

Agenda

Notice of Meeting

An ordinary meeting will be held in the Supper Room, Waihinga Centre, Martinborough on Thursday, 15 June 2023 starting at 7.00pm.

Membership of the Community Board

Storm Robertson (Chair), Angela Brown (Deputy Chair), Karen Krogh, Mel Maynard, Councillor Pip Maynard and Councillor Aidan Ellims

Public Business

1. **Extraordinary Business**
2. **Apologies**
3. **Conflicts of Interest**
4. **Acknowledgments and Tributes**
5. **Public Participation**
 - 5.1 Brian Pocock – Proposed Rates Increase
 - 5.2 Charlotte Harding – Matariki Glow walk
 - 5.3 Tina Day – Playground at Ngawi

6. **Actions from Public Participation**

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

7. **Community Board Minutes**

- 7.1 Minutes for Approval: Minutes of the Martinborough Community Board meeting held on 4 May 2023

Proposed Resolution: *That the minutes of the Martinborough Community Board meeting held on 4 May 2023 be confirmed as a true and correct record.*

8. Chairperson Report

8.1 Chairperson Report Pages 1-2

9. Reports from Chief Executive and Staff

9.1 Te Hōkai Nuku Wairarapa Region Positive Ageing Strategy Pages 7-8

9.2 Income & Expenditure Report Pages 9-12

9.3 Actions Items Report Pages 13-15

9.4 Financial Assistance Report Pages 16-18

10. Public Excluded

10.1 Confirmation of Public Excluded Community Board Minutes *Distributed separately*

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Report/General Subject Matter	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
Pain Estate Lease of Farmland Report	Good reason to withhold exists under section 7(2)(i)	Section 48(1)(a)

This resolution is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
The withholding of the information is necessary to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 7(2)(i)

CHAIRPERSON REPORT

Recommendations

The Chairperson recommends that the Community Board:

1. *Discuss the ongoing matter of Pain Farm.*
2. *Confirm the Martinborough Community Board Annual Plan for 2023 /24.*
3. *Discuss the value of AP and LTP as documents of high urgency and importance and are they aligned.*
4. *Discuss the option of Flags and funding*
5. *Consider a proposal to provide funding to Tree Group to develop a plan for plantings.*

Topic 1- Pain Farm ongoing matter

At a meeting of the Council on June 7th, we presented a document we had sent to the council executive for resolution of ongoing matters. At that meeting the acting CEO undertook to provide a response for this MCB meeting. Discuss that response and determine if matters are now in order.

Topic 2- Confirm the content of our Martinborough Community Board Annual Plan

With the addition of the Chairs comment the Martinborough Community Board AP is now ready to submit. If agreed, we need a vote to confirm it will be submitted to Council.

Topic 3- Discuss the value of AP's and LTPs

We understand that these are mandated requirements, but should they dominate the time, energy and expense they currently do? Do we consider these documents are always aligned and how are they converted into action activities where appropriate. We would invite council to present to the MCB.

Topic 4- Discuss option of Flags and funding

There has been a request for flags for Dark Sky. Do we support this in principle?
If so, do we want to provide funding for the production of the flags.
As a further point, do we want to provide funding to update some of the current flags held with Business Association?

Topic 5- The Tree Group

There is a proposal to assist the Tree Group to develop a plan to capture trees planted and locations and for future development. We need to vote of whether this is a project we wish to support.

NB Just a note on issues requiring a vote. Each member will get one 5 minute slot to speak on the issue. Once everyone that wants to, has spoken, a vote will be taken on the topic. It will need to be formally introduced before a vote is taken.

Prepared by: Storm Robertson, Martinborough Community Board Chair



- Present:** Storm Robertson (Chair), Angela Brown, Karen Krogh and Councillor Pip Maynard
- In Attendance:** Mayor Martin Connelly, Stefan Corbett (Group Manager, Partnership and Operations), Sarah Pearson-Coats (Property Portfolio Advisor) and Kaitlyn Carmichael (Lead Policy Advisor)
- Conduct of Business:** This meeting was conducted in public in the Supper Room, Martinborough Town Hall, Texas Street, Martinborough between 7.00pm and 9.16pm and was live streamed on the Council's YouTube Channel.

1. EXTRAORDINARY BUSINESS

There was no extraordinary business.

2. APOLOGIES

MCB RESOLVED (MCB 2023/15) to receive apologies from Mel Maynard and Cr Aidan Ellims.

(Moved Cr Maynard/Seconded Krogh)

Carried

3. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

4. ACKNOWLEDGMENTS AND TRIBUTES

Cr Maynard acknowledged the passing of Randall Aranui and offered condolences to the Aranui whanau.

Cr Maynard acknowledged the passing of Sarah Holes a well known and respected member of the community.

5. PUBLIC PARTICIPATION

There was no public participation.

6. ACTIONS FROM PUBLIC PARTICIPATION

There was no actions from public participation.

DISCLAIMER

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

7. MARTINBOROUGH COMMUNITY BOARD MINUTES

7.1 Martinborough Community Board Minutes – 23 March 2023

MCB RESOLVED (MCB 2023/16) that the minutes of the Martinborough Community Board meeting held on 23 March 2023 be confirmed as a true and correct record.

(Moved Cr Maynard/Seconded Brown)

Carried

8. CHAIRPERSON REPORT

8.1 Chairperson Report

MCB RESOLVED (MCB 2023/17) to receive the Chairperson Report.

(Moved Cr Maynard/Seconded Brown)

Carried

Members discussed concerns with footpaths and overgrown berms in the ward.

MCB NOTED:

Action 162: Request clarification on the divide between urban/rural berms and Council management of unkept berms.

Action 163: Request clarification on the prioritization of footpaths for repair, how urgent issues are addressed and whether a process is in place to address issues for those using mobility devices.

Ms Brown provided an update on the first meeting of the Considine Park User Group.

Members discussed engagement plans for Annual Plan consultation. Cr Maynard undertook working with elected members and officers on format. Members discussed traffic management plan requirements for a Christmas Parade and debated the risks and benefits of taking over a section of SH53. Members undertook providing feedback on the draft Martinborough Community Board Plan.

Mr Corbett provided an update on maintenance responsibility of Cape Palliser Road and undertook providing the board with further information prior to the residents meeting.

Members discussed location options for four benches in the ward and undertook providing feedback to officers.

9. REPORTS FROM CHIEF EXECUTIVE AND STAFF

7.2 Income & Expenditure Report

MCB RESOLVED (MCB 2023/18) to receive the Income & Expenditure Statement.

(Moved Brown/Seconded Krogh)

Carried

DISCLAIMER

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MCB NOTED:

Action 165: Request clarification on why members' salaries are over budget on the 31 March 23 Income & Expenditure Report.

Members discussed holding a Pain Farm Funding round and requested clarification from the finance team on the available funds prior to setting dates.

7.3 Action Items Report

MCB RESOLVED (MCB 2023/19) to receive the Action Items Report.

(Moved Cr Maynard/Seconded Brown)

Carried

Members discussed open action items and noted further updates.

Action 094: Request for prior to next meeting to allow for holding of a funding round for community organisations.

MCB NOTED:

Action 168: Request clarification on whether Council can hold and distribute donated funds for the Martinborough Tree Group.

10. PUBLIC EXCLUDED

10.1 Pain Estate Farmland Report

MCB RESOLVED (MCB 2023/20) to:

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(Moved Cr Maynard/Seconded Brown)

Carried

Meeting closed at 9.16pm.

DISCLAIMER

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Confirmed as a true and correct record

.....Chairperson

.....Date

DISCLAIMER

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Te Hōkai Nuku Wairarapa Region Positive Aging Strategy

1. Purpose

To present the Martinborough Community Board with an introduction on the Te Hōkai Nuku Wairarapa Region Positive Ageing Strategy

2. Recommendations

Officers recommend that the Community Board:

1. *Receives the Introduction to Te Hōkai Nuku Wairarapa Region Positive Ageing Strategy Report.*

3. Executive Summary

This report provides an introduction to the Te Hōkai Nuku Wairarapa Positive Ageing Strategy for the Martinborough Community Board

4. Background

Te Hōkai Nuku Wairarapa Positive Ageing Strategy (the Strategy) was developed by the three Wairarapa district councils to prepare for our rapidly ageing community

The Strategy outlines the ways in which the Masterton, Carterton, and South Wairarapa District Councils will work together to ensure our older community is both valued and looked after - recognising that 'positive ageing' for older people, also means positive ageing for all generations

Launched in 2019, it is based on extensive engagement with the community, community organisations, council staff and elected members.

The vision of the Strategy is "Our kaumātua/older residents lead valued, connected and fulfilling lives". Based on the values of a positive narrative, working together to build on what already exists, ensuring equity and cultural diversity.

The Goals of the Strategy

1. **Community and health services** support older peoples' wellbeing
2. **Communication and engagement** with older people is respectful, appropriate and engaging
3. **Transport options are safe, affordable and accessible for older people**
4. **Cultural diversity – our community is proud of, and inclusive of all cultures**
5. **Housing options are appropriate, healthy and accessible for older people**

6. Places, spaces and activities are safe, affordable and provide fun and enjoyable choices for older people

Priority areas for action fall out of these goal areas. The Councils do not have to respond to every issue that older people face but they can partner, advocate, lobby or fund to enable change or champion wellbeing.

The Wairarapa Region Positive Ageing Strategy Co-ordinator

The Wairarapa Region Positive Ageing Strategy Co-ordinator works across the three Councils across 24 hours per week. This role is responsible for keeping the Strategy front of mind for each Council and supporting staff to bring a senior lens to their work. They are responsible for the annual work plan. They hold specific projects and relationships with organisations that work with older people

Action plan

The Wairarapa Region Positive Ageing Strategy Co-ordinator has a corresponding workplan. Achievements are reported through the Chief Executive's report.

Priorities for the 2023 – 2024 year include:

- Gaining World Health Organisation's Age Friendly Cities and Communities membership.
- Extending the current Positive Ageing Strategy oversight group to include community members.
- Membership of Greater Wellington Regional Council's Public Transport Advisory Group.
- Work in partnership with Age Concern Wairarapa, Digital Seniors, Nuku Ora (Senior Regional Games), Wairarapa Community Networks (Kuai/kaumātua older persons' forum), Pacifica o Wairarapa
- Mobility parking
- Determining the review of the Strategy and the next iteration.

Please note that the work of the Strategy encompasses the whole of the Council and other teams are contributing to its success.

Appendices

Appendix 1

[Positive Ageing Strategy - SWDC SWDC](#)

Contact Officer: Lisa Matthews, Wairarapa Region Positive Ageing Strategy Co-ordinator

Reviewed by: Amanda Bradley, Group Manager, Policy and Governance

Income & Expenditure Report

1. Purpose

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

2. Recommendations

Officers recommend that the Community Board:

1. *Receive the Income & Expenditure Report.*
2. *Set dates for the 2023 Pain Farm Funding Round.*

3. Executive Summary

The Income and Expenditure Statement for the period ending 31 May 2023 is attached in Appendix 1.

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

4. Appendices

Appendix 1 – Income & Expenditure Statement for the period ending 31 May 2023

Contact Officer: Hayley McDonald, Assistant Accountant

Reviewed By: Karon Ashforth, General Manager Finance

**Appendix 1 – Income and Expenditure
Statement for the Period Ending 31
May 2023**

Martinborough Community Board
Income & Expenditure for the Period Ended 31 May 2023

Personnel & Operating Costs

Budget

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

Expenses

Personnel Costs

Members' Salaries	33,803.10
Mileage reimbursements	-

Total Personnel Costs to 31 May 2023 **33,803.10**

Operating Expenses

28/09/2022 Local Governmen Community Board Levy 2022/23	275.00
2/11/2022 Expenses x Payroll Oct 22 Student Rep MBO - A Mason	50.00

22/12/2022 Lamb Peters Business cards 146.00

Total Operating Expenses to 31 May 2023 **471.00**

Committed funds

Resolution date	Original commitment	Spent to date	Remaining commitment
Members' Salaries	28,043.00	33,803.10	(5,760.10)
Mileage reimbursements	1,000.00	-	1,000.00
Honorarium payment to student rep (\$50 per meeting)	200.00	50.00	150.00

Total Commitments **(4,610.10)**

TOTAL OPERATING EXPENSE BUDGET AVAILABLE*

6,779.00

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

Grants

Income

Annual Plan 2022-23 grant allocation	4,700.00
Other miscellaneous income	-

Total Income for 2022-2023 **4,700.00**

LESS: Grants paid out

23/09/2022 Wairarapa Reap	Martinborough Community Board Grant	1,000.00
23/09/2022 Martinborough Squash Club	Martinborough Community Board Grant	1,050.00
21/11/2022 Martinborough Youth Trust	Community fireworks	435.00
29/09/2022 Martinborough School	Get Set Go Programme	1,260.00
5/12/2022 C Harding	Costs toward MBO Xmas Parade	150.00
13/02/2023 MBO Community garden	Seed purchase & maintainence	1,100.00
13/02/2023 MBO Netball club	Junior uniforms	500.00
21/02/2023 Featherston Community centre	support MBO star advertising	632.50

Total Grants paid out to 31 May 2023 **6,127.50**

LESS: Committed Funds

Resolution date		Original commitment	Spent to date	Remaining commitment
11/08/2022 Martinborough Youth Trust	2022 Community fireworks Events	500.00	435.00	65.00
22/09/2022 South Wairarapa Community	Covid Essential Survival kits	1,000.00	1,000.00	-
22/09/2022 Martinborough School	Get Set Go	1,260.00	1,260.00	-
22/09/2022 Martinborough Squash Club	Uniform & tournament entry fees	1,050.00	1,050.00	-
22/09/2022 Martinborough JAB	Tournament attendance	750.00	-	750.00
30/11/2022 Charlotte Harding	Christmas Events	150.00	150.00	-
13/02/2023 MBO Community garden	Seed purchase & maintainence	1,100.00	1,100.00	-
13/02/2023 MBO Netball club	Junior uniforms	500.00	500.00	-
21/02/2023 Featherston Community centre	support MBO star advertising	632.50	632.50	-

Total Commitments **815.00**

PLUS: Balance Carried forward from previous year*

4,919.23

* excludes Swimming Pool funds

TOTAL GRANTS FUNDS AVAILABLE

2,676.73

Martinborough Community Board
Community Development Fund for the Period Ended 31 May 2023

Income

Annual Plan 2022-2023 allocation 11,500.00

Total Income 2022-2023 11,500.00

Community Development Fund - operating

25/10/2022 MBO Business Association Xmas Decorations For Martinborough 1,000.00

Total Community Development Fund - operating to 31 May 2023 1,000.00

Community Development Fund - capital

Total Community Development Fund - capital to 31 May 2023 -

LESS: Committed Funds

Resolution date	Original commitment	Spent to date	Remaining commitment
11/08/2022 Martinborough Business Association	1,000.00	1,000.00	-

Total Commitments -

PLUS: Balance Carried forward from previous year 13,429.57

TOTAL COMMUNITY DEVELOPMENT FUNDS AVAILABLE 23,929.57

* An adjustment was made to record this spend in the final accounts of June 2020 after the August report had already been completed.

** There are further fountain invoices to be accounted for but will need to manually collate these in the year end process.

Action Items Report

1. Purpose

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

2. Recommendations

Officers recommend that the Community Board:

1. *Receive the Action Items Report.*

3. Executive Summary

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

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

4. Appendices

Appendix 1 – Action Items to 31 May 2023

Contact Officer: Nicki Ansell, Lead Advisor, Community Governance

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

Appendix 1 – Action Items to 31 May 2023

Number	Raised Date	Responsible Manager	Action or Task details	Status	Notes
497	24-Sep-20	MCB	To continuing working with mana whenua on a Martinborough town sign entrance	Open	19/05/22: MCB undertook holding a workshop to progress this. 23/3/23: MCB to follow up on status of this with previous board members.
731	17-Dec-20	MCB	Investigate who originally designed the historical information sign at Bidwill's Cutting	Open	29/4/21: Still work in progress 08/7/21: Local graphic designer, Andy Shaw, expressed interest in designing the Bidwill's Cutting sign. Martinborough Automotive Ltd would fund the design drafting costs which would then be presented to the Board. 25/11/21: Ongoing 24/02/22: Project undertaken by N Fenwick 7/04/22: Mr Fenwick provided an update on the Bidwill's Cutting sign and undertook presenting the draft to the Māori Standing Committee. 23/3/23: MCB to follow up on status of this with previous board members.
502	22-Sept-22	S Corbett	To request an update be provided to the board and Māori Standing Committee on the status of restorative planting along the Rumahunga River, committed from the waste water overflow in Martinborough (Wellington Water)	Open	09/02/23: Mr Corbett provided an update and noted that the planting has been actioned and is on the work plan. 06/3/23: Paul Clarke from WWL Ltd to update MSC once the project has commenced.
565	30-Nov-22	MCB	MCB RESOLVED (MCB 2022/48) to make a submission to the Combined District Plan asking that the Oak Trees in Huangarua Park be listed on the Notable Tree Register. (Moved Cr Ellims/Seconded Robertson) Carried	Open	
030	9-Feb-23	S Corbett	Action 030: Request a workshop with officers to discuss the process of reviewing the Memorial Square Development Plan, S Corbett.	Open	23/3/23: S Corbett provided an update on the process for review of the Reserve Management Plans at MCB meeting.
094	23-Mar-23	K Ashforth	Action 094: Request a follow up email providing an update on the Pain Farm Review queries.	Actioned	4/5/23: Request for email prior to next meeting to allow for consideration of a funding round for community organisations. 16/5/23 - email initially sent on 20/04/23 - resent to board. Action closed.
162	4-May-23	S Corbett	Request clarification on the divide between urban/rural berms and Council management of unkept berms.	Actioned	5/5/23: Email sent with requested information.
163	4-May-23	S Corbett	Request clarification on the prioritization of footpaths for repair, how urgent issues are addressed and whether a process is in place to address issues for those using mobility devices.	Actioned	5/5/23: Email sent with requested information.
165	4-May-23	K Ashforth	Request clarification on why members' salaries are over budget on the 31 March 23 Income & Expenditure Report.	Actioned	8/6/23: This includes Community board salaries, communication allowance and 20% of personnel costs. The budget was set in June before the strategic pay (approved by council) was in place.
168	4-May-23	K Ashforth	Request clarification on whether Council can hold and distribute donated funds for the Martinborough Tree Group.	Open	



Financial Assistance Report

1. Purpose

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

2. Recommendations

Officers recommend that the Community Board

1. *Receive the Financial Assistance Report.*
2. *Consider the application from Matariki Glow Walk for \$500 to support a Matariki event in Martinborough.*

3. Executive Summary

The Martinborough Community Board has received 1 funding application for consideration. This report presents the board with the application received requesting financial assistance.

4. Background

The Board has delegated authority to make financial decisions within the confines of the allocated and available budget and the Board operates its grant fund in accordance with the Council's [Grants Policy](#).

Community boards are allocated funding for grants through the Long Term Plan/ Annual Plan. The current funding amount is available on the Income & Expenditure Statement.

5. Prioritisation

5.1 Te Tiriti obligations

Engagement considered not required in this case.

5.2 Strategic alignment

- Spatial Plan
- Long Term Plan
- Annual Plan

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

6. Discussion

Under the current [Grants Policy](#) the key eligibility criteria for Community Board grants are as follows:

- Non-profit community organisations with a formed legal structure or a group of individuals who have come together for a common purpose but who do not have a legal structure may apply.
- The applicant does not need to be based in the South Wairarapa or the ward from where the funds are being sought but the applicant must be able to demonstrate that the activity benefits the ward where the funds are being sought.
- Applicants may not be in receipt of any other Council or Council-administered grant for the same activity in the same financial year.
- The Martinborough Community Board has a maximum limit equal to half the total available grant pool.

The Grants Policy sets out further criteria.

6.1 Application from Matariki Glow Walk

The application from Matariki Glow Walk meets the criteria for funding. The organisation has no outstanding grant accountability forms. The application will be provided to members in confidence.

7. Options

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

8. Strategic Drivers and Legislative Requirements

8.1 Significant risk register

There are no significant risks identified.

8.2 Policy implications

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

9. Consultation

9.1 Communications and engagement

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

9.2 Partnerships

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

Yes No

If no, is a communications plan required?

Yes No

10. Financial Considerations

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

Contact Officer: Nicki Ansell, Lead Advisor, Community Governance

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