



SOUTH WAIRARAPA DISTRICT COUNCIL MEETING MINUTES

8 August 2018

- Present:** Deputy Mayor Brian Jephson (Chair), Councillors Lee Carter, Margaret Craig, Pam Colenso, Colin Olds, Ross Vickery (until 2:28pm), Colin Wright and Paora Ammunson (from 10:38am).
- In Attendance:** Paul Crimp (Chief Executive Officer) and Suzanne Clark (Committee Secretary) and for part only Mark Allingham (Group Manager Infrastructure and Services), Jennie Mitchell (Group Manager Corporate Support) and Russell O'Leary (Group Manager Planning and Environment).
- Conduct of Business:** The meeting was held in the WBS Room, Greytown Town Centre, Main Street Greytown and was conducted in public between 9:00am and 3:10pm except where expressly noted.
- Forum and Other Presenters:** David Famularo, Catherine Rossiter-Stead (Huri Huri, Wairarapa Chamber of Commerce), John Broeren, Rawiri Smith (Kahungunu Ki Wairarapa), David Hancock, Paul Broughton, Robin Dunlop (Destination Wairarapa), Leigh Hay (Greytown Community Board Chair), Robyn Ramsden (Featherston Community Board Chair), Richie Hill and Hans van Kregten (Consultant Planner).

Open Section

Deputy Mayor Jephson advised that agenda item 'C14 - SWDC Account Signatories Report' had been withdrawn.

A1. Karakia

Deputy Mayor Jephson opened with a karakia.

A2. Apologies

COUNCIL RESOLVED (DC2018/99) to accept apologies from Mayor Napier, Councillor Maynard and Mr Tipoki, and to receive lateness apologies from Cr Ammunson.

(Moved Cr Craig/Seconded Cr Colenso)

Carried

A3. Declaration by Councillor Ross Vickery

Councillor Vickery made a public declaration of service and was sworn in by the Chief Executive.

A4. Conflicts of Interest

Cr Vickery declared a conflict of interest with Featherston Booktown and Featherston Camp Memorial Trust.

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A5. Acknowledgements and Tributes

There were no acknowledgements or tributes.

A6. Public Participation

Mr Famularo spoke against the proposal to divert SH53 traffic through Featherston and down Boundary Road and outlined reasons why the mooted diversion via this route would not be suitable. No proof had been provided showing that economic activity would improve, there would be more congestion in town, there were no issues with the current route and a lot of money would be spent developing a feasibility study when better signage might be all that was needed.

Mr Broeren requested Council support economic growth by sharing business startup risk by offsetting charges for a period of time and relaxing startup consent conditions.

Ms Rossiter-Stead requested Council support for the applications of financial assistance submitted by Huri Huri and the Chamber of Commerce.

Mr Smith updated Council on the research projects being undertaken around and in Wairarapa Moana. Kahungunu Wairarapa would be looking for opportunities to work with Council and the wider communities to coordinate and implement learnings. The Minister for the Environment would be considering a RAMSAR application for the lake this month which would increase funding opportunities. A Wairarapa Moana symposium was planned for March 2019.

A7. Actions from Public Participation

Mr Allingham had met with NZTA and a Featherston Community Board representative to discuss the traffic diversion proposal with the outcome being that parties requesting change would need to put forward a proposal stating what was wanting to be achieved, how the proposal will achieve that, as well as giving consideration to other logistical matters. The proposal would be reviewed by NZTA and would eventually be subject to a district wide public consultation process.

Mr Crimp noted that Council was not permitted to waiver central government legislative requirements.

Consideration of grant applications was deferred until agenda item 'C1 Applications for Grant Funding'.

Deputy Mayor Jephson thanked Mr Smith for his update on Wairarapa Moana.

COUNCIL NOTED:

1. Action 530: Give consideration to supporting economic growth by offsetting various charges for a period of time during the rating review; J Mitchell

A8. Community Board Participation

Featherston Community Board

Mrs Ramsden had written to Greater Wellington Regional Council asking for the Featherston wastewater hearings to be held in Featherston.

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Greytown Community Board

Mrs Hay reported that the Board had been receiving feedback on the proposed four-story building on Main Street and that she had requested Council publically notify the consent.

Mr O'Leary noted that the District Plan allowed for buildings of 15m in height within commercial zones without public notification, but that the proposed development was also within Greytown's heritage precinct. The application would be carefully assessed before a final decision on notification was made.

A9. Minutes for Confirmation

COUNCIL RESOLVED (DC2018/100) that the minutes of the Council meeting held on 27 June 2018 are a true and correct record subject to the removal of the last sentence of paragraph one of C2 Featherston Vacant Land; 'Mr Hodson noted that the low staffing numbers attributed to some of the problem' and insertion at that point of 'Mr Hodson recommended strengthening staffing in the Planning Department, having two people over key projects, and physically looking at land offered for sale in the future'.

(Moved Cr Carter/Seconded Cr Craig)

Carried

A10. Extraordinary Business

There was no extraordinary business.

A11. Notices of Motion

Cr Carter expressed a desire to keep people informed and create more transparency which were sentiments supported by the Long Term Plan. Cr Vickery supported the motion, however not if it made administration more expensive.

Councillors noted that the purpose of workshops was to learn more about a new topic, have free and frank discussions with the opportunity to ask questions, and that notes were kept for many of the workshops held.

Depending on the definition of a workshop, Mr Crimp noted that the staffing cost could be \$25,000-\$30,000 per year.

Councillors supported a fuller discussion as part of the governance review process.

COUNCIL MOTION: That South Wairarapa District Council make provision for records of all Council meetings held, including workshops so that the decision making process is demonstrated clearly for our ratepayers as Mayor Viv Napier has said in her July 9th statement in the Wairarapa Times Age.

(Moved Cr Carter/Seconded Cr Vickery)

Not Carried

B Council Committee and Community Board Minutes

B1. Reports and Minutes of Council Committees and Community Boards

COUNCIL RESOLVED (DC2018/101)

1. To receive the Reports and Minutes of Council Committees and Community Boards.
2. To receive the minutes of the Martinborough Community Board meeting 16 July 2018.

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3. To receive the minutes of the Featherston Community Board meeting 17 July 2018.
4. To receive the minutes of the Greytown Community Board meeting 18 July 2018.
5. To receive the minutes of the Maori Standing Committee 30 July 2018.
6. To receive the minutes of the Audit and Risk Working Party 18 July 2018.

(Moved Cr Craig/Seconded Cr Jephson)

Carried

B2. Logo and Branding Working Party

Mrs Hay presented a report from the Logo and Branding Working Party and discussed the project budget with members. Members discussed a request from Alistair Plimmer for a South Wairarapa representative team logo.

COUNCIL RESOLVED (DC2018/102) to receive the Logo and Branding Working Party Report.

(Moved Cr Craig/Seconded Cr Wright)

Carried

C Decision Reports from Chief Executive and Staff

C3. Summary and Confirmation of Approach on Updating Appendix 1.4 Notable Trees Register of the District Plan

Cr Ammunson joined the meeting at 10:38am.

Mr van Kregten and Mr Hill outlined the background of the Notable Trees Project and work conducted, noting that owner permission for the inclusion of the Mead oaks on Wood Street and the cooper beech tree at 134 Main Street in the District Plan Appendix 1.4 had not been granted but that all other trees put forward had landowner approval for inclusion in the plan change process.

Councillors requested further information on the Mead oaks and the copper beech trees (resolution eight and nine) so a fully informed decision on their respective value to the community against landowner wishes could be made prior to accepting them for inclusion in the District Plan change.

COUNCIL RESOLVED (DC2018/105):

1. To receive the Summary and Confirmation of Approach on Updating Appendix 1.4 Notable Trees Register of the District Plan.
(Moved Cr Ammunson/Seconded Cr Colenso) Carried
2. That 26 trees or groups of trees are removed from the Appendix because the trees are no longer on site, or no longer alive.
(Moved Cr Craig/Seconded Cr Carter) Carried
3. That 21 trees or groups of trees are removed from the Appendix because these are not worthy of protection.
(Moved Cr Vickery/Seconded Cr Wright) Carried
4. That no changes are made to listed trees located on Council land, other than removing those trees of which Council is aware are no longer present.
(Moved Cr Olds/Seconded Cr Colenso) Carried
5. That 45 trees or groups of trees be added to the Appendix based on suggestions from the public.
(Moved Cr Craig/Seconded Cr Carter) Carried

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6. That 17 trees or groups of trees be added to the Appendix based on suggestions from the Tree Advisory Group.
(*Moved Cr Craig/Seconded Cr Wright*) Carried
7. That tree addresses, tree reference identifications, species, and quantity of species for tree group listings are changed as per the provided reports by Mr Hill.
(*Moved Cr Jephson/Seconded Cr Wright*) Carried
8. That the Mead oaks in Wood Street, Greytown, be included in the Appendix at this time, but at the time of the proposed Plan change more information is to be provided to Council so an informed decision can be made.
(*Moved Cr Olds/Seconded Cr Jephson*) Carried
9. That the copper beech tree at 134 Main Street, Greytown, be further assessed for inclusion at this time, but at the time of the proposed Plan change more information is to be provided to Council so an informed decision can be made.
(*Moved Cr Wright/Seconded Cr Craig*) Carried

C1. Applications for Funding

Members discussed the business awards project budget, Chamber of Commerce financials, complimentary tickets and mayoral presentation of an award, business development and the opportunity to use the awards for local promotion.

COUNCIL RESOLVED (DC2018/103):

1. To receive the Application for Grant Funding Request Report.
(*Moved Cr Olds/Seconded Cr Jephson*) Carried
2. To grant Wairarapa Chamber of Commerce \$2,000 from long term planning contingency funding to help with the costs associated with hosting Wairarapa Business Awards.
(*Moved Cr Ammunson/Seconded Cr Olds*) Carried
3. To grant Huri Huri \$2,000 from long term planning contingency funding to help with the costs associated with promoting the Wairarapa Summer of Cycling Campaign.
(*Moved Cr Carter/Seconded Cr Craig*) Carried

C2. Plan Change 9: Structure Plan for the Greytown Development Area Including a Designation of Road

COUNCIL RESOLVED (DC2018/104):

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
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.
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.

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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).
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

C4. Community Housing Working Party Report

Members noted that there were no recommendations made from the Working Party to the LTP/AP Working Group for consideration during the LTP process. Members discussed the Working Party proposed Terms of Reference noting that membership was restricted to councillors as community housing is a strategic asset.

COUNCIL RESOLVED (DC2018/106):

1. To receive the Community Housing Working Party Report.
(*Moved Cr Jephson/Seconded Cr Colenso*) Carried
2. To formally constitute the Community Housing Working Party.
(*Moved Cr Craig/Seconded Cr Olds*) Carried
3. To adopt the Community Housing Working Party Terms of Reference.
(*Moved Cr Colenso/Seconded Cr Wright*) Carried
4. To formally appoint councillors Wright (Chair), Colenso, Craig and Olds.
(*Moved Cr Ammunson/Seconded Cr Jephson*) Carried

C5. Representation Review

Councillors discussed the ward boundaries noting the slight population imbalance, and requested further information be provided to the public on Māori ward considerations.

COUNCIL RESOLVED (DC2018/98):

1. To receive the Representation Review Report.
(*Moved Cr Craig/Seconded Cr Colenso*) Carried
2. To adopt as its initial proposal for the representation review for the local election to be held in 2019 and subsequent elections until altered by any subsequent decisions the following:
 - a. That the Council comprise nine (9) councillors elected from three (3) wards, and the Mayor elected at large;
 - b. That the Council retain the existing ward names of Featherston, Greytown and Martinborough;
 - c. That the proposed boundaries of the three (3) wards remain as they are at present;
 - d. That there be three (3) community boards representing the communities of Featherston, Greytown and Martinborough;
 - e. That the proposed boundaries of the three (3) communities remain as they are at present;
 - f. That the membership of the Featherston, Greytown and Martinborough Community Boards be retained at four (4) members

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elected at large from the respective communities and two members appointed by the Council representing the respective wards;

- g. That public notice is given of the Initial Proposal as contained in this resolution;
- h. That the South Wairarapa District Council will hear submissions on this Initial Proposal.

(Moved Cr Craig/Seconded Cr Olds)

Carried

C6. Fraud Policy and Acquisition

Members requested clarification and further consideration be given to clause 3.2.4 of the Acquisition and Disposal of Land and Buildings Policy to ensure disclosure of encumbrances in a way that did not unreasonably hamper disposal.

COUNCIL RESOLVED (DC2018/107):

- 1. To receive the Fraud Policy and Acquisition and Disposal of Land and Buildings Policy Review.

(Moved Cr Jephson/Seconded Cr Colenso)

Carried

- 2. To approve the amendments to the Fraud Policy (N700).

(Moved Cr Craig/Seconded Cr Olds)

Carried

- 3. To defer a decision on the Acquisition and Disposal of Land and Buildings Policy until the next meeting (E100).

(Moved Cr Wright/Seconded Cr Jephson)

Carried

- 4. To agree the next review date for policies N700 and E100 should be July 2021.

(Moved Cr Colenso/Seconded Cr Olds)

Carried

C7. Grants Policy Review

Members discussed grants as allocated during the long term plan process, and the need to have a policy to reflect what Council was doing for the community and that allowed sufficient freedom to make informed decisions.

COUNCIL RESOLVED (DC2018/108):

- 1. To receive the Grants Policy Review Report.

(Moved Cr Craig/Seconded Cr Vickery)

Carried

- 2. To approve the amendments to the Grants Policy (M700) with further amendments as directed.

(Moved Cr Olds/Seconded Cr Vickery)

Carried

- 3. To agree that the next review date for policy M700 should be February 2021.

(Moved Cr Craig/Seconded Cr Ammunson)

Carried

- 4. Action 531: (Grants Policy) Remove 'prizes/trophies' under section 4, add 'Bonds or' to paragraph 2.2.2.2 before 'Deposits', remove paragraph 6.3; J Mitchell

C8. Execution of Council Common Seal

COUNCIL RESOLVED (DC2018/109):

- 1. To receive the Execution of Council Common Seal Report.

(Moved Cr Carter/Seconded Cr Colenso)

Carried

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2. To ratify the affixation of the Common Seal to the following:
 - a. A deed of indemnity agreement between South Wairarapa District Council and the Minister of Transport as a result of legalising an area of road known as Pierce Street dated 23 July 2018.

(Moved Cr Craig/Seconded Cr Jephson)

Carried

C9. Review and Approve Accommodation Working Party Terms of Reference

Members discussed the report noting that although this was an operational matter, but given the large project budget it had been deemed appropriate by the Chief Executive to involve councillors. Opportunities for staff input would also be provided.

COUNCIL RESOLVED (DC2018/110):

1. To receive the Accommodation Working Party Report.
(Moved Cr Colenso/Seconded Cr Vickery) Carried
2. To approve the proposed Terms of Reference for the Accommodation Working Party.
(Moved Cr Wright/Seconded Cr Craig) Carried
3. To update the Council and Committees (A100) Policy to reflect the adoption of the Terms of Reference for this Working Party.
(Moved Cr Craig/Seconded Cr Vickery) Carried

C10. Proposed Naming of Rights of Ways

COUNCIL RESOLVED (DC2018/111):

1. To receive the Proposed Naming of Rights of Ways, East Street, Greytown Report.
(Moved Cr Ammunson/Seconded Cr Colenso) Carried
2. To approve the name “Bey Lane”.
(Moved Cr Wright/Seconded Cr Ammunson) Carried

C11. Māori Standing Committee Nomination

Mr Crimp noted that the Committee Terms of Reference was under review, but that the report for consideration provided changes to enable Featherston Māori representation.

COUNCIL RESOLVED (DC2018/112):

1. To receive the Māori Standing Committee Nomination Report.
(Moved Cr Vickery/Seconded Cr Carter) Carried
2. To ratify the Hau Ariki Marae Committee recommendation to appoint Nathan Maynard to represent Hau Ariki Marae on Council’s Māori Standing Committee.
(Moved Cr Olds/Seconded Cr Colenso) Carried
3. To agree that the Māori Standing Committee membership as defined by the Council and Committees Policy is updated to include two members from Featherston’s “Pae tu Mokai o Tauira” – Incorporated Society.
(Moved Cr Carter/Seconded Cr Ammunson) Carried

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4. To agree that section 4 “Membership” of the Maori Standing Committee Terms of Reference is updated to include two representatives from Pae tu Mokai o Taurira.
(*Moved Cr Craig/Seconded Cr Ammunson*) Carried
5. To ratify Featherston’s “Pae tu Mokai o Taurira” – Incorporated Society recommendation to appoint Karen Mikaera and Narida Hooper to represent Pae tu Mokai o Taurira on Council’s Māori Standing Committee.
(*Moved Cr Carter/Seconded Cr Colenso*) Carried

C12. 17A Roothing Review

Members noted that contract parties and governance arrangements were yet to be determined.

COUNCIL RESOLVED (DC2018/113):

1. To receive the 17A Roothing Review Report.
(*Moved Cr Jephson/Seconded Cr Vickery*) Carried
2. To accept the findings that; the preferred option is a shared governance arrangement with an outsourced contract.
(*Moved Cr Wright/Seconded Cr Olds*) Carried
3. That the shared governance structure and accountabilities be defined following further work on risks, costs and savings.
(*Moved Cr Craig/Seconded Cr Ammunson*) Carried
4. That the shared contract structure be defined following further analysis on bundling of works and services within the roads contract, including professional services.
(*Moved Cr Vickery/Seconded Cr Colenso*) Carried

C13. Local Government Members Determination 2018

COUNCIL RESOLVED (DC2018/114):

1. To receive the Local Government Members Determination 2018 Report.
(*Moved Cr Jephson/Seconded Cr Colenso*) Carried
2. To confirm the proposed hourly rate for hearing fees for SWDC hearings for the Chair as \$78 per hour and \$50 per hour for other members.
3. To confirm not to adopt the Remuneration Authority’s (RA) option of elected members claiming a travel allowance of \$37.50 per hour after the first hour of travel on Council business for the 2018/19 financial year.
4. To adopt the RA’s proposed payments for travel reimbursement of 0.73 cents per km on Council business and the communication allowance \$1,190.00 per year per councillor for the 2018/19 financial year (both unchanged from the previous financial year).
(*Moved Cr Olds/Seconded Cr Craig*) Carried

D Operational Reports

D1. Planning and Environment Group Report

Members discussed the building consents process with Mr Crimp and Mr O’Leary.

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COUNCIL RESOLVED (DC2018/115):

1. To receive the Planning and Environment Group Report.
(*Moved Cr Jephson/Seconded Cr Ammunson*) Carried
2. Action 532: Provide analysis to councillors on the last two years of building consent applications; R O'Leary

D2. Infrastructure and Services Group Report

The Group Manager Infrastructure and Services discussed the LTP waste initiatives rollout, wastewater irrigation to land percentages in normal years, community housing redecoration, solid waste increases, and a focus from central government on reducing road deaths with councillors.

COUNCIL RESOLVED (DC2018/116):

1. To receive the Infrastructure and Services Group Report.
(*Moved Cr Olds/Seconded Cr Colenso*) Carried
2. Action 533: Amend wastewater project wording to show that 100% irrigation of wastewater to land is for a normal year and that there a provisions for discharge to waterways in unusual circumstances; M Allingham

D3. Chief Executive Officer Report

Mr Crimp discussed management of the 'health' side of Council's Health and Safety obligation with members.

COUNCIL RESOLVED (DC2018/117):

1. To receive the Chief Executive Officer's Report.
2. To receive the financial statements report for the period ended 31 May 2018.
(*Moved Cr Craig/Seconded Cr Colenso*) Carried

D4. Action Items Report

COUNCIL RESOLVED (DC2018/118) to receive the District Council Action Items Report.

(*Moved Cr Wright/Seconded Cr Olds*) Carried

Cr Vickery left the meeting at 2:28pm.

E Chairperson's Report

E1. Report from Her Worship the Mayor

Members noted that a report on the LGNZ Conference would be compiled by attending delegates.

COUNCIL RESOLVED (DC2018/119):

1. To receive the Mayor's Report.
(*Moved Cr Colenso/Seconded Cr Olds*) Carried
2. To appoint Cr Ross Vickery as a Council appointed member of the Featherston Community Board.
(*Moved Cr Olds/Seconded Cr Carter*) Carried

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3. To appoint Cr Ross Vickery as a member of the Community Housing Working Party.
(*Moved Cr Olds/Seconded Cr Wright*) Carried

F Members' Reports

F1. Reports from Councillors

Cr Jephson

SportNZ Rural Travel Fund Assessment Group, Audit and Risk Working Party

Cr Jephson reported that the SportNZ Rural Travel Fund was open and accepting applications from schools and clubs.

Cr Colenso

Wairarapa Library Service, Community Safety and Resilience Working Party

Cr Colenso had submitted reports in the Council papers and raised safety concerns in Featherston with children crossing Fox Street and safety in school zones where car parking on yellow lines was obscuring school patrol crossings. Cr Colenso undertook to follow-up with the School Community Officer to see if this problem was occurring in South Wairarapa and if so whether Council could assist with providing bollards.

Cr Carter

Creative Communities Assessment Group

Cr Carter reported that an Assessment Group meeting was scheduled for September.

Cr Wright

Cobblestones Museum

Cr Wright reported that the Cobblestones Museum AGM would be held in August.

F2. Reports from Appointments to Greater Wellington Regional Council (GWRC) Committees

Cr Jephson

Awhea Opouawe Scheme Committee, Wairarapa Committee, Regional Climate Change and Natural Hazards Working Group, Wairarapa Committee

Cr Jephson said a Memorandum of Understanding (MOU) agreement to rectify roading issues in the Users Hill area was progressing.

Cr Wright

Waiohine Floodplain Management Plan Steering Group, Wairarapa Committee

Cr Wright reported on the Waiohine Action Group's (WAG) presentation of six options and feedback sessions for the public.

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Cr Olds

Wairarapa Moana Governance Group, Ruamāhanga Whaitua Committee, Lower Valley Development Scheme Advisory Committee

Cr Olds reported that the Whaitua Ruamāhanga Implementation Programme was being presented to GWRC on the 16 August 18 for their endorsement before a process would be followed to implement a Regional Plan change. Some allowances had been made for Henley Lake and QEII Park in Masterton.

Deputy Mayor Jephson thanked Cr Olds for keeping Council up to date and well informed.

COUNCIL RESOLVED (DC2018/120) to receive councillor reports.

(Moved Cr Olds/Seconded Cr Ammunson)

Carried

G Reports from Appointments and Outside Organisations

G1. Appointments

Mr Hancock with support from Mr Broughton and Mr Dunlop presented the Destination Wairarapa report and discussed the MOU renewal in 2019, iSites, tourism and promotion opportunities, and creation of an economic development website with councillors.

COUNCIL RESOLVED (DC2018/121) to receive reports from appointments.

(Moved Cr Colenso/Seconded Cr Craig)

Carried

Confirmed as a true and correct record

.....(Mayor)

.....(Date)

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