



## **MARTINBOROUGH COMMUNITY BOARD**

### **Agenda**

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#### **NOTICE OF MEETING**

An ordinary meeting will be held in the Supper Room, Texas Street, Waihinga Centre, Martinborough on Thursday, 18 July 2019 at 6:00pm.

#### **MEMBERSHIP OF THE COMMITTEE**

Lisa Cornelissen (chair), Fiona Beattie, Victoria Read, Maree Roy, Cr Pam Colenso and Cr Pip Maynard and Maisie Arnold-Barron (student representative).

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#### **PUBLIC BUSINESS**

**1. APOLOGIES:**

**2. CONFLICTS OF INTEREST:**

**3. PUBLIC PARTICIPATION:**

- 3.1 TeAta Philips, speaking on her proposal for a lime walkway from Ferry Road in Martinborough, to Martinborough Transport, and then out to Brackenridge.

**6:05pm**

**4. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS:**

*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. COMMUNITY BOARD MINUTES:**

- 5.1 Minutes for Approval: Martinborough Community Board Minutes of 6 June 2019

**Pages 1-7**

***Proposed Resolution:*** *That the minutes of the Martinborough Community Board meeting held on 6 June 2019 be confirmed as a true and correct record.*

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

- |     |   |                     |
|-----|---|---------------------|
| 6.1 | Officers' Report  | <b>Pages 8-39</b>   |
| 6.2 | Committee Minutes Report                                | <b>Pages 40-44</b>  |
| 6.3 | Action Items Report                                     | <b>Pages 45-53</b>  |
| 6.4 | Income and Expenditure Report                           | <b>Pages 54-59</b>  |
| 6.5 | Financial Assistance Accountability Report to July 2019 | <b>Pages 60-94</b>  |
| 6.6 | Pain Farm Report  | <b>Pages 95-109</b> |

**7. NOTICES OF MOTION:**

- 7.1 None advised

**8. CHAIRPERSON'S REPORT:**

- |        |                                     |                      |
|--------|-------------------------------------|----------------------|
| 8.1.1. | Community Board Projects            | <b>Pages 110-118</b> |
| 8.1.2. | Community Board Workshop            |                      |
| 8.1.3. | 18/19 Budget and draft 19/20 Budget |                      |
| 8.1.4. | FlagTrax and Flags                  |                      |

**9. MEMBER REPORTS (INFORMATION):**

- 9.1 None advised



**Minutes – 4 June 2019**

**Present:** Lisa Cornelissen (Chair), Vicky Read (from 6.11pm), Maree Roy, Fiona Beattie (to 7.17pm), Cr Pam Colenso and Maisie Arnold-Barron (student representative).

**In Attendance:** Angela Williams (Committee Advisor).

**Conduct of Business:** The meeting was conducted in public in the Supper Room, The Waihinga Centre, Texas Street, Martinborough on 6 June 2019 between 6.00pm and 7.56pm.

**Also In Attendance:** Charlotte Harding, Martinborough Business Association (MBA) and Sheryl Anton, Olivio-nor.

**PUBLIC BUSINESS**

Mrs Cornelissen advised that Sheryl Anton from Olivio-nor would be in attendance to speak to her request for signage in the public forum section.

**EXTRAORDINARY BUSINESS**

Mrs Cornelissen proposed that a late grant application be accepted for consideration in the Financial Assistance section of the agenda.

*MCB RESOLVED (MCB 2019/23):*

To accept the late grant application from South Wairarapa Kahui Ako as part of agenda item 6.4 Financial Assistance Report. The application is for funding a Matariki celebration at Hau Ariki Marae. The reason it cannot be deferred to the July meeting is Matariki, the Maori New Year is this month. The seven-star cluster is most visible between 25 June – 3 July. The celebration is planned to take place on 27 June.

*(Moved Cornelissen/Seconded Beattie)*

Carried

**1. APOLOGIES**

*MCB RESOLVED (MCB 2019/24):*

To receive apologies from Mayor Napier, Mr Wilson (CEO), and Cr Maynard and noted Ms Beattie would need to leave by 7.00pm.

*(Moved Cr Colenso/Seconded Beattie)*

Carried

## 2. CONFLICTS OF INTEREST

Mrs Cornelissen advised she may have a perceived conflict of interest as Ms Anton from Olivio-nor is from a neighbouring property.

## 3. PUBLIC PARTICIPATION

### 3.1 Charlotte Harding (MBA)

Ms Harding presented the new revamped brand identity ready for relaunch in Spring. The identity is community/local focussed with a colourful seasonal approach. MBA are keen to work with the MCB to promote the new image. Mrs Cornelissen advised that exact locations for banners are being finalised and number of banners will be dependent on budget. FlagTrax to be further discussed under Agenda Item 8.1.8.

### 3.2 Sheryl Anton (Olivio-nor)

Ms Anton spoke to her request to have directional signs installed that work within laws and criteria of Council to assist guests locate the new boutique accommodation and event venue business. This request will be discussed further under Agenda Item, 6.5.

## 4. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS

*MCB NOTED:*

Action 340 - To advise Ms Anton from Olivio-nor the outcome of the decision reached regarding signage at this meeting, Mrs Cornelissen.

## 5. COMMUNITY BOARD MINUTES

### 5.1 Martinborough Community Board Minutes – 14 March 2019

*MCB RESOLVED (MCB 2019/25):*

That the minutes of the Martinborough Community Board meeting held on 14 March 2019 be confirmed as a true and correct record.

*(Moved Cornelissen/Seconded Beattie)*

Carried

## 6. CHIEF EXECUTIVE AND STAFF REPORTS

### 6.1 Committee Minutes Report

Mrs Cornelissen explained the format of the report providing minutes from the newly formed committees following the change in governance structure and reporting. Members discussed that the minutes do not provide the level of information received prior but noted that the full agenda pack was available to view on the website.

*MCB RESOLVED (MCB 2019/26):*

1. To receive the Committee Minutes Report.

*(Moved Cornelissen/Seconded Beattie)*

Carried

2. Action 341: To enquire with Mayor Napier if there is an alternative to presenting the community boards with fuller information from

Council committee meetings other than locating the information on the website, Cr Colenso.

## 6.2 Action Items Report

The MCB reviewed the actions report, discussed items and noted further updates.

*MCB RESOLVED (MCB 2019/27):*

1. To receive the Action Items Report.  
(*Moved Cornelissen/Seconded Beattie*) Carried
2. Action 342– To request a Pain Farm report for the next meeting, Mr Allingham.

## 6.3 Income and Expenditure Report

*MCB RESOLVED (MCB 2019/28):*

1. To receive the Income and Expenditure Statement for the period 1 July 2018 – 31 March 2019.  
(*Moved Beattie/Seconded Cr Colenso*) Carried
2. To agree that the un-invoiced hire fee of \$100 for Pirinoa Hall be donated to the Pirinoa Hall.  
(*Moved Cr Colenso/Seconded Cornelissen*) Carried
3. Action 343 – To contact the Pirinoa Hall secretary to request payment details for the donation, Ms Cornelissen.
4. Action 344 – To confirm with Madcaps if the Christmas parade costs have been invoiced, Mrs Cornelissen.
5. Action 345 – To remove the \$500 for Martinborough School from current commitments, confirm if all community board chair conference expenses have been processed and confirm the commitment for the student honorarium, Ms Mitchell.

## 6.4 Financial Assistance Report

*MCB RESOLVED (MCB 2019/29):*

1. To receive the Applications for Financial Assistance Report.  
(*Moved Beattie/Seconded Read*) 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 Cornelissen/Seconded Beattie*) Carried
3. To grant Wairarapa Maths Association \$300 to help with the costs associated with the annual ‘Matharapa’ competitions.  
(*Moved Cornelissen/Seconded Cr Colenso*) Carried
4. To grant the South Wairarapa Kahui Ako \$1000 (if the balance of funds required are achieved) to assist with the running of a Matariki celebration at Hau Ariki Marae, and, as the celebrations cover areas other than Martinborough, to suggest approaching the Carterton District Council and Featherston and Greytown Community Boards for additional funding.

## 6.5 Request for Directional Signage Report

Members reviewed the officers report and recommendations for Olivio-nor's directional sign request and considered the submission made earlier by Ms Anton.

*MCB RESOLVED MCB 2019/30):*

1. To receive the Request for Directional Signage Report.
2. To agree to install one blue directional sign (Option 3) on the corner of Fraters Road and Sutherland Drive, as a generic sign with further consultation with Ms Anton as to the exact wording and in agreement with officers and the Chair. The cost of the sign to be paid for by the applicant.

(Moved Cornelissen/Seconded Read)

Carried

3. Action 346 – To request that the policy for signage is reviewed by the appropriate Council committee and, once finalised, to publish on the website, Mr Allingham.

7.17pm – Ms Beattie left.

Ms Arnold Baron left the meeting at 7.18pm and returned at 7.20 pm.

## 6.6 Community Board Terms of Reference

Mrs Cornelissen advised that both the Greytown and Featherston Community Boards had requested further time to review and provide feedback and discuss at the next meeting. The previous version and a clean copy without tracked changes would be provided to the Community Boards for review. MCB discussed references to civil defence emergency management in both the role of the board and responsibilities and that reference needs to be made to the 'hub.'

*MCB RESOLVED (MCB 2019/31):*

1. To receive the Community Board Terms of Reference.
2. That further review be undertaken by way of a workshop session.
3. To agree that references in the role and responsibilities sections of the document be reviewed to reflect that members of community boards do not feel they have the appropriate training to be involved in response and recovery in an emergency, however individuals can attend and assist any civil defence emergencies if available.

(Moved Cornelissen/Seconded Roy)

Carried

4. Action 347 - To arrange a workshop session to discuss and review the Terms of Reference prior to the July meeting, Mrs Cornelissen.

## 7. NOTICES OF MOTION

There were no notices of motion.

## **8. CHAIRPERSONS REPORT**

### **8.1 Chairperson's Report**

Mrs Cornelissen advised members that an initial meeting was held and update provided to the new CEO, Mr Wilson. Being new to the area, further time will be spent introducing Mr Wilson to Martinborough. Members discussed the items detailed in the report and recommendations.

*MCB RESOLVED (MCB 2019/32) to receive the Chairperson's Report.  
(Moved Cr Colenso/Seconded Roy)*

Carried

#### **8.1.1 Meetings and Events**

MCB reviewed the meetings and events and projects and initiatives.

#### **8.1.2 MCB Workshop**

*MCB RESOLVED (MCB 2019/33) to receive the MCB Workshop notes  
(Moved Cornelissen/Seconded Read)*

Carried

#### **8.1.3 2018/2019 Budget**

*MCB RESOLVED (MCB 2019/34):*

1. To receive the 2018/2019 Budget.
2. To approve \$1,287.41 to be allocated to three dog poo bins – two on the Palliser Vineyard walk and one to be installed on Jellicoe Street.
3. To approve expenditure of up to \$400 to kickstart Neighbourhood support events in Martinborough – a community connection coffee morning and a family event during volunteer week.
4. To approve expenditure of up to \$250 to provide a large outdoor clock at Martinborough Pool – subject to receiving a suitable vandal proof recommendation from officers.

*(Moved Cr Colenso/Seconded Cornelissen)*

Carried

#### **8.1.4 Martinborough Pool**

*MCB RESOLVED (MCB 2019/35):*

1. To agree to accept funds from Martinborough's disbanded swimming club to be ring fenced in the MCB budget and spent on improvements or services to be provided in Martinborough Pool, i.e. moveable seating, shade or provision of swimming lessons.
- 2.. To request the Amenities Manager to provide costings for improving the shade and seating at Martinborough Pool.

*(Moved Cornelissen/Seconded Cr Colenso)*

Carried

#### **8.1.5 Olivio-nor Signage Request**

Discussed in agenda item 6.5.

### **8.1.6 Waihinga Centre Event Publicity**

*MCB RESOLVED (MCB 2019/36):*

To request that officers investigate (when time and funding allow) the listing of the Waihinga Centre on eventfinder or updating the old Town Hall venue and provide an event board within the centre.

*(Moved Cr Colenso/ Seconded Cornelissen)*

Carried

### **8.1.7 Fireworks in Considine Park**

1. To agree to set aside \$300 in the 2019/20 budget for this November towards the firework event in Considine Park.
2. To agree to ask Charlotte Harding to run the fireworks event as a fundraiser for the Water Play area in the Waihinga park and playground.

*(Moved Cornelissen / Seconded Cr Colenso)*

Carried

MCB undertook to revisit the need for portaloos in Considine Park if access to the pool toilets has not been completed prior to the fireworks display.

### **8.18 FlagTrax**

*MCB RESOLVED (MCB 2019/37):*

1. To agree on the final placement of the FlagTrax system as presented by Cr Colenso.  
*(Moved Cr Colenso/Seconded Roy)*
2. Action 348 - To provide the Chair the final list and locations of FlagTrax poles and photographs, Cr Colenso.
3. Action 349 – To liaise with FlagTrax as to the system and installation costs to ensure that total expenditure does not exceed \$14,000 (50% funded by MCB beautification funds, 50% funded by SWDC, Mrs Cornelissen.
4. Action 350 - To discuss with Gray Carter the removal of existing banners, Cr Colenso.
5. Action 351 - To liaise with the Featherston and Greytown Community Board chairs regarding materials and suppliers for producing the FlagTrax banners, Mrs Cornelissen.

Carried

### **8.18 Community Board Conference**

Members noted the tabled Community Board Chair conference report and agreed it was a very informative and useful report.

*MCB RESOLVED (MCB 2019/38)*

1. To receive the South Wairarapa Community Board Chairs' Report.
2. To receive the tabled Community Board Conference Report.

*(Moved Cornelissen/Seconded Roy)*

Carried



3. To add the conference outcomes to a MCB workshop, Mrs  
Cornelissen.  
*(Moved Cornelissen/Seconded Cr Colenso)*

Carried

**Confirmed as a true and correct record**

.....**Chairperson**

.....**Date**

# MARTINBOROUGH COMMUNITY BOARD

18 JULY 2019

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## AGENDA ITEM 6.1

### OFFICERS' REPORT

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#### **Purpose of Report**

To report to community boards and the Māori Standing Committee on general activities.

#### **Recommendations**

Officers recommend that the Community Board/Committee:

1. *Receive the Officers' Report.*

### PLANNING AND ENVIRONMENT GROUP REPORT

#### **1. Resource Management**

##### **1.1 Planning Summary**

###### **1.1.1. General**

Council's Planning Team continue to receive high numbers of consent applications, planning enquiries, and compliance matters; in addition to growing policy project work. We have recruited a graduate planner Kendyll Harper who commences with SWDC on 15 July. Planning Manager Russell Hooper finishes on 7 July, we are currently recruiting for his replacement. Planning consultants Chris Gorman, Honor Clark and Toni Kennerly will provide support to planning staff to deal with consenting/advice work-loads.

###### **1.1.2. South Wairarapa Spatial Plan**

The spatial plan work is underway, following two separate workshops a draft spatial plan and diagram has been drafted. This has been integrated into a draft discussion document. The Draft Spatial Plan Discussion Document looking out to 2050 was presented to Council on 15 May. A communications plan is being compiled prior to community engagement and feedback on the plan.

###### **1.1.3. Martinborough South Growth Area (MSGA)**

Following consultant, staff work on the MSGA a meeting with landowners (those within and adjoining area) held 17 April to give context, outline potential layout for the future residential area, and indicate next steps. Work included assessment by an experienced urban designer; the meeting revealed a mix of views, info sent and have called for further landowner

feedback, further stormwater assessment work to be undertaken. The recent landowner feedback is being summarised.

**1.1.4. District Plan Review**

The earlier work on this involved an officers’ meeting late January at Carterton between MDC, CDC, SWDC and Boffa Miskell Staff. Further meeting to be convened to progress this review.

**1.1.5. Dark Sky**

The local Martinborough Dark Sky Society has been compiling their economic report and regional funding application. A report on the process for a council adopted plan change for review of the SWDC outdoor lighting rules to support a proposed dark sky reserve was presented to Council. Plan change to be based on approach used at Mackenzie DC, initial use of a working group suggested. Further checking the extent of need to change outdoor lighting rules.

**1.1.6. Review of Notable Trees Register**

Public notification of the updated tree register has been extended to 17th May 2019. This is to allow property owners identified as having listed trees overhanging their properties a chance to make submissions and for consultation on the Planning Maps. Thirty-seven submissions received, the summary of the submissions received to be notified.

**1.1.7. Greytown Development Area**

Following the decision and notification, the area is subject to an Environment Court appeal. Staff have been working with the two appellants to try and reach agreement on respective matters prior to Environment Court hearing. Appeal hearing likely in June.

**1.1.8. Greytown Orchards Retirement Village**

Processing a resource consent for first stage and a private plan change for master plan/rezoning land to residential. The applicants worked through the request for further information, application was publicly notified, twenty submissions received. The summary of submissions to be notified in near future. Consultant Honor Clark processing this application for Council.

**1.2 Resource Management Act - District Plan**

*SERVICE LEVEL – Council has a Combined District Plan that proves certainty of land-use/environmental outcomes at the local and district levels.*

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	RESULT	COMMENT SOURCE AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents’ image of the closest town centre ranked “satisfied”	75%	89%	NRB 3 Yearly Survey October 2018 (2016: 87%)
The district plan has a monitoring programme that provides information on the achievement of its outcomes (AER’s)		-	Consultants have established data to be recorded and stored to enable effective reporting against AER’s in WCDP. A final monitoring strategy is still to be completed.

### 1.3 Resource Management Act - Consents

*SERVICE LEVEL – All resource consents will be processed efficiently.*

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	93%	51 out of 55 Land Use applications were processed within statutory timeframes. 54 out of 60 Subdivision applications were processed within statutory timeframes. 22 of 22 permitted boundary activity applications were processed within statutory timeframes. Total 127 /137, 93%. NCS.
s.223 certificates issued within 10 working days	100%	97%	38 of 39 s223 certificates were processed within statutory timeframes. NCS.
s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement)	95%	98%	40 of 41 s224 certificates processed. NCS.

Council received 16 consent applications from 1 April 2019 to 30 April 2019. The previous period 1 April 2018 to 30 April 2018 there were 12 consent applications received.

171 consent applications between the 1<sup>st</sup> July 2018 and the 30<sup>th</sup> April 2019. The equivalent period in the previous year recorded 133 applications.

Officers provide detailed information as fortnightly updates on all consents direct to Council and Community Board members, so this information is not listed here.

### 1.4 Reserves Act – Management Plans

*SERVICE LEVEL – Council has a reserve management plan programme.*

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Council maintains, and updates reserve management plans as required.	Yes	Yes	RMP's are generally current and appropriate. It is therefore not anticipated that any updates will be undertaken this year.

## 1.5 Local Government Act – LIM's

*SERVICE LEVEL – Land Information Memoranda: It is easy to purchase information on any property in the District.*

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
LIMs contain all relevant accurate information (no proven complaints)	100%	100%	G:\LIMs\LIMS PROCESSED 2018-19
Non-urgent LIMs are processed within 10 days	100%	99.6%	G:\LIMs\LIMS PROCESSED 2018-19

TYPE	YTD 1 <sup>ST</sup> JULY 2018 TO 30 <sup>TH</sup> APRIL 2019	PREVIOUS YTD 1 <sup>ST</sup> JULY 2017 TO 30 <sup>TH</sup> APRIL 2018	PERIOD 1 <sup>ST</sup> APRIL 2019 TO 30 <sup>TH</sup> APRIL 2019	PREVIOUS PERIOD 1 <sup>ST</sup> APRIL 2018 TO 30 <sup>TH</sup> APRIL 2018
Standard LIMs (Processed within 10 working days)	195	176	15	18
Urgent LIMs (Processed within 5 working days)	50	62	5	9
Totals	245	238	20	27

## 2. Public Protection

### 2.1 Building Act - Consents and Enforcement

*SERVICE LEVEL - Council certifies all consented work complies with the building code, ensuring our communities are safe. The Council processes, inspects, and certifies building work in my district.*

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	100%	NCS – 353 CCC's were issued within 20WD YTD
Building consent applications are processed within 20 working days	100%	100%	NCS – 431 consents were issued within 20WD YTD
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next accreditation review due January 2020. Council was re-accredited in January 2018
BCA inspects new building works to ensure compliance with the BC issued for the work, Council audits BWOFF's and Swimming Pools	Yes	Yes	<p><b>Building Consents</b> Council inspects all new work to ensure compliance (April 2019– 391 inspections)</p> <p><b>BWOFF's –</b> Total 169 – average of 3 audits per month required, 2 audits carried out April.</p> <p><b>Swimming Pools –</b> Total 279 – average of 7 audits per month required. 5 audits carried out in April.</p>

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Earthquake prone buildings reports received	90%	N/A	<p>Under previous legislation 148 of 229 known premises had been addressed.</p> <p>Under the new legislation, 248 were identified as EPB and through the modelling process we eliminated 132 buildings leaving 116 buildings potentially EPB. Council has now reviewed the potential Earthquake Prone Buildings (EPB) and letters have been sent to owners advising them of their buildings status. 104 letters sent out in total. 11 (previously 12) - still being assessed by LGE</p> <p>Status:</p> <p>69 - identified as no longer EPB  21 (previously 20) - require engineer assessment</p> <ul style="list-style-type: none"> <li>- 3 or the 21 approved extensions</li> <li>- 3 or the 21 engineers reports received &amp; 1 confirmation report is being completed</li> <li>- 1 added to list after LGE completed their assessment</li> </ul> <p>14 (previously 15) - identified as EPB and have been sent notices to be affixed to the building.</p> <ul style="list-style-type: none"> <li>- 2 of the 14 have building consents for strengthening work</li> <li>- 1 building has been demolished (Anglican Church in Featherston)</li> </ul>

TYPE –APRIL 2019	NUMBER	VALUE
<b>Commercial</b> (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	2	\$63,950
<b>Industrial</b> (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	0	\$0
<b>Residential</b> (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	41	\$1,527,475
<b>Other</b> (public facilities - schools, toilets, halls, swimming pools)	1	\$30,000
<b>Totals</b>	<b>44</b>	<b>\$1,621,425</b>

## 2.2 Dog Control Act – Registration and Enforcement

*SERVICE LEVEL – Dogs don't wander freely in the street or cause menace to humans or stock.*

<b>PUBLIC PROTECTION KEY PERFORMANCE INDICATORS</b>	<b>TARGET</b>	<b>YTD RESULT</b>	<b>COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET</b>
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	1 visit	100%	1 undertaken at school holiday program, Greytown. Greytown school interested in a visit. Adult education visits are planned
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 176/176
Complaints about dog attacks on persons, animals or stock are responded to within 1 hour	100%	100%	17/17

<b>INCIDENTS REPORTED FOR PERIOD 1 APRIL 2019 TO 30 APRIL 19</b>	<b>FEATHERSTON</b>	<b>GREYTOWN</b>	<b>MARTINBOROUGH</b>
Attack on Pets	2	1	-
Attack on Person	1	-	-
Attack on Stock	-	-	-
Barking and whining	1	3	-
Lost Dogs	-	-	2
Found Dogs	-	-	2
Rushing Aggressive	1	-	1
Wandering	5	1	3
Welfare	-	-	-
Fouling	-	-	-
Uncontrolled (off leash urban)	-	-	-

## 2.3 Public Places Bylaw 2012 - Stock Control

*SERVICE LEVEL – Stock don't wander on roads, farmers are aware of their responsibilities.*

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 24 incidents
In cases where multiple stock escapes (more than 1 occasion) have occurred from a property taking compliance or enforcement or prosecution action against the property owner	100%	-	No incidents
Council responds to complaints regarding animals within 48 hours.	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 54 incidents

INCIDENTS REPORTED	TOTAL FOR PERIOD 1 APRIL 2019 TO 30 APRIL 2019
Stock	7

## 2.4 Resource Management Act – afterhours Noise Control

*SERVICE LEVEL – The Council will respond when I need some help with noise control.*

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 18/19	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to within 1.5 hours	100%	99.03%	<a href="#">K:\resource\Health\Resource Management\Noise Control Complaints</a> 103/104 attended within timeframe One incident responded to over 1.5 hours (1 hr 48mins).

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 2018 TO 31 MARCH 2019	PREVIOUS YTD 1 JULY 2017 TO 31 JANUARY 2018	PERIOD 1 APRIL 2019 TO 30 APRIL 2019	PREVIOUS PERIOD 1 FEBRUARY 2018 TO 31 MARCH 2018
Total	104	86	5	11



## 2.5 Sale and Supply of Alcohol Act - Licensing

*SERVICE LEVEL – The supply of liquor is controlled by promoting responsible drinking.*

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 18/19	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises are inspected as part of licence renewals or applications for new licences.	100%	58.33% YTD	MAGIQ data. All premises inspected at new or renewal application stage (35/60*).  *Number of inspections completed of licences coming up for renewal within the YTD period.  124 licences in total. Total number of licences is subject to change month by month as new businesses open and existing premises close.
Premises that are high risk are inspected annually, while low or medium risk premises are audited no less than once every three years.	100%	58.62% YTD	MAGIQ data. There are no high-risk premises in the district. Low and medium risk premises are inspected every 3 years as part of the renewal process. There are currently 22 low and medium licences due for renewal or new inspections in this financial year. 17 of these have been inspected as at 30 April 2019. Total number of licences is subject to change month by month as new businesses open and existing premises close. (17/29)
Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Agencies agreement.	100%	0% YTD	CLEG meeting held May 2019. Compliance inspections currently being planned.

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2018 TO 30 APRIL 2019	PREVIOUS YTD 1 JULY 2017 TO 30 APRIL 2018	PERIOD 1 APRIL 2019 TO 30 APRIL 2019	PREVIOUS PERIOD 1 APRIL 2018 TO 30 APRIL 2018
On Licence	12	23	1	1
Off Licence	17	8	3	1
Club Licence	3	3	0	0
Manager's Certificate	91	88	18	8
Special Licence	51	53	7	4
Temporary Authority	5	3	0	0
<b>Total</b>	<b>179</b>	<b>178</b>	<b>29</b>	<b>14</b>

## 2.6 Health Act - Safe Food

*SERVICE LEVEL – Food services used by the public are safe.*

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 18/19	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises have appropriate FMP in place and meet the risk-based standards set out in the Plan.	100%	100%	FHR – 0 FCP (Food Act) – 94 FCP (Deemed) – 0 NP – 56  The changes in the Food Act 2014 require that businesses have an appropriate Risk Based

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 18/19	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
			Measure in place by end of transition period (Feb 2019). Total number of premises is subject to change month by month as new businesses open and existing premises close.
Premises are inspected in accord with regulatory requirements.	100%	58.51%	FCP verifications – 60/94 *Total number of premises is subject to change month by month as new businesses open and existing premises close.

## 2.7 Bylaws

Between 1 July 2018 and 30 April 2019 there were 43 notices relating to trees and hedges, 20 litter and 20 abandoned vehicle complaints.

Contact Officer: Russell O’Leary, Group Manager – Planning & Environment

# INFRASTRUCTURE AND SERVICES REPORT

## 1. Group Manager highlights

The last 6 weeks has been dominated with several major items. The transition to the Ruamahunga Roads Shared service, the move to Wellington Water Limited, the review of the chlorination of Martinborough water and the new waste wheelie bin roll out.

Ruamahunga Roads Shared service Programming meetings and a partnership workshop held to align the new unit to the new service and way of delivering under the new contract. Discussions will be held with the councils on the reporting and form or information that is required on the contract. A preference for visibility through open availability of contract metrics is considered a good way forward and will be discussed with both councils.

The good news has been that since the chlorination of the water in Martinborough we have had no complaints regarding chlorine.

Substantial time has been devoted to looking at the Martinborough water system, the demand and supply as well as location and future upgrades needed. This has been an excellent exercise to look at the future of the water supply and the current vulnerabilities as well as the works completed previously to enable the options available.

Wairarapa Emergency Services Coordinating Committee (ESCC) meeting held discussions around the FENZ Operational Review of the South End School Haz Sub incident.

The review highlights good points but doesn't highlight the first 90 minutes of the incident very accurately. This is the biggest local incident since the Carterton Balloon tragedy in 2012. Identification of agencies was an issue, with many agencies not having a uniform or unique identifier. Bryan Styles was nominated for a FENZ Celebrating Success award.

Regional Transport Committee Technical Advisory Group met and is starting work on the Development of the 2021 Regional Land Transport Plan (RLTP).

## 2. Water supply

*SERVICE LEVEL – Council provides reliable and safe drinking water supplies. Water provided is safe to drink and there is adequate water for urban firefighting.*

### Key Performance Indicators

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		MAY	YTD	MAY	YTD
The average consumption of drinking water per day per resident within the territorial authority	<400 Lt		440		
Compliance with resource consent conditions/water permit conditions to "mainly complying" or better	95%		100%		

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2008*	FTN: Yes GYT: Yes MTB: Yes		FTN: Yes GYT: No MTB: No		
Water supply systems comply with Ministry of Health Protozoa Drinking Water Standards guidelines 2008	FTN: Yes GYT: Yes MTB: Yes		FTN: Yes GYT: No MTB: No		
The total number of complaints received by the local authority about drinking water taste per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water odour per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water pressure or flow per 1000 connections	<15	0.25 per 1000 (1 complaints)	4.0 per 1000 (13 complaints)	1	13
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0.25 per 1000 (1 complaints)	7.3 per 1000 (24 complaints)	1	24
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	0 per 1000 (0 complaints)	4 per 1000 (14 complaints)	0	14
Ratepayers and residents satisfied with level of service for water	77%			NRB Survey:	59%
Attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 1 Hr	(1/3) 33%	Median Time 26mins	1	19
Resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption	< 8 Hrs	(3/3) 100%	Median Time 3h 45mins	3	19
Attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 2 working days	(20/22) 91%	Median Time 21h 24mins	22	374
Resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm	< 5 working days	(19/22) 86%	Median Time 29h 30mins	22	374
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	20%	20%	20%		
The % of real water loss from the local authority's networked reticulation system identified by establishing and measuring night flow	<20%		20%		

There have been ongoing discussions around discussion groups in the wider region, to improve our understanding and responsiveness to the changing environment since the Havelock North Inquiry. This will also allow a forum to exchange ideas and raise lessons learned.

There was the Boil Water Notices in Martinborough in February and April, which are on-going and covered in more detail in other reports. The temporary chlorination of the water supply has worked well, with the tests showing a stable chlorine level through the network. Work is ongoing to address other risks highlighted during the investigation, including backflow risks.

Featherston (Waiohine) and Greytown bore plants operated well during the period. Work continues on the additional storage and fourth bore to enable the supply of both Featherston and Greytown. The first bore site was not suitable, so an alternative location is being tested in early May. The alternative site is due to start drilling in Mid-June.

### 3. Waste water

*SERVICE LEVEL – Council provides waste water services that effectively collect and dispose of waste water. Waste water does not create any smells, spill or health issues and causes minimal impact on the natural environment.*

#### 3.1 Key Performance Indicators

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		MAY	YTD	MAY	YTD
Attendance time: from notification to arrival on site	< 1 Hr	0/4 (0%)	Median Time 1h 13min	4	42
Resolution time: from notification to resolution of fault	< 4 Hrs	0/4 (0%)	Median Time 11h 50min	4	42
No. of complaints per 1000 connections received about sewage odour	< 15	1 per 1000 (0.24 complaint)	0.75 per 1000 (3 complaint)	1	3
No. of complaints per 1000 connections received about sewage systems faults	< 15	0	2.4 per 1000 (10 complaint)	0	10
No. of complaints per 1000 connections received about sewage system blockages	< 15	0.72 per 1000 (3 complaint)	5.2 per 1000 (22 complaint)	3	22
No. of complaints per 1000 connections received about the response to issues with sewage	< 15	0	0	0	0
Proportion of urgent waste water service requests responded to within 6 hours of notification	95%	1/4 (25%)	74% (28/38)	4	38
Number of dry weather sewerage overflows per 1000 connections	<10	0	0	0	0
Ratepayers and residents satisfaction with waste water services	70%			NRB survey:	49%
% of resource consent conditions complied with to mainly complying or better*	90%		98%		
No. of abatement notices	<2				0
No. of infringement notices	0				0
No. of enforcement notices	0				0
No. of convictions	0				0

#### 3.2 Consents

The evidence of the Officers has been submitted for the Featherston Consent and we are awaiting the officers' response and submitters. Further investigations are being organised, a more in-depth investigation of the land treatment area, involving the drilling of 13 additional investigation bores. Further water quality sampling through the treatment plant for different pathogens.

The Featherston Community Board has asked for a report on the consent to date and costs. This has been actioned at the board meeting and the end of April.

Martinborough irrigation has finished for the season, with the wastewater removed from the Ruamahanga River for 26% of the time in the previous year.

The Greytown plant has been operating well, and the irrigation to land is ready to run after commissioning runs in May. A presentation day is planned in the 19<sup>th</sup> of June.

## 4. Storm water drainage

*SERVICE LEVEL – Stormwater drains are well operated and maintained by the Council.*

### Key Performance Indicators

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2016/17	COMPLAINTS		INCIDENTS	
		MAY	YTD	MAY	YTD
% of ratepayers and residents satisfied with stormwater drains	55%			NRB survey:	57%
% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	95%	0	0	0	0
No. of flooding events	0	0	0	0	0
No. of habitable floors affected per flooding event per 1000 properties connected	0	0	0	0	0
No. of abatements notices	0				
No. of infringement notices	0				
No. of enforcement notices	0				
No. of convictions	0				
Median Response time to flooding events (Notification to personnel reaching site in hrs)	3	-	-	0	0
No. of complaints about stormwater per 1000 properties connected	0	0	0	0	0

There was one storm water blockage reported during the period.

## 5. Land transport

*SERVICE LEVEL – Roads are maintained to ensure they are safe and comfortable to travel on. Footpaths can be safely used to get around town.*

### 5.1 Key Performance Indicators

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		APRIL	YTD	APRIL	YTD
Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	95%				
Ratepayers and residents fairly/very satisfied with the roads	80%			NRB Survey:	73%
5% of sealed roads are resealed each year subject to availability of NZTA subsidy	100%				
The pavement condition index as measured by the NZTA pavement integrity index	95%				
The number of crashes causing injuries is reduced	Group and control average				
The number of fatalities and serious injury crashes on the local road network	<7				
Ratepayers and residents are satisfied with footpaths in the district	70%			NRB Survey:	63%
Availability of footpaths on at least one side of the road down the whole street	88%				
Footpath Condition rating 95% compliant with SWDC AMP Standard	95%				
The % of customer service requests relating to roads and footpaths responded to within 48 hours	95%	36/39 (92%)	115/154 (75%)	39	154
Meet annual plan footpath targets	Yes				

## **5.2 Roading Maintenance – Fulton Hogan**

Works were completed on the realignment of the carriageway at the Gluepot on Te Awaiti Rd.

Sealed road digouts were completed on White Rock Road. Settlement levelling along the Whakapuni Hill section of White Rock Rd and also Hinekura Road from Hikerewa Road.

Shoulder removal and drainage works were completed on Cape Palliser Road and Campbell Drive.

400 tonne of Rip Rap rock was delivered to Cape Palliser Road for the Managatoetoe Bridge pier scour protection.

182.1 km of unsealed roads graded in May. The tow behind roller was attached during the month and 45.5 km of road was compacted following grading.

2596 cubic metres of maintenance aggregate was applied to the unsealed road network.

Greytown, Featherston and Martinborough had various kerb and channel swept as part of the monthly cycle.

The autumn mowing cycle of rural roads was completed along with the spraying of unlined water channels, sign bases, bridge approaches and edge marker posts.

## **5.3 Other activities**

Tora Farm Bridge works commenced during the month, and this work is expected to carry over to next Financial year.

Higgins Contractors completed a culvert extension on Western Lake Road, this work was delayed due the requirements to lower a Fibre Optic cable by Chorus.

The first audit of the street light network following the LED up-grade has been carried out to determine the urgent needs for infill lighting. A breakdown of the three towns is shown below with an initial estimate of \$85,000.00. There is limited budget within NZTA Work 341 Category Low cost Low risk improvements to spread this out over 2 years.

Greater Wellington Regional Council is also requesting additional and or improved lighting at Bus Stops.

Martinborough Infill LED's			
	Pole #	Address	Notes
Cologne Street	376295	54/56 Cologne	Add light
	376256	46/48 Cologne	Relocate from 813308 #50 Cologne
	376255	13 Cambridge Rd	Add light - pole located on Cologne St
Ohio Street	465097	1 Ohio St	Add light
Sackville St	813335	71 Dublin St Cnr	Add light - pole located on Sackville St
	813345	69 Naples st Cnr	Add light - pole located on Sackville St
	813353	62 Strassbourge St Cnr	Add light - pole located on Sackville St
	813355	35 Sackville St Cnr Cologne St	Add light
	813358	41 Sackville St	Add light
Regent Street	813174	89 Venice St Cnr	Add light - pole located on Regent St
	T2504	107 Regent St	Add light
Grey Street	459941	Opposite 14A/18 Grey St	Add light
	459732	Cnr Roberts St	Add light - pole located on Grey St
Malcolm	813678	Cnr Jellicoe St	Add light - pole located on Malcolm St
Ferry Rd	813651	opposite 23 Ferry Rd	Add light & spans of ST/Lt pilot
Broadway St	845155	30/32A Broadway St	Add light & spans of St/Lt pilot
Jellicoe St	459713	71A Jellicoe St	Add light

Featherston Infill LED's			
	Pole #	Address	Notes
Birdwood Street	814453	Opposite 17 Birdwood St	Add Light Located near Hayward Street Cnr
Birdwood Street	814457	Opposite St Tersea's School	Add LightCnr Bell St
			Add LightLocated between Tait & Bell streets
Birdwood Street	452472	4/6 Birdwood St	
Daniell St	814396	Opposite #3 Police Station	Add light
Daniell St	814384	18/20 Daniell St	Add light
Daniell St	814380	34 Daniell St Brandon Cnr	Add light
Underhill Rd	372662	opposite 79 Underhill Rd	Add light
Kereru Grove	Underground	6 Kereru Grove	Add Light and Cut into exisiting UG St/Lt Cable
Revans St/Donald St Cnr	367444	Remove existing B outreach Arm	Replace and Install F type outreach arm
Johnston St	855094	Along walkway near rail line	Add 2 lights andInstall cable & 2 x Ocyllite poles along new walkway
William Benton St	845257	#34 Wallace St / William Benton Cnr	Add Light
Wallace St	Underground	Flag into McKerrow Place	Install underground from existing light outside 47 Wallace St. Install Ocyllite
Wallace St	814597	82 Revans / Wallace St Cnr	Located on Wallace St
Waite St	448151	73 Waite St Cnr Woodward St	Add light



<b>Greytown Infill LED's</b>			
	Pole #	Address	Notes
West Street	818599 to 818601	#26 to #24 West St	Relocate on West St
West Street	818311	68 West St	Add Light West St
West Street	818599	#77/79 West St	Add Light West St
West Street	818556	#116A West St opposite Fresh Choice	Add Light and Replace outreach arm with taller "B" type arm
West Street	842056	T2144	Add Light Outside Westhaven Flats 190 West St
Kuratawhiti Street	818300	Opposite #22	Add Light Kuritawhiti St
Kuratawhiti Street	818293	Opposite #32	Add Light Outside Playground
Kuratawhiti Street	818313	3B Kuritawhiti St	Add Light Kuritawhiti St
Kuratawhiti Street	818597	30 Kuritawhiti St	Add Light Kuritawhiti St
Kuratawhiti Street	818269		Add Light Cnr James Kidd Place - look at higher wattage
Humphries St	818439	20 Humphries St Bus Stop	Add Light and Replace teleco pole replace existing NS road crossing with 3 core
Orchard Rd		Replace existing control gear with LED units	Replace 3 geartrays
Westward Ave		Replace existing control gear with LED units	Replace 15 geartrays
East Street	818148	8 McMaster St	Add Light Pole located on corner East Street
McMaster St	818145	14 McMaster St	Add Light
Wood Street	818341	17 Wood St	Add Light

Udy Street (Greytown) and Settlement Road off Battersea Road will be added to the RAMM database in July/August to enable the formed sections of these roads to be maintained under the existing Councils NZTA subsidised roading budgets. Greytown Trust Lands Trust is also working through the improvement process to have Arbor Place in Greytown vested in the SWDC ensuring all future maintenance site with the SWDC.

All bridge inspection for 2018/2019 year have been completed by Calibre Consulting

#### **5.4 Wairarapa Regional Cycling Coordinator Update**

A comprehensive database of all Cycling Stakeholders has been created and will be used to form an ongoing communication plan. This includes all Trusts and Advisory Groups operating in the Wairarapa Region in either the Cycling or Trails Space.

Erin has attended 3 Wellington Regional Trails Coordination Committee meetings in Upper Hutt as the Wairarapa Representative on behalf of all 3 TA's to feed back to Wairarapa Trails Advisory Group.

She has attended the Trails Regional and Industry Engagement Forum held in Wellington along with Catherine Rossiter-Stead to be a link to the Wairarapa and see how they operate this model in Wellington.

Erin has met multiple times with the 5 Towns Trails Trust CE and Chairman and will assist where possible within the scope of the role to engage Stakeholders in the work of the Trust and the development of a Master Plan for the project.

She has organised, attended and been secretariat for 3 Wairarapa Trails Advisory Group Meetings as well as has organised and run her first Cycling Stakeholders Forum which was held on Monday, 15th March 2019. Over 35 people attended including Accommodation Providers, Cycle Businesses, Cycling/Sports Clubs, Councillors and Council staff including GWRC, Trustees of various Trusts, Cycling event organisers, and Destination Wairarapa.

Included in the line-up was a review of what has changed since the first Forum eighteen months prior run by Catherine Rossiter-Stead. Erin was introduced, and an overview of her role given. A presentation was made by the Wairarapa Moana Trail Project – a new trail concept by a group in Featherston to access Lake Wairarapa. Catherine gave a Huri update on events around the Region. 5 Towns Trail Trust shared their vision and new direction with the idea of a Master Plan for the project and asked for Stakeholder input. Stu Edwards from Green Jersey Cycle Tours was the guest speaker. He talked about Cycle Tourism and backed the 5 Towns Project idea.

Erin has created a questionnaire to get as many details from those present as possible and asked for feedback. The feedback received was very positive and a plan of 6 monthly Forum frequency has been agreed. She subsequently shared the presentation to all Stakeholders via email along with a Thank-you for those that attended and presented.

She has started to assist with Huri Website & Facebook Page sharing events and has been added to the Wairarapa Road Safety Council meetings as the regions Cycling Advocate and attended the first meeting on Thursday, 18th April 2019.

## **6. Amenities**

The Amenities team is responsible for the management of Council's parks, reserves and other amenities. The team looks after twelve parks, thirty-one reserves, forty-one buildings, five sports facilities, four cemeteries, eleven public toilets and twenty-two other properties. The Amenities Manager is the contract manager for the City Care parks and reserves contract, and is also responsible for the management of the libraries.

*SERVICE LEVEL – Parks and reserves enhance the quality of life in our communities. Our playgrounds are safe and enjoyed by the community. Clean safe public swimming pools can be accessed in the District. Provision of some low-cost housing for the elderly (or in line with Council policy) in each town. Well maintained hall facilities that are available for the public to book. Public toilets are convenient, clean and safe. There is a wide range of library stock including up to date material.*

## 6.1 Key Performance Indicators

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Users satisfied with parks and reserves	90%			NRB Survey:	94%
Ratepayers and residents are satisfied with Council playgrounds	80%			NRB Survey:	82%
Council playground equipment that meets national standards	100%				
Council pools comply with NZ swimming pool water testing standards	100%				
Ratepayers and residents' satisfaction with Council swimming pools	67%				
Occupancy of pensioner housing	94%			Actual:	
Ratepayers and residents satisfied with town halls	76%			NRB Survey:	74%
Cycle strategy	Developed				
Ratepayers and residents satisfied with public toilet facilities	90%			NRB Survey:	85%
Taking programmes out into the community and providing a wide variety of programmes in the library	>3 per library				
% of ratepayers and residents satisfied with libraries	90%			NRB Survey:	91%

## 6.2 Community housing

The insulation assessment has been conducted in all of the community housing flats by Energy Smart. Westhaven, Burling and Matthews flats all complies with the requirements of the Residential Tenancy Act for Insulation requirements. Currently waiting on a final report for Cicely Martin flats.

The spouting and exterior of Burling and Matthews flats were cleaned by Wash Rite last month, May.

### 6.3 Cemeteries

Currently waiting for contractors to start work on the new ashes wall at the Featherston cemetery.

#### 6.3.1. Purchases of burial plots/niches 19 April to 9 June 2019

	Greytown	Featherston	Martinborough
Niche	2	0	0
In-ground ashes Beam	0	0	0
Burial plot	3	0	0
Services area	0	1	0
<b>Total</b>	<b>5</b>	<b>1</b>	<b>0</b>

#### 6.3.2. Ashes interments/burials 19 April to 9 June 2019

	Greytown	Featherston	Martinborough
Burial	2	1	1
Ashes in-ground	0	0	0
Ashes wall	0	1	0
Services Area	1	2	0
<b>Total</b>	<b>3</b>	<b>4</b>	<b>1</b>

### 6.4 Events

#### 6.4.1. Featherston

*Completed events:*

**Cross Creek Railways – Summer Miniature Train Rides** – held Friday nights, Saturday and Sunday September 2018 through to April 2019

**Featherston Booktown** – being held 9 – 12 May 2019



*Future events:*

**The Time Travellers Ball** – being held Saturday, 22 June 2019 at the ANZAC hall

**New Zealand String Quartet** – being held Friday, 28 June 2019 at the ANZAC hall



#### **6.4.2. Greytown**

*Completed events:*

**Wairarapa Balloon Festival** – held Saturday, 20 April 2019



**Mother's Day Fun, Run/Walk** – held Sunday, 12 May 2019

*Future events:*

**The Greytown Woodside Rail Trail Fun Run** – held every Saturday starting 3 November 2018

#### **6.4.3. Martinborough**

*Completed events:*

**Wairarapa Balloon Festival** – held Sunday, 21 April 2019

**PB Easter Egg Hunt** – held Friday, 19 April 2019

*Future events:*

**Monster Book Fair** – being held Friday 14 June (7pm) to Sunday 16 June 2019 at the Martinborough Town Hall

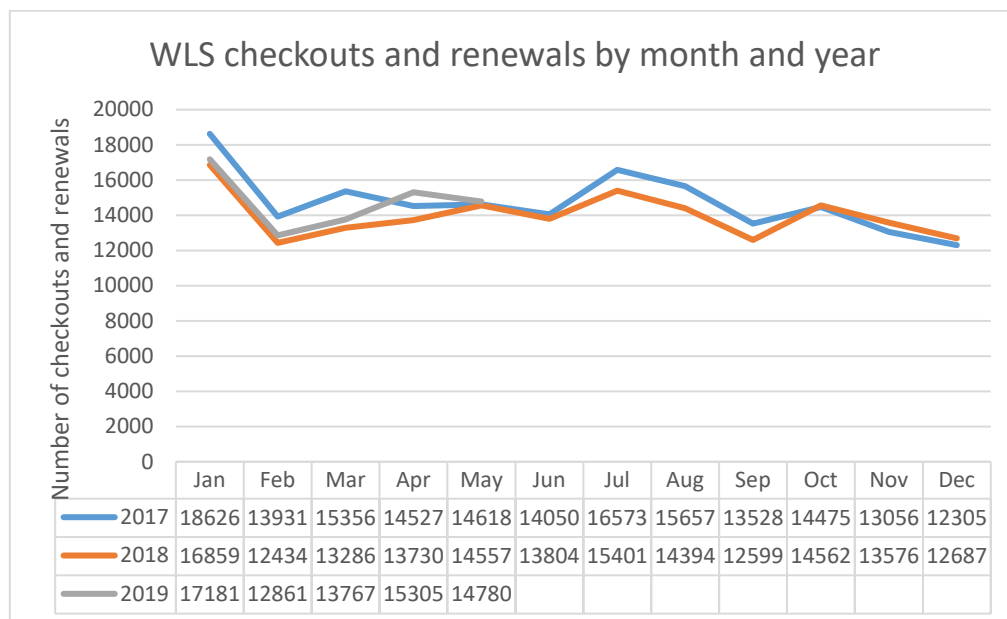
## 7. Wairarapa Library Service – May 2019

### 7.1 Statistics

#### 7.1.1. Issues and renewals

Physical items

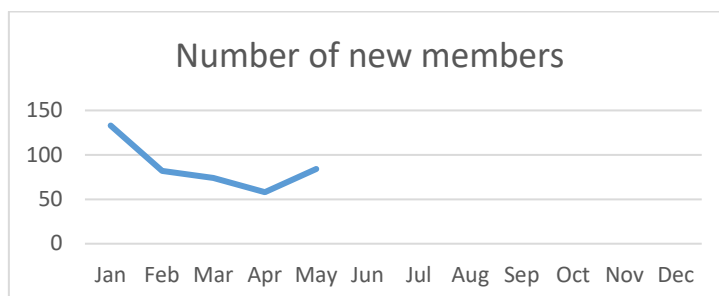
	Carterton	Featherston	Greytown	Martinborough	TOTAL
Number of issues and renewals – May 2019	5890	2626	3245	3019	14780



#### 7.1.2. New Members

New library members for May 2019

	Carterton	Featherston	Greytown	Martinborough	TOTAL
Number of new users registered – May 2019	29	13	17	25	84



#### 7.1.3. Computer and Wi-Fi access

There is only data available for the public access computers in Carterton library.

On 29<sup>th</sup> of May Carterton library's public PCs were upgraded to Chromestations and Chromebooks. This reflects the change in worldwide

computing to cloud based computing and affords more flexibility in how the computers are used.

Public Computer Use	Carterton Pre-Chromebook	Carterton Chromebooks	Carterton total
Number of public computer uses	443	75	518

Statistics for the Public Access Wi-Fi are now available again. Due to the large number of missing data points it will not be possible to look at annual or monthly trends or comparisons yet.

Please note that these statistics are for April, not May.

Public Wi-Fi Usage	Carterton	Featherston	Greytown	Martinborough	TOTAL
Number of public Wi-Fi logins	726	1683	1381	N/A	3790

## 7.2 In-house library events and initiatives

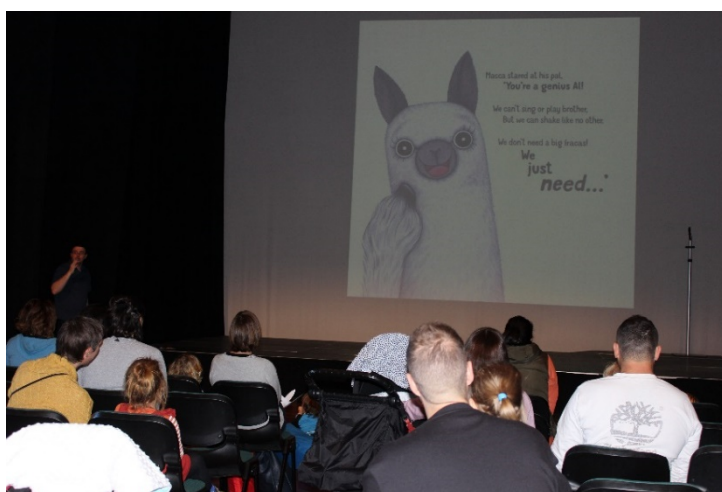
### 7.2.1. Carterton

#### Displays

Adult displays	Junior displays
'Nordic Thrillers'	'May the fourth be with you'
	'Warning – Pirate books!'

#### Events

Alpacas with Maracas: On 22<sup>nd</sup> of May, Carterton library participated in the International Simultaneous Storytime Session. The book read worldwide was "Alpacas with maracas". At Carterton we also led the children in a craft activity and had live alpacas on display.



1. Quintin leads Carterton children reading 'Alpacas with Maracas'



2. The children got up close and personal with live alpacas.



3. Relaxing after making alpaca masks.

## Other initiatives

Carterton library implemented a technology upgrade, led by APNK (the suppliers of our public access computing). The library now has 2 fixed Chrome stations and 8 portable Chromebooks available for use within the library. The tech upgrade also included a software management upgrade, allowing library staff to better manage computer allocation and printing services. Come in for a demonstration!

### 7.2.2. Featherston

#### Displays

Adult displays
'I Can't remember the title, but the colour was blue'

#### Events

- Alpacas with Maracas: On 22nd of May Featherston library participated in the International Simultaneous Storytime Session. The book read worldwide was 'Alpacas with maracas'.
- Booktown, the Library hosted a massive Harry Potter Quiz in the Featherston School Hall, Quiz Master, Juanita McLellan and Sam Wiblin with 10 House Elves from Kuranui College attending the tables.
- The Library hosted 'Puffin the Architect' author for a reading and book signing.
- Regular preschool programme attendance is up to 15 children plus parents/caregivers (including 3 dads).
- Penny attended training on Blue Cloud Analytics to enable her to produce reports.





4. 'Alpacas with Maracas' at Featherston



5. Harry Potter fans



5. Kimberly Andrews enchants with her book 'Puffin the Architect'



6. Book bugs attendance is increasing

### Other initiatives

- Featherston has extended its hours on Thursday night until 7.00pm.
- Beginners crochet class with 6 attendees.
- Penny attended ECREAD'N meeting in Masterton to finalise Winter Warmers and to submit the Funding Application to the Eastern & Central Community Trust.

#### 7.2.3. Greytown

Greytown's opening hours have been extended to include a late night on Tuesday until 7.00pm.

## 7.2.4. Martinborough Displays



### Other initiatives

- Martinborough has extended its opening hours on Saturday until 2.00pm.
- Alison Lintern attended training on Blue Cloud Analytics to enable her to produce reports.

## 8. Solid waste management

*SERVICE LEVEL – Recycling stations are accessible and maintained. Refuse and recycling collection services are provided, and waste minimisation actively promoted.*

### 8.1 Community

#### Holiday Programmes

Six workshops were run by the Zero Waste Coordinator at both the Carterton Event Centre – creating games out of recycling (25 kids attended) and at the Connecting Communities Holiday Programme held at Colombo Netball Centre Masterton – making bamboo straws (80 kids).

## **Featherston Organics Week**

The Zero Waste Coordinator gave a Zero Waste presentation and a Beeswax wraps workshop.

## **Kate Meads**

Waste Free living and Waste Free Parenting events held on 29<sup>th</sup> of May 2019 at both Greytown and Martinborough were both attended well.

Masterton event will be 13th May and is already sold out.

## **Mainstream Green**

Nic Turner has a fundraising event bringing her 'Living with Less' workshop to Clareville Bakery 8<sup>th</sup> of May. She also is meeting with a Wairarapa business and an NGO discussing behaviour change within their business and community.

Pare Kore is in the final stage for MFE funding and announcement of a Wairarapa Kaiarahi to facilitate this by mid-May.

## **8.2 Education**

Waste Forum coming up on 17<sup>th</sup> of May hosted by Hutt City to be attended by the Zero Waste Coordinator.

Event Packaging Guidelines brochure is in its final stage for event organisers and vendors in the wider Wellington region. This project is to provide consistency of information for the whole region where many vendors travel throughout the region for events. We will have workshops within the region for event organisers/community groups/vendors to be able to attend.

## **9. Appendices**

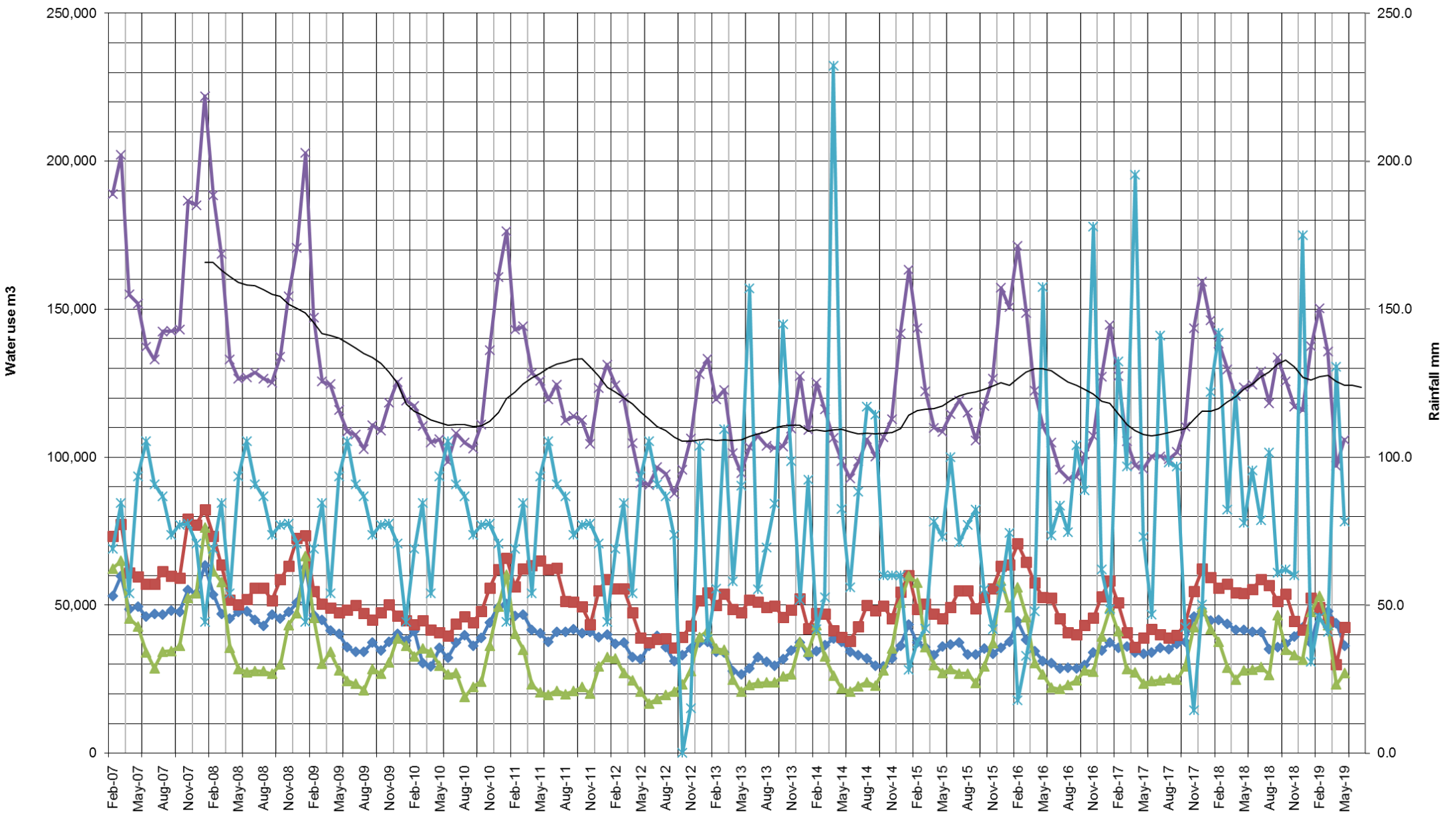
Appendix 1 – Monthly water usage

Appendix 2 – Waste exported to Bonny Glen

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

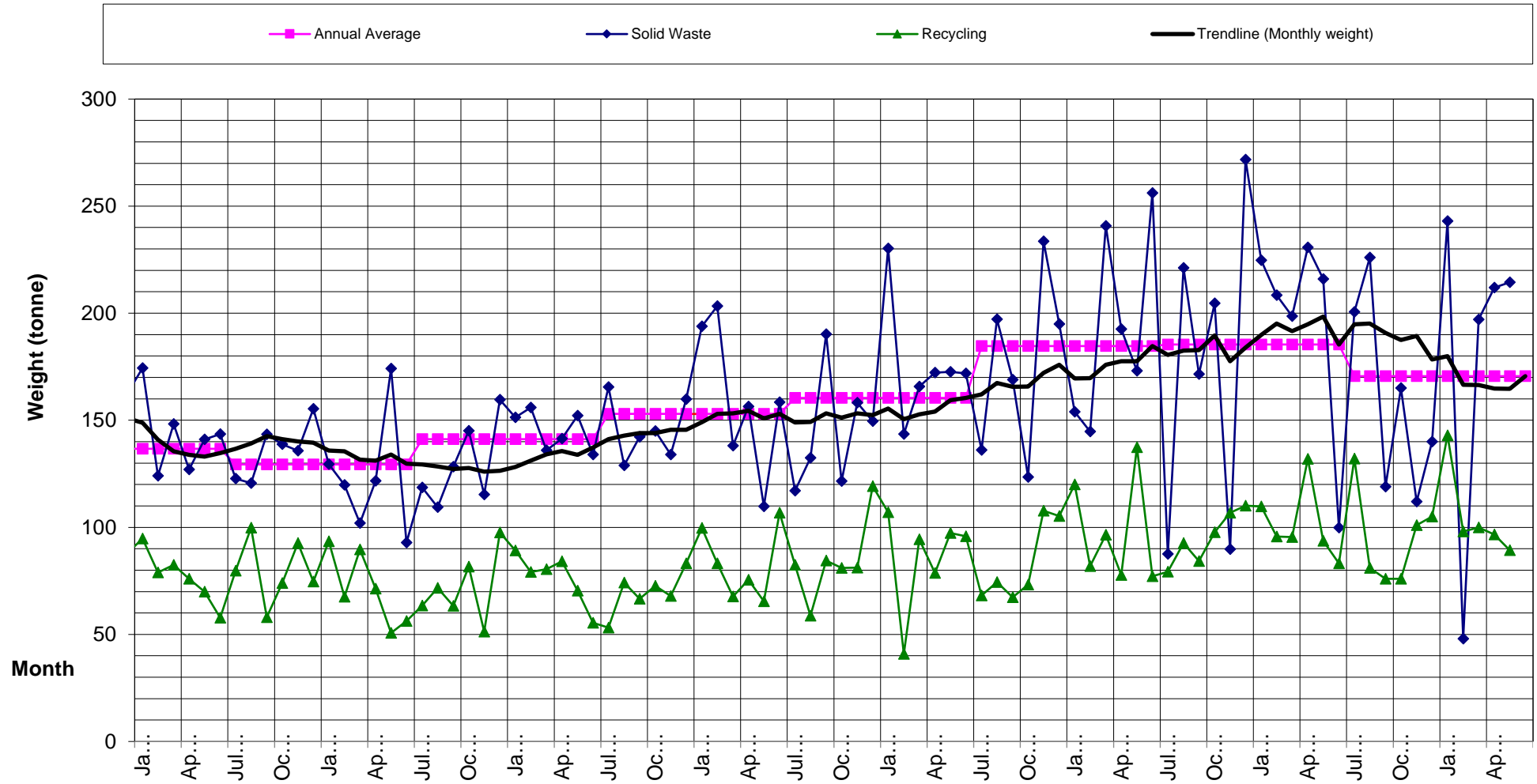
# **Appendix 1 – Monthly water usage**

# Water use South Wairarapa District Council



# **Appendix 2 – Waste exported to Bonny Glen**

### Monthly weight of waste transferred to Bonny Glen



# FINANCIAL REPORT

## 1. Background

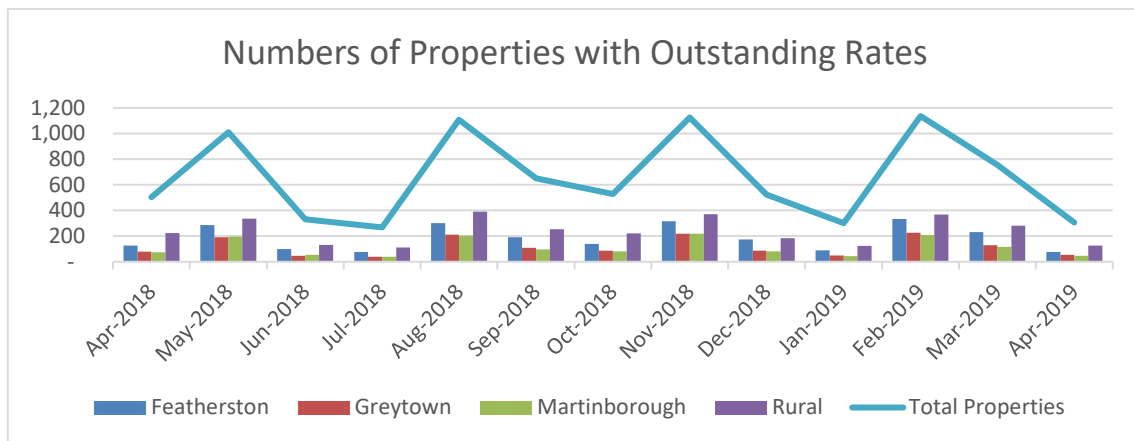
Following is the relevant information from the Finance, Audit and Risk Committee Report that may be of interest to community boards:

- Rates arrears report to 30 April 2019

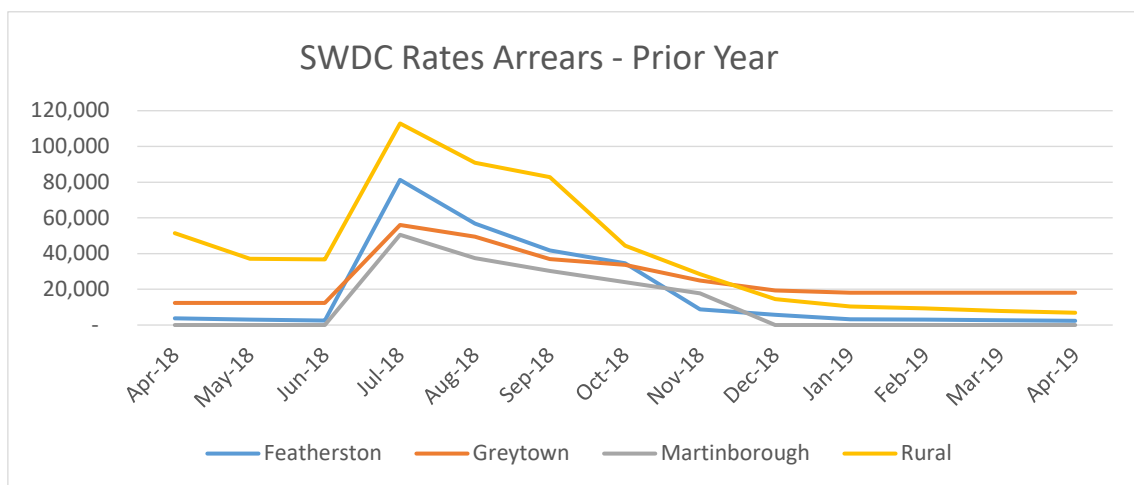
## 2. Summary

### 2.1 Rates Arrears

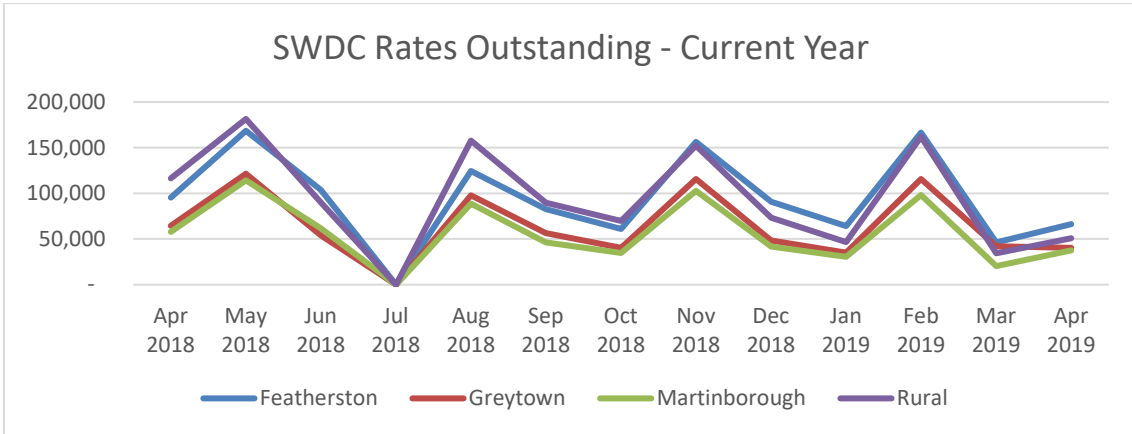
The rates arrears graphs below show continued improvement in the recovery of overdue rates which is due to a consistent approach to dealing with our overdue debtors.



The total amount owing in arrears from prior years is \$30,000, possibly an all-time record. This represents 8 ratepayers of which 3 are on repayment plans, 3 have issues with the title of their property, 2 lodged with debt collectors.







# MARTINBOROUGH COMMUNITY BOARD

18 JULY 2019

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## AGENDA ITEM 6.2

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### COMMITTEE MINUTES REPORT

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#### **Purpose of Report**

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

#### **Recommendations**

Officers recommend that the Community Board/Committee:

1. *Receive the Committee Minutes Report*

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

Minutes from relevant Council committees may be provided to the community boards and Māori Standing Committee for information.

The Group Managers information report from the Assets and Services, Planning and Regulatory and Finance, Audit and Risk Committees is presented in the Officers' Report. The minutes of these committee meetings will be available on Council's website.

#### **2. Appendices**

Appendix 1 - Considine Park Committee minutes 8 May 2019

Contact Officer: Angela Williams, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive Officer

# **Appendix 1**

- **Considine Park Committee minutes 8 May 2019**

## Considine/Centennial Park Committee

**Minutes of the meeting held in the Supper Room at the Waihinga Centre  
on Tuesday 9<sup>th</sup> April 2019 at 6pm.**

**Present:** Cr Pam Colenso, Matt Fenwick, Max Stevens, Martina, Bryce Neems,

**Apologies:** Frank Cornelisson, Fiona Beattie, Christine Webley

**Minutes:** Minutes of the meeting held on the 13<sup>th</sup> March 2018 were confirmed.  
M Stevens/M Fenwick

**Matters Arising:** Cr Colenso to discuss with the Mayor regarding having a representative from the Maori Standing Committee on this committee.

### **General Business:**

1. Wairarapa Pony Club has 30 members and have monthly meetings. They are very happy with the maintenance of the grounds. The Dressage area requires some work, but Poltech are going to use this area to store power poles while they do replacement poles in Kitchener Street and other areas around town. Once this work is finished, they will re-assess the Dressage arena.
2. Bryce to look into access to the swimming pool toilets via the park, so that the cricket club and pony club can use these without having to go through the camping grounds.
3. Trees along Princess Street need to have the retainers and stakes re-assessed.
4. The SWDC sign by the Baths needs updating and replacing to reflect the new Council logo and users of the park.
5. Discussed the planting programme around the park and it was thought that if SWDC supplied the trees, then the park users (i.e. Pony & Cricket clubs) could help with planting. Max also suggested an approach to Lions as they may be able to assist.
6. Extra seating is required and should be the same as the Macrocarpa slab seats already in the park.
7. The current Terms of Reference are to be discussed with the Mayor and then come back to this committee.
8. Cricket Pitch – at the present time there are 8 pop up sprinklers on the pitch. Connection is to the bore in Vintners Lane (previously know as Dublin St West) by the

swimming baths. This may need to be moved to a new connection and Bryce to discuss this with the Cricket Club.

9. BMX track, there have been various suggestions regarding this type of facility over the years. This is not provided for in the Management Plan, which would mean going out for public consultation as an amendment to the current plan. Council has land at the end of Dublin Street and it was suggested that perhaps the track could be put in there. Bryce to assess this and come back to the Committee.

There being no further business the meeting closed at 7.05pm.

### **ACTION ITEM LIST – CONSIDINE PARK COMMITTEE**

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<b>No.</b>	<b>Item</b>	<b>Date</b>	<b>Action By</b>
1	Representative from Maori Standing Committee	9/4/19	P Colenso
2	Pony Club – Maintenance Dressage arena	9/4/19	Pony Club
3	Access to toilets at Baths from Considine Park	9/4/19	B Neems
4	Assess tree stakes in Princess Street	9/4/19	B Neems
5	Replacement SWDC sign at Baths	9/4/19	B Neems
6.	Tree planting from Management Plan	9/4/19	B Neems
7	Macrocarpa slab seats – pricing	9/4/19	P Colenso
8	Terms of Reference	9/4/19	P Colenso
9	Water connection to cricket pitch	9/4/19	B Neems/ M Fenwick
10	BMX Track	9/4/19	B Neems

# MARTINBOROUGH COMMUNITY BOARD

18 JULY 2019

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## AGENDA ITEM 6.3

### ACTION ITEMS REPORT

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#### **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 July 2019

Contact Officer: Angela Williams, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive Officer

# **Appendix 1 – Action Items to 18 July 2019**



Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Actioned	Notes
584	9-Oct-17	Resolution	Cr Colenso	MCB RESOLVED (MCB 2017/96) 1. To receive the Greater Wellington Regional Council (GWRC) Bus Shelter on Ohio Street report 2. To defer further discussion on potential artists and murals at the next MCB workshop. (Moved Cornelissen/Secoded Roy) Carried	Open	12/3/18: Cr Colenso undertook to put an artist's brief together. <b>6/6/19:</b> Cr Colenso has been in contact with Jo Deans, Waste Management Officer. She is keen to do something to reflect saving the planet/saving out towns. MCB supported the idea noting it was a good fir with the plastic bag free approach. Also in discussion with GWRC.
556	27-Aug-18	Resolution	Mark	MCB RESOLVED (MCB 2018/60): 1. To receive the Martinborough School Parking Report. 2. To defer a decision until the Footpath Strategy has been viewed by the Community Board. (Moved Cornelissen/Secoded Beattie) Carried	Open	24/10/18: School looking at centralising parking. 31/1/19: Mark to make contact early in school year. 7/2/19: Mark talked to school today and will visit Principal when free. <b>6/6/19:</b> MCB requested an update on the footpath strategy for the next meeting.
696	23-Oct-18	Action	Mark	Arrange for Citycare to provide Martinborough Community Board low maintenance and drought hardy plant recommendations for under planting the olive trees on SH53 at the entrance to Martinborough	Open	7/2/19: Work in progress with CCL. Plan to be presented once completed by CCL. 29/04/2019 6/6/19: MCB requested an update on timing for underplanting the Olive Trees at the entrance to Martinborough. <b>17/6/19:</b> Will need to be revisited in July when there is available budget. A draft plan has been provided by Citycare but Council may approach Kuranui College to request if there is availability for a design student to do a draft plan.
697	23-Oct-18	Action	Mark	Determine potential locations for Martinborough Square Road signs (for poppy places), send to MCB members for feedback and then forward to Council's Roding Manager for action	Open	31 Oct 18: LC emailed Tim Langley with images of four major intersection on Square asking for advice on sign placement. 7/2/19: Work in progress. 14/3/19: Emailed Lisa Cornelissen with estimates and locations.

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Actioned	Notes
						<b>6/6/19:</b> Awaiting Council decision if happy to fund road signs.
<b>823</b>	12-Dec-18	Action	Lisa Cornelissen	Organise for the Poppy Places QR code to be printed and placed on the plaque	Actioned	<b>6/6/19:</b> QR code provided to Pam. Looking at options for Plaque location.
<b>824</b>	12-Dec-18	Action	Cr Colenso	Liaise with Council officers to get the Poppy Places plaque framed and then hung once the QR code sticker has been placed	Open	<b>6/6/19:</b> QR code provided to Pam. Looking at options for Plaque location.
<b>825</b>	12-Dec-18	Action	Lisa Cornelissen	Investigate booking Pirinoa Hall for the 14 March 2019 meeting and Hau Ariki Marae for the 6 June 2019 meeting	Actioned	11/4/19: Pirinoa Hall meeting held
<b>41</b>	31-Jan-19	Resolution	Mark	MCB RESOLVED (MCB 2019/10): 1. To request that the Amenities Manager organise a meeting of the Considine Park Committee to review progress and to discuss input into the Annual Plan, as well as any other agenda items members of the Committee wish to discuss. (Moved Cornelissen/Seconded Cr Colenso) Carried	Actioned	8/5/19: Meeting held at 6pm with the Committee. 10/6/19: Minutes to be provided to MCB.
<b>45</b>	31-Jan-19	Action	Lisa Cornelissen	Request promotional material suitable for social and online media promotion from the Neighbourhood Support Coordinator and forward Martinborough Business Association contact details	Actioned	Some work undertaken, more to be done. <b>6/6/19:</b> Further meeting held with Jen Bharti and Cr Colenso.
<b>48</b>	31-Jan-19	Action	Cr Colenso	Review potential FlagTrax locations, noting there was a desire to populate Broadway, the Square and Jellicoe Streets	Actioned	Ms Roy and Cr Colenso reviewed locations and provided to CB for final decision.
<b>52</b>	31-Jan-19	Action	Mark	Speak to Transit about an additional bus stop outside of the Waihinga Centre, to gauge what needs to be done and likely impacts	Open	<b>20/3/19:</b> Will speak to GWRC. <b>08/07/19</b> Emailed GWRC /metlink 23/05/19 re possible location, they will pass onto operation side
<b>53</b>	31-Jan-19	Action	Maisie/Cr Colenso	Request three design concepts in rough form for the skatepark, liaise with Fiona Beattie when the designs are ready so a student survey can be organised, send the costs to Lisa Cornelissen	Open	<b>6/6/19:</b> Maisie still looking at options. Will ask for assistance if required to progress.
<b>145</b>	14-Mar-19	Resolution	Lisa Cornelissen/ Vicky Read	MCB RESOLVED (MCB 2019/21): 1. To receive the Chairperson's report. 2. To receive the Community Board project	Actioned	11/4/19: See Chair's report. <b>7/6/19:</b> Discussed at June meeting.

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Actioned	Notes
				reports. 3. To support Martinborough Guy Fawkes going ahead and that Lisa Cornelissen and Vicky Read would progress finding someone to run the event. (Moved Cornelissen/Seconded Cr Maynard) Carried		
147	14-Mar-19	Action	Lisa Cornelissen	Circulate correspondence from Lake Ferry Ratepayers Association to members and if there is anything that the Community Board can assist with actioning to add this to the April 2019 meeting agenda	Open	6/6/19: No correspondence received to date. Cr Colenso to provide contact details to the Chair to follow-up once more. If no response, then close the action.
148	14-Mar-19	Action	Lisa Cornelissen	Work with Cr Pam Colenso and Council's Amenities Manager to review signage in Martinborough Square	Open	6/6/19: ongoing
149	14-Mar-19	Action	Lisa Cornelissen	Arrange a Community Board workshop (discuss budget, FlagTrax)	Actioned	2/5/19: Workshop held.
150	14-Mar-19	Action	Lisa Cornelissen	Arrange a meeting with Mayor Napier to discuss the LGNZ awards application	Actioned	meeting held
329	6-Jun-19	Resolution	Jennie	MCB RESOLVED (MCB 2019/29): 1. To receive the Applications for Financial Assistance Report. (Moved Beattie /Seconded Read) 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 Cornelissen/Seconded Beattie) Carried 3. To grant Wairarapa Maths Association \$300 to help with the costs associated with the annual 'Matharapa' competitions. (Moved Cornelissen/Seconded Cr Colenso) Carried 4. To grant the South Wairarapa Kahui Ako \$1000 (if the balance of funds required are achieved) to assist with the running of a Matariki celebration at Hau Ariki Marae, and, as the celebrations cover	Actioned	13/6/19: Letters sent to Wairarapa Maths Assoc, Narida Hooper and Sth Wairarapa Kahui Ako advising outcome of applications. Sth Wairarapa Kahui Ako to advise if balance of funding has been achieved prior to funds being released. 17/6/19: Commitments added to I&E - SM 18/6/19: Email received from Kahui Ako Group confirming funding has been achieved for the celebrations. 24/06/19: Commitments added to I&E - SM

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Actioned	Notes
				areas other than Martinborough, to suggest approaching the Carterton District Council and Featherston and Greytown Community Boards for additional funding. (Moved Cornelissen/Secoded Cr Colenso) Carried		
330	6-Jun-19	Resolution	Mark	MCB RESOLVED MCB 2019/30): 1. To receive the Request for Directional Signage Report. 2. To agree to install one blue directional sign (Option 3) on the Cnr of Fraters Road and Sutherland Drive, as a generic sign with further consultation with Ms Anton as to the exact wording and in agreement with officers and the Chair. The cost of the sign to be paid for by the applicant. (Moved Cornelissen/Secoded Read) Carried	Open	<b>19/6/19:</b> Refer to action 346. Signage Policy currently being reviewed and finalised. Once confirmed, will discuss the appropriate sign erection with Olivio-nor.
331	6-Jun-19	Resolution	MCB	MCB RESOLVED MCB 2019/31): 1. To receive the Community Board Terms of Reference. 2. That further review be undertaken by way of a workshop session. 3. To agree that references in the role and responsibilities sections of the document be reviewed to reflect that members of community boards do not feel they have the appropriate training to be involved in response and recovery in an emergency, however individuals can attend and assist any civil defence emergencies if available. (Moved Cornelissen/Secoded Roy) Carried	Open	Feedback to be incorporated at the workshop session
334	6-Jun-19	Resolution	Jennie	MCB RESOLVED (MCB 2019/34): To receive the 2018/2019 Budget 1. To approve \$1,287.41 to be allocated to three dog poo bins – two on the Palliser Vineyard walk and one to be installed on Jellicoe Street. 2. To approve expenditure of up to \$400 to	Actioned	<b>17/6/19:</b> Commitments added to I&E report - SM

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Actioned	Notes
				kickstart Neighbourhood support events in Martinborough – a community connection coffee morning and a family event during volunteer week. 3. To approve expenditure of up to \$250 to provide a large outdoor clock at Martinborough Pool – subject to receiving a suitable vandal proof recommendation from officers. (Moved Cr Colenso/Seconded Cornelissen) Carried		
335	6-Jun-19	Resolution	Mark	MCB RESOLVED (MCB 2019/35): 1. To agree to accept funds from Martinborough's disbanded swimming club to be ring fenced in the MCB budget and spent on improvements or services to be provided in Martinborough Pool, i.e. moveable seating, shade or provision of swimming lessons). 2. To request the Amenities Manager to provide costings for improving the shade and seating at Martinborough Pool. (Moved Cornelissen/Seconded Cr Colenso) Carried	Open	12/6/19: 1. Funds completed.
336	6-Jun-19	Resolution	Mark	MCB RESOLVED (MCB 2019/36): 1. To request that officers investigate (when time and funding allow) listing the Waihinga Centre on eventfinder or updating the old Town Hall venue and provide an event board within the centre. (Moved Cr Colenso/ Seconded Cornelissen) Carried	Open	Awaiting on Code of Compliance for the whole building before full on advertising
337	6-Jun-19	Resolution	Jennie	MCB RESOLVED (MCB 2019/37): 1. To agree to set aside \$300 in the 2019/20 budget for this November towards the firework event in Considine Park. 2. To note that Charlotte Harding is keen to run the fireworks event as a fundraiser for the Water Play area in the Waihinga park and playground.	Actioned	17/06/19: Commitment for future budget noted in I&E report - SM

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Actioned	Notes
				(Moved Cornelissen / Seconded Cr Colenso) Carried		
338	6-Jun-19	Resolution		MCB RESOLVED (MCB 2019/38): 1. To agree on the final placement of the FlagTrax system as presented by Cr Colenso. (Moved Cr Colenso/Seconded Roy) Carried	Actioned	
339	6-Jun-19	Resolution	Lisa Cornelissen	MCB RESOLVED (MCB 2019/39) 1. To receive the South Wairarapa Community Board Chair's Report. 2. To receive the tabled Community Board Conference report. (Moved Cornelissen/Seconded Roy) Carried 3. To add the conference outcomes to an MCB workshop, Mrs Cornelissen. (Moved Cornelissen/Seconded Cr Colenso) Carried	Open	No. 3 to be completed.
340	6-Jun-19	Action	Lisa Cornelissen	To advise Ms Anton from Olivio-nor the outcome of the decision reached regarding signage at this meeting	Open	
341	6-Jun-19	Action	Cr Colenso	To enquire with Mayor Napier if there is an alternative to presenting the community boards with fuller information from Council committee meetings other than locating the information on the website.	Actioned	9/7/19: Report included in the other
342	6-Jun-19	Action	Mark	To request a Pain Farm report for the next meeting	Actioned	<b>12/6/19:</b> Report completed by WPC following previous leasee departure. On agenda for July meeting. Amenities Manager meeting with new leasee on 18 June.
343	6-Jun-19	Action	Lisa Cornelissen	To contact the Pirinoa Hall secretary to request payment details for the donation	Open	
344	6-Jun-19	Action	Lisa Cornelissen	To confirm with Madcaps whether the Christmas parade costs have been invoiced	Open	
345	6-Jun-19	Action	Jennie	To remove the \$500 for Martinborough School from current commitments, confirm if all community board chair conference expenses have	Actioned	<b>17/6/19:</b> Martinborough School commitment removed, student honorarium amount revised, Conference exps not yet complete - will remove from commitments when done - SM

Ref #	Raised Date	Action Type	Responsible Manager	Action or Task details	Actioned	Notes
				been processed and confirm the commitment for the student honorarium		
346	6-Jun-19	Action	Mark	To request that the policy for signage is reviewed by the appropriate Council committee and, once finalised, to publish on the website	Open	<b>19/6/19:</b> Updated Policy discussed at the Assets & Services Committee meeting and, following feedback, Council will circulate to Members for review. Once confirmed to be uploaded to the website.
347	6-Jun-19	Action	Lisa Cornelissen	To arrange a workshop session to discuss and review the Terms of Reference prior to the July meeting	Open	
348	6-Jun-19	Action	Cr Colenso	To provide the Chair the final list and locations of FlagTrax poles and photographs	Open	
349	6-Jun-19	Action	Lisa Cornelissen	To liaise with FlagTrax as to the system and installation costs to ensure that total expenditure does not exceed \$14,000 (50% funded by MCB beautification funds, 50% funded by SWDC)	Open	
350	6-Jun-19	Action	Cr Colenso	To discuss with Gray Carter the removal of existing flag banners	Open	
351	6-Jun-19	Action	Lisa Cornelissen	To liaise with the Featherston and Greytown Community Board chairs regarding materials and suppliers for producing the FlagTrax banners	Open	

# MARTINBOROUGH COMMUNITY BOARD

18 JULY 2019

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## AGENDA ITEM 6.4

### INCOME AND EXPENDITURE STATEMENTS

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#### **Purpose of Report**

To present the Community Board with the most recent Income and Expenditure Statements.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Income and Expenditure Statement for the period 1 July 2018 - 31 May 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 – 31 May 2019 is attached in Appendix 2.

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 1 July 2017 – 30 June 2018

Appendix 2 - Income and Expenditure Statement for 1 July 2018 – 31 May 2019

Contact Officer: Angela Williams, Committee Advisor

Approved By: Harry Wilson, Acting Chief Executive



# **Appendix 1 - Income and Expenditure Statement for 1 July 2017 – 30 June 2018**

<b><i>Martinborough Community Board</i></b>	
<b><i>Income &amp; Expenditure For the year ended 30 June 2018</i></b>	
<b>INCOME</b>	
Balance 1 July 2017	7,575.00
Annual Plan 2017/18	26,868.00
aztec inflatable for mba Pool	2,400.00
inflatable slide sold to gtn com board	2,000.00
<b>TOTAL INCOME</b>	<b>38,843.00</b>
<b>EXPENDITURE</b>	
Members' Salaries	15,714.22
<b>Total Personnel Costs</b>	<b>15,714.22</b>
AP Local Governmen Annual CBD levy 2017/18	216.67
Exp from Wages correction V Read Parking	102.00
Exp from Wages correction V Read Conf Mileage	105.12
Exp from Wages correction V Read Conf dinner	28.00
AP OfficeMax New Z Stationery etc	4.99
AP Canvasland Hold 2 inflatables - Mbo pool	4,524.41
AP Mr S G Campbell Totara cheeseboard/tag gift-power box ar	55.00
AP Martinborough M Donation - Martinborough Communtiy Boar	300.00
<b>Total General Expenses</b>	<b>5,336.19</b>
AP Citizens Advice MCB grant - general running of bureau	350.00
AP Martinborough C Grant-assist repair/service sewing machi	500.00
AP Friends of Mart Outdoor movie evening-Waihinga Centre Wa	500.00
AP Martinborough J Community Guy Fawkes event grant	653.00
AP Martinborough N MCB grant-transport senior teams to away	950.00
AP Traffic Safe Ne Mbo Xmas Parade TMP 2017	1,220.00
AP Ruamahanga Heal Community Garden - MCB grant	1,000.00
Refund MBoro Hockey Club - Guy	-111.00
AP South Wairarapa MCB grant - Homework/Breakfast club	600.00
AP The Sign Factor 12 ANZAC project coreflutes	469.56
AP Hau Ariki Marae Grant for redevelopment of the atea Mara	1,500.00
AP Tuhirangi Netba Costs towards new eqmnt & entering team	250.00
AP Southern Junior Grant - towards costs new equip for juni	750.00
AP Maths Wairarapa MCB grant-school maths competition	300.00
Correction Jnl Comm Board Mbo Music grant from GCB to MCB	1,000.00
<b>Total Grants</b>	<b>9,931.56</b>
<b>TOTAL EXPENDITURE</b>	<b>30,981.97</b>
<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>7,861.03</b>
<b>BALANCE TO CARRY FORWARD</b>	<b>7,861.03</b>

# **Appendix 1 - Income and Expenditure Statement for 1 July 2018 – 31 May 2019**

<b>Martinborough Community Board</b>		
<b>Income &amp; Expenditure For the Period Ended 31 MAY 2019</b>		
	<u>INCOME</u>	
	Balance 1 July 2018	7,861.03
	Annual Plan 2018/19	27,639.00
	<b>TOTAL INCOME</b>	<b>35,500.03</b>
	<u>EXPENDITURE</u>	
	Members' Salaries	14,619.77
	Mileage reimbursements	0.00
	<b>Total Personnel Costs</b>	<b>14,619.77</b>
6/30/2018	AP Local Governmen CBEC levy for 2018/19	216.68
7/13/2018	Survey Monkey	101.74
7/20/2018	Wood and Screws for Anzac project	84.70
10/24/2018	OfficeMax Stationery	3.94
10/31/2018	AP Magic in Martin Christmas event in Mbo Square-MCB grant	1,000.00
11/27/2018	Student Member	250.00
2/15/2019	AP NZ Community Bo CB conference 2019 L Cornelissen	656.52
2/20/2019	AP House of Travel L Cornelissen Wn-NP-WN 11/4/19	188.70
4/13/2019	AP The Devon Hotel MBO CB 19 Conference L Cornelissen	318.26
	<b>Total General Expenses</b>	<b>2,820.54</b>
8/29/2018	AP Bombora Events MCB grant 2018 Festival in tora Jan 19	500.00
8/29/2018	AP Life Education Trust - Deliver life skills mobile classroom pgm	500.00
8/29/2018	AP Martinborough Squash Club - Leaf protection system in gutters	1,000.00
8/29/2018	AP Martinborough Toy library Software to online version with website	300.00
8/29/2018	AP Citizens Advice Towards costs with running service	350.00
10/31/2018	AP Traffic Safe Ne TMP ref 241017004 Mbo Madcaps Xmas parad	400.00
12/12/2018	AP Traffic Safe Ne Madcaps Xmas parade 2018	950.00
3/25/2019	Martinborough Community Garden operating costs	800.00
3/26/2019	Wairarapa Rape and Sexual Abuse Collective: say no to rape campaign	200.00
3/25/2019	AP Martinborough M Student Workshops/Open Rehearsals	1,000.00
	<b>Total Grants</b>	<b>6,000.00</b>
	<b>TOTAL EXPENDITURE</b>	<b>23,440.31</b>
	<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>12,059.72</b>
	<u>LESS: COMMITMENTS</u>	
	Salaries to 30 June 2019	1,565.23
	Mileage to 30 June 2019	500.00
	Student rep honorarium \$50 per meeting - remaining balance from \$400 (8 Meetings)	150.00
7/17/2017	Engagement programme	398.26
11/27/2017	Martinborough basketball backboards and posts	500.00
8/27/2018	Martinborough Business Association CCTV	1,000.00
8/27/2018	Martinborough Youth Trust Discover Programme attendance	1,025.00
10/23/2018	MADCAPS for Christmas Parade	250.00
6/6/2019	Hire of Pirinoa Hall for MCB Meeting - to be <b>donated</b> to Pirinoa Hall as uninvoiced	100.00
1/31/2019	L Cornelissen to attend Comm Board Conf up to \$2200 (remainder as at 31/05/19)	1,225.22
3/14/2019	Anglican Parish of South Wairarapa - costs of Breakfast Club (subj to report receipt)	600.00
6/6/2019	Narida Hooper to help with painting workshop Joe McMenamin/Rangatahi	500.00
6/6/2019	Wairarapa Maths Association - for Matharapa	300.00
6/6/2019	South Wairarapa Kahui Ako (if balance of funds achieved for Matariki @Hau Ariki Marae	1,000.00
6/6/2019	Dog poo bins Palliser Walk/Jellicoe St	1,287.41
6/6/2019	Neighbourhood Support for coffee morning/family event during volunteer week	400.00
6/6/2019	Large outdoor clock for Mbo Swimming Pool	250.00
	<b>Total Commitments</b>	<b>11,051.12</b>
6/6/2019	from <b>2019/20</b> budget for fireworks event in November	300.00
	<b>BALANCE TO CARRY FORWARD</b>	<b>1,008.60</b>

<b>Martinborough Community Board</b>		
<b>Beautification fund For the Period Ended 31 MAY 2019</b>		
	Balance 1 July 2018 - Beautification	45,076.92
	Annual Plan 2018/19 - Beautification	10,710.00
	<b>TOTAL INCOME</b>	<b>55,786.92</b>
2/8/2019	Comm Board Corrections Water Fountain urban Effect	3,222.15
	<b>Total Beautification</b>	<b>3,222.15</b>
	<b>TOTAL EXPENDITURE</b>	<b>3,222.15</b>
	<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>52,564.77</b>
	<u>LESS: COMMITMENTS</u>	
3/13/2017	Waihinga Centre	30,000.00
11/27/2017	Bike racks including installation	450.00
3/12/2018	Water fountain	14,277.85
12/12/2018	FlagTrax System	7,000.00
	<b>Total Commitments</b>	<b>51,727.85</b>
	<b>BALANCE TO CARRY FORWARD</b>	<b>836.92</b>

# MARTINBOROUGH COMMUNITY BOARD

18 JULY 2019

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## AGENDA ITEM 6.5

### GRANT ACCOUNTABILITY REPORT

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#### **Purpose of Report**

To update the Community Board on grant status and provide a report back on accountability forms received from recipients.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Financial Assistance Accountability Report.*

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

Martinborough Community Board has two financial assistance rounds per year but will consider interim grants if the request is urgent. All applicants are required to submit an accountability return and are followed up if a return hasn't been lodged.

#### **2. July 2019 Summary**

A summary of grants allocated and their status is provided in Appendix 1. Accountability returns are shown in Appendix 2.

#### **3. Appendix**

Appendix 1 – Grants Summary

Appendix 2 – Accountability Returns

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive Officer

# **Appendix 1 – Grants Summary**



**SOUTH WAIRARAPA DISTRICT COUNCIL**  
Kia Reretahi Tātau  
**Community Board Financial Assistance Tracking**

Status to be followed up in February and August

COMMUNITY BOARD	APPLICANT NAME	PROJECT DESCRIPTION	AMOUNT REQUESTED	AMOUNT ALLOCATED	STATUS	DATE PROJECT APPROVED/DECLINED	EXPECTED PROJECT COMPLETION DATE	PROJECT STATUS In progress (accountability not returned) Complete (accountability returned)	Followed Up
MCB	Lake Ferry Anzac Club	To undertake maintenance of the flag pole and flag pole area at Lake Ferry	\$1,000	\$1,000	Approved	11 May 2015	NA	In Progress	4/09/2015 & 1/4/16
MCB	Martinborough Cricket Club	To assist with the costs associated with purchasing new cricket gear bags, balls, grips and score books	\$794	\$794	Approved	29 May 2017		Complete	
MCB	Martinborough Rugby Club	To assist with the costs associated with transporting senior teams to away fixtures	\$1,000	\$1,000	Approved	29 May 2017	1 October 2017	Complete	
MCB	Martinborough School	To purchase 10 basketballs and shirts so children can participate with pride in the year 7 and year 8 interschool basketball competition	\$980	\$780	Approved	29 May 2017		Complete	
MCB	Boomerang Bags Martinborough	Towards the costs associated providing repair and servicing to five sewing machines on loan from the community and to purchase needles, thread and screen paint for continued production of reusable bags.	\$500	\$500	Approved	4 September 2017		In Progress	1/10/2018 & 25/6/19
MCB	Friends of Martinborough Library	Towards the costs associated with running an outdoor movie evening for Martinborough to raise money for the children's library area furnishings in the Waihinga Centre	\$500	\$500	Approved	4 September 2017	1 November 2017	In Progress	1 October 2018
MCB	The Anglican Parish of South Wairarapa	To assist with the Martinborough Homework and Breakfast Club	\$600	\$600	Approved	29 January 2018		Complete	
MCB	Maths Wairarapa	To assist with the costs of running the 2018 schools maths competition	\$300	\$300	Approved	11 June 2018		Complete	
MCB	Martinborough Music	For the provision of workshops at Greytown School, Kuranui College and Wairarapa College.	\$980	\$1,000	Approved	11 June 2018		Complete	
MCB	Bombora Events	To assist with the costs associated with running a community festival in Tora in January 2019	\$999	\$500	Approved	27 August 2018		Complete	
MCB	Martinborough Business Association	To assist with the costs associated with installing a CCTV camera security system around the town	\$5,000	\$1,000	Approved	27 August 2018		In Progress	
MCB	Wairarapa Citizens Advice Bureau	To assist with the costs associated with running the service	\$350	\$350	Approved	27 August 2018		In Progress	25 June 2019
MCB	Life Education Trust	To assist with the costs associated with delivering a mobile classroom life skills programme	\$500	\$500	Approved	27 August 2018		Complete	
MCB	Martinborough Squash Club	To assist with the costs associated with installing a leaf protection system in the gutters of the Squash Club building	\$1,000	\$1,000	Approved	27 August 2018		In Progress	25 June 2019





**SOUTH WAIRARAPA DISTRICT COUNCIL**  
 Community Board Financial Assistance Tracking  
 Kia Reretahi Tātau

Status to be followed up in February and August

COMMUNITY BOARD	APPLICANT NAME	PROJECT DESCRIPTION	AMOUNT REQUESTED	AMOUNT ALLOCATED	STATUS	DATE PROJECT APPROVED/DECLINED	EXPECTED PROJECT COMPLETION DATE	PROJECT STATUS In progress (accountability not returned) Complete (accountability returned)	Followed Up
MCB	Martinborough Youth Trust	To assist with the costs associated with assisting youth attend the Discovery programme	\$2,050	\$1,025	Approved	27 August 2018		Complete	Not claimed
MCB	The Martinborough Toy Library	To assist with the costs associated with upgrading the Toy Library software to an online version with website capability	\$300	\$300	Approved	27 August 2018	before Waihinga opening	Complete	
MCB	Martinborough Cricket Club	To pay for cricket pitch covers for Considine Park.	\$2,116	\$2,116	Approved	12 December 2018		In Progress	25 June 2019
MCB	Martinborough Community Garden	To assist with ongoing operation costs	\$800	\$800	Approved	14 March 2019		In Progress	
MCB	Martinborough Music Festival	To run student workshops and open rehearsals at the music festival <b>subject to the Community Board viewing a grant application.</b>	\$1,000	\$1,000	Approved	14 March 2019	Sept/Oct 19	In Progress	
MCB	Wairarapa Rape and Sexual Abuse Collective	To assist with costs for the 'Saying no to Rape' campaign.	\$5,000	\$200	Approved	14 March 2019		In Progress	
MCB	Anglican Parish of South Wairarapa	To cover the costs of food, stationary and equipment for the Homework and Breakfast Club subject to receiving a completed accountability form for a previous grant.	\$600	\$600	Approved	14 March 2019		Complete	
MCB	Narida Hooper	To help fund the cost of a painting workshop with artist Joe Mcmenamin for ten South Wairarapa rangatahi (youth) (payable on receipts)	\$500	\$500	Approved	6 June 2019		In Progress	
MCB	Wairarapa Maths Association	\$300 to help with the costs associated with the annual 'Matharapa' competitions.	\$300	\$300	Approved	6 June 2019		In Progress	
MCB	South Wairarapa Kahui Ako	To assist with the running of a Matariki celebration at Hau Ariki Marae, and, as the celebrations cover areas other than Martinborough, to suggest approaching the Carterton District Council and Featherston and Greytown Community Boards for additional funding.	\$2,880	\$1,000	Approved	6 June 2019		In Progress	

# **Appendix 2 – Accountability Returns**

Martinborough Community Board (MCB) Strategic Grants are awarded to organisations or individuals for specific projects that have the potential to provide long-lasting benefit to the Martinborough Ward Community and which support the MCB Vision and Priority Areas outlined in the "Martinborough Community Board – 3 year plan to 2019".

Successful applicants must provide a quarterly report to the MCB detailing progress and submit this Strategic Grants Accountability Form within 3 months of the grant being expended. No further grants will be considered until we have received this feedback form.

Please return the completed form along with bank statements, invoices and receipts identifying the grant expenditure to –

Suzanne Clark  
 South Wairarapa District Council  
 PO Box 6  
 Martinborough 5741  
[Suzanne.clark@swdc.govt.nz](mailto:Suzanne.clark@swdc.govt.nz)

1.	Name of Organisation	Martinborough Cricket Club
2.	Project Name	To assist with the costs associated with purchasing new cricket gear bags, balls, grips and score books
3.	Date of Grant	June 2017
4.	Amount of Grant	\$794.00
5.	Please provide a summary of the project	
Due to the growing numbers of the cricket club and old gear wearing out, the club needed to replace team bags, balls, and scorecards.		

6.	Please provide details of how the grant was spent, explaining any expenditure which was not used for the intended purpose as outlined in your grant application.
<p>Exact grant amount was spent on replacing items such as scorebooks, practice balls and team gear bags.</p>	
7.	How has your project provided long-lasting benefit to the Martinborough Ward community?
<p>Enabling and encouraging children to play and develop team and cricket skills.</p>	
8.	How has your project furthered the MCB's stated Vision and Priority Areas?
<p>By helping provide facilities to encourage Martinborough children to be involved in a community sporting activity, with children from at least five schools participating in our club.</p>	
9.	Please provide details of funding received from other organisations in support of this project
<p>None</p>	

10.	If this was not a one-off application please outline likely future funding requirements for this project.
None	
11.	<p>Bank Statements, Invoices and Receipts, Please provide copies of:</p> <ul style="list-style-type: none"> <li>- Bank Statement with the grant fund deposit highlighted</li> <li>- Bank Statements with the grant expenditure highlighted</li> <li>- Invoices and Receipts for all expenditure items</li> </ul>

Thank you for taking the time to complete this form, this allows us to carefully consider the success of our strategic grants, and helps us to allocate our future funding to achieve the best outcomes for the Martinborough Ward community.

## Martinborough Community Board Strategic Grants Accountability Form

Martinborough Community Board (MCB) Strategic Grants are awarded to organisations or individuals for specific projects that have the potential to provide long-lasting benefit to the Martinborough Ward Community and which support the MCB Vision and Priority Areas outlined in the "Martinborough Community Board – 3 year plan to 2019".

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Martinborough 5741  
[Suzanne.clark@swdc.govt.nz](mailto:Suzanne.clark@swdc.govt.nz)

1.	Name of Organisation	Martinborough Rugby Club
2.	Project Name	Senior Buses
3.	Date of Grant	29 May 2017
4.	Amount of Grant	\$1000
5.	Please provide a summary of the project	
<p>Grant contributed to the cost of transporting our senior teams to away fixtures.</p>		

**Martinborough Community Board  
Strategic Grants Accountability Form**

6. Please provide details of how the grant was spent, explaining any expenditure which was not used for the intended purpose as outlined in your grant application.

Funds contributed to bus travel for our Senior teams.

7. How has your project provided long-lasting benefit to the Martinborough Ward community?

We continue to provide a sporting facility for all to use.

8. How has your project furthered the MCB's stated Vision and Priority Areas?

As above.

9. Please provide details of funding received from other organisations in support of this project

Self fundraising.



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1.	Name of Organisation	Martinborough School
2.	Project Name	Sport Shirt Grant
3.	Date of Grant	27 June 2018
4.	Amount of Grant	897.00
5.	Please provide a summary of the project	
<p>The purpose was to provide our basketball and miniball teams with a uniform which they could play in which represented Marginborough School. A shirt more aligned to a sports shirt so all the children could look the same.</p>		





## Martinborough Community Board Strategic Grants Accountability Form

6.	Please provide details of how the grant was spent, explaining any expenditure which was not used for the intended purpose as outlined in your grant application.
The grant was spent on basketball/sport shirts for the teams to wear to games when representing our school/	
7.	How has your project provided long-lasting benefit to the Martinborough Ward community?
This grant formed the basis for the school to invest in more shirts so these shirt have now become the 'sport shirts' for the children to wear when they are representing Martinborough School. Thus far these shirts have been worn for the following external school events: <ul style="list-style-type: none"><li>- Basketball</li><li>- Miniball</li><li>- Cross country</li><li>- Tennis</li><li>- Karate</li><li>- Rippa rugby</li><li>- Hockey</li></ul>	
8.	How has your project furthered the MCB's stated Vision and Priority Areas?
This request for funding came from the need to have a group of students who come from a vast range of social economic back grounds become equals when taking the basketball court. We believe this aspect of this grant blends in well with the MCB's priority area of An Engaged, Involved Community: <ul style="list-style-type: none"><li>• Foster an engaged, involved community that is seen as a major benefit for current and future residents.</li></ul> <p>This grant was the pivotal point for Martinborough School to invest further in sports shirts so all students could have a shirt to wear when representing our school.</p>	



## Martinborough Community Board Strategic Grants Accountability Form

9.	Please provide details of funding received from other organisations in support of this project
This was the only grant we sort for these shirts. The rest of the funding has come from Martinborough School.	
10.	If this was not a one-off application please outline likely future funding requirements for this project.
Not applicable	
11.	Bank Statements, Invoices and Receipts, Please provide copies of: <ul style="list-style-type: none"><li>- Bank Statement with the grant fund deposit highlighted</li><li>- Bank Statements with the grant expenditure highlighted</li><li>- Invoices and Receipts for all expenditure items</li></ul>

Thank you for taking the time to complete this form, this allows us to carefully consider the success of our strategic grants, and helps us to allocate our future funding to achieve the best outcomes for the Martinborough Ward community.



Basket Ball

Junior Cross country



Miniball team



Senior Cross country team





**Martinborough Community Board  
Strategic Grants Accountability Form**



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South Wairarapa District Council  
PO Box 6  
Martinborough 5741  
[Suzanne.clark@swdc.govt.nz](mailto:Suzanne.clark@swdc.govt.nz)

1.	Name of Organisation	Anglican Parish of South Wairarapa / St Andrews
2.	Project Name	Homework and Breakfast Clubs
3.	Date of Grant	25 / 03 / 19
4.	Amount of Grant	\$600 + GST
5.	Please provide a summary of the project	Thank you for your support.
<ul style="list-style-type: none"> <li>To provide assistance with literacy &amp; numeracy needs in partnership with Martinborough schools</li> <li>To provide breakfast daily during the school term as required.</li> </ul>		



## Martinborough Community Board Strategic Grants Accountability Form

6.	Please provide details of how the grant was spent, explaining any expenditure which was not used for the intended purpose as outlined in your grant application.
<p style="text-align: center;">/</p>	
7.	How has your project provided long-lasting benefit to the Martinborough Ward community?
<p>Promotes literacy, numeracy and holistic learning. Children who are engaged progress and thrive. Assists in providing equity of outcomes long term.</p>	
8.	How has your project furthered the MCB's stated Vision and Priority Areas?
<p>"An involved community that is engaged family friendly, providing opportunities for residents of all ages."</p>	
9.	Please provide details of funding received from other organisations in support of this project
<p><del>Funds</del> Rotary - SW branch \$1,000. to assist with food costs and equipment. Donations - one off's - see attached sheet.</p>	



## Martinborough Community Board Strategic Grants Accountability Form

10.	If this was not a one-off application please outline likely future funding requirements for this project.
<p>The project will always need assistance with food and equipment costs! We provide breakfast, afternoon tea and around 3 lunches daily.</p>	
11.	Bank Statements, Invoices and Receipts, Please provide copies of: <ul style="list-style-type: none"><li>- Bank Statement with the grant fund deposit highlighted</li><li>- Bank Statements with the grant expenditure highlighted</li><li>- Invoices and Receipts for all expenditure items</li></ul>

Thank you for taking the time to complete this form, this allows us to carefully consider the success of our strategic grants, and helps us to allocate our future funding to achieve the best outcomes for the Martinborough Ward community.

P.O. Box 463  
Masterton  
P: 06 3700400 ext 775  
E: mvanwoerkom@waicol.nz



29 September 2018

Loyal supporter of MATHARAPA

Hello,

I am writing on behalf of the Wairarapa Mathematics Association to thank you once again for your support of our annual National Maths week competition.

Matharapa was held in August (15<sup>th</sup> and 16<sup>th</sup>).

Without your support the two days would not be quite as successful so, on behalf of the competitors, over 495 of them: THANK YOU.

Enclosed is a summary of the results that we hope you share with your Boards, members and committees.

Thanks, sincerely.

Mike van Woerkom  
Treasurer  
WaiMaths Assoc  
c/- P.O Box 463  
Masterton.





# MATHARAPA 2018

Wairarapa College was the venue, once again, for the 2018 Wairarapa Mathematics competitions. The spacious hall has proven to be a fantastic venue with plenty of room for the competitors and spectators alike. As with last year the extended programme gave more time for the competitors on each section. Setting up was completed late on Tuesday evening and the competitions began the next morning.

No Year 5/6 North teams arrived at 9.00am on Wednesday August 15<sup>th</sup> because of the NZEI industrial action – their competition was delayed until Thursday.

At 11.30am it was the turn of the Year 9's [37 teams from 9 colleges] – Rathkeale swept the board in this age-group taking out 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> placings. What an incredible effort!!

At 1.30pm it was the turn of the Year 10's – 34 teams enjoyed an hour and a half of challenges with Wairarapa College placing 1<sup>st</sup>, Solway College 1 were 2<sup>nd</sup> and Rathkeale 2 came in 3<sup>rd</sup> place.

So 71 teams, over 210 students went through on the Wednesday session - it was a great start to National Mathematics Week.

Thursday morning saw the first of three sessions kick off with Years 5&6 South pupils, together with their Year 5/6 Northern counterparts, being challenged to basic arithmetic, mental calculations and puzzles.

From a pool of 18 teams the winners in Yr 5/6 South were:- 1<sup>st</sup> Greytown School Spheres, 2<sup>nd</sup> Martinborough School's Everyday I'm calculating and 3<sup>rd</sup> Greytown School's Prisms.

From a pool of 16 teams the winners in Yr 5/6 North were:- 1<sup>st</sup> Opaki Numerators, 2<sup>nd</sup> Douglas Park School Denominators and 3<sup>rd</sup> Hadlow's Order of Operations.

Another 28 teams from 19 schools took their seats at 11.30am for the Year 7 competition where more frantic equation solving, geometry and brainstorming ensued.

The winners were:- 1<sup>st</sup> St Teresa's, Featherston with Masterton Intermediate 2 2<sup>nd</sup> and St Mary's, Carterton 3<sup>rd</sup>.

Year 8 pupils rounded off a busy day with their round of questions starting at 1.30pm – individual computations, team "runner" maths questions and spatial challenges kept them very engrossed for their competition.

From a group of 32 teams representing 17 schools the winners were:- 1<sup>st</sup> Masterton Intermediate 3, 2<sup>nd</sup> Lakeview School and 3<sup>rd</sup> were Masterton Intermediate 4.



In all approx. 495 students from every corner of our region came and enjoyed competing against their peers – what a success!!

Prizes ranging from wooden Soma cubes to Casio graphical calculators were awarded.

Refreshments in the form of a drink of Vitafresh and a biscuit are supplied at the end of competition while the final results are being computed.

Whilst the winners and place-getters are recorded here the real emphasis is on participation and every competitor goes home with a certificate acknowledging that they have represented their school.

Every student also receives a bag of goodies by which to remember the day.

Our thanks go to the participating schools for releasing staff to accompany the students. Thank you to any parents who were given a job and did it willingly. Thanks also to the senior students who gave freely of their time to act as markers.

A special thank you to the secondary schools that bore the cost of releasing teachers in order to see that the sessions ran smoothly.

Each participating school pays a small annual subscription but the bulk of the running costs and prizes are only able to be purchased with the generous assistance of the following contributors.

Our sincerest thanks go to the following sponsors, without whom this competition could not be run so generously and successfully:



# THANK YOU



Featherston, Greytown, Carterton, Holdsworth, Pahiatua  
and Masterton Host Waipoua Lions Clubs  
Featherston and Greytown Lioness Clubs  
South Wairarapa, Carterton and Masterton South Rotary Clubs  
Featherston, Greytown and Martinborough Community Boards  
The Masterton & Carterton District Councils  
The Westpac & ANZ Banks  
Trust Lands Trust Masterton, The Wairarapa Building Society  
The Trust House Foundation, First Sovereign Trust Ltd,  
Pelorus Trust and The Lion Foundation  
The NZ Association of Mathematics Teachers via the MoE  
Mr Derek Smith of Graphic Technologies & Monaco Corporation  
Hansell's (NZ) Ltd, Lamb-Peters Print & Dandi Candy



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Martinborough 5741  
[Suzanne.clark@swdc.govt.nz](mailto:Suzanne.clark@swdc.govt.nz)

1.	Name of Organisation	
2.	Project Name	
3.	Date of Grant	
4.	Amount of Grant	
5.	Please provide a summary of the project	

6.	Please provide details of how the grant was spent, explaining any expenditure which was not used for the intended purpose as outlined in your grant application.
7.	How has your project provided long-lasting benefit to the Martinborough Ward community?
8.	How has your project furthered the MCB's stated Vision and Priority Areas?
9.	Please provide details of funding received from other organisations in support of this project

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**Euan Huggett who is teaching Deon, has written the following:**

Deon Liumahetau is the first student in the MMF Education Program. His clarinet and first book has been provided by Mark Walton. He is a delightful student and turning out to be a quick learner.

I will provide free tuition but there will be some costs associated with reeds and instrument maintenance.

Lessons are currently on three days a week for approx 15 minutes - 9.00am Tuesdays and Fridays at Martinborough School and on Thursdays at Homework Club. Initially it was thought that the clarinet would remain at school and Deon would be given time to practice there, hence the need for three short sessions a week in order to maintain impetus and enthusiasm. He has since taken his instrument home to show his parents who would possibly like to become a bit more involved in his music.

Starting on Thurs, Nov 1, we have now had 5 lessons, he has attended them all. We have covered:

Lessons 1-3:

Assembly and care of instrument

Embouchure (position of mouth) and hand position. Using just the top (LH) hand, we can play Frere Jaques, Twinkle, Silent Night and similar. Playing the piano, he can accompany me playing Heart and Soul on the clarinet.

Lessons 4-5:

Using the bottom (RH) hand and balancing instrument on thumb. We can play the notes A above middle C to G below middle C with some reliability and usually with a pretty good sound.

Looking at the tunes in the book up to p14 for his lesson on Tues. This is introducing reading music.

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Looking at the tunes in the book up to p14 for his lesson on Tues. This is introducing reading music.



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Martinborough 5741  
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1.	Name of Organisation	Tora Bombora
2.	Project Name	Tora Bombora
3.	Date of Grant	29/August/2018
4.	Amount of Grant	\$500.00
5.	Please provide a summary of the project	





## Martinborough Community Board Strategic Grants Accountability Form

Tora Bombora music festival took place on the 19th of January, 2019. The sold out event saw 400 festival goers and 50 musicians and artists come to Tora to celebrate community style celebrations of music, art and culture. The event went extremely well, and everyone who attended was very interested in it and was very keen to see the event happen again next year.

The event provided a unique showcase of very talented kiwi musicians from around New Zealand and the Mouthful Art collective installation and exhibition space. Both creative genres were delighted to see so many event attendees getting involved in the installations and performances on offer.

The sustainable initiatives of the event was a huge success. Event attendees really proved to themselves and other people of the public that over 400 people can gather for an overnight event and there can be zero waste afterwards. There were no rubbish bins at the event site which forced event attendees, who were well informed of this, that they had to be conscious of their own waste and rubbish. And it worked!

Here is an article about the event in the Times Age: <https://times-age.co.nz/tora-local-hosts-new-music-festival/>

The photo album of the event is on the Tora Bombora Facebook page: <https://www.facebook.com/ToraBomboraFestival/>

Video recapping the event: <https://www.youtube.com/watch?v=KvCx7Ki7wY4>

6. Please provide details of how the grant was spent, explaining any expenditure which was not used for the intended purpose as outlined in your grant application.

The grant was spent to help pay for the lighting and sound costs of the event.



## Martinborough Community Board Strategic Grants Accountability Form

7.	How has your project provided long-lasting benefit to the Martinborough Ward community?
<p>Tora Bombora has not only given all these artists and musicians a space to perform and showcase their talents, but it brought extremely talented, young kiwi acts to the Martinborough community. The target demographic of the project was for the 20-30 age group. This is a target group that doesn't have as many events as other groups in the Martinborough community. This event made a strong cultural link between Tora and the Wellington art and music scene as many of the bands came from Wellington and played in the scenic surrounds of Tora.</p>	
8.	How has your project furthered the MCB's stated Vision and Priority Areas?
<p>Having a zero waste focus to the event was so critical in the ethos of Tora Bombora. I wanted to expand on Martinborough going plastic bag free, make event attendees conscious of their own waste and prove to people that events don't have to be harmful to the surrounding environment. This linked in perfectly with the MCB's priority area of being an environmentally sustainable district.</p>	
9.	Please provide details of funding received from other organisations in support of this project
<p>I received a \$500.00 grant from SWDC Creative Communities and \$750.00 from Rotary South Wairarapa</p>	



## Martinborough Community Board Strategic Grants Accountability Form

10.	If this was not a one-off application please outline likely future funding requirements for this project.
11.	Bank Statements, Invoices and Receipts, Please provide copies of: <ul style="list-style-type: none"><li>- Bank Statement with the grant fund deposit highlighted</li><li>- Bank Statements with the grant expenditure highlighted</li><li>- Invoices and Receipts for all expenditure items</li></ul>

Thank you for taking the time to complete this form, this allows us to carefully consider the success of our strategic grants, and helps us to allocate our future funding to achieve the best outcomes for the Martinborough Ward community.



Martinborough Community Board
Strategic Grants Accountability Form

RECEIVED
30 JAN 2019
BY:

Martinborough Community Board (MCB) Strategic Grants are awarded to organisations or individuals for specific projects that have the potential to provide long-lasting benefit to the Martinborough Ward Community and which support the MCB Vision and Priority Areas outlined in the "Martinborough Community Board - 3 year plan to 2019".

Successful applicants must provide a quarterly report to the MCB detailing progress and submit this Strategic Grants Accountability Form within 3 months of the grant being expended. No further grants will be considered until we have received this feedback form.

Please return the completed form along with bank statements, invoices and receipts identifying the grant expenditure to -

Suzanne Clark
South Wairarapa District Council
PO Box 6
Martinborough 5741
Suzanne.clark@swdc.govt.nz

Table with 5 rows: 1. Name of Organisation (Life Education Trust Wairarapa, Tararua & Central Hawkes Bay), 2. Project Name (Life Education Programme), 3. Date of Grant (20 September 2018), 4. Amount of Grant (\$500.00), 5. Please provide a summary of the project (We believe that the Life Education programme ("learning with Harold") is a fundamental and critical tool in the long-term fight to improve the welfare of our children. We have been operating for over 20 years and have updated our teaching resources to keep pace with changes in technology and the needs of children. We deliver our programme using a mobile classroom that goes around schools (you may have seen it, it has Harold the giraffe painted on it). We have carefully developed modules of education across 5 stands (or topics) -Self-esteem, Social relationships, Food and nutrition, Body systems and Substances. Our lessons reinforce key messages that fit in with the school curriculum and are aligned to the NZ national standards. Schools use our lessons to help them enhance and expand their programmes. We aim to provide children (5 through to 13-year olds) with knowledge so they can make informed decisions that will affect them as they grow up. Our programme is based on early intervention and education, so to encourage and empower our children to make healthy choices and to live life to the fullest.)



## Martinborough Community Board Strategic Grants Accountability Form

6.	Please provide details of how the grant was spent, explaining any expenditure which was not used for the intended purpose as outlined in your grant application.
See attached invoices	
7.	How has your project provided long-lasting benefit to the Martinborough Ward community?
<p>Our lessons reinforce key messages that fit in with the school curriculum and are aligned to the NZ national standards. Schools use our lessons to help them enhance and expand their programmes. We aim to provide children (5 through to 13-year olds) with knowledge so they can make informed decisions that will affect them as they grow up. Our programme is based on early intervention and education, so to encourage and empower our children to make healthy choices and to live life to the fullest.</p>	
8.	How has your project furthered the MCB's stated Vision and Priority Areas?
<p>A proactive Community Board that makes a real difference to the Martinborough Ward Community. Foster an engaged, involved community that is seen as a major benefit for current and future residents.</p>	



## Martinborough Community Board Strategic Grants Accountability Form

9.	Please provide details of funding received from other organisations in support of this project
Please see attached	



## Martinborough Community Board Strategic Grants Accountability Form

10.	If this was not a one-off application please outline likely future funding requirements for this project.
11.	Bank Statements, Invoices and Receipts, Please provide copies of: <ul style="list-style-type: none"><li>- Bank Statement with the grant fund deposit highlighted</li><li>- Bank Statements with the grant expenditure highlighted</li><li>- Invoices and Receipts for all expenditure items</li></ul>

Thank you for taking the time to complete this form, this allows us to carefully consider the success of our strategic grants, and helps us to allocate our future funding to achieve the best outcomes for the Martinborough Ward community.



## Martinborough Community Board Strategic Grants Accountability Form

Martinborough Community Board (MCB) Strategic Grants are awarded to organisations or individuals for specific projects that have the potential to provide long-lasting benefit to the Martinborough Ward Community and which support the MCB Vision and Priority Areas outlined in the "Martinborough Community Board – 3 year plan to 2016".

Successful applicants must provide a quarterly report to the MCB detailing progress and submit this Strategic Grants Accountability Form within 3 months of the grant being expended. No further grants will be considered until we have received this feedback form.

Please return the completed form along with bank statements, invoices and receipts identifying the grant expenditure to –

Suzanne Clark  
 South Wairarapa District Council  
 PO Box 6  
 Martinborough 5741  
[Suzanne.clark@swdc.govt.nz](mailto:Suzanne.clark@swdc.govt.nz)

1.	Name of Organisation	Martinborough Toy Library
2.	Project Name	Mibase Online Software Upgrade
3.	Date of Grant	29/08/18
4.	Amount of Grant	\$300.00
5.	Please provide a summary of the project	
Upgrading the libraries software from a desktop version to an online version.		
6.	Please provide details of how the grant was spent, explaining any expenditure which was not used for the intended purpose as outlined in your grant application.	
All of the grant was spent as per quote from Mibase. No extra costs were incurred.		



# MARTINBOROUGH COMMUNITY BOARD

18 JULY 2019

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## AGENDA ITEM 6.6

### PAIN FARM REPORT FOR THE PERIOD ENDING 18 JULY 2019

#### **Purpose of Report**

To provide Community Board members with the latest Pain Farm report from farm consultant Richard Moore, and to respond to questions raised by the Board.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receives the Pain Farm Report for the period ending 18 July 2019.*
2. *Bring the Pain Farm home and cottage up to a standard that SWDC would be proud of, with SWDC officers to start the quote process; or*
3. *Investigate whether selling the home and cottage and surrounding land designated to the Pain Farm house is feasible.*
4. *Recommends to Council that Pain Farm Estate fund up to \$5,000 for the repair of damaged water pipes and troughs on a cost share basis with the Pain Farm lessee.*
5. *Recommends to Council that Pain Farm Estate fund the Pain Estate Tender and Lease Agreement, which includes the inspection of Pain Estate report dated 7 May 2019 at a cost of \$6,281 plus GST.*

## **1. Background**

The accompanying report (Appendix 1) is from Richard Moore, who is contracted by the Council to conduct a review of the lessee's farm prior to the signing of the new lease.

## **2. Discussion**

### **2.1 The Farm**

SWDC has now entered a new lease with Oliver Smith of Unison Bideford limited with a 3-year lease dated 1<sup>st</sup> of May 2019 and ends on the 30<sup>th</sup> day of April 2022. With no right of renewal. Lease per year is \$66,000.00 per year. This farm condition will be monitored on a 6-monthly basis.

After a walk over with SWDC, Mr Smith is happy to cut back some of the shelter belts to allow more light onto the paddocks at his cost. A verbal agreement has been reached with Mr Smith that SWDC will have a share

cost on the water reticulation to resolve this matter once and for all around the damaged pipe work and trough issue. Cost discussed with Mr Smith should be no more than \$5000.00 to SWDC. Accompanying history of Unison Bideford Limited (Appendix 2).

## **2.2 The Farmhouse and Cottage**

On-going maintenance of the Farm house needs to be managed as no maintenance has been carried for some time.

On May the 10th 2019 SWDC completed a house inspection with the tenants. The farm house exterior is desperately in need exterior painting, the roof leaks in four places into the hall way. There are external rotten weather boards that need replacing also. Most sash windows are not able to be opened due to the sash weights becoming rotten and snapped. In one area the tenants have a window taped up to stop the draught. The farmhouse tenants have raised concerns about cold and damp in the house in winter. The original heating and ventilation design for the house relied on five fireplaces (kitchen, dining room, lounge and two bedrooms), along with bottom and top-opening sash windows. The chimneys and fireplaces in the bedrooms on the south side of the house have been decommissioned; the remaining three fireplaces have modern wood burners installed and require yearly sweeping. The house has ceiling insulation, but apparently it hasn't been possible to get under the floor to place insulation there – this will be investigated, as in a house of this age and style it should be possible to get under it. The cottage at the rear of the property is rented out on a permanent basis on a subletting agreement with the main house tenant, this also requires maintenance as rotten weather boards have fallen off exposing the internal lining. We have also had electrical issues in the cottage which we have had repaired but further upgrading is required. It is proposed to investigate the likely value and cost of a heat recovery system for the house – this is not just for the comfort of the tenants, but also for the long-term preservation of the building itself.

Outbuildings are falling over due to age or doors are rotting. A lot of trees require arborist work to remove them from the main power feed lines also. The driveway requires work and reforming due to potholes and no maintenance. Gardens are in average condition

The homestead and cottage are in general disrepair and requires a considerable amount of money on it to bring it up to a good standard.

## **2.3 Recommendations (Options)**

1. Bring the Pain Farm home and cottage up to a standard that SWDC would be proud of, with SWDC officers to start the quote process.
2. Investigate whether selling the home and cottage and surrounding land designated to the Pain Farm house is feasible.

### **3. Appendices**

Appendix 1 – Richard Moore report of Pain Farm 7<sup>th</sup> of May 2019

Appendix 2 – Unison Bideford Limited

Appendix 3 – Pain Farm Income and Expenditure Report

Contact Officer: Bryce Neems, Amenities Manager

Reviewed By: Mark Allingham, Group Manager Infrastructure Services

# **Appendix 1 – Richard Moore report of Pain Farm 7th May 2019**

7 May 2019

Ref: RFM232

South Wairarapa District Council  
PO Box 6

**MARTINBOROUGH 5741**

Attention – Jennie Mitchell  
Email – [jennie.mitchell@swdc.govt.nz](mailto:jennie.mitchell@swdc.govt.nz)

Bryce Neems  
Email – [Bryce.neems@swdc.govt.nz](mailto:Bryce.neems@swdc.govt.nz)

Oliver Smith  
697 Carters Line  
**CARTERTON**

Dear Madam / Sirs

**RE: PAIN FARM CONDITION REPORT**

On the 2<sup>nd</sup> of May 2019 I confirm I inspected the subject property with the new Lessee Mr Oliver Smith for the purpose of conducting a property condition report as at Lease commencement.

This report outlines a description of the land, main property improvements and their condition, with supporting photos.

Yours faithfully

**WAIRARAPA PROPERTY CONSULTANTS LTD**



**R F G MOORE**  
**B.C.M. (AgriBus) MPINZ ANZIV**  
**Registered Valuer**

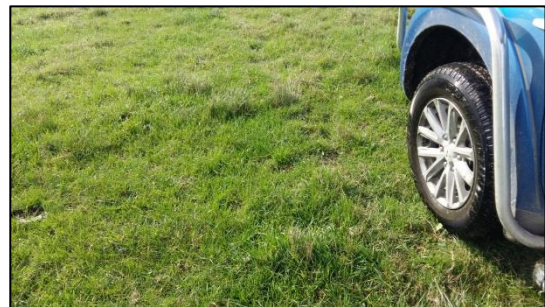
**1 PAIN FARM CONDITION REPORT**

**1.1 Pastures**

Most of the property was in permanent pasture which was in average to below average condition and appeared to be older pastures which would benefit from development and regrassing. It is also noted that many paddocks were subject to pugging damage.

Two paddocks were in brassica crop, one of which appeared to be an average crop and the second was a poor crop comprising approximately half struck crop and balance of pasture. It is difficult to decipher whether this has been established as a new pasture or as a new crop paddock. In summary this paddock will require either regrassing or recropping. There is one further paddock which appears to have regrowth barley or oats with grass over sown. This paddock will also require regrassing or recropping in the next appropriate season.

Weeds noted include Mayweed and Mallow.



**1.2 Fencing**

All fencing comprises conventional type post wire and batten fences of older and variable condition. Most lines are serviceable, however deferred maintenance is required to some broken posts and rails, broken or missing battens and restraining of wires. There is not electrical reticulation throughout the block.

There are numerous gates which are not swinging freely. Some gudgeons require replacement. Gates are generally in below average condition, many gates have been bent and some netting gates have holes in them. Flood gates have been poorly maintained.





### 1.3 Water

Stock water is supplied via town supply. It is noted the water reticulation pipes are very small by modern standards. Some trough heads were missing and most troughs either required moving or metalling around the base due to significant stock damage surrounding the troughs. Water is shared with the Pain Farm house and there is no separate metre for the supply.

### 1.4 Shelter

The shelter belts are mature and will require ongoing maintenance from fallen branches. We would not anticipate these will require trimming within the three year lease term.



## 2 IMPROVEMENTS

### 2.1 Cattle Yards

Cattle yards were in good serviceable condition, there were minimal broken rails and all gates were swinging the functional.



### 2.2 Sheep Yards

These were found in poor condition, approximately half of the yards require full replacement, and all old timber gates either require complete refurbishment or replacement.



### 3 FERTILITY

Mr Smith has commissioned Greg McLeod of Ravensdown to carry out soil testing of the property.

These results show Olsen P levels which are above optimal predominantly being higher than 35, and pH levels which are slightly below optimal.

Within clause 3.11.2 of the lease agreement, this states the Lessee may apply lime at a rate of 1250 kilograms per hectare rather than applying super phosphate. Based on the soil tests I consider this would be appropriate in any one year of the three year lease term.



# **Appendix 2 – Unison Bideford Limited**

**APPENDIX 2 – OLIVER SMITH TENDER****Pain Farm Lease (South Wairarapa District Council) Tender from Unison (Bideford) Ltd:**  
**Principal-Oliver Smith**

Our intention, on all our lease properties (At present we have 19 properties around the Wairarapa from Mikimiki to Katawaiwai) is to farm faithfully and strive to enhance the properties. We operate in a spirit of co-operation and goodwill with all our lessors.

Clearly the visibility of the Pain Farm Block necessitates particular attention to detail and best practice at all times of the year, especially during winter. Based on the area of 75.7369ha at 248 Lake Ferry Road, Martinborough we propose to pay \$871/ha per annum. Excluding GST this is an annual rental of ~~\$66,000.00~~. The preferred lease commencement date is May 1 2019.

**Observations from our inspection of the property are as follows:**

- The majority of fences are of high quality
- Sheepyards require significant reconstruction
- Water troughs have not been maintained resulting in either large leakages or simply not working.
- A number of gates require to be swung
- 3 paddocks are in average quality crops/poor grass resowing attempts.
- Mayweed becoming an issue throughout pasture all over farm.
- ARL were employed to analyse soil samples taken during our inspection. Results showed that the pH and P levels were good but with some paddocks falling short on pH. K levels were very low (we assume there has been inadequate replenishment after baleage harvested)

**Lessee undertakes to take the following action required:**

- We will include capital K with renovation of pasture in feed crop fertiliser.
- The addition of capital L lime:
 

5 tonne lime per hectare @20 @ \$55	\$8800
2 tonne lime per hectare @20 @ \$55	\$2200
- Infrastructure -Rebuild the front half of sheepyards area, repair minor damage to catteryards and loadout facility.  
Repair various areas of fencelines, shift 6 troughs and repair, ensure all gates swinging. We estimate this will require a total of 80 hours work including hireage of a tractor and materials (\$8000)
- A bit of TLC on feed crops/new grass and replanting in order to bring the paddocks into production by spring/start to renovate all pastures that all include pugging damage.
- Mayweed painstakingly pulled three times over December to April in an attempt to prevent further spreading with the sowing of new grasses.

**General Stock policy:**

- We are budgeting a total of 40000 lambs / hoggets to CMP this coming financial year.
- Fatten lambs/ hoggets from 33kg to 50kg April 1 to November 15<sup>th</sup>
- Combined with feed crops to renovate pasture/either mechanically top or R2yo steers in the late spring/summer period.

**About Unison Bideford Ltd:**

We pride ourselves on the observation, maintenance and appearances being kept to a high standard and moving quickly to eliminate problems.

Timeliness is paramount.

Nutrient budgeting programs (Overseer) in place and adhered to. (Not required yet by GWRC)

Strong lines of communication adhered to.

Lessor's preferences with regard to stock and appearances adhered to.

We have a staff member living in Greytown whose job description would include the daily observation of this property as well as ones presently at Greytown and Kaiwaiwai. Personally I am 20 minutes away.

Health and Safety program coordinated by On Farm Safety.

Public liability Insurance 2M

Referees: Chris Garland-Baker and Associates; David Berman -a present lessor; Allan Newman-Enumerate.

Access can be provided to the 19 properties we run for inspection if desired.

We have moved from 90ha in 2014 to 535ha in 2019 in a linear fashion. Our systems are growing in line with this. These are being built/fine-tuned in line with the growth.

CRS, Farmax, FarmIQ, and Jobdone are all used daily to enhance our efficiency and communication.

This is combined with Overseer on a regular basis.

- Planned for this coming year is further development of our business model with a governance team to be created
- marketing program with website developed
- increased staff levels (from our present team of 3 to 4 as well as an existing data entry person and 2 casual fencers).

Yours sincerely

Oliver Smith  
0272777960  
[olus@xtra.co.nz](mailto:olus@xtra.co.nz)  
697 Carters Line, RD 7,  
East Taratahi.



# **Appendix 3 – Pain Farm Income and Expenditure Report**

<b>PAIN FARM</b>				
<b>MONTHLY FINANCIAL STATEMENTS</b>				
<b>AS AT 28 JUNE 2019</b>				
<b><u>STATEMENT OF FINANCIAL PERFORMANCE</u></b>				
<b><u>INCOME</u></b>				
<b><u>Rent Received</u></b>				
	Moore		15,600.00	
	Moran		52,173.90	
	SWDC Land Fill Lease		6,451.10	
	Smith rental/hire		4,234.26	
				78,459.26
<b><u>Interest Received</u></b>				
	Other		4,910.90	
				4,910.90
<b>Total Income</b>				<b>\$ 83,370.16</b>

<b>EXPENDITURE</b>					
<b>Operating Expenses</b>					
<b>Consultants</b>					
9/05/2019	Wairarapa Property Consultants Tender/Lease		6,281.00		
				6,281.00	
<b>General Expenses</b>					
14/12/2018	Cricket Pitch Considine Park		2,116.00		
31/03/2019	Times Age Advertising March 19		98.00		
				2,214.00	
<b>Legal Expenses</b>					
3/05/2019	Gawith Burr ridge Pain Estate Lease		745.22		
				745.22	
<b>Repairs &amp; Maintenance</b>					
24/08/2018	AP Rentokil Initia Pest, insects, rodents etc		249.60		
30/09/2018	AP Cotter & Steven Septic fault Pain Farm Tanks low		92.00		
8/11/2018	AP Cotter & Steven Pain Estate septic fault		150.00		
27/11/2018	AP Rentokil Initia Pest control 1/12/18-28/02/19		249.60		
26/02/2019	AP Rentokil Initia Pest control 01/03/19-31/05/19		259.59		
1/03/2019	AP Cotter & Steven Septic tank red light		292.00		
11/04/2019	AP Mitre 10 Smoke Alarms		278.01		
25/04/2019	AP BMT Plumbing Li ANZAC Day Callout - burst water mai		508.99		
24/05/2019	AP Rentokil Initia Pest Management 1/6/2019 - 31/8/2019		259.59		
				2,339.38	
<b>Grounds Maintenance</b>					
31/01/2019	Water Mart Septic System Service		147.00		
				147.00	
<b>Repairs &amp; Maintenance (Buildings)</b>					
27/07/2018	AP City Care C1199/70 Property Parks & Reserves		43.02		
10/08/2018	AP Roger Smith Con Repairs to doors, chimnney, roof, ber		507.73		
29/08/2018	AP City Care C1199/71 Property P & R Mgment		248.61		
11/09/2018	AP Roger Smith Con Pain Frm chim		36.37		
17/05/2019	AP Cotter & Steven Pain Farm Fuse Board Repair		283.34		
				1,119.07	
<b>***Rates &amp; Rent Payable</b>					
	Rates		7,040.99		
	Rates repaid by tenants		-		
				7,040.99	
<b>Corporate Services</b>					
	Allocation		16,316.62		
				16,316.62	
<b>In-House Prof Services</b>					
	Allocation		5,325.72		
				5,325.72	
<b>Depreciation</b>					
			-		
<b>Insurance</b>					
			2,025.64		
				2,025.64	
<b>Total Expenditure</b>					<b>\$ 43,554.64</b>
<b>Total Surplus/(Deficit)</b>					<b>\$ 39,815.52</b>

<b>STATEMENT OF ACCUMULATED FUNDS</b>				
<b>Opening Balance 99596971</b>		<b>01-Jul-2018</b>		\$ 146,244.19
<b>Total Surplus / (Deficit) Year To Date</b>				\$ 39,815.52
<b>Grant to Waihinga Playground committed by Council - Playground</b>				\$ (200,000.00)
<b>Commitments to Waihinga Centre not yet spent</b>				\$ 200,000.00
<b>Closing Balance</b>		<b>28-Jun-2019</b>		<u>\$ 186,059.71</u>

# MARTINBOROUGH COMMUNITY BOARD

18 JULY 2019

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## AGENDA ITEM 8.1

### CHAIR'S REPORT

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#### **Purpose of Report**

To inform Martinborough Community Board of the Chair's actions since the last meeting and to raise items for discussion and decision.

#### **Recommendations**

That the Martinborough Community Board:

1. *Receive the information*
2. *Discuss each item, receive associated reports and adopt or amend the recommended resolutions.*
3. *Receive the Community Board Project Report.*
4. *Receive the Workshop Notes.*
5. *Release the unclaimed Martinborough Youth Trust Grant and invite them to reapply when they have identified a suitable course and candidate.*
6. *Discuss allocation of Beautification Funds: options include Waihinga Playground Water Play, Seating in Square, Seating in Considine Park, Seating in Cemetery, Town Entrance Signs.*
7. *Release remaining Community Board conference commitment.*

#### **1. Meetings and Events**

5 June 2019	CB Chairs introductory meeting with Harry Wilson (new CEO, SWDC).
19 June 2019	Assets and Services Committee
19 June 2019	Planning and Regulatory Committee
21 June 2019	Bernie Riley – Flag Supplier
24 June 2019	Harry Wilson – Martinborough Tour
26 June 2019	SWDC – spoke re Martinborough Water and Waihinga Project Stage 2
30 June 2019	Martinborough Dark Sky Meeting
2 July 2019	PGF announcement
4 July 2019	MCB workshop



## Meetings and Events - Looking ahead:

18 July 2019	Martinborough Pool walk around for Shade and Seating
24 July 2019	Assets and Services Committee
24 July 2019	Planning and Regulatory Committee
7 August 2019	SWDC

## Current Community Board Projects

A record of Martinborough Community Board projects with target dates and the responsible member or SWDC if the action currently lies with Council.

- June 2017 – SWDC Pain Farm Lease – due to be progressed in Jan 2019
- Oct 2018 – Underplanting the Olive Trees at the entrance to Martinborough
- March 2019 – PC – Finalise location of Flag Trax system to replace existing banner hangers.
- June 2019 – LC Poppy Road Signs Project. The QR code for the plaque has arrived. Tim Langley has recommended road signage placement – the cost is \$600 per road sign, Lisa trying to clarify if there is funding from SWDC available given that Memorial Square has never had road signs.
- June 2019 – M A-B – Skate Park mural. Maisie is working with Auriga to identify an artist
- August 2019 – agree options for improving shade and seating at Martinborough Pool
- Ongoing – PC - Bus Shelter beautification
- Ongoing – ALL – Facebook
- Ongoing – LC/VR – LTP/AP
- Ongoing – MCB - Advocacy: Public Recycling Bins, Rubbish Collection Days, District Plan review, Footpath Funding, Speed Limits and Road Safety on Tourism routes
- Ongoing – LC - Community Engagement

## **Completed Projects/Initiatives**

- Martinborough Square Cenotaph Repairs completed
- Shade moved at Martinborough Pool
- Martinborough Christmas Event – MCB funded the 2018 parade organised by MADCAPS and Fiona Couchman who organised an evening of entertainment – a great event.
- Parking issues around Martinborough School – this is now being dealt with directly between the School and SWDC, there is no further role for Martinborough Community Board at this time.
- SWDC Consultation with Residents on naming of Dublin Street West and New York Street West. Dublin Street West name changed to Vintners Lane
- 3 year footpath priorities are no longer a CB responsibility.
- Circular seating in Martinborough Square. SWDC has agreed to allocate funding in the 2019/20 financial year.
- School Zone 40km speed signs
- Bike Stands (in association with Lionesses)
- WW1 Commemorations – Photo Exhibition in the Square
- Power Box in Martinborough Square painted with an ANZAC Poppy design
- Beautification Funds allocated to provide a public drinking fountain and bottle filler in the Waiyinga Park
- Considine Park Committee formed and first meeting held March 13th
- Appointment of a youth representative to MCB
- Basketball Nets for the court at the Martinborough Playground since replaced with much improved nets thanks to Heath Kershaw
- Facilitating the possible use of Considine Park for cricket
- Purchase of new pool play equipment and sale of slide to Greytown MCB
- Town Banners hung

### *Recommendation:*

- 1. Receive the information and make updates as necessary.*

## **2. MCB Workshop**

Notes from this workshop are attached

*Recommendation 1: Receive the Workshop Notes.*

### **3. 2018\_19 Financials and 2019\_20 Draft Budget**

Draft financials and budget are attached.

*Recommendation 1: Release the unclaimed Martinborough Youth Trust Grant and invite them to reapply when they have identified a suitable course and candidate.*

*Recommendation 2: Discuss allocation of Beautification Funds: options include Waihinga Playground Water Play, Seating in Square, Seating in Considine Park, Seating in Cemetery, Town Entrance Signs.*

*Recommendation 3: Release remaining Community Board conference commitment.*

### **4. Flag Trax and Flags**

Report and Recommendations to be tabled.

### **5. Appendices**

Appendix 1 – MCB 18/19 Budget and MCB Draft 19/20 Budget

Appendix 2 – MCB Workshop Notes

**Appendix 1 – MCB 18/19  
Budget and MCB Draft 19/20  
Budget**

**INCOME**

Carried Forward	7,861.03	Reconciled with SWDC I&E
Annual Plan	27,639.00	
<b>TOTAL INCOME</b>	<b>35,500.03</b>	

**EXPENDITURE**

<b>Members Salaries</b>	<b>16,185.00</b>
<b>Allowance for Mileage</b>	<b>500.00</b>

**General Expenses**

Community Board Levy	216.68	
Youth Rep meeting attendance bfwd	150.00	
Youth Rep meeting attendance	400.00	
Office Max Stationery	3.94	
Meeting Venue Costs	100.00	Contribution to Pirinoa Hall
<b>Total General Expenses</b>	<b>766.68</b>	

**Strategic Objectives**

**1. An Engaged, Involved Community**

Fireworks	0.00	No fireworks event in 2018
Matherapa	300.00	
Community Engagement	205.00	
Anzac project wood and screws	84.70	
Neighbourhood Support	400.00	Costs will come in well below this
Youth Initiatives	0.00	Can be funded via Grants / Financial Assistance

**2. A Well Connected, Liveable and Accessible District**

Doggy Do bins	1,287.41	50% of the cost
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**3. A Vibrant Martinborough Town Centre**

Waihinga Park and Playground		
Basketball back boards and posts	0.00	\$500 cfwd to 2019_20
Poppy Road Signs	0.00	No costs incurred
Christmas		
Christmas Event Funding	2,350.00	\$1,350 Parade, \$1,000 Christmas Magic sponsorship

**4. Ensuring the best deal for local decision-making**

Pirinoa Hall donation	0.00	\$100 cfwd to 2019_20
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**5. Ensure that Pain Farm continues to be managed in the spirit of the original bequest**

	0.00	No budget required
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**6. A Sustainable District**

	0.00	Can be funded via Grants / Financial Assistance
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**7. A professional and well respected Community Board**

CB conference attendance for one delegate	2,200.00	\$656.52+\$188.7+\$47 only costs incurred so far
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<b>TOTAL STRATEGIC OBJECTIVES</b>	<b>6,827.11</b>
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**Financial Assistance**

May 2018 Martinborough School bfwd	0.00	\$500 returned to grant pool
Aug 2018 Bombora Events Tora Festival	500.00	Claimed
Aug 2018 MBA Security Cameras	1,000.00	
Aug 2018 Wairarapa CAB	350.00	Claimed
Aug 2018 Life Education Trust	500.00	Claimed
Aug 2018 Mboro Squash Club	1,000.00	Claimed
Aug 2018 Mboro Youth Trust	0.00	\$1,025 returned to grant pool tbc
Aug 2018 Mboro Toy Library	300.00	Claimed
Mar 2019 Martinborough Music Festival	1,000.00	
Mar 2019 Martinborough Community Garden	800.00	
Mar 2019 Wairarapa Rape and Sexual Abuse	200.00	
Mar 2019 Breakfast and Homework Club	600.00	
Jun 2019 South Wairarapa Kahui Ako Matarikie	1,000.00	
Jun 2019 Joe Mcmenamin Workshop for Rangatahi	500.00	
<b>Total Financial Assistance</b>	<b>7,750.00</b>	

<b>TOTAL EXPENDITURE</b>	<b>31,528.79</b>
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<b>BUDGETTED SURPLUS/(DEFICIT)</b>	<b>3,971.24</b>
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**Town Beautification**

Martinborough Beautification Budget cfwd	-112.58
Martinborough Beautification Budget 2018/19	10,710.00
<b>Budget</b>	<b>10,597.42</b>

**Less Commitments:**

Waihinga Park Water Fountain	2,760.50
FlagTrax System	7,000.00
<b>Balance</b>	<b>836.92</b>

**MCB Budget July 2019 to June 2020 DRAFT**

DRAFT 2019\_07

**INCOME**

Carried Forward	3,971.24	Not yet reconciled with SWDC
Annual Plan	27,639.00	Last year's numbers
<b>TOTAL INCOME</b>	<b>31,610.24</b>	

**EXPENDITURE**

<b>Members Salaries</b>	<b>16,185.00</b>	Last year's numbers
<b>Allowance for Mileage</b>	<b>500.00</b>	Last year's numbers

**General Expenses**

Community Board Levy	216.68
Youth Rep meeting attendance	400.00
<b>Total General Expenses</b>	<b>616.68</b>

**Strategic Objectives**

**1. An Engaged, Involved Community**

Fireworks	300.00
Fireworks contingency for portaloos	300.00
Matherapa annual agreement?	300.00
Community Engagement	500.00
Clock for Martinborough Pool	250.00
Youth Initiatives - Skate Park Mural	1,000.00

includes \$100 donation to Pirinoa Hall for usage cfwd cost tbc

**2. A Well Connected, Liveable and Accessible District**

0.00

No budget allocated this is an advocacy role

**3. A Vibrant Martinborough Town Centre**

Waihinga Park and Playground	
Basketball back boards and posts bfwd	500.00
Event funding for official opening of playground	500.00
Christmas	
Christmas Parade funding	1,400.00
Flags / Banners	2,000.00

Lisa to follow up with Bryce and Heath

Waiting to hear from MADCAPS

**TOTAL STRATEGIC OBJECTIVES** **7,050.00**

**Financial Assistance**

August 2019 Grant Pool	6,025.00
Mar 2020 Grant Pool	5,000.00
<b>Total Financial Assistance</b>	<b>6,025.00</b>

Includes \$1,025 Youth Trust funds released tbc

**TOTAL EXPENDITURE** **29,876.68**

**BUDGETTED SURPLUS/(DEFICIT)** **1,733.56**

**Town Beautification**

Martinborough Beautification Budget cfwd	836.92
Martinborough Beautification Budget 2018/19	10,710.00
<b>Budget</b>	<b>11,546.92</b>

**Less Commitments:**

Additional Funds for Flag Trax	2,000.00
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tbc awaiting quote

**Balance** **9,546.92**

# **Appendix 2 – MCB Workshop Notes**

## **MCB Workshop - Thurs 4<sup>th</sup> July, 4pm - Circus**

**Attendees: Lisa Cornelissen, Victoria Read, Maree Roy, Cllr Pam Colenso, Maisie Arnold-Barron**

### **Apologies – Fiona Beattie**

Purpose – to allow members to have an in depth discussion around current issues, and to ensure all members are well informed and able to debate the issues and make decisions at the next formal MCB meeting.

#### **1. Budget and Grant Funding**

Draft end of year Financials and 2019\_20 budget discussed.

Members discussed the proposed budget including allocations for new Flags from general funds and additional Flag Trax poles from Beautification funds.

**ACTION:** Lisa to add a discussion on Beautification funds to the Chair report for the July meeting.

#### **2. Flag Trax**

Members discussed the proposed Flag Trax system and the preferred coverage of Kitchener, Texas and Jellicoe. There are budget considerations. SWDC has agreed to fund 50% of costs up to \$7,000 and the 19 locations suggested will exceed the current \$14,000 budgeted.

**Actions:** Lisa to add \$2,000 to the budget from 2019\_20 Beautification Funds, arrange for costing of all 19 poles for Flag Trax system and work with Bryce to understand installation costs.

#### **3. Flags**

Members discussed the preferred rotation of flags including Martinborough Business Association, Toast Martinborough, Rotary (Martinborough Fair), Christmas Flags, ANZAC flags.

**Actions:** Lisa to talk to MBA about their budget for flags and investigate designs and costs for ANZAC and Christmas flags.

Lisa to table a report and recommendation at the 18 July MCB meeting.

#### **4. Community Board Terms of Reference**

Members agreed that references to Civil Defence need to be removed as being an elected member of a Community Board does not mean you have the skills to help in a CD emergency.

**Actions:** Pam to forward wording changes to Lisa to pass on to SWDC.

#### **5. Community Board Conference**

Outcomes were discussed particularly around engaging with Youth.

Suggestions included provision of a youth space / drop in centre / games room for teenagers.

**Action:** Lisa and Maisie to work together to review the Youth Representative role; What's worked? What hasn't? Use this discussion to develop a role description. Also to discuss the possibility for developing a Youth Council or Voice Group in South Wairarapa.

#### **6. Waihinga Stage 2 Park and Playground update**

Victoria provided an update on funding, and timings. A signed contract is in place with work due to start at the end of school holidays with a planned completion in November.