

I hereby give notice that an ordinary meeting of the Ōtara-Papatoetoe Local Board will be held on:

Date: Tuesday, 15 November 2016
Time: 5.00pm
Meeting Room: Manukau Chambers
Venue: Level 1, Manukau Civic
31-33 Manukau Station Road
Manukau

Ōtara-Papatoetoe Local Board OPEN AGENDA

MEMBERSHIP

Chairperson	Lotu Fuli
Deputy Chairperson	Ross Robertson, QSO, JP
Members	Apulu Reece Autagavaia Ashraf Choudhary, QSO, JP Mary Gush Donna Lee Dawn Trenberth

(Quorum 4 members)

**Carmen Fernandes
Democracy Advisor**

9 November 2016

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1 Welcome

Mr Smith will lead the meeting in prayer – or whatever set text we decide will appear here.

2 Apologies

At the close of the agenda no apologies had been received.

3 Declaration of Interest

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

4 Confirmation of Minutes

That the Ōtara-Papatoetoe Local Board:

- a) confirm the ordinary minutes of its meeting, held on Monday, 19 September 2016 and the extraordinary minutes of its meeting, held on Monday, 31 October 2016, including the confidential section, as a true and correct record.

5 Leave of Absence

At the close of the agenda no requests for leave of absence had been received.

6 Acknowledgements

At the close of the agenda no requests for acknowledgements had been received.

7 Petitions

At the close of the agenda no requests to present petitions had been received.

8 Deputations

Standing Order 3.20 provides for deputations. Those applying for deputations are required to give seven working days notice of subject matter and applications are approved by the Chairperson of the Ōtara-Papatoetoe Local Board. This means that details relating to deputations can be included in the published agenda. Total speaking time per deputation is ten minutes or as resolved by the meeting.

8.1 Deputation - GymCity Papatoetoe Gymnastics Club

Purpose

1. Rowena Deadman from GymCity Papatoetoe wishes to address the local board in relation to the club needing to relocate because of the housing project that is to be developed on the land that their venue is currently situated on.

Recommendation/s

That the Ōtara-Papatoetoe Local Board thanks Rowena Deadman from GymCity for her presentation.

8.2 Deputation - South Auckland Christian Foodbank

Purpose

1. Ian Foster of the South Auckland Christian Foodbank wishes to address the Board.

Recommendation/s

That the Ōtara-Papatoetoe Local Board thanks Ian Foster of the South Auckland Christian Foodbank for his presentation.

8.3 Deputation - Manukau Beautification Charitable Trust Presentation

Purpose

1. Barbara Carney, Community Manager and Lincoln Jefferson, General Manager of Manukau Beautification Charitable Trust will be in attendance to update the Ōtara-Papatoetoe Local Board on the work the Trust is doing in the Ōtara-Papatoetoe Local Board area.

Executive summary

2. The Manukau Beautification Charitable Trust promotes, supports and undertakes programmes, actions and initiatives to beautify South Auckland. We achieve this with the help of Auckland Council and the community including local businesses, schools, community groups and individuals. We enjoy the support of volunteers who work with us to enrich the living environment of Auckland's southern region.
3. In June 2013 we were awarded Auckland Council's graffiti removal service contract for the southern region. In addition to graffiti removal we facilitate many community beautification projects including cleaning and maintaining Auckland's rail corridor, mural projects, run anti-tagging educational sessions in schools, organise large-scale environmental educational events and much more.
4. Eye on Nature, Tiaki and Boomer Business are three of the brands that we will be discussing in our presentation to the local board plus the Largest Single Environmental Clean Up which was held this year with over 1900 volunteers at the Puhinui Stream and Otara Creek. We are planning another large clean-up of the Otara Creek in 2018.

Recommendation/s

That the Ōtara-Papatoetoe Local Board thanks Barbara Carney and Lincoln Jefferson of Manukau Beautification Trust for their presentation.

9 Public Forum

A period of time (approximately 30 minutes) is set aside for members of the public to address the meeting on matters within its delegated authority. A maximum of 3 minutes per item is allowed, following which there may be questions from members.

At the close of the agenda no requests for public forum had been received.

10 Extraordinary Business

Section 46A(7) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“An item that is not on the agenda for a meeting may be dealt with at that meeting if-

- (a) The local authority by resolution so decides; and
- (b) The presiding member explains at the meeting, at a time when it is open to the public,-
 - (i) The reason why the item is not on the agenda; and
 - (ii) The reason why the discussion of the item cannot be delayed until a subsequent meeting.”

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“Where an item is not on the agenda for a meeting,-

- (a) That item may be discussed at that meeting if-
 - (i) That item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.”

11 Notices of Motion

At the close of the agenda no requests for notices of motion had been received.

Manukau Ward Councillors Update

File No.: CP2016/22765

Executive Summary

A period of time (10 minutes) has been set aside for the Manukau Ward Councillors to have an opportunity to update the Ōtara-Papatoetoe Local Board on regional matters.

Recommendation/s

That the Ōtara-Papatoetoe Local Board:

- a) receive the verbal reports from the Manukau Ward Councillors.

Attachments

There are no attachments for this report.

Signatories

Authors	Carol McGarry - Democracy Advisor
Authorisers	Carol McKenzie-Rex - Relationship Manager

Auckland Council's Quarterly Performance Report: Ōtara-Papatoetoe Local Board for Quarter One, 1 July-30 September 2016

File No.: CP2016/21716

Purpose

1. To provide the Ōtara-Papatoetoe Local Board with an integrated quarterly performance report for quarter one 2016/17, against the Local Board Agreement work programme.

Executive summary

2. This report is the first in a new format, to provide an integrated view of performance for the Ōtara-Papatoetoe Local Board, including financial performance, progress against local board key performance indicators, progress against each operating department work programme, key challenges the board should be aware of and any risks associated with delayed delivery against the Ōtara-Papatoetoe 2016/17 Work Programme.
3. Of significance this quarter:
 - Graffiti Vandalism Prevention – There were 427 graffiti incidents in the Ōtara-Papatoetoe Local Board area between 1 July 2016 and 30 September 2016. This is a 38 per cent decrease compared to the same period last year.
 - Celebrating cultural diversity – All four libraries celebrated Cook Island, Tongan and Tuvalu Language weeks with 319 people attending bilingual story times, crafts, quizzes and cultural performances.
 - Celebrating local places and people – As part of Family History month in August, 32 adults listened to a presentation on searching for WWI Soldier's records on Archives New Zealand. Papatoetoe, Otara and Tupu libraries arranged local heritage presentations.
 - Ngati Ōtara Park multisport and cultural centre – A project plan has been developed to guide the completion of all work-streams. The working group has redefined the strategic outcomes for the project. A needs assessment is in progress.
4. The Ōtara-Papatoetoe Local Board has an approved 2016/17 work programme for the following operating departments:
 - Arts, Community and Events, approved on 18 July 2016
 - Libraries and Information, approved on 13 June 2016
 - Parks, Sport and Recreation, Leisure, approved on 13 June 2016
 - Community Facility Renewals, approved on 13 June 2016
 - Community Leases approved on 13 June 2016
 - Business Improvement District, approved on 18 July 2016
 - Local Economic Development approved on 18 July 2016
 - Local Environment and Development (Infrastructure and Environmental Services) approved on 18 July 2016.
5. Operating departments with agreed work programmes have provided quarter one updates against their work programme delivery. Each work programme item is reported as “red” status (behind delivery, significant risk); “amber” status (moderate issues requiring corrective action to achieve benefits), or “green” status (on track).

6. In quarter one, four items are reported as amber, and all the rest are green. The amber items are:
 - Establish a skills shed in Papatoetoe \$30k: staff have been unable to identify a suitable site for a Papatoetoe skills shed.
 - Funding agreement with Clover Park Community House for skills shed activity \$49k: the funding agreement has not been signed.
 - Funding agreement for Clover Park Community House \$44k: the funding agreement has not been signed.
 - Industry Pollution Prevention Programme (IPPP) Wiri/Station Road (\$20k proposed) is still awaiting LB confirmation.
7. Overall, the financial performance of the board against quarter one, FY16/17 is on track; however there are some points for the board to be aware of:
 - Capital projects show renewals programmes are slightly behind budget. Te Puke o Tara Centre upgrade is a major investment this year and concept plans have recently been approved. This project is moving forward into the detailed design and consent stage.
 - There is still some Locally Driven Initiative Capex funding to be allocated by the local board this year, and these projects will need to be factored into the work programmes going forward.
 - Operating revenue is of concern as strong competition from commercial gyms and early childhood centres continues to result in lower entrance and membership fees. However, compared to last year's overall results, initiatives around the promotion of extra free childcare hours have resulted in some revenue improvements.
8. The Key Performance Indicators for the Ōtara-Papatoetoe Local Board show a trend of delivery that is meeting the indicators. Exceptions are: three out of four measures for the Parks Sports and Recreation are unlikely to be achieved; and daytime town centre safety is tracking below target. These are explained further in detail in the report.
9. The overall dashboard for the Ōtara-Papatoetoe Local Board indicates performance in the Local Board area is tracking positively (Attachment A.)

Recommendation/s

That the Ōtara-Papatoetoe Local Board:

- a) receive the performance report for the financial quarter ending 30 September 2016.

Comments

Key Achievements for Quarter One

10. The Ōtara-Papatoetoe Local Board has a number of key achievements to report from quarter one:
 - Graffiti Vandalism Prevention – There were 427 graffiti incidents in the Ōtara-Papatoetoe Local Board area between 1 July 2016 and 30 September 2016. This is a 38 per cent decrease compared to the same period last year.
 - Celebrating cultural diversity – All four libraries celebrated Cook Island, Tongan and Tuvalu Language weeks with 319 people attending bilingual story times, crafts, quizzes and cultural performances.
 - Celebrating local places and people – As part of Family History month in August, 32 adults listened to a presentation on searching for WWI Soldier's records on Archives

New Zealand. Papatoetoe, Otago and Tupu libraries arranged local heritage presentations.

- Ngati Ōtara Park multisport and cultural centre – A project plan has been developed to guide the completion of all work-streams. The working group has redefined the strategic outcomes for the project. A needs assessment is in progress.

Key Project updates from the 2016/17 Work Programme

11. All operating departments with an approved 2016/17 Work Programme have provided performance report updates for quarter one (Attachment B). The following are progress updates against key projects identified in the Local Board Plan. Item numbers refer to the numbers in the left column of Attachment B.

- A heart for Manukau** – ACE reports that the Strategic Broker is actively involved in the Transform Manukau Engagement and Communication Working Group helping to create the draft framework and engagement plan. The draft plan has gone to Panuku to sign off. (Item 2636.)
- Town Centre Vitality** – this advanced in September with the board releasing funding for the current year to Otago Business Association and Hunters Corner Business Association, after receiving accountability reports from those associations for the previous year. (Item 2240.)
- Parks and facilities meet needs** – Pools and leisure centres report that programming targets are on track to meet local board objectives for quarter one. Auckland Wheelstatz Junior Basketball Tournament held at Ōtara attracted 120 participants and family members. Sugar-free vending machines launched. (Items 2745, 2754, 2744, 2756.)
- Healthy harbours and waterways** – Promote Ōtara Lake and Waterways Vision – The project co-ordinator is currently working through identifying a contractor to undertake this work. (Item 2292.)
- Thriving communities** – Capacity building for community led development – Planning for two empowered events workshops is underway. Strategic Broker will assist in identifying groups and organisations who may benefit from attending these workshops. (Item 419.)
- Age-friendly communities** – Establish skills sheds – see para 13 (a and b) below.

Risks identified in the 2016/17 Work Programme

12. Operating departments have reported the status of each item on their work programmes as red, amber or green:

- red status – significantly behind budget/time or achievement of outcomes
- amber status – moderate issues requiring corrective action to achieve benefits
- green status – on track.

13. For quarter one, there are no red items, four amber, and all the rest are green. The four amber are:

- Item 2930 - Establish a skills shed in Papatoetoe \$30k: the Arts, Culture and Events department reports that Community Empowerment staff have been unable to identify a suitable site for a Papatoetoe skills shed. Staff will provide the local board with an update on options in quarter two.
- Item 2894 - Funding agreement - Clover Park Community House - skills shed activity LDI \$49k: the Arts, Culture and Events department reports the funding agreement on hold due to issues identified with the transition to community led. Negotiations are underway with the organisation (Clover Park Community House) with the view to resolve in quarter two.

- c) Item 2159 - Funding agreement - Clover Park Community House \$44k: the Arts, Culture and Events department reports the funding agreement on hold due to issues identified with the transition to community led. Negotiations are underway with the organisation (Clover Park Community House) with the view to resolve in quarter two.
- d) Item 2056 - Industry Pollution Prevention Programme (IPPP) Wiri/Station Road (\$20k proposed, awaiting LB confirmation). The Infrastructure and Environment department reports that this project has been before the local board twice for decision making for allocation of funding to it. The last resolution passed by the local board on 19 September 2016 (resolution number OP/2016/170) again deferred the decision. Timeliness of decision making is crucial to the delivery of this project.

Financial Performance

- 14. Financial performance for quarter one is summarised in Attachment C.
- 15. Capital projects show renewals programmes are slightly behind budget. Te Puke Ō Tara Centre upgrade is a major investment this year and concept plans have recently been approved. This project is moving forward into the detailed design and consent stage. Streetscape development funding has been brought into this year's budget as part of the Manukau Bus Station development to deliver the Putney Way upgrade. This budget will shortly be transferred to Panuku to progress as part of Transform Manukau.
- 16. There is still some Locally Driven Initiative Capex funding to be allocated by the local board this year, and these projects will need to be factored into the work programmes going forward.
- 17. Operating revenue is of concern, as strong competition from commercial gyms and early childhood centres continues to result in lower entrance and membership fees. However, compared to last year's overall results, initiatives around the promotion of extra free childcare hours have resulted in some revenue improvements.

Key Performance Indicators

- 18. Attachment D contains Key Performance Indicators. In summary, the key performance indicators show that the year-end outlook is for 60 per cent of measures to be achieved.
- 19. The summary performance results show five key areas that are below target, as outlined below.

Key performance indicators below target	Performance measure result %	Target %
Percentage of Aucklanders that feel their local town centre is safe during day	62%	79%
Percentage of attendees satisfied with council delivered and funded local events	49%	85%
Percentage of residents satisfied with the provision (quality, location and distribution) of local parks and reserves	54%	75%
Percentage of residents who visited a local park and reserve in last 12 months	82%	90%
Percentage of Aucklanders who feel connected to their neighbourhood and local community	24%	75%

Consideration

Local board views and implications

20. This report informs the Ōtara-Papatoetoe Local Board of the performance to date for the period ending 30 September, 2016.

Māori impact statement

21. On 19 September 2016 the board resolved to support in principle the recommendations from the Māori input into local board decision making co-design group of mana whenua and local board representatives, and allocated funding to support implementation. This will support the local board and mana whenua to engage positively and in collaborative partnership.

Implementation

22. The Senior Advisor will continue to facilitate performance updates to the local board, in conjunction with the Lead Financial Advisor and other staff.

Attachments

No.	Title	Page
A 	Dashboard summary Q1 Work Programmes	
B 	First Quarter Report on Work Programmes	
C 	Financial performance - Quarter One	
D 	Key Performance Indicators in Quarter One.	

Signatories

Authors	Neil Taylor - Senior Local Board Advisor
Authorisers	Carol McKenzie-Rex - Relationship Manager

New Road Name Approval for the residential subdivision by Ormiston Centre Limited, at 79 Ormiston Road, Flat Bush

File No.: CP2016/21833

Item 14

Purpose

1. The purpose of this report is to seek approval from the Otara – Papatoetoe Local Board, for one new road name for a road created by way of subdivision at 79 Ormiston Road, Flat Bush.

Executive summary

2. Auckland Council has road naming guidelines that set out the requirements and criteria of the Council for proposed road names. These requirements and criteria have been applied in this situation to ensure consistency of road naming for the Auckland Council.
3. Following assessment against the road naming criteria, the road name 'Florence Carter Avenue' (applicant's preferred road name), and 'Maggie Joy Avenue' and 'Firmount Avenue' (alternatives) were determined to meet the road naming guideline criteria.
4. Local iwi groups were consulted and Ngai Tai ki Tamaki Tribal Trust responded with 'we will not oppose the proposed names.' No other responses were received.
5. The names 'Florence Carter Avenue' (applicant's preferred road name) and 'Maggie Joy Avenue' and 'Firmount Avenue' (alternatives), are considered for approval by the Local Board.

Recommendation/s

That the Otara – Papatoetoe Local Board:

- a) considers for approval, pursuant to section 319(1)(j) of the Local Government Act 1974, the road name 'Florence Carter Avenue' proposed by the Applicant, for the new road created by way of subdivision at 79 Ormiston Road, Flat Bush while noting that 'Maggie Joy Avenue' and 'Firmount Avenue' also meet the road naming criteria.

Comments

6. The Auckland Council Road Naming Guidelines allow that where a new road needs to be named as a result of a subdivision or development, the subdivider/developer shall be given the opportunity of suggesting their preferred new road name for the Local Board's approval.
7. The subdivision for the creation of commercial premises granted by consent number (49033) will be accessed via Te Irirangi Drive and Ormiston Road to the proposed development. The applicant seeks to name one new road.

The Applicant has proposed the following names for consideration for the road created as part of the development at 79 Ormiston Road, Flat Bush.

Preference	Proposed New Road Name	Meaning
Preferred Name	Florence Carter Avenue	The name is a tribute to a recently deceased founder of the Investment Company. The name has personal significance to the on-going owners and reflects family history.
First Alternative	Maggie Joy Avenue	This is simply a combination of two names to

Preference	Proposed New Road Name	Meaning
		create a unique and pleasant sounding moniker.
Second Alternative	Firmount Avenue	The name pays tribute to the golf course that formerly occupied the site.

Figure One: Location and Layout of new Road



The road to be named runs between Te Irirangi Drive and Ormiston Road. The length of new road to be named is labelled “New Road” in the diagram above. While there are two section of road labelled “New Road” above, it is intended that they form a single continuous road. The two ‘road stubs’ indicated in the diagram at the roundabout are not intended to be formed as legal roads in the future as they are entrances to serve commercial premises.

Decision Making

- The Auckland Council, by way of the Auckland Council Long Term Plan (2012 - 2022), allocated the responsibility for the naming of new roads, pursuant to section 319(1)(j) of the Local Government Act 1974, to Local Boards.

Assessment

9. The Applicant's proposed road names have been assessed against the criteria set out in the Auckland Council road naming guidelines;
10. The 3 road names proposed all meet the criteria.
11. The proposed suffix of 'Avenue' (applicant's preferred) is considered to be appropriate as it reflects the characteristics of the proposed road. The road naming guidelines state for a Avenue "Broad roadway, usually planted on each side with trees." The proposed landscaping plan is shown above to show planting the applicant shall undertake.
12. As the Applicant's preferred name (*Florence Carter Avenue*) meets the criteria, it is recommended for consideration for approval while noting that there are no names opposed by the iwi. The alternatives (*Maggie Joy Avenue*) and (*Firmount Avenue*) are also recommended for consideration for approval.

Consideration

Significance of Decision

13. The decision sought from the Otago – Papatoetoe Local Board for this report does not trigger any significant policy and is not considered to have any immediate impact on the community.

Maori impact statement

14. The decision sought from the Otago – Papatoetoe Local Board on this report is linked to the Auckland Plan Outcome, "A Maori identity that is Auckland's point of difference in the world". The use of Maori names for roads, buildings and other public places is an opportunity to publicly demonstrate Maori identity.

Consultation

15. The applicant has emailed all the relevant iwi groups within the Otago – Papatoetoe Local Board area. Of the 11 iwi groups contacted, Ngai Tai ki Tamaki Tribal Trust stated that they would not oppose the proposed names. No further responses have been received from any other iwi groups.
16. New Zealand Post was consulted and indicated that all the names provided are acceptable from their perspective.

Financial and Resourcing Implications

17. The cost of processing the approval of the proposed new road name and any installation of road name signage is recoverable in accordance with Council's Administrative Charges.

Legal and Legislative Implications

18. The decision sought from the Otago – Papatoetoe Local Board for this report is not considered to have any legal or legislative implications.

Implementation

19. The Resource Consenting Team is involved in ensuring that appropriate road name signage will be installed accordingly once an approval is obtained for the new road name.

Attachments

There are no attachments for this report.

Signatories

Authors	Virginia Loh - Resource Consents Administrator
Authorisers	Ian Smallburn - General Manager Resource Consents

Carol McKenzie-Rex - Relationship Manager

Item 14

Hampton Park Reserve 334R East Tamaki Road – New Grazing Licence to Matthew and Jenny Steele

File No.: CP2016/22161

Item 15

Purpose

1. This report seeks the approval from the Otago-Papatoetoe Local Board to offer a new 3 year grazing licence and residential lease at Hampton Park Reserve and Hampton House, 334 East Tamaki Road, East Tamaki from 1 December 2016 to Matthew and Jenny Steele, on commercial terms negotiated by Panuku Development Auckland.

Executive summary

2. The historic significance of Hampton Park is well documented and recorded in the Hampton Park Management Plan. The 11.963ha site consists of a four bedroom, two bathroom house on approximately 1 acre of the 11.963 ha site, a large barn that is shared with the Tenant and Parks, and approximately 11 ha of grazing land that is culturally sensitive due to the archaeological sites and the historic stone walls and building remains.
3. The management plan provides for a licence arrangement that will achieve a harmonious relationship between productive areas of the park and historic features. We believe the proposed tenant will satisfy these objectives.
4. Councils Parks Department and Volunteers share a barn on the property and maintain regular access to the land. Matthew and Jenny Steele wish to continue the association with Parks and the Historic Places activities. The offer of a new licence to Matthew and Jenny Steele is supported by the Parks Department.
5. The proposed licence and residential lease term is 3 years from 1 December 2016. Panuku intend to offer commercial terms to the incumbent. The Local Board is requested to approve Panuku offering commercial terms.

Background

6. The licence at Hampton Park comprising grazing and Hampton Park House expired 30 September 2016. Panuku Development Auckland has met with a number of proposed tenants and an agreement on commercial terms has been reached with Matthew and Jennie Steele.
7. Matthew Steele is the son of the Hampton Park Historic Places & St Johns Church Trustee John Steele. Matthew has a good knowledge of the reserve and a desire to preserve the archaeological sites and the historic gardens. Matthew is a director of a landscape design company and plans to work with Parks to enhance the gardens around the house.
8. Matthew and Jenny Steele will reside in the house with their three teenage children and graze the balance of the 11.9 hectares in accordance with Auckland Council grazing specifications.
9. The 11.963ha site contains historic buildings and structures that the proposed occupant will continue to monitor, care, support and work with all parties to maintain. The management plan provides for a licence that achieves a harmonious relationship between productive areas of the park and historic features.

Recommendation/s

That the Ōtara-Papatoetoe Local Board:

- a) approve the grant of a new 3 year licence of Hampton Park Reserve and Hampton Park House from 1 December 2016 to Matthew and Jenny Steele on commercial terms to be

negotiated by Panuku Development Auckland.

Comments

10. Auckland Council Parks Department is supportive of this new licence proposal to Matthew and Jenny Steele from 1 December 2016. Auckland Council staff, volunteers, Historic Places and the Steele's will share site facilities on the property and will continue to provide clear Public access to the land.

Consideration

Local board views and implications

11. Any concerns regarding public access to the site and protection of historic features on the land have already been addressed with the tenant, and have been firmly established on the land by Auckland Council Parks Department.

Māori impact statement

12. Panuku Development Auckland has a comprehensive Iwi engagement process that engages with the 19 key Mana Whenua groups in Tamaki on four fronts: identifying cultural significance concerns regarding disposal and development properties, flagging commercial interests, development partnering discussions and engagement around design outcomes for council driven development projects. Panuku has also undertaken to be part of council's Maori Responsiveness Plan pilot program. The project's key output will be an operational document outlining how Panuku will contribute to council's strategic and operational commitments to Maori. As there is no change to the property, Licence conditions, or other major factors, there has been no Iwi engagement undertaken in respect of the tenants' new licence on the reserve.

Implementation

13. If the Local Board approves the above recommendations Panuku Development Auckland will conclude a new commercial licence with Matthew and Jenny Steele.

Attachments

No.	Title	Page
A 	GIS map of Hampton Park	

Signatories

Authors	Louise Tanner, Commercial Property Manager, Panuku Development Auckland
Authorisers	Margrit de Man, Property Portfolio Manager, Panuku Development Auckland Carol McKenzie-Rex - Relationship Manager

Local Board Appointments - Ōtara-Papatoetoe Local Board

File No.: CP2016/22242

Purpose

1. To appoint board members to represent the board at groups, meetings and activities relevant to the work of the local board.

Executive summary

2. Elected members participate as representatives of the local board on a number of internal, external, community and national organisations.
3. The beginning of the new electoral term generates the need for new appointments. This report provides details of the external organisations relevant to the local board and requests that the local board nominates members to represent the board for the 2016-2019 triennium.
4. There are a small number of appointments due to legislation or the terms in a deed are the responsibility of the governing body, but because the relationship between the council and the organisation is local, the governing body has delegated its responsibility to nominate an elected member to the relevant local board.
5. Other roles need to be allocated to the Chair or board members to cover miscellaneous functions.

Recommendation/s

That the Ōtara-Papatoetoe Local Board:

- a) Appoint the following board members to represent the board as follows:

Organisation	Lead	Alternate
Community Impact Forum for Kohuora Corrections Facility		
Manukau Central Business Association Inc		
Hunters Corner Town Centre Society Inc		
Papatoetoe Central Main Street Society Inc		
Otara Business Association Inc		
GETBA (Greater East Tamaki Business Association Inc)		
Otara Lake and Waterways Community Panel and Tamaki Estuary Environmental Forum		
Aircraft Noise Community Consultative Group		
Board member delegated to respond to resource consent applications on behalf of board		
Youth Connections South Local Governance Group (3 members, 1 alternate)		
Maori input into local board decision-making political steering group (1 lead, 1 alternate.)		

- b) Delegates to the Chair to manage interactions with all other community groups, including meeting with them to receive information, to advise them of the board's policy on relevant

matters and to report to the board as necessary.

- c) Delegates to the Chair to exercise any portfolio power or role conferred in any council document, policy, resolution or work programme.
- d) Delegates to the Youth Connections South Local Governance Group to make all decisions for the youth connections project, including budget and work programme approval. The local board requests the members to report any major issues or celebrations to the board for information.

Item 16

Comments

6. A number of external organisations provide for the formal participation of Auckland Council elected members in their affairs. Elected member appointees will have a variety of duties and responsibilities depending on the individual organisation.
7. At the commencement of each triennium, the governing body and local boards recommend appointments to external organisations.
8. As local board representatives, the nominated members represent the board, not in a personal capacity. Board members will provide updates at local board meetings to keep the board regularly informed of discussions and decisions made of their activities unless good reasons exist for confidentiality, these updates are in the form of business meeting reports which maintain public transparency.
9. The reasons for elected member participation in external organisations can be described in a number of ways:
- a trust deed, that requires Auckland Council to make an appointment to an organisation
 - an organisation of interest to the local board is inviting elected member representation at its meetings
 - associations entered into by the council which provide for elected member representation
 - organisation governance, or project or programme oversight, such as regional or local parks management groups
 - a statutory or regulatory provision (for example a regulation providing for a community liaison committee) or
 - a resource consent requiring the formation of a committee or hearing panel
10. In making decisions about these appointments, it is suggested that local boards are mindful of;
- the elected members availability
 - any conflict of interests, including whether the local board provides funding to the entity
 - relevance
 - historical relationship with the organisation and Auckland Council
11. Members are delegated in their capacity as elected local board members. Should they no longer be a local board member, their nominations would be automatically cancelled.
12. Board members may be part of any organisation in their private capacity and personal interests and are encouraged to disclose memberships to external organisations in the conflict of interest register.
13. The details of the organisations relevant to the local board are detailed below.

Community Impact Forum for the Kohuora Auckland South Corrections Facility

14. The local board is asked to appoint one member (and an alternate) to Community Impact Forum for the Kohuora Auckland South Corrections Facility (previously Wiri Men's Prison.)
15. The purpose of the Community Impact Forum is to provide a forum for community and stakeholder involvement through which any issues of community interest or concern can be raised and responded to. The key focus for the forum is to consider the effects of the Kohuora Auckland South Corrections Facility and Auckland Region Women's Corrections Facility on the community. Refer to attachment A for more information about the CIF's terms of reference and purpose.
16. The previous local board representative was Member Gush.
17. The next Community Impact Forum meeting is scheduled for Wednesday 14 December, 3.30pm – 5.30pm at Auckland South Corrections Facility (Community Building outside the wire), 21 Kiwi Tamaki Rd, Wiri.

Business Associations

18. There are 46 Business Improvement District Partnership Programmes operating within the Auckland region. Five Business Improvement Districts (BID) operate in the Otago-Papatoetoe Local Board area. These are Manukau Central, Hunters Corner, Papatoetoe Central, Otago, and Greater East Tamaki ("GETBA" – one quarter in this board area, with the rest being in Howick Local Board area.)
19. Each BID is operated by an incorporated society (business association), governed by an executive committee. The rules of each business association provide for the executive committee to invite a local board representative onto the executive committee. The discretion on whether this member has voting rights will lie with the business association under the rules of their constitution.
20. The local board therefore has an opportunity to nominate a board member to represent it with each business association. In the past two terms, the board has nominated representatives and alternates for each of the five business associations.
21. The role of the local board representative is to work with the business associations to align the direction for the BID programme and local priorities expressed in the local board plan. The local board should receive regular reporting on the BID programme and review progress against objectives.
22. The local board has a varying day-to-day relationship with the business associations. All the business associations play a significant role in the local community and economy, and it is important for the board to interact with them. Close contact with the Otago, Hunters Corner and Papatoetoe business associations is especially important, because they receive significant annual funding from the board. (Occasional funding has been given to Manukau Central and nothing to GETBA in recent years.)
23. It is recommended that the local board appoints a local board member for each business association to represent the local board regarding all matters relating to the business association. The board might consider whether alternates are needed, given that in recent times alternates seem to have played only a minor role at most.

Otago Lake and Waterways Community Panel

24. In the last term, an interim steering group was supported by the board to promote the Otago Lake and Waterways Vision, and to set up an independent trust. The trust has now been set up to take the vision forward. The board does not have direct representation on the trust.
25. Separate from the trust, there is now Otago Lake and Waterways Community Panel. The purpose of this panel is to provide strategic advice, assistance and meaningful contribution to the purpose of the Otago Waterways and Lake Trust. The community panel also has the power to appoint and to reappoint up to two trustees and has the sole power to remove at

any time any trustee appointed by the community panel. The community panel exercised this power with the appointment of the two original trustees.

26. The local board is asked to appoint one member (and an alternate) to Ōtara Lake and Waterways Community Panel.
27. The next meeting of the panel has not been set.

Tamaki Estuary Environmental Forum

28. The Tamaki Estuary Environmental Forum is an informal liaison group involving local board and community representatives. It meets regularly, usually quarterly. It is suggested that there would be value in the member chosen for the Ōtara Lake and Waterways Community Panel also being the board's representative on the Tāmaki Estuary Environment Forum, because some issues will be common to both bodies.

Manukau Harbour Forum

29. A separate report to the board will discuss appointments to the Manukau Harbour Forum.

Youth Connections South Local Governance Group

30. On 14 May 2012, Auckland Council launched a new initiative called Youth Connections across Auckland, in collaboration with the Mayor's Taskforce for Jobs, the Tindall Foundation, Auckland Airport Community Trust and several other key stakeholder organisations.
31. In June 2012, the Ōtara-Papatoetoe and Māngere-Ōtāhuhu Local Boards decided to work collaboratively in the governance and delivery of the Youth Connections project. A local governance group, consisting of three members from each board, was set up.
32. In the new electoral term in November 2013, both the Local Boards reconfirmed their support to Youth Connections and requested that the Terms of Reference be updated. The Ōtara-Papatoetoe representatives were Members Collins, Fuli, and McCracken. Later in the term Member Gush was appointed as alternate. Updated Terms of Reference were approved by the board in March 2016 (please see attachment B.)
33. The terms of reference provide for each local board to appoint three members and one alternate to the Youth Connections South Local Governance Group (LGG). It is recommended that the board appoint the full complement of members and alternate for the new term.
34. In the last term, the LGG often struggled to achieve a quorum for its meetings. When considering appointment of members for the next term, it is recommended that the availability and capacity of members to attend meetings be considered.
35. Last term, the board also renewed a delegation to the members of the LGG to make all decisions for the youth connections project, and it is recommended that this be renewed, to maintain the efficiency of the LGG. Part of the budget of the LGG is money allocated by each of the local boards, and this part of the budget will be decided annually by the local boards. The delegated authority of the LGG relates to the use of the money it receives from all sources, including the boards and philanthropic funders.

Maori input into local board decision-making political steering group

36. In 2014 four Auckland Council southern local boards; Manurewa, Ōtara-Papatoetoe, Māngere-Ōtāhuhu and Papakura sought to engage with Māori to explore how they can best meet statutory obligations and to improve relationships with Māori.
37. A working group consisting of mana whenua and local board representatives was formed to explore what they have in common, what is important to each about this and why, and how through real collaboration they might make positive outcomes for all Māori and non-Māori alike.

38. In September 2016 the boards received a progress report. At that time the board resolved to support continuation of the work in the new term.
39. It is recommended that the board appoint representatives for this steering group. In the last term the board's representatives were the Member Gush as lead and Chair Collins as alternate.

Aircraft Noise Community Consultative Group

40. The Aircraft Noise Community Consultative Group was set up to consider, and where appropriate, make recommendations to Auckland International Airport Limited (AIAL), on aircraft noise issues and concerns that arise from the operation and activities at Auckland International Airport. It arose from AIAL's application to designate the second runway at the airport, and concerns about the aircraft noise implications. Six local boards with areas within the flight path, including Ōtara-Papatoetoe, appoint representatives and alternates to the Group. Further information is here: <https://corporate.aucklandairport.co.nz/corporate-responsibility/managing-aircraft-noise/being-a-good-neighbour/auckland-noise-community-consultative-group>.
41. The group meets three monthly between 2pm to 5pm. The next meeting of the group has not been set.
42. The previous local board representatives were Members McCracken and Lee (alternate).
43. The local board is asked to appoint one member (and an alternate) to the Aircraft Noise Community Consultative Group.

Local Government New Zealand

44. In the last term the board appointed two representatives (members Collins and Fuli), with financial constraints because of the cost of attending some meetings. This term, Auckland Council representative numbers are reducing, and local boards together will have five representatives. It is anticipated that the regional Local Board Chairs' Forum will select representatives in this term. Meetings take place four times a year and the venue for meetings is shared across the entire Zone One area.
45. It is recommended that the board make no appointment for Local Government New Zealand, but leave it to the Chair to participate in the chairs' forum decisions.

Miscellaneous roles

46. There are many community groups, not mentioned above, that have occasional interactions with the board. Often the interactions will be mainly a matter of information-sharing. No specific board representatives were appointed to these groups last term. No appointments are recommended for this term.
47. These relationships can continue to be managed within the general role of the Chair as spokesperson for the board and first contact point for communities. The Chair (or deputy, as appropriate), can deal with routine interactions, including occasional meetings, to receive information and advise the community groups about the board's policy on relevant matters.
48. Where an issue emerges that requires a greater response from the board, the board can take the load off the Chair by allocating responsibility to a member or working party to address the issue.
49. The board has agreed not to appoint portfolios, for a 12 month trial, following workshop discussion. This approach needs to be supported with administrative arrangements, to ensure continuity and clarity for staff.
50. Some existing council documents, including past board resolutions, work programmes, and the council's delegations protocol refer to portfolios in various contexts. It is suggested that the Chair should be delegated to exercise any residual portfolio power or role under these documents. Over time, these legacy documents will be updated and the Chair's role will diminish.

51. The Resource Consents Department of council sends resource consent applications to the board for comment. These require a quick turn around with comments sent back to the department within a few days. This cannot be conveniently handled by at a workshop or business meeting, and it is suggested that a board member be delegated the authority to respond on behalf of the board with comments on resource consent applications.

Consideration

Local Board views and implications

52. This report seeks the local board's decision on representatives to external community organisations relevant to the local board area.

Māori impact statement

53. This report has no specific impact on Māori. It covers appointments of local board members to external organisations and community networks to represent the view of local communities, including Māori communities.

Implementation

54. There are no implementation issues as a result of this report.

Attachments

No.	Title	Page
A 	CIF's Terms of Reference and Purpose	
B 	Youth Connections South Local Governance Group - Terms of Reference	

Signatories

Authors	Neil Taylor - Senior Local Board Advisor
Authorisers	Carol McKenzie-Rex - Relationship Manager

Urgent decision-making process

File No.: CP2016/22318

Purpose

1. The purpose of this report is to seek the Ōtara-Papatoetoe Local Board's agreement to use the urgent decision-making process when appropriate.

Executive summary

2. The urgent decision-making process enables the board to make decisions without calling the full board together and meeting the requirement of a quorum. By agreeing to this process, the board delegates decision-making authority to the chair and deputy chair, or any person acting in these roles.
3. At times, such as during the Christmas and New Year period, it is not practical to call the full board together and meet the requirements of a quorum. This is an example of when the urgent decision-making process would be used.

Recommendation/s

That the Ōtara-Papatoetoe Local Board:

- a) adopts the urgent decision-making process for matters that require a decision where it is not practical to call the full board together and meet the requirement of a quorum.
- b) delegates authority to the chair and deputy chair, or any person acting in these roles, to make urgent decisions on behalf of the local board.
- c) agrees that the relationship manager, chair and deputy chair (or any person/s acting in these roles) will authorise the urgent decision-making process by signing off the authorisation memo.
- d) notes that all urgent decisions will be reported to the next ordinary meeting of the local board.

Comments

What an urgent decision is

4. The urgent decision-making process enables the chair and deputy chair, or any person acting in these roles, to make urgent decisions on behalf of the local board when it is not practical to call the full board together and meet the requirement of a quorum. Examples include during the Christmas and New Year period or for participating in a council submission process.
5. The Local Government Act 2002¹ provides for local boards to delegate to committees, sub-committees, members of the local board or Auckland Council staff, any of its responsibilities, duties and powers, with some specific exceptions. This legislation enables the urgent decision-making process.
6. The urgent decision-making process provides an alternative decision-making mechanism to an extraordinary meeting. An extraordinary meeting is called when an urgent decision is required on matters that cannot wait until the next scheduled business meeting of the local board.
7. Urgent decisions are different from emergency decisions, which are only made if there is a risk to public health and safety.

¹ Part 1A, Schedule 7, 36D Local Government Act 2002

The urgent decision-making process

8. All requests for an urgent decision will be supported by a memo stating the nature of the issue, reason for urgency and what decisions or resolutions are required.
9. The local board relationship manager will use the information in this memo to determine whether or not to authorise the urgent-decision making process.
10. A number of factors will be considered by the relationship manager before approval to use the urgent decision-making process is given, such as:
 - the timing of the next scheduled meeting
 - confirmation that the local board has the delegation to make the decision
 - consideration of the rationale for the urgency
 - the significance of the decision and whether the urgent decision-making process is appropriate.
11. Once the relationship manager authorises the use of the urgent decision-making process, the chair and deputy chair (or any person/s acting in these roles) also need to consider the use of the urgent decision-making process by signing the same memo.
12. Once the authorisation memo and report has considered, the chair and deputy chair will refer to the substantive report for advice and staff recommendations to inform their decision. This report will meet Auckland Council quality advice standards and adhere to the report authorisation processes.
13. Any decision made using the urgent decision-making process will be reported as an information item to the next ordinary meeting of the local board and the signed approval memo will be attached.

Consideration

Local board views and implications

14. This report outlines the local board urgent decision-making process, and seeks the local board's agreement to adopt this process.

Māori impact statement

15. There is no specific impact for Māori arising from this report.

Implementation

16. This report outlines how the local board relationship manager and elected members will execute the urgent decision-making process when the need arises. Paragraph four outlines the implications of this for local boards.
17. The local board relationship managers can provide advice as to what might constitute an urgent decision.

Attachments

There are no attachments for this report.

Signatories

Authors	Neil Taylor - Senior Local Board Advisor
Authorisers	Karen Lyons - General Manager Local Board Services Carol McKenzie-Rex - Relationship Manager

Swimming Pool Fencing Exemption Applications

File No.: CP2016/22426

Item 18

Purpose

1. The purpose of this report is for the Ōtara-Papatoetoe Local Board to establish an agreed approach for how swimming pool fencing exemption applications are going to be resolved upon during the 2016 – 2019 electoral term.

Executive summary

2. Under section 6 of the Fencing of Swimming Pools Act 1987 (the Act), territorial authorities may grant exemptions from the requirements in the Act for particular swimming pools if satisfied that it “would not significantly increase danger to young children”.
3. The decision-making responsibility for swimming pool fencing exemptions has been delegated to the local boards by the governing body (Resolution GB/2011/163).
4. It is recommended that the local board assesses and considers these applications at a local board business meeting.
5. The local board could resolve to nominate a sub-group of local board members to make site visits when required and make recommendations to the full board to be formally resolved upon at a business meeting.

Recommendation/s

That the Ōtara-Papatoetoe Local Board:

- a) agrees to assess swimming pool fencing exemption applications as part of business meetings during the 2016 - 2019 electoral term as the need arises.

Comments

6. The purpose of the Fencing of Swimming Pools Act 1987 is to promote the safety of young children by requiring the fencing of certain swimming pools. The Act places an obligation on territorial authorities to ensure that pool owners comply with the Act, both at the time when the pool is built, and subsequently by occasional inspections of pools to ensure ongoing compliance.
7. Under section 6 of the Act, territorial authorities may grant exemptions from the requirements in the Act for particular pools. Territorial authorities can also impose special conditions on a property and a pool. A territorial authority can only grant an exemption, or impose a special condition, if, after having regard to the characteristics of the pool and the property, it is satisfied that it “would not significantly increase danger to young children”. No exemption is required for a new pool fence, or an alteration to an existing fence, if the new or altered fence is at least as safe as one built in accordance with the standard in the schedule of the Act.
8. The governing body has delegated decision-making responsibility for swimming pool fencing exemptions to local boards (Resolution GB/2011/163).
9. To administer this delegation, staff recommend that applications are determined as part of a local board business meeting as this is the most efficient and effective decision-making mechanism.
10. Assessing and determining swimming pool exemption applications at a business meeting has a number of benefits, including:
 - consistent and streamlined approach for applications to be considered

- business meetings are the primary formal decision-making mechanism of the local board
 - appropriate level of administrative support can be provided.
11. There is a risk with this approach that applications will not be given due consideration amongst congested local board business meeting agendas, however this can be mitigated by a sub-group of local board members visiting pools as required, to inform the boards' decisions.
 12. A sub-group of local board members could nominate themselves to conduct site visits, on an as-needed-basis, and make recommendations to the full local board for consideration and adoption at a regular business meeting.
 13. If the local board resolves to nominate a sub-group to conduct site visits, staff recommend that no more than four board members participate in the sub-group. Sub-group participants should be agreed by resolution.
 14. If an application includes sensitive information, the local board may, by resolution, exclude the public from the whole or any part of the proceedings of the meeting if one or more of the grounds set out in the legislation under the Local Government Official Information and Meetings Act 1987 (LGOIMA) and in the Standing Orders for the Local Boards are met.

Consideration

Local board views and implications

15. The recommendations within this report fall within the local board's delegated authority.

Māori impact statement

16. This report does not specifically impact on Māori.

Implementation

17. Costs associated with a small number of elected members meeting to consider the applications, in advance of putting forward recommendations to the full board at a business meeting, will be met within internal operating budgets.
18. The decision of the local board following an exemption hearing is open to challenge by a judicial review process. Local board members will be briefed by Legal Services and Building Control staff regarding the requirements of the Fencing of Swimming Pools Act 1987, the Building Act and the appropriate considerations to take into account when determining an application by a hearings process.
19. The Building (Pools) Amendment Bill was introduced to New Zealand Parliament on 9 September 2015. Once adopted, this may impact on the role of the local boards in assessing swimming pool fencing exemption applications. Staff will provide more information on this as it becomes available².

Attachments

There are no attachments for this report.

Signatories

Authors	Felicity Proance, Policy Advisor Local Board Services
Authorisers	Karen Lyons, General Manager Local Board Services Carol McKenzie-Rex - Relationship Manager

² Once the outcome of the Building (Pools) Amendment Bill is known, more work will be carried out, if necessary, based on a review of the governance framework undertaken in 2016 and the option to move responsibility for granting swimming pool fencing exemptions to the governing body.

Chairpersons Announcements

File No.: CP2016/22766

Executive Summary

This item gives the Chairperson an opportunity to update the board on any announcements.

Recommendation/s

That the Otago-Papatoetoe Local Board:

- a) receive the verbal update from the Chairperson.

Attachments

There are no attachments for this report.

Signatories

Authors	Carmen Fernandes - Local Board PA/Liaison-Otago-Papatoetoe
Authorisers	Carol McKenzie-Rex, Relationship Manager

For Information: Reports referred to Ōtara-Papatoetoe Local Board

File No.: CP2016/21345

Item 20

Purpose

1. This report provides a summary of information-only reports, memos and resolutions for circulation to the Ōtara-Papatoetoe Local Board.
2. The board requested the following information when they considered the Impact Assessment Region-wide Swimming Pool Pricing Policy 2013-2015 report on 18 April 2016.

Resolution number OP/2016/57

MOVED by Chairperson E Collins, seconded by Member MA Gush:

That the Ōtara-Papatoetoe Local Board:

- a) ***note that the local pools policy, allowing adult entry without charge, has been successful in maintaining pool attendances in the local board area.***
- b) ***request the Community & Social Policy unit to report further to the board with:***
 - i. ***An annual update of the analysis of the impacts of swimming pool pricing.***
 - ii. ***Analysis of the reasons for the initial drop of attendance at Papatoetoe beyond a reference to weather effects, including consideration of the promotion effort to make the public aware of the local free pools policy.***
 - iii. ***Further explanation of the changes in the age and demographic profile of attendees.***
 - iv. ***Options to further increase pool attendance.***
 - v. ***Analysis of the financial results obtained by each local pool, including the share of revenue made up by the targeted rate.***
 - vi. ***A comparison of the targeted rate revenue with the revenue lost due to free adult entry, based on actual attendance figures, and options for any improvements.***

CARRIED

3. A copy the memorandum from the General Manager, Community and Social Policy providing further information on the Impact Assessment Region-wide Swimming Pool Pricing Policy 2013-2105 is attached.
4. The board requested the following information when they considered the Community-led response to off-licence alcohol signage –compliance update report on 19 September 2016.

Resolution number OP/2016/176

MOVED by Chairperson E Collins, seconded by Member MA Gush:

That the Ōtara-Papatoetoe Local Board:

- c) ***request advice from compliance staff about whether the widespread boarding over of window glazing complies with relevant council regulations.***
- d) ***request advice from compliance staff about whether brightly contrasting colours in signage by off-licence premises is subject to council regulatory controls.***

CARRIED

5. A copy the memorandum from the Team Leader Bylaws and Compliance South providing advice on the boarding over of windows and colours used in alcohol signage is attached.

Item 20

Recommendation/s

That the Ōtara-Papatoetoe Local Board:

- a) note the memorandum from the General Manager, Community and Social Policy on the Impact Assessment Region-wide Swimming Pool Pricing Policy 2013-2015.
- b) note the memorandum from the Team Leader Bylaws and Compliance South on the boarding over of windows and colours used in alcohol signage.

Attachments

No.	Title	Page
A 	Impact Assessment Region-wide Swimming Pool Policy 2013-2015 memorandum	
B 	Community-led response to off-licence alcohol signage compliance memorandum	

Signatories

Authors	Carol McGarry - Democracy Advisor
Authorisers	Carol McKenzie-Rex - Relationship Manager