

Appendix 8: Powers of a Chairperson/Āpitianga 8: Ngā Mana Whakahaere a te Ūpoko

This Appendix sets out the specific powers given to the chairperson contained in various parts of these Standing Orders.

Chairperson to decide all questions

The Chairperson is to decide all questions where these Standing Orders make no provision or insufficient provision. The chairperson's ruling is final and not open to debate.

Chairperson to decide points of order (SO. 26.5)

The chairperson is to decide any point of order and may do so immediately after it has been raised or may first hear further argument before deciding. The ruling of the chairperson upon any point of order is not open to any discussion and is final. No point of order may be raised during a division except by permission of the chairperson.

Items not on the agenda (SO.9.12)

Major items not on the agenda may be dealt with at that meeting if so resolved by the local authority and the chairperson explains at the meeting at a time when it is open to the public the reason why the item was not listed on the agenda and the reason why discussion of the item cannot be delayed until a subsequent meeting.

Minor matters not on the agenda relating to the general business of the local authority may be discussed if the chairperson explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at that meeting, but no resolution, decision or recommendation may be made in respect of that item except to refer it to a subsequent meeting.

Chairperson's report (SO.9.6)

The chairperson, by report, has the right to direct the attention of the local authority to any matter or subject within the role or function of the local authority.

Chairperson's recommendation (SO.9.5)

The chairperson of any meeting may include on the agenda for that meeting a chairperson's recommendation regarding any item brought before the meeting. The purpose of such a recommendation is to focus debate on a suggested motion.

Chairperson's voting (SO.19.3)

The chairperson at any meeting has a deliberative vote and, in the case of equality of votes, has a casting vote where Standing Orders make such provision.

Motion in writing (SO.23.2)

The chairperson may require the mover of any motion or amendment to submit it in writing signed by the mover.

Motion in parts (SO.23.3)

The chairperson may require any motion expressed in parts to be decided part by part.

Notice of motion (SO.27.2)

The chairperson may direct the chief executive to refuse to accept any notice of motion which:

- (a) Is disrespectful or which contains offensive language or statements made with malice; or
- (b) Is not within the scope of the role or functions of the local authority; or
- (c) Contains an ambiguity or statement of fact or opinion which cannot properly form part of an effective resolution, and the mover has declined to comply with such requirements as the chief executive may have made; or
- (d) Is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned.

Reasons for refusing a notice of motion should be provided to the proposer.

Where a notice of motion has been considered and agreed by the local authority, no notice of any other motion which is, in the opinion of the chairperson, to the same effect may be put again whilst such original motion stands.

Action on previous resolutions (SO.

If, in the opinion of the chairperson the practical effect of a delay in taking action on a resolution which is subject to a notice of motion, would be equivalent to revocation of the resolution; or if repetitive notices of motion are considered by the chairperson to be an attempt by a minority to frustrate the will of the meeting, action may be taken as though no such notice of motion had been given.

Repeat notice of motion (SO.27.7)

If in the opinion of the chairperson, a notice of motion is substantially the same in purport and effect to any previous notice of motion which has been considered and rejected by the local authority, no such notice of motion may be accepted within six months of consideration of the first notice of motion unless signed by not less than one third of the members of the local authority, including vacancies.

Revocation or alteration of previous resolution

A chairperson may recommend in a report to the local authority the revocation or alteration of all or part of any resolution previously passed, and the local authority meeting may act on such a recommendation in accordance with the provisions in these Standing Orders.

Chairperson may call a meeting

The chairperson:

- (a) May call a meeting to dispose of the business to be transacted following the lapsing of a meeting due to failure of a quorum, if such business cannot be delayed until the next scheduled meeting; and
- (b) May requisition an extra meeting to be held at a specified time and place, in order to conduct specified business.

Irrelevant matter and needless repetition (SO.21.8)

The chairperson's ruling preventing members when speaking to any motion or amendment from introducing irrelevant matters or indulging in needless repetition is final and not open to challenge.

Taking down words (SO.21.11)

The chairperson may order words used and objected to by any member, to be recorded in the minutes, provided such objection is made at the time the words are used and not after any other members have spoken.

Explanations

The chairperson may permit members to make a personal explanation in addition to speaking to a motion, and members who have already spoken, to explain some material part of a previous speech in the same debate.

Chairperson rising (SO.14.5)

Whenever the chairperson rises during a debate any member then speaking or offering to speak is to be seated and members are to be silent so that the chairperson may be heard without interruption.

Members may leave places (SO.14.6)

The chairperson may permit members to leave their place while speaking.

Priority of speakers (SO.14.7)

The chairperson must determine the order in which members may speak when two or more members indicate their wish to speak.

Minutes (SO.28.1)

The chairperson is to sign the minutes and proceedings of every meeting once confirmed. The chairperson and chief executive are responsible for confirming the correctness of the minutes of the last meeting of a local authority prior to the next election of members.

Questions of speakers (SO.16.3)

The chairperson may permit members to ask questions of speakers under public forum or presentations by appointment, for the purpose of obtaining information or clarification on matters raised by the speaker.

Withdrawal of offensive or malicious expressions (SO.20.3)

The chairperson may call upon any member to withdraw any offensive or malicious expression and may require the member to apologise for the expression.

Any member who refuses to withdraw the expression or apologise, if required by the chairperson, can be directed to withdraw from the meeting for a time specified by the chairperson.

Chairperson's rulings (SO.14.4)

Any member who refuses to accept a ruling of the chairperson, may be required by the chairperson to withdraw from the meeting for a specified time.

Disorderly behaviour (SO.20.4)

The chairperson may:

- (a) Require any member or member of the public whose conduct is disorderly or who is creating a disturbance, to withdraw immediately from the meeting for a time specified by the chairperson.
- (b) Ask the meeting to hold in contempt, any member whose conduct is grossly disorderly and where the meeting resolves to find the member in contempt, that resolution must be recorded in the minutes.

Failure to leave meeting (SO.20.6)

If a member or member of the public who is required, in accordance with a chairperson's ruling, to leave the meeting, refuses or fails to do so, or having left the meeting, attempts to re-enter without the permission of the chairperson, any member of the police or officer or employee of the local authority may, at the chairperson's request, remove or exclude that person from the meeting.

Audio or audio visual attendance (SO.13.10)

Where the technology is available and a member is attending a meeting by audio or audio-visual link, the chairperson must ensure that:

- (a) The technology for the link is available and of suitable quality; and
- (b) Procedures for using the technology in the meeting will ensure that:
 - i. Everyone participating in the meeting can hear each other;
 - ii. The member's attendance by audio or audio-visual link does not reduce their accountability or accessibility in relation to the meeting;
 - iii. The requirements of Part 7 of LGOIMA are met; and
 - iv. The requirements in these Standing Orders are met.

If the chairperson is attending by audio or audio visual link then chairing duties will be undertaken by the deputy chair or a member who is physically present.

Appendix 9: Process for removing a chairperson or deputy Mayor from office/Āpitianga 9: Te pūnaha mō te whakakore i te tūranga a te ūpoko, te Koromatua tuarua rānei

1. At a meeting that is in accordance with this clause, a territorial authority or regional council may remove its chairperson, deputy chairperson, or deputy Mayor from office.
2. If a chairperson, deputy chairperson, or deputy mayor is removed from office at that meeting, the territorial authority or regional council may elect a new chairperson, deputy chairperson, or deputy mayor at that meeting.
3. A meeting to remove a chairperson, deputy chairperson, or deputy Mayor may be called by:
 - (a) A resolution of the territorial authority or regional council; or
 - (b) A requisition in writing signed by the majority of the total membership of the territorial authority or regional council (excluding vacancies).
4. A resolution or requisition must:
 - (a) Specify the day, time, and place at which the meeting is to be held and the business to be considered at the meeting; and
 - (b) Indicate whether or not, if the chairperson, deputy chairperson, or deputy Mayor is removed from office, a new chairperson, deputy chairperson, or deputy Mayor is to be elected at the meeting if a majority of the total membership of the territorial authority or regional council (excluding vacancies) so resolves.
5. A resolution may not be made and a requisition may not be delivered less than 21 days before the day specified in the resolution or requisition for the meeting.
6. The chief executive must give each member notice in writing of the day, time, place, and business of any meeting called under this clause not less than 14 days before the day specified in the resolution or requisition for the meeting.
7. A resolution removing a chairperson, deputy chairperson, or deputy Mayor carries if a majority of the total membership of the territorial authority or regional council (excluding vacancies) votes in favour of the resolution.

LGA 2002, sch 7, cl 18.

Appendix 10: Sample order of business/Āpitihanga 10: He taurira mō te whakaraupapatanga o ngā take

Open section

- (a) Apologies
- (b) Declarations of interest
- (c) Confirmation of minutes
- (d) Leave of absence
- (e) Acknowledgements and tributes
- (f) Petitions
- (g) Public input
- (h) Local and/or community board input
- (i) Extraordinary business
- (j) Notices of motion
- (k) Reports of committees
- (l) Reports of local and/or community boards
- (m) Reports of the chief executive and staff
- (n) Mayor, deputy Mayor and elected members' reports (information)

Public excluded section

- (o) Reports of committees
- (p) Reports of the chief executive and staff
- (q) Mayor, deputy Mayor and elected members' reports (information)

Appendix 11: Process for raising matters for a decision/Āpitianga 11: Te pūnaha mō te whakatakoto take hei whakatau

Matters requiring a decision at a meeting, may be placed on the meeting's agenda by a:

- Report of the chief executive;
- Report of the chairperson;
- Report of a committee;
- Report of a community or local board; or
- Notice of motion from a member.

Where a matter is urgent and has not been placed on an agenda, it may be brought before a meeting as extraordinary business by a:

- Report of the chief executive; or
- Report of the chairperson.

Although out of time for a notice of motion, a member may bring an urgent matter to the attention of the meeting through the chairperson.

10.2 STREET FLAG REQUEST REPORT

Author: Robyn Ramsden, Community Democracy Advisor

Authoriser: Rob Thomas, Manager, Stakeholder Relationships

File Number: n/a

PURPOSE

To provide *the Martinborough Community Board* with requests received for street flag bookings on the ward.

EXECUTIVE SUMMARY

The Martinborough Community Board are asked to consider the requests from Round the Vines (Appendix 1), Martinborough Fair (Appendix 2) and Pūkaha Wairarapa Garden Tour (Appendix 3).

RECOMMENDATIONS

1. That *the Martinborough Community Board* receive the Street Flag Request Report.
2. That *the Martinborough Community Board* consider the request for Round the Vines to instal street flags from 1 October 2024 to 3 November 2024.
3. That *the Martinborough Community Board* consider the request for Martinborough Fair to install street flags from 21 January 2025 to 5 March 2025.
4. *the Martinborough Community Board* consider the request for Pūkaha Wairarapa Garden Tour to install street flags from 19 August 2024 to 11 November 2024.

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.

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

Plus, the following design guideline considerations:

- Graphics be simple and bold.
- Text only to be used where it forms part of the established image of the event or logo.
- Text to 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 avoided as they soil easily and are difficult to see against the greyness of winter weather, often inhibiting legibility.
- Material deemed to be inappropriate or offensive to the community at large, or to any sector of the community, will not be permitted.

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.

COMPLIANCE SCHEDULE

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the Long-Term Plan) that relate to this decision.	This report complies with the Steet Banners and Flags Guidelines. https://swdc.govt.nz/street-banners-and-flags/
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications for Māori.

Chief Financial Officer review	The Chief Financial Officer has/ has not reviewed this report. There are no financial implications.
State the possible implications for health and safety	There are no health and safety considerations.

APPENDICES

- Appendix 1** **Application from 'Round the Vines'**
- Appendix 2** **Application from 'Martinborough Fair'**
- Appendix 3** **Application from 'Pūkaha Wairarapa Garden Tour'**

Appendix 1 – Application from Round the Vines

From: enquiries@swdc.govt.nz <enquiries@swdc.govt.nz>
Sent: Monday, August 5, 2024 10:29 AM
To: Enquiries <enquiries@swdc.govt.nz>
Subject: New submission from Apply to display a street flag or banner

Note: Please forward booking request to the Committee Advisor for inclusion in a report to the community board. The committee advisor will need to provide email confirmation to the applicant of receipt and notify the date the application will be considered.

Name
Ngahuaia Barrs
Organisation name
Martinborough School
Phone
(021) 027-5246
Email
rtv@martinborough.school.nz
Event details or reason for installation
Good morning, I would like to request the RTV banners be on display within the Martinborough Township from the dates below, if this is possible or as close as possible to these dates
Installation date
01/10/2024
Removal date
03/11/2024

Description of the flag or banner

They are the existing RTV banners we have had in place for the last few years.

Declaration

✓ In submitting this form, I agree to comply with the South Wairarapa District Council Terms and Conditions of street flags and banners. I am also aware that submitting this application does not constitute Council permission until the booking has been confirmed at a community board meeting.

Appendix 2 – application from Martinborough Fair

From: enquiries@swdc.govt.nz <enquiries@swdc.govt.nz>

Sent: Friday, July 26, 2024 1:54 PM

To: Enquiries <enquiries@swdc.govt.nz>

Subject: New submission from Apply to display a street flag or banner

Note: Please forward booking request to the Committee Advisor for inclusion in a report to the community board. The committee advisor will need to provide email confirmation to the applicant of receipt and notify the date the application will be considered.

Name
Sue Harraway
Organisation name
South Wairarapa Rotary - Martinborough Fair Committee
Phone
(021) 119-2996
Email
sue.harraway@swrotary.org.nz
Event details or reason for installation
<p>The Martinborough Fair is held the first Saturday in February and March every year come rain or shine. The Fair is almost 50 years old and has grown into one of the largest craft and produce markets in the southern hemisphere attracting over 500 stallholders from all over New Zealand.</p> <p>The Martinborough Fair is owned by South Wairarapa Rotary and relies on the volunteered time and energy of around 50 Rotarians with the support of Friends of Rotary, Innerwheel, the Lions, Kurinui College, and the fire brigade. All proceeds from the fairs are distributed to charities especially those in South Wairarapa, such as Featherston Community Centre, Wairarapa Schools and food banks</p>
Installation date

01/21/2025
Removal date
03/05/2025
Description of the flag or banner
Current flag to be reused.
Declaration
<input checked="" type="checkbox"/> In submitting this form, I agree to comply with the South Wairarapa District Council Terms and Conditions of street flags and banners. I am also aware that submitting this application does not constitute Council permission until the booking has been confirmed at a community board meeting.



Appendix 3 – application from Pūkaha Wairarapa Garden Tour

From: enquiries@swdc.govt.nz <enquiries@swdc.govt.nz>

Sent: Monday, August 19, 2024 8:48 AM

To: Enquiries <enquiries@swdc.govt.nz>

Subject: New submission from Apply to display a street flag or banner

Note: Please forward booking request to the Committee Advisor for inclusion in a report to the community board. The committee advisor will need to provide email confirmation to the applicant of receipt and notify the date the application will be considered.

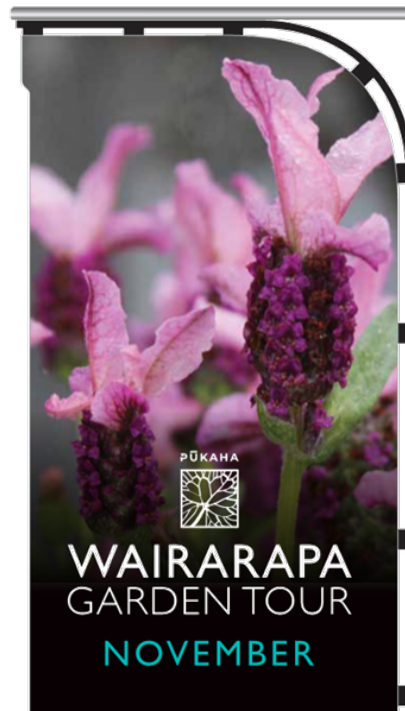
Name
Jen Buter
Organisation name
Pūkaha Wairarapa Garden Tour
Phone
(021) 536-7110
Email
gardentour@pukaha.org.nz
Event details or reason for installation
November 9 & 10 – we would like to have the flags up as soon as possible till the 11 November please in Martinborough, Greytown and Featherston. Please note there is an extra '0' on the end of my phone number so I can submit this form.
Installation date
08/19/2024
Removal date
11/11/2024

Description of the flag or banner
Street light flags promoting the garden tour
Picture of the banner or flag
<ul style="list-style-type: none">J2622-Masterton-Wairarapa-Garden-Tour-Proof-street-flag.pdf
Declaration
<input checked="" type="checkbox"/> In submitting this form, I agree to comply with the South Wairarapa District Council Terms and Conditions of street flags and banners. I am also aware that submitting this application does not constitute Council permission until the booking has been confirmed at a community board meeting.

J2622

EMAIL PROOFProduct Name **Flagtrax**Size (excluding mounting hardware) **950mm (w) x 1750mm (h)**Fabric **TA702** Left Qty **5** Right Qty **0**

Left Hung



J2622

EMAIL PROOF

Product Name	Flagtrax
Size (excluding mounting hardware)	950mm (w) x 1750mm (h)
Fabric	TA702
Left Qty	6
Right Qty	0



10.3 FINANCIAL ASSISTANCE REPORT

Author: Robyn Ramsden, Community Democracy Advisor

Authoriser: Rob Thomas, Manager, Stakeholder Relationships

File Number: n/a

PURPOSE

To inform *members* of applications for financial assistance.

EXECUTIVE SUMMARY

- The Martinborough Community Board has received eight applications for financial support.
- This report presents the board with applications received requesting financial assistance.

RECOMMENDATIONS

1. That the Martinborough Community Board receive the Financial Assistance Report.
2. That the Martinborough Community Board consider the application from Martinborough Museum Trust for \$2,000 to support operational cost to be funded from the Community Development Fund.
3. That the Martinborough Community Board consider the application from Martinborough Women's Hockey for \$1,500 to support the purchase of uniforms and equipment to be funded from the Community Development Fund.
4. That the Martinborough Community Board consider the application from Kuranui College Kapahaka for \$1,000 to support the purchase of Kapahaka Uniforms to be funded from the Community Development Fund.
5. That the Martinborough Community Board consider the application from Martinborough Kindergarten for \$500 to support the establish of a Te Ao Māori mural to be funded from the Community Development Fund.
6. That the Martinborough Community Board consider the application from Balanced Therapy for \$3,500 to support the Circle of Security Parenting Programme to be funded from the Community Development Fund.
7. That the Martinborough Community Board consider the application from Digital Seniors for \$1,500 to support operational costs to be funded from the Community Development Fund.
8. That the Martinborough Community Board consider the application from Nuku Ora for \$1,000 to support the Have a go day in Martinborough to be funded from the Community Development Fund.
9. That the Martinborough Community Board consider the application from Martinborough Golf Club for \$50,000 to support the clubhouse rebuild to be funded from the Community Development Fund.

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.

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 following applicants have been assessed in accordance with the grant criteria:

1. Application from Martinborough Museum Trust

The application from Martinborough Museum Trust does meet the criteria for funding. The application exceeds the \$1,500 maximum limit. There organisation has no outstanding accountability forms. The application will be provided to members in confidence.

2. Application from Martinborough Women's Hockey

The application from Martinborough Women's Hockey was received in March 2024. The grant application was first tabled at the 4 April 2024 meeting. Applicants were requested to present on their grant at the 30 May 2024 meeting. The applicants did not attend the 30 May 2024 meeting and were invited again. The application meets the criteria for funding. The organisation does not have any outstanding Project Outcome reports. The application will be provided to members in confidence.

3. Application from Kuranui College – Kapahaka

The application from Kuranui College – Kapahaka does not meet the criteria for funding as Kuranui College is a school, however the Kapahaka Group have come together for a common purpose. They have applied for funding from all three Community Boards and Māori Standing Committee. They have received funding from Māori Standing Committee and Featherston Community Board, the other applications are pending. There organisation has not outstanding accountability forms. The application will be provided to members in confidence.

4. Application from Martinborough Kindergarten

The application from Martinborough Kindergarten does not meet the criteria for funding as they are a commercial organisation. The organisation has no outstanding accountability forms. The application will be provided to members in confidence.

5. Application from Balanced Therapy

The application from Balanced Therapy does not meet the criteria for funding as they are a commercial organisation. Balanced Therapy applied for grant funding to the Featherston Community Board in April 2024. They were granted \$2,500 on the condition that they could secure the rest of the funding needed to run the 'Circle of Security Parenting Programme' in the South Wairarapa. The amount requested exceeds the \$1,500 limit without audited accounts and they did not supply audited accounts with their application. The organisation has no outstanding accountability forms. The application will be provided to members in confidence.

6. Application from Digital Seniors

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

7. Application from Nuku ora – Have a go Martinborough

The application from Nuku ora – Have a go Martinborough meets the criteria for funding. They have applied for funding from each Community Board for activities in those areas. The organisation has no outstanding accountability forms. The application will be provided to members in confidence.

8. Application from Martinborough Golf Club

The application from Martinborough Golf Club meets the criteria for funding. They have supplied audited accounts for the year ended 30 September 2023. The organisation was granted \$10,000 from the Pain Estate Fund in April 2024. The accountability forms are not yet due as their project is not complete not has it been 12 months since the grant was given. The application will be provided to members in confidence.

OPTIONS

The Martinborough Community Board may consider applications that do not meet the funding criteria. The options available to the Board are to approve, approve with conditions, request further information from the applicant or decline.

CONSIDERATIONS**Financial**

The Martinborough Grant Fund and Community Development Fund was allocated to the Community Boards from the Council's Enhanced Annual Plan process. Therefore, the delegation for decision making is with the Martinborough Community Board and has no further impact on the Council's AP/LTP, OPEX/CAPEX, rating impact or procurement process.

Climate Change

Applicants are not currently required to indicate positive, neutral or negative effects on climate change. The application form will be updated to indicatively reflect these results for elected member to consider as part of future decision making.

COMPLIANCE SCHEDULE

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of no significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the Long Term Plan) that relate to this decision.	This report complies with Grant Policy.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications for Māori.
Chief Financial Officer review	The Chief Financial Officer has not reviewed this report.
State the possible implications for health and safety	None

APPENDICES

- Appendix 1** **Application from Martinborough Museum Trust - *Under Separate Cover***
- Appendix 2** **Application from Martinborough Women's Hockey - *Under Separate Cover***
- Appendix 3** **Application from Kuranui College Kapahaka Group - *Under Separate Cover***
- Appendix 4** **Application from Martinborough Kindergarten - *Under Separate Cover***
- Appendix 5** **Application from Balanced Therapy - *Under Separate Cover***
- Appendix 6** **Application from Digital Seniors - *Under Separate Cover***

Appendix 7 **Application from Nuku Ora - *Under Separate Cover***

Appendix 8 **Application from Martinborough Golf Club - *Under Separate Cover***

11 INFORMATION REPORTS FROM CHIEF EXECUTIVE AND STAFF

11.1 INCOME AND EXPENDITURE REPORT

Author: Robyn Ramsden, Community Democracy Advisor

Authoriser: Rob Thomas, Manager, Stakeholder Relationships

File Number: n/a

PURPOSE

To inform members of the Martinborough Community Board of the DRAFT income and expenditure report period ending 30 June 2024.

RECOMMENDATIONS

1. That the Martinborough Community Board notes the Income and Expenditure Report and Appendix 1 - DRAFT Income and Expenditure Report period ending 30 June 2024.

EXECUTIVE SUMMARY

Greytown and Martinborough Community Boards have asked for Members Honorarium to be separated in the budget which have now been updated.

The income and expenditure report allows the Community Board and the public to view the budget.

The report shows the total grants fund and total community development funds available for distribution by the Community Board.

- Total Grants Funds available is \$2,593.73
- Total Community Development Funds available is \$5,219.57

APPENDICES

Appendix 1 DRAFT - Income & Expenditure Report - 30 June 2024

Martinborough Community Board**Income & Expenditure for the Period Ended 30 June 2024 (DRAFT)**

*Please note the Annual report for 2023/24 has not been audited by Audit NZ, therefore these results may be subject to change.

Personnel & Operating Costs**Budget**

Members' Honorariums	17,411.16
Non-taxable allowances	3,189.00
Mileage reimbursements	599.00
Staff support costs	18,544.84
Operating expenses	2,575.00
Total Personnel & Operating Costs Budget 2023-2024	42,319.00

Expenses**Personnel Costs**

Members' Honorariums	17,829.97
Communication allowance	3,015.50
Mileage reimbursements	-
Staff support costs	16,262.01

Total Personnel Costs to 30 June 2024 (DRAFT)**37,107.48****Operating Expenses**

30/06/2023	Lamb Peters		66.00
6/10/2023	Martinborough tree group	Tree group planting day event	50.00
20/09/2023	LGNZ	Community board levy	275.00
31/12/2023	Resolution MCB 2023/41	Reimbursement	53.51
25/01/2024	Resolution MCB 2023/49	Seniors lunch	200.00
1/06/2024	K Krogh	Printing	117.39
total Operating Expenses to 30 June 2024 (DRAFT)			761.90

Committed funds**Resolution date**

	Original commitment	Spent to date	Remaining commitment
Members' Honorariums	17,411.16	17,829.97	(418.81)
Communication allowances	3,189.00	3,015.50	173.50
Mileage reimbursements	599.00	-	599.00
Staff support costs	18,544.84	16,262.01	2,282.83
27/07/2023 September Event	150.00		150.00
30/05/2024 A Brown MCB2024/27	LGNZ conference	1,603.60	1,603.60
30/05/2024 Martinborough Star	Advertising the public forum on Pain Farm		252.17

Total Commitments**4,642.29****TOTAL OPERATING EXPENSE BUDGET AVAILABLE*****(192.67)**

* 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 2023-2024	4,700.00

LESS: Grants paid out

13/09/2023 Martinborough Playcentre	Soft play area	600.00
14/09/2023 Wairarapa Mathematics	Maths week	300.00
16/11/2023 Wairarapa 4WD Club Inc	Wairarapa 4WD Club NZ National Trials	500.00
9/12/2023 Traffic Assist	Traffic management for Christmas parade	960.00
1/03/2024 Trees of Martinborough	Martinborough golf course	260.00
1/05/2024 Cobblestones trust	Clean guttering of the historic buildings	868.00
1/05/2024 South Wairarapa Pipe Band	Bagpipe drone and chanter reeds	300.00
5/06/2024 Wairarapa Mathematics Association	Matharapa 2024	300.00
24/06/2024 Martinborough Rugby Football Club	Martinborough JAB	750.00
Total Grants paid out to 30 June 2024 (DRAFT)		4,838.00

LESS: Committed Funds**Resolution date**

	Original commitment	Spent to date	Remaining commitment
Total Commitments			-

PLUS: Balance Carried forward from previous year***2,731.73**

* excludes Swimming Pool funds

TOTAL GRANTS FUNDS AVAILABLE**2,593.73**

Martinborough Community Board**Community Development Fund for the Period Ended 30 June 2024 (DRAFT)**

**Please note the Annual report for 2023/24 has not been audited by Audit NZ, therefore these results may be subject to change.*

Income			
	Annual Plan 2023-2024 allocation		11,500.00
	Total Income 2023-2024		11,500.00
Community Development Fund - operating			
2/08/2023	Martinborough Tree group	Purchase of trees	1,000.00
13/09/2023	A P Harding	Community fireworks	500.00
17/11/2023	Martinborough Community Patrol	Electric vehicle support	4,000.00
17/11/2023	Martinborough Museum	Ongoing operations	2,000.00
22/02/2024	Martinborough Playcentre		1,000.00
5/06/2024	Hau Ariki Marae	Sleeping mattresses for the Marae	8,710.00
6/06/2024	Hinakura Community Hall Association	Hinakura Community Hall roof	10,000.00
			27,210.00
Community Development Fund - capital			
	Total Community Development Fund - capital to 30 June 2024 (DRAFT)		-
LESS: Committed Funds			
	Resolution date	Original commitment	Spent to date
	27/07/2023	MCB2023/40 - Bidwills cutting Sign	3,000.00
			3,000.00
	Total Commitments		3,000.00
PLUS: Balance Carried forward from previous year			23,929.57
TOTAL COMMUNITY DEVELOPMENT FUNDS AVAILABLE			5,219.57

Martinborough Community Board
Swimming Pools Fund for the Period Ended 30 June 2024 (DRAFT)

**Please note the Annual report for 2023/24 has not been audited by Audit NZ, therefore these results may be subject to change.*

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			
Resolution date	Original commitment	Spent to date	Remaining commitment
			-
TOTAL FUNDS AVAILABLE			<u>15,268.80</u>

*Please note the Annual report for 2022/23 has not been audited by Audit NZ, therefore these results may be subject to change.

11.2 DUBLIN STREET HEAVY TRAFFIC BYPASS REPORT

Author: Robyn Ramsden, Community Democracy Advisor

Authoriser: Rob Thomas, Manager, Stakeholder Relationships

File Number: n/a

PURPOSE

To provide the *Martinborough Community Board* with the Information Report: Dublin Street Heavy Traffic Bypass from the Strategy Working Committee 31 July 2024. This report provides background to LTP discussions in 2025.

RECOMMENDATIONS

That the Martinborough Community Board receive the Dublin Street Heavy Traffic Bypass Report from the Strategy Working Committee 31 July 2024 as per Appendix 1.

APPENDICES

Appendix 1 **Dublin Street Heavy Traffic Bypass Report**

**Strategy Working Committee**

31 July 2024
Agenda Item: C1

Dublin Street Heavy Traffic Bypass

1. Purpose

To provide Councillors with more information on the Dublin Street Heavy Traffic Bypass in Martinborough as background to LTP discussions in 2025.

2. Recommendations

Officers recommend that the Committee:

1. Receive the *'Dublin Street Heavy Traffic Bypass'* report.

3. Background

Following submissions from various community groups the Classification of Dublin Street as a heavy traffic bypass has been investigated.

The Heavy Traffic Bypass classification was designated to alleviate and redirect heavy through traffic away from the business district of Martinborough and the Martinborough Square. Although the bypass is for heavy traffic we note that Dublin Street along with all roads and streets within the South Wairarapa District are primarily classified as Low Volume.

All planned or programmed works both maintenance and renewals are budgeted in the annual operational budgets and attract the NZTA subsidy of 51%.

A copy of the report will be provided to the Martinborough Community Board at their next scheduled meeting.

4. Prioritisation

4.1 Te Tiriti obligations

Engagement considered not required in this case.

4.2 Long Term Plan alignment

How does this align with strategic outcomes?

- ☒ Spatial Plan
- ☒ Long Term Plan
- ☐ Annual Plan

5. Discussion

5.1 Dublin Street Road Classification

As defined under the Waka Kotahi (NZTA) framework all roads within the district fall under 2 classifications.

1. One Network Road Classification (ONRC), Dublin Street is a Primary Collector based on Traffic Volumes. The classification was lifted from being a Secondary Collector in 2015.
2. One Network Framework Classification (ONF), Dublin Street has an Activity Street Category Classification. The Category rankings supporting Dublin Street classification.

Movement Ranking M3

Movement of people and/or goods around a city, town or region

Place Ranking P3

Medium to high on-street activity
Some people spending time in the location
Some movement across the carriageway.

These categorisations are important when considering differential levels of service because a higher standard on higher volume roads.

5.2 Dublin Street Carriageway Level of Service

The carriageway width of Dublin Street from Vinters Lane to Jellicoe Street ranges between 11.0 and 13.8 metres. An 11.0 metre width allows for a movement lane in each direction and parking on each side of the road. The 13.8 metre width is outside the school and accommodates school bus parking.

This is wider than most if not all our other urban streets and reflects the level of service required for the bypass.

We have been conducting our maintenance of the Bypass according to the current Asset Management Plan. The current surface was resealed in April 2008 giving the surface an age of 16 years. It falls within the Annual Plan Surfacing Key Performance Indicator of 20 years. Prior reseals were carried out in 1981 and 1995.

There is no recorded pavement data in RAMM, which has inhibited our ability to understand how the road was constructed and what materials were used. We could undertake a physical test to determine this if that was useful.

In July 2023, following community submissions, surface repairs were carried out within the carriageway to smooth the ride and reduce traffic noise. These repairs were generally done over past water and sewer faults and connections to provide an improved ride and reinstate waterproofness. These repairs did not address any deep-

seated failures. The repairs to the surface of Dublin Street have been successful although a few deep failures are observed.

As part of the community submission Officers have looked at the cost of changing the surface level from chipseal to high performance asphalt. The variation in surface would be more than \$1,000,000. That level of service falls outside the confirmed budget levels outlined in the Asset Management Plan. \$1.1m is our total district-wide reseal budget for 12 months.

5.3 Traffic Counts

Traffic counts have historically been taken on roads within the district. Historic and current data held in the South Wairarapa RAMM data base show the following:

Road	Year	Annual average daily count	% heavy Vehicles
Dublin Street	2007	953	6
Dublin Street	2014	708	13.2
Dublin Street	2022	1056	11.8

The counts show an increase over time but no higher-than-expected District growth predictions and demands.

5.4 Heavy Traffic By-Pass

Historically Dublin Street has been designated as a heavy traffic bypass under various Bylaws. The first evidence we can find of this is a 1975 Bylaw, and importantly we cannot see any evidence that the 1975 Bylaw has ever been revoked.

The Bylaw states that:

3. EVERY heavy motor vehicle which is driven through the Borough in the course of an unbroken journey from a point outside the Borough to another point outside the borough shall be restricted to these portions of roads described in the schedule hereto. AN "unbroken journey" means a journey which originates and terminates outside the Borough of Martinborough other than a journey in the course of which goods carried in the course of business of the owner of the heavy motor-vehicle are picked up or delivered within the Borough of Martinborough at a point other than on those portions of roads described in the schedule hereto.

4. NOTHING in this By-law shall apply to any heavy motor vehicle whose journey originates or terminates within the Borough.

The SCHEDULE mentioned above outlines to designated routes below

- Regent Street between the eastern Borough boundary and Dublin Street.
- New York Street between the southern Borough boundary and Princess Street.
- New York Street between the southern Borough boundary and Princess Street.
- Princess Street between the junction of that street with New York Street and Dublin Streets.
- Dublin Street between the southern Borough boundary and Princess Street.
- Sackville street between the junction of that street with Dublin and Venice Streets.
- Venice Street between the junction of that street with Sackville and Regent Streets.
- Kitchener street from Borough boundary to Princess Street.
- Princess Street from Borough boundary to Kitchner Street.
- Cambridge Road from Borough boundary to New York Street.
- Oxford Street from Borough boundary to Regent Street.
- Jellicoe Street from Borough boundary to Dublin Street.

The regulations pertaining to the heavy traffic bypass from the 1975 Bylaw are carried forward to the Wairarapa Consolidated Bylaw 2019, where in Part Ten it states:

Clause 14. Heavy Traffic Prohibitions

14.1.No person shall drive, or permit to be driven, or park, any heavy motor vehicle or any specified class of heavy motor vehicle during such hours or exceeding such period as may be specified for the roads or public places listed in Schedule C of this Part of the Bylaw.

Any change to future designation for heavy traffic bypass must be done through an amendment of the Bylaw. The Wairarapa Consolidated Bylaw 2019 is currently being reviewed for future consultation. There may be a need to schedule all designated heavy traffic bypass roads in the Bylaw.

Speed Management Review

The Speed Management Plan has been submitted to the Director of Land Transport under the current Land Transport Rule: Setting of speed limits 2022. Included in the plan is a proposal to have a permanent speed outside the Martinborough School of 30kmph. It must be noted the current government new rule proposal is to have variable speed of 30kmph during pick up and drop off, with the speed outside these times being permanent 50kmph.

Less speed on the road will reduce road noise to some extent, and improve safety on the Bypass.

6. Consultation

6.1 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

7. Financial Considerations

There is no financial impact at this stage.

8. Health and Safety Considerations

There are no health and safety considerations.

Contact Officer: Tim Langley, Principal Advisor - Roading

Reviewed By: Stefan Corbett, Group Manager Infrastructure and Community Operations

11.3 ACTION ITEMS REPORT

Author: Robyn Ramsden, Community Democracy Advisor

Authoriser: Rob Thomas, Manager, Stakeholder Relationships

File Number: n/a

PURPOSE

To present the Martinborough Community Board with updates on actions and resolutions to 29 August 2024.

RECOMMENDATIONS

1. That the Martinborough Community Board receive the Action Items Report.

EXECUTIVE SUMMARY

- Action items from recent meetings are presented to the Martinborough community Board for Information. The Chair may ask Council officers for comments 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.

APPENDICES

Appendix 1 Action Items Table

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	Parked	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. 15/02/24: Ms Maynard has started working on it. Mana whenua are not opposed to having a town sign. Staff confirmed there is not a programme of work around signs for the three towns. There is funding in the LTP for having signs that are consistent. When signs are on NZTA land they govern placement and construction. 30/05/24: update from MCB – Maynard. Park.
731	17-Dec-20	MCB	Investigate who originally designed the historical information sign at Bidwill's Cutting	Parked	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. 15/6/23: Cr Maynard to speak at the next MSC Meeting. Discussion around putting notice in the local Star around the sign. 27/7/23: Cr Maynard provided an update on the progress of the sign and members discussed the funding of the sign. 7/9/23: Update for Ms Brown to attend MSC with an update around Bidwell's Cutting signage. 15/02/24: Actioned. 4/4/24: Reopened. 30/05/24: update from MCB – Cr. Maynard. Park.
69	15-Feb-24	S Corbett	request CEO provide feedback if the 70kmh sign can be moved as agreed in the Interim Speed Management Plan.	Open	4/4/24: Subject of discussion at Strategy Working Committee meeting. Moving the sign without it going through the Speed Management Plan is creating a new traffic sign with no way to enforce it. Looking to submit the Interim Management Plan for approval. Request from the Martinborough Community Board to have 40kph signs in Martinborough. Princess St Town Centre 40kph. 20/6/24: The Interim Speed Management plan has been submitted the to Director of Land Transport for approval. All

					existing sign locations are recorded in the National Speed Limit Register and no longer identified in the Bylaws. 11/7/24: The Speed Management Plan must be signed off by the Minister of Transport to be enforceable.
75	15-Feb-24	P Gardner	request CEO to direct staff to investigate uncollected commitments	Open	04/04/24: MCB2022/30 Martinborough Youth Trust representative Ms Harding has confirmed remaining \$65.00 commitment can return to the pool. MCB2023/45 Christmas Parade MCB set aside \$2,000 in the Chair's report. The TMP was \$960.00 the remainder can return to the pool. The rest still under investigation. 12/7/24: 2022 grant fund to JAB underway.
150	4-Apr-24	MCB	Ms Brown to report back to Martinborough Community Board with an updated quote for flags at the next meeting.	Open	
153	4-Apr-24	MCB	Members requested staff to send the Martinborough Community Board the same wastewater information as the Councillors receive.	Open	11/7/24: No Reports have been sent to Councillors. Greater Wellington Regional Council and SWDC are working together on the consent breaches and progress is under way.
205	4-Apr-24	S Corbett	Members requested the tree maintenance plan for Martinborough township.	Open	30/5/24: Members provided an update on the trimming of trees at Wharekaka.
283	30-May-24	P Gardner	request staff check for quote for playcentre	Actioned	10/6/24: Staff checked playcentre quote was received and has per instructions has been paid. Actioned. 12/7/24: redacted invoice sent to MCB. Actioned.
289	30-May-24	P Gardner	request clarification around WREMO training for CB and Council.	Open	

328	11-Jul-24	P Gardner	Remove notes action items list from Minutes and refer to the table	Open	Note: the way actions are presented will change following the launch of InfoCouncil.
330	11-Jul-24	P Gardner	Action 330 – request members' salaries line be separated from operational costs. Also update salaries to honorariums.	Open	12/7/24: Email request sent to Finance.
339	11-jul-24	MCB	Action 339: Ms Maynard to email CEO about the fencing issues on Pain Farm	Open	

12 CHAIRPERSON REPORTS

12.1 CHAIRPERSON REPORT

Author: Robyn Ramsden, Community Democracy Advisor

Authoriser: Rob Thomas, Manager, Stakeholder Relationships

File Number: n/a

PURPOSE

To inform *members* of the Martinborough Community Board on the activities of the Chairperson.

RECOMMENDATION

That the Martinborough Community Board receive the Chairperson's Report.

- Meetings and Workshops attended since last meeting: Granny Flats Workshop
- Storm Water Workshop

Topic 1: Pain Estate

An ongoing topic as we work through the issues with the Estate.

Topic 2: Representation Review

Look at feedback we have received, and action required.

Topic 3: Rates

We have been approached by a number of people and groups about rates so we need to discuss the requests that have been made.

Topic 4: Waihinga Bridge

Can we receive an update on actions underway. A verbal report would be sufficient

Topic 5: Santa Parade.

Discuss action requirements for this event and confirm date.

Topic 6: Wairarapa Combined District Plan Presentations

Have we confirmed invites to present.

APPENDICES

Nil

13 APPOINTMENT REPORTS

13.1 MEMBERS REPORT - ANGELA BROWN

Author: Robyn Ramsden, Community Democracy Advisor

Authoriser: Rob Thomas, Manager, Stakeholder Relationships

File Number: n/a

PURPOSE

To inform *the Martinborough Community Board of activities and issues from Angela Brown.*

RECCOMENDATIONS

1. That the Martinborough Community Board receive the Members Report by Angela Brown.

Topic 1 – Dark Sky Flags

Topic 2 – Update on the flags schedule (Attached)

APPENDICES

Appendix 1 **Martinborough Street Flag Schedule**

Flags	Forms Received	Name of contact	Date of event	Approved by MCB	Dates on poles	Flags install/removal
Jazz in Martinborough	yes	Ted Preston	30 th Aug 1 st Sept	Via email	15 th Aug to 2 nd Sept	Charlotte
Music Festival	yes	Sharon Cuzens	27 th – 29 th Sept.	Via email	2 nd Sept to 2 nd October	Charlotte
Round the Vines	yes	Ngahua Barrs Mboro School	2 nd November	Design approved	2 nd October 4 th November	
Pūkaha Garden Tour (not annual)		Jen Butler	9 th – 10 th November		4 th November to 18 th Nov.	
Magic in Martinborough	MBA	Charlotte MBA	tba	Design approved	tba	Charlotte
Happy Holidays	MCB flags	MCB	Dec/Jan	N/A	Mid Dec to Early Jan	MCB
Toast Martinborough	yes	Ariel Codde	19 th Jan 2025	Via email	6 th Jan to 21 st Jan	
Martinborough Fair		Sue Harraway	1 st Feb 2025	Design approved	21 st Jan 2025 to 10 th March	
Martinborough Fair		Sue Harraway	1 st March 2025	Design approved	21 st Jan 2025 to 10 th March	
ANZAC	MCB Flags	MCB	25 th April 2025	N/A	15 th April to 1 st May approx	
Olives	MBA	Charlotte	tba	Design approved	tba	Charlotte
Matariki	MCB Flags	MCB	20 th June	N/A	10 th June to 1 st July approx	

13.2 COUNCILLOR REPORT BACK REPORT

Author: Robyn Ramsden, Community Democracy Advisor

Authoriser: Rob Thomas, Manager, Stakeholder Relationships

File Number: n/a

PURPOSE

To inform *councillors/members* of Councillor activities and matters of interest – a verbal report.

RECOMMENDATION

That the Martinborough Community Board receive the verbal report from Cr. Pip Maynard.

EXECUTIVE SUMMARY

- The Martinborough Community Board Chairperson requested that the Councillors Appointed to the Martinborough Community Board report to the Board on their activities and bring any information of interest to the Martinborough Community Board from Council.

APPENDICES

Nil

14 KARAKIA WHAKAMUTUNGA – CLOSING

Kua mutu ā mātou mahi
Mō tēnei wā
Manaakitia mai mā katoa
O mātou hoa
O mātou whānau
Aio ki te Aorangi

Our work is finished
For the moment
Blessing upon us all
Our friends
Our families
Peace to the Universe