

SOUTH WAIRARAPA DISTRICT COUNCIL

25 OCTOBER 2017

AGENDA ITEM B1

REPORTS/MINUTES OF COUNCIL COMMITTEES AND COMMUNITY BOARDS

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 Martinborough Community Board 9 October 2017.*
3. *Receive the minutes of the Audit and Risk Working Party 11 October 2017.*
4. *Receive the minutes of the Wellington Region Waste Management and Minimisation Plan Joint Committee 18 September 2017.*

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 Featherston Community Board meeting on the 10 October 2017 and the Greytown Community Board meeting on the 11 October 2017 are not yet available.

2. Appendices

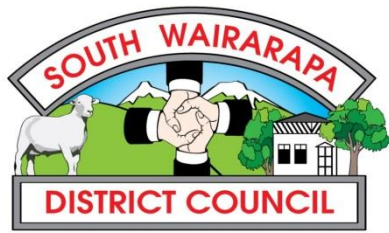
Appendix 1 - Martinborough Community Board 9 October 2017
Audit and Risk Working Party 11 October 2017
Wellington Region Waste Management and Minimisation Plan
Joint Committee 18 September 2017

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

Appendix 1

- **Martinborough Community Board Minutes
9 October 2017**
- **Audit and Risk Working Group Minutes 11
October 2017**
- **Wellington Region Waste Management and
Minimisation Plan Joint Committee 18
September 2017**



Martinborough Community Board

Minutes – 9 October 2017

- Present:** Lisa Cornelissen (Chair), Maree Roy, Vicky Read and Cr Pam Colenso.
- In Attendance:** Paul Crimp (Chief Executive) and Mel Maynard (Secretary).
- Conduct of Business:** The meeting was conducted in public in the Council Chambers, 19 Kitchener Street, Martinborough on the 9 October 2017 between 6:30pm and 9:20pm.
- Public Participants:** Ian Grigor, John Bushell (The Rotary Club of the South Wairarapa) and Tracey Shepherd (Wairarapa REAP).

PUBLIC BUSINESS

MCB RESOLVED (MCB 2017/80) to receive two tabled reports from Cr Colenso about 'Greater Wellington Regional Council (GWRC) Bus Shelter on Ohio Street' and 'Dark Sky over Martinborough' for discussion as agenda items 9.1 and 9.2 respectively.

(Moved Cr Colenso/Seconded Roy)

Carried

1. APOLOGIES

MCB RESOLVED (MCB 2017/81) to receive apologies from Mayor Viv Napier, Cr Pip Maynard and Fiona Beattie.

(Moved Cornelissen/Seconded Cr Colenso)

Carried

2. CONFLICTS OF INTEREST

Mrs Cornelissen declared a conflict of interest with agenda items 8.2 'Naming of Dublin Street West and New York Street West' and 6.8 'Draft Terms of Reference for Considine Park Committee'. Deputy Chair Victoria Read would chair these items.

3. PUBLIC PARTICIPATION

3.1 The Rotary Club of South Wairarapa

Mr Bushell with support from Mr Grigor provided advice to members about the Martinborough Fairs in February and March 2018. They wanted to give the Board a chance to ask any questions they have around the fairs. The Rotary Club would work closely with the towns voluntary groups who provide parking and ensure that the formed footpath on Princess Street, from Venice to

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Dublin Street, is blocked off to prevent damage. Mrs Cornelissen advised them that there is a movement to be plastic bag free in Martinborough and Rotary will investigate that for the future. Rotary were meeting with City Care to ensure rubbish removal ran smoothly and were investigating alternative options such as recycling.

3.2 Wairarapa REAP

Mrs Shepherd with support from Mr Shepherd came to provide information and to give a greater understanding of the kaupapa (purpose) and principles of the White Ribbon Riders in support of their application for funding on behalf of the White Ribbon Riders. White Ribbon Riders were visiting schools in Featherston and Masterton this trip, but would like to engage with all schools in the future.

4. ACTIONS FROM PUBLIC PARTICIPATION

4.1 The Rotary Club of South Wairarapa

Mrs Cornelissen would liaise with Boomerang Bags to see if bags could be supplied for future Martinborough Fairs.

4.2 Wairarapa REAP

The application for financial assistance would be considered under agenda item 6.5.

5. COMMUNITY BOARD MINUTES

5.1 Martinborough Community Board Minutes – 28 August 2017

MCB RESOLVED (MCB 2017/82) that the minutes of the Martinborough Community Board meeting held on 28 August 2017 be received and confirmed as a true and correct record.

(Moved Cornelissen/Seconded Roy)

Carried

6. CHIEF EXECUTIVE AND STAFF REPORTS

6.1 Officers' Report to Community Boards

Mr Crimp provided clarification on the Chief Executive Group (CEG) and where the process sits at present between Council and NZTA regarding the Waihenga Bridge and Jenkins Dip with members.

Members noted that the Waihenga Centre Construction Team met monthly not fortnightly as stated on page 9 of the Officers' Report.

MCB RESOLVED (MCB 2017/83):

1. To receive the Officers' Report.

(Moved Cr Colenso/Seconded Cornelissen)

Carried

2. Action 587: Circulate minutes from the Forum on Wairarapa rail services meeting to MCB members; P Crimp

3. Action 588: Liaise with GWRC to see if the indicator that used to be on their graphs showing when a bridge will close can be reinstated on their website; M Allingham

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6.2 Action Items Report

Mrs Cornelissen undertook to investigate the timing of Beautiful Towns and Cities Awards applications and recommend a year in which to apply.

MCB RESOLVED (MCB 2017/84):

1. To receive the Action Items Report.

(Moved Read/Seconded Cr Colenso)

Carried

6.3 Income and Expenditure Report

MCB RESOLVED (MCB 2017/85):

1. To receive the draft Income and Expenditure Statement for the period 1 July 2017 to 31 August 2017.

(Moved Cornelissen/Seconded Read)

Carried

6.4 Schedule of Ordinary Meetings

MCB RESOLVED (MCB 2017/86):

1. To receive the Schedule of Ordinary Meetings Report.
2. To adopt the schedule of meetings and set a regular meeting time of 6.30pm.

(Moved Cr Colenso/Seconded Cornelissen)

Carried

6.5 Applications for Financial Assistance.

MCB RESOLVED (MCB 2017/87):

1. To receive the Applications for Financial Assistance Report.
2. To grant \$653 to Martinborough Junior Hockey for the Martinborough Community Guy Fawkes Event.
3. To write a letter to Mrs Shepherd regretfully declining this application and inviting the White Ribbon Riders to apply in the future and to visit Kuranui College and Martinborough ward schools.

(Moved Read/Seconded Roy)

Carried

4. Action 589: Add supporting Matariki vs Guy Fawkes to the workshop agenda; Lisa Cornelissen

6.6 Health and Safety of Volunteers Report

Mr Crimp advised the report had been delayed and undertook to circulate to members.

6.7 Purchase of New Inflatables for Martinborough Swimming Pool Report

Members discussed the report and recommendation options for purchasing the aztec and two octonut inflatables. Members agreed that with free swimming for all children this season these would be of benefit for the pool and the wider community.

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MCB RESOLVED (MCB 2017/88):

1. To receive the Purchase of New Inflatables for Martinborough Swimming Pool Report.
2. To purchase two octonut inflatables using \$1,500 from the sale of the inflatable slide.
3. To purchase the aztec inflatable using \$500 from the sale of the inflatable slide and a further \$2,400 from Pain Farm funds; subject to confirmation that it can fit in the pool with sufficient room for lane swimming and be easily inflated and deflated.

(Moved Cr Colenso/Seconded Read)

Carried

6.8 Draft Terms of Reference for Considine Park Committee Report

Mrs Cornelissen vacated the chair.

Ms Read assumed the chair.

Members discussed the report and membership.

MCB RESOLVED (MCB 2017/89):

1. To receive the Draft Terms of Reference for Considine Park Committee Report.
2. To adopt the Draft Terms of Reference for Considine Park Committee.

(Moved Read/Seconded Cr Colenso)

Carried

7. NOTICES OF MOTION

There were no notices of motion.

8. CHAIRPERSON'S REPORT

8.1 Chairperson's Report

Members discussed the workshop report.

MCB RESOLVED (MCB 2017/90):

1. To receive the Chair's Report
(Moved Cornelissen/Seconded Read)
2. To receive the workshop report.
(Moved Cornelissen/Seconded Roy)

Carried

Carried

MCB RESOLVED (MCB 2017/91):

1. That the following list of top priorities for footpaths be costed individually and the information provided to the Board including information and costs on the best options to resolve the triangular garden on the corner of Texas and Strasbourne Street.
 - a) Roberts Street - as per the plan Mrs Cornelissen will email directly to M Allingham. Kerb and channel and full footpath up to property boundaries to run from 9 Roberts to the corner with Dublin Street inclusive. Note that the grass

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in front of the old Manse remains but kerb and channel required.

- b) Texas Street - new footpath to allow access to the Waihinga Centre from the Square finishing at the triangular garden - as per the Waihinga Centre Plans.
- c) Resurface Suez between Oxford and Naples including upgrading the crossing on the corner of Suez and Naples.
- d) Some form of metal plate or other solution to improve the Kansas Street crossing by the Pukemanu to enable safer wheelchair crossing.
- e) Resurface Suez between Oxford and Strasbourge including upgrading the crossing on the corner of Oxford and Suez.

(Moved Cornelissen/Seconded Read)

Carried

MCB RESOLVED (MCB 2017/92):

1. That MCB write to SWDC requesting that remedial work is undertaken urgently on the raised crossing on Texas Street, between P&K car park and Hotel, to ensure it is safe and accessible and that this work is completed from SWDC budgets.

(Moved Read/Seconded Cr Colenso)

Carried

2. Action 590: In light of complaints from wheelchair users complete an investigation into the engineering of the raised crossing on Texas Street between P&K car park and the Martinborough Hotel; M Allingham

MCB RESOLVED (MCB 2017/93):

1. That the following information from the Pain Farm inspector and from Council officers (house and cottage) is requested for future Pain Farm Estate reporting:
 - a) Farm – list and condition of infrastructure including fences, tracks and farm buildings.
 - b) Farm – condition of pasture including fertiliser usage and pasture rotation.
 - c) Farm – what kind of checks are in place at the end or renewal of the farm lease to make sure obligations on both sides have been met.
 - d) House and Cottage – the condition of the house and cottage outlining likely costs to be incurred over the next 10 years.

(Moved Cornelissen/Seconded Read)

Carried

MCB RESOLVED (MCB 2017/94):

1. That given the cost of replacement and uncertainty of how long lights will last not to replace the fairy lights.

(Moved Read/Seconded Cr Colenso)

Carried

2. Action 591: Review the Martinborough Square Development Plan and Martinborough survey results to formulate a list of opportunities for improving the Square within existing budgets

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and Plan restrictions taking into consideration the Dark Sky application to use down lights not up lights; Lisa Cornelissen

8.2 Naming of Dublin Street West and New York Street West

Mrs Cornelissen vacated the chair.

Ms Read assumed the chair.

The Community Board discussed what Cr Colenso had discovered in her discussions with emergency services. Ms Read and Mrs Cornelissen advised there are no rapid numbers on Dublin Street West. All agreed that directional street names like north, south, east and west should not be used by Council.

MCB RESOLVED (MCB 2017/95):

1. To recommend to Council to look at changing the street names of Dublin Street West and New York Street West by undertaking a consultation process under the Local Government Act including potential street names.
2. To note that the current names do not meet Council's Naming of Public and Private Roads and Rights of Way Policy.
3. That communication of this decision be made to previous submitters.

(Moved Read/Seconded Roy)

Carried

Ms Read vacated the chair.

Mrs Cornelissen assumed the chair.

8.3 Long Term Plan

This was not discussed.

9. MEMBERS REPORTS (INFORMATION):

9.1 Greater Wellington Regional Council (GWRC) Bus Shelter on Ohio Street Report

Cr Colenso spoke to her report and advised members of the information she had discovered in discussions with GWRC who have responsibility for the bus shelter including funds available for work.

MCB RESOLVED (MCB 2017/96):

1. To receive the Greater Wellington Regional Council (GWRC) Bus Shelter on Ohio Street Report.
2. To defer further discussion on potential artists and murals to the next MCB workshop.

(Moved Cornelissen/Seconded Roy)

Carried

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9.2 Dark Sky over Martinborough report
Cr Colenso spoke to her report on Martinborough and the surrounding district seeking recognition as the next International Starlight Village and the supporters' application to the International Dark Sky Association.

MCB RESOLVED (MCB 2017/97)

1. To receive the Dark Sky over Martinborough Report.
2. To write a letter to Mr Kershaw in support of the application to the International Dark Sky Association.

(Moved Cornelissen/Seconded Roy)

Carried

10. CORRESPONDENCE

10.1 Inwards

From Peter Couchman, Martinborough Business Association, to Lisa Cornelissen, Martinborough Community Board, dated 28 August 2017.
From Victim Support, to Lisa Cornelissen, Martinborough Community Board, dated 5 September 2017

MCB RESOLVED (MCB 2017/98) to receive the inwards correspondence.

(Moved Roy/Seconded Cornelissen)

Carried

Confirmed as a true and correct record

.....**Chairperson**

.....**Date**

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SWDC Audit & Risk Working Party

Notes from meeting held 11 October 2017

Present: Cr Brian Jephson (Chair), Mayor Viv Napier, Cr Colin Wright , Cr Dayle Harwood, Jennie Mitchell, Paul Crimp

Apologies: Cr Margaret Craig, Kyra Low

Conflicts of Interest: None

Minutes of last meeting reviewed and acknowledged.

1 Matters Arising

None.

2 Financials

Investment schedules for July, August and September 2017 were reviewed. Agreed these would be tabled for each month at A&R meetings when full monthly financial statements are not completed due to other priorities (e.g. Annual report and Annual plan workloads). Any exceedances of the 30% per bank rule will then be noted and minuted.

Action: GMCS to research possible investment options other than Term Deposit e.g. managed investment funds, and report to next meeting.

Waihinga Centre report – Further variations since last monthly report. Steering group continue to monitor closely and work with suppliers to identify project savings.

Summary reports for the three wastewater projects were reviewed. Noted some delays due to adverse weather. Otherwise no areas for concern. Plan to acknowledge “go-live” for MBA wastewater to land in mid-November.

Rates arrears – noted that overall amount owing is similar to this time last year, however this includes a number of long term arrears (prior to 2017 financial year) which are slow to recover due to the process of recovery via the lawyers. 2017 FY Arrears continue to reduce with only a handful of ratepayers who have made no contact or no payment to date. Rates team continue to work to reduce this balance.

3 Topics for discussion

Annual report and Audit update

Audit feedback was very good. A few small adjustments have been identified since first draft, net surplus will reduce slightly as a result. Finance team working through Audit feedback and preparing final version of Annual report and Summary annual report for approval at Council meeting on 25 October 2017.

Audit Director Mari-Anne Williamson will attend Council on 25 October and will be happy to answer any questions from Councillors.

4 Policies update

Investment Policy – reviewed as part of the LTP process. Proposed amendments agreed with some small changes. To go to Council 25 October 2017.

Liability Management Policy - reviewed as part of the LTP process. Proposed amendments agreed. To go to Council 25 October 2017.

Update on progress with Library policies – The WLS has seventeen policies which are largely operational in nature. It is proposed they do not go through the formal approval process of other SWDC policies, but that they are reviewed by the Group Manager Corporate Support (GMCS) and Amenities Manager for consistency with other SWDC policies.

Agreed this is a good approach. GMCS to prepare a paper to go to next Council meeting 25 October 2017 to recommend this method of approval rather than all policies going through A&R and Council.

5 Health & Safety

Contractor Julie Wallace currently working two days a week and making good progress. There will be a report to update Council at their next meeting.

6 Risks

Nothing new to report.

7 Legislative Compliance

Nothing new to report.

8 General Business

Next meeting: 29 November 2017 – around 2.30 pm (after LTP working party meeting)

**ORDINARY MEETING
OF
WELLINGTON REGION WASTE MANAGEMENT AND
MINIMISATION PLAN JOINT COMMITTEE
MINUTES**

**Time: 9:30am
Date: Monday, 18 September 2017
Venue: Committee Room 1
Ground Floor, Council Offices
101 Wakefield Street
Wellington**

PRESENT

Councillor Bridson (Chair)
Councillor Craig
Councillor Elliott
Councillor Gaylor
Councillor Greathead
Councillor McLeod
Councillor Pannett
Councillor Peterson

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1 Meeting Conduct

1.1 Apologies

Moved Councillor Bridson, seconded Councillor Pannett

Resolved

That the Wellington Region Waste Management and Minimisation Plan Joint Committee:

1. Accept the apology for lateness from Mayor Tana.

CARRIED

1.2 Conflict of Interest Declarations

No conflict of interests were declared.

1.3 Confirmation of Minutes

Moved Councillor Bridson, seconded Councillor Craig

Resolved

That the Wellington Region Waste Management and Minimisation Plan Joint Committee:

1. Approve the minutes of the Wellington Region Waste Management and Minimisation Plan Joint Committee Meeting held on 10 July 2017, having been circulated, that they be taken as read and confirmed as an accurate record of that meeting.

CARRIED

1.4 Deputations

There were no deputations.

1.5 Items not on the Agenda

There are no items not on the agenda.

2. General Business

2.1 A Starting Point for WMMP Implementation

Moved Councillor Bridson, seconded Councillor Pannett

Resolved

That the Wellington Region Waste Management and Minimisation Plan Joint Committee:

1. Receive the information.

**WELLINGTON REGION WASTE
MANAGEMENT AND MINIMISATION PLAN
JOINT COMMITTEE
18 SEPTEMBER 2017**

2. Agrees the immediate regional Waste Management and Minimisation Plan (WMMP) implementation focus comprises of:
 - The development and implementation of a regional waste bylaw, or suite of regionally consistent district level bylaws; and
 - The implementation of the National Waste Data Framework.
3. Notes that Regional Waste Reduction Targets at the District Level will continue to be refined to inform implementation strategies at the Territorial Authority (TA) level, taking into account associated Long-term Plan (LTP) and Annual Plan (AP) processes over the next 10 years **and that the TAs will regularly report back to the Wellington Region Waste Management and Minimisation Plan Joint Committee on progress on implementing their plans.**
4. **Request officers to provide a report in December 2017 that outlines the business as usual plan and completed actions from each TA to reach the WMMP targets.**
5. **Agree to request officers to report back with a preliminary implementation plan for the next 3 years for the WMMP with costings by February 2018 and earlier if necessary with respective TAs.**
6. **Request officers to report back with reporting requirements for WMMP including a requirement for the territorial authorities to come back to the Committee with an annual report.**
4. Agree that the meetings of Joint WMMP Committee be scheduled on a **four** monthly reporting basis, unless otherwise required.

CARRIED

The meeting concluded at 10.40am.

Confirmed: _____
Chair