



## GREYTOWN COMMUNITY BOARD

### Agenda 22 November 2017

**Notice of a meeting to be held in the WBS Room of the Greytown Town Centre, 89 Main Street, Greytown, on Wednesday 22 November 2017 commencing at 7:00pm.**

#### **MEMBERSHIP OF THE COMMITTEE**

Leigh Hay (Chair), Cr Paora Ammunson, Cr Margaret Craig, Mike Gray, Ann Rainford and Christine Stevenson.

#### **PUBLIC BUSINESS**

##### **1. APOLOGIES:**

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

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

- |     |  |               |
|-----|--|---------------|
| 3.1 | Students from Rm 6, Greytown School speaking about ideas for Council's reserves.                                 | <b>7:00pm</b> |
| 3.2 | Suzanne Fryer, speaking on speeding issues in Greytown.  | <b>7:05pm</b> |
| 3.3 | Jo Dean, Zero-waste Coordinator, introducing herself and explaining her role.                                    | <b>7:10pm</b> |
| 3.4 | Maree Patten, speaking on a Kuranui College initiative for making the school a one-stop-shop for wellness needs. | <b>7:15pm</b> |

##### **4. PRESENTATIONS:**

- |     |   |               |
|-----|---|---------------|
| 4.1 | Katie Abbott and Jeremy Partridge, Tree Advisory Group update | <b>7:20pm</b> |
|-----|---|---------------|

##### **5. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS:**

*As per standing order 14.17 no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.*

##### **6. COMMUNITY BOARD MINUTES:**

- |     |   |                  |
|-----|---|------------------|
| 6.1 | Minutes for Approval: Greytown Community Board Minutes of 11 October 2017 | <b>Pages 1-6</b> |
|-----|---|------------------|

**Proposed Resolution:** *That the minutes of the Greytown Community Board meeting held on 11 October 2017 be confirmed as a true and correct record.*

## **7. CHIEF EXECUTIVE AND STAFF REPORTS:**

- |     |   |                     |
|-----|---|---------------------|
| 7.1 | Officers' Report to Community Boards                        | <b>Pages 7-43</b>   |
|     | Mark Owen, NZTA to address roading and other NZTA matters   |                     |
| 7.2 | Greytown School Childrens' Suggestions for Kowhai Reserve   | <b>Pages 44-81</b>  |
| 7.3 | Action Items Report   | <b>Pages 82-88</b>  |
| 7.4 | Income and Expenditure Statement Report                     | <b>Page 89-92</b>   |
| 7.5 | Financial Assistance Report                                 | <b>Pages 93-94</b>  |
| 7.6 | Greytown Town Centre – Maintenance Schedule Progress Report | <b>Pages 95-101</b> |

## **8. NOTICES OF MOTION:**

- 8.1 None advised

## **9. CHAIRPERSON'S REPORTS:**

- |     |  |                      |
|-----|--|----------------------|
| 9.1 | Chairperson's Report                                   | <b>Pages 102-121</b> |
| 9.2 | Chairperson's Report – Topics for discussion with NZTA | <b>Page 122</b>      |
| 9.3 | Greytown Memorial Pool Inflatable Slide                | <b>Pages 123-124</b> |
| 9.4 | Long Term Plan Update                                  |                      |
| 9.5 | The Hub/Civil Defence                                  | <b>Page 129</b>      |

## **10. MEMBER REPORTS (INFORMATION):**

- |      |   |                      |
|------|---|----------------------|
| 10.1 | Report back from the Community Board Clinic held at Greytown Library on Saturday 4th November | <b>Pages 125-127</b> |
| 10.2 | Wairarapa Library Service   | <b>Page 128</b>      |



## Greytown Community Board

### Minutes – 11 October 2017

**Present:** Leigh Hay (Chair), Mike Gray, Ann Rainford, and Cr Paora Ammunson (from 7:35pm).

**In Attendance:** Mayor Viv Napier and Paul Crimp (Chief Executive).

**Conduct of Business:** The meeting was conducted in public in the WBS Room, Greytown Town Centre on 11 October 2017 between 7:00pm and 8:55pm.

**Also in Attendance:** Geoff Clark, Ray Stratford, Alisoun Werry and Ian Farley (Greytown Lions Club).

### PUBLIC BUSINESS

#### 1. APOLOGIES

*GCB RESOLVED (GCB 2017/75)* to receive apologies from Cr Craig and Mrs Stevenson and lateness apologies from Cr Ammunson.

*(Moved Hay/Seconded Rainford)*

Carried

#### 2. CONFLICTS OF INTEREST

Leigh Hay declared a conflict of interest with recommendation two of agenda item 9.1 Chairperson Report.

#### 3. PUBLIC PARTICIPATION

##### 3.1 Geoff Clark

Mr Clark was in favour of the Community Board preparing annual budgets rather than operating in an ad-hoc financial manner. Mr Clark queried why the Board had sought financial assistance from other organisations to purchase an inflatable slide for the Greytown Swimming Pool when funds had been set aside in the Community Board budget.

##### 3.2 Ray Stratford

Mr Stratford spoke about blocked pipes and drains at the intersections of Kuratawhiti and Udy and Kuratawhiti and Mole Streets and noted they had been successfully cleaned a few years ago using a suction method.

Mr Stratford requested urgent attention and maintenance be undertaken on the water races in Greytown.

### 3.3 Alisoun Werry

Mrs Werry requested Greytown Town Centre have mold removed and be repainted, and that the kitchen server slide opening be replaced. She also commented on the general maintenance of the Town Centre.

### 3.4 Warren Woodger

Mr Woodger had tendered attendance apologies.

### 3.5 Ian Farley, Greytown Lions Club

Mr Farley outlined an upcoming project by the Greytown Lions to republish the Greytown Map as Greytown had a number of new subdivisions since it was last printed. Mr Farley noted a number of spelling errors in Greytown street names.

## 4. PRESENTATIONS:

### 4.1 Katie Abbott, Tree Advisory Group

The Tree Advisory Group were unable to attend.

## 5. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS

### 5.1 Ray Stratford

Mr Crimp undertook to investigate the drainage issues on Kuratawhiti Street.

### 5.2 Alisoun Werry

*GCB NOTED:*

1. Action 651: Instigate repairs to the Greytown Town Centre kitchen server slide; M Allingham

### 5.3 Greytown Lions Club

Mr Farley undertook to complete further research and submit an application to Council requesting Greytown street name changes.

## 6. COMMUNITY BOARD MINUTES

### 6.1 Greytown Community Board Minutes – 30 August 2017

*GCB RESOLVED (GCB 2017/76)* that the minutes of the Greytown Community Board meeting held on 30 August 2017 be confirmed as a true and correct record.

*(Moved Hay/Seconded Rainford)*

Carried

## 7. CHIEF EXECUTIVE AND STAFF REPORTS

### 7.1 Officer's Report

Mr Crimp discussed civil defence community hubs with members.



*GCB RESOLVED (GCB 2017/77) to receive the Officer's Report.*  
*(Moved Hay/Seconded Cr Ammunson)* Carried

7.2 Action Items Report

*GCB RESOLVED (GCB 2017/78) to receive the Action Items Report.*  
*(Moved Hay/Seconded Rainford)* Carried

7.3 Income and Expenditure Report

*GCB RESOLVED (GCB 2017/79):*

1. To receive the Income and Expenditure Statement for the period 1 July – 31 August 2017.  
*(Moved Hay/Seconded Cr Ammunson)* Carried
2. Action 652: Remove the City Care commitment of \$822.72 and add a commitment of \$150/month for Greytown Early Years; J Mitchell

7.4 Schedule of Ordinary Meetings

*GCB RESOLVED (GCB 2017/80):*

1. To receive the Schedule of Ordinary Meetings Report.
2. To adopt the 2018 schedule of ordinary meetings for Greytown Community Board.
3. To set the regular meeting time of the Community Board as 7:00pm.  
*(Moved Hay/Seconded Rainford)* Carried

7.5 Applications for Financial Assistance

*GCB RESOLVED (GCB 2017/81):*

1. Receive the information.
2. To decline the request for financial assistance from White Ribbon Riders as it falls outside the grant criteria.  
*(Moved Hay/Seconded Gray)* Carried

7.6 Replacement Cover for Tree Pits Outside Greytown Town Centre  
Members noted that preference selection was based on removal of unnecessary maintenance.

*GCB RESOLVED (GCB 2017/82):*

1. Receive the Replacement Cover for Tree Pits Report.
2. To advise officers that the preference for the replacement covering for the Greytown Town Centre tree pits is option 3.1.2.  
*(Moved Hay/Seconded Cr Ammunson)* Carried

## 8. NOTICES OF MOTION

### 8.1 Greytown Emergency Preparedness Liaison Group

Mr Gray held no confidence in WREMO's response capability hub concept. The aim of the motion was to give mandate to community groups to act.

The concept and origins of the community hub was discussed and Mayor Napier queried the duplication and workability of both the hub and the proposed liaison group. Mr Gray believed the liaison group was not a replacement for the hub concept but would work within the existing WREMO framework.

*GCB RESOLVED (GCB 2017/83):*

1. To receive the Notice of Motion submitted by Mike Gray requesting support of the establishment of a Greytown Emergency Preparedness Liaison Group.
2. To defer consideration of the notice of motion until after a Greytown Community Board workshop and subsequent report back to the January 2018 meeting.

*(Moved Hay/Seconded Rainford)*

Carried

3. Action 653: Arrange for Jeremy Holmes, WREMO, to attend the Community Board workshop to discuss community hubs; P Crimp

## 9. CHAIRPERSONS REPORT

### 9.1 Chairperson's Report

Mrs Hay thanked Mayor Napier and Mr Crimp for attending community board meetings and Mayor Napier for attending the 'Most Beautiful' awards dinner.

*GCB RESOLVED (GCB 2017/84):*

1. To receive the Chairperson's Report.

*(Moved Hay/Seconded Gray)*

Carried

Mrs Hay vacated the chair.

Mrs Rainford assumed the chair.

2. To approve \$500 for Leigh Hay's travel costs to attend the award dinner for NZ's most beautiful towns in Hawkes Bay in October 2017.

*(Moved Rainford/Seconded Gray)*

Carried

Mrs Rainford vacated the chair.

Mrs Hay assumed the chair.

3. To receive the Greytown Early Years report and approve a cost of \$538 plus GST from the beautification budget, for the purchase and transport costs of a bench seat; J Mitchell

*(Moved Hay/Seconded Rainford)*

Carried

4. To receive the St John's 3 seater bench report and approve a cost of \$718.10 plus GST from the beautification budget, for the purchase and transport costs of a bench seat; J Mitchell  
(*Moved Hay/Seconded Rainford*) Carried
5. To approve a cost of up to \$1,500 for purchase of wine barrels and plants from the beautification budget.  
(*Moved Hay/Seconded Cr Ammunson*) Carried
6. To receive the Stella Bull Management Plan report and as per the Management Plan request Council install a powerbox to the rear of the old library for use on market days and festivals.  
(*Moved Hay/Seconded Rainford*) Carried

## 9.2 Long Term Plan

Mrs Hay provided an update from Council's Long Term Plan Working Party meetings.

## 10. MEMBERS REPORTS (INFORMATION)

### 10.1 Psychosocial Support Group Report

The submitted report was received as read.

### 10.2 WREMO Facilitated Workshop Report

The submitted report was received as read.

*GCB RESOLVED (GCB 2017/85) to receive member's reports.*

(*Moved Hay/Seconded Cr Ammunson*)

Carried

## 11. CORRESPONDENCE

### 11.1 Inwards

To Leigh Hay, Greytown Community Board, from Victim Support, dated 5 September 2017

### 11.2 Outwards

To Alexander Southey from Leigh Hay, Greytown Community Board, dated 29 September 2017

To Wendy Morrison, Accelerate Wairarapa, from Leigh Hay, Greytown Community Board, dated 1 September 2017

To Margaret Cole from Leigh Hay, Greytown Community Board, dated 1 September 2017

*GCB RESOLVED (GCB 2017/86) to receive the inwards and approve the outwards correspondence.*

(*Moved Hay/Seconded Gray*)

Carried

**Confirmed as a true and correct record**

.....**Chairperson**

.....**Date**

# GREYTOWN COMMUNITY BOARD

22 NOVEMBER 2017

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## AGENDA ITEM 7.1

### OFFICERS' REPORT

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#### **Purpose of Report**

To report to Council on general activities.

#### **Recommendations**

Officers recommend that the Community Board/Committee:

1. *Receive the Officers' Report.*

### CHIEF EXECUTIVE

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

Finalisation of the 2016/17 Annual Report is progressing to plan, and was adopted on the 25 October 2017. The audit team have completed their field work, and final matters are being resolved. As is usual these days, only minor matters have been raised through the audit process, this is testament to the systems and processes we have in place, particularly in **Jennie and Kyra's teams, but also including the more** onerous requirements placed on us in the three waters space, **Lawrence's team.**

The recent SOLGM conference held in Rotorua provided some useful thoughts as we continue with our Long Term Plan preparations. The theme "**Today: Tomorrow Transforming today's vision into tomorrow's reality**" is quite pertinent given our current approach.

One of "Today's vision's" nearly ten years ago was the Waihinga Centre, and this progresses nicely into reality.

## 2. Governance/Leadership/Advocacy

The following table provides the year to date results for KPI's set for the Governance output.

GOVERNANCE, LEADERSHIP AND ADVOCACY MEASURING SERVICE DELIVERY PERFORMANCE					
SERVICE LEVEL	KEY PERFORMANCE INDICATORS				
			2016/17 TARGET	2016/17 ACTUAL	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%	79%	The National Research Bureau (NRB) Customer Satisfaction survey was carried out late 2016. In addition to the 79% (2014: 73% 2011 75%) positive response, 13% (2014: 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		72%	63%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 63% (2014: 62% 2011 55%) positive response, 23% (2014: 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		80%	70%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 70% (2014: 76% 2011 73%) positive response, 14% (2014: 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)		79%	65%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 65% (2014: 64% 2011 59%) positive response, 14% (2014: 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 98% Featherston 97% Martinborough 97%	This measure reports on the percentage of resolutions made that relate solely to local issues. (year ended 30 June 2016)
	% of ratepayers and residents who know how to contact a community board member		68%	69%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 69% (2014: 64% 2011 59%) positive response, 0% (2014: 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		70%	47%	The NRB Customer Satisfaction survey was carried out late 2016. In addition to the 47% (2014: 49% 2011 50%) positive response, 31% (2014: 26% 2011 25%) indicated they were neither satisfied nor dissatisfied, and 5% (2014: 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	100%	Maori Standing Committee met on 6 occasions. In total 5 resource consent applications were considered, however due to the timing of the meetings 1 was considered outside normal meetings. (Year ended 30 June 2016)

## **2.1 Local Government Commission**

The Local Government Commission released their "Final Proposal For A Wairarapa District Council" on 18 July.

A valid petition has been received and a binding poll will be held closing midday 12 December 2017. It will be good to have this matter resolved one way or the other.

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

### **3.1 Meetings/Conferences**

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

One CE forum was held; topics included NZTA update; City/Region Deal; and a couple of discussions from Wellington Water.

The City Deals involve the devolution of money and powers to a local level (from Central to Local Government on an agreed basis) as well as negotiated bespoke variations to national policies, where local performance could be improved or solutions need to be tailored to local conditions.

Central Government officials are travelling to the UK shortly to observe City Deals in operation, so it would appear there is some commitment to this approach. The Wairarapa Councils will be involved in these discussions, not only through our participation from a regional perspective, but from an individual Wairarapa perspective (which will still need to be as part of the regional initiative).

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

No Mayoral forum was held during the reporting period.

#### **3.1.3. Community Boards**

A further round of Community Board meetings were held.

## **4. Corporate**

### **4.1 Occupational Health and Safety**

We continue to make good progress on health and safety matters.

Attached as appendix 1 is the report for the period.

I have also included some background information as a refresher for councillors. No action is required from this, it is simply an update.

### **4.2 Waihinga Centre/Martinborough Town Hall**

The project continues as planned, completion as previously advised will be somewhere around May next year.

Fortnightly construction team meetings continue to be held, ensuring the project is monitored closely. The construction team includes Mayor Napier, Vicky Read (Waihinga Trust / users rep), Max Stevens (Waihinga Trust / user rep), David Borman (SWDC project Manager), Mike Arnopp (Riggs) and

I. The pleasing aspect of this group is we are all working toward a common goal, having an excellent facility for the best price.

The financial summary, attached as Appendix 1, is reviewed by the construction committee and also presented and discussed at the audit and risk meeting. This summary includes variations to the original programme; variations are approved at the construction team meetings.

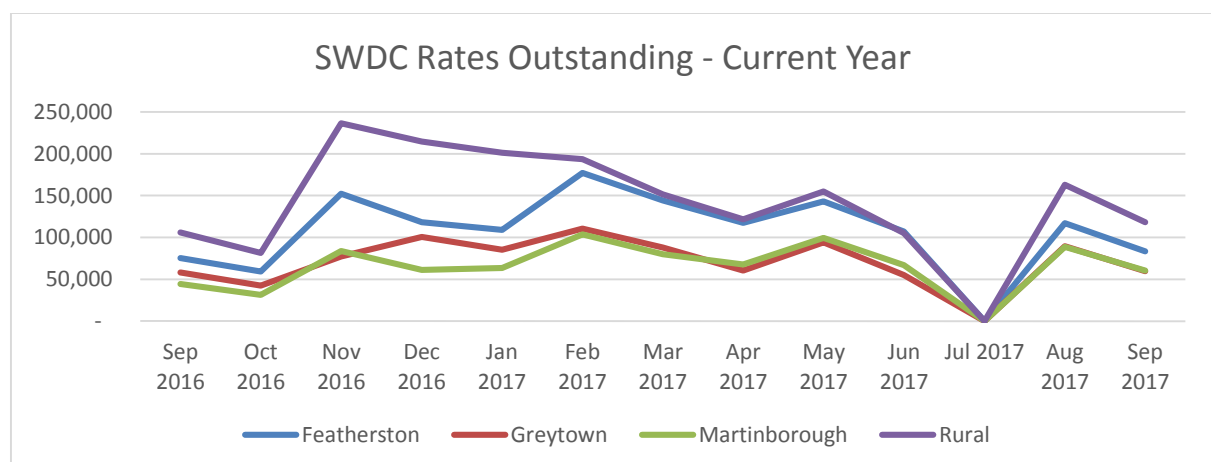
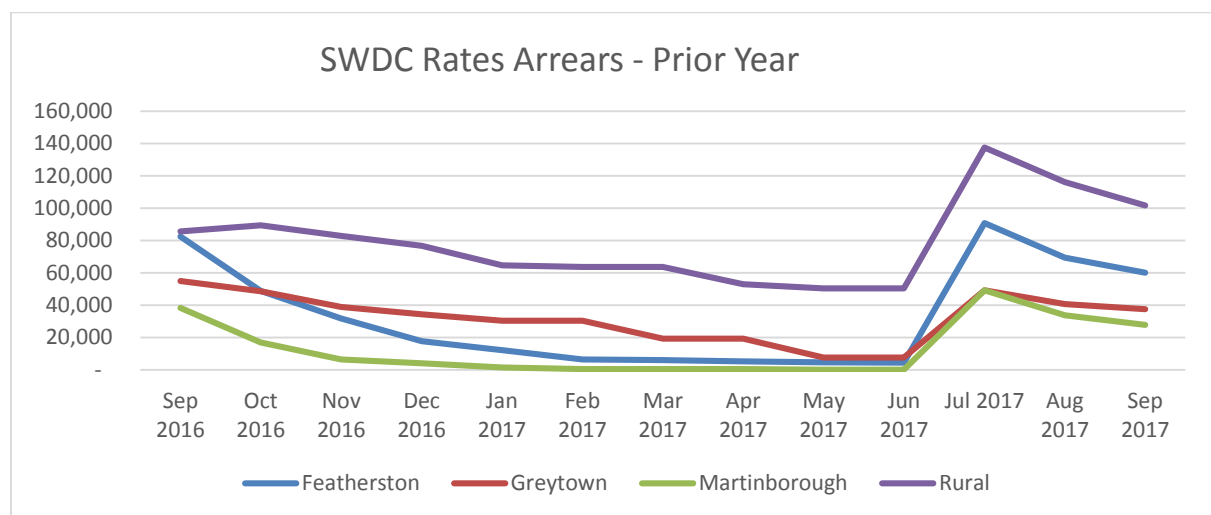
The project is progressing well, and there are no red or even orange flags at this stage.

#### 4.3 Rates Arrears (Incl. GST)

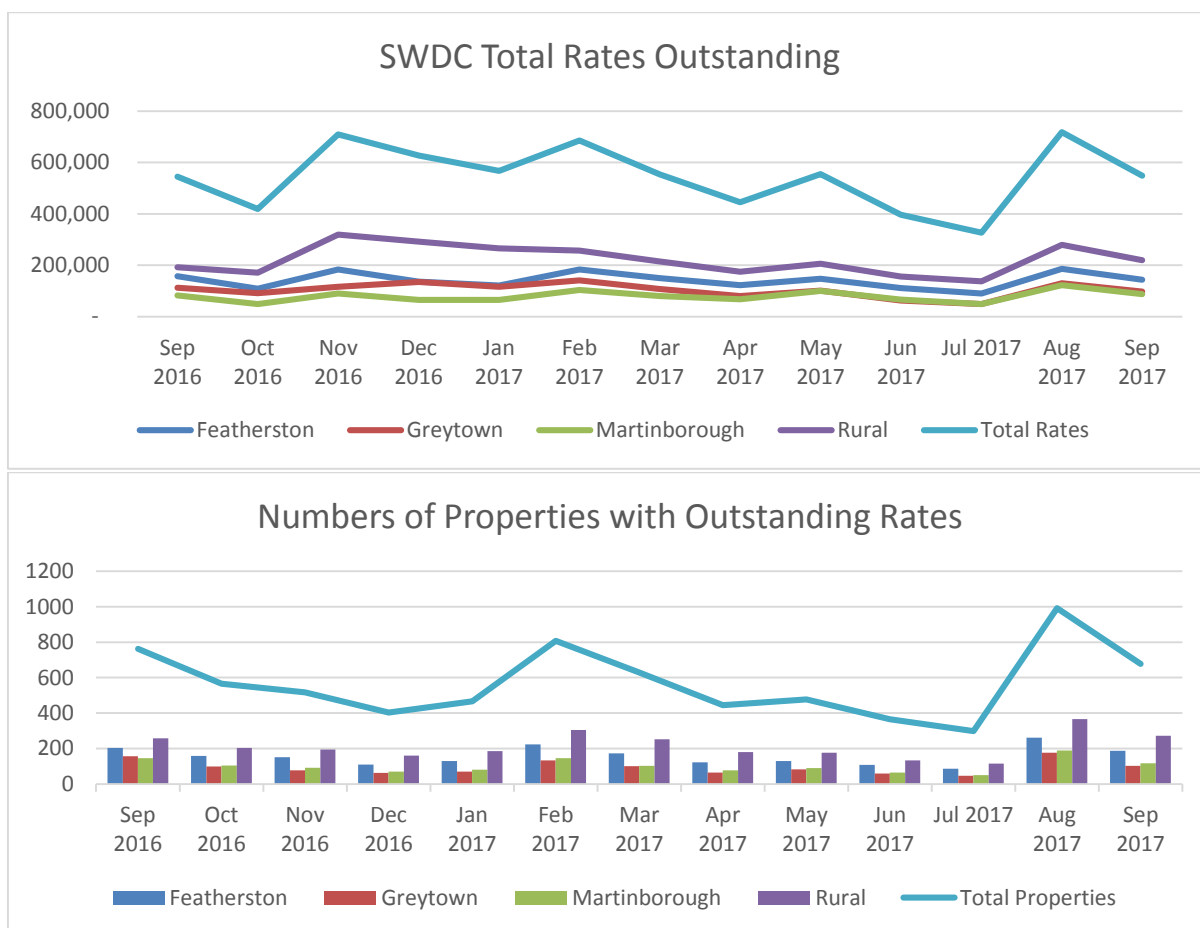
The continued good work on the rates debt front shows in the trends. As previously discussed, these trends are very sensitive and can change, however our consistent approach appears to be paying dividends.

Total rates outstanding is slightly down on the same period last year.

Total outstanding is very similar to the same time last year, we continue to monitor the situation closely.







## 4.4 LGOIMA Requests

DATE	TOPIC OF INFORMATION REQUEST	REQUEST RESPONSE
<b>13 September 17</b>	Collecting a range of data about Municipal Water Supply Bores in NZ.	Details provided.
<b>3 September 17</b>	Method of euthanizing dogs impounded.	Vet by injection.
<b>10 October 17</b>	How much revenue has the council collected annually in fines per financial year, since the 1st July 2013? Please provide the figures in categories for fines relating to vehicles, noise, animals and other matters.	
<b>11 October 17</b>	Details as to funding spent on legal services including in-house legal team.	

We continue to charge for those requests that require more than 1 hour and 20 pages of material. This charging regime is standard and used by central Government.

## 5. Appendices

Appendix 1 – Waihinga Centre Financial Summary

Contact Officer: Paul Crimp, Chief Executive Officer

# **Appendix 1 – Waihinga Centre Financial Summary**

**SWDC**  
**Waiinga Centre**  
**Project forecast - Actuals to August 2017**

Per Council decision 18.1.2017

\$ 5,132,010

<u>Made up as follows:</u>	Budget	Invoiced to 31.8.2017	Invoices to come	Forecast spend
<b>Rigg Zschokke Construction Contract</b>	4,223,709	488,543	3,735,166	4,223,709
Rigg Zschokke Agreed Variations*		34,383	28,089	62,472
		<u>522,926</u>	<u>3,763,255</u>	<u>4,286,181</u>
<b>Professional fees (design team) to Jan-17</b>	509,459			
Adamsons Survey		6,581		
Engeo Geotech		17,160		
Holmes Consulting - Design & Fire		137,425		
HVAC Design		14,175		
Perception Planning		6,918		
Warren and Mahoney - Design		327,200		
		<u>509,459</u>	<u>-</u>	<u>509,459</u>
<b>Other fees to Jan-17 (including SGL, QS)</b>	268,842			
Rawlinsons (Quantity Surveyers)		38,000		
SGL		230,343		
		<u>268,343</u>	<u>-</u>	<u>268,343</u>
<b>Architect &amp; Engineer construction monitoring</b>	80,000			
Holmes Consulting - Construction Monitoring		32,397	15,103	
Warren and Mahoney - Site Monitoring		22,933	18,067	
Warren and Mahoney - Variations*		11,578		
		<u>66,907</u>	<u>33,170</u>	<u>100,078</u>
<b>Development &amp; Design Variations**</b>		69,504	12,531	82,034
<b>QS Services to completion</b>	50,000			
Venture Consulting		5,000	25,000	
Clendon Burns & Park		13,438	3,562	
		<u>18,438</u>	<u>28,562</u>	<u>47,000</u>
<b>Budgeted Core costs</b>	5,132,010			
Plus Contingency	200,000			162,084
<b>Overall budget</b>	<b>\$ 5,332,010</b>	<b>1,455,576</b>	<b>3,837,518</b>	<b>\$ 5,294,094</b>

**\*Construction Variations to date:**

	Invoiced to 31.8.2017	Invoices to come	Forecast spend
<b>Rigg Zschokke</b>			
Removal of asbestos	7,310		
Insurance obtained directly		(20,000)	
JLT Insurance	20,108		
Concrete Foundation to supper room well	6,965		
Replace piles and joists supper room		7,500	
Replace ceiling joists supper room		2,500	
Temporary structural support		9,500	
Concrete under existing foundation		1,000	
Site concrete under existing beams		500	
Supper room lintel beams		500	
Supper room framing connection to external wall		1,000	
Extend concrete overlay to areas of demolished chimney		3,500	
Retain brick wall to supper room		(1,500)	
Overlay existing stage floor		5,000	
Remove existing structural steel bracing		5,000	
Supper room brick wall connections		1,000	
Toilet to back of house		3,704	
Delete recessed floors to toilets, tiles to floor		(1,000)	
Foundation and wall plaster where chimney removed		2,000	
Holmes Construction issue		4,000	
Foundation beam kitchen		3,885	
	<u>34,383</u>	<u>28,089</u>	<u>62,472</u>
<b>Warren and Mahoney</b>			
Alternative cladding product (Rodeca)	10,678		
Additional monitoring costs		6,000	
Revision re additional toilet	900		17,578
JNL and Other Savings	To be confirmed		

**\*\*Development & Design Variations:**

SGL	5,500		
Engeo Geotech	11,460	1,380	
Holmes Consulting - Design & Fire	8,475		
HVAC Design	2,515	6,150	
Rawlinsons (Quantity Surveyers)	5,000		
Warren and Mahoney - Design(SWDC excl from original budget)	36,554	5,001	
	<u>69,504</u>	<u>12,531</u>	<u>82,034</u>

**Net cost/(savings) from Variations:**

**162,084**

# PLANNING AND ENVIRONMENT

## 1. Resource Management

### 1.1 Resource Management Act - District Plan

*SERVICE LEVEL – Council has a Combined District Plan that proves certainty of land-use/environmental outcomes at the local and district levels.*

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents satisfied with the image of the closest town centre shown as "satisfied"	75%	92%	NRB 3 Yearly Survey
The district plan has a monitoring programme that provides information on the achievement of its outcomes (AER's)		-	Consultants have been working with the 3 Councils to establish which data is recorded and how it is stored so as to enable <b>effective reporting against AER's in WCDP</b> . A draft monitoring strategy has been completed and comments passed back to the consultants undertaking the work.

Council's consultant arborist and Council Planner have been working their way through the existing scheduled trees list in the WCDP, doing a reassessment of each tree. This reassessment will form a key basis for any decision to remove/retain each tree in the schedule, with landowner preference being the other critical factor.

This work has to date taken over 3 full weeks in the field. The only outstanding trees are those in remote rural locations. These should be reviewed over the next 2-3 weeks.

There has been some comment in the Featherston Phoenix about the effect of protected tree status which while partly accurate, does not present the full story. A brief press release outlining the actual effects of a schedule listing will be supplied to the Phoenix so that it can hopefully be published.

The Greytown Tree Advisory Group is still working on its submission on trees to be scheduled, they now expect to make it available in early November.

If this list is substantial, site visits to assess the recommended trees (by Councils consultant arborist and Council planner) will take some time to complete (perhaps some weeks).

We are still on time (just) to be able to present a plan change to Council in **December, but if there are delays because of the scope of the TAG's** proposals, it is possible it will have to go to the February 2018 Council meeting for consideration.

## 1.1 Resource Management Act - Consents

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	100%	46/46 RCA's completed within statutory timeframe. NCS.
s.223 certificates issued within 10 working days	100%	88%	15/17 s223's completed within statutory time frame. NCS.
s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement)	95%	100%	15/15 s224's completed within Councils timeframes. NCS.

Council received 26 resource consent applications between 1<sup>st</sup> September and 30<sup>th</sup> September 2017. We continue to contract out applications to keep this workload under partial control.

Officers provide detailed information on resource consents as part of regular updates, subject to data availability, on all consents direct to Council and Community Board members, so this information is not listed here.

## 1.2 Reserves Act – Management Plans

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Council maintains and updates reserve management plans as required.	Yes	0	It is not anticipated that any updates will be undertaken this year as the RMP's are current and appropriate.

## 1.3 Local Government Act – LIM's

*SERVICE LEVEL – Land Information Memoranda: It is easy to purchase information on any property in the District.*

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
LIMs contain all relevant accurate information (no proven complaints)	100%	100%	G:\LIMS
Non-urgent LIMs are processed within 10 days	100%	100%	G:\LIMS

We have been having a few difficulties with applications for LIMs. Applicants are looking up forms on the internet and the search engines are pulling up old forms with incorrect requests for applicant information and fees.

Applicants should go to the SWDC website for this information which has the correct forms and charges, however users of search engines do not understand this.

When the wrong form and fees are used, this causes administrative issues because staff then have to ask for a re-submitted correct form and of course, a corrected fee from the applicant. Correcting both of these matters causes "some grief" for applicants and for staff. Other Councils face the same problem, which is a systematic issue with the search engines and user choices, not Council.

The number of LIMs lodged has fallen in the first quarter of the year relative to last year. This seems to reflect the slow-down through that period in the property market. According to Real Estate companies the pressure around sales has subsided but the market is still active.

Our figures tend to support a slower period as the biggest fall off is in “urgent” LIMs; non-urgent are at 86% while urgent are at 60% of last year.

To confuse the data slightly, for September standard LIMs are ahead of last year (plus 14%), but urgent are at 40%. Whether these changes persist will be a truer measure of a shift in the residential market.

TYPE	YTD 1 JULY 2017 TO 30 SEPTEMBER 2017	PREVIOUS YTD 1 JULY 2016 TO 30 SEPTEMBER 2016	PERIOD 1 SEPTEMBER 2017 TO 30 SEPTEMBER 2017	PREVIOUS PERIOD 1 SEPTEMBER 2016 TO 30 SEPTEMBER 2016
Standard LIMs (Processed within 10 working days)	50	58	24	21
Urgent LIMs (Processed within 5 working days)	14	23	4	10
<b>Totals</b>	<b>64</b>	<b>81</b>	<b>28</b>	<b>31</b>

## 2. Public Protection

### 2.1 Building Act - Consents and Enforcement

*SERVICE LEVEL - Council certifies all consented work complies with the building code, ensuring our communities are safe. The Council processes, inspects, and certifies building work in my district.*

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	97.27%	NCS – Continued monitoring of processing days. 107 of 110 CCC's were issued within 20WD. NCS status error caused incorrect report data.
Building consent applications are processed within 20 working days	100%	100%	NCS – Continued monitoring of processing days. 126 of 126 consents were issued within 20WD
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next IANZ review set for January 2018. Council was re-accredited in January 2016.
Council inspects new building works to ensure compliance with the BC issued for the work, BWO's and Swimming Pools	Yes	Yes	Council are currently inspecting all work to insure compliance for the building consents. <b>BWO's</b> – Total 169 - Required 3 audits a month. 4 audited in September. <b>Swimming Pools</b> – Total 279 - Required 8 audits a month. 4 audited in September
Earthquake prone buildings reports received	90%	64.62 %	Previous figures from the old legislation: 148 of 229 known premises had been addressed.  Under the new legislation, Council is required to identify potential Earthquake Prone Buildings (EQP). The new methodology may change the total amounts of the potential EQP Buildings in the South Wairarapa. Staff and consultants are in the process of reassessing which buildings should on the register. The outcome of these assessments may exclude some new

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
			buildings along with those previously thought to be EQP. The review is approximately 60% complete.

Building consent operations have been under some pressure in recent times due to the absence of staff for annual, sick and maternity leave, but also because of workloads. This situation has increased our reliance on contractors to process consents. Additional resources have been brought in to ensure we continue to meet statutory deadlines for processing of building consents. The available qualified staff have in the meantime been directed onto field work so that we can keep up with inspections and not cause undue delays for the building trades onsite. By late October we expect to have all staff back on board.

Work on swimming pools and BWO's has slowed through this period because of the staff absences with the officer involved providing office coverage for enquiries instead.

TYPE	NUMBER	VALUE
<b>Commercial</b> (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	2	231,200
<b>Industrial</b> (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	6	203,000
<b>Residential</b> (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters.	29	5,422,226
<b>Other</b> ( public facilities - schools, toilets, halls, swimming pools)	2	102,000
<b>Totals</b>	<b>39</b>	<b>\$5,958,426</b>

## 2.2 Dog Control Act – Registration and Enforcement

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	3 visits	0	Programme will be undertaken once staffing matters resolved.
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 51/51
Complaints about dog attacks on persons or stock are responded to within 1 hour	100%	100%	No attacks on people or stock however 2 attacks on pets were reported during this period

INCIDENTS REPORTED 1 SEPT 17 – 30 SEP 17	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	-	-	-
Attack on Person	-	-	-
Attack on Stock	-	-	-
Barking and whining	-	-	-
Lost Dogs	2	-	1
Found Dogs	2	-	1
Rushing Aggressive	-	1	-
Wandering	5	3	3
Welfare	-	-	-
Fouling	-	-	-
<b>Total</b>	<b>9</b>	<b>4</b>	<b>5</b>

A request for a review of an Officer decision to declare a dog dangerous under the Dog Control Act has been made. Due to availability issues for various parties involved, this hearing has been delayed, but is now likely to **take place in the first or second week of November.** Council's hearings committee will consider the review request. The particular case is complex and has already been subject to judicial decisions at the District Court.

### 2.3 Public Places Bylaw 2012 - Stock Control

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 2 incidents
In cases where multiple stock escapes (more than 1 occasion) have occurred from a property taking compliance or enforcement or prosecution action against the property owner	100%	100%	No incidents
Council responds to complaints regarding animals within 48 hours.	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 1 incident (previously reported)

INCIDENTS REPORTED	TOTAL (1 SEPTEMBER 2017 TO 30 SEPTEMBER 2017)
Stock	0



## 2.4 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	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to within 1.5 hours	100%	100%	K:\resource\Health\Resource Management\Noise Control Complaints\Year Records 2010-2017.xls

Activity levels to date are lower than for last year, as is shown in the following table. The cause of this variation is unclear from the data, but may reflect the lack of clear dry weather so far this spring. Better weather tends to bring people outdoors for events which in turn gives rise to noise complaints.

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 2017 TO 30 SEPTEMBER 2017	PREVIOUS YTD 1 JULY 2016 TO 30 SEPTEMBER 2016	PERIOD 1 SEPTEMBER 2017 TO 30 SEPTEMBER 2017	PREVIOUS PERIOD 1 SEPTEMBER 2016 TO 30 SEPTEMBER 2016
Total	13	22	3	4

## 2.5 Sale and Supply of Alcohol Act - Licensing

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises are inspected as part of licence renewals or applications for new licences.	100%	100%	All premises inspected at new or renewal application.
Premises that are high or medium risk are inspected annually, while low risk premises are audited no less than once every three years.	100%	22.6%	There are 31 premises that are high or medium risk. Of these, 7 have been inspected. The premises yet to be inspected have been scheduled to have an unannounced compliance check during the 2017/18 reporting period.
Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Agencies agreement.	100%	0%	The CLEG is yet to meet this year to agree the programme.

Over the last few months there have been a number of interpretative issues arising from the implementation of the Sale and Supply of Alcohol Act. These have mainly been around the supply of alcohol at events and re-licencing processes.

We have sought legal advice in relation to these matters. That advice has generally indicated that the Licencing Inspectors have correctly used and interpreted the Act and in some cases, adopted usages that while not specifically provided for in the Act, are practical and legally sustainable.

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2017 TO 30 SEPTEMBER 2017	PREVIOUS YTD 1 JULY 2016 TO 30 SEPTEMBER 2016	PERIOD 1 SEPTEMBER 2017 TO 30 SEPTEMBER 2017	PREVIOUS PERIOD 1 SEPTEMBER 2016 TO 30 SEPTEMBER 2016
On Licence	4	4	1	1
Off Licence	2	7	1	3
Club Licence	1	3	1	0
Manager's Certificate	35	31	10	8
Special Licence	10	10	2	4
Temporary Authority	0	0	0	0
<b>Total</b>	<b>52</b>	<b>55</b>	<b>15</b>	<b>16</b>

These types of issues can arise at any time particularly with relatively new legislation, and staff have tried to accommodate alternate views where that is practicable and legal.

However these problems have resulted in views being expressed that the Council is not acting reasonably and is wrong. There is little that can be done to address those opinions other than by obtaining and having and making available the independent legal advice in support of Councils **licencing inspector's position, which we do.**

The Chair of the District Licencing Committee (Mrs Julie Riddell) has also been kept fully informed of these matters so that she can when, determining applications under the Act, take account of them if raised by a party such as the applicant or Police or Medical Officer of Health.

## 2.6 Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises have appropriate FMP in place and meet the risk based standards set out in the Plan.	100%	100%	NCS data
Premises are inspected in accord with regulatory requirements.	100%	100%	NCS data

## 2.7 Bylaws

From 1 Sept 2017 to 30 Sept 2017, one notice was issued relating to trees and hedges obstructing a public place. There were no complaints relating to litter. Three abandoned vehicle complaints were received and dealt with.

Contact Officer: Murray Buchanan, Group Manager, Planning and Environment

### 3. Group Manager highlights

The month has been spent with the Office of the Auditor General's Audit on the Annual report and the preparation of the Long Term plan.

The tender for the Transport Professional Services was awarded to Calibre Consulting under the New Zealand Transport Agency's (NZTA) procurement rules and SWDC's procurement guidelines. Ben Turner, Engineering Officer has joined the council in the transport area to add to council's capabilities and allow for greater customer contact.

The Asset Management Plans are being reviewed which need to be cognisant of the changed landscape in transport with other active modes of travel (walking, cycling horses etc.) being included into the documents. Also the future of the Special Purpose Road, Cape Pallier Road, and the inclusion of 50max, One Network Road Classification (ONRC) and other elements of the transport transformations will be included in the Asset Management Plans.

Focus is being applied on customer service and the linkages to emergencies and general works with particular application to post work updates and informing the customer of outcomes.

With the Christmas break rapidly approaching there is also a focus on the aesthetics of the amenities areas and roading spring works including vegetation and unsealed maintenance.

### 4. 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.*

#### 4.1 Key Performance Indicators

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		SEPTEMBER	YTD	SEPTEMBER	YTD
The average consumption of drinking water per day per resident within the territorial authority	<400 Lt		605		
Compliance with resource consent conditions/water permit conditions to "mainly complying" or better	95%		100%		
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2000*	95%		98%		
Water supply systems comply with Ministry of Health Protozoa Drinking Water Standards guidelines 2000	95%		98%		
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	0	0
The total number of complaints received by the local authority about drinking water pressure of flow per 1000 connections	<15	0.25 per1000 (1 complaint)	1.01 per1000 (4 complaint)	1	4

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0.25 per1000 (1 complaint)	0.25 per1000 (1 complaint)	1	1
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	0	0.76 per1000 (3 complaint)	0	3
Ratepayers and residents satisfied with level of service for water	77%			NRB Survey:	59%
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%	-	4	12
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	(1/4) 25%	-	4	12
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	(14/21) (67%)	-	21	57
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	(19/21) 90%	-	21	57
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	20%		20%		
The % of real water loss from the local authority's networked reticulation system identified by establishing and measuring night flow	<20%		38.5%		

## 4.2 Water supply capital improvements

### 4.2.1 Featherston water supply

Stage 2, the treatment improvement works and commissioning have been completed. To date the plant has been operating well although more recently there have been some issues around bore water turbidity and air ingress which are currently being addressed.

The claim for the remaining subsidy is now under preparation.

### 2.2.2 Water reticulation renewal

Preparatory work for Stage 3 of the renewal contract from the railway line to the plant is now underway and this work is expected to be tendered in early November.

## 4.3 Water treatment plants

The Martinborough plant operated routinely over the period with some replacement of monitoring equipment. The Waiohine plant has been having issues with air as highlighted above, which gives a false reading on the turbidity sensor and interrupts production. This has been covered by storage tank with no interruption of supply

The extended Waiohine water treatment plant has now been commissioned and is in service for Featherston communities. Greytown was supplied from Greytown Bore while a contractor stabilises Bore 1 at Woodside which had deteriorated since construction. This work will at the start of November.

Pirinoa pipeline replacement is due to start this week, with 300m of replacement MDPE pipe being laid. The upgrade is expected to reduce the supply failure rate.

#### 4.4 Water reticulation

There were 17 reticulation repairs reported and rectified during the period.

A large leak on 10 October was caused by a washout of Boar Bush Gully Road. This was isolated and replaced back within the road over two days with a new 40m long section of PE pipe. Pressure fluctuations in the system at the same time are suspected to be the cause of 3 con-current leaks on 11 October. This caused a loss of approximately 500,000L and the contractors worked overnight to repair.

#### 4.5 Water races

Routine monthly inspections and blockage clearing of the water race network has been performed by City Care Ltd (CCL) to maintain satisfactory flows. There was 1 account for blockage clearing or no water flow for the Moroa network. None were reported for the Longwood network over the period.

### 5. 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.*

#### 5.1 Key Performance Indicators

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		SEPTEMBER	YTD	SEPTEMBER	YTD
Number of blockages per 1000 connections	<10	1.46per 1000 (6 complaint)	4.38 per1000 (18 complaint)	6	18
Ratepayers and residents satisfaction with waste water services	70%			NRB survey:	49%
Number of dry weather sewerage overflows per 1000 connections	<10	-	0.97	0.97 per 1000 connections (4 overflow)	0.97 per 1000 connections (4 overflow)
Attendance time: from notification to arrival on site	< 1 Hr	5/10 (50%)	15/25 (60%)	10	25
Resolution time: from notification to resolution of fault	< 4 Hrs	6/10 (60%)	17/25 (68%)	10	25
% of resource consent conditions complied with to mainly complying or better*	90%		98%		
No. of abatement notices	<2				0
No. of infringement notices	0				0
No. of enforcement notices	0				0
No. of convictions	0				0
No. of complaints per 1000 connections received about sewage odour	< 15	0	0	0	0
No. of complaints per 1000 connections received about sewage systems faults	< 15	0.98per 1000 (4 complaint)	1.71per 1000 (7 complaint)	4	7

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		SEPTEMBER	YTD	SEPTEMBER	YTD
No. of complaints per 1000 connections received about sewage system blockages	< 15	1.46per 1000 (6 complaint)	4.38 per1000 (18 complaint)	6	18
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%	10/10 100%	-	10/10 (100%)	88% (22/25)

## 5.2 Waste water treatment plants

### 5.2.1. Capital and consents

#### Featherston waste water consent application

The consent application was lodged on 28 February 2017. Greater Wellington Regional Council (GWRC) has responded on the 19 April with an s92 request for information, which the Council replied to at the start of June. Subsequently further questions around stream clarity and land treatment methodologies have been received.

Further information obtained through additional in stream data collection in August/September has now been collated and sent to GWRC. Remaining queries around land treatment are currently being addressed and it is expected that the known issues will have been addressed before the end of October. GWRC are then expected to determine consent ability matters prior to public notification which can be expected in November. This is provided that no further questions arise; this cannot be ruled out unfortunately.

#### Staged improvements at Martinborough and Greytown WWTPs

Improvement works at the Martinborough site continue with the plant building construction well underway. However it is clear that the 1 November consent deadline for irrigation to land will not be able to be achieved in full and GWRC has been advised in advance.

At the Greytown site, contractual, design and cost finalisation are under discussion with Water Force NZ and site establishment is expected in the near future.

## 3.3 Operational

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

The equipment failure in July at Martinborough is due to be replaced and the plant has returned to normal operation, though the flows are still high compared to the last few years.

### 5.2.2. Wastewater reticulation

There were 4 pipeline blockages reported during the period.

## 6. Storm water drainage

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

### 6.1 Key Performance Indicators

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
% of ratepayers and residents satisfied with stormwater drains	55%			NRB survey:	57%
% 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 abatement 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	0	0	0

## 7. Solid waste management

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

### 7.1 Key Performance Indicators

SOLID WASTE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Number of communities with recycling centres	6		6		
Volume of waste disposed out of district	Decreasing by 2.5%	Increase of 11% compared to May 2016	Current average month increased 26% on 2014	-	-
% of ratepayers and residents satisfied with the level of service	85%			NRB survey:	66%

### 7.2 Waste management

Routine services have been delivered successfully over the period. The recycling centres operated satisfactorily.

## 8. 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.*

### 8.1 Key Performance Indicators

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		SEPTEMBER	YTD	SEPTEMBER	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	80%			NRB Survey:	73%
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	70%			NRB Survey:	63%
Availability of footpaths on at least one side of the road down the whole street	88%				
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%	36/39 (92%)	115/154 (75%)	39	154
Meet annual plan footpath targets	Yes				

### 8.2 Roading maintenance – Fulton Hogan

Works for September were a continuation of the reinstatement of the network following the July 13 event. Associated costs for the initial response and reinstatement totals approximately \$320,000.

Road stability due to prolonged wet periods are an ongoing issue on Cape Palliser, White Rock and Te Awaiti Roads.

Culverts have been renewed and upsized on Fraters, Moiki and Hikawera Roads.

Road closures during the month were on White Rock Road at Tututurmuri due to flooding, and Ushers Hill due to washouts.

Preseal repairs are ongoing and include the removal of high shoulders in the rural area as positive storm water control and the removal of water ponding on the surface as a hazard.

Maintenance grading of unsealed roads remains a focus while there is moisture present in the pavement.

### 8.3 Other activities

Whittaker Contracting have completed the bridge maintenance contract.



A final variation has been approved to the Cape Palliser Road Whatarangi Cliffs contract.

Reseal design have been submitted for approval by Higgins with an expected start after labour weekend.

Logging operations are present in the district along Dry River, Haurangi, Ponathi and White Rock Roads.

## 9. Amenities

The Amenities team is responsible for the management of council's parks, reserves and other amenities. The team looks after 12 parks, 31 reserves, 41 buildings, five sports facilities, four cemeteries, seven public toilets and 22 other properties. The Amenities Manager is the contract manager for the City Care parks and reserves contract, and also for the management of the libraries.

*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.*

### 9.1 Key Performance Indicators

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Users satisfied with parks and reserves	90%			NRB Survey:	94%
Ratepayers and residents are satisfied with Council playgrounds	80%			NRB Survey:	82%
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	67%				
Occupancy of pensioner housing	94%			Actual:	99.8%
Ratepayers and residents satisfied with town halls	76%			NRB Survey:	74%
Cycle strategy	Developed				
Ratepayers and residents satisfied with public toilet facilities	90%			NRB Survey:	85%
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%			NRB Survey:	91%

## 9.2 Parks and Reserves

### 9.2.1. Featherston

The hedge on Underhill Road beside the Card Reserve artificial surface has now been removed, and we are waiting on pricing for stump removal. In the meantime, the Card Reserve Artificial Surface Trust are able to go ahead with replacing the turf. Work is now in progress to trim/remove trees along the SH2 side of Dorset Square and Otairua reserve, as they are getting into the power lines

### 9.2.2. Greytown

The change of codes is underway on the Soldiers' Memorial Park sportsfields, with soccer equipment being removed and the grass length reduced ready for cricket. The soccer goal mouth areas are being re-sown with grass. We have added a chain across the entrance of Kowhai Reserve in East St as there is evidence people have been taking vehicles in there.

### 9.2.3. Martinborough

The long-awaited work to tidy the plantings at the SH53 entrance to Martinborough (Todd's Cutting) is underway. The olive trees are being trimmed away from the power lines and shaped. Most of the hebes along the roadside are coming out – many past their best, and a number killed by overspray from roading weed spraying operations) and replaced. The replanting will commence shortly.

Draft terms of reference for the Considine Park Committee have been submitted to the Martinborough Community Board for their agreement.

## 9.3 Community housing

The Cicely Martin flats in Martinborough six-monthly flat inspections were completed on Wednesday, 20 September 2017. The Burling and Matthews flats in Featherston are due for inspection in early October.

## 9.4 Cemeteries

### 9.4.1. Purchases of burial plots/niches 7 September to 10 October 2017

	Greytown	Featherston	Martinborough
Niche		1	1
In-ground ashes Beam		1	
Burial plot	5		
<b>Total</b>	<b>5</b>	<b>2</b>	<b>1</b>

### 9.4.2. Ashes interments/burials 7 September to 10 October 2017

	Greytown	Featherston	Martinborough
Burial	4		1
Ashes in-ground		1	
Ashes wall			
<b>Total</b>	<b>4</b>	<b>1</b>	<b>1</b>

## 9.5 Property

### 9.5.1. Greytown

Options for the replacement coverings for the tree-pits at Greytown Town Centre have been given to Greytown Community Board for their input. The present pebble mats have worn badly, and some appear to have been deliberately damaged, and more durable replacements are required.

## 9.6 Events

### 9.6.1. Featherston

*Completed events:*

**Modern Maori Quartet** held Thursday, 28 September 2017 – ANZAC hall, Featherston



*Future events:*

**NZ Trio: Exotica and Tapas** (part of Kokomai Creative Festival) being held Saturday, 14 October 2017 – ANZAC hall, Featherston



**The Wine Project & Tell Me My Name** (part of Kokomai Creative Festival) being held Saturday, 21 October 2017 – ANZAC hall, Featherston



**Featherston Christmas Parade** being held Saturday, 9 December 2017 – Revans, Fitzherbert & Lyon Streets, Featherston

**Cross Creek Railway Ride the Rail – Friday Nights, Saturday, Sundays & Public Holidays** being held from 22 September 2017 – April 2018

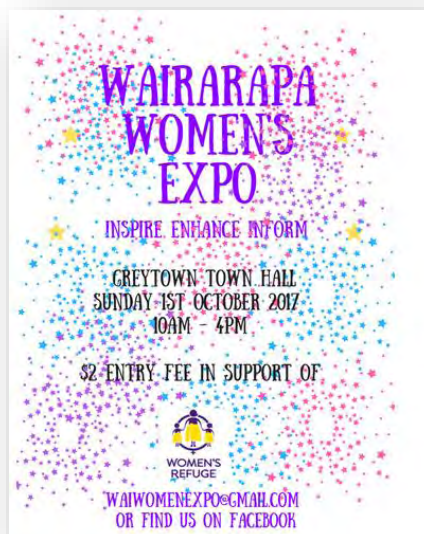


**Featherston 1<sup>st</sup> Fridays** being held from 1 December 2017, 5 January, 2 February & 2 March 2017

### **9.6.2. Greytown**

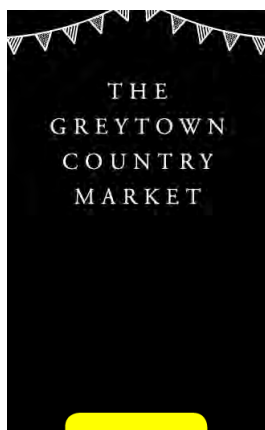
*Completed events:*

**Wairarapa Women's Expo** being held Sunday, 1 October 2017 – Greytown Town Centre, Greytown



*Future events:*

**The Greytown Country Market** being held every third Sunday of the month starting from Sunday, 15 October 2017 through to Sunday, 18 March 2018 – Stella Bull Park, Greytown



**Greytown Christmas Market** being held Saturday 16 December 2017

**Greytown Christmas Parade** being held Saturday 16 December 2017

### **9.6.3. Martinborough**

*Completed events: Nil*

*Future events:*

**Rotary Martinborough Charity Fun Ride** being held Sunday 29 October 2017



**Friends of Martinborough Library – Family Movie Night** being held Friday 3 November 2017

**Martinborough Community Guy Fawkes Display** being held Saturday 4 November 2017



**Toast Martinborough** being held Sunday 19 November 2017





**Te Heke Tuna Ki Onoke Whanau Day** being held Saturday, 28 October 2017 at Lake Ferry Reserve

**Martinborough Madcaps Christmas Parade & Carols in the Park** being held Saturday, 16 December 2017

**Pick Your Own Lavender** being held 6-7 January 2018

**Cruise Martinborough** being held between 25-28 January 2018, Saturday, 27 January 2018 – Street Show & Shine around the Martinborough Square



**Rotary Martinborough Fair** being held on Saturday, 3 February and 3 March 2018



## 9.7 Libraries

As part of their school holiday programme, Featherston Library held a very successful soft-toy sleep-over adventure early in October. The toys came to story time with their owners, and then stayed on in the library overnight, with their activities reported on Facebook....



Other activities included craft mornings making bird feeders and Halloween crafts.

Greytown library's holiday programme was Maths is Fun, for children in years 1-8.

Martinborough Library's holiday programme included pet rock painting, wind chime making, competitive chess, and Harry Potter-themed activities including wand making. This leads into the Friends' of Martinborough Library fund-raising event on Saturday 14 October – a Harry Potter evening at the library.



## 10. Appendices

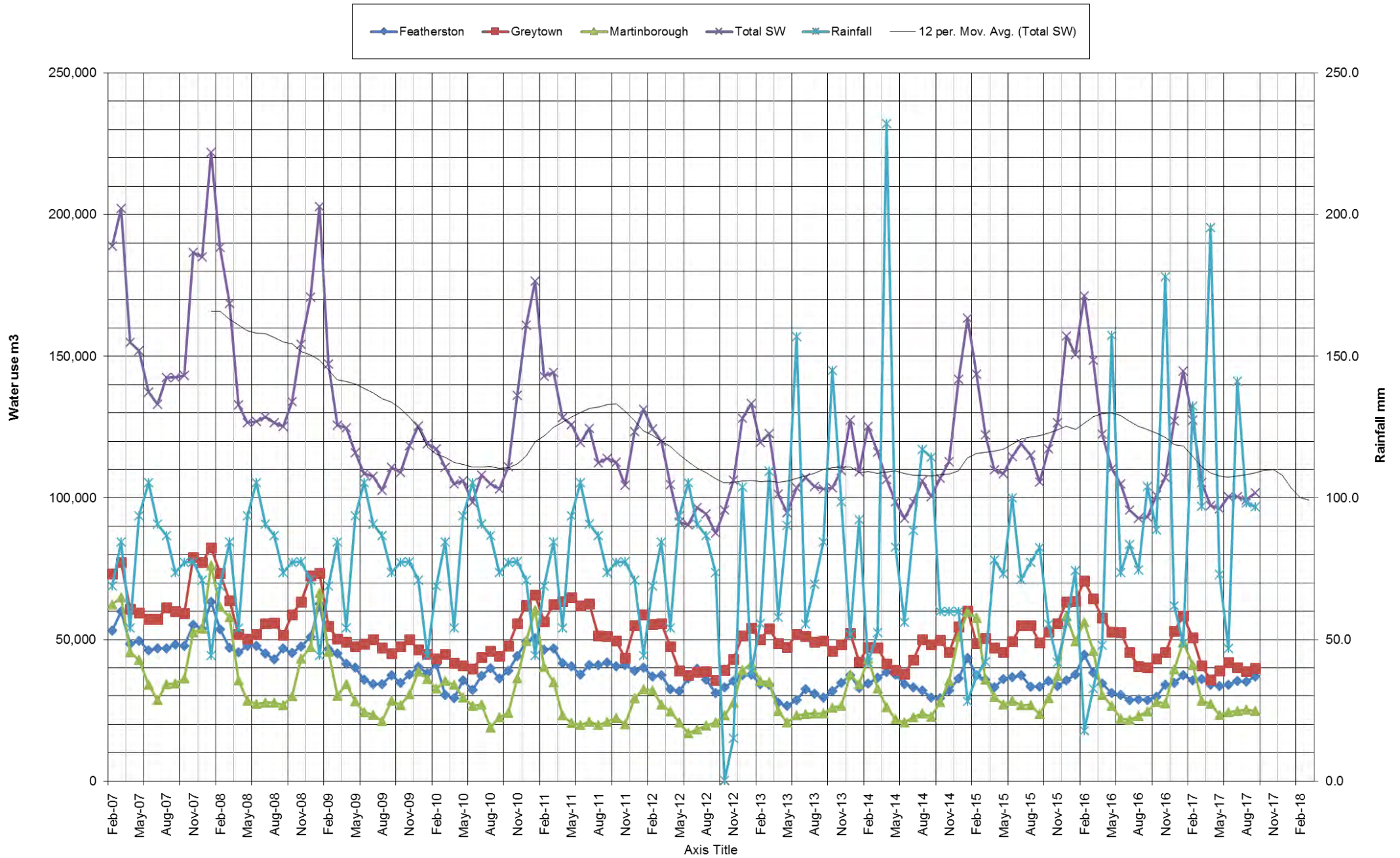
- Appendix 1      Monthly water usage
- Appendix 2      Waste exported to Bonny Glen
- Appendix 3      Library statistics

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

# **Appendix 1 - Monthly water usage**

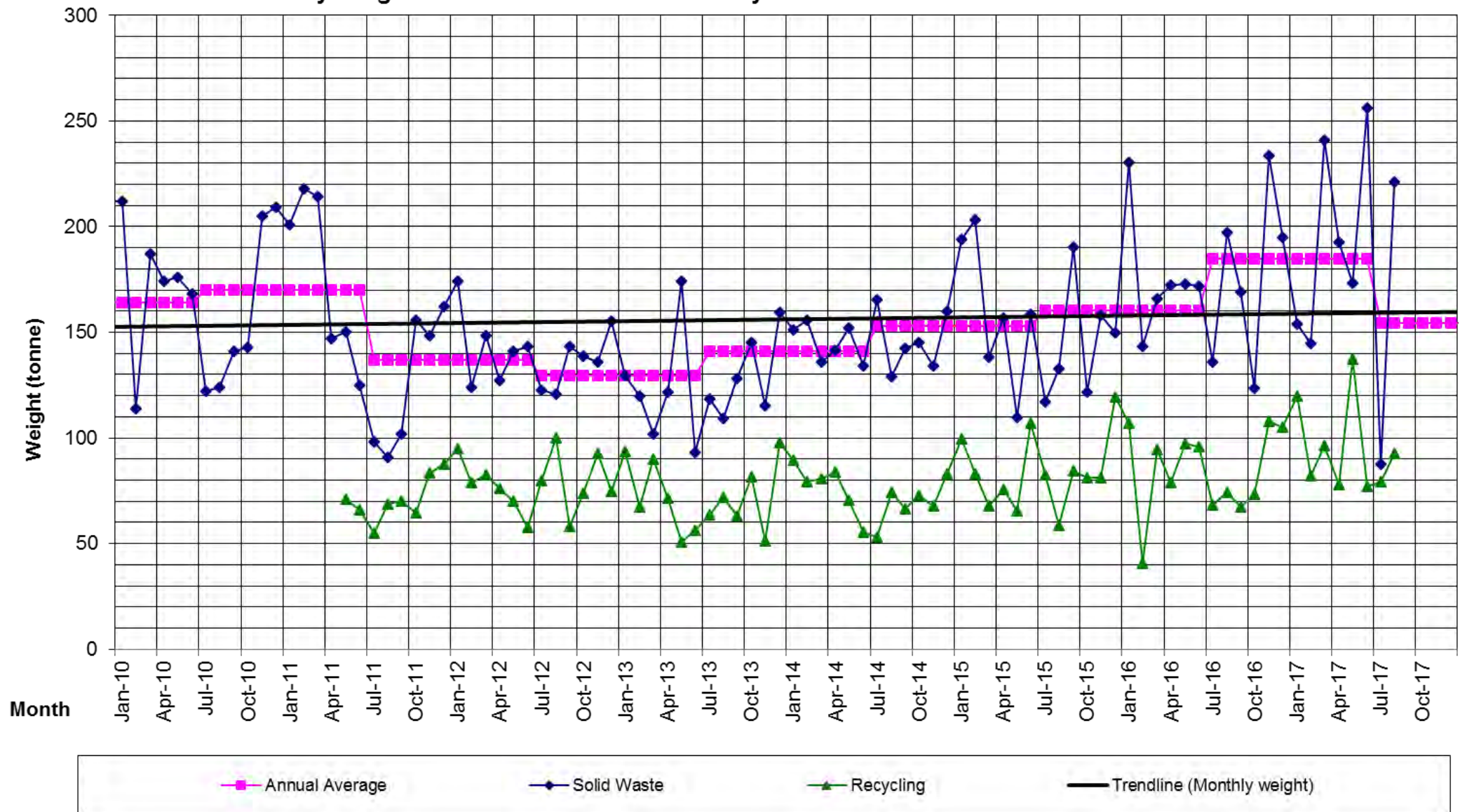


# Water use South Wairarapa District Council



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

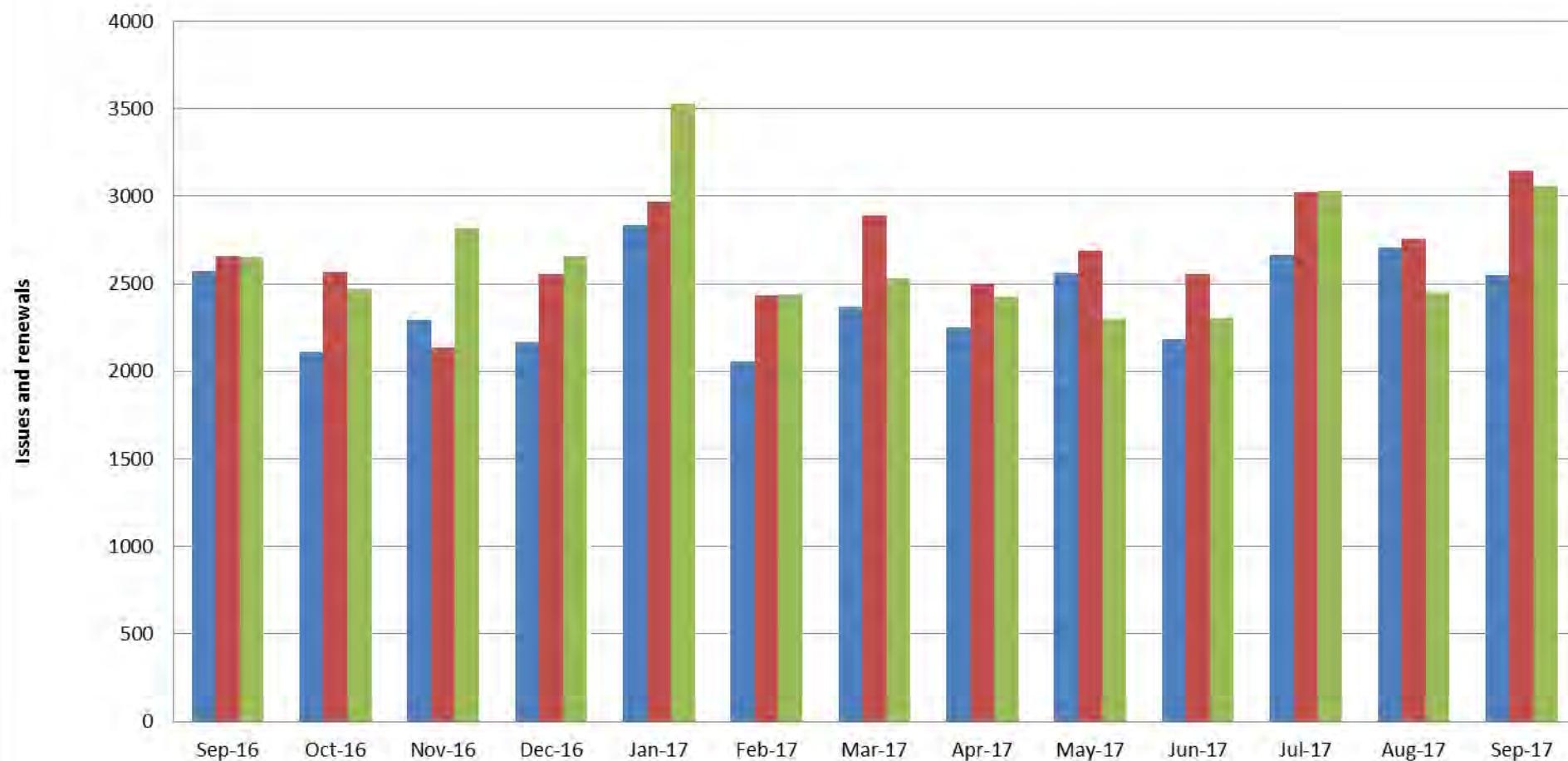
Monthly weight of waste transferred to Bonny Glen



## **Appendix 3 – Library statistics**

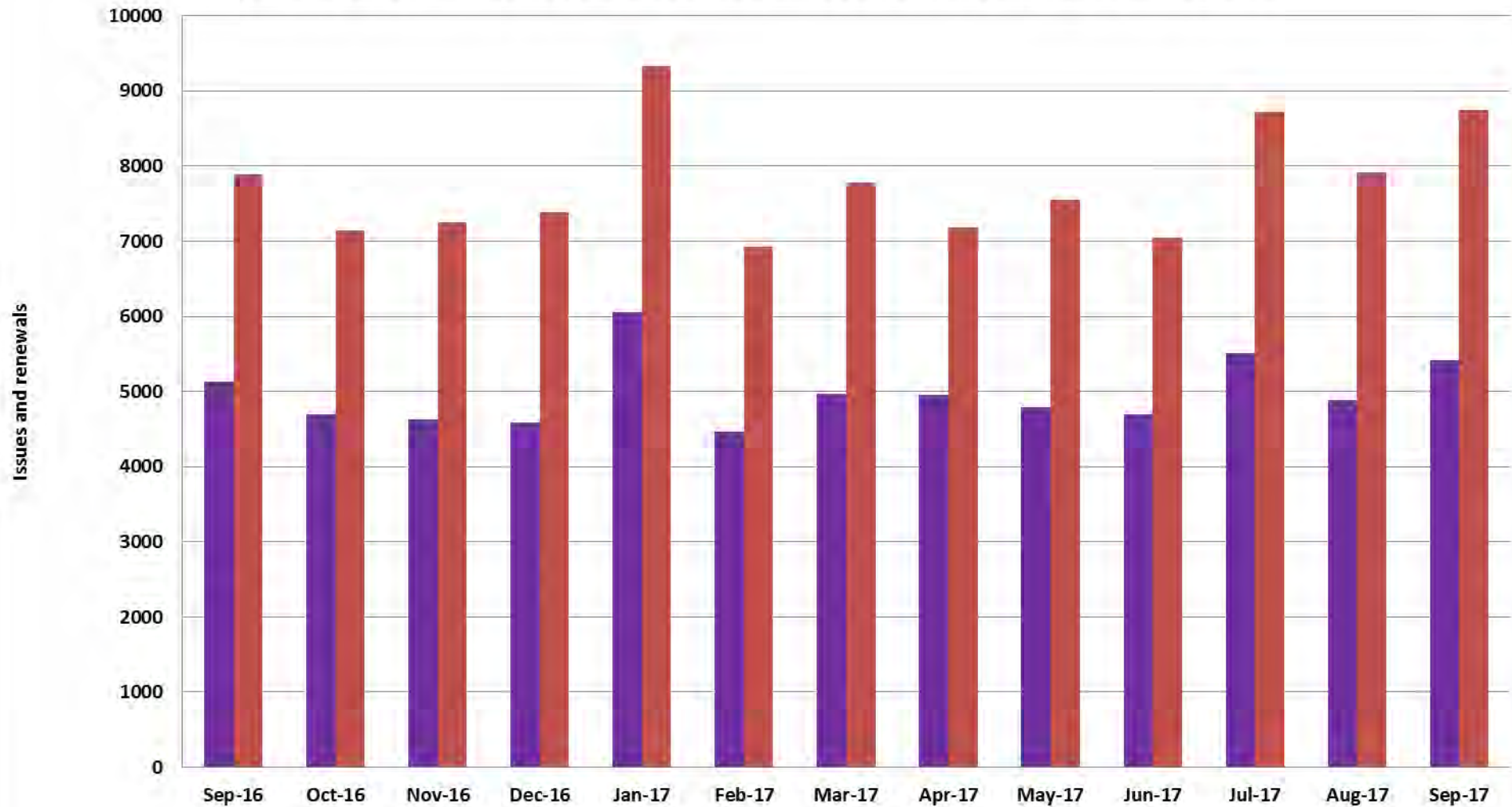


## South Wairarapa libraries - issues and renewals to September 2017



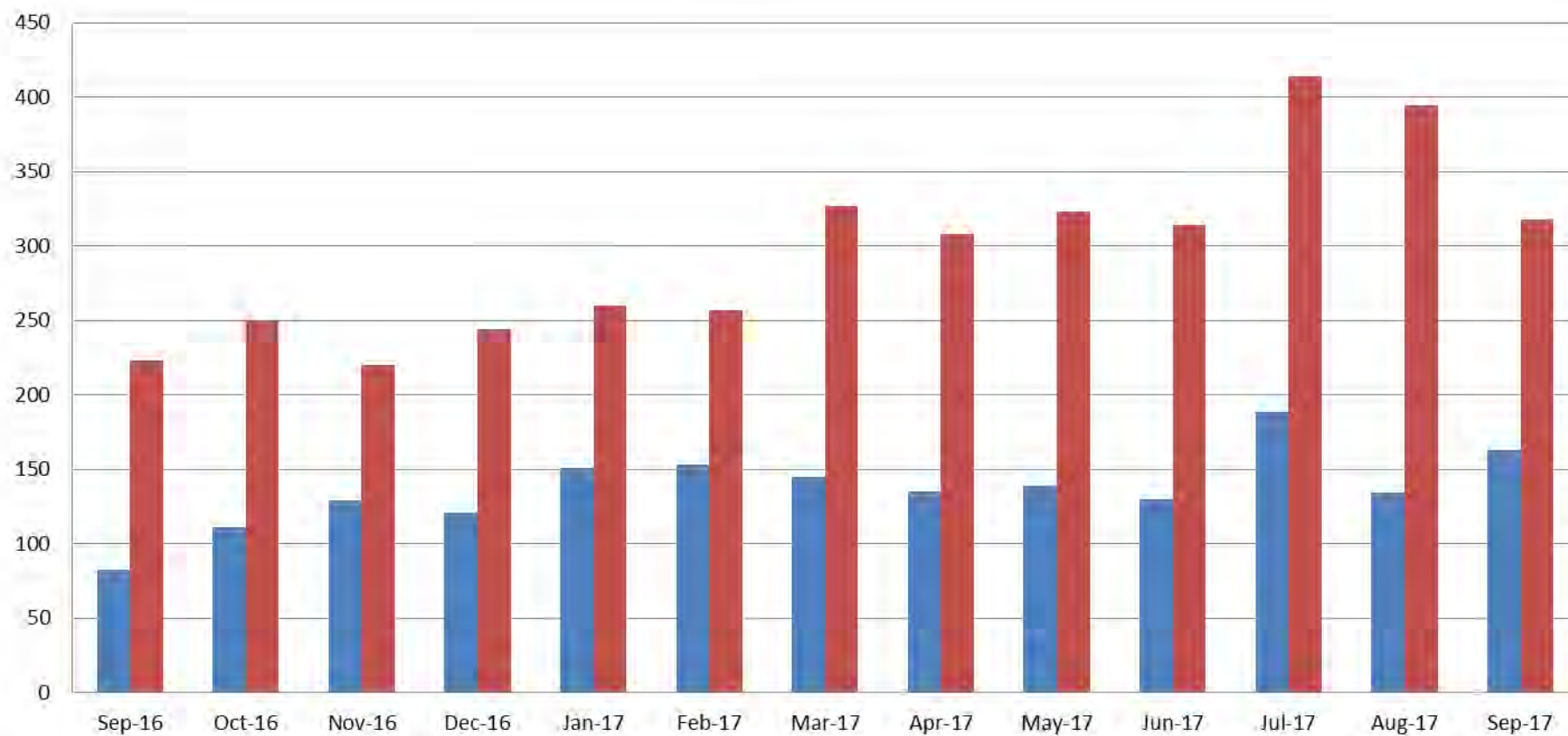
	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
Featherston	2574	2113	2296	2167	2836	2057	2369	2254	2563	2186	2663	2707	2550
Greytown	2659	2567	2136	2556	2967	2432	2888	2503	2687	2558	3023	2756	3143
Martinborough	2654	2467	2819	2661	3526	2442	2529	2427	2302	2306	3027	2451	3058

## Wairarapa Library Service - issues and renewals to September 2017



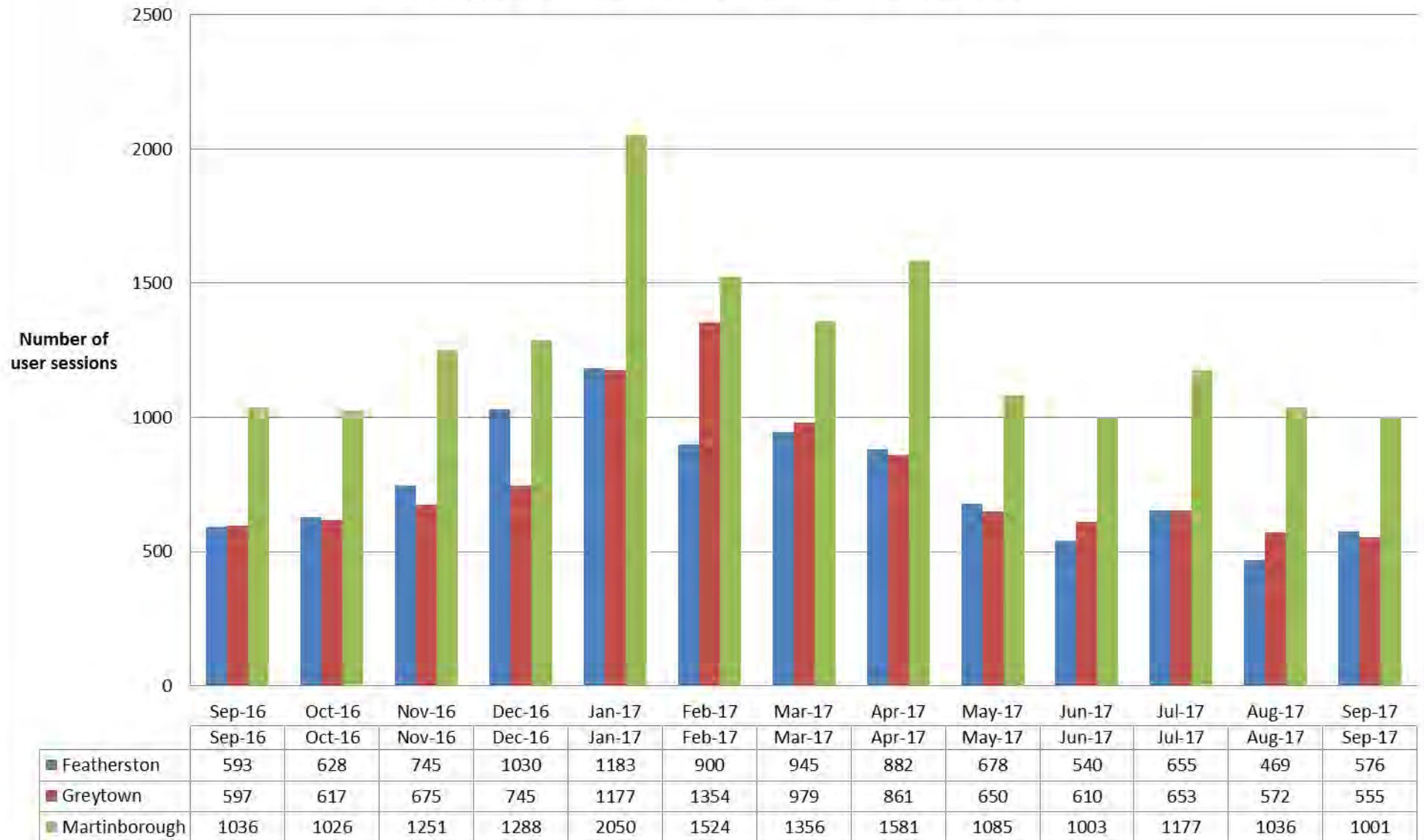
	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
Carterton	5126	4698	4629	4586	6051	4468	4972	4951	4794	4694	5505	4887	5422
South Wairarapa	7887	7147	7251	7384	9329	6931	7786	7184	7552	7050	8713	7914	8751

## Wairarapa Library Service - audio and e-book issues to September 2017



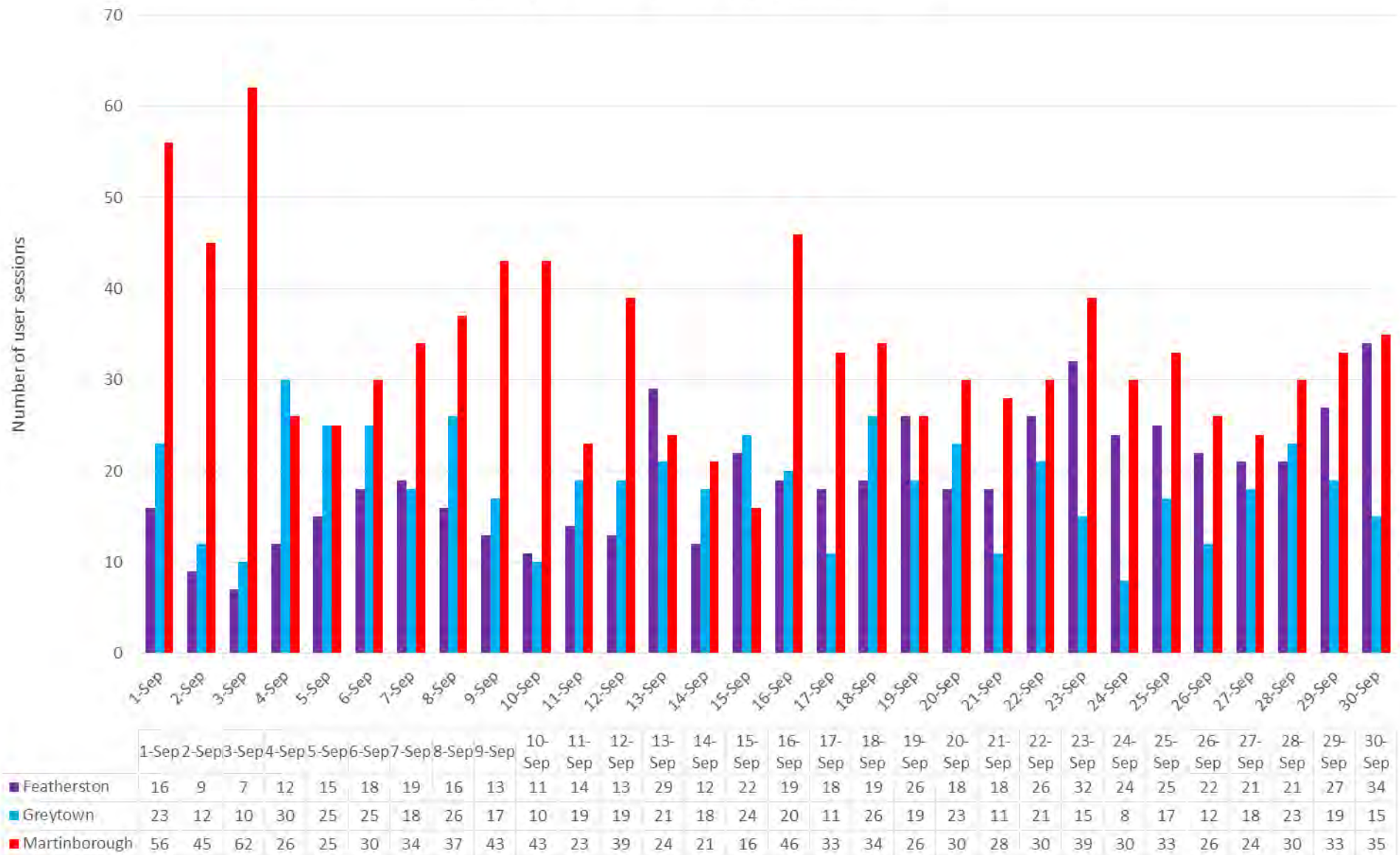
	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
Audiobooks	82	111	129	121	151	153	145	135	139	130	188	134	163
E-books	223	250	220	244	260	257	327	308	323	314	414	394	318

## APNK Wi-fi user sessions to September 2017





Library wifi user sessions September 2017



# GREYTOWN COMMUNITY BOARD

22 NOVEMBER 2017

## AGENDA ITEM 7.2

### GREYTOWN SCHOOL STUDENTS' SUGGESTIONS FOR KOWHAI RESERVE

#### **Purpose of Report**

To inform Community Board members of the suggestions put forward for Kowhai Reserve from Greytown School and provide recommendations.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receives the Greytown School Students' Suggestions for Kowhai Reserve Report.*
2. *Works with the students to develop and cost their suggestions to ensure budget provision for the items selected for implementation.*

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

Students from Greytown School have written to council suggesting a number of improvements for Kowhai Reserve. The students have identified a lack of amenity in the Reserve. Their suggestions are referred to the Community Board for consideration. The Reserve has no management plan and no improvements are currently planned. The Board has the opportunity to develop a modest vision for the reserve by working with the students to implement some of their proposals. Implementation and ongoing maintenance costs need to be considered and if necessary included in the Board's submission to the Long Term Plan.

#### **2. Background**

The Room 6 students at Greytown School have been doing a unit on environment and looking at their local green spaces. They have identified areas for improvement, particularly at Kowhai Reserve, and written letters to council outlining their suggestions. Seventeen letters focus on Kowhai Reserve and one on O'Connor's Bush – the letters are attached as Appendix 1. The students will be making a presentation during the public participation portion of the 22 November meeting.

### 3. Discussion

#### 3.1 Kowhai Reserve

##### 3.1.1. Background on the reserve

Kowhai Reserve is a quarter acre section on East St. It is not a gazetted reserve - it is land in fee simple owned by Council – and therefore does not require a Reserve Management Plan. Council has previously looked at selling the land, but was unable to find a buyer due to the fact that a one of the water races is piped through it from west to east, which limits the potential for building. During the 1990s, the then Greytown Borough Council had a programme of giving “birth trees” to the local families with newborn babies, and many of these were planted in Kowhai Reserve. Apart from the seven trees, the amenities of the park are basic – lawn and two picnic tables. There are no current plans for improvements to the Reserve.

##### 3.1.2. Student suggestions

The students made a number of suggestions to beautify the park and increase its amenity for users. The majority recommended installation of at least one rubbish bin, and action is already underway to procure and install one, to be serviced with the other street bins. The students are very keen to attract more birds, and recommended more trees and plants, and the provision of bird feeders. Having a paved path was seen as important, and several students were keen on the establishment of a vegetable garden.

**Table 1 – summary of suggestions**

<b>Suggestion</b>	<b>No. of times suggested</b>
Rubbish bin(s)	16
More trees and plants	16
Bird feeders	13
Paved paths	5
Wooden seats	1
“Rainbow” rubbish bins	1
Little vegie garden	4
Flowers	1
Pond	1
BBQ	2
Stream with toy boats	1
Tree house	1

##### 3.1.3. Officer’s response and recommendations

- 3.1.3.1 As noted above, the proposal to install a rubbish bin is being actioned, although guidance from the Board on the style of bin, rainbow or otherwise, is requested.
- 3.1.3.2 The reserve may be able to take a few more trees, although care will need to be taken to ensure planting is not over underground water race – the Community Board may wish to

- consult the Tree Advisory Group with a view to planting additional trees with the students next Arbor Day.
- 3.1.3.1 In terms of other plants, any additional planting will incur further operating costs to maintain. Annuals are not recommended, as having the highest ongoing cost. A bed of low maintenance native plants would be attractive and require less maintenance, and again the Board may wish to involve the students in planting.
- 3.1.3.4 The students are planning to make bird feeders themselves, and these could be installed with the assistance of Board **members and the council's parks and reserves contractors.** Some ongoing agreement with the students would be required to ensure that the bird feeders are restocked and maintained.
- 3.1.3.5 Further seating would also incur a cost to procure and install as a concrete pad is required for any seat to facilitate ease of mowing. Cost could be reduced if the Board approached the Greytown Menz Shed for assistance to make the seats and this may create an opportunity for student involvement in design and even construction.
- 3.1.3.6 The provision of at least one path would add amenity to the reserve over the winter when the grass is likely to be wet. A simple lime path would be cheaper than a concrete or asphalt path. If the Board agrees to the installation of a path, members may wish to involve the students in its design.
- 3.1.3.7 A vegetable garden requires ongoing commitment to plant and maintain, and the cost of this is not something which can be borne by council. If there is a genuine need for a community vegetable garden, and available volunteers to run it, then Collier Reserve might actually give greater scope. It should **also be noted that Sarah's Garden in Stella Bull Park has fruit trees and is maintained by volunteers.**
- 3.13.8 Pond or stream – the water race is piped where it passes through the north-eastern side of the property but is open on the properties to the east. It could be altered to run in an open channel, but this would be a lot of costly work for little benefit.
- 3.1.3.9 The proposal for a treehouse would take some work to explore, as it is not known whether any of the existing trees could sustain the weight of a structure. Additionally, as play **equipment, any treehouse would require an area of "soft fall"** beneath it, and there would be ongoing costs for regular inspection and maintenance. The presence of a treehouse, while attractive for the students, might serve to discourage visits from the birds which the students are keen to attract, therefore a treehouse is not recommended.

### **3.2 O'Connor's Bush**

One student has focussed on O'Connor's Bush, recommending more rubbish bins and the installation of bird feeders. It should be noted that council maintains a possum control programme in the Bush and anything which might attract possums and vermin, such as food, is discouraged in the

interests of the preservation of the native plants. The Board may wish to take further advice from the Friends of O'Connor's Bush.

### **3.3 Financial Considerations**

Long Term Plan budget preparation is currently under way. If the Board wishes to approve suggestions which have capital and ongoing operating costs, then this should be included in **the Board's submission to the Long Term Plan**. Capital costs for the proposals above are relatively minor, and the Board may wish to contribute to this from its own funds, or to work with the students to raise funds. Those suggestions which require ongoing maintenance will need additional provision in the parks and reserves operating budget.

## **4. Conclusion**

**The students' letters have highlighted their** view of the lack of amenities in the Kowhai Reserve and offer a vision for future improvement. The majority of suggestions have cost implications, and the Board will want to consider funding options and implications.

It is recommended that the Board work with the students on costing, funding and implementation of the suggestions that Board members wish to pursue. The involvement of the students in the implementation of their suggestions will provide an opportunity both for learning and for developing a sense of ownership of local amenities.

## **5. Appendices**

Appendix 1 – Letters from Greytown School Room 6

Contact Officer: Helen McNaught, Amenities Manager

Reviewed By: Mark Allingham, Group Manager Infrastructure Services

# **Appendix 1 – Letters from Greytown School Room 6**

South Wairarapa District Council,  
19 Kitchener Street,  
Martinborough, 5711  
South Wairarapa



15.10.17

To whom it may concern,

Thank you for taking the time to read our letters.

Room 6 at Greytown School have been working on a unit about our environment, looking at the Green Spaces in our local areas. We visited O'Connors Bush, Kowhai Reserve, Sarah's Garden and spaces within our Greytown School grounds.

The students have identified positive aspects they liked about the parks and green spaces and areas of weaknesses that they think should be improved to make the green spaces more inviting and more interesting.

We have then written persuasive letters to try and encourage people who control and maintain these area to make some improvements such as putting in rubbish bins at Kowhai Reserve in Greytown, community vegetable gardens and a BBQ pitt so that people can have picnics and enjoy the space.

We would love to see a couple of these suggestions put into action and we ourselves will be making Bird Houses/Feeders as the action to the end of our unit.

We look forward to hearing from you.

Regards,  
Miss Megan Jacobson  
Room 6 Teacher  
Greytown School  
East Street,  
Greytown

Noah

Greytown School

East Street, Greytown, 5713

New Zealand

6/9/17

Dear South Wairarapa District Council

I'm writing to suggest that you put in a few rubbish bins in Rowhai park because then it would be litter free! It would protect the birds. Also it would help people not to litter. Secondly I think you should put in more trees I believe, it would encourage birds to come. Also it would provide oxygen. It would help make shade. Thirdly I think you should put in bird feeders it would attract birds. It would give the park a song. Then it would be the best



park in greytown

Yours sincerely,

Noah

caleb

Greytown School

East Street, Greytown, 5713

New Zealand

19/9/17

Dear

~~Mr South~~ South Wharfedale  
coun cil

I suggest that we should  
put rubbish bins, bird feeders  
and more trees in Kowhai Park.  
firstly I think we need  
rubbish bins do you  
want people to have picnics  
and leave their rubbish  
lying around? No neither  
do I. So we need to  
put in a rubbish bin or two.  
secondly bird feeders it  
will attract birds that is  
good because birds eat

insects and spread seeds.  
thirdly more trees for shade  
on a hot day and to encourage  
birds also.

Yours sincerely,

Calvin

Renebentleard

Greytown School

East Street, Greytown, 5713

New Zealand

18/9/17

Dear Council

I believe Kowhpi park it needs  
Rubbish bins trees and bird feeders.  
Firstly we need Rubbish bins  
because if we have picnic table  
but no rubbish bins people will  
leave there rubbish behind.  
Secondly we need trees it  
will make it a beautiful.  
Thirdly we need bird feeders  
because it will attract more  
birds. I think this will  
make Kowhpi park a  
better place. Yours  
Sincerely Renebentleard

Hunter

Greytown School

East Street, Greytown, 5713

New Zealand

12/9/17

Dear council

Can we add some more trees  
because it would attract more  
birds.

I want more paths <sup>thru</sup> so people  
can walk around wit out walking  
on the plants.

Also some more wooden seats  
for people to have picnics.

Finally some rainbow rubbish bins.

Thes things might attract  
more people and birds.  
yours sincerly Hunter

Olivia

Greytown School

East Street, Greytown, 5713

New Zealand

Dear councillor

We need to put in O'Connors  
bush bird feeders and bins.  
we need more bird feeders  
because we need more birds  
we need more bins because  
we put our trash in the bin  
to save the environment  
and the birds.  
By adding these things we  
will make O'Connors Bush a  
better place.  
Yours sincerely Olivia.

Isabella

Greytown School

East Street, Greytown, 5713

New Zealand

14/9/17

Dear South Wairarapa Council

I suggest that Kowhai park should have a little vege garden, Rubbish bins, trees, bird and flowers and bird feeders and BBQ and shade. Firstly I suggest that you should put a little vege garden that people can come and take the fruit and eat it. Secondly I suggest you should get rubbish bins because people can have a picnic and people can put rubbish in the Rubbish bins. Thirdly I suggest that you should put more

Rowhai trees in because  
when we went there we  
think there was one Rowhai  
tree.

Yours sincerely,

Isabella



Nico

Greytown School

East Street, Greytown, 5713

New Zealand

11/9/17

Dear South Wairarapa Council

I suggest a Stone Path, some Plants and some more trees and a Pond. Firstly I want trees and they provide oxygen, shade and a home for birds. Secondly I would like to see a Path as it would show people where to walk and encourage them to come in and use the park. Thirdly more Plants and a Pond would make it attract ducks, birds and some colours to make it look good. With these things Kowhai Park will be inviting and fun to visit.

Yours sincerely,

Nico

Kane

Greytown School

East Street, Greytown, 5713

New Zealand

13/9/17

Dear South Waikato Council

I suggest that Kowhai  
park should have a  
BBQ and rubbish bin and a  
stream and some tables  
so they can have  
a BBQ.

Do you know why we  
need a BBQ and rubbish bins?  
Because they can eat or  
cook their food it will  
encourage people to have  
picnics at Kowhai park and  
to use it more often.

Also I believe Rubbish bins  
So they can put the  
Rubbish in the bin is  
stand of the birds  
eating it and dying. And  
more trees so there is more  
shade and a tree house  
and some toys in the  
tree house and a  
vegetable garden.

Yours sincerely,

from Kane

Greytown School

East Street, Greytown, 5713

New Zealand

Dear Council,

I think Kowhai Park  
needs more trees and plants  
which brings more birds  
and life. Maybe some  
bird feeders too. As  
far as I know there  
are only seven trees  
and no bins so people  
are \* littering because  
they are too busy to  
find one around town.

Yours sincerely  
OSKAR

Heath

Greytown School

East Street, Greytown, 5713

New Zealand

11/9/17

Dear South Wairarapa Council

I suggest that you should put more trees, more rubbish bins and a bird feeder in Kowhai park because its currently looking a bit boring. If you put more trees in you can put some bird feeders and trees give shade and oxygen and you should put in rubbish bins. They are needed so the park is litter free and more picnics can be had there. They could also be painted to make it more colourful and you should put some bird feeders

in Kowhai park to attract birds  
and then the birds will spread  
seeds and pollen. Adding these  
things will make Kowhai  
Park a much more interesting  
place to visit.

Yours sincerely,

Heath Dunnet

Talia

Greytown School

East Street, Greytown, 5713

New Zealand

11/9/17

Dear South Wairarapa Council

I suggest that we should put  
a pathway, rubbish bins and  
more trees in Kowhai Park.

The pathway will invite people  
to visit and to ~~take~~ walks.

We could add vege  
gardens at Kowhai park. So  
people can pick veges  
for their families.

By adding rubbish ~~the~~ bins to  
stop birds eating the rubbish.



By adding trees it will attract more birds, provide for them home and them shade for visitors too.

If we ask for volunteers and donations the cost will be small to the council and it will make Kowhai Park a much better and enjoyable place for everyone.

Yours sincerely,

Talia. Silenomy F...

5/9/17

Greytown School

East Street, Greytown, 5713

New Zealand

Hannah

Dear Council

I suggest that we should put some bird feeders, plant more trees and put in rubbish bins in the Kowhai Park.

Firstly I think putting in more bird feeders will attract birds, make it more beautiful and have more songs.

Secondly more trees will make it more foresty, beautiful and more people will want to visit.

Lastly if there are picnic tables what are the point of them if there are no rubbish bins? First

the rubbish gets left lying around,  
secondly birds might eat it  
and thirdly people who are too  
lazy to put rubbish in bins can  
see them and put rubbish in.

Fourthly they could look colourful  
and attract more people.

We could ask if the Clarville  
Nursery could donate some  
plants and the wood company  
could donate some wood for  
the bird feeders.

We could start up a working bee  
for Kowhai Park to donate  
stuff for these things.

With the addition of bird feeders  
trees and bins Kowhai Park could be a  
great place and get a lot of use!

Yours sincerely,

Hannah Druzianic

Jamie

Greytown School

East Street, Greytown, 5713

New Zealand

5/9/17

Dear South Wairarapa Council

I suggest that we should put rubbish bins in Kowhai park and some more trees and some bird feeders please.

Firstly we should put some rubbish bins in because it would be litter free! Also we keep the birds safe.

secondly we should put more trees in because it will look better and more birds will come and they will create shade.

Thirdly we should put some bird feeders in because more birds

will come and it will be more  
songful. Also it will make it a  
more pretty sight to see. At the  
moment Kowhai park is boring  
and I think that we  
should put bird feeders and  
trees and rubbish bins in to make  
it look better.

Yours sincerely,

Jamie Mills

Amela Didsbury

Greytown School

East Street, Greytown, 5713

New Zealand

11/9/17

Dear Greytown Council

I suggest that we should put rubbish bins, trees & plants in Kowhi Park to make it more inviting for people to visit.

Firstly- I think we should put rubbish bins so it is litter free so people can put their rubbish in the bin & so they don't litter. Secondly- I think we should put more trees in because if it is called Kowhai Park why is there no kowhai tree so it looks pretty & shade. Thirdly- I think we should put plants in to make it pretty so it brings more bees & bugs and so it looks

looks tidy.

By adding rubbish bins, trees & plants we will be making Kowhai Park an even better place.

Yours sincerely,

Amelia Didsburg

Bella Field  
Southwairapa Council

Greytown School

East Street, Greytown, 5713

New Zealand

11/19/17

Dear Southwairapa Council

I Suggest that we should put a pathway, rubbish, plants in the Kowhai park. Firstly I think we should put a pathy because it will look pretty on Coloufil and it will stop children stepping on them. Secondly - we should put rubbish bins because it will make it pretty and the bird will not die and it will be a better place thirdly I think we should put make replace the cut down trees. it will attract more birds and oxygen and we can feed them every day. By adding a pathy and putting in rubbish bins and the Kowhai park it up to enjoy and



use it for ~~lot~~ of yess.

Yours sincerely,

Bella Field

11/9/17

Greytown School

East Street, Greytown, 5713

New Zealand

Bonnie G.

Dear Council

I think Kaurhai park should have more tree's, rubbish bins, vegetable gardens and barbecues. Firstly the trees will make more shade. Secondly they will attract more birds and bugs. Thirdly to look more interesting. I also think we should put in rubbish bins. What is the point having picnic tables without bins. We also should put in a barbecue to attract people to have their picnics. This will make more people come and visit. Also we should

put in a veg garden. 60 people  
in the community can share and  
grow their own food. Also for  
another garden. Finally adding these 4  
things I think it will make  
more people visit and make  
Kaukhai Park a great place.

Yours sincerely,

Bonnie Griffiths

Matthew

Greytown School

East Street, Greytown, 5713

New Zealand

13/9/17

Dear South Wairapa Council

I suggest that we put  
some more tree's in to  
attract more bird's and  
birds feeders to attract  
bird's. We should put  
some rubbish bin's in  
Kowhai park a bird's house  
might be nice for the

bird's So they stay  
dry for a while.

Yours sincerely,

md + the w

Logan;

Greytown School

East Street, Greytown, 5713

New Zealand

13/9/17

Dear Wawa/afa cove

I suggest that you put more trees  
in Kahai Park, birds too. Also put  
rubbish bins in too.

Firstly trees will provide shade.  
Secondly it will attract birds.  
Thirdly it will provide oxygen

In my opinion rubbish bins  
would stop people from  
chucking it on the ground secondly  
it is good for the environment.

I think that you should put

birds in there too. I think that  
it would be nice too because to listen  
to the bird songs. Secondly more people  
will want to visit. Thirdly they will  
carry pollen around. I am sure  
that this will make Rowley Park  
and winter ten mega ~~with~~ will  
~~domest~~ domestic wood and supply.

Yours sincerely,

Logan-Peter Jacquery

# GREYTOWN COMMUNITY BOARD

22 NOVEMBER 2017

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## AGENDA ITEM 7.3

### ACTION ITEMS REPORT

#### **Purpose of Report**

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

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the information.*

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

Action items from recent meetings are presented to the Community Board for information. The Chair may ask the Chief Executive for comment and all members may ask the Chief Executive for clarification and information through the Chair.

If the action has been completed between meetings it will be shown as 'actioned' for one meeting and then will be remain in a master register but no longer reported on.

#### **2. Appendices**

Appendix 1 - Action Items to 22 November 2017

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive



# **Appendix 1 – Action Items to 22 November 2017**

Ref #	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
43	3-Feb-16	Resolution	Leigh Hay	GCB RESOLVED (GCB 2016/06) to approve a budget of up to \$1,000 to remove old Greytown entrance way signs. (Moved Cr Craig/Seconded Stevenson) Carried	Actioned	In Commitments 13/4/17: This should take place within the next month. Permission for consent has being lodged with NZTA
240	27-Apr-16	Resolution	Mark	GCB RESOLVED (GCB 2016/17) to support the submission of Graeme Gray, representing the Greytown 2000 Project, to update the Greytown Cemetery name boards, including burials and cremations, in the immediate future. (Moved Cr Craig/Seconded Hay) Carried	Open	19/5/16: Advised that the Wairarapa Branch of the Society of Genealogists has been approached looking for volunteers to work through the update as there is currently no staff capacity. No time-frame for completion but the project has started. 07/06 Genealogists have a team to work on this, preliminary meeting next week 22/07 Genealogists under way with compiling revised list to update sign 7-2-17 Still underway 05/12 Genealogists are almost finished with their work, just waiting on final spreadsheet 03/03/17 Genealogists touched base to say they are about two weeks away from being finished with their work. Tirsh and Helen to meet with them when they finish, and then plan the updated signage 24/5/17 Geanealogists' material now ready to be turned into signs as soon as Trish and Helen have time to format the text 05/10/2017 Planned for completion by end of October 09/11/17 Delayed - aiming for completion by Christmas <i>(this action is to remain live until completed)</i>
60	1-Feb-17	Action	Paul	Review the proposed Greytown CDEM Community Response Team's TOR for uniformity (as compared to the Featherston and Martinborough documents), against WREMO's contracted responsibilities and Councils standard templates	Actioned	
218	26-Apr-17	Resolution	Mark	GCB RESOLVED (GCB 2017/26): 1. To receive the Action Items Report. (Moved Hay/Seconded Rainford) Carried 2. That the chain across the western entrance of	Actioned	24/6/17 Awaiting start of new Ops Manager at City Care 7/6/17: GCB request a response by the 15 June, with a view to having a new walkway access system in

Ref #	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
				O'Connors Bush be removed and that a wooden barrier similar to the one at the eastern end of the walkway be installed. (Moved Gray/Seconded Rainford) Carried		place by 30 June 19/6/17 Job is now with City Care for action 14/08 City Care no longer have builder on staff; referred to one of our other building contractors for pricing and action 23/09/17 Waiting on builder 05/10/17 Planned for completion by end of October 11/10/17: Leave the O'Connors Bush walkway chain unsecured until the end of daylight savings pending no vandalism to the area. Action closed, but review the situation in 6 months.
223	26-Apr-17	Resolution	GCB	GCB RESOLVED (GCB 2017/31): 1. To receive the Poppy Road Signs Project. 2. To identify possible locations for remembrance as part of the Poppy Road Signs Project. (Moved Hay/Seconded Rainford) Carried	Open	6/6/17: GCB supporting the project and to identify suitable locations
401	19-Jul-17	Resolution	Mark	GCB RESOLVED (GCB 2017/54): 1. To note the existing agreement with CityCare to pay \$120 per month to maintain (planting, weeding and watering) seven wine barrels along Greytown Main Street and that from 17 February 2017 only four barrels remained. 2. To request a credit from CityCare dating from the 17 February 2017 for three barrels per month (two were removed and one replanted with a laurel) and to note that only \$68.56 is approved as an ongoing monthly amount for care of the four remaining barrels. 3. To reject the submitted quote from CityCare for barrel maintenance noting that the new price offered by CityCare represents a 35.24% increase which is unreasonable. (Moved Hay/Seconded Cr Craig) Carried	Open	31/07/17 Referred to City Care for comment/action 16/08/17 Still awaiting response from City Care Kyra has been dealing with the financials; GCB has made alternative arrangements - need to discuss with paul as he followed up the commboard unsure of result - kyra
412	19-Jul-17	Action	Mark	Provide a report on whether the existing maintenance schedule for the Greytown Town Centre dated November 2010 (pgs 55-57) is being	Actioned	The Management Plan for Greytown Town Centre is currently under review. The review will compare scheduled work in the plan with work actually carried

Ref #	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
				followed, provide a list of proposed maintenance items and dates for the 17/18 year, and provide an update on a replacement solution for the pebbles around the oak trees		out, and recommend any changes. The review is expected to be completed in October 2017 for reporting to the November meeting. 27/09/17 Pebble mats - options paper to October 2017 GCB meeting
497	30-Aug-17	Resolution	Mark	GCB RESOLVED (GCB 2017/67): 1. That a credit of \$205.76 be requested from City Care due to overcharging of the water barrelling agreement and that the Greytown Community Board do not want City Care to continue with watering the barrels. 2. To remove the City Care barrel watering commitment of \$800. 3. Add a commitment of \$170 per month for watering the town barrels payable to Greytown Early Years. (Moved Cr Hay/Seconded Craig) Carried	Open	Kyra now dealing with (early years commitment in for fin year) working with Paul to sort the City care issue - kyra
502	30-Aug-17	Resolution	Jennie	GCB RESOLVED (GCB 2017/72): 1. To receive the Chairperson's Report. 2. To receive the pool report and to approve a cost of \$2,000 plus GST for purchase of an inflatable slide. 3. To note that it was anticipated that the cost of the slide to the Community Board would reduce as grant funding was allocated. 4. To approve a cost of \$154.99 for purchase of ink for computer by Chair. (Moved Cr Ammunson/Seconded Stevenson) Carried	Actioned	
506	30-Aug-17	Action	Mark	Follow-up progress for issuance of work orders for the removal of invasive weeds and trees in Soldiers Memorial Park to halt their seeding into O'Connors Bush (old man's beard, privet and cotoneaster)	Actioned	Email sent 3 July 2017 Logged in CEM for removals. Replanting to be winter 2018
507	30-Aug-17	Action	Leigh Hay	Review and discuss with Council's Amenities Manager the Stella Bull Park Management Plan	Open	

Ref #	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
				alongside the Lions proposal to build a two seater heritage style swing and convey a decision to the Greytown Lions		
598	11-Oct-17	Resolution	Paul	GCB RESOLVED (GCB 2017/81): 1. Receive the information. 2. To decline the request for financial assistance from White Ribbon Riders as it falls outside the grant criteria. (Moved Hay/Seconded Gray) Carried	Actioned	They have been advised
599	11-Oct-17	Resolution	Mark	GCB RESOLVED (GCB 2017/82): 1. Receive the Replacement Cover for Tree Pits Report. 2. To advise officers that the preference for the replacement covering for the Greytown Town Centre tree pits is option 3.1.2. (Moved Hay/Seconded Cr Ammunson) Carried	Actioned	13/10 Noted - will get underway
600	11-Oct-17	Resolution	Paul	GCB RESOLVED (GCB 2017/83): 1. To receive the Notice of Motion submitted by Mike Gray requesting support of the establishment of a Greytown Emergency Preparedness Liaison Group. 2. To defer consideration of the notice of motion until after a Greytown Community Board workshop and subsequent report back to the January 2018 meeting. (Moved Hay/Seconded Rainford) Carried	Open	
601	11-Oct-17	Resolution	Jennie/Helen	GCB RESOLVED (GCB 2017/84): 1. To receive the Chairperson's Report. (Moved Hay/Seconded Gray) Carried 2. To approve \$500 for Leigh Hay's travel costs to attend the award dinner for NZ's most beautiful towns in Hawkes Bay in October 2017. (Moved Rainford/Seconded Gray) Carried 3. To receive the Greytown Early Years report and approve a cost of \$538 plus GST from the beautification budget, for the purchase and	Open	1 to 5 Actioned. 9/11 Have been working on Stella Bull powerbox with Dave Patten as we need to separate the power supply for the park lighting and the sculpture as well as the new outdoor powerbox from the power supply for the Old Library so that the Design Library doesn't end up paying for all the power. Waiting on pricing - hope to get done by Christmas

Ref #	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
				transport costs of a bench seat; J Mitchell (Moved Hay/Seconded Rainford) Carried 4. To receive the St John's 3 seater bench report and approve a cost of \$718.10 plus GST from the beautification budget, for the purchase and transport costs of a bench seat; J Mitchell (Moved Hay/Seconded Rainford) Carried 5. To approve a cost of up to \$1,500 for purchase of wine barrels and plants from the beautification budget. (Moved Hay/Seconded Cr Ammunson) Carried 6. To receive the Stella Bull Management Plan report and as per the Management Plan request Council install a powerbox to the rear of the old library for use on market days and festivals. (Moved Hay/Seconded Rainford) Carried		
651	11-Oct-17	Action	Mark	Instigate repairs to the Greytown Town Centre kitchen server slide	Open	
652	11-Oct-17	Action	Jennie	Remove the City Care commitment of \$822.72 and add a commitment of \$150/month for Greytown Early Years	Actioned	
653	11-Oct-17	Action	Paul	Arrange for Jeremy Holmes, WREMO, to attend the Community Board workshop to discuss community hubs	Open	

# GREYTOWN COMMUNITY BOARD

22 NOVEMBER 2017

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## AGENDA ITEM 7.4

### INCOME AND EXPENDITURE STATEMENTS

#### **Purpose of Report**

To present the Community Board with the most recent Income and Expenditure Statement for the 17/18 year.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Income and Expenditure Statement for the period 1 July 2017 – 31 October 2017.*

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

The Income and Expenditure Statement for 1 July 2017 – 31 October 2017 is attached in Appendix 1. The Chair may ask the Chief Executive for comment and all members may ask the Chief Executive for clarification and information through the Chair.

#### **2. Appendices**

Appendix 1 - Income and Expenditure Statement for the period 1 July 2017 – 31 October 2017

Contact Officer: Suzanne Clark, Committee Secretary

Approved By: Paul Crimp, Chief Executive

**Appendix 1 – Income and  
Expenditure Statement for  
the period 1 July 2017 – 31  
October 2017**



<b>Greytown Community Board</b>		
<b>Income &amp; Expenditure to 31 October 2017</b>		
	<u>INCOME</u>	
	Balance 1 July 2017	12,245.47
	Annual Plan 2017/18	26,868.00
	<b>TOTAL INCOME</b>	<b>39,113.47</b>
	<u>EXPENDITURE</u>	
	Members' Salaries	5,238.06
	Mileage reimbursements	83.22
	<b>Total Personnel Costs</b>	<b>5,238.06</b>
28/09/2017	Pinter inks - Leigh Hay	154.99
7/09/2017	AP Local Governmen Annual CBD levy 2017/18	216.67
	<b>Total General Expenses</b>	<b>371.66</b>
31/08/2017	AP Greytown Trails Grant-maintain Gtn rail trail/promotion	1,000.00
0/01/1900	AP Wairarapa U13 b GCB grant-attending Hockey tournament in	500.00
	<b>Total Grants</b>	<b>1,500.00</b>
	<b>TOTAL EXPENDITURE</b>	<b>7,109.72</b>
	<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>32,003.75</b>
	<u>LESS: COMMITMENTS</u>	
	Salaries to 30 June 2018	10,675.94
	Remove Old Welcome to Greytown Signs	1,000.00
	Rseource Consent for Barrels	360.00
	Inflatable Slide	2,000.00
	Local Government annual CBD levy 2017/18	216.67
	Greytown early Years - watering town barrels	1,530.00
	NZs Most Beautiful towns awards dinner travel - Leigh Hay	500.00
	<b>Total Commitments</b>	<b>16,282.61</b>
	<i>add back Mileage not budgeted for as decision by remuneration authority not made when AP finalised</i>	<b>83.22</b>
	<b>BALANCE TO CARRY FORWARD</b>	<b>15,804.36</b>

<b>Greytown Beautification budget</b>	
<b>Budget</b>	
2013/2014	10,300.00
2014/2015	10,000.00
2015/2016	10,220.00
2016/2017	10,460.00
2017/2018	10,710.00
<b>Total Budget</b>	<b>51,690.00</b>
<b>16/17 expenditure</b>	
Flag makers GTN branded flags	1,498.54
Leafland plants for wine barrels	1,836.00
Power services	595.00
Farmlands	252.00
Lamb-Peters wine barrel stencils etc.	287.00
Lansdown nursery - herb plants	105.00
<b>15/16 expenditure</b>	
Marks signs	380.00
<b>14/15 expenditure</b>	
City care - entrance way project	8,716.72
City care - entrance way project	1,953.83
<b>13/14 expenditure</b>	
City care	1,106.80
<b>Total Expenditure</b>	<b>16,730.89</b>
<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>34,959.11</b>
<u>LESS: COMMITMENTS</u>	
C Turvey 3D Designs - options welcome to greytown signs	2,000.00
Bench seat - cost and freight	538.00
Bench seat - cost and freight	718.10
Barrels and plants	1,500.00
<b>Total Commitments</b>	<b>4,756.10</b>
<b>BALANCE TO CARRY FORWARD</b>	<b>30,203.01</b>

# GREYTOWN COMMUNITY BOARD

22 NOVEMBER 2017

## AGENDA ITEM 7.5

### APPLICATIONS FOR FINANCIAL ASSISTANCE

#### **Purpose of Report**

To present the Community Board with applications received requesting financial assistance.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Applications for Financial Assistance Report.*
2. *Consider the application from Greytown Rotary against the grant criteria and consider allocating the requested \$350 to assist with the costs associated with the Greytown Christmas Parade and Christmas Market.*
3. *Consider the application from Snita Ahir-Knight against the grant criteria and consider allocating the requested \$655.22 excl GST to pay a one-third of the total cost for 20 Greytown residents to attend a Red Cross psychological first aid course in order to build capacity support to help people after a disaster.*

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

The Community Board has delegated authority to make financial decisions within the confines of the allocated and available budget as shown in the Income and Expenditure Report.

Applications will be provided to members in confidence.

#### **2. Criteria**

The criteria of the grant are:

To be eligible, applications must be from non-profit organisations for an essential social service or a recreational, cultural, educational or sporting purpose located or operating in the Greytown Ward of the South Wairarapa District. Grants are considered throughout the year.

1. Applicants need not be incorporated bodies, but the Board must be satisfied that they are responsible organisations which will be fully accountable for any grants they receive, have relevance to the

Community and do not qualify for Creative Communities New Zealand funding.

2. Successful applicants are required to expend grants received within six months of payment being made. A request must be made, should an extension of time be needed.
3. An accountability in report form (form will be supplied), together with evidence of the expenditure of a grant received (copies of invoices or receipts) is required within three months of a grant being expended.
4. The maximum grant will be \$500 unless special circumstances are considered to exist. (GST will be added to grants approved for GST registered applicants).

### **3. Accountability Reports**

<b>Applicant</b>	<b>Status of Accountability Forms for Previous Grants</b>
Greytown Rotary	No outstanding accountability forms
Snita Ahir-Knight (Psychological Support Group)	No outstanding accountability forms

Contact Officer: Suzanne Clark, Committee Secretary

Approved By: Paul Crimp, Chief Executive

# GREYTOWN COMMUNITY BOARD

22 NOVEMBER 2017

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## AGENDA ITEM 7.6

### GREYTOWN TOWN CENTRE – MAINTENANCE SCHEDULE PROGRESS REPORT

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#### **Purpose of Report**

To inform Community Board members of the progress against the Greytown Town Centre maintenance schedule and plans for 2017/18 and outyears.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receives the Greytown Town Centre – Maintenance Schedule Progress Report.*

## **1. Executive Summary**

Budgets and maintenance spend for the Greytown Town Centre (GTC) are tracking with those proposed in the Management Plan of 2010. However, increased costs (mainly due to health and safety requirements) and unplanned/unexpected works mean that some elements in the Plan are running behind schedule, in particular, external and internal repainting. The review of the Management Plan currently being done will allow more accurate forecasting of future costs so that necessary maintenance and refurbishment work is done to extend the life of the building. A catch-up is in place for 2017-18 to ensure the exterior paintwork is done. Enhancements are planned as part of a number of projects for 2017-18.

## **2. Background**

A management plan was developed for the Greytown Town Centre building in 2010. The plan contains costings and suggested intervals for planned maintenance, replacement and repainting for the years 2010/11 to 2019/20. At the meeting of 18 July 2017, Greytown Community Board asked for a report on whether the plan was being followed and a list of maintenance items and proposed dates for the 2017/18 year.

### **3. Discussion**

#### **3.1 Management Plan**

An internal review and update of the management plan is still a work in progress. An analysis of operational budgets and spending since 2010/11 shows that actual spend has generally been equal to or greater than the budgets proposed by the Management Plan. **The Plan's operational budget** increased by a factor of 3% each year; actuals and budget have followed this trend, although the majority of the maintenance spend has tended to be on unplanned and/or unexpected items rather than as proposed in the Management Plan. In addition, many of the recommended budgets in the Management Plan are well below actual costs – among other things, changes in health and safety legislation have had a considerable impact on prices. The 2017/18 budget has been increased to allow for a catch-up on some of the planned items as well as at least one major improvement.

All items in the Management Plan which are required as part of the **building's annual Building Warrant of Fitness have been completed each year.**

The main area where the plan has not been followed is in repainting, both internally and externally. External painting was proposed at seven year intervals, with work due at 2012/13 and again at 2019/20. Lack of operating funds has prevented this work from happening but it is budgeted for the 2017/18 year. Interior repainting was proposed to be staggered across 2014/15 and 2015/16. In fact, a portion of the work was done in those years, but escalating costs (mainly due to the health and safety requirements around scaffolding) mean the interior repaint is not yet fully completed.

#### **3.2 2017/18 maintenance plans**

Routine maintenance services will include:

- window cleaning
- general cleaning
- public toilet cleaning
- fire and security system maintenance and testing
- elevator servicing
- grounds maintenance
- heating and ventilation system servicing.

Additional maintenance/refurbishment tasks and enhancements planned include:

- upgrading of light fittings in WBS room
- exterior repainting
- addition of external access from McMaster St, allowing the Forum to be closed off during the day while retaining access to the library
- spouting/storm-water improvements
- replacement of tree-pit coverings with grates.

### **3.3 Long Term Plan**

Additional maintenance/refurbishment work to be included in the Long Term Plan for outyears includes:

- repainting of roof
- finish interior repainting including painting or replacement of wall finishes in toilets
- stripping and re-polishing of timber floors
- replacement of luminaires in Forum/Library.

## **4. Conclusion**

The review of the Management Plan currently underway will ensure that budgets for future years are more accurately forecast and that necessary maintenance and refurbishment work is done to extend the life of the building. A catch-up is in place for 2017-18 to ensure the exterior paintwork is done. Enhancements are planned as part of a number of projects for 2017-18.

## **5. Appendices**

Appendix 1 – Greytown Town Centre Management Plan Summary

Contact Officer: Helen McNaught, Amenities Manager

Reviewed By: Mark Allingham, Group Manager Infrastructure Services

# **Appendix 1 – Greytown Town Centre Management Plan Summary**



The planned maintenance programme for GTC is summarised as follows:

Asset Type	Asset Component	Maintenance treatment	Frequency	Cost Estimate <sup>3</sup>	Estimate Confidence Grading
<b>External</b>					
Roof	Roof cladding	Repaint	Every 7 years	\$1,000	C
Spouting	Chimneys/vents	Repaint	Every 7 years	\$500	C
	Guttering and spouting	Clean	Annually	\$500	C
Exterior walls	Horizontal timber weatherboards	Repaint	Every 7 years	\$750	C
		Repaint	Every 7 years	\$6,000	B
		Clean	Annually	\$500	B
Joinery	Translucent insulated cladding (north side)	Clean	Annually	\$500	B
	Zincalume cladding	Clean	Annually	\$750	B
	Windows timber double-hung	Repaint	Every 7 years	1,200	B
	Windows timber fixed	Repaint	Every 7 years	1,200	B
Glazing	Windows new type	(See renewals)			
	Louvre vents joinery	(See renewals)			
Doors	All glazing	Clean (internally and externally)	6- monthly	\$500pa	B
	Clerestorey glazing (fly tower)	Clean	6- monthly	\$300pa	B
	Doors - solid timber	Repaint	Every 7 years	\$300	B

<sup>3</sup> Based on cost adjusted report- Greytown Town Hall Refurbishment: Assessment of Ongoing Costs – Draft 1 dated 15 April 2005, prepared by Opus International Consultants.

Asset Type	Asset Component	Maintenance treatment	Frequency	Cost Estimate <sup>3</sup>	Estimate Confidence Grading
	Doors – external	Repaint	Every 7 years	\$300	C
Stairs & balcony	Stair treads	Recoat	Every 4 years	\$500	B
	Stairs and banisters	Repaint	Every 7 years	\$500	B
	Balcony	Repaint	Every 7 years	\$500	B
Foundations	Foundation and piles	Inspect	Every 5 years	\$500	B
Grounds	Paving – motor vehicles	Repair	Every 5 years	\$1,000	C
	Road markings – parking area	Repaint	Every 5 years	\$250	B
	Paving pedestrian areas	(see renewals)	Every 5 years		
	Trees and plantings	Arboriculture	Annually	\$500pa	C
<b>Internal</b>					
Ceilings	Forum ceiling	Repaint	Every 8 years	\$3,500	C
	Library and commercial areas ceiling	Repaint	Every 8 years	\$11,500	C
Walls	Forum walls (10m height)	Repaint	Every 8 years	\$10,500	C
	Library walls (10m height)	Repaint	Every 8 years	\$8,500	C
	Commercial area walls	Repaint	Every 8 years	\$11,500	C
Flooring	Lower level timber floors	Polish	Every 10 years	\$6,500	B
	Amenity area linoleum floors	(See renewals)			
	Commercial area and mezzanine floors	(See renewals)			

Asset Type	Asset Component	Maintenance treatment	Frequency	Cost Estimate <sup>3</sup>	Estimate Confidence Grading
Joinery	Internal doors	(See renewals)			
	Kitchen joinery	(See renewals)			
<b>Services</b>					
Plumbing and drainage	Kitchen fittings	(See renewals)			
	Toilet and bathroom fittings	Repair	Every 5 years	\$750	C
	Water supply connection to boundary	(See renewals)			
	Wastewater connection to boundary	(See renewals)			
Electrical	Light fittings - fluorescent	Replace lamp	Every 2 years	\$750	B
	Light fittings Hi bay	Replace lamp	Every 2 years	\$1,750	B
	Electrical fittings	(See renewals)			
Heat. & Vent AC	Fixed heaters	Service	Annually	\$150	D
	Ventilation ducts and outlets	(See renewals)			
Other	Elevator	Service	Monthly	\$8,700pa	D
	Smoke and heat alarm detection systems	Service	3- monthly	\$1,000pa	D

Table: Planned maintenance and refurbishment programme

#### 4.5.5 Unplanned maintenance

Unplanned maintenance is generally the result of corrective or repair work carried out in response to reported problems or defects associated with parts of the building or associated mechanical and/or electrical equipment. While planned maintenance will reduce the incidence of unplanned maintenance, there will always be an element of

# GREYTOWN COMMUNITY BOARD

22 NOVEMBER 2017

## AGENDA ITEM 9.1

### CHAIRPERSON REPORT

#### Recommendations

The chairperson recommends that the Community Board:

1. *Receive the information.*
2. *Approve a cost of \$195+GST for the installation of Town Hall Xmas decorations and refreshment of ribbons.*
3. *Approve a cost of up to \$3,000+GST for promotional material.*
4. *Approve a cost of up to \$595+GST for installation of flags including traffic management plan.*
5. *Approve a cost of up to \$500+GST for a community event to celebrate win for Best Town.*
6. *Approve a cost of 2 x \$288.89 each \$577.78+GST for purchase of bench plaques.*
7. *Write a letter to thank Janie Nott for all her hard work time and trouble to create a painting for the Chorus cabinet art project.*

#### 1. Topic 1 – Installation of Xmas Decorations

Installation of Town Hall Xmas decorations and refreshment of ribbons for decoration as per attached letter.

*Recommendation to approve a cost of \$195+GST Installation of Town Hall Xmas decorations and refreshment of ribbons*

#### 2. Topic 2 –New Promotional Material for “NZ’s Most Beautiful Small Town 2017”

To celebrate our success for winning “NZ’s Most Beautiful Small Town 2017” and to leverage off advantages for our town we have developed a range of promotional tools to use. These include banners, flags, signs, stickers, DL brochure promoting Greytown, email signature material, ads for Greytown businesses. ***This material is free for all Greytown businesses.*** Also included is a framed certificate for the town Hall.

*Recommendation to approve a cost of up to \$3,000+GST for promotional material*

This is to be funded by the Greytown Community Board beautification fund. SWDC have also contributed \$1,000 towards this.

### **3. Topic 3 – Installation of New “Best Town” Flags**

Installation of New Flags (Greytown most beautiful small Town in NZ 2017) inc cost of traffic management plan.

*Recommendation to approve a cost of \$595+GST Installation of flags inc traffic management plan.*

This is to be funded by the Greytown Community Board beautification fund.

### **4. Topic 4 – Greytown Community Celebration Event**

We plan to hold a celebration community event to mark our win as the most beautiful small town in NZ 2017. This will be held at 1.30-5.30pm Sunday 28<sup>th</sup> Jan “GREYTOWN CELEBRATION POOL PARTY, PICNIC & BBQ”, at Memorial Park. We plan to get all our local heroes together who contributed towards our win. Kapa haka group, local community groups, music from local entertainers, games, pool slide, friendly cricket match. We anticipate that most of the cost will be free however want to plan for any incidental costs such as event permits etc.

*Recommendation to approve a cost of up to \$500+GST.*

### **5. Topic 5 – 2 x Bronze Plaques for benches for Main St**

Payment for 2 x Bronze plaques (100mm x 50mm including 4 screw holes) to be put on 2 x benches paid for by the Greytown Community Board. We recommend using bronze as these last forever and are more visible. Plaque to read: : Benches given by the Greytown Community Board to celebrate being chosen as the most beautiful small Town 2017”

*Recommendation to approve a cost of 2 x \$288.89 each \$577.78+GST for purchase of bench plaques.*

### **6. Topic 6 – Dog Bag Disposal units**

We have requested 4 dog bag disposal units to be placed on Main St. We request that this is done by end November.

## **7. Topic 5 – 4 x New wine barrels for Main St**

These are to be planted on the weekend of 11/12 Nov in existing ½ size wine barrels. At this stage no large size barrels are available till May/April from vineyards at which time we will transplant trees into larger containers.

## **8. Topic 8 – Chorus project**

We have received a reply from Chorus turning down our painted Chorus box project on the basis we don't have enough graffiti! While that in itself is a good outcome I am dismayed that they did not tell us this in the first instance.

*Recommendation: To write a letter to thank Janie Nott for all her hard work time and trouble to create a painting for the project.*

## **9. Topic 9 – Stella Bull Management Plan**

We plan to hold a meeting for users groups and other interested parties in November/Dec 2017. The management plan was due for review in June 2016.

## **10. Appendices**

Appendix 1 – Quotes and Material to Support Recommendations

Written By: Leigh Hay, Chair Greytown Community Board

# **Appendix 1 – Quotes and Material to Support Recommendations**

Branding Ideas post Win-Greytown –Please note Te Hupenui will also go on all banners, billboard, Town Hall banner, DL flyer & A1 large posters.

1. **Bill boards** –Up for only one year. Cost. \$350 + GST.

I have spoken to Pope & Grey and do not believe we will need a permit for this as it is just new artwork on an existing sign. Use corflute's. Sign on Southern Side of Town is 1185 wide x 2590 high. The Sign Factory, Masterton



2. **Stickers for every business in Greytown** (approx. 100) for use in shop windows - DLhorizontal size. Same typefaces etc as above. Print Cost : 100 x A5 Outdoor grade window labels = \$311.00 + gst  
Plus extra 4x A4 sticker for Greytown Bus (slightly larger) Cost \$20  
Lamb Peters Print, Greytown



3. **Logos for auto signature and websites:** Same design as above

4.





**5. Vertical Banner for town Hall –for door of Town Hall**

Same design as billboard. Left Hand door only. Size. 630 wide x 1730 tall.

Cost from The Sign Factory, Masterton. \$108.99+GST PVC Banner



**6. A1 Posters for Info Centre etc**

3x posters for Info centre & Town Hall, SWDC Offices–Poster laminated = \$111.00

Lamb Peters Print, Greytown



7. Wide banner with eyelets to be used for events/Xmas Parade etc.3000 wide x 1000 high. Tx Banner can then be used elsewhere at events during the year. Recommended by The Sign Factory – Mesh Banner. Cost: \$225+GST Sewing Costs inc islets \$150 +GST



8. **DL Flyers for Info centre & I-sites** 2,000. Copy still to be written. 4 colour, 2 sides.  
**Cost: \$329+GST** Lamb Peters Print, Greytown
9. **Street Flags:** Same design as current flags but with words “Winner of NZ’s Most Beautiful Small Town 2017. One colour print with white words. No x 11. Cost: \$825  
Please note current flags will be taken down but will be able to be reused after Sept 2018.  
Bernie Riley, One Sourcenz
10. **Art Work Costs:** \$800.00

ADAM BLACKWELL  
Stun Advertising  
Level 1, 19 Blair Street  
PO Box 1, Greytown 5742  
Wellington, New Zealand

Total Costs: To come out of Beautification Budget. \$1,000+GST to come from Paul Crimp’s budget  
SWDC

### **Other Ideas for the Year to Leverage off Win during the Year**

1. Promotional item (recyclable jute bag ) for sale at shops. This has the beauty of hanging around and being in line with tag guidelines. Possible look. Jute bags still to be sourced at reasonable cost. Leigh to discuss with Fresh Choice, The Sign Factory, MDC
2. Ticker tape parade at Xmas Parade in Greytown. (see separate costs)
3. Work with real estate agents for auto signatures use in their copy etc. Email already sent to all Greytown Real Estates.
4. Work with accommodation providers for auto signatures use in their copy etc. Email to be sent to all Greytown Accommodation providers.
5. Social Media –some ideas around increasing our social media presence. Sound bites of what the win means to Greytown locals for Facebook boosts.
6. ?Ad in Wairarapa Lifestyle /Wairarapa Journal.
7. DW Website already has some notification.
8. Community Event end Jan “Greytown Celebration Pool Party, Picnic & BBQ (at Memorial Park) with Kaphaks Group, Local community Groups etc. Music from local entertainers, games, Pool slide, ?Friendly cricket match. End Jan 2018

9. **Art in Greytown event at Town Hall** “It’s a WIN –WIN Celebration” Greytown commemorates it’s win by joining forces with Marsden College (winner of the 2017 global Saatchi award winning Art project), to Greytown in collaboration with Kuranui College. Mid-winter 2018.
10. **Join Keep NZ Beautiful:** Joining Fee -Council <20,000 pop \$690.00

***Greytown***

# **MOST BEAUTIFUL SMALL TOWN IN NZ**

## **CONCEPTS**

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**V2  
NOV '17**

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*Greytown*  
**MOST  
 BEAUTIFUL  
 SMALL TOWN  
 IN NZ**

—  
 CONCEPT V2

WELCOME SIGN

*Greytown*  
**MOST  
BEAUTIFUL  
SMALL TOWN  
IN NZ**

—  
CONCEPT V2



**WINNER**

**NZ'S MOST  
BEAUTIFUL  
SMALL TOWN  
2017**

*Greytown*  
**MOST  
BEAUTIFUL  
SMALL TOWN  
IN NZ**

CONCEPT V2



*Greytown*  
**MOST  
BEAUTIFUL  
SMALL TOWN  
IN NZ**

CONCEPT V2







*Greytown*  
**MOST  
BEAUTIFUL  
SMALL TOWN  
IN NZ**

CONCEPT V2

BANNER



*Greytown*  
**MOST  
 BEAUTIFUL  
 SMALL TOWN  
 IN NZ**

CONCEPT V2

DL & A4 STICKERS



TE HUPENUI

WINNER  
NZ's MOST  
BEAUTIFUL  
SMALL TOWN  
2017

EST 1854



TE HUPENUI

WINNER  
NZ's MOST BEAUTIFUL  
SMALL TOWN 2017

EST 1854

*Greytown*  
MOST  
BEAUTIFUL  
SMALL TOWN  
IN NZ

CONCEPT V2

EMAIL SIGNATURE



*Greytown*  
**MOST  
 BEAUTIFUL  
 SMALL TOWN  
 IN NZ**

CONCEPT V2

AWARD DEVICE



A photograph of a woman with long dark hair wearing sunglasses and a pink sweater, standing next to a red bicycle with a wicker basket. She is in front of a two-story Victorian-style building with white railings and a sign that reads "THE WHITE SWAN". Other people are visible walking on the steps leading up to the entrance.

# - GREYTOWN -

TE HUPENUI

WINNER  
NZ's MOST BEAUTIFUL  
SMALL TOWN 2017

EST 1854

Towns don't get much prettier than Greytown. It's known for its sophisticated shopping and great food, stunning character buildings and large trees. Visitors say it's not just a pretty face; they love Greytown's Victorian charm, beautiful countryside, friendly locals, history and Rail Trail.

We're just over an hour's drive or train north-east of Wellington. Greytown was established in 1854 as New Zealand's first planned inland town. Settled by early Wellingtonians who had finally found small affordable portions of farm land, the village was named in honour of Governor, Sir George Grey, in recognition of his commitment and support of their search.

[www.wairarapanz.com/greytown](http://www.wairarapanz.com/greytown) | [www.greytownvillage.com](http://www.greytownvillage.com)





## What to do in Greytown

**SHOP TILL YOU DROP:**

Our small, owner-operated stores offer quality, distinctive shopping. We don't do malls! Some stores are closed on Tuesdays.

**FEELING HUNGRY:**

Our restaurants and cafes are perfect for a casual relaxed lunch through to sophisticated dining with local wines. And of course we're home to Schoc Chocolate. It's all here.

**WANT TO BE ENERGETIC:**

Take your dog, bike or Nikes on the Woodside Rail. The 5km rail trail takes you through quiet farmland, native plantings and heritage trees to Woodside Station, with great views of the Tararua Ranges. In summer, the parklike Greytown Memorial Baths are cool for a dip. Or pick a spot along one of the rivers. Kapiti Gliding Club is based in Greytown, so gliding is taking off.

**EXPLORE THE PAST:**

In 1854 the first party of six intrepid souls, crossed the Rimutakas on foot and camped near Cobblestones. This pioneering museum is unique in New Zealand as it tells our history of living in rural NZ. Peek behind the surface and you will find rich tales of Greytown & the Wairarapa. Bring a picnic and spread out under the beautiful trees.

**Learn more about our beautiful town:**

[www.wairarapanz.com/greytown](http://www.wairarapanz.com/greytown)

[www.greytownvillage.com](http://www.greytownvillage.com)



*Greytown*  
**MOST  
BEAUTIFUL  
SMALL TOWN  
IN NZ**

CONCEPT V2

AWARD DEVICE

Craig Thorburn  
Grand Illusions, 107 Main St, Greytown.  
P: 304 8877 E: [grandillusionsgreytown@gmail.com](mailto:grandillusionsgreytown@gmail.com)



Friday, 10 November 2017

**Xmas Decoration 2017 –Greytown**

**Winner Of The Most Beautiful Small Town In NZ 2017**

It's That Time of the year again. We are hoping to have a co-ordinated approach to getting up our Xmas decorations in time for the festive season. As the winner of Most Beautiful Small Town in NZ we really want to show we deserve that title and showcase our amazing pride and community spirit in Greytown.

The plan is to get the Xmas decorations up as close as we can at the beginning of November. I have significant work commitments out of Greytown setting up Xmas shops around New Zealand so would really appreciate an early response. I have already purchased the new ribbon.

As you will be aware the weather last year was very windy and wet so I felt it was time to refresh the ribbons (which should hopefully last another 2 years). So please can you indicate for me whether you want me to install your decorations. I think the new ribbon is very important and is a minimal cost and will ensure consistency across Greytown. I am assuming that all businesses will want this.

Ribbon	\$40	Yes
Installation	\$75	

Payment should be made within 7 days of installation of wreaths. I have attached the GST invoices for you.

Happy Early Christmas

Craig Thorburn.



# GREYTOWN COMMUNITY BOARD

22 NOVEMBER 2017

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## AGENDA ITEM 9.2

### CHAIRPERSON REPORT

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<b>Topics for Discussion/Information with NZTA</b>
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1. Steep Gradient on road on Main St -difficulty for wheelchairs etc
2. Pedestrian crossing gradient -difficulty for wheelchairs etc
3. Install speed indicator signs on approach to Greytown (Nth& Sth ends)
4. Speeding on Main St-need for flashing light speed advisor
5. 70km speed sign on Sth end of SH2 between 100km & 50km signs
6. Move 50km signs on Wood & Kuratawhiti streets further up road.
7. Concerns expressed about the Kuratawhiti St/State Highway 2 intersection including a local who had the front of his car demolished by a truck travelling north. Many of the vehicles parked on SH 2 outside 64 Main Street obscure traffic travelling north and make this a dangerous place to exit from or cross over into Jellicoe St.
8. Difficulty seeing from Wood St onto Main St when attempting to turn right or cross over to Church St.
9. The corner of Humphrey Street and Main Street is dangerous due to traffic crossing from Humphry Street, Papawai Road, Main Street and out of the petrol station. This junction is very busy and will become more congested when housing in the new sub division is occupied. We have been asked to look at the feasibility of constructing a round about to deal with this problem. To solve a similar problem a round-about has been constructed in Carterton.
10. Would it be possible to have a further 50K sign on the North side passed the town centre as cars increase their speed at this point?
11. Could we further consider placing a ramp on Main Street to slow down traffic?

Written By: Leigh Hay, Chair Greytown Community Board



## **Greytown Community Board**

**15 November 2017**

### **Water Slide for Greytown Memorial Baths**

#### **Conditions and Management Use**

1. **2017/18 season** Slide to be put up on Saturday 2 December 2017 to Sunday 18 March 2018
2. To be taken down on Christmas Day.
3. To be placed on the left hand side of the pool (one lane in from side) away from racing lane.
4. Consideration should be given to position of starting blocks when putting up and down.
5. This should be put up daily for school holidays and weekends only in non-school holidays.
6. To be taken down for swim club meetings (training & club night Tuesdays & Thursday) and in high winds.
7. Install a sign indicating sliding ONLY no diving.

November 15, 2017

South Wairarapa District Council

**OWNERSHIP OF POOL SLIDE FORMALLY OWNED BY MARTINBOROUGH  
COMMUNITY BOARD**

This is to confirm that the Greytown Community Board has purchased the inflatable water slide from Martinborough Community Board at a cost of \$2,000 +GST.

This remains the property of the Greytown Community Board who are also responsible for regular maintenance costs.

This purchase agreement is effective from 1<sup>st</sup> October 2017.

Yours sincerely

Greytown Community Board:

Leigh Hay (Chair)

**MEMBER REPORT**  
for  
**Greytown Community Board Meeting**  
**22 November 2017**

<b>Member Name</b>	Ann Rainford
<b>Group Name</b>	Greytown Community Board
<b>Meeting Date</b>	Wednesday 22 <sup>nd</sup> November 2017
<b>Key issues from meeting</b>	<b>REPORT ON first Community Board Clinic held on Saturday 4<sup>th</sup> November 2017</b>
<b>Specific item/s for Community Board consideration</b>	<p><b>Purpose of Report</b> To provide feedback to Greytown Community Board (GCB) on the Community Board Clinic</p> <p><b>Recommended Action</b> It is recommended that GCB: 1.Receive this information</p>
	<p><b>1. Executive Summary</b> The first Community Board, run by Mike Gray and Ann Rainford took place at the Town Hall, Greytown on Saturday 4<sup>th</sup> November 10-12pm. Some good points were raised. Whilst the Community Board accepts that some initiatives may not be actioned it is really important that residents voice their opinions and put forward their ideas for consideration.</p> <p>Some Highlights The following ideas were introduced: -</p> <p><b>Traffic Issues</b> Traffic congestion at the South end of town and the need for a roundabout at the corner of Humphreys and Main Street. This intersection will become more problematic, with the</p>

	<p>growth of the new sub division off Humphrey Street</p> <p>A ramp needs to be inserted at the North end of Greytown to slow traffic down</p> <p>The insertion of a 50K sign North and South of the town centre might prevent traffic from speeding up at this point.</p> <p>The white marks indicating parking spaces in the library car park need to be repainted</p> <p>Parking outside the Plunket pre School is a hazard, as the pavement is not clearly delineated. Parents park across the pavement so the pedestrians have to walk out into the street.</p> <p><b>Environmental Issues</b></p> <p>We should have an inorganic rubbish collection three times a year and this needs to be better advertised. The collections need to be well spaced and information should go out with the local rates.</p> <p>The same resident asked whether a green waste collection could occur at the same time as the inorganic rubbish collection, as for elderly residents there is a problem in disposing of green garden waste.</p> <p>The pavements around the centre of Greytown need weeding regularly. One suggestion would be to set up a volunteer group to help with the weeding.</p> <p><b>Housing.</b></p> <p>We need smaller houses for an ageing population. Could we consider building semi- detached housing in new build areas?</p> <p><b>General issues</b></p> <p>What has happened to the proposal to build a toddlers swing in Stella Bull Park?</p>
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	<p>The same resident asked whether shelter could be provided around public seating in the park, to reduce the effects of the summer heat?</p> <p><b>Conclusions</b></p> <p>Good questions were raised at this community clinic</p> <p>As a Community Board we are committed to empowering Greytown residents and encouraging good initiatives, thereby growing local democracy and encouraging local decision making.</p> <p>The Community Board will continue to hold a clinic on the first Saturday of every month. We will continue to advertise and hope that community members drop in to see us</p>
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**MEMBER REPORT**  
**For Featherston, Greytown & Martinborough**  
**Community Board Meetings**  
**21 November 2017**

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<b>Member Name</b>	Robyn Ramsden Featherston Community Board
<b>Group Name</b>	Wairarapa Library Service
<b>Group Members</b>	Councillor Pam Colenso - SWDC Robyn Ramsden - SWDC Featherston Community Board Helen McNaught - SWDC Amenities Manager Councillor Ruth Carter - CDC Councillor Tracey O'Callaghan - CDC Anne Hughes - Carterton District Library Manager
<b>Meeting Date</b>	31 October 2017
<b>Key issues from meeting</b>	<ol style="list-style-type: none"> <li>1. Finished off the policy updates</li> <li>2. Discussed revenue from print material and fines</li> <li>3. Supervised visits are still happening in our libraries.</li> <li>4. <b>Robyn's annual plan submission to expand Featherston Library.</b></li> <li>5. Scheduled meeting for the rest of this year and next year.</li> </ol>
<b>Specific item/s for Community Board consideration</b>	None.
<b>General</b>	We had a really good forward focused meeting. We finalised the Policies which will now go to SWDC and CDC for confirmation.

# GREYTOWN COMMUNITY BOARD

22 NOVEMBER 2017

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## AGENDA ITEM 9.5

### CHAIRPERSON REPORT

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#### Recommendations

The chairperson recommends that the Community Board:

1. *Receive the information.*
2. *To approve a cost of up to \$1,000 + GST for promotion and support of the Hub and civil defence initiatives to promote public awareness in Greytown.*

#### 1. Civil Defence

Following on from Mike Gray's notice of motion presented to the Board on the 11 October, the Community Board met to discuss where to from here with regard to The Hub Guide and Civil Defence. Anne Rainford, Mike Gray, Jane Mills (WREMO) and myself were present. Christine Stevenson and Cr Margaret Craig sent their apologies.

After some discussion it was agreed that Mike Gray as the official GCB representative has the delegated authority to report back to the GCB and make recommendations. It was further decided that there was no need for a terms of reference or memorandum of understanding as Mike is the official Greytown Community Board appointee for Civil Defence and the Hub.

Following on from this it was decided an activation meeting be held on SUNDAY 18TH MARCH @ 1.25PM (timing because emergencies do not happen at regular times).

Mike suggested we invite Phil Pennington to attend and speak at the activation and has undertaken to invite him to attend.

The Board need to support the Hub and Civil Defence work, including this initiative.

Written By: Leigh Hay, Chair Greytown Community Board