

Plimmerton Residents' Association (PRA)

Minutes of Executive Committee Meeting held Monday 27 August 2018, 7.30pm, at Plimmerton School staffroom

Present: Tim Sheppard (Chair), Robin Jones (Minute Secretary), Carolyn Williams, Dave Anderson, Robynne McIntyre, Roger Johnston, Roger Beckett, Allan Dodson, David Verrinder (arrived 7.45pm)

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

Visitors:

Apologies: Judy McKoy, David V (lateness)

1. Greetings

Tim welcomed everyone to the meeting and expressed his appreciation to councillors Dale and Jenny for their continued attention and support.

2. Apologies

As noted above.

3. Declaration of Conflicts of Interest

None declared.

4. Notice of General Business Items

See Item 11 below.

Tim noted that Laurie Smith had resigned from the executive committee due to the pressure of other commitments. Tim thanked Laurie for his work to date for the Plimmerton community and noted that Laurie will continue to actively support the PRA and other community activities such as Friends of Mana Island.

5. Adoption of Minutes from July meeting

The minutes of the July meeting had been circulated by email. One change had been advised (under Item 10 Financial Report, change "PCC contribution \$2,608.70" to read "PRA contribution \$2,608.70".

Motion: "That the minutes of the July 2018 meeting of the executive committee of the PRA (as amended as noted above) be accepted as a true and correct record."

Moved: Robin

Seconded: Tim

Carried: Unanimously

Allan volunteered to take the minutes at the September meeting as Robin will be absent.

6. Matters Arising from Minutes of July meeting

Tim thanked everyone for providing their monthly reports by email.

7. Councillors' reports

Jenny Brash (GWRC):

- GWRC are holding community meetings to discuss the issues with the new bus network.
- Trains are running more frequently to Plimmerton.
- Jenny is still working on issues with KiwiRail regarding the rail fence and Goat Point erosion.
- Jenny will chase up the Domain bus shelter for rail passengers with GWRC. Roger J and Dave A have suggested an alternative idea with an overhang roof from the Community Shed. **Action: Jenny**
- GWRC contact for the Taupō stream is Wayne O'Donnell (biosecurity and pests)
- Jenny advised the Whaitua group will be making presentations at public meetings organised by residents' associations. She will get John Gabites to email Tim about this. **Action: Jenny**

Dale Williams (PCC):

Dale had forwarded a comprehensive report by email. Key points:

- Karehana Park monitoring proving very useful
- Feedback on VP process
- Feedback on PCC Long Term Plan. Covering 20 years, to properly provide and account for significant infrastructure, resilience, growth investment. Some projects rejected or deferred.
- Information on District Plan review process
- Whaitua committee report out for consultation
- Business investment at an all-time high in Porirua
- JOBFest a great success. Partners Porirua, PCC and Porirua Youth to Work Movement initiative.

8. Village Planning

PCC have approved \$45,000 for the Domain projects and \$5000 for Taupō Crescent Community Space in the 2018-19 VP allocation.

Carolyn will forward the confirmation email from Justine of PCC VP team. **Action: Carolyn**

There was discussion about what the \$45,000 was to cover. It was noted that we were still waiting to receive the more detailed approval letter from Justine (PCC). Once received project leaders Roger J and Allan D will meet with Bill and Justine to clarify the Domain project scope. **Action: Roger J/Allan D**

Roger J will contact the GWRC contact as their involvement is critical. **Action: Roger J**

Carolyn had reported by email:

- Meetings with PCC Parks and Village Planning team to get village planning allocation for 2018-19
- Brief project managers on what is going ahead this year and give the green light
- Plan visit for parks team to Plimmerton's new community entrance and hub to meet our project managers and share our vision for this area.

9. Financial reports (Roger B)

Roger will arrange a meeting of the Finance subcommittee to review the Budget. **Action: Roger B**

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

- *Receipts since 20 July* – \$371.75 comprising subs \$40, member donation \$5, pest trap sales to Freear Philip Ltd \$250 and locals \$75, and interest for July \$1.75.
- *Payments since 20 July* – \$825.45 comprising:
 - Donations of \$100 to Plimmerton School fun run and to WELFed (puppy socialisation pending); and
 - Community shed – \$453.53 to Mitre 10 and \$99.42 to Coastal Fasteners July accounts (shed set-up items and pest trap materials), and \$72.50 to Powershop (electricity for month to 5 August).
- *Payments to be approved and minuted* – Community shed:
 - Mitre 10 and Coastal Fasteners: ratify July accounts (above) paid 20 August and approve August accounts (see below) payable 20 September; and
 - PCC: \$480 for first year's rent.
- *Net surplus for year to date* – \$2,236.11.
- *Cash funds* – \$19,835.43.

Dave A advised details for Community Shed accounts payable as follows:

Coastal Fasteners \$20.37 (setup supplies)

Mitre 10 \$52.98 (pest trap materials and set up supplies)

Warrick Proctor \$37.99 (Wire)

Dave Anderson \$116.05 (safety goggles), \$51 (specialist materials)

McLean Electrical \$93.57 (electrical certifications)

Practical arrangements have been put in place to cater for the timing of billing from Mitre 10 and Coastal Fasteners and the associated committee approvals.

Motion: "That the Accounts Payable as noted above be approved for payment."

Moved: Roger B

Seconded: Dave A

Carried: Unanimously

Tim commented on the continued progress of the Community Shed and how it was already fulfilling its primary objective of delivering social benefits to the community. He noted that the financial risk for the PRA must also be considered, and that to date the Shed had receipts totalling \$4,700 (which includes the PCC grant for pest traps and for set up) and outgoings of \$3,700. The Shed is still very much in an incubation phase, but the hope is that it will be able to be a standalone entity in future.

Bill Inge is to come out to review health and safety so that PCC can then allocate small jobs to the Shed.

Dave A has agreed to try to defer significant expenditure on tools and equipment until 2019 so that grant funding can be sought. He will also document predicted future expenditure where possible.

Approval for the payment of the lease to PCC has been deferred until the lease has been agreed and signed.

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

Moved: Roger B

Seconded: Robin

Carried: Unanimously.

10. Portfolio Reports

a. Plimmerton Domain VP projects

Roger J had reported by email:

"Allan D and I recently met up with Bill Inge to discuss our successful bid in the Village Plan.

It appears there will be sufficient funds to construct a 2m wide path from north entrance of Plimmerton Domain, past NZMCA Park to opposite Cedric St. Attached are plans with 2 options, we are encouraging option 2 which has a grass strip each side of path, but the ultimate decision is with PCC.

Clearing the vegetation between the Domain path and stream is looking like a big job and will probably need the assistance of machinery. We will continue to pursue this and work out some options."

Carolyn will arrange for a morning tea visit by Olivia and Justine of PCC. Allan and Roger J also want to show them Karehana Park and discuss their ideas for the park. **Action: Carolyn**

b. Communications & Website

Carolyn had advised the following by email:

- "Simplify and redraft plan for 2018-19 to go on the website (VP and PRA activities)
- Brief designer on presentation of plan on website and set end of month deadline
- Review process for newsletter/Facebook/website with team and fine tune schedule
- Draft September newsletter (which now for logistical reasons has to be compiled on a Monday so I will use all reports as the source of info)"

c. Community Shed

Dave A had reported by email:

"August has been a very positive month for the Shed. We have the usual ongoing set-up process.

The Lathe has been commissioned. A member of the Wellington Woodturners Association has approached us and is going to attend and instruct our members on the safe usage. We have sold a number of pest trap/tunnels. We are getting a lot of "passing" visitors. Mainly folks from the caravan park.

We are making a visible sign for the exterior of the building to let people know we are there. When it is howling or raining we have to keep the doors closed. We are also being well looked after by homemade cooking. !!!"

There was additional discussion about the draft lease. This is now with PCC for action.

d. Archiving & Cloud Storage

No progress

e. Taupō Crescent Community Space (Robin, by email)

- Slide Deck has been raised 200mm by supplier
- Grant accountability report has been completed and accepted by Trust House Foundation

- Resident Leo Smith is organising planting on Sunday 23 September during Conservation Week. Trees being sourced from Trees That Count at no cost to PCC or PRA. Leo liaising with PCC via Bill on getting species approved and support from CVNZ on the day. Financial support being sought for refreshments (BBQ) for volunteers on the day (sponsors and/or PRA) and potential for Community Shed to assist.
- Waiting on confirmation of funds for continuation of project in VP bid 2018-19

David V will provide a contact to Robin for New World to approach them for sponsorship for the BBQ. The committee approved expenditure of up to \$120 by PRA as a contingency. **Action: David V**

f. Security Cameras

David V will arrange a meeting with the Police to review the effectiveness of the security cameras. David and Tim to attend. **Action: David V**

g. Dogs

Nothing to report.

h. Heritage Trail (Allan D by email)

"In conjunction with Sam and Carolyn have started to publish photos of events that maybe of interest like the Queen's visit to Plimmerton (twice). I have a very large database of photos including Millennium and Plimmerton Promenade so expect the unexpected.

The Queen item was also a reminder of the QEII Taupo Wetlands opening."

i. Emergency Management

No report

i. Karehana Park (Allan D by email)

"This is now a destination park for both locals and outside of the district and we expect it to be very popular over a hot summer. Roger and I will be contacting PCC Parks to discuss some options to enhance the parks with the small sum retained in PRA funds from the sale of pavers/bricks. There is an article prepared on Pukerua (Airlie) Road – Black Bridge and the Petanque court.

The measuring of water levels and wa valve actions continues and all is within limits. Of interest was the spotting of a medium sized eel moving downstream with the recent rains, now what are the regulations about whitebait nets?

Roger and I will compile a small selection of photos on the changes that were made to the remodelling of the park it may assist with the decisions around flood protection."

Allan noted there are plans to count visitors.

j. Steyne Ave Park

"With the completion of works in the area – we are now waiting for the grass to grow – it was an opportunity to thank the PCC with a small item. The posted Facebook (FB) item received mainly positive comments but you can't please everyone! We are also planning before and photos of the area and when time allow research into early owners."

k. Chair Report (Tim, by email)

Key points:

- Community Shed - liaise with Dave & Roger B & Bill on various funding and accounting issues; draft H&S plan to PCC for their thoughts (ongoing); consider PCC's draft ground lease & consult with Parks Manager;
- liaison with Carolyn re newsletter subscriptions & PRA membership promotion on our media channels.
- meetings with PCC + Carolyn re Village Planning bid
- Miscellaneous correspondence and meetings on various matters, including Domain carparking, liaison with Pukerua Bay RA, business & club listings on website, Westpac account, harbour water quality, coastal hazards.

11. General business

Traffic and road safety – still waiting on traffic management plan from PCC.

Rail fence repaint – Dave A is planning a Community painting day using the Community Shed as a base.

The meeting closed at 8.50pm

Robin Jones (Minute Secretary)

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

Monday 24 September (Allan will minute.)

Monday 29 October

Monday 26 November