

# SOUTH WAIRARAPA DISTRICT COUNCIL

24 OCTOBER 2018

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## AGENDA ITEM B2

### REPORTS/MINUTES OF COUNCIL COMMITTEES AND COMMUNITY BOARDS

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#### **Purpose of Report**

To present Council with reports and minutes of Council committees and community boards.

#### **Recommendations**

Officers recommend that the Council:

1. *Receive the information.*
2. *Receive the minutes of the Featherston Community Board meeting 9 October 2018.*
3. *Receive the minutes of the Greytown Community Board meeting 10 October 2018.*
4. *Receive the tabled minutes of the Māori Standing Committee meeting 15 October 2018.*
5. *Receive the minutes of the Audit and Risk Working Party 3 October 2018.*

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

Minutes of recent meetings are presented to Council for information. The Chair may ask for comment on the content, but no comment can be received in this forum with regards to the accuracy of the minutes.

Minutes from the Martinborough Community Board meeting 23 October 2018 will be circulated.

#### **2. Appendices**

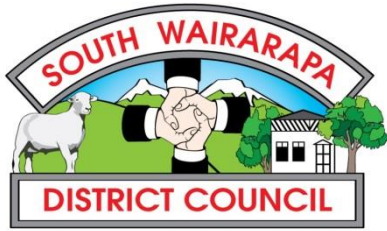
Appendix 1 - Featherston Community Board 9 October 2018  
Greytown Community Board 10 October 2018  
Audit and Risk Working Party 3 October 2018

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

# **Appendix 1**

- **Featherston Community Board 9 October 2018**
- **Greytown Community Board 10 October 2018**
- **Audit and Risk Working Party Minutes 3 October 2018**



## Featherston Community Board

Minutes – 9 October 2018

- Present:** Robyn Ramsden (Chair), Claire Bleakley, Mark Shepherd (Deputy Chair), Brenda West, Cr Colin Olds (from 7:12pm) and Cr Ross Vickery (until 8:36pm).
- In Attendance:** Mark Allingham (Group Manager Infrastructure and Services) from 7:20pm and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was held in Kiwi Hall, 62 Bell Street, Featherston. The meeting was conducted in public between 7:00pm and 9:10pm.
- Also in Attendance:** Mary Byrne, David Famularo and Garrick Emms. Attendance apologies received from Cr Lee Carter.

### PUBLIC BUSINESS

#### 1. APOLOGIES

*FCB RESOLVED (FCB 2018/82)* to receive apologies from Mayor Viv Napier and lateness apologies from Cr Colin Olds.

*(Moved Ramsden/Seconded Shepherd)*

Carried

#### 2. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

#### 3. PUBLIC PARTICIPATION

##### 3.1 Mary Byrne

Ms Byrne presented statistics of rising cancer and gluten intolerance rates alongside rising use of glyphosate sprays. In 2015 The World Health Organization had declared glyphosate a probable carcinogen. Ms Byrne wanted Council to be more environmentally aware and the Community Board to support alternative methods of weed control.

##### 3.2 David Famularo

Mr Famularo spoke about the threat of flooding to properties in Featherston between Fitzherbert Street, Harrison Street East and Boundary Road, worsened by embankments built by a land owner. Mr Famularo had requested that Council enforce removal of the embankments by the landowner (if found to be illegal), and that Council build bigger drains.

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### 3.3 Garrick Emms

Mr Emms stated that there had been unreasonable delays to the Featherston wastewater and submissions hearings process and requested that the Featherston Community Board support the process being moved forward in a timely manner. Mr Emms asked that a mediation process between submitters and Greater Wellington Regional Council be conducted. Mr Emms queried who was making the decision on the way forward on the 19 October 2018.

## 4. ACTIONS FROM PUBLIC PARTICIPATION

### 4.1 Mary Byrne

Deferred to agenda item 9.3.

### 4.2 David Famularo

*FCB NOTED*

1. Action 654: Forward a copy of the responses sent to Mr Famularo regarding outcomes of the investigation into the threat of flooding to properties in Featherston between Fitzherbert Street, Harrison Street East and Boundary Road to Featherston Community Board members; M Allingham

### 4.3 Garrick Emms

*FCB NOTED*

1. Action 655: To take to Council the Featherston Community Boards concerns relating to delay and process with regards to the Featherston wastewater treatment project; Robyn Ramsden

## 5. COMMUNITY BOARD MINUTES

### 5.1 Featherston Community Board Minutes – 24 August 2018

*FCB RESOLVED (FCB 2018/83)* that the minutes of the Featherston Community Board meeting held on 24 August 2018 be confirmed as a true and correct record.

*(Moved Ramsden/Seconded Shepherd)*

Carried

## 6. CHIEF EXECUTIVE AND STAFF REPORTS

### 6.1 Officers Report to Community Boards

Members discussed community housing refurbishments and letting, Featherston Cemetery vegetation trimming, dog education, and repetition of information in reports.

*FCB RESOLVED (FCB 2018/84):*

1. To receive the Officers' Report.

*(Moved Cr Olds/Seconded Ramsden)*

Carried

2. Action 656: Advise the Featherston Community Board where the Featherston Market is being held, who is running it and what time it is being run from (as reported in 7.5.1 of the Infrastructure and Services Report); M Allingham

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3. Action 657: Provide information to Claire Bleakley about the expected occupancy date of the Featherston community housing flat currently being renovated and whether it is a single or double unit; M Allingham

#### 6.2 Action Items Report

Members discussed the action items and updates.

*FCB RESOLVED (FCB 2018/85):*

1. To receive the Action Items Report.  
(*Moved Ramsden/Seconded Cr Vickery*) Carried
2. Action 658: Start adding the date that footpath maintenance requests are forwarded to Infrastructure and Services to be added to the prioritised list; M Allingham

#### 6.3 Income and Expenditure Report

*FCB RESOLVED (FCB 2018/86)* to receive the Income and Expenditure Report for the period 1 July 2018 – 31 August 2018.

(*Moved Ramsden/Seconded West*) Carried

#### 6.4 Referral of Long Term Plan (LTP) Submissions Report

The Community Board noted that there was an established relationship with Fab Feathy that was working well and that alternative parking had been initiated.

*FCB RESOLVED (FCB 2018/87):*

1. To receive the LTP Submissions Referral Report.  
(*Moved Ramsden/Seconded Bleakley*) Carried
2. Action 659: Advise the Featherston Community Board whether the spatial plan will be open for public consultation and whether the Featherston Information Centre will be recognised in the plan; R O’Leary
3. Action 660: Write to Jack Miller and ask him for his ideas with regards to the Featherston skatepark and how he would like to see the park developed; P Crimp
4. Action 661: Write to Barbara Wilson and advise that the FCB is not in a position to take the lead in setting up a friends of the cemetery group and suggest she advertise in the Featherston Phoenix; P Crimp

#### 6.5 Financial Assistance Accountability Report

*FCB RESOLVED (FCB 2018/88)* receive the Financial Assistance Accountability Report.

(*Moved Ramsden/Seconded Bleakley*) Carried

#### 6.6 Applications for financial assistance

Cr Vickery left the meeting at 8:36pm.

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*FCB RESOLVED (FCB 2018/89):*

1. To receive the Applications for Financial Assistance Report.  
(*Moved Bleakley/Seconded Cr Vickery*) Carried
2. To grant the Featherston Information Centre \$500 to help with running expenses for the Centre.  
(*Moved Bleakley/Seconded Cr Olds*) Carried

6.7 Featherston Highway Changes

Mr Allingham tabled a report on the diversion of State Highway 53 traffic. Members noted that a formal concept had to be established before consultation with the community could be meaningfully conducted.

*FCB RESOLVED (FCB 2018/90):*

1. To receive the tabled Featherston Highway Changes Report.
2. To write to David Hancock and Paul Broughton, providing them with a copy of the Council officer's report and inviting them to take the next step in the process.  
(*Moved Bleakley/Seconded West*) Carried

**7. CHAIRPERSONS REPORT**

7.1 Chairperson's Report

Members noted that Mrs Bleakly was not at the workshop held with Fab Feathy as the email invitation had not been received.

*FCB RESOLVED (FCB 2018/91):*

1. To receive the Chairperson's report.
2. To request that the CEO formally update the Featherston Community Board on progress towards resolving the issues with the vacant lot.
3. To consider grant applications at every Featherston Community Board meeting.  
(*Moved Ramsden/Seconded Shepherd*) Carried

*FCB RESOLVED (FCB 2018/92)* to ratify the email approval of \$6,750 being half of the estimated costs of replacing the street banner brackets as submitted to the LTP (\$13,500) out of the Main Street Beautification Fund.

(*Moved Cr Olds/Seconded Ramsden*) Carried

**8. MEMBER REPORTS (INFORMATION)**

8.1 Featherston Christmas Parade

Mrs Bleakley spoke to her report as submitted in meeting papers, noting that the cost of the traffic management plan would be above any amount approved for organising the Christmas parade.

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*FCB RESOLVED (FCB 2018/93) to grant up to \$500 to the Christmas Parade organising committee payable on receipts.*

*(Moved Cr Olds/Seconded Ramsden)*

Carried

8.2 Poppy Places

Mrs Ramsden thanked Mrs Bleakley for successfully conducting the Poppy Places project.

8.3 Glyphosate Use

Mrs Bleakley spoke to her report as submitted in meeting papers, and requested that Council contractors use protective clothing when mixing and spraying glyphosate.

*FCB NOTED:*

1. Action 662: Look into Council workers wearing full protective gear when spraying chemicals and keep looking at alternative to glyphosate sprays; M Allingham

8.4 Waihinga Centre

Mrs Bleakley spoke to her report as submitted in meeting papers, noting that information had been received from Council officers.

*FCB RESOLVED (FCB 2018/94) to receive members' reports.*

*(Moved Ramsden/Seconded Cr Olds)*

Carried

**9. CORRESPONDENCE**

9.1 Inwards

From Emily Greenburg, to Featherston Community Board, dated 7 September 2018

From Victim Support, to Featherston Community Board, dated 13 September 2018

From Brookside Developments, to Featherston Community Board

*FCB RESOLVED (FCB 2018/95) to receive the inwards correspondence.*

*(Moved Ramsden/Seconded West)*

Carried

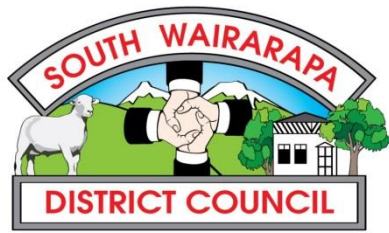
**Confirmed as a true and correct record**

.....**Chairperson**

.....**Date**

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## Greytown Community Board

### Minutes – 10 October 2018

- Present:** Leigh Hay (Chair), Mike Gray, Ann Rainford (Deputy Chair), Cr Margaret Craig and Lachlan O’Connell (student representative).
- In Attendance:** Mark Allingham (Group Manager Infrastructure and Services) from 7:05pm and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the WBS Room, Greytown Town Centre on 29 August 2018 between 7:00pm and 8:30pm.
- Also In Attendance:** Warren Woodgyer.

#### **PUBLIC BUSINESS**

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

*GCB RESOLVED (GCB 2018/62) to receive apologies from Christine Stevenson and from Mayor Viv Napier.*

*(Moved Cr Craig/Seconded Rainford)*

Carried

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

There were no conflicts of interest.

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

###### **3.1 Warren Woodgyer**

Mr Woodgyer requested answers to questions on rates collection and infrastructure expenditure in Greytown. Mr Woodgyer asked that a pie chart be prepared for meetings showing what was spent on the various sectors within Greytown and asked that the Community Board make a case to Council for this information to be regularly provided.

##### **4. TREE ADVISORY GROUP**

There was no report from the Tree Advisory Group. Members discussed the Collier Reserve arborist’s report Council had commissioned.

##### **5. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS**

Members noted work and budgets were undertaken on a district basis not a town basis and undertook to discuss how to provide relevant expenditure information to ratepayers.

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*GCB NOTED:*

1. Action 673: Provide a response to Warren Woodgyer's questions by the 21 November 2018 and circulate to the Greytown Community Board; M Allingham

## **6. COMMUNITY BOARD MINUTES**

### 6.1 Greytown Community Board Minutes – 29 August 2018

*GCB RESOLVED (GCB 2018/63)* that the minutes of the Greytown Community Board meeting held on 29 August 2018 be confirmed as a true and correct record.

*(Moved Gray/Seconded Rainford)*

Carried

## **7. CHIEF EXECUTIVE AND STAFF REPORTS**

### 7.1 Officer's Report

Members discussed the Waihinga Centre opening and budget, request for changes to the Officers' Report, amenities improvements and outstanding works and library statistics.

*GCB RESOLVED (GCB 2018/64)* to receive the Officer's Report.

*(Moved Cr Craig/Seconded Rainford)*

Carried

### 7.2 Action Items Report

Members discussed the action items and updates were made.

*GCB RESOLVED (GCB 2018/65)* to receive the Action Items Report.

*(Moved Hay/Seconded Rainford)*

Carried

*GCB RESOLVED (GCB 2018/66)* that an update on the Greytown Town Centre oak tree grid placements be provided.

*(Moved Hay/Seconded Cr Craig)*

Carried

### 7.3 Income and Expenditure Report

*GCB RESOLVED (GCB 2018/67):*

1. To receive the Income and Expenditure Statement for the period 1 July 2018 – 31 August 2018 subject to the correct statements being provided.

*(Moved Hay/Seconded Cr Craig)*

Carried

2. Action 674: Advise whether the Greytown beautification budget can be presented in the previous format; J Mitchell

### 7.4 Applications for Financial assistance

*GCB RESOLVED (GCB 2018/68):*

1. To receive the Applications for Financial Assistance Report.

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2. To grant the Greytown Tennis Club \$169, to be paid from the beautification budget, to purchase paint so that the volley board that faces the Greytown Campground can be painted.  
*(Moved Rainford/Seconded Gray)* Carried
3. Action 675: To request the Greytown Early Years latest financial reports and defer consideration of the application until the 21 November 2018; P Crimp

- 7.5 Financial Assistance Accountability Report  
*GCB RESOLVED (GCB 2018/69)* to receive the Financial Assistance Accountability Report.  
*(Moved Hay/Seconded Rainford)* Carried

## **8. NOTICES OF MOTION**

There were no notices of motion.

## **9. CHAIRPERSONS REPORT**

### 9.1 Chairperson's Report

Mrs Hay reported that the dog poo bag stickers had been printed and that the Menz Shed were making dog poo bag holders for the Greytown Rail Trail.

## **10. MEMBERS REPORTS (INFORMATION)**

### 10.1 Emergency Management

Mr Gray spoke to his report as submitted in meeting papers. Meetings had been held with key groups with the intention of ensuring that when a disruption occurred there would be enough people able to lead hub operation.

*GCB NOTED:*

1. Action 676: Work with Mike Gray about the possibility of installing a small emergency water tank at the Greytown Town Centre, determine what would be required to install a generator plug and liaise with CDEM regarding the emergency preparedness upgrades; M Allingham

### 10.2 Stella Bull Park Users Group

Minutes from the meeting on 24 September 2018 were included in the Community Board agenda.

Council officers undertook to set a reminder for the Board for them to schedule a Stella Bull Park meeting in March 2018.

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### 10.3 Community Board Clinic

Mr Gray spoke to his report as submitted in meeting papers. Members noted that Council had received plans for a 3-storey development at 68 Main Street and that the Greytown Heritage Trust were being consulted.

*GCB RESOLVED (GCB 2018/70):*

1. That a letter be sent to Freshchoice, Greytown acknowledging their commitment to improve safety exiting their carpark and removing a bush.

*(Moved Gray/Seconded Rainford)*

Carried

2. Action 677: Provide information to the Greytown Community Board on why swimming pool owners are being charged \$168 for inspections (anecdotally inspections were every three years and conducted at no charge to the user); R O'Leary
3. Action 678: Provide information to the Greytown Community Board on options for painting a solid line down/centre line down West Street, Greytown; M Allingham

### 10.4 Community Patrol and Neighbourhood Support

Mrs Rainford reported that a public meeting had been held to discuss neighbourhood support and set up of a community patrol. Although not well attended it appears as though there is support for a community control. Until the patrol was setup it would be managed by the Community Board.

### 10.5 Community Board Working Group

Item would be held over for discussion following completion of the governance review and setup of committees and working groups by the Mayor.

### 10.6 Proposed Community Gathering

Mrs Rainford requested that the Community Board work with Council to run a community gathering sometime in autumn 2019 and undertook to prepare a paper outlining objectives, outcome and format for the next meeting.

## 11. CORRESPONDENCE

### 11.1 Inwards

From Victim Support, to Greytown Community Board, dated 13 September 2018

*GCB RESOLVED (GCB 2018/71)* to receive the inwards correspondence and approve the tabled draft letter to Greater Wellington Regional Council as outwards correspondence.

*(Moved Hay/Seconded Gray)*

Carried

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**Confirmed as a true and correct record**

.....**Chairperson**

.....**Date**

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## **SWDC Audit & Risk Working Party**

### **Notes from meeting held 3 October 2018**

**Present:** Cr Brian Jephson (Chair), Cr Margaret Craig , Cr Colin Wright, Cr Colin Olds, Mayor Viv Napier (arrived late), Paul Crimp, Jennie Mitchell, Kyra Low

**Apologies:** Mayor Viv Napier (lateness)

**Also in attendance:** Cr Pam Colenso, Cr Ross Vickery, Cr Lee Carter (part of meeting)

**Conflicts of Interest:** None

**Minutes of last meeting** reviewed and acknowledged.

**Matters Arising** – members noted items that had been actioned since last meeting.

#### **Action:**

##### **1 Risks**

**Whatarangi Cliffs** - Officers continue to monitor this and have made contact with GWRC officers to discuss a combined approach.

##### **2 Financials**

**Draft Financial Statements for August 2018** were reviewed noting income and expenditure are close to budget in all areas except roading which is under budget due to the seasonal timing of this work. Budget is currently split evenly over the twelve months for most expenditure categories. This will be updated to reflect a similar budget spread to the timing of expenditure last year.

**Waihinga Centre report – August 2018** – Work progressing well. Completion expected in November.

**Draft Annual report 2017/18** had been circulated. Will be discussed in more detail at Councillor workshop on 10 October along with feedback from Audit. Audit progressing well.

**Summary report for the GTN wastewater project** was presented along with a report on reasons for the delay in GTN go live and \$300K additional spend.

**Rates arrears August 2018** – graphs were reviewed. Noted overdue debt is in a slightly better position than this time last year.

##### **3 Policies update**

**Acquisition and Disposal of land Policy** – amended clause regarding caveats and encumbrances was reviewed and agreed this policy would go back to Council for final approval with this updated clause.

**4 Health & Safety** report was reviewed.

**5 Legislative Compliance** - Nothing new to report.

## 6 General Business

**Report on Greytown Land sale Old Stella Bull park** – was reviewed and progress with paper roads noted. **Action:** Officers to update A&R at each meeting going forward regarding progress.

**Featherston Land sale – Fitzherbert Street** – CE gave a verbal update on progress with Chorus. **Action:** Officers to update A&R at each meeting going forward regarding progress.

**Disaster recovery IT upgrade** – Report regarding server upgrade and improved disaster recovery capability was discussed. Project progressing as planned and on budget.

**Credit card payments** – A&R working party members asked GMCS to investigate whether SWDC should accept credit card payments for rates and other payments and on-charge the credit card fees to the payer. **Action:** CEO and GMCS to report back with more information regarding accepting credit card payments from ratepayers.

**Draft Governance Statement** was reviewed and agreed it was a good starting point to go to Council Governance review workshop for more detailed discussion.

Community Board e-mail addresses – agreed SWDC e-mail addresses to be rolled out to CB members. **Action:** Officers to communicate with CB members and roll this out. Also look into CB members having access to stellar as part of next annual plan.

**Next meeting: 14 November 2018 – 9.00 am**

### **Topics for future meetings:**

- Investment funds
- Legislative review
- Policy review timing
- A&R working party terms of reference review (one Governance review complete)