



## Featherston Community Board

### Minutes 15 September 2015

- Present:** Lee Carter (chair), Katie Beattie, Cr Dean Davies, Peter Jackson, Cr Solitaire Robertson and Garry Thomas.
- In Attendance:** Paul Crimp (Chief Executive) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was held in Kiwi Hall, 62 Bell Street, Featherston. The meeting was conducted in public between 7:00pm and 8:35pm.
- Also In Attendance:** Robyn Ramsden and Sue Tennent (Neighbourhood Support).

#### **PUBLIC BUSINESS**

Tabled officers report 6.1 to replace what was in the document.

#### **1. APOLOGIES**

Mayor Adrienne Staples tendered her apologies.

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

Katie Beattie and Lee Carter declared a conflict of interest with the application for financial assistance from Featherston Booktown as they are volunteers for the event.

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

##### **3.1 Robyn Ramsden and Sue Tennent, Neighbourhood Support**

Mrs Ramsden with support from Ms Tennent reported that 108 households were now signed up with Featherston Neighbourhood Support with further interest signalled to setup new groups. A database of Featherston based services, societies and sport groups was to be setup and plans were in place for creating a Featherston Business Plan.

#### **4. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATION**

##### **4.1 Neighbourhood Support**

Mrs Carter thanked Mrs Ramsden and Ms Tennent for the update and asked that regular updates be scheduled.

#### **5. COMMUNITY BOARD MINUTES/EXPENDITURE**

##### **5.1 Featherston Community Board Minutes – 4 August 2015**

*FCB RESOLVED (FCB 2015/58)* that the minutes of the Featherston Community Board meeting held on 4 August 2015 be confirmed as a true and correct record.

*(Moved Carter/Seconded Jackson)*

Carried

#### **DISCLAIMER**

*Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness*

- 5.2 Action items from previous meeting  
Members noted that Ms Beattie was the Featherston Main Streets Beautification Group liaison person.
- 5.3 Income and Expenditure Statement  
*FCB RESOLVED (FCB 2015/59)* that the Income and Expenditure Statement year ended 30 June 2015 be received.  
(*Moved Cr Robertson/Seconded Thomas*) Carried
- 5.4 Income and Expenditure Statement  
*FCB RESOLVED (FCB 2015/60):*
1. That the Income and Expenditure Statement to 31 July 2015 be received.  
(*Moved Carter/Seconded Beattie*) Carried
  2. To approve a payment of \$369 to Toppys Catering Ltd for catering of the Featherston business community meeting.  
(*Moved Carter/Seconded Cr Robertson*) Carried

## 6. OPERATIONAL REPORTS – COUNCIL OFFICERS

- 6.1 Officers' Report to Community Boards  
A replacement report was tabled and would be integrated into formal records. Members discussed the Anzac Hall renovations and restoration of the portraits by the Anzac Club and Aratoi.  
*FCB RESOLVED (FCB2015/61)* to receive the Officer's Report.  
(*Moved Carter/Seconded Jackson*) Carried
- 6.2 Featherston 2033 Strategy  
*FCB RESOLVED (FCB2015/62):*
1. To receive the information.  
(*Moved Jackson/Seconded Thomas*) Carried
  2. Action 570: Write media articles outlining Stage 1 of the Featherston 2033 Strategy for the Rates Newsletter, Featherston Phoenix and Councils News and Notices website. The slides should be included in the website information; M Buchanan
  3. Action 571: Schedule Featherston 2033 Strategy to be on the agenda every six months or as updates become available; M Buchanan
- 6.3 Community Safety and Resilience Working Party  
*FCB RESOLVED (FCB2015/63)* to receive the information.  
(*Moved Cr Robertson/Seconded Thomas*) Carried
- 6.4 Community Board Grant Summary  
*FCB RESOLVED (FCB2015/64)* to receive the information.  
(*Moved Jackson/Seconded Thomas*) Carried

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## 7. COMMUNITY BOARD – COUNCILLORS REPORTS

### 7.1 Chair's Report

*FCB RESOLVED (FCB2015/65)* to receive the tabled chair's report.

*(Moved Carter/Seconded Cr Davies)*

Carried

### 7.2 Featherston Town Square

A Steering Group meeting was to be held during the week where costings of the plan would be discussed as the first step to staging the project.

### 7.3 Phoenix and Other Communications

*FCB RESOLVED (FCB2015/66)* that on a roster basis, members may write their own Phoenix column expressing their own views, provided the views expressed are not in direct conflict with a Board decision.

*(Moved Cr Robertson/Seconded Cr Davies)*

Carried

### 7.4 Proposal for Featherston Website

Mr Jackson discussed his Featherston website proposal with members.

*FCB RESOLVED (FCB2015/67):*

1. To receive the information.

*(Moved Carter/Seconded Thomas)*

Carried

2. To approve further investigation as to feasibility, including estimated costings.

*(Moved Jackson/Seconded Cr Robertson)*

Carried

### 7.5 Featherston Information Centre

Members noted that the Community Board pays for the phone connection and has historically paid for consumables. No budget was formally allocated but members encouraged the Information Centre to apply for community grants. The Community Board appointed Mr Jackson and Mr Thomas as the Featherston Information Centre liaison members.

*FCB RESOLVED (FCB2015/68):*

1. To receive the Information Centre report.

*(Moved Jackson/Seconded Thomas)*

Carried

2. Action 572: Ensure repair of the Featherston Information Centre window in the porch is on the 2015/2016 repair schedule and liaise with Jocelyn Konig about other needed repairs; M Allingham

### 7.6 Rimutaka March and Involvement of Board

Cr Robertson reported that members would have received invitations to the monument unveiling at the Rimutaka Hill summit on the 27 September 2015. Many businesses had donated labour and materials to make the monument a reality.

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## **8. CORRESPONDENCE**

### **8.1 Outwards**

To Toppy and Ramai, Messines Bar and Restaurant, from Lee Carter, Featherston Community Board, dated 5 August 2015

To Michelle Hopkins, Featherston Gateway and SuperValue, from Lee Carter, Featherston Community Board, dated 5 August 2015

*FCB RESOLVED (FCB 2015/69)* to receive the outwards correspondence.

*(Moved Carter/Seconded Cr Davies)*

Carried

## **9. FINANCIAL ASSISTANCE**

### **9.1 Featherston Booktown**

Members agreed to waive criteria one (Featherston Booktown had received a grant from the Creative Communities Scheme) as the event was positive for the Featherston community.

*FCB RESOLVED (FCB 2015/70)* to grant Featherston Booktown \$1,000 to assist with the costs of running Booktown events from 16-18 October 2015.

*(Moved Cr Davies/Seconded Thomas)*

Carried

**Confirmed as a true and correct record**

.....**Chairperson**

.....**Date**

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**Featherston Community Board  
Action Items  
From 15 September 2015**

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
749	FCB	9-Dec-14	Action	Lee Carter	Draft a roster for writing a Community Board update for the Phoenix	Open	
304	FCB	12-May-15	Resolution	Helen	FCB RESOLVED (FCB2015/34): 1. To fund up to \$1,500 for a suitable indoor/outdoor portable PA system following receipt of a second quote and <b>2. To develop a PA system loan and use policy.</b> (Moved Cr Davies/Seconded Jackson) Carried	Open	23/6/15: Ensure the Anzac Club have the opportunity to provide input into the policy development. Ensure Fstn Library staff receive a copy of the final policy. 16/9: To be written by Amenities Manager as time allows
385	FCB	23-Jun-15	Resolution	Helen	FCB RESOLVED (FCB 2015/40) that until guidelines for use of the PA system have been established, that use of the system is restricted to Council, Community Board or Anzac Club within the Anzac Hall building. (Moved Jackson/Seconded Thomas) Carried	Open	16/9: as above
393	FCB	23-Jun-15	Action	Paul	Liaise with Destination Wairarapa regarding ownership of a section of the Rimutaka Cycle Trail	Open	8/09/15: Have had a couple of discussions now that GM David Hancock has returned from leave. Ascertaining obligations that attach to arrangement.
487	FCB	4-Aug-15	Action	Mark	Provide an email update to FCB members on what action has been taken with regards to making the Featherston Main Street pedestrian crossing outside the supermarket safer for pedestrians and wheelchair users and investigate options for calming traffic	Open	2/9 Email to FCB: "The pedestrian crossing ramp adjacent the new super market, this will be re-graded and the lip removed to meet standard guidelines, and will be included with other footpath renewals in Featherston. An additional report will follow later this week for the Boards information. Traffic calming along Fitzherbert St

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
							will be discussed with NZTA and Capital Journeys at the next liaison meeting." 15/9 Leave action open until work done.
570	FCB	15-Sep-15	Action	Murray	Write media articles outlining Stage 1 of the Featherston 2033 Strategy for the Rates Newsletter, Featherston Phoenix and Councils News and Notices website. The slides should be included in the website information	Actioned	Article scheduled for rates newsletter and put on Council's News and Notices
571	FCB	15-Sep-15	Action	Murray	Schedule Featherston 2033 Strategy to be on the agenda every six months or as updates become available	Actioned	Scheduled for March and Oct 2016
572	FCB	15-Sep-15	Action	Mark	Ensure repair of the Featherston Information Centre window in the porch is on the 2015/2016 repair schedule and liaise with Jocelyn Konig about other needed repairs	Open	Window repair logged with City Care

# FEATHERSTON COMMUNITY BOARD

27 OCTOBER 2015

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## AGENDA ITEM 7.1

### OFFICERS' REPORT

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#### **Purpose of Report**

To report to the Maori Standing Committee and community boards on general activities since the last meeting.

#### **Recommendations**

Officers recommend that the Committee/community board:

1. *Receive the information.*

### CHIEF EXECUTIVE OFFICER

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

A very busy period since the last Council meeting with many projects on the boil.

The Draft Annual Report has been completed, apart from a few minor tidy ups. Audit New Zealand will be commencing their site visit this week. Three of four sentences certainly understate the amount of work annual report require.

Meetings around the structure and shape of local government continue, generally still mapping out work programmes. This will be carried out in the most part by the Local Government Commission.

We eagerly await the Commissioners findings for the Martinborough consent application. Work continues on the Greytown consent application with evidence being finalised.

## 2. Governance/Leadership/Advocacy

The following table provides the year to date results for KPI's set for the Governance output [note this report updated and is as at 30 June 2015]

GOVERNANCE, LEADERSHIP AND ADVOCACY MEASURING SERVICE DELIVERY PERFORMANCE				
SERVICE LEVEL	KEY PERFORMANCE INDICATORS			
		2014/15	RESULTS	COMMENTS
Opportunities are provided for the community to have its views heard	Ratepayers and residents feel they can contact a Council member to raise an issue or problem	75%	73% (2010/11 survey 75%)	The customer satisfaction survey was carried out during 2014/15. In addition to the 73% (2011 75%) positive response, 16% (2011 14%) felt they were unable to comment.
	Ratepayers and residents feel that the Mayor and councillors give a fair hearing to their views	75%	62% (2010/11 survey 55%)	The customer satisfaction survey was carried out during 2014/15. In addition to the 62% (2011 55%) positive response, 21% (2011 28%) felt they were unable to comment.
Council determines what activities it should engage in through consultation and regulatory requirements then sets clear direction	Ratepayers and residents are satisfied with Council's decisions and actions	50%	59% (2014 survey 76%)	A Public Booster survey was carried out in 2015 in addition to the 59% 11% felt they were unable to comment. The full customer satisfaction survey was carried out during 2014/15. In addition to the 76% (2011 73%) positive response, 8% (2011 9%) felt they were unable to comment.
	Ratepayers and residents are satisfied with how Council allocates rates/funds to be spent on the services and facilities provided (target peer group age)	78%	64% (2010/11 survey 59%)	The customer satisfaction survey was carried out during 2014/15. In addition to the 64% (2011 59%) positive response, 14% (2011 9%) felt they were unable to comment.
Community Boards make decisions that consider local issues	Community Board decision - making reports on local issues	90%	Greytown 92% (2014 100%) Featherston 95% (2014: 96%) Martinborough 95% (2014: 95%)	This measure reports on the percentage of resolutions made that relate solely to local issues.
	% of ratepayers and residents who know how to contact a community board member	65%	65% (2010/11 survey 52%)	The customer satisfaction survey was carried out during 2014/15. In addition to the 64% (2011 59%) positive response, 14% (2011 9%) felt they were unable to comment.
Opportunities are available to raise local issues and understand what will happen as a result	Ratepayers and residents satisfied with the way Council involves the public in the decision it makes	65%	49% (2010/11 survey 50%)	The customer satisfaction survey was carried out during 2014/15. In addition to the 49% (2011 50%) positive response, 26% (2011 25%) indicated they were neither satisfied nor dissatisfied, and 5% (2011 5%) felt they were unable to comment.
Opportunities are available to raise issues relating to Maori through the Maori Standing Committee	The Maori Standing Committee makes recommendations to Council in relation to policy and plan development and resource management applications	100% applicable applications		Maori Standing Committee met on 8 occasions. In total 3 resource consent applications were considered, however due to the timing of the meetings 9 were considered outside normal meetings.



## **2.1 Wairarapa Governance Review Working Party**

Following the meeting with Sir Wiri Gardiner, the majority of work currently being carried out is scoping the various work streams the Local Government Commission will undertake.

Wairarapa has been identified as a separate work stream and an initial discussion between the chief executives and officers of the Commission have been held.

In conjunction with this local work stream, a number of planning workshops have been held with the regional chief executives and the Commission.

These workshops were again focussed on planning what work streams would be appropriate for the Commission to undertake and what the priority order might be.

## **3. Strategic Planning and Policy Development**

### **3.1 Meetings/Conferences**

#### **3.1.1. Chief Executive Forum**

Three regional Chief Executive forums have been held. Two of these were in relation to governance discussions described above.

The “normal” forum provided an update on Transmission Gully, LGC update, Spatial Planning update.

Wellington Water was also on the agenda, this session was not attended.

#### **3.1.2. Mayoral Forum**

One Mayoral Forum was held and I am sure this will be covered in Her Worship’s report. As indicated above governance matters were high on the agenda.

### **3.2 Wastewater Consents**

A number of iterations of evidence have been prepared for the Greytown wastewater consent application.

While the Greytown hearing is still some time away, a high level of pre work is the most efficient way to progress matters, as many of the issues can be resolved before the formal hearing.

### **3.3 Financial Statements / Draft Annual Report**

The draft annual report is nearing completion with audit New Zealand on site for two weeks commencing Monday 28 September.

The full financial statement and annual report are due for adoption, following audit, on 28 October. The statutory deadline for adoption is 31 October.

### **3.4 Local Government Funding Agency (LGFA)**

LGFA have accepted our application to become a borrower against this fund. LGFA have completed their financial due diligence and we fall well within their benchmarks.

There is a reasonable amount of documentation required and this will be completed following completion of the Annual Report.

### **3.5 Other**

Discussions are progressing well with the **land swap** at our Greytown site. This land swap is "like for like" and will result in both ourselves and Papawai Ahu Whenua trust ending up with contiguous and more useable blocks of land.

Allied to this planning is almost complete for the **gliding** operation to commence building their hanger, it is planned for this to be completed in a few months and we will see activity slowly increasing.

Costs were finally received for the **Featherston Town Square**. These were somewhat higher than anticipated. The working group discussed the costs and after some refinement we instructed the consulting engineer to call for quotes, ensuring local suppliers were able to participate in this process.

The **Waihinga centre** consultation document was finalised and posted. We are gearing up for a busy time with enquiries and processing the returns.

A number of discussions have been held regarding **civil defence** with a view to understanding the new structures and response procedures. These are ongoing.

Discussions are continuing with the **Department of Conservation** on the ownership of assets they construct. DOC's issue is that they are required to pay a capital charge for the assets they own, which comes out of their operational budgets. If they can transfer asset ownership then they are not charged the capital charge and therefore have more funding available for maintenance. While conceptually we may be able to assist, future obligations need to be well understood. Destination Wairarapa are helping in these discussions as one of the projects is a cycleway DW have received grant funding for.

Other meetings included **Community Board and Maori Standing** committee meetings and the Featherston public meeting, rounding out this period nicely.

### 3.6 Rates Arrears (Incl. GST)

DATE	AMOUNT \$'000	NUMBER	DAYS SINCE INSTALMENT DUE	SWDC COMPONENT \$'000 (81%)
1 June 2012	\$855	722	10	\$692
19 June 2012	\$730	632	31	\$591
10 September 2012	\$947		21	\$767
15 February 2013	\$820	565	57	\$664
17 June 2013	\$913	740	27	\$739
4 March 2014	\$1,033	863	12	\$836
14 April 2014	\$954	675	53	\$773
19 August 2014	\$818	592	91	\$663
30 September 2014	\$1,008	809	37	\$816
11 November 2014	\$770	627	83	\$623
27 January 2015	\$672	537	68	\$544
2 March 2015	\$784	798	10	\$635
25 May 2015	\$762	803	3	\$617
3 July 2015	\$624	669	39	\$505
18 August 2015	\$580	547	59	\$470

You will note that the outstanding amount is the lowest dollar amount on this report. The concerted efforts at collection are paying off.

This is a particularly good result as the amount outstanding includes the additional 10% arrears penalty.

In the order of 330 of the above rate debts have mortgages and the process has commenced to enable a demand from the banks. Once the initial notification has been sent to the bank (copied to the ratepayer) there is a three month grace period until we can make the formal demand.

## 4. Corporate

### 4.1 Occupational Health and Safety

An initial report received from Major Consulting, and following analysis of this report a draft strategy has been developed.

We have had an initial review of this strategy and are considering this strategy and implementation plan. This will take some time to understand and implement.

It will be prudent for a presentation to Council at some stage once our response has been planned.

There were no OH & S matters since the last reporting period.

## 4.2 LGOIMA Requests

DATE	TOPIC OF INFORMATION REQUEST	REQUEST RESPONSE
27 August 2015	Details of Building consent requests	Information provided
26 August 2015	Has Council carried out methamphetamine decontamination of Council flats and the details of such?	No such decontamination requested.
2 September 2015	Artworks held and their value	
28 September 2015	Conflict of Interest Guidelines and use of Commissioner in such circumstances.	
28 September 2015	The process determining impact of a proposed activity to be of a "minor" nature when assessing a consent application.	
28 September 2015	Provide information about determinations of certain activities under the Resource Consent.	

Contact Officer: Paul Crimp, Chief Executive Officer

# **PLANNING AND ENVIRONMENT GROUP**

## **1. Resource Management**

### **1.1 Resource Management Act – Policy/District Plan**

#### ***1.1.1. Wellington Regional Council Proposed Natural Resources Plan***

As reported to the August Council meeting, the closing date for the Proposed NRP submissions was set as 25 September 2015.

As discussed at the meeting, Council along with MDC (CDC has applied separately) has sought an extension to the closing date, along with many other organisations and individuals.

The Regional Council did not however choose to notify a revised date generally, rather they decided to grant those who requested, an extension of time using the late submissions provisions in the Act. This is a somewhat unusual approach.

However it meant that Council along with other parties who sought an extension (e.g. Federated Farmers) were granted up until the 23rd of October 2015, to lodge submissions. This extension has reduced some of the pressure on Council and MDC/CDC to prepare meaningful submissions, however it remains an extremely tight timeframe given the scale of the work involved.

As part of gaining the extension, the 3 Wairarapa Councils have agreed to work together to frame submissions, with MDC and Council planning to lodge as close as can be, a joint submission.

To that end both Councils have engaged Kerry Geange to assist in preparing the submissions. CDC have preferred to engage their own consultant (Christine Foster of EMS) and lodge their own submission, but CDC staff have joined the officers working group from SWDC/MDC to ensure their submission closely aligned to the submissions of MDC and Council in any case. In addition their consultant and Mr Geange are sharing information and analysis to assist each other.

All 3 Councils staff have been meeting regularly to coordinate the work of the consultants and internal inputs to that process. A copy of the submission will be circulated to Councillors once completed.

The approach is to lodge submissions on any and all issues of concern to Council and its community with a view to withdrawing any that Council may not support further down the line.

#### ***1.1.2. Greytown Residential (FDA) Structure Plan***

The WCDP identifies a large area of land in Greytown as a future development area. In order for this land to be formally released for overall development, the WCDP specifies that a structure plan should be developed by Council to guide its development.

The focus of the structure plan is the provision of required infrastructure, and the design and layout of development, taking into account the physical characteristics and limits of the land and the mitigation of any potential adverse effects.

A brief for this work was prepared and offered to a large consultancy. The offer of services from that consultancy was however quite expensive, so ways of reducing the cost are presently being looked at to see if the work can proceed at a level which will still enable development to be prepared for but at an affordable cost.

As part of this it is proposed to discuss the project with "local" engineering consultancies to see if an alternative and acceptable offer of services can be obtained.

### **1.1.3. Featherston 2033**

Council resolved at the August meeting to proceed with the assessment of two of the key concepts for the reshaping of Featherston, identified through the initial strategy.

These were to look at options around "gateways" and to examine transport routes (in particular the alignment of the state highways through Featherston) and infrastructure to ensure the needs of Featherston are best met.

Because of the need to focus on (because of the statutory closing dates) the submissions on the proposed NRP, progress on these tasks has slowed.

However contact with NZTA (the state highway authority) has been made and arrangements (after some considerable toing and froing to establish who in NZTA to engage with) to hold introductory discussions have been agreed. Once the work on the submissions for the NRP is completed, this work will be prioritized.

*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 2014/15	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents satisfied with the District as a "better" place to live	65%	71%	NRB Survey
Ratepayers and residents satisfied with the image of the closest town centre shown as "satisfied"	65%	92%	NRB Survey

## 1.2 Resource Management Act - Consents

*SERVICE LEVEL – All resource consents will be processed efficiently.*

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2015/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	88.89%	NCS
s.223* certificates issued within 10 working days	100%	100%	NCS
s.224* certificates issued within 15 working days of receiving all required information (note no statutory requirement)	85%	100%	NCS

Council received 12 (the previous year 17) resource consent applications between 1/07/2015 and 12/08/2015. Officers provide detailed information as part of fortnightly updates, subject to data availability, on all consents direct to Council and Community Board members, so this information is not listed here.

## 1.3 Reserves Act – Management Plans

*SERVICE LEVEL – Council has a reserve management programme.*

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Number of Management and/or Plans adopted or revised	1	0	All plans current at present.

As noted in previous reports, it is possible that the current “town square” proposal in Featherston will eventually need to be incorporated into the Clifford Square Reserve Management Plan, to reflect what is built (once complete), however there is no immediate or regulatory need to update this RMP now.

## 1.4 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 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
My LIM contains all relevant accurate information (no proven complaints)	-		
My non-urgent LIM is processed within 10 days	100%	100%	

TYPE	YTD 1 JULY 15 TO 31 AUGUST 15	PREVIOUS YTD 1 JULY 14 TO 31 AUGUST 15	PERIOD 1 AUGUST 15 TO 31 AUGUST 15	PREVIOUS PERIOD 1 AUGUST 14 TO 31 AUGUST 14
Standard LIMs (Processed within 10 working days)	28	19	12	9
Urgent LIMs (Processed within 5 working days)	7	11	4	7
<b>Totals</b>	<b>35</b>	<b>30</b>	<b>16</b>	<b>16</b>

## **2. Public Protection**

### **2.1 Building Act – Policy and Administration**

#### **2.1.1. Coastal Buildings**

Council was previously advised that recent storms triggered a further round of coastal erosion affecting not only Council's road, but also a number of privately owned properties and buildings.

Two inspections have now taken place to determine whether any buildings should be classed as "dangerous" under the Building Act.

After writing to property owners affected, receiving their comments and referring the information for legal review, most of the properties do not trigger the dangerous building provisions of the Building Act.

The owners of those properties (6) have been written to advising them of that finding. However 3 properties clearly qualify as dangerous buildings as they present a real risk to the safety of people and property.

The Council's legal adviser has indicated that Council should now proceed and issue notices under the Building Act requiring these owners to in effect make their properties safe.

In essence this would require the removal of the structures or the erection of sea defences against further erosion.

This latter option is however unlikely to be consented by WRC or DoC within an acceptable timeframe, this leaving the demolition and/or removal of the structures as the only viable option.

Letters to the 3 affected owners and notices under the Act, are being drafted at present. The owners can only seek a judicial review of the Council's determination if they wish to challenge the notice.

Assuming no challenge is made the owners will have 6 months to fully comply with the demolition/removal order. In the meantime warning notices and tape will be erected by Council, as this is a statutory requirement, once the notices are issued.

#### **2.1.2. Staff**

We have recently appointed a BO replacement for Adrian Cullen, who has stepped into the Team leader role. The new officer will commence work on or about Monday 10 October.

Mr Neil Gerrish, a consultant, has largely completed competency assessments of all current building staff. This has resulted in Council now being able to bring back in house more consent processing (although external support is still required for more complex residential and commercial jobs). Mr Gerrish continues to assist with consent processing along with John Tait (who was previously employed by Council).



## 2.2 File Project

The conversion of existing building consents to electronic files has been progressed. Improvements to the mainframe computer storage have been agreed (to hold the data) and a large scale printer/scanner sourced.

Changes to the "copier room" are being planned to accommodate the new machine and to create a workspace for the staff member who will be undertaking the scanning.

Meetings with the software provider (Onstream Systems - Trapeze/Vault software) are scheduled to scope the storage system (develop a storage protocol) and to begin the process of training staff to operate the Trapeze-Vault system.

Advertising for a staff member for the scanning project will take place soon.

## 2.3 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 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	100%	NCS – Continued monitoring of processing days.
Building consent applications are processed within 20 working days	100%	100%	NCS – Continued monitoring of processing days. Due to staff shortages processing contractors have been used to maintain service levels.
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	IANZ review 28/1/2014; next review scheduled for January 2016.
Earthquake prone buildings reports received	100%	143/221	The government has made recent announcements on changes where by the assessments will need to be completed by a certain time. Once full details are available the current process and programme will be reviewed to ensure Council meets the new requirements.

TYPE	NUMBER	VALUE
<b>Commercial</b> (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	1	\$200,000
<b>Industrial</b> (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	6	\$538,717
<b>Residential</b> (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters.	24	\$933,954
<b>Other</b> ( public facilities - schools, toilets, halls, swimming pools)	0	\$0
<b>Totals</b>	31	\$1,672,671

## 2.4 Dog Control Act – Registration and Enforcement

*SERVICE LEVEL – Dogs don't wander freely in the street or cause menace to humans or stock.*

<b>PUBLIC PROTECTION KEY PERFORMANCE INDICATORS</b>	<b>TARGET 2013/14</b>	<b>YTD RESULT</b>	<b>COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET</b>
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	3 visits	Nil	Visits are programmed later in year.
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	
Complaints about dog attacks on persons or stock are responded to within 1 hour.	100%	100%	

A total of 185 penalty dog registration forms have been issued to dog owners who failed to register their dogs by due date. The following table provides a snapshot of dog control incidents for the period.

Council continues to have difficulties with Mr Phelps / Mrs Philips relating to the registration and micro-chipping of their dogs. Unfortunately instructions have now had to be issued to Councils legal advisers to lodge documents with the District Court to commence a further round of prosecutions.

All attempts to date to have these parties correctly identify, register and micro-chip their dogs have been to no avail, this including writing to those parties on numerous occasions requesting that they complete the necessary documents correctly.

Documents are expected to be lodged with the Court in the week commencing on the 5<sup>th</sup> of October 2015.

#### **2.4.1. Dog Control Act – Incidents**

<b>INCIDENTS REPORTED</b>	
Attack on Pets	0
Attack on Person	1
Attack on Stock	0
Attack on Poultry	0
Barking and whining	3
Lost Dogs	2
Found Dogs	0
Rushing Aggressive	1
Wandering	20
Unregistered Dogs	1
Welfare	1
<b>Total</b>	<b>29</b>

## 2.5 Public Places Bylaw 2012 - Stock

*SERVICE LEVEL – Stock don't wander on roads, farmers are aware of their responsibilities.*

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	
Council responds to complaints regarding animals within 40 hours	100%	100%	
In cases where multiple stock escapes (more than 1 occasion) have occurred from a property, taking enforcement action against the property owner.	100%	0	No cases to date

INCIDENTS REPORTED	TOTAL
Stock roaming in public place	4

## 2.6 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 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls responded to within 1.5 hours.	100%	100%	

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 15 TO 31 AUGUST 15	PREVIOUS YTD 1 JULY 14 TO 31 AUGUST 14	PERIOD 1 AUGUST 15 TO 31 AUGUST 15	PREVIOUS PERIOD 1 JULY 14 TO 31 JULY 14
Total	4	9	1	3

## 2.7 Sale and Supply of Liquor Act - Licensing

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 15/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises that are high or medium risk are inspected annually, while low risk premises are audited no less than once every three years.	100%	100%	
Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Agencies agreement.	100%	100%	
Premises are inspected as part of licence renewals or applications for new licences.	100%	100%	All premises inspected at new or renewal application.

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 15 TO 31 AUGUST 15	PREVIOUS YTD 1 JULY 14 TO 31 AUGUST 14	PERIOD 1 AUGUST 15 TO 31 AUGUST 15	PREVIOUS PERIOD 1 AUGUST 14 TO 31 AUGUST 14
On Licence	1	1	1	1
Off Licence	5	4	5	4
Club Licence	1	1	1	1
Manager's Certificate	15	17	15	17
Special Licence	2	4	2	4
Temporary Authority	0	0	0	0

## 2.8 Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2013/14	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises failing to comply with Food Hygiene regulations that are re-inspected within a 3 month period and enforcement is affected if offence continues	100%	0%	No cases to date.

## 2.9 Bylaws – general complaints

TREES	VEHICLES	RUBBISH	CAMPING	MISCELLANEOUS
1	1	1	0	2

Contact Officer: Murray Buchanan, Group Manager Planning and Environment

# INFRASTRUCTURE AND PLANNING GROUP

## 1. Group Manager Highlights

The last six weeks has seen progress on the Cycle Strategy made with Rodger Boulter engaged to put the framework together for the strategy before there is consultation on its contents. With cycling covering such a broad scope it is important to not only cover the utility of cycling but also the potential in areas such as tourism and regional development.

The works for the summer program are ready to be undertaken in areas such as the Featherston/Greytown bores starting this month, the reseals contract being let and ready to start, the footpath works ready to begin as well as other projects.

The consent acquisition for the three waste water treatment facilities is also underway with the final documentation sent to GWRC and the Commissioners. The second consent, Greytown, will be heard on 17 November.

The reporting on customer requests and annual plan KPI's is continuing to be reviewed and the process streamlined where possible. The reporting has been signed off over the past few months and is attached to this report to ensure compliance for the end of year audit.

With Audit NZ here at the end of this month there has been work put into the annual report and the collation of supporting documentation for the auditors against the significant activities and KPI's. The first quarter reporting has also commenced with the first 3 months of the year almost complete.

With another emergency damage issue on the SPR Cape Palliser Road it highlights the longer term risk to council once the SPR classifications are gone. The discussions are on-going with NZTA regarding a transition to the new ONRC and removal of the SPR.

## 2. Water Supply

*SERVICE LEVEL – Council provides reliable and safe drinking water supplies. Water provided is safe to drink and there is adequate water for urban firefighting.*

### 2.1 Key Performance Indicators

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
The average consumption of drinking water per day per resident within the territorial authority	<400 Lt				
Compliance with resource consent conditions/water permit conditions to "mainly complying" or better	95%				
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2000*	95%				

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
Water supply systems comply with Ministry of Health Protozoa Drinking Water Standards guidelines 2000	95%				
The total number of complaints received by the local authority about drinking water taste per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water odour per 1000 connections	<15	0	0.25 over 1000 connections (1 complaint)	0	0.25 over 1000 connections (1 complaint)
The total number of complaints received by the local authority about drinking water pressure of flow per 1000 connections	<15	0.5 per 1000 connections (2 complaints)	1 per 1000 connections (4 complaints)	2	4
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0.5 per 1000 connections (1 complaint)	0.5 per 1000 connections (1 complaint)	1	1
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	0	0.25 per 1000 connections (1 complaint)	0	1
Ratepayers and residents satisfied with level of service for water	75%				
Attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 1 Hr	(4/4) 100%	-	0	4
Resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption	< 8 Hrs	(4/4) 100%	-	0	4
Attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 2 working days	19/24 (79%)	-	24	43
Resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm	< 5 working days	22/24 (92%)	43	24	43
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	20%				
The % of real water loss from the local authority's networked reticulation system identified by establishing and measuring night flow	<20%				

## 2.2 Services

### 2.2.1. Water supply capital improvements Featherston

Stage one works commenced 21 September. Completion is scheduled before Christmas with Stage Two works to commence in the New Year.

## 2.3 Water treatment plants

The Waiohine, Greytown and Martinborough plants operated routinely over the period.

## 2.4 Water reticulation

There were 20 reticulation repairs reported and rectified during the period. There were 6 water complaints received during the period.

## 2.5 Water races

Routine monthly inspections and blockage clearing of the water race network has been performed by council contractors, City Care Ltd, to maintain satisfactory flows. There were 3 accounts for blockage clearing or no water flow for the Moroa and Longwood network over the period.

## 3. Waste water

*SERVICE LEVEL – Council provides waste water services that effectively collect and dispose of waste water. Waste water does not create any smells, spill or health issues and causes minimal impact on the natural environment.*

### 3.1 Key Performance Indicators

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Number of blockages per 1000 connections	<10	6 complaints	9 complaints	1 per 1000 connections (4 blockages)	1.7 per 1000 connections (7 blockages)
Ratepayers and residents satisfaction with waste water services	70%	Annual survey	Annual survey	Annual survey	Annual survey
Number of dry weather sewerage overflows per 1000 connections	<10	-	-	0.7 per 1000 connections (3 overflows)	0.7 per 1000 connections (3 overflows)
Attendance time: from notification to arrival on site	< 1 Hr	-	-	3/6 (50%)	13
Resolution time: from notification to resolution of fault	< 4 Hrs	-	-	5/6 (83%)	13
% of resource consent conditions complied with to mainly complying or better*	90%				
No. of abatement notices	<2				
No. of infringement notices	0				
No. of enforcement notices	0				
No. of convictions	0				
No. of complaints per 1000 connections received about sewage odour	< 15	0	0.5 per 1000 connections (2 complaints)	0	0.5 per 1000 connections (2 complaints)
No. of complaints per 1000 connections received about sewage systems faults	< 15	0	0	0	0
No. of complaints per 1000 connections received about sewage system blockages	< 15	6 1.5 per 1000 connections	9 2.2 per 1000 connections	5	8
No. of complaints per 1000 connections received about the response to issues with sewage	< 15	0	0	0	0
Proportion of urgent waste water service requests responded to within 6 hours of notification	95%	-	-	5/5 (100%)	8

### 3.2 Waste water treatment plants

Featherston, Lake Ferry and Martinborough plants operated routinely during the period with no reported issues.

Greytown plant however required remedial attention due to very low dissolved oxygen levels with odour complaints received in July and August. The pond was overloaded with a new waste stream which has been identified and was discontinued in early July.

Both ponds have since recovered demonstrating improved oxygen levels and are operating normally with only one odour complaint received in early September.

Officers now have to process a trade waste application for the generator of the trade waste stream and this will need to be resolved before the end of the year.

### 3.3 Waste water reticulation

There were 6 pipeline blockages reported during the period.

### 3.4 Hardie Grove, Featherston wastewater pipeline renewal

This work is scheduled to start 19 October 2015.

## 4. Storm water drainage

*SERVICE LEVEL – Stormwater drains are well operated and maintained by the Council.*

### 4.1 Key Performance Indicators

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
% of ratepayers and residents satisfied with stormwater drains	54%	Annual survey	Annual survey	Annual survey	Annual survey
% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	95%	0	0	0	0
No. of flooding events	0	0	0	0	0
No. of habitable floors affected per flooding event per 1000 properties connected	0	0	0	0	0
No. of abatements notices	0				
No. of infringement notices	0				
No. of enforcement notices	0				
No. of convictions	0				
Median Response time to flooding events (Notification to personnel reaching site in hrs)	3	-	-	0	0
No. of complaints about stormwater per 1000 properties connected	0	0.5 per 1000 connections (2complaints)	0.7 per 1000 connections (3 complaints)	2	3



All systems operated routinely and within available capacity during the period.

## 5. Solid waste management

*SERVICE LEVEL – Recycling stations are accessible and maintained. Refuse and recycling collection services are provided and waste minimisation actively promoted.*

### 5.1 Key Performance Indicators

SOLID WASTE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Number of communities with recycling centres	6				
Volume of waste disposed out of district	Decreasing by 2.5%	Decreased by 13.7% for August	-	-	-
% of ratepayers and residents satisfied with the level of service	80%	Annual survey	Annual survey	Annual survey	Annual survey

### 5.2 Waste management

Routine services have been delivered successfully over the period.

## 6. Land transport

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

### 6.1 Key Performance Indicators

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	95%				
Ratepayers and residents fairly/very satisfied with the roads	78				
5% of sealed roads are resealed each year subject to availability of NZTA subsidy	100%				
The pavement condition index as measured by the NZTA pavement integrity index	95%				
The number of crashes causing injuries is reduced	Group and control average				
The number of fatalities and serious injury crashes on the local road network	<7				
Ratepayers and residents are satisfied with footpaths in the district	68%				
Availability of footpaths on at least one side of the road down the whole street	87%				
Footpath Condition rating 95% compliant with SWDC AMP Standard	95%				
The % of customer service requests relating to roads and footpaths responded to within 48 hours	95%	23/25 (92%)	35/37 (95%)	25	37
Meet annual plan footpath targets	Yes				

## 6.2 Roothing maintenance – Fulton Hogan

Works have continued on Cape Palliser Road to repair road damage. The two sections at the DoC station and further along at Kawakawa are nearing completion and the carriageway is back to two lanes and just awaiting a seal. Works are within budget and the repairs to the concrete structure at Kupes Sail is currently being priced with works to be completed before December this year.

Further damage has occurred at the Whatarangi Cliffs where the road is down to one lane. The cost of repairs will be estimated and it is expected the cost will exceed \$100,000.00 and additional funding for emergency works will be requested from NZTA.

During August 114.7km of unsealed roads were graded, along with 867 m<sup>3</sup> of maintenance aggregate applied throughout the district on the unsealed network.

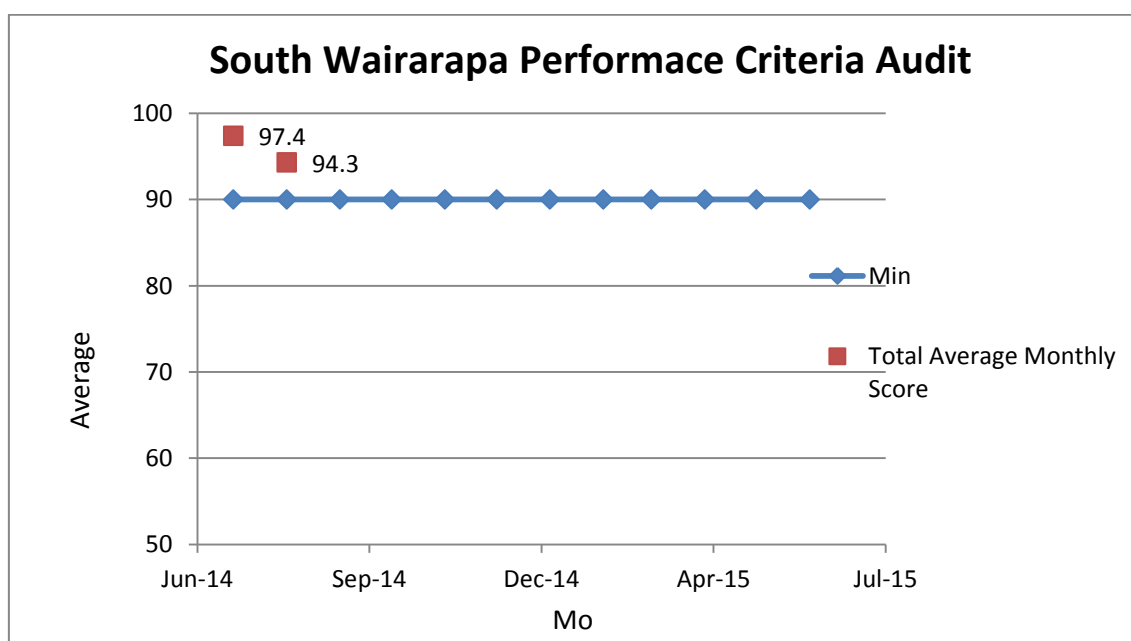
Pre-seal repairs have been identified and work has commenced on them for timely completion.

Road markings and signage was completed at Princess/Kitchener Streets intersection.

Accident damage to guardrails on Lake Ferry and Kahutara Roads has been completed.

Drainage works was carried out on Woodward Street, Featherston to prevent local property/house flooding.

Fulton Hogan's monthly audit and cyclic activities is done on a monthly basis and their performance for the second financial year is charted below.



## 6.2 Reseals - Higgins

The contract has been awarded to Higgins Contractors Wairarapa. A preliminary programme has been developed showing works completed before the end of December.

The design work is currently taking place. Once the design is completed the budgets will be determined.

## 7. Amenities

*SERVICE LEVEL – Parks and reserves enhance the quality of life in our communities. Our playgrounds are safe and enjoyed by the community. Clean safe public swimming pools can be accessed in the District. Provision of some low cost housing for the elderly (or in line with Council policy) in each town. Well maintained hall facilities that are available for the public to book. Public toilets are convenient, clean and safe. There is a wide range of library stock including up to date material.*

### 7.1 Key Performance Indicators

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Users satisfied with parks and reserves	90%				
Ratepayers and residents are satisfied with Council playgrounds	80%				
Council playground equipment that meets national standards	100%				
Council pools comply with NZ swimming pool water testing standards	100%				
Ratepayers and residents satisfaction with Council swimming pools	65%				
Occupancy of pensioner housing	99.8%				
Ratepayers and residents satisfied with town halls	74%				
Cycle strategy	Developed				
Ratepayers and residents satisfied with public toilet facilities	90%				
Taking programmes out into the community and providing a wide variety of programmes in the library	>3 per library				
% of ratepayers and residents satisfied with libraries	90%				

### 7.2 Parks and reserves

#### 7.2.1. Featherston

Routine maintenance of tracks in Otairua Reserve and the Domain has had to be carried out by City Care since the Featherston Walkways and Reserves Trust seems to have ceased functioning. This work, which is outside the contract, has been an extra cost to Council. However, in August, City Care did a big clean-up of the walkways at no cost to the Council and are planning to continue maintaining the walkways as a service to the community.

### **7.2.2. Martinborough**

The first of the south Wairarapa “bee-Friendly” areas was planted on 16 September by a group from Martinborough School with the Mayor. Wild-flower seeds were sown into a patch of ground prepared by City Care at Centennial Park.



Photo: Fiona Beattie

## **7.3 Properties**

### **7.3.1. Featherston**

The work on the Anzac Hall is progressing well, with all the roofing work completed and the exterior painting very close to completion. Inside, work has begun in the toilets.

## **7.4 Community housing**

There are no changes to the waitlist in Martinborough (five applicants), Greytown (three applicants) and Featherston (five). Two applications have been received and are being processed.

One flat at Burling Flats (Featherston) has been vacated and is undergoing some maintenance work before putting a new tenant in.

On Thursday 24 September, City Care will be carrying out a rubbish collection at all South Wairarapa District Council flats. This is an opportunity for residents to dispose of any unwanted items in or around their flats.

Six monthly flat inspections are scheduled for the end of September.

## 7.5 Cemeteries

Enquiries and the purchasing of plots continued in August, with people making future plans on where they wish to be buried.

### 7.5.1. Featherston

There was one burial in August. One of the existing lawn rows has been extended by an additional four plots to align it with adjacent rows. All four plots have now been sold.

### 7.5.2. Greytown

There were four burials in August.

### 7.5.3. Martinborough

No burials in the month of August.

## 8. Civil defence and emergency management

*SERVICE LEVEL – People are prepared for a civil defence emergency.*

### 8.1 Key Performance Indicators

CIVIL DEFENCE AND EMERGENCY MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2015/16	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Ratepayers and residents prepared for an emergency	75%				
Regional Civil Defence Emergency Annual Plan achieved.	Yes				

### 8.2 Wellington Regional Emergency Management Office (WREMO)

#### 8.2.1. Update

EOC staff training – There are two more modules to complete for the 2015 syllabus followed by a two hour exercise in late November to consolidate the year's learnings. Staff are mostly from GWRC, with one person each from SWDC and MDC.

WREMO are keen to recruit SWDC staff to join the Wairarapa Emergency Operations Centre and are currently looking for staff to fill various roles. Training will be a one hour commitment per month from March to November 2016.

Shake Out 2015 National Earthquake Drill - General promotion throughout South Wairarapa encouraging individuals/households, schools, pre-schools, businesses and organisations to participate and use the drill as an opportunity to discuss and review emergency plans. SWDC has not registered as yet.

## **9. Appendices**

Appendix 1 - Monthly Water usage

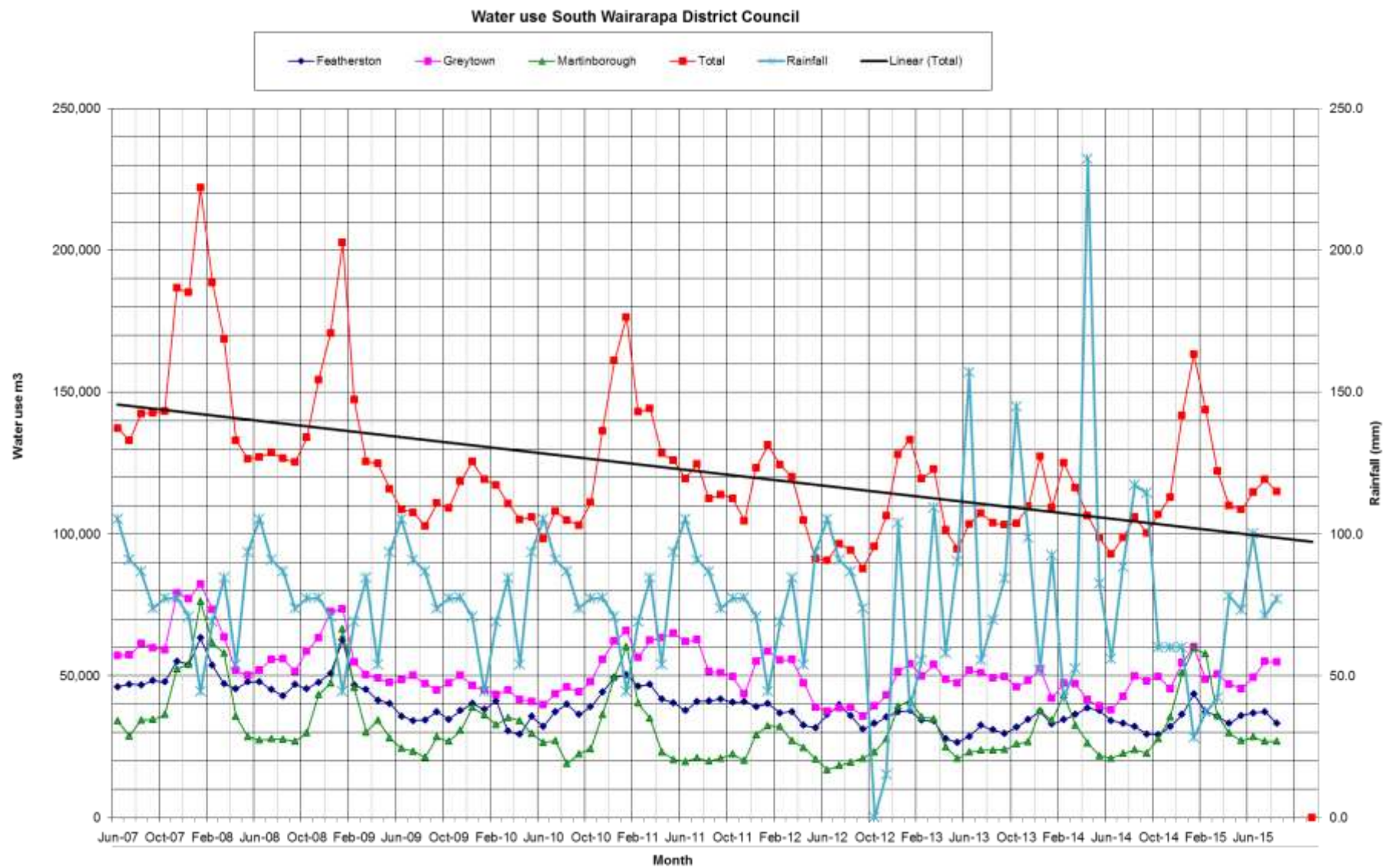
Appendix 2 - Waste Exported to Bonny Glen

Appendix 3 - Library Statistics

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

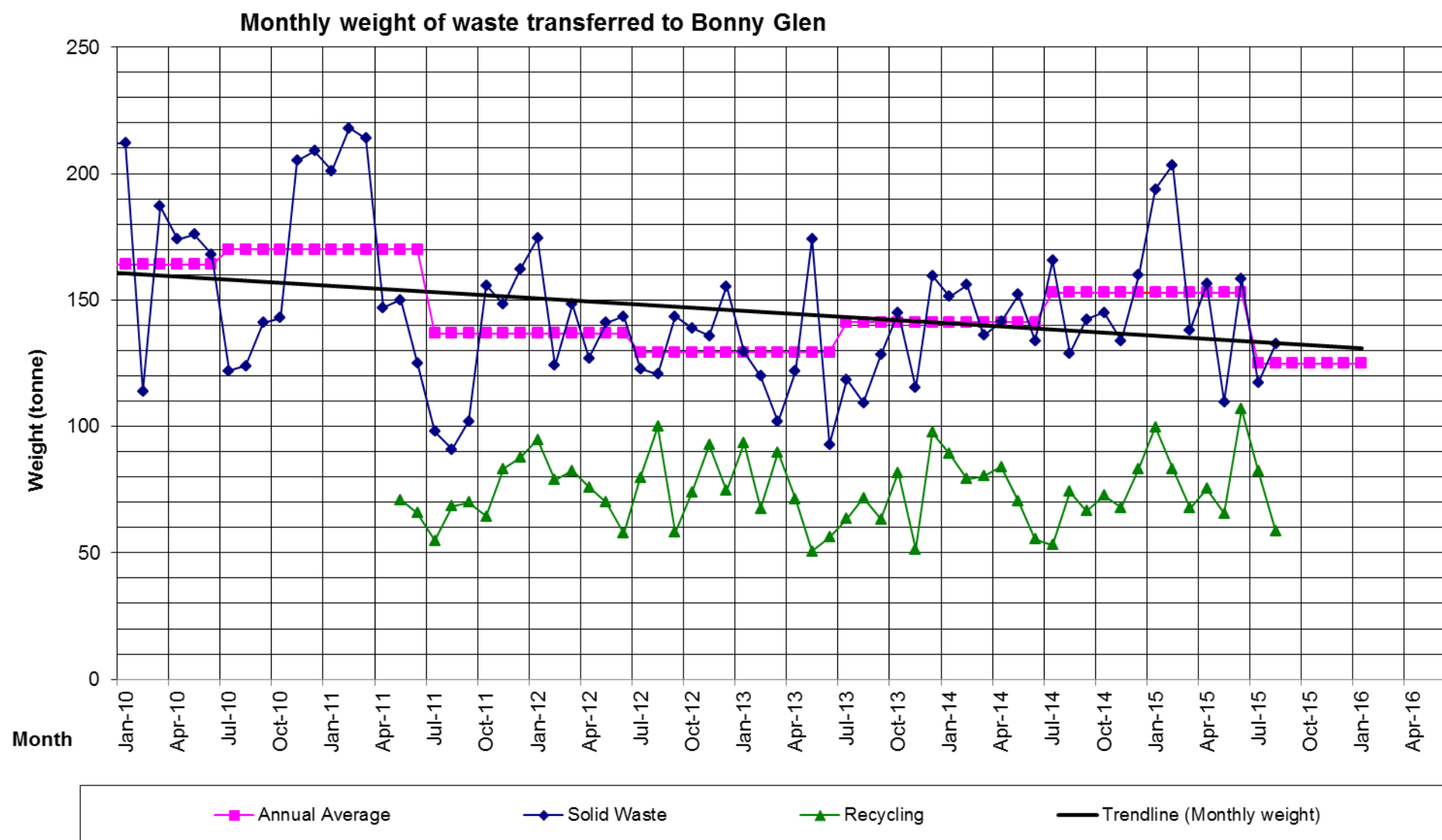
Reviewed by: Paul Crimp, Chief Executive Officer

# **Appendix 1 - Monthly Water Usage**



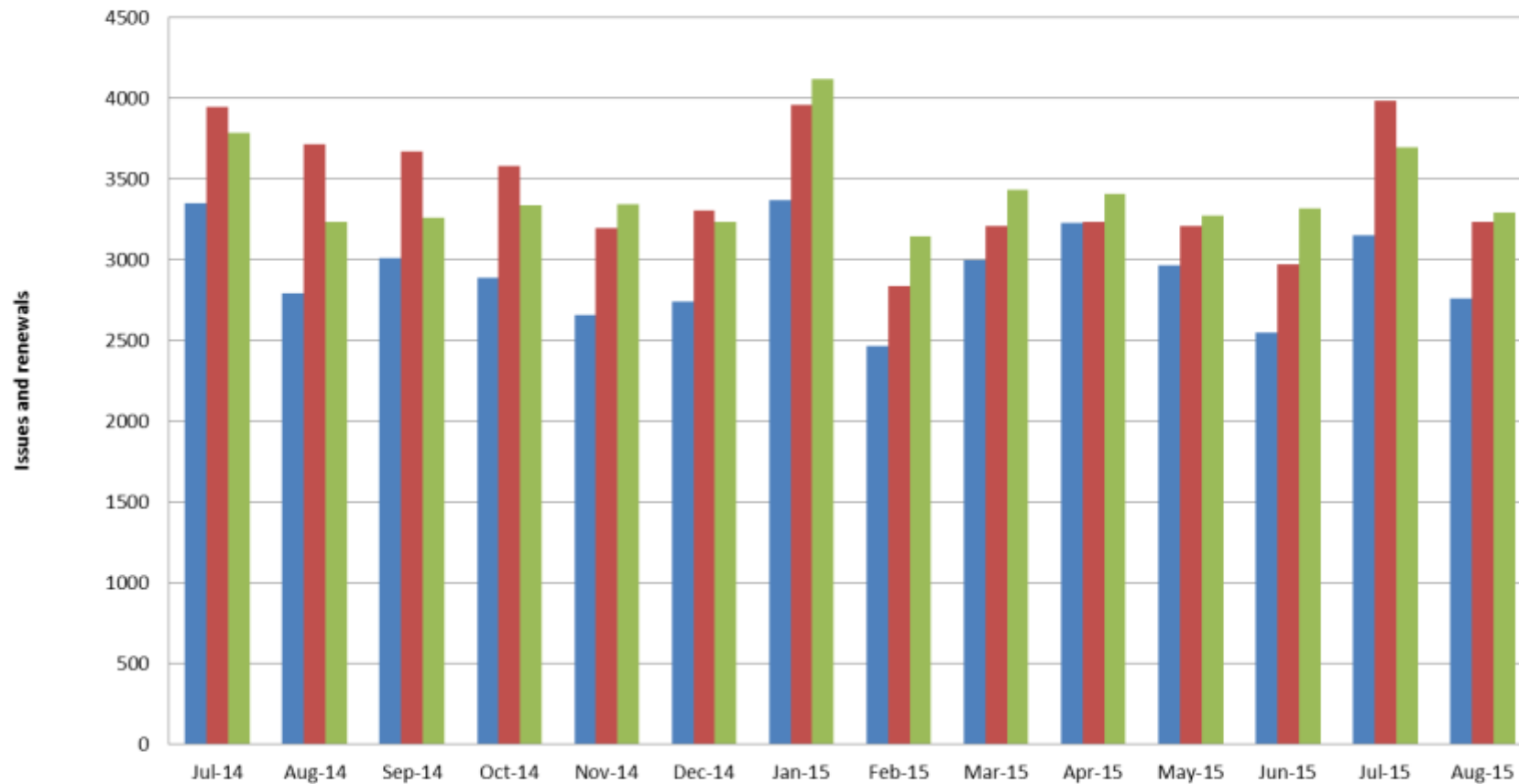


## **Appendix 2 - Waste Exported to Bonny Glen**



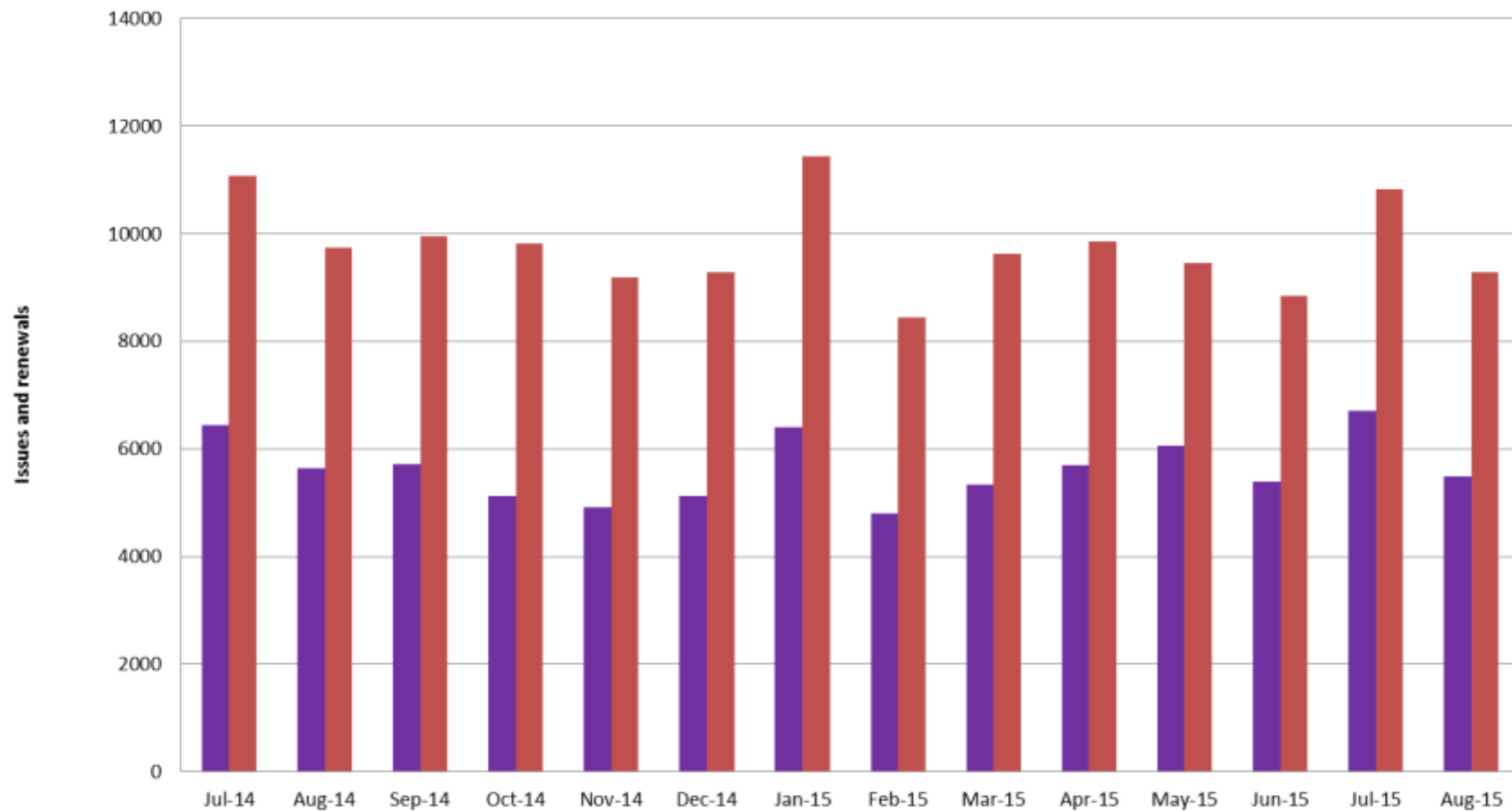
## **Appendix 3 - Library Statistics**

### South Wairarapa libraries - issues and renewals to August 2015



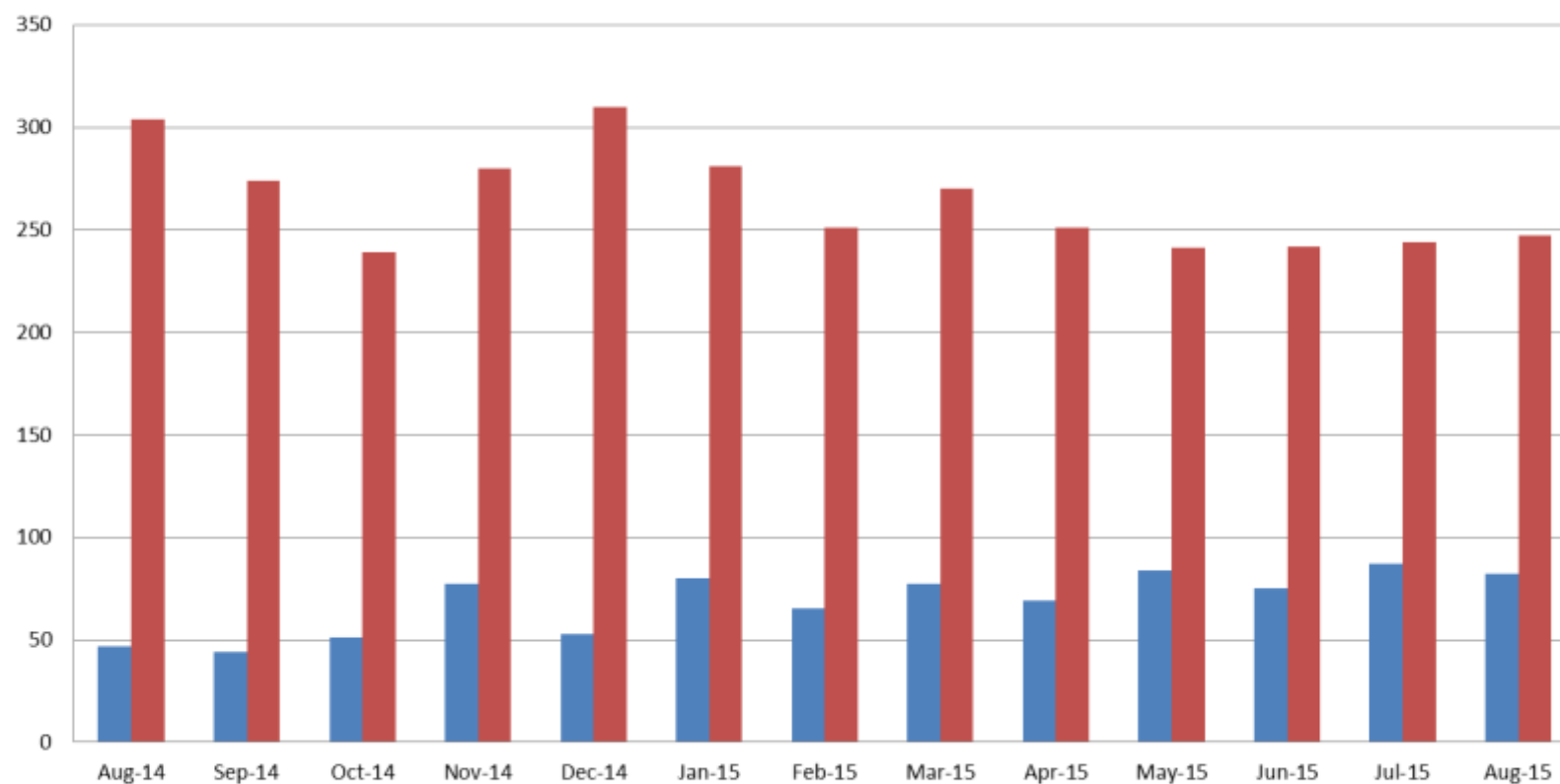
	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15
Featherston	3351	2795	3013	2890	2657	2741	3368	2466	2994	3227	2963	2548	3152	2763
Greytown	3949	3717	3669	3583	3195	3302	3958	2834	3206	3233	3212	2971	3985	3235
Martinborough	3784	3237	3260	3335	3345	3236	4117	3142	3431	3405	3276	3317	3695	3293

### Wairarapa Library Service - issues and renewals to August 2015



	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15
Carterton	6451	5643	5720	5129	4921	5122	6406	4810	5341	5702	6063	5396	6702	5495
South Wairarapa	11084	9749	9942	9808	9197	9279	11443	8442	9631	9865	9451	8836	10832	9291

## Wairarapa Library Service - audio and e-book issues to August 2015



	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15
■ E-books	47	44	51	77	53	80	65	77	69	84	75	87	82
■ Audiobooks	304	274	239	280	310	281	251	270	251	241	242	244	247

# FEATHERSTON COMMUNITY BOARD

27 OCTOBER 2015

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## AGENDA ITEM 7.2

### SCHEDULE OF ORDINARY MEETINGS

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#### **Purpose of Report**

To provide the Maori Standing Committee/community board with the proposed schedule of ordinary meetings for Council, community boards and committees for 2016.

#### **Recommendations**

Officers recommend that the Committee/community board:

1. *Receive the information.*
2. *Adopt the 2016 schedule of ordinary meetings for Council, community boards and committees.*
3. *Set a regular meeting time for 2016.*

#### **1. Background**

Each year Council adopts a schedule of Council, committee and community board meeting dates for the coming 12 month period. On the 7 October 2015 Council adopted the proposed schedule of meetings as attached in Appendix 1.

#### **2. Discussion**

##### **2.1 Proposed 2016 Schedule of Ordinary Meetings**

A proposed schedule of 2016 meetings is provided in Appendix 1. The calendar has been aligned to signing off the annual plan and the annual report during scheduled ordinary meetings.

Meetings are scheduled every 6 weeks as per Council policy with the exception of the 26 October 2016 meeting which is scheduled 5 weeks from the previous meeting to allow for the adoption of the annual report.

It will be necessary to schedule extraordinary meetings to hear and deliberate on the 16/17 annual plan submissions and to attend to any extraordinary Council business that may arise.

Where a Martinborough Community Board or Maori Standing Committee meeting fell on a public holiday, the meeting was moved to the first free Monday.

## **2.2 Meeting Times**

Council, the Policy and Finance Committee and the Infrastructure and Planning Working Party meeting start times are proposed to remain the same. The community boards and the Maori Standing Committee are being asked to decide on a time that suits members.

## **3. Appendices**

Appendix 1 – Proposed Schedule of Ordinary Meetings 2016

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive



# **Appendix 1 –Proposed Schedule of Ordinary Meetings 2016**

**SOUTH WAIRARAPA DISTRICT COUNCIL**  
**PROGRAMME OF COUNCIL, COMMUNITY BOARD AND COMMITTEE MEETINGS 2016**

<b>MEETING</b>	<b>TIME</b>	<b>DAY</b>	<b>JAN 2016</b>	<b>FEB 2016</b>	<b>MAR 2016</b>	<b>APR 2016</b>	<b>MAY 2016</b>	<b>JUN 2016</b>	<b>JULY 2016</b>	<b>AUG 2016</b>	<b>SEP 2016</b>	<b>OCT 2016</b>	<b>NOV 2016</b>	<b>DEC 2016</b>
Martinborough Community Board	TBA	Mon		1	14	18	30		18	29		10	21	
Featherston Community Board	TBA	Tues		2	15	26		7	19	30		11	22	
Greytown Community Board	TBA	Wed		3	16	27		8	20	31		12	23	
Maori Standing Committee	TBA	Mon		15	21		2	13	25		5	17	28	
<b>COUNCIL</b>	9.30AM	Wed		24		6	18	29		10	21	26		14
Policy and Finance Committee	Follows Council	Wed		24		6	18	29		10	21	26		14
Infrastructure and Planning Working Party	9:30am (or will follow AP workshop)	Wed		10	23		4	15	27		7	12	30	

**NOTES:**

1. The dates of all other meetings will be separately notified
2. Wgtn Anniversary Day: Monday 25 January 2016
3. Waitangi Day: Monday 8 February 2016
4. Easter: Good Friday 25 March 2016 and Easter Monday 28 March 2016
5. Anzac Day: Monday 25 April 2016
6. Queen's Birthday: Monday 6 June 2016
7. Labour Day: Monday 24 October 2016

# FEATHERSTON COMMUNITY BOARD

27 OCTOBER 2015

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## AGENDA ITEM 7.3

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### FEATHERSTON FOOTPATH PROGRAMME

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#### **Purpose of Report**

To inform the Featherston Community Board of the 2015-2018 Featherston footpath programme and related information

#### **Recommendations**

Officers recommend that the Featherston Community Board:

1. *Receive the information.*
2. *Accept the programme.*

#### **1. Rationale**

The requirements for a safe footpath network include ensuring footpaths:

- Are in good condition and are not hazardous, i.e. there are no tripping hazards or holes where you might twist an ankle;
- Provide a linked network, i.e. you should be able to get to a destination without having to cross roads more than necessary to stay on footpaths;
- Can be used safely by elderly and mobility impaired, i.e. they are wide enough for wheelchairs/mobility scooters, cross-fall is acceptable, not slippery, no loose gravel and have pedestrian ramps at intersections to cross the road;
- Go to the major destinations, e.g. schools, retirement homes, hospitals, doctors surgeries, shops, i.e. anywhere there is daily pedestrian traffic; and
- In the central business district areas in the three towns have footpaths on both sides of the street. Other urban streets generally have a footpath on one side.

#### **2. Purpose**

Provide safe access around communities for all pedestrians and mobility scooters whether young or elderly, agile or mobility impaired.

## **2.1 Types of footpaths**

There are four types of footpaths used in South Wairarapa District. These are:

- concrete
- asphalt concrete (AC),
- chip seal, and
- gravel/lime

Chip seal footpaths are similar to road surfaces where small stone chips are spread over bitumen which then hardens.

AC is a mixture of bitumen and small stone chips usually 20mm thick which hardens. Chip seal and AC footpaths usually fail in similar ways so will be considered together in this project.

Gravel footpaths are either gravel, or lime footpaths with no surfacing material.

## **3. Guidelines**

Council undertakes three activities to achieve the requirements of a safe footpath network:

### **3.1 Maintenance**

Maintenance work is done on footpaths where there are small faults that create a hazard (tripping, twisted ankle) in what are otherwise perfectly good footpaths. These might be potholes in AC, service trenches, e.g. where new pipes or tobies were installed and not finished properly, tree roots lifting footpaths, or where a concrete slab has settled relative to the next one forming a lip. Maintenance is done immediately to eliminate the hazard by filling in the pothole or smoothing off tripping hazards with AC.

Footpaths requiring maintenance are identified from public complaints to their local community board and surveying the condition of footpaths.

### **3.2 Renewal**

Footpaths that have reached the end of their life and are deteriorating over a large area such that they require a lot of maintenance or are a hazard to pedestrians, are renewed. AC/chip seal footpaths 20 years old will be cracking up as the AC becomes brittle and chunks will be lifting and breaking down to gravel. Concrete will last 80 or more years, but the footpaths may be badly cracked and/or settled by heavy vehicles driving over them. *Concrete footpaths that have a few cracks do not need to be renewed as they present no hazard as long as the cracks are not displaced.*

AC/chip seal footpaths are renewed by covering them with a 20mm thick layer of AC over the length that has deteriorated. This is usually over the whole area that is the same age because if one part is failing the rest will fail shortly.

Concrete footpaths on the other hand are usually renewed only over the length that has deteriorated by digging it up and replacing it with a new section of concrete footpath. In doing this the footpath will eventually be completely renewed.

The renewal of footpaths is prioritised so that the footpaths in the worst condition are at the top of the list and done first. The work is then programmed to be done over several years to match the budgets available for this work each year. The renewal of footpath is on-going as footpaths deteriorating all the time reaching the end of their life.

Footpaths requiring renewal are identified from public complaints and surveying the condition of footpaths.

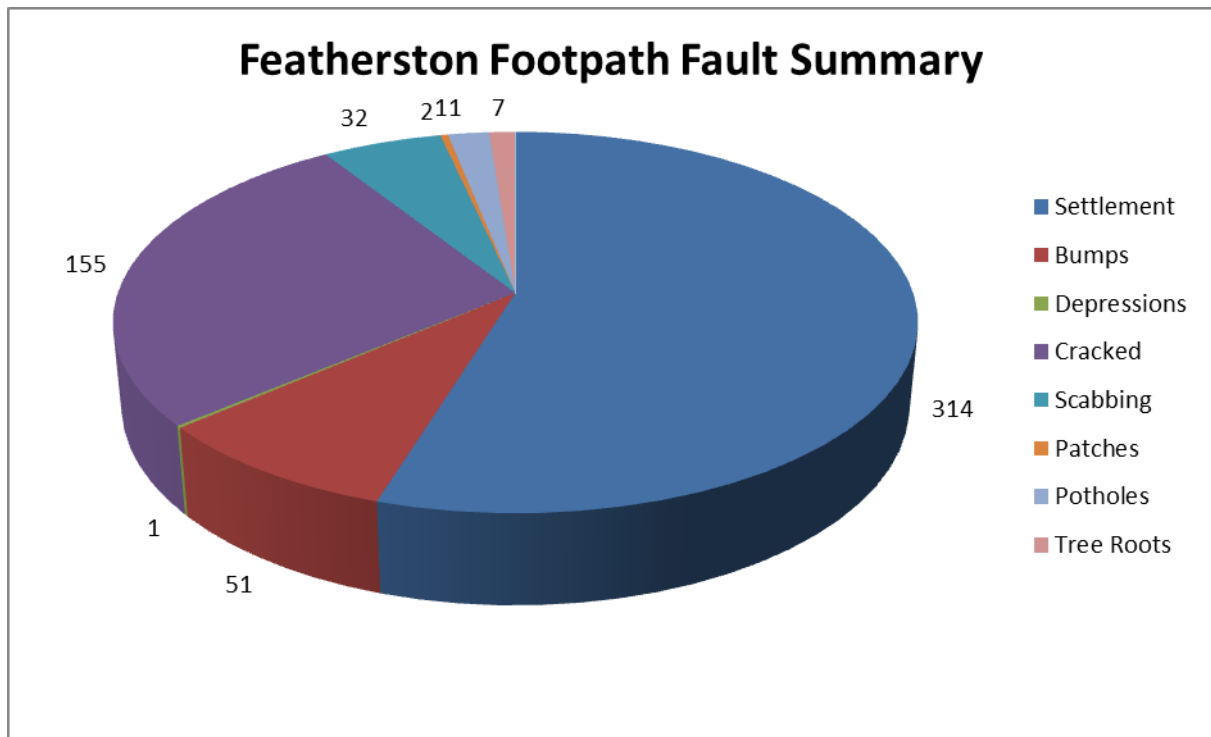
### **3.3 New footpaths**

New footpaths are constructed on roads where there are no footpaths. The Council's policy is to provide a footpath on one side of each road unless there are special reasons why there should be footpaths on both sides. These special reasons might include high traffic volumes, high number of pedestrians, e.g. next to a school, traffic hazards, e.g. poor visibility to cross the road. Once there is one footpath on every road the Council may start constructing second footpaths down each road. New footpaths are concrete because they have a longer life and can be repaired in short sections over its life span.

The location of new footpaths is determined by assessing the need e.g. are people walking on the road, and looking at where they are required to form a pedestrian network to get around the communities and go to key destinations, e.g. schools.

## **4. Survey**

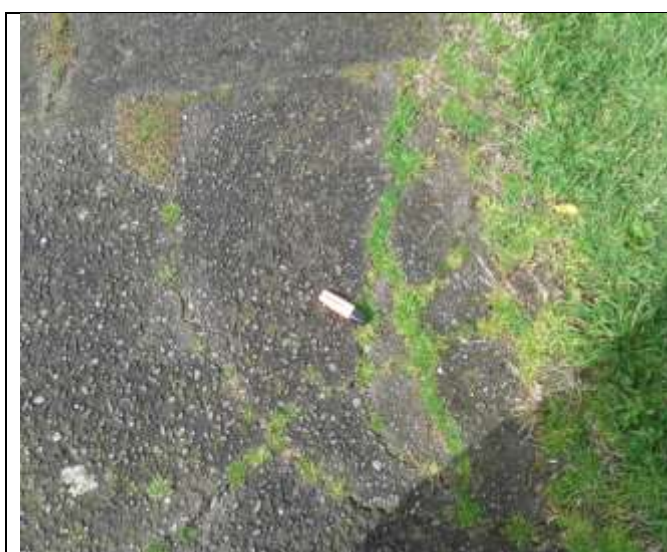
- 4.1** The SWDC has carried out a condition rating of all the urban footpaths over the period of July and August 2015. The survey collected data on settlement, bumps, depressions, cracks, scabbing, patches, potholes and tree roots.
- 4.2** The survey data of faults has been tabulated and a summary of the town's data is included below:



## 5. Programme

- 5.1** A joint contract is being developed with Carterton District Council for a 3 year period which takes into account the 3 year LTP period.
- 5.2** The programme developed is primarily focused on the reduction of pedestrian hazards and the health and safety of footpath users as well a prudent asset management including timely intervention.

Typical photos of existing condition



Churchill Street



Churchill Street

 <p>Farrier Grove</p>	 <p>Farrier Grove</p>
 <p>Birdwood Street</p>	 <p>Birdwood Street</p>

- 5.3** The proposed streets included in the contract mentioned above are outlined in the table below. They are all renewals based on the definitions above. Following this 3 year period it is envisaged that the footpath network will be in an improved state. A new footpath programme will then be developed.



Year	Road Name	Start	End	Side	Comments	Surfacing
2015/2016	BIRDWOOD ST	HARRISON STREET	END OF SEAL	Right	Church frontage	Concrete
	BIRDWOOD ST	BELL ST	HAYWOOD STREET	Right		Concrete
	FARRIER GR	BRANDON ST	END CUL DE SAC	Left	outside 3& 4	Concrete
	FARRIER GR	BRANDON ST	END CUL DE SAC	Right	outside 11	Concrete
	Fitzherbert St		Supermarket		Pedestrian Ramp	Concrete
2016/2017	CHURCHILL CRES	WATT ST	TOTARA GROVE	Left		Concrete
	HICKSON ST	SH NO2	BELL ST	Left		Asphalt
2017/2018	BIRDWOOD ST	HAYWOOD STREET	HARRISON STREET EAST	Right	Sections only	Concrete
	CHURCHILL CRES	WATT ST	TOTARA GROVE	Right		Concrete

## 6. Summary

That the programme be received by the Community Board for their acceptance to enable a contract to be let in November 2015.

Contact Officer: Tim Langley, Roading Manager

Reviewed by: Mark Allingham, Group Manager Infrastructure and Services



29 May 2015

South Wairarapa District Council  
PO Box 6  
Martinborough

To whom it may concern

**Ref: Submission to the South Wairarapa District Council 2015 LTP**

Please find attached a report and supporting material regarding footpath repairs and the need for newly created footpaths for Featherston

The Featherston Community Board would like to put in the following submission for footpath repairs and newly created footpaths where required for Featherston for the 2015 LTP. In the following priority order:

**Repairs**

Repairs and or adjustments to assist with wheelchair access, first and foremost:

1. Wheelchair access to footpaths as highlighted in the report from Katie Beattie on May 11 summary and photos attached.
2. Wheelchair access on Harrison Street, east corner as described on page 11 of FRRA report summary and photos attached.
3. Additional repairs as highlighted by Katie Beattie, FRRA and Lee Carter in that order, see reports and photos attached.

**New Footpaths**

The Featherston Community Board request extra funding for the 2 following **NEW** footpaths, first and foremost:

1. There have been several public requests for the existing dirt/lime walkway to the station between Fox Street and Bell Street to be concreted to match the existing concrete walkway already erected off bell street directly to the platform of Featherston Station. The current dirt/lime track is not sufficient especially in winter when wet. This walkway is used regularly by commuters morning and evening and by visitors to Featherston using the walkway to get to and from the station. Please consider this walkway as part of the gateway to Featherston by people travelling to Featherston by train.
2. The following footpath could be funded as part of the Featherston Town Square development; this is considered top priority for families and mothers with prams and people in general using the Featherston playground. There is a need for a new footpath along the Featherston playground from Fox Street, along Birdwood Street to Tait Crescent (refer to page 12 of the FRRA footpath report). Mothers who are walking their children to Bell Street Day Care Centre coming from southern end of town are having to use the footpaths provided to get to Bell Street Day Care, this requires, crossing from one side of the road to the other 3 times from Lyon Street, across main road, then crossing over to the footpath on Birdwood Street, then crossing over to the footpath after Tait Crescent to be able to turn the corner into Bell street. People and mothers with prams have to walk on the grass (berm)

next to the playground which is sometimes wet and muddy, if they don't use the berm they walk on the road side. Mothers have been walking their prams on the road side of the playground, keeping a line-of-site with their children at the park. A footpath along the playground berm would be safer and more convenient for users of the playground including mothers, parents, and the existing neighbourhood. Please consider this path as a necessity to an area that is popular, and in regular use, and will be part of the Town Square development.

**Other new footpaths to consider:**

1. William Benton Street has NO footpaths on both parts of that whole street.
2. There is an unfinished footpath on Brandon Street (please refer to Lee Carters photos attached). This needs to be finished. There are also NO footpaths on Brandon Street on the Westside of the railway tracks.

There will be no representation at the 2015 SWDC hearings.

Yours sincerely



Lee Carter  
Chair  
Featherston Community Board

- **Katie Beattie**
- May 11

Hi everyone

I received more detail on footpaths needing repair from a local man, Leslie Austin see CC, who is in a wheelchair. Below are my suggestions following a site inspection and attached evidence:

1. Fitzherbert crossing at supermarket. The curb on the supermarket side is not flush with the road pavement and creates a hazard to wheelchair users.
2. Footpath on lower Fox St across from War Memorial. The footpath is cracked and bumpy (especially around trees) and hazards to wheelchairs exist throughout its length.
3. Fitzherbert crossing at Fox St. The curbs on both sides are not flush with the road pavement, and the footpath ramp on the BJ Auto side appears too steep. Seems to be a hazard for wheelchairs.
4. Footpath at railroad crossing on Fox Street. The footpath is missing and/or cracked from north of Jim Johnson's house to the limestone walkway to the train station.
5. Corner in front of police houses Fox/Daniell. There is no wheelchair curb here.

A wheelchair user cannot get safely from the train station to the supermarket using the footpaths because of number 4 and 5.

Also I had a look at the feedback that Lee sent through from FRRA. I think that repair work seems appropriate especially in places that have been identified as a tripping hazards. I appreciate that there is a limited budget.

I hope you have all had a lovely weekend.

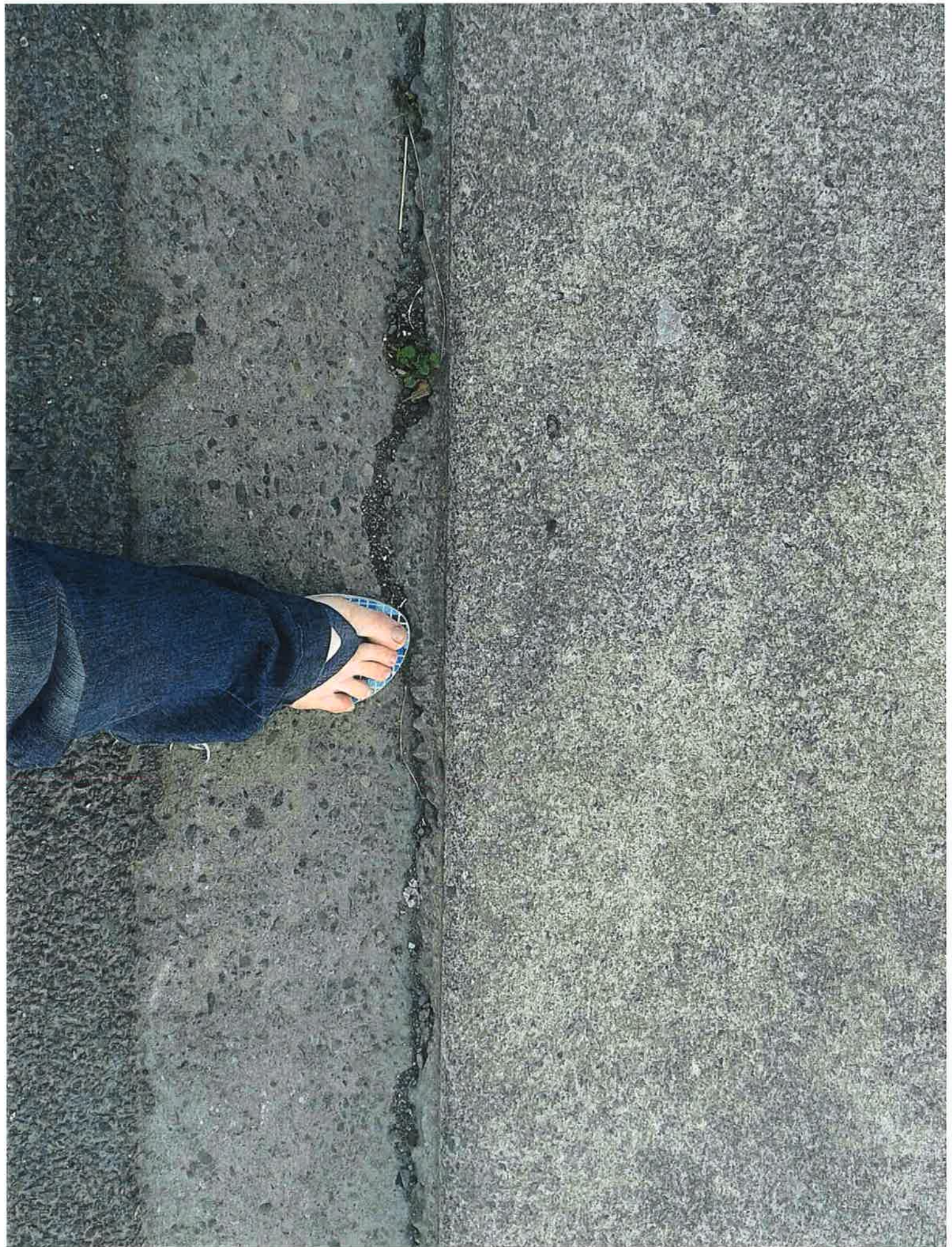
Katie

- 7 Attachments









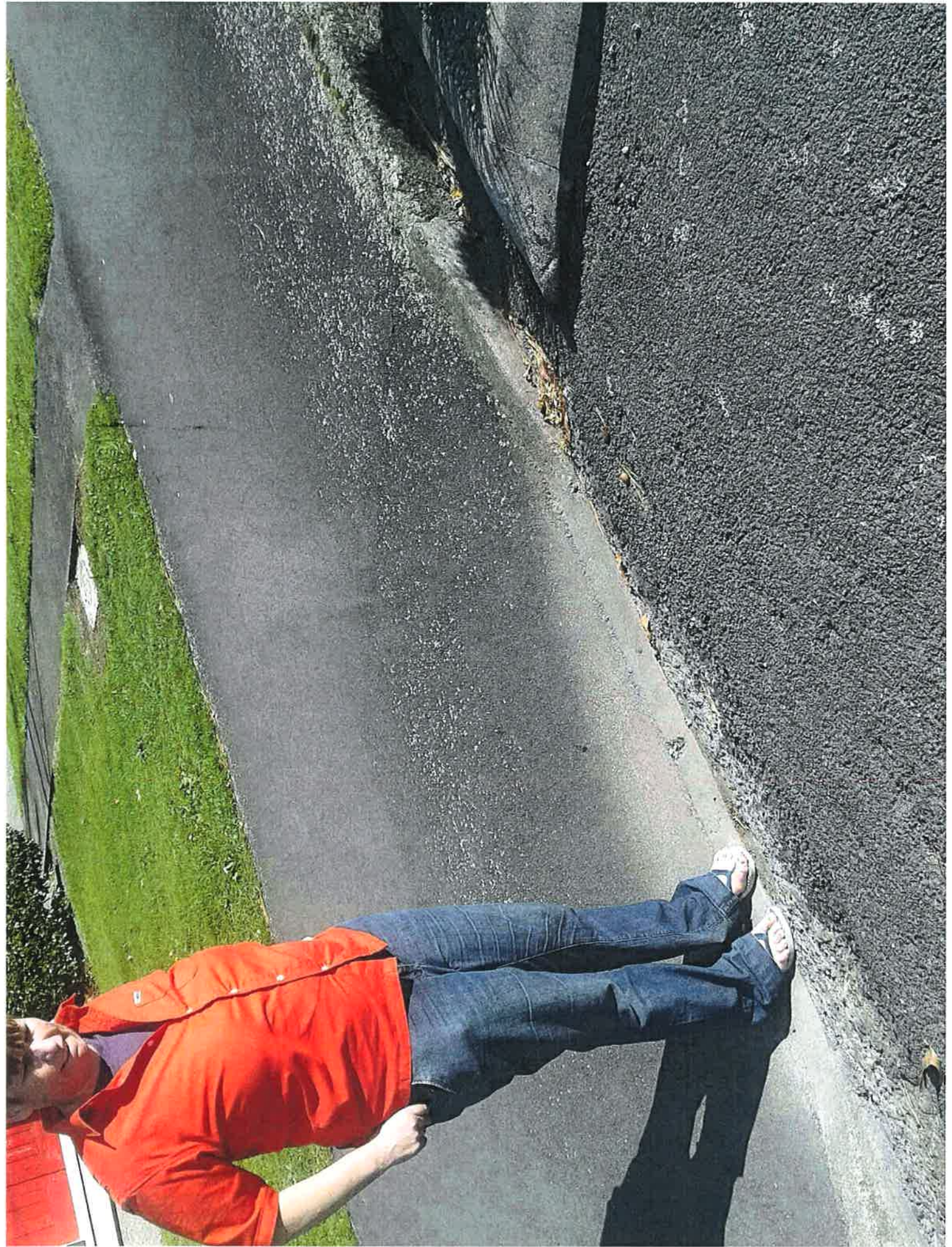




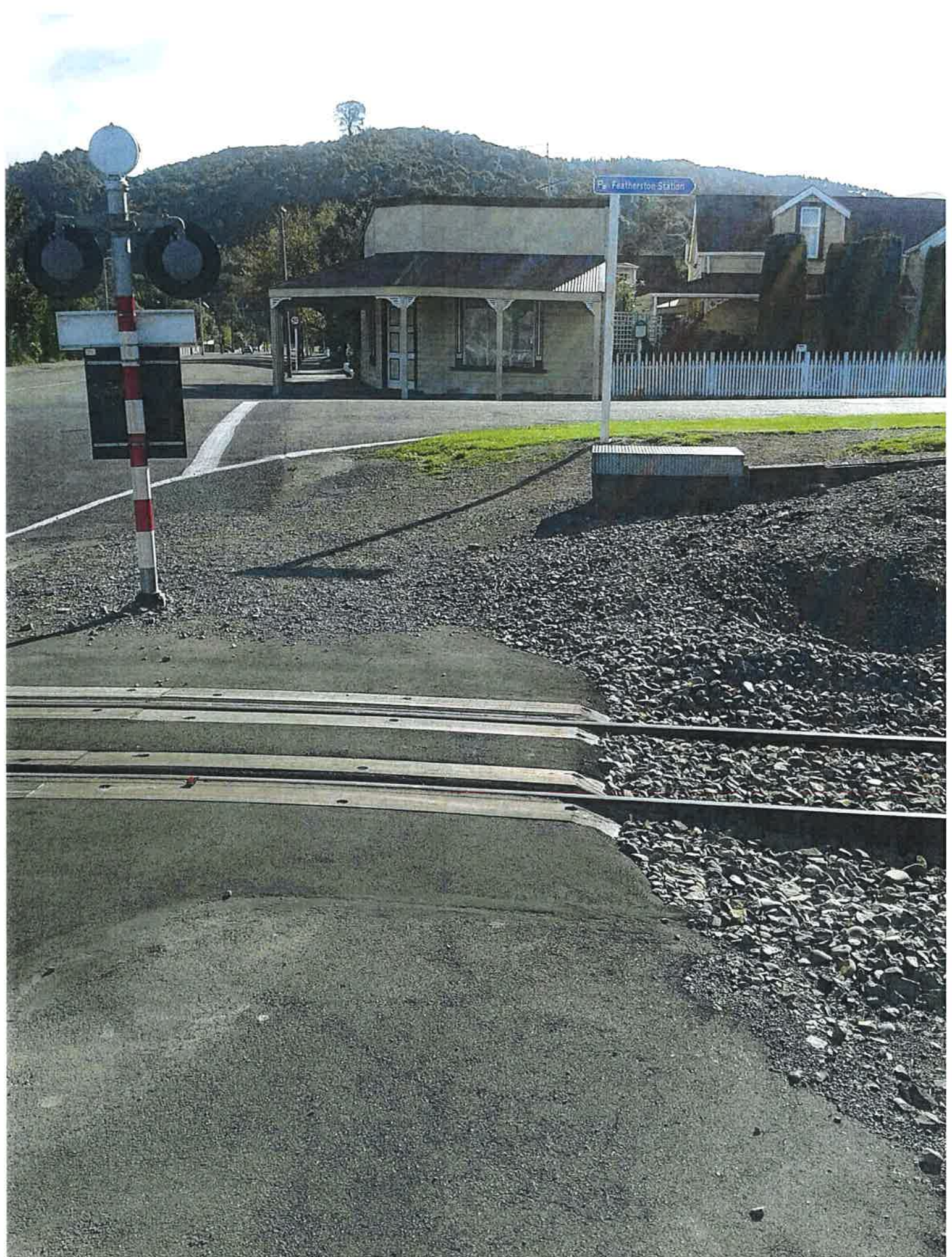














TO: South Wairarapa District Council  
FROM: Featherston Ratepayers & Residents Assoc. Inc.  
Date: 30 April 2015  
Subject: Featherston Town – Footpath & Pedestrian Matters

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**FEATHERSTON RATEPAYERS &  
RESIDENTS ASSOCIATION INC.**

**BACKGROUND:**

1. On 23 April 2015 representatives of the Featherston Community Board ('FCB') met with representatives of the Featherston Ratepayers & Residents Assoc. ('FRRRA') and other community representatives to discuss the Council's 'Footpath Process' ('FP') document.
2. The FP's purpose is to facilitate '...safe access around the communities for all pedestrians whether young or elderly, agile or mobility impaired.' For that purpose, FRRRA has been asked to consider the various Footpath Faults illustrated in Appendix 1 (ibid) and to provide comments and suggestions.
3. Council currently recognises three South Wairarapa townships, the communities of Featherston, Martinborough, and Greytown. The current budget provision over a three year term is in the \$12,000-14,000 range for each township, prioritised on safety grounds (related to expected traffic.) For some identified hazards, power co.'s may be accountable.
4. 'New' footpaths (on unpaved routes) are also expected to be funded from the SWDC allocation, according to priority. Refer to para. 7 below.

**COMMENT:**

5. FRRRA has no supporting information on the likely cost of various fault repairs. However, concern has been expressed at the apparently limited funding available for the stated purpose. There is some recollection that rather than a total 'pot' of some \$36,000-42,000 for footpath repairs etc, the historical provision was of the order of \$70,000 in total.
6. The process for describing 'Hazards' as specified requires measurements/counts. FRRRA is not equipped to provide such specifics, hence the various site photographs and descriptions are respectfully submitted as potential hazard sites that should be examined by engineering staff for professional assessment. We have included a dangerous sunken drain (and nearby potholes) on the busy Fox St. entry, power pole base repairs; and the following new works.

#### NEW WORKS:

7. FRRA was informed at the 23 April meeting that previously unpaved routes in the towns are to be prioritised in the order of their proximity to the various 'town centres'.  
In our view, the public play area on Birdwood Street, in close proximity to the planned Featherston Town Square development, and the Medical Centre, is somewhat dangerous as the footpath stops at Tait Crescent. It is not clear how such new works are to be funded.
8. Reliable first-response sources have advised that parents with young children can be seen walking on the 'east side' of Birdwood Street roadway to or from Fox Street and Fitzherbert Street. (There is no crossing to the miniature railway, and in any case the pedestrian crossing on Fitzherbert Street is on the 'east side' of Birdwood Street.)
9. A photograph of the aforementioned Tait/Birdwood junction is included in the FRRA listing. Brandon St. between the railway line and Moore St. is also a potential risk as motorists are unsighted over the railway crossing.

#### CONCLUSION:

10. FRRA appreciates the community consultation process followed by the Featherston Community Board on footpath related matters.
11. It is recommended:
  - a) That the several potential pedestrian hazard sites shown in the following FRRA listing be evaluated and duly considered for repair;
  - b) That 'new work' be planned & financially provided for: (i) A safe walkway by the Birdwood Street play area; (ii) Safety barriers at the Brandon St. rail crossing;
  - c) That FCB/Council review the accuracy or appropriateness of the financial provision for footpath costs that has been cited for South Wairarapa communities.
12. A copy of this submission has been provided to the Lake Ferry Ratepayers & Residents Association.

***(Signed) Perry Cameron***

**Featherston Ratepayers & Residents Association Inc.**

## FRRA - PEDESTRIAN HAZARD LISTING



FEATHERSTON RATEPAYERS &  
RESIDENTS ASSOCIATION INC.

Not all hazards listed may be SWDC's responsibility to cover repair costs.  
Such items should be repaired at third-party cost.

- ❖ FEATHERSTON SCHOOL- LYON STREET – TRIPPING HAZARD
- ❖ FEATHERSTON SCHOOL - LYON STREET II – TRIPPING HAZARD
- ❖ LYON STREET- POWER POLE BASE REPAIR
- ❖ REVAN STREET – PAVING COLLAPSE ON FENCELINE
- ❖ FOX STREET (APPROX. #24) – POWER POLE BASE REPAIR
- ❖ CHURCHILL CRES – SEVERAL CRACKS AND SCABBING  
*Neighbourhood Support Group has raised concerns following a fall by a resident caused by multiple cracks and scabbing.*
- ❖ FOX STREET - SUNKEN DRAIN OPPOSITE RSA/MESSINES
- ❖ HARRISON EAST & BIRDWOOD CNR – MOB/SCOOTER GRADIENT
- ❖ TAIT CRES & BIRDWOOD STREET – MISSING A WALKWAY

## FEATHERSTON SCHOOL- LYON STREET – TRIPPING HAZARD





FEATHERSTON SCHOOL - LYON STREET II – TRIPPING HAZARD



## LYON STREET- POWER POLE BASE REPAIR









## CHURCHILL CRES – SEVERAL CRACKS AND SCABBING

*Neighbourhood Support Group has raised concerns following a fall by a resident caused by multiple cracks and scabbing.*





FOX STREET SUNKEN DRAIN ON MAJOR JUNCTION



HARRISON ST EAST CNR: LACKING MOBILITY SCOOTER EGRESS



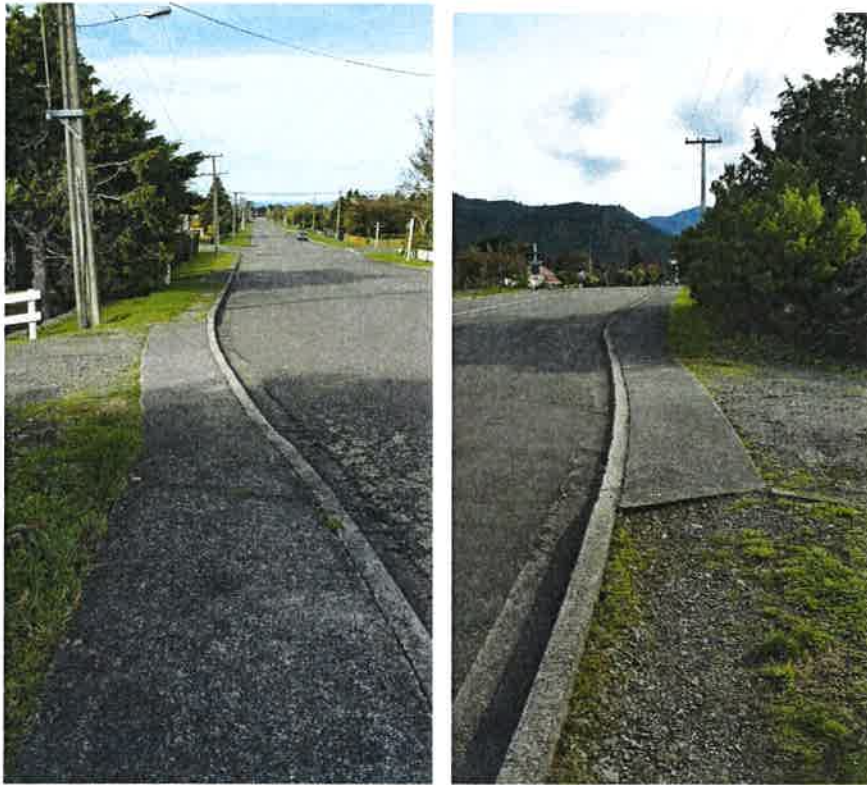
TAIT CRES AND BIRWOOD ST CORNER TO FOX ST – MISSING PAVEMENT  
PROPOSED NEW WORK AT TOWN CENTRE





## Featherston Footpath Repairs and New Foot Paths – Lee Carter 29 may 2015

Brandon Street, unfinished footpath



Repairs to East side of Wakefield Street – Entrance of Bus Depo





## Repairs to West side of Wakefield Street between Card Crescent and Fox Street



Hole in the pavement



Repair with uneven surface



Repairs to footpath at shopping area on Fox street outside the 2<sup>nd</sup> hand store, bookshop and hairdressers. Cracked and uneven surface – needs footpath resurface cover like across the street on East side of Wallace Street (e.g Plunket footpath).





Water meter soundings needs repair, footpath not repaired after inserting of water meter – West side of Wallace street by the hairdresser corner



Hickson Street, footpath needs repair after water meter insertion – both sides of Hickson streets needs resurfacing on pavement



**From:** Lee Carter [mailto:jadetui@xtra.co.nz]

**Sent:** Thursday, 4 June 2015 9:49 a.m.

**To:** Suzanne Clark - Committee Secretary

**Subject:** Fw: SWDC LTP 2015-25 Consultation - Featherston Community Board Footpaths

Hi there Suzanne, could you please add this email to the Featherston Footpath document as a late entry. Many thanks:

Other new footpaths and repairs to seriously consider:

New Footpath:

Woodward Street East : no paths or gutters/drains so heavy rain floods the front of several house properties

Repairs

'scabbing' in Churchill Cres. Neighbourhood Support member and resident had a bad fall.

thanks Suzanne

# FEATHERSTON COMMUNITY BOARD

27 OCTOBER 2015

## AGENDA ITEM 7.5

### FEATHERSTON MENZ SHED – PROPOSED MEMORANDUM OF UNDERSTANDING

#### **Purpose of Report**

To inform Community Board members of the proposed Memorandum of Understanding between the Community Board, the Featherston Menz Shed, and South Wairarapa District Council.

#### **Recommendations**

Officers recommend that the Community Board:

1. *receives the information;*
2. *approves the Draft Memorandum of Understanding, with any amendments agreed by the Board; and*
3. *instructs the Amenities Manager and the Chairperson of the Community Board to negotiate with the Featherston Menz Shed to obtain their approval for the Memorandum of Understanding.*

## **1. Executive Summary**

The Featherston Menz Shed building on Fox Street is on land which forms part of the Clifford Square reserve. Projects and developments on the reserve are subject to the Clifford Square Management Plan. The Plan requires that where community groups are undertaking projects on the reserve, a Memorandum of Understanding be developed between the Council, the Community Board and the group to ensure that responsibilities and accountabilities are agreed. This paper presents the proposed draft Memorandum of Understanding between the Featherston Menz Shed, Council and the Featherston Community Board for the development of the Menz Shed on the reserve.

## **2. Discussion**

### **2.1 Areas of responsibility**

Council resolution 2010/274 gives community boards decision-making authority over urban amenities, parks and reserves :

all matters relating to urban reserves, urban amenities and town main streets that meet current Council policy or management plans, fall within the Annual Plan budget and the LTCCP be delegated to the appropriate Community Board for decision. Any matter that does not meet any of these criteria will be referred to Council who may seek a recommendation from the Community Board.

The Clifford Square Management Plan policy for the community (para 2.2.1) requires a memorandum of understanding between community groups, Council and the Featherston Community Board for projects in the reserve.

The majority of matters relating to the Menz Shed's occupancy of part of the reserve are covered by the Licence to Occupy between the Council and the Menz Shed. The proposed Memorandum of Understanding provides a mechanism to deal with matters not covered by the licence, and for which the Community Board has oversight and decision-making responsibility.

### **3. Conclusion**

The proposed Memorandum of Understanding defines the roles and responsibilities of Council, Featherston Community Board and the Featherston Menz Shed in relation to the Menz Shed's occupancy of part of Clifford Square Reserve. It provides a mechanism for consultation and agreement, along with provision for issue resolution. The Community Board may wish to propose amendments for further clarity before instructing the Amenities Manager and Board Chairperson to take the Memorandum to the Featherston Menz Shed for signing.

### **4. Appendices**

Appendix 1 – Draft Memorandum of Understanding for Featherston Menz Shed at Clifford Square Reserve

Contact Officer: Helen McNaught, Amenities Manager

Reviewed By: Mark Allingham, Group Manager Infrastructure Services

**Appendix 1 – Draft  
Memorandum of  
Understanding for  
Featherston Menz Shed at  
Clifford Square Reserve**

# DRAFT MEMORANDUM OF UNDERSTANDING FOR FEATHERSTON MENZ SHED AT CLIFFORD SQUARE RESERVE

## **1. AGREEMENT BETWEEN**

The South Wairarapa District Council (“the Council”), and  
the Featherston Community Board (“the Community Board”), and  
the Featherston Menz Shed Inc (“the Menz Shed”).

## **2. PURPOSE OF MEMORANDUM OF UNDERSTANDING**

To set out the roles and responsibilities of the Council, the Community Board and the Menz Shed in respect of the location and development of the Menz Shed within the Clifford Square Reserve.

## **3. BACKGROUND**

- 3.1 In 2013 Trust House Ltd donated the former Featherston Bottle-O building to the Council for use as a Menz Shed, and the Council approved the location of the building on the Clifford Square reserve adjacent to the Skate Park.
- 3.2 The building is constructed across two parcels of land, being Lot 2 DP 80203 and Lot 2 DP 471153. The majority of the building, along with the proposed access to the building is on Lot 2 DP 80203, which is part of the Clifford Square Reserve and subject to the Clifford Square Reserve Management Plan.
- 3.3 A licence to occupy is to be executed between the Council and the Menz Shed for the use of the building.
- 3.4 Matters relating to urban reserves that meet current Council policy or management plans, fall within the Annual Plan budget and the LTP are delegated to the appropriate Community Board for decision. Any matter that does not meet any of these criteria will be referred to Council who may seek a recommendation from the Community Board. The use of the reserve land adjacent to the building, and any activities which affect the appearance of the reserve are such matters.

## **4. DOCUMENTS**

- 4.1 The Clifford Square Reserve Management Plan, October 2002

- 4.2 Letter from the Mayor to the Featherston Menz Shed dated 11 March 2014 (Appendix 1)
- 4.3 The Licence to Occupy between the Council and the Menz Shed (when executed).

## 5. ROLES AND RESPONSIBILITIES

- 5.1 *South Wairarapa District Council*** is the property owner and licensor. The Council is responsible for :
- the landlord/tenant relationship between the Council and the Menz Shed;
  - ensuring that proposed works comply with the District Plan and Clifford Square Reserve Management Plan, and all other statutory requirements;
  - in its territorial authority role, issuing resource and building consents as required;
  - communicating proposed works to the Community Board.

The liaison person for the Council will be the Amenities Manager (or the person in the role which has responsibility for property and/or parks and reserves).

- 5.2 *Featherston Community Board*** is responsible for :
- approving proposed works on the Clifford Square reserve which are within the management plan and the current annual/long-term plan;
  - making recommendations to Council on matters affecting the reserve which are outside of those plans;
  - liaising with the community about proposed works and matters likely to affect the wider community;
  - giving final approval for proposed works by the Menz Shed including, but not limited to, landscaping, driveway and access, ancillary buildings, and colour schemes.

The liaison person for the Community Board will be the Chairperson, unless that person is a member of the Menz Shed, in which case it will be another member of the Community Board who is not a member of the Menz Shed.

- 5.3 *Featherston Menz Shed Inc*** is responsible for :
- meeting the tenant's obligations in the Licence to Occupy;
  - ensuring that all proposed works are notified in writing to the Amenities Manager with all supporting documentation;

- preparing, and submitting via the Amenities Manager, any required resource and building consent applications.

The liaison person for the Menz Shed will be the Chairman or a member of the Executive Committee.

## **6. COMMUNICATIONS**

6.1 The address for service for the Council is :

South Wairarapa District Council  
PO Box 6  
Martinborough 5711

6.2 The address for service for the Community Board is :

Chairperson  
Featherston Community Board  
South Wairarapa District Council  
PO Box 6  
Martinborough 5711

6.3 The address for service for the Menz Shed is :

Featherston Menz Shed Inc  
c/- Richard Burgess  
15 Wakefield St  
Featherston 5710

6.4 All proposals by the Menz Shed are to be made in writing (email is acceptable) to the Council in sufficient time for officers to prepare papers to the Community Board. Matters which need a response before the next scheduled community board meeting will be emailed by the Council to the Community Board members for a decision, which will be ratified at the next scheduled meeting. All responses to the Menz Shed will be made in writing by the Council.

## **7. OWNERSHIP**

For the avoidance of doubt, the former Bottle-O building now used as the Featherston Menz Shed is owned by the Council, along with any alterations and additions made to the building during the tenure of the Menz Shed as licensee.

## **8. ISSUE RESOLUTION**

Should any issue or disagreement arise in relation to the interpretation, application or operation of this agreement, the three parties will act in good faith to endeavour to resolve it between themselves in one or more meetings where all parties are



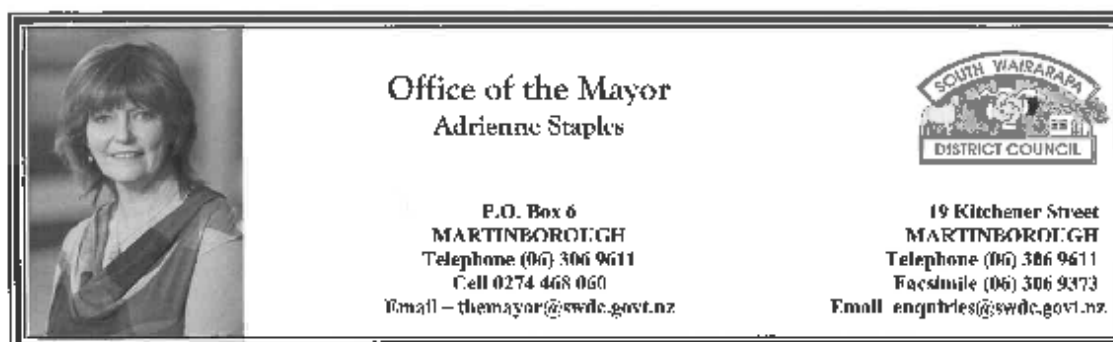
## 9. TERM OF AGREEMENT

## 10. REVIEW

## 11. VARIATIONS TO THIS AGREEMENT

## 12. TERMINATION

<p><b>Signed on behalf of South Wairarapa District Council by</b></p>          <p>_____</p> <p>Chief Executive Officer</p> <p>_____</p> <p>Date</p>	<p><b>Signed on behalf of Featherston Community Board by</b></p>          <p>_____</p> <p>Chairperson</p> <p>_____</p> <p>Date</p>	<p><b>Signed on behalf of Featherston Menz Shed Inc by</b></p>          <p>_____</p> <p>Chairperson</p> <p>_____</p> <p>Date</p>
---	--	--



11 March 2014

Mr John Renor  
President  
Featherston Menzshed Association

Dear John

Further to our conversation regarding the proposal to develop a Menzshed in Featherston. You have asked for clarification around what Council is offering and exactly what the Menzshed will be liable for. The proposal is as follows:

1. The former bottle store building is supplied by Trust House free of charge.
2. The building can be located on now vacant and next to the skate park provided general support for the project is received from the community. Council will cover the necessary consents.
3. Featherston Menzshed will be responsible for the cost of relocating the building and putting it on piles (this was always part of the original discussions which is why Garry made an initial enquiry with Gray Brothers as to the cost of relocating).
4. Council will connect the building to sewer and water services on the main street site. If Menzshed choose another location, council may ask for a contribution to the cost of this depending on what is involved.
5. Menzshed will be responsible for painting the building and landscaping. Also for any alterations you may wish to undertake.
6. Council will cover the annual cost of insuring the building.
7. Menzshed will be responsible for any electricity or gas charges.
8. Rental has not been set as yet but based on Greytown Menzshed we anticipate between \$50 and \$100 per year or \$1 to \$2 per week approximately.

I trust this provides the clarification you require for your members to make a decision. I would be grateful if you could let me know if the club decides against this option. Another group has indicated a strong interest in taking the building if Featherston Menzshed wish to pursue other accommodation.

Your sincerely

Adrienne Staples  
**MAYOR**

# FEATHERSTON COMMUNITY BOARD

27 OCTOBER 2015

## AGENDA ITEM 7.6

### FEATHERSTON MENZ SHED – PROPOSED WORKS

#### **Purpose of Report**

To seek the approval of the Community Board for the proposed storage extension to the Featherston Menz Shed, and the proposed new colour scheme of the building.

#### **Recommendations**

Officers recommend that the Community Board :

1. *receives the information;*
2. *approves the proposed extension to the Menz Shed building; and*
3. *approves the proposed new colour scheme for the Menz Shed building;*
4. *requires the Menz Shed to complete the works by March 2016.*

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

The Featherston Menz Shed is proposing an addition to the building to provide dry storage for materials and machinery. The extension is based on a shipping container but will be integrated into the building by the addition of a roof. The building and roof are also to be painted in appropriate colours for the Featherston heritage precinct. The Community Board's approval is required as the building is on the Clifford Square reserve and covered by a reserve management plan.

#### **2. Discussion**

##### **2.1 Storage extension**

A storage extension for the Menz Shed is proposed, based on a shipping container but integrated into the building underneath a roof. Appendix 1 shows the proposed layout of the building and the extension on the reserve. Appendix 2 shows the extension in elevation view from Fox Street. The extension is in two parts – a storage container, and a sheltered area between the container and the main building. The container will be available for using equipment such as the welder and gas cutter, while the covered

area will be used for the storage of long-run timber and other materials. A roof and verandah will integrate the extension into the existing building.

## 2.2 Colour scheme

In order to complete the integration of the building and the extension, and to remove the Bottle-O colour scheme, the building and roof are to be painted. The proposed colour scheme is substantially the same as that proposed for the Featherston Library and Information Centre buildings as part of the Featherston Heritage precinct. The proposed colour scheme is as follows :



Roof	Resene "Gunmetal" or best match to Colorsteel "Greyfriars" (as used on library)
Walls, including container	Resene "Triple Spanish White"
Doors	Resene "Felix"
Trim	Resene "Fahrenheit"

## 2.3 Costs

The costs of the extension and the repainting will be met by the Featherston Menz Shed through fund-raising and sponsorship.

## **2.4 Timing**

The drawings for building consent have been prepared, and the resource consent application is being drafted. The Menz Shed hope to have the consents approved and the work completed before Christmas 2015, dependent on funding being available. A final deadline of the end of March 2016 is proposed, and if the Menz Shed have not raised the funds and completed the work by this date, the container will need to be removed until funds are available for the work.

## **3. Conclusion**

The proposed extension will provide the Featherston Menz Shed with suitable storage for materials and equipment which is water-proof and secure. The new colour scheme for the building will integrate the new extension with the existing building, and will be the same colour scheme as intended for other SWDC buildings in the heritage precinct.

## **4. Appendices**

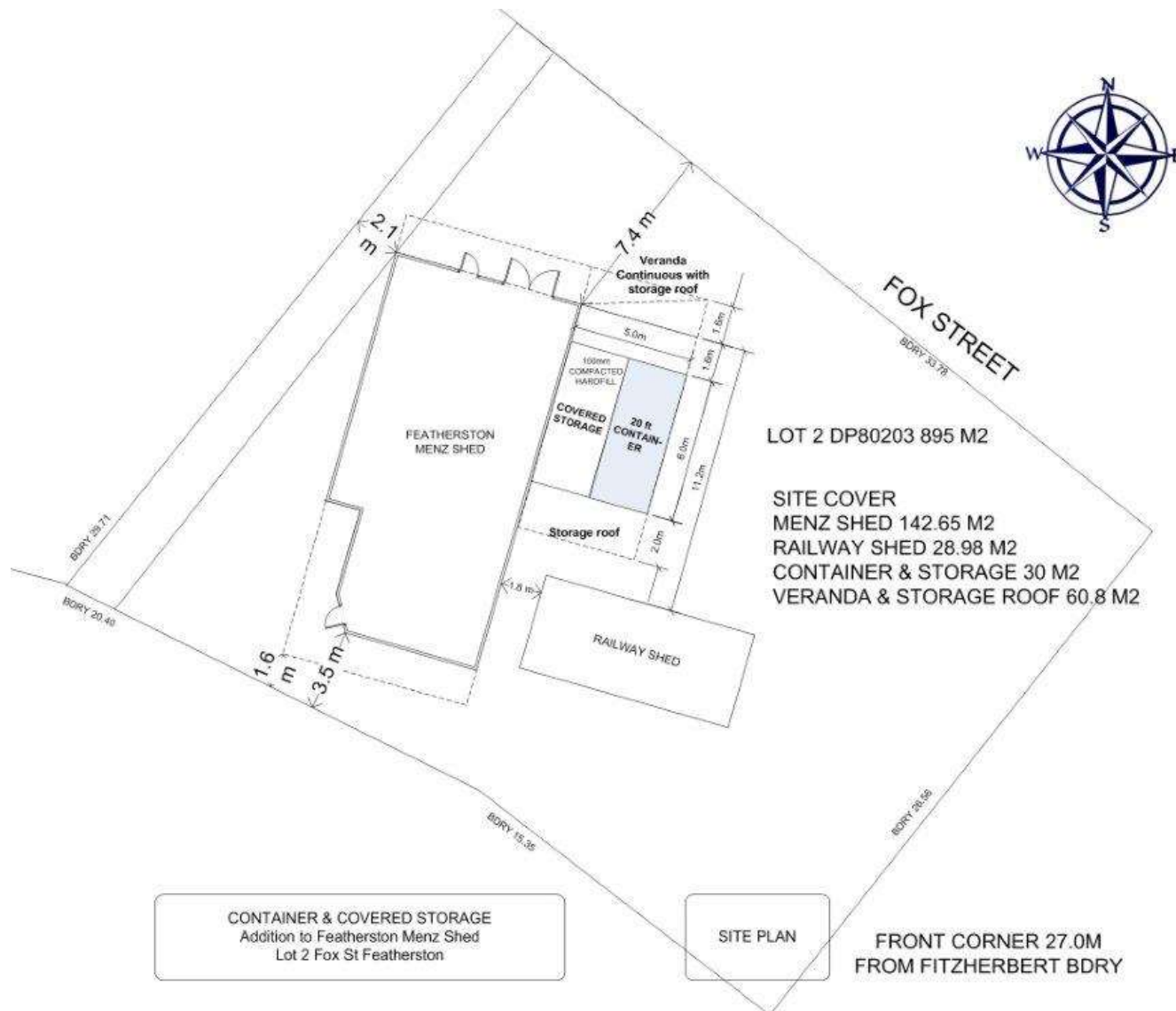
Appendix 1 – Storage extension site plan

Appendix 2 – Storage extension elevation

Contact Officer: Helen McNaught, Amenities Manager

Reviewed By: Mark Allingham, Group Manager Infrastructure Services

# **Appendix 1 – Storage extension site plan**





## **Appendix 2 – Storage extension elevation**



## Featherston Community Board Chair's Report

Lee Carter

September/October 2015

Communications	
September	Peter Jackson submitted an article on behalf of the Featherston Community Board highlighting recent Featherston Community Board activities and a guide on the process for applying for grants/funding through the Featherston Community Board.
September	Lee Carter submitted a disclaimer on the Community Board article submitted for August expressing that the views expressed did not necessarily reflect the collective view of the Featherston Community Board. It should be noted that along with this disclaimer a communications error was also published that was not intended for press.

Meetings and Events	
30 September	Peter Jackson, Lee Carter and Katie Beattie met to discuss where to next host the Focus Featherston Business and Leaders Networking meeting. After feedback and discussion, it was generally agreed that perhaps future focus could be on a community based event. Further discussion with the wider Board to be had.
3 October	Lee Carter attended an afternoon tea held at the Featherston Community Centre for new comers to Featherston. As a first public "welcome to Featherston" event of its kind, it was well attended and highly successful. A very positive event.

Apologies	
23 September	Infrastructure and Planning Working Party, held at South Wairarapa District Council Chambers.
14 October	Community Safety and Resilience Working Party

## Featherston Community Board

Chair: Lee Carter  
34 Lyon Street  
Featherston 5710  
06 308 9843



22 September 2015

Jocelyn Konig  
Featherston Information Centre  
C/O 1 Churchill Crescent  
Featherston 5710

Dear Jocelyn

### FEATHERSTON INFORMATION CENTRE

On behalf of the Featherston Community Board thank you for writing a report on Information Centre achievements and proposals for a better visitor facility.

The Community Board recognise the great work you and your team are doing for Featherston and the Wairarapa and continue to offer their support where they can. The Featherston Community Board will continue to pay for your phone charges and would be pleased to consider a request to purchase any needed consumables. At this stage no formal budget has been set. Council has been asked to ensure the repair of the porch window is scheduled for maintenance over the upcoming summer months. Your other improvement suggestions have been forwarded to Council officers for consideration as funds become available.

The Community Board encourage you to seek funding from community trusts and other grants bodies to make the small improvements you have suggested i.e. erecting a flag.

Garry Thomas and Peter Jackson are the Community Board's Information Centre liaison members. They will keep in touch with you and if you have any matters of concern feel free to contact them (Garry Thomas, (06) 308 9487, [aandgelectrics@xtra.co.nz](mailto:aandgelectrics@xtra.co.nz) and Peter Jackson, (06) 308 8880, [h50906@gmail.com](mailto:h50906@gmail.com)).

The process for seeking approval to purchase consumables or other needed items is to forward a request with a quote to Garry, Peter or myself to put on the next Community Board agenda. Formal approval for your proposed expenditure can then be sought. Following approval you will be granted funds so you can purchase the requested items.

Yours sincerely

Suzanne Clark  
Committee Secretary  
[suzanne.clark@swdc.govt.nz](mailto:suzanne.clark@swdc.govt.nz)



**From:** Rhonda Jones [mailto:rjones@greytownschool.com]  
**Sent:** Wednesday, 16 September 2015 10:59 p.m.  
**To:** Member Lee Carter; Suzanne Clark - Committee Secretary  
**Subject:** FBG

Dear Lee

We are happy to have anyone attend our meetings which we hold every third Tuesday of the month in the kitchen of the Community Centre.

The Memoranda

was made well before our time with the previous group and so we have tabled it to the new group and are going to share our thoughts and discuss over the next couple of meetings. We will do this a 'portion' at a time.

There is a lot in there and it will take us some time to discuss these and re-word to our satisfaction before presenting you with our possible alterations for your perusal and discussion also, so that we have a working document that both parties are happy with. It is good to have and we appreciate that it will be good for us to finalise some things in writing eg where any monies raised might go if we were to fold for some reason etc.

Signage

We explored getting a programme that would convert my sketches to a system their machines are compatible with, as this would save us \$350 for the corflutes but it seems that would actually put us back to almost square one with them having to make adjustments to the design so it works strength wise as a negative cut out. So we are back to one last tweaking of the design on their part. (Which actually involves 4 slight adjustments) then we will proceed. This is frustrating I know but we are wanting to have the designs as close to the original as is reasonably possible. I am now hoping to have this finalised by Wed 30 Sep. so it can be being made while I am overseas on holiday.) This will be step 1 of the final 6 steps in the installation process. These being: cutting of signs, welding, galvanising, powder coating, assembling in place, stone mason work. Please bear in mind each step is a different business we are dealing with. The final 5 businesses are lined up ready to go. This said we are still on track at this stage for the entranceway signs to be up this year. I'll update you when the signs have arrived at C&F industries.

Kowhai trees

We have secured funding for a large proportion of the cost of this and are ready to commence planting. Our proposed date is the Sat 10 October in the afternoon. Community Board and Council will be sent an invitation to attend and help us plant as we do appreciate your support of our projects. Please note this date is still to be confirmed by Helene Mc Nought and Karl from City Care as it will affect road safety plans he is actioning for us.

Regards Rhonda Jones  
FBG - chairperson

**From:** Kate Mead [mailto:kate@booktown.org.nz]  
**Sent:** Friday, 18 September 2015 6:46 p.m.  
**To:** Sally Eru - Accounts Payable & Payroll Officer  
**Cc:** Lincoln Gould; Pete Monk; Peter Biggs; Mary Biggs; Ross Vickery (ross.vickery@hotmail.com)  
**Subject:** Fwd: Remittance Advice

Dear SWDC & Featherston Community Board members,

Thank you for your financial and professional support of Featherston Booktown events, coming up in a month's time.

We do hope that you're all filling your diaries with events you're keen to attend and spreading the word to your networks. The updated list of times / venues is here: <http://www.booktown.org.nz/#!programme/cfpj>

In appreciation,  
Kate M (on behalf of The Group)

*Kate Mead*  
*Featherston Booktown*  
*Director of Operations*  
0275 13 14 18

