

Agenda

Notice of Meeting

An ordinary meeting will be held in the Supper Room, Waihinga Centre, Martinborough on Thursday, 27 July 2023 starting at 7.00pm.

Membership of the Community Board

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

Karakia T matanga

*Tukua te wairua kia rere ki ngā taumata
Hai ārahi i ā tātou mahi
Me tā tātou whai i ngā tikanga a rātou mā
Kia mau kia ita
Kia kore ai e ngaro
Kia pupuri
Kia whakamaua
Kia tina! TINA! Hui e! TĀIKI E!*

Public Business

1. **Extraordinary Business**
2. **Apologies**
3. **Conflicts of Interest**
4. **Acknowledgments and Tributes**
5. **Community Board Minutes**

5.1 Minutes for Approval: Minutes of the Martinborough
Community Board meeting held on 15 June 2023

Pages 1-4

Proposed Resolution: *That the minutes of the Martinborough Community Board meeting held on 15 June 2023 be confirmed as a true and correct record.*

6. Chairperson Report

6.1 Chairperson Report Pages 5-6

7. Public Participation

1. Martin Freeth – Martinborough Tree Group

8. Actions from Public Participation

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

9. Reports from Chief Executive and Staff

9.1 Street Flag Application Report Pages 7-12

9.2 Road Naming Report Pages 13-18

9.3 Income and Expenditure Report Pages 19-25

9.4 Financial Assistance Report Pages 26-28

9.5 Action Items Report Pages 29-31

10. Members Report

10.1 Emergency Response Resilience Pages 32-33\

Karakia Whakamutunga

*Unuhia Unuhia
Unuhia ki te uru tapu nui
kia wāteā, kia māmā
te ngākau, te tinana, te wairua
i te ara takatū
Koia rā e Rongo
Whakairia ake ki runga
Tūturu whakamaua kia tina. Tina!
Hui e! Tāiki e!*



- Present:** Storm Robertson (Chair), Angela Brown, Karen Krogh, and Councillor Pip Maynard
- In Attendance:** Amanda Bradley (Group Manager, Policy & Governance), Lisa Matthews (Regional Positive Ageing Strategy Coordinator) and Nicki Ansell (Lead Advisor – Community Governance)
- Public Participation:** Charlotte Harding, Tina Day, Alex Beijen and Louise Lyster
- Conduct of Business:** This meeting was conducted in public in the Supper Room, Martinborough Town Hall, Texas Street, Martinborough between 7.05pm and 9:17pm and was live streamed on the Council's YouTube Channel.

1. EXTRAORDINARY BUSINESS

There was no extraordinary business.

2. APOLOGIES

MCB RESOLVED (MCB 2023/22) to receive apologies from Mel Maynard and Cr Ellims.

(Moved Robertson/Seconded Krogh)

Carried

3. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

4. ACKNOWLEDGMENTS AND TRIBUTES

There were no acknowledgments and tributes.

5. PUBLIC PARTICIPATION

Charlotte Harding – Matariki Glow walk

Matariki event taking place this month in Martinborough. Ms Harding talk through the CCS grant and confirmed that she does not have full funding for the community event. Clarification requested from the members on how short Ms Harding is of funds for the event. Still missing funding for the artist and the boards.

Tina Day – Playground at Ngawi

Tina Day and Alex Beijen raised with the board that Ngawi is missing a playground. They talked about the strong community focus of the town and the desire to work towards a playground for visitors, children and grandchildren of Ngawi residence.

DISCLAIMER

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

They identified a suggested location next to the fire station. Questions raised by the members around who currently owns the land and the process around making it available. There was also discussion around amenities and roading in the area. Day and Beijen made the board aware of their intention of applying for funding from the Pain Farm grant over a two years period to help support this project. They anticipate this would be for around \$25,000 per year.

Louise Lyster – Speed Management

Louise Lyster raised issues around Martinborough urban roading. In particular noise and safety on the Dublin and Jellico intersection. Discussion around traffic volumes for this area and concerns around speed in the district. Ms Lyster mentioned the upcoming roading review and the process around setting road speed limits.

6. ACTIONS FROM PUBLIC PARTICIPATION

Discussion around use of some of the roads around Martinborough and needs to be looked at with heavy traffic. Members discussed enforcing the change of speed and the use of raised zebra crossing. Members like the simplicity of a zone, that keeps it easy and simply. Agreement to support Louise.

*MCB RESOLVED (MCB 2023/23) to put in a submission on the Road Speed Consultation with sign off to go to the Chair before submitting.
(Moved Brown/Seconded Krogh) Carried*

The board questioned what they can do for the playground at Ngawi at this stage. Was agreed to wait for them to come back after further discussion with council.

7. MARTINBOROUGH COMMUNITY BOARD MINUTES

7.1 Martinborough Community Board Minutes – 4 May 2023

MCB RESOLVED (MCB 2023/24) that the minutes of the Martinborough Community Board meeting held on 4 May 2023 be confirmed as a true and correct record.

(Moved Brown/Seconded Krogh) Carried

8. CHAIRPERSON REPORT

8.1 Chairperson Report

1. MCB RESOLVED (MCB 2023/25) to receive the Chairperson Report.

(Moved Brown/Seconded Cr Maynard)

Carried

Members discussed Pain Farm fees and the ability for the board to affect change. Members queried why the MCB was not consulted with for the change.

2. MCB Noted:

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Action 253: To get details of the approval from council meeting to a 100% increase of Pain Farm overhead.

Members discussed the value of Annual and Long Term plans.

3.MCB Noted:

Action 254: To organise a workshop of LTP & AP, with an outcome on MCB AP for 2023/2024 with clear focus on priorities.

Members discussed the purchase of flags for the dark night sky and decided to reconnect next financial year. It was noted that Martinborough Business Association have a need to replace the "Love Local" flags, as they have worn out.

MCB RESOLVED (MCB 2023/28) to provide funding of \$640 + GST to fund 11 flags for Martinborough Business Association, (to be funded through the beautification fund) to support the replacement of the Love Local Flags, which will become the generic flag for MCB, with the provision that final approval for the design sits with MCB.

(Moved Cr Maynard/Seconded Brown)

Carried

9. REPORTS FROM CHIEF EXECUTIVE AND STAFF

9.1 Te Hōkai Nuku Wairarapa Region Positive Ageing Strategy

MCB RESOLVED (MCB 2023/28) to receive the Positive Ageing Strategy

(Moved Brown/Seconded Krogh)

Carried

Ms Matthews talked about the Wairarapa region Positive Age Strategy, which aligned with national strategy. Cr Maynard acknowledged the SWDC team who supplied baking and distributed to the elderly this week. Members discussed the issue banking, medical service, mobility scooters and safe public transport. Ms Matthews encouraged the board to feedback any comments, concerns to her, especially around public transport and elderly.

9.2 Income & Expenditure Report

MCB RESOLVED (MCB 2023/29) to receive the Income & Expenditure Statement for the period ending 31 May 2023.

(Moved Cr Maynard/Seconded Brown)

Carried

Discussion around the Christmas decoration payment and when the payments finalised. Cr Maynard note that future funding can also be apply for under the beautification program.

9.3 Action Items Report

MCB RESOLVED (MCB 2023/30) to receive the Action Items Report.

(Moved Brown/Seconded Krogh)

Carried

Members discussed open action items and noted further updates.

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Action 731: Cr Maynard to speak at the next MSC Meeting. Discussion around putting notice in the local Star around the sign.

Action 030: Discussion around a Reserve Management Plan from 2012. Update the Action to meet with James to discuss further.

Action 168: Update the clarification around the Tree group.

Action 165: Clarification of personal costs given. Action closed/

9.4 Finance Assistance Report

1. *MCB RESOLVED (MCB 2023/31) to receive the Financial Assistance Report (Moved Cr Maynard/Seconded Karen)* Carried

2. *MCB RESOLVED (MCB 2023/32) to fund the Matariki Glow Walk \$760. Through the grants fund, subject to no further funding being obtained. (Moved Brown/Seconded Krogh)* Carried

10. PUBLIC EXCLUDED

MCB RESOLVED (MCB 2023/33) to move into public excluded. (Moved Robertson/Seconded Cr Maynard) Carried

10.1 Pain Estate Farmland Report

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

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

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

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

The meeting closed at 9:17pm.

Confirmed as a true and correct record

.....Chairperson

.....Date

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CHAIRPERSON REPORT

Recommendations

The Chairperson recommends that the Community Board:

1. *Discuss the MCB proposal to council regarding Pain Farm.*
2. *Confirm our Annual Plan for 2023 /24. Vote to confirm*
3. *Request when this presentation from Officers is planned, advising value of AP and LTP.*
4. *Receive presentation From Tree Group on their proposal before we can discuss a proposal to provide funding to Tree Group to develop a plan for plantings. Vote to confirm*
5. *Discuss Speed Review and Consultation document MCB has submitted*
6. *Discuss Emergency Response programme and determine action going forward*
7. *Update CCTV review and workshop*

Topic 1- Pain Farm ongoing matter

Discuss our presentation package to Council regarding Pain Farm and the action points we wish to see come from our presentation .

Topic 2- Confirm the content of our Annual Plan

The document is now complete, so we need to confirm we are ok with this being put on the SWDC website. Vote.

Topic 3- Discuss Officers Presentation on AP's and LTPs

At our last meeting it was agreed that Council Officers would present to MCB on the value and process of AP's and LTP's. Can we request a date for this to take place. Keep in mind there is a proposed joint meeting of all Community Boards on this.

Topic 4- Receive presentation from Tree Group

Receive and discuss a proposal from Tree Group on their proposal before we can discuss a proposal to provide funding to Tree Group to develop a plan for plantings. Vote to confirm.

Topic 5- Discuss details of our Submission for Speed Review

Note our submission has been sent as we needed to complete this before this meeting takes place. At this point we are just discussing what we proposed and confirm we wish to present in person to the review committee.

Topic 6- Discuss proposed planning for our Emergency Response programme

This requires the MCB to look at our planning and impacting actions we may have to decide on.

Topic 7- Update MCB on CCTV review and workshop planned

Update CCTV review and workshop, this is something Storm Robertson is doing on behalf of the MCB with a mind to understand what, if anything, is worth considering.

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

Prepared by: Storm Robertson, Martinborough Community Board Chair

Street Flags Request Report

1. Purpose

To provide the Martinborough Community Board with a request received for street flag bookings in the ward.

2. Recommendations

Officers recommend that the board:

1. *Receive the Street Flags Request Report.*
2. *Consider the request from Martinborough Music Festival to instal street flags from 4 September 2023 to 30 September 2023.*

3. Executive Summary

Requests received for street flags in the ward are presented to the Martinborough Community Board. The Martinborough Community Board is asked to consider the request from the Martinborough Music Festival to instal street flags from 4 September to 30 September 2023.

4. Background

Council supports many events and organisations through the display of street banners and flags. To ensure a consistent approach for all organisations and groups, approval from the relevant community board is required.

One request has been received from Martinborough Music Festival to instal street flags in the ward from 4 September 2023 to 30 September 2023. The application and proposed flag design is attached in Appendix 1.

5. Discussion

In considering applications for street flag installation in the ward, the community board will consider:

- Previous use and historical context
- The nature of the event or occasion (community or commercial)
- Cost recovery or financial support to the event or occasion

- The financial contributions made by or to the applicant, present or historical
- Flags cannot be used by individual businesses or business owners for commercial gain. The community board reserves the right to refuse design applications at its discretions.

5.1 Design guidelines

To help make the design more effective is it 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 winter weather, often inhibiting legibility
- Material deemed to be appropriate or offensive to the community at large, or to any sector of the community, will not be permitted

Any sign, banner or flag must not contravene the Wairarapa Combined District Plan, or other plans, bylaws or guidelines. The community board reserves the right to refuse design requests at its discretion.

6. Considerations

6.1 Policy considerations

The board should consider the guidelines outlined on the Street Banners and Flags which can be found on the Council website at <https://swdc.govt.nz/street-banners-and-flags/>

6.2 Legal considerations

There are no additional legal considerations.

6.3 Financial considerations

There are no financial considerations.

7. Significance and Engagement

7.1 Degree of significance

As this is a process that follows guidelines outlined by Council, the matter has a low level of significance.

8. Appendices

Appendix 1 – Street Flag Application and Design

Contact Officer: Kaity Carmichael, Committee Advisor

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

Appendix 1 – Street Flag Application and Design

MARTINBOROUGH MUSIC FESTIVAL

22 SEPTEMBER - 24 SEPTEMBER 2023
MARTINBOROUGH TOWN HALL

WWW.MARTINBOROUGHMUSICFESTIVAL.CO.NZ



TO: MARTINBOROUGH COMMUNITY BOARD

FROM: MARTINBOROUGH MUSIC FESTIVAL TRUST

Date: 05 July 2023

STREET FLAGS APPLICATION

The Martinborough Music Festival is asking the Martinborough Community Board for approval to mount 13 street flags in Martinborough again in September 2023.

Dates of Installation & Removal

Installation: Monday 4 September 2023
Removal: Saturday 30 September 2023

Reason for Installation

The annual Martinborough Music Festival chamber music festival takes place on the weekend of 22-24 September at the Martinborough Town Hall ... four concerts over the three days.

We would love the flags to be up for the three 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

We plan to fly the same 13 flags as last year and the year before. See attached.

Ngā mihi nui

Brendan Smyth

Phone: 021 434 161

Email: info@martinboroughmusicfestival.co.nz

Web: www.martinboroughmusicfestival.co.nz



Proposed naming of a new private road, at Bidwills Cutting Road, in Martinborough

1. Purpose

To seek the Martinborough Community Board's consideration and approval of the name 'Rangimarie Lane' for a proposed private road/right of way to access a 6-lot staged subdivision by *J & P Tremlett*.

2. Recommendations

Officers recommend that the *Community Board*:

1. Receive the '*Proposed naming of a new private road, at Bidwills Cutting Road, in Martinborough*' Report.
2. Consider and approve the proposed naming of '*Rangimarie Lane*' for the new private road at Bidwills Cutting Road.

3. Executive Summary

Conditions of subdivision consent 150037v1 require the new private road to be formally named and addressed. Council has authority to accept or reject suggested names of roads/rights of way in the South Wairarapa District pursuant to Section 319(1)(j) of the Local Government Act 1974. The applicant has submitted a road name application form suggesting 'Rangimarie' as the proposed new road name. Assessment against the road name policy and significance of the name is contained within this report.

4. Background

Guy Tremlett seeks to name a new Private Road which is part of a 6-lot rural subdivision (RC 150037v1) at *Bidwills Cuttings Road, Martinborough* (see appended location of subdivision plans within appendices).

The road name application was received 24 January 2023. The applicant was advised to discuss the application with the Māori Standing Committee given the proposed road names. The proposed name is 'Rangimarie Lane' which is the applicants preferred option for this new private road. The preferred suffix for this road name is Lane which is consistent with the policy requirements for private roads. Council has delegated to community boards the authority to approve road names. This report is required to give the Martinborough Community Board an opportunity to review and approve the proposed road name.

5. Prioritisation

5.1 Te Tiriti obligations

Engagement considered not required in this case.

5.2 Strategic alignment

Not applicable.

6. Discussion

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

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

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

1. Rangimarie Lane
2. Paukena Lane
3. Ruamahanga Way

7. Options

Not applicable.

8. Strategic Drivers and Legislative Requirements

8.1 Significant risk register

Not applicable.

8.2 Policy implications

Council's criteria for Naming of Public Roads, Private Roads and Rights-of-Way (the Policy), includes the following;

4.3.1 There must not be another road with the same name in the South Wairarapa District emergency services area; this includes the same road names with a different suffix. However, existing roads with the same names as of the date of adoption of this Policy are allowed.

No issues identified.

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

No issue identified.

4.3.3 The name should have significant local content or meaning.

The application has set out why the preferred name has been selected. The following information has been copied from the road name application.

First suggested (preferred) name – Rangimarie Lane

David originally came from Pauatahanui (which is on the eastern end of Porirua harbor north of Wellington). David's family farm at Pauatahanui was named "Rangimarie" although this property had been subdivided and sold. When David purchased the property on Bidwill's Cutting he wanted to maintain the link to the name "Rangimarie" so called his new property the same.

Second suggested name – Paukena Lane

When we purchased the land it was farmed by Tony Phelps. He used it to fatten lambs and grew pumpkins on his home property on Moiki Rd. He processed pumpkins at his home property by cutting them into smaller portions, wrapping and sending direct to supermarkets with the waste pumpkins from the processing to lambs on Bidwells Cutting.

Third suggested name – Ruamahanga Way

The top of the road finishes on a bluff that has spectacular views out over the Ruamahanga River curling through the valley. All four of the houses will face the valley floor. It was the feature that convinced us to buy the farm and a painting of the view hangs in our kitchen at home, meaning we look at it and think of the farm every day.

4.3.4 *Names are to be selected in proportion to the length of the road. Long names on short cul-de-sac's can be difficult to display on the map*

All proposed names are considered acceptable length.

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

The applicant has a preferred suffix of Lane. As per the policy, all private roads or rights of way shall have a suffix of either Way or Lane.

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

The name being submitted for approval, 'Rangimarie Lane' is consistent with the policy.

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

Not applicable.

9. Consultation

9.1 Communications and engagement

The application has been discussed with the Māori Standing Committee (MSC). The applicant undertook initial discussions with members of the MSC and Council representatives. It was concluded that the road name application should be formally discussed at the next MSC meeting which was held on 27th April 2023. The owner of

the site attended this meeting and talked about the road name application. No resolution or feedback was achieved at this meeting, it was decided that the application needed more discussion with wider Iwi. No feedback was received and therefore the road name application was put forward again the to MSC meeting held on 18 July 2023. No resolution was made at this meeting. Feedback received after this meeting from Council's Principal Advisor – Māori suggested that Ruamahanga should not be a preference or considered as a formal road name. As no formal resolution has been achieved through these discussions and meetings, the road name report for Martinborough Community Board will proceed with this information in mind.

9.2 Partnerships

Not applicable.

10. Financial Considerations

There is no financial impact.

11. Appendices

Appendix 1 – Site location diagram

Appendix 2 – Subdivision scheme plan

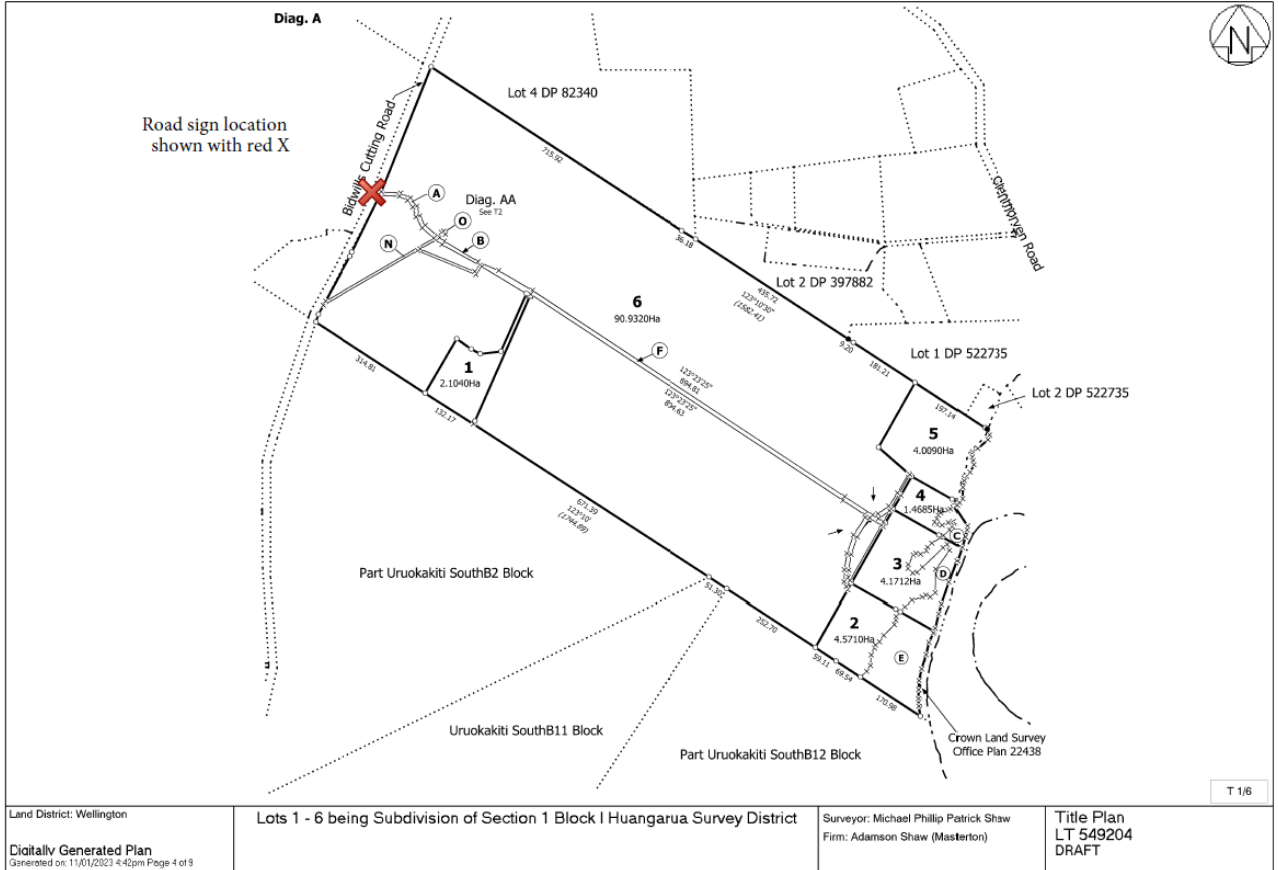
Contact Officer: Harriet Barber, Planner

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

Appendix 1 – Site location



Appendix 2 – Title Plan



Income & Expenditure Report

1. Purpose

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

2. Recommendations

Officers recommend that the Community Board:

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

3. Executive Summary

The Income and Expenditure Statement for the period ending 31 May 2023 is attached in Appendix 1. The income and Expenditure Statement for Pain Farm for Quarter 3 is attached in Appendix 2.

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

4. Appendices

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

Appendix 2 – Pain Farm Income & Expenditure Statement for Quarter 3

Contact Officer: Hayley McDonald, Assistant Accountant

Reviewed By: Karon Ashforth, General Manager Finance

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

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

Personnel & Operating Costs

Budget

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

Expenses

Personnel Costs

Members' Salaries	33,803.10
Mileage reimbursements	-

Total Personnel Costs to 31 May 2023

33,803.10

Operating Expenses

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

22/12/2022 Lamb Peters Business cards 146.00

Total Operating Expenses to 31 May 2023

471.00

Committed funds

Resolution date	Original commitment	Spent to date	Remaining commitment
Members' Salaries	28,043.00	33,803.10	(5,760.10)
Mileage reimbursements	1,000.00	-	1,000.00
Honorarium payment to student rep (\$50 per meeting)	200.00	50.00	150.00
Total Commitments			(4,610.10)

TOTAL OPERATING EXPENSE BUDGET AVAILABLE*

6,779.00

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

Grants

Income

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

Total Income for 2022-2023

4,700.00

LESS: Grants paid out

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

Total Grants paid out to 31 May 2023

6,127.50

LESS: Committed Funds

Resolution date		Original commitment	Spent to date	Remaining commitment
11/08/2022 Martinborough Youth Trust	2022 Community fireworks Events	500.00	435.00	65.00
22/09/2022 South Wairarapa Community	Covid Essential Survival kits	1,000.00	1,000.00	-
22/09/2022 Martinborough School	Get Set Go	1,260.00	1,260.00	-
22/09/2022 Martinborough Squash Club	Uniform & tournament entry fees	1,050.00	1,050.00	-
22/09/2022 Martinborough JAB	Tournament attendance	750.00	-	750.00
30/11/2022 Charlotte Harding	Christmas Events	150.00	150.00	-
13/02/2023 MBO Community garden	Seed purchase & maintainence	1,100.00	1,100.00	-
13/02/2023 MBO Netball club	Junior uniforms	500.00	500.00	-
21/02/2023 Featherston Community centre	support MBO star advertising	632.50	632.50	-
Total Commitments				815.00

PLUS: Balance Carried forward from previous year*

* excludes Swimming Pool funds

4,919.23

TOTAL GRANTS FUNDS AVAILABLE

2,676.73

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

Income

Annual Plan 2022-2023 allocation 11,500.00

Total Income 2022-2023 11,500.00

Community Development Fund - operating

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

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

Community Development Fund - capital

Total Community Development Fund - capital to 31 May 2023 -

LESS: Committed Funds

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

Total Commitments -

PLUS: Balance Carried forward from previous year 13,429.57

TOTAL COMMUNITY DEVELOPMENT FUNDS AVAILABLE 23,929.57

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

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

Appendix 1 – Pain Farm Income and Expenditure Statement for Quarter 3

Pain Farm - Statement of Financial Performance

For the Period Ended 31 March 2023

Description	2022/23 YTD Actuals March	2022/23 YTD Budgets March	2022/23 YTD Variance March	2022/23 Full Year Budget
Income				
Rent received*	75,754	82,503	6,749	110,000
Interest income	-	-	0	-
Total Income 2022-23 to date	75,754	82,503	6,749	110,000
Expenditure				
Consultants	-	-	0	-
General expenses	75	-	(75)	3,000
Interest expense	-	-	0	-
Depreciation expense	-	-	0	-
Legal expenses	-	-	0	1,000
Repairs & maintenance (other)	6,110	3,319	(2,791)	10,000
Grounds maintenance	7,029	941	(6,088)	3,000
Repairs & maintenance (Buildings)	2,434	5,000	2,566	5,000
Telephone expenses	100	-	(100)	-
Insurance	2,856	2,900	44	2,900
Overhead allocation	20,976	19,791	(1,185)	26,397
Rates payable	9,916	11,500	1,584	11,500
Personnel costs	16,459	17,270	811	23,628
Total Expenditure 2022-23 to date	65,955	60,721	(5,234)	86,425
Net Surplus/(Deficit) Year to Date	9,800	21,782	(11,982)	23,575

Pain Farm - Statement of Accumulated Funds

As at 31 March 2023

Opening balance 1 July 2022	103,301
Total surplus/(deficit) year to date	9,800
Transfers from reserves (capital spend)	27,491
Closing balance 31 March 2023	85,610
Less committed funds	-
Total funds available	85,609.77

* Please note Insurance claim Income of \$36,106.19 received in December has not been included in report.

* Total shown as information is sensitive to the tenants. Could be included in a publicly excluded report if requested.

* Rates include the full year costs, this will be amended to quarterly for 2023/24

* Income for the Landfill Lease will be included in Q4 report for the prior year adjustments.

Financial Assistance Report

1. Purpose

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

2. Recommendations

Officers recommend that the Community Board

1. *Receive the Financial Assistance Report.*
2. *Consider the application from The Martinborough Tree Group for \$2,000 to support planting.*
3. *Consider the application from Martinborough Women Football Team for \$500 to support the formation of a Martinborough women's team.*

3. Executive Summary

The Martinborough Community Board has received 2 funding applications for consideration in the current funding round. This report presents the board with applications received requesting financial assistance.

4. Background

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

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

5. Prioritisation

5.1 Te Tiriti obligations

Engagement considered not required in this case.

5.2 Strategic alignment

- Spatial Plan
- Long Term Plan

☒ Annual Plan

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

6. Discussion

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

- Non-profit community organisations with a formed legal structure or a group of individuals who have come together for a common purpose but who do not have a legal structure may apply.
- The applicant does not need to be based in the South Wairarapa or the ward from where the funds are being sought but the applicant must be able to demonstrate that the activity benefits the ward where the funds are being sought.

The Grants Policy sets out further criteria.

6.1 Application from Martinborough Tree Group

The application Martinborough Tree Group meets the criteria for funding. The organisation has no outstanding grant accountability forms. The application will be provided to members in confidence.

6.2 Application from Martinborough Women Football Team

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

7. Options

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

8. Strategic Drivers and Legislative Requirements

8.1 Significant risk register

There are no significant risks identified.

8.2 Policy implications

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

9. Consultation

9.1 Communications and engagement

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

9.2 Partnerships

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

Yes No

If no, is a communications plan required?

Yes No

10. Financial Considerations

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

Contact Officer: Nicki Ansell, Lead Advisor – Community Governance

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

Action Items Report

1. Purpose

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

2. Recommendations

Officers recommend that the Community Board:

1. *Receive the Action Items Report.*

3. Executive Summary

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

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

4. Appendices

Appendix 1 – Action Items to 21 July 2023

Contact Officer: Nicki Ansell, Lead Advisor – Community Governance

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

Appendix 1 – Action Items to 21 July 2023

Number	Raised Date	Responsible Manager	Action or Task details	Status	Notes
497	24-Sep-20	MCB	To continuing working with mana whenua on a Martinborough town sign entrance	Open	19/05/22: MCB undertook holding a workshop to progress this. 23/3/23: MCB to follow up on status of this with previous board members.
731	17-Dec-20	MCB	Investigate who originally designed the historical information sign at Bidwill's Cutting	Open	29/4/21: Still work in progress 08/7/21: Local graphic designer, Andy Shaw, expressed interest in designing the Bidwill's Cutting sign. Martinborough Automotive Ltd would fund the design drafting costs which would then be presented to the Board. 25/11/21: Ongoing 24/02/22: Project undertaken by N Fenwick 7/04/22: Mr Fenwick provided an update on the Bidwill's Cutting sign and undertook presenting the draft to the M i a i i 23/3/23: MCB to follow up on status of this with previous board members. 15/6/23: Cr Maynard to speak at the next MSC Meting. Discussion around putting notice in the local Star around the sign.
502	22-Sept-22	S Corbett	status of restorative planting along the Rumahunga River, committed from the waste water overflow in Martinborough (Wellington Water)	Open	09/02/23: Mr Corbett provided an update and noted that the planting has been actioned and is on the work plan. 06/3/23: Paul Clarke from WWL Ltd to update MSC once the project has commenced. 14/6/23: Adam Mattsen met with MSC on Who is WWL, Background & Context of 2020 wastewater overflow. a i ay y i a i a a M a i a a a i M 20/7/23: Adam Mattsen asked to present at the next MCB meeting to provide update.
565	30-Nov-22	MCB	MCB RESOLVED (MCB 2022/48) to make a submission to the Combined District Plan asking that the Oak Trees in Huangarua Park be listed on the Notable Tree Register. (Moved Cr Ellims/Secoded Robertson) Carried	Open	
030	9-Feb-23	S Corbett	Action 030: Request a workshop with officers to discuss the process of reviewing the Memorial Square Development Plan, S Corbett.	Open	23/3/23: S Corbett provided an update on the process for review of the Reserve Management Plans at MCB meeting. 15/6/23: Update the Action to meet with James to discuss further.
168	4-May-23	K Ashforth	Request clarification on whether Council can hold and distribute donated funds for the Martinborough Tree Group	Actioned	15/6/23 Officers confirmed during MCB meeting that SWDC cannot hold funds. Addition discussion and resolution found through existing group connections.
253	15-June-23	A Bradley	Action 253: To get details of the approval from council meeting to a 100% increase of Pain Farm overhead.	Actioned	7/6/2023 Further information around court ruling and action items around increase of fee sent to MCB.
254	15-June-23	A Bradley	Action 254: To organise a workshop of LTP & AP, with an outcome on MCB AP for 2023/2024 with clear focus on priorities.	Open	

Members Report: Emergency Response Resilience

1. Purpose

The aim of Emergency Response Resilience is to form a core group of volunteers from various sectors of the community who will attend these sessions and take part in the practice event. This group will operate on an ongoing basis with one or more representatives from the Community Board. The aim is for the group to continue to function beyond this current Board. This group will meet regularly and set a plan annually.

The group may require funding assistance for costs incurred including printing, advertising and the provision of kai at events.

2. Recommendations

Officers recommend that the Community Board:

1. *Receives the Members Report: Emergency Response Resilience.*
2. *Resolve to move the location of the Emergency Hub to the Waihinga Centre*
3. *Resolve to fund \$150 from operations budget for the event in September.*

3. Executive Summary

Working in conjunction with Vivienne and Nigel we now have a schedule of events for this year as part of the Community Board involvement with Emergency Planning and Resilience. (Ava from Neighbourhood support has also offered support)

This is in line with what we put in our CB Plan for 2023 – to educate and support the community in emergency response preparedness.

We have been fortunate to have a local resident come on board and help with this – Donna McQuaid has experience in training situations, her knowledge and enthusiasm has been invaluable in assisting with the planning.

4. Background

We now have two training sessions and a practice session booked in, originally we looked at an expo similar to the one in Greytown, however after attending Cartertons event it was decided together with WREMO that we would have a different focus for this year (next year we will look at a family friendly expo event)

- First session will be on Wednesday 16th August 7pm – 9pm topic Home Preparedness (1 hour)
- Second Session will be on Wednesday 6th September 7pm-9pm entitled Leadership skills in Disasters (2 hours)

Final event for this year will be on **Saturday 30th September from 11am-1pm**, this will be a practice scenario. There will be a couple of other exhibits planned at this event and a sausage sizzle if council permits us to do so.

The participation of all our elected members would be appreciated, assistance is also required in providing names and contact details of anyone you know who could be involved. We need to have 25 to 30 people attending the initial workshops. This will be a good way for the community to engage and meet new people (another one of our objectives under Social Wellbeing)

The Emergency Hub is currently located in the ambulance station however we would like to relocate this to the Waihinga Centre and ask for support from the Community Board to action this. (Promoting best use of public facilities)

Martinborough Community Board Member: Angela Brown