



## **PLANNING AND REGULATORY COMMITTEE**

### **Agenda**

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#### **NOTICE OF MEETING**

An ordinary meeting will be held in the WBS Room, Greytown Town Centre, Greytown, on Wednesday 24 July 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.

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#### **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 Minutes of 19 June 2019 Pages 1-3  
***Proposed Resolution:*** *That the minutes of the Planning and Regulatory Committee meeting held on 19 June 2019 are a true and correct record.*
  - A7.** Notices of motion
- B. Information and Verbal Reports from Chief Executive and Staff**
- B1.** Planning and Environment Group Report Pages 4-12
  - B2.** Planning and Regulatory Action Items Report Pages 13-16
  - B3.** Update on Planning for New Dog Pound Report Pages 17-18



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**PLANNING AND REGULATORY COMMITTEE**  
**Minutes from 19 June 2019**

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- Present:** Councillor Colin Olds (Chair), Brian Jephson, Ross Vickery, Colin Wright, Pip Maynard, community board chairs Lisa Cornelissen, Robyn Ramsden and Leigh Hay and Mayor Viv Napier.
- In Attendance:** Russell O’Leary (Group Manager Planning and Environment), Shane Sykes (Environmental Services Manager), Adrian Cullen (Building Manager), Suzanne Clark (Committee Advisor) and for part only Amy Wharram.
- Conduct of Business:** The meeting was held in the Supper Room, Waihinga Centre, Texas Street, Martinborough and was conducted in public between 11:30am and 1:20pm.
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**Open Section**

- A1. Apologies**  
*PLANNING AND REGULATORY RESOLVED (PR2019/05) to accept apologies from Cr Lee Carter.*  
*(Moved Hay/Seconded Cr Jephson)* Carried
- A2. Conflicts of Interest**  
There were no conflicts of interest declared.
- A3. Public Participation**  
There was no public participation.
- A4. Actions from Public Participation**  
There were no actions from public participation.
- 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*

**A6. Minutes for Confirmation**

*PLANNING AND REGULATORY COMMITTEE RESOLVED (PR2019/06)* that the minutes of the Planning and Regulatory Committee meeting held on 19 June 2019 are a true and correct record.

*(Moved Cr Vickery/Seconded Cornelissen)*

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. Report on Proposed Dog Pound**

Mr O'Leary presented the report and discussed the potential dog pound sites findings and dog impounding statistics with members. It was noted that subdivision consent had been issued for land surrounding the existing Council pound in Featherston.

Dr Sykes advised that a further report would be required to explore complexities and the effect on final pricing e.g. consenting, proximity to neighbours and acoustic considerations, and any flood management considerations.

*PLANNING AND REGULATORY RESOLVED (PR2019/07)*

1. To receive the Report on proposed Dog Pound South Wairarapa and Carterton District Location Recommendation.

*(Moved Cr Jephson/Seconded Ramsden)*

Carried

2. That officers continue to look at dog pound solutions in Greytown.

3. That the appetite was still to establish a joint arrangement between Carterton District Council and South Wairarapa District Council.

*(Moved Cornelissen/Seconded Cr Maynard)*

Carried

**B2. Report on Proposed Communications plan for the South Wairarapa Draft Spatial Plan Discussion Document**

Mr O'Leary and Ms Wharram discussed the two stages of Spatial Plan consultation and the timeline pressure as outlined in the communications plan to deliver a final strategy before the local government elections.

Members discussed whether a parallel process for the Martinborough South Growth area was now appropriate given the progress of the Spatial Planning Strategy and the District Plan review.

*PLANNING AND REGULATORY RESOLVED (PR2019/08)*

1. To receive the Report on the Proposed Communications Plan for the South Wairarapa Draft Spatial Plan Discussion Document.

2. To approve the proposed Communications Plan for the South Wairarapa Draft Spatial Plan Discussion Document, but to allow some flexibility for amendment at the end of July, depending on feedback from the community.

*(Moved Cr Vickery/Seconded Cr Jephson)*

Carried

**DISCLAIMER**

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**C Information and Verbal Reports from Planning and Environment Group Manager and Staff**

**C1. Planning and Environment Group Report**

Mr O’Leary discussed high level subdivision planning decisions taken by councils and drivers for housing in relation to spatial and district planning, notable tree submission feedback, the Martinborough Dark Sky initiative and Tekapo’s Dark Sky model, progress on the status of various resource consent applications, earthquake prone buildings, dog education and news, liquor licensing renewals, building consent processing statistics, and relocatable and portable housing.

*PLANNING AND REGULATORY RESOLVED (PR2019/09):*

1. To receive the Planning and Environment Group Report.  
*(Moved Hay/Seconded Ramsden)* Carried
2. Action 438: Include an update in the Planning and Environment Group Report about the Featherston small home development; R O’Leary

**C2. Action Items Report**

*PLANNING AND REGULATORY RESOLVED (PR2019/10)* to receive the Planning and Environment Group Action Items Report.

*(Moved Cornelissen/Seconded Cr Vickery)* Carried

**Confirmed as a true and correct record**

.....(Chair)

.....(Date)

**DISCLAIMER**

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

# PLANNING AND REGULATORY COMMITTEE

24 JULY 2019

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## AGENDA ITEM C1

### PLANNING AND ENVIRONMENT GROUP REPORT

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#### **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**

The Planning Team continuing to receive high numbers of consent applications, planning enquiries, compliance matters and growing policy project work. Graduate planner Kendyll Harper who commenced on 15 July. The Planning Manager replacement currently being recruited, to replace Russell H. Planning consultants Chris Gorman, Honor Clark, Toni Kennerly providing support to planning to deal with consenting/advice work.

#### **1.1.2. South Wairarapa Spatial Plan**

Two separate workshops held on topic, and an initial draft spatial plan and diagram has been drafted up. The Draft Spatial Plan Discussion Document looking out to 2050 was presented to Council on 15 May. A communications plan was presented at last committee meeting. The integrated work saw the release of the spatial plan discussion document on 10 July, calling for feedback comments by 16 August. Some community engagement sessions will occur in this period, then revision work in Sept to produce the draft plan document. Other community sessions will occur in October/Nov 2019.

#### **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/compiled. Recent landowner feedback views have been captured and a possible community meeting is being considered.

#### **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 recently convened to progress this review and topics. Review to be in line with national planning standards for new district plans.

#### **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 alongside advice from Carterton. Change to lighting on highways a focus, discussion with NZTA.

#### **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. Total of 37 submissions were received, summary of the submissions done and was 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 an Env. Court hearing. The two appeals are both being mediated through two memorandums of understanding. Final signatures being sought on these agreements and to avoid time/costs of appeal matters in the Environment Court.

#### **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 notified. Consultant Honor Clark processing this application for Council. A hearing is to be held by an independent commissioner on 26 August 2019.

#### **1.1.9. Featherston Tiny Homes/Brookside RC**

The application has involved multiple meetings with planning staff on aspects. Currently the applicant has been requested to provide further info on urban design and traffic assessment. Once full application is submitted, application is likely to be limited notified to surrounding neighbours in line with RMA practice.

### **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.*

### **1.3 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.

#### 1.4 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%	89%	Total 150/ 168
		90%	63/70 Land Use applications were processed within statutory timeframes.
		86%	64/74 Subdivision applications were processed within statutory timeframes.
		96%	23/24 marginal / permitted boundary activity applications were processed within statutory timeframes.
s.223 certificates issued within 10 working days	100%	96%	46/ 48 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%	96%	48/ 50 s224 certificates processed. NCS.

#### 1.5 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.

## 1.6 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%	93%	G:\LIMs\LIMS PROCESSED 2018-19

TYPE	YTD	PREVIOUS YTD	PERIOD	PREVIOUS PERIOD
	1 <sup>ST</sup> JULY 2018 TO 30 <sup>TH</sup> JUNE 2019	1 <sup>ST</sup> JULY 2017 TO 30 <sup>TH</sup> JUNE 2018	1 <sup>ST</sup> MAY 2019 TO 30 <sup>TH</sup> JUNE 2019	1 <sup>ST</sup> MAY 2018 TO 30 <sup>TH</sup> JUNE 2018
Standard LIMs (Processed within 10 working days)	222	234	29	36
Urgent LIMs (Processed within 5 working days)	49	89	7	12
Totals	271	323	36	48

## 1.7 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 – 450 CCC's were issued within 20WD YTD
Building consent applications are processed within 20 working days	100%	100%	NCS – 533 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 BWOF's and Swimming Pools	Yes	Yes	<p><b>Building Consents</b></p> <p>Council inspects all new work to ensure compliance (May - June 2019– 917 inspections)</p> <p><b>BWOF's –</b></p> <p>Total 169 – average of 3 audits per month required, 2 audits carried out May - June.</p> <p><b>Swimming Pools –</b></p> <p>Total 279 – average of 7 audits per month required. 24 audits carried out in May - June.</p>
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</p>



PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
			<p>sent to owners advising them of their buildings status. 104 letters sent out in total. 11 (previously 12) - still being assessed by LGE Status: 69 - identified as no longer EPB 21 (previously 20) - require engineer assessment</p> <ul style="list-style-type: none"> <li>- 3 or the 21 approved extensions</li> <li>- 3 or the 21 engineers reports received &amp; 1 confirmation report is being completed</li> <li>- 1 added to list after LGE completed their assessment</li> </ul> <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"> <li>- 2 of the 14 have building consents for strengthening work</li> <li>- 1 building has been demolished (Anglican Church in Featherston)</li> </ul>

TYPE –MAY - JUNE 2019	NUMBER	VALUE
<b>Commercial</b> (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	9	\$564,000
<b>Industrial</b> (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	2	\$70,000
<b>Residential</b> (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	98	\$10,898,862
<b>Other</b> (public facilities - schools, toilets, halls, swimming pools)	0	\$0
<b>Totals</b>	<b>109</b>	<b>\$11,532,862</b>

## 1.8 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	33%	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 219/219
Complaints about dog attacks on persons, animals or stock are responded to within 1 hour	100%	100%	20/20

Officers have planned since November 2018 to undertake education visits to two Wairarapa based businesses who had a role to play in a dog attack that occurred on 31st October 2018. Officers classified the dog as menacing following that attack, with the classification subsequently appealed. The Hearings Committee decided on 10 July to uphold the menacing classification. As such, officers expect that these education visits will count as 'extra' education visits in the 2019 period.

INCIDENTS REPORTED FOR PERIOD 1 JUNE 2019 TO 30 JUNE 2019	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	-	1	-
Attack on Person	-	-	-
Attack on Stock	-	-	-
Barking and whining	4	-	2
Lost Dogs	1	-	-
Found Dogs	1	-	-
Rushing Aggressive	-	-	-
Wandering	8	1	-
Welfare	-	-	-
Fouling	-	-	-
Uncontrolled (off leash urban)	-	-	1

### 1.9 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 28 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 62 incidents

INCIDENTS REPORTED	TOTAL FOR PERIOD 1 JUNE 2019 TO 30 JUNE 2019
Stock	1

### 1.10 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%	99.08%	<a href="K:\resource\Health\Resource Management\Noise Control Complaints">K:\resource\Health\Resource Management\Noise Control Complaints</a> 108/109 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 30 JUNE 2019	PREVIOUS YTD 1 JULY 2017 TO 30 JUNE 2018	PERIOD 1 MAY 2019 TO 30 JUNE 2019	PREVIOUS PERIOD 1 MAY 2018 TO 30 JUNE 2018
Total	112	93	8	7

Officers will start to charge the recently approved \$160 fee for each justified noise control callout. Previously, Council had a fee of \$357 for a seizure of equipment causing a verified noise nuisance. This fee was not charged frequently as seizures are not common. The charging of the new fee will allow Council to recoup its costs for providing the noise control function. If this fee existed and was charged during the 2018-19 year, it would have resulted in Council recouping approximately \$18,000 to cover the costs of our afterhours noise control contractor.

### 1.11 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%	80% YTD	MAGIQ data. All premises inspected at new or renewal application stage (48/60*). *Number of inspections completed of licences coming up for renewal within the YTD period. 122 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%	72% 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 29 low and medium licences due for renewal or new inspections in this financial year. 21 of these have been inspected as at 30 June 2019. Total number of licences is subject to change month by month as new businesses open and existing premises close. (21/29)
Compliance activities are undertaken generally in accord with the Combined	100%	0% YTD	1 meeting held May 2019. No compliance inspections undertaken with the CLEG to date.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 18/19	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Licencing Enforcement Agencies agreement.			

As the Committee will be aware, there has been a backlog of alcohol licences that have needed processing, which has resulted in time delays for inspections. With the employment of a dedicated alcohol licensing inspector, this backlog has predominantly been cleared and it is anticipated that this will facilitate timely alcohol inspections.

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2018 TO 30 JUNE 2019	PREVIOUS YTD 1 JULY 2017 TO 30 JUNE 2018	PERIOD 1 MAY 2019 TO 30 JUNE 2019	PREVIOUS PERIOD 1 MAY 2018 TO 30 JUNE 2018
On Licence	21	24	9	1
Off Licence	23	10	6	2
Club Licence	7	3	4	0
Manager's Certificate	120	126	29	38
Special Licence	57	62	6	9
Temporary Authority	5	7	0	4
<b>Total</b>	<b>233</b>	<b>232</b>	<b>54</b>	<b>54</b>

### 1.12 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) – 97 FCP (Deemed) – 0 NP – 59  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%	76%	FCP verifications – 74/97  *Total number of premises is subject to change month by month as new businesses open and existing premises close.

The large workload increases for Council staff that has been brought about by the Food Act 2014 has made it challenging to have all businesses verified in a timely manner. Officers have had to be pragmatic in providing additional educational activities to operators during the verifications. This has made the verifications take longer and therefore place pressure on the number of businesses that can be verified in a given time.

### **1.13 Bylaws**

Between 1 July 2018 and 30 June 2019 there were 44 notices relating to trees and hedges, 27 litter and 27 abandoned vehicle complaints.

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

# PLANNING AND REGULATORY COMMITTEE

24 JULY 2019

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## AGENDA ITEM B2

### ACTION ITEMS REPORT

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#### **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 be remain in a master register but no longer reported on. Procedural resolutions are not reported on.

#### **2. Appendices**

Appendix 1 - Action Items to 24 July 2019

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive

# **Appendix 1 – Action Items to 24 July 2019**

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Actioned	Notes
860	12-Dec-18	Action	Russell	Integrate the WEDS wheel into the South Wairarapa spatial plan project	Open	Noted. Info from Wairarapa Economic Development Strategy to be integrated with Spatial Plan project. 5/6/19: Transferred to P&R
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.
434	26-Jun-19	Resolution	Russell	<p>PLANNING AND REGULATORY RESOLVED (PR2019/07)</p> <p>1. To receive the Report on proposed Dog Pound South Wairarapa and Carterton District Location Recommendation. (Moved Cr Jephson/Seconded Ramsden) Carried</p> <p>2. That officers continue to look at dog pound solutions in Greytown, noting an appetite to establish a joint arrangement between Carterton District Council and South Wairarapa District Council. (Moved Cornelissen/Seconded Cr Maynard) Carried</p>	Open	15/7/19: Information report to P&R for 24 July 19.



Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Actioned	Notes
435	26-Jun-19	Resolution	Jennie	<p>PLANNING AND REGULATORY RESOLVED (PR2019/08)</p> <p>1. To receive the Report on the Proposed Communications Plan for the South Wairarapa Draft Spatial Plan Discussion Document.</p> <p>2. To approve the proposed Communications Plan for the South Wairarapa Draft Spatial Plan Discussion Document, but to allow some flexibility for amendment at the end of July, depending on feedback from the community. (Moved Cr Vickery/Seconded Cr Jephson) Carried</p>	Actioned	Considered at the 19 June 19 meeting, commns plan signed off.
438	26-Jun-19	Action	Russell	Include an update in the Planning and Environment Group Report about the Featherston small home development	Open	

# SOUTH WAIRARAPA DISTRICT COUNCIL

24 JULY 2019

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## AGENDA ITEM B3

### UPDATE ON PLANNING FOR NEW DOG POUND FACILITY

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#### **Purpose of Report**

To provide an update to the Planning and Regulatory Committee on the progress of the planning for the new dog pound facility.

#### **Recommendations**

Officers recommend that the Committee:

1. *Receive the information.*

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

At the June meeting of the Committee a location assessment report was presented. This identified that Dalefield Road in Carterton is the "best" location for the new pound facility, followed by the Johnston Street site in Featherston. Several Greytown sites were assessed but these were thought to be cost prohibitive due to lack of infrastructure/consenting requirements. The Committee decided that officers should undertake a thorough exploration of all of the matters that will need addressing and preparing this for each site in order to assist the Committee with determining the best location for the new facility.

#### **2. Discussion**

Officers have met with CDC staff to discuss the topics that should be included in the report. The following matters outlined below have been accepted by officers as the matters that will need addressing.

- Capital expenditure
  - Site infrastructure and services (e.g. Three waters, power)
  - Building costs (e.g. consent and fitout)
  - Resource consent
- Operational expenditure
  - Rating/rent costs (SWDC charges rates and rents to the dog control cost centre).
  - Asset ownership (joint or individual), depreciation and maintenance.

- Site operational considerations (e.g. Earthcare Environmental currently operate the Featherston transfer station site and changes to this site may alter their operating costs which would be passed on).
- Travel costs for both staff and the public (financial cost and time involved).
- Dog numbers including impound statistics for both SWDC and CDC.

Officers are currently working to procure the services of a consultant that can undertake this scoping work for CDC and SWDC. This is due to the complexity of the issues involved and therefore the need for competent, technically skilled personnel. In addition, staff at both CDC and SWDC are time poor and do not have the ability to carry out this work to the level of quality that is sought.

### **3. Conclusion**

Officers have outlined the major considerations that will need to be resolved in order to determine the preferred location for the new dog pound facility. This information is provided to the Committee as an update on progress. Officers will continue to source a consultant that is willing and able to undertake the work. Once this has been completed, the work will be undertaken by that consultant with oversight from officers.

Contact Officer: Shane Sykes, Environmental Services Manager

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