

## **Plimmerton Residents' Association (PRA)**

### **Minutes of Executive Committee Meeting Held Monday 26 March 2018, 7.30pm, at Plimmerton School staffroom**

**Present:** Colin Bleasdale (Chair), Robin Jones (Minute Secretary), Carolyn Williams, Roger Beckett, David Verrinder (arrived 7.50pm)

**Councillors:** Dale Williams (PCC NWC), Jenny Brash (GWRC)

**Visitors:** Mike Gould, Dave Anderson, Andrew Deller

**Apologies:** Tim Sheppard, Alan Reader, Judi Thomson

#### **1. Greetings**

Colin welcomed everyone to the meeting.

#### **2. Apologies**

As noted above.

#### **3. Declaration of Conflicts of Interest**

None declared.

#### **4. Notice of General Business Items**

See Item 13 below.

#### **5. Adoption of Minutes from February meeting**

The minutes of the February meeting had been circulated by email. There were no changes notified.

Motion: "That the minutes of the February 2018 meeting of the executive committee of the PRA be accepted as a true and correct record."

Moved: Colin

Seconded: Carolyn

Carried: Unanimously

#### **6. Matters Arising from Minutes of February meeting**

Jenny passed on a message from Rosemary Paterson asking for volunteers to tidy the Karehana Park petanque area and garden. Carolyn to put in newsletter. **Action: Carolyn**

Jenny has heard back from KiwiRail regarding the erosion of the pathway at South Beach. Her contact Mark Breslin said the land is leased to PCC and is therefore their responsibility, and that KiwiRail have no concerns regarding stability of the Main Trunk line. Colin to discuss with Bill and Dale. **Action: Colin**

#### **7. Community Shed (Dave A/Mike G)**

Mike and Dave expressed their appreciation of Carolyn's efforts in helping to organise and help with the shed Open Day. Seven people signed up and several more expressed interest.

The sign has been erected on the building.

It's likely the building will be moved in three years' time, possibly to the old bowling green, so liaison is continuing with the archery club on this.

Dave raised several points for discussion:

- Membership fee to cover running costs: Discussed and agreed \$10 per year for financial PRA members and \$20 per year for others. Roger to provide details to Mike of financial members.

**Action: Roger**

- Signwriting costs: Thought to be around \$250 for standard sign plus installation. Anne J has had to hand over liaison with DAC to Mike & Dave A due to a bereavement. Carolyn will check with Anne J. **Action: Carolyn**
- Pest box traps: PCC are paying \$2000 for the shed team to make 100 traps before the end of June. Dave asked for guidance on how to claim back expenses (submit a receipt to Roger). The other option is to have supplier invoice PRA directly.

Motion: "That PRA executive committee approve expenditure of up to \$500 to kickstart the pest trap project prior to 30 June."

Moved: Colin                      Seconded: Roger                      Carried: Unanimously

- Shed Opening Times: Sundays and Wednesdays 10am to 2pm
- Insurance: Colin had provided details for an insurance broker. Dave says most similar Sheds have just public liability insurance. Another option is for PRA to include the Shed under a more general policy.
- Dave asked for ideas regarding how best to use the \$5000 VP contribution from PCC. Major work for water connection and electricity are currently on hold. A qualified electrician has issued a compliance certificate. Bill is meeting the team on Thursday with the property manager. Ideas suggested:
  - Heating
  - Tools
  - Fire extinguisher
  - Fridge (hoping to have one donated)
  - First aid kit
  - Security (noted that this is good enough already as no windows)
- Rules: The Kapiti Menz Shed rules are a good starting point.
- Some expenses have already been incurred and require payment or reimbursement.

Motion: "That payment of setup costs for the Shed including catering (Carolyn and Plimmerton Deli), electrical compliance and other sundry setup costs (reimbursement to Mike Gould) be approved."

Moved: Robin                      Seconded: Roger                      Carried: Unanimously

- Lease: PCC have advised lease as being \$417+GST per annum. A donor has offered to pay the lease for the first year. Sponsorship will be sought for ongoing costs.
- Trailer: The trailer left by the Boys Brigade has been transferred to PRA ownership.
- Dust extraction system: might be a requirement in future.

There was a hearty round of applause to acknowledge Mike and Dave's hard work and achievements to date.

The need for a shelter for train passengers waiting for bus replacements was raised as they currently use the public toilets for this. Jenny to investigate.                      **Action: Jenny**

## 8. Village Planning

Colin summarised a report received from Justine McDermott (PCC) by email.

There was discussion about the new park area on Steyne Ave/Queens Ave .

Carolyn and Colin are addressing maintenance issues including the esplanade seating with Bill Inge(PCC).

Carolyn had emailed her report prior to the meeting. Key points:

- Meetings x2 with Bill Inge re VP planning and maintenance issues
- School parking site visit
- Community shed team briefed re plumbing etc quote
- Contractor performance reviewed as no maintenance done since last year. Key maintenance urgently needed on a regular basis: seats and tables sanding and sealing, pavement cleaning, road maintenance, gardening and weeding, drain clearance, rubbish bins and rubbish removal.
- VP meeting attendance on 21 April ... who is going?
- VP bid for next year ... meeting tbc

## 9. Financial reports (Roger B)

Roger had sent through his monthly report by email. Key points:

- *Receipts since 21 January* – Interest for January and February \$3.00.
- *Account receivable* – PCC residents' association grant \$250 (applied 23 March).
- *Payments since 21 January* – Community shed electricity 1st month February \$49.07
- *Accounts payable by 31 March (already approved)* –

- Security cameras functional checks (2nd instalment) \$207
- Community shed electricity (2nd month) \$43.23
- Website content management (2nd instalment) \$300.

Roger wishes to set up the shed electricity payments as a direct debit, so needs to be kept informed of any sponsorship for this payment.

Roger will prepare year end accounts after the 31<sup>st</sup>. Tim Dravitski has agreed to do an independent review. An application for the \$250 residents' association administration grant has been accepted by PCC.

Roger Johnson has been made aware of the \$5817 Karehana Park donations and he will discuss with Alan Dodson. Carolyn asked if it could be used for mitigation works around the stream. Dale commented that the flooding issues have been caused in part by the work done to develop the park as the natural ponding area is no longer available. Colin suggested meeting with Alan and Roger to discuss this. **Action: Colin**

Roger will arrange a meeting of the Budget subcommittee (Roger, Colin, Robin and Carolyn) in April to prepare a budget for presentation to the AGM. **Action: Roger**

Motion: "That the Treasurer's monthly financial report be adopted."

Moved: Roger          Seconded: David          Carried: Unanimously.

## 10. Councillors' reports

Jenny Brash (GWRC):

- LTP: very important that PCC and residents support the reduction in flood protection rate and transport rate for Porirua in submissions. [www.whatmatters.co.nz](http://www.whatmatters.co.nz) Submissions close 29 April. Carolyn to include in newsletter. **Action: Carolyn**

Dale Williams (PCC):

- Cyclone Gita cleanup almost complete
- LTP consultation meetings underway, including at schools. Submissions close 23 April.
- Whaitua committee looking at rules to improve water quality of harbor and waterways
- Comment on the pink stickered house in St Andrews Rd that featured on Fair Go. A warning for everyone to be aware of what their insurance does/doesn't cover.
- Gave apologies for April meeting.

## 11. AGM (David V)

Plimmerton Boating Club booked for Monday 14 May. Rate agreed at last year's price, \$262.50 inc GST.

AGM planning group meeting at David's on 5 April.

Carolyn explained about the speakers and suggested making donations of \$50 each to Bellyful and Plimmerton School by way of acknowledgement.

She also asked the committee to consider reimbursing Sam and Mel Troy for boosting targeted PRA posts on FaceBook.

Carolyn to talk to Euon Murrell about sponsoring mailbox fliers.

**Action: Carolyn**

## 12. Portfolio Reports

a. Taupō Stream (David V)

Team have been back in the stream and have started clearing the Cape Pond weed. Further work is planned.

b. Communications & website (Carolyn, by email)

- March newsletter (4 pages) written, proofread, formatted and emailed to our database. Also printed and distributed locally.
- Facebook page and website planning meetings with Sam and Violet/Anne
- April newsletter under way (with PRA rather than community focus)
- Flier for community shed written, designed and printed. Distributed by Mike
- Sign for community shed designed and produced and installed for Sunday open day

c. Archiving and Cloud Storage (Robin, by email)

No further progress.

e. Heritage Trail (Andrew)

Andrew commented on the houses being removed for the new park. He suggested putting a Heritage Trail bollard in the park and maybe a photo of Plimmerton house on the wall.

f. Emergency Management (Alan R by email)

Alan is proposing to run a mock opening of the Emergency Hub in May, date to be decided.

g. Taupō Crescent Community Space (Robin)

Slide installation not expected to commence until June as supplier has other commitments. Robin will advise Trust House Foundation of our expected timeframe.

A residents' working bee will be held to clear vegetation and prepare the site beforehand.

h. Dogs (Judi by email)

One rubbish bin has been moved from Beach Rd to Sunset Parade.

i. Speed & safety (Judi by email)

There is still no word from Mike George re roading improvements/plans for Plimmerton.

j. Security Cameras (David)

Cameras are working well and being regularly cleaned and maintained. Police are actively using the data. THF to be formally thanked at the AGM.

k. Chair (Colin, by email)

Key points:

3 meetings with Bill Inge and phone calls

7 phone calls with PCC officers

3 meetings with Lorna Kanavatoa from Waitangirua village for Village Planning

Various items to be posted on facebook / websites

4 local phone calls re issues

Many calls with PRA committee members and associated matters

AGM subcommittee

### **13. General business**

- Porirua Civic Awards – call for nominations
- Coroglen Rise – speed limit consultation
- David to organise a card from PRA to Tommy's expressing condolences.
- Good feedback from businesses who have taken up promotion slots on the Caravan Park sign.

The meeting closed at 9.25pm

Robin Jones (Minute Secretary)

### **Please note meetings for the remainder of 2018 (7.30pm):**

Monday 23 April

Monday 14 May (PRA AGM, 7.30pm)

Monday 28 May

Monday 25 June

Monday 23 July

Monday 27 August

Monday 24 September

Monday 29 October  
Monday 26 November