

# SOUTH WAIRARAPA DISTRICT COUNCIL

22 JULY 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 Featherston Community Board meeting 16 June 2020.*
3. *Receive the minutes of the Finance, Audit and Risk Committee meeting 24 June 2020.*
4. *Receive the minutes of the Greytown Community Board meeting 24 June 2020.*
5. *Receive the minutes of the Featherston Community Board meeting 30 June 2020.*
6. *Receive the minutes of the Planning and Regulatory Committee meeting 1 July 2020.*
7. *Receive the minutes of the Māori Standing Committee meeting 1 July 2020.*
8. *Receive the tabled minutes of the Martinborough Community Board meeting 2 July 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.

## **2. Appendices**

Appendix 1 - Featherston Community Board meeting 16 June 2020  
Finance, Audit and Risk Committee meeting 24 June 2020  
Greytown Community Board meeting 24 June 2020  
Featherston Community Board meeting 30 June 2020  
Planning and Regulatory Committee meeting 1 July 2020  
Māori Standing Committee meeting 1 July 2020

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Karen Yates, Group Manager Policy and Governance

# Appendix 1

- Featherston Community Board meeting 16 June 2020
- Finance, Audit and Risk Committee meeting 24 June 2020
- Greytown Community Board meeting 24 June 2020
- Featherston Community Board meeting 30 June 2020
- Planning and Regulatory Committee meeting 1 July 2020
- Māori Standing Committee meeting 1 July 2020



**Minutes – 16 June 2020**

- Present:** Mark Shepherd (Chair), Claire Bleakley, Sophronia Smith, Jayson Tahinurua and Councillor Garrick Emms.
- In Attendance:** Mayor Alex Beijen, Euan Stitt (Acting Chief Executive Officer) and Steph Dorne (Committee Advisor).
- Conduct of Business:** The meeting was conducted in public in Kiwi Hall, 62 Bell Street, Featherston on 16 June 2020 between 7:00pm and 7.07pm.

**1. EXTRAORDINARY BUSINESS**

There was no extraordinary business.

**2. APOLOGIES**

*FCB RESOLVED (FCB 2020/20)* to receive apologies from Councillor Ross Vickery and Chief Executive Harry Wilson.

*(Moved Smith/Seconded Bleakley)*

Carried

**3. CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**4. ACKNOWLEDGMENTS AND TRIBUTES**

Mr Shepherd acknowledged the recent passing of Peter March who was well known in the Featherston Community.

**5. PUBLIC PARTICIPATION**

There was no public participation.

**6. ACTIONS FROM PUBLIC PARTICIPATION**

There were no actions from public participation.

**7. COMMUNITY BOARD MINUTES**

There were no minutes for confirmation.

**8. CHIEF EXECUTIVE AND STAFF REPORTS**

8.1 Featherston Community Board Extraordinary Vacancy Report

**DISCLAIMER**

*Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness*

*FCB RESOLVED (FCB 2020/21):*

1. To receive the Featherston Community Board Extraordinary Vacancy Report.

*(Moved Bleakley/Seconded Smith)*

Carried

2. To confirm the appointment of Tohoa (Jayson) Tahinurua to the Featherston Community Board.

*(Moved Bleakley/Seconded Smith)*

Carried

**9. MEMBER DECLARATION**

Mr Shepherd welcome Mr Tahinurua to the Featherston Community Board.  
Jayson Tahinurua made his public declaration.

**10. NOTICES OF MOTION**

There were no notices of motion.

**11. CHAIRPERSONS REPORT**

There was no chairpersons report.

**12. MEMBER REPORTS (INFORMATION)**

There were no member reports.

The meeting closed at 7.07pm

**Confirmed as a true and correct record**

.....Chairperson

.....Date

**DISCLAIMER**

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## **FINANCE, AUDIT AND RISK COMMITTEE Minutes from 24 June 2020**

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- Present:** Councillors Leigh Hay (Chair), Pam Colenso, Garrick Emms, Cr Jephson, Cr West (from 9:03am), Mayor Alex Beijen (from 9:19am) and independent member Kit Nixon.
- In Attendance:** Katrina Neems (Chief Financial Officer), , Suzanne Clark (Committee Advisor) and for part only Charly Clarke (Finance Manager ), Harry Wilson (Chief Executive Officer) and Karen Yates (Governance and Policy Manager).
- Conduct of Business:** The meeting was held in the Supper Room, Waihinga Centre, Texas Street, Martinborough and was conducted in public between 9:00am and 11:28am except where expressly noted.
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### **Open Section**

Cr Hay advised that she would be adding an information item to the agenda.

**A1. Apologies**

*FINANCE, AUDIT AND RISK RESOLVED (FAR2020/06) to accept lateness apologies from Mayor Alex Beijen.*

*(Moved Cr Colenso/Seconded Cr Jephson)*

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**

There was no extraordinary business.

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**A6. Minutes for Confirmation**

*FINANCE, AUDIT AND RISK RESOLVED (FAR2020/07)* to confirm that the Finance, Audit and Risk Committee minutes from the meeting held 21 May 2020 are a true and correct record subject to correcting the spelling of Council officer Charly Clarke.  
(*Moved Cr Colenso/Seconded Cr Emms*) Carried

**A7. Notices of Motion**

There were no notices of motion.

**B Decision Reports from Chief Executive and Staff**

**B1. Financial Delegations Review Report**

Mrs Neems and Mr Wilson discussed the proposed changes with members and answered councillor questions on carrying over unspent budget into future years. Councillors discussed the proposed levels of delegation mindful that officers required sufficient delegation to continue operations but ensuring a governance oversight of unbudgeted expenditure.

Corrections and changes were agreed and would be included in the recommendation report to Council. Unbudgeted financial decisions made under delegation would be monitored by the Committee.

*FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2020/08):*

1. To receive the Amendment to Financial Delegations Policy 0200 Report.  
(*Moved Cr Emms/Seconded Cr West*) Carried
2. To recommend to Council to approve the changes to Policy 0200 Financial Delegations subject to amendments as discussed.  
(*Moved Cr Jephson/Seconded Cr West*) Carried
3. To recommend to Council to amend the delegations' sections of the Terms of Reference of the Planning and Regulatory Committee and the Assets and Services Committees to align with the amended Financial Delegations Policy.  
(*Moved Mayor Beijen/Seconded Cr Emms*) Carried

The meeting adjourned at 10:25am.

The meeting reconvened at 10:40am.

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

**C1. Insurance Proposal Report**

Mrs Neems discussed the highlights from the report and answered questions on insuring of underground assets.

*FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2020/09)* to receive the Insurance Proposal Report.

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

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**C2. Audit Plan Report**

Mrs Neems discussed the highlights from the report with members.

*FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2020/10)* to receive the Audit Plan Report.

*(Moved Cr West/Seconded Cr Emms)*

Carried

**C3. Finance Report**

Mrs Neems answered councillor questions on the planned customer survey, visibility of Council’s risk register, areas where expenditure was under budget, outstanding pledges to the Waihinga Centre Playground, the increase in requests for financial assistance due to financial hardship, the timeframe for receiving the benefit of low interest rates, the Wellington Water overspend, and the Investment Policy breaches due to COVID-19.

*FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2020/11)* to receive the Finance Report.

*(Moved Cr Colenso/Seconded Cr Jephson)*

Carried

**C4. Action Items Report**

*FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2020/12)* to receive the Finance Audit and Risk Action Items Report.

*(Moved Cr West/Seconded Cr Colenso)*

Carried

**C5. Fleet Replacement**

Members discussed whether a fleet policy needed to be developed to minimise loss of value at resale and ensure Council’s climate change objectives were being met.

**Confirmed as a true and correct record**

.....(Chair)

.....(Date)

**DISCLAIMER**

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- Present:** Ann Rainford (Chair), Graeme Gray, Shelley Symes, Simone Baker, Councillor Rebecca Fox and Councillor Alistair Plimmer.
- In Attendance:** Mayor Alex Beijen (to 8.30pm), Russell O’Leary (Group Manager Planning and Environment) and Steph Dorne (Committee Advisor).
- Conduct of Business:** The meeting was conducted in public in the WBS Room, Greytown Town Centre on 24 June 2020 between 7:00pm and 9.00pm.
- Also in Attendance:** Vivienne O’Reilly (Greytown Heritage Trust), Frank Minehan (on behalf of Friends of O’Connor’s Bush, Greytown Kindergarten and Friends of Stella Bull) and Jez Partridge (Tree Advisory Group).

**1. EXTRAORDINARY BUSINESS**

Councillor Plimmer requested a late item in relation to the governance and processes of the community board be added as an additional agenda item. *GCB RESOLVED (GCB 2020/20)* to add an item relating to the governance and processes of the community board as agenda item 9.1; the request was received late but discussion could not be delayed until a subsequent meeting because it impacts the working of the Community Board.  
*(Moved Cr Plimmer/Seconded Rainford)* Carried

**2. APOLOGIES**

There were no apologies received however members noted the absence of youth representative Aimee Clouston.

**3. CONFLICTS OF INTEREST**

There were no conflicts of interest declared but it was noted that Graeme Gray provided the account for the materials supplied for the new picnic table in Sarah’s Garden.

**4. ACKNOWLEDGMENTS AND TRIBUTES**

There were no acknowledgments and tributes to note.

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## 5. PUBLIC PARTICIPATION

### Vivienne O'Reilly – Greytown Heritage Trust Grant Application

Ms O'Reilly of Greytown Heritage Trust, supported by Mr Minehan, spoke to the grant application for a heritage cycle route around the streets of Greytown. Potential sites had been identified and the Greytown Heritage Trust is trying to engage with Papawai. Costings had increased since the application was submitted and Ms O'Reilly requested the Board consider granting a higher amount.

### Frank Minehan – Stella Bull Park planting for Greytown Arbor Day

Mr Minehan, convenor of Friends of O'Connor's Bush, spoke on matters relating to the plantings to be undertaken at Stella Bull Park to celebrate Arbor Day. Kiddies of the Forest would be doing the planting at 10.30am on Thursday 2 July. Mr Minehan thanked the Greytown Community Board for funding the Arbor Day banners.

## 6. ACTIONS FROM PUBLIC PARTICIPATION

### Vivienne O'Reilly – Greytown Heritage Trust Grant Application

The grant application will be considered under agenda item 9.4, the Financial Assistance Report.

### Frank Minehan – Stella Bull Park planting for Greytown Arbor Day

There were no actions recorded.

## 7. COMMUNITY BOARD MINUTES

### **7.1 Greytown Community Board Minutes – 13 May 2020**

*GCB RESOLVED (GCB 2020/21)* that the minutes of the Greytown Community Board meeting held on 13 May 2020 be confirmed as a true and correct record.

*(Moved Cr Plimmer/Seconded Gray)*

Carried

## 8. REPORT FROM COMMITTEES

### **8.1 Tree Advisory Group**

Mr Partridge updated members of the recommendations from the tree risk assessment undertaken at Collier Reserve. Mr Partridge also updated members of the meeting had with Ann Rainford and Shelley Symes to discuss the Terms of Reference and the relationship between the Tree Advisory Group and Greytown Community Board.

Mr Partridge provided an update on Arbor Day celebrations, O'Connor's Bush planting, and the progress of raising funds for the structural brace needed for the St Luke's Gum Tree.

### **DISCLAIMER**

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The Tree Advisory Group would be approaching Council about the change to the Wairarapa Combined District Plan in relation to the additional trees to be added to the register.

## 9. MEMBER ITEM

### 9.1 Community Board Governance and Processes

Councillor Plimmer raised that the oral submission presented by Ann Rainford and Shelley Symes to Council as the Greytown Community Board Annual Plan submission differed from the formal submission agreed to by resolution. Concern was expressed that work is being undertaken without first being approved by the Board.

Mrs Rainford apologised for presenting the submission as that of the Greytown Community Board and that it should have been presented as her individual submission.

Members discussed there is an opportunity for the Board to come together to ensure it operates collectively and has a clear process of approval moving forward.

*GCB NOTED:*

Action 219: Arrange a workshop for the Greytown Community Board to discuss community board governance and local government processes, K Yates.

## 10. CHIEF EXECUTIVE AND STAFF REPORTS

### 10.1 Officers' Report

*GCB RESOLVED (GCB 2020/22)* to receive the Officers' Report.

*(Moved Cr Fox/Seconded Baker)*

Carried

*GCB NOTED:*

Action 220: To request more information (including photos) of the activities of the Greytown Library be included in the library activities update in the Officer's Report, E Stitt.

### 10.2 Action Items Report

Members discussed the items, noting further updates and further actions in relation to:

*GCB NOTED:*

Action 221: To have discussions with local whānau to consider the best approach for engaging with Papawai Marae going forward, S Baker.

Action 222: Arrange an onsite meeting with Graeme Gray, Ann Rainford and Councillors Hay and Fox to discuss tree planting at the cemetery, G Gray.

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Action 223: Request officers report to the Board with advice on how to progress the project to consult with the community on the look of the Greytown Main Street, Councillor Plimmer.

Action 224: Request a timeframe from officers to resolve flooding issues on the eastern side of the Greytown Main Street (from the Greytown Library, Cahoots and down to the White Swan) resulting from the height of the road being raised through resurfacing, E Stitt.

*GCB RESOLVED (GCB 2020/23) to receive the Action Items Report.*

*(Moved Cr Plimmer/Seconded Symes)*

Carried

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

Members discussed releasing the commitments as highlighted in Appendix 1 of the report. The commitments relating to civil defence and painting of the Greytown Tennis Club volley board were retained.

Members discussed the need for emergency kit supplies to be updated on a regular rotation cycle and raised the possibility of going into partnership with the Medical Centre.

*GCB RESOLVED (GCB 2020/24):*

1. To receive the Income and Expenditure Statement for the period 1 July 2019 – 31 May 2020.

*(Moved Cr Plimmer/Seconded Symes)*

Carried

2. To release the following commitments back to the Greytown Community Board operational fund: 1) \$1,000 for Recycle old welcome to Greytown signs 2) \$383 for the Kuranui IT project, 3) \$207 for printing of flyers and 4) \$530.92 for the attendance at the keep NZ beautiful conference.

*(Moved Gray/Seconded Symes)*

Carried

3. To release the remaining \$139.13 commitment for the new signage cemetery/Solders' Memorial Park/playground back to the Greytown Community Board beautification fund/

*(Moved Symes/Seconded Cr Fox)*

Carried

*GCB NOTED:*

Action 225: Contact the Greytown Tennis Club to confirm if the \$169 commitment to fund paint for volley board can be released back to the Beautification Fund, A Rainford.

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

Members discussed the request from Ms O'Reilly to grant a higher amount and agreed this could not be funded as it goes outside the grant criteria. Ms O'Reilly withdrew her application and undertook to apply for a Community Grant from Council instead.

*GCB RESOLVED (GCB 2020/25):*

#### **DISCLAIMER**

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1. To receive the Application for Financial Assistance Report.  
(Moved Cr Plimmer/Seconded Gray) Carried
2. To grant Greytown Early Years \$500 to help with material costs for a bookshelf and a bench seat with book storage underneath.  
(Moved Symes/Seconded Cr Plimmer) Carried

Mayor Alex Beijen left the meeting at 8.30pm.

### **10.5 Community Board Terms of Reference**

*GCB RESOLVED (GCB 2020/26):*

1. To receive the Community Board Terms of Reference Report  
(Moved Cr Plimmer/Seconded Gray) Carried
2. To approve in retrospect the following addition to section 9.1.1 Membership of the Community Board Terms of Reference: One youth representative may be appointed by the Community Board in an advocacy role with non-voting rights.  
(Moved Baker/Seconded Cr Plimmer) Carried

## **11. NOTICES OF MOTION**

There were no notices of motion.

## **12. CHAIRPERSON REPORT**

Mrs Rainford outlined items as detailed in the Chairperson's Report. Members discussed the sets of flags for the FlagTrax system, the need to take a long-term view and community involvement in the design. Members agreed to continue the work on the signage for Papawai Marae. Members discussed the role of the Board in an advisory versus an operational capacity, the need to distinguish between acting as a member of the Board versus as an individual, and issues of liability and Health and Safety. The Chair noted that the Community Board had not been involved in the organisation of the Christmas Festival. The Chairs involvement had been as an individual. She had been approached as an individual and had agreed to help to provide acts for the Christmas Festival.

*GCB RESOLVED (GCB 2020/27):*

1. To receive the Chairperson Report  
(Moved Cr Plimmer/Seconded Cr Fox) Carried
2. To agree to fund the cost of the picnic table for Stella Bull Park at a cost of \$212.00.  
(Moved Cr Fox/Seconded Cr Plimmer) Carried

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3. To note a report back to the Community Board will be made once the content of the signs for Papawai Marae has been finalised.  
*(Moved Baker/Seconded Cr Fox)* Carried
4. To approve the sum of \$2,350.00 from the beautification fund towards the cost of a FlagTrax system in the Main Street of Greytown.
5. To approve the sum of \$1000.00 from the beautification fund for the purchase of 11 flags for Greytown Main Street.
6. To approve the sum of \$1,000.00 from the beautification fund for the purchase of a further set of flags for Greytown Main Street.  
*(Moved Cr Plimmer/Seconded Cr Fox)* Carried
7. To note that Kuranui College intends to commence work this year on a set of murals for the Memorial Park Swimming Pool.  
*(Moved Gray/Seconded Cr Fox)* Carried

**13. MEMBER REPORTS (INFORMATION)**

Ms Symes spoke to matters in her member report and will seek assistance from SWDC if the communication issue is not resolved.

*GCB RESOLVED (GCB 2020/28)* to receive the Member Report.

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

**14. CORRESPONDENCE**

There was no correspondence.

The meeting closed at 9.00pm.

**Confirmed as a true and correct record**

.....Chairperson

.....Date

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**Minutes – 30 June 2020**

- Present:** Mark Shepherd (Chair), Claire Bleakley, Sophronia Smith, Jayson Tahinurua and Councillor Garrick Emms.
- In Attendance:** Mayor Alex Beijen, Russell O’Leary (Group Manager Planning and Environment) (from 7.01pm), Bryce Neems (Amenities Manager) and Steph Dorne (Committee Advisor).
- Conduct of Business:** The meeting was conducted in public in Kiwi Hall, 62 Bell Street, Featherston on 30 June 2020 between 7:00pm and 8.29pm.
- Also in Attendance:** Indigo Freya

**1. EXTRAORDINARY BUSINESS**

There was no extraordinary business.

**2. APOLOGIES**

*FCB RESOLVED (FCB 2020/22) to receive apologies from Councillor Ross Vickery and Harry Wilson, Chief Executive.*

*(Moved Bleakley/Seconded Smith)*

Carried

**3. CONFLICTS OF INTEREST**

There were no conflicts of interest.

**4. ACKNOWLEDGMENTS AND TRIBUTES**

There were no acknowledgments and tributes.

**5. PUBLIC PARTICIPATION**

**5.1 Indigo Freya – Funding Application for Wisdom and Wellbeing Group**

Ms Freya provided an overview of the Wisdom and Wellbeing Group that supports elderly through social gatherings and outings. Ms Freya outlined the current funding situation and indicated her intention to seek financial assistance from the Featherston Community Board and Council to support the group in the short-term and on an ongoing basis.

**6. ACTIONS FROM PUBLIC PARTICIPATION**

There were no actions from public participation.

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## 7. COMMUNITY BOARD MINUTES

### 7.1 Featherston Community Board Minutes – 19 May 2020 and 16 June 2020

*FCB RESOLVED (FCB 2020/23)* that the minutes of the Featherston Community Board meeting held on 19 May 2020 and 16 June 2020 be confirmed as a true and correct record.

*(Moved Bleakley/Seconded Smith)*

Carried

## 8. CHIEF EXECUTIVE AND STAFF REPORTS

### 8.1 Election of Deputy Chair Report

*FCB RESOLVED (FCB 2020/24):*

1. To receive the Election of Deputy Chair of the Featherston Community Board 2019-2022 Triennium Report.

*(Moved Smith/Seconded Bleakley)*

Carried

2. Elect a Deputy Chair using system A as outlined in clause 25 of Schedule 7 of the Local Government Act 2002 for the election of the Boards' Deputy Chair for the 2019-2022 triennium.

*(Moved Smith/Seconded Cr Emms)*

Carried

Mr Shepherd called for nominations to the position of the Featherston Community Board Deputy Chair.

*(Moved Bleakley/Seconded Smith)* that Claire Bleakley be nominated as Featherston Community Board Deputy Chair.

There being no further nominations Mr Shepherd declared Claire Bleakley Featherston Community Board Deputy Chair.

### 8.2 Establishment of and Appointments to Committees

Mr Neems responded to questions on the commitment required for a member appointment to the Card Reserves User Group.

Members undertook to defer appointing a WREMO civil defence liaison and a youth representative.

*FCB RESOLVED (FCB 2020/25):*

1. To receive the Establishment of and Appointments to Committees Report.

*(Moved Cr Emms/Seconded Smith)*

Carried

2. To appoint Claire Bleakley to the Card Reserves Users Group

*(Moved Bleakley/Seconded Smith)*

Carried

3. To appoint Mark Shepherd to the Featherston Wastewater Treatment Community Liaison Group.

*(Moved Cr Emms/Seconded Smith)*

Carried

*FCB NOTED:*

Action 270: To discuss options for a youth representative and WREMO civil defence liaison so that appointments can be made at a future meeting, FCB.

## DISCLAIMER

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### 8.3 **Officers' Report**

Mr O'Leary responded to questions on the factors contributing to the lower than targeted performance result for premises being inspected in accord with regulatory requirements and the timing of the release of the Ruamāhanga Climate Change Strategy.

Mr Mayor Beijen provided an update on the Longwood and Moroa Water Races and Russell O'Leary provided an update on progress with the Featherston Tiny Homes application.

*FCB RESOLVED (FCB 2020/26) to receive the Officers' Report.*

*(Moved Bleakley/Seconded Tahinurua)*

Carried

### 8.4 **Action Items Report**

Members reviewed the actions items, discussed further updates and noted further actions:

Action 271: Officers to report to the Board on the history of the request to consult with the community on renaming the Featherston Town Square and present options for undertaking community consultation, A Wharram and K Yates.

Action 272: Hold a workshop to brainstorm options for the Featherston FlagTrax system, FCB.

Action 273: Request officers release communications to provide the community with an update on progress with the Welcome to Featherston signs, E Stitt.

*FCB RESOLVED (FCB 2020/27) to receive the Action Items Report.*

*(Moved Tahinurua/Seconded Bleakley)*

Carried

### 8.5 **Income and Expenditure Report**

*FCB RESOLVED (FCB 2020/28):*

1. To receive the Income and Expenditure Statement for the period 1 July 2019 – 31 May 2020.

*(Moved Bleakley/Seconded Smith)*

Carried

2. To release the remaining \$79 commitment for the Poppy Places Project and the remaining \$82 commitment for the Wairarapa Moana Trails Trust back to the general fund.

*(Moved Bleakley/Seconded Tahinurua)*

Carried

### 8.6 **Financial Assistance Report**

*FCB RESOLVED (FCB 2020/29):*

1. To receive the Applications for Financial Assistance Report.

*(Moved Cr Emms/Seconded Tahinurua)*

Carried

2. To grant Featherston Menz Shed funds of \$117 to cover a three-month subscription to Skinny for wireless broadband and defer a decision on funding the remaining 9 months pending the outcome of an investigation to make Wi-Fi available to Featherston.

*(Moved Smith/Seconded Bleakley)*

Carried

*FCB NOTED:*

Action 274: Investigate making free Wi-Fi available to Featherston, E Stitt.

## 8.7 **Community Board Terms of Reference**

*FCB RESOLVED (FCB 2020/30):*

1. To receive the Community Board Terms of Reference Report.  
*(Moved Smith/Seconded Tahinurua)* Carried
2. To approve in retrospect the following addition to section 9.1.1 Membership of the Community Board Terms of Reference: One youth representative may be appointed by the Community Board in an advocacy role with non-voting rights.  
*(Moved Smith/Seconded Bleakley)* Carried

## 9. **NOTICES OF MOTION**

There were no notices of motion.

## 10. **CHAIRPERSONS REPORT**

Mr Shepherd outlined items as detailed in the Chairperson Report and provided an update of discussions on access between Hart Street and the Otairira Reserve. Members discussed the proposal by the Featherston Community Centre and considered that it lacked detail and requested a business plan. Members considered whether this level of detail should be presented to the Community Board or Council and agreed it should come to the Community Board as it is a community asset and it is proposed to be funded from the sale of 57 Fitzherbert Street.

Mayor Beijen raised that this has been put forth as a 'shovel-ready' project to the Provincial Growth Fund and should this be approved there may not be a need for this proposal to go ahead. The benefits to the community over the long-term should be considered.

*FCB NOTED:*

Action 275: Request Featherston Community Centre provides further details on the proposal for SWDC to take ownership of the building and carry out upgrades, FCB.

*FCB RESOLVED (FCB 2020/31) to receive the Chairperson Report.*

*(Moved Bleakley/Seconded Cr Emms)* Carried

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

Ms Smith spoke to her member report and updated members on the proposal to have a Maori name for Featherston as Paetumokai and a pou (carving). Mrs Bleakley indicated her support for this and members suggested it be put forth to the Māori Standing Committee for consideration as a next step.

*FCB RESOLVED (FCB 2020/32) to receive the Member Report from Sophronia Smith.*

*(Moved Bleakley/Seconded Tahinurua)* Carried

*FCB NOTED:*

Action 276: Present the proposal to have a Māori name for Featherston as Paetumokai and a pou (carving) to the Māori Standing Committee, S Smith.

Ms Bleakley undertook to email Mr O'Leary regarding her request to add a poppy to the Birdwood Street sign.

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**12. CORRESPONDENCE**

There was no correspondence.

The meeting closed at 8.29pm.

**Confirmed as a true and correct record**

.....Chairperson

.....Date

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## **PLANNING AND REGULATORY COMMITTEE**

### **Minutes from 1 July 2020**

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<b>Present:</b>	Councillors Ross Vickery (Chair), Pam Colenso, Rebecca Fox (from 11:31am), Leigh Hay (from 11:35am), Alistair Plimmer, Brenda West and Mayor Beijen (until 1:38pm).
<b>In Attendance:</b>	Russell O’Leary (Group Manager Planning and Environment), Harry Wilson (Chief Executive), Godwell Mahowa (Planning Manager), Karen Yates (Policy and Governance Manager), Rick Meads (Manager Environmental Services), Melanie Barthe (Climate Change Advisor) 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 11:30am and 1:50pm.
<b>Also in Attendance:</b>	Daphne Geisler and Colin Wright (Council appointment to Waiohine Floodplain Management Steering Group).

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#### **Open Section**

##### **A1. Apologies**

*PLANNING AND REGULATORY COMMITTEE RESOLVED (P&R2020/06) to accept lateness apologies from Cr Hay.*

*(Moved Cr Colenso/Seconded Mayor Beijen)*

Carried

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

There were no conflicts of interest declared.

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

Mrs Geisler queried why the Committee was considering proceeding with a joint pound at a cost of \$300,000 plus operating costs, especially given the low number of impounded dogs. Mrs Geisler requested the Committee investigate commercial partnerships as an alternative.

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

Discussion was deferred to agenda item ‘B2 Proposed Combined Dog Pound Facility’.

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**A5. Minutes for Confirmation**

*PLANNING AND REGULATORY COMMITTEE RESOLVED (P&R2020/07)* that the minutes of the Planning and Regulatory Committee meeting held on 26 February 2020 are a true and correct record.

*(Moved Cr Fox/Seconded Cr Hay)*

Carried

**A6. Extraordinary Business**

There was no extraordinary business.

**A7. Notices of motion**

There were no notices of motion.

**B Decision Reports**

**B1. Wairarapa Combined District Plan Review – Joint Committee and Consultancy Appointment**

Mr O’Leary discussed the report with members and answered questions about how topics of concern were being captured for the review, keeping the Committee appraised on progress, and Joint Committee member appointments.

Members noted the importance of ensuring the quorum of the new Joint Committee included at least one member from each district.

*PLANNING AND REGULATORY RESOLVED (P&R2020/08):*

1. To receive the Wairarapa Combined District Plan Review – Joint Committee and Consultancy Appointment report dated 16 June 2020.

*(Moved Cr Plimmer/Seconded Cr Colenso)*

Carried

2. To recommend to Council to approve the appointment of Boffa Miskell as the consultancy firm to provide support for the Wairarapa Combined District Plan review.

*(Moved Mayor Alex Beijen/Seconded Cr Hay)*

Carried

3. In accordance with sections 34(1) of the Resource Management Act 1991 (“RMA”) and clause 30 of Schedule 7 to the Local Government Act 2002, the South Wairarapa District Council: Recommends to Council

- a. to unite with the Carterton District Council and Masterton District Council in appointing a joint committee, to be known as the Wairarapa Combined District Plan Joint Committee to exercise the functions, duties and powers of the Council under the First Schedule to the Resource Management Act 1991 which are delegated to the Joint Committee; and
- b. to agree that each council will appoint two members to the joint committee with the ability to appoint alternate members to cover absences; and
- c. to agree that the joint committee will appoint an appropriately qualified commissioner as an independent chair and the Joint Committee will appoint one of its members as the Deputy Chair;

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- d. to agree that the removal of the office of Chair and Deputy Chair is within the powers of the Joint Committee; and
- e. To agree that the quorum of the Joint Committee will be four members and include at least one member of each territorial authority; and
- f. To appoint Cr Brian Jephson and Cr Alistair Plimmer as the South Wairarapa District Council members to the Joint Committee.
- g. To appoint Cr Rebecca Fox as the alternate member of the Joint Committee to cover the absence of one of the appointed members.

*(Moved Cr Colenso/Seconded Mayor Alex Beijen)* Carried

- 4. To recommend to Council that in accordance with Section 34 of the Resource Management 1991 the South Wairarapa District Council delegates to the Wairarapa Combined District Plan Joint Committee all its functions, powers and duties under the First Schedule to the Act.

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

## **B2. Proposed Combined Dog Pound Facility**

Mr Mead gave a presentation on animal control and answered councillors' questions on registrations and incentives.

Members discussed implications of contracting out pound services to private organisations and the potential to have a contract for service agreement with Masterton District Council, the Ministry for Primary Industry's standards for dog pounds, the need to move quickly to meet legal requirements, and that approved budget would not cover the full cost of a joint pound.

*PLANNING AND REGULATORY RESOLVED (P&R2020/09):*

- 1. To receive the Proposed Combined Dog Pound Facility Report.

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

- 2. To receive the Armstrong Dixon Limited April 2020 Report.

*(Moved Cr Fox/Seconded Cr Hay)* Carried

- 3. That officers should continue negotiations with Masterton District Council to receive a quote for services, and to continue working with Carterton District Council for a combined facility and to present back to the Planning and Regulatory Committee the detailed alternatives.

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

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

### **C1. Progress of the Wairarapa International Dark Sky – Outdoor Artificial Lighting Plan Change**

*PLANNING AND REGULATORY RESOLVED (P&R2020/10)* to receive the Progress of the Wairarapa International Dark Sky Outdoor Artificial Lighting Plan Change Report.

*(Moved Cr Colenso/Seconded Cr Fox)* Carried

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The meeting adjourned at 12:43pm.

The meeting reconvened at 12:51pm.

## **C2. Climate Change Report**

Ms Barthe tabled the South Wairarapa District Council 2018 Greenhouse Gas Inventory and answered members' questions on the Wairarapa emissions from waste, and potential consequences of land use changes in the Wairarapa.

*PLANNING AND REGULATORY RESOLVED (P&R2020/11):*

1. To receive the Climate Change Report.  
*(Moved Cr Plimmer/Seconded Mayor Beijen)* Carried
2. To receive the finalised version of the Ruamahanga Strategy and Implementation plan.
3. To receive the 2018 Greenhouse Gas Inventory Report for SWDC.
4. To receive the Wairarapa Combined District Greenhouse Gas Inventory.  
*(Moved Cr Fox/Seconded Cr Colenso)* Carried
5. Action 307: Review the benefits and disadvantages for Wairarapa for the conversion of land from one use to another (agricultural land being converted to forestry) and what future affect this could have on the Wairarapa; K Yates

## **C3. Planning and Environment Group Report**

Mr O'Leary with support from Mr Mahowa answered questions on a request to remove a notable tree, subdivision options for people living in the Martinborough Southeast Development area, the Featherston Brookside development, protection of productive land immediately surrounding the district's towns, noncompliance and impacts for not meeting statutory timeframes for resource consents.

Officers undertook to provide further reporting information to the Committee.

*PLANNING AND REGULATORY RESOLVED (P&R2020/12):*

1. To receive the Planning and Environment Group Report.  
*(Moved Cr Fox/Seconded Cr Hay)* Carried
2. Action 308: Develop reporting by exception across each topic (including graphs), with a short narrative to indicate changes; R O'Leary

## **D. Member and Appointment Reports**

### **D1. GWRC – Waiohine Floodplain Management Steering Group**

Mr Wright updated the Committee on the work Undertaken by the Waiohine Action Group/Waiohine Floodplain Management Steering Group in developing the draft Waiohine River Plan.

Mr Wright encouraged Council to make a submission on the draft Plan.

Mayor Beijen left the meeting at 1:38pm.

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*PLANNING AND REGULATORY RESOLVED (P&R2020/14) to receive members' reports.*

*(Moved Cr Plimmer/Seconded Cr Fox)*

Carried

**C4. Action Items Reporting**

Cr Fox left the meeting at 1:48pm.

Cr Vickery left the meeting at 1:48pm.

Cr Vickery returned to the meeting at 1:49pm.

*PLANNING AND REGULATORY RESOLVED (P&R2020/13) to receive the Action Items Report.*

*(Moved Cr Colenso/Seconded Cr Hay)*

Carried

**Confirmed as a true and correct record**

.....(Chair)

.....(Date)

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## **MĀORI STANDING COMMITTEE**

### **Minutes from 1 July 2020**

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<b>Present:</b>	Narida Hooper (Chair), Teresa Aporo, Nathan Maynard, Karen Mikaera, Terry Te Maari, Carlene Te Tau, Andrea Rutene, Mayor Alex Beijen, Councillor Pip Maynard, Councillor Garrick Emms and Councillor Brian Jephson.
<b>In Attendance:</b>	Euan Stitt (Group Manager Partnerships and Operations), Karen Yates (Policy and Governance Manager) and Steph Dorne (Committee Advisor).
<b>Also in Attendance:</b>	Puhi Te Whaiti, Russell Hooper, Fred Waiker and Henrik Waiker.
<b>Conduct of Business:</b>	The meeting was held in the Council Chambers, 18 Kitchener Street, Martinborough. The meeting was conducted in public between 6:22pm and 8.18pm.

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### **PUBLIC BUSINESS**

Carlene Te Tau opened with a Karakia.

Ms Hooper welcomed Andrea Rutene who has been nominated to represent Ngāti Kahungunu ki Wairarapa on the Māori Standing Committee. Ms Rutene introduced herself and members did a round table of introductions.

#### **1. APOLOGIES**

*MSC RESOLVED (MSC 2020/11) to receive apologies from Harry Wilson, Chief Executive.*

*(Moved Hooper/Seconded Mikaera)*

Carried

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

There were no conflicts of interest declared.

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

##### **3.1 Aoraki Bound – Puhi Te Whaiti**

Puhi Te Whaiti shared her experiences from participating in Aoraki Bound earlier this year. The experience was valuable in areas of personal growth, networking and connection to Māori history. The Committee encouraged Puhi to engage with Kuranui College and local schools to share her

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experience and to encourage those within the South Wairarapa community to seek out leadership programmes. Puhī thanked the Committee for its support and expressed interest in work opportunities the Committee may be able to offer.

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

##### **4.1 Aoraki Bound – Puhī Te Whaiti**

The application for financial assistance would be discussed under agenda item 7.1, the Chairperson Report.

*MSC NOTED:*

Action 254: Discuss options for the Committee to support participation in the Aoraki Bound programme each year, MSC.

#### **5. MINUTES FOR CONFIRMATION**

##### **5.1 Māori Standing Committee – 4 June 2020**

*MSC RESOLVED (MSC 2020/12)* that the minutes of the Māori Standing Committee meeting held on 4 June 2020 be confirmed as a true and correct record.

*(Moved Cr Maynard/Seconded Mikaera)*

Carried

#### **6. OPERATIONAL REPORTS – COUNCIL OFFICERS**

##### **6.1 Resource Consent Application for a Trial of Ecoreef Coastal Protection System at Palliser Bay**

Russell Hooper, Fred Waiker and Henrik Waiker presented and responded to questions on the ecoreef concrete module. The presentation covered the basic fundamentals, assembly features, technical fundamentals, transport and construction, aesthetics and ecology, benefits to the local community and specifications. Mr Hooper noted that the proposed trial is a variation to the existing consent and that all other protections would remain in place. Mr Stitt sought input from the Committee and undertook to provide a timeframe for when feedback is due.

Members expressed interest in undertaking a site visit and to receive report backs should the trial go ahead.

*MSC RESOLVED (MSC 2020/13):*

1. To receive the Resource Consent application for a trial of the Ecoreef coastal protection system at Palliser Bay Report.

*(Moved Cr Jephson/Seconded Aporo)*

Carried

2. To note the proposed trial is being undertaken in areas already designated as “Existing Boulder Beach” under the existing consent and that all other protections of the consent would remain in effect.

*(Moved Cr Maynard/Seconded Mayor Alex Beijen)*

Carried

*MSC NOTED:*

Action 255: Provide feedback on the Resource Consent Application for a Trial of Ecoreef Coastal Protection System at Palliser Bay, MSC.

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## 6.2 Officers' Report

Mr Stitt spoke to matters as outlined in the Officers' Report and provided members with an update of the activities during the Covid-19 lockdown, the drone survey at Cape Palliser Road and the tree removal at Lake Ferry settlement. Mr Stitt also updated members on key activities relating to water, including the plans for the Featherston Wastewater Treatment Plant, the Manganese Reduction Plan upgrade, the drinking water programme, and the programme of work to mitigate risks associated with the wastewater system. Mr Stitt undertook to forward the wastewater programme of work prepared by Wellington Water.

Mayor Beijen responded to questions on the review of the District Plan and the timing of the Spatial Plan workshop. The Chair of the Māori Standing Committee would be invited to the upcoming Spatial Plan workshop.

*MSC RESOLVED (MSC 2020/14) to receive the Officers' Report.*

*(Moved Andrea/Seconded Karen)*

Carried

## 6.3 Action Items Report

Members discussed the items, noting further updates and a further action in relation to:

Action 256: Hold a workshop to discuss the budget, how to allocate funding, and to review the grant criteria and application form for community and marae grants, MSC.

Ms Hooper provided an update of a proposed one-day wānanga as restorative justice for the wastewater overflow incident. Members supported the proposed wānanga and suggested members of the Martinborough Community Board be invited. Members suggested Wellington Water be invited back to a following meeting after the wānanga to discuss the experience.

*MSC RESOLVED (MSC 2020/15) to receive the Action Items Report.*

*(Moved N Maynard/Seconded Cr Maynard)*

Carried

## 6.4 Income and Expenditure Report

*MSC RESOLVED (MSC 2020/16) to receive the Income and Expenditure Statement for the period 1 July 2019 – 31 May 2020.*

*(Moved Mikaera/Seconded Aporo)*

Carried

## 6.5 Election of Māori Standing Committee Chairperson Report

Members discussed whether the election of the chairperson could be deferred until the member vacancies had been filled. Ms Yates advised that the Local Government Act and Standing Orders require committees to have a chairperson but that the committee could elect a chairperson and acknowledge within the Committee that this would be on an interim basis.

*MSC RESOLVED (MSC 2020/17) to:*

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1. Receive the Election of Māori Standing Committee Chairperson Report receive the Officers' Report.
2. Elect a Chair using system A as outlined in clause 25 of Schedule 7 of the Local Government Act 2002 for the election of the Committee's Chair for the 2019-2022 triennium
3. Hold another election for the Chair of the Māori Standing Committee once member vacancies from Hau Ariki and Papawai Maraes are filled.  
*(Moved Mayor Beijen/Rutene)* Carried

Mr Stitt called for nominations to the position of Māori Standing Committee Chair.

*(Moved Mayor Beijen/Seconded Te Maari)* that Narida Hooper be nominated as Māori Standing Committee Chair. Carried

There being no further nominations Mr Stitt declared Narida Hooper Māori Standing Committee Chair.

## 7. CHAIRPERSON REPORT

### 7.1 Chairperson Report

Ms Hooper spoke to matters as outlined in the Chairperson Report. Members undertook to grant Puhi Te Whaiti the full amount requested as the short timeframe Puhi was required to work within was considered a special circumstance to exceed the maximum grant value of \$500. Members discussed having a youth representative and the Committee undertook to considering adding this to its Terms of Reference.

*MSC RESOLVED (MSC 2020/18):*

1. To receive the Chairperson Report.  
*(Moved Aporo/Seconded Mikaera)* Carried
2. To approve the reimbursement of \$460.70 + GST to Narida Hooper for catering expenses and a gift for Raihānia Tipoki's farewell, funds to come from the MSC Operational fund.  
*(Moved Mikaera/Seconded N Maynard)* Carried
3. To approve the grant application from Puhi Te Whaiti for a cost of \$609.75 for expenses related to the Aoraki Bound Program completed.  
*(Moved Aporo/Seconded Mikaera)* Carried
4. To consider adding a youth representative to the Māori Standing Committee Terms of Reference.  
*(Moved Rutene/Seconded Mikaera)* Carried
5. To write a letter of support to Greytown Trials Trust on the Tauherenikau Cycle Bridge Project.  
*(Moved Hooper/Seconded Mikaera)* Carried

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*MSC NOTED:*

Action 257: Discuss the long-term goals and objectives of the Māori Standing Committee, MSC.

Councillor Maynard paid tribute to Rita Hiha and Tania Aporo who had recently passed away. Rita had done a lot of work with kōhanga and the libraries to teach children Te Reo and Tania had given a lot to Hau Ariki Marae and youth in the community.

Councillor Maynard also acknowledged Charles Kaka in his new role as the Chief Executive of Trust House.

*MSC NOTED:*

Action 258: Include acknowledgements and tributes as a standing item on the agenda, K Yates.

Carlene Te Tau closed with a Karakia.

The meeting closed at 8.18pm.

**Confirmed as a true and correct record**

.....Chairperson

.....Date

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