

Agenda

Notice of Meeting

An ordinary meeting will be held at the Featherston Community Centre, 14 Wakefield Street, Featherston on Wednesday 17 May 2023 starting at 7:00pm.

Membership of the Community Board

Tui Rutherford (Chair), John Dennison (Deputy Chair), Warren Maxwell, Annelise Schroeder, Cr Melissa Sadler-Futter and Cr Rebecca Gray

Public Business

1. **Extraordinary Business**
2. **Apologies**
3. **Conflicts of Interest**
4. **Acknowledgments and Tributes**
5. **Public Participation**
 - 5.1 Anne Hynds – Naming of the Featherston Playground
 - 5.2 Anny Hynds – DOC Campground on Bucks Road
 - 5.3 Tanja Schubert-Mcarthur – Community Garden Grant Application

6. **Actions from Public Participation**

As per standing order 14.17 no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.

7. **Community Board Minutes**

- 7.1 Minutes for Approval: Minutes of the Featherston Community Board meeting held on 22 February 2023. Pages 1-5

Proposed Resolution: That the minutes of the Featherston Community Board meeting held on 22 February 2023 be confirmed as a true and correct record.

8. Chairperson Report

8.1 Chairperson Report Pages 6-7

9. Reports from Chief Executive and Staff

9.1 Welcoming Communities Report Pages 8-15

9.2 Road Naming Report Pages 16-23

9.3 Income & Expenditure Report Pages 24-30

9.4 Financial Assistance Report Page 31-34

9.5 Action Items Report Pages 35-38

10. Member Reports

10.1 None advised



- Present:** Tui Rutherford (Chair), John Dennison (Deputy Chair), Warren Maxwell, Annelise Schroeder and Councillor Rebecca Gray
- In Attendance:** Mayor Martin Connelly, Russell O’Leary (Group Manager, Planning & Environment), Stefan Corbett (Group Manager, Partnerships & Operations), Sheil Priest (General Manager, Communications & Engagement), James Witham (Planning Manager), Catherine Clouston (Communications Advisor) and Kaity Carmichael (Committee Advisor).
- Adam Mattsen, Uku Dele, Nadia Nitsche (Wellington Water) and Kirsty Duff (Greater Wellington Regional Council)
- Public Participation:** Peter and Mary Biggs, Mary Gow, Cr Colin Olds, Mary Byrne, William Boone and Claire Bleakley
- Conduct of Business:** The meeting was conducted in public in the Featherston Community Centre, 14 Wakefield Street, Featherston, between 7.00pm and 9:28pm.
-

Members opened with a karakia.

1. EXTRAORDINARY BUSINESS

There was no extraordinary business.

2. APOLOGIES

FCB RESOLVED (FCB 2023/01) to accept apologies from Cr Melissa Saddler-Futter.

(Moved Rutherford/Seconded Maxwell)

Carried

3. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

4. ACKNOWLEDGMENTS AND TRIBUTES

Mr Rutherford thanks Cr Olds for his service and noted his resignation to the Featherston Community Board.

Mr Maxwell acknowledged participation of the Rangiora o Wairarapa Kapahaka group in the 2023 Te Matatini Herenga Waka Herenga Tangata Festival.

DISCLAIMER

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5. PUBLIC PARTICIPATION

Peter and Mary Biggs – Featherston Book Town

Mr and Mrs Biggs provided an update on the 2023 Booktown event and highlighted the Young Readers Programme. Mr Biggs requested the boards support for the annual event.

Mary Gow – Mulled Wine Concert Grant Application

Ms Gow spoke on behalf of the Mulled Wine Concert Grant Application and requested financial support for a upcoming concert at Anzac Hall.

Colin Olds – 28th Māori Battalion Plaque

Cr Olds spoke on behalf of Dick Smith regarding the 28th Māori Battalion. Cr Olds provided the draft design for the plaque and requested the boards endorsement.

Mary Bryne – Water Fluoridation

Ms Bryne spoke against central government water fluoridation mandates and requested support from the board to advocate against water fluoridation in the district.

William Boone – Three Waters and Water Safety

Mr Boone spoke against Three Waters and noted that the transfer of water services to central government would limit the local ability to manage water safety.

Claire Bleakley – Water Fluoridation

Ms Bleakley spoke against water fluoridation mandates. Ms Bleakley asked the board to request a Council report on water fluoridation and arrange community meetings with experts present to discuss the topic.

6. ACTIONS FROM PUBLIC PARTICIPATION

Members thanked the public presenters and discussed possible actions. Members noted their support for the draft design of the 28th Māori Battalion Plaque.

7. FEATHERSTON COMMUNITY BOARD MINUTES – 30 NOVEMBER 2022

FCB RESOLVED (FCB 2023/02) that the minutes of the Featherston Community Board meeting held on 30 November 2022 be confirmed as a true and correct record.

(Moved Schroeder/Seconded Cr Gray)

Carried

8. REPORTS FROM CHIEF EXECUTIVE AND STAFF

8.1 Featherston Stormwater Report

FCB RESOLVED (FCB 2023/03) to receive the Stormwater Report.

(Moved Cr Gray/Seconded Maxwell)

Carried

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Mr Matteson, Ms Dele and Ms Nitsche presented on behalf of Wellington Water and Greater Wellington Regional Council and provided information on stormwater networks and flooding events in Featherston. Ms Nitsche requested support on engagement activities guiding the development of flood maps in the ward. Members queried environmental options for storm water management and Ms Dele undertook providing the board with a recent Wellington Water publication on the topic.

Mr Witham spoke about the impact of flooding models on the development of the Combined District Plan and Mr Corbett provided an update on the work being done by alongside stakeholders to address specific flooding areas in the ward.

8.2 Featherston Masterplan Report

*FCB RESOLVED (FCB 2023/04) to receive the Featherston Masterplan Report.
(Moved Cr Gray/Seconded Maxwell) Carried*

Mr O’Leary spoke to items outlined in the report and provided an update on the Featherston Masterplan.

Members queried the extension the speed limit reduction through the centre of town and the location of proposed pedestrian crossing in the central business area. Mr O’Leary undertook following up to Waka Kotahi on the potential of the speed limit extension.

Members noted the using planting as part of the Masterplan and noted the potential for the partnership with Pou Tu Moki’s Native Tree Nursery.

8.3 Action Items Report

*FCB RESOLVED (FCB 2023/05) to receive the Action Items Report.
(Moved Schroeder/Seconded Dennison) Carried*

Members discussed open actions and noted further updates.

Action 550: Request for the presentation to be coordinated for the next meeting.

Action 554: Mr Maxwell and Cr Grey undertook meeting with Ms Fjaerestad to discuss the appointment of a youth representative.

561: Mr Rutherford undertook having a conversation with Mayor Connelly – action closed.

521: Request for follow up.

FCB NOTED:

Action 076: Request that officers respond to Ms Greenberg’s request to consider the installation of signage that highlights recommendations for running, walking and cycling safely with traffic.

8.4 Income & Expenditure Report

*FCB RESOLVED (FCB 2023/06) to receive the Income and Expenditure Report.
(Moved Cr Gray/Seconded Maxwell) Carried*

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Members queried the naming of the beautification fund and the possibility of renaming the fund 'Community Development Fund'. Ms Carmichael undertook providing clarification.

8.5 Financial Assistance Report

FCB RESOLVED (FCB 2023/07) to:

1. Receive the Financial Assistance Report.
(Moved Maxwell /Seconded Cr Gray) Carried
2. Approve \$500 to the Mulled Wine Concerts in Featherston on the condition that it goes towards subsidizing 15 seats for community members who would not otherwise be able to afford the event, to be funded through the grants fund.
(Moved Rutherford/Seconded Maxwell) Carried

Members debated the benefit of the Mulled Wine Concert to the community.

8.6 Chairperson Report

Mr Rutherford spoke to items outlined in the report and the potential for berm planting in the ward. Members discussed the importance of the seed funding to develop the guidelines for the project. Members discussed ways to prioritize buildings to be included in the painting project.

FCB NOTED:

Action 088: To work on prioritization of Mainstreet buildings for painting, T Rutherford.

FCB RESOLVED (FCB 2023/08) to:

1. Receive the Chairperson Report.
(Moved Schroeder/Seconded Maxwell)
2. 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.
(Moved Maxwell/Seconded Cr Gray) Carried
3. Allocate \$500 to initiate building painting on Main Street, to be funded through the beautification fund.
(Moved Cr Gray/Seconded Maxwell) Carried

8.7 Member Report

FCB RESOLVED (FCB 2023/09) to:

1. Receive the Member Report.
2. Approve up to \$200 to purchase a Featherston Community Board sign, to be funded through the board's operational funds.

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3. Approve up to \$150 to be used to purchase refreshments, when meeting with members of the community, to be funded through the boards operational funds,

(Moved Maxwell/Seconded Schroeder)

Carried

Mr Dennison spoke to items outlined in the report.

FCB NOTED:

Action 089: To work with officers on the development of a community board sign, J Dennison.

Members closed with a karakia

The meeting closed at 9:28pm.

Confirmed as a true and correct record

.....Chairperson

.....Date

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CHAIRPERSON REPORT

Recommendations

The Chairperson recommends that the Community Board:

1. *Receive the Chairperson Report.*
2. Request an update from officers on the mowing of Clifford Square.
3. Request advice from officers on the viability and options proposed for use of the old Courthouse.

Topic 1- Mowing Clifford Square

A Featherston resident has expressed dissatisfaction with the service provided by Citycare in mowing Clifford square. This resident has reported that the contractor previously mowed using a catcher, but was now mowing this area without one, leading to mounds of mown grass on the park.

Featherston Community Board requests an update from SWDC as to whether this is a correct summary of situation, and whether there are any plans to address this with the contractor.

Topic 2 – Joanna Baldwin’s Proposal for Reuse of Old Courthouse

Featherston community board requests advice from SWDC on the viability and options proposed for use of the Old Courthouse.

Proposal

1. That the Featherston Community Centre leases the premises off the council for peppercorn rent. Allowing the management of community activities and enterprises, that can demonstrate a community focus.
2. The building cleaning and contents management is overseen by the Community Centre and its employees or volunteers.
3. Featherston Library is nurtured, keeping their ‘backroom’ storage at the Courthouse building and having the option to utilise this building, along with the rest of the Community.

4. That the use of the building be changed from “Information Centre” to “Multi-use Community Building”. An information stand at the foyer for tourists will still be able to be managed by the information team (who are currently employed at the Community Centre).

Most locals already know to go to the Community Centre for information and direct new residents to the Community Centre for up to date, relevant local information, and support.

Compiled by Tui Rutherford
Featherston Community Board Chairperson



Introduction to the Welcoming Communities Programme

1. Purpose

To present the Paetūmōkai/Featherston Community Board with an introduction on the Welcoming Communities programme.

2. Recommendations

Officers recommend that the Community Board:

1. *Receive the Introduction to the Welcoming Communities Programme Report.*
2. *Consider how the Community Board wishes to be involved in, and support, the Welcoming Communities programme over the next three years.*

3. Executive Summary

This report provides an introduction to the Welcoming Communities programme and will discuss what the programme is, why it is relevant to this Board and what the programme aims to achieve in Paetūmōkai/Featherston and South Wairarapa.

- how you can shape or inform the outcomes of the programme, and
- how you can support the programme in achieving quality outcomes for our community

4. Background

South Wairarapa District Council have joined Welcoming Communities; a three-year programme led, and largely funded, by Ministry of Business, Innovation and Employment in partnership with Immigration New Zealand, the Ministry for Ethnic Communities and the NZ Human Rights Commission.

Welcoming Communities is an initiative that aims to help new community members live, work and thrive in our community. It aims to increase inclusion, accessibility and belonging for new members of our community – from former refugees and migrants, to international student and relocating citizens.

At the heart of it, it's about bringing our community (and communities) together, celebrating who we are and where we come from, and creating a community that everyone feels safe and happy to belong in.

South Wairarapa, as well as Paetūmōkai/ Featherston specifically, will be assessed against the Welcoming Communities Standard, which includes having:

1. Inclusive leadership and leadership opportunities
2. Welcoming and inclusive communications
3. Equitable access for all community members
4. Connected and inclusive communities
5. Inclusive engagement and participation in civic processes
6. Equitable access to business and employment opportunities
7. Welcoming and inclusive public spaces
8. Different cultures and identities celebrated and supported

A more detailed description of each is included in the Appendix.

Once we have completed the assessment and understand what the challenges and opportunities are, a Welcoming Plan will be developed to address how we can increase the social and cultural well-being of our new, and current, community members to become a “Welcoming Community”.

Through this programme there is an opportunity for the Paetūmōkai/ Featherston community to be positively impacted by this programme and with the Community Board’s support and championing, it’s intended outcomes are much more likely to be achieved.

There is also the potential that some of the intended outcomes will further or support the work the Community Board is intending to achieve in this triennium; in which case, collaboration and information-sharing could be highly beneficial.

5. Discussion

There are many ways you can support and add value to Welcoming Communities. The programme itself is attempting to achieve aspirational outcomes with appropriately modest means, so the support of enthusiastic and knowledgeable community members is the most valued resource.

Examples of how you can support Welcoming Communities are:

- **Become champions of the programme.** Talk about it, tell others about it and promote it through your networks and platforms.
- **Invite community members to engage in the programme.** Direct people to the newcomer survey or invite them to talk with me directly to share ideas, feedback or willingness to support the programme and it’s associated activities,
- **Share any knowledge, ideas, contacts or personal feedback** you think would help me gain a better understanding of our community or help the outcomes of this programme.
- **Be a role model of inclusion and kindness,** and encourage others in our community to do the same.

Some questions for the Community Board to consider:

- What individuals, groups or organisations should I be talking to in the Paetūmōkai/ Featherston community?

- Is there anything I should be mindful of, or consider, when engaging with the Paetūmōkai/ Featherston community?
- What are some effective and appropriate ways to engage with the Paetūmōkai/ Featherston community?
- How do you wish to be involved in the programme (either individually or as a group)?
- Do you have any questions about the programme?

6. Appendices

Appendix 1 – Welcoming Communities (Te waharoa ki ngā hapori) Standard for New Zealand

Contact Officer: Michaela Lloyd, Welcoming Communities Coordinator

Reviewed by: Stefan Corbett, Group Manager, Partnerships & Operations

Appendix 1 – Welcoming Communities (Te waharoa ki ngā hapori) Standard for New Zealand

The Welcoming Communities Standard for New Zealand



1. Inclusive Leadership

Overarching outcome statement – what success looks like

Local government, tangata whenua and other community leaders work together to create, advocate for and continue to foster a welcoming and inclusive community. They lead a shared plan to increase connections between newcomers and existing residents.

Outcomes – what ‘Inclusive Leadership’ looks like on the ground

- 1.1 As the indigenous peoples of Aotearoa New Zealand, Māori – represented by tangata whenua, mana whenua, iwi and hapū and/or other hāpori Māori – have a prominent role in Welcoming Plan activities.
- 1.2 Leaders – both designated and unofficial – reflect the diversity in the local community, as does the council workforce.
- 1.3 Leaders model the principles of inclusiveness, openness, tolerance, respect and acceptance of all cultures in the community.
- 1.4 There are clear roles, responsibilities and ownership within council and in the wider community for the Welcoming Communities programme.
- 1.5 Council internal and external policies, services, programmes and activities recognise and address cultural diversity.
- 1.6 A range of leadership opportunities in the council and the wider community are available to and taken up by newcomers.



2. Welcoming Communications

Overarching outcome statement – what success looks like

People of all cultures and backgrounds feel included, listened to and well informed through a range of ways that take into account their different communication needs.

Outcomes – what ‘Welcoming Communications’ looks like on the ground

- 2.1 The community is well informed about the local benefits of immigration and the Welcoming Communities programme, including success stories.
- 2.2 The council is well informed about newcomers to their region and pro-actively seeks data about newcomers from relevant sources.
- 2.3 The council’s engagement with all residents is two-way, culturally appropriate and fit for purpose.
- 2.4 Council communication materials and messages are inclusive and reflect the diversity of the local community. Council encourages other agencies, businesses and organisations to follow this model.



3. Equitable Access

Overarching outcome statement – what success looks like

Opportunities to access services and activities and to participate in the community are available to all, including newcomers.

Outcomes – what ‘Equitable Access’ looks like on the ground

- 3.1 Council partners with local businesses, organisations and sectors to identify and address barriers for newcomers to accessing services and participating in the community.
- 3.2 Council and other organisations in the community research, design and deliver services that take account of the different circumstances (for example rural/urban) and cultural backgrounds of all service users, including newcomers.
- 3.3 All community members are well informed about the services available in the community. Newcomers are made aware of, and are using these services.



4. Connected and Inclusive Communities

Overarching outcome statement – what success looks like

People feel safe in their identity and that they are connected with and belong in the community. There are high levels of trust and understanding between members of the receiving community and newcomers.

Outcomes – what ‘Connected and Inclusive Communities’ looks like on the ground

- 4.1 Coordinated, comprehensive and appropriate initial welcoming support services are available from council, other agencies and community organisations.
- 4.2 The receiving community is well equipped and supported to welcome and interact with newcomers.
- 4.3 Members of the receiving community and newcomers build relationships and are at ease with connecting and learning about and from each other.
- 4.4 Different cultures are celebrated and people are supported to express their cultural beliefs and customs, including language and religious practices.



5. Economic Development, Business and Employment

Overarching outcome statement – what success looks like

Communities maximise and harness the economic development opportunities that newcomers can offer. Councils work with business associations to promote the contribution that newcomer business owners and skilled migrants make to the region’s economy.

Outcomes – what ‘Economic Development, Business and Employment’ looks like on the ground

- 5.1 Newcomers, including international students, are supported to access local employment information, services and networks.
- 5.2 Newcomers, including international students, are supported with the local knowledge and skills to ensure they can operate successfully in the New Zealand work environment, either as a business owner or an employee.
- 5.3 The receiving community recognises the value of diversity in the workplace, of newcomers’ contribution to the region’s growth and of the resulting wider economic benefits.
- 5.4 Local employers and workforces develop their intercultural competency.
- 5.5 Mutually beneficial connections and initiatives are set up with migrant business people by local business community and professional networks.



6. Civic Engagement and Participation

Overarching outcome statement – what success looks like

Newcomers feel welcome to fully participate in the community. Newcomers are active in all forms of civic participation.

Outcomes – what ‘Civic Engagement and Participation’ looks like on the ground

- 6.1 The council’s elected members and staff effectively communicate with newcomers to promote their engagement in local government processes.
- 6.2 Newcomers are encouraged and enabled to get involved in local government and civil society.
- 6.3 Newcomers’ efforts and achievements in civic participation and community life are acknowledged and celebrated.



7. Welcoming Public Spaces

Overarching outcome statement – what success looks like

Newcomers and receiving communities feel welcome in and comfortable using public spaces.

Outcomes – what ‘Welcoming Public Spaces’ looks like on the ground

- 7.1 The design and operation of public spaces and facilities are culturally appropriate and reflect the diversity of the community.
- 7.2 Welcoming public spaces provide opportunities to build trust and relationships between newcomers and members of the receiving community.
- 7.3 Public spaces and buildings create a sense of community ownership and inclusion for all, including newcomers.



8. Culture and Identity

Overarching outcome statement – what success looks like

There is a shared sense of pride in being part of a culturally rich and vibrant community. People feel their culture is respected and valued by other members of the community. There are opportunities to learn about each other’s cultures.

Outcomes – what ‘Culture and Identity’ looks like on the ground

- 8.1 Receiving communities and newcomers share and celebrate their cultures with each other, facilitated by the council and others in the community.
- 8.2 Newcomers and the receiving community understand what values they each hold dear.

Proposed naming of a new private road, at 34 Harrison Street West, in Featherston

1. Purpose

To seek the Featherston Community Board's consideration and approval of the name "Lyttle Way" for a proposed private road/right of way to access an 11-lot subdivision by *Purerehua Developments Limited*.

2. Recommendations

Officers recommend that the *Community Board*:

1. Receive the '*Proposed naming of a new private road, at 34 Harrison Street West, in Featherston*' Report.
2. Consider and approve the proposed naming of 'Lyttle Way' for the new private road at 34 Harrison Street West Featherston.

3. Executive Summary

As part of subdivision consent 210151, the new private road shall be formally named and addressed. Council has authority to accept or reject suggested names of roads/rights of way in the South Wairarapa District pursuant to Section 319(1)(j) of the Local Government Act 1974. The applicant has submitted a road name application form suggesting the use of a Māori name 'Hau Nui Way'. After discussions with members of the Māori Standing Committee, their feedback was to use the full name 'Haunuiananaia' which the applicant did not wish to use. The applicant resubmitted 'Lyttle' as the proposed new road name based on a neighbouring family name. Assessment against the road name policy and significance of the name is contained within this report.

4. Background

Purerehua Developments Limited seek to name a new Private Road which is part of an 11-lot residential subdivision (RC 210151) at *34 Harrison Street West, Featherston* (see appended location of subdivision plans within appendices).

There is no pre-approved list of road names for the Featherston area. The applicant submitted a road name application with two options, with the preferred option being a Māori name. It was advised that the applicant discuss the proposed name with the Māori Standing Committee (MSC) to gain their support to accompany this application. Discussions were held between the applicant and the Chair of the MSC which resulted

in the preference of the full name being used as it holds the integrity of the name. The applicant did not wish to retain the full name therefore the option was voided. The proposed name is 'Lyttle Way' which is now the applicants preferred option for this new private road. The name represents a local family which have historical significance for the area. Council has delegated to community boards the authority to approve road names. This report is required to give the Featherston Community Board an opportunity to review and approve the proposed road name.

5. Prioritisation

5.1 Te Tiriti obligations

Officers and the applicant had undertaken early engagement with the Māori Standing Committee regarding the original proposed road name. Those discussions resulted in a new road name being selected that was not a Māori name. Further engagement is not required in this case with the new proposed name.

5.2 Strategic alignment

Not applicable.

6. Discussion

Under Council's guidelines (Clause 4.2) for road naming, owners are requested to suggest at least three possible road names. The original application suggested two however the first option has been removed. Only one name has been requested to be considered.

The names are to be listed in order of preference with a brief statement of their significance.

The applicant has requested that the following name is considered for approval;

1. Lyttle Way

7. Options

Not applicable.

8. Strategic Drivers and Legislative Requirements

8.1 Policy implications

Council's criteria for Naming of Public Roads, Private Roads and Rights-of-Way (the Policy), includes the following;

4.3.1 There must not be another road with the same name in the South Wairarapa District emergency services area; this includes the same road names with a different suffix. However, existing roads with the same names as of the date of adoption of this Policy are allowed.

No issues identified.

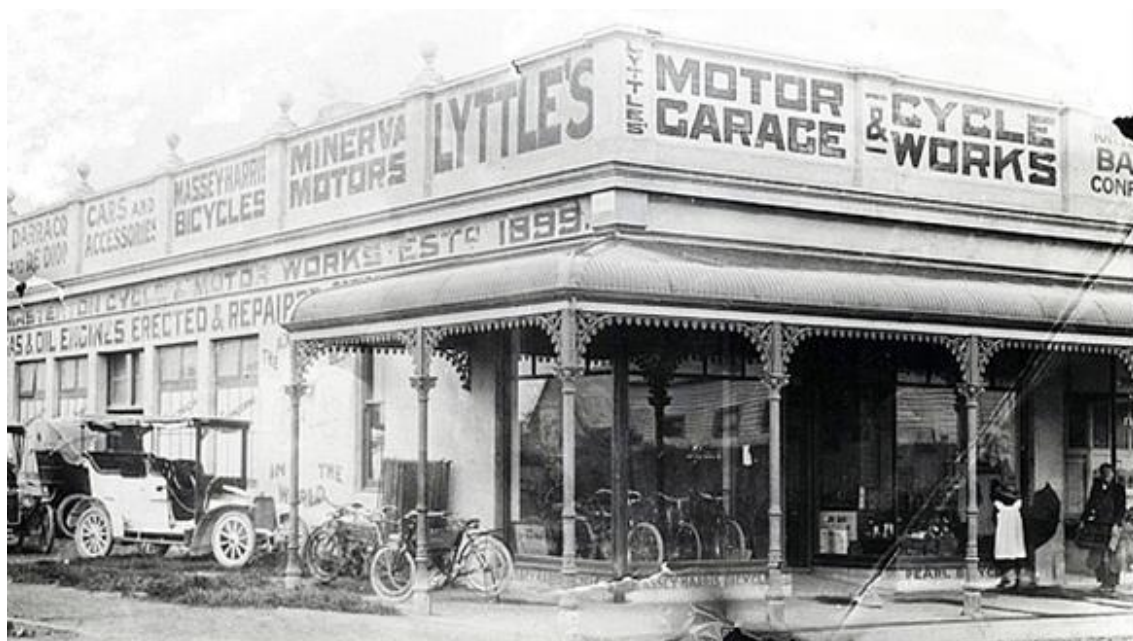
4.3.2 *Identical names with different spellings will not be accepted (e.g. Beach, Beech).*

No issue identified.

4.3.3 *The name should have significant local content or meaning.*

The application has set out why the preferred name has been selected. The following information has been copied from an email received by Mr Lyttle on behalf of the applicant.

My name is Robin Lyttle owner of 21 Bell St Featherston. My grandfather Edwin Algie built the house in the 1930s and I bought it off my mother and aunties when my grandmother died in 1987. I bought Becketts supermarket with Mike van Woerkom my brother inlaw in 1987 until 2001 when we sold it to Masterton Trust house .My wife Marguerite worked for Mike Beckett when she left school and was still in the supermarket when we bought the shop off Mike Beckett and she carried on working there until she retired at the end of 2021 Marguerite was and still is remembered and liked by everyone for her generosity. My Father was a Sergeant at the prisoner of war camp out at camp road, he used to ride into town each day to the post office where he meet his wife to be Esma Algie. My grandfather owned land out Underhill Road where there is a road named after the family called Algies Road. He owned land from fernside through to woodside station Greytown. My great grandfather Robert Lyttle started a bike shop in Masterton and from there went on to purchase the Ford Motor Vehicle franchise and was well known and respected in the wider community.



4.3.4 *Names are to be selected in proportion to the length of the road. Long names on short cul-de-sac's can be difficult to display on the map*

The proposed name is considered acceptable length.

4.3.5 *The end name for the roadway should be one that most accurately reflects the type of roadway that it is.*

All private roads or rights of way shall have a suffix of either Way or Lane. The proposed option has the suffix Way which has been submitted for approval by the Community Board.

4.3.6 All private roads and rights-of-ways serving more than four lots are to have the suffix "Lane" or "Way".

The name being submitted for approval, 'Lyttle Way' is consistent with the policy.

4.3.7 Where the road is continuation of an existing named road, or will in the future link to an existing named road, then the current road name will automatically apply.

Not applicable.

9. Financial Considerations

There is no financial impact.

10. Appendices

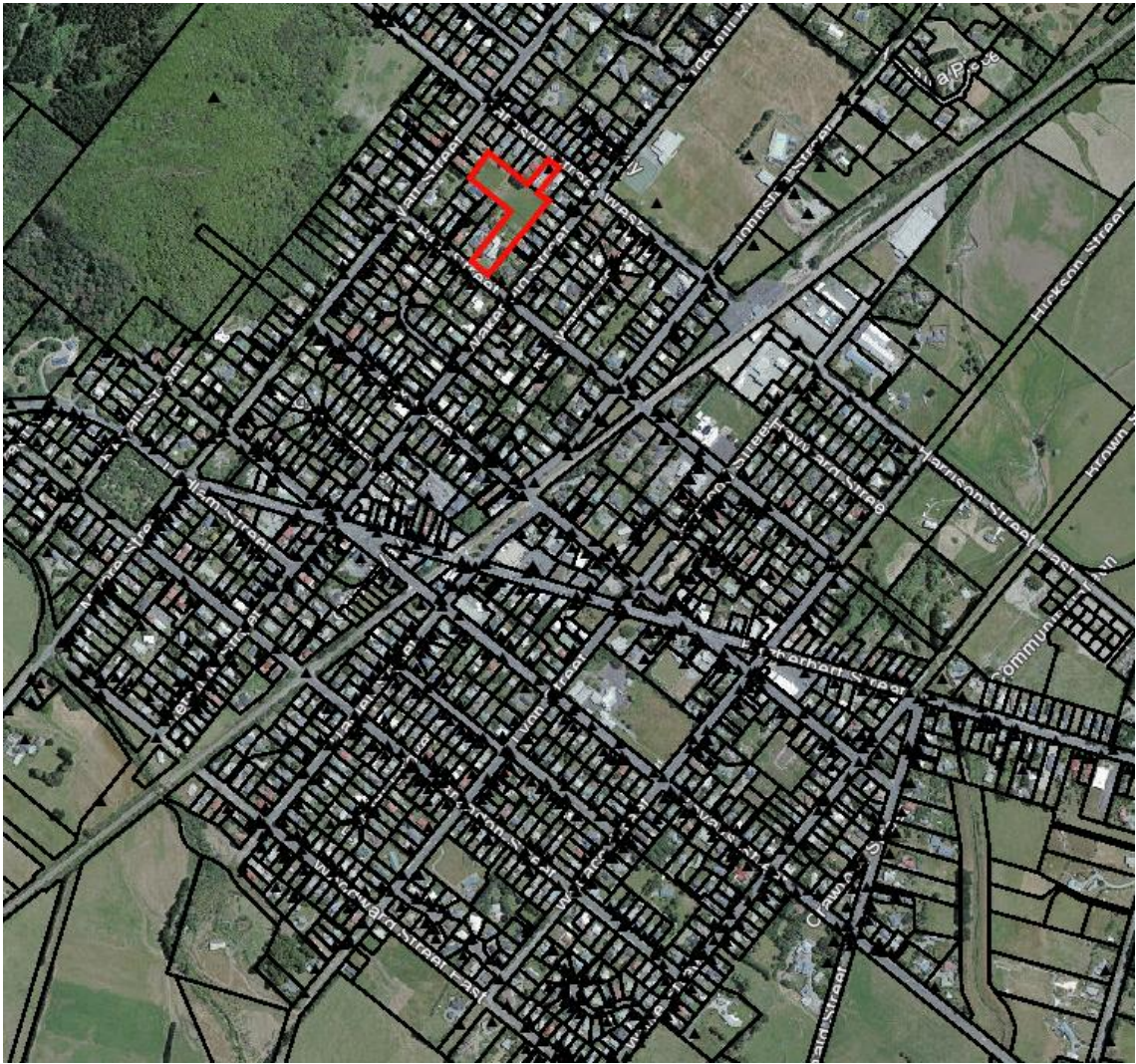
Appendix 1 – Site location diagram

Appendix 2 – Subdivision scheme plan

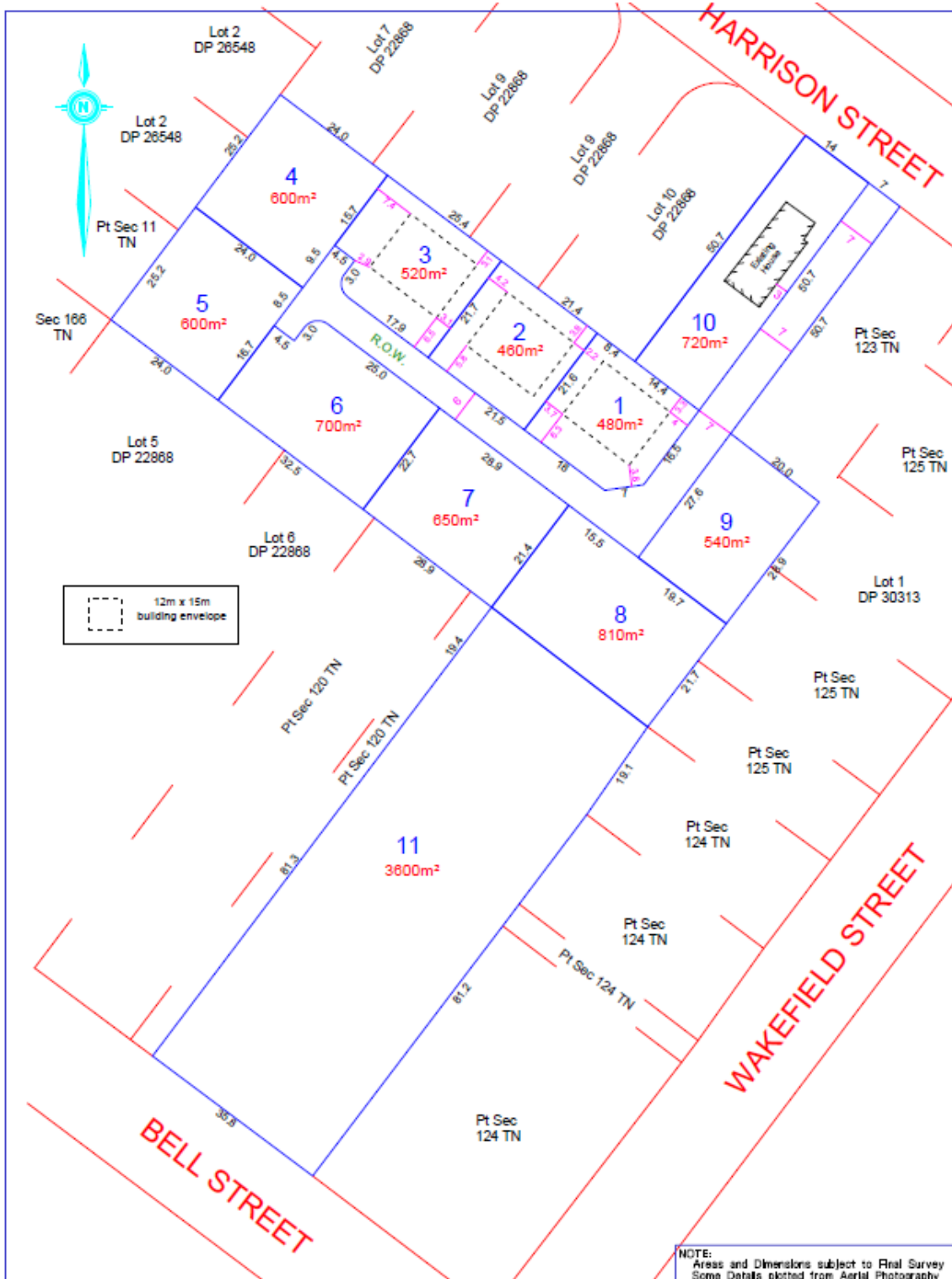
Contact Officer: Harriet Barber, Planner

Reviewed By: Russell O'Leary, Group Manager Planning and Environment

Appendix 1 – Site Location



Appendix 2 – Scheme Plan




TOMLINSON & CARRUTHERS
 SURVEYORS
16 Berry Street, PO Box 246, Masterton 5800 Ph. 06-3100 800
 Email: mail@tomcarr.co.nz

PROPOSED SUBDIVISION OF
 Pt Sec 119, 121, 122, 123 TN of Featherston
 And Lot 11 DP 22868
34 HARRISON STREET - FEATHERSTON

NOTE:	
Areas and Dimensions subject to Final Survey Some Details plotted from Aerial Photography	
Prepared for:	Purehema Developments Ltd
Drawn Date:	Jul 2021
Compiled in:	B11533, 415/263
Territorial Authority:	SWDC
Scale: 1:600 @ A3	Ref#: 21-151 Rev 4

Income & Expenditure Report

1. Purpose

To present the Community Board with the most recent income and expenditure report.

2. Recommendations

Officers recommend that the Community Board:

1. *Receive the Income & Expenditure Report.*

3. Executive Summary

The Income and Expenditure Statement for the period ending 28 February 2023 is attached in Appendix 1.

The Income and Expenditure Statement for the period ending 31 31 March 2023 is attached in Appendix 2.

The Chair may ask Council officers for comment and all members may ask the Council officers for clarification and information through the Chair.

4. Appendices

Appendix 1 – Income & Expenditure Statement for the period ending 28 February 2023

Appendix 2 – Income & Expenditure Statement for the period ending 31 March 2023

Contact Officer: Hayley McDonald, Assistant Accountant

Reviewed By: Karon Ashforth, General Manager Finance

**Appendix 1 – Income & Expenditure
Statement for the period ending 28
February 2023**

Featherston Community Board

Income & Expenditure for the Period Ended 28 Feb 2023

Personnel & Operating Costs

Budget

Members' salaries	28,043.00
Mileage reimbursements	1,000.00
Operating expenses	7,400.00
Total Personnel & Operating Costs Budget 2022-2023	36,443.00

Expenses

Personnel Costs

Members' Salaries	25,148.12
Mileage reimbursements	-
Total Personnel Costs to 28 Feb 2023	25,148.12

Operating Expenses

Local Government Community Board Levy 2022/23	275.00
Officemax stationery	233.55
Community centre room hire	43.48
Community centre room hire	34.78
Community centre room hire	34.78
Total Operating Expenses to 28 Feb 2023	621.59

Committed funds

Resolution date		Original commitment	Spent to date	Remaining commitment
	Members' Salaries	28,043.00	25,148.12	2,894.88
	Mileage reimbursements	1,000.00	-	1,000.00
30/11/2022	Venue Hire	960.00	78.26	881.74
22/02/2023	Featherston community board sign	200.00		200.00
22/02/2023	Refreshments - community member meetings	150.00		150.00
Total Commitments				5,126.62

TOTAL OPERATING EXPENSE BUDGET AVAILABLE*

5,546.67

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

Grants

Income

Annual Plan 2022-23 grant allocation	4,700.00
Total Income for 2022-2023	4,700.00

LESS: Grants paid out

1/08/2022	Wai Wheels Featherston	Fundraiser for Featherston School	229.00
28/10/2022	Featherston Community Ctr	Wisdom & wellbeing Christmas Event	488.00
30/10/2022	Featherston Phoenix	Christmas Parade advertising	69.57
11/12/2022	FSTN Community Board Grant	FSTN Community Board Grant	500.00
10/08/2022	CA Bleakley	C A Bleakley Remaining Funds For Fstn Parade	380.00
8/12/2022	Featherston Com FCB Grant	First Fridays	500.00
6/12/2022	Featherston Phoenix -	Fstn Christmas Parade Advert	34.78
8/12/2022	Sth Wai Communi	Covid Essential Survival Kits	1,000.00
Total Grants paid out to 28 Feb 2023			3,201.35

LESS: Committed Funds

Resolution date		Original commitment	Spent to date	Remaining commitment	
19/05/2020	Wairarapa Maths Association	Annual maths competition 2019-20	300.00	400.00	(100.00)
22/02/2022	Featherston School	Wai-Wheels Fundraiser	229.00	229.00	-
3/08/2022	Featherston Christmas Parade	Christmas Parade	500.00	484.35	15.65
29/09/2022	Christmas Event	Wisdom & Wellbeing	488.00	488.00	-
30/11/2022	South Wairarapa Community	Covid essential survival kits	1,000.00	1,000.00	-
30/11/2022	Featherston RSA	scalfolding	500.00	500.00	-
30/11/2022	Featherston First Fridays	First Fridays community events	500.00	500.00	-
22/02/2023	Mulled Wine Concert	Mulled Wine Concert	500.00		500.00
Total Commitments					415.65

PLUS: Balance Carried forward from previous year

4,832.06

TOTAL GRANTS FUNDS AVAILABLE

5,915.06

Featherston Community Board

Community Development Fund for the Period Ended 28 Feb 2023

Income

Annual Plan 2022-2023 allocation	11,500.00
Total Income 2022-2023	11,500.00

Community Development Fund - operating

1/07/2022	The Sandbag Store	Sandbags for flooding	359.95
8/07/2022	NZ Box Ltd	General purpose container	7,990.16
Total Community Development Fund - operating to 28 Feb 2023			8,350.11

Community Development Fund - capital

Local Government Community Board Levy 2022/23	-
Total Community Development Fund - capital to 28 Feb 2023	-

LESS: Committed Funds

Resolution date		Original commitment	Spent to date	Remaining commitment	
28/06/2022	Flooding Events	400 Sandbags for flooding	500.00	359.95	140.05
3/08/2022	NZ Storage Box	NZ Storage Box	7,845.00	7,990.16	(145.16)
29/09/2022	Beautification Group	Beautification Group			4,200.00
22/02/2023	Proof of concept fund	Design & guidelines for berm planting	500.00		500.00
22/02/2023	Building painting	Intiate building painting	500.00		500.00
Total Commitments					5,194.89

PLUS: Balance Carried forward from previous year

26,429.05

TOTAL COMMUNITY DEVELOPMENT FUNDS AVAILABLE

24,384.05

**Appendix 2 – Income & Expenditure
Statement for the period ending 31
March 2023**

Featherston Community Board

Income & Expenditure for the Period Ended 31 March 2023

Personnel & Operating Costs

Budget

Members' salaries	28,043.00
Mileage reimbursements	1,000.00
Operating expenses	7,400.00
Total Personnel & Operating Costs Budget 2022-2023	36,443.00

Expenses

Personnel Costs

Members' Salaries	27,978.06
Mileage reimbursements	-

Total Personnel Costs to 31 March 2023 **27,978.06**

Operating Expenses

Local Government Community Board Levy 2022/23	275.00
Officemax stationery	233.55
Community centre room hire	43.48
Community centre room hire	34.78
Community centre room hire	34.78
Community centre room hire	34.78

Total Operating Expenses to 31 March 2023 **656.37**

Committed funds

Resolution date	Original commitment	Spent to date	Remaining commitment
Members' Salaries	28,043.00	27,978.06	64.94
Mileage reimbursements	1,000.00	-	1,000.00
30/11/2022 Venue Hire	960.00	78.26	881.74
22/02/2023 Featherston community board sign	200.00		200.00
22/02/2023 Refreshments - meetings	150.00		150.00
Total Commitments			2,296.68

TOTAL OPERATING EXPENSE BUDGET AVAILABLE*

5,511.89

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

Grants

Income

Annual Plan 2022-23 grant allocation	4,700.00
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Total Income for 2022-2023 **4,700.00**

LESS: Grants paid out

1/08/2022	Wai Wheels Featherston	Fundraiser for Featherston School	229.00
28/10/2022	Featherston Community Ctr	Wisdom & wellbeing Christmas Event	488.00
30/10/2022	Featherston Phoenix	Christmas Parade advertising	69.57
11/12/2022	FSTN Community Board Grant	FSTN Community Board Grant	500.00
10/08/2022	CA Bleakley	C A Bleakley Remaining Funds For Fstn Parade	380.00
8/12/2022	Featherston Com FCB Grant	First Fridays	500.00
6/12/2022	Featherston Phoenix -	Fstn Christmas Parade Advert	34.78
8/12/2022	Sth Wai Communi	Covid Essential Survival Kits	1,000.00
24/02/2023	Mulled Wine Concert	Mulled wine Concert	500.00
15/03/2023	Booktown	Flags for Booktown Festival	1,230.00

Total Grants paid out to 31 March 2023 **4,931.35**

LESS: Committed Funds

Resolution date	Original commitment	Spent to date	Remaining commitment
19/05/2020	Wairarapa Maths Association	Annual maths competition 2019-20	300.00
22/02/2022	Featherston School	Wai-Wheels Fundraiser	229.00
3/08/2022	Featherston Christmas Parade	Christmas Parade	500.00
29/09/2022	Christmas Event	Wisdom & Wellbeing	488.00
30/11/2022	South Wairarapa Community	Covid essential survival kits	1,000.00
30/11/2022	Featherston RSA	scalfolding	500.00
30/11/2022	Featherston First Fridays	First Fridays community events	500.00
22/02/2023	Mulled Wine Concert	Mulled Wine Concert	500.00

Total Commitments **(84.35)**

PLUS: Balance Carried forward from previous year

4,832.06

TOTAL GRANTS FUNDS AVAILABLE

4,685.06

Featherston Community Board

Community Development Fund for the Period Ended 31 March 2023

Income

Annual Plan 2022-2023 allocation	11,500.00
Total Income 2022-2023	11,500.00

Community Development Fund - operating

1/07/2022	The Sandbag Store	Sandbags for flooding	359.95
8/07/2022	NZ Box Ltd	General purpose container	7,990.16

Total Community Development Fund - operating to 31 March 2023	8,350.11
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Community Development Fund - capital

Local Government Community Board Levy 2022/23	-
Total Community Development Fund - capital to 31 March 2023	-

LESS: Committed Funds

Resolution date			Original commitment	Spent to date	Remaining commitment
28/06/2022	Flooding Events	400 Sandbags for flooding	500.00	359.95	140.05
3/08/2022	NZ Storage Box	NZ Storage Box	7,845.00	7,990.16	(145.16)
	Beautification Group				4,200.00
	Design & guidelines for berm planting		500.00		500.00
22/02/2023	Intiate building painting		500.00		500.00
					-
	Total Commi	Refreshments - meetings			5,194.89

PLUS: Balance Carried forward from previous year	26,429.05
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TOTAL COMMUNITY DEVELOPMENT FUNDS AVAILABLE	24,384.05
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Financial Assistance Report

1. Purpose

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

2. Recommendations

Officers recommend that the Community Board

1. *Receive the Financial Assistance Report.*
2. *Consider the application from Wairarapa Winter Jackets for \$300 to support advertising for the Winter Coat Drive.*
3. *Consider the application from South Wairarapa Pipe Band for \$500 to support bag pipe equipment.*
4. *Consider the application from The Time Travellers Ball for \$500 to support the event.*
5. *Consider the application from Featherston Pae Tū Mōkai Community Garden for \$750 to support garden set up.*
6. *Formally approve \$1,230.00 + GST to support the purchase of new flags for Featherston Booktown.*

3. Executive Summary

The Featherston Community Board has received three funding applications for consideration in the current funding round. This report presents the board with applications received requesting financial assistance.

4. 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.

5. Prioritisation

5.1 Te Tiriti obligations

Engagement considered not required in this case.

5.2 Strategic alignment

How does this align with strategic outcomes?

- Spatial Plan
- Long Term Plan
- Annual Plan

Allocation for Grant funding is approved through the Annual Plan/Long Term Plan and supports the social, environmental, economic, and cultural outcomes.

6. 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.
- Applicants may not be in receipt of any other Council or Council-administered grant for the same activity in the same financial year.
- The Featherston Community Board has a maximum grant limit of \$500 unless special circumstances are considered to exist (GST will be added to grants approved for GST registered applicant).

The Grants Policy sets out further criteria.

6.1.1. Application from Wairarapa Winter Jackets

The application from Wairarapa Winter Jackets meets the criteria for funding. The organisation has no outstanding grant accountability forms. The application will be provided to members in confidence.

6.1.2. Application from Featherston Pipe Band

The application from Wairarapa Pipe Band meets the criteria for funding. The organisation has no outstanding grant accountability forms. The application will be provided to members in confidence.

6.1.3. **Application from The Time Travellers Ball**

The application from the Time Travellers Ball meets the criteria for funding. The organisation has no outstanding grant accountability forms. The application will be provided to members in confidence.

6.1.4. **Application from Pae Tū Mōkai Community Garden**

The application from Pae Tū Mōkai Community Garden meets the criteria for funding, although the requested amount is above the maximum grant limit of \$500. The Featherston Community Board can extend the limit of \$500 if special circumstances are considered to exist. The organisation has no outstanding grant accountability forms. The application will be provided to members in confidence.

7. **Options**

	Option 1	Option 2
Description	Approve a/the funding applications for the amount requested or a lesser amount.	Decline a/the funding applications.
Advantages	Support community organisations and align with the social, environmental, economic and/or cultural outcomes of Council.	Maintain the available fund for allocation to future applications.
Disadvantages	Decrease the available fund for allocation to future applications.	Does not support community organisations.

8. **Strategic Drivers and Legislative Requirements**

8.1 **Significant risk register**

There are no significant risks identified.

8.2 **Policy implications**

Allocation decisions are made in accordance with Councils [Grants Policy](#).

8.3 **Communications and engagement**

The decisions are considered as low significance as determined by the Councils Significance and Engagement Policy.

8.4 **Partnerships**

Have you completed a communications plan for the work described/project to engage/communicate with partners/key stakeholders e.g. Waka Kotahi, Kainga Ora, community groups, particular individuals etc?

Yes No

If no, is a communications plan required?

Yes No

9. Financial Considerations

The available funding amounts are provided in the Income & Expenditure Report. In accordance with the Financial Delegations Policy, a resolution is required to allocate this fund.

Contact Officer: Kaity Carmichael, Committee Advisor

Reviewed By: Amanda Bradley, General Manager, Policy & Governance

Action Items Report

1. Purpose

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

2. Recommendations

Officers recommend that the Community Board:

1. Receive the Action Items Report.

3. Executive Summary

Action items from recent meetings are presented to the Featherston Community Board for information. The Chair may ask Council officers for comment and all members may ask Council officers for clarification and information through the Chair.

If the action has been completed between meetings it will be shown as 'actioned' for one meeting and then will be remain in a master register but no longer reported on.

4. Appendices

Appendix 1 – Action Items to 11 May 2023

Contact Officer: Kaity Carmichael, Committee Advisor

Reviewed By: Amanda Bradley, General Manager, Policy & Governance

Appendix 1 – Action Items to 11 May 2023

Number	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
83	25-Feb-20	Action	S Corbett	Investigate a solution for the "Welcome to Featherston" signs on State Highway 2 following notification that the location of these signs presents a risk to motorists and keep the community informed through communications.	Open	<p>Signs removed 16th/17th March due to unresolved safety concerns. Meeting onsite on 23rd March with SWDC/NZTA/FCB/Featherston Beautification Group to agree location, materials and design of supports for the signs.</p> <p>30/06/20: Progress is being made on a licence to occupy the proposed location of the signs.</p> <p>30/07/20: This is still with NZTA for a licence to occupy.</p> <p>15/10/20: Still working through the solution with NZTA.</p> <p>8/12/20: Awaiting final drawings from FBG to proceed.</p> <p>15/02/21: Progress made as per chairs report to FCB 23 Feb 21</p> <p>16/04/21: SWDC to pay for reinstatement of signs. We also need to allow for ongoing maintenance in our plans. NZTA have been provided all the info and are asking us to agree an MOU rather than a licence to occupy. Awaiting draft from them, which we'll share with the Beautification Group. Also now have approval we can reinstall the signs under the existing Resource Consent from the Planning team.</p> <p>04/06/2021: Agreement reached with NZTA, awaiting counter signing it. Quotes being sought for reinstall through FBG.</p> <p>15/06/21: Members requested an update of when the signs would be completed.</p> <p>23/07/21: The agreement with NZTA has been counter signed. Featherston Beautification Group is still seeking quotes which is taking time due to the availability of tradesmen.</p> <p>24/9/21: To be picked up by Stefan Corbett, new Group Manager Partnerships and Operations, once he starts 27/9/21.</p> <p>24/11/21: To be picked up in the New Year due to competing priorities.</p> <p>23/03/22: Council officers are in dialogue with FCB and FBS about a prompt resolution to this longstanding issue.</p> <p>13/06/22: Council is actively working with FBS and FCB on the reinstatement of the Welcome to Featherston signs and they are in the process of being reinstalled - action closed</p> <p>28/06/22: Action re-opened at the request of FCB as project is not yet complete.</p> <p>30/11/22: Mr Maxwell undertook to liaise with Stefan Corbett (SWDC, Group Manager Partnerships and Operations) Mark Shepherd (2019-22 Featherston Community Board Chair) and Rhonda Jones (Featherston Beautification Group) for updates in relation to action 83 - Welcome to Featherston signage.</p>
521	29-Sept-22	Action	R O'Leary	Request a report on the options available for Council to address buildings on Main Street which require repair.	Actioned	<p>30/11/22: Discussed at FCB meeting and further information will be provided on policy/bylaws by officers</p> <p>12/04/23: Workshop held to discuss options for Main Street Buildings.</p>
522	29-Sept-22	Action	A Bradley	For the new community board to consider the re-naming of the Featherston Public Playground to Joy Cowley Children's Playground.	Open	<p>30/11/22: Further exploration required.</p> <p>5/5/2023 Naming and/or renaming of parks and other assets across the district is being explored through the development of a Naming and Sponsorship of Council Assets Policy. This policy will ensure consistency across the district but will take several months to develop.</p>
550	30-Nov-22	Action	A Bradley	a) To write a letter to the Department of Conservation regarding the conditions at Bucks Road Reserve in support of upgrades to the campground and include an invite to present on this subject at the next FCB meeting to be held on 22 February 2023; and b) invite mana whenua to be involved in this presentation.	Open	5/5/2023 Letter sent 5 May, waiting for a response.
553	30-Nov-22	Action	S Corbett	Council Officers to provide further information in relation to the Card Reserve User Group and Market Reserve User Group, prior to their next formal meeting on 22 February 2022 to support appointment of FCB representative.	Open	6/3/23: Council is responsible for maintaining the reserves and does not have resources to run user groups. This responsibility could be taken up by the relevant Community Board.

Number	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
554	30-Nov-22	Action	S Priest	Council Officers to support the development and promotion of an Expression of interest for the Featherston Community Board's youth advisory position.	Open	18/01/23: Ms Fjaerestad has been in contact with all community boards to discuss the community boards youth advisory position and next steps. 5/5/2023 Ms Fjaerestad is working on a consistent approach for youth representation as part of the adoption of the Wairarapa Rangitahi Strategy. 10/5/23: Workshop with community boards scheduled for 31 May 2023 to discuss this.
561	30-Nov-22	Action	FCB	To send an email on behalf of the Featherston Community Board to the Mayor, expressing disappointment in a recent Facebook post regarding the Welcome to Featherston signage	Actioned	22/02/23: Closed at request of FCB.
076	22-Feb-23	Action	S Corbett	Request that officers respond to Ms Greenberg's request to consider the installation of signage that highlights recommendations for running, walking and cycling safely with traffic.	Open	6/3/23: Request has been logged and will be considered against other priorities.
080	22-Feb-23	Resolution	FCB	FCB RESOLVED (FCB 2023/09) to: 1. Receive the Member Report. 2. Approve up to \$200 to purchase a Featherston Community Board sign, to be funded through the board's operational funds. 3. Approve up to \$150 to be used to purchase refreshments, when meeting with members of the community, to be funded through the boards operational funds, (Moved Maxwell/Seconded Schroeder) Carried	Open	5/8/23: Signs are more expensive than some adverts on the web would have us believe and I'm suggesting we increase the amount for our FCB sign after a SWDC officer and I receiving quotes from suppliers. (J Dennison)
088	22-Feb-23	Action	FCB	To work on prioritization of Mainstreet buildings for painting, T Rutherford.	Open	
089	22-Feb-23	Action	FCB	To work with officers on the development of a community board sign, J Dennison.	Open	