



PLANNING AND REGULATORY COMMITTEE

Agenda

NOTICE OF MEETING

An ordinary meeting will be held in the Supper Room, Waihinga Centre, Texas Street, Martinborough on Wednesday 19 June 2019 at 11:30am. The meeting will be held in public (except for any items specifically noted in the agenda as being for public exclusion).

MEMBERSHIP OF THE COMMITTEE

Councillors Colin Olds (Chair), Lee Carter, Brian Jephson, Pip Maynard, Ross Vickery, Colin Wright, Lisa Cornelissen, Robyn Ramsden, Leigh Hay, Raihania Tipoki.

Open Section

- A1.** Apologies
- A2.** Conflicts of interest
- A3.** 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.
- A4.** Actions from public participation
- A5.** Extraordinary business
- A6.** Minutes for Confirmation: Planning and Regulatory Committee Pages 1-3
Minutes of 1 May 2019
Proposed Resolution: *That the minutes of the Planning and Regulatory Committee meeting held on 1 May 2019 are a true and correct record.*
- A7.** Notices of motion

B. Decision Reports from Chief Executive and Staff

- B1.** Report on Proposed Dog Pound South Wairarapa and Pages 4-30
Carterton District Location Recommendation
- B2.** Report on the Proposed Communications plan for the South Pages 31-39
Wairarapa Draft Spatial Plan Discussion Document

C. Information and Verbal Reports from Chief Executive and Staff

- | | | |
|------------|---|-------------|
| C1. | Planning and Environment Group Report
Shane Sykes (Environmental Team Manager) and Adrian Cullen (Building Services Manager) in attendance to discuss the respective provisions of service | Pages 40-48 |
| C2. | Planning and Regulatory Action Items Report | Pages 49-52 |



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

PLANNING AND REGULATORY COMMITTEE

1 May 2019

- Present:** Councillor Colin Olds (Chair), Brian Jephson, Pip Maynard, Ross Vickery, Lisa Cornelissen, Leigh Hay, Robyn Ramsden and Mayor Viv Napier (from 9:06am).
- In Attendance:** Russell O’Leary (Group Manager Planning and Environment), Russell Hooper (Planning Manager) and Suzanne Clark (Committee Advisor).
- Conduct of Business:** The meeting was held in the Supper Room, Waihinga Centre, Texas Street, Martinborough and was conducted in public between 9:00am and 10:39am.
- Also in Attendance:** Councillor Pam Colenso, Cr Adrienne Staples (Greater Wellington Regional Council (GWRC)).

Open Section

A1. Apologies

PLANNING AND REGULATORY RESOLVED (PR2019/02) to accept apologies from Cr Lee Carter and Cr Colin Wright.

(Moved Cr Jephson/Seconded Cr Hay)

Carried

A2. Conflicts of Interest

There were no conflicts of interest declared.

A3. Public Participation

Cr Adrienne Staples, introduced the GWRC draft Annual Plan consultation document and outlined key initiatives that would affect Wairarapa residents (e.g. public transport, rail upgrades, climate change work, pest control, Wellington Regional Erosion Control Initiative (WRECI), Let’s Get Wellington Moving and the Te Kāuru Plan.

A4. Actions from Public Participation

PLANNING AND REGULATORY NOTED:

1. Action 231: On behalf of SWDC make a submission to the GWRC Annual Plan (closing date 24 May 2019); Russell O’Leary

A5. Extraordinary Business

There was no extraordinary business.

DISCLAIMER

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

Page 1

A6. Minutes for Confirmation

PLANNING AND REGULATORY RESOLVED (PR2019/03) that the minutes of the Planning and Regulatory Committee held on the 20 March 2019 are a true and correct record.

(Moved Cornelissen/Seconded Hay)

Carried

A7. Notices of motion

There were no notices of motion.

B Information and Verbal Reports from Planning and Environment Group Manager and Staff

B1. Planning and Environment Group Report

Mr O'Leary elaborated on topics as presented in the report and answered members queries on spatial planning, Martinborough south grown area, the Wairarapa Combined District Plan Review timeframes, not registering or removing notable trees from the District Plan, expected timing for the Greytown Orchards subdivision and status of other Greytown developments, the status of the Featherston Brookside development, sponsorship signage at Council owned amenities, the status and potential for a new joint dog pound with Carterton District Council and dog control education levels of service.

Mr O'Leary tabled building consents data for the past two years.

PLANNING AND REGULATORY RESOLVED (PR2019/04):

1. To receive the Planning and Environment Group Report.
(Moved Cr Olds/Seconded Cr Jephson) Carried
2. Action 232: Resend the email advising councillors of the Martinborough south resident's consultation and forward relevant material to all councillors; Russell O'Leary
3. Action 233: Provide information to the Committee on why the dog education level of service has gone from three education visits to one education visit per year; Russell O'Leary

B2. Carkeek Observatory

The Committee discussed options for protecting the Carkeek Observatory (noting the practical aspect of restoration and maintenance) and recognising the historical value of the Carkeek Observatory by story-telling methods.

PLANNING AND REGULATORY NOTED:

1. Action 234: Provide information to the P&R Committee on the current protected status, condition and exact GPS location of the Carkeek Observatory; Russell O'Leary

DISCLAIMER

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

Confirmed as a true and correct record

.....(Chair)

.....(Date)

DISCLAIMER

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SOUTH WAIRARAPA DISTRICT COUNCIL

19 JUNE 2019

AGENDA ITEM B1

REPORT ON PROPOSED DOG POUND SOUTH WAIRARAPA AND CARTERTON DISTRICT LOCATION RECOMMENDATION

Purpose of Report

The purpose of this report is to provide the Committee with the independent recommendation for the siting of the proposed combined dog pound for South Wairarapa and Carterton District Council's.

Recommendations

Officers recommend that the Committee:

1. *Receive the Report on Proposed Dog Pound South Wairarapa and Carterton District Location Recommendation.*
2. *Recommend that the Council approves officers' to explore all operational aspects for the location of the new combined dog pound for South Wairarapa and Carterton District's at the Johnston St (Featherston) and Dalefield Rd (Carterton) sites as recommended in the independent report.*

1. Executive Summary

Following on from presentation to Council of a report on options and indicative costings for the proposed new district pound for SWDC within the existing site at Johnston Street Featherston, Council recommended discussion be had again with Carterton District Council on a potential combined pound facility. An independent report on the location assessment has been undertaken.

2. Background

The independent location assessment report has been compiled by Mr Chris Giles (Appendix 1). Previously to this Mr Giles had undertaken earlier investigation in 2018 into costings for a pound facility for Carterton District Council (Appendix 2, pp 47 – 54). That report recommended that Dalefield Road, adjacent to the current pound, be used as the preferred location. Appendix 3 shows the approximate locations for the considered sites.

3. Discussion

Following agreement on location from this Council, operational costs, effects on levels of service and any other relevant matters can be obtained for the combined facility and be presented back to Council for consideration.

This information can be utilised to determine the preferred location after taking into account all relevant information. Following from this, detailed costing information can be sought in relation to the capital expenditure for the proposed dog pound at the decided location.

Dog fees are proposed to be increased by 2 percent and the figure of \$120,000 was previously allocated for a new pound facility.

4. Conclusion

Officers of both Councils have utilised Mr Chris Giles for compilation of an independent report on location assessment for a new combined dog pound for South Wairarapa and Carterton District's. Officers seek that the Committee recommends to Council to approve further detailed investigation into the two preferred sites as detailed in the independent report.

5. Appendices

Appendix 1 – Combined Animal Facility Location

Appendix 2 – Carterton District Council Animal Facility Location Report

Appendix 3 – Potential Pound Locations

Contact Officer: Shane Sykes Environmental Services Manager

Reviewed By: Russell O'Leary Group Manager Planning and Environment

Appendix 1 – Combined Animal Facility Location

Animal Facility Location Assessment

Prepared for Carterton and South Wairarapa District Councils by Chris Giles

May 2019

Background

Carterton and South Wairarapa District Councils need to investigate the building of a new shared animal facility capable of housing approximately 20 animals at any one time. This study was commissioned to assess a range of possible locations for this facility and provide a recommendation for the most suitable site/s.

Details of the building design were not needed for this study although overall ideas of the build have provided indications as to building footprint requirements as well as overall land necessities.

Recommendation

The Johnston Street Featherston location is the most suitable, based on the scoring detailed in this assessment. The distance from the two council offices is similar, being only 4km further from the Carterton office.

The main disadvantages of the Gallon Road Carterton location are the extra costs for power and waste water, and the risk of NZTA intervention to upgrade the access intersection on SH2. It is close to the CDC office and the distance to the SWDC office is similar to the existing facility in Featherston.

None of the Greytown sites are suitable, given substantial extra costs and potential impact of future use of the adjacent land.

It is worth noting that the Dalefield Road Carterton location, identified in the study conducted for the Carterton council in 2018, and using the same criteria, has a higher score than the Johnston Road. The details have been added to this report for reference.

Assumptions

In assessing suitability of sites for building the facility, a number of assumptions have been made as to what will be constructed. These include

- Perimeter enclosed with a security fence
- Building and integrated enclosure approximately 20m square, and allow for outdoor access for animal exercise.
- Internal security for staff within the building e.g. access to public space controlled from secure room
- Small administration office within the building
- Dog accommodation will be indoors and relatively sound proof.
- Wash down facilities for vehicles and equipment located within security fence.

Method

1. Information gathering included:

- Review of earlier study completed for Carterton District Council and council documents including SWDC Report (Feb 2019).
- Information from council officers
- Visit to five possible locations
- Meeting with power specialist regarding mains power access at various sites.

2. Development of assessment criteria

Eight criteria were identified and each given a relative weighting between 1 and 3, 3 being highest importance. A draft of these criteria, and the scoring method to be used was circulated to council officers. The feedback obtained was incorporated to produce the criteria for assessment as given here:

I. Access to essential services - power, water and waste water disposal.

Weighted 3 as essential to the operation and would drive prohibitive costs if not easily accessible.

Scoring Method: Scores 5 if all services onsite and able to be connected, scores 1 if no services available.

II. Significant extra costs e.g. purchase of land, construction of new access road.

Weighted 3 as likely to make project costs prohibitive

Scoring Method: Scores 5 if no further costs likely, scores 1 if land has to be purchased. Cost of providing essential services would also impact score.

III. Consent issues.

Weighted 3, in some cases the risk of not gaining consent is high which could jeopardise the project at that particular location, as well as potential for high costs and delays, even if consent given.

Scoring Method: Scores 5 if consent already in place or existing use compatible. Scores 1 if consent is unlikely to be achieved.

IV. Security and staff safety.

Weighted 3, some locations are remote and present significant risk to staff who often operate alone and outside normal hours.

Scoring Method: Scores 5 if site close to other council facilities where staff could provide support, noting it would score lower if public access nearby might compromise site security. Scores 1 if the location is remote with no neighbours. Other aspects such as street lighting would also be considered.

V. Ease of construction.

Weighted 2; would not prevent construction but may delay progress and/or increase costs.

Scoring Method: Scores 5 if site is ready for construction without further work. Scores 1 if site configuration, topography or weather conditions compromise construction of proposed building e.g. wind loading issues at Featherston.

VI. Public access.

Weighted 2, public will access the facility to recover animals, and also when animals are being rehomed. The facility should be easy to find and accessible.

Scoring Method: Scores 5 if location is well known and adjacent other council functions with public access. Scores 1 if remote and hard to find. Consideration is also given to access road condition.

VII. Proximity of neighbours.

Weighted 1, a potential problem with complaints, primarily about noise and smell

Scoring Method: Score 5 no near neighbours, or current use well established. Scores 1 if surrounded by residential properties, or potential future residential development.

VIII. Distance to council offices.

Dog control staff have other work that requires them to be at their respective council offices. Any significant distance between the pound and the office reduces efficiency and increases costs, particularly vehicle running costs; could impact response times and service KPI's.

This criteria has not been used as part of the scoring matrix, as it would have different results for each council. The distances to each council office have been noted.

Summary of findings for each location

Gallon Road, Carterton

1. Access to Essential Services (weighting = 3)

Power: An 11KV line runs down Gallon Road to properties further along. The site will require a transformer and new pole installed, cost estimate of \$10,000.

Water: Will be available from council facilities nearby.

Waste water: Tank will need to be installed, estimate of cost \$10,000

Essentially a greenfield rural site with extra costs to provide services.

Score 3

2. Significant extra costs (weighting = 3)

In addition to services costs, there is a risk that NZTA may pursue costs to upgrade Gallon Road access onto SH2, based on an expectation of more traffic turning onto the road to visit the facility.

If this occurred would score 2, otherwise 3

3. Consent Requirements (weighting = 3)

Resource consent will be required to build the facility here. While it will probably be obtained, there could be delays, as well as raising the risk that NZTA will want to address the highway intersection.

Score 3

4. Security and Staff Safety (weighting = 3)

There are neighbours and council facilities nearby, within approximately 100 metres, however still relatively remote. There is no street lighting but could be installed.

Score 4

5. Ease of Construction (weighting = 2)

No issues, flat site with easy access.

Scores 5

6. Public Access (weighting = 2)

Relative well formed road, near to main highway. Only issue is referred to above regarding upgrade of intersection on SH2.

Score 4

7. Proximity of Neighbours (weighting = 1)

Nearest neighbour is approximately 100 metres away and unlikely to present problems. No subdivisions are likely in the next decade:

Score 5

8. Distance to Council Offices

Distance to CDC office: 4.5k

Distance to SWDC office: 24k

Johnston Street, Featherston

1. Access to Essential Services (weighting = 3)

Power: Onsite – will require underground line to connect cost approximately \$5,000.

Water: Will be available from council facilities nearby.

Waste water: In the street

Score 5

2. Significant extra costs (weighting = 3)

Other than services connections, no significant costs relating to construction. However there may extra ongoing costs resulting from relocation of the green waste facility and extra contractor costs.

Score 3

3. Consent Requirements (weighting = 3)

Consent likely to be required; building will need noise mitigation as it adjoins future new subdivision.

Score 3

Commented [SS-ESM1]: The property located immediately next door has consent for a residential subdivision. So we already know that we will have residential neighbours in the short term. The score will need to reflect this.

4. Security and Staff Safety (weighting = 3)

Located adjacent to other council facilities and relatively busy street

Score 5

5. Ease of Construction (weighting = 2)

Flat site with easy access. Removal of green waste required.

Score 4

6. Public Access (weighting = 2)

Easy access with plenty of parking space

Score 5

7. Proximity of Neighbours (weighting = 1)

The nearest neighbour is the rugby club. Nearest residential neighbour more than 100 meters away. No adjacent subdivision planned. Given current use, no issues expected.

Score 5

8. Distance to Council Offices

Distance to CDC office: 22k

Distance to SWDC office: 18k

Tilsons Road, Papawai, Site 1 (adjacent to gliding club)

1. Access to Essential Services (weighting = 3)

Power: Onsite – will require underground line to connect, cost approximately \$5,000.

Water: No town supply. Ground water system which may require upgrade

Waste water: Not connected to town system, tanks may require upgrade

Score 2

2. Significant extra costs (weighting = 3)

Preparation of site, including demo or removal of house and removal of trees

Score 2

3. Consent Requirements (weighting = 3)

Assume consent required. Probably obtainable

Score 4

4. Security and Staff Safety (weighting = 3)

Relatively remote, gliding club nearby No street lighting but could be installed.

Score 3

5. Ease of Construction (weighting = 2)

Given site preparation above, flat site with easy access

Score 5

6. Public Access (weighting = 2)

No issues.

Score 5

7. Proximity of Neighbours (weighting = 1)

Gliding club – may be issues with users but unlikely given occasional usage.

Score 4

8. Distance to Council Offices

Distance to CDC office: 14k

Distance to SWDC office: 18k

Tilsons Road, Papawai, Site 2 (end of road, adjacent to farm buildings)

1. Access to Essential Services (weighting = 3)

Power: Onsite – will require underground line to connect cost approximately \$5,000.

Water: No, ground water may be available

Waste water: No, tank will need to be installed

Score: 2

2. Significant extra costs (weighting = 3)

May require some levelling of site Access road ford upgrade for public access

Score 3

3. Consent Requirements (weighting = 3)

Consent will be required, likely to be successful if current use continues.

Score 3

4. Security and Staff Safety (weighting = 3)

Remote, no lighting

Score 2

5. Ease of Construction (weighting = 2)

OK, may require minor levelling

Score 4

6. Public Access (weighting = 2)

Ok, but ford may need upgrade

Public traffic may become an issue for future users of surrounding land.

Score 2

7. Proximity of Neighbours (weighting = 1)

None

Score 5

8. Distance to Council Offices

Distance to CDC office: 15k

Distance to SWDC office: 19k

Tilsons Road, Papawai, Site 3 (Across farm)

1. Access to Essential Services (weighting = 3)

Power: No - will require power lines to be installed from site 2. No costs available but would be substantial.

Water: No, ground water may be available

Waste water: No, tank will need to be installed

Score 1

2. Significant extra costs (weighting = 3)

Only access is farm track, for public access a formed road will need to be constructed.

Score 1

3. Consent Requirements (weighting = 3)

Consent will be required, likely to be successful if current use continues

Score 3

4. Security and Staff Safety (weighting = 3)

Very remote

Score 1

5. Ease of Construction (weighting = 2)

Some site preparation likely

Score 4

6. Public Access (weighting = 2)

If a formed road is constructed, access ok, noting that ford on Tilsons Road may need to be upgraded and may become an issue for future users of surrounding land.

Score: 3

7. Proximity of Neighbours (weighting = 1)

None

Score 5

8. Distance to Council Offices

Distance to CDC office: 16k

Distance to SWDC office: 20k

Dalefield Rd, Carterton (Adjacent existing pound)

1. Access to Essential Services (weighting = 3)

Power: Yes.

Water: Yes

Waste water: Yes

There will connection costs, but no more than budgeted for

Score 5

2. Significant extra costs (weighting = 3)

None identified

Score 5

3. Consent Requirements (weighting = 3)

Consent not likely to be major issue, given location of existing facility

Score 4

4. Security and Staff Safety (weighting = 3)

No issues

Score 5

5. Ease of Construction (weighting = 2)

Flat ground with easy access

Score 5

6. Public Access (weighting = 2)

Direct access off Dalefield Road

Score: 5

7. Proximity of Neighbours (weighting = 1)

Some neighbours, potential for complaints, but given current operation would be unlikely

Score 4

8. Distance to Council Offices

Distance to CDC office: 4km

Distance to SWDC office: 29km

Animal Facility Location Matrix

LOCATION	Access to Pwr, Water, Waste	Extra Costs	Consent Issues	Security & Staff Safety	Ease of Construction	Public Access	Neighbours Proximity	TOTAL
<i>Weighting</i>	3	3	3	3	2	2	1	
<i>Gallon Rd Carterton</i>								
Score	3	3	3	4	5	4	5	
(weighting * score)	9	9	9	12	10	8	5	62
<i>Johnston St Featherston</i>								
Score	5	3	3	5	4	5	5	
(weighting * score)	15	9	12	15	8	10	5	71
<i>Tilsons Rd, Site 1 (Adjacent to Gliding Club)</i>								
Score	2	2	4	3	5	5	4	
(weighting * score)	6	6	12	9	10	10	4	57
<i>Tilsons Rd, Site 2 (End of road)</i>								
Score	2	3	3	2	4	2	5	
(weighting * score)	6	9	9	6	8	4	5	47
<i>Tilsons Rd, Site 3 (Across farm)</i>								
Score	1	1	3	1	4	3	5	
(weighting * score)	3	3	9	3	8	6	5	37
<i>This scoring from 2018 CDC assessment Dalefield Rd Carterton (Adjacent existing pound)</i>								
Score	5	5	4	5	5	5	4	
(weighting * score)	15	15	12	15	10	10	4	81

Appendix 2 – Carterton District Council Animal Facility Location Report



22nd August 2018

Infrastructure and Services Committee

Carterton District Council's Animal Facility Location Recommendation

1. PURPOSE OF THE REPORT

The purpose of this report is to provide the Committee with the independent recommendation for the siting of the upgrade to Carterton District Council's animal facility.

2. SIGNIFICANCE

The matters for decision in this report are not considered to be of significance under the Significance and Engagement Policy.

3. BACKGROUND

In March 2018 Councillors were informed that both neighbouring Councils had withdrawn from the investigation into the joint animal facility for the Wairarapa. The intention was for officers to progress costs of a new facility to be sited in a similar position to the existing animal facility.

At that time questions were raised as to the suitability of the location currently used. In response to those concerns an independent consultant was engaged with the report into the appropriate location attached (**Attachment 1**).

4. NEXT STEPS

Following agreement on location from this Committee, costs can be obtained for the facility and presented back to Council for approval. It is proposed that dog registrations will be raised marginally to balance the loan borrowings for the facility to provide a cost neutrality for the remaining ratepayers.

5. RECOMENDATIONS

That the Policy and Strategy Committee

1. Receives the report.

2. Approves the location for the new animal pound as recommended in the independent report.

Dave Gittings

Infrastructure and Services Manager

Attachment 1 - Animal Facility Location Study

ATTACHMENT 1

Animal Facility Location Study

Prepared for Carterton District Council by Chris Giles

July 2018

Recommendation

Based on the results detailed below, the most suitable location for a new animal facility would be on the land adjacent to the current pound in Dalefield Road. The advantages of this location are significantly greater than any of the other options considered, including the next most suitable site further along at 3 Dalefield Road.

Background

Carterton Council needs to investigate the building of a new animal facility capable of housing approximately ten animals at any one time. This study was commissioned to assess a range of possible locations for this facility and provide a recommendation for the most suitable site/s.

Details of the building design were not needed for this study although overall ideas of the build have provided indications as to building footprint requirements as well as overall land necessities.

Assumptions

In assessing suitability of sites for building the facility, a number of assumptions have been made as to what will be constructed. These include

- Perimeter enclosed with a security fence
- Vehicle access will be via a remotely operated gate
- Building and integrated enclosure approximately 20m square, and allow for individual exercise space and outdoor access for each animal
- Internal security for staff within the building e.g. access to public space controlled from secure room
- Small administration office within the building
- Dog accommodation will be indoors and relatively sound proof.
- Wash down facilities for vehicles and equipment located within security fence.

Method

1. Information gathering included:
 - Review of background material - legislation, council documents and brief from CDC Planning and Regulatory Manager
 - Visit to existing pound and eight possible locations
 - Meetings with dog control officer and manager

2. Development of assessment matrix

Eight criteria were identified and each given a relative weighting between 1 and 3, 3 being highest importance.

- 1) Access to power, water and waste disposal. Rated 3 as essential to the operation and drive prohibitive costs if not easily accessible.
- 2) Significant extra costs. Rated 3 as likely to make project costs prohibitive e.g. purchase of land.
- 3) Consent issues. Rated 3, in some cases the risk of not gaining consent is high which could jeopardise the project at that particular location , as well as potential for high costs and delays, even if consent given.
- 4) Security and staff safety. Rated 3, some locations are remote and present significant risk to staff who often operate alone and outside normal hours.
- 5) Ease of construction. Rated 2, would not prevent construction but may delay progress and/or increase costs.
- 6) Distance to the CDC office. Rated 2, dog control staff have other work that requires them to be at the CDC office. Any significant distance between the pound and the office increase time lost, reduce efficiency and increase costs, particularly vehicle running costs.
- 7) Public access. Rated 2, public will access the facility to recover animals, and also when animals are being re-homed. The facility should be easy to find and accessible.
- 8) Proximity of neighbours. Rated 1, a potential problem with complaints, primarily about noise and smell. Handled well this should not be a major issue.

Results

Summary of findings for each location

Dalefield Road – adjacent to existing pound.

- ✓ Council owned land with access to water, power and waste.
- ✓ Flat, easily accessible for construction and operation.
- ✓ Easy public access.
- ✓ Existing street lighting.
- ✓ Consent not likely to be major issue, given location of existing facility.
- ✓ 6 minutes to CDC office.
- ✗ Occasional smell from waste water treatment plant may be an issue for site visitors, especially when offering animals for re-homing. A possible option would be to provide this facility at the CDC yard in Holloway Street.

3 Dalefield Road

- ✓ Council owned land with access to water, power and waste.
- ✓ Flat, easily accessible for construction and operation.
- ✓ An existing building may be able to be adapted for use – however unlikely to be any significant cost savings.
- ✓ Easy public access.
- ✓ Existing street lighting.
- ✓ 6 minutes to CDC office.
- ✗ Close to residential homes, consent likely to be opposed
- ✗ May lose current tenants and income stream.

Corner Dalefield Road and Lincoln Road

- ✓ Council owned land with access to water, power and waste.
- ✓ Public access ok.
- ✓ Some existing street lighting.
- ✓ 6 minutes to CDC office.
- ✗ Site limited in size and likely to require ground works.
- ✗ Close to residential homes, consent likely to be opposed.

Park Road

- ✓ Council owned land.
- ✓ 2 minutes to CDC office.
- ✓ Public access ok.
- ✗ No water, power and waste.
- ✗ May require some ground works.
- ✗ Some neighbours, consent likely to be opposed.
- ✗ Limited street lighting.

Corner Moreton Road and Para Road

- ✓ Council owned land.
- ✓ Flat, easily accessible for construction and operation.
- ✓ Public access ok.
- ✓ 6 minutes to CDC office.
- ✗ No water, power and waste.
- ✗ Some neighbours, consent likely to be opposed.
- ✗ Limited street lighting.

Waingawa Industrial Estate

- ✓ Access to water, power and waste.
- ✓ Flat, easily accessible for construction and operation.
- ✓ No consent issues.
- ✓ Public access ok.
- ✗ Land will have to be purchased at commercial rates.
- ✗ Water and wastes costs to be paid to Masterton council.
- ✗ At least 10 minutes to CDC office.
- ✗ Limited street lighting and relatively isolated at night.

2765 State Highway 2

- ✓ Council owned land with access to water and power.
- ✓ Flat, easily accessible for construction and operation, although house will need to be moved.
- ✓ Public access ok.
- ✓ 6 min to CDC office.
- ✗ No waste available.
- ✗ Consent will be opposed by NZTA if public access via SH2, alternative access will add significant cost.
- ✗ No street lighting and isolated at night.

Kaipatangata Water Supply Land

- ✓ Council owned land with access to water and power.
- ✓ No neighbours or consent issues.
- ✗ No waste available.
- ✗ Significant ground works required.
- ✗ No street lighting and isolated at night.
- ✗ Poor public access.
- ✗ 15 minutes to CDC office

Assessment matrix

LOCATION	Access to Pwr, Water, Waste	Ease of Construction	Extra Costs	Consent Issues	Neighbours Proximity	Distance to CDC Office	Public Access	Security & Staff Safety	TOTAL
<i>Weighting</i>	3	2	3	3	1	2	2	3	
Dalefield Rd	5	5	5	5	2	4	3	5	
<i>Adjacent existing pound</i>	15	10	15	15	2	8	6	15	86
3 Dalefield Rd	5	5	4	0	1	4	5	5	
	15	10	12	0	1	8	10	15	71
Cnr Dalefield Rd/Lincoln Rd	5	2	4	2	2	4	5	4	
	15	4	12	6	2	8	10	12	69
Cnr Moreton Rd/Para Rd	1	5	5	3	5	4	4	3	
	3	10	15	9	5	8	8	9	67
Waingawa Industrial Estate	5	5	1	5	5	2	3	3	
	15	10	3	15	5	4	6	9	67
Park Rd	1	3	5	2	3	5	5	4	
<i>Just east of Marshall Road</i>	3	6	15	6	3	10	10	12	65
2765 SH2	3	4	4	0	5	4	3	2	
	9	8	12	0	5	8	6	6	54
Water supply land	2	1	4	5	5	1	2	2	
<i>At end of Dalefield Rd</i>	6	2	12	15	5	2	4	6	52

Appendix 3 – Potential Pound Locations

Wairarapa Maps



May 28, 2019

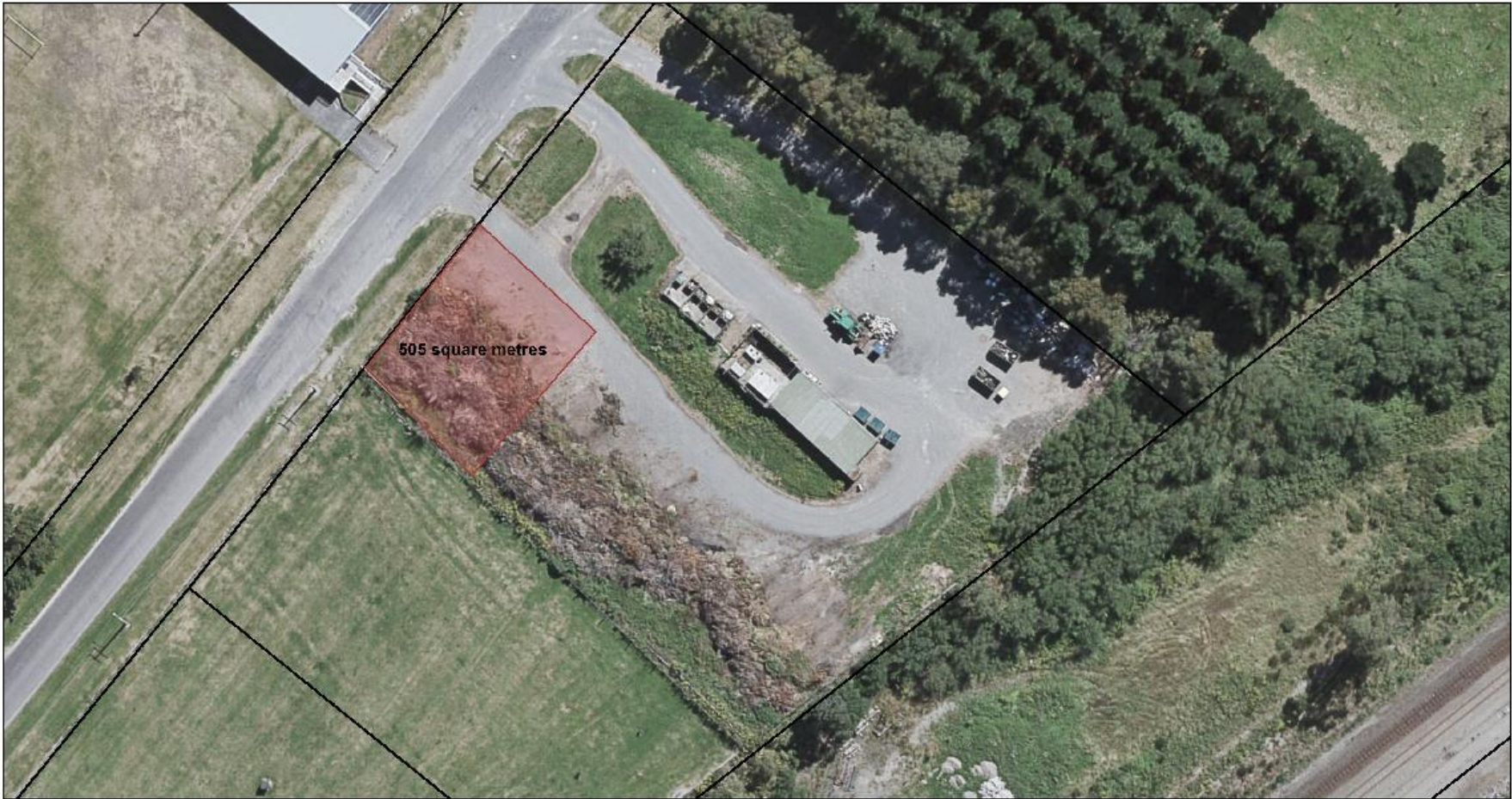
- ☐ Masterton Property
- ☐ Carterton Property
- ☐ South Wairarapa Property

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1:7,321

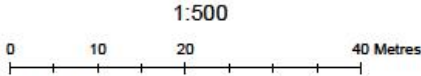
0 115 230 460 Metres

Wairarapa Maps



November 26, 2018

- ☐ Masterton Property
- ☐ Carterton Property
- ☐ South Wairarapa Property



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Wairarapa Maps



June 10, 2019

1:21,363

0 240 480 960 Metres

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PLANNING AND REGULATORY COMMITTEE

19 JUNE 2019

AGENDA ITEM B2

REPORT ON THE PROPOSED COMMUNICATIONS PLAN FOR THE SOUTH WAIRARAPA DRAFT SPATIAL PLAN DISCUSSION DOCUMENT

Purpose of Report

The purpose of this report is to provide the Planning and Regulatory Committee with the proposed communications plan for the Discussion Document South Wairarapa Draft Spatial Plan.

Recommendations

Officers recommend that the Committee:

1. *Receive the Report on the Proposed Communications Plan for the South Wairarapa Draft Spatial Plan Discussion Document.*
2. *Approves the proposed Communications Plan for the South Wairarapa Draft Spatial Plan Discussion Document.*

1. Executive Summary

Following on from presentation to councillors at the May 15, 2019 Council meeting and feedback points received, officers have made necessary minor changes to the Discussion Document South Wairarapa Draft Spatial Plan. Formulation of an effective communications plan for the above discussion document was required. The resulting communications plan was required to be shared with the Planning and Regulatory Committee in June 2019.

2. Background

Officers along with the Communications Manager have had discussions and identified necessary components for engagement and consultation on the above discussion document.

The proposed engagement plan has been compiled and sets out the communications pathway forward and related aspects for community and stakeholder engagement on the discussion document. The communications plan includes details around the upcoming launch and timeframes for the Discussion Document South Wairarapa Draft Spatial plan.

3. Discussion

The communications plan is aimed at ensuring good engagement and feedback is achieved as part of smart communications and consultation. The supporting communications plan covers both the release of the discussion document, receiving and integrating of community feedback and subsequently the future release of the draft spatial plan for the district.

4. Conclusion

Council officers seek that the Planning and Regulatory Committee approves the communications plan that has been prepared for the Discussion Document South Wairarapa Draft Spatial Plan. Confirmation of the communications plan is a key step to upcoming community engagement on the spatial plan topic.

5. Appendices

Appendix 1- South Wairarapa Draft Spatial Plan Discussion Document

Prepared By: Russell O'Leary Group Manager Planning and Environment

Appendix 1 - South Wairarapa Draft Spatial Plan Discussion Document

Comms and Engagement plan for Spatial Planning

Prepared by: Amy Wharram

V. 0.3; 10 June 2019

Overall council objective for spatial planning

- **Develop a shared vision on what we want the district to look like in 30 years**
- **Develop a blueprint to inform future development decisions for the district**

Communications objectives

- Raise awareness of the Spatial Planning work
 - KPIs – visitors to the website landing page; engagement on social media; media coverage; submissions to the discussion document and draft spatial plan; survey monkey.
- Develop a Plan that the community and key stakeholders have contributed to and support.
 - KPIs – number of submissions; cross-representation of submissions; social media reaction
- Get people excited and feeling positive about the future of South Wairarapa.
 - KPIs – tone of media coverage; social media reaction; anecdotal feedback; survey monkey.

Background

Council committed to undertaking a Spatial Planning process in the 2018- 2028 Long Term Plan. This work will provide Council with a high-level strategy to guide and direct the district's future development.

Two workshops have been run to date, facilitated by Consultant Planner Ree Anderson, of Ree Anderson Consulting Ltd. The first workshop was attended by Council officers on the 31st January 2019. The purpose of this workshop was to create a "mapping the future" diagram and a draft spatial plan based on the 2018-2028 LTP. The workshop also explored staff member perceptions of the South Wairarapa district's role and value.

The second workshop on the 27th February 2019 was attended by available Councillors, Community Board Chair's and Deputy Chairs, and the Māori Standing Committee Chair and Deputy Chair. The purpose of this workshop was to review the staff's initial "mapping the future" diagram and draft spatial plan, and confirm the process of finalising the Spatial Plan.

It was agreed that the process should be in two phases:

- Phase 1 – Community engagement stimulated by a discussion document
- Phase 2 – Consultation on a Draft Spatial Plan

Following the workshops, the Planning Team developed the Discussion Document (in a similar format to that by Rotorua District Council). The Discussion Document will be titled "How do you want South Wairarapa to look in the future?" or "Mapping the Future of South Wairarapa"

The Discussion Document poses questions such as:

- How the community would like the South Wairarapa to look and function in the future?
- What aspects require protection and enhancement?
- How much commercial and industrial development should occur (and where should this be located)?
- How much additional housing should be provided (and where should this be provided)?

Community and stakeholder input is essential in developing the Spatial Plan. There is a huge amount of knowledge of our district and wisdom within the community. It is also important that all those who want to have an opportunity to have their say in developing the Spatial Plan.

Communications strategy

- Promote the spatial planning work via a variety of channels for maximum reach
- Encourage input early, i.e. in engagement phase
- Rely on the engagement achieved in phase 1 for continued participation in phase 2 through to launch, i.e. develop an email subscription database for people to request email updates on the project
- Position the spatial plan as a plan for everyone, not a plan for Council.

Key messages

- Our spatial plan will help us prepare for the ongoing growth of our population. It will provide a blueprint for what we want our district to look like in the future.
- The challenge is to develop in ways that support the future prosperity and wellbeing of our district but protect what makes the district special.
- Hearing from you, the community, about what you see as the important issues and how you see the district developing and growing is an essential part of the process of developing our spatial plan.
- We need your ideas on how we unlock the potential of our district and shape it over the next 30 years.
- It will help us balance the environmental, social, economic, and quality of life factors affecting our community and guide allocation of resources such as land use and construction of capital works (core infrastructure like roads, water supplies, parks and playgrounds).
- The Spatial Plan will align with our district vision and feed into future annual plans, long-term plans and district plans, and provide guidance for the development of infrastructure.
- The Discussion Document includes some ideas to start the discussion with the community – your feedback will help to develop the Draft Spatial Plan, which you will have another opportunity to provide feedback on before it is finalised.

Stakeholders

- Council staff
- Councillors and Community Board members
- Mana whenua
- School children/youth groups
- Over 65s
- Commuters
- Rural/farmers/lifestylers

- Coastal communities
- Families
- Community groups/sports organisations
- Visitors/Tourists
- Businesses
- Tourist and hospitality bodies, e.g. Destination Wairarapa
- Wine industry
- Regional and neighbouring councils
- Politicians – local MPs, Regional Economic Development Minister.

Channels for the Discussion Document/Draft Spatial Plan

- Posted to mailbox
- Website (possibly standalone with its own branding - subject to resources)
- Libraries, i-SITE, and service centres
- Cafes, doctor/dentist surgeries, hairdressers/beauticians, schools.

Promotional channels for both phases

- Rates newsletter
- Third party websites/Facebook – e.g. Destination Wairarapa, Wairarapa Library Service, other Wairarapa Council FBs and Community Board Facebooks
- Facebook page – posts and sponsored posts
- Neighbourly
- WTA/Dominion/Stuff
- Community papers
- Targeted Digital Video Advertising – Google network or mediaworks websites
- Radio Mediaworks and NZME networks
- Community group meetings, e.g. Lions – phase 1
- School meetings – phase 1

Collateral to be developed

- Discussion Document booklet – printed and ebook for the website
- Image library for the project – to be used consistently across all collateral and promotional channels
- Media releases – launches, reminders pre-close date
- Facebook/Neighbourly ads
- Print ads for WTA and community papers
- Radio scripts
- Rates newsletter articles
- Draft spatial plan PDF
- Final spatial plan PDF.

Implementation plan

Date	What	Task group	Budget estimates	Responsibility
w/c 10 June	Brief in creative for discussion doc design, print ads, posters and social media tiles	Promotion	\$1000	Comms manager
19 June	Planning and Regulatory Committee sign-off comms plan	Governance		P&R Committee
w/c 17 June	Discussion document to Times Age for layout/print	Distribution	\$3800	Comms manager
w/c 17 June	Brief in radio ads – Mediaworks and Rural AM station	Promotion	\$1000	Comms manager
w/c 17 June	Brief in digital advertising, e.g. Mediaworks network	Promotion	\$750	Comms manager
w/c 24 June	Editorial/Ad for Martinborough Star	Promotion	\$0-100	Comms manager
w/c 24 June	Poster printing x 60	Promotion	\$100	Comms manager
w/c 24 June	Write rates newsletter article (released around 10 July)	Promotion	\$0	Comms manager
w/c 1 July	Phase 1 - Engagement Launch			
w/c 1 July	Internal communication	Staff engagement	\$0	Comms manager
w/c 1 July	Media release re engagement launch	Promotion	\$0	Comms manager
w/c 1 July	Print advertising campaign starts in Times Age	Promotion	\$750	Comms manager
w/c 1 July	Social, digital and advertising starts directing people to the website, get the discussion document in the MidWeek	Promotion	As above	Comms manager
w/c 1 July	Website with: <ul style="list-style-type: none"> discussion document communicating inclusion in upcoming MidWeek 	Promotion/Distribution	\$500 (website development cost-TBC)	Comms manager

	<ul style="list-style-type: none"> function to subscribe for further email updates, incl to receive draft Spatial Plan by email – might need development budget for this 			
10 July - TBC	Rates newsletter released	Promotion	As above	
10 July	Editorial/Ad deadline for Greytown Grapevine	Promotion	\$0-100	
10 July	Discussion document supplement in MidWeek	Distribution	As above	
w/c 15 July	Community meetings – lions, schools, etc	Engagement	<i>Not costs included</i>	
20 July	Editorial/Ad deadline for Featherston Phoenix	Promotion	\$0-100	
2 August	Phase 1 Engagement closes	Prep		
9 August	Draft Spatial Plan developed	Distribution	\$0	Planning team/ Ree Andersen
22 August	Draft spatial plan laid out in same design template	Distribution	\$1000	Comms Manager/ WTA
23 August TBC	Planning and Regulatory Committee approves Spatial Plan for release	Governance		Planning and Regulatory Committee
26 August	Draft Spatial Plan released for consultation - PHASE 2	Distribution		WTA
26 August	Published on website and emailed to subscribers database as PDF with invite to café workshops	Distribution	\$0	
30 August	Photocopies made available in libraries, cafes, schools, organisations	Distribution	\$1000 TBC, depending on print run	WTA/Comms Manager
Late Aug/Early Sept	Community paper advertising of community engagement workshops	Promotion	\$300	



Late Aug/Early Sept	Facebook and neighbourly advertising of café style workshops	Promotion	\$0	
w/c 9 September	Café style workshops style community sessions – one per town, facilitated by Ree Andersen or local facilitator Other community meetings TBC	Engagement	<i>No costs included</i>	Planning team/Ree Andersen
20 September	Phase 2 - Consultation closes			
w/c 30 September	Hearings and deliberations	Engagement	\$0	Planning team/Committee advisors/Planning and Regulatory Committee
Weds 9 October	Final spatial plan released on website	Distribution		
Weds 9 October	Spatial plan media release	Promotion	\$0	
Weds 9 October	Facebook and Neighbourly posts	Promotion	\$0	
Weds 16 October	Photocopied spatial plans available, and mailed out to key stakeholders and available on request	Distribution	\$1000 depending on print run	
Total			\$11,400	(taking top end of estimate ranges)

PLANNING AND REGULATORY COMMITTEE

19 JUNE 2019

AGENDA ITEM C1

PLANNING AND ENVIRONMENT GROUP REPORT

Purpose of Report

To update the Planning and Regulatory Committee on the activities of the Planning and Environment Group and progress against Annual Plan performance measures.

Recommendations

Officers recommend that the Committee:

1. *Receive the Planning and Environment Group Report.*

1. Resource Management

1.1 Planning Summary

1.1.1. General

Council's Planning Team continue to receive high numbers of consent applications, planning enquiries, and compliance matters; in addition to growing policy project work. We have recruited a graduate planner Kendyll Harper who commences with SWDC on 15 July. Planning Manager Russell Hooper finishes on 7 July, we are currently recruiting for his replacement. Planning consultants Chris Gorman, Honor Clark and Toni Kennerly will provide support to planning staff to deal with consenting/advice work-loads.

1.1.2. South Wairarapa Spatial Plan

The spatial plan work is underway, following two separate workshops a draft spatial plan and diagram has been drafted. This has been integrated into a draft discussion document. The Draft Spatial Plan Discussion Document looking out to 2050 was presented to Council on 15 May. A communications plan is being compiled prior to community engagement and feedback on the plan.

1.1.3. Martinborough South Growth Area (MSGA)

Following consultant, staff work on the MSGA a meeting with landowners (those within and adjoining area) held 17 April to give context, outline potential layout for the future residential area, and indicate next steps. Work included assessment by an experienced urban designer; the meeting revealed a mix of views, info sent and have called for further landowner

feedback, further stormwater assessment work to be undertaken. The recent landowner feedback is being summarised.

1.1.4. District Plan Review

The earlier work on this involved an officers' meeting late January at Carterton between MDC, CDC, SWDC and Boffa Miskell Staff. Further meeting to be convened to progress this review.

1.1.5. Dark Sky

The local Martinborough Dark Sky Society has been compiling their economic report and regional funding application. A report on the process for a council adopted plan change for review of the SWDC outdoor lighting rules to support a proposed dark sky reserve was presented to Council. Plan change to be based on approach used at Mackenzie DC, initial use of a working group suggested. Further checking the extent of need to change outdoor lighting rules.

1.1.6. Review of Notable Trees Register

Public notification of the updated tree register has been extended to 17th May 2019. This is to allow property owners identified as having listed trees overhanging their properties a chance to make submissions and for consultation on the Planning Maps. Thirty seven submissions received, the summary of the submissions received to be notified.

1.1.7. Greytown Development Area

Following the decision and notification, the area is subject to an Environment Court appeal. Staff have been working with the two appellants to try and reach agreement on respective matters prior to Environment Court hearing. Appeal hearing likely in June.

1.1.8. Greytown Orchards Retirement Village

Processing a resource consent for first stage and a private plan change for master plan/rezoning land to residential. The applicants worked through the request for further information, application was publicly notified, twenty submissions received. The summary of submissions to be notified in near future. Consultant Honor Clark processing this application for Council.

1.2 Resource Management Act - District Plan

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	RESULT	COMMENT SOURCE AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents' image of the closest town centre ranked "satisfied"	75%	89%	NRB 3 Yearly Survey October 2018 (2016: 87%)
The district plan has a monitoring programme that provides information on the achievement of its outcomes (AER's)		-	Consultants have established data to be recorded and stored to enable effective reporting against AER's in WCDP. A final monitoring strategy is still to be completed.

1.3 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%	93%	51 out of 55 Land Use applications were processed within statutory timeframes. 54 out of 60 Subdivision applications were processed within statutory timeframes. 22 of 22 permitted boundary activity applications were processed within statutory timeframes. Total 127 /137, 93%. NCS.
s.223 certificates issued within 10 working days	100%	97%	38 of 39 s223 certificates were processed within statutory timeframes. NCS.
s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement)	95%	98%	40 of 41 s224 certificates processed. NCS.

Council received 16 consent applications from 1 April 2019 to 30 April 2019. The previous period 1 April 2018 to 30 April 2018 there were 12 consent applications received.

171 consent applications between the 1st July 2018 and the 30th April 2019. The equivalent period in the previous year recorded 133 applications.

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

1.4 Reserves Act – Management Plans

SERVICE LEVEL – Council has a reserve management plan programme.

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

1.5 Local Government Act – LIM's

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
LIMs contain all relevant accurate information (no proven complaints)	100%	100%	G:\LIMs\LIMS PROCESSED 2018-19
Non-urgent LIMs are processed within 10 days	100%	99.6%	G:\LIMs\LIMS PROCESSED 2018-19

TYPE	YTD 1 ST JULY 2018 TO 30 TH APRIL 2019	PREVIOUS YTD 1 ST JULY 2017 TO 30 TH APRIL 2018	PERIOD 1 ST APRIL 2019 TO 30 TH APRIL 2019	PREVIOUS PERIOD 1 ST APRIL 2018 TO 30 TH APRIL 2018
Standard LIMs (Processed within 10 working days)	195	176	15	18
Urgent LIMs (Processed within 5 working days)	50	62	5	9
Totals	245	238	20	27

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%	100%	NCS – 353 CCC's were issued within 20WD YTD
Building consent applications are processed within 20 working days	100%	100%	NCS – 431 consents were issued within 20WD YTD
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next accreditation review due January 2020. Council was re-accredited in January 2018
BCA inspects new building works to ensure compliance with the BC issued for the work, Council audits BWO's and Swimming Pools	Yes	Yes	Building Consents Council inspects all new work to ensure compliance (April 2019– 391 inspections) BWO's – Total 169 – average of 3 audits per month required, 2 audits carried out April. Swimming Pools –

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
			Total 279 – average of 7 audits per month required. 5 audits carried out in April.
Earthquake prone buildings reports received	90%	N/A	<p>Under previous legislation 148 of 229 known premises had been addressed.</p> <p>Under the new legislation, 248 were identified as EPB and through the modelling process we eliminated 132 buildings leaving 116 buildings potentially EPB. Council has now reviewed the potential Earthquake Prone Buildings (EPB) and letters have been sent to owners advising them of their buildings status. 104 letters sent out in total. 11 (previously 12) - still being assessed by LGE</p> <p>Status:</p> <p>69 - identified as no longer EPB 21 (previously 20) - require engineer assessment</p> <ul style="list-style-type: none"> - 3 of the 21 approved extensions - 3 of the 21 engineers reports received & 1 confirmation report is being completed - 1 added to list after LGE completed their assessment <p>14 (previously 15) - identified as EPB and have been sent notices to be affixed to the building.</p> <ul style="list-style-type: none"> - 2 of the 14 have building consents for strengthening work - 1 building has been demolished (Anglican Church in Featherston)

TYPE –APRIL 2019	NUMBER	VALUE
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	2	\$63,950
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	0	\$0
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	41	\$1,527,475
Other (public facilities - schools, toilets, halls, swimming pools)	1	\$30,000
Totals	44	\$1,621,425

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	1 visit	100%	1 undertaken at school holiday program, Greytown. Greytown school interested in a visit. Adult education visits are planned
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 176/176
Complaints about dog attacks on persons, animals or stock are responded to within 1 hour	100%	100%	17/17

INCIDENTS REPORTED FOR PERIOD 1 APRIL 2019 TO 30 APRIL 19	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	2	1	-
Attack on Person	1	-	-
Attack on Stock	-	-	-
Barking and whining	1	3	-
Lost Dogs	-	-	2
Found Dogs	-	-	2
Rushing Aggressive	1	-	1
Wandering	5	1	3
Welfare	-	-	-
Fouling	-	-	-
Uncontrolled (off leash urban)	-	-	-

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 24 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 54 incidents

INCIDENTS REPORTED	TOTAL FOR PERIOD 1 APRIL 2019 TO 30 APRIL 2019
Stock	7

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 18/19	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%	99.03%	K:\resource\Health\Resource Management\Noise Control Complaints 103/104 attended within timeframe One incident responded to over 1.5 hours (1 hr 48mins).

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 2018 TO 31 MARCH 2019	PREVIOUS YTD 1 JULY 2017 TO 31 JANUARY 2018	PERIOD 1 APRIL 2019 TO 30 APRIL 2019	PREVIOUS PERIOD 1 FEBRUARY 2018 TO 31 MARCH 2018
Total	104	86	5	11

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 18/19	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises are inspected as part of licence renewals or applications for new licences.	100%	58.33% YTD	MAGIQ data. All premises inspected at new or renewal application stage (35/60*). *Number of inspections completed of licences coming up for renewal within the YTD period. 124 licences in total. Total number of licences is subject to change month by month as new businesses open and existing premises close.
Premises that are high risk are inspected annually, while low or medium risk premises are audited no less than once every three years.	100%	58.62% YTD	MAGIQ data. There are no high-risk premises in the district. Low and medium risk premises are inspected every 3 years as part of the renewal process. There are currently 22 low and medium licences due for renewal or new inspections in this financial year. 17 of these have been inspected as at 30 April 2019. Total number of licences is subject to change month by month as new businesses open and existing premises close. (17/29)
Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Agencies agreement.	100%	0% YTD	CLEG meeting held May 2019. Compliance inspections currently being planned.

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2018 TO 30 APRIL 2019	PREVIOUS YTD 1 JULY 2017 TO 30 APRIL 2018	PERIOD 1 APRIL 2019 TO 30 APRIL 2019	PREVIOUS PERIOD 1 APRIL 2018 TO 30 APRIL 2018
On Licence	12	23	1	1
Off Licence	17	8	3	1
Club Licence	3	3	0	0
Manager's Certificate	91	88	18	8
Special Licence	51	53	7	4
Temporary Authority	5	3	0	0
Total	179	178	29	14

2.6 Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 18/19	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises have appropriate FMP in place and meet the risk based standards set out in the Plan.	100%	100%	FHR – 0 FCP (Food Act) – 94 FCP (Deemed) – 0 NP – 56 The changes in the Food Act 2014 require that businesses have an appropriate Risk Based Measure in place by end of transition period (Feb 2019). Total number of premises is subject to change month by month as new businesses open and existing premises close.
Premises are inspected in accord with regulatory requirements.	100%	58.51%	FCP verifications – 60/94 *Total number of premises is subject to change month by month as new businesses open and existing premises close.

2.7 Bylaws

Between 1 July 2018 and 30 April 2019 there were 43 notices relating to trees and hedges, 20 litter and 20 abandoned vehicle complaints.

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

PLANNING AND REGULATORY COMMITTEE

19 JUNE 2019

AGENDA ITEM C2

ACTION ITEMS REPORT

Purpose of Report

To present the Planning and Regulatory Committee with updates on actions and resolutions.

Recommendations

Officers recommend that the Committee:

1. *Receive the Planning and Regulatory Action Items Report.*

1. Executive Summary

Action items from recent meetings are presented to the Committee 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. Procedural resolutions are not reported on.

2. Appendices

Appendix 1 - Action Items to 19 June 2019

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive

Appendix 1 – Action Items to 19 June 2019

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
513	8-Aug-18	Resolution	Russell	<p>COUNCIL RESOLVED (DC2018/104):</p> <p>1. To receive the Plan Change 9: Structure Plan for the Greytown Development Area Including a Designation of Road. (Moved Cr Wright/Seconded Cr Colenso) Carried</p> <p>2. To note that the amended roading contribution wording of Appendix 5 of the recommendation has been approved by Commissioner Rob van Voorthuysen and that Council has made the change under clause 16 (2) of the First Schedule of the Resource Management Act.</p> <p>3. To adopt Option 1 for the amended roading contribution wording of clause d) and the explanation of the clause of Appendix 5 of the recommendation.</p> <p>4. To receive the recommendation of the Independent Hearings Commissioner on Plan Change 9 (including a notice of requirement to designate a road to provide access to the Greytown Development Area from West Street).</p> <p>5. To adopt the recommendation of the Independent Hearings Commissioner as a Council decision and direct officers to notify the decision in accordance with the First Schedule of the Resource Management Act 1991. (Moved Cr Wright/Seconded Cr Ammunson) Carried</p>	Open	<p>24/10/18: Has been notified. Two appeals have been received, currently working with respective parties. Further mediation meeting required late May to resolve. Env.Court hearing likely June-July if required.</p> <p>5/6/19: Transferred to P&R</p>
860	12-Dec-18	Action	Russell	Integrate the WEDS wheel into the South Wairarapa spatial plan project	Open	<p>Noted. Info from Wairarapa Economic Development Strategy to be integrated with Spatial Plan project.</p> <p>5/6/19: Transferred to P&R</p>
80	20-Feb-19	Resolution	Russell	<p>COUNCIL RESOLVED (DC2018/14):</p> <p>1. To receive the Proposed New Dog Pound Facility Report. (Moved Cr Maynard/Seconded Cr Olds) Carried</p> <p>2. To defer a decision on the report until further research on a joint council pound can be discussed with Carterton District Council. (Moved Cr Olds/Seconded Cr Craig) Carried</p>	Actioned	Mtg held in March with Carterton DC CE /Manager and commitment given to investigating new combined CDC/SWDC pound proposal. Carterton consultant to research combined facility proposal/location and costing, and new report to be compiled.

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
						11/6/19: Presented to the P&R Committee 19 June 19
231	1-May-19	Action	Russell	On behalf of SWDC make a submission to the GWRC Annual Plan (closing date 24 May 2019)	Actioned	A submission on behalf of SWDC forwarded to GWRC on 24 May 2019.
232	1-May-19	Action	Russell	Resend the email advising councillors of the Martinborough south resident's consultation and forward relevant material to all councillors	Open	
233	1-May-19	Action	Russell	Provide information to the Committee on why the dog education level of service has gone from three education visits to one education visit per year	Actioned	Three school visits done over the 2017/18 year. For this financial year one visit done two other schools were approached but have not confirmed scheduling with curriculum. Schools have fed back they do not seek annual visits.
234	1-May-19	Action	Russell	Provide information to the P&R Committee on the current protected status, condition and exact GPS location of the Carkeek Observatory	Open	The old observatory is not a protected building under the current District Plan. Dark Sky Society has approached Heritage NZ about future protection of the building. A subject for the District Plan review.
303	15-May-19	Resolution	Russell	COUNCIL RESOLVED (DC2019/85): 1. To receive the Draft South Wairarapa District Spatial Plan Discussion Document Report. (Moved Mayor Napier/Seconded Cr Jephson) Carried 2. To approve the release of the Draft South Wairarapa Spatial Plan Discussion Document for public feedback. 3. To delegate to the Planning and Regulatory Committee the sign-off of the Communications Plan for Draft South Wairarapa Spatial Planning Discussion Document. 4. To delegate to the Planning and Regulatory Committee the timing for release of the Draft South Wairarapa Spatial Planning Discussion Document. (Moved Cr Olds/Seconded Cr Craig) Carried	Actioned	11/2/19: To be considered at the P&R Committee 19 June 19