



# SOUTH WAIRARAPA DISTRICT COUNCIL MEETING MINUTES – 24 February 2010

**Present:** Mayor Adrienne Staples (Chairperson), Councillors Margaret Craig, Dean Davies, Mike Gray, Viv Napier, Dianne Phelps, Julie Riddell, Solitaire Robertson, Keith Sexton and Max Stevens.

**In attendance:** Dr Jack Dowds (CEO), Ravi Mangar (Manager Works and Services), Chris Gorman (Senior Planner) and Kyra Low (Secretary)

**Conduct of Business:** The meeting was held in the South Wairarapa District Council Chambers, Martinborough and was conducted in public between 9.30am and 1.30pm

## A Preliminary Matters

**Procedural Items:** The Featherston Walkways and Reserves Trust – Otairā Reserve Action Plan to be considered with item F.11 Dorset Square Draft Action Plan 2009.

**A1. Apologies:** None.

**A2. Public Participation:**

- Fiona Marett – WOOPS

Informed Council about the support and services that WOOPS provide for older persons.

**A3. Minutes for Confirmation:**

Amendments:

Correction to spelling Chris Pedersen change to Chris Peterson, Masterton District Councillor.

C1. Action Item should read: Councillors would like one of the planners to attend the next meeting to update them on the changes to the RMA.

E2. Crs Craig and Napier - Rural and Provisional Sector Meeting

F1 1.3.1 RESOLUTION DC2009/367 should read: subject to Council's Engineer's assessment.

The minutes of the Council meeting held on 9 December 2009 were confirmed as true and correct with the above amendments.

*(Stevens/Robertson)*

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**A4.**

**District Council Action List:**

- 9 December 2010

*COUNCIL RESOLVED* to receive the Action Item List from District Council meeting held on 9 December 2009 (*Davies/Gray*)

Action item 1 - Defer until after decision made on the Department of Conservation's Grazing Plan has been decided.

Action item 2 - still to be undertaken.

New action item to be added: Memorandum Of Understanding with the Featherston ANZAC Club be drafted.

New Action item to be added: All correspondence for the Maori Standing Committee to be sent to Alex Webster.

All other action items are underway or have been undertaken.

**B Council Committee and Community Board Minutes**

**B1. Policy and Finance Committee**

*COUNCIL RESOLVED* to receive the 9 December 2009 minutes of the Policy and Finance Committee. (*Riddell/Napier*)

**B2. Martinborough Community Board – 1 February 2010**

*COUNCIL RESOLVED* to receive the minutes of Martinborough Community Board 1 February 2010. (*Riddell/Napier*)

**B3. Featherston Community Board – 2 February 2010**

*COUNCIL RESOLVED* to receive the minutes of Featherston Community Board 2 February 2010. (*Riddell/Napier*)

**B4. Greytown Community Board – 3 February 2010**

*COUNCIL RESOLVED* to receive the minutes of Greytown Community Board 3 February 2010. (*Riddell/Napier*)

**B5. Maori Standing Committee – 8 February 2010**

*COUNCIL RESOLVED* to receive the minutes of the Maori Standing Committee 8 February 2010. (*Riddell/Napier*)

**C Planning and Regulatory Reports**

**C1. Report from Resource Management/Planning**

*COUNCIL RESOLVED* to receive the Application Sub-committee reports dated 23 September 2009, 8 December 2009, 16 December 2009, 12, 19 and 27 January 2010, 2 February 2010 and 9 February 2010. (*Robertson/Phelps*)

Wairarapa Landscape Project was discussed.

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*[Action Item: Insert a link from the SWDC website to the Carterton District Council web site for details on the Wairarapa Landscape Project link is <http://cartertondc.co.nz/wailandscape/index.html>]*

*[Action Item: Invite Scott Ihaka from the Wellington Regional Council to the next Combined Council Forum]*

*[Action Item: Council would like to be advised of dates for planned public meetings for the consultation phase of The Wairarapa Landscape Project.]*

*[Action Item: Chris Gorman provide some information about consents and recent changes]*

**C2. Report from Building Services**

*COUNCIL RESOLVED* to receive the Building Services report.  
(Robertson/Phelps)

*[Action Item: CEO to update Councillors on the recommendations raised by the International Accreditation NZ Audit of Building Control Policies, Procedures and Quality Assurance]*

**D Operational Reports**

**D1. Chief Executive Officer – Finance and Corporate Services Report**

*COUNCIL RESOLVED* to receive the monthly financial statements for the period ended 30 November 2009 and 31 December 2009, monthly library report and South Wairarapa District Council Libraries Monthly Report.  
(Davies/Sexton)

**D2. Report from Works and Services**

*COUNCIL RESOLVED* to receive the Works and Services report.  
(Stevens/Riddell)

Councillors inquired into the possibility of extending the swimming pool opening days.

*[Action Item: MWS to investigate the implications of extending the Swimming Pool season.]*

Items raised for investigation from the Works and Services report, the Ngawi toilet bin hasn't yet been changed to a smaller bin.

The Lime Track at Considine Park has not yet been sprayed correctly.

*[Action Items: MWS to follow up on exchanging the bin at the Ngawi toilet with a smaller bin, the spraying of the Considine Park Track be investigated and follow up with NZTA the about the access points to the Pedestrian Crossing ou side the Greytown Town Centre .]*

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*[Action Item: access points to pedestrian crossings be prioritised for next year as wheel chairs and mobility scooters have difficulty accessing crossings from footpaths.]*

## **E Representation Reports**

### **E1. Mayor's Monthly report**

*COUNCIL RESOLVED* to receive the Mayor's monthly report. *(Staples/Stevens)*

#### **1.2 Regional Transport Committee**

Corridor Plan consultation, submissions close Friday 12<sup>th</sup> March.

*[Action Item: Councillors to e-mail Mayor with comments, for compiling into a submission for review at the next Council meeting.]*

### **E2. Reports from Councillors**

*COUNCIL RESOLVED* to receive the monthly reports from Councillors.  
*(Craig/Davies)*

Cr M A R Craig

Cobblestones Trust

Healthy Homes

Wellington Region Waste Forum

Cr D Davies

Wairarapa Library Service Committee

Cr T M Gray

Communities for Climate Protection

GWRC Water Strategy

Resilient Communities

Wairarapa Moana

<i>COUNCIL RESOLVED DC2010/1</i> that Councillor Davies replaces Councillor Gray as a member on the Wairarapa Moana Group.
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<i>(Staples/Gray)</i> 24 February 2010
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Cr M J Stevens

Wairarapa Rural Fire District Committee

Cr J E Riddell

Wellington Regional Advisory Committee of UCOL

Wairarapa Road Safety Council

*[Action Item: Wairarapa Road Safety Council would like to attend the next Combined Council Forum.]*

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Cr S Robertson  
South Wairarapa Community Arts Council

Cr K R Sexton  
Moroa Water Race Committee  
Southern Wairarapa Safer Community Council

Crs Craig and Napier  
Rural and Provincial Sector Meeting – 18 & 20 November 2009

### **E3. Council Appointments**

#### **Destination Wairarapa Inc**

*COUNCIL RESOLVED* to receive the monthly report from Destination Wairarapa.  
(Phelps/Riddell)

Information needs to be given to people visiting Greytown and travelling on the train from Wellington that if people need to get to Greytown from the train by bus they would have to get off the train in Featherston and catch the bus from the Featherston Station.

### **F Decision Papers**

#### **F1. Urban Design Protocol**

<i>COUNCIL RESOLVED DC2010/2</i> to become a signatory to the New Zealand Urban Design Protocol and that the Resource Management/Planning Department appoint an appropriate Officer to be a Council ‘Champion’ for urban design matters.	(Stevens/Craig) 24 February 2010
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#### **F2. Stella Bull Park**

<i>COUNCIL RESOLVED DC2010/3</i> to change the name of the reserve to ‘Stella Bull Park (including Sarah’s Garden), in accordance with section 16(10) of the Reserves Management Act 1977, and Council staff be instructed to prepare a gazette notice accordingly.	(Gray/Davies) 24 February 2010
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#### **F3. Litter Act 1979 and Solid Waste General Model Bylaw**

<i>COUNCIL RESOLVED DC2010/4</i> that Council receive this report, and adopt Infringement Notices and amend the conditions of use of the transfer stations to better manage the disposal of rubbish. 2.3 should read: that Council deem it an offence to deposit litter at the entrance (either within the site or on the road of any recycling station and any Council owned roadway or property).	(Robertson/Sexton) 24 February 2010
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*COUNCIL RESOLVED DC2010/5* amendment to resolution DC2010/4 to include that Council will appoint the Bylaw Officer as the Litter Officers.

*(Robertson/Stevens)  
24 February 2010*

**F4. Policy Manual – Review of Policies and Amendments**

<b>Policy</b>	<b>Page No.</b>			<b>Review Date</b>
Policy Manual Introduction				May 2009
Council and Committees	A/100	-	A/04	Oct 2010
Council Representation on Other Organisations	A/200	-	A/01	Oct 2010
Remuneration	A/300	-	A/302	Feb 2010
Travel	A/400	-		Feb 2010
Conferences, Seminars, Training	A/500			Sep 2012
Public Concerns	A/600			Sep 2012
Mayor's Discretionary Fund	A/700			LTCCP 2012
Significance Policy	A/800	-	A/802	LTCCP 2012
Partnerships with the Private Sector Policy	A/901	-	A/903	LTCCP 2012
Maori Policy	A/1000	-	A/1001	LTCCP 2012
Consultation Policy	A/1100	-	A1102	LTCCP 2012
Naming of Public Roads, private Roads and Rights-of Way Policy	C/600	-	C/603	Aug 2011
Town Water Supply Policy	D/100	-	D/102	LTCCP 2012
Waste Water Disposal Policy – Connections to Sewer Reticulation System	D/200	-	D/202	LTCCP 2012
Acquisition and Disposal of Property	E/100	-	E/101	May 2011
Hire of Council Facilities	E/200	-	E/201	May 2011
Property – Community Groups Use of, and Access to, Council Parks and Reserves, Policy	E/500	-	E/501	May 2011
Leasing of Property Policy	E/600	-	E/601	July 2011
Display of Artworks in the Greytown Town Centre	E/700	-		Time to time as required adopted 13 May 2012
Gambling Venues Policy – Revised	H/700	-	H/702	Nov 2011
Earthquake – prone Buildings Policy	H/800	-	H/805	2011
Dangerous and Insanitary Buildings Policy	H/900	-	H/903	2011
Fire Urban Policy	H/1000	-	H/1007	7 Jan 2011
Smoke-Free Environment Policy	H/2000			Aug 2012
Infectious Disease and Pandemic Policy	I/100	-	I/102	Aug 2012
Promotion, Publicity and Media Liaison	J/100	-	J/101	May 2012

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Policy	Page No.			Review Date
Concession for Charitable and Like Community Organisations and Groups	K/100	-	K/101	Annual Plan 2011
Library Policy	L/100	-		Sep 2013
Library Service (Wairarapa) Copyright Policy	L/200	-		Sep 2013
Accounting Policies	M/100	-	M/13	LTCCP 2012
Revenue and Financing Policy	M/200	-	M/218	LTCCP 2012
Liability Management Policy	M/300	-	M/301	LTCCP 2012
Investment Policy	M/400	-	M/402	LTCCP 2012
Procuring Goods and Services policy	M/500	-	M/504	Dec 2010
Financial Contributions	M/600	-	M/604	LTCCP 2012
Rates – Remission and Postponement of Rates on Maori Freehold Land Policy	M/800	-	M/801	LTCCP 2012
Rates – Remission Policy	M/900	-	M/904	LTCCP 2012
Rates – Postponement of Rates Policy	M/1001	-	M/1002	LTCCP 2012
Common Seal	N/300			May 2012
<del>Protected Disclosures Act 2000</del>	<del>N/400</del>	<del>=</del>	<del>N/405</del>	<del>Sep 2009</del>
Equal Employment Opportunity Policy	N/500	-		LTCCP 2012
<del>Emails and Internet Usage Policy</del>	<del>N/600</del>	<del>=</del>	<del>N/602</del>	<del>Sep 2009</del>
Fraud Policy	N/700	-	N/02	Dec 2012
Resource Management Policy	O/100	-	O/103	Sept 2012
<del>Financial Delegation Policy</del>	<del>O/200</del>	<del>=</del>	<del>O/201</del>	<del>Dec 2009</del>

\* *Strike through means Council will review at a later date.*

#### F5. Urban Street Tree Policy

<i>COUNCIL RESOLVED DC2010/6 That Council adopts the Urban Street Tree Policy and that on approval, Council staff communicate the Policy to builders, contractors and arborists in the District.</i>	<i>(Robertson/Stevens) 24 February 2010</i>
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Councillors would also like to thank Trish Clifford-Marsh (Governance Support Officer) and Shelagh Noble (Planner) for their work on the Urban Street Policy.

*[Action Item: Community Boards to be given copies of the Urban Street Policy.]*

*[Action Item: Include an Attachment B to the Policy; Attachment B is the application to plant a Street Tree]*

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**F6. Properties**

*[Action Item: Hold over to the next Council Meeting]*

**F7. Wairarapa Library Service Library Strategy**

<i>COUNCIL RESOLVED DC2010/07 to receive the Library Strategy and adopt with an amendment that copies be sent to submitters and the Greytown District Trustlands Trust.</i>	<i>(Gray/Napier) 24 February 2010</i>
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**F8. Ngawi Fire Engine – Application for Financial Waiver**

*[Councillor Phelps has a conflict of interest so abstained from discussion.]*

<i>COUNCIL RESOLVED DC2010/8 that Council receives the report and that it is given consideration through the Annual Plan process.</i>	<i>(Sexton/Stevens) 24 February 2010</i>
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**F9. Recommendations from Community Boards, Committees and Working Parties**

<i>COUNCIL RESOLVED DC2010/9 to relocate the signs on the main gate at the Featherston Memorial to the other gate.</i>	<i>(Riddell/Davies) 24 February 2010</i>
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*[Action Item: MWS to arrange for the signs at the main gate of the Featherston Memorial be moved to the other gate.]*

<i>COUNCIL RESOLVED DC2010/10 that a common advisory group be formed for the 3 town's Waste Water Working Party consisting of a base group of at least 1 Councillor from each ward (being Cr Sexton – Featherston, Cr Stevens – Martinborough and Crs Napier and Gray – Greytown) plus a representative from DOC, Fish and Game, Iwi authorities, and Papawai Marae (for Greytown). GWRC representative to be invited for observation. That this group has the power to co-op members of the local community as and when required including the 3 Community Board Chairpersons.</i>	<i>(Stevens Craig) 24 February 2010</i>
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**F10. Wairarapa Councils' Shared Services Draft Terms of Reference**

<i>COUNCIL RESOLVED DC2010/11 that Council approves the Wairarapa Councils' Shared Services Working Party Draft Terms of Reference.</i>	<i>(Napier/Gray) 24 February 2010</i>
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- F11.     ▪   Dorset Square Draft Action Plan June 2009
- Featherston Walkways and Reserves Trust – Otairira Reserve Action Plan

<i>COUNCIL RESOLVED DC2010/12 that Council receives the report and endorses the Dorset Square and the Reserves Trust – Otairira Reserve Action Plans.</i>	<i>(Sexton/Phelps) 24 February 2010</i>
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**G. Correspondence**

1. Letter to Featherston Rugby Football Club and letter from Featherston Rugby Football Club

*[Action Item: Crs Napier, Craig and Stevens investigate a policy for water users other than households for the Annual Plan]*

*COUNCIL RESOLVED that the above correspondence be received. (Staples/Gray)*

**H. Tabled Items**

1. Wairarapa Branch of RNZSPCA Inc letter dated 17 February 2010
2. Greater Wellington Regional Council letter dated 4 February 2010
3. Notes from Rural Provincial Sector Meeting 18/19 February 2010

**Confirmed as a true and correct record**

.....(Mayor)

.....(Date)

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