

Plimmerton Residents' Association (PRA)

Minutes of Executive Committee Meeting held Monday 29th October 2018, 7.30pm, at Plimmerton School staffroom

Present: Robin Jones (Acting Chair), Allan Dodson, Carolyn Williams (acting Minute Secretary), Dave Anderson, Roger Beckett, Roger Johnston, Robynne McIntyre, Judy McKoy

Councillors:

Visitors:

Apologies: David V, Dale Williams (PCC), Jenny Brash (GWRC)

1. Greetings

Robin welcomed everyone to the meeting. She noted that a letter of resignation had been received from Tim Sheppard by email, and explained the agenda for the evening.

2. Apologies

As noted above.

3. Declaration of Conflicts of Interest

None declared.

4. Notice of General Business Items

Letter of resignation from Tim Sheppard:

Tim Sheppard had emailed the PRA stating his intention to resign from the PRA Executive Committee and the role of Chair with immediate effect. His service both to the PRA and the Plimmerton community over many years was acknowledged and the committee agreed to accept his resignation.

Motion: "That this committee accepts the resignation of Tim Sheppard as both an Executive Committee member and Chair of the PRA."

Moved: Robin Seconded: Dave Anderson Carried: Unanimously

After discussion it was agreed to appoint an Acting Chair(s) for an interim period until the February meeting, at which time the vacancy will be revisited. Allan Dodson and Dave A volunteered to act as Acting Joint Chairs during this interim period, and this was unanimously agreed by the committee.

Motion: "That Allan Dodson and Dave Anderson be appointed as Acting Joint Chairs of the PRA until the executive committee meets in February 2019, at which time the Chair position will be reassessed."

Moved: Robin Seconded: Roger B Carried: Unanimously

Motion: "That, as a consequence of his resignation from the PRA committee with effect from 29 October 2018, Timothy (Tim) Sheppard be removed from the list of PRA Westpac account authorisers and administrators, and also be removed as a beneficial owner of the account."

Moved by: Judy McKoy Seconded by: Allan Dodson Carried: Unanimously

Follow-up Actions to be taken:

Formal Letter to Tim accepting his resignation and acknowledging/thanking him for his contribution: ROBIN

Check if the website lists committee members, arrange update if necessary: CAROLYN

Provide Allan with access to PRA Gmail a/c and instructions on use: ROBIN

Prepare notice of motion and letter for Westpac to remove Tim as authoriser and administrator and beneficial owner: ROBIN

Complete Westpac forms/process: ROGER B

Change info for Companies Office and Charities Commission as required: ROGER B

Notify PCC, GWRC and PCC NW councillors of Tim's resignation and new interim Chair(s): CAROLYN

Check MailChimp named individual with Anne Johnston, change if necessary: CAROLYN

Contact Tim to check on any other outstanding matters requiring handover: ROBIN
Change password on RACHair Gmail a/c: ROBIN

5. Adoption of Minutes from September meeting

The draft minutes (version 2) of the September 2018 meeting had been circulated by email. No further amendments were noted. Robin thanked Allan for preparing the minutes in her absence.

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

Moved: Dave A Seconded: Carolyn Carried: Unanimously

6. Matters Arising from Minutes of September 2018 meeting

Nothing was noted.

7. Councillors' reports

Jenny Brash (GWRC): Jenny had sent her apologies for the meeting and her report.

Judy noted that a Friends of Taupō Swamp & Catchment (FOTSC) walkabout was scheduled for Friday 2 November. There was discussion regarding the funding pressures faced by PCC regarding remediation of the environment, including drainage and water management issues.

Dale Williams (PCC):

Dale had forwarded his report by email.

8. Village Planning (Carolyn)

Carolyn had reported by email on Village Planning Activities:

- Meeting/walkabout with parks and VP PCC managers and our team. Olivia Dovey and Justine McDermott were shown Karehana Park, the railway station, and the Domain.
- Associated maps and info boards produced for permanent display
- Sign for pest traps being produced
- Perspex for signs and boards ordered
- Meetings with project managers and others re VP projects

9. Financial reports (Roger B)

Motion: "That up to \$500 be approved for Perspex for signs and additional materials for permanent signage in Plimmerton Domain."

Moved: Roger B Seconded: Judy Carried: Unanimously

Roger B had circulated his monthly financial report by email. Key points:

- *Receipts since 21 September* – \$121.48 comprising \$20 sub, \$100 donation by Taffy Parry (via Anne Johnston) and \$1.48 interest for September.
- *Payments since 21 September* – \$973.36 comprising:
 - Community shed – \$351.01 comprising \$34.47 to Dave A for quick-stick labels, \$164.49 to Mitre 10 for set-up items, \$79.49 to Warrick for dust extractor [up to \$150 approved 24 September], and \$72.56 to Powershop for electricity (month to 3 October);
 - Security cameras – \$207 to Rexercet Ltd (Rex Aubrey) for functional and maintenance checks (4th quarterly instalment); and
 - Domain map signage – \$415.35 comprising \$218.50 to Anne Johnston re design, \$96.85 to Carolyn re printing/Velcro dots and \$100 to Robynne re lamination.
- *Accounts payable to be approved and minuted* –
 - Community shed – \$270.16 comprising:
 - \$215.43 to Mitre 10 re October account for set-up \$56.30, dust extraction items \$38.08 and propagation tables \$121.05 [up to \$200 approved 24 September];
 - \$26.16 to Coastal Fasteners for screws, etc;
 - \$28.57 excess payment above \$135.92 approved last month re Mitre 10 September account; and

- Website – \$52.79 to ChilliWeb for domain name fees for plimmerton.org.nz and camborne.nz (12 months to 20 October 2019).
- *Accounts payable already approved* –
 - Community shed – \$891.70 comprising \$480 to PCC for rent re ground lease (12 months to 30 June 2019) and \$411.70 to Dave + Warrick for first aid course; and
 - Website – \$300 to Violet Rowe for quarterly content management ex-gratia (released for payment by committee 29 October).

There was discussion regarding the renewal of ChilliWeb domain names which are no longer being used. It was agreed that these should continue to be renewed to prevent others taking these domains and causing confusion to web users. It was also agreed to release the final ex gratia payment to Violet for web content.

Motion: “That the Treasurer’s monthly financial report for October 2018 be accepted and the Accounts Payable as noted above be approved for payment.”

Moved: Roger B Seconded: Allan Carried: Unanimously

A meeting of the Budget & Finance subcommittee has been held, and Don Gray is preparing a Community Shed budget for input to the revised PRA budget.

Roger has been investigating options to improve the interest rate on PRA funds and sought leave from the committee to look into this further. The committee agreed.

10. Portfolio Reports

a. Domain Projects

Allan and Roger J had reported by email:

“The first stage – the footpath in Ulric: a tender has been confirmed and it is hoped that works will start prior to Christmas. Once timing is confirmed we will advise the community.

There were a number of points made by the PCC team re the Dog Park, the Community Shed and also the potential bus shelter. PCC to provide plans of the Domain with GRWC lease outlined and utilities indicated. Potential to do a clean up along the Western stream edge (the Eastern is Transit!) but this will require some machinery.

There is a Dog Park committee of interested parties and Allan D will be on it for PRA / Plimmerton community input. Given the Motorhome interest in the Domain & Dog Park project, Roger J is liaising with them.

Estimates for budget purposes sent to Carolyn and Roger B.”

Judy had reported by email:

“Taupo Stream clearing and new planting as per the proposed 2018-19 Village Plan:

- On hold until PCC has developed a wider plan for the Domain area which will take into account the future dog park, and a possible baseball diamond. Hopefully we will have this in place before the next VP round next year.
- I understand that PCC will undertake BAU work with some weed control. However, these may not be clearing for planting along the stream in the Domain until there is an overriding planting plan.

Interpretive pathway – signage:

- Carolyn and I have met to discuss this process as she has been involved in the PCC discussions. I am now involved in the following: making contact with community groups and individuals in order to get relevant ecological, and ‘social history involving children’ info up on the PRA website, as a first step to confirm the content of the proposed interpretive trail.
- Carolyn has told me that Anne Johnson (who designed the excellent QEII signage) is preparing a signage concept which may be included in a funding application in January.

Planned signage: (*Abridged*) (This is up for discussion and feedback)

1. ‘You are here...’ You are entering the unique seaside village of Plimmerton. Short history
2. Land and sea birds
3. Flax- a short history
4. Botany / Biodiversity of the Domain area- and beyond.
5. Plants that attract insects ...
6. What can we observe in the Taupo Stream?

7. The geology of the area
8. Families and Children at the Domain (and beyond) – past and present. I have met with the DP & will be working with a group of year 5/6 students at **St Theresa's School** on this aspect of the project- they are very keen to be involved.
9. Who cares about & for this special place?"

She also provided a comprehensive report on the activities of FOTSC.

Allan and Roger J are approaching GWRC in regard to their ideas for a train replacement bus shelter, and are also contacting Olivia Dovey (Parks Manager PCC).

The ownership and responsibility for the Taupō Stream banks needs clarification. Judy, Allan and Roger J to check with GWRC and PCC and liaise.

Action: Judy, Allan, Roger J

Judy asked about how website content is moderated before it is loaded, and how to incorporate some of the input from St Theresa's pupils' Tūrangawaewae project. Carolyn said all content should be sent via herself to ensure it is properly scoped and formatted, and suggested Judy and herself meet with Anne Johnston to discuss this further.

Action: Carolyn, Judy, Anne J

b. Communications & Website (from Carolyn via email)

- Website ready for current projects to start being added and process for communications sent as email to everyone involved.
- Newsletter ready to go out next week.
- Ongoing processing and posting of project info
- Village Plan now on website #01

c. Community Shed

Dave A had reported by email:

"All going well at the Shed. We have formed a committee.

Manager Dave Anderson.

Assistant Manager Warrick Procter.

Treasurer/ secretary Don Gray

Member Neil McClellan.

In need of projects so going to push publicity."

He added that three projects are in the pipeline, and Don Gray has started work on the financial side. A revised ground lease had been forwarded by PCC to Tim, who has provided a hard copy to the committee. (Tabled by Robin and collected by Dave A). Roger B to check we have correct version of ground lease. Don Gray is to be asked to review the revised lease document, then Roger B, Dave A and Don to meet before responding to PCC.

Action: Roger B, Dave A, Don Gray

The requirement for the shed to be removed after 3 years is still a concern. Allan to discuss with Olivia Dovey.

Action: Allan

The committee approved expenditure on a new deadlock of up to \$150.

d. Railway Fence painting

The meeting noted PCC's requirement for a traffic management plan (which could cost \$1,000 or more) and potentially a permit for use of the Queens Ave park. An event Health and Safety plan will also be required. KiwiRail have said they will fix the fence and remove ballast before the painting but this is unlikely to be completed before the planned date of Sunday 25 November. Dave A to confirm and seek payment for traffic management plan from KiwiRail.

Action: Dave A

Sponsorship is being sought. The committee approved up to \$250 expenditure on paint and materials.

Moved: Allan Seconded: Robynne Carried: Unanimously

Dave A and Robynne to meet to discuss catering and entertainment. **Action: Dave A/Robynne**
(NB This event has now been postponed to February)

e. Archiving and Cloud Storage

Nothing to report.

f. Taupō Crescent (Robin, by email)

- Successful community planting day on 23 September with native trees planted around the new slide and in bush between James/Mo streets. Eight bags of rubbish removed. Thanks to Leo Smith for organising, Community Shed crew for manning the BBQ, New World Paremata for kai, Trees That Count and PCC for support.
- Feedback on new slide very positive from local residents.
- Robin to discuss next priority with Bill Inge as there is \$5k allocated in VP funding this year.

g. Dogs (Tim, by email Chair report)

Dog bag dispensers are not favoured by PCC VP team.

h. Heritage (Allan D by email)

"Friday Flashbacks - the Plimmerton Pony Club proved very successful and we are following up a number of leads for more photos."

i. Karehana Park (Allan D and Roger J by email)

"Verbal approval was given to explore the possibility of installing a water fountain (Drinking) at the playground end. Roger J and Allan working with PCC Parks to suitable location before getting full costings. The PRA retained funds of \$5,800 would be used.

Petanque Court to be given a clean up. Programmed for Thursday 1st November 2018 from 10:00 – 12:00 then weekly until completed. Sam Duff to advertise.

Estimates for budget purposes sent to Carolyn and Roger B."

j. Emergency Management

No report.

k. Security Cameras (David V , by email)

"Meeting confirmed with Yvette McKelvie, Sergeant, Community Engagement Supervisor Kapiti Mana Police. She has agreed to a meeting to discuss the first year of camera operation in Plimmerton. This meeting will be held on November 16th at 10am at Waitangirua Police Station and Allan and David V will attend on behalf of PRA."

Consultant David Horsborough is to be advised of the meeting.

Action: David V

Roger to send signed Police MOU to Robin for Cloud storage.

Action: Roger B

l. Chair Report (Tim, by email)

Tim's report had been circulated by e-mail.

11. General business

None.

The meeting closed at 9.25pm

Minutes prepared by Robin Jones/ Minutes taken by Carolyn Williams

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

Monday 26 November