

**MINUTES OF SOUTH WAIRARAPA DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE SUPPER ROOM, WAIHINGA CENTRE, TEXAS STREET, MARTINBOROUGH
ON THURSDAY, 11 DECEMBER 2025 AT 1:30 PM**

- PRESENT:** Mayor Fran Wilde (Chair), Cr Martin Bosley, Cr Aidan Ellims, Cr Colin Olds, Cr Chris Archer, Cr Andrea Rutene, Cr Simone Baker, Cr Rachel Clarke, Cr Collier Isaacs, Cr Rupert Watson and Deputy Mayor Rob Taylor.
- APOLOGIES:** Nil
- IN ATTENDANCE:** Janice Smith (Chief Executive Officer), Stefan Corbett (Group Manager, Corporate Services), James O'Connor (Acting Group Manager, Infrastructure and Community Operations), Lina McManus (Grants and Funding Advisor), Narida Hooper (Pou Māori), Peter Trafford (Principal Engineer, 3 Waters), Sarah Pearson-Coats (Lead Advisor, Property Portfolio), Alex Pigou (Manager, Communications), Hayley Gastmeier (Advisor Digital Communications), Narida Hooper (Pou Māori), Charly Clarke (Chief Financial Officer), Peter Trafford (Principal Engineer, 3 Waters), Shanin Brider (Advisor, Community Governance) and Amy Andersen (Lead Advisor, Democracy and Committees).
- PUBLIC FORUM:** Nil
- CONDUCT OF BUSINESS:** This meeting was held in the Supper Room, Waihinga Centre, Texas Street, Martinborough and via audio-visual conference. This meeting was live-streamed is available to view on our YouTube channel. The meeting was held in public under the above provisions from 1:30pm to 3:10pm except where expressly noted.

OPEN SECTION

1 KARAKIA TIMATANGA – OPENING

Cr Rutene opened the meeting.

2 APOLOGIES

Nil

3 CONFLICTS OF INTEREST

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

4 ACKNOWLEDGEMENTS AND TRIBUTES

There were no acknowledgements and tributes.

5 PUBLIC PARTICIPATION

Nil

6 URGENT BUSINESS

6.1 URGENT BUSINESS - PROPOSED NAMING OF A NEW RIGHT OF WAY, AT 51 WOOD STREET, IN GREYTOWN REPORT

RESOLUTION DC2025/90

Moved: Mayor F Wilde

Seconded: Cr S Baker

Council resolved to add the *Proposed Naming of a New Right of Way, at 51 Wood Street, in Greytown Report* to this agenda as item 8.4.

Reasons for urgency:

Council officers were made aware of the application on 1 December 2025 and did not prioritise this as the land in question did not yet have a new title; council officers were not aware the subdivision consent had a condition that required the road naming application before a new title was issued. The application was lodged with Council in July 2025, so the applicant has been waiting for a considerable length of time already.

CARRIED

7 CONFIRMATION OF MINUTES

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 20 NOVEMBER 2025

RESOLUTION DC2025/91

Moved: Cr C Isaacs

Seconded: Cr C Olds

Council resolved that the minutes of the Council meeting held on 20 November 2025 are confirmed as a true and correct record.

CARRIED

8 DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF

8.1 APPROVAL OF COMMUNITY GRANTS AND FUNDING POLICY AND FRAMEWORK

Members were supportive of the policy and framework.

Ms McManus confirmed the eligibility of businesses and they can apply for grants.

Noted amendments:

- page 6 of the report, Māori Standing Committee changed to Māori Partnership Committee.

Recommendation 5 was amended from *intention to workshop approach* to *delegation to Mayor and Chair of Economic Growth Committee*.

RESOLUTION DC2025/92

Moved: Cr M Bosley

Seconded: Cr R Clarke

Council resolved to:

1. Receive the *Approval of the Community Grants and Funding Policy and Framework* report.
2. Adopt the Community Grants and Funding Policy and Framework to support best practice and decision-making.
3. Approve the increase in Community Board and Māori Partnership Committee grants to \$20,000 to commence in the current financial year.
4. Approve the decrease in the Community and Youth Grant budget to \$180,000 for 2025/26 and to rename the fund the Economic Development Fund.
5. Note the intention to delegate to the Mayor and Chair of Economic Growth Committee the approach to be used for the recommended participatory grant making for the Economic Development fund. [This amendment became part of the substantive motion].
6. Note the intention to communicate the opening of the fund to the community at Councils earliest convenience following initial workshop.

[Items 1-6 read together]

CARRIED

8.2 RESCINDING DELEGATIONS FOR LEASES

Ms Smith spoke to the report.

Members queried how renewals and rent reviews would be reported back to council and sought to clarify the wording of recommendation 5.

Ms Smith provided an explanation of the changes to the delegations.

Ms Hughes responded to members queries and noted a review process is currently underway and there were 82-85 leases including licences at present. Ms Hughes also noted that automating requirements around renewals and streamlining process were key goals.

RESOLUTION DC2025/93

Moved: Cr C Olds

Seconded: Cr A Ellims

Council resolved to:

1. Receives the report "Rescinding delegations for leases"
2. Approves the amendment of the title Manager Governance and Business Operations to Manager Corporate Support on all relevant approved delegations

3. Approves the removal of delegations to approve new leases from roles previously identified in the register
4. Approves the requirement for all new leases to be approved by Council, noting they can be reviewed by a Community Board or Committee prior to being received at the Council table.
5. Approves the amendment to require new leases to be signed by two councillors.
6. Approves that all rights of renewal and rent reviews under existing leases can be approved by the Chief Executive.

[Items 1-6 read together]

CARRIED

8.3 REQUEST FOR INFORMATION FROM THE LOCAL GOVERNMENT COMMISSION

Mayor Wilde provided the background regarding the letters drafted in the report.

Ms Smith clarified the amount included in the letter under *considerations* (\$350,000) this means 1% of rates.

Mayor Wilde and Ms Smit responded to queries regarding the compliance schedule in the report – namely the implications for Māori. Ms Smith noted that emails from iwi have been received to confirm their support.

RECOMMENDATIONS

Council resolved to:

1. Receive the *Request for information from the Local Government Commission* report.
2. Approve the sending of a letter to the Local Government Commission and the Minister for Local Government seeking information on the process, timing and any revenue support that would be made available to support an amalgamation discussion with the community.
3. Approve that the wording of such a letter is agreed by all three Wairarapa Mayors and Chief Executive Officers.

Clarke / Rutene

8.4 PROPOSED NAMING OF A NEW RIGHT OF WAY, AT 51 WOOD STREET, IN GREYTOWN

Ms Smith responded to members concerns regarding compliance with the policy (only one option provided by the applicant and the appropriate Te Reo Māori spelling of “Rakau Lane” - should be “Rākau Lane” or “Raakau Lane”

Members shared their concerns regarding the alignment with criteria, following process (setting precedent) and appropriate use of Māori names.

Cr Rutene also asked for her concerns regarding the processes in place for this particular policy and the issues as to why this particular application had taken so long to be progressed to be noted.

Members agreed the policy should be reviewed in the near future.

Due to urgency, Council agreed to breaking policy in this instance in order to complete approval process.

In light of all feedback, recommendation 2 was amended.

RESOLUTION DC2025/94

Moved: Cr S Baker

Seconded: Cr C Isaacs

Council resolved to:

1. Receive the *Proposed Naming of a New Right of Way, at 51 Wood Street, in Greytown* Report.
2. Agree to an out of policy decision and approve the proposed name of “Rakau Lane” for the proposed right of way at 51 Wood Street, Greytown, noting the spelling should be with a macron or aa. [The amendment became the substantive resolution].

CARRIED

9 MAYORAL REPORTS

9.1 MAYORAL REPORT - UPDATES TO COMMITTEES' TERMS OF REFERENCE AND ACTING ARRANGEMENTS DECEMBER 2025

Mayor Wilde provided a brief explanation of each matter for decision.

Members were supportive of the Terms of Reference as presented, and additional appointments in the amended recommendation 1.

RESOLUTION DC2025/95

Moved: Deputy Mayor R Taylor

Seconded: Cr R Watson

The Mayor recommends that Council:

1. Approve the Terms of Reference and appointments where indicated for the:
 - a) Community Boards;
 - b) Economic Growth Committee; Deputy Chair – Councillor Collier Isaacs
 - c) Environmental Sustainability Committee; Deputy Chair – Councillor Andrea Rutene
 - d) Social Resilience Committee; Deputy Chair – Councillor Rupert Watson[The amendments became the substantive motion]
2. Approve the amended Terms of Reference for the Māori Partnership Committee.
3. Appoint Deputy Mayor Rob Taylor as Acting Mayor from 24 December – 31 December 2025 (inclusive).
4. Appoint Deputy Mayor Rob Taylor as alternate to the Wellington Regional Waste Management and Minimisation Plan Joint Committee.

5. Appoint Councillor Andrea Rutene as alternate to the Wairarapa Moana Statutory Board.
[Items 1-5 read together]

CARRIED

10 PUBLIC EXCLUDED BUSINESS

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION DC2025/96

Moved: Cr C Olds

Seconded: Cr A Rutene

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter 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 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution	Plain English reason for passing this resolution in relation to each matter
10.1 - Disposal of Old Featherston Golfcourse	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7	To protect Council's position to negotiate sale price.
10.2 - Three Waters Procurement	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7	Conducting negotiations with preferred supplier
10.3 - Waters Capital Projects Financial Delegations	s7(2)(h) - the withholding of the information is necessary to enable Council to	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would	To protect information that relates to a contract

	<p>carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>	<p>tender and negotiation process.</p>
CARRIED			

Public excluded session commenced at 2:09pm.

11 KARAKIA WHAKAMUTUNGA – CLOSING

Cr Rutene closed the meeting with a karakia.

The meeting closed at 3:10pm.

Confirmed as a true and correct record.



..... (Mayor)

18 December 2025 (Date)

..... (Chief Executive)

..... (Date)