

**3 May 2023**

## **Agenda**

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### **Notice of Meeting**

An ordinary meeting will be held in the WBS Room, Greytown Town Centre, 89 Main Street, Greytown on Wednesday, 3 May 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

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### **Public Business**

#### **Member Declaration**

Declaration by Neil Morison

- 1. Extraordinary Business**
- 2. Apologies**
- 3. Conflicts of Interest**
- 4. Acknowledgments and Tributes**
- 5. Public Participation**
  - 5.1 None advised
- 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 8 February 2023

Pages 3-6

***Proposed Resolution:*** *That the minutes of the Greytown Community Board meeting held on 8 February 2023 be confirmed as a true and correct record.*

**8. Chairperson Report**

8.1 Chairperson Report Pages 7-8

**9. Elected Member Reports**

9.1 Jo Woodcock Member Report Page 9

9.2 Warren Woodgyer Member Report Page 10

**10. Reports from Chief Executive and Staff**

10.1 Welcoming Communities Report Pages 11-18

10.2 Road Naming Report Pages 19-24

10.3 Income & Expenditure Report Pages 25-31

10.4 Financial Assistance Report Pages 32-34

10.5 Action Items Report Pages 35-37



**SOUTH WAIRARAPA  
DISTRICT COUNCIL**  
*Kia Reretahi Tātau*

# DECLARATION

I, Neil Morison, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of the South Wairarapa district the powers, authorities, and duties vested in or imposed upon me as a member of the Greytown Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987 (LGOIMA), or any other Act.

Dated at Greytown this 3<sup>rd</sup> day of May 2023

**Signature.....**

Signed in the Presence of:

.....  
***Louise Brown, Greytown Community Board Chair***



**SOUTH WAIRARAPA  
DISTRICT COUNCIL**  
*Kia Reretahi Tātau*

# DECLARATION

Ko ahau, ko Neil Morison, e oati ana ka whai ahau i te pono me te tōkeke, i runga hoki i te mutunga kē mai nei o āku pūkenga, o āku whakatau hoki kia whakatutuki, kia mahi anō hoki i te mana whakahaere, te mana whakatau me ngā momo mahi kua uhia ki runga i a au kia whiwhi painga mō te takiwā o Te Wairarapa ki te tonga hei mema o te pōari o hapori Greytown, e ai hoki ki te Ture Kāwanatanga-ā-Taiao 2002, ki te Ture Kāwanatanga-ā-Taiao Whakapae me te Hui 1987, me ētahi Ture anō rānei.

He mea whakaū tēnei i Greytown i tēnei rā rua tekau ono rua o Oketopa i te tau rua mano rua tekau mā rua.

**Waitohu:** \_\_\_\_\_

**Waitohu mai ki mua i a:** \_\_\_\_\_

Louise Brown, Greytown Community Board Chair



- Present:** Louise Brown (Chair), Warren Woodgyer, Jo Woodcock, Councillor Aaron Woodcock and Councillor Martin Bosley
- In Attendance:** Amanda Bradley (General Manager, Policy & Governance), Catherine Clouston (Communication Advisor) and Kaity Carmichael (Committee Advisor)
- Also In Attendance:** Wayne Terry (Greytown Santa Parade), Mary Bryne (Water Fluoridation), Elwyn Eastlake (Menz Shed), Frank Minehan (Arbor Day 2023) and Gail Rapson (Predator Control)
- Conduct of Business:** This meeting was conducted in public in the WBS Room, Greytown Town Centre between 7.05pm and 9.16pm.

**1. EXTRAORDINARY BUSINESS**

There was no extraordinary business.

**2. APOLOGIES**

There were no apologies.

**3. CONFLICTS OF INTEREST**

There were no conflicts of interest.

**4. ACKNOWLEDGMENTS AND TRIBUTES**

There were no acknowledgments and tributes.

**5. PUBLIC PARTICIPATION**

Wayne Terry – Greytown Santa Parade

Mr Terry spoke on behalf of a community group organising the 2023 Greytown Santa Parade and provided an update on the planning process. Mr Terry noted that 16 December 2023 was the potential date for the event.

Mary Bryne – Water Fluoridation

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

**DISCLAIMER**

*Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness.*

Elwyn Eastlake – Menz Shed Civil Defence Support

Mr Eastlake spoke on behalf of the Menz Shed and expressed interest in assisting with emergency management and civil defence in the ward. Mr Eastlake noted ongoing discussions with Council regarding their role and requested the boards support.

Frank Minehan – Arbor Day 2023

Mr Minehan provided an update the plans for 2023 Arbor Week and requested input from the board on this year's event.

Mr Minehan noted that it is 100 years of Soldiers Memorial Park and requested support in planting commemorative trees.

Gail Rapson – Predator Control

Ms Rapson spoke about the importance of pest control and noted the role of cats as predators in the ward. Ms Rapson requested that the board advocate for increased feline regulations in the district.

**6. ACTIONS FROM PUBLIC PARTICIPATION**

Members noted that a grant application form for the Greytown Santa Parade has been sent to Mr Terry.

Members noted that the public would have an opportunity to share their views on water fluoridation and predator control through upcoming community forums.

Members noted that Arbor Day is a part of Greytown heritage and undertook speaking with Mr Minehan about how to support the initiative.

Members undertook following up with Council on the transition of the emergency response radio to the Menz Shed.

*GCB NOTED:*

Action 017: For the board to contact James Whitham to determine if Farley Ave would be a suitable place for Arbor Day plantings and if Council would provide support.

Action 018: Request information on predator control and the opportunity for a development of bylaw.

**7. COMMUNITY BOARD MINUTES**

**7.1 Greytown Community Board Minutes – 29 November 2022**

*GCB RESOLVED (GCB 2023/01)* that the minutes of the Greytown Community Board meeting held on 29 November 2022 be confirmed as a true and correct record subject to the spelling correction of 'Minehan'.

*(Moved Woodgyer/Seconded Cr Woodcock)*

Carried

**DISCLAIMER**

*Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness.*

## **8. CHAIRPERSON REPORT**

### **8.1 Chairperson Report**

*GCB RESOLVED (GCB 2023/02) to receive the Chairperson Report*

*(Moved Woodgyer/Seconded Cr Bosley)*

Carried

Ms Brown spoke to items outlined in the report and noted the importance of the Greytown Community Board Plan in identifying priorities in the community. Ms Brown noted that key areas for consideration include Community, Tourism, Culture and Heritage and Emergency Response. Ms Brown noted that the upcoming community forum in February will focus on Emergency Response. Ms Brown noted that the Greytown Gardening Group has begun caring for the main street barrels.

## **9. ELECTED MEMBER REPORTS**

### **9.1 Jo Woodcock Member Report**

*GCB RESOLVED (GCB 2023/03) to receive the Jo Woodcock Member Report.*

*(Moved Woodgyer/Seconded Cr Woodcock)*

Carried

Ms Woodcock spoke to items outlined in the report and provided an update to members.

Ms Woodcock undertook following up with Council officers about the possibility of the development of a track from the Greytown Cemetery to the reserve.

### **9.2 Warren Woodgyer Member Report**

*GCB RESOLVED (GCB 2023/04) to receive the Warren Woodgyer Member Report.*

*(Moved Cr Bosley/Seconded Brown)*

Carried

Mr Woodgyer spoke to items outlined in the report and provided an update to members.

Mr Woodgyer queried the removal of the containers and construction fencing in the area in front of the Greytown Pool, the sealing of the roadway into Greytown Campground and the arrangements of camp ground and playground maintenance.

Ms Carmichael undertook providing clarification.

*GCB NOTED:*

Action 022: To request for James O'Connor to attend the next meeting on 3 May 2023 to discuss service levels in Greytown and Reserve Management Plans.

### **DISCLAIMER**

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Action 023: To request a representative from Wellington water provide an opportunity for the board members, and interested community members, to visit soldiers park bore site and Waiohine water treatment plant.

## **10. REPORTS FROM CHIEF EXECUTIVE AND STAFF**

### **10.1 Action Items Report**

*GCB RESOLVED (GCB 2023/05) to receive the Action Items Report  
(Moved Woodgyer/Seconded Woodcock) Carried*

Members discussed open action items and noted further updates.  
Members noted that action 537 will be closed and considered as part of the community plan.  
Members requested an in person update from officers regarding the main street light bulbs.  
Cr Woodcock provided an update on the Greytown Wheels Park and the completion of the consenting process and Ms Woodcock requested the action remain open. Ms Bradley undertook ensuring the Greytown Wheels Park tender process aligns with the Council policy and providing an update on the LIM.

### **10.2 Income & Expenditure Report**

*GCB RESOLVED (GCB 2023/06) to receive the Income and Expenditure Report  
(Moved Woodgyer/Seconded Brown) Carried*

The meeting closed at 9.16pm.

**Confirmed as a true and correct record**

.....Chairperson

.....Date

#### **DISCLAIMER**

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## CHAIRPERSON REPORT

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### Recommendations

The Chairperson recommends that the Community Board:

1. *Receive the Chairperson Report.*
2. *Confirm unanimous agreement to pay for the Soldier Memorial Park Gates Plaque for the amount of \$1407.11 out of the Beautification Fund.*
3. *Approve funding to Gail Vidulich for expenses for printing for the Volunteer Information Centre of \$15.50 (to be funded through operating expenses) and materials for the Main Street Barrels of \$54.50 (to be funded through the beautification fund).*
4. *To agree to hold an Extraordinary Meeting on 23 May 2023 at 7pm to adopt the Greytown Community Board Community Plan and consider the adoption of the SWDC Code of Conduct and SWDC Standing Orders.*
5. *Consider to endorse the proposal for a Sip n Shop made by Millie Blackwell*

### Topic 1- Review of Emergency Response and Resilience Expo held on 29 April 2023

An opportunity to speak to how the Expo went and any learning from this event for future events.

### Topic 2- Next Informal Forum Topic- Culture and Heritage

We need to confirm the next Forum and which Community Plan topic we want to cover. Should we consider centering our Forum around our next Community planned for Arbour Day 3 July 2023? Update on plans for Matariki as well.

### Topic 3- Community Board Clinic/ Chat Dates

Confirm the pairs that will be attending for the next four months of Community Clinic/ Chats held on the fourth Saturday of every month:

- 27 May 2023
- 24 June 2023

- 22 July 2023
- 26 August 2023

#### **Topic 4- Action Points to Raise**

As a result of Community Feedback so far there is a theme starting to emerge that as Greytown sets its future it not forget all residents of Greytown. In particular, the aging residents who have lived in Greytown all their lives but finding it harder to stay.

- Pensioner Flats on West Street- How much of the bare land around the Pensioner Flats belongs to SWDC? Is there plans for further development in the near future? If not, why not? Rates issue aside.
- Handicap Parking on SH 2 and/ or any other side street around the centre of Greytown- Has Waka Kotahi been approached by SWDC for consideration of handicap parking on SH2? If so what was the result? Has there been any thought into handicap parking on any of the side streets bordering the centre part of Greytown to accommodate the disabled?

#### **Topic 5- GCB Submissions**

GCB to discuss and draft submissions to reflect the position of the GCB on matters relevant to Greytown including:

- Recommendation by Warren Woodgyer to make a submission on the Fresh Choice Development Plans
- Recommendation by myself to make a submission on the New Bore Development at Greytown Soldiers Memorial Park.

## Member Report

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<b>Member Name</b>	Jo Woodcock
<b>Specific item(s) for consideration</b>	<ul style="list-style-type: none"> <li>• Look into City Care fixing harbour reserve sign. Who is responsible for left of the footpath from Oak motel to Kuranui corner car park. Weeds are growing needs dirt and seed or small native plants i.e grasses?</li> <li>• City care: weeding of all the islands in the main street especially bidwells cutting and Wood street/ hazard as cyclists/cars have limited view due to shrubs being too high.</li> <li>• Bench seats and sign outside library need waterblasting.</li> <li>• Louise and I attended first community board meet with the public 25<sup>th</sup> March, good turn out. I had some great discussions with our information centre volunteer. Could we discuss how we get feedback from visitors? One idea could be having a business card for GCB with our facebook page link or our email address for information centre to give to the public.</li> <li>• Should we have hard copies of the community grant applications available to collect from information centre or library?</li> <li>• Attended wellington water tour of Greytown treatment plant 11<sup>th</sup> of April it was very informative.</li> <li>• Attended dark sky reserve evening and it has the potential to create more tourism which is exciting to fit into our community plan.</li> </ul>

## Member Report

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<b>Member Name</b>	Warren Woodgyer
<b>Specific item(s) for consideration</b>	<ul style="list-style-type: none"> <li>• For the Greytown Community Board to consider making a submission regarding the application by Woolworths NZ for a Resource Consent to undertake changes related to the Fresh Choice Supermarket.</li> <li>• Solicit support from Greytown Community Board to move a motion for Mayor and Councillors to undertake a performance review of the maintenance and management of Greytown's Community assets.</li> <li>• Ask the Mayor to supply a flow diagram of the SWDC current staffing management structure showing the number of staff employed. This has been removed from the current SWDC web page. Why?</li> <li>• Call on our current GWRC representative to speak at a meeting organised by the Greytown Community Board on the reasons for the 18% GWRC rate rise.</li> <li>• Prepare a Greytown Community Board submission on the proposal for a new bore at Soldiers Memorial Park</li> </ul>

## **Introduction to the Welcoming Communities Programme**

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### **1. Purpose**

To present the Greytown Community Board with an introduction on the Welcoming Communities programme.

### **2. Recommendations**

Officers recommend that the Community Board:

1. *Receives the Introduction to the Welcoming Communities Programme Report.*
2. *Considers 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 Greytown 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 communities. It aims to increase inclusion, accessibility and belonging for new members of the community – from former refugees and migrants, to international student and relocating citizens.

At the heart of it, it's about bringing the 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 Greytown 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 Greytown 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 Greytown community?

- Is there anything I should be mindful of, or consider, when engaging with the Greytown community?
- What are some effective and appropriate ways to engage with the Greytown 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 hapori 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. | enabled to get involved in local government and civil society.   |
| 6.2 Newcomers are encouraged and  | 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. | and members of the receiving community.   |
| 7.2 Welcoming public spaces provide opportunities to build trust and relationships between newcomers                                | 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 916 Bidwills Cutting Road, in Greytown

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### 1. Purpose

To seek the Greytown Community Board's consideration and approval of the name "Phelps Way" for a proposed private road/right of way to access a 5-lot staged subdivision by *Hugh Lundie & Sarah Hurrell*.

### 2. Recommendations

Officers recommend that the *Community Board*:

1. Receive the '*Proposed naming of a new private road, at 916 Bidwills Cutting Road, in Greytown*' Report.
2. Consider and approve the proposed naming of 'Phelps Way' for the new private road at 916 Bidwills Cutting Road.

### 3. Executive Summary

Conditions of subdivision consent 190109v1 require the new private road to 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 'Phelps' as the proposed new road name. Assessment against the road name policy and significance of the name is contained within this report.

### 4. Background

*Hugh Lundie and Sarah Hurrell* seek to name a new Private Road which is part of a 5-lot rural subdivision (RC 190109v1) at *916 Bidwills Cuttings Road, Greytown* (see appended location of subdivision planes within appendices).

There is a current pre-approved list from the Greytown Community Board for new roads in the Greytown area but the applicant has opted to use a different name than this list. The applicant submitted two prior road name applications, but council officers determined both applications did not meet the road name policy for various reasons and requested a revision. The current application was received 29 March 2023. The proposed name is 'Phelps Landing' which is the applicants preferred option for this new private road. The preferred suffix for this road name does not meet the policy for private roads therefore the next option with the suffix 'Way' has been suggested for

approval, which is consistent with the policy requirements for private roads. Council has delegated to community boards the authority to approve road names. This report is required to give the Greytown Community Board an opportunity to review and approve the proposed road name.

## **5. Prioritisation**

### **5.1 Te Tiriti obligations**

Engagement considered not required in this case.

## **6. Discussion**

Under Council's guidelines (Clause 4.2) for road naming, owners are requested to suggest at least three possible road names.

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

The applicant has requested that the following names are considered for approval;

1. Phelps Landing
2. Phelps Way
3. Phelps Lane

## **7. Strategic Drivers and Legislative Requirements**

### **7.1 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 the road name application.

*We would like to name our private ROW (right of way) after our neighbour John Phelps. His family have farmed in the area for almost 100 years with his parents. Starting at*

*Moiki Road in 1934, John is now 81 and still physically working in and helping the local community. We think it would be a fitting name and recognise a person who lives locally on [address number removed] Bidwills Cutting Road and is helpful and kind to all. We would prefer 'landing' as we are located on a level area between rising ground each side on Bidwills Cutting Road. Geographically describes the location.*

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*

All proposed names are 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.*

The applicant has a preferred suffix of landing, however as per the policy, all private roads or rights of way shall have a suffix of either Way or Lane. The second 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, 'Phelps 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.*

## **8. Financial Considerations**

There is no financial impact.

## **9. Appendices**

Appendix 1 – Site location diagram

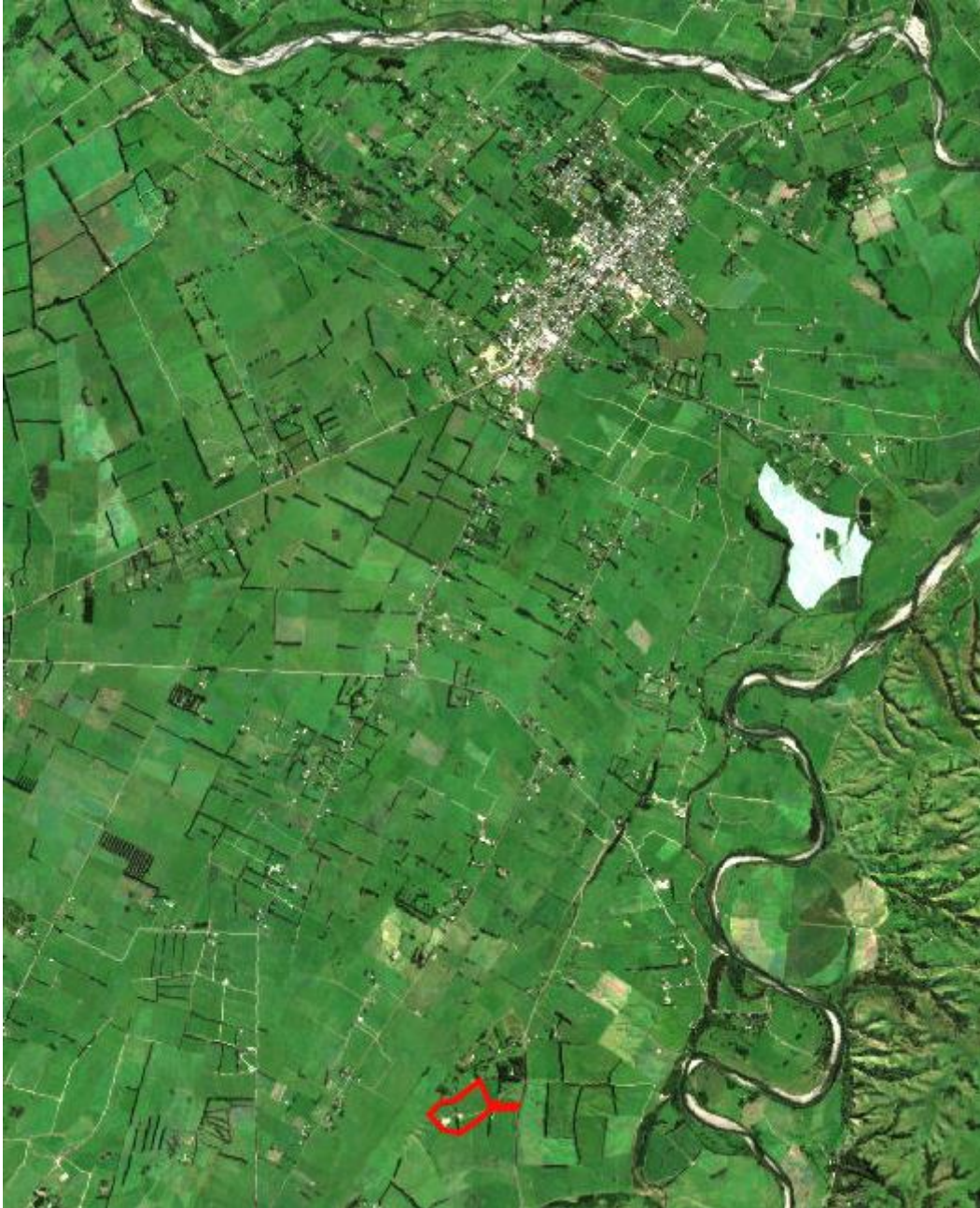
Appendix 2 – Subdivision scheme plan

Appendix 3 – Application supporting documents

Contact Officer: Harriet Barber, Planner

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

## Appendix 1 – Site location

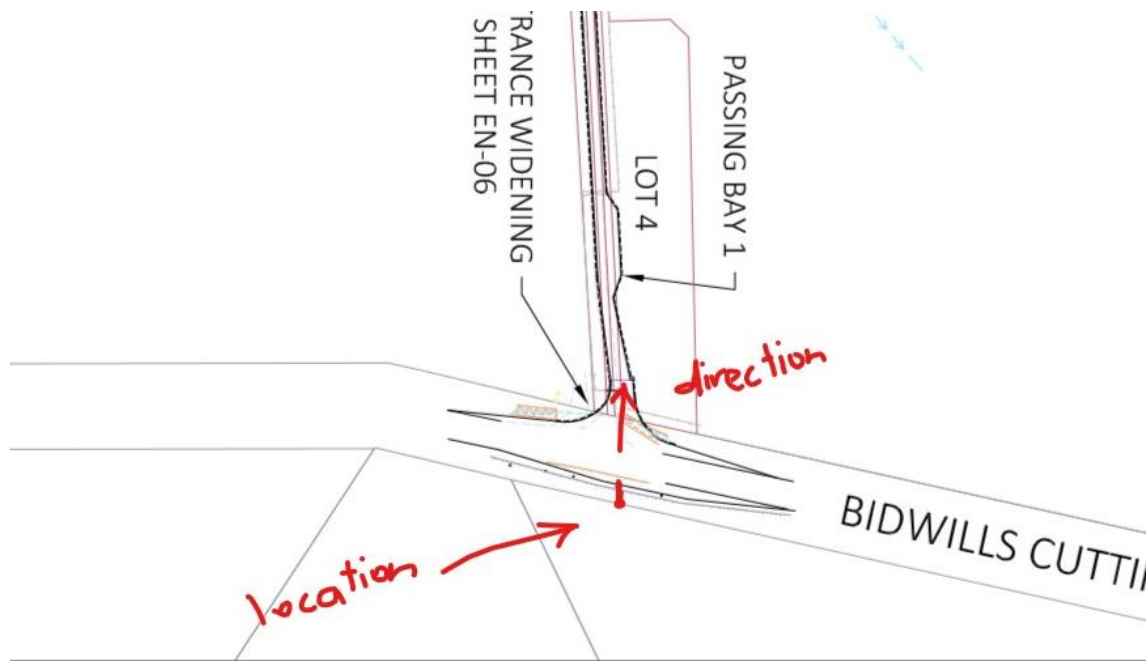




## Appendix 3 – Supporting documents



Road to be named.



Road sign location.

## **Income & Expenditure Report**

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### **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 28 February 2023 is attached in Appendix 1.

The Income and Expenditure Statement for the period ending 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 and Expenditure  
Report for the Period Ending 28  
February 2023**

**Greytown 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
<b>Total Personnel &amp; Operating Costs Budget 2022-2023</b>	<b>36,443.00</b>

**Expenses**

**Personnel Costs**

Members' Salaries	21,331.93
Mileage reimbursements	-
<b>Total Personnel Costs to 28 Feb 2023</b>	<b>21,331.93</b>

**Operating Expenses**

Honorarium payment to student rep (\$50 per meeting)	
28/09/2022 Local Government Community Board Levy	275.00
03/11/2022 Lamb Peters Business cards	95.00

<b>Total Operating Expenses to 28 Feb 2023</b>	<b>370.00</b>
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**Committed funds**

Resolution date	Original commitment	Spent to date	Remaining commitment
Members' Salaries	28,043.00	21,331.93	6,711.07
Mileage reimbursements	1,000.00	-	1,000.00
Honorarium payment to student rep (\$50 per meeting)	400.00	-	400.00
			-
<b>Total Commitments</b>			<b>8,111.07</b>

**TOTAL OPERATING EXPENSE BUDGET AVAILABLE\***

**6,630.00**

\* 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
Other miscellaneous income	-
<b>Total Income for 2022-2023</b>	<b>4,700.00</b>

**LESS: Grants paid out**

<b>Total Grants paid out to 28 Feb 2023</b>	<b>-</b>
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**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 Rugby Football Club	Sport & Leisure Society Subscription	500.00		500.00
13/09/2022 Greytown Menz Shed	Purchase of new equipment	1,000.00		1,000.00
				-
<b>Total Commitments</b>				<b>1,650.00</b>

**PLUS: Balance Carried forward from previous year**

**10,197.02**

**TOTAL GRANTS FUNDS AVAILABLE**

**13,247.02**

## Greytown Community Board

### Community Development Fund for the Period Ended 28 Feb 2023

#### Income

Annual Plan 2022-2023 allocation	11,500.00
<b>Total Income 2022-2023</b>	<b>11,500.00</b>

#### Community Development Fund - operating

11/08/2022	G J Gray	Tree for Barrels	65.21
27/08/2022	Menz Club	Signage for Papawai Marae	1,600.00
19/09/2022	Lamb Peters	First Sign for Papawai Marae	216.00
17/08/2022	Greytown Menz Shed	Work on street flags	434.78
16/09/2022	Lamb Peters	Papawai Urupa Sign	276.00
5/10/2022	Onesource	Flagtrax garden tour	869.00

<b>Total Community Development Fund - operating to 28 Feb 2023</b>	<b>3,460.99</b>
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#### Community Development Fund - capital

<b>Total Community Development Fund - capital to 28 Feb 2023</b>	<b>-</b>
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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	Heritage seat for Greytown	3,500.00		3,500.00
13/09/2022	Menz shed	500.00	434.78	65.22
29/11/2022	work on Street Flags	50.00		50.00
	container for flagtrax			
<b>Total Commitments</b>				<b>8,672.61</b>

#### PLUS: Balance Carried forward from previous year

<b>TOTAL COMMUNITY DEVELOPMENT FUNDS AVAILABLE</b>	<b>16,768.56</b>
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## **Appendix 2 – Income and Expenditure Report for the Period Ending 31 March 2023**

**Greytown 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
<b>Total Personnel &amp; Operating Costs Budget 2022-2023</b>	<b>36,443.00</b>

**Expenses**

**Personnel Costs**

Members' Salaries	23,485.15
Mileage reimbursements	-
<b>Total Personnel Costs to 31 March 2023</b>	<b>23,485.15</b>

**Operating Expenses**

Honorarium payment to student rep (\$50 per meeting)	
28/09/2022 Local Government Community Board Levy	275.00
03/11/2022 Lamb Peters Business cards	95.00

<b>Total Operating Expenses to 31 March 2023</b>	<b>370.00</b>
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**Committed funds**

Resolution date	Original commitment	Spent to date	Remaining commitment
Members' Salaries	28,043.00	23,485.15	4,557.85
Mileage reimbursements	1,000.00	-	1,000.00
Honorarium payment to student rep (\$50 per meeting)	400.00	-	400.00
			-
<b>Total Commitments</b>			<b>5,957.85</b>

<b>TOTAL OPERATING EXPENSE BUDGET AVAILABLE*</b>	<b>6,630.00</b>
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\* 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
Other miscellaneous income	-
<b>Total Income for 2022-2023</b>	<b>4,700.00</b>

**LESS: Grants paid out**

<b>Total Grants paid out to 31 March 2023</b>	<b>-</b>
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**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 Rugby Football Club	Sport & Leisure Society Subscription	500.00		500.00
13/09/2022 Greytown Menz Shed	Purchase of new equipment	1,000.00		1,000.00
				-
<b>Total Commitments</b>				<b>1,650.00</b>

<b>PLUS: Balance Carried forward from previous year</b>	<b>10,197.02</b>
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<b>TOTAL GRANTS FUNDS AVAILABLE</b>	<b>13,247.02</b>
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## Greytown Community Board

### Community Development Fund for the Period Ended 31 March 2023

#### Income

Annual Plan 2022-2023 allocation	11,500.00
<b>Total Income 2022-2023</b>	<b>11,500.00</b>

#### Community Development Fund - operating

11/08/2022	G J Gray	Tree for Barrels	65.21
27/08/2022	Menz Club	Signage for Papawai Marae	1,600.00
19/09/2022	Lamb Peters	First Sign for Papawai Marae	216.00
17/08/2022	Greytown Menz Shed	Work on street flags	434.78
16/09/2022	Lamb Peters	Papawai Urupa Sign	276.00
5/10/2022	Onesource	Flagtrax garden tour	869.00

<b>Total Community Development Fund - operating to 31 March 2023</b>	<b>3,460.99</b>
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#### Community Development Fund - capital

<b>Total Community Development Fund - capital to 31 March 2023</b>	<b>-</b>
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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	Heritage seat for Greytown	3,500.00		3,500.00
13/09/2022	Menz shed	500.00	434.78	65.22
29/11/2022	work on Street Flags	50.00		50.00
	container for flagtrax			
<b>Total Commitments</b>				<b>8,672.61</b>

#### PLUS: Balance Carried forward from previous year

<b>TOTAL COMMUNITY DEVELOPMENT FUNDS AVAILABLE</b>	<b>16,768.56</b>
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## Financial Assistance Report

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### 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 Greytown Rugby Football Club for \$1,000 to support a digital communication platform.*

### 3. Executive Summary

The Greytown Community Board has received 1 funding application 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

- ☐ 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 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 Greytown Rugby Football Club

The application from Greytown Rugby Football Club 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: Kaity Carmichael, Committee Advisor

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

## **Action Items Report**

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### **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 to 26 April 2023

Contact Officer: Kaity Carmichael, Committee Advisor

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

# **Appendix 1 – Action Items to 26 April 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.
173	11-May-22	Action	GCB	To investigate light bulbs for use on Main Street lights, that are dark sky compatible and maintain the original heritage image.	Open	3/08/22: Globe light bulbs located overseas. Quite costly. 13/06/22: Action re-opened at request of the board for consideration by incoming members. 16/11/22: Any changes to lights on SH must meet national standards - if the board would like to consider this, it must be discussed with Officers. 08/02/23: update requested by GCB 09/02/23: The streetlight bulbs are owned by Waka Kotahi and not SWDC, I believe the poles are SWDC due to non standard. The bulbs are on the replacement programme to be changed to LED by Waka Kotahi. The bulbs will also then comply with the dark Sky requirement. The current bulbs have been an expensive maintenance activity and were not fit for purpose. Currently SWDC maintain the lights for Waka Kotahi on a cost recovery basis
576	29-Nov-22	Action	S Corbett	Request clarification on if a LIM report will be part of the consenting process for the Greytown Wheels Park to ensure it is fit for purpose.	Actioned	08/02/23: Ms Bradley undertook ensuring the Greytown Wheels Park tender process aligns with the Council policy. 14/02/23: Email sent to board with the requested information on land contamination.
017	8-Feb-23	Action	GCB	Action 017: For the board to contact James Whitham to determine if Farley Ave would be a suitable place for Arbor Day plantings and if Council would provide support.	Open	04/19/23: The Planting needs to be coordinated with James O'Connor and Tim Langley and should involve planning (through the landscaping plan) and the land owners. Some landowners have indicated that the proposed planting in the Structure Plan will have adverse effects on their view and amenity. Advice should also be sought from WWL about plating near the water race and other reticulated services.
022	8-Feb-23	Action	S Corbett	Action 022: To request for James O'Connor to attend the next meeting on 3 May 2023 to discuss service levels in Greytown and Reserve Management Plans.	Open	04/19/23: James O'Connor unable to attend 3 May meeting due to prior commitments.
024	8-Feb-23	Action	S Corbett	Action 023: To request a representative from Wellington water provide an opportunity for the board members, and interested community members, to visit soldiers park bore site and Waiohine water treatment plant.	Actioned	11/04/23: WWL completed tour of Soldiers Bore Site and Waiohine Water Treatment Plant with GCB