

# SOUTH WAIRARAPA DISTRICT COUNCIL

13 DECEMBER 2017

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## AGENDA ITEM B1

### REPORTS/MINUTES OF COUNCIL COMMITTEES AND COMMUNITY BOARDS

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#### **Purpose of Report**

To present Council with reports and minutes of Council committees and community boards.

#### **Recommendations**

Officers recommend that the Council:

1. *Receive the information.*
2. *Receive the minutes of the Featherston Community Board 21 November 2017.*
3. *Receive the minutes of the Greytown Community Board 22 November 2017.*
4. *Receive the minutes of the Martinborough Community Board 27 November 2017.*
5. *Receive the minutes of the Audit and Risk Working Party 29 November 2017.*
6. *Receive the minutes of the Maori Standing Committee 4 December 2017.*

#### **1. Executive Summary**

Minutes of recent meetings are presented to Council for information. The Chair may ask for comment on the content, but no comment can be received in this forum with regards to the accuracy of the minutes.

#### **2. Appendices**

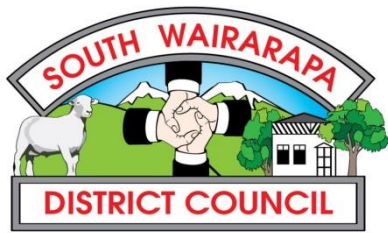
Appendix 1 - Featherston Community Board 21 November 2017  
Greytown Community Board 22 November 2017  
Martinborough Community Board 27 November 2017  
Audit and Risk Working Party 29 November 2017  
Maori Standing Committee 4 December 2017

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

# **Appendix 1**

- **Featherston Community Board Minutes 21 November 2017**
- **Greytown Community Board Minutes 22 November 2017**
- **Martinborough Community Board Minutes 27 November 2017**
- **Audit and Risk Working Group Minutes 29 November 2017**
- **Maori Standing Committee 4 December 2017**



## Featherston Community Board

### Minutes – 21 November 2017

- Present:** Brenda West (Chair), Claire Bleakley, Cr Dayle Harwood, Cr Colin Olds and Robyn Ramsden.
- In Attendance:** Mayor Viv Napier, Paul Crimp (Chief Executive) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was held in Kiwi Hall, 62 Bell Street, Featherston. The meeting was conducted in public between 7:00pm and 10:45pm.
- External Speakers:** Roz Harding, Alan King (Cross Creek Railway), Mary Byrne, Jo Dean (Zero-waste Coordinator), Kara Pennington and Tracey Shepherd (Fab Feathy), Leslie Austin, Maree Patten and Pam Coltham (Kuranui College), Mark Owen (NZTA).

#### **PUBLIC BUSINESS**

##### **1. APOLOGIES**

*FCB RESOLVED (FCB 2017/76) to receive apologies from Mark Shepherd.  
(Moved Cr Harwood/Seconded Ramsden) Carried*

##### **2. CONFLICTS OF INTEREST**

No conflicts of interest were declared.

##### **3. PUBLIC PARTICIPATION**

###### **3.1 Roz Harding and Alan King (Cross Creek Railway)**

Ms Harding with support from Mr King requested Community Board support for the Society to purchase and then install a portable mini putt course beside their engine shed on Fox Street. Fencing would be in keeping with the Clifford Square fence but built to a greater height.

###### **3.2 Mary Byrne**

Ms Byrne outlined a new U.S. government funded study that found that children birthed to women who had been exposed to fluoride during pregnancy had a 5 point lower IQ than the average population. Ms Byrne requested that the Community Board seek to revoke the 2015 Council remit on fluoridation submitted to Local Government NZ in 2015.

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### 3.3 Jo Dean, Zero-waste Coordinator

Ms Dean introduced herself and her community engagement role. Ms Dean would be engaging and educating the community in an effort to reduce waste going to landfills. A waste minimisation survey was currently open for community feedback.

### 3.4 Kara Pennington and Tracey Shepherd (Fab Feathy)

Ms Pennington with support from Mrs Shepherd outlined a community led development arrangement between Fab Feathy and the Department of Internal Affairs. Fab Feathy was aiming to run a community event and then undertake community identified projects. Fab Feathy wanted to form a positive partnership with Council and the Community Board and invited the Community Board to appoint a representative. Fab Feathy requested in-kind support for use of Council facilities.

### 3.5 Leslie Austin

Mr Austin noted cars parked illegally across Featherston footpaths which caused mobility issues. Mr Austin spoke of the dangerous pedestrian crossing on Main Street noting inadequate signage, illegal parking and that the crossing may be too close to the railway line to be legal.

### 3.6 Maree Patten and Pam Coltham (Kuranui College)

Ms Coltham and Ms Patten outlined a social services initiative for a one-stop-shop to be run from Kuranui College for students, and their families. The College had a vision to run the 24-7 youth programme and social workers directly from the school to eliminate barriers to learning. Ms Patten requested a letter of support from the Community Board.

## 4. ACTIONS FROM PUBLIC PARTICIPATION

### 4.1 Cross Creek Railway

Deferred to agenda item 6.5.

### 4.2 Mary Byrne

*FCB NOTED:*

1. Action 680: Write to Mary Byrne, advising her that the Community Board will be waiting to hear from central government on the process and decision for fluoridation and will address concerns at that time; P Crimp

### 4.3 Waste Minimisation

*FCB NOTED:*

1. Action 681: Invite Jo Dean to a Community Board workshop in May 2018 to discuss the waste minimisation progress; B West

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4.4 Fab Feathy

The Community Board agreed that Mark Shepherd should provide regular updates from Fab Feathy and be the conduit for Community Board assistance where needed.

4.5 Leslie Austin

Members noted the issues as raised and noted participation later in the meeting by a NZTA representative.

4.6 Kuranui College

*FCB NOTED:*

1. Action 682: Write a letter of support to Kuranui College for the one-stop-shop initiative; P Crimp

**5. COMMUNITY BOARD MINUTES**

5.1 Featherston Community Board Minutes – 10 October 2017

*FCB RESOLVED (FCB 2017/77)* that the minutes of the Featherston Community Board meeting held on 10 October 2017 be confirmed as a true and correct record.

*(Moved West/Seconded Cr Olds)*

Carried

**6. CHIEF EXECUTIVE AND STAFF REPORTS**

6.1 Officers Report to Community Boards

Mark Owen discussed the Main Street pedestrian crossing with members noting that options such as education, enforcement and engineering all played a role in solving pedestrian visibility. Mr Owen undertook to review the required distance for crossings from railway lines and work with SWDC to review options noting that relocation would be a challenge. Mr Owen discussed works on the Remutaka Hill, the camber of Main Street, speed limit reductions and diverting State Highway 53 with members.

Mr Crimp discussed projected Featherston growth in relation to wastewater capacity, inflow and infiltration and wastewater irrigation restrictions if the water table or winds were high.

*FCB RESOLVED (FCB 2017/78)* to receive the Officers' Report.

*(Moved West/Seconded Ramsden)*

Carried

6.2 Action Items Report

Members discussed the action items and reinvigorating the Featherston business group evening.

Cr Olds undertook to liaise with Council about replacing broken flag brackets and erection of Christmas flags.

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*FCB RESOLVED (FCB 2017/79):*

1. To receive the Action Items Report.  
(*Moved West/Seconded Cr Harwood*) Carried
2. Action 683: Forward the Regional Transport Committee survey to community boards for submission input when it becomes available; Mayor Napier

*FCB RESOLVED (FCB 2017/80)* that the Featherston Information Centre land line phone should be reconnected, that any reconnection fee would be paid by Cr Olds and that the Featherston Community Board would fund the monthly rental until the 30 June 2018.

(*Moved Cr Olds/Seconded Cr Harwood*) Carried

*FCB RESOLVED (FCB 2017/81)* to fund the erection of the Featherston Christmas flags.

(*Moved Cr Olds/Seconded Bleakley*) Carried

6.3 Income and Expenditure Report

*FCB RESOLVED (FCB 2017/82)* to receive the Income and Expenditure Report for the 1 July 2017 – 31 October 2017.

(*Moved Cr Olds/Seconded Bleakley*) Carried

6.4 Applications for Financial Assistance.

The Community Board agreed that speaking to an application was not required and applicants would need to make a request to speak during the public forum if they wished to address members.

*FCB RESOLVED (FCB 2017/83):*

1. To receive the Applications for Financial Assistance Report.
2. To set the 13 March 2018, 17 July 2018 and 20 November 2018 as the dates that the Featherston Community Board would consider financial assistance applications.
3. To decline the application from Alexander Cox as it did not meet the criteria.  
(*Moved West/Seconded Ramsden*) Carried
4. To grant PK Events Karen Coltman \$185 to fund the cost of the hall hire for a family concert on the proviso the event was an alcohol free event.  
(*Moved Bleakley/Seconded Cr Harwood*) Carried
5. To grant Featherston Community Centre \$500 to help with the costs associated with an anticipated financial shortfall for running the community facility.  
(*Moved West/Seconded Bleakley*) Carried
6. Action 684: Prepare communications to alert the public to financial assistance timings and expectations; R Ramsden

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6.5 Cross Creek Railway – Proposed Mini Putt Golf Development Adjacent to Engine Shed

Members discussed the need for the Cross Creek Railway project fencing needing to meet safety guidelines.

*FCB RESOLVED (FCB 2017/84):*

1. To receive the Cross Creek Railway Project Report.
2. To approve in principle the proposed mini putt golf development by Cross Creek Railway adjacent to their engine shed.

*(Moved West/Seconded Cr Olds)*

Carried

6.6 Wind Sculpture Triangle Clifford Square Park Bench

*FCB RESOLVED (FCB 2017/85):*

1. To receive the Wind Sculpture Triangle Clifford Square Park Bench Report.
2. To agree in principle to a park bench being located in the wind sculpture triangle section of Clifford Square in the general location of one of the two places marked in the appendix of the report.

*(Moved West/Seconded Cr Harwood)*

Carried

*(Moved Cr Olds/Seconded Bleakley)*

Carried

6.7 Naming of New Road, Wharekauhau Country Estate, Wharekauhau Road, Featherston

*FCB RESOLVED (FCB 2017/86):*

1. To receive the Naming of New Road, Wharekauhau Country Estate, Wharekauhau Road, Featherston Report.
2. To support the use of the name “Black Knight Lane” and “Top Stone Lane”.

*(Moved West/Seconded Cr Harwood)*

Carried

Claire Bleakley abstained

**7. NOTICES OF MOTION**

There were no notices of motion.

**8. CHAIRPERSONS REPORT**

8.1 Workshop Report

Members discussed provision of dog agility equipment in the Featherston Dog Park, the need for directional signage for the Featherston public toilet and including workshop notes in the formal Board agenda.

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## 8.2 Draft Strategic Plan

### *FCB NOTED:*

1. Action 685: Update FCB members on when the picket fence in front of Featherston Library will be painted noting the Board suggest that sponsorship for paint is abandoned in favour of the purchase of paint if sponsorship cannot be secured in a timely manner. In tandem contact Alan Maxwell to organise a time for youth to proceed with the work; M Allingham
2. Action 686: Organise for the Featherston gazebo on Cherry Blossom Square to be painted; M Allingham
3. Action 687: Discuss the Featherston draft Strategic Plan in a workshop and make changes as required; B West

## 9. MEMBER REPORTS (INFORMATION)

### 9.1 Wairarapa Library Service

Mrs Ramsden discussed key issues from the Wairarapa Library Service Working Group meeting with members noting that the Working Group had undertaken to write to social service providers who were organising meetings in the libraries and ask them halt this practice due to limited space.

### 9.2 Featherston Community Facebook Page

Members noted the report as submitted.

### 9.3 Featherston Information Centre

Mrs Ramsden undertook to keep working with the Information Centre to produce a Memorandum of Understanding.

### 9.4 Long Term Plan

Mrs Bleakley spoke to the report as circulated noting that sector group reports were available if members wanted to review them.

### 9.5 Armistice Day

Mayor Napier had met with community groups regarding Armistice Day celebrations for 2018 and requested Community Board involvement in celebrations.

### *FCB RESOLVED (FCB 2017/87):*

1. To receive Members' Reports  
(*Moved Ramsden/Seconded West*) Carried
2. Action 688: Forward Paul Crimp a copy of the Wairarapa Library Service Working Group letter sent to social service providers so a letter can also be sent by Council; R Ramsden

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## 10. CORRESPONDENCE

### 10.1 Inwards

From Danielle Sargent, Featherston Amateur Wrestling Club, to Featherston Community Board, dated 6 Nov 2017

*FCB RESOLVED (FCB 2017/88):*

1. To receive the inwards correspondence.  
*(Moved West/Seconded Cr Harwood)* Carried
2. Action 689: Acknowledge the letter to the Featherston Community Board from Nim Grewal; P Crimp
3. Action 690: Acknowledge the letter from Featherston Amateur Wrestling Club advising that more information is required so a letter of support can be provided and suggest that contact with the FCB chair is made; P Crimp

## PUBLIC EXCLUDED BUSINESS

*FCB RESOLVED (DC2017/89):* That the public be excluded from the following part of the meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<b>Report/General Subject Matter</b>	<b>Reason for passing this resolution in relation to the matter</b>	<b>Ground(s) under Section 48(1) for the passing of this Resolution</b>
Payment of Grant for 2016 Featherston Christmas Parade	Good reason to withhold exists under section 7(2)(a)	Section 48(1)(a)

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

<b>Reason for passing this resolution in relation to the matter</b>	<b>Ground(s) under Section 48(1) for the passing of this Resolution</b>
a) protect the privacy of natural persons, including that of deceased natural persons	Section 7(2)(a)

*(Moved Bleakley/Seconded Ramsden)*

Carried

*FCB RESOLVED (DC2017/90)* to move out of the public excluded section of the meeting.

*(Moved West/Seconded Bleakley)*

Carried

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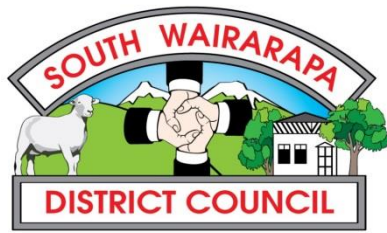
**Confirmed as a true and correct record**

.....**Chairperson**

.....**Date**

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## Greytown Community Board

### Minutes – 22 November 2017

- Present:** Leigh Hay (Chair), Christine Stevenson, Mike Gray, Ann Rainford (Deputy Chair) and Cr Margaret Craig.
- In Attendance:** Mayor Viv Napier, Paul Crimp (Chief Executive Officer) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the WBS Room, Greytown Town Centre on 22 November 2017 between 7:00pm and 9:36pm.
- Also in Attendance:** Megan Jacobson and students from Room 6 of Greytown School, Suzanne Fryer, Jo Dean (Zero Waste Coordinator), Maree Patten and Pam Coltham (Kuranui College), Harry Newton (St Luke's Church) and Jez Partridge (Tree Advisory Group) and Mark Owen (NZTA).

## PUBLIC BUSINESS

### 1. APOLOGIES

*GCB RESOLVED (GCB 2017/87)* to receive apologies from Cr Paora Ammunson.

*(Moved Cr Craig/Seconded Rainford)*

Carried

### 2. CONFLICTS OF INTEREST

Mike Gray declared a conflict of interest with agenda item 7.5 and the application for financial assistance from Snita Ahir-Knight.

Ann Rainford declared a conflict of interest with agenda item 7.5 and the application for financial assistance from Greytown Rotary.

### 3. PUBLIC PARTICIPATION

3.1 Students from Room 6, Greytown School and teacher Megan Jacobson presented ideas for improvements to Kowhai Reserve as an outcome of a recent inquiry into 'Green Spaces around Greytown'. Students requested Community Board support to add a lime pathway leading to a picnic table, bird feeders that they would donate and top-up with food, a vegetable garden that they would maintain, seats and rubbish bins.

3.2 Suzanne Fryer

Ms Fryer expressed concern about the speed at which traffic travelled in Greytown, particularly Main, Kuratawhiti, Wilkie, Wood and West

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streets and requested town wide research on speed and possible solutions.

3.3 Jo Dean, Zero Waste Coordinator

Ms Dean introduced herself and outlined her role to engage and educate the community in an effort to reduce waste going to landfills. A waste minimisation survey was currently open for community feedback. Members discussed the inorganic rubbish collection, food waste and the waste minimisation survey with Ms Dean.

3.4 Maree Patten and Pam Coltham (Kuranui College)

Mrs Coltham and Mrs Patten outlined a social services initiative for a one-stop-shop to be run from Kuranui College for students and their families. The College had a vision to run the 24-7 youth programme and social workers directly from the school to eliminate barriers to learning. Mrs Patten requested a letter of support from the Community Board.

**4. PRESENTATIONS:**

4.1 Jez Partridge, Tree Advisory Group and Harry Newton (St Luke's Church)

Mr Partridge had undertaken a safety assessment on the protected gum tree at St Luke's Church, Greytown. An arborist had been hired to provide a specification to put a cable brace into the tree to provide strength in the event of a strong storm.

Mr Newton reported that the gum tree roots were causing drainage problems and damage to the church hall.

Council had asked TAG to prioritise their nominated tree list for protection to around 30 trees due to limited funding. Mr Partridge asked that important trees with an historical association were protected with or without land owners consent as per legislation.

**5. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS**

5.1 Room 6 of Greytown School

Item deferred to agenda item 7.2.

5.2 Suzanne Fryer

*GCB NOTED:*

1. Action 703: Forward Suzanne Fryer a list of streets recommended for speed reduction along with findings; M Allingham

5.3 Kuranui College

Mrs Hay undertook to investigate an alternative stream of funding with Kuranui College.

*GCB NOTED:*

1. Action 704: Write a letter of support for the Kuranui College one-stop-shop social support services initiative; P Crimp

5.4 Tree Advisory Group

*GCB NOTED:*

1. Action 705: Seek legal advice on whether trees can be protected if the tree is important or has an historical association without land owner's permission; P Crimp

## 6. COMMUNITY BOARD MINUTES

6.1 Greytown Community Board Minutes – 11 October 2017

*GCB RESOLVED (GCB 2017/88)* that the minutes of the Greytown Community Board meeting held on 11 October 2017 be confirmed as a true and correct record.

*(Moved Cr Craig/Seconded Rainford)*

Carried

## 7. CHIEF EXECUTIVE AND STAFF REPORTS

7.1 Officer's Report

Mark Owen, NZTA, noted that the speed limit guideline had recently been updated and that speed limits must to be consistent. When considering options to reduce speed, enforcement, education and engineering all play a role and speed changes require consultation with key stakeholders. Local road speed limit changes should be requested via Council. Mr Owen also discussed a Main Street bypass, roundabouts, Remutaka Hill Road improvements, new chip seal, removal of the old Welcome to Greytown sign and the Main Street road gradient with members.

*GCB RESOLVED (GCB 2017/89)* to receive the Officer's Report.

*(Moved Cr Craig/Seconded Gray)*

Carried

7.2 Greytown School Students' Suggestions for Kowhai Reserve

Members discussed the improvement options as presented by the students noting that the students would donate the bird feeders and continue to top them up with food.

*GCB RESOLVED (GCB 2017/90):*

1. Receive the Greytown School Students' Suggestions for Kowhai Reserve Report.
2. To support the installation of rubbish bins, trees and plants, bird feeders and a lime path at Kowhai Reserve.
3. That in recognition of Room 6 of Greytown School 2017 and their environmental project, to erect a plaque commemorating the initiative

*(Moved Hay/Seconded Cr Craig)*

Carried

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4. Action 706: Liaise with the Menz Shed to see if they are able to build a 'peace seat' for Kowhai Reserve; L Hay
5. Action 707: Write and thank Room 6 of Greytown School for their contribution asking that they provide suggestions of where a lime path should be located; P Crimp
6. Action 708: Liaise with the Tree Advisory Group and Room 6 of Greytown School for a tree and plant recommendation for Kowhai Reserve and involve students in the planting; M Allingham

### 7.3 Action Items Report

Members discussed the action items and updates were made. Mrs Hay undertook to write a memorandum of understanding for Greytown Early Years watering of Greytown barrels.

*GCB RESOLVED (GCB 2017/91) to receive the Action Items Report.*

*(Moved Hay/Seconded Rainford)* Carried

### 7.4 Income and Expenditure Report

*GCB RESOLVED (GCB 2017/92):*

1. To receive the Income and Expenditure Statement for the period 1 July 2017 – 31 October 2017.

*(Moved Cr Craig/Seconded Stevenson)* Carried

2. Action 709: Review whether the Local Government Levy should be charged to governance as opposed to community boards; J Mitchell

### 7.5 Applications for Financial Assistance

*GCB RESOLVED (GCB 2017/93):*

1. To receive the Applications for Financial Assistance Report.
2. To grant Greytown Rotary \$350 to assist with the costs associated with the Greytown Christmas Parade and Christmas Market.

*(Moved Stevenson/Seconded Hay)* Carried

3. To grant Snita Ahir-Knight, payable on invoice to the Red Cross, \$655.22 plus GST to pay a one-third cost for 20 Greytown residents to attend a Red Cross psychological first aid course in order to build capacity support to help people after a disaster on the condition that the application was resubmitted on the correct form within 14 days.

*(Moved Hay/Seconded Rainford)* Carried

### 7.6 Greytown Town Centre – Maintenance Schedule Progress Report

Mrs Hay thanked Council officers for the report and members discussed painting the entrance way and car park lines, repairs to men's toilets and cleanliness of the building.

*GCB RESOLVED (GCB 2017/94) to receive the Greytown Town Centre-Maintenance Schedule Progress Report.*

*(Moved Stevenson/Seconded Hay)* Carried

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## 8. NOTICES OF MOTION

There were no notices of motion.

## 9. CHAIRPERSONS REPORT

### 9.1 Chairperson's Reports (including 9.2 and 9.3)

*GCB RESOLVED (GCB 2017/95):*

1. To receive the Chairperson's Reports.  
(*Moved Hay/Seconded Cr Craig*) Carried
2. To approve a cost of \$195 plus GST for the installation of Town Hall Christmas decorations and refreshment of ribbons.
3. To approve a cost of up to \$3,000 plus GST for promotional material.
4. To approve a cost of up to \$595 plus GST for installation of flags including traffic management plan.
5. To approve a cost of up to \$500 plus GST for a community event to celebrate the win for Best Town.
6. To approve a cost of 2 x \$288.89 for purchase of bench plaques.  
(*Moved Hay/Seconded Rainford*) Carried
7. Action 710: Place the Greytown inflatable slide ownership advice note on file; P Crimp

### 9.4 Long Term Plan Update

No update provided.

### 9.5 Chairperson Report

*GCB RESOLVED (GCB 2017/96):*

1. To receive the information.
2. To approve a cost of up to \$1,000 plus GST for promotion and support of the hub and civil defence initiatives to promote public awareness in Greytown.  
(*Moved Hay/Seconded Stevenson*) Carried

## 10. MEMBERS REPORTS (INFORMATION)

### 10.1 Community Board Clinic

Mrs Rainford spoke to her report as included in the agenda and highlighted the request for more frequent inorganic waste collections and other issues raised.

*GCB RESOLVED (GCB 2017/97)* to receive the Community Board Clinic Report.

(*Moved Hay/Seconded Stevenson*) Carried

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10.2 Wairarapa Library Service

*GCB RESOLVED (GCB 2017/98) to receive the Wairarapa Library Service Report.*

*(Moved Cr Craig/Seconded Hay)*

Carried

**Confirmed as a true and correct record**

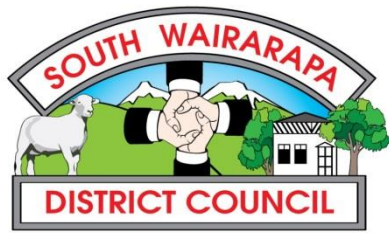
.....**Chairperson**

.....**Date**

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## Martinborough Community Board

### Minutes – 27 November 2017

- Present:** Lisa Cornelissen (Chair), Fiona Beattie, Vicky Read, Maree Roy, Cr Pam Colenso and Cr Pip Maynard.
- In Attendance:** Mayor Viv Napier (from 6:37pm), Paul Crimp (Chief Executive) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the Council Chambers, 19 Kitchener Street, Martinborough on the 27 November 2017 between 6:30pm and 8:30pm.
- Public Participants:** Maree Patten and Pam Coltham (Kuranui College) and Mate Higginson.

#### **PUBLIC BUSINESS**

##### **1. APOLOGIES**

There were no apologies.

##### **2. CONFLICTS OF INTEREST**

No conflicts of interest were declared.

##### **3. PUBLIC PARTICIPATION**

###### **3.1 Mate Higginson**

Attendance apologies had been submitted by Mary Doyle. Mr Higginson outlined maintenance and upgrade efforts a volunteer group were undertaking at the old Martinborough Cemetery. Mr Higginson requested Council assistance for improvements and maintenance tasks at the Cemetery as per the tabled document.

###### **3.2 Maree Patten and Pam Coltham (Kuranui College)**

Mrs Coltham and Mrs Patten outlined a social services initiative for a one-stop-shop to be run from Kuranui College for students and their families. The College had a vision to run the 24-7 youth programme and social workers directly from the school to eliminate barriers to learning. Mrs Patten requested a letter of support from the Community Board.

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#### **4. ACTIONS FROM PUBLIC PARTICIPATION**

##### 4.1 Mate Higginson

Once members understood what Council's involvement and financial maintenance commitments were to the old Martinborough Cemetery, support for the project would be discussed.

*MCB NOTED:*

1. Action 724: Obtain a quote to remove the barbed wire from the old Martinborough Cemetery and rebuild the fence in keeping with the fence at Considine Park; M Allingham
2. Action 725: Provide an email to MCB on current works and maintenance plans for the old Martinborough Cemetery; M Allingham

##### 4.2 Kuranui College

*MCB NOTED:*

1. Action 726: Write a letter of support to Kuranui College for the one-stop-shop initiative; L Cornelissen

#### **5. COMMUNITY BOARD MINUTES**

##### 5.1 Martinborough Community Board Minutes – 9 October 2017

*MCB RESOLVED (MCB 2017/97)* that the minutes of the Martinborough Community Board meeting held on 9 October 2017 be received and confirmed as a true and correct record.

*(Moved Cr Colenso/Seconded Read)*

Carried

#### **6. CHIEF EXECUTIVE AND STAFF REPORTS**

##### 6.1 Officers' Report to Community Boards

Mr Crimp discussed the sale and supply of alcohol legislation and its application to Martinborough wineries, under planting at Todd's Cutting and governance key performance indicators (KPI's) with members.

*MCB RESOLVED (MCB 2017/98):*

1. To receive the Officers' Report.  
*(Moved Cornelissen/Seconded Beattie)* Carried
2. Action 727: Discuss lifting of the governance KPI for 'know how to contact a member of a community board' at an LTP workshop; L Cornelissen

##### 6.2 Action Items Report

Mr Crimp gave permission for the power box in Martinborough Square to be painted subject to approval of the design by the Martinborough Community Board. Members discussed updates to the action items noting that a business case for more frequent long haul rail network services was being prepared.

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*MCB RESOLVED (MCB 2017/99):*

1. To receive the Action Items Report.  
(*Moved Beattie/Seconded Cr Maynard*) Carried
2. Action 728: Make an approach to a Martinborough youth to gauge interest in being the MCB youth representative; F Beattie
3. Action 729: Review the Roberts Street footpath priority with regards to kerb and channel placement and a crossing point and advise Council's Roading Manager of any changes; L Cornelissen

6.3 Income and Expenditure Report

*MCB RESOLVED (MCB 2017/100):*

1. To receive the Income and Expenditure Statement for the period 1 July 2017 to 31 October 2017.  
(*Moved Cr Colenso/Seconded Beattie*) Carried

6.4 Applications for Financial Assistance.

*MCB RESOLVED (MCB 2017/101):*

1. To receive the Applications for Financial Assistance Report.  
(*Moved Cr Colenso/Seconded Cornelissen*) Carried
2. To decline the financial assistance application from Rebecca Harper.  
(*Moved Cornelissen/Seconded Read*) Carried
3. To grant the Martinborough Health and Ruamahanga Health Trust Garden Project \$1,000 towards the costs associated with setting up a community garden to grow fresh produce for the community larder subject to sighting land agreement documentation.  
(*Moved Cornelissen/Seconded Beattie*) Carried

6.5 Naming of New Road Report

*MCB RESOLVED (MCB 2017/102):*

1. To receive the Naming of New Road Report.
2. To support the use of the name "Willow Lane" and "Draper Lane" subject to using a capital 'l' when spelling 'lane'.  
(*Moved Cornelissen/Seconded Read*) Carried

**7. NOTICES OF MOTION**

There were no notices of motion.

**8. CHAIRPERSON'S REPORT**

8.1 Chairperson's Report

Mrs Cornelissen acknowledged the passing of Ric Geisler who had been active in the Martinborough Fire Brigade, Menz Shed and Lions.

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*MCB RESOLVED (MCB 2017/103):*

1. To receive the Chair's Report and MCB Workshop Report from the 2 August 2017.  
*(Moved Cornelissen/Seconded Beattie)* Carried
2. Action 730: Notify a Considine Park Committee meeting date; M Allingham
3. Action 731: Provide an update on external funding sourced (as advised in Council's annual plan letters) to erect shading/pergola; and if no funding is available advise the board so the Board can look at other funding options; M Allingham
4. Action 732: Provide a timeline for completion of the Martinborough Cenotaph repairs; ensuring its upgrade for Anzac Day 2018; M Allingham
5. Action 733: On behalf of the Martinborough Community Board write to Daphne Geisler acknowledging the passing of Ric Geisler; L Cornelissen

*MCB RESOLVED (MCB 2017/104):*

1. To increase the Christmas Parade budget allowance up to \$890 to fully fund road closure fees; if fee dispensation is obtained the commitment can lapse.  
*(Moved Cornelissen/Seconded Cr Maynard)* Carried
2. Action 734: Liaise with MADCAPs to determine who is overseeing traffic management and obtain a letter of support from Mayor Napier, if required, for discount purposes; L Cornelissen
3. Action 735: Coordinate erecting Martinborough Christmas banners with Toast Martinborough; Cr Colenso

*MCB RESOLVED (MCB 2017/105):*

1. To receive Martinborough Town Centre Public Bike Rack Proposal Report.
2. To approve the bike rack proposal and purchase of bike racks as proposed totalling \$8,456.50, including installation, and to authorise Community Board expenditure of \$3,450.50 with the balance to be paid by the Martinborough Lionesses.  
*(Moved Cornelissen/Seconded Read)* Carried
3. Action 736: Write and thank the Martinborough Lionesses for their leadership of the bike rack project as well as their generous donation and notify permission for a recognition plaque; P Crimp

*MCB RESOLVED (MCB 2017/106):*

1. To receive the tabled LTP Sector Feedback Report.  
*(Moved Cornelissen/Seconded Read)* Carried

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2. Action 737: Provide the Chair with top three priority LTP areas by the 29 November 2017; MCB members

*MCB RESOLVED (MCB 2017/107):*

1. To receive the budget and set aside \$500 to repair the Martinborough basketball hoops.  
(*Moved Cornelissen/Seconded Cr Maynard*) Carried
2. Action 738: Liaise with the Menz Shed to ascertain if assistance can be given to repair the basketball hoop backboards; L Cornelissen
3. Action 739: Purchase new basketball nets for the Martinborough basketball hoops; F Beattie

## **9. MEMBERS REPORTS (INFORMATION):**

### 9.1 Wairarapa Library Service

Members noted the report as submitted.

### 9.2 Youth LTP Sector Meeting

Members noted the report as submitted.

### 9.3 Painting Mural onto Power Box in Martinborough Square

Mrs Roy tabled a report proposing artist Allison Hudson paint a picture on the power box in Martinborough Square.

*MCB RESOLVED (MCB 2017/108):*

1. To receive members' reports including tabled reports.
2. To approve expenditure of up to \$500 for materials required to paint the Martinborough Square power box subject to Community Board approval of the design.  
(*Moved Cornelissen/Seconded Cr Colenso*) Carried
3. Action 740: Forward members the proposed artwork for the Martinborough Square power box; M Roy

## **10. CORRESPONDENCE**

### 10.1 Outwards

To David Kershaw, from Lisa Cornelissen, Martinborough Community Board, dated 7 November 2017

*MCB RESOLVED (MCB 2017/109)* to approve the outwards correspondence.

(*Moved Cornelissen/Seconded Beattie*) Carried

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**Confirmed as a true and correct record**

.....**Chairperson**

.....**Date**

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## SWDC Audit & Risk Working Party

### Notes from meeting held 29 November 2017

**Present:** Cr Brian Jephson (Chair), Mayor Viv Napier, Cr Colin Wright , Cr Dayle Harwood, Cr Margaret Craig , Jennie Mitchell, Paul Crimp

**Apologies:** Kyra Low (Annual Leave)

**Conflicts of Interest:** None

**Minutes of last meeting** reviewed and acknowledged.

#### 1 Matters Arising

None.

#### 2 Financials

Financial statements for September and October 2017 were reviewed.

No exceedances of the 30% Investment per bank rule to be minuted.

**Action:** GMCS to research possible investment options other than Term Deposit e.g. managed investment funds, and report to next meeting.

**Quarterly CAPEX forecast including September Actuals** – noted a slow start to CAPEX spend for the year. Starting to gain momentum now. Forecast to spend all of CAPEX by year end. Continued focus for Budget holders with tenders awarded or soon to be awarded. GMCS to continue to work with Budget holders on making sure CAPEX spend occurs as forecast.

**Waihinga Centre report** – No further variations since last monthly report. Good to see considerable visual progress with the build each week now.

**Summary reports for the three wastewater projects** were reviewed. Would be good to know how percentage complete compares to expected percentage complete.

**Rates arrears** – 2017 FY Arrears continue to reduce with letters to banks to recover arrears for 41 ratepayers. Bank payments should be made just prior to Christmas. SWDC pursuing 3 ratepayers via legal action for 2017 arrears as they have no mortgage. One application for postponement of rates which does not meet the policy criteria. Agreed we should not make an exception for one ratepayer. Rates team to feedback to ratepayer to make other arrangements to pay rates arrears in full.

**Audit Management letter – 30 June 2017 year end** - Reviewed Audit feedback and draft management responses. Discussion regarding issues raised and progress made to date. Majority of issues raised already attended to. GMCS, Finance Team Leader to finalise wording and circulate final responses to working party.

#### 3 Policies update

*Library Policies* – reviewed amended policies approved by Wairarapa Library Service (WLS). Some small changes suggested from financial perspective that were not included in final policies will be adopted as internal procedures for SWDC libraries and added to policies at next review date. (Charging policy, Fundraising policy and Homelink policy). GMCS to communicate to WLS, Amenities Manager and Librarians about these procedures. Otherwise amendments agreed. To go to Council 13 December 2017.

*Procurement Policy* - reviewed and proposed amendments agreed with some changes. To go to Council 13 December 2017.

*Tenders working party terms of reference* - reviewed and agreed to go to Council 13 December 2017.

## **5 Health & Safety**

Staff handbook has been circulated to all Managers and Staff. CE and H&S contractor working on obligations with regard to volunteers doing work for SWDC. Continued discussions with contractors regarding H&S requirements.

## **6 Risks**

Nothing new to report.

## **7 Legislative Compliance**

Nothing new to report.

## **8 General Business**

**Draft Council paper regarding Remuneration Authority Communication allowance** – agreed draft paper would go to Council 13 December 2017 now that Stellar had been approved for use for meeting Agendas. Two options, continue to pay 50% of maximum allowance or pay full allowance, Councillors may decide on a percentage somewhere between these two.

**Communications and Social media** – Cr Craig raised low numbers of responses from SW to the Waste Minimisation survey compared to Masterton and Carterton responses. Mayor and CEO explained the publicity process that had been agreed between comms teams at all three Councils. GMCS agreed to circulate survey link on SWDC website to all SWDC employees to encourage them to respond and publicise the need to respond. Councillors and CB members had been advised previously.

**CEO Review working party** – Mayor advised the working party had met and completed the CEO review and agreed and signed off KPIs for coming year.

**Next meeting: 24 January 2018 – around 11.00 am (after LTP meeting)**





## Maori Standing Committee

Minutes – 4 December 2017

- Present:** Reuben Tipoki (Chair), Michael Roera, Teresa Aporo, Johnny Shaw, Terry Te Maari, Amiria Te Whaiti, Demetrius Potangaroa and Cr Pip Maynard.
- In Attendance:** Suzanne Clark (Committee Secretary) and for part only Murray Buchanan (Group Manager Planning and Environment), Honor Clark and Michael Hewison (Eastern Consulting).
- Conduct of Business:** The above attendees gathered in the South Wairarapa District Council Chambers, 19 Kitchener Street, Martinborough. The meeting was conducted in public between 6:30pm and 8:05pm.
- Also in Attendance:** David Kernohan (Featherston Camp Memorial Trust), David Kershaw and Ray Lilley (Dark Sky Reserve).

### PUBLIC BUSINESS

Mr Tipoki opened with a karakia and a mihi to guests and acknowledged the passing of James Rimene.

#### 1. APOLOGIES

*MSC RESOLVED (MSC 2017/29)* to receive apologies from Mayor Napier, Cr Ammunson, and Paul Crimp.

*(Moved Te Maari/Seconded Cr Maynard)*

Carried

#### 2. PUBLIC PARTICIPATION/PRESENTATIONS

##### 2.1 David Kernohan, Featherston Camp Memorial Trust

Mr Kernohan gave attendance apologies for Jean McDowall and spoke about the Featherston training camp history and the commissioned sculpture to commemorate WWI. The Trust were aiming to unveil the sculpture on the 10 November 18, a day prior to Armistice Day, and invited maori participation in the unveiling. Mr Kernohan undertook to liaise with members about the unveiling closer to the time.

##### 2.2 David Kershaw and Ray Lilley, Dark Sky Reserve

Mr Kershaw and Mr Lilley outlined a project to preserve the Martinborough and surrounds dark night sky by registering the area as a reserve. Light pollution around the world meant 50% of the world's population could not see stars. Wairarapa councils supported the project and had undertaken to keep LED lighting at no more than the requisite 3000 kelvin. Opposition from NZTA was noted. Mr Kershaw requested Committee support for the project.

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*MSC NOTED:*

1. Action 752: Write to the David Kershaw giving Maori Standing Committee support of the Dark Sky Reserve project; P Crimp

**3. OPERATIONAL REPORTS – COUNCIL OFFICERS**

3.1 Greytown Structure Plan

Ms Clark outlined the proposed Greytown Structure Plan for the 35ha future development area named in the Wairarapa Combined District Plan as the future development area. Members queried how the additional effluent from Greytown growth was going to be handled and where additional holding ponds would be sited. Mr Buchanan assured members that wastewater applications would be formally considered by Greater Wellington Regional Council and encouraged members to make a submission to the Structure Plan Proposal. Members discussed the housing crisis and the affect it was having on families.

*MSC RESOLVED (MSC 2017/30)* to receive the Greytown Structure Plan Report.

*(Moved Shaw/Seconded Cr Maynard)*

Carried

3.2 Officers' Report

Members discussed the reported actual figure for the key performance indicator for resource consent applications consideration by the Committee.

*MSC RESOLVED (MSC 2017/31)* to receive the Officers Report.

*(Moved Tipoki/Seconded Cr Maynard)*

Carried

3.3 Schedule of Ordinary Meetings

*MSC RESOLVED (MSC 2017/32):*

1. To receive the Schedule of Ordinary Meetings Report.
2. To adopt the 2018 schedule of ordinary meetings for the Maori Standing Committee.
3. To set 6:30pm as the regular meeting time of the Committee.

*(Moved Tipoki/Seconded Te Maari)*

Carried

**4. MINUTES FOR RECEIPT AND CONFIRMATION**

4.1 Maori Standing Committee Minutes – 11 September 2017

*MSC RESOLVED (MSC 2017/33):*

1. That the minutes of 11 September 2017 be confirmed as a true and correct record.

*(Moved Aporo/Seconded Roera)*

Carried

2. Action 746: Send an email to the Maori Standing Committee advising if granted annual plan funding can be carried forward to the next financial year if the funds are not used; J Mitchell

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4.2 Action Items from previous meeting

*MSC NOTED:*

1. Action 747: Resend the email to the Maori Standing Committee about the planned signs and locations for Lake Ferry toilets; M Allingham
2. Action 748: Liaise with Cr Ammunson and Maori Standing Committee members about the Te Reo wording for the 'Welcome to the South Wairarapa' sign on the Remutaka Hill and forward the agreed Te Reo wording to Council officers; R Tipoki

4.3 SWDC Minutes from 25 October 2017

The minutes were received.

**5. MEMBER ITEMS**

5.1 Resource Consent Timeframes and Resourcing of Members

Members agreed to hold over discussion until after a delegation had met with the Chief Executive or until the next meeting. Members discussed how iwi reviewed the applications and whether there was adequate local knowledge input to applications.

*MSC NOTED:*

1. Action 749: Meet with Mr Crimp to discuss resource consent timeframes and resourcing of members to provide input into resource consent applications; M Roera, H Rimene
2. Action 750: Invite Ra Smith and Haami Te Whaiti to the next Maori Standing Committee meeting to discuss iwi input into South Wairarapa resource consent applications; D Potangaroa

5.2 Long Term Plan Process Update

Ms Te Whaiti had provided an update from the long term plan meetings in a workshop.

5.3 Featherston Maori Community Member

Mr Tipoki reported there was still interest in Featherston having a Maori representative on the Committee, but the onus remained on the Featherston Maori community to put the correct framework in place and to progress.

**6. CORRESPONDENCE**

6.1 Inwards

From Mavis Mullins, Rangatane Tu Mai Ra Trust, forwarded to Maori Standing Committee by Mayor Viv Napier

*MSC NOTED:*

1. Action 751: Determine whether presentations and discussions from the Rangatane Tu Mai Ra Trust and the Settlement Negotiations Trust could be incorporated into Treaty training along with a formal powhiri; R Tipoki

Mr Tipoki closed with a karakia.

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.....**Chairperson**

.....**Date**

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