

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

### **Minutes of Executive Committee Meeting held Monday 29th April 2019, 7.30pm, at Plimmerton School staffroom**

**Present:** Dave Anderson (Chair), Allan Dodson, Carolyn Williams (minute taker), Roger Beckett, David Verrinder, Robynne McIntyre

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

**Visitors:**

**Apologies:** Roger Johnston, Robin Jones

#### **1. Greetings**

Allan welcomed everyone to the meeting.

#### **2. Apologies**

As noted above.

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

None declared.

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

None

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

The minutes of the March 2019 meeting had been circulated by email. No amendments were noted.

Motion: "That the minutes of the March 2019 meeting of the executive committee of the PRA be accepted as a true and correct record."

Moved: Dave A

Seconded: David V

Carried: Unanimously

#### **6. Matters Arising from Minutes of March 2019 meeting**

All matters arising covered in project and councillors' reports.

#### **7. Councillors' reports**

##### **Dale Williams (PCC):**

Dale had forwarded a comprehensive report by email.

- Flood plan discussed as per Dale's report with PCC obliged to notify property owners by letter, with info to be included on LIM reports
- Seat maintenance discussions ongoing with parks and roading reluctant to take on the upkeep of assets. Ashley Gore and Dale are working to resolve this issue.

##### **Jenny Brash (GWRC):**

Jenny tabled 2 documents: Staying on Track 19-20 and What Matters (consultation doc)

#### **8. Financial reports (Roger B)**

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

- *Receipts since 22 March* – \$1,054.48 comprising community shed donation, koha/subs \$87 and product sales (nesting boxes, propagation tables and rat tunnels) \$965.57, and interest for March \$1.91.
- *Payments since 22 March* – \$2,074.70 comprising:
  - Community shed – \$249.52 for Mitre 10 (supplies \$61.64 and nesting boxes \$187.88), \$52.90 for Coastal Fasteners (nesting boxes) and electricity \$83.28 (month to 3 April) – latter funded by THF;
  - Security cameras – \$1,035 to Rexercet Ltd for functional maintenance checks (3 months to 28 February 2019) \$207 and (12 months to 28 February 2020) \$828 – latter funded by THF;

- Emergency management – \$654 to Pack&Pedal for 8 LED headlamps – funded by THF.
- *Accounts payable to be approved and minuted:*
  - Community shed – Mitre 10/Coastal Fasteners April accounts, and tool purchases (latter funded by THF) – Dave A to advise ;
    - Website, etc – \$46 to Anne Johnston re stock images; and
    - Heritage trail - \$15.95 to Mary Beckett re USB drive for station display.
- *Accounts payable already approved* – Community shed – \$480 to PCC for rent 12 months to 30 June 2019, once ground lease signed (funded by THF), plus \$411.70 for first aid course;

After discussion the committee approved the following additional Accounts Payable items at the meeting:

- Mitre 10 – \$158.99 for April account
- Coastal Fasteners – \$34.50 for April account
- Grantley Imports Ltd – \$353.28 for 30 traps
- Thorners General Insurances Ltd – \$253 for public liability renewal (12 months to 17 May 2020) covering PRA for accidents and effects up to \$1 million
- Tools to be funded from THF grant:
  - 2 battery-powered drills – \$398
  - Drill press (in lieu of plunger router) – \$586.50
  - Blades for donated thicknesser/planer – \$89.11

Roger B will confirm exact amounts to Robin for the minutes.

**Action: Roger B**

It was also approved for the Heritage team to use the budgeted \$500 for reprinting leaflets.

Motion: “That the Treasurer’s monthly financial report to April 2019 be accepted and the Accounts Payable as noted above be approved for payment.”

Moved: Roger B          Seconded: Allan          Carried: Unanimously

Roger B reminded the committee that the THF grant is for \$26,750 and we are required to spend and report by August. The biggest expense is the Karehana Park fountain and this is waiting for plumbers to finalise quotes.

**Action: Allan**

## 9. Name for New Queens Ave/Stejne Ave Park

The name Taihuka (“foaming water”), as proposed by Ngāti Toa and PCC, was supported unanimously by the committee.

This will be promoted in the upcoming newsletter and Facebook.

**Action: Carolyn**

A formal letter is to be sent to PCC with our endorsement. The letter will indicate PRA’s keenness to be involved in the production of history panels for the park.

**Action: Robin J**

## 10. Village Planning (Carolyn )

Carolyn had reported by email (edited):

*VP funding bid submitted to PCC, then discussed with PCC team, and was well received. Council business unit managers will discuss our bids and we will meet again when advised of their decisions. Some areas discussed are already in hand (rail underpass resurfacing) but others need more research by PCC (last footpath link at entrance to Plimmerton).*

*Shed team will be asked to design a signage fence for the grassed area at the entrance to Plimmerton so signs can be hung on the fence and not rammed into the grassed area (which will be tidied up as a rigging area.)*

*Ongoing discussions re maintenance each month with Ashley Gore, system is working well. Still no action on seat maintenance and ongoing care (apart from the picnic tables) which was promised by PCC for completion by May 30. Also no word on road markings or the revised ‘safety plan’ crossings. Storm water repairs completed, and pipes to sea filled by contractors with road seal in Motuhara Road spill cleared. There has been no consultation re removal of planting in Queens Ave Park.*

There was further discussion regarding the rail underpass. A safety handrail is being installed this week. Jenny clarified that the underpass is a GWRC asset and the person in charge is Barry Friar. Dave A has been talking to Grant Burton of Kiwirail about the underpass resurfacing but Jenny says this is a GWRC decision. Dave A and Jenny will meet with Barry Friar and get the resurfacing of the rail underpass sorted.

**Action: Jenny/Dave A**

## **11. Portfolio Reports**

### **a. Domain Projects**

Allan reported on the dog park meeting coming up on 8 May to finalise the plan before it is presented to PCC. He will keep the committee informed.

**Action: Allan**

David V had reported by email (edited):

*FOTSC now has everything in place to start working on Taupō Swamp, and on 17<sup>th</sup> April work began on weed removal at the northern end of Plimmerton Domain by the footbridge. A team from Conservation Volunteers Wellington assisted. They will be doing this work with CV groups every second Wednesday to the end of May, and longer if PCC funding is rolled over. This period will give a better idea of how much work is ahead for this winter's planting. They should then be able to plan some weekend community volunteer days. The group has three sets of waders available, two sets loaned by the PRA.*

### **b. Communications & Website (Carolyn)**

Carolyn had sent a report by email.

- *Newsletter compiled and sent for April, newsletter for May drafted*
- *Facebook and website postings made and website current projects section updated*
- *Poster for Karehana Park (draft)*

Carolyn noted current project pages are set up and ready for regular content which will become the project archive and progress report. She again reminded everyone that all communications are to come through her and not to Sam and Violet directly as they are not equipped to make content decisions. We also need to keep all our communication channels consistent.

### **c. Community Shed**

Dave A had reported by email (edited):

*Had a good month, the highlight being the manufacture and delivery of ten Sooty Shearwater Chick nesting boxes to Mana Island for FOMI. Two new members welcomed.*

The Shed ground lease has been signed with PCC.

### **d. Taupō Crescent Community Space (Robin, by email, edited)**

*Good progress this month. Robin met with Bill Inge and Nick of Downers on 27 March.*

*Dropped kerbs have now been installed on both sides of the street, making access much easier.*

*An old exposed concrete slab has been removed and re-grassed. A "Children" warning road sign is to be erected and a park welcome sign is being designed at PCC. Low planting is to be completed below the slide. Some additional work is required around the slide to complete safety signoff because of the platform height.*

### **e. Dogs (David V)**

Nothing to report.

### **f. Heritage (Allan D)**

Leaflets to be reprinted as discussed. Carolyn to get a quote and discuss Mary and Deirdre. **Action: Carolyn**  
The team have led some walking tours and are producing a presentation. Dave A suggested that some leaflets be left at the Shed.

### **g. Karehana Park (Allan D by email)**

*One quote for the water fountain received, just waiting for the local plumbers to put a quote in. Hope this is underway by the end of May 2019.*

### **h. Steyne / Queens Parks (Allan D)**

Refer item 9 above.

**i. Emergency Management**

The date of the next emergency planning event is to be advised. Allan will contact Alan Reader and report back.

**Action: Allan**

**j. Security Cameras (David V)**

One camera needs an obstruction removed.

**Action: David V**

**k. Traffic Issues (Allan by email)**

*Lights at Paremata – waiting to see this come online and impact on traffic through the area.*

*Clearway – watching brief. Have sent Paremata Residents a short note following NZTA proposal to amend Clearway times given the queues now impacting along Mana Esplanade. We are offering to work with Paremata and support an extension of clearway hours.*

**12. General business**

- Dale discussed the need to remind local business owners that PRA has done a lot to encourage visitors to the shopping centre. People from the caravan park have the business map and promotion of the heritage trail. With the footpath and other improvements to the domain, access to the village is easier and numbers of visitors have increased noticeably. There was general agreement that the updating of our mailing list is urgently needed to include new residents and businesses.
- The station carpark was not resealed as advised on 14 April and Jenny was asked to check with Barry at GWRC to see when this will happen. Jenny was also asked to check on when the security camera will be installed in the parking area. Ideally this would be soon as thefts from cars have been rife.  
**Action: Jenny**
- Next month's agenda should include discussion on AGM timing and format. **Action: Robin**

The meeting closed at 8.30pm.

Carolyn Williams (Note taker)

Robin Jones (Minute Secretary)

**Please note meetings for the remainder of 2019 (7.30pm):**

Monday 27 May

Monday 24 June

Monday 22 July

Monday 12 August AGM (NB: Year-end now 30 June)

Monday 26 August

Monday 23 September

Monday 21 October\* avoids Labour Day

Monday 25 November