



# AGENDA

## Featherston Community Board Wednesday, 9 April 2025

**I hereby give notice that a Featherston Community Board will be held on:**

**Date: Wednesday, 9 April 2025**

**Time: 7:00 pm**

**Location: Featherston Community Centre, 14 Wakefield Street, Featherston.**

**Janice Smith  
Chief Executive Officer**



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**1 KARAKIA TIMATANGA – OPENING**

Kia hora te marino  
Kia whakapapa pounamu te moana  
Hei huarahi mā tātou i te rangi nei  
Aroha atu, aroha mai  
Tātou i ā tātou katoa  
Hui ē! Tāiki ē!

May peace be widespread  
May the seas be like greenstone  
A pathway for us all this day  
Let us show respect for each other  
For one another  
Bind us all together!

**2 APOLOGIES****3 CONFLICTS OF INTEREST****4 ACKNOWLEDGEMENTS AND TRIBUTES****5 PUBLIC PARTICIPATION****6 ACTIONS FROM PUBLIC PARTICIPATION****7 URGENT BUSINESS****8 CONFIRMATION OF MINUTES**

Featherston Community Board - 12 February 2025



**MINUTES OF SOUTH WAIRARAPA DISTRICT COUNCIL  
FEATHERSTON COMMUNITY BOARD  
HELD AT THE FEATHERSTON COMMUNITY CENTRE, 14 WAKEFIELD STREET, FEATHERSTON.  
ON WEDNESDAY, 12 FEBRUARY 2025 AT 7:00 PM**

**PRESENT:** Deputy Mayor Melissa Sadler-Futter (Deputy Mayor), Cr Rebecca Gray, Mr Tui Rutherford (Chair), Mr John Dennison, Ms Annelise Schroeder

**APOLOGIES:** Warren Maxwell

**IN ATTENDANCE:** Robyn Ramsden (Advisor, Community Governance)

**PUBLIC FORUM:** Ann Hynds, Elisabeth Mikkelsen, Amy Ross, Joanne Ridley-McBeth, Mary Gow (over phone)

**CONDUCT OF BUSINESS:** This meeting was held in the Featherston Community Centre, 14 Wakefield Street, Featherston. This meeting was audio recorded for administrative purposes. The meeting was held in public under the above provisions from 7:03pm to 9:11pm except where expressly noted.

**OPEN SECTION**

**1 KARAKIA TIMATANGA – OPENING**

Tui Rutherford opened the meeting.

**2 APOLOGIES**

**COMMITTEE RESOLUTION FCB2025/01**

**Moved:** Mr T Rutherford

**Seconded:** Deputy Mayor M Sadler-Futter

To accept apologies from Mr Warren Maxwell.

**CARRIED**

**3 CONFLICTS OF INTEREST**

No conflicts of interests were disclosed relating to items on the agenda or interests not already recorded on a relevant register.

**4 ACKNOWLEDGEMENTS AND TRIBUTES**

Tui Rutherford offered everyone a happy new year.

## 5 PUBLIC PARTICIPATION

### Ann Hynds – road speed limits on Underhill Road

Ann spoke to the speed limit of 100 kms on Underhill Road. The road is now used by residents, quarry trucks and cyclists. There have been two accidents in the last 5 years. She is asking the Community Board to pursue this issue with Council on behalf residents and users of the road.

Ann provided images of damage to the road and showed an example of how narrow the road is.

Members discussed the SWDC speed review, suggested using temporary speed signs acknowledge some truck drivers make an effort to be courteous of other road users.

### Amy Ross – Featherston Pride Parade

Amy spoke to their grant application to support a Pride Parade and Festival in Featherston. The Wairarapa has the 7<sup>th</sup> highest queer population in New Zealand. By hosting a pride festival; parade, picnic and evening event we honour our communities pride traditions. There is a lot of people offering support and a regional interest in the event. This grant application is primarily to pay for a Traffic management plan and venue hire. The parade has been planned to be off the main road, making the traffic management plan less expensive.

### Mary Gow – Mulled Wine Concerts

Mary spoke via phone. Mulled Wine Concerts have been occurring at the beautiful Anzac Hall for the last 5-6 years. It has been easy to get musicians to agree to play there. There will be three concerts. Most of the ticket sales go to the musicians and hall hire. See application to list of musicians.

### Joanne Ridley-McBeth – Fareham Creative Space

Joanne spoke to their grant application. The Fareham Creative Space committee want to continue and to grow. The pottery studio is well established with 70 members and they invite other potters. By using the gas firing kiln it allows higher temperatures and the use of more colours. They currently have pit fires, but wish to build up to be more professional. They have approached Featherston's own and Creative Communities for funding. They do charge potters to use the kiln. Fareham Creative Space contribute the studio space and specialty gloves.

### Elisabeth Mikkelsen – bike parking in Featherston 33:52m

Elisabeth is a long time cycling advocate. There is no cycle parking available in town. In front of the super value is a garden, she suggests turning the garden into a cycle park space. She asks the Community Board to put in cycle parking.

### Romain Busby

Frequent visitor to the Community Board. Romain is waiting for the Welcome to Featherston signs. She mentions a man who cleans up overhanging trees and over grown berms in Featherston, and wishes to thank him for his service.

## 6 ACTIONS FROM PUBLIC PARTICIPATION

**Action** - Follow up on suitable bike locking stands in Featherston.

**Action** - Follow up on speed limit on Underhill Road. What levers we have to pursue this. Gravel roads lowering from 100kms. Share the road with cyclists sign?

**Action** - request CEO to advise an up date on the status of the speed review.

**Action** – request to the Super Value to install cycle parking.

## 7 URGENT BUSINESS

None.

## 8 CONFIRMATION OF MINUTES

### 8.1 MINUTES OF THE FEATHERSTON COMMUNITY BOARD MEETING HELD ON 6 NOVEMBER 2024

#### COMMITTEE RESOLUTION FCB2025/02

**Moved:** Cr R Gray

**Seconded:** Ms A Schroeder

1. That the minutes of the Featherston Community Board meeting held on 6 November 2024 are confirmed as a true and correct record.
2. Correction. Matua Dick Smith. Served in Vietman, Malaysia and Borneo. He was not a member of the Māori battalion, he researched the Māori battalion.

In Favour: Deputy Mayor M Sadler-Futter, Cr R Gray, Mr T Rutherford and Ms A Schroeder

Against: Nil

Abstained: Mr J Dennison

**CARRIED 4/0**

## 9 MATTERS ARISING FROM PREVIOUS MEETINGS

There were no matters arising.

## 10 DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF

### 10.1 ROAD NAMING APPLICATION, WHAREKAUHAU COUNTRY ESTATE, 4132 OCEAN BEACH ROAD, FEATHERSTON (ROMNEY LANE)

**COMMITTEE RESOLUTION FCB2025/03****Moved:** Deputy Mayor M Sadler-Futter**Seconded:** Mr J Dennison

The Officer recommends that the *Community Board*:

1. Receive the 'Proposed naming of a new private road, at Wharekauhau Country Estate (Romney Lane)' Report.

**CARRIED****COMMITTEE RESOLUTION FCB2025/04****Moved:** Ms A Schroeder**Seconded:** Deputy Mayor M Sadler-Futter

2. Consider and approve the proposed naming of 'Romney Lane' for the new private road at Wharekauhau Country Estate.

**CARRIED**

Members discussed using appropriate Māori names. Discuss at next informal meeting on how this can be achieved.

**Action** – request information on how Planning recommend street names to applicants.

Members discussed the subdivision being so close to the sea and how in the broad sense the Council is not talking about managed retreat.

**Action** – request the managed retreat policy from SWDC.

**10.2 INCOME AND EXPENDITURE REPORT****COMMITTEE RESOLUTION FCB2025/05****Moved:** Cr R Gray**Seconded:** Deputy Mayor M Sadler-Futter

That the Featherston Community Board receive the Income and Expenditure Report.

**CARRIED**

**Action** – request the Featherston Beautification collect the rest of their grant.

**10.3 GRANT REPORT****COMMITTEE RESOLUTION FCB2025/06****Moved:** Mr J Dennison**Seconded:** Cr R Gray

1. That the Featherston Community Board receive the Grant Report.

**CARRIED**

**COMMITTEE RESOLUTION FCB2025/07****Moved: Ms A Schroeder****Seconded: Cr R Gray**

2. That the Featherston Community Board consider the application from **Featherston Toy Library** for \$ 1,500 to support **operational costs** from the Grant Fund.

**CARRIED****COMMITTEE RESOLUTION FCB2025/08****Moved: Mr J Dennison****Seconded: Cr R Gray**

3. That the Featherston Community Board consider the application from **Pae Tū Mokai Pride** for \$ 2,600 to support **Featherston's Pride Parade** from the Grant Fund.

**CARRIED****COMMITTEE RECOMMENDATION****Moved: Mr J Dennison****Seconded: Ms A Schroeder**

4. That the Featherston Community Board consider the application from **Mulled Wine Concerts** for \$ 500 to support **Classical and Jazz Concerts in Featherston's Anzac Hall** from the Grant Fund.

**COMMITTEE RESOLUTION FCB2025/09****AMENDMENT****Moved: Mr J Dennison****Seconded: Ms A Schroeder**

That Featherston Community Board resolved that purchase tickets to the Mulled Wine Concerts Classical Jazz in Featherston's Anzac Hall up to \$500. Tickets to be distributed by the members of the Featherston Community Board via trusted agencies to people in the Community who may not usually attend.

**CARRIED****COMMITTEE RESOLUTION FCB2025/10****Moved: Cr R Gray****Seconded: Ms A Schroeder**

5. That the Featherston Community Board consider the application from **Fareham Creative Space** for \$ 863.45 to support **purchase part of a Community Outdoor Gas Kiln** from the Grant Fund.

**CARRIED1**

**11 INFORMATION REPORTS FROM CHIEF EXECUTIVE AND STAFF****11.1 ACTION ITEMS REPORT TO 28 JANUARY 2025**

196 – request a representative from FCB speak at the Māori Standing Committee Forum.

476 – no change.

390 – John or Tui to attend the Strategic Working Committee on behalf of the Board. Speaking on the berms project and it's closeness to the No Mow project. Is there a list of suitable native plants.

**12 CHAIRPERSON REPORTS****12.1 MEMBERS REPORT - ANNELISE SCHROEDER****COMMITTEE RESOLUTION FCB2025/11**

**Moved:** Deputy Mayor M Sadler-Futter

**Seconded:** Mr J Dennison

*That the Featherston Community Board approve the purchase of a commemorative wreath from 'Blooms in the Grove' up to the value of \$150 for the purpose of commemorating the anniversary of the "Featherston Incident" on 25 February 2025.*

**CARRIED**

**13 KARAKIA WHAKAMUTUNGA – CLOSING**

Tui Rutherford closed the meeting with a karakia.

The meeting closed at 9:11pm.

**Confirmed as a true and correct record.**

..... (Mayor/Chair)

..... (Date)

..... (Chief Executive)

..... (Date)

**9       MATTERS ARISING FROM PREVIOUS MEETINGS**



## 10 DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF

### 10.1 INCOME AND EXPENDITURE REPORT

**Author:** Robyn Ramsden, Advisor, Community Democracy

**Authoriser:** Paul Gardner, Group Manager, Corporate Services

**File Number:**

#### PURPOSE

To inform *Community Board members* of most recent income and expenditure report.

#### EXECUTIVE SUMMARY

- Total grant funds available as of 28 February 2025: \$9,539
- Grant Funds available as of 5 April 2025: \$4,834 (after Mulled Wine Concerts and Fareham Creative Space have been paid)
- Grant Fund available may change upon the outcome of the below recommendations.

#### RECOMMENDATIONS

1. That the Featherston Community Board receive the Income and Expenditure Report.
2. That the Featherston Community Board resolve to move the remaining funds of \$16 from recommendation FCB2022/39 to the Community Development Fund.
3. That the Featherston Community Board resolve to move the remaining funds of \$140 from recommendation FCB2022/31 to the Community Development Fund.
4. That the Featherston Community Board resolve to move the \$500 from recommendation FCB2023/08 to the Community Development Fund.
5. That the Featherston Community Board resolve to move the \$500 from recommendation FCB2023/08 to the Community Development Fund.

#### BACKGROUND

The income and expenditure report is supplied to the community board to ensure clear and transparent use of South Wairarapa District Council funds. Funds are used to support the ordinary operation of the community board and provide a grant fund for the community.

The [terms of reference](#) for South Wairarapa District Council Community Boards outlines in section 4: Delegations the provision of the following:

*South Wairarapa community boards have the following powers of delegations:*

*The delegation for discretionary spend on projects and community grants.*

*In section 5: Responsibilities “They control local funds for making grants to individuals and groups for community purposes.”*

See the terms of reference for other non-financial delegations.

## DISCUSSION

Members can request clarification of the income and expenditure report through the Advisor, Community Governance.

### **Less funds not uplifted from previous Community meetings as at 28 February.**

- a. FCB2022/39 – Featherston Christmas Parade – meeting 3 Aug 2022 - \$16
  - i. Left over funds from the 2022 Christmas Parade.
  - ii. Advise a resolution to return amount to grant fund.
- b. FCB2022/31 – Flooding Events – meeting 28 Jun 2022 - \$140
  - i. Left over funds from preparing Featherston for Flooding.
  - ii. Advise a resolution to return amount to the grant fund.
- c. FCB2022/42 – Beautification Group – meeting 29 Sep 2022 - \$2,290
  - i. Funds being held on behalf of Featherston Beautification Group. Funds are paid out by invoice as and when. Group has no bank account.
  - ii. Advise funds remain as is.
- d. FCB2023/08 – Berm planting – meeting 22 Feb 2023 - \$500
  - i. “Allocate \$500 “proof of concept fund” to support the development of a design and guidelines for berm planting, to be funded through the beautification fund.” Note that there is no longer a ‘Beautification Fund’.
  - ii. Advise a resolution to return the amount to the grant fund.
- e. FCB2023/08 – Building painting – meeting 22 Feb 2023 - \$500
  - i. “Allocate \$500 to initiate building painting on Main Street, to be funded through the beautification fund.” This project has not eventuated. Note that there is no longer a ‘Beautification Fund’.
  - ii. Advise a resolution to return the amount to the grant fund.
- f. FCB2023/38 – Divine River – meeting 1 Nov 2023 - \$495
  - i. “Approve \$495 to Divine River from community development to support workshops and programmes for youth.”
  - ii. Still under investigation.
- g. FCB2024/11 – Mulled Wine concert – meeting 7 Feb 2024 - \$250
  - i. Paid out in March 2025.
- h. FCB2024/17 – Flags – meeting 8 May 2024 - \$394
  - i. Still under investigation.
- i. FCB2024/19 – Anzac Flags – meeting 8 May 2024 - \$29

- i. Still under investigation.
- j. FCB2024/35 – Featherston Phoenix – meeting 7 Aug 2024 - \$470
  - i. Remainder funds for Featherston Phoenix articles.
  - ii. Advise funds remain as is.
- k. FCB2025/10 – Fareham creative space – meeting 12 Feb 2025 - \$863
  - i. Paid out on 3 April.

## COMPLIANCE SCHEDULE

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the Long-Term Plan) that relate to this decision.	This report complies with South Wairarapa District Council terms of reference.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications for Māori.
Chief Financial Officer review	The Chief Financial Officer has not reviewed this report.
State the possible implications for health and safety	There are no health and safety considerations.

## APPENDICES

### Appendix 1 Income & Expenditure Report period ended 28 February 2025



## Featherston Community Board

### Community Development fund for the Period Ended 28 February 2025

<b>Allocation Grants Annual Budget 2024-25</b>	<b>\$</b>	<b>15,180</b>
<b>Unused funds from 2023-24</b>	<b>\$</b>	<b>27,809</b>
<b>Less Expenditure 2024/25 (Funds Uplifted)</b>		
<b>Aug-24</b>		
FCB2024/46 Nuku Ora	\$	1,000
FCB2024/44 Wai Wheels Featherston	\$	600
FCB2024/48 Courage Dear Heart	\$	2,000
<b>Sep-24</b>		
FCB2024/47 - Lady Featherston Ball	\$	1,500
FCB2024/45 - Kuranui College	\$	1,000
FCB2024/35 - Featherston phoenix monthly page	\$	260
<b>Oct-24</b>		
FCB2024/35 - Featherston phoenix monthly page	\$	260
<b>Nov-24</b>		
FCB2024/57 - RNZSPCA operational	\$	500
FCB2024/57 - Featherston Community Centre Charitable Trust	\$	7,000
FCB2024/35 - Featherston phoenix monthly page	\$	260
FCB2024/17 - Flagmakers street flags	\$	1,665
<b>Dec-24</b>		
FCB2024/18 - Friends Automate Limited flag design	\$	250
FCB2024/18 - Friends Automate Limited flag design	\$	217
FCB2024/18 - Friends Automate Limited flag design	\$	33
FCB2024/58 - Featherston's Own Charitable Trust Matariki	\$	1,000
FCB2024/57 - Featherston Bowling Club Inc	\$	500
FCB2024/19 Flagmakers Flags	\$	1,248
<b>Jan-25</b>		
FCB2024/19 - Flagmakers Anzac flags	\$	89
FCB2024/35 - Featherston phoenix monthly page	\$	260
<b>Feb-25</b>		
FCB2025/07 Fstn Pride Parade	\$	2,600
FCB2025/07 Fstn Toy Library	\$	1,500
FCB2025/09 Mulled Wine Concerts	\$	500
FCB2024/58 He Kōtare Native Plant Nursery	\$	3,000
FCB2024/35 - Featherston phoenix monthly page	\$	260
<b>Less funds granted and uplifted to 28 February 2025</b>	<b>\$</b>	<b>27,502</b>
<b>Balance as at 28 February 2025</b>	<b>\$</b>	<b>15,487</b>
<b>Less funds not uplifted from previous Community meetings as at 28 February 2025</b>		
FCB 2022/39 - Featherston Christmas Parade - Meeting 03.08.22	\$	16
FCB 2022/31 - Flooding Events - Meeting 28.06.22	\$	140
FCB 2022/42 - Beautification Group - Meeting 29.09.22	\$	2,290
FCB 2023/08 - Berm planting - Meeting 22.02.23	\$	500
FCB 2023/08 - Building painting - Meeting 22.02.23	\$	500
FCB 2023/38 - Divine River - Meeting 01.11.23	\$	495
FCB2024/11 - Mulled wine concert - Meeting 07/02/24	\$	250
FCB2024/17 - Flags - Meeting 08.05.24	\$	394
FCB2024/19 - Anzac Flags - Meeting 08.05.24	\$	29
FCB2024/35 - Featherston Phoenix - Meeting 07.08.24	\$	470
FCB2025/10 - Fareham creative space - Meeting 12.02.25	\$	863
<b>Less funds not uplifted from previous community meetings</b>	<b>\$</b>	<b>5,947</b>
<b>Community Fund Account balance as at 28 February 2025</b>	<b>\$</b>	<b>9,539</b>

### Featherston Community Board

#### Operational expenditure for the Period Ended 28 February 2025

<b>Annual Budget 2025</b>	<b>\$ 2,024</b>
<b>Less Expenditure 28 February 2025</b>	
<b>Jul-24</b>	
Local Government 104173/03 Community Boards Executive Committee levy 202	\$ 275
FCB2022/54 - Room hire for meetings	\$ 35
	\$ 35
<b>Aug-24</b>	
FCB2022/54 - Room hire for meetings	\$ 35
<b>Oct-24</b>	
FCB2022/54 - Room hire for meetings	\$ 35
<b>Nov-24</b>	
FCB2024/11 - Dennison, Peter - Flyers	\$ 70
<b>Dec-24</b>	
FCB2022/54 - Room hire for meetings	\$ 35
<b>Jan-25</b>	
	\$ -
<b>Feb-25</b>	
FCB2025/11 - Blooms in the Grove wreath for Featherston Incident	\$ 120
FCB2022/54 - Room hire for meetings	\$ 35
<b>Less expenditure uplifted to 28 February 2025</b>	<b>\$ 676</b>
<b>Balance as at 28 February 2025</b>	<b>\$ 1,348</b>
<b>Less committed expenditure not uplifted from previous Community meetings as at 28 February 2025</b>	
<b>Less committed expenditure not uplifted from previous community meetings</b>	<b>\$ -</b>
<b>Operational Account balance as at 28 February 2025</b>	<b>\$ 1,348</b>

### Featherston Community Board

#### Training expenditure for the Period Ended 28 February 2025

<b>Annual Budget 2025</b>	<b>\$ 1,012</b>
<b>Less Expenditure 28 February 2025</b>	
	\$ -
<b>Less expenditure uplifted to 28 February 2025</b>	<b>\$ -</b>
<b>Balance as at 28 February 2025</b>	<b>\$ 1,012</b>

**10.2 GRANT ACCOUNTABILITY REPORT - FEATHERSTON COMMUNITY BOARD**

**Author:** Robyn Ramsden, Advisor, Community Democracy

**Authoriser:** Paul Gardner, Group Manager, Corporate Services

**File Number:** n/a

**PURPOSE**

To inform *councillors/members* of the Featherston Community Board of the Grant Accountability Reports returned.

**EXECUTIVE SUMMARY**

The South Wairarapa District Council Grant Policy Kaupapa Here Tono Pūtea says in section 9. Terms and Conditions/Ngā ture that – *“a completed funding outcomes report must be returned to SWDC prior to any future grant application being made.”*

On the application from the authorisation section includes an agreement from recipients that they:

- Confirm that they will complete and return a grant accountability form within twelve months of the date the grant is paid out.
- The organisation will keep receipts and a record of all expenditure for seven years.
- Any unspent funds will be returned to SWDC.
- All expenditure will be accounted for in the Grants and Funding Report.

Staff are in the process of reminding previous recipients to provide accountability information on an updated form.

**RECOMMENDATIONS**

1. That *the Featherston Community Board* receive the Grant Accountability Report.
2. That *the Featherston Community Board* approve accountability reporting as a mechanism in the future for tracking outcomes associated with grants.

**BACKGROUND**

The Featherston Community Board is one of three SWDC Community Boards who can bestow grants to applicants. Grant applications are received via paper, pdf, email or an online form. Officers process the requests to the Featherston Community Board and present the information according to the SWDC grants policy: [PI-FDT-001-Grants-Policy-June-23.pdf](#)

## DISCUSSION

Community Boards have requested grant recipients report back to them after the completion of project and events. It is best practice for committee that access and award grants to be confident that investment toward an applicant or project will deliver the intended outcome, as detailed in the initial application. It is also a legal requirement for charities and incorporated societies to account for grants received in their financial year end reporting to the relevant agency.

This report lists grant recipients since the beginning of the current triennium in October 2022. The following table outlines the grants given, the due date for the accountability report and when the accountability was received. The returned accountability reports are attached undercover to protect Intellectual Privacy and Financial information.

### 2023-24 Financial Year

<b>Applicant</b>	<b>Amount Approved</b>	<b>Due Date</b>	<b>Date Received</b>
Mulled Wine Concerts <sup>1</sup>	\$ 250	Mar-26	
Featherston MenZShed <sup>2</sup>	\$ 250	Jun-25	
Nuku Ora – Run and Become <sup>3</sup>	\$ 500	Mar-25	
Cobblestones Museum Trust - gutters	\$ 868	Jun-25	8-Jul-24
Pae Tū Mōkai o Tauria – steel benches for Nursery	\$ 2,500	Jun-25	
Featherston Sports Hub – replacing fridges	\$ 2,500	Jun-25	

1. Mulled Wine Concerts were paid out late due to a clerical error.
2. Featherston MenZShed have had a verbal reminder on 22 March. Have advised they are making one more 'little library' to use up the timber.
3. Sent accountability form in word on 10 March 2025.

### 2024-25 Financial Year

<b>Applicant</b>	<b>Amount Approved</b>	<b>Due Date</b>	<b>Date Received</b>
Wai Wheels Team Featherston	\$ 600	Feb-25	
Kuranui College – Kapahaka	\$ 1,000	Sep-25	
Nuku Ora	\$ 1,000	Sep-25	
Lady Featherston's Ball	\$1,500	Sep-25	
Courage Dear heart	\$ 2,000	Sep-25	
Featherston Community Centre Charitable Trust	\$ 7,000	Dec-25	
Featherston Bowling Club	\$ 500	Jan-26	
SPCA Masterton	\$ 500	Dec-26	
Featherston's Own Charitable Trust	\$ 1,000	Dec-26	



Featherston Toy Library	\$ 1,500	Mar-26	
Pae Tū Mōkai Pride	\$ 2,600	Mar-26	
Mulled Wine Concerts	\$ 500	Mar-26	
Fareham Creative Space – kiln	\$ 868	Apr-26	
Pae Tū Mōkai o Tauria	\$ 3,000	Apr-26	

## COMPLIANCE SCHEDULE

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the Long Term Plan) that relate to this decision.	This report complies with the Grant Policy.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications for Māori.
Chief Financial Officer review	The Chief Financial Officer has not reviewed this report.
State the possible implications for health and safety	None.

## APPENDICES

### Appendix 1 Cobblestones Museum Trust - *Under Separate Cover*



### 10.3 COMMUNITY DEVELOPMENT GRANT REPORT

**Author:** Robyn Ramsden, Community Democracy Advisor

**Authoriser:** Paul Gardner, Group Manager, Corporate Services

**File Number:** n/a

#### PURPOSE

To inform *members* of grant applications.

#### EXECUTIVE SUMMARY

- The Featherston Community Board has received two applications for financial support.
- This report presents the board with applications received requesting a grant.

#### RECOMMENDATIONS

1. That *the Featherston Community Board receive the Financial Assistance Report.*
2. That *the Featherston Community Board consider the application from **Steffen Kreft** for \$ 500 to support **purchasing materials** from the Community Development Grant Fund.*
3. That *the Featherston Community Board consider the application from **Bower & Book** for \$ **295.17** to support **Drop in Letterpress printing/fundraiser** from the Community Development Grant Fund.*

#### BACKGROUND

The Board has delegated authority to make financial decisions within the confines of the allocated and available budget and the Board operates its grant fund in accordance with the Council's Grants Policy. Community boards are allocated funding for grants through the Long-Term Plan/Annual Plan. The current funding amount is available on the Income & Expenditure Statement.

#### DISCUSSION

Under the current Grants Policy, the key eligibility criteria for Community Board grants are as follows:

- Non-profit community organisations with a formed legal structure or a group of individuals who have come together for a common purpose but who do not have a legal structure may apply.
- The applicant does not need to be based in the South Wairarapa or the ward from where the funds are being sought but the applicant must be able to demonstrate that the activity benefits the ward where the funds are being sought.

The following applicants have been assessed in accordance with the grant criteria:

#### 1. Application from Steffen Kreft

The application from Steffen Kreft meets the criteria for funding. They have also applied to the Greytown Community board for the same work. Advice from staff is that this grant be assessed depending on success from the Greytown Community Board meeting on 2 April. The applicant has no outstanding accountability reports.

## **2. Application from Bower & Book**

The application from Bower & Book meets the criteria for funding. The application was late but the Chair of the Featherston Community Board requested it be included. The product of this workshop is part of a fundraiser. They have no outstanding accountability reports.

Noting that where applicants have provided confidential information, such as the organisations income and expenditure information, this will be provided to members in confidence.

### **OPTIONS**

The Featherston Community Board may consider applications that do not meet the funding criteria. The options available to the Board are to approve, approve with conditions, request further information from the applicant or decline.

### **CONSIDERATIONS**

#### **Financial**

The Featherston Grant Fund and Community Development Fund was allocated to the Community Boards from the Council's Enhanced Annual Plan process. Therefore, the delegation for decision making is with the Featherston Community Board and has no further impact on the Council's AP/LTP, OPEX/CAPEX, rating impact or procurement process.

#### **Climate Change**

Applicants are not currently required to indicate positive, neutral or negative effects on climate change. The application form will be updated to indicatively reflect these results for elected member to consider as part of future decision making.

### **COMPLIANCE SCHEDULE**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.

2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This is a matter of no significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the Long Term Plan) that relate to this decision.	This report complies with Grant Policy.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications for Māori.
Chief Financial Officer review	The Chief Financial Officer has not reviewed this report.
State the possible implications for health and safety	None

## APPENDICES

- Appendix 1**      **Steffen Kreft - coversheet**
- Appendix 2**      **Steffen Kreft - application - *Under Separate Cover***
- Appendix 3**      **Bower & Book - coversheet**
- Appendix 4**      **Bower & Book - application - *Under Separate Cover***

<i>Committee/Board</i>	Featherston Community Board		
<i>Grant Fund</i>	Community Development Fund		
<i>Applicant</i>	The Bakehouse Co-Working Space / Steffen Kreft		
<i>Project title</i>	Community Mural at the Bakehouse Co-working space		
<i>Amount Requested</i>	\$ 500.00		
<b>2. Scope</b>			
One-off		On-going	
<b>3. Community Outcomes</b>			
Social	Environmental	Economic	Cultural
<b>4. Funding principles</b>			
Does this project:			
No	honour Te Tiriti o Waitangi and the Council's partnership with mana whenua and Māori in the outcomes we deliver.		
No	support communities to transition to a low emissions and sustainable economy.		
No	build our community's capacity and capability to do things for themselves.		
Yes	work creatively and collaboratively with others for our diverse communities.		
No	invest to deliver measurable results across multiple outcomes (economic, social, environmental, cultural).		
Yes	deliver outcomes to enhance the lives of current and future generations.		
Yes	support local place-making and improvements on community well-being.		
No	prioritise equitable outcomes and distribution of funding across our district.		
Does this project also:			
No	promote transformative social change.		
No	increase community collaboration and resilience.		
Yes	support social innovation.		
No	support sustainable growth opportunities within the community.		
<b>5. Allocation principles</b>			
Outcomes of previous grants given by Council/Māori Standing Committee/Community Boards:			
Yes	Has applied for a grant before?		
Yes	<i>Has applied for a grant in the last 3 years.</i> Applied for a grant from the Greytown Community Board of \$1,000. Decision pending.		
<b>6. Who can apply</b>			
No	Community organisation		
No	Marae committee		
No	A group of individuals		
Yes	An individual		
Except:			
No	Seeking to promote commercial, political or religious objectives		
No	Are event profits or proceeds going to be redistributed to other organisations or groups?		
Not required	Has the organisation completed the funding outcomes report?		

8. Application process	
Yes	Was this application received inside funding round?
Yes	Is this application form complete?
Yes	Is the applicant speaking to their grant application?
Staff Recommendations	
<p>Applicant has also applied for a grant from Greytown Community Board for the same purpose. The amount applied for does not exceed \$1,500 and therefore does not require audited financial information.</p> <p>There are no outstanding Accountability Forms.</p>	
Funding Options:	
Fully Fund	Fully funded project must clearly demonstrate our funding principles, align with Featherston Community Board priorities and can clearly measure impact outcomes.
Partial Fund	Funding for success, i.e. 70 – 80% of request or confidence that they will acquire funds with other funders pending.
Seed Funding	Where funding is strained but are eager to support consider a contribution to kick start activity, i.e. 20%
Conditionally Fund	Committees may wish to seek further information before committing funds, e.g. financial statements, letters of support, proof of other fundraising etc.
Co-Fund	Fund with another partner and/or Community Boards, Māori Standing Committee.
Delegate/Defer	Hold grant to present to a more suitable fund. i.e. creative Communities, Community Boards, Community & Youth, Sport Travel
Decline	Limited funding available, includes retrospective costs, doesn't meet Council grants policy, applicant is not the final beneficiary, applicant has supplied incomplete or inadequate information or unique to application.

<i>Committee/Board</i>	Featherston Community Board					
<i>Grant Fund</i>	Community Development Fund					
<i>Applicant</i>	Bower & Book					
<i>Project title</i>	Drop in Letterpress printing/fundraiser					
<i>Amount Requested</i>	\$ 295.17					
<b>2. Scope</b>						
One-off	On-going					
<b>3. Community Outcomes</b>						
Social	Environmental	Economic	Cultural			
<b>4. Funding principles</b>						
Does this project:						
No	honour Te Tiriti o Waitangi and the Council's partnership with mana whenua and Māori in the outcomes we deliver.					
Yes	support communities to transition to a low emissions and sustainable economy.					
No	build our community's capacity and capability to do things for themselves.					
Yes	work creatively and collaboratively with others for our diverse communities.					
Yes	invest to deliver measurable results across multiple outcomes (economic, social, environmental, cultural).					
No	deliver outcomes to enhance the lives of current and future generations.					
Yes	support local place-making and improvements on community well-being.					
No	prioritise equitable outcomes and distribution of funding across our district.					
Does this project also:						
No	promote transformative social change.					
No	increase community collaboration and resilience.					
Yes	support social innovation.					
No	support sustainable growth opportunities within the community.					
<b>5. Allocation principles</b>						
Outcomes of previous grants given by Council/Māori Standing Committee/Community Boards:						
No	Has applied for a grant before? Has been part of groups who have applied for funding.					
<b>6. Who can apply</b>						
Yes/No	Community organisation					
Yes/No	Marae committee					
Yes/No	A group of individuals					
Yes/No	An individual					
Except						
No	Seeking to promote commercial, political or religious objectives					
Yes	Are event profits or proceeds going to be redistributed to other organisations or groups?					
Not required	Has the organisation completed the funding outcomes report?					



8. Application process	
Yes/No	Was this application received inside funding round?
Yes/No	Is this application form complete?
Yes/No	Is the applicant speaking to their grant application?
Staff Recommendations	
The SWDC Grant Policy excludes giving grants to applicants who are fundraising for redistribution. However, this Board, and others, have waived this exception before.	
Funding Options:	
Fully Fund	Fully funded project must clearly demonstrate our funding principles, align with Featherston Community Board priorities and can clearly measure impact outcomes.
Partial Fund	Funding for success, i.e. 70 – 80% of request or confidence that they will acquire funds with other funders pending.
Seed Funding	Where funding is strained but are eager to support consider a contribution to kick start activity, i.e. 20%
Conditionally Fund	Committees may wish to seek further information before committing funds, e.g. financial statements, letters of support, proof of other fundraising etc.
Co-Fund	Fund with another partner and/or Community Boards, Māori Standing Committee.
Delegate/Defer	Hold grant to present to a more suitable fund. i.e. creative Communities, Community Boards, Community & Youth, Sport Travel
Decline	Limited funding available, includes retrospective costs, doesn't meet Council grants policy, applicant is not the final beneficiary, applicant has supplied incomplete or inadequate information or unique to application.

## 11 INFORMATION REPORTS FROM CHIEF EXECUTIVE AND STAFF

### 11.1 LOCAL BODY ELECTIONS 2025

**Author:** Nicki Ansell, Lead Advisor, Policy & Projects

**Authoriser:** Paul Gardner, Group Manager, Corporate Services

**File Number:** N/A

#### PURPOSE

To inform the Featherston Community Board on the preparations for the local body elections in October 2025.

#### EXECUTIVE SUMMARY

This report provides information on the upcoming Local Body Elections 2025, highlights key dates, planning and how this will be managed leading up to the election.

#### BACKGROUND

Local government elections are to be held 11 October 2025 in accordance with the [Local Electoral Act 2001](#).

Council has already resolved in August 2023 to use First Past the Post (FPP) as the voting method for the 2025 election.

#### DISCUSSION

##### Election 2025

The declaration of the Deputy Electoral Officers and other officials is undertaken around February 25 and can be altered (if required) during the year.

Council must resolve by 30 June at the latest, how they wish their candidates to be ordered on the voting paper. If a resolution isn't made, the candidate order must be alphabetical. In 2016 SWDC used alphabetical, in 2019 pseudo random and in 2022, random. A decision paper is currently scheduled for the Council 30 April 25 for order of candidates.

##### **Candidate nominations open 1 July and close midday 1 August and voting opens 9 September 2025.**

The official pre-election period will begin on 11 July 2025 under section 104 of the Local Electoral Act 2001.

Some key dates during 2025 are:

- ***Check you are enrolled to vote***  
Now until 1 August 2025
- ***Consider being a candidate***  
Now until 1 July 2025

- ***Appointment of the deputy electoral officer and other officials***  
February 2025
- ***Ratepayer Roll Enrolment Confirmation Letters and Forms sent to existing ratepayers.***  
Posted 28 March 2025
- ***Council decision on the order of candidates' names on voting forms***  
30 April 2025
- ***Pre-election Period starts***  
11 July 2025
- ***Pre-election report published by the Chief Executive***  
Before 18 July 2025
- ***Public notice of the election calling for nominations***  
No later than 10 July 2025
- ***Candidate nominations open***  
4 July 2025  
Noted: Candidates to be provided with an information pack and a seminar early July when nominations open.
- ***Candidate nominations close (12 noon)***  
1 August 2025
- ***Candidates announced***  
8 August 2025
- ***Final electoral roll certified by Electoral Officer***  
5 September 2025
- ***Voting papers sent to enrolled voters***  
9 September - 22 September 2025
- ***Voting opens***  
9 September - 11 October 2025
- ***Interim Delegation to the CE – report to Council***  
8 October 2025
- ***Voting closes (12 noon)***  
11 October 2025
- ***Progress and preliminary results published***  
11 October 2025
- ***Final results announced***  
14 October - 17 October 2025

The Induction of new candidates will be completed as soon as practical after the results are announced.

The inaugural council meeting will take in late October (date to be confirmed).

### **New Council**

Officers have started planning the new Council programme to commence immediately following the elections, including the inaugural meeting, training, and induction processes. There will be an opportunity for Councillors to provide input into this induction planning. Having the input of Councillors who were elected at the last election for the first time will be especially valuable to ensure the induction best meets the needs any new elected representative.

### **APPENDICES**

**Nil**

**11.2 ACTION ITEMS REPORT**

**Author:** Robyn Ramsden, Community Democracy Advisor  
**Authoriser:** Paul Gardner, Group Manager, Corporate Services  
**File Number:** n/a

**PURPOSE**

To present the Featherston Community Board with updates on actions and resolutions to 25 March 2025.

**EXECUTIVE SUMMARY**

- Action items from recent meetings are presented to the Featherston Community Board for information. The Chair may ask Council officers for comments 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 remain in a master register but no longer reported on.

**APPENDICES**

**Appendix 1**      **Action items as of 25 March 2025**

Number	Raised Date	Responsible Manager	Action or Task details	Status	Notes
196	19-May-23	R O'Leary	Action 196: For the board to work with planning officers to develop criteria for suitable road names in the Featherston ward.	Open	8/9/23: FCB to be included in development of Road Naming Policy. 7/2/24: update at meeting from R O'Leary. Work on street names will follow the completion of the Māori Policy then circulated to CBs. 8/5/24: Māori Policy still in progress. Request SWDC Pou Māori attend next FCB informal meeting. 20/8/24: New road names are an issue across the district. Ideas include encouraging themes. Tui going to source info from other councils. Discuss at next informal meeting. 12/2/25: request a representative from FCB speak at the Māori Standing Forum. 11/3/25: te reo street names topic taken to MSC Forum. Discussion on how to move forward for all Community Boards. Māori Pou to develop guidelines for ' <a href="#">Naming of Public Roads, Private Roads and Rights-of-Way</a> ' policy.
476	1-Nov-23	P Gardner	Action 476: Update website to include strategic plans for the Featherston community board as part of the grant application.	Open	19/4/24: Digital Communications person has started. 8/5/24: FCB Chair to send short form of strategic plan to staff to add to the website.
390	20-Aug-24	S Cobertt	Action 390 - John to have a conversation with staff about the status of the berms project. Note there is a specific site set aside.	Open	6/11/24: Members discussed using Wellington City Council's concept/policy on berm planting and putting something together to present to Council. Officers previously recommended the Board could pick a street, trial and test the berm planting concept. However, the Board would like to progress a policy as soon as possible, noting they have a list of appropriate plants already on hand for this. Also, the Board has money approved to do this work. Meeting requested with the Manager, Stakeholder Relationships to confirm options to progress.
431	6-Nov-24	P Gardner	Further information requested on fund related to the Gravel Pit.	Open	12/3/25: amount confirmed with Chair.

## 12 MEMBER REPORTS

### 12.1 NOTICE OF MOTION - JOHN DENNISON

**File Number:** n/a

I, John Dennison, give notice that at the next Meeting of Featherston Community Board to be held on 9 April 2025, I intend to move the following motion:

#### **MOTION**

1. That the Featherston Community Board receive the members report on Verge Planting.
2. Recommend that the Featherston Community Board refer this report to the Strategy Working Committee for their consideration at their next scheduled meeting and any subsequent action.

#### **REPORT**

Proposed Item for Strategy Working Committee on Verge Planting

##### **1. Purpose**

To present the committee with a suggested verge planting policy.

##### **2. Executive Summary**

The committee is presented with the Wellington City Council policy on verge planting and web page which explains the process.

##### **3. Recommendations**

That the committee instructs officers to develop a similar Verges Policy.

##### **4. Explanation**

Featherston Community Board has identified that there is a desire amongst householders to introduce native plants along the verges outside their homes. This is an opportunity to replace the grass monoculture with more biodiverse native vegetation.

Wellington City Council have been operating a successful scheme where householders are provided with native plants at no cost from their Berhampore nursery (see appendices i & ii). These may be planted on verges or reserves close to where they live. The vegetation is to be kept clear of the footpath so as not to restrict access or visibility for pedestrians or motorists. Plants are selected that do not spread or grow so tall as to be unlikely to create such an issue.

It is suggested that a policy could be developed for South Wairarapa District Council encouraging the planting of vegetation on SWDC owned berms from the list of native plants recommended by He Kōtare Plant Nursery (Appendix iv) to replace the Council's existing Urban Tree Planting Policy (2015) which has been restrictive rather than permissive in its intent. It would be needed to be understood that access and visibility must not be obstructed and that the Council and its contractors when maintaining services etc may need to dig where planting has taken place.

Members are asked to request officers to develop a similar policy for approval.

## 5. Appendices

- i. Excerpt from WCC's Verges Policy
- ii WCC webpage explaining verge planting
- iii Native plants suitable for verge planting.

### *i. Excerpt from WCC Verges Policy*

4.1 Road Reserve Free Shrubs may be planted by residents on road reserve for the purpose of beautification and to assist residents with the maintenance of the area adjoining their property. The planting of road reserve may only be carried out with the approval of the Parks and Gardens Unit. New planting should be of a type, and location, that will not cause future problems.

[Wellington City Council – Verges Policy](#)

### *ii. Wellington City Council website for verge planting.*

Plants for volunteer roadside and reserve planting

The Council can provide native plants for residents to plant on their neighbourhood roadsides and reserves.

### [Apply online](#)

Who can apply

The Council's Road Reserve scheme is open to residents who would like free native plants to plant on their neighbourhood roadsides and reserves. This helps the community as well as our restorative efforts to increase biodiversity in the Wellington region.

Steps to apply

#### **1. Choose a suitable planting site**

Road reserves and verges

You can volunteer to plant on your local road reserve – the area between a property boundary and the road. Find out about [Roadside vegetation – who is responsible for what](#).

See the aerial map of your property to find your road reserves and boundaries – use our [property search](#).

Council reserve land

If your property connects to a public park or reserve, this may be an area where you can plant.

[Environmental community groups](#) often run restoration projects in these areas. Check to see if planting is already underway in your area before starting something independent.

Planting restrictions

Planting must be under 1.5 metres if under powerlines or near bridge structures.

You cannot plant on a property that is for sale.

**2. Estimate how many plants you need**

Assess your area to decide how many plants you would ideally like to receive.

Most applicants receive between 10 and 20 plants. Some who are restoring heavily weeded areas, planting beside a stream, or stabilising a bank can receive up to 30 plants.

The general rule for planting is one plant per square metre, to allow room for growth.

**3. Prepare your planting site**

Before planting, the area must be appropriately trimmed back and weeded.

Weeding is a patience game but it's worth the wait. Some weeds grow back and will take several removals which will affect your re-planting timeline.

Find out about weeds and re-planting wait-times: [Weedbusters](#)

**4. Apply online**

Applications open in February and remain open for approximately six weeks or until we reach capacity.

You can apply for Road Reserve each year if you have space for more plants – there are no restrictions on the number of years you've applied.

Wellington City Council – [Roadside vegetation – who is responsible for what.](#)

*iii. Native Plant List for Berms***Low growing species- under 60 cm**

*Carex comans*

*Carex 'raotest'*

*Carex albula*

*Carex testacea*

Miniature flaxes

Nz Blueberry- Turutu *Dianella nigra*

Chatham Island Forget Me Not, *Myosotidium hortensia*

**Hebe-**

Hebe 'emerald green'

Hebe 'karo golden esk'

Various others under 50cm

*Hebe Hulkeana* NZ Lilac

NZ iris *Libertia grandiflora*



**Ground covers**

Piripiri- *Acaena* spp. Bidibidi

Pinatoro- NZ Daphne (*Pimelea prostrata*)

Coastal Astelia, *Astelia banksii*

Various Coprosma ground covers

**Trees- trimmed of growth lower than 1.2m and staked**

**Kowhai**- *Sophora microphylla*, (weeping kowhai)

*Sophora teptraptera* (large leaf kowhai)

**Manuka** *Leptospermum scoparium*

**Tarata**- *Pittosporum eugenioides*, (Lemonwood)

**Kohuhu** - *Pittosporum tenuifolium*

Note: the SWDC Urban Tree Policy is attached for your reference.

**APPENDICES****Appendix 1      SWDC Urban Tree Policy**



## Urban Tree Policy

### 1. RATIONALE

- 1.1 The purpose of this Policy is to provide consistent guidelines for the ongoing maintenance of existing trees and plantings on road reserves and Council land within the urban area;
- 1.2 To provide consistent guidelines for the selection, siting, planting and maintenance of future street tree plantings on road reserves and Council land within the urban area;
- 1.3 To provide consistent procedures and approaches for the removal of trees on road reserves and Council land;
- 1.4 To provide guidelines for the assessment of and the ongoing maintenance of Notable Trees growing on road reserves and Council land.

### 2. PURPOSE

- 2.1 A Policy is required as the Combined Wairarapa District Plan states that any activity affecting a street tree is a permitted activity where the work is undertaken in accordance with the Council Street Tree Policy.
- 2.2 The Combined District Plan provides for permitted activity status for the maintenance of notable trees on public land; anything beyond the specified activities requires a resource consent.
- 2.3 The main objectives of this Policy are to enhance the image of the town streets and improve the streetscape, while minimising negative effects on public utilities and activities.

### 3. GUIDELINES:

- 3.1 Due to financial limitations and other physical constraints e.g. (width of berms), Council recognises that it will not be able to accommodate tree planting in many of the smaller streets. Although recognition should be given to any submission requesting street tree planting, residents should be encouraged to undertake street tree planting as a community initiative.
- 3.2 Developers planting streets must use suitable species and follow the procedures and recommendations set down in this policy and NZS4404.
- 3.3 Appendices are attached that identify suitable and unsuitable trees. The list is not exhaustive but should be used as a planting guide when choosing species for a new streetscape (see Appendices A and B)

*Adopted 24 February 2010  
Amended 18 November 2015  
Review November 2018*

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*E800*

- 3.4 The Infrastructure Services Department needs to prepare annual budgets. It is therefore necessary to establish the likely cost of tree maintenance and new plantings. An evaluation together with a valuation method, which is a standard, will give reassurance that both financial and amenity responsibilities to the community are upheld.

#### **4. STREET TREE PLANTING AND MAINTENANCE:**

- 4.1 Street tree plantings should be appropriate in size, density and position to ensure traffic visibility and personal safety is not compromised. The size of trees must be taken into account both at the time of planting and at maturity.
- 4.2 New street trees for planting should be chosen from the core list of trees listed in Appendix A.
- 4.3 Council will develop and encourage single species plantings along streets.
- 4.4 Residents are encouraged to undertake street tree planting as a community initiative. SWDC is to advise on appropriate species, and will make the final determination in the event of a dispute. Council's parks and reserves contractor or approved tree contractor is to provide supervision to ensure that correct planting procedures are followed.
- 4.5 Maintenance and pruning will be carried out by Council staff or a Council approved contractor only in accordance with the ongoing maintenance programme.
- 4.6 Before tree removal or major maintenance occurs, residents on the affected streets are to be informed of the intent to carry out this work by way of a letter prior to work commencing.
- 4.7 Council will not undertake nor will allow further plantings of streets where there is a risk of conflict with overhead services.
- 4.8 All tree planting and maintenance will follow the procedures outlined in Appendix C (Tree Planting and Maintenance Procedures).
- 4.9 Developers of subdivisions who establish trees as part of the streetscape (see Appendix A) must on completion of the development supply to the Council a horticultural producer statement to show that the trees have been correctly planted and properly maintained before being handed over the Council.
- 4.10 Any concerns about street trees are to be made in writing to the Group Manager, Infrastructure Services, using the Street Tree Concern Form (see Appendix E)
- 4.11 Residents may submit a written request using the Street Tree Concern Form (see form Appendix E) to have trees maintained, pruned or planted on their street. A decision will be made by the Group Manager, Infrastructure Services who will use his/her professional judgment and discretion.
- 4.12 Any Street Tree Concern Form received by SWDC is to be looked at as soon as practicable and a prompt reply regarding the decision be forwarded to the concerned person(s).

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Amended 18 November 2015  
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- 4.13 All Street Tree Concern Forms received will be kept on file and a register of such forms will be kept.

**5. TREE REMOVAL ON COUNCIL PROPERTIES AND ROAD RESERVES**

- 5.1 Council supports the retention of trees on road reserves and Council properties.
- 5.2 When retention is not possible, transplanting of specimens less than two years of age will be considered before removal.
- 5.3 All tree removals must be approved by the Group Manager Infrastructure Services.
- 5.4 The removal of trees on road reserves and Council properties is to be carried out by Council staff or Council-approved contractors only.
- 5.5 Tree removal is only to be considered where:
- i. the tree in question constitutes a danger to persons or property;
  - ii. the tree in question impacts on the primary purpose for which the land was originally acquired and restricts that development;
  - iii. the tree in question has a detrimental effect on roadways, footpaths, stormwater or drainage flows, underground or overhead services;
  - iv. the tree in question has reached a stage in its lifecycle where it is not fulfilling the purpose for which it was originally planted;
  - v. there are rogue trees that are detracting from single species plantings, and Council reserves the right to remove any tree it considers to be a rogue tree; and/or
  - vi. the tree in question is in decline from a disease or pest infection which cannot be treated.
- 5.6 Where access is required for infill subdivision or house removals, trees on road reserves are not to be removed without prior written permission from Council.
- 5.7 Trees with a nuisance value because of leaf fall, tree size, loss of vision or shading are to be pruned periodically.
- 5.8 When residents submit a request to have trees removed or concerns remedied using the Street Tree Concern Form (STCD, see form Appendix E), an evaluation of the concerns will be conducted by the Group Manager, Infrastructure Services who will use his/her discretion and professional judgment.
- 5.9 Where residents have planted their own tree(s) on the road reserve, Council reserves the right to remove the tree(s) and recover the cost if the tree or trees in question do not meet the requirements of this policy.
- 5.10 Where tree removal has occurred, a replacement specimen which conforms to the schedule of trees listed as Suitable

*Adopted 24 February 2010  
Amended 18 November 2015  
Review November 2018*

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- Trees for Core Plantings in Streets (Appendix A) is to be selected and planted at the next appropriate planting time.
- 5.11 Where a replacement tree is not a viable option, the stump will be removed and the ground reinstated to avoid hazards for people or property.
- 5.12 As a courtesy the appropriate community board should be advised of the decision at the first opportunity i.e. the next scheduled community board meeting.

## **6. TREE PROTECTION – NOTABLE TREES**

- 6.1 The Standard Tree Evaluation Method (STEM)<sup>1</sup> method of evaluation will be the means for establishing a tree's value and importance.
- 6.2 The evaluation of proposed Notable Trees is to be carried out by an expert in tree matters who is familiar and competent with the STEM system.
- 6.3 The value of Notable Trees is to be recognised, and a commitment made to sustain the health and longevity of these trees by instigating a regular maintenance programme if the trees require it.
- 6.4 Where any work that is required to be undertaken on Notable Trees is not permitted under the Combined District Plan, the Group Manager, Planning and Environment is to be notified in advance, and no work may proceed without proper authorisation under the District Plan.
- 6.5 Any work that is required on Notable Trees, is to be carried out only by a Council-approved, qualified arborist<sup>2</sup>.
- 6.6 The area of protection of a Notable Tree includes the tree's root zone extending out to the drip line.
- 6.7 Any correspondence relating to any work required or done is to be filed, and a record of maintenance be kept.
- 6.8 After the commissioning of an arborist's report, any recommendations regarding the future health and well-being of Notable Trees are to be actioned as soon as practicable.
- 6.9 Council staff and contractors are to follow the Code of Practice for Working Around Trees (Appendix D) when working within the drip line or adjacent to the canopy of any Notable Tree.
- 6.10 Property owners and developers are required to follow the Code of Practice for Working Around Trees, and the NZ Arboricultural Association Guidelines for Tree Protection Fencing on Development Sites and Guidelines for Tree and Bush Protection on Development sites when working on or near land which contains one or more Notable Trees. Any costs for

<sup>1</sup> The Standard Tree Evaluation Method (STEM) by Ron Flook, 1996 system for evaluating trees would be used by this professional to establish its condition, amenity and notability. STEM is a nationally recognised system used by many councils and recommended by the Royal NZ Institute of Horticulture (RNZIH). STEM has been used in court cases and has proved effective in gaining costs and decisions for tree retention.

<sup>2</sup> A qualified arborist is defined as a person holding a minimum NZQA arboriculture level 4 qualification  
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the provision of an approved contractor or arborist to provide supervision or stand-over will be met by the property owner or developer.

**NOTE:**

Please refer to the District Plan to confirm whether or not any street tree is listed as a Notable Tree].

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## Appendix A

### SUITABLE TREES FOR CORE PLANTINGS IN STREETS

<i>Agonies flexuosa</i> – "Western Australian Peppermint"	* <i>Albizia julibrissin</i> "Silk tree"
<i>Michelia doltsopa</i> "figo Bubbles"	<i>Betula papyrifera</i> "Paperbark Birch"
<i>Amerlancheir canadensis</i> "Junes Berry"	<i>Cercis siliquastrum</i> "Judas Tree"
* <i>Cornus</i> sp. "Dogwoods"	* <i>Garrya eliptica</i> "James Roof"
<i>Embrothrium coccineum</i> "Chilean Fire Bush"	* <i>Fraxinus ornus</i> "Manna Ash"
<i>Gleditsia tricanthos</i> "Honey Locust"	<i>Melia azedarach</i> "Indian Lilac"
<i>Styrax japonica</i> Japanese "Snowbell"	<i>Zelkova serrata</i> "Chinese or Lacebark, Elm"
<i>Ulmus parvifolia</i> "Chinese or Lacebark, Elm"	<i>Magnolia</i> sp.
* <i>Sophora Microphylla</i> "Kowhai"	<i>Sophora tetraptera</i> "Kowhai"
<i>Fraxinus</i> sp. "American Ash"	* <i>Sorbus</i> sp. "Mountain-ash"
<i>Agonis Juniperina</i> "Juniper Myrtle"	<i>Banksia intergrifolia</i> "Coast Banksia"
<i>Olea europea</i> "Olive" – if fruit not an issue	* <i>Pseudopanax crassifolius</i> "Lancewood" – narrow when young
<i>Corymbia Eucalyptus ficifolia</i> "Albany red flowering gum" – needs plenty of space frost tender when young	<i>Metrosideros umbellata</i> "Southern rata" – needs adequate rainfall
* <i>Pseudopanax ferox</i> "Toothed lancewood" –but can be slow	* <i>Callistemon</i> "bottlebrush" visibility when young
<i>Melaleuca. Sp.</i> "Megalong Valley Bottlebrush"	<i>Casuarina cunninghamiana</i> "Sheoak"
<i>Grevillea robusta</i>	<i>Knightia excelsa</i> "Rewarewa" (not suitable under power lines)
<i>Corylus colurna</i> "Turkish hazel"	<i>Acer campestre</i> "Field maple"

#### [NOTE:

This list is not exhaustive and other trees may be considered as suitable if they comply with the established criteria of being effective without causing concerns such as damage to persons, property and or services].

\* smaller

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## Appendix B

### LIST OF TREES UNSUITABLE FOR PLANTING IN STREETS

BOTANICAL NAME	COMMON NAME	MAJOR CONCERN
<i>Prunus nigra</i>	Purple Plum	Disease
<i>Acer pseudoplatinus</i>	Sycamore	Seeds
<i>Aesculus hippocastenum</i>	Horse Chestnut	Wide crown/seed
<i>Phoenix canariensis</i>	Canary Island Palm	Thorns
<i>Laburnum anagyroides</i>	Laburnum	Poison seeds
<i>Camellia japonica</i>	Camellia	Visibility problems
<i>Juglans regia</i>	Walnut	Nuts/spreading crown
<i>Malus sp.</i>	Crab Apples	Disease/Fruit
<i>Maytenus boaria</i>	Mayten	Suckers
<i>Ailanthus altissima</i>	Tree of Heaven	Suckers/Roots
<i>Pittosporum sp.</i>	Lemonwood/Kohukohu	Visibility
<i>Platanus sp.</i>	London Plane	Anthraxnose
<i>Populus sp.</i>	Poplars	Seeds/Roots
<i>Prunus sp.</i>	Cherries	Fruit /Disease
<i>Salix alba/matsudana</i>	Willow/Tortured Willow	Roots
<i>Tilia sp.</i>	Limes	Honeydew/Roots
<i>Ulmus glabra</i>	Wych Elm	Disease
<i>Cupressus sp.</i>	Cypress	Visibility
<i>Chamaecyparis sp.</i>	Lawsons Cypress	Visibility
<i>Pinus sp.</i>	Pines	Excessive growth/Roots
<i>Thuja sp.</i>	Thuja	Visibility
<i>Ginkgo biloba (female)</i>	Maidenhair	Seeds/Fruit
<i>Acacia sp.</i>	Wattles	Wind/Roots
<i>Robinia pseudoacacia</i>	False Acacia	Thorns/Wind
<i>Myoporum laetum</i>	Ngaio	Wind/Spreading habit
<i>Betula pendula</i>	Silver Birch	Roots/Seeds

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## Appendix C

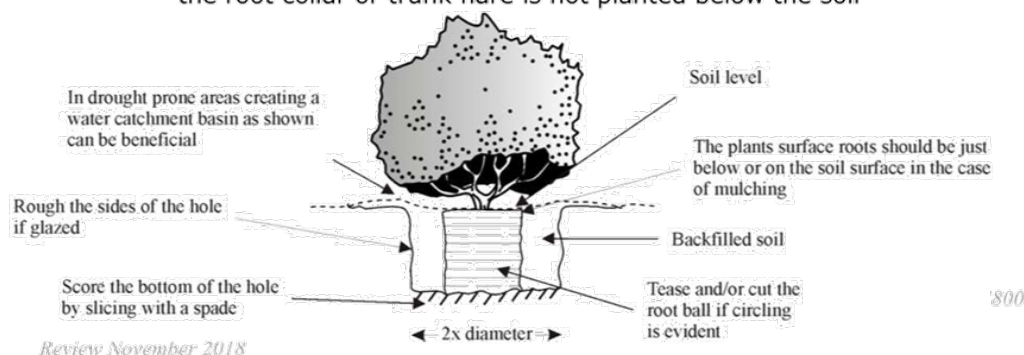
### TREE PLANTING AND MAINTENANCE PROCEDURES

#### 1.0 Preparation and Placement

- 1.1 Appropriate root barriers are to be installed where underground services, footpaths, kerbs are likely to be damaged.
- 1.2 Trees are to be planted at least 1000mm away from any kerb.
- 1.3 Trees are to be planted 3 metres away from any sewer or water lateral.
- 1.4 Trees are to be centrally located between streetlights wherever possible and be planted where they will not impact on the light spread from the streetlight.

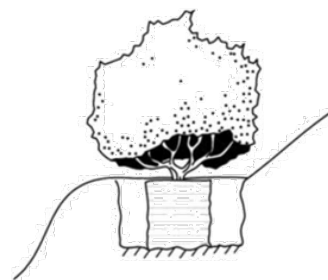
#### 2.0 Planting procedure – trees grown and sold in pots or planter bags

- 2.1 Dig a planting hole the height of the tree's root ball and approximately twice its diameter.
  - a) Place the excavated soil to the side of the hole.
  - b) It is preferable not to dig a hole deeper than the tree's root balls as the tree will settle over time, leaving it too deep. It is acceptable to score the bottom of the hole by slicing with a spade to aid root penetration and drainage.
  - c) Rough the sides of the hole to be sure they are not glazed from digging, which can act as a barrier for water and roots.
- 2.2 Remove the container from the tree's root ball.
  - a) If roots are circling around the root ball exterior it is root bound. Tease the roots by hand and/or cut through the roots with a knife in a few places. This helps prevent circling roots from eventually girdling the tree later.
  - b) It is often necessary to clear the top of the root ball of weeds by hand as well as removing excess potting mix. Place the material in the bottom of the hole.
- 2.3 Place the tree into the centre of the planting hole.
  - a) Do not plant too deep. The planting depth should be such that the top-most roots of the tree are on (in the case of mulching afterwards), or just below the soil surface. It is essential that the root collar or trunk flare is not planted below the soil



surface.

- b) Place a 65mm nova-coil around the base of the tree sticking out of the ground. This is used for watering and fertilizing the tree root ball.
- 2.4 Backfill the hole with the existing soil, firming as you go to settle out any air pockets.
  - a) If the soil is full of rocks, remove the larger rocks. Break up any clumps of soil.
  - b) Incorporate compost and/or fertilisers into the backfill soil if specifically recommended for this type of tree. Otherwise, it is preferable to leave these out to allow the tree to accustom to the local soil conditions.
  - c) For drought prone areas construct a water catchment basin to aid water retention.
- 2.5 Once the hole is filled in, the tree should be gently firmed with your heel.
- 2.6 Remove any tags and labels from the tree that may potentially girdle branches and trunks later.
- 2.7 Provide stakes as outlined below.
- 2.8 Follow up with watering to the depth of the root zone if water is available and the soil dry.
- 2.9 Mulch or create a grass-free area the new tree planting to create a buffer zone to help eliminate damage from machinery. When planting a specimen tree in turf, a turf free circular tree ring should be formed around the plant. Normally, this is 500mm radius out from the trunk. 2.10 When planting on slopes, a bench should be cut into the slope (as shown) for each specimen to aid water penetration and to ensure a straight stem/trunk develops.
- 2.11 Root balls should be moist at planting time. Ensure trees are watered approximately 12 hours prior to planting.



### 3.0 Planting procedure – bare root trees

- 3.1 Dig a planting hole twice the diameter of the root ball and about as deep as the root collar (point where the roots flare from the trunk).
  - a) The hole needs to be large enough to spread the roots without crowding.
  - b) Place the excavated soil to the side of the hole.
  - c) Rough the sides of the hole to be sure they are not glazed from digging, which can act as a barrier for water and roots.
  - d) Loosen the bottom of the hole with a spade by scoring.
  - e) It often helps to form a mound or cone of soil on the bottom of the hole and spread the roots over the mound.
- 3.2 Carefully remove any packing material. Clip off any dead or damaged roots.

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- 3.3 Place the roots in the hole at a level so that the surface soil will be at the same level as it was where the plant was previously growing. This is indicated by the slightly darker area of the trunk, and should be just above the highest root.
  - a) The root collar or trunk flare should be above the soil line.
  - b) If a mound has been created, set the tree on top of the mound so that the roots cascade down over the sides.
  - c) Spread the roots gently with your hands if needed.
- 3.4 Gently backfill the hole, gently firming with your hands as you go to settle out any air pockets.
  - a) Make sure the tree is standing straight up.
  - b) Ensure soil is settled well around the roots.
  - c) If the soil is full of rocks, remove the larger rocks. Break up any clumps of soil.
  - d) Incorporate slow-release granular fertilisers into backfill soil if required.
  - e) For drought prone areas construct a water catchment basin to aid water retention.
- 3.5 Once the hole is filled, the plant should be gently firmed with your heel.
- 3.6 Remove any tags and labels from the tree that may potentially girdle branches and trunks later.
- 3.7 Provide stakes as outlined below.
- 3.8 Follow up with watering to the depth of the root zone if water is available and the soil dry.
- 3.9 Mulch or create a grass-free area the new tree planting to create a buffer zone to help eliminate damage from machinery. When planting a specimen tree in turf, a turf free circular tree ring should be formed around the plant. Normally, this is 500mm radius out from the trunk.
- 3.10 It is vital to keep the roots of bare plants moist prior to planting. Keep them covered and out of the sun.

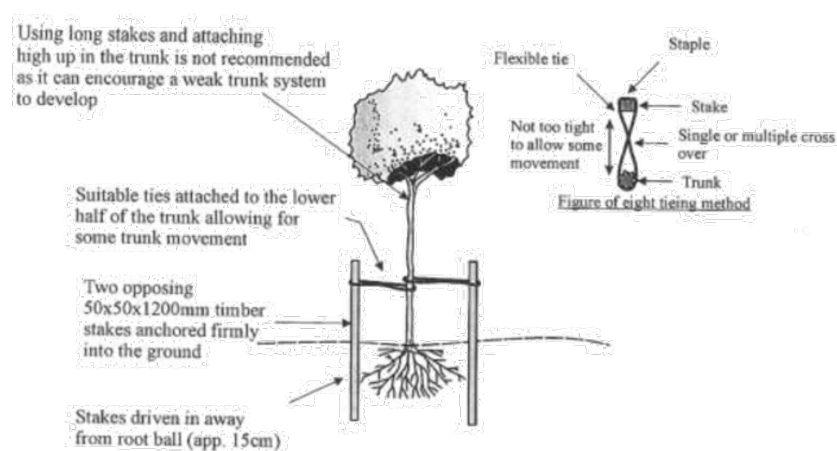
#### **4.0 Staking**

- 4.1 The height of the stake will depend on the height of the tree. Generally it will be 1200mm but for larger trees may be 1500mm. The dimensions of the stakes are generally 50 x 50mm.
- 4.2 Two stakes are used, on opposite sides of the tree.
  - a) Stakes should be a minimum of 150mm away from the root ball.
  - b) Stakes should be firmly driven into the ground and checked for stability.

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- 4.3 Ties should be on the lower half of the tree.
- Ties should have some stretch to allow for movement.
  - Ties should be non-abrasive and not able to cut into the tree.
  - Suitable ties include 40mm wide hessian, rubber or seatbelt webbing.
  - Wire is unsuitable unless sleeved in hose-pipe to prevent the wire from cutting into the trunk.
  - Ties can be secured to the stakes with nails or staples, or tied in a figure-of-eight as shown.
- 4.4 Check the ties during the growing season and loosen as necessary to avoid constricting the tree's growth.

## Appendix D

### CODE OF PRACTICE FOR WORKING AROUND TREES

#### 1. Scope

- 1.1 This code of practice applies to work carried out by any SWDC staff member or contractor working in parks and reserves, near street trees, and near any notable tree listed in the Combined Wairarapa District Plan on public land.
- 1.2 Work means any construction, excavation or maintenance activity which has the potential to affect or damage the root system, trunk, branches and canopy of a tree.

#### 2. Trees under or near power lines

- 2.1 The Approved Code of Practice for Safety and Health in Tree Work : Part 2: Maintenance of trees around power lines must be followed.

#### 3. Root zone protection

- 3.1 All notable trees must be cordoned off around the root protection zone prior to the commencement of work. The cordon must remain in place until completion of work or the commencement of the defects liability period, whichever is later. The protective fencing must be erected under the supervision of an approved SWDC staff member, parks and reserves contractor or Council-approved arborist.
- 3.2 The cordon should be a protective fence which is clearly visible and strong enough to protect the tree trunk, branches and tree roots from any accidental damage and machinery impact. High-visibility post and plastic mesh fencing systems are not resistant to impact and are easily moved or breached. They are not usually adequate protection for trees.
- 3.3 The fence should have weather-proof signage explaining its purpose and to stop it being moved. The signs should indicate the following:
  - that the fence is not to be moved without approval from the appropriate person;
  - that it is a tree-protection zone; and
  - that no storage, heavy equipment, machinery, trenching, digging, driving or run-off are permitted within the zone.
- 3.4 "Root protection zone" – a tree's root zone can often extend well beyond the canopy of the tree, and in some cases may cover an area two to three times that of the canopy. It is possible to work within this larger root zone, as long as there is an area of root zone that is protected at all times. This area can be defined as any ground within the drip line of the tree or within half the height, whichever is greater.
- 3.5 At no time should material be deposited or stored, even on temporary basis within the root protection zone of any notable tree(s).

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**4. Excavation for landscaping, road and footpath creation/maintenance, underground services or construction**

- 4.1 All excavation works within the root protection zones of notable trees must be undertaken under the supervision and direction of an approved SWDC staff member, parks and reserves contractor or Council-approved arborist.
- 4.2 Where possible excavation in the root protection zone should be avoided ie by the use of an alternative route.
- 4.3 All excavations that are within the root protection zones of any notable trees must be dug by hand, using hand tools only (i.e. hand held spade) to a minimum depth of 500mm below ground level.
- 4.4 All attempts will be made to retain all roots over 35mm in diameter uncovered by excavation. All roots exposed must be kept damp, covered from direct sunlight and protected from damage by a suitable material such as hessian or shade cloth.
- 4.5 Roots greater than 35mm in diameter require the consent of the council-approved arborist and can only be removed by the arborist.
- 4.6 When a root greater than 35mm is consented for removal, the arborist must only prune back to the excavation face by the use of hand held tools and the root must be immediately covered to protect it from desiccation and further damage. The excavation face must be covered with geotextile mat and weed cloth, and pinned into place until backfilling occurs, upon which it must be removed.
- 4.7 No storage of construction materials/machinery/equipment/spoil/waste is allowed within 3 metres of the root protection zone, or where there is a risk of spills or run-off reaching and damaging the root protection zones.
- 4.8 No operation of machinery must occur within 3 metres of the cordoned off root protection zone without prior approval from an approved SWDC staff member, parks and reserves contractor or Council-approved arborist. If machinery has to operate within this zone the arborist shall determine a site-specific solution to protect the tree roots from compaction and root damage.

**5. Canopy, branch and leaf protection**

- 5.1 When operating plant or machinery near the tree-protection zone care must be taken to avoid damage to the trunk and branches of the tree.
- 5.2 If the tree needs to be pruned to allow scaffolding installation, cranes, materials storage or vehicle movements, this must only be done by an approved SWDC staff member, parks and reserves contractor or Council-approved arborist.
- 5.3 Nothing (eg notice boards, telephone cables, taps or other services) is to be attached to any part of a tree.

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## Appendix E



19 Kitchener Street, Martinborough  
P.O. Box 6, Martinborough  
Phone (06) 306 9611 Fax: (06) 306 9373 or  
[enquiries@swdc.govt.nz](mailto:enquiries@swdc.govt.nz)

### STREET TREE CONCERN DOCUMENT

#### Applicant to Complete

Name:	Date:
Address:	
Phone number/s:	
Email:	
Physical address of tree:	

Concerns / comments regarding tree:

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<i>(Please use separate sheet if necessary)</i>
Proposed action to be taken:

*(Please use separate sheet if necessary)*

Signed *(Applicant)*:

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### Council Use Only

Recommended action to be taken *(Council Officer to complete)*:

Signed <i>(Amenities Manager)</i> :

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Council Officer's recommendation approved by Group Manager Infrastructure and Services:  
YES / NO

*Signature:*

*Date:*

Additional Comments:

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## Appendix F



19 Kitchener Street, Martinborough  
 P.O. Box 6, Martinborough  
 Phone (06) 306 9611 Fax: (06) 306 9373 or  
[enquiries@swdc.govt.nz](mailto:enquiries@swdc.govt.nz)

### APPLICATION TO PLANT STREET TREES

**NOTE 1:** An urban street tree is a tree planted on the berm in Council-owned road reserve.

**NOTE 2:** Single-species planting is encouraged along the full length of the street.

#### Applicant to Complete

Name:	Date:
Address:	
Phone number/s:	
Email:	

Street where tree/s are requested to be planted:
Name / type of tree/s to be planted:
Proposed number of trees to be planted:
Date wanting to plant:

- Please attach a map showing proposed location of the tree/s
- Please include on a separate sheet of paper any other information you feel is relevant to the requested planting

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Signed ( <i>Applicant</i> ):
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<b>Council Use Only</b>
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- Consultation with affected property owners along street
- Maintenance program to be attached and considered as part of final approval
- Please refer in particular to Sections 3.1, 4.3 and 4.4 of the Urban Street Policy

Recommended action to be taken ( <i>Council Officer to complete</i> ):

Signed ( <i>Amenities Manager</i> ):
--------------------------------------

Council Officers recommendation approved by Group Manager Infrastructure and Services: YES / NO
--

<i>Signature:</i>
-------------------

<i>Date:</i>
--------------

Additional Comments:

File R825-13

*Adopted 24 February 2010  
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### **13 KARAKIA WHAKAMUTUNGA – CLOSING**

Kua mutu ā mātou mahi  
Mō tēnei wā  
Manaakitia mai mātou katoa  
O mātou hoa  
O mātou whānau  
Aio ki te Aorangi

Our work is finished  
For the moment  
Blessing upon us all  
Our friends  
Our families  
Peace to the Universe