

MARTINBOROUGH COMMUNITY BOARD

Agenda

NOTICE OF MEETING

An ordinary meeting will be held in the Supper Room, Waihinga Centre, Texas Street, Martinborough on Thursday, 27 May 2021 at 6:30pm.

MEMBERSHIP OF THE COMMITTEE

Mel Maynard (Chair), Aidan Ellims, Nathan Fenwick, Michael Honey, Cr Pam Colenso, Cr Pip Maynard and Alex Mason (youth representative).

PUBLIC BUSINESS

1. EXTRAORDINARY BUSINESS:

2. APOLOGIES:

3. CONFLICTS OF INTEREST:

4. ACKNOWLEDGEMENTS AND TRIBUTES:

5. PUBLIC PARTICIPATION:

5.1 Jenny Boyne – Coastal Reserves

6. 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.

7. COMMUNITY BOARD MINUTES:

7.1 Minutes for Approval: Minutes of the Martinborough Community Board meeting held on 29 April 2021.

Proposed Resolution: *That the minutes of the Martinborough Community Board meeting held on 29 April 2021 be confirmed as a true and correct record.*

8. CHIEF EXECUTIVE AND STAFF REPORTS:

- | | | |
|-----|-------------------------------|--------------------|
| 8.1 | Officers' Report | Pages 6-43 |
| 8.2 | Action Items Report | Pages 44-49 |
| 8.3 | Income and Expenditure Report | Pages 50-57 |

9. NOTICES OF MOTION:

- 9.1 None advised

10. CHAIRPERSON'S REPORT:

- | | | |
|------|--------------------|--------------------|
| 10.1 | Chairperson Report | Pages 58-63 |
|------|--------------------|--------------------|

11. MEMBER REPORTS (INFORMATION):

- 11.1 None advised

12. CORRESPONDENCE:

- 12.1 None



Minutes – 29 April 2021

- Present:** Mel Maynard (Chair), Michael Honey, Nathan Fenwick, Aidan Ellims (from 6.36pm), Councillor Pip Maynard, Councillor Pam Colenso and Alex Mason (youth representative).
- In Attendance:** Mayor Alex Beijen (to 7.35pm), Harry Wilson (Chief Executive) to 8.20pm, Siv Fjaerestad (Community Development Coordinator) and Steph Frischknecht (Committee Advisor).
- Conduct of Business:** The meeting was conducted in public in the Martinborough Town Hall, Texas Street, Martinborough between 6.30pm and 9.00pm.

1. EXTRAORDINARY BUSINESS

Ms Maynard explained the draft Martinborough Community Board Three Year Plan would be discussed as a minor matter under agenda item 10.1, the Chairperson Report.

2. APOLOGIES

MCB RESOLVED (MCB 2021/14) to receive lateness apologies from Aidan Ellims.

(Moved Fenwick/Seconded Cr Colenso)

Carried

3. CONFLICTS OF INTEREST

There were no conflicts of interest.

4. ACKNOWLEDGMENTS AND TRIBUTES

Councillor Maynard acknowledged the passing of Lola Kiel who had been instrumental in setting up Hau Ariki Marae.

Mayor Beijen acknowledged the passing of Elisabeth Westerhuis and Steve Davis. Mr Davis had served as a SWDC councillor and was a former principal of Pirinoa School.

Ms Maynard acknowledged South Wairarapa Rotary Club for a good outcome with the postponement of the Martinborough Fair.

Aidan Ellims joined the meeting at 6.36pm.

DISCLAIMER

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

5. PUBLIC PARTICIPATION

There was no public participation.

6. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS

There were no actions from public participation.

7. COMMUNITY BOARD MINUTES

7.1 Martinborough Community Board Minutes – 25 February 2021

MCB RESOLVED (MCB 2021/15) that the minutes and public excluded minutes of the Martinborough Community Board meeting held on 25 February 2021 be confirmed as a true and correct record.

(Moved Honey/Seconded Fenwick)

Carried

8. CHIEF EXECUTIVE AND STAFF REPORTS

8.1 Officer Report

Ms Fjaerestad tabled a presentation on community development in South Wairarapa and requested the support of the Community Board.

Mr Wilson responded to questions on the proposed Combined Council Dog Pound, scope of Provincial Growth Fund projects, fire hydrant servicing and peaks in outstanding rates.

Members requested receiving reports from inspections carried out at Pain Farm.

Members discussed roading matters including damage to side rails of a local bridge, surface flooding and involvement in the Innovating Streets programme. Mr Ellims tabled photos of road features introduced in Gore and members discussed the opportunity to implement ideas to improve road safety at intersections in Martinborough.

Mayor Beijen left the meeting at 7.35pm

MCB RESOLVED (MCB 2021/16) to receive the Officers Report

(Moved Cr Colenso/Seconded Ellims)

Carried

MCB NOTED:

Action 124: Hold a workshop to discuss opportunities for innovative safety improvements on Martinborough streets such as at the intersections of Venice/Jellicoe Streets and Princess/Kitchener Streets, MCB.

8.2 Martinborough CCTV Cameras Report

Mr Wilson advised of the need for a public authority to weigh privacy considerations against any evidence of a crime problem.

DISCLAIMER

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

Members discussed levels of offending and privacy considerations, and considered that the Council should not take over ownership.

MCB RESOLVED (MCB 2021/17):

1. To receive the Martinborough CCTV Cameras Report.
(*Moved Cr Maynard/Seconded Ellims*) Carried
2. To agree not to recommend to the Assets and Services Committee that Council investigate proposed ownership of CCTV cameras in the Martinborough community further.
(*Moved Fenwick/Seconded Honey*) Carried

8.3 Action Items Report

Members reviewed each of the outstanding action items, discussed further updates, and noted further actions as follows:

Action 125: Circulate inspection reports carried out on the Pain Farm Homestead and Cottage to Martinborough Community Board, E Stitt.

Members agreed to proceed with the planting of a Northern Rata tree at Centennial Park.

MCB RESOLVED (MCB 2021/18) to receive the Action Items Report.

(*Moved Cr Colenso/Seconded Fenwick*) Carried

8.4 Income and Expenditure Report

MCB RESOLVED (MCB 2021/19):

1. To receive the Income and Expenditure Statement for 1 July 2020 – 31 March 2021.
2. To receive the Pain Farm Statement of Financial Performance for 1 July 2020 – 31 March 2021.
(*Moved Cr Colenso/Seconded Ellims*) Carried

Mr Wilson left the meeting at 8.20pm.

8.5 Financial Assistance Report

Members discussed lack of available grant funds, the timing of future funding rounds and allocation of funds.

MCB RESOLVED (MCB 2021/20):

1. To receive the Financial Assistance Report.
(*Moved Fenwick/Seconded Honey*) Carried
2. To defer considering the grant application from Martinborough Music Festival Trust until the next available funding round in August 2021 due to a lack of available grant funds.
(*Moved Cr Colenso/Seconded Honey*) Carried
3. To close grant applications to the end of 2020/21 financial year due to a lack of available grant funds and refer applicants to the next available funding round in August 2021.
(*Moved Ellims/Seconded Fenwick*) Carried

MCB NOTED:

DISCLAIMER

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

Action 126: Amend the timing of Martinborough Community Board's grant funding rounds to bi-annually from August 2021 and report to the Board on its funding allocation for 2021/22 to allow the Board to set the grant pool for each funding round, K Neems.

9. NOTICES OF MOTION

There were no notices of motion.

10. CHAIRPERSONS REPORT

10.1 Chairperson Report

Members discussed progress on creating the Martinborough Community Board drop-in signboard, the process and channels to go through when obtaining new flags for FlagTrax, upkeep of flags, and adding more FlagTrax in Martinborough.

MCB NOTED:

Action 127: Investigate the process for submitting an application to South Wairarapa Rotary Club for funding of new FlagTrax in Martinborough subject to confirmation that the Martinborough Community Board is able to apply for external funding, Cr Colenso.

A draft Martinborough Community Board Three Year Plan was tabled. Members agreed to add to the Plan that "the Martinborough Community Board would prioritise and advocate strongly for our three waters" and discussed minor presentational and grammatical changes. Councillor Colenso undertook to make amendments as discussed and present a revised version to the next meeting for approval.

MCB RESOLVED (MCB 2021/21):

1. To receive the Chairperson Report
(Moved Cr Maynard/Seconded Fenwick) Carried
2. Approve funds of up to \$1,250 (excl GST) for payment of the ANZAC flags, to be funded from the beautification fund.
(Moved Ellims/Seconded Fenwick) Carried

MCB RESOLVED (MCB 2021/22):

1. Approve the Martinborough Community Board submission to the 2021/31 SWDC Long Term Plan.
2. Approved the Martinborough Community Board submission to the SWDC Spatial Plan.
(Moved Fenwick/Seconded Honey) Carried

Councillors Maynard and Colenso abstained

11. MEMBER REPORTS

There were no member reports.

DISCLAIMER

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

12. CORRESPONDENCE

There was no correspondence.

The meeting closed at 9.00pm.

Confirmed as a true and correct record

.....Chairperson

.....Date

DISCLAIMER

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

MARTINBOROUGH COMMUNITY BOARD

27 MAY 2021

AGENDA ITEM 8.1

OFFICERS' REPORT

Purpose of Report

To report to the committee on general activities.

Recommendations

Officers recommend that the committee:

1. *Receive the Officers' Report.*

PLANNING AND ENVIRONMENT GROUP REPORT

This report was presented to the Planning and Regulatory Committee on 12 May 2021.

1.1 Planning Services

For land uses and subdivisions robust and timely decision making has continued. We are still currently advertising and seeking to fill the vacant planning manager position. The team continues to be busy, including many queries regarding subdivisions, new dwellings, tiny homes. Staff have been giving helpful advice with some appreciative feedback provided. A few big projects have come to a close e.g. Plan Change 10 Notable Tree Register and some larger subdivisions are nearly finished, eg Pinot Grove. The community were excited and quite involved in the Spatial Plan topic. We had good Spatial Plan engagement meetings in each of the towns with positive feedback comments about a good transparent process, and the explanative information given.

1.2 Building Services

The level of building consent applications has continued to remain quite high. Timely processing has continued together with ongoing site inspections services. The team is experiencing an increase in consent applications (currently 66 more than the first 4 months last year) and requests for inspections. Currently there is around a one week wait for inspections. The contractors we use for processing consents are also experiencing high demand from the Councils they serve. This means we need to pick up more in-house, some processing times may be impacted. A staff member will be returning part time from maternity leave, which will help for our busy work volumes.

2. Environmental Services

Decisions and helpful advice in the areas of food safety, alcohol, bylaws work, and dog control has continued. From continued inspections work and we are ahead of premise's verifications benchmark. District dog registrations are at 98%. Environmental Health Officers chaired the Wellington EHO regional cluster group in late April, which was a big success. Our alcohol inspector has been doing compliance checks with various operators, to ensure good practice continues. Bylaws/Animal Control have been busy in the proactive education realm, including attending at the Dogs N Togs event in March. The team appreciated the previous praise conveyed by elected members.

3. Proposed Legislative Change to the RMA

The Government is delivering on its promise to reform the Resource Management system based on the comprehensive review led by former Appeal Court Judge Tony Randerson, published July 2020. The Resource Management Act 1991 (RMA) will be repealed and replaced with three new Acts:

- Natural and Built Environments Act (NBA) - to provide for land use and environmental regulation (this would be the primary replacement for the RMA)
- Strategic Planning Act (SPA) - to integrate with other legislation relevant to development, and require long-term regional spatial strategies.
- Climate Change Adaptation Act (CAA) - to address complex issues associated with managed retreat and funding and financing adaptation.

The Minister for the Environment David Parker has summed up the changes by stating as follows. "The new laws will improve the natural environment, enable more development within environmental limits, provide an effective role for Māori, improve housing supply and affordability.

Other key changes include stronger national direction and one single combined plan per region. There will be more focus on natural environmental outcomes and pursuit of better urban design.

Under the NBA there will be a mandatory set of national policies, standards to support the natural environmental limits, outcomes and targets specified in the new law. These will be incorporated into combined regional plans prepared by local and central government and mana whenua.

The Strategic Planning Act will integrate functions under the RMA, Local Government Act 2002, Land Transport Management Act 2003 and the Climate Change Response Act 2002 to enable clearer and more efficient decision-making and investment. The purpose is for new spatial strategies to enable regions to plan for the wellbeing of future generations, to ensure development and infrastructure occurs in the right places at the right times.

4. South Wairarapa Spatial Plan

In April the South Wairarapa Spatial Plan Consultation Document was out for feedback. In terms of submissions, at the timing of writing, the Spatial Plan had received a total of 180 submissions. Several submissions were sent in with detailed supporting text outlining various views.

5. District Plan Review

Boffa Miskell is supporting the review alongside officers and councillors of all three councils. District Plan Review Committee meetings and officer advisory group meetings continue to consider the extent of change needed for each chapter, and national planning standards. The DP review will be a mix of full review of key chapters, targeted review for some, and minor review. The review will be across 2021-2023 and any appeals sorted in 2024.

6. Dark Sky

For the draft Wairarapa International Dark Sky-Outdoor Artificial Lighting Plan Change, two submitters, Wairarapa Sports Artificial Surface Trust and Genesis Energy Ltd had wished to be heard. As a result of recent discussion meetings, matters have been resolved. There is no need for a hearing, and a commissioner will determine this Council initiated plan change.

7. Proposed Combined Council Dog Pound SWDC/CDC

A tender process was undertaken to provide requested costings information for a combined pound facility to serve both CDC and SWDC, for the site at Dalefield Rd, Carterton. This process ended on 7th April 2021. Unfortunately, no tenders were received from any firms for the proposed facility.

Accordingly, officers are researching land options within the SWDC region for a potential local solution. Also, part of this has involved thinking creatively, in terms of both design and construction, for a suitable animal shelter. A land option has been considered at 248 Lake Ferry Road, which is land currently used for the regions refuse site. There are 2 options for locations within this suggested site.

As to potential structure and design, the officers have made enquiries regarding the use of 20 foot and 40 foot shipping containers as the pound structure. SWDC officers have spoken to a very reputable supplier (Royal Wolf) who has a national presence and reputation. In addition, they have been at the forefront of design and construction of containers into structures to house people, civil defence offices, food outlets and dog shelter for the NZ Police. In talking to the supplier, they are comfortable with the design brief given to them. They were provided the requirements to meet disease management, climate control and security.

The company has provided an indicative list of requirements their container design can meet. They have indicated that the build time is 6 – 8 weeks dependent on current schedule.

This site has no amenities to connect to, therefore, there are unknown costs involving power, sewage & water connection, the land needs to be surveyed as the land is unknown under the surface. In addition, the land also has lease/rental questions.

Advantages

- SWDC will retain the pound in the region.
- The design is modular and therefore can move site, can be expanded.
- The cost fits with current numbers and budget currently set.
- innovative

Disadvantages

- untested design
- has not been fully costed of soils survey, resource consents with sceptic.

Once this latest option has been further explored, and associated matters investigated, we will provide a further update to the Committee.

8. Service Levels

8.1 Resource Management

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	RESULT	COMMENT SOURCE AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents' image of the closest town centre ranked "satisfied"	80%	89%	NRB 3 Yearly Survey October 2018 (2016: 87%)
The district plan has a monitoring programme that provides information on the achievement of its outcomes (AER's)		-	Consultants have established data to be recorded and stored to enable effective reporting against AER's in WCDP. A final monitoring strategy is still to be completed.

8.2 Resource Management Act Consents (Year to date 01/07/2020-31/03/2021)

SERVICE LEVEL – All resource consents will be processed efficiently.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	100%	Total 152/152
		100%	74/74 Land Use applications were completed within statutory timeframes. NCS
		100%	63/63 Subdivision applications were completed within statutory timeframes. NCS
		100%	15/15 permitted boundary activity applications were completed within statutory timeframes. NCS
s.223 certificates issued within 10 working days	100%	100%	55/55 s223 certificates were certified within statutory timeframes. NCS.
s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement)	95%	100%	45/45 s224 certificates were certified. NCS.

8.3 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%		G:\LIMs\LIMS PROCESSED 2020-2021
Standard LIMs are processed within 10 days	100%	92.57%	162/175 standard LIMs were completed G:\LIMs\LIMS PROCESSED 2020-2021

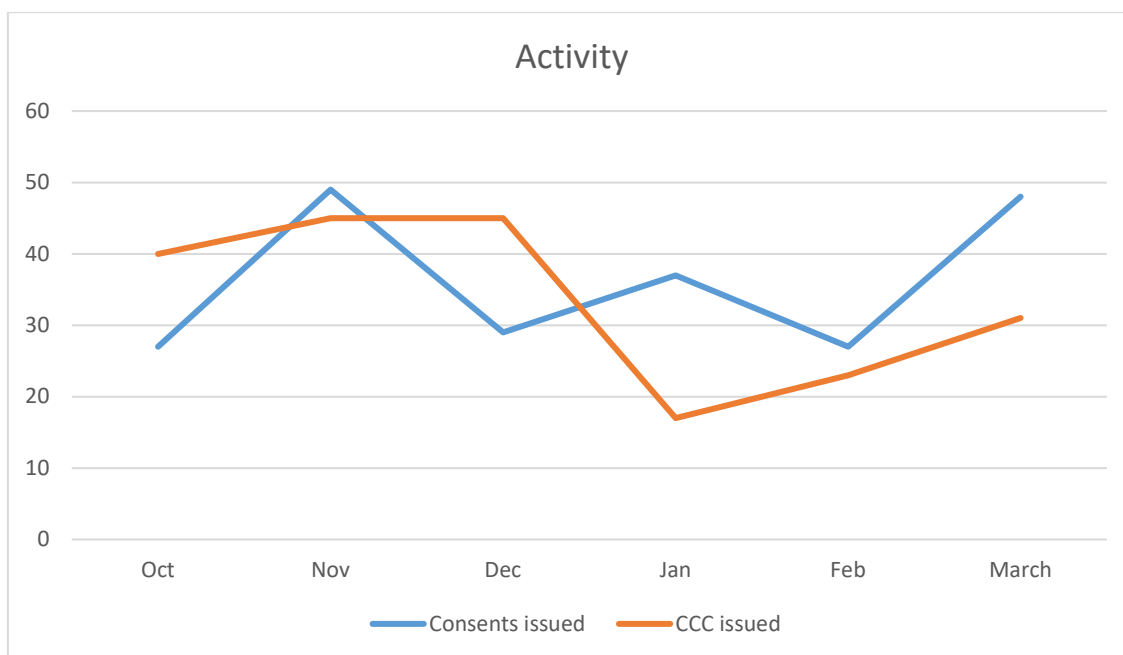
	YTD 1 ST JULY 2020 TO 31 ST MARCH 2021	PREVIOUS YTD 1 ST JULY 2019 TO 31 ST MARCH 2020	PERIOD 1 ST MARCH 2021 TO 31 ST MARCH 2021	PREVIOUS PERIOD 1 ST MARCH 2020 TO 31 ST MARCH 2020
Standard LIMs (Processed within 10 working days)	175	137	24	13
Urgent LIMs (Processed within 5 working)	77	71	9	13
Totals	252	208	33	26

8.4 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%	98.42%	NCS – 312 out of 321 CCC's were issued within 20WD YTD – Human/technical error, process put in place to prevent this from happening in the future.
Building consent applications are processed within 20 working days	100%	99.29%	NCS –421 consents were issued within 20WD YTD
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next accreditation review due January 2022. Council was re-accredited in January 2020
BCA inspects new building works to ensure compliance with the BC issued for the work, Council audits BWOF's and Swimming Pools	Yes	Yes	Building Consents Council inspects all new work to ensure compliance 1 st March 2021 – 31 st March 2021 441 inspections BWOF's – Total 189 – average of 3 audits per month required, 0 Audits carried out in March 2021 Swimming Pools – Total 303– average of 7 audits per month required.8 Audits carried out in March Of the remaining buildings: 25 - Identified as EPB 9 - Require engineer assessment from owners 2 - Requested extension to provide engineers report
Earthquake prone buildings reports received	100%	N/A	

	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21
Monthly Building Consents issued	27	49	29	37	28	48
Monthly CCC issued	40	45	45	17	23	31



8.5 Building Consents Processed

TYPE – 1 MARCH 2021 TO 31 MARCH 2021	NUMBER	VALUE
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	1	\$3,000,000
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	0	\$0
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	71	\$13,330,503
Other (public facilities - schools, toilets, halls, swimming pools)	2	\$756,000
Totals	74	\$17,086,503

8.6 Environmental Health and Public Protection

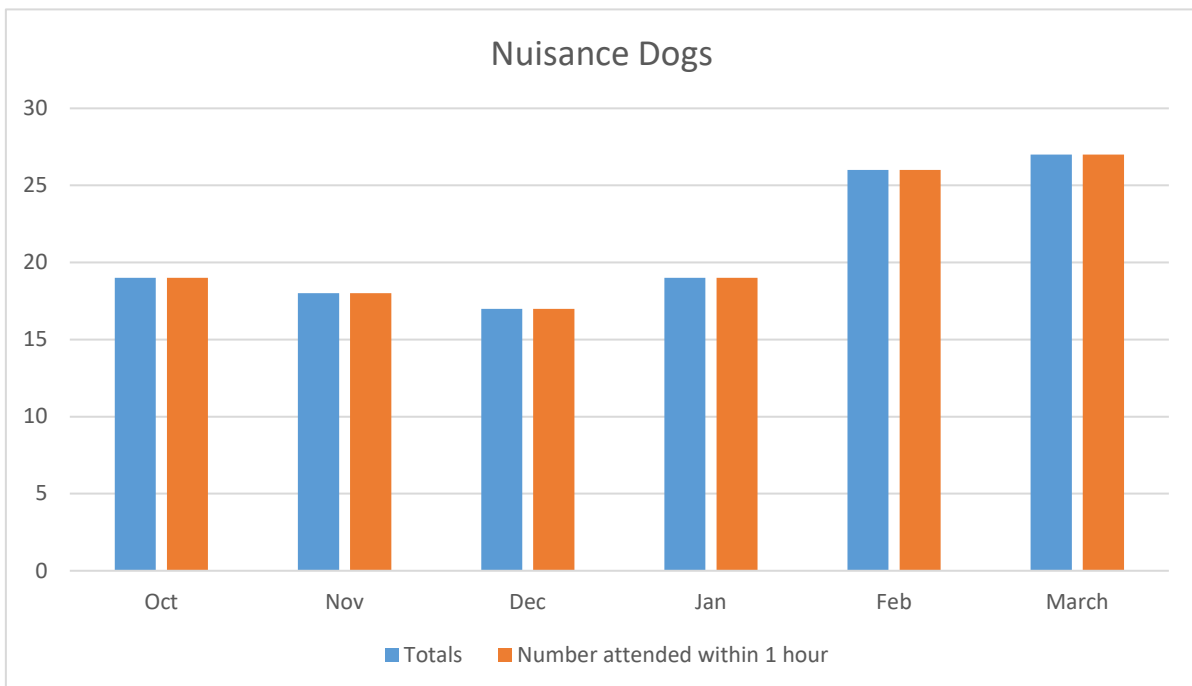
8.6.1 Dog Control Act – Registration and Enforcement

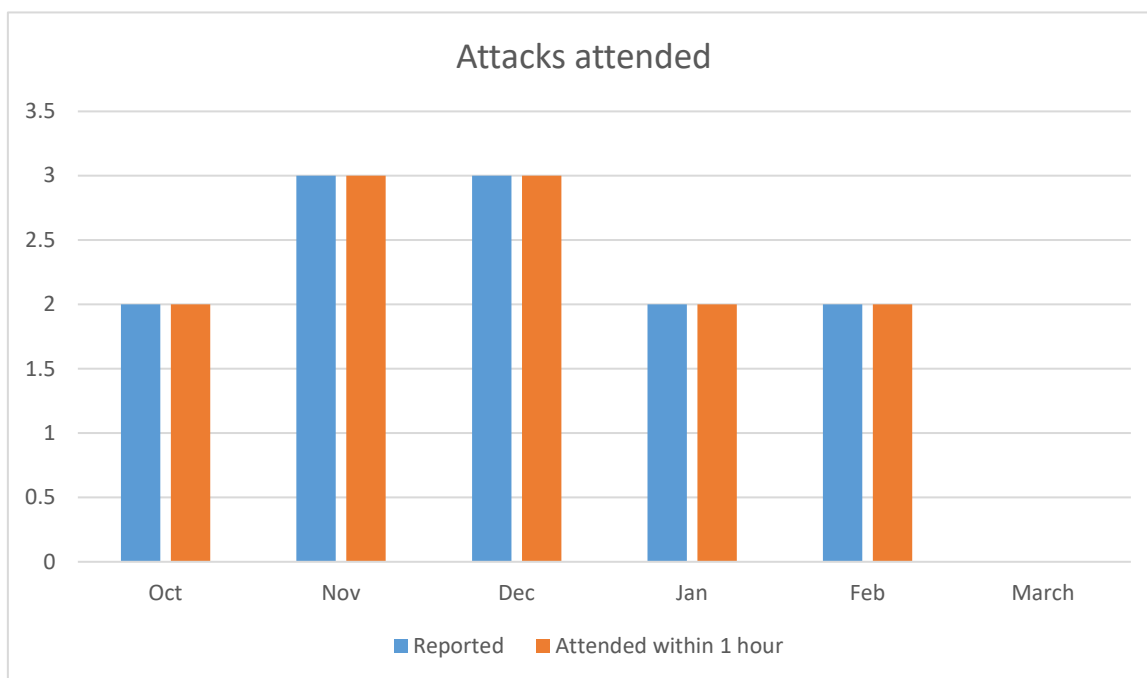
SERVICE LEVEL – Dogs don't wander freely in the street or cause menace to humans or stock.

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	3	1 at dog event in Featherston (Dogs in togs), 1 national organisation (Red Cross) 1 internal (meter readers)
Complaints about roaming and nuisance dogs are responded to within 1 hours	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 187/187
Complaints about dog attacks on persons, animals or stock are responded to within 1 hour	100%	100%	16/16

INCIDENTS REPORTED FOR PERIOD 1 ST MARCH 2021 – 31 ST MARCH 2021	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	-	-	-
Attack on Person	-	-	-
Attack on Stock	-	-	-
Barking and whining	2	1	3
Lost Dogs	1	-	-
Found Dogs	1	-	-
Rushing Aggressive	-	1	1
Wandering	3	8	6
Welfare	1	-	-
Fouling	-	-	-
Uncontrolled (off leash urban)	-	-	-

	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21
Nuisance dogs	19	18	17	19	26	27
Attended to within 1 hours	19	18	17	19	26	27
Attack totals	2	3	3	2	2	0
Attacks attended within 1 hours	2	3	3	2	2	0





8.6.2. 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 22/22
In cases where multiple stock escapes (more than 1 occasion) have occurred from a property taking compliance or enforcement or prosecution action against the property owner	100%	-	No incidents
Council responds to complaints regarding animals within 48 hours.	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 13/13

INCIDENTS REPORTED	TOTAL FOR YTD PERIOD 1 JULY 2020 TO 31 MARCH 21
Stock	29

8.6.3. Bylaws

Between 1 July 2020 and 31 March 2021 there were:

Trees & Hedges

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

Litter

- 20 litter incidents were recorded and from this, Council sent 8 notices to the identifiable people associated with these incidents, 2 resulted in an infringement.

Abandoned vehicles

- There were 25 total vehicle related calls in the SWDC area, of which 15 were abandoned vehicles, 9 of those were removed by their owners and the remaining 6 vehicles were removed by Councils' contractor or NZTA.

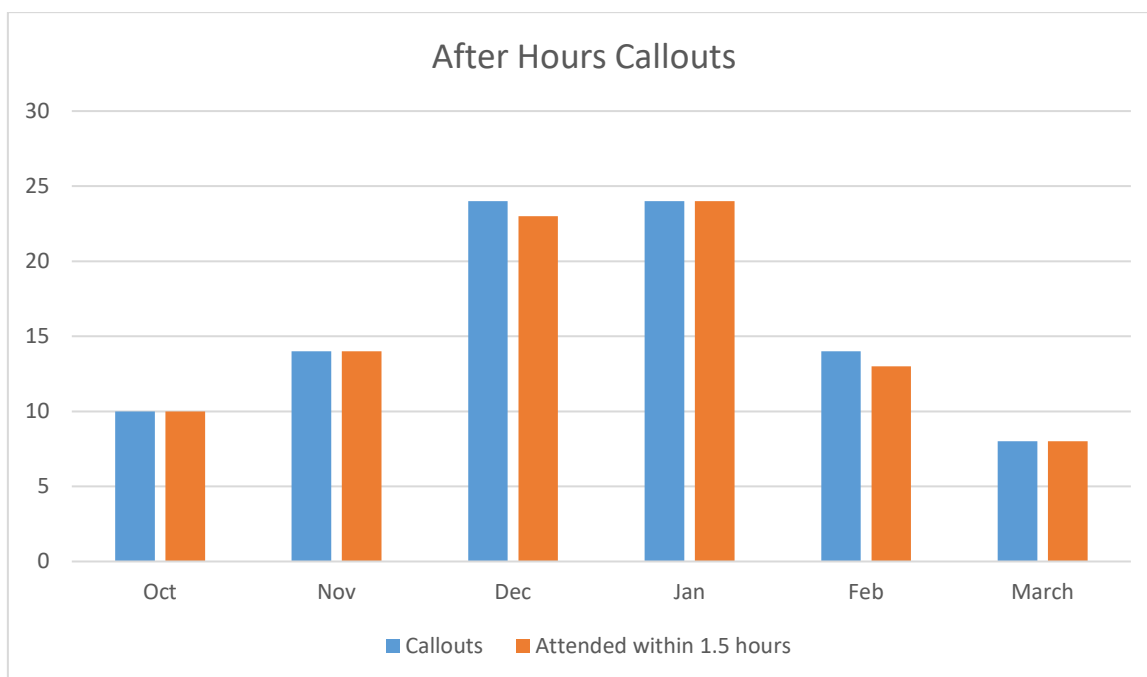
8.6.4. Resource Management Act – afterhours Noise Control

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 20/21	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to within 1.5 hours	100%	98.3%	K:\resource\Health\Resource Management\Noise Control Complaints 120/122 attended within timeframe YTD 8 callouts Mar 21 8/8 attended to within 1.5 hours

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 20 TO 31 MARCH 21	PREVIOUS YTD 1 JULY 19 TO 31 ST MARCH 20	PERIOD 1 MARCH 2021 TO 31 ST MARCH 2021	PREVIOUS PERIOD 1 MARCH 2020 TO 31 ^{SR} MARCH 2020
Total	122	123	8	8

	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21
Calls	10	14	24	24	14	8
Attended to within 1.5 hours	100%	100%	99%	100%	99%	100%



8.7 Sale and Supply of Alcohol Act - Licensing

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

	TARGET 20/21	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises are inspected as part of licence renewals or applications for new licences.	100%	87.7% YTD	MAGIQ data. All premises inspected at new or renewal application stage. Inspections are completed based around licence renewal date throughout the year 50/57 Number of inspections completed of new licences or licences coming up for renewal within the YTD period. 9 inspections Mar 21 Total number of licences is subject to change month by month as new businesses open and existing premises close.
Premises that are high risk are inspected annually, while low or medium risk premises are audited no less than once every three years.	100%	74.4% YTD	MAGIQ data. There are no high risk premises in the district. Low and medium risk premises are inspected every 3 years as part of the renewal process. There are currently 43 low and medium licenses due for renewal or new inspections in this financial year which will be inspected once they have made their application. 5 for low and medium inspections March 21 Total number of licenses is subject to change month by month as new businesses open and existing premises close. Total number of inspections done year to date 32/43
Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Agencies agreement.	100%	100%	1 Controlled purchase Operation has been undertaken this YTD in conjunction with other agencies. 6 Compliance visits undertaken March 2021. Usual practice is for the SWDC alcohol licensing inspector is to undertake identified compliance inspections at licensed premises. This is to

	TARGET 20/21	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
			encourage open communication with our licensees and provide support and education to help our licenced premises comply with their requirements under the Act.

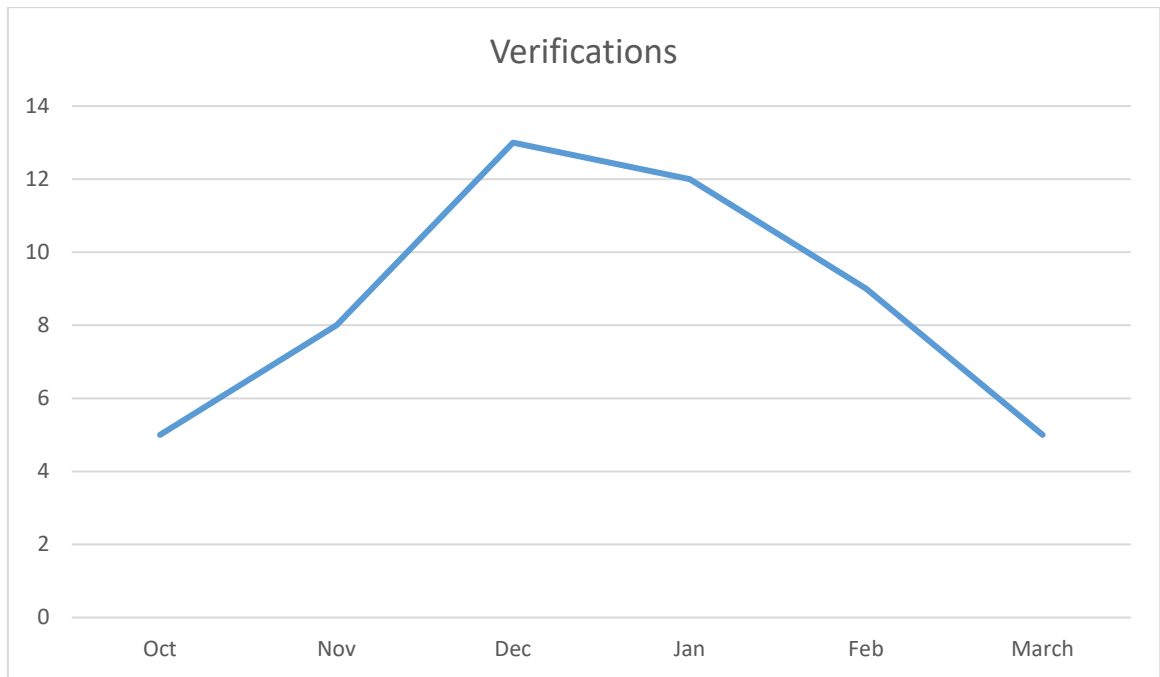
ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 20 TO 31 MARCH 21	PREVIOUS YTD 1 JULY 19 TO 31 MARCH 20	PERIOD 1 MARCH 21 TO 31 ST MARCH 21	PREVIOUS PERIOD 1 MARCH 2020 TP 31 MARCH 2020
On Licence	28	22	4	3
Off Licence	21	26	5	2
Club Licence	4	6	2	0
Manager's Certificate	105	122	14	18
Special Licence	26	43	4	3
Temporary Authority	3	1	0	0
Total	187	220	29	26

8.9 Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 20/21	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises have appropriate FMP in place and meet the risk based standards set out in the Plan.	100%	100%	FHR – 0 FCP (Food Act) – 94 NP – 63 Total number of premises is subject to change month by month as new businesses open and existing premises close. 8 businesses have surrendered registration TYD 2 risk based measure changes
Premises are inspected in accord with regulatory requirements.	100%	85.1%	FCP verifications – 80/94 *Total number of premises is subject to change month by month as new businesses open and existing premises close. 5 verifications were undertaken in March 21 We were able to finalise (close out) 7 premises in March 2021

	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	March 21
Verifications	5	8	13	12	9	5



Contact Officer: Russell O’Leary, Group Manager – Planning and Environment

PARTNERSHIPS AND OPERATIONS REPORT

This report was presented to the Assets and Services Committee on 12 May 2021.

9. Group Manager Commentary

As we near the end of the FY, programmes are being completed and across the group there has been excellent progress made in parallel with the LTP development work and continued operational delivery. The project dashboard at Appendix 1 to this report outlines the key updates to each project.

10. Water

10.1 Wellington Water Q3 Performance

Wellington Water's operational performance for Q3 is provided at Appendix 2.

10.2 Reducing leakage across the South Wairarapa

Fixing leaks is a priority with a team has been set up at Wellington Water to work on this across the region, including South Wairarapa. The team meets weekly to monitor progress with leak surveys and repairs and identify any further work that may be required.

Ground surveys in Martinborough, Featherston and Greytown carried out in November and December identified 55 public leaks. Alongside leaks reported by members of the public, these were prioritised and repaired.

Continued monitoring of the night flows identified possibly leaks in the Featherston area and a further leak survey was carried out in March 2021. The public leaks identified in this survey have been repaired and where private leaks were identified, we have contacted the property owners and informed them of the responsibility to have the leaks repaired. Rechecks are being carried out on these private leaks, however, night flows in Featherston have now returned to normal levels.

WWL continue to monitor the night flows across the SWDC area and will undertake further leak surveys as required.

10.3 Water Capex programme delivery and issue resolution

Wellington Water have appointed a Programme Lead, Adam Mattsen, to focus on the effective delivery of the SWDC capital works programme. This is a multi-faceted and pivotal role that will provide a single point of contact into WWL for project delivery and the resolution of more technical issues faced by Council and ratepayers. This is seen as a key appointment to enable an improved interface between SWDC and WWL.

The cost of this role is already included within the Management Fee paid by Council.

11. Land Transport

11.1 Roading Maintenance - Ruamahanga Roads

An outline of key works completed through April 2021 is provided below:

- 274.2 km of roads were inspected and identified faults recorded in RAMM for future scheduling with 194.4 being sealed and 79.8 being unsealed.
- 10 bridges were inspected and found to be in an acceptable condition.
- 64 rural culverts were inspected, RAMM data updated including condition rating.
- 103.6 km of unsealed roads were graded.
- 124 signs were inspected, and condition and data updated.
- Reflective raised pavement markers have been installed along Bidwills Cutting Rd.
- 32.1 km of mechanical street sweeping was completed.
- Pre-seal repairs for the 2021-2022 sealing season have continued and draft programmed identified and will be confirmed as final as soon as budgets approved.
- Maintenance works continued on the footpaths within the three main towns.
- 54 metres of unsealed culverts were replaced.
- Works have commenced on Donalds Creek gravel extraction under the GWRC consent.
- 500 tonne of rock protection delivered to Cape Palliser Rd for coastal protection.
- Rock reclamation along Cape Palliser Road was completed by retrieving displaced rock from below the waterline and placing back in the revetements:



- Sealed pavement rehabilitation sites for 2021/2022 on Western Lake Road have identified allowing investigation and design to commence and estimates calculated.
- Noxious Plant control has taken place on various Roads.

11.2 Further activities of note

- Annual bridge inspection programme has commenced and to date no urgent faults have been identified. Types of inspection have been done as required by NZTA. This is a key programme of work and one that will continue into future years.
- Roading infrastructure input has been supplied to all subdivision resource consents.
- Rock protection has been delivered to Western Lake Road for the upstream protection of the Wairongamai Bridge, in a cost sharing project with GWRC.
- Heavy vehicle Over Weight Permits, Traffic management Plans and Corridor Access requests have been actioned and approved.
- Environmental Management Plan has been submitted to GWRC as per consent requirements. Iwi and Archaeologist engagement will occur prior to works starting on ECOREEF.

- WSP consultants have been engaged to provide concept plans for possible intersection improvements for Bidwills Cutting/ Moiki Road intersection and Bidwills Cutting Road Glenmorven Roads/Faibians Road intersections.
- Ongoing work with PowerCo and Mercury on the periodic outages of Greytown streetlights.

12. Amenities: Senior Housing

Recent activity includes:

- Two tenants have vacated their flats and moved into fulltime care. Both flats require refurbishment to bring up to standard before re letting.
- One unit in Cecily Martin complex has new toilet installed and raised as previous was too low for tenant and not functioning well.
- Pest Spraying to be carried out around all the flats at Cecily Martin after reports of white tail spiders seen.
- All flat inspections have been carried out. Some Tenants struggling with upkeep were given cleaning company business cards as an option.
- Age Concern Information Packages delivered to each Tenant which was mostly appreciated.

12.1 Pain Farm

Pain Farm Homestead and Cottage have had inspections carried out in January and February 2021, respectively. Both are being maintained and kept clean and tidy.

Outdoor maintenance takes place on a fortnightly basis by council contractor.

12.2 SWDC Playgrounds

Work has continued on upgrades and maintenance of playgrounds, including:

- New fence and park bench has arrived but installed delayed due to school holidays in the Martinborough Playground.
- Featherston playground general refresh is completed with painting and new bark
- Still awaiting parts for replacement of netting for Greytown equipment, ordering replacement see-saw and spinning wheel due to age. Equipment ordered can take 3 months to arrive.

12.3 Parks and Reserves

Activity has been ongoing in maintaining our parks and reserves:

- SWDC completed Section 17a review for the efficient delivery of Parks and Reserves services. A summary of the review is provided at Appendix 3 of this report for information. Conclusion of the review is for an enhanced outsource arrangement, which will be procured in time for the current contract expiry in September.

- Tree management plan for all SWDC parks and reserves under way
- Recycling bins being installed in three towns, Martinborough below, Featherston next to public toilets and still working with GHT on site in Greytown
- Ohauira Reserve in Featherston had a large amount of Asbestos dumped down a bank which cost a considerable sum of money and time to remove.



12.4 Cemeteries:

Cemetery Activity and Burials have been busy.

Purchases of burial plots/niches 01/03/21 to 30/04/21

	Greytown	Featherston	Martinborough
Niche			1
In-ground ashes Beam			
Burial plot	5		2
Services area			
Total	5		3

Ashes interments/burials 01/03/2021 to 30/04/2021

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

Two new concrete beams are to be installed in Martinborough Cemetery. This will open up new plots for purchasing and/or internments in Martinborough.

A member of the public rang to compliment us on the outstanding presentation of Greytown Cemetery. We are working toward all three cemeteries being maintained to this high standard. Development of the remaining land at Greytown cemetery is being planned with the GCB.

Anzac Day 2021



Anzac Day Commemorations went well in all towns – After Covid lockdown last year the feeling of togetherness this year was more intense.

12.5 Swimming Pools:

All Pool closed on 14th March 2021 for the winter season. Maintenance to be carried out between now and re-opening includes, retiling the outer areas of pools, repainting toddler's pools, replacing chairs in offices, repairs and general maintenance. All water filters to be replaced. Finding tradesman is difficult.

4.6 Other Projects:

- SWDC Building team successfully moved into 64 Main Street, Greytown
- SWDC has recently taken over Mr Bicknell's house in Papawai and we are currently cleaning up the grounds.

13. Innovating Streets

SWDC have been working with contractor Boffa Miskell analysing community feedback and working on the design for the 'Innovating Streets' installation. This design will be the first iteration of a process which aims to enliven and provide engaging community spaces. This temporary installation on the north-western side of the square will give a physical talking point and offer just one option for how the space could be used.

Moving forward with a temporary installation will allow us to engage the community in a more meaningful way by giving people the opportunity to imagine new ways of using the area, how people can utilise public spaces, invoke greater engagement and to collect informed feedback.

The installation will provide important passive safety measures and a traffic calming effect temporarily transforming the area into a destination zone rather than a car thoroughfare. As a result of this trial, SWDC hopes to make the area a more user friendly community space while slowing traffic and addressing safety concerns in an innovative way.

SWDC is working with Ventana Collective to engage local school children to submit road artwork ideas click [here](#) to view. The top three designs will then be chosen not only for their artistic merit, but their appropriateness for the space as per feedback received, as well as fit within the legal limitations for road art.

The three ideas will be circulated giving the community the opportunity to vote on the road artwork to be implemented – please note this will not be an exact replication, rather used as inspiration for the artist engaged. Again, the road art will be painted with temporary road paint, and not a permanent fixture.

The timeline for this project is as follows:

Background – The temporary design installation has been finalised after feedback from the public and is provided at Appendix 4. Speed data has been collected around the square and logistical organisation has started – such as organising builders, materials, and artists. There may be some roading work in Texas street, if the speed data show average speeds over 30 km per hour.

Early May – Local artist collective is organising local school children to submit artworks

Mid May – The community votes on the top design.

Early June – Installation & Artwork begins.

Mid June – Installation opening.

Saturday events continue in weeks following.

There will be official avenues for feedback throughout this process, stressing it is part of the consultation process on a temporary structure.

14. Waste Management

14.1 Glass Recycling

Action 89, transferred to the Assets and Services Committee from Council, requested officers relook at options for glass recycling, including within the regional waste and recycling management contract.

SWDC's rubbish and recycling contract is joint with Masterton and Carterton District Councils. To reduce risk for the three Wairarapa Councils the contract is based on a

fixed price, where the contractor bore the risk for any revenue variation from changes in the recycling market prices. Any substantive change to the contract, nature or volume of material available for the contractor to generate revenue from will therefore require significant contractual change, exposing Council to significant financial costs, and legal and reputational risk.

Masterton, in their LTP, has indicated that it will be looking to review these services as part of its Waste Management and Minimisation Plan (WMMP) review. This review will look at different options, including an alternative local process of glass, prior to the renewal of the waste contract in 3 years time. It will also enable the increased MfE funding, made available through the upcoming waste levy increases, to be incorporated into any identified options.

By working with the other councils in this way, at an agreed review point in the contract and accessing alternative funding sources, SWDC can explore the opportunity for local glass processing in a manner that substantially reduces the risks and costs to Council.

6.2 MRF Upgrade Recycling

One of the major projects Earthcare has been working on at the MRF is to assist in meeting the new requirements created by the China Sword Policy, Revised Basel Convention and NZ Government export requirements for plastic.

This investment of 2 million dollars is to improve the sorting capability to meet the new standards and has doubled the size of the plant.

We now have access to the most sophisticated MRF in New Zealand that matches best practice in Europe countries for sorting and classifying recycled kerbside material.

15. Appendices

Appendix 1 – SWDC Operations Project dashboard

Appendix 2 - Wellington Water Q3 performance report

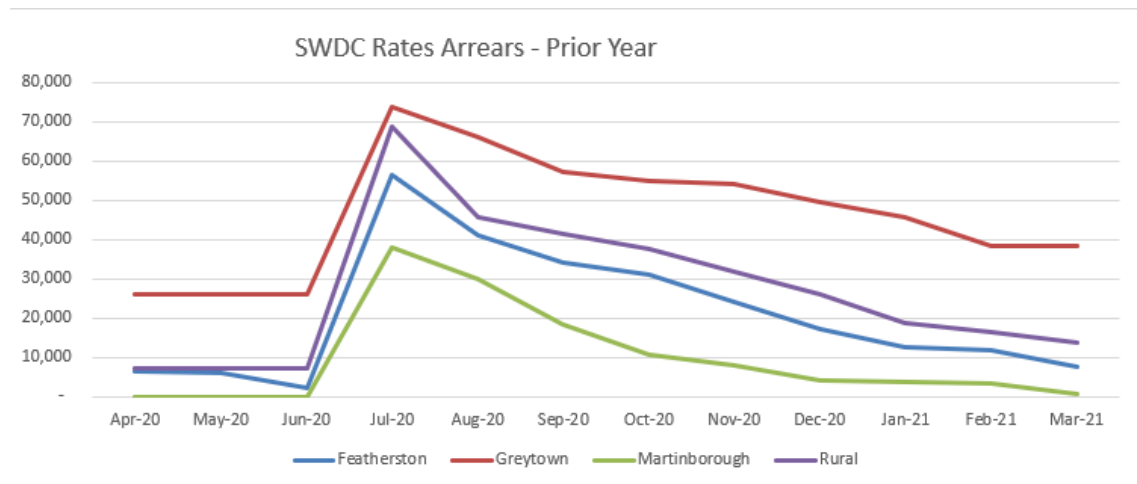
Appendix 3 – Summary of s17a review on Parks and Reserves

Appendix 4 – Innovating Streets, Martinborough – Concept Design

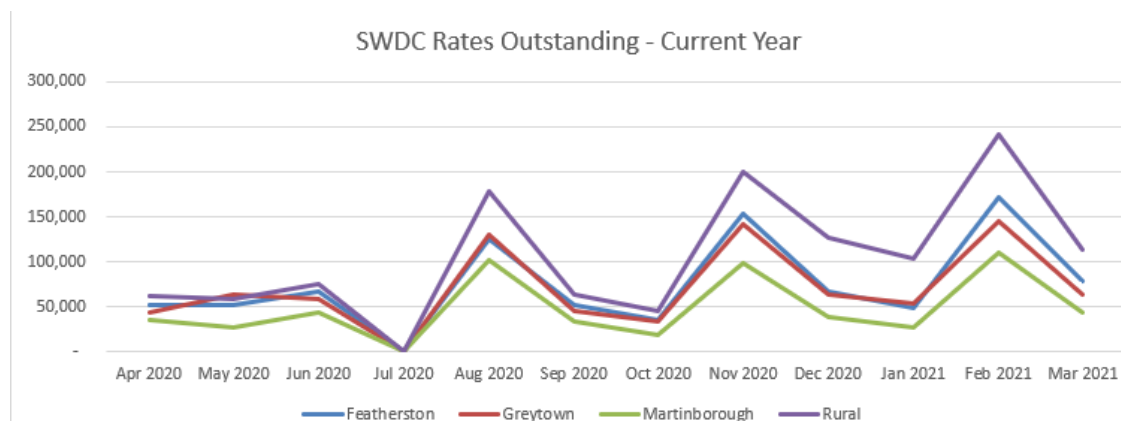
Rates Arrears

This report was presented to the Finance, Audit and Risk Committee on 21 April 2021.

The rates arrears graphs below shows an increase in amount of unpaid rates carried forward from the previous year (2019/20).



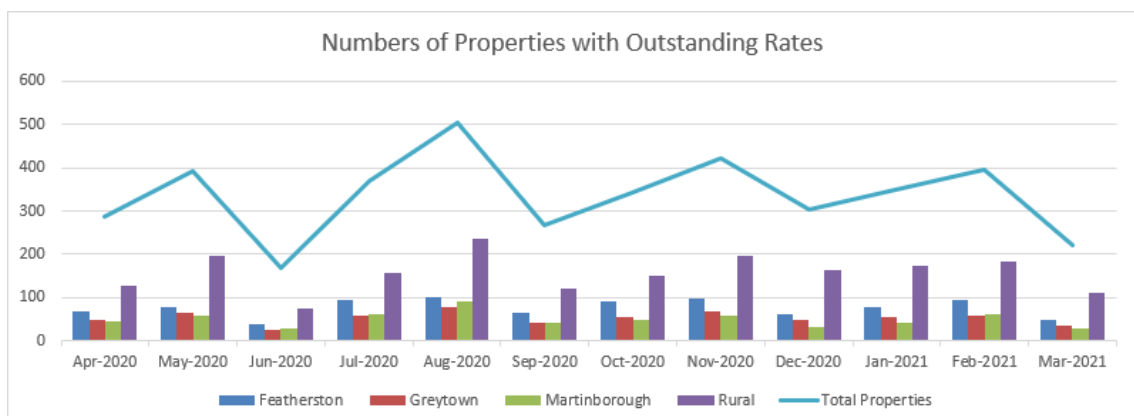
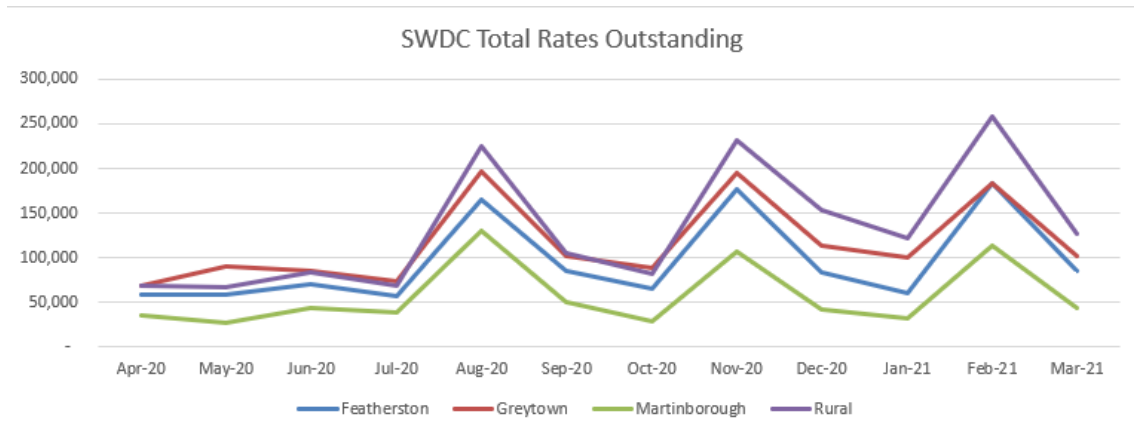
Prior years arrears have increased \$21k (34%) from the same time last year.



At the end of March 2021, the current years amount was \$298K, 50% higher than the same time last year.

Total rates outstanding have increased by \$169k (47%) from the same month last year.

Outstanding rates were \$358k in March 2021 to \$189k March 2020.



The total number of properties with outstanding rates has increased by 28 in March 2021 (222), 18 of which are for rural properties.

The rates team continues to actively promote direct debits and payment plans to assist ratepayers with financial difficulties. There are currently 11 active repayment plans.

Contact Officer: Katrina Neems, Chief Financial Officer

Appendix 1 - SWDC Operations Project dashboard

SWDC Assets and Services Committee	Programme	Water
Meeting 12/05/2021	Period	Apr-20

	Finance	Delivery	H&S	Stakeholders	Risk profile	Commentary
Overall Programme Status (RAG)						Known budget challenges exist and are being managed as per previous reports. Rework to programme and changes to approaches on some projects are bringing forward delivery in some areas. Some project delays due to consultation requirements and H&S incident. Multiple projects in train and progressing well.

Major Projects

Manganese Reduction Plant - Martinborough	\$2.5m	Nov 19 - Nov 20				
Construct and commission a manganese reduction plant						PROJECT COMPLETE - MRP is successfully running and allowing use of additional bores in Martinborough.

Featherston WWTP	\$500k*	Jul 20 - Jun 2025				
Develop and implement a suitable wastewater solution for Featherston		↓				Following community and mana whenua engagement the shortlist of options was shared with SWDC officers and Councillors. Further work is being undertaken on the shortlisted options before further public consultation is undertaken. This has also been delayed by LTP consultation limiting the opportunity to do so.

Upgrade/Renewal Projects

Papawai Road WW Upgrade	\$2.8m	May 2021 onwards				
Capacity issue - upgrade pipe						Project commenced May 21. Budget and works will run through to 21/22 FY.

Pinot Grove WW upgrade	\$300k	Mar 21 - Jul21				
Capacity issue - upgrade pipe		↓				Construction activities are underway. LTI incident during late March resulted in construction being on hold whilst investigation undertaken. Change in construction methodology agreed with expected construction completion moving to mid-June. Other network issues identified and requiring additional investigation.

Waiohine Water Treatment Plant (WTP)	\$900k	Dec-20				
a) 4th bore/pump and commissioning						PROJECT COMPLETE - Work complete, awaiting as-builts
b) Treated water storage (chlorine)		↓				Construction work for the piping scope planned for May. Commissioning work to be done this FY. Treated water storage procurement phase underway.
c) pH dosing system upgrade		↓				Temp dosing system has been installed, the Permanent dosing system is planned to be constructed mid June and commissioning early next FY
d) Site Security						Security Fencing policy (standard) to be completed prior to brief being released for pricing. Project expected to carry over to new financial year.

Memorial Park WTP upgrades stage 2	\$330k	Nov-20				
---	---------------	---------------	--	--	--	--

Replace bore pump, new filter, additional pipework and run to waste		↓				Pump Installation will complete this FY. Pump installation contract signed. Work planned to commence in May for pump replacement.
Memorial Park WTP upgrades stage 3						
	\$1.5m	Apr-21				
Chemical dosing, UV and filter upgrades		↓				Design and Construct contract awarded to Brian Perry Civils and Filtec. Containerized unit design is in progress. Unit fabrication planned to be delivered on site this FY. Onsite construction work will commence this FY may continue to complete in August in the next FY due to the delay in obtaining approvals under the reserve management plan and Operational resource constraints.
Lake Ferry WWTP driplines						
	\$326k	May-21				D
Renewal driplines at WWTP		↑				Construction started on Monday 3rd May, and is scheduled for completion on 25 May
WWTP Improvement Programme						
	\$400k	Dec-20				
Enhance processes, facilities and management of WWTPs across District	↓					The installation of an automated valve to reduce overflow risk in Martinborough has been installed. Monitoring bores have been installed in the irrigation field at Martinborough. A health and safety assessment of sampling points and safe existing from ponds has been completed. Some physical works are expected to commence before the end of the financial year. Safe confined space entry into the Greytown pond outlet chamber is being investigated. Management plans for resource consent compliance are being reviewed.
SWDC-led Projects						
Water Race User Survey						
	n/a	Dec-20				
Survey Water Race users and related stakeholders on use		↓				The water races survey had a 40% return rate with stakeholders taking the opportunity to share detailed information about how they value and use their water race. Next steps include Water Race Committee discussion of the results and project planning for bylaw renewal and consenting processes. https://www.swdc.govt.nz/water-races
Longwood Water Race Consent						
	n/a	Dec-20				
Gain consent for continued use of water race						Final reporting to GW completed, awaiting outcome. Water Race continues to operate under existing consent.
Status key: <i>On track/achieving</i> <i>Some concern</i> <i>Off Track/Major concern</i>						

SWDC Assets and Services Committee		Programme		Roading		
Meeting	12-May-21	Period		Apr-21		
Overall Programme Status (RAG)	Finance	Delivery	H&S	Stakeholders	Risk profile	Commentary
						Programme on track overall. Some resource constraints remain but works progressing well.
Current Projects						
Ruakokoputuna		\$400k	Oct 20 - Dec 20			
Ruakokoputuna Seal Extension						Rrogramme completed
Sealed Road Pavement Rehab		\$220K	Dec 20- Feb 21			
Western Lake Rd Area Wide						Rrogramme completed
Sealed Road Resurfacing Local Roads		\$467.5k	Oct 20 - Dec 20			
Scheduled programme of works comprising 14.5kms of resurfacing on: Shooting Butts Road, Hikinui Road, Bucks Road, Underhill Road, Boundary Road, Pa Road, Birdie Way, Eagle Place, Fairway Drive, Te Muna Road, Papawai Road, Fraters Road, Tilsons Road, Hecklers Road, Moroa Road, Kahutara Road, White Rock Road, Lake Ferry Road, East Street.						Programme complete
Sealed Road Resurfacing Special Purpose Rd		\$115K	Jan 21 - Jun 21			
3.5 kms of resurfacing work on Cape Palliser Road						Programme complete
FootPath Renewals		\$177K	Oct 20 - Jun 21			
Planned maintenance						Work ongoing, Bethume Street, West Street, Regent Street(maybe deferred due to UFB rollout) Replaced option Revans Street from Royal Hotel carpark to railway crossing
FootPath maintenance Extra Funding		\$375K	Jun 20 - Jun 21			
Footpath Maintenance \$125K per town						High level of input required by staff. Work ongoing.
Esther Street Footpath Extension		\$70K	Sep-20			
Noted from AP submissions						Completed.
Low Cost Low Rik Local Roads		\$345K	Aug 20 - jun 21			
Culvert Extensions, safety improvements, seal widening, intersection improvements, slip stabilisation, guardrails, kerb and channel works.						Completed works this period - Seal widening on Western Lake Road and Johnson Street, raised pavement markers on Bidwills Cutting Rd installed. Planned works - Lake Ferry box culvert extension programmed for May; Guard rail for Ponatahi Rd bridge ordered; Intersection designs for Bidwills Cutting Rd at Moiki and Glenmorven Rd
Low Cost low Rick Special Purpose Rd		\$250K	Aug 20 - jun 21			
Guardrail installation, Signage upgrade, Rock revetment supply						Includes \$100k carry forward from 19/20, 500 tonne of rock delivered, Final documentation (Environmental Management Plan) for ECOREEF signed off by GWRC
Aseet Management Plan		\$50k	June 20 - Nov 20			

Plan development and RLTP funding						Joint AMP with CDC and NZTA funding request 2021.2024. Draft plan submitted for A&S input to 16/12 meeting. Positive feedback from NZTA. Funding increase included in draft LTP.
<div> <div>Reading Street Upgrade</div> <div>\$250k</div> </div>						
Upgrade Reading Street as part of Orchards Development						3rd party dependent
<div> <div>Speed Limit Review</div> <div>Nov 20 - Jun 21</div> </div>						
Consult re speed review						Link to NZTA speed reduction and Road to Zero, Urban safety for vulnerable users etc. NZTA planned consultation and in discussions with NZTA on alignment. Wilkie Consultants have been engaged to manage delivery and consultation processes
<div> <div>Tora Farm Rd bridge beam painting x2</div> <div>\$100K</div> <div>Jan 21 - Jun 21</div> </div>						
Painting steel beams on Tora Farm and Pukeamuri Bridges						Programme Completed

Status key:

On track/achieving

Some concern

Off Track/Major concern

SWDC Assets and Services Committee		Programme	Amenities			
Meeting	12-May-21	Period	Apr-21			
Overall Programme Status (RAG)	Finance	Delivery	H&S	Stakeholders	Risk profile	Commentary
						Overall programme progressing to plan, including works that were not resourced at start of year (PGF etc.)
Current Projects						
Featherston War Memorial		\$250k	Apr-21			
Repair earthquake damage and structural deficiencies						PROJECT COMPLETE - to time (for ANZAC Day) and budget
Anzac Hall upgrades		\$100k				
Toilets, roof and wall repairs						PROJECT COMPLETE
Featherston Community Centre		\$110k	tbc			
Roof and wall repairs, asbestos removal, painting, car park and kitchen/toilet repairs						PROJECT COMPLETE
Hau Ariki marae - PGF support		\$371k	tbc			
Various upgrades - sprinkler systems, water storage, kitchen/toilet upgrades.						Works underway and progressing well - ongoing consultation with contractors and marae.
Tauherenikau Bridge		\$1.36m	tbc			
Construct cycle/walkway over Tauherenikau river						Contract with MBIE agreed. Finalising agreements with Trails Trust and Kiwirail.
Kuranui College Gym		\$1m	tbc			
Manage delivery of gym in college and provide for community access.						Agreeing MOU and use agreements with College and MoE (separate paper) before funding released.
SWDC Tree asset management		tbc				
Develop a long term District wide programme for tree management						Awaiting business case to be presented for LTP. May break into zones and capture the most public used Parks and Reserves as a trial this year to determine the state of our trees to attach to the Parks management plan. Relates to H & S and age of trees.
Stella Bull Park Lighting		\$12k	Nov-20			
Install lighting for safety/security of users						Lights have arrived 2/12/2020 and will be installed prior to Christmas.
Peace Garden, Featherston		\$120k	tbc			
Construct accessible ramp and web-enabled information display with additional seating and planting						Heritage NZ have received partial private funding to progress, meeting w/c 14th Dec on site to consider delivery v revised budget (half of that required for current design).
Featherston Stadium		\$20k	tbc			

Upgrade to kitchen, seating and ablutions						PGF declined, will carry out repairs as funding becomes available
Ngawi Community Hall						
	\$30k	Dec-20				
Upgrade septic system						Designer engaged, Resource consent applied to GW, Resource consent stopped awaiting on further investigation of land
Cemetries data project						
	n/a	Dec-20				
Data validation, GPS capture and database established						Data validation ongoing, GPS and photo capture commenced. Support from CDC also being provided. Project will be placedon hold at Christmas
Pain Farm upgrades						
	\$100k	Sep-20				
Upgrades to Main House and cottage to meet standards			↑			Standard maintenace with some trees and driveway to cottage
SWDC Lease review programme						
	n/a	Dec-20				
Complete review of leases						Data capture and strategy under development. Focus on Papawai and Lake Ferry leases in short-term. Multiple leases to work through
Senior Housing						
	\$85k	Oct-20				
Heat pump/air conditioning installation and paiting (int and ext)						Work completed - under budget
Swimming Pools						
	\$15k	Oct-20				
Upgrade to Greytown Stand and painting						Work completed - on time for new season
Martinborough Waihinga Cemetery						
	\$15k	Oct-20				
Install Lych gate as part of anniversary celebrations						Gate built and will be installed pre Christmasmas
Considine Park, Martinborough						
	\$8k	Nov-20				
Install additional lime path						Likely Lions involvement - to be discussed at next meeting.
Park exercise equipment						
	\$45k	Oct-20				
Install outdoor exercise equipment in local parks						Works completed - proving popular in communities

Status key:

On track/achieving

Some concern

Off Track/Major concern

SWDC Assets and Services Committee

Programme Other

Meeting 12-May-21

Period Apr-21

Overall Programme Status (RAG)	Finance	Delivery	H&S	Stakeholders	Risk profile	Commentary
						Additional projects added to A&S dashboard for visibility. May be moved to other sheets once progressed from strategy phase. Some resource constraints limiting progress.

Current Projects

Waihinga Lessons Learned \$15k tbc

Business Improvement - Undertake a review of the Waihinga Centre project to improve future SWDC project delivery		↑		↑		Contract and timeline agreed
--	--	---	--	---	--	------------------------------

Greenspace review \$40k

Undertake a review of the availability and use of Council greenspace provision in Greytown						Resolution from AP deliberations. Further data collection underway, including use, size and accessibility.
--	--	--	--	--	--	--

Walking and Cycling Strategy tbc tbc

Develop a District-wide Walking and Cycling strategy						Linked to 5TTN project and other stakeholders. SWDC plans to be developed at town level. Project commenced with initial scoping underway.
--	--	--	--	--	--	---

Innovating Streets - Martinborough \$200k Apr-21

Develop and test repurposing of car parks near square						Boffa Miskell engaged as PM and lead. Initial scoping and multiple engagement sessions complete. Design shared in Ops Report, installation through May.
---	--	--	--	--	--	---

Road Stopping Policy \$15k Jan-21

Develop a Road Stopping Policy						Draft policy being finalised. Completing user guide to enable easier use.
--------------------------------	--	--	--	--	--	---

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

Appendix 2 - Wellington Water Q3 performance report

Service Objective		Performance Measure	Annual Target	YTD Status	YTD Status	In Quarter Performance			Comment Ref.
						Q1	Q2	Q3	
Safe and healthy water	Bulk Water	To measure the quality of water supplied to residents	FTN: Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 4 bacterial compliance criteria)	Yes	88.89 %				A
			GTN: Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 4 bacterial compliance criteria)	Yes	66.67 %				
			MTB: Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 4 bacterial compliance criteria)	Yes	33.33 %				B
			Pirinoa: Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 4 bacterial compliance criteria)	Yes	0 %				C
			FTN: Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 5 protozoal compliance criteria)	Yes	88.89 %				D
			GTN: Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 5 protozoal compliance criteria)	Yes	0 %				E
			MTB: Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 5 protozoal compliance criteria)	Yes	33.33 %				F
			Pirinoa: Compliance with Drinking Water Standards for NZ 2005 (revised 2008) (Part 5 protozoal compliance criteria)	Yes	0 %				G
	Water Supply	To measure the quality of water supplied to residents	Compliance with with resource consent conditions/water permit conditions to "mainly complying" or better	100 %	100 %				
		To achieve a high overall level of customer approval of the water service	Number of complaints per 1000 connections about: a) drinking water clarity d) drinking water pressure or flow b) drinking water taste e) drinking water continuity of supply c) drinking wat..	<70	32.12				
			Community satisfaction with water supply	>80 %	Not Due				
		To provide an appropriate region-wide firefighting water supply to maintain public saf..	Fire hydrants tested annually that meet NZ Fire Service Code of Practice	>20 %	20 %				
Respectful of the environment	Wastewater	To maintain and promote appropriate standards of water quality and waterway health in the cit..	The number of dry weather sewerage overflows from the Council's sewerage system expressed per 1000 sewerage connections to the sewerage system	<10	4.16				
		To comply with all relevant legislation	Compliance with resource consents for discharge from its wastewater system	<2	0				
		To meet all resource consenting requirements	% of resource (wastewater) consent conditions complied with to "Mainly complying" or better	>90 %	100 %				
	Storm..	To meet all resource consenting requirements	Compliance with resource consents for discharge from its stormwater system	0	0				
	Bulk ..	To minimise demands on the region's water resources	Average drinking water consumption/resident/day	<400 L/p/d	632.44				H
	Water ..	To minimise water loss from the network	Percentage of real water loss from networked reticulation system	<30 %	43.33 %				I
Outcome / Service	Wastewater	Median response times	Attendance time: from the time that the Council receives notification to the time that service personnel reach the site	<60	220 mins				S
			Attendance time: from notification to arrival on site < 1 hour	>75 %	23.53 %				T
			Resolution time: from the time that the Council receives notification to the time that service personnel confirm resolution of the blockage or other fault	<4	64 hrs				U
			Resolution time: from notification to resolution of fault < 4 hours	>80 %	23.53 %				V
			Proportion of urgent wastewater service requests responded to within 6 hours of notification	>95 %	49.95 %				W
		Reliability of the network	Number of blockages per 1000 connections	<10	11.31				R
		To achieve a relatively high overall level of customer approval of the wastewater service	No. of complaints per 1000 connections received about sewage odour	<15	1.62				
			No. of complaints per 1000 connections received about sewage system faults	<15	2.08				
			No. of complaints per 1000 connections received about sewage system blockages	<15	11.31				
			No. of complaints per 1000 connections received about the response to issues with wastewater	<15	0.46				
	Stormwater	To achieve a high overall level of customer approval of the stormwater service	Customer satisfaction with wastewater service	>57 %	Not Due				
		Median response times	Median response time to attend a flooding event; measured from the time that Council received notification to the time that service personnel reach the site	N/A	0				
		To minimise the effects of flooding	Number of flooding events that occur in a territorial authority district	0	0				
			Number of habitable floors affected per 1000 stormwater connections	0	Not Due				
			% of urgent (any blockage causing extensive flooding of building or other serious flooding) requests for service responded to with 5 hours	>95 %	100 %				
		To achieve a high overall level of customer approval of the stormwater service	Customer satisfaction with stormwater management	>59 %	Not Due				
			Number of complaints per 1000 properties connected to the Council's stormwater system	0	Not Due				
	Water Supply	Median response times	Median response times for: attendance for urgent callouts	<60	229 mins				K
			Attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site in < 1 hour	>80 %	50 %				L
			Median response times for: resolution of urgent callouts	<8	25 hrs				M
			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 in < 8 hours	>90 %	78.58 %				N
			Median response times for: attendance for non-urgent callouts	<48	76 hrs				O
			Attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site in < 2 working days	>80 %	38.47 %				P
			Median response times for: resolution of non-urgent callouts	<8	7 days				
			Resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm in < 5 working days	>90 %	44.22 %				Q

A	The water quality data systems improvement work by the team over a number of months has resulted in this measure being compliant.
B	Subsequent to planned plant shut downs (as a result of plant upgrades and Manganese Reduction Plant commissioning), data loss occurred as a result of a fault found in the programming of the control and communication hardware. We have implemented initial fixes and additional investigation is underway.
C	Water Safety Plan development underway to enable compliance to be met.
D	The water quality data systems improvement work by the team over a number of months has resulted in this measure being compliant.
E	UV is in place however filtration at the Water Treatment Plant is required to achieve compliance for this measure. Addition of filtration will be achieved upon completion of the Memorial Park Bore WTP upgrade.
F	Subsequent to planned plant shut downs (as a result of plant upgrades and Manganese Reduction Plant commissioning), data loss occurred as a result of a fault found in the programming of the control and communication hardware. We have implemented initial fixes and additional investigation is underway.
G	Water Safety Plan development underway to enable compliance to be met.
H	General increase in water demand as expected for summer. Due to an ageing network, the number of leaks and total leakage across the network remains relatively high. Additional Service Crews have targeted proactive leak repairs to help manage summer demand.
I	Based on night flows, high summer demand, including irrigation overnight, has been recorded. Despite leakage detection surveys the reduction appears minimal. The monthly minimum night flow is usually observed after a rainfall event, which are infrequent over summer.
K	The attendance time in Q3 was 96 minutes, a decrease from 642 minutes in Q2.
L	The percentage of attendance in time in Q3 was 50%, an increase from 40% in Q2.
M	The resolution time in Q3 was 5 hours, a decrease from 25 hours in Q2.
N	The percentage of attendance in time in Q3 was 79%, an increase from 60% in Q2.
O	The resolution time in Q3 was 76 hours, an increase from 72 hours in Q2.
P	The percentage of attendance in time in Q3 was 38%, a decrease from 47% in Q2.
Q	The percentage of attendance in time in Q3 was 44%, a decrease from 53% in Q2.
R	We continue to observe blockages caused by fat and sanitary product blockages, deteriorating pipes and tree root intrusions across the region. Active replacement of vulnerable pipes through the Preventative Maintenance Program and a prompt response to the reported incidents remain our primary methods to manage blockages.
S	The overall demand for reactive repairs across the region continued to increase over the summer quarter. In the South Wairarapa, we observed a particularly large spike in the customer service requests, which increased by 30% compared to the previous quarter. Leaking pipes and tobies remain the most prevalent issues across the city, accounting for almost two-thirds of the Water Supply jobs. Drainage blockages and overflows accounted for almost half of the Wastewater Network jobs. Stormwater and drainage jobs comprised 26 % of the total work, which was comparable to the region’s average. The Water Supply jobs comprised 75% of the total work. In the Wastewater and Stormwater Networks, the drainage blockages and overflows repairs accounted for about half of the ..
T	The percentage of attendance in time in Q3 was 24%, an increase from 0% in Q2.
U	The resolution time in Q3 was 23 hours, a decrease from 171 hours in Q2.
V	The percentage of attendance in time in Q3 was 24%, an improvement from 0% in Q2.
W	The percentage of attendance in time in Q3 was 48%, a decrease from 50% in Q2.

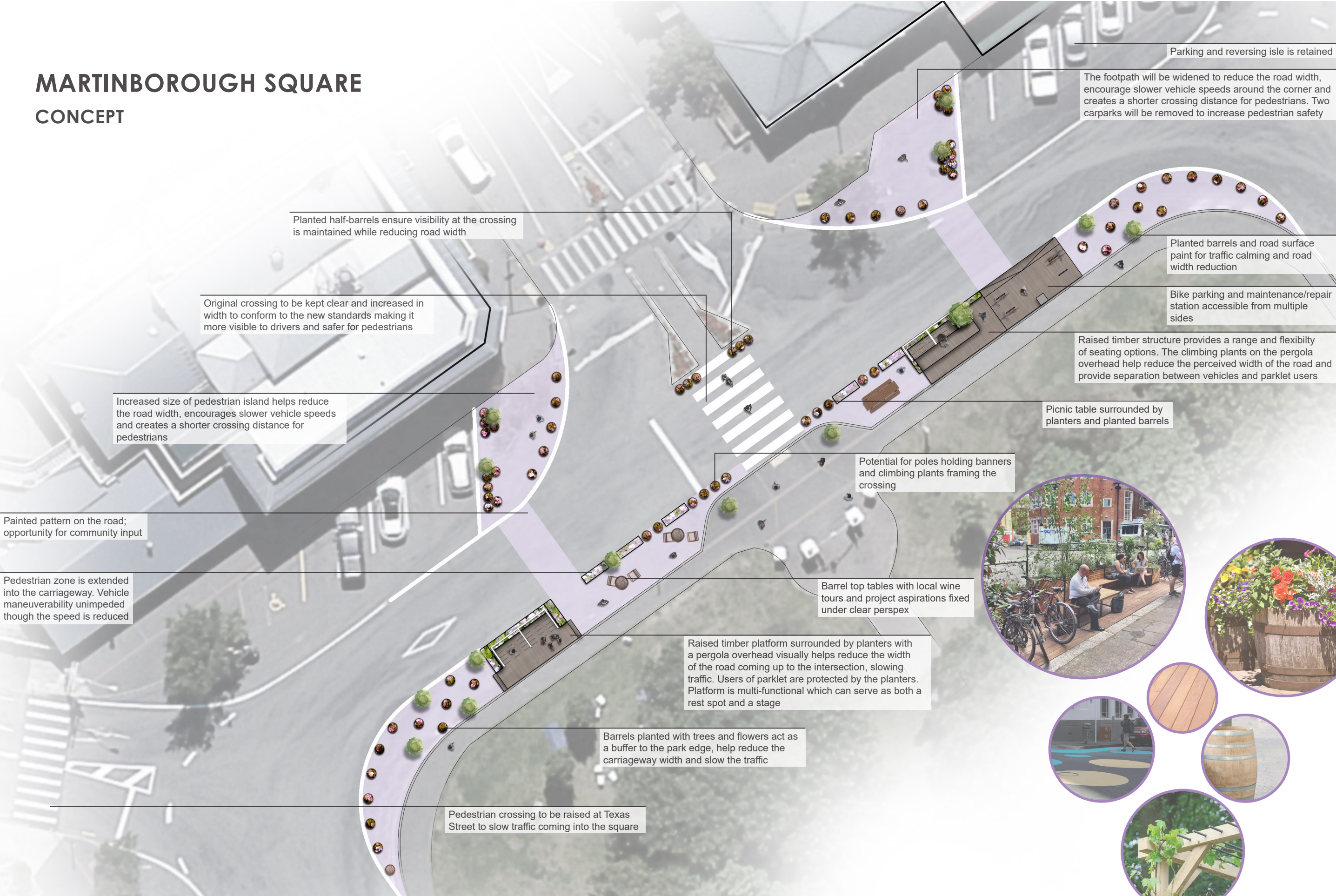
Appendix 3 – Summary of s17a review on Parks and Reserves

Service Delivery Options Assessment										© Morrison Low						
Activity:		Amenities	Potential benefits of the option:		<div>This section 17(a) framework and set of templates is provided as a guide only. Morrison Low & Associates Ltd does not accept any liability for the independent use of the templates.</div>											
Client:		South Wairarapa District Council	5							High level of benefit						
Review date:		Mar-21	3							Medium level of benefit						
Version		Final	1							Low level of benefit						
		In-house	Status Quo		Enhanced Status Quo		Shared Services			Other options						
Service delivery options		Option 1: By own council and in-house	Option 2: By own council and out-sourced		Option 2a: Enhanced Status Quo Amend work packages and contracts and new procurement		Option 3: By shared service agreement with another council(s)		Option 4: By CCO/CCTO owned by Council		Option 5: By joint CCO/CCTO owned by Council and another local authority		Option 6: By partnership between Council and other parties e.g. private and community		Option 7: By a party other than Council	
Description of option:		<p>SWDC provides strategy and policy direction, asset management and operational services.</p> <p>Levels of service based on historical patterns of delivery, with changes in response to ad-hoc community demand or changes in patterns of use.</p> <p>An internal team or works group would perform physical works for council and possibly grow over time to contract a small amount of work to the private sector. Can be agile and responsive to customer needs.</p> <p>This team or group would use council finance and health and safety systems and other processes. Customer facing work would increase.</p> <p>The business group would rely on organic growth. Cultural differences between this group and the remainder of council would need to be managed.</p>	<p>SWDC provides strategy, policy direction and asset management.</p> <p>Delivery of operational services (operations and maintenance) is outsourced to two large external contractors and several smaller local organisations.</p> <p>Continue to contract most services to the private sector in existing bundles.</p> <p>SWDC retain specialist functions only if there is no commercial or competitive market for those services.</p>		<p>SWDC provides strategy, policy direction and asset management.</p> <p>Delivery of operational services (operations and maintenance) continues to be outsourced but scope is reviewed and repackaged to increase potential efficiencies and to ensure specialist services are provided by suitable contractors.</p> <p>Update contracts appropriate to the scope. Focus on incentivising innovation as well as quality of work and value for money. Ensure collection of detailed asset and maintenance data.</p> <p>New procurement (beginning with an RFI to request feedback on which packages would be attractive on their own or bundled.)</p>		<p>SWDC and another council(s) provide their own strategy, policy direction and asset management functions.</p> <p>SWDC enters into a formal shared services arrangement with another council(s) to manage and provide operational services.</p> <p>This would typically have a formal governance group of some description overseeing the joint delivery of works across the two (or more) councils.</p> <p>Operations could be managed through an in-house group or through external contracts with the private sector.</p>		<p>SWDC retains the strategy and policy direction functions.</p> <p>SWDC establishes a CCO or CCTO to deliver asset management and operational services.</p> <p>SWDC is responsible for setting the CCO Statement of Intent (SOI) and monitoring CCO delivery.</p> <p>May include:</p> <ul style="list-style-type: none">- the transfer of some assets that are currently owned by Council but maintained by Contractors and the establishment of a board of directors and formal entity.- an expectation to return a dividend to Council, and to compete for work from Council and the wider market.		<p>SWDC and other council(s) retain the strategy and policy direction functions.</p> <p>SWDC and other council(s) jointly establish a CCO or CCTO to deliver planning, asset management and operational services.</p> <p>SWDC and other council(s) are jointly responsible for setting the CCO Statement of Intent (SOI) and monitoring CCO delivery.</p> <p>Some potential for reduced operational costs.</p> <p>However likely to be relatively higher set up and governance costs for this option.</p>		<p>SWDC retains the strategy, policy direction and asset management functions.</p> <p>SWDC would form an alliance to deliver operational services with a private company or community group such as:</p> <ul style="list-style-type: none">- Long-term agreement e.g. 15 years- A Joint Venture (JV) or Special Purpose Vehicle (SPV) set up between the councils and the private sector.- Management of all or parts of the portfolio could transfer to a Trust, Joint Venture or other partnership arrangement e.g. iwi or a sports code or the Department of Conservation (DOC).		<p>SWDC does not provide properties, parks and reserves maintenance services and activities – i.e. Council opts out of providing the service.</p>	
Further assessment required?		Yes	Yes		Yes		Yes		Not recommended at this time		Not recommended at this time		Not now but investigate possibility for some operational services in the future.		Not now but investigate possibility for some operational services in the future.	
Strategic objectives:		Weight														
Achieves customer satisfaction through meeting adopted levels of service		30%	3		3		3		3							
Supports happy, healthy, connected communities by providing access to recreation facilities and activities		20%	5		5		5		5							
Optimises climate change resilience and sustainable environmental practices		20%	3		3		5		3							
Service delivery that is cost effective and supports Council's risk management approach		30%	3		3		5		5							
Score - Strategic Objectives			3.4		3.4		4.4		4							
Financial criteria:		Weight														
Direct service delivery costs		50%	5		3		3		5							
Indirect (overhead) costs		50%	1		5		5		3							
Score - Financial			3		4		4		4							
Non-financial criteria:		Weight														
SWRC capability and capacity to attract, retain and develop fit for purpose people and skills, management systems, processes and resources for proactive management of issues		25%	1		3		5		3							
Quality and efficient delivery of service		25%	3		3		5		5							
Acceptable and manageable level of risk		10%	3		5		5		3							
The ability to be agile and adaptable (respond quickly to changing expectations and requirements)		10%	5		3		3		3							
Clear definition of roles & decision making responsibilities		10%	3		3		5		3							
Simplicity of governance & contract management		10%	3		5		5		3							
Keeping community services local (engage local contractors, employ local staff)		10%	5		3		3		5							
Score - Non-Financial			2.9		3.4		4.6		3.7							
Total score (financial & non-financial):		100%	2.95		3.7		4.3		3.85							
Overall ranking:			4		3		1		2							
Financial benefit ranking:			4		1		1		1							
Non-financial benefit ranking:			4		3		1		2							
Overall assessment:			Discounted		Discounted		Recommended		Future investigation recommended		Not recommended now		Not recommended now		Not recommended now	

Appendix 4 – Innovating Streets, Martinborough – Concept Design

MARTINBOROUGH SQUARE

CONCEPT



MARTINBOROUGH COMMUNITY BOARD

27 MAY 2021

AGENDA ITEM 8.2

ACTION ITEMS REPORT

Purpose of Report

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

Recommendations

Officers recommend that the Community Board:

1. *Receive the Action Items Report.*

1. Executive Summary

Action items from recent meetings are presented to the Community Board for information in Appendix 1. The Chair may ask Council officers for comment and all members may ask Council officers for clarification and information through the Chair.

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

2. Appendices

Appendix 1 – Action Items to 21 May 2021

Contact Officer: Steph Frischknecht, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive Officer

Appendix 1 – Action Items to 21 May 2021

Number	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
584	9-Oct-17	Resolution	MCB	<p>MCB RESOLVED (MCB 2017/96)</p> <p>1. To receive the Greater Wellington Regional Council (GWRC) Bus Shelter on Ohio Street report</p> <p>2. To defer further discussion on potential artists and murals at the next MCB workshop. (Moved Cornelissen/Seconded Roy) Carried</p>	Open	<p>12/3/18: Cr Colenso undertook to put an artist's brief together.</p> <p>6/6/19: Cr Colenso has been in contact with Jo Deans, Waste Management Officer. She is keen to do something to reflect saving the planet/saving out towns. MCB supported the idea noting it was a good fit with the plastic bag free approach. Also in discussion with GWRC. 18/7/19: Progressing, Cr Colenso still working on.</p> <p>22/8/19: To park for the new Board.</p> <p>25/09/20: Cr Colenso has contacted GWRC and is awaiting a response.</p> <p>5/11/20: Councillor Colenso updated members of discussions with GWRC and the Board agreed with the suggestion to approach an artist for design ideas for the bus shelter if this could be done at no cost.</p> <p>17/12/20: Cr Colenso undertook to approach Simon Fuller, principal of Kuranui College, to request students assist with the design for the bus shelter.</p> <p>25/02/21: Contact not yet made with Simon Fuller.</p> <p>29/4/21: Still work in progress.</p>
176	19-Sep-19	Resolution	4 & 5 – K Neems	<p>MCB RESOLVED (MCB 2019/70) that:</p> <p>1b. Officers report to the next full Community Board with a maintenance schedule for the homestead, cottage and surrounding land. (Moved Cr Maynard/Seconded Roy) Carried</p> <p>1c. Whilst work is being undertaken on the house and cottage, that officers report to the Board at each meeting (6 weekly) on the progress of maintenance until the work is completed, and</p> <p>Thereafter, officers report 6 monthly on the condition of the homestead, cottage, surrounding land, and farm. (Moved Cr Colenso/Seconded Beattie) Carried</p> <p>2. The repairs and maintenance work to bring the homestead and cottage up to an acceptable standard for rental purposes be undertaken as a matter of priority. (Moved Cr Colenso/Seconded Beattie) Carried</p> <p>3. The exterior painting of the homestead be undertaken as the next priority and that the Board recommends Council approves up to \$30,000 for this work. (Moved Cornelissen/Seconded Cr Colenso) Carried</p> <p>4. That Council review the overhead cost allocation model for the Pain Farm.</p> <p>5. That following this review, that Council consider whether any overhead allocations for the last three years should be credited back to the Pain Farm account. (Moved Read/Seconded Cornelissen) Carried</p>	Open	<p>1b – Superseded by resolution MCB2019/78 (point 3)</p> <p>1c – Done</p> <p>2 – Done</p> <p>3 – Done and has been reported to Council on 18 March 2020</p> <p>4 – Review of the overhead cost allocation model to be done as part of the Long-Term Plan.</p> <p>5 – See point 4 above</p> <p>05/11/20: Members discussed timeframes of the cost allocation model review, scope of original request and sought an update to clarify the connection between the overhead cost allocation model and crediting of funds back to the Pain Farm account.</p> <p>08/12/20:-It is considered efficient to look at the review of the costs at the same time as the allocation model is reviewed for the LTP. Due to resourcing constraints this has been pushed to early next year. As mentioned in a previous report it is unlikely any Corporate Support costs will be credited as they cover governance and secretarial duties, financial accounts, debt collection, internal administrative time etc for the residential accommodation, refuse station, and farm. The portion of the Professional Services which covers property management for these three income streams will form the basis of the review. The time taken for Officers to project manage the entire property including the recent upgrade to the house and farm fencing will also be taken into account.</p> <p>29/4/21: Awaiting confirmation of LTP.</p> <p>21/05/21: As above.</p>
293	5-Dec-19	Action	E Stitt	To request officers investigate lessons learned for the Waihinga Centre project.	Open	<p>02/07/20: This will an independent review planned to commence in July 2020.</p> <p>14/08/20: Independent reviewer identified but review not yet started.</p> <p>27/10/20: We've now got budget to proceed with the review and external recourses will be engaged to help us conduct it in the coming weeks.</p> <p>08/12/20: Relevant information has now been gathered and the process will begin in the New Year. It will take 6 weeks based on independent contractor availability.</p> <p>29/04/21: Project to commence end April.</p> <p>21/05/21: Review underway</p>
294	5-Dec-19	Action	H Wilson	Officers to report to the Martinborough Community Board on opportunities to maximise the revenue of the Pain Farm by looking at options for different land use.	Open	<p>27/10/20: Officers would welcome some direction from the MCB on what opportunities the Board consider could be taken in view of the existing residential tenancies, farm lease, transfer station and wastewater to land operation.</p> <p>05/11/20: Members discussed the request from officer's for further direction and requested a breakdown of the various Pain Farm income to show the current Pain Farm revenue sources mentioned above (refer to Action 615).</p> <p>18/2/21: Statement of Performance provided to meeting 25/2/21.</p> <p>21/05/21: Awaiting direction from MCB.</p>
95	27-Feb-20	Action	MCB	Investigate forming a Martinborough Tree Group with representatives from the community and the Martinborough Community Board.	Open	<p>02/07/20: Mayor Beijen and Michael Honey have started the process of establishing a Martinborough Tree Group.</p> <p>14/08/20: Four representatives identified but group not yet established.</p> <p>24/09/20: Still in progress of forming group.</p> <p>17/12/20: Mayor Beijen updated members progress has been made and invitations would be sent within the coming weeks.</p> <p>29/04/21: Work in progress.</p>

Number	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
314	2-Jul-20	Action	E Stitt	To investigate walking/cycling improvements along the eastern side of Princess street from the intersections of New York Street to Huangarua Road, and more broadly in Martinborough.	Open	23/07/20: The option of a walking /cycling path along Princess street is viable>estimate cost of approximately \$55,000 which there is no current budget for. This proposal will be addressed within the Spatial Plan and any walking cycling strategies developed. 27/10/20: This will be considered as part of a Walking/Cycling strategy and potentially funded within the Long Term Plan. 29/04/2021: Awaiting outcome of LTP to confirm funding of walking/cycling strategy. 21/05/21: As above.
429	13-Aug-20	Action	MCB	Investigate entering into a funding partnership agreement with Martinborough Community Garden for the remainder of the triennium.	Parked	24/08/20: Funding partnership offered through correspondence on grant. Martinborough Community Garden has requested to meet with MCB first and this request has been forwarded to the Chair. 27/10/20: Chair of MCB met with Martinborough Community Garden who has requested relocation options first be considered (refer to action 489). 27/10/20: A potential site behind the Cecily Martin Housing for Seniors area on the corner of Venice and Regent Street has been identified. 05/11/20: Members discussed the proposed location for the Martinborough Community Garden at the Cecily Martin Housing for Seniors area on the corner of Venice and Regent Street and sought clarification on the land available before members discussed the proposed location with the Martinborough Community Garden (refer Action 617) 8/12/20: The land area is approximately 1270m2 and maps of the area were provided in Appendix 3 of the Action Items Report to the meeting on 17/12/20. It is suggested if the Board wants to explore this that a community board representatives works with the Martinborough Community Garden to present a proposal to officers for consideration.
495	24-Sep-20	Action	K Neems	Confirm if the commitments for the Waihinga Centre and water fountain need to be retained or whether these can be released back to the beautification fund	Open	Waihinga \$30k was journaled against the project as part of the year-end adjustments. This was done after the last I&E statement was completed and has been updated in the latest I&E statement showing there is no commitment remaining to be released. Officers need to manually collate the remaining water fountain invoices before confirming the amount remaining for release. 20/04/21: The water fountain invoices will be manually collated at the end of the financial year (30-Jun-21) 21/05/21: As above.
497	24-Sep-20	Action	MCB	To continuing working with mana whenua on a Martinborough town sign entrance	Open	
606	5-Nov-20	Action	E Stitt	Request an update from Greater Wellington Regional Council on progress made to remedy the Hinakura Road slump issue	Open	17/12/20: There has been no concerns over the winter months and the heavy rain 9/10th November had no impact. The issue will be addressed with GWRC mid-summer 18/2/21: Monitoring regularly, meeting currently being organised with GWRC. 29/04/21 - Monitoring not showing significant shifts - developing plan with GWRC. 21/05/21: No shift observed. Culvert installed to mitigate stormwater risk prewinter. Discussions with GWRC continue.
613	5-Nov-20	Action	K Yates	Seek a nomination from the Māori Standing Committee for a tangata whenua representative for the Considine Park User Group	Open	8/12/20: MSC are considering potential candidates to represent the interests of tangata whenua following a report to their meeting on 8-Dec-20. 25/2/21: Still in progress. 13/4/21: MSC Hau Ariki Marae representative to raise at next marae meeting. 21/05/21: Awaiting next MSC meeting for update.
619	5-Nov-20	Action	B Neems	Progress the planting of one tree for the 150 year Anniversary for the settlement at Waihinga in Centennial Park with the Amenities Manager	Actioned	21/05/21: Tree ordered and arrived, to be planted week beginning 24-May-21.
719	17-Dec-20	Action	E Stitt	Provide the Board with information on what is being done in response to difficulties accessing the fire hydrant on Jellicoe Street and an update on the hydrant maintenance schedule to resolve issues with accessing hydrants in Martinborough	Open	25/02/21: Update reported to 25Feb21 meeting that this is being progressed with Wellington Water Ltd and negotiations are underway to increase the frequency of fire hydrant servicing. 29/4/21: SWDC is negotiating a variation to the standard of fire hydrant servicing but there are cost implications. 21/05/21: See information below on standard. We have asked for inspection to be accelerated in short term to ensure no legacy issues.

Number	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
						<p>Hydrants - To confirm the proactive maintenance programme for fire hydrants, as managed through the WWL Customer Operations Group. This complies with New Zealand Standard 4522:210 Underground Fire Hydrants: Annually:</p> <ul style="list-style-type: none"> 20% of all fire hydrants get inspected, operated (flushed till clear) and condition assessment recorded against the asset. <ul style="list-style-type: none"> Note: For SWDC, this 20% is split evenly across the three towns (approximately 40 hydrants per town per year). It therefore takes 5 years to get round all hydrants. 100% of all dead-end fire hydrants are operated (flushed till clear). <ul style="list-style-type: none"> These typically sit at the ends of the water network and the flushing helps to flush out old water. 100% of critical hydrants get tested for flow rate and pressure. <ul style="list-style-type: none"> These are a smaller number of selected hydrants which give an indication of the wider networks' supply and firefighting performance. 100% of all fire hydrants get a fresh paint, if required, as well as replacement of any missing blue reflector markers.
726	17-Dec-20	Action	E Stitt	Request the Roading Manager attends a Martinborough Community Board meeting to discuss the roading programme	Open	29/04/21: Programme for 2021/22 will be developed over coming months. 21/05/21: As above.
727	17-Dec-20	Action	MCB	Consider putting forth a list of road names for use in the Martinborough Ward	Open	29/04/21: No update
728	17-Dec-20	Action	M Honey	Research the suitability of planting a Rata tree in Centennial Park in celebration of 150 years of the Martinborough township	Actioned	29/04/21: MCB agreed to plant a Northern Rata tree.
731	17-Dec-20	Action	Cr Colenso	Investigate who originally designed the historical information sign at Bidwills Cutting	Open	29/04/21: Still work in progress
118	29-Apr-21	Resolution	E Stitt	<p>MCB RESOLVED (MCB 2021/17):</p> <ol style="list-style-type: none"> To receive the Martinborough CCTV Cameras Report. (Moved Cr Maynard/Seconded Ellims) Carried To agree not to recommend to the Assets and Services Committee that Council investigate proposed ownership of CCTV cameras in the Martinborough community further. (Moved Fenwick/Seconded Honey) Carried 	Actioned	
121	29-Apr-21	Resolution	K Neems	<p>MCB RESOLVED (MCB 2021/20):</p> <ol style="list-style-type: none"> To receive the Financial Assistance Report. (Moved Fenwick/Seconded Honey) Carried To defer considering the grant application from Martinborough Music Festival Trust until the next available funding round in August 2021. (Moved Cr Colenso/Seconded Honey) Carried To close grant applications to the end of 2020/21 financial year and refer applicants to the next available funding round in August 2021. (Moved Ellims/Seconded Fenwick) Carried 	Open	21/05/21: MCB grant funding has been closed for 202/21 and letter has been sent to Martinborough Music Festival seeking their confirmation of whether they would like their application to be represented to the Board in August.21.
122	29-Apr-21	Resolution	K Neems	<p>MCB RESOLVED (MCB 2021/21):</p> <ol style="list-style-type: none"> To receive the Chairperson Report (Moved Cr Maynard/Seconded Fenwick) Carried Approve funds of up to \$1,250 (excl GST) for payment of the ANZAC flags, to be funded from the beautification fund. (Moved Ellims/Seconded Fenwick) Carried 	Actioned	
123	29-Apr-21	Resolution	K Yates	<p>MCB RESOLVED (MCB 2021/22):</p> <ol style="list-style-type: none"> Approve the Martinborough Community Board submission to the 2021/31 SWDC Long Term Plan. Approved the Martinborough Community Board submission to the SWDC Spatial Plan. (Moved Fenwick/Seconded Honey) Carried Councillors Maynard and Colenso abstained 	Actioned	

Number	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
124	29-Apr-21	Action	MCB	Hold a workshop to discuss opportunities for innovative safety improvements on Martinborough streets such as at the intersections of Venice/Jellicoe Streets and Princess/Kitchener Streets	Open	
125	29-Apr-21	Action	E Stitt	Circulate inspection reports carried out on the Pain Farm Homestead and Cottage to Martinborough Community Board	Actioned	
126	29-Apr-21	Action	K Neems	Amend the timing of Martinborough Community Board's grant funding rounds to bi-annually from August 2021 and report to the Board on its funding allocation for 2021/22 to allow the Board to set the grant pool for each funding round	Actioned	21/05/21: The next allocation of funds will be available from 1st July 2021. The grants budget for 2021/22 is \$4,500. The Board needs to advise Finance of the process they will be following for the financial year.
127	29-Apr-21	Action	MCB	Investigate the process for submitting an application to South Wairarapa Rotary Club for funding of new FlagTrax in Martinborough subject to confirmation that the Martinborough Community Board is able to apply for external funding	Open	

MARTINBOROUGH COMMUNITY BOARD

27 MAY 2021

AGENDA ITEM 8.3

INCOME AND EXPENDITURE STATEMENTS

Purpose of Report

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

Recommendations

Officers recommend that the Community Board:

1. *Receive the Income and Expenditure Statement for 1 July 2020 – 30 April 2021.*

1. Executive Summary

The Income and Expenditure Statement for 1 July 2020 – 30 April 2021 is attached in Appendix 1.

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

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

2. Appendices

Appendix 1 - Income and Expenditure Statement for 1 July 2020 – 30 April 2021

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

Prepared By: Steph Frischknecht, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive

**Appendix 1 – Income and Expenditure
Statement for
1 July 2020 – 30 April 2021**

Martinborough Community Board
Income & Expenditure for the Period Ended 30 April 2021

Personnel & Operating Costs

Budget

Members' salaries	17,965.88
Mileage reimbursements	500.00
Operating expenses	6,944.00
Total Personnel & Operating Costs Budget 2020-21	25,409.88

Expenses

Personnel Costs

Members' Salaries	13,558.90
Mileage reimbursements	1,153.28
Total Personnel Costs to 30 April 2021	14,712.18

Operating Expenses

26/08/2020 Local Government NZ	Community board levy 2020/21	216.68
25/02/2021 Two Community Board Members to attend 2021 CB Conference	3,714.50	3,714.50
Total Operating Expenses to 30 April 2021		3,931.18

Committed funds

Resolution date	Original commitment	Spent to date	Remaining commitment
Members' Salaries	17,965.88	13,558.90	4,406.98
Mileage reimbursements	500.00	1,153.28	(653.28)
Honorary payment to student rep (\$50 per meeting)	200.00		200.00
17/12/2020 MBO Community Board	500.00		500.00
25/02/2021 Two Community Board Members to attend 2021 CB Conference	4,310.00	3,714.50	595.50
Total Commitments			5,049.20

TOTAL OPERATING EXPENSE BUDGET AVAILABLE*

1,717.32

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

Grants

Income

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

LESS: Grants paid out

21/07/2020 Kurunui College	First Aid, safety equipment, balls & bags	500.00
24/08/2020 Kidz Need Dadz	Father's Day bowling event	200.00
24/08/2020 Martinborough Community Garden	Contribution to ongoing costs	800.00
5/10/2020 Tora Bombora	Tora Bombora Music Festival	500.00
24/12/2020 Martinborough Business Assn	Christmas Decorations for Martinborough	750.00
28/09/2020 Guy Fawkes/Colour Run	Contribution towards event	500.00
1/11/2020 Neighbourhood Support	Promotional flag & collateral	200.00
17/12/2020 MADCAPS	Traffic Management MBO Xmas Parade	2,000.00
Total Grants paid out to 30 April 2021		5,450.00

LESS: Committed Funds

Resolution date	Original commitment	Spent to date	Remaining commitment
21/05/2020 Wairarapa Maths Association	Annual maths competition 2020-21	300.00	300.00
21/05/2020 Wairarapa Maths Association	Annual maths competition 2021-22	300.00	300.00
13/08/2020 Martinborough Community Garden	Contribution to water tank	1,000.00	1,000.00
Total Commitments			1,600.00

PLUS: Balance Carried forward from previous year*

3,176.23

* excludes Swimming Pool funds

TOTAL GRANTS FUNDS AVAILABLE

469.23

Martinborough Community Board
Beautification Fund for the Period Ended 30 April 2021

Income

Annual Plan 2020-21 allocation 10,710.00

Total Income 2020-21 **10,710.00**

Beautification grants - operating

Total Beautification grants - operating to 30 April 2021 **-**

Beautification grants - capital

15/07/2020 Souness Developments FlagTrax 2,350.00

Total Beautification grants - capital to 30 April 2021 **2,350.00**

LESS: Committed Funds

Resolution date	Original commitment	Spent to date	Remaining commitment
13/03/2017 Waihinga Centre *	30,000.00	30,000.00	-
12/03/2018 Water fountain (\$17,500 less 3,222.15 2018-19)**	17,500.00	3,222.15	14,277.85
18/07/2019 Purchase of Flags for flagtrax (\$2,000 commitment)	2,000.00	3,298.50	(1,298.50)
17/12/2020 Tree to be planted in celebration of 150 years of Martinborough Township	500.00	-	500.00
29/04/2021 ANZAC Flags	1,250.00	1,137.70	112.30

Total Commitments **13,591.65**

PLUS: Balance Carried forward from previous year **9,665.27**

TOTAL BEAUTIFICATION FUNDS AVAILABLE **4,433.62**

* An adjustment was made to record this spend in the final accounts of June 2020 after the August report had already been completed.

** There are further fountain invoices to be accounted for but will need to manually collate these.

Martinborough Community Board

Swimming Pools Fund for the Period Ended 30 April 2021

Income

Funds from Martinborough Swimming Club

17,678.80

17,678.80

Expenditure

Total Expenditure

-

-

Net Surplus/(Deficit) Year to Date

17,678.80

LESS: Committed Funds

Resolution
date

Original
commitment

Spent to date

Remaining
commitment

-

-

Total Commitments

-

TOTAL FUNDS AVAILABLE

17,678.80

Appendix 2 - Income and Expenditure Statement for

1 July 2019 – 30 June 2020

Martinborough Community Board					
Income & Expenditure for the Period Ended 30 June 2020					
Income					
	Annual Plan 2019/20 allocation				28,053.00
Total Income 2019/20					28,053.00
Expenditure					
	Members' Salaries				16,958.85
	Mileage reimbursements				111.00
Total Personnel Costs					13,003.38
General Expenses					
31/7/2019	Survey Monkey				178.26
31/7/2019	Conference Expenses				40.87
12/08/2019	Pirinoa Hall	Donation to the Hall in Lieu of Hireage			100.00
10/01/2019	Maisie Arnold-Barron	Student Member			100.00
11/05/2019	Office Max	Stationery			10.89
1/07/2020	Sundry expenses ex payroll				27.83
Total General Expenses					457.85
Grants					
6/09/2019	Epilepsy Foundation	Field Service Programme			500.00
11/09/2019	Bombora Events	Tora Bombora running costs			1,000.00
25/10/2019	Martinborough T	Fireworks			300.00
1/02/2020	Mad Caps	Christmas Parade			2,000.00
27/1/2020	Kuranui College	Matariki Celebration			1,000.00
20/12/2019	Waiwaste Martinborough	Fridge freezer			898.00
13/03/2020	Mad Caps	Music Festival			500.00
27/04/2020	Grant - Anglican Parish	Breakfast and Homework club			600.00
18/06/2020	Martinborough Netball Club	Uniform tops			950.00
30/06/2020	Wairarapa Maths Association	Annual maths competition			300.00
Total Grants					8,048.00
Capital Expenditure					
Total Capital Expenditure					-
Total Expenditure					21,509.23
Net Surplus/(Deficit) Year to Date					6,543.77
LESS: Committed Funds					
Resolution date			Original commitment	Spent to date	Remaining commitment
	Salaries to 30 June 2020*	Remaining balance	16,266.00	16,958.85	(692.85)
	Mileage to 30 June 2020*	Remaining balance	500.00	111.00	389.00
	Student Rep Honorarium	Remaining balance	400.00	350.00	50.00
27/11/2017	Grant - MBA Basketball	Backboards and Posts	500.00		500.00
27/2/2020	Grant - Kuranui College	First Aid, safety equipment, balls & bags	500.00		500.00
21/05/2020	Neighbourhood Support	Promotional flag & collateral	200.00		200.00
Total Commitments					946.15
Current Year Surplus/(Deficit)					5,597.62
PLUS: Balance Carried forward from previous year					6,881.14
(excludes Swimming Pool funds)					
TOTAL FUNDS AVAILABLE					12,478.76
* remaining budaet for salaries & milegae does not carry over into subsequent financial years					

Martinborough Community Board				
Beautification Fund for the Period Ended 30 June 2020				
Income				
	Annual Plan 2019/20 allocation			10,710.00
Total Income 2019/20				10,710.00
Expenditure				
19/09/2019	Souness Developments	Flag trax		9,000.00
24/10/2019	One Source	Happy Holidays flag trax		948.50
18/06/2020		Bike racks at Waihinga Centre		450.00
Total Capital Expenditure - Beautification				9,948.50
Total Expenditure				9,948.50
Net Surplus/(Deficit) Year to Date				761.50
LESS: Committed Funds				
Resolution date		Original commitment	Spent to date	Remaining commitment
13/03/2017	Waihinga Centre	30,000.00		30,000.00
12/03/2018	Water fountain (\$17,500 less 3,222.15 2018-19)	17,500.00	3,222.15	14,277.85
18/07/2019	Purchase of Flags for flagtrax (\$2,000 commitment)	2,000.00	948.50	1,051.50
Total Commitments				45,329.35
Current Year Surplus/(Deficit)				(44,567.85)
PLUS: Balance Carried forward from previous year				52,564.77
TOTAL FUNDS AVAILABLE				7,996.92

Martinborough Community Board				
Swimming Pools Fund for the Period Ended 30 June 2020				
Income				
	Funds from Martinborough Swimming Club			17,678.80
Total Income 2019/20				17,678.80
Expenditure				
Total Expenditure				-
Net Surplus/(Deficit) Year to Date				17,678.80
LESS: Committed Funds				
Resolution date		Original commitment	Spent to date	Remaining commitment
6/06/2019	Outdoor Clock	250.00		250.00
22/08/2019	Fred Cooper Estate	3,000.00		3,000.00
Total Commitments				3,250.00
TOTAL FUNDS AVAILABLE				14,428.80

AGENDA ITEM 10.1

CHAIRPERSON REPORT

Recommendations

The chairperson recommends that the Community Board:

1. *Receive the Chairperson Report.*
2. *Recommend the Assets and Services Committee considers the following road safety matters:*
 - a) *A temporary low sitting roundabout at the junction of SH53 Kitchener Street and Princess Street.*
 - b) *Temporary coloured cat eyes on both sides of pedestrian crossing on Jellicoe Street (at the footpath beside Venice Street) in the 50 metres before the crossing.*
 - c) *Temporary coloured cat eyes or speed bumps on both sides of the pedestrian crossing outside the school on Dublin Street on the Heavy Traffic Bypass.*
 - d) *Requests officers investigate options to slow traffic on Roberts Street outside the Kindergarten.*
 - e) *Request officers investigate options for a cycle/foot pathway along Puruantanga Road from the corner of Princess Street to Te Kairanga Vineyard.*
3. *Considers purchasing Matariki Flags for Martinborough FlagTrax at a cost of \$988 + GST, to be funded from the beautification fund.*

Topic 1 – Community Engagement

Since our last meeting our new sign board has been created for the “Martinborough Community Board Drop In” sessions. This will make us more visible from our next Drop In session, Saturday 5th June, 10am to 12pm at the Waihinga Centre.

1. Topic 2 – Innovating Streets and Town Road Safety

The Community Board would like the Assets and Services Committee to request Council officers investigate safety options at the sites within Martinborough which the Community Board know to have safety issues.

We would like to know if the following is achievable and if not receive alternative options to investigate safety in these spaces:

1. A temporary low sitting roundabout at the junction of SH53 Kitchener Street and Princess Street – like the one seen in Gore in Aidan Ellim’s presentation on 29 April 2021 available [here](#). These are low enough for emergency services to drive over the top of them.
2. Temporary coloured cats eyes on both sides of the pedestrian crossing on Jellicoe Street (at the footpath beside Venice Street) in the 50 metres before the crossing (or as advised best by council officers).
3. Temporary coloured cats eyes or speed bumps on both sides of the pedestrian crossing outside the school on Dublin Street (the Heavy Traffic Bypass)
4. Can officers please investigate and advise on options to slow traffic on Roberts Road/Street, outside the Kindergarten, where young children pop out onto the road.
5. Can officers please investigate and advise on an option for a “cycle/foot pathway” along Puruatanga Road from the corner of Princess Street to Te Kairanga Vineyard.

2. Topic 3 – Martinborough – Update from Police

On 12 May, myself, Nathan Fenwick, Bryce Neems (SWDC Amenities Manager), representatives from Police, Fire and concerned community and business representatives met at the Martinborough Fire Station to discuss activity which had been occurring within town.

Mr Neems advised that on the three weekends of the school holidays, there were serious attempts to cause harm by stealth at the Park. This included things like broken glass on pathways and broken cans hidden in the bark with the sharp sides facing up.

Jo from NZ Police also advised that there has been some robberies around town and it was timely to remind residents to lock up and make sure they take all the basic precautions they can i.e. don’t leave keys in their cars.

Police are also happy to help if anyone in the community wishes to create a Neighbourhood Watch group.

Mr Neems has organised for CityCare to do a safety check at the Park first thing in the morning when they clear the rubbish. It was during one of these inspections that the sharp cans were discovered. Nga mihi nui to Mr Neems for his prompt management of this situation and to CityCare for their diligence. Our tamariki are our towns greatest treasure.

3. Topic 4 – Matariki Flags for Martinborough FlagTrax

Matariki is coming up in mid-July. I have been investigating Flag options for the town. Potentially, if purchased, we could use the flags this year and with flags being a multi-use item, the board would also be ready for when Matariki is a national holiday from 2022.

Bernie from One Source has been able to give me the attached already created/set up flags. The cost to purchase these is approx. \$76.00+GST per flag.

We have 13 flagtrax in Martinborough. If Martinborough Community Board decided to purchase 13 flags for our existing flag trax the commitment would be \$988.00+GST

4. Topic 5 – Community Board Conference in Gore

Thank you to the Board for sending me to the Community Boards Conference in Gore. It was really great to be able to see and hear from our counterparts around Aotearoa. It shouldn't be surprising that many of us are experiencing the same issues, such as aged and under invested infrastructure and real concern over Social Housing. Climate change was also a really big issue facing other areas, particularly Community Boards with coastal communities like our own. I could see emerging future leaders of New Zealand, and the incredible range of speakers at conference clearly showed that inspiration doesn't have an age limit!

I enjoyed meeting like minded, community driven people and have come away reinvigorated.

5. Appendices

Appendix 1 – Matariki Flag Templates

Nga mihi nui ki a koutou.

Report compiled by Mel Maynard
Chair
Martinborough Community Board

Appendix 1 – Matariki Flag Templates

MATARIKI Maori New Year

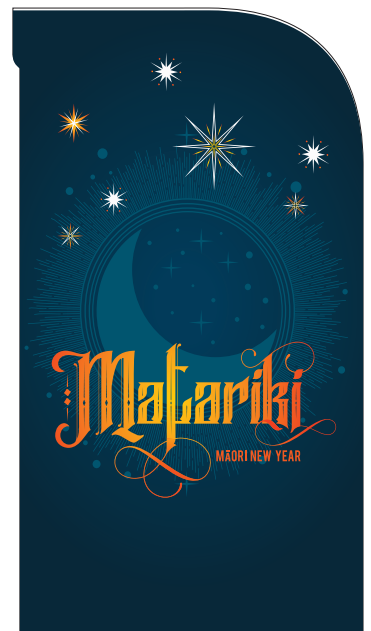
a



b



c



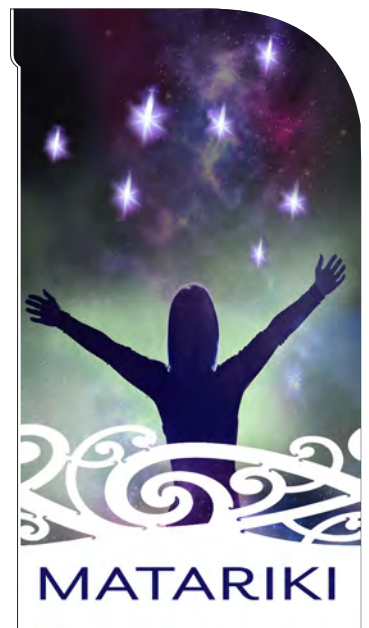
d



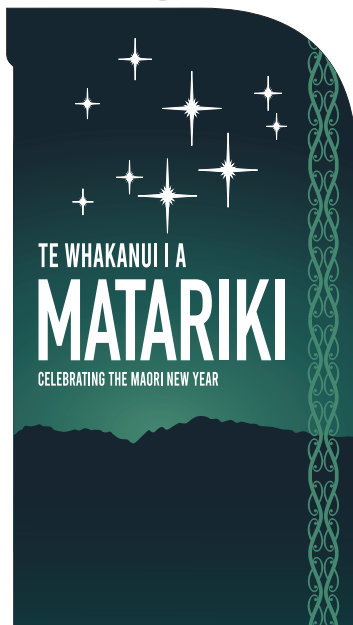
e



f



g



h



i



Standard Bracket



FlagTrax

