Notice is given that the meeting of the Masterton District Council Strategic Planning and Policy Committee will be held on 22 November 2017 at the Wairarapa Community Centre, 41 Perry St, Masterton commencing at 2.00pm.

RECOMMENDATIONS IN REPORTS ARE NOT TO BE CONSTRUED AS COUNCIL POLICY UNTIL ADOPTED
AGENDA:

1. CONFLICTS OF INTEREST (Members to declare conflicts, if any)
2. APOLOGIES
3. PUBLIC FORUM
4. LATE ITEMS
5. PUBLIC EXCLUDED ITEMS
   Items to be considered under Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987.

FOR INFORMATION

6. POLICY AND STRATEGIC/CORPORATE PLANNING UPDATE (238/17) Pages 511-516
7. BUILDING AND PLANNING UPDATE (239/17) Pages 517-521
8. ENVIRONMENTAL SERVICES UPDATE (240/17) Page 522-524
To: Strategic Planning and Policy Committee

From: Nerissa Aramakutu, Senior Policy Advisor
      Tania Madden, Manager Strategic Planning

Endorsed by: Pim Borren, Chief Executive

Subject: Policy Update

Date: 22 November 2017

INFORMATION

Recommendation:
That the Strategic Planning and Policy Committee notes the contents of Report 238/17.

Purpose

The purpose of this report is to provide the Strategic Planning and Policy Committee with an update on the Policy team’s work programme.

Corporate/Strategic Planning

Draft 2018-28 Long-Term Plan

Councils are required under section 93 of the Local Government Act 2002 (LGA) to have a Long-Term Plan (LTP) that sets out Council’s activities and projects over a ten year period. LTP projects that the Policy team have been working on include:

Pre-engagement

Preparation for LTP pre engagement has been a key focus for the Policy team. LTP pre engagement is an opportunity to seek community feedback on draft strategies that will set Council’s long-term direction and shape our community outcomes, as well as potential changes and/or opportunities that Council are considering.

The LTP pre engagement period is scheduled for 17 November 2017 – 8 December 2017. Our community will have an opportunity to provide feedback via a hardcopy and online survey; attending an ‘out and about session’ to speak with the Mayor and Councillors; and visiting our LTP pre engagement area at our main Council office.

Activity Statements

A template for the activity statement section of the LTP has been developed. This was presented to SMT on 14 November 2017. Feedback from SMT will be used to finalise the template.

Community Outcomes

Work is underway to progress a revision of Council’s vision and community outcomes. Proposed options were presented to the Senior Management team (SMT) on 14 November 2017. Feedback from SMT will be used to further progress this work ahead of being presented back to Council.
Performance Measures

A revision of the performance measures is underway. Next steps will be to present a full revised set of the performance measures to Council.

Policies and Procedures

Senior Housing Policy

The revised Senior Housing Policy is now in place. No feedback was received as part of the informal consultation process with interested groups.

Dog Policy

Timelines for the Dog Policy Review were adjusted to allow for a Council workshop that was held on the on 15 November 2017. The draft Dog Policy will be submitted to Council in December 2017 seeking adoption for formal consultation using the Special Consultative Procedure as required by legislation.

Street Naming Policy

A review of Council’s Street Naming Policy is underway. The purpose of this policy is to ensure that the approach to street naming follows a consistent process and that street names reflect the unique identity of the Masterton district. It is envisaged that the policy will be workshopped ahead of being submitted to Council for approval in December 2017.

For Information

Cancer Society and Compass Health Update

The Wairarapa Cancer Society and Compass Health have launched a new approach to smokefree outdoor dining for Cafes. The ‘Fresh Air’ Project is a national program which has been successfully launched in Christchurch and Dunedin with other areas showing significant interest.

The Wairarapa Cancer Society and Compass Health report that Wairarapa cafes are responding positively to the ‘Fresh Air’ project (refer Attachment 1 for supporting information).
NEW BRANDING AND SIGNAGE free to Smokefree dining establishments

Many Wairarapa businesses have been successful with Smokefree outdoor dining. This spring the Cancer Society and Compass Health are launching a fresh exciting new approach to support Smokefree outdoor dining.

The Fresh Air Project is a national program which has been successfully launched in Christchurch and Dunedin with other areas showing significant interest.

What you can do to become Smokefree

- Display Smokefree signage
- Discard ashtrays
- Support the new Smokefree outdoor area as best you can

The signage is usually enough to deter people from smoking.
We can provide

- **Free Smokefree signage** – order form attached
- **Website promotion on the national Fresh Air find a Smokefree café**
- **Media promotion of Wairarapa outdoor dining establishments**

**Benefits of outdoor Smokefree dining**

- **Customers prefer Smokefree dining**
  In 2016, 703 Smokefree outdoor dining surveys were completed at 8 Wairarapa Cafes, 85% said they supported Smokefree outdoor dining, with 15% saying they did not support.

- **Creates a healthy environment for staff and customers**
  Evidence from New Zealand and overseas shows that the public and staff are exposed to harmful levels of second hand smoke in outdoor dining spaces. There is no safe level of exposure to second hand smoke.

- **Protects our children**
  Children copy what they see. Smokefree areas help reduce exposure of young people to smoking, discouraging them from starting to smoke.

- **Helps those who want to quit**
  Most smokers regret taking up smoking and want to quit. Reducing the places that people can smoke encourages people to smoke less or quit. Being around Smokefree areas can help those who have quit smoking to successfully stay Smokefree.

- **Reduces litter**
  Staff do not have to deal with ashtrays or butt litter.

**Support**

We are here to help. Your business will not be alone in becoming a Smokefree establishment. In the Wairarapa there are already a number of high profile cafes and restaurants that are Smokefree.

The Cancer Society and Compass Health can support you with

- **Information and advice to help you prepare**
- **Help with a new Smokefree policy**
- **Regular check-ins to see how things are going for your business and staff**
- **Smoking cessation services and support**

Since 2016 many Wairarapa cafes have promoted Smokefree outdoor dining. All have enjoyed a positive response from customers about their Smokefree outdoor dining. Some cafés had one or two grumbles from customers, but didn’t find the experience problematic. One café actually noted that increased numbers of diners were choosing to sit outside because tables were Smokefree. Many of these cafés have made Smokefree outdoor dining a permanent arrangement.

Some of Wairarapa’s current Smokefree businesses are: Pukaha Wild Café, Dish Café, Food for Thought, and Ten O’clock Cookie Co.

If you’re interested in getting involved, email: jacquiE@cancersoc.org.nz or Kathryn.Tomlinson@compasshealth.org.nz
Free Signage – order your supply!

**METAL STANDS & SIGNS 9x9cm**

Number required: 

**SIGNS only**

9 x 9 cms
Number required: 

**HANGING SIGNS**

9 x 9 cms
Number required: 

**WINDOW, DOOR OR WALL STICKERS**

27x10cm
Number required: 

<table>
<thead>
<tr>
<th>Café / Restaurant, contact person, postal address, email, phone number</th>
<th>Deliver to;</th>
</tr>
</thead>
</table>

**return order to;**

**Kath Tomlinson,**

Email   kathryn.tomlinson@compasshealth.org.nz
mail  Compass Health, PO Box 314 Masterton,
fax  06 370 8454 Mobile   027 457 7471
To: Strategic Planning and Policy Committee

From: Sue Southey, Planning and Building Manager
Tania Madden, Manager Strategic Planning

Endorsed by: Pim Borren, Chief Executive

Date: 22 November 2017

Subject: Building and Planning Update

INFORMATION

Recommendation:
That the Strategic Planning and Policy Committee notes the contents of Report 239/17.

Purpose

The purpose of this report is to provide the Strategic Planning and Police Committee with an update on the Building and Planning work programme.

Planning & Building Activity

Planning and Building activity continues to be extremely busy with subdivision and building in all areas of the district.

Development

Development Concept Plans for the Future Development Area between Ngaumutawa Road, Chamberlain Road and Upper Plain Road will be drawn up over the next few months with work programmed to begin early 2018.

Swimming Pool Inspections

The Building (Pools) Amendment Act 2016 requires all Councils to inspect swimming pools within their District at least once every three years:

Section 162D requires that -

(1) Every territorial authority must ensure that the following residential pools within its jurisdiction are inspected at least once every 3 years, within 6 months before or after the pool’s anniversary date, to determine whether the pool has barriers that comply with the requirements of section 162C:
   (a) residential pools other than small heated pools:
   (b) small heated pools that have barriers that are not exempt, in terms of Schedule 1, from the requirement to have a building consent.
To meet our obligations under this legislation, swimming pool inspections will be commencing in the next few weeks. Pool owners will be contacted to arrange a date and time for an inspection, and at that time will have the opportunity to undertake any work required before the pool is inspected.

Council’s charge for inspecting Swimming Pool fences is $85.00, however for inspections where pool barriers are compliant it was decided, after consulting with CDC and to enable consistency with them, that we would charge $35.00 for pool inspections required under the Act. For Pools where there is non-compliance a fee of $145.00 will be charged to cover additional time and travel incurred. This is consistent with our current fee structure for additional inspections.

**Industry Engagement**

The team are planning a ‘get together’ with industry for mid-December. This will be an opportunity for the industry to provide feedback, and to further develop our relationships with industry. Details will be provided to elected members once dates are confirmed.

**Work Experience Opportunities**

UCOL have expressed their gratitude to the Building Team for providing work experience opportunities for students over the year, and we are aware that at least one student has secured full time permanent employment as a result.

**Staff**

We are sorry to see Alastair McDonald and Lori Marevich, Building Development Facilitators, move on but wish them both well for the future. Recruitment is underway to fill vacancies in the Building team, and also to recruit a Graduate Planner to support the Planning team.

**SUMMARY OF RESOURCE CONSENTS**

The following consents have been processed since last time of reporting.

**Non Notified Consents – Land Use**

<p>| V.L. Milne | Dixon Street Masterton | Build Pole Shed within required yard | Granted |
| Masterton Croquet Club | | Extend croquet lawn in QE11 Park | Granted |
| Reformed Church of Masterton | 37 Herbert Street Masterton | Extension to rear of heritage building | Granted |
| G.S. Negus | 8 George Street Masterton | Relocated Dwelling | Granted |
| S J Pilbrow | Upper Plain Road Masterton | Boundary encroachments | Granted |
| L J Ryan | 56 Te Ore Ore Road Masterton | Garage that will extend into the required yard | Granted |</p>
<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARN Allsworth</td>
<td>13 John McDonald Mews</td>
<td>Extend patios beyond the required setbacks</td>
<td>Granted</td>
</tr>
<tr>
<td>GJC Wilson</td>
<td>284 State Highway 2 Masterton</td>
<td>Encroach into boundary setbacks</td>
<td>Granted</td>
</tr>
</tbody>
</table>

**Non Notified Consents – Subdivision**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Riversdale Beach Golf Club</td>
<td>Pinedale Crescent Riversdale Beach Masterton</td>
<td>Boundary Adjustment</td>
<td>Granted</td>
</tr>
<tr>
<td>M &amp; T Arcus</td>
<td>21 Jetty Road Castlepoint Masterton</td>
<td>2 lot residential subdivision</td>
<td>Granted</td>
</tr>
<tr>
<td>R &amp; J Kibblewhite</td>
<td>12 Colville Street Masterton</td>
<td>3 Lot residential subdivision</td>
<td>Granted</td>
</tr>
</tbody>
</table>

**Consents awaiting further information or decision**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BJZ Limited</td>
<td>Harley Street Masterton</td>
<td>Establish &amp; operate a pre-school facility</td>
<td>Applicant has been re-notified as changes have been made to the application</td>
</tr>
<tr>
<td>Admiral Assets Ltd</td>
<td>Gordon Street Masterton</td>
<td>25 unit residential subdivision</td>
<td>Further Information requested</td>
</tr>
<tr>
<td>Random Properties Ltd</td>
<td>54A Oxford Street Masterton</td>
<td>3 Lot residential subdivision &amp; multiunit development</td>
<td>Pre-hearing held decision to be written</td>
</tr>
<tr>
<td>D N Kearney</td>
<td>Masterton Castlepoint Road Masterton</td>
<td>Boundary adjustment</td>
<td>Received</td>
</tr>
<tr>
<td>Wairarapa Village Limited</td>
<td>164 Chapel Street Masterton</td>
<td>Relocate Maintenance shed to property</td>
<td>Received</td>
</tr>
<tr>
<td>Malcolm &amp; Gauda McLauchlan</td>
<td>State Highway 2 Masterton</td>
<td>Relocate Dwelling</td>
<td>Received</td>
</tr>
<tr>
<td>Pittsburg Trust</td>
<td>151 Budds Road, Masterton</td>
<td>3 Lot rural subdivision</td>
<td>Received</td>
</tr>
<tr>
<td>George Tatham</td>
<td>2562 Homewood Road Masterton</td>
<td>Relocate a dwelling</td>
<td>Received</td>
</tr>
<tr>
<td>B D Matthews</td>
<td>120 Chapel Street Masterton</td>
<td>Repaint exterior of a Heritage house</td>
<td>Received</td>
</tr>
<tr>
<td>Brendon Morgan</td>
<td>354c Manaia Road Masterton</td>
<td>Relocate dwelling</td>
<td>Received</td>
</tr>
<tr>
<td>A G Denniston</td>
<td>Riversdale Road Masterton</td>
<td>4 lot rural subdivision</td>
<td>Received</td>
</tr>
<tr>
<td>Woolly Valley Limited</td>
<td>81 Te Whiti Road Masterton</td>
<td>Boundary adjustment</td>
<td>Received</td>
</tr>
</tbody>
</table>
Building Activity Graphs

Buildings Consents YTD

Consent Values YTD
$ Million
Planning Activity Graphs

New Dwellings
Numbers by Location (YTD)

Consents by month for 2016 and 2017

Cumulative consents for 2016 and 2017
To: Strategic Planning and Policy Committee

From: Terri Mulligan, Environmental Services Manager
Tania Madden, Manager Strategic Planning

Endorsed by: Pim Borren, Chief Executive

Date: 22 November 2017

Subject: Environmental Services Update

INFORMATION

Recommendation:
That the Strategic Planning and Policy Committee notes the contents of Report 240/17.

Purpose
The purpose of this report is to provide the Strategic Planning and Policy Committee with an update on the Environmental Services work programme.

Animal Services and Bylaws

Education & Engagement
The team supported the Dog policy review engagement process by taking part in face to face engagement activities with the community - in the CBD, at the Sunday market and at Henley Lake. The team were extremely pleased with the number of responses to the Dog Policy survey.

Monitoring of over-hanging trees is currently underway and all Masterton streets will be checked. Notices requesting the owners to trim back will be issued to properties that currently exceed specifications:

Dog Registrations
As at the end of October, dog registrations were at 95%. The team are continuing to follow up with unregistered dog owners.

Environmental Health
The team, in collaboration with MPI (Ministry for Primary Industries), held a workshop for food businesses due to transition to National Programmes under the Food Act 2014. Transitioning
requires these operators to register by 31st March 2018. Thirty-eight operators participated. National Programme 3 operators (e.g. brewers and manufacturers) must have their first verification (audit) completed within 6 months of registration. National Programme 1 (e.g. retailers of low risk food products such as hot drinks or packaged snacks) and National programme 2 (e.g. snack or dehydrated food manufacturers) operators must have the first verification completed within 12 months of registration.

The summer water sampling period, to comply with resource consent conditions, commenced in October at Henley, Park lakes and the Opaki water race.

Environmental Health, Dog Control and Bylaw Activity

Environmental Health

Data for service and monitoring categories is shown year to date:

Dog Control and Bylaw Activities

Data for Animal Services and Bylaws service categories are shown year to date:
For Animal Services:

- **P1** – Priority 1 – e.g. attacks - Animal services – Responded to within the hour.
- **P2** – Priority 2 – e.g. barking or wandering dogs – Responded to within 24 hours.
- **P3** – Priority 3 – non urgent requests such as administration requests – Responded to within 5 working days.

Dogs rehomed and notices to register are categories not reported on in previous years.