



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

FEATHERSTON COMMUNITY BOARD

Agenda

NOTICE OF MEETING

An ordinary meeting will be held in Kiwi Hall, 62 Bell Street, Featherston on Tuesday, 3 November 2020 starting at 7:00pm.

MEMBERSHIP OF THE COMMUNITY BOARD

Mark Shepherd (Chair), Claire Bleakley, Sophronia Smith, Jayson Tahinurua, Councillor Garrick Emms and Councillor Ross Vickery.

PUBLIC BUSINESS

- 1. EXTRAORDINARY BUSINESS:**
- 2. APOLOGIES:**
- 3. CONFLICTS OF INTEREST:**
- 4. ACKNOWLEDGMENTS AND TRIBUTES:**
- 5. PUBLIC PARTICPATION:**
 - 5.1 None advised
- 6. ACTIONS FROM 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.

7. COMMUNITY BOARD MINUTES:

- 7.1 Minutes for Approval: Featherston Community Board Minutes of 22 September 2020. **Pages 1-4**

***Proposed Resolution:** That the minutes of the Featherston Community Board meetings held on 22 September 2020 be confirmed as a true and correct record.*

8. CHIEF EXECUTIVE AND STAFF REPORTS:

- 8.1 Officers Report **Pages 5-33**
8.2 Action Items Report **Pages 34-37**
8.3 Income and Expenditure Report **Pages 38-44**

9. NOTICES OF MOTION:

- 9.1 None advised

10. CHAIRPERSON'S REPORT:

- 10.1 Chairperson Report **Pages 45-47**

11. MEMBER REPORTS (INFORMATION):

- 11.1 Members Report from Claire Bleakley **Pages 48-49**

12. CORRESPONDENCE:

- 12.1 None advised



Minutes – 22 September 2020

- Present:** Claire Bleakley (Chair), Sophronia Smith, Jayson Tahinurua, Councillor Ross Vickery and Councillor Garrick Emms (until 8.07pm).
- In Attendance:** Mayor Alex Beijen, Russell O’Leary (Group Manager Planning and Environment) and Steph Dorne (Committee Advisor).
- Conduct of Business:** The meeting was conducted in public in Kiwi Hall, 62 Bell Street, Featherston on 22 September 2020 between 7:00pm and 8.14pm.
- Also in Attendance:** Marcus Harvey (Cross Creek Railway Society)

1. EXTRAORDINARY BUSINESS

Mrs Bleakley asked the Board to consider the late Chairperson Report which includes recommendations relating to the Featherston Christmas Parade as an additional agenda item.

FCB RESOLVED (FCB 2020/43) to consider the Chairperson Report as agenda item 10.1; there was a delay in receiving a quote for traffic management and consideration cannot be deferred to the November meeting otherwise arrangements will be unable to be made in time for the Christmas Parade.

(Moved Bleakley/Seconded Smith)

Carried

2. APOLOGIES

FCB RESOLVED (FCB 2020/44) to receive apologies from Mark Shepherd.

(Moved Bleakley/Seconded Cr Vickery)

Carried

3. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

4. ACKNOWLEDGMENTS AND TRIBUTES

Mayor Beijen paid tribute to former councillor Bob Petelin who recently passed away and congratulated Jack and Sylvia Shepherd on the arrival of their baby. Mrs Bleakley acknowledged the success of Featherston Organic Week.

5. PUBLIC PARTICIPATION

5.1 Marcus Harvey – Grant Application from Cross Creek Railway Society

Mr Harvey spoke in support of the funding application from Cross Creek Railway Society to contribute to the costs of purchasing new batteries for the miniature train called “Sam Mac.”

6. ACTIONS FROM PUBLIC PARTICIPATION

The grant application would be considered under agenda item 8.4, the Financial Assistance Report.

7. COMMUNITY BOARD MINUTES

7.1 Featherston Community Board Minutes – 11 August 2020

FCB RESOLVED (FCB 2020/45) that the minutes of the Featherston Community Board meeting held on 11 August 2020 be confirmed as a true and correct record.

(Moved Cr Emms/Seconded Tahinurua)

Carried

8. CHIEF EXECUTIVE AND STAFF REPORTS

8.1 Officers' Report

Mr O'Leary and Mayor Beijen responded to questions on the 2020/2021 reseat programme, development of the South Wairarapa Spatial Plan, progress on the Featherston Tiny Homes application, growth in building consents, and opportunities for youth employment through the Wairarapa Moana programme of works.

Mrs Bleakley thanked Council on behalf of Western Lake Road travellers for the addition of a cattle underpass and queried if it would be sealed. Members discussed the rate arrears for Featherston and Mrs Bleakley undertook to email Mayor Beijen on her request for a further breakdown.

FCB RESOLVED (FCB 2020/46) to receive the Officers' Report.

(Moved Cr Vickery/Seconded Tahinurua)

Carried

8.2 Action Items Report

Members reviewed the actions items and discussed further updates. Members agreed to consider the deferred grant application from Featherston Menz Shed at the next meeting as the initial broadband subscription has ended and the investigation of Wi-Fi is ongoing. Members agreed to meet with the Featherston Community Centre and officers to discuss the proposal for South Wairarapa District Council to take ownership, and to discuss the naming of Featherston Town Square in a workshop.

GCB NOTED:

Action 472: Meet with students put forth by Kuranui College as potential youth representatives and report back to the Board, S Smith.

FCB RESOLVED (FCB 2020/47) to receive the Action Items Report.

(Moved Tahinurua/Seconded Cr Vickery)

Carried

8.3 Income and Expenditure Report

FCB RESOLVED (FCB 2020/48) to receive the Income and Expenditure Statement for the period 1 July 2020 – 31 August 2020.

(Moved Tahinurua/Seconded Smith)

Carried

8.4 Financial Assistance Report

Members discussed the possibility of repurposing a Council owned bus shelter not in use for the Science Table at Donald's Creek and Councillor

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Vickery undertook to explore this. Up to \$1,000 was granted towards the costs of installing a shelter on the understanding any unused funds would be returned.

FCB RESOLVED (FCB 2020/49):

1. To receive the Applications for Financial Assistance Report.
(Moved Tahinurua/Seconded Cr Vickery) Carried
2. To grant Featherston Netball Club funds of \$500 to contribute towards the costs purchasing uniforms for the junior teams.
(Moved Smith/Seconded Cr Emms) Carried
3. To grant the Wharekaka Trust Board funds of \$500 to contribute to the costs of running its Meals on Wheels Service.
(Moved Smith/Seconded Cr Vickery) Carried
4. To grant Cross Creek Railway Society funds of \$500 to contribute to the costs of purchasing four new batteries for the Cross-Creek Railway Society miniature train.
(Moved Cr Vickery/Seconded Smith) Carried
5. To grant St Teresa's School funds of up to \$1,000 to contribute to the costs of installing a shelter for the Science Table at Donald's Creek, to be funded from the beautification fund.
(Moved Cr Vickery/Seconded Tahinurua) Carried

Councillor Emms left the meeting at 8.07pm

9. NOTICES OF MOTION

There were no notices of motion.

10. CHAIRPERSONS REPORT

10.1 Chairperson Report

Mrs Bleakley spoke to matters in the Chairperson Report. Members discussed traffic management providers and Mrs Bleakley undertook to email Mayor Beijen on her request for a letter of support.

FCB RESOLVED (FCB 2020/50):

1. To receive the Chairperson Report.
(Moved Smith/Seconded Tahinurua) Carried
2. To approve funds of \$600.00 to contribute towards the costs of traffic management for the 2020 Featherston Christmas Parade, to be funded from the Featherston Community Board operating budget.
3. To approve funds of \$300.00 to contribute towards the running costs (e.g. advertising) for the 2020 Featherston Christmas Parade on provision of receipts, to be funded from the Featherston Community Board operating budget.
(Moved Cr Vickery/Seconded Smith) Carried

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11. MEMBER REPORTS (INFORMATION)

There were no member reports.

12. CORRESPONDENCE

There was no correspondence.

The meeting closed at 8.14pm.

Confirmed as a true and correct record

.....Chairperson

.....Date

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FEATHERSTON COMMUNITY BOARD

3 NOVEMBER 2020

AGENDA ITEM 8.1

OFFICERS' REPORT

Purpose of Report

To report to the Community Board on general activities.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Officers' Report.*

PLANNING AND ENVIRONMENT GROUP REPORT

This report was prepared for the Planning and Regulatory Committee but not presented as their meeting on 23 September 2020 was cancelled.

1. Resource Management

1.1 Planning Summary

1.1.1. Planning

The Planning team in a year receives around 200 resource consent applications. In normal periods, we usually have about 13 - 20 resource consents to assess. Currently there are 12 resource consent applications active for land use and subdivision decision making. There are currently 10 applications for certificates, (incl 223, 224 certificates). Consent work sits beside a mix of district plan enquiry work, land use compliance, and growing policy work. Our robust and timely decision making has continued.

1.1.2. South Wairarapa Spatial Plan

The South Wairarapa Spatial Plan is our districts strategic document looking out to 2050. The workshop on Spatial Planning held on 23 July provided more awareness on what spatial planning constitutes and considered options for approach and alignment of the Spatial Plan and the LTP. Further workshops continue to explore the linkages between district vision, district strategic drivers and catalyst projects across 30 year, 10 year horizons. A workshop considering district growth aspects will be held on 16 September. Work continues to shape the Spatial Plan/LTP diagram componentry and to refine future engagement meeting timings.

1.1.3. Martinborough Southeast Growth Area (MSGA)

An assessment report on stormwater issues by Wellington Water was completed after February. As a result of discussion at Council including work for the South Wairarapa Spatial Plan, and due to awareness of extent and costs of stormwater constraints and required mitigation in the area, the Martinborough Southeast Growth Area is now on hold, including the phase two stormwater modelling work.

1.1.4. District Plan Review

WCDP became operative in 2011, required to be reviewed after 10 years. A District Plan review can take around 2 years. Consultancy Boffa Miskell were confirmed as the preferred provider to support the review, as has membership of the hearings committee for the review. The work group meeting was held on 8 September, considered the extent of the WCDP review plus the proposed RMA reforms for planning. RMA reform recommendations of the Randerson report, proposes replacement of the RMA by a new regional level spatial plan Act and new natural resources Act. The plan review will continue but be at a level to focus on key plan topics that need necessary review.

1.1.5. Dark Sky

Council supported the need for a Council initiated plan change to review district plan outdoor lighting rules to support a dark sky reserve. Plan change is based on Mackenzie DC approach. The change to lighting on highways, discussion with NZTA. Memorandum of Understanding (MOU) on proposed Dark Sky Reserve compiled, committed to by 3 Council's. The draft Wairarapa International Dark Sky -Outdoor Artificial Lighting Plan Change has been compiled, approved by Council for notification. Public notification of this plan change is in early October.

1.1.6. Review of Notable Trees Register

Hearing was held in Greytown on 21 November. The Commissioner's decision on plan change to update register was reported to Council early February 2020. The independent commissioner's decision was adopted, we are currently dealing with an appeal on the listing of one Oak tree.

1.1.7. Featherston Tiny Homes/Brookside RC

The application has involved multiple meetings. The applicant has been requested to provide further information on urban design and traffic assessment. Number of units proposed has lowered from 120 to approx. 100 dwellings. Required further information on urban design aspects, due to site intensity, was requested, info. was supplied, the application was to be publicly notified. However, the applicant has advised Council to hold the application at this point.

1.1.8. Orchard Road Subdivision

A resource consent was granted to resolve an outstanding abatement notice. The applicant appealed this decision and Council is in the process of resolving this issue through mediation.

1.1.9. Proposed Combined Council Dog Pound SWDC/CDC

The proposal for a combined dog pound facility for SWDC and CDC was again suggested during 2019. An initial report to identify location options was compiled, with the preferred location identified as Carterton’s existing site. Independent report on facility needs and costings initially prepared by Beca’s Mike Todd, but report not completed, Beca ceased property service work. Recent costings report by Armstrong Dixon Ltd in April for reporting to July Committee mtg. The Committee sought detailed component costings, comparative costs info is being compiled. The Committee on August 12 strongly indicated pursuance of a combined pound facility with CDC and officers to clearly detail the costings framework of this option. However, the matter has been parked awaiting a direction from the Shared Services group. CDC have recently indicated a hesistancy for a combined pound option.

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”	80%	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.

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%	100%	Total 29/29
		100%	16/16 Land Use applications were completed within statutory timeframes. NCS
		100%	12/12 Subdivision applications were completed within statutory timeframes. NCS
		100%	1/1 permitted boundary activity applications were completed within statutory timeframes. NCS
s.223 certificates issued within 10 working days	100%	100%	14/14 s223 certificates were certified within statutory timeframes. NCS. Impacted by the departure of the Planning Manager and team transition from June to August 2019

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement)	95%	100%	9 out of 9 s224 certificates were certified. NCS.

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.

Six Months Trend from 1 st March 2020 to 31st August 2020		
Item	No of applications completed within the time frame over the total number of applications	% of applications processed within time frames
Land use consents	44/44 within 20 working days	100%
Subdivision Consents	40/40 in 20 working days	100%
223 Certificates	33/33 in 10 working days	100%
224 Certificates	22/22 in 15 working days	100%

2. Building Services

The procedures audit by IANZ identified a small number of procedure improvements which were updated and quickly resolved, and resulted in recent re-accreditation of our BCA, together with positive praise by the auditors. The level of new building consent applications has remained consistent, there has been timely processing together with the provision of ongoing site inspections services. Over the last financial year our team processed 584 applications which included exemptions. There are usually around 60 active building consent applications live.

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 2019-2020
Standard LIMs are processed within 10 days	100%	100%	49/49 standard LIMs were completed G:\LIMs\LIMS PROCESSED 2019-2020

	YTD 1 ST JULY 2020 TO 31 ST AUGUST 2020	PREVIOUS YTD 1 ST JULY 2019 TO 31 ST AUG201 9	PERIOD 1 ST JULY2020 TO 31 ST AUG 2020	PREVIOUS PERIOD 1 ST JULY2019 TO 31 ST AUG 2019
Standard LIMs (Processed within 10 working days)	49	26	49	26
Urgent LIMs (Processed within 5 working)	16	10	16	10
Totals	65	36	65	36

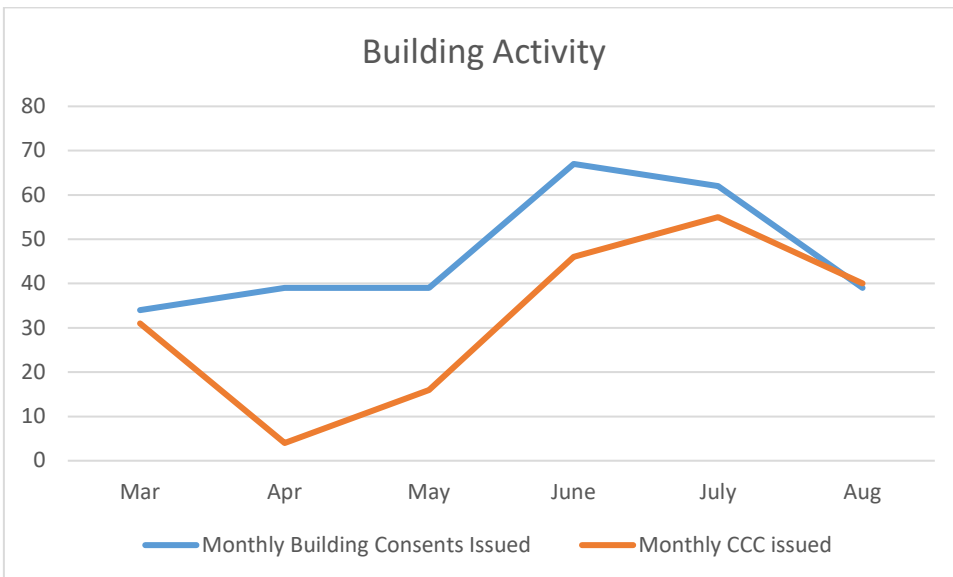
Building Act - Consents and Enforcement

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%	96.84%	NCS – 92 of 95 CCC’s were issued within 20WD YTD – Human/technical error, process put in place to prevent this from happening in the future.
Building consent applications are processed within 20 working days	100%	100%	NCS – 101 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 2022. Council was re-accredited in January 2020
BCA inspects new building works to ensure compliance with the BC issued for the work, Council audits BWOFF’s and Swimming Pools	Yes	Yes	Building Consents Council inspects all new work to ensure compliance (July and August 2020 – 767 inspections) BWOFF’s – Total 169 – average of 3 audits per month required, 0 audits carried out July & August Swimming Pools – Total 279 – average of 7 audits per month required. 19 audits carried out in July & August

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Earthquake prone buildings reports received	100%	N/A	Of the remaining buildings: 25 - Identified as EPB 9 - Require engineer assessment from owners 2 - Requested extension to provide engineers report

	Mar 20	April 20	May 20	June 20	July 20	Aug 20
Monthly Building Consents issued	34	39	39	67	62	39
Monthly CCC issued	31	4	16	46	55	40



Building Consents Processed

TYPE – JULY-AUGUST 2020	NUMBER	VALUE
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	11	\$3,535,200.00
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	1	\$50,000.00
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	89	\$7,740,719.00
Other (public facilities - schools, toilets, halls, swimming pools)	0	\$0.00
Totals	101	\$11,425,919.00

3. Environmental Health and Public Protection

The team continues to provide helpful advice, support and decision making in the areas of food safety, alcohol, bylaws and dog control matters. It was pleasing to see the high level of interest, uptake and positive feedbacks from the earlier food training, provided through Council on Food Safety Plans. Covid 19 level 2 continues to give challenges, but we are ahead of the premises verifications benchmark. MPI requirements will see us move to remote verifications, which will draw more heavily on process timing.

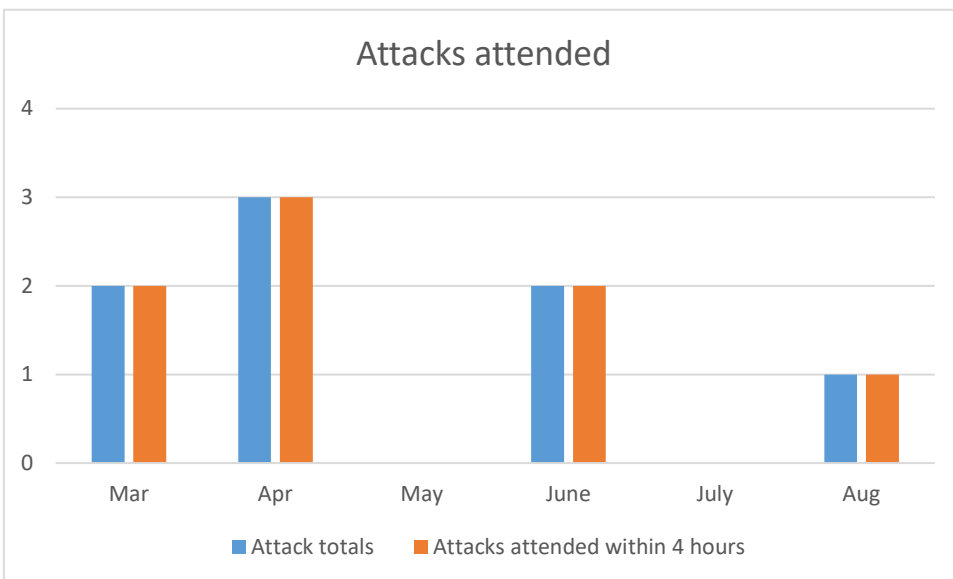
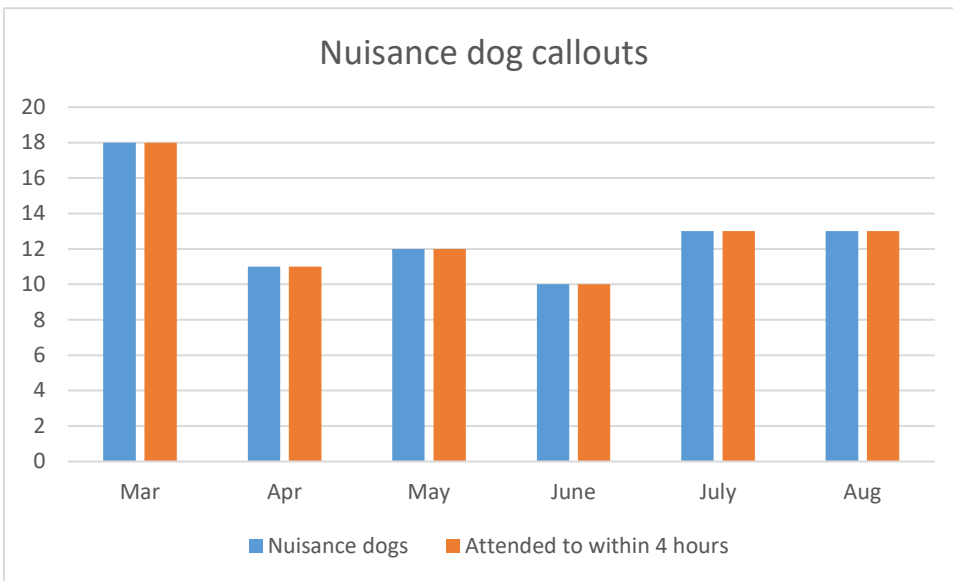
Dog Control Act – Registration and Enforcement

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	0	No visits at this stage. Education is planned for at risk groups
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 28/28
Complaints about dog attacks on persons, animals or stock are responded to within 1 hour	100%	100%	1/1

INCIDENTS REPORTED FOR PERIOD 1 JULY 2020 TO 31 AUG 2020	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	-	-	-
Attack on Person	-	1	-
Attack on Stock	-	-	-
Barking and whining	3	2	3
Lost Dogs	-	-	1
Found Dogs	-	-	1
Rushing Aggressive	2	-	-
Wandering	5	1	5
Welfare	-	-	-
Fouling	-	-	-
Uncontrolled (off leash urban)	1	1	1

	Mar 20	Apr20	May 20	June 20	July20	Aug 20
Nuisance dogs	18	11	12	11	13	13
Attended to within 4 hours	18	11	12	10	13	13
Attack totals	2	3	0	2	0	1
Attacks attended within 4 hours	2	3	0	2	0	1



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 3/3
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 2/2

INCIDENTS REPORTED	TOTAL FOR PERIOD 1 JULY 2020 TO 31 AUG 2020
Stock	3

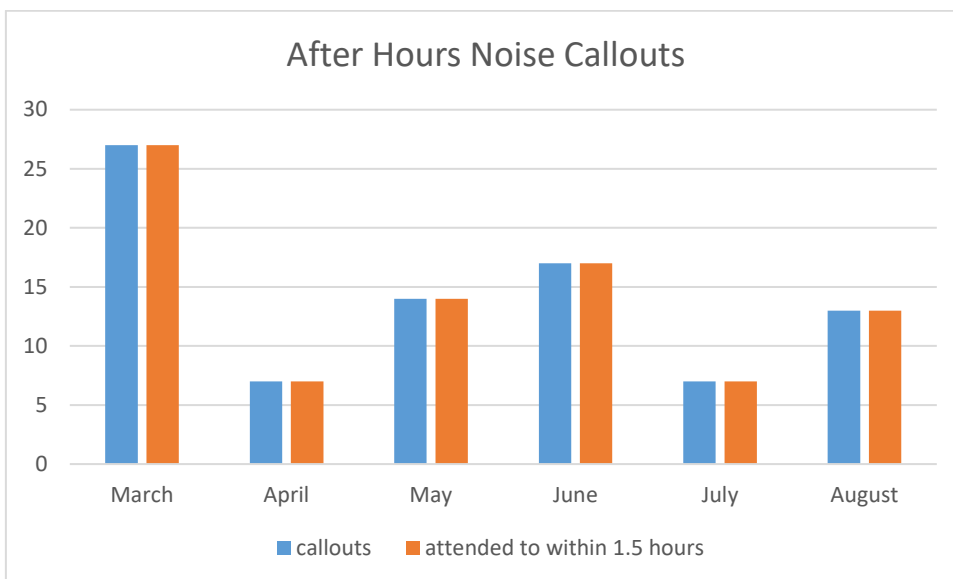
Resource Management Act – afterhours Noise Control

SERVICE LEVEL – The Council will respond when I need some help with noise control.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 20/21	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%	100%	K:\resource\Health\Resource Management\Noise Control Complaints 20/20 attended within timeframe 20 callouts July and August 20 20/20 attended to within 1.5 hours

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 2020 TO 31 AUG 2020	PREVIOUS YTD 1 JULY 2019 TO 31 AUG 2019	PERIOD 1 JULY 2020 TO 31 AUG 2020	PREVIOUS PERIOD 1 JULY 2019 TO 31 AUG 2019
Total	20	13	20	13

	Mar 20	Apr 20	May 20	June 20	July 20	Aug 20
Calls	27	7	14	17	7	13
Attended to within 1.5 hours	100%	100%	100%	100%	100%	100%



Sale and Supply of Alcohol Act - Licensing

SERVICE LEVEL – The supply of alcohol is controlled by promoting responsible drinking.

	TARGET 19/20	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises are inspected as part of licence renewals or applications for new licences.	100%	21.7% YTD	MAGIQ data. All premises inspected at new or renewal application stage (10/46*). 10/46 Number of inspections completed or licences coming up for renewal within the YTD period. 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%	21.9% 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 32 low and medium licenses due for renewal or new inspections in this financial year. As at 31 Aug 20, 7 inspections have been done YTD for low and medium premises.

	TARGET 19/20	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
			127 licences in total. Total number of licenses is subject to change month by month as new businesses open and existing premises close. Total number of inspections done year to date 7/32
Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Agencies agreement.	100%	0%	0 Controlled purchase Operation has been undertaken this YTD. Usual practice is for the SWDC alcohol licensing inspector is to undertake identified compliance inspections at licensed premises. This is to encourage open communication with our licensees and provide support and education to help our licenced premises comply with their requirements under the Act. Covid 19 and Government lockdown put a stop to this activity in this form and the Alcohol Licensing Inspector undertook compliance through an advisory role remotely under lockdown and as business moved down levels 3, 2 and 1

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2020 TO 31 AUGUST 2020	PREVIOUS YTD 1 JULY 2019 TO 31 AUG 2019	PERIOD 1 JULY 2020 TO 31 ST AUG 2020	PREVIOUS PERIOD 1 JULY 2019 TO 31 ST AUG 2019
On Licence	5	7	5	7
Off Licence	7	10	7	10
Club Licence	1	4	1	4
Manager's Certificate	21	16	21	16
Special Licence	1	8	1	8
Temporary Authority	1	-	1	-
Total	36	45	36	45

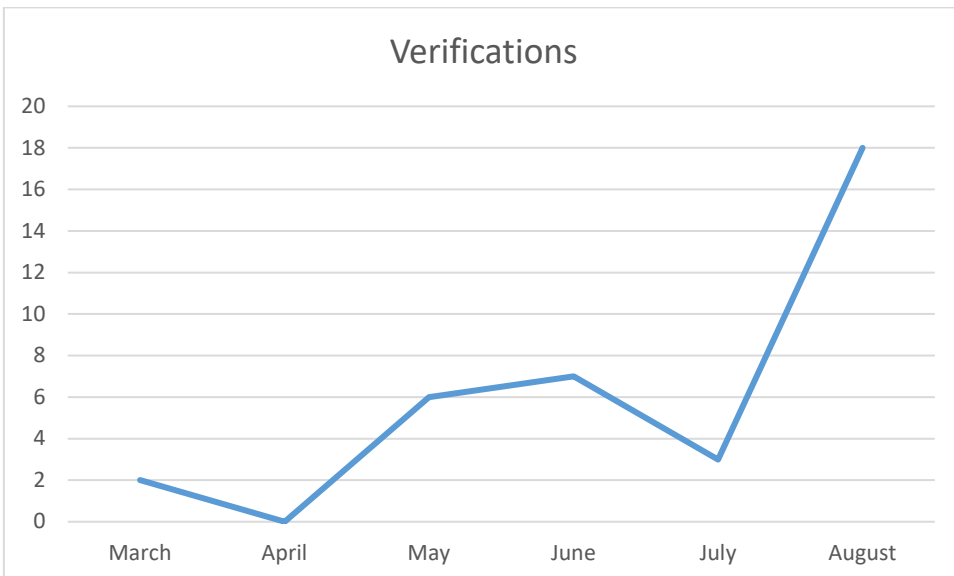
Health Act - Safe Food

SERVICE LEVEL – Food services used by the public are safe.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 19/20	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) – 93 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.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 19/20	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises are inspected in accord with regulatory requirements.	100%	22.6%	FCP verifications – 21/93 *Total number of premises is subject to change month by month as new businesses open and existing premises close. Covid-19 continues to have an impact on the ability of the EHO to undertake verifications. The EHO role also includes Hairdressers, Beauty businesses, Camping, Noise, Nuisance (odour/smoke/rats) 21 verifications were undertaken in July and August 2020 We were able to finalise (close out) 13 premises in July and August 2020 0 outstanding corrective action food business follow ups In addition our EHO was the SWDC first point of contact for all the food businesses and queries to ensure compliance with Government regulations under the various Covid 19 levels. In July and August EHO attended: 0 day time noise complaints 0 Hazardous substances complaints 6 smoke complaints 0 rat nuisance complaint 1 Odour nuisance complaint 1 complaint discharge of storm water to stream 4 Camp ground inspections 2 Health & Beauty Inspections 3 Hairdresser Inspections 2 Offensive Trade Inspections

	Mar 20	April 20	May 20	June 20	July 20	Aug 20
Verifications	2	0	6	7	3	18



Bylaws

Between 1 July 2020 and 31 Aug 2020 there were:

Trees & Hedges

- 10 notices were sent by council requesting the owner/occupier to remove the obstruction from the public space.

Litter

- 1 litter incidents were recorded and from this, council sent 15 notices to the identifiable people associated with these incidents.

Abandoned vehicles

- There were 6 abandoned vehicles located in the SWDC area, of which 5 were removed by their owners and the remaining 1 vehicle was removed by councils' contractor.

Contact Officer: Godwell Mahowa, Acting Group Manager – Planning & Environment

PARTNERSHIPS AND OPERATIONS REPORT

This report was presented to the Assets and Services Committee on 23 September 2020.

4. Group Manager Commentary

This report takes a slightly different format to previous reports. Operational updates are provided in the main body of the Committee report and discreet projects or programmes of work are updated in a new dashboard style report at Appendix 1. It is intended to provide the committee oversight and clear indication of progress and any emerging risks to the delivery of Annual Plan activities or key projects.

As well as supporting the development of the Council Long Term Plan, the Partnerships and Operations team have progressed a range of activities to provide services to SWDC ratepayers. Water continues to be a priority focus area for Council and continuing to engage in the water reform programme driven by DIA. Some key pipe upgrade projects continue to be under cost pressure and work continues with Wellington Water to resolve these issues.

In Roading, preparation for the main works season has progressed well. Waka Kotahi NZTA have updated Council on the adjustments to the Funding Assistance Rates (FAR) for the 2021-24 National Land Transport Programme. This sees the NZTA contribution drop by 1% for SWDC and further detail is provided in this report and will also be presented to the SWDC Finance, Audit and Risk Committee.

The amenities team continue to upgrade and renew facilities across the District. Of particular note is the progress made on Pain Farm, at which a public open day was recently held to promote interest in the estate.

5. Water

Operational performance reporting from Wellington Water is provided on a quarterly basis and will be provided to the next Assets and Services committee meeting.

In addition to the project dashboard at Appendix 1, particular points note to in the Water update are:

- As part of the review of how Wellington Water provide services to SWDC, additional resourcing has been applied and network operations split from treatment (water and wastewater) to improve management oversight and control.
- One of the sewer mains in Featherston (near corner Fitzherbert Street and Daniell St, close to the train tracks) has become blocked and work has been undertaken through multiple nights to rectify the issue. There has been no loss of service to residents or environmental impact due to the use of sucker trucks while the issue is resolved. Wellington Water undertook significant local resident and business engagement prior to the nightworks and we are grateful for ratepayer understanding during this time. The works uncovered unknown lateral connections and a damaged stormwater pipe in the area that was fixed too.
- Reports into the Lake Ferry and possible Martinborough wastewater overflows are currently being finalised by Wellington Water. These reports will be provided to Councillors when received.
- The finalisation of the Delivery Plan for Water Reform stimulus package is also in progress with Wellington Water and will be submitted to DIA, along with the final Funding Agreement, by the end of September.

6. Land Transport

6.1 Waka Kotahi NZTA Funding Assistance Rates (FAR) for SWDC

Waka Kotahi NZ Transport Agency Board has set the Funding Assistance Rates (FAR) for the 2021-24 National Land Transport Programme.

In setting the FAR now, the Board are providing Councils with certainty about funding arrangements so we can complete the planning and budgeting required for Council's Regional Land Transport Plans (RLTPs), and your Long Term Plan.

The SWDC rate for the 2021-24 National Land Transport Programme is 51%. This is a 1% reduction from the 2018-21 National Land Transport Programme and equates to an

approximately \$40k pa reduction in funding for SWDC. This reduction will take effect in the 2022-23 Financial Year.

The transition for the Special Purpose Rd (Cape Palliser Road) has yet to be agreed through the 2021-2024 NLTP. As at 1 July 2024 the FAR Rate will be 51% a reduction from 2018-21 NLTP of 100%. The impact of this on Council is currently being quantified and projected.

6.2 Roading Maintenance - Ruamahanga Roads

SERVICE LEVEL – Roads are maintained to ensure they are safe and comfortable to travel on. Footpaths can be safely used to get around town.

An outline of key works completed during August 2020 is provided below:

- 275.1 km of roads were inspected and identified faults recorded in RAMM for future scheduling.
- 16 bridges were inspected and found to be in an acceptable condition.
- 99 rural culverts were inspected
- 53.85 km of unsealed roads were graded
- 1107.85m³ of maintenance metal was applied to the unsealed roads
- 38 sealed road potholes were identified and filled.
- 51.8 km of mechanical street sweeping was completed
- 14 sign posts were replaced due to vandalism
- Pre-seal repairs have continued
- Maintenance works continued on the footpaths within the 3 towns.
- Esther Street new footpath is nearing completion
- Works completed on Johnsons Hill along Cape Palliser Road.

6.3 Additional activities of note

- The Joint Carterton/South Wairarapa Roading Asset Management Plan is currently being developed and funding proposals for considerations in the LTP process are underway.
- WSP are continuing to develop the geotechnical report for Cape Palliser Road, from DoC station to the end of the Whatarangi Cliffs. This project is approximately 85% complete.
- Engagement with NZTA on Safe Network programme, Road to Zero and Urban safety for vulnerable users. This had a particular focus on Featherston and Greytown, with a final plan under development, and the forthcoming speed review.
- Traffic Count programme is being developed for the next 24 months.
- A site walk over has been done with Fulton Hogan's Corporate Sealing Manager to assess last years reseal performance and to take learnings going into this season.

- Site Testing has commenced on Western Lake Road Sealed rehabilitation section to enable a design report to be produced.
- The draft 2021/2022 reseal list has been provided the Fulton Hogan to commence pre-seal inspections.

6.4 Eco-Reef trial - Resource Consent update

The Resource Consent application for the trial of the Eco-Reef solution to coastal erosion has progressed.

The Hurupi site has been removed from the trial as GWRC had concerns around effects on the landscape in this area. To proceed with this site would have required SWDC to engage and pay for landscape experts to address GWRC's concerns.

It is considered that the Whatarangi and Turners Bay sites provide enough opportunity for a comprehensive trial and remain part of the proposal.

Further information requested from GWRC on the structural integrity and method of construction has been provided.

The only other outstanding matter is obtaining written approval from the Whatarangi bach owners at the southern end of the settlement and these are being followed up.

7. Amenities

7.1 Housing for Seniors

There are eight people on the waiting list for Housing for Senior units. Some of these applicants have their names on the Martinborough, Greytown and Featherston waiting lists and are happy to relocate if one becomes available.

All Senior Housing units are now fully tenanted.

7.2 Pain Farm

Work continues at Pain Farm and the following items on the Main House have been completed:

- Internal painting completion
- All Sash windows have been repaired and have new hardware
- New lights in the bathroom
- Two Heat pumps installed
- Overhead extractor fan
- Newly made and installed blinds in kitchen, laundry and bathroom
- Grounds maintenance completed

The following work on the Cottage has been completed:

- Rewired to ensure compliance
- Heat-pump installed

- Overhead extractor fan

7.3 SWDC Playgrounds:

Work through winter in playgrounds has included:

- Featherston playground is having a new child swing installed
- Two new seesaws to be installed in Martinborough and Featherston, which we are awaiting delivery
- Featherston refresh is still in progress and user group being formed

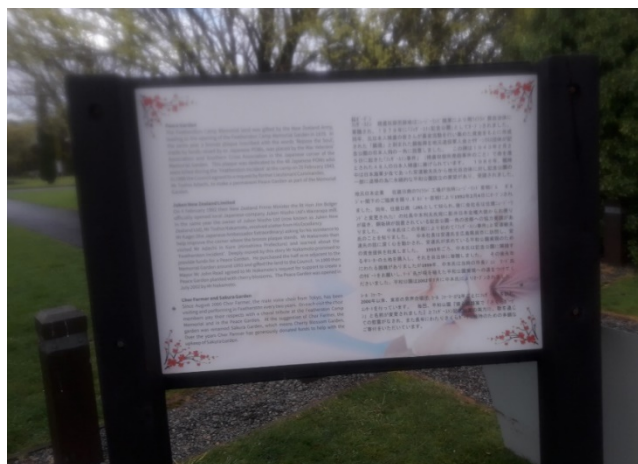
7.4 Parks and Reserves:

The following are key updates relating to SWDC Parks and Reserves:

- Collier Reserve is having a new seat installed:



- The translation on the Sakura sign at the Peace Gardens has also recently been updated:



- Replaced lime around Martinborough Children’s water feature to save on long term maintenance issues.
- Awaiting Martinborough basketball court mark out.
- Investigating options for installing a new water fountain in Martinborough Square. SWDC won a drinking fountain in a competition run by Refill NZ.
- A security gate Otairua Reserve has also been installed:



7.5 Cemeteries:

Purchases of burial plots/niches 1 July to 15 September 2020:

	Greytown	Featherston	Martinborough
Niche	2	8	
In-ground ashes Beam		2	
Burial plot	1		2
Services area	1		
Total	4	10	2

Ashes internments/burials 1 July to 15 September 2020:

	Greytown	Featherston	Martinborough
Burial	3		1
Ashes in-ground	2	1	1
Ashes wall			
Services Area	1		
Disinterment			
Total	6	1	2

Work over the winter in the cemeteries has focused on grounds maintenance. The natural burial cemetery in Featherston has also undergone significant grounds maintenance.

7.6 Swimming Pools:

The Viewing stand at the Greytown pool is currently being rebuilt:



7.7 Further work:

A conservation plan for Carkeek observatory is also being developed.

8. Refuse

Working on the Solid Waste and Minimisation bylaw and controls to put out to consultation with the aim to have closed by Xmas in conjunction with Carterton and Masterton. Contract continues to operate successfully.

9. Wairarapa Library Service

9.1 Statistics and activity

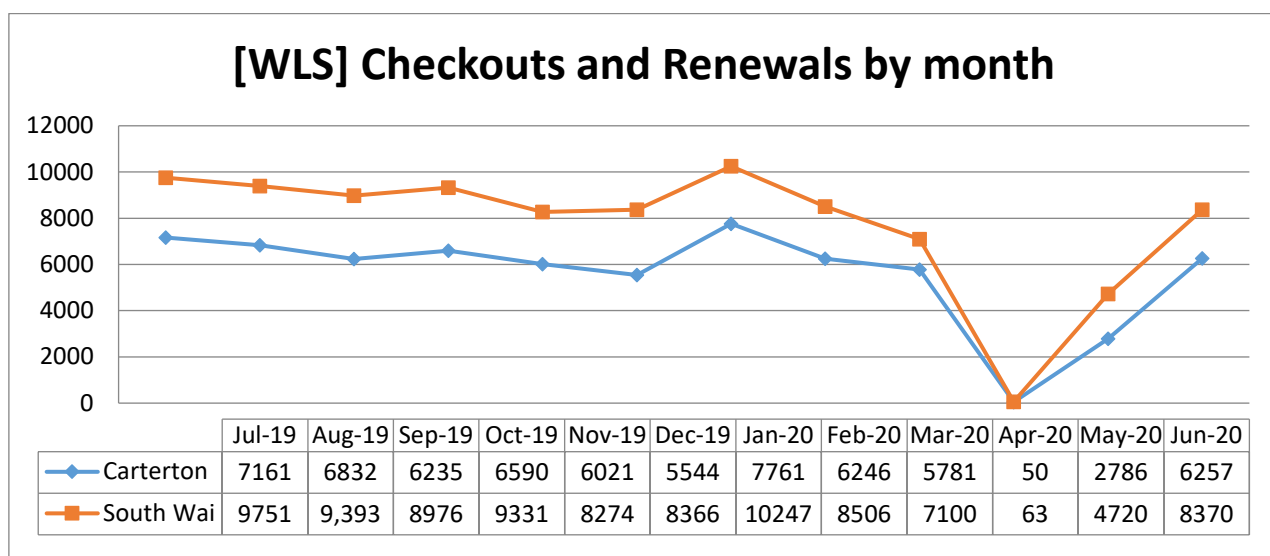
The statistics in this report cover the months of 1 July 2019 – 31 June 2020 inclusive. The data is reported by territorial local authority, in line with funding of the Wairarapa Library Service. WLS operates four branches across the two jurisdictions.

9.2 Checkouts and Renewals (Monographs, Serials, Audio-visual)

WLS averaged 13,363 issues and renewals per month for the financial year of 1 July 2019- 30 Jun 2020 inclusive. The impact of COVID-19 and library closures was illustrated in the months April and May 2020.

Collection use reflects many elements in a library, for example, audience (customers and potential customers), collection buying and lending policies, budget, marketing, global trends in format and publishing, staff knowledge of the collection, and online catalogue information.

	JUL 19	AUG 19	SEP 19	OCT 19	NOV 19	DEC 19	JAN 20	FEB 20	MAR 20	APR 20	MAY 20	JUN 20	TOTALS
CRTN	7161	6832	6235	6590	6021	5544	7761	6246	5781	50	2786	6257	67264
SWDC	9751	9393	8976	9331	8274	8366	10247	8506	7100	63	4720	8370	93097
TOTAL	16912	16225	15211	15921	14295	13910	18008	14752	12881	113	7506	14627	160361



9.3 Audiobooks and e-Books

Issue data on audio books and e-Books is delivered at an aggregated level only. The data is available for 1 August 2019-30 Jun 2020. Audio book issues have averaged 542 per month. E-Book issues averaged 510 per month.

While growing, digital issues are significantly lower than analogue (i.e., books etc.). While the growth reflects the worldwide trend toward increased usage of online resources, it does indicate a significant opportunity to market the WSL digital collections. Reiterating this is the low rate of issues during the library closures of COVID-19 lockdowns, which would arguably have been prime times for audio and e-book usage.

Although digital, audiobooks and e-books are collection items. As such, the same elements outlined in the checkouts and renewals section (above), apply.

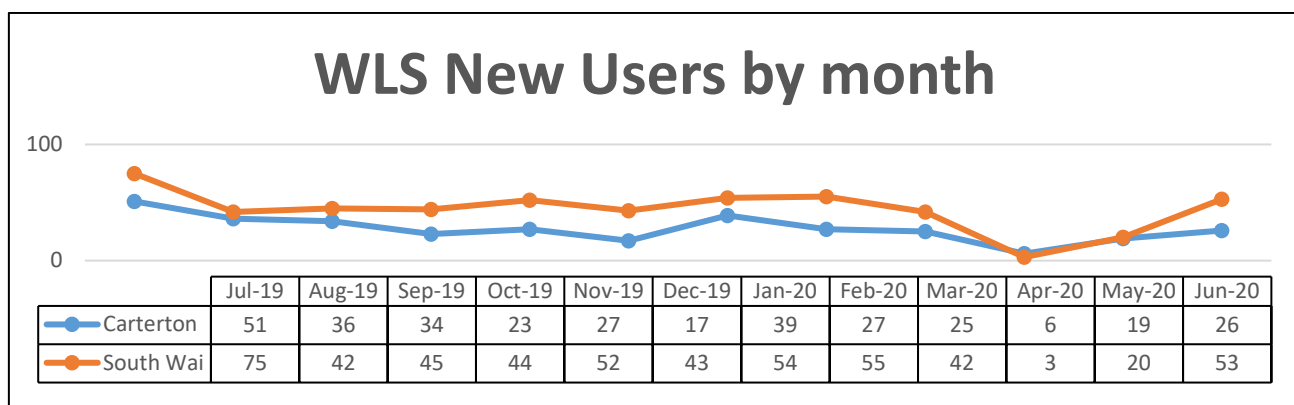
	AUG 19	SEP 19	OCT 19	NOV 19	DEC 19	JAN 20	FEB 20	MAR 20	APR 20	MAY 20	JUN 20	TOTAL S
Audio	276	261	296	306	281	319	320	694	1118	1202	887	5960
e-Books	503	500	554	533	618	636	588	323	410	459	488	5612
TOTAL	779	761	850	839	899	955	908	1023	1528	1661	1346	11572

9.4 New users July 2019 – June 2020

WLS has averaged 72 new customers each month in the 2019/20 financial year. The impact of COVID-19 was noticeable in April and May 2020.

WLS is planning to do work on identifying people and groups across the WLS area, who are not currently customers. This will then become the base for an engagement strategy. Doing so, complements future Community Development efforts, aides in the delivery of the Positive Ageing Strategy and furthers both Councils goals in delivery wellbeing indicators.

	JUL 19	AUG 19	SEP 19	OCT 19	NOV 19	DEC 19	JAN 20	FEB 20	MAR 20	APR 20	MAY 20	JUN 20	TOTAL
CRTN	51	36	34	23	27	17	39	27	25	6	19	26	330
SWDC	75	42	45	44	52	43	54	55	42	3	20	53	528
TOTAL	126	78	79	67	79	60	93	82	67	9	39	79	858



9.5 Programmes

SWDC Libraries delivered a range of literacy programmes to their communities in 2019/2020. COVID interrupted some planned events, and saw libraries change to online channels. Many of the programmes were done in conjunction with or to extend other organisations' offerings.

The Libraries delivery of 18 programmes (Featherston), 3 (Greytown), 28 (Martinborough), does not reflect that programmes are a mix of multi-week events (e.g., ECRead'n Summer Reading, Winter Warmers), one off events (ECRead'n Storytellers, Wet & Wild Activity Day, Pre-school Matariki Event), regularly scheduled

multi-week programmes (School Holiday Crafts – during school holidays x4), long-running programmes (Facebook Elf on the Shelf - delivered daily for 24 days), or regularly scheduled events throughout the year (e.g., Wā Kōrero – every Tuesday during school terms).

A programming framework which includes an evaluation component, will see the Libraries move toward reporting on intended and realised audience, and in turn, the ability to measure whether programmes are delivering on their intended objectives.

9.6 Digital literacies

New Zealand's concerning digital access and competency divide are well documented¹. Being able to access technologies and be competent and confident using them is a key skillset for all ages and demographics.

Libraries are an acknowledged partner in addressing these issues. WLS will be increasing its delivery of opportunities for people to interact and learn about digital products and technologies. Two examples underway now are:

The 2020 budget included monies for libraries to support communities during COVID-19 and its aftermath. National Library has funded the delivery of three significant and popular online resources for September 2020-31st March 2021. These will soon be available to all WLS members:

1. **PressReader provides** same day access to full-page replicas of more than 7,000 **newspapers & magazines** from New Zealand and around the world in 60+ languages.
2. **Australia/New Zealand Reference Centre Plus** combines Australasian magazines, newspapers, newswires, biographies and reference books to create the largest collection of regional full-text content available to libraries in Australia and New Zealand.
3. **MasterFILE Complete** provides full text periodicals covering an extensive range of subject areas including business, health, education, fitness, sports and leisure, personal finance, general science, multicultural issues, DIY and fashion.

Neighbourhood Support is partnering with Carterton and Greytown Libraries to deliver “how to” clinics for those wishing to download, setup and use the COVID-19 tracing app.

¹ http://motu-www.motu.org.nz/wpapers/19_17.pdf;
https://internetnz.nz/assets/Archives/Solving_Digital_Divides.pdf;
<https://www.digital.govt.nz/dmsdocument/161~digital-inclusion-and-wellbeing-in-new-zealand/html>;
<https://digitalinclusionalliance.nz/resources/research-links>; <https://2020.org.nz/resources/digital-literacy-inclusion-research/>

9.7 Focus for September-December 2020

The focus for the Sept-Dec 2020 quarter is continued delivery of existing services under varying COVID-19 conditions. In parallel with the Councils' Long-Term Plan (LTP) development, the Libraries will be starting to formulate an updated strategic plan for 2021-2024.

10. Appendices

Appendix 1 – Partnerships and Operations Programme Report

Contact Officer: Euan Stitt, GM Partnerships and Operations

Reviewed by: Harry Wilson, Chief Executive

Appendix 1 – Partnerships and Operations Programme Report

Overall Programme Status (RAG)	Finance	Delivery	H&S	Stakeholders	Risk profile	Commentary
						Overall programme progressing well. PGF funding applications require clarity to progress key projects with certainty. Pain Farm a positive outcome.

Current Projects

Featherston War Memorial	\$250k	tbc				
Repair earthquake damage and structural deficiencies						Application submitted to PGF for funding. Quote received for works and Heritage NZ engaged in scope.
Peace Garden, Featherston	\$120k	tbc				
Construct accessible ramp and web-enabled information display with additional seating and planting						Application submitted to PGF for funding 'not progressing at this stage'. Quote received for works and Heritage NZ engaged in scope.
Anzac Hall upgrades	\$100k	Sep-20				
Toilets, roof and wall repairs						Application submitted to PGF for funding. Quote received for works.
Featherston Community Centre	\$110k	tbc				
Roof and wall repairs, asbestos removal, painting, car park and kitchen/toilet repairs						Application submitted to PGF for funding. Quote received for works. NB - Not a Council asset but Council supporting PGF application.
SWDC Tree asset management	tbc					
Develop a long term District wide programme for tree management						Awaiting business case to be presented for LTP. May break into zones and capture the most public used Parks and Reserves as a trial this year to determine the state of our trees to attach to the Parks management plan. Relates to H & S and age of trees.
Stella Bull Park Lighting	\$12k	Oct-20				
Install lighting for safety/security of users						Scheduled - solar solution has saved money v budget.
Featherston Stadium	\$20k					
Upgrade to kitchen, seating and ablutions						Application submitted to PGF for funding 'not progressing at this stage'. Quote received for works.
Ngawi Community Hall	\$30k	Dec-20				
Upgrade septic system						Quotes being sought. Scope of works necessary may increase (i.e. bollards to prevent vehicle access to area)
Cemetries data project	n/a	Dec-20				
Data validation, GPS capture and database established						Data validation ongoing, GPS and photo capture commenced. Support from CDC also being provided.
Pain Farm upgrades	\$100k	Sep-20				
Upgrades to Main House and cottage to meet standards						See main report
SWDC Lease review programme	n/a	Dec-20				
Complete review of leases						Data capture and strategy under development. Focus on Papawai and Lake Ferry leases in short-term.
Senior Housing	\$85k	Oct-20				

Heat pump/air conditioning installation and painting (int and ext)						AC install completed. Painting part dictated by weather
Swimming Pools	\$15k	Oct-20				
Upgrade to Greytown Stand and painting						Nearing completion for new season
Martinborough Waiinga Cemetery	\$15k	Oct-20				
Install Lych gate as part of anniversary celebrations						Gate being constructed now.
Considine Park, Martinborough	\$8k	Nov-20				
Install additional lime path						Likely Lions involvement
Park exercise equipment	\$45k	Oct-20				
Install outdoor exercise equipment in local parks						Equipment purchased awaiting delivery.

Status key: *On track/achieving* *Some concern* *Off Track/Major concern*

Overall Programme Status (RAG)	Finance	Delivery	H&S	Stakeholders	Risk profile	Commentary
						Focus on Asset Management Plan and preparation for new season underway as key areas of activity. Schedules for increase in work this year (rollover from previous FY) being finalised and expected to be delivered.

Current Projects

Ruaokoputuna	\$400k	Oct 20 - Dec 20				
Ruakokoputuna Seal Extension						
Sealed Road Pavement Rehab	\$220K					
Western Lake Rd Area Wide		↓	↓		↓	H&S risk relates to nature of road and speed. Currently unscheduled works.
Sealed Road Resurfacing Local Roads	\$467.5k	Oct 20 - Dec 20				
Scheduled programme of works comprising 14.5kms of resurfacing on: Shooting Butts Road, Hikinui Road, Bucks Road, Underhill Road, Boundary Road, Pa Road, Birdie Way, Eagle Place, Fairway Drive, Te Muna Road, Papawai Road, Fraters Road, Tilsons Road, Hecklers Road, Moroa Road, Kahutara Road, White Rock Road, Lake Ferry Road, East Street.						Woring towards 5% reseal KPI. Will require additional funding in LTP to meet in future years.
Sealed Road Resurfacing Special Purpose Rd	\$115K	Oct 20 - Dec 20				
3.5 kms of resurfacing work on Cape Palliser Road						
FootPath Renewals	\$177K	Oct 20 - Jun 21				
Planned maintenance						
FootPath maintenance Extra Funding	\$375K	Jun 20 - Jun 21				
Footpath Maintenance \$125K per town						High level of input required by staff
Esther Street Footpath Extension	\$70K	Jul-20				
Noted from AP submissions						High level of input required by staff
Low Cost Low Rik Local Roads	\$345K	Aug 20 - jun 21				
Culvert Extensions, safety improvements, seal widening, intersection improvements, slip stabilisation, guardrails, kerb and channel works.						
Low Cost low Rick Special Purpose Rd	\$250K	Aug 20 - jun 21				
Guardrail installation, Signage upgrade, Rock revetment supply						\$100k carry forward from 19/20
Aseet Management Plan	\$50k	June 20 Aug 20				
Plan development and RLTP funding						Joint AMP with CDC and NZTA funding request 2021.2024
Reading Street Upgrade	\$250k					
Upgrade Reading Street as part of Orchards Development						3rd party driver
Speed Limit Review						
Conduct District wide speed review. Progressing with CDC						Link to NZTA speed reduction and Road to Zero, Urban safety for vulnerablke users etc.
Tora Farm Rd bridge beam painting x2	\$100K	Oct 20 - Jun 21				
Paining steel beams on Tora Farm and Pukeamuri Bridges			↓		↓	Enviornmental and Health and Safety risk due to working above waterways and working at height

Status key:

On track/achieving

Some concern

Off Track/Major concern

Overall Programme Status (RAG)	Finance	Delivery	H&S	Stakeholders	Risk profile	Commentary
						Financial risk on two key pipe projects require further management and work is underway on that, noting budgets are now increasingly out of date.

Major Projects

Manganese Removal Plant - Martinborough	\$2.5m	Nov 19 - Aug 20				
Construct and commission a manganese reduction plant						All major works on MRP completed and successful initial commissioning testing in a closed loop have been completed. Upgrade to MBO Water Plant control systems being undertaken for system operation. Power upgrade in progress. On schedule to be operational by mid Nov (agreed revised delivery date)

Featherston WWTP	\$500k*	Jul 20 - Jun 2025				
Develop and implement a suitable wastewater solution for Featherston						WWL held positive meetings with GWRC. Council officer and statutory authority reps first workshop being held 14/09 - as outlined in the timeline presented to previous A&S meetings. Some stakeholders' confusion on purpose of meetings clarified. * initial consent budget

Upgrade/Renewal Projects

Papawai Road WW Upgrade	\$2.2m	tbc				
Capacity issue - upgrade pipe						Pricing from WWL panel to deliver to Regional Standard is higher than budgeted. Budget is increasingly out of date. Exploring engineering options, project phasing and current capacity constraints to agree mitigation plan.

Pinot Grove WW upgrade	\$300k	tbc				
Capacity issue - upgrade pipe						Pricing from WWL panel to deliver to Regional Standard is higher than budgeted. Budget is increasingly out of date. Exploring engineering options, project phasing and current capacity constraints to agree mitigation plan.

Waiohine Water Treatment Plant (WTP)	\$900k	Dec-20				
4th bore/pump, treated water storage, treatment upgrades and security						Upgrade of electrical and control systems required for 4th bore. Will delay completion and incur slight cost increases (currently being quantified through tender process).

Memorial Park WTP upgrades stage 2	\$330k	Nov-20				
Replace bore pump, new filter, additional pipework and run to waste						Detailed design being completed for procurement in Sept.

Memorial Park WTP upgrades stage 3	\$1.5m	Jun-21				
Chemical dosing, UV and filter upgrades						

Lake Ferry WWTP driplines	\$40k	tbc				
Replace driplines at WWTP						Planned upgrade brought forward following forestry contractor damage to lines. Damage is beyond original upgrade scope and will incur higher cost than original upgrade work planned, still being quantified.

WWTP Improvement Programme	\$400k	Dec-20				

Enhance processes, facilities and management of WWTPs across District	On track/achieving	Some concern	Some concern	On track/achieving	On track/achieving	Fast track and BAU delivery structure agreed to streamline delivery, and expedite urgent/critical upgrades. Due to operational staff workloads, and to manage H&S risks, visitors access to the sites including the project team has been controlled. Progress to date: 1. Featherston WWTP welfare facility (portocom) has been installed on site - awaiting power connection. 2. Design and install for actuated valve at Martinborough scheduled for completion October. 3. High priority list of operational H&S upgrades developed and in process of being costed and designed - these will be progressively completed over September/October. 4. Lake Ferry WWTP circulation pumps replaced under urgent capex.
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SWDC-led Projects

Water Race User Survey n/a Dec-20

Survey Water Race users and related stakeholders on use	On track/achieving	On track/achieving	On track/achieving	Some concern	On track/achieving	Engaging external resource to conduct survey. Water Race Sub Committee keen to progress. Output to inform LTP processes.
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Longwood Water Race Consent n/a Dec-20

Gain consent for continued use of water race	On track/achieving	On track/achieving	On track/achieving	Some concern	On track/achieving	Reporting to GW completed. Undertaking engagement with Fish and Game and DOC as affected parties - limited response to date and delaying process. Water Race continues to operate under existing consent.
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Status key: *On track/achieving* *Some concern* *Off Track/Major concern*

FEATHERSTON COMMUNITY BOARD

3 NOVEMBER 2020

AGENDA ITEM 8.2

ACTION ITEMS REPORT

Purpose of Report

To present the Community Board with updates on actions and resolutions.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Action Items Report.*

1. Executive Summary

Action items from recent meetings are presented to the Community Board for information. The Chair may ask Council officers for comment and all members may ask Council officers 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.

2. Appendices

Appendix 1 - Action Items to 23 October 2020

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive

Appendix 1 – Action Items to 23 October 2020

Ref #	Raised Date	Action Type	Responsible Manager	Assigned to	Action or Task details	Status	Notes
83	25-Feb-20	Action	Euan		Investigate a solution for the "Welcome to Featherston" signs on State Highway 2 following notification that the location of these signs presents a risk to motorists and keep the community informed through communications.	Open	Signs removed 16th/17th March due to unresolved safety concerns. Meeting onsite on 23rd March with SWDC/NZTA/FCB/Featherston Beautification Group to agree location, materials and design of supports for the signs. 30/6/20: Progress is being made on a licence to occupy the proposed location of the signs. 30/7/20: This is still with NZTA for a licence to occupy. 15/10/20: Still working through the solution with NZTA <i>Noted: Amended on 22/09/20 to incorporate Action 273 relating to the request for communications to be released.</i>
158	19-May-20	Resolution	Katrina	Charly/Steph	FCB RESOLVED (FCB 2020/15): 1. To receive the Applications for Financial Assistance Report. (Moved Bleakley/Seconded Cr Vickery) Carried 2. To grant Wairarapa Citizens Advice Bureau funding of \$350 to support its day to day running costs. (Moved Bleakley/Seconded Cr Vickery) Carried 3. To grant South Wairarapa Neighbourhood Support funding of \$200 to assist with the costs of funding a new promotional flag and collateral. (Moved Bleakley/Seconded Smith) Carried 4. To defer granting Featherston Community Centre funding to assist with the costs of its carpark development until Council has considered the proposed partnership agreement with Featherston Community Centre.	Open	15/10/2020: Grant from Featherston Community Centre awaiting outcome of ownership proposal.
266	30-Jun-20	Resolution	Katrina	Charly	FCB RESOLVED (FCB 2020/29): 1. To receive the Applications for Financial Assistance Report. (Moved Cr Emms/Seconded Tahinurua) Carried 2. To grant Featherston Menz Shed funds of \$117 to cover a three-month subscription to Skinny for wireless broadband and defer a decision on funding the remaining 9 months pending the outcome of an investigation to make Wi-Fi available to Featherston. (Moved Smith/Seconded Bleakley) Carried	Actioned	15/10/2020: Featherston Menz Shed withdrew the application for the remaining 9 months as funds have been sourced elsewhere.
274	30-Jun-20	Action	Euan		Investigate making free Wi-Fi available to Featherston	Open	11/08/2020: Mayor Beijen updated members that a feasibility study has been initiated and a quote has been obtained. The quote has been distributed to ELT for consideration. 22/09/2020: Possible options to fund this are being explored.
275	30-Jun-20	Action	FCB		Request Featherston Community Centre provides further details on the proposal for SWDC to take ownership of the building and carry out upgrades	Open	11/08/2020: FCB suggested they meet with Featherston Community Centre and representatives from Council to consider a way forward. Workshop held 15 July 22/09/2020: FCB undertook to arrange to meet with the Featherston Community Centre and Council officers to discuss the proposal in more detail.
276	30-Jun-20	Action	FCB	S Smith	Present the proposal to have a Māori name for Featherston as Paetumokai and a pou (carving) to the Māori Standing Committee	Open	
378	11-Aug-20	Resolution	Russell	Godwell	1. To receive the Proposed Naming of a New Road, at 123 Fitzherbert Street, in Featherston Report. (Moved Bleakley/Seconded Tahinurua) Carried 2. To defer approving a name for a new road at 123 Fitzherbert Street, in Featherston and delegate to the Chair the ability to approve a road name pending advice from the Chair of the Māori Standing Committee. (Moved Bleakley/Seconded Smith) Carried	Open	19/10/20: Iwi representatives have undertaken a site visit and the MSC Chair is discussing next steps with iwi representatives at the MSC meeting 27-Oct-20.

Ref #	Raised Date	Action Type	Responsible Manager	Assigned to	Action or Task details	Status	Notes
380	11-Aug-20	Resolution	Karen	Steph	FCB RESOLVED (FCB 2020/41): 1. To receive the Chairperson Report. (Moved Tahinurua/Seconded Smith) Carried 2. Appoint Claire Bleakley as the Featherston Community Board WREMO civil defence liaison. (Moved Shepherd/Seconded Smith) Carried 3. Note that suggestions for a youth representative are being sought from Simon Fuller, Principal of Kuranui College. (Moved Bleakley/Seconded Tahinurua) Carried	Actioned	1 - No action required 2 - Done - Provided Jane Mills and Claire Bleakley contact details 3- Done – suggestions provided by Simon Fuller. Refer to Action 472.
384	11-Aug-20	Action	FCB	Mark	To clarify the process of undertaking a two-stage engagement approach to the naming of Featherston Town Square	Open	22/09/2020: Members agreed to discuss this in a workshop.
470	22-Sep-20	Resolution	Katrina	Charly/Steph	FCB RESOLVED (FCB 2020/49): 1. To receive the Applications for Financial Assistance Report. (Moved Tahinurua/Seconded Cr Vickery) Carried 2. To grant Featherston Netball Club funds of \$500 to contribute towards the costs purchasing uniforms for the junior teams. (Moved Smith/Seconded Cr Emms) Carried 3. To grant the Wharekaka Trust Board funds of \$500 to contribute to the costs of running its Meals on Wheels Service. (Moved Smith/Seconded Cr Vickery) Carried 4. To grant Cross Creek Railway Society funds of \$500 to contribute to the costs of purchasing four new batteries for the Cross-Creek Railway Society miniature train. (Moved Cr Vickery/Seconded Smith) Carried 5. To grant St Teresa's School funds of up to \$1,000 to contribute to the costs of installing a shelter for the Science Table at Donald's Creek, to be funded from the beautification fund. (Moved Cr Vickery/Seconded Tahinurua) Carried	Actioned	Commitments added to I&E
471	22-Sep-20	Resolution	Katrina	Charly	FCB RESOLVED (FCB 2020/50): 1. To receive the Chairperson Report. (Moved Smith/Seconded Tahinurua) Carried 2. To approve funds of \$600.00 to contribute towards the costs of traffic management for the 2020 Featherston Christmas Parade, to be funded from the Featherston Community Board operating budget grant. 3. To approve funds of \$300.00 to contribute towards the running costs (e.g. advertising) for the 2020 Featherston Christmas Parade on provision of receipts, to be funded from the Featherston Community Board operating budget. (Moved Cr Vickery/Seconded Smith) Carried	Actioned	Commitments added to I&E
472	22-Sep-20	Action	FCB	Sophonria	Meet with students put forth by Kuranui College as potential youth representatives and report back to the Board, S Smith	Open	6/10/20: To meet with students after school holidays.

INCOME AND EXPENDITURE REPORT

Purpose of Report

To present the Community Board with the most recent Income and Expenditure Statements.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Income and Expenditure Statement for the period 1 July 2020 – 30 September 2020.*

1. Executive Summary

The Income and Expenditure Statement for 1 July 2020 – 30 September 2020 is attached in Appendix 1.

The Income and Expenditure Statement for 1 July 2019 – 30 June 2020 is attached in Appendix 2.

The Chair may ask Council officers for comment and all members may ask the Council officers for clarification and information through the Chair.

Appendices

Appendix 1 - Income and Expenditure Statement for 1 July 2020 – 30 September 2020

Appendix 2 - Income and Expenditure Statement for 1 July 2019 – 30 June 2020

Contact Officer: Charly Clarke, Senior Financial Accountant

Reviewed By: Katrina Neems, Chief Financial Officer

**Appendix 1 - Income and Expenditure
Report for the period 1 July 2020 – 30
September 2020**

Featherston Community Board
Income & Expenditure for the Period Ended 30 September 2020

Personnel & Operating Costs

Budget

Members' salaries	11,459.96
Mileage reimbursements	500.00
Operating expenses	6,944.00
Total Personnel & Operating Costs Budget 2020-21	18,903.96

Expenses

Personnel Costs

Members' Salaries	4,586.77
Mileage reimbursements	371.29
Total Personnel Costs to 30 September 2020	4,958.06

Operating Expenses

Total Operating Expenses to 30 September 2020	-
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Committed funds

Resolution date	Original commitment	Spent to date	Remaining commitment	
	Members' Salaries	11,459.96	4,586.77	6,873.19
	Mileage reimbursements	500.00	371.29	128.71
Total Commitments				7,001.90

TOTAL OPERATING EXPENSE BUDGET AVAILABLE*

6,944.00

* remaining budget for personnel and operating expenses does not carry over into subsequent financial years

Grants

Income

Annual Plan 2020-21 grant allocation	4,343.00
Other miscellaneous income	-
Total Income for 2020-21	4,343.00

LESS: Grants paid out

8/07/2020 Fratherston Menz Shed	3-month wireless broadband	101.74
21/07/2020 Kurunui College	First aid, safety equipment	500.00
14/08/2020 Kidz Need Dadz	Father's Day Bowling	200.00
12/08/2020 Pae tū Mōkai o Taurira	Contribution to upgrade of outbuildings	500.00
12/08/2020 Wisdom & Wellbeing	Contribution to operating costs	500.00
3/09/2020 Featherston Phoenix	Advertising for Organic Week	40.00
31/08/2020 Lamb-Peters	Signs for Organic Week	170.00
Total Grants paid out to 30 September 2020		2,011.74

LESS: Committed Funds

Resolution date		Original commitment	Spent to date	Remaining commitment
12/03/2019 Featherston Junior FC	Equipment & coaching in schools	500.00		500.00
25/02/2020 REAP (Fab Feathy)	Sights of Significance documentary	400.00		400.00
19/05/2020 Wairarapa Citizens Advice Bureau	Day to day running costs	350.00	-	350.00
19/05/2020 South Wairarapa Neighbourhood Support	Promotional flag & collateral	200.00		200.00
19/05/2020 Wairarapa Maths Association	Annual maths competition 2019-20	300.00	-	300.00
19/05/2020 Wairarapa Maths Association	Annual maths competition 2020-21	300.00	-	300.00
19/05/2020 Wairarapa Maths Association	Annual maths competition 2021-22	300.00	-	300.00
30/06/2020 Featherston Menz Shed	3-month wireless broadband	117.00	101.74	15.26
11/08/2020 Featherston Organics	Organic Week - contribution to costs	500.00	210.00	290.00
22/09/2020 Featherston Netball Club	Uniforms	500.00		500.00
22/09/2020 Wharekaka Trust	Assistance with Meals on Wheels	500.00		500.00
22/09/2020 Cross Creek Railway Society	New batteries for miniature train	500.00		500.00
22/09/2020 Featherston Xmas Parade	Traffic management	600.00		600.00
22/09/2020 Featherston Xmas Parade	Running costs	300.00		300.00
Total Commitments				5,055.26

PLUS: Balance Carried forward from previous year

6,028.65

TOTAL GRANTS FUNDS AVAILABLE

3,304.65

Featherston Community Board

Beautification Fund for the Period Ended 30 September 2020

Income

Annual Plan 2020-21 allocation

10,710.00

Total Income 2020-21

10,710.00

Beautification grants - operating

Total Beautification grants - operating to 30 September 2020

-

Beautification grants - capital

Total Beautification grants - capital to 30 September 2020

-

LESS: Committed Funds

Resolution
date

22/09/2020 St Teresa's School

Science table at Donald's Creek

Original
commitment
1,000.00

Spent to date

-

Remaining
commitment

1,000.00

Total Commitments

1,000.00

PLUS: Balance Carried forward from previous year

17,139.00

TOTAL BEAUTIFICATION FUNDS AVAILABLE

26,849.00

**Appendix 2 - Income and Expenditure
Report for the period 1 July 2019 – 30
June 2020**

Featherston Community Board							
Income & Expenditure for the Period Ended 30 June 2020							
Income							
		Annual Plan 2019/20 allocation					28,053.00
		Total Income 2019/20					28,053.00
Expenditure							
		Members' Salaries					12,327.46
		Mileage reimbursements					691.06
		Total Personnel Costs					13,018.52
General Expenses							
31/07/2019		Sundry expenses ex payroll	Featherston Organic Week				499.82
30/09/2019		Wairarapa Times	Advertising - Featherston Expo				296.00
5/11/2019		Office Max	Stationary				9.92
7/01/2020		Sundry expenses ex payroll					17.04
		Total General Expenses					822.78
Grants							
18/07/2019		Featherston Clothing Collective					418.70
1/07/2018		Hooper N	Painting workshop costs				500.00
3/07/2018		The Featherston	Donation to RSA				100.00
2/09/2019		Featherston Heritage Museum	Print brochures with new logo				500.00
2/09/2019		Pae Tu Mokai O Tauira	Assist with new signage				500.00
3/09/2019		Lamb-Peters Print	Wairarapa Moana Trails Group banner				418.00
11/12/2019		The Featherston	Assist with painting exterior of building				500.00
12/10/2019		Shepherd Traffic Mgmt Sol	Featherston Xmas Parade				695.00
3/05/2020		Life Education Trust	Financial assistance				500.00
23/03/2020		Featherston Lions	Dr Berry's Farewell				250.00
9/06/2020		Citizens Advice	Day to day running costs				350.00
30/06/2020		Wairarapa Mathematics Assoc.	Annual maths competition				300.00
		Total Grants					5,031.70
Capital Expenditure							
		Total Capital Expenditure					-
		Total Expenditure					18,873.00
		Net Surplus/(Deficit) Year to Date					9,180.00
LESS: Committed Funds							
	Resolution date			Original commitment	Spent to date		Remaining commitment
		Salaries to 30 June 2020*		16,266.00	12,327.46		3,938.54
		Mileage to 30 June 2020*		500.00	691.06		(191.06)
12/03/2019		Featherston Junior FC	Equipment & coaching in schools	500.00			500.00
25/02/2020		REAP (Fab Feathy)	Sights of Significance documentary	400.00			400.00
25/02/2020		Kuranui College	First aid, safety equipment	500.00			500.00
19/05/2020		South Wairarapa Neighbourhood Support	Promotional flag & collateral	200.00			200.00
30/06/2020		Featherston Menz Shed	3-month wireless broadband	117.00			117.00
		Total Commitments					5,464.48
		Current Year Surplus/(Deficit)					3,715.52
		PLUS: Balance Carried forward from previous year					6,717.35
		TOTAL FUNDS AVAILABLE					10,432.87
* remaining budget for salaries & mileage does not carry over into subsequent financial years							

Featherston Community Board				
Beautification Fund for the Period Ended 30 June 2020				
Income				
		Annual Plan 2019/20 allocation		10,710.00
		Total Income 2019/20		10,710.00
Expenditure				
	9/08/2019	One Source	Street flags	1,186.00
		Total Capital Expenditure - Beautification		1,186.00
		Total Expenditure		1,186.00
		Net Surplus/(Deficit) Year to Date		9,524.00
LESS: Committed Funds				
	Resolution date		Original commitment	Spent to date
				Remaining commitment
		Total Commitments		-
		Current Year Surplus/(Deficit)		9,524.00
		PLUS: Balance Carried forward from previous year		7,615.00
		TOTAL FUNDS AVAILABLE		17,139.00

CHAIRPERSON REPORT

Recommendations

The chairperson recommends that the Community Board:

1. *Receive the Chairperson Report.*

1. Meetings and Events

<i>Date</i>	<i>Past meetings or events</i>
7 th Sept	Met with SWDC Amenities Manager and playground group to discuss ideas and immediate new items being installed
18 th Sept	Prime Minister visit to Featherston with welcome at Anzac Hall
22 nd Sept	Met with Rachel Clarke to discuss ceasing of the Neighbourhood Support role in Featherston.
24 th Sept	Met with Connecting Communities to discuss options for continuing NS Co-ordinator role within Featherston.
29 th Sept	3 Community Board Chairs meeting with SWDC Chief Executive
3 rd Oct	Wastewater Drop-in discussions with Wellington Water at Anzac Hall
15 th Oct	Federated Farmers meeting to discuss "What's on Top" Spatial Plan and LTP in Martinborough
17 th Oct	Featherston Market Drop-In to discuss Spatial Plan and LTP
19 th Oct	Featherston Community Spatial Plan and LTP discussions in Anzac hall

2. Playground Equipment

The new toddlers double swing has now been installed with a toddlers seesaw soon to follow. Overall freshen up of playground is currently ongoing, including new bark and painting. A Playground Users Group is currently being set up and will work alongside FCB sharing ideas of future equipment etc.

3. PM visit

A good opportunity for Community Representatives to meet and talk with Jacinda Ardern especially Kahungunu Representatives sharing our concerns for Wairarapa Moana.

4. Neighbourhood Support Role

We are still in discussions as to how we can reinstate a NS Co-ordinator but are concentrating on keeping the existing NS groups active.

5. Regular catch up with SWDC Chief Executive

The 3 Community Board Chairs are holding regular catch ups with the Chief Executive to discuss concerns or queries we may have. My concerns were around why Community Boards were not included in discussions around the Mayoral Task Force for Jobs (MTFJ) being implemented within the South Wairarapa. Neither the Martinborough nor Greytown Community Board Chairs had been approached by Council or given any information on the scheme even though it directly affected their communities.

The information I have been given from the Co-ordinator in Featherston (Alan Maxwell) is that we have had 3 youth employed within Wairarapa but no Featherston businesses have had youth placed with them so have not received any funding support which was provided to other employers in Martinborough, Greytown and even Carterton.

Other concerns from me was a lack of return communications from Council around the water staining that some members of our community have been experiencing for nearly 3 months, despite me emailing Group Manager Partnerships and Operations on many occasions. One Featherston householder has been contacted in the past 2 weeks by Wellington Water but no one has actually been to look at the problem.

There was also discussion on how the “Featherston Plan” (collated by a community group and which lead to the formation of Fab Feathy and the 5 year CLD Partnership with the DIA), which contains information gathered from the Featherston Community over 18 months and answers many of the questions being asked in the “Spatial and LTP Plan” community sessions and survey. Even though the plan had been presented to SWDC on numerous occasions it appears it is not being shared with new council members or Councillors as some Councillors and Council employees had never seen it.

6. Drop-in sessions

Although both the Federated Farmers and Drop-in sessions didn't attract many from the community (4-5 in both) there was some good discussion about the feelings of some community members and local farmers, sharing their thoughts and concerns. Unfortunately neither the SWDC Chief Executive nor Mayor attended the session in Featherston but the Policy and Governance Manager and Group Manager Planning and Environment answered questions as best they could.

Report compiled by Mark Shepherd
Chair
Featherston Community Board

MEMBER REPORT
for
Featherston Community Board Meeting
3 November 2020

Member Name	Claire Bleakley
General	<p>Featherston Christmas Parade is nearing and the Traffic Management Plan (TMP) is a big issue each year. Colin Olds is helping with the organisation of the parade, we are working closely with Fab Feathy and I would like to thank the Featherston Charity Trust who helped with funding for the TMP. It is on the 5 December at 12pm. We are looking to have everyone have a gathering in the Town circle with music and the Schools and Business are wanting stalls. Could we have a letter to say after COVID can we have a reprieve for the costs?</p> <p>I have had a call from a person from the Burling Flats which FCB Chair Mark Shepherd has dealt with.</p> <p>I attended the Featherston Wastewater Plant consultation. Attendees gave their thoughts that are going to be collated by Wellington Water and another meeting will be held in March. It is disappointing that we are re-inventing the wheel and we hoped that the progression of a solution would be nearer. The final outcome is not envisaged until 2025.</p> <p>SWDC Engineering Officer has arranged with Fulton Hogan who have ordered the Poppy Places signs. These should be up in the next few weeks.</p> <p>We had a Saturday meet event on 17th October for the Long Term Plan and talked to many people, followed up by a meeting in the ANZAC Hall. There was good robust discussion on what things people saw for the future. All comments are going to be considered, collated and then out for consultation.</p>

Western Lake Road has been fixed at the cattle underpass. Travellers are very grateful and we would like to thank Council for their prompt work.

Claire Bleakley
23 October 2020