



Martinborough Community Board

Minutes 15 July 2013

- Present:** Pam Colenso (Chair), Jo Guscott, Adi McMaster, Heather Gibbs and Cr Max Stevens.
- In Attendance:** Mayor Adrienne Staples, Paul Crimp (Chief Executive Officer) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the South Wairarapa District Council Chambers, 19 Kitchener Street, Martinborough on Monday 15 July 2013 between 6:30 and 8:25pm.

PUBLIC BUSINESS

1. APOLOGIES

MCB RESOLVED (MCB 2013/31) to receive apologies from Cr Julie Riddell.
(*Moved Gibbs/Seconded Guscott*)

Carried

2. CONFLICTS OF INTEREST

No conflicts of interest were declared.

3. PUBLIC PARTICIPATION

3.1 Richard Airey and Mate Higgison, representing the Martinborough Colonial Museum, presented their documentation of collection and preparation of mission statement proposal to the Community Board and requested financial assistance in order to be able to complete this work.

4. COMMUNITY BOARD MINUTES/EXPENDITURE

4.1 Martinborough Community Board Minutes – 10 June 2013
MCB RESOLVED (MCB 2013/32) that the minutes of the Martinborough Community Board meeting held on 10 June 2013 be confirmed as a true and correct record.

(*Moved Colenso/Seconded McMaster*)

Carried

4.2 Matters arising

There were no matters arising.

4.3 Action items from previous meeting

The Community Board reviewed the action items and updates were provided. Speed monitoring of Huangarua Road was requested.

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- 4.4 Income and Expenditure Statement
MCB RESOLVED (MCB 2013/33) to receive the Income and Expenditure Statement to 31 May 2013.
(Moved Gibbs/Seconded McMaster) Carried

5. OPERATIONAL REPORTS – COUNCIL OFFICERS

- 5.1 Officers' Report to Community Boards
The Community Board reviewed the report and discussed ewaste and transfer station maintenance. Mr Crimp undertook to ensure that City Care were aware that the Town Centre Committee preferred that spraying around the kerbs and edges of Martinborough Square wasn't carried out.
MCB RESOLVED (MCB 2013/34) to receive the Officer's Report.
(Moved Colenso/Seconded Guscott) Carried

- 5.2 Customer Requests
MCB RESOLVED (MCB 2013/35) to receive the information.
(Moved Colenso/Seconded Guscott) Carried

- 5.3 Considine Park Gate
Mrs Guscott made an offer to donate rough sawn milled wood for building the Considine Park gate.
MCB RESOLVED (MCB 2013/36):
1. To receive the Officer's Report.
(Moved Gibbs/Seconded Guscott) Carried
 2. That double hung wooden gates of a simple and plain design, in keeping and the same height as the fence be built, and hung, at Considine Park.
 3. That the gates have weight supports installed.
 4. That posts to latch and catch open gates be installed.
(Moved Guscott/Seconded McMaster) Carried

- 5.4 Referral of Submissions from 13/14 Annual Planning Process
Mayor Staples advised that in order to keep the rates increase down there was no ability to increase the amount set aside for annual plan grants funding and some of the more town focused requests were forwarded to community boards for consideration.
MCB RESOLVED (MCB 2013/37):
1. To receive the information.
(Moved Gibbs/Seconded McMaster) Carried
 2. To grant The Wairarapa Arts Festival Trust \$500.
(Moved Guscott/Seconded Gibbs) Carried

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3. To grant the Martinborough Colonial Museum \$3,000 towards the documentation of collection project.

(Moved Colenso/Seconded Gibbs)

Carried

4. Action 420: Write to Gerry Morris and the Rate Payers Association advising that the Community Board were interested in supporting a project to enhance the Zulieka shipwreck site with signposts and/or an interpretation panel and request a quote be provided to the MCB; P Crimp

6. **REPORT ON FOOTPATH FORWARD WORKS PROGRAMME 2010-2013.**

The Community Board reviewed the report and requested clarification and additional information.

MCB RESOLVED (MCB 2013/38):

1. To receive the information.

(Moved Cr Stevens/Seconded McMaster)

Carried

2. Action 421: Update the footpath forward works programme with notes to explain progress. Provide a schedule of footpaths maintained over the period of the Footpath Strategy (provide by email); M Allingham

7. **COMMUNITY BOARD – COUNCILLORS REPORTS**

7.1 Town Centre Committee

The Community Board discussed how contractors for work were chosen.

7.2 Considine Park Committee

Members agreed that trees should be planted along the new fence this season and could be purchased (as per the Development Plan).

MCB NOTED:

1. Action 422: Request a quote from Graham Peek for removing the trees at the edge of Centennial Park that run from the dressage arena down to the Martinborough Swimming Pool; M Allingham

7.3 Martinborough Town Hall Working Group

MCB RESOLVED (MCB 2013/39) to receive the minutes of the Martinborough Town Hall Working Group.

(Moved Cr Stevens/Seconded McMaster)

Carried

7.4 Other Reports

Mrs Gibbs noted that people knew the Waihenga Bridge as the Ruamahanga Bridge and use of it's official name caused confusion. It was noted that the Council after hours service provided good information.

Cr Stevens advised that the Pain Farm open day was well received with several groups touring the estate.

Mrs McMaster tabled correspondence from the Boynes regarding Tora picnic tables. Mrs McMaster requested support to attend the small town conference

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in September 2013.

Mayor Staples advised of a time for submitting nominations for community service awards.

Mrs Colenso advised that the squash club had requested 'blue arrow' signage from town to the club. As previously agreed the Community Board would meet the cost of generic signage.

MCB RESOLVED (MCB 2013/40) to pay travel and conference expenses for Mrs McMaster to attend the small town conference in September 2013.

(Moved Colenso/Seconded Guscott) Carried

MCB RESOLVED (MCB 2013/41) to receive Cr Riddell's tabled report.

(Moved Cr Stevens/Seconded Guscott) Carried

MCB NOTED:

1. Action 423: Put liquor control for Martinborough Square on the first MCB agenda for 2014; P Crimp
2. Action 424: Provide information on alternative routes at road closure notice sites; M Allingham
3. Action 425: Provide the Community Board with sign placement options, using the blue arrows, to the squash club and the Martinborough Cemetery; M Allingham

8. DEFIBRILLATOR LOCATIONS

The complete list of public defibrillator locations includes Pain and Kershaw, the Martinborough Golf Club, Ngawi and Lake Ferry Fire Stations and Pirinoa Hall. Private defibrillators or specialised units are located at the Martinborough Fire Station, St Johns Ambulance centre and the Martinborough Medical Centre.

MCB NOTED:

1. Action 426: Laminate a list of defibrillator locations and seek permission to place in Pain and Kershaw and the Martinborough Library; P Crimp
2. Action 427: Advise the public where defibrillators are located via the Martinborough Star; Jo Guscott

9. FLAGS/BANNERS FOR MARTINBOROUGH

The Community Board agreed to investigate the cost of purchasing flags for Martinborough.

MCB NOTED:

1. Action 428: Obtain quotes for the purchase of flags for Martinborough; P Colenso

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10. CORRESPONDENCE

10.1 Inwards

From Kuranui College to Martinborough Community Board dated 11 June 2013

From Jenny Moloney to Martinborough Community Board dated 3 July 2013 (tabled).

MCB RESOLVED (MCB 2013/42):

- 1. To receive the inwards including the tabled correspondence.
(Moved Gibbs/Seconded McMaster) Carried
- 2. Action 429: Request permission from GWRC for a member of the public to paint the bus shelter in Oxford Street and request antigraffiti paint from them for this purpose; M Allingham
- 3. Action 430: Advise Jenny Moloney of the outcome and process for getting the Oxford Street bus shelter painted; P Colenso

11. FINANCIAL ASSISTANCE

11.1 Maths Wairarapa

MCB RESOLVED (MCB 2013/43) to grant Maths Wairarapa \$200 towards the cost of running the Maths Wairarapa competition.

(Moved Cr Stevens/Seconded Guscott) Carried

Confirmed as a true and correct record

.....Chairperson

.....Date

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Martinborough Community Board
Action Items
From 15 July 2013

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
640	MCB	19-Nov-12	Action	Mark	Prune trees along Puruatanga and Huangarua Roads	Open	Email to Pam 29/4 - awaiting report from Treescape, contractors to Powerco. Providing report with cost options for Council. Once report to hand will discuss with City care and present options to Community Board. 6/6 Send report to community board, Officer looking into options. 5/7 Waiting on Information from Contractor, prices to be advised. 15/8 in progress
19	MCB	28-Jan-13	Action	Mark	Before the Pony Club lease is signed, undertake a walk over Considine Park with the Pony Club to ensure facilities are at an appropriate standard and then benchmark this standard for future inspections (Organise a meeting to include Heather Gibbs, Council and the Pony Club to discuss the above).	Open	Max – remind no grazing at the park. Putting equipment away after use each time, keeping arena weed free, keeping shed maintained should be put in terms of lease. Expecting to do the walk-through before end of April. 6/6 Walk through still to be done. 28/6 Ongoing. 5/7 Ongoing
353	MCB	10-Jun-13	Action	Mark	Officers to investigate the possibility of reducing the speed on Huangarua Road where it meets Puruatanga Road (where Ata Rangi Vineyard is situated);	Open	5/7 Speed will be reviewed in the Roads Asset Mangement plan in 2016. Reopened 15/7 - MCB have requested speed monitoring be undertaken 15/8 - currently in progress
356	MCB	10-Jun-13	Action	Pam Colenso	On behalf of the Martinborough Community Board write to David Kershaw and congratulate him on the community award received	Open	
412	MCB	15-Jul-13	Resolution	Mark	Considine Park Gate Mrs Guscott made an offer to donate rough sawn milled wood for building the Considine Park gate. MCB RESOLVED (MCB 2013/36): 1. To receive the Officer's Report. (Moved Gibbs/Seconded Guscott) Carried	Open	15/8 - currently in progress

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
					2. That double hung wooden gates be of a simple and plain design in keeping and the same height as the fence be built and hung at Considine Park. 3. That the gates have a weight support for the 4. That posts to latch and catch open gates be installed. (Moved Guscott/Seconded McMaster) Carried		
416	MCB	15-Jul-13	Resolution	Kyra	MCB RESOLVED (MCB 2013/40) to pay travel and conference expenses for Mrs McMaster to attend the small town conference in September 2013. (Moved Colenso/Seconded Guscott) Carried	Actioned	In hand
419	MCB	15-Jul-13	Resolution	Kyra	Maths Wairarapa MCB RESOLVED (MCB 2013/43) to grant Maths Wairarapa \$200 towards the costs of running the Maths Wairarapa competition. (Moved Cr Stevens/Seconded Guscott) Carried	Actioned	In hand
420	MCB	15-Jul-13	Action	Paul	Write to Gerry Morris and the Rate Payers Association advising that the Community Board were interested in supporting a project to enhance the Zulieka shipwreck site with signposts and/or a interpretation panel and request a quote; P Crimp	Actioned	suggest something like cross creek signs.
421	MCB	15-Jul-13	Action	Mark	Update the footpath forward works programme with notes to explain progress. Provide a schedule of footpaths maintained over the period of the Footpath Strategy (provide by email);	Open	Report is currently being developed
422	MCB	15-Jul-13	Action	Mark	Request a quote from Graham Peek for removing the trees at the edge of Centennial Park that run from the dressage arena down to the Martinborough Swimming Pool	Open	5/8 CEM # 1954567
423	MCB	15-Jul-13	Action	Paul	Put liquor control for Martinborough Square on the first MCB agenda for 2014	Actioned	
424	MCB	15-Jul-13	Action	Mark	Provide information on alternative routes at	Open	Meeting to be arranged with CDEM to

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
					road closure notice sites		develop notice
425	MCB	15-Jul-13	Action	Mark	Provide the Community Board with sign placement options, using the blue arrows, to the squash club and the cemetery	Open	In progress
426	MCB	15-Jul-13	Action	Paul	Laminate a list of defibrillator locations and seek permission to place in Pain and Kershaw and the Martinborough Library	Open	In progress
427	MCB	15-Jul-13	Action	Jo Guscott	Advise the public where defibrillators are located via the Martinborough Star	Actioned	
428	MCB	15-Jul-13	Action	Pam Colenso	Obtain quotes for the purchase of flags for Martinborough	Open	
429	MCB	15-Jul-13	Action	Mark	Pass on the request for painting the bus shelter to GWRC and ask GWRC to provide antigraffiti paint	Actioned	
430	MCB	15-Jul-13	Action	Pam Colenso	Advise Jenny Moloney of the outcome and process for getting the Oxford Street bus shelter painted.	Open	

<i>Martinborough Community Board</i>	
<i>Income & Expenditure to 30 June 2013</i>	
<u>INCOME</u>	
Balance 1 July 2012	38,078.79
Annual Plan 2011/13	19,020.00
Flag Money - Sold by The Mayor	52.17
TOTAL INCOME	57,150.96
<u>EXPENDITURE</u>	
Members' Salaries	8,199.84
Total Personnel Costs	8,199.84
AP RF111 Ngawi Plantings & Irrigation	1,500.00
AP Mr A R Matthews RF323 Materials for Picnic table	1,564.00
AP Local Governmen 2012/13 Annual Community Board Levy	166.68
AP Fairfax Media Barrell race	51.20
AP Ms P J Broom Reimb Fireworks & Portaroo costs	642.26
corr coding Fairfax media road closures corr	-
AP A McMaster-Full reg & bbq	682.61
Community Board Conference	124.34
Community Board Conference	16.52
Community Board Conference	16.52
Community Board Conference	124.34
Community Board Conference	124.51
AP Tree Top Flower Wreaths for ANZAC Day	100.00
Community Board Travel Exps	188.85
Community Board Travel Exps	121.36
Total General Expenses	5,423.19
Transfer funds to MBA Town Hall donation to MBA Town Hall	1,000.00
AP Martinborough B 1/2 share traffic mgmnt plan	182.50
AP NZ Council of V Grant from Mbo Community Brd	500.00
AP Martinborough B Grant Mbo Olive Harvest 2013	1,150.00
Total Grants	2,832.50
TOTAL EXPENDITURE	16,455.53
ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	40,695.43
<u>LESS: COMMITMENTS</u>	
Salaries to 30 June 2013	-
Funds for walkway	5,000.00
Tora Picnic table and concrete	766.00
Total Commitments	5,766.00
BALANCE TO CARRY FORWARD	34,929.43

MARTINBOROUGH COMMUNITY BOARD

26 AUGUST 2013

AGENDA ITEM 5.1

OFFICERS' REPORT

Purpose of Report

To update the Community Board and Maori Standing Committee on Council activities.

Recommendations

Officers recommend that the Community Board/Committee:

1. *Receives the information.*

CHIEF EXECUTIVE

1. Executive Summary

The period since the last report has been one of trying to change my focus from "in" the business to "on" the business – while still maintaining the operational focus when needed.

1.1 Staffing

There have been a number of staffing matters that have been advanced. As advised earlier, Ian Richards departed on the 19th July after 20 years and 4 weeks service. An interesting and light hearted farewell was held for Ian.

With Ian departing there has been some shuffling of responsibilities and reporting lines.

Vanessa Tipoki has also departed, but will be assisting with the interviews for her replacement, and a couple of other matters. We had an excellent response for the group manager planning and environment role with about 14 applications, of which 7 or 8 would have been able to fill the role. Ultimately we will interview three.

Helen McNaught has taken over most of the district librarian functions, and some of the parks and reserves functions. We have one vacancy to fill, which will be an amenities officer to assist Helen.

Emma Davison has taken over the vacant asset management role. Emma has, among others, good GIS skills and this will provide excellent platform for increasing our analysis of our asset base.

The final recruitment is a pest control officer called Bert. After some lobbying by staff we have apparently adopted a cat.

1.2 Insurance

Discussions regarding insurance have been concluded and adequate cover has been obtained. Premiums are at a similar level to last year.

The Local Authority Protection Program (LAPP) has been under some pressure. Twenty-two local authorities have given notice that they intend to leave the scheme. Not all those that have given notice will ultimately leave the scheme, scheme effectiveness and on-going concern is an issue that will be monitored.

We have had advice from the LAPP; administrators have advised the scheme is still viable.

The three Wairarapa TLA's combined coverage a couple of years ago which generated significant savings, however due to the Canterbury events savings have been subsumed by the significant increase in overall premiums.

1.3 Local Government Commission

As members are aware, the Local Government Commission discussed the reorganisation process on the 9th July.

There is currently somewhat of a respite in activity, I am sure this is a temporary lull.

1.4 Memorandum of Understandings (MOU)

MOU are currently being finalised with the Martinborough Colonial Museum. The Museum has a more formal structure and wish to formalise our relationship, on the same basis as it currently stands.

Jazz in Martinborough are also looking for an MOU, they have surplus funds and wish to purchase some equipment for the Town Hall. This is in early stages of discussion; however there are no real barriers to completing a MOU.

1.5 Flooding

The recent flooding event tested our systems once again and generally things went smoothly. We received compliments on our use of Facebook, the website and our afterhours call centre service.

Afterhours, our call centre will be able to provide the public advice on road closures. The call centre is updated by our contractors as soon as a change in road conditions occurs. In this way we have up to the minute advice available to the public.

This system means we do not have to have someone updating the website / Facebook in the middle of the night. The website / Facebook pages refer users to the phone service after hours.

While the operation went reasonably well we will be having an internal debrief to discuss our response and other relevant matters.

1.6 Annual Plan / LTP actions

All annual plan submitters have been contacted, either by email or letter, with the decision relating to their submission.

1.7 Remuneration Authority

The Remuneration Authority has changed, commencing after the election, the way member's remuneration is managed.

There are no longer pools as such; the Authority sets standard rates for mayors, councillors and community board members.

There is a small "pool" capped at 1.5 times a councillor's remuneration, that can be spread across any role that has "additional duties".

For example, the Authority has set SWDC councillors remuneration at \$14,800, so the total "pool" of funds available for roles with additional duties is \$22,200.

In addition, community board chairs are remunerated at twice the remuneration of a member, and councillors "additional remuneration" is capped at 40% above the standard councillor's remuneration.

Local authorities had to apply to the Authority, by 19 July 2013, for any roles that would attract "additional remuneration" and provide a justification for the additional amounts.

1.8 Rate Demands

NCS is designed to issue one rate demand per property. We have completed this upgrade and this change will be effective for the first instalment.

While this will mean there will be quite a number of additional rate demands issued (ACS was able to collate more than one property onto one rate demand) it is always preferable to use software systems the way they were designed.

All NCS users use this methodology.

1.9 Water Meter Readings

The final 2012/13 water meter readings were carried out over the last couple of weeks.

For the first time we have utilised electronic devices to capture this data and while there were a few teething problems data entry directly into an electronic device will be the preferred option.

1.10 Elections

SWDC Electoral Officer, Warwick Lampp from Electionz.com, has prepared all our election material and this was available for the start of enrolments.

Electionz run the complete election process, apart from receiving some nominations, including counting and publishing the vote count.

1.11 Greater Wellington Regional Council consultation –Whaitua Committee

This Committee is being set up to address the requirements on regional councils to set fresh water standards.

The freshwater standards will set objectives, limits, and timeframes for addressing nitrogen, phosphorus, sedimentation and e.coli levels in freshwater systems.

The Ruamahanga catchment will be the first catchment to undergo this process.

The purpose of the Ruamahanga Whaitua Committee is to facilitate community and stakeholder engagement in the development of the Whaitua Implementation Programme (WIP). A WIP is a non-statutory report to Council which will contain recommendations for specific plan provisions and work programmes for the integrated management of land and water resources within the whaitua boundary. The WIP may contain both regulatory and non-regulatory proposals.

The Ruamahanga Whaitua Committee will operate in partnership with tangata whenua and develop recommendations guided by the five principles created as part of the Regional Plan review process.

In due course there will need to be one SWDC councillor representative on this committee.

1.12 Pensioner Housing

A report was requested analysing whether there was a need for a financial reserve fund to be set up to cover capital improvements to pensioner houses and their surrounds.

I have requested a review of the current state of the pensioner housing stock (including parking and footpaths etc.) and will feed this into the report.

The reserve will need to be funded from rents as pensioner housing is self-funding.

2. Discussion

2.1 Rate Arrears

Efforts continue on rate arrears. The table below outlines the situation as at 17 June 2013, and excludes multi ownership Maori land.

Date	Amount \$'000	Number	Days since instalment due	SWDC component \$'000 (81%)
30 June 2011	\$851	631	31	\$689
1 August 2011	\$780	463	64	\$632
28 November 2011	\$969	760	7	\$785
1 March 2012	\$925	690	7	\$740
16 March 2012	\$830	602	23	\$672
23 March 2012	\$790	555	30	\$640
1 June 2012	\$855	722	10	\$692
19 June 2012	\$730	632	31	\$591
10 September 2012	\$947		21	\$767
15 February 2013	\$820	565	57	\$664
17 June 2013	\$913	740	27	\$739

These levels are disappointingly high. Follow up letters have been sent.

An additional "annual" penalty is applied to all outstanding amounts as at 30 June – this is applied in the first couple of weeks of July.

Following the application of this penalty we will be writing to those who have an interest in any of the properties (e.g. mortgagors) demanding payment.

As has been requested by Council, a more aggressive approach will be taken on arrears.

2.2 LGOIMA Requests

Request From	Request Detail
Robyn Ramsden (transferral from GWRC)	Seeking detail of fluoride levels in drinking water.
George McCarron	Seeking the numbers of infrastructure contributions that have been levied upon issue of building consents since 26 August 2006. Required for court case. Lower Hutt address, not evident to us the nature of court case and as yet unclear as to how much work required to source data.
Vanessa Forest TV 3 Campbell Live	Inquiring about funding of churches – donations, grants and contributions to churches including donations for building and renovations.
David Farrar, KiwiBlog	Seeking a wide range of rating information. The same request has been sent to other Councils.
Jamie Morton NZ Herald	Average Rates charge and rates set.
Alex Fensome NZ Herald	IANZ correspondence and reports for past 2 years.
Stephanie Morrison	Mayor and Councillors remuneration.

PLANNING & ENVIRONMENT

1. Planning

1.1 Resource Consents

1.1.1. Consent Statistics

Officers received 8 resource consent applications, 2 Right of Way applications and one request for a S226 certificate from 13 June 2013 to 17 July 2013 and also processed 11 applications in that period, all within statutory timeframes. Officers now provide detailed fortnightly updates on all consents direct to Councillors, Community Board and Maori Standing Committee members, so consent details are not listed here.

2. Building

2.1 Building consents

Processing statistics for: 1 June 2013 – 30 June 2013

Item	Period	Year to date	Same period last year	Annual Plan
Consents received	29	428	25	N/A
Consent processing performance (within 20wd's)	94.87%	93.07%	80.95%	90%
COA processing performance	N/A	N/A	N/A	N/A
CCC processing performance	100%	98.91%	95.65%	100%

COA Certificate of Acceptance

CCC Code Compliance Certificate

Consents granted by project

Type	No. of consents	Value
New Farm Buildings - Other	1	\$5,000
Hotels - Alterations & additions	1	\$0.00
Factories - alterations & additions	1	\$48,000
Fences	1	\$37,600
School Facility - Primary and Secondary	1	\$5,000
Museum/Art Gallery	1	\$862,500
Workshop - eg. electrical or vehicle rep	1	\$300,000
Covered Yards - farm building	4	\$54,000

Type	No. of consents	Value
Other farm building	1	\$20,000
Silo/Bulk Tank	1	\$6,750
Sewage and Drainage System (treatment pl	1	\$28,000
Car deck/Boatshed / Carport	1	\$5,000
Garage	4	\$102,800
Dwelling - unattached	5	\$1,237,000
Dwelling - alterations	5	\$240,000
Heater	1	\$4,000
Solid Fuel Heater	9	\$37,382
	39	\$2,993,032

LIMs

LIM Applications Received: 1 June 2013 to 30 June 2013

Item	Period	Same period last year	YTD	YTD Last Year
Urgent (5 Working Day) Applications received	8	3	49	14
Standard (10 Working Day) Applications received	11	14	75	82
LIMs processed within specified deadline	19	17	124	96

2.2 Other matters

The position of Building Control Officer has now been filled. Tim Grindlay started at SWDC on 1 July 2013 and has settled in well, we're sure he will be a great member of the building team. Tim will be under supervision for the first month but will eventually process consents and complete inspections.

3. Environmental Health

3.1 Liquor Licencing

3.1.1. Liquor Licencing Statistics

Two club licences were issued from 1 June 2013 to 30 June 2013.

Two on licences were issued from 1 June 2013 to 30 June 2013.

Two off licences were issued from 1 June 2013 to 30 June 2013.

Twenty managers certificates were issued from 1 June 2013 to 30 June 2013.

3.1.2. Sale and Supply of Liquor Act 2012

The Ministry of Justice is currently consulting on the Alcohol new laws regulations. It covers proposed regulations related to the following areas:

- Licensing system
- Local alcohol policies (LAPs)
- Grocery store eligibility
- Licensee obligations
- Alcohol control areas (liquor bans)
- Evidence of age
- Infringement offences
- Manager qualification
- Remote sales
- Licensing and community trusts

Officers intend to submit on this document. Submissions close on the 26 July 2013.

3.1.3. The Wairarapa Liquor Working Group

The Wairarapa Liquor Working Group met on the 3 July 2013. Good progress has been made with the District Licencing Committee work plan. The jobs for the list members of the DLC have been advertised and the recruitment process is in progress.

3.2 Food Bill update

There have been further developments with the Food Bill. The Minister has referred the amended Bill to the Primary Production Select Committee on 2 July 2013 and the intention is to have the Bill enacted by the end of 2013.

3.3 Noise Control

3.3.1. Noise Control Statistics

Twenty Seven noise control complaints were recorded in South Wairarapa from 1 June 2013 to 30 June 2013:

Sixteen noise control complaints were attended in Featherston.

Four noise control complaints were attended in Greytown.

Seven noise control complaints were attended in Martinborough.

3.3.2. Problem/Repeat Addresses

Council officers have met with Armourguard Regional Managers to discuss strategies for dealing with the after-hours noise control problem addresses.

3.4 Bylaws and animal control

3.4.1. Dog and stock control

INCIDENTS REPORTED	Martinborough	Featherston	Greytown
Attack on Pets	0	2	0
Attack on Person	1	0	0
Barking and whining	1	3	1
Lost Dogs	0	2	1
Found Dogs	0	0	1
Rushing Aggressive	1	0	0
Wandering	0	3	0
Welfare Concerns	0	0	0
Stock	0	1	1
Total Overall	3	11	4

3.4.2. Dog Registration

The annual registration of dogs is currently in full swing and the bylaws officer has been fully occupied with this.

Penalties for non-registration of dogs apply after 1 August 2013. It is expected that there will be a large number of registrations being made before the penalty deadline.

Totals as at 17/7/2013:

No of dogs registered:	1,067
No of dogs unregistered:	1,761
No of owners with unregistered dogs:	904
Total no. of current owners:	1,574

3.4.3. Dog Exercise areas

Council officers are currently working on a project plan for the proposed Greytown Dog exercise area. The Greytown Lions Club has indicated an interest in this project and may be able to provide some assistance. Council officers are intending to meet with the Club to include them with the project plan. The use of volunteers may extend the duration of the project but is seen as a positive community outcome.

3.4.4. Bylaws

The South Wairarapa District Council Control of Dog Bylaw Review and Control of Dogs Policy Review were publicly notified on the 10th June 2013 and notice was also sent to each dog owner with the annual dog registration notices. Submissions closed on Friday 12 July 2013. Two submissions were received. Staff are currently preparing an officers report addressing the submissions. A public hearing will be held if required and the findings of the Hearings Committee will be reported to Council.

INFRASTRUCTURE AND SERVICES GROUP REPORT

1. Shared Services

The three Wairarapa district councils recently met to review services and contracts to investigate opportunities for shared services and efficiencies. The contracts and services covered all services from road and three waters maintenance to campgrounds, power/streetlights and forestry.

The review looked at the services, how it was delivered by the three councils i.e. whether in-house, contracted or bundled with other contracts, expiry dates and the opportunity for shared services.

One of the goals of the review is that while shared services may not be entered into now where possible the alignment of dates, standardisation of contract documents and alignment of asset data can take place. This allows the councils to have all options available in the future and harness the efficiencies of joint procurement as well as shared services.

2. Callouts and Customer Service

Council has moved all customer service for daytime calls for solid waste direct to the contractor for the last month. Having reviewed the customer service reports from Earthcare and followed up directly, the service is working well. Not only are the customers getting faster and more accurate information it is also decreasing officers time involved.

Council has also moved to City Care Limited's afterhours call centre in Christchurch. After initial teething issues with hardware the system is working well. The flooding and road closures were a test for the centre and their staff but no callout centre issues resulted from this event.

3. Consents

Wastewater (Martinborough, Featherston, Greytown)

The feasibility study reporting anticipated is expected to be available by 22 July. Officers and advisors will be, after discussion with Councils consultants, in a position to confirm the treatment disposal solutions for each of the three sites for final refinement prior to taking too Council for subsequent discussion and approval.

The Regional Council on this basis has been advised that Council is applying additional effort to identify the most appropriate solution and outcomes and needs additional time. They have agreed in principle to extend the reporting dead line to January 2014 subject to the submission of and approval of a programme of actions underpinning the further information responses required.

3.1 Wastewater Land Disposal

No further expressions of interest have been received from land owners in the vicinity of the three sites. Preliminary discussions have been held with the parties and officers are preparing a memorandum of understanding

(MOU) that both Council and the parties will bind to, to enable further negotiations to proceed.

Negotiations with an adjoining land owner at one site are continuing with little progress achieved at this stage.

3.2 Coastal

Covered in below Roading report.

3.3 Gravel Pit Extraction

Several river gravel extraction consents in the rural areas south and east expire in November 2013 and preparation of renewal processes including consultation and documentation is underway. Lodgement before the end of July is anticipated.

3.4 Wastewater and Water Reticulation

The wastewater renewal portion of the contract is completed apart for minor reinstatement in William Benton Street. Sewer pipeline rehabilitation by chemical grouting was started in July. 180 metres of 300mm diameter concrete pipe in Brandon Street is being repaired by trenchless technology. Sealing of the house lateral connection at the main is being considered by Council officers as an additional process to the pipe rehabilitation.

Water main renewal has started in Wallace, Bethune and Hayward Streets. The contract construction programme is on target for the agreed completion date.

3.5 Water Supply

No further word has been received in regard of the Capital Assistance Funding application for the Featherston Water Supply Upgrade Project.

4. Operations Utility Assets and Services

4.1 Wastewater Treatment Plants

Greytown, Martinborough and Featherston Wastewater treatment plants operated routinely over the period. Normal monitoring for flow and compliance reporting continued throughout the period without any non-compliance issues. Discharge flows have increased for the Martinborough and Featherston plants since June due to the amount of rain fall infiltrating into the corresponding reticulation networks.

Officers are currently collating flow and quality data for the annual reports to GWRC due at the end of July. The annual reports are a requirement of the resource consent for evaluating the performance against the consent conditions at the four waste treatment sites.

4.2 Wastewater Reticulation

Two pipeline blockages were reported and rectified during the period.

4.3 Water Treatment Plants

Martinborough and the Featherston/Greytown Water Treatment Plants operated routinely throughout the period. The 6 monthly cleaning of the UF plant water storage ponds was commenced in June.

Community water usage and rainfall records and trending is attached for Council's information in Appendix 1.

4.4 Water Reticulation

There were eight water reticulation repairs reported and rectified during the period.

The repairs to the identified leaks in the Greytown network from the recent leak detection survey have been started. Once the repairs are completed an evaluation on the reduction will be done by Council officers.

4.5 Water Races

City Care Ltd has been performing the routine monthly inspections and blockage clearing of the water race network to maintain satisfactory flows for both networks over the months of June and July.

4.6 Waste Management

Operations continued on a routine basis throughout the period.

Up-grade of the Martinborough Transfer Station gate entrance was completed in July. To coincide with the introduction of the e-waste collection a signage renewal is programmed for the three main sites.

Waste export and recycling tonnage data for the period is attached in Appendix 2.

4.7 E-Waste Collection District Wide

A short form contract has been signed between SWDC, CDC and Earthcare Ltd for e-waste collection. This contract is aligned with the current Waste Service Operation contract. The collection sites are to be set up at the Districts three main transfer sites. Signage and storage containers have been arranged by the Contractor with an expected operational start date of late July.

Phase three of the National TV TakeBack programme is set to start in the Lower North Island on 21 August 2013. The Minister has confirmed that she will launch the start of the programme on 19 August, in advance of services being available on the 21st. With the e-waste contract in place Council are ready to receive old TV's under this subsidized programme

5. Roading and Reserves

5.1 Roading Maintenance – Oldfield Asphalts

The recent wet weather has caused many potholes in unsealed roads and Council has received several complaints about the condition of the roads. Oldfields continued to grade the roads when possible but when conditions were too wet, grading stopped.

Oldfields completed the maintenance metalling of unsealed roads in June. For the 2012- 2013 year, 126 km of our 270km of unsealed roads were re metalled.

Other works in May/ June included urgent repairs to the boulder beaches at Te Kopi on the Cape Palliser Rd after the storm over the 27 – 28 June. During the same storm, the Cape Palliser Rd was damaged just past Mangatoetoe at Kupe’s Sail. The single lane road has been reduced to half of its former width and the road remains closed to vehicles other than quad bikes. Temporary repairs to the road are expected to be completed by mid-August. Permanent repairs will require engineering design and resource consent work on these has started.

More recent wet and stormy weather caused further urgent responses along the Cape Palliser Rd, and elsewhere Oldfields have cleared slips, removed fallen trees and unblocked drains.

Also in June Oldfields completed the financial year by re decking the Wards line bridge, cleaning water tables, and replacing faded signs.

5.2 Parks and Reserves

Routine maintenance of parks, playgrounds, sports fields and the collection of litter continues to be satisfactory.

The mowing of road berms by residents is inconsistent and City Care is still unable to determine the extent of work and commit to a firm monthly price and consequently the mowing is still done at day works rates.

Also of concern is the extent of graffiti in Featherston. The cost allowance for graffiti removal will be doubled for the 2013/ 2014 year.

City Care have also been carrying out limited street cleaning duties that were defaulted on by Transfield Services. The Transfield Services contracted was terminated at the end of June. Further street cleaning work is being negotiated with City Care.

6. Property and Facilities

6.1 Graffiti

Table 1 – Graffiti strikes June 2013

Town	No. of strikes	Location
Featherston	0	
Greytown	1	Collier Reserve
Martinborough	0	

Table 2 – Graffiti strikes October 2012 – June 2013

Town	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	Jun 2013	TOTAL
Featherston	13	0	17	102	9	23	87	101	0	352
Greytown	0	0	9	0	0	1	0	0	1	11
Martinborough	5	0	5	0	14	0	0	13	0	37
TOTAL	18	0	31	102	23	24	87	114	1	399

The amount of graffiti in June was the second lowest for the period since we started reporting in October. This can largely be attributed to the cold and wet weather during the month. We expect graffiti to increase in July due to school holidays.

6.2 Playgrounds

Featherston – Community Board is considering options for new equipment. Repairs to some equipment and the fence are in progress.

6.3 Trees

Greytown southern entrance – the first stage of the work (removal of trees on the west side of the road and planting of new trees) has now been done.

In Soldiers' Memorial Park/ campground, Greytown – root protection for three rohutu trees in the campground is to be installed 22 July. Further tree removals and a considerable amount of dead wooding will be required in the camping ground following the receipt of an arborist's report – consulting with Tree Advisory Group.

Six trees were reported damaged by wind in June – four in Featherston, one in Martinborough and one at Lake Ferry. The tree at Lake Ferry, a *Macrocarpa*, was so badly damaged that it had to be removed completely. The timber was left for firewood, with the work to cut up and distribute it being arranged by Colin Percy. A damaged tree was also removed from Card Reserve in Featherston, an unknown person cut it up for firewood and removed it.

6.4 Sports fields and facilities

The roof repairs at the pavilion at Soldiers' Memorial Park have been completed.

6.5 Pensioner housing

There is one vacancy at Martinborough which will be filled from the waiting list.

An assessment of the condition of all of the pensioner flats is to be carried out by a consultant.

6.6 Events

Martinborough Olive Harvest Festival, 29-30 June – additional rubbish collection, toilet cleaning, advice and information to organisers.

6.7 Parks and Reserves

6.7.1. Martinborough

Landscaping work for the new Martinborough toilets is now almost complete – awaiting installation of the roses.

The fence at Considine Park is now under construction.

One tree in Martinborough Square required work by an arborist to remove a branch damaged in the storm.

6.7.2. Greytown

The arborist assessment of trees in Soldiers' Memorial Park (camping ground and O'Connor's Bush) has now been carried out and is being reported back to Community Board, the Tree Advisory Group and the Friends of O'Connor's Bush.

6.7.3. Featherston

Wind sculpture – some of the rods in the sculpture have been found to be delaminating at the base. We have consulted with the sculptor who believes some grit has got in between the rods and the sleeves. Five of the rods will be removed temporarily so reduce the risk of further damage, or injury from fibreglass splinters.

6.8 Properties

6.8.1. Featherston

The new drainage work for the Featherston Information Centre will start as soon as consent has been received. The Featherston stadium has had several issues with leaks from the roof, and repair work is being costed.

6.8.2. Martinborough

Pain Farm Homestead – a valuation for rental has been carried out and the property is to be advertised shortly. An open day arranged by Martinborough Community Board has resulted in some new interest in the property. City Care is maintaining the grounds and checking on security in the meantime.

6.8.3. Greytown

The Stella Bull park building remains vacant, and officers are to re-advertise its availability for lease.

The new public toilet building has been completed and is waiting for a delivery date. The resource consent, site plan and storm water drainage drawings are being developed.

6.9 Cemeteries

6.9.1. Featherston

Two interments in June.

6.9.2. Greytown

An additional headstone beam (90 plots) has been completed. A smaller ashes beam is also being planned.

Two ashes interments in June.

6.9.3. Martinborough

No interments in June.

7. Libraries

7.1 Statistics all Libraries

See Appendix 3 for issues and transactions statistics.

7.2 Kotui Library Management System

Kotui is generally working well for staff, although it is a rather more resource-hungry system than NCS and this is resulting in server overload. Customers in the libraries have had some delays in processing of their transactions as a result of this. A new server is due in around a month's time and this will make a marked improvement. The branch librarians and their manager have recently been trained on Director's Station, which is Kotui's reporting tool. A protocol for making changes to Kotui configuration has been agreed between Kotui and the WLS libraries – this is to ensure that any changes are applied across the WLS so that customers have a consistent experience.

7.3 Winter Warmers

The Winter Warmers reading programme commenced on 1 July and runs through until 9 August. This year the programme has a pirate theme. Pirate Pete's visit to each of the libraries on 15 July was well-attended, with 45 children turning out at Featherston, 50 at Greytown and 25 squeezing into Martinborough. Featherston has 220 children enrolled in the programme, including all of the pupils at St Theresa's and South Featherston schools, and two classrooms at Featherston School. Assistance from teachers makes the management of this large number of participants possible. Forty children are participating in the programme at Greytown and 80 at Martinborough. Martinborough library will hold a craft day (making pirate swords and hats) on Monday 22 July.

7.4 Library Strategy

The WLS Library Strategy developed in 2009 is to be reviewed and updated this year. The intention is to involve all library staff in this process, through a mix of workshops and online discussion in a secure environment created using the Yammer tool.

8. Civil Defence and Emergency Management

8.1 Emergency Services

An Emergency Services focus group meeting was held on the Tuesday 9 July which Paul Walker, the Area Coordinator for Wellington Region Emergency Management attended.

The focus group provided feedback that they found Paul's presence very beneficial. Attendance of CRT Leaders at this Focus Group is not necessary at this stage. Paul Walker commented that he will be holding a meeting with them in the near future and will cover all relevant issues. CRT Leaders know they can contact Councillors/Paul if there are any matters for discussion.

Post the emergency road closures due to flooding and the incident response over the weekend of the 12th-14th July, a further meeting to debrief on the event will take place. General comment was that the event was dealt with well and no major issues resulted.

9. Appendices

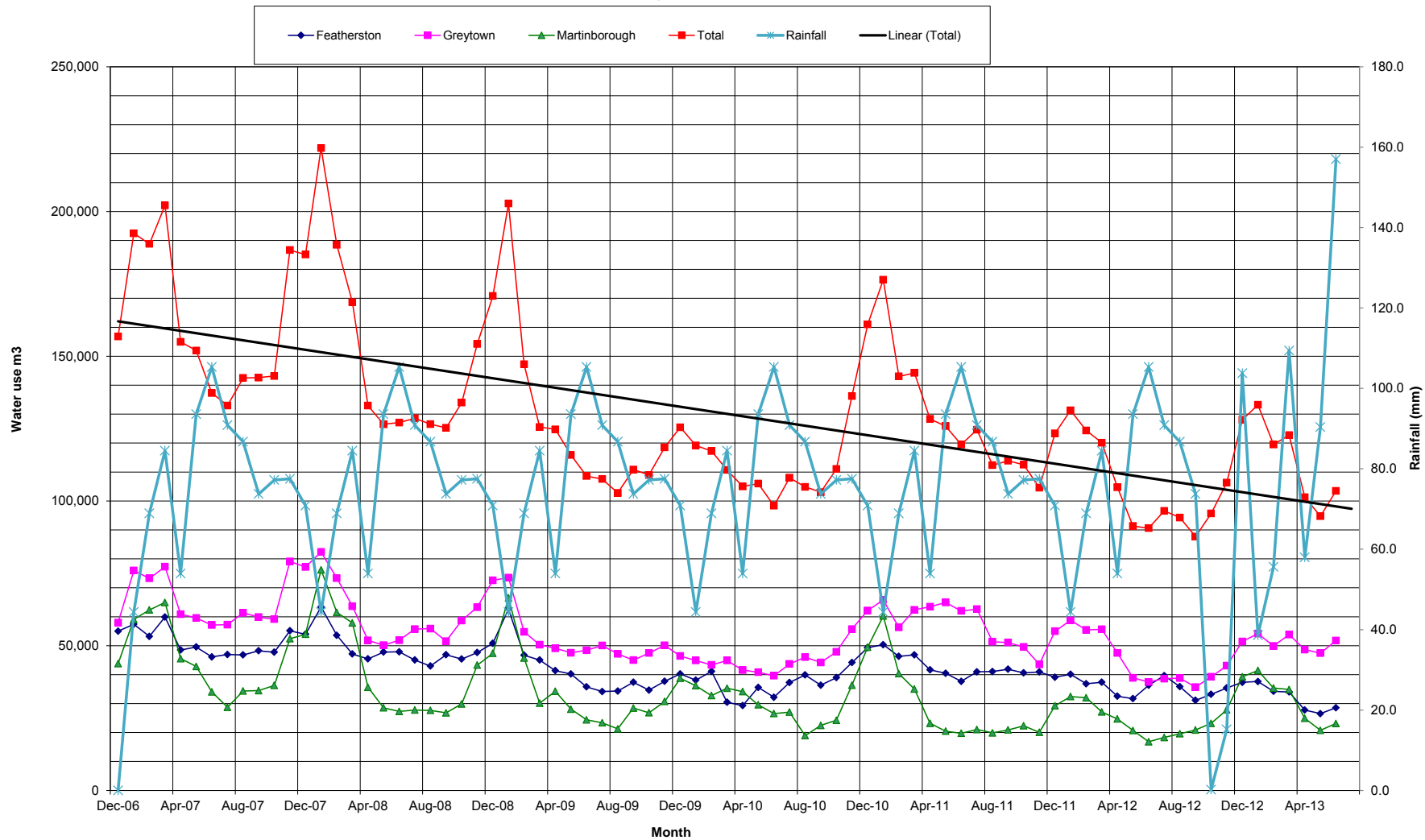
Appendix 1 – Monthly Water usage

Appendix 2 – Waste exported to Bonny Glen.

Appendix 3 – Library Statistics

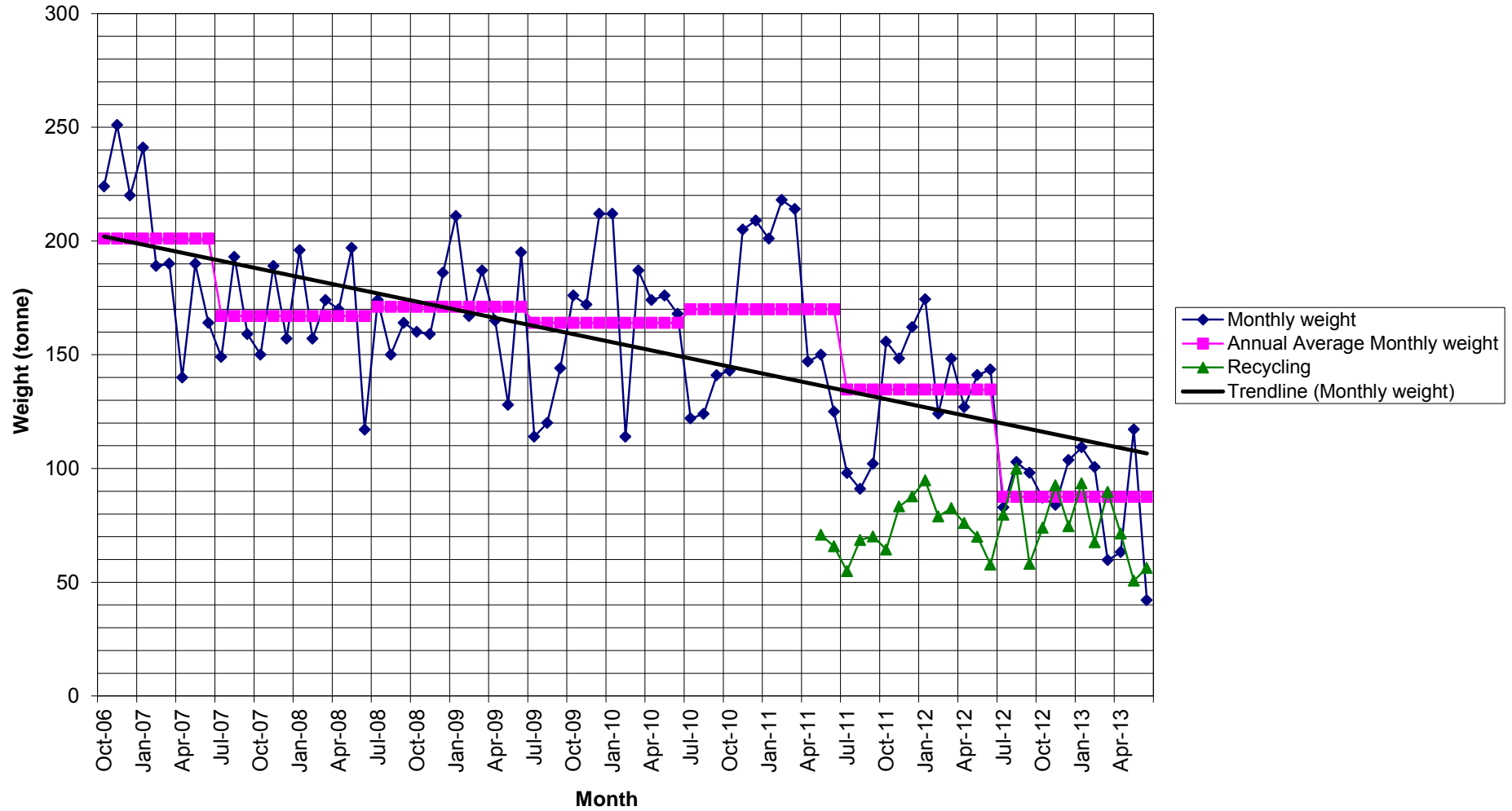
Appendix 1 – Water Usage

Water use South Wairarapa District Council



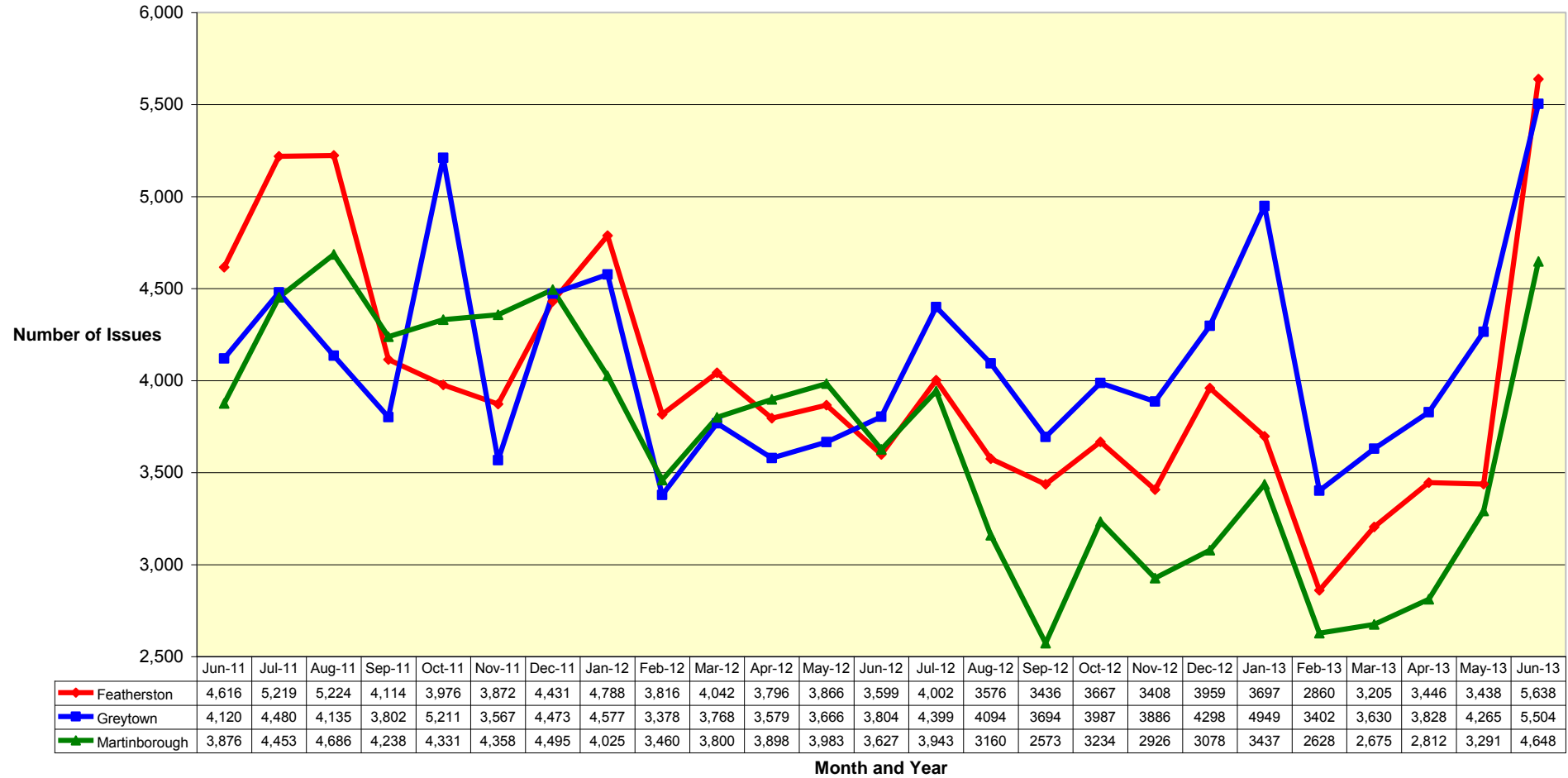
Appendix 2 – Waste Exported to Bonny Glen Including Recycling

Monthly weight of waste transferred from Martinborough transfer station to Bonny Glen

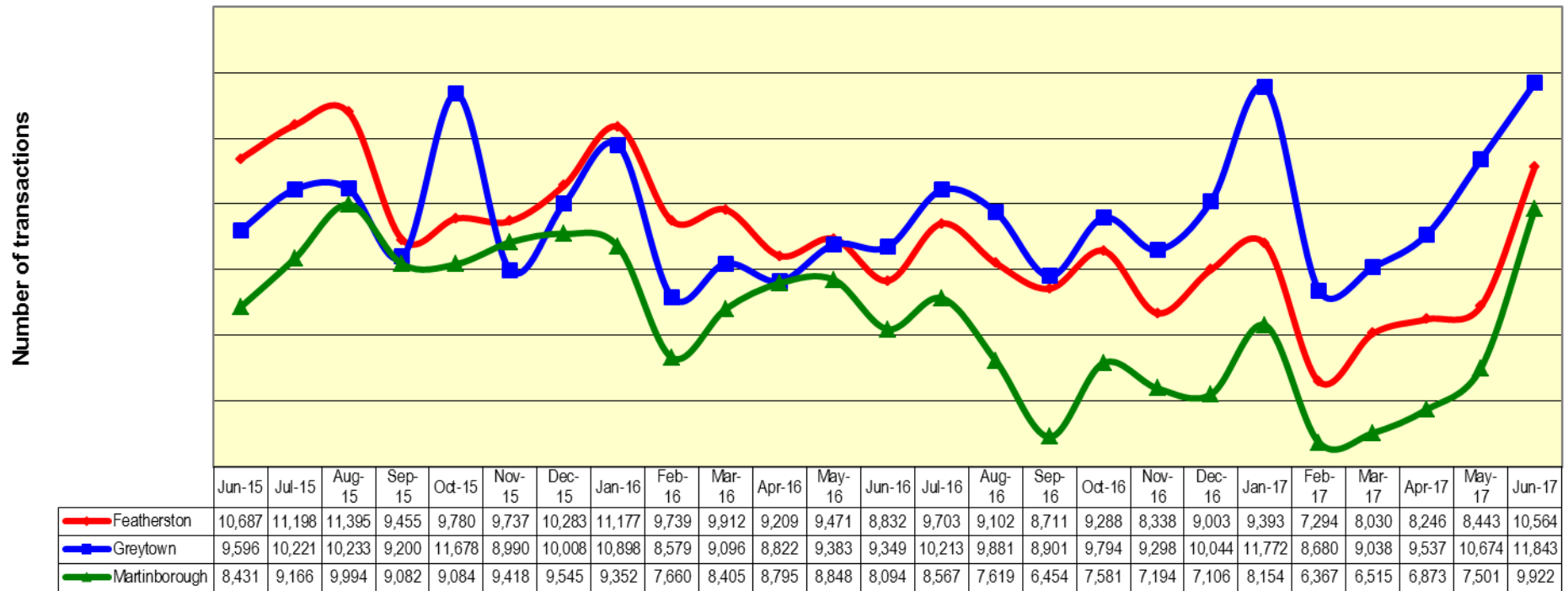


Appendix 3 – Statistics All Libraries

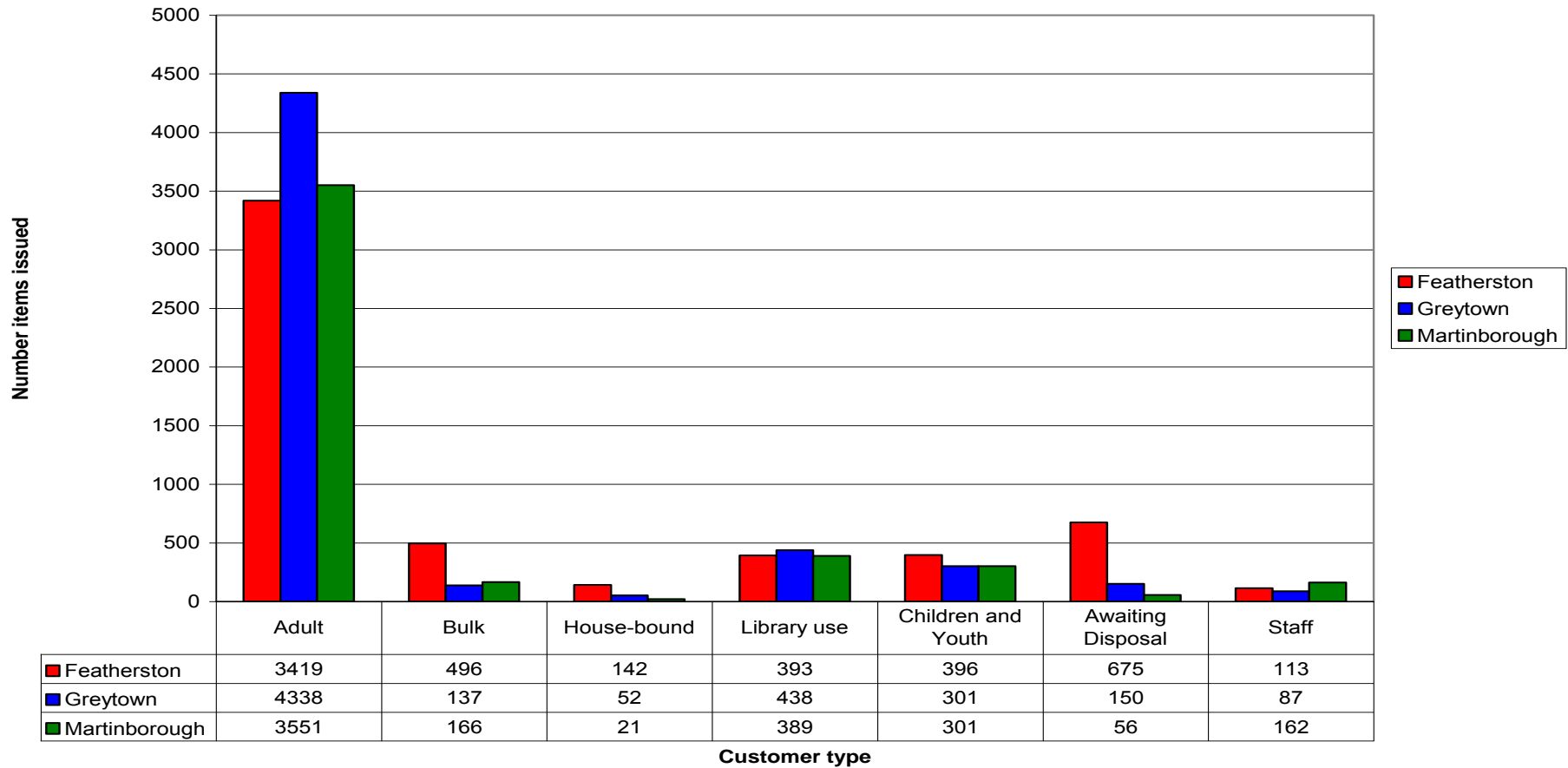
Issues – June 2011- June 2013



All library transactions – June 2011 – June 2013



June 2013 – all libraries – issues by borrower type



MARTINBOROUGH COMMUNITY BOARD

26 AUGUST 2013

AGENDA ITEM 5.2

REPORT ON PROPOSED SHADE SAILS FOR MARTINBOROUGH SWIMMING POOL

Purpose of Report

To inform Community Board Members of the concepts and costs for the proposed shade sails.

Recommendations

Officers recommend that the Community Board:

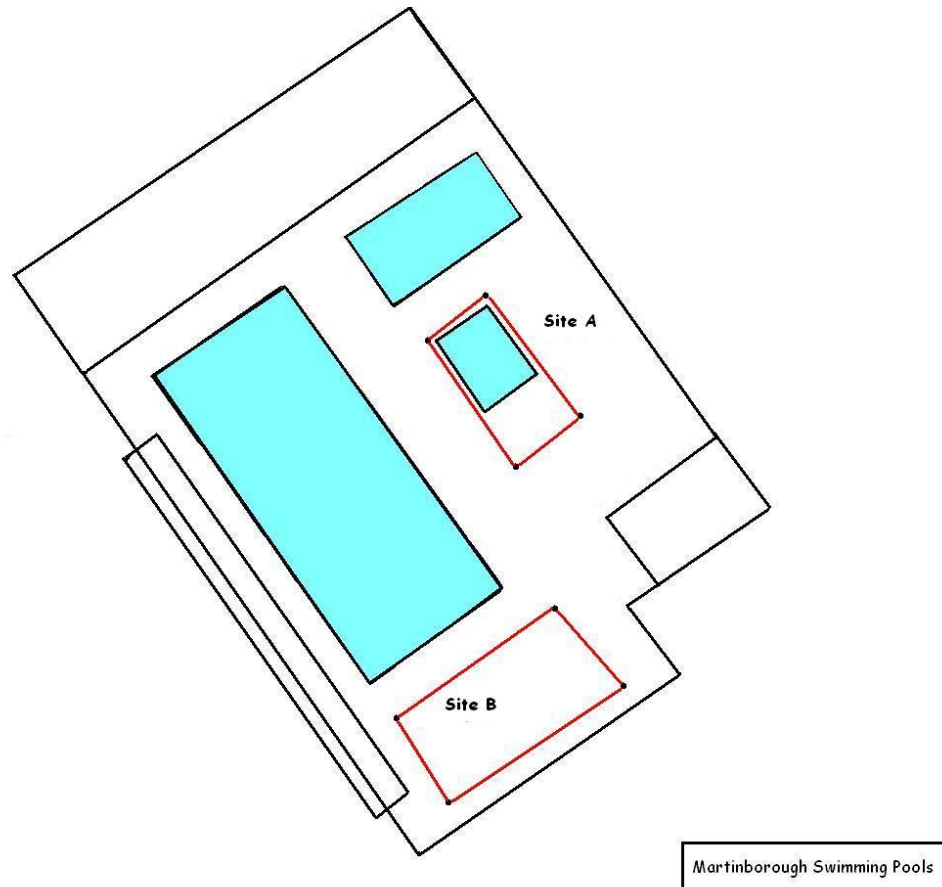
1. *Receives the information, and*
2. *Approves the purchase and installation of two pre-made shade canopies*

1. Executive Summary

Two types of shade sails have been priced for two locations within the Martinborough swimming pool grounds. The purchase of two pre-made shade canopies is recommended as the most cost-effective solution.

2. Background

At its March meeting, Community Board requested quotes for the purchase and erection of a shade sail suitable for Martinborough Swimming Pool (MCB 114). Two options were proposed as possible locations within the pool area as shown below.



3. Discussion

3.1 Options

3.1.1. Steel pipes with shade sail

This option involves concreting four steel pipes into the existing ground and fitting a shade sail made to measure. The sizing is derived from the area indicated on a plan by Councillor Stevens.

Site A – shade sail 5m x 6m – estimated cost \$7,500

Site B – shade sail 5m x 10m – estimated cost \$7,700

The size of these sail structures means an engineering design would be required to ensure the structure can handle winds. A building consent would probably also be required. An additional \$3,000 should be allowed for this in addition to the costs given above. A smaller sail (e.g. 3m x 3m) would cost around \$2,500 but would still have the additional engineering and consent costs on top of this.

3.1.2. Pre-made shade canopy

A pre-made shade canopy has been identified which would be suitable. The appearance of it is similar to that shown in the picture below.



This structure has a 3m x 3m roof area, and is 2400mm high (to lowest part of roof). It can be clad in either 50% or 80% shade cloth. It uses a patented clip system which would allow the cover to stay on year round, although it can be taken off at the end of summer and stored.

The cost of the units is approximately \$2304. The cladding could be coloured or clear vinyl instead of

shade cloth for an additional \$50. These units don't require building consent.

3.2 Financial implications

Provision of shade sails is not part of the planned maintenance or renewal works on the pool. It is expected that the cost of the sails will be met from Pain Farm income funds.

4. Conclusion

Although the pre-made shade canopy is smaller than the steel pipe shade sails, it is also cheaper, and would mean that more than one unit could be installed for the same cost – for example, one at each of sites A and B.

Contact Officer: Helen McNaught, Amenities Manager

Reviewed By: Mark Allingham, Group Manager Infrastructure Services



Martinborough Town Hall Working Group

Minutes
31 July 2013

Present: Cr Max Stevens (Chairperson), Winifred Bull, Jim Clark, Ian Cresswell, Ro Griffiths, Cr Julie Riddell and Mary Smith.

In attendance: Suzanne Clark (Committee Secretary).

Conduct of Business: The meeting was held in the South Wairarapa District Council Chambers at 19 Kitchener Street, Martinborough between 6:30pm and 7:35pm.

1. APOLOGIES

MTHWG RESOLVED (MTHWG2013/12) to receive apologies from Victoria Read, Adi McMaster and Pam Colenso.

(Moved Griffiths/Seconded Bull)

Carried

2. MINUTES/FINANCES

2.1 MTHWG Minutes for confirmation

MTHWG RESOLVED (MTHWG2013/13) that the minutes of the Martinborough Town Hall Working Group meeting held on the 19 June 2013 be received and confirmed as a true and correct record.

(Moved Cr Stevens/Seconded Smith)

Carried

2.2 Matters Arising

Cr Stevens advised that Council would underwrite SGL Group fees for undertaking a strategy review of the Martinborough Town Hall until fundraising had commenced.

It was noted that SGL Group would holding stakeholder interviews on the 1 & 2 August 2013.

2.3 Action Items From Previous Meeting

Action items were discussed and updates provided.

2.4 Finances

Mr Clark undertook to ascertain from the Martinborough Cabaret Committee whether a donation for the Town Hall refurbishment was intended.

3. CURRENT STATE OF THE HALL (INSIDE AND OUT)

Mr Cresswell and Mr Clark advised that they had undertaken an informal inspection of the Town Hall and tabled a list of items for Council investigation. Of particular concern was the safety of the lean to at the back of the Hall and whether an engineer had undertaken an inspection of the property following the recent earthquake.

MTHWG RESOLVED (MTHWG2013/14) that the Martinborough Town Hall inspection sheet be given to the Council Property and Facilities Manager for attention.

(Moved Cr Riddell/Seconded Clark)

Carried

4. SIGNAGE ON THE HALL

Mr Cresswell and Mr Clark recommended that a sign be removed from the outside main entrance door and placed on the inside wall so that people opening the doors could view the sign. Mr Clark undertook to have the sign moved.

5. BELOW STAGE STORAGE

Mr Cresswell advised that Jazz in Martinborough and Madcaps were intending to purchase stereo equipment for the Hall and had identified underneath the stage as a suitable storage site. The MTHWG agreed that Mr Clark should build a suitable storage facility for electronic equipment underneath the stage (Mr Clark to liaise with Council's Property and Facilities Officer).

6. COMMUNICATIONS

Mrs Bull advised that a media release had been prepared for the August edition of the Martinborough Star.

7. FUNDRAISING CONSULTANT

Refer matters arising.

8. OTHER BUSINESS

Members discussed records and archiving.

MTHWG NOTED:

1. Action 28: Provide a financial update of MTHWG finances for the next meeting; K Low
2. Action 29: Contact Mrs Bull to discuss Council archiving of Martinborough Town Hall Committee records; K Low
3. Action 30: Release the Martinborough Town Hall article to Council's facebook site from the 9 August 2013; P Crimp
4. Action 31: Determine whether Council is required (either legally or for insurance purposes) to notify users, by way of a sign, that the Martinborough Town Hall is an earthquake prone building; H McNaught

14 August 2013

Mrs Jenny Moloney
89 Dublin Street
Martinborough

Dear Mrs Moloney

In regards to your letter sent to the Martinborough Community Board requesting maintenance to the Bus Shelter on the corner of Ohio and Kitchener Streets, Martinborough.

I passed your letter onto Greater Wellington Regional Council (GWRC) as responsibility for bus shelters falls under GWRC. GWRC acknowledged your kind offer but unfortunately are not in a position to accept it due to health and safety restrictions. Painting of a shelter also requires traffic management plans.

However, thanks to your letter the need for maintenance on this shelter has been brought to the attention of GWRC and I can advise that the job has been scheduled to be carried out this financial year, most likely closer to the summer months.

If you have any questions please do not hesitate to contact me.

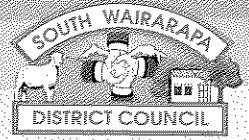
Kind Regards

A handwritten signature in black ink, appearing to read 'S. Sutherland', written in a cursive style.

Sara Sutherland
Administration Assistant

Martinborough Community Board

Chair: Pam Colenso
30 New York Street
Martinborough 5711
06 306 9503



5 August 2013

Lachie McLeod
Ngawi Rate Payers Association
lachiemcleod@xtra.co.nz

Dear Lachie

ZULEIKA SHIPWRECK

Council received an annual plan submission from a Mr Gerry Morris suggesting that the Zulieka shipwreck site in Ngawi be enhanced with signposts and interpretation panels. Council resolved to refer the submission to the Martinborough Community Board and the Ngawi Rate Payers Association to see if there was community interest in taking the project forward. I have attached Mr Morris' submission as well as advice from the Council and the Community Board to Mr Morris.

If you are interested in pursuing the project, please contact Mr Morris. For advice and information on sign design please contact Helen McNaught, Council's Property and Facilities Manager.

If you would like to lead the project then I would be pleased to forward advice and any requests for financial assistance to the Martinborough Community Board.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Suzanne Clark'.

Suzanne Clark
Committee Secretary
suzanne.clark@swdc.govt.nz