

**MINUTES OF SOUTH WAIRARAPA DISTRICT COUNCIL
MARTINBOROUGH COMMUNITY BOARD
HELD AT THE SUPPER ROOM, WAIHINGA CENTRE, TEXAS STREET, MARTINBOROUGH
ON MONDAY, 20 JULY 2026 AT 7:00 PM**

PRESENT: Mr James Brodie (Chair), Miss Mel Maynard, Mr Ross Andrew, Cr Chris Archer (arrived 7.04pm)

APOLOGIES: Mrs Nana Boyle, Cr Aidan Ellims, Mayor Fran Wilde

IN ATTENDANCE: Siv Fjærestad (Advisor, Community Governance)

PUBLIC FORUM: Louise Lyster

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 7.03pm to 8.17pm.

OPEN SECTION

1 KARAKIA TIMATANGA – OPENING

Mr Brodie opened the meeting.

2 APOLOGIES

2.1 APOLOGIES

COMMITTEE RESOLUTION MCB2026/18

Moved: Miss Maynard

Seconded: Cr Archer

The Martinborough Community Board resolved to accept apologies from Mrs Nana Boyle, Cr Aidan Ellims, and Mayor Fran Wilde.

CARRIED

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

Miss Maynard acknowledged Conor Kershaw and the Martinborough Access Reference Group (MARG) as well as Mr Brodie and Mrs Boyle for the significant amount of work that was done in

advance of the community engagement, reflecting in the positive outcome. Miss Maynard also acknowledged McGillicuddy and Stuart families for the passing of Carolyn McGillicuddy.

5 PUBLIC PARTICIPATION

Ms Lyster spoke on *Low cost proposals for noise reduction on the District's busiest residential road*. Traffic count data received from Council's RAMM database confirming that the residential area of Jellicoe Street has the highest daily traffic count of any residential street in the district.

She referred to guidelines on contributors to road noise, low cost measures to reduce speed and road noise, and requested that the Board puts forward a recommendation to Council to allocate funding to address the issues.

6 ACTIONS FROM PUBLIC PARTICIPATION

The Board will read and consider the information provided by Ms Lyster at their next informal meeting.

7 URGENT BUSINESS

There was no urgent business.

8 CONFIRMATION OF MINUTES

8.1 MINUTES OF THE MARTINBOROUGH COMMUNITY BOARD MEETING HELD ON 22 JUNE 2026

COMMITTEE RESOLUTION MCB2026/19

Moved: Mr Andrew

Seconded: Cr Archer

The Martinborough Community Board resolved to accept that the minutes held on 22 June 2026 are confirmed as a true and correct record, subject to the following changes: **Item 2.1 Apologies** - *The Martinborough Community Board resolved to accept apologies from Mayor Wilde and Miss Maynard.*

CARRIED

9 MATTERS ARISING FROM PREVIOUS MEETINGS

Regarding Item 6, Public Participation, 22 June 2026 meeting:

Ms Fjærestad provided an update from Mr McEwan, Lead Regulatory Officer confirming that Martinborough ward currently has a total of 1056 dogs, 259 Urban Dogs and 797 Rural/Working Dogs.

Members requested that the Board is given an opportunity to meet with Community Operations officers once land audit has been completed, with regards to identifying potential areas available for off leash dog walking.

10 DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF**10.1 INCOME AND EXPENDITURE REPORT**

Ms Fjærestad spoke briefly to the report, including the budgets that are allocated to the Board for the 2026-2027 financial year, including the Waihinga Reserves Fund, and the upcoming grants round. A brief outline of the Approval of Expenditure and Reimbursement processes and the requirement for members to consider and ratify the recent expenditure for the Community Engagement through a resolution. Members noted Council's recently adopted Fees, Schedules and Charges, 2026-27 and the LGOIMA Charging and Proactive Release Policy, 2026.

Mr Brodie foreshadowed a recommendation for the Board to consider whether or not the Board accept applications for the total amount of community development funding available in the August-September 2026 grant round, or divide the available budget across multiple grants rounds in the 2026-2027 Financial year.

COMMITTEE RESOLUTION MCB2026/20

Moved: Miss Maynard

Seconded: Mr Andrew

The Martinborough Community Board resolved to:

1. Receive the Income and Expenditure Report outlining the status and purpose of funds available for the 2026-2027 Financial Year.
2. Agree to allocate up to \$290 (gst excl) from General Operating Expenses for the purpose of engagement resources for the community consultation on the Community Board Plan.
3. Note any operational expenditure should be approved in formal meetings prior to spending, according to Council financial policy.
4. Agree to divide the community development funding available in 2026-2027 financial year, into multiple rounds, pending advise from the Advisor, Grants and Funding.

CARRIED

10.2 STREET FLAG APPLICATION FOR SOUTH WAIRARAPA ROTARY - MARTINBOROUGH FAIR COMMITTEE

Ms Fjærestad provided a correction of the dates for the application; being 5 January to 8 March 2027, which clarified that the purpose of the application was to promote the Martinborough Fair for a month prior to each event.

Mr Brodie provided a copy of the flag schedule. Members noted that this is the standard slot for the Martinborough Fair in the flag schedule and discussed whether or not existing slot holders would need to reapply. Members noted the need for instructions to ensure the proper process of install and deinstallation when changing flags, reducing potential damage to the poles and flags.

Action for Ms Fjærestad: to include the policy and schedule in the minutes.

COMMITTEE RESOLUTION MCB2026/21

Moved: Cr Archer

Seconded: Miss Maynard

That *the Martinborough Community Board*:

1. Receive the Street Flag Application for South Wairarapa Rotary – Martinborough Fair Committee Report.
2. Approve the application from for South Wairarapa Rotary - Martinborough Fair Committee for the installation of 12 flags in Martinborough from 5 January 2027 to 5 March 2027 for the Martinborough Fair.

CARRIED

11 CHAIRPERSON REPORTS

11.1 CHAIRPERSON REPORT

Community engagement on the Martinborough Community Board three year plan

Mr Brodie spoke to the community engagement, including drop in sessions and surveys received, noting an approximate number of 70 residents participating and the considerable length of time that participants spent with the engagement resources. Members noted the welcoming and safe space provided, diverse feedback received, historical photos and benefits of relationships contributing to the overall quality of engagement.

Members noted the age of participants was mostly 50 and over, and that there is an opportunity to engage with younger audiences, and going directly to organisations or sports clubs that attract and support youth or younger generations.

The Board is in the process of recording themes emerging from the engagement.

Action for Ms Fjærestad: Enquire with the Council's Youth Development Advisor, on whether or not the South Wairarapa Youth Council may be interested in providing feedback.

Other topics

Mr Brodie also spoke to topics of Considine Park User Group meeting to update the Considine Park Development Plan, Martinborough Multi Use Trails meeting featuring presentations on East West access to Martinborough and walking trails and, Economic Impact Assessment on the Five Towns Trails network and a Community Energy Network pre-feasibility study.

Discussion also noted that a resident had reported an incident as a result of using an elliptical exercise equipment at Considine Park, causing injury to the person.

Action for Ms Fjærestad: Enquire with Council officers if this incident has been reported and to check the equipment to prevent further incidents.

COMMITTEE RESOLUTION MCB2026/22

Moved: Miss Maynard

Seconded: Mr Andrew

The Martinborough Community Board resolved to receive the Chairperson's Report.

CARRIED

12 KARAKIA WHAKAMUTUNGA – CLOSING

Mr Brodie closed the meeting with a karakia.

The meeting closed at 8.17pm.

APPENDICES

Appendix 1 – Low cost proposals for noise reduction on the District’s busiest residential road.

Appendix 2 – Flag and Banner Policy – see <https://swdc.govt.nz/street-banners-and-flags/>

Appendix 3 – Flag and Banner Schedule.

Confirmed as a true and correct record.

..... (Chair)

..... (Date)

..... (Chief Executive)

..... (Date)

Request that the MCB recommend that Council:

- Allocate funding for:
 - updated traffic counts to establish the AADT for high traffic roads in Martinborough (recognising the significant seasonal and daily variations due to its economy and its geographical location).
 - Determining average speeds:
 - at the approaches to urban boundaries and
 - at the approach to Dublin St corners at Princess St and Jellicoe St.
 - Assessing noise levels at different points along Jellicoe, Dublin and Princess.
- Consider issues around asset management of other services (water mains, storm water, digital and electrical) along the roading corridor before approving investment in upgrading or altering these streets.
- Consider immediate low-cost noise mitigation measures (such as lane/edge adjustments, temporary curbing, signs, and speed monitors). These simple changes may reduce the need for a full roading upgrade/alteration.
- Data based on local conditions and trialling low-cost noise mitigation/roading layouts will support a business case if a full roading upgrade becomes the preferred solution. Could we get these in place before summer and survey affected residents to see what effect they have on reducing road noise?

Update since last meeting:

- I have received daily traffic count data from Council's RAM database which confirms:
 - The residential area of Jellicoe St (Dublin St to Ferry Road) has the highest daily traffic count of any residential street under SWDC control.
 - Daily counts for Jellicoe St are taken on low volume days (school holidays and low seasons for tourism, construction, agriculture and viticulture).
 - It appears Council does not have data for AADT – average annual daily traffic - a key measure for decision making.
 - Council has confirmed that it does not have data on speed values.
- I don't know where the "2022 dataset" comes from – but likely to be estimates based on NZTA data for other regions. [Note: If the 2022 dataset contains average speeds and AADT, this data would come within the scope of my June 2026 LGOIMA request].

Low-Cost Proposal to reduce noise in Urban areas.

- Grateful for Council's acknowledgement that noise is an issue on Jellicoe, Princess and Dublin Streets. We don't need a costly noise assessment to prove unacceptable levels of noise when all the noise creating factors exist on these busy residential streets. Noise assessment is useful later when deciding what level of road surface is required to contain noise levels after the low-cost option has been trialled.

Roading experts say the main contributors to road noise are: speed above the recommended limits; acceleration/deceleration; uneven road surfaces, and chipseal. See pages 9-12 of this NZTA guide. <https://www.nzta.govt.nz/assets/resources/guide-to-assessing-road-traffic-noise/docs/guide-to-assessing-road-traffic-noise.pdf> See [pages 9-12](#).

- Signage, lane marking adjustments, speed monitors, are low- cost measures to manage some of the noise contributing factors. Could we get these in place as a trial and survey affected residents to see what effect they have on reducing road noise?

Street Banners and Flags

Council supports many events and organisations through the display of street banners and flags. To ensure a consistent approach for all organisations and groups, approval from the relevant community board is required.

Applications are able to be made online using the below form, or by emailing enquiries@swdc.govt.nz.

Applications should be submitted at least 40 working days prior to the proposed installation date to allow time for the application to go to the appropriate community board for comment, amendments in design (if required) and subsequent print times.

Guidelines

In considering applications, the community board will consider:

- Previous use and historical context
- The nature of the event or occasion (community or commercial)
- Cost recovery or financial support to the event or occasion
- The financial contributions made by or to the applicant, present or historical.

Flags cannot be used by individual businesses or business owners for commercial gain. The community board reserves the right to refuse design applications at its discretions.

Design guidelines

To help make the design more effective is it recommended that:

- Graphics be simple and bold
- Text only be used where it forms part of the established image of the event or logo
- Text be large enough to be read from a distance and be kept to no more than a few words
- Dates and venues are best avoided as they are difficult to read
- Montages, slogans and extended text should be avoided
- White backgrounds should be avoided as they soil easily and are difficult to see against the greyness of winter weather, often inhibiting legibility
- Material deemed to be appropriate or offensive to the community at large, or to any sector of the community, will not be permitted.

Any sign, banner or flag must not contravene the Wairarapa Combined District Plan, or other plans, bylaws or guidelines.

MARTINBOROUGH COMMUNITY BOARD – NOTES RE FLAGS JULY 2025

The MCB together with SWDC purchased the current flag poles – there are currently 11 located around town

Kitchener Street – 6

Jellicoe Street – 3

Texas Street – 2

Repairs/replacement inserts/keys – these are reported to council Amenities team for attention.

[REDACTED]

The MCB have a schedule for the use of these poles – anyone wishing to use them must send a written request as per the SWDC Flag Policy, Flag designs are submitted for approval via the CB who will then add them to schedule.

Keys for the poles are held by MCB – other keyholder currently [REDACTED] who assists with flags on behalf of some organisations (eg. Lions and Martinborough School)

MCB own the following flags: ANZAC, Matariki, Happy Holidays

There are regular events which use the poles – these bookings are transferred from year to year – only if flag designs are changed or date of events change do they need to come back to the Board for approval. (current schedule attached)

Martinborough Fair – held annually 1st weekend in February and March

Round the Vines – held November

Jazz in Martinborough – September

Music in Martinborough – September

Olive Flags – usually put up in between other flags when poles are free (June/July)

Toast Martinborough – November 2026 (to work around Round the Vines)

Pukaha Mount Bruce Garden Tour – not annually will make contact prior to event.

Christmas Magic in Martinborough – MBA

Flags which belong to MCB are put up and taken down by Board members – 2 people to do this one with high viz vest.

Silicon Spray recommend each time to help maintain the flag inserts which do get damaged by UV.

Other flags done by businesses sometimes with assistance from MCB member.

Flags	Forms Received	Name of contact	Date of event	Approved by MCB	Dates on poles	Flags install/removal
Jazz in Martinborough	yes	Lee Quayle	5 th – 7 th Sept 2025	Via email	1 st August to 8 th Sept	Jazz/Charlotte tbc
Music Festival	yes	Scilla Askew	19th Sept to 21 st Sept 2025	Via email	8 th Sept to 2 nd October	Music Festival/Charlotte tbc
Round the Vines	yes	Ngahuia Barrs Mboro School	1st November 2025	Design approved	2 nd October 4 th November	TBC
Pukaha Garden Tour (not annual)		Jen Butler	2026 or 2027 tba			
Magic in Martinborough	MBA	Anh – secretary MBA	tba	Design approved	tba	MBA
Happy Holidays	MCB flags	MCB	Dec/Jan	N/A	Mid Dec to 5th Jan	MCB
Toast Martinborough	yes	Ariel Codde	November 2026 TBC	Via email	TBC	Toast
Martinborough Fair		Sue Harraway	7 th Feb 2026	Design approved	5th Jan 2026 to 10 th March	TBA
Martinborough Fair		Sue Harraway	7th March 2026	Design approved	5th Jan 2026 to 9th March	TBA
ANZAC	MCB Flags	MCB	25 th April	N/A	15 th April to 7 th May approx	Timed with crosses in the square installed by RSA - MCB
Olives	MBA	Charlotte	tba	Design approved	Tba – used approx June	Charlotte TBC
Matariki	MCB Flags	MCB	10 th July 2026	N/A	Late June to end July approx	MCB