

# SOUTH WAIRARAPA DISTRICT COUNCIL

26 JUNE 2019

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## AGENDA ITEM B1

### MINUTES OF COUNCIL COMMITTEES AND COMMUNITY BOARDS

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#### **Purpose of Report**

To present Council with reports and minutes of Council committees and community boards.

#### **Recommendations**

Officers recommend that the Council:

1. *Receive the information.*
2. *Receive the minutes of the Featherston Community Board meeting 4 June 2019.*
3. *Receive the minutes of the Finance, Audit and Risk Committee meeting 5 June 2019.*
4. *Receive the minutes of the Greytown Community Board meeting 5 June 2019.*
5. *Receive the minutes of the Martinborough Community Board meeting 6 June 2019.*
6. *Receive the minutes of the Planning and Regulatory Committee meeting 19 June 2019 (to be tabled).*
7. *Receive the minutes of the Assets and Services Committee meeting 19 June 2019 (to be tabled).*

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

Minutes of recent meetings are presented to Council for information. The Chair may ask for comment on the content, but no comment can be received in this forum with regards to the accuracy of the minutes. Minutes from the Māori Standing Committee will be circulated.

#### **2. Appendices**

Appendix 1 - Featherston Community Board 4 June 2019  
Finance, Audit and Risk Committee 5 June 2019  
Greytown Community Board 5 June 2019  
Martinborough Community Board 6 June 2019

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Jennie Mitchell, Group Manager Corporate Support

# **Appendix 1**

- Featherston Community Board 4 June 2019
- Finance, Audit and Risk Committee 5 June 2019
  - Greytown Community Board 5 June 2019
- Martinborough Community Board 6 June 2019



## **Featherston Community Board**

### **Minutes – 4 June 2019**

- Present:** Robyn Ramsden (Chair), Claire Bleakley, Mark Shepherd and Cr Colin Olds.
- In Attendance:** Mayor Viv Napier, Harry Wilson (Chief Executive Officer), Suzanne Clark and Angela Williams (Committee Advisors).
- Conduct of Business:** The meeting was held in Kiwi Hall, 62 Bell Street, Featherston.  
The meeting was conducted in public between 7:00pm and 8:40pm.
- Also in Attendance:** Cr Lee Carter, Sally Johnson and Jack Sheppard (Cloth Collective).

#### **PUBLIC BUSINESS**

*FCB RESOLVED (FCB 2019/34)* to consider the Supplementary Chair's Report as agenda item 8.2.

*(Moved Ramsden/Seconded Bleakley)*

Carried

#### **1. APOLOGIES**

There were no apologies.

#### **2. CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

#### **3. PUBLIC PARTICIPATION**

##### **3.1 Cr Lee Carter**

Cr Carter raised the culture of boy racers in the Featherston area and asked members to acknowledge the topic, queried the Community Board's responsibility around this and requested consideration to producing a report to capture all information available, and to look at options on how best to address, including consideration to a burnout pad, speed humps etc.

##### **3.2 Sally Johnson and Jack Sheppard (Cloth Collective)**

Ms Johnson and Mr Sheppard outlined the Featherston Christmas Initiative to produce a crochet Christmas tree in the Town Square. The tree would be made up of multiple squares joined together but each would have a common colour to link it all together. Ms Johnson tabled an example of what the tree would look like.

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#### 4. ACTIONS FROM PUBLIC PARTICIPATION

##### Cr Carter

Members discussed that the topic has been raised numerous times with Police who are keen to meet with the Community Board and Council to discuss a collaborative approach. It is important to look at the issues first by talking to the boy racers themselves, the community and the Police before determining solutions.

Mrs Ramsden advised that Police can only gather information if incidents are reported. With a description of the vehicle, licence plate and affidavit, the car can be seized.

##### *FCB NOTED:*

1. Action 404 – To prepare a report on boy racers and to include consideration to a burnout pad, speed humps etc., Mr Allingham.
2. Action 405 – To arrange a meeting with the Community Board, Councillors and Police to discuss options to address boy racers, Mrs Ramsden.
3. Action 406 – To provide information to the public about what they can do if concerned about boy racer activities, Mrs Ramsden.
4. Action 407 – To talk to the boy racers to understand their perspective and possible solutions to reduce frustration, Mrs Ramsden.

##### Cloth Collective

Members supported the idea of a crochet Christmas Tree, believed it would suit the environment and suggested a grant application to assist with funding.

##### *FCB NOTED:*

1. Action 408 - To write a letter to the Amenities Manager endorsing a 'cloth collective' Christmas Tree in the Town Square, Mr Wilson.
2. Action 409 - To provide a grant application form to Cloth Collective for completion and, to suggest approaching the First Friday's group regarding the Christmas Tree initiative, Mr Wilson.

#### 5. COMMUNITY BOARD MINUTES

##### 5.1 Featherston Community Board Minutes – 23 April 2019

*FCB RESOLVED (FCB 2019/35)* that the minutes of the Featherston Community Board meeting held on 23 April 2019 be confirmed as a true and correct record

*(Moved Ramsden/Seconded Cr Olds)*

Carried

*Cr Vickery Abstained*

##### **DISCLAIMER**

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## 6. CHIEF EXECUTIVE AND STAFF REPORTS

### 6.1 Committee Minutes Report

Mrs Bleakley queried why there were no minutes from the Finance, Audit and Risk Committee. Mayor Napier advised meetings were quarterly and minutes are provided to the community board once meetings have been held. FCB discussed the status of Brookside, the Carkeek Observatory, and the progress on the sale of 57 Fitzherbert Street, Featherston.

*FCB RESOLVED (FCB 2019/36)* to receive the Committee Minutes Report.

*(Moved Ramsden/Seconded Bleakley)*

Carried

### 6.2 Action Items Report

FCB reviewed the action items and suggested parked items be separated out, noted the work undertaken by Ms Mitchell in the acting role of CEO and thanked Ms Clark for her support of the board as Committee Secretary.

*FCB RESOLVED (FCB 2019/37):*

1. To receive the Action Items Report.

*(Moved Ramsden/Seconded Shepherd)*

Carried

2. Action 410 - To write to Ms Mitchell on behalf of the FCB thanking her for her work as acting CEO, Mrs Ramsden.

### 6.3 Income and Expenditure Report

*FCB RESOLVED (FCB 2019/38):*

1. To receive the Income and Expenditure Report for the period 1 July 2018-31 March 2019.

*(Moved Ramsden/Seconded Bleakley)*

Carried

2. Action 411: To write to the Featherston Beautification Group for an update on the gabion boxes project and, if not proceeding, funds to be returned as per the six-month utilisation criteria, Mr Wilson.

### 6.4 Officers Response to Notice of Motion

Members discussed the responses to questions raised by the FCB on the process of consent for the Featherston Wastewater Treatment Plant Project (FWWTP) as requested at the March meeting.

*FCB NOTED:*

1. The reference to the preparation of the 35-yr FWWTP was 2017 not 2018 though this made no difference to the response.
2. As significant progress has been made since the report was requested, that it may be timely to revisit, keeping lines of communication open and working together as a board with Council.

3. Mrs West advised that the questions asked were on the mark and were representative of the Featherston community rather than any individual.

Cr Vickery left at 8:05pm and returned at 8.06pm.

*FCB RESOLVED (FCB 2019/39)* to receive the Notice of Motion Response from SWDC – Featherston Wastewater Treatment Plant.  
(*Moved Ramsden/Seconded West*) Carried

#### 6.5 Community Board Terms of Reference (ToR)

Members discussed the draft document noting that whilst presented with tracked changes for transparency, it was difficult to read, clarification was needed around the delegations section, and that further time would be needed to review and provide feedback.

*FCB RESOLVED (FCB 2019/40):*

1. To receive the Community Board Terms of Reference Report.  
(*Moved Ramsden Cr Vickery*) Carried
2. Action 412 – To provide a clean version of the ToR (without tracked changes) to the FCB together with the original document for comparison, Ms Mitchell.
3. Action 413 – To provide feedback on the ToR via email to Ms Clark to incorporate prior to the next meeting, including suggested wording around delegations (Mrs Bleakley), FCB members.

#### 6.6 **Financial Assistance**

Members discussed the request from Maths Wairarapa to look at an MoU to secure future funding versus the current annual grant application. Members agreed this would be something for the new board to look at early next year.

*FCB RESOLVED (FCB 2019/41):*

1. To receive the Applications for Financial Assistance Report.  
(*Moved Ramsden/Seconded West*) Carried
2. To grant Wairarapa Maths Association \$300 plus GST for assisting with the running costs of the 'Matharapa' competitions.
3. Action 414 – To add the request to consider an MoU for Maths Wairarapa to the agenda of the new Community Board in early 2020, Mr Wilson.  
(*Moved Cr Olds/Seconded Bleakley*) Carried

### 7. **NOTICES OF MOTION**

None advised.

### 8. **CHAIRPERSONS REPORT**

#### 8.1 Chairperson Report

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Mrs Ramsden outlined areas from her report including the Community Board Chair Conference, the Featherston Christmas parade, the informal submission for the Annual Plan (AP) and use of the FCB Facebook page with the nearing elections.

*FCB NOTED:*

1. Mrs Bleakley's interest in running the Featherston Christmas Parade the 1<sup>st</sup> Saturday of December in conjunction with Ms West.
2. That the informal FCB Annual Plan submission was considered as formal by Council as all points were looked at and deliberated on by Council.
3. That the process for a formal submission by a community board be clearly defined for the future.
4. That Mrs Bleakley registered an objection that the topic of senior housing detailed in the AP submission did not reflect the views of the FCB and discussions held on 6 April, thus not providing a true and accurate record of the meeting.
5. Mrs Ramsden's suggestion to remove Admin rights of FCB members on the Facebook page until after the election cycle.

*FCB RESOLVED (FCB 2019/42):*

1. To receive the Chairpersons report.  
(*Moved Ramsden/Seconded Cr Vickery*) Carried
2. Action 415 – To advise the FCB when the traffic management plan is required for progressing the Featherston Christmas Parade and the approximate costs, Mr Allingham.
3. Action 416 – That the formal submission process be included in the induction plan for community board members, Mr Wilson
4. Action 417: To provide the notes from the FCB workshop regarding the Annual Plan Submission held on April 6 to FCB, Mrs Bleakley.
5. Action 418 – To remove Admin rights of members on the FCB Facebook page once the election cycle begins, leaving the Comms Manager as the only publisher of general information, Ms Mitchell.

8.2 Supplementary Chair's Report

Members discussed the correspondence from Mr Peter Jackson regarding the laying of wreaths to commemorate the 102<sup>nd</sup> of the Battle of Messines on Sunday, 9 June. FCB agreed that a wreath should be laid and, with Mrs Bleakley's offer to make a wreath for the commemoration ceremony, were in favour of donating the proposed costs to the RSA.

*FCB RESOLVED (FCB 2019/43):*

1. To receive the Supplementary Chair's Report.  
(*Moved Ramsden/Seconded Shepherd*) Carried
2. To agree that the Featherston Community Board lay a wreath made by Mrs Bleakley at the Battle of Messines Commemoration on Sunday, 9 June 2019.

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3. To donate the proposed cost of purchasing a wreath (no more than \$100 plus GST) to the RSA.

*(Moved Ramsden/Seconded Shepherd)*

Carried

Meeting closed at 8.40pm.

**Confirmed as a true and correct record**

.....**Chairperson**

.....**Date**

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## **FINANCE, AUDIT AND RISK COMMITTEE**

### **MINUTES 5 June 2019**

- Present:** Councillors Brian Jephson (Chair), Pam Colenso, Colin Wright and Ross Vickery.
- In Attendance:** Mayor Viv Napier, Harry Wilson (Chief Executive), Jennie Mitchell (Group Manager Corporate Services, Katrina Neems (Finance Manager) and Suzanne Clark (Committee Advisor).
- Conduct of Business:** The meeting was held in the Supper Room, Waihinga Centre, Texas Street, Martinborough and was conducted in public between 9:04am and 11:04am except where expressly noted.
- Also in Attendance:** Cr Mike Gray (from 10:34am).

#### **Open Section**

- A1. Apologies**  
There were no apologies.
- A2. Conflicts of Interest**  
There were no conflicts of interest declared.
- A3. Public Participation**  
There was no public participation.
- A4. Actions from Public Participation**  
There were no actions from public participation.
- A5. Extraordinary Business**  
There was no extraordinary business.
- A5. Minutes for Confirmation**  
Members discussed the projects list and agreed that the level of information required by the Committee should be sufficient to review risk and to discuss mitigations.

#### **DISCLAIMER**

*FINANCE, AUDIT AND RISK RESOLVED (FAR2019/09)* that the Finance, Audit and Risk Committee minutes from meeting held 27 March 2019 are a true and correct record.

*(Moved Cr Wright/Seconded Cr Colenso)*

Carried

**A6. Notices of Motion**

There were no notices of motion.

**B Decision Reports from Chief Executive and Staff**

**B1. Destination Wairarapa Report**

The report was not available for discussion and the item was deferred.

**C Information and Verbal Reports from Chief Executive and Staff**

**C1. Financial Report for period ending 31 March 2019**

Ms Mitchell outlined highlights of the Financial Report noting that under the highlights in paragraph 2.1, the second bullet point should read:

- Total budget surplus to date is \$1,177k vs. budget deficit of \$120k, favourable by \$1,057k.

Members discussed the all-time low rates arrears outstanding amount and budget surpluses.

Members recommended that a review of water race rating be undertaken, with the water race purpose and public vs. private benefit defined. Currently rates calculation was on land value regardless of the length of channel through a property with no regard to whether it was being used. The water races served as a stormwater channel for the Greytown urban area and properties with a water race in the Greytown urban area were not being rated. Carterton District Council rates were based on the length of the water race per property.

*FINANCE, AUDIT AND RISK RESOLVED (FAR2019/10)* to receive the financial report for the period ended 31 March 2019.

*(Moved Cr Vickery/Seconded Cr Colenso)*

Carried

**C2. Project Summary Report**

Ms Mitchell discussed the project summary report and provided updates to members.

Risks associated with the Featherston Wastewater to Land Project, including uncertainties due to the GWRC Proposed Natural Resources Plan were discussed.

Members agreed good engagement and communication was required.

The Committee wanted it made clear that erosion risk may eventuate at Whatarangi Cliffs; members discussed putting the margin of setback onto LIM reports.

Cr Vickery left the meeting at 10:28am.

Cr Vickery returned to the meeting at 10:33am.

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*FINANCE, AUDIT AND RISK RESOLVED (FAR2019/11):*

1. To receive the Project Summary Report.  
(Moved Cr Jephson/Seconded Cr Colenso) Carried
2. Action 401: Provide an update to members on the grazing income vs interest cost of the loan for the Featherston Golf Club; J Mitchell
3. Action 402: Advise members on the outcome of investigations into Council's spraying contractors following health and safety procedures; M Allingham
4. Action 403: Follow-up on the release of the Using Volunteers Healthy and Safety Guideline; J Mitchell

**C3. Health and Safety Report**

Members discussed releasing a Health and Safety Guideline for volunteers and expressed interest in volunteers undertaking work in the community.

*FINANCE, AUDIT AND RISK RESOLVED (FAR2019/12)* to receive the Health and Safety Report

(Moved Cr Wright/Seconded Cr Jephson) Carried

**C4. Audit Plan Report**

*FINANCE, AUDIT AND RISK RESOLVED (FAR2019/13)* to receive the Audit Plan Report.

(Moved Cr Colenso/Seconded Cr Vickery) Carried

**Public Excluded**

*FINANCE, AUDIT AND RISK RESOLVED (FAR2019/14)* that the public be excluded from the following parts of the proceedings of this meeting, namely:

**D1. Rates Penalty Remission**

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

| <b>Report/General Subject Matter</b> | <b>Reason for passing this resolution in relation to the matter</b> | <b>Ground(s) under Section 48(1) for the passing of this Resolution</b> |
|--------------------------------------|---|---|
| Rates Penalty Remission              | Good reason to withhold exists under section 7(2)(a)                | Section 48(1)(a)  |

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

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| <b>Reason for passing this resolution in relation to the matter</b>                      | <b>Ground(s) under Section 48(1) for the passing of this Resolution</b> |
|--|---|
| a) to protect the privacy of natural persons, including that of deceased natural persons | Section 7(2)(a)   |

*(Moved Cr Jephson/Seconded Cr Vickery)*

Carried

**Confirmed as a true and correct record**

.....(Chair)

.....(Date)

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**Minutes – 5 June 2019**

- Present:** Leigh Hay (Chair), Cr Mike Gray, Christine Stevenson, Cr Colin Wright.
- In Attendance:** Mayor Viv Napier, Harry Wilson (Chief Executive (Officer), Suzanne Clark and Angela Williams (Committee Advisors).
- Conduct of Business:** The meeting was conducted in public in the WBS Room, Greytown Town Centre on 5 June 2019 between 7:00pm and 8:13pm.
- Also In Attendance:** Bryce Neems (Amenities Manager).

**PUBLIC BUSINESS**

Mrs Hay welcomed Mr Wilson to his first GCB meeting and advised the July meeting would not have a quorum and would be discussed further in the agenda along with the next Grapevine article.

**1. APOLOGIES**

Mrs Hay advised Mrs Rainford is overseas indefinitely as her daughter has taken ill and will, on behalf of the GCB wish her all the best.

*GCB RESOLVED (GCB 2019/30) to receive apologies from Mrs Rainford.  
(Moved Stevenson/Cr Gray)*

Carried

**2. CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**3. PUBLIC PARTICIPATION**

No public participation.

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

No actions.

**5. REPORT FROM COMMITTEES**

**5.1 Tree Advisory Group**

Mrs Hay provided an update on behalf of Mr Partridge. The first community meeting has been held regarding fundraising for the safety upgrade of the St Luke's gum tree. Mrs Hay provided some background for Mr Wilson advising the tree is a community asset with national importance. Milly Adam from the

Greytown Business Group has offered to assist with fundraising efforts and with her own advertising business, will be of great value.

## 6. COMMUNITY BOARD MINUTES

### 6.1 Greytown Community Board Minutes – 2 May 2019

*GCB RESOLVED (GCB 2019/31)* that the minutes of the Greytown Community Board meeting held on 2 May 2019 be confirmed as a true and correct record subject to corrections to resolution GCB 2019/27 as follows:

~~3. To approve a cost of \$400 plus GST for sponsorship of the GA5 events.~~

3. To approve a cost of \$300 plus GST for sponsorship of the GA5 events.

*(Moved Hay/Seconded Rainford)* Carried

9. To approve the cost of \$400 plus GST for a banner for the Community Event.

*(Moved Hay/Seconded Cr Gray)* Carried

*(Moved Hay/Seconded Cr Gray)* Carried

## 7. CHIEF EXECUTIVE AND STAFF REPORTS

### 7.1 Committee Minutes Report

*GCB RESOLVED (GCB 2019/32)* to receive the Committee Minutes Report.

*(Moved Hay/Seconded Stevenson)* Carried

### 7.2 Action Items Report

*GCB RESOLVED (GCB 2019/33)* to receive the Action Items Report.

*(Moved Hay/Seconded Stevenson)* Carried

### 7.3 Income and Expenditure Report

*GCB RESOLVED (GCB 2019/34)* to receive the Income and Expenditure Statement for the period 1 July 2018 – 30 April 2019.

*(Moved Hay/Seconded Cr Wright)* Carried

### 7.4 Applications for Financial Assistance

Mrs Hay raised the request from Wairarapa Maths Association (WMA) seeking future funding by way of an MoU.

*GCB NOTED:*

1. That the application has been accepted for a number of years and agreed that identifying this information on application form would be a useful tool for all future applications.

2. That the MWA request would be useful to include in a Chair handover report.

#### DISCLAIMER

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*GCB RESOLVED (GCB 2019/35):*

1. To receive the Applications for Financial Assistance Report.  
(*Moved Stevenson/Seconded Cr Gray*) Carried
2. To grant the Wairarapa Maths Association \$300 to assist with the running costs of the 'Matharapa' competitions.
3. To grant Greytown Little Theatre \$500 to extend the current programme of after school drama classes for primary and intermediate aged children in Term 3.  
(*Moved Stevenson/Seconded Cr Gray*) Carried
4. Action 381 – To adapt the Grant Application form for future use to include whether previous requests had been made, were successful and if so, for how many years, Mr Wilson.

7.5 Community Board Terms of Reference (ToR)

Mrs Hay advised that the Featherston Community Board (FCB) met on Tuesday evening and agreed to that further review was required and to discuss at their next meeting. The previous version would be supplied for comparison together with the new version without tracked changes. FCB also noted that clarification was required around delegations.

GCB discussed including membership of community board members on other council committees, including the Long Term Plan and Annual Plan process into the main document, the District Plan Review and the inclusion of building resilience in the civil defence section.

*GCB RESOLVED (GCB 2019/36):*

1. To receive the Community Board Terms of Reference Report.  
(*Moved Hay/Seconded Stevenson*) Carried
2. Action 382 - To provide feedback on the Community Board Terms of Reference to Mrs Hay for discussion at the next GCB meeting, GCB members.

7.6 Student Representative Appointment

*GCB RESOLVED (GCB 2019/37):*

1. To receive the Student Representative Appointment Report.
2. To appoint Aimee Clouston as a student representative in an advocacy role with non-voting rights to the Greytown Community Board, until the end of the triennium.
3. To approve an honorarium payment of \$50 per ordinary meeting attended be made to the student representative  
(*Moved Hay/Seconded Stevenson*) Carried

**8. NOTICES OF MOTION**

There were no notices of motion.

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## 9. CHAIRPERSONS REPORT

### 9.1 Chairperson's Report

Mrs Hay advised that with four members away for the July meeting there would not be a quorum and, as the dates when next able to reconvene were too close to the August meeting, the July meeting will be cancelled.

Mrs Hay proposed presenting a list of achievements by the Community Board for publication in the next edition of Grapevine.

Mrs Hay outlined items as detailed in the Chair's Report and members discussed the grants for Friends of O'Connor's bush and Rotary Christmas parade, the submission for the most beautiful main street in New Zealand, the Cemetery and Memorial Park signage, the Greytown Beautification Committee and possible membership, the cemetery planting programme and upcoming 130<sup>th</sup> anniversary of Arbour Day.

Members discussed the intention to mark the upcoming 130<sup>th</sup> anniversary of Arbour Day, the possible use of pop up banners for a permanent display and an update of the Greytown Heritage Trees website.

*GCB RESOLVED (GCB 2019/38):*

1. To receive the Chairperson's Report.
2. To approve a cost of \$200 plus GST for Friends of O'Connor's Bush for payment of plants from Norfolk Road Nursery from the beautification budget.
3. To approve a cost of \$1,500 to Rotary as a contribution towards the costs of organising the Greytown Christmas parade.  
*(Moved Hay/Seconded Stevenson)* Carried
4. Action 383 – To advertise/publish the GCB July meeting cancellation in Grapevine and on website, Mrs Hay.

### 9.2 Greytown Beautification Programme – Cemetery Planting

GCB discussed the current lack of watering in the Cemetery and the need to have this addressed prior to any future planting.

*GCB RESOLVED (GCB 2019/39):*

1. To receive the Greytown Beautification Programme – Cemetery Planting Report.
2. To approve a cost of \$7,150 plus GST for payment of trees in the cemetery from the beautification budget on the basis that the watering issue was resolved prior to the purchase of and planting of trees.  
*(Moved Hay/Seconded Stevenson)* Carried
3. Action 384 – To investigate watering options for the Greytown Cemetery, Mr Allingham.



**10. MEMBERS REPORTS (INFORMATION)**

**10.1 IT Update**

Mrs Hay advised that the Community Board will not permit Digital Seniors to use the GCB/Kuranui Seniors IT Project figures to secure funding.

**10.2 Community Board Clinics**

Cr Gray advised the clinic held last week was to inform people on the intent of the annual planning process. One area raised at the clinic was waste management, in particular the removal of mercury and fibrous material.

Mayor Napier suggested that Cr Gray could convey to concerned parties that the Zero Waste Co-Ordinator, Jo Dean, would be useful to talk to regarding recycling issues.

**10.3 Civil Defence/Unlocking the secrets of the Hikurangi Subduction Zone**

Cr Gray provided an overview of the recent event held advising it was very informative, easy to understand and well worth attending.

**10.4 Community Event – Celebrating Greytown**

Mrs Hay advised 40 groups currently confirmed to attend coming and flyers going out to 1500 households. Any assistance from Community Board members would be appreciated for both the set-up on 22 June and event on Sunday 22 June.

**10.5 Greytown After 5 (GA5)**

Mrs Stevenson met with Karen Binny who in keen to take over the organisation of this event.

**10.6 Youth Update**

Mrs Hay suggested that to assist with training for Ms Clouston that she attend some meetings with community board members. Mayor Napier also suggested connecting through the Chair with the Martinborough Community Board student representative.

Meeting closed at 8.13pm

**Confirmed as a true and correct record**

.....Chairperson

.....Date

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**Minutes – 4 June 2019**

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

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

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

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

**PUBLIC BUSINESS**

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

**EXTRAORDINARY BUSINESS**

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

*MCB RESOLVED (MCB 2019/23):*

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

*(Moved Cornelissen/Seconded Beattie)*

Carried

**1. APOLOGIES**

*MCB RESOLVED (MCB 2019/24):*

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

*(Moved Cr Colenso/Seconded Beattie)*

Carried

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## 2. CONFLICTS OF INTEREST

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

## 3. PUBLIC PARTICIPATION

### 3.1 Charlotte Harding (MBA)

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

### 3.2 Sheryl Anton (Olivio-nor)

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

## 4. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS

*MCB NOTED:*

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

## 5. COMMUNITY BOARD MINUTES

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

*MCB RESOLVED (MCB 2019/25):*

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

*(Moved Cornelissen/Seconded Beattie)*

Carried

## 6. CHIEF EXECUTIVE AND STAFF REPORTS

### 6.1 Committee Minutes Report

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

*MCB RESOLVED (MCB 2019/26):*

1. To receive the Committee Minutes Report.

*(Moved Cornelissen/Seconded Beattie)*

Carried

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

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

## 6.2 Action Items Report

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

*MCB RESOLVED (MCB 2019/27):*

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

## 6.3 Income and Expenditure Report

*MCB RESOLVED (MCB 2019/28):*

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

## 6.4 Financial Assistance Report

*MCB RESOLVED (MCB 2019/29):*

1. To receive the Applications for Financial Assistance Report.  
(*Moved Beattie/Seconded Read*) Carried
2. To grant Narida Hooper \$500 to help fund the cost of a painting workshop with artist Joe McMenamin for ten South Wairarapa rangatahi (youth).  
(*Moved Cornelissen/Seconded Beattie*) Carried
3. To grant Wairarapa Maths Association \$300 to help with the costs associated with the annual ‘Matharapa’ competitions.  
(*Moved Cornelissen/Seconded Cr Colenso*) Carried
4. To grant the South Wairarapa Kahui Ako \$1000 (if the balance of funds required are achieved) to assist with the running of a Matariki celebration at Hau Ariki Marae, and, as the celebrations cover areas other than Martinborough, to suggest approaching the Carterton District Council and Featherston and Greytown Community Boards for additional funding.

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## 6.5 Request for Directional Signage Report

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

*MCB RESOLVED (MCB 2019/30):*

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

(Moved Cornelissen/Seconded Read)

Carried

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

7.17pm – Ms Beattie left.

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

## 6.6 Community Board Terms of Reference

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

*MCB RESOLVED (MCB 2019/31):*

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

(Moved Cornelissen/Seconded Roy)

Carried

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

## 7. NOTICES OF MOTION

There were no notices of motion.

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## **8. CHAIRPERSONS REPORT**

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

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

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

Carried

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

MCB reviewed the meetings and events and projects and initiatives.

#### **8.1.2 MCB Workshop**

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

Carried

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

*MCB RESOLVED (MCB 2019/34):*

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

*(Moved Cr Colenso/Seconded Cornelissen)*

Carried

#### **8.1.4 Martinborough Pool**

*MCB RESOLVED (MCB 2019/35):*

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

*(Moved Cornelissen/Seconded Cr Colenso)*

Carried

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

Discussed in agenda item 6.5.

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

*MCB RESOLVED (MCB 2019/36):*

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

*(Moved Cr Colenso/ Seconded Cornelissen)*

Carried

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

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

*(Moved Cornelissen / Seconded Cr Colenso)*

Carried

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

### **8.18 FlagTrax**

*MCB RESOLVED (MCB 2019/37):*

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

Carried

### **8.18 Community Board Conference**

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

*MCB RESOLVED (MCB 2019/38)*

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

*(Moved Cornelissen/Seconded Roy)*

Carried

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

Carried

**Confirmed as a true and correct record**

.....Chairperson

.....Date

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