

13 December 2023

Agenda

Notice of Meeting

An ordinary meeting will be held in the WBS Room, Greytown Town Centre, 89 Main Street, Greytown on Wednesday, 18 October 2023 at 7:00pm.

Membership of the Community Board

Louise Brown (Chair), Warren Woodgyer (Deputy Chair), Neil Morison, Jo Woodcock, Councillor Aaron Woodcock and Councillor Martin Bosley

Public Business

- 1. Extraordinary Business**
- 2. Apologies**
- 3. Conflicts of Interest**
- 4. Acknowledgments and Tributes**
- 5. Public Participation**
 - 5.1 Lisa Birrell from Divine River
 - 5.2 Elizabeth Creebey, Solar Farm
- 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 Greytown Community Board meeting held on 18 October 2023

Pages 3-10

Proposed Resolution: That the minutes of the Greytown Community Board meeting held on 18 October 2023 be confirmed as a true and correct record.

8. Chairperson Report

8.1 Chairperson Report Pages 11-13

9. Elected Member Reports

9.1 Warren Woodgyer Pages 14-15

9.2 Jo Woodcock Page 16

9.3 Neil Morison Page 17

10. Reports from Chief Executive and Staff

10.1 2024 Meeting Schedule of ordinary Meetings Pages 18-21

10.2 Representation Review Pages 22-25

10.3 Income & Expenditure Report Pages 26-29

10.4 Financial Assistance Report Pages 30-32

10.5 Action Items Report Pages 33-35



Present: Louise Brown (Chair), Warren Woodgyer, Jo Woodcock, Neil Morison, Councillor Aaron Woodcock and Councillor Martin Bosley

In Attendance: Amanda Bradley (General Manager, Policy & Governance), Nicki Ansell (Lead Advisor – Community Governance), Adrienne Staples (Greater Wellington Regional Council).

Public: Leanne Woodgyer, Wayne Terry, John Gilberthorpe, Bob Chambers

Conduct of Business: This meeting was conducted in public in the WBS Room, Greytown Town Centre between 7.02pm and 9:33pm.

Opening Karikia

1. EXTRAORDINARY BUSINESS

There was no extraordinary business.

2. APOLOGIES

Apologies from John Boon, who has been replaced by Bob Chambers in public participation.

Apologies from Steve Carlin in public participation.

3. CONFLICTS OF INTEREST

Mr Woodgyer and Ms Brown declare a conflict of interest with Cotter Street, (they both have personal interests in property on Cotter Street) as part of public participation.

4. ACKNOWLEDGMENTS AND TRIBUTES

Members noted the passing of Will Holmes, who passed away two weeks after his wife Ruby Holmes. Mr Holmes was a member of multiple Greytown clubs and community groups.

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5. PUBLIC PARTICIPATION

Leanne Woodgyer

Ms Woodgyer talked to the speed humps on Cotter Street and the survey she has recently undertaken. Ms Woodgyer expressed that the speed humps were originally a trail and now they have been removed for resealing, the community would like them removed permanently.

Members thanked Ms Woodgyer for her comprehensive work.

Wayne Terry – Santa Parade

Mr Terry talked about the transport issues related to the Santa Parade for Greytown. Mr Terry mentioned the publicity that is currently going ahead, and as of 18 October 2023, 400 people have indicated they are attending and 19 confirmed floats. It was confirmed that the Life Flight Trust founder was attending.

Members thanked Mr Terry for all his hard work and acknowledge how great it was to see the Santa Parade back.

John Gilberthorpe – Greytown Little Theatre

Mr Gilberthorpe updated the Community Board on the Community & Youth Grant application that has since been referred to Greytown Community Board. The Greytown Little Theatre is looking to upgrade the theatre and provide an extension for the building. Mr Gilberthorpe expressed the importance of Council support when applying for other grants.

Members discussed the value the Little Theatre adds to the Greytown community.

Bob Chambers – MENZ Shed

Mr Chambers talked about the aim of the MENZ Shed to improve the health and wellbeing of members and that the MENZ Shed had recently raised a bit of money to install computer controlled cutting machines. This new technology has resulted in an influx in new members.

Members clarified the type of machinery the MENZ Shed are looking at.

6. ACTIONS FROM PUBLIC PARTICIPATION

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GCB RESOLVED (GCB 2023/30) to approve a letter of support from Greytown Community Board to assist Greytown Little Theatre with further grants.

(Moved Brown/Seconded Cr Woodcock)

Carried

GCB RESOLVED (GCB 2023/31) to:

1. Agree for the Greytown Community Board to take Cotter Street Speed Bumps and the Survey to an ICS Committee Meeting, with a request that the speed bumps not be reinstalled.

(Moved Cr Woodcock/Seconded Cr Bosley)

Carried

Abstained Woodgyer and Brown

2. Request council reinstate Cotter Street “no exit” signs at the ICS Committee Meeting.

(Moved Cr Bosley/Seconded Woodcock)

Carried

Abstained Woodgyer and Brown

7. COMMUNITY BOARD MINUTES

7.1 Greytown Community Board Minutes – 26 July 2023

GCB RESOLVED (GCB 2023/32) that the minutes of the Greytown Community Board meeting held on 26 July 2023 be confirmed as a true and correct record.

(Moved Morison/Seconded Woodgyer)

Carried

8. CHAIRPERSON REPORT

8.1 Chairperson Report

GCB RESOLVED (GCB 2023/33) to

1. Receive the Chairperson Report

(Moved Woodyer/Seconded Woodcock)

Carried

2. Approve expenditure for flowers for Cr Bosley for his recent family bereavement.

(Moved Brown/Seconded Cr Woodcock)

Carried

GCB RESOLVED (GCB 2023/33) that Cr Bosley write a report and present on behalf of Greytown Community Board to the ICS Committee, that the First Masonic Hall be retained by the community.

(Moved Brown/Seconded Woodyer)

Carried

GCB RESOLVED (GCB 2023/34) to

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1. Receive the notes from the SWDC Parks and Reserves Stakeholder meeting.

(Moved Woodyer/Seconded Woodcock) Carried

2. Approve the minutes from the SWDC Parks and Reserves Stakeholder meeting.

(Moved Morison/Seconded Cr Bosley) Carried

GCB RESOLVED (GCB 2023/35) to adopt a schedule to include a final meeting for 2023 for 13 December at 7pm, then begin 2024 in February, with a meeting in mid-May 2024.

(Moved Brown/Seconded Morison) Carried

Members discussed dates for the ordinary meetings of the Greytown Community Board during 2024.

9. ELECTED MEMBER REPORTS

9.1 Warren Woodgyer Members Report

GCB RESOLVED (GCB 2023/36) to receive Warren Woodgyer Member Report

(Moved Brown/Seconded Morison) Carried

Mr Woodgyer acknowledged the topic had also been raised and covered in public participation.

9.2 Warren Woodyer Members Report

GCB RESOLVED (GCB 2023/37) to receive Warren Woodgyer Member Report #2

(Moved Brown/Seconded Morison) Carried

Mr Woodgyer spoke to his report and expressed the difficulty in getting individuals to undertake the work at Soldiers Memorial Gates. Members queried if there are other quotes and the possibility of grouping the work and undertaking it in sections.

10. REPORTS FROM CHIEF EXECUTIVE AND STAFF (MOVED)

10.1 Verbal update form Greater Wellington Regional Council

GCB RESOLVED (GCB 2023/38) to receive the verbal update from Greater Wellington Regional council.

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(Moved Woodcock/Seconded Brown)

Carried

Ms Staples talked through the questions the Greytown Community Board had.

Members also asked about the trains. The timetable has been reinstated but for off-peak trips there are times when there will be bus replacement as there is still work to be done before the new trains can use the tracks.

Members asked about planting along the river. Ms Staples confirmed that GWDC don't provide grant funding but do have projects to match what landowner provide for planting.

9. ELECTED MEMBER REPORTS

9.3 Jo Woodcock Members Report

GCB RESOLVED (GCB 2023/39) to receive Jo Woodcock Member Report

(Moved Cr Woodcock/Seconded Woodgyer)

Carried

Members discussed how useful it was to hear from GWDC, there was discussion around the cost of the Greytown Skate Park and what was included in the initial spend.

GCB NOTED:

Action 423: request the report regarding the soil at the Greytown skate park, which has been undertaken by RICH Landscapes to GCB.

GCB NOTED:

Action 424: Request to James O'Conner that toilets be part of the original council spend on the Greytown Skate Park

10. REPORTS FROM CHIEF EXECUTIVE AND STAFF

10.2 Representation Review Report

Members requested that the Representation Review be moved to the Greytown Community Board meeting 13 December Meeting.

GCB RESOLVED (GCB 2023/40) to move item 10.2 Representation Review Report to the next Greytown Community Board meeting.

(Move Cr Woodcock/Seconded Morison)

Carried

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10.3 Code of Conduct

GCB RESOLVED (GCB 2023/41) to:

1. Receive the Code of Conduct Report.

(Moved Cr Bosley/Seconded Brown) Carried

2. Adopt the Code of Conduct – Te Tikanga Whanonga for the 2022-2025 Triennium

(Moved Brown/Seconded Woodcock) Carried

3. Adopt the policy as attached in Appendix 1 for dealing with alleged breaches of the code.

(Moved Woodcock/Seconded Brown) Carried

10.4 Proposed naming of a new private road at Bidwells Cutting Road

GCB RESOLVED (GCB 2023/42) to

1. Receive the Proposed Naming of a new private road at Bidwells Cutting Road Report

(Moved Woodcock/Seconded Morison) Carried

2. Adopt the proposed naming of “Rangimarie Lane” for the new private road at Bidwills Cutting Road.

(Moved Brown/Seconded Woodgyer) Carried

Members talked to the background of the street names and discussed the advice given by the Māori Standing Committee.

10.5 Income & Expenditure Report

GCB RESOLVED (GCB 2023/43) to receive the Income and Expenditure Report.

(Moved Woodcock/Seconded Cr Bosley) Carried

10.6 Financial Assistance Report

GCB RESOLVED (GCB 2023/44) to:

1. Receive the Financial Assistance Report

(Moved Woodgyer/Seconded C Woodcock) Carried

2. Agree to fund Greytown Little Theatre in principle \$5,000 from Greytown Community Board, upon confirmation of the 2023/2024 budget to support the upgrade of Studio 73 and a request to come back to the Community Board once the rate remission has been worked through.

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(Moved Brown/Seconder Cr Woodcock) Carried

3. Agree to fund Greytown MENZ Shed \$1,000 from Community Development, to support Computer controlled wood, Metal Routing, Engraving, Milling and Laser Cutting Machines.

(Moved Cr Woodcock/Seconder Woodgyer) Carried

4. Agree to fund Greytown Santa Parade \$1,322.50 from Grant to support the Christmas Parade.

(Moved Woodcock/Seconder Woodgyer) Carried

GCB NOTED:

Action 430: Request A Bradley/N Ansell consider the rate remission policy to see if any discount can be applied to Greytown Little Theatre.

Members discuss the Football NZ grant and the support they get through the Phoenix. Members requested more information to why NZ Football and Greytown Sports and Leisure are not options for funding.

Members discussed the Divine River grant and requested further information on who benefits, include supporting letters from schools.

Members considered Wairarapa 4WD Club grant, but queried the value this brings to Greytown. Members wondered if this was the best grant for them or if a Council grant region-wide might be better suited.

10.7 Action Items Report

GCB RESOLVED (GCB 2023/45) to receive the Action Items Report

(Moved Cr Bosley/Seconder Morison) Carried

Members discussed open action items and noted further updates.

Action 537 - Re-open for long term plan.

Action 122 – Close

Action 148 – Close

153 – Request action to occur by our next meeting of 13 December

154 – Request action to occur by our next meeting of 13 December

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215 – Close

Cr Bosley left the meeting at 9:33pm

The meeting closed at 9:33pm.

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. *To move to reimburse Gail Vidulich \$62.00 for expenses for plants for the Main Street Barrels*
3. *Approve expenditure for flowers for Martinborough Community Board Chair, Storm Roberston following the passing of a family member as per email agreement.*
4. *To resolve to choose the Anzac flag and to set an aside (an amount) in current budget to replace Greytown Flags*
5. *To add an Action Point to update Greytown Community Board Webpage in consultation with the current Community Board.*

Topic 1- Next Informal Forum with the Community and topics and dates for the future Informal Forums

It is important that we confirm now that our first informal forum will be directed to recognising our current Greytown Volunteers. Given our next Formal Meeting is in February, January is likely to be too early to hold this event so I think a Saturday in mid March would be appropriate. I would like to set that date at this meeting and confirm the leadership team that will be working on organising this event with the community.

The theme would be a Celebration of Greytown Volunteers focused on recognising current groups, hear about interest in creating any new groups and a drive to increase membership and interest in our volunteer groups where needed.

Topic 2- Trax Flag Replacement

We desperately need to replace and order new flags so that our streets can have flags at least monthly and possibly bi-monthly when appropriate for some events. I have attached to my report some ANZAC flags that are similar to what we have now but do not have enough for each poll. We have an array of different ones for ANZAC day which I like. I am proposing that we consider looking at the ones attached and confirm

if all four or some of these are acceptable and commit to the replacement of flags needed for ANZAC in in the month of April.

I am also asking for us to set aside a portion of the budget now to be saved for the purchase of additional flags needed for Christmas, Matariki, Dark Sky and other seasonal flags.

Topic 3- Calendar Dates other than Formal Meetings on SWDC Website

We struggle at times to get our events known to the public. I would like a calendar or list of GCB Events to be a heading on the SWDC GCB Website. The dates I propose now to have listed would be:

?? March 2024- Celebration of Greytown Volunteerism-

24 June 2024- Matariki Celebration with Papawai Marae

3 July 2024- Arbor Day Celebration with Papawai Marae at Arbor Reserve

4 September 2024- Annual Stakeholder Meeting for Greytown SWDC Parks and Reserves.

Topic 4- Community Board Clinic/ Chat

We have almost been running these for a year. I think it is important to still give them a chance through the summer and warmer months when we can be more visible to see if they are something the community wants to come out for to chat to us. I propose to review continuing the chats at our next Formal Meeting in May 2024. At this meeting a vote to continue or suspend can be made. Until then can I get volunteers for next year? Those Saturdays are:

- 27 January 2024-
- 24 February 2024-
- 23 March 2024-
- 27 April 2024-

Topic 5- Community Patrol

The Community Patrol needs to be given a fair attempt at starting it. I have taken some time and have tonight brought a summary of activity that have been recorded as occurring in Greytown. We did attempt to start this last year and I am just reconfirming my commitment to getting this going in the new year. This will include me approaching all those to date who have showed interest and attempt to start the initial paperwork followed up by seeking more volunteers at our Celebration of Volunteerism in Greytown in March 2024.

Topic 6- Matariki and Arbor Day

GCB Member Neil Morison will give more detail about the new connection with Papawai that has come about thanks to his efforts. I am just pleased to confirm we have set future joint event plans for the above.

Topic 7- Greytown Welcome Signs

This is in regards to three signs at the entrances of Greytown that properly reflect who we are today. They would be on either side of town on SH 2 and at the entrance on Bidwells Cutting. It was something that was raised in Adam Blackwell's vision of Main Street and also something the previous GCB was focused on. I am awaiting and hopefully will be able to distribute soon the concepts and designs obtained by the previous GCB thanks to Ann Rainford and also those reflected in Adam Blackwell's presentation. Ann has raised with me the importance this was to the previous GCB and her hope it can be achieved by the current GCB. My thoughts is to form a leadership team to collate what we have and then seek community input into designs and finally selection of Welcome Signs that either the GCB can achieve having established during our term or as part of the LTP.

Member Name	Warren Woodgyer
Group Name	Greytown Community Board
Key issues from meeting	<ol style="list-style-type: none"> 1. Proposed Wairarapa Combined District Plan 2. Stumps outside the Blue school, Wood Street.
Specific item/s for Community Board consideration	<ol style="list-style-type: none"> 1. Additional greenspace for Greytown. 2. Remove stumps outside Blue School, Wood Street.
General	<p>In the Financial Contributions section of the Proposed Combined District Plan, the introductory statement is riddled with unnecessary and inconclusive language. Greytown is in dire need of additional green space due to the escalating number of football club participants, resulting in heightened demand for playing grounds that is adversely impacting the current surface. Despite this evident need, there has been a stagnant situation for nine years with no decisive action taken. Urgent intervention is imperative.</p> <p>It is evident that the Greytown Parks and Reserve Contribution fund is currently insufficient. Over the past nine years, Greytown has witnessed a substantial increase in new subdivisions without a corresponding financial reserve to acquire additional green space to accommodate this expansion. One glaring instance is the developer of the retirement village who evaded making any contributions, citing the green areas created within the village as justification.</p>

Under the objectives outlined in FC-P5, which pertains to District-wide contributions for reserves and community facilities, there is a pressing need for a more clearly defined and substantial monetary contribution. This will be instrumental in generating funds specifically earmarked for the acquisition of additional green space in Greytown.

The stumps remaining from the controversial felling of the elms on Wood Street outside Blue School 2 years ago have yet to be dealt with. Over the past 2 years the area around the stumps have become a wilderness to the point where the owner is unable to keep the area mown and tidy. The regrowth of long grass and tree shoots will be a problem in the summer and a obvious fire danger. The height of the regrowth is a traffic hazard with cars exiting the Blue School having no clear visibility exiting on to Wood Street. It is also become an eyesore to residents living in the area.

After 2 years I feel a decision needs to be made about finishing off a job not completed by the SWDC.

13 December 2023
Agenda Item 9.2

Member Name	Jo Woodcock
Group Name	Greytown Community Board
Meeting Date	13 th Dec 2023
Key issues from meeting	
Specific item/s for Community Board consideration	<ul style="list-style-type: none"> • Planting of street islands i.e. main road near red Dairy. Does Council have a planting plan replacing plants and what with? Could they approach Carterton and see what plants they have used in the street island they are amazing.
General	<ul style="list-style-type: none"> • IT issues have they been addressed? Report back to GCB <ul style="list-style-type: none"> - Lgoima issues - Blocked emails from residents - Submission engagement from the public with SWDC links/pdf are they fit for purpose.

Member Name	Neil Morison
Group Name	Greytown Community Board
Meeting Date	13/12/23
Key issues from meeting	Papawai Pa Trust AGM :Attending & making contacts
Specific item/s for Community Board consideration	Help them with Grants Joint Arbor Day celebration. Matariki celebration
General	A well-attended AGM, Filled the 4 vacant trustee positions. They need support with the running and up keep of the Marae. Louise and I made good contacts, moving ahead would like all our board to attend one of their meetings to put up-and-coming events in place.

2024 Meeting Schedule of Ordinary Meetings

1. Purpose

To present the Greytown Community Board with 2024 Meeting Schedule of Ordinary Meetings.

2. Recommendations

Officers recommend that the Community Board:

1. *Receive the 2024 Meeting Schedule of Ordinary Meeting report.*
2. *Adopt the 2024 Meeting Schedule for Greytown Community Board.*
3. *Delegate to the Chief Executive the authority to alter the schedule of ordinary meetings following consultation with the Chair.*

3. Executive Summary

Each year Council adopts a schedule of Council, committee, and community board meetings for the following calendar year in accordance with schedule 7 cl19 of the Local Government Act 2002. This report provides the board with the 2024 schedule of ordinary meetings for consideration.

At the Council meeting 22 November 2023, Council adopted a four-weekly cycle for the 2024 Meeting Schedule of Ordinary Meetings. Following that process all community boards will need to adopt their meeting calendars for 2024.

4. Discussion

Council Officers request the need to stagger the three community boards, so that they do not fall in the same week and have applied regular intervals between meetings (where possible) to provide consistency and transparency.

Consideration to avoid scheduling meetings during school holidays was given.

Council Officers note the flow of meetings to run Māori Standing Committee, community boards, committees, and Council meetings where possible. Thus, allowing information to flow through from community boards to committees or Council where necessary.

The following is proposed for the schedule of ordinary meetings for Greytown Community Board in 2024.

2024 Greytown Community Board Ordinary Meetings
Wednesday 21 February 2024
Wednesday 22 May 2024
Wednesday 21 August 2024
Wednesday 20 November 2024

Additional ordinary, extraordinary, or emergency meetings may be scheduled from time to time in consultation with the Chief Executive.

4.1 Meeting Time and Venue

The proposed start time for meetings of the Greytown Community Board for 2024 is 7.00pm.

The preferred venue is the WBS Room, Greytown Town Centre, Greytown. If the preferred venue is not available at the time of the scheduled meeting an alternative venue will be secured and members will be notified.

5. Appendices

Appendix 1 – SWDC 2024 Calendar

Contact Officer: Robyn Ramsden, Community Governance Advisor

Reviewed By: Amanda Bradley, General Manager Democracy & Engagement

Appendix 1 – SWDC 2024 Calendar

2024	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	2023
MON	1 New Years Day			1 Easter Monday			1						MON
TUE	2 Day after NY Day			2			2			1			TUE
WED	3			3 Workshop (hold)	1 Workshop (hold)		3 SWC / COUNCIL			2			WED
THU	4	1		4 MCB (meeting)	2		4	1		3 SWC / COUNCIL			THU
FRI	5	2	1	5	3		5	2		4	1		FRI
SAT	6	3	2	6	4	1	6	3		5	2		SAT
SUN	7	4	3	7	5	2	7	4	1	6	3	1	SUN
MON	8	5	4	8	6	4	3 King's Birthday	5	2	7	4	2	MON
TUE	9	6 Waitangi Day	5	9	7	4	9	6	3	8	5	3	TUE
WED	10	7 FCB (meeting)	6 CEO	10 SWC / COUNCIL	8 SWC / COUNCIL & FCB	5 SWC / COUNCIL	10 Workshop (hold)	7 Workshop hold / FCB (meeting)	4 SWC / COUNCIL	9 Workshop (hold)	6 CCF / FCB (meeting)	4 Workshop (hold)	WED
THU	11	8	7	11	9	6	11 MCB (meeting)	8	5	10	7	5 MCB (meeting)	THU
FRI	12	9	8	12	10	7	12	9	6	11	8	6	FRI
SAT	13	10	9	13	11	8	13	10	7	12	9	7	SAT
SUN	14	11	10	14	12	9	14	11	8	13	10	8	SUN
MON	15	12	11	15	13	10	15	12	9	14	11	9	MON
TUE	16	13	12	16	14	11	16	13	10	15	12	10	TUE
WED	17	14 SWC / COUNCIL	13 SWC / COUNCIL	17 Workshop (hold)	15 LTP Hearing	12 LTP Deliberation	17 Workshop (hold)	14 ARF	11 CEO	16 Workshop (hold)	13 Workshop (hold)	11 Workshop (hold)	WED
THU	18	15 MCB (meeting)	14	18	16 LTP Hearing	13	18	15	12	17 MCB (Meeting)	14	12	THU
FRI	19	16	15	19	17	14	19	16	13	18	15	13	FRI
SAT	20	17	16	20	18	15	20	17	14	19	16	14	SAT
SUN	21	18	17	21	19	16	21	18	15	20	17	15	SUN
MON	22 Wgtn Anniversary	19	18	22	20	17	22	19	16	21	18	16	MON
TUE	23	20	19	23	21	18	23	20	17	22	19	17	TUE
WED	24	21 ARF / GCB	20 CCF	24 Workshop (hold)	22 GCB (meeting)	19 Workshop (hold)	24 Workshop (hold)	21 LGNZ conference / GCB (Meeting)	18 Workshop (hold)	23 ARF	20 GCB (Meeting)	18	WED
THU	25	22	21	25 ANZAC Day	23 ARF	20	25	22 LGNZ conference	19	24	21	19	THU
FRI	26	23	22	26	24 MCB Meeting	21	26	23 LGNZ conference	20	25	22	20	FRI
SAT	27	24	23	27	25	22	27	24	21	26	23	21	SAT
SUN	28	25	24	28	26	23	28	25	22	27	24	22	SUN
MON	29	26	25	29	27	24	29	26	23	28 Labour Day	25	23	MON
TUE	30 MSC (meeting)	27	26	30 MSC (meeting)	28	25	30 MSC (Meeting)	27	24	29 MSC (Meeting)	26	24	TUE
WED	31	28 COUNCIL ADOPT LTP Consultation issues and options	27 COUNCIL ADOPT LTP Consultation document		29 CCF	26 COUNCIL LTP Adoption	31 SWC / COUNCIL	28 CCF (SWDC host)	25 Workshop (hold)	30 COUNCIL AR Adoption	25 SWC / COUNCIL	25 Christmas Day	WED
THU		29	28		30	27		29 MCB (meeting)	26	31	28	26 Boxing Day	THU
FRI			29 Good Friday		31	28 Matariki		30	27		29	27	FRI
SAT			30			29		31	28		30	28	SAT
SUN			31			30			29		30	29	SUN
MON									30			30	MON
TUE									31			31	TUE

SWC	Strategy Working Committee
COUNCIL	District Council meeting
MCB	Martinborough Community Board
FCB	Featherston Community Board
GCB	Greytown Community Board
MSC	Māori Standing Committee
CEO	CEO Employment Review Committee
ARF	Assurance, Risk & Finance Committee
	Public & School Holidays
WCDP	Wairarapa Combined District Plan Joint Committee
CCF	Combined Council Forum
Workshop (hold)	Workshops for Council and Committees - holding space

Representation Review Report

1. Purpose

To provide the Greytown Community Board with a brief update on the representation review.

2. Recommendations

Officers recommend that the committee:

1. *Receive the Representation Review Report.*

3. Executive Summary

Under the Government Electoral Legislation Bill, a representation review must be completed every six years, or with the establishment of a Māori ward for the first time. The last representation review for South Wairarapa District Council was in 2018.

Over the coming months, elected members will be presented with four options for representation in the 2025 election. A determination will be required by Council for their preferred option (by 31 July 24), which will be followed by public consultation using the Special Consultative Procedure (SPC). Council will review their preferred option by August 2024 and a second public consultation will take place with submissions going to the Local Government Commission (LGC), for a final decision.

4. Background

The principles of a representation review are to ensure “fair and effective representation for individuals and communities” in local government.¹

A representation review addresses the total number of councillors there should be for the district or region and the way they are elected. In the case of territorial authorities, this involves deciding whether councillors are elected from wards or 'at large' across the whole district, or by a mix of both wards and 'at large'. A review also covers the boundaries of wards and constituencies, and their names. In the case of territorial authorities, a review also needs to address whether there should be community boards in the district and, if so, the number of boards; their names and boundaries;

¹ 1 LEA Section 4(1) (principles) makes it clear that fairness and effectiveness are equally important. [Representation Review Guidelines 2021 \(lgc.govt.nz\)](https://www.lgc.govt.nz/representation-review-guidelines-2021)

the number of members for each board, including any appointed members; and whether the board area should be subdivided for electoral purposes.

The representation review must consider the following:

- Total number of councillors
- Whether to have wards, “at-large” or mixture
- Number of councillors per ward, “at-large” or mixture
- Whether to have community boards (and if subdivided)
- Number of elected and appointed members per community board (if applicable)
- Boundaries and names of wards, community boards (subdivisions if applicable)

Council undertook a representation review in 2018, prior to the 2019 election. There were no changes to representation arrangements as a result of the 2018 review. Māori representation was considered during the representation review in both 2012 and 2018

In August 2023, Council opted to maintain the status quo for First Past the Post (FPP) for the 2025 and 2028 local elections.²

On 22 November 2023, Council resolved to establish one Māori Ward for South Wairarapa District for the 2025 and 2028 local elections.³

At this point it is unknown if proposed, upcoming legislative changes will have an impact on these decisions.

5. Timeframe

The following outlines the legislative requirements for the Representation Review.

² For more information on electoral system options see the Representation Review – Voting Options report page 147-153 at the Council meeting 2 August 2023. [DCAgendaPack-2Aug23.pdf \(swdc.govt.nz\)](#)

³ For more details on Māori Wards see the Agenda Pack from the Māori Standing Committee meeting 7 November 2023. [Section A \(swdc.govt.nz\)](#) And the Māori Wards report page 75-90, from the Agenda Pack at the Council meeting 22 November 2023. [JUNE 1996 \(swdc.govt.nz\)](#)

Date	Provision	Who	Section of LEA 2001
12 September 2023 (undertaken)	Council resolution on electoral system (optional)	Local Authorities	27
19 September 2023 (undertaken)	Public notice of electoral system (mandatory – subject to previous poll mandate)	Public notification	28
7 November 2023 (undertaken)	MSC Representation View for Māori ward adopted at the MSC meeting.	Local Authorities	
22 November 2023 (undertaken)	Council resolution on Māori Representation (optional)	Local Authorities	
11 December 2023 (undertaken)	Last date to receive poll demand on electoral system, or council resolution on poll for 2025	Local Authorities	29-31
February & March 2024	Representation Review Workshop to explain process, provide findings and various scenarios.	Local Authorities	
20 December 2023 – 31 July 2024	Timeframe for council to resolve an initial rep review proposal. if initial proposal not compliant (+/-10%) must forward to LGC	Local Authorities	19H-19K
May & June 2024	Additional Representation Review Workshops (if required) to further develop scenarios and preferences.		
No later than 8 August 2024	public notice of initial proposal. required within 14 days of initial proposed resolution.	Public notification	19M,52
No later than 19 October 2024	close of public submissions on initial proposal (not less than one month after public notice)	Public notification	19N
<i>Suggested end of August</i>	If no submissions received, by close of submission then initial proposal becomes basis of election and public notified. LGC notified of final rep review proposal.		19Q
3 December 2024	last date for close of public appeals on rep review proposal (one month after public notice)	Public notification	19P
20 December 2024	last date for rep review appeals and documents sent to LGC	Public & Local Authorities	19Q
10 April 2025	Last date for LGC determinations on representation reviews	LGC	19R-19S

6. Policy implications

Councils Significant and Engagement Policy will guide engagement and consultation on this work. Details here - [Section A \(swdc.govt.nz\)](https://www.swdc.govt.nz/section-a)

We recommend that individuals email us at haveyoursay@swdc.govt.nz for more details or keep an eye on the website under “[Representation and Elections](#)” for more information.

Contact Officer: Nicki Ansell, Lead Advisor – community Governance.
Reviewed By: Amanda Bradley, Group Manager, Policy and Governance

Income & Expenditure Report

1. Purpose

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

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 31 October 2023 is attached in Appendix 1.

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 31 October 2023

Contact Officer: Hayley McDonald, Assistant Accountant

Reviewed By: Charly Clarke, Acting General Manager Finance

**Appendix 1 – Income and Expenditure
Report for the Period Ending 31
October 2023**

Greytown Community Board

Income & Expenditure for the Period Ended 31 Oct 2023 (Draft)

Personnel & Operating Costs

Budget

Members' salaries	35,956.00
No-taxable allowances	3,189.00
Mileage reimbursements	599.00
Operating expenses	2,575.00
Total Personnel & Operating Costs Budget 2023-2024	42,319.00

Expenses

Personnel Costs

Members' Salaries	14,055.85
Communication allowance	1,497.43
Mileage reimbursements	-
Total Personnel Costs to 31 Oct 2023 (Draft)	15,553.28

Operating Expenses

Honorarium payment to student rep (\$50 per meeting)	
01/09/2023 Tree top Flowers	90.00
20/09/2023 Community board levy	275.00
Total Operating Expenses to 31 Oct 2023 (Draft)	365.00

Committed funds

Resolution date	Original commitment	Spent to date	Remaining commitment
Members' Salaries	39,145.00	15,553.28	23,591.72
Mileage reimbursements	599.00	-	599.00
Honorarium payment to student rep (\$50 per meeting)	400.00	-	400.00
Gail Vidulich Info centre printing	15.50		15.50
Total Commitments			24,606.22

TOTAL OPERATING EXPENSE BUDGET AVAILABLE*

1,794.50

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

Grants

Income

Annual Plan 2023-24 grant allocation	4,700.00
Total Income for 2023-2024	4,700.00

LESS: Grants paid out

03/08/2023 Featherston Amatuer wrestling	Travel and competition	500.00
15/08/2023 Country Village	Street flags for Christmas festival	1,378.85
Total Grants paid out to 31 Oct 2023 (Draft)		1,878.85

LESS: Committed Funds

Resolution date	Original commitment	Spent to date	Remaining commitment
03/08/2022 Bus Shelter Greytown	Painting of Bus Shelter	150.00	150.00
13/09/2022 Greytown Menz Shed	Purchase of new equipment	1,000.00	1,000.00
26/07/2023 Country Village Heaven	Street flags for Christmas festival	1,378.85	-
26/07/2023 Featherston Amateur Wrestling	Travel and competition	500.00	500.00
18/10/2023 Greytown Little Theatre	Upgrade of studio 73	5,000.00	5,000.00
18/10/2023 Greytown Santa parade	Christmas parade	1,322.50	1,322.50
Total Commitments			7,472.50

PLUS: Balance Carried forward from previous year

13,629.72

TOTAL GRANTS FUNDS AVAILABLE

8,978.37

*Please note the Annual report for 2022/23 has not been audited by Audit NZ, therefore these results may be subject to change.

Greytown Community Board

Community Development Fund for the Period Ended 31 Oct 2023 (Draft)

Income

Annual Plan 2023-2024 allocation	11,500.00
Total Income 2023-2024	11,500.00

Community Development Fund - operating

3/08/2023 Martinborough Waiwaste	Food bank	5,035.00
1/09/2023 W R Woodgyer	Arbor planting reimbursement	303.43

Total Community Development Fund - operating to 31 Oct 2023 (Draft)	5,338.43
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Community Development Fund - capital

Total Community Development Fund - capital to 31 Oct 2023 (Draft)	-
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LESS: Committed Funds

Resolution date		Original commitment	Spent to date	Remaining commitment
24/11/2021	Two new dog bins in Greytown	3,000.00	1,773.61	1,226.39
30/03/2022	Greytown Pool	2,000.00		2,000.00
30/03/2022	Soldier Memorial Park	200.00		200.00
22/06/2022	Corner of Jellicoe & Massey st	1,500.00		1,500.00
03/08/2022	Puakaka Wairarapa Garden Tour	1,000.00	869.00	131.00
13/09/2022		3,500.00		3,500.00
13/09/2022	Menz shed	500.00	434.78	65.22
29/11/2022		50.00		50.00
03/05/2023	Gail Vidulich	54.50		54.50
26/07/2023	Martinborough Waiwaste	5,035.00	5,035.00	-
Total Commitments				8,727.11

PLUS: Balance Carried forward from previous year	24,217.60
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TOTAL COMMUNITY DEVELOPMENT FUNDS AVAILABLE	21,652.06
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Financial Assistance Report

1. Purpose

To present the Greytown 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 Divine River for \$500 to support In School SKY workshops.*

3. Executive Summary

The Greytown Community Board has received one funding application for consideration in the current funding round, for a total of \$500. 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

- 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.
- The Greytown Community Board has a maximum limit of \$1,000 unless the board considers special circumstances apply.

The Grants Policy sets out further criteria.

6.1 Application from Devine River

The application from Devine River meets the criteria for funding. 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](#).

9. Consultation

9.1 Communications and engagement

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

9.2 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

10. 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: Robyn Ramsden, Community Governance Advisor

Reviewed By: Amanda Bradley, General Manager, Democracy & Engagement

Action Items Report

1. Purpose

To present the Greytown 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 Greytown 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 8 December 2023

Contact Officer: Robyn Ramsden, Community Governance Advisor

Reviewed By: Amanda Bradley, General Manager, Democracy & Engagement

Appendix 1 – Action Items to 8 December 2023

Number	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
537	28-Oct-20	Action	GCB	Reconsider the design of new Welcome to Greytown signs following consultation on the 2021-2031 Long Term Plan.	Parked	9/6/21: To remain parked until the Long Term Plan is adopted as the LTP may include budget for place assessment of the three towns, including entrances. 4/8/21: To remain parked as the Board would be collaborating on signs to consolidate branding across the district.
148	3-May023	Action	S Corbett	To request information on the ownership of the land around the Greytown pensioner flats and future plans for usage of this land.	Actioned	Officers have provided this to Jo Woodcock. 18/10/23 Closed
151	3-May-23	Action	S Corbett	To request information on City Cares responsibilities in Greytown.	Actioned	18/10/23 Closed
153	3-May-23	Action	S Corbett	To request James O'Connor to schedule a workshop prior to the next meeting to discuss service levels in Greytown and Reserve Management Plans.	Open	7/20/23. Update from James O'Connor. Budget restrains for 2023/2024 means that the Reserve Management Plans will not be addressed. 18/10/23 Request for this to occur before next meeting 13 December 2023
154	3-May-23	Action	S Corbett	To request Tim Langley to schedule a workshop prior to the next meeting to discuss roading in Greytown.	Open	6/26/23 information sent to Tim Langley outlining the roading issues GCB want to discuss and action. 26/7/23 updated to suggest Teams/Zoom meeting. 18/10/23 Request fo this to occur before next meeting 13 December 2023.
215	26-July-23	Action	J Woodcock	Ms Woodcock to reach out to the GM of Policy and Governance to ensure the process for "get it sorted" is clear enough for the public to understand and thought a flow chart would help.	Open	
217	26-July-23	Action	W Woodgyer	Mr Woodgyer agreed to reach out to the GM of P&R to discuss potential intensification due to the Kainga Ora development and how it fits with the current District Plan before the District Plan is reviewed.	Open	
218	26-July-23	Action	W Woodgyer	Mr Woodgyer agreed to reach out to Council Officer Mr Carter (emergency management) to get clarity about roles and responsibilities.	Open	
423	18-Oct-23	Action	S Corbett	Request the report regarding the soil at the skate park, which has been undertaken by RICH Landscapes to GCB.	Open	10/11/23 J O'Conner: just waiting on another document to be finalized and then will be circulating this with the ICSC, I'll be suggesting that they liaise with the GCB. 12/12/2023 Expected release within the next week.
424	18-Oct-23	Action	S Corbett	Request to James O'Conner that toilets be part of the original council spend on the Greytown Skate Park	Open	10/11/23 J O'Conner: Toilets have always been part of the design
430	18-Oct-23	Action	A Bradley	Request A Bradley/N Ansell consider the rate remission policy to see if any discount can be applied to Greytown Little Theatre.	Open	