

**MARTINBOROUGH SQUARE  
DRAFT MANAGEMENT PLAN  
01/12/2011**

*A Management Plan prepared in accordance with the requirements of the  
Reserves Act 1977*

**DRAFT**

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# 1. INTRODUCTION

Martinborough Square (known as The Square) is situated in the centre of Martinborough and is the central hub of Martinborough's distinctive Union Jack road layout. The Square includes Ohio, Strasbourge, Cork, and Naples Streets, most of the block that holds the Town Hall and the Museum, and Memorial Square which is the grassed and treed area in the centre.

The Square is also the central point for regular large-scale events such as the Martinborough Fair and Toast Martinborough, which extend beyond Memorial Square to include the main streets of The Square. While these events bring large numbers of people to Martinborough and have a positive spin-off for the local economy, they can put pressure on The Square so it is important that it is carefully managed.

The South Wairarapa District Council has worked with key stakeholders and with the help of landscape architects Boffa Miskell has prepared a draft Management Plan and draft Development Plan that reflects the needs of the community and identifies actions that can easily be translated into on-the-ground works.

Preparing a Management Plan hand-in-hand with a Development Plan is a new approach for the Council. It enables the Management Plan to identify the high level objectives and policies while providing clear guidance and support for the implementation of the detail in the Development Plan.

The Management Plan should be read in conjunction with the Development Plan which contains a visual representation and a list of the proposed works. Together the two plans will help ensure ideas can be translated into actions.

Community support is integral to the successful management of The Square. The Council will continue to work in partnership with the community to achieve this.

*Note: At the time of this writing the future of the Martinborough Town Hall is under public consultation. The outcome of that consultation will be carried out in tandem with any operative Reserve Management Plan and Development Plan. The Reserve Management Plan and Development Plan will be reviewed every five years, at which time any changes to the status of the Town Hall can be incorporated.*

## 1.1 Purpose of the Management Plan

The Martinborough Square Management Plan establishes a vision and provides a policy framework for the management of The Square. The objectives and policies help guide decisions about the management of The Square. The Management Plan will be implemented through the Development Plan and an annual programme of works.

## 1.2 Vision

The Square remains the central hub of Martinborough and residents and visitors recognise the cultural, heritage, amenity and recreational values it provides.

### **1.3 Content of Plan**

This plan is structured in the following way:

1. Introduction
2. Administration
3. Reserve Resources
4. Development
5. Street Furniture
6. Trees and Vegetation
7. Management and Asset maintenance

Each section contains background information, objectives, policies and rules to guide management and development of the reserve. The content of this plan will be subject to periodic review to ensure the objectives and policies remain relevant to the management and development of the reserve.

### **1.4 Reserve Area**

Martinborough Square Reserve (known as The Square) is located in the centre of Martinborough and provides a focal point for the town. It has significant historic, recreational and cultural values for the community and visitors to the town. The Square comprises 2.172 hectares of open space land that includes Memorial Square (the central square), and the Town Hall and Playground area bounded by Oxford, Texas and Cork Streets. Footpaths and berms along streets that radiate from the central square, and bounded by Ohio, Strasbource, Cork and Naples Streets, are also part of the reserve. This Management Plan covers the land listed in section 2 that has been classified recreation, historic and local purpose under the Reserves Act 1977. A plan of the reserve area is in Appendix 1.

### **1.5 Summary of site values and resources**

There are a range of natural, cultural, heritage and recreational values associated with the reserve including:

- Open space for a range of recreational activities and events
- Significant heritage buildings and war memorials
- The unique Union Jack layout of The Square
- Values associated with Notable Trees in the central square
- An important green space for residents and visitors in the centre of town

### **1.6 Legal Framework**

The Reserves Act 1977 is the principal piece of legislation that governs the management and development of Martinborough Square Reserve. Other relevant legislation and documents considered include:

The South Wairarapa District Council Reserves Strategy

The Wairarapa Combined District Plan (under the Resource Management Act 1991)

Council's Annual Plan and Long Term Plan

The Historic Places Act 1993

The Building Act 1991

Principles of the Treaty of Waitangi

Bylaws and policies adopted by Council

## **2. ADMINISTRATION**

The administration of the Martinborough Square Reserve must reflect the purposes for which the land parcels are classified under the Reserves Act 1977. Administration should also comply with the District Plan, other statutory documents and the needs and concerns of the community.

### **2.1 Land Parcels**

The land that makes up Martinborough Square Reserve is in several different parcels.

The land comprising Memorial Square is closed road (SO 17366). The Boer memorial was constructed in the centre of the crossroads in 1906 and the roads were then closed in 1921. The central square area was fenced off and dedicated as the town's official war memorial in November 1921.

The museum land (WN 67/185) was purchased in 1908 and the Town Hall sections (WN 32/279, WN 216/206) were purchased in 1912. In 1947 the Town Board bought the playground land (WN 209/291, WN 526/3, WN 396/287).

### **2.2 Classification**

The table below outlines the separate land parcels in Martinborough Square Reserve and their classification under the Reserves Act 1977:

<b>Reserve Area</b>	<b>Legal Description</b>	<b>Title Reference</b>	<b>Classification</b>
Museum	Lot 259 DP 248	WN 67/185	Recreation Reserve
Town Hall	Lot 251 DP 248	WN 32/279	Local Purpose (Community Purpose) Reserve
Town Hall	Lot 252 DP 248	WN 32/279	Local Purpose (Community Purpose) Reserve
Town Hall	Pt Lot 257 DP 248 & DP 2643	WN 216/206	Local Purpose (Community Purpose)

			Reserve
Playground	Lots 253, 254 ,255 & 258 DP 248	WN 209/291,WN 526/3, WN 396/287	Recreation Reserve
Memorial Square	Closed Road SO 17366 & SO 33331		Historic Reserve

According to the Reserves Act 1977, a Recreation Reserve is "Land for the purpose of providing areas for the recreation and sporting activities and the physical welfare and enjoyment of the public, and for the protection of the natural environment and beauty of the countryside, with emphasis on the retention of open spaces and on outdoor recreational activities, including recreational tracks in the countryside."

Local Purpose Reserves are "for the purpose of providing and retaining areas for such local purpose or purposes as are specified in any classification of the reserve." The Town Hall parcels have subsequently been classified as "Community Purpose" areas in keeping with town hall uses and activities.

Historic Reserves are "Land for the purpose of protecting and preserving in perpetuity such places, objects, and natural features, and such things thereon or therein contained as are of historic, archaeological, cultural, educational, and other special interest."

### **2.3 District Plan Provisions**

The Wairarapa Combined District Plan also identifies trees in the central square as "Notable Trees" (Ts077) listed in section 6. Work to Notable Trees other than minor trimming requires resource consent.

Under the Wairarapa Combined District Plan, Martinborough Square Reserve is zoned commercial. The area also falls within the Martinborough Town Centre Historic Heritage Precinct. The Martinborough Town Hall, the Colonial Museum and the Boer War Memorial sit within the Martinborough Square Reserve area and are designated as heritage items in the District Plan.

### **2.4 Community and Organisational Interest**

Community support is integral to the management and development of Martinborough Square Reserve, allowing cooperative implementation of the objectives and policies of the management plan and development plans. There is a wide range of interest in The Square including:

- Town residents who use the reserve
- The wider community and visitors to Martinborough
- Friends of Martinborough Town Hall
- The Martinborough Tree Committee
- Martinborough businesses with direct links to the square, or who use it for informal activities or formal events
- Tangata Whenua

The Returned Servicemen's Association

The New Zealand Historic Places Trust

## **2.5 Objectives**

- 2.5.1. To provide for integrated management of the various parts of Martinborough Square Reserve, protecting and enhancing the historic, community and recreation values and allowing for the use and enjoyment of the reserve.
- 2.5.2. To manage Martinborough Square through a cooperative approach with Council, Community Board, Tangata Whenua, community interest groups and other users of the reserve.

## **2.6 Policies**

- 2.6.1. Manage Martinborough Square in accordance with sections 17, 18 and 23 of the Reserves Act 1977 and the Wairarapa Combined District Plan.
- 2.6.2. Ensure that all of the war memorials in Memorial Square are designated as heritage items in the District Plan.
- 2.6.3. Proactively manage the implementation of the Development Plan to increase the amenity values of the area and ensure there are well-designed facilities.
- 2.6.4. An annual works programme will be developed in consultation with the Martinborough Community Board to ensure the Development Plan is implemented in a cohesive way and as funds allow. The Community Board will engage with relevant community groups and individuals as part of that process.
- 2.6.5. Priority will be on implementing the Martinborough Square Development Plan. If a project is proposed that was not anticipated by the Development Plan, the Council will consult with the community and determine whether the project should proceed. In deciding whether to approve the proposal the Council will consider whether it contributes to and is in keeping with the objectives and policies of the Management Plan and also the potential impact on the ongoing implementation of the Development Plan.
- 2.6.6. The Management Plan is a proactive document, but to remain as flexible as possible the Council will delegate daily management decisions to the Council's Chief Executive. Note: The Chief Executive has powers to delegate management decisions to Council staff to ensure management of the reserve is timely and efficient.
- 2.6.7. Consultation relating to this plan shall be undertaken in accordance with the process and timeframes of the Local Government Act 2002.

## **3. RESERVE RESOURCES**

The Martinborough Square is characterised by three reserve resource categories: Recreation, Historic and Local Purpose.

The Square contains areas catering to both passive and active recreation. Memorial Square is primarily a passive recreation area offering picnic tables and seats under trees, and footpaths leading to and from war memorials. The



playground is an active recreation area that includes play equipment for children, a picnic area, a skate park and grassed open space.

The heritage resources of Martinborough Square Reserve include:

- Memorial Square
- Boer War Memorial
- World War I memorial gates and flagpole
- World War II memorial gates
- Korea, Malaya, Borneo and Vietnam memorial rock
- Martinborough Colonial Museum
- Martinborough Town Hall (also the Local Purpose (Community Purpose) area)

*Note: At the time of this publication the Martinborough Town Hall's future development is under consultation.*

### **3.1 Objectives**

- 3.1.1. To promote a range of recreational activities, both active and passive, that are complementary to the reserve's cultural, historic and natural values.
- 3.1.2. To actively promote the reserve as a local and regional recreational facility.
- 3.1.3. To preserve the historic integrity of Memorial Square as the town's war memorial.
- 3.1.4. To conserve the historic resources of The Square described above to maintain their heritage significance and availability for public enjoyment and reflection.
- 3.1.5. To promote community use of the Town Hall area.

### **3.2 Policies**

- 3.2.1. Existing recreational facilities will be replaced or maintained as needs, priorities and resources allow.
- 3.2.2. The responsibility for the replacement and maintenance of all aspects of the Square lies with the landowner, unless otherwise stated in any current lease or licence agreement.
- 3.2.3. Leisure and recreation activities that respect the historic values of the reserve will be promoted.
- 3.2.4. The use of the Town Hall and surrounding area for community activities will be encouraged.
- 3.2.5. Any maintenance or upgrade of grounds, buildings or structures must protect the historic values associated with the reserve.

### **3.3 Rules**

- 3.3.1. All replacement, maintenance and upgrade work will require the prior approval of the Chief Executive, except minor repairs and maintenance, unless provided for by the Martinborough Square Development Plan.

- 3.3.2. Any development shall comply with the Martinborough Square Development Plan.
- 3.3.3. Any use of the Town Hall must comply with Council's Town Hall hire agreements.
- 3.3.4. Conservation and Maintenance Plans will be required for any proposed works to the Town Hall, Museum, or War Memorials according to the ICOMOS New Zealand Charter.
- 3.3.5. New memorials or monuments, or modifications to existing memorials or monuments in keeping with the objective of remembering and honouring the contributions of New Zealanders in war are allowed in Memorial Square, subject to Council approval of the scale and nature of the memorial or monument.
- 3.3.6. New buildings and structures, and additions to existing buildings or structures that enhance the community's cultural, recreational and leisure experience may be permitted in the Museum and Town Hall. A resource consent would be required.
- 3.3.7. All maintenance and upgrade work will require the prior approval of the Chief Executive, except minor repairs and maintenance, unless covered by the Martinborough Square Development Plan.
- 3.3.8. Any development shall comply with the Martinborough Square Development Plan.

## **4. DEVELOPMENT**

The Objectives and Policies of the Management Plan reflect and support the implementation of the Development Plan. They will also help guide decision-making if a project or proposal comes up that was not anticipated by the Development Plan.

Experience has shown that more policy does not necessarily lead to better implementation or on the ground works. With this in mind the Council has worked to streamline the amount of policy in the Management Plan and have a clear focus on implementing that policy through a Development Plan prepared in conjunction with the Management Plan.

### **4.1 Objectives**

- 4.1.1. The distinctive character of Memorial Square is preserved by retaining its open space qualities and maintaining and enhancing the war memorials.
- 4.1.2. The formal Union Jack layout of Martinborough Square and associated vistas are strengthened. The Square is a focal point for and is well-integrated into the rest of the town.

### **4.2 Policies**

- 4.2.1. The Council will proactively implement the Development Plan to increase the amenity values of the area and ensure there are well-designed facilities.
- 4.2.2. An annual works programme will be developed in consultation with the Martinborough Community Board to ensure the Development Plan is implemented in a cohesive way and as funds allow. The Community

Board will engage with relevant community groups and individuals as part of that process.

- 4.2.3. Priority will be on implementing the Martinborough Square Development Plan. If a project is proposed that was not anticipated by the Development Plan, the Council will consult with the community and determine whether the project should proceed. In deciding whether to approve a new proposal the Council will consider whether it contributes to and is in keeping with the objectives and policies of the Management Plan and also the potential impact on the implementation of the Development Plan.
- 4.2.4. The use of Martinborough Square for events or activities will avoid, remedy or mitigate significant adverse effects on Memorial Square and adjacent facilities.
- 4.2.5. Vehicles are not permitted on the grassed area of Memorial Square except under strictly controlled circumstances for events or in emergencies.
- 4.2.6. Entry to Memorial Square is free but charges may be made for commercial activities and concessions. Charges may be made for access to the museum and events in the town hall and for other special events.

## **5. STREET FURNITURE, STRUCTURES AND DESIGN ELEMENTS**

Replacing and adding some street furniture within Martinborough Square can greatly enhance its amenity and use. Any new street furniture needs to be consistent with the historic character of Martinborough, fit for purpose and be durable and easily maintained.

There is the opportunity to add picnic tables within Memorial Square and to add seating within Memorial Square and along the main streets. The public toilets require replacement to better cater for public use and be of a design that reflects the character of The Square.

There is the potential to upgrade the Martinborough Town Hall. Work on the Town Hall provides an opportunity to ensure better linkages between this public building and the public space of Memorial Square and the town centre.

### **5.1 Objective**

- 5.1.1. To ensure the historic character of The Square is maintained when selecting new furniture and structures, and when considering new design elements.

### **5.2 Policies**

- 5.2.1. Structures and furniture will be of a design that is consistent with the existing character of Martinborough, will be cohesive throughout The Square, and will be designed and implemented to enhance the amenity and recreational values of the area.
- 5.2.2. Design elements such as tree grates and guards, interpretation, seating, lighting, and bollards, will be introduced as the Development Plan is carried out.

- 5.2.3. The public toilets will be replaced in a design and location that is in general accordance with the Development Plan.
- 5.2.4. Alteration or redevelopment of the Town Hall and environs shall seek to better integrate it with other parts of The Square, especially Memorial Square
- 5.2.5. Signage will be kept to a minimum and its design will reflect the character of The Square.

## **6. TREES AND VEGETATION**

The mature trees in Memorial Square have a long history. Many of them date back to 1920 or earlier. Despite the formal layout of Memorial Square, the trees in each of the four quadrants are randomly planted and comprise a range of species, some of which have flourished but others less so. The trees provide a shady canopy during the summer months.

Twenty four trees in Memorial Square are scheduled Notable Trees in the Wairarapa Combined District Plan. The Memorial Square contains several Notable Trees. These comprise *Quercus ilex* (2), *Quercus rubra* (6), *Mespilus germanica*, *Ulmus procera* (5), *Grivillea robusta*, *Quercus robur* (5), *Eucalyptus ficifolia*, *Eucalyptus sideroxylon*, *Trachycarpus fortunei*, *Eucalyptus leucoxyton Rosea*.

In addition to the trees in Memorial Square, there are trees planted around the edges of the road that surrounds Memorial Square and also on the berms of the "Union Jack" streets. This tree planting is relatively recent and together with the associated works such as kerb extensions and formation of tree pits, was carried out as a collaborative effort between Council and members of the community.

There are also some low shrub and annuals in Memorial Square in the around the Boer War Memorial and similar planting in some of the kerb extensions.

### **6.1 Objectives**

- 6.1.1. To ensure the existing and future plantings compliment the historic, recreational and cultural values of the square.

### **6.2 Policies**

- 6.2.1. In the first year of this plan, the Council will engage an arborist for advice on tree health and viability. The Council will implement the recommendations of the arborist report, including removal or pruning of trees where necessary.
- 6.2.2. Following the initial tree removal and maintenance work, the Council shall prepare a comprehensive planting strategy to guide ongoing maintenance and replacement of trees. That plan will ensure that changes relating to the trees are appropriate to the history and enhance the character of Martinborough Square.
- 6.2.3. An annual programme of tree maintenance will be included in the annual works programme prepared each year for the implementation of the Development Plan.

- 6.2.4. Tree planting shall extend along the streets identified in the development plan to enhance the amenity value of these streets and to integrate them with Memorial Square.
- 6.2.5. Tree planting shall recognise the building facades as a major determinant of the character of The Square and the species and planting location shall be selected accordingly.

## **7. MANAGEMENT AND ASSET MAINTENANCE**

This section sets out the objectives and policies for the day-to-day management of Martinborough Square Reserve. Management needs to be consistent with the requirements of the Reserves Act 1977 and other relevant legislation, and with other Council plans such as the Annual Plan.

The following objectives and policies apply in addition to any requirements contained in leases or licences of parts of the reserve.

### **7.1 Management Objective**

To effectively manage and maintain Martinborough Square Reserve on a day-to-day basis in line with statutory requirements and other Council plans, including this management plan.

### **7.2 Management Policies**

#### 7.2.1. Maintaining Reserve Boundaries

1. The boundaries of the reserve will be maintained and no encroachments will be permitted.

#### 7.2.2. Vegetation maintenance

1. Health of the plantings on the site will be monitored by Council, and maintenance or replacement of plantings will be undertaken where necessary.

#### 7.2.3. Funding

1. Funding for maintenance programmes, ongoing protection, development and enhancement programmes will be identified in the Annual Plan and Long Term Plan.
2. All programmes will be prioritised and funded when opportunity allows.
3. Alternative sources of funding (other than rates) and other means of implementing programmes will also be considered. Examples of alternative sources include, but are not limited to:

Grants (e.g. New Zealand Lottery Grants, Eastern and Central Community Trust)

Funds arising from bequests

Work schemes

Community fundraising

Sponsorship

Sale of surplus land (subject to the provisions of Reserves Act 1977)

Donations

#### 7.2.4. Bylaws

1. The South Wairarapa District Council Bylaws will apply to the management of the reserve.

#### 7.2.5. Events

1. Events and activities that comply with this Management Plan will be encouraged and promoted.

#### 7.2.6. User Charges

1. Entry to the reserve will generally be free but charges may be made for commercial activities and concessions. Charges may be made for access to the museum and events in the town hall and for other special events.

#### 7.2.7. Information and Promotion

1. Onsite interpretation of the historic / recreational/ botanical values of the reserve will be put in place as priorities and resources allow.

#### 7.2.8. Recreation Monitoring

1. The impact from recreation activities will be assessed from time to time to ensure there are no adverse effects on the reserve.

### **7.3 Management Rules**

#### 7.3.1. Smoking

1. Martinborough Square is subject to Council's District-wide smoking policy for parks and reserves.

#### 7.3.2. Bylaws

1. The South Wairarapa District Council Bylaws will apply to the management of the reserve.

#### 7.3.3. Hours of use

1. The public shall be able to use the reserve between the hours of dawn and dusk. Any use outside of these hours is prohibited, unless approval has been provided by Council's Chief Executive.

#### 7.3.4. Events

1. An event that involves exclusive use of the reserve, the sale of goods, or is not covered by this Management Plan, will require specific approval under this Management Plan before it can proceed. Specific approval means the approval of the Council or Chief Executive.
2. For major events on the reserves that impact beyond the reserve areas and affect traffic movement, parking, public health and safety, and may cause inconvenience to residents and local retailers, the promoter must provide information on how these matters may be addressed.

Depending upon the size and scale of the event Council may consult with key interest groups.

3. An event organiser or user of the reserve shall be responsible for returning the reserve to its existing state and repairing any damage to the reserve (other than normal wear and tear) caused as a result of any event or use. This repair shall be to the satisfaction of the Council's Roding and Reserves Manager.
4. A refundable bond may be required from organisers of an event to cover repair of any damage to the reserve used where this is required under the guidelines or as a condition of resource consent.

#### 7.3.5. Signs

1. The only permanent signs permitted on the reserve are those providing visitor information, information about facilities and features related to the reserve site, and traffic signs.
2. Temporary signs advertising specific events (those displayed only for the duration of the event they advertise) shall be allowed on the reserves.
3. Any other signs that are not covered by 11 and 12 above will require Council approval.

#### 7.3.6. Pedestrian and Vehicle Access

1. Vehicles are not permitted on the grassed area of Memorial Square except under strictly controlled circumstances for events or in emergencies.

#### 7.3.7. Utilities

1. All new utilities shall only be located on the reserve where there is no alternative location on any other site.
2. Where it is necessary to have services located above ground, the design and location should be sympathetic to the natural, cultural or landscape features of the reserve and not impact on the area available for recreational use.
3. Applications for the construction of public utilities on the reserve must be made to SWDC under this Plan. Such applications must be publicly notified for comment under this plan. Applications must be accompanied by an assessment of the effects of the utility on the reserve and must take into account:
  - Alternative sites
  - The selected location
  - Timing and duration of the works
  - Impact on cultural heritage sites, trees and amenity values and buildings and how these are to be protected

- Where not a Council utility, consideration should be given to seeking a ground rental
4. Any approval given for a public utility on the reserve shall be conditional upon the Council being able to:
- Enter, inspect, require maintenance or upgrading
  - Approve designs and colour schemes for all structures
  - Require the restoration of sites after the completion of work
  - Require sites to be cleaned up, cared for, and superfluous material removed

#### 7.3.8. Dogs

1. Dogs must be on a leash and under control at all times.
2. Dog litter must be removed from the reserve by the dog owners.
3. Any changes to Council's dog policy will have precedence over 1 and 2 above.

#### 7.3.9. Recreation Monitoring

1. The Council may modify or stop activities that cause environmental degradation or significant modification or nuisance, including nuisance to adjoining properties.

#### 7.3.10. Fires

1. No fires are permitted within the park unless approved by the Chief Executive.

### **7.4 Asset Management Objectives**

- 7.4.1. To ensure public health and safety are met.
- 7.4.2. To ensure the reserve area functions effectively and is maintained in an appropriate manner.

### **7.5 Asset Management Policies**

#### 7.5.1. General

1. The reserve will be given high priority by the Council in its maintenance programme.
2. The Council will review the current levels of service in the Asset Management Plan (AMP) to ensure the appropriate maintenance standard for services and facilities are provided on the reserve.
3. The AMP and the Council's Reserves Contract Agreement will be reviewed to ensure they are in accordance with this Management Plan.
4. Any maintenance work carried out by the community will be done within an agreed framework and within the Council's financial planning and budgetary framework.



#### 7.5.2. Toilets

1. Existing toilets will be maintained to a high standard.
2. Organisers of events may be required to provide portable toilet facilities.

#### 7.5.3. Rubbish

1. Rubbish bins will be kept to a minimum and priority will be placed on removal of litter from the reserve.
2. The standards of litter management will be monitored to ensure the reserve remains clean and tidy.
3. Organisers of events will be responsible for rubbish during events and removal of rubbish after events.

#### 7.5.4. Public Safety

1. The Council will identify hazards affecting the reserve and take appropriate precautions to minimise risks through the provision of information.
2. The Council will provide for the safe use of pesticides and other chemicals used in its management operations.
3. Following an initial maintenance up-grade, the trees in the reserve will be assessed from time to time (and following storm damage) by an arborist for their health and longevity, and remedial work will be programmed into reserve maintenance.

### **7.6 Asset Management Rules**

#### 7.6.1. Public Safety

1. Unauthorised damage to, or removal of, plant material is prohibited.
2. Spraying will only be carried out by Council approved and certificated operators.
3. Ground marking can only be carried out with the approval of Council's Roding and Reserves Manager.

#### 7.6.2. Rubbish

1. Rubbish shall not be dumped on the reserve by any member of the public.

# Appendix 1 – Extent of Martinborough Square Management Plan

