



GREYTOWN COMMUNITY BOARD

Agenda

NOTICE OF MEETING

An ordinary meeting will be held in the WBS Room, Greytown Town Centre, 89 Main Street, Greytown on Wednesday, 5 June 2019 at 7:00pm.

MEMBERSHIP OF THE COMMUNITY BOARD

Leigh Hay (Chair), Ann Rainford, Christine Stevenson, Cr Colin Wright and Cr Mike Gray, Aimee Clouston (student representative).

PUBLIC BUSINESS

Health and Safety Brief

1. APOLOGIES:

2. CONFLICTS OF INTEREST:

3. PUBLIC PARTICIPATION:

4. ACTIONS FROM PUBLIC PARTICIPATION:

As per standing order 14.17 no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.

5. REPORT FROM COMMITTEES:

5.1 Tree Advisory Group

6. COMMUNITY BOARD MINUTES:

6.1 Minutes for Approval: Greytown Community Board
Minutes of 2 May 2019

Pages 1-6

Proposed Resolution: *That the minutes of the Greytown Community Board meeting held on 2 May 2019 be confirmed as a true and correct record.*

7. CHIEF EXECUTIVE AND STAFF REPORTS:

7.1 Committee Minutes Report

Pages 7-13

7.2 Action Items Report

Pages 14-23

7.3	Income and Expenditure Report	Pages 24-30
7.4	Financial Assistance Report	Pages 31-32
7.5	Community Board Terms of Reference	Pages 33-47
7.6	Student Representative Appointment	Pages 48-50

8. NOTICES OF MOTION:

8.1 None advised

9. CHAIRPERSON'S REPORT:

9.1 Chair's Report **Pages 51-62**

9.2 Greytown Beautification Programme – Cemetery Planting **Pages 63-64**

10. MEMBER REPORTS (INFORMATION):

10.1 IT Update - Mrs Rainford

10.2 Community Board Clinics - Mrs Rainford and Cr Gray

10.3 Civil Defence/Unlocking the Secrets of The Hikurangi Subduction Zone - Cr Gray

10.4 Community Event – Mrs Rainford

10.5 GA5 - Mrs Stevenson

10.6 Youth Update – Aimee Clouston



- Present:** Leigh Hay (Chair), Ann Rainford (Deputy Chair), Mike Gray and Amy Clouston (Youth Representative).
- In Attendance:** Mayor Viv Napier (from 7:01pm) and Suzanne Clark (Committee Advisor).
- Conduct of Business:** The meeting was conducted in public in the Green Room, Greytown Town Centre on 2 May 2019 between 7:00pm and 8:46pm.
- Also In Attendance:** Shane Atkinson, Geoff Clark, Cr Adrienne Staples (Greater Wellington Regional Council (GWRC)) and Jez Partridge (Tree Advisory Group).

PUBLIC BUSINESS

Mrs Hay introduced Amy Clouston, the new youth representative for the Greytown Community Board.

1. APOLOGIES

GCB RESOLVED (GCB 2019/20) to receive apologies from Christine Stevenson and Cr Colin Wright.

(Moved Cr Gray/Seconded Rainford)

Carried

2. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3. PUBLIC PARTICIPATION

3.1 Shane Atkinson

Mr Atkinson sought the removal of the St Luke's gum tree from the notable trees register on the basis that although the tree was a public amenity, the preservation costs of around \$30,000 fell on a private organisation. Mr Atkinson believed the community should consider whether private owners should commit funds of this magnitude to preserve a tree at the end of its safe life. Mr Atkinson sought Community Board support to seek removal of the tree from the notable trees register.

3.2 Geoff Clark

Mr Clark queried progress on Kowhai Park beautification as presented by Greytown School students, why the cost of rubbish bags had

increased, why street light outages had occurred on the 29 April 2019, and why the Greytown Town Centre oak tree grates were still not in place.

3.3 Cr Adrienne Staples (GWRC)

Cr Staples outlined GWRC's Annual Plan consultation projects that affected the Wairarapa (public transport, erosion control, pest control and flood/river management), noting that there was no deviation from their Long Term Plan.

4. TREE ADVISORY GROUP

Mr Partridge viewed the St Luke's gum as one of the most important trees in the Wairarapa. Mr Partridge had formally assessed the tree, and Council's arborist had conducted a STEM assessment of the tree, agreeing that it should be braced and have its height reduced. It was unusual to have a tree of that size and type in a town centre, but it could be maintained safely if it was braced and could live for a few hundred years. Mr Partridge agreed that when trees reach a stage where they require large sums of money to be spent on safety, reassessment needs to occur.

Mr Partridge recommended that Council procure an independent arborists safety assessment of the St Luke's gum tree and that the amenity value of the tree be weighted against the risk and cost of ensuring public safety.

5. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS

The Community Board undertook to further discuss the St Luke's gum tree status and possible actions.

6. COMMUNITY BOARD MINUTES

6.1 Greytown Community Board Minutes – 13 March 2019

GCB RESOLVED (GCB 2019/21) that the minutes of the Greytown Community Board meeting held on 13 March 2019 be confirmed as a true and correct record.

(Moved Hay/Seconded Cr Gray)

Carried

7. CHIEF EXECUTIVE AND STAFF REPORTS

7.1 Committee Minutes Report

GCB RESOLVED (GCB 2019/22) to receive the Committee Minutes Report.

(Moved Hay/Seconded Rainford)

Carried

7.2 Action Items Report

GCB RESOLVED (GCB 2019/23):

1. To receive the Action Items Report.
(*Moved Hay/Seconded Cr Gray*) Carried
2. Action 264: Clean and paint the white picket fence at the State Highway 2 south entrance to Greytown; M Allingham

7.3 Income and Expenditure Report

GCB RESOLVED (GCB 2019/24):

1. To receive the Income and Expenditure Statement for the period 1 July 2018 – 31 March 2019.
(*Moved Hay/Seconded Rainford*) Carried
2. Action 265: Reinstate the Dog Park Programme Income and Expenditure commitment; J Mitchell

7.4 Applications for Financial Assistance

GCB RESOLVED (GCB 2019/25):

1. To receive the Applications for Financial Assistance Report.
(*Moved Hay/Seconded Cr Gray*) Carried
2. To grant Narida Hooper \$500 to help fund the cost of a painting workshop with artist Joe Mcmenamin for ten South Wairarapa rangatahi (youth).
(*Moved Hay/Seconded Cr Gray*) Carried
3. To grant Greytown School \$500 to help with the costs associated with their bike track project.
(*Moved Rainford/Seconded Cr Gray*) Carried
4. To grant Alzheimers Wairarapa \$500 to assist with annual operating costs such as wages, travel and resource materials.
(*Moved Cr Gray/Seconded Rainford*) Carried
5. To grant Greytown Bowling Club \$500 to assist with the purchase of two lighter weight regulation balls.
(*Moved Hay/Seconded Cr Gray*) Carried

7.5 Extraordinary Vacancy

GCB RESOLVED (GCB 2019/26):

1. To receive the Extraordinary Vacancy Report.
(*Moved Hay/Seconded Rainford*) Carried
2. To note that an extraordinary vacancy has been created through the appointment of member Mike Gray to the position of SWDC councillor on 18 March 2019.
3. That the extraordinary vacancy will be left unfilled for the remainder of the 2016-2019 triennium.

4. Notes that the decision of the Community Board will be publicly notified in accordance with the requirements of the Local Electoral Act 2001.
5. Notes this decision is not significant in terms of Council's Significance and Engagement Policy.
(*Moved Hay/Seconded Rainford*) Carried

8. NOTICES OF MOTION

There were no notices of motion.

9. CHAIRPERSONS REPORT

9.1 Chairperson's Report

Mrs Hay discussed items as presented in the Chair's Report with members.

Mayor Napier reported that the Orchard's subdivision private District Plan change request had been publicly notified.

GCB RESOLVED (GCB 2019/27):

1. To receive the Chairperson's Report.
(*Moved Hay/Seconded Rainford*) Carried
2. To approve a cost of \$299 plus GST for payment of a clock for the Greytown Swimming Pool.
(*Moved Hay/Seconded Cr Gray*) Carried
3. To approve a cost of \$400 plus GST for sponsorship of the GA5 events.
(*Moved Hay/Seconded Rainford*) Carried
4. To approve a cost of \$100 plus GST for payment for flowers for services to the community for Cr Margaret Craig.
(*Moved Hay/Seconded Cr Gray*) Carried
5. To approve a cost of \$2,320 plus GST from the beautification budget for payment for new signage.
(*Moved Hay/Seconded Rainford*) Carried
6. To allow WOW to have their flags on Main St for a period of 4-6 weeks in mid Sept – mid Oct 2019.
(*Moved Cr Gray/Seconded Rainford*) Carried
7. To adopt the Greytown Community Board annual plan submission to SWDC for 2019.
(*Moved Hay/Seconded Rainford*) Carried
8. Action 266: Review the centre of town intersections with State Highway 2 (e.g. Hastwell, Wood, Jellicoe, Kuratawhiti), to ensure they comply with regulations and to see if a greater line of sight can be made to improve safety; M Allingham

9.2 Chairperson report – Greytown Barrels

Mrs Hay noted that the watering programme for this proposal had been increased, sponsorship for the barrels would still be sought and that Council was making a one-off contribution of \$2,000.

GCB RESOLVED (GCB 2019/28):

1. To receive the Chairperson Report – Greytown Barrels
(*Moved Hay/Seconded Rainford*) Carried
2. To approve a cost of \$700 for new plants, revamp, potting mix, fertiliser etc and an annual payment of \$2,860 for payment for ongoing maintenance. Payment to be made monthly out of the beautification budget.
(*Moved Hay/Seconded Rainford*) Carried

10. MEMBERS REPORTS (INFORMATION)

10.1 IT Update

Mrs Rainford spoke about programme promotion, with the intention of increasing the number of weekly attendees. Mrs Rainford undertook to request that Kuranui College unblock Facebook during the training, so it could be incorporated into the programme.

10.2 Community Board Clinics

Mrs Rainford and Cr Gray continued to hold the Community Board clinics and believed they were a worthwhile event.

10.3 Civil Defence

Cr Gray encouraged members to attend the public event ‘Unlocking the Secrets of The Hikurangi Subduction Zone’ being held at the Carterton Events Centre on the 23 May 2019 from 6:30pm.

10.4 Community Board Conference Update

Mrs Rainford reported that the two Community Board Conference subject matters of most interest were the Community Boards relationship with Māori and their relationship with young people. The possibility of starting a South Wairarapa youth council was discussed.

10.5 Community Event

This item to be held over until the 5 June 2019 meeting.

10.6 Greytown Cemetery Planting/GCB Beautification Plan

This item to be held over until the 5 June 2019 meeting.

11. CORRESPONDENCE

11.1 Outwards

To Masjid al Noor Wairarapa, from Leigh Hay, Greytown Community Board

11.2 Inwards

To Greytown Community Board from Victim Support, autumn 2019
GCB RESOLVED (GCB 2019/29) to receive the inwards correspondence and approve the outwards correspondence.

(Moved Hay/Seconded Gray)

Carried

Confirmed as a true and correct record

.....**Chairperson**

.....**Date**

GREYTOWN COMMUNITY BOARD

5 JUNE 2019

AGENDA ITEM 7.1

COMMITTEE MINUTES REPORT

Purpose of Report

To present community boards and the Māori Standing Committee with minutes from Council committees.

Recommendations

Officers recommend that the Community Board/Committee:

1. *Receive the Committee Minutes Report*

1. Executive Summary

Minutes from the Assets and Services Committee, Planning and Regulatory Committee and the Finance, Audit and Risk Committee are presented to the community boards and Māori Standing Committee for information.

Reporting processes for the new committee structure have been streamlined. Group manager reports will no longer be presented to Council and then distributed to community boards and the Māori Standing Committee.

The Infrastructure and Services Report will go to the Assets and Services Committee and the Planning and Environment Report will go to the Planning and Regulatory Committee. Sections of the CEO Report will now go to the Finance, Audit and Risk Committee.

The minutes of these committee meetings will be provided to community boards and the Māori Standing Committee for information. All original group reports to committees will be available on Council's website.

2. Appendices

- Appendix 1 - Assets and Services Committee minutes 1 May 2019
Planning and Regulatory Committee minutes 1 May 2019

Contact Officer: Angela Williams, Committee Advisor

Reviewed By: Jennie Mitchell, Acting Chief Executive

Appendix 1

- **Assets and Services Committee minutes 1 May 2019**
- **Planning and Regulatory Committee minutes 1 May 2019**



ASSETS AND SERVICES COMMITTEE MINUTES

1 May 2019

- Present:** Cr Brian Jephson (Chair), Cr Pam Colenso, Cr Colin Olds, Cr Mike Gray, Lisa Cornelissen, Robyn Ramsden, Leigh Hay and Mayor Viv Napier.
- In Attendance:** Jennie Mitchell (Acting Chief Executive), Mark Allingham (Group Manager Infrastructure and Services), Lawrence Stephenson (Assets and Operations Manager, Suzanne Clark (Committee Advisor) and Angela Williams (Committee Advisor).
- Conduct of Business:** The meeting was held in the Supper Room, Waihinga Centre, Texas Street, Martinborough and was conducted in public between 11:30am and 12:56pm.

Open Section

A1. Apologies

ASSETS AND SERVICES RESOLVED (AS2019/05) to accept apologies from Cr Lee Carter and Cr Colin Wright.

(Moved Cr Olds/Seconded Cr Colenso)

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.

A6. Minutes for Confirmation

ASSETS AND SERVICES RESOLVED (AS2019/06) that the minutes of the Assets and Services Committee meeting held on 20 March 2019 are a true and correct record.

(Moved Ramsden/Seconded Cr Gray)

Carried

Matters arising – Membership of the Water Race Subcommittee. Further discussion to be held on methodology and selection process with Cr Olds and Cr Gray in consultation with officers.

A7. Notices of Motion

There were no notices of motion.

B Information and Verbal Reports from Chief Executive and Staff

B1. Infrastructure and Group Services Report

Members agreed that with the new meeting structure that items pertaining to the Infrastructure and Services Group be moved from the Council Action Register to this forum going forward.

Members discussed governance and report of the new roading contract, the wheelie bin rollout, the Wairarapa Moana Governance Group, WREMO and the Lifelines Project, the Greytown Wastewater Project, that the Five Towns Trails Trust need to apply for grant funding to fund the coordinator, the status of the second Cotter Street survey results, staffing attendance at meetings, the status of the Featherston Library expansion scoping project, NZTA and their ownership of Featherston stormwater repairs on State Highways, and the Martinborough water situation with Council officers.

Ms Mitchell briefed members on matters relating to the Featherston Wastewater Project and consent hearing scheduled for the 27 May 2019.

Members commended Council officers for their professional behaviour in dealing with the public during current issues.

ASSETS AND SERVICES RESOLVED (AS2019/07):

1. To receive the Infrastructure and Group Services Report.
(Moved Cr Hay/Seconded Cr Jephson) Carried
2. Action 226: When available, forward the Cotter Street survey results to the Greytown Community Board; M Allingham
3. Action 227: Forward the WREMO quarterly report to the Assets and Services Committee; Mayor Napier

Confirmed as a true and correct record

.....(Chair)

.....(Date)



1 May 2019

- Present:** Councillor Colin Olds (Chair), Brian Jephson, Pip Maynard, Ross Vickery, Lisa Cornelissen, Leigh Hay, Robyn Ramsden and Mayor Viv Napier (from 9:06am).
- In Attendance:** Russell O’Leary (Group Manager Planning and Environment), Russell Hooper (Planning Manager) and Suzanne Clark (Committee Advisor).
- 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 10:39am.
- Also in Attendance:** Councillor Pam Colenso, Cr Adrienne Staples (Greater Wellington Regional Council (GWRC)).

Open Section

A1. Apologies

PLANNING AND REGULATORY RESOLVED (PR2019/02) to accept apologies from Cr Lee Carter and Cr Colin Wright.

(Moved Cr Jephson/Seconded Cr Hay)

Carried

A2. Conflicts of Interest

There were no conflicts of interest declared.

A3. Public Participation

Cr Adrienne Staples, introduced the GWRC draft Annual Plan consultation document and outlined key initiatives that would affect Wairarapa residents (e.g. public transport, rail upgrades, climate change work, pest control, Wellington Regional Erosion Control Initiative (WRECI), Let’s Get Wellington Moving and the Te Kāuru Plan.

A4. Actions from Public Participation

PLANNING AND REGULATORY NOTED:

1. Action 231: On behalf of SWDC make a submission to the GWRC Annual Plan (closing date 24 May 2019); Russell O’Leary

A5. Extraordinary Business

There was no extraordinary business.

A6. Minutes for Confirmation

PLANNING AND REGULATORY RESOLVED (PR2019/03) that the minutes of the Planning and Regulatory Committee held on the 20 March 2019 are a true and correct record.

(Moved Cornelissen/Seconded Hay)

Carried

A7. Notices of motion

There were no notices of motion.

B Information and Verbal Reports from Planning and Environment Group Manager and Staff

B1. Planning and Environment Group Report

Mr O’Leary elaborated on topics as presented in the report and answered members queries on spatial planning, Martinborough south grown area, the Wairarapa Combined District Plan Review timeframes, not registering or removing notable trees from the District Plan, expected timing for the Greytown Orchards subdivision and status of other Greytown developments, the status of the Featherston Brookside development, sponsorship signage at Council owned amenities, the status and potential for a new joint dog pound with Carterton District Council and dog control education levels of service.

Mr O’Leary tabled building consents data for the past two years.

PLANNING AND REGULATORY RESOLVED (PR2019/04):

1. To receive the Planning and Environment Group Report.
(Moved Cr Olds/Seconded Cr Jephson) Carried
2. Action 232: Resend the email advising councillors of the Martinborough south resident’s consultation and forward relevant material to all councillors; Russell O’Leary
3. Action 233: Provide information to the Committee on why the dog education level of service has gone from three education visits to one education visit per year; Russell O’Leary

B2. Carkeek Observatory

The Committee discussed options for protecting the Carkeek Observatory (noting the practical aspect of restoration and maintenance) and recognising the historical value of the Carkeek Observatory by story-telling methods.

PLANNING AND REGULATORY NOTED:

1. Action 234: Provide information to the P&R Committee on the current protected status, condition and exact GPS location of the Carkeek Observatory; Russell O’Leary

Confirmed as a true and correct record

.....(Chair)

.....(Date)

GREYTOWN COMMUNITY BOARD

5 JUNE 2019

AGENDA ITEM 7.2

ACTION ITEMS REPORT

Purpose of Report

To present the Community Board with updates on actions and resolutions.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Action Items Report.*

1. Executive Summary

Action items from recent meetings are presented to the Community Board for information. The Chair may ask Council officers for comment and all members may ask Council officers for clarification and information through the Chair.

If the action has been completed between meetings it will be shown as 'actioned' for one meeting and then will be remain in a master register but no longer reported on.

2. Appendices

Appendix 1 - Action Items to 4 June 2019

Contact Officer: Angela Williams, Committee Advisor

Reviewed By: Jennie Mitchell, Acting Chief Executive

Appendix 1 – Action Items to 5 June 2019

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
223	26-Apr-17	Resolution	Christine Stevenson	GCB RESOLVED (GCB 2017/31): 1. To receive the Poppy Road Signs Project. 2. To identify possible locations for remembrance as part of the Poppy Road Signs Project. (Moved Hay/Seconded Rainford) Carried	Open	6/6/17: GCB supporting the project and to identify suitable locations 22/11/17: Christine to speak to RSA to see if they were interested in moving the project forward. 22/6/18: RSA suggested Humphries, Udy, Jellicoe, Christine to liaise with Claire Bleakley on next steps. 29/08/18: Ian Farley researched streets and Jellicoe St fits criteria. Council to prepare a road sign for Jellicoe Street, but hold off installing until RSA have been consulted 27/11/18 Christine undertaken research on Jellicoe and it is ready to go to poppy places. Will approach Greytown school and see if they can do some research on other streets. 30/1/19: Gtn School approached and they would like to do project, Christine to follow-up.
706	22-Nov-17	Action	Leigh Hay	Liaise with the Menz Shed to see if they are able to build a 'peace seat' for Kowhai Reserve	Actioned	27/11/18: Menz Shed can build a bench or picnic table for kowhai reserve for \$300. 30/1/19: There are 2 picnic tables already in the reserve, another table likely not needed.
172	14-Mar-18	Action	Student representative	Put forward ideas for making the Greytown Memorial Pool more appealing to users (e.g. murals on the fences)	Open	Lachlan had spoken to Maree Patten, Acting Principal, and would follow-up with the arts department and arts students to see what they think and report back. 29/08/18: Students are busy with exams, suggest the project be done for summer 19/20 with students designing the art to a theme and professional artists contracted to paint. GCB to approve designs. Potentially to be placed in the grassy corner area of the pool. 13/3/19: Project information from Lachlan was received
378	6-Jun-18	Action	Leigh Hay	Consider options for relocating amenity signs located on Cotter Street to alternative locations; including impact and any consultation required	Open	
439	18-Jul-18	Action	Leigh Hay	Order a replacement plant for the Greytown Main Street barrels, thrip spray and fertiliser; to be paid from the funds committed for Greytown barrels and plants	Actioned	added note to I&E (Susan) 27/11/18: Leigh getting price from Citycare for watering contract 30/1/19: quote received, other options being considered

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
						2/5/19: Community Board agreed to new maintenance arrangement, barrels to be replenished. 24/5/19 Payment approved for new work on wine barrels by S. Davis & S Ford. This work is now completed. Ongoing maintenance is in place.
443	18-Jul-18	Action	Mark	Provide clarification about determining risk category as Greytown Heritage Trust have identified improvements that they would like to undertake around Greytown	Actioned	Risk is too high for SH2 volunteer works
667	10-Oct-18	Resolution	Mark	GCB RESOLVED (GCB 2018/66) that an update on the Greytown Town Centre oak tree grid placements be provided. (Moved Hay/Seconded Cr Craig) Carried	Open	5/3/19 Work in progress. 21/5/19: Ongoing, meetings with Leigh Hay held and further discussions required. 23/5/19 GCB met with amenities Manager. Cost of replacing current stones is in excess of \$9,000. This was considered too expensive and outside budgets. GCB & Amenities Manager agreed to plant with buxus hedge around edges and inner planting.
676	10-Oct-18	Action	Mark	Work with Mike Gray about the possibility of installing a small emergency water tank at the Greytown Town Centre, determine what would be required to install a generator plug and liaise with CDEM regarding the emergency preparedness upgrades	Actioned	8/3/19 In discussion with Mike Gray 1/5/19 Costs will be for Annual Plan (MA)
678	10-Oct-18	Action	Mark	Provide information to the Greytown Community Board on options for painting a solid line down/centre line down West Street, Greytown	Open	7/2/19: Work in progress
773	21-Nov-18	Action	Mark	Review protocols to determine if a key to the Greytown Town Centre can be given to the chair of the Greytown Community Board	Open	20/3/19 Under action week of 1 April upgrading the main entry lock for hall then new cards available
27	30-Jan-19	Action	Ann Rainford	Contact Kuranui College about appointment of a replacement student representative	Actioned	
28	30-Jan-19	Action	Russell	Write/advise Sandra Baird letting her know if a permit was required/obtained for their Kuratawhiti Street neighbours to fire a large rocket and if firing the rocket was against the law	Actioned	Not Council business

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
29	30-Jan-19	Action	Mark	Arrange for NZTA to undertake follow-up speed checks on SH2, as offered by Mark Owen, six months after the installation of the Greytown speed signs	Actioned	14/3/19 Roding Manager meeting with NZTA 15/319. 20/3/19 Data has been requested. 1/5/19 Emailed to Leigh Hay
30	30-Jan-19	Action	Leigh Hay	Write to the South Wairarapa Bridge Club advising of the Community Board discussion and requesting more information before a grant can be considered	Actioned	
31	30-Jan-19	Action	Leigh Hay	Invite Mark Owen, NZTA, to a future Greytown Community Board meeting	Actioned	
110	13-Mar-19	Resolution	Jennie	GCB RESOLVED (GCB 2019/14): 1. To receive the Applications for Financial Assistance Report and consider the grant applications. (Moved Hay/Secoded Rainford) Carried 2. To grant Wairarapa Rape and Sexual Abuse Collective \$200 to assist with the costs of providing a 'Say no to Rape' education programme. (Moved Hay/Secoded Stevenson) Carried 3. To grant the Wharekaka Trust Board \$500 to assist with meals on wheels service provision to Greytown residents. (Moved Hay/Secoded Rainford) Carried	Actioned	All advised. Added to commitments. Both paid. SM
115	13-Mar-19	Resolution	Mark	Provide advice to Leigh Hay on health and safety considerations and whether permission can be granted to a community group wanting to paint the picket fence at the entrance to Greytown	Actioned	20/3/19 Emailed Leigh Hay
116	13-Mar-19	Resolution	Mark	Request new Greytown speed data from NZTA, distribute to the GCB for members to review and determine any next steps	Actioned	1/5/19 Emailed to Leigh Hay

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
236	2-May-19	Resolution	Jennie	GCB RESOLVED (GCB 2019/19): 1. To receive the Extraordinary Vacancy Report. (Moved Hay/Seconded Rainford) Carried 2. To note that an extraordinary vacancy has been created through the appointment of member Mike Gray to the position of SWDC councillor on 18 March 2019. 3. That the extraordinary vacancy will be left unfilled for the remainder of the 2016-2019 triennium. 4. Notes that the decision of the Community Board will be publicly notified in accordance with the requirements of the Local Electoral Act 2001. 5. Notes this decision is not significant in terms of Council's Significance and Engagement Policy. (Moved Hay/Seconded Rainford) Carried	Actioned	To be advertised 22 May 19.
254	2-May-19	Resolution		GCB RESOLVED (GCB 2019/20) to receive apologies from Christine Stevenson and Cr Colin Wright. (Moved Cr Gray/Seconded Rainford) Carried	Actioned	
255	2-May-19	Resolution		GCB RESOLVED (GCB 2019/21) that the minutes of the Greytown Community Board meeting held on 13 March 2019 be confirmed as a true and correct record. (Moved Hay/Seconded Cr Gray) Carried	Actioned	
256	2-May-19	Resolution		GCB RESOLVED (GCB 2019/22) to receive the Committee Minutes Report. (Moved Hay/Seconded Rainford) Carried	Actioned	
257	2-May-19	Resolution		GCB RESOLVED (GCB 2019/23): 1. To receive the Action Items Report. (Moved Hay/Seconded Gray) Carried	Actioned	

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
258	2-May-19	Resolution		GCB RESOLVED (GCB 2019/24): 1. To receive the Income and Expenditure Statement for the period 1 July 2018 – 31 March 2019. (Moved Hay/Seconded Rainford) Carried	Actioned	
259	2-May-19	Resolution	Jennie	GCB RESOLVED (GCB 2019/25): 1. To receive the Applications for Financial Assistance Report and consider the grant applications. (Moved Hay/Seconded Cr Gray) Carried 2. To grant Narida Hooper \$500 to help fund the cost of a painting workshop with artist Joe Mcmenamin for ten South Wairarapa rangatahi (youth). (Moved Hay/Seconded Cr Gray) Carried 3. To grant Greytown School \$500 to help with the costs associated with their bike track project. (Moved Rainford/Seconded Cr Gray) Carried 4. To grant Alzheimers Wairarapa \$500 to assist with annual operating costs such as wages, travel and resource materials. (Moved Cr Gray/Seconded Rainford) Carried 5. To grant Greytown Bowling Club \$500 to assist with the purchase of two lighter weight regulation balls. (Moved Hay/Seconded Cr Gray) Carried	Actioned	28/5/19: Added to Income and Expenditure Statement.

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
260	2-May-19	Resolution	Jennie	<p>GCB RESOLVED (GCB 2019/26):</p> <ol style="list-style-type: none"> 1. To receive the Extraordinary Vacancy Report. (Moved Hay/Seconded Rainford) Carried 2. To note that an extraordinary vacancy has been created through the appointment of member Mike Gray to the position of SWDC councillor on 18 March 2019. 3. That the extraordinary vacancy will be left unfilled for the remainder of the 2016-2019 triennium. 4. Notes that the decision of the Community Board will be publicly notified in accordance with the requirements of the Local Electoral Act 2001. 5. Notes this decision is not significant in terms of Council's Significance and Engagement Policy. (Moved Hay/Seconded Rainford) Carried 	Actioned	Advertised 22 May 19

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
261	2-May-19	Resolution	Jennie	<p>GCB RESOLVED (GCB 2019/27):</p> <p>1. To receive the Chairperson's Report. (Moved Hay/Seconded Rainford) Carried</p> <p>2. To approve a cost of \$299 plus GST for payment of a clock for the Greytown Swimming Pool. (Moved Hay/Seconded Cr Gray) Carried</p> <p>3. To approve a cost of \$400 plus GST for sponsorship of the GA5 events. (Moved Hay/Seconded Rainford) Carried</p> <p>4. To approve a cost of \$100 plus GST for payment for flowers for services to the community for Cr Margaret Craig. (Moved Hay/Seconded Cr Gray) Carried</p> <p>5. To approve a cost of \$2,320 plus GST from the beautification budget for payment for new signage. (Moved Hay/Seconded Rainford) Carried</p> <p>6. To allow WOW to have their flags on Main St for a period of 4-6 weeks in mid Sept – mid Oct 2019. (Moved Cr Gray/Seconded Rainford) Carried</p> <p>7. To adopt the Greytown Community Board annual plan submission to SWDC for 2019. (Moved Hay/Seconded Rainford) Carried</p>	Actioned	28/5/19: Added to Income & Expenditure Statement.
262	2-May-19	Resolution	Jennie	<p>GCB RESOLVED (GCB 2019/28):</p> <p>1. To receive the Chairperson Report – Greytown Barrels (Moved Hay/Seconded Rainford) Carried</p> <p>2. To approve a cost of \$700 for new plants, revamp, potting mix, fertiliser etc and an annual payment of \$2,860 for payment for ongoing maintenance. Payment to be made monthly out of the beautification budget. (Moved Hay/Seconded Rainford) Carried</p>	Actioned	
263	2-May-19	Resolution		GCB RESOLVED (GCB 2019/29) to receive the inwards correspondence and approve the	Actioned	

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
				outwards correspondence. (Moved Hay/Seconded Gray) Carried		
264	2-May-19	Action	Mark	Clean and paint the white picket fence at the State Highway 2 south entrance to Greytown	Open	
265	2-May-19	Action	Jennie	Reinstate the Dog Park Programme Income and Expenditure commitment	Actioned	28/5/19: In Beautification fund.
266	2-May-19	Action	Mark	Review the centre of town intersections with State Highway 2 (e.g. Hastwell, Wood, Jellicoe, Kuratawhiti), to ensure they comply with regulations and to see if a greater line of sight can be made to improve safety	Open	

GREYTOWN COMMUNITY BOARD

5 JUNE 2019

AGENDA ITEM 7.3

INCOME AND EXPENDITURE STATEMENTS

Purpose of Report

To present the Community Board with the most recent Income and Expenditure Statement for the 18/19 year.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Income and Expenditure Statement for the period 1 July 2018 – 31 March 2019.*

1. Executive Summary

The Income and Expenditure Statement for 1 July 2018 – 30 June 2018 is attached in Appendix 1. The Income and Expenditure Statement for 1 July 2018 – 30 April 2019 is attached in Appendix 2.

The beautification budget at year end 30 June 2018 will continue to be provided for reference as the beautification income and expenditure statement will only be prepared for the current year.

The Chair may ask Council officers for comment and all members may ask the Council officers for clarification and information through the Chair.

2. Appendices

Appendix 1 - Income and Expenditure Statement for the period 1 July 2017 – 30 June 2018

Appendix 2 - Income and Expenditure Statement for the period 1 July 2017 – 30 April 2019

Contact Officer: Angela Williams, Committee Advisor

Approved By: Jennie Mitchell, Acting Chief Executive

**Appendix 1 – Income and
Expenditure Statement for
the period 1 July 2017 – 30
June 2018**

Greytown Community Board	
Income & Expenditure For the year ended 30 June 2018	
INCOME	
Balance 1 July 2017	12,245.47
Annual Plan 2017/18	26,868.00
Greytown trust lands trust - water slide	652.17
SW Rotary Water slide	652.17
TOTAL INCOME	40,417.81
EXPENDITURE	
Members' Salaries	15,764.22
Mileage reimbursements	1,483.38
Total Personnel Costs	15,764.22
AP Local Governmen Annual CBD levy 2017/18	216.67
AP OfficeMax New Z Stationery etc	19.2
AP OfficeMax New Z Stationery etc	4.34
Most Beautiful Town - L Hay	292.54
AP Greytown Early Barrels - Gtn Oct-Dec 2017	510
AP Power Services Erect flags in Greytown main street	252
correct coding credit water barrels city care	-205.76
AP New Zealand Red Psychological First Aid GCB group x 20	665.22
AP Lamb-Peters Pri Feb Grapevine advertising	360
purchase inflatable slide from mba com board	2000
AP Lamb-Peters Pri A5 flyers - disaster simulation	254
AP Lamb-Peters Pri 2 x footpath signs - GCB clinic	556
AP Greytown Early Mtc of barrels Jan-March 2018	510
exp x wages APR	93.24
exp x wages MAY	50
AP Lamb-Peters Pri Gtn Com Board flip chart papers	32
Corn GCB expenses L Hay Printer inks corr coding	154.99
exp x wages JUN	139.12
rain water tank CD raffle prize	91.3
EXP x Wages elected JUN YE	50
AP Grand Illusions Putting up Xmas Decorations Nov 2017	75
Total General Expenses	6,119.86
AP Greytown Trails Grant-maintain Gtn rail trail/promotion	1,000.00
AP Wairarapa U13 b GCB grant-attending Hockey tournament in	500.00
AP Greytown Netbal Grant to assist with balls & bibs purcha	483.00
AP Wairarapa Rate Operational support GCB 2018	200.00
AP Maths Wairarapa GCB grant asst running schools maths com	300.00
Total Grants	2,483.00
TOTAL EXPENDITURE	24,367.08
ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	16,050.73
BALANCE TO CARRY FORWARD	16,050.73

Greytown Community Board		
Income & Expenditure to 30 JUNE 2018		
Greytown Beautification budget		
Budget		
2013/2014		10,300.00
2014/2015		10,000.00
2015/2016		10,220.00
2016/2017		10,460.00
2017/2018		10,710.00
Total Budget		51,690.00
17/18 expenditure		
12/11/2017	AP Design Warehouse GCB - 2 & 3 seater bench seats (outdoor)	1,207.13
11/11/2017	AP Farmlands Tui potting mix GCB	83.83
13/11/2017	AP Farmlands Tui potting mix GCB	- 41.91
12/11/2017	AP Lansdowne Nurse Herbs-singles	30.00
31/10/2017	AP Leafland Prunus lusitanica x 4	432.00
30/11/2017	AP The Sign Factor Banner PVC, banner mesh & corefluet sign	833.99
30/11/2017	AP Lamb-Peters Pri 2000 DL rack cards-Most Beautiful Town	329.00
30/11/2017	AP Lamb-Peters Pri Window/bus labels - Most Beautiful Town	359.00
30/11/2017	AP Lamb-Peters Pri Posters-Most Beautiful Town	70.00
19/12/2017	AP The Sign Factor Most Beautiful Town sign installation	415.00
2/12/2017	AP The Village Art Frame certificate-Most beautiful place	142.45
31/01/2018	AP Lamb-Peters Pri 'Most Beautiful small town' poster	40.00
7/06/2018	Greytown Menz Shed Beautify West St	1,840.00
8/06/2018	AP Greytown Anglic Grant for cable bracing gum tree	750.00
16/17 expenditure		
	Flag makers GTN branded flags	1,498.54
	Leafland plants for wine barrels	1,836.00
	Power services	595.00
	Farmlands	252.00
	Lamb-Peters wine barrel stencils etc.	287.00
	Lansdown nursery - herb plants	105.00
15/16 expenditure		
	Marks signs	380.00
14/15 expenditure		
	City care - entrance way project	8,716.72
	City care - entrance way project	1,953.83
13/14 expenditure		
	City care	1,106.80
Total Expenditure		23,221.38
ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE		28,468.62

**Appendix 2 - Income and
Expenditure Statements for
the period 1 July 2017 – 30
April 2019**

Greytown Community Board		
Income & Expenditure For the Period Ended 30 APRIL 2019		
INCOME		
	Balance 1 July 2018	16,050.73
	Annual Plan 2018/19	27,639.00
	TOTAL INCOME	43,689.73
EXPENDITURE		
	Members' Salaries	12,904.82
	Mileage reimbursements	686.46
	Total Personnel Costs	13,591.28
30/06/2018	AP Lamb-Peters Pri GCB 500 x A5 flyers IT support Kuranui	157.00
23/08/2018	AP Local Governmen CBEC levy for 2018/19	216.66
	Student Representative	350.00
	Computer Consumables	100.00
24/10/2018	AP OfficeMax New Z Stationery and supplies	7.76
18/12/2018	Comm Board GL corrections gtn barrels Apr-Jun	510.00
18/12/2018	Comm Board GL corrections Gtn barrels Jul-Sept	510.00
29/12/2018	AP Grand Illusions Xmas decorations new lights	410.00
16/01/2019	AP Greytown Early Barrels Oct, Nov & Dec 2018	510.00
27/12/2018	AP Lamb-Peters Pri Stickers for dog bag poles	86.00
31/01/2019	AP Lamb-Peters Pri GCB 1600xKuranui IT Flyers - A4 1 side	315.00
31/01/2019	AP NZ Community Bo CB conference 2019 A Rainford	656.52
28/02/2019	AP Satellite Desig Greytown Flag artwork	120.00
28/02/2019	AP OneSource Limit GCB Street flags	843.00
25/03/2019	GL Correction PA neilson deliver IT pamphlets Corr	55.00
	Total General Expenses	4,846.94
25/07/2018	AP Greytown Trails - promoting Rail Trail 2018	1,000.00
25/07/2018	AP Greytown Lions - Trishaw cycle/equip 2018	500.00
30/07/2018	AP Greytown Menz Shed	500.00
30/08/2018	AP Life Education Trust - Deliver life skills to schools in region	500.00
30/08/2018	AP Citizens Advice Recognition of good service in Gtn ward	200.00
31/08/2018	AP Greytown Rugby - First aid Kit	380.00
7/09/2018	AP Arbor House - to assist chest freezer moving costs	500.00
26/10/2018	AP Madcaps MCB grant - Brass Band expenses Christmas Parade 2018	250.00
27/11/2018	AP Scout Associati GCB grant Gtn resident - Illuminate	250.00
28/11/2018	AP Greytown Early GCB grant purchase construction & story	500.00
20/12/2018	AP South Wairarapa Xmas parade grant GCB	1,000.00
18/01/2019	Returned Grant - Scouts	-250.00
31/01/2019	AP Friends of Cobb Grant-costs of running carols at Cobbles	500.00
0/01/1900	AP Cobblestone Tru GCB grant to assist operating costs Muse	1,000.00
13/02/2019	AP Richmond Funera Grey Town Com Board Bronze plaque-Jan Ea	310.87
22/02/2019	AP Greytown Lawn T Resolution GCB 2018/68 - paint for Volle	169.00
12/03/2019	AP Greytown Plunke GCB grant assist childres even day March	200.00
20/03/2019	Wairarapa Rape and Sexual Abuse Collective: say no to rape campaign	200.00
31/03/2019	AP Wharekaka Trust GCB 2019 - Assistance with Meals on Whee	434.78
	Total Grants	8,144.65
	TOTAL EXPENDITURE	26,582.87

Greytown Community Board	
Income & Expenditure For the Period Ended 30 APRIL 2019	
ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	17,106.86
LESS: COMMITMENTS	
Salaries to 30 June 2019	3,280.18
Mileage to 30 June 2019	-186.46
Members computing consumables 2018 & 2019	200.00
Remove old welcome to Greytown signs	1,000.00
Promotion and support of the hub and civil defence initiatives to promote public awareness	906.76
Printing and distribution of leaflets - Kuranui IT project \$250+\$400	438.00
Featherston Phoenix 1 advertisement Kuranui IT Programme	80.00
Four Stickers for Dog Bag Poles	14.00
Conference accommodation, food, petrol costs up to	1,000.00
Advertising for meetings December/January for Public consultations for AP submissions	800.00
Flags	7.00
Installation/Traffic Mgmt of Flags	400.00
Flag Artwork	30.00
Wharekaka Trust Board meals on wheels to Greytown residents	65.22
"Pick up after your dog" signs	675.00
Flyers to promote a community event	500.00
Clock for Greytown Swimming Pool	299.00
GA5 event sponsorship	400.00
Margaret Craig - Flowers for services to Community	100.00
Narida Hooper - Rangatahi Painting workshop w. Joe Mcmenamin	500.00
Greytown School - bike track project	500.00
Alzheimers Wairarapa - annual operating costs	500.00
Greytown Bowling Club - 2 lighter weight regulation balls	500.00
Total Commitments	12,008.70
BALANCE TO CARRY FORWARD	5,098.16

Greytown Community Board	
Beautification fund For the Period Ended 30 APRIL 2019	
Balance 1 July 2018	28,468.62
Annual Plan 2018/19	10,710.00
TOTAL INCOME	39,178.62
30/08/2018 AP Greytown Croque Plants for estab green boundary	750.00
4/09/2018 AP Design Warehous Teak 3 seater memory Jan Eagle (Stella B	751.39
10/12/2018 AP Greytown Anglic Notable gum tree funds for St Lukes	2000.00
31/01/2019 AP Greytown Herita GL jnl correction	3000.00
Total Beautification	6,501.39
TOTAL EXPENDITURE	6,501.39
ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	32,677.23
LESS: COMMITMENTS	
Barrels and Plants (Thrip spray/fertiliser to come from these funds)	486.08
Bench Plaque	288.89
Greytown Tennis Club paint for volley board	169.00
Greytown Cemetery Sign Artwork	300.00
Dog park programme including gates	2,000.00
New Signage	2,320.00
Total Commitments	5,563.97
BALANCE TO CARRY FORWARD	27,113.26

GREYTOWN COMMUNITY BOARD

5 JUNE 2019

AGENDA ITEM 7.4

APPLICATIONS FOR FINANCIAL ASSISTANCE

Purpose of Report

To present the Community Board with applications received requesting financial assistance.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Applications for Financial Assistance Report.*
2. *Consider the application from Wairarapa Maths Association for the request of \$300 to assist with the running costs of the annual 'Matharapa' competitions.*
3. *Consider the application from the Greytown Little Theatre for the request of \$500 to extend the current programme to provide stage craft classes and training to term 3 (school year) after school drama classes for primary and intermediate aged children.*

1. Executive Summary

The Community Board has delegated authority to make financial decisions within the confines of the allocated and available budget as shown in the Income and Expenditure Report.

2. Criteria

The criteria of the grant are:

To be eligible, applications must be from non-profit organisations for an essential social service or a recreational, cultural, educational or sporting purpose located or operating in the Greytown Ward of the South Wairarapa District. Grants are considered throughout the year.

1. Applicants need not be incorporated bodies, but the Board must be satisfied that they are responsible organisations which will be fully accountable for any grants they receive, have relevance to the Community and do not qualify for Creative Communities New Zealand funding.

2. Successful applicants are required to expend grants received within six months of payment being made. A request must be made, should an extension of time be needed.
3. An accountability in report form (form will be supplied), together with evidence of the expenditure of a grant received (copies of invoices or receipts) is required within three months of a grant being expended.
4. The maximum grant will be \$500 unless special circumstances are considered to exist. (GST will be added to grants approved for GST registered applicants).

3. Accountability Reports

Applicant	Status of Accountability Forms for Previous Grants
Wairarapa Maths Association	No outstanding accountability forms
Greytown Little Theatre	No outstanding accountability forms

Contact Officer: Angela Williams, Committee Advisor

Approved By: Jennie Mitchell, Acting Chief Executive

GREYTOWN COMMUNITY BOARD

5 JUNE 2019

AGENDA ITEM 7.5

COMMUNITY BOARD TERMS OF REFERENCE

Purpose of Report

For the community board to review the amended terms of reference, provide feedback on the document, and to consider recommending its adoption to Council.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Community Board Terms of Reference Report.*
2. *Provide feedback on the Community Board Terms of Reference.*
3. *Recommend that Council adopt the Terms of Reference.*

1. Executive Summary

A Community Board Working Party was created by Council 'to review the Community Board Terms of Reference document, including specific delegations.'

The Working Party and Council officers have reviewed the Terms of Reference and recommended changes are shown as tracked changes in the document attached in Appendix 1.

The Local Government Act 2002 outlines the specific role of community boards, this has been replicated to the terms of reference.

2. Conclusion

It is proposed that the next steps are:

- To provide on the proposed Community Board Terms of Reference
- Recommend that the Council adopt the Terms of Reference with any amendments as suggested.
- Council adopt the Terms of Reference on the 26 June 2019.

3. Appendices

Appendix 1 – Community Board Terms of Reference

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Jennie Mitchell, Acting Chief Executive

Appendix 1 – Community Board Terms of Reference

TERMS OF REFERENCE FOR SOUTH WAIRARAPA DISTRICT COUNCIL COMMUNITY BOARDS

1. Purpose

To outline the roles, responsibilities, and expectations for the South Wairarapa District ~~c~~Community ~~b~~Boards.

~~2.~~ Applies To

~~All South Wairarapa District Community Boards.~~

~~4.1.~~ Definition of a Community

~~Each Community Board represents their corresponding ward. This includes the town and the rural area within that ward. A map of the ward boundaries is included as Appendix One.~~

~~6.2.~~ Overview

Community Boards provide an important conduit between the Council and the community. To do this they must engage with their communities of interest and put in place mechanisms and protocols to ensure the regular exchange of information with the Council and the broader community.

Community ~~boards~~ ~~b~~Boards can help set the strategic direction for their communities. They provide core local ~~representative~~ ~~representation~~ and work in partnership with the community.

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One of the key differences between the Council and a ~~c~~Community ~~b~~Board is that a ~~c~~Community ~~b~~Board advocates for its specific community while the Council must balance the needs of and make decisions in the interest of the whole district.

Community ~~b~~Board members are elected under the Local Electoral Act ~~2001~~, ~~or~~ ~~2001~~ or appointed by the local authority under that same Act. A ~~c~~Community ~~b~~Board is not a committee of the relevant territorial authority.

2.1 Definition of a Community

Each ~~c~~Community ~~b~~Board represents their corresponding ward. This includes the town and the rural area within that ward. A map of the ward boundaries is included as Appendix One.

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2.2 Working with Community Groups

There are many people who are interested in the Council reserves and amenities in their area. These people often want to form or be part of community groups to provide ideas and do work on those assets. Community bBoards play an important role in identifying how a community group can best contribute to the management of a reserve and amenity. Suggestions on working with community groups are in Appendix Three.

7.3. Role

The purpose of local government is to promote the social, economic, environmental, and cultural well-being of communities, in the present and for the future. Community bBoards are a key component of local government in the South Wairarapa and have a role in contributing to and supporting that purpose. Community bBoards are also a way for local government to help achieve its other purpose which is to enable democratic local decision-making and action by, and on behalf of, communities.

The specific role of a ~~community c~~Community bBboard as outlined in the Local Government Act Pt 4, 52 a to f is to:

- represent, and act as an advocate for, the interests of its community; and
- consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board; and
- maintain an overview of services provided by the territorial authority within the community; and
- prepare an annual submission to the territorial authority for expenditure within the community; and
- communicate with community organisations and special interest groups within the community; and
- undertake any other responsibilities that are delegated to it by the territorial authority.

In addition to this, South Wairarapa ~~c~~Community bBboards have ~~identified that they can~~ have a role to play in civil defence ~~emergency emergencies~~management (refer ~~-~~Appendix 2 point 8).

4. Delegationsed Responsibilities

South Wairarapa ~~c~~Community Bboeards have the following delegations:

- All matters relating to urban reserves, urban amenities and town main streets that meet current Council policy or management plans and fall within the Annual Plan/Long Term Plan budget.
- Recommendations to Council for naming of public roads, private roads and rights of way.

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- [Community grants.](#)
 - [Determination of priorities for and expenditure of town beautification fund.](#)
 - [Pain Farm income distribution in accordance with the Bequest \(Martinborough Community Board only\).](#)
 - [To make a recommendation to Council on the appointment of a representative to the Arbor House Trust Board \(Greytown Community Board only\)](#)
- [some responsibilities relating to urban reserves, urban amenities, and town main streets.](#)

[To fulfil these responsibilities, contact will be through the Community bBoard Chairs to Council officers and community groups to ensure the appropriate process is followed for approval of projects that fall within those delegations. Having a clear process will help clarify where responsibility for decision making sits and help reduce delays.](#)

A Community [bBoard](#)'s role is mainly advocacy but it also has powers to make some decisions about issues within its boundaries. Community [bBoards](#) can make submissions to Council and other statutory agencies. They control local funds for making grants to individuals and groups for community purposes.

South Wairarapa [cCommunity BoardsBoards](#) have some responsibilities [and delegations](#) relating to urban reserves, urban amenities, and town main streets [and](#). ~~They~~ have a key role to play with the community groups associated with those reserves and amenities.

Community [bBoards](#) can also advocate and be involved in matters outside of Council responsibilities. They can provide a point of contact for people seeking to improve and support their community and may identify and support community development projects.

10.6. Fulfilling the Roles and Responsibilities

The Terms of Reference does not prescribe the mechanisms and protocols for the Community [bBoards](#) fulfilling their roles and responsibilities. It is up to each Community [bBoard](#) to determine how they can best achieve meaningful engagement with the community and the Council. It will vary depending on the specific matter that is being considered and the decisions that are being made. Some ideas are provided in Appendix Two.

-
- [A chairperson may provide recommendations and reports to meetings as per standing orders.](#)
 - [There is an opportunity for a community board member \(normally the chair\) to provide an update to Council on community board](#)

matters at all ordinary Council meetings. This report may be written or verbal.

8. Raising Concerns

Where a person has a concern about whether the Community Board is acting in accordance with its Terms of Reference they should raise the matter with the Community Board in the first instance. If they feel their concerns have not been addressed, they should raise the matter with the Council.

9. Operating Model

9.1 Meetings

9.1.1. Membership

- Four ward members elected by the community.
- Two councillors appointed by the Mayor.

9.1.2. Chairperson

- An elected member appointed by community board members.

9.1.3. Quorum

- Three members will constitute a quorum.

9.1.4. Timing and Frequency

- 6-weekly, dates as per an adopted schedule of meetings. Extraordinary meetings may be held on occasions.

9.1.5. Meeting Order

- Conducted in accordance with Standing Orders and the Local Government Official Meetings and Information Act 1987.

9.1.6. Secretariat

- The Chief Executive will provide secretariat services for all formally notified meetings.

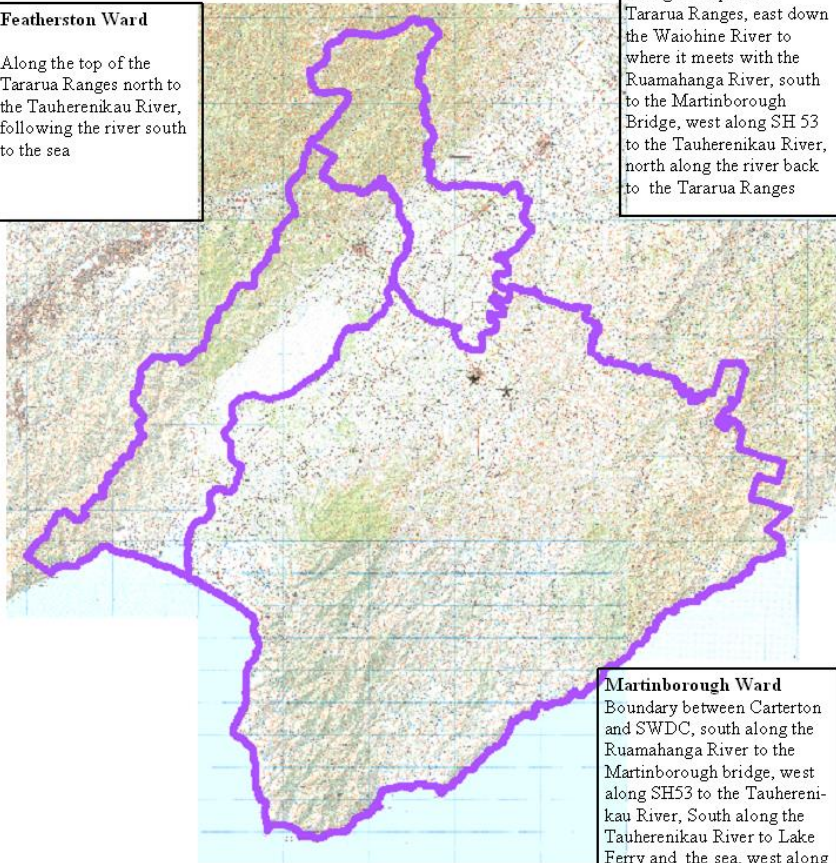
Quorum

~~WORKING WITH COMMUNITY GROUPS~~

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Featherston Ward
Along the top of the Tararua Ranges north to the Tauherenikau River, following the river south to the sea

Greytown Ward
Along the top of the Tararua Ranges, east down the Waiohine River to where it meets with the Ruamahanga River, south to the Martinborough Bridge, west along SH 53 to the Tauherenikau River, north along the river back to the Tararua Ranges



Martinborough Ward
Boundary between Carterton and SWDC, south along the Ruamahanga River to the Martinborough bridge, west along SH53 to the Tauherenikau River, South along the Tauherenikau River to Lake Ferry and the sea, west along coast line turning north to Carterton boundary

APPENDIX TWO – ~~IDEAS FOR HOW~~ COMMUNITY BOARDS CAN FULFIL THEIR ROLES AND RESPONSIBILITIES

1. Engagement – Communicate, Collaborate, Coordinate

To adequately fulfil the role Community Boards need to engage with their communities. Engagement is an ongoing and dynamic process. It is great to use existing networks and opportunities and but is also important to identify and try and engage with the “silent majority” – people who usually don’t get involved in local matters or networks.

Community Boards may wish to find ways to better represent and engage with youth in their communities. These people have the greatest stake in the future of the district but are often the most disaffected or disengaged from local government processes.

~~2.~~ **Delegated Responsibilities**

Community Boards have a key role to play with the community groups associated with Council reserves and amenities. They can help ensure that any work the community group does, supports the approved strategic and operational objectives for that reserve or amenity. Community Boards can help connect people to relevant community groups. They may also identify where it is useful to consolidate several groups working on the same reserve to minimise any confusion or overlap.

~~5.3.~~ **Discretionary Spend**

The Community Boards are allocated money each year for discretionary spending. The Community Boards decide how this money is spent within the community. It may be spent on projects relating to Council reserves and amenities, on the main street, or on other matters.

~~6.4.~~ **Long Term Plan and Annual Plan Process**

Community Boards can identify the priorities for their community and prepare a submission to the Annual Plan process. The Community Board can maintain an interest in the progress of relevant projects that are included in the Annual Plan. Community Board Chairs will be members of the Long Term Plan, Annual Plan Working Party.

~~7.5.~~ **Community Strategic Plans and Town Centre Plans**

Community Boards may develop a strategic plan identifying priorities ~~strategic plan identifying priority~~ for the improvement of their

community. The plan may include Council and non-Council related matters.

Community Boards may also like to develop structure plans for their main streets / town centres. These plans set out the look, feel, and functionality of the key public spaces.

8.6. Responding to Operational Matters and Identifying Unplanned Works

If matters arise during the year in urban reserves or with urban amenities that need attention, the Community Board members can identify these to Council officers. Where they are minor matters Community Board members should contact [Council staff directly. "Get it sorted" on the Council website.](#)

For more significant issues that may require additional spending the Community Board should discuss the matter and agree at a meeting that the matter be referred to Council staff or Council (if appropriate). Council and/or staff will consider how the request can be balanced with other priorities or demands identified across the district and if there is sufficient budget to get the work done.

9.7. Civil Defence Emergency Management

Community Boards often have the best knowledge about the most vulnerable people in their community and have existing networks to be able to respond in the case of a natural disaster. Community Boards can work alongside the formal civil defence emergency management planning process to help with preparedness, response, and recovery.

Sharing Knowledge

APPENDIX THREE – COMMUNITY BOARDS WORKING WITH COMMUNITY GROUPS

1. Working with Community Groups

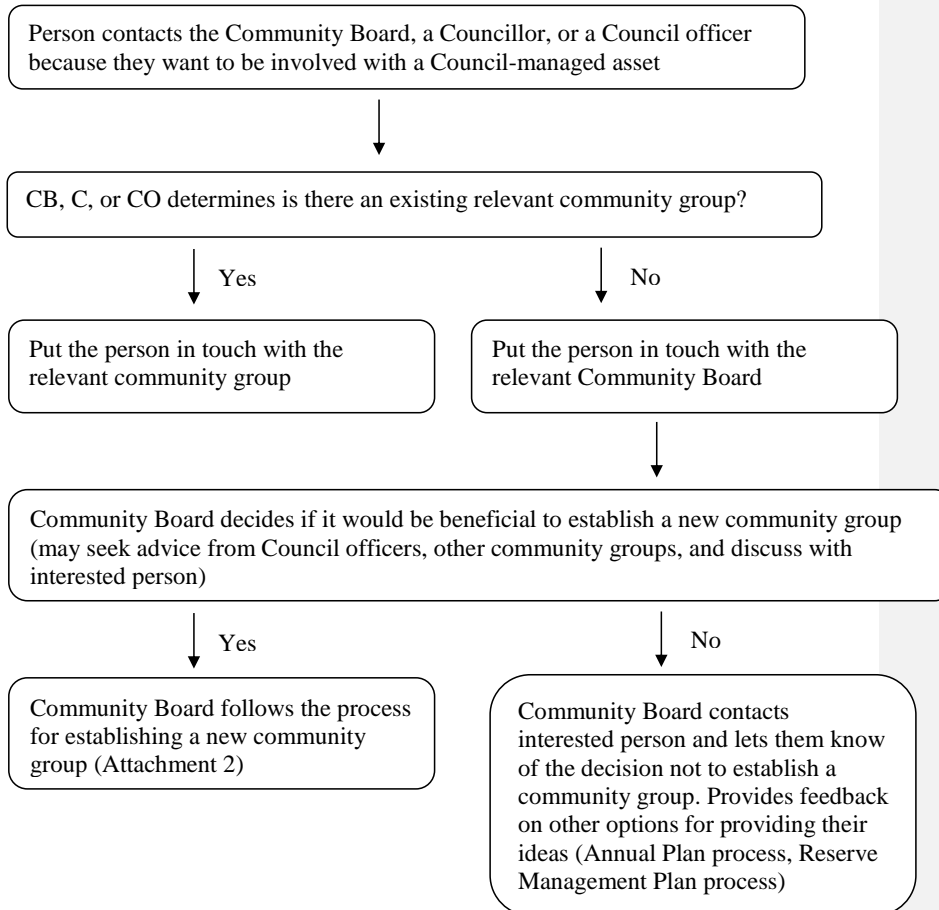
Below are some suggestions on how Community Boards and community groups can effectively work together. [Generally](#) these suggestions relate to reserves and facilities owned and managed by the Council.

There are lots of people with enthusiasm, energy, and interest in Council reserves and amenities. Unclear working relationships can cause frustrations for community groups, elected representatives, and council officers.

Attachment 1 shows how people can make the most of the energy and enthusiasm of volunteers within the structure and requirements of local government. The steps are explained in more detail below.

Attachment 2 provides a ~~basic terms of reference~~[basic term of reference](#) for the community group and memorandum of understanding between the community group and the Community Board.

ATTACHMENT ONE – PROCESS FOR A PERSON WHO WANTS TO BE INVOLVED WITH A COUNCIL MANAGED ASSET



ATTACHMENT TWO – ESTABLISHING A NEW COMMUNITY GROUP OR CONSOLIDATING EXISTING COMMUNITY GROUPS

Once a Community Board has decided that a community group should be established for a Council-managed asset they should work through this form to make sure the key issues have been addressed. This form serves as a ~~basic terms of reference~~ basic term of reference for the community group and memorandum of understanding between the community group and the Community Board. This copy of the form includes instructions for filling it in (shaded). A blank copy follows.

Name:	For consistency and to avoid any confusion, groups will be called "Friends of" or ".....working group" or ".....community group". The term subcommittee, advisory <u>advisory committee</u> or committee will be avoided.
Purpose:	Explain in a few sentences. It may include advocacy, engagement, on-the-ground works, expertise. Perhaps refer back to the Community Board's strategic plan or specific reserve management or development plans. For example – To support the implementation of the Park development plan and
Point of contact:	Name, email address, postal address
The point of contact will:	<ul style="list-style-type: none"> - work with the Community Board and members of the community group to identify priorities for the community group for the coming year - provide a written update to the Community Board on progress on priorities at least once during and at the end of the year - provide feedback to the Community Board prior to the Annual Plan process - Welcome other members of the community to be part of the community group - Let members of the group know where responsibility for decision-making in relation to different projects. [For example there are some decisions that need to be made by Council, others that have been delegated to Community Boards, and some decisions that can be made by Council Officers. It is important that these requirements are understood and implemented].
The Community Board will:	<ul style="list-style-type: none"> - Seek the views of the community group when preparing a strategic plan - Seek feedback from the community group prior to preparing their submission as part of the Annual Plan process - Maintain an overview of the work of the community group to ensure it is aligned with the Community Board and Council's strategic and operational objectives. [This does not mean CB members will need to have a permanent representative on the group or attend every working bee]

	- Provide advice and guidance to the group about Council processes, delegated responsibilities, and any other relevant requirements. [Community Board members will direct the community group to or will seek advice from staff for answers to any operational requirements]
Review:	This agreement will be reviewed every two years to ensure it continues to be relevant and it is up to date.
Signed on behalf of the community group:	
Signed on behalf of the Community Board:	

**ESTABLISHING A NEW COMMUNITY GROUP
OR CONSOLIDATING EXISTING COMMUNITY
GROUPS FORM**

Name:	
Purpose:	
Point of contact:	
The point of contact will:	
The Community Board will:	
Review:	
Signed on behalf of the community group:	
Signed on behalf of the Community Board:	

GREYTOWN COMMUNITY BOARD

5 JUNE 2019

AGENDA ITEM 7.6

STUDENT REPRESENTATIVE APPOINTMENT

Purpose of Report

To seek Community Board approval to make a student appointment to the Board.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Student Representative Appointment Report.*
2. *To appoint Amy Clouston as a student representative, in an advocacy role with non-voting rights to the Greytown Community Board, until the end of the triennium.*
3. *That an honorarium payment of \$50 per ordinary meeting attended be made to the student representative.*

1. Background

The Community Board recognise that youth, family, schools and sporting clubs are key community demographic groups. These groups have a high proportion of young people whose democratic voice can sometimes be missed. Today's youth will inherit the decisions made today about our district and as such have a major stake in these decisions.

Student representation provides an advocacy voice for young people, and to better understand the views of youth the Greytown Community Board first appointed a student representative in August 2013.

With the resignation of Lachlan O'Connell in January 2019 a replacement representative has been sought.

2. Discussion

2.1 Appointment to Community Board

Appointment to a community board could be on a yearly or triennium basis, or as needed by resignations. The community board should agree the term with their student representative.

Boards should seek youth that have strong connections to the community they are representing, and ideally the student should reside in that town.

Representatives may be found by approaching school principals or teachers for suitable recommendations, seeking applications, or on recommendation of a member.

Community boards are governed by the Local Government Act and membership is governed by the Local Electoral Act 2001. The student role is therefore advocacy only with non-voting rights.

2.2 Duties of Student Representative

It is up to the community board to direct and mentor the student and provide clear direction on what they expect from the appointment, what engagement with their peers is required, and any special projects the board would like them to conduct.

The community board should also consider how decisions made at board level concerning youth interests need to be reported back to that demographic and whether the student representative has a role to play in doing that.

3. Legislation

3.1 Local Government Act 2002

The Local Government Act 2002 Section 50 states:

50 Membership of community boards

The membership of a community board consists of-

- (a) members elected under the Local Electoral Act 2001; and*
- (b) members (if any) of, and appointed in accordance with the Local Electoral Act 2001 by, the territorial authority in whose district the relevant community is situated.*

3.2 Local Electoral Act 2001

Where a local authority chooses to appoint members to a community board, the Local Electoral Act 2001 states:

19F Membership of community boards

(3) The persons who are appointed under subsection (1)(c) as members of the community board must-

- (a) be members of, and must be appointed by, the territorial authority for the district in respect of which the community is constituted; and*
- (b) if the territorial authority is divided into wards, also be members of the territorial authority representing a ward in which the community is situated.*

4. Financial Considerations

An honorarium payment for eight ordinary meetings a year would need to be met by the Board. There has been a precedent set by the Board of \$50

paid for each meeting attended, which is equivalent to what a student representative on a school board of trustees would be paid.

5. Conclusion

Interest has been expressed from Greytown Community Board and the proposed candidate to enter into a student representation agreement. It is recommended that this now be formalised.

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Jennie Mitchell, Acting Chief Executive

AGENDA ITEM 9.1

CHAIRPERSON REPORT

Recommendations

The chairperson recommends that the Community Board:

- 1. Receive the information.*
- 2. Approve a cost of \$200 +GST for payment of plants from Norfolk Rd Nursery from the beautification budget.*
- 3. Approve a cost of \$1,500 + GST to Rotary as a contribution towards the costs of organising the Greytown Xmas parade*

1. Topic 1 – Grant for Friends of O’Connor’s Bush

The Friends of O’Connors Bush do annual plantings of appropriate native plants for the annual Greytown Arbor week plantings at O’Cononnors Bush.

Greytown celebrates Arbor Day on the third of July each year – the Greytown Arbor Week starts from Monday 1 July this year.

It is likely the Greytown Kindergarten’s Children’s Forest Group will continue their long established tradition of planting, probably on Friday 5 July. The Friends are likely to do some planting on Sat. 6 July.

They source native plants from the Norfolk Road Nursury Ltd. 131 Norfolk Road, Carterton, phone 06 3702328. This nursery only sources seed for propagation from the Wairarapa region – so they purchase plants appropriate to our local/regional ecosystem which are grown locally.

The Friends don’t do a huge amount of planting because there is quite good regeneration in the bush and also because they have limited numbers of volunteers available to do watering over the summer – a task vital to the survival of the winter plantings!

Recommendation to approve a cost of \$200 +GST for payment of plants from Norfolk Rd Nursery from the beautification budget.

2. Topic 2 – Rotary Grant for Xmas Parade

We would like to contribute towards the cost of the traffic management plan and other associated costs for the Greytown Xmas Parade. In the past this has been sponsored by Futon Hogan. Rotary have successfully organised the Xmas parade for a number of years with no financial contribution from the Greytown Community Board. The Xmas parade is a very successful community event and also formed part of our submission for the most beautiful small town as an example of a successful community event and community engagement. We support a contribution of \$1,500 towards the costs of organising the Greytown Xmas parade. We recommend this grant be considered as an ongoing grant as long as Rotary organise the Xmas parade.

Recommendation to approve a cost of \$1,500 + GST to Rotary as a contribution towards the costs of organising the Greytown Xmas parade

3. Topic 3 – Wine Barrels on Main St

These are now being managed by Steve Davis & Steve Ford. All barrels have been fertilised, mulched, new under planting and new trees where necessary. A more extensive watering programme is in place. Council have contributed \$2,000 to the programme and we may seek additional sponsors in the future.

4. Topic 4 – Dog Signs

These have now being printed and council will install them. We have some extra signs (which will be stored at the library) for future use.

5. Topic 5 – Submission for the Most Beautiful Main St in New Zealand

The submission for the Most Beautiful Main St is now complete and will be submitted shortly. Once submissions close on Wednesday 31st July 2019 a copy of the submission will be available at Greytown Library. The submission was based on projects completed between 1st August 2018 and 31st July 2019 on Main St in Greytown.

The Beautiful Awards recognise the environmental excellence of individuals, groups, businesses and schools at our annual Beautiful Awards Gala Dinner being held in Dunedin on October 24th. Consideration should be given as to who should attend the event should we be a successful finalist.

6. Topic 6 – Greytown Beautification Committee

Each year the GCB receive \$10,000 grant towards the beautification of Greytown. We have completed many projects over the last few years often in collaboration with community groups. Many of these projects are time

consuming and board members have worked with community groups to suggest projects. We would like the GCB to consider the idea of a Beautification Committee/Group to put forward ideas to the GCB for consideration. This would relieve board members of some of the burden. It is proposed the group would be made up of approx. 6 people with a keen interest in heritage matters and those who are experienced gardeners and possibly the addition of a member of the MENZ shed.

For discussion.

7. Topic 7 – Update on New Signs in Greytown - Beautification Programme

These signs are now being printed and will be installed shortly. See final designs attached. (Appendix 1 and Appendix 2).

8. Topic 8 – Update on St Luke’s Gum Tree

The St Luke’s Gum Tree is in need of a large amount of work to support its ongoing safety and health. Jez Partridge, who is an independent arborist commented on the situation.

He said that if the tree has the bracing done, deadwood removed and height reduced by approx. 4 metres there is no reason to think that the tree should come down. When the tree was assessed for the notable Tree register the assessment was so high that it was noted as a **notable tree of national interest**. There is no mention in the report of the tree coming to the end of its life. Both arborist reports state the same.

It is felt that the burden of the work needed should be borne by the community as the work required is unaffordable for St Luke’s Church. A small fundraising group has been set up.

It was felt that a fundraising programme should be instigated. It could be that up to \$20,000 is required. It is critical to have broad community support so that “Greytown feels it owns the Gum tree”.

There are no cost implications for SWDC or the Greytown Community Board.

9. Topic 9 – Cemetery Planting Programme

The Greytown Community Board are planting an avenue of Lime trees at the southern entrance, on the northern and western border (by the catholic section of the cemetery). Work is being done in consultation with council officers to ensure the ongoing health and watering of the trees is taken into account. Arbor Day in Greytown celebrates its 130yr anniversary in 2020 and this would form part of a fitting celebration of that.

See agenda item **9.2 Greytown Beautification – Greytown Cemetery** for more details.

10. Appendices

Appendix 1 - Greytown Park Signs

Appendix 2 – Greytown Cemetery Signs

Report compiled by Leigh Hay
Chair
Greytown Community Board

Appendix 1 – Greytown Park Signs



SOUTH WAIRARAPA
DISTRICT COUNCIL
Kia Reretahi Tātau

GREYTOWN SOLDIERS MEMORIAL PARK

In 1921, the Greytown Borough Council (in conjunction with a public subscription) bought twenty acres of Mr O'Connor's mostly cleared land.

The objective was to create a Greytown Soldiers Memorial Park to commemorate those who served and died in World War 1 (1914-1918).

Visitors are welcome. Please help us keep our park beautiful.

Protect the trees and shrubs

Light **no fires**

No dogs allowed

Put litter in bins

Leave bikes outside the bush

Please **do not** dump your green waste here

For more information contact the South Wairarapa District Council
www.swdc.govt.nz or phone (06) 306 9611





SOUTH WAIRARAPA
DISTRICT COUNCIL

Kia Reretahi Tātau

GREYTOWN SOLDIERS MEMORIAL PARK

In 1921, the Greytown Borough Council (in conjunction with a public subscription) bought twenty acres of Mr O'Connor's mostly cleared land.

The objective was to create a Greytown Soldiers Memorial Park to commemorate those who served and died in World War 1 (1914-1918).

That has been achieved and today there is a large cricket and sports field, croquet lawn, tennis courts, camp sites, picnic areas and playground.

In addition historical lime trees were planted in 1921 to honour those who served and died in the 1914-1918 War.

After World War 2, a swimming pool and a memorial gateway were built to commemorate those who served and died in that conflict.

Please do not smoke in the park.
Smoking endangers children's health.
No dogs are allowed in the park.

For more information contact the South Wairarapa District Council
www.swdc.govt.nz or phone (06) 306 9611





SOUTH WAIRARAPA
DISTRICT COUNCIL
Kia Reretahi Tātau

OTAUIRA RESERVE

**Visitors are welcome.
Please help us keep our reserve beautiful.**

VISITING HOURS

Open from 6.30am to 5.30pm.
Keep vehicles off grassed areas.

Do not dump rubbish.

For more information contact the South Wairarapa District Council
www.swdc.govt.nz or phone (06) 306 9611



Appendix 2 – Greytown Cemetery Signs



SOUTH WAIRARAPA
DISTRICT COUNCIL
Kia Reretahi Tātau

GREYTOWN CEMETERY

Greytown Lawn Cemetery has been in operation since 1888. Many of the town's original settlers are buried here.

VISITING HOURS

Open to vehicle traffic from 6.00am to 7.00pm. Visitors can still walk into the cemetery outside these hours using the pedestrian gate on the right.

Please respect our cemetery. Keep vehicles off grassed areas. For more information contact the South Wairarapa District Council www.swdc.govt.nz or phone (06) 306 9611





**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

FEATHERSTON CEMETERY

**Featherston Cemetery has been in operation since 1879.
Many of the town's original settlers were buried here.**

VISITING HOURS

Open to vehicle traffic from 6.30am to 5.30pm.
Visitors can still walk into the cemetery outside these
hours using the pedestrian gate on the left.

Please respect our cemetery. Keep vehicles off grassed areas.
For more information contact the South Wairarapa District Council
www.swdc.govt.nz or phone (06) 306 9611





**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

MARTINBOROUGH CEMETERY

**Martinborough Cemetery has been in
operation since 1905.**

VISITING HOURS

Open to vehicle traffic from 6.00am to 7.00pm.
Visitors can still walk into the cemetery outside these
hours using the pedestrian gate on the left.

Please respect our cemetery. Keep vehicles off grassed areas.
For more information contact the South Wairarapa District Council
www.swdc.govt.nz or phone (06) 306 9611



GREYTOWN COMMUNITY BOARD

5 JUNE 2019

AGENDA ITEM 9.2

Greytown Beautification Programme – Cemetery Planting

Purpose of Report

To update community board members on the Greytown Beautification Programme - Cemetery planting.

Recommendations

Officers recommend that the Greytown Community Board:

1. *Receive the information.*
2. *Approve a cost of \$7,150 + GST for payment of trees in cemetery from the beautification budget.*

1. Executive Summary

We plan to plant 47 (in total) Lime tree in the Greytown Cemetery on the Northern Border to the right of the Current driveway. Also on the western boundary in the catholic part of the cemetery and 5 trees at the entrance (southern side).

The trees will provide an avenue which will be a long lasting legacy to the town. Once grown, it will give an attractive presence as you first enter Greytown.

It is intended that the trees mirror the historic lime trees seen at The Greytown Memorial Park. The choice of lime trees could not have been better. They are deciduous and in spring they become a mass of light green foliage. In autumn the colour changes to orange and red, which is striking, and almost 'poppy-like'.

We have spoken with experts at the Leaflands nursery as to the best variety and size. Lime Trees do well in windy conditions. We plan to buy reasonably established trees (3m) but no so tall that they cannot establish a good root system. We are looking at planting the following species.

Tilia Platy Phyllos

The trees will be paid for the Greytown Beautification Budget.

The trees will be planted -7m-8m apart to allow for future growth.

1. 5 trees to be planted at entrance on the southern boundary
2. 9 trees to be planted on the western boundary of the catholic section
3. 33x trees to be planted on northern boundary as far as white gates to the west.

2. Role of Council Amenities Team

We are working with the Amenities team on this project to ensure a watering system is put in place while they are still growing and a regular management system (fertiliser etc). The planting of the trees will be paid for and managed by the Amenities Manager.

3. Costs

Council will pay to install watering system and prepare holes for digging, plant trees together with stakes (if required).

Cost to Greytown Community Board (from beautification budget)

1. 47 x 3 metre high Tilia Platy Phyllos (Lime Trees) @ \$100 +GST
=\$4,700
2. Transport for trees inc discount = \$450+GST
3. Contingency for additional materials to support watering system
=\$2,000

4. Total: \$7,150+GST

4. Timing

We plan to plant in late autumn (early/mid June). This is contingent on getting the watering system (drip watering system) in place prior to planting.

Report By: Leigh Hay, Chair, Greytown Community Board

Reviewed By: Jennie Mitchell, Acting Chief Executive