

MARTINBOROUGH COMMUNITY BOARD

Agenda

NOTICE OF MEETING

An ordinary meeting will be held in the Supper Room, Waihinga Centre, Martinborough on Thursday, 25 February 2020 at 6:30pm.

MEMBERSHIP OF THE COMMITTEE

Mel Maynard (Chair), Aidan Ellims, Nathan Fenwick, Michael Honey, Cr Pam Colenso, Cr Pip Maynard and Alex Mason (youth representative).

PUBLIC BUSINESS

1. EXTRAORDINARY BUSINESS:

2. APOLOGIES:

3. CONFLICTS OF INTEREST:

4. ACKNOWLEDGEMENTS AND TRIBUTES:

5. PUBLIC PARTICIPATION:

5.1 None advised

6. 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.

7. COMMUNITY BOARD MINUTES:

7.1 Minutes for Approval: Minutes of the Martinborough Community Board meeting held on 17 December 2020.

Proposed Resolution: *That the minutes of the Martinborough Community Board meeting held on 17 December 2020 be confirmed as a true and correct record.*

8. CHIEF EXECUTIVE AND STAFF REPORTS:

- 8.1 Adoption of 2021 Schedule of Ordinary Meetings Report **Pages 7-19**
- 8.2 Officers' Report **Pages 20-54**
- 8.3 Action Items Report **Pages 55-60**
- 8.4 Income and Expenditure Report **Pages 61-70**
- 8.5 Financial Assistance Report **Pages 71-73**
- 8.6 Financial Assistance Accountability Report **Pages 74-105**
- 8.7 Community Board Conference Report **Pages 106-107**

9. NOTICES OF MOTION:

- 9.1 None advised

10. CHAIRPERSON'S REPORT:

- 10.1 Chairperson Report **Pages 108-109**

11. MEMBER REPORTS (INFORMATION):

- 11.1 None advised

12. CORRESPONDENCE:

- 12.1 None

13. PUBLIC EXCLUDED BUSINESS

- 13.1 Pain Farm Income Sources **Pages 1-4PE**

Proposed Public Excluded Resolution: *That the public be excluded from the following section of the meeting as per the following:*

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

Report/General Subject Matter	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
Pain Farm Income Sources	Good reason to withhold exists under section 7(2)(a)	Section 48(1)(a)

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

Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.	Section 7(2)(a)



Minutes – 17 December 2020

Present: Aidan Ellims (Chair), Michael Honey, Nathan Fenwick, Councillor Pam Colenso and Alex Mason (youth representative).

In Attendance: Mayor Alex Beijen and Steph Dorne (Committee Advisor).

Conduct of Business: The meeting was conducted in public in the Supper Room, Martinborough Town Hall, Texas Street, Martinborough between 6.31pm and 9.06pm.

1. EXTRAORDINARY BUSINESS

There was no extraordinary business.

2. APOLOGIES

MCB RESOLVED (MCB 2020/43) to receive apologies from Mel Maynard and Councillor Pip Maynard.

(Moved Ellims/Seconded Honey)

Carried

3. CONFLICTS OF INTEREST

Mr Fenwick declared a conflict of interest with agenda item 8.7, the Considine Park User Group Report.

4. ACKNOWLEDGMENTS AND TRIBUTES

Mr Fenwick paid tribute to Ann Rafferty who had recently passed away and had done a lot of work within the Martinborough community, particularly with marae and youth.

5. PUBLIC PARTICIPATION

5.1 Ray Lilley and Mayor Alex Beijen – Tree Planting on Highways

Mr Lilley spoke of his long-term vision to establish tree avenues on the farmland along the highways connecting the three South Wairarapa towns. Mr Lilley provided examples of tree avenues, discussed the desire to plant native trees, benefits of planting, challenges to overcome and potential funding sources. Mr Lilley and Mayor Beijen requested the Board supports the idea in principle and considers potential funding over the long term.

6. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS

6.1 Ray Lilley and Mayor Alex Beijen – Tree Planting on Highways

MCB NOTED:

Action 716: Write of letter of support to Ray Lilley and Mayor Beijen for the proposal to establish tree avenues connecting the three South Wairarapa towns, MCB.

7. COMMUNITY BOARD MINUTES

7.1 Martinborough Community Board Minutes – 5 November 2020

MCB RESOLVED (MCB 2020/44) that the minutes of the Martinborough Community Board meeting held on 5 November 2020 be confirmed as a true and correct record.

(Moved Cr Colenso/Seconded Fenwick)

Carried

8. CHIEF EXECUTIVE AND STAFF REPORTS

8.1 Officers' Report

Members discussed tenancy of the Pain Farm cottage, potential funding of a new bench seat near Huangarua Park, the Martinborough wastewater discharge incident, difficulties accessing fire hydrants and expressed the desire for reporting by Wellington Water Ltd to be localised.

MCB NOTED:

1. Action 717: Investigate the feasibility of installing a bench seat on the footpath at Naples Street opposite Huangarua Park and advise of the costs involved, E Stitt.
2. Action 718: Provide members the report into the investigation of the last Martinborough wastewater discharge incident, E Stitt.
3. Action 719: Provide members information on what is being done in response to difficulties accessing the fire hydrant on Jellicoe Street and an update on the hydrant maintenance schedule to resolve issues with accessing hydrants in Martinborough, E Stitt.
4. Action 720: Request Wellington Water Ltd and the SWDC Group Manager of Partnerships and Operations present on local water matters at the next Martinborough Community Board meeting, E Stitt.

MCB RESOLVED (MCB 2020/45) to receive the Officers' Report.

(Moved Fenwick/Seconded Cr Colenso)

Carried

8.2 Adoption of the 2021 Schedule Of Ordinary Meetings Report

Members discussed officer capacity, timeliness in completing actions and progressing projects, ability to hold extraordinary meetings, the decision of Council and other community boards to move to an eight-weekly meeting cycle, receiving updates outside of the meeting cycle, community consultation, and roles and responsibilities of community boards and officers.

MCB NOTED:

Action 721: Include the Community Boards Conference being held on 22 – 24 April 2021 in the 2021 meeting calendar, K Yates.

Action 722: Hold a workshop prior to the next Martinborough Community Board meeting in February 2021 to discuss the cycle of ordinary meetings for 2021, MCB.

MCB RESOLVED (MCB 2020/46):

1. To receive the Adoption of the 2021 Schedule of Ordinary Meetings Report.

(Moved Fenwick/Seconded Honey) Carried

2. To defer adopting an eight or six-weekly meeting cycle and a 2021 schedule of ordinary meetings for Martinborough Community Board until the first ordinary meeting of 2021 and agree the first ordinary meeting be held on Thursday 25 February 2021.

(Moved Ellims/Seconded Fenwick) Carried

3. That the 2021 Martinborough Community Board meeting start time will be 6:30pm.

(Moved Honey/Seconded Fenwick) Carried

8.3 Income and Expenditure Report

MCB RESOLVED (MCB 2020/47) to receive the Income and Expenditure Report.

(Moved Cr Colenso/Seconded Ellims) Carried

8.4 Financial Assistance Report

MCB RESOLVED (MCB 2020/48):

1. To receive the Financial Assistance Report.

(Moved Cr Colenso/Seconded Fenwick) Carried

2. To approve granting MADCAPS the invoiced amount up to a maximum of \$2,000 to contribute to the costs associated with the traffic management plan for the 2020 Martinborough Christmas Parade, pending receipt of the traffic management invoice.

(Moved Fenwick/Seconded Honey) Carried

3. To grant Martinborough Business Association \$750 to contribute to the costs of Christmas decorations for Martinborough.

(Moved Ellims/Seconded Fenwick) Carried

8.5 Action Items Report

Members discussed the approach to progressing improvements to the Martinborough dog park, potential for a community dog park user group, and sought confirmation of the long-term security of the park. Immediate improvements to repair holes in the dog park fencing were requested.

Members reviewed each of the outstanding action items, discussed further updates, and noted further actions as follows:

1. Action 723: Confirm if the Martinborough dog park is an official dog park that is secured for the future, E Stitt.
2. Action 724: Request officers investigate repairs to the fencing of the Martinborough dog park to ensure it is fit for purpose, E Stitt.
3. Action 725: Confirm if anything can be done to improve the lighting at the Jellicoe and Venice Streets pedestrian crossing, E Stitt.
4. Action 726: Request the Roading Manager attends a Martinborough Community Board meeting to discuss the roading programme, E Stitt.

MCB RESOLVED (MCB 2020/49):

1. To receive the Action Items Report.
(*Moved Cr Colenso/Seconded Fenwick*) Carried
2. Approve funds of up to \$200 to make required repairs to the fencing at the Martinborough dog park, to be funded from the beautification fund.
(*Moved Ellims/Seconded Honey*) Carried

8.6 Proposed Naming of Two New Vested Roads Report

Members discussed the naming options, the convention of the term “Champagne” in relation to the region of France, feedback from the Māori Standing Committee of the need to demonstrate bi-culturalism when considering use of a Te Reo Māori street name, and the opportunity to put forward a list of names for use in the Martinborough ward.

MCB NOTED:

Action 727: Consider putting forth a list of pre-approved road names for use in the Martinborough ward, MCB.

MCB RESOLVED (MCB 2020/50):

1. To receive the Proposed Naming of Two New Vested Roads Report
(*Moved Ellims/Seconded Fenwick*) Carried
2. To approve the names “Wilson Way” and “Syrah Lane” for the two new roads to be vested in Council at Pinot Grove Martinborough.
(*Moved Ellims/Seconded Fenwick*) Carried

8.7 Considine Park User Group Report

Members discussed nominations to the Considine Park User Group and Councillor Colenso agreed to chair the group. Councillor Colenso undertook to convene a meeting in late January 2021 to consider and appoint remaining members.

MCB RESOLVED (MCB 2020/51):

1. To receive the Considine Park User Group Report
(*Moved Cr Colenso/Seconded Fenwick*) Carried
2. To adopt the Considine Park User Group Terms of Reference.
(*Moved Cr Colenso/Seconded Fenwick*) Carried
3. To appoint Frank Cornelissen as the proprietor of the Camping Ground representative, Matthew Fenwick as the

Martinborough Cricket representative and Martina Kershaw and Susan Kilsby to share the Wairarapa Pony Club representative position on the Considine Park User Group.

(Moved Cr Colenso/Seconded Ellims) Carried

4. To note that a nomination to represent the interests of tangata whenua is being sought from the Maori Standing Committee.
5. To note that two representatives of the wider community of residents and park users will be appointed by the remaining members of the User Group.

(Moved Fenwick/Seconded Cr Colenso) Carried

6. To recommend to the Considine Park User Group that it considers appointing Christine Webley as one of the representatives of the wider community of residents and park users

(Moved Ellims/Seconded Fenwick) Carried

7. To recommend the Considine Park User Group considers appointing Max Stevens and Craig Nelson of Martinborough School as representatives of the wider community of residents and park users, subject to those individuals accepting their nomination.

(Moved Fenwick/Seconded Cr Colenso) Carried

9. NOTICES OF MOTION

There were no notices of motion.

10. CHAIRPERSONS REPORT

10.1 Chairperson Report

Members discussed the type of tree to be planted in Centennial Park, ongoing care required and time of year for planting.

Councillor Colenso informed members that the historical information sign at Bidwills Cutting was commissioned and funded by the Community Board and its replacement would be a matter for the Board.

Mayor Beijen provided an update on the Martinborough Manganese Extraction Plant and responded to questions on the disestablishment of the Waihinga Centre Charitable Trust.

MCB NOTED:

Action 728: Research the suitability of planting a Rata tree in Centennial Park in celebration of 150 years of the Martinborough township, M Honey.

Action 729: Arrange a time to visit the new site of Wai Waste Inc Martinborough Branch and the Martinborough Foodbank in February 2021 before the next Martinborough Community Board meeting, N Fenwick.

Action 730: Confirm with the Greytown Community Board Chair if there is a spare promotional sign available that could be utilised by the Martinborough Community Board for its community drop-in sessions, MCB.

Action 731: Investigate who originally designed the historical information sign at Bidwills Cutting, Cr Colenso.

MCB RESOLVED (MCB 2020/52):

1. To receive the Chairperson Report
(Moved Ellims/Seconded Fenwick) Carried

2. To approve a cost of up to a total of \$500 for a tree to be planted in celebration of 150 years of the Martinborough township, to be funded from the beautification budget
(Moved Ellims/Seconded Fenwick) Carried

3. To approve a cost of up to \$500 for a sign board for Martinborough Community Board community drop-in sessions, to come from the operating budget.
(Moved Ellims/Seconded Fenwick) Carried

11. MEMBER REPORTS

There were no member reports.

12. CORRESPONDENCE

There was no correspondence.

The meeting closed at 9.06pm.

Confirmed as a true and correct record

.....Chairperson

.....Date

MARTINBOROUGH COMMUNITY BOARD

25 FEBRUARY 2021

AGENDA ITEM 8.1

ADOPTION OF THE 2021 SCHEDULE OF ORDINARY MEETINGS

Purpose of Report

To adopt a schedule of ordinary Martinborough Community Board meetings for 2021.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Adoption of the 2021 Schedule of Ordinary Meetings Report.*
2. *Adopt an eight or six-weekly meeting cycle for Martinborough Community Board meetings.*
3. *Adopt a 2021 schedule of ordinary meetings for Martinborough Community Board.*
4. *Delegate to the Chief Executive the ability to alter the schedule of ordinary meetings in consultation with the Community Board Chair as required.*
5. *Delegate to the Chief Executive the authority to update clause 9.1.4 'Timing and Frequency' of the Community Board Terms of Reference (if required).*

1. Background

Each year Council and community boards must consider a proposed meeting schedule for its ordinary meetings for the following calendar year.

South Wairarapa District Council have a very high number of formal meetings for officers to service and for elected members to attend. Officers sought a decision from Council to adopt a schedule of formal meetings more in keeping with a council of our size and resourcing capability. Council agreed to move from a six-weekly meeting schedule to an eight-weekly meeting schedule and then adopted a schedule of meetings for the 2021 calendar year.

Council endorsed an eight-weekly cycle for community boards but this is only advisory and each board must make their own decision on the matter.

The community board was asked to consider adopting an eight-weekly meeting cycle and to then adopt the proposed 2021 meeting calendar as presented in Appendix 2 at its meeting on 17 December 2020. The board resolved to defer adopting an eight or six-weekly cycle and a 2021 schedule of meeting until its first ordinary meeting of 2021

(MCB 2020/46), and as such, this report is now being represented to the board for consideration.

2. Discussion

2.1 Meeting Provisions

The Local Government Act 2002, schedule 7, cl 19, requires Council (and by legislative definition community boards) to hold meetings.

19 General provisions for meetings

(1) A local authority must hold the meetings that are necessary for the good government of its region or district.

The Local Government Official Information and Meetings Act 1987, Part 7 specifies the process for calling meetings of the Local Authority.

The Local Government Act 2002 requires community board to hold meetings necessary for the good government of its 'region or district'. The meetings must be called and conducted in accordance with the requirements set out in the Local Government Act 2002, and the Local Government Official Information and Meetings Act 1987, as well as the Standing Orders of South Wairarapa District Council.

Community boards may adopt a schedule of meetings that cover any future period that it considers appropriate. This schedule may be amended at any time.

Additional ordinary, extraordinary, or emergency meetings may be scheduled from time to time in consultation with the Chair and Chief Executive.

2.2 Proposed Meeting Cycle

Officers are recommending that the community boards adopt an eight-week meeting cycle to commence from February 2021.

For its population size, SWDC has a very high number of formal meetings due to the number of decision-making bodies and frequency of meetings. The following table compares meeting frequency of similar sized councils. The time period chosen, 1 July 2020 – 30 September 2020, was within this triennium and outside of the COVID-19 impacted time period. The period includes two typical six-weekly cycles, with the following exceptions:

- Includes two meetings of the Grant Subcommittee (an annual/bi-annual meeting) and a meeting of the CEO Review Committee.
- There were two meeting cancellations.
- There was one extraordinary Council meeting.

Comparison of Meetings held July – September 2020

	Carterton District Population 9,710	Ōtorohanga District Population 10,600	South Wairarapa District Population 11,100	Ruapehu District Population 12,750	Gore District Population 12,800	South Wairarapa District (8-weekly Proposed 2021)	South Wairarapa District (6-weekly Proposed 2021)
Council	1	3	3	3	4	2	2
Committees (excluding joint)	6	2	9 ^a	3	3	7	7
Subcommittees	0	0	3	0	0	1	1
Community Boards	0	5	7	6	2	4	6
Total	7	10	22	12	9	14	16

^a two meeting cancellations in this period

The tables in Appendix 1 compare the Council committee structure of these same councils.

2.2.1. Expanding Business as Usual Capacity

Governance reporting takes a significant amount of time for officers. This includes drafting and review of the reports and meeting preparation, attendance and follow-up. The time commitment impacts officers' capacity to undertake "business as usual". Officers are currently reviewing the format of project reporting to improve readability and governance oversight and this is likely to improve efficiency to some degree. However, officers consider that lengthening the governance meeting cycle would allow officers more time to focus on operational matters and to undertake annual plan and long-term plan programmed work.

An eight-week cycle would have the added benefit of providing relief to elected members' schedules.

The proposed eight-week cycle is not expected to have any negative consequences for governance and decision-making. Extraordinary and emergency meetings can be utilised as and when needed for urgent decisions.

2.2.2. Flow of Reporting

The eight-weekly meeting timetable is organised so reports and recommendations can flow from a committee meeting to a Council meeting with limited delay, and for operational reports to flow through to community board meetings in a timely manner.

2.2.3. Community Boards Under Schedule 7 of the LGA

Schedule 7 of the Local Government Act applies to councils, local boards and community boards. Community boards, therefore, must hold meetings for the good of their respective communities and must adopt their own meeting schedule.

Consideration was given to community boards remaining on a six-week cycle, however, officers recommend that community boards also move to an eight-week cycle in order to retain the advantage of increased officer time and community board receipt of operational reports that are current and synchronized with the Council meeting schedule.

Council endorsement of the eight-weekly cycle for community boards is only advisory and each board must make their own decision on the matter.

If community boards decide to retain a six-week cycle, then operational reports will be provided to community boards as and when they have been considered by Council committees, and as and when they are available, to retain the advantage of increased officer time for business as usual matters.

2.3 Terms of Reference

Should the recommendation to alter meeting frequency be adopted, this will be incorporated into the community boards terms of reference under delegation to the Chief Executive.

2.4 Meeting Times

The Martinborough Community Board has set its meeting time for 2021 as 6.30pm. The meeting time may be changed in the future with sufficient advance notice.

3. Options

Officers have prepared an eight-weekly cycle option (refer Appendix 2) and a six-weekly option (refer Appendix 3) for consideration.

The advantages and disadvantages of moving to an eight-weekly cycle and retaining the six-weekly cycle are summarised below.

	Advantages	Disadvantages
Eight-weekly Cycle	<p>Officers have more time to focus on business as usual and programmed activities.</p> <p>Encourages officers to forward plan any required decision making.</p> <p>Members have more time to focus on community advocacy and representation outside of meetings.</p> <p>Community Board meetings are synchronized with Council and Committee meetings.</p>	<p>Members may not feel as up-to-date about key projects and business as usual operations.</p> <p>Potential public perception that Community Boards are operating with less visibility and governance oversight.</p> <p>Extraordinary meetings may need to be held if urgent matters arise that can't be dealt with at a scheduled meeting.</p> <p>Officers will need to forward plan engagement to ensure no delays to project timeframes.</p> <p>Fewer opportunities for community to submit and have grant applications considered.</p>
Six-weekly Cycle	<p>Members and the community are familiar with this cycle.</p> <p>Members may feel more up-to-date on key activities and business as usual operations.</p> <p>Potential public perception that Community Boards are operating with more visibility and governance oversight.</p>	<p>Officers have less time to focus on business as usual and programmed activities.</p> <p>Members have less time to focus on community advocacy and representation outside of meetings.</p> <p>The July meeting will have only financial information in the Operational Officers' Report</p>

	The potential for less need of extraordinary meetings.	<p>due to meetings not synchronising with the Council meeting schedule.</p> <p>Due to meetings not being synchronized with the Council cycle, minutes or recommendations from the community boards may not be presented at a committee or a Council meeting in a timely manner.</p>
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3.1 Option 1 - Eight-weekly cycle

The eight-week meeting cycle option is attached in Appendix 2. Variations to an eight-week schedule are as follows:

- There is a seven-week gap between the February and April meetings for Martinborough Community Board to allow the board to participate and hear community feedback at the LTP public meeting on the 8th of April and to then prepare a submission for formal adoption prior to the close of the LTP consultation period.
- The seven-week gap is followed by a nine-week gap to get back to a regular Martinborough Community Board cycle.
- Featherston Community Board will be permitted to adopt and submit their LTP submission 1-day after the formal closing date for the community.

3.2 Option 2 - Six-weekly cycle

The six-week meeting cycle option is attached in Appendix 3. Variations to a six-week schedule are as follows:

- There is an eight-week gap between the February and April meetings to allow the community boards to participate and hear community feedback at LTP public meetings (scheduled 6-8 April) and to then prepare a submission for formal adoption prior to the close of the LTP consultation period. Featherston Community Board will be permitted to adopt and submit their LTP submission 1-day after the formal closing date.
- Greytown and Martinborough have a seven-week gap between the October and November meeting cycle and Featherston Community Board has an eight-week gap. Consideration was given to scheduling conflicts, the community boards' involvement and organisation of community Christmas events, ensuring an adequate break over the busy Christmas period, and the need for boards to continue business as usual.

4. Financial Considerations

There are no negative financial implications associated with the decision.

The primary advantage of the proposal put forward is to allow officers more time to focus on business as usual activities. The real cost is the opportunity cost (less time available) rather than financial savings.

The following table shows the estimated hourly savings of not holding a meeting per meeting cycle. An assumption has been made that the same number of decision

reports would still need to be prepared regardless of the meeting cycle length, so that time is not included in the hourly total.

Estimated hours saved should an 8-weekly meeting schedule be adopted

	Approx. Average Hours Saved Per Cycle
Council	49
Committees (P&R, A&S, MSC)	94
Community Boards	77

5. Engagement and Communications

The Chief Executive and executive leadership team were consulted when developing the draft 2021 meeting schedule.

The Council report was circulated to community boards and the Māori Standing Committee so they had adequate time to consider the proposal before their meetings.

All options allow the Chief Executive to properly notify the public of the times and dates of meetings in accordance with Part 7 of the Local Government Official Information and Meetings Act 1987.

Once a 2021 schedule is adopted, it will be notified on Council’s website.

6. Appendices

Appendix 1 – Council Committee Structure Comparison

Appendix 2 – Draft 2021 Schedule of Ordinary Meetings Eight-week Cycle

Appendix 3 – Draft 2021 Schedule of Ordinary Meetings Six-week Cycle

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Karen Yates, Policy and Governance Manager

Appendix 1 – Council Committee Structure Comparison

Council Committee Structure Comparison

Ōtorohanga District Council

	Frequency	Number of meetings scheduled for 2021
Council	Monthly	
Risk and Assurance Committee	Quarterly (TOR)	
CEO Review	1 meeting this year	
Grants and Awards	As required (TOR)	
Ōtorohanga Community Board	Monthly	11
Kāwhia Community Board	Monthly (less frequently in practice, some meetings cancelled outside the COVID period)	No forward calendar located for 2021 as yet

Ruapehu District Council

	Frequency	Number of meetings scheduled for 2021
Council	3-weekly (appears to be some variation in practice)	
Taumarunui / Ohura Ward Committee	8-weekly	
RDC Management Committee	No TOR or minutes found	
Audit and Risk Committee	quarterly	
Hearings Committee	as required	
National Park Community Board	6-weekly	7
Waimarino-Waiouru Community Board	monthly	9

Gore District Council

	Frequency	Number of meetings scheduled for 2021
Council	Varies 4-6 weeks	
Capital Works Committee	quarterly	
Audit and Risk Committee	quarterly	
Community Strategy Committee	quarterly	
CEO Committee	No TOR or minutes found	
Creative Communities Subcommittee	No TOR or minutes found	
Rural halls and domains Subcommittee	No TOR or minutes found	
Mataura Community Board	6-weekly	7 for 2020 No forward calendar located for 2021 as yet

Carterton District Council

	Frequency (as per TOR)
Council	Eight-weekly (in practice some variation to accommodate Plan adoptions)
Audit and Risk Committee	Quarterly
Infrastructure and Services Committee	8-weekly
Policy and Strategy Committee	8-weekly
Hearings Committee	As required
Rural Travel Committee	Annually
Water Race Committee	Quarterly
Community Grants	Annually

Appendix 2 – Draft 2021 Schedule of Ordinary Meetings Eight-week Cycle

2021	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	2021
MON		1	1								1		MON
TUE		2	2			1					2		TUE
WED		3	3 WLS			2 Council			1 A&S/P&R		3	1 FAR	WED
THU		4	4 CEO	1		3	1		2		4	2 MCB	THU
FRI	1 New Years Day	5	5	2 Easter Friday		4	2		3	1	5	3	FRI
SAT	2 Public Holiday	6	6	3	1	5	3		4	2	6	4	SAT
SUN	3	7	7	4	2	6	4	1	5	3	7	5	SUN
MON	4	8 Waitangi Day	8	5 Easter Monday	3	7 Queens Bday	5	2	6	4	8	6	MON
TUE	5	9	9	6	4	8 MSC	6	3 MSC	7	5 FCB	9	7	TUE
WED	6	10 Council	10	7 Council	5	9 WLS/GCB	7 A&S/P&R	4 GCB	8	6 FAR	10	8	WED
THU	7	11	11	8	6	10	8	5	9	7 MCB	11	8	THU
FRI	8	12	12	9	7	11	9	6	10	8	12	10	FRI
SAT	9	13	13	10	8	12	10	7	11	9	13	11	SAT
SUN	10	14	14	11	9	13	11	8	12	10	14	12	SUN
MON	11	15	15	12	10	14	12	9	13	11	15	13	MON
TUE	12	16 MSC	16	13 MSC	11	15 FCB	13	10 FCB	14	12	16	14	TUE
WED	13	17 GCB	17 Council (LTP) A&S/P&R	14 GCB	12 A&S/P&R	16 FAR	14	11 FAR	15	13	17 Council	15 A&S/P&R	WED
THU	14	18	18	15 MCB	13	17 MCB	15 LGNZ Conference	12 MCB	16	14	18	16	THU
FRI	15	19	19	16	14	18	16 LGNZ Conference	13	17	15	19	17	FRI
SAT	16	20	20	17	15	19	17 LGNZ Conference	14	18	16	20	18	SAT
SUN	17	21	21	18	16	20	18	15	19	17	21	19	SUN
MON	18	22 Recovery	22	19 Recovery	17	21	19 Recovery	16	20	18 Recovery	22	20	MON
TUE	19	23 FCB	23	20 FCB	18	22	20	17	21	19	23 MSC	21	TUE
WED	20	24 FAR	24	21 FAR	19 LTP Hearing	23	21	18 WLS	22 Council	20	24 WLS/GCB	22	WED
THU	21	24 MCB	25	22	20 LTP Hearing	24	22	19	23	21	25	23	THU
FRI	22	26	26	23	21 LTP Hearing	25	23	20	24	22	26	24	FRI
SAT	23	27	27	24	22	26	24	21	25	23	27	25 Xmas Day	SAT
SUN	24	28	28	25	23	27	25	22	26	24	28	26 Boxing Day	SUN
MON	25 Wgtn Anniversary		29	26 ANZAC Day	24	28	26	23	27	25 Labour Day	29	27	MON
TUE	26		30	27	25	29	27	24	28 MSC	26	30 FCB	28	TUE
WED	27		31	28	26	30 Council/LTP	28 Council	25 CEO	29 GCB	27 Council (AR) A&S/P&R		29	WED
THU	28			29	27		29	26	30	28		30	THU
FRI	29			30	28		30	27		29		31	FRI
SAT	30				29		31	28		30			SAT
SUN	31				30			29		31			SUN
MON					31			30					MON
TUE								31					TUE

COUNCIL	District Council meeting	A&S	Assets and Services Committee
MCB	Martinborough Community Board	P&R	Planning and Regulatory Committee
FCB	Featherston Community Board	FAR	Finance Audit and Risk Committee
GCB	Greytown Community Board		School holidays
MSC	Māori Standing Committee	WLS	Wairarapa Library Service Joint Committee
CEO	CEO Review Committee	Recovery	Wairarapa COVID-19 Recovery Joint Committee
WRC	Water Race Subcommittee (TBC)	DistPlan	Wairarapa District Plan Joint Committee (TBC)
Grants	Grants Subcommittee (TBC)		

Appendix 3 – Draft 2021 Schedule of Ordinary Meetings Six-week Cycle

2021	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	2021
MON		1	1								1		MON
TUE		2	2			1					2		TUE
WED		3	3 WLS			2 Council			1 A&S/P&R		3	1 FAR	WED
THU		4	4 CEO	1		3	1		2		4	2	THU
FRI	1 New Years Day	5	5	2 Easter Friday		4	2		3	1	5	3	FRI
SAT	2 Public Holiday	6	6	3	1	5	3		4	2	6	4	SAT
SUN	3	7	7	4	2	6	4	1	5	3	7	5	SUN
MON	4	8 Waitangi Day	8	5 Easter Monday	3	7 Queens Bday	5	2	6	4	8	6	MON
TUE	5	9	9	6	4	8 MSC	6 FCB	3 MSC	7	5 FCB	9	7	TUE
WED	6	10 Council	10	7 Council	5	9 WLS	7 A&S/P&R/GCB	4	8	6 FAR/GCB	10	8	WED
THU	7	11	11	8	6	10	8 MCB	5	9	7 MCB	11	8	THU
FRI	8	12	12	9	7	11	9	6	10	8	12	10	FRI
SAT	9	13	13	10	8	12	10	7	11	9	13	11	SAT
SUN	10	14	14	11	9	13	11	8	12	10	14	12	SUN
MON	11	15	15	12	10	14	12	9	13	11	15	13	MON
TUE	12	16 MSC	16	13 MSC	11	15	13	10	14	12	16	14	TUE
WED	13	17	17 Council (LTP) A&S/P&R	14 GCB	12 A&S/P&R	16 FAR	14	11 FAR	15	13	17 Council	15 A&S/P&R	WED
THU	14	18	18	15 MCB	13	17	15 LGNZ Conference	12	16	14	18	16	THU
FRI	15	19	19	16	14	18	16 LGNZ Conference	13	17	15	19	17	FRI
SAT	16	20	20	17	15	19	17 LGNZ Conference	14	18	16	20	18	SAT
SUN	17	21	21	18	16	20	18	15	19	17	21	19	SUN
MON	18	22 Recovery	22	19 Recovery	17	21	19 Recovery	16	20	18 Recovery	22	20	MON
TUE	19	23 FCB	23	20 FCB	18	22	20	17 FCB	21	19	23 MSC	21	TUE
WED	20	24 FAR/GCB	24	21 FAR	19 LTP Hearing	23	21	18 WLS/GCB	22 Council	20	24 WLS/GCB	22	WED
THU	21	24 MCB	25	22	20 LTP Hearing	24	22	19 MCB	23	21	25 MCB	23	THU
FRI	22	26	26	23	21 LTP Hearing	25	23	20	24	22	26	24	FRI
SAT	23	27	27	24	22	26	24	21	25	23	27	25 Xmas Day	SAT
SUN	24	28	28	25	23	27	25	22	26	24	28	26 Boxing Day	SUN
MON	25 Wgtn Anniversary		29	26 ANZAC Day	24	28	26	23	27	25 Labour Day	29	27	MON
TUE	26		30	27	25 FCB	29	27	24	28 MSC	26	30 FCB	28	TUE
WED	27		31	28	26 GCB	30 Council/LTP	28 Council	25 CEO	29	27 Council (AR) A&S/P&R		29	WED
THU	28			29	27 MCB		29	26	30	28		30	THU
FRI	29			30	28		30	27		29		31	FRI
SAT	30				29		31	28		30			SAT
SUN	31				30			29		31			SUN
MON					31			30					MON
TUE								31					TUE

COUNCIL	District Council meeting	A&S	Assets and Services Committee
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MARTINBOROUGH COMMUNITY BOARD

25 FEBRUARY 2021

AGENDA ITEM 8.2

OFFICERS' REPORT

Purpose of Report

To report to the board on general activities.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Officers' Report.*

PLANNING AND ENVIRONMENT GROUP REPORT

This report was presented to the Planning and Regulatory Committee on 16 December 2020.

1.0 Resource Management

1.1 Planning Summary

1.1.1. Planning

Planning receives around 200 resource consent applications per year, the team normally has around 13-20 consents to assess, make decisions on. Consent work sits beside a mix of district plan enquiries, land use compliance, and growing policy work. The robust, timely decision making has continued.

1.1.2. South Wairarapa Spatial Plan

The Spatial Plan is our strategic document to 2050, using an integrated Spatial/Long-Term Plan approach. Initial engagement included pop up sessions and 12 community/stakeholder sessions-with business and realty, seniors, wine growers, farmers, youth at Kuranui College, local iwi and Community Board sessions in each town. A wide mix of views, helpful feedback was captured. Workshops continued with council on SP to sort activities in the LTP. Officers assessing growth option aspects, then January workshop on town growth options. Work will continue for shaping the SP/LTP diagram and map components.

1.1.3. Martinborough Southeast Growth Area (MSGA)

An assessment report on stormwater issues by Wellington Water was completed after February. As a result of discussion at Council including work for the South Wairarapa Spatial Plan, and due to awareness of extent and costs of stormwater constraints and required mitigation, the MSGA is now on hold, including phase two stormwater modelling work. For consideration alongside Spatial Plan evaluation work.

1.1.4. District Plan Review

WCDP operative in 2011, requires review every 10 years, a plan review takes around 2 to 3 years. Boffa Miskell confirmed as the consultant to support the review. The advisory group mtg held on 8 Sept, considered the extent of the review plus proposed RMA reforms. The Randerson report proposes replacement of the RMA by a new regional level spatial plan Act, new natural resources Act. DP review will be at a level to sort key topics that need review. Advisory group mtg held 16 Oct, 8 December, Plan Review Committee mtg held 10 Nov.

1.1.5. Dark Sky

The Plan Change updates the outdoor lighting rules to control light pollution to support a dark sky reserve. The draft Wairarapa International Dark Sky-Outdoor Artificial Lighting Plan Change has gone through public notification. Ten submissions were received, followed by two further submissions. Wairarapa Sports Artificial Surface Trust and Genesis Energy Ltd wished to be heard. We are negotiating points and may avoid a hearing. An independent commissioner will determine the Council initiated plan change decision.

1.1.6. Review of Notable Trees Register

Hearing held in Greytown on 21 November. The independent commissioner's decision was adopted, still currently dealing with an appeal on the listing of one Oak tree, discussion and correspondence happening aimed at resolving.

1.1.7. Featherston Tiny Homes/Brookside RC

Application involved advice meetings, further info on urban design and traffic assessment. Number of units lowered from 120 to approx. 100 dwellings. Required further information on urban design aspects due to intensity, info. was supplied, the application was to be publicly notified. However, the applicant has advised Council to hold the application, is now pursuing a more standard density.

1.1.8. Orchard Road Subdivision

A resource consent was granted to resolve an outstanding abatement notice. The applicant appealed this decision, officers still in the process of resolving issue via mediation. We have extended deadline for removal of contaminated soil from the site to 30 March 2021, matter nearly resolved.

1.1.9. Proposed Combined Council Dog Pound SWDC/CDC

A costings report by Armstrong Dixon Ltd in April for reporting to July Committee. The Committee sought detailed costings, and comparative costs info being compiled. The Committee on Aug. 12 strongly indicated pursuance of a combined pound facility with CDC and officers to clearly detail the costings framework of this option. However,

matter has been parked awaits direction from the Shared Services group. Update report on Shared Services mtg going to Council in Oct. CDC have recently indicated a hesitancy regarding costings and combined CD/SWDC pound. Officer discussions 3 Dec, matter to go out for tender for facility costings in the new year.

2. Building Services

The level of building consent applications has continued to remain quite high. Timely processing continues together with ongoing site inspections services. Over the last financial year our team processed 584 applications, including exemptions. Usually about 60 active consent applications in the system.

3. Environmental Services

The provision of decisions and helpful advice in the areas of food safety, alcohol, bylaws work, and dog control matters has continued. We have continued inspections work and are ahead of premise’s verifications benchmark. Dog registrations are at 98% which is good.

4. Service Levels

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”	80%	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.

Resource Management Act – Consents(Year to date 01/07/2020-30/09/2020)

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%	100%	Total 96/96 49/49 Land Use applications were completed within statutory timeframes. NCS 37/37 Subdivision applications were completed within statutory timeframes. NCS 10/10 permitted boundary activity applications were completed within statutory timeframes. NCS
s.223 certificates issued within 10 working days	100%	100%	44/44 s223 certificates were certified within statutory timeframes. NCS. Impacted by the departure of the Planning Manager and team transition from June to August 2019
s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement)	95%	100%	30/30 s224 certificates were certified. NCS.

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.

Six Months Trend from 1 st June2020 to 30th November 2020		
Item	No of applications completed within the time frame over the total number of applications	% of applications processed within time frames
Land use consents	59/59 within 20 working days	100%
Subdivision Consents	41/42 in 20 working days	97.62%
223 Certificates	47/47 in 10 working days	100%
224 Certificates	32/32 in 15 working days	100%

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 2020-2021
Standard LIMs are processed within 10 days	100%	89.9%	107/119 standard LIMs were completed G:\LIMs\LIMS PROCESSED 2020-2021

	YTD 1 ST JULY 2020 TO 30 TH Nov 2020	PREVIOUS YTD 1 ST JULY 2019 TO 30 TH Nov 2019	PERIOD 1 ST OCT TO 30 TH Nov 2020	PREVIOUS PERIOD 1 ST OCT TO 30 TH Nov 2019
Standard LIMs (Processed within 10 working days)	119	75	48	36
Urgent LIMs (Processed within 5 working)	44	27	18	15
Totals	163	102	66	51

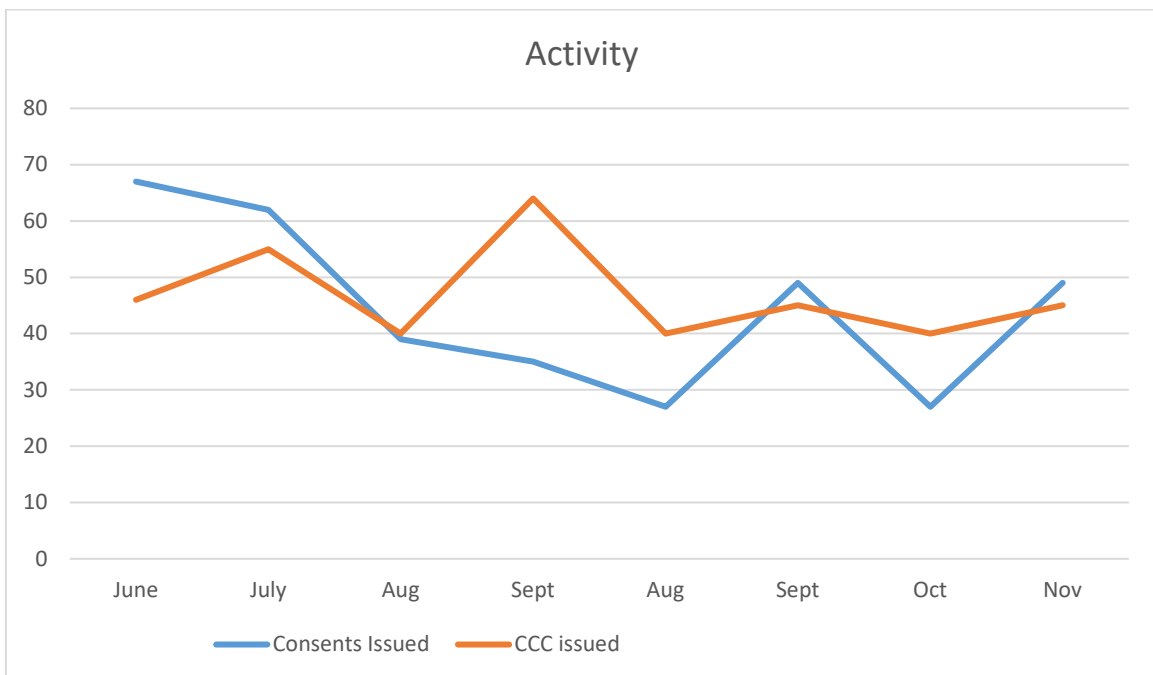
5. Building Act - Consents and Enforcement

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%	97.57%	NCS – 201 of 206 CCC’s were issued within 20WD YTD – Human/technical error, process put in place to prevent this from happening in the future.
Building consent applications are processed within 20 working days	100%	100%	NCS – 221 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 2022. Council was re-accredited in January 2020
BCA inspects new building works to ensure compliance with the BC issued for the work, Council audits BWOFF’s and Swimming Pools	Yes	Yes	Building Consents Council inspects all new work to ensure compliance (October 2020 – 415 inspections November 2020 – 388 inspections BWOFF’s – Total 189 – average of 3 audits per month required, 1 audit carried out October 0 audit carried out in November Swimming Pools – Total 279 – average of 7 audits per month required. 8 audits carried out in October

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
			7 Audits carried out in November
Earthquake prone buildings reports received	100%	N/A	Of the remaining buildings: 25 - Identified as EPB 9 - Require engineer assessment from owners 2 - Requested extension to provide engineers report

	June 20	July 20	Aug 20	Sept 20	Oct 20	Nov 20
Monthly Building Consents issued	67	62	39	35	27	49
Monthly CCC issued	46	55	40	64	40	45



Building Consents Processed

TYPE – OCTOBER AND NOVEMBER 2020	NUMBER	VALUE
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	8	\$7,995.000
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	1	\$52,000.00
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	73	\$10,971,997

Other (public facilities - schools, toilets, halls, swimming pools)	5	\$38,460
Totals	87	\$19,057,457

6. Environmental Health and Public Protection

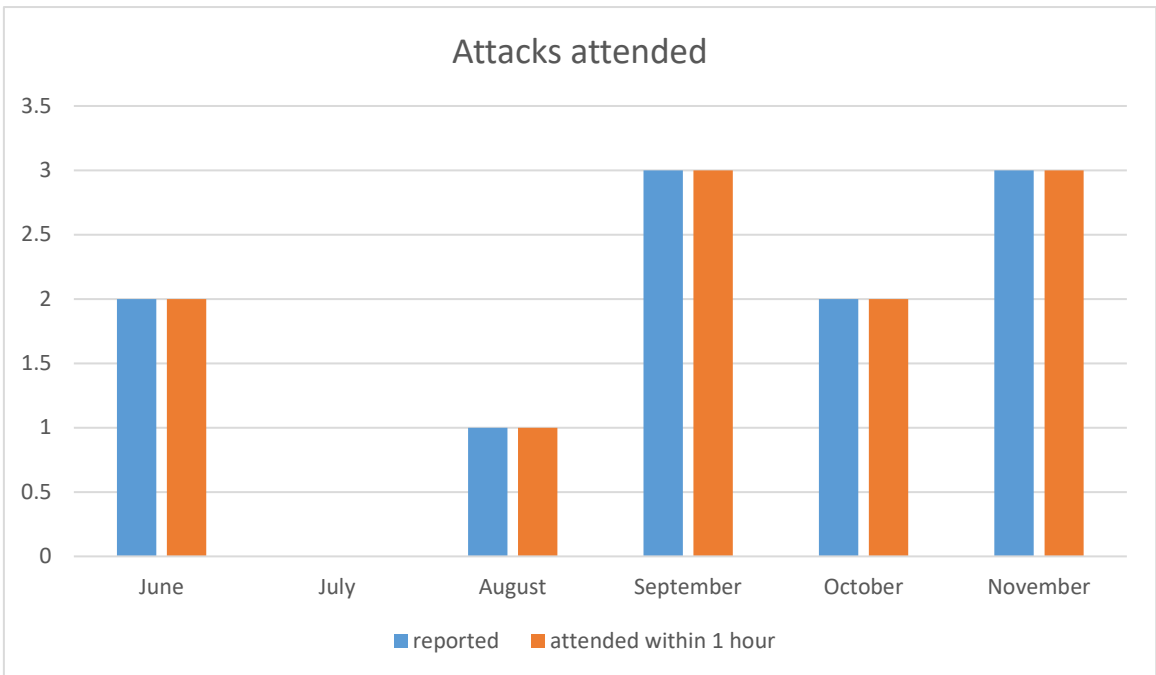
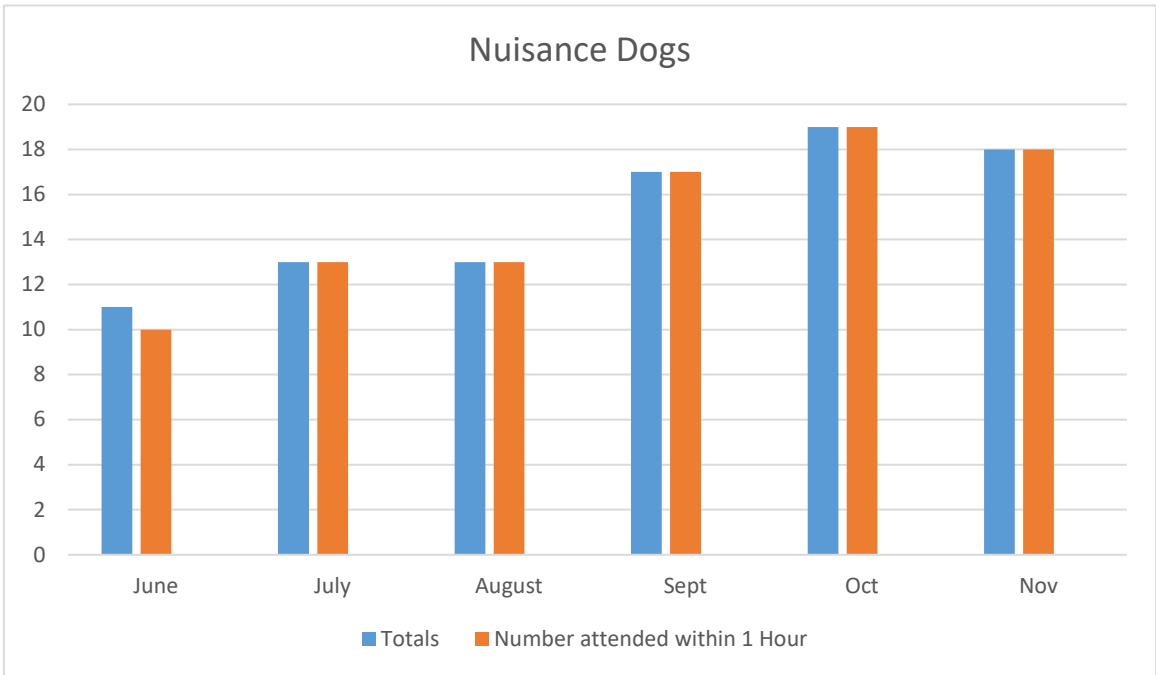
Dog Control Act – Registration and Enforcement

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	3 visits	0	No visits at this stage. Education is planned for at risk groups
Complaints about roaming and nuisance dogs are responded to within 1 hours	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 82/82
Complaints about dog attacks on persons, animals or stock are responded to within 1 hour	100%	100%	9/9

INCIDENTS REPORTED FOR PERIOD OCTOBER AND NOVEMBER 2020	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	2	-	2
Attack on Person	1	-	-
Attack on Stock	-	-	-
Barking and whining	1	3	1
Lost Dogs	1	2	5
Found Dogs	1	2	4
Rushing Aggressive	2	-	1
Wandering	5	4	11
Welfare	-	-	-
Fouling	-	-	-
Uncontrolled (off leash urban)	-	-	1

	June 20	July 20	Aug 20	Sep 20	Oct 20	Nov 20
Nuisance dogs	11	13	13	17	19	18
Attended to within 1 hours	10	13	13	17	19	18
Attack totals	2	0	1	3	2	3
Attacks attended within 1 hours	2	0	1	3	2	3



7. 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 6/6
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 7/7

INCIDENTS REPORTED	TOTAL FOR PERIOD 1 JULY 2020 TO 30 NOV 2020
Stock	7

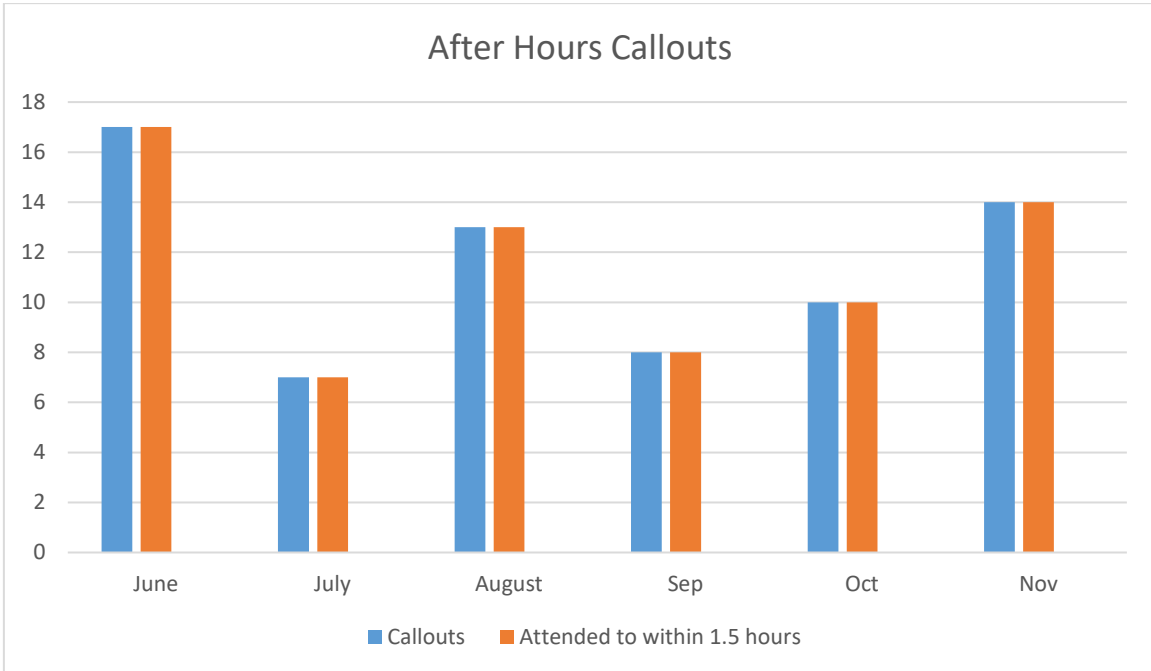
8. Resource Management Act – afterhours Noise Control

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 20/21	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%	100%	K:\resource\Health\Resource Management\Noise Control Complaints 52/52 attended within timeframe YTD 10 callouts Oct 20 14 callouts Nov 20 14/14 attended to within 1.5 hours

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 20 TO 30 Nov 20	PREVIOUS YTD 1 JULY 19 TO 30 Nov 19	PERIOD 1 Oct 20 TO 30 Nov 20	PREVIOUS PERIOD 1 Oct 19 TO 30 Nov 19
Total	52	69	24	51

	June 20	July 20	Aug 20	Sep 20	Oct 20	Nov 20
Calls	17	7	13	8	10	14
Attended to within 1.5 hours	100%	100%	100%	100%	100%	100%



9. Sale and Supply of Alcohol Act - Licensing

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

	TARGET 20/21	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises are inspected as part of licence renewals or applications for new licences.	100%	51% YTD	MAGIQ data. All premises inspected at new or renewal application stage (25/49*). 25/49 Number of inspections completed of licences coming up for renewal within the YTD period. 5 very low inspections October 20 1 Very Low inspection November 20 and 6 Low and medium inspections 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%	50% 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 36 low and medium licenses due for renewal or new inspections in this financial year. For Oct 20, 0 inspections were done for low and medium premises.

	TARGET 20/21	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
			For Nov 20 6 for low and medium premises 131 licences in total. Total number of licenses is subject to change month by month as new businesses open and existing premises close. Total number of inspections done year to date 18/36
Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Agencies agreement.	100%	0%	0 Controlled purchase Operation has been undertaken this YTD. 2 Compliance visits undertaken in November. Usual practice is for the SWDC alcohol licencing inspector is to undertake identified compliance inspections at licensed premises. This is to encourage open communication with our licensees and provide support and education to help our licenced premises comply with their requirements under the Act. Covid 19 and Government lockdown put a stop to this activity in this form and the Alcohol Licencing Inspector undertook compliance through an advisory role remotely under lockdown and as business moved down levels 3, 2 and 1

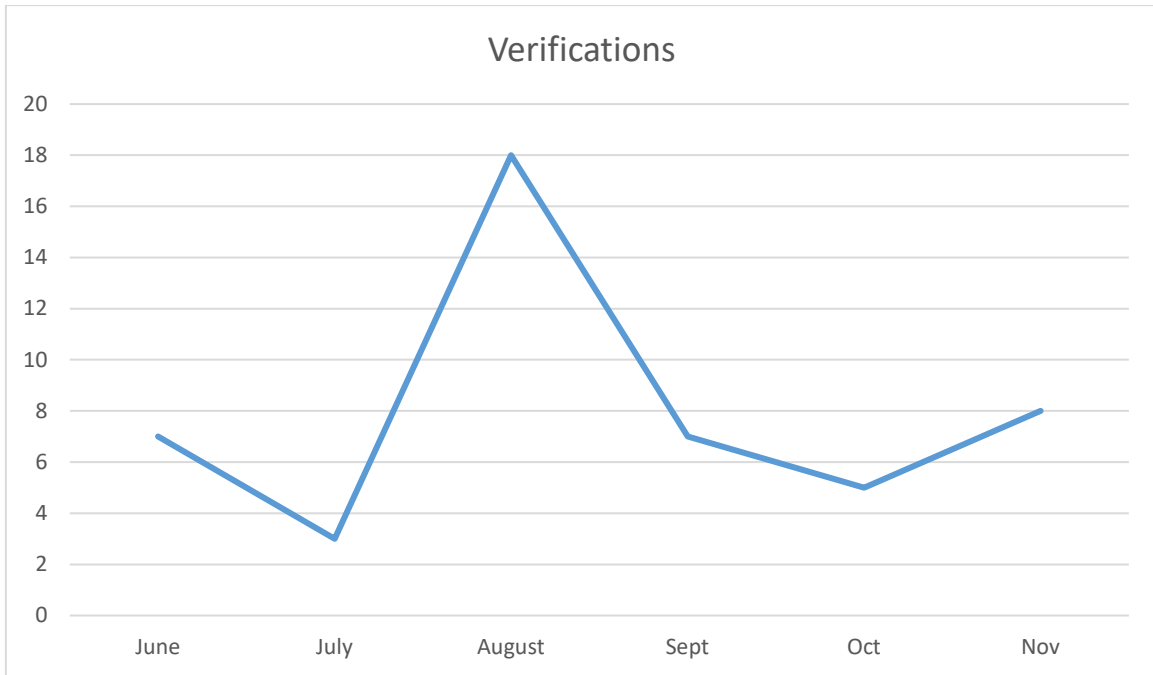
ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 20 TO 30 NOV 20	PREVIOUS YTD 1 JULY 19 TO 30 NOV 19	PERIOD 1 OCT 20 TO 30 NOV 20	PREVIOUS PERIOD 1 OCT 19 TO 30 NOV 19
On Licence	17	13	4	3
Off Licence	11	15	2	5
Club Licence	2	4	1	-
Manager's Certificate	59	61	36	42
Special Licence	12	26	10	22
Temporary Authority	2	-	1	2
Total	103	119	54	74

Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 19/20	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) – 101 NP – 63 The changes in the Food Act 2014 require that businesses have an appropriate Risk Based 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%	40.6%	FCP verifications – 41/101 *Total number of premises is subject to change month by month as new businesses open and existing premises close. The EHO role also includes Hairdressers, Beauty businesses, Camping, Noise, Nuisance (odour/smoke/rats) 5 verifications were undertaken in Oct 2020 8 verifications were undertaken in Nov 2020 We were able to finalise (close out) 11 premises in Oct 2020 and 5 in November 0 outstanding corrective action food business follow ups In addition our EHO was the SWDC first point of contact for all the food businesses and queries to ensure compliance with Government regulations under the various Covid 19 levels. In Oct and November EHO attended: 4 day time noise complaints 5 smoke complaints 1 rat nuisance complaint 1 spray drift complaint 2 dust complaints 1 Amusement device inspection In November the EHO undertook Trade Waste training and trained new EHO

	June 20	July 20	Aug 20	Sept 20	Oct 20	Nov 20
Verifications	7	3	18	7	5	8



10. Bylaws

Between 1 July 2020 and 30 Nov 2020 there were:

Trees & Hedges

- 46 notices were sent by Council requesting the owner/occupier to remove the obstruction from the public space.

Litter

- 9 litter incidents were recorded and from this, Council sent 5 notices to the identifiable people associated with these incidents, 1 resulted in an infringement.

Abandoned vehicles

- There were 7 abandoned vehicles located in the SWDC area, of which 5 were removed by their owners and the remaining 2 vehicles were removed by Councils' contractor.

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

PARTNERSHIPS AND OPERATIONS REPORT

This report was presented to the Assets and Services Committee on 16 December 2020.

11. Group Manager Commentary

The last period has continued the trend of significant activity across the Partnerships and Operations portfolio. As well as the usual activity at this time of year (e.g. road reseals, grounds maintenance) there has also been additional work that the team have been delivering (e.g. Spatial Plan and LTP inputs, PGF projects, library book sales). This report, along with the associated project dashboard, highlights the extent of activity being undertaken and provides updates against each.

Additional projects have been added to the dashboard. These are projects that have commenced since the last report:

- Kuranui Gym – SWDC involvement and community access
- Water Reform Request for Information (RFI)
- Waihinga Centre Lessons Learned review
- Greenspace review for Greytown
- Walking and Cycling Strategy
- Innovating Streets project (Martinborough)
- Road Stopping/encroachment policy development

As well as these projects there have been some key operational issues being addressed in the period, including Greytown street lighting (actually an issue with power supply/infrastructure, now resolved with PowerCo) and the ongoing issue of flooding of Donalds Creek at Longwood Road East (approach being agreed with GWRC).

12. Water

12.1 Reducing leakage across the South Wairarapa

A team has been set up at Wellington Water to work on reducing the leakage across the region, including SWDC. The team meets weekly to monitor progress with leak surveys and repairs. It will also identify any further work that may be required.

Ground surveys have been completed in Martinborough, Featherston and Greytown. Repairs of leaks located in Featherston and Martinborough are underway. The ground survey of Greytown identified 29 leaks – 10 of which are on private networks. We will prioritise repairs of the public network in Greytown and notify property owners of their responsibilities to investigate and repair private leaks.

A night flow audit for Greytown was undertaken for the week ending 11/12/2020. This is to identify any commercial water users that are operating at night, so an accurate night flow can be determined. This information will help determine if there is any further leakage. We expect to gain insights from this work within a week following the audit, which will be reported to the Assets and Services Committee.

Plans are been drawn up to carry out “step testing” in Greytown. The step testing will be carried out if the night flows do not drop, once ground survey leaks have been repaired.

The delivery crew are prioritising the larger leaks for repair, alongside leaks reported by the public. There is a risk that this additional leak survey work will create a lot of additional repair work for our service crews, which could impact budgets.

12.2 Key Projects Updates

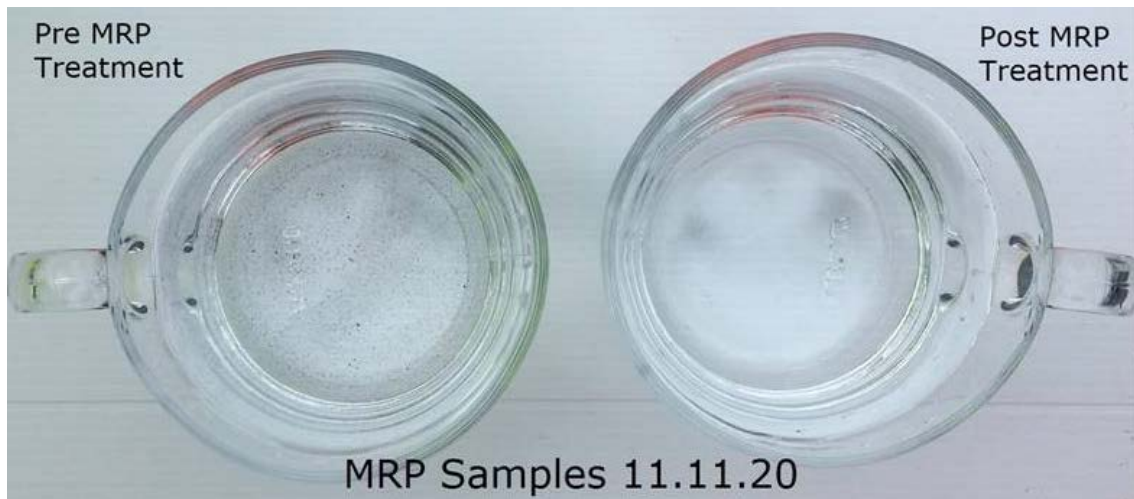
As we enter the summer demand period it becomes increasingly difficult to complete upgrades to water supply and wastewater assets.

As outlined at previous meetings, delivery of some projects has been challenging due to multiple factors, including:

- Limited accuracy or availability of full as-built information
- Project scopes being previously poorly defined
- Fragile systems with little system resilience
- Ongoing process of uncovering systemic risks requiring mitigation
- Availability of operational staff to provide input to upgrades or be trained in their use, while also responding to call volumes or issues.

12.2.1. Manganese Reduction Plant

The Manganese Reduction Plant (MRP) commissioning work is complete and tests verify it successfully reduces the manganese to the required levels.



However, in conducting the commissioning work for the MRP, a water contamination risk has been identified in the network and this needs to be mitigated before the MRP itself can be brought into use.

Plans for this additional work are with the contractor to price and complete urgently. Once this work is completed the plant can be brought into service. The timeline of this work will be shared.

12.3 Waiohine Water Treatment Plant (WTP) Upgrades

The 4th bore project was delayed whilst securing budget to cover cost of increased scope and further to procure and award contract. Contractor availability had also slowed progress.

However, installation of the 4th pump and peripheral civil works construction activities have now commenced. We are aiming to complete this work by February 2021, but this is dependent on summer demand as the plant would need to be taken offline during works.

The Waiohine treated water storage procurement phase is underway for the installation and setting up of the equipment. We expect to award the contract in January 2021. Physical works are scheduled to start after the completion of the 4th bore.

A temporary fix for the Waiohine pH dosing system upgrade will be completed first to make the system operable and mitigate risk. The design of this is currently being completed in collaboration with contractors. Options assessment will be completed prior to investing in further upgrade works on this system.

12.4 Memorial Park WTP upgrades stages 2 and 3

A cost analysis has been completed to determine the most effective delivery approach. From this, the works have been rolled into a single stage and has resulted in estimated \$200k overall savings in sunk cost. Emergency plan being prepared should existing pump fail prior to replacement.

A changed delivery approach for this project means it can progress without waiting for Waiohine upgrades. The new target date for completion has moved to April 2021 (brought forward from Jun 21). Construction contract to be awarded in December 2020. Delivery of the containerised plant will be approximately 3 months from contract award to installation, with civil works and reinstatement completed thereafter.

Obtaining approvals under the reserve management plan will need to be completed in parallel with the construction of the containerised plant.

12.5 Lake Ferry WWTP driplines

Planned renewal brought forward following forestry contractor damage to lines. Project is on hold pending result of options assessment paper. Renewals options assessment paper being finalised with Wellington Waters' three waters decision making committee (3WDMC). Delivery to be adjusted based on the feedback from 3WDMC and SWDC. Current forecasted cost (lvl3) for full renewal of driplines is at \$326k.

12.6 Featherston WWTP

A second community drop-in session has been completed and the information was also on display at Greytown and Martinborough libraries. Preliminary scoring and level 1 estimates prepared for the long list in preparation of an Officers' shortlisting workshop.

12.7 Martinborough WWTP valve automation

The installation of an automated valve to reduce overflow risk in Martinborough is in progress. Due to contractor workload across the district the civil and electrical works will be undertaken in the new year. Practical completion is scheduled for February 2021.

12.8 Pipeline project briefs

At Appendix 1 of this report, Wellington Water have provided project briefs for the two key pipeline projects that are underway, Pinot Grove and Papawai Road upgrades.

13. Land Transport

13.1 Roding Maintenance - Ruamahanga Roads

An outline of key works completed through November 2020 is provided below:

- 282.5 km of roads were inspected and identified faults recorded in RAMM for future scheduling with 208.4 being sealed and 73.9 being unsealed.
- 7 bridges were inspected and found to be in an acceptable condition.
- 159 rural culverts were inspected
- 112.4 km of unsealed roads were graded
- 35 m³ of maintenance metal was applied to the unsealed roads
- 13 sealed road potholes were identified and filled.
- 42.7 km of mechanical street sweeping was completed
- Pre-seal repairs for the 2021-2022 sealing season have continued
- Maintenance works continued on the footpaths within the 3 towns.
- District reseals, both Urban and Rural, have been completed for the 2020-2021 season
- Wetter than average November lead to slips, flooding and land dropouts throughout the district with a number of emergency responses.



Lake Ferry Road



Te Awaiti Bridge abutment washout



White Rock Rd slips



Glendrynoch Rd bridge approaches

- The spring cycle of chemical spraying of rural water tables and signs has commenced and will be completed prior to rural berm mowing.
- Works commenced on Ruakokoputuna Road seal extension with sealing programmed to be completed prior to Christmas.

13.2 Further activities of note

- Annual bridge inspection programme has commenced and to date no urgent faults have been identified. Types of inspection have been done as required by NZTA. This is a key programme of work and one that will continue into future years.
- Roading infrastructure input has been supplied to all subdivision resource consents.
- The Joint Carterton/South Wairarapa Roading Activity Management Plan is currently being developed and funding proposals for considerations in the LTP process are underway.
- Sealed pavement condition and surface watertable rating has been carried out by Roading Logistic Consultants. This activity is completed every 2 years
- Footpath condition rating has been carried out by Roading Logistic Consultants.

14. Amenities

14.1 Housing for Seniors

All Housing for Seniors units are fully tenanted. Recent activity includes:

- Installation of an oven in a flat at Burling Flats Featherston.
- Two units at Cecily Martin flats in Martinborough have new sliding front doors installed.

14.2 Pain Farm

Pain Farm Homestead and Cottage are due for inspections in the second week of January 2021. Quotes being sort for Extractor Fan to be installed in the Cottage bathroom.

14.3 SWDC Playgrounds

Work has continued on upgrades and maintenance of playgrounds, including:

- More planting and fence to be quoted at the Martinborough Playground as more funds from the Waihinga Trust has become available.
- Featherston playground is now fully fenced and general refresh is underway with painting and new bark
- one new child/parent swing installed in Featherston.

14.4 Parks and Reserves

Activity has been ongoing in maintaining our parks and reserves:

- Grass growth due to the seasonal rain and ground temperature has required increased maintenance with our contractor.
- Solar lights have arrived for installation into Stella Bull Park before Xmas
- Replacing Huangarua Park seat and rubbish bin as both old assets were very tired.
- Reopening of the New York Toilets in Martinborough and upgraded the sewage pipe work. These facilities are only to be used by the sports clubs.
- Lych gate currently being built and hopefully installed prior to Xmas for the 150 years of the Waihinga Cemetery, Martinborough

14.5 Cemeteries

Featherston Lioness WW1 Project - Completed in time for Armistice Day 11 November 2020 at Featherston Cemetery.



Purchases of burial plots/niches 28/10/20 to 3/12/2020

	Greytown	Featherston	Martinborough
Niche		2	1
In-ground ashes Beam	1		
Burial plot			1
Services area			
Total	1	2	2

Ashes interments/burials 28/10/20 to 3/12/2020

	Greytown	Featherston	Martinborough
Burial		1	1
Ashes in-ground	2		1
Ashes wall			
Services Area			
Disinterment			
Total	2	1	2

14.6 Swimming Pools

SWIMMING POOLS ARE OPEN!

Featherston, Greytown and Martinborough pools all opened for the swim season on the 28th November 2020 and will close March 14th 2021. Entry is still free and the bookings for events and BBQs are filling fast. Monitoring of usage to inform future strategy is ongoing.



14.7 Further work

Significant additional effort has been expended in managing the delivery of the following Provincial Growth Fund (PGF) projects:

- Upgrade to facilities at Anzac Hall, Featherston
- Refurbishment of the Featherston War Memorial
- Supporting upgrades to the Featherston Community Centre
- Supporting the Hau Ariki marae project, and
- Supporting the Tauherenikau bridge trail project.

These projects are included in the Amenities programme dashboard and are in addition to the team's workload.

15. Appendices

Appendix 1 – Wellington Water Pipeline Project brief – Papawai Rd upgrade

Appendix 2 - Wellington Water Pipeline Project brief – Pinot Grove upgrade

Appendix 3 – Programme Reports

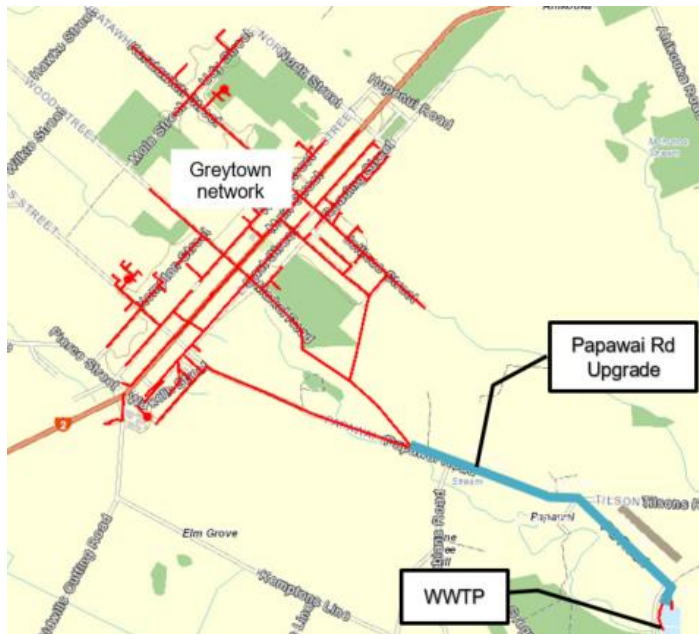
Contact Officer: Euan Stitt, GM Partnerships and Operations

Appendix 1 - Wellington Water Pipeline Project brief – Papawai Rd upgrade

Papawai Road Wastewater Renewal Fact Sheet

What are we doing?

Replacing 2.2km of 225mm concrete wastewater main with a new 350mm polyethylene (PE) main on Papawai Road, Greytown.



Why are we renewing this pipeline?

The existing wastewater main down Papawai Road is the most critical wastewater pipeline in Greytown. It conveys all of the town's flow to the treatment plant (WWTP). It was laid in 1974 and probably has a few years of life left in it, but with the growth of the township since the 70s it has now reached capacity.

The primary goal of the project is to enable growth by providing increased capacity. The new pipeline will also be more resilient than the current one. It will be fully sealed and so more resistant to earthquakes and reduced leakage out of and into the pipe. We are also taking the opportunity to reconfigure the outlet pipe at the treatment plant to enable future upgrades to the plant.

What is the effect of the increased capacity on the network?

Initially there is minimal effect. The treatment plant at present is estimated to have capacity for a further 10-20% increase in population. The wastewater main pipe is being future-proofed to allow for the treatment plant upgrades planned over the next 10 years.

How has the project developed?

Prior to Wellington Water's involvement, in December 2018 the SWDC received a quotation from Higgins to complete the project for \$1,792,000. The quotation included some contingency but excluded design and project management fees and was not based on an engineer's design. This

means the project had minimal scope development and so there was a very high risk that it would have cost more than the tendered price to complete. This tender lapsed and Wellington Water re-tendered in April 2020.

The April 2020 tender price received was \$2,674,000. Since the project had not been fully scoped, designed and a robust engineer’s estimate developed, we could not adequately appraise the value provided by this tender. So we put the project through Wellington Water’s normal project delivery processes. This involves preliminary and final design and ensures due diligence for things such as option selection, cost estimation, quality, health and safety and contract management.

This has reduced the level of risk particularly from an outcome and cost perspective so we now have confidence that project will deliver the best whole-of-life value to council.

The works have now been re-tendered with submissions due in the next few weeks.

Below is a comparison table providing an overview of the costs.

Table 1:

Deliverable /scope	Original Budget (Nov 2019)	Tender (April 2020)	Engineer Estimate / Level 4 (Aug 2020)
Professional costs	\$139,132	\$265,600	\$255,500
Construction	\$1,679,255 (tender Dec 2018)	\$2,673,655	\$2,035,500
Contingency	\$113,120 (tender Dec 2018)	\$21,825	\$386,500
Total	\$1,931,500	\$2,960,980	\$2,677,500

What can we learn from this?

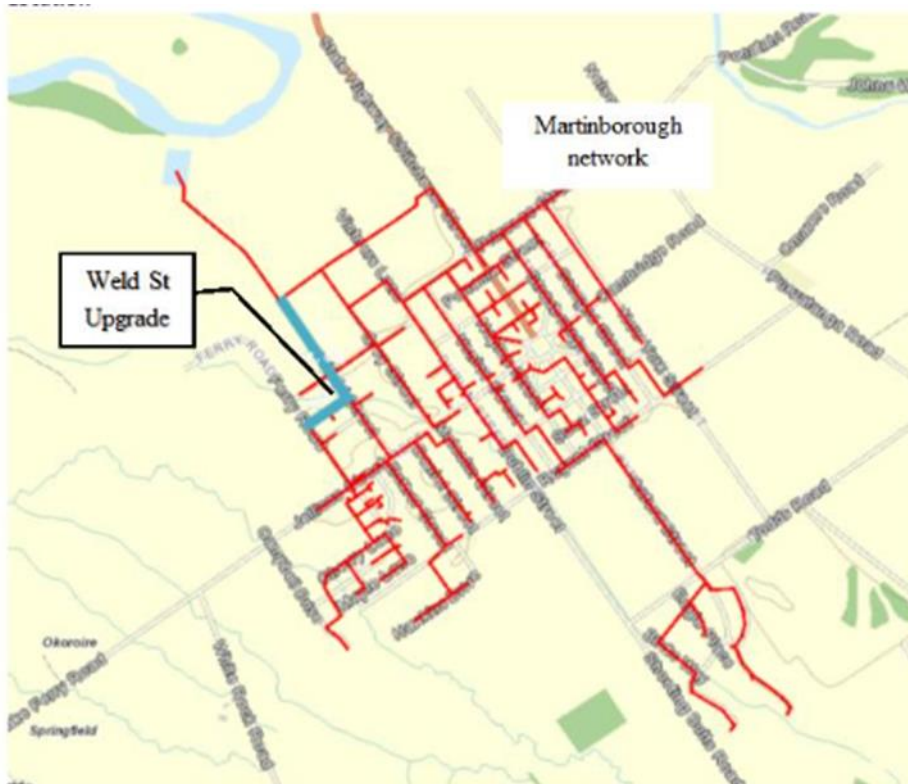
It’s important that projects are properly scoped and adequately developed, with costs accurately estimated before budgets are set. It’s also important that people know what stage a project is at, when estimates are being used. Wellington Water uses a cost estimating manual to account for the amount a project has been developed at each stage of its evolution and minimise cost risk.

Appendix 2 - Wellington Water Pipeline Project brief – Pinot Grove upgrade

Pinot Grove Wastewater Renewal Fact Sheet

What are we doing?

Replacing 0.7km of 150mm asbestos cement wastewater main with a 250mm polyethylene (PE) main in Weld Street, Martinborough.



Why are we renewing this pipeline?

The existing wastewater main in Weld Street carries wastewater from approximately the southern third of Martinborough. It is under-sized for the load, resulting in frequent blockages and occasional overflows from manholes during wet weather conditions.

The primary goal of the project is to allow for growth while also improving wastewater service to this part of town. The new pipeline will have greater capacity and be more resilient to earth movement than the current one. It will be fully sealed and so more resistant to leaks out of and into the pipe.

What is effect will this have on the rest of the network?

The new 250mm pipe will feed into the existing 300mm main pipe that goes to the Martinborough wastewater treatment plant. The 300mm pipe was upgraded in 2005.

The Martinborough wastewater treatment plant is nearing capacity. Planned upgrades for the plant will need to factor in growth.

How has the project developed?

Prior to Wellington Water’s involvement, SWDC set a budget for the pipe renewal of \$295,000. It’s not clear what was included in this budget, and as the project was not clearly scoped, it carried a high level of risk.

In March 2020 Wellington Water estimated the project would cost between \$726,000 and \$980,000. It issued the project for tender and received no conforming tenders.

To reduce the level of risk and provide confidence that project would deliver the best whole-of-life value, we put the project through Wellington Water’s normal project delivery processes. This involves preliminary and final design and ensures due diligence for things such as option selection, cost estimation, quality, health and safety and contract management.

This provided a robust estimate (known as an engineer’s estimate), of \$795,000. This was subsequently corroborated by a conforming tender.

After the tender was received, the project cost estimate was revised to allow for the additional scope of safely removing and disposing of asbestos cement.

The tender has been awarded to Fulton Hogan, who are using a local contractor to perform a portion of the work.

Below is a comparison table providing an overview of the project elements and estimates.

Table 1:

Deliverable /scope	Original (2017)	Engineer’s Estimate	Current/Post Tender (2020)
Professional costs	No Budget allowed/Included	\$127,500	\$106,000
Construction	\$295,000	\$545,500	\$582,500
Contingency	Included	\$122,500	\$126,000
Total	\$295,000	\$795,000	\$814,500

What can we learn from this?

It’s important that projects are properly scoped and adequately developed, with costs accurately estimated before budgets are set. It’s also important that when estimates are being used, people know what stage a project is at. Wellington Water uses a cost estimating manual to account for the amount a project has been developed at each stage of its evolution and to minimise cost risk.

Appendix 3 – Programme Reports

Overall Programme Status (RAG)	Finance	Delivery	H&S	Stakeholders	Risk profile	Commentary
						Resource constraints and additional workload are being managed with CDC - action underway to mitigate with temp resource. Works season progressing well with reseal programme complete and other key works on track.

Current Projects

Ruakokoputuna \$400k Oct 20 - Dec 20

Ruakokoputuna Seal Extension						Work has started and on schedule to be sealed before Christmas subject to
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Sealed Road Pavement Rehab \$220K Dec 20- Feb 21

Western Lake Rd Area Wide						H&S risk relates to nature of road and speed. Expected to commence before Christmas.
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Sealed Road Resurfacing Local Roads \$467.5k Oct 20 - Dec 20

Scheduled programme of works comprising 14.5kms of resurfacing on: Shooting Butts Road, Hikinui Road, Bucks Road, Underhill Road, Boundary Road, Pa Road, Birdie Way, Eagle Place, Fairway Drive, Te Muna Road, Papawai Road, Fraters Road, Tilsons Road, Hecklers Road, Moroa Road, Kahutara Road, White Rock Road, Lake Ferry Road, East Street.						Programme complete
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Sealed Road Resurfacing Special Purpose Rd \$115K Jan 21 - Jun 21

3.5 kms of resurfacing work on Cape Palliser Road						Programme complete
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FootPath Renewals \$177K Oct 20 - Jun 21

Planned maintenance						Work ongoing, Bethume Street, west Street, Regent Street(maybe deferred due to UFB rollout)
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FootPath maintenance Extra Funding \$375K Jun 20 - Jun 21

Footpath Maintenance \$125K per town						High level of input required by staff. Work ongoing.
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Esther Street Footpath Extension \$70K Sep-20

Noted from AP submissions						Works completed.
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Low Cost Low Rik Local Roads \$345K Aug 20 - jun 21

Culvert Extensions, safety improvements, seal widening, intersection improvements, slip stabilisation, guardrails, kerb and channel works.						Seal widening on Western Lake Road complete
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Low Cost low Rick Special Purpose Rd \$250K Aug 20 - jun 21

Guardrail installation, Signage upgrade, Rock revetment supply						Includes \$100k carry forward from 19/20
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Aset Management Plan \$50k June 20 - Nov 20

Plan development and RLTP funding						Joint AMP with CDC and NZTA funding request 2021.2024. Draft plan submitted for A&S input to 16/12 meeting. To be submitted 11/12/20 but input still possible.
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Reading Street Upgrade \$250k

Upgrade Reading Street as part of Orchards Development						3rd party dependent
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Speed Limit Review Nov 20 - Jun 21


Consult re speed review						Link to NZTA speed reduction and Road to Zero, Urban safety for vulnerable users etc. NZTA planned consultation dates through Nov and in discussions with NZTA on alignment.
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Tora Farm Rd bridge beam painting x2 \$100K Jan 21 - Jun 21

Painting steel beams on Tora Farm and Pukeamuri Bridges		↓				Enviornmental and Health and Safety risk due to working above waterways and working at height. Delayed due to Resouce consent conditions re the habitat of various species.
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Status key:

 *On track/achieving*

 *Some concern*

 *Off Track/Major concern*

	Finance	Delivery	H&S	Stakeholders	Risk profile	Commentary
Overall Programme Status (RAG)						Overall programme progressing to schedule, other than those projects that did not receive PGF funding. These may receive funding in LTP.

Current Projects

Featherston War Memorial						
	\$250k	tbc				
Repair earthquake damage and structural deficiencies						Ongoing. Working closely with contractor to resolve emerging challenges in the project. Street lighting to Sphere has to be removed due to engineer on earthquakes. Options for lighting need to be decided.
Anzac Hall upgrades						
	\$100k	Nov-20				
Toilets, roof and wall repairs						99% completed awaiting on Ladies toilet door that needed replacing. Successful delivery attracting positive community response.
Featherston Community Centre						
	\$110k	tbc				
Roof and wall repairs, asbestos removal, painting, car park and kitchen/toilet repairs						Work commenced on entrance and building work inside
Hau Arika marae - PGF support						
	\$371k	tbc				
Various upgrades - sprinkler systems, water storage, kitchen/toilet upgrades.						Finalising discussions with PGF and marae on timing and processes. Paper going to 17/12 Council meeting on possible financial risk due to terms of MBIE contract.
Tauherenikau Bridge						
	\$1.36m	tbc				
Construct cycle/walkway over Tauherenikau river						Finalising discussions with PGF and Greytown Trails Trust on timing and processes. Paper going to 17/12 Council meeting on possible financial risk due to terms of MBIE contract.
Kuranui College Gym						
	\$1m	tbc				
Manage delivery of gym in college and provide for community access.						NEW PROJECT - Min of Ed lead. Preliminary plans completed and QS review underway. Agreement between Kuranui College, SWDC and MoE to be drafted in new year to formalise structure, access, roles/responsibilities etc.
SWDC Tree asset management						
	tbc					
Develop a long term District wide programme for tree management						Awaiting business case to be presented for LTP. May break into zones and capture the most public used Parks and Reserves as a trial this year to determine the state of our trees to attach to the Parks management plan. Relates to H & S and age of trees.
Stella Bull Park Lighting						
	\$12k	Nov-20				
Install lighting for safety/security of users						Lights have arrived 2/12/2020 and will be installed prior to Christmas.
Peace Garden, Featherston						
	\$120k	tbc				
Construct accessible ramp and web-enabled information display with additional seating and planting						Heritage NZ have received partial private funding to progress, meeting w/c 14th Dec on site to consider delivery v revised budget (half of that required for current design).
Featherston Stadium						
	\$20k	tbc				

Upgrade to kitchen, seating and ablutions						PGF declined, will carry out repairs as funding becomes available
Ngawi Community Hall		\$30k	Dec-20			
Upgrade septic system						Designer engaged, Resource consent applied to GW, Resource consent stopped awaiting on further investigation of land
Cemetries data project		n/a	Dec-20			
Data validation, GPS capture and database established						Data validation ongoing, GPS and photo capture commenced. Support from CDC also being provided. Project will be placed on hold at Christmas
Pain Farm upgrades		\$100k	Sep-20			
Upgrades to Main House and cottage to meet standards				↑		Standard maintenace with some trees and driveway to cottage
SWDC Lease review programme		n/a	Dec-20			
Complete review of leases						Data capture and strategy under development. Focus on Papawai and Lake Ferry leases in short-term. Multiple leases to work through
Senior Housing		\$85k	Oct-20			
Heat pump/air conditioning installation and paiting (int and ext)						Work completed - under budget
Swimming Pools		\$15k	Oct-20			
Upgrade to Greytown Stand and painting						Work completed - on time for new season
Martinborough Waiinga Cemetery		\$15k	Oct-20			
Install Lych gate as part of anniversary celebrations						Gate built and will be installed pre Christmas
Considine Park, Martinborough		\$8k	Nov-20			
Install additional lime path						Likely Lions involvement - to be discussed at next meeting.
Park exercise equipment		\$45k	Oct-20			
Install outdoor exercise equipment in local parks						Works completed - proving popular in communities

Status key: On track/achieving Some concern Off Track/Major concern

	Finance	Delivery	H&S	Stakeholders	Risk profile	Commentary
Overall Programme Status (RAG)						Known budget challenges exist and are being managed as per previous reports. Rework to programme and changes to approaches on some projects are bringing forward delivery in some areas. Summer demand may impact delivery on water projects (ability to have plant offline while undertaken).

Major Projects

Manganese Reduction Plant - Martinborough						
	\$2.5m	Nov 19 - Nov 20				
Construct and commission a manganese reduction plant		↑				The MRP has been fully tested and is ready to begin operating. However, a water contamination risk has been identified in the reticulation network that must be mitigated before it is brought fully into operation. The plans for this have been completed and contractors are scheduling the works.

Featherston WWTP						
	\$500k*	Jul 20 - Jun 2025				
Develop and implement a suitable wastewater solution for Featherston						Second community drop in session completed and the information was also on display at Greytown and Martinborough libraries. Preliminary scoring and level 1 estimates prepared for the long list of ideas in preparation for an Officers workshop. Further update to be provided in meeting. Fstn WWTP now a standing item on A&S agenda.



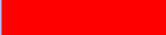
Upgrade/Renewal Projects

Papawai Road WW Upgrade						
	\$2.8m	May 2021 onwards				
Capacity issue - upgrade pipe						Tender evaluation is currently being completed. Tender price is close to the Engineers Estimate which correlates to the projects expected estimate of \$2.8m. Programme phasing adjusted to allow for delivery of Memorial Park this FY ahead of Papawai Road. Larger portion of Papawai Road construction will be rolled over into 21/21FY in order to remain within annual (programme) budget. Project brief attached to Officers' Report.

Pinot Grove WW upgrade						
	\$300k	Mar 21 - Jul21				
Capacity issue - upgrade pipe		↑				Construction activities have commenced, practical completion programmed for March 2021. Project brief attached to Officers' Report

Waiohine Water Treatment Plant (WTP)						
	\$900k	Dec-20				
a) 4th bore/pump and commissioning		↓				The 4th Bore project was delayed whilst securing budget to cover cost of required scope and to procure and award contract. Contractor resource availability has slowed progress. Installation of 4th pump and peripheral civil works construction activities have commenced, practical completion scheduled for late January 2021. Has had consequential impact on related works.
b) Treated water storage (chlorine)		↓				Treated water storage procurement phase underway, award expected early January 2021, physical work scheduled to start after 4th bore completed, with practical completion six weeks thereafter (early March).
c) pH dosing system upgrade		↓				A temporary fix for the Waiohine pH dosing system upgrade will be completed first to make the system operable and mitigate risk. The design of this is currently being completed in collaboration with contractors. Options assessment is to be completed prior to investing in further upgrade works on this system.
d) Site Security						Security Fencing policy (standard) to be completed prior to brief being released for pricing

Memorial Park WTP upgrades stage 2						
	\$330k	Nov-20				
Replace bore pump, new filter, additional pipework and run to waste		↓				A cost analysis has been completed to determine the most effective delivery approach. From this, the works have been rolled into a single stage and has resulted in estimated \$200k overall savings in sunk cost. Emergency plan being prepared should existing pump fail prior to replacement.

Memorial Park WTP upgrades stage 3		\$1.5m	Apr-21				
Chemical dosing, UV and filter upgrades			↑			<p>A changed delivery approach for this project means it can progress without waiting for Waiohine upgrades. The new target date for completion has moved up to April 2021 (brought forward from Jun 21). Construction contract to be awarded in December 2020. Delivery of the containerised plant will be approximately 3 months from contract award to installation, with civil works and reinstatement completed thereafter.</p> <p>Obtaining approvals under the reserve management plan will need to be completed in parallel with the construction of the containerised plant.</p>	
Lake Ferry WWTP driplines		\$326k	tbc				
Renewal driplines at WWTP		↓	↓			<p>Planned renewal brought forward following forestry-related damage to lines. Project on hold pending result of options assessment. Renewals options assessment paper being finalised with Wellington Waters three waters decision making committee (3WDMC). Current forecasted cost (level 3) for full renewal of driplines at \$326k.</p>	
WWTP Improvement Programme		\$400k	Dec-20				
Enhance processes, facilities and management of WWTPs across District		↓				<p>The installation of an automated valve to reduce overflow risk in Martinborough is in progress. Due to contractor workload across the district the civil and electrical works will be undertaken in the new year. A water balance and irrigator fault analysis has been undertaken for Martinborough. Irrigation management and contingency plans are being put in place to improve compliance during the irrigation season. Concept designs for operational health and safety improvements are due to start in December as are investigations for site security improvements.</p>	
SWDC-led Projects							
Water Race User Survey		n/a	Dec-20				
Survey Water Race users and related stakeholders on use			↓			<p>Additional external resource engaged, qualitative survey (interviews) to be completed through Dec 20 with formal quantitative from Jan 21.</p>	
Longwood Water Race Consent		n/a	Dec-20				
Gain consent for continued use of water race						<p>Reporting to GW completed, awaiting outcome. Water Race continues to operate under existing consent.</p>	
Status key:			<i>On track/achieving</i>		<i>Some concern</i>		<i>Off Track/Major concern</i>

	Finance	Delivery	H&S	Stakeholders	Risk profile	Commentary
Overall Programme Status (RAG)		↓				Additional projects added to A&S dashboard for visibility. May be moved to other sheets once progressed from strategy phase. Some resource constraints limiting progress.

Current Projects

Kuranui Gym \$1m tbc

Manage SWDC involvement in College Gym build, management and community access.						NEW PROJECT - Min of Ed lead. Preliminary plans completed and QS review underway. Agreement between Kuranui College, SWDC and MoE to be drafted in new year to formalise structure, access, roles responsibilities etc.
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Water Reform RFI n/a 1st Feb 21

Respond to DIA Request for Information to inform Water Reform Process	↓					RFI work continues with Wellington Water compiling data for some sections, in consultation with DIA and WICS. SWDC Finance compiling rest. Significant resource challenge at time of developing LTP (Finance highlighted as 'some concern'). Part of regional approach and support with WWL shareholding Councils and CDC/MDC.
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Waihinga Lessons Learned \$15k tbc

Business Improvement - Undertake a review of the Waihinga Centre project to improve future SWDC project delivery		↓		↓		Independent contractor identified to conduct review. Currently gathering relevant documents to inform review. Timeline to be confirmed with reviewer.
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Greenspace review \$40k Jul-21

Undertake a review of the availability and use of Council greenspace provision in Greytown						Resolution from AP deliberations. Further data collection underway, including use, size and accessibility.
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Walking and Cycling Strategy tbc tbc

Develop a District-wide Walking and Cycling strategy		↓				Linked to 5TTN project and other stakeholders. SWDC plans to be developed at town level. Project commenced with initial scoping underway.
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Innovating Streets - Martinborough \$200k Apr-21

Develop and test repurposing of car parks near square				↓		Boffa Miskell engaged as PM and lead. Initial scoping complete. Engagement with key stakeholders (incl. Cr Colenso) to commence pre-Christmas. Initial site monitoring (baseline establishment) to begin. Some community concern at possible pedestrianisation of Kitchener St, which is NOT in scope of this project but perception will need resolution.
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Road Stopping Policy \$15k Jan-21

Develop a Road Stopping Policy						Contractor engaged now funding approved. Work in progress, with draft policy being reviewed now.
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Status key: ■ On track/achieving ■ Some concern ■ Off Track/Major concern

MARTINBOROUGH COMMUNITY BOARD

25 FEBRUARY 2021

AGENDA ITEM 8.3

ACTION ITEMS REPORT

Purpose of Report

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

Recommendations

Officers recommend that the Community Board:

1. *Receive the Action Items Report.*

1. Executive Summary

Action items from recent meetings are presented to the Community Board for information in Appendix 1. 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 25 February 2021

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive Officer

Appendix 1 – Action Items to 25 February 2021

Number	Raised Date	Action Type	Responsible Manager	Action or Task details	Open	Notes
584	9-Oct-17	Resolution	MCB	<p>MCB RESOLVED (MCB 2017/96)</p> <p>1. To receive the Greater Wellington Regional Council (GWRC) Bus Shelter on Ohio Street report</p> <p>2. To defer further discussion on potential artists and murals at the next MCB workshop.</p> <p>(Moved Cornelissen/Seconded Roy) Carried</p>	Open	<p>12/3/18: Cr Colenso undertook to put an artists brief together.</p> <p>6/6/19: 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 fit with the plastic bag free approach. Also in discussion with GWRC.</p> <p>18/7/19: Progressing, Cr Colenso still working on..</p> <p>22/8/19: To park for the new Board.</p> <p>02/07/20: This action was reopend and Cr Colenso will progress this.</p> <p>25/09/20: Cr Colenso has made contact with GWRC and is awaiting a response.</p> <p>5/11/20: Cr Colenso updated members of discussions with GWRCI and the board agreed with the suggestion to approach an artist for design ideas for the bus shelter if this could be done at no cost.</p> <p>17/12/20: Cr Colenso undertook to approach Simon Fuller, principal of Kuranui College to request students assist with the design for the bus shelter. Members discussed the possibility of holding a competition.</p>
176	19-Sep-19	Resolution	B Neems	<p>MCB RESOLVED (MCB 2019/70) that:</p> <p>1b. Officers report to the next full Community Board with a maintenance schedule for the homestead, cottage and surrounding land.</p> <p>(Moved Cr Maynard/Seconded Roy) Carried</p> <p>1c. Whilst work is being undertaken on the house and cottage, that officers report to the Board at each meeting (6 weekly) on the progress of maintenance until the work is completed, and</p> <p>Thereafter, officers report 6 monthly on the condition of the homestead, cottage, surrounding land, and farm.</p> <p>(Moved Cr Colenso/Seconded Beattie) Carried</p> <p>2. The repairs and maintenance work to bring the homestead and cottage up to an acceptable standard for rental purposes be undertaken as a matter of priority.</p> <p>(Moved Cr Colenso/Seconded Beattie) Carried</p> <p>3. The exterior painting of the homestead be undertaken as the next priority and that the Board recommends Council approves up to \$30,000 for this work.</p> <p>(Moved Cornelissen/Seconded Cr Colenso) Carried</p> <p>4. That Council review the overhead cost allocation model for the Pain Farm.</p> <p>5. That following this review, that Council consider whether any overhead allocations for the last three years should be credited back to the Pain Farm account.</p> <p>(Moved Read/Seconded Cornelissen) Carried</p>	Open	<p>1b – Superseded by resolution MCB2019/78 (point 3)</p> <p>1c – Done</p> <p>2 – Done</p> <p>3 – Done and has been reported to Council on 18 March 2020</p> <p>4 – Review of the overhead cost allocation model to be done as part of the Long-Term Plan .</p> <p>5 – See point 4 above</p> <p>5/11/20: Members discussed timeframes of the cost allocation model review, scope of original request and sought an update to clarify the connection between the overhead cost allocation model and crediting of funds back to the Pain Farm account (refer to Action 614).</p>
293	5-Dec-19	Action	H Wilson	To request officers investigate lessons learned for the Waiyinga Centre project.	Open	<p>02/07/20: This will an independent review planned to commence in July 2020.</p> <p>14/08/20: Independent reviewer identified but review not yet started.</p> <p>27/10/20: We've now got budget to proceed with the review and external recourses will be engaged to help us conduct it in the coming weeks.</p> <p>8/12/20: Relevant information has now been gathered and the process will begin in the New Year. It will take 6 weeks based on independent contractor availability.</p>
294	5-Dec-19	Action	H Wilson	Officers to report to the Martinborough Community Board on opportunities to maximise the revenue of the Pain Farm by looking at options for different land use.	Open	<p>27/10/20: Officers would welcome some direction from the MCB on what opportunities the Board consider could be taken in view of the existing residential tenancies, farm lease, transfer station and wastewater to land operation.</p> <p>05/11/20: Members discussed the request from officer's for further direction and requested a breakdown of the various Pain Farm income to show the current Pain Farm revenue sources mentioned above (refer to Action 615).</p> <p>18/2/21: Statement of Performance provided to meeting 25/2/21</p>
95	27-Feb-20	Action	MCB and Mayor Beijen	Investigate forming a Martinborough Tree Group with representatives from the community and the Martinborough Community Board.	Open	<p>02/07/20: Mayor Beijen and Michael Honey have started the process of establishing a Martinborough Tree Group.</p> <p>14/08/20: Four representatives identified but group not yet established.</p>

Number	Raised Date	Action Type	Responsible Manager	Action or Task details	Open	Notes
						24/09/20: Still in progress of forming group. 17/12/20: Mayor Beijen updated members progress has been made and invitations would be sent within the coming weeks.
313	2-Jul-20	Action	E Stitt	Officers to prepare a report on SWDC taking over ownership and management of the CCTV from the Martinborough Business Association that can be considered by the Community Board before making a recommendation to Council	Open	13/08/20: Report due to Board in February 2021. 18/2/21: Work on report has started but unable to be completed in time due to LTP work commitments.
314	2-Jul-20	Action	E Stitt	To investigate walking/cycling improvements along the eastern side of Princess street from the intersections of New York Street to Huangarua Road, and more broadly in Martinborough.	Open	23/07/2020 The option of a walking /cycling path along Princess street is viable>estmate cost of approximately \$55,000 which there is no current budget for.This proposal will be address within the spatial Plan and any walking cycling strategies developed 27/10/2020: This will be considered as part of a Walking/Cycling strategy and potentially funded within the Long Term Plan. 24/08/2020: Note - the scope of this action has been broadened to investigate walking trails more broadly in Martinborough (refer to request from Action 425 as raised on 13-Aug-20).
495	24-Sep-20	Action	K Neems	Confirm if the commitments for the Waihinga Centre and water fountain need to be retained or whether these can be released back to the beautification fund	Open	Waihinga \$30k was journaled against the project as part of the year-end adjustments. This was done after the last I&E statement was completed and has been updated in the latest I&E statement showing there is no commitment remaining to be released. Officers need to manually collate the remaining water fountain invoices before confirming the amount remaining for release.
497	24-Sep-20	Action	MCB	To continuing working with mana whenua on a Martinborough town sign entrance	Open	
600	5-Nov-20	Resolution	Karen	MCB RESOLVED (MCB 2020/38): 1. To receive the Youth Representative Appointment Report. (Moved Cr Maynard/Seconded Fenwick) Carried 2. To appoint Alex Mason as a youth representative, in an advocacy role with non-voting rights to the Martinborough Community Board, until the end of the 2019-2022 triennium. 3. To agree an honorarium payment of \$50 per ordinary meeting attended be paid to the youth representative from the Martinborough Community Board operating budget. (Moved Fenwick/Seconded Ellims) Carried	Actioned	8/12/20: Financial commitment to be added to MCB financial statement to be reported on in February 2021.
602	5-Nov-20	Resolution	Katrina	MCB RESOLVED (MCB 2020/40): 1. To receive the Income and Expenditure Statement for the period 1 July 2020 – 30 September 2020. (Moved Cr Colenso/Seconded Cr Maynard) Carried 2. To receive the Pain Farm Statement of Financial Performance for the period 1 July 2020 – 30 September 2020. (Moved Fenwick/Seconded Maynard) Carried 3. To release the \$500 commitment for backboards and posts from 27 November 2017 back to the Martinborough Community Board grant fund. (Moved Cr Maynard/Seconded Cr Colenso) Carried	Actioned	8/12/20: Financial commitment to be released from MCB financial statement to be reported on in February 2021.
603	5-Nov-20	Resolution	Katrina	MCB RESOLVED (MCB 2020/41): 1. To receive the Action Items Report. 2. To agree to fund up to \$200 for a tree for the 150 year anniversary for settlement at Waihinga from the Martinborough Community Board, to be funded from the beautification fund. (Moved Ellims/Seconded Fenwick) Carried	Actioned	8/12/20: Financial commitment to be added to MCB financial statement to be reported on in February 2021. 18/2/21: Done
606	5-Nov-20	Action	Euan	Request an update from Greater Wellington Regional Council on progress made to remedy the Hinakura Road slump issue	Open	17/12/20: There has been no concerns over the winter months and the heavy rain 9/10th November had no impact. The issue will be addressed with GWRC mid summer 18/2/21: Monitoring regularly, meeting currently being organised with GWRC.

Number	Raised Date	Action Type	Responsible Manager	Action or Task details	Open	Notes
613	5-Nov-20	Action	Karen	Seek a nomination from the Māori Standing Committee for a tangata whenua representative for the Considine Park User Group	Open	8/12/20: MSC are considering potential candidates to represent the interests of tangata whenua following a report to their meeting on 8-December.
615	5-Nov-20	Action	Katrina	Report to the board on the income amounts received from each of the separate Pain Farm income sources	Actioned	8/12/20 - A report of the amount collected from each income stream will be provided at the first meeting of 2021. 18/2/21: Report provided under public excluded due to confidential information
619	5-Nov-20	Action	MCB	Progress the planting of one tree for the 150 year Anniversary for the settlement at Waihinga in Centennial Park with the Amenities Manager	Open	18/2/21: Amenities Manager waiting on MCB to advise (see also 728)
711	17-Dec-20	Resolution		MCB RESOLVED (MCB 2020/48): 1. To receive the Financial Assistance Report. (Moved Cr Colenso/Seconded Fenwick) Carried 2. To approve granting MADCAPS the invoiced amount up to a maximum of \$2,000 to contribute to the costs associated with the traffic management plan for the 2020 Martinborough Christmas Parade, pending receipt of the traffic management invoice. (Moved Fenwick/Seconded Honey) Carried 3. To grant Martinborough Business Association \$750 to contribute to the costs of Christmas decorations for Martinborough. (Moved Ellims/Seconded Fenwick) Carried	Actioned	3/2/21: Letters sent to applicants; commitments to be added to I&E statement
712	17-Dec-20	Resolution	MCB	MCB RESOLVED (MCB 2020/49): 1. To receive the Action Items Report. (Moved Cr Colenso/Seconded Fenwick) Carried 2. Approve funds of up to \$200 to make required repairs to the fencing at the Martinborough dog park, to be funded from the beautification fund. (Moved Ellims/Seconded Honey) Carried	Actioned	18/2/21: Home owners are responsible for repairs to fences on boundaries next to reserves.
714	17-Dec-20	Resolution		MCB RESOLVED (MCB 2020/51): 1. To receive the Considine Park User Group Report (Moved Cr Colenso/Seconded Fenwick) Carried 2. To adopt the Considine Park User Group Terms of Reference. (Moved Cr Colenso/Seconded Fenwick) Carried 3. To appoint Frank Cornelissen as the of the proprietor of the Camping Ground representative, Matthew Fenwick as the Martinborough Cricket representative and Martina Kershaw and Susan Kilsby to share the Wairarapa Pony Club representative position on the Considine Park User Group. (Moved Cr Colenso/Seconded Ellims) Carried 4. To note that a nomination to represented the interests of tangata whenua is being sought from the Maori Standing Committee. 5. To note that two representatives of the wider community of residents and park users will be appointed by the remaining members of the User Group. (Moved Fenwick/Seconded Cr Colenso) Carried 6. To recommend to the Considine Park User Group that it considers appointing Christine Webley as one of the representatives of the wider community of residents and park users (Moved Ellims/Seconded Fenwick) Carried 7. To recommend the Considine Park User Group considers appointing Max Stevens and Craig Nelson of Martinborough School as representatives of the wider community of residents and park users, subject to those individuals accepting their nomination. (Moved Fenwick/Seconded Cr Colenso) Carried	Open	1 - No action required 2 – Done; TOR published on SWDC website 3 – Done; Appointed members notified 4 - Awaiting nomination from MSC 5 - Noted; no action required 6 – Recommendation given to Cr Colenso to progress as Chair of the User Group 7 – Nominees notified and asked to confirm their acceptance through Cr Colenso as Chair
715	17-Dec-20	Resolution	MCB	MCB RESOLVED (MCB 2020/52): 1. To receive the Chairperson Report (Moved Ellims/Seconded Fenwick) Carried 2. To approve a cost of up to a total of \$500 for a tree to be planted in celebration of 150 years of the Martinborough township, to be funded from the beautification budget (Moved Ellims/Seconded Fenwick) Carried 3. To approve a cost of up to \$500 for a sign board for Martinborough	Open	3/2/21: Commitments added to I&E statement

Number	Raised Date	Action Type	Responsible Manager	Action or Task details	Open	Notes
				Community Board community drop-in sessions, to come from the operating budget. (Moved Ellims/Secoded Fenwick) Carried		
716	17-Dec-20	Action	MCB	Write of letter of support to Ray Lilley and Mayor Beijen for the proposal to establish tree avenues connecting the three South Wairarapa towns	Open	17/2/21: Draft letter with Deputy Chair for signing
717	17-Dec-20	Action	E Stitt	Investigate the feasibility of installing a bench seat on the footpath at Naples Street opposite Huangarua Park and advise of the costs involved	Actioned	17/2/21: The old seat and rubbish bin in Huangarua Park have recently been replaced. The approximate costs involved for a new seat are \$2,000 and the Board would need to seek the permission of any nearby homeowners, approve funds, and advise the Amenities Manager of the exact location prior to installation.
719	17-Dec-20	Action	E Stitt	Provide members information on what is being done in response to difficulties accessing the fire hydrant on Jellicoe Street and an update on the hydrant maintenance schedule to resolve issues with accessing hydrants in Martinborough	Open	
720	17-Dec-20	Action	E Stitt	Request Wellington Water Ltd and the SWDC Group Manager of Partnerships and Operations present on local water matters at the next Martinborough Community Board meeting	Open	
721	17-Dec-20	Action	K Yates	Include the Community Board conference being held on 22nd – 24th April 2021 in the 2021 calendar	Actioned	17/2/21: Done in published agreed schedule to date. MCB dates to be added to that schedule.
722	17-Dec-20	Action	MCB	Hold a workshop prior to the next Martinborough Community Board meeting in February 2021 to discuss the cycle of ordinary meetings for 2021	Open	
725	17-Dec-20	Action	E Stitt	Confirm if anything can be done to improve the lighting at the Jellicoe and Venice Streets pedestrian crossing	Actioned	18/2/21: Officers understanding that due to low vehicle count and extremely low pedestrian count the SWDC in the past deemed lights not essential on pedestrian crossings. SWDC is looking at speed reductions in urban areas to reflect actual speed and in line with Government guidelines and also a study into Urban Safety for Vulnerable users which will incorporate Pedestrian Xings, footpaths and cycle ways. To have consistency across the SWDC district all pedestrian crossings on local roads should be to the same standard, Currently no budget allocated for district wide upgrade
726	17-Dec-20	Action	E Stitt	Request the Roding Manager attends a Martinborough Community Board meeting to discuss the roading programme	Open	
727	17-Dec-20	Action	MCB	Consider putting forth a list of road names for use in the Martinborough ward	Open	
728	17-Dec-20	Action	MCB	Research the suitability of planting a Rata tree in Centennial Park in celebration of 150 years of the Martinborough township	Open	
729	17-Dec-20	Action	MCB	Arrange a time to visit the new site of Wai Waste Inc Martinborough Branch and the Martinborough Foodbank in February 2021 before the next Martinborough Community Board meeting	Open	
730	17-Dec-20	Action	MCB	Confirm with the Greytown Community Board Chair if there is a spare promotional sign available that could be utilised by the Martinborough Community Board for its community drop-in sessions	Actioned	18/2/21: Sign not available
731	17-Dec-20	Action	MCB	Investigate who originally designed the historical information sign at Bidwills Cutting	Open	

MARTINBOROUGH COMMUNITY BOARD

25 FEBRUARY 2021

AGENDA ITEM 8.4

INCOME AND EXPENDITURE STATEMENTS

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 Report.*

1. Executive Summary

The Income and Expenditure Statement for 1 July 2020 – 31 January 2021 is attached in Appendix 1.

The Income and Expenditure Statement for 1 July 2019 – 30 June 2020 is attached in Appendix 2.

The Statement of Income and Performance for the 1 July 2020 – 31 December 2020 is attached in Appendix 3.

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 2020 – 31 January 2021

Appendix 2 - Income and Expenditure Statement for 1 July 2019 – 30 June 2020

Appendix 3 – Pain Farm Statement of Service Performance to 31 December 2020

Prepared By: Steph Dorne, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive

**Appendix 1 – Income and Expenditure
Statement for
1 July 2020 – 31 January 2020**

Martinborough Community Board

Income & Expenditure for the Period Ended 31 January 2021

Personnel & Operating Costs

Budget

Members' salaries	17,965.88
Mileage reimbursements	500.00
Operating expenses	6,944.00
Total Personnel & Operating Costs Budget 2020-21	25,409.88

Expenses

Personnel Costs

Members' Salaries	9,488.43
Mileage reimbursements	728.30
Total Personnel Costs to 31 January 2021	10,216.73

Operating Expenses

26/08/2020 Local Government NZ	Community board levy 2020/21	216.68
Total Operating Expenses to 31 January 2021		216.68

Committed funds

Resolution date		Original commitment	Spent to date	Remaining commitment
	Members' Salaries	17,965.88	9,488.43	8,477.45
	Mileage reimbursements	500.00	728.30	(228.30)
	Honorarium payment to student rep (\$50 per meeting)	200.00	-	200.00
17/12/2020	MBO Community Board	500.00		500.00
	Sign Board community drop-in sessions			
	Total Commitments			8,949.15

TOTAL OPERATING EXPENSE BUDGET AVAILABLE*

6,027.32

* remaining budget for personnel and operating expenses does not carry over into subsequent financial years

Grants

Income

Annual Plan 2020-21 grant allocation	4,343.00
Other miscellaneous income	-
Total Income for 2020-21	4,343.00

LESS: Grants paid out

21/07/2020	Kurunui College	First Aid, safety equipment, balls & bags	500.00
24/08/2020	Kidz Need Dadz	Father's Day bowling event	200.00
24/08/2020	Martinborough Community Garden	Contribution to ongoing costs	800.00
5/10/2020	Tora Bombora	Tora Bombora Music Festival	500.00
24/12/2020	Martinborough Business Assn	Christmas Decorations for Martinborough	750.00
28/09/2020	Guy Fawkes/Colour Run	Contribution towards event	500.00
1/11/2020	Neighbourhood Support	Promotional flag & collateral	200.00
	Total Grants paid out to 31 January 2021		3,450.00

LESS: Committed Funds

Resolution date		Original commitment	Spent to date	Remaining commitment
21/05/2020	Wairarapa Maths Association	Annual maths competition 2020-21	300.00	300.00
21/05/2020	Wairarapa Maths Association	Annual maths competition 2021-22	300.00	300.00
13/08/2020	Martinborough Community	Contribution to water tank	1,000.00	1,000.00
17/12/2020	MADCAPS	Traffic Management MBO Xmas Parade	2,000.00	2,000.00
	Total Commitments			3,600.00

PLUS: Balance Carried forward from previous year*

3,176.23

* excludes Swimming Pool funds

TOTAL GRANTS FUNDS AVAILABLE

469.23

Martinborough Community Board
Beautification Fund for the Period Ended 31 January 2021

Income

Annual Plan 2020-21 allocation	10,710.00
Total Income 2020-21	10,710.00

Beautification grants - operating

Total Beautification grants - operating to 31 January 2021	-
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Beautification grants - capital

15/07/2020 Souness Developments FlagTrax	2,350.00
Total Beautification grants - capital to 31 January 2021	2,350.00

LESS: Committed Funds

Resolution date	Original commitment	Spent to date	Remaining commitment
13/03/2017 Waihinga Centre *	30,000.00	30,000.00	-
12/03/2018 Water fountain (\$17,500 less 3,222.15 2018-19)**	17,500.00	3,222.15	14,277.85
18/07/2019 Purchase of Flags for flagtrax (\$2,000 commitment)	2,000.00	3,298.50	(1,298.50)
17/12/2020 Tree to be planted in celebration of 150 years of Martinborough Township	500.00	-	500.00
17/12/2020 Fencing repairs at Martinborough Dog Park	200.00		200.00

Total Commitments	13,679.35
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PLUS: Balance Carried forward from previous year	9,665.27
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TOTAL BEAUTIFICATION FUNDS AVAILABLE	4,345.92
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* An adjustment was made to record this spend in the final accounts of June 2020 after the August report had already been completed.

** There are further fountain invoices to be accounted for but will need to manually collate these.

Martinborough Community Board
Swimming Pools Fund for the Period Ended 31 January 2021

Income

Funds from Martinborough Swimming Club

17,678.80
17,678.80

Expenditure

Total Expenditure

-
-

Net Surplus/(Deficit) Year to Date

17,678.80

LESS: Committed Funds

Resolution
date

Original
commitment

Spent to date

Remaining
commitment

Total Commitments

-
-

TOTAL FUNDS AVAILABLE

17,678.80

Appendix 2 - Income and Expenditure Statement for

1 July 2019 – 30 June 2020

Martinborough Community Board						
Income & Expenditure for the Period Ended 30 June 2020						
Income						
		Annual Plan 2019/20 allocation			28,053.00	
		Total Income 2019/20			28,053.00	
Expenditure						
		Members' Salaries			16,958.85	
		Mileage reimbursements			111.00	
		Total Personnel Costs			13,003.38	
General Expenses						
31/7/2019		Survey Monkey			178.26	
31/7/2019		Conference Expenses			40.87	
12/08/2019		Pirinoa Hall	Donation to the Hall in Lieu of Hireage		100.00	
10/01/2019		Maisie Arnold-Barron	Student Member		100.00	
11/05/2019		Office Max	Stationery		10.89	
1/07/2020		Sundry expenses ex payroll			27.83	
		Total General Expenses			457.85	
Grants						
6/09/2019		Epilepsy Foundation	Field Service Programme		500.00	
11/09/2019		Bombora Events	Tora Bombora running costs		1,000.00	
25/10/2019		Martinborough T	Fireworks		300.00	
1/02/2020		Mad Caps	Christmas Parade		2,000.00	
27/1/2020		Kuranui College	Matariki Celebration		1,000.00	
20/12/2019		Waiwaste Martinborough	Fridge freezer		898.00	
13/03/2020		Mad Caps	Music Festival		500.00	
27/04/2020		Grant - Anglican Parish	Breakfast and Homework club		600.00	
18/06/2020		Martinborough Netball Club	Uniform tops		950.00	
30/06/2020		Wairarapa Maths Association	Annual maths competition		300.00	
		Total Grants			8,048.00	
Capital Expenditure						
		Total Capital Expenditure			-	
Total Expenditure					21,509.23	
Net Surplus/(Deficit) Year to Date					6,543.77	
LESS: Committed Funds						
	Resolution date			Original commitment	Spent to date	Remaining commitment
		Salaries to 30 June 2020*	Remaining balance	16,266.00	16,958.85	(692.85)
		Mileage to 30 June 2020*	Remaining balance	500.00	111.00	389.00
		Student Rep Honorarium	Remaining balance	400.00	350.00	50.00
27/11/2017		Grant - MBA Basketball	Backboards and Posts	500.00		500.00
27/2/2020		Grant - Kuranui College	First Aid, safety equipment, balls & bags	500.00		500.00
21/05/2020		Neighbourhood Support	Promotional flag & collateral	200.00		200.00
		Total Commitments				946.15
Current Year Surplus/(Deficit)						5,597.62
PLUS: Balance Carried forward from previous year						6,881.14
(excludes Swimming Pool funds)						
TOTAL FUNDS AVAILABLE						12,478.76
<i>* remaining budget for salaries & mileage does not carry over into subsequent financial years</i>						

Martinborough Community Board					
Beautification Fund for the Period Ended 30 June 2020					
Income					
		Annual Plan 2019/20 allocation		10,710.00	
		Total Income 2019/20		10,710.00	
Expenditure					
19/09/2019	Souness Developments	Flag trax		9,000.00	
24/10/2019	One Source	Happy Holidays flag trax		948.50	
18/06/2020		Bike racks at Waihinga Centre		450.00	
		Total Capital Expenditure - Beautification		9,948.50	
Total Expenditure				9,948.50	
Net Surplus/(Deficit) Year to Date				761.50	
LESS: Committed Funds					
	Resolution date		Original commitment	Spent to date	Remaining commitment
13/03/2017	Waihinga Centre		30,000.00		30,000.00
12/03/2018	Water fountain (\$17,500 less 3,222.15 2018-19)		17,500.00	3,222.15	14,277.85
18/07/2019	Purchase of Flags for flagtrax (\$2,000 commitment)		2,000.00	948.50	1,051.50
	Total Commitments				45,329.35
Current Year Surplus/(Deficit)				(44,567.85)	
PLUS: Balance Carried forward from previous year				52,564.77	
TOTAL FUNDS AVAILABLE				7,996.92	

Martinborough Community Board					
Swimming Pools Fund for the Period Ended 30 June 2020					
Income					
		Funds from Martinborough Swimming Club		17,678.80	
		Total Income 2019/20		17,678.80	
Expenditure					
		Total Expenditure		-	
Net Surplus/(Deficit) Year to Date				17,678.80	
LESS: Committed Funds					
	Resolution date		Original commitment	Spent to date	Remaining commitment
6/06/2019	Outdoor Clock		250.00		250.00
22/08/2019	Fred Cooper Estate		3,000.00		3,000.00
	Total Commitments				3,250.00
TOTAL FUNDS AVAILABLE				14,428.80	

**Appendix 3 – Pain Farm Statement
of Service Performance to
31 December 2020**

Pain Farm - Statement of Financial Performance

For the Period Ended 31 December 2020

Income

Rent received*	44,847.78
Interest income	10,525.82
Total Income 2020-21 to date	55,373.60

Expenditure

Consultants	-
General expenses	145.00
Interest expense	-
Legal expenses	-
Repairs & maintenance	93,170.96
Insurance	-
Overhead allocation	16,894.75
Rent & rates payable	7,404.08
Personnel costs	8,118.65
Total Expenditure 2020-21 to date	125,733.44

Net Surplus/(Deficit) Year to Date

(70,359.84)

Pain Farm - Statement of Accumulated Funds

As at 31 December 2020

Opening balance 1 July 2020	157,205.57
Total surplus/(deficit) year to date	(70,359.84)
Transfers from reserves	-
Closing balance 31 December 2020	86,845.73
Less committed funds	18,929.04
Repairs & maintenance \$100,000 (resolved by Council 11/6/2020) less spend to date	6,829.04
Heatpumps & rangehoods for homestead & cottage (resolved by Council 2/7/2020)	12,100.00
Total funds available	67,916.69

* Total shown as information is sensitive to the tenants. Could be included in a publicly excluded report if requested.

AGENDA ITEM 8.5

APPLICATIONS FOR FINANCIAL ASSISTANCE

Purpose of Report

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

Recommendations

Officers recommend that the Community Board:

1. *Receive the Applications for Financial Assistance Report.*
2. *Decline (or approve a lesser amount) the application from Martinborough Netball Club for funding of \$2,000 to contribute to the costs of uniforms for junior players due to lack of available funds and direct them to the Youth Grant Fund.*
3. *Decline (or approve a lesser amount) the application from Martinborough Mens Shed for funding of \$2,000 to contribute towards the costs associated with extending its facilities due to lack of available funds and direct them to the Community Grant Fund.*
4. *Decline (or approve a lesser amount) the application from Greytown Junior Football Club for funding of \$1,000 to contribute to the cost of purchasing football goals and posts due to lack of available funds and direct them to the Youth Grant Fund.*
5. *Decline (or approve a lesser amount) the application from Dress for Success for funding of \$1,000 to contribute to the cost of providing the Dress for Success programme to Martinborough due to lack of available funds and direct them to the Community Grant Fund.*

1. Executive Summary

The Community Board has delegated authority to make financial decisions within the confines of the allocated and available budget. There is \$469 remaining in the Grants Fund for the rest of the 20/21 financial year.

The following applications will be provided to members in confidence, however only a partial grant could be allocated at this time due to lack of funds. The options are to decline all grants or approve one or more grants at a lesser amount.

Applicant	Amount Requested
Martinborough Netball Club	\$2,000
Martinborough Mens Shed	\$2,000
Greytown Junior Football Club	\$1,000
Dress for Success	\$1,000

Officers suggest that the Chair meet with the Chief Financial Officer to review the feasibility of moving some funds from the Beautification Fund to the Grants Fund so that funds are available for strategic projects until the end of the financial year.

2. Criteria

The criteria of the grant are:

1. Applicants need not be incorporated bodies, but the Board must be satisfied that they are responsible organisations that will be fully accountable for any grants received.
2. Successful applicants are required to draw down grants within 6 months of the award and expend grants received within twelve months of payment being made. Any extension must be approved by MCB.
3. Successful applicants must provide a quarterly report to the MCB detailing progress, with a final report, including evidence of the grant expenditure (copies of invoices or receipts), to be provided within 3 months of a grant being expended.
4. The MCB Strategic Grant application form must be completed in full and include the latest financial statements for the applicant. MCB may also request further detailed financial analysis for larger grant applications (\$1,000 or higher).
5. Applications for strategic grants must reach Council by the stated close date.
6. The maximum grant available will be equal to the available grant pool unless special circumstances are considered to exist. (GST will be added to grants approved for GST registered applicants).
7. Grant applications may be considered at other times of year at the discretion of the MCB if exceptional circumstances are deemed to exist.

3. Accountability Reports

Applicant	Status of Accountability Forms for Previous Grants
Martinborough Netball Club	No outstanding accountability forms
Martinborough Mens Shed	No outstanding accountability forms
Greytown Junior Football Club	No outstanding accountability forms
Dress for Success	No outstanding accountability forms

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Katrina Neems, Chief Financial Officer

MARTINBOROUGH COMMUNITY BOARD

25 FEBRUARY 2021

AGENDA ITEM 8.6

FINANCIAL ASSISTANCE ACCOUNTABILITY REPORT

Purpose of Report

To update the Martinborough Community Board on the status of grants 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

The Martinborough Community Board considers applications for financial assistance at their 6 weekly meetings.

All applicants that receive a grant are required to submit an accountability form within three months of the grant being expended and are reminded of this requirement if a return hasn't been lodged.

A summary of grants allocated and their status is provided in Appendix 1. All applicants that have had a grant approved and haven't yet returned an accountability form have been contacted prior to this report being prepared, excluding three applicants that are no longer being followed up and applicants that had a grant approved in December 2020.

Accountability forms that have been received are included in Appendix 2.

2. Appendix

Appendix 1 – Grants Summary

Appendix 2 – Accountability Forms

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Karen Yates, Policy and Governance Manager

Appendix 1 – Grants Summary

Organisation Name	Brief Project Description	Amount Requested	Amount Allocated	Allocation Status	Date Approved	Accountability Form Received	Date Accountability Form Received	Project Status In progress (accountability not returned) Complete (accountability returned)	Followed Up
Lake Ferry Anzac Club	To undertake maintenance of the flag pole and flag pole area at Lake Ferry	\$1,000	\$1,000	Approved	11/05/2015	No		In progress	4/09/2015 & 1/4/16 No longer being followed up but retained for records
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	4/09/2017	No		In Progress	1/10/2018 15/07/2020 No longer being followed up but retained for records
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	27/08/2018	No		In Progress	25/06/2019 (applicant advised it hadn't been completed with expected completion in August 2019 13/02/2020 16/07/2020 No longer being followed up but retained for records
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	6/06/2019	Yes	07/08/2020	Complete	
Waiwaste Martinborough Branch	To purchase a Fridge and Freezer to carry out their food rescue programme in the Martinborough Community	\$898	\$898	Approved	5/12/2019	Yes	06/11/2020	Complete	
South Wairarapa Neighbourhood Support	To assist with costs of funding a new promotional flag and collateral	\$200	\$200	Approved	21/05/2020	Yes	23/12/2020	Complete	
Anglican Parish of South Wairarapa	To assist with the food costs of the St Andrews Breakfast and Homework Clubs over the 2020 school year	\$600	\$600	Approved	27/02/2020	No		In Progress	Followed up 09/10/2020 Followed up 21/01/2021

Organisation Name	Brief Project Description	Amount Requested	Amount Allocated	Allocation Status	Date Approved	Accountability Form Received	Date Accountability Form Received	Project Status (accountability not returned) Complete (accountability returned)	Followed Up
Martinborough Music Festival Trust	To assist with the costs of the Martinborough Music Festival, consisting a short series of concerts over three days at the end of September	\$1,000	\$500	Approved	27/02/2020	Yes	22/01/2021	Complete	
Maths Wairarapa	To contributed towards the annual maths competition	\$300	\$300	Approved		Yes	17/11/2020	Complete	
Kidz Need Dadz Wellington	To support a Fathers Day Bowling Event	\$500	\$200	Approved	13/08/2020	Yes	1/02/2021	Complete	
Tora Bombora	Tora Bombora music festival	\$1,500	\$500	Approved	13/08/2020	No		In Progress	Event to take place in January 2021 so follow up next round
Martinborough Community Garden	To cover the operating costs of Martinborough Community Garden	\$800	\$800 and offered \$1,000 for water tank	Approved	13/08/2020	No		In Progress	Follow up next round as there is an open action relating to this offer
Charlotte Harding	To contribute towards the costs of a community fireworks event	\$500	\$500	Approved	13/08/2020	No		In Progress	Followed up 21/01/2021

Organisation Name	Brief Project Description	Amount Requested	Amount Allocated	Allocation Status	Date Approved	Accountability Form Received	Date Accountability Form Received	Project Status In progress (accountability not returned) Complete (accountability returned)	Followed Up
MADCAPS	To contribute to the Traffic Management Plan costs for the 2020 Martinborough Christmas Parade	\$2,000	Invoiced amount up to maximum of \$2,000 subject to receiving invoice	Approved	17/12/2020	No		In Progress	Follow up next round
Martinborough Business Association	To contribute towards Martinborough Christmas Decorations	\$1,000	\$750	Approved	17/12/2020	No		In Progress	Follow up next round

Appendix 2 – Accountability Forms



**MARTINBOROUGH
COMMUNITY BOARD**

Kia Reretahi Tātau

Funding 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”.

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:

Steph Dorne

Committee Advisor

South Wairarapa District Council

PO Box 6

Martinborough 5741

Steph.Dorne@swdc.govt.nz

1.	Name of Organisation	South Wairarapa Kāhui Ako
2.	Project Name	South Wairarapa Matariki Celebration 2019
3.	Date of Grant	13th June 2019
4.	Amount of Grant	\$1000 + gst
5.	Please provide a summary of the project	
The South Wairarapa Kāhui Ako arranged a community Matariki celebration at Hau Ariki Marae in Martinborough. The event took place over one day on Thursday 27th June 2019. Schools were invited to send students to workshops across the day that included: <ul style="list-style-type: none">● Raranga/Weaving with experts from Patukituki in Masterton		

- Fresh water ecology from Greater Wellington Regional Council
- Sculpting and learning about tuna with artist Sam Ludden
- Traditional Māori Games with instructors
- Pūrakau with Amber Craig

To compliment this, schools across the South Wairarapa contributed art work made by students to celebrate Matariki, towards an art exhibition which was put on display in the wharekai at the marae and open to the public.

Our aim was for this event to be one initiative, among others, where we continue to build connections and access to te reo and te āo Māori within the South Wairarapa community. The students in the South Wairarapa have asked us to help them normalise te reo Māori and by having experts sharing their knowledge of te āo Māori, using te reo Māori and having a public component to the event, we believe this is a step forwards towards this goal in the rohe.

A roopū of students will also noho overnight and watch Matariki rising from the Marae early in the morning.

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.

1. Hire fees for Hau Ariki Marae \$700
2. Funds for Kai and kohā \$500
3. Materials for Traditional Māori Games \$280
4. Te Pātukituki Rāranga facilitators \$400
5. Facilitation from Raihānia Tipoki \$500
6. Pūrakau from Amber Craig \$280
7. Sculpting including materials and facilitation from Sam \$500
8. Materials for the day \$15

Total costs \$3175

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

This project was an opportunity to connect and collaborate across our community. We hope it has provided some education for participants, about Matariki and a te āo Māori worldview. These are all beneficial to the community and continue the work towards normalising te reo Māori within the South Wairarapa rohe.

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

This Matariki community event has furthered the MCB's Vision of "An involved community that is engaged and family friendly, providing opportunities for residents of all ages" and the MCB's Priority of "An Engaged, Involved Community" by providing a culturally specific and relevant educational celebration for the community, with a special focus on rangatahi who are our future leaders. Especially as this event was facilitated by and in conjunction with local Māori leaders.

9.	Please provide details of funding received from other organisations in support of this project
South Wairarapa Māori Standing Committee \$1000 + gst REAP \$960 + gst Total \$1960 + gst	
10.	If this was not a one-off application please outline likely future funding requirements for this project.
N/A	
11.	Bank Statements, Invoices and Receipts, Please provide copies of: <ul style="list-style-type: none"> - Bank Statement with the grant fund deposit highlighted - Bank Statements with the grant expenditure highlighted - Invoices and Receipts for all expenditure items

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 WAI WASTE

MARTINBOROUGH COMMUNITY BOARD

FUNDING ACCOUNTABILITY FORM

1. **Name of Organisation:** Wai Waste Inc. Martinborough Branch
2. **Project Name:** Food recovery in Martinborough.
3. **Date of Grant:** 20 December 2019.
4. **Amount of Grant:** \$898.00
5. **Please provide a summary of the project:** The project is to redistribute safe food, that would otherwise go to a Landfill, to recipients in the Martinborough Ward who need it. We source our food primarily from P&K Martinborough and Wai Waste Head Office, Masterton. We cannot control the volume of chilled/frozen product we receive and often there is a slight delay in delivery times. Hence the need for the Fridge and Freezer to smooth out the flow of food to our recipients.
6. **Details of Grant spent:** The total project cost was \$971.00 against a projected cost of \$898.00. The MCB provide \$898.00 and the Wairarapa Families Anglican Trust provided the shortfall of \$73.00. The reason there was a shortfall is that between the time of our research and the grant being approved Mitre 10 had stopped selling the fridge and freezer and we had to source the equivalent product from the Trade Depot in Auckland.
7. **Long lasting benefits to Martinborough Ward Community:** We only deliver our products to those living and working in the Martinborough Ward. The project is still running, and has been and continues to be, of great assistance to us in smoothing out the receipt of food recovery items and the delivery to our recipients. Martinborough benefits environmentally, socially, and commercially.
8. **How has your project furthered the MCB's stated Vision and Priority Areas:** This project aligns with three of The Visions of the MCB. The first is that this project materially assists the most needy of our residents in helping to provide a safe, prosperous and liveable town. The second is we are part of an involved community [11 volunteers] that is providing a vital need to families and residents of all ages. Thirdly, we are protecting our environment through decreased use of Landfill and assisting the economics of some Martinborough families. Our project also aligns with three of the MCB's Priority areas. The first is assisting with having an engaged involved community. Our volunteers are active with our recipients to assist without being judgemental or too formal. The second is in promoting a well connected and liveable district. Thirdly, food recovery has a prime focus on environmental concerns and economic sustainability.
9. **Other organisations support:** As outlined above the Wairarapa Families Anglican Trust paid the shortfall of \$73.00. The WFAT Trust was providing us with assistance for another project and we used part of that grant as indicated.
10. **One off application:** This is a one-off application.
11. **Bank Statements etc:** Attached are the Invoice from the Trade Depot, debit to my credit card, and reimbursement from Wai Waste Inc Bank Account to me.



**MARTINBOROUGH
COMMUNITY BOARD**
Kia Reretahi Tātau

Funding Accountability Form

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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:

Steph Dorne
Committee Advisor
South Wairarapa District Council
PO Box 6
Martinborough 5741
Steph.Dorne@swdc.govt.nz

1.	Name of Organisation	CONNECTING COMMUNITIES – NS SOUTH WAI
2.	Project Name	NS PROMOTION
3.	Date of Grant	AUG COMPLETION
4.	Amount of Grant	\$200.00
5.	Please provide a summary of the project	
A request was made by Jen Bhati (the previous coordinator) for funds to purchase a flag and resources to enable the promotion of Neighbourhood Support (NS) in the community.		

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>Funds available: \$600.00 excl GST</p> <ul style="list-style-type: none"> • Flag \$365.00 excl gst • Resources \$235.50 excl gst <p>Prevention sticker - pack of 100 = 33 per town Magnets - pack of 50 = 16 per town Brochure - pack of 50= 16 per town Booklet - pack of 50 = 16 per town</p>	
7.	How has your project provided long-lasting benefit to the Martinborough Ward community?
<p>The aim when applying was to use the flag when having street meets and setting up new NS groups – the flag and resources will promote the organisation and provide information to new members via the Kaimanaaki booklet.</p> <p>With South Wairarapa NS being discontinued at present, the flag will be held by Masterton Neighbourhood Support in the event that South Wairarapa Neighbourhood Support is re-established</p>	

8.	How has your project furthered the MCB's stated Vision and Priority Areas?
<p>2. An Engaged, Involved Community</p> <ul style="list-style-type: none"> • Foster an engaged, involved community that is seen as a major benefit for current and future residents. • Continue to support and involve our Rural and Coastal communities. <p>3. A Well Connected, Liveable and Accessible district</p> <p>The aim of NS is to create safe, connected and resilient communities.</p> <p>Very general at present but will allow for visual promotion to all South Wairarapa members at events, street meets and group meetings.</p> <p style="padding-left: 40px;">The longer term gains are</p> <ul style="list-style-type: none"> - a safer community - a connected community - a resilient community in the event of a Civil Defense emergency or crisis such as that being experienced currently with Covid-19 	
9.	Please provide details of funding received from other organisations in support of this project
<p>\$200.00 each from Greytown Community Board and Featherston Community Board</p>	
10.	If this was not a one-off application please outline likely future funding requirements for this project.
<p>-</p> <p>This one-off grant has enabled us to purchase 1 tear shaped banner. The need for resources is ongoing so that letterbox stickers, fridge magnets, car stickers, fence/lamppost signs, promotional brochures and new member brochures can be procured in an ongoing fashion.</p>	

11.	Bank Statements, Invoices and Receipts, Please provide copies of: <ul style="list-style-type: none">- Bank Statement with the grant fund deposit highlighted- Bank Statements with the grant expenditure highlighted- Invoices and Receipts for all expenditure items

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 MUSIC FESTIVAL

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Steph Dorne
Committee Advisor
South Wairarapa District Council
PO Box 6
MARTINBOROUGH 5741

19 January 2021

Please find attached the "Funding Accountability Form" relating to the funding provided by the Martinborough Community Board to assist with the costs of the Martinborough Music Festival 2020.

As per the overview document also provided, the Martinborough Music Festival presented two concerts on the first Sunday in October – audience feedback was overwhelmingly favourable, complementing both the excellence of the musical artists, and also the concert programs.

The Festival Committee is once again very grateful for the support of the Martinborough Community Board: organising the concerts in 2020 was particularly difficult given the complications of COVID-19, and required many revisions of the plans for artists and the concerts. Certainty of funding from the Community Board allowed us to go ahead with greater confidence, to bring the finest musicians available to Martinborough to perform for local Wairarapa audiences and schools.

Thank you again for the support of the Martinborough Community Board.

Regards

A handwritten signature in dark ink, appearing to read 'Andrew Morrison', written in a cursive style.

Andrew Morrison
Funding Coordinator
Martinborough Music Festival 2020



**MARTINBOROUGH
COMMUNITY BOARD**
Kia Reretahi Tātau

Funding Accountability Form

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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:

Steph Dorne
Committee Advisor
South Wairarapa District Council
PO Box 6
Martinborough 5741
Steph.Dorne@swdc.govt.nz

1.	Name of Organisation	Martinborough Music Festival Trust
2.	Project Name	Martinborough Music Festival 2020
3.	Date of Grant	13 March 2020
4.	Amount of Grant	\$500
5.	Please provide a summary of the project	
The Martinborough Music Festival is intended to be a short series of chamber music concerts over a three day Festival, performed in the Waiinga Centre, Martinborough, by the best available musicians, primarily from New Zealand, but also from overseas.		

The aim is:

- To provide very high quality concerts of classical music to local audiences with an economical ticket price;
- To establish another highlight on the Martinborough cultural calendar, to attract domestic and international tourists to the town;
- To support local students and music teachers by providing an educational outreach as part of the Festival.

Unfortunately, due to COVID-19 restrictions, a number of changes to the Festival planning had to be made:

- None of the invited overseas-based musicians were able to travel to New Zealand to perform for the Festival – this necessitated a number of personnel changes;
- The planned four concerts over three days was modified to two concerts on a single day – this halved the number of tickets available for sale.

Despite the changes, the Martinborough Music Festival presented two *very* successful concerts on Sunday 4 October 2020.

The MMF was also able to fund a troupe of New Zealand School of Music senior students to perform in three local schools as part of the Festival educational outreach.

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.

In spite of the pandemic-based uncertainty impacted the preparations for the Festival, the two concerts were a great success with capacity audiences, and feedback that confirms that the Festival is delivering a highly appreciated experience to a local audience, as well as attracting a significant number of visitors to Martinborough.

With regard to the Education Outreach, in parallel to the two Festival concerts, there were visits to three local schools by a troupe of New Zealand School of Music senior students, who performed a short program of pieces to large audiences of pupils, but also answered questions, and provided insight into classical music and the instruments they were playing.

The engagement with these different school audiences, from primary through to high school, was challenging and rewarding, not only for the school pupils, but also for the School of Music students.

Expenditure explicitly relating to the Education Outreach was as follows:

- | | | |
|-----------------|---------|-----------------|
| • Musician Fees | 5 x 200 | 1,000 |
| • Travel | 3 x 50 | 150 |
| | | \$ 1,150 |

The schools visited were:

- Martinborough School
- Kuranui College
- Wairarapa College.

A press clipping " 'Awesome' Classical Music Appreciations Presentations" The Martinborough Star November 2019, is attached.

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

Despite the impact of COVID-19 and the need to modify the plans for the Festival, the concerts that were held were very popular and highly complimented, further reinforcing the Martinborough Music Festival as a feature on the Martinborough cultural calendar. The concerts are not only a music highlight for local residents, but they also enhance Martinborough's reputation as a destination for visitors from elsewhere in New Zealand.

Local schools appreciate the visiting musicians and their performances – reflected in the time the schools allocate and the large number of pupils in attendance. The school performances were very interactive, and adapted to suit the ages of the particularly pupils, making them very challenging for both audience and performers.

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

Aside from the obvious cultural benefit of having the highest quality musicians perform in Martinborough on an annual basis, there is also clear economic flow-through from the large proportion of out-of-town visitors, many of whom stay several days. These impacts were all the greater for coming at the end of several months of lockdown and restrictions of public events.

Once again the concerts were held in the new Waihinga Centre: again the success of the venue was clear, particularly with the new innovative seating layout that had a large number of seats on raised tiers, that provided an enhanced view of the performance stage and a better concert experience.

Feedback obtained from the post-Festival Questionnaire makes it clear that attendees appreciated all aspects of the concerts: not just the music performances, but also the location and the town of Martinborough.

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

The majority of funding for the Festival comes from ticket sales, but this year, due to the modified program of only two concerts, the revenue from ticket sales was substantially reduced. This was also due to a decision, based on the uncertainty around audience confidence, to reduce the ticket prices.

Also, the Education Outreach, which is one of the fundamental aims of the Festival, requires additional funding.

Supplementary funding from donors and grants is therefore imperative, particularly as it is also necessary for cash flow to support pre-concert expenditure.

Grants were generously provided by:

- Martinborough Community Board 500
- Creative Communities NZ 1,500
- Rotary 1,000
- Trust House 3,500

10. If this was not a one-off application please outline likely future funding requirements for this project.

Planning for the 2021 and 2022 Festivals are already in progress – hopefully the impact of COVID-19 will be substantially reduced and format of the Festival will be able to be restored to four concerts over three days in mid to late September. Obviously the committee will still be incorporating range of contingency plans.

The Martinborough Community Board has been very good to provide financial support for previous Festivals, and the Festival Trust Board would be very grateful for further support for both the Festival itself, and for the Education Outreach program.

11. Bank Statements, Invoices and Receipts, Please provide copies of:

- Bank Statement with the grant fund deposit highlighted
- Bank Statements with the grant expenditure highlighted
- Invoices and Receipts for all expenditure items

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 MUSIC FESTIVAL

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Overview

The Martinborough Music Festival endeavours to schedule a short series of concerts over three days each year, featuring the best available musicians, primarily from New Zealand, but also from overseas.

The aim is:

- To provide very high quality concerts of classical music to local audiences with an economical ticket price;
- To establish another highlight on the Martinborough cultural calendar, to attract domestic and international tourists to the town;
- To support local students and music teachers by providing an educational outreach as part of the Festival.

2020 was a difficult year for the Martinborough Music Festival. Planning for a four concert / three day festival, featuring a number of very high profile, overseas-based musicians was well underway when it became clear that COVID-19 travel restrictions made those plans impossible. Uncertainty over audience restrictions made further planning difficult, and after a number of iterations it was decided to reduce the Festival to two concerts on a single day.

This placed additional pressure on the budget, as there were only half the number of tickets available to sell.

Despite all this, the Martinborough Music Festival presented two concerts on Sunday 4 October 2020, in the Waihinga Centre Martinborough Town Hall.

Musicians and Program

Despite the need to cancel the participation of a number of overseas-based musicians, and some 'last minute' changes, we were nevertheless fortunate to bring together a number of the finest performers in New Zealand:

Deidre Irons (Piano), Monique Lapin (Violin), Vesa-Matti Lappänen (Violin), Nicholas Hancox (Viola), Gillian Ansell (Viola), Andrew Joyce (Cello), Ken Ichinose (Cello)

Sunday 4 October 2020 at 11.00am

- Dohnányi Serenade in C Major, Op 10 for String Trio
- Rachmaninov Trio Élégiaque No 1 in G Minor
- Tchaikovsky String Sextet in D Minor 'Souvenir de Florence', Op 70

Sunday 4 October 2020 at 5.00pm

- Dvorák Terzetto in C, Op 74
- Mozart String Quartet No 4 in G Minor, K516
- Brahms Piano Quintet in F Minor, Op 34

Audiences

With pandemic-related restrictions relating to audience sizes and social distancing, the Festival Committee was very aware of the challenges in attracting an audience to concert events. The price of tickets was actually reduced but to partly compensate the seating in the Martinborough Waihinga Centre was set-up in a new layout, with raised seating at one end of the hall, which actually meant improved sight-lines to the performance stage.

Given COVID-19 uncertainty, ticket sales were somewhat slower, but in the end the morning performance was a near-full capacity, while the evening concert was sold-out.

An online survey was sent out to all attendees to request feedback, to ascertain satisfaction with the Festival, and to gather information about the demographics of the audience to better understand planning for the future. Attendees are from Martinborough, other parts of Wairarapa, and a substantial proportion of visitors from Wellington. Feedback was very favourable, with a number of constructive suggestions that will be taken into account for planning for the 2021 Festival.

Finances

While the majority of funds are received from ticket sales, the viability of the Festival relies on additional funds from grants, sponsorships and donations, particularly with the current uncertainty relating to audiences at public events.

Outside of ticket sales, funding was received from grants from Trust House Foundation, Creative Communities NZ, Martinborough Community Board, South Wairarapa Rotary Club, and Martinborough Lions Club.

Support from local businesses, both financial and 'in kind', came from Wairarapa Times-Age, and Palliser Estate, while there were also donations received from multiple private donors.

The financial plans reflect the 'not for profit' nature of the Festival, and the pressing need for additional funding: the budget for the 2020 Festival anticipated a small deficit, but with the success of selling the majority of available seats, and despite marginally lower costs relating to the reduction in travel costs relating to Artists, the Festival finances have managed a small surplus.

Education Outreach

One of the objectives of the Martinborough Music Festival an 'Education Outreach' that facilitates visits from the finest musicians into local schools to involve pupils and their music teachers, to give them exposure to classical music, and to encourage participation and learning music instruments.

This year, the Martinborough Music Festival sponsored a troupe of senior music students from the New Zealand School of Music, Wellington, to visit several South Wairarapa schools and perform for audiences of school children and their music teachers. This had the double benefit of not only providing a wonderful experience for the school pupils, but also providing the performers with an opportunity to perform in front of a challenging audience.

- Martinborough School
14-16 Dublin Street, Martinborough
<https://www.martinborough.school.nz/>
Pupils ages range from 5-12 years



- Kuranui College
East Street, Greytown
<https://kuranuicollege.school.nz/>
Pupils ages range from 12-15 years



- Wairarapa College
83 Pownall Street, Masterton
<https://waicol.co.nz/>
Pupils ages range from 12-15 years



Free seats at the Festival concerts were also offered to school-age children.

Future

Despite the difficulties of 2020, and the uncertainty that is still present, planning for the 2021 Martinborough Music Festival is well underway, with the Committee looking to build on the strengths of the preceding Festivals by attracting the very highest quality musicians to come to Martinborough to perform for a local audience. We hope this year to be able to bring some overseas-based musicians back to New Zealand to perform, but are well aware of the need for contingency planning.

Given the desire to continue to be support local audiences within Martinborough and South Wairarapa but continuing to keep concert ticket prices low, whilst still being able to attract the very best available musicians, additional financial support from sponsors and donors will again be an absolutely fundamental part of the viability of the Festival.

THE 2020 FESTIVAL ...

The ink was barely dry on the 2019 Festival when planning for the fourth Martinborough Music Festival began. We announced our dates, launched a lovely new colour palette for the new year and in April, we revealed our line-up and programme. Bass Baritone, Teddy Tahu Rhodes was booked to headline the Festival and Diedre Irons was back to play the Schimmel with Wilma Smith (Violin, Viola), Thibaud Pavlovic-Hobba and Monique Lapins (Violins), Nicholas Hancox (Viola), Michael Dahlenburg (Cello) and “classical prankster” Hiroshi Ikematsu (Double Bass).

But ...

Best laid plans. The 2020 festival became another Covid casualty. We held out as long as we could but at the end of June, we had to pull the plug. With five of our eight musicians stuck overseas, we were snookered.

To make up for the cancellation and “to bring a ray of chamber music sunshine to Martinborough this year”, we announced two replacement concerts to be held on Sunday 4 October. Two concerts on the one day—one at 11.00am, one at 5.00pm—with two different but equally alluring programmes featuring the wonderful Diedre Irons.



Diedre Irons by Debbie Rawson.

Joining Diedre for these two concert treats were some of New Zealand’s finest (resident) string players—Monique Lapins and Vesa-Matti Leppänen (Violins), Nicholas Hancox and Gillian Ansell (Violas) and Andrew Joyce and Ken Ichinose (Cellos).

Happily, we dodged the Covid bullet this time. The concerts were, again, a triumph. The 11am was near-full and the 5pm was totally full and the music was, again, heavenly. One of the audience

posted on Facebook, "... multiple shivers down my spine". "Stylish, passionate and thrilling chamber music" posted another.

Every year, the Martinborough Music Festival organises schools visits as part of our education outreach programme. In 2020, we brought together a group of young string players from the Victoria University School of Music who visited Martinborough School, Kuranui College in Greytown and Wairarapa College in Masterton on 19 October to introduce the pupils to chamber music and classical music conventions in an engaging and interactive way.



“AWESOME” – Classical Music Appreciation Presentations

📅 November 6, 2020 📅 November 2020 💬 No Comments



The Martinborough Music Festival (MMF) Outreach presentations were made to Martinborough School, Kuranui and Wairarapa Colleges on 19 October. Five string instrument students from the NZ School of Music – Lucas Baker, Hayden Nickel (violins), Lauren Jack (viola), Bethany Angus (cello) and William Taber (double bass) – presented the programme.

The catch-all “awesome” was translated by Wairarapa College Head of Music, Belinda Carey as meaning “...[an] excellent presentation. The students really enjoyed it and it was a great introduction. The music wasn’t playing down to them, the help in understanding made it accessible. Ngā mihi nui too for your work in bringing this valuable experience to our school” - a tribute to Ed Allen who organised the programme.

Pitching the presentation to the audiences was achieved. The students were given simple explanations of music theory; cadence, minor and major chords, timing, intonation and how all combined into functional harmony to allow the music to tell a story. Although the total programme, which included Shostakovich and other composers was presented, Martinborough School students enjoyed following Mozart’s *Eine Kleine Nachtmusik*, written in a happy major key, to tell a story about a visit to a dairy.

The role of the conductor was covered too. It was surprising that several students did not know that the leader of the orchestra is called a conductor – the best that could be managed was “stick guy”. Demonstrating his potential for leadership, George Broom of Martinborough School put up his hand to lead the quintet. He was a popular choice judging by the whoops and cheers as he made his way to the “podium”. After a short lesson on conducting, George turned to smile at the audience then raised his baton to begin. Once George realised he was indeed “in control” he had the quintet playing at dirge like paces through to express train speeds much to the delight of the audience. He gave a sweeping bow and acknowledged the players at the end.

The use of music for telling a different story was continued at Kuranui and Wairarapa Colleges. This time, the music used was an excerpt from Shostakovich’s 8th string quartet written in a minor key (in contrast to the Mozart major key) which is good for conveying sadness, darkness and unhappiness. Shostakovich was not happy with Stalin’s fascism and cruelty. To express his feelings in words would have seen him detained and not allowed to compose so he disguised them in this quartet. It is a powerful piece in its ability to convey the despair Shostakovich was experiencing. The quintet played with brilliance; the college students were captivated – not a sound to be heard as they listened intently.

The feedback given to the MMF team indicate that the outreach programmes are much appreciated by the schools. As Ali Welch of Martinborough School said “where else would they hear music like this. It is good for them to be exposed to a range of music”. Deputy Principal Ron Morrissey added “I do get the kids to sing each week but this is great”.

Winifred Bull

THE MARTINBOROUGH MUSIC FESTIVAL PRESENTS...



Two Chamber Music Treats

featuring

Diedre Irons, Piano
Monique Lapins, Violin | Vesa-Matti Leppänen, Violin
Nicholas Hancox, Viola | Gillian Ansell, Viola
Matthias Balzat, Cello | Ken Ichinose, Cello

11am & 5pm

SUNDAY 04 OCTOBER

MARTINBOROUGH TOWN HALL

MORE INFORMATION & TICKETS ON SALE NOW
@ WWW.MARTINBOROUGHMUSICFESTIVAL.CO.NZ

Artists & programme subject to change in the event of coronavirus restrictions



MARTINBOROUGH MUSIC FESTIVAL

WWW.MARTINBOROUGHMUSICFESTIVAL.CO.NZ



PROGRAMME

SUNDAY 04 OCTOBER

at 11.00am

DIEDRE IRONS, Piano
MONIQUE LAPINS, Violin • VESA-MATTI LEPPÄNEN, Violin
NICHOLAS HANCOX, Viola • GILLIAN ANSELL, Viola
MATTHIAS BALZAT, Cello • KEN ICHINOSE, Cello

Dohnányi Serenade in C Major, Op 10 for String Trio
Rachmaninov Trio Élégiaque No 1 in G Minor
Tchaikovsky String Sextet in D Minor 'Souvenir de Florence', Op 70

SUNDAY 04 OCTOBER

at 5.00pm

DIEDRE IRONS, Piano
MONIQUE LAPINS, Violin • VESA-MATTI LEPPÄNEN, Violin
NICHOLAS HANCOX, Viola • GILLIAN ANSELL, Viola
MATTHIAS BALZAT, Cello • KEN ICHINOSE, Cello

Dvořák Terzetto in C, Op 74
Mozart String Quintet No 4 in G Minor, K516
Brahms Piano Quintet in F Minor, Op 34

MATHARAPA 2020

November was a unique time to be holding our annual Matharapa competitions but that's what Covid does to things. We were thrilled to still be able to complete the event, given the global health crisis.

Wairarapa College was the venue once again - the spacious hall has proven to be a fantastic venue with plenty of room for the competitors and spectators alike. Setting up was completed late on Monday evening (Nov 2) and the competitions began the next morning.

A smaller-than-usual contingent of Year 5/6 North teams arrived at 9.00am on Tuesday Nov 3rd to kick off our two days of competitions. Just thirteen teams this year vying for the ultimate prize with Hadlow Preparatory School coming out on top. Runners-up were Lakeview School with Opaki School's Mathsmagicians filling 3rd place.

At 11.30am it was the turn of the Year 9's [32 teams from 7 colleges] – Kuranui College took out the honours with Rathkeale College 3 2nd and Wairarapa College 4 in 3rd place.

At 1.30pm it was the turn of the Year 10's – 28 teams enjoyed an hour and a half of challenges with Solway College placing 1st, Kuranui College gained 2nd place and Wairarapa College 4 came in 3rd.

So 73 teams, over 210 students, went through on the Wednesday session - it was a great start to a belated National Mathematics Week.

Wednesday morning saw the first of three sessions kick off with Years 5&6 South pupils being challenged to basic arithmetic, mental calculations and puzzles.

From a pool of 14 teams the winners in Yr 5/6 South were:- 1st to St Mary's and Greytown School taking out both 2nd and 3rd places.

Another 25 teams from 16 schools took their seats at 11.30am for the Year 7 competition where more frantic equation solving, geometry and brainstorming ensued. <

The winners were:- 1st Lakeview School with the Opaki Denominators 2nd and Hadlow Preparatory School 3rd.

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 31 teams representing 16 schools the winners were:- 1st Greytown School Microwaves, 2nd Masterton Intermediate School Red and 3rd were the Martinborough Glasses Gang.

In all approx. 430 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, courtesy of Hansell's, 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.

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, Martinborough, Carterton, Holdsworth, Pahiatua
and Masterton Host Waipoua Lions Clubs
Featherston and Greytown Lioness Clubs
South Wairarapa Rotary Club
Featherston, Greytown and Martinborough Community Boards
The Masterton & Carterton District Councils
The Westpac, BNZ & ANZ Banks
Masterton Trust Lands Trust
The Trust House Foundation
The Lion Foundation and The Trillian Trust
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

Man Whelan



**MARTINBOROUGH
COMMUNITY BOARD**
Kia Reretahi Tātau

Funding 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”.

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:

Steph Dorne
Committee Advisor
South Wairarapa District Council
PO Box 6
Martinborough 5741
Steph.Dorne@swdc.govt.nz

1.	Name of Organisation	Kidz Need Dadz Wellington (KNDW)
2.	Project Name	Fathers day Bowling event
3.	Date of Grant	13 August 2020
4.	Amount of Grant	\$200
5.	Please provide a summary of the project	
Wai Dadz Fathers Day community event at Masterton Masterbowl on Sunday 6 Sep 2020 3-5pm occurred with approx. 250 in attendance approx. 10% from MCB area. Also present was a Mens health check (Bp, Heart Rate, etc) by local health professionals. The entire venue was booked and free vouchers were distributed at local schools.		

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 as per the budget was spent on Bowling venue hire and materials for the day.	
7.	How has your project provided long-lasting benefit to the Martinborough Ward community?
The support of Martinborough Community Board has enable Kidz Need Dadz Wellington to connect better with its target audience of fathers and their children and create an annual event. As our mission is: "Strengthening father/child relationships through support, education and fun".	
8.	How has your project furthered the MCB's stated Vision and Priority Areas?
The project has created an involved community that is engaged and family friendly. The community can only be stronger when all agencies work together to support fathers and their children.	
9.	Please provide details of funding received from other organisations in support of this project
See attached Budget	
10.	If this was not a one-off application please outline likely future funding requirements for this project.
As an annual event future funding would be at a similar level approx. \$300	
11.	Bank Statements, Invoices and Receipts, Please provide copies of: <ul style="list-style-type: none"> - Bank Statement with the grant fund deposit highlighted - Bank Statements with the grant expenditure highlighted - Invoices and Receipts for all expenditure items

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.

AGENDA ITEM 8.7

COMMUNITY BOARDS CONFERENCE 2021

Purpose of Report

To inform the community board of the 2021 Community Boards Conference and to seek a nominee to attend the event.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Community Boards Conference 2021 Report.*
2. *Considers whether it would like to nominate one or more community board members to attend the 2021 Community Boards Conference with an associated commitment of up to \$2,155 per attendee, to be funded from the operating budget.*

1. Background

The New Zealand Community Boards Conference takes place every two years. It was introduced in 1997 to bring together the community boards throughout New Zealand to share practice and to help improve the understanding of work of community boards.

The 2021 Community Boards Conference is being held on 22-24 April 2021 at the Heartland Hotel Croydon in Gore. The theme of the 2021 conference is "Interconnected Communities" and the full programme for the conference is available at <https://www.nzcbconference.nz/programme>

1.1 Community Board Awards

The conference is also the host to the Community Board Awards.

The Community Board Executive Committee is inviting all community boards to share good practice examples by taking a digital snapshot of a community project to share with participants at the conference.

Community Board snapshots are short videos which give a profile of a project undertaken or supported by a Community Board. Projects could be undertaken or supported by the board, or show the board engaging with its communities.

The snapshots are an opportunity for community boards to provide a summary of an innovative project undertaken that contributes to community well-being. Entries close at 5.00pm on Friday 26 March 2021 and further information, including how to enter is available at <https://www.nzcbconference.nz/awards>.

2. Attendee Expectations

The Elected Member Code of Conduct sets out expectations for elected member attendance at a conference.

As per paragraph 11.1, “following his or her attendance, the member must present a report to the Council, or appropriate Standing Committee or Community Board which summarises the event including its potential significance to the business of the South Wairarapa District Council. Where the Council is represented by a delegation, one member of the party will report back on their behalf.”

It is recommended that a written report back is provided through a Chair or member report to a community board meeting following the event.

3. Financial Considerations

The conference cost per member is estimated to be \$2,155. The Community Board is able to nominate member(s) to attend the conference at the Community Board’s own expense within the confines of available funds in its operating budget as shown in the Income and Expenditure Statement. The estimated budget is as follows:

Community Boards Conference	\$
Early bird conference registration (paid by 1 March 2021)	\$755
Accommodation	\$500
Travel	\$600
Miscellaneous expenses	\$300
Total estimated cost per member	\$2,155

4. Booking Process

A resolution is required from the community board nominating the member(s) to attend the conference and the associated commitment detailed above.

The conference, travel and accommodation bookings will be made by officers. Other miscellaneous expenses may be claimed by nominees on their return as per Council’s Remuneration Policy.

5. Conclusion

Members who have attended the conference in the past have found them worthwhile. Community boards may wish to take advantage of this opportunity and nominate one or more members to attend the 2021 event.

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Karen Yates, Policy and Governance Manager

AGENDA ITEM 10.1

CHAIRPERSON REPORT

Recommendations

The chairperson recommends that the Community Board:

1. *Receive the Chairperson Report.*
2. *Receive information from officers on the remaining items.*

1. Topic 1 – Community Engagement

Since our last meeting I have approached Anne at the Greytown Community Board about whether they had a spare Sign Board. Unfortunately they only had the one which is now used by the Mayor. As a reminder, I had spoken to AJ at Lamb Peters regarding a sign board and AJ quoted a cost of approx. \$280 - \$380 for a board like this depending on what we want to have on it (i.e. Council Logo). I would like to ask if everyone is happy to now progress with the purchase of our own sign board for our Community Drop Ins. We made a resolution in December approving \$500 for this purpose.

2. Topic 2 – Innovating Streets

Jos and Bruno from Boffa Miskell, who are leading this work on the NZTA Waka Kotahi and SWDC initiative, met and held an initial engagement session with the Martinborough Community Board, Martinborough Business Association, and the businesses which would be adjacent to this project. It was very informative and the general feeling was that the feedback to Jos and Bruno from those attending was heard.

Jos and Bruno stressed that timing is an issue and they would like to start rolling this temporary initiative out over summer.

Can officers provide any further information on how this is progressing for the Board?

3. Topic 3 – WaiHINGA Centre “Lessons Learned” Project

Can Officers please advise if the “Lessons Learned” project has begun yet? Alternatively is there a timeline for this work to be completed? The Board is still keen to see how this is progressing.

4. Topic 4 – Cleaning of Fire Hydrants

Many months ago it was raised to Council by the MCB that our volunteer Fire Brigade can not access a large number of hydrants in the town. This is because there is gravel and or concrete set all around them from road works, flooding, etc. We were advised that this would be given to Wellington Water to attend with some urgency as it was clearly not good enough for a Fire emergency.

When this was raised in our December meeting the MCB was advised this would be looked into and Nathan Fenwick would be contacted.

At the time of writing this report, the hydrants remain unattended despite the hazardous dry conditions we now find Martinborough surrounded by and no information or update has been received by any member of the Board

MCB would like an update from Officers to be provided on the hydrant maintenance schedule we were advised this work was being applied to, and how far along this hydrant maintenance schedule has moved.

5. Topic 5 – Martinborough Manganese Extraction Plant Update

MCB would like to request that updates on the Manganese Extraction Plant become a regular agenda item.

6. Topic 6 – Martinborough Pool Access

I have been approached by Joanne Te Kani about whether there is an adult version of the children's frame/lift /swing that allows our disabled youth access to the Martinborough Pool in the summer. She has said that if there is an adult version that could be used, she would be happy to talk about costs/funding for adult access.

7. Topic 7 – Matariki 2021

FabFeathy held an amazing week long celebration of Matariki in 2020. Following on from this success they have asked if the 3 SWDC Community Boards and our 3 Marae, Hau Ariki, Papawai and Kohunui, would like to support and participate in Matariki 2021 celebrations. FabFeathy were meeting on 16 February and I am attending the Hau Ariki Marae Committee meeting on 17 February so I will be able to update this item at our Community Board meeting.

Nga mihi nui ki a koutou.

Report compiled by Mel Maynard
Chair
Martinborough Community Board