



## **MARTINBOROUGH COMMUNITY BOARD**

### **Agenda**

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#### **NOTICE OF MEETING**

An ordinary meeting will be held in the Supper Room, Texas Street, Waihinga Centre, Martinborough on Thursday, 22 August 2019 at 6:00pm.

#### **MEMBERSHIP OF THE COMMITTEE**

Lisa Cornelissen (chair), Fiona Beattie, Victoria Read, Maree Roy, Cr Pam Colenso and Cr Pip Maynard and Maisie Arnold-Barron (student representative).

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#### **PUBLIC BUSINESS**

**1. APOLOGIES:**

**2. CONFLICTS OF INTEREST:**

**3. PUBLIC PARTICIPATION:**

- 3.1 Dave Shepherd speaking on a proposed Mountain Bike Park.

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

*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.*

**5. COMMUNITY BOARD MINUTES:**

- 5.1 Minutes for Approval: Martinborough Community Board  
Minutes of 18 July 2019

***Proposed Resolution:*** *That the minutes of the Martinborough Community Board meeting held on 18 July 2019 be confirmed as a true and correct record.*

**6. CHIEF EXECUTIVE AND STAFF REPORTS:**

6.1	Officers' Report	Pages 8-32
6.2	Action Items Report	Pages 33-39
6.3	Income and Expenditure Report	Pages 40-48
6.4	Financial Assistance Report	Pages 49-50
6.5	Naming of New Road/Right of Way – Tim Smith	Pages 51-62
6.6	Community Board Terms of Reference	Pages 63-77

**7. NOTICES OF MOTION:**

7.1	None advised
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**8. CHAIRPERSON'S REPORT:**

8.1	Meetings and Events	Pages 78-80
8.2	2018/2019 Financials and 2019/2020 Budget (to be tabled)	Page 81
8.3	FlagTrax and Flags	Page 81
8.4	Swimming Pool Funds	Page 81
8.5	MTB Trail	Page 81

**9. MEMBER REPORTS (INFORMATION):**

9.1	None advised
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**10. CORRESPONDENCE**

***Proposed Resolution:*** To receive the inwards correspondence and approve the outwards correspondence.

10.1	Outwards	
	To Heath Kershaw regarding the basketball nets and hoops in Waihinga Park dated 26 July 2019.	Page 82-83
	To Scotty MacDonald regarding the donation by the Martinborough Community Board for Pirinoa Hall dated 12 August 2019.	
10.2	Inwards	
	From SWDC to MCB regarding the Annual Plan Submission (05) dated 11 July 2019.	Page 84-86



**Minutes – 18 July 2019**

- Present:** Lisa Cornelissen (Chair), Vicky Read, Maree Roy,  
Cr Pam Colenso, Cr Pip Maynard
- In Attendance:** Harry Wilson (Chief Executive Officer - to 7.08pm), Bryce Neems  
(Amenities Manager), Angela Williams (Committee Advisor).
- Conduct of Business:** The meeting was conducted in public in the Supper Room, The  
Waihinga Centre, Texas Street, Martinborough on 18 July 2019  
between 6.00pm and 8.12pm.
- Also In Attendance:** TeAta Philips, Cr Lee Carter, Mary Smith, Bev Clark, Gina Smith,  
William Higginson

**PUBLIC BUSINESS**

**EXTRAORDINARY BUSINESS**

Mrs Cornelissen proposed that the Spatial Plan Discussion document be discussed under the Chair Report section as it would be appropriate for the Board to make a submission and that the August meeting date is changed to the 22 August. Both items to be discussed under agenda item 8.

With the interest generated in agenda item 6.6, and attendance by the public, Mrs Cornelissen proposed moving the Pain Farm Report up in the agenda to follow the public forum section.

*MCB RESOLVED (MCB 2019/39):*

To move agenda item 6.6 up in the agenda to follow the public forum section.

*(Moved Cornelissen/Seconded Cr Maynard)*

Carried

**1. APOLOGIES**

*MCB RESOLVED (MCB 2019/40):*

To receive apologies from Mayor Napier, Ms Beattie, Maisie Arnold-Barron (Student Representative) and noted Mr Wilson would need to leave at approximately 6.30pm.

*(Moved Cr Colenso /Seconded Read)*

Carried

## **2. CONFLICTS OF INTEREST**

No conflicts of interest.

## **3. PUBLIC PARTICIPATION**

### **3.1 TeAta Philips**

Ms Philips presented her proposal for the installation of lime walkways from Ferry Road submitted through the Annual Plan Submission process. Ms Philips advised that both Martinborough Transport and MT Services would be happy to assist with services to provide a safe walkway.

### **Pain Farm Estate Speakers**

The following speakers, spoke to the Pain Farm report including providing historical background, the bequest of the estate and intention to benefit youth of Martinborough and the asset it is to the community. Speakers expressed their concerns at the current state of the Farm, queried how it had been allowed to deteriorate to its current state, where monies from the Estate have been used and the option to sell as detailed in the papers. All speakers asked questions of the Board and requested answers to be provided.

3.2 Cr Lee Carter on behalf of her husband Robert Carter. Cr Carter tabled the statement and requested actions.

3.3 Mary Smith

3.4 Bev Clark

3.5 Gina Smith

3.6 William Higginson (notes provided)

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

### **Te Ata Philips**

Members noted that Ms Philips proposal was initiated through the Annual Plan submission process, acknowledged the offer of assistance from local business', discussed if it should be endorsed by the Board in the first instance whilst noting that some urban areas still require footpaths so this would need to be assessed.

Action 491 - To refer Ms Philips proposal for lime walkways from Ferry Road to locations identified in the proposal to the Assets and Services Committee for formal consideration, Mr Wilson.

### **Pain Farm (Agenda item 6.6 brought forward)**

Mrs Cornelissen thanked the members of the public and presenters for their passion for the Pain Farm Estate and advised that the Community Board also



shared their interest with the legacy of Pain Farm, hence the request to provide a preliminary report to initiate discussions to rectify the current situation. Mrs Cornelissen requested all presenters provide a copy of their notes to Council and questions raised to ensure all were captured.

The Board discussed the content and recommendations of the report including immediate repairs, financial implications for options to repair to a safe and acceptable standard versus a full restoration, that information comes back to the Community Board for analysis and review prior to further recommendations, the possible need for consultation with the community and that more regular inspections are required with respect to the tenant.

*MCB RESOLVED MCB 2019/41):*

1. To receive the Pain Farm Report.  
*(Moved Cr Colenso/Seconded Cornelissen)* Carried
2. To recommend to Council that Pain Farm Estate fund up to \$5,000 for the repair of damaged water pipes and troughs on a cost share basis with the Pain Farm lessee on the proviso that effort is made to recoup costs from the previous lessee.
3. Recommends to Council that Pain Farm Estate fund the Pain Estate Tender and Lease Agreement, which includes the inspection of Pain Estate report dated 7 May 2019 at a cost of \$6,281 plus GST.  
*(Moved Cornelissen/Seconded Read)* Carried
4. That Officers seek a full assessment of the House and Cottage and obtain 2 quotes, one to restore the buildings to a suitable standard for rental purposes, the other to undertake a full restoration to secure the property for the long term.  
*(Moved Cr Colenso/Seconded Read)* Carried
5. That Officers report back to MCB answering all questions raised by both the Community Board and all speakers today.  
*(Moved Cr Maynard/Seconded Roy)* Carried
6. Report to the Community Board once the quotes have been received for maintenance work with options and analysis outlining the implications for the long-term financial position of the Pain Estate and suggested priorities for undertaking the work  
*(Moved Cr Colenso/Seconded Cornelissen)* Carried
7. That up to \$40,000 be made available immediately for urgent maintenance work to be undertaken.  
*(Moved Read/Seconded Cr Maynard)* Carried
8. Note for the record that once full information is available from the reports outlined above, it is highly likely that Council will need to undertake a full consultation process with the Martinborough Community on the options available for Pain Farm Estate.  
*(Moved Cornelissen/Seconded Read)* Carried

9. That Officers prepare a full briefing for newly elected and existing Community Board and SWDC elected members on the background, history and significance of the Pain Estate, its purpose and the Community Board role and Council role in administering it as part of the induction process following local government elections.

*(Moved Cornelissen/Seconded Cr Maynard)*

Carried

10. Action 492– To request a minimum reporting of at least six months for both the farm and buildings with respect given to the tenant, Mr Allingham.
11. Action 493 - To add a separate Pain Farm section to the actions register to ensure all information such as quote details are captured, and requests are converted to actions, Mr Wilson.

Mr Wilson left the meeting at 7.08pm.

## **5. COMMUNITY BOARD MINUTES**

### **5.1 Martinborough Community Board Minutes – 6 June 2019**

*MCB RESOLVED (MCB 2019/42):*

That the minutes of the Martinborough Community Board meeting held on 6 June 2019 be confirmed as a true and correct record.

*(Moved Roy/Seconded Cr Colenso)*

Carried

## **6. CHIEF EXECUTIVE AND STAFF REPORTS**

### **6.1 Officers Report**

Mrs Cornelissen advised that following requests from the community boards, the Officers Report has been reinstated providing the level of information that the Committee Minutes Report did not contain.

Mrs Cornelissen requested if any questions arise from the information provided in the Officers Report that cannot be answered during the meeting, these are directed to the Chair for follow-up with Officers or at the relevant Council meeting.

*MCB RESOLVED (MCB 2019/43):*

To receive the Officers Report.

*(Moved Cr Colenso/Seconded Cr Maynard)*

Carried

### **6.2 Committee Minutes Report**

Members noted the minutes from the Considine Park meeting and that a further meeting is proposed but a date has not yet been confirmed.

*MCB RESOLVED (MCB 2019/44):*

To receive the Committee Minutes Report.

*(Moved Cornelissen/Seconded Cr Colenso)*

Carried

### **6.3 Action Items Report**

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

*MCB RESOLVED (MCB 2019/45):*

1. To receive the Action Items Report.  
*(Moved Cr Colenso/Seconded Roy)* Carried
2. Action 494– To arrange a meeting with Mr Wilson to discuss all outstanding action items, Mrs Cornelissen.

### **6.4 Income and Expenditure Report**

Mrs Cornelissen suggested further discussion following the review of the Budget Report later in the agenda.

*MCB RESOLVED (MCB 2019/46):*

To receive the Income and Expenditure Statement for the period 1 July 2018 – 31 March 2019.

*(Moved Cornelissen/Seconded Cr Colenso)* Carried

### **6.5 Financial Assistance Accountability Report**

Members noted that the status of grant applications is marked 'complete' once the Accountability Form has been received from applicants and is reported on in this format. All applicants with outstanding accountability forms have been followed up prior to this report being completed.

*MCB RESOLVED (MCB 2019/47):*

To receive the Financial Assistance Accountability Report.

*(Moved Read/Seconded Cr Maynard)* Carried

### **6.6 Pain Farm Report – covered earlier in the agenda.**

## **7. NOTICES OF MOTION**

There were no notices of motion.

## **8. CHAIRPERSONS REPORT**

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

*MCB RESOLVED (MCB 2019/48) to receive the Chairperson's Report.*

*(Moved Cornelissen/Seconded Read)* Carried

#### **8.1.1 Community Board Projects**

*MCB RESOLVED (MCB 2019/49) to receive the information and make updates as necessary.*

*(Moved Cornelissen/Seconded Read)* Carried

#### **8.1.2 MCB Workshop**

MCB RESOLVED (MCB 2019/50) to receive the MCB Workshop notes  
(Moved Cornelissen/Seconded Cr Colenso) Carried

### **8.1.3 2018/2019 Financials and 2019/2020 Draft Budget**

Members reviewed the current financials, the proposed release of unused commitments, discussed the draft budget, and future allocations.

MCB RESOLVED (MCB 2019/51):

1. To receive the 2018/2019 financials and draft 2019/2020 draft Budget.

(Moved Cornelissen/Seconded Read) Carried

2. To release the unclaimed Martinborough Youth Trust Grant and invite them to reapply when they have identified a suitable course and candidate.

(Moved Cornelissen/Seconded Cr Colenso) Carried

3. To release the remaining unused funds from commitments for the Community Board conference fees, Community Engagement, Neighbourhood Support and Madcaps Christmas parade

(Moved Cr Colenso/Seconded Cornelissen) Carried

4. Action 495 – To finalise the budget for approval at the last meeting of the Board in August, Mrs Cornelissen.

Members discussed the allocation of beautification funds with considerations to the Waihinga Playground Water Play, seating in The Square, Considine Park and Cemetery and Town Entrance Signs.

MCB RESOLVED (MCB 2019/52):

1. To allocate \$2000 from beautification funds to the FlagTrax system and \$2000 towards the purchase of Flags to be determined at the next meeting.

(Moved Cornelissen/Seconded Read) Carried

2. That there is no further commitment of beautification funds until underplanting of the olives at the entrance to Martinborough has been financed.

(Moved Cr Colenso/Seconded Cr Maynard) Carried

### **8.1.4 FlagTrax and Flags**

Members reviewed the pole locations, costings and options presented noting that the allocated Council funding for each town did not include installations costs however the Community Board have allocated budget towards this. There is an unknown quantity around traffic management costs especially for State Highway 53.

MCB RESOLVED (MCB 2019/53):

1. To receive the tabled Chairs Town Flag report.

(Moved Cornelissen/ Seconded Cr Colenso) Carried

2. To agree and proceed with the purchase and installation of 13 FlagTrax poles (nos.7 to 19) as long as the total cost including the traffic management plan does not exceed \$16,000.

*(Moved Cornelissen/Seconded Read)*

Carried

3. Action 496 – To obtain costings for a traffic management plan for the installation of the FlagTrax poles and flags, Mr Allingham.

#### **8.1.5 Spatial Plan**

Mrs Cornelissen raised the recently released Spatial Plan Discussion document proposing a submission on behalf of the Board. Members agreed and that a workshop session be held Wednesday, 24 July at 4.30pm to progress.

Mrs Cornelissen advised that due to a booking conflict for the supper room that the last meeting date for the Board would need to be moved and suggested 22 August.

Meeting closed at 8.12pm

**Confirmed as a true and correct record**

.....**Chairperson**

.....**Date**

# MARTINBOROUGH COMMUNITY BOARD

22 AUGUST 2019

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## AGENDA ITEM 6.1

### OFFICERS' REPORT

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#### **Purpose of Report**

To report to community boards and the Māori Standing Committee on general activities.

#### **Recommendations**

Officers recommend that the Community Board/Committee:

1. *Receive the Officers' Report.*

### PLANNING AND ENVIRONMENT GROUP REPORT

#### **1. Resource Management**

##### **1.1 Planning Summary**

###### **1.1.1. General**

The Planning Team continuing to receive high numbers of consent applications, planning enquiries, compliance matters and growing policy project work. Graduate planner Kendyll Harper who commenced on 15 July. The Planning Manager replacement currently being recruited, to replace Russell Hooper. Planning consultants Chris Gorman, Honor Clark, Toni Kennerly providing support to planning to deal with consenting/advice work.

###### **1.1.2. South Wairarapa Spatial Plan**

Two separate workshops held on topic, and an initial draft spatial plan and diagram has been drafted up. The Draft Spatial Plan Discussion Document looking out to 2050 was presented to Council on 15 May. A communications plan was presented at last committee meeting. The integrated work saw the release of the spatial plan discussion document on 10 July, calling for feedback comments by 16 August. Some community engagement sessions will occur in this period, then revision work in Sept to produce the draft plan document. Other community sessions will occur in October/Nov 2019.

###### **1.1.3. Martinborough South Growth Area (MSGA)**

Following consultant, staff work on the MSGA a meeting with landowners (those within and adjoining area) held 17 April to give context, outline potential layout for the future residential area, and indicate next steps. Work included assessment by an

experienced urban designer; the meeting revealed a mix of views, info sent and have called for further landowner feedback. Further stormwater assessment work to be undertaken/compiled. Recent landowner feedback views have been captured and a possible community meeting is being considered.

#### ***1.1.4. District Plan Review***

The earlier work on this involved an officers' meeting late January at Carterton between MDC, CDC, SWDC and Boffa Miskell Staff. Further meeting recently convened to progress this review and topics. Review to be in line with national planning standards for new district plans.

#### ***1.1.5. Dark Sky***

The local Martinborough Dark Sky Society has been compiling their economic report and regional funding application. A report on the process for a council adopted plan change for review of the SWDC outdoor lighting rules to support a proposed dark sky reserve was presented to Council. Plan change to be based on approach used at Mackenzie DC, initial use of a working group suggested. Further checking the extent of need to change outdoor lighting rules alongside advice from Carterton. Change to lighting on highways a focus, discussion with NZTA.

#### ***1.1.6. Review of Notable Trees Register***

Public notification of the updated tree register has been extended to 17th May 2019. This is to allow property owners identified as having listed trees overhanging their properties a chance to make submissions and for consultation on the Planning Maps. Total of 37 submissions were received, summary of the submissions done and was notified.

#### ***1.1.7. Greytown Development Area***

Following the decision and notification, the area is subject to an Environment Court appeal. Staff have been working with the two appellants to try and reach agreement on respective matters prior to an Env. Court hearing. The two appeals are both being mediated through two memorandums of understanding. Final signatures being sought on these agreements and to avoid time/costs of appeal matters in the Environment Court.

#### ***1.1.8. Greytown Orchards Retirement Village***

Processing a resource consent for first stage and a private plan change for master plan/rezoning land to residential. The applicants worked through the request for further information, application was publicly notified, twenty submissions received. The summary of submissions to notified. Consultant Honor Clark processing this application for Council. A hearing is to be held by an independent commissioner on 26 August 2019.

#### ***1.1.9. Featherston Tiny Homes/Brookside RC***

The application has involved multiple meetings with planning staff on aspects. Currently the applicant has been requested to provide further info on urban design and traffic assessment. Once full application is submitted, application is likely to be limited notified to surrounding neighbours in line with RMA practice.

## 1.2 Resource Management Act - District Plan

*SERVICE LEVEL – Council has a Combined District Plan that proves certainty of land-use/environmental outcomes at the local and district levels.*

## 1.3 Resource Management Act - District Plan

*SERVICE LEVEL – Council has a Combined District Plan that proves certainty of land-use/environmental outcomes at the local and district levels.*

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	RESULT	COMMENT SOURCE AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents' image of the closest town centre ranked "satisfied"	75%	89%	NRB 3 Yearly Survey October 2018 (2016: 87%)
The district plan has a monitoring programme that provides information on the achievement of its outcomes (AER's)		-	Consultants have established data to be recorded and stored to enable effective reporting against AER's in WCDP. A final monitoring strategy is still to be completed.

## 1.4 Resource Management Act - Consents

*SERVICE LEVEL – All resource consents will be processed efficiently.*

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	89%	Total 150/ 168
		90%	63/70 Land Use applications were processed within statutory timeframes.
		86%	64/74 Subdivision applications were processed within statutory timeframes.
		96%	23/24 marginal / permitted boundary activity applications were processed within statutory timeframes.
s.223 certificates issued within 10 working days	100%	96%	46/ 48 s223 certificates were processed within statutory timeframes. NCS.
s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement)	95%	96%	48/ 50 s224 certificates processed. NCS.

## 1.5 Reserves Act – Management Plans

*SERVICE LEVEL – Council has a reserve management plan programme.*

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Council maintains, and updates reserve management plans as required.	Yes	Yes	RMP's are generally current and appropriate. It is therefore not anticipated that any updates will be undertaken this year.



## 1.6 Local Government Act – LIM's

*SERVICE LEVEL – Land Information Memoranda: It is easy to purchase information on any property in the District.*

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
LIMs contain all relevant accurate information (no proven complaints)	100%	100%	G:\LIMs\LIMS PROCESSED 2018-19
Non-urgent LIMs are processed within 10 days	100%	93%	G:\LIMs\LIMS PROCESSED 2018-19

TYPE	YTD 1 <sup>ST</sup> JULY 2018 TO 30 <sup>TH</sup> JUNE 2019	PREVIOUS YTD 1 <sup>ST</sup> JULY 2017 TO 30 <sup>TH</sup> JUNE 2018	PERIOD 1 <sup>ST</sup> MAY 2019 TO 30 <sup>TH</sup> JUNE 2019	PREVIOUS PERIOD 1 <sup>ST</sup> MAY 2018 TO 30 <sup>TH</sup> JUNE 2018
Standard LIMs (Processed within 10 working days)	222	234	29	36
Urgent LIMs (Processed within 5 working)	49	89	7	12
Totals	271	323	36	48

## 1.7 Building Act - Consents and Enforcement

*SERVICE LEVEL - Council certifies all consented work complies with the building code, ensuring our communities are safe. The Council processes, inspects, and certifies building work in my district.*

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	100%	NCS – 450 CCC's were issued within 20WD YTD
Building consent applications are processed within 20 working days	100%	100%	NCS – 533 consents were issued within 20WD YTD
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next accreditation review due January 2020. Council was re-accredited in January 2018
BCA inspects new building works to ensure compliance with the BC issued for the work, Council audits BWOF's and Swimming Pools	Yes	Yes	<b>Building Consents</b> Council inspects all new work to ensure compliance (May - June 2019– 917 inspections) <b>BWOF's –</b> Total 169 – average of 3 audits per month required, 2 audits carried out May - June. <b>Swimming Pools –</b> Total 279 – average of 7 audits per month required. 24 audits carried out in May - June.
Earthquake prone buildings reports received	90%	N/A	Under previous legislation 148 of 229 known premises had been addressed.  Under the new legislation, 248 were identified as EPB and through the modelling process we eliminated 132 buildings leaving 116 buildings potentially EPB. Council has

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
			<p>now reviewed the potential Earthquake Prone Buildings (EPB) and letters have been sent to owners advising them of their buildings status.</p> <p>104 letters sent out in total.</p> <p>11 (previously 12) - still being assessed by LGE</p> <p>Status:</p> <p>69 - identified as no longer EPB</p> <p>21 (previously 20) - require engineer assessment</p> <ul style="list-style-type: none"> <li>- 3 or the 21 approved extensions</li> <li>- 3 or the 21 engineers reports received &amp; 1 confirmation report is being completed</li> <li>- 1 added to list after LGE completed their assessment</li> </ul> <p>14 (previously 15) - identified as EPB and have been sent notices to be affixed to the building.</p> <ul style="list-style-type: none"> <li>- 2 of the 14 have building consents for strengthening work</li> <li>- 1 building has been demolished (Anglican Church in Featherston)</li> </ul>

TYPE –MAY - JUNE 2019	NUMBER	VALUE
<b>Commercial</b> (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	9	\$564,000
<b>Industrial</b> (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	2	\$70,000
<b>Residential</b> (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	98	\$10,898,862
<b>Other</b> (public facilities - schools, toilets, halls, swimming pools)	0	\$0
<b>Totals</b>	<b>109</b>	<b>\$11,532,862</b>

## 1.8 Dog Control Act – Registration and Enforcement

*SERVICE LEVEL – Dogs don't wander freely in the street or cause menace to humans or stock.*

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	3 visits	33%	1 undertaken at school holiday program, Greytown. Greytown school interested in a visit. Adult education visits are planned
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 219/219
Complaints about dog attacks on persons, animals or stock are responded to within 1 hour	100%	100%	20/20

Officers have planned since November 2018 to undertake education visits to two Wairarapa based businesses who had a role to play in a dog attack that occurred on 31st October 2018. Officers classified the dog as menacing following that attack, with the classification subsequently appealed. The Hearings Committee decided on 10 July to uphold the menacing classification. As such, officers expect that these education visits will count as 'extra' education visits in the 2019 period.

INCIDENTS REPORTED FOR PERIOD 1 JUNE 2019 TO 30 JUNE 2019	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	-	1	-
Attack on Person	-	-	-
Attack on Stock	-	-	-
Barking and whining	4	-	2
Lost Dogs	1	-	-
Found Dogs	1	-	-
Rushing Aggressive	-	-	-
Wandering	8	1	-
Welfare	-	-	-
Fouling	-	-	-
Uncontrolled (off leash urban)	-	-	1

## 1.9 Public Places Bylaw 2012 - Stock Control

*SERVICE LEVEL – Stock don't wander on roads, farmers are aware of their responsibilities.*

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 28 incidents
In cases where multiple stock escapes (more than 1 occasion) have occurred from a property taking compliance or enforcement or prosecution action against the property owner	100%	-	No incidents
Council responds to complaints regarding animals within 48 hours.	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 62 incidents

INCIDENTS REPORTED	TOTAL FOR PERIOD 1 JUNE 2019 TO 30 JUNE 2019
Stock	1

## 1.10 Resource Management Act – afterhours Noise Control

*SERVICE LEVEL – The Council will respond when I need some help with noise control.*

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 18/19	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to within 1.5 hours	100%	99.08%	<a href="#">K:\resource\Health\Resource Management\Noise Control Complaints</a> 108/109 attended within timeframe One incident responded to over 1.5 hours (1 hr 48mins).

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 2018 TO 30 JUNE 2019	PREVIOUS YTD 1 JULY 2017 TO 30 JUNE 2018	PERIOD 1 MAY 2019 TO 30 JUNE 2019	PREVIOUS PERIOD 1 MAY 2018 TO 30 JUNE 2018
Total	112	93	8	7

Officers will start to charge the recently approved \$160 fee for each justified noise control callout. Previously, Council had a fee of \$357 for a seizure of equipment causing a verified noise nuisance. This fee was not charged frequently as seizures are not common. The charging of the new fee will allow Council to recoup its costs for

providing the noise control function. If this fee existed and was charged during the 2018-19 year, it would have resulted in Council recouping approximately \$18,000 to cover the costs of our afterhours noise control contractor.

### 1.11 Sale and Supply of Alcohol Act - Licensing

*SERVICE LEVEL – The supply of liquor is controlled by promoting responsible drinking.*

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 18/19	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises are inspected as part of licence renewals or applications for new licences.	100%	80% YTD	MAGIQ data. All premises inspected at new or renewal application stage (48/60*). *Number of inspections completed of licences coming up for renewal within the YTD period.  122 licences in total. Total number of licences is subject to change month by month as new businesses open and existing premises close.
Premises that are high risk are inspected annually, while low or medium risk premises are audited no less than once every three years.	100%	72% YTD	MAGIQ data. There are no high-risk premises in the district. Low and medium risk premises are inspected every 3 years as part of the renewal process. There are currently 29 low and medium licences due for renewal or new inspections in this financial year. 21 of these have been inspected as at 30 June 2019. Total number of licences is subject to change month by month as new businesses open and existing premises close. (21/29)
Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Agencies agreement.	100%	0% YTD	1 meeting held May 2019. No compliance inspections undertaken with the CLEG to date.

As the Committee will be aware, there has been a backlog of alcohol licences that have needed processing, which has resulted in time delays for inspections. With the employment of a dedicated alcohol licensing inspector, this backlog has predominantly been cleared and it is anticipated that this will facilitate timely alcohol inspections.

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2018 TO 30 JUNE 2019	PREVIOUS YTD 1 JULY 2017 TO 30 JUNE 2018	PERIOD 1 MAY 2019 TO 30 JUNE 2019	PREVIOUS PERIOD 1 MAY 2018 TO 30 JUNE 2018
On Licence	21	24	9	1
Off Licence	23	10	6	2
Club Licence	7	3	4	0
Manager's Certificate	120	126	29	38
Special Licence	57	62	6	9
Temporary Authority	5	7	0	4
<b>Total</b>	<b>233</b>	<b>232</b>	<b>54</b>	<b>54</b>

### 1.12 Health Act - Safe Food

*SERVICE LEVEL – Food services used by the public are safe.*

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 18/19	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises have appropriate FMP in place and meet the risk-based standards set out in the Plan.	100%	100%	<p>FHR – 0 FCP (Food Act) – 97 FCP (Deemed) – 0 NP – 59</p> <p>The changes in the Food Act 2014 require that businesses have an appropriate Risk Based Measure in place by end of transition period (Feb 2019). Total number of premises is subject to change month by month as new businesses open and existing premises close.</p>
Premises are inspected in accord with regulatory requirements.	100%	76%	<p>FCP verifications – 74/97</p> <p>*Total number of premises is subject to change month by month as new businesses open and existing premises close.</p>

The large workload increases for Council staff that has been brought about by the Food Act 2014 has made it challenging to have all businesses verified in a timely manner. Officers have had to be pragmatic in providing additional educational activities to operators during the verifications. This has made the verifications take longer and therefore place pressure on the number of businesses that can be verified in a given time.

### 1.13 Bylaws

Between 1 July 2018 and 30 June 2019 there were 44 notices relating to trees and hedges, 27 litter and 27 abandoned vehicle complaints.

Contact Officer: Russell O’Leary, Group Manager – Planning & Environment

## **INFRASTRUCTURE AND SERVICES REPORT**

### **2. Group Manager highlights**

One of the highlights of the period was attending the Institute of Public Works Engineering Australasia conference in Wellington. While personally missing the first few addresses, I was informed that SWDC had been mentioned in the key note addresses, notably by the minister of Local Government, Nanaia Mahuta. Much of the discussion revolved around water, climate change and optimised decision making.

The transition to the Ruamahanga Roads Shared service, is still ongoing with quite a few things that need to be resolved in location, structure and governance. This will be ongoing for some time as the new service determines the level of external professional services and administration required as well as the internal processes.

The move to wellington water limited (WWL) is still progressing with staff having visited the offices in Petone and gaining more information about the Council Controlled Organisation, (CCO). Again, there is a lot of operational work to be done, the consents being managed and owned by WWL as an example and whether the leases for the waste water to land properties should sit within the CCO.

Progressing the chlorination of Martinborough water with the manganese removal plant is time critical. With the new part of the process (Mn removal) being located at the original plant site, there will be no delays in land acquisition. The design being modular the Mn removal and entire plant can be moved at another time when convenient.

The new recycling wheelie bin roll out has been delayed due to availability of bins and the process is being managed through the combined Communications staff to ensure all are aware of the new processes.

The chlorination of the water in Martinborough has still received little to no feedback to council regarding chlorine and taste or issues.

Substantial time has been devoted to looking at the Martinborough water system, the demand and supply as well as location and future upgrades needed. This has been an excellent exercise to look at the future of the water supply and the current vulnerabilities as well as the works completed previously to enable the options available.

New Staff have started with Michelle Alexander as the new Administrator and Natalie Singer as the project and waste coordinator.

### **3. Water supply**

*SERVICE LEVEL – Council provides reliable and safe drinking water supplies. Water provided is safe to drink and there is adequate water for urban firefighting.*

## Key Performance Indicators

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		MAY	YTD	MAY	YTD
The average consumption of drinking water per day per resident within the territorial authority	<400 Lt		550		
Compliance with resource consent conditions/water permit conditions to "mainly complying" or better	95%		100%		
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2008*	FTN: Yes GYT: Yes MTB: Yes		FTN: Yes GYT: Yes MTB: No		
Water supply systems comply with Ministry of Health Protozoa Drinking Water Standards guidelines 2008	FTN: Yes GYT: Yes MTB: Yes		FTN: Yes GYT: No MTB: No		
The total number of complaints received by the local authority about drinking water taste per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water odour per 1000 connections	<15	0	0	0	0
The total number of complaints received by the local authority about drinking water pressure or flow per 1000 connections	<15	0.25 per 1000 (1 complaints)	4.0 per 1000 (13 complaints)	1	13
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0.25 per 1000 (1 complaints)	7.3 per 1000 (24 complaints)	1	24
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	0 per 1000 (0 complaints)	4 per 1000 (14 complaints)	0	14
Ratepayers and residents satisfied with level of service for water	77%			NRB Survey:	59%
Attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 1 Hr	(1/3) 33%	Median Time 26mins	1	19
Resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption	< 8 Hrs	(3/3) 100%	Median Time 3h 45mins	3	19
Attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 2 working days	(20/22) 91%	Median Time 21h 24mins	22	374
Resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm	< 5 working days	(19/22) 86%	Median Time 29h 30mins	22	374
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	20%	20%	20%		
The % of real water loss from the local authority's networked reticulation system identified by establishing and measuring night flow	<20%		20%		

There was the Boil Water Notices in Martinborough in February and April, which are on-going and covered in more detail in other reports. The temporary chlorination of the water supply has worked well, with the tests showing a stable chlorine level through the network. Continued monitoring of the reservoirs will evaluate if a booster chlorination is required. Work is ongoing to address other risks highlighted during the investigation, including backflow risks, connections for the wineries.

Featherston (Waiohine) and Greytown bore plants operated well during the period. The concrete ring main for the storage area is almost complete and the lining is due in



for August. The fourth bore to enable the supply of both Featherston and Greytown is due to be drilled in July.

Featherston and Greytown are looking good for compliance except for protozoa compliance in Greytown.

## 4. Wastewater

*SERVICE LEVEL – Council provides wastewater services that effectively collect and dispose of waste water. Waste water does not create any smells, spill or health issues and causes minimal impact on the natural environment.*

### 4.1 Key Performance Indicators

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		MAY	YTD	MAY	YTD
Attendance time: from notification to arrival on site	< 1 Hr	0/4 (0%)	Median Time 1h 13min	4	42
Resolution time: from notification to resolution of fault	< 4 Hrs	0/4 (0%)	Median Time 11h 50min	4	42
No. of complaints per 1000 connections received about sewage odour	< 15	1 per 1000 (0.24 complaint)	0.75 per 1000 (3 complaint)	1	3
No. of complaints per 1000 connections received about sewage systems faults	< 15	0	2.4 per 1000 (10 complaint)	0	10
No. of complaints per 1000 connections received about sewage system blockages	< 15	0.72 per 1000 (3 complaint)	5.2 per 1000 (22 complaint)	3	22
No. of complaints per 1000 connections received about the response to issues with sewage	< 15	0	0	0	0
Proportion of urgent waste water service requests responded to within 6 hours of notification	95%	1/4 (25%)	74% (28/38)	4	38
Number of dry weather sewerage overflows per 1000 connections	<10	0	0	0	0
Ratepayers and residents satisfaction with waste water services	70%			NRB survey:	49%
% of resource consent conditions complied with to mainly complying or better*	90%		98%		
No. of abatement notices	<2				0
No. of infringement notices	0				0
No. of enforcement notices	0				0
No. of convictions	0				0

### 4.2 Consents

Further investigations are being organised, a more in-depth investigation of the land treatment area, involving the drilling of 14 additional investigation bores. Further water quality sampling through the treatment plant to quantify the performance for pathogens and what treatment would be required to remove the risk to the shallow bore owners. The Featherston plant is operating well against the current consent conditions and would be within the proposed application conditions.

Martinborough irrigation has finished for the season, with the wastewater removed from the Ruamahanga River for 26% of the time in the previous year. The performance is being reviewed for nitrogen removal to maintain the discharge condition.

The Greytown plant has been operating well, and the irrigation to land was commissioned in May ready for operation in the spring. A presentation day on the 19<sup>th</sup> of June went well.

## 5. Stormwater drainage

*SERVICE LEVEL – Stormwater drains are well operated and maintained by the Council.*

### 5.1 Key Performance Indicators

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2016/17	COMPLAINTS		INCIDENTS	
		MAY	YTD	MAY	YTD
% of ratepayers and residents satisfied with stormwater drains	55%			NRB survey:	57%
% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	95%	0	0	0	0
No. of flooding events	0	0	0	0	0
No. of habitable floors affected per flooding event per 1000 properties connected	0	0	0	0	0
No. of abatement notices	0				
No. of infringement notices	0				
No. of enforcement notices	0				
No. of convictions	0				
Median Response time to flooding events (Notification to personnel reaching site in hrs)	3	-	-	0	0
No. of complaints about stormwater per 1000 properties connected	0	0	0	0	0

There was two storm water blockage reported during the period within the Greytown water race sections.

## 6. Land transport

*SERVICE LEVEL – Roads are maintained to ensure they are safe and comfortable to travel on. Footpaths can be safely used to get around town.*

### 6.1 Key Performance Indicators

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
		APRIL	YTD	APRIL	YTD
Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	95%				
Ratepayers and residents fairly/very satisfied with the roads	80%			NRB Survey:	73%
5% of sealed roads are resealed each year subject to availability of NZTA subsidy	100%				
The pavement condition index as measured by the NZTA pavement integrity index	95%				

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS		INCIDENTS	
The number of crashes causing injuries is reduced	Group and control average				
The number of fatalities and serious injury crashes on the local road network	<7				
Ratepayers and residents are satisfied with footpaths in the district	70%			NRB Survey:	63%
Availability of footpaths on at least one side of the road down the whole street	88%				
Footpath Condition rating 95% compliant with SWDC AMP Standard	95%				
The % of customer service requests relating to roads and footpaths responded to within 48 hours	95%	36/39 (92%)	115/154 (75%)	39	154
Meet annual plan footpath targets	Yes				

## 6.2 Roading Maintenance – Fulton Hogan

The end of the financial year coincided with the end of the current Road Maintenance contract and as at July 1<sup>st</sup> the new Ruamahanga Roads contract being a joint venture with Carterton District Council commenced.

The last of the damage to the Featherston area following the rain event in December was completed prior to the end of financial year.

Works were completed to finish off the relocation of the road through the “Gluepot” on Te Awaite Road.

Sealed pavement maintenance was carried out on Hinekura Rd around Hikawera Road.

Culverts were upgraded on White Rock Road along Ushers Hill section in preparation for planting of the unstable faces.

The last 40 tonne of Rip Rap rock was delivered to Cape Palliser Road for the Managatoetoe Bridge pier scour protection works will commence in August.

92.1 km of unsealed roads graded in May. The tow behind roller was attached during the month and 46.1 km of road was compacted following grading.

Greytown, Featherston and Martinborough had various kerb and channel swept as part of the monthly cycle.

All urban sump chambers were cleared out following the autumn leaf drop.

The spraying of rural unlined water channels, sign bases, bridge approaches and edge marker posts was completed.

## 6.3 Other activities

Work is continuing the Tora Farm Settlement Road bridge; the retaining walls have been replaced around the abutment with the piles to be driven in July.

Ushers Hill on White Rock road has been fenced off in conjunction with GWRC and cattle stops will be installed in July and stabilisation planting will commence in July/August.

End of year reporting to NZTA has been complied and submitted.

Collaboration works with the Carterton District Council roading has been a high priority to ensure a smooth transition to the new joint Ruamahanga Roads contract.

The table below outlines the reseal sites for the 2019/2020 financial year and the length of 17.4 km is well below the 5% road targeted in the KPIs above. At first cut the budget for the proposed length is above budget allocation, adjustments will be made to meet budget.

**Table: 2019/2020 Reseals**

Road	Road Name	Start	End	Length
309	CAMPBELL DR LEFT LEG	13	154	141
308	CAMPBELL DR ROUNDABOUT	0	69	69
307	CAMPBELL DRIVE	3	337	334
307	CAMPBELL DRIVE	351	604	253
203	CAPE PALLISER RD	15767	15912	145
203	CAPE PALLISER RD	15912	16495	583
203	CAPE PALLISER RD	34171	34364	193
203	CAPE PALLISER RD	34364	34847	483
202	LAKE FERRY RD	4574	4873	299
202	LAKE FERRY RD	7138	7334	196
202	LAKE FERRY RD	7334	7662	328
202	LAKE FERRY RD	27850	28905	1055
202	LAKE FERRY RD	28905	29502	597
260	KAHUTARA RD	38	1064	1026
260	KAHUTARA RD	3977	5000	1023
260	KAHUTARA RD	5551	5678	127
260	KAHUTARA RD	15587	16201	614
260	KAHUTARA RD	16201	16248	47
260	KAHUTARA RD	16248	16857	609
174	BIDWILLS RD	4	20	16
178	BICKNELLS RD	4	45	41
181	PARERA RD	3	40	37
259	WESTERN LAKE RD	8569	9527	958
259	WESTERN LAKE RD	9527	10841	1314
259	WESTERN LAKE RD	21620	22042	422
265	WHITE ROCK RD	19	2456	2437
265	WHITE ROCK RD	2456	2560	104
265	WHITE ROCK RD	4674	4785	111
265	WHITE ROCK RD	4785	5860	1075
265	WHITE ROCK RD	13291	14220	929
265	WHITE ROCK RD	14220	14944	724
265	WHITE ROCK RD	14944	15166	222
265	WHITE ROCK RD	21940	22320	380
265	WHITE ROCK RD	22320	22830	510
				17402

## 7. Amenities

The Amenities team is responsible for the management of Council's parks, reserves and other amenities. The team looks after twelve parks, thirty-one reserves, forty-one buildings, five sports facilities, four cemeteries, eleven public toilets and twenty-two

other properties. The Amenities Manager is the contract manager for the City Care parks and reserves contract and is also responsible for the management of the libraries.

*SERVICE LEVEL – Parks and reserves enhance the quality of life in our communities. Our playgrounds are safe and enjoyed by the community. Clean safe public swimming pools can be accessed in the District. Provision of some low-cost housing for the elderly (or in line with Council policy) in each town. Well maintained hall facilities that are available for the public to book. Public toilets are convenient, clean and safe. There is a wide range of library stock including up to date material.*

## 7.1 Key Performance Indicators

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2017/18	COMPLAINTS	INCIDENTS		
		MONTH	YTD	MONTH	YTD
Users satisfied with parks and reserves	90%			NRB Survey:	94%
Ratepayers and residents are satisfied with Council playgrounds	80%			NRB Survey:	82%
Council playground equipment that meets national standards	100%				
Council pools comply with NZ swimming pool water testing standards	100%				
Ratepayers and residents' satisfaction with Council swimming pools	67%				
Occupancy of pensioner housing	94%			Actual:	
Ratepayers and residents satisfied with town halls	76%			NRB Survey:	74%
Cycle strategy	Developed				
Ratepayers and residents satisfied with public toilet facilities	90%			NRB Survey:	85%
Taking programmes out into the community and providing a wide variety of programmes in the library	>3 per library				
% of ratepayers and residents satisfied with libraries	90%			NRB Survey:	91%

## 7.2 Housing for Seniors

Policy and documents have now been updated to reflect the name change from Community Housing to Housing for Seniors.

The Housing for Senior tenants were advised of their 2019 rent increase, giving the tenants the required 60 days' written notice as per their Tenancy Agreements.

Tenants were sent an updated copy of the Housing for Seniors Policy. We also took the opportunity to remind all tenants that all units are smoke-free.

Currently there are two flats at Cicely Martin that have been vacated. They are having some required maintenance work and will be ready in a few weeks to be tenanted.

The Matthews, Burling and Westhaven flats are all tenanted. The new tenant at Westhaven has moved in and is very happy with the flat and his surroundings. Another new tenant has moved into one of the Cicely Martin flats in Martinborough in May his comment was 'I love it here'. There are also two new tenants at Burling and

one who has relocated to one of the two larger flats. It has been a busy time with flat inspections, coordinating to have the existing insulation assessed in all flats and general maintenance.

### 7.3 Cemeteries

Contractors are due to start work on the new ashes wall at the Featherston cemetery.

#### 7.3.1. Purchases of burial plots/niches 10 June to 15 July 2019

	Greytown	Featherston	Martinborough
Niche	3		1
In-ground ashes Beam	3		
Burial plot	2	1	
Services area			
<b>Total</b>	<b>8</b>	<b>1</b>	<b>1</b>

#### 7.3.2. Ashes interments/burials 10 June to 15 July 2019

	Greytown	Featherston	Martinborough
Burial	2		
Ashes in-ground	1	1	1
Ashes wall	1		
Services Area		1	
Disinterment		1	
<b>Total</b>	<b>4</b>	<b>3</b>	<b>1</b>

### 7.4 Events

#### 7.4.1. Featherston

*Completed events:*

**The Time Travellers Ball** – being held Saturday, 22 June 2019 at the ANZAC hall

**New Zealand String Quartet** – being held Friday, 28 June 2019 at the ANZAC hall



### 7.4.2. Greytown

*Future events:*

**The Greytown Woodside Rail Trail Fun Run** – held every Saturday starting 3 November 2018

### 7.4.3. Martinborough

*Completed events:*

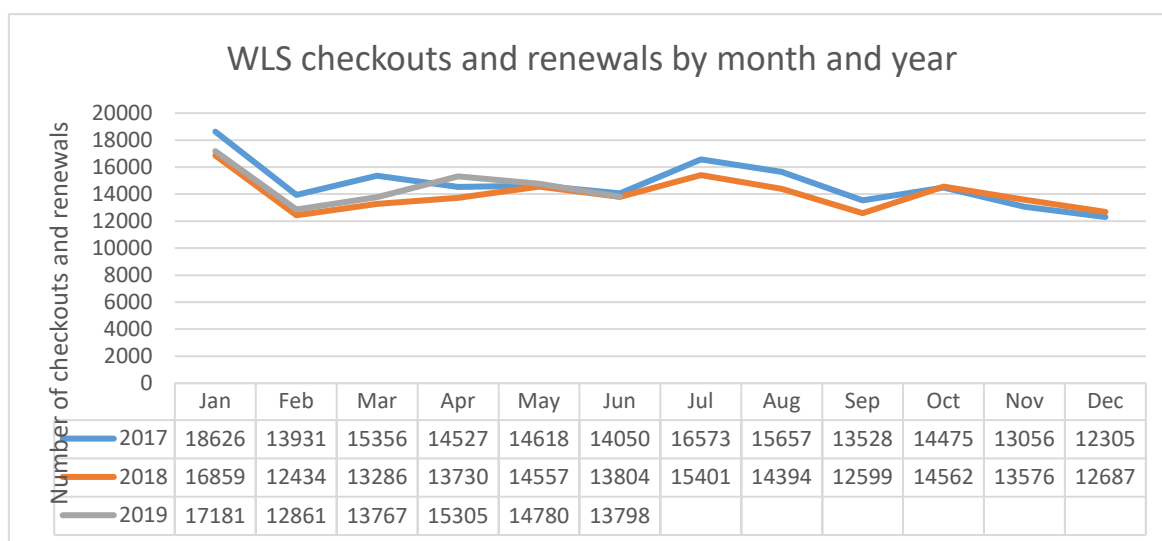
**Monster Book Fair** – being held Friday 14 June (7pm) to Sunday 16 June 2019 at the Martinborough Town Hall

## 8. Wairarapa Library Service Monthly Report for June 2019

### 8.1 Issues and renewals:

**Physical items:**

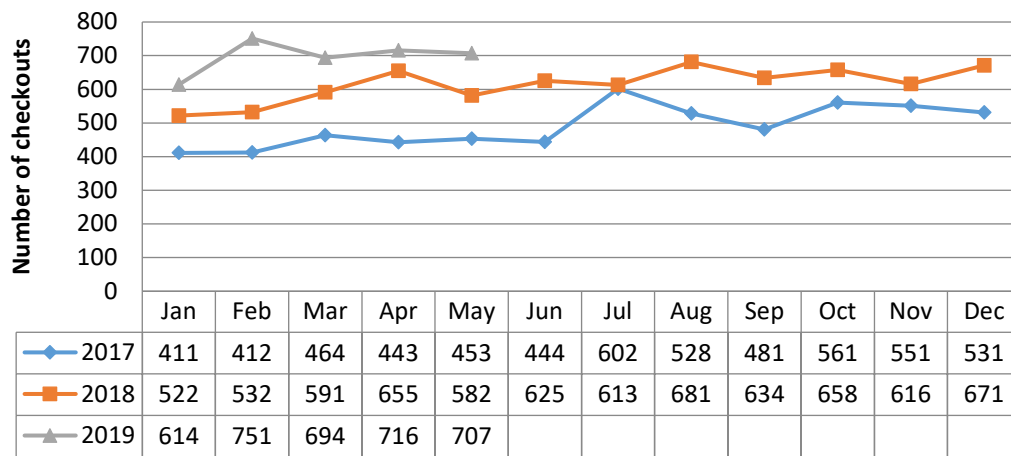
	Carterton	Featherston	Greytown	Martinborough	TOTAL
Number of issues and renewals for June	5904	2357	2842	2695	13798



### 8.2 Ebooks and Audiobooks:

	June 2019
ebooks	469
audiobooks	238
<b>TOTAL</b>	<b>707</b>

## Wairarapa Library Service eBook and Audiobook Checkouts

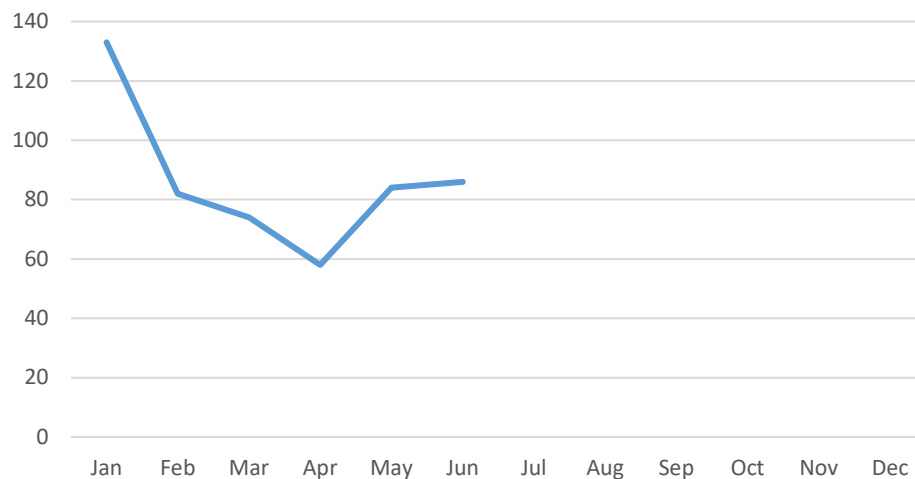


### 8.3 New Members

New library members for June 2019:

	June 2019
<b>Carterton</b>	35
<b>Featherston</b>	11
<b>Greytown</b>	23
<b>Martinborough</b>	17
<b>TOTAL</b>	86

### Number of new members





## 8.4 Computer and Wi-Fi access

At this stage the South Wairarapa District libraries have not received the public access computing upgrade, so do not have data available.

Public Computer Use	Carterton
Number of public computer uses.	425
Unique users	236
Average time per user (minutes)	31.68

Please note that the statistics regarding WiFi access are for March, not April. Due to the large number of missing data points it will not be possible to look at annual or monthly trends or comparisons yet.

Public Wi-Fi Usage	Carterton	Featherston	Greytown	Martinborough	TOTAL
Number of public Wi-Fi logins	940	1832	1419	159 (from 23 May to 31 May only)	4350

## 9. In-house library events and initiatives

### 9.1 Carterton

#### 9.1.1. Displays

Adult Displays	Junior Displays
Time for a laugh	Winter Warmers reading programme

#### 9.1.2. Events

- The Winter Warmers reading programme for children has begun. There are 117 children registered for the programme.

#### 9.1.3. Other initiatives

- The annual stocktake was completed.



## 9.2 Featherston

### 9.2.1. Displays

Adult Displays	Teen Displays
Crochet (for the month)	New Books

### 9.2.2. Events

- Matariki for pre-schoolers. This event was well attended by pre-schoolers who wrapped up warm for a couple of stories. They had glow sticks and explored the Library garden, lit up with lights.
- Preschool Programme topics were: Puddles, Wet Weather, Hungry Caterpillar Birthday, Giraffes, Animals. Book Bugs was attended by average 15 children and caregivers.
- Crochet classes wound up and proved popular.
- The library hosted class visits from St Teresa's School, Takitimu, Remutaka and Wairarapa.
- Thursday nights – 8 Library users, 1 council, 5 crochet class was average for the month.
- Enrolments for Winter Warmers exceeded our total by 46. All 3 schools have registered the entire school. St Teresa's Year 8 and 9 are trialling the online platform for reviews. [iread.co.nz](http://iread.co.nz)
- Maths is Fun is enrolling slowly. The lower age groups have filled, the older ones are filling slowly.
- A mother addressed a recent Book Bugs session about food and eating during the session. She has a child with a life-threatening allergy and must leave if children's lunch boxes come out. The parents were very sympathetic and

understanding. However, it poses the question of food in the Library for these sessions.



### 9.3 Martinborough

#### 9.3.1. Displays

Adult Displays	Teen Displays	Junior Displays
Moody Winter Reads	New books	New Books
Today's Picks		June Author Birthdays


### 9.3.2. Events

- Book Babies attendance is growing each week – our most recent session was attended by 11 children, plus their parents/caregivers.
- We exceeded our Winter Warmers enrolments by 6 over our allocated spaces.
- We provided “Lego in the Library with Liz” (Stevens). This proved so popular that we will be continuing it through the July school holidays.

## 9.4 Greytown



- Late nights have been very well-received and higher numbers are anticipated once the weather improves.

 Wairarapa Library Service

**Feedback form**

We aim to provide you with the highest standards of service and value your views. Help us to improve the Library and our services by completing this comments and suggestions form.

**Your feedback:**

Is this:

☐ A comment? ☒ A suggestion?

☐ A Compliment? ☐ A Complaint?

**Your Feedback:**

Late night at the library a great idea but can you make it till 8pm? 7 is too early to come with the kids (post-dinner etc) and many commuters don't get in till after 7pm.



## 10. Zero Waste Coordinator Report June 2019

### 10.1 Community

- **World Environment Day June 5<sup>th</sup>** - A video was released to all three council websites and Facebook pages about recycling at kerbside to align with the lead in to our new kerbside recycling service.
- **Kerbside Wheelie Bin Recycling** The rollout has begun with a radio ad introducing the new service and further information to be distributed prior to launch in August 2019.
- **Para Kore** has recently appointed Jade Waetford as their Wairarapa Kaiarahi representative to deliver their 'Working Towards Zero Waste' programme initially starting with the eight Marae in our region.
- **Plastic Free July** There is a colouring competition over June with prizes for each council district with a variety of events and workshops in our region and supported by Zero Waste Coordinator. We also have an internal initiative encouraging colleagues within councils to think about Plastic Free July and to take part and nominate your workmate for their efforts for plastic free July and beyond.

### 10.2 Education

- **Waste Forum** 17<sup>th</sup> May 2019 hosted by Hutt City, attended by our Zero Waste Coordinator focused on construction and demolition waste. Anna Ainsworth presented her report on the ***Regional C & D Waste Issues and Options Paper***. C&D waste is a problematic high-volume waste stream in the Wellington Region. While a range of opportunities exist to reduce, reuse and recycle this waste, to date such waste management and minimisation mechanisms remain unutilised and underdeveloped in the Wellington context. Projected quantities of C&D waste disposed of to landfill in the Wellington Region estimate that a total of 570,000 tonnes of waste (per annum) is currently being sent to landfill in the Wellington Region. Approximately 95% of this waste is being sent to Class 2-4 landfills. This report reviews the scope of C& D waste minimisation issues within the Wellington Region and identifies a range of options available to the councils in response to issues identified.
- **EnviroSchools Joint Council Hui** attended by the Zero Waste Coordinator on 6<sup>th</sup> June 2019. There were discussions around progress updates using story- based reporting, a focus on outcomes schools are achieving plus an explanation of the contribution EnviroSchool makes. Kirsten Price (Toimata Foundation) outlined the partnership model being used nationally to create a collaborative structure for action, the roles and involvement of the various councils and some significant aspects of the current situation we are operating in.

### 10.3 Business

- **Single-Use Plastic Bag Ban** coming into place 1<sup>st</sup> July 2019. Over the last two weeks our Zero Waste Coordinator has been out visiting Wairarapa Businesses door to door speaking with them about the ban and advising how it effects

their business and what this means for them. She will also be set up at the Masterton Boot sale market (Sunday) leading up to the last day of plastic bags, engaging and educating the community whilst giving out the MDC jute bags to the community at the market.

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

# MARTINBOROUGH COMMUNITY BOARD

22 AUGUST 2019

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## AGENDA ITEM 6.2

### ACTION ITEMS REPORT

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#### **Purpose of Report**

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

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Action Items Report.*

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

Action items from recent meetings are presented to the 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 remain in a master register but no longer reported on.

#### **2. Appendices**

Appendix 1 - Action Items to 22 August 2019

Contact Officer: Angela Williams, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive Officer

## **Appendix 1 – Action Items to 22 August 2019**



Ref #	Meeting	Raised Date	Action Type	Responsible Manager	Assigned to	Resolution Number	Action or Task details	Open	Notes
148	MCB	14-Mar-19	Action	Lisa Cornelissen			Work with Cr Pam Colenso and Council's Amenities Manager to review signage in Martinborough Square	Parked	6/6/19: ongoing <b>18/7/19:</b> Unable to progress within timeframe so agreed to park for new Community Board to address.
696	MCB	23-Oct-18	Action	Mark	Bryce		Arrange for CityCare to provide Martinborough Community Board low maintenance and drought hardy plant recommendations for under planting the olive trees on SH53 at the entrance to Martinborough	Actioned	7/2/19: Work in progress with CCL. Plan to be presented once completed by CCL. 29/04/2019 6/6/19: MCB requested an update on timing for underplanting the Olive Trees at the entrance to Martinborough. 17/6/19: Will need to be revisited in July when there is available budget. A draft plan has been provided by CityCare but Council may approach Kuranui College to request if there is availability for a design student to do a draft plan. 10/07/19: Plan presented. 25/7/19: Awaiting quote from CityCare for planting 7/8/19: CityCare have taken measurements, awaiting quote. <b>13/8/19:</b> Quote received and accepted, Council is progressing the under planting.
697	MCB	23-Oct-18	Action	Mark	Tim		Determine potential locations for Martinborough Square Road signs (for poppy places), send to MCB members for feedback and then forward to Council's Roading Manager for action	Actioned	31 Oct 18: LC emailed Tim Langley with images of four major intersection on Square asking for advice on sign placement. 7/2/19: Work in progress. 14/3/19: Emailed Lisa Cornelissen with estimates and locations. 6/6/19: Awaiting Council decision if happy to fund road signs. 18/7/19: Still waiting for decision. Needs to be the correct names, Memorial Square and the park is Soldiers Memorial. Cr Colenso has been dealing with Mr Langley and work is in progress. 13/8/19: Poppy Places QR sign has been installed as requested by Councillor Colenso.
824	MCB	12-Dec-18	Action	Cr Colenso			Liaise with Council officers to get the Poppy Places plaque framed and then hung once the QR code sticker has been placed	Actioned	6/6/19: QR code provided to Pam. Looking at options for Plaque location. 18/7/19: Poppy sign is done, framed, has the sticker and bar code and will go up on the white pole by entrance gate.
147	MCB	14-Mar-19	Action	Lisa Cornelissen			Circulate correspondence from Lake Ferry Ratepayers Association to members and if there is anything that the Community Board can assist with actioning to add this to the April 2019 meeting agenda	Actioned	6/6/19: No correspondence received to date. Cr Colenso to provide contact details to the Chair to follow-up once more. If no response, then close the action. <b>18/7/19:</b> Close as no correspondence received. Amenities Manager to send out email update advising status.
330	MCB	6-Jun-19	Resolution	Mark	Tim/Ben	MCB2019/30	MCB RESOLVED MCB 2019/30): 1. To receive the Request for Directional Signage Report. 2. To agree to install one blue directional sign (Option 3) on the Cnr of Fraters Road and Sutherland Drive, as a generic sign with further consultation with Ms Anton as to the exact wording and in agreement with officers and the Chair. The cost of the sign to be paid for by the applicant. (Moved Cornelissen/Seconded Read) Carried	Actioned	19/6/19: Refer to action 346. Signage Policy currently being reviewed and finalised. Once confirmed, will discuss the appropriate sign erection with Olivio-nor. <b>18/7/19:</b> Close. Ms Anton not progressing with a sign.

Ref #	Meeting	Raised Date	Action Type	Responsible Manager	Assigned to	Resolution Number	Action or Task details	Open	Notes
331	MCB	6-Jun-19	Resolution	MCB		MCB2019/31	MCB RESOLVED MCB 2019/31): 1. To receive the Community Board Terms of Reference. 2. That further review be undertaken by way of a workshop session. 3. To agree that references in the role and responsibilities sections of the document be reviewed to reflect that members of community boards do not feel they have the appropriate training to be involved in response and recovery in an emergency, however individuals can attend and assist any civil defence emergencies if available. (Moved Cornelissen/Seconded Roy) Carried	Actioned	Feedback to be incorporated at the workshop session. 4/7/19: Discussed at workshop session. No. 3 was the only feedback received on TOR.
335	MCB	6-Jun-19	Resolution	Mark	Bryce	MCB2019/35	MCB RESOLVED (MCB 2019/35): 1. To agree to accept funds from Martinborough's disbanded swimming club to be ring fenced in the MCB budget and spent on improvements or services to be provided in Martinborough Pool, i.e. moveable seating, shade or provision of swimming lessons). 2. To request the Amenities Manager to provide costings for improving the shade and seating at Martinborough Pool. (Moved Cornelissen/Seconded Cr Colenso) Carried	Actioned	12/6/19: 1. Funds completed. 18/7/19: No. 2 Underway. Meeting held with Bryce, Lisa and Connor Kershaw who has offered to help with shade and seating. 7/8/19: Council will pay for the shading and P & K will supply the beautification parts (seating, plants etc).
339	MCB	6-Jun-19	Resolution	Lisa Cornelissen		MCB2019/39	MCB RESOLVED (MCB 2019/39) 1. To receive the South Wairarapa Community Board Chair's Report. 2. To receive the tabled Community Board Conference report. (Moved Cornelissen/Seconded Roy) Carried 3. To add the conference outcomes to an MCB workshop, Mrs Cornelissen. (Moved Cornelissen/Seconded Cr Colenso) Carried	Actioned	No. 3 to be completed. 18/7/19: Completed
340	MCB	6-Jun-19	Action	Lisa Cornelissen			To advise Ms Anton from Olivio-nor the outcome of the decision reached regarding signage at this meeting	Actioned	18/7/19: Chair advised Ms Anton outcome of decision. Ms Anton has decided not to proceed with signage.
343	MCB	6-Jun-19	Action	Lisa Cornelissen			To contact the Pirinoa Hall secretary to request payment details for the donation	Actioned	18/7/19: Lisa to contact to arrange. Ref resolution 2019/28 8/8/19: Creditor Voucher completed to process payment and letter sent to Pirinoa Hall advising of the donation.
344	MCB	6-Jun-19	Action	Lisa Cornelissen			To confirm with Madcaps whether the Christmas parade costs have been invoiced	Actioned	
346	MCB	6-Jun-19	Action	Mark	Tim		To request that the policy for signage is reviewed by the appropriate Council committee and, once finalised, to publish on the website	Actioned	19/6/19: Updated Policy discussed at the Assets & Services Committee meeting and, following feedback, Council will circulate to Members for review. Once confirmed to be uploaded to the website. 18/7/19: Policy review complete.
347	MCB	6-Jun-19	Action	Lisa Cornelissen			To arrange a workshop session to discuss and review the Terms of Reference prior to the July meeting	Actioned	4/7/19: Completed, workshop held.
348	MCB	6-Jun-19	Action	Cr Colenso			To provide the Chair the final list and locations of FlagTrax poles and photographs	Actioned	18/7/19: Final list included in July papers.
349	MCB	6-Jun-19	Action	Lisa Cornelissen			To liaise with FlagTrax as to the system and installation costs to ensure that total expenditure does not exceed \$14,000 (50% funded by MCB beautification funds, 50% funded by SWDC)	Actioned	18/7/19: Costs provided in July papers.
350	MCB	6-Jun-19	Action	Cr Colenso			To discuss with Gray Carter the removal of existing flag banners	Actioned	18/7/19: May require traffic management plan. Cr Colenso has been in touch with Ben who is working on this.

Ref #	Meeting	Raised Date	Action Type	Responsible Manager	Assigned to	Resolution Number	Action or Task details	Open	Notes
351	MCB	6-Jun-19	Action	Lisa Cornelissen			To liaise with the Featherston and Greytown Community Board chairs regarding materials and suppliers for producing the FlagTrax banners	Actioned	18/7/19: Information provided in July papers.
488	MCB	18-Jul-19	Resolution	Jennie		MCB 2019/51	MCB RESOLVED (MCB 2019/51): 1. To receive the 2018/2019 financials and draft 2019/2020 draft Budget. (Moved Cornelissen/Seconded Read) Carried 2. To release the unclaimed Martinborough Youth Trust Grant and invite them to reapply when they have identified a suitable course and candidate. (Moved Cornelissen/Seconded Cr Colenso) Carried 3. To release the remaining unused funds from commitments for the Community Board conference fees, Community Engagement, Neighbourhood Support and Madcaps Christmas parade (Moved Cr Colenso/Seconded Cornelissen) Carried	Actioned	30/07/19 - Commitments released - Madcaps had been coded to GCB in error - this has been corrected. - SM
489	MCB	18-Jul-19	Resolution	Jennie		MCB 2019/52	MCB RESOLVED (MCB 2019/52): 1. To allocate \$2000 from beautification funds to the FlagTrax system and \$2000 towards the purchase of Flags to be determined at the next meeting. (Moved Cornelissen/Seconded Read) Carried 2. That there is no further commitment of beautification funds until underplanting of the olives at the entrance to Martinborough has been financed. (Moved Cr Colenso/Seconded Cr Maynard) Carried	Actioned	30/07/19 Commitments added to I&E Beautification Fund - SM
490	MCB	18-Jul-19	Resolution	Jennie/Mark	Katrina/Bryce	MCB 2019/53	MCB RESOLVED (MCB 2019/53): 1. To receive the tabled Chairs Town Flag report. (Moved Cornelissen/ Seconded Cr Colenso) Carried 2. To agree and proceed with the purchase and installation of 13 FlagTrax poles (nos.7 to 19) as long as the total cost including the traffic management plan does not exceed \$16,000. (Moved Cornelissen/Seconded Read) Carried	Actioned	7/8/19: Traffic Management Plan provided to chair. Order has been placed.
491	MCB	18-Jul-19	Action	Mark			To refer Ms Philips proposal for lime walkways from Ferry Road to locations identified in the proposal to the Assets and Services Committee for formal consideration, Mr Allingham.	Actioned	25/7/19: Proposal forwarded to Mark for background information
492	MCB	18-Jul-19	Action	Mark	Bryce		To request a minimum reporting of at least six months for both the farm and buildings with respect given to the tenant, Mr Allingham.	Actioned	25/7/19: Agreed
493	MCB	18-Jul-19	Action	Harry	Angela		To add a separate Pain Farm section to the actions register to ensure all information such as quote details are captured, and requests are converted to actions, Mr Wilson.	Actioned	26/7/19: Discussed with the Chair and each resolution is separated out for responses by officers and this section will be separated in the Actions Report.
494	MCB	18-Jul-19	Action	Lisa Cornelissen			To arrange a meeting with Mr Wilson to discuss all outstanding action items, Mrs Cornelissen	Actioned	23/7/19: Initial meeting held, additional meeting required to discuss remaining actions.
495	MCB	18-Jul-19	Action	Lisa Cornelissen			To finalise the budget for approval at the last meeting of the Board in August, Mrs Cornelissen.	Actioned	7/8/19: Included in Chair Report for August meeting.
496	MCB	18-Jul-19	Action	Mark	Bryce		To obtain costings for a traffic management plan for the installation of the FlagTrax poles and flags, Mr Allingham.	Actioned	25/7/19: Under Action, one quote supplied awaiting another. 7/8/19: Quote received and Traffic Management Plan forwarded to Chair.

Ref #	Meeting	Raised Date	Action Type	Responsible Manager	Assigned to	Resolution Number	Action or Task details	Open	Notes
584	MCB	9-Oct-17	Resolution	Cr Colenso		MCB2017/96	MCB RESOLVED (MCB 2017/96) 1. To receive the Greater Wellington Regional Council (GWRC) Bus Shelter on Ohio Street report 2. To defer further discussion on potential artists and murals at the next MCB workshop. (Moved Cornelissen/Seconded Roy) Carried	Open	12/3/18: Cr Colenso undertook to put an artist's brief together. 6/6/19: Cr Colenso has been in contact with Jo Deans, Waste Management Officer. She is keen to do something to reflect saving the planet/saving out towns. MCB supported the idea noting it was a good fit with the plastic bag free approach. Also in discussion with GWRC. <b>18/7/19:</b> Progressing, Cr Colenso still working on.
556	MCB	27-Aug-18	Resolution	Mark	Mark	MCB2018/60	MCB RESOLVED (MCB 2018/60): 1. To receive the Martinborough School Parking Report. 2. To defer a decision until the Footpath Strategy has been viewed by the Community Board. (Moved Cornelissen/Seconded Beattie) Carried	Open	24/10/18: School looking at centralising parking.  31/1/19: Mark to make contact early in school year.  7/2/19: Mark talked to school today and will visit Principal when free.  6/6/19: MCB requested an update on the footpath strategy for the next meeting.  17/7/19 : Survey has been done - no-one wants parking.  18/7/19: Requested update for July meeting, further request that an update is provided for the next meeting.  <b>9/8/19:</b> A coordinator will be brought on post-election to review the footpath plans incorporating trails. The current renewals list has been passed to the community boards with works expected to begin in October/November
52	MCB	31-Jan-19	Action	Mark	Tim		Speak to Transit about an additional bus stop outside of the Waihinga Centre, to gauge what needs to be done and likely impacts	Open	20/3/19: Will speak to GWRC.  08/07/19: Emailed GWRC /Metlink 23/05/19 re possible location, they will pass onto operation side.  18/7/19: Progressing, this is now with i-Site.  23/07/19: Emailed GWRC for update  24/7/19: Email from GWRC Public Transport Planner stating they are talking to the Bus Operator re feasibility  <b>13/8/19:</b> Reply received from Metlink, they have consulted with bus operator and internal teams and are happy to re-route the R200 via Texas Street to the Martinborough Town Hall/ I-site. The earliest this can happen is Sunday 29 September. The new route will require a new bus stop on Texas Street (on the southern side of the road, outside the Town Hall). SWDC to organise the bus stop and Metlink the new signage.
53	MCB	31-Jan-19	Action	Maisie/Cr Colenso			Request three design concepts in rough form for the skatepark, liaise with Fiona Beattie when the designs are ready so a student survey can be organised, send the costs to Lisa Cornelissen	Open	6/6/19: Maisie still looking at options. Will ask for assistance if required to progress. 18/7/19: Progressing. Lisa to liaise further with Maisie.  <b>12/8/19:</b> No further update at this stage.
336	MCB	6-Jun-19	Resolution	Mark	Bryce	MCB2019/36	MCB RESOLVED (MCB 2019/36): 1. To request that officers investigate (when time and funding allow) listing the Waihinga Centre on eventfinder or updating the old Town Hall venue and provide an event board within the centre. (Moved Cr Colenso/ Seconded Cornelissen) Carried	Open	Awaiting on Code of Compliance for the whole building before full on advertising 10/07/19 : Under action.  <b>7/8/19:</b> Still waiting on Code of Compliance. To progress once available.



Ref #	Meeting	Raised Date	Action Type	Responsible Manager	Assigned to	Resolution Number	Action or Task details	Open	Notes
478	MCB	18-Jul-19	Resolution	Mark	Bryce	MCB 2019/41	<p><b>PAIN FARM ESTATE</b></p> <p>MCB RESOLVED MCB 2019/41):</p> <p>1. To receive the Pain Farm Report. (Moved Cr Colenso/Seconded Cornelissen) Carried</p> <p>2. To recommend to Council that Pain Farm Estate fund up to \$5,000 for the repair of damaged water pipes and troughs on a cost share basis with the Pain Farm lessee on the proviso that effort is made to recoup costs from the previous lessee.</p> <p>3. Recommends to Council that Pain Farm Estate fund the Pain Estate Tender and Lease Agreement, which includes the inspection of Pain Estate report dated 7 May 2019 at a cost of \$6,281 plus GST. (Moved Cornelissen/Seconded Read) Carried</p> <p>4. That Officers seek a full assessment of the House and Cottage and obtain 2 quotes, one to restore the buildings to a suitable standard for rental purposes, the other to undertake a full restoration to secure the property for the long term. (Moved Cr Colenso/Seconded Read) Carried</p> <p>5. That Officers report back to MCB answering all questions raised by both the Community Board and all speakers today. (Moved Cr Maynard/Seconded Roy) Carried</p> <p>6. Report to the Community Board once the quotes have been received for maintenance work with options and analysis outlining the implications for the long-term financial position of the Pain Estate and suggested priorities for undertaking the work (Moved Cr Colenso/Seconded Cornelissen) Carried</p> <p>7. That up to \$40,000 be made available immediately for urgent maintenance work to be undertaken. (Moved Read/Seconded Cr Maynard) Carried</p> <p>8. Note for the record that once full information is available from the reports outlined above, it is highly likely that Council will need to undertake a full consultation process with the Martinborough Community on the options available for Pain Farm Estate. (Moved Cornelissen/Seconded Read) Carried</p> <p>9. That Officers prepare a full briefing for newly elected and existing Community Board and SWDC elected members on the background, history and significance of the Pain Estate, its purpose and the Community Board role and Council role in administering it as part of the induction process following local government elections. (Moved Cornelissen/Seconded Cr Maynard) Carried</p>	Open	<p><b>Further information will be available for the Extraordinary Meeting (EM) 19 Sep 19.</b></p> <p><b><i>Note – Financial Recommendations will be addressed in the Report to MCB on 19 Sep 19 for inclusion in the Report to the next meeting.</i></b></p> <p>No 1 - Complete, no further action.</p> <p>No.2 – Underway. 5/8/19: Information forwarded to Finance for an invoice to be raised.</p> <p>No 3 - As per note above.</p> <p>No. 4 – Underway. Quotes to be available for EM.</p> <p>No 5 - Underway. Report will be available for the extraordinary meeting on 19 Sept 19.</p> <p>No 6 – To be included in the Report for 19 September meeting.</p> <p>No 7 - 5/7/19: Energy Smart booked for August to complete investigation of House and Cottage. Builder organised to inspect leakage and quote on Sash window repairs.</p> <p>No 8 - Noted, no action required. MCB will make recommendations at the EM.</p> <p>No 9 – Underway.</p>

# MARTINBOROUGH COMMUNITY BOARD

22 AUGUST 2019

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## AGENDA ITEM 6.3

### INCOME AND EXPENDITURE STATEMENTS

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#### **Purpose of Report**

To present the Community Board with the most recent Income and Expenditure Statements.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the draft Income and Expenditure Statement for the period 1 July 2018 – 30 June 2019.*
2. *Receive the Income and Expenditure Statement for the period 1 July 2019 – 31 July 2019.*

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

The Income and Expenditure Statement for 1 July 2018 – 30 June 2018 is attached in Appendix 1. The draft Income and Expenditure Statement for 1 July 2018 – 30 June 2019 is attached in Appendix 2. The Income and Expenditure Statement for 1 July 2019 – 31 July 2019 is attached in Appendix 3.

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

#### **2. Appendices**

Appendix 1 - Income and Expenditure Statement for 1 July 2017 – 30 June 2018

Appendix 2 - Draft Income and Expenditure Statement for 1 July 2018 – 30 June 2019

Appendix 3 - Income and Expenditure Statement for 1 July 2019 – 31 July 2019

Prepared By: Susan Mitchell, Records & Archives Officer

Reviewed By: Katrina Neems, Finance Manager

**Appendix 1 - Income and Expenditure  
Statement for  
1 July 2017 – 30 June 2018**

<b><i>Martinborough Community Board</i></b>		
<b><i>Income &amp; Expenditure For the year ended 30 June 2018</i></b>		
<u>INCOME</u>		
Balance 1 July 2017	7,575.00	
Annual Plan 2017/18	26,868.00	
aztec inflatable for mba Pool	2,400.00	
inflatable slide sold to gtn com board	2,000.00	
<b>TOTAL INCOME</b>	<b>38,843.00</b>	
<u>EXPENDITURE</u>		
Members' Salaries	15,714.22	
<b>Total Personnel Costs</b>	<b>15,714.22</b>	
AP Local Governmen Annual CBD levy 2017/18	216.67	
Exp from Wages correction V Read Parking	102.00	
Exp from Wages correction V Read Conf Mileage	105.12	
Exp from Wages correction V Read Conf dinner	28.00	
AP OfficeMax New Z Stationery etc	4.99	
AP Canvasland Hold 2 inflatables - Mbo pool	4,524.41	
AP Mr S G Campbell Totara cheeseboard/tag gift-power box ar	55.00	
AP Martinborough M Donation - Martinborough Communitiy Boa	300.00	
<b>Total General Expenses</b>	<b>5,336.19</b>	
AP Citizens Advice MCB grant - general running of bureau	350.00	
AP Martinborough C Grant-assist repair/service sewing machi	500.00	
AP Friends of Mart Outdoor movie evening-Waihinga Centre Wa	500.00	
AP Martinborough J Community Guy Fawkes event grant	653.00	
AP Martinborough N MCB grant-transport senior teams to away	950.00	
AP Traffic Safe Ne Mbo Xmas Parade TMP 2017	1,220.00	
AP Ruamahanga Heal Community Garden - MCB grant	1,000.00	
Refund MBoro Hockey Club - Guy	-111.00	
AP South Wairarapa MCB grant - Homework/Breakfast club	600.00	
AP The Sign Factor 12 ANZAC project coreflutes	469.56	
AP Hau Ariki Marae Grant for redevelopment of the atea Mara	1,500.00	
AP Tuhirangi Netba Costs towards new eqmnt & entering team	250.00	
AP Southern Junior Grant - towards costs new equip for juni	750.00	
AP Maths Wairarapa MCB grant-school maths competition	300.00	
Correction Jnl Comm Board Mbo Music grant from GCB to MCB	1,000.00	
<b>Total Grants</b>	<b>9,931.56</b>	
<b>TOTAL EXPENDITURE</b>	<b>30,981.97</b>	
<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>7,861.03</b>	
<b>BALANCE TO CARRY FORWARD</b>		<b>7,861.03</b>



**Appendix 2 – Draft Income and  
Expenditure Statement for  
1 July 2018 – 30 June 2019**

<b>Martinborough Community Board</b>		
<b>Income &amp; Expenditure For the Period Ended 30 JUNE 2019</b>		
	<u>INCOME</u>	
	Balance 1 July 2018	7,861.03
	Annual Plan 2018/19	27,639.00
	Funds from Martinborough Swimming Club	17,678.80
	<b>TOTAL INCOME</b>	<b>53,178.83</b>
	<u>EXPENDITURE</u>	
	Members' Salaries	15,948.84
	Mileage reimbursements	0.00
	<b>Total Personnel Costs</b>	<b>15,948.84</b>
30/06/2018	AP Local Governmen CBEC levy for 2018/19	216.68
13/07/2018	Survey Monkey	101.74
20/07/2018	Wood and Screws for Anzac project	84.70
24/10/2018	OfficeMax Stationery	3.94
31/10/2018	AP Magic in Martin Christmas event in Mbo Square-MCB grant	1,000.00
27/11/2018	Student Member	250.00
15/02/2019	AP NZ Community Bo CB conference 2019 L Cornelissen	656.52
20/02/2019	AP House of Travel L Cornelissen Wn-NP-WN 11/4/19	188.70
13/04/2019	AP The Devon Hotel MBO CB 19 Conference L Cornelissen	318.26
	<b>Total General Expenses</b>	<b>2,820.54</b>
29/08/2018	AP Bombora Events MCB grant 2018 Festival in tora Jan 19	500.00
29/08/2018	AP Life Education Trust - Deliver life skills mobile classroom pgm	500.00
29/08/2018	AP Martinborough Squash Club - Leaf protection system in gutters	1,000.00
29/08/2018	AP Martinborough Toy library Software to online version with website	300.00
29/08/2018	AP Citizens Advice Towards costs with running service	350.00
31/10/2018	AP Traffic Safe Ne TMP ref 241017004 Mbo Madcaps Xmas parad	400.00
12/12/2018	AP Traffic Safe Ne Madcaps Xmas parade 2018	950.00
25/03/2019	Martinborough Community Garden operating costs	800.00
26/03/2019	Wairarapa Rape and Sexual Abuse Collective: say no to rape campaign	200.00
25/03/2019	AP Martinborough M Student Workshops/Open Rehearsals	1,000.00
13/06/2019	AP Hooper N MCB Grant - June 2019	500.00
13/06/2019	AP Maths Wairarapa Costs for running 'Matharapa'	300.00
21/06/2019	AP Martinborough B CCTV Camera Project	1,000.00
26/06/2019	AP Masterton Safe MBO Celebrations & MBO Community Connect	80.02
27/05/2019	AP South Wairarapa Equipment for Homework & Breakfast Club	600.00
26/10/2018	GL Correction MadCaps Mbo xmas	250.00
	<b>Total Grants</b>	<b>8,730.02</b>
	<b>TOTAL EXPENDITURE</b>	<b>27,499.40</b>
	<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>25,679.43</b>
	<u>LESS: COMMITMENTS</u>	
	Salaries to 30 June 2019	236.16
	Mileage to 30 June 2019	500.00
	Student rep honorarium \$50 per meeting - remaining balance from \$400 (8 Meetings)	150.00
27/11/2017	Martinborough basketball backboards and posts	500.00
6/06/2019	Hire of Pirinoa Hall for MCB Meeting - to be <b>donated</b> to Pirinoa Hall as uninvoiced	100.00
6/06/2019	South Wairarapa Kahui Ako (if balance of funds achieved for Matariki @Hau Ariki Marae	1,000.00
6/06/2019	Dog poo bins Palliser Walk/Jellicoe St	1,287.41
6/06/2019	Large outdoor clock for Mbo Swimming Pool	250.00
6/06/2019	from <b>2019/20</b> budget for fireworks event in November	300.00
	<b>Total Commitments</b>	<b>4,023.57</b>
	<b>BALANCE TO CARRY FORWARD</b>	<b>21,655.86</b>

<b>Martinborough Community Board</b>		
<b>Beautification fund For the Period Ended 30 JUNE 2019</b>		
	Balance 1 July 2018 - Beautification	45,076.92
	Annual Plan 2018/19 - Beautification	10,710.00
	<b>TOTAL INCOME</b>	<b>55,786.92</b>
8/02/2019	Comm Board Corrections Water Fountain urban Effect	3,222.15
	<b>Total Beautification</b>	<b>3,222.15</b>
	<b>TOTAL EXPENDITURE</b>	<b>3,222.15</b>
	<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>52,564.77</b>
	<u>LESS: COMMITMENTS</u>	
13/03/2017	Waihinga Centre	30,000.00
27/11/2017	Bike racks including installation	450.00
12/03/2018	Water fountain	14,277.85
12/12/2018	FlagTrax System (50% of costs - remaining 50% to be funded by SWDC)	7,000.00
	<b>Total Commitments</b>	<b>51,727.85</b>
<b>2019-2020</b>		
18/07/2019	Flagtrax system	2,000.00
18/07/2019	Purchase of Flags	2,000.00
		4,000.00
	<b>BALANCE TO CARRY FORWARD</b>	<b>836.92</b>

**Appendix 3 – Income and Expenditure  
Statement for  
1 July 2019 – 31 July 2019**

<b>Martinborough Community Board</b>		
<b>Income &amp; Expenditure For the Period Ended 31 JULY 2019</b>		
	<u>INCOME</u>	
	Balance 1 July 2018	8,000.63
	Annual Plan 2018/19	28,053.00
	<b>TOTAL INCOME</b>	<b>36,053.63</b>
	<u>EXPENDITURE</u>	
	Members' Salaries	1,355.49
	Mileage reimbursements	0.00
	<b>Total Personnel Costs</b>	<b>1,355.49</b>
31/07/2019	exp x payroll JULY Survey Monkey	178.26
31/07/2019	exp x payroll JULY Conf exp	40.87
	<b>Total General Expenses</b>	<b>219.13</b>
	<b>Total Grants</b>	<b>0.00</b>
	<b>TOTAL EXPENDITURE</b>	<b>1,574.62</b>
	<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>34,479.01</b>
	<u>LESS: COMMITMENTS</u>	
	Salaries to 30 June 2019	14,910.51
	Mileage to 30 June 2019	500.00
	Student rep honorarium \$50 per meeting - remaining balance from \$400 (8 Meetings)	150.00
27/11/2017	Martinborough basketball backboards and posts	500.00
6/06/2019	Hire of Pirinoa Hall for MCB Meeting - to be <b>donated</b> to Pirinoa Hall as uninvoiced	100.00
6/06/2019	South Wairarapa Kahui Ako for Matariki @Hau Ariki Marae	1,000.00
6/06/2019	Dog poo bins Palliser Walk/Jellicoe St	1,287.41
6/06/2019	Large outdoor clock for Mbo Swimming Pool	250.00
6/06/2019	Fireworks event in November	300.00
	<b>Total Commitments</b>	<b>18,697.92</b>
	<b>BALANCE TO CARRY FORWARD</b>	<b>15,781.09</b>

<b>Martinborough Community Board</b>		
<b>Beautification fund For the Period Ended 31 JULY 2019</b>		
	Balance 1 July 2018 - Beautification	52,564.77
	Annual Plan 2018/19 - Beautification	10,710.00
	<b>TOTAL INCOME</b>	<b>63,274.77</b>
	<b>Total Beautification</b>	<b>0.00</b>
	<b>TOTAL EXPENDITURE</b>	<b>-</b>
	<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>63,274.77</b>
	<u>LESS: COMMITMENTS</u>	
13/03/2017	Waihinga Centre	30,000.00
27/11/2017	Bike racks including installation	450.00
12/03/2018	Water fountain (\$17,500 less 3,222.15 2018-19)	14,277.85
12/12/2018	FlagTrax System (50% of costs - remaining 50% to be funded by SWDC)	7,000.00
18/07/2019	Flagtrax system	2,000.00
18/07/2019	Purchase of Flags	2,000.00
	<b>Total Commitments</b>	<b>55,727.85</b>
	<b>BALANCE TO CARRY FORWARD</b>	<b>7,546.92</b>

<b>Martinborough Community Board</b>		
<b>Swimming Pool Funds For the Period Ended 31 JULY 2019</b>		
	<u>INCOME</u>	
	Funds from Martinborough Swimming Club	17,678.80
		<b>17,678.80</b>
	<u>EXPENDITURE</u>	
	<b>Total Expenditure:</b>	0
	<b>ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE</b>	<b>17,678.80</b>
	<u>LESS: COMMITMENTS</u>	
	<b>Total Commitments</b>	0
	<b>BALANCE TO CARRY FORWARD</b>	<b>17,678.80</b>

# MARTINBOROUGH COMMUNITY BOARD

22 AUGUST 2019

## AGENDA ITEM 6.4

### APPLICATIONS FOR FINANCIAL ASSISTANCE

#### Purpose of Report

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

#### Recommendations

Officers recommend that the Community Board:

1. *Receive the Applications for Financial Assistance Report.*
2. *Consider the application from the Epilepsy Association of NZ for funding of \$500 to continue the Field Service Programme offering support for people and families living with epilepsy in the Martinborough area.*
3. *Consider the application from Tora Bombora for funding of \$1000 to assist with the costs of running the Tora Bombora Art and Music Festival in January 2020.*
4. *Consider any further grant applications that are received within the Martinborough Community Board grant funding round deadline of 5pm, 15 August 2019.*

#### 1. Executive Summary

The Community Board has delegated authority to make financial decisions within the confines of the allocated and available budget. Applications will be provided to members in confidence.

Applicant	Amount Requested
The Epilepsy Association of NZ	\$500
Tora Bombora	\$1000

#### 2. Criteria

The criteria of the grant are:

1. Applicants need not be incorporated bodies, but the Board must be satisfied that they are responsible organisations that will be fully accountable for any grants received.
2. Successful applicants are required to draw down grants within 6 months of the award and expend grants received within twelve months of payment being made. Any extension must be approved by MCB.
3. Successful applicants must provide a quarterly report to the MCB detailing progress, with a final report, including evidence of the grant expenditure (copies of invoices or receipts), to be provided within 3 months of a grant being expended.
4. The MCB Strategic Grant application form must be completed in full and include the latest financial statements for the applicant. MCB may also request further detailed financial analysis for larger grant applications (\$1,000 or higher).
5. Strategic Grant Applications will be considered twice a year, in accordance with the published timetable. Applications for strategic grants must reach Council by the stated close date. Applications will be considered at the next available MCB meeting.
6. The maximum grant available will be equal to the available grant pool unless special circumstances are considered to exist. (GST will be added to grants approved for GST registered applicants).
7. Grant applications may be considered at other times of year at the discretion of the MCB if exceptional circumstances are deemed to exist.

### 3. Accountability Reports

Applicant	Status of Accountability Forms for Previous Grants
The Epilepsy Association of NZ	No outstanding accountability forms
Tora Bombora	No outstanding accountability forms

Contact Officer: Angela Williams, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive Officer



## MARTINBOROUGH COMMUNITY BOARD

22 AUGUST 2019

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### AGENDA ITEM 6.5

#### **NAMING OF NEW ROAD/ RIGHT OF WAY, TIM SMITH, 1075 LAKE FERRY ROAD, RD1, MARTINBOROUGH 5781**

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##### **Purpose of Report**

To seek the Community Board's support for a proposed road/right of way name prior to approval by Council.

##### **Recommendations**

Officers recommend that the Community Board:

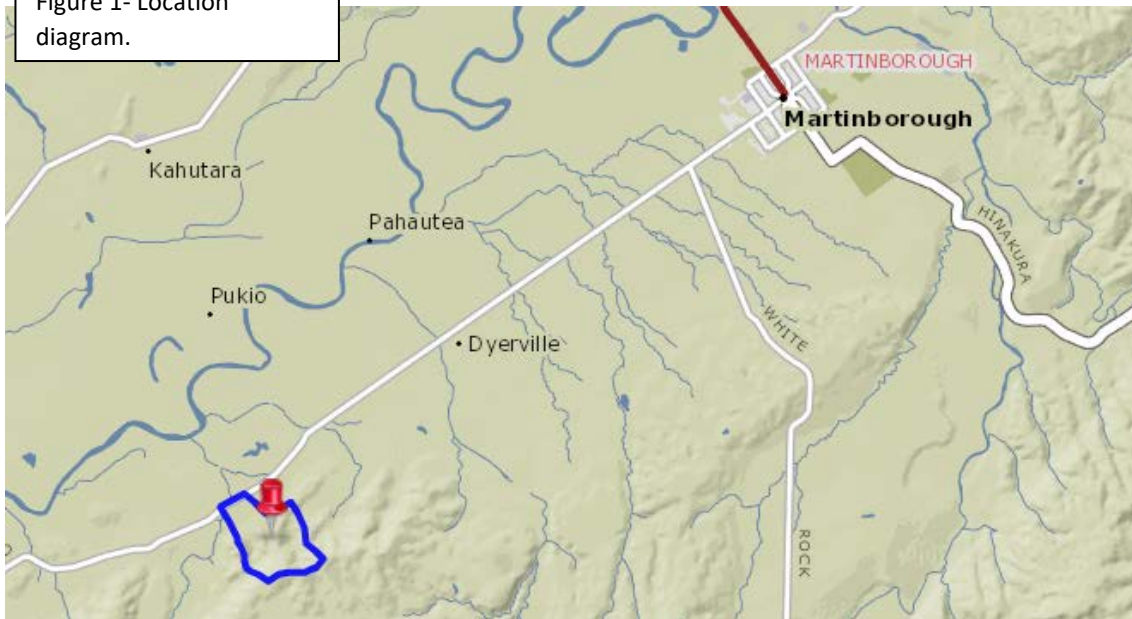
1. *Receive the Naming of New Road/Right of Way, Tim Smith report.*
2. *Support the use of the name "Sinclair Way".*

##### **Background**

Tim Smith seeks to name a road/right of way as part of a rural subdivision (RC 180173) at 1075 Lake Ferry Road, RD1, Martinborough (see appended plan in the request at Appendix 1).

Council has authority to accept or reject suggested names of roads/rights of way in the South Wairarapa pursuant to Section 319(1)(j) of the Local Government Act 1974.

Figure 1- Location diagram.



## Discussion

### **Legal situation**

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

In general, the names are to be listed in preference order with a brief statement of their significance. In this case, there is one road that requires naming with two suggested names:

Option 1: "Sinclair Way"      Option 2: "Strowan Lane"      Option 3: "Masters Lane"

The applicants request has been assessed against the Council's criteria for Naming of Public Roads, Private Roads and Rights-of-Way (the Policy), including 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 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.*

There are no existing roads or right of ways which include "Sinclair Way" "Strowan Lane" and "Masters Lane"

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

Not applicable.

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

The proposed names have specific local content and meaning.

John Sinclair and Iraia Te Whaiti purchased Whatarangi Station from Charles Pharazyn in 1894. Together they held one of the largest landholdings in the Wairarapa.

Strowan is the name of the farm which the subdivision now sits on.

The Small Farms Association.

Joseph Masters formed the Small Farms Association in 1853, out of concern that large runholders were stopping working people from accessing Wairarapa farmland. Masters lobbied to set up a 100-acre town on the Wairarapa plain where citizens would own a one-acre town section and a 40acre dairy farm. By the end of the end the government had approved two settlements. The association would buy and sell the town sections; farms would be bought directly from the crown.

The first town, Greytown, was sited on the recently purchased Tauherenikau Block. After negotiations with Ngati Hamua leader Te Retimana Te Korou, land beside the Waipoua River was bought for the second town, Masterton, The first settlers arrived in Greytown and Masterton in 1854.

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 a map.*

Neither of the proposed road names are particularly long and can be clearly displayed on a map.

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

Lane (*a narrow road*) reflects the character of the new access ways.

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

The proposed road names have the suffix "Lane" or "Way" so would meet this requirement.

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

Not applicable.

**Conclusion**

It is recommended that the Community Board support one of the applicants preferred road name, this being “Sinclair Way”. This name is consistent with the guideline criteria in the road naming policy.

**Appendices**

Appendix 1                      Road Name Request

Appendix 2                      Scheme Plan

Contact Officer:                Pamela Attrill, RMA Administrator

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

## **Appendix 1- Road Name Request**



# Application for a New Road or Right of Way Name

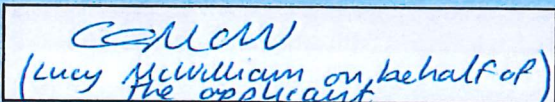


Please review Council's Policy on Naming of Public Roads, Private Roads and Rights of Way (including the list of suggested suffixes) to guide you in selecting a road name.

The application must include:

- A copy of the subdivision plan highlighting the road(s) or Right of Way to be named.
- A map indicating the proposed location of any sign posts and the direction the sign should point.
- Application fee of \$115 (GST inclusive).

## 1 Applicant Details

Contact Name	TIM SMITH	
Address	1075 LAKE FERRY ROAD, MARTINBOROUGH	
Telephone		
Email	fst_smith@me.com	
Signature	 (Lucy McWilliam on behalf of the applicant)	Date 01 / 07 / 19

## A 2 Road Details and Proposed Names (please refer to notes below)

<b>Road 1</b>	<input type="checkbox"/> Vested In Council	<input checked="" type="checkbox"/> Private
Legal description	LOT 1 DP 64916	
First Choice	SINCLAIR WAY	
Second Choice	STROWAN LANE	
Third Choice	MASTERS LANE	
<b>Road 2</b>	<input type="checkbox"/> Vested In Council	<input type="checkbox"/> Private
Legal description		
First Choice		
Second Choice		
Third Choice		
<b>Road 3</b>	<input type="checkbox"/> Vested In Council	<input type="checkbox"/> Private
Legal description		
First Choice		
Second Choice		
Third Choice		



### 3 Background Details

Provide reasons for the preferred names, referencing specific sections of the Road Naming Policy:

#### Road 1

First Choice -  
Second Choice -  
Third Choice - } see attached email from Tim Smith  
which references the historical  
significance of each suggestion.

#### Road 2

#### Road 3

#### Notes:

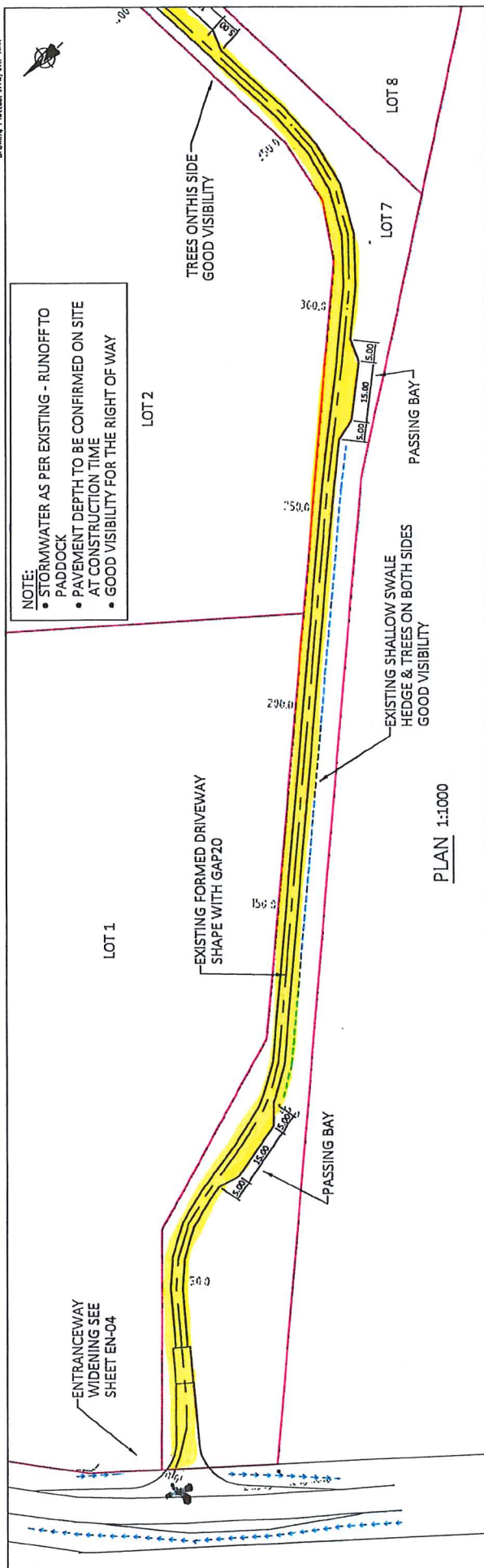
- Fees can be paid by cash, cheque, or by direct deposit to 02-0680-0027337-00 with the reference "roadname" where possible.
- The application will be considered by the full Council at their next available meeting. Applicants will be informed of the Council's decision in writing.
- The Council will then arrange nameplates, posts, brackets and installation, and will invoice the applicant for all costs.
- Re-naming an existing road requires community consultation and a recommendation from the relevant Community Board and is a separate process to naming a new road or Right of Way.
- For ideas and discussion around suitable Māori names please contact Chair of the Māori Standing Committee, Raihānia Tipoki on 027 304 5422 or rrtipoki@gmail.com





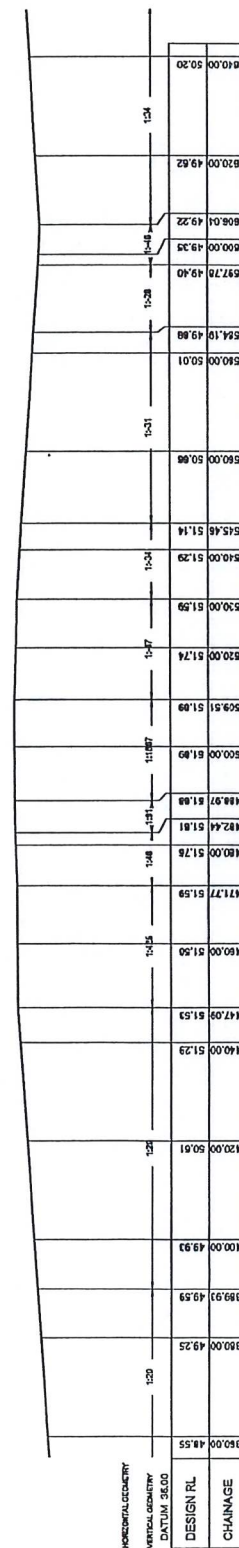
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HORIZONTAL GEOMETRY CENTRAL GEOMETRY DATUM 38.00	15.29		15.27		15.60		17.42		11.14		11.38		11.31		10.88		10.45		10.76		10.82		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78		10.78			
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LONG SECTION - EXISTING CENTRELINE H 1: V 1:



Title		Project No.		Drawing No.		Rev.	
RIGHT OF WAY - PLAN & LONG SECTION		1903		EN-02			
Project: 10 LOT SUBDIVISION 1075 LAKE FERRY ROAD - MARTINBOROUGH				Author: TIM SMITH			
Scale: 1:1000		Date: 15/05/19		Check: 15/05/19		Date: 15/05/19	
By: CH		Date: 15/05/19		By: CH		Date: 15/05/19	
AdamsonShaw		SURVEYING   PLANNING   LAND DEVELOPMENT					

### 1. Sinclair Way

<https://teara.govt.nz/en/biographies/3s41/sutherland-mary-ann/print>

John Sinclair and Iraia Te Whaiti purchased Whatarangi Station from Charles Pharazyn in 1894. Together they held one of the largest landholdings in the Wairarapa.

### 2. Strowan Lane

Name of the farm which the subdivision now sits on.

### 3. Masters Lane

<https://teara.govt.nz/en/wairarapa-region/page-6>

The Small Farms Association

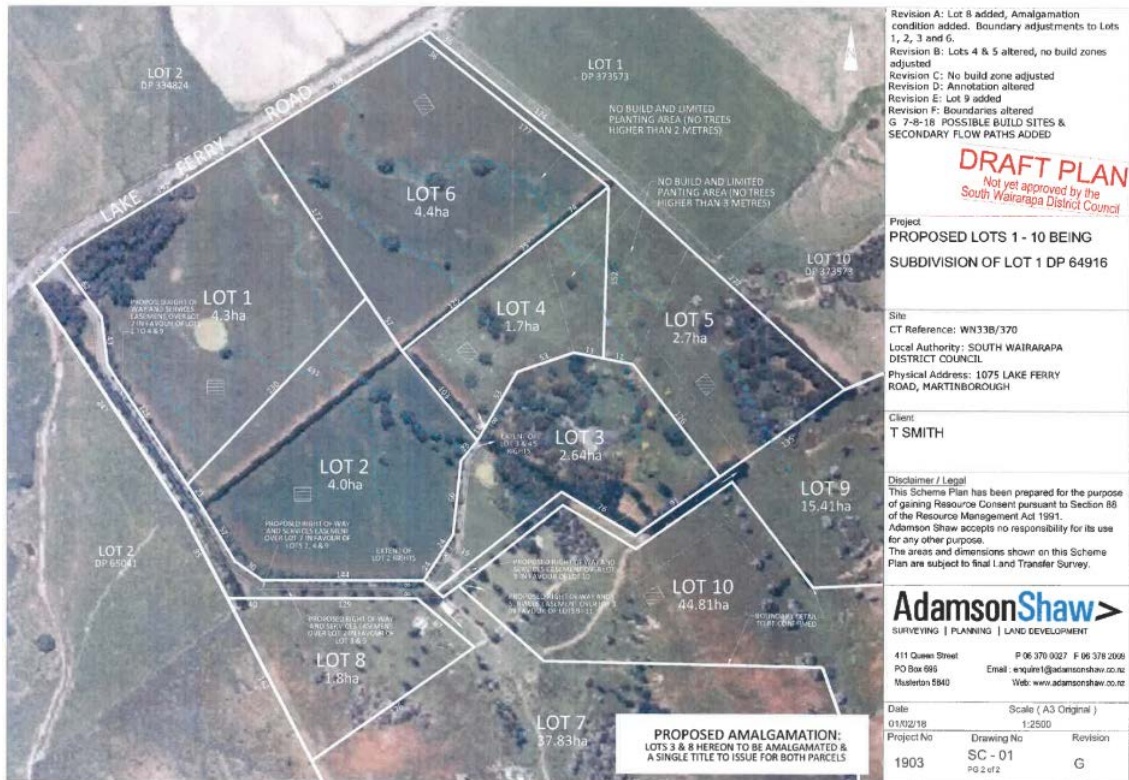
Joseph Masters formed the Small Farms Association in 1853, out of concern that large runholders were stopping working people from accessing Wairarapa farmland. Masters lobbied to set up a 100-acre town on the Wairarapa plain where citizens would own a one-acre town section and a 40-acre dairy farm. By the end of the year the government had approved two settlements. The association would buy and sell the town sections; farms would be bought directly from the Crown.

The first town, Greytown, was sited on the recently purchased Tauherenīkau Block. After negotiations with Ngāti Hamua leader Te Retimana Te Korou, land beside the Waipoua River was bought for the second town, Masterton. The first settlers arrived in Greytown and Masterton in 1854.

Seems like a nice fit for subdividing farm so smaller (lifestylers) can enjoy.

## **Appendix 2 - Scheme Plan**





# MARTINBOROUGH COMMUNITY BOARD

22 AUGUST 2019

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## AGENDA ITEM 6.6

### COMMUNITY BOARD TERMS OF REFERENCE

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#### **Purpose of Report**

For the Community Board to review the amended terms of reference, provide feedback on the document, and to consider recommending its adoption to Council.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Community Board Terms of Reference Report.*
2. *Provide feedback on the Community Board Terms of Reference.*
3. *Recommend that Council adopt the Terms of Reference.*

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

A Community Board Working Party was created by Council '*to review the Community Board Terms of Reference document, including specific delegations.*' The Local Government Act 2002 outlines the specific role of community boards, this has been replicated to the Terms of Reference.

The Working Party and Council officers have reviewed the Terms of Reference and community boards have provided feedback on that document at the June 2019 meetings. A revised Terms of Reference that captures the community boards' current role is attached in Appendix 1, this could be subject to discussion and approval in the new triennium.

#### **2. Discussion**

With a newly elected community board from the 12 October 2019, it is essential that Council has a Terms of Reference to discuss with new members. Officers request that the Community Board recommend that Council adopt the Terms of Reference as it is presented, or with amendments as suggested at the meeting.

Should the Community Board not be in a position to recommend that Council adopt the Terms of Reference, feedback will be received until the 2 September 2019 and forwarded to the Community Board Working Party for review. Officers will seek advice from the Working Party on suggestions with the intention that a Terms of Reference is forwarded to Council for adoption on the 18 September 2019.

### **3. Conclusion**

It is proposed that the next steps are:

- To provide feedback on the proposed Community Board Terms of Reference.
- Recommend that the Council adopt the Terms of Reference with any amendments as suggested.
- Council adopt the Terms of Reference on the 18 September 2019.

### **4. Appendices**

Appendix 1 – Community Board Terms of Reference

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Jennie Mitchell, Group Manager Corporate Support

# **Appendix 1 – Community Board Terms of Reference**

## **TERMS OF REFERENCE FOR SOUTH WAIRARAPA DISTRICT COUNCIL COMMUNITY BOARDS**

### **1. Purpose**

To outline the roles, responsibilities, and expectations for the South Wairarapa district community boards.

### **2. Overview**

Community boards provide an important conduit between the Council and the community. To do this they must engage with their communities of interest and put in place mechanisms and protocols to ensure the regular exchange of information with the Council and the broader community.

Community boards can help set the strategic direction for their communities. They provide core local representation and work in partnership with the community.

One of the key differences between the Council and a community board is that a community board advocates for its specific community while the Council must balance the needs of and make decisions in the interest of the whole district.

Community board members are elected under the Local Electoral Act 2001 or appointed by the local authority under that same Act. A community board is not a committee of the relevant territorial authority.

#### **2.1 Definition of a Community**

Each Community board represents their corresponding ward. This includes the town and the rural area within that ward. A map of the ward boundaries is included as Appendix One.

#### **2.2 Working with Community Groups**

There are many people who are interested in the Council reserves and amenities in their area. These people often want to form or be part of community groups to provide ideas and do work on those assets. Community boards play an important role in identifying how a community group can best contribute to the management of a reserve and amenity. Suggestions on working with community groups are in Appendix Three.

### **3. Role**

The purpose of local government is to promote the social, economic, environmental, and cultural well-being of communities, in the present and for the future.



Community boards are a key component of local government in the South Wairarapa and have a role in contributing to and supporting that purpose. Community boards are also a way for local government to help achieve its other purpose which is to enable democratic local decision-making and action by, and on behalf of, communities.

The specific role of a community board as outlined in the Local Government Act Pt 4, 52 a to f is to:

- represent, and act as an advocate for, the interests of its community; and
- consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board; and
- maintain an overview of services provided by the territorial authority within the community; and
- prepare an annual submission to the territorial authority for expenditure within the community; and
- communicate with community organisations and special interest groups within the community; and
- undertake any other responsibilities that are delegated to it by the territorial authority.

Community board chairs, and in some cases community board members, will be members of other council committees and working groups as determined by the Mayor or Council.

In addition to this, South Wairarapa community boards have can have a role to play in civil defence emergencies (refer Appendix 2 point 7).

**Commented [SC-CA1]:** Best to keep appointments general so the TOR doesn't become dated if the Committee Structure changes.

**Commented [SC-CA2]:** MCB requested changes to civil defence role. Deleted as they do not have a formal role to play (amended appendices with GCB comments)

#### 4. Delegations

South Wairarapa community boards have the following delegations:

- All matters relating to urban reserves, urban amenities and town main streets that meet current Council policy or management plans and fall within the Annual Plan/Long Term Plan budget.
- Recommendations to Council for naming of public roads, private roads and rights of way.
- Discretionary spend on projects and cCommunity grants.
- Determination of priorities for and expenditure of town beautification fund.
- The power tTo make recommendations to Council on the governance of the Pain Farm Estate, and on the distribution of income from the Pain Farm Estate in accordance with the Pain Farm Estate Policy Pain Farm Estate income distribution and governance in accordance with the Bequest and Pain Farm Estate Policy (Martinborough Community Board only).

- To make a recommendation to Council on the appointment of a representative to the Arbor House Trust Board (Greytown Community Board only)

~~To ensure the appropriate process is followed for approval of projects that fall within those delegations, To fulfil these responsibilities, contact will be through the community board Chairs to Council officers, and community groups to ensure the appropriate process is followed for approval of projects that fall within those delegations.~~

**Commented [SC-CA3]:** Clarified this as per FCB request.

## 5. Responsibilities

A Community board's role is mainly advocacy, but it also has powers to make some decisions about issues within its boundaries. Community boards can make submissions to Council and other statutory agencies. They control local funds for making grants to individuals and groups for community purposes.

South Wairarapa Community boards have some responsibilities and delegations relating to urban reserves, urban amenities, and town main streets and have a key role to play with the community groups associated with those reserves and amenities.

Community boards can also advocate and be involved in matters outside of Council responsibilities. They can provide a point of contact for people seeking to improve and support their community and may identify and support community development projects.

## 6. Fulfilling the Roles and Responsibilities

The Terms of Reference does not prescribe the mechanisms and protocols for the Community boards fulfilling their roles and responsibilities. It is up to each Community board to determine how they can best achieve meaningful engagement with the community and the Council. It will vary depending on the specific matter that is being considered and the decisions that are being made. Some ideas are provided in Appendix Two.

## 7. Accountability and Reporting

- A chairperson may provide recommendations and reports to meetings as per standing orders.
- There is an opportunity for a community board member (normally the chair) to provide an update to Council on community board matters at all ordinary Council meetings. This report may be written or verbal.

## **8. Raising Concerns**

Where a person has a concern about whether the community board is acting in accordance with its Terms of Reference they should raise the matter with the community board in the first instance. If they feel their concerns have not been addressed, they should raise the matter with the Council.

## **9. Operating Model**

### **9.1 Meetings**

#### **9.1.1. *Membership***

- Four ward members elected by the community.
- Two councillors appointed by the Mayor.

#### **9.1.2. *Chairperson***

- An elected member appointed by community board members.

#### **9.1.3. *Quorum***

- Three members will constitute a quorum.

#### **9.1.4. *Timing and Frequency***

- 6-weekly, dates as per an adopted schedule of meetings. Extraordinary meetings may be held on occasions.

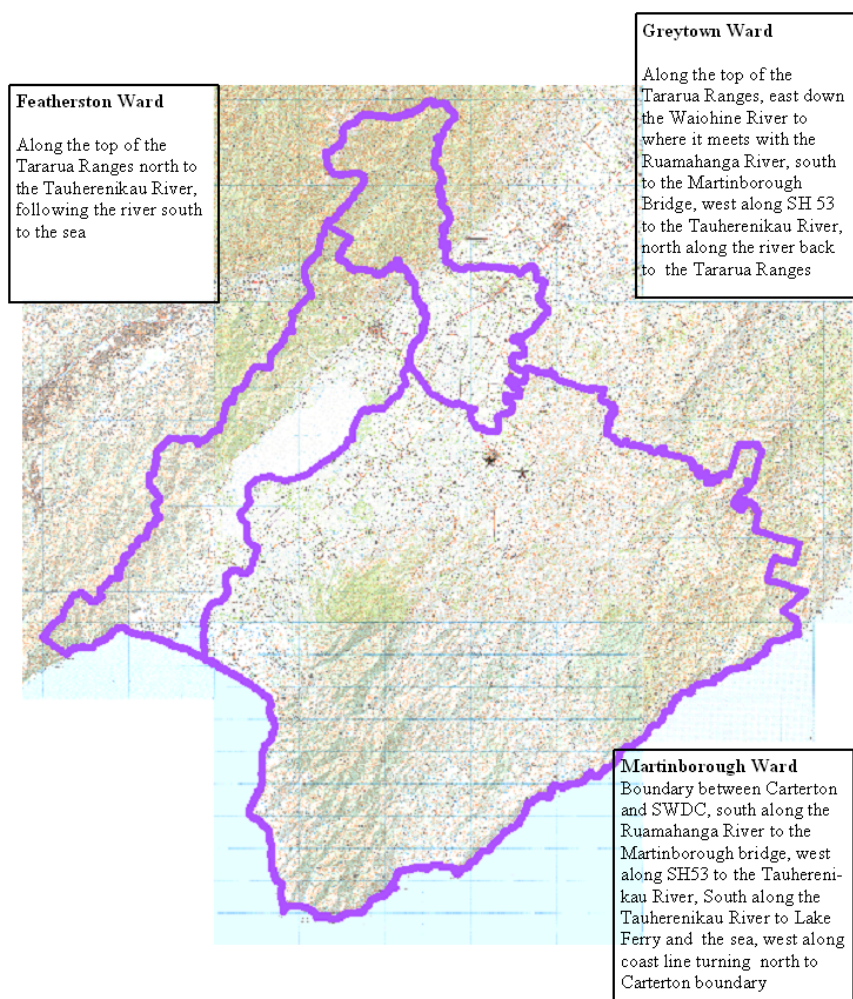
#### **9.1.5. *Meeting Order***

- Conducted in accordance with Standing Orders and the Local Government Official Meetings and Information Act 1987.

#### **9.1.6. *Secretariat***

- The Chief Executive will provide secretariat services for all formally notified meetings.

## APPENDIX ONE – WARD BOUNDARIES



## **APPENDIX TWO – HOW COMMUNITY BOARDS CAN FULFIL THEIR ROLES AND RESPONSIBILITIES**

### **1. Engagement – Communicate, Collaborate, Coordinate**

To adequately fulfil the role community boards need to engage with their communities. Engagement is an ongoing and dynamic process. It is great to use existing networks and opportunities and is also important to identify and try and engage with the “silent majority” – people who usually don’t get involved in local matters or networks.

Community boards may wish to find ways to better represent and engage with youth in their communities. These people have the greatest stake in the future of the district but are often the most disaffected or disengaged from local government processes.

### **2. Working with Community Groups**

Community boards have a key role to play with the community groups associated with Council reserves and amenities. They can help ensure that any work the community group does, supports the approved strategic and operational objectives for that reserve or amenity. Community boards can help connect people to relevant community groups. They may also identify where it is useful to consolidate several groups working on the same reserve to minimise any confusion or overlap.

### **3. Discretionary Spend**

The Community boards are allocated money each year for discretionary spending. The Community Boards decide how this money is spent within the community. It may be spent on projects relating to Council reserves and amenities, on the main street, or on other matters.

### **4. Long Term Plan and Annual Plan Process**

Community boards can identify the priorities for their community and prepare a submission to the Annual Plan process. [Any submission made should be approved at a formal meeting of the community board before being submitted.](#) The community board can maintain an interest in the progress of relevant projects that are included in the Annual Plan. community board Chairs will be members of the Long Term Plan/Annual Plan Working Party.

## 5. Community Strategic Plans and Town Centre Plans

Community boards may develop a strategic plan identifying priorities for the improvement of their community. The plan may include Council and non-Council related matters.

~~Community Boards may also like to develop structure plans for their main streets / town centres. These plans set out the look, feel, and functionality of the key public spaces.~~

## 6. Responding to Operational Matters and Identifying Unplanned Works

If matters arise during the year in urban reserves or with urban amenities that need attention, the community board chair can identify these to Council officers. Where they are minor matters community board members should contact "Get it sorted" on the Council website.

For more significant issues that may require additional spending the community board should discuss the matter and agree at a meeting that the matter be referred to Council staff or Council (if appropriate). Council and/or staff will consider how the request can be balanced with other priorities or demands identified across the district and if there is sufficient budget to get the work done.

## 7. Civil Defence Emergency Management

~~Although there is no formal role for community boards in an emergency event, community board members often will have the best knowledge about the most vulnerable people in their community and have existing networks to be able to respond as individuals (if available) in the case of a natural disaster. With regards to building resilience and preparedness in the community, community boards can may choose to work alongside the formal Wellington Region Emergency Management Office (WREMO) to assist. civil defence emergency management planning process to help with preparedness, response, and recovery.~~

**Commented [SC-CA4]:** Amended this section to show building resilience (GCB request), but also amended in line with MCB request.

## **APPENDIX THREE – COMMUNITY BOARDS WORKING WITH COMMUNITY GROUPS**

### **1. Working with Community Groups**

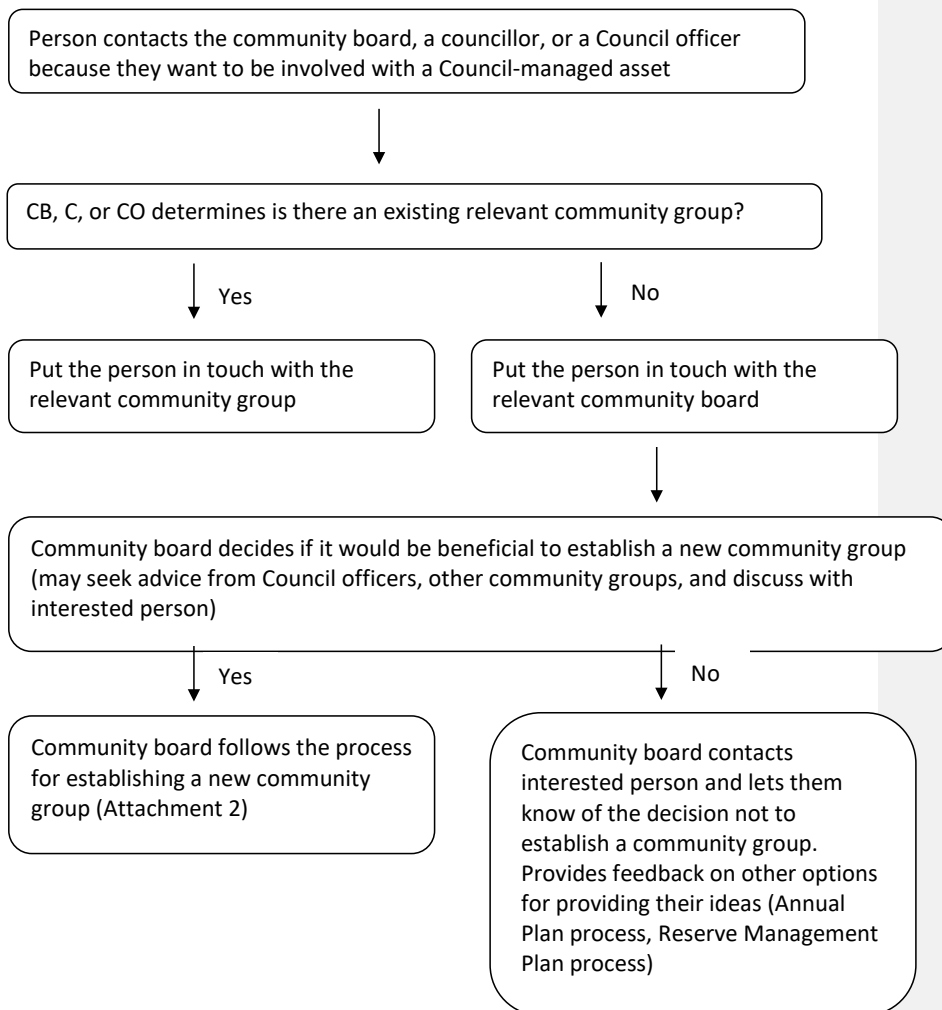
Below are some suggestions on how community boards and community groups can effectively work together. Generally, these suggestions relate to reserves and facilities owned and managed by the Council.

There are lots of people with enthusiasm, energy, and interest in Council reserves and amenities. Unclear working relationships can cause frustrations for community groups, elected representatives, and council officers.

**Attachment 1** shows how people can make the most of the energy and enthusiasm of volunteers within the structure and requirements of local government. The steps are explained in more detail below.

**Attachment 2** provides a basic term of reference for the community group and memorandum of understanding between the community group and the community board.

## ATTACHMENT ONE – PROCESS FOR A PERSON WHO WANTS TO BE INVOLVED WITH A COUNCIL MANAGED ASSET





## ATTACHMENT TWO – ESTABLISHING A NEW COMMUNITY GROUP OR CONSOLIDATING EXISTING COMMUNITY GROUPS

Once a community board has decided that a community group should be established for a Council-managed asset they should work through this form to make sure the key issues have been addressed. This form serves as a basic term of reference for the community group and memorandum of understanding between the community group and the community board. This copy of the form includes instructions for filling it in (shaded). A blank copy follows.

<b>Name:</b>	For consistency and to avoid any confusion, groups will be called “Friends of ....” or “.....working group” or “.....community group”. The term subcommittee, advisory committee or committee will be avoided.
<b>Purpose:</b>	Explain in a few sentences. It may include advocacy, engagement, on-the-ground works, expertise. Perhaps refer back to the community board’s strategic plan or specific reserve management or development plans. For example – To support the implementation of the .... Park development plan and ....
<b>Point of contact:</b>	Name, email address, postal address
<b>The point of contact will:</b>	<ul style="list-style-type: none"> <li>- work with the community board and members of the community group to identify priorities for the community group for the coming year</li> <li>- provide a written update to the community board on progress on priorities at least once during and at the end of the year</li> <li>- provide feedback to the community board prior to the Annual Plan process</li> <li>- Welcome other members of the community to be part of the community group</li> <li>- Let members of the group know where responsibility for decision-making in relation to different projects. [For example there are some decisions that need to be made by Council, others that have been delegated to community boards, and some decisions that can be made by Council officers. It is important that these requirements are understood and implemented].</li> </ul>
<b>The Community Board will:</b>	<ul style="list-style-type: none"> <li>- Seek the views of the community group when preparing a strategic plan</li> <li>- Seek feedback from the community group prior to preparing their submission as part of the Annual Plan process</li> <li>- Maintain an overview of the work of the community group to ensure it is aligned with the community board and Council’s strategic and operational objectives. [This does not mean CB members will need to have a permanent representative on the group or attend every working bee]</li> <li>- Provide advice and guidance to the group about Council processes, delegated responsibilities, and any other relevant requirements. [Community board members will direct the community group to or will seek advice from staff for answers to any operational requirements]</li> </ul>

<b>Review:</b>	This agreement will be reviewed every two years to ensure it continues to be relevant and it is up to date.
<b>Signed on behalf of the community group:</b>	
<b>Signed on behalf of the Community Board:</b>	

## ESTABLISHING A NEW COMMUNITY GROUP OR CONSOLIDATING EXISTING COMMUNITY GROUPS FORM

<b>Name:</b>	
<b>Purpose:</b>	
<b>Point of contact:</b>	
<b>The point of contact will:</b>	
<b>The Community Board will:</b>	
<b>Review:</b>	
<b>Signed on behalf of the community group:</b>	
<b>Signed on behalf of the Community Board:</b>	

# MARTINBOROUGH COMMUNITY BOARD

22 AUGUST 2019

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## AGENDA ITEM 8.0

### CHAIR'S REPORT

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#### **Purpose of Report**

To inform Martinborough Community Board of the Chair's actions since the last meeting and to raise items for discussion and decision.

#### **Recommendations**

That the Martinborough Community Board:

1. *Receive the information.*
2. *Discuss each item, receive associated reports and adopt or amend the recommended resolutions.*

#### **1. Meetings and Events**

18 July 2019	Martinborough Pool walk around for Shade and Seating
24 July 2019	Assets and Services Committee – apologies given
24 July 2019	Planning and Regulatory Committee – apologies given
24 July 2019	MCB Workshop – cancelled, low attendance
26 July 2019	Dave Shepherd and Max Stevens re proposed MTB trail
7 August 2019	SWDC

### Meetings and Events - Looking ahead:

4 September 2019	Planning and Regulatory Committee
4 September 2019	Assets and Services Committee
16 September 2019	Waste Water Community Liaison Group
18 September 2019	SWDC
19 September 2019	MCB Extraordinary Meeting

### Current Community Board Projects

A record of Martinborough Community Board projects with target dates and the responsible member or SWDC if the action currently lies with Council.

- Nov 2019 – SWDC & LC Installation of shade at the pool and working with Mitre 10 to improve seating.
- Sept 2019 – Review of condition of Pain Farm land and buildings
- Sept 2019 - Removing of town flags and installing the Flag Trax system allowing flags to be changed from the ground without a TMP
- Oct 2018 – Underplanting the Olive Trees at the entrance to Martinborough
- June 2019 – LC Poppy Road Signs Project. The QR code for the plaque has arrived. Tim Langley has recommended road signage placement – the cost is \$600 per road sign, Lisa trying to clarify if there is funding from SWDC available given that Memorial Square has never had road signs.
- June 2019 – M A-B – Skate Park mural. MCB to work with youth to progress the idea of a mural at the skate park.
- August 2019 – agree options for improving shade and seating at Martinborough Pool
- Ongoing – PC - Bus Shelter beautification
- Ongoing – ALL – Facebook
- Ongoing – LC/VR – LTP/AP
- Ongoing – MCB - Advocacy: Public Recycling Bins, Rubbish Collection Days, District Plan review, Footpath Funding, Speed Limits and Road Safety on Tourism routes
- Ongoing – LC - Community Engagement

## **Completed Projects/Initiatives**

- June 2017 – SWDC Pain Farm Lease – due to be progressed in Jan 2019
- Martinborough Square Cenotaph Repairs completed
- Shade moved at Martinborough Pool
- Martinborough Christmas Event – MCB funded the 2018 parade organised by MADCAPS and Fiona Couchman who organised an evening of entertainment – a great event.
- Parking issues around Martinborough School – this is now being dealt with directly between the School and SWDC, there is no further role for Martinborough Community Board at this time.
- SWDC Consultation with Residents on naming of Dublin Street West and New York Street West. Dublin Street West name changed to Vintners Lane
- 3 year footpath priorities are no longer a CB responsibility.
- Circular seating in Martinborough Square. SWDC has agreed to allocate funding in the 2019/20 financial year.
- School Zone 40km speed signs
- Bike Stands (in association with Lionesses)
- WW1 Commemorations – Photo Exhibition in the Square
- Power Box in Martinborough Square painted with an ANZAC Poppy design
- Beautification Funds allocated to provide a public drinking fountain and bottle filler in the Waihinga Park
- Considine Park Committee formed and first meeting held March 13th
- Appointment of a youth representative to MCB
- Basketball Nets for the court at the Martinborough Playground since replaced with much improved nets thanks to Heath Kershaw
- Facilitating the possible use of Considine Park for cricket
- Purchase of new pool play equipment and sale of slide to Greytown MCB
- Town Banners hung

### *Recommendation:*

1. *Receive the information.*

## **2. 2018\_19 Financials and 2019\_20 Budget**

The budget will be tabled.

*Recommendation 1: Receive the Budget*

*Recommendation 2: Approve \$2,000 towards the MADCAPS Christmas Parade which covers TMP, Marching Band, Sweets and Parade Costs. MADCAPs will also be delivering the entertainment following the parade.*

## **3. Flag Trax and Flags**

Including the TMP the funding required to implement the system is below \$16,000. SWDC will fund 50% up to \$7,000 with the balance from MCB Beautification funds. Christmas Flag options and costs will be tabled for discussion.

## **4. Swimming Pool Funds**

There are some good improvements in the pipeline for the pool for this summer including shade (funded by SWDC) moveable seating and a picnic area. Mitre 10 have stepped up matching funds from Fred's estate. Thanks to Bryce for getting this moving.

*Recommendation: Consider matching the contribution from Fred's estate from swimming pool funds. I will have the \$ amount in time for the meeting.*

## **5. MTB Trail**

Dave Shepherd is speaking to this during Public Participation. As always there are some hurdles to overcome.

*Recommendation: Discuss the proposal presented and decide if and how MCB can support this project.*

Heath Kershaw  
26 July 2019

Dear Heath,

I'm writing on behalf of the Martinborough Community Board to thank you for your generosity in upgrading the basketball hoops and nets in the Waihinga Park. We've definitely noticed more people using the court which was particularly popular during the recent school holidays. It is great to see our young people enjoying the sport and having access to quality equipment.

Thank you.

Yours sincerely



Lisa Cornelissen  
Martinborough Community Board Chair  
[lisa.cornelissen@swdc.govt.nz](mailto:lisa.cornelissen@swdc.govt.nz)



Scotty MacDonald  
Pirinoa Hall Inc.  
C/- Pirinoa Country Store  
Lake Ferry Road, RD 2  
Martinborough 5772

12 August 2019

Dear Scotty

The Martinborough Community Board booked the facilities at Pirinoa Hall for their meeting held back in March 2019.

Following the meeting we were advised that the fee would be waived for this booking which was a very kind gesture. As this money was set aside for the hireage, the Community Board would very much like to donate \$100 to the Hall for use in the future.

We have account details on file so funds will be processed on the 20<sup>th</sup> of the month. If you have any queries feel free to contact our accounts payable team ([accountspayable@swdc.govt.nz](mailto:accountspayable@swdc.govt.nz)).

Thank you once again for the very kind gesture and for your hospitality hosting the Martinborough Community Board.

Yours sincerely



Lisa Cornelissen  
Martinborough Community Board Chair  
[Lisa.cornelissen2@swdc.govt.nz](mailto:Lisa.cornelissen2@swdc.govt.nz)

Lisa Cornelissen  
Martinborough Community Board

Sub # 117

19 July 2019

Dear Lisa,

### **2019/20 ANNUAL PLAN SUBMISSION**

Thank you for your submission to Council's 2019/20 Annual Plan. Council received 178 submissions as part of the Annual Plan (AP) submission process. The Mayor and councillors heard a total of 59 verbal submissions, of which 31 were in support of a financial assistance application.

You can find more information about council's Annual Plan decisions in the document attached.

We noted your comments about various amenities in the Martinborough area:

- You queried the split of expenditure on the playgrounds around the District. As with other Council amenities and infrastructure, equipment is replaced as and when needed based on playground inspections. Currently funds are not split by towns but rather by need and maintenance requirements which is consistent with how we manage most Council assets.
- You also requested the Council urgently address the seating at Martinborough Pool to prevent children from climbing onto the roof and over fences at the Martinborough pool. The pool security has been reviewed and changes will occur preseason for next summer.
- You asked for funds to implement the Considine Park Development Plan and that those funds are spent according to priorities set by the Considine Park Committee. Funds are allocated as needs allow. That is risk and safety being first priority and maintenance needs secondary with new development carried out as remaining funds allow. A budget of \$8,000 is available to extend walkway and officers are working with the Considine Park Committee over this.

- You also requested the Council to set aside funds for Dark Sky lighting improvements and signage. We are in the process of investigating the costs to replace all lighting in Martinborough Square to meet Dark Sky requirements. The Square Management plan, dated 2012, may need updating to reflect this.
- Finally, you asked that council underplant the olive trees at the State Highway 2 entrance to Martinborough and complete new mulching for the entire area. This action will be completed as maintenance work and is under action.

We noted your request that the Council continue to allocate funds for town beautification to be managed by the Martinborough Community Board. These funds have been allocated in the Annual Plan Budgets for 2019/20 and at present Council policy is to allocate an amount to Community Boards each year.

Concerning the ratepayer's database, staff will work on this during the coming year. Our plan is to encourage ratepayers to upload their own contact information online (mobile and email) to get the majority and then we would increase the email list over time. Council have already started to look at bulk text solutions.

Thank you again for taking the time to prepare your submission and for your interest in Council's plan for the 2019/20 year.

Yours sincerely



Jennie Mitchell

Group Manager Corporate Support

# 2019/20 ANNUAL PLAN

SWDC published their Consultation document to the 2019/2020 Annual Plan in March 2019. Much of the feedback supported the proposed initiatives. Below is a summary of the outcomes of the consultation process.

## Annual Plan submissions

Council received 178 submissions as part of the Annual Plan (AP) submission process. The Mayor and councillors heard a total of 59 verbal submissions, of which 31 were in support of a financial assistance application.

The AP indicates a total rates increase of 5.48% for the 2019/20 financial year which is slightly over the 4.76% projection in the Long Term Plan. The percentage rates increase will vary by individual property.

### Reduction in library charges

Council adopted the preferred option supported by submitters. This option is to remove rental charges for adult fiction, remove charges for replacement library cards, and remove overdue fees for children and youth. Overdue fees for adult books would be retained.

Submitters wanted library users to act responsibly and wanted to ensure books were returned in a timely manner so other users are not disadvantaged.

### Swimming pool hours

Council adopted the proposal to extend swimming pool hours from 28.5hrs per week to 40hrs per week over the summer for one season in response to support of this initiative.

Although most people did support the proposed hours, there were a number of submissions offering alternative suggestions. Visitor numbers will be recorded during the 5:30-7:30pm time and a review of usage will be undertaken prior to rolling this over into future years.

### Housing for seniors

Based on submissions from ratepayers, Council supported the proposal to recover the negative reserve from ratepayers via rates over the next four years to ensure our senior housing is properly maintained, upgraded and managed. A rental increase was proposed as part of the solution.

There were a number of submissions suggesting alternative ways for managing housing for seniors and Council will be looking closely at alternatives over the next year.

### Footpath maintenance

Council have listened to the majority of ratepayers who want our footpaths to be maintained, but also to those ratepayers that don't want this funded from rates.

Council have agreed that extra footpath maintenance should be undertaken and that this work is funded from the infrastructure reserves.

## Other initiatives

As part of the Annual plan process, Council also approved:

- \$70,000 in grants for youth initiatives to support the LTP Youth Training and Development grant and \$180,000 in community grants.
- Financial support for our Māori Standing Committee similar to that provided to Community Boards to recognize their role as Council's link to the Māori community.
- An increased budget allocation to ensure a modern, compliant dog pound can be built. Council is working with Carterton District Council exploring options for building a joint facility.
- Increased budget allocation to ensure the provision of a safe and reliable water supply for Martinborough. This will be subject to community engagement and consultation.



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