



For the Attention of the Chairperson  
South Wairarapa Community Boards

15<sup>th</sup> November 2013

Dear Chair

### **Presentation to South Wairarapa Community Boards**

Many thanks for the opportunity to make a presentation to your Community Board in December. Ahead of my presentation, I would like to take the opportunity to provide some basic information about Access Radio, Arrow FM, and my role as Arrow's Southern Area Coordinator.

#### **What is Access Radio?**

Arrow FM 92.7FM (Access Radio Wairarapa Charitable Trust) is one of twelve Access radio stations operating in New Zealand. In common with all Access radio stations, Arrow FM delivers services in keeping with section 36C of the Broadcasting Act, which requires the provision of broadcasting services for minority interests, needs and groups, for example people with disabilities, ethnic minorities and children and young people. It delivers these services on the community access radio principles of radio by, for and about its users.

Arrow FM has been operating on this basis since 2000, and today the radio produced by its 40-plus broadcasters and community organisations continues to reflect the richness and diversity of the Wairarapa, and provide marginalised, hard-to-reach and disenfranchised individuals and communities a means to get their voices heard.

#### **Arrow FM in the South Wairarapa**

I have recently been engaged as Arrow FM's coordinator for the southern part of the Wairarapa region. A significant element of the role is to build on the need for broadcasting services, training and facilities in and around the towns of the South Wairarapa, support existing broadcasters to access these services, and enable radio programmes to be made in the South Wairarapa that reflect the diversity and variety of our local communities.

Since the commencement of the role in September 2013, I have successfully enrolled several new regular South Wairarapa programmes, and have several more in development. I have also made good progress in increasing awareness of Arrow FM's services in the South Wairarapa area through numerous meetings with local groups, organisations, and community leaders.

Programming from the South Wairarapa includes shows dedicated to local arts and culture (*ReCooper8*), parenting and childcare issues (*Cold Tea and Laundry Piles* from Plunket), local community issues (*Southern Exposure*), adult learning (*SWALA Hour*), mental health awareness (*Like Minds, Like Mine South*) health and fitness (*Move with Ease*), environmental and sustainability issues (*Project Wairarapa*) and foreign language programming (*Spaetzle Radio*).

## **The Community Boards and Arrow FM**

I am very much looking forward to talking with each of the Boards to provide more information about why and how Arrow FM operates, and the purpose of my role.

However, in my presentation at the December meetings I would like to focus specifically on how the Community Boards could use the services, facilities and skills of Arrow FM to assist in the fulfillment of some of their responsibilities and functions. I believe that a regular broadcast on Arrow FM by the South Wairarapa Community Boards is entirely in the spirit of Access Radio, and could provide a dynamic, versatile and accessible means of exercising some of the Boards responsibilities, such as representing and acting as advocates for the interests of the community, and in communicating with community organisations and special interest groups in the community.

I present below a basic sketch of how a Community Board programme on Arrow FM might function. I would like to stress that these are just ideas, and here for the purpose of stimulating thought and discussion:

- The Community Boards could work together to broadcast an hour long programme once every six weeks to coincide with the Community Board meetings, featuring voices from all three Community Boards;
- The programme would be pre-recorded locally in the South Wairarapa;
- With all three Boards involved, not only will there be more than enough material to fill an hour's broadcast, but the responsibility for 'fronting' the programme could be devolved throughout the Board's membership;
- Examples of content include featuring news of what's going on in the various townships and outlying communities; details of successes or challenges being faced in our communities; information about how people can get in touch with Community Board members; details about grant schemes or funds available, and how communities can access them;
- The show could be broadcast twice in a six week period – once with one repeat;
- The programme can be made available as a podcast on Arrow FM's website, which is being relaunched at the end of November. This will make the programme even more accessible throughout the region.

Arrow FM can provide the skills and support necessary to help the Boards develop a successful and popular programme that I believe will have considerable beneficial impact on the work you do and the communities you serve.

Community Board members are bound to have questions about Arrow FM and the broadcast idea, and I very much look forward to having the opportunity to answer them at the meeting in December.

Yours faithfully

**Lucy Cooper**  
Southern Area Coordinator



## Martinborough Community Board

Minutes 26 August 2013

- Present:** Heather Gibbs (Chair), Jo Guscott, Adi McMaster, Cr Julie Riddell and Cr Max Stevens.
- In Attendance:** Mayor Adrienne Staples, Paul Crimp (Chief Executive Officer), Helen McNaught (Properties and Facilities Manager) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the South Wairarapa District Council Chambers, 19 Kitchener Street, Martinborough on Monday 26 August 2013 between 6:30 and 7:35pm.

### **PUBLIC BUSINESS**

The Community Board agreed to add the following items to the agenda: Martinborough Christmas Parade & Martinborough Squash Racquets Club Application for Financial Assistance.

#### **1. APOLOGIES**

*MCB RESOLVED (MCB 2013/44) to receive apologies from Pam Colenso.  
(Moved Guscott/Seconded McMaster)*

Carried

#### **2. CONFLICTS OF INTEREST**

Cr Max Stevens declared a conflict of interest with the application for financial assistance from the Martinborough Squash Racquets Club as he was a life member of the club.

#### **3. PUBLIC PARTICIPATION**

There was no public participation.

#### **4. COMMUNITY BOARD MINUTES/EXPENDITURE**

4.1 Martinborough Community Board Minutes – 15 July 2013

*MCB RESOLVED (MCB 2013/45) that the minutes of the Martinborough Community Board meeting held on 15 July 2013 be confirmed as a true and correct record.*

*(Moved McMaster/Seconded Guscott)*

Carried

4.2 Matters arising

Mayor Staples had attended the Maths Wairarapa event and presented prizes to some of the participants. Volunteers ran the event on a tight budget and the event was worthy of financial support.

### **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*

- 4.3 Action items from previous meeting  
The Community Board reviewed the action items and updates were provided.  
*MCB NOTED:*
1. Action 535: Determine the timeframe for GWRC to paint the Kitchener Street bus shelter and ensure the work had been given a high priority; M Allingham

- 4.4 Income and Expenditure Statement  
*MCB RESOLVED (MCB 2013/46)* to receive the Income and Expenditure Statement to 30 June 2013.  
*(Moved Cr Stevens/Seconded Cr Riddell)* Carried

## 5. OPERATIONAL REPORTS – COUNCIL OFFICERS

- 5.1 Officers' Report to Community Boards  
The Community Board reviewed the report and the Property and Facilities Manager provided an update on Pain Farm, including lease of the property and maintenance requirements.  
Pensioner housing in Martinborough was now at full capacity.  
*MCB RESOLVED (MCB 2013/47)* to receive the Officer's Report.  
*(Moved Cr Stevens/Seconded McMaster)* Carried

- 5.2 Shade Sails for Martinborough Swimming Pool  
*MCB RESOLVED (MCB 2013/48):*
1. To receive the information.
  2. To approve the purchase and installation of two pre-made shade canopies (a clear cover for over the toddler pool and the second canopy being a shade cloth with a good UV protection rating)  
*(Moved Cr Riddell/Seconded McMaster)* Carried
  3. Action 536: Determine safety requirements for water slides suitable for public pools; M Allingham

## 6. COMMUNITY BOARD – COUNCILLORS REPORTS

- 6.1 Town Centre Committee  
Alternative seating for the Martinborough Square is being investigated with a view to finding something compliant with the Development Plan at a reasonable cost.
- 6.2 Considine Park Committee  
Mrs Gibbs thanked everyone involved with Considine Park redevelopment and the nearly completed refurbishment of the Park looked great. New gates and fencing had been completed, tree stumps had been removed, new trees were being planted and the arena had been tidied. Mrs Gibbs reported that the

### **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*

South Wairarapa Pony Club had asked for permission to erect a sign and would present wording to the Community Board for approval.

#### 6.3 Martinborough Town Hall Working Group

Cr Stevens reported that further meetings with SGL Group and the MTHWG were to be held on the 30 August 2013 and that SGL Group were now putting together a concept plan for the Hall.

Cr Stevens reported that engineers had inspected the Martinborough Town Hall following the earthquake and that although some further damage had occurred, the structural effect was unchanged. Council policy on labelling the building would be undertaken.

#### 6.4 Other Reports

Cr Riddell reported that the Wairarapa Liquor Working Group were meeting on a regular basis for training and in preparation for the introduction of the new Liquor Act in December. The Project Team would also assist with the formulation of policy for abusive substances.

### 7. TIDINESS OF THE TOWN CENTRE AND SURROUNDING STREETS

Cr Stevens had observed that on Saturday and Sunday morning there was often rubbish in Martinborough Square.

#### *MCB NOTED:*

1. Action 537: Put an article in the Martinborough Star explaining Council policy on stickering earthquake prone buildings; M Allingham
2. Action 538: Determine what time City Care clear rubbish from Martinborough Square and the town centre on Saturday and Sunday mornings; M Allingham

### 8. CORRESPONDENCE

#### 8.1 Inwards

To Martinborough Community Board from Pam Colenso tabled 26 August 2013

#### 8.2 Outwards

To Jenny Moloney from SWDC dated 14 August 2013

To Ngawi Rate Payers Association from Committee Secretary on behalf of MCB dated 5 August 2013

*MCB RESOLVED (MCB 2013/49) to receive the inwards and outwards correspondence (including tabled correspondence).*

*(Moved McMaster/Seconded Guscott)*

Carried

### **DISCLAIMER**

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

**9. MARTINBOROUGH CHRISTMAS PARADE**

The Community Board noted the Christmas Parade was scheduled for 5pm on the 15 December 2013. The Mayor advised that the Community Board needed to ensure marshals were available to implement the traffic management plan.

*MCB RESOLVED (MCB 2013/50):*

- 1. To pay for the cost of a traffic management plan (including advertising) for Martinborough so the 2013 Christmas Parade could be run on the 15 December 2013.

*(Moved Cr Stevens/Seconded McMaster)* Carried

- 2. Action 539: Liaise with Fulton Hogan/Martinborough Lions/I&S Group to ensure a traffic management plan is lodged, advertising is undertaken and that marshalling for the Martinborough Christmas Parade has been organised; H Gibbs

**10. FINANCIAL ASSISTANCE**

10.1 Squash Club

*MCB RESOLVED (MCB 2013/51)* to grant the Martinborough Squash Racquets Club \$1,000 towards the cost of refurbishing the Club kitchen.

*(Moved McMaster/Seconded Guscott)* Carried

Mayor Staples thanked members for their time and work over the triennium and wished those members standing all the best for the election.

**Confirmed as a true and correct record**

.....Chairperson

.....Date

**DISCLAIMER**

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



**Martinborough Community Board  
First Meeting of the Triennium 2013-2016**

**Minutes 4 November 2013**

- Present:** Lisa Cornelissen (chair from 6:35pm), Pam Colenso, Adi McMaster, Victoria Read and Cr Julie Riddell.
- In Attendance:** Mayor Adrienne Staples, Paul Crimp (Chief Executive Officer) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the South Wairarapa District Council Chambers, 19 Kitchener Street, Martinborough on Monday 4 November 2013 between 6:30 and 7:10pm.

**PUBLIC BUSINESS**

**The Chief Executive in the Chair**

- A1. Apologies  
Apologies were received from Cr Max Stevens.

**B DECLARATIONS AND ELECTION OF CHAIRPERSON**

- B1. Declaration by Members  
The elected Martinborough Community Board members made public declarations and were sworn in by the Chief Executive.
- B2. Election of Chairperson  
Cr Julie Riddell nominated Lisa Cornelissen for the position of chairperson.  
*MCB RESOLVED (MCB2013/52)* that Lisa Cornelissen be elected chairperson of the Martinborough Community Board.  
*(Moved Cr Riddell/Seconded Read)* Carried

**Lisa Cornelissen assumed the chair**

- B2. Election of Deputy Chairperson  
Victoria Read nominated Pam Colenso for the position of deputy chairperson.  
*MCB RESOLVED (MCB2013/53)* that Pam Colenso be elected deputy chairperson of the Martinborough Community Board.  
*(Moved Read/Seconded McMaster)* Carried

**DISCLAIMER**

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

**C BUSINESS IN ACCORDANCE WITH PART 1 OF SCHEDULE 7 OF THE LOCAL GOVERNMENT ACT 2002**

C1. Legislation Affecting Elected Members – General Explanation

Mr Crimp provided an explanation of the legislation affecting elected members, including:

- Local Government Official Information and Meetings Act 1987
- Local Authorities (Members' Interests) Act 1968
- Sections 99, 105 and 105A of the Crimes Act 1961
- Secret Commissions Act 1910
- Securities Act 1978

*MCB RESOLVED (MCB2013/54) to receive the information.*

*(Moved Cr Riddell/Seconded McMaster)*

Carried

C2. Schedule of Ordinary Meetings

*MCB RESOLVED (MCB2013/55):*

1. To receive this information.
2. To adopt the revised 2013 schedule of meetings.
3. To adopt the 2014 schedule of ordinary meetings.

*(Moved Colenso/Seconded Read)*

Carried

4. To set the regular meeting time of the Community Board for 6:30pm.

*(Moved Cornelissen/Seconded McMaster)*

Carried

**D MATTERS FOR DECISION**

D1. Model Standing Orders for Meetings of Local Authorities and Community Board

*MCB RESOLVED (MCB2013/56):*

1. To receive this information.
2. To adopt Appendix H – Provision for Casting Vote.
3. That no change be made to Council's standing orders for meetings.

*(Moved Read/Seconded McMaster)*

Carried

D2. Code of Conduct for Elected Members

Members noted that paragraph 2.3 required updating to allow for the provision of a casting vote (as adopted above), and paragraph 2.6 required updating to reflect new mayoral powers under the LG Act.

*MCB RESOLVED (MCB 2013/57):*

1. To receive the information.
2. To adopt the Code of Conduct for Elected Members for the 2013-2016 triennium with amendments as noted.

*(Moved McMaster/Seconded Cornelissen)*

Carried

**DISCLAIMER**

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



D3. Elected and Non-Elected Members' Remuneration  
*MCB RESOLVED (MCB 2013/58) to receive the Officer's Report.  
(Moved Cr Riddell/Seconded McMaster)* Carried

D4. Establishment of and Appointments to Committees  
Lisa Cornelissen declared a conflict of interest with regards to being appointed to the Considine Park Committee due to her private business interests.

Members discussed the creation, purpose and potential membership of the following potential committees; Playground Committee, Considine Park Committee and the Town Centre Committee.

Nominees were called for and received with the following committees being constituted and members appointed. It was noted that Ms Read would continue to represent community interests on the Martinborough Town Hall Working Group.

Consideration of an appointment of a Pain Farm supervisor would be held over until the next meeting.

*MCB RESOLVED (MCB2013/59):*

1. To receive this information.  
2. That the Town Centre Committee be reconstituted and that Victoria Read and Pam Colenso be appointed to the Committee.  
*(Moved Cr Riddell/Seconded Cornelissen)* Carried

3. That the Considine Park Committee be reconstituted and that Victoria Read and Pam Colenso be appointed to the Committee and that Heather Gibbs be co-opted to the Committee.  
*(Moved McMaster/Seconded Cr Riddell)* Carried

4. That Adi McMaster be appointed to Council's Graffiti Working Party and be Martinborough Community Board's nominee for appointment selection to the Wairarapa Library Service joint Council committee.  
*(Moved Cornelissen/Seconded Colenso)* Carried

5. That Lisa Cornelissen and Adi McMaster be appointed to the Martinborough Town Hall Working Party.  
*(Moved Cornelissen/Seconded Cr Riddell)* Carried

**Confirmed as a true and correct record**

.....Chairperson

.....Date

**DISCLAIMER**

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

**Martinborough Community Board  
Action Items  
From 26 August 2013**

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
640	MCB	19-Nov-12	Action	Mark	Prune trees along Puruatanga and Huangarua Roads	Open	Email to Pam 29/4 - awaiting report from Treescape, contractors to Powerco. Providing report with cost options for Council. Once report to hand will discuss with City care and present options to Community Board. 6/6 Send report to community board, Officer looking into options. 5/7 <b>Waiting on Information from Contractor, prices to be advised.</b> 15/8 in progress Council will not be trimming these trees as the agreement when they were planted was for land owners to trim them. Mark to liaise with Clive Patton and landowners and request that this is done.
421	MCB	15-Jul-13	Action	Mark	Update the footpath forward works programme with notes to explain progress. Provide a schedule of footpaths maintained over the period of the Footpath Strategy (provide by email);	Open	Schedule has been updated, officer to update maps then to GM for approval. 2/12 Mark to email CB's with updated strategy.
424	MCB	15-Jul-13	Action	Mark	Provide information on alternative routes at road closure notice sites	Open	Mapping to be completed by our Assets Engineer 2/12 Still in progress
425	MCB	15-Jul-13	Action	Mark	Provide the Community Board with sign placement options, using the blue arrows, to the squash club and the cemetery	Open	In progress 5/9 Officer to look at locations of signs the liaise with I & S group manager for approval.
426	MCB	15-Jul-13	Action	Paul	Laminate a list of defibrillator locations and seek permission to place in Pain and Kershaw and the Martinborough Library	Open	
428	MCB	15-Jul-13	Action	Pam Colenso	Obtain quotes for the purchase of flags for Martinborough	Open	
535	MCB	26-Aug-13	Action	Mark	Determine the timeframe for GWRC to paint the Kitchener Street bus shelter and ensure the work has been given a high priority	Actioned	5/9 As advised GWRC will aim to complete works in the 13 / 14 financial year, most probably in the summer months.
536	MCB	26-Aug-13	Action	Mark	Determine safety requirements for water slides suitable for Council pools	Actioned	5/9 In progress 8/11 There is no way to have a safe slide at Martinborough Pool, officer will prepare a paper for the MCB proposing alternative safe play equipment. 2/12 Report in agenda
537	MCB	26-Aug-13	Action	Mark	Put an article in the Martinborough Star	Actioned	5/9 In progress 8/11 was printed in October Star

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
					explaining Council policy on stickering earthquake prone buildings and what the coloured stickers mean		
538	MCB	26-Aug-13	Action	Mark	Determine what time City Care undertake a cleanup of Martinborough Square and the town centre on Saturday and Sunday morning	Actioned	5/9 Officer to investigate 8/11 Verbal answer was given at MCB meeting.
539	MCB	26-Aug-13	Action	Mark	Liaise with Fulton Hogan/Martinborough Lions/I&S Group to ensure a traffic management plan is lodged, advertising is undertaken and that marshalling for the Martinborough Christmas Parade has been organised	Actioned	TMP signed off. Advertising completed.

<b><i>Martinborough Community Board</i></b>	
<b><i>Income &amp; Expenditure to 31 October 2013</i></b>	
<u>INCOME</u>	
Balance 1 July 2013	40,695.43
Annual Plan 2013/14	20,959.00
<b>TOTAL INCOME</b>	<b>61,654.43</b>
<u>EXPENDITURE</u>	
Members' Salaries	2,314.44
<b>Total Personnel Costs</b>	<b>8,199.84</b>
AP House of Travel McMaster Wn-Dn-Wn 25-27 Sept	344.35
AP 16 guests 10/9/13 C/Brds	37.10
Travel and Parking	105.00
AP A McMaster 25 & 26/9/13	173.91
AP Martinborough S Grant refurbishing Club kitchen	1,000.00
AP Mr G Walker Images of Lake Ferry	200.00
AP Ibis Wellington V Read 31/10/13	124.35
AP Ibis Wellington L Cornelissen 31/10/13	124.35
AP SOLGM Desk/Pocket Diaries 2014	31.80
<b>Total General Expenses</b>	<b>2,140.86</b>
AP Martinborough M Collections project grant	3000
AP Wairarapa Mathe Community Board Grant 2013	200
AP Kokomai Creative Festival 2013	500
AP Southern Wairar Grant - WAIGROWN 27/9 Music Festival (Adi ad	500
<b>Total Grants</b>	<b>4,200.00</b>
<b>TOTAL EXPENDITURE</b>	<b>14,540.70</b>
<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>47,113.73</b>
<u>LESS: COMMITMENTS</u>	
Salaries to 30 June 2014	7,690.56
Funds for walkway	5,000.00
Tora Picnic table and concrete	766.00
<b>Total Commitments</b>	<b>13,456.56</b>
<b>BALANCE TO CARRY FORWARD</b>	<b>33,657.17</b>

# MARTINBOROUGH COMMUNITY BOARD

9 DECEMBER 2013

---

## AGENDA ITEM 6.1

---

### OFFICERS' REPORT

---

#### **Purpose of Report**

To update the Community Board and Maori Standing Committee on Council activities.

#### **Recommendations**

Officers recommend that the Community Board/Committee:

1. *Receive the information.*

#### **1.1 Staffing**

We welcome Leanne Kernot to the roading engineer role. Leanne is on secondment for three months from NZTA and we are picking her brains as much as Leanne is picking ours.

We continue to seek a permanent replacement for this role.

#### **1.2 Occupational Health and Safety**

There were no incidents reported since the last Council meeting.

Murray Buchanan has commenced the process of ensuring SWDC complies with its obligations in this area.

#### **1.3 Local Government Commission/Governance Review**

The Local Government Commission (the Commission) continues its background work and will commence public meeting in the Wairarapa on 19 November.

The three Wairarapa CEs met with BERL economists to tease out the issues from the Martin Jenkins report, in particular the views on the funding "gap"

The Commission also visited SWDC (and the other authorities) to get a "feel" for SWDC and its issues.

There are also some underlying financial comparisons being undertaken, this will be taken from the published documents, Long Term Plan, Annual Plan, Annual Report.

The Commission still plans to announce its preferred option March 2014. Consultation on that preferred option will then commence.

## **1.4 Meetings**

### **1.4.1. CE Forum/Mayoral Forum**

Two CE Forum meetings have been attended

While there has been some discussion on Regional matters the majority of the discussion has been "over the hill" centric. This is an interesting observation as it highlights that while the Wairarapa is included where prudent; the Wairarapa has very different issues.

For example, there is a significant shared service push in the IT area which on the surface of it will generate significant dollar savings for the participating authorities.

If the Wairarapa authorities were to participate in this IT initiative in all likelihood IT spend would increase.

The other interesting observation is that shared services need not be undertaken by all LA's in an area, it can be successful if only a subset of LA's work collaboratively. This applies in the Wairarapa as well. I think the feeling that all LA's in an area (NZ wide) should be involved for shared services to be successful has held back progress in some areas.

The key initiatives being considered are:

- IT – back office services
- Spatial and Transport Planning
- Regional water
- Economic Development

### **1.4.2. Local Government Financial Prudence Regulations**

As part of the "Better Local Government" initiatives, and the Bill enacted in November 2012, the Government have announced the draft financial prudence benchmarks.

The full paper is replicated in the policy and finance committee agenda as there are no specific actions required.

## **1.5 Annual Plan / LTP actions**

An update will be provided as part of the quarterly report

## **1.6 Elections**

The election process has been completed. Note that we will exceed budget as there is a by election required for the Greytown Community Board

## **1.7 Featherston Land Swap**

All ministerial and legal hurdles have been overcome and this land swap has been completed.

## **1.8 Wastewater Update**

Good progress continues to be made toward the lodgement of the Greytown and Martinborough consents, which are due to be lodged in January 2014. Featherston is due shortly thereafter.

The purchase of the land adjacent to the Greytown treatment plant has been finalised and this presents us with a fantastic opportunity.

This land purchase was affected possibly two decades earlier than we would have anticipated in our overall long term plan, however it does not diminish the cost or affordability issues that Council faces.

## **1.9 NRB Survey**

The triennial NRB Survey will commence at the end of November. The questions are standard and are generally driven from the LTP service performance measures.

There is little scope for new / changed questions as we need to ask questions on a consistent basis for comparative purposes.

We did add a couple of questions around voter turnout and reasons for not voting.

## **1.10 Quarterly Report**

The quarterly report, based on results to the end of October, will be circulated separately.

## **1.11 Financial Statements**

Financial Statements for the four months ended 31 October will be tabled and discussed at the policy and finance committee.

# **2. Discussion**

## **2.1 2012/13 Annual Report**

Completed!

## 2.2 Rate Arrears

Efforts continue on rate arrears. The table below outlines the situation as at 17 June 2013, and excludes multi ownership Maori land.

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

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

This process is a bit time consuming, we can only demand the outstanding amount from the prior year (as at 30 June 2013). The first step is to write to the bank and give notification we will be seeking payment. We cannot actually make the demand for three months from the date of notification, and I guess it will be a week or so after that we will receive the funds.

## 2.3 LGOIMA Requests

- Adam Hutchinson: Freedom Camper Information for a GPS system
- Catherine Mitchell re: All Correspondence between NZTA and Central Government regarding seal extension subsidies.
- Michelle Holland Freshminds Ltd.: Environmental Service and Solid Waste contracts.
- Errol Brassett TR Consultants Intl. Ltd, Tawa, Wellington 5028: List of businesses premises with grease traps/converters.
- Caleb Harris Information on Eateries that Council Inspectors have closed or have issued cleaning or repair notices.
- Caleb Harris DomPost: Resource and Building consents for the properties of James Cameron.
- Stan Mangin and Butch Carrington: Sandy Bay Lease.
- Stan Mangin and Butch Carrington: Sandy Bay detail on former agreement - Council notes.
- Karaitiana Taiuru: Government entities usage of web addresses/domain names.
- Jordan Williams: New Zealand Taxpayers' Union Inc.



- John Moynihan: Proposed replacement of cherry trees in Jellicoe Street.
- Volme Springford. WTA: Vehicles dumped in SWDC - costs of disposal.
- Linda.Gross Department of Internal Affairs Cost relating to amalgamation if it succeeds.
- Derek Anderton, Director, Capital Ventures (2007): Rates Information.
- Marty Sharpe Hawkes Bay Reporter, DomPost: Plastics recycling.
- Talia Shadwell, DomPost: Data relating to noise complaints

Contact Officer: Paul Crimp, Chief Executive

# **PLANNING AND ENVIRONMENT GROUP REPORT ON ACTIVITIES**

---

## **1. Introduction**

### **1.1 Planning and Environment Group**

The Group is responsible for the planning, building and environmental health activities of Council. These activities deliver both policy and regulatory outcomes relating to the governance/advocacy, resource management and public protection goals and objectives of the Council, as set out in the Annual Plan.

The day to day focus is on the processing of Resource Consents, Building Consents, Food/Liquor/Health Licences, and Dog Control.

The Group Manager oversees all the functions of the group. Hazel Turner is the Administration Assistant for the Group as well as assisting with Food and Liquor Licensing, and coordinating Land Information Memorandum (LIM) applications for the Council.

## **2. Planning**

### **2.1 Overview**

The Planning team is responsible for advising our citizens about the Wairarapa Combined District Plan (its strategic intent, policies and rules), processing resource consents, ensuring resource consent compliance, and developing reserve management plans for all the districts reserves.

The key pieces of legislation for this team are the Resource Management Act 1991, the Local Government Act 2002 and the Reserves Act 1977.

There are four staff members in the Planning team: Murray Buchanan (Team Leader/Group Manager), Chris Gorman (Senior Planner), Russell Hooper (Planner) and Jen Olson (Resource Management Officer).

In the coming year the key work for the team will include completing 100% of resource consents within statutory timeframes, resolving complaints, continuing to review Reserve Management Plan(s), the development of improved guidelines for new developments in heritage precincts, the development of a "one stop shop" information package, monitoring and inputting as necessary into the new Resource Management Act based Wellington Regional Plan and continuing work on the Greytown Future Development Area Structure Plan and the Wairarapa Moana management project.

The Planning team also assists with other Council projects as required, including community consultation.

## **2.2 Resource Consents**

Officers have processed 20 consents since 1 September 2013; all were completed within statutory timeframes.

Officers provide detailed fortnightly updates on all consents direct to Council and Community Board members, so consent details are not listed here.

## **2.3 Policy**

### **2.3.1. Historic Heritage Guidelines**

Featherston, Greytown and Martinborough all contain Historic Heritage Precincts (HHP); areas where the distinctive character and historic heritage of our towns is to be recognised.

The main commercial areas of the three towns are covered by this provision, and in Greytown it extends into the residential areas on Main Street, both north and south of the commercial centre.

Officers are developing new Heritage Precinct Design Guides to give property owners clearer guidance on recognising, maintaining and enhancing the historic character of our towns.

Recently some new building developments have brought into focus the fact that the existing guidelines do not provide much direction or interpretive information to enable such structures to be consistently assessed.

One key aspect of the new guidelines will be criteria that will enable developers and staff to readily identify whether a particular building design is likely to be compatible within a heritage area.

The new guidelines for new developments should ensure that such structures respect and sit comfortably with the surrounding heritage character, while not having to be pseudo replicas of heritage buildings.

### **2.3.2. Business Streamlining Programme**

As part of Council's goal to provide excellent service and to be easy to deal with, Planning Officers are putting together an information package, with the idea being to streamline and coordinate the processes required to set up new businesses and/or projects in our district. It is proposed that brochures will be made available, as well as setting up a page on the SWDC website for such information.

This proposal is based on the New Plymouth District Council's award winning "Taking Care of Business" initiative.

Starting a business and/or project can require multiple Council consents, registrations and approvals spanning every department. This can be daunting for some people.

In order to make things easier, we are, in addition to the information package, looking at the practicalities of assigning a single officer as a primary contact at Council for significant development proposals.

Where meetings and wider communication about all of the relevant Council processes is required, these will be coordinated by the primary contact to ensure timely, consistent and accurate information is provided in a good service focussed environment.

The primary contact could be a Planner, a Building Control Officer, an Infrastructure officer, or any other Council officer who is best suited to the particular proposal.

The end result of these initiatives should be to help our businesses, investors and developers and Council staff focus on the most important thing: getting the business and/or project started or approved with the minimum of delay or contention.

### **3. Building**

#### **3.1 Overview**

The Building team is responsible for processing building consents; identifying dangerous, insanitary, and earthquake prone buildings; monitoring existing swimming pools; issuing building warrants of fitness; and responding to building incidents such as storm water run-off and illegal building work.

The key pieces of legislation for this team are the Building Act 2004, the NZ Building Code, and Building Regulations.

There are 6 staff; Derrick Thorley (Building Control Team Leader), Adrian Cullen (Building Control Officer), Derek Staines (Building Control Officer), Tim Grindlay (Building Control Officer), John Tait (Building Control Officer), and Sara Edney (Building Control Administrator).

The building team is also required to maintain Council's accreditation as a Building Control Authority (BCA).

#### **3.2 Building Consents**

##### **Processing statistics for: 1 September 2013 to 30 September 2013**

<b>Item</b>	<b>Period</b>	<b>Year to date</b>	<b>Same period last year</b>	<b>Annual Plan</b>
Consents received	40	124	61	N/A
Consent processing performance (within 20wd's)	100%	98.06%	96.15%	100%
Certificate of Acceptance processing performance	N/A	75%	N/A	N/A
Code Compliance Certificate processing performance	100%	98.46%	100%	100%

## Consents granted by project

Type	No. of consents	Value
Covered Yards - farm building	3	\$44,530
Demolition - Dwellings	1	\$12,000
Dwelling - alterations	7	\$612,000
Dwelling - unattached	5	\$624,500
Garage	4	\$59,127
Implement Shed - farm building	1	\$25,000
Public Toilets	1	\$143,963
Relocation - dwelling	2	\$77,000
Sewage and Drainage System (treatment plant)	1	\$6,500
Sleep out	1	\$60,000
Solid Fuel Heater	5	\$30,348
Swimming Pools & Spa Pools	2	\$66,000
Workshop - e.g. electrical or vehicle repairs	1	\$480,000
	<b>34</b>	<b>\$2,240,968</b>

Processing statistics for: 1 October 2013 to 31 October 2013

Item	Period	Year to date	Same period last year	Annual Plan
Consents received	29	153	29	N/A
Consent processing performance (within 20wd's)	97.30%	98.06%	94.29%	100%
Certificate of Acceptance processing performance	100.00%	75.00%	0%	N/A
Code Compliance Certificate processing performance	100.00%	98.46%	100.00%	100%

## Consents granted by project

Type	No. of consents	Value
Bank	1	\$6,000.00
Carport/Boatshed / Car deck	1	\$25,000
Covered Yards - farm building	2	\$17,641
Demolition - Other Buildings	1	\$5,000
Dwelling - alterations	6	\$520,824
Dwelling - relocation	2	\$35,000
Dwelling - unattached	4	\$720,000
Flat/Townhouse / Studio / Unit - attached and unattached	1	\$0
Garage	5	\$100,400
Retail outlet/Shop e.g. hairdresser, travel agent, real estate	1	\$0
Sewage and Drainage System (treatment plant)	1	\$15,000
Shops, restaurants - Alterations & additions	1	\$10,000

Sleep out	3	\$97,000
Solid Fuel Heater	7	\$28,817
Water Storage and Supply	1	\$5,500
	<b>37</b>	<b>\$1,586,182</b>

### 3.3 Enforcement

None to report

### 3.4 Policy

None to report

### 3.5 LIMs

#### LIM APPLICATIONS RECEIVED FOR 1 SEPTEMBER TO 31 OCTOBER 2013

Item	Period	Same period last year	YTD (1/7/2013 to 31/10/2013)	YTD Last Year
Urgent (5 Working Day) Applications received	15	6	80	21
Standard (10 Working Day) Applications received	26	28	116	136
LIMs processed within specified deadline	41 (100%)	34	196 (100%)	157

### 3.6 Enforcement

None to report.

### 3.7 Policy

None to report.

### 3.8 Other matters

None to report.

## 4. Environmental Health

### 4.1 Overview

The Environmental Health team is responsible for liquor licensing; food premise inspections, registrations and audits of food control plans; noise complaints and assessments; environmental health; and bylaws.

Bylaws cover animal control including dogs wandering, barking causing a nuisance, attacks and stock on the road; abandoned vehicles; long grass causing fire hazards; trees and other vegetation overhanging the footpath; litter and camping on reserves.

The key pieces of legislation are the Health Act 1956, Dog Control Act 1996, Food Act 1981 (soon to be replaced), Sale and Supply of Alcohol Act 2012, Impounding Act 1955, and the Resource Management Act 1989.

There are four staff; Bronwyn Johnson (Environmental Health Team Leader), Rob McDonald (Environmental Health Officer), Andrew McEwan (Bylaw Officer) and Stan Matovich (Casual Bylaw Officer).

In the coming year the key focus will be implementing systems and procedures for the change in alcohol legislation that begins in December 2013. In addition, there will be work to address changes to the Food legislation.

## **4.2 Liquor Licensing**

### **4.2.1. The Sale and Supply of Alcohol Act 2012**

The Sale and Supply of Alcohol Act 2012 comes into full force on the 18 December 2013. This is a significant change that has brought additional work for staff as it is implemented.

### **4.2.2. Wairarapa Liquor Working Group**

This working group is to continue through 2014. The key tasks for the three Councils involved are the development of the Local Alcohol Policy and ensuring that there is a sound communication strategy to inform communities, industries and licensees of the new requirements under the Act. The appointment process for the joint list members for each District Licensing Committee is now essentially completed with the formal appointment by Council expected to be completed at the 27 November 2013 Council meeting.

### **4.2.3. Liquor Licenses issued**

Three on licence renewals and 3 off licence renewals were issued from 1 September 2013 to 31 October 2013. In the same period, 26 manager's certificates were issued.

## **4.3 Food Bill**

The Food Bill has been deferred by Government and will not be passed in 2013 as previously reported. In preparation for the new Act we are continuing to encourage food premises to voluntarily change to the Food Safety Plan approach. To date 18 food premises have changed to using the new Food Control Plan, with generally good results. The Food Bill is likely to require additional resources to implement

## **4.4 Noise Control**

Twenty noise control complaints were received from 1 September 2013 to 31 October 2013. 16 were located in Featherston, 3 in Greytown and 1 in Martinborough.

## **4.5 Bylaws and animal control**

### **4.5.1. Dog and stock data**

<b>INCIDENTS REPORTED</b>	<b>Martinborough</b>	<b>Featherston</b>	<b>Greytown</b>
Attack on Pets	1	0	0
Attack on Person	0	1	0
Attack on Stock	0	1	0
Barking and whining	1	6	1

<b>INCIDENTS REPORTED</b>	<b>Martinborough</b>	<b>Featherston</b>	<b>Greytown</b>
Lost Dogs	0	2	2
Found Dogs	3	1	1
Rushing Aggressive	0	2	0
Wandering	2	14	4
Welfare Concerns	0	1	0
Stock	0	0	0
<b>TOTAL</b>	<b>7</b>	<b>28</b>	<b>8</b>

#### **4.5.2. Dog Exercise areas**

Councils Amenity manager has met with Bruce Farley, Greytown Lions President, about the dog exercise area. The job will be project-managed by City Care, who will also do the materials purchasing.

Lions will contribute the labour for the fencing. The intention is to have the basic work done and the park up and running by the end of 2013. Some of the Lions are keen to contribute further, with equipment for obedience and agility.

#### **4.5.3. Bylaws**

Stan Matovich is currently filling the Bylaws Officer role for two weeks while Andrew McEwan is on leave, and as of 1 December will be taking on the role of the Casual Bylaws Officer for the summer months and Easter and Labour weekends.

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



# INFRASTRUCTURE AND SERVICES GROUP REPORT

---

## 1. Consents

### **Wastewater (Martinborough, Featherston, Greytown)**

A further workshop was held on 18 November 2013, the outcome of which will be known to Council.

In summary Council's proposals and proposed consent conditions are required to be submitted to the Regional Council by 31 January 2014 for Martinborough and Greytown and for Featherston by 28 February 2014.

#### **1.1 Wastewater Land Disposal**

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

#### **1.2 Water**

Nil to report.

#### **1.3 Coastal**

Covered in Roading report below.

#### **1.4 Gravel Pit Extraction**

Nil to report

#### **1.5 Land Fill Consent**

Nil to Report

#### **1.6 Wastewater and Water Reticulation**

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

#### **1.7 Water Supply Capital Improvements**

The Featherston water supply upgrade project is underway with drilling consents and pricing being sought for production drilling operations, this work is expected to be completed in the New year after which a detailed design will commence for the new bore filed and plant up grade.

The project is planned to be delivered over two financial years with completion scheduled for December 2015.

## **2. Operations Utility Assets and Services**

### **2.1 Wastewater Treatment Plants**

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

This was a recorded incidence where the allowable parameters to discharge to the river had been exceed at the Martinborough Wastewater Treatment Plant. This breach is similar to the one in July where irregular results have occurred with the sampling or the testing at laboratory. All indications show that the plant was functioning within its specifications at the time the sample was taken.

### **2.2 Wastewater Reticulation**

There were no reported pipeline blockages during the period.

### **2.3 Water Treatment Plants**

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

An incident report for a transgression to the Martinborough water supply in October has been forwarded to DWA and MoH. The fault was identified to some inconsistencies around the sampling point which have been investigated. A new sampling location has been established and the testing results were clear.

There was a 20 hour power supply outage at the UF treatment plant and a 12 hour outage at the Kuratawhiti Street bore in October due to the storm event on the 7th. There was a risk of compromising the Greytown water supply. The situation was handled without incident. Council officers were in contact with the power network repair crews about prioritising the power supply to these plants.

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

### **2.4 Water Reticulation**

There were twenty-three water reticulation repairs reported and rectified during the period.

### **2.5 Water Races**

City Care Ltd has been performing the routine monthly inspections and blockage clearing of the water race network to maintain satisfactory flows. There were twelve reported accounts for blockage clearing of the Moroa network over the period. The annual walk over inspection of the two networks by City Care is nearing completion and notices to land owners for water race cleaning will be sent out by Council officers once the inspections are complete.

## 2.6 Waste Management

Operations continued on a routine basis throughout the period.

The re-location of the Tuturumuri recycling site did not go ahead. Council officers are considering options for this facility. Discussions are continuing with the solid waste contractor on possible solutions to managing holiday refuse at the coast.

A Waste Minimisation officer has been appointed, a separate report to council covers this.

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

## 2.7 E-Waste Collection District Wide

The TV Takeback quota of 427 units that received an Mfe subsidy has been exhausted. The Council contractor ran the TV Takeback campaign smoothly with the quota being reached towards the end of October. TV's can be received at the Council sites but there is a cost to process from now on. E-waste recycling costs are posted on the Council web site and at each receiving station.

## 3. Roading and Reserves

### 3.1 FAR Review

NZTA is reviewing how the funding assistance rates (the percentage that NZTA funds local roads) are calculated.

The latest information is that under the provisional framework those territorial authorities who have 'special purpose roads' such as is the "Cape Palliser Rd", in their districts would receive the same funding assistance rate for those special purpose roads as they would for all the other local roads in their network.

Name of road	Location	Road controlling authority (district)	Approx. length	Date of Board resolution/ (notice)	Gazette Notice reference	Reasons why declared a subsidised highway or special purpose road (if known)	Status of the carriageway now
<b>South Wairarapa District</b>							
Cape Palliser Road	From the intersection with Lake Ferry Road to its terminus at Cape Palliser.	South Wairarapa District Council (South Wairarapa District)	37.7 km	(15 September 1997)	18 September 1997, page 3101	SH Review recommendation. Due to high tourism value and high maintenance costs with minimal local rate income.	SPR

Expenditure on the SPR totals \$351,683 which is 100% funded via NZTA. If the FAR rate reduces to 50% Council will need to find an additional \$175,841. This equates to a possible 1.8% increase to council rates required. These figures do not take into consideration the emergency funding required on this section of the network. Over the past few years several million dollars has been spent in funding preventative maintenance such as the rock walls, gabion baskets and recently the concrete section over "the blow hole". This funding is a greater risk for council and the venerable communities on this coastal road.

The remainder of council's local roads \$2,801,741 is subsidised via the \$1,389,511 from NZTA. Council would need an increase in its far rate from its current 49% to 55.3% to equal the loss of the SPR funding.

### **3.2 One Network Road Classification**

NZTA is investigating creating a One Network Road Classification system for local roads and state highways. This involves categorising roads based on the functions they perform. This means that over time road users can expect to have a similar experience across the country, on roads with the same classification. It will also bring a consistent approach, instead of the many variations currently used by road controlling authorities.

This initiative will be assisted in the Wairarapa with the 3 Councils combining their road specifications and standards under their respective documents.

SWDC signed up as one of the first "trial council" and have had the preliminary classifications run against its roads data to show the first draft of the new road hierarchy.

As shown above the preliminary review has highlighted the Martinborough Square as a secondary collector based on one of the determining factors (in this case traffic volume). However the logical approach would be to use the traffic bypass.

There is a lot of work to be done on this over coming months, due to the requirement to have this for the new land transport plan and incorporate any funding changes back to councils transport AMP.

### **3.3 Roading Maintenance – Oldfield Asphalts**

The expenditure to date for this contract is at 41% of this year maintenance budget. The Kupe's Sail repair accounts for the higher than forecast

### **3.4 Expenditure to date against the repairs and maintenance programme.**

The three month forward works programme is at \$270,000 which includes minor bridge repairs identified with last years bridge inspections. The reseal repairs for this year's sites has been approved for November. High shoulder removal is the major repair for these sites.

The Emergency Works to reinstate the road at Kupe's Sail was completed and open to traffic on the 20 September 2013.

There were two storm events that cost the Council a \$100,000 to clean up in September and October. An application to NZTA for subsidy has been submitted for emergency funding to cover this additional cost which is on top of this years approved programme.

A street sweeping contract has been negotiated with City Care Ltd as a variation to the existing Parks & Reserve contract. The street sweeping started on the 1 October with an end date of 30 June 2014 as the street sweeping is to be included with new Roads Contract that will be in place by July 2014.

City Care Ltd have reported that since taking on the street sweeping contract they have cleared 30% of the sumps and removed over 45m<sup>3</sup> of spoil from sumps and the road kerb. The problematic flooding areas are a priority and the cause of recent flooding is due to sump leads restricting flows. These pipes are being addressed and have been found to be blocked with silt, coke bottles and wheel hub caps.

The services of a mechanical sweeper to maintain the main street of Greytown and Fitzherbert Street and Revans Street in Featherston will only be as required. City Care will manage the street cleaning by hand where possible.

### **3.5 Area Wide Pavement Treatment (AWPT)**

With the pavement testing results the three selected sites have been reduced to one only this year. The data collected for Lake Ferry and Bidwills Cutting Road sites are in the Forward Works Programme to be considered next financial year.

Contract documents have being prepared for the rehabilitation of 1.175km of pavement by stabilising on Hinakura Road.

Tenders have been invited on the 8 November 2013 with tenders closing on the 22 of November 2013.

### **3.6 Reseal Programme**

The contractor has submitted their seal designs for this year's programme. The design approvals will be done through Council Professional Services Consultant Spiire.

Defects liability has expired for Fulton Hogan 2011/12 sealing contract C1195 subject to the Kahutara road site meeting the contract specifications for surface texture as this site has flushed in the wheel tracks.

### **3.7 Bridge Maintenance Contract**

From this years bridge inspections structural repairs have been identified for 7 bridges by Spiire Engineers. This repair work is to be put out in a separate contract as it is specialist bridge work. It is anticipated that the document will be out to tender late January 2014.

### **3.8 2014-17 Road Maintenance Contract**

Council officers are currently working with MDC and CDC to standardise the new road maintenance contract document. It is expected that the new contract will address maintenance issues common to each District. The letting of the contract will be March 2014.

### 3.9 Speed Count for Roads

	Last count	Completed	Road Name	Mean / 85% / Max	Kph
75	10/09/2008	18/09/2013	CAMBRIDGE RD	49/59/79	100
76	16/11/2012	18/09/2013	HUANGAROA ROAD	53/73/109	100
77	16/11/2012	18/09/2013	PURATANGA ROAD	56/72/114	100

Martinborough Community Board requested an investigation on the possibility of reducing the speed on Huangarua Road where it meets Puruatanga Road (where Ata Rangi Vineyard is situated). Speed counts have been completed and resulted in the 'mean' speed is between 59 and 73 kph in a speed zone of 70 kph. Apart from the extreme the 85 percentile of the traffic is travelling within the speed limit. No need to reduce this zone down to 50kph.

## 4. Amenities

The first year of the contract has been completed, and we are now in a position to look at contract variations to put fixed prices against some items which were not fully costed in the initial negotiations, and have been treated as dayworks eg berm mowing.

The Cost Fluctuation Adjustment to be applied for the year from 1 October 2013 is 1.78%, which is less than the 3% allowance made in the budget.

### 4.1 Graffiti

**Table 1 – Graffiti strikes September 2013**

Town	No. of strikes	Location
Featherston	1	Public toilets
Greytown	1	Town Hall toilets
Martinborough	2	Playground, Martinborough Square

**Table 2 – Graffiti strikes October 2012 – September 2013**

Town	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL
Featherston	13	0	17	102	9	23	87	101	0	5	1	1	359
Greytown	0	0	9	0	0	1	0	0	1	0	0	1	12
Martinborough	5	0	5	0	14	0	0	13	0	0	0	2	39
<b>TOTAL</b>	<b>18</b>	<b>0</b>	<b>31</b>	<b>102</b>	<b>23</b>	<b>24</b>	<b>87</b>	<b>114</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>4</b>	<b>410</b>

**Table 3 – Graffiti strikes on SWDC property October 2013**

<b>Town</b>	<b>No. of strikes</b>	<b>Location</b>
Featherston	0	
Greytown	0	
Martinborough	0	

Following the first meeting of the Graffiti Working Party in September, graffiti strikes on non-Council property are being recorded in City Care's database along with strikes on Council property. In late October there was a massive graffiti attack on the Featherston railway station/rail corridor area, too many strikes to count, and likely to have been gang-related. This was referred to Kiwi Rail for their contractor to clean up.

#### **4.2 Playgrounds**

The annual audit of playground equipment against NZS 5828:2004 was carried out in September, with follow-up remedial works in October.

#### **4.3 Trees**

October was a windy month with two major storms, resulting in considerable damage to trees in our parks, reserves and berms in all three towns. Costs so far are around \$1300 but more arborist bills are yet to come.

The issue of the large pines on the Murphy property on Reading Street, Greytown was raised again by members of the public. SWDC has very limited powers in dealing with trees on private property, and could take no formal action. However officers worked with the Murphys and an arborist to deal with the most at-risk branches, and to put a monitoring programme in place. Some dead-wooding remains to be done before the end of November, this work was delayed by the demands elsewhere on the arborist after the October storms.

#### **4.4 Sports fields and facilities**

No issues to report.

#### **4.5 Pensioner housing**

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

The six-monthly flat inspections were carried out in September, and a number of minor repairs made in consequence during October. The wind storms blew down a fence between Matthews Flats and the neighbouring property – this has now been replaced, with costs shared with the neighbour. Two trees were also blown down at Matthews flats in the wind storms.

## **4.6 Parks and Reserves**

### **4.6.1. Martinborough**

Fence palings were kicked in at the skate park and required repair. Storm damage to two acacia trees in the Square resulted in the removal of one and major pruning to the other.

### **4.6.2. Greytown**

There was storm damage to southern gateway trees – the damage poses no danger to passing cars/people, and is yet to be addressed by the arborist. Two fences were damaged by wind in the Kowhai Reserve – the street frontage fence was completely flattened and is being replaced, while the north boundary fence is to be repaired and costs shared with the neighbour. A number of trees in Collier Reserve, Soldiers' Memorial Park and the campground were also damaged in the storm. The arborist report on the campground trees has now been review by the Tree Advisory Group and pruning work will commence when the arborist becomes available. A metalled driveway has been put across the back of the camp ground to improve access to sites in wet weather.

### **4.6.3. Featherston**

There was storm damage in Cherry Tree Park, the Peace Gardens, the Skate Park and Card Reserve.

### **4.6.4. Rural and coastal**

The lease of the Sandy Bay boat launching area has been completed, and new signage was put in place before Labour weekend.

## **4.7 Toilets**

The new Greytown Exeloo toilets are well under way and will be completed by mid-November.

## **4.8 Properties**

### **4.8.1. Featherston**

The conservation report on the Anzac Hall has been received, and a funding bid to Lottery Grants for assistance with the cost of future works is being prepared. The Lottery Grants Board awarded \$11,000 from an earlier funding bid towards the cost of the conservation report.

### **4.8.2. Martinborough**

The Pain Farm homestead has been leased on a residential tenancy.

### **4.8.3. Greytown**

Council has approved the licencing of the shed behind the old Borough Chambers to the Greytown Men's shed.

## **4.9 Cemeteries**

### **4.9.1. Featherston**

A tender process was carried out for a grazing licence for the cemetery extension paddock. The licence begins on 15 November.



There were two burials and an ashes interment at Featherston in September, and one ashes interment in October.

#### **4.9.2. Greytown**

The October storms brought down one big tree in the cemetery, fortunately without damage to people or gravestones. The well-established trees at the west end of the cemetery are to be reviewed in November to allow planning for future maintenance work.

There was one burial in September and two in October.

#### **4.9.3. Martinborough**

The October storms brought down one big tree in the cemetery.

There was one burial in October.

### **4.10 Events**

The Amenities team has been working with the Planning and Environment team on establishing a process (and application form) for major events so that each major event has a single SWDC officer coordinating it.

#### **4.10.1. Featherston**

Completed events - 19/10 Kokomai event in Anzac Hall; 11/11 Armistice Day. Future events - 14/12 Christmas parade.

#### **4.10.2. Greytown**

Completed events - 18-27/10 Kokomai Festival. Future events - 21/12 Christmas parade

#### **4.10.3. Martinborough**

Completed events - 2/11 Guy Fawkes night bonfire; 3/11 Martinborough Fun Ride. Future events - 16/11 barrel race and Party Marty; 17/11 Toast Martinborough; 15/12 Christmas parade and carols in the Square; Dec/Jan La De Da.

## **5. Libraries**

### **5.1 Statistics all Libraries**

See Appendix 3 for issues and transactions statistics.

### **5.2 Library strategy**

Three staff workshops have now been held in the library strategy review – Collection Development, Literacy and Learning. Workshop participants enjoyed the workshops and contributed numerous ideas. The final workshop, on Library Buildings, has been postponed until November.

### **5.3 Grants**

Martinborough Library recently received two grants from the Cochrane Trust - \$2000 for large print books, and \$750 to purchase another Victor Reader for visually-impaired users.

#### **5.4 Summer reading programmes**

All libraries are now gearing up for the summer reading programmes.

### **6. Civil Defence and Emergency Management**

#### **6.1 Emergency Services**

Nil to report.

### **7. Appendices**

Appendix 1 - Monthly Water Usage

Appendix 2 – Waste Exported to Bonny Glen

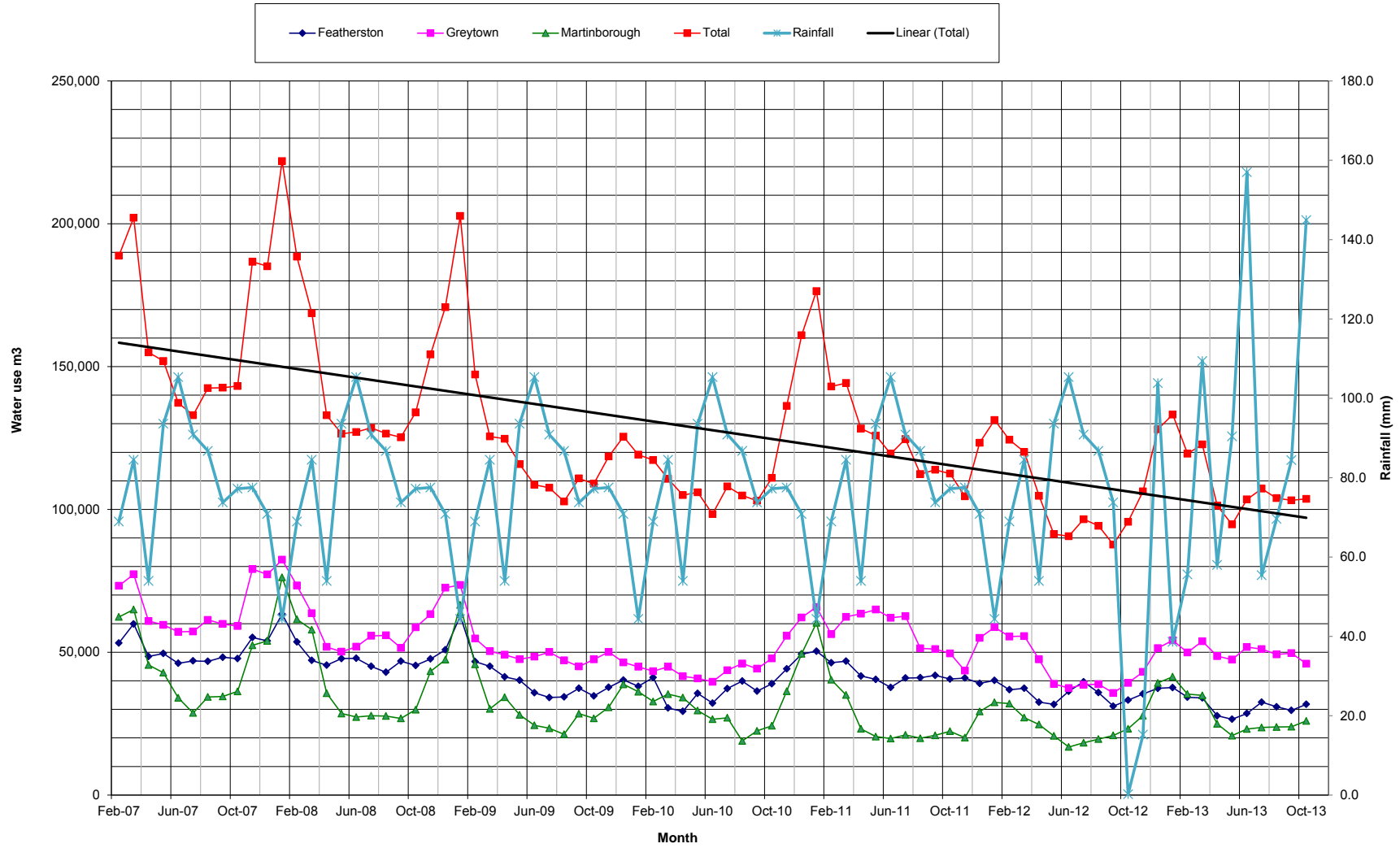
Appendix 3 – Library Statistics

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

Reviewed By: Paul Crimp, Chief Executive

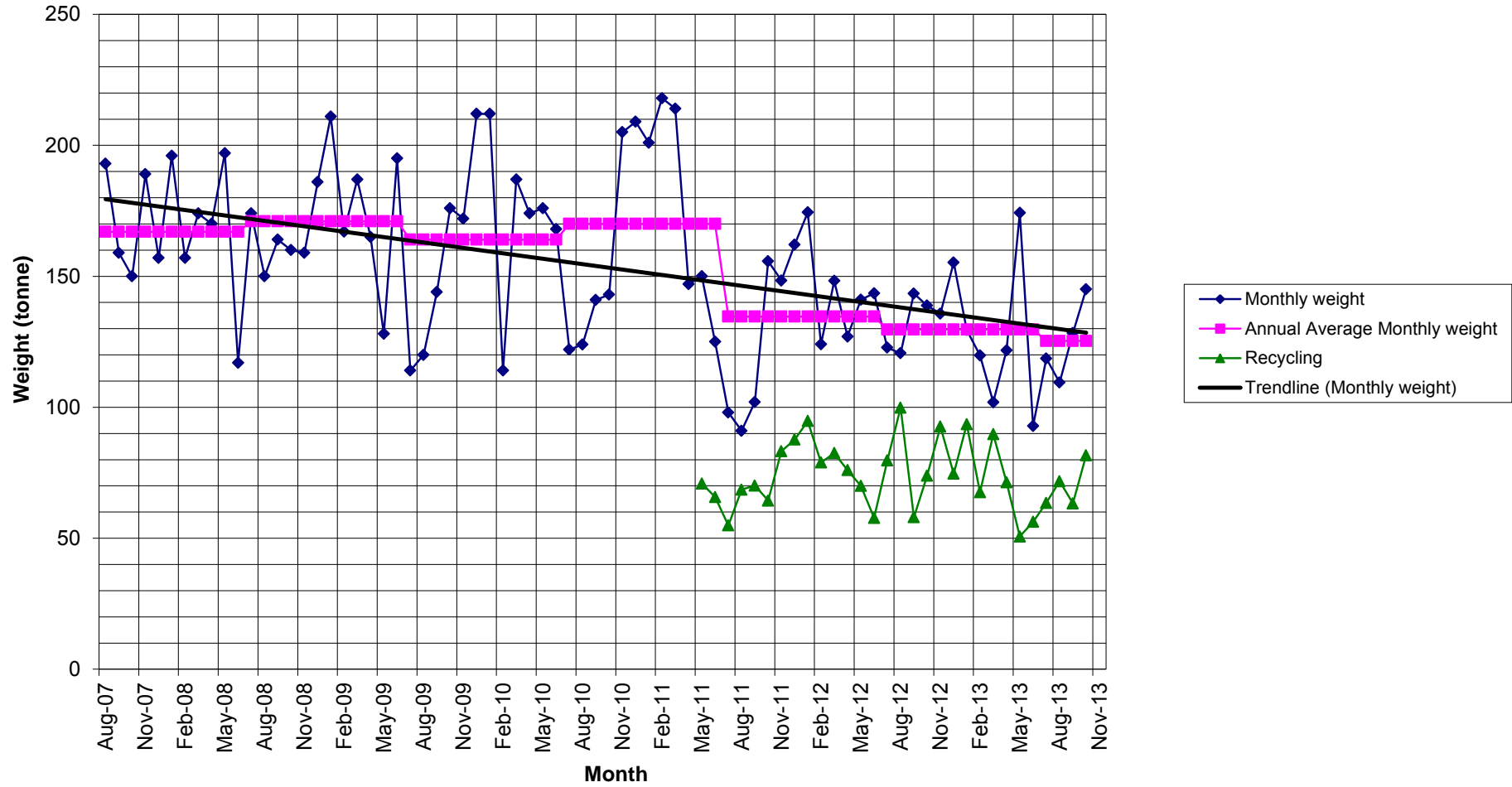
# **Appendix 1 – Water Usage**

### Water use South Wairarapa District Council



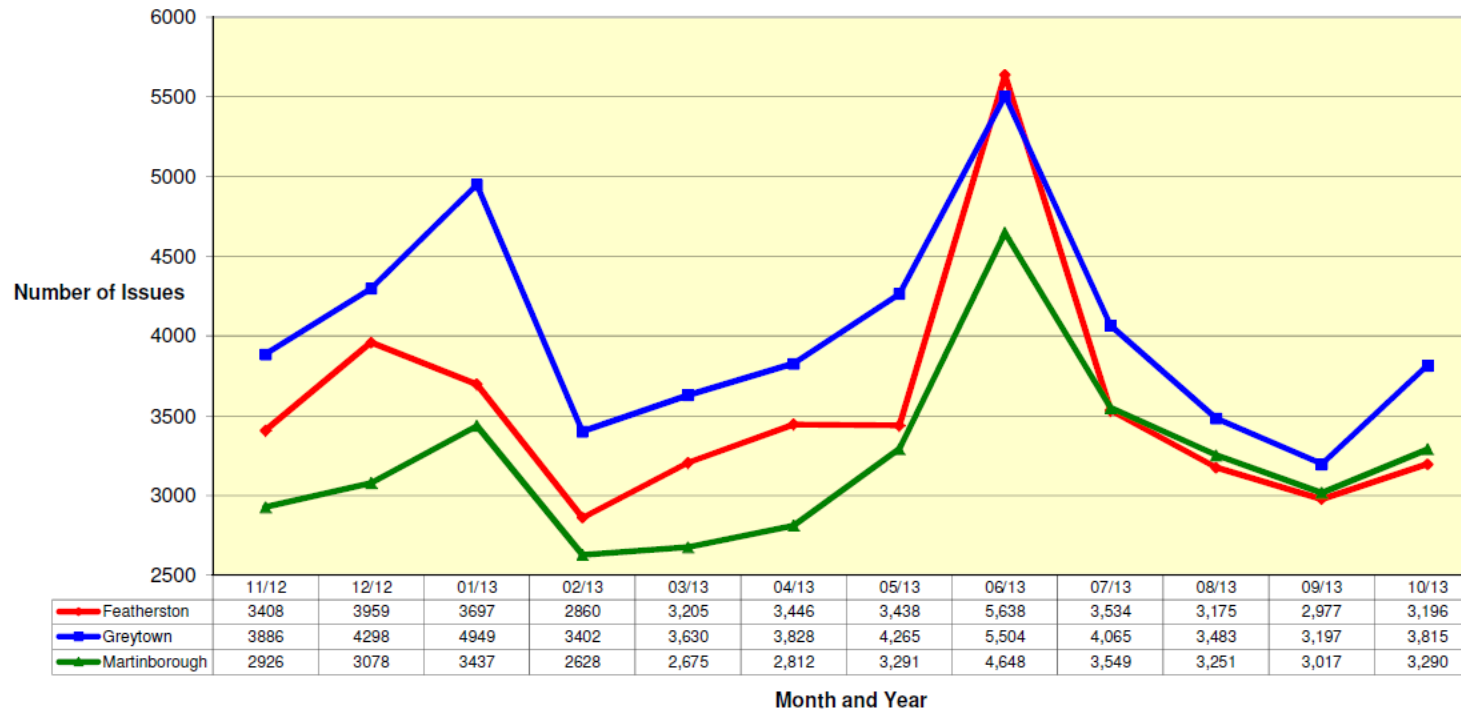
# **Appendix 2 – Waste Exported to Bonny Glen Including Recycling**

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

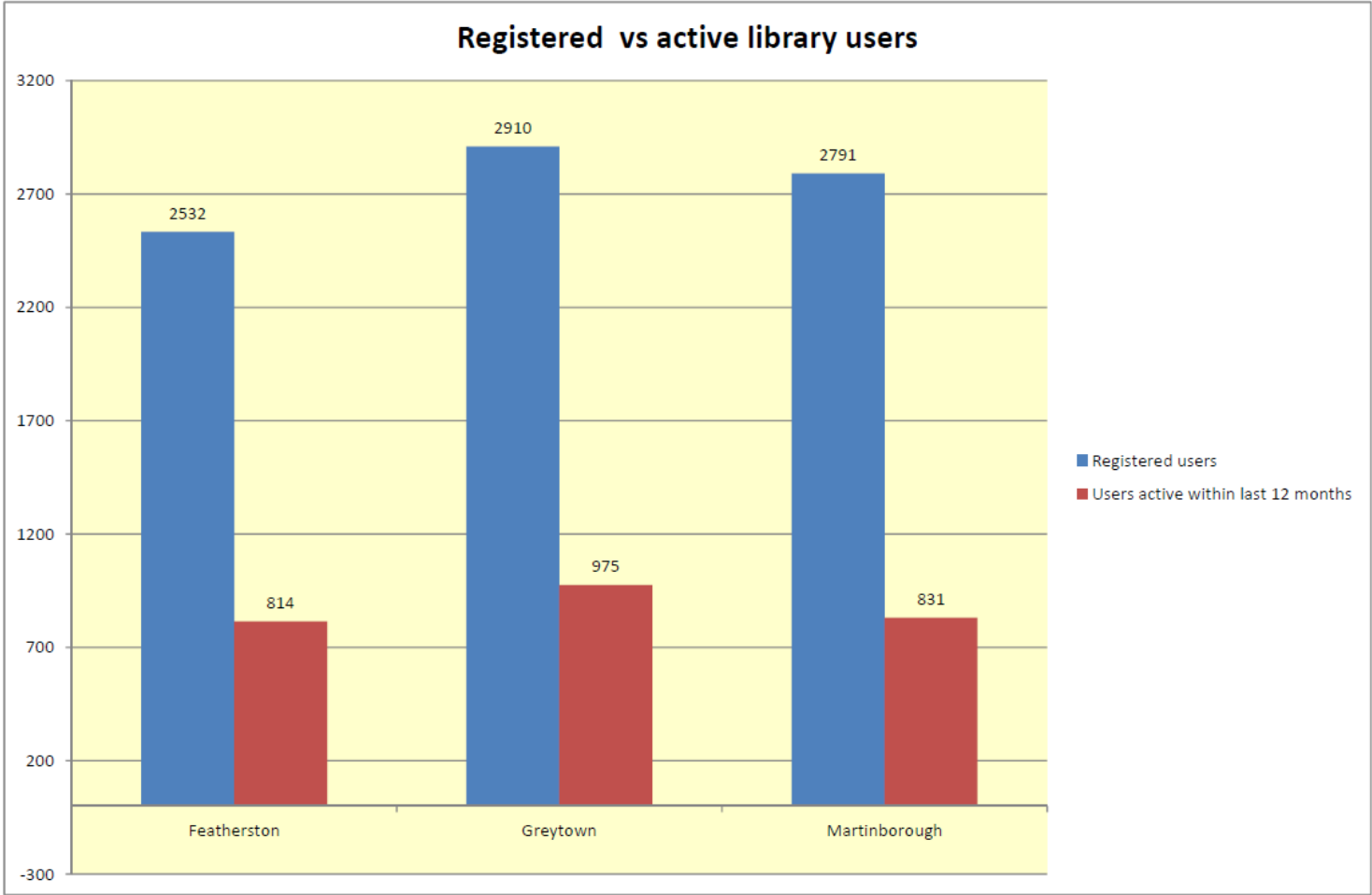


# **Appendix 3 – Statistics all Libraries**

Issues to October 2013







# MARTINBOROUGH COMMUNITY BOARD

9 DECEMBER 2013

---

## AGENDA ITEM 6.2

### CUSTOMER REQUESTS

---

#### **Purpose of Report**

To advise community boards on the system for receiving customer requests and passing these on for action.

#### **Recommendations**

Officers recommend that the community board:

1. *Receive the information.*

#### **1. Discussion**

Community board members often receive requests from the public that need to be passed on to council officers for consideration and/or action.

In some instances these are raised at the community board meeting initially, and passed on as an "action item".

These requests can be logged as soon as they are received and this will speed up resolution, rather than waiting for the next community board meeting to be raised – up to six weeks.

The attached flow chart will hopefully help assist members with the process.

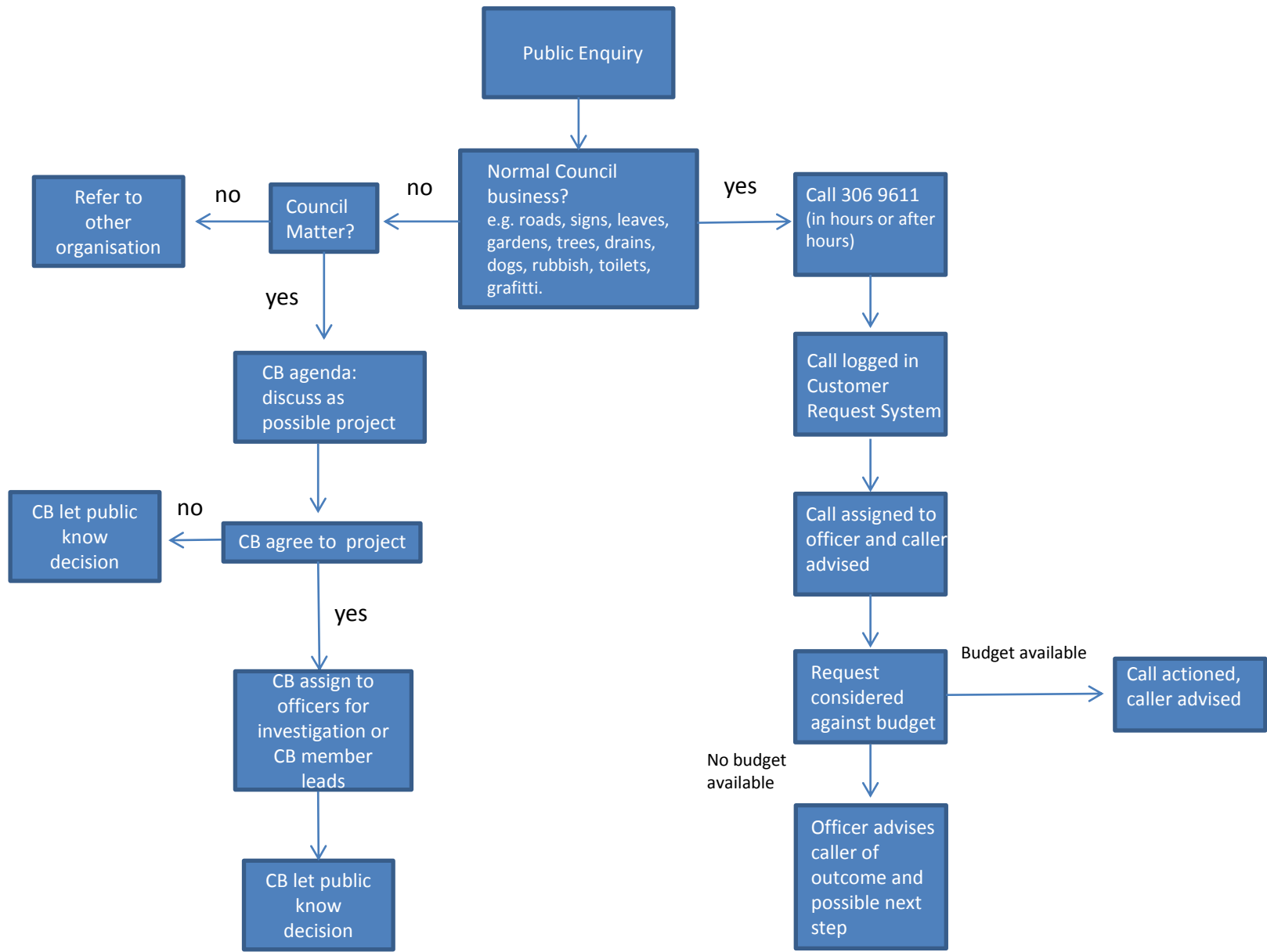
Council has implemented a customer service system which receives and logs progress against all requests for service, and advises the notifier when a request has been closed.

#### **2. Appendix**

Appendix 1 – Customer Request flowchart

Contact Officer: Paul Crimp, Chief Executive Officer

# **Appendix 1 – Customer Request Flowchart**



# MARTINBOROUGH COMMUNITY BOARD

9 DECEMBER 2013

---

## AGENDA ITEM 6.3

### COUNCILLOR APPOINTMENTS

---

#### **Purpose of Report**

To inform the community board/committee of councillor appointments.

#### **Recommendations**

Officers recommend that the community board/committee:

1. *Receive the information.*

#### **1. Executive Summary**

At the first meeting of the triennium Council committees and working parties are established by the Mayor and councillors are appointed to those committees. Attached in Appendix 1 is the report that was submitted to Council on the 30 October 2013. Councillor portfolios have been replicated to the Council website.

#### **2. Appendices**

Appendix 1 – Council Committees and Working Parties Report

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

# **Appendix 1 – Council Committees and Working Parties Report**

# SOUTH WAIRARAPA DISTRICT COUNCIL

30 OCTOBER 2013

---

## AGENDA ITEM C1 & C2

### COUNCIL COMMITTEES AND WORKING PARTIES STRUCTURES FOR THE TRIENNIUM COMMENCING 2013

---

#### **Purpose of Report**

To inform Councillors of the Council committees and working party structure for the new triennium.

#### **Recommendations**

Officers recommend that the Council:

1. *Receive the report.*

#### **1. Background**

I have reviewed our current Committee and Working Party Structure and discussed preferred appointments with all councillors. Because of some conflicting areas of interest it has not been possible to grant all councillors all their preferred appointments however I have attempted to spread workload and responsibility as fairly as possible. At the beginning of the last triennium we introduced focus groups at the request of some councillors who wished to hold portfolios. This setup has only worked in part and it is generally agreed to return to an approach where all councillors attend infrastructure working party meetings. This meeting date will be set on a 6 weekly cycle but cancelled if not required.

One focus group was however particularly successful and due to its key role in our communities I have decided to keep the Emergency Management group in place although I have altered the membership. Also, at the end of the last triennium Council appointed a Graffiti Working Party to work through the regional network to combat this problem, particularly in Featherston and Martinborough. As this group has only just commenced working together I have left the membership as it stood.

#### **2. Deputy Mayor**

I appoint Councillor Napier as Deputy Mayor.

Prepared by: Her Worship the Mayor, Adrienne Staples

# Council Committees/Working Parties

(As structured for the new triennium October 2013)

## 1. CHIEF EXECUTIVE OFFICER'S REVIEW COMMITTEE

Mayor, Deputy Mayor, Cllrs Davies and Jephson, chaired by the Mayor.  
All councillors to participate in a pre-review workshop to discuss performance matters.

## 2. POLICY and FINANCE COMMITTEE

All members of Council chaired by the Mayor.

**A member of the Maori Standing Committee may attend Council Meetings and Policy and Finance Committee if they wish. They may partake in debate but may not vote.**

## 3. MAORI STANDING COMMITTEE

Councillors Jephson and Robertson plus two representatives each from the three marae and Iwi. Nominations must be received in writing from each participating body. The Chairman is elected by the Committee. Membership of this committee is ratified by Council.

## 4. HEARINGS COMMITTEE

On RMA matters - up to three commissioners that hold the 'Making Good Decisions' accreditation which may include appointments from Carterton or Masterton District Council. The Chairperson must be a SWDC Commissioner and hold the 'Chair' endorsement for their accreditation except when independent commissioners are appointed. Appointment of Independent commissioners for specific hearings must be approved by the Hearings Committee.

For other matters such as but not limited to, hearings under the Dog Control Act, Wairarapa Gambling Policy and Reserves Act other panel members may also include Councillors Montgomerie, Olds, Jephson and Riddell.

Reserve Management Plan Hearings will be heard by full Council.

Current accredited Councillors are: Mayor Staples (Chair endorsement), Cllrs Davies (reassessment due) and Robertson.

## 5. DISTRICT LIQUOR LICENSING AUTHORITY

Chair: Councillor Napier

Deputy Chair: Councillor Riddell

7 external appointees as resolved by Council 19 September 2013.

## 6. WAIRARAPA LIBRARY SERVICE COMMITTEE (joint with Carterton)

Councillor Riddell and 1 Community Board member.



**7. RISK AND AUDIT WORKING PARTY**

Deputy Mayor (Chair) and Councillors Davies, Stevens and Craig

**8. AWARDS, REFURBISHMENT AND GIFTS WORKING PARTY**

Mayor and Councillors Napier, Robertson and Riddell.

**9. SOUTH WAIRARAPA LONG TERM PLAN WORKING PARTY**

Mayor (Chair) and all Councillors

3 Community Board Chairs

1 representative from the Maori Standing Committee

**10. SPORTNZ RURAL TRAVEL FUND ASSESSMENT COMMITTEE**

Deputy Mayor (Chair) and Councillors Olds, Craig and Riddell

**11. INFRASTRUCTURE and PLANNING WORKING PARTY**

Mayor (Chair) and all Councillors. (Councillor Stevens, Deputy Chair)

Chairs of Community Boards and Maori Standing Committee

**12. COMBINED PLAN (JOINT COMMITTEE WITH CARTERTON AND MASTERTON)**

Mayor and Councillors Napier and Davies

**13. GRAFFITI WORKING PARTY**

Councillor Riddell (Chair), Cllr Davies, plus one representative from each Community Board and other members co-opted as required.

**14. REGIONAL TRANSPORT COMMITTEE**

Mayor (Deputy Mayor as alternative)

**15. WELLINGTON REGIONAL STRATEGY COMMITTEE**

Mayor (Deputy Mayor as alternative)

**16. MARTINBOROUGH TOWN HALL WORKING PARTY**

Councillors Stevens, Riddell and Jephson. Members of the Community Board and public co-opted as required.

**17. EMERGENCY SERVICES WORKING PARTY**

Councillor Riddell (Chair) and Councillors Olds (Deputy Chair), Craig and Montgomerie

## **Other Council Appointments**

(As structured for the new triennium October 2013)

1. **Community Boards: Martinborough**  
Cllrs Riddell and Stevens  
  
**Featherston**  
Cllrs Davies and Robertson  
  
**Greytown**  
Cllrs Napier and Craig
2. **Healthy Homes** – Cllr Riddell
3. **District Rural Fire Board** – Cllr Stevens
4. **SW Arts Council** – Cllr Robertson
5. **Wairarapa Road Safety Council** – Cllr Craig
6. **Cobblestones Museum** – Cllr Montgomerie
7. **Southern Wairarapa Safer Community Council** – Cllr Napier
8. **Regional Waste Forum** – Cllr Craig
9. **Waiohine Floodplain Management Planning Advisory Committee**  
Cllrs Napier and Montgomerie
10. **Awhea Opouawe Scheme Committee** - Cllr Jepson
11. **Lower Valley Development Scheme Advisory Committee** - Cllr Jephson
12. **Wairarapa Irrigation Governance Group** - Mayor (Deputy Mayor as alternative)
13. **Wairarapa Moana Governance Group** - Mayor (Deputy Mayor as alternative)
14. **Wairarapa Moana Wetlands Co-ordinating Committee** - Councillor Olds
15. **Destination Wairarapa** - Dr John Bell
16. **Regional Council Whaitua Committee** - Councillor Olds
17. **Safer Wairarapa** - Mayor (Deputy Mayor as alternative)

## Pain Farm Report to 30 Nov 2013.

The incoming Board members may be unaware of the Pain Farm and it's relevance to the town of Martinborough.

Without providing a great deal of detail, the farm is leased to Michael Moran for five years, which expires in May 2019.

The undersigned is the Council appointee to supervise the farm and keep the Board informed about the running of the property.

Farm inspections have been carried out twice during October. Currently, the lessee has a sizeable area planted in barley, which no doubt will be regressed in the coming autumn. The property is in fairly good heart, and the necessary fertiliser has been applied as required under the terms of the lease. There are however some issues that the Board should consider.

### Fencing :

The boundary fence between the Pain house section and the farm on the Southern side is in real need of attention, as it is hardly stock proof. One would assume that the cost of repair should be bourn 50/50 between the Board and the lessee of the farm. There is not a significant length of fence involved.

2. A subdivision fence approximately half way between the house section and the northern farm boundary is in urgent need of attention, but this is for the lessee to deal with.

### Boxthorn :

Boxthorn, in various places is a real issue. Some of the eradication is the responsibility of the lessee, but the majority of the problem is either the Council or the Board's responsibility.

On the Northern and Western boundary of the Council rubbish dump, boxthorn is prolific on the dump side and threatening to envelope the fence. After the barley crop is harvested, it must be sprayed immediately. Presumably, because the boxthorn is on Council land, they should be responsible for dealing with it. Further more, follow-up spraying is certain to be required.

Again, on the Northern and Western side of the Pain cottage there are some very large bushes that have totally enveloped the boundary fence. This will require the fences to be taken down, the boxthorn removed and the fences restored. This a problem that both the tenants of the Pain house and the lessee of the farm have inherited, so one cannot expect either of them to bear the cost of removal. A quote for that work is awaited.

There is more than enough of this horrible growth on the rest of the property for the Mike to deal with, and he is well aware of it.

### Temporary fencing :

Mike is keen to subdivide some of the larger paddocks with simple single or two wire electrics to make management easier, but at his expense. At this stage one can see no objection at all, and as he

pointed out, if he either gave up or lost the lease, there would be no great issue to remove the fences. He would also undertake installing water to these subdivided areas.

To conclude, much has been made of the weed problem, but it is a serious issue, and should be dealt with ASAP. One awaits the Board's views.

John Donald. ( Supervisor )

# MARTINBOROUGH COMMUNITY BOARD

9 DECEMBER 2013

---

## AGENDA ITEM 6.5

### REPORT ON MOWING SCHEDULES AND STREET CLEANING

---

#### **Purpose of Report**

To inform Community Board members of the contractual arrangements for mowing and street cleaning, and to provide current schedules.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receives the information.*

## **1. Executive Summary**

A number of concerns about mowing, weed management and street cleaning were raised by the Chair of the Martinborough Community Board in an email to the Amenities Manager on 26 November 2013. This report outlines the specific elements of the Property Parks and Reserves contract between SWDC and City Care. The specific concerns are discussed, and reports from City Care's computerised management system are appended for information. Both officers and City Care acknowledge that some of the contract work in Martinborough has fallen behind in October and November, and this report indicates how these issues are being addressed.

## **2. Background**

### **2.1 Property, Parks and Reserves contract**

The Property, Parks and Reserves contract with City Care makes the following provisions for mowing, vegetation and litter control.

#### **2.1.1. Vegetation control**

This is the control of vegetation growth on all Council owned property within the urban areas, including but not limited to : parks and reserves, gardens, sports fields, playgrounds, swimming pool compounds, surrounds to Council buildings, cemeteries, pedestrian walkways and the full width of nominated "paper road" reserves.

Only six cuts per year are allowed for Considine Park and Regent St paper road, and 22 cuts per year for Roberts St paper road (dog park). In reality,

Considine Park and the dog park are generally cut fortnightly, and Regent Street is cut monthly.

### **2.1.2. Berm mowing**

At the time the contract was agreed between SWDC and City Care, a fixed monthly price for berm mowing was not agreed. The tendered price for the original proposed quantum of work was close to \$90,000 against a budgeted \$20,000 and the scope of mowing was reduced in order to meet this budget. Over the last year berm mowing has been carried out on a day-works basis on a frequency of approximately once a month. Additional mowing is done specifically in advance of events such as Toast Martinborough and the Martinborough Fair. Berms mowed by City Care in Martinborough are those outside all Council properties including parks, reserves, pensioner flats and cemeteries. Also included are road reserve berms which are within the 100km/hr limits but don't front residential properties e.g. Ferry Road, south end of Jellicoe St. A register of residents who are unable to mow their own berms is kept and these berms are included in the regular mowing rounds.

### **2.1.3. Litter control**

The contract provides for the control and removal of litter from all Council-owned property, excluding the kerbs and channels (separate contract), and the pavement of urban roads and streets. This includes an allowance for the servicing of street litter bins at least twice weekly.

### **2.1.4. Shrubs, gardens, hedges, roses and annual beds**

The contract provides for the maintenance of established shrub gardens and hedges, rose and annual beds.

### **2.1.5. Pedestrian and recreational facilities**

This covers the maintenance of signs, paths and recreational facilities in public areas (rural and urban) within the scope of the contract, reserves and cemeteries.

## **2.2 Street sweeping variation to contract**

The street sweeping variation to the contract started on 1 October 2013, meaning that a full year had elapsed since the end of the previous contract with Transfield. It is believed that it is at least two years since the kerbs, channels and associated sumps were cleaned. The contract variation covers the following areas.

### **2.2.1. Streets, kerbs and channels litter control**

The contract provides for fortnightly inspection of all road side kerbs within the CBD of the three townships and agreed arterial routes, and removal of any general litter and restrictions to drains.

## **3. Discussion**

### **3.1 Specific concerns raised**

This section addresses the specific concerns raised by the Chair of the Martinborough Community Board in an email to the Amenities Manager on 26 November 2013. A number of spreadsheets are attached as appendices

– these detail the actual rounds programmed by City Care. A “round” is a specific set of tasks attached to one or more assets, with a programmed schedule. City Care staff sign off each round once completed. Not all programmed work is included in rounds at this stage.

### **3.1.1. Playground mowing**

Playgrounds and equipment are checked weekly for safety of equipment, soft fall areas, broken glass etc. Mowing is weekly, except when not required. The rounds spreadsheet for playgrounds is attached as Appendix 1 – note that the round for mowing was created later than the round for playground checks. This does not mean that the mowing was not done, only that it was not recorded within the rounds system. Mow Type B is specified in the contract as:

[t]he height of the grass before mowing shall not exceed 60mm and when mown shall generally be within 30mm of the ground surface. Grass clippings shall lie where they fall except clippings falling onto paths and drives or other such similar areas (excluding road pavements, kerb and channel) shall be swept from the surface before the contract leaves the site. In general this relates to high profile reserves....these grass areas shall still be cut during the dry summer weather to maintain their tidy appearance and to keep weed heads below 60mm in height.

### **3.1.2. Considine Park walkway mowing / track maintenance**

The email notes “this continues to become even more overgrown, with the lime track halved in width in some places and grass up to waist height between the poplars and the fence line.”

The contractual provision for weed control in this area is by largely herbicide spraying. The area between the poplars and fenceline is lawn, and contractually only requires six cuts per year. City Care mows the main grassed areas of the park more frequently on the wide access mower; however this smaller area has to be handmown and there is some degree of difficulty due to the need to protect the numerous trees while mowing. A grass/weed-free area is to be sprayed around each tree shortly. This part of the park has not been included in a regular round over the last year, and City Care admits that management of it has been less than desirable. The area will now be added to a gardening round to ensure it gets regular attention.

### **3.1.3. Mowing of berms**

As noted in 2.1.2 above, berm mowing has been on a monthly basis, and a round report is not available. Berm mowing generally starts in Martinborough at the beginning of each month. This takes seven to eight days in Martinborough, before moving onto Featherston and Greytown in turn. The standard for berm mowing is Type B, as described in 3.1.1 above. There is no requirement on the contractor to spray weeds.

The frequency of mowing is increased where possible during the period of spring growth, and prior to events such as Toast Martinborough. Unfortunately this year’s spring growth coincided with the October storms; this meant that mowing was not possible for long periods, and also that personnel had to give greater priority to clearing storm damage to trees,

rubbish bins and other property. City Care are now catching up on the berms.

#### **3.1.4. Playground / skate park / Memorial Square**

The email queries the process for ensuring the cleanliness of picnic tables and street furniture in public places, particularly the playground and the Square, and for dealing with broken glass in these areas and the skate park.

The contract provides for:

[t]he control and removal of litter from all Council-owned property....Litter control and removal includes:

- the uplifting and removal of free litter;
- the emptying, servicing and maintenance of litter bins and receptacles, including street bins;
- emptying, servicing and maintenance of replacement and additional litter bins;
- disposal of litter at the Martinborough landfill.

Litter includes bottles, broken glass, cans, paper, cardboard, packaging, food scraps, small dead animals, bags of rubbish, rags, clothing, wire, scrap timber, leaves and branches, and any other discarded material less than 30kg in weight.

There is no specific requirement for cleaning picnic tables and street furniture beyond removing graffiti. If officers are notified of a specific issue with the cleanliness of tables and street furniture, a day works order is issued to City Care to deal with it. Broken glass is and rubbish is picked up by all staff as they find it, regardless of whether or not they are on a litter round.

#### **3.1.5. Build up of debris in storm drains / gutters, particularly along Kitchener Street**

As noted in 2.2 above, this contract variation has only been in place since the beginning of October 2013. There are no computerised rounds in place, as the system for rounds is based on assets, and no assets have yet been created for the streets. 60% of the sumps in Martinborough have now been cleared, with the well-known problem areas dealt with first. The contractor sweeps the main centre once a week and checks the sumps. Over 30m<sup>3</sup> of sediment and leaf debris has now been removed from gutters and kerbs. The road sweeping machine has been run through the main streets of Greytown and Featherston, and will reach Martinborough in early December.

#### **3.1.6. General mowing and maintenance of public areas**

Mowing rounds spreadsheets for Martinborough's public areas and Council-owned property are attached as Appendix 2. This covers parks and reserves, the cemeteries, the swimming pool surrounds and the Cicely Martin flats. General maintenance for Council buildings was not specified in the contract as SWDC was unable to quantify requirements at the time of going to tender. This work is done as day works on the instructions of the SWDC Amenities staff until management plans are prepared.



## **4. Conclusion**

The Property Parks and Reserves contract specification is being amended as time and budget permit – for example, the street sweeping variation. The general contract objectives include the following goals from the SWDC LTP:

- a) To provide facilities that encourage the safe and sustainable use of the natural environment while protecting that natural environment;
- b) To maintain assets enabling the public to safely enjoy the recreational and social services provided;
- c) To comply with legal requirements.

In addition, the contract states that the “contractor and any subcontractors...are expected to carry out maintenance works...with a similar commitment to Council objectives”. The contract provides for a partnering relationship, and this is the relationship fostered between the Amenities and City Care staff on a day-to-day level. City Care staff take pride in maintaining the towns to the highest standard they can manage within the constraints of the contract, and they take complaints very seriously.

The concerns raised in the email of 26 November have been discussed with City Care’s operations manager, and steps are being taken to remedy all problem areas and ensure a high standard is maintained in future. Amenities staff will continue to monitor outcomes.

## **5. Appendices**

Appendix 1 – City Care Playground Rounds - Martinborough

Appendix 2 – City Care Mowing Rounds - Martinborough

Contact Officer: Helen McNaught, Amenities Manager

Reviewed By: Mark Allingham, Group Manager Infrastructure Services

# **Appendix 1 – City Care Playground Rounds – Martinborough**

## Martinborough skate park rounds

Asset ID	Name	Location	Service Type	Planned Start	Actual Start	Not Serviced	Comments
7437476	PROP000042 Playground - Martinborough Skate Park	Playground	Mow Type B	11/02/2013	18/02/2013		
7437476	PROP000042 Playground - Martinborough Skate Park	Playground	Weekly	18/02/2013	18/02/2013		
7437476	PROP000042 Playground - Martinborough Skate Park	Playground	Mow Type B	11/03/2013	06/03/2013		
7437476	PROP000042 Playground - Martinborough Skate Park	Playground	Weekly	17/03/2013	11/03/2013		
7437476	PROP000042 Playground - Martinborough Skate Park	Playground	Weekly	17/03/2013	11/03/2013		
7437476	PROP000042 Playground - Martinborough Skate Park	Playground	Weekly	17/03/2013	18/03/2013		
7437476	PROP000042 Playground - Martinborough Skate Park	Playground	Weekly	24/03/2013			
7437476	PROP000042 Playground - Martinborough Skate Park	Playground	Weekly	24/03/2013			
7437476	PROP000042 Playground - Martinborough Skate Park	Playground	Weekly	24/03/2013			
7437476	PROP000042 Playground - Martinborough Skate Park	Playground	Weekly	24/03/2013			
7437476	PROP000042 Playground - Martinborough Skate Park	Playground	Weekly	24/03/2013			
7437476	PROP000042 Playground - Martinborough Skate Park	Playground	Weekly	24/03/2013			
7437476	PROP000042 Playground - Martinborough Skate Park	Playground	Weekly	24/03/2013			
7437476	PROP000042 Playground - Martinborough Skate Park	Playground	Weekly	24/03/2013			
7437476	PROP000042 Playground - Martinborough Skate Park	Playground	Weekly	12/05/2013	13/05/2013		
7437476	PROP000042 Playground - Martinborough Skate Park	Playground	Weekly	19/05/2013	20/05/2013		
7437476	PROP000042 Playground - Martinborough Skate Park	Playground	Weekly	26/05/2013	27/05/2013		
7437476	PROP000042 Playground - Martinborough Skate Park	Playground	Weekly	02/06/2013	04/06/2013		
7437476	PROP000042 Playground - Martinborough Skate Park	Playground	Weekly	09/06/2013	10/06/2013		
7437476	PROP000042 Playground - Martinborough Skate Park	Playground	Weekly	16/06/2013	24/06/2013		
7437476	PROP000042 Playground - Martinborough Skate Park	Playground	Weekly	23/06/2013	24/06/2013		
7437476	PROP000042 Playground - Martinborough Skate Park	Playground	Weekly	30/06/2013	08/07/2013		
7437476	PROP000042 Playground - Martinborough Skate Park	Playground	Weekly	07/07/2013	08/07/2013		
7437476	PROP000042 Playground - Martinborough Skate Park	Playground	Weekly	14/07/2013	15/07/2013		
7437476	PROP000042 Playground - Martinborough Skate Park	Playground	Weekly	21/07/2013	22/07/2013		
7437476	PROP000042 Playground - Martinborough Skate Park	Playground	Weekly	28/07/2013	29/07/2013		

7437476	PROP000042 Playground - Martinborough Skate Park	Playground - Weekly	04/08/2013	05/08/2013		
7437476	PROP000042 Playground - Martinborough Skate Park	Playground - Weekly	11/08/2013	12/08/2013		
7437476	PROP000042 Playground - Martinborough Skate Park	Playground - Weekly	18/08/2013	19/08/2013		
7437476	PROP000042 Playground - Martinborough Skate Park	Playground - Weekly	25/08/2013	26/08/2013		
7437476	PROP000042 Playground - Martinborough Skate Park	Playground - Weekly	01/09/2013	02/09/2013		
7437476	PROP000042 Playground - Martinborough Skate Park	Playground - Weekly	08/09/2013	09/09/2013		
7437476	PROP000042 Playground - Martinborough Skate Park	Playground - Weekly	15/09/2013	09/09/2013		
7437476	PROP000042 Playground - Martinborough Skate Park	Playground - Weekly	22/09/2013	16/09/2013		
7437476	PROP000042 Playground - Martinborough Skate Park	Playground - Weekly	29/09/2013	23/09/2013		
7437476	PROP000042 Playground - Martinborough Skate Park	Playground - Weekly	06/10/2013	30/09/2013		
7437476	PROP000042 Playground - Martinborough Skate Park	Playground - Weekly	13/10/2013	10/10/2013		
7437476	PROP000042 Playground - Martinborough Skate Park	Playground - Weekly	20/10/2013	21/10/2013		
7437476	PROP000042 Playground - Martinborough Skate Park	Playground - Weekly	27/10/2013	01/11/2013		
7437476	PROP000042 Playground - Martinborough Skate Park	Playground - Weekly	03/11/2013	01/11/2013		
7437476	PROP000042 Playground - Martinborough Skate Park	Playground - Weekly	10/11/2013	11/11/2013		
7437476	PROP000042 Playground - Martinborough Skate Park	Playground - Weekly	17/11/2013	18/11/2013		
7437476	PROP000042 Playground - Martinborough Skate Park	Playground - Weekly	24/11/2013	25/11/2013		

## Martinborough playground rounds

Asset ID	Name	Location	Service Type	Planned Start	Actual Start	Not Serviced	Comments
7437475	PROP000041 Playground - Martinborough Playground	Playground -	Weekly	18/02/2013	18/02/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground -	Weekly	17/03/2013	11/03/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground -	Weekly	17/03/2013	11/03/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground -	Weekly	17/03/2013	18/03/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground -	Weekly	24/03/2013			
7437475	PROP000041 Playground - Martinborough Playground	Playground -	Weekly	24/03/2013			
7437475	PROP000041 Playground - Martinborough Playground	Playground -	Weekly	24/03/2013			
7437475	PROP000041 Playground - Martinborough Playground	Playground -	Weekly	24/03/2013			
7437475	PROP000041 Playground - Martinborough Playground	Playground -	Weekly	24/03/2013			
7437475	PROP000041 Playground - Martinborough Playground	Playground -	Weekly	24/03/2013			
7437475	PROP000041 Playground - Martinborough Playground	Playground -	Weekly	24/03/2013			
7437475	PROP000041 Playground - Martinborough Playground	Playground -	Weekly	12/05/2013	13/05/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground -	Weekly	19/05/2013	20/05/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground -	Weekly	26/05/2013	27/05/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground -	Weekly	02/06/2013	04/06/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground	Weekly	09/06/2013	10/06/2013		

		-					
7437475	PROP000041 Playground - Martinborough Playground	Playground	Weekly	16/06/2013	24/06/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground	Weekly	23/06/2013	24/06/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground	Weekly	30/06/2013	08/07/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground	Weekly	07/07/2013	08/07/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground	Weekly	14/07/2013	15/07/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground	Weekly	21/07/2013	22/07/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground	Weekly	28/07/2013	29/07/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground	Weekly	04/08/2013	05/08/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground	Weekly	11/08/2013	12/08/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground	Weekly	18/08/2013	19/08/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground	Weekly	25/08/2013	26/08/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground	Weekly	01/09/2013	02/09/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground	Weekly	08/09/2013	09/09/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground	Mow Type B	09/09/2013	17/09/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground	Weekly	15/09/2013	09/09/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground	Mow Type B	16/09/2013	17/09/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground	Weekly	22/09/2013	16/09/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground	Mow Type B	23/09/2013	24/09/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground	Weekly	29/09/2013	23/09/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground	Mow Type B	30/09/2013	07/11/2013		

7437475	PROP000041 Playground - Martinborough Playground	Playground -	Weekly	06/10/2013	30/09/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground -	Mow Type B	07/10/2013	10/10/2013		Weedeater around rocks and buildings, lawn left as playground lawns mowed next week.
7437475	PROP000041 Playground - Martinborough Playground	Playground -	Weekly	13/10/2013	10/10/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground -	Mow Type B	14/10/2013	22/10/2013		Not required.
7437475	PROP000041 Playground - Martinborough Playground	Playground -	Weekly	20/10/2013	21/10/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground -	Mow Type B	21/10/2013	22/10/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground -	Weekly	27/10/2013	01/11/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground -	Mow Type B	28/10/2013	29/10/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground -	Weekly	03/11/2013	01/11/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground -	Mow Type B	04/11/2013	08/11/2013		Not required.
7437475	PROP000041 Playground - Martinborough Playground	Playground -	Weekly	10/11/2013	11/11/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground -	Mow Type B	11/11/2013	13/11/2013		Not required. Clean and tidy in observation.
7437475	PROP000041 Playground - Martinborough Playground	Playground -	Weekly	17/11/2013	18/11/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground -	Mow Type B	18/11/2013			
7437475	PROP000041 Playground - Martinborough Playground	Playground -	Weekly	24/11/2013	25/11/2013		
7437475	PROP000041 Playground - Martinborough Playground	Playground -	Mow Type B	25/11/2013			

# **Appendix 2 – City Care Mowing Rounds – Martinborough**



<b>Wide access mower rounds Martinborough</b>					
<b>Asset/Address</b>	<b>Asset ID</b>	<b>Asset Type</b>	<b>Service Type</b>	<b>Planned Start</b>	<b>Actual Start</b>
		Reserves	Mow Type B	31 Mar 13	25 Mar 13
		Reserves	Mow Type B	07 Apr 13	09 Apr 13
		Reserves	Mow Type B	21 Apr 13	23 Apr 13
		Reserves	Mow Type B	05 May 13	07 May 13
		Reserves	Mow Type B	19 May 13	15 May 13
		Reserves	Mow Type B	26 May 13	20 May 13
		Reserves	Mow Type B	02 Jun 13	18 Jun 13
		Reserves	Mow Type B	04 Aug 13	16 Aug 13
		Reserves	Mow Type B	25 Aug 13	04 Sep 13
		Reserves	Mow Type B	08 Sep 13	16 Sep 13
		Reserves	Mow Type B	22 Sep 13	30 Oct 13
		Reserves	Mow Type B	06 Oct 13	16 Sep 13
		Reserves	Mow Type B	20 Oct 13	30 Oct 13
		Reserves	Mow Type B	03 Nov 13	12 Nov 13
		Reserves	Mow Type B	17 Nov 13	12 Nov 13
<b>PROP000034 Parks - Centenial Park - 41 KITCHENER ST Martinborough</b>	7437469				
		Parks	Mow Type B	31 Mar 13	10 Apr 13
		Parks	Mow Type B	21 Apr 13	23 Apr 13
		Parks	Mow Type B	28 Apr 13	18 Apr 13
		Parks	Mow Type B	05 May 13	15 May 13
		Parks	Mow Type B	26 May 13	17 May 13
		Parks	Mow Type B	26 May 13	30 May 13
		Parks	Mow Type B	04 Aug 13	16 Aug 13
		Parks	Mow Type B	25 Aug 13	21 Aug 13
		Parks	Mow Type B	08 Sep 13	16 Sep 13
		Parks	Mow Type B	22 Sep 13	16 Sep 13
		Parks	Mow Type B	06 Oct 13	07 Oct 13
		Parks	Mow Type B	20 Oct 13	21 Oct 13
		Parks	Mow Type B	03 Nov 13	30 Oct 13
		Parks	Mow Type B	17 Nov 13	20 Nov 13
<b>PROP000036 Swimming Pool - Martinborough Swimming Pool - 1-9 Martinborough</b>	7437470				
		Swimming Pool	Mow Type B	31 Mar 13	04 Apr 13
		Swimming Pool	Mow Type B	14 Apr 13	08 Apr 13
		Swimming Pool	Mow Type B	21 Apr 13	18 Apr 13
		Swimming Pool	Mow Type B	28 Apr 13	26 Apr 13
		Swimming Pool	Mow Type B	05 May 13	14 May 13
		Swimming Pool	Mow Type B	26 May 13	27 May 13
		Swimming Pool	Mow Type B	04 Aug 13	23 Aug 13
		Swimming Pool	Mow Type B	18 Aug 13	16 Sep 13
		Swimming Pool	Mow Type B	01 Sep 13	16 Sep 13
		Swimming Pool	Mow Type B	15 Sep 13	16 Sep 13
		Swimming Pool	Mow Type B	29 Sep 13	17 Sep 13
		Swimming Pool	Mow Type B	13 Oct 13	21 Oct 13
		Swimming Pool	Mow Type B	27 Oct 13	21 Oct 13
		Swimming Pool	Mow Type B	10 Nov 13	30 Oct 13
		Swimming Pool	Mow Type B	24 Nov 13	20 Nov 13

<b>PROP000038 Parks - Memorial Sq - 13 MEMORIAL SQ Martinborough</b>	7437472				
		Parks	Mow Type B	31 Mar 13	02 Apr 13
		Parks	Mow Type B	14 Apr 13	02 Apr 13
		Parks	Mow Type B	14 Apr 13	02 Apr 13
		Parks	Mow Type B	14 Apr 13	15 Apr 13
		Parks	Mow Type B	28 Apr 13	23 Apr 13
		Parks	Mow Type B	05 May 13	14 May 13
		Parks	Mow Type B	26 May 13	24 May 13
		Parks	Mow Type B	04 Aug 13	16 Aug 13
		Parks	Mow Type B	25 Aug 13	21 Aug 13
		Parks	Mow Type B	08 Sep 13	16 Sep 13
		Parks	Mow Type B	22 Sep 13	17 Sep 13
		Parks	Mow Type B	06 Oct 13	27 Sep 13
		Parks	Mow Type B	20 Oct 13	21 Oct 13
		Parks	Mow Type B	03 Nov 13	30 Oct 13
		Parks	Mow Type B	17 Nov 13	14 Nov 13
<b>PROP000040 Playground - Martinborough Playground - 17 CORK ST Martinborough</b>	7437474				
		Playground	Mow Type B	31 Mar 13	02 Apr 13
		Playground	Mow Type B	14 Apr 13	02 Apr 13
		Playground	Mow Type B	14 Apr 13	15 Apr 13
		Playground	Mow Type B	28 Apr 13	23 Apr 13
		Playground	Mow Type B	05 May 13	14 May 13
		Playground	Mow Type B	26 May 13	24 May 13
		Playground	Mow Type B	04 Aug 13	21 Aug 13
		Playground	Mow Type B	18 Aug 13	16 Sep 13
		Playground	Mow Type B	01 Sep 13	16 Sep 13
		Playground	Mow Type B	15 Sep 13	16 Sep 13
		Playground	Mow Type B	29 Sep 13	17 Sep 13
		Playground	Mow Type B	13 Oct 13	27 Sep 13
		Playground	Mow Type B	27 Oct 13	21 Oct 13
		Playground	Mow Type B	10 Nov 13	30 Oct 13
		Playground	Mow Type B	24 Nov 13	20 Nov 13
<b>PROP000047 Reserves - Fire Station grounds - 49 STRASBOURGE ST Martinborough</b>	7437480				
		Reserves	Mow Type B	31 Mar 13	03 Apr 13
		Reserves	Mow Type B	14 Apr 13	03 Apr 13
		Reserves	Mow Type B	14 Apr 13	03 Apr 13
		Reserves	Mow Type B	14 Apr 13	15 Apr 13
		Reserves	Mow Type B	28 Apr 13	23 Apr 13
		Reserves	Mow Type B	05 May 13	14 May 13
		Reserves	Mow Type B	26 May 13	24 May 13
		Reserves	Mow Type B	02 Jun 13	25 Jun 13
		Reserves	Mow Type B	04 Aug 13	21 Aug 13
		Reserves	Mow Type B	18 Aug 13	16 Sep 13
		Reserves	Mow Type B	01 Sep 13	16 Sep 13
		Reserves	Mow Type B	15 Sep 13	16 Sep 13
		Reserves	Mow Type B	29 Sep 13	27 Sep 13
		Reserves	Mow Type B	13 Oct 13	09 Oct 13
		Reserves	Mow Type B	27 Oct 13	21 Oct 13
		Reserves	Mow Type B	10 Nov 13	30 Oct 13
		Reserves	Mow Type B	24 Nov 13	20 Nov 13

<b>PROP000049</b> <b>Cemeteries -</b> <b>Martinborough</b> <b>Cemetery - 47</b> <b>PURUATANGA RD</b> <b>Martinborough</b>	7437482				
		Cemeteries	Mow Type B	31 Mar 13	10 Apr 13
		Cemeteries	Mow Type B	21 Apr 13	14 May 13
		Cemeteries	Mow Type B	26 May 13	27 May 13
		Cemeteries	Mow Type B	04 Aug 13	23 Aug 13
		Cemeteries	Mow Type B	18 Aug 13	24 Sep 13
		Cemeteries	Mow Type B	01 Sep 13	24 Sep 13
		Cemeteries	Mow Type B	15 Sep 13	24 Sep 13
		Cemeteries	Mow Type B	29 Sep 13	03 Oct 13
		Cemeteries	Mow Type B	13 Oct 13	21 Oct 13
		Cemeteries	Mow Type B	27 Oct 13	30 Oct 13
		Cemeteries	Mow Type B	10 Nov 13	30 Oct 13
		Cemeteries	Mow Type B	24 Nov 13	20 Nov 13
<b>PROP000050 Other -</b> <b>Old Council Chambers</b> <b>- 20 CORK ST</b> <b>Martinborough</b>	7437483				
		Other	Mow Type B	31 Mar 13	03 Apr 13
		Other	Mow Type B	14 Apr 13	15 Apr 13
		Other	Mow Type B	28 Apr 13	26 Apr 13
		Other	Mow Type B	05 May 13	14 May 13
		Other	Mow Type B	26 May 13	24 May 13
		Other	Mow Type B	04 Aug 13	21 Aug 13
		Other	Mow Type B	18 Aug 13	16 Sep 13
		Other	Mow Type B	01 Sep 13	16 Sep 13
		Other	Mow Type B	15 Sep 13	16 Sep 13
		Other	Mow Type B	29 Sep 13	17 Sep 13
		Other	Mow Type B	13 Oct 13	21 Oct 13
		Other	Mow Type B	27 Oct 13	21 Oct 13
		Other	Mow Type B	10 Nov 13	30 Oct 13
		Other	Mow Type B	24 Nov 13	
<b>PROP000052 Reserves</b> <b>- Paper Road Regent St</b> <b>- 3/38 REGENT ST</b> <b>Martinborough</b>	7437485				
		Reserves	Mow Type B	31 Mar 13	03 Apr 13
		Reserves	Mow Type B	14 Apr 13	15 Apr 13
		Reserves	Mow Type B	28 Apr 13	14 May 13
		Reserves	Mow Type B	26 May 13	27 May 13
		Reserves	Mow Type B	04 Aug 13	23 Aug 13
		Reserves	Mow Type B	18 Aug 13	24 Sep 13
		Reserves	Mow Type B	01 Sep 13	24 Sep 13
		Reserves	Mow Type B	15 Sep 13	24 Sep 13
		Reserves	Mow Type B	29 Sep 13	24 Sep 13
		Reserves	Mow Type B	13 Oct 13	21 Oct 13
		Reserves	Mow Type B	27 Oct 13	21 Oct 13
		Reserves	Mow Type B	10 Nov 13	30 Oct 13
		Reserves	Mow Type B	24 Nov 13	20 Nov 13

<b>PROP000053 Parks - Martinborough Dog Park - 19 FERRY RD Martinborough</b>	7437486				
		Parks	Mow Type B	31 Mar 13	10 Apr 13
		Parks	Mow Type B	21 Apr 13	15 Apr 13
		Parks	Mow Type B	28 Apr 13	16 May 13
		Parks	Mow Type B	26 May 13	17 May 13
		Parks	Mow Type B	26 May 13	27 May 13
		Parks	Mow Type B	04 Aug 13	23 Aug 13
		Parks	Mow Type B	18 Aug 13	24 Sep 13
		Parks	Mow Type B	01 Sep 13	24 Sep 13
		Parks	Mow Type B	15 Sep 13	03 Oct 13
		Parks	Mow Type B	29 Sep 13	03 Oct 13
		Parks	Mow Type B	13 Oct 13	21 Oct 13
		Parks	Mow Type B	27 Oct 13	21 Oct 13
		Parks	Mow Type B	10 Nov 13	30 Oct 13
		Parks	Mow Type B	24 Nov 13	20 Nov 13

## Walker mower rounds Martinborough

Asset/Address	Asset ID	Asset Type	Service Type	Planned Start	Actual Start	Comments
<b>BLDG000038 Pensioner Flats - Cicely Martin Flats - 1/86-12/86 NAPLES ST Martinborough</b>	7437554					
		Pensioner Flats	Mow Type A	31 Mar 13	27 Mar 13	
		Pensioner Flats	Mow Type A	28 Apr 13	19 Apr 13	
		Pensioner Flats	Mow Type A	12 May 13	01 May 13	
		Pensioner Flats	Mow Type A	09 Jun 13	07 Jun 13	
		Pensioner Flats	Mow Type A	23 Jun 13	04 Jul 13	
		Pensioner Flats	Mow Type A	08 Sep 13	28 Aug 13	
		Pensioner Flats	Mow Type A	22 Sep 13	19 Sep 13	
		Pensioner Flats	Mow Type A	06 Oct 13	03 Oct 13	
		Pensioner Flats	Mow Type A	20 Oct 13	23 Oct 13	
		Pensioner Flats	Mow Type A	20 Oct 13	23 Oct 13	
		Pensioner Flats	Mow Type A	03 Nov 13	03 Nov 13	
		Pensioner Flats	Mow Type A	17 Nov 13	14 Nov 13	
		Pensioner Flats	Mow Type A	01 Dec 13		
		Pensioner Flats	Mow Type A	15 Dec 13		
		Reserves	Mow Type A	31 Mar 13	25 Mar 13	
		Reserves	Mow Type A	14 Apr 13	11 Apr 13	
		Reserves	Mow Type A	12 May 13	08 May 13	
		Reserves	Mow Type A	23 Jun 13	14 Jun 13	mowing and sucking up leaves
		Reserves	Mow Type A	08 Sep 13	28 Aug 13	
		Reserves	Mow Type A	22 Sep 13	16 Sep 13	
		Reserves	Mow Type A	06 Oct 13	10 Oct 13	
		Reserves	Mow Type A	20 Oct 13	24 Oct 13	
		Reserves	Mow Type A	03 Nov 13	03 Nov 13	
		Reserves	Mow Type A	17 Nov 13	05 Nov 13	
		Reserves	Mow Type A	17 Nov 13	05 Nov 13	
		Reserves	Mow Type A	01 Dec 13	20 Nov 13	
		Reserves	Mow Type A	15 Dec 13		

<b>PROP000033 Cemeteries - Old Martinborough Cemetery - 12 DUBLIN ST Martinborough</b>	7437468						
		Cemeteries	Mow Type A	31 Mar 13	03 Apr 13		
		Cemeteries	Mow Type A	12 May 13	01 May 13		
		Cemeteries	Mow Type A	09 Jun 13	07 Jun 13		
		Cemeteries	Mow Type A	23 Jun 13	04 Jul 13		
		Cemeteries	Mow Type A	08 Sep 13	04 Sep 13		
		Cemeteries	Mow Type A	06 Oct 13	03 Oct 13		
		Cemeteries	Mow Type A	20 Oct 13	23 Oct 13		
		Cemeteries	Mow Type A	20 Oct 13	23 Oct 13		
		Cemeteries	Mow Type A	03 Nov 13	03 Nov 13		
		Cemeteries	Mow Type A	17 Nov 13	12 Nov 13		
		Cemeteries	Mow Type A	01 Dec 13			
		Cemeteries	Mow Type A	15 Dec 13			
<b>PROP000036 Swimming Pool - Martinborough Swimming Pool - 1-9 Martinborough</b>	7437470						
		Swimming Pool	Mow Type A	20 Oct 13	18 Oct 13		
		Swimming Pool	Mow Type A	17 Nov 13	21 Nov 13		
		Swimming Pool	Mow Type A	01 Dec 13			
		Swimming Pool	Mow Type A	15 Dec 13			

## Handmowing rounds Martinborough

Asset/Address	Asset ID	Asset Type	Service Type	Planned Start	Actual Start	Comments
		Library	Mow Type B	09 Sep 13	17 Sep 13	
		Library	Mow Type B	16 Sep 13	17 Sep 13	
		Library	Mow Type B	23 Sep 13	24 Sep 13	
		Library	Mow Type B	30 Sep 13	24 Sep 13	
		Library	Mow Type B	07 Oct 13	01 Oct 13	
		Library	Mow Type B	21 Oct 13	24 Oct 13	
		Library	Mow Type B	04 Nov 13	06 Nov 13	
		Library	Mow Type B	11 Nov 13	12 Nov 13	
		Library	Mow Type B	18 Nov 13	19 Nov 13	
		Library	Mow Type B	25 Nov 13		
		Library	Mow Type B	02 Dec 13		
		Library	Mow Type B	09 Dec 13		
		Library	Mow Type B	16 Dec 13		
		Library	Mow Type B	23 Dec 13		
<b>BLDG000045 Other Council Buildings - Martinborough Museum - 7 MEMORIAL SQ Martinborough</b>	7437561					
		Other Council Buildings	Mow Type B	09 Sep 13	17 Sep 13	
		Other Council Buildings	Mow Type B	16 Sep 13	17 Sep 13	
		Other Council Buildings	Mow Type B	23 Sep 13	24 Sep 13	
		Other Council Buildings	Mow Type B	30 Sep 13	07 Nov 13	
		Other Council Buildings	Mow Type B	07 Oct 13	10 Oct 13	
		Other Council Buildings	Mow Type B	14 Oct 13	22 Oct 13	
		Other Council Buildings	Mow Type B	21 Oct 13	22 Oct 13	
		Other Council Buildings	Mow Type B	28 Oct 13	29 Oct 13	
		Other Council Buildings	Mow Type B	11 Nov 13	14 Nov 13	

		Other Council Buildings	Mow Type B	18 Nov 13	19 Nov 13	
		Other Council Buildings	Mow Type B	25 Nov 13		
		Other Council Buildings	Mow Type B	02 Dec 13		
		Other Council Buildings	Mow Type B	09 Dec 13		
		Other Council Buildings	Mow Type B	16 Dec 13		
		Other Council Buildings	Mow Type B	23 Dec 13		
		Pensioner Flats Property	Mow Type B	09 Sep 13	17 Sep 13	
		Pensioner Flats Property	Mow Type B	23 Sep 13	24 Sep 13	
		Pensioner Flats Property	Mow Type B	30 Sep 13	06 Nov 13	
		Pensioner Flats Property	Mow Type B	21 Oct 13	24 Oct 13	
		Pensioner Flats Property	Mow Type B	11 Nov 13	15 Nov 13	
		Pensioner Flats Property	Mow Type B	25 Nov 13		
		Pensioner Flats Property	Mow Type B	02 Dec 13		
		Pensioner Flats Property	Mow Type B	09 Dec 13		
		Pensioner Flats Property	Mow Type B	16 Dec 13		
		Pensioner Flats Property	Mow Type B	23 Dec 13		
<b>PROP000041 Playground - Martinborough Playground - 19 CORK ST Martinborough</b>	7437475					
		Playground	Mow Type B	09 Sep 13	17 Sep 13	
		Playground	Mow Type B	16 Sep 13	17 Sep 13	
		Playground	Mow Type B	23 Sep 13	24 Sep 13	
		Playground	Mow Type B	30 Sep 13	07 Nov 13	
		Playground	Mow Type B	07 Oct 13	10 Oct 13	
		Playground	Mow Type B	21 Oct 13	22 Oct 13	



		Playground	Mow Type B	28 Oct 13	29 Oct 13	
		Playground	Mow Type B	18 Nov 13		
		Playground	Mow Type B	25 Nov 13		
		Playground	Mow Type B	02 Dec 13		
		Playground	Mow Type B	09 Dec 13		
		Playground	Mow Type B	16 Dec 13		
		Playground	Mow Type B	23 Dec 13		
<b>PROP000048 Other - SWDC offices - 19 KITCHENER ST Martinborough</b>	7437481					
		Other	Mow Type B	09 Sep 13	17 Sep 13	
		Other	Mow Type B	16 Sep 13	17 Sep 13	Front lawn only.
		Other	Mow Type B	23 Sep 13	24 Sep 13	
		Other	Mow Type B	30 Sep 13	07 Nov 13	
		Other	Mow Type B	07 Oct 13	01 Oct 13	
		Other	Mow Type B	14 Oct 13	22 Oct 13	
		Other	Mow Type B	21 Oct 13	22 Oct 13	
		Other	Mow Type B	28 Oct 13	29 Oct 13	
		Other	Mow Type B	04 Nov 13	07 Nov 13	
		Other	Mow Type B	11 Nov 13	14 Nov 13	
		Other	Mow Type B	18 Nov 13	19 Nov 13	
		Other	Mow Type B	25 Nov 13		
		Other	Mow Type B	02 Dec 13		
		Other	Mow Type B	09 Dec 13		
		Other	Mow Type B	16 Dec 13		
		Other	Mow Type B	23 Dec 13		
<b>PROP000050 Other - Old Council Chambers - 20 CORK ST Martinborough</b>	7437483					
		Other	Mow Type B	09 Sep 13	17 Sep 13	
		Other	Mow Type B	16 Sep 13	17 Sep 13	
		Other	Mow Type B	23 Sep 13	24 Sep 13	
		Other	Mow Type B	30 Sep 13	07 Nov 13	
		Other	Mow Type B	07 Oct 13	10 Oct 13	

		Other	Mow Type B	14 Oct 13	22 Oct 13	
		Other	Mow Type B	21 Oct 13	22 Oct 13	
		Other	Mow Type B	28 Oct 13	29 Oct 13	
		Other	Mow Type B	04 Nov 13	08 Nov 13	
		Other	Mow Type B	11 Nov 13	14 Nov 13	
		Other	Mow Type B	25 Nov 13		
		Other	Mow Type B	02 Dec 13		
		Other	Mow Type B	09 Dec 13		
		Other	Mow Type B	16 Dec 13		
		Other	Mow Type B	23 Dec 13		
<b>PROP000051 Other - Information Centre - 18 KITCHENER ST Martinborough</b>	7437484					
		Other	Mow Type B	09 Sep 13	17 Sep 13	
		Other	Mow Type B	16 Sep 13	17 Sep 13	
		Other	Mow Type B	23 Sep 13	24 Sep 13	
		Other	Mow Type B	30 Sep 13	07 Nov 13	
		Other	Mow Type B	07 Oct 13	01 Oct 13	
		Other	Mow Type B	14 Oct 13	22 Oct 13	
		Other	Mow Type B	21 Oct 13	22 Oct 13	
		Other	Mow Type B	28 Oct 13	29 Oct 13	
		Other	Mow Type B	04 Nov 13	07 Nov 13	
		Other	Mow Type B	11 Nov 13	14 Nov 13	
		Other	Mow Type B	18 Nov 13	14 Nov 13	
		Other	Mow Type B	25 Nov 13		
		Other	Mow Type B	02 Dec 13		
		Other	Mow Type B	09 Dec 13		
		Other	Mow Type B	16 Dec 13		
		Other	Mow Type B	23 Dec 13		

<b>PROP000054 Other - Cicely Martin Pensioner Flats - 1/86-12/86 NAPLES ST Martinborough</b>	7437487					
		Other	Mow Type B	09 Sep 13	17 Sep 13	
		Other	Mow Type B	16 Sep 13	17 Sep 13	
		Other	Mow Type B	23 Sep 13	24 Sep 13	
		Other	Mow Type B	30 Sep 13	08 Nov 13	
		Other	Mow Type B	07 Oct 13	01 Oct 13	
		Other	Mow Type B	21 Oct 13	22 Oct 13	
		Other	Mow Type B	28 Oct 13	29 Oct 13	
		Other	Mow Type B	04 Nov 13	08 Nov 13	
		Other	Mow Type B	11 Nov 13	14 Nov 13	
		Other	Mow Type B	18 Nov 13	19 Nov 13	
		Other	Mow Type B	25 Nov 13		
		Other	Mow Type B	02 Dec 13		
		Other	Mow Type B	09 Dec 13		
		Other	Mow Type B	16 Dec 13		
		Other	Mow Type B	23 Dec 13		

# MARTINBOROUGH COMMUNITY BOARD

9 DECEMBER 2013

---

## AGENDA ITEM 6.6

### PURCHASE OF INFLATABLE POOL EQUIPMENT FOR MARTINBOROUGH SWIMMING POOL

---

#### **Purpose of Report**

To inform Community Board Members of suitable play equipment for Martinborough Swimming Pool and to recommend purchase.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receives the information;*
2. *Approves funding of the purchase of the Canvasland double slide from Pain Farm income.*

#### **1. Executive Summary**

At the August 2013 Community Board meeting, members proposed that a slide be purchased for the Martinborough Swimming Pool. Officers' advice at the meeting was that the safety requirements for a pool slide were considerable, and further information on these requirements was requested. Officers also investigated alternative play equipment for pools, and now propose that one of these alternatives be purchased for the pool from Pain Farm funds.

#### **2. Background**

At the August 2013 Community Board meeting, members proposed that a slide similar to that at Greytown pool be purchased for the Martinborough Swimming Pool. Officers' advice at the meeting was that the safety requirements for a slide mounted on the side of the pool were considerable, and that for this reason, the existing slide at Greytown pool was being removed. The Community Board requested further information on these requirements.

The requirements of Standard NZS 5828:2004 *Playground equipment and surfacing* apply. Where there is a free height of fall of over 600mm, a specific impact attenuation surface is required. While this requirement might be met by the water on the slide side of the equipment, it means that the ladder to the slide would need a surrounding soft fall area of 1500mm.

This could not be the bark used in playgrounds, but would need to be a material which could withstand the chlorine in a swimming pool environment. Such a soft surface near the edge of a swimming pool might present a stumbling hazard for those not using the slide.

Officers requested advice from CLM Ltd, the swimming pools sub-contractor, on alternative types of play equipment which would be suitable to a relatively small pool like Martinborough's. Apart from small flotation devices such as noodles and rings, larger pieces of equipment are either air-inflatable or water-powered. Generally, water-powered equipment such as fountains and sprays are permanent additions to a pool, and thus best-suited to a larger pool complex. Air-inflatable equipment is portable and temporary, and only requires a power source for the inflation device – a suitably sized inflatable would be the best option for the Martinborough pool. Some of these available incorporate slides access from the water.

### 3. Discussion

#### 3.1 Options

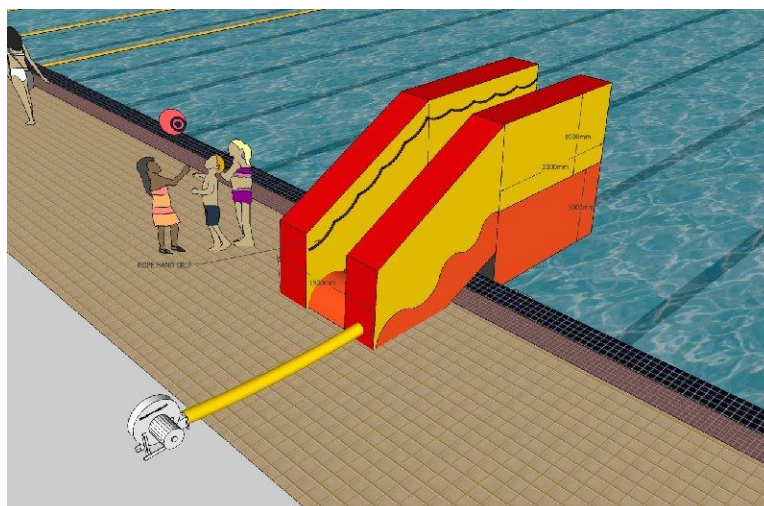
The major suppliers of inflatable pool equipment are Aflex and Canvasland. The majority of equipment, such as that pictured below, is over 10 metres in length, and thus really only suitable for larger pools than Martinborough.



Custom-made equipment is available, but is more expensive than standard products. Suitable options for Martinborough pool are as follows.

##### 3.1.1. Bomb tower

The Canvasland bomb tower is 1.5m wide, and has a platform height of 2m above the water level. The price is \$3750 + GST.



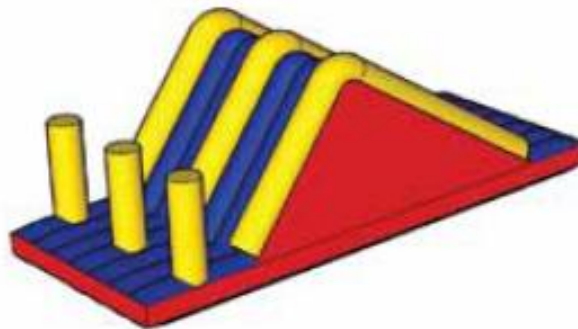
### **3.1.2 Tug of war**

The tug of war unit is 6.2m x 4m, and 1.5m high. It is suitable for one or two people on each side. The price is \$2950 + GST.



### **3.1.3 Double slide**

The double slide is 7m x 3m, and 2.4m high. The price is \$4500 + GST.



### **3.1.4 Additional equipment**

An air blower (\$475 + GST) would be required to inflate any of these pieces of equipment.

### **3.1.2. Comparison of options**

The bomb tower seems fairly limited in its entertainment value, as it can only be jumped off or dived off (bombing being banned in SWDC pools). Likewise, the tug-of-war is fairly limited and would need fairly close supervision. The double slide seems to offer more flexibility in the way it

can be used, and it is actually a slide, albeit not of the type originally suggested.

### **3.2 Recommended equipment**

The piece of equipment proposed by CLM and recommended as most suitable for purchase for the Martinborough pool is the double slide , at a total cost of \$4975 + GST. SWDC branding and/or safety messages can be added to the equipment for a small additional cost.

### **3.3 Equipment rotation between South Wairarapa pools**

Officers are seeking external funding to provide similar inflatable equipment at Featherston and Greytown pools. It is proposed that while each piece of equipment “belong” to the pool it was purchased for, that the equipment be rotated around the three pools during the swimming season. Moving the equipment every week or so would provide fresh interest for the regular users of their local pool, and maximise the benefit to pool users from the purchase of the equipment.

### **3.4 Financial considerations**

The swimming pools budget does not include funds for amusement equipment for the pools, and while some small items such as noodles may be purchased from the operating budget, larger items require an alternate source of funding. The purchase of pool amusement equipment from Pain Farm income fits within the guidelines of the Supreme Court Order of 11 February 1966 for the use of the income.<sup>1</sup>

## **4. Conclusion**

The provision of a slide mounted on the side of Martinborough pool is not recommended due to the safety requirements relating to slides and falls from height. Air-inflatable equipment is a suitable alternative to a slide as play equipment for Martinborough pool. The recommended item for purchase is the Canvasland double slide.

Contact Officer: Helen McNaught, Amenities Manager

Reviewed By: Mark Allingham, Group Manager Infrastructure Service

---

1

“...that the income of the trust lands should be used ... in maintaining and improving the Borough’s parks, sports grounds, camping ground, swimming baths, providing, equipping and maintaining sports facilities and a children’s playground in such manner and in such proportion as the Council may from time to time decide”.



## Martinborough Town Hall Working Group

**Minutes  
20 November 2013**

**Present:** Cr Max Stevens (Chairperson), Ann Brodie (until 7:25pm), Winifred Bull, Lisa Cornelissen, Ian Cresswell (until 7:25pm), Ro Griffiths, Adi McMaster, Victoria Read and Cr Julie Riddell.

**In attendance:** Suzanne Clark (Committee Secretary).

**Conduct of Business:** The meeting was held in the South Wairarapa District Council Chambers at 19 Kitchener Street, Martinborough between 6:30pm and 7:40pm.

### 1. APOLOGIES

*MTHWG RESOLVED (MTHWG2013/17)* to receive apologies from David Kershaw, Pam Colenso, Jim Clark and Cr Brian Jephson.

*(Moved Cresswell/Seconded Cr Stevens)*

*Carried*

### 2. MINUTES/FINANCES

#### 2.1 MTHWG Minutes for confirmation

*MTHWG RESOLVED (MTHWG2013/18)* that the minutes of the Martinborough Town Hall Working Group meeting held on the 4 September 2013 be received and confirmed as a true and correct record.

*(Moved Cresswell/Seconded Bull)*

*Carried*

#### 2.2 Matters Arising

Archiving of files relating to the Town Hall was discussed.

#### 2.3 Action Items From Previous Meeting

The philanthropic list had been passed over to SGL Group and those on the list would be contacted in 2014. It was agreed that the Masons should be added to the list.

#### 2.4 Finances

No finances were presented.



### **3. WORKSHOP WITH SGL GROUP**

The Working Group agreed that all ideas for the Hall refurbishment/community centre should be considered. Cr Stevens provided an update from the SGL workshop with councillors. He advised that the draft timeline for the project fitted in well with Annual Plan timeframes with regards to seeking Council approval for the project.

*MTHWG NOTED:*

1. Action 734: Provide Victoria Read with any new ideas for inclusion within an architect's brief; MTHWG members
2. Action 735: Forward an electronic copy of the Draft Strategy Review as provided by SGL Group to members; Cr Stevens

### **4. MEMBERSHIP OF MTHWG**

It was agreed that Leah Hawkins be removed from communications and that Pam Colenso be asked by the Martinborough Community Board if she would like to continue on the Committee representing the public.

*MTHWG NOTED:*

1. Action 736: Draft a proposal on Committee Structure; V Read and Cr Stevens

### **5. SCHEDULE OF ORDINARY MEETINGS**

*MTHWG RESOLVED (MTHWG2013/19)* to adopt a schedule of meetings being 5-7 weeks apart with the first meeting of 2014 being 5 February 2014.

*(Moved Cr Riddell/Seconded Griffiths)*

*Carried*

### **6. COMMUNICATIONS REPORT**

Mrs Bull reported that articles in the Martinborough Star were generating interest in progress as was the dedicated Facebook site. The Working Group discussed the need for a communications strategy to be developed.

The Working Group agreed that communications to community groups where access/memberships were already in place should commence, with 2-3 members making themselves available to make presentations and provide support.

*MTHWG NOTED:*

1. Action 737: Develop a set of Frequently Asked Questions and some 'set answers' with regards to the Town Hall/community centre refurbishment and development; V Read and Cr Stevens
2. Action 738: Request the PowerPoint presentation SGL Group made to councillors so it can be adapted for small community group presentations; Cr Stevens
3. Action 739: Provide Vicky Read information on the upcoming fundraising concert at St Andrews so promotion can be made via MTHWG Facebook page; R Griffiths

### **7. OTHER BUSINESS**

There was no other business.

## Martinborough Community Board Paper - DRAFT

Lisa Cornelissen

### Development of a Martinborough Community Board 3 Year Plan

Purpose of the plan:

- To define our vision
- Identify priority areas and key initiatives
- To allow budget setting
- To provide clear criteria for allocating discretionary funding

What the 3 Year Plan might look like:

Having reviewed the Auckland Local Board plans, I would recommend the following structure:

- MCB Vision and Values
- Priority areas
- For each priority outline:
  - Key initiatives
  - MCB role (Lead, Advocate, Fund, Facilitate)
  - Estimated Cost
  - Timing
  - Actions and Responsibilities
- Allocate funds and set the Annual Budget

Process:

December: MCB to discuss and agree at MCB meeting 9/12/13

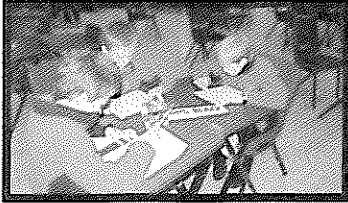
January: Informal consultation followed by a ½ day MCB workshop

February: Draft and agree at MCB meeting on 17/2/13

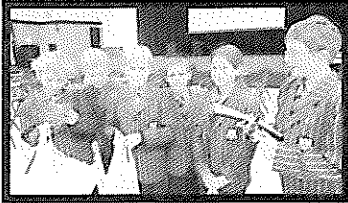
March: Finalise and Report to Council

# MATHARAPA 2013

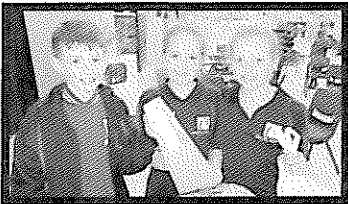
Held in Wairarapa College's magnificent Hall, the 2013 Wairarapa Mathematics competitions were once again a tremendous success.



The spacious hall has proven to be a fantastic venue with plenty of room for the competitors and spectators alike. As with last year the extended programme gave more time for the competitors on each section. Setting up was completed late on Tuesday evening and the competitions began the next morning.



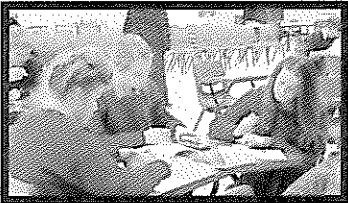
20 teams arrived at 9.30am on Wednesday August 14<sup>th</sup>, eager to do battle in the Year 5/6 North rounds – 1<sup>st</sup> place went to Opaki School, 2<sup>nd</sup> place to the Hadlow Terminators & 3<sup>rd</sup> place to the Hadlow Fraction Freaks.



At 12 noon it was the turn of the Year 9's [20 teams]– Rathkeale College took out 1<sup>st</sup> and 2<sup>nd</sup> place with St Matthews placing 3<sup>rd</sup>.

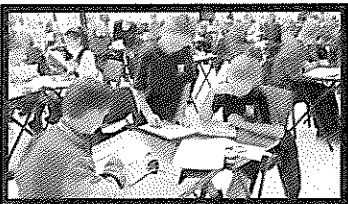
At 2.30pm it was the turn of the Year 10's – 24 teams enjoyed an hour and a half of challenges with Rathkeale College placing 1<sup>st</sup> and 2<sup>nd</sup> and Chanel College in 3<sup>rd</sup> place.

So 64 teams, approximately 195 students went through on the Wednesday session -it was a great start to National Mathematics Week.



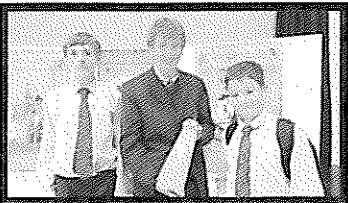
Thursday morning saw the first of three sessions kick off with Years 5&6 South pupils being challenged to basic arithmetic, mental calculations and puzzles.

From a pool of 16 teams the winners weren:- 1<sup>st</sup> Kahutara School Apple Pi's, 2<sup>nd</sup> Greytown School Ratios and 3<sup>rd</sup> Carterton School Aces.



Another 22 teams took their seats at 12 noon for the Year 7 competition. More frantic equation solving, geometry and brainstorming ensued.

The winners were :- 1<sup>st</sup> Opaki Equalizers with Masterton Intermediate School Red 2<sup>nd</sup> and Dalefield School 3<sup>rd</sup>.



Year 8 pupils rounded off a busy day with their round of questions starting at 2.30pm – individual computations, team "runner" maths questions and spatial challenges kept them very engrossed for their competition. From a group of 25 teams the winners were :- 1<sup>st</sup> Chanel College, 2<sup>nd</sup> St Matthews "to the power of three" and 3<sup>rd</sup> were Masterton Intermediate School Silver.

In all some 400 students from every corner of our region came and enjoyed competing against their peers – what a success !!

Prizes ranging from wooden Soma cubes to Casio graphical calculators were awarded.

Refreshments in the form of a drink of Vitafresh and a biscuit are supplied at the end of competition while the final results are being computed.

Whilst the winners and place-getters are recorded here the real emphasis is on participation and every competitor goes home with a certificate acknowledging that they have represented their school.

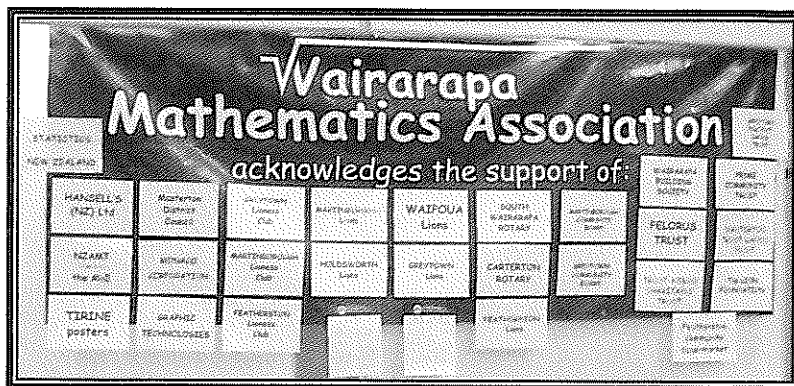
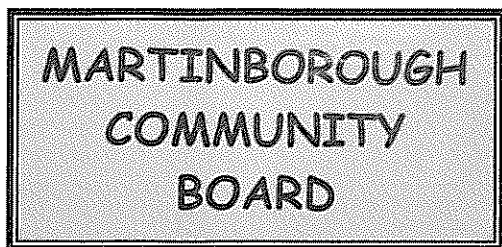
Every student also receives a bag of goodies by which to remember the day.



Our thanks go to the participating schools for releasing staff to accompany the students. Thank you to any parents who were given a job and did it willingly. Thanks also to the senior students who gave freely of their time to act as markers.

A special thank you to the secondary schools which bore the cost of releasing teachers in order to see that the sessions ran smoothly.

Each participating school pays a small annual subscription but the bulk of the running costs and prizes are only able to be purchased with the generous assistance of the following contributors.



Our deepest thanks go to the following sponsors without whom this competition could not be run so generously and successfully :

## THANK YOU

***Featherston , Greytown, Martinborough, Holdsworth and Masterton Waipoua Lions Clubs***

***Featherston and Martinborough Lioness Clubs***

***South Wairarapa and Carterton Rotary Clubs***

***Featherston, Greytown and Martinborough Community Boards***

***Masterton Trust Lands Trust and Greytown District Trust Lands***

***The Wairarapa Building Society, Trust House Charitable Trust***

***The Prime Community Trust , Pelorus Trust and the Lion Foundation***

***Eastern & Central Community Trust and the Infinity Foundation***

***The NZ Association of Mathematics Teachers via the MoE***

***Statistics NZ, the Westpac Bank***

***Mr Derek Smith of Graphic Technologies & Monaco Corporation***

***Hansell's (NZ) Ltd & Featherston Community Supermarket***

**From:** John Kirkup [mailto:[john.kirkup@nzrugby.co.nz](mailto:john.kirkup@nzrugby.co.nz)]  
**Sent:** Wednesday, 13 November 2013 11:32 a.m.  
**To:** Sally Eru - Accounts Payable & Payroll Officer  
**Subject:** Martinborough Squash club - Community Board grant

Hi Sally,

Just a note of thanks to the Martinborough Community Board for the \$1,000 grant made to us for our kitchen upgrade. We have begun the process of the upgrade and hope to finish this off over the summer months before the next season starts. Once we have the costs through we will provide an account of the project and the expenditure as requested.

Please pass on our gratitude to the Board.

Regards, John.

*John Kirkup*

Business Analyst - Franchise and PU Support

(+64 21 625 032) | (+64 4 474 7278)

[john.kirkup@nzrugby.co.nz](mailto:john.kirkup@nzrugby.co.nz)

[allblacks.com](http://allblacks.com) | [nzrugby.co.nz](http://nzrugby.co.nz) | [facebook.com/allblacks](https://www.facebook.com/allblacks) | [twitter.com/allblacks](https://twitter.com/allblacks)