

# SOUTH WAIRARAPA DISTRICT COUNCIL

14 OCTOBER 2020

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## AGENDA ITEM B1

### 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 Greytown Community Board meeting 16 September 2020.*
3. *Receive the minutes of the Featherston Community Board meeting 22 September 2020.*
4. *Receive the minutes of the Assets and Services Committee meeting 23 September 2020.*

#### **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.

The minutes from Māori Standing Committee of 15 September 2020 and the Martinborough Community Board 24 September 2020 are awaiting chairs' feedback. These minutes will be made available on Council's website and to elected members via the electronic agenda system once they have been finalised.

The Planning and Regulatory Committee meeting scheduled for the 23 September 2020 was cancelled.

## **2. Appendices**

Appendix 1 - Greytown Community Board meeting 16 September 2020  
Featherston Community Board meeting 22 September 2020  
Assets and Services Committee meeting 23 September 2020

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Karen Yates, Policy and Governance Manager

# Appendix 1

- Greytown Community Board meeting 16 September 2020
- Featherston Community Board meeting 22 September 2020
- Assets and Services Committee meeting 23 September 2020



- Present:** Ann Rainford (Chair until 8.20pm), Shelley Symes (Chair from 8.20pm), Graeme Gray, Simone Baker and Aimee Clouston (youth representative).
- In Attendance:** Mayor Alex Beijen, Russell O’Leary (from 7.08pm), Glenda Seville (Community Development Coordinator) and Steph Dorne (Committee Advisor).
- Also in Attendance:** Liz Farley, Jez Partridge (Greytown Tree Advisory Group), Katie Abbott (Greytown Tree Advisory Group) and Winifred Mahowa (Department of Internal Affairs)
- Conduct of Business:** The meeting was conducted in public in the WBS Room, Greytown Town Centre on 16 September 2020 between 7:00pm and 8.58pm.

**1. EXTRAORDINARY BUSINESS**

There was no extraordinary business.

**2. APOLOGIES**

*GCB RESOLVED (GCB 2020/38)* to receive apologies from Councillor Fox and Councillor Plimmer.

*(Moved Rainford/Seconded Gray)*

Carried

**3. CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**4. ACKNOWLEDGMENTS AND TRIBUTES**

There were no acknowledgments or tributes.

**5. PUBLIC PARTICIPATION**

Liz Farley – Skate Park at Soldiers Memorial Park

Ms Farley spoke of her request for a skate park in Greytown to be reconsidered as part of the 2021-2031 Long-Term Plan. Ms Farley spoke about the importance of a skate park to youth and suggested this be based at Soldiers Memorial Park.

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## 6. ACTIONS FROM PUBLIC PARTICIPATION

### Liz Farley – Skate Park at Soldiers Memorial Park

The Board discussed recommending a skate park through its submission to the Long-Term Plan and encouraged Ms Farley to liaise with members of the Greytown Wheels Park Steering Group on potential design and cost to inform the submission.

*GCB NOTED:*

Action 462: Invite Sid Kempton, prior Chair of Greytown Wheels Park Steering Group, to speak on matters relating to a Greytown skate park at the next Community Board meeting, K Yates.

Mr O’Leary joined the meeting at 7.08pm

## 7. COMMUNITY BOARD MINUTES

### 7.1 Greytown Community Board Minutes – 5 August 2020

*GCB RESOLVED (GCB 2020/39)* that the minutes of the Greytown Community Board meeting held on 5 August 2020 be confirmed as a true and correct record.

*(Moved Symes/Seconded Gray)*

Carried

## 8. REPORT FROM COMMITTEES

### 8.1 Tree Advisory Group

Mr Partridge updated members that the required funds had been raised for the structural brace for the St Luke’s Gum tree and consideration is being given to reducing the size of the tree.

Tree planting had been undertaken at the Greytown Rail Trail and O’Connor’s Bush.

Ms Abbott is liaising with Council officers on a request for a rubbish bin and matters relating to pest control in O’Connor’s Bush.

Ms Abbott requested the Board put aside funds next financial year for replacement Arbor Day memorial trees if the Kowhai trees transplanted from the southern entrance to Greytown do not survive over summer.

## 9. CHAIRPERSON REPORT

### 9.1 Chairperson Report

Winifred Mahowa presented on the community-led development approach, including an overview of the five principles of the approach and an example of how the approach has supported the Masterton East Community. Members discussed the opportunity to engage with youth through partnering with primary and secondary schools.

Mrs Rainford spoke to matters as outlined in the Chairperson Report. Members agreed to use the image of the Old Cottage Building for the second set of flags for the Main Street, and to approach local youth to sing at the Children’s Christmas event rather than fund a professional singer.

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Mrs Rainford updated members that Council officers would take the lead on engaging with Kuranui College for the Long-Term Plan. Members discussed their meeting start time and undertook to defer changing it until feedback had been sought from all Board members.

*GCB RESOLVED (GCB 2020/40):*

1. To receive the Chairperson Report  
*(Moved Symes/Seconded Baker)* Carried
2. To discuss possible community led initiatives in Greytown and report back to the next Greytown Community Board meeting.  
*(Moved Symes/Seconded Gray)* Carried
3. To approve a further \$1,300 for the purchase of a third set of flags for the Main Street, to be funded from the beautification fund.  
*(Moved Symes/Seconded Gray)* Carried
4. To approve Option D for the Main Street Barrels – that community donations are sought to fund the barrels for the period to August 2021.  
*(Moved Symes/Seconded Gray)* Carried
5. To agree that the maximum value of Greytown Community Board grants be increased to \$1,000 and that grants will be considered quarterly (at every second meeting) unless there are exceptional circumstances, when a grant will be considered at the next available meeting.  
*(Moved Baker/Seconded Symes)* Carried
6. To approve the Memorandum of Understanding between the Greytown Community Board and the Greytown Tree Advisory Group for the 2019-2022 triennium.  
*(Moved Symes/Seconded Baker)* Carried
7. Agree to undertake community engagement on the Long-Term Plan, consisting of a meeting with students at Kuranui College if possible and a meeting with Greytown Community on Wednesday 30th September 2020.  
*(Moved Symes/Seconded Gray)* Carried

Ann Rainford vacated the Chair at 8.20pm.  
Shelley Symes assumed the Chair at 8.20pm.

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

### **10.1 Officers' Report**

*GCB RESOLVED (GCB 2020/41) to receive the Officers' Report.*  
*(Moved Gray/Seconded Baker)* Carried

### **10.2 Action Items Report**

Members discussed the items and noted further updates.  
*GCB RESOLVED (GCB 2020/42) to receive the Action Items Report.*

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*(Moved Baker/Seconded Rainford)*

Carried

### **10.3 Income and Expenditure Report**

*GCB RESOLVED (GCB 2020/43):*

1. To receive the Income and Expenditure Statement for the period 1 July 2020 – 31 August 2020.
2. To transfer the \$2,000 committed to the Greytown Tree Advisory Group for the St Luke's Gum Tree from the grant fund to the beautification fund.

*(Moved Gray/Seconded Baker)*

Carried

### **10.4 Applications for Financial Assistance**

Members debated whether to defer the grant application pending the development of their vision however undertook to consider it given the ongoing nature of the service.

Members discussed the limited grant funds available for 2020-21 and undertook to discuss their budget with Council officers.

*GCB NOTED:*

Action 463: To discuss the Community Board budget for 2020-21 with Council officers, A Rainford.

*GCB RESOLVED (GCB 2020/44):*

1. To receive the Application for Financial Assistance Report.
2. To grant Wharekaka Trust Board funds of \$500 to support its Meals on Wheels service.

*(Moved Gray/Seconded Baker)*

Carried

Carried

### **10.5 Naming of a New Road At 104A West Street Report**

*GCB RESOLVED (GCB 2020/45):*

1. To receive the Naming of a new road, at 104A West Street, in Greytown Report.
2. To approve the name "Peony Drive" for the proposed road on Lot 101 at 104A West Street Greytown.

*(Moved Gray/Seconded Symes)*

Carried

## **11. NOTICES OF MOTION**

There were no notices of motion.

## **12. MEMBER REPORTS (INFORMATION)**

There were no member reports.

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**13. CORRESPONDENCE**

There was no correspondence.

The meeting closed at 8.58pm.

**Confirmed as a true and correct record**

.....Chairperson

.....Date

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**Minutes – 22 September 2020**

- Present:** Claire Bleakley (Chair), Sophronia Smith, Jayson Tahinurua, Councillor Ross Vickery and Councillor Garrick Emms (until 8.07pm).
- In Attendance:** Mayor Alex Beijen, Russell O’Leary (Group Manager Planning and Environment) and Steph Dorne (Committee Advisor).
- Conduct of Business:** The meeting was conducted in public in Kiwi Hall, 62 Bell Street, Featherston on 22 September 2020 between 7:00pm and 8.14pm.
- Also in Attendance:** Marcus Harvey (Cross Creek Railway Society)

**1. EXTRAORDINARY BUSINESS**

Mrs Bleakley asked the Board to consider the late Chairperson Report which includes recommendations relating to the Featherston Christmas Parade as an additional agenda item.

*FCB RESOLVED (FCB 2020/43)* to consider the Chairperson Report as agenda item 10.1; there was a delay in receiving a quote for traffic management and consideration cannot be deferred to the November meeting otherwise arrangements will be unable to be made in time for the Christmas Parade.

*(Moved Bleakley/Seconded Smith)*

Carried

**2. APOLOGIES**

*FCB RESOLVED (FCB 2020/44)* to receive apologies from Mark Shepherd.

*(Moved Bleakley/Seconded Cr Vickery)*

Carried

**3. CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**4. ACKNOWLEDGMENTS AND TRIBUTES**

Mayor Beijen paid tribute to former councillor Bob Petelin who recently passed away and congratulated Jack and Sylvia Shepherd on the arrival of their baby. Mrs Bleakley acknowledged the success of Featherston Organic Week.

**5. PUBLIC PARTICIPATION**

**5.1 Marcus Harvey – Grant Application from Cross Creek Railway Society**

Mr Harvey spoke in support of the funding application from Cross Creek Railway Society to contribute to the costs of purchasing new batteries for the miniature train called “Sam Mac.”

**DISCLAIMER**

## 6. ACTIONS FROM PUBLIC PARTICIPATION

The grant application would be considered under agenda item 8.4, the Financial Assistance Report.

## 7. COMMUNITY BOARD MINUTES

### 7.1 Featherston Community Board Minutes – 11 August 2020

*FCB RESOLVED (FCB 2020/45)* that the minutes of the Featherston Community Board meeting held on 11 August 2020 be confirmed as a true and correct record.

*(Moved Cr Emms/Seconded Tahinurua)*

Carried

## 8. CHIEF EXECUTIVE AND STAFF REPORTS

### 8.1 Officers' Report

Mr O'Leary and Mayor Beijen responded to questions on the 2020/2021 reseal programme, development of the South Wairarapa Spatial Plan, progress on the Featherston Tiny Homes application, growth in building consents, and opportunities for youth employment through the Wairarapa Moana programme of works.

Mrs Bleakley thanked Council on behalf of Western Lake Road travellers for the addition of a cattle underpass and queried if it would be sealed. Members discussed the rate arrears for Featherston and Mrs Bleakley undertook to email Mayor Beijen on her request for a further breakdown.

*FCB RESOLVED (FCB 2020/46)* to receive the Officers' Report.

*(Moved Cr Vickery/Seconded Tahinurua)*

Carried

### 8.2 Action Items Report

Members reviewed the actions items and discussed further updates. Members agreed to consider the deferred grant application from Featherston Menz Shed at the next meeting as the initial broadband subscription has ended and the investigation of Wi-Fi is ongoing. Members agreed to meet with the Featherston Community Centre and officers to discuss the proposal for South Wairarapa District Council to take ownership, and to discuss the naming of Featherston Town Square in a workshop.

*GCB NOTED:*

Action 472: Meet with students put forth by Kuranui College as potential youth representatives and report back to the Board, S Smith.

*FCB RESOLVED (FCB 2020/47)* to receive the Action Items Report.

*(Moved Tahinurua/Seconded Cr Vickery)*

Carried

### 8.3 Income and Expenditure Report

*FCB RESOLVED (FCB 2020/48)* to receive the Income and Expenditure Statement for the period 1 July 2020 – 31 August 2020.

*(Moved Tahinurua/Seconded Smith)*

Carried

### 8.4 Financial Assistance Report

Members discussed the possibility of repurposing a Council owned bus shelter not in use for the Science Table at Donald's Creek and Councillor

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Vickery undertook to explore this. Up to \$1,000 was granted towards the costs of installing a shelter on the understanding any unused funds would be returned.

*FCB RESOLVED (FCB 2020/49):*

1. To receive the Applications for Financial Assistance Report.  
*(Moved Tahinurua/Seconded Cr Vickery)* Carried
2. To grant Featherston Netball Club funds of \$500 to contribute towards the costs purchasing uniforms for the junior teams.  
*(Moved Smith/Seconded Cr Emms)* Carried
3. To grant the Wharekaka Trust Board funds of \$500 to contribute to the costs of running its Meals on Wheels Service.  
*(Moved Smith/Seconded Cr Vickery)* Carried
4. To grant Cross Creek Railway Society funds of \$500 to contribute to the costs of purchasing four new batteries for the Cross-Creek Railway Society miniature train.  
*(Moved Cr Vickery/Seconded Smith)* Carried
5. To grant St Teresa's School funds of up to \$1,000 to contribute to the costs of installing a shelter for the Science Table at Donald's Creek, to be funded from the beautification fund.  
*(Moved Cr Vickery/Seconded Tahinurua)* Carried

Councillor Emms left the meeting at 8.07pm

## **9. NOTICES OF MOTION**

There were no notices of motion.

## **10. CHAIRPERSONS REPORT**

### **10.1 Chairperson Report**

Mrs Bleakley spoke to matters in the Chairperson Report. Members discussed traffic management providers and Mrs Bleakley undertook to email Mayor Beijen on her request for a letter of support.

*FCB RESOLVED (FCB 2020/50):*

1. To receive the Chairperson Report.  
*(Moved Smith/Seconded Tahinurua)* Carried
2. To approve funds of \$600.00 to contribute towards the costs of traffic management for the 2020 Featherston Christmas Parade, to be funded from the Featherston Community Board operating budget.
3. To approve funds of \$300.00 to contribute towards the running costs (e.g. advertising) for the 2020 Featherston Christmas Parade on provision of receipts, to be funded from the Featherston Community Board operating budget.  
*(Moved Cr Vickery/Seconded Smith)* Carried

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**11. MEMBER REPORTS (INFORMATION)**

There were no member reports.

**12. CORRESPONDENCE**

There was no correspondence.

The meeting closed at 8.14pm.

**Confirmed as a true and correct record**

.....Chairperson

.....Date

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## **ASSETS AND SERVICES COMMITTEE Minutes from 23 September 2020**

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<b>Present:</b>	Councillors Brian Jephson (Chair), Garrick Emms, Rebecca Fox, Pip Maynard, Alistair Plimmer, Ross Vickery and Mayor Alex Beijen.
<b>In Attendance:</b>	Euan Stitt (Group Manager Partnerships and Operations) and Suzanne Clark (Committee Advisor).
<b>Conduct of Business:</b>	The meeting was held in the Supper Room, Waihinga Centre, Texas Street, Martinborough and was conducted in public between 9:05am and 10:20am except where expressly noted.
<b>Also in Attendance</b>	Cr Pam Colenso.

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### **Open Section**

#### **A1. Apologies**

*ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2020/49) to receive apologies from Councillor Rebecca Fox.*

*(Moved Cr Plimmer/Seconded Cr Emms)*

Carried

#### **A2. Conflicts of Interest**

There were no conflicts of interest declared.

#### **A3. Public Participation**

There was no public participation.

#### **A4. Actions from Public Participation**

There were no actions from public participation.

#### **A5. Extraordinary Business**

Cr Jephson advised that the minutes of the Wellington Region Waste Management and Minimisation Plan Joint Committee would be received as a minor item of business.

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Cr Colenso discussed the committee's decisions with members. Members discussed waste and recycling reporting and engaging the community about waste minimisation.

*ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2020/50):*

1. To receive the extraordinary report – Minutes of the Wellington Region Waste Management and Minimisation Plan (WRWMMP) Joint Committee.  
(Moved Cr Plimmer/Seconded Cr Jephson) Carried
2. To receive the minutes of the WRWMMP Joint Committee meeting 7 September 2020.  
(Moved Cr Maynard/Seconded Cr Vickery) Carried

**A6. Minutes for Confirmation**

*ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2020/51):*

1. To receive the minutes of the 12 August 2020.  
(Moved Cr Vickery/Seconded Cr Maynard) Carried
2. That the minutes of the Assets and Services Committee meeting held on 12 August 2020 are a true and correct record.  
(Moved Mayor Beijen/Seconded Cr Vickery) Carried

*ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2020/52):*

1. To receive the public excluded minutes of the 12 August 2020.  
(Moved Cr Vickery/Seconded Mayor Beijen) Carried
2. That the public excluded minutes of the Assets and Services Committee meeting held on 12 August 2020 are a true and correct record.  
(Moved Mayor Beijen/Seconded Cr Plimmer) Carried

**A7. Minutes for Receipt**

*ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2020/53)* to receive the minutes of the Water Race Subcommittee meeting held on 2 September 2020.

(Moved Cr Maynard/Seconded Cr Jephson) Carried

**B Reports from Subcommittees**

**B1. Recommendations from Water Race Subcommittee**

The date that the Moroa Water Race at 78 Kuratawhiti Street, Greytown was approved by Council was queried.

Secretary note: Council adopted the recommendation of an Independent Commissioner for the Greytown Development Area on the 18 August 2018, this recommendation included a decision for realignment of the Moroa Water Race at the above address.

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*ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2020/54):*

1. To receive the Recommendations from the Water Race Subcommittee Report.  
*(Moved Cr Vickery/Seconded Cr Emms)* Carried
2. To recommend to Council the endorsement of the Fire and Emergency NZ application for Moroa Water Race realignment.  
*(Moved Mayor Beijen/Seconded Cr Plimmer)* Carried

**C Information and Verbal Reports from Chief Executive and Staff**

**C1. Partnerships and Operations Report**

Members discussed the historical naming of the Wairarapa Library Service, blockage of a Featherston sewer and implications, the proposed removal of the NZTA Funding Assistance Rate for the Cape Palliser Road, NZTA traffic count locations, Featherston wastewater project update timeframes and engagement, the roading and footpath maintenance programme, the Martinborough manganese plant implementation timeframe and level of manganese removal, and availability of a flooding hot spot list.

Cr Vickery expressed concern about roading and pedestrian safety in Featherston and sought traffic calming measures to ensure pedestrian safety and driver safety when accessing State Highway 2 from Revans Street and the supermarket carpark.

Mayor Beijen left the meeting at 9:59am.

Mayor Beijen returned to the meeting at 10:01am.

A roading and stormwater issue at 87 Main Street Greytown remained outstanding. Mr Stitt made a note of a number of other operational requests for consideration and action.

*ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2020/55)* to receive the Partnerships and Operations Report.

*(Moved Cr Plimmer/Seconded Cr Jephson)* Carried

**C2. Action items**

Mr Stitt provided updates to action items.

*ASSETS AND SERVICES COMMITTEE RESOLVED (A&S2020/56)* to receive the Action Items Report.

*(Moved Mayor Beijen/Seconded Cr Plimmer)* Carried

**Confirmed as a true and correct record**

.....(Chair)

.....(Date)

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