

Work Programme 2017/2018 Q1 Report

ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	Budget Source	FY17/18	Activity Status	RAG	Q1 Commentary
Arts, Community and Events									
718	CS: ACE: Community Empowerment	Apply the empowered communities approach – connecting communities (GBI)	Broker strategic collaborative relationships and resources within the community. This includes three key activity areas: 1. engaging communities – reaching out to less accessible and diverse groups - focussing on capacity building and inclusion 2. enabling council – ensuring that groups have access to operational and technical expertise and identify and address barriers to community empowerment 3. reporting back to local board members on progress in activity areas one and two. Includes responding to the aspirations of mana whenua, mataawaka, marae and Māori organisations.	Q1;Q2;Q3;Q4	LDI: Opex	\$ -	In progress	Green	The strategic broker has been on leave through this quarter. In her absence, her manager, Mary Dawson has been covering and visited the island to meet with the local board and community groups to progress projects, and maintain and enhance strategic relationships. See commentary in line ID 1994 for more substantive information.
209	CS: ACE: Arts & Culture	Art gallery programmes - LDI GBI Community Heritage and Arts Village Operational Grant	Administer a funding agreement with GBI Community Heritage and Arts Village Trust to deliver community arts programmes.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 10,000	In progress	Green	The funding agreement for the Great Barrier Island Community Heritage and Arts Village for FY2018 has been executed. In Q1, the gallery held a series of weekly workshops for young people participating in the Kids Art Club programme, and eleven workshops for adults as part of the gallery's Winter Workshop programme. During Q1 the gallery attracted 1046 visitors.
577	CS: ACE: Community Empowerment	Build capacity - GBI	Fund local community organisations to provide: - youth services and youth development - activities for over 65s - liaison between the community, council and central government to allow residents to access community services with ease - annual community events including: the New Year's Picnic, the Fitzroy Family Fun Festival and the Family Picnic - tourism development, arts, culture and heritage initiatives Budget: - Aotea Family Support \$30,000 - Community Health Trust \$42,000 - Destination GBI \$29,000.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 101,000	In progress	Green	Staff will prepare three funding agreements in Q2, once satisfactory accountability reports have been received from Aotea Family Support Group, Community Health Trust, and Destination Great Barrier Island.
464	CS: ACE: Community Empowerment	Community grants (GBI)	Funding to support local community groups through contestable grants. Budget note: \$1k is for civic events ANZAC.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 116,000	In progress	Green	The Local Grant Round One closed on 25 August. The allocation of community grants will occur in Q2.
2174	CS: ACE: Advisory	Community Response Fund - Great Barrier	Discretionary fund to respond to community issues as they arise during the year	Q1;Q2;Q3;Q4	LDI: Opex	\$ 23,000	In progress	Green	GBI/2017/92 - Additional \$7,000 to Visitor Strategy. Balance: \$16,000

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1994	CS: ACE: Community Empowerment	Increase diverse participation: Aotea Great Barrier Island Lifelong Learning Action Plan	Collaborate with community organisation Aotea Family Support Group to develop and implement a lifelong learning action plan. Activities include: - developing options to establish additional early childhood education on the island; - support for a learning hub for correspondence school students - integration of vocational pathways into secondary schooling - developing options to improve opportunities and pathways for adult education.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 30,000	In progress	Green	Lifelong Learning Plan: Staff workshopped a comprehensive draft GBI Lifelong Learning strategy and plan was workshopped with the board in Q1. Staff will present the final strategy to the board for approval in Q2. Implementation of the strategy will occur after local board approval. Aotea Learning Hub: Following discussions with the Aotea Family Support Trust, staff sought an alternative group to hold the Ministry of Education contract and be funded by the local board for partial operation costs of the hub. Orama Christian Trust established a charitable company (Aotea Education Company) with a steering group that has oversight of the Hub's operations. In September 2017 Orama Christian Trust provided a detailed report, fulfilling its accountability for the Learning Hub funding for 2016/2017. Staff will present an update and future options report to the board in Q2.
1996	CS: ACE: Community Empowerment	Increase diverse participation: skills development programme	Develop and implement a skills development programme to identify and address skills shortages amongst island businesses. Activities include: - liaison with Great Barrier Island businesses to identify skills shortages and labour supply issues - develop solutions to overcome issues identified, which could include the development of an online skills database for the island. Note that this initiative will inform the development of the Aotea Great Barrier Lifelong Learning Action Plan (see 2017/18 ID 1994).	Q1;Q2;Q3;Q4	LDI: Opex	\$ 20,000	In progress	Green	With community and local board input, staff continued to investigate the feasibility of actions identified in the 2016/2017 Skills Survey report. Staff workshopped an island skills online directory with the local board. Staff will present a proposal for a funding agreement and a website concept to the local board in Q2.
1995	CS: ACE: Community Empowerment	Respond to Maori aspirations: Ngāti Rehua Ngatiwai ki Aotea coordinator	Fund Ngāti Rehua Ngatiwai ki Aotea to appoint a Great Barrier based representative to: - develop a relationship with the local board - coordinate responses to council-led initiatives and projects. Liaise with the appointed coordinator to develop a collaborative plan to respond to the key iwi aspirations and priorities.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 5,000	In progress	Green	The local board identified potential projects of common interest to be included in a funding agreement with Ngati Rehua Ngatiwai ki Aotea Trust. In Q2, a funding agreement will be completed for iwi liaison to support the relationship between the Great Barrier Island Local Board and the local iwi trust.
Community Facilities: Build Maintain Renew									
1967	CF: Operations	GBI: Maintaining View Shafts programme 2017-2018	Maintaining view shafts across the island for views and safety. Includes \$5,000 deferral from the FY17 work programme. Focusing on Windy Canyon platform	Q1;Q2;Q3;Q4	LDI: Opex	\$ 10,000	In progress	Green	Preliminary design for view shaft at Windy Canyon being developed. Planning for other sites is also underway. Staff will workshop plans with local board in quarter two.
3295	CF: Investigation and Design	Gooseberry Flat - development	To identify/develop and install signage and other initiatives that will help people to appreciate, understand and protect the bird life in this special place.	Q1;Q2;Q3;Q4	LDI: Capex	\$ 3,980	In progress	Green	Current Status: The ecological signs have been installed. Next Steps: Confirmation of the planting plan and entrance realignment to be approved by the local board and budget to be allocated.

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3000	CF: Investigation and Design	Great Barrier - install interpretative signage - stage 2	This project is carried forward from the 2016/2017 work programme, previous ID 2784	Q1;Q2;Q3;Q4	LDI: Capex	\$ 5,500	In progress	Green	<p>Current status : Location sites agreed with the local board. Noting interpretive signs at Harpoon Hill and Station Rock lookout have been ruled out.</p> <p>1. Whangaparapara site - Stakeholder meetings have been completed. Concept designs are completed and approved. Signage drafts are 99% completed. Staff are expecting the drafts to go to the sign makers by 25 August 2017.</p> <p>2. Oreville site - Stakeholder meetings have been completed. Concept designs are completed and approved. Signage drafts are 99% completed. Staff are expecting the drafts to go to the sign makers by 25 August 2017.</p> <p>Next steps: Signs made and delivered to Great Barrier Island on 25 September 2017. They are to be installed by the end of October 2017.</p>
2378	CF: Investigation and Design	Great Barrier - local improvement projects	Improvements to various sites at Great Barrier at the local board's discretion. Note this funding is the LIPS budget not LDI Capex (options limited in SharePoint)	Q2;Q3;Q4	LDI: Capex	\$ 196,000	Proposed	Green	<p>Current Status: A list of proposals have been compiled and these were shared with the local board in May 2017. The local board had a workshop in September to review their priorities for their Locally Driven Initiatives and Small Local Improvements Projects funding.</p> <p>Next Steps: Await for the confirmation of the priorities from the local board to enable the progression of prioritized supported proposals. Once scoped, these will come back to the local board for review and approval. They will then be entered into the work programme for delivery.</p>
3001	CF: Investigation and Design	Great Barrier - Mulberry Grove - restore stone wall	This project is carried forward from the 2016/2017 work programme, previous ID 488	Q1	LDI: Capex	\$ 20,802	Completed	Green	Current Status: Physical works for the wall and fencing are complete.
2262	CF: Investigation and Design	Great Barrier - renew general park assets 2017-18	Renew seawall at Pa Point Reserve; replace barbeque at Mulberry Grove Reserve and School; renew fence at Awana Road Reserve and replace tables at Tryphena Hall.	Q3;Q4	ABS: Capex	\$ 45,000	Approved	Green	Current status: The business case is underway. Next steps: Planning phase which includes the creation of a project plan.
2263	CF: Project Delivery	Great Barrier - renew playspace FY17-18	Mulberry Grove Reserve playspace renewal. This project is carried-over from the 2016/2017 programme (previous ID 3071).	Q1;Q2;Q3;Q4	ABS: Capex	\$ 40,000	In progress	Green	<p>Current Status: Developed design is complete. Manufacture and supply of equipment is almost complete. Contract for installation has been awarded.</p> <p>Next Step: Works planned to begin 10 October 2017. The planned start date has been delayed due to the availability of the construction manager.</p>
2379	CF: Operations	Great Barrier - Viewshaft Extension project	Vegetation reduction to enhance local views.	Not scheduled	LDI: Opex	\$ 5,000	Approved	Green	Staff met on site with the structural design engineer in September. The report on the lookout structure will be available toward the end of November.

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1766	CF: Operations	Great Barrier Maintenance Contracts	The maintenance contracts include all buildings, parks and open space assets, sports fields, tree management and maintenance, ecological restoration, pest management, riparian planting, coastal management and storm damage. The budget for these contracts is determined by the Governing Body.	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	Approved	Green	The new full facilities contract started on 1 July. The contractor has been proactive in edging pathways, maintaining playgrounds and mowing sports fields. The relatively high rainfall (e.g. July 120-149 per cent of norm) has presented some challenges, including preparing for the summer sports season. There has also been some ongoing challenges with security gates and litter bins, which staff are focusing on resolving. No significant operational building issues. Arboriculture: The beginning of the first quarter saw mobilisation of new contracts. A priority was ensuring requests for service were effectively managed, particularly after hours emergency response. Replacement tree planting was completed over July/August. Annual inspections of street and park trees has commenced which will inform proactive programmes of tree maintenance. Ecological Restoration: A key focus of the first quarter has been the commencement of site assessments and the preparation of restoration plans for sites of ecological high value, working with other council departments and understanding volunteer activity on sites.
3113	CF: Investigation and Design	Mulberry Grove Reserve - implement concept plan	This project is carried forward from the 2016/2017 work programme, previous ID 2783	Q1	LDI: Capex	\$ 2,000	In progress	Green	Current Status: The concept plan has been completed, signed off by stakeholders and adopted by the local board in financial year 2016/2017. The work programme has been agreed with the local board and works commenced in early February 2017. The bollards have been removed. Next Steps: Complete physical works for the remainder of the programme. Parks furniture - The picnic tables have been installed. Four Square painting - concrete has been cleaned and prepped for painting - this will be done as soon as the weather permits.
3200	CF: Investigation and Design	Station Rock Track, Great Barrier - install directional signage and planting	Install direction signage and planting This project is carried forward from the 2016/2017 work programme, previous ID 4558	Q1	LDI: Capex	\$ 8,861	Completed	Green	Current status: Planting works have been completed and the signs have been installed.
Infrastructure and Environmental Services									
90	I&ES: Environmental Services	Argentine ant and plague skink surveillance	To carry out surveillance within settlement areas for the presence or absence of Argentine and Darwin's ants, and plague skinks, to support the regionally funded monitoring and control work.	Q3;Q4	LDI: Opex	\$ 24,000	In progress	Green	Procurement is currently being undertaken to enable surveillance work to commence in quarter three.
80	I&ES: Environmental Services	Biodiversity Biosecurity role	Recruitment of a part-time (0.6FTE) fixed term (three years) position to support the delivery of environment programmes, provision of expert technical advice and supporting and facilitating landowner and community-based restoration initiatives to protect and enhance locally important indigenous biodiversity on Aotea Great Barrier.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 45,000	In progress	Green	A dedicated biodiversity officer based on Aotea has enhanced the biodiversity and biosecurity programmes on the island. Highlights of the work completed and underway include the best practice biodiversity road corridor document (as endorsed by the local board), developing the 'Jewels' booklet, engagement with the community at schools and market days. In addition, the biodiversity officer has audited or provided support to island-based programmes, including the Argentine ant and plague skink programmes, the Broken Island rat control work, and lepidium monitoring. These programmes will continue into quarter two.

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92	I&ES: Environmental Services	Coastal weed survey	To continue the survey of the Aotea Great Barrier coast for pest plants, and undertake any removal or control of low incidence weeds.	Q3;Q4	LDI: Opex	\$ 10,000	In progress	Green	Contact renewal process and planning for 2017/2018 is being undertaken. Work will commence in quarter three.
3326	I&ES: Environmental Services	Community conversations (ecology conversations)	TBC	Not scheduled	LDI: Opex	\$ 20,000	Proposed	Amber	No project has been agreed for this budget. In noting that this budget would be carried forward, the board agreed to scope an environment forum. Agreement of this budget will be discussed at a workshop in early October 2017.
3325	I&ES: Healthy Waters	Marine protection	TBC	Not scheduled	LDI: Opex	\$ 20,000	Proposed	Amber	No project has been agreed for this budget. The SeaChange report was presented to the Environment and Community Committee in September 2017. It is recommended that a further workshop be held to identify how SeaChange can support aspirations for marine protection. A workshop with the board to discuss funding of a snapper habitat research project was held in July 2017.
88	I&ES: Environmental Services	Pest Coordinator	To commence a community pest control programme in Okiwi, and to continue the programme in Mulberry Grove.	Q1;Q2;Q3;Q4	LDI: Opex	\$ 15,000	In progress	Green	A feasibility study for the Okiwi programme was presented to the local board at a June 2017 workshop. Ongoing investigations are underway to consider the costs and logistics of this programme. The Mulberry Grove project is ongoing, although lacking the levels of community support required for its success. However, the board reconfirmed its support for this project at its September 2017 meeting. As such, a reassessment of the Mulberry Grove pest coordinator project will be workshopped with the board in October 2017.
93	I&ES: Environmental Services	Rabbit control	To control rabbits at Claris, Awana, Okiwi township, and Whangapoua.	Not scheduled	LDI: Opex	\$ 26,000	In progress	Green	Contact renewal process and planning is underway for further night shoots, Pindone application and burrow fumigation. Control is scheduled to commence in quarter two.
2014	I&ES: Environmental Services	Treasure Islands Ambassador	To provide advice to ferry passengers on the risk of them inadvertently transporting pests to the island, and to support inspection of goods being transported to the island.	Q2;Q3	LDI: Opex	\$ 10,000	In progress	Green	A health and safety induction for two ambassadors was undertaken prior to the ambassadors commencing inspections of barge sailings in September 2017. Further ambassadors will be employed in quarter two to ensure ambassadors are present at a minimum of 60 sailings over the summer season.
30	I&ES: Healthy Waters	Water quality, including septic tank education	To reduce incidences of e.coli contamination in Great Barrier streams, and improve water quality. A project to identify the source of e.coli contamination in Tryphena streams, along with a proactive community education project regarding onsite wastewater system function and maintenance was funded as part of the 2016/2017 work programme. It is proposed to expand this project to the rest of Aotea Great Barrier in 2017/2018. If additional budget is made available through carry forward funding, and subject to the monitoring results, other options for water quality projects include subsidies for fencing and planting streams from stock, remediation of fish passages, or expanding the freshwater monitoring programme to other streams.	Not scheduled	LDI: Opex	\$ 20,000	In progress	Amber	The board approved the remaining \$25,000 to commence monitoring in an additional catchment at its September 2017 meeting. A workshop to discuss options with the board is scheduled for November 2017. Due to the delayed start, not all budget may be spent this financial year. The septic tank project will commence with a public outreach event at the Labour Weekend market. Other engagement activities will be delivered from quarter two.
Libraries									
1202	CS: Libraries & Information	Digital literacy support - Great Barrier	Provide support for customers using library digital resources including PCs, WiFi, eResources and customers own devices.	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	In progress	Green	There has been a 50% increase in the use of public computer use and WIFI sessions. This may in part be as a result of the improvements made in the space including the new work area for WIFI users which has been well received and well utilised since its completion in June/July.

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1201	CS: Libraries & Information	Information and lending services - Great Barrier	Provide information and library collections lending services.	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	In progress	Green	Borrowing has decreased by 330 items compared to the same period last year. New books have been brought in from other Auckland Libraries to refresh the collection in advance of the holidays. Great Barrier library users make good use of the request service offered.
1200	CS: Libraries & Information	Library hours of service - Great Barrier	Provide library service at Gt Barrier Library for 42.5 hours over 5 days per week.	Q1;Q2;Q3;Q4	ABS: Opex	\$ -	In progress	Green	Visits have decreased by 330 compared to the same period last year. The Library supported the official opening Dark Sky's Sanctuary, and the Rural Women's Seminar 'Intelligence - man or machine' with selections of books relating to the topics.
Local Economic Development: ATEED									
2621	ATEED: Local Economic Growth	Dark Sky Sanctuary Leverage	Work with local community and tourism operators to leverage a successful Dark Sky Sanctuary accreditation. The funding will be used for activities such as erecting signage, lighting and other associated costs for having Dark Sky Sanctuary status.	Q2;Q3;Q4	LDI: Capex	\$ 20,000	In progress	Green	A funding agreement has been signed by Destination Great Barrier Island and approved by the local board. The grant will be paid to Destination Great Barrier Island once the grant application is processed. Destination Great Barrier Island will provide further updates in Q2.
1016	ATEED: Local Economic Growth	Great Barrier Visitor Strategy	<p>Work with the local community, Ngati Rehu Ngatiwai Aotea, Doc and our island based service providers to develop a 'Visitor Strategy'</p> <p>Commission an independent tourism specialist to co-develop a visitor strategy for Great Barrier Island</p> <p>The focus of the Great Barrier Island Visitor Strategy is</p> <ol style="list-style-type: none"> improving visit spend, raising awareness of Great Barrier Island with less impact on environment. providing a voice for the community to lead tourism development providing recommendations on sustainable livelihoods for local residents and enhancing their quality of life. 	Q1;Q2;Q3;Q4	LDI: Opex	\$ 17,000	In progress	Green	New Zealand Tourism Research Institute (NZTRI) was appointed by the local board in July as the specialist to lead the development of the Great Barrier Island Tourism Strategy. NZTRI commenced the development of the visitor strategy in September. The first stakeholder meeting was held on Great Barrier Island on 12th September. NZTRI will be conducting a web audit and a visitor survey in Q2.
Parks, Sport and Recreation									
994	CS: PSR: Park Services	GBI printing visitor maps	Print an annual supply of Great Barrier Island visitor maps including maps for: GBI drivers map Whangaparapara area trails Fitzroy area trails Tryphena area trails	Q1;Q2;Q3;Q4	LDI: Opex	\$ 5,000	In progress	Green	Scope being developed and engagement with the local board will begin in Quarter two.
Plans and Places									
2561	Civil Defence and Emergency Management	Water Supply Feasibility study	Undertake a feasibility study for an emergency water supply for Great Barrier Island. This work is likely to be carried out by an independent contractor.	Not scheduled	LDI: Opex	\$ 15,000	In progress	Green	A meeting with interested on island parties to assist in scoping is scheduled for mid-October. A project brief will be developed for board approval before a project manager is engaged in Q2/Q3.

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91	CPO: Plans and Places	Great Barrier Island Historic Heritage Survey	<p>The Great Barrier Island Level 1 HHS is intended to provide the foundations of an ongoing study by improving our understanding of historic heritage in this area and enable recommendations for its future management.</p> <p>This covers:</p> <ul style="list-style-type: none"> - Consolidate a list of recorded sites from multiple sources, noting their thematic associations. - Identification of sub areas for further study, noting thematic and geographic associations. - Engage with Ngati Rehua to invite feedback on the project plan and confirm further engagement on the project. - Engage with the local community, including the Great Barrier Island Local Board, the local history research group, DOC, stakeholders and members of the public. This will be achieved through a public presentation (limited to one workshop or open house), informational materials, and other means such as informal communication. Community consultation will be coordinated through the Local Board. - Form a "study list" of historic heritage places and areas that may have potential to be eligible for scheduling or warrant another form of recognition. - Prepare recommendations for future actions based on the stock take of existing places and new places identified through community engagement. - Prepare a high-level "Strengths Weaknesses Opportunities Threats" (SWOT) analysis that is relevant to the area and provide strategic management recommendations. - Update locational and other relevant information for a selection of recorded heritage places and produce high-level mapping to illustrate the distribution of the types of places recorded. 	Q1;Q2;Q3;Q4	LDI: Opex	\$ 10,000	Deferred	Green	<p>This project has been carried over to the 2017/2018 financial year</p> <p>Have engaged with local community in July and undertaken some site visits and am now starting to write up the Historic Context Statement. (This is the historical narrative that contextualises what the survey will report).</p>

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ID	Lead Dept/Unit or CCO	Activity Name	Activity Description	Timeframe	CL: Final Lease Expiry Date	CL: Annual Rent Amount (excluding GST)	CL: Annual Opex Fee (excluding GST)	Activity Status	RAG	Q1 Commentary
Community Facilities: Community Leases										
1529	CF: Community Leases	Lease Renewal Great Barrier Island Golf Club Inc.	Renewal of lease at 59 Whangaparapara Road, Great Barrier Island. Current term of the lease is 15 years from 1 September 2007 (final expiry 2022). Club have expressed interest in longer term lease.	Q2	31/08/2022	\$ 500.00	\$ 500.00	In progress	Green	The renewal of the lease will be progressed in the next quarter.
1532	CF: Community Leases	Occupation Licence Review Seniornet Great Barrier Island Inc.	Hector Sanderson Road, Great Barrier Island - Category 1: renewal licence- Previously reported in the 2015/2016 work programme. This matter may be affected by negotiations for shared use between council and Seniornet and the use of a data connection.	Q2	12/12/2020	\$ 500.00	\$ 500.00	In progress	Green	A licence to occupy is being drafted. Special conditions include sharing the space with council staff and the Great Barrier Island History Research Group. The council internet connection will be available for use by the group.
1533	CF: Community Leases	Great Barrier Island Community Health Trust	New lease at Hector Sanderson Road GBI. Lease final expiry 30 November 2017	Q2	30/11/2017	\$ 500.00	\$ 500.00	In progress	Green	Preliminary discussions have taken place with the trust about expansion and re-development of the site. Site visit required for on-site discussion of proposal and new lease due 30 November 2017.
2789	CF: Community Leases	Proposed agreement to lease Aotea Boardriders Sandhills Rd	Proposal to lease a portion of the reserve at the end of Sandhills Road to the Aotea Boardriders for a clubhouse	Q1		\$ -		In progress	Green	Iwi consultation and public advertising of the proposal is underway. This includes a mail out to affected landowners in Sandhills Road and Primrose Hill