

## MARTINBOROUGH COMMUNITY BOARD

**Agenda  
9 October 2017**

**Notice of a meeting to be held in the South Wairarapa District Council Chambers,  
19 Kitchener Street, Martinborough on Monday 9 October 2017 at 6:30pm.**

### **MEMBERSHIP OF THE COMMITTEE**

Lisa Cornelissen (chair), Fiona Beattie, Victoria Read, Maree Roy, Cr Pam Colenso and Cr Pip Maynard.

### **PUBLIC BUSINESS**

#### **1. APOLOGIES:**

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

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

- 3.1 Ian Grigor and John Bushell, The Rotary Club of the South Wairarapa, to discuss preparations for the 2018 Martinborough Fair **7:00pm**
- 3.2 Tracey Shepherd, Wairarapa REAP, speaking to their application for funding on behalf of White Ribbon Riders **7:05pm**

#### **4. ACTIONS FROM PUBLIC PARTICIPATION:**

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

#### **5. COMMUNITY BOARD MINUTES:**

- 5.1 Minutes for Approval: Martinborough Community Board Minutes of 28 August 2017 **Pages 1-6**

**Proposed Resolution:** *That the minutes of the Martinborough Community Board meeting held on 28 August 2017 be confirmed as a true and correct record.*

#### **6. CHIEF EXECUTIVE AND STAFF REPORTS:**

- 6.1 Officers' Report to Community Boards **Pages 7-52**
- 6.2 Action Items Report **Pages 53-61**
- 6.3 Income and Expenditure Report **Pages 62-67**
- 6.4 Schedule of Ordinary Meetings **Pages 68-70**
- 6.5 Applications for Financial Assistance **Pages 71-72**

6.6 Health and Safety of Volunteers Report (to be tabled)

**7. NOTICES OF MOTION:**

7.1 None advised

**8. CHAIRPERSON'S REPORT:**

8.1 Chair's Report

**Pages 73-77**

8.2 Naming of Dublin Street West and New York Street West

8.3 Long Term Plan

**9. MEMBER REPORTS (INFORMATION):**

**10. CORRESPONDENCE**

*Proposed Resolution: That the inwards correspondence be received.*

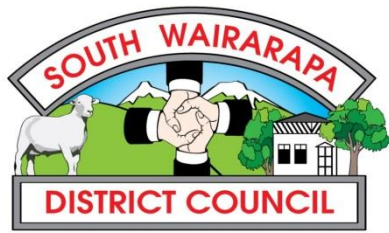
10.1 Inwards

To Lisa Cornelissen, Martinborough Community Board, from Peter Couchman, Martinborough Business Association, dated 28 August 2017

**Page 78**

To Lisa Cornelissen, Martinborough Community Board, from Victim Support, dated 5 September 2017

**Pages 79-83**



## Martinborough Community Board

### Minutes – 4 September 2017

- Present:** Lisa Cornelissen (Chair), Fiona Beattie, Maree Roy, Cr Pam Colenso and Pip Maynard.
- In Attendance:** Mayor Viv Napier, Mark Allingham (Infrastructure and Services Group Manager), Mark Owen (NZTA) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the Council Chambers, 19 Kitchener Street, Martinborough on the 4 September 2017 between 6:35pm and 8:18pm.

#### PUBLIC BUSINESS

##### 1. APOLOGIES

*MCB RESOLVED (MCB 2017/66)* to receive apologies from Victoria Read and Paul Crimp.

*(Moved Cornelissen/Seconded Beattie)*

Carried

##### 2. CONFLICTS OF INTEREST

Mrs Cornelissen declared a conflict of interest with agenda item 8.2 'Naming of Dublin Street West and New York Street West' and advised that Cr Colenso would assume the chair.

##### 3. PUBLIC PARTICIPATION

There was no public participation.

##### 4. ACTIONS FROM PUBLIC PARTICIPATION

There were no actions arising from public participation.

##### 5. COMMUNITY BOARD MINUTES

###### 5.1 Martinborough Community Board Minutes – 17 July 2017

*MCB RESOLVED (MCB 2017/67)* that the minutes of the Martinborough Community Board meeting held on 17 July 2017 be received and confirmed as a true and correct record.

*(Moved Beattie/Seconded Cr Maynard)*

Carried

## 6. CHIEF EXECUTIVE AND STAFF REPORTS

### 6.1 Officers' Report to Community Boards

Mr Owen and Mr Allingham discussed NZTA's one network roading approach with regards to speed limit review requests, NZTA's prioritisation of the Waihenga Bridge for replacement, flooding levels that trigger the Waihenga Bridge closure, alternate routes and public notification systems, and NZTA's Rimutaka Hill Road Project (information tabled).

Members discussed cyclist safety concerns with Mr Owen who noted several options that could be considered by NZTA's safety engineer and cycling expert, but noted that any solution needed to be seamless for all road users. Members undertook to gather evidence of the problem and submit to Mr Allingham.

*MCB RESOLVED (MCB 2017/68):*

1. To receive the Officers' Report.  
(*Moved Cr Colenso/Seconded Cr Maynard*) Carried
2. Action 526: Find out whether buses use alternative routes into Martinborough if the Waihenga Bridge is closed; M Allingham

### 6.2 Action Items Report

*MCB RESOLVED (MCB 2017/69)* to receive the Action Items Report.  
(*Moved Cornelissen/Seconded Roy*) Carried

### 6.3 Income and Expenditure Report

Mrs Cornelissen undertook to follow-up grant uptake with the Martinborough Netball Club.

*MCB RESOLVED (MCB 2017/70):*

1. To receive the draft Income and Expenditure Statement for the period 1 July 2016 – 30 June 2017.
2. To receive the Income and Expenditure Statement for the period 1 July 2017 – 31 July 2017.
3. To receive the tabled MCB Budget July 2017 to June 2018.  
(*Moved Beattie/Seconded Roy*) Carried
4. Action 527: Advise the Community Board why the Annual Plan allotment for 17/18 is less than the allotment for 16/17; J Mitchell

### 6.4 Review of Policy E502: Community Groups Use of and Access to Council Parks and Reserves

Members reviewed the amended policy and discussed grammatical improvements and whether Centennial and Considine Parks should be treated differently.

*MCB RESOLVED (MCB 2017/71):*

1. To receive the Community Groups Use of and Access to Council Parks and Reserves Policy Review Report.

2. To approve Policy E502: Community Groups Use of and Access to Council Parks and Reserves including incorporating Terms and Conditions of use subject to a grammatical review of paragraphs 2.1 and 5.2 in the Terms and Conditions and the inclusion of (Cecily Martin) after Huangarua Park Martinborough in Table 6.  
*(Moved Beattie/Seconded Cr Colenso)* Carried

6.5 Long Term Plan (LTP) Process Report

Members thanked Council for the opportunity to be involved with the LTP process at an early stage.

*MCB RESOLVED (MCB 2017/72):*

1. To receive the Long Term Plan Process Report.
2. To appoint Lisa Cornelissen with Victoria Read as the alternate to be the Martinborough Community Board representative on Council's Long Term Plan Working Party.
3. To adopt a process of working together as a Community Board to determine priorities for early input into the Long Term Plan via the workshop environment.

*(Moved Cornelissen/Seconded Cr Colenso)* Carried

6.6 Applications for Financial Assistance

*MCB RESOLVED (MCB 2017/73):*

1. To receive the information.
2. To grant Boomerang Bags Martinborough \$500 towards the costs associated with providing repair and servicing to five sewing machines on loan from the community and to purchase needles, thread and screen paint for continued production of reusable bags.

*(Moved Cornelissen/Seconded Cr Maynard)* Carried

3. To grant Friends of Martinborough Library \$500 towards the costs associated with running an outdoor movie evening for Martinborough to raise money for the children's library area furnishings in the Waihinga Centre.

*(Moved Cornelissen/Seconded Cr Maynard)* Carried

6.7 Pain Farm Trees

Members discussed the change of tenancy process, location of the shelter belts, and the Pain Farm Report.

*MCB RESOLVED (MCB 2017/74):*

1. To receive the information.
2. To defer a decision on responsibility for maintaining shelter belts and assessment of the eastern shelterbelt until a visit to Pain Farm by the Community Board could be arranged.

*(Moved Cr Colenso/Seconded Cornelissen)* Carried

*(Moved Cornelissen/Seconded Cr Colenso)* Carried

3. Action 528: Organise a time for Martinborough Community Board members to meet with Council officers to assess the shelter belt for 'actual value/benefit as a wind-break to the farm-house and cottage' at Pain Farm; M Allingham
4. Action 529: Compile a list of what type of monitoring and reporting was required for Pain Farm and provide to Lisa Cornelissen for inclusion on a workshop agenda; Cr Colenso
5. Action 530: Provide an email to members regarding the process for a change of tenancy, specifically whether a farm assessment is done at the end of a tenancy before a new tenant takes over the lease; M Allingham

#### 6.8 Martinborough Square Fairy Lights

Members thanked Council officers for the comprehensive report.

*MCB RESOLVED (MCB 2017/75):*

1. To receive the Martinborough Square Fairy Lights Report.
2. To defer discussion to a workshop.

*(Moved Cornelissen/Seconded Colenso)*

Carried

## 7. NOTICES OF MOTION

There were no notices of motion.

## 8. CHAIRPERSON'S REPORT

### 8.1 Chairperson's Report

Members discussed the Martinborough survey results, noting that recycling could be discussed during LTP preparations, and the proposal and possible support of Accelerate Wairarapa.

*MCB RESOLVED (MCB 2017/76):*

1. To receive the information.

*(Moved Cornelissen/Seconded Beattie)*

Carried

2. To receive the survey report and ratify the decision to sponsor the Martinborough Mural Walk with \$3,000 from the beautification budget.

*(Moved Cornelissen/Seconded Beattie)*

Carried

Maree Roy voted against the motion.

Cr Pip Maynard voted against the motion.

3. To receive the workshop report.

*(Moved Cornelissen/Seconded Roy)*

Carried

4. Action 531: Write to Accelerate Wairarapa requesting more details about the website project, specifically what level of funding they would be requesting from SWDC; L Cornelissen

5. Action 532: Incorporate the Martinborough Community Board survey results into LTP discussions; L Cornelissen

## 8.2 Naming of Dublin Street West and New York Street West

The Community Board noted that Georgina Millar, as a contributor to the street naming process, had expected feedback from the Community Board following the July meeting and had not received any.

Mrs Cornelissen vacated the chair.

Cr Colenso assumed the chair.

Correspondence had been received from all three emergency services but in some cases this correspondence was unclear.

*MCB RESOLVED (MCB 2017/77):*

1. To defer a decision on the possible renaming of Dublin Street West and New York Street West until the 9 October 2017.
2. That Cr Colenso speak with emergency services to clarify their feedback.

*(Moved Cr Colenso/Seconded Cr Maynard)*

Carried

3. Action 533: Provide a progress update to everyone that has provided feedback on the possible renaming of Dublin Street West and New York Street West; L Cornelissen

Cr Colenso vacated the chair.

Mrs Cornelissen assumed the chair.

## 9. MEMBERS REPORTS (INFORMATION):

### 9.1 Wairarapa Library Service

*MCB RESOLVED (MCB 2017/78)* to receive the Wairarapa Library Service report.

*(Moved Cornelissen/Seconded Beattie)*

Carried

## 10. CORRESPONDENCE

### 10.1 Inwards

From Kirsty Prentice, SPCA, to Martinborough Community board, dated 11 July 2017

From Paul Crimp, SWDC, to Martinborough Community Board, dated 20 July 2017

From Richard Day, NZ Police, to Martinborough Community Board, dated 28 July 2017

From Mark Allingham, SWDC, to Martinborough Community Board, dated 24 August 2017

### 10.2 Outwards

To Denise Evans, from Martinborough Community Board, dated 28 July 2017

To Bill Butzback, NZ Fire, from Martinborough Community Board,  
dated 28 July 2017

To NZ Police, from Martinborough Community Board, dated 28 July  
2017

To Pip Goodwin, Palliser Estate, from Martinborough Community  
Board, dated 28 July 2017

To Dave Shepherd, Martinborough Winegrowers, from Martinborough  
Community Board, dated 28 July 2017

*MCB RESOLVED (MCB 2017/79) to receive the inwards and approve  
the outwards correspondence.*

*(Moved Cr Colenso/Seconded Beattie)*

Carried

**Confirmed as a true and correct record**

.....**Chairperson**

.....**Date**



# MARTINBOROUGH COMMUNITY BOARD

9 OCTOBER 2017

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## AGENDA ITEM 6.1

### OFFICERS' REPORT

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#### **Purpose of Report**

To update community boards and the Maori Standing Committee on Council activities.

#### **Recommendations**

Officers recommend that the Community Board/Committee:

1. *Receive the Officers' Report.*

### CHIEF EXECUTIVE

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

The rush of the Annual Plan has been replaced by the preparation of the Annual Report. The Annual Report is a significant body of work which includes the audit process.

In addition, we have commenced work on the long term plan, and while not due for adoption until 27 June 2018, a lot of work needs to be completed, particularly as we extend our time horizon beyond the 10 year statutory minimum.

An application has been lodged for funding from the Tourism Infrastructure Fund, and we have been advised we meet the criteria for consideration. This will assist in accelerating our coastal programme beyond that which we could fund in the short to medium term, and will enable us to meet current demand, and allow for some growth in activity.

## 2. Governance/Leadership/Advocacy

The following table provides the year to date results for KPI's set for the Governance output.

GOVERNANCE, LEADERSHIP AND ADVOCACY MEASURING SERVICE DELIVERY PERFORMANCE					
SERVICE LEVEL	KEY PERFORMANCE INDICATORS			COMMENTS	
		2016/17 TARGET	2016/17 ACTUAL		
Opportunities are provided for the community to have its views heard	Ratepayers and residents feel they can contact a Council member to raise an issue or problem	75%	79%	The National Research Bureau (NRB) Customer Satisfaction survey was carried out late 2016. In addition to the 79% (2014:73% 2011 75%) positive response, 13% (2014; 16% 2011 14%) felt they were unable to comment.	
	Ratepayers and residents feel that the Mayor and councillors give a fair hearing to their views	72%	63%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 63% (2014; 62% 2011 55%) positive response, 23% (2014:21% 2011 28%) felt they were unable to comment.	
Council determines what activities it should engage in through consultation and regulatory requirements then sets clear direction	Ratepayers and residents are satisfied with Council's decisions and actions	80%	70%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 70% (2014; 76% 2011 73%) positive response, 14% (2014; 8% 2011 9%) felt they were unable to comment.	
	Ratepayers and residents are satisfied with how Council allocates rates/funds to be spent on the services and facilities provided (target peer group age)	79%	65%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 65% (2014; 64% 2011 59%) positive response, 14% (2014; 14% 2011 9%) felt they were unable to comment.	
Community Boards make decisions that consider local issues	Community Board decision - making reports on local issues	90%	Greytown 98% Featherston 97% Martinborough 97%	This measure reports on the percentage of resolutions made that relate solely to local issues. (year ended 30 June 2016)	
	% of ratepayers and residents who know how to contact a community board member	68%	69%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 69% (2014; 64% 2011 59%) positive response, 0% (2014; 14% 2011 9%) felt they were unable to comment.	
Opportunities are available to raise local issues and understand what will happen as a result	Ratepayers and residents satisfied with the way Council involves the public in the decision it makes	70%	47%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 47% (2014; 49% 2011 50%) positive response, 31% (2014; 26% 2011 25%) indicated they were neither satisfied nor dissatisfied, and 5% (2014; 5% 2011 5%) felt they were unable to comment.	
Opportunities are available to raise issues relating to Maori through the Maori Standing Committee	The Maori Standing Committee makes recommendations to Council in relation to policy and plan development and resource management applications	100% applicable applications	100%	Maori Standing Committee met on 6 occasions. In total 5 resource consent applications were considered, however due to the timing of the meetings 1 was considered outside normal meetings.(Year ended 30 June 2016)	

## **2.1 Local Government Commission**

The Local Government Commission released their "Final Proposal For A Wairarapa District Council" on 18 July.

A valid petition has been received and a binding poll will be held closing midday 12 December 2017. It will be good to have this matter resolved one way or the other.

## **3. Strategic Planning and Policy Development**

### **3.1 Meetings/Conferences**

#### **3.1.1. Chief Executive Forum**

One CE forum was held; topics included NZTA update; "Smart Seeds" (youth challenge); Civil Defence; Regional Trails; and Regional Strategy.

#### **3.1.2. Mayoral Forum**

One Mayoral forum was attended. Topics included Radio New Zealand; Local Government Commission; Regional Trails; National Council update, and Civil Defence update.

#### **3.1.3. Rail**

I attended a forum on Wairarapa rail services, which included participants from GWRC, the commuter public, Destination Wairarapa; Transdev; Kiwirail, Wairarapa TLA's.

The forum discussed both passenger rail issues and tourism related matters.

#### **3.1.4. Community Boards**

A further round of Community Board meetings were held.

## **4. Corporate**

### **4.1 Financial Statement**

The Annual Report is coming together; the statutory deadline for completion is 31 October.

A draft will be available around 22 September.

The audit team, usually at least four members, will be onsite 25 Sept to 6 October.

### **4.2 Occupational Health and Safety**

We continue to make good progress on health and safety matters. No matters were reported during the period. A tabled update will be provided.

### **4.3 Waihinga Centre/Martinborough Town Hall**

The project continues as planned, completion as previously advised will be somewhere around May next year.

Fortnightly construction team meetings continue to be held, ensuring the project is monitored closely. The construction team includes Mayor Napier,

Vicky Read (Waihinga Trust / users rep), Max Stevens (Waihinga Trust / user rep), David Borman (SWDC project Manager), Mike Arnopp (Riggs) and I. The pleasing aspect of this group is we are all working toward a common goal, having an excellent facility for the best price.

The financial summary, attached as Appendix 1, is reviewed by the construction committee and also presented and discussed at the audit and risk meeting. This summary includes variations to the original programme, variations are approved at the construction team meetings.

Mayor Napier and I met with our project manager, David Borman, to discuss potential saving opportunities, with floor coverings; light fittings; plumbing fittings; joinery; and concrete seen as opportunities. These savings will not be able to be quantified until product selection and final joinery design has taken place.

It is pleasing to note that Pain & Kershaw will be supplying most of the standard construction material, "buy local".

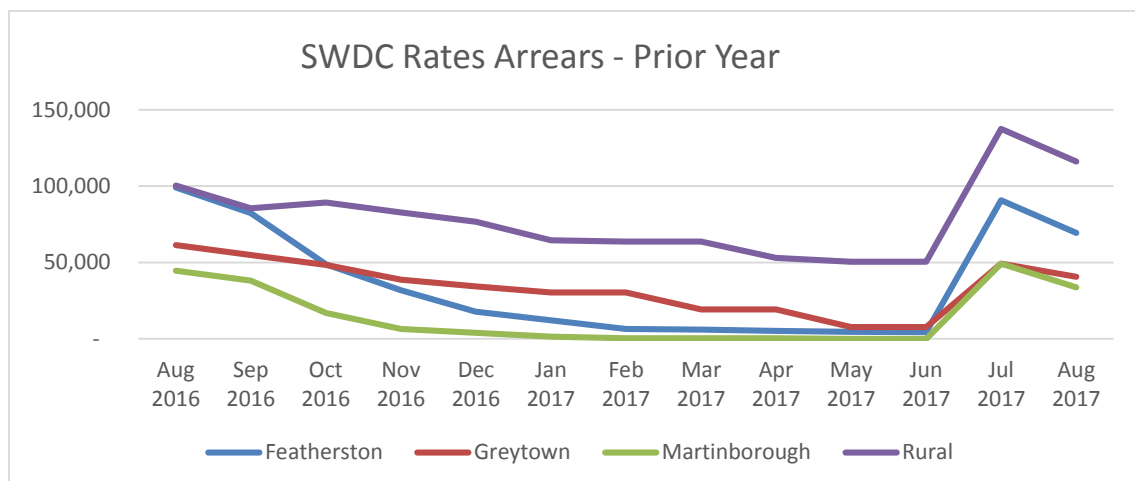
The project is progressing well, and there are no red or even orange flags at this stage.

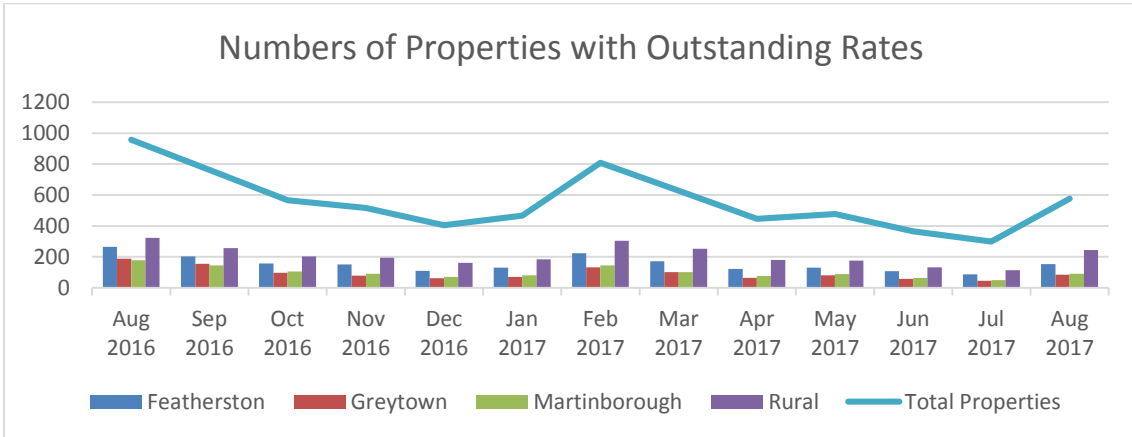
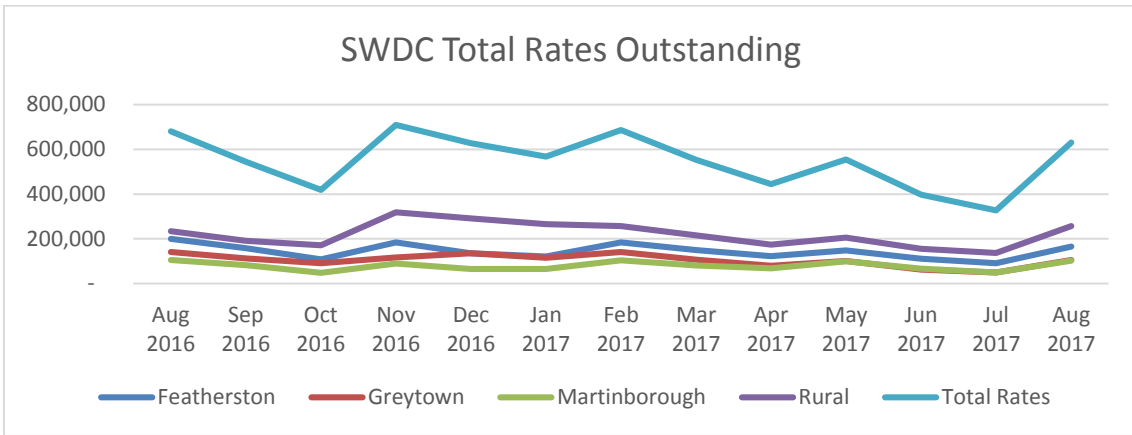
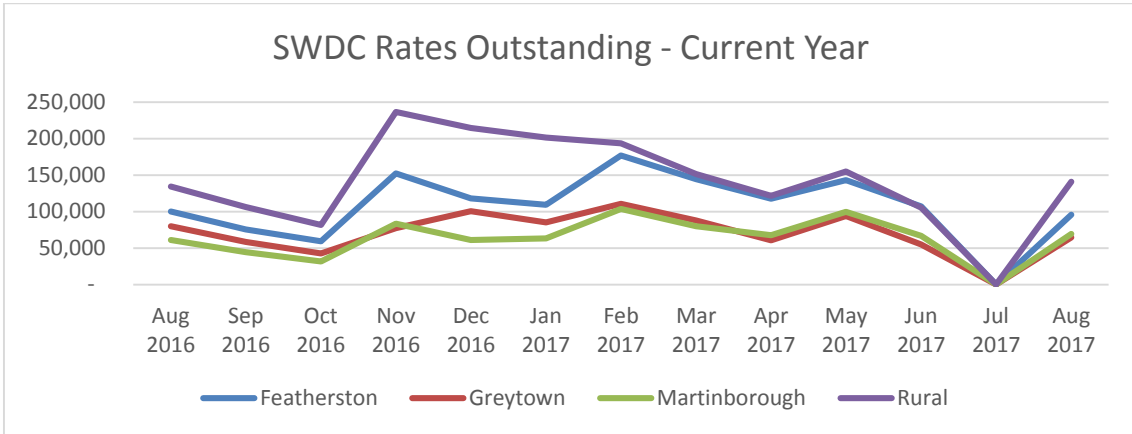
#### 4.4 Rates Arrears (Incl. GST)

The continued good work on the rates debt front shows in the trends. As previously discussed, these trends are very sensitive and can change, however our consistent approach appears to be paying dividends.

Total rates outstanding is slightly down on the same period last year.

Arrears jumped on 1 July, this is due to the "current year" outstanding as at 30 June 2017 changing to "arrears" on 1 July 2017. Current year outstanding dropped to nil as at 1 July 2017 for the same reason.





## 4.5 LGOIMA Requests

DATE	TOPIC OF INFORMATION REQUEST	REQUEST RESPONSE
8 August 17	Documents relating to management of select segments of the population in emergencies e.g. homeless, assisted living, social housing etc.	WREMO to advise
8 August 17	Details of local associations.	Information that is held by council provided.
30 August 17	Details of consents for neighbours shed.	

We continue to charge for those requests that require more than 1 hour and 20 pages of material. This charging regime is standard and used by central Government.

## 5. Appendices

Appendix 1 – Waihinga Centre Financial Summary

Contact Officer: Paul Crimp, Chief Executive Officer

# **Appendix 1 – Waihinga Centre Financial Summary**

**SWDC**  
**Waiinga Centre**  
**Project forecast - Actuals to July 2017**

Per Council decision 18.1.2017

\$ 5,132,010

	Budget	Invoiced to 31.7.2017	Invoices to come	Forecast spend
<b>Made up as follows:</b>				
<b>Rigg Zschokke Construction Contract</b>	4,223,709	415,164	3,808,545	4,223,709
Rigg Zschokke Agreed Variations*		34,383	13,500	47,883
		<u>449,547</u>	<u>3,822,045</u>	<u>4,271,592</u>
<b>Professional fees (design team) to Jan-17</b>	509,459			
Adamsons Survey		6,581		
Engeo Geotech		17,160		
Holmes Consulting - Design & Fire		137,425		
HVAC Design		14,175		
Perception Planning		6,918		
Warren and Mahoney - Design		327,200		
		<u>509,459</u>	<u>-</u>	<u>509,459</u>
<b>Other fees to Jan-17 (including SGL, QS)</b>	268,842			
Rawlinsons (Quantity Surveyers)		38,000		
SGL		230,343		
		<u>268,343</u>	<u>-</u>	<u>268,343</u>
<b>Architect &amp; Engineer construction monitoring</b>	80,000			
Holmes Consulting - Construction Monitoring		26,446	21,054	
Warren and Mahoney - Site Monitoring		18,483	16,517	
Warren and Mahoney - Variations*		11,578		
		<u>56,507</u>	<u>37,570</u>	<u>94,078</u>
<b>Development &amp; Design Variations**</b>		69,504	7,530	77,034
<b>QS Services to completion</b>	50,000			
Venture Consulting		5,000	25,000	
Clendon Burns & Park		13,438	3,562	
		<u>18,438</u>	<u>28,562</u>	<u>47,000</u>
<b>Budgeted Core costs</b>	5,132,010			
Plus Contingency	200,000			136,494
<b>Overall budget</b>	<b>\$ 5,332,010</b>	<b>1,371,797</b>	<b>3,895,707</b>	<b>\$ 5,268,504</b>

**\*Construction Variations to date:**

	Invoiced to 31.7.2017	Invoices to come	Forecast spend
<b>Rigg Zschokke</b>			
Removal of asbestos	7,310		
Insurance obtained directly		(20,000)	
JLT Insurance	20,108		
Concrete Foundation to supper room well	6,965		
Replace piles and joists supper room		7,500	
Replace ceiling joists supper room		2,500	
Temporary structural support		9,500	
Concrete under existing foundation		1,000	
Remove plaster and steel support for overlay wall		5,000	
Supper room framing connection to external wall		1,000	
Extend concrete overlay to areas of demolished chimney		3,500	
Retain brick wall to supper room		(1,500)	
Overlay existing stage floor		5,000	
	<u>34,383</u>	<u>13,500</u>	<u>47,883</u>

**Warren and Mahoney**

Alternative cladding product (Rodeca)	10,678		
Revision re additional toilet	900		11,578

JNL and Other Savings To be confirmed

**\*\*Development & Design Variations:**

SGL	5,500		
Engeo Geotech	11,460	1,380	
Holmes Consulting - Design & Fire	8,475		
HVAC Design	2,515	6,150	
Rawlinsons (Quantity Surveyers)	5,000		
Warren and Mahoney - Design(SWDC excl from original budget)	36,554		
	<u>69,504</u>	<u>7,530</u>	<u>77,034</u>

**Net cost/(savings) from Variations:**

**136,494**



# PLANNING AND ENVIRONMENT GROUP REPORT

## 1. Resource Management

### 1.1 Resource Management Act - District Plan

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents satisfied with the image of the closest town centre shown as "satisfied"	75%	92%	NRB 3 Yearly Survey
The district plan has a monitoring programme that provides information on the achievement of its outcomes (AER's)		-	Consultants have been working with the 3 Councils to establish which data is recorded and how it is stored so as to enable effective reporting against AER's in WCDP. A draft monitoring strategy has been completed and comments passed back to the consultants undertaking the work.

Work on the plan change to update the schedule of protected trees contained in the WCDP for south Wairarapa has progressed. The review of scheduled trees on the ground will commence early October and take approximately 2 weeks.

A draft Section 32 analysis to support the legal change process has been prepared. It is expected that formal documentation to commence the plan change will be available for the December meeting of Council.

The development of a structure plan and associated plan change for the Future development Area (FDA) in Greytown is now well advanced, but was unable to be completed for presentation to Council for this meeting. The complexity in terms of design, consultation with landowners, costings and financing (forming the development contributions framework) has meant it had to be deferred to the October meeting.

### 1.2 Resource Management Act - Consents

*SERVICE LEVEL – All resource consents will be processed efficiently.*

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	100%	30/30 RCA's completed within statutory timeframe. NCS.
s.223 certificates issued within 10 working days	100%	83%	10/12 s223's completed within statutory time frame. NCS.
s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement)	95%	100%	8/8 s224's completed within Councils timeframes. NCS.

Council received 33 resource consent applications between 1 July and 31 August 2017. Numbers continue to run at historic highs about 38 -44% above prior long term averages (100 versus 138-144 per annum).

With 50% of resource consents being for subdivisions, workloads for the planning team are being further compounded, as these require 2 further significant processes to be followed; S.223 and S.224 Certificates. Lastly staff have been working on 3 large and technically complex subdivisions which have added pressure due to the level of detail to be dealt with.

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

### 1.3 Reserves Act – Management Plans

*SERVICE LEVEL – Council has a reserve management plan programme.*

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Council maintains and updates reserve management plans as required.	Yes	0	It is not anticipated that any updates will be undertaken this year as the RMP's are current and appropriate

### 1.4 Local Government Act – LIM's

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
LIMs contain all relevant accurate information (no proven complaints)	100%	100%	G:\LIMS
Non-urgent LIMs are processed within 10 days	100%	100%	G:\LIMS

LIMS have reduced in number so far this year, although the “busy” season is yet to arrive (spring through summer – house sales accelerate through this period so demand for LIMs traditionally increases).

The need to take proper care with the issuing of these important legal documents has been reinforced by issues that have arisen in recent times.

Council has had situations where “potential claims” have been made to Council by a party that wrong information has been provided or that Council has not fully disclosed an issue with land that it held information on. While these have not been proven they are a timely reminder to staff involved in processing LIMs that accurate and full disclosure of information is required in every instance.

In consequence, staff have reviewed Councils information systems to try to close any potential “holes” (knowledge held but not known) and to ensure that the right information is stored at the right time and is then readily available to officers providing inputs to LIMS.

In addition staff have been working on new ways to display existing and previously inaccessible data (e.g. land contours on the GIS) to provide alerts that a risk may exist (such as ephemeral watercourses). Procedures around other forms of regulatory processes (e.g. resource consents for subdivisions) are also being reviewed to provide more certainty to buyers

that the land is suitable for living on (i.e. has a certified building platform for a dwelling).

TYPE	YTD 1 JULY 2017 TO 31 AUGUST 2017	PREVIOUS YTD 1 JULY 2017 TO 31 AUGUST 2017	PERIOD 1 AUGUST 2017 TO 31 <sup>ST</sup> AUGUST 2017	PREVIOUS PERIOD 1 <sup>ST</sup> AUGUST 2016 TO 31 <sup>ST</sup> AUGUST 2016
Standard LIMs (Processed within 10 working days)	26	36	11	20
Urgent LIMs (Processed within 5 working days)	10	13	4	8
<b>Totals</b>	<b>36</b>	<b>49</b>	<b>15</b>	<b>28</b>

## 2. Public Protection

### 2.1 Building Act - Consents and Enforcement

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	97.36%	NCS – Continued monitoring of processing days. 74 of 76 CCC's were issued within statutory WD. NCS status error caused incorrect report data.
Building consent applications are processed within 20 working days	100%	100%	NCS – Continued monitoring of processing days. 91 of 91 consents were issued within statutory WD.
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next IANZ review set for January 2018. Council was re-accredited in January 2016.
Council inspects new building works to ensure compliance with the BC issued for the work, BWOF's and Swimming Pools	Yes	Yes	Council is inspecting all work to insure compliance with building consents. <b>BWOF's</b> – Total 169 - Required 3 audits a month. 3 audited in August - 100%. <b>Swimming Pools</b> – Total 279 - Required 8 audits a month. 6 audited in August - 75%. More time will be allocated to BWOF's and Swimming Pools in the next month to bring numbers processed into line with the long term work programme.
Earthquake prone buildings reports received	90%	64.62 %	Previous figures from the old legislation: 148 of 229 known premises have been addressed. No longer relevant (see discussion below).

Under the new EQP Buildings (EQPB's) legislation, Council are still required to identify potential Earthquake Prone Buildings (EQP). There is however a new methodology which may change the total number of potential EQPB's in the district.

Staff are in the process of reassessing currently registered buildings. This may exclude buildings previously thought of as EQPB's. Staff are 60% through that process and are hoping to have it completed within the next 4-6 weeks.

TYPE	NUMBER	VALUE
<b>Commercial</b> (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	7	1,010,000
<b>Industrial</b> (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	3	128,514
<b>Residential</b> (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters.	63	10,059,226
<b>Other</b> ( public facilities - schools, toilets, halls, swimming pools)	5	157,004
<b>Totals</b>	<b>78</b>	<b>11,354,744</b>

Within the building team, basic work flows continue to be high. In addition, taking on the new functions around swimming pool compliance, Building Warrants of Fitness (BWOFF) and Earthquake Prone Buildings, has placed considerable pressure on staff in terms of setting up the new systems required and beginning the compliance / inspection processes required.

Lastly the upcoming accreditation review is beginning to impact due to the changed regulations now applied to this process. The new regulations have dramatically increased the costs of preparing for the next accreditation review as many of our current processes (contained in the Building Consent Authorities Quality Management System) are having to be modified to meet the new accreditation standards. Because of this we have engaged an external QMS consultant (Mr John Tait) to assist with the required changes.

## 2.2 Dog Control Act – Registration and Enforcement

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	3 visits	0	
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 13/13
Complaints about dog attacks on persons or stock are responded to within 1 hour	100%	100%	No attacks on people or stock however 2 attacks on pets were reported during this period

INCIDENTS REPORTED 1 JULY 17 – 31 AUG 17	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	1	1	-
Attack on Person	-	-	-
Attack on Stock	-	-	-
Barking and whining	3	-	2
Lost Dogs	4	-	2
Found Dogs	2	-	2
Rushing Aggressive	1	-	2

INCIDENTS REPORTED 1 JULY 17 – 31 AUG 17	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Wandering	17	-	5
Welfare	-	-	-
Fouling	-	-	-
<b>Total</b>	<b>26</b>	<b>1</b>	<b>11</b>

### 2.3 Public Places Bylaw 2012 - Stock Control

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 2 incidents
In cases where multiple stock escapes (more than 1 occasion) have occurred from a property taking compliance or enforcement or prosecution action against the property owner	100%	-	No incidents
Council responds to complaints regarding animals within 48 hours.	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 1 incident

INCIDENTS REPORTED	TOTAL
Stock	3

### 2.4 Resource Management Act – afterhours Noise Control

*SERVICE LEVEL – The Council will respond when I need some help with noise control.*

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to within 1.5 hours	100%	100%	K:\resource\Health\Resource Management\Noise Control Complaints\Year Records 2010-2017.xls

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 2017 TO 31 AUGUST 2017	PREVIOUS YTD 1 JULY 2016 TO 31 AUGUST 2016	PERIOD 1 JULY 2017 TO 31 AUGUST 2017	PREVIOUS PERIOD 1 JULY 2016 TO 31 AUGUST 2016
Total	10	16	10	16

Note : YTD and Period data are the same as there is only 1 reporting period.

## 2.5 Sale and Supply of Alcohol Act - Licensing

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

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

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2017 TO 31 AUGUST 2017	PREVIOUS YTD 1 JULY 2016 TO 31 AUGUST 2016	PERIOD 1 JULY 2017 TO 31 AUGUST 2017	PREVIOUS PERIOD 1 JULY 2016 TO 31 AUGUST 2016
On Licence	2	3	2	3
Off Licence	1	6	1	6
Club Licence	0	3	0	3
Manager's Certificate	21	25	21	25
Special Licence	7	6	7	6
Temporary Authority	0	0	0	0
<b>Total</b>	<b>31</b>	<b>43</b>	<b>31</b>	<b>43</b>

Note : YTD and Period data are the same as there is only 1 reporting period to date.

## 2.6 Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises have appropriate FMP in place and meet the risk based standards set out in the Plan.	100%	100%	NCS data
Premises are inspected in accord with regulatory requirements.	100%	100%	NCS data

## 2.7 Bylaws

From 1 July to 31 August 2017, 4 notices were sent out relating to trees and hedges, 1 complaint relating to litter, and 3 abandoned vehicle complaints.

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

# **INFRASTRUCTURE AND SERVICES**

## **1. Group Manager highlights**

In this report there are several appendices attached for the councillor's information. These are to highlight the information available and show the councillors some of the progress and pathways for some of the groups and committees worked with.

The Transport advisory group workshop on the second phase of the regional land transport plan was held with the land transport plan now submitted to NZTA for approval. This will be moderated as the process continues.

Along with this the Roads Asset Management Plans are under review and council has also completed its strategic Business case and Program Business Case for the continued funding. Attention to the continued funding of the Cape Palliser Road is critical in this.

Because of GW's concerns regarding the altered flood levels at the Waihenga Bridge and Jenkins Dip due to aggradation of the river bed and surrounding flood plain, a review the Waihenga Bridge Protocols regarding the closure of SH53 was held. The main point of discussion were.

- The levels at which overflow is discharged into Jenkins Dip;
- Any restrictions on the Jenkins Dip Bridge;
- The levels at which SH53 is to be closed and reopened;
- Protocols around closing and reopening SH53.
- Communications

The proposed Advisory Group for the "Wairarapa Combined Regional Trails" The Regional Trails Framework seeks to enhance and improve the regional network for the benefit of local users as well as recognising the potential economic benefits from a tourism perspective and in helping attract skilled workers into the region. Also the Wairarapa Road Safety Council met and discussed the various road safety initiatives and issues. Cycling was one of those issues raised and in combination with the dissuasion at the Martinborough Community Board and with Mark Owen from NZTA, cycling in the future will be an area to be reviewed. The reports are attached.

The NZ Transport Agency is planning to upgrade all State Highway lighting in the Greater Wellington region to LEDs and the 3 Wairarapa councils are doing the same. As discussed with the MCB lighting options will need to be reviewed outside the standard fittings should there be changed needed. This is a major project and will require coordination across several areas but a great saving for the area and an example of the efficiencies of working regionally.

The new Professional Services contract for Roding is being let and will be evaluated in the next week and the waste contract is still under evaluation. The Greytown irrigation project has been let and work on the development of the irrigation plans for the site is underway.

The new engineering officer has been appointed and will start in 3 weeks and with the workload in annual reporting and compliance as well as implementation of projects he is anticipated to be busy from the onset.

## 2. Water supply

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

### 2.1 Key Performance Indicators

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		JULY	YTD	JULY	YTD
The average consumption of drinking water per day per resident within the territorial authority	<400 Lt		605		
Compliance with resource consent conditions/water permit conditions to "mainly complying" or better	95%		100%		
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2000*	95%		98%		
Water supply systems comply with Ministry of Health Protozoa Drinking Water Standards guidelines 2000	95%		98%		
The total number of complaints received by the local authority about drinking water taste per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water odour per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water pressure of flow per 1000 connections	<15	0.76 per1000 (3 complaint)	0.76 per1000 (3 complaint)	0	3
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	0.51 per1000 (2 complaint)	0.51 per1000 (2 complaint)	0	2
Ratepayers and residents satisfied with level of service for water	77%			NRB Survey:	59%
Attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 1 Hr	(5/6) 83%	-	6	6
Resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption	< 8 Hrs	(5/6) 83%	-	6	6
Attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 2 working days	(14/18) (78%)	-	18	18
Resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm	< 5 working days	(15/18) 83%	-	18	18
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	20%		20%		
The % of real water loss from the local authority's networked reticulation system identified by establishing and measuring night flow	<20%		38.5%		



## **2.2 Water supply capital improvements**

### ***2.2.1. Featherston water supply***

Stage 2, the treatment improvement works and commissioning have been completed. To date the plant has been operating reliably, supplying Featherston. Ministry of Health (MoH) officers have visited the site to observe the operation and completion of the project. The balance of the subsidy available will be claimed. Total project costs are confirmed at \$1,555,283 compared with the 2013 project estimate of \$1,064,720. Unanticipated consultancy costs and time related escalation were the main contributors to this cost overrun. The subsidy approved for this project was \$666,700 of which \$228,000 remains to be collected.

### ***2.2.2. Water reticulation renewal***

Preparatory work for Stage 3 of the renewal contract from the railway line to the plant is now underway.

## **2.3 Water treatment plants**

The Waiohine and Martinborough plants operated routinely over the period with some replacement of monitoring equipment.

The extended Waiohine water treatment plant has now been commissioned and is in service for Featherston communities. Greytown was supplied from Greytown Bore while a contractor stabilised Bore 1 at Woodside which had deteriorated since construction.

## **2.4 Water reticulation**

There were 11 reticulation repairs reported and rectified during the period.

## **2.5 Water races**

Routine monthly inspections and blockage clearing of the water race network has been performed by City Care Ltd (CCL) to maintain satisfactory flows. There were 2 accounts for blockage clearing or no water flow for the Moroa network. None were reported for the Longwood network over the period.

### 3. Waste water

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

#### 3.1 Key Performance Indicators

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		JULY	YTD	JULY	YTD
Number of blockages per 1000 connections	<10	6	1.46 per1000 (6 complaint)	6	6
Ratepayers and residents satisfaction with waste water services	70%			NRB survey:	49%
Number of dry weather sewerage overflows per 1000 connections	<10	-	0.97	0.97 per 1000 connections (4 overflow)	0.97 per 1000 connections (4 overflow)
Attendance time: from notification to arrival on site	< 1 Hr	6/9 (67%)	6/9 (67%)	9	9
Resolution time: from notification to resolution of fault	< 4 Hrs	7/9 (78%)	7/9 (78%)	9	9
% of resource consent conditions complied with to mainly complying or better*	90%		98%		
No. of abatement notices	<2				0
No. of infringement notices	0				0
No. of enforcement notices	0				0
No. of convictions	0				0
No. of complaints per 1000 connections received about sewage odour	< 15	0	0	0	0
No. of complaints per 1000 connections received about sewage systems faults	< 15	0.73per 1000 (3 complaint)	0.73per 1000 (3 complaint)	3	3
No. of complaints per 1000 connections received about sewage system blockages	< 15	1.46per 1000 (6 complaint)	1.46per 1000 (6 complaint)	6	6
No. of complaints per 1000 connections received about the response to issues with sewage	< 15	0	0	0	0
Proportion of urgent waste water service requests responded to within 6 hours of notification	95%	7/9 78%	-	7/9 (78%)	78% (7/9)

#### 3.2 Waste water treatment plants

##### 3.2.1. Capital and consents

###### Featherston waste water consent application

The consent application was lodged on 28 February 2017. Greater Wellington Regional Council (GWRC) has responded on the 19 April with an s92 request for information, which the council replied to at the start of June.

Further clarification around a range of matters has been sought with additional field data (in stream) now being collected to consolidate Councils application case. It is not known when the application will be publicly notified. There has been discussions with GWRC Council officers with

further discussions expected in the near future to determine the way forward to public notification.

### Staged improvements at Martinborough and Greytown WWTPs

Improvement works at the Martinborough site continue with completion of the earthworks phase and the plant building construction to commence in the near future. The procurement of the Stage 1B improvements for the Greytown WWTP has reached a conclusive stage with the successful provider being WaterForce Ltd. Initial estimated cost to be around \$2.5M. Matters around programming, contractual, design and cost finalisation are under discussion with site establishment expected in the near future when ground conditions are more favourable. The sludge bioremediation programme is now underway.

#### **3.2.2. Operational**

Featherston, Greytown, and Lake Ferry plants operated routinely during the period with no reported issues.

Martinborough had an equipment failure during the heavy rain event on 14 July. The consent was breached due to the high level in the ponds exceeding capacity causing an overflow without UV disinfection. Normal operation would need an operator to remove a mechanical plug, however this failed, so the overflow occurred without operator intervention. Greater Wellington Regional Council (GWRC) were notified and an improved system is being developed.

#### **3.2.3. Wastewater reticulation**

There were 4 pipeline blockages reported during the period.

## **4. Storm water drainage**

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

### **4.1 Key Performance Indicators**

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
% of ratepayers and residents satisfied with stormwater drains	55%			NRB survey:	57%
% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	95%	0	0	0	0
No. of flooding events	0	0	0	0	0
No. of habitable floors affected per flooding event per 1000 properties connected	0	0	0	0	0
No. of abatements notices	0				
No. of infringement notices	0				
No. of enforcement notices	0				
No. of convictions	0				
Median Response time to flooding events (Notification to personnel reaching site in hrs)	3	-	-	0	0

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
No. of complaints about stormwater per 1000 properties connected	0	0	0	0	0

## 5. Solid waste management

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

### 5.1 Key Performance Indicators

SOLID WASTE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Number of communities with recycling centres	6		6		
Volume of waste disposed out of district	Decreasing by 2.5%	Increase of 11% compared to May 2016	Current average month increased 26% on 2014	-	-
% of ratepayers and residents satisfied with the level of service	85%			NRB survey:	66%

### 5.2 Waste management

Routine services have been delivered successfully over the period. The recycling centres operated satisfactorily.

### 5.3 Kerbside and associated services (Combined Contract MDC, CDC and SWDC 2017-2022)

Tenders for the combined waste services contract closed on 29 March 2017 and further information may be available at the meeting.

## 6. Land transport

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

### 6.1 Key Performance Indicators

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		JULY	YTD	JULY	YTD
Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	95%				
Ratepayers and residents fairly/very satisfied with the roads	80%			NRB Survey:	73%
5% of sealed roads are resealed each year subject to availability of NZTA subsidy	100%				
The pavement condition index as measured by the NZTA pavement integrity index	95%				
The number of crashes causing injuries is reduced	Group and control average				

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
The number of fatalities and serious injury crashes on the local road network	<7				
Ratepayers and residents are satisfied with footpaths in the district	70%			NRB Survey:	63%
Availability of footpaths on at least one side of the road down the whole street	88%				
Footpath Condition rating 95% compliant with SWDC AMP Standard	95%				
The % of customer service requests relating to roads and footpaths responded to within 48 hours	95%	38/50 (76%)	38/50 (76%)	50	50
Meet annual plan footpath targets	Yes				

## 6.2 Roading maintenance – Fulton Hogan

Works for August consisted of mainly clean up and resilience works following the 13 July rain event. The Cape Palliser area experienced further heavy rains causing slips and culvert blockages.

Slips and culvert works have been carried out in the White Rock and Tora areas, these areas have now been fully reinstated.

Chemical control of noxious plants has been carried out on various roads along with spraying around signs, bridge ends and guardrails.

High cutting of encroaching vegetation has been completed along Western Lake, Haurangi and Longbush Roads.

Road settlement has continued to occur on White Rock Road (Ushers Hill) and Te Awaiti Road (Gluepot).

Fulton Hogan have had issues regarding the control of unsealed road potholes and have committed to ongoing monitoring and reduction of ratepayer feedback.

Preseal repairs have commenced on this year's reseal sites with completion of repairs expected by end of October 2017.

## 6.3 Other activity

Whittaker Contracting are progressing on the bridge maintenance contract with works carried out on a number of bridges on Western Lake Road.

Investigation and design is being carried out on this year's sealed road rehabilitation sites. It is expected that tenders will be advertised before end of September.

## 7. Amenities

The Amenities team is responsible for the management of council's parks, reserves and other amenities. The team looks after 12 parks, 31 reserves, 41 buildings, five sports facilities, four cemeteries, seven public toilets and 22 other properties. The Amenities Manager is the contract manager for the City Care parks and reserves contract, and also for the management of the libraries.

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

## 7.1 Key Performance Indicators

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Users satisfied with parks and reserves	90%			NRB Survey:	94%
Ratepayers and residents are satisfied with Council playgrounds	80%			NRB Survey:	82%
Council playground equipment that meets national standards	100%				
Council pools comply with NZ swimming pool water testing standards	100%				
Ratepayers and residents satisfaction with Council swimming pools	67%				
Occupancy of pensioner housing	94%			Actual:	99.8%
Ratepayers and residents satisfied with town halls	76%			NRB Survey:	74%
Cycle strategy	Developed				
Ratepayers and residents satisfied with public toilet facilities	90%			NRB Survey:	85%
Taking programmes out into the community and providing a wide variety of programmes in the library	>3 per library				
% of ratepayers and residents satisfied with libraries	90%			NRB Survey:	91%

## 7.2 Parks and Reserves

The parks and reserves are getting a pre-summer spruce-up ahead of the anticipated spring growth – once that hits, the team will be too busy mowing to do much else. There are still some things which can't be done because the ground is so saturated with water – for example we can top-up graves but can't sow new grass seed just yet.

### 7.2.1. Featherston

Planning is underway for the removal of the hedge on Underhill Road beside the Card Reserve artificial surface. This was approved by council in the 2017/18 Annual Plan. The Card Reserve Artificial Surface Trust are planning to replace the turf in October, so the intention is to get the trees out of the way first.

### 7.2.2. Greytown

The Titoki trees at the Greytown dog park have now been replaced with new plants after the original trees died.

### 7.2.3. Martinborough

Considine and Centennial parks have had a good tidy up, with all the garden beds re-mulched.

### 7.3 Playgrounds

The annual playground inspections and audits have been booked to take place within the next month.

### 7.4 Community housing

The Cicely Martin flats in Martinborough are scheduled for their six-monthly flat inspections on Wednesday, 20 September 2017. The Burling and Matthews flats in Featherston are due for inspection in early October.

### 7.5 Cemeteries

The services sections at the cemeteries have been inspected by RSA representatives and some remedial works have been identified. Work like the water-blasting of concrete beams, concrete repair and grave topping-up will be done by council contractors, but volunteers will be sought for the work of removing moss and lichen from headstones and plaques. Work has already started at Martinborough cemetery, and Greytown and Featherston will be scheduled shortly.

#### 7.5.1. Purchases of burial plots/niches 27 July to 6 September 2017

	Greytown	Featherston	Martinborough
Niche		1	
In-ground ashes Beam		1	
Burial plot		3	1
<b>Total</b>			

#### 7.4.2 Ashes interments/burials 27 July to 6 September 2017

	Greytown	Featherston	Martinborough
Burial			1
Ashes in-ground	1	1	
Ashes wall			
<b>Total</b>			

### 7.6 Pools

Pre-season work is being scheduled for the pools, and the season dates have now been set. The pools will open on Saturday 2 December 2017 and the season will end on Sunday 18 March 2018. We are hoping for better weather this summer than last, so that people can take advantage of free swimming.

### 7.7 Property

#### 7.7.1. Martinborough

Martinborough Museum has had its Heritage Trail Building sign updated and replaced. The old sign had faded into illegibility, and the opportunity was taken to correct the text when the sign was updated. The actual Heritage Trail signs are no longer being made, so the new text was put on the reverse of the old sign, and what was left of the old text is now on the back – possibly creating an interesting puzzle for local historians if the sign is ever removed from the building in future.



## 7.8 Events

### 7.8.1. Featherston

*Completed events:*

**Mini Fell Train Carnival** held Saturday, 2 September 2017 – ANZAC hall complex and Clifford Square, Featherston





*Future events:*

**Modern Maori Quartet** being held Thursday, 28 September 2017 – ANZAC hall, Featherston



**NZ Trio: Exotica and Tapas** (part of Kokomai Creative Festival) being held Saturday, 14 October 2017 – ANZAC hall, Featherston



**The Wine Project & Tell Me My Name** (part of Kokomai Creative Festival) being held Saturday, 21 October 2017 – ANZAC hall, Featherston



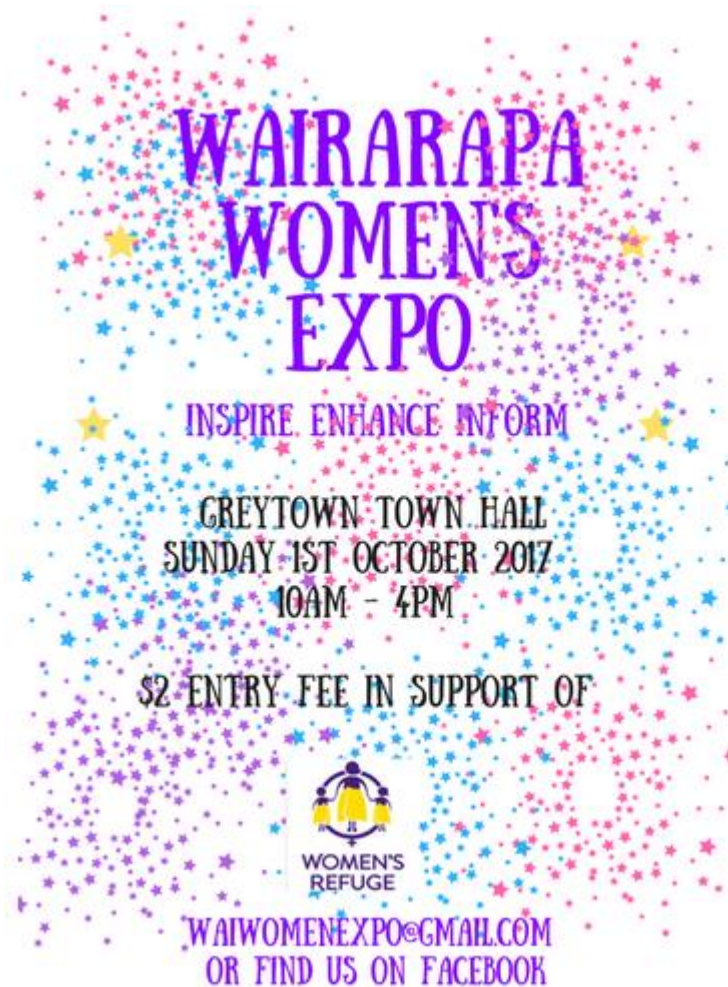
**Featherston Christmas Parade** being held Saturday, 9 December 2017 – Revans, Fitzherbert & Lyon Streets, Featherston

### **7.8.2. Greytown**

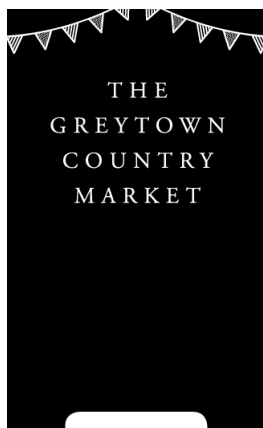
*Completed events: Nil*

*Future events:*

**Wairarapa Women's Expo** being held Sunday, 1 October 2017 – Greytown Town Centre, Greytown



**The Greytown Country Market** being held every third Sunday of the month starting from Sunday, 15 October 2017 through to Sunday, 18 March 2018 – Stella Bull Park, Greytown



**7.8.3. Martinborough**

Completed events: Nil

*Future events:*

**Toast Martinborough** being held Sunday 19 November 2017



**Cruise Martinborough** being held between 25-28 January 2018, Saturday, 27 January 2018 – Street Show & Shine around the Martinborough Square



**Rotary Martinborough Fair** being held on Saturday, 3 February and 3 March 2018

## **7.9 Libraries**

Winter warmers reading programme was successfully run at all the libraries over the July school holidays.

Featherston and Greytown libraries will be hosting advance voting places ahead of the national election later this month. From Monday 11 September to Friday 22 September, electorate staff will be on site to provide information and advice, and of course, to take advance votes. Neither of the libraries will be polling places on election day.

Greytown Library has a short-term intern from the Wairarapa Stars Trust. Robert is working three hours a week, and is enjoying the all-important task of shelving the picture books. They also have a student, Anna, doing her community contribution for Duke of Edinburgh at the library. Staff are taking registrations for the Maths is Fun school holiday programme, which will run from Monday 2 October to Thursday 5 October.





Martinborough library has been running a very competitive after-school chess club, and visitors have enjoyed the latest display theme: hats. They also have a mother who teaches the young Thai children English in the library most afternoons so the library is providing a community space to fill a need. A separate Young Adult area has been created in the library away from the Children's area and around the computers – it is hoped that this will encourage youth to borrow. It is of concern that the opening hours of the library don't allow easy access for youth when the secondary schools are far away and sport is held on Saturday morning. The library was involved in setting up Boomerang Bags in Martinborough and will be contributing to setting them up in Greytown.

The Friends of Martinborough Library has so far raised just over \$3,000 towards specialised furniture and equipment for the children's area in the new library in the Waihinga Centre.

## **8. Appendices**

Appendix 1 Monthly water usage

Appendix 2 Waste exported to Bonny Glen

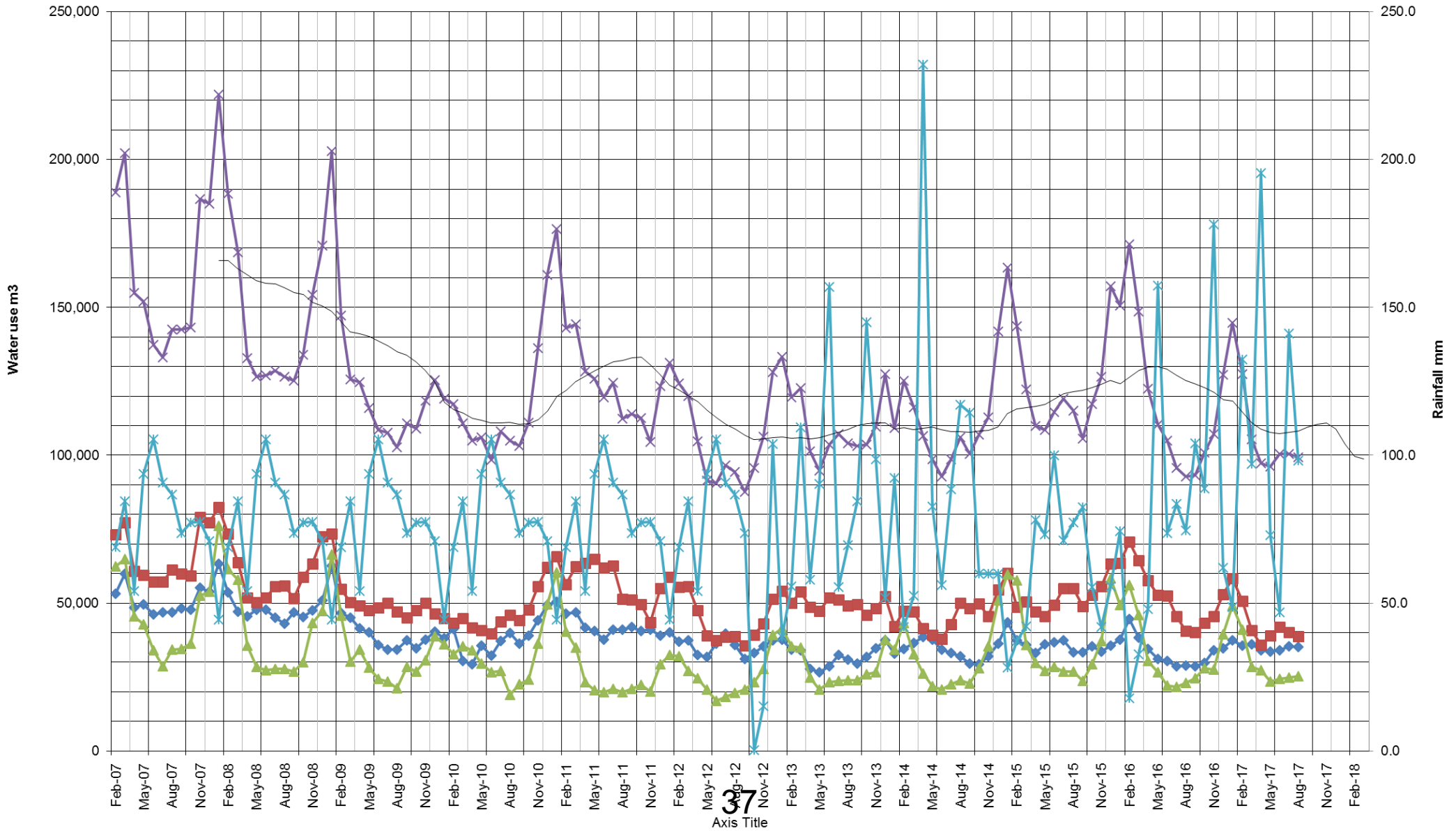
Appendix 3 Library statistics

Appendix 4 CEG sub-committee draft minutes July 2017

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

# **Appendix 1 - Monthly water usage**

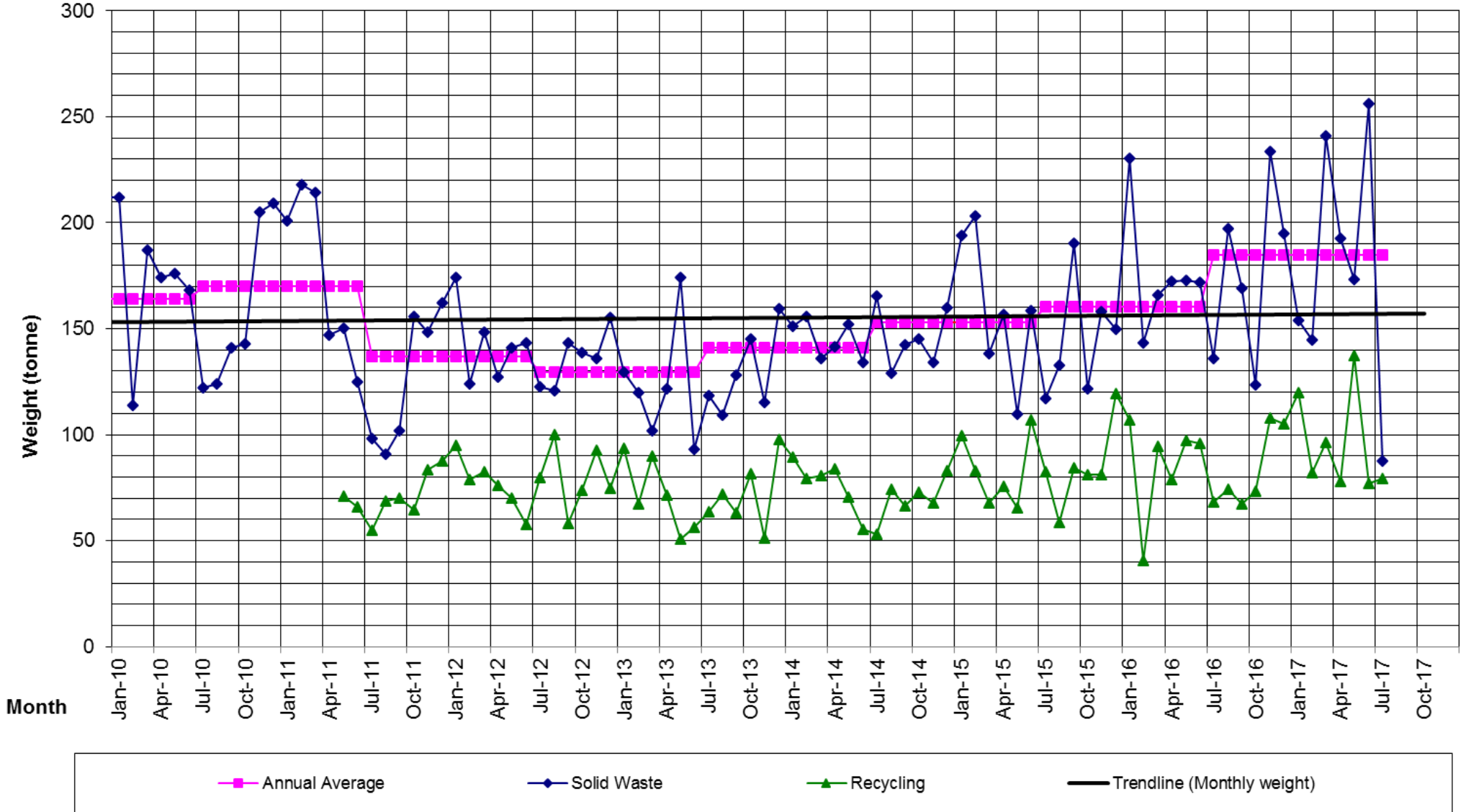
# Water use South Wairarapa District Council



## **Appendix 2 -Waste exported to Bonny Glen**

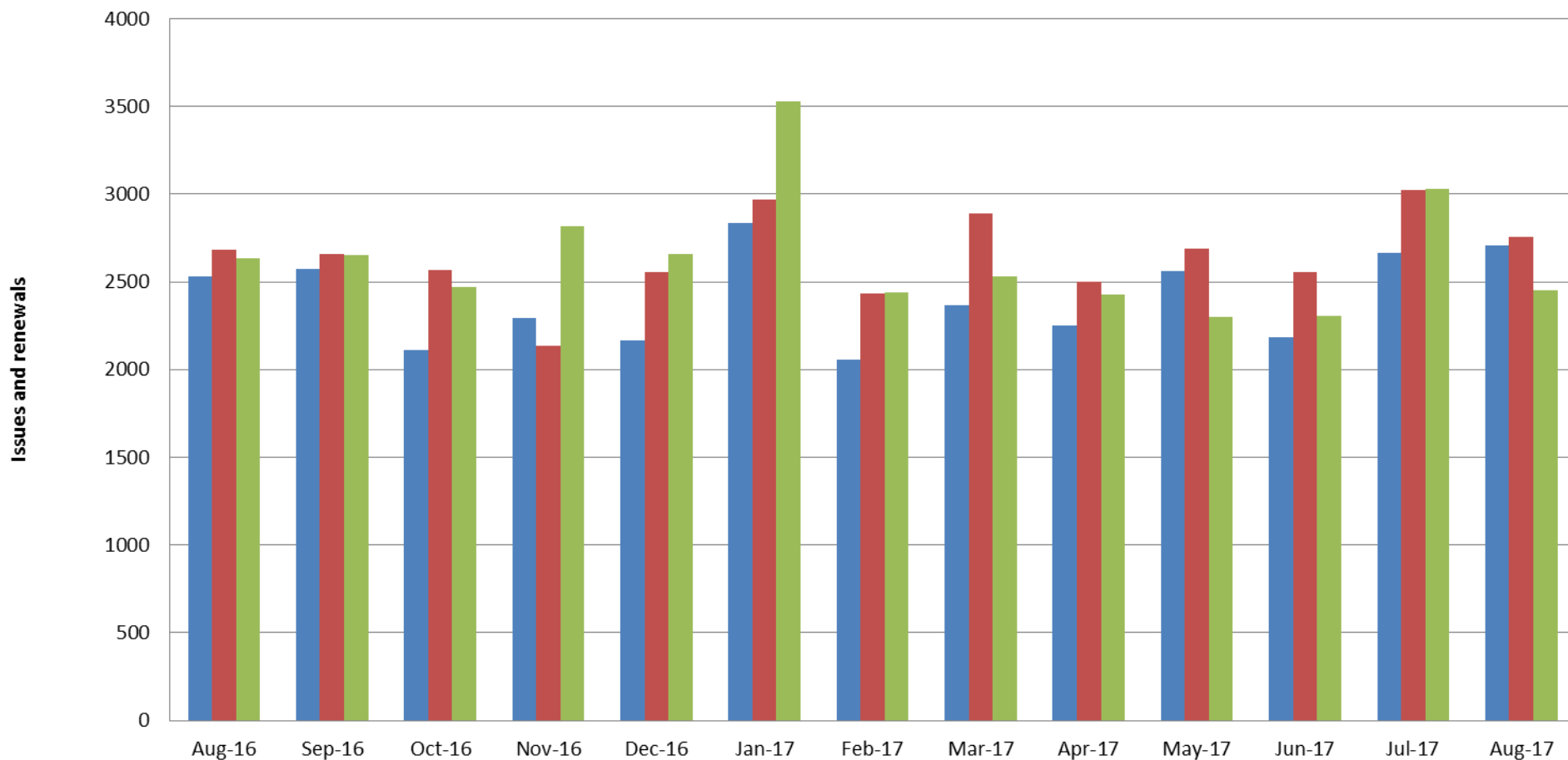


Monthly weight of waste transferred to Bonny Glen



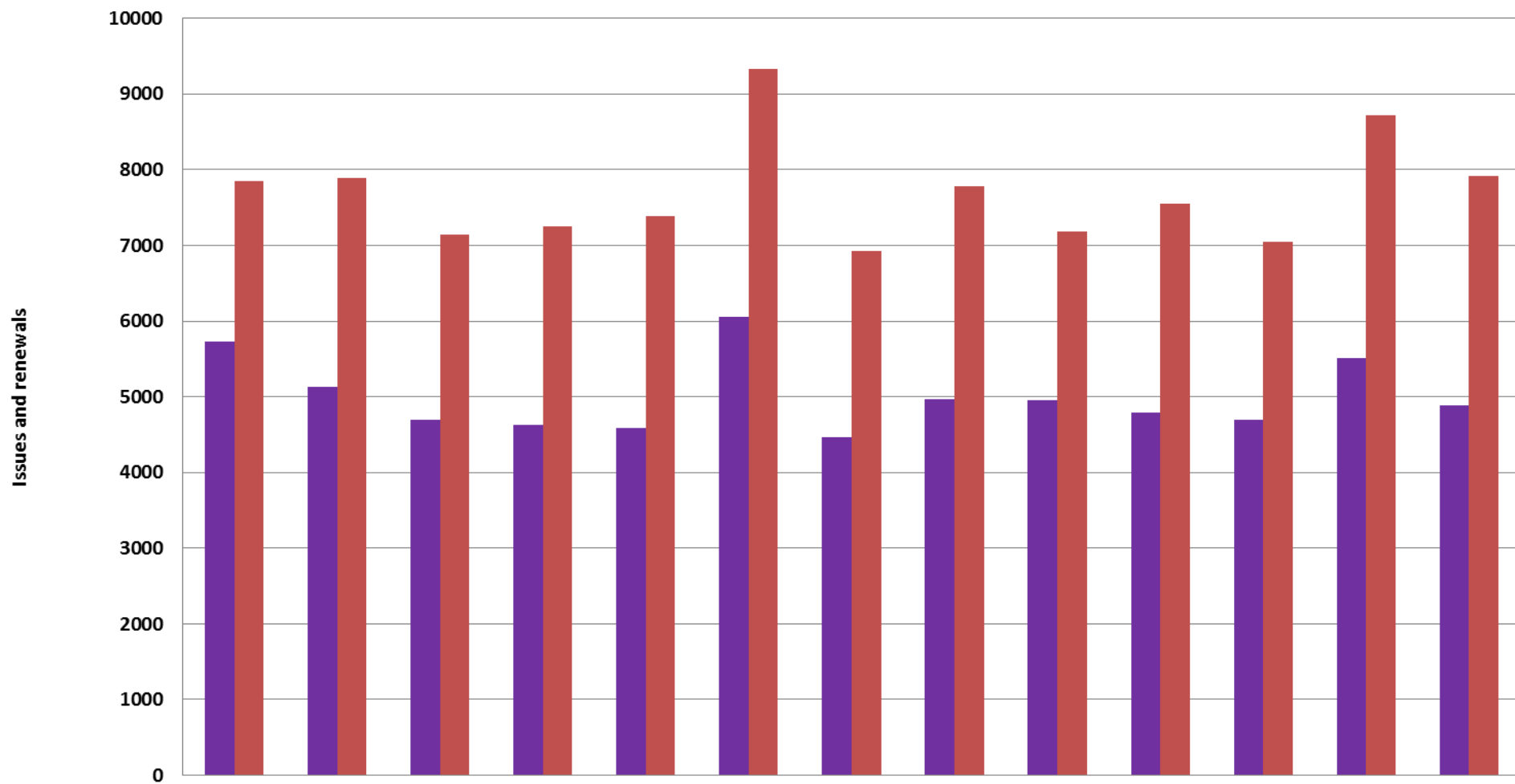
# **Appendix 3 – Library statistics**

## South Wairarapa libraries - issues and renewals to August 2017



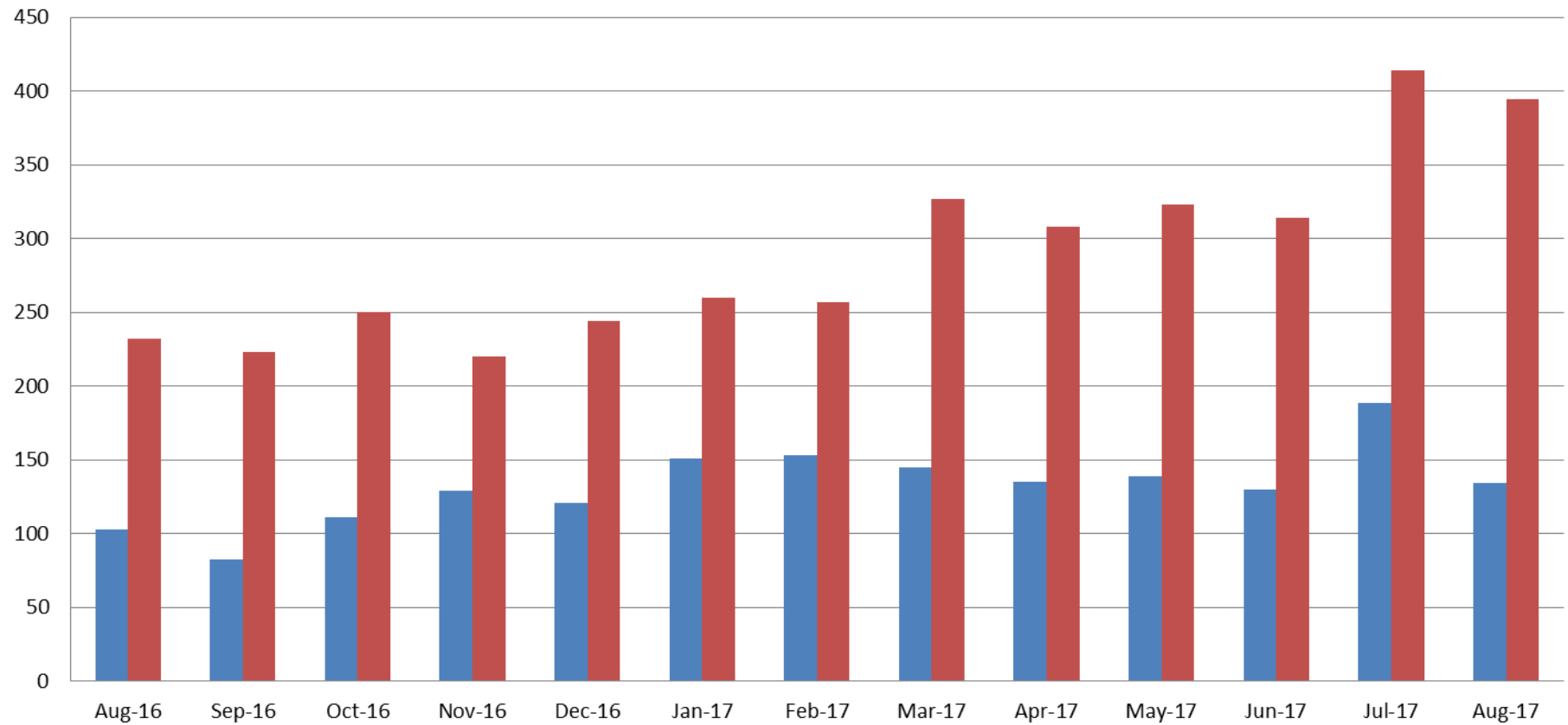
	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17
■ Featherston	2533	2574	2113	2296	2167	2836	2057	2369	2254	2563	2186	2663	2707
■ Greytown	2684	2659	2567	2136	2556	2967	2432	2888	2503	2687	2558	3023	2756
■ Martinborough	2635	2654	2467	2819	2661	3526	2442	2529	2427	2302	2306	3027	2451

## Wairarapa Library Service - issues and renewals to August 2017



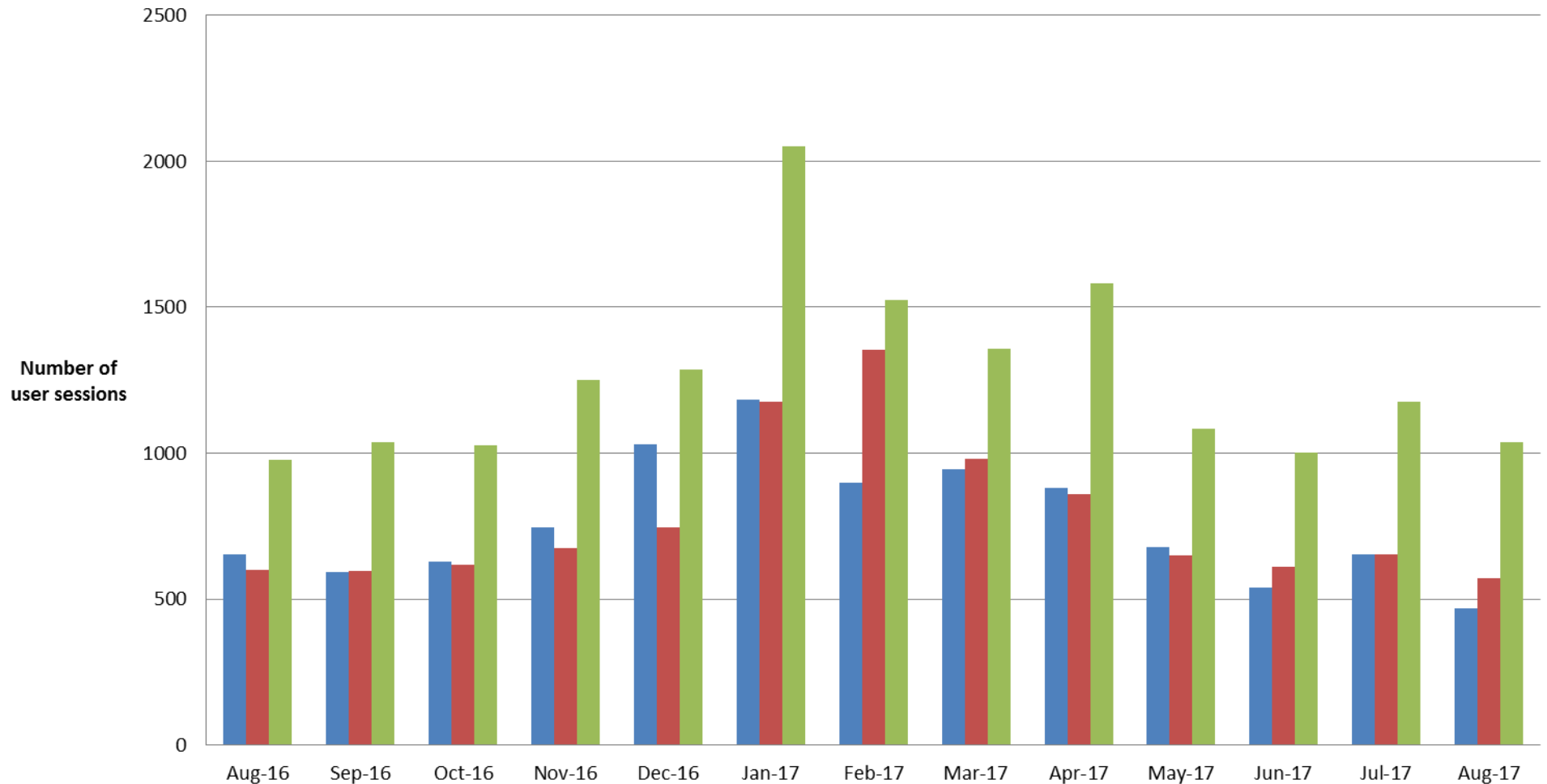
	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17
Carterton	5733	5126	4698	4629	4586	6051	4468	4972	4951	4794	4694	5505	4887
South Wairarapa	7852	7887	7147	7251	7384	9329	6931	7786	7184	7552	7050	8713	7914

## Wairarapa Library Service - audio and e-book issues to August 2017



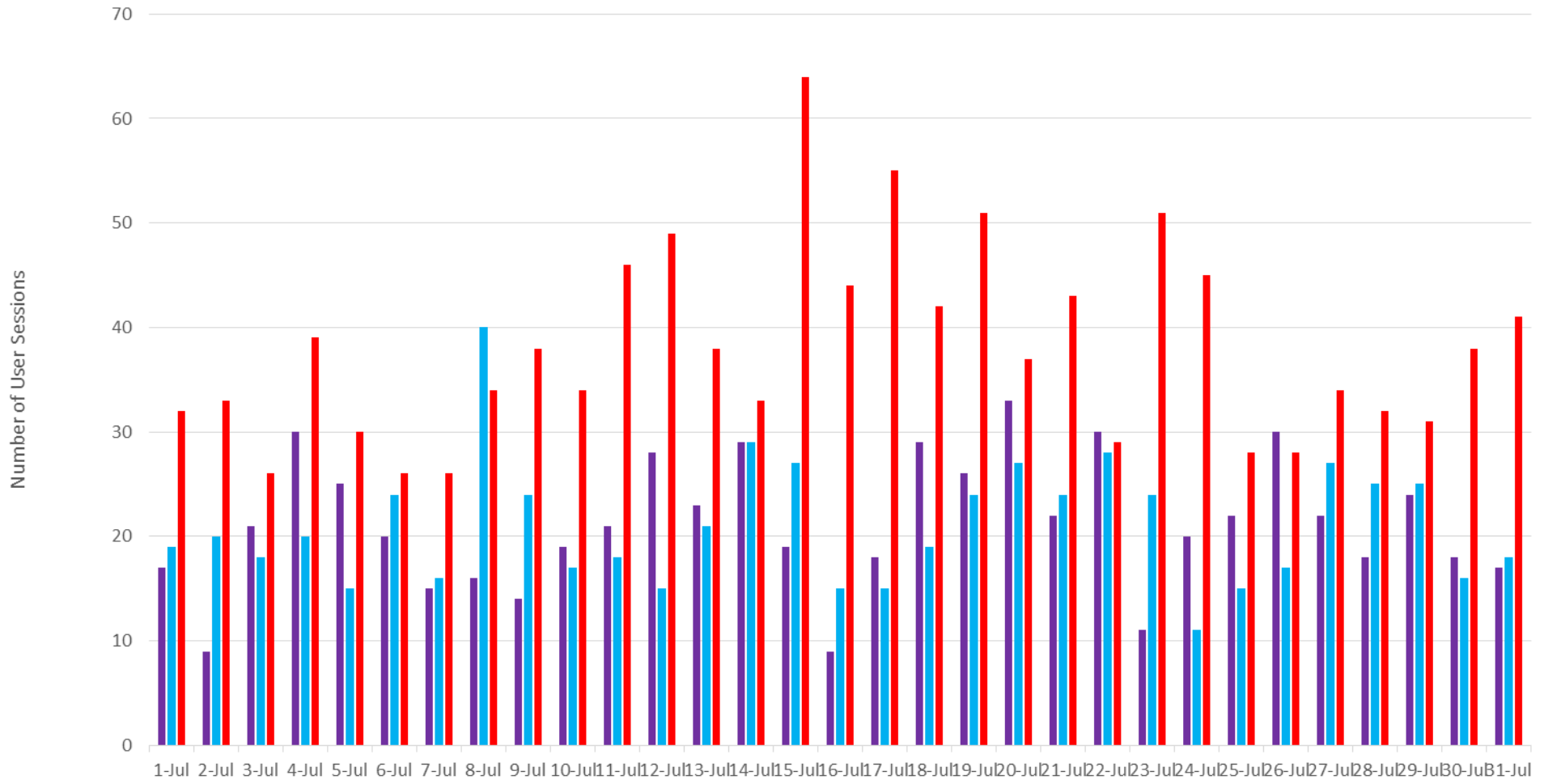
	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17
<span style="color: blue;">■</span> Audiobooks	103	82	111	129	121	151	153	145	135	139	130	188	134
<span style="color: red;">■</span> Ebooks	232	223	250	220	244	260	257	327	308	323	314	414	394

## APNK Wi-fi user sessions to August 2017



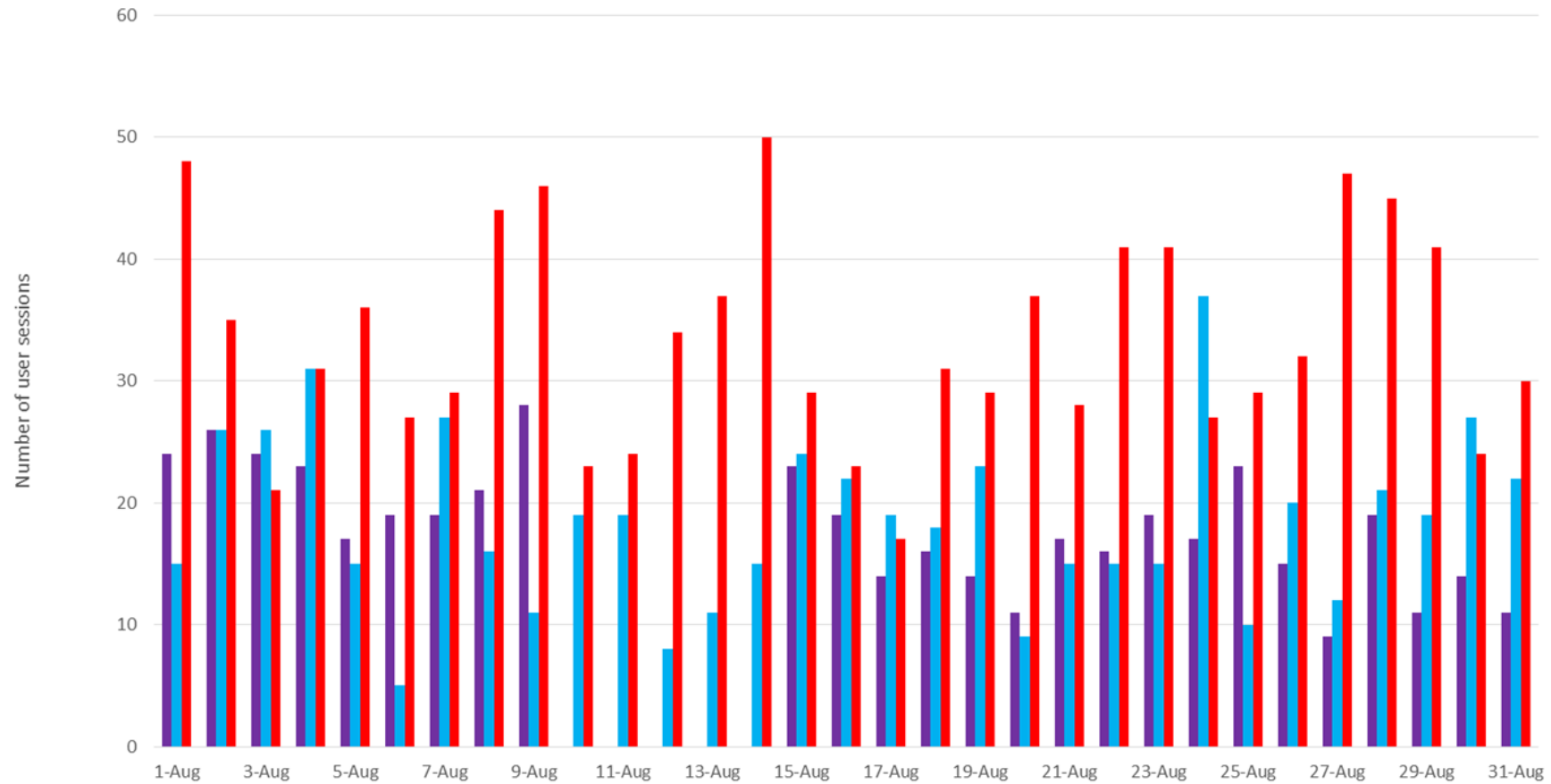
	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17
■ Featherston	653	593	628	745	1030	1183	900	945	882	678	540	655	469
■ Greytown	599	597	617	675	745	1177	1354	979	861	650	610	653	572
■ Martinborough	977	1036	1026	1251	1288	2050	1524	1356	1581	1085	1003	1177	1036

### Library Wifi User Sessions July 2017



	1-Jul	2-Jul	3-Jul	4-Jul	5-Jul	6-Jul	7-Jul	8-Jul	9-Jul	10-Jul	11-Jul	12-Jul	13-Jul	14-Jul	15-Jul	16-Jul	17-Jul	18-Jul	19-Jul	20-Jul	21-Jul	22-Jul	23-Jul	24-Jul	25-Jul	26-Jul	27-Jul	28-Jul	29-Jul	30-Jul	31-Jul
■ Featherston	17	9	21	30	25	20	15	16	14	19	21	28	23	29	19	9	18	29	26	33	22	30	11	20	22	30	22	18	24	18	17
■ Greytown	19	20	18	20	15	24	16	40	24	17	18	15	21	29	27	15	15	19	24	27	24	28	24	11	15	17	27	25	25	16	18
■ Martinborough	32	33	26	39	30	26	26	34	38	34	46	49	38	33	64	44	55	42	51	37	43	29	51	45	28	28	34	32	31	38	41

Library wifi user sessions August 2017



	1-Aug	2-Aug	3-Aug	4-Aug	5-Aug	6-Aug	7-Aug	8-Aug	9-Aug	10-Aug	11-Aug	12-Aug	13-Aug	14-Aug	15-Aug	16-Aug	17-Aug	18-Aug	19-Aug	20-Aug	21-Aug	22-Aug	23-Aug	24-Aug	25-Aug	26-Aug	27-Aug	28-Aug	29-Aug	30-Aug	31-Aug
Featherston	24	26	24	23	17	19	19	21	28						23	19	14	16	14	11	17	16	19	17	23	15	9	19	11	14	11
Greytown	15	26	26	31	15	5	27	16	11	19	19	8	11	15	24	22	19	18	23	9	15	15	15	37	10	20	12	21	19	27	22
Martinborough	48	35	21	31	36	27	29	44	46	23	24	34	37	50	29	23	17	31	29	37	28	41	41	27	29	32	47	45	41	24	30



**Appendix 4 – CEG Sub-  
committee draft minutes  
July 2017**

## Minutes

Subject: CEG Sub Committee  
When: 28 July 2017  
Where: The Civil Defence Room, Upper Hutt City Council  
Time: 14.00

### Attendance

The meeting commenced at 14.00 with the following attendees:

Tony Stallinger	HCC (Chair)
Bruce Pepperell	WREMO
Geoff Stuart	HCC
Max Pedersen	KCDC
David Hopman	Masterton
Kane Patena	WCC
Hayley Evans	WCC
Jerry Wrenn	PCC
Ian Johnson	UHCC
David Hopman	Masterton
Ian Wilson	MCDEM

### In attendance

Dan Neely	WREMO
Adrian Glen	WREMO
David Russell	WREMO
Charlotte Penman	WREMO
Donna Hoyland	Minute Secretary
Deb Hume	GWRC
Derek Baxter	Wellington City Council

### 1. Welcome

The Chair welcomed everyone to the meeting.

### 2. Apologies

Carolyn McKenzie	CDC
Luke Troy	GWRC
Mark Allingham	SWDC

### 3. Previous minutes

Bruce went through the action points for the previous meeting. The minutes from the 26 May 2017 meeting were accepted.

Moved: Geoff Stuart  
Seconded: Max Pederson

#### **4. Seismic Building Sensors**

Derek Baxter presented a framework for Near Real-Time Impact Analysis. Several videos were shown, explaining the effects of various earthquake frequencies.

Derek explained the complexity of damaging contributing factors and showed a graphical representation of the relationship between waves and building codes.

Wellington City are partnering with QuakeCoRE (Auckland University, Canterbury University and GNS) to create a detailed Building Inventory.

Indicator buildings fitted with sensors can supply data for on building level impacts and City Level Heat-map. Development of the maps is a developing technology. There are very few GIS staff and engineers who have the required skills.

The graphs are available from GNS for the rest of the region. There are sensors around the region, e.g. at the Lower Hutt Chamber of Commerce and Wellington Water.

Bruce concluded the discussion by stating that increasing the range and distribution of instrumented indicator buildings was a recommendation arising from the Kaikoura after action report that was accepted by the Joint Committee; and added that it was important that these extended beyond major urban areas CBDs.

#### **5. Wellington Resilience Programme**

Deb Hume and Dan Neely presented the WRRCoG update.

- Campaigns will run quarterly
- The water hero campaign did not create a spike in people buying tanks.
- Micro initiatives may be implemented to encourage public purchases of tanks.

The Winter Campaign has commenced.

- launching new 'Get prepared' and 'WREMO' websites.
- launching the new Earthquake Planning Guide

Deb requested opportunities to distribute the new guides through councils.

The Spring Campaign will be focusing on house foundations.

Dan and Deb spoke of the Pre-covery Programme, response Islands, and recovery islands.

- The Infrastructure Resilience Indicator set (IRIS) has been completed. It will be used to understand challenges which will be faced during events.
- Information was circulated on expected outage times for utilities. This information will not be made public, but can be used by councils to inform discussions on recovery.
- The Wellington Lifelines Regional Resilience project will continue. This project also covers fuel plans and modelling for improving resilience.

The WeLG RRP has 4 options for investment. A Business case will be ready early in the new-year. This may be the point at which key stakeholders become more involved.

Dan spoke of:

- The Recovery Management Framework, which accounts for the set-up of a recovery structure for each council.
- Improving risk reduction to improve long term recovery options.
- Ideas for Governance models for co-managing a large scale recovery.

The Wellington Resilience Fund

- The Nikau Foundation approached WREMO to build a partnership to fund Wellington Resilience projects.

Activities where CEG Sub-committee members can be involved.

- Support winter campaign and launch of new products
- Communications and community networks
- Distribution
- Help fill gaps in IRIS on your infrastructure
- Use of IRIS information in your planning and investment
- Follow-up with recovery managers to provide support where required
- Approve Nikau Foundation partnership

Jerry noted that the investment in time and resources into the foundation should not exceed the benefits that it brings.

Ian expressed concern that the programmes could clash with those of MCDEM. Deb and Dan expect the projects of the foundation and WREMO will work in with MCDEMs programmes.

**Action point 1:** Bruce will send out statistics on numbers of households with tanks in the region.

## **6. WREP development training and exercising**

Col David Russell presented the progress to date, and the training plan up to November 2017.

## **7. Emergency Assistance Centre (EAC) training / welfare – update**

Charlotte Penman outlined the training plan for EAC staff.

Recommendations for the report for Emergency Assistance Centre (EAC) staff training:

That the CEG Sub Committee

1. Receives the report;
2. Notes the content; and
3. Encourages the identification of their councils EAC staff and support their attendance at training, practical exercises, and welfare responses.

Moved: Tony Stallinger, Seconded: Max Pedersen

## **8. WREMO Annual Report (1 July 2016 – 30 June 2017)**

Bruce introduced the WREMO Annual Report highlighting the following points

- Implementation of community emergency hub programme
- 46 community response plans now in place
- Regional communications upgrade

Jerry suggested having the annual report in portrait layout.

Max noted for the record that Welfare matrix for Kapiti needs updating. This will be completed before the Annual report is published externally.

Kane asked about the decision to use the Integrated Training Framework instead of developing a separate strategy. Bruce explained that this decision was made at a previous CEGSC meeting.

### **Recommendations**

Including a corrections for Kapiti statistics.

That the CEG Subcommittee:

1. Receives the report; and
2. Notes the contents of the report.

Moved: Tony Stallinger, Seconded: Kane Patena.

## **9. Council based readiness work programmes**

### **David Hopman**

- Wairarapa experienced significant surface flooding recently. It was handled as Business as usual and raised questions for how they would handle anything more significant.
- Power was out to beach communities for two days.
- Wairarapa councils were reporting surface flooding.
- An amalgamation referendum will be held in November. This should not affect CDEM in the Wairarapa.

### **Geoff Stuart**

- HCC activated on Thursday due to potential flooding in Wainuiomata. An EAC was opened. It was a good training event for the PIM team, and practice in the use of EMIS.
- Two full time staff will now reduce to one, working on Welfare.
- 44 staff at EAC training.
- Briefing held for people in the recovery area.

### **Dan Neely**

- Christina Currie will be here from California for a learning exchange. Her trip is sponsored by the US Embassy.

**Tony Stallinger**

- Management structure review. This includes staff levels for emergency management.
- Jeremy Holmes will commence as Regional Manager on August 7<sup>th</sup>.

**Jerry Wrenn**

- PCC focus is on getting the new EOC built and running, in Raiha Street.

**Max Pedersen**

- Tsunami zone engagement programme is nearing completion.
- Staff resource has been allocated for welfare development.

**Ian Johnson**

- Focusing on staffing the teams. A senior manager has been allocated to each desk. The Controller for UHCC is yet to be confirmed.

**Hayley Evans**

- Wellington will return to WCC systems using wan eoc guest login. The Logistics team are working on good receipting of items in the EOC.
- Welfare recovery plan will be shared across the region once launched.
- SOPS and Planning cordon management and reconnaissance. ETA end of 2017.

**Kane Patena**

- There have been several staffing changes within CDEM at WCC.

**Ian Wilson**

- Whispir is ready to be implemented and Cell Broadcasting (EMA) is to be rolled out to groups.
- CDEM Review has been delayed until after the elections.
- Strategic recovery. Legislation requires recovery managers to be appointed.

**9. Next Meeting**

The next CEG Sub Committee meeting will be held 20 October, at Upper Hutt. (to be confirmed as this is the day before Labour weekend.)  
Meeting closed at 16.20.

**Tony Stallinger**  
Chair

# MARTINBOROUGH COMMUNITY BOARD

9 OCTOBER 2017

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## AGENDA ITEM 6.2

### ACTION ITEMS REPORT

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#### **Purpose of Report**

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

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Action Items Report.*

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

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

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

#### **2. Appendices**

Appendix 1 - Action Items to 9 October 2017

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

# **Appendix 1 – Action Items to 9 October 2017**



Ref #	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
415	18-Jul-16	Action	Pam Colenso	Put together a proposal for displaying historic WWI photos, to include costs and timeframes, for the Martinborough Community Board to consider at the 29 August meeting	Open	30/1/17: To meet with Mate Higginson, visited Wairarapa Archives and Waiouru Museum.
503	29-Aug-16	Resolution	Mark	MCB RESOLVED (MCB 2016/65): 1. To receive the information. 2. To agree to the removal of pine trees as proposed in the report. 3. To request, as part of the next Pain Farm report, a report on the status of the other shelter belts and the likely work and future costs of maintaining the shelter belts over the next 10 years. (Moved Cornelissen/Seconded Read) Carried	Actioned	05/12 Report on status of remaining shelter belts requested for next Pain Farm report 19/1/17: Report for 30 Jan 17 meeting 6/7/17: Preliminary report to be tabled (not tabled). 30/8/17 Report done. 24/4/17: Costs to be addressed in next quarterly report. 22/5/17 : Report being prepared for 29 may meeting 17/7/17: MCB requested the June report including information on the pine trees be presented in August
101	13-Mar-17	Resolution	Mark	MCB RESOLVED (MCB 2017/22): 1. To receive the Pain Farm Report for the period ending 7 December 2016. 2. That in consultation with the Martinborough Transfer Station operator and the current leasee of Pain Farm, to arrange for the boxthorn at the Transfer Station boundary fence to be sprayed. (Moved Cr Colenso/Seconded Cornelissen) Carried	Actioned	22/5/17: To be reported along with next quarterly Pain Farm Report. 30/8/17 Sprayed in February. To be reassessed for possible respraying.
200	24-Apr-17	Resolution	MCB	MCB RESOLVED (MCB 2017/33): 1. To receive the Poppy Road Signs Project. 2. To take part-in and coordinate the Poppy Road Signs Project. (Moved Cr Maynard/Seconded Cornelissen) Carried	Actioned	
209	24-Apr-17	Action	Maree Roy	Write to Gareth Winter and the Martinborough Museum to ascertain interest in assisting with the Poppy Road Signs Project and whether they could assist in providing the needed information	Open	29/5/17: Research under way, considering Jellico, Kitchener, Robert, French Streets and Martinborough Square.
213	24-Apr-17	Action	Paul	Provide a report on Health and Safety requirements to enable use of volunteers on SWDC land to achieve community goals	Open	

Ref #	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
215	24-Apr-17	Action	Lisa Cornelissen	Initiate a discussion with the Martinborough Lions and the Martinborough Mens Shed about their members being part of a volunteer pool for the Martinborough community and mentoring youth volunteers	Open	
279	29-May-17	Resolution	Lisa Cornelissen	MCB RESOLVED (MCB 2017/44): 1. To receive the Beautiful Towns and Cities Awards Report. (Moved Read/Seconded Beattie) Carried 2. To coordinate a nomination for the 2017/2018 Beautiful Towns and Cities Awards and to consider this further in a workshop and the March 2018 Community Board meeting. (Moved Beattie/Seconded Cr Maynard) Carried	Open	
281	29-May-17	Resolution	Mark	MCB RESOLVED (MCB 2017/46): 1. To receive the Inflatable Slide and Other Options Report. (Moved Cr Maynard/Seconded Beattie) Carried 2. That a valuation on the inflatable slide be obtained. 3. To agree to the sale of the inflatable slide, following receipt of a valuation, to a pool operator with suitable depth provided that Greytown Community Board are offered the slide first. 4. To agree to the purchase of the Aztec and two Octonuts subject to approval by the Martinborough Community Board should additional funds be required. (Moved Read/Seconded Cr Maynard) Carried	Open	16/08/17 No basis for valuation, but through discussions with supplier and pool contractor, we have received an offer to purchase from another council. GCB given the first option to purchase, as Greytown Pool has sufficient depth - GCB seeking community response (overwhelmingly favourable to date) and sponsorship in order to purchase. 17/08/17 MCB agreed to sell slide to GCB; GCB doing funding bids but have agreed to make payment to MCB. Sorting this out with Kyra so Helen can go ahead and purchase the new equipment for Martinborough pool
284	29-May-17	Resolution	Lisa Cornelissen	MCB RESOLVED (MCB 2017/49): 1. To progress the Chorus Cabinet Art and Martinborough footpath walk around inspection in a workshop. 2. That Mrs Beattie would approach someone in the youth community about representation on the Considine Park Committee. (Moved Read/Seconded Roy) Carried	Open	

Ref #	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
352	17-Jul-17	Resolution	Mark	MCB RESOLVED (MCB 2017/63): 1. To appoint Cr Pam Colenso, Christine Webley, Max Stevens and representatives from the Martinborough Holiday Park, South Wairarapa Pony Club. Martinborough School and Council's Amenities department be appointed to the Considine Park Committee. (Moved Read/Seconded Roy) Carried	Open	Noted. Amenities Manager drafting Terms of Reference for the group for submission to MCB meeting 9 October 2017. Add to the first Considine Park Committee agenda remedying the untidy arena area.
357	17-Jul-17	Action	Mark	Provide a comprehensive report outlining what Council did to handle the Martinborough flooding and road closures, what went well, what could be improved and where road closure information can be located by the community	Open	4/9/17: Mark to send through Infrastructure and Planning report on the flooding
358	17-Jul-17	Action	Mark	Provide a report outlining a solution to vandalism of fairy lights including use of different connections, a different way to hang them, or a different light solution	Actioned	30/8/17 Report done
359	17-Jul-17	Action	Mark	Review and clarify wording of 2.1 as 'planned gatherings of 10 or more people' appears very restrictive and appears to indicate many casual users of parks and uses of parks as temporary carparks would need to submit an application	Actioned	Relates to the Community Use of and Access to Council Parks Policy
360	17-Jul-17	Action	Mark	Review and clarify wording of 5.2 as some events do appear to have exclusive rights to the use of parks and reserves (i.e. Martinborough Fair)	Actioned	Relates to the Community Use of and Access to Council Parks Policy
362	17-Jul-17	Action	Jennie	Release the commitment for the Martinborough Pool Summer Access Programme	Actioned	
363	17-Jul-17	Action	Jennie	Carry forward the WWI Commemoration commitment of \$1,000 to the 17/18 year	Actioned	
367	17-Jul-17	Action	Vicky Read	Progress the Martinborough cycle stand project with Council's Amenities Manager	Open	
368	17-Jul-17	Action	Cr Colenso	Determine who owns the Martinborough bus shelter, whether there are plans to replace it and whose permission is needed in order for the Community Board to paint it	Actioned	4/9/17: The bus shelter is owned by GWRC. GWRC to follow-up with Cr Colenso to hear what the MCB had in mind.
369	17-Jul-17	Action	MCB	Provide a list of the top 10 footpath repairs/new footpaths to the chair so a top 15 list can be compiled	Open	4/9/17: MCB to workshop priorities

Ref #	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
370	17-Jul-17	Action	Mark	Prepare a report outlining what was submitted to NZTA in the way of recommendations by SWDC as a result of the consultants speed limit review report and identify alternative ways forward to address cycle safety, including use of signs, cycle paths, road widening etc, and attend the August meeting to discuss with members	Open	30/8/17 Officer meeting with NZTA 12-9-17. Will update CB after meeting.
373	17-Jul-17	Action	Jennie	Increase the MCB engagement commitment from \$200 to \$500 and carry forward this commitment to the 17/18 year	Actioned	
374	17-Jul-17	Action	Mark	Add to the first Considine Park Committee agenda remedying the untidy arena area	Actioned	Combined with Action #352
473	25-Aug-17	Action	Mark	Submit a draft Terms of Reference for the Considine Park Committee to the MCB for review at the 9 October meeting	Open	25/09 in progress
517	4-Sep-17	Resolution	Mark	MCB RESOLVED (MCB 2017/71): 1. To receive the Community Groups Use of and Access to Council Parks and Reserves Policy Review Report. 2. To approve Policy E502: Community Groups Use of and Access to Council Parks and Reserves including incorporating Terms and Conditions of use subject to a grammatical review of paragraphs 2.1 and 5.2 in the Terms and Conditions and the inclusion of (Cecily Martin) after Huangarua Park Martinborough in Table 6. (Moved Beattie/Seconded Cr Colenso) Carried	Actioned	Gone to public consultation
518	4-Sep-17	Resolution	Jennie	MCB RESOLVED (MCB 2017/72): 1. To receive the Long Term Plan Process Report. 2. To appoint Lisa Cornelissen with Victoria Read as the alternate to be the Martinborough Community Board representative on Council's Long Term Plan Working Party. 3. To adopt a process of working together as a Community Board to determine priorities for early input into the Long Term Plan via the workshop	Actioned	

Ref #	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
				environment. (Moved Cornelissen/Seconded Cr Colenso) Carried		
519	4-Sep-17	Resolution	Jennie	MCB RESOLVED (MCB 2017/73): 1. To receive the information. 2. To grant Boomerang Bags Martinborough \$500 towards the costs associated with providing repair and servicing to five sewing machines on loan from the community and to purchase needles, thread and screen paint for continued production of reusable bags. (Moved Cornelissen/Seconded Cr Maynard) Carried 3. To grant Friends of Martinborough Library \$500 towards the costs associated with running an outdoor movie evening for Martinborough to raise money for the children's library area furnishings in the Waihinga Centre. (Moved Cornelissen/Seconded Cr Maynard) Carried	Open	Will be actioned in next I&E report
520	4-Sep-17	Resolution	Mark	MCB RESOLVED (MCB 2017/74): 1. To receive the information. (Moved Cr Colenso/Seconded Cornelissen) Carried 2. To defer a decision on responsibility for maintaining shelter belts and assessment of the eastern shelterbelt until a visit to Pain Farm by the Community Board could be arranged. (Moved Cornelissen/Seconded Cr Colenso) Carried	Actioned	See #528
521	4-Sep-17	Resolution	Lisa Cornelissen	MCB RESOLVED (MCB 2017/75): 1. To receive the Martinborough Square Fairy Lights Report. 2. To defer discussion to a workshop. (Moved Cornelissen/Seconded Colenso) Carried	Open	
522	4-Sep-17	Resolution	Jennie	MCB RESOLVED (MCB 2017/76): 1. To receive the information. (Moved Cornelissen/Seconded Beattie) Carried 2. To receive the survey report and ratify the decision to sponsor the Martinborough Mural Walk \$3,000 from the beautification budget?	Open	Will be actioned in next I&E report

Ref #	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
				(Moved Cornelissen/Seconded Beattie) Carried Maree Roy voted against the motion. Cr Pip Maynard voted against the motion. 3. To receive the workshop report. (Moved Cornelissen/Seconded Roy) Carried		
523	4-Sep-17	Resolution	Lisa Cornelissen	MCB RESOLVED (MCB 2017/77): 1. To defer a decision on the possible renaming of Dublin Street West and New York Street West until the 9 October 2017. 2. That Cr Colenso speak with emergency services to clarify their feedback. (Moved Cr Colenso/Seconded Cr Maynard) Carried	Open	
526	4-Sep-17	Action	Mark	Find out whether buses use alternative routes into Martinborough if the Waihenga Bridge is closed	Actioned	Email sent to MCB 5-9-17
527	4-Sep-17	Action	Jennie	Advise the Community Board why the Annual Plan allotment for 17/18 is less than the allotment for 16/17	Actioned	In regard to the allotment decreasing from 16/17 to 17/18, the reason why it was higher last year was that we were catching up on a remuneration over spend the prior year as we received the remuneration authority information too late to put in the 15/16 annual plan.
528	4-Sep-17	Action	Mark	Organise a time for Martinborough Community Board members to meet with Council officers to assess the shelter belt for 'actual value/benefit as a wind-break to the farm-house and cottage' at Pain Farm	Open	22-9-17 Waiting to hear back from MCB with a preferred date/time for a site visit
529	4-Sep-17	Action	Cr Colenso	Compile a list of what type of monitoring and reporting was required for Pain Farm and provide to Lisa Cornelissen for inclusion on a workshop agenda	Open	
530	4-Sep-17	Action	Mark	Provide an email to members regarding the process for a change of tenancy, specifically whether a farm assessment is done at the end of a tenancy before a new tenant takes over the lease	Open	25/09 to be done this week
531	4-Sep-17	Action	Lisa Cornelissen	Write to Accelerate Wairarapa requesting more details about the website project, specifically what level of funding they would be requesting from SWDC	Open	

<b>Ref #</b>	<b>Date</b>	<b>Action Type</b>	<b>Responsible Manager</b>	<b>Action or Task details</b>	<b>Status</b>	<b>Notes</b>
532	4-Sep-17	Action	Lisa Cornelissen	Incorporate the Martinborough Community Board survey results into LTP discussions	Open	
533	4-Sep-17	Action	Lisa Cornelissen	Provide a progress update to everyone that has provided feedback on the possible renaming of Dublin Street West and New York Street West	Actioned	

# MARTINBOROUGH COMMUNITY BOARD

9 OCTOBER 2017

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## AGENDA ITEM 6.3

### INCOME AND EXPENDITURE STATEMENTS

#### **Purpose of Report**

To present the Community Board with the most recent Income and Expenditure Statements for the 17/18 year.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Income and Expenditure Statement for the period 1 July 2017 – 31 August 2017.*

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

The Income and Expenditure Statement for 1 July 2017 – 31 August 2017 is included in Appendix 1. The Chair may ask the Chief Executive for comment and all members may ask the Chief Executive for clarification and information through the Chair.

#### **2. Appendices**

Appendix 1 - Income and Expenditure Statement for 1 July 2017 – 31 August 2017

Appendix 2 – MCB Budget 1 July 2017 – 30 June 2018 (as submitted by MCB)

Contact Officer: Suzanne Clark, Committee Secretary

Approved By: Paul Crimp, Chief Executive



# **Appendix 1 - Income and Expenditure Statement for 1 July 2017 – 31 August 2017**

<b>Martinborough Community Board</b>		
<b>Income &amp; Expenditure to 31 August 2017</b>		
	<u>INCOME</u>	
	Balance 1 July 2017	7,575.09
	Annual Plan 2017/18	26,868.00
	<b>TOTAL INCOME</b>	<b>34,443.09</b>
	<u>EXPENDITURE</u>	
	Members' Salaries	2,619.02
	<b>Total Personnel Costs</b>	<b>2,619.02</b>
	<b>Total General Expenses</b>	<b>216.67</b>
1/07/2017	AP Citizens Advice MCB grant - general running of bureau	350.00
	<b>Total Grants</b>	<b>350.00</b>
	<b>TOTAL EXPENDITURE</b>	<b>3,185.69</b>
	<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>31,257.40</b>
	<u>LESS: COMMITMENTS</u>	
	Salaries to 30 June 2018	13,294.98
	Flag Hanging	600.00
	WWI Commemorations	1,000.00
	Engagement programme	500.00
	Martinborough Netball Club	950.00
	Boomerang Bags	500.00
	Friends of Martinborough Library - movie evening	500.00
	<b>Total Commitments</b>	<b>17,344.98</b>
	<b>BALANCE TO CARRY FORWARD</b>	<b>13,912.42</b>

<b><i>Martinborough Beautification budget</i></b>		
<b>Budget</b>		
	2013/2014	10,300.00
	2014/2015	10,000.00
	2015/2016	10,220.00
	2016/2017	10,460.00
	2017/2018	10,710.00
	<b>Total Budget</b>	<b>51,690.00</b>
<b>17/18 expenditure</b>		
18/08/2017	AP Martin A Street mural project	3,000.00
	<b>Total Expenditure</b>	<b>3,000.00</b>
	<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>48,690.00</b>
	<u>LESS: COMMITMENTS</u>	
	Committed to Waihinga Centre	30,000.00
	<b>Total Commitments</b>	<b>30,000.00</b>
	<b>BALANCE TO CARRY FORWARD</b>	<b>18,690.00</b>

**Appendix 2 – MCB Budget 1  
July 2017 – 30 June 2018  
(as submitted by MCB)**

**INCOME**

Carried Forward	7,575.09
Annual Plan	26,868.00
<b>TOTAL INCOME</b>	<b>34,443.09</b>

**EXPENDITURE**

<b>Members Salaries</b>	<b>15,914.00</b>
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**General Expenses**

Community Board Levy	166.67
Miscellaneous	200.00
<b>Total General Expenses</b>	<b>366.67</b>

**Strategic Objectives**

**A Vibrant Martinborough Town Centre**

Waihinga Centre	
Contingency for community engagement	500.00
Christmas	
Christmas Parade funding including fees	650.00
Martinborough Banners	
Provision for banner hanging	600.00

**An Engaged, Involved Community**

Fireworks	653.00	\$500 plus SWDC fees
Matherapa	200.00	
WW1 Commemorations	1,000.00	
Poppy Road signs Project	0.00	Costs unknown
Community Engagement	500.00	Each survey will cost in the region of \$150

<b>TOTAL STRATEGIC OBJECTIVES</b>	<b>4,103.00</b>
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**Financial Assistance**

May 2017 grant cfwd Citizens Advice	350.00
May 2017 grant cfwd Netball Club	950.00
Sept 2017 Boomerang Bags	500.00
Sept 2017 Friends of Martinborough Library	500.00
November Grants	5,000.00
May Grants Pool	5,000.00

<b>Total Financial Assistance</b>	<b>12,300.00</b>
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<b>TOTAL EXPENDITURE</b>	<b>32,683.67</b>
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<b>BUDGETTED SURPLUS/(DEFICIT)</b>	<b>1,759.42</b>
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**Town Beautification**

Martinborough Beautification Budget cfwd	40,980.00
Martinborough Beautification Budget 2017/18	10,710.00
<b>Budget</b>	<b>51,690.00</b>

**Less Commitments:**

Waihinga Centre Stage 2	30,000.00
Martinborough Mural Walk	3,000.00
<b>Balance</b>	<b>18,690.00</b>

# MARTINBOROUGH COMMUNITY BOARD

9 OCTOBER 2017

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## AGENDA ITEM 6.4

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### SCHEDULE OF ORDINARY MEETINGS

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#### **Purpose of Report**

To provide community boards and the Maori Standing Committee with the meeting schedule that was adopted by Council on the 20 September 2017.

#### **Recommendations**

Officers recommend that the community board/Committee:

1. *Receive the Schedule of Ordinary Meetings Report.*
2. *Adopt the 2018 schedule of ordinary meetings for Martinborough Community Board.*
3. *Set a regular meeting time of the Community Board.*

#### **1. Background**

Each year Council adopts a schedule of Council, committee and community board meeting dates for the coming 12-month period.

#### **2. Discussion**

##### **2.1 Proposed 2018 Schedule of Ordinary Meetings**

Meetings are scheduled every six weeks as per Council policy.

Where a Martinborough Community Board or Maori Standing Committee meeting fell on a public holiday, the meeting was moved to the first free Monday. The November Martinborough Community Board meeting is out of sync with the others to allow for members' commitments with regards to Toast Martinborough.

##### **2.2 Meeting Times**

Community board members are to select a meeting time that suits members.

#### **3. Appendices**

Appendix 1 – Proposed Schedule of Ordinary Meetings 2018

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

# **Appendix 1 –Proposed Schedule of Ordinary Meetings 2018**

**SOUTH WAIRARAPA DISTRICT COUNCIL  
PROGRAMME OF MEETINGS 2018**

<i>MEETING</i>	<i>TIME</i>	<i>DAY</i>	<i>JAN MTG 2018</i>	<i>FEB MTG 2018</i>	<i>MAR MTG 2018</i>	<i>APR MTG 2018</i>	<i>MAY MTG 2018</i>	<i>JUN MTG 2018</i>	<i>JUL MTG 2018</i>	<i>AUG MTG 2018</i>	<i>SEP MTG 2018</i>	<i>OCT MTG 2018</i>	<i>NOV MTG 2018</i>	<i>DEC MTG 2018</i>
Martinborough Community Board	TBC	Mon	29	-	12	23		11	16	27	-	8	26	-
Featherston Community Board	TBC	Tues	30	-	13	24		5	17	28	-	9	20	-
Greytown Community Board	TBC	Wed	31		14	18		6	18	29	-	10	21	-
Maori Standing Committee	TBC	Mon	-	12	26	-	7	18	30	-	10	15	-	3
<b>COUNCIL</b>	9.00AM	Wed	-	21	<b>14</b>	4	16	27	-	8	19	24	-	12
Infrastructure & Planning Working Party	9.00AM	Wed	-	7	21	-	9	13	25	-	5	10	28	-
AP/LTP Working Party	9.00AM (or will follow I&P)	Wed	24	7				13	-	-	-	10	28	

**NOTES:**

1. The dates of all other meetings will be separately notified
2. Easter: Good Friday 30 March 2018 and Easter Monday 2 April 2018
3. Anzac Day: Wednesday 25 April 2018
4. LTP Submissions Hearings 14-16 May
5. Queen's Birthday: Monday 4 June 2018
6. Labour Day: Monday 22 October 2018



# MARTINBOROUGH COMMUNITY BOARD

9 OCTOBER 2017

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## AGENDA ITEM 6.5

### APPLICATIONS FOR FINANCIAL ASSISTANCE

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#### **Purpose of Report**

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

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the information.*
2. *Consider the application from the Wairarapa REAP on behalf of the White Ribbon Riders requesting \$150 towards the costs associated with feeding and accommodating riders while they are in the Wairarapa.*
3. *Consider the application from the Martinborough Junior Hockey Club requesting \$653 towards the costs associated with running the Martinborough Community Guy Fawkes event.*

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

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

Applications will be provided to members in confidence.

#### **2. Criteria**

The criteria of the grant are:

1. Applicants need not be incorporated bodies, but the Board must be satisfied that they are responsible organisations that will be fully accountable for any grants received.
2. Successful applicants are required to expend grants received within twelve months of payment being made. Any extension must be approved by MCB.
3. Successful applicants must provide a quarterly report to the MCB detailing progress, with a final report, including evidence of the grant expenditure (copies of invoices or receipts), to be provided within 3 months of a grant being expended.

4. The MCB Strategic Grant application form must be completed in full and include the latest financial statements for the applicant. MCB may also request further detailed financial analysis for larger grant applications (\$1,000 or higher).
5. Strategic Grant Applications will be considered twice a year. Applications for strategic grants must reach Council by the 14<sup>th</sup> May or 30<sup>th</sup> September. Applications will be considered at the next available MCB meeting.
6. The maximum grant available will be equal to the available grant pool unless special circumstances are considered to exist. (GST will be added to grants approved for GST registered applicants).
7. Grant applications may be considered at other times of year at the discretion of the MCB if exceptional circumstances are deemed to exist.

### 3. Accountability Reports

Applicant	Status of Accountability Forms for Previous Grants
Wairarapa REAP	No outstanding accountability forms
Martinborough Junior Hockey Club	Grant currently active, accountability form not yet due

Contact Officer: Suzanne Clark, Committee Secretary

Approved By: Paul Crimp, Chief Executive

# MARTINBOROUGH COMMUNITY BOARD

9 OCTOBER 2017

## AGENDA ITEM 8.1

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### CHAIR'S REPORT

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#### **Purpose of Report**

To inform Martinborough Community Board of the Chair's actions since the last meeting and to raise items for discussion.

#### **Recommendations**

That the Martinborough Community Board:

1. *Receive the information*
2. *Discuss each item, receive associated reports and adopt the recommended resolutions.*

### **1. Meetings and Events**

6 September 2017	I&P working party tour including Martinborough Square and Cenotaph and the Settling Ponds
6 September 2017	Long Term Plan (LTP) workshop
20 September 2017	LTP workshop – <i>apologies given, Victoria Read attended in my absence</i>
27 September 2017	Wharekaka footpath inspection
27 September 2017	MCB workshop – report attached
4 October 2017	Waste Water Community Liaison Group

Looking ahead:

11 October 2017	Infrastructure & Planning LTP Workshop
w/c 16 October	LTP sector meetings
25 October 2017	LTP Workshop
15 November 2017	LTP Workshop MCB Workshop

## 2. Current Community Board Projects

I have been working through the minutes and noted that we have a number of initiatives and areas of work in the pipe line. I thought it would be useful to record these in the Chair's report with target dates and the responsible member or SWDC if the action currently lies with Council.

- Oct 2017 – MCB - Naming of Dublin St West and New York St West
- Oct 2017 – MCB - Footpath priorities for 2017/18 Financial year
- Oct 2017 – SWDC - Formation of a Considine Park Committee and approval of Terms of Reference
- Oct 2017 – VR - Bike Stands (in association with Lionesses)
- Nov 2017 – SWDC - Purchase of new pool play equipment and sale of current slide to GCB
- Nov 2017 – SWDC - Installation of Pergola from the Playground at the Pool
- Nov 2017 – PC - Town Banners to go up after Toast
- Dec 2017 – SWDC – Martinborough Square Cenotaph repairs
- Q1 2018 – MCB - Footpath Priorities 2018 and beyond
- March 2018 – MCB - Beautiful Towns and Cities Awards nomination
- Apr 2018 – PC - WW1 Commemorations
- Ongoing – FB - Appointment of a youth member to MCB
- Ongoing – VR - Town Entrance Sign (in association with MBA)
- Ongoing – PC - Bus Shelter beautification
- Ongoing – LC - Square Beautification plan including possible painting of green cabinet with an ANZAC poppy design (MR)
- Ongoing – VR – Facebook
- Ongoing – LC - Chorus Cabinet Art
- Ongoing – LC - Tourism Route Road Safety report to NZTA
- Ongoing – MR - Poppy Road Signs Project
- Ongoing – LC/VR - LTP
- Ongoing – MCB - Advocacy: Public Recycling Bins, Rubbish Collection Days, District Plan review, Speed Limits and Road Safety on Tourism routes
- Ongoing – LC - Community Engagement – future survey subjects could include LTP and Square Beautification priorities

*Recommendation: Receive the information and make changes as necessary.*

### **3. MCB Workshop Report – 2 August 2017**

Report attached.

*Recommendation: Receive the report.*

#### **Footpaths**

*Recommendation: That the following be agreed as essential works for this financial year, with further discussion to take place to set future priorities:*

- Roberts Street – kerb and channel and full footpath up to property boundaries to run from 9 Roberts to the corner with Dublin inclusive. Note that the grass in front of the Old Manse remains.
- Texas Street – new footpath to run from the Square to Strasbourge including around the triangular oak garden and on to Cork.
- Resurfacing of Suez between Oxford and Naples including upgrading the crossing on the corner of Suez and Naples.
- Some form of metal plate or other solution to improve the Kansas Street crossing by the Pukemanu to enable safer wheelchair crossing.

#### **Raised Crossing on Texas Street between P&K car park and Hotel**

*Recommendation: MCB to write to SWDC requesting that remedial work is undertaken urgently on this crossing to ensure it is safe and accessible. This work to be completed from SWDC budgets.*

#### **Pain Estate Reporting**

*Recommendation: MCB request the following information from the Farm Inspector and from Council Officers (house and cottage):*

- Farm - List and condition of infrastructure including fences, tracks and farm buildings.
- Farm - Condition of pasture including fertiliser usage and pasture rotation.
- Farm - What kind of checks are in place at the end or renewal of the farm lease to make sure obligations on both sides have been met.
- House and Cottage - the condition of the house and cottage outlining likely costs to be incurred over the next 10 years with a view to developing a schedule of works.

#### **Martinborough Square Beautification and Fairy Lights**

*Recommendations:*

*Given the costs of replacement and uncertainty of how long lights will last agree not to replace the fairy lights.*

*Agree that Lisa will review the Square Development Plan and beautification survey results to formulate a list of opportunities for improving the Square within existing budgets and plan restrictions.*

## MCB workshop – 29 September 2017

Present: Lisa Cornelissen, Victoria Read, Maree Roy

Apologies: Cllr Maynard, Cllr Colenso, Fiona Beattie

### 1. Footpaths

Victoria shared the plans for the footpath along Texas Street. The Waihinga Centre is due to be completed in May 2018 and the footpath is essential to provide safe pedestrian access to the Centre.

Lisa provided an update on a walk around the Wharekaka part of town, with one of the villa residents, to better understand residents' priorities. Lisa also updated the team on a meeting with the residents of Robert Street opposite the school.

As a starting principle it was suggested that priorities should be focussed around the School for child safety, around Wharekaka and the Villas to provide safe and accessible footpaths for our older people and around the town centre where greater foot traffic occurs. Footpath priorities were discussed and it was agreed that the following (in no particular order) be recommended to the full Community Board as essential works for this year:

- a. Roberts Street – kerb and channel and full footpath up to property boundaries to run from 9 Roberts to the corner with Dublin inclusive. Note that the grass in front of the Old Manse remains.
- b. Texas Street – new footpath to run from the Square to Strasbourge including around the triangular oak garden and on to Cork. The work from the Square to the oak garden is essential to provide safe access to the Waihinga Centre.
- c. Resurfacing of Suez between Oxford and Naples including upgrading the crossing on the corner of Suez and Naples.
- d. Some form of metal plate to improve the Kansas Street crossing by the Pukemanu to enable easier wheelchair crossing.

If agreed at the next MCB meeting **Lisa** will pass this list on to Mark Allingham for costing.

### 2. Other Road / Crossing maintenance discussed

- a. Lisa has e-mailed SWDC requesting an urgent repair to the crossing on the corner of Naples and Regent – this is a safety issue.
- b. Levelling of the asphalt between the gardens in the crossing from the Square to Jellicoe and the Square to Oxford.
- c. The raised crossing on Texas between the Hotel and the P&K car park. MCB requested this crossing but it is not fit for purpose and needs to be prioritised in SWDC budgets.
- d. The footpath from Cork to the Square on the Pukemanu side of Oxford Street is overgrown with grass, this is narrowing the available footpath as part of it is sloped making it difficult for people with limited mobility. Lisa will ask SWDC to trim back this grass.

### 3. Town Beautification

Lisa provided a quick update on the Bike Stands, Town Sign and Mural Walk. Members agreed that the bus stop could do with some beautifying and **Maree** will follow this up with Pam.

The green electrical box in the Square was also discussed and it was agreed that Maree would follow this up to see if it could be painted with an ANZAC Poppy design. SWDC permission would be needed.

It was also suggested that Lisa compile a list or record of all ideas received for beautification or community board action including suggestions from the beautification survey and options for the oak garden on the corner of Texas, Strasbourge and Cork.

4. Pain Estate reporting

The following information requirements were discussed.

- a. Farm - Condition of infrastructure including fences, tracks and farm buildings.
- b. Farm- Condition of pasture including fertiliser usage and pasture rotation.
- c. Farm - What kind of checks are in place at the end or renewal of a lease to make sure obligations on both sides have been met.
- d. House and Cottage - Report on the condition of the house and cottage outlining likely costs to be incurred over the next 10 years with a view to developing a schedule of works.

5. Martinborough Square

Members discussed the feedback from the Beautification survey and the costs of replacing the fairy lights in the trees. No one present felt that the cost to replace the fairy lights and the ongoing maintenance costs were a budget priority. It was agreed to review the Square Development plan with a view to improving this part of our town.

6. LTP

Victoria provided an update on the last LTP workshop and reported that it was a very positive brainstorming session.

Lisa asked members to note that there are LTP sector meetings scheduled for 17, 18 and 19 October. It would be good if attendance at these could be split between all the Board Members.



MARTINBOROUGH  
BUSINESS  
ASSOCIATION

28 August 2017

Lisa Cornelissen, Chair  
Martinborough Community Board  
Martinborough

*Support of Accelerate Wairarapa proposal 2017*

At our August committee meeting, the Martinborough Business Association heard a proposal from Wendy Morrison of Accelerate Wairarapa regarding extending their programme of promoting and encouraging economic development across the wider Wairarapa region, primarily through using the existing Destination Wairarapa website as an information hub, with links through to regional business-based websites.

We are writing to the Community Board in this instance to confirm our strong support for this initiative. On behalf of our members and the wider community we are committed to working closely with Accelerate Wairarapa and the Martinborough Community Board going forward to ensure the success of this initiative in driving economic development in the wider Martinborough area. We would also strongly advocate for South Wairarapa District Council to financially support this project through their funding channels.

We are excited about the future possibilities of this collaboration and look forward to seeing the project come to fruition.

Kind regards

Pete Couchman  
Chairman, Martinborough Business Association



5 September 2017

The Chair  
Martinborough Community Board  
C/- South Wairarapa District Council  
PO Box 6  
Martinborough 5741

Dear Board Members

Please find enclosed a copy of the latest *Voice* newsletter from the team at Victim Support.

This quarter's edition confronts a topic which makes many uncomfortable. A topic that is a major problem in New Zealand and many countries – sexual harm.

Sexual harm is amongst the most complex and challenging of Victim Support's work. It's also some of the most important.

Due to sexual harm being underreported, it's difficult to capture accurate statistics. It's estimated that as many as one in five women and one in seven men will experience sexual harm and that fewer than 10 per cent of sexual harm survivors report their assault to Police. Only 13 per cent of these reports lead to a conviction.

Those who chose not to, or feel unable to, report their experience or experiences to Police might choose to engage with Victim Support or another independent agency. Many more bottle it away and report it years later, or never at all.

It's very common for the perpetrator to be known to the victim, to have held a position of trust or standing in their family or community, compounding the challenges for survivors to reach out for help, and fearing they may never be believed.

Sexual harm is harrowing and without adequate support, can have a long-term impact on a person's life and their future wellbeing. It's important for survivors to know that there are people and organisations available who care deeply about them and are here to help.

**"When a person does come forward for help, we focus our support on what they need, and what they want to do. We support them and ensure they have all the information they need so that when they do make decisions, they're making informed decisions," says Sheryl Robinson, Victim Support Central Area Manager.**

In most parts of the country, Victim Support refers survivors to specialist sexual harm support providers for intensive support. However, many survivors rely on us for first response support, assistance through the courts, or for intensive support in parts of the country where no specialist agency is available.

As a friend of Victim Support, we hope you'll take a few moments to read about surviving sexual harm in this issue of our quarterly newsletter *Voice*. Our independent support has helped nearly 3,000 sexual harm survivors in the last year to find strength, safety, support, and when they are ready, justice.

If you would like additional copies of *Voice* for display or have any queries or feedback, please contact us at [info@victimsupport.org.nz](mailto:info@victimsupport.org.nz) or on 04 474 9460.

Thank you for your ongoing support. Our work really does make a difference in people's lives.



Kevin Tso  
Chief Executive



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Thank you for your continued support.



## SUPPORTING VICTIMS of Sexual Harm

**The majority of sexual harm crimes go unreported, so much so that it's widely believed that here in New Zealand, only 9%**

**are reported to Police, and of those that go through the court process, 13% result in conviction.**

Sexual harm victims can receive support from Victim Support and other agencies. While perpetrators should face the justice system, victims' needs are foremost and they can receive support whether the assault is reported or not. Of course, reporting to police as soon as possible means the investigation can start and vital forensic evidence is more likely.

"Due to the high level of under-reporting, it's very difficult to say exactly what the level of sexual harm is, but I'd tend to agree reported offences would be a single figure percentage, said Victim Support's Central Area Manager, Sheryl Robinson.

"There's many reasons for that. It might be that the victim feels they won't be believed or blamed, particularly if the perpetrator is a family member, high profile person or trusted member of the community. They might fear tearing their family apart. They might fear the court process, the discussion of the details, of how their friends, family and workmates will react. Of being discussed in public and on social media. If media reporting is uninformed, it can perpetuate age-old myths. More often than not, it'll be a combination of these factors that make it difficult for a victim to come forward," said Sheryl.

"So when a person does come forward for help, we focus our support on what they need, and what they want to do. We support them and ensure they have all the information they need

so that when they do make decisions, they're making informed decisions," said Sheryl.

"Considering the stereotypes and attitudes around sexual harm, it's not surprising that we're often dealing with historic cases.

A victim may have been in counselling and is now feeling they're able to make decisions and take action. Sometimes there's a ripple effect – when someone does come forward to say they're a victim of sexual harm, others feel they may now have the strength too, and importantly, that they will be believed," said Sheryl.

Historic timeframes can vary quite significantly, from months to many years.

There's several agencies around the country who can provide support to victims of sexual harm, with a lead agency appointed in each region. Victim Support is such in some regions, and can also provide support to victims to help them make informed choices and guide them through the Court process.

Victim Support  
is always open  
**24/365**

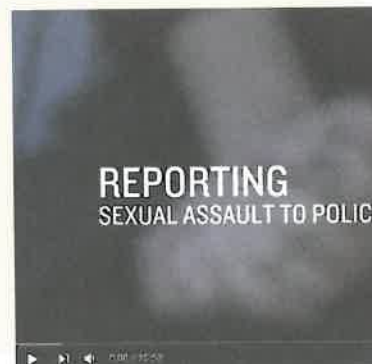
## HELP WITH REPORTING

**New Zealand Police has made a series of videos about reporting sexual violence.**

They walk through the process of reporting sexual assault to Police. The first video, *Reporting Sexual Assault to Police*, follows a young woman as she and her mother go to their local Police Station to report an assault, and the people they interact with in that process, having taken that vital first step in reporting the crime.

Victims of sexual assault should not feel alone. Victim Support and specialist organisations like Rape Crisis are there to provide support, and can accompany them through this formal process.

The videos aim to debunk myths and alleviate fears about reporting sexual assault and encourage victims to go to Police. The videos can be found on the Police YouTube channel and the Sexual Assault section of [police.govt.nz](http://police.govt.nz).



**There is nationwide support for male victims of sexual violence, with Victim Support being the lead agency in the majority of regions.**





## From Kevin's desk

Earlier this year I received two items which perfectly encapsulated why the work organisations like Victim Support do to support survivors of sexual harm is so important.

The first was a letter from the mother of a sexual harm survivor. Victim Support and another specialist agency had worked together to help their family through undoubtedly the toughest experience of their lives. We helped them understand their rights, participate fairly and fully in the justice process, and find the strength to cope through trauma – strength that was badly needed as they relived their nightmare experience in court. Her comment of “I don't know how we could have got through it without the support” is a common theme amongst the letters and emails we receive from people we've helped.

The very same week, I received a tragic story from overseas, of a similar family in an almost identical situation. Struggling alone to deal with Police and the courts, lives brought to a halt without support; the family made the extremely difficult decision to drop the charges laid against the perpetrator.

It's examples like this that demonstrate the impact good support has on a person and their family. We may never get over life changing incidents, but Victim Support helps people get through. We'll help people get through the aftermath of extreme trauma. We'll help them find services in their community, participate fully and fairly in the justice system and provide information and guidance so they can make informed decisions. We believe no-one should suffer alone, and our highly trained volunteers and staff are here to help for as long as it takes. For free.

➔ **“We believe no-one should suffer alone, and our highly trained volunteers and staff are here to help for as long as it takes. For free.”**

In many parts of the country, Victim Support will refer a survivor of sexual harm to a specialist agency. However, some victims will prefer to come to us, particularly if we've supported them in the past. Victim Support is often the lead agency in regions where no specialist organisations operate, or – as we are open 24/7 – the first responder through the night until a specialist is available. Elsewhere, we may continue to provide support in court or help the victim receive financial assistance throughout a case.

Reporting family or sexual violence is immensely difficult for most victims and an often disparate and complicated process thereafter makes the journey more difficult. We are grateful for the work being done by Police and Justice sectors, but believe more must be done to really conquer the obstacles for sexual violence victims to be well supported and participate fairly and fully in the justice system.

**Ngā mihi**  
**Kevin Tso, Chief Executive**



*Be in to win!*

### **Our Victim Support Lottery is on sale now!**

The lottery is our annual national fundraiser, contributing to our work in communities all around New Zealand, every day.

“We're thrilled to have Honda New Zealand partner with us once again,” said Victim Support CE Kevin Tso. “Their support enables us to have a fantastic first prize and a terrific draw card to the lottery. Who wouldn't want to drive away in a brand new Honda HR-V S?”

“Purchasing a ticket not only puts you in the draw to win a new car, but also provides support to us and the work we do in communities nationwide,” said Kevin.

There's a great line up of prizes, including the bonus prize of a trip for two to Fiji, so don't miss out!

To buy tickets, get in touch with your local Victim Support office, download an order form from the Victim Support website, or call **0800 865 868** for more information.

## **COULD YOU BE THERE?**

**One volunteer Support Worker described their role as “the most rewarding thing you will ever do”, and plenty of others are inclined to agree.**

Our volunteer Support Workers provide independent emotional and practical support to people during the toughest times of their life.

Could you do that? If the answer's “yes”, call us for a chat, we'd love to hear from you. Alternatively, there might be occasional administration or fundraising work you can help with.

Call now on **0800 365 868** to get started on the most rewarding thing you will ever do.

### *In brief*

- **THE HUGELY SUCCESSFUL INTEGRATED FAMILY RESPONSE (ISR) PROJECT IN CHRISTCHURCH HAS NOW BEEN OPERATIONAL FOR A YEAR.** Our Victim Support Christchurch team is a vital part of this project and have supported over 2,400 victims to stay safe since this project began.
- **OUR WAIKATO AND COUNTIES-MANUKAU TEAMS ARE ALSO WORKING HARD ON THEIR RESPECTIVE ISR AND WHANGAIA FAMILY VIOLENCE PROJECTS.**



## OUR VOLUNTEERS: MIRIAM

**After closing her practice, Manawatu based Miriam wanted to continue helping people.**

A volunteer for three and a half years, Miriam works as a sexual violence and homicide specialist Support Worker.

Miriam noted that lately more of her cases were historic – having happened anywhere between a few years to perhaps 20 years ago.

“There’s a lot of reasons for this,” said Miriam. “Sometimes it’s because they were a minor at the time and now have the ability, the courage to come forward. Or it might be that the perpetrator was a family member, and another family member has come forward about being assaulted, and they now have the courage to do so too,” she said.

“There’s often so much complexity with sexual and family violence cases, which are often interlinked. The crime might be from an outwardly innocuous relationship where there was a reason to trust the perpetrator. Some of the family may say it never happened, with all sorts of family dynamics kicking in. Families can get torn apart over it, there’s self-blaming and often a hopelessness that they won’t be believed,” she added.

Whether supporting a victim throughout the process or for just their time in Court, Miriam’s focus is to support, protect, and even calm the victim so they can continue, particularly when in Court.

She described her contribution at this high time of need as “just a drop in the bucket”, but that hopefully she’s able to provide help, hope and some relief to those she supports.

Victim Support puts the victims’ needs first, and tailors support to them and their circumstances. In the Manawatu, Victim Support provides support for self-referrals, Court support and back-up for police referrals when the lead agency is unable. Given our 24/7, 365 service we’re also available when others are not, and with the low number of assaults reported, there is continuing demand from self-referring sexual violence victims.



**“Providing Support Workers with resources and training really is vital.”**

– Nige Cox, Learning and Development Manager

The ITP programme includes a full module on suicide trauma, and after practical experience candidates are invited to complete more advanced training on homicide, family and sexual violence.

The sexual violence programme is a mix of presentations, activities and interactive learnings. There’s powerful presentations by guest speakers from organisations impacting on these crimes - other sexual violence support agencies, the Police Adult Sexual Assault Officers, Court Victim Advisers, Police Prosecutors, and Doctors for Sexual Abuse Care.

“Providing Support Workers with resources and training really is vital to supporting people as best we can,” said Nige. “We know there’s often a correlation between family or sexual violence and other crimes, so we deliver this advanced training too. Combined with ongoing coaching from their Service Co-ordinator, Support Workers are equipped with the very nuanced skills needed to support survivors of sexual harm.”

If you would like to support Victim Support by donating to our training programmes, please do get in touch.

## TRAINING IS VITAL

**Our volunteer and staff Support Workers complete intensive training before starting any support work.**

“Every day our Support Workers are working with people who are suddenly faced with very traumatic situations, so it’s critical our people are highly trained to provide the best support,” said Victim Support Chief Executive, Kevin Tso.

Led by Learning & Development Manager Nige Cox, Advisors Christine (CJ) Jones and Shelley Brunskill-Matson develop and facilitate training with volunteers and staff, nationwide.

All Support Workers and Contact Service staff undergo a four-day Initial Training Programme (ITP) to gain the knowledge and skills needed to meet the various situations they’ll face. In addition, Support Workers complete modules and case studies during the following year, as well as working a buddy system on call outs, to achieve the required competencies.

## FINANCIAL SUPPORT

**Financial grants are available to sexual violence victims to assist with emergency costs incurred immediately after the crime.**

They can be used to replace clothing, repair damaged property or for emergency accommodation. There’s also funding for sexual violence victims to attend the trial, parole or other hearings.

Victim Support administers these grants on behalf of the Ministry of Justice and more information can be found on our website, or by calling our Contact Service on **0800 VICTIM**.



# THANK YOU Rātā Foundation!

We simply can't support victims every day, without community organisations supporting us.

Rātā Foundation has supported our work in the Christchurch, Marlborough and Nelson areas over several years. Their most recent grant of \$35,000 has contributed toward our operational costs in these areas and to a fulltime Family Harm Support Worker in Christchurch.

"Rātā Foundation's grant really helps our organisation, especially at a time when our services in these regions are under drastic pressure, and it truly makes a significant difference to our ability to support thousands of people across Canterbury and the upper South Island at their most vulnerable times," said Victim Support Chief Executive, Kevin Tso.

Having local volunteers trained and ready to respond is vital, and the whole community benefits given anyone may suddenly need our assistance following unexpected crime or trauma.

Rātā Foundation provides grants for those organisations who align with its priorities and criteria under the four focus areas of Learn, Support, Connect and Participate.



## StandBy



We're proud to announce we've recently partnered with Australia's StandBy – Support after Suicide.

Like Victim Support, StandBy are there to help people affected by suicide – friends, family, whānau – to cope through tragedy and rebuild their lives.

Our partnership will make it easier to get support after a suicide when friends and whānau live in both countries.

## WELLINGTON WOWS!

Victim Support Wellington recently won the Health and Wellbeing category in the Wellington City round of the Wellington Airport Community Awards.



Long standing volunteer Barbara Halliwell accepted the award with Wellington Service Co-ordinator Liz McLean. "I'm so proud of the team, they work very hard and always provide the best support they can. To be recognised so publicly, is tremendous," said Victim Support Area Manager, Paula Connolly.

The regional award winners will be announced in October – good luck Liz and the team!

## In brief

- **CONGRATULATIONS TO WAIRARAPA VOLUNTEER JENNY TOSSWILL AND CENTRAL OTAGO VOLUNTEER JUDY ELLIOTT-HALL.** Both have received community recognition for their wonderful work. Well done Jenny and Judy!
- **WE PRESENTED A SELECT COMMITTEE SUBMISSION ON THE FAMILY AND WHĀNAU VIOLENCE LEGISLATION BILL.** There's still a way to go but the intent of the Bill is a move in the right direction.
- **AS A LEADING PROVIDER OF SUICIDE POST-VENTION SERVICES, WE ALSO PROVIDED SUBMISSION ON THE MINISTRY OF HEALTH'S SUICIDE PREVENTION STRATEGY.**
- **THANKS Z ENERGY FOR CHOOSING VICTIM SUPPORT AT 25 GOOD IN THE HOOD Z STATIONS.** The programme donates a share of funds to local charities doing good in their communities.
- **JOIN OUR CHARITY TEAM AND RUN THE 2017 ASB AUCKLAND MARATHON ON 29 OCTOBER!** There's half marathon and walk options too – contact [robyn.scurrah@victimsupport.org.nz](mailto:robyn.scurrah@victimsupport.org.nz) to discuss the details.

(Tear here)

Yes! Here is my donation to help victims of crime and trauma

Mr  Mrs  Miss  Ms  Other

Name

Postal address

Postcode

Phone

Email

The Privacy Act of 1993 requires us to advise you that we keep contact information of supporters on file to help us with fundraising. If you do not wish us to keep your information, please let us know.

Donate via internet banking to: BNZ 020500 0493163 00  
Please ensure that you use your details as reference along with the code NL0817, so that we may acknowledge your gift.

Value of donation  \$25  \$50  \$100  Other \$ \_\_\_\_\_

Gifts over \$5 are tax deductible

Cheque. Made payable to Victim Support.

Credit card. Please debit this amount to my credit card

Mastercard  Visa  Amex

Name of cardholder: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiry date: \_\_\_\_\_

Signature: \_\_\_\_\_

I wish to donate by automatic payment. Please send me details

I wish to make a bequest to Victim Support. Please send me details

I have left a bequest to Victim Support in my Will

83 Please return this form to  
Victim Support, Freepost 100819, PO Box 3017, Wellington 6140