

9 February 2023

## Agenda

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### Notice of Meeting

An ordinary meeting will be held in the Supper Room, Waihinga Centre, Martinborough on Thursday, 9 February 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

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### Public Business

1. Extraordinary Business
2. Apologies
3. Conflicts of Interest
4. Acknowledgments and Tributes
5. Public Participation

5.1 Ashleigh Mills – Martinborough Netball Club Grant Application

### 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 30 November 2022

Pages 1-6

***Proposed Resolution:*** *That the minutes of the Martinborough Community Board meeting held on 30*

*November 2022 be confirmed as a true and correct record.*

## **8. Reports from Chief Executive and Staff**

- |     |   |             |
|-----|---|-------------|
| 8.1 | Introduction to Civil Defence Emergency Management Report | Pages 7     |
| 8.2 | Street Flag Request Report                                | Pages 8-12  |
| 8.3 | Income & Expenditure Report                               | Pages 13-19 |
| 8.4 | Financial Assistance Report                               | Pages 20-22 |
| 8.5 | Action Items Report                                       | Pages 23-27 |

## **9. Chairperson Report**

- |     |                    |             |
|-----|--------------------|-------------|
| 9.1 | Chairperson Report | Pages 28-29 |
|-----|--------------------|-------------|



**Minutes – 30 November 2022**

<b>Present:</b>	Mel Maynard (Chair), Storm Robertson, Angela Brown, Karen Krogh, Councillor Aidan Ellims and Councillor Pip Maynard (until 8.09pm)
<b>In Attendance:</b>	Stefan Corbett (Group Manager, Partnership and Operations), Sheil Priest (General Manager, Communications & Engagement) and Kaitlyn Carmichael (Committee Advisor)
<b>Public Participation:</b>	Stuart Campbell
<b>Conduct of Business:</b>	This meeting was conducted in public in the Supper Room, Martinborough Town Hall, Texas Street, Martinborough between 6.30pm and 9.15pm and was live streamed on the Council's YouTube Channel.

**MEMBER DECLARATION**

Elected member Angela Brown made her declaration in front of the board and members of the public.

**1. EXTRAORDINARY BUSINESS**

There was no extraordinary business.

**2. APOLOGIES**

There were no apologies.

**3. CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**4. ACKNOWLEDGMENTS AND TRIBUTES**

Cr Ellims paid tribute to John Donald who was a longstanding member of the District and served as an elected member on the Featherston County Council.

Cr Ellims acknowledged the passing of David Lawrence, who was a longstanding member of the Martinborough Community and instrumental in the establishment of the Martinborough Medical Centre.

Cr Maynard acknowledged the passing of Wim Julicher and noted his contribution to the community.

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Cr Maynard acknowledged the passing of Dawn Hartnell and noted her longstanding involvement in MADCAPS and Meals on Wheels  
Ms Maynard acknowledged the passing of Charlie Hunt, who was an active member of the community.

Cr Maynard acknowledged the opening of the Martinborough Story Walk and thanked the library staff and Friends of the Martinborough Library for their support in the project.

## **5. PUBLIC PARTICIPATION**

### **Stuart Campbell – Lighting in the Square**

Mr Campbell advocated for improved lighting in the Martinborough ward and around Memorial Square. Mr Campbell asked the board for advocacy support of this project.

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

Members noted the importance of lighting in the ward, particularly around pedestrian crossings and discussed potential options, including solar lighting. Members queried the available funds for this work. Mr Corbett noted that this is not in the current programme of work and provided information on the boards submission process for the annual and long-term plan.

## **9. MEMBER REPORT (*item moved*)**

### **9.1 Aidan Ellims Member Report**

*MCB RESOLVED (MCB 2022/47) to receive Aidan Ellims Member Report.*

*(Moved Robertson/Seconded Brown)*

Carried

Cr Ellims spoke to items outlined in the report and noted the importance of prioritising the areas in need for lighting within the ward. Mr Corbett provided feedback on the process of moving this proposal forward, including drafting an engagement document and engaging with stakeholders (including Council) and the community. Members undertook planning a workshop to progress this.

*MCB RESOLVED (MCB 2022/48) to make a submission to the Combined District Plan asking that the Oak Trees in Huangarua Park be listed on the Notable Tree Register.*

*(Moved Cr Ellims/Seconded Robertson)*

Carried

Cr Ellims undertook drafting a submission to the combined district plan on behalf of the board.

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## **7. MARTINBOROUGH COMMUNITY BOARD MINUTES**

### **7.1 Martinborough Community Board Minutes – 26 October 2022**

*MCB RESOLVED (MCB 2022/49) that sections F and G of the minutes of the first meeting of the triennium for Council and Community Boards on 26 October 2022 be confirmed as a true and correct record.*

*(Moved Cr Maynard/Seconded Maynard)*

Carried

## **8. REPORTS FROM CHIEF EXECUTIVE AND STAFF**

### **8.1 Adoption of the 2023 Schedule of Ordinary Meetings Report**

*MCB RESOLVED (MCB 2022/50) to:*

1. Receive the Adoption of the 2023 Meeting Schedule Report  
*(Moved Cr Maynard/Seconded Robertson)*
2. Adopt the 2023 Meeting Schedule of Council, Community Board and Committees, subject to forums being scheduled as formal meetings.
3. Set a 7.00pm meeting time for the Martinborough Community Board
4. Delegate to the Chief Executive the ability to alter the schedule of ordinary meetings following consultation with the Chair

*(Moved Cr Maynard/Seconded Brown)*

Carried

Carried

Members debated the benefits of community forums in place of meeting and queried the suitability of formal meetings being held on a quarterly basis. Members noted that there are other avenues available for community engagement.

### **8.2 Establishment of and Appointment to Committees Report**

*MCB RESOLVED (MCB 2022/51) to:*

1. Receive the Establishment of and Appointments to Committees Report  
*(Moved Cr Ellims/Seconded Cr Maynard)*
2. Appoint Mel Maynard as the representative to the Martinborough Greytown Waste Water treatment Plants Community Liaison Group.
3. Appoint Storm Robertson and Angela Brown as the representatives to Martinborough Community Board to the Considine Park User Group.

*(Moved Cr Maynard/Seconded Cr Ellims)*

Carried

Carried

Members discussed committee appointments and the benefits of appointing a student representative in the youth advisory position. Cr Maynard undertook following up with local youth for potential nomination at an upcoming meeting.

### **8.3 Review of Regulatory Policies Report**

*MCB RESOLVED (MCB 2022/52) to receive the Review of Regulatory Policies Report.*

*(Moved Robertson/Seconded Krogh)*

Carried

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Ms Carmichael spoke to items outlined in the report and invited feedback on key areas for consideration in the policy review. Members undertook assisting in identifying community interest groups and stakeholders. Members queried the possibility of a dog poo bin map in the ward and Ms Priest undertook exploring the possibility.

#### **8.4 Pain Farm Lodged Insurance Claim for Original Garage Report**

*MCB RESOLVED (MCB 2022/53) to:*

1. Receive the Pain Farm Lodged Insurance Claim for Original Garage Report.  
*(Moved Cr Ellims/Seconded Krogh)* Carried
2. Agree that the original Pain Farm garage should be demolished and that an insurance pay-out in lieu of a repair will be accepted (Option 1).
3. Note that a decision on the replacement for the Pain Farm homestead garage will be made at a future meeting.  
*(Moved Cr Ellims/Seconded Robertson)* Carried

Karen Krogh abstained

Members discussed items outlined in the report and Mr Corbett provided clarification. Members queried the allocation of insurance funds back into the Pain Farm account.

Members debated the necessity of the garage and the possibility of re-building the structure in closer proximity to the house. Members undertook visiting the site to explore possibilities of replacement.

Cr Maynard left the meeting at 8.09pm

Meeting adjourned at 8.10pm

Meeting reconvened at 8.15pm

#### **8.5 Action Items Report**

*MCB RESOLVED (MCB 2022/54) to receive the Action Items Report.*

*(Moved Robertson/Seconded Brown)* Carried

Members discussed open action items and noted further updates. Members queried the overhead allocation on the Pain Farm – Statement of Financial Performance Report and requested that overhead allocations be further broken down.

*MCB NOTED:*

Action 572: To provide a rough breakdown of overhead allocation costs for Pain Farm, S Corbett

Members discussed the importance of a community garden and queried additional location options. Members discussed the boards priorities and Ms

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Carmichael undertook setting up a workshop with the board to discuss the development of a community plan.

#### **8.6 Income and Expenditure Report**

*MCB RESOLVED (MCB 2022/55) to:*

1. Receive the Income & Expenditure Statement for the period ending 31 October 2022.
2. Receive the Pain Farm Income & Expenditure Statement for the period ending 30 September 2022.

*(Moved Cr Ellims/Seconded Robertson)*

Carried

Members discussed items outlined in the report and requested clarification on how to interpret the Pain Farm Income & Expenditure Statement.

#### **8.7 Financial Assistance Report**

*MCB RESOLVED (MCB 2022/56) to:*

1. Receive the Financial Assistance Report
2. Defer the Martinborough Netball Club funding application for consideration in the February round.
3. Grant Charlotte Harding \$150 to support a Christmas Event in Martinborough.
4. Set fund round dates for February and August 2023.

*(Moved Cr Ellims/Seconded Robertson)*

Carried

Members discussed applications for financial assistance and requested that the Martinborough Netball Club have a representative to speak in support of their application at the February funding round.

#### **8.8 Election of a Chair of the Martinborough Community Board 2022-2025 Triennium Report**

Ms Maynard announced her resignation of Chairperson of the Martinborough Community Board. Members thanked her for her service over the 2019/2022 triennium.

*MCB RESOLVED (MCB 2022/57) to*

1. Receive the Election of a Chair of the Martinborough Community Board 2022-2025 Triennium Report

*(Moved Cr Ellims/Seconded Robertson)*

Carried

2. Adopt System A as outlined in clause 25 of Schedule 7 of the Local Government Act 2022 for the Election Defer the Martinborough Netball Club funding application for consideration in the February round.

*(Moved Brown/Seconded Robertson)*

Carried

3. Elect Storm Robertson as the Chairperson of the Martinborough Community Board for the 2022-2025 triennium

*(Moved Maynard/Seconded Brown)*

Carried

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4. Elect Angela Brown as Deputy Chair of the Martinborough  
Community Board for the 2022-2025 Triennium  
(*Moved Krogh/Seconded Robertson*)

Carried

The meeting closed at 9.15pm.

**Confirmed as a true and correct record**

.....Chairperson

.....Date

**Send email on sculpture installation**

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## Civil Defence Emergency Management Arrangements

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### 1. Purpose

To present the Martinborough Community Board with an introduction on the community Civil Defence Emergency Management arrangements in the South Wairarapa District.

### 2. Recommendations

Officers recommend that the Community Board:

1. *Receive the Civil Defence Emergency Management Arrangements Report.*

### 3. Executive Summary

This report provides an introduction to the community Civil Defence Emergency Management arrangements in the South Wairarapa District.

### 4. Background

Community Boards have an important role in supporting community Civil Defence Emergency Management arrangements in the South Wairarapa District. Throughout the past trienniums, Community Boards have appointed a member to act as a liaison for WREMO and civil defence management.

### 5. Discussion

This presentation will introduce the community Civil Defence Emergency Management arrangements in the South Wairarapa District and the Wellington Region Emergency Management Office (WREMO)

Potential discussion points for consideration include:

- How Community Boards can support their community in a disaster
- Next steps in Community Board Civil Defence engagement

Contact Officer: Nigel Carter, Health, Safety & Emergency Management Advisor

Reviewed By: Paul Gardner, General Manager, Human Resources & Cooperate Services

## Street Flags Request Report

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### 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 the Coalition of Olive Growers to instal street flags from 15 May 2023 to 30 June 2023 during olive harvest season.*
3. *Nominate a member of the board to coordinate the installation of the street flags in the Martinborough ward.*

### 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 Coalition of Olive Growers to instal street flags during olive harvest season, from 15 May 2023 to 30 June 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 the Coalition of Olive Growers to instal street flags in the ward from 15 May 2023 to 30 June 2023 during olive harvest season. The 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

## **5.1 Design guidelines**

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 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 Design from Coalition of Olive Growers

Contact Officer: Kaity Carmichael, Committee Advisor

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

# **Appendix 1 – Street Flag Design from Coalition of Olive Growers**



# Olives

Martinborough

## Income & Expenditure Report

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### 1. Purpose

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

### 2. Recommendations

Officers recommend that the Community Board:

1. *Receive the Income & Expenditure Statement for the period ending 31 December 2022*
2. *Receive the Pain Farm Income & Expenditure Statement for the period ending 31 December 2022.*

### 3. Executive Summary

The Income and Expenditure Statement for the period ending 31 December 2022 is attached in Appendix 1.

The Pin Farm Income and Expenditure Statement for the period ending 31 December 2022 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 December 2022

Appendix 2 – Pain Farm Income & Expenditure Statement for the period ending 31 December 2022

Contact Officer: Hayley McDonald, Assistant Accountant  
Reviewed By: Karon Ashforth, General Manager Finance

**Appendix 1 – Income and Expenditure  
Statement for the Period Ending 31  
December 2022**



**Martinborough Community Board**  
Income & Expenditure for the Period Ended 31 Dec 2022

**Personnel & Operating Costs**

**Budget**

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

**Expenses**

**Personnel Costs**

Members' Salaries	18,592.87
Mileage reimbursements	-

<b>Total Personnel Costs to 31 Dec 2022</b>	<b>18,592.87</b>
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**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

<b>Total Operating Expenses to 31 Dec 2022</b>	<b>325.00</b>
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**Committed funds**

Resolution date	Original commitment	Spent to date	Remaining commitment
Members' Salaries	28,043.00	18,592.87	9,450.13
Mileage reimbursements	1,000.00	-	1,000.00
Honorarium payment to student rep (\$50 per meeting)	200.00	50.00	150.00
<b>Total Commitments</b>			<b>10,600.13</b>

<b>TOTAL OPERATING EXPENSE BUDGET AVAILABLE*</b>	<b>6,925.00</b>
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\* remaining budget for personnel and operating expenses does not carry over into subsequent financial years

**Grants**

**Income**

Annual Plan 2020-21 grant allocation	4,700.00
Other miscellaneous income	-

<b>Total Income for 2022-2023</b>	<b>4,700.00</b>
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**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
25/10/2022 MBO Business Association	Xmas Decorations For Martinborough	1,000.00
5/12/2022 C Harding	Costs toward MBO Xmas Parade	150.00

<b>Total Grants paid out to 31 Dec 2022</b>	<b>4,895.00</b>
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**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	-
<b>Total Commitments</b>				<b>815.00</b>

<b>PLUS: Balance Carried forward from previous year*</b>	<b>4,919.23</b>
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\* excludes Swimming Pool funds

<b>TOTAL GRANTS FUNDS AVAILABLE</b>	<b>3,909.23</b>
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**Martinborough Community Board**  
**Beautification Fund for the Period Ended 31 Dec 2022**

Income

Annual Plan 2022-2023 allocation

11,500.00

**Total Income 2022-2023**

**11,500.00**

Beautification grants - operating

**Total Beautification grants - operating to 31 Dec 2022**

-

Beautification grants - capital

**Total Beautification grants - capital to 31 Dec 2022**

-

**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**

**1,000.00**

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

**13,429.57**

**TOTAL BEAUTIFICATION 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 Dec 2022**

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

**Appendix 2 – Pain Farm Income and  
Expenditure Statement for the Period  
Ending 31 December 2022**

## **Pain Farm - Statement of Financial Performance**

For the Period Ended 31 December 2022

### **Income**

Rent received*	47,600.00
Interest income	-
<b>Total Income 2022-23 to date</b>	<b>47,600.00</b>

### **Expenditure**

Consultants	-
General expenses	-
Interest expense	-
Depreciation expense	-
Legal expenses	-
Repairs & maintenance (other)	3,494.14
Grounds maintenance	2,783.46
Repairs & maintenance (Buildings)	2,433.60
Telephone expenses	49.85
Insurance	2,856.42
Overhead allocation	15,182.44
Rent & rates payable	9,916.41
Personnel costs	10,916.30
<b>Total Expenditure 2022-23 to date</b>	<b>47,707.15</b>

<b>Net Surplus/(Deficit) Year to Date</b>	<b>(107.15)</b>
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## **Pain Farm - Statement of Accumulated Funds**

As at 31 December 2022

Opening balance 1 July 2022	103,300.95
Total surplus/(deficit) year to date	(107.15)
Transfers from reserves (capital spend)	27,490.75
<b>Closing balance 31 December 2022</b>	<b>75,703.05</b>
Less committed funds	-
<b>Total funds available</b>	<b>75,703.05</b>

\* 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.

## **Financial Assistance Report**

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### **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 Martinborough Netball Club for \$3,000 to support junior uniforms.*
3. *Consider the application from Martinborough Community Garden for \$1,100 to support seed purchase and garden maintenance.*
4. *Consider the application from Featherston Community Centre Charitable Trust for \$632.50 to support advertising.*

### **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.
- Applicants may not be in receipt of any other Council or Council-administered grant for the same activity in the same financial year.
- The Martinborough Community Board has a maximum limit equal to half the total available grant pool.

The Grants Policy sets out further criteria.

### 6.1 Application from Martinborough Netball Club

The application from Martinborough Netball Club was considered at the Martinborough Community Board meeting on 30 November 2022. At this time, the board requested a representative from the organisation come to speak in support of the application at the next meeting on 9 February 2023.

The application from Martinborough Netball Club 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 Community Garden

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

### 6.3 Application from Featherston Community Centre Charitable Trust

The application from Featherston Community Centre Charitable Trust 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: Kaity Carmichael, Committee Advisor

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



## **Action Items Report**

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### **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 remain in a master register but no longer reported on.

### **4. Appendices**

Appendix 1 – Action Items to 1 February 2023

Contact Officer: Kaity Carmichael, Committee Advisor

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

## **Appendix 1 – Action Items to 1 February 2023**

Number	Raised Date	Responsible Manager	Action or Task details	Status	Notes
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 Thereafter, officers report 6 monthly on the condition of the homestead, cottage, surrounding land, and farm. (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> <p>25/11/21: Update requested by MCB.</p> <p>24/02/22: Update requested by MCB.</p> <p>28/03/22: Officers will factor this review into be completed by 30 June 2022.</p> <p>6/5/22: Update from Finance Manager. Waiting for new General Manager, Finance to start and this will be taken up in the near future with her.</p> <p>16/06/22: The Pain Farm Policy will be reviewed in the next policy review and will include a process for setting overhead costs.</p>
95	27-Feb-20	MCB	Investigate forming a Martinborough Tree Group with representatives from the community and the Martinborough Community Board.	Open	<p>02/7/20: Mayor Beijen and Michael Honey have started the process of establishing a Martinborough Tree Group.</p> <p>14/8/20: Four representatives identified but group not yet established.</p> <p>24/9/20: Still in progress of forming group.</p> <p>17/12/20: Mayor Beijen updated members progress has been made and invitations would be sent within the coming weeks.</p> <p>29/4/21: Work in progress.</p> <p>25/11/21: Michael Honey undertook continuing this project.</p> <p>24/02/22: M Honey progressing with this project.</p>
429	13-Aug-20	MCB	Investigate entering into a funding partnership agreement with Martinborough Community Garden for the remainder of the triennium.	Open	<p>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.</p> <p>27/10/20: Chair of MCB met with Martinborough Community Garden who has requested relocation options first be considered (refer to action 489).</p> <p>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.</p> <p>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)</p> <p>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.</p> <p>07/04/22: Action re-opened at request of MCB. Report requested outlining potential sites for the Community Garden.</p> <p>20/05/22: Email sent to MCB on behalf of officers - very little council owned land available; alternative suggestions made</p>
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.

Number	Raised Date	Responsible Manager	Action or Task details	Status	Notes
731	17-Dec-20	N Fenwick /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.
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. 25/11/21: Cr Colenso drafting application
317	8-July-21	S Corbett	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. 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  <div> <div>26 weeks x 3 times a week possibly conservative x 120km round trip \$9,500.00</div> <div>26 weeks x 2 times a week x 120km \$6,500.00</div> <div>Cleaning time and material \$6,500.00</div> <div>Total \$22,500.00</div> <div>BBQ \$10,000.00</div> <div>Concrete \$600.00.00 plus travel to install</div> <div>Overall total approx. \$ 33,100.00</div> </div> <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. 30/06/22: Ms Maynard undertook following up with Tora residents on this update.</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	
504	22-Sept-22	A Bradley	Request the incoming board have the available grant funds and conditions of use clearly explained (Swimming Pool Fund; Pain Farm Fund; Grant Fund; Beautification Fund).	Open	
507	22-Sept-22	S Corbett	MCB RESOLVED (MCB 2022/44) to: 1. Receive the Chairperson Report. Carried (Moved Honey/Seconded Cr Maynard) 2. Recommend to Council that the rural roading network be a priority in the next triennium Carried (Moved Maynard/Seconded Ellims) 3. Recommend to Council that lightning at Soldiers Memorial Square and on all Martinborough pedestrian crossing be a Council priority in the next triennium. Carried (Moved Maynard/Seconded Cr Maynard)	Actioned	14/12/22: Recommendation made to Council on 14/12/22.
508	22-Sept-22	S Corbett	To request an update on the programme of work to increase lighting at pedestrian crosswalks.	Actioned	01/02/23: report to ICS on 1 February 2023 on options for increasing lighting at pedestrian crossings in the ward.

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565	30-Nov-22	MCB	MCB RESOLVED (MCB 2022/48) to make a submission to the Combined District Plan asking that the Oak Trees in Huangarua Park be listed on the Notable Tree Register. (Moved Cr Ellims/Seconded Robertson) Carried	Open	
572	30-Nov-22	S Corbett	To provide a rough breakdown of overhead allocation costs for Pain Farm.	Open	

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## CHAIRPERSON REPORT

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### Recommendations

The Chairperson recommends that the Community Board:

1. *Receive the Chairperson Report.*
2. *Consider actions from discussions on Memorial Square Development*
3. *Request a workshop with Council Officers to get a clear understanding of the performance and management of Pain Farm.*
4. *Set up a workshop on CCTV Camera system in Martinborough*
5. *Recommend to the Infrastructure and Community Services committee that potential traffic calming measures for the Kitchener/Princess Street intersection be explored.*

### Topic 1 - Memorial Square Development Plan

I would like to discuss the draft and development of a plan drawn up in 2011 and 2012. Does this have any application to current SWDC Plans? Do we think the Plan need to be re-written or adopted? We could recommend to the Infrastructure and Community Services committee to explore if the Memorial Square Development Plan is still fit for purpose, or we could request a workshop on the MCB Terms of Reference to explore the potential for reserve management plans to fall under the Community Board remit. Following on from Topic 1, in August 2012 a Development Plan was drawn up for Memorial Square. Determine if this plan is still appropriate or is a new draft required.

### Topic 2 - Memorial Square Lighting Plan and Pedestrian Crossings in Martinborough

There has already been discussion around the Pedestrian Crossings in Martinborough and all are deemed to be non compliant. The MCB has highlighted the need for lighting in the square and the upgrading of pedestrian crossings in the ward. Following this action:

Action 508: To request an update on the programme of work to increase lighting at pedestrian crosswalks.

A report was presented at the Infrastructure and Community Services Committee on these topics. I would like to discuss what the committee decided as a plan moving forward.

### **Topic 3 - Pain Farm**

The performance and management of Pain Farm and its cost centre activities needs to be understood by the MCB and appropriate actions recommended. There are questions about the way this asset has been managed and the lack of current information available. As a result the MCB will raise a list of items we would like clarification on. We would like to request a workshop with officers on Pain Farm.

### **Topic 4 - Plan a Workshop on the Martinborough CCTV Camera System**

Having reviewed the history of the CCTV cameras operating in Martinborough, and with new information available, the MCB would like to conduct a Workshop with interested parties on the future of this system.

### **Topic 5 - MCB Plan for Year One Only**

After attending a workshop on preparing community plans the MCB members have determined we do not have enough information on the requirements and desires of the community. Therefore we will develop a year one plan only with the specific task of consulting with the community to determine what are the key priorities. So far community lighting, road speeds memorial square and pedestrian crossings have been highlighted as key issues, so we will use this first year to understand and develop our plans for the following years.

We also need to consider community resilience as part of our community planning. A workshop has been set up with community Board members for 16 March 2023 to discuss this further.

### **Topic 6 – Traffic Calming Measures on the corner of Kitchener and Princess Streets**

This is an investigative requirement and the MCB will be collecting ideas on solutions for this intersection. Thus far a round-a-bout option has been raised but the MCB needs to determine if this is the best options. At the conclusion of these discussions we will determine if a formal recommendation is necessary to put forward to the Infrastructure and Community Services committee for consideration.

Prepared by: Storm Robertson, Martinborough Community Board Chair