

## **MARTINBOROUGH COMMUNITY BOARD**

### **Agenda**

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#### **NOTICE OF MEETING**

An ordinary meeting will be held in the Supper Room, Waihinga Centre, Texas Street, Martinborough on Monday, 16 August 2021 at 6:30pm.

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

Mel Maynard (Chair), Aidan Ellims, Nathan Fenwick, Michael Honey, Cr Pam Colenso, Cr Pip Maynard and Alex Mason (youth representative).

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#### **PUBLIC BUSINESS**

**1. EXTRAORDINARY BUSINESS:**

**2. APOLOGIES:**

**3. CONFLICTS OF INTEREST:**

**4. ACKNOWLEDGEMENTS AND TRIBUTES:**

**5. PUBLIC PARTICIPATION:**

- 5.1 Charlotte Harding – Pump Track Project

**6. 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.*

**7. COMMUNITY BOARD MINUTES:**

- 7.1 Minutes for Approval: Minutes of the Martinborough Community Board meeting held on 8 July 2021.

***Proposed Resolution:*** *That the minutes of the Martinborough Community Board meeting held on 8 July 2021 be confirmed as a true and correct record.*

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

- |     |  |                    |
|-----|--|--------------------|
| 8.1 | Officers Report  | <b>Pages 7-43</b>  |
|     | <i>Update from Jo Dean, Regional Zero Waste Advisor, on Waste and Events</i> |                    |
| 8.2 | Street Flag Application Report   | <b>Pages 44-53</b> |
| 8.3 | Action Items Report  | <b>Pages 54-59</b> |
| 8.4 | Income and Expenditure Report  | <b>Pages 60-69</b> |
| 8.5 | Financial Assistance Report  | <b>Pages 70-72</b> |
| 8.6 | Financial Assistance Accountability Report                                   | <b>Pages 73-88</b> |

**9. NOTICES OF MOTION:**

- 9.1 None advised

**10. CHAIRPERSON'S REPORT:**

- 10.1 Chairperson Report (to be tabled)

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

- 11.1 None advised

**12. CORRESPONDENCE:**

- 12.1 None advised



**Minutes – 8 July 2021**

- Present:** Mel Maynard (Chair), Aidan Ellims, Michael Honey, Nathan Fenwick, Councillor Pip Maynard, Councillor Pam Colenso and Alex Mason (youth representative).
- In Attendance:** Mayor Alex Beijen, Harry Wilson (Chief Executive), Euan Stitt (Group Manager Partnerships and Operations), Sheil Priest (Communications Manager) and Steph Frischknecht (Committee Advisor).
- Conduct of Business:** The meeting was conducted in public in the Martinborough Town Hall, Texas Street, Martinborough between 6.30pm and 9.17pm.

**1. EXTRAORDINARY BUSINESS**

*MCB RESOLVED (MCB 2021/30) to temporarily suspend standing order 14.14 and extend the public forum time limit from 30 minutes to 60 minutes due to high public interest.*

*(Moved M Maynard/Seconded Fenwick)*

Carried

Ms Maynard explained Topic 2 of the Chairperson Report would be considered ahead of agenda item 7.1, and a Hinekura Road Update Report would be tabled under Action 606 of agenda item 8.1.

**2. APOLOGIES**

There were no apologies.

**3. CONFLICTS OF INTEREST**

There were no conflicts of interest.

**4. ACKNOWLEDGMENTS AND TRIBUTES**

Ms Maynard paid tribute to Tiki Rangimarie Tamahau Mahupuku McGregor, a Rangatira of Ngati Hikawera who are Mana Whenua in Martinborough, who had recently passed away. He will be missed for his kindness and knowledge and commitment to his whānau, community and church.

Mr Ellims paid tribute to Paul Cutfield who had recently passed away. Mr Cutfield was a long term resident who had done a lot of conservation work at Aorangi Forest Park.

**DISCLAIMER**

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## 5. PUBLIC PARTICIPATION

### Allan Hogg and Dudley-Anne Hill, Martinborough Business Association – Winter Martinborough event 2022 and onwards

The association sought the support of the Board for a winter festival to be held in Martinborough throughout August. Mr Hogg, with support from Ms Hill, outlined the rationale for the timing of the event, proposed themed approach, marketing approach, potential collaboration with Destination Wairarapa, and potential use of the Martinborough Square and Waihinga Centre.

### Stuart Campbell – Innovating Streets programme and survey

Mr Campbell believed a recent survey seeking community input into Innovating Streets had insufficient options to capture all community views and that the proposed design did not reflect community feedback. The Board was asked to pass a motion of no confidence in the consultation and community engagement process and to request the project be halted until Council showed the majority of the community supported the design.

### Louise Lyster – Housing and Zoning

Ms Lyster spoke about the growth options presented as part of the Spatial Plan consultation and believed there needed to be more analysis. Ms Lyster urged the Board to stay engaged and to investigate the facts under each option to ensure a sound evidential basis for growth planning.

### Don McCreary – Hinekura Road

Mr McCreary spoke on behalf of a number of Hinekura residents and considered that access to Hinekura Road had been lost due to a lack of proactive repair work. Mr McCreary stated that businesses were refusing to use the alternative route due to safety reason, outlined the direct and indirect costs of losing heavy vehicle access, and questioned why remedial action had not been carried out.

### Jane Cameron – Hinekura Road

Ms Cameron endorsed the points made by Mr McCreary regarding Hinekura Road and stated that truck access is essential to business. Ms Cameron believed rural roads had been left to deteriorate but was encouraged to hear of a more proactive approach outlined in the Hinekura Road Update Report.

### Taylor Mauriohoo – Food truck licences

Mr Mauriohoo, owner of a food truck business, spoke of a concern he had of the Innovating Streets programme for businesses as he understood one of the current hawker licences at the Martinborough Square would be lost.

### Brett Dumbleton – Ruakokopatuna Road

Mr Dumbleton spoke of his disappointment that the programme to seal Ruakokopatuna Road would not continue and stated the request would continue to be raised. Mr Dumbleton responded to questions on the condition of the road and members assured Mr Dumbleton they would continue to advocate for the improvement of rural roads in Martinborough.

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#### Christine Webley – Rubbish, Recollections and Bouquets

Ms Webley spoke of a new community-led resource centre in Featherston and asked for the Board's support to engage with Council on a reuse/upcycling service in Martinborough.

Ms Webley spoke on matters of principle, process and accuracy, stating the proposal to seal Ruakokopatuna Road was referenced in response to an Annual Plan submission. Ms Webley believed the funds for Innovating Streets could have been better spent and the costs should capture staff time.

Ms Webley offered a bouquet to the Board for their functionality.

#### Clayton Hartnell – Roothing

Mr Hartnell spoke of road safety issues across the district that had not been rectified and wanted to understand what the roading process was.

Members advised Mr Hartnell they would be inviting those involved with Ruamāhanga Roads, a shared roading maintenance contract between South Wairarapa and Carterton District Councils, to present so they could understand the process and share this information with the community.

#### Clem Beck – Innovating Streets

Mr Beck expressed concern with the communication and consultation process for Innovating Streets, particularly the lack of involvement of the community and Community Board, lack of notification of engagement activities and short timeframes given for proposing alternative design ideas. Mr Beck believed the design did not fit with the historical nature of the town and also spoke of the need for improved lighting at the square.

#### John Thomson – Innovating Streets

Mr Thomson spoke against the Innovating Streets programme, questioned how funding for the initiative was prioritised over essential road repairs, and sought assurance of its removal at the end of the trial period. Mr Thompson expressed concern about the consultation process and believed the design did not improve road safety or comply with the historic precinct.

#### Alex Wall – Rates increase

Mr Wall considered the high attendance and range of issues raised during the public forum reflected Council's performance and believed Council had got consultation the wrong way around.

Mr Wall believed the rates and rubbish bag price increases were too high and urged Council to consider other options and focus on the basics.

## **6. ACTIONS FROM PUBLIC PARTICIPATION**

Members discussed the supply and demand of hawker sites and investigating alternative locations outside Martinborough Square. Discussion with the Martinborough Business Association was recommended should alternative locations be considered.

#### **MCB NOTED:**

1. Action 313: Raise the idea of a resource centre for reuse/upcycling in Martinborough at the next Council meeting, M Maynard.

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2. Action 314: Write a letter of support to Martinborough Business Association for a Martinborough winter festival and request being kept informed of the event planning, M Maynard.
3. Action 315: Investigate whether the parking spaces being occupied at Martinborough Square is limiting the ability of hawker site setup and whether the available space can be extended, R O'Leary.
4. Action 316: Invite those of Ruamāhanga Roads, a shared roading maintenance contract between South Wairarapa and Carterton District Councils, to present to the Board on the processes for roading maintenance across the district, E Stitt.

**10.1 Chairperson Report – Topic 2 Innovating Streets and Road Safety**  
(item moved)

*MCB RESOLVED (MCB 2021/31) to receive the Chairperson Report.*

*(Moved Ellims/Seconded Fenwick)*

Carried

Ms Maynard spoke to the road safety recommendations as outlined in the Chairperson Report. The matters had been presented to the Assets and Services Committee and would be added to the work programme to investigate.

Mr Wilson updated members on the Innovating Street programme, covering engagement and consultation activities, design adjustments made in response to community feedback, the road safety objectives of the programme, and the design engineer approach being undertaken to trial different options and obtain regular feedback before its removal.

Members expressed concern at the lack of consultation with the Community Board to which Mr Wilson apologised and acknowledged the Community Board could have been better involved.

Members discussed the makeup and involvement of the project team, remaining funds available, and believed there were other roading issues that posed a greater safety risk. Mr Wilson advised of other programmes of work in place to address these issues.

*MCB RESOLVED (MCB 2021/32) to pass a vote of no confidence in the consultation with the Martinborough Community Board on the Innovating Streets programme*

*(Moved Ellims/Seconded Fenwick)*

Carried

Councillors Colenso and Maynard abstained

Mr Wilson advised it was important to hear the full range of views and encouraged members to hear from people who supported the project. Mr Wilson updated members of unacceptable bullying and intimidation behaviour and measures put in place to protect workers on the project.

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**8.1 Action Items Report – Action 606: Hinekura Road Update**  
**(item moved)**

Mr Wilson outlined the background to the Hinekura Road situation noting that it was a complex problem that was continually changing. Officers were following the advice of geotechnical engineers to address the issue.

Mr Wilson responded to questions from members regarding timeframes and agreed with the suggestion that an alternative route be investigated concurrently.

Members discussed the long-standing nature of the issue, communications with Hinekura residents, attendance at a public meeting to be scheduled in Hinekura, and the repair of bridges within the district.

*MCB RESOLVED (MCB 2021/33) to receive the Hinekura Road Update Report.*

*(Moved Fenwick/Seconded Cr Colenso)*

Carried

**7. COMMUNITY BOARD MINUTES**

**7.1 Martinborough Community Board Minutes – 27 May 2021**

*MCB RESOLVED (MCB 2021/34) that the minutes of the Martinborough Community Board meeting held on 27 May 2021 be confirmed as a true and correct record.*

*(Moved Cr Colenso/Seconded Cr Maynard)*

Carried

**8. CHIEF EXECUTIVE AND STAFF REPORTS**

**8.1 Action Items Report**

Members requested the roading programme and report on the Waihinga Centre lessons learned be presented to the next Community Board meeting.

Members discussed funding allocated in the Long Term Plan to investigate town entrance signs and Mr Fenwick updated members that local graphic designer, Andy Shaw, expressed interest in designing the Bidwill's Cutting sign. Martinborough Automotive Ltd would fund the design drafting costs for the Bidwill's Cutting sign which would then be presented to the Community Board.

*MCB RESOLVED (MCB 2021/35) to receive the Action Items Report.*

*(Moved Ellims/Seconded Cr Colenso)*

Carried

**8.2 Income and Expenditure Report**

Members discussed retaining funds set aside for the Martinborough Community Garden in case they found a new location, and utilising the Board's grant funds to support community groups rather than projects. Members would explore creating a budget similar to that of the Māori Standing Committee.

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*MCB RESOLVED (MCB 2021/36) to receive the Income and Expenditure for 1 July 2020 – 31 May 2021.*

*(Moved Cr Colenso/Seconded Ellims)*

Carried

**9. NOTICES OF MOTION**

There were no notices of motion.

**10. CHAIRPERSONS REPORT**

**10.1 Chairperson Report**

Ms Maynard spoke to matters as outlined in the Chairperson Report, including matters raised by the community and Matariki flags invoices. Members wanted to liaise with officers to investigate the costs to purchase BBQs and discussed how this may be funded.

*MCB RESOLVED (MCB 2021/37) to hold grant funding rounds biannually in August and February and that half the available grant funds will be made available in each of the two rounds, with any unspent funds from the August round being made available in the February round.*

*(Moved Maynard/Seconded Ellims)*

Carried

Councillor Colenso abstained

*MCB NOTED:*

Action 317: Liaise with Council officers to investigate purchasing suitable BBQ options for coastal reserves, N Fenwick.

**11. MEMBER REPORTS**

There were no member reports.

**12. CORRESPONDENCE**

Members discussed reduced police resourcing in the district and would seek an update from Constable Jo Kelly at an upcoming meeting. The correspondence would be held over until information had been obtained.

*MCB RESOLVED (MCB 2021/38) to receive the inwards correspondence.*

*(Moved Ellims/Seconded Fenwick)*

Carried

The meeting closed at 9.17pm.

**Confirmed as a true and correct record**

.....Chairperson

.....Date

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# MARTINBOROUGH COMMUNITY BOARD

16 AUGUST 2021

## AGENDA ITEM 8.1

### OFFICERS' REPORT

#### **Purpose of Report**

To report to the Community Board on general activities.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Officers' Report.*

### PLANNING AND ENVIRONMENT GROUP REPORT

This report was presented to the Planning and Regulatory Committee on 7 July 2021.

#### **1.1 Planning Services**

We have our new planning manager James Witham commencing with us on 19 July. The team is busy, including across new subdivisions and related matters, and new dwellings. Levels of consents and enquiry remain quite high. It was pleasing to see Council approval to the Commissioner recommendation for the Wairarapa International Dark Sky Reserve – Outdoor Artificial Lighting Plan Change. It was good to see the high level of interest and submitter inputs to the Spatial Plan.

#### **1.2 Building Services**

Building consent applications levels remain high and timely processing has continued plus careful site inspections services. The contractors we use for processing consents are also experiencing high demand from the Councils they serve. This means we have needed to pick up more in-house. A staff member has returned part time from maternity leave, this has helped with our busy work volumes.

#### **1.3 Environmental Services**

From continued inspections work and we are ahead of premise's verifications benchmark. The Animal control team and others have worked through this year's dog registrations. We have pushed for an online payment and email notification for the first time and have received a great response, many people registering early. Our EHO's have been busy inspecting grease traps around the townships as well as engaging with other Councils in the Industrial Waters via a national conference.

#### **1.4 Proposed Legislative Change to the RMA**

The Government is delivering on its promise to reform the Resource Management system based on the comprehensive review led by former Appeal Court Judge Tony Randerson, published July 2020. The Resource Management Act 1991 (RMA) will be repealed and replaced with three new Acts:

- Natural and Built Environments Act (NBA) - to provide for land use and environmental regulation (this would be the primary replacement for the RMA)
- Strategic Planning Act (SPA) - to integrate with other legislation relevant to development, and require long-term regional spatial strategies
- Climate Change Adaptation Act (CAA) - to address complex issues associated with managed retreat and funding and financing adaptation.

Under the NBA there will be a mandatory set of national policies, standards to support the natural environmental limits, outcomes and targets specified in the new law. These will be incorporated into combined regional plans prepared by local and central government and mana whenua. The Strategic Planning Act will integrate functions under the RMA, Local Government Act 2002, Land Transport Management Act 2003 and the Climate Change Response Act 2002 to enable clearer decision-making and investment. The purpose is for new spatial strategies to enable regions to plan for the wellbeing of future generations, so infrastructure occurs in the right places at the right times.

#### **1.5 South Wairarapa Spatial Plan**

It was great to receive the 213 submissions, along with presentations and related deliberations on the Plan and growth options. There is now further investigation work required. The review of the Mapping Our Future To 2050 Residential Growth Options will involve consideration of matters raised alongside planning evaluation, growth area provisioning for our towns, and investigation work. The revision and further recommendations on the Spatial Plan will be reported back to Council in coming months for decision purposes.

#### **1.6 District Plan Review**

District Plan Review Committee meetings and officer advisory group meetings continue to consider the extent of change needed for each chapter, and national planning standards. The DP review is a mix of full review of key chapters, targeted review for some, and minor review. The review will be across 2021-2023 and any appeals sorted in 2024. Recent issues work has covered the residential zone, rural zone, subdivision rules, heritage, tangata whenua chapter, industrial and commercial zone, natural hazards, financial contributions, open space.

#### **1.7 Dark Sky**

The commissioner's recommendation for approval of the plan change was confirmed by Council at the meeting of 30<sup>th</sup> June. A key step for supporting the International Dark Sky Reserve and establishing modern controls for outdoor artificial lighting and minimizing light pollution to our quality night sky.

## 1.8 Proposed Combined Council Dog Pound SWDC/CDC

A tender process was undertaken to provide requested costings information for a combined pound facility to serve both CDC and SWDC, for the site at Dalefield Rd, Carterton. This process ended on 7<sup>th</sup> April 2021. Unfortunately, no tenders were received from any firms for the proposed facility. However, Carterton has been in discussion with a single supplier.

Accordingly, officers are researching land options within the SWDC region for a potential local solution. Also, part of this has involved thinking creatively, in terms of both design and construction, for a suitable animal shelter. As to potential structure and design, the officers have made enquiries regarding the use of shipping containers as the new pound structure. The company has provided an indicative list of requirements their container design can meet. They have indicated that the build time is 6 – 8 weeks dependent on current schedule.

In terms of location the most viable is Johnston Street Featherston, site of our current facility. However, we are investigating moving that to the southwest corner, involving an area of 34m x 30 metres.

We have sought quotes from the various suppliers concerning all the components for the facility. We believe that this is still our best option to achieve a cost effective, local and modern compliant solution. Once this latest option has been further explored, and associated matters confirmed we will provide a further update to the Committee.

## Shared Services Meeting

At the shared services meeting held on 28 June, the topic of a combined dog pound came up as part of agenda discussions. Carterton have also explored possibility for a container based local facility, alongside consideration of combined facility at the Dalefield Rd site. Their acting CE Blair King raised the long-term merit of a combined pound based at Masterton, to serve all districts. The Committee believed that this should be researched further. Masterton are still investigating requirements for a new facility. So further investigative work via Blair and Masterton staff will be undertaken to identify necessary components, related costings.

## 2. Service Levels

*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"	80%	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.

## 2.1 Resource Management Act – Consents (Year to date 01/07/2020-31/05/2021)

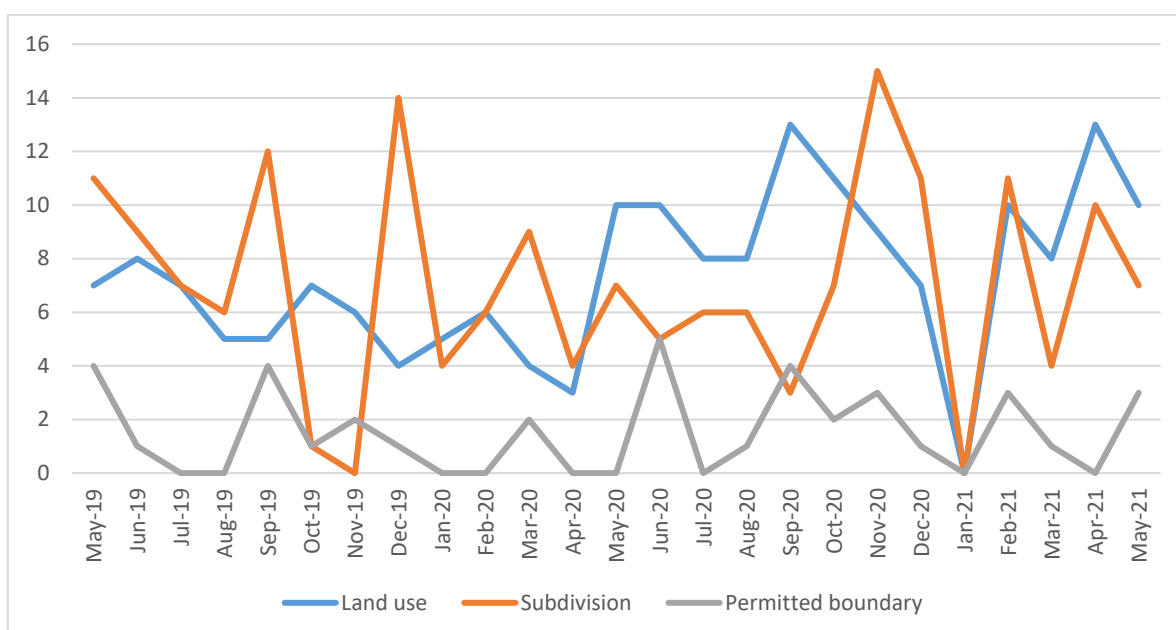
*SERVICE LEVEL – All resource consents will be processed efficiently.*

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	100%	<b>Total 195/195</b>
		100%	97/97 Land Use applications were completed within statutory timeframes. NCS
		100%	80/80 Subdivision applications were completed within statutory timeframes. NCS
		100%	18/18 permitted boundary activity applications were completed within statutory timeframes. NCS
s.223 certificates issued within 10 working days	100%	100%	60/60 s223 certificates were certified within statutory timeframes. NCS.
s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement)	95%	100%	58/58 s224 certificates were certified. NCS.

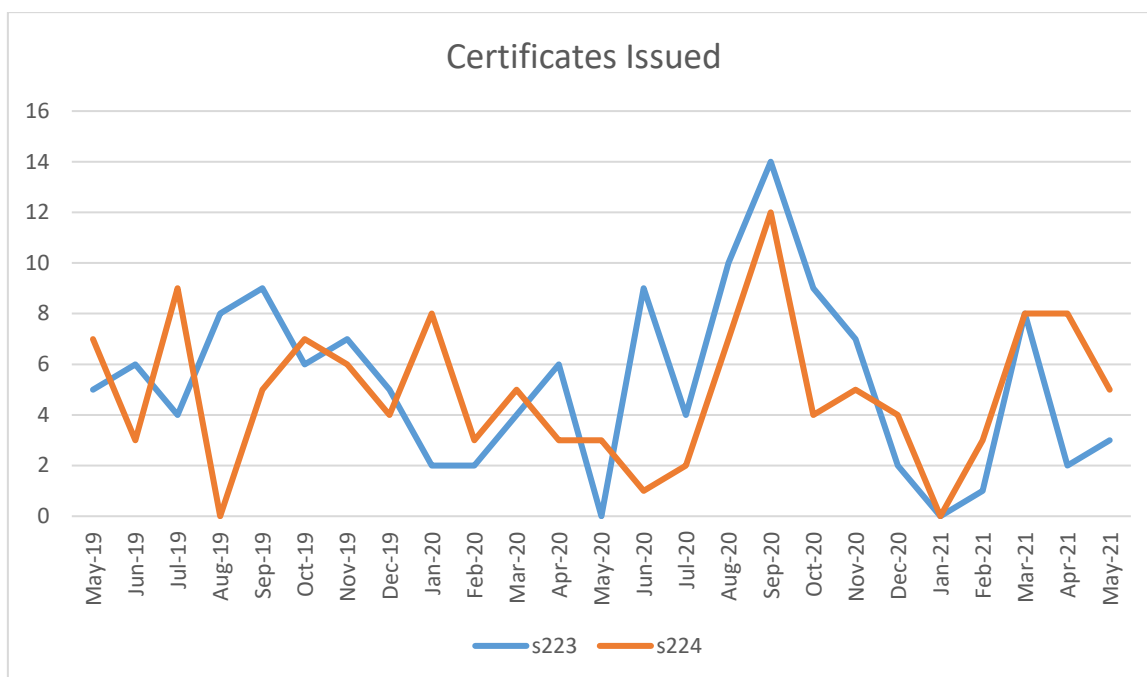
## 2.2 Reserves Act – Management Plans

*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.







## 2.3 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%		G:\LIMs\LIMS PROCESSED 2020-2021
Standard LIMs are processed within 10 days	100%	92.57%	196/210 standard LIMs were completed
Urgent LIMs are processed within 5 days	100%	100%	88/88 urgent LIMs were completed

	YTD 1 <sup>ST</sup> JULY 2020 TO 31 <sup>ST</sup> MAY 2021	PREVIOUS YTD 1 <sup>ST</sup> JULY 2019 TO 31 <sup>ST</sup> MAY 2020	PERIOD 1 <sup>ST</sup> APRIL 2021 TO 31 <sup>ST</sup> MAY 2021	PREVIOUS PERIOD 1 <sup>ST</sup> APRIL 2020 TO 31 <sup>ST</sup> MAY 2020
Standard LIMs (Processed within 10 working days)	210	157	35	18
Urgent LIMs (Processed within 5 working)	88	71	12	4
<b>Totals</b>	<b>298</b>	<b>228</b>	<b>47</b>	<b>22</b>

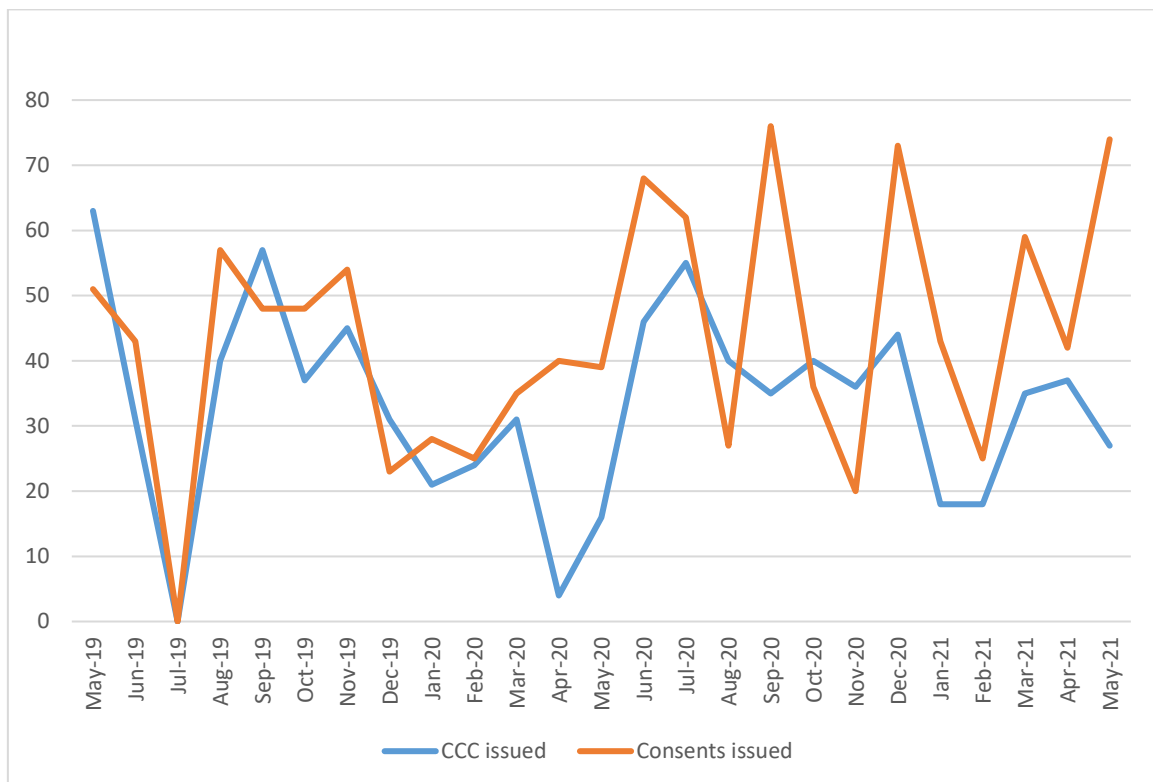
## 2.4 Building Act - Consents and Enforcement

*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%	97.66%	NCS – 376/385 CCC's were issued within 20WD YTD – Human/technical error, process put in place to prevent this from happening in the future.
Building consent applications are processed within 20 working days	100%	99.44%	NCS –537 consents were issued within 20WD YTD 3 consents went over 20WD
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next accreditation review due January 2022. Council was re-accredited in January 2020
BCA inspects new building works to ensure compliance with the BC issued for the work, Council audits BWOFF's and Swimming Pools	Yes	Yes	<p><b>Building Consents</b></p> <p>Council inspects all new work to ensure compliance</p> <p>April 2021 - 401 inspections</p> <p>May 2021 - 475 inspections</p> <p><b>BWOFF's –</b></p> <p><b>0 April</b></p> <p><b>2 May</b></p> <p>Total 189 average of 3 audits per month required,</p> <p><b>Swimming Pools –</b></p> <p>Total 309– average of 7 audits per month required.</p> <p>5 audits carried out in April</p> <p>0 audits May</p> <p>Progress inspections on buildings took priority over these audits in May due to inspectors being away on training for a week and then an inspector was unexpectedly sick for a week</p>
Earthquake prone buildings reports received	100%	N/A	<p>Of the remaining buildings:</p> <p>25 - Identified as EPB</p> <p>9 - Require engineer assessment from owners</p> <p>2 - Requested extension to provide engineers report</p>

## 2.5 Building Consents Processed

TYPE – 1 APRIL 2021 TO 31 MAY2021	NUMBER	VALUE
<b>Commercial</b> (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	2	\$1,418,500
<b>Industrial</b> (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	4	\$249,000
<b>Residential</b> (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	93	\$15,268,067
<b>Other</b> (public facilities - schools, toilets, halls, swimming pools)	4	\$78,000
<b>Totals</b>	<b>103</b>	<b>\$17,013,567</b>



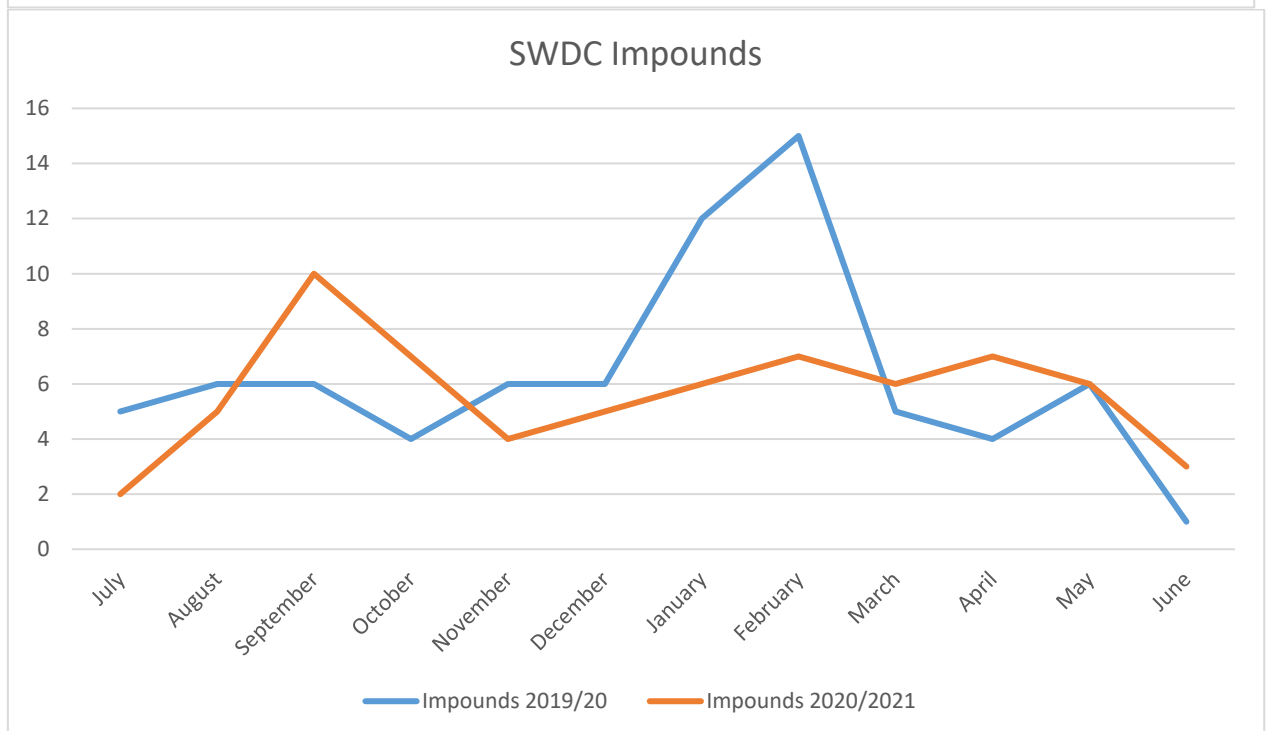
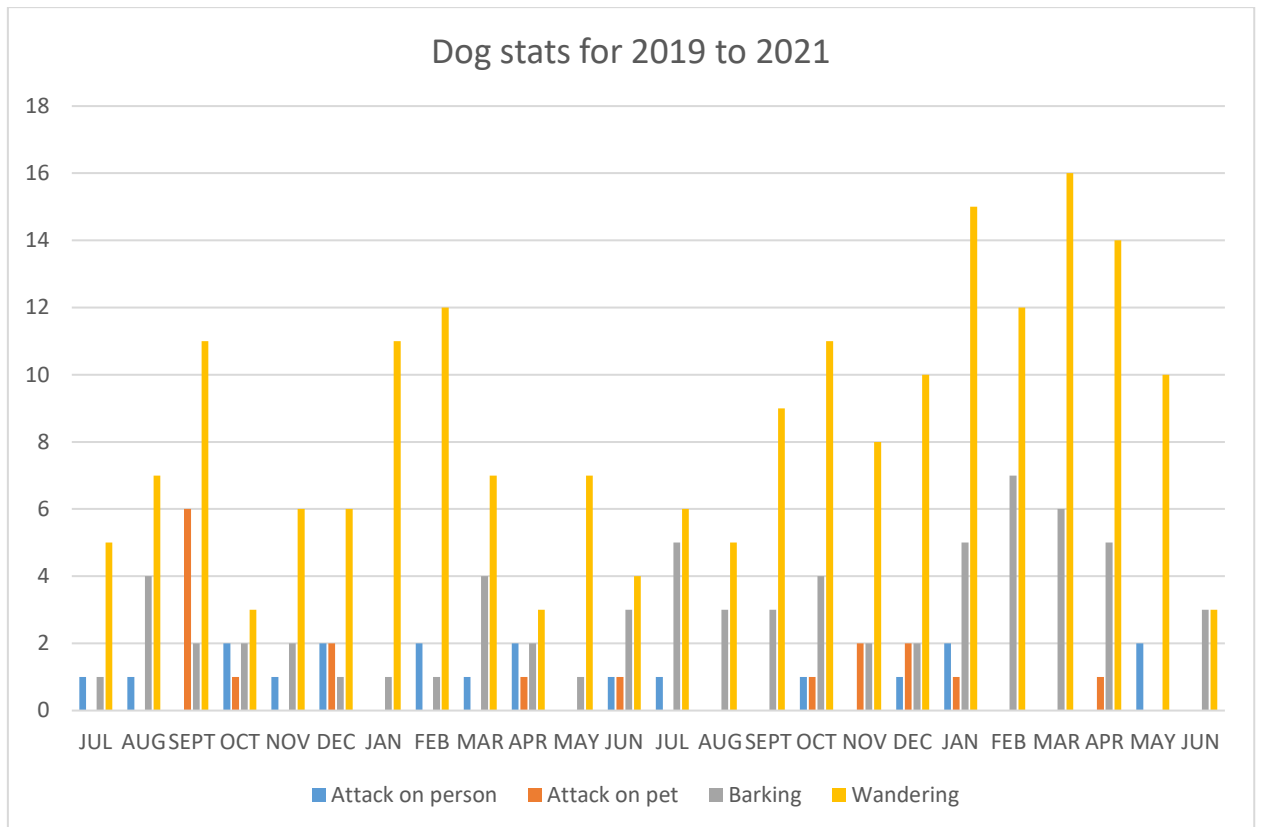
## 2.6 Environmental Health and Public Protection

### 2.6.1. 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	3	1 at dog event in Featherston (Dogs in togs), 1 national organisation (Red Cross) 1 internal (meter readers)
Complaints about roaming and nuisance dogs are responded to within 1 hours	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 216/216
Complaints about dog attacks on persons, animals or stock are responded to within 1 hour	100%	100%	22/22

INCIDENTS REPORTED FOR PERIOD 1 <sup>ST</sup> APRIL 2021 – 31 <sup>ST</sup> MAY 2021	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	3	-	-
Attack on Person	1	-	1
Attack on Stock	1	-	-
Barking	2	1	3
Lost Dogs	2	-	3
Found Dogs	2	-	3
Rushing Aggressive	1	1	1
Wandering	9	5	10
Welfare	1	-	-
Fouling	-	1	-
Uncontrolled (walked off leash urban)	-	-	-



## 2.7 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 27/27
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 14/14

INCIDENTS REPORTED	TOTAL FOR YTD PERIOD 1 JULY 2020 TO 31 MAY 21
Stock	35

## 2.8 Bylaws

Between 1 July 2020 and 31 May 2021 there were:

### Trees & Hedges

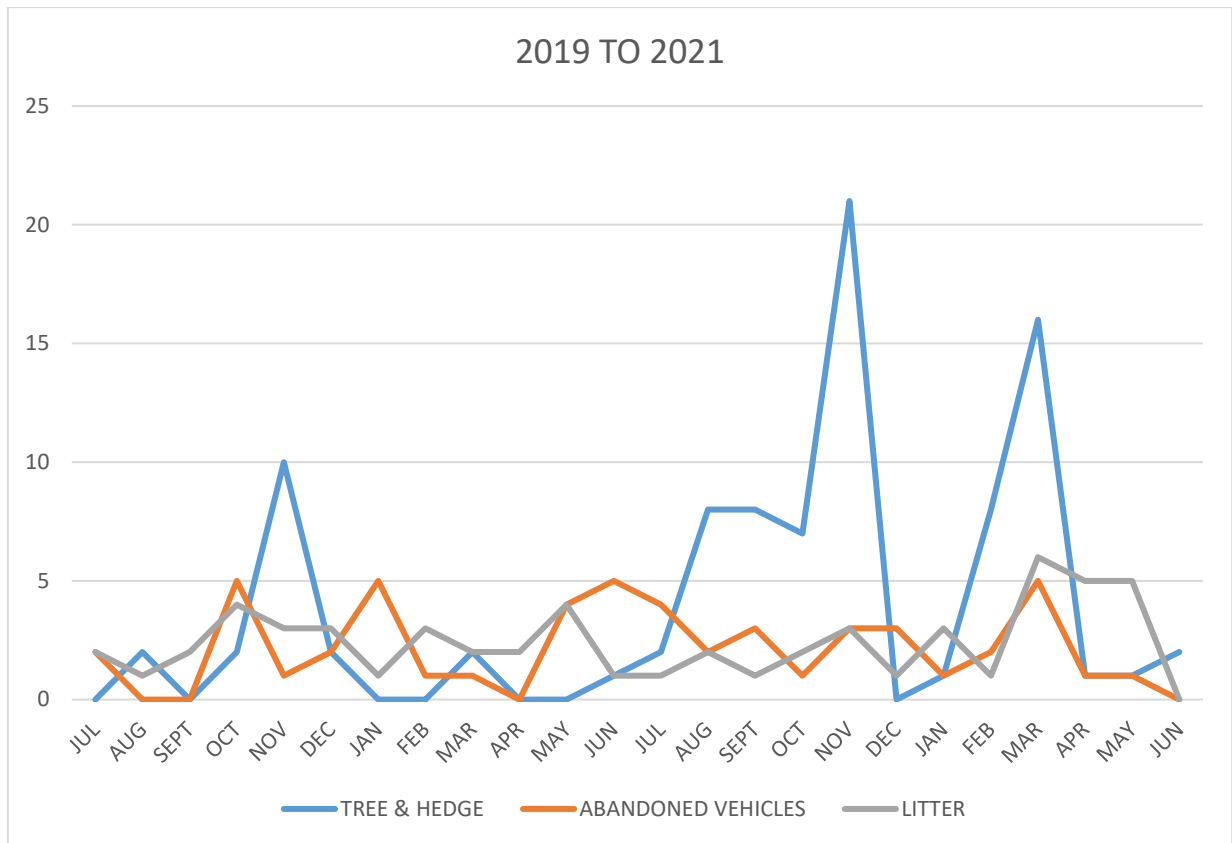
- 73 notices were sent by Council requesting the owner/occupier to remove the obstruction from the public space.

### Litter

- 30 litter incidents were recorded and from this, Council sent 10 notices to the identifiable people associated with these incidents, resulted in an infringement.

### Abandoned vehicles

- There were 26 total vehicle related calls in the SWDC area, of which 16 were abandoned vehicles. 17 were removed by their owners and the remaining 9 vehicles were removed by Councils' contractor or NZTA.

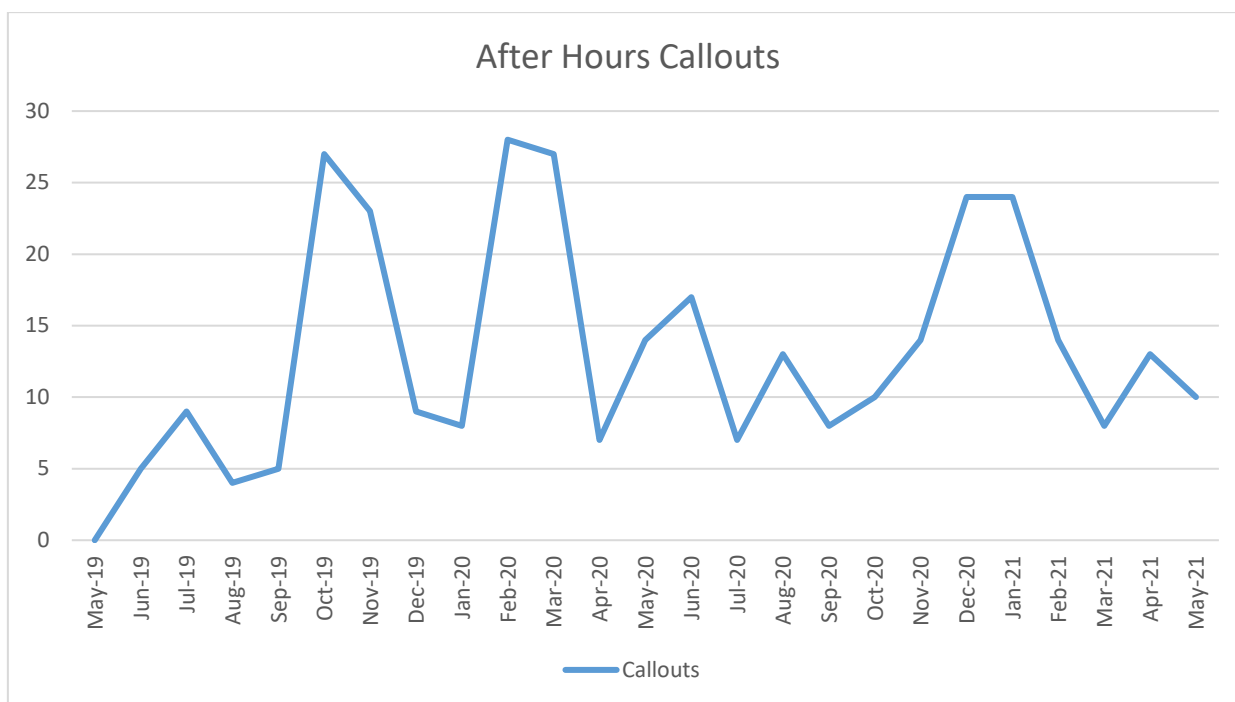


## 2.9 Resource Management Act – afterhours Noise Control

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 20/21	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%	97.2%	<a href="K:\resource\Health\Resource Management\Noise Control Complaints">K:\resource\Health\Resource Management\Noise Control Complaints</a> 141/145 attended within timeframe YTD 13 callouts April 21 10 callouts attended May 21 21/23 attended to within 1.5 hours

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 20 TO 31 MAY 21	PREVIOUS YTD 1 JULY 19 TO 31 <sup>ST</sup> MAY20	PERIOD 1 APRIL 2021 TO 31 <sup>ST</sup> MAY 2021	PREVIOUS PERIOD 1 APRIL 2020 TO 31 <sup>ST</sup> MAY 2020
Total	145	145	23	21



## 2.10 Sale and Supply of Alcohol Act - Licensing

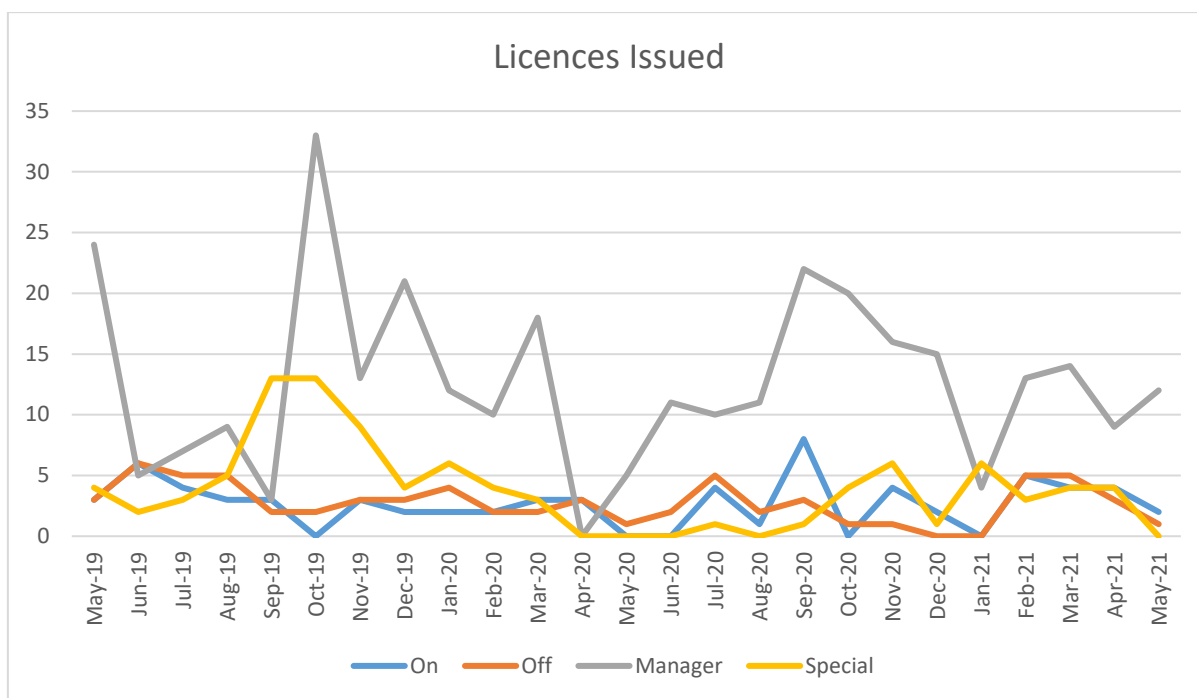
*SERVICE LEVEL – The supply of alcohol is controlled by promoting responsible drinking.*

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 20/21	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
All premises licences issued have an inspection undertaken by the Inspector prior to issue to assess the licensees understanding of their obligations and responsibilities under the Act	100%	100% YTD	<p><i>On NEW</i> 0 April 21 0 May 21      14 YTD</p> <p><i>On RENEWAL</i> 4 April 21 2 May 21      21 YTD</p> <p><i>Off NEW</i> 0 April 21 0 May 21      9 YTD</p> <p><i>Off RENEWAL</i> 3 April 21 1 May 21      17 YTD</p> <p>Club 0 April 21 1 May      5 YTD</p> <p>Information source: Inspector records, MAGIQ data, Alcohol Spreadsheet K:\resource\Liquor\Alcohol Master Sheet.xls</p>
Special Licences are issued			<p>Special Licences – 4 April 21 0 May 21      30 YTD</p> <p>Information source: MAGIQ data, Alcohol Master Sheet K:\resource\Liquor\Alcohol Master Sheet.xls</p>



PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 20/21	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
All Duty Manager's (DM) certificate holders undertake an interview with the Inspector prior to certificate being issued to assess the manager's level of understanding with the Duty Manager's role			<i>DM NEW</i> 5 April 21 5 May 21                      58 YTD  <i>DM RENEWAL</i> 4 April 21 7 May                              86 YTD Information source: MAGIQ data, Alcohol Master Sheet K:\resource\Liquor\Alcohol Master Sheet.xls
75% of all licenced premises identified as at 1 July of every year have a compliance visit undertaken by the Inspector before the 30 <sup>th</sup> of June the following year (i.e. within a 12 month period)	75%	31.9% YTD	Information source : Compliance inspection records K:\resource\Liquor\Compliance Visits 20_21 April – 9 Compliance visits (3 md, 3 low, 3 Very Low) May – 4 Compliance visits May (2 Off Medium, 1 On Medium, 1 On low) 38/119 total compliance YTD
Average working days to process an application from acceptance by SWDC	25WD	20WD	Information source: Alcohol Master Sheet  K:\resource\Liquor\Alcohol Master Sheet.xls

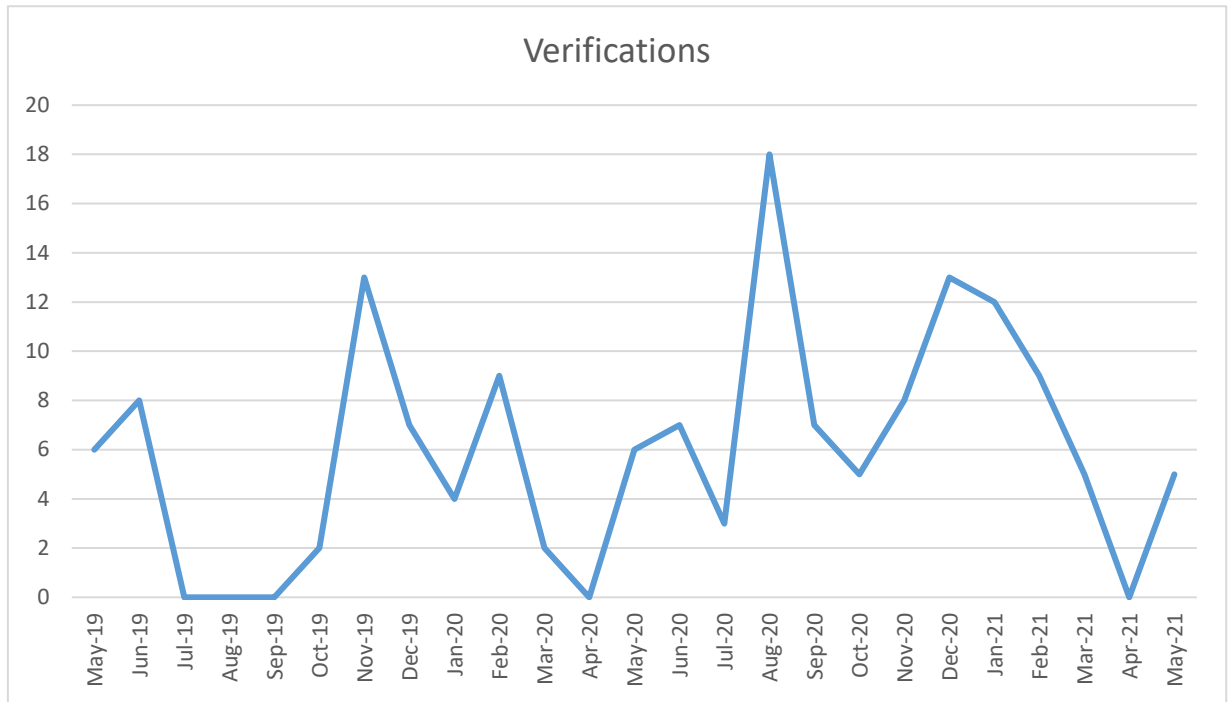
ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 20 TO 31 MAY 21	PREVIOUS YTD 1 JULY 19 TO 31 MAY 20	PERIOD 1 APRIL 21 TO 31 MAY 21	PREVIOUS PERIOD 1 APRIL 20 TO 31 MAY 20
On Licence	34	25	6	3
Off Licence	22	30	1	4
Club Licence	5	6	1	0
Manager's Certificate	126	127	21	5
Special Licence	30	43	4	0
Temporary Authority	3	2	0	1
<b>Total</b>	<b>220</b>	<b>233</b>	<b>33</b>	<b>13</b>



## 2.11 Health Act - Safe Food

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

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 20/21	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%	FHR – 0 FCP (Food Act) –95 NP – 65 Total number of premises is subject to change month by month as new businesses open and existing premises close. 8 businesses have surrendered registration TYD 2 risk based measure changes
Premises are inspected in accord with regulatory requirements.	100%	85.1%	FCP verifications – 85/95 *Total number of premises is subject to change month by month as new businesses open and existing premises close. 0 verifications were undertaken in April 21 5 verifications were undertaken in May 21 We were able to finalise (close out) 9 premises in April 2021 We were able to finalise 3 premises in May 2021



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

## PARTNERSHIPS AND OPERATIONS REPORT

This report was presented to the Assets and Services Committee on 7 July 2021.

### 3. Group Manager Commentary

The end of the FY has seen projects close out and completion of operational plans. Some issues have been identified in some projects (discussed as separate papers) and recent weather events have impacted parts of our roading and water infrastructure over the last two months, which have included:

- Keeping Ponatahi bridge open during the storm event in 21-22 June, when the Waihinga bridge over SH53 was closed due to river levels,
- Damage to, and closure of, Hinekura Road (update to be tabled at meeting),
- Managing high turbidity levels at the Waiohine Water Treatment Plant and the impact on water supply, and
- Closing Cape Palliser Road 29-30 June and remediating minor damage caused by storm and high swells.

These events have reinforced the value of 'push' communications from Council to affected ratepayers (i.e. not relying on social media) and work is underway on this to ensure Council is able to successfully get messages out to our communities.

Some images of the damage sustained 29/30 June are shown below:



Te Awaiti/Tora



Cape Palliser Road



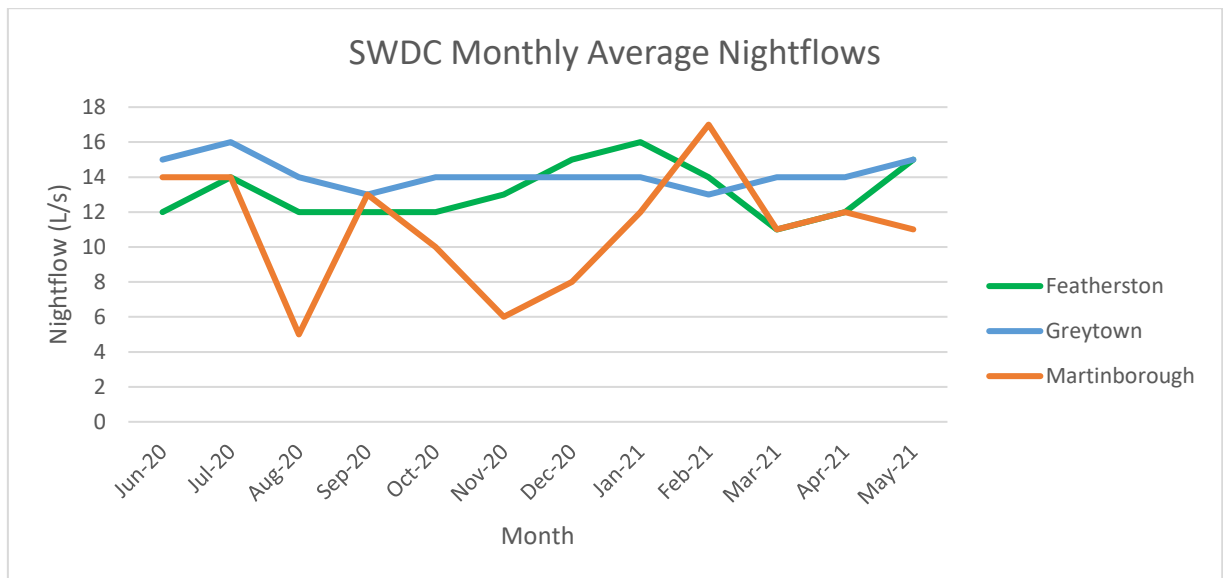


Cape Palliser Road

## 4. Water

### 4.1 Reducing leakage across the South Wairarapa

Further to previous committee updates, Wellington Water continue to monitor and address leakage across the South Wairarapa networks. As demonstrated by the average nightflows, below, further work is required and will be an ongoing process. With relatively small networks individual leaks can have a large impact on this data.



### 4.2 Water Capex delivery programme

Wellington Water are reporting a capex forecast cost of \$6.6M against a budget of \$7.3M. The underspend is largely due to the delays in delivering the safe drinking water projects (see *paper C2- Soldiers Memorial Park and Waiohine Water Treatment Plant Paper Report*).

Wellington Water are proposing to carryover the underspend from this financial year into next, for the following:

	Full Year Variance \$
Drinking Water	\$300,000
Stormwater	\$39,000
Wastewater	<u>\$391,000</u>
<b>Total Variance as per 31 May 2021 dashboard</b>	<u><b>\$730,000</b></u>

#### Proposed carry overs:

Drinking Water	\$339,000
Wastewater	<u>\$391,000</u>
<b>Total</b>	<u><b>\$730,000</b></u>

## 5. Land Transport

### 5.1 Roading Maintenance - Ruamahanga Roads

An outline of key works completed through May 2021 is provided below:

- 285.1 km of roads were inspected and identified faults recorded in RAMM for future scheduling with 208.9 being sealed and 76.2 being unsealed.
- 14 bridges were inspected and found to be in an acceptable condition. Concerns were raised about cracks in Tawha Culvert on Te Marie Road. Bridge Engineers carried out a site inspection and further investigation works are planned for July
- 110 rural culverts were inspected, RAMM data updated including condition rating.
- 91.8 km of unsealed roads were graded.
- 1278 m3 of maintenance aggregate supplied and place on unsealed road
- 76 signs were inspected, and condition and data updated.
- The entire sealed network was remarked prior to winter.
- 111.5 km of mechanical street sweeping was completed.
- Pre-seal repairs for the 2021-2022 sealing season have continued and draft programmed identified and will be confirmed as final as soon as budgets approved.
- Maintenance works continued on the footpaths within the three main towns.
- Works were completed on Donalds Creek gravel extraction under the GWRC consent, shown below:





- Sealed pavement rehabilitation sites for 2021/2022 on Western Lake Road have identified allowing investigation, design to commence and estimates calculated.
- Noxious Plant control has taken place at various sites.
- Autumn spraying of roadside drains and around signposts and markers
- Emergency response to climatic events occurred throughout the month.
- Kerb and Channel replacement commenced in Massey Place in Greytown.
- Footpath renewal occurred in Bethune Street Featherston and commenced in West Street Greytown.
- Timber for posts and sight rails is in short supply.
- Some sign material and Armco guard rail are causing supply delays due to a backlog at the ports and supply issues due to Covid-19.

## **5.2 Further activities of note**

- Annual bridge inspection programme has commenced and to date no urgent faults have been identified. Types of inspection have been done as required by NZTA. This is a key programme of work and one that will continue into future years. An additional desktop investigation occurred on the Huripi Bridge on Cape Palliser Road due to Bridge Engineers concerns.
- Roading infrastructure input has been supplied to all subdivision resource consents.
- Heavy vehicle overweight permits, Traffic management Plans and Corridor Access requests have been actioned and approved.
- Ecoreef Environmental Management Plan has been submitted to GWRC as per consent requirements. Iwi and Archaeologist engagement has occurred and we are awaiting sign off.
- WSP consultants have been engaged to provide concept plans for possible intersection improvements for Bidwills Cutting/ Moiki Road intersection and Bidwills Cutting Road Glenmorven Roads/Faibians Road intersections. Plans will be available mid-July for approval then for public consultation.

## **6. Amenities**

### **6.1 Housing for Seniors**

All, but two Housing for Seniors units are tenanted. Interviews for potential new tenants for those two units are underway. The driveway at Westhaven Flats has had gravel top up and usual maintenance activities undertaken.

The following work has been completed at Westhaven flat 4:

- Interior painted
- New drapes/curtains
- Newly installed carpet

- Extractor fans installed in the bathroom and kitchen vented to the outside (these are compliant with the healthy homes ventilation standard)
- Replaced shower linings
- Electrical work ie light fittings/power points checked



Westhaven flat 4



Bathroom

## 6.2 Pain Farm

Pain Farm Homestead and Cottage have had inspections carried out in June 2021 and both are being well maintained.

## 6.3 SWDC Playgrounds

Work has continued on upgrades and maintenance of playgrounds, including:

- New fence and park bench has been installed in the Martinborough Playground. More planting will be completed.
- Featherston playground general refresh is completed with painting and new bark.

- Still awaiting parts for replacement of netting for Greytown equipment and the replacement of the see-saw and spinning wheel due to their age (equipment ordered can take three months+ to arrive due to supply restrictions).

#### 6.4 Parks and Reserves

Activity has been ongoing in maintaining our parks and reserves:

- Parks and Reserves Procurement – Advanced Notice issued to the market, RFP developed and will be published early July, with contract to be agreed by end August with successful bidder(s).
- Tree management plan for all SWDC parks and reserves is currently being developed and reviewed
- Lake Ferry native planting has commenced (30<sup>th</sup> June)
- Recycling bins being installed in three towns, Featherston below, Greytown being installed prior to the Christmas Festival:



- New carpark formed in Udy Street, Greytown to assist parking for the Lions walk.



- Quotes being received for the Featherston Peace Garden upgrade in conjunction with Heritage NZ
- Trees at junction of Wood and Kempton Street topped and scheduled for removal due to poor condition:





- Greytown plaque restored and reinstalled prior to Arbor Day:



## 6.5 Cemeteries

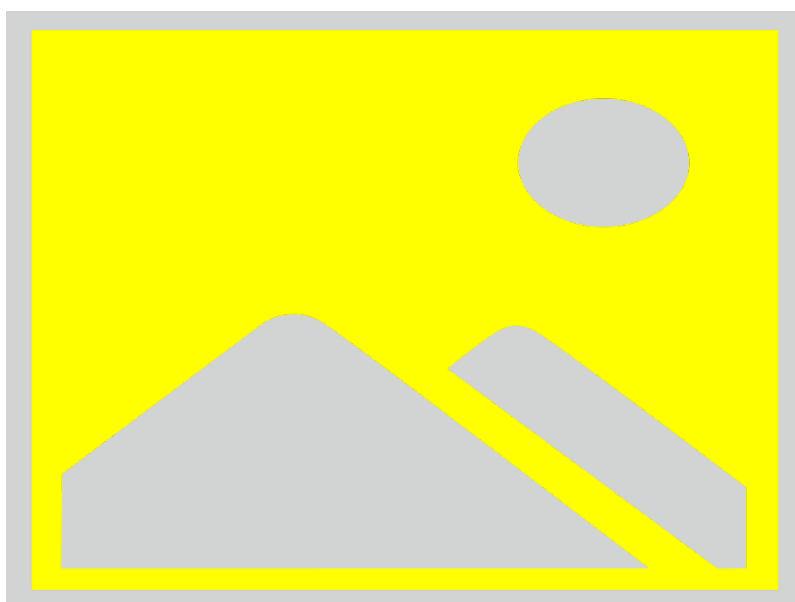
Purchases of burial plots/niches 01/03/2021 30/04/21

	Greytown	Featherston	Martinborough
Niche			1
In-ground ashes Beam			
Burial plot	5		2
Services area			
<b>Total</b>	<b>5</b>		<b>3</b>

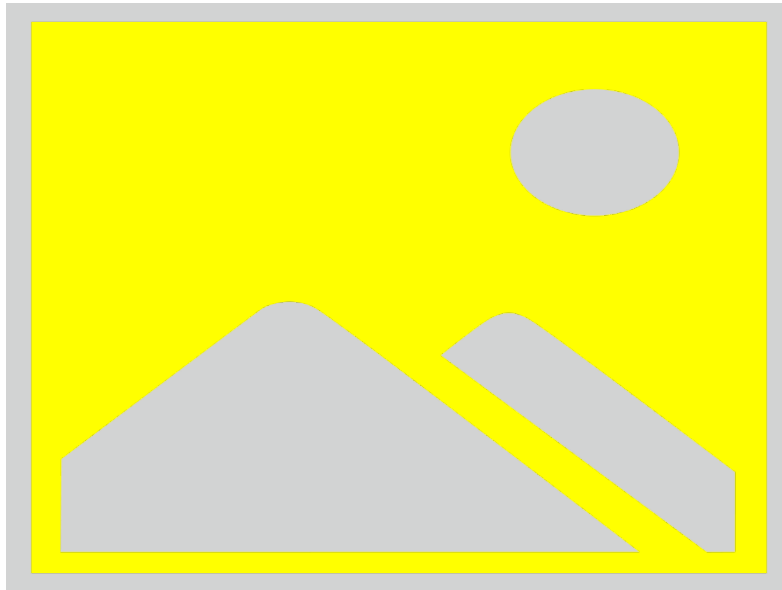
Ashes interments/burials 01/03/2021 to 30/04/2021

	Greytown	Featherston	Martinborough
Burial	3		3
Ashes in-ground	3	2	
Ashes wall			
Services Area	1		
Disinterment			
<b>Total</b>	<b>7</b>	<b>2</b>	<b>3</b>

Trees have been planted along the driveway at Greytown Cemetery, along with irrigation:



Two new concrete beams have been installed at the Martinborough Cemetery:



### **6.6 Plotbox**

Council has agreed a contract with 'PLOTBOX" a cloud based, cemetery software company that will enhance our cemetery recording and will be available to the general public online. With high resolution drone imagery tools such as Walk to Grave this will significantly improve public access to our cemetery information. Watch this space!

### **6.7 Swimming Pools**

We are taking advantage of the 'pools closed for winter' season and carrying out much needed maintenance and repairs at all our three pools. With retiling, painting and renovations due to get underway – we shall be up and ready for opening day in November:



### **6.8 Other Projects**

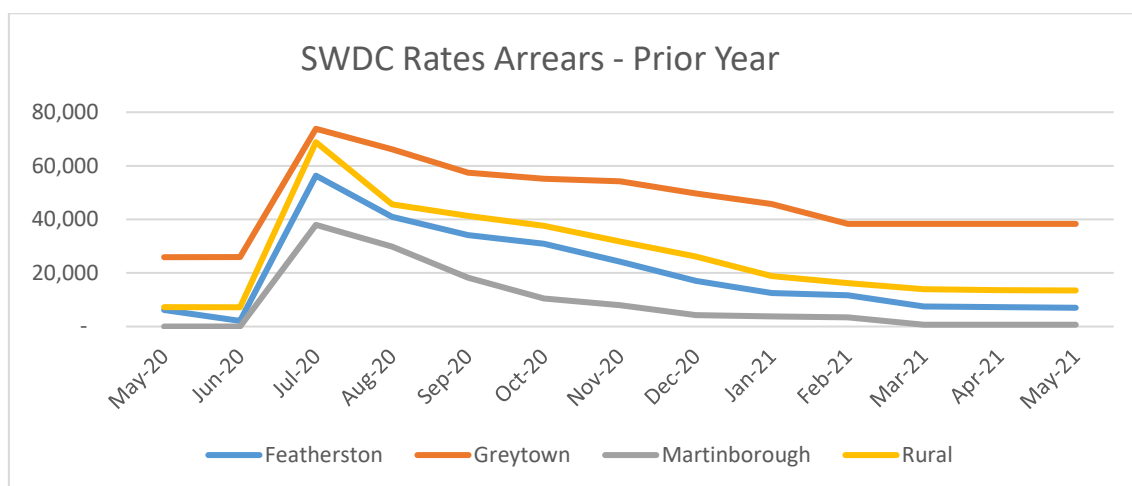
- Featherston Community (PGF fund project) is completed on budget. Opening celebrations to be confirmed.
- Hau Ariki Marae is progressing well with 75% of the work completed.

- Tauherenikau bridge contract has been signed, build material being ordered or built off site, approximate start date mid September with an 8 week build.
- Featherston Information Centre – new heat pump on order
- SWDC and Fire and Emergency New Zealand (FENZ) have executed the Licence to Occupy the Ngawi Fire Station at 3111 Cape Palliser Road, Martinborough and Lake Ferry at 34 Lake Ferry Road.
- Low-pressure wash, gutter clean, flush downpipes of a number of council owned properties ie Featherston Library.
- Hodder Farm Cottage inspection completed on 16/06/2021.
- Innovating Streets project progressing to schedule – voting for street art design now closed. Updates are available here: <https://swdc.govt.nz/innovating-streets>.

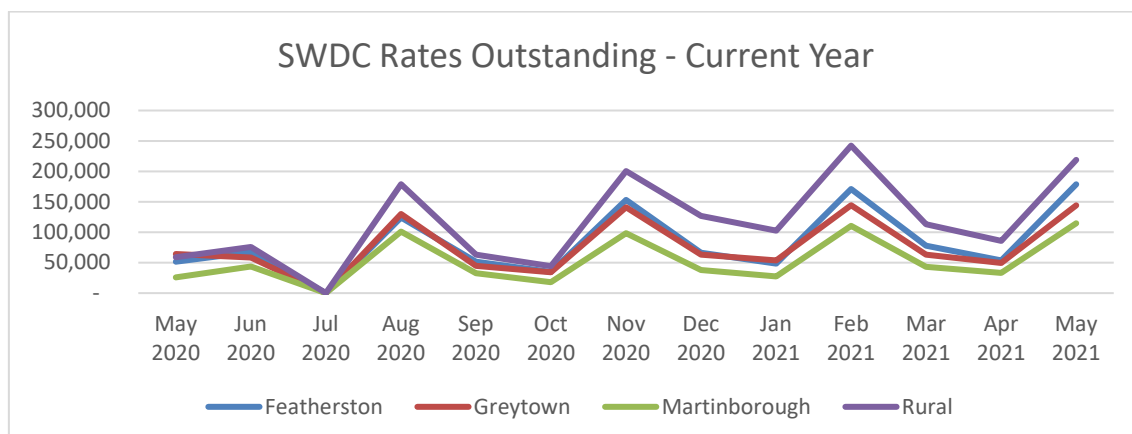
## 7. Rates Arrears

This report was presented to the Finance, Audit and Risk Committee on 16 June 2021.

The rates arrears graphs below shows an increase in amount of unpaid rates carried forward from the previous year (2019/20).



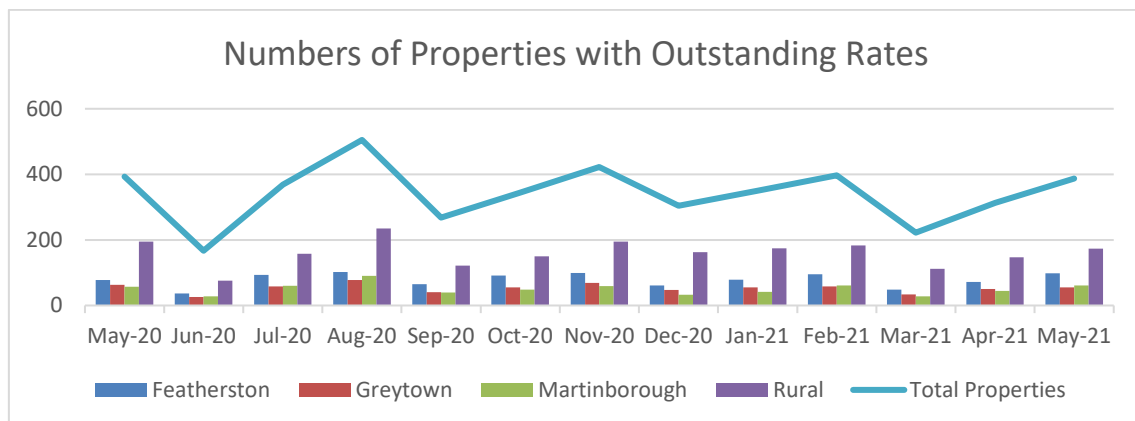
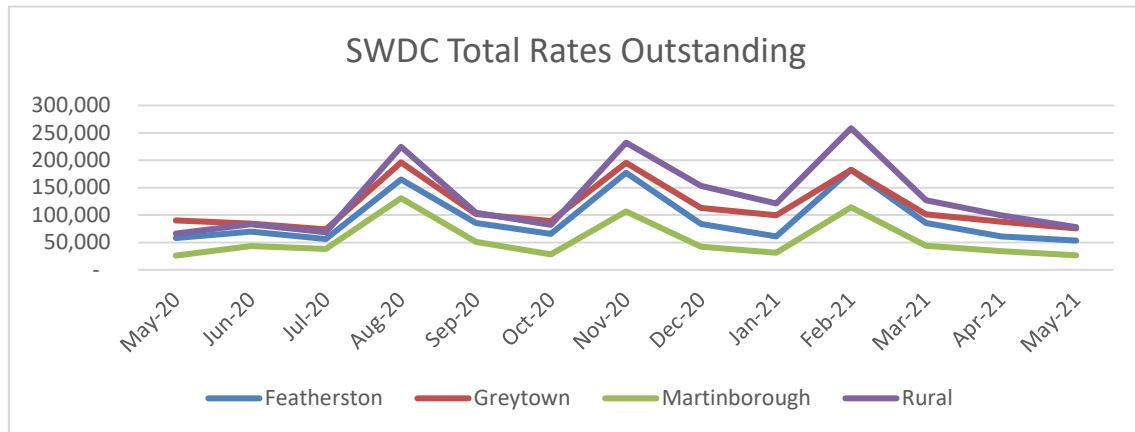
Prior years arrears have increased \$20k (34%) from the same time last year.



At the end of May 2021, the current years amount was \$657K, 69% higher than the same time last year.

Total rates outstanding have decreased by \$7k (3%) from the same month last year.

Outstanding rates were \$233k in May 2021 to \$239k May 2021.



The total number of properties with outstanding rates has decreased by 6 in May 2021 (387), an overall decrease of 22 rural properties which was offset by an increase of 16 properties for Featherston, Greytown and Martinborough.

The rates team continues to actively promote direct debits and payment plans to assist ratepayers with financial difficulties. There are currently 12 active repayment plans. Of the \$657K current rates owing, \$263K is payable by Direct Debit (976 properties). We currently have a total of 38% of rateable properties paying by Direct debit. There have been 315 Rates Rebates processed up to 31 May 2021 with over \$191K paid by Department of internal Affairs.

Contact Officer: Katrina Neems, Chief Financial Officer



## **8. Appendices**

Appendix 1 – SWDC Operations Project Dashboard

# **Appendix 1 - SWDC Operations Project Dashboard**

SWDC Assets and Services Committee		Programme		Roading		
Meeting	7-Jul-21	Period		Jun-21		
Overall Programme Status (RAG)	Finance	Delivery	H&S	Stakeholders	Risk profile	Commentary
						Programme on track overall. Some resource constraints remain but works progressing well.
Current Projects						
Ruakokoputuna		\$400k	Oct 20 - Dec 20			
Ruakokoputuna Seal Extension						Rrogramme completed
Sealed Road Pavement Rehab		\$220K	Dec 20- Feb 21			
Western Lake Rd Area Wide						Rrogramme completed
Sealed Road Resurfacing Local Roads		\$467.5k	Oct 20 - Dec 20			
Scheduled programme of works comprising 14.5kms of resurfacing on: Shooting Butts Road, Hikinui Road, Bucks Road, Underhill Road, Boundary Road, Pa Road, Birdie Way, Eagle Place, Fairway Drive, Te Muna Road, Papawai Road, Fraters Road, Tilsons Road, Hecklers Road, Moroa Road, Kahutara Road, White Rock Road, Lake Ferry Road, East Street.						Programme complete
Sealed Road Resurfacing Special Purpose Rd		\$115K	Jan 21 - Jun 21			
3.5 kms of resurfacing work on Cape Palliser Road						Programme complete
FootPath Renewals		\$177K	Oct 20 - Jun 21			
Planned maintenance						Work ongoing - Bethune Street completed, West Street & Regent Street deferred due to UFB rollout.
FootPath maintenance Extra Funding		\$375K	Jun 20 - Jun 21			
Footpath Maintenance \$125K per town						As above
Esther Street Footpath Extension		\$70K	Sep-20			
Noted from AP submissions						Completed.
Low Cost Low Risk Local Roads		\$345K	Aug 20 - jun 21			
Culvert Extensions, safety improvements, seal widening, intersection improvements, slip stabilisation, guardrails, kerb and channel works.						Completed works this period - Seal widening on Western Lake Road and Johnson Street, raised pavement markers on Bidwills Cutting Rd installed.  Planned works - Lake Ferry box culvert extension completed; Guard rail for Ponatahi Rd bridge ordered; Intersection designs for Bidwills Cutting Rd at Moiki and Glenmorven Rds.
Low Cost low Rick Special Purpose Rd		\$250K	Aug 20 - jun 21			
Guardrail installation, Signage upgrade, Rock revetment supply						Includes \$100k carry forward from 19/20, 500 tonne of rock delivered, Final documentation (Environmental Management Plan) for ECOREEF signed off by GWRC, Archeological assessment completed June 2021, awaiting MSC review.
Aseet Management Plan		\$50k	June 20 - Nov 20			

Plan development and RLTP funding						Programme Completed
<b>Reading Street Upgrade</b>		\$250k				
Upgrade Reading Street as part of Orchards Development						3rd party dependent
<b>Speed Limit Review</b>		Nov 20 - Jun 21				
Consult re speed review						Link to NZTA speed reduction and Road to Zero, Urban safety for vulnerable users etc. NZTA planned consultation and in discussions with NZTA on alignment. Wilkie Consultants have been engaged to manage delivery and consultation processes
<b>Tora Farm Rd bridge beam painting x2</b>		\$100K		Jan 21 - Jun 21		
Painting steel beams on Tora Farm and Pukeamuri Bridges						Programme Completed

Status key:
 *On track/achieving**Some concern**Off Track/Major concern*

SWDC Assets and Services Committee		Programme	Water
Meeting	7/07/2021	Period	Jun-20

	Finance	Delivery	H&S	Stakeholders	Risk profile	Commentary
<b>Overall Programme Status (RAG)</b>		↓				A number of projects come to a close for Q4 however challenges continue for the larger legacy projects seeing delays in the delivery of these. The slippage in programme delivery has seen an underspend for the FY, where any carryovers will be proposed as targeted towards ensuring safe drinking water and resilient networks outcome projects.

## Major Projects

<b>Manganese Reduction Plant - Martinborough</b>		<b>\$2.5m</b>	<b>Nov 19 - Nov 20</b>			
Construct and commission a manganese reduction plant						PROJECT COMPLETE - MRP is successfully running and allowing use of additional bores in Martinborough.

<b>Featherston WWTP</b>		<b>\$500k*</b>	<b>Jul 20 - Jun 2025</b>			
Develop and implement a suitable wastewater solution for Featherston	↑			↑	↑	Progress slowed while LTP consultation was completed by SWDC, this allowed the project team to undertake additional work and address questions raised by council. Planning is underway to begin the next stage of community engagement on the shortlisted options. Although there remains concerns about the affordability of the final solution, the current and forecasted pre-construction phases are within budget.

## Upgrade/Renewal Projects

<b>Papawai Road WW Upgrade</b>		<b>\$2.8m</b>	<b>May 2021 onwards</b>			
Capacity issue - upgrade pipe		↓	↓		↓	Contractor has begun construction onsite, using trenchless technology method. Ground conditions experienced has caused issues with this methodology. Contractor and consultant working through best way forward. Construction to continue in FY 21-22. Two H&S incidents onsite; overhead telecoms cable strike and TMP inadequacies addressed with contractor.

<b>Pinot Grove WW upgrade</b>		<b>\$300k</b>	<b>Mar 21 - Jul 21</b>			
Capacity issue - upgrade pipe		↑				PROJECT COMPLETE - Work complete, awaiting as-builts.

<b>Waiohine Water Treatment Plant (WTP)</b>		<b>\$900k</b>	<b>Dec-20</b>			
a) 4th bore/pump and commissioning						PROJECT COMPLETE - Work complete, awaiting as-builts
b) Treated water storage (chlorine)	↓	↓				Construction work for bypass pipework ongoing, shortly followed by scour testing and electrical upgrades. Commissioning work to begin within Q1 FY21-22. See sep paper for updates.
c) pH dosing system upgrade	↓	↓				Temp dosing system has been installed to better balance pH. Permanent dosing system construction and commissioning ongoing into FY21-22.
d) Site Security						Security Fencing policy (standard) to be completed prior to project brief being released for design & construction

<b>Memorial Park WTP upgrades stage 2</b>		<b>\$330k</b>	<b>Nov-20</b>			
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Replace bore pump, new housing container, additional pipework and run to waste	↓	↓				Manufacturing of the containerised treatment plant is ongoing, due for delivery within Q1 FY21-22. Construction and commissioning as per below.
<b>Memorial Park WTP upgrades stage 3</b>						
	\$1.5m	Apr-21				
Chemical dosing, electrical equipment, UV and filter upgrades	↓	↓				Design and Construct contract awarded to Brian Perry Civil and Filtec. Onsite construction work will continue into Q1, with commissioning due for completion in FY21-22. The project has seen slippage in delivery due to lack of risk identification and mitigation early in the project programme. Additional budget has been requested to complete remaining works.
<b>Lake Ferry WWTP driplines</b>						
	\$326k	May-21				
Renewal driplines at WWTP	↑					Major construction work has been completed onsite. Irrigation field electronics being coompleted.
<b>WWTP Improvement Programme</b>						
	\$400k	Dec-20				
Enhance processes, facilities and management of WWTPs across District		↑	↑			Pond sludge surveys have been undertaken to determine the timeframe and budget for pond desludging. A bird control trial at the Greytown WWTP is underway. Management plans have been submitted to GWRC for certification, the remainder are being finalised in conjunction with optimisation of the discharge to land facilities. H&S upgrades accross the WWTP site are now completed.
<b>SWDC-led Projects</b>						
<b>Water Race User Survey</b>						
	n/a	Dec-20				
Survey Water Race users and related stakeholders on use		↓				Water Race survey completed and presented to Sub-Committee. Covered in sep paper.
<b>Longwood Water Race Consent</b>						
	n/a	Dec-20				
Gain consent for continued use of water race						Further information provided to GWRC who have requested further time to Sept 21 due to resource constraints. WR continues to operate under previous consent.
<b>Status key:</b> <span></span> <i>On track/achieving</i> <span></span> <i>Some concern</i> <span></span> <i>Off Track/Major concern</i>						

SWDC Assets and Services Committee		Programme	Amenities			
Meeting	7-Jul-21	Period	Jun-21			
Overall Programme Status (RAG)	Finance	Delivery	H&S	Stakeholders	Risk profile	Commentary
						Overall programme progressing to plan, including works that were not resourced at start of year (PGF etc.)
Current Projects						
Featherston War Memorial		\$250k	Apr-21			
Repair earthquake damage and structural deficiencies						PROJECT COMPLETE - to time (for ANZAC Day) and budget
Anzac Hall upgrades		\$100k				
Toilets, roof and wall repairs						PROJECT COMPLETE
Featherston Community Centre		\$110k	tbc			
Roof and wall repairs, asbestos removal, painting, car park and kitchen/toilet repairs						PROJECT COMPLETE
Hau Arika marae - PGF support		\$371k	tbc			
Various upgrades - sprinkler systems, water storage, kitchen/toilet upgrades.						Works underway and progressing well - ongoing consultation with contractors and marae. 75% completed
Tauherenikau Bridge		\$1.36m	tbc			
Construct cycle/walkway over Tauherenikau river						Contract with MBIE agreed. Agreement with Trails Trust and Kiwirail signed. Material being ordered. Project underway
Kuranui College Gym		\$1m	tbc			
Manage delivery of gym in college and provide for community access.						MOU signed, funding released to College.
SWDC Tree asset management		tbc				
Develop a long term District wide programme for tree management						Trial is underway on high profile reserve to determine the state of our trees to attach to the Parks management plan. Relates to H & S and age of trees.
Stella Bull Park Lighting		\$12k	Nov-20			
Install lighting for safety/security of users						Project completed
Peace Garden, Featherston		\$120k	tbc			
Construct accessible ramp and web-enabled information display with additional seating and planting						Quote has been supplied awaiting on Heritage NZ for work to start
Featherston Stadium		\$20k	tbc			

Upgrade to kitchen, seating and ablutions						LTP funding to complete upgrade to kitchen and storage, tradesman availability is delivery constraint
<b>Ngawi Community Hall</b> \$30k      Aug-21						
Upgrade septic system						Designer engaged, Resource consent approved, awaiting on available tradesman ( August)
<b>Cemetries data project</b> n/a      Dec-20						
Data validation, GPS capture and database established						Moving to Plotbox, cemetery management system. Contract agreed, data upload to be completed.
<b>Pain Farm upgrades</b> \$100k      Sep-20						
Upgrades to Main House and cottage to meet standards			↑			Project Completed
<b>SWDC Lease review programme</b> n/a      Dec-20						
Complete review of leases						Focus on Papawai and Lake Ferry leases in short-term. Multiple leases to work through
<b>Senior Housing</b> \$85k      Oct-20						
Heat pump/air conditioning installation and paiting (int and ext)						Project completed - under budget
<b>Swimming Pools</b> \$15k      Oct-20						
Upgrade to Greytown Stand and painting						Project completed - on time for new season
<b>Martinborough Waiinga Cemetery</b> \$15k      Oct-20						
Install Lych gate as part of anniversary celebrations						Project Completed
<b>Considine Park, Martinborough</b> \$8k      Nov-20						
Install additional lime path						Path has been sprayed and agreed by locals. Weather delays means reschedule.
<b>Park exercise equipment</b> \$45k      Oct-20						
Install outdoor exercise equipment in local parks						Project completed - proving popular in communities

**Status key:**
 *On track/achieving*
 *Some concern*
 *Off Track/Major concern*



SWDC Assets and Services Committee

Programme Other

Meeting 7-Jul-21

Period Jun-21

	Finance	Delivery	H&S	Stakeholders	Risk profile	Commentary
Overall Programme Status (RAG)						Additional projects added to A&S dashboard for visibility. May be moved to other sheets once progressed from strategy phase. Some resource constraints limiting progress.

Current Projects

Waihinga Lessons Learned \$15k tbc

Business Improvement - Undertake a review of the Waihinga Centre project to improve future SWDC project delivery		↑		↑		Draft report completed and submitted for Officer review
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Greenspace review \$40k

Undertake a review of the availability and use of Council greenspace provision in Greytown						Resolution from AP deliberations. Further data collection underway, including use, size and accessibility.
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Walking and Cycling Strategy tbc tbc

Develop a District-wide Walking and Cycling strategy						Linked to 5TTN project and other stakeholders. SWDC plans to be developed at town level. Project commenced with initial scoping underway.
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Innovating Streets - Martinborough \$200k Apr-21

Develop and test repurposing of car parks near square						Design survey completed. Install through early July for community feedback.
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Road Stopping Policy \$15k Jan-21

Develop a Road Stopping Policy						Draft policy being finalised. Completing user guide to enable easier use.
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Status key: On track/achieving Some concern Off Track/Major concern

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AGENDA ITEM 8.2

STREET FLAGS APPLICATION REPORT

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**Purpose of Report**

To present the Community Board with applications received for street flag bookings.

**Recommendations**

Officers recommend that the Community Board:

1. *Receive the Street Flags Application Report.*
2. *Consider the application from Martinborough Music Festival Trust for the installation of 13 street flags in Martinborough from 6 September to 27 September 2021 for the Martinborough Music Festival.*
3. *Consider the application from Martinborough Business Association for the installation of street flags in Martinborough for a three week period in gaps of time in between events.*
4. *Consider the application from Toast Martinborough Limited for the installation of street flags in Martinborough from 1 November to 30 November for the Toast Martinborough Food Wine and Music Festival.*

**1. Executive Summary**

Under the [Street Banners and Flags Policy](#) booking applications received for street flags are required to be presented to the Community Board.

Three applications have been received for flag bookings in Martinborough, from Martinborough Music Festival Trust, the Martinborough Business Association and Toast Martinborough. The applications are provided in Appendix 1.

The Community Board is asked to consider the applications against the policy guidelines for comment and approval.

**2. Policy Guidelines**

The Street Banners and Flags Policy ensures a consistent approach for all organisations and groups and assists officers and Council to determine priorities in display.

To streamline the approach of taking bookings for street flags, Council requires anyone wanting to install street flags make an application through the respective Community Board. The application is to include the dates of installation and removal, reason for installation, event details, and a description or picture of the flag.

The Community Board approves and takes bookings for the flags. In determining appropriate usage the Community Board should consider the following:

- a. Previous use and historical context
- b. The commercial or community nature of the event or occasion
- c. Cost recovery or financial support to the event or occasion
- d. The financial contributions made by or to the applicant present or historical
- e. To help make the design more effective it is recommended that:
  - Graphics be simple and bold
  - Text only be used where it forms part of the established image of the event or logo
  - Text be large enough to be read from a distance and be kept to no more than a few words
  - Dates and venues are best avoided, as they are difficult to read
  - Montages, slogans and extended text should be avoided
  - White backgrounds should be avoided as they soil easily and are difficult to see against the greyness of the winter weather, often inhibiting legibility
  - Material deemed to be inappropriate or offensive to the community at large, or to any sector of the community, will not be permitted.

In addition, any flag must not contravene the Wairarapa Combined District Plan or other plans, bylaws or guidelines. Officers have reviewed the applications and confirm the Board is able to proceed with consideration of the three applications under the Street Banners and Flags Policy. It is noted however the policy is due for review. The timing of the review will be considered alongside other policies due for review and officers will report to the Finance, Audit and Risk Committee on the review programme.

### **3. Conclusion**

The Community Board is presented with applications for flag bookings from Martinborough Music Festival Trust, Martinborough Business Association and Toast Martinborough for comment and approval. Any deviation from the approved flags without previous agreement with the Community Board may result in the removal of flag.

The Board also reserves the right to refuse design applications at its discretion.

#### **4. Appendices**

Appendix 1 – Street Flag Applications from Martinborough Music Festival Trust, Martinborough Business Association and Toast Martinborough

Contact Officer: Steph Frischknecht, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive

**Appendix 1 – Street Flag Applications  
from Martinborough Music Festival  
Trust, Martinborough Business  
Association and Toast Martinborough**



**TO: MARTINBOROUGH COMMUNITY BOARD**

**FROM: MARTINBOROUGH MUSIC FESTIVAL TRUST**

Date: 08 July 2021

**STREET FLAGS APPLICATION**

The Martinborough Music Festival is asking the Martinborough Community Board for approval to mount 13 street flags in Martinborough in September 2021.

*Dates of Installation & Removal*

Installation: Monday 6 September 2021

Removal: Monday 27 September

*Reason for Installation*

The annual Martinborough Music Festival chamber music festival takes place on the weekend of 17-19 September at the Martinborough Town Hall ... four concerts over the three days.

We would love the flags to be up for the two weeks before the festival weekend and for a week after the festival weekend to create a festive vibe and build awareness and excitement. We would love our festival audience ... especially those coming from out of town ... to feel like the town is welcoming them and celebrating the festival.

*Description or Picture of the Flag*

See over. Our designers ... A+M Creative in Greytown ... will produce the flag art.

We will contract with OneSource to produce the flags and to install and remove them.

We will fly 6 of the silver and 7 of the black flags.

*Thank you ... !*



TO: MARTINBOROUGH COMMUNITY BOARD

FROM: Martinborough Business Association

Date: 27 July 2021

## STREET FLAGS APPLICATION

### Dates of Installation & Removal

Installation: As a fill in to utilise flagtrax in gaps of time between events

Removal: after a three week block

Reason for Installation to showcase and celebrate Martinborough, utilise the flag system for a vibrant community centre.

The intention with this set of flags is to celebrate Martinborough as the perfect place for the week, weekend and to live.

The idea was born from a conversation of how amazing this little town is and to celebrate that fact.

A local business was keen to sponsor this intention and so a set of flags designed to be used in the times in between events simply as a promotion for out town.

It was seen to keep the use of this asset.

Thank you





PERFECT  
WEEKEND  
**PLACE**

PERFECT  
WEEKEND  
**PLACE**

PERFECT  
WEEK  
**PLACE**

PERFECT  
WEEK  
**PLACE**



TO: Martinborough Community Board

DATE: 2 August 2021

FROM: Toast Martinborough Limited

### **STREET FLAGS APPLICATION**

Toast Martinborough, is asking the Martinborough Community Board for approval to mount 19 street flags in Martinborough this November 2021.

### **DATES OF INSTALLATION & REMOVAL**

Installation: Monday 1 November 2021

Removal: Tuesday 30 November 2021

### **REASON FOR INSTALLATION**

Toast Martinborough Food Wine and Music Festival is on Sunday 21 November 2021. Toast Martinborough is an annual event held in Martinborough township on the third Sunday of November each year. This unique multi-site event allows patrons to enjoy a day in the vines sampling some of Martinborough's best wine, food, and music that is on offer. The festival begins and ends in the iconic Martinborough Town square. Festival hours are 9am until 7pm

We would love to have the flags up for the month of November to contribute to the festival and to dress the town in preparation and celebration of the event.

There will be four designs used for the flags which all align with the branding and poster design for the event. Festival goers coming to Martinborough for their Best Sunday Ever. Eating, Drinking & Being Entertained.

Mike & Lindie from Dusty & Lulu have done all the design.  
Bernie from OneSource will produce, install and remove the flags.

The layout and design of the flags will be as follows:

- |                               |                                 |                                 |
|-------------------------------|---------------------------------|---------------------------------|
| 1. Right hand poster          | 7. Right hand eat               | 12 Right hand poster            |
| 2. Left hand eat              | 8. Left hand drink              | 13. Right hand best Sunday ever |
| 3. Left hand drink            | 9. Left hand entertained        | 16. Right hand poster           |
| 4. Left hand entertained      | 10. Right hand best Sunday ever | 17. Left hand best Sunday ever  |
| 5. Left hand best Sunday ever | 15. Left hand poster            | 18. Right hand best Sunday ever |
| 6. Left hand poster           | 14. Right hand sponsors         | 19. Left hand poster            |
|                               | 11 Left hand poster             |                                 |

Left Hanging



Right Hanging



Left Hanging



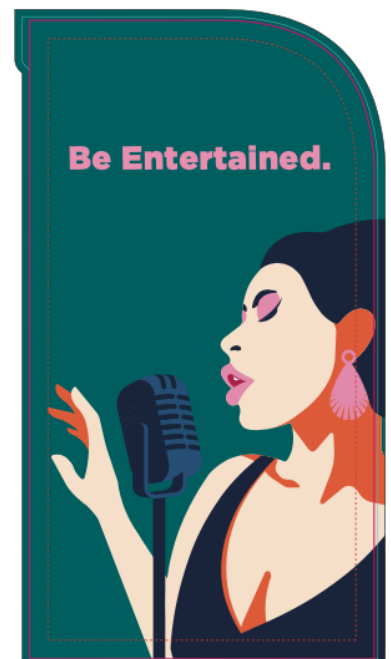
Left Hanging



Left Hanging



Left Hanging



# MARTINBOROUGH COMMUNITY BOARD

16 AUGUST 2021

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## AGENDA ITEM 8.3

### 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 in Appendix 1. 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 9 August 2021

Contact Officer: Steph Frischknecht, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive Officer

## **Appendix 1 – Action Items to 9 August 2021**

Number	Raised Date	Responsible Manager	Action or Task details	Status	Notes
584	9-Oct-17	MCB	<p>MCB RESOLVED (MCB 2017/96)</p> <p>1. To receive the Greater Wellington Regional Council (GWRC) Bus Shelter on Ohio Street report</p> <p>2. To defer further discussion on potential artists and murals at the next MCB workshop. (Moved Cornelissen/Seconded Roy) Carried</p>	Open	<p>12/3/18: Cr Colenso undertook to put an artist's brief together.</p> <p>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. 18/7/19: Progressing, Cr Colenso still working on.</p> <p>22/8/19: To park for the new Board.</p> <p>25/9/20: Cr Colenso has contacted GWRC and is awaiting a response.</p> <p>5/11/20: Councillor Colenso updated members of discussions with GWRC and the Board agreed with the suggestion to approach an artist for design ideas for the bus shelter if this could be done at no cost.</p> <p>17/12/20: Cr Colenso undertook to approach Simon Fuller, principal of Kuranui College, to request students assist with the design for the bus shelter.</p> <p>25/2/21: Contact not yet made with Simon Fuller.</p> <p>29/4/21: Still work in progress.</p>
176	19-Sep-19	4 & 5 – K Neems	<p>MCB RESOLVED (MCB 2019/70) that:</p> <p>1b. Officers report to the next full Community Board with a maintenance schedule for the homestead, cottage and surrounding land. (Moved Cr Maynard/Seconded Roy) Carried</p> <p>1c. Whilst work is being undertaken on the house and cottage, that officers report to the Board at each meeting (6 weekly) on the progress of maintenance until the work is completed, and</p> <p>Thereafter, officers report 6 monthly on the condition of the homestead, cottage, surrounding land, and farm.</p> <p>(Moved Cr Colenso/Seconded Beattie) Carried</p> <p>2. The repairs and maintenance work to bring the homestead and cottage up to an acceptable standard for rental purposes be undertaken as a matter of priority. (Moved Cr Colenso/Seconded Beattie) Carried</p> <p>3. The exterior painting of the homestead be undertaken as the next priority and that the Board recommends Council approves up to \$30,000 for this work. (Moved Cornelissen/Seconded Cr Colenso) Carried</p> <p>4. That Council review the overhead cost allocation model for the Pain Farm.</p> <p>5. That following this review, that Council consider whether any overhead allocations for the last three years should be credited back to the Pain Farm account. (Moved Read/Seconded Cornelissen) Carried</p>	Open	<p>Review of the overhead cost allocation model to be done as part of the Long-Term Plan.</p> <p>05/11/20: Members discussed timeframes of the cost allocation model review, scope of original request and sought an update to clarify the connection between the overhead cost allocation model and crediting of funds back to the Pain Farm account.</p> <p>08/12/20:—It is considered efficient to look at the review of the costs at the same time as the allocation model is reviewed for the LTP. Due to resourcing constraints this has been pushed to early next year. As mentioned in a previous report it is unlikely any Corporate Support costs will be credited as they cover governance and secretarial duties, financial accounts, debt collection, internal administrative time etc for the residential accommodation, refuse station, and farm. The portion of the Professional Services which covers property management for these three income streams will form the basis of the review. The time taken for Officers to project manage the entire property including the recent upgrade to the house and farm fencing will also be taken into account.</p> <p>29/4/21: Awaiting confirmation of LTP.</p> <p>29/6/21: Report to be presented to FAR for discussion 11/08/21.</p> <p>09/8/21: Due to resourcing constraints report is to be presented to the next FAR meeting 27/10/21 .</p>
293	5-Dec-19	H Wilson	To request officers investigate lessons learned for the Waiinga Centre project.	Open	<p>02/7/20: This will an independent review planned to commence in July 2020.</p> <p>14/8/20: Independent reviewer identified but review not yet started.</p> <p>27/10/20: We've now got budget to proceed with the review and external recourses will be engaged to help us conduct it in the coming weeks.</p> <p>08/12/20: Relevant information has now been gathered and the process will begin in the New Year. It will take 6 weeks based on independent contractor availability.</p> <p>29/4/21: Project to commence end April.</p> <p>21/5/21: Review underway</p> <p>29/6/21: Interviews with project team undertaken and report being drafted.</p> <p>8/7/21: MCB requested a copy of the final report be presented to its meeting.</p> <p>9/8/21: Final report expected to be ready for next A&amp;S meeting 1-Sep.</p>
294	5-Dec-19	H Wilson	Officers to report to the Martinborough Community Board on opportunities to maximise the revenue of the Pain Farm by looking at options for different land use.	Open	<p>27/10/20: Officers would welcome some direction from the MCB on what opportunities the Board consider could be taken in view of the existing residential tenancies, farm lease, transfer station and wastewater to land operation.</p> <p>05/11/20: Members discussed the request from officer's for further direction and requested a breakdown of the various Pain Farm income to show the current Pain Farm revenue sources mentioned above.</p> <p>18/2/21: Statement of Performance provided to meeting 25/2/21.</p> <p>21/5/21: Awaiting direction from MCB.</p> <p>27/5/21: Members discussed information missing from the Pain Farm Statement provided. Ms Maynard undertook to email officers with content missing so officers can investigate whether it can be provided.</p> <p>29/6/21: Ms Maynard confirmed all requested information had been received so officers now awaiting direction from MCB.</p>

Number	Raised Date	Responsible Manager	Action or Task details	Status	Notes
95	27-Feb-20	MCB	Investigate forming a Martinborough Tree Group with representatives from the community and the Martinborough Community Board.	Open	02/7/20: Mayor Beijen and Michael Honey have started the process of establishing a Martinborough Tree Group. 14/8/20: Four representatives identified but group not yet established. 24/9/20: Still in progress of forming group. 17/12/20: Mayor Beijen updated members progress has been made and invitations would be sent within the coming weeks. 29/4/21: Work in progress.
314	2-Jul-20	H Wilson	To investigate walking/cycling improvements along the eastern side of Princess Street from the intersections of New York Street to Huangarua Road, and more broadly in Martinborough.	Open	23/7/20: The option of a walking /cycling path along Princess Street is viable>estimate cost of approximately \$55,000 which there is no current budget for. This proposal will be addressed within the Spatial Plan and any walking cycling strategies developed. 27/10/20: This will be considered as part of a Walking/Cycling strategy and potentially funded within the Long Term Plan. 29/4/2021: Awaiting outcome of LTP to confirm funding of walking/cycling strategy. 29/6/21: As above.
429	13-Aug-20	MCB	Investigate entering into a funding partnership agreement with Martinborough Community Garden for the remainder of the triennium.	Parked	24/8/20: Funding partnership offered through correspondence on grant. Martinborough Community Garden has requested to meet with MCB first and this request has been forwarded to the Chair. 27/10/20: Chair of MCB met with Martinborough Community Garden who has requested relocation options first be considered (refer to action 489). 27/10/20: A potential site behind the Cecily Martin Housing for Seniors area on the corner of Venice and Regent Street has been identified. 05/11/20: Members discussed the proposed location for the Martinborough Community Garden at the Cecily Martin Housing for Seniors area on the corner of Venice and Regent Street and sought clarification on the land available before members discussed the proposed location with the Martinborough Community Garden (refer Action 617) 8/12/20: The land area is approximately 1270m2 and maps of the area were provided in Appendix 3 of the Action Items Report to the meeting on 17/12/20. It is suggested if the Board wants to explore this that a community board representatives works with the Martinborough Community Garden to present a proposal to officers for consideration.
495	24-Sep-20	K Neems	Confirm if the commitments for the Waihinga Centre and water fountain need to be retained or whether these can be released back to the beautification fund	Open	Waihinga \$30k was journaled against the project as part of the year-end adjustments. This was done after the last I&E statement was completed and has been updated in the latest I&E statement showing there is no commitment remaining to be released. Officers need to manually collate the remaining water fountain invoices before confirming the amount remaining for release. 20/4/21: The water fountain invoices will be manually collated at the end of the financial year (30-Jun-21) 09/8/21: This will be done as part of year-end reconciliations, completed in time for annual reporting.
497	24-Sep-20	MCB	To continuing working with mana whenua on a Martinborough town sign entrance	Open	
606	5-Nov-20	H Wilson	Request an update from Greater Wellington Regional Council on progress made to remedy the Hinekura Road slump issue	Open	17/12/20: There has been no concerns over the winter months and the heavy rain 9/10th November had no impact. The issue will be addressed with GWRC mid-summer 18/2/21: Monitoring regularly, meeting currently being organised with GWRC. 29/4/21 - Monitoring not showing significant shifts - developing plan with GWRC. 21/5/21: No shift observed. Culvert installed to mitigate stormwater risk prewinter. Discussions with GWRC continue. 8/7/21: Update tabled at the MCB meeting 8-Jul-21. 9/8/21: Report expected to be presented to next A&S meeting 1-Sep-21.
613	5-Nov-20	K Yates	Seek a nomination from the Māori Standing Committee for a tangata whenua representative for the Considine Park User Group	Open	8/12/20: MSC are considering potential candidates to represent the interests of tangata whenua following a report to their meeting on 8-Dec-20. 25/2/21: Still in progress. 13/4/21: MSC Hau Ariki Marae representative to raise at next marae meeting. 29/6/21: MSC discussed this at their meeting of 8-Jun and are still awaiting discussion at an upcoming Hau Ariki Marae meeting. 3/8/21: Raised at Hau Ariki Marae meeting and there was a request for a member of the Considine Park User Group to present so they can gain a better understanding of the role.

Number	Raised Date	Responsible Manager	Action or Task details	Status	Notes
726	17-Dec-20	E Stitt	Request the Roading Manager attends a Martinborough Community Board meeting to discuss the roading programme	Actioned	29/4/21: Programme for 2021/22 will be developed over coming months. 29/6/21: Programme is not ready (budgets are still being developed by NZTA). 16/8/21: Closed as request is included under action 316.
727	17-Dec-20	MCB	Consider putting forth a list of road names for use in the Martinborough Ward	Open	
731	17-Dec-20	Cr Colenso	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.
121	29-Apr-21	K Neems	MCB RESOLVED (MCB 2021/20): 1. To receive the Financial Assistance Report. (Moved Fenwick/Seconded Honey) Carried 2. To defer considering the grant application from Martinborough Music Festival Trust until the next available funding round in August 2021. (Moved Cr Colenso/Seconded Honey) Carried 3. To close grant applications to the end of 2020/21 financial year and refer applicants to the next available funding round in August 2021. (Moved Ellims/Seconded Fenwick) Carried	Actioned	21/5/21: MCB grant funding has been closed for 202/21 and letter has been sent to Martinborough Music Festival seeking their confirmation of whether they would like their application to be presented to the Board for consideration in Aug-21. 29/6/21: Followed up with Martinborough Music Festival for response to above correspondence. 09/8/21: Grant presented for consideration 16-Aug-21
127	29-Apr-21	MCB	Investigate the process for submitting an application to South Wairarapa Rotary Club for funding of new FlagTrax in Martinborough subject to confirmation that the Martinborough Community Board is able to apply for external funding	Open	27/5/21: The Board is able to apply externally for funds. Cr Colenso updated members an application would be presented to the next MCB meeting for consideration.
190	27-May-21	E Stitt	MCB RESOLVED (MCB 2021/27): 1. To receive the Chairperson Report (Moved Fenwick/Seconded Honey) Carried 2. To recommend the Assets and Services Committee considers the following road safety matters: a. A temporary low sitting roundabout at the junction of SH53 Kitchener Street and Princess Street. b. Temporary coloured cat eyes on both sides of pedestrian crossing on Jellicoe Street (at the footpath beside Venice Street) in the 50 metres before the crossing. c. Temporary coloured cat eyes or speed bumps on both sides of the pedestrian crossing outside the school on Dublin Street on the Heavy Traffic Bypass. d. Requests officers investigate options to slow traffic on Roberts Street outside the Kindergarten. e. Request officers investigate options for a cycle/foot pathway along Puruantanga Road from the corner of Princess Street to Te Kairanga Vineyard. (Moved Fenwick/Seconded Ellims) Carried	Open	29/6/21: This needs to await the confirmation of budgets (which includes NZTA). Note that for 2 (e) we will be highlighting/considering this as part of the alcohol bylaw discussions going to Council on 28-Jul-21.
306	8-Jul-21		MCB RESOLVED (MCB 2021/32) to pass a vote of no confidence in the consultation with the Martinborough Community Board on the Innovating Streets programme (Moved Ellims/Seconded Fenwick) Carried Councillors Colenso and Maynard abstained	Actioned	
311	8-Jul-21		MCB RESOLVED (MCB 2021/37) to hold grant funding rounds biannually in August and February and that half the available grant funds will be made available in each of the two rounds, with any unspent funds from the August round being made available in the February round. (Moved Maynard/Seconded Ellims) Carried Councillor Colenso abstained from the vote	Actioned	
313	8-Jul-21	MCB	Raise the idea of a resource centre for reuse/upcycling in Martinborough at the next Council meeting	Actioned	9/8/21: Raised at Council 28-Jul-21.



Number	Raised Date	Responsible Manager	Action or Task details	Status	Notes
314	8-Jul-21	MCB	Write a letter of support to Martinborough Business Association for a Martinborough winter festival and request being kept informed of the event planning	Open	28/7/21: Draft letter with Chair for review
315	8-Jul-21	R O'Leary	Investigate whether the parking spaces being occupied at Martinborough Square is limiting the ability of hawker site setup and whether the available space can be extended	Actioned	
316	8-Jul-21	E Stitt	Invite those of Ruamāhanga Roads, a shared roading maintenance contract between South Wairarapa and Carterton District Councils, to present to the Board on the roading programme and processes for roading maintenance across the district	Open	29/6/21: Programme is not ready as budgets are still being developed by NZTA.
317	8-Jul-21	MCB	Liaise with Council officers to investigate purchasing suitable BBQ options for coastal reserves	Open	26/7/21: The costs of a single gas operated BBQ for the public is \$10,000 + GST plus concrete pad. There are also ongoing cleaning and maintenance costs.

# MARTINBOROUGH COMMUNITY BOARD

16 AUGUST 2021

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## AGENDA ITEM 8.4

### 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 Income and Expenditure Statement for 1 July 2020 – 30 June 2021.*
2. *Receive the Pain Farm Statement of Service Performance to 30 June 2021.*

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

The draft Income and Expenditure Statement for 1 July 2020 – 30 June 2021 is attached in Appendix 1.

The Income and Expenditure Statement for 1 July 2019 – 30 June 2020 is attached in Appendix 2.

The draft Pain Farm Statement of Service Performance to 30 June 2021 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 – Draft Income and Expenditure Statement for 1 July 2020 – 30 June 2021

Appendix 2 – Income and Expenditure Statement for 1 July 2019 – 30 June 2020

Appendix 3 – Draft Pain Farm Statement of Service Performance to 30 June 2020

Prepared By: Tania Fine, Committee Advisor

Reviewed By: Charly Clarke, Finance Manager

**Appendix 1 – Draft Income and  
Expenditure Statement for  
1 July 2020 – 30 June 2021**

**Martinborough Community Board**  
Income & Expenditure for the Period Ended 30 June 2021

**Personnel & Operating Costs**

**Budget**

Members' salaries	17,965.88
Mileage reimbursements	500.00
Operating expenses	6,944.00
<b>Total Personnel &amp; Operating Costs Budget 2020-21</b>	<b>25,409.88</b>

**Expenses**

**Personnel Costs**

Members' Salaries	16,269.88
Communications reimbursements	1,436.60
<b>Total Personnel Costs to 30 June 2021</b>	<b>17,706.48</b>

**Operating Expenses**

26/08/2020 Local Government NZ	Community board levy 2020/21	216.68
25/02/2021 Two Community Board Members to attend 2021 CB Conference	3,714.50	3,714.50
13/05/2021 Sign Board community drop-in sessions	325.00	325.00
30/06/2021 Honorarium payment to student rep (\$50 per meeting)	50.00	50.00
<b>Total Operating Expenses to 30 June 2021</b>		<b>4,306.18</b>

**Committed funds**

Resolution date	Original commitment	Spent to date	Remaining commitment
Members' Salaries	17,965.88	16,269.88	1,696.00
Communications reimbursements	500.00	1,436.60	(936.60)
Honorarium payment to student rep (\$50 per meeting)	200.00	50.00	150.00
17/12/2020 MBO Community Board	500.00	325.00	175.00
25/02/2021 Two Community Board Members to attend 2021 CB Conference	4,310.00	3,714.50	595.50
<b>Total Commitments</b>			<b>1,679.90</b>

**TOTAL OPERATING EXPENSE BUDGET AVAILABLE\***

**1,717.32**

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

**Grants**

**Income**

Annual Plan 2020-21 grant allocation	4,343.00
Other miscellaneous income	-
<b>Total Income for 2020-21</b>	<b>4,343.00</b>

**LESS: Grants paid out**

21/07/2020 Kurunui College	First Aid, safety equipment, balls & bags	500.00
24/08/2020 Kidz Need Dadz	Father's Day bowling event	200.00
24/08/2020 Martinborough Community Garden	Contribution to ongoing costs	800.00
5/10/2020 Tora Bombora	Tora Bombora Music Festival	500.00
24/12/2020 Martinborough Business Assn	Christmas Decorations for Martinborough	750.00
28/09/2020 Guy Fawkes/Colour Run	Contribution towards event	500.00
1/11/2020 Neighbourhood Support	Promotional flag & collateral	200.00
17/12/2020 MADCAPS	Traffic Management MBO Xmas Parade	2,000.00
21/05/2020 Wairarapa Maths Association	Annual maths competition 2020-21	300.00
<b>Total Grants paid out to 30 June 2021</b>		<b>5,750.00</b>

**LESS: Committed Funds**

Resolution date	Original commitment	Spent to date	Remaining commitment
21/05/2020 Wairarapa Maths Association	Annual maths competition 2021-22	300.00	300.00
13/08/2020 Martinborough Community	Contribution to water tank	1,000.00	1,000.00
<b>Total Commitments</b>			<b>1,600.00</b>

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

**3,176.23**

\* excludes Swimming Pool funds

**TOTAL GRANTS FUNDS AVAILABLE**

**169.23**

**Martinborough Community Board**  
**Beautification Fund for the Period Ended 30 June 2021**

Income

Annual Plan 2020-21 allocation 10,710.00

**Total Income 2020-21** **10,710.00**

Beautification grants - operating

29/04/2021 ANZAC Flags 1,137.50  
 27/05/2021 9 Matariki Flags 474.00

**Total Beautification grants - operating to 30 June 2021** **1,611.50**

Beautification grants - capital

15/07/2020 Souness Developments FlagTrax 2,350.00

**Total Beautification grants - capital to 30 June 2021** **2,350.00**

**LESS: Committed Funds**

Resolution date	Original commitment	Spent to date	Remaining commitment
13/03/2017 Waihinga Centre *	30,000.00	30,000.00	-
12/03/2018 Water fountain (\$17,500 less 3,222.15 2018-19)**	17,500.00	3,222.15	14,277.85
18/07/2019 Purchase of Flags for flagtrax (\$2,000 commitment)	2,000.00	3,298.50	(1,298.50)
17/12/2020 Tree to be planted in celebration of 150 years of Martinborough Township	500.00	-	500.00
29/04/2021 ANZAC Flags	1,250.00	1,137.70	112.30
27/05/2021 9 Matariki Flags	684.00	474.00	210.00

**Total Commitments** **13,801.65**

**PLUS: Balance Carried forward from previous year** **9,665.27**

**TOTAL BEAUTIFICATION FUNDS AVAILABLE** **2,612.12**

\* 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.

## Martinborough Community Board

### Swimming Pools Fund for the Period Ended 30 June 2021

#### Income

Funds from Martinborough Swimming Club

17,678.80

**17,678.80**

#### Expenditure

**Total Expenditure**

-

-

**Net Surplus/(Deficit) Year to Date**

**17,678.80**

#### LESS: Committed Funds

Resolution  
date

Original  
commitment

Spent to date

Remaining  
commitment

-

-

**Total Commitments**

-

**TOTAL FUNDS AVAILABLE**

**17,678.80**

## **Appendix 2 – Income and Expenditure Statement for**

**1 July 2019 – 30 June 2020**

Martinborough Community Board					
Income & Expenditure for the Period Ended 30 June 2020					
Income					
	Annual Plan 2019/20 allocation				28,053.00
Total Income 2019/20					28,053.00
Expenditure					
	Members' Salaries				16,958.85
	Mileage reimbursements				111.00
Total Personnel Costs					13,003.38
General Expenses					
31/7/2019	Survey Monkey				178.26
31/7/2019	Conference Expenses				40.87
12/08/2019	Pirinoa Hall	Donation to the Hall in Lieu of Hireage			100.00
10/01/2019	Maisie Arnold-Barron	Student Member			100.00
11/05/2019	Office Max	Stationery			10.89
1/07/2020	Sundry expenses ex payroll				27.83
Total General Expenses					457.85
Grants					
6/09/2019	Epilepsy Foundation	Field Service Programme			500.00
11/09/2019	Bombora Events	Tora Bombora running costs			1,000.00
25/10/2019	Martinborough T	Fireworks			300.00
1/02/2020	Mad Caps	Christmas Parade			2,000.00
27/1/2020	Kuranui College	Matariki Celebration			1,000.00
20/12/2019	Waiwaste Martinborough	Fridge freezer			898.00
13/03/2020	Mad Caps	Music Festival			500.00
27/04/2020	Grant - Anglican Parish	Breakfast and Homework club			600.00
18/06/2020	Martinborough Netball Club	Uniform tops			950.00
30/06/2020	Wairarapa Maths Association	Annual maths competition			300.00
Total Grants					8,048.00
Capital Expenditure					
Total Capital Expenditure					-
Total Expenditure					21,509.23
Net Surplus/(Deficit) Year to Date					6,543.77
LESS: Committed Funds					
Resolution date			Original commitment	Spent to date	Remaining commitment
	Salaries to 30 June 2020*	Remaining balance	16,266.00	16,958.85	(692.85)
	Mileage to 30 June 2020*	Remaining balance	500.00	111.00	389.00
	Student Rep Honorarium	Remaining balance	400.00	350.00	50.00
27/11/2017	Grant - MBA Basketball	Backboards and Posts	500.00		500.00
27/2/2020	Grant - Kuranui College	First Aid, safety equipment, balls & bags	500.00		500.00
21/05/2020	Neighbourhood Support	Promotional flag & collateral	200.00		200.00
Total Commitments					946.15
Current Year Surplus/(Deficit)					5,597.62
PLUS: Balance Carried forward from previous year					6,881.14
(excludes Swimming Pool funds)					
TOTAL FUNDS AVAILABLE					12,478.76
* remaining budaet for salaries & milegae does not carry over into subsequent financial years					



<b>Martinborough Community Board</b>				
<b>Beautification Fund for the Period Ended 30 June 2020</b>				
<b>Income</b>				
	Annual Plan 2019/20 allocation			10,710.00
<b>Total Income 2019/20</b>				<b>10,710.00</b>
<b>Expenditure</b>				
19/09/2019	Souness Developments	Flag trax		9,000.00
24/10/2019	One Source	Happy Holidays flag trax		948.50
18/06/2020		Bike racks at Waihinga Centre		450.00
<b>Total Capital Expenditure - Beautification</b>				<b>9,948.50</b>
<b>Total Expenditure</b>				<b>9,948.50</b>
<b>Net Surplus/(Deficit) Year to Date</b>				<b>761.50</b>
<b>LESS: Committed Funds</b>				
<b>Resolution date</b>		<b>Original commitment</b>	<b>Spent to date</b>	<b>Remaining commitment</b>
13/03/2017	Waihinga Centre	30,000.00		30,000.00
12/03/2018	Water fountain (\$17,500 less 3,222.15 2018-19)	17,500.00	3,222.15	14,277.85
18/07/2019	Purchase of Flags for flagtrax (\$2,000 commitment)	2,000.00	948.50	1,051.50
<b>Total Commitments</b>				<b>45,329.35</b>
<b>Current Year Surplus/(Deficit)</b>				<b>(44,567.85)</b>
<b>PLUS: Balance Carried forward from previous year</b>				<b>52,564.77</b>
<b>TOTAL FUNDS AVAILABLE</b>				<b>7,996.92</b>

<b>Martinborough Community Board</b>				
<b>Swimming Pools Fund for the Period Ended 30 June 2020</b>				
<b>Income</b>				
	Funds from Martinborough Swimming Club			17,678.80
<b>Total Income 2019/20</b>				<b>17,678.80</b>
<b>Expenditure</b>				
<b>Total Expenditure</b>				-
<b>Net Surplus/(Deficit) Year to Date</b>				<b>17,678.80</b>
<b>LESS: Committed Funds</b>				
<b>Resolution date</b>		<b>Original commitment</b>	<b>Spent to date</b>	<b>Remaining commitment</b>
6/06/2019	Outdoor Clock	250.00		250.00
22/08/2019	Fred Cooper Estate	3,000.00		3,000.00
<b>Total Commitments</b>				<b>3,250.00</b>
<b>TOTAL FUNDS AVAILABLE</b>				<b>14,428.80</b>

**Appendix 3 – Draft Pain Farm  
Statement of Service Performance to  
30 June 2021**

**Pain Farm - Statement of Financial Performance**  
**For the Period Ended 30 June 2021**

**Income**

Rent received*	111,029.37
Interest income	22,653.38

<b>Total Income 2020-21 to date</b>	<b>133,682.75</b>
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**Expenditure**

Consultants	-
General expenses	145.00
Interest expense	-
Legal expenses	-
Repairs & maintenance	101,202.75
Insurance	2,330.71
Overhead allocation	31,230.15
Rent & rates payable	7,404.08
Personnel costs	16,178.87

<b>Total Expenditure 2020-21 to date</b>	<b>158,491.56</b>
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<b>Net Surplus/(Deficit) Year to Date</b>	<b>(24,808.81)</b>
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**Pain Farm - Statement of Accumulated Funds**  
**As at 30 June 2021**

Opening balance 1 July 2020	157,205.57
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Total surplus/(deficit) year to date	(24,808.81)
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Transfers from reserves	-
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<b>Closing balance 30 June 2021</b>	<b>132,396.76</b>
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Less committed funds	10,897.25
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Repairs & maintenance \$100,000 (resolved by Council 11/6/2020) less spend to date	(1,202.75)
Heatpumps & rangehoods for homestead & cottage (resolved by Council 2/7/2020)	12,100.00

<b>Total funds available</b>	<b>121,499.51</b>
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*\* Total shown as information is sensitive to the tenants. Could be included in a publicly excluded report if requested.*

# MARTINBOROUGH COMMUNITY BOARD

16 AUGUST 2021

## AGENDA ITEM 8.5

### FINANCIAL ASSISTANCE REPORT

#### 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 Martinborough Music Festival Trust for funds of \$1,000 for the 2021 Martinborough Music Festival.*
3. *Consider the application from Martinborough Business Association for funds of \$1,000 for Christmas garland decorations in Martinborough.*
4. *Consider the application from Kahutara Hall Society for funds of \$850 for a high tea and evening ball in celebration of Kahutara Hall's 100<sup>th</sup> year.*
5. *Consider the application from Martinborough Youth Trust for funds of \$500 for a 2021 community fireworks event.*
6. *Note an ineligible grant application was received from Kid Need Dadz Wellington requesting \$500 for a Father's Day Bowling event that was subsequently withdrawn.*
7. *Note that officers will update the Community Board grant form to reflect the new Grants Policy.*

#### 1. Background

The Community 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](#).

#### 2. Applications for Financial Assistance

The applications received for consideration are summarised in the below table.

Applicant	Amount Requested
Martinborough Music Festival Trust	\$1,000

Martinborough Business Association	\$,1000
Kahutara Hall Society	\$850
Martinborough Youth Trust	\$500
Kidz Need Dadz Wellington	\$500

### 3. Eligibility Criteria

Council adopted a new [Grants Policy](#) which sets out the eligibility criteria for applications. The policy takes effect from 1 July 2021.

The key eligibility criteria for Community Board grants is 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 considers grants twice a year in August and February and the maximum grant available in each round is equal to half the available grant pool. Any remaining funds from the August round will be rolled over to the February round and GST will be added to grants approved for GST registered applicant.

The Grants Policy sets out further criteria.

#### 3.1 Assessment against Eligibility Criteria

##### 3.1.1. *Applications from Martinborough Music Festival Trust, Martinborough Business Association, Kahutara Hall Society and Martinborough Youth Trust*

The applications from Martinborough Music Festival Trust, Martinborough Business Association, Kahutara Hall Society and Martinborough Youth Trust have been assessed as meeting the criteria and there are no outstanding accountability forms.

The applications will be provided to members in confidence.

##### 3.1.2. *Application from Kidz Need Dadz Wellington*

Under the Grants Policy, applicants may not be in receipt of any other Council or Council-administered grant given for the same activity in the same financial year, and are encouraged to apply for Community or Youth Grants where the activity benefits more than one ward or the wider South Wairarapa community.

Kidz Need Dadz Wellington submitted an application to each of the Community Boards. On receipt of this application, the applicant was advised they would only be eligible for one grant for the event and was encouraged to apply for a Council Community and Youth Grant as the activity benefited more than one ward. The

applicant therefore opted to withdraw the application to the Featherston Community Board.

#### **4. Conclusion**

Officers will be updating the Community Board grant application form to ensure it is in line with the new Grants Policy.

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive

# MARTINBOROUGH COMMUNITY BOARD

16 AUGUST 2021

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## AGENDA ITEM 8.6

### FINANCIAL ASSISTANCE ACCOUNTABILITY REPORT

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#### **Purpose of Report**

To update the Martinborough Community Board on the status of grants and provide a report back on accountability forms received from recipients.

#### **Recommendations**

Officers recommend that the Community Board:

1. *Receive the Financial Assistance Accountability Report.*

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

The Martinborough Community Board considers applications for financial assistance bi-annually.

All applicants that receive a grant are required to submit an accountability form within three months of the grant being expended and are reminded of this requirement if a return hasn't been lodged.

A summary of grants allocated and their status is provided in Appendix 1. All applicants that have had a grant approved and haven't yet returned an accountability form have been contacted prior to this report being prepared, excluding three applicants that are no longer being followed up, and one applicant whose project event has not yet occurred.

Accountability forms that have been received are included in Appendix 2.

#### **2. Appendix**

Appendix 1 – Grants Summary

Appendix 2 – Accountability Forms

Contact Officer: Steph Frischknecht, Committee Advisor

Reviewed By: Karen Yates, Policy and Governance Manager

# **Appendix 1 – Grants Summary**



Organisation Name	Brief Project Description	Amount Requested	Amount Allocated	Date Approved	Accountability Form Received	Date Accountability Form Received	Project Status	Followed Up
Lake Ferry Anzac Club	To undertake maintenance of the flagpole and flagpole area at Lake Ferry	\$1,000	\$1,000	11/05/2015	No		In progress	No longer being followed up but retained for records
Friends of Martinborough Library	Towards the costs associated with running an outdoor movie evening for Martinborough to raise money for the children's library area furnishings in the Waiyinga Centre	\$500	\$500	4/09/2017	No		In Progress	No longer being followed up but retained for records
Martinborough Squash Club	To assist with the costs associated with installing a leaf protection system in the gutters of the Squash Club building	\$1,000	\$1,000	27/08/2018	No		In Progress	No longer being followed up but retained for records
Anglican Parish of South Wairarapa	To assist with the food costs of the St Andrews Breakfast and Homework Clubs over the 2020 school year	\$600	\$600	27/02/2020	No		In Progress	09/10/2020 21/01/2021 23/06/2021
Tora Bombora	Tora Bombora music festival	\$1,500	\$500	13/08/2020	Yes	17/02/2021	Complete	
Martinborough Community Garden	To cover the operating costs of Martinborough Community Garden	\$800	\$800	13/08/2020	Yes	29/06/2021	Complete	Note: Also offered \$1,000 for water tank. Community Garden requested permanent relocation options be explored first which relates to outstanding MCB action item
Charlotte Harding	To contribute towards the costs of a community fireworks event	\$500	\$500	13/08/2020	Yes	16/02/2021	Complete	
MADCAPS	To contribute to the Traffic Management Plan costs for the 2020 Martinborough Christmas Parade	\$2,000	Up to \$2,000 subject to receiving invoice	17/12/2020	No		In Progress	23/06/2021
Martinborough Business Association	To contribute towards Martinborough Christmas Decorations	\$1,000	\$750	17/12/2020	Yes	16/02/2021	Complete	
Maths Wairarapa	Annual maths competition		\$300	Approved via MoU	No		In Progress	Event in August 2021; follow up next round

## **Appendix 2 – Accountability Forms**



**MARTINBOROUGH  
COMMUNITY BOARD**  
*Kia Reretahi Tātau*

## Funding Accountability Form

Martinborough Community Board (MCB) Strategic Grants are awarded to organisations or individuals for specific projects that have the potential to provide long-lasting benefit to the Martinborough Ward Community and which support the MCB Vision and Priority Areas outlined in the “Martinborough Community Board – 3-year plan to 2019”.

Successful applicants must provide a quarterly report to the MCB detailing progress and submit this Strategic Grants Accountability Form within 3 months of the grant being expended. No further grants will be considered until we have received this feedback form.

Please return the completed form along with bank statements, invoices and receipts identifying the grant expenditure to:

**Steph Dorne**  
**Committee Advisor**  
**South Wairarapa District Council**  
**PO Box 6**  
**Martinborough 5741**  
[Steph.Dorne@swdc.govt.nz](mailto:Steph.Dorne@swdc.govt.nz)

1.	Name of Organisation	Tora Bombora Music Festival
2.	Project Name	Tora Bombora
3.	Date of Grant	13/08/20
4.	Amount of Grant	\$500
5.	Please provide a summary of the project	
Tora Bombora is a community festival that showcases young talent throughout New Zealand and brings people together to the Tora coastline to celebrate emerging musicians, artists and to support a growing trend of events that encourage community engagement, celebration and environmental harmony. The festival ran over Wellington / Wairarapa Anniversary weekend) on the 22nd and 23rd of January 2021 for		

	<p>the third time and it was the most successful to date. The sold out event saw 800 festival goers and 200 musicians and artists come to Tora to celebrate community style celebrations of music, art and culture. The event went extremely well, and everyone who attended was very interested in it and was very keen to see the event happen year after year. The event provided a unique showcase of talented kiwi musicians from around New Zealand and the Mouthful Art collective installation and exhibition space. Both creative genres were delighted to see so many event attendees getting involved in the installations and performances on offer.</p> <p>This year we added a second stage space, which kept people entertained throughout the entire weekend.</p> <p>The sustainable initiatives of the event was a huge success. Event attendees really proved to themselves and other people of the public that over 800 people can gather for a long weekend and there can be zero waste afterwards. There were no rubbish bins at the event site which forced event attendees, who were well informed of this, that they had to be conscious of their own waste and rubbish. A new initiative we implemented was having x2 Little Green Dunnys on site. These are handmade composting loos which are built in Carterton. They provide an environmentally considerate option for people when they need to go to the bathroom. They worked perfectly and everyone at the festival preferred them to normal loos.</p> <p>Another major success of the event was that this year, we managed to sign off the festival as being one of the first festivals in the country to be carbon positive. See this article for further info:  <a href="https://www.nzherald.co.nz/nz/partying-with-a-conscience-carbon-positive-music-festival-comes-to-the-wairarapa/255PYGDSFZLMHWTENZ2YZTAZTA/">https://www.nzherald.co.nz/nz/partying-with-a-conscience-carbon-positive-music-festival-comes-to-the-wairarapa/255PYGDSFZLMHWTENZ2YZTAZTA/</a></p>
6.	<p>Please provide details of how the grant was spent, explaining any expenditure which was not used for the intended purpose as outlined in your grant application.</p>
	<p>This year the grant was spent to pay for the costs of the new composting loos for our event. We wanted to reduce our carbon footprint and help show that composting loos are great for people to use at events, as well as easier on the eye and environment. The grant paid for the hire of two loos.</p>
7.	<p>How has your project provided long-lasting benefit to the Martinborough Ward community?</p>
	<p>Wellington is the creative epicentre for New Zealand and Tora Bombora has not only given all these artists and musicians a space to perform and showcase their talents, but it brought extremely talented, young kiwi acts to the Martinborough/ South Wairarapa community. The target demographic of the project was for the 20-30 age group. This is a target group that doesn't have as many events as other groups in the Martinborough community. And it is particularly, a music focused event. Since 121 festival didn't happen this year, Tora Bombora was the only festival of it's kind in the Martinborough community. This event made a strong cultural link between Tora and the Wellington art and music scene as many of the bands came from Wellington and played in the scenic surrounds of Tora.</p>
8.	<p>How has your project furthered the MCB's stated Vision and Priority Areas?</p>
	<p>Tora Bombora educates and inspires its attendees. Having a zero waste focus to the event is always so critical in the ethos of Tora Bombora. I wanted to expand on Martinborough going plastic bag free, make event attendees conscious of their own waste and prove to people that events don't have to be harmful to the surrounding environment. Two new significant factors of being more environmentally sustainable was by adding compostable loos and by making this event carbon positive. This linked in perfectly with the MCB's priority area of being an environmentally sustainable district. The festival focuses on fostering and bringing engagement to the community. We try to use as many local contractors as possible to help with First Aid, Marquees, equipment hire etc. This aligns with MCB's priority of being an engaged and involved</p>

community. No matter what, we always reach out to local Wairarapa suppliers and contractors.	
9.	Please provide details of funding received from other organisations in support of this project
<p>\$2000 from SWDC Creative Communities</p> <p>\$1500 from Trust House, Wairarapa</p>	
10.	If this was not a one-off application please outline likely future funding requirements for this project.
<p>Next year, I am planning to run the festival again for the 4<sup>th</sup> time and I would like to purchase a Little Green Dunny. These composting loos were amazing, and after hiring them twice it would pay the loo off.</p>	
11.	<p>Bank Statements, Invoices and Receipts, Please provide copies of:</p> <ul style="list-style-type: none"> <li>- Bank Statement with the grant fund deposit highlighted</li> <li>- Bank Statements with the grant expenditure highlighted</li> <li>- Invoices and Receipts for all expenditure items</li> </ul>

Thank you for taking the time to complete this form, this allows us to carefully consider the success of our strategic grants, and, helps us to allocate our future funding to achieve the best outcomes for the Martinborough Ward community.



## Funding Accountability Form

Martinborough Community Board (MCB) Strategic Grants are awarded to organisations or individuals for specific projects that have the potential to provide long-lasting benefit to the Martinborough Ward Community and which support the MCB Vision and Priority Areas outlined in the "Martinborough Community Board – 3-year plan to 2019".

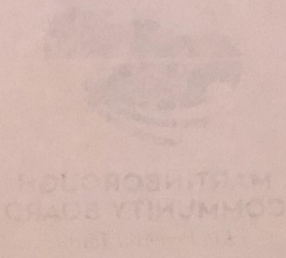
Successful applicants must provide a quarterly report to the MCB detailing progress and submit this Strategic Grants Accountability Form within 3 months of the grant being expended. No further grants will be considered until we have received this feedback form.

Please return the completed form along with bank statements, invoices and receipts identifying the grant expenditure to:

**Steph Frischknecht**  
Committee Advisor  
South Wairarapa District Council  
PO Box 6  
Martinborough 5741  
[Steph.Frischknecht@swdc.govt.nz](mailto:Steph.Frischknecht@swdc.govt.nz)

1.	Name of Organisation	Martinborough Community Garden
2.	Project Name	as above
3.	Date of Grant	13 August 2020, paid on 11 Sept
4.	Amount of Grant	\$800
5.	Please provide a summary of the project	
Ongoing operating costs of Community Garden providing fresh vegetables to the Martinborough Community Larder.		



	
6.	<p>Please provide details of how the grant was spent, explaining any expenditure which was not used for the intended purpose as outlined in your grant application.</p>
<p>We have not spent the whole grant yet. As you will see from the attached bank records and detailed spreadsheet we also received \$1000.00 - the proceeds from a local fair. All expenditure of the grant money to date has been on operating costs as per our application.</p>	
7.	<p>How has your project provided long-lasting benefit to the Martinborough Ward community?</p>
<p>Weekly delivery of vegetables to the Community Larder. Both the garden and the larder operate under the umbrella of the Martinborough Healthy Community Project.</p>	
8.	<p>How has your project furthered the MCB's stated Vision and Priority Areas?</p>
<p>The MCG welcomes interest and/or participation from any member of our community regardless of their skill or knowledge of gardening.          We encourage the community to see how easy it can be to produce your own food and eat more healthily.          We want to assist those in our community who may be struggling financially or who may be unable to grow their own food.</p>	



9.	Please provide details of funding received from other organisations in support of this project
	We received \$1000 - this was the proceeds from a local market held at the Town Hall. This is a one-off contribution.
10.	If this was not a one-off application please outline likely future funding requirements for this project.
	Now that the garden's infrastructure is well-established our ongoing costs are less than they have been. We still have a healthy bank balance so I do not see any need to apply for further funding until 2022.
11.	Bank Statements, Invoices and Receipts, Please provide copies of: <ul style="list-style-type: none"> <li>- Bank Statement with the grant fund deposit highlighted</li> <li>- Bank Statements with the grant expenditure highlighted</li> <li>- Invoices and Receipts for all expenditure items</li> </ul>

Thank you for taking the time to complete this form, this allows us to carefully consider the success of our strategic grants, and, helps us to allocate our future funding to achieve the best outcomes for the Martinborough Ward community.

Please find attached our bank statement from August 2020 to the current time.

I have also attached a spreadsheet detailing what each of these transactions was used for.

Receipts for all expenditure are held by Pam Shackleton of the Martinborough Healthy Community Project. These can be provided if required.

Regards,

Clare Fleming  
MCC Treasurer





**MARTINBOROUGH  
COMMUNITY BOARD**  
*Kia Reretahi Tātau*

## Funding Accountability Form

Martinborough Community Board (MCB) Strategic Grants are awarded to organisations or individuals for specific projects that have the potential to provide long-lasting benefit to the Martinborough Ward Community and which support the MCB Vision and Priority Areas outlined in the "Martinborough Community Board – 3-year plan to 2019".

Successful applicants must provide a quarterly report to the MCB detailing progress and submit this Strategic Grants Accountability Form within 3 months of the grant being expended. No further grants will be considered until we have received this feedback form.

Please return the completed form along with bank statements, invoices and receipts identifying the grant expenditure to:

**Steph Dorne**  
**Committee Advisor**  
**South Wairarapa District Council**  
**PO Box 6**  
**Martinborough 5741**  
[Steph.Dorne@swdc.govt.nz](mailto:Steph.Dorne@swdc.govt.nz)

1.	Name of Organisation	Charlotte Harding
2.	Project Name	Martinborough Community fireworks
3.	Date of Grant	
4.	Amount of Grant	\$500
5.	Please provide a summary of the project	
To buy fireworks for the community fireworks event		

6.	Please provide details of how the grant was spent, explaining any expenditure which was not used for the intended purpose as outlined in your grant application.
	Money spent on fireworks
7.	How has your project provided long-lasting benefit to the Martinborough Ward community?
	A much loved family event
8.	How has your project furthered the MCB's stated Vision and Priority Areas?
	A thriving & vibrant family community celebrating together.
9.	Please provide details of funding received from other organisations in support of this project

	no other funding received
10.	<p>If this was not a one-off application please outline likely future funding requirements for this project.</p> <p>This is a long term funded project re Community board support which we hope will be looked at in the future favourably.</p>
11.	<p>Bank Statements, Invoices and Receipts, Please provide copies of:</p> <ul style="list-style-type: none"> <li>- Bank Statement with the grant fund deposit highlighted</li> <li>- Bank Statements with the grant expenditure highlighted</li> <li>- Invoices and Receipts for all expenditure items</li> </ul>

Thank you for taking the time to complete this form, this allows us to carefully consider the success of our strategic grants, and, helps us to allocate our future funding to achieve the best outcomes for the Martinborough Ward community.



**MARTINBOROUGH  
COMMUNITY BOARD**  
*Kia Reretahi Tātau*

## Funding Accountability Form

Martinborough Community Board (MCB) Strategic Grants are awarded to organisations or individuals for specific projects that have the potential to provide long-lasting benefit to the Martinborough Ward Community and which support the MCB Vision and Priority Areas outlined in the "Martinborough Community Board – 3-year plan to 2019".

Successful applicants must provide a quarterly report to the MCB detailing progress and submit this Strategic Grants Accountability Form within 3 months of the grant being expended. No further grants will be considered until we have received this feedback form.

Please return the completed form along with bank statements, invoices and receipts identifying the grant expenditure to:

**Steph Dorne**  
**Committee Advisor**  
**South Wairarapa District Council**  
**PO Box 6**  
**Martinborough 5741**  
[Steph.Dorne@swdc.govt.nz](mailto:Steph.Dorne@swdc.govt.nz)

1.	Name of Organisation	Martinborough Business Association
2.	Project Name	Christmas Decorations
3.	Date of Grant	21 December 2020
4.	Amount of Grant	\$750 + GST
5.	Please provide a summary of the project	
Support to Inca Town Christmas Gardens.		

6.	Please provide details of how the grant was spent, explaining any expenditure which was not used for the intended purpose as outlined in your grant application.
	<p>The funds receive so contributed to          the purchase of 5 garlands</p>
7.	How has your project provided long-lasting benefit to the Martinborough Ward community?
	<p>These garlands will be used every year          for decorating the town centre          &amp; we hope to build on this in the future</p>
8.	How has your project furthered the MCB's stated Vision and Priority Areas?
	<p>A vibrant community &amp; town centre</p>
9.	Please provide details of funding received from other organisations in support of this project

	<p>We received a contribution by <del>man</del>  four Local business who housed the garlands.  Peonies, Cool Change, The Martinborough Hotel &amp;  P &amp; K who all contributed \$337.24 (inc GST)</p>
10.	<p>If this was not a one-off application please outline likely future funding requirements for this project.</p>
	<p>We will look to build on decorations in the future. Plan to buy 3 more garlands for Cambridge Road &amp; the museum in 2021.</p>
11.	<p>Bank Statements, Invoices and Receipts, Please provide copies of:</p> <ul style="list-style-type: none"> <li>- Bank Statement with the grant fund deposit highlighted</li> <li>- Bank Statements with the grant expenditure highlighted</li> <li>- Invoices and Receipts for all expenditure items</li> </ul>

Thank you for taking the time to complete this form, this allows us to carefully consider the success of our strategic grants, and, helps us to allocate our future funding to achieve the best outcomes for the Martinborough Ward community.