

MARTINBOROUGH COMMUNITY BOARD

Agenda

NOTICE OF MEETING

An ordinary meeting will be held on Thursday, 7 October 2021 starting at 6:30pm.

Due to COVID-19 restrictions this meeting will be held via video conference. All members participating will count for the purpose of the meeting quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002. This meeting will be live-streamed and will be available to view on our [YouTube channel](#).

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 Mike Armour – Footpaths and roading
- 5.2 Trinity Shaw – Proposed closure of Te Awaiti Reserve for overnight camping
- 5.3 Mike Firth – Te Awaiti Reserve and livestock on rural roads

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 16 August 2021. **Pages 1-7**

Proposed Resolution: *That the minutes of the Martinborough Community Board meeting held on 16 August 2021 be confirmed as a true and correct record.*

8. CHIEF EXECUTIVE AND STAFF REPORTS:

- 8.1 Martinborough Pump Track Report **Pages 8-62**
- 8.2 Waihinga Project – Lessons Report **Pages 63-86**
- 8.3 Hinekura Road Erosion and Landslide Remediation Report **Pages 87-126**
- 8.4 Officers’ Report **Pages 127-163**
- 8.5 Action Items Report **Pages 164-169**
- 8.6 Income and Expenditure Report **Pages 170-174**

9. NOTICES OF MOTION:

- 9.1 None advised

10. CHAIRPERSON’S REPORT:

- 10.1 None advised

11. MEMBER REPORTS (INFORMATION):

- 11.1 None advised

12. CORRESPONDENCE:

Proposed Resolution: *That the outwards correspondence be noted.*

- 12.1 Outwards Correspondence **Page 175**
- To Allan Hogg and Dudley-Anne Hill, Martinborough Business Association from Martinborough Community Board, dated 17 August 2021



Minutes – 16 August 2021

- Present:** Mel Maynard (Chair), Aidan Ellims, Michael Honey, Nathan Fenwick and Councillor Pip Maynard.
- In Attendance:** Harry Wilson (Chief Executive), Jo Dean (Regional Zero Waste Advisor), Ben Turner (Engineering Officer) and Steph Frischknecht (Committee Advisor).
- Also in Attendance** Charlotte Harding, Clem Beck and Mike Firth.
- Conduct of Business:** The meeting was conducted in public in the Supper Room, Waihinga Centre, Texas Street, Martinborough between 6.30pm and 9.25pm.

1. EXTRAORDINARY BUSINESS

MCB RESOLVED (MCB 2021/39) to consider the Chairperson Report as agenda item 10.1. The report was not on the agenda as the Chair was awaiting information attached as Appendix 1 and 2 and it could not be delayed to a subsequent meeting due to a high level of public interest and a financial account that needed to be settled.

(Moved M Maynard/Seconded Fenwick)

Carried

2. APOLOGIES

MCB RESOLVED (MCB 2021/40) to receive apologies from Councillor Colenso and youth representative Alex Mason.

(Moved M Maynard/ Seconded Ellims)

Carried

3. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

4. ACKNOWLEDGMENTS AND TRIBUTES

Mr Ellims acknowledged the passing of resident Joan Bidwell and Mr Fenwick acknowledged the passing of resident Julie McLellan.

Ms Maynard acknowledged the passing of Emma Aranui who had been instrumental in the establishment of Hau Ariki Marae.

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5. PUBLIC PARTICIPATION

Charlotte Harding – Pump Track Project

Ms Harding requested support for a pump track in Considine Park, noting that a specific site location had not yet been selected. Ms Harding outlined progress to date and anticipated next steps of reporting to the Assets and Services Committee and public consultation. Ms Harding responded to questions on engagement with neighbouring properties.

Clem Beck – Rates and Three Waters Reform Programme

Mr Beck stated there was a lack of communication on the rates increase and requested a public meeting be held. Mr Beck also spoke on the Three Waters Reform Programme, including ownership of and financial returns from assets, involvement of Iwi, and the timeframes for decision making. Mr Beck stated there had been no advice to date from Council and requested the Board pass a vote of no confidence in Council.

Mike Firth – Rural Roothing and Three Waters Reform Programme

Mr Firth asked what the plan was for rural roads, particularly for the slump on Te Awaiti Road at the Gluepot, and wanted better Council communications. Mr Firth requested information on the Three Waters Reform Programme be made available to the community and wanted the community to be consulted.

6. ACTIONS FROM PUBLIC PARTICIPATION

The matters raised by Mr Beck and Mr Firth would be discussed under agenda item 10.1, the Chairperson Report.

MCB NOTED:

Action 388: Request a report from officers to understand the legal obligations and uses of Considine Park so the Board can make a recommendation to the Assets and Services Committee on the proposed pump track, H Wilson.

MCB RESOLVED (MCB 2021/41) to bring Topic 1 – Community Engagement of agenda item 10.1, the Chairperson Report, forward for consideration.

(Moved M Maynard/Seconded Fenwick)

Carried

10.1 Chairperson Report - Topic 1 Community Engagement (item moved)

Ms Maynard spoke to matters as outlined in Topic 1 of the Chairperson Report and recommended a public meeting be held to discuss rates.

MCB RESOLVED (MCB 2021/42):

1. To receive the Chairperson Report.
2. To request that Council hold an urgent public meeting to discuss rates, to be held as soon as possible, for the Martinborough community.

(Moved Fenwick/Seconded Ellims)

Carried

Members discussed the advantages of a public meeting over private one-to-one meetings. Mr Wilson advised a public meeting had not been precluded and Council would be determining the best way to respond.

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Mr Wilson outlined considerations around the Three Waters Reform Programme and an information paper would be presented to the Assets and Services Committee. Members did not want a public meeting on rates to be combined with matters on the reform programme.

Secretary note: Recommendation 3 of the Chairperson Report was considered following agenda item 8.3, the Action Items Report.

MCB RESOLVED (MCB 2021/43) to bring Topic 2 –Road Safety of agenda item 10.1, the Chairperson Report, forward for consideration.

(Moved Fenwick/Seconded Cr Maynard)

Carried

10.1 Chairperson Report - Topic 2 District Road Safety (item moved)

Mr Turner updated members on the current state of the Hinekura Road and Te Awaiti Road slumps, and responded to questions on Ruakokopatuna Road. A report on Hinekura Road would be presented to the Assets and Services Committee.

Mr Wilson responded to questions on road maintenance funding, alternative routes, resourcing capacity and quality control.

Members discussed connection of rural communities and felt there was a need for improved communications from Council.

Mr Wilson undertook to confirm if the materials had arrived for the repair of Ponatahi Bridge.

7. MARTINBOROUGH COMMUNITY BOARD MINUTES – 8 JULY 2021

7.1 Martinborough Community Board Minutes – 8 July 2021

MCB RESOLVED (MCB 2021/44) that the minutes of the Martinborough Community Board meeting held on 8 July 2021 be confirmed as a true and correct record.

(Moved Fenwick/Seconded Ellims)

Carried

8. CHIEF EXECUTIVE AND STAFF REPORTS

8.1 Officers Report

Ms Dean updated members that a waste minimisation plan is now needed for large events. A form would be made available on the Council website and Ms Dean was working with event organisers.

Mr Wilson responded to questions on rates arrears, timeframes for updating performance indicators, the proportion of alcohol licensed premises that had a compliance visit, the remarking of the sealed network, and bridge checks.

Mr Wilson undertook to share with members the outcome of a desktop investigation on Huirpi Bridge.

The Waihinga Centre lessons learned would be reported to the next Assets and Services Committee meeting.

Members discussed the installation of an additional lime path at Considine Park and requested involvement in the speed limit review.

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MCB RESOLVED (MCB 2021/45) to receive the Officers Report.

(Moved Ellims/Seconded Fenwick)

Carried

8.2 Street Flag Application Report

In declining the application from Martinborough Business Association, members discussed the need to undertake a stock take of available flags and their preference to utilise the existing “love local” messaged flags.

MCB RESOLVED (MCB 2021/46):

1. To receive the Street Flag Application Report.

(Moved Fenwick/Seconded Cr Maynard)

Carried

2. To approve the application from Martinborough Music Festival Trust for the installation of 13 street flags in Martinborough from 6 September to 27 September 2021 for the Martinborough Music Festival.

(Moved Honey/Seconded Ellims)

Carried

3. To decline the application from Martinborough Business Association for the installation of street flags in Martinborough for a three week period in gaps of time in between events.

(Moved Honey/Seconded Fenwick)

Carried

4. To approve the application from Toast Martinborough Limited for the installation of street flags in Martinborough from 1 November to 30 November for Toast Martinborough.

(Moved Cr Maynard/Seconded Ellims)

Carried

MCB NOTED:

Action 389: Undertake a stock take of flags available for the Martinborough FlagTrax system to ensure an understanding of the calendar of events and priorities going forward, N Fenwick.

8.3 Action Items Report

Members discussed updates to open action items.

Members discussed availability of hawkers sites and signage. Mr Wilson advised there was not a supply issue and undertook to confirm if licences applied within each town or across the district.

MCB RESOLVED (MCB 2021/47) to receive the Action Items Report.

(Moved Cr Maynard/Seconded Fenwick)

Carried

10.1 Chairperson Report (item moved)

Ms Maynard spoke to matters as outlined in the Chairperson Report and requested work be undertaken to ensure the symmetry of pedestrian crossings at Martinborough Square. Mr Wilson advised the design of the pedestrian crossings would need to be done on safety.

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MCB RESOLVED (MCB 2021/48) to recommend the Assets and Services Committee request officers investigate creating the built out shoulders on the pedestrian crossings at Cambridge Road and Oxford Street, to mirror the crossings on Jellicoe and Kitchener Street.

(Moved M Maynard/Seconded Ellims)

Carried

Mr Wilson explained the differences between the Future for Local Government Review and a representation review and outlined the timeframes.

Mr Wilson left the meeting at 8.46pm.

MCB RESOLVED (MCB 2021/49) to request Council officers investigate whether they should have to pay for the Innovating Streets Project Management which didn't capture the first round of internal and external champions and has resulted in the initiative having insufficient support and falling over.

(Moved M Maynard/Seconded Fenwick)

Carried

MCB RESOLVED (MCB 2021/50) to forward correspondence from Stuart Campbell on outcomes wanted from the Innovating Streets public meeting held on 9 August 2021 to Council.

(Moved M Maynard/Seconded Ellims)

Carried

MCB RESOLVED (MCB 2021/51) to approve funds of \$94 + GST to be paid to OneSource, for the outstanding amount due on our Matariki flags, to be funded from the beautification fund.

(Moved M Maynard/Seconded Fenwick)

Carried

8.4 Income and Expenditure Report

MCB RESOLVED (MCB 2021/52) to receive the Income and Expenditure for 1 July 2020 – 30 June 2021 and Pain Farm Statement of Service Performance to 30 June 2021.

(Moved M Maynard/Seconded Ellims)

Carried

8.5 Financial Assistance Report

In considering the applications, members discussed the availability of grant funds, level of funding granted previously for repeat applications, the success of prior events, the significance of the event for Kahutara Hall, and the ability to utilise funds from the beautification fund for Christmas decorations.

MCB RESOLVED (MCB 2021/53):

1. To receive the Financial Assistance Report.

(Moved Cr Maynard/Seconded Fenwick)

Carried

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2. To approve granting Martinborough Music Festival Trust funds of \$500 for the 2021 Martinborough Music Festival, to be funded from the grants fund.
(Moved Ellims/Seconded M Maynard) Carried
3. To approve granting Martinborough Business Association funds of \$750 for Christmas garland decorations in Martinborough, to be funded from beautification fund.
(Moved Honey/Seconded Fenwick) Carried
4. To approve granting Kahutara Hall Society funds of \$850 for a high tea and evening ball in celebration of Kahutara Hall's 100th year, to be funded from the grants fund.
(Moved Ellims/Seconded Cr Maynard) Carried
5. To approve granting Martinborough Youth Trust funds of \$500 for a 2021 community fireworks event, to be funded from the grants fund.
(Moved Honey/Seconded Fenwick) Carried
6. To note an ineligible grant application was received from Kid Need Dadz Wellington requesting \$500 for a Father's Day Bowling event that was subsequently withdrawn.
7. To note that officers will update the Community Board grant form to reflect the new Grants Policy.
(Moved Ellims/Seconded Fenwick) Carried

8.6 Financial Assistance Accountability Report

MCB RESOLVED (MCB 2021/54) to receive the Financial Assistance Accountability Report.

(Moved Cr Maynard/Seconded Fenwick) Carried

9. NOTICES OF MOTION

There were no notices of motion.

10. CHAIRPERSONS REPORT

10.1 Chairperson Report

The matters raised in the Chairperson Report were discussed following agenda item 6, Actions from Public Participation and agenda item 8.3, the Action Items Report.

11. MEMBER REPORTS

There were no member reports.

12. CORRESPONDENCE

There was no correspondence.

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The meeting closed at 9.25pm.

Confirmed as a true and correct record

.....Chairperson

.....Date

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MARTINBOROUGH COMMUNITY BOARD

7 OCTOBER 2021

AGENDA ITEM 8.1

MARTINBOROUGH PUMP TRACK REPORT

Purpose of Report

To inform the Martinborough Community Board of the proposed pump track concept to be located at Considine Park, Martinborough, and seek support for this initiative.

Recommendations

Officers recommend that the Martinborough Community Board:

1. *Receive the Martinborough Pump Track Report.*
2. *Note the significance of Centennial and Considine Park and the activities permitted under the Centennial and Considine Park Management Plan.*
3. *Recommend that the Martinborough Community Board support the pump track initiative.*

1. Background

A Martinborough community group has approached the Council with an initiative to develop a pump track located within Considine Park, Martinborough.

The community group, led by Martinborough resident Charlotte Harding, presented the pump track concept to council officers and the Considine Park User Group. The initiative is supported in principle by council officers and the Considine Park User Group.

The report outlines the high-level pump track concept and how it aligns with the Centennial and Considine Park Management Plan.

2. Pump Track Concept

The pump track concept is an area and track that can be used by bikes, skateboards, and scooters aimed at young children and up to people of all ages. The community group identified that the open space area at Considine Park would be a suitable location for the track. The initial concept plan is shown below:

Figure 1: Concept of the pump track



Refer to Appendix 1 for the larger scale concept plan

The track surface would preferably be concrete, or tarmac or asphalt. The proposed area of the track is 70m long by 26m wide being 0.182 ha. The community group does not expect any special services to be required and street lighting would be sufficient. However, crime prevention through environmental design and additional services to better serve Considine Park will need to be considered as this initiative is further developed.

Considine Park was identified by the community group as a suitable location due to the surrounding amenities and services (school, camping ground, swimming pool, cricket ground, and walkway) and is walking distance from the town centre.

The concept shows the pump track towards the eastern (Centennial Park) end of the Park, however, the actual location within Considine Park has not yet been decided. Locating the pump track in the middle of the Park along Princess Street or towards the western (swimming pool) end of the Park may be more appropriate.

The community group has already started fundraising to cover the cost of detailed design plans for the pump track.

Council officers expect some of the community to be concerned about the potential anti-social behaviours which will be addressed in following reports as the concept is further developed.

3. Centennial and Considine Park

Centennial and Considine Park is located on Princess Street comprising of 6.47ha of open space, native and exotic plantings, a walkway, swimming pool and the Martinborough Camping Ground.

Centennial Park is located in the north-eastern corner of the reserve and is intended to be used as a quiet area for relaxation and reflection.

Considine Park includes the Martinborough Camping Ground, the open space area, Oak Paddock (Notable Trees, see appendix 5), walkway, and swimming pool.

Considine Park's open space area is approximately 5.3ha with frontage along Princess Street between the swimming pool and Centennial Park. The Pony Club held a licence to occupy the open space area which ended in July this year.

The Cricket Club occupies part of the open space area neighbouring the swimming pool and camping ground.

Figure 2: Centennial and Considine Park Resources



Refer to Appendix 2 for the larger scale Centennial and Considine Park Resources plan

3.1 History of Centennial and Considine Park

The land that makes up Centennial and Considine Park was transferred to predecessors of the South Wairarapa District Council in five separate transactions. The first parcel of land of 1.6 ha was transferred in 1914, followed by a transfer of 1.6ha in 1920, 0.8ha in 1922, and 2.2ha in 1947 (two separate transactions).

The 1914, 1920 and 1922 land transfers were accompanied by a Declaration of Trust (Appendix 4). These declarations state that the land was to be held by the Council for use as a public park and recreation ground.

On 17 November 2005 Centennial and Considine Park was classified as Recreation under Section 17 Reserves Act 1977.

3.2 Centennial and Considine Park Management Plan

The Council adopted the Centennial and Considine Park Reserve Management Plan ("Management Plan") in 2009 (Appendix 3). The Management Plan was developed in accordance with Section 41 of the Reserves Act 1977 and the Declaration of Trust.

The Management Plan is the policy framework for the management of Centennial and Considine Park and provides for the use, enjoyment, maintenance, protection, preservation, and development of the reserve. The vision of the reserve is:

“To manage and develop Centennial and Considine Park for public use and enjoyment in a sustainable manner that reflects the recreational and amenity values of the reserve.”

3.2.1. Permitted Activities at Considine Park

Under the Management Plan and Declaration of Trust, the permitted use at Considine Park include:

- Public Park
- Tennis
- Bowling
- Swimming
- Cricket
- Football
- Skating
- Curling
- Athletic and bicycle and other sport
- Pleasure gardens

The proposed pump track is permitted under the Declaration of Trust and the Management Plan.

It should be noted that Centennial Park is intended to be used as a quiet area for relaxation and reflection. As such the location of the pump track within the open space area and the potential impact on Centennial Park need to be considered.

3.2.2. Reserve Resources

There are three resource categories that apply to Centennial and Considine Park: open space, camping ground area and recreational resources, two of which apply to the pump track proposal.

Open space within Considine Park is the open pasture between the swimming pool and Centennial Park. Centennial Park is also characterised as open space. The objective of the open space area within Considine Park is:

“To protect and enhance the open space character and natural feature of the reserve.”

The pump track will preserve the open space character of Considine Park. It is likely that planting would occur around the pump track (if successful) in keeping with the Park and any planting should not detract from the open space character of the reserve.

The objectives of recreational resources are:

“To promote a range of recreational activities, both active and passive, that are complementary to the reserves cultural, historic and natural values.”

“To actively promote the reserve as a local and regional recreational facility.”

The pump track concept is consistent with the objectives of the recreational resources in that it promotes active recreational activity and provides the opportunity to further promote the reserve as a recreational facility. The pump track is complementary to the existing activities within the Park including the swimming pool facilities and the walkway.

The pump track would be owned by the Council once developed and the ongoing maintenance would be the responsibility of the Council.

3.2.3. Development of Centennial and Considine Park

Section 4 of the Management Plan sets the policy for the development of Centennial and Considine Park. The objective of the policy is:

“To allow specific development projects to be undertaken in Centennial and Considine Park that will enhance the recreational and open space values and opportunities of the reserves.”

The proposed pump track fulfils this objective as the track will enhance the recreational value and opportunity of the Considine Park and supports the open space values of the Park.

Individual development projects need to be undertaken in accordance with the administration policies of the Management Plan (section 2.4). In addition, individual development projects need to consider the relevant issues outlined in section 4.3.1.b. of the Management Plan:

- The recreational classification of the reserve
- The need, current use, and potential of the reserve
- The need to develop existing facilities and/or to create new facilities
- The requirement for development to be consistent with the recreational, historical and open space values of the reserve
- The need to develop infrastructure to support better management and enjoyment of the reserve
- The requirement for amenity planting within the reserve

- The need to develop pedestrian and/or vehicle access to/within the reserve
- The need to minimise impact of development on neighbouring properties
- The availability of funding and other resources required to undertake the development
- The priority of development tasks
- The objectives and policies of this management plan
- Ongoing maintenance costs
- Appropriate signage
- Maintaining the overall character of the reserve

Further consideration of these issues need to be developed for this project and will be addressed in detail within the report to Council and before public consultation.

4. Legal and Policy Implications

Legislative and policy requirements are detailed throughout the report.

5. Consultation

The level and extent of consultation needs to be considered and ensure that it is aligned with the Management Plan and the decision making and consultation provisions of the Local Government Act 2002 and Council's Significance and Engagement Policy. In particular, paragraphs 2.4(b) and (c) of the Management Plan state that:

"The Council will continue to consult with the community, Tangata Whenua, the Considine Park Committee and other interest groups on matters affecting the ongoing management and development of Centennial and Considine Park."

"The Council will encourage community participation in the planning, development, management and maintenance of Centennial and Considine Park."

6. Financial Considerations

It is proposed that the pump track will be community funded and there will be no capital funding implications for the council's Long-Term Plan budget.

Ongoing maintenance of the pump track has not been investigated at this stage; however, maintenance and repair costs will need to be met once the pump track is developed.

7. Conclusion

The proposed pump track activity is permitted under the Management Plan and is supported by council officers and Considine Park Committee. Officers recommend that the Martinborough Community Board actively support the development of this initiative.

7.1.1. Next Steps

If the Martinborough Community Board supports the proposed pump track development within Considine Park, the next steps are outlined below:

1. Further development of the pump track concept, community funding, long-term financial implications, and consultation engagement plan.
2. Report to the Assets and Services Committee seeking support of the initiative.
3. Report submitted to Council.
4. Public consultation.

8. Appendices

Appendix 1 – Concept Drawing

Appendix 2 – Centennial and Considine Park Resources Plan

Appendix 3 – Centennial and Considine Park Reserve Management Plan

Appendix 4 – Copies of Declaration of Trust

Appendix 5 – Schedule of Notable Trees

Contact Officer: Olivia Stevens, Property Portfolio Advisor

Reviewed By: Bryce Neems, Amenities and Solid Waste Manager and Karen Yates,
Policy and Governance Manager

Appendix 1 – Concept Drawing



Appendix 2 – Centennial and Considine Park Resources Plan



Appendix 3 – Centennial and Considine Park Reserve Management Plan



South Wairarapa District Council

Centennial & Considine Park Reserve Management Plan



Adopted by Council on 24 June 2009

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APPENDIX A: Copies of Declarations of Trust

APPENDIX B: Schedule of Notable Trees

1 INTRODUCTION

1.1 Purpose of this Plan

This plan provides a policy framework for the management of Centennial and Considine Park (Recreation Reserve). It has been prepared in accordance with Section 41 of the Reserves Act 1977 to provide for the use, enjoyment, maintenance, protection, preservation and development of the reserve.

1.1.1 Vision statement

To manage and develop Centennial and Considine Park for public use and enjoyment in a sustainable manner that reflects the recreational and amenity values of the reserve.

1.1.2 Content of the plan

This plan is structured in the following way:

1. Introduction
2. Administration
3. Reserve Resources
4. Development
5. Management and asset maintenance

Each section contains background information, objectives, policies and rules to guide management and development of the reserve.

The content of this plan will be subject to periodic review to ensure the objectives and policies remain relevant to the management and development of the reserve.

1.2 The Reserve Area

1.2.1 Reserve Description

Centennial and Considine Park is located on Princess Street in Martinborough (see Figure 1). The reserve comprises an area of 6.47ha of open space, native and exotic plantings, a walkway, and the Martinborough Camping Ground. For the purposes of this plan, the reserve includes:

- The area known as Centennial Park
- The area known as Considine Park, including
 - The Martinborough Camping Ground
 - The open space area
 - The area known as the Oak Paddock (Notable Trees identified in the Proposed Wairarapa Combined District Plan)
 - Walkway
 - Swimming pool

- Water services building

1.2.2 Summary of site values and resources

There are a range of amenity and recreational values associated with the reserve that combine to create a unique and important area for the community and visitors to the reserve. These values are:

- Open space for informal and formal recreational activities
- Formal sporting facilities for equestrian sports and swimming
- Historic values associated with the creation of Centennial Park in 1982, to mark Martinborough's centennial anniversary
- Values associated with the notable trees
- Recreational and leisure values associated with the Camping Ground

1.3 Legal Framework

The Reserves Act 1977 (the Act) is the principal piece for legislation that governs the management and development of Centennial and Considine Park. This Management Plan has been developed in accordance with this Act.

Other legislation / documents relevant to reserve management and development include:

- The South Wairarapa District Council District Reserves Strategy
- Plans prepared under the Resource Management Act 1991, particularly the Operative South Wairarapa District Plan and the Proposed Wairarapa Combined District Plan. The District Plan sets the zoning of the reserve and regulates the effects of activities that take place on the reserve.
- Plans and strategies prepared under the Local Government Act 2002, e.g. the Annual Plan and the Long Term Council Community Plan.
- The Historic Places Act 1993, which provides statutory protection to archaeological sites.
- Bylaws and policies enacted by Council.

The Principles of the Treaty of Waitangi are also relevant to reserve management and development.

The general intent of the Declarations of Trust associated with the initial land purchases for the reserve, created approximately 90 years ago (in 1914, 1920, 1922 and 1947), will be acknowledged.

All aspects of this legal framework have been considered in the preparation of this Management Plan.

1.4 Existing Leases / Licences

The Council entered into a Deed of Lease with the Martinborough Camping Ground on 1 July 2005. This lease runs for a term of seventeen and a half years and has a

right of renewal for seventeen and a half years. It covers an L-shaped area in the north-western corner of the reserve.

The Council has granted a Licence to Occupy to the Martinborough Branch of South Wairarapa Pony Club (Inc). The initial licence was granted in August 2002 for a term of two years, and has since been renewed at the end of each two-year term. The licence area occupies an area of approximately 5.3 ha with frontage along Princess Street between the swimming pool and Centennial Park. The area is primarily pasture, with a dressage area, stalls and storage sheds.

2 ADMINISTRATION

The administration of Centennial and Considine Park must reflect the purpose for which it is classified under the Reserves Act 1977. Administration should also take account of other statutory documents, particularly the relevant district plan provisions.

The administration of Centennial and Considine Park must also consider the needs and concerns of the community.

2.1 Land Status

2.1.1 History of land acquisition

The land that now makes up Centennial and Considine Park was transferred to predecessors of the South Wairarapa District Council in five separate transactions. The table below identifies the certificate of title that the land is now contained in, person(s) who transferred the land, the date of the transfer, and the consideration given.

Current Title	Transferee	Date	Consideration	Area (ha)
WN 41/178	Andrew Considine	1914	5 shillings	1.6
WN 269/26	Mary & Winifred Orr	1920	200 pounds	1.6
WN 292/225	John William Kershaw, George Allan Clark, and Catherine Geddes Sutherland Martin	1922	5 shillings	0.8
WN 528/68	Christina Kershaw and Ernest William Abraham Kellow	1947	150 pounds	2.2
WN 528/68	Stephens Boyd	1947	25 pounds	

The transfers of 1914, 1920 and 1922 did not result in any specific purpose being registered on the certificate of title for each parcel. However, each transfer was accompanied by a declaration of trust, attached in Appendix A. These declarations stated that the land was to be held by the Council for use as a Public Park and Recreation Ground. This declaration also listed a number of purposes that it could be used for, including as a public park, for cricket, football, tennis, bowling, swimming, skating, curling, biking, or for a pleasure garden.

The two transfers in 1947 were not subject to a declaration of trust, and no purpose was registered on the certificates of title.

2.1.2 Classification

The land comprising Centennial and Considine Park has a Recreation classification under Section 17 Reserves Act 1977. This classification took effect on 17 November

2005 when notice of the Council resolution regarding classification was published in the *NZ Gazette*.

Section 17 states that recreation reserves are to be managed primarily for the purpose of:

‘providing areas for the recreation and sporting activities and the physical welfare and enjoyment of the public, and for the protection of the natural environment and beauty of the countryside, with emphasis on the retention of open spaces and on outdoor recreational activities, including recreational tracks in the countryside’.

Section 17 also states that if there are scenic, historic, archaeological, or other features present on the reserve, or indigenous flora or fauna, these features must also be managed and protected to the extent compatible with the recreation purpose of the reserve.

The table below summarises the classification and district plan zoning for the legal parcels making up Centennial and Considine Park:

Table 1: Legal status of Centennial and Considine Park

Legal Description	Title Reference	Classification	Operative Plan Zoning	Proposed Plan Zoning
Pt Lot 659 DP 249	WN 292/225	Recreation	Open Space	Urban (Residential), Reserve/Park overlay
Part Lot C, Part Lot 702 DP 249, and all of DP 4545	WN 269/26	Recreation	Open Space	Urban (Residential), Reserve/Park overlay
Lots 660, 661, 662, 663 DP 249	WN 41/178	Recreation	Open Space	Urban (Residential), Reserve/Park overlay
Pt Lot 655, Lots 656, 657, 658 and Pt Lot 659 DP 249, Pt Lot 1 DP 6872	WN 528/68	Recreation	Open Space	Urban (Residential), Reserve/Park overlay

The Proposed District Plan identifies the trees in Oak Paddock as ‘Notable Trees’. The Notable Trees enjoy protection under the Resource Management Act 1991 and a tree cannot be damaged or destroyed unless resource consent has first been granted.

2.2 Community and Organisational Interest

There is a wide range of interest in Centennial and Considine Park from groups including:

- Town residents who enjoy and use the reserve
- The wider community and visitors to the town
- The Martinborough Branch of the South Wairarapa Pony Club
- The Considine Park Committee, a sub-committee of the Martinborough Community Board comprising representatives from the camping ground, community board, pony club and other interested parties
- Tangata Whenua
- Camping Ground Managers

Community support is integral to the management and development of Centennial and Considine Park. Council would like to manage the reserve through a cooperative process with the local community. Such a process will identify management and development needs, and allow cooperative implementation of the objectives and policies in the Management Plan.

2.3 Administration Objectives

To provide for integrated management of the Centennial and Considine Park area, protecting and enhancing the open space and recreation values of the reserve, while allowing for the use and enjoyment of the reserve.

To manage Centennial and Considine Park through a cooperative approach between the Council, Community Board, Tangata Whenua, the Considine Park Committee, and the community and users of the reserve.

2.4 Administration Policies

- a. To ensure that management of Centennial and Considine Park is in accordance with statutory requirements, including Section 17 Reserves Act 1977 (recreation classification) and the district plan.
- b. The Council will continue to consult with the community, Tangata Whenua, the Considine Park Committee and other interest groups on matters affecting the ongoing management and development of Centennial and Considine Park.
- c. The Council will encourage community participation in the planning, development, management and maintenance of Centennial and Considine Park.
- d. The Council will arrange at least one meeting each year of the main park users as a forum to discuss operational issues and to resolve these issues where possible, and subject to available funding. The users will include but not be limited to representatives of the Considine Park Committee. The facilitation of the meeting may be delegated to the Martinborough Community Board. The first meeting of the year must be held prior to Labour Day each year.

- e. As a result of the meeting, a programme of activities will be prepared, and submitted to Council via the Martinborough Community Board for Council's consideration. Council will use the activity programme to assist in day-to-day management of the reserve.
- f. The Council will monitor the preparation of the Proposed Wairarapa Combined District Plan and any subsequent amendments to ensure that the plan provisions do not adversely impact upon the community's use and enjoyment of Centennial and Considine Park.
- g. An information base of Centennial and Considine Park's recreational opportunities and open space values will be developed and maintained.
- h. Information on the history of the reserve will be assembled and made accessible to the public.
- i. To ensure that the management of the reserves is responsive the Council will delegate daily management decisions to the Council's Chief Executive.

Note: the Chief Executive has powers to delegate management decisions to Council staff to ensure management of the reserve is timely and efficient.

- j. Consultation relating to this plan and the matters covered by this plan shall be undertaken in accordance with the process and timeframes of the Local Government Act 2002.

3 RESERVE RESOURCES

There are three resource categories that apply to Centennial and Considine Park: open space, camping ground area and recreational resources. Figure 1 shows the location of the reserve resource areas.

3.1 Open Space

3.1.1 Description

The open space area of the reserve can be characterised by a formal garden area known as Centennial Park and open pasture.

Centennial Park

Centennial Park is located in the north-eastern corner of the reserve, and is intended to be used as a quiet area for relaxation. Access to the area is from a gateway at the intersection of Kitchener and Princess Streets. The area is a combination of lawn and formal plantings of roses and exotic trees. There is no restriction on public access to the area.

Considine Park open space

Considine Park includes an area of open space that is approximately 5.3 ha with frontage along Princess Street between the swimming pool and Centennial Park. The area is primarily pasture, with a dressage area, stalls and storage sheds. The Pony Club has a licence to occupy a large portion of the area from time to time. Council is also able to authorise other people to have access to this area (the Pony Club does not have exclusive rights of possession or use of the land). Two areas of open space are outside the lease areas of the Pony Club and Camping Ground. These are to the north-east of the swimming pool and to the east of the Camping Ground.

The small number of buildings on the reserve also contributes to its open character.

3.1.2 Objectives

To protect and enhance the open space character and natural features of the reserve.

To promote the use of Centennial Park as a quiet and peaceful area for relaxation and reflection.

3.1.3 Policies

- a. Planting to be undertaken on Centennial and Considine Park shall not detract from the open space character of the reserve.
- b. Centennial Park shall be maintained as a quiet and peaceful area, to be used for relaxation, reflection and passive recreation.
- c. Maintenance and up-grade of the park facilities must protect the historic values associated with historic plaques and memorial plantings in Centennial Park.
- d. Use of and investment in the reserve should maintain the open space character of the reserve.

- e. For future leases, the lease process shall require the lessee to provide to the best of their knowledge, an annual programme to assist in the management of the reserve.

3.1.4 Rules

- a. Any new permanent fences will require the approval of the Council's Chief Executive, to ensure that new fences do not compromise the open space character of the reserves, or access.
- b. Temporary fences may be erected for specific events if approved by the Council's Chief Executive.
- c. Temporary electric fencing may be used for animal control, provided that it does not impede reasonable access to the wider reserve area, and if approved by Council's Chief Executive.
- d. No new buildings may be constructed within Centennial Park.
- e. Any new buildings on the open space area of Considine Park shall be located close to the site boundaries or around the edges of the area, to ensure new buildings do not detract from the open space character of the reserve (note that development is controlled by Section 4). Buildings used by a specific group should be removed at the end of the occupation period, or should be mobile.

3.2 Camping Ground Area Resources

3.2.1 Description

The camping ground is located in the south-west corner of Considine Park. It includes tent sites, powered sites (including cabins) and a building containing ablution and kitchen facilities. The camping sites are grassed and there are a number of mature trees scattered across the area. Access into the camping area is via Dublin Street West, and the roadway within the park is metalled.

The open space amenity in the camping ground area is variable, depending on the number of buildings in the area and the number of campers using the facility at any one time. A number of large trees are planted sparsely throughout the area. A number of notable trees are located along the western boundary of the camping ground, and are identified as 'Notable Trees' in the District Plan. See Appendix B for a full list of notable trees.

The camping ground lease dated 1st July 2005 permits new buildings within the camping ground including: toilet and shower facilities; kitchen facilities; laundry facilities; managers accommodation; cabin or fixed tent or caravan accommodation; workshop or storage facilities; office reception and retail facilities'. This management plan cannot be inconsistent with the lease.

3.2.2 Objectives

To continue to provide the recreational and leisure facilities associated with the camping ground through a lease to a third party to manage the camping ground.

To maintain the recreational and leisure facilities provided by the camping ground.

To maintain the character of the camping ground created by the trees scattered across the camping ground area.

To formalise public access to the camping ground area in any future leases or renewals of leases.

To preserve and protect the values of the Notable Trees located on the western boundary of the site.

3.2.3 Policies

- a. The lease to manage the camping ground shall be in accordance with the provisions of the Reserve Act 1977 and shall provide for, among other things, the day to day management of the camping ground and the maintenance of and minor upgrade works for the camping ground.
- b. The grant of future leases for the Camping Ground should consider setting limits on the bulk and number of permanent structures (i.e. in place for longer than six months) in the Camping Ground.
- c. The root zone of the Notable Trees shall be protected. The root zone is the area within the root protectors installed by Council, as noted in the Settlement Agreement dated 2 April 2007.
- d. Any camping activities in the Oak Paddock will be controlled by the Camping Ground Managers in order to provide for ongoing protection of the oak trees. Additional root protectors and fencing may be installed by Council, if necessary.

3.2.4 Rules

- a. No earthworks or ground disturbance will be permitted within the root zone of the Notable Trees, except where necessary to protect public health and safety and on the approval of the Chief Executive.
- b. Removal of Notable Trees shall only be undertaken if approved by the Council. Where public health and safety requires urgent removal, this shall be done on the approval of the Chief Executive.
- c. Health of the trees shall be monitored by Council. Maintenance of the Notable Trees shall be carried out only on the direction of the Chief Executive where this maintenance has been assessed by a suitably qualified arborist as being necessary to ensure continued health of the trees and the protection of public health and safety. The maintenance works shall also be carried out by a suitably qualified arborist.
- d. Any development within the camping ground area, including new buildings provided for by the lease and described in Section 3.2.1 of this plan, is to be in accordance with Section 4 of this plan.
- e. The camping ground may use the area marked in Figure 1 as a “Proposed / Temporary Camping Area” on a temporary basis at peak times, if the area is not required for any scheduled events. The ground shall be returned to its original state after use. The area shall be fenced off if required. The camping ground manager will need to apply to the Chief Executive for approval for temporary use.

Note: Any permanent extension of the Camping Ground into the “Proposed / Temporary Camping Area” would require a change to the existing lease document. Such a change would require public consultation in accordance with the Reserves Act 1977 and this Management Plan.

3.3 Recreational Resources

3.3.1 Description

Centennial and Considine Park has several sports-related recreational facilities. In particular, these facilities are an open space area (for which the Martinborough Pony Club has a licence to occupy), swimming pool and walkway.

The swimming pool is located in the south-east corner of the site. Several buildings are present in the swimming pool area – changing rooms, a plant/filter room and a small pavilion with two tiers of seating.

A walkway planted with native and exotic species is located along the northern and western boundary of the open space area.

3.3.2 Objectives

To promote a range of recreational activities, both active and passive, that are complementary to the reserve’s cultural, historic and natural values.

To actively promote the reserve as a local and regional recreational facility.





3.3.3 Policies

- a. Recreation activities should maintain the open space values of the reserve.
- b. Existing recreational facilities will be maintained as priorities and resources allow.
- c. The responsibility for the maintenance of any building or structure lies with the owner of the building, unless otherwise stated in any current lease or licence agreement.

3.3.4 Rules

- a. All maintenance and upgrade work will require the prior approval of the Chief Executive, except for minor repairs to and maintenance of buildings and fences.
- b. Any development shall take place in accordance with Section 4 of this plan.

Figure 1: Centennial and Considine Park Resources**Key**

- NT Notable Trees/Oak Paddock
1 Swimming Pool
2  Existing Camping Ground lease area
3  Walkway
4 Water Services building
5  Proposed / Temporary camping area (see rule and note 3.2.4(e))
PC  Pony Club licence area

4 DEVELOPMENT

4.1 Introduction

Development of Centennial and Considine Park needs to reflect its recreation classification and be consistent with the objectives and policies of this management plan. Development also needs to be undertaken in consultation with the community. Issues for developing the reserve need to be identified, and a development plan can then be created that addresses these issues within the available resources.

4.2 Objective

To allow specific development projects to be undertaken in Centennial and Considine Park that will enhance the recreational and open space values and opportunities of the reserves.

To allow for the preparation of a development plan for Centennial and Considine Park that recognises the recreation classification, is consistent with the objectives and policies of this management plan, and addresses community issues within available resources.

4.3 Reserve Development Plan:

4.3.1 Policies

- a. The Council will consult with the community when creating a development plan, in accordance with the policies in section 2.4 of this management plan.
- b. The following issues will be considered when creating a development plan:
 - The recreational classification of the reserve
 - The need, current use, and potential of the reserve
 - The need to develop existing facilities and/or to create new facilities
 - The requirement for development to be consistent with the recreational, historical and open space values of the reserve
 - The need to develop infrastructure to support better management and enjoyment of the reserve
 - The requirement for amenity planting within the reserve
 - The need to develop pedestrian and/or vehicle access to/within the reserve
 - The need to minimise impact of development on neighbouring properties
 - The availability of funding and other resources required to undertake the development
 - The priority of development tasks
 - The objectives and policies of this management plan
 - Ongoing maintenance costs

- Appropriate signage
- Maintaining the overall character of the reserve

4.3.2 Rules

- a. A development plan must be prepared for any development in the reserve, including new buildings, and must be approved by Council, subject to section 4.4 and 4.5 below.
- b. A development plan must be prepared for any future planting and landscaping in the park, to be approved by Council. Council may consult the Considine Park Committee.
- c. A planting plan shall address the following issues:
 - Plant suitability to the site
 - Sustainability of plantings and merits of irrigation
 - Types of plants used (native vs. exotic)

4.4 Camping Ground Development Plan

4.4.1 Rules

- a. A development plan specific to the camping ground must be created for future development within the camping ground, including for buildings permitted under the lease, and be approved by Council's Chief Executive.
- b. In considering a development plan for the camping ground, the Chief Executive will not be able to decline to approve any buildings that are permitted by the lease, but will be able to require changes to the plan in respect of the following:
 - Size of buildings
 - Positioning of buildings
 - Landscaping
- c. Public consultation will not be necessary for the Chief Executive to approve a development plan for the camping ground.

4.5 Individual Development Projects

4.5.1 Policies

- a. Unless covered by a development plan, consultation regarding new buildings or structures, or major alterations or additions to buildings or structures, will be undertaken in accordance with the policies contained in section 2.4 of this plan.

4.5.2 Rules

- a. New buildings or structures in Considine Park, or major additions or alterations to existing buildings or structures on the reserves, are permitted if allowed for in an approved development plan or approved by Council.

- b. Minor additions or alterations to existing buildings or structures can be approved by the Council's Chief Executive.

Note: Minor addition or alteration is considered to be a change that does not change the footprint of a building by more than 10% or its volume by more than 20% from the time that the development plan is accepted. Any internal changes are considered minor.

Note: The manager's accommodation building in the camping ground, which is allowed to be a maximum of 100m² in area under the lease, is not subject to the above rules.

Note: The Council in assessing individual development projects will consider the relevant issues identified in 4.3.1(b) above.

5 MANAGEMENT AND ASSET MAINTENANCE

5.1 Management

This section sets out the objectives and policies for the day-to-day management of Centennial and Considine Park. Management needs to be consistent with the requirements of the Reserve Act 1977 and other relevant legislation, and with other Council plans such as the Annual Plan.

The following objectives and policies apply in addition to any requirements contained in leases or licences of parts of the reserve.

5.1.1 Objective

To effectively manage and maintain Centennial and Considine Park on a day-to-day basis in line with statutory requirements and other Council plans, including this management plan.

5.1.2 Policies

Maintaining Reserve Boundaries:

1. The boundaries of the reserve will be maintained and no encroachments will be permitted.

Fences and hedges:

2. Existing fences and hedges on the reserves shall be maintained and replaced as necessary. No specific approval for this maintenance will be required.

Vegetation maintenance:

3. Health of the plantings on the site will be monitored by Council, and maintenance of plantings will be undertaken where necessary.

Funding:

4. Funding for maintenance programmes, ongoing protection, development and enhancement programmes will be identified in the Annual Plan and Long Term Council Community Plan.
5. All programmes will be prioritised and funded when opportunity allows.
6. Alternative sources of funding (other than rates) and other means of implementing programmes will also be considered. Examples of alternative sources include, but are not limited to:
 - Grants (e.g. New Zealand Lottery Grants, Eastern and Central Community Trust)
 - Funds arising from bequests
 - Work schemes
 - Community fundraising
 - Sponsorship
 - Sale of surplus land (subject to the provisions of Reserves Act 1977)

- Donations
 - Ground hire
 - Pain Farm grants
7. Council will modify existing bylaws and create new bylaws as and when necessary, in accordance with the relevant provisions of the Reserves Act 1977 and the Local Government Act 2002.

Maintenance of grass

8. Council, in consultation with any relevant lease/licence holder, may arrange for the grass in Centennial and Considine Park to be mowed on a regular basis as the preferred maintenance option. Council may, if it considers it necessary, use grazing by animals as an alternative.

Events:

9. Events and activities that comply with this Management Plan and for which effects do not extend beyond the area of the reserve will be encouraged and promoted.
10. Should major events become a common feature of the reserves the Council, in consultation with the community, may prepare event guidelines. Key interest groups will be consulted in the development of event guidelines.

Concessions – Leases, Licences and Permits:

11. All leases, licences and permits relating to the reserve will be in accordance with the provisions of the Reserve Act 1977 and take into account the objectives and policies of this Management Plan.
12. Subject to the above policies, this Management Plan contemplates the following types of leases and licences for Centennial and Considine Park:
- Sports and recreation activities (eg pony club, swimming club)
 - Camping ground
 - Concerts
 - Markets
 - Rallies
 - Gymkhana
 - Commercial activities that may restrict open public access to the reserve for a limited time and where these activities might promote the reserve (e.g. use as a film location).
13. If a lease, licence or permit is not consistent with the recreation classification of the reserve, re-classification of that area of the reserve will be considered.
14. Existing leases and licences will be reviewed when they are due for renewal to ensure that the leases are in accordance with the provisions of the Reserve Act 1977 and take into account the objectives and policies of this Management Plan.

User Charges:

15. Entry to the reserve will generally be free.
16. Charges will be made for the following:
 - Overnight stay in the camping ground and use of camp amenities
 - Commercial recreation operations and concessions
 - Use of the reserve for commercial activities
 - New rights of way, other easements and communication stations
 - Parking for events such as the Martinborough Fair
17. Charges may be made for the following:
 - Special events
 - Access to reserve facilities such as swimming pool and camping ground amenities
 - Bookings for clubs and group activities
18. The Council will set its charge for the use of the reserve and facilities for events and function and other activities in the reserve through the Annual Planning process, where issues of fairness and equity are given full consideration.

Information and Promotion:

19. An information base of the reserve's recreational opportunities and historic values will be developed and maintained.
20. Promotional material on the reserve's historic and cultural features and recreational opportunities will be developed to promote the profile and importance of the reserve.
21. Onsite interpretation of the historic / recreational/ botanical values of the reserve will be put in place as priorities and resources allow.

Recreation Monitoring:

22. The impact from recreation activities will be assessed from time to time to ensure there are no adverse effects on the reserve.
23. The Council may appoint rangers to manage recreational activities and monitor any impacts on the reserve. The ranger will be officially recognised, formally appointed, given training and acknowledged for their work.

5.1.3 Rules**Smoking:**

1. Centennial & Considine Park is subject to Council's District-wide smoking policy for parks and reserves.

Bylaws:

2. The following bylaws will apply in the management of the reserve:

- The New Zealand Standards 9201: Model General Bylaws 1999: Part 2: Public Places (refer Appendix 5)
- The South Wairarapa District Council Control of Dogs Bylaw 1997
- Any other bylaws and policies enacted by Council.

Hours of use:

3. With the exclusion of the camping ground area, the public shall be able to use the reserve between the hours of dawn and dusk. Any use outside of these hours is prohibited, unless approval has been provided by Council's Chief Executive.

Events

4. An event that involves exclusive use of the reserve, the sale of goods, or is not covered by this Management Plan, will require specific approval under this Management Plan before it can proceed. Specific approval means the approval of the Reserves Working Party of the Council or Chief Executive.
5. For major events on the reserves that impact beyond the reserve areas and affect traffic movement, parking, public health and safety, and may cause inconvenience to residents and local retailers, the promoter must provide information on how these matters may be addressed. Depending upon the size and scale of the event Council may consult with key interest groups.
6. An event organiser or user of the reserve shall be responsible for returning the reserve to its existing state and repairing any damage to the reserve (other than normal wear and tear) caused as a result of any event or use. This repair shall be to the satisfaction of the Council's Manager Works and Services.
7. A refundable bond may be required from organisers of an event to cover repair of any damage to the reserve used where this is required under the guidelines or as a condition of resource consent.

Lighting:

8. Additional outside flood lighting in the open space and recreational facilities area is allowed. Prior to the installation of the lighting Council will approve the design and hours of operation, and will undertake consultation before making a decision.
9. The South Wairarapa District Plan and the Proposed Wairarapa Combined District Plan also contain requirements regarding lighting.

Signs:

10. The permanent use of signs on the reserves shall be limited to signs providing visitor information, information about facilities and features related to the reserve site, and traffic signs.
11. Temporary signs advertising specific events (those displayed only for the duration of the event they advertise) shall be allowed on the reserves.
12. Any other signs that are not covered by 11 and 12 above, including semi-permanent signs, will require Council approval.

13. The South Wairarapa District Plan and the Proposed Wairarapa Combined District Plan may also contain requirements regarding signage.

Concessions – Leases, Licences and Permits:

14. All groups/persons operating facilities and/or occupying land or buildings on the reserve will require a lease or licence from the Council.
15. A lease, licence or permit is required for the occupation of reserve land by a public utility.
16. A lease or licence is required for any commercial activities.
17. Recreation groups and community organisations requiring exclusive use of the reserve or part of the reserve for one-off occasions must apply to the Council for a permit.
18. Leases and licences for any type of event contained in Section 5.1.2(12), except scheduled gymkhana, require approval from Council's Chief Executive.

Unauthorised grazing

19. Grazing may only take place on the reserve with the approval of the Chief Executive.

Pedestrian and Vehicle Access:

20. Foot access to the reserves will be allowed at all times between dawn and dusk where it is safe, except for management purposes such as weed spraying operations, special events where a notice is displayed to say otherwise, or where a lease or licence grants exclusive occupation to an area of the reserve.
21. Vehicle access will not be permitted on the reserve outside of the camping ground area, except for servicing requirements, emergencies, disabled access, and for permitted events (including those that have been sanctioned by Council). No vehicle access is permitted to Centennial Park.
22. The public using the walkway on the reserve will not be prohibited access into the Oak Paddock within the camping ground area, but any occupation or use of this area by members of the public is subject to the camping ground rules and may be subject to the appropriate charges.

Utilities (rights of way, other easements and communication stations):

23. All new utilities shall only be located on the reserve where there is no alternative location on any other site.
24. Where it is necessary to have services located above ground, the design and location should be sympathetic to the natural, cultural or landscape features of the reserve and not impact on the area available for recreational use.
25. Applications for the construction of public utilities on the reserve must be made to SWDC under this Plan. Such applications must be publicly notified for comment under this plan. Applications must be accompanied by an assessment of the effects of the utility on the reserve and must take into account:
 - alternative sites
 - the selected location

- timing and duration of the works
 - impact on cultural heritage sites, trees and amenity values and buildings and how these are to be protected
 - Where not a Council utility, consideration should be given to seeking a ground rental
26. Any approval given for a public utility on the reserve shall be conditional upon the Council being able to:
- Enter, inspect, require maintenance or upgrading
 - Approve designs and colour schemes for all structures
 - Require the restoration of sites after the completion of work
 - Require sites to be cleaned up, cared for, and superfluous material removed

Dogs:

27. Dogs must be on a leash and under control at all times
28. Dog litter must be removed from the reserve by the dog owners.
29. In the event of the Council changing its District wide dog policy the Council's dog policy will have precedence over 28 and 29 above.

Recreation Monitoring:

30. The Council may modify or stop activities that cause environmental degradation or significant modification or nuisance, including nuisance to adjoining properties.

Fires

31. No fires are permitted within the park unless approved by the Chief Executive.

5.2 Asset Maintenance**5.2.1 Objectives**

To ensure public health and safety are met.

To ensure the reserve area functions effectively and is maintained in an appropriate manner.

5.2.2 Policies**General:**

1. The reserve will be given high priority by the Council in its maintenance programme.
2. The Council will review the current levels of service in the Asset Management Plan (AMP) to ensure the appropriate maintenance standard for services and facilities are provided on the reserve.

3. The AMP and the Council's Reserves Contract Agreement will be reviewed to ensure they are in accordance with this Management Plan.
4. The Council will identify any maintenance and other activities extending beyond the basic service levels provided by the Council that can be carried out by the community.
5. Any maintenance work carried out by the community will be done within an agreed framework and within the Council's financial planning and budgetary framework.

Toilets:

6. Existing toilets will be maintained to a high standard.
7. Organisers of events may be required to provide portable toilet facilities.

Rubbish:

8. Rubbish bins will be kept to a minimum and priority will be placed on removal of litter from the reserve.
9. The standards of litter management will be monitored to ensure the reserve remains clean and tidy.
10. Organisers of events will be responsible for rubbish during events and removal of rubbish after events.

Public Safety:

11. The Council will identify hazards affecting the reserve and take appropriate precautions to minimise risks through the provision of information.
12. The Council will provide for the safe use of pesticides and other chemicals used in its management operations.
13. Leases, licences or permits for commercial activities on the reserve will make it clear that the holder is responsible for public safety relating to their activity.
14. Following an initial maintenance up-grade the trees in the reserve will be assessed from time to time (and following storm damage) by an arborist for their health and longevity, and remedial work will be programmed into reserve maintenance.

5.2.3 Rules**Public Safety:**

Unauthorised damage to, or removal of, plant material is prohibited.

1. Spraying will only be carried out by Council approved and certificated operators.
2. Ground marking can only be carried out with the approval of the Manager, Works & Services.

Rubbish

3. Rubbish shall not be dumped on the reserve by any member of the public.

4. The exception to Rule 5.2.3(4) is that garden dry matter and timber may be placed in a specified bonfire area, as agreed, before Guy Fawkes Day (5 November).

Appendix A: Copies of Declarations of Trust

Appendix B: Schedule of Notable Trees

Notable trees listed in the Proposed Wairarapa Combined District Plan as at 29 March 2008:

Considine Park (Lot 1 DP 4545) and Centennial Park (Ts078): *Quercus.sp.*, *Fraxinus angustifolia*, *Ailanthus altissima*, *Quercus palustris* (2), *Cedrus deodora*, *Fraxinus angustifolia* (2), *Quercus* (2), *Ulmus procera* "Louis van Houtte" (2), *Quercus Apalustris*, *Quercus robur*, *Podocarpus totara* 'aura', Centennial Park.

Martinborough Swimming Pool (Ts092): *Cedrus deodara* (hedge).

Appendix 4 – Copies of Declaration of Trust

Cert of within *Declaration of Trust*
Deposited in the Land Registry
Office, Wellington, the 23rd October
1914 at 2.40 pm. No. 257
Wade
District Land Registrar.



Dated 1914



THE MARTINBOROUGH TOWN BOARD.

DECLARATION OF TRUST

of the

CONSOLIDATED RECREATION GROUND.

Gawith and Logan,
Solicitors,
Martinborough.



TO ALL TO WHOM THESE PRESENTS SHALL COME, THE MARTINBOROUGH TOWN BOARD SENDS GREETING : WHEREAS the said Martinborough Town Board is seised of an estate in fee simple in possession of and in ALL THAT piece of land situate in the Provincial District of Wellington containing four acres (4ac Ord 00p) being Allotments numbered 660, 661, 662 and 663 on the Plan Deposited in the Land Registry Office at Wellington as Number 249 and being all the land comprised and described in Certificate of Title Volume 41 Folio 178 AND WHEREAS the said piece of land and premises were transferred to the said Martinborough Town Board as the bare depositaries of the legal ^{title} or other ownership of the same special trusts of which (subject as - hereinafter mentioned) are to be carried out and administered by the said Martinborough Town Board as hereinafter is set forth :

NOW THESE PRESENTS WITNESS that the said Martinborough Town Board and the successors and assigns of the Martinborough Town Board for the time being (all of whom are hereinafter included in the expression "the Board") hereby declare that they stand seised of the said land and premises Together with the easements rights and appurtenances thereunto belonging or appertaining UPON TRUST thereout in the first place to indemnify themselves and every of their successors against the payment of any rates taxes charges or impositions of any kind whatsoever that now are hereafter may be imposed or charged on the said lands and premises or any part thereof from and against all - actions claims and demands whatever for or in respect of the said lands and premises or any accident occurring thereon or arising from the use thereof by the Public as hereinafter mentioned or out of or in connection with any of the games or other sports or pastimes carried on thereon and from and against any loss whatever arising in any way out of or through the said Trust AND (subject thereto) UPON FURTHER TRUST to permit the said land and premises with their easements and appurtenances and all or any building or buildings swimming baths tennis courts bowling greens and cricket pitches or any other place or thing whether of a like nature or not now erected or made or which at any time hereafter may be erected built or made thereon to be used as a Public Park and Recreation Ground for the - purposes hereinafter mentioned and from time to time to be applied

and dealt with according to the lawful direction of the Board to whom the management or administration thereof be confided that is to say :-

1. THE said Public Park and Recreation Ground with its said buildings baths courts ponds and other places and things (all of which are hereinafter included in and referred to in the term "the said Recreation Ground") shall be called "The Considine Recreation Ground" ^{Extension} and may for the purposes hereinafter mentioned or any of them be used by the residents of Martinborough.

2. THE said Recreation Ground shall be under the charge and control of and be managed by the Board who, subject to any restrictions hereinafter contained, shall have the sole charge management and control of the same and the business affairs thereof with full power to charge admission thereto.

3. THE purposes for which the said Recreation Ground may be used and the powers and duties of the Board shall be as follows :-

- I. As a Public Park.
- II For cricket Pitches.
- III For Football Grounds
- IV For Tennis Courts
- V For Bowling Greens
- VI For Swimming Baths
- VII For Skating Ponds
- VIII For Curling Ponds
- IX For Athletic Bicycle and other Sports
- X For Pleasure Gardens
- XI For Plantations conducive to carrying out any of the purposes herein stated.
- XII Erection making and maintenance of the said Recreation Ground of such buildings stands baths courts greens ponds pitches tracks drains and watercourses and other things as may be conducive to the foregoing objects
- XVII Such other purposes of a like nature as the Board may from time to time deem expedient or advisable
- XIV Letting the said Recreation Ground or any part of it from time to time to any person or persons Societies or Clubs for any of the foregoing purposes but at no time shall the Board give a Lease to any person or persons Society or Club for a longer term than twenty one (21) years or so as to give any greater facility for

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- XV To prohibit the playing of games or the use of the ground or any part thereof on such terms and in such manner as would cause danger to the usefulness of the same for the aforesaid purposes.
- XVI To prevent any person or persons from trespassing on the said Recreation Ground or doing any of the following acts or things thereon, plucking, cutting, injuring or destroying any tree, bush or flowers growing on the said Recreation Grounds
- XVII Any person lighting any fire or wilfully carelessly or negligently doing any act which may cause or be likely to cause - damage by fire to any building on or anything growing on the said Recreation Ground
- XVIII Any person from wilfully carelessly or negligently depositing or leaving on the said Recreation Ground or any part thereof any rubbish timber bricks or other substance or material whatsoever.
- XIX Any animal from trespassing or going on the said Recreation Ground or any part thereof .
- XX Any person from encamping on the said ground or any part thereof or from placing thereon any booth tent shed stand screen post rail fence swing or other erections or obstruction of any kind whatsoever or to make any enclosures of any kind on any part thereof.
- XXI Any person from carelessly negligently or wilfully injuring defacing or removing any seat notice or notice board post chair rail fence barrier or other thing which may from time to time be erected or placed thereon by or by the authority of the said Board.
- XXII Any person from driving any vehicle save along any defined road
- XXIII Any person from breaking in any horse or exercising any horse so as to injure the turf on the said Recreation Ground or from riding or driving any horse or other animal or vehicle in races or in manner likely to endanger the safety or comfort of persons lawfully using the said Recreation Ground or being thereon.
- XXIV Any person from brawling fighting using indecent language or

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other places and things erected built or made thereon : such Recreation Ground to be thereafter held used and managed by such Borough as a Public Park and Recreation Ground under the trusts and powers herein contained so far as the same are applicable.

6. The Board shall receive all revenue and moneys coming or arising from the said Recreation Ground and apply the same to the purposes aforesaid after deducting therefrom all necessary expenses incurred in the maintenance thereof in which may be included the cost of - fencing planting and protection of plants erecting and making of necessary buildings stands baths courts greens ponds tracks pitches and other things maintenance of such buildings stands baths greens ponds tracks pitches and other things cultivation and improvement of the said Recreation Ground for the purposes aforesaid

7. The Board shall and will pay all rates taxes Insurances and other expenses of any kind whatsoever whether of the same nature or not charged on the said Trust and the said Recreation Ground or incurred in the management of the same out of moneys coming into their hands

8. THE Board may delegate any of its powers to the Chairman or a Sub Committee or Committees consisting of one or more of the Members of the Board and fix the quorum of any such Committee

9. THERE shall be an Auditor to the Trust who shall audit the accounts of the Board in relation to the said Recreation Ground not less than once in every twelve (12) months

10. THE Board shall cause true account to be kept in such manner as it thinks fit of all the receipts credits payments and liabilities of the Trust of and concerning the said Recreation Ground and the business affairs thereof and of each object or purpose in the management or administration whereof the Board for the time being be acting and of all other matters necessary for showing the true state of the said Trust and of the affairs of the said Recreation Ground. Such books and all vouchers relating thereto and all documents belonging to or in connection with the said Trust or the said Recreation Ground shall be kept at such place or places and under the control of such Officer as the Board shall from time to time appoint

11. NOT less than fourteen (14) days before any audit the Board shall if necessary and required by the Auditor so to do deliver to the Auditor the accounts and vouchers relating thereto and the balance sheet for the preceding year

12. The Auditor shall ~~xxx~~ have access to all the books of account

and documents of the said Trust kept by the Board or any Committee or Sub Committee thereof as aforesaid and shall receive such information and assistance from the Board and other Officers as he may reasonably require

13. Minutes of proceedings of all meetings whether general or special or of any Committee or Sub Committee shall be recorded in books to be kept for the purpose by the Board and shall be signed by the Chairman or in default by any two persons-every such Minute purporting to be so signed shall be prima facie evidence of the facts stated therein

14. THE Board or Committee or Sub Committee as aforesaid shall appoint a Treasurer out of their number who shall deal with the funds as the Board or Committee or Sub Committee shall direct

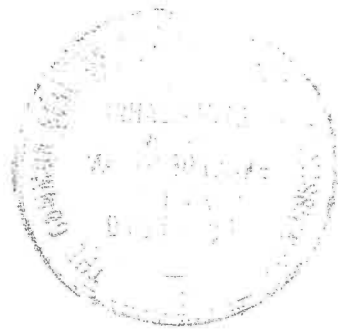
15. ALL moneys received by the Board or their Treasurer shall be forthwith deposited in the Bank of the Board in The General Account of the Board and all cheques drawn from such account shall be signed as all other cheques drawn by the Board. The receipt by the Chairman or Treasurer shall be a sufficient discharge to any person or persons paying such money as aforesaid.

16. THE Board may if they deem it expedient exclude all or any persons from using or entering the said ground or any part thereof except such portion or portions thereof as may for the time being be let to any Society or Club.

IN WITNESS WHEREOF these presents have been executed this

At ~~the~~ *fifteenth* day of ~~December~~ *September* 1914

THE COMMON SEAL of The Martinborough Town Board was hereto affixed pursuant to resolution dated the *Eight* day of *December* 1913 in the presence of



A. G. Mansfield

Chairman

J. Williams

Clerk

Witness Jm. Selwyn, 1920

THE MARTINBOROUGH TOWN BOARD.

DECLARATION OF TRUST

OF THE CONSIDINE RECREATION GROUND.

6th October 1920 at 11.45 am

Z 2887

[Signature]



Gawith & Logan
Solicitors,
Martinborough.



TO ALL TO WHOM THESE PRESENTS SHALL COME, THE MARTINBOROUGH TOWN BOARD SENDS GREETING : WHEREAS the said Martinborough Town Board is seised of an estate in fee simple in possession of and in ALL that piece of land situate in the Provincial District of Wellington containing Four acres (4ac. Ords 00p-) being Part Section 702 and part of the Lot marked C on the Plan of the Subdivision of Section 1 -- Wharekaka Block deposited in the Land Registry Office at Wellington as Number 249 and being the whole of the land comprised and described in Certificate of Title Volume 269 Folio 26 AND WHEREAS the said piece of land and premises were transferred to the said Martinborough Town Board as the bare depositories of the legal or other ownership of the same special trusts of which (subject as hereinafter mentioned) are to be carried out and administered by the said Martinborough -- Town Board as hereinafter is set forth NOW THESE PRESENTS WITNESSTH that the said Martinborough Town Board and the successors and assigns of the Martinborough Town Board for the time being (all of whom are hereinafter included in the expression "the Board") hereby declare that they stand seised of the said land and premises together with the easements rights and appurtenances thereunto belonging or appertaining UPON TRUST thereout in the first place to indemnify themselves and every of their successors against the payment of any rates taxes charges or impositions of any kind whatsoever that now are or hereafter may be imposed or charged on the said lands and -- premises or any part thereof and from and against all actions ---- claims and demands whatever for or in respect of the said lands and premises or any accident occurring thereon or arising from the use thereof by the public as hereinafter mentioned or out of or in connection with any of the games or other sports or pastimes carried on thereon and from and against any loss whatever arising in any way out of or through the said trust AND (subject thereto) UPON FURTHER TRUST to permit the said land and premises with their easements and appurtenances and all or any building or buildings, swimming baths, tennis courts, bowling greens and cricket pitches and any other -- place or thing whether of a like nature or not now erected or made or which at any time hereafter may be erected built or made thereon to be used as a public park and recreation ground for the purposes hereinafter mentioned and from time to time to be applied and dealt with according to the lawful direction of the Board to whom the --

management or administration thereof be confided that is to say :-

1. THE said public park and recreation ground with its said buildings baths courts ponds and other places and things (all of which are hereinafter included in and referred to in the term "the said Recreation Ground") shall be called "THE CONSIDINE RECREATION GROUND" and may for the purposes hereinafter mentioned or any of them be used by the Residents of Martinborough.

2. THE said Recreation Ground shall be under the charge and control of and be managed by "the Board" who, subject to any restrictions -- hereinafter contained, shall have the sole charge management and control of the same and the business affairs thereof with full power to charge admission thereto.

3. THE purposes for which the said Recreation Ground may be used and the powers and duties of the Board shall be as follows : -

I. AS a Public Park

II. FOR Tennis Courts

III. FOR Bowling Greens

IV. FOR Swimming Baths

V. FOR Cricket Pitches

VI. FOR Football Grounds

VII. FOR Skating Ponds

VIII. FOR Curling Ponds

IX. FOR Athletic and Bicycle and other Sports

X. FOR Pleasure Gardens

XI. FOR Plantations conducive to carrying out any of the purposes herein stated.

XII. ERECTION making and maintenance of the said Recreation Ground of such buildings stands baths courts greens ponds pitches tracks drains and watercourses and other things as may be conducive to the foregoing objects.

XIII. SUCH other purposes of a like nature as the Board may from time to time deem expedient or advisable.

XIV. LETTING the said Recreation Ground or any part of it from time to time to any person or persons Societies or Clubs for any of the foregoing purposes but at no time shall the Board give a lease to any person or persons society or club for a longer term than twenty one years or so as to give any greater facilities for pursuing one form of amusement or recreation over another than may be reasonably necessary.

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- XV. TO Prohibit the playing of games or the use of the ground or any part thereof on such terms and in such manner as would cause danger to the usefulness of the same for the aforesaid purposes.
- XVI. TO prevent any person or persons from trespassing on the said Recreation Ground or doing any of the following acts or things thereon that is to say plucking cutting injuring or destroying any tree, bush or flowers growing on the said Recreation -- Ground.
- XVII. ANY person lighting any fire or wilfully carelessly or negligently doing any act which may cause or be likely to cause damage by fire to any building on or anything growing on the said Recreation Ground.
- XVIII. ANY person from wilfully carelessly or negligently depositing or leaving on the said Recreation Ground or on any part thereof any rubbish timber bricks or other substance or material whatsoever.
- XIX. ANY animal from trespassing or going on the Recreation Ground or on any part thereof.
- XX. ANY person from encamping on the said Ground or any part thereof or from placing thereon any booth -- tent shed stand screen post rail fence swing or other erection or obstruction of any kind whatsoever or to make any enclosure of any part thereof.
- XXI. ANY person from carelessly negligently or wilfully injuring defacing or removing any seat notice or notice board post chair rail fence barrier or other thing which may from time to time be erected or placed thereon by or by the authority of the said Board.
- XXII. ANY person from driving any vehicle save along any defined road.
- XXIII. ANY person from breaking in any horse or exercising any horse so as to injure the turf of the said Recreation Ground or from riding or driving any horse or other animal or vehicle in races or in manner likely to endanger the safety or comfort of persons lawfully using the said Recreation Ground or being thereon.

XXIV. ANY person from brawling fighting using indecent language or acting in an indecent disorderly or offensive manner to the obstruction annoyance or danger of persons resorting to the said Recreation Ground.

XXV. ANY person from soliciting or gathering money or other thing.

XXVI. ANY person from throwing or placing in any pond or water on the said Recreation Ground any earth wood glass crockery metal paper or other rubbish or refuse or any other deleterious noxious offensive or disfiguring substance or thing.

XXVII. ANY person from bathing in the said Recreation Grounds ^{except} under such conditions and in such places at such times and in such manner as the Board may from time to time prescribe.

XXVIII. ANY person from breaking up or injuring any ice on any pond or water on the said Recreation Ground or from throwing or placing any stones earth or other substance on any such ice so as to render the same less suitable for skating or sliding and from interfering in any way with the ice on any pond or water on the said Recreation ground.

XXIX. ANY person from plying for hire or letting out any horse pony or other animal of any kind with or without a cart or carriage upon the said Recreation --- Ground or use the Recreation Ground as a standing -- place except with the permission of the Board and then only at such places and under such regulations as the Board may from time to time appoint.

XXX. ANY person from wilfully interfering with or obstructing the authorised user of the said Recreation Ground or from wilfully obstructing any officer of the ---- Board in the execution of his duty or in the proper execution of any work in connection with the laying out and planting improvements or maintenance of the said Recreation Ground.

4. THE Board may from time to time make in such manner as it shall think fit Bylaws and Rules for the Regulation and Management of the said Recreation Ground and for the due and proper carrying on of the games sports and pastimes carried on there as they shall deem advisable

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5. IF the Township of Martinborough should hereafter be constituted a Borough the Board may hand over transfer and assign the said Recreation Ground to such Borough together with all rights powers and authorities hereby conferred on it and all or any right or obligation acquired or incurred by it hereunder together with the ownership sole control and possession of the said Recreation Ground buildings and other places and things erected built or made thereon : such Recreation Ground to be thereafter held used and managed by such Borough as a Public Park and Recreation Ground (under the trusts and powers herein contained so far as the same are applicable).

6. THE Board shall receive all revenue and moneys coming or arising from the said Recreation Ground and apply the same to the purposes aforesaid after deducting therefrom all necessary expenses incurred in the management thereof in which may be included the cost of fencing planting and protection of plants erecting and making of necessary buildings stands baths courts greens tracks ponds pitches and other things maintenance of such buildings stands baths greens ponds tracks pitches and other thing and cultivation and improvement of the said Recreation Ground for the purposes aforesaid.

7. THE Board shall and will pay all rates taxes insurances and -- other expenses of any kind whatsoever whether of the same nature or not charged on the said trust and the said Recreation Ground or incurred in the management of the same out of the moneys coming to -- their hands.

8. THE Board may delegate any of its powers to The Chairman or a Sub-Committee or Committees consisting of one or more of the members of the Board and fix the quorum of any such Committee.

9. THERE shall be an Auditor to the trust who shall audit the accounts of the Board in relation to the said Recreation Ground not less than once in every twelve months.

10. THE Board shall cause true accounts to be kept in such manner as it thinks fit of all the receipts credits payments and liabilities of the trust of and concerning the said Recreation Ground and the business affairs thereof and of each object or purpose in the management or administration whereof the Board shall for the time being be acting and of all other matters necessary for showing the true state and condition of the said trust and of the affairs of the said Recreation Ground. Such books and all vouchers relating thereto and all documents belonging to or in connection with the said trust

or the said Recreation Ground shall be kept at such place or places and under the control of such officer as the Board shall from time to time appoint.

11. NOT less than fourteen days before any audit the Board shall if necessary and required by the Auditor so to do deliver to the Auditor the accounts and vouchers relative thereto and the balance sheet for the preceding year.

12. THE Auditor shall have access to all the books of account and documents of the Trust kept by the Board or any committee or sub-committee thereof as aforesaid and shall receive such information and assistance from the Board and other officers as he may reasonably require.

13. MINUTES of proceedings of all meetings whether general or special or of any committee or sub-committee shall be recorded in books to be kept for the purpose by the Board and shall be signed by the Chairman or in default by any two present. Every such minute purporting to be so signed shall be prima facie evidence of the facts stated therein.

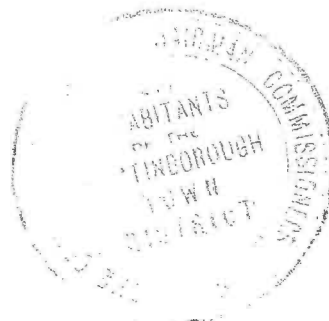
14. THE Board or Committee or sub-committee as aforesaid shall appoint a Treasurer out of their number who shall deal with the funds as the Board or committee or sub-committee shall direct.

15. ALL moneys received by the Board or their Treasurer shall -- be forthwith deposited in the Bank of the Board in The General Account of The Board and all cheques drawn from such account shall be signed in the same way as all other cheques drawn by The Board. The receipt by the Chairman or Treasurer shall be a sufficient discharge to any person or persons paying such money as aforesaid.

16. THE Board may if they deem it expedient exclude all or any persons from using or entering the said Ground or any part thereof except such portion or portions thereof as may for the time being be let to any Society or Club.

IN WITNESS WHEREOF these presents have been executed this *9th* day of *February* One thousand nine hundred and twenty (1920.)

THE COMMON SEAL of THE MARTINBOROUGH
TOWN BOARD was hereto affixed pursuant
to resolution dated the *9th*
day of *February* 1920 in the
presence of : -



Maurice H. Smith
W. W. W. W.

CHAIRMAN.

CLERK.

Appendix 5 – Schedule of Notable Trees

In paddocks, and in parks:

<i>Prunus shirotae</i> Mount Fuji - Flowering Cherry	x8
<i>Quercus canariensis</i> - Algerian Oak	x4
<i>Acer platinoides</i> - Norway Maple	x2
<i>Ulmus procera</i> - Golden Elm	x4
<i>Podocarpus totara</i> - Totara	x2
<i>Liriodendron tulipifera</i> - Tulip tree	x1
<i>Quercus fastigata</i> - Upright oak	x3
<i>Eucalyptus ficifolia</i> - winter flowering gum	x3

<i>Ulmus parvifolia</i> - Chinese Elm	x3
<i>Ulmus horizontalis</i> - horizontal elm	x3
<i>Plagianthus regius</i> - Ribbonwood	x9
<i>Sophora tetraptera</i> - Kowhai	x6
<i>Aesculus hippocastanum</i> - horse chestnut	x2
<i>Quercus palustris</i> - Pin Oak	x3

MARTINBOROUGH COMMUNITY BOARD

7 OCTOBER 2021

AGENDA ITEM 8.2

WAIHINGA PROJECT – LESSONS

Purpose of Report

To update members on the lessons and recommendations in the independent review of the project management process used for the Waihinga Centre.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Waihinga Project – Lessons Report.*
2. *Note the lessons identified.*

1. Background

Calibre Consulting Ltd (Calibre) was retained by South Wairarapa District Council (SWDC) to undertake an independent review of the project management process used for the delivery of the Waihinga Centre.

The review would document the lessons learnt and produce a list of recommendations for future project delivery, along with a framework and reporting templates (e.g. project initiation/start, project progress updates, project close out) for use on future projects. The framework and reporting templates are the subject of a separate report and are a work in progress.

This report is to look at the lessons learnt from the project.

2. Discussion

Information gathered to conduct this review was made up of documentation provided by both SWDC and the Waihinga Charitable Trust.

There were a series of interviews undertaken by Calibre with SWDC staff members involved with the project, the previous mayor and members of the Waihinga Charitable Trust.

3. Conclusion

There was a general consensus that the project went well, the finished product is very good, and there were not many things that went wrong but that it took far too long.

The project benefitted from a high level of community involvement, high levels of skill and experience managing the project, competent community members volunteering time and a series of good decisions made by Council along the way.

The facility is widely used by the community.

4. Appendices

Appendix 1 – Waihinga Project – Lessons, Calibre Consulting

Contact Officer: Harry Wilson, Chief Executive Officer

Appendix 1 – Waihinga Project – Lessons, Calibre Consulting

Report




Waihinga Project - Lessons

Prepared for South Wairarapa District
Council

17 August 2021

Calibre Consulting Ltd

QUALITY ASSURANCE STATEMENT

TASK	NAME	SIGNATURE
Project Manager	Iain McIntosh	
Prepared by	Iain McIntosh	
Reviewed by	Peter Ollivier	
Approved for Issue by	Peter Ollivier	

DOCUMENT CONTROL

ISSUE	DATE	ISSUE DETAILS	AUTHOR	CHECKED	APPROVED
Draft	23/6/2021	Draft for internal review	ISM		
Draft	28/6/2021	Draft for Client review	ISM		
Final	17/8/2021	Final	ISM	PMO	PMO

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Waihinga Project - Lessons.docx

COMMERCIAL IN CONFIDENCE

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Appendices

Appendix A	Terms of Reference
Appendix B	Subgroup Structure

1. Scope

Calibre Consulting Ltd (Calibre) has been retained by South Wairarapa District Council (SWDC) to prepare a Project Management Framework.

Calibre is to undertake an independent review of the project management process used for the delivery of the Waihinga Centre. The purpose of the report is to document the lessons learnt and produce a list of recommendations for future project delivery, along with a framework and reporting templates (e.g. project initiation/start, project progress updates, project close out) for use on future projects. The framework and reporting templates are the subject of a separate report and are a work in progress.

The objective of this project is to:

- Provide elected members and ratepayers with confidence that:
 - Future projects have a value and outcome focus and are delivered to established standards.
 - Council is continuing to improve their delivery processes.
 - Suitable frameworks are in place (or being established) for project management, reporting, financial management etc.
 - They have clear visibility of future projects and understand their respective roles.
- Provide officers with:
 - A clear, scalable framework for project delivery in Council.
 - Good core project management principles that can be applied across the organisation.

The period of the review is from the Council approval to proceed with the Waihinga Centre, through to the project completion. The review would ideally be extended to look at the process before approval to understand what the Council was being asked to approve and the information available to the project team at the start of the project.

The report is to look at the lessons learnt from the project, that is, both ways to improve and things to avoid in future projects.

1.1 Documentation

Limited documentation was available to Calibre consisting of some Construction Committee Minutes, the October 2013 Feasibility Study, Council agendas and minutes, and media reports. It was found that the Waihinga Charitable Trust (WCT) holds a large quantity of documents covering the entire project.

1.2 Interviews

Face to face, Zoom and telephone interviews were held between 31 May and 4 June 2021 with:

- Viv Napier – former Mayor, SWDC
- Paul Crimp - former Chief Executive Officer, SWDC
- Helen McNaught - former Amenities Manager, SWDC
- Victoria Read - Waihinga Charitable Trust – Project Coordinator
- Lisa Cornelissen - Waihinga Charitable Trust – Media

The interviews were structured around the following questions:

- a. What went well?
- b. What didn't go as well as it should have?
- c. What were the hiccups along the way that could have been avoided?
- d. With hindsight what would you do differently?
- e. What were the important processes and procedures that were used over the project that are essential for SWDC projects in the future?
- f. Was everyone who needed to be kept informed?
- g. Anything else you might think would be useful for SWDC Project Management going forward?

2. Waihinga Project

The Waihinga Project consists of two stages. Stage 1 was completed in December 2018 and Stage 2 in 2019.

Stage 1

- Earthquake strengthening the Martinborough Town Hall (MTH)
- Refurbishing the MTH
- Constructing a Community Centre attached to the MTH housing the Martinborough Library, Plunket, Toy Library, i-SITE Visitor Information Centre, and Knucklebone Café. In 2020 a banking hub was added.

Stage 2

- Constructing a playground and park
- Landscaping around the Waihinga Centre.

3. History

To understand the development of the project scope and eventual project management it is necessary to look at the history of the project. The following is a summarised version of the timeline provided by WCT and material from other sources.

- The MTH was constructed of unreinforced masonry in 1912. The building was damaged in the 1942 Wairarapa earthquakes. Some basic securing work (reinforced concrete banding) was completed in 1944.
- A structural review and maintenance inspection in 1993 found that the hall did not comply with the Building Act 1991. Eight major structural improvements were recommended to secure the unreinforced masonry. Securing work was done in 1997 which completed three of the eight recommendations from the 1993 report. This work aimed to secure the unreinforced masonry parts of the main hall building. Restoration of the main façade and internal refurbishment was also undertaken.
- A further review of MTH found maintenance issues related to cracking of brickwork since 1997. Some steel framework was installed, and the parapet and boxed gutter were repaired.
- In September 2008 the Martinborough Community Board called a public meeting of interested parties to gauge the general interest and utilisation of the MTH. This meeting was poorly attended but a small working group was set up. This was the beginning of the Martinborough Town Hall Working Group (MTHWG), a sub-committee of the Community Board.
- Concept plans were drawn by David Lowe with the assistance of David Kernohan, and in 2010 fund raising efforts enabled and improvements to be completed to the kitchen. A seismic assessment in 2010 found that all three parts of the hall were well below the requirements of the Building Act at that time and should be considered earthquake prone.
- A conservation plan for the MTH was commissioned by the SWDC in February 2011. The report was completed in May 2011 setting out the requirements for seismic improvements for the MTH.
- A brochure was published by SWDC in October 2011 which questioned the future of the MTH. Four options were given. A public meeting was held and feedback on the options sought. In February 2012 all South Wairarapa ratepayers were invited to make submissions regarding the future of the MTH and an Extraordinary Council Meeting was held to consider the submissions. Of the 63 submissions 23 wanted to save the MTH, 18 wanted a new hall, 14 wanted it demolished, 4 wanted the façade saved, and the remainder were neutral.
- The 2012/2022 Long Term Plan (LTP) provided for \$900,000 for hall strengthening work, however as a result of LTP submissions strengthening work would not commence until refurbishment plans had been agreed by the community and Council, and the money required for refurbishments (or financial commitments for it) were in place.
- Membership of MTHWG was extended by the Council to assist with progressing the refurbishment plans, extending community representation and fundraising.
- Initial design work was done by the group, consultation on the initial ideas and fundraising was initiated. Progress was slow and there was discussion about the possibility of being unable to raise enough to pay for the upgrade.

- In January 2013 MTHWG had a brainstorming session to look at ways forward. Community leaders, community group representatives, stakeholder groups and interested people were invited. The meeting was also attended by Steve Bramley, SGL Group, a company that specialises in fundraising and community facilities. The concept was broadened to a community centre which would get more community support and use making it easier to fundraise for. The library had been shifted to a temporary location as its building was earthquake prone as was Plunket and the toy library.
- SWDC, on a recommendation from MTHWG, commissioned an independent review and feasibility report from SGL Group. During this study SGL, supported by MTHWG's Vicky Read and Max Stevens, visited 13 venues, held 8 workshops, interviewed and/or undertook workshops with 80 people representing 44 different groups. The information gathered provided the framework for the Community Centre.
- The October 2013 Feasibility Report was published which proposed the restoration and extension of the historic MTH into a multi-purpose community hub including the information centre, café, library, toy library and Plunket. Also included was a concept plan of the facility, primarily to show how functions would sit rather than a design to be implemented. The document is still regarded as the guiding document for the project.
- In April 2014 a public meeting was held to present the findings to the public. A flyer was distributed and feedback sought. In June 2014 Council resolved to fund phase 1 (MTH restoration and Community Centre building) in order to approach public funders.
- The Martinborough Community Centre Steering group (MCCSG) was set up by the SWDC in June 2014. The Terms of Reference for the group are included in Appendix A and B. The group consisted of representatives from the Council and Community Board as well as nominated community members with the skill-set to ensure the successful delivery of a project of this scale. Around this time the MCCSG initiated a monthly information page in the Martinborough Star to recognise donors and inform the community.
- During the fundraising drive the MCCSG talked to over 200 individuals about the project. They sought funds and gathered feedback from the discussions. Many of the pledgers willingly supported the Community Centre Concept but were reluctant to pledge to a project that only refurbished the MTH.
- An architectural 'competition' was run to choose the project architects. The brief for the competition was prepared by architect Vicky Read who was a member of MCCSG. In September 2014 the contract for the design was won by Warren and Mahoney whose design best met the brief. It was felt by the MCCSG that their design best respected and celebrated the beautiful natural landscape, rich heritage, and strong sense of community. Warren and Mahoney's proposal was one of three reviewed by the MCCSG who undertook a rigorous selection process. The preliminary design drawings were now available.
- Through 2014 and 2015 meetings continued with various groups for fund raising, discussing users needs, neighbours' interests, and consultation for the resource consent.
- A Special Council Meeting in December 2014 resolved to approve some limited further work until the result of the Lotteries application was available.
- The resource consent was granted in January 2015.
- A public meeting was held in February 2015 to present the updated plans to the community and receive feedback.
- The Waihinga Charitable Trust was created in June 2015 to focus community fundraising.
- A paper was presented to the Council in August 2015 discussing the funding mix and remaining money needed to complete the project. The paper recommended that SWDC consult with the community about a targeted rate in the Martinborough Ward to fund the remaining money needed. After consultation and hearing submissions in December 2015 the Council voted against a targeted rate but committed to continue working with the Steering Group to find solutions to move forward.
- There was a funding shortfall of \$1.3 m which left the Council with three options. End the project all together, put in place a targeted rate to make up the shortfall (an additional \$70 per annum for each rate payer) or modify the project to meet the funding raised. In November 2015 SWDC adopted the third option to amend the project.
- In December 2015 a SWDC workshop was held to review funding sources, identify savings, and modify the design with SGL, the MCCSG and the quantity surveyors for the project, Rawlinsons. As a result of this workshop, the group recommended to Council that stage one of the Waihinga Centre project proceed. Project cost reduced by \$300,000 by changing material choice, rationalisation, cladding and professional fees. The project contingency was almost doubled. Inflation costs were estimated at \$10,000/month.
- SWDC passed a resolution in February 2016 to proceed with stage one of the Waihinga Centre project with building to start in July 2016 following a standard tender process and to be completed in one year. Stage one of the

Waihinga Centre included a strengthened and refurbished town hall, the new extension and essential landscaping works. Essential landscaping included a new car park, entry to the front of the new building including steps and ramps, access to the rear of the building from the new car park and some external lighting. Additional landscaping and the destination playground were to be in stage two subject to funding being raised by the community.

- SWDC appointed Rigg Zschokke as the contractor for the Waihinga Centre by tender process. The tender was an Early Contractor Involvement (ECI) process. The ECI process revolves around identifying and selecting contractors at an early stage based on 'schedule of rates' pricing. The contractor then works closely with the architects and suppliers to achieve a collaborative buildable outcome. In July and August detailed plans were to be completed, consenting and final pricing undertaken, and a fixed price contract signed. Building of the centre was expected to begin in September 2016 and be complete by September 2017. There were delays in obtaining building consent related to fire codes. The Kaikoura earthquake in November 2016 then significantly delayed the project because of the lack of availability of resources e.g. engineers.
- The final pricing was issued in January 2017 and came out just under \$90,000 more than the initial approval of \$5.1m, which was made in February 2016. The key component of the increase was the cost of earthquake strengthening (now \$1.072m). The project was approved with budget of \$5.332 m (including \$200 k contingency). This was a fixed price contract. Construction began immediately.
- The construction period took longer than expected because of the lack of steel (all going to Transmission Gully), delays in fabrication of steel joints and connecting plates, and poor weather conditions. The Centre was opened in December 2018 marking the end of a 10-year project. The Waihinga Charitable Trust raised \$1.4 million for the project through community donations, and secured \$825,000 in grants and \$140,000 from Plunket, while the Council provided \$2.8 million. The project came in within the total budget, which was set at \$5.332 million (including \$200k contingency).

4. Project Scoping

As seen in the previous section the scoping of the project was a protracted process arising from the need to do something with the MTH after it was closed. The Council made a number of decisions from 2012 onward to proceed to the next stage. Each stage was conditional on achievement of goals. In early 2013 the Council commissioned a feasibility study to bring everything together.

The October 2013 feasibility study which was the result of an extensive consultation with potential occupiers, users, and the community set out the concept and functions required in the new building. A number of organisations were in single use facilities that had been affected by earthquake ratings. The project offered a multi-use facility.

At this stage there was the feeling that there was no openness to looking at ideas from elsewhere. There was an expectation of options to consider, that is, what are we getting, but the decision had been made by SGL following their consultation. There was a public meeting which sought feedback though it is not known if anything changed. On the plus side SGL had engaged architects and quantity surveyors to produce the feasibility report giving it a level of detail and costing at an early stage.

There was difficulty in pinning down occupant requirements which kept changing. Plunket moved from being a local organisation to a national one. The information centre had no say, it was told it was moving. It is clear that it was necessary to lock in the occupants' requirements to be able to proceed to the detail.

One comment was that the whole process was over the top whereas this was the time for big picture thinking with the moderation of quantity surveyors and budgets.

That then set the project scope, target for funding and architectural brief. It was the result of extensive consultation including design workshops with MCCSG and community representatives and therefore fairly robust.

5. MCC Steering Group

During the feasibility study MCCSG was set up to drive the project. The terms of reference are included in Appendix A and B. The MCCSG were to be responsible for the overall project leadership and management of the Martinborough Community Centre, including the approval and on-going monitoring and support of effective processes to ensure the

completion of the overall project design and construction, within budget. This group was given extensive responsibility and accountability.

This group was effective at progressing the project in the early stages through to the commitment to build and it provided direction and leadership though not necessarily representative of the potential occupiers.

6. Design

Views on the building range from great building to nothing special, same old and not everyone liking the design.

The design prepared by the architects was the one that the architecture competition judges thought best met the brief.

As above, it was felt there was a lack of detail, there was no openness to ideas and lessons from other local authorities, people thought they were getting options rather than finished product, too many stakeholders muddy the waters pushing for things, no consideration of energy conservation. The library and information centre were not consulted enough or early enough and the library being the main occupier should have been the focus of the building.

The reality is that these discussions should be at the project scoping stage so that it is captured in the architects brief particularly where the architect is chosen on the basis of the design presented. It gets increasingly difficult to change the design other than minor details at this late stage.

While the contractor was 'involved' at an early stage there were still issues that had to be resolved between the designer and the contractor when building commenced.

It is also necessary to ensure at all stages of design there needs to be adequate user and client reviews to ensure the finished product works for everyone and ensure all parties are aware of what is included and excluded.

7. Project Governance and Management

This project was a significant one for SWDC in both capital cost and the partnership with the community. The Council had few skills in managing a project of this scale or of building large public buildings. There were also severe constraints on the budget given the limit on Council capital expenditure and a large part being raised by the WCT from public donations. Around this time there had been investigations by the Auditor General into Local Authority governance and project management of large Council projects.

To achieve the desired outcome two layers of project control were established. These were the Council acting as Project Owner and a Construction Committee.

Project Owner

The Mayor and Councillors had an overview on behalf of the project owner, the Council, requiring all matters that were not minor, that is anything affecting function, design, or budgets, be referred to the full Council. This was done only once when the final approval was sought in January 2017 when additional funding was sought.

The Council was provided with regular updates and financial reports in the regular Council Meetings.

Construction Committee

The Construction Committee consisted of representatives from the Council, Council management, Council project manager, contractors project manager, WCT representatives and others from time to time. The members were:

- Viv Napier – Mayor
- Paul Crimp – Chief Executive Officer
- Helen McNaught – Property and Facilities Manager
- Max Stevens – Chair Waihinga Charitable Trust
- Vicky Read – Waihinga Charitable Trust
- Dave Borman – Construction Project Manager (SWDC)
- Mike Arnopp – Project Manager (Rigg Zschokke)

It is unusual for the CEO to take on detailed involvement in such a project given they already have a challenging job. This was done to ensure there was total control of expenditure.

This committee met monthly, fortnightly, weekly, and as required during the construction with the frequency depending on the level of activity.

Dave Borman, an experienced builder, approached SWDC and offered his services as a Project Manager as part of giving back to the community. He was paid for some of the time he spent working on the project. He was very successful at smoothing the way between all parties.

Vicky Read, an experienced architect and project manager also provided services on a voluntary basis acting in the role of project coordinator attending on regular site meetings, preparing minutes etc. The committee had good representation across all skills required to manage the project.

The project was fortunate in the calibre and experience of people who were involved several of whom volunteered. This will not always be the case. Despite their experience it was noted that it was a learning experience for most of the team.

As noted above the committee was able to make minor changes. The fact that larger changes were not required may indicate the project was well scoped and designed.

Construction progress information was not always reliable and there was a high degree of optimism shown by the contractor. This is generally the situation when there are delays. The trouble comes at the end when events are being planned to celebrate or use the facility.

It was felt that SWDC should have had its own inhouse project manager, 'go to person', 'person in charge', even if only on a part time basis, from early on in the project and not just at the construction phase.

Employing the volunteers may have enabled the project to proceed at a faster pace though it was noted that there was a conflict of interest in having the WCT managing the project.

It was also suggested that having a part time sponsorship person would have helped. That may well be the case, but the individual would have had to be tied to WCT rather than SWDC given the comments that people were happy to donate to a community centre but not to just fixing up the MTH.

The project structure and success does however show there are skills within the community including retirees that can be used benefit from their vested interest in the community.

8. Contracting

The project team considered the designers were difficult to work with which created a lot of extra work for the project manager and contractor. This appeared to be the result, in part, of an unclear understanding of what was and was not being delivered despite the wording of the agreement. The project team expected all drawings including construction drawings, but the designers only provided up to the level of consent drawings. This presented difficulties. In part this may be the result of a lack of knowledge in the way architects work and suggests a need to focus on deliverable and outcomes.

There was also a constant push to do more work, for example to prepare colour palette options, analysis, and visit the site on a regular basis. Simply put there was no funding for this with professional fees being an early saving, and as a result it didn't happen. This was despite SWDC having the works supervised by its own project manager and things like the colour palette had already been decided.

On the other hand, the construction contract was very successful and is seen as a reason for the success of the project. This was a fixed price contract let early in the process to enable contractor involvement before the final drawings are completed. Any cost savings were to be put back into the project and there were no penalty clauses. This took the pressure off and enabled free and frank discussion. It also meant that time and resources were not put into debating variations and contract details. There were not many contract discussions at all.

The contract was awarded on unit rates and was repriced once drawings were completed. This increased the price \$30k over the initial price of \$5.1m giving a price of \$5.33m with a \$200k contingency or 4%.

The contingency was low particularly when earthquake strengthening, and renovation of a 100 plus year-old building was included. Views on the contingency ranged from it should have been bigger to a bigger contingency would have had its own problems given the pressure to change bits and having to decide on who gets what. This ignores the fact that

contingency should be reserved for cost variations in the construction and required design omissions and not adding nice to haves though this is what often happens. Nice to have items should be included in the scope before building commences or strictly controlled.

9. Construction

The general consensus was the construction phase was straight forward despite a few hiccups and problems to solve at the time which should not be unexpected in a project such as this.

There were delays with the weather, errors in steel connectors, steel availability issues, finalising the building consent and code of compliance. It is also fortunate that the contractor was big enough to enable them to divert resources to other projects when there were delays. This might not always be the case when dealing with contractors.

The building was done in two stages being effectively two buildings. This simplified the construction process and resources required on site.

A key factor was the contractor's project manager took part in all the Construction Committee meetings ensuring the exchange of timely information and ideas despite this being a bit optimistic at times.

Fortunately, there were no bad surprises in the old building as is often the case with restoration. There was one surprise and that was the nice brick work in the supper room which is now exposed.

10. Financial Control

Funding for the project was constrained from the beginning with the commitment delayed until sufficient funding was available, and the project trimmed to match available funds. This inevitably meant not every little thing was provided for.

Financial control was stringent at all stages of the project in part because of the level of public funding and part because there were still groups within the community and Council who still opposed the project and took every opportunity to question it. Secondly as noted above there had been investigations by the Auditor General into Local Authority governance and project management of large Council projects. SWDC auditors reviewed the project and did not find fault.

As part of the reporting, warts and all financial reports were available at every Council meeting in a public forum which ensured everyone was aware of the budget and progress.

The financial control upset some people involved with the project suggesting that the Construction Committee should not be worried about approving or rejecting items costing as little as \$70. In the end the Martinborough Men's Shed assisted with renovating old furniture.

It was widely felt there should have been allowance ('contingency') for items not included in the detail design, but this was not realistic given the difficulty of getting to the commitment point.

It was suggested that there was always a feeling of uncertainty over finances and that funding needed to be sorted earlier and not hanging over everything. It was a real struggle at the time to stay within the approved budget.

In getting to the commitment point there was perhaps a lack of communication and detail about what had been included and what had been sacrificed. This was exacerbated by the failure to pin down the detail of what the users were bringing to the project e.g., the information centre was to bring fitout but didn't.

11. Scope Creep

As with all projects, particularly multi use public ones, there is a push/desire for nice to haves, to change bits and increase bits. This project was no different. Ideally these items are dealt with at the project scoping stage though with an extended project duration can happen at any time.

User requirements kept changing in the lead up and were not locked in before construction started.

These included more resources for the library such as new furniture and shelving, security system, energy conservation for the building to reduce future operating costs, rainwater harvesting to solve an existing problem in the park, pushing on with Stage 2 before Stage 1 was complete. There was an expectation that some of these items would be included in the new building. It is not known how much had to be trimmed to be able to complete the building.

While the contractor kept within the budget there were minor changes and additional costs that used some of the funding for landscaping which in the end didn't get completed prior to opening.

The scope was controlled by sticking rigidly to the fact that there was no more money available. Secondly to control the budget there was a need to remain totally focussed on the objective as approved. A lot of these issues can be resolved at a later date as funding becomes available.

12. Consultation

There was consensus that the project was a success in terms of community consultation and a hope that the process would not be lost. It was not sufficient to just assume that consultation on the LTP was enough for a project as that was largely ignored by the community.

It was felt it was important to start consultant early and generate a working partnership with the community. This is a powerful tool to assist projects being completed successfully.

13. Risk Assessment

From at least the feasibility report at the end of 2013 there should have been an active risk assessment which may have enabled an earlier completion. As it turned out there were no major delay issues, and any minor issues were solved. This can be attributed to the experience of the people managing the project who by good fortune were involved rather than through any planning. There was no risk assessment of the project and construction tasks at any stage, although there was plenty of consideration of the financial risks and the Council took steps to mitigate that which drove the success of the project.

There were concerns that the overall process took too long, the construction was too long with delays, and some things happened by good luck for example project management for the construction.

14. Statutory versus operational functions within Council

Delays were caused by the time required to obtain the building consent and Code of Compliance (CoC). Unfortunately, not everyone saw the necessary separation of the Council's statutory functions in regard to the Building Act from its operational functions.

The building consent delay related to the consent team's independent peer review of the fire safety which came down to too many people and not enough doors. The designers were responsible for obtaining the building consent. SWDC, perhaps unexpectedly, had to become involved with the processing of the consent and prove it could put in procedures and manage the requirements. As the user this is not unusual however the communication channel is normally via the designer if they are applying for the building consent as agent. It is not known why this did not happen.

It was noted that the SWDC project manager had to go 'over the top' to get progress. However, it was also suggested that the consents team were short staffed during this period.

The CoC issue related to access to the mezzanine floor. It was noted that the project team hadn't gone through all the usual procedures, but approval was given to occupy.

It was suggested that a representative of the building department should have been working closer with the project team, designers, and contractors. This is not a realistic situation given their responsibility is to check compliance and workmanship rather than providing design advice.

These issues, while they may have caused delays, would be par for the course for complex public buildings or where buildings are retrofitted and should not be unexpected. If anything, it shows the need for close cooperation between the designers and council's operation side at all stages of the project to ensure there are no surprises and the client / users are getting what they expect.

15. Communications

From the inception there has been extensive community and stakeholder consultation and progress reporting. However, it was not always to the timetables some users may have expected. Reporting no progress / delays are still useful to allay concerns.

A lot of the external communications came from the WCT as the Council did not have communication staff to put out consistent messages on all platforms. Reliance on local newspapers is no longer enough. WCT utilised social media to get the message out with 75 articles being generated. There was however a page on the SWDC website that contained all the documents which could be downloaded.

The project was district wide funded however the communications were centred around Martinborough, wider communication over all mediums where a project is funded district wide the district needs to be kept informed and would have alleviated some of the wider community angst.

It was felt by some there should have been more routine briefing to councillors, community boards and staff. Internal communication was non-existent.

On the other hand, communications within the project team were very good with formal and informal meetings at least weekly, although the communications with the users to be located in the centre could have been timelier and more consultative.

Projects such as this are very visible and of keen interest to the local community. It is necessary to be on the ball to head off controversies and stop rumours.

Early on it is necessary to develop a communications strategy for the duration of the project with all parties: Councillors, community board members, staff, occupiers, ratepayers, and residents district wide, ratepayers and residents in Martinborough, donors, benefactors, media, potential hirers, etc.

16. Documentation

There is a concern that the Council has an apparent lack of records of the project (apart from the consideration of rating proposals) to enable the Council to respond to Local Government Official Information and Meeting Act (LGOIMA) requests. No one seems to have been tasked with keeping the records filed in one place.

The WCT has records of 'everything' from the beginning to the end of the project. This is not unexpected as their members were the prime drivers for the project and heavily involved in early consultation through to project coordination.

Several interviewees said that all the paperwork was generated though it may be dispersed across a number of files. It is known that records were prepared, for example, minutes of the regular Construction Committee were prepared by WCT and widely distributed. However, while these minutes are a valuable resource for participants, they have little meaning to anyone not directly involved.

Key documents such as the feasibility report, which is still valid as a guiding document now, Council resolutions and agendas are all available. There was plenty of paperwork to justify proceeding to construction. It was commented that once construction started the need for paperwork ceased.

Given this was a Council project, despite heavy involvement of community groups, it would be expected that all project documents are available in linked files either with paper or digital records. Records are required for project management and contractor management should there be changes in staff, LGOIMA requests, audit requirements, and providing quick access and sharing information.

17. Commitment

The level of commitment in the Council was not 100% despite the project being democratically approved from the initial allocation of funding for earthquake strengthening until completion. There was a tendency to continue to look backwards. This unnecessarily took time and resources to address. Once committed there is a need for the whole organisation to be 100% behind the project to achieve the objective whether it is the next project gateway or project completion. Failure to do so utilises resources that could be better used in completing the project.

18. Conclusion

There was a general consensus that the project went well, the finished product is very good, and there were not many things that went wrong but that it took far too long. The Council and Waihinga Charitable Trust need to be commended on getting to the end on budget though unavoidably over time. The facility is widely used and on a miserable winters day there is still a steady stream of people coming and going.

Looking back on the project two and a half years after the completion the achievement had a lot of good fortune in that skilled and experienced people came forward to be involved. On the whole the project was 'well' run thanks largely to the competent community members volunteering their time, rigid adherence to 'there is no more money', a fixed price contract, regular reporting, control at the highest level because of funding constraints, and a 'willingness' of all participants and the community to make it work.

There were issues and problems, none of which were significant. The project is probably not a good one to learn lessons on how to avoid problems or for other Council projects as it was unusual in that it had a very high level of community involvement, there were high levels of skill and experience managing the project, and the Council made a series of good decisions along the way to ensure successful completion. Most projects will not be of the same scale, not involve the community in such a way, not have the same level of commitment /accountability from the managers of the project and probably not so closely scrutinised. The project was also unusual in that a lot of the knowledge and records sat outside of the council.

In this project a lot relied on the people involved. Loss of some of those people probably would not have been significant hiccup as there was a large team involved in the Construction Committee rather than just one project manager.

It is also useful to note that nearly everyone involved with the project had other day time jobs and responsibilities that they had to attend to. It is unlikely they had the time to attend to administrative duties such as filing, timelines, risk assessment etc with time that was devoted to the project being focussed on the central objective. An inhouse project manager would have been responsible for these things.

Council will not always be able to get the highly competent people nor volunteers involved in driving the project so there is a need for systems to minimise the risk of things going wrong, to enable handover, audit the process, respond to information requests, and learn from each project. Irrespective of any project management systems it always comes down to the individual's diligence, not cutting corners and hence it is necessary to have an overview external to the day-to-day operation of the project. In this case it was public Council meetings.

19. Lessons

19.1 From the project

- Clearly define and understand the scope that external advisors have been engaged to provide, so as to avoid any surprises.
- Develop a strong partnership with the community to get buy in from before the beginning by way of consultation and partnership plan that continues to completion.
- Involve the contractors at an early stage to ensure the designs are practical and cost effective.
- Define project scope and cost at the beginning. Have a review process for the scope and lock it down.

- Ensure there is a design review process directly with users.
- Use quantity surveyors or understand how the costs are derived from the very beginning of the project to enable proper assessment of cost escalation on a regular basis.
- Include sustainability, energy conservation and green initiatives in the project scope from the beginning.
- Identify user requirements and lock these in at project scope stage.
- Plan and implement a communication strategy to run through the duration of the project.
- Understand contingency provisions and allocation.
- Ensure the key project participants have the time and focus to complete their roles.
- Maintain ongoing financial control leading to continually re-evaluate the project for efficiencies.
- Define project roles and responsibilities.
- Have an accountable overview.
- Project management skills.
- Ensure Council identifies an inhouse project manager to drive these projects irrespective of the scale of community involvement.
- Plan to use approval gates to assist with achieving goals.

19.2 From project management systems

- Maintain and regularly update the project timeline from the first decision to proceed, to assist with planning and communication with stake holders.
- Complete a risk assessment and allocate risk owners and review the analysis and consequent actions on a regular basis.
- Ensure that an appropriate document record system is available both during and after the project.
- Plan for an implement timely close out procedures to enable review and learning.

Appendix A Terms of Reference

Appendix A

TERMS OF REFERENCE

MARTINBOROUGH COMMUNITY CENTRE STEERING GROUP

Overall Role

To be responsible for the overall project leadership and management of the Martinborough Community Centre, including the approval and on-going monitoring and support of effective processes to ensure the:

- i. Completion of the overall project design and construction, within budget
- ii. Identification of all possible avenues of public and private funding and that the best possible strategies and approaches are then actioned to optimise all non-Council funding to achieve the required project funding. To also ensure all obligations to public funders and donors are met.
- iii. Effective communication with all stakeholders throughout the duration of the project
- iv. Fit-out of the Centre, which maximises use of stakeholders existing equipment, identifies and prioritises the new fit-out required within budget, and working with stakeholders (e.g. Library staff, Destination Wairarapa) manages the Centre fit-out in conjunction with the building's commissioning.
- v. Consideration and development of future operational strategies for the Martinborough Community Centre to achieve the quality provision of all services and cost-effective practice, but also optimises future community use and meets all obligations to stakeholders (e.g. Destination Wairarapa, Plunket)
- vi. Consideration and then recommendation of any future required ownership, governance and management structure and solutions, and once approved by Council, to assist with the establishment and/or implementation of such structures to achieve the smooth transition of responsibility to the future governance and management entity/ies
- vii. To create subgroups and appoint members to carry out the above tasks (subgroup structure as per Appendix 1).

In summary, the fundamental roles of the Steering Group are to ensure the effective design, build and fit-out of the Martinborough Community Centre within budget; that sufficient non-Council funds are secured to meet all costs; that at all times effective and regular communication occurs with all stakeholders; and that the Steering Group recommends and then with the approval of Council, supports the implementation and smooth transition to the future agreed governance and management entity/ies for the Centre.

Guiding Principles

- i. To ensure equality in decision-making. The Steering Group must make sure the project meets the needs of as many participants as possible. This means it must fairly weigh all requests and act impartially to do the most good with the resources it has available
- ii. Respect for each other's opinions and skills and to seek to achieve consensus in decision making by good preparation, actively listening to other's opinions (both of other Group members and of stakeholders), and sourcing further information when needed
- iii. To work in a spirit of co-operation and collaboration with each other and with all stakeholders
- iv. To have a commitment to early, honest and regular communication with each other and stakeholders
- v. A collective commitment to and culture of problem solving – a can-do attitude, and to strive to achieve smarter solutions/continuous improvement at every stage during the project
- vi. Within authorised parameters, to accept the responsibility for decision making to optimise project outcomes, and it is acknowledged at times some compromises may need to be made and/or some difficult decisions taken

Authorities

For each stage of the project, the Steering Group will be pre-authorised by Council to approve all decisions relating to all aspects of the project, on the proviso the scope of those decisions are clearly explained to Council prior to each stage, and that all decisions fall within the approved budget for that stage.

Where there is a significant departure from the proposal, as previously agreed by Council, that departure needs to be authorised by Council.

The current Project Programme is a key guiding document to inform Council of the required steps within each project phase, i.e. currently details the principal design, construction and some funding elements of the project.

The overall Project Budget, prepared by Rawlinsons Quantity Surveyors, is the other key guiding document.

Meeting Frequency

Steering Group meetings are to be held no less than every two months, and usually about every 6 weeks, but are to also coincide with logical reporting and decision making points for the project.

All councillors are to be notified of meetings and may attend as observers.

Reporting

For each Steering Committee meeting, the following reports will be received:

- i. Overall Project Report update by SGL, in conjunction with the Project Co-ordinator. This Project Report will be a written report and will provide a full update of design, construction and fit-out progress, including progress relative to the Project Timeline; detailed funding update; advise of any material liaison with stakeholders; risk identification if any; and any matters relating to the future operation of the Martinborough Community Centre
- ii. Financial Report by the SWDC CEO in conjunction with Rawlinsons Quantity Surveyors as required, detailing all actual costs and income for the project for the most recent logical time period and for the total project to date. This Financial Report will be a written report and will clearly report all relevant expenditure and revenue relative to budget, and to explain any material variance
- iii. Verbal reports by the chairs of each of the Design/Construction and Communication Committees

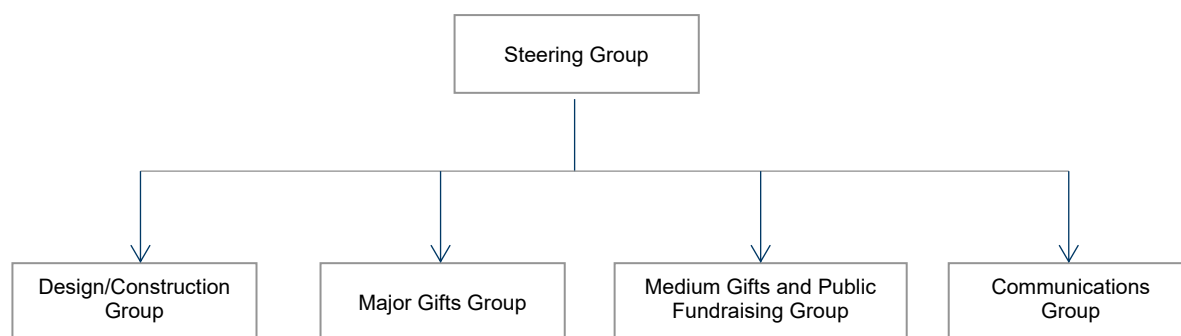
Appendix B Subgroup Structure

Appendix B – Subgroup Structure

The subgroup structure and roles are described in the original Feasibility Study by SGL in 2013. Subgroups are subject to the *Guiding Principles* as described in the Martinborough Community Centre Steering Group Terms of Reference.

- **Design/Construction Group** to be responsible for overseeing all aspects of project design and construction, and for effective project cost management
- **Major Gifts Group** to be responsible for developing, guiding and implementing the overall funding strategy, and for leading and implementing the approaches to all major public, organisation, individual and business funders - as a guide at this stage, for all gifts of \$15,000 and above. Note, it is likely some Major Gifts Committee members will be some of the Trustees of the future Charitable Trust
- **Medium Gifts and Public Fundraising Group** to be responsible for developing with the Major Gifts Committee and then implementing the approaches for all gifts below \$15,000 and for implementing all public fundraising activities, including events and public donation processes in person and on-line
- **Communications Group** to be responsible for developing and implementing all communications for the project, including all channels i.e., on-line, print, media. Note, very important that funding drives communication processes.

All 'Working' subgroups i.e., groups other than the Steering Group are to meet monthly or less frequently as required.



Subgroup Membership

Note: Paul Crimp, Max Stevens, Steve Bramley and Victoria Read are ex-officio on all subgroups and will attend as required.

Group/Subgroup	Membership	Explanatory Commentary
		<i>Position Relevant to Role on Steering Group</i>
Steering	Adrienne Staples - Chair	SWDC Mayor
	Max Stevens – Deputy Chair	SWDC Councillor – Martinborough Ward
	Paul Crimp	SWDC CEO
	Julie Riddell	SWDC Councillor – Martinborough Ward
	Brian Jephson	SWDC Councillor – Martinborough Ward
	Lisa Cornelissen	Martinborough Community Board Chairperson
	Ro Griffiths	Community Representative
	David Kershaw	Community Representative
	Catherine de Groot	Community Representative
	Steve Bramley	Project Leader
	Victoria Read	Project Co-ordinator and Client Representative

Group/Subgroup	Membership	Explanatory Commentary
Design/Construction	Ro Griffiths - Chair	
	Victoria Read	
	Catherine de Groot	
	Nick Allen	
	Max Stevens	
Major Gifts	Steve Bramley – Chair	
	Victoria Read (Chairs when Steve not in attendance)	
	Max Stevens	
	Dave Kershaw	
	Ro Griffiths	
	James Graham	
	Catherine de Groot	
Medium Gifts and Public Fundraising	Felicity Warren - Chair	
	Juliana Allen	
	Kiri Elworthy	
	Natalie Donaldson	
	Bridget Mathewson	
Communications	Lisa Cornelissen - Chair	
	Catherine de Groot	
	Victoria Read	
	Chris Cassels	
	Caroline Peren	

Option to Implement Finance Subgroup

A Finance Subgroup to oversee total financial performance comprising of Paul Crimp, Steve Bramley, Max Stevens and Ro Griffith is also potentially available to be implemented if required, but in practice to date Paul Crimp and Steve Bramley with Patrick Hay from Rawlinsons Quantity Surveyors have overseen all aspects of budget monitoring and financial management.

Contact Us

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AGENDA ITEM 8.3

**HINEKURA ROAD EROSION AND LANDSLIDE REMEDIATION
REPORT**

Purpose of Report

To update members on risk mitigation proposals to the landslide erosion along Hinekura Road near Hikawera Road as reported to the Assets and Services Committee on 1 September 2021.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Hinekura Road Erosion and Landslide Remediation Report.*
2. *Note the Greater Wellington Regional Council (GWRC) Erosion and Landslide Remediation Plan and that all recommendations identified in this report will be carried out within existing Council budgets.*
3. *Note the WSP Consultants Hinekura Landslide July 2021 Assessment memo.*
4. *Note that Council officers will continue to work closely with GWRC and WSP Consultants to come up with a final risk mitigation strategy for 1673 Hinekura Road.*

1. Background

There is an active landslide at 1673 Hinekura Road of approximately 450m long and 100m wide. This landslide has likely been active for many years and is prone to movement and instability following heavy rain. Council officers regularly monitor the road for movement.

During the June 2021 weather event this section of road became unstable and was closed. It has since been reopened to light traffic.

Stabilising the landslide area is considered difficult, however proposals have been received from GWRC and WSP Consultants to mitigate the risk of further erosion and stabilise the landslide area and road.

2. Discussion

2.1 Immediate Works

GWRC's Council officers will continue to work with GWRC, WSP Consultants and the landowner to finalise a risk mitigation strategy. Initial works as proposed by GWRC (see Appendix 1) will be undertaken, and Council's share of the cost amounting to \$30,000 will be completed within existing budgets. Works will be undertaken as weather allows.

2.2 Geotechnical Assessment

A geotechnical assessment of the Hinekura Road landslide area has been provided by WSP Consultants and is attached in Appendix 2.

2.3 Communications

Council's Communication's Team have setup an email group for Hinekura Road residents to enable immediate distribution of future road closures. The group will be kept up to date on current and future works proposals.

3. Conclusion

Council officers are working with key stakeholders to put immediate risk mitigation measures into place for the active landslide at 1673 Hinekura Road. A longer term risk mitigation plan will be developed to further stabilise the land and roading infrastructure.

4. Appendices

Appendix 1 – GWRC Erosion and Landslide Remediation Plan

Appendix 2 – WSP Consultants Hinekura Landslide July 2021 Assessment memo

Contact Officer: Tim Langley, Roading Manager

Reviewed By: Harry Wilson, Chief Executive Officer

Appendix 1 – GWRC Erosion and Landslide Remediation Plan

TO Harry Wilson
Chief Executive
South Wairarapa District Council

FROM David Boone
Manager, Land Management
Greater Wellington Regional Council

DATE 24 August 2021

HINAKURA HILL - RECOMMENDED EROSION AND LAND SLIDE REMEDIATION PLAN

This memo outlines GW's recommendation for risk mitigation works to the landslide erosion along Hinakura Road near Hikawera Road.

Background

A large, active landslide was observed at 1673 Hinakura Road in South Wairarapa in June, 2020. The landslide area, approximately 450m long and 100m wide, has likely been active for many years. The land movement and instability was exacerbated by a heavy rain event in March 2020. A geotechnical assessment was commissioned by South Wairarapa District Council and undertaken by WSP consultants on 19 June, 2020. The assessment found the following key issues as a result of the landslide occurring:

- The slope had experienced fresh tension cracks which were affecting an 80m section of Hinakura Road
- A linear fissure (split) had occurred on the western side of the landslide, and ran through a farm dam about 50m upslope of the road which supplies water to the farm. The dam, ~300m² in area (depth unknown), was observed to be leaking water as a result.
- Movement of the landslide continues to occur.
- Ongoing movement may result in the breaching of the farm dam, which would flood the slope below the dam as well as the road. This outcome would result in further severe damage to the road and impacted farmland, as well as pose safety risks to road users.

Current situation

In June, 2021, a landslide occurred in close proximity to 1673 Hinakura Road in South Wairarapa. As part of this, there were two shear planes (a plane or other surface along which rocks are ruptured by compressive stress) detected, and a sympathetic movement tied to them. The road dissected one of the shear planes, which has resulted in the road subsiding. These shear plane movements are shown in Appendix 1 below.

The June 2021 rain event caused significant damage to the road, and resulted in the road being impassable for local residents and large utility vehicles for approximately a week.

To date, remedial action has involved removal of trees and temporary repairs to improve drainage. As it stands, the road in this location only allows for light vehicle access following these repairs. The recommendations outlined in this memo highlights a sequence of remedial actions to reduce risk by minimising the likelihood of

the land sliding in the future to safeguard land, infrastructure and the community's reliance on the road in the short and long-term.

Recommendations

To maximise the effectiveness of these recommendations all actions need to be implemented.

GW has considered recommendations provided by WSP in their geotechnical assessment report (19 June, 2020). Where applicable, costs are estimated (GST exclusive), and do not include any council staff time required for the supervision of the works.

All paddocks and stages referred to in the below table are shown in Appendix 1.

Stage and description	Rationale	Construction notes	Estimated cost (GST exclusive)
Stage 1: New water supply dam Construction of a new dam as shown in Appendix 1	<p>The current dam is instable. Although it is not the only cause of road risk, it is a contributing factor and should be relocated.</p> <p>Construction of the new dam site is critical to landowner approval of other works required.</p>	<p>The new dam site has telephone lines nearby so exact siting of the dam and associated angle drains will need to take this into consideration.</p> <p>The overflow outlet and associated drainage will need to be considered how best to drain past the road.</p> <p>The map shows a second alternative dam site in the paddock "Cabbage Trees 2". A third option is to alter the drainage to drain into the existing dam in Big Dam paddock and alter the reticulation setup.</p>	\$10,000
Stage 2: Tree removal Damaged and leaning trees on site to be removed and replaced. This includes: a) Trees on the shear plane (No Name paddock) b) Removal of old willows in toe accumulation area (Cabbage Tree 1 paddock) c) Old pines on top road edge d) Crack and golden willow on bottom road edge	<p>These trees are a health & safety hazard.</p> <p>Their removal will allow for other land stabilising work to be undertaken.</p>	<p>Tasks (c) and (d):</p> <p>Removal of the trees along and above the road will be similar to tree removal already completed.</p> <p>Tasks (a) and (b):</p> <p>The old willows in the toe accumulation area and in No Name paddock will be removed by ground crew.</p>	\$5,000
Stage 3: Drainage construction Construction of approximately 850m of V drains in paddock labelled "Cabbage Tree 1 paddock." (See Appendix 3 for explanation of a V drain)	<p>This will dewater the slope to minimise lubrication of the shear planes.</p>	<p>These will be constructed to allow for movement across the shear plane edges without cutting off the drains.</p>	\$10,000

Stage 4: Drainage across road Construction of approximately 150m of novacoil. This will be connected to the existing drain on the western side of the movement with a catching box, and drain to the base of the movement. (See Appendix 3 for explanation of a catching box)	Removal of the current drainage along the shear plane boundary, which will minimise the likelihood of the land to continue subsiding.	The western-most v drain near the dam to be decommissioned may be reconfigured once the dam has been infilled. The novacoil and catching box will need to be entered onto the SWDC asset register and programmed for routine monitoring and maintenance.	\$5,000
Stage 5: Decommission old water storage dam Empty and infill redundant dam	Minimise the ability for excess water to accelerate the movement, and prevent breaching of the dam.	This will require a pump unit for a day, and a digger for a day. The water could be pumped into the new dam to provide water over the summer. Seasonal constraints: The earthworks described in stages 1-5 need to take place during the summer when the area is drier, both to allow the completed works to settle before any significant rainfall events occur and to minimise the pugging damage and risk of getting machinery stuck.	\$2,000
Stage 6: Fencing stock exclusion for planting protection Existing fencing needs to be reinstated, and fencing of two proposed retirement areas (Stages 7).	The retirement areas act to stabilise the ground through preventing excess water build up. The fencing helps to ensure the area remains securely managed, and stock are excluded to protect the seedlings and maintain vegetation cover.	A gate and laneway for stock movement may also need to be added to retain access to the remaining part of No Name paddock after the retirement. Seasonal constraints: The fencing will need to take place during drier months, and for the reinstatement of the fences removed to date these cannot be reinstated until the rest of the trees are removed. The recommended planting cannot be put in until the earthworks are completed so will need to be put in next winter.	\$15,000
Stage 7: Planting Retirement of land in "No Name" paddock of farm. This will remove LUC class 7 land (Erosion prone), and the bottom of the shear plane from grazing.	This will provide erosion control to minimise movement of the hill side.	"No Name" planting: About 2,500 seedlings, and 50 willows for stabilising small stream banks Road edge planting and "Cabbage Tree 1": About 130 poles (Willow or poplar trees), and	\$16,000

<p>And</p> <p>Retirement of land above the road, replacement of road edge trees, and poplar and willow planting around v drains and infilled dam.</p> <p>See Appendix 2 for detailed retirement planting plan</p>		<p>500 seedlings</p> <p>Seasonal constraints: The recommended planting cannot be put in until the earthworks are completed so will need to be put in next winter.</p> <p>Winter 2021 planting already completed: This winter some willows have been planted below the road where one of the existing culverts drains to, and where additional water will drain to once the V drains are constructed. These willows will help tie up the soil and stabilise the receiving area.</p>	
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Estimated total cost of recommended works is **\$63,000 (excluding GST)**.

Works implementation

GW accepts no responsibility to deliver the work involved in these recommendations, however we are agreeable to assisting SWDC's lead on implementing further remedial work.

GW staff have involved the landowner in the development of these recommendations and we understand that they are supportive of the works being undertaken. Confirmation and formal approval to enter upon private land to undertake any work is a matter for SWDC to manage.

GW will, in good faith, make every possible effort to assist SWDC to be successful in the delivery of works required to manage future landslide erosion risk at this site.

GW will provide the tree planting materials needed. GW staff will assist with site supervision and contractor management during works construction if so requested by SWDC.

GW is committed to co-funding 50% of the total cost of works described in this memo, up to a maximum of \$30,000, conditional to the Manager, Land Management being satisfied that the full package of necessary erosion mitigation works described in this memo have been implemented to a satisfactory quality. GW considers that SWDC is responsible for confirming the source of the remaining 50% co-funding prior to beginning any work, i.e. SWDC and/or landowner contribution.

For further information, please contact:

David Boone

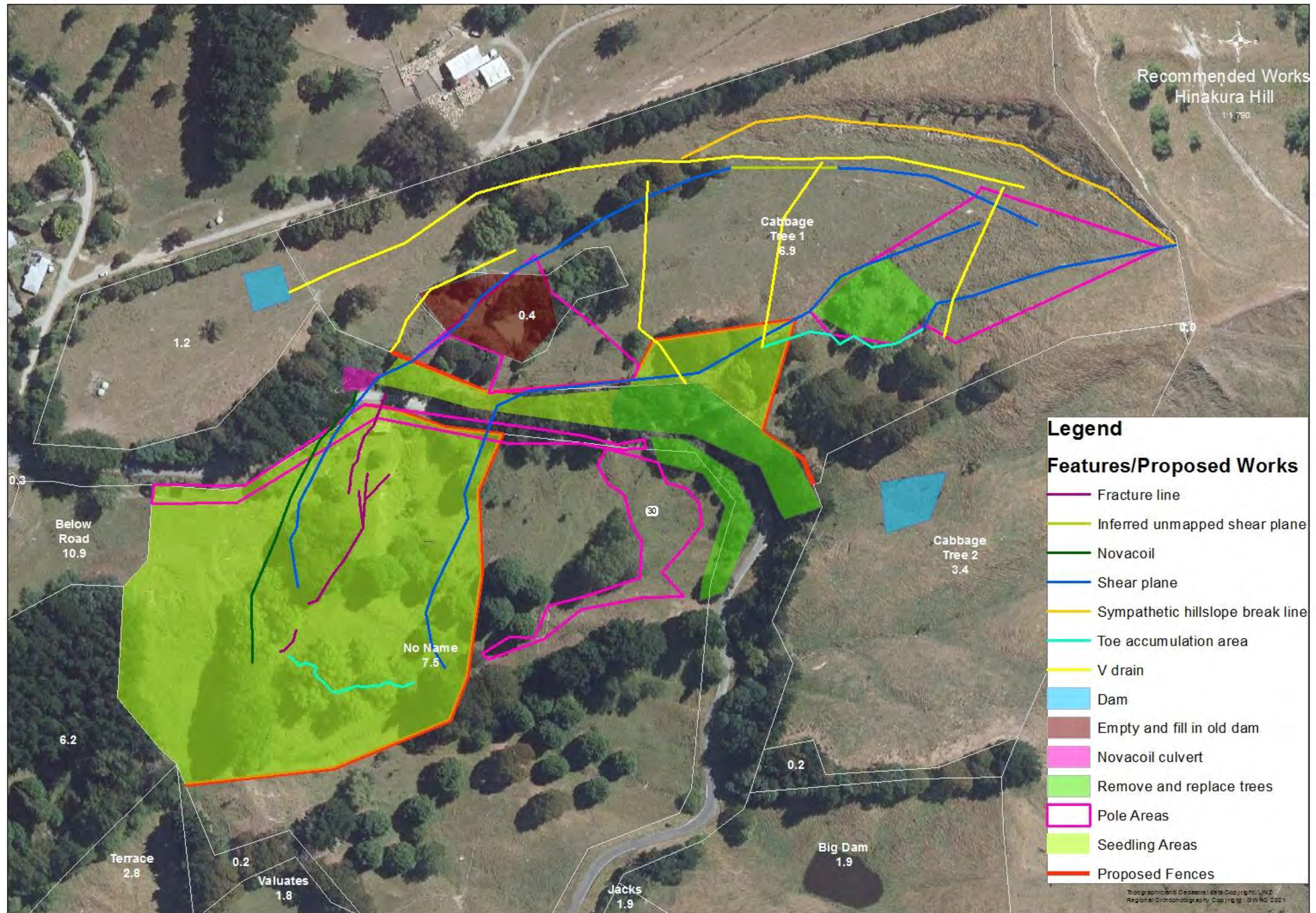
Manager, Land Management

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Appendix 1



Appendix 2



Appendix 3



Picture of a catching box, with inlet visible where water is running. An outlet is on the other side of the box.



Picture of a v drain, with the aerial view of this v-drain on the right, White Rock Road.

**Appendix 2 – WSP Consultants
Hinekura Landslide July 2021
Assessment memo**

Memorandum

To	Ben Turner, Tim Langley (South Wairarapa District Council)
From	Giles Farquhar, David Stewart
Office	Wellington
Date	16 August 2021
File/Ref	5-C4072.01; GER Report 2021/46
Subject	Hinakura Road Landslide July 2021 Assessment

1 Introduction

WSP were engaged by South Wairarapa District Council (SWDC) to inspect and carry out an initial assessment of the reactivated landslide affecting Hinakura Road (RP: Hinakura RD/17.07 – 17.140) and the property of 1673 Hinakura Road, 15 km east of Martinborough in the Wairarapa.

The landslide moved significantly on 22 June 2021 following heavy rainfall (149mm fell on the 21st and 22nd June at the Pahaoa River rain gauge, Hinakura (Greater Wellington, 2021)).

The initial site visit was carried out with Ben Turner by WSP Principal Geotechnical Engineer, David Stewart on 29 June 2021 (Photo 1). A set of photos from that visit were supplied to SWDC on 29 June (copied in Appendix A). Engineering geologist Giles Farquhar and principal surveyor Caleb Baildon visited the site on 5 July 2021 to carry out a UAV survey and install and survey monitoring pegs around the landslide.

WSP were previously engaged to assess this landslide following movement a year before, in June 2020. An inspection and UAV survey of the landslide was carried out on the 10th June 2020 and a geotechnical memo supplied to SWDC included recommendations for mitigating the movement and monitoring the landslide. The 2020 survey data and availability of a 2013 LiDAR survey has allowed comparison with the 2021 survey to determine movement rates.

This current memo summarises observations from the 2021 site visits, summarises landslide displacement data especially from UAV surveys and provides some recommendations to assist SWDC in mitigating the risk at the site.



Photo 1: Site on 29 June 2021, showing translation of the road downslope. Lateral scarp in foreground has been removed to allow arborists in to cut down tilting trees (arborist staff visible in background). White SWDC monitoring pegs visible at right and just to left of blue culvert marker.

2 Site Description

The section of Hinakura Road inspected is a tar sealed road providing access to farms in the Hinakura Valley, just east of Hikawera Road. Traffic volumes are relatively light but include a high proportion of logging truck traffic as well as school traffic. There is one alternative route to the north, which is one way, requires dry weather and adds a large amount of time to the trip.

The landslide is 500m long and ~80m wide in farm paddocks in a broad south facing gully, extending from the ridge top down a relatively planar gentle slope (average of 1V to 6H) with the landslide toe near the base of the slope below the road (Refer plan in Appendix B). A small farm dam is located in the gully, about 50m upslope of the road. The dam water surface is currently approx. 400m² in area and 9m higher in elevation than the road.

3 Investigations and Monitoring

3.1 WSP Geotechnical investigations

Initial observations were made on the walkover of the site on 29 June 2021 with more detailed engineering geological mapping undertaken on 5 July 2021 using the June 2020 UAV imagery as a base map. The main landslide features were transferred onto an updated aerial map obtained via UAV survey on the 5th July 2021.

Two hand auger investigation holes were carried out in an attempt to get information on ground characteristics and identify the failure depth. One hand auger was located on the dam crest and the second to the east of the dam, but reaching only 1.5m and 1.0m depth respectively. Both hand augers were terminated due to the stiff squeezing nature of the soils and the failure plane was not identified. Hand auger locations are displayed on the Appended Engineering Geology map (Appendix B).

3.2 WSP Survey activities

3.2.1 Waratah 'extensometer'

Installation of a pair of waratahs, one either side of the 'fissure' below the dam which marks the western lateral margin of the landslide (Photo 2). The initial measurement (using steel tape measure) between the two waratahs was 5.02m on 5 July 2021.

3.2.2 Survey pegs around landslide

Wooden survey pegs were installed at 12 locations across the landslide extent above the road on 5 July 2021 (as locations shown in Appendix B). This will allow future monitoring of vertical and horizontal displacements of different portions of the landslide and provide data to be able to better understand how the landslide behaves.

The pegs were installed to just above flush with ground level (Photo 3) and initial coordinates were surveyed by RTK GPS.

All pegs and waratahs have been GPS surveyed by a WSP surveyor with initial coordinates provided in Appendix E.



Photo 2: Waratah extensometer below dam (offset broken fence at left) and Photo 3: Survey peg

3.2.3 UAV survey

A WSP surveyor carried out a UAV survey (using a DJI Phantom P4 RTK drone) of the full extent of landslide on the 5th July 2021. Subsequently an accurate 3D model of the site has been produced which shows landslide features and locations of installed survey monitoring points. A copy of this model in reality mesh format was provided to SWDC via a cloud based data transfer; this model can be viewed using free Bentley Context Capture viewer software. The UAV model captured in June 2020 model has been reprocessed to a higher spatial accuracy which has enabled comparison of movement between the 2020 and 2021 drone surveys. In addition, the two UAV survey models have been compared to 2013 aerial LiDAR data to see the changes to the slope since 2013.

3.3 SWDC Monitoring pegs along the road

11No. pegs were installed at the landslide along the road by SWDC on the 30th April 2021. Distances between pegs have been measured and recorded by SWDC. The pegs identified up to 850mm of movement between 30th April 2020/2021 and 22nd June 2021. The vast bulk of

movements occurred between the 14th and 22nd of June, with only up to 100mm of movement in the prior 6 weeks. SWDC's results are presented in Appendix C.

These pegs were sighted on the 29 June 2021 visit (Photo 1). However, the majority of these pegs were destroyed during reinstatement of the road after the landslide movement in the week prior to the 5 July visit.

3.4 GWRC

A consultant to GWRC (Stan Braaksma) has separately provided assistance to SWDC regarding planting and drainage for the landslide.

4 Observations

4.1 Farm Dam Area

The dam crest has changed markedly since the June 2020 visit (compare Figures 1a and 1b).

Total horizontal offset of ~ 10m is indicated at the dam crest as the fissure marking the western extent of the landslide intersects the dam (Figure 1a). Horizontal movement of the fence below the dam crest between June 2020 and July 2021 is ~8.5 m (compare Figures 1a and 1b and Figures 2), with about 1.6m of vertical displacement over this 12 month period (refer Appendix D). Comparison with the 2013 LiDAR (Figure 2) shows that much more movement happened in the last 12 months than the period between 2013 and 2020.

With further movement of the landslide, the water from dam is expected to increase in flow onto the slope below and into the lower part of the landslide



Figure 1a: Farm Dam as at June 2020



Figure 1b: Offset of dam crest as at 5 July 2021

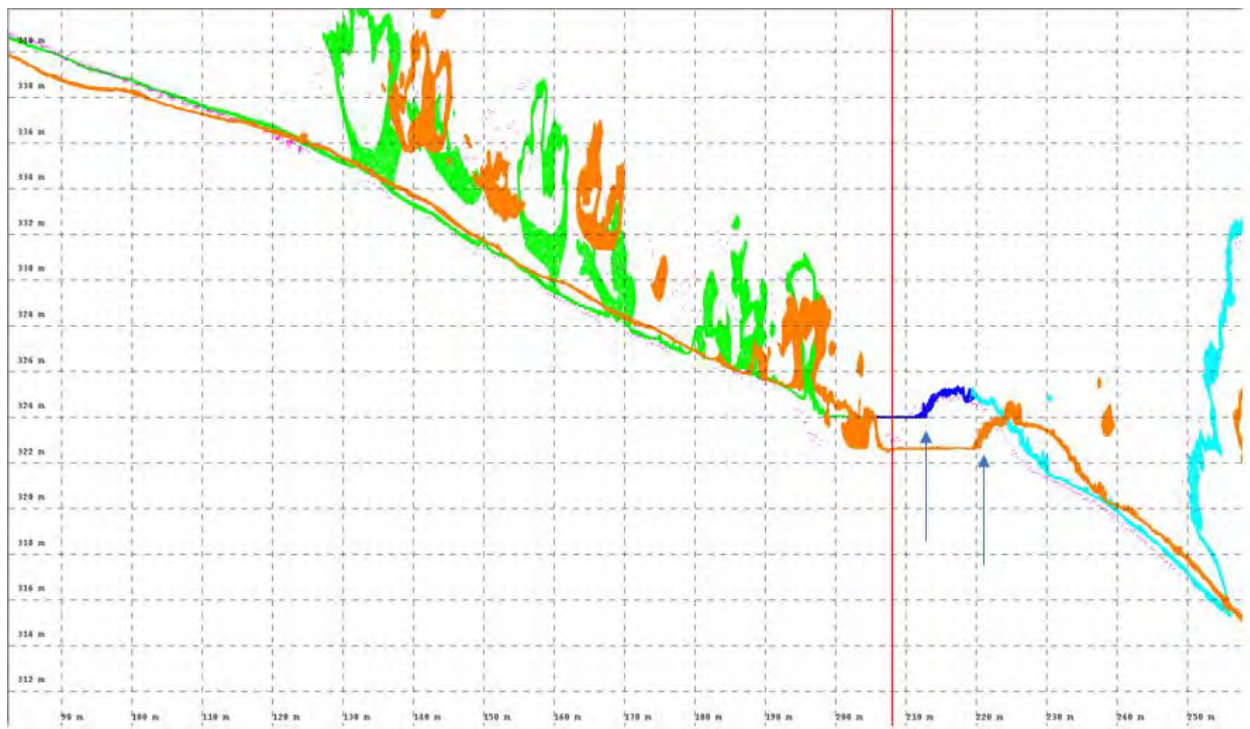


Figure 2: Movement at the dam displayed by blue arrows, 2020 (blues and green) and 2021 (orange). 2013 LiDAR is visible as pink dots

4.2 Road level observations

At road level the road had been reinstated. Trees above the road are tilting downslope with the movement. SWDC have undertaken removal of some of these tilting trees (Photo 1) because of the risk they posed to the road.

Movement of the road is of a similar order to the farm dam with ~8m horizontal and 1 – 2m vertical drop indicated from June 2020 to July 2021 (Figures 3 and 4).

The barn that was present in 2020 below the road has been removed by the farmer after a tension crack intersected the structure (Figure 3).



Figure 3: Movement of the road from June 2020 to July 2021. Red line remains in the same location showing the movement of the road from north to south.

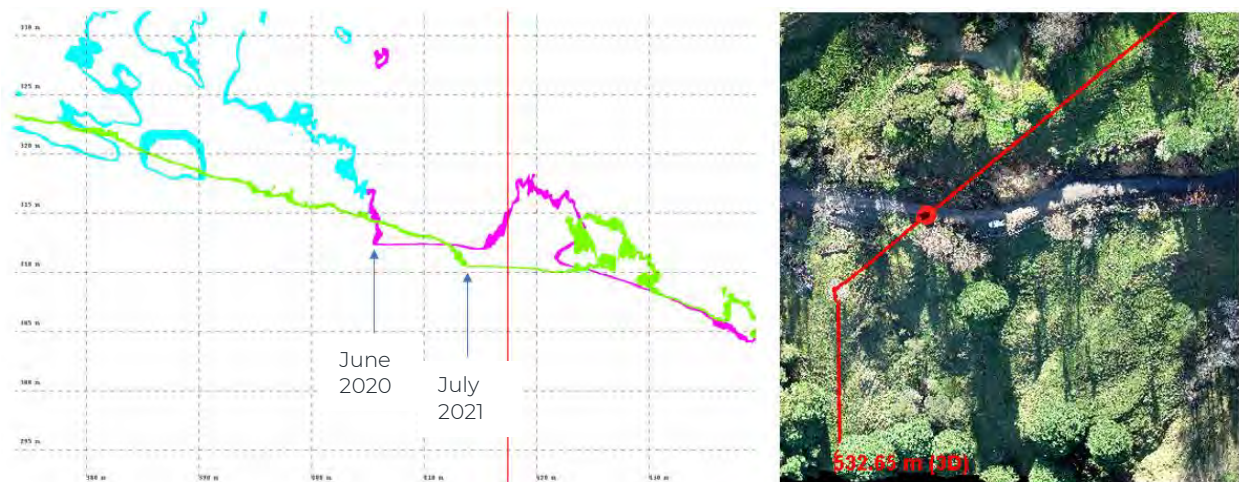


Figure 4: Horizontal and vertical offset of the road edge between 2020 and 2021. Profile position is along red line at right, which is parallel to the direction of slope movement - oblique to the road alignment

4.3 Upper landslide area

The head scarp at the top of the slope is more obvious and appears to have become larger with a large amount of exposed in-situ mudstone in the upper northern lateral scarp (Photo 4).



Photo 4: UAV image from 5 July 2021 of the head area of the landslide

Comparison of the 3D survey models shown that the ground surface has dropped significantly (refer evacuated zone on Figure 5) just below the headscarp. The upper southern margin has a zone of buckled ground inferred to be a compression zone and has risen slightly suggesting that the movement direction here has been largely southward, before becoming more westward moving further downslope. The influence of this upper slope movement on the whole landslide is worthy of further consideration.

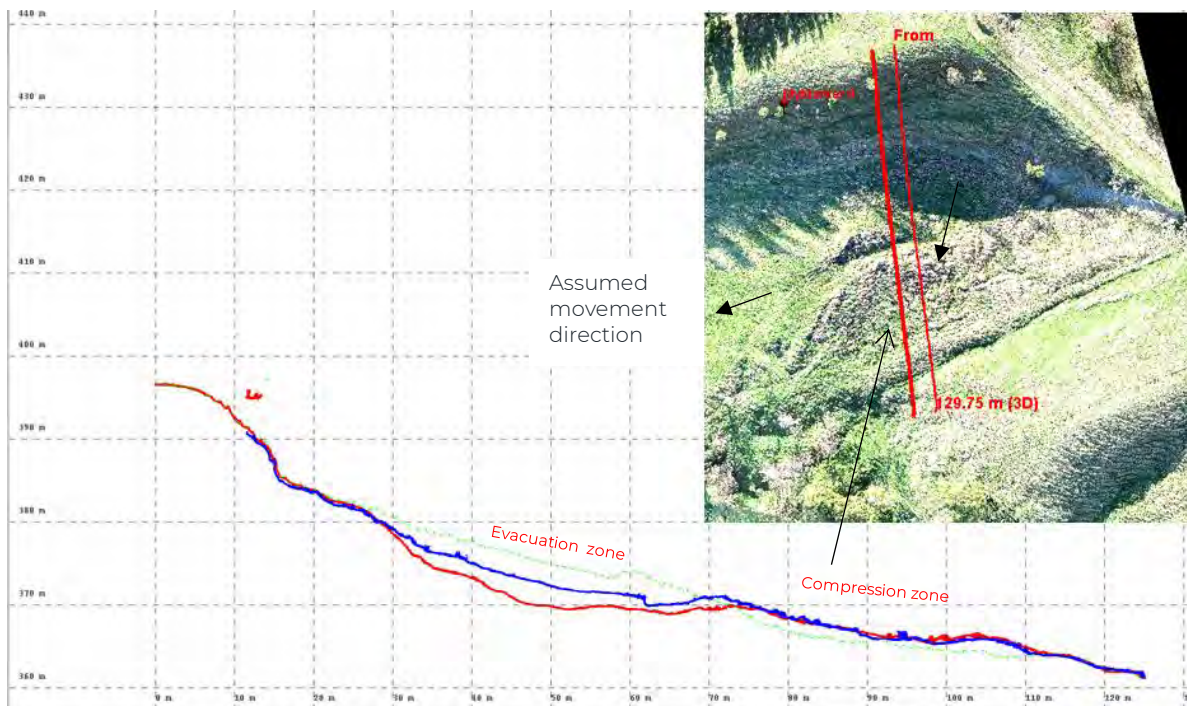


Figure 5: Comparison of ground surface in upper landslide area in 2013 (green), 2020 (blue-uncorrected) and 2021 (red). Profile along thicker red line.

Many of the features noted in the WSP 2020 report are still present, but many features have become more pronounced due to the most recent movement, such as more widespread tension cracking, tilting and bulging of the ground.

Ground springs were noted by the farmer in many areas around the slip area and are present for variable lengths of time and regularly appear in new locations.

Majority of the slope in the upper section and near the dam is saturated with pooling of water on the ground surface

5 Conclusions

- The large landslide at 1673 Hinakura Road moved significantly (>850mm) after a heavy (159mm) rain event on 22 June 2021, disrupting the road.
- An 80m long section of Hinakura Road currently significantly affected with temporary repairs undertaken by roading contractor to make it usable by light vehicles
- Comparison of UAV survey models captured in June 2020 and 5 July 2021 indicate about 8.5m horizontal and 1.5 m vertical movement of the landslide between these dates at both the farm dam and road level.
- Comparison of June 2020 and 2013 (LiDAR) surveys suggest a much smaller amount of movement (about 2 to 3 m of movement) between these 2013 and 2020, which is consistent with the landowners comment that slope movement has been noted for the past ~ two years.
- The farm dam is compromised by the pronounced fissure marking the edge of the landslide which extends through the dam. As at 5 July the water level appears similar to 2020. However, the dam is leaking and there is a high risk of the dam wall breaching soon and flooding the slope below. The likely consequence if there is a rapid dam breach is uncontrolled water flows inundating the road and associated more severe damage to the road as well as safety risks to road users (as noted in our 2020 report).
- The assessed risk is High to Very High, hence risk mitigation actions are required.
- Stabilisation of such a large landslide will be difficult and requires a good understanding of the mechanisms controlling the movement. However, there are measures that can be carried out to mitigate risks from future movement. Dewatering of the farm dam followed by drainage management across the landslide area will assist. Targeted tree planting will remove water and provide root reinforcement in the medium to longer term.
- Drilling of investigation drillholes would enable determining the depth of the landslide, and ground and groundwater conditions at representative locations including at road level.
- Periodic surveying of the survey pegs will enable the behaviour of the overall landslide to be better understood. This information in addition to subsurface investigation results, will enable better targeting of the type and location of additional stabilisation measures.
- The rate of movement has accelerated, and in addition to manual measuring of the waratahs and the pegs at road level, Council may wish to consider real-time monitoring sensors to provide immediate notice of accelerating movement trends.

6 Recommendations

- Dewatering of the farm dam in a controlled manner as soon as possible, supervised by appropriate geotechnical and / or dam specialists.
- Continue engaging with GWRC and implement drainage and tree planting measures to assist stabilisation of the landslide.
- Periodic survey of monitoring points across the site after movement events are observed to establish the extent of the movement and movement trends.
- Reinstatement and regular measurement of the SWDC monitoring points on the road that were destroyed.
- Consideration of installation of real-time monitoring at keys locations such as the dam waratah extensometer and road level to provide alerts to Council/residents of developing movement.
- Undertake drilling investigations at road level and ideally other locations to better define the depth of failure and groundwater conditions.
- Carry out assessment of new survey and geotechnical investigation information, to update the landslide model; and carry out slope stability analysis, and assessment of movement patterns across the landslide to provide recommendations for long term risk mitigation of the landslide movement.

Appendix A: Photos from 29 June 2021 WSP Site visit

29 June 2021 Hinakura Road Landslide photos



Approx. 4-5m offset of original white edge line to right of cones



Sharp tension cracks in (1 year old) drain



Landslide margin through/ below dam face



Water breaching dam along line of fissure (moderate flow) view downslope



Fissure (western landslide margin) going upslope of dam



View of edge of landslide from above dam, toward headscarp



Central section of western (right looking down) lateral margin scarp

29 June 2021 Hinakura Road DS photos - WSP



Head scarp with compression bulge on eastern (left looking down) margin

29 June 2021 Hinakura Road DS photos - WSP



Eastern margin mid section with compression zone in foreground and trees buttressing edge of movement

29 June 2021 Hinakura Road DS photos - WSP



Eastern margin of landslide pushing steeper slopes below and causing secondary movement onto steeper slopes above road. Subhorizontal striae visible on both photos showing main movement is very low angle (near horizontal).

29 June 2021 Hinakura Road DS photos - WSP



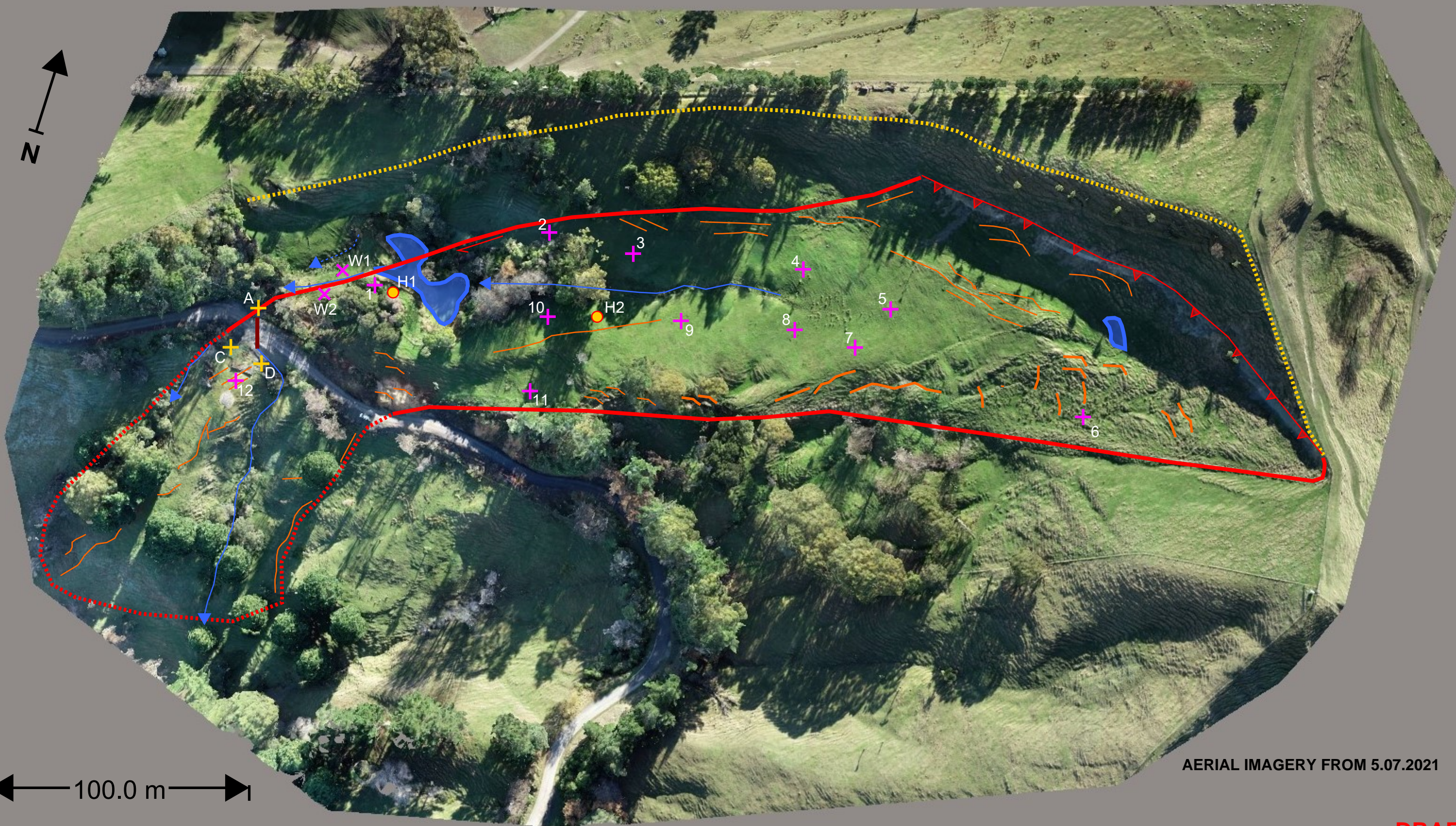
Lower slope above road landslide has pushed and tilted pine trees at top of steep slope above road (which have been cut down this week to the right – photo below)





Bulging at eastern margin of landslide has just reached fence (and trees)

Appendix B – Engineering Geology Map



AERIAL IMAGERY FROM 5.07.2021

DRAFT

HINAKURA ROAD LANDSLIDE
ENGINEERING GEOLOGY MAP
 5-C4072.01
 G. FARQUHAR

LEGEND

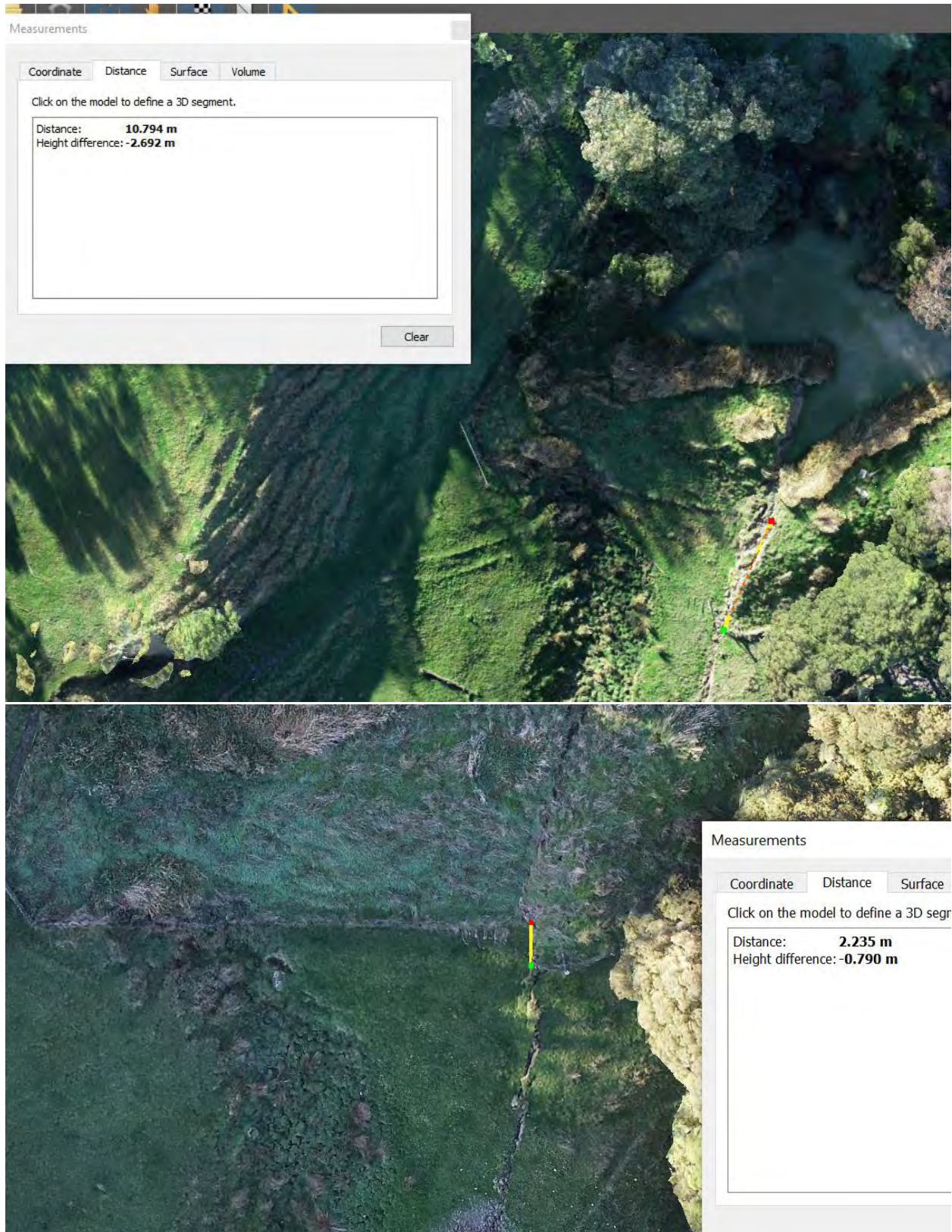
- | | | | | | | | | | |
|--|----------------------------|--|---------------------|--|-----------------|--|--------------------|--|-------------------------|
| | ACTIVE LANDSLIP OUTLINE | | TENSION CRACK | | HAND AUGER | | WSP SURVEY WARATAH | | HISTORIC LANDSLIP SCARP |
| | INFERRED LAND-SLIP OUTLINE | | WATER FLOW | | WSP SURVEY PEG | | WATER BODY | | |
| | HEAD SCARP | | HISTORIC WATER FLOW | | SWDC SURVEY PEG | | CULVERT | | |



Appendix C – SWDC Tape measurements between roadside pegs

Peg to peg	Displacement (m)							Total Displacement
	30/04/2021	3/05/2021	19/05/2021	27/05/2021	3/06/2021	14/06/2021	22/06/2021	
I to A	21.49	21.44	21.43	21.42	21.4	21.39	21.38	0.11
I to B	17.56	17.51	17.5	17.49	17.46	17.45	17.45	0.11
I to C	20.85	20.8	20.85	20.85	20.85	20.86	21.57	-0.72
I to D	21.66	21.85	21.66	21.65	21.66	21.69	22.26	-0.6
I to E	5.95	5.95	5.96	5.95	5.97	5.95	5.79	0.16
A to B	9.1	9.1	9.1	9.1	9.09	9.1	9.01	0.09
A to C	24.88	24.86	24.9	24.84	24.84	24.84	25.07	-0.19
B to C	15.76	15.76	15.76	15.76	15.75	15.75	15.94	-0.18
D to E	17.66	17.65	17.64	17.64	17.65	17.66	17.79	-0.13
D to F	20.87	20.87	20.87	20.86	20.86	20.85	20.62	0.25
D to G	15.63	15.56	15.56	15.56	15.55	15.55	15.39	0.24
E to F	18.2	18.2	18	18.2	18.2	18.2	18.2	0
E to G	21.68	21.68	21.68	21.68	21.68	21.69	21.7	-0.02
H to D	32.26	32.22	32.29	32.24		32.12	32.01	0.25
H to G	16.81	16.75	16.77	16.76		16.66	16.59	0.22
Z to Y	18.01	18	18.01	18.01		18.04	18.52	-0.51
Z to X	15.06	15.07	15.06	15.05		15.03	14.61	0.45
Z to W	24.25	24.27	24.25	24.25		24.22	23.73	0.52
Y to X	12.88	12.9	12.88	12.87		12.87	12.8	0.08
Y to W	12.9	12.89	12.87	12.87		12.84	12.05	0.85
X to W	10.28	10.29	10.3	10.24		10.27	10.14	0.14

Appendix D: Measurements of Fence Offset below Dam off 3D models July 2021 and June 2020



Appendix E: GPS Coordinates for marks installed on 5 July 2021 and other existing marks

100	1819344.151	5427864.48	323.664	PEG	
102	1819383.079	5427899.281	328.245	PEG 2	
104	1819443.574	5427907.996	335.723	PEG 3	
106	1819506.185	5427929.379	346.074	PEG 4	
108	1819549.919	5427929.724	354.481	PEG 5	
111	1819613.553	5427900.659	362.598	PEG 6	
112	1819556.171	5427907.027	353.684	PEG 7	
114	1819525.669	5427899.264	347.312	PEG 8	
116	1819470.257	5427886.608	338.806	PEG 9	
118	1819417.192	5427877.224	330.967	PEG 10	
120	1819419.546	5427844.733	326.048	PEG 11	
122	1819293.476	5427814.959	309.162	PEG C	
124	1819298.786	5427806.744	308.45	PEG 12	
127	1820637.298	5428117.634	420.146	A1YA	
130	1819259.436	5427896.304	326.863	IS	
132	1819318.81	5427914.271	334.339	PEG	
134	1819676.597	5428005.607	405.11	TRIG FLAX	
138	1819303.19	5427815.521	309.221	PEG D	
140	1819295.958	5427838.005	311.878	PEG	
142	1819325.988	5427857.385	319.976	WARATAH	dam
144	1819327.144	5427862.258	319.996	WARATAH	dam
999	1819318.27	5427915.375	334.188	IT 1	

MARTINBOROUGH COMMUNITY BOARD

7 OCTOBER 2021

AGENDA ITEM 8.4

OFFICERS' REPORT

Purpose of Report

To report to the Community Board on general activities.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Officers' Report.*

PLANNING AND ENVIRONMENT GROUP REPORT

This report was presented to the Planning and Regulatory Committee on 1 September 2021.

1.1 Planning Services

The team remains busy with new subdivision applications, land use consents, including ones for new dwellings. District Plan, pre application enquiries remain steady. By early August, we had received 135 resource consent applications for this year, many include subdivision of currently available land, it signals a steady level of development in our district. Subdivision certifications also being dealt with, including greenfield types with some complex aspects.

1.2 Building Services

Building consent application levels remain high for this year, however the careful and timely processing of our consents has continued with efficient decisions. We are continuing to undertake careful site inspections for the building applications. Due to the high numbers and demand we have recently needed to do more in-house processing of consent applications.

1.3 Environmental Services

The Animal Control team and others have worked well through this year's dog registrations, resulting in the high 95% of dogs registered in the district. The use of online payment and email notification for the first time resulted in many people registering early. Our EHO's have been busy inspecting grease traps around the towns, investigating

trade waste. The alcohol bylaw review has progressed well, and this has included the helpful community workshops.

1.4 Proposed Legislative Change to the RMA

The Government is delivering on its promised reform the Resource Management system based on the review July 2020. The RMA 1991 will be repealed and replaced by 3 new Acts:

- Natural and Built Environments Act (NBA) - for land use and environmental regulation (the primary replacement for the RMA). The draft has been released for submissions.
- 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 NBA will have a mandatory set of national policies, standards to support the natural environmental limits, specified targets. These will feed into combined regional plans prepared by local, central government, mana whenua. The Strategic Planning Act will integrate functions of the RMA 1991, LGA 2002, Land Transport Management Act 2003, Climate Change Response Act 2002 for clear decisions, investment. New spatial strategies will help regions plan for future well-being, so infrastructure occurs in the right places, at the right times.

1.5 South Wairarapa Spatial Plan

From the 213 submissions, presentations and deliberations on the Plan and growth options, further investigation work is required. The review of the Mapping Our Future To 2050 Residential Growth Options will involve consideration of sites, matters raised alongside planning evaluation, growth area provision for our towns, feasibility, investigation work. The revision and further recommendations on the Spatial Plan will be reported back to Council in coming months for decision purposes. Future related work will also involve investigation study and the drafting of a masterplan for Featherston as it is a key growth node.

1.6 District Plan Review

District Plan Review Committee meetings and officer advisory group meetings continue to consider the extent of change needed for each chapter, and the national planning standards. The DP review is a mix of a general review of key chapters, a targeted review for some, and minor review. The review will be across 2021-2023 and any appeals sorted in 2024. Recent issues work has covered the residential zone, rural zone, subdivision, heritage, tangata whenua, industrial, commercial zone, natural hazards, financial contributions, open space. Officer advisory meetings and Plan Review Committee workshop meetings continue to explore related issues.

1.7 Proposed Combined Council Dog Pound SWDC/CDC

As to potential design officers have made enquiries regarding the use of shipping containers as the new pound structure. The company has provided an indicative list of requirements their container design can meet. In terms of location the most viable is Johnston Street Featherston, site of our current facility. We have sought quotes from

the various suppliers concerning components for the facility, and we believe this is still our best option for a local cost effective, modern, and compliant solution.

Officers have nearly completed the acquisition of costings for the development of a pound at the Johnston Street, Featherston. We are seeking a second and third quote from two other suppliers for the development of Containers to house dogs. This is to ensure that we are receiving the most cost-effective price, as the initial supplier has modified their original costings. Please note that securing of supplier quotes is difficult given the current climate of materials supply, associated workforce, and the changing prices of steel.

Overall, we are only seeking two more suppliers to complete indicative costs of the whole facility. This is contingent on Council granting the area of the current refuse compound, consisting of a 30m x 34m compound in southwest corner nearest Johnston St.

2. Service Levels

2.1 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.

2.2 Resource Management Act – Consents (Year to date 01/07/2020-30/06/2021)

SERVICE LEVEL – All resource consents will be processed efficiently.

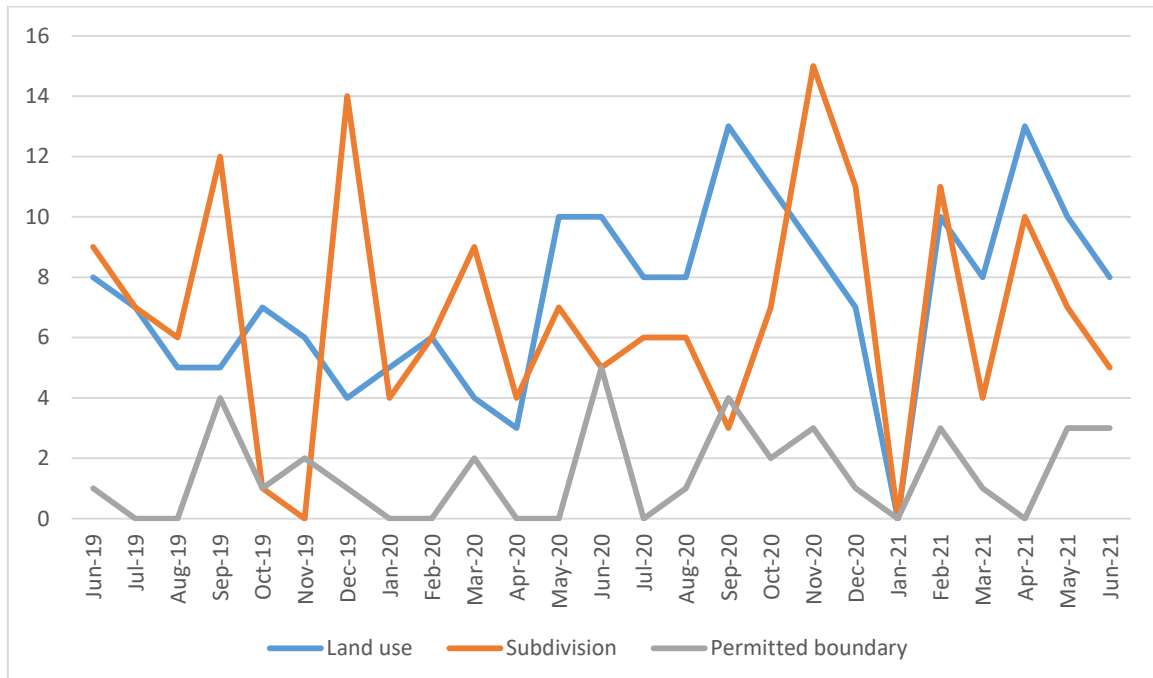
RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	100%	Total 211/211
		100%	105/105 Land Use applications were completed within statutory timeframes. NCS
		100%	85/85 Subdivision applications were completed within statutory timeframes. NCS
		100%	21/21 permitted boundary activity applications were completed within statutory timeframes. NCS
s.223 certificates issued within 10 working days	100%	100%	63/63 s223 certificates were certified within statutory timeframes. NCS.

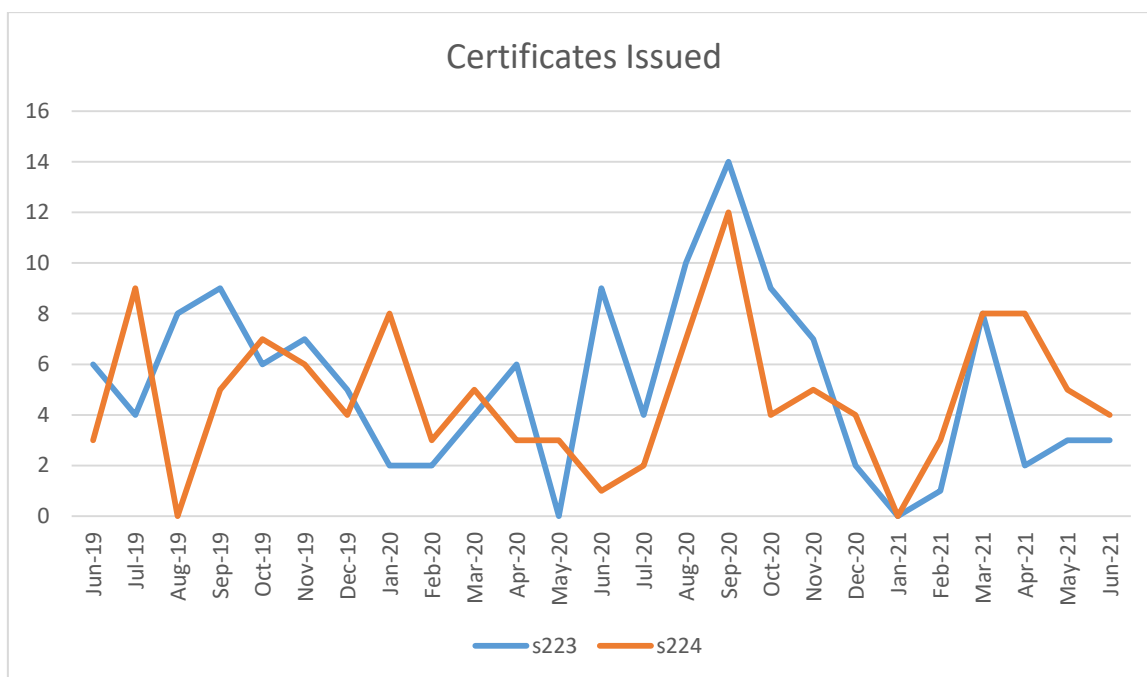
RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement)	95%	100%	62/62 s224 certificates were certified. NCS.

2.3 Reserves Act – Management Plans

SERVICE LEVEL – Council has a reserve management plan programme.

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





2.4 Local Government Act – LIM's

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

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	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%	93.6%	204/218 standard LIMs were completed
Urgent LIMs are processed within 5 days	100%	100%	95/95 urgent LIMs were completed

	YTD 1 ST JULY 2020 TO 30 TH JUNE 2021	PREVIOUS YTD 1 ST JULY 2019 TO 30 TH JUNE 2020	PERIOD 1 ST JUNE 2021 TO 30 TH JUNE 2021	PREVIOUS PERIOD 1 ST JUNE 2020 TO 30 TH JUNE 2020
Standard LIMs (Processed within 10 working days)	210	157	35	18
Urgent LIMs (Processed within 5 working)	88	71	12	4
Totals	298	228	47	22

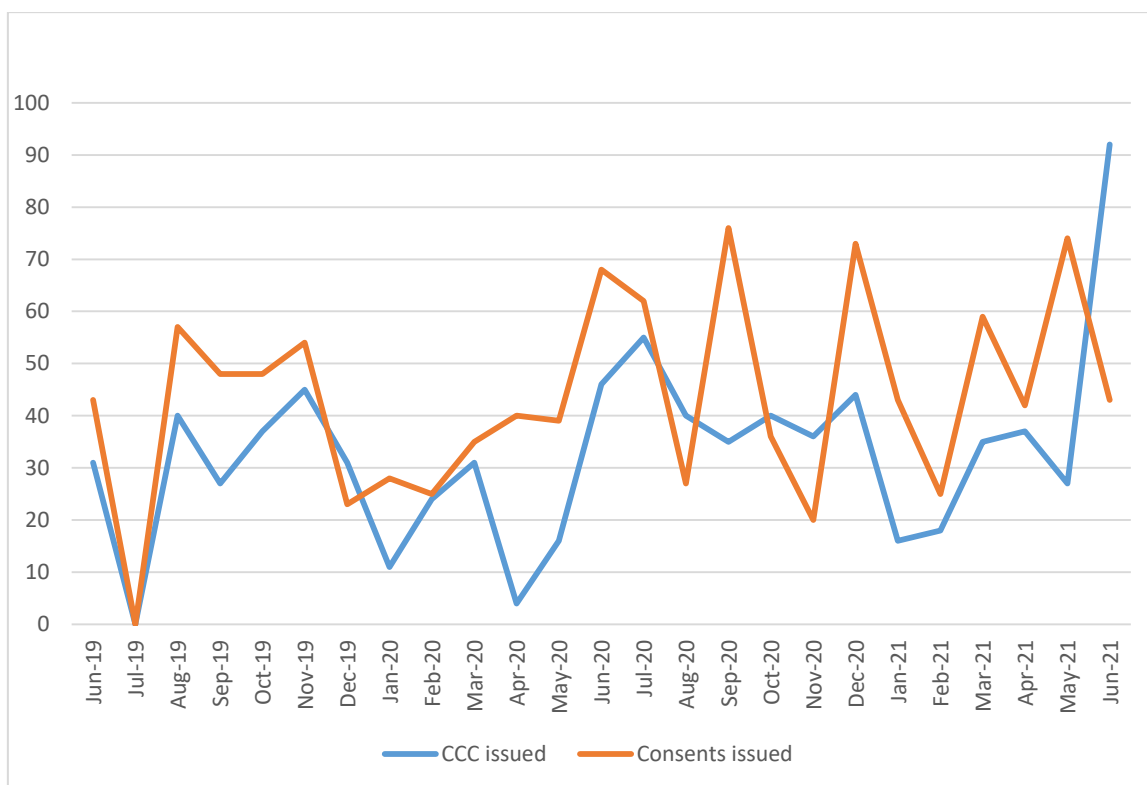
2.5 Building Act - Consents and Enforcement

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%	98.6%	NCS – 422/428CCC'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%	97.45%	NCS – 629 consents were issued within 20WD YTD 16 consents went over 20WD
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 June 2021 - 467 inspections BWOF's – 0 June Total 189 average of 3 audits per month required, Swimming Pools – Total 309– average of 7 audits per month required. 0 audits June
Earthquake prone buildings reports received	100%	N/A	Of the remaining buildings: 25 - Identified as EPB 9 - Require engineer assessment from owners 2 - Requested extension to provide engineers report

2.6 Building Consents Processed

TYPE – 1 JUNE 2021 TO 30 JUNE 2021	NUMBER	VALUE
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	2	\$1,418,500
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	4	\$249,000
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	93	\$15,268,067
Other (public facilities - schools, toilets, halls, swimming pools)	4	\$78,000
Totals	103	\$17,013,567



2.7 Environmental Health and Public Protection

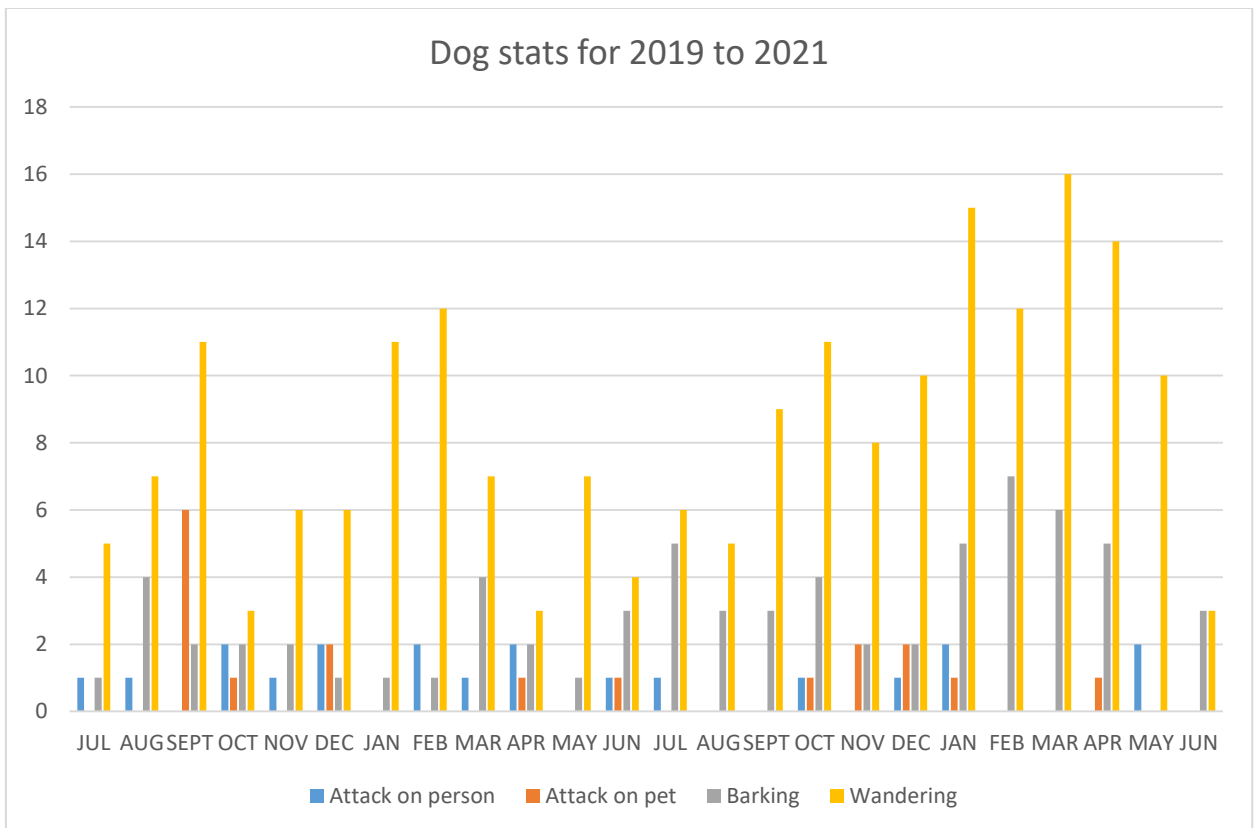
2.7.1. Dog Control Act – Registration and Enforcement

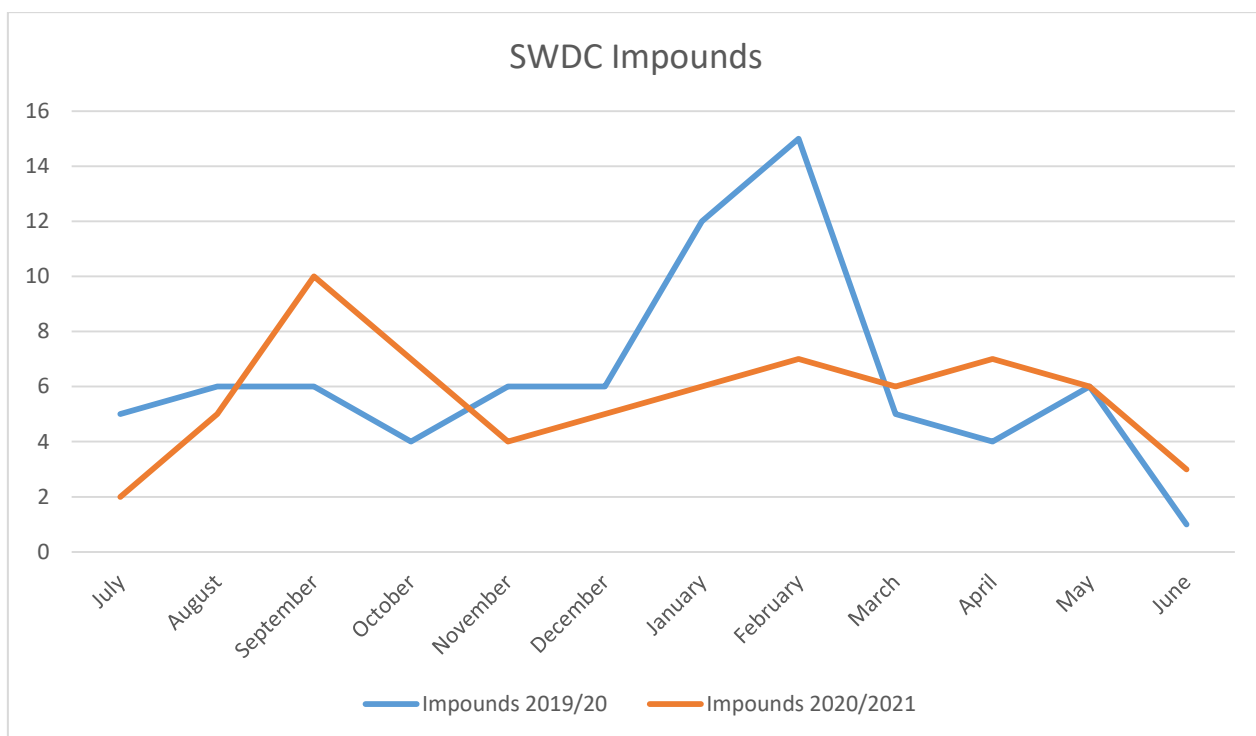
SERVICE LEVEL – Dogs don't wander freely in the street or cause menace to humans or stock.

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 216/216
Complaints about dog attacks on persons, animals or stock are responded to within 1 hour	100%	100%	22/22

INCIDENTS REPORTED FOR PERIOD 1 ST JUNE 2021 – 30 TH JUNE 2021	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	3	-	-

INCIDENTS REPORTED FOR PERIOD 1 ST JUNE 2021 – 30 TH JUNE 2021	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Person	1	-	1
Attack on Stock	1	-	-
Barking	2	1	3
Lost Dogs	2	-	3
Found Dogs	2	-	3
Rushing Aggressive	1	1	1
Wandering	9	5	10
Welfare	1	-	-
Fouling	-	1	-
Uncontrolled (walked off leash urban)	-	-	-





2.7.2. 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 27/27
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 14/14

INCIDENTS REPORTED	TOTAL FOR YTD PERIOD 1 JULY 2020 TO 30 JUNE 21
Stock	35

2.7.3. Bylaws

Between 1 July 2020 and 30 June 2021 there were:

Trees & Hedges

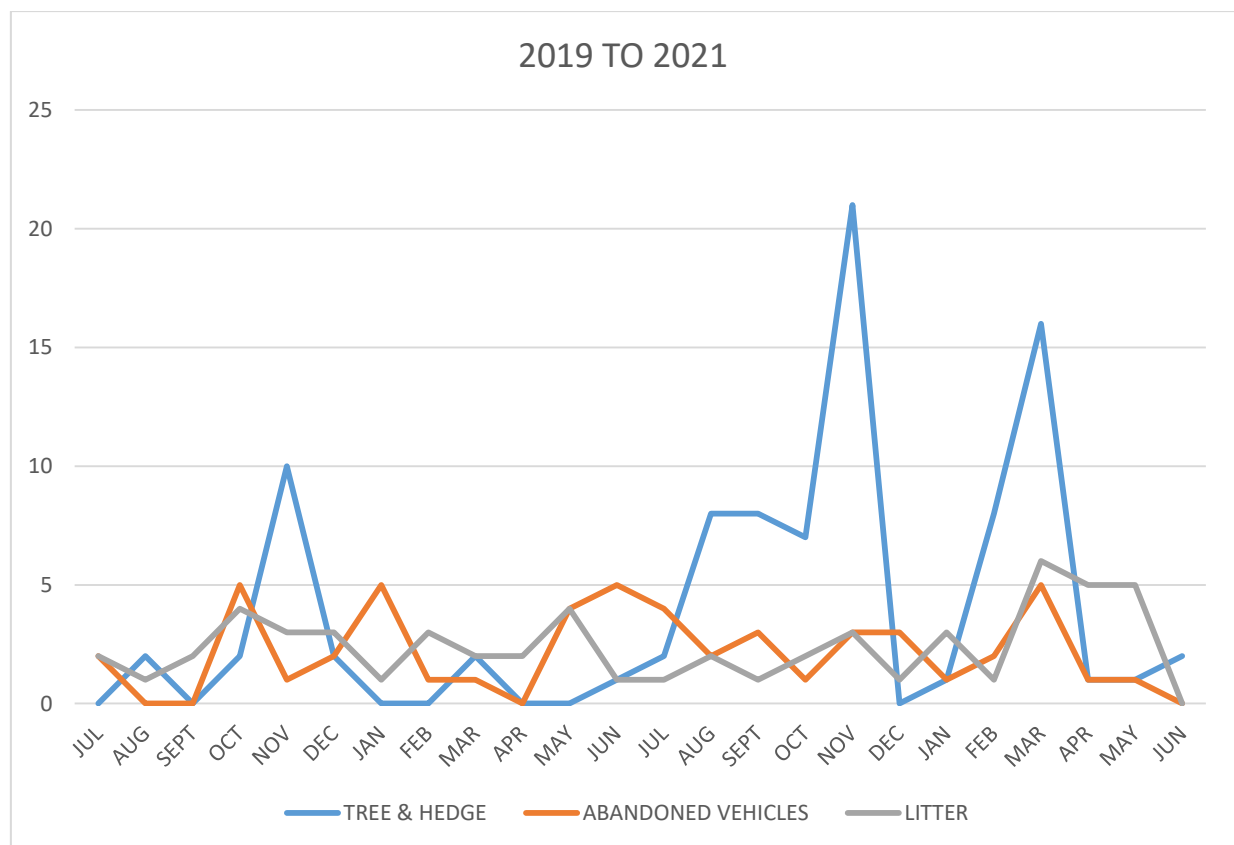
- 73 notices were sent by Council requesting the owner/occupier to remove the obstruction from the public space.

Litter

- 30 litter incidents were recorded and from this, Council sent 10 notices to the identifiable people associated with these incidents, resulted in an infringement.

Abandoned vehicles

- There were 26 total vehicle related calls in the SWDC area, of which 16 were abandoned vehicles. 17 were removed by their owners and the remaining 9 vehicles were removed by Councils' contractor or NZTA.



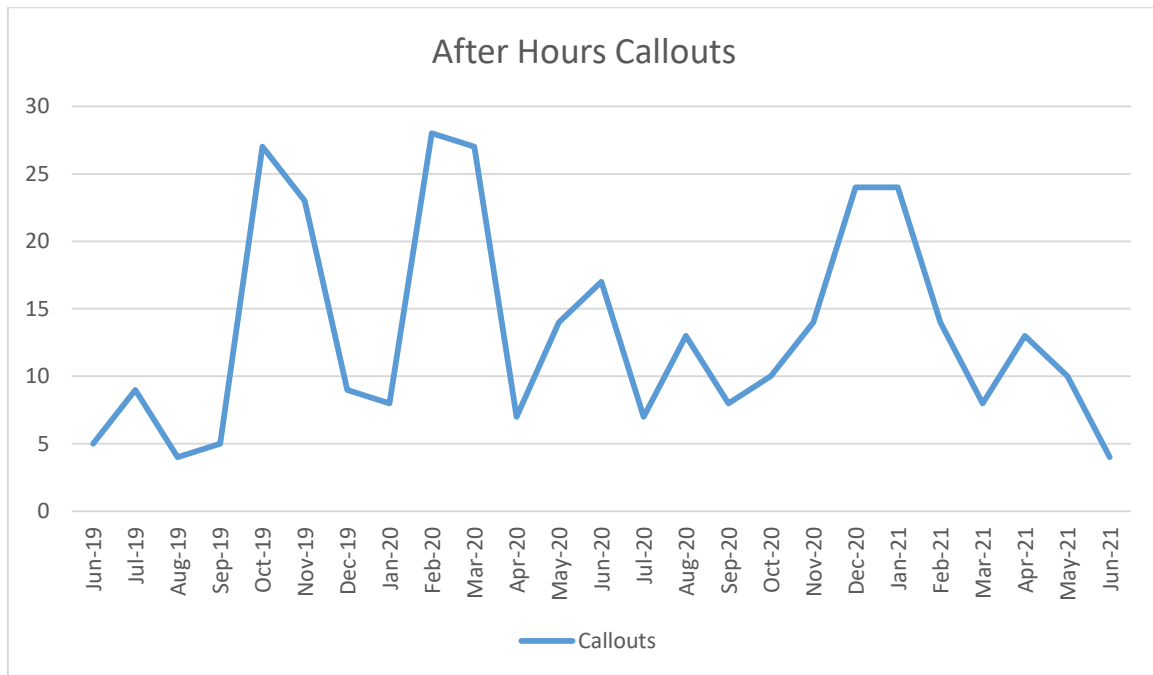
2.8 Resource Management Act – afterhours Noise Control

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%	97.3%	K:\resource\Health\Resource Management\Noise Control Complaints 145/149 attended within timeframe YTD 4 callouts June 21

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 20/21	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
			4/4 attended to within 1.5 hours

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 20 TO 30 JUNE 21	PREVIOUS YTD 1 JULY 19 TO 30 JUNE 20	PERIOD 1 JUNE 2021 TO 30 TH JUNE 2021	PREVIOUS PERIOD 1 JUNE 2020 TO 30 TH JUNE 2020
Total	149	162	4	17



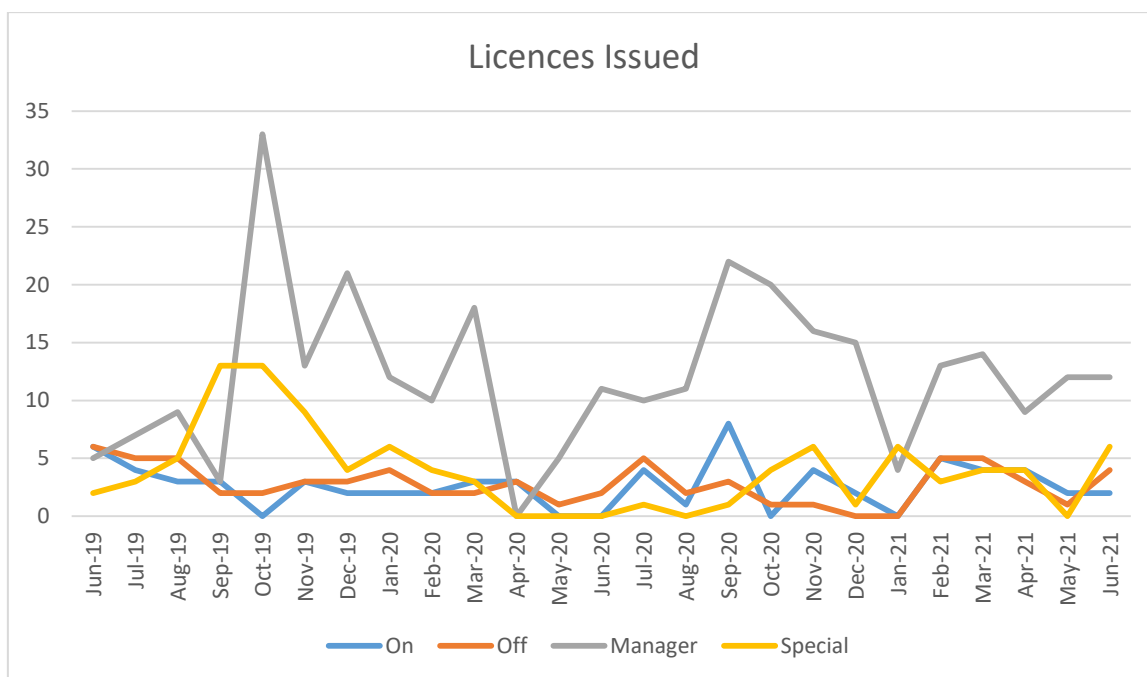
2.9 Sale and Supply of Alcohol Act - Licensing

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 20/21	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
All premises licences issued have an inspection undertaken by the Inspector prior to issue to assess the licensee's understanding of their obligations and responsibilities under the Act	100%	100% YTD	<p><i>On NEW</i> June 21 0 14 YTD</p> <p><i>On RENEWAL</i> June 21 2 22 YTD</p> <p><i>Off NEW</i> June 21 2 13 YTD</p> <p><i>Off RENEWAL</i> June 21 2 17 YTD</p>

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 20/21	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
			Club 0 5 YTD June 21 0 5 YTD Information source: Inspector records, MAGIQ data, Alcohol Spreadsheet K:\resource\Liquor\Alcohol Master Sheet.xls
Special Licences are issued			Special Licences – June 21 6 36 YTD Information source: MAGIQ data, Alcohol Master Sheet K:\resource\Liquor\Alcohol Master Sheet.xls
All Duty Manager's (DM) certificate holders undertake an interview with the Inspector prior to certificate being issued to assess the manager's level of understanding with the Duty Manager's role			<i>DM NEW</i> June 21 7 66 YTD <i>DM RENEWAL</i> June 21 5 92 YTD Information source: MAGIQ data, Alcohol Master Sheet K:\resource\Liquor\Alcohol Master Sheet.xls
75% of all licenced premises identified as at 1 July of every year have a compliance visit undertaken by the Inspector before the 30 th of June the following year (i.e. within a 12 month period)	75%	33.06% YTD	Information source : Compliance inspection records K:\resource\Liquor\Compliance Visits 20_21 June –2 Compliance visits 40/121 total compliance YTD
Average working days to process an application from acceptance by SWDC	25WD	19.46WD	Information source: Alcohol Master Sheet K:\resource\Liquor\Alcohol Master Sheet.xls

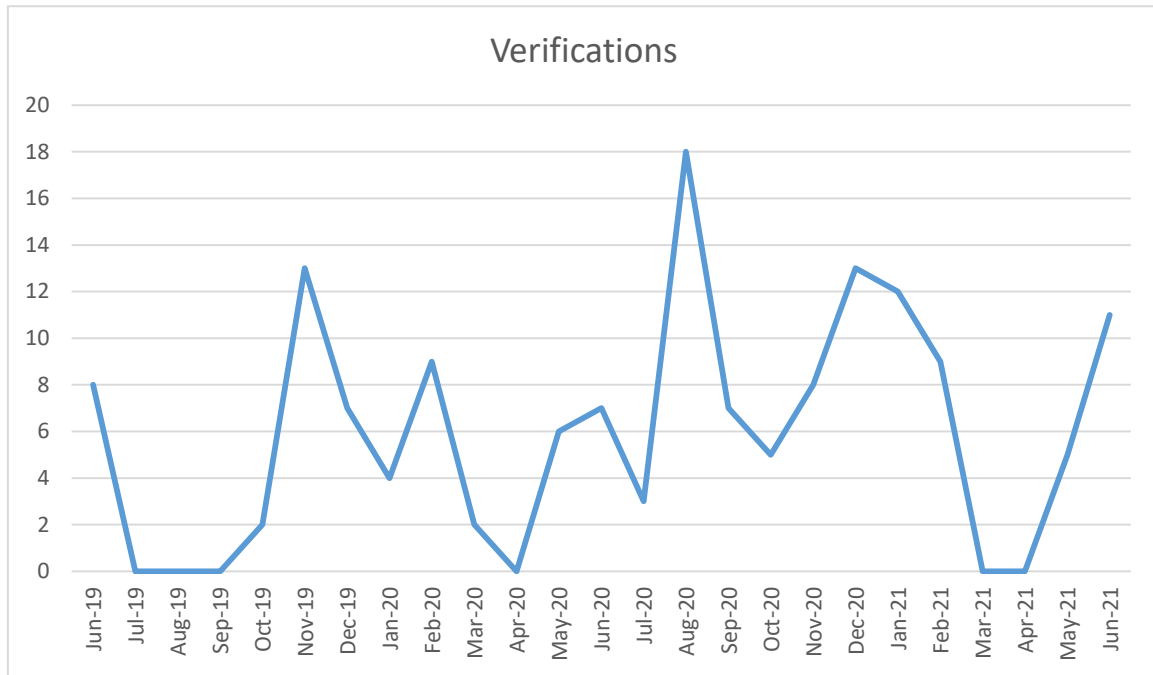
ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 20 TO 30 JUNE 21	PREVIOUS YTD 1 JULY 19 TO 30 JUNE 20	PERIOD 1 JUNE 21 TO 30 JUNE 21	PREVIOUS PERIOD 1 JUNE 20 TO 30 JUNE 20
On Licence	36	25	2	0
Off Licence	30	32	4	2
Club Licence	5	6	0	0
Manager's Certificate	158	138	12	11
Special Licence	36	43	6	0
Temporary Authority	3	2	0	0
Total	268	246	24	13



2.10 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) –96 NP –65 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%	100%	FCP verifications – 96/96 *Total number of premises is subject to change month by month as new businesses open and existing premises close. 11 verifications were undertaken in June 2021 We were able to finalise (close out) 9 premises in June 2021



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

PARTNERSHIPS AND OPERATIONS REPORT

This report was presented to the Assets and Services Committee on 1 September 2021.

3. Water Manager Commentary

Operations and maintenance of the 3 waters assets has continued to be carried out to largely meet service level outcomes. There are however significant cost increases forecast in the operational expenditure that will need to be managed.

The majority of the projects in the draft Capex delivery programme are underway and in various stages of delivery.

4. Wellington Water operational performance

Performance against the service level agreement (KPI's) is measured on a quarterly basis and reported by dashboard. The Quarter 1 dashboard will be available at the next Assets & Services committee meeting for review. To date there are no major performance issues.

YE expenditure is forecast to significantly exceed budget and we are working with Wellington Water to manage the work programme and risk.

4.1 Operational response events

A significant wastewater overflow event occurred in Featherston from the 17th to 20th August. Heavy and consistent rainfall in Featherston caused wastewater overflows onto private property (grounds only) due to inflow and infiltration of rainwater into the wastewater network. As a result, the capacity of the network was overwhelmed including Donald St pump station.

Operational crews were out responding to the overflows. Sucker trucks were working around the clock and sandbags were brought in to prevent wastewater entering garages. Additional Wellington Water staff were on the ground, talking to the affected properties and organising portaloos whilst the crews waited for the flows to subside. Residents from 2 affected properties were provided with temporary accommodation over three nights until their properties were cleaned up and disinfected. Investigations are underway to try and identify any immediate network issues (blockages, cross connections with stormwater etc).



Figure 1 Sucker truck working at Fitzherbert St, Featherston



Figure 2 Map showing properties affected by wastewater overflows

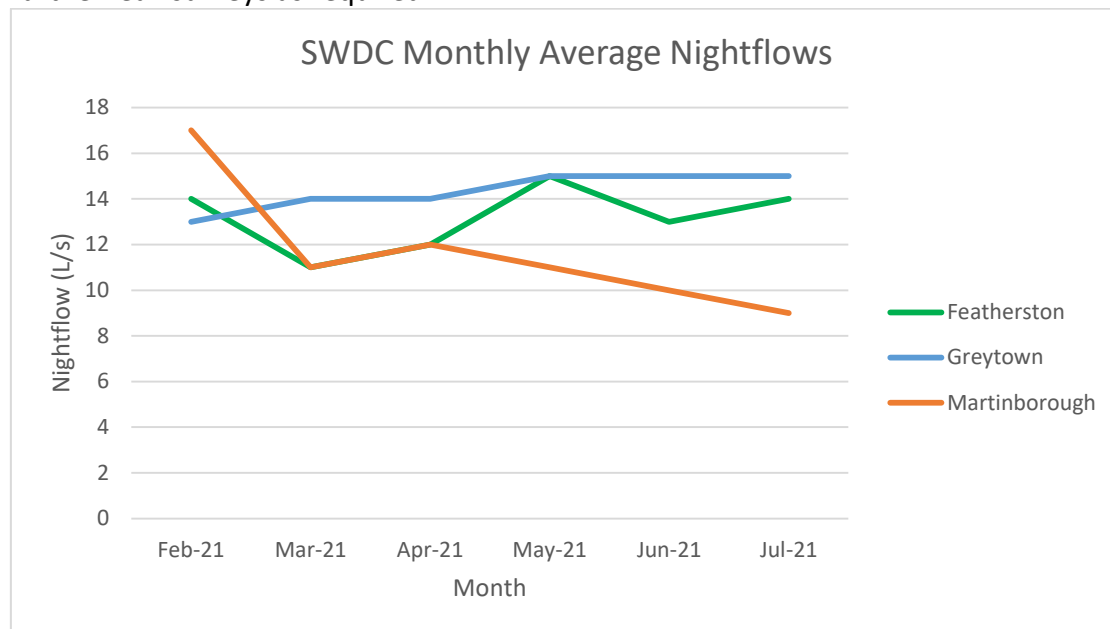
5. Reducing leakage across the South Wairarapa

Ongoing monitoring of the night flows in SWDC indicate that Greytown and Featherston leakage remains high. Proactive leak detection surveys have been carried out in Greytown and Featherston during July and early August, results below:

- Featherston: 12 public leaks and 1 private leak found
- Greytown: 18 public leaks and 4 private leaks found

The public leaks found have been passed to the field operations crews and have been prioritised for repair depending on their size. The property owners with private leaks are currently being notified and informed that they are required to have them repaired.

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



6. Water Capex delivery programme

6.1 Executive Summary

The final draft capex delivery programme for 2021-22 financial year has been issued to SWDC for review and approval. The initial draft programme based on asset condition and risk to service delivery exceeded the LTP funding by \$3M. Wellington Water has reviewed the initial programme based on risk and prioritised the programme to meet the available LTP funding. The risk remains around the remaining projects which will be reprioritised in year 2 of the LTP. Asset condition assessments being undertaken will further identify additional risks and assets that will need remediation.

6.2 Waiohine water treatment plant upgrade

A recent flow strategy has been updated for the Waiohine and Memorial Park water treatment plants to understand the supply risks to Greytown in the context of the two project upgrades. Currently, Greytown is heavily reliant on the Memorial Park bore for daily supply, this means there is an elevated risk of supply shortage if Wellington Water proceed with the shutdowns and commissioning of the new bore pump and containerised treatment plant at Memorial Park.

To mitigate this risk, Wellington Water have installed and commissioned a fourth bore at Waiohine which provides an additional 60% supply capacity. In addition to this, Wellington Water are recommending to prioritise the commissioning of the Waiohine

treated water reservoir which will provide 10 times the supply storage resilience compared to current. This will allow increased supply to Greytown and longer shutdown periods for the Memorial Park commissioning works, far reducing the risk of potential supply shortages.

Additional senior resources have been brought in to deliver the Waiohine and Memorial Park water treatment plant upgrade projects. The primary focus for the enhanced project team on this project is to have the treated water reservoir commissioning completed prior to summer demand pressures on supply. It has been acknowledged that there are commissioning risks related to the condition of the liner, The commissioning work is to start shortly.



Figure 3 Final touches to the outlet pipe before commissioning starts on the treated water reservoir bladder (white)



Figure 4 Picture of the newly completed 4th bore at Waiohine

6.3 Memorial Park water treatment plant upgrade

Whilst the primary focus of the enhanced project team is on the Waiohine treated water reservoir commissioning investigations and preparation work will continue on this project in the interim. This will enable the team to investigate and plan for outstanding risks and issues prior to construction work starting onsite.

The phasing of the civil works onsite at Memorial Park is being looked at closely, where discussions have been had between Wellington Water and SWDC. There is an awareness that the Memorial Park swimming pool is very popular over the summer period therefore the project team are looking at how best to minimise the public access disruption.



Figure 5 Temporary pH correction and UV treatment at Memorial Park bore

6.4 Papawai Rd wastewater upgrade

Construction work continues onsite, where good progress has been made in the open trenching sections at the wastewater treatment plant end of the pipeline upgrade. Sediment controls have been effective in the section of pipeline next to Tilsons creek.

A successful minor change of design alignment along Pah Rd was initiated to avoid the need for specialist asbestos removal of the old pipeline. This alignment change is likely to be extended for the remainder of Pah Rd due to challenges in unfavourable ground conditions. A review of the cost implications is currently being undertaken.



Figure 6 Sediment controls and gabion baskets next to Tilsons Creek

6.5 Greytown smart meter trial

The discovery survey has been carried out in July, which collected field information to identify which properties may be best suited to this trial. Of the 480 households surveyed, 380 were identified as potentially suitable participants for this trial. Planning for the on-boarding exercise is underway and due to start shortly.

Smart meter units (250) have been pre-ordered, and the project team are monitoring the current global supply chain in case of any delay issues. Wellington Water have been working with SWDC on updating the detailed communications plan.

Installation of the Smart meters is scheduled to commence in October.

6.6 Boar Bush and Tait's Creek water supplies

Investigations to date have shown major safety risks and issues around the asset condition and treatment capability for these two backup water supplies. Current recommendations are to fully isolate both supplies from the Featherston treated water network to ensure no contamination risk to the public water supply with untreated water.

Additional assessment work is needed to investigate and evaluate the suitability of these two sources for emergency supply for the Featherston community or alternatively complete safe decommissioning of these assets. Emergency supply options would see the need for additional investment of new treatment systems which currently do not exist.

6.7 Tauherenikau pipeline crossing

Wellington Water continue to undertake regular monitoring of the pipeline on a weekly basis and after rainfall events for any observed changes. The contingency plan is

receiving final reviews internally however is ready for deployment should the operations teams need to respond.

The long-term replacement of the exposed pipeline is currently going through project briefing stage before making a start in planning and site investigations. The project is currently programme for construction in the 2023-24 FY.

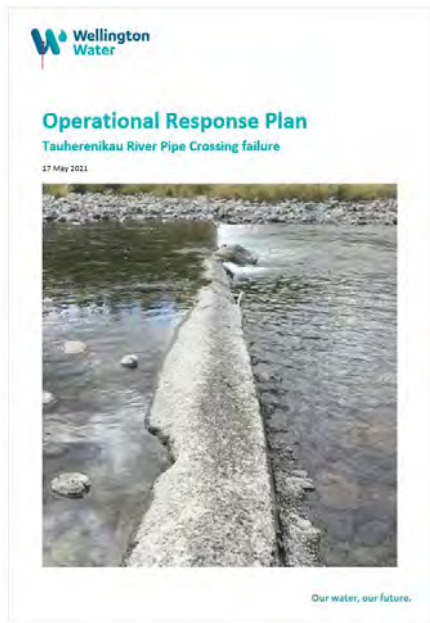
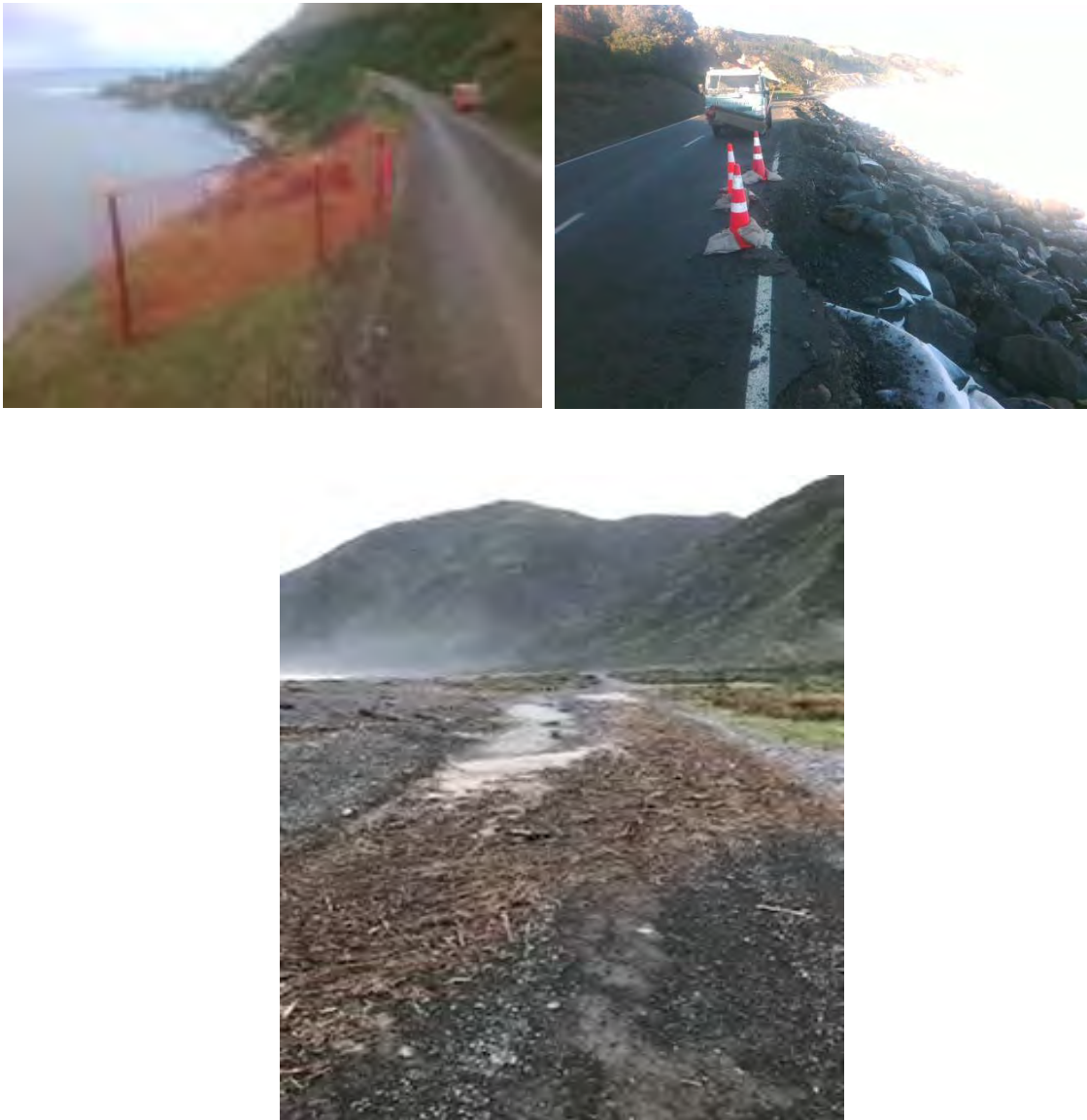


Figure 7 Covering page to WWL Operational Response Plan

7. Land Transport

7.1 Roading Maintenance - Ruamahanga Roads

July had three weather events that caused significant disruption to the programme and additional works (including slips, washouts, trees down, water table scouring, metal scouring, potholes and culvert blockages) were attended to. Asset inspections were put on hold as Network inspections were increased to identify damage and prioritise work.



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

- 215.7 km of roads were inspected and identified faults recorded in RAMM for future scheduling with 145.3 being sealed and 70.4 being unsealed.
- 10 bridges were visually inspected and found to be in an acceptable condition and are listed below

KAHUTARA RD
 KAHUTARA RD
 KAHUTARA RD
 KAHUTARA RD
 KAHUTARA RD
 KAHUTARA RD
 PONATAHI RD
 PONATAHI RD
 PONATAHI RD
 PONATAHI RD

LOWER VALLEY BRIDGE
 OPORUA SPILLWAY CULVERT
 BELCHERS BRIDGE
 ROTOPAI UNDERPASS
 BIG DRAIN BRIDGE 1
 KAHUTARA CULVERT
 WOOLSHED CREEK CULVERT
 LUGOOR CULVERT
 PONATAHI CULVERT #106
 HUANGARAU BRIDGE

- 110 rural culverts were inspected, RAMM data updated including condition rating.
- 173.9 km of unsealed roads were graded.
- 1005 m3 of maintenance aggregate supplied and place on unsealed road
- 42.8 km of mechanical street sweeping was completed.
- Footpath renewals have been programmed for:
 - Revans Street, Royal Hotel to Railway Crossing
 - Fox Street, Birdwood Street to Railway Crossing
 - Bell Street, #19 to Watt Street
- 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.
- 2021/2022 reseal programmed outlined below

Road	Road Name	Start	End	Length	Existing Surface Material	Existing Function
	PROPOSED CHIPSEAL					
256	BATTERSEA LINE	1785	1912	127	Single Coat Seal	Reseal
256	BATTERSEA LINE	1912	2720	808	Two Coat Seal	1st Coat
256	BATTERSEA LINE	2720	2955	235	Single Coat Seal	Reseal
35	BETHUNE ST	0	216	216	Single Coat Seal	Reseal
136	BOAR BUSH GULLY RD	0	223	223	Single Coat Seal	Reseal
84	DANIEL ST (MARTINBOROUGH)	5	461	456	Single Coat Seal	Reseal
192	DRY RIVER NO. 1 RD	2478	2992	514	Single Coat Seal	Reseal
192	DRY RIVER NO. 1 RD	2992	4321	1329	Single Coat Seal	Reseal
192	DRY RIVER NO. 1 RD	4854	5466	612	Single Coat Seal	Reseal
85	DUBLIN ST	825	990	165	Single Coat Seal	Reseal
85	DUBLIN ST	990	1313	323	Single Coat Seal	2nd Coat
85	DUBLIN ST	1313	1724	411	Single Coat Seal	2nd Coat
202	LAKE FERRY RD	13553	14770	257	Two Coat Seal	1st Coat
202	LAKE FERRY RD	14770	15550	430	Two Coat Seal	1st Coat
202	LAKE FERRY RD	15550	16365	775	Two Coat Seal	1st Coat
202	LAKE FERRY RD	16365	16939	574	Two Coat Seal	1st Coat
202	LAKE FERRY RD	16939	17079	140	Racked in Seal	Reseal

202	LAKE FERRY RD	32490	32631	141	Single Coat Seal	Reseal
237	MOERAKI RD	2848	3096	248	Single Coat Seal	Reseal
59	MOORE ST	0	332	332	Single Coat Seal	Reseal
98	NEW YORK ST	1012	1728	716	Single Coat Seal	Reseal
100	OXFORD ST	444	1171	727	Single Coat Seal	Reseal
102	PRINCESS ST	425	1262	837	Single Coat Seal	Reseal
254	WARDS LINE	1230	1519	289	Single Coat Seal	Reseal
31	WEST ST	1755	2333	578	Single Coat Seal	Reseal
259	WESTERN LAKE RD	22042	23180	1138	Single Coat Seal	Reseal
259	WESTERN LAKE RD	23180	24420	1240	Single Coat Seal	Reseal
259	WESTERN LAKE RD	30939	31118	179	Single Coat Seal	Reseal
265	WHITE ROCK RD	15520	17724	2204	Single Coat Seal	Reseal
265	WHITE ROCK RD	22830	23580	750	Two Coat Seal	1st Coat
265	WHITE ROCK RD	26665	28309	1644	Single Coat Seal	1st Coat
265	WHITE ROCK RD	28309	28889	580	Single Coat Seal	Reseal
265	WHITE ROCK RD	28889	29450	561	Single Coat Seal	Reseal
304	MOROA ROAD	8	816	808	Two Coat Seal	1st Coat
304	MOROA ROAD	816	882	66	Two Coat Seal	1st Coat
	PROPOSED A/C					
25	PAPAWAI RD	0	125	125	Single Coat Seal	Reseal
	PROPOSED CHIPSEAL					
	CAPE PALLISER RD	11463	12139	676	Two Coat Seal	Reseal
	CAPE PALLISER RD	12139	12425	286	Two Coat Seal	Reseal
	CAPE PALLISER RD	7890	8918	1028	Single Coat Seal	Reseal
	CAPE PALLISER RD	19448	19759	311	Racked in Seal	Reseal
	CAPE PALLISER RD	19759	19859	100	Racked in Seal	Reseal

- Sealed pavement rehabilitation sites for 2021/2022 on Western Lake Road had test pits carried out and material will be Lab tested to determine final design.
- Emergency response to climatic events occurred throughout the month.

7.2 Further activities of note

- Roading infrastructure input has been supplied to all subdivision resource consents.
- Heavy vehicle Over Weight Permits, Traffic management Plans and Corridor Access requests have been actioned and approved.
- Current audits are being carried out to identify kerb channel and footpath requirements so funding can be allocated.
- Audits are also being done on the Pedestrian Crossings to identify deficiencies in the current standards. The audits will include signage, road-marking and lighting.
- One Network Framework Assigned to Road Categories throughout the network

Back in 2013, Roding Excellence Group (REG) led development of the One Network Road Classification (ONRC). It categorised New Zealand's roads into six different classes, creating a nationally consistent functional hierarchy used everywhere today. The ONRC is a foundation tool for road activity management and benchmarking investment in asset management.

Providing a nationally consistent framework has been a giant leap forward. The benefits of the ONRC are numerous, and it is embedded in a number of national policies and systems. The national application of the ONRC has been world leading and has meant it can be used as the basis for a wide range of decision-making.

Following on from these initial benefits, the evolution of the ONRC into the One Network Framework (ONF) ensures it is fit for purpose in more complex urban environments, where there are a number of competing demands on limited road and street space, and a range of modes to be accommodated. This work also brings together and embeds the success of the Network Operating Framework (NOF), which have been utilised in urban areas.

By evolving ONRC to account for extended needs, the framework is strengthened into something that can be used *across* transport and land use disciplines, increasing its relevance.

The ONF provides a common language that can assist in linking strategies and policies together and support better, more holistic, decision-making. This common language also offers a mechanism to translate local movement and place frameworks into a national framework for more aligned investment conversations.

7.3 Introduction

The transport system is a complicated system with many competing demands and users. We need a smarter proactive approach to managing our transport network - one that reflects agreed strategic goals and one that helps resolve competing demands for the limited space that is available.

While there will always be a need to maintain quality roads and occasionally enhance capacity, there is increasingly the need to 'sweat the existing asset' (better use existing transport resources) and involve all types of network users to get the best from existing resources.

The network operating framework is an integrated process that helps us better manage and plan the use of the transport network and explicitly link transport to the adjacent land uses.

7.4 What it is

The network operating framework is simply an agreed process that enables collaborative discussions and that links strategic intent with operational and planning decisions. It does this using four workshop-based steps and a common language for the stakeholders to use. Towards the end of the process, there is a tool that allows performance deficiencies to be identified and interventions tested and compared.

It is also a holistic vision of transport that focuses on:

- moving people and goods, not vehicles, and seeing this by time of day
- seeing transport as supporting broader community goals
- balancing the competing demands for limited road space
- thinking 'network' rather than sites or routes.

7.5 What does it do and what does it deliver?

The framework is a collaborative process based on a common language. For the Network Operating Framework to work, partnerships are needed across all stakeholders and at all levels.

All road users will continue to have legitimate access to the entire transport network. However, by applying the framework, certain routes will be assigned priority to enable them to work better for designated modes at particular times of day. This attempts to provide an integrated approach to managing congestion, safety and competing demands for limited road space on these routes. It also supports future planning and development of transport and travel choices by establishing the future networks with modal priority attached that deliver strategic goals.

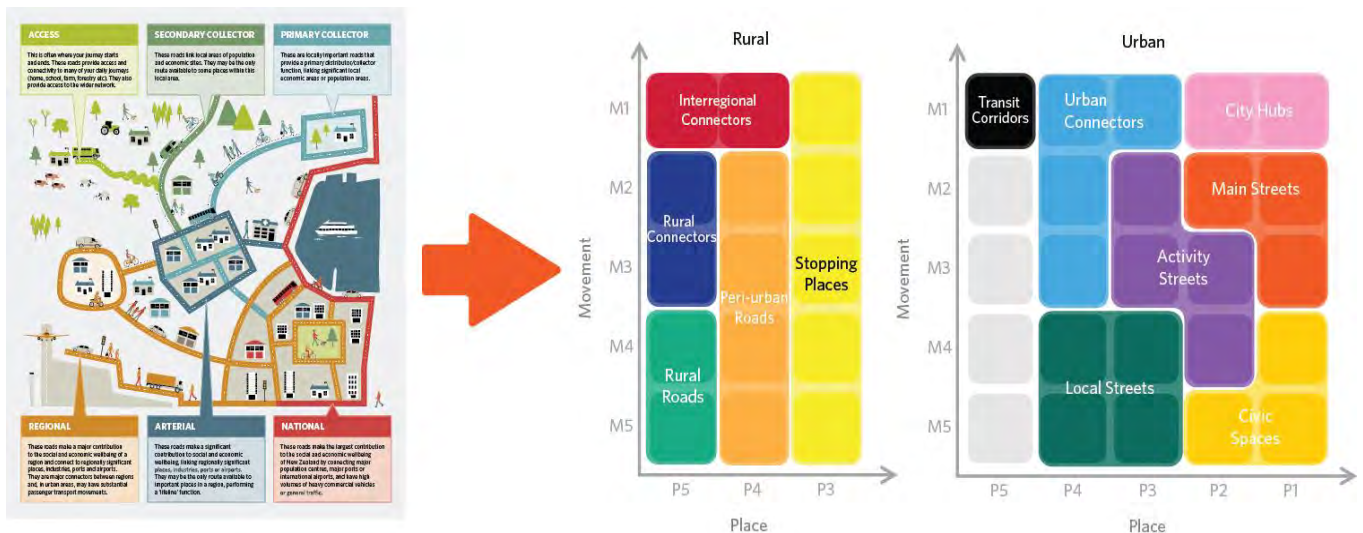
The process involves all relevant and major transport stakeholders agreeing on a collaborative view of strategic intent for a geographic area and how this is enabled and delivered by transport. This leads to a vision and language that embraces all modes across the entire network.

At all stages, stakeholders agree what is expected of transport, how and to whom priority is assigned and what the effects are of interventions on the network. The process is also an engagement and agreement framework, assisting clear and consistent informed decision making.

The framework has a tool that visually demonstrates overarching effect and any detailed trade-offs being made in order to deliver strategic goals that result from a given transport project or land use development. It informs decision making and helps establish agreements, partnerships and understanding of the network-wide effects of interventions as the basis for wider consultation and network or project development.

The framework has the potential to be a key planning and operational tool to inform decisions and to link those decisions to both strategic objectives and operational interventions. It also enables users to make informed travel decisions in relation to how they see the network developing and being operated.

The classification of roads and streets is being updated in CDC RAMM database by staff to reflect the roading network going forward.



7.6 Road to Zero – NZ’s road safety Strategy

Improving safety on New Zealand roads is a priority for Waka Kotahi. Road to Zero 2020-2030, New Zealand’s road safety strategy, tells us what New Zealand needs to do to make improvements in road safety. It sets us on a path to achieve Vision Zero, a New Zealand where no one is killed or seriously injured on our roads.



Road to Zero sets an initial target to reduce deaths and serious injuries on New Zealand’s roads, streets, cycleways and footpaths by 40 percent over the next 10 years. Reaching that target would mean reducing annual road deaths to 227 and serious injuries to 1,680 by 2030.

There are five key focus areas under Road to Zero:

1. Infrastructure improvements and speed management.
2. Vehicle safety.
3. Work-related road safety.
4. Road user choices.
5. System management.

Funding has been requested and to date the annual allocation has yet to be confirmed by Waka Kotahi

8. Amenities

8.1 Housing for Seniors

Two vacant units, one in Featherston and one in Greytown have been rented. Burling Flats new tenant arrives this weekend 14/08/2021 and Greytown Westhaven flats new tenant will be moved in by end August 2021.

Gardens in Burling Flats have been weeded and stones laid. Usual repairs, Oven repair, leaking taps, hedge trimming, curtain replacement.

Work has been completed at Cicely Martin Flat 12 with the shower relined, gib replaced and the bathroom painted.

8.2 Pain Farm and Cottage

Both properties have had a building wash, which caused a power outage to the Homestead, this was repaired the day it was reported. Grounds are well maintained.

8.3 SWDC Playgrounds

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

- Greytown playground is being refurbished with new paint
- Featherston playground general refresh is completed, new baby seat replaced due to existing being damaged.
- Still awaiting parts for replacement of netting for Greytown equipment, ordered replacement see-saw and spinning wheel due to age. Equipment ordered can take 3 months to arrive

8.4 Parks and Reserves

Activity has been ongoing in maintaining our parks and reserves:

- SWDC completing Section 17a Procurement, Request for proposal and Tender documents for the Parks and Services Contract. Tenders received and evaluating.
- Tree management plan for all SWDC parks and reserves discussions near completion. High winds have been causing tree damage through the district.
- Lake Ferry native planting is completed. Photos to come.
- Bench seats have been donated one each for Featherston and Greytown
- 4 single rubbish bins have been ordered to replace damaged green bins in Featherston and Greytown

8.5 Cemeteries

Cemetery Activity and Burials have been steady.

Purchases of burial plots/niches 01/05/2021 30/06/21

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

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

	Greytown	Featherston	Martinborough
Burial	5		4
Ashes in-ground	1		2
Ashes wall	1		
Services Area	1		
Disinterment			
Total	8		6

Two new concrete beams at Martinborough Cemetery are awaiting contractors to fill edges with topsoil and are then ready to start using. New planting in the Featherston Natural burial cemetery and new road has been installed in the Greytown cemetery extension. Fencing organised this week.



8.6 Swimming Pools:



Maintenance and retiling has begun at the Featherston Pool. Weather has held up the work a bit but they are chipping away at it as much as possible.

Martinborough Pool is next – and there will be renumbering of the lanes at Greytown Pool.

Three gas barbecue's have been purchased and will be placed in each pool for the coming season on a trial bases due to extended hours. If not being used will be moved into parks around the district.



8.7 Other Projects:

- Housing for Seniors – only a few extractor fans in bathrooms/kitchens have been installed to meet the healthy homes ventilation standard. Currently waiting for a date/cost from tradespeople who are extremely busy at present.
- Featherston Information Centre – new heat pump being installed on Thursday, 19 August 2021.
- SWDC office in Martinborough – continuing to work on improving the working spaces within the council building.
- Wash Rite Wairarapa have completed their list of low-pressure wash, gutter clean, flush downpipes of council owned properties: The Design Library, Hodder Farm Cottage, Pain Farm Homestead & Cottage, The Old Courthouse/Information Centre, Martinborough Men's Shed, SWDC Office,

Featherston Library. Burling Flats had their gutters cleaned, downpipes and concrete paths. Looking to paint Burling flats before April 2022.

- Health & Safety officer & Property Advisor attended a Worksafe NZ Conference 'Asbestos Management in Public Sector'

9. Waste Management

9.1 Martinborough Transfer Station:

- Upgrading of the entrance into Martinborough transfer station has been completed.
- Recycling glass bins have a new large concrete pad placed under them for health and safety cleaning up any broken glass.
- New road up to the clean fill has been completed and now you can drive right around
- Oil drums and covered shed has been ordered and await arrival, due now.



9.2 Greytown Transfer station:

- Green waste will be removed on a monthly cycle from September the 1st.

9.3 Featherston Transfer Station:

- Green waste mulched and removed June / July

Overall, the transfer stations are tidy.

9.4 Kerb side pick ups

Contamination levels remain high and we need to do some general education around what is not ok to put in recycling wheelie bins. Stickers are improving the overall contamination.

9.5 MRF Upgrade Ongoing in Masterton

One of our Major Projects over the last 12 months has been an upgrade to our MRF to assist in meeting the new requirements created by the China Sword policy, Revised Basel Convention and New NZ Government export requirements for Plastic.

This has seen an investment of over \$2 Million Dollars by Earthcare to improve the sorting capability to meet the new standards.

There were significant issues due to manufacturing and shipping delays and the difficulty in getting skilled engineers into New Zealand due to Covid. The upgrade doubles the equipment in the plant.

During March and April we completed the initial installation of the MRF Upgrade and initial commissioning.

New Equipment Includes:

- Pellenc Optical Sorter – Paper
- Pellenc Optical Sorter – Plastic
- New Perforator
- New Plastic Baler – higher density bales
- New Paper Baler – higher density bales
- New Automated Plant Control System
- Waste Conveyor System
- Aluminium refeed conveyor
- New Perforator
- 15 Conveyors

In May and June, we will be installing a small number of items where shipping was delayed and completing the commissioning of the plant.

We closed the MRF down for 14 Days during the install and are working through the backlog of material accumulated during this period.

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

We are looking forward to shipping out our first full truckload of PET (40% of the plastic stream) and receiving the quality results from Flight plastics in Wellington Later this month.

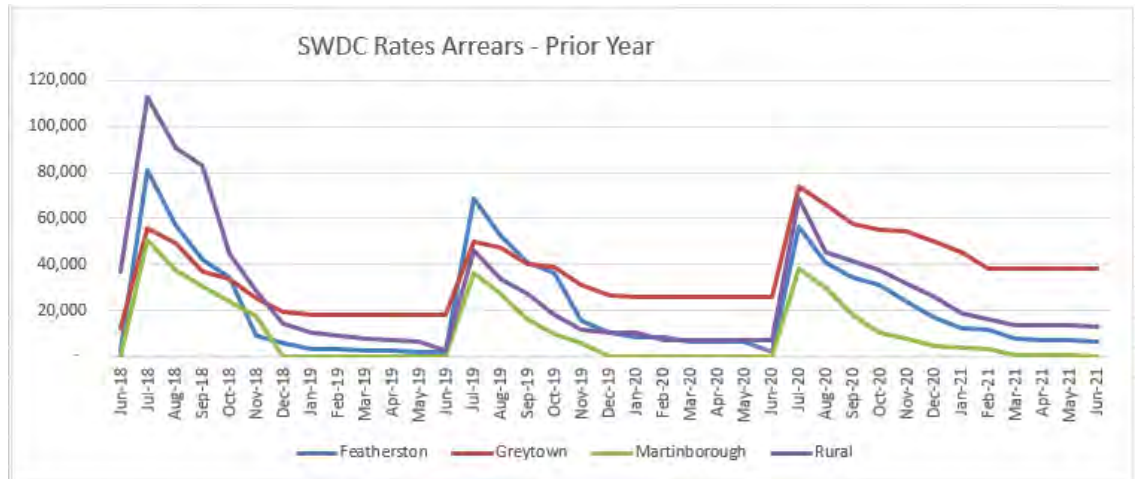


Contact Officer: Harry Wilson, Chief Executive Officer

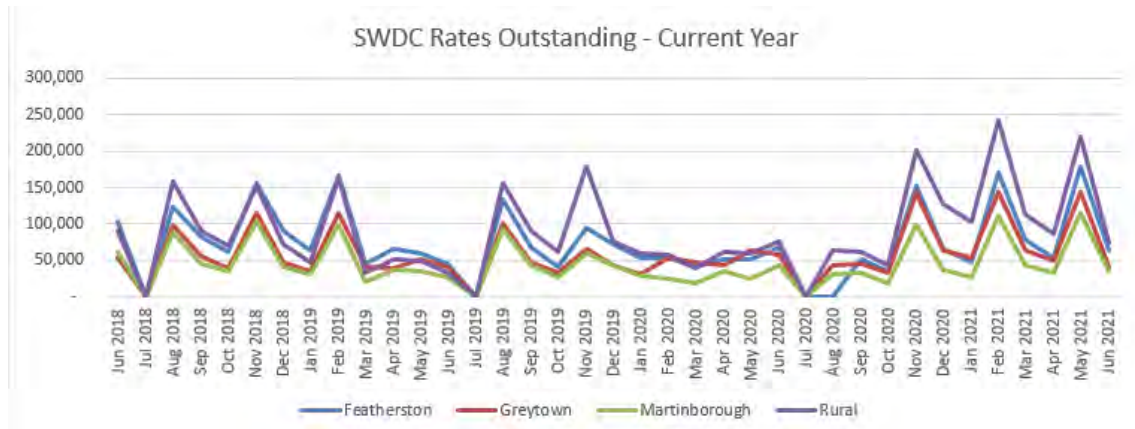
10. Rates Arrears

This report was presented to the Finance, Audit and Risk Committee on 11 August 2021.

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



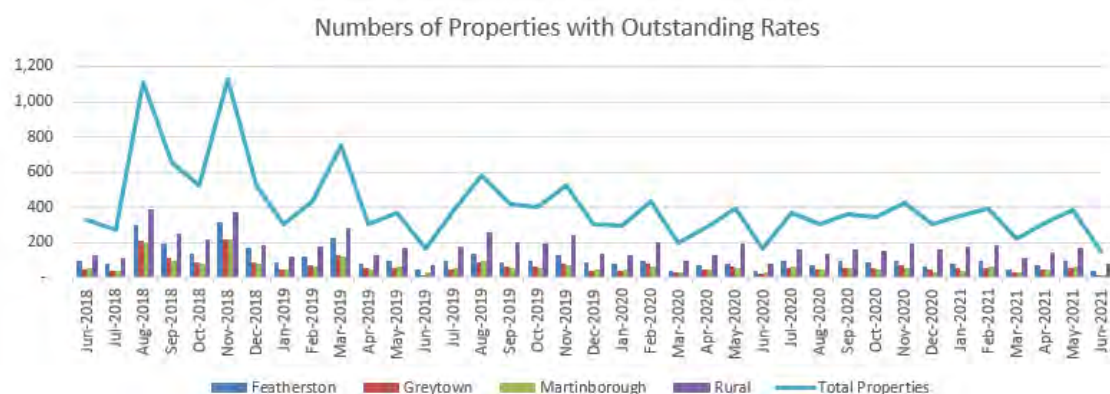
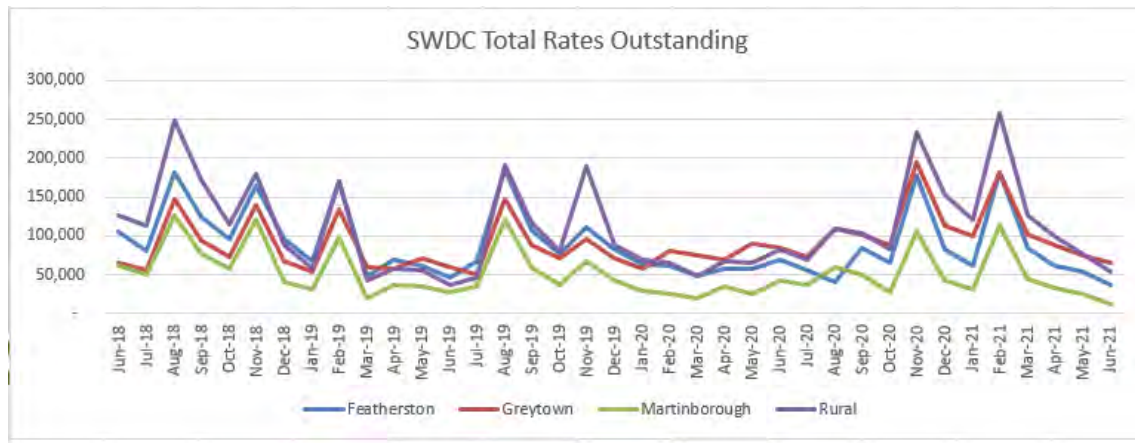
Prior years arrears have increased \$23k (65%) from the same time last year.



At the end of June 2021, the current years amount was \$214K, 7% higher than the same time last year.

Total rates outstanding have decreased by \$443k (67%) from the same month last year.

Outstanding rates were \$170k in June 2021 to \$280k June 2020.



The total number of properties with outstanding rates has decreased by 136 in June 2021 (152), a decrease in the number of properties in each sector (rural, Featherston, Greytown and Martinborough) although a slight increase \$1K in the total Greytown balance. We have received a \$17K payment towards the arrears for the Greytown property. This is currently on the market (by Tender) and it is expected this will be sold by the end of August with all overdue rates to be paid at settlement. There was also a rural property with \$5K rates arrears which sold 2/7/21 and payment has been received in full. These 2 properties were the oldest arrears on our books.

Contact Officer: Katrina Neems, Chief Financial Officer

11. Appendices

Appendix 1 – Water Project Dashboard

Appendix 1 – SWDC Water Project Dashboard

SWDC Assets and Services Committee		Programme	Water			
Meeting	1/09/2021	Period	Aug-21			
	Finance	Delivery	H&S	Stakeholders	Risk profile	Commentary
Overall Programme Status (RAG)		↑				A small number of important projects sit on the capex delivery programme for the 2021-22 financial year. Off the back of last years delivery performance, key focus areas have been identified for improved project delivery. Additional senior resources have recently been brought in for the delivery of Waiohine and Memorial Park upgrade projects, where the PMO will be looking to ensure they have the support to ensure they are setup for success.
Major Projects						
Featherston WWTP	\$500k*	Jul 20 - Jun 2025				
Develop and implement a suitable wastewater solution for Featherston						Progress slowed during LTP consultation with the project team undertaking additional work and addressing questions raised by council. Planning is underway to begin the next stage of community engagement on the shortlisted options. Concerns were raised at the recent workshop with councillors around the affordability and consentability of the shortlisted options. Wellington Water are undertaking a peer review of the short listed options on consentability to provide further assurance. Once this work is resolved, we will work with WWL on finalising a communication plan before going out to community engagement. The current and forecasted pre-construction phases remain within budget.
Upgrade/Renewal Projects						
Papawai Road WW Upgrade	\$2.2m	May 2021 - Nov 2021				
Capacity issue - upgrade pipe	↑	↑	↑			Contractor has moved to the treatment plant end of the pipeline upgrade, making good progress in the open trenching sections. Ground conditions have been favourable and positive feedback has been received on the sediment management control next to Tilsons creek. A successful minor change of alignment was organised by the consultant, and is expected to be extended for the remainder of the project due to challenges in unfavourable ground conditions on Pah and Papawai Roads. A review of the cost implications is currently underway.
Waiohine Water Treatment Plant (WTP)	\$1.3m	Dec 2020 - June 2022				
b) Treated water storage commissioning		↑			↓	Construction work for new bypass pipework has been completed, as well as electrical upgrades and run-to-waste testing. Commissioning work to begin shortly with the current programme forecast for commissioning complete Q2. Commissioning risks remain due to unknown condition of storage bladder.
c) Chlorine dosing safety improvements		↑				Costs have been finalised for the civil construction and electrical upgrades required to ensure compliant system. Work to be programmed around commissioning works.
d) pH dosing system upgrade		↑				Temporary dosing system currently in place. Permanent dosing system construction and commissioning to follow treated water storage commissioning.
Memorial Park WTP upgrades	\$850k	Nov 2020 - 2022				
Stage 2: Replace bore pump, new housing container, additional pipework and run to waste		↑			↓	Offsite fabrication of containerised treatment plant due for completion Q1. Outstanding project items and risks are requiring close-out prior to final contract award for works to install the containerised plant on site.
Stage 3: Chemical dosing, electrical equipment, UV and filter upgrades		↑		↑		The project team has been modified to include more senior resources in key roles to deliver the Memorial Park upgrades project. A review of the project delivery and risks is being undertaken prior to final contract award and start. Stakeholder discussions with SWDC have been had, to review the phasing of the Memorial Park upgrades project around public impacts on summer activities, likely to see construction work start in the new calendar year.

SWDC-led Projects						
Water Race User Survey	n/a	Dec-20				
Survey Water Race users and related stakeholders on use		↑				Wellington Water have received a copy of the survey results and have been asked by SWDC to review in the context of providing some strategic guidance back to SWDC. Wellington Water workshops are scheduled in August.
Longwood Water Race Consent	n/a	Dec-20				
Gain consent for continued use of water race				↑		The final draft consent conditions have been received by GWRC and are currently being reviewed within Wellington Water. Additional flow and water quality monitoring is likely within the new consent where Wellington Water will need to consider how these additional conditions will be met. The short consent is to align the Longwood with the Moroa water race consent expiry.
Status key: On track/achieving Some concern Off Track/Major concern						

MARTINBOROUGH COMMUNITY BOARD

7 OCTOBER 2021

AGENDA ITEM 8.5

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 29 September 2021

Contact Officer: Steph Frischknecht, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive Officer

Appendix 1 – Action Items to 29 September 2021

Number	Raised Date	Responsible Manager	Action or Task details	Status	Notes
584	9-Oct-17	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>25/9/20: 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>25/2/21: Contact not yet made with Simon Fuller.</p> <p>29/4/21: Still work in progress.</p>
176	19-Sep-19	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.</p> <p>(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>Review of the overhead cost allocation model to be done as part of the Long-Term Plan.</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>29/6/21: Report to be presented to FAR for discussion 11/08/21.</p> <p>09/8/21: Due to resourcing constraints report is to be presented to the next FAR meeting 27/10/21.</p>
293	5-Dec-19	H Wilson	To request officers investigate lessons learned for the Waiyinga Centre project.	Actioned	<p>02/7/20: This will an independent review planned to commence in July 2020.</p> <p>14/8/20: 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>29/4/21: Project to commence end April.</p> <p>21/5/21: Review underway</p> <p>29/6/21: Interviews with project team undertaken and report being drafted.</p> <p>8/7/21: MCB requested a copy of the final report be presented to its meeting.</p> <p>9/8/21: Final report expected to be ready for next A&S meeting 1-Sep.</p> <p>24/9/21: Report presented to MCB 7-Oct-21.</p>
294	5-Dec-19	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.	Actioned	<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.</p> <p>18/2/21: Statement of Performance provided to meeting 25/2/21.</p> <p>21/5/21: Awaiting direction from MCB.</p> <p>27/5/21: Members discussed information missing from the Pain Farm Statement provided. Ms Maynard undertook to email officers with content missing so officers can investigate whether it can be provided.</p>

Number	Raised Date	Responsible Manager	Action or Task details	Status	Notes
					29/6/21: Ms Maynard confirmed all requested information had been received so officers now awaiting direction from MCB. 17/08/21: Members agreed this action is now closed.
95	27-Feb-20	MCB	Investigate forming a Martinborough Tree Group with representatives from the community and the Martinborough Community Board.	Open	02/7/20: Mayor Beijen and Michael Honey have started the process of establishing a Martinborough Tree Group. 14/8/20: Four representatives identified but group not yet established. 24/9/20: Still in progress of forming group. 17/12/20: Mayor Beijen updated members progress has been made and invitations would be sent within the coming weeks. 29/4/21: Work in progress.
314	2-Jul-20	H Wilson	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.	Actioned	23/7/20: 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. 29/4/2021: Awaiting outcome of LTP to confirm funding of walking/cycling strategy. 29/6/21: As above. 30/9/21: Included in MCB recommendation reported to A&S 1-Sep-21.
429	13-Aug-20	MCB	Investigate entering into a funding partnership agreement with Martinborough Community Garden for the remainder of the triennium.	Parked	24/8/20: 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	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. 20/4/21: The water fountain invoices will be manually collated at the end of the financial year (30-Jun-21) 09/8/21: This will be done as part of year-end reconciliations, completed in time for annual reporting.
497	24-Sep-20	MCB	To continuing working with mana whenua on a Martinborough town sign entrance	Open	
606	5-Nov-20	H Wilson	Request an update from Greater Wellington Regional Council on progress made to remedy the Hinekura Road slump issue	Actioned	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. 29/4/21 - Monitoring not showing significant shifts - developing plan with GWRC. 21/5/21: No shift observed. Culvert installed to mitigate stormwater risk prewinter. Discussions with GWRC continue. 8/7/21: Update tabled at the MCB meeting 8-Jul-21. 9/8/21: Report expected to be presented to next A&S meeting 1-Sep-21. 24/9/21: Report presented to MCB 7-Oct-21.
613	5-Nov-20	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.

Number	Raised Date	Responsible Manager	Action or Task details	Status	Notes
					13/4/21: MSC Hau Ariki Marae representative to raise at next marae meeting. 29/6/21: MSC discussed this at their meeting of 8-Jun and are still awaiting discussion at an upcoming Hau Ariki Marae meeting. 3/8/21: Raised at Hau Ariki Marae meeting and there was a request for a member of the Considine Park User Group to present to the marae so they can gain a better understanding of the role. 29/9/21: As above.
727	17-Dec-20	MCB	Consider putting forth a list of road names for use in the Martinborough Ward	Open	
731	17-Dec-20	Cr Colenso	Investigate who originally designed the historical information sign at Bidwill's Cutting	Open	29/4/21: Still work in progress 08/7/21: Local graphic designer, Andy Shaw, expressed interest in designing the Bidwill's Cutting sign. Martinborough Automotive Ltd would fund the design drafting costs which would then be presented to the Board.
127	29-Apr-21	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	27/5/21: The Board is able to apply externally for funds. Cr Colenso updated members an application would be presented to the next MCB meeting for consideration.
190	27-May-21	E Stitt	MCB RESOLVED (MCB 2021/27): 1. To receive the Chairperson Report (Moved Fenwick/Seconded Honey) Carried 2. To 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. (Moved Fenwick/Seconded Ellims) Carried	Actioned	29/6/21: This needs to await the confirmation of budgets (which includes NZTA). Note that for 2 (e) we will be highlighting/considering this as part of the alcohol bylaw discussions going to Council on 28-Jul-21. 24/9/21: Recommended to A&S 1 Sep 21.
314	8-Jul-21	MCB	Write a letter of support to Martinborough Business Association for a Martinborough winter festival and request being kept informed of the event planning	Actioned	17/8/21: Letter sent
316	8-Jul-21	H Wilson	Invite those of Ruamāhanga Roads, a shared roading maintenance contract between South Wairarapa and Carterton District Councils, to present to the Board on the roading programme and processes for roading maintenance across the district	Open	29/6/21: Programme is not ready as budgets are still being developed by NZTA. 29/9/21: To present to future MCB meeting as not available 7-Oct-21.
317	8-Jul-21	MCB	Liaise with Council officers to investigate purchasing suitable BBQ options for coastal reserves	Actioned	26/7/21: The costs of a single gas operated BBQ for the public is \$10,000 + GST plus concrete pad. There are also ongoing cleaning and maintenance costs.
375	16-Aug-21		MCB RESOLVED (MCB 2021/42): 1. To receive the Chairperson Report. 2. To request that Council hold an urgent public meeting to discuss rates, to be held as soon as possible, for the Martinborough community. (Moved Fenwick/Seconded Ellims) Carried	Actioned	21/9/21: Recommended to Council 15-Sep-21
379	16-Aug-21		MCB RESOLVED (MCB 2021/46): 1. To receive the Street Flag Application Report. (Moved Fenwick/Seconded Cr Maynard) Carried 2. To approve the application from Martinborough Music Festival Trust for the installation of 13 street flags in Martinborough from 6 September to 27 September 2021 for the	Actioned	21/9/21: Applicants informed of outcome.

Number	Raised Date	Responsible Manager	Action or Task details	Status	Notes
			Martinborough Music Festival. (Moved Honey/Seconded Ellims) Carried 3. To decline the application from Martinborough Business Association for the installation of street flags in Martinborough for a three week period in gaps of time in between events. (Moved Honey/Seconded Fenwick) Carried 4. To approve the application from Toast Martinborough Limited for the installation of street flags in Martinborough from 1 November to 30 November for Toast Martinborough. (Moved Cr Maynard/Seconded Ellims) Carried		
381	16-Aug-21	H Wilson	MCB RESOLVED (MCB 2021/48) to recommend the Assets and Services Committee request officers investigate creating the built out shoulders on the pedestrian crossings at Cambridge Road and Oxford Street, to mirror the crossings on Jellicoe and Kitchener Street. (Moved M Maynard/Seconded Ellims) Carried	Actioned	21/9/21: Recommended to A&S 1-Sep-21
382	16-Aug-21	H Wilson	MCB RESOLVED (MCB 2021/49) to request Council officers investigate whether they should have to pay for the Innovating Streets Project Management which didn't capture the first round of internal and external champions and has resulted in the initiative having insufficient support and falling over. (Moved M Maynard/Seconded Fenwick) Carried	Actioned	29/9/21: The project was stopped due to unsafe working conditions created by abusive behaviour by individuals acting inappropriately this was not a project management issue.
383	16-Aug-21	H Wilson	MCB RESOLVED (MCB 2021/50) to forward correspondence from Stuart Campbell on outcomes wanted from the Innovating Streets public meeting held on 9 August 2021 to Council. (Moved M Maynard/Seconded Ellims) Carried	Actioned	21/9/21: Reported to Council 15-Sep-21
384	16-Aug-21	K Neems	MCB RESOLVED (MCB 2021/51) to approve funds of \$94 + GST to be paid to OneSource, for the outstanding amount due on our Matariki flags, to be funded from the beautification fund. (Moved M Maynard/Seconded Fenwick) Carried	Actioned	29/9/21: Commitment added to I&E.
386	16-Aug-21	K Neems	MCB RESOLVED (MCB 2021/53): 1. To receive the Financial Assistance Report. (Moved Cr Maynard/Seconded Fenwick) Carried 2. To approve granting Martinborough Music Festival Trust funds of \$500 for the 2021 Martinborough Music Festival, to be funded from the grants fund. (Moved Ellims/Seconded M Maynard) Carried 3. To approve granting Martinborough Business Association funds of \$750 for Christmas garland decorations in Martinborough, to be funded from beautification fund. (Moved Honey/Seconded Fenwick) Carried 4. To approve granting Kahutara Hall Society funds of \$850 for a high tea and evening ball in celebration of Kahutara Hall's 100th year, to be funded from the grants fund. (Moved Ellims/Seconded Cr Maynard) Carried 5. To approve granting Martinborough Youth Trust funds of \$500 for a 2021 community fireworks event, to be funded from the grants fund. (Moved Honey/Seconded Fenwick) Carried 6. To note an ineligible grant application was received from Kid Need Dadz Wellington requesting \$500 for a Father's Day Bowling event that was subsequently withdrawn. 7. To note that officers will update the Community Board grant form to reflect the new Grants Policy. (Moved Ellims/Seconded Fenwick) Carried	Actioned	29/9/21: Applicants notified of outcome, commitments added to I&E and new grant form published.
388	16-Aug-21	H Wilson	Request a report from officers to understand the legal obligations and uses of Considine Park so the Board can make a recommendation to the Assets and Services Committee on the proposed pump track	Actioned	29/9/21: Report presented to 7-Oct-21 MCB meeting.
389	16-Aug-21	MCB (N Fenwick)	Undertake a stock take of flags available for the Martinborough FlagTrax system to ensure an understanding of the calendar of events and priorities going forward	Open	

MARTINBOROUGH COMMUNITY BOARD

7 OCTOBER 2021

AGENDA ITEM 8.6

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 draft Income and Expenditure Statement for the period ending 31 August 2021.*

1. Executive Summary

The draft Income and Expenditure Statement for the period ending 31 August 2021 is attached in Appendix 1.

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 – Draft Income and Expenditure Statement for period ending 31 August 2021

Prepared By: Tania Fine, Committee Advisor

Reviewed By: Charly Clarke, Finance Manager

Appendix 1 – Draft Income and Expenditure Statement for period ending 31 August 2021

Martinborough Community Board
Income & Expenditure for the Period Ended 31 August 2021

Personnel & Operating Costs

Budget

Members' salaries	17,965.88
Mileage reimbursements	500.00
Operating expenses	6,944.00
Total Personnel & Operating Costs Budget 2021 - 2022	25,409.88

Expenses

Personnel Costs

Members' Salaries	4,876.71
Communications reimbursements	-
Total Personnel Costs to 31 August 2021	4,876.71

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
13/05/2021 Sign Board community drop-in sessions	325.00	325.00
30/06/2021 Honorarium payment to student rep (\$50 per meeting)	50.00	50.00

Total Operating Expenses to 31 August 2021	4,306.18
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Committed funds

Resolution date	Original commitment	Spent to date	Remaining commitment
Members' Salaries	17,965.88	4,876.71	13,089.17
Communications reimbursements	500.00	-	500.00
Honorarium payment to student rep (\$50 per meeting)	200.00	50.00	150.00
17/12/2020 MBO Community Board	500.00	325.00	175.00
25/02/2021 Two Community Board Members to attend 2021 CB Conference	4,310.00	3,714.50	595.50
Total Commitments			14,509.67

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 2021 - 2022	4,343.00

LESS: Grants paid out

16/08/2021	Martinborough Music Festival		500.00
16/08/2021	Kahutara Hall Society	High Tea & Evening Ball celebrating 100 years	850.00
16/08/2021	Martinborough Youth Fund	Communit Fireworks Event	500.00

Total Grants paid out to 31 August 2021	1,850.00
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LESS: Committed Funds

Resolution date	Original commitment	Spent to date	Remaining commitment
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			3,150.00

PLUS: Balance Carried forward from previous year*

3,176.23

* excludes Swimming Pool funds

TOTAL GRANTS FUNDS AVAILABLE

2,519.23

Martinborough Community Board

Beautification Fund for the Period Ended 31 August 2021

Income

Annual Plan 2021 - 2022 allocation

10,710.00

Total Income 2021 - 2022

10,710.00

Beautification grants - operating

29/04/2021 ANZAC Flags

1,137.50

27/05/2021 9 Matariki Flags

474.00

Total Beautification grants - operating to 31 August 2021

1,611.50

Beautification grants - capital

15/07/2020 Souness Developments FlagTrax

2,350.00

Total Beautification grants - capital to 31 August 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

27/05/2021 9 Matariki Flags

684.00

684.00

-

16/08/2021 Matariki Flags

One Source

94.00

94.00

-

16/08/2021 Martinborough Business Assn

Christmas Garland decorations in MBO

750.00

750.00

Total Commitments

14,341.65

PLUS: Balance Carried forward from previous year

9,665.27

TOTAL BEAUTIFICATION FUNDS AVAILABLE

2,072.12

* 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 in the year end process.

Martinborough Community Board
Swimming Pools Fund for the Period Ended 31 August 2021

Income

Funds from Martinborough Swimming Club	17,678.80
	17,678.80

Expenditure

Total Expenditure	-
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Net Surplus/(Deficit) Year to Date	17,678.80
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LESS: Committed Funds

Resolution date	Original commitment	Spent to date	Remaining commitment
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Total Commitments	-
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TOTAL FUNDS AVAILABLE	17,678.80
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17 August 2021

Allan Hogg and Dudley-Anne Hill
Martinborough Business Association
Email: info@martinboroughnz.com

Dear Mr Hogg and Mrs Hill

MARTINBOROUGH WINTERFEST

Thank you for presenting to us at our Martinborough Community Board meeting on Thursday 8 July 2021 on your proposal for a winter event to be held in Martinborough throughout the month of August starting from 2022.

The Martinborough Community Board certainly appreciates you taking the initiative to bring a community event to Martinborough that would support our businesses and community. Winter can be a challenging time of year and it will be wonderful for our community to have an event that brings us together and showcases winter in Martinborough.

We give our full support to the proposed Martinborough Winterfest, acknowledging the benefits it would bring to our local community.

Thank you again for raising these matters with us and we would appreciate being kept informed about the event as the planning progresses.

Yours sincerely



Mel Maynard
Martinborough Community Board Chair
Mel.Maynard@swdc.govt.nz