



AGENDA

ORDINARY MEETING

HOROWHENUA DISTRICT COUNCIL

1 SEPTEMBER 2010

NOTICE IS HEREBY GIVEN that a meeting of the Horowhenua District Council will be held in the Horowhenua District Council Chambers, 126-148 Oxford Street, Levin, on Wednesday, 1 September 2010 commencing at 4.15 p.m.

Members of the Horowhenua District Council are:

His Worship the Mayor, Mr B J Duffy (Chair)
Cr D A Allan
Cr G G Good
Cr L E McMeeken
Cr A M Hunt
Cr B F Judd
Cr P K Keenan
Cr N D H Murray
Cr A D Rush
Cr R N Shaw

Reporting Officer: Mr D G Ward (Chief Executive Officer)
Meeting Secretary: Mrs K J Corkill

Business will be according to the attached Agenda.

Contacts 06 366 0999
Postal Address: Private Bag 4002, Levin 5540
Service Centre - Foxton - Main Street, Foxton Phone 06 363 8174
enquiries@horowhenua.govt.nz
www.horowhenua.govt.nz

AGENDA

1 SEPTEMBER 2010

ORDER OF BUSINESS:

1. Apologies
2. Public Speaking Rights
Notification to speak is required by 12 noon on the day of the meeting. Further information is available on www.horowhenua.govt.nz or by phoning 06 366 0999
3. Late Items:
To consider, and if thought fit, to pass a resolution to permit the Council to consider any further items which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded.
Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the Chairperson must advise:
 - (i) The reason why the item was not on the Agenda, and
 - (ii) The reason why the discussion of this item cannot be delayed until a subsequent meeting.
4. Members' Conflict of Interest
Members are reminded of their obligation to declare any conflicts of interest they might have in respect of the items on this Agenda.
5. Announcements

Horowhenua College Success in Stage Challenge
At 4.15pm a staff member and pupils from Horowhenua College will be in attendance to show a video of their second place performance at this year's Stage Challenge and to answer any questions regarding the students involvement.

Sport Manawatu/Sport Horowhenua Annual Report Presentation
At 4.30pm representatives from Sport Manawatu/Sport Horowhenua (Mike Daisley, CEO, Michelle Allan, Horowhenua District Coordinator, Sean O'Connor, Sport Development Manager, Kathy McMillan, Active Communities Team Leader) will be in attendance to present to the Council its Annual Report.

Youth Voice
At 4.45pm Monique Franks, Community Development Manager, will introduce two Youth Voice members who will present to the Council their collective views on representing the young people of Horowhenua.
6. Confirmation of Minutes - Ordinary Meeting 4 August 2010 (Minute Items 1939-1955)
7. Matters Arising

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PROCEEDINGS OF COMMITTEES

Item-1960 Audit Subcommittee Minutes 11 August 2010

File No 4282

To: His Worship the Mayor and Councillors
Horowhenua District Council

From: Chief Executive Officer

Date: 1 September 2010

1. Purpose

- a. To present to the Horowhenua District Council the minutes of the Audit Subcommittee meeting held on 11 August 2010.

2. Recommendation

- a. That Report 4282 be received.
- b. That the Horowhenua District Council **receive** the minutes of the Audit Subcommittee meeting held on 11 August 2010.

3. Issues for Consideration

There are no items considered by the Audit Subcommittee at its meeting on 11 August 2010 that will require further consideration by the Horowhenua District Council.

Prepared

D G Ward
Chief Executive Officer

4. Attachments

- a. Minutes Audit Subcommittee 11 August 2010
-

MINUTES OF THE MEETING OF THE HOROWHENUA DISTRICT COUNCIL AUDIT SUBCOMMITTEE HELD IN THE HOROWHENUA ROOM, 126-148 OXFORD STREET, LEVIN, ON WEDNESDAY, 11 AUGUST 2010 AT 4.00 PM

PRESENT

Cr P K Keenan (Chair)
Cr A D Rush
His Worship the Mayor, B J Duffy

IN ATTENDANCE

Mr D G Ward (Chief Executive Officer)
Mr D Law (Finance Manager)
Mrs K J Corkill (Meeting Secretary)

ALSO IN ATTENDANCE

Mr P Kennerley (Director, Audit New Zealand)
Mr M Henderson (Audit Manager, Audit New Zealand)

APOLOGIES

An apology was recorded for Cr B F Judd.

Resolved

(Rush / Duffy)

"THAT the apology from Cr Judd be received."

Resolved

(Rush / Mayor Duffy)

"THAT Cr Keenan assume the Chair in Cr Judd's absence."

CONFIRMATION OF MINUTES

Audit Subcommittee Meeting - 5 May 2010

Resolved

(Duffy / Rush)

"THAT the Minutes of the Audit Subcommittee Meeting held on 5 May 2010 be confirmed as a true and correct record."

MATTERS ARISING

Page 2 - Correction - first bullet point should read "consideration of the Draft Annual "Report" not Plan.

The words "that there had been a good rate collection" to be removed from the last sentence of the paragraph commencing "Mr Kennerley commented ..."

3. POLICY UPDATE REPORT

Purpose

To allow the Audit Subcommittee to give consideration to proposed policy changes that were suggested by Audit New Zealand in its Management Report to Council following completion of the 2009 Annual Report.

Resolved

(Duffy / Rush)

“THAT Report 4273 be received.”

Mr Ward advised the purpose of the report was to address some of the significant policy issues from the last year’s Audit New Zealand Management Report, particularly in relation to Fraud, Credit Card and Sensitive Expenditure policies, which were topical at the moment in some sectors of the media. The adoption of these policies, or policy updates, would be acknowledged in the Audit Report as no longer being outstanding matters.

Messrs Kennerley and Henderson did have some suggestions to make to assist the process.

Fraud Policy

In relation to Council’s current Fraud Policy, Mr Law noted that Audit New Zealand did not deem this to be strong enough. He had perused policies from other TLAs and had included the section on addressing fraud perpetrated by senior managers, the CEO or Councillors. Highlighted (in yellow) in the proposed policy were things that Council did not currently do, but would be included in the updated policy. This would mean:

- managers would need to be aware of any internal controls put in place as part of this policy,
- the policy would need to be rolled out to staff, perhaps down to third tier managers;
- there would also be implications for the Finance Department when it came to an adequate system of internal controls and regular reviews.

Mr Kennerley said these principles were in line with the Auditor General’s Guidelines and if staff understood these there would be more upward communication on potential incidences of fraud.

Cr Keenan suggested that any reviews should happen at random times and should not be part of monthly processes.

Mr Ward noted that the new requisition system would make it more difficult for fraud to be committed.

Mr Law expanded on this saying that the new On Line Requisition system which was about to be rolled out, did internal checks to ensure that staff financial delegations were adhered to. It would not allow staff to order something that was not within their delegation and would automatically escalate such an order to the manager, or even the CEO. This provided tighter controls than were in place in the past. No purchases could be made without an order and suppliers had been advised of this - “No order, no pay”. However, within this change of system Council was also looking at covering all eventualities such as emergency situations when there was no power, no computers, etc.

Mr Henderson said that back in 2000 the Auditor General had set out the principles that one would expect to see in a Fraud Policy. He had been through and checked this proposed policy against those principles and all of the points were covered. The object was not just to have a policy, but to have a living document and staff should be trained so that they would know how to do fraud risk assessments.

Cr Rush raised the issue about staff and leave, and a cross reference to the HR system. All staff should be encouraged to take at least two weeks consecutive leave per year. Staff declining to take leave had been recognised as one sign that they could be perpetrating fraud and ensuring adequate leave was taken was a good check.

It was suggested that Employment Agreements (or collective agreements) could be tailored to include suitable leave provisions. Also, if there was an area that was susceptible to fraud and there were staff who did not wish to take leave, this could be scrutinized.

Mr Ward said he was comfortable not to have leave cross referenced as Audit always made reference to outstanding leave balances.

Mr Henderson commented that there were a couple of cross references to notifying Audit New Zealand and he would discuss this with David Ward and Doug Law separately.

Mr Kennerley stressed the need for Council to advise Audit New Zealand immediately if a fraud had been committed or even if there was the suspicion of fraud.

It was agreed that this should be included in the policy under Procedure 2.

Resolved

(Rush / Duffy)

"THAT the Audit Subcommittee adopts the updated Fraud Policy, with the inclusion of the amendment to notify Audit New Zealand immediately of any fraud or suspicion of fraud."

CARRIED

Credit Card Policy

Mr Henderson commented that there was conflict between the Credit Card Policy and the Sensitive Expenditure document. Under 2.2, the CEO's credit card was to be approved by the Mayor or Deputy Mayor. There was no similar provision for the Mayor's credit card. He stated that the ideal situation of the "one up approach" could not apply in the case of the Mayor and suggested that the approval should be an independent party such as the Chair of the Audit Subcommittee or the Deputy Mayor.

Cr Keenan noted the process used by a large international organisation that if the Mayor and the CEO or other Council officer(s) were at the same function, they could not sign off on one another's credit card.

The issue of credit card use was also covered in the Sensitive Expenditure Policy.

The use of credit cards was discussed, with the following considered:

- the Mayor not being issued with a credit card, but using his own card and claiming back any expenses;
- the use of personal credit cards and the fact that this could result in interest charges to the card holder before reimbursement, which was not equitable;
- credit cards were an accepted business tool in the 21st Century;

- the use of credit cards did not in fact reflect a true level of expenditure, with many expenses being dealt with through invoices;
- practicality was important rather than putting in place other administrative burdens.

The following enhancements were suggested to the proposed policy:

“2. Approvals.

2.3 The Mayor’s credit card expenditure is to be approved by either the Deputy Mayor or the Chair of the Audit Subcommittee.

2.4 Where the card holder is a party of the transaction, he/she will not be permitted to authorise that expenditure.”

Resolved

(Rush / Duffy)

“THAT the Audit Subcommittee adopts the updated Credit Card policy as presented, with the amendments suggested, ie.

“2. Approvals.

2.3 *The Mayor’s credit card expenditure is to be approved by either the Deputy Mayor or the Chair of the Audit Subcommittee.*

2.4 *Where the card holder is a party to the transaction, he/she will not be permitted to authorise that expenditure.”*

Sensitive Expenditure

Mr Law said he had based the revised Sensitive Expenditure Policy on a policy adopted by another local authority and tailored it to suit Council’s requirements. It followed the guidelines set down by the Auditor General.

Mr Kennerley said he was comfortable with the content of the proposed policy. To ensure ownership of the policy it was important that the job titles in the policy were reflective of those within Council. There were several references to other Council policies, such as the Reimbursement Accommodation and Mileage Policy and Branded Clothing Policy and it was important that these were relevant and the policy titles correct.

Discussion covered the various clauses, with particular reference to clause 6., Issue and operation of Council credit cards, which should be deleted. It was also agreed that in clause 9, ‘Meals and accommodation when travelling - Drinks’ - that this be amended to: “Council will pay for *reasonable and moderate consumption* of beverages (alcoholic or non-alcoholic)” ...with the words, ‘e.g. one glass of wine or non-alcoholic beverage, one can or one small bottle of beer’ to be deleted.

With the current wide use of mobile phones, the requirement to have a reference to phone calls was queried. This was retained in the meantime.

Resolved

(Rush / Duffy)

Item-1961 Local Events Marketing Grants Subcommittee 23 August 2010

File No **4287**

To: **His Worship the Mayor and Councillors
Horowhenua District Council**

From: **Strategic and Corporate Services Manager**

Date: **1 September 2010**

1. Purpose

- a. To present to the Horowhenua District Council the minutes of the Local Events Marketing Grants Subcommittee meeting held on 23 August 2010.

2. Recommendation

- a. That Report 4287 be received.
b. That the Horowhenua District Council **receive** the minutes of the Local Events Marketing Grants Subcommittee meeting held on 23 August 2010.

3. Issues for Consideration

- a. The recommendation made at the Local Events Marketing Grants Subcommittee meeting held on 23 August 2010 by resolution needs ratification by the Horowhenua District Council to enable the funds from this grant scheme to be released to the approved recipients:

"THAT it be recommended to the Horowhenua District Council that it endorses the grants to be made to the following events to be held as part of the funding for the 2010/2011 year, with the funding to be spent on marketing the selected event outside the Horowhenua District:

<u>Name</u>	<u>Amount</u>
	\$
<i>Foxton Tourist and Development Association</i>	<i>1,000.00</i>
<i>Manawatu Estuary Trust</i>	<i>1,000.00</i>
<i>AgeConcern (Horowhenua)</i>	<i>1,383.50</i>
<i>Manakau Medieval Market Charitable Association</i>	<i>472.50</i>
<i>Great Forest Marathon Events Inc</i>	<i>2,000.00</i>
<i>Horowhenua Branch, New Zealand Vintage Car Club Inc</i>	<i>1,447.00</i>
<i>Levin Hot Air Balloon Society Inc</i>	<i>2,000.00</i>
<i>Horowhenua Vintage Machinery Club Inc</i>	<i>2,000.00</i>

<i>Horowhenua AP & I Association</i>	1,000.00
<i>Foxton Festival of Murals Trust</i>	446.00
<i>Horowhenua-Kapiti Rugby Football Union</i>	2,063.00
<i>Horowhenua Kennel Association</i>	<u>1,088.00</u>
<i>Total</i>	<i>\$15,900.00."</i>

Prepared

Approved for Release

D C Cole
Special Projects Officer

D M Clapperton
Strategic and Corporate Services Manager

4. Attachments

- a. Minutes of the Local Events Marketing Grants Subcommittee meeting held on 23 August 2010.

Minutes of a Meeting of the Local Events Marketing Grant Subcommittee held in the Tararua Room, Horowhenua District Council, 126-148 Oxford Street, Levin, on Monday, 23 August 2010 commencing at 4.15pm

Present

Cr A D Rush (Chair)
Cr A M Hunt
Cr L E McMeeken

In Attendance

Mr D C Cole, Special Projects Officer/Secretary

1. Apologies

There were no apologies recorded.

2. Announcements

The Secretary advised that accounts had been received from the Horowhenua Kapiti Rugby Football Union, Levin Hot Air Balloon Fiesta, Great Forest Marathon Events Inc, AgeConcern (Horowhenua) and Foxton Tourist and Development Association.

A letter of explanation had also been received on behalf of AgeConcern (Horowhenua).

NOTED

3. Confirmation of Minutes - 31 August 2009

Resolved

(McMeeken / Hunt)

"THAT the Minutes of the Local Events Marketing Grant Subcommittee held on 31 August 2009, as submitted, be received and noted."

4. Confirmation of Minutes - Special Round - 1 March 2010

Resolved

(Rush / Hunt)

"THAT the Minutes of the Local Events Marketing Grant Subcommittee Special Round held on 1 March 2010, as submitted, be received and noted."

5. Local Events Marketing - Assessment of Applications and Allocation of Grant Monies

Secretary advising that \$15,900.00 was available for allocation, with the Committee to consider fourteen applications submitted. These totalled \$37,688.08.

The Chair, Cr Rush, referred to Council's discussion previously on the criteria which governed the determination of these grants.

Expressions of Interest or Involvement with Applicant Groups

Cr Rush had no interest in any of the applications lodged.

Cr Hunt reported that she was Patron of the FTDA and would abstain from discussion and voting on this application.

Cr McMeeken declared that she had no interest in any of the applications received.

NOTED

Accounts Received from:

- Horowhenua Rugby Football Union
- Levin Hot Air Balloon Fiesta Event
- Great Forest Marathon Events Inc
- AgeConcern (Horowhenua)
- FTDA.

It was further reported that these had not been lodged with the application and had been sought by members to assist in determining the applications as made.

Resolved

(Hunt / McMeeken)

"THAT the accounts as submitted be received and taken into consideration with each of the separate applications made."

The Subcommittee, on the request of the Chair, determined those applications that either met or did not meet the funding criteria, and the reasons why.

The Subcommittee in assessing all of the applications lodged determined that the Shannon Progressive Association application be declined as no quotation or financial statement had been provided to support the application.

The Horowhenua Arts Society's application for "Art in the Park" was also declined due to no funds available.

Resolved

(Hunt / McMeeken)

"THAT it be recommended to the Horowhenua District Council that it endorses the grants to be made to the following events to be held as part of the funding for the 2010/2011 year, with the funding to be spent on marketing the selected event outside the Horowhenua District:

<u>Name</u>	<u>Amount</u>
	\$
Foxton Tourist and Development Association	1,000.00
Manawatu Estuary Trust	1,000.00
AgeConcern (Horowhenua)	1,383.50
Manakau Medieval Market Charitable Association	472.50
Great Forest Marathon Events Inc	2,000.00
Horowhenua Branch, New Zealand Vintage Car Club Inc	1,447.00
Levin Hot Air Balloon Society Inc	2,000.00

<i>Horowhenua Vintage Machinery Club Inc</i>	2,000.00
<i>Horowhenua AP & I Association</i>	1,000.00
<i>Foxton Festival of Murals Trust</i>	446.00
<i>Horowhenua-Kapiti Rugby Football Union</i>	2,063.00
<i>Horowhenua Kennel Association</i>	<u>1,088.00</u>
<i>Total</i>	<i>\$15,900.00."</i>

Explanations to Decisions Made

Manakau Medieval Market Charitable Association

The grant made was based on the quotes received by the Trust for consideration.

Horowhenua Branch, New Zealand Vintage Car Club Inc

The grant made was reduced to 50% of the corflute component of their application.

Foxton Festival of Murals Trust

The grant made of \$446.00 was to cover advertising with no support to the use of local brochures.

Horowhenua-Kapiti Rugby Football Union

The grant of \$2,063.00 was made subject to confirmation that the \$506.25 corflute component was separate from a previous grant made for advertising signage. Otherwise the grant would be reduced to \$1,557.00.

The remaining grants were made based on the availability of funding, the uniqueness of the event, and the applicant's contribution towards costs.

There being no further business the meeting concluded at 5.30 pm.

Confirmed this day of

.....
Chair

Item-1962 General Grants and Rural Halls Subcommittee Minutes 23 August 2010

File No 4286

To: His Worship the Mayor and Councillors
Horowhenua District Council

From: Strategic and Corporate Services Manager

Date: 1 September 2010

1. Purpose

- a. To present to the Horowhenua District Council the minutes of the General Grants and Rural Halls Subcommittee meeting held on 23 August 2010.

2. Recommendation

- a. That Report 4286 be received.
b. That the Horowhenua District Council **receive** the minutes of the General Grants and Rural Halls Subcommittee meeting held on 23 August 2010.

3. Issues for Consideration

- a. The following recommendations made at the General Grants and Rural Halls and Allocation Subcommittee meeting held on 23 August 2010 by resolution needs ratification by the Horowhenua District Council to enable the funds from these grant schemes to be released to the approved recipients:

"THAT it be recommended to the Horowhenua District Council that the following allocation of grant funds for the 2010/2011 year totalling \$44,000.00 be ratified as follows:

Name	Project	Allocation
<i>Levin Centennial Concert Band</i>	<i>Assistance with insurance costs</i>	<i>\$500</i>
<i>Pipes and Drums of Horowhenua</i>	<i>Assistance with hall hire costs</i>	<i>\$1,500</i>
<i>Pounamu Country Music Club</i>	<i>Assistance with hall hire and music modules etc</i>	<i>\$600</i>
<i>Levin Interchurch Food Bank</i>	<i>Assistance with the provision of food parcels</i>	<i>\$3,300</i>
<i>Horowhenua Arts Society</i>	<i>Engagement of Band</i>	<i>\$200</i>
<i>Christian Counselling Service</i>	<i>Assistance with Admin and Youth Project Costs</i>	<i>\$2,500</i>
<i>Foxton Horse Drawn Tram Subcommittee FTDA</i>	<i>Assistance with paddock care, wooden shelter and spray control</i>	<i>\$750</i>
<i>Levin Citizens Advice Bureau Inc</i>	<i>Assistance with admin/operational costs</i>	<i>\$1,500</i>
<i>Levin-Waitarere Surf Lifesaving Club</i>	<i>Assistance with admin and operational expenses</i>	<i>\$1,000</i>

<i>Mangaore Village Residents Association Inc</i>	<i>Assistance with admin and operational costs</i>	<i>\$750</i>
<i>Arthritis New Zealand</i>	<i>Assistance with rental costs</i>	<i>\$1,000</i>
<i>Levin Model Railway Club</i>	<i>Assistance with rental of club's layout and storage space</i>	<i>\$800</i>
<i>Horowhenua PARS</i>	<i>Assistance with administration and travelling expenses of volunteers</i>	<i>\$1,000</i>
<i>Friends of the Horowhenua Health Centre</i>	<i>Assistance with painting of concrete courtyard yard area</i>	<i>\$400</i>
<i>Levin & Districts Befrienders</i>	<i>Assistance with clients Christmas Party costs</i>	<i>\$387</i>
<i>Foxton Tourist & Development Association Inc</i>	<i>Assistance with development of website</i>	<i>\$500</i>
<i>Samaritans of Horowhenua</i>	<i>Assistance with advertising expenses</i>	<i>\$1,000</i>
<i>Horowhenua Family Violence Intervention Programmes</i>	<i>Assistance with internet, stationary and travel costs</i>	<i>\$1,900</i>
<i>Horowhenua Family History Group Inc</i>	<i>Assistance with rent, power, repairs and maintenance</i>	<i>\$1,500</i>
<i>Altrusa International of Levin</i>	<i>Assistance with Annual National Altrusa Conference, Levin</i>	<i>\$500</i>
<i>Birthright Levin Inc</i>	<i>Assistance with rental of clubrooms in Levin Mall</i>	<i>\$3,000</i>
<i>Horowhenua Hearing Association Inc</i>	<i>Assistance with operating and overhead expenses</i>	<i>\$3,000</i>
<i>Horowhenua District Health Transportation Trust</i>	<i>Assistance with office rental, power and telephone expenses</i>	<i>\$4,000</i>
<i>Levin & Districts Brass Band Inc</i>	<i>Assistance with operational and administration expenses</i>	<i>\$1,500</i>
<i>English Language Partners Horowhenua Kapiti Inc</i>	<i>Assistance with photocopying of resources and other materials</i>	<i>\$600</i>
<i>Royal New Zealand Plunket Society Manawatu-Wanganui area</i>	<i>Assistance with administration expenses, delivery of parent education and migrant/refuge services plus minor reimbursement</i>	<i>\$800</i>
<i>Levin Clothing Bank</i>	<i>Assistance with purchase of cloth, fabric and associated materials</i>	<i>\$1,500</i>
<i>Parkinsons Society Kapiti/ Horowhenua Inc</i>	<i>Assistance with promotional, operational and administration costs plus venue hire</i>	<i>\$1,013</i>
<i>Levin Mens Shed</i>	<i>Assistance with insurance, fitting out, wood and engineering machinery, power and materials</i>	<i>\$3,000</i>
<i>Shannon Christian Food Bank</i>	<i>Assistance with purchasing of food stuffs etc.</i>	<i>\$2,000</i>
<i>Levin Adventure Park Charitable Trust</i>	<i>Assistance with purchase of security fencing</i>	<i>\$2,000</i>
	TOTAL	\$44,000 "

- b. *"THAT it be recommended to the Horowhenua District Council that the following allocation of Rural Hall grant funds for the 2010/2011 year totalling \$22,000 be allocated as follows:*

Hall	Project	Amount
<i>Poroutawhao Hall Society</i>	<i>Full exterior repaint of hall</i>	<i>\$6,000</i>
<i>Mangaore Village Residents Association</i>	<i>Purchase and installation of ceiling installation</i>	<i>\$2,000</i>
<i>Ohau Hall Society</i>	<i>Total repaint and repair of exterior walls, replacement of roof on extension and new soak holes</i>	<i>\$4,500</i>
<i>Manakau District Community Association</i>	<i>Replace water pump and replace old zip water boilers</i>	<i>\$1,000</i>
<i>Moutoa Hall Society</i>	<i>Paint for interior of hall and fencing materials</i>	<i>\$2,750</i>
<i>Opiki Hall Society Inc</i>	<i>Complete spouting and drainage to road drain</i>	<i>\$5,750</i>
	TOTAL	\$22,000

- c. *"THAT it be recommended to the Horowhenua District Council that before the next Annual Plan determination the Rural Halls Subcommittee convene a meeting of all hall societies to discuss future funding options to assist them in meeting their ongoing and future maintenance and upgrading costs."*

It was further recommended that this meeting be convened before February 2011 to enable any recommendation being incorporated into the draft Annual Plan for public determination.

Prepared

Approved for Release

D C Cole
Special Projects Officer

D M Clapperton
Strategic and Corporate Services Manager

4. Attachments

- a. Minutes of the General Grants and Rural Halls Subcommittee meeting held on 23 August 2010.

MINUTES OF A MEETING OF THE HOROWHENUA DISTRICT COUNCIL'S GENERAL GRANTS AND RURAL HALLS ALLOCATION SUBCOMMITTEE HELD IN TARARUA ROOM, HOROWHENUA DISTRICT COUNCIL OFFICE, 126-148 OXFORD STREET, LEVIN COMMENCING AT 5.45PM

PRESENT

Councillor PK Keenan
Councillor N Murray
Councillor T Rush
Councillor R Shaw

IN ATTENDANCE

D C Cole, Special Projects Officer (Secretary)

1. Apologies

There were no apologies.

2. Announcements - Appointment of Chairperson for Meeting

The Secretary, in opening the meeting, called for nominations for Chairperson for the meeting.

Moved Councillor Rush and Seconded Councillor Shaw That Councillor Nathan Murray be appointed as Chairperson for this meeting.

There being no further nominations Councillor Murray was declared Chairperson and assumed the Chair.

The Secretary advised that the Levin Citizens Advice Bureau had submitted their Annual Accounts for the year ended 30 June 2010 and these were tabled.

NOTED

3. Confirmation of Minutes - Meeting Monday, 31 August 2009

Resolved (Rush/Keenan)

"THAT the minutes of the Horowhenua District Council Rural Halls and General Grants Allocation Subcommittee held on Monday, 30 August 2009 as circulated be received and noted."

4. Matters Arising

There were no matters arising.

5. General Grants - Assessment of Applications and Allocation of General Grant Fund.

Resolved (Rush/Shaw)

"THAT the applications as submitted be received and determined in line with the General Grants Funding Criteria."

The Chair requested that the Subcommittee determine the 33 applications under the suggested 1, 2 and 3 categories to assist in the overall allocation of the funding available.

Following determination of the 33 applications totalling \$89,906.70 it was

Resolved (Rush/Shaw)

"THAT it be recommended to the Horowhenua District Council that the following allocation of grant funds for the 2010/2011 year totalling \$44,000.00 be ratified as follows:

Name	Project	Allocation
<i>Levin Centennial Concert Band</i>	<i>Assistance with insurance costs</i>	<i>\$500</i>
<i>Pipes and Drums of Horowhenua</i>	<i>Assistance with hall hire costs</i>	<i>\$1,500</i>
<i>Pounamu Country Music Club</i>	<i>Assistance with hall hire and music modules etc</i>	<i>\$600</i>
<i>Levin Interchurch Food Bank</i>	<i>Assistance with the provision of food parcels</i>	<i>\$3,300</i>
<i>Horowhenua Arts Society</i>	<i>Engagement of Band</i>	<i>\$200</i>
<i>Christian Counselling Service</i>	<i>Assistance with Admin and Youth Project Costs</i>	<i>\$2,500</i>
<i>Foxton Horse Drawn Tram Subcommittee FTDA</i>	<i>Assistance with paddock care, wooden shelter and spray control</i>	<i>\$750</i>
<i>Levin Citizens Advice Bureau Inc</i>	<i>Assistance with admin/operational costs</i>	<i>\$1,500</i>
<i>Levin-Waitarere Surf Lifesaving Club</i>	<i>Assistance with admin and operational expenses</i>	<i>\$1,000</i>
<i>Mangaore Village Residents Association Inc</i>	<i>Assistance with admin and operational costs</i>	<i>\$750</i>
<i>Arthritis New Zealand</i>	<i>Assistance with rental costs</i>	<i>\$1,000</i>
<i>Levin Model Railway Club</i>	<i>Assistance with rental of club's layout and storage space</i>	<i>\$800</i>
<i>Horowhenua PARS</i>	<i>Assistance with administration and travelling expenses of volunteers</i>	<i>\$1,000</i>
<i>Friends of the Horowhenua Health Centre</i>	<i>Assistance with painting of concrete courtyard area</i>	<i>\$400</i>
<i>Levin & Districts Befrienders</i>	<i>Assistance with clients Christmas Party costs</i>	<i>\$387</i>
<i>Foxton Tourist & Development Association Inc</i>	<i>Assistance with development of website</i>	<i>\$500</i>
<i>Samaritans of Horowhenua</i>	<i>Assistance with advertising expenses</i>	<i>\$1,000</i>
<i>Horowhenua Family Violence Intervention Programmes</i>	<i>Assistance with internet, stationary and travel costs</i>	<i>\$1,900</i>
<i>Horowhenua Family History Group Inc</i>	<i>Assistance with rent, power, repairs and maintenance</i>	<i>\$1,500</i>
<i>Altrusa International of Levin</i>	<i>Assistance with Annual National Altrusa Conference, Levin</i>	<i>\$500</i>
<i>Birthright Levin Inc</i>	<i>Assistance with rental of clubrooms in Levin Mall</i>	<i>\$3,000</i>
<i>Horowhenua Hearing Association Inc</i>	<i>Assistance with operating and overhead expenses</i>	<i>\$3,000</i>
<i>Horowhenua District Health Transportation Trust</i>	<i>Assistance with office rental, power and telephone expenses</i>	<i>\$4,000</i>
<i>Levin & Districts Brass Band</i>	<i>Assistance with operational and</i>	<i>\$1,500</i>

<i>Inc</i>	<i>administration expenses</i>	
<i>English Language Partners Horowhenua Kapiti Inc</i>	<i>Assistance with photocopying of resources and other materials</i>	<i>\$600</i>
<i>Royal New Zealand Plunket Society Manawatu-Wanganui area</i>	<i>Assistance with administration expenses, delivery of parent education and migrant/refuge services plus minor reimbursement</i>	<i>\$800</i>
<i>Levin Clothing Bank</i>	<i>Assistance with purchase of cloth, fabric and associated materials</i>	<i>\$1,500</i>
<i>Parkinsons Society Kapiti/ Horowhenua Inc</i>	<i>Assistance with promotional, operational and administration costs plus venue hire</i>	<i>\$1,013</i>
<i>Levin Mens Shed</i>	<i>Assistance with insurance, fitting out, wood and engineering machinery, power and materials</i>	<i>\$3,000</i>
<i>Shannon Christian Food Bank</i>	<i>Assistance with purchasing of food stuffs etc.</i>	<i>\$2,000</i>
<i>Levin Adventure Park Charitable Trust</i>	<i>Assistance with purchase of security fencing</i>	<i>\$2,000</i>
	<i>TOTAL</i>	<i>\$44,000 "</i>

Notes to the above:

- Levin & District Brass Inc - the amount of \$1,500 was made as an ex traditional grant amount, noting the request for greater funding
- Levin Mens Shed - the amount of \$3,000 was made with 50% of the grant amount given as a special one-off establishment grant

Councillor Rush sustained from voting on the Hearing Association Horowhenua Branch's application as he is a member.

The applications from the following groups were declined due to the number of applications received in relation to the actual level of funding currently available or being ineligible funding from this source:

- Kids Can Charitable Trust
- New Wine - Lower North

The Subcommittee in assessing the individual applications allocated funding that would assist the indicated projects proceeding whilst the applicants were not able to receive all of the funding sought.

NOTED

6. Rural Halls - Assessment of Applications and Allocation of Rural Halls Grant Fund

Resolved (Rush/Keenan)

"THAT the nine applications seeking \$59,092.38 be received and further considered."

There were no declarations from members having an interest or involvement in any of the Halls seeking funding.

At the request of the Chair the Subcommittee assessed each application against the funding criteria applying to rural halls, noting the extent of funding sought for projects against past funding made. A schedule prepared by the Secretary outlining grants

approved to rural halls over the past seven years was also considered as part of the overall deliberation.

Resolved (Keenan/Shaw)

"THAT it be recommended to the Horowhenua District Council that the following allocation of Rural Hall grant funds for the 2010/2011 year totalling \$22,000 be allocated as follows:

Hall	Project	Amount
Poroutawhao Hall Society	Full exterior repaint of hall	\$6,000
Mangaore Village Residents Association	Purchase and installation of ceiling installation	\$2,000
Ohau Hall Society	Total repaint and repair of exterior walls, replacement of roof on extension and new soak holes	\$4,500
Manakau District Community Association	Replace water pump and replace old zip water boilers	\$1,000
Moutoa Hall Society	Paint for interior of hall and fencing materials	\$2,750
Opiki Hall Society Inc	Complete spouting and drainage to road drain	\$5,750
	TOTAL	\$22,000 "

Notes to the Subcommittee's decision

The Subcommittee determined that funding to both the Poroutawhao Hall Society and Moutoa Hall Society would assist in completing these hall projects with the aim of reducing any requests to fund major future work.

Ohau Hall Society - funding of \$4,500 was to be applied to replacement of roof on the extension and new soak holes only.

Moutoa Hall Society grant of \$2,750 was towards some of the interior painting as determined as a priority by the Moutoa Hall Society.

The Subcommittee also noted the application made by the Ihakara Hall Society for assistance towards painting the exterior of the hall to meet their 100 years celebrations in May 2012. It was therefore recommended to the incoming Subcommittee to consider this grant as a priority under the 2011/2012 year funding round.

Similarly it supported the Koputaroa Hall Society and Tokomaru Hall Society being considered as priority works under the 2011/2012 funding round.

7. Status of Rural Halls and Future Funding Options

The Subcommittee, in considering the Secretary's report on the funding issues facing rural halls in the future, determined the need to have the incoming Rural Halls Grants Subcommittee assess the various funding options that may be available to assist in meeting present and future maintenance and operational costs.

Resolved (Keenan/Rush)

"THAT it be recommended to the Horowhenua District Council that before the next Annual Plan determination the Rural Halls Subcommittee convene a meeting of all hall societies to discuss future funding options to assist them in meeting their ongoing and future maintenance and upgrading costs."

It was further recommended that this meeting be convened before February 2011 to enable any recommendation being incorporated into the draft Annual Plan for public determination.

There being no further business the meeting concluded at 7.45pm.

CONFIRMED this day of

.....
Chairperson

**Item-1963 Proceedings Joint Transport and Health Services Subcommittee Final Meeting
20 August 2010**

File No **4292**

To: **His Worship the Mayor and Councillors
Horowhenua District Council**

From: **Strategic & Corporate Services Manager**

Date: **1 September 2020**

1. Purpose

- a. To present to the Horowhenua District Council the final meeting record of the Joint Transport and Health Services Subcommittee held on 20 August 2010.

2. Recommendation

- a. That Report 4292 be received.
- b. That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

3. Issues for Consideration

- a. There were no items considered by the Joint Transport and Health Services Subcommittee at its meeting of 20 August 2010 that will require further consideration by the Horowhenua District Council.

Prepared by

D M Clapperton
Strategic & Corporate Services Manager

4. Attachments

- a. Meeting Record Joint Transport and Health Services Subcommittee 20 August 2010.
-

RECORD OF THE HOROWHENUA DISTRICT COUNCIL'S JOINT TRANSPORT AND HEALTH SERVICES SUBCOMMITTEE'S FINAL MEETING HELD IN THE HOROWHENUA ROOM, HOROWHENUA DISTRICT COUNCIL, 126-148 OXFORD STREET, LEVIN, ON FRIDAY 20 AUGUST 2010 AT 10.15 AM

PRESENT

Cr B F Judd (Chair)
Mrs M Birch
Mr L Rohloff
Cr G G Good
Cr A D Rush
Mr P Wikstrom
Mr M Matamua
Reg Cr L Bailey

IN ATTENDANCE

Mr D M Clapperton (Strategic & Corporate Services Manager)
Mrs K J Corkill (Meeting Secretary)

ALSO IN ATTENDANCE

His Worship the Mayor, B J Duffy (10.15-10.30 am; 11.10-11.20 am)
Mrs A O'Connor
Ms R Woolrich (Shuttle Coordinator)
Mr P Shaughnessy (Horowhenua District Health Transportation Trust)
Mr E Paynter (Age Concern)
Mr T Kelly (Cancer Society)
Ms H Shaw (Nathan Guy's Office)
Mrs A O'Connor (Citizens Advice Bureau)

1. WELCOME BY THE CHAIRPERSON

The Chair welcomed those in attendance to the final meeting of the Joint Transport and Health Services Subcommittee. This would be an informal meeting, with no formal minutes being taken. However, outstanding matters such as receipt of minutes, acknowledgement of correspondence, would be addressed for the record.

2. APOLOGIES

Mr D J Colling (who had intended to be present, but had to tender his apologies at the last minute)

Mrs M Robins
Mrs J Connor

NOTED

3. ANNOUNCEMENTS

Mrs Woolrich would give a verbal update on the Health Shuttles' recent operation.

Mr Rohloff had some information to share with members on the voluntary bond scheme for GPs.

4. CONFIRMATION OF MINUTES

28 May 2010

It was agreed by those who had been present that these were a true and correct record.

5. MATTERS ARISING

Mr Rohloff updated the meeting in relation to the InterRAI assessment process.

Mr Wikstrom provided a brief update on Rescue Helicopters (copy provided).

Mr Paynter advised that he had received information in relation to the Horowhenua Health Centre. He understood that although the beds that had been the subject of the recent media attention were operating as AT & R beds, the level of funding had been reduced to Rural In-patient beds. This would mean that at the end of the review period, the DHB would be able to demonstrate that the Horowhenua Health Centre was operating at a major loss.

It was suggested this was a matter that should be raised CEO to CEO, with Mr Ward being requested to ask MidCentral's CEO to provide feedback.

6. CORRESPONDENCE

The Inward and Outward correspondence was NOTED.

7. GENERAL BUSINESS

Horowhenua Health Shuttle

Ms Woolrich gave a verbal update on the Shuttles' recent operation:

- demand for the Shuttle over the last month had been somewhat quieter than usual, caused by what had been happening, or not happening, at the Hospital;
- this week demand had again increased;
- the Trust now had two wheelchair shuttles in operation;
- the whole operation was working well and still had the same amount of volunteers (54);
- they would shortly be moving to their new premises at the Horowhenua Health Centre and were very much looking forward to that.

(i) Update on the Establishment of the Community Wellbeing Committee

Prior to providing an update on the establishment of the Community Wellbeing Committee, Mr Clapperton gave an overview of the number of positive things that had been happening in the community around health and well being, which included an initiative through Education Horowhenua setting up a Teen Parenting Unit and a further funding for Neighbourhood Support's Safe As Houses programme had been obtained.

In relation to the Community Wellbeing Committee, a forum would be held on 20 September 2010. Invitations would go out to the community, through the Mayor, and it was intended to have a variety of speakers.

MEETING CLOSURE

Mr Wikstrom recorded his thanks to Council for its support to the Subcommittee in its 10 years of operation, which had assisted in the Subcommittee's various successes.

Mayor Duffy acknowledged the work done by the Subcommittee, including Dave Colling and Margaret Robins who had not been able to attend today, noting that the passion shown by the group had been extraordinary. A new structure was now being put in place and he was sure that the new committee would build on the good work done by its predecessor.

In closing the meeting, Cr Judd expressed his pleasure at being involved with the Subcommittee since its inception. The Subcommittee had dealt with a number of big issues and had been able to make things happen for the benefit of the community on so many levels.

There being no further business, the meeting concluded at 11.20 am.

REPORTS

Item-1964 Monitoring Report Horowhenua District Council to 1 September 2010

File No 4280

To: His Worship the Mayor and Councillors
Horowhenua District Council

From: Chief Executive Officer

Date: 1 September 2010

1. Purpose

- a. To present to Council the updated monitoring report covering requested actions from previous meetings of Council.

2. Recommendation

- a. That Report 4280 be received.
- b. That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

	Name and title of signatories	Signature
Prepared by	D G Ward Chief Executive Officer	
<u>Confirmation of statutory compliance</u>		
In accordance with section 76 of the Local Government Act 2002, this report is approved as: <ol style="list-style-type: none">a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.		

3. Attachments

- a. HDC Monitoring Report to 1 September 2010

**MONITORING REPORT
HOROWHENUA DISTRICT COUNCIL**

Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
28.11.02 21.8.02	2802 2918	Hokio Water and Rating Issues	1) <i>Committee recommended to Council that this issue be negotiated with new Hokio A Trustees when they take up their appointments</i> 2) <i>Supply of water continue meantime</i>	D Ward	June 2010		The site visit on 5 August 2010 resulted in continued positive dialogue between Council and the Trustees.
2 Sep 2009	Item 1764	Local share funding of proposed Hokio and Waitarere water supplies.	<i>"THAT Council instruct the Chief Executive Officer to have officers continue to meet and consult with water committees that wish to continue to have an active role in water scheme implementation."</i>	R R Nicholson E Ganley	Ongoing		No further action on this matter is likely pending direction from Central Government on subsidised funding.
7 Oct 2009 4 Aug 2010	Item 1782 Item 1944	Environmental Vision for Coastal Lakes and Lowlands District Plan Review: Open Space Study	<i>"THAT Council develop a strategic plan setting out how it will achieve its vision statements for community well being</i> <i>"THAT the Financial Manager be authorised to allocate an additional sum of \$121,000 from unallocated Financial Contributions received to the District Plan Review project for the purpose of the proposed Open Space Study set out in the report."</i>	T Thomas		Completed	Staff are refining the brief now that funding has been made available.

**MONITORING REPORT
HOROWHENUA DISTRICT COUNCIL**

Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
4 Nov 2009	Item 1801	Waitohu Valley Road, Manakau South - Land Purchased to be Declared as Road	<i>"THAT pursuant to Section 114 of the Public Works Act 1981 the Horowhenua District Council hereby declares as road the land described as Section 1 SO Plan 386057 with an area of 2319m² formerly contained in Certificate of Title WN428/238."</i>	M Tregonning	30 June 2010		Council were advised on 9 August 2010 that the Gazette Notice had been signed by LINZ. Published in NZ Gazette on 12 August 2010.
5 May 2010	Item 1893	Kuku Piped Water Race - Proposed Upgrade to Potable Standard	<i>"THAT no further investigations be undertaken relating to meeting a potable standard for the Kuku Piped water race." "THAT officers continue to investigate appropriate works to reduce sediment risk to the existing supply, and report back by November 2010."</i>	R Nicholson	November 2010		As at 20 August 2010 there has been no further progress on this matter.
5 May 2010	Item 1894	Provision of Toilets in the Levin CBD	<i>"THAT Council approve the provision of an Exaloo type toilet in the south-east corner of The Warehouse carpark adjacent to Caffeinate Coffee Shop."</i>	P Shore			Toilets have been ordered, construction is scheduled to start 1 October 2010 and the toilets are expected to be operational on 11 October 2010.
5 May 2010	Item 1895	Foxton Beach Coastal Sand Dune Management	<i>"THAT Council re commit Capex and maintenance funding (via the LTCCP process) to the ongoing conservation and</i>	P Shore			A consent application has been lodged with Horizons Regional

**MONITORING REPORT
HOROWHENUA DISTRICT COUNCIL**

Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
			<p><i>management of Coastal "reserve" dunes, with particular emphasis placed on those dune fields adjacent to residential properties."</i></p> <p><i>"THAT Council liaise with the affected landowners over the issues."</i></p> <p><i>"THAT officers, in conjunction with the Foxton Community Board, meet to discuss solutions."</i></p> <p><i>"THAT officers consider a statement to property owners identifying Council's position."</i></p>				<p>Council with the intent of undertaking the reshaping and replanting in autumn/winter 2010. Regional Council soil Conservator has liaised with HDC Officers and concurs this is the best approach. Temporary marram planting has been undertaken to cover the exposed area for this summer.</p>

**MONITORING REPORT
HOROWHENUA DISTRICT COUNCIL**

Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
			<i>"THAT officers explore an appropriate walkway on the top of the dunes.</i>				Investigation work will commence early in 2011.
5 May 2010	Item 1899	Chief Executive Officer's Report to 5 May 2010	<i>"THAT the issue of Council's forestry holdings be included on the Monitoring Report."</i>	D Ward			This matter remains on the work list of Council's Property staff
7 Jul 2010	Item 1929	Shannon Water Wheel	<i>"THAT the Council Officers continue to work with representatives of Shannon Progressive Association and other directly affected parties who have been identified to complete outstanding matters for this project, and that the Mayor be party to the discussions." "THAT this matter be brought back to Council at its August 2010 meeting."</i>	D Ward		Completed	
4 Aug 2010	Item 1939	Levin Community Centre	<i>"THAT Council utilises the Countdown space for the new Levin Community Centre."</i>	D Clapperton			Interim Project Steering Group formed to consider design, funding, use of Old Library space - to report back to Council

**MONITORING REPORT
HOROWHENUA DISTRICT COUNCIL**

Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
4 Aug 2010	Item 1940	Te Awahou Nieuwe Stroom Project - Update	<i>"THAT Council agrees to become a Settlor to the Te Awahou Trust Deed."</i>	D Clapperton			Execution of Trust deed to occur in September 2010
4 Aug 2010	Item 1935	Proceedings Foxton Community Board 19 July 2010	<i>"THAT the Horowhenua District Council receive the minutes of the Foxton Community Board meeting held on 19 July 2010."</i>	D Clapperton		Completed	
4 Aug 2010	Item 1936	Hearing Committee 12 March 2010 Proceedings	<i>"THAT the Horowhenua District Council receive the minutes of the Hearing Committee meeting held on 12 March 2010."</i>	T Thomas		Completed	
4 Aug 2010	Item 1937	Joint Transport and Health Services Subcommittee Proceedings 28 May 2010	<i>"THAT the Horowhenua District Council receive the minutes of the Joint Transport and Health Services Subcommittee meeting held on 28 May 2010."</i>	D Clapperton		Completed	
4 Aug 2010	Item 1938	Monitoring Report Horowhenua District Council to 4 August 2010	<i>"THAT Report 4247 be received."</i>	D Ward		Completed	
4 Aug 2010	Item 1941	Draft Foxton Landscape Plan	<i>"THAT Council accepts the draft Foxton Townscape Plan for public consultation."</i>	D Clapperton			Public consultation concludes 24 September 2010
4 Aug 2010	Item 1942	Local Events Marketing Grants - Review of Guidelines and Funding Criteria	<i>"THAT Council amends the Local Events Marketing Grants Criteria and guidelines as recommended by the Local Events Marketing Grants Subcommittee."</i>	D Clapperton		Completed	

**MONITORING REPORT
HOROWHENUA DISTRICT COUNCIL**

Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
4 Aug 2010	Item 1943	Proposal for Recycling Stations Relocation	<p><i>“THAT Officers negotiate the relocation and operation of the Levin Recycling Station from the Long Term Carpark, corner Salisbury and Bath Streets to a suitable site on Sheffield Street, Levin.”</i></p> <p><i>“THAT Officers discuss the future of the Waitarere Beach recycling station in the first instance, with the Waitarere Ratepayers and Residents Association at their meeting on 16 August 2010.”</i></p> <p><i>“THAT Officers discuss the future of the Foxton and Foxton Beach recycling stations with the Foxton Community Board at its meeting on 30 August 2010.”</i></p> <p><i>“THAT the Tokomaru, Opiki and Shannon stations remain unchanged in location and levels of service.”</i></p>	W Potts D de Burgh			<p>The RFP was formatted in August 2010. This will be submitted to the owners of the Sheffield Street sites.</p> <p>Officers met with the Waitarere Ratepayers and Residents Association. See report on tonight's agenda.</p> <p>A report on proposals for the future of the Foxton and Foxton Beach recycling stations was discussed at the Board's meeting on 30 August 2010 and will be reported on at tonight's meeting.</p>

**MONITORING REPORT
HOROWHENUA DISTRICT COUNCIL**

Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
4 Aug 2010	Item 1945	Amendment to HDC Skateboard Bylaw 2007	<i>"THAT the amendment proposed to this Bylaw, and as detailed in Clause 5, Option 3 of Report 4225, be adopted as a minor amendment as defined by s156(2)(a) of the Local Government Act 2002."</i>	M Lepper		Completed	
4 Aug 2010	Item 1946	Dog Control Policy and Practices 2009/10 Annual Report	<i>"THAT Council adopts the Report on Dog Control Policy and Practices 2009/10, as required by s10A of the Dog Control Act 1996."</i>	M Lepper		Completed	
4 Aug 2010	Item 1947	Horowhenua District Licensing Agency Annual Report for Year Ended 30 June 2010	<i>"THAT Report 4243 be received."</i>	L Riori M Lepper		Completed	
4 Aug 2010	Item 1948	Liquor Licensing Matters from 21 April 2010 to 20 July 2010	<i>"THAT the Licences and Managers' Certificates as scheduled in Part 3(a) of this report, which have been granted or renewed under delegation, be ratified." "THAT the information in Part 3(b) of this report be noted."</i>	L Riori		Completed	
4 Aug 2010	Item 1949	SH56 Wilsons Road - Proposed Road Name	<i>"THAT the name of the new road resulting from the realignment of State Highway 56 near Wilsons Road be Syd Claridge Road."</i>	D Hayman T Gibbons		Completed	

**MONITORING REPORT
HOROWHENUA DISTRICT COUNCIL**

Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
4 Aug 2010	Item 1950	Lot 16 Buckley Road, Shannon - Proposed Road Name	<i>"THAT the new road name for the private road in the Wayne Bishop Builder Ltd subdivision (Council reference SUB/2936/2010) be Glade Park Lane."</i>	D Hayman T Gibbons		Completed	
4 Aug 2010	Item 1951	Paetata Farm Ltd , 471 Waikawa Beach Road - Proposed Road Name	<i>"THAT the new road name for the public road in the Paetata Farm Ltd subdivision (Council reference RS/1294/2006) be Kristin Place."</i>	D Hayman T Gibbons		Completed	
4 Aug 2010	Item 1952	Manawatu River Leaders' Forum - Accord	<i>"THAT the Horowhenua District Council ratifies the Manawatu River Leaders' Forum "Leaders' Accord," as attached."</i>	B Duffy D G Ward		Completed	
4 Aug 2010	Item 1953	Chief Executive Officer's Report to 4 August 2010	<i>"THAT Report 4249 be received."</i>	D Ward		Completed	
4 Aug 2010	Item 1954	Documents Executed and Electronic Transactions Authorities Signed	<i>"THAT the Horowhenua District Council hereby ratifies the signing of the documents and electronic transactions authorities as scheduled:"</i>	D Clapperton		Completed	
4 Aug 2010	Item 1955	Resource Consents Considered Under Delegated Authority	<i>"THAT the Land Use and Subdivision Resource Consents be received."</i>	T Thomas		Completed	

Item-1965 Community Assets Works

File No 4295

To: His Worship the Mayor and Councillors
Horowhenua District Council

From: Community Assets Manager / Chief Executive Officer

Date: 1 September 2010

1. Purpose

- a. To update Councillors on a number of current matters that the Community Assets Manager is dealing with.

2. Recommendation

- a. That Report 4294 be received.
- b. That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

3. Works

- a. Renewal of both the Water and Wastewater mains at the intersection of Bath Street and State Highway No.1 (Oxford Street), Levin

Background

The New Zealand Transport Agency (NZTA) has advised Council they intend to reseal the intersection of Bath and State Highway 1 (SH1) in October this year. We will take this opportunity to renew assets in this locality in conjunction with NZTA's reseal works.

Situation

Council have both water and wastewater mains running across this intersection which are identified in the Asset Management Plan as due for replacement.

Additionally, the water main is getting damaged as the valves and hydrants are positioned in the vehicle wheel tracks and are being constantly hammered by heavy trucks which pass through the intersection.

Plan

It is planned to replace both water and sewer mains across the intersection and realign the water main so that the valves and hydrants are positioned out of the wheel tracks. This will also ensure that they are more easily accessed for maintenance and operational purposes.

As part of this work the water main will be further extended along Bath Street from SH1 to Salisbury Street. This section is part of this years planned renewal programme.

Given the location this work will have an impact on a number of businesses in the area. A communication plan will be developed notifying businesses and persons potentially affected by the construction. A contact person will liaise and provide regular updates.

Budget

The budget for this work will be from this financial year's water and waste water renewals.

Programme

Site investigation and Design - Completed by 30 August 2010

Construction Start - 9 September 2010

Construction End - mid October 2010

b. Levin Wastewater Treatment Plant

The Levin Wastewater Treatment Plant is due for upgrading to meet quality and environmental requirements. Generally, the plant is compliant with resource consent standards, but it is unable to cope with extreme weather events when elevated ground water flows into the sewer network and exceeds the sewer and plant capacity.

Current Actions	
Land acquisitions	Additional land has been purchased for effluent disposal at the Pot
Effluent pipeline	Detailed design underway for second pipe to the Pot There is \$4.6million in the LTCCP for this work.
Lining of Ponds	4 effluent storage ponds. 2 ponds are lined and 2 are to remain unlined.
Extreme event flows	Design of pipeline and ponds to cope with 31,000m ³ per day. This is the maximum that the sewer can carry to the plant.
Optimise operations	<ul style="list-style-type: none">• Inflow and infiltration program in network• Groundwater and rainfall monitoring• Pond operations to maximize capacity• Odour reduction

c. Foxton WWTP

A range of options for the effluent disposal for Foxton have been investigated. To date, 11 sites have been evaluated and none are suitable for low rate irrigation.

Consent requirements for the scheme required:

1. Complete analysis of the feasibility of discharging wastewater to land by 1 December 2010, or where found to be infeasible by 1 December 2011. The latter date is now applicable.
2. Complete consultation under the LG Act in respect of a decision regarding the long term wastewater treatment and discharge option for Foxton by 1 August 2012.
3. Completing its analysis (make a decision) discharging effluent to land by 1 December 2012.

In the absence of an acceptable low rate solution, HDC will now consider other land disposal options for the scheme and has until 1 December 2011 to report its findings.

d. Waitarere WWTP

This is presently under review. Officers are finalizing the land requirements for the proposed new system with a view to preparing consultation documents to put before the community before the end of this calendar year.

e. Shannon WWTP

This plant is currently being upgraded with the installation in July of the floating wetlands, in August the aerators and in September the inlet screen. The effect of these improvements will be identified through a monitoring programme. It will inform the consent application for the river discharge consent, a draft of which has been prepared by our consultant and is currently being considered by officers.

f. Tokomaru WWTP

This plant is currently operating satisfactorily. The wetland plants are well established.

g. Levin Water Treatment Plant

The Levin Water Treatment Plant is being upgraded for the following reasons:

- (a) Non-compliance with the Drinking-Water Standards for New Zealand 2005 (DWSNZ 2005) particularly with regard to effective treatment for the removal of protozoa;
- (b) Community dissatisfaction with variations in water quality, and occasional poor water quality; and
- (c) Potential future growth and increased demand.

Council resolved (in part) at its meeting on 1 October 2008 as follows:

“THAT Council increase the total capital budget for this project to a total of \$10.6M within the 2009/10 LTCCP.”

“THAT Council authorise officers to pursue detailed design for a 20MLD plant incorporating Off River Raw Water Storage” and

“THAT Council note that officers have pursued land purchase options associated with the Off River Raw Water Storage option.”

The scope of the proposed works requires source, quantity and water treatment aspects of the Levin Water Supply system to be addressed.

Off river storage of a 5 day average flow has been identified as a means of reducing risk from poor raw water quality during and following rain events. A storage pond has been designed and a contract let for the construction of the pond on the existing WTP site. The physical works are on temporarily on hold until all consents are in place for the works. A hearing is set down for 23 and 24 September. We have received 6 submissions to the consent application.

Construction of the raw water reservoir will be completed in the summer 2010-11, if consents are granted expeditiously.

Preliminary design for the water treatment process has been completed and membrane filtration has now been selected as the preferred water treatment process to follow the off river raw water storage reservoir. This will elevate the water grading for Levin to an acceptable standard and provide for growth.

	Name and title of signatories	Signature
Prepared by	W Potts Community Assets Manager	
<u>Confirmation of statutory compliance</u>		
<p>In accordance with section 76 of the Local Government Act 2002, this report is approved as:</p> <ul style="list-style-type: none"> a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and, b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision. 		
Approved by	D G Ward Chief Executive Officer	

Item-1966 Shannon/ Eketahuna Cycleway

File No 4293

To: His Worship the Mayor and Councillors
Horowhenua District Council

From: Strategic and Corporate Services Manager

Date: 1 September 2010

1. Purpose

- a. To update the Council on the completion of a feasibility study to develop a cycleway between Shannon and Eketahuna.

2. Recommendation

- a. That Report 4293 be received.
- b. That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.
- c. That Council commences the feasibility study to develop a cycleway between Shannon and Eketahuna

3. Background

- a. Late last year Council submitted a proposal to the Ministry of Tourism seeking funding of a feasibility study for a cycle track between Eketahuna and Shannon.
- b. Council was unsuccessful in its funding bid. However, such is the stakeholder support we have received from both sides of the Tararua Ranges, Council Officers have been pursuing support to undertake the feasibility study anyway.
- c. A feasibility study will provide a clear outline of the options and costs involved to establish the cycleway. There are a range of other aspects associated with the feasibility (which include the need for accommodation, the frequency of use and so potential spin offs, as well as landowners access) which has not been canvassed in any detail, but highlight as aspects that should be addressed in due course.
- d. Key tasks required to be undertaken to address feasibility and how Council proposes that these are done are detailed below.

4. Key Tasks

a. Information

There is some (limited information) on the proposal which includes the GHD original feasibility for the concept of a road connection, a terrain model that covers most of the proposed cycle track area and the information set out in the submission that sought central government funding for the cycleway feasibility (The Missing Link). Further information will be sought (such as wider topographical data, management plan information from DOC,

landowner areas, power company operations information and understanding of the area including photography of the routes in and out via public roads by a group site visit).

b. Scoping

There are several alternative routes that can be identified from the mapping of the area. A desk-top study would be undertaken to scope the options at a broad conceptual level and mark these on plan to allow Council to coordinate the next task (including programming the GPS references).

c. Aerial Field Work

It is understood from those experienced in the area that the terrain is variable (including steep bluffs and stream beds) and the vegetation dense in parts. It is proposed to undertake the initial fieldwork by helicopter. The aim would be to have narrowed down the scoping options and to understand the ground conditions. The route will be videoed if possible using on-board video for future reference (and potentially promotional material). Still photography will also be used to capture the nature of the route.

d. Review

The mapping work will be reviewed and options refined. It is anticipated that the construction requirements for the different sections of the route would be broadly discernible (ie bridges, new track, rework existing track) as well as the nature of vegetation removal and other impacts from construction. The outcomes will be discussed with HDC (and other stakeholders such as a working group) and the constraints or additional opportunities identified. At this time the outcomes from this task may be determined to be sufficient to enable the route to be defined, costed and reported (ie move directly to task F below).

e. Ground based Fieldwork

If there is a need, ground based fieldwork will be undertaken. This will be undertaken if there is insufficient detail from the aerial fieldwork to understand the nature of the construction required. The ground based work will require potentially complex logistics in terms of route way finding, potential for over-nighting, health and safety management, as well as landowner access. The scope and cost of this will need to be determined following aerial fieldwork – a provisional sum has been allowed in the estimated costs below.

f. Reporting

The feasibility study will culminate in a report which describes the approach, process, information used, landownership's affected, options, construction, impacts and logistics, and costs. The report will be a combination of written and graphic material.

5. Other Aspects

As noted above, there are several related feasibility elements that will need to be investigated. The key of these is the level of use that can be expected and the associated infrastructure (such as accommodation) required to make the cycleway a success. A separate component is undertaken by consultants to cover this aspect.

6. Estimated cost

It is estimated the cost for the project on the basis as set out below:

A Information	
• Mapping	
• Review	
• Meetings (up to 10 hours)	
• Project Management	\$6,800
B Scoping	
• Identify options – desk top mapping	
• Working meeting – BML+GHD	\$6,380
C Aerial Fieldwork	
• Organization and preparation	
• Flying time - 3 people	\$7,740
D Review	
• Refine mapping	
• Identify route section types	
• Working meeting – BML + GHD	
• Review with client/stakeholder group	\$12,000
E Ground based Fieldwork (PC SUM)	
• Logistics/preparation	
• 2 days in field (3 people)	\$8,240
F Reporting	
• Mapping and drawings	
• Documenting including engineering costings	
• Draft and finalise	\$16,100
Disbursements	
• Helicopter	\$6,000
• Video	\$2,000
Total estimate	\$65,260

It is recommended that Council proceed to task D before determining the need for task E. It maybe that it will be possible to proceed to task F (or perhaps undertake another half day of aerial work).

Horowhenua District Council has funding for this type of work through its Economic Development budget, Development Planning budgets and Financial Contributions for Parks and Reserves. However, through the stakeholders discussions it is hoped to identify other funding contributions.

It is proposed to hold Public Meetings in Shannon and Eketahuna to discuss the Shannon/Eketahuna Cycleway. Details of these meetings will be presented at the Council meeting.

	Name and title of signatories	Signature
Prepared by	D M Clapperton Strategic and Corporate Services Manager	
<u>Confirmation of statutory compliance</u>		
<p>In accordance with section 76 of the Local Government Act 2002, this report is approved as:</p> <ul style="list-style-type: none"> a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and, b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision. 		
Approved by	D G Ward Chief Executive Officer	

3. Attachments

- a. A copy of "The Missing Link Cycleway" accompanies the agenda.

Item-1967 Waitarere Beach Recycling Station

File No **4291**

To: **His Worship the Mayor and Councillors
Horowhenua District Council**

From: **Solid Waste Engineer**

Date: **1 September 2010**

1. Executive Summary

a. Purpose of Report

To update Council on the impact kerbside recycling has had on the Waitarere Beach static recycling station.

To present information to allow Council to make an informed decision on the future location and the level of service of the static recycling station at Waitarere Beach.

b. Key Issues

There has been a significant (one quarter) decrease in the volumes of recyclables deposited at the recycling stations situated throughout the district.

Maintenance costs to continue servicing the static recycling stations are largely fixed. Stations with coastal locations have a very high short seasonal use with a long low usage period.

Environmental, zoning along with Health and Safety impacts of current static recycling station locations.

The need for the individual recycling stations located throughout the District since the impact of kerbside recycling has become apparent.

Kerbside recycling collection will be rolled out to higher density rural areas this calendar year. This will further reduce the volumes of recyclables going through recycling stations.

2. Recommendation

- a. That Report 4291 be received.
 - b. That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.
 - c. That the Waitarere Beach recycling station remains open at its current location during peak season 20th December to 28th February only. Other times of the year the station is removed from site.
-

3. Context

Background

The introduction of kerbside recycling has been a huge success with 70% of households using the service each week. This is forecasted to increase recycling volumes to over 2000 tonnes this calendar year, an increase of 44% of recyclable material being collected over last year. However this has resulted in a one quarter decrease in the volume of recyclables removed from the recycling stations.

Estimated current levels of usage for each station within the district:

Station	%	Tonnage per year (projected)
Levin	55	605
Foxton	20	220
Foxton Beach	7.5	83
Waitarere	5	55
Shannon	5	55
Tokomaru and Opiki	7.5	82
	Total	1,100

It needs to be acknowledged that the beach stations (Foxton and Waitarere) have a large spike in usage over the Summer months.

The Current Situation

Stations are open 24/7, which leads to problems. People illegally dump non recyclable material, upwards of sixty (60) wheelie bins each week. Regularly the cardboard and paper facilities are set on fire and the containers graffitied. The result of this is we have facilities that at times looks unkempt and unserviced.

Contamination is another problem with coloured glass being cross contaminated resulting in an unmarketable product.

Environmental

Waitarere Beach recycling station is located in a very environmentally sensitive position being on top of a bank above a freshwater stream. This location is not ideal for fulltime recycling station due to the frequent fly tipping and non containment of material. Future development of bunds and container design to be investigated.

With the nature of recycling stations wind blown material is a real issue. It also has a negative impact within the vicinity of the stations, in particular the coastal stations. Broken glass bottles create a real danger to the public, especially children, and generally results from uncontrolled after hour activities.

Publicity

Erecting signage to inform the public to the new seasonal level of service with directions to the Foxton and Levin recycling stations and information on the kerbside collection for recycling, and publicity through the local media and Community Connection should help minimise any issues.

Those that require more crate space to recycle are able to purchase a secondary crate at \$51 per year.

4. Options

Option A

Waitarere Beach reduced level of service

The cost to service this station over the 20th December to 28th February period is approximately \$10,000 to remove an estimated 40 tonnes of recycling. For the remainder of the year the volume collected from this station equates to an estimated 15 tonnes with an associated cost of \$15,000.

Season	Cost for Period	Cost per Tonne Removed
High 20th December to 28th February	\$10,000	\$250 per tonne
Low 1st March to 19th December	\$15,000	\$1,000 per tonne

During the peak period (20th December – 28th February) this station is very well utilized. However, for the remainder of the year (1st March – 19th December) it is heavily under utilized since the introduction of kerbside recycling. Residents of Waitarere Beach will still have access to recycling stations when passing through Foxton or Levin. The current transportable containers will be used during peak periods (summer) and removed from site during the other part of the year.

It is envisaged that the stations would not be removed until March 2011.

Option B

Status quo, council would be obliged to retender the current recycling station maintenance contract as currently it is rolled over month to month.

	Name and title of signatories	Signature
Prepared by	D de Burgh Solid Waste Engineer	
<u>Confirmation of statutory compliance</u>		
In accordance with section 76 of the Local Government Act 2002, this report is approved as: a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and, b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.		
Approved by	W Potts Community Assets Manager	

Item-1968 Proposal for Foxton and Foxton Beach Recycling Stations Relocation

File No **4294**

To: **His Worship the Mayor and Councillors
Horowhenua District Council**

From: **Solid Waste Engineer**

Date: **1 September 2010**

1. Executive Summary

a. Purpose of the report

This report was discussed by the Foxton Community Board at its meeting on 30 August 2010.

b. Key issues

There has been a significant (one quarter) decrease in the volumes of recyclables deposited at the recycling stations situated throughout the district.

Maintenance costs to continue servicing the static recycling stations are largely fixed. Stations with coastal locations have a very high short seasonal use with a long low usage period.

Environmental, zoning along with Health and Safety impacts of current static recycling station locations.

The need for the individual recycling stations located throughout the District since the impact of kerbside recycling has become apparent.

Kerbside recycling collection will be rolled out to higher density rural areas this calendar year. This will further reduce the volumes of recyclables going through recycling stations.

2. Recommendation

- a. That Report 4294 on Proposed Relocation of Recycling Stations be received.
 - b. That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.
 - c. That officers negotiate the Foxton recycling station relocation from the current site on Ladys Mile to the Foxton Waste Transfer Station.
 - d. That the Foxton Beach recycling station remains open at its current location during peak season 20th December to 28th February only. Other times of the year the station is removed from site.
-

3. Context

(a) Background

The introduction of kerbside recycling has been a huge success with 70% of households using the service each week. This is forecasted to increase recycling volumes to over 2000 tonnes this calendar year, an increase of 44% of recyclable material being collected over last year. However this has resulted in a one quarter decrease in the volume of recyclables removed from the recycling stations.

Estimated current levels of usage for each station within the district:

Station	%	Tonnage per year (projected)
Levin	55	605
Foxton	20	220
Foxton Beach	7.5	83
Waitarere	5	55
Shannon	5	55
Tokomaru and Opiki	7.5	82
Total		1,100

It needs to be acknowledged that the beach stations (Foxton and Waitarere) have a large spike in usage over the summer months.

(b) The Current Situation

Stations are open 24/7, which leads to problems. People illegally dump non recyclable material, upwards of sixty (60) wheelie bins each week. Regularly the cardboard and paper facilities are set on fire and the containers graffitied. The result of this is we have facilities that at times looks unkempt and unserviced.

Contamination is another problem with coloured glass being cross contaminated resulting in an unmarketable product.

The Foxton Recycling Station has very similar problems to Levin with limited access for servicing of the station and room to manoeuvre vehicles while keeping clear of the carriage way. This station is located outside of Manawatu College on Ladys Mile which 4500 to 5000 vehicles per day travel on and beside the entrance to the Foxton RSA. Many users of this station have to perform a U-turn to gain access.

(c) Legal Issues

- a. The Foxton site is classified as "Residential 1" and a search of the system failed to find a resource consent for the station which is required at this location. The Foxton Transfer Station is classified as "Close Landfill/Transfer Station" of which operating recycling station within it would be acceptable under the current classification.

(d) Environmental

- a. The Foxton recycling station is located on a sealed area with a small car park in front of the bins with storm water running into the storm water network. This makes containment of any illegally dumped liquid very difficult.
- b. With the nature of recycling stations wind blown material is a real issue. It also has a negative impact within the vicinity of the stations, in particular the coastal stations.

- c. Broken glass bottles create a real danger to the public, especially children, and generally results from uncontrolled after hour activities.

(f) Publicity

- a. Should any relocation or reduced level of service occur some residents may find this inconvenient. However, others will prefer the move as it all depends on where people live.
- b. Erecting signage to redirect the public to the new locations for recycling, and publicity through the local media and Community Connection should help minimise any issues.

4. Options

Option A.

The relocation of the Foxton recycling station can be implemented as part of the current contract. Hours of operation would mirror the current Foxton Waste Transfer Station operational hours of seven half days per week This would offer the opportunity for customers to minimise their disposal costs if they chose to separate their recycling from their waste.

The intention is for the recyclables to be negotiated for processing and consolidation. In the current recycling market environment there is little profit margin in the sale of most recyclables.

Major benefits to Council and the public of having the recycling centre at the Foxton waste Transfer Station are:

- Becomes a one-stop-shop for recycling and residual disposal
- Manned and secure 7 days per week
- Location is not in a high profile area and provides for better control of traffic
- Correct zoning and where litter and storm water can be properly managed
- Possible further development of recycling initiatives
- Ability to produce a marketable glass product

It is preferable that the relocation of the Foxton station would be completed prior to December to enhance the environment for the busiest time of year and to ease the pressure on the station.

Option B

Foxton Beach reduced level of service

The cost to service this station over the 20th December to 28th February period is approximately \$10,000 to remove an estimated 63 tonnes of recycling. For the remainder of the year the volume collected from this station equates to an estimated 20 tonnes with an associated cost of \$15,000.

Season	Cost for Period	Cost per Tonne Removed
High 20 th December to 28 th February	\$10,000	\$158 per tonne
Low 1 st March to 19 th December	\$15,000	\$750 per tonne

The Foxton Beach station is beside the community centre and an open space area and shares a common driveway. This location is less than ideal for fulltime recycling stations due to the frequent fly tipping and non containment of material.

During the peak period (20th December – 28th February) this station is very well utilized. However, for the remainder of the year (1st March – 19th December) it is heavily under utilized since the introduction of kerbside recycling. Residents of Foxton Beach will still have access to recycling

stations when passing through Foxton or Levin. The current transportable containers will be used during peak periods (summer) and removed from site during the other part of the year.

It is envisaged that the stations would not be removed until March 2011.

Option C.

Status quo, Council would be obliged to retender the current recycling station maintenance contract as currently it is rolled over month to month.

	Name and title of signatories	Signature
Prepared by	D de Burgh Solid Waste Engineer	
<u>Confirmation of statutory compliance</u>		
<p>In accordance with section 76 of the Local Government Act 2002, this report is approved as:</p> <ul style="list-style-type: none"> a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and, b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision. 		
Approved by	W Potts Community Assets Manager	

Item-1969 Active Signage - Weraroa Road

File No 4290

To: His Worship the Mayor and Councillors
Horowhenua District Council

From: Infrastructure Assets Manager

Date: 18 August 2010

1. Executive Summary

a. Purpose of the report

This report arises from a previous report and the non-approval of Council's proposal for variable speed limits at two locations in the District. It is intended to brief Council on options, so that Council can give officers further direction on the matter.

b. Key issues

The NZTA has provided 'blanket approval' for the use of variable speed limits provided that certain conditions are met. One of these conditions is that active signage as set out in the guidelines is used. Council, on the writer's recommendation, had proposed an alternative option, for which specific approval is needed. That approval has not been granted.

One of the locations proposed included Ladys Mile outside Manawatu College. The Principal has indicated that it is not required there.

2. Recommendation

- a. That Report 4290 on Active Signage – Weraroa Road be received.
- b. That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.
- c. That procedures, commencing with consultation with the schools, are initiated for the application of variable speed limits in the vicinity of the schools on Weraroa Road – (Horowhenua College and St Joseph's) with the use of Active Signage, funded from Council's Minor Safety Improvements allocation.

3. Context

a. Background

Active Warning Signs signal a school zone with a flashing light that is switched on by the school at the relevant times, morning and afternoon, and they show the variable speed limits of 40kph.

The times are 35 minutes before the start of school until the time of school, and 20 minutes at the end of school beginning no earlier than 5 minutes before the end of school.

We have been advised that the experience of another council is that each site costs \$35,000 to set up.

Because they are actively managed by the schools it is important that the schools are fully consulted before implementation.

b. LTCCP

The recommendations above are not inconsistent with the LTCCP. There is sufficient funding available in the Minor Safety budget to meet the cost of one set of lights, without compromising the rest of the programme.

c. Significance

The recommendations above do not trigger Council's significance policy.

d. Legal Issues

Nil.

e. Approach

Section 79 of the Local Government Act requires Council to analyse and consider community views having regard to the significance of the matter. In this instance the views of the schools are relevant and the recommendation c above will lead to consultation with them.

Analysis

f. Views

Some views have been received by Council during our annual plan consultations, and through concerned members of the community making personal contact with elected members or officers. This has established that there is an issue for council to consider.

The earlier report was forwarded to the school Principals and comments were received from three. Subsequently we were advised that the Principal of Manawatu College did not favour a variable speed limit in Ladys Mile. Accordingly that part of the proposal has been suspended.

It is not considered necessary to consult with the wider community. The guidelines provided by the NZTA ensure that motorists will not be unduly inconvenienced.

g. Options

Option 1 is to take this matter no further, thereby focussing officer attention into other matters.

Option 2 is to undertake consultation with the two schools in Weraroa Road and (if they are in favour of the proposal) to make the necessary change to the bylaw and then to install the signage. This is the process to which adoption of the recommendation will lead.

h. Costs

The cost of the active signage is estimated to be \$35,000 per site. One such site can be funded through existing budgets.

4. Conclusions

a. The preferred option(s)

The preferred option will give us local experience in the commissioning of these devices and their management. This will inform us for future decision-making as we consider rolling active signage and variable speed limits out across the district.

b. Impact on Council Policy

Nil

c. Impact on taking a sustainable development approach

The recommendations allow council to take into account the social, economic and cultural well-being of people and communities; the need to maintain and enhance the quality of the environment; and the reasonably foreseeable needs of future generations

d. Need for further consultation

The recommended option ensures that appropriate opportunities for consultation occur.

	Name and title of signatories	Signature
Prepared by	R R Nicholson Infrastructure Assets Manager (Acting)	
<u>Confirmation of statutory compliance</u>		
In accordance with section 76 of the Local Government Act 2002, this report is approved as: a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and, b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.		
Approved by	W Potts Community Assets Manager	

Item-1970 Chief Executive Officer's Report to 1 September 2010

File No 4283

To: His Worship the Mayor and Councillors
Horowhenua District Council

From: Chief Executive Officer

Date: 1 September 2010

1. Purpose

- a. This report is prepared to update Councillors on a number of current matters that the Chief Executive Officer is dealing with.

2. Recommendation

- a. That Report 4283 be received.
b. That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.
c. That pursuant to Section 34A of the Resource Management Act 1991 the Chief Executive be delegated the authority to lodge, under the provisions of Clause 14 of the First Schedule of the RMA, any appeal considered appropriate in regard to the decisions released on the Horizons Regional Council One Plan.

3. Issues for Consideration

- a. Proposed One Plan Decisions Released.

The Horizons Regional Council formally released its decisions on the proposed One Plan on the 24th August 2010. The decision document is an extensive one and needs careful review by officers in liaison with other Councils and advisors to determine whether an appeal is appropriate. There is a 60 day period provided to lodge appeals.

Given the fact that a new Council will only just have been elected by the time of the closure of the appeal period it is recommended that the Council authorise the Chief Executive to lodge any appeal as may be considered appropriate against the decision, such matters to be reported to the Council as soon as possible thereafter.

A copy of the One Plan decision document is available on the Horizons website, on CD available from Horizons or is held by officers if any Councillors wish to view it.

- b. Shannon Wastewater Treatment Plant

We continue to make excellent progress on this project. Please note in your diaries that an official opening ceremony has been scheduled for Wednesday, 29 September 2010 at 2pm.

- c. Building Act Review

A fortnight ago the Minister for Building and Conservation announced the results of the Building Act Review. The announcement was generally positive in keeping the good bits of

the original proposals, taking out some of the areas where local government had concerns and committing to looking at joint and several liability in the new phase.

Central Government has committed to working with the local government sector to improve the regulatory roles Councils play in the Building and Construction area.

For its part this Council continues its strong liaison with the building industry. Last Friday we held our 4th lunch time meeting for Building Industry participants to assist with licencing requirements under the proposed Act. These have been very well attended.

d. Management Forum

On Friday, 13 August 2010 the Management Group held a planning day aimed at focussing on the issues ahead of the organisation in the next 12 to 24 months. Obvious reference was made to achieving the requirements of this year's annual plan, and preparation work required to be undertaken for the 2012 to 2022 Long Term Plan.

We acknowledged the challenges that we faced and the achievements that we have made over the past 12 months. Looking forward we looked at required reviews of major projects, fees and charges, implementation of our IT system and the benefits that that will provide, commitment to the District Plan Review, enhanced relationships and structure and resourcing of the organisation.

e. 2010/2011 Annual Plan Monitoring Report

The Monitoring Report prepared for those items raised by submitters during the 2010/2011 Annual Plan submission period, in ensuing discussion or passed by way of resolution, is **attached**.

	Name and title of signatories	Signature
Prepared by	D G Ward Chief Executive Officer	
<u>Confirmation of statutory compliance</u>		
<p>In accordance with section 76 of the Local Government Act 2002, this report is approved as:</p> <ul style="list-style-type: none"> a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and, b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision. 		

4. Attachments

- a. 2010/2011 Annual Plan Monitoring Report

**MONITORING REPORT
Annual Plan 2010/2011**

Item	Item Description	Resolved	Responsible Officer	Date to Action By	Date Completed	Officer Comment
2	Development of Foxton Cemetery	<i>"THAT Officers prepare and present a report to the Foxton Community Board on opportunities to extend the life of the existing cemetery and that the report give consideration to bringing forward funding of \$100,000.00 for the development of new land at Foxton Cemetery from years 2013/14 to 2012/13 and also the option for the provision of a toilet at Foxton Cemetery."</i>	P Shore P Shore	15 December 2010		Staff will prepare a report for consideration by the Foxton Community Board through the process of preparing Council's 2011/12 Draft Annual Plan
3	Half Pipe Projects, Holben Parade	<i>"THAT funding of \$30,000.00 sourced from the Foxton Beach Freeholding Account is committed to the construction of a concrete half pipe at Holben Reserve."</i>	P Shore	31 July 2010		A report on appropriate type facility has been prepared for the Foxton Community Board of 30 August 2010.
8	Parsons Avenue Kindergarten - Request for additional land	<i>"THAT Officers continue to work with the Wellington Free Kindergarten Association in renewing the lease, with a view to offering additional lease land and the site for disposal."</i>	M Tregonning	30 September 2010		A new lease has been agreed to. Signing will be undertaken by 30 August 2010.
12	Provision of Playground - Te Maire Park, Shannon	<i>"THAT funding for the provision of a playground in Shannon be revisited as part of the LTCCP."</i>	P Shore	30 June 2011		Liaison with Shannon Community will occur as part of the LTCCP review, and as part of a review

**MONITORING REPORT
Annual Plan 2010/2011**

Item	Item Description	Resolved	Responsible Officer	Date to Action By	Date Completed	Officer Comment
	netball	<p><i>renewal of the courts; and that Officers report back to Council as part of the LTCCP review process with recommendations and accurate renewal requirements."</i></p> <p><i>"THAT Officers report back to Council with funding options, should an opportunity exist before the next LTCCP review to rectify the Courts faults."</i></p>				<p>representatives and an onsite inspection of Kapiti courts was carried out. Investigation into appropriate (remedial) treatments - including costs, is ongoing in partnership with Netball Horowhenua.</p>
15	Levin BMX Club	<p><i>"THAT funding of \$5,000.00 for the 2010/11 be provided to the Levin BMX club, administered by Council for track maintenance and that the Club work with Council officers to develop a robust business plan emphasising the maintenance needs in the years ahead, and that corporate sponsorship is sought."</i></p>	D Tate	31 December 2010		<p>BMX have been provided with a draft lease which they helped develop and are currently reviewing this. Officers are working with the BMX Club to develop a business plan and for specific funding applications.</p>

**MONITORING REPORT
Annual Plan 2010/2011**

Item	Item Description	Resolved	Responsible Officer	Date to Action By	Date Completed	Officer Comment
16	Manakau Soccer - use of Manakau Domain and assistance to the Manakau United Football Club	<i>"THAT Officers develop a formal lease arrangement with the Manakau United Football Club."</i>	D Tate	31 December 2010		Officers are currently preparing a draft lease.
17	Proposed Fees and Charges - for cricket wickets	<i>"THAT Council officers liaise with the Levin Sports Foundation to obtain funding to assist with the renewal of the existing artificial wickets at Donnelly Park." "THAT Council officers work with the Horowhenua Kapiti Cricket Association with the objective of establishing funding sources for additional wickets."</i>	P. Shore	31 December 2010		Officers have had an initial meeting with the Cricket Development Officer. Ongoing. A funding application will be prepared and submitted early in September 2010.
18	Manakau Playground	<i>"THAT the provision of playground equipment is reviewed as part of the next LTCCP review for Manakau."</i>	P. Shore	30 June 2011		Staff will continue to liaise with the public of Manakau in regard to appropriate recreational facilities.
23	Moutere Road Extension	<i>"THAT staff investigate whether the road reserve between Waitare Beach Road and Moutere Road is an existing road and Mrs Topp is advised of the investigation."</i>	M Pond	30 September 2010		Staff will investigate the status of the road reserve and advise Mrs Topp

**MONITORING REPORT
Annual Plan 2010/2011**

Item	Item Description	Resolved	Responsible Officer	Date to Action By	Date Completed	Officer Comment
31	Margaret Street/Ballance Street Intersection	<i>"THAT a 'No Entry' sign as appropriate be installed following consultation with the New Zealand Transport Agency."</i>	M Pond	30 September 2010		This matter is being discussed with NZTA Wanganui on Monday, 30 August 2010.
32	Ballance Street/Plimmer Terrace Intersection	<i>"THAT officers engage with NZTA to determine the need for, or not, for pedestrian improvements."</i>	M Pond	30 September 2010		This matter is being discussed with NZTA Wanganui on Monday, 30 August 2010.
33	Plimmer Terrace Facilities	<i>"THAT Council acknowledges that funding of \$29,500.00 is provided in the 2010/11 year for the work on Ballance Street & Plimmer Terrace. "THAT staff ensure that international signage be installed to identify existing toilet facilities in Shannon."</i>	P. Shore	30 September 2010		An Internal Project Brief will be finalised by the end of August 2010. Project implementation will follow.
34	Rummel Street, Waitarere Beach	<i>"THAT the views of the Waitarere Progressive Association are sought and that consideration be given to the matter in the context of the next LTCCP."</i>	M Pond	30 September 2010		As at 20 August 2010 still waiting for a response from the Waitarere Progressive & Ratepayers Association
50	Taiao Environmental Resource Centre	<i>"THAT the submitter be congratulated on obtaining the funding and advised that the Council looks forward to being"</i>	D Ward	30 November 2010		The Chief Executive is contacting

**MONITORING REPORT
Annual Plan 2010/2011**

Item	Item Description	Resolved	Responsible Officer	Date to Action By	Date Completed	Officer Comment
		<i>able to assist as and when appropriate.” “THAT Council seek the opportunity for a site visit.” “THAT Councillors and Senior Staff meet with the submitter to understand the governance role of the proposed Centre.”</i>				Raukawa to establish an appropriate date for a site visit.
59	Speed Limit - Bruce Road	<i>That Bruce Road be considered by Council for a speed limit reduction.</i>	M Pond	June 2010		This matter is still under review.
60	On site water storage	<i>That officers provide a report around the implications of implementing a policy that all new homes have on site water storage.</i>	K Hale	October 2010		Report to be prepared in October 2010
61	Waste Management	<i>That consideration be given to a timeframe for zero-waste proposals during the review of the Solid Waste Management Plan.</i>	D de Burgh	30 June 2011		The Waste Management Plan is being reviewed. Timeframe will be specified for initiatives that work toward the concept of "Zero Waste".

Item-1971 Resource Consents Considered Under Delegated Authority

File No 4285

To: His Worship the Mayor and Councillors
Horowhenua District Council

From: Environmental Services Manager

Date: 1 September 2010

1. Purpose

- a. To receive the Land Use and Subdivision Resource Consent applications approved under delegated authority by the Environmental Services Department.

2. Recommendation

- a. That Report 4285 be received.
b. That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.
c. That the Land Use and Subdivision Resource Consents be received as listed.

All Subdivision Resource Consents Granted Under Delegated Authority 24/07/10 to 20/08/10

Granted Date	File Ref	Subdivider	Address
27-Jul-10	SUB/2892	Nigel Coddington & Peter McKenzie	75 Muhunua West Road, Ohau Rural
30-Jul-10	SUB/2971	Kenneth Rowland	567A State Highway 1, Kuku Rural
17-Aug-10	SUB/2714	Brian & Ann-Maree Thomas	210 & 241 Muhunua East Road, Ohau Rural

All Land Use Resource Consents Granted Under Delegated Authority 24/07/10 to 20/08/10

Granted Date	File Ref	Applicant	Address
26-Jul-10	LUC/2972	Prashant & Falguniben Patel	619 Queen Street, Levin
29-Jul-10	LUC/2983	Brian & Vivien Greenwood	17 Futter Street, Foxton
30-Jul-10	LUC/2973	Han & Sharon Luo	10 Ryder Crescent, Levin
3-Aug-10	LUC/2991	Gary Spelman	42 Salisbury Street, Levin
4-Aug-10	LUC/2979	Douglas & Glynis Easton	206 Oturoa Road, Foxton Rural
5-Aug-10	LUC/2961	James & Elizabeth MacKie	454 Hokio Sand Road, Levin Rural
6-Aug-10	LUC/2976	Michael Feyen	9 Liddell Street, Foxton
6-Aug-10	LUC/2974	Homestead Concrete Homes Limited	74 State Highway 1, Levin Rural

13-Aug-10	LUC/2941	K & J Patel Limited	61 Seabury Avenue, Foxton Beach
16-Aug-10	LUC/2985	Oriel & Kerrie Martin	30 Pratt Avenue, Foxton Beach
17-Aug-10	LUC/2982	Clinton Solon	Bergin Road, Foxton Rural
18-Aug-10	LUC/2980	Andrew & Jacqueline Cozens	159 Emma Drive, Waikawa Beach Rural
19-Aug-10	LUC/2988	Steven & Sonia Barton	313 Oxford Street, Levin
19-Aug-10	LUC/2984	Peter Bartholomew, Susan Finlayson, & Douglas Rowan	105-109 Waitarere Beach Road, Levin Rural
20-Aug-10	LUC/2981	Desmond Bisman & Shirley Ridgway	5 Roore Street, Foxton Beach

	Name and title of signatories	Signature
Prepared by	T Thomas Environmental Services Manager	
<u>Confirmation of statutory compliance</u>		
<p>In accordance with section 76 of the Local Government Act 2002, this report is approved as:</p> <ol style="list-style-type: none"> a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and, b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision. 		

Item-1972 Documents Executed and Electronic Transactions Authorities Signed

File No 4284

To: His Worship the Mayor and Councillors
Horowhenua District Council

From: Strategic and Corporate Services Manager

Date: 1 September 2010

1. Purpose

- a. To present to Council the documents that have been executed and Electronic Transactions Authorities that have been signed by two elected Councillors, which now need ratification.

2. Recommendation

- a. That Report 4284 be received.
- b. That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.
- c. That the Horowhenua District Council hereby ratifies the signing of the documents and electronic transactions authorities as scheduled:
 - i. New lease to the Levin Model Railway club Inc of the former Courthouse building situated on the Levin Public Gardens known as the Triangle Rose Garden described as Section 1 Block XVIII contained in Certificate of Title WN 62/147 Cambridge Street, Levin

3. Issues for Consideration

- a. This report provides a mechanism for notifying the execution of formal documents by two elected Councillors and signing of Electronic Transactions Authorities.

	Name and title of signatories	Signature
Prepared by	D M Clapperton Strategic and Corporate Services Manager	

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

MOTION TO EXCLUDE THE PUBLIC

“THAT the Horowhenua District Council pursuant to Section 48, Local Government Official Information and Meetings Act 1987, resolves that the public be excluded from the following parts of the proceedings of this meeting.

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public.”

Confirmation of Minutes Ordinary Meeting (Items 1956-1959)

Item 1973 - In Committee Horowhenua District Council Monitoring Report to 1 September 2010

Reasons for Confidentiality

These Reports are **CONFIDENTIAL** in accordance with Section 48(1) of the Local Government Official Information and Meetings Act 1987, which permits the meeting to be closed to the public for business relating to the following grounds: -

48(1a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.

Subject to sections 6, 7 and 17 of the Local Government Official Information Act 1987, the withholding of the information is necessary to:

7(2a) Protect the privacy of natural persons, including that of deceased natural persons.

7(2i) Enable any local authority holding the information to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

7(2j) Prevent the disclosure or use of official information for improper gain or improper advantage.