



Martinborough Community Board

Kia Reretahi Tātau

4 May 2023

Agenda

Notice of Meeting

An ordinary meeting will be held in the Supper Room, Waihinga Centre, Martinborough on Thursday, 23 March 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 Tīmatanga

*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. Public Participation**
- 6. Actions from Public Participation**

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

7. Community Board Minutes

- 7.1 Minutes for Approval: Minutes of the Martinborough Community Board meeting held on 23 March 2023 Pages 1-3

Proposed Resolution: *That the minutes of the Martinborough Community Board meeting held on 23 March 2023 be confirmed as a true and correct record.*

8. Chairperson Report

- 8.1 Chairperson Report Pages 4-5

9. Reports from Chief Executive and Staff

- 9.1 Income & Expenditure Report Pages 6-12
9.2 Actions Items Report Pages 13-16

10. Public Excluded

- 10.1 Pain Estate Farmland Report *Distributed separately*

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

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

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

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

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, Councillor Aidan Ellims and Councillor Pip Maynard
- In Attendance:** Stefan Corbett (Group Manager, Partnership and Operations), Michaela Llyod (Welcoming Communities Coordinator) and Kaitlyn Carmichael (Committee Advisor)
- Conduct of Business:** This meeting was conducted in public in the Supper Room, Martinborough Town Hall, Texas Street, Martinborough between 7.00pm and 8.41pm and was live streamed on the Council's YouTube Channel.

1. EXTRAORDINARY BUSINESS

There was no extraordinary business.

2. APOLOGIES

MCB RESOLVED (MCB 2023/09) to receive apologies from Mel Maynard.

(Moved Cr Maynard/Seconded Brown)

Carried

3. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

4. ACKNOWLEDGMENTS AND TRIBUTES

Cr Maynard acknowledged the passing of Heather Marchioni, a long-term teacher at Martinborough Primary School and influential community member.

Cr Maynard acknowledged the passing of Glen Eberlein, a well-known and respected member of the community.

Cr Maynard acknowledged the passing of Georgina Beyer and noted the significance of her work in the district.

5. PUBLIC PARTICIPATION

There was no public participation.

6. ACTIONS FROM PUBLIC PARTICIPATION

There was no actions from public participation.

DISCLAIMER

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

7. MARTINBOROUGH COMMUNITY BOARD MINUTES

7.1 Martinborough Community Board Minutes – 9 February 2023

MCB RESOLVED (MCB 2023/10) that the minutes of the Martinborough Community Board meeting held on 9 February 2023 be confirmed as a true and correct record.

(Moved Brown/Seconded Krogh) Carried

9. REPORTS FROM CHIEF EXECUTIVE AND STAFF (ITEM MOVED)

9.1 Introduction to Welcoming Communities Report

MCB RESOLVED (MCB 2023/11) to receive the Introduction to Welcoming Communities Report.

(Moved Cr Ellims/Seconded Cr Maynard) Carried

Ms Llyod spoke about the Welcoming Communities Program and requested feedback from the board on how they wish to be involved over the next three years. Members discussed the community building focus of the initiative and undertook working with Ms Lloyd to support her in making community connections.

8. CHAIRPERSON REPORT

8.1 Chairperson Report

MCB RESOLVED (MCB 2023/12) to receive the Chairperson Report.

(Moved Cr Maynard/Seconded Krogh) Carried

Mr Robertson highlighted the importance of recognizing the deed of gift within the Pain Farm Estate and members noted the increased transparency within Councils management of Pain Farm.

MCB NOTED:

Action 094: Request a follow up email providing an update on the Pain Farm Review queries, *K Ashforth*.

Cr Ellims and Mr Corbett provided an update on Hinekura Road and the upcoming Community meeting. Members discussed feedback received from the community engagement sessions and spoke about ways to best loop-back to the community. Members noted the importance of focusing on community resilience planning and Mr Robertson undertook arranging a workshop to further discuss this. Members discussed establishing a Martinborough Tree Group and noted the importance of this to the board. Ms Krogh undertook taking the lead on this project. Cr Ellims provided information on the process to have a tree included on the Notable Tree Register and undertook following up on the status of the Oak Trees in Huangarua Park with officers.

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Cr Ellims left the meeting at 8.08pm.

Members queried the felling of trees at the Martinborough Golf Club and Mr Corbett provided clarification.

Ms Brown provided an update on flag inventory and maintenance.

MCB NOTED:

Action 095: To update the guidelines for the Street Flags and Banners application form to include that 'flags cannot be used for individual commercial advertising'.

9. REPORTS FROM CHIEF EXECUTIVE AND STAFF

9.2 Income & Expenditure Report

MCB RESOLVED (MCB 2023/13) to receive the Income & Expenditure Statement for the period ending 28 February 2023.

(Moved Cr Maynard/Seconded Brown)

Carried

Members discussed holding a Pain Farm Funding round and undertook setting the dates at the next board meeting.

9.3 Action Items Report

MCB RESOLVED (MCB 2023/14) to receive the Action Items Report.

(Moved Cr Maynard/Seconded Krogh)

Carried

Members discussed open action items and noted further updates.

Action 095: Martinborough Tree Group in progress, action closed.

Action 429: Closed at request of the board.

Action 731: Members undertook following up with previous board members on the status of the Bidwell Cutting sign.

Action 317: Mr Corbett provided an update on the coastal BBQs and members noted this was low priority. Action closed at request of the board.

The meeting closed at 8.41pm.

Confirmed as a true and correct record

.....Chairperson

.....Date

DISCLAIMER

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CHAIRPERSON REPORT

Recommendations

The Chairperson recommends that the Community Board:

1. *Receive the Chairperson Report.*
2. *Consider potential solutions to urban/rural berm management.*
3. *Consider concerns that arose following a mobility scooter test run in the ward.*
4. *Discuss the recent Considine Park User Group Meeting and updated Terms of Reference*
5. *Consider how to best engage with the community over Plans and Rates.*
6. *Make a recommendation to Council on the termination of SHW53.*
7. *Discuss the MCB Plan.*
8. *Make a recommendation to Council on Cape Palliser Road and consultation proposals.*
9. *Consider potential options for Park Bench installation and locations.*
10. *Request an update on the Pain Farm follow up email.*

Topic 1 – Urban and Rural Berms

While there has been clear action details provided around berms there are many that fall outside what would be a typical definition. These are in both rural and some urban locations and management has challenges. What can be done / proposed as a solution?

Topic 2 – Mobility Scooters and Martinborough footpaths

Following a recent test run with the Mayor on a mobility scooter a number of issues were highlighted that impact users. Discuss the issue and make a request to Council on how to address these issues.



Topic 3 - Considine Park User Group

Update on Considine Park, first User Group meeting and Term of Reference. Relay to Council.

Topic 4 - Community Engagement over Plans and Rates

This is to discuss the options available to the MCB as to how we best provide interactions and feedback to the community on these very important issues.

Topic 5 – SHW53

Having SHW53 running through a large section of our commercial area, this impacts a number of plans and events in the township. We will discuss and advise Council on what we consider to be the best option going forward.

Topic 7 – MCB Plan

A draft plan has been drawn up and this will be an opportunity to gather guidance as to the content before we put a final edition together.

Topic 8 – Cape Palliser Road

We will discuss the options for this and look at what consultation should be considered and make a proposal to Council for discussion.

Topic 9 – Park Benches

There are a number of park benches having been made available to MCB for use in the township. Propose to discuss the best use of these.

Topic 9 – Pain Farm

Following a successful meeting with Council regarding Pain Farm a follow up email was sent to Finance and we request the status of a reply. We understand many other items are under action by Council so this is just a follow up reminder.

Prepared by Storm Robertson, Martinborough Community Board Chair

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 March 2023 is attached in Appendix 1.

The Pain Farm Income and Expenditure Statement for the period ending 31 March 2023 is attached in Appendix 2.

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

4. Appendices

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

Appendix 2 – Pain Farm Income & Expenditure Statement for the period ending 31 March 2023

Contact Officer: Hayley McDonald, Assistant Accountant

Reviewed By: Karon Ashforth, General Manager Finance

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

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

Personnel & Operating Costs

Budget

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

Expenses

Personnel Costs

Members' Salaries	28,318.22
Mileage reimbursements	-

Total Personnel Costs to 31 March 2023

28,318.22

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 March 2023

471.00

Committed funds

Resolution date	Original commitment	Spent to date	Remaining commitment
Members' Salaries	28,043.00	28,318.22	(275.22)
Mileage reimbursements	1,000.00	-	1,000.00
Honorarium payment to student rep (\$50 per meeting)	200.00	50.00	150.00

Total Commitments

874.78

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

Total Commitments

815.00

PLUS: Balance Carried forward from previous year*

4,919.23

* excludes Swimming Pool funds

TOTAL GRANTS FUNDS AVAILABLE

2,676.73

Martinborough Community Board
Community Development Fund for the Period Ended 31 March 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 March 2023 1,000.00

Community Development Fund - capital

Total Community Development Fund - capital to 31 March 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.

Martinborough Community Board
Swimming Pools Fund for the Period Ended 31 March 2023

Income			
	Funds from Martinborough Swimming Club		15,268.80
			<u>15,268.80</u>
Expenditure			
			-
	Total Expenditure		<u>-</u>
	Net Surplus/(Deficit) Year to Date		15,268.80
LESS: Committed Funds			
			-
			<u>-</u>
	TOTAL FUNDS AVAILABLE		<u><u>15,268.80</u></u>

Resolution
date

Original
commitment

Spent to date

Remaining
commitment

**Appendix 1 – Pain Farm Income and
Expenditure Statement for the Period
Ending 31 March 2023**

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.

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 28 April 2023

Contact Officer: Kaity Carmichael, Committee Advisor

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

Appendix 1 – Action Items to 28 April 2023

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.	Actioned	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. 25/11/21: Michael Honey undertook continuing this project. 24/02/22: M Honey progressing with this project. 23/3/23: Action closed at request of MCB, Martinborough Tree Group in progress.
429	13-Aug-20	MCB	Investigate entering into a funding partnership agreement with Martinborough Community Garden for the remainder of the triennium.	Actioned	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. 07/04/22: Action re-opened at request of MCB. Report requested outlining potential sites for the Community Garden. 20/05/22: Email sent to MCB on behalf of officers - very little council owned land available; alternative suggestions made. 23/3/23: Actioned closed at request of MCB.
497	24-Sep-20	MCB	To continuing working with mana whenua on a Martinborough town sign entrance	Open	19/05/22: MCB undertook holding a workshop to progress this. 23/3/23: MCB to follow up on status of this with previous board members.
731	17-Dec-20	MCB	Investigate who originally designed the historical information sign at Bidwill's Cutting	Open	29/4/21: Still work in progress 08/7/21: Local graphic designer, Andy Shaw, expressed interest in designing the Bidwill's Cutting sign. Martinborough Automotive Ltd would fund the design drafting costs which would then be presented to the Board. 25/11/21: Ongoing 24/02/22: Project undertaken by N Fenwick 7/04/22: Mr Fenwick provided an update on the Bidwill's Cutting sign and undertook presenting the draft to the Māori Standing Committee. 23/3/23: MCB to follow up on status of this with previous board members.
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	Actioned	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. 25/11/21: Cr Colenso drafting application 23/3/23: Action closed at request of MCB.
317	8-July-21	S Corbett	Liaise with Council officers to investigate purchasing suitable BBQ options for coastal reserves	Actioned	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. 13/06/22: Travel and cleaning time is a key cost on the BBQ, Officers biggest concern is vandalism and theft. Summer period from Labour Weekend till Easter being the busy period 26 weeks x 3 times a week possibly conservative x 120km round trip \$9,500.00 26 weeks x 2 times a week x 120km \$6,500.00 Cleaning time and material \$6,500.00 Total \$22,500.00

Number	Raised Date	Responsible Manager	Action or Task details	Status	Notes
					<p style="text-align: right;">BBQ \$10,000.00 Concrete \$600.00.00 plus travel to install Overall total approx. \$ 33,100.00</p> <p>This does not take into account gas bottle swaps. We find that the Waihinga playground BBQ requires cleaning twice a week now since the weather has been so good. This is done on the weekly playground equipment checks Monday and Friday. We currently have a cleaner based at Ngawi but he is well passed retirement age so there is an opportunity to utilise him in the short term which will reduce travel, we only clean the toilets twice a week and daily over the centre of the Xmas period. Even cutting out some travel approx. cost of \$ 20,000.00 with yearly costs of \$10,000. As you can see great to have it but expensive having them so far away at a cost that this council currently cannot cover.</p> <p>30/06/22: Ms Maynard undertook following up with Tora residents on this update. 23/3/23: Low priority, action closed at request of MCB.</p>
502	22-Sept-22	S Corbett	To request an update be provided to the board and Māori Standing Committee on the status of restorative planting along the Rumahunga River, committed from the waste water overflow in Martinborough (Wellington Water)	Open	09/02/23: Mr Corbett provided an update and noted that the planting has been actioned and is on the work plan. 06/3/23: Paul Clarke from WWL Ltd to update MSC once the project has commenced.
565	30-Nov-22	MCB	MCB RESOLVED (MCB 2022/48) to make a submission to the Combined District Plan asking that the Oak Trees in Huangarua Park be listed on the Notable Tree Register. (Moved Cr Ellims/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.
094	23-Mar-23	K Ashforth	Action 094: Request a follow up email providing an update on the Pain Farm Review queries.	Open	
095	23-Mar-23	A Bradley	Action 095: Request officers update the guidelines for the Street Flags and Banners application form to include "flags cannot be used by individual businesses or business owners for commercial gain".	Actioned	3/31/23: Street Flags and Banners form updated to reflect this.