

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

### **Minutes of Executive Committee Meeting held Monday 25th February 2019, 7.30pm, at Plimmerton School staffroom**

**Present:** Robin Jones (Minute Secretary), Allan Dodson, Dave Anderson, Carolyn Williams, Roger Beckett, Roger Johnston, Robynne McIntyre, David Verrinder (late)

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

**Visitors:** None

**Apologies:** None

#### **1. Greetings**

Robin welcomed everyone to the meeting and noted this was the first formal meeting of the new year.

#### **2. Apologies**

As noted above.

#### **3. Resignation**

It was noted that Judy McKoy has resigned from the executive committee because of her significant commitments with Friends of Taupō Swamp & Catchment (FOTSC) (as indicated in December but formally confirmed by email on 19 February). Judy's support of the PRA and her work with the committee was acknowledged and it is expected that she will continue to work closely with PRA in her new role with FOTSC.

Roger B to action change to Companies Office register.

**Action: Roger B**

#### **4. Declaration of Conflicts of Interest**

None declared.

#### **5. Chair Vacancy**

At the October meeting, it was agreed that the PRA Chair role (being undertaken by Dave Anderson and Allan Dodson on an interim basis) would be reconsidered at the February meeting.

Robin called for nominations for the Chair vacancy. Roger J nominated Dave Anderson and Allan Dodson to be co-Chairs, and, there being no other nominations, they were elected unopposed.

Motion: "That Dave Anderson and Allan Dodson be appointed as co-Chairs of the PRA Executive Committee until the next AGM."

Moved: Roger J

Seconded: Carolyn

Carried: Unanimously

Allan took over the Chair at this point.

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

Roger J noted the value of the new Plimmerton School patrol and asked that acknowledgement be made on FaceBook and in the newsletter.

**Action: Carolyn**

#### **7. Adoption of Minutes from November meeting**

The minutes of the November 2018 meeting had been circulated by email. No amendments were noted.

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

Moved: Roger B

Seconded: Allan

Carried: Unanimously

#### **8. Matters Arising from Minutes of November 2018 meeting**

The following items from the informal January meeting were noted:

1. Payments approved: \$200.93 to GYB insurance Brokers (security camera insurance, 3 months), up to \$100 to Coastal Fasteners & Mitre 10, plus additional \$200 for timber (re Community Shed)
2. Application submitted to Trust House Foundation for grant of \$26,750 covering four projects.

## 9. Councillors' reports

### Dale Williams (PCC):

Dale had forwarded a comprehensive report by email. Allan acknowledged the extent of work being done by Dale in the community.

The Village Planning report had been sent through from PCC, Allan to forward to committee.

#### Action: Allan

Dale commented on risks arising from private property owners' undertaking groundworks without proper assessments of ground condition etc. He urged property owners to get professional advice and noted that PCC will also help with initial assessments.

**Jenny Brash (GWRC):** Jenny commented on car break-ins in the Domain carpark and the need for security cameras there. Wellington Water have made progress in tracking down leaks in the pipe infrastructure.

(David Verrinder arrived.)

## 10. THF Grant

PRA has been successful in its bid for a \$26,750 grant from Trust House Foundation. Roger B will send a formal acknowledgement and thank you to THF. **Action: Roger B**

It was noted that THF require projects and accountability reporting to be completed by 13 August.

Next steps agreed:

- Robin to arrange Budget/Finance planning meeting to determine schedule for work/purchases relating to the grant and to establish amount for first drawdown request. Meeting to include Roger B, Allan, Dave A, David V, Carolyn and Robin. **Action: Robin**
- Karehana Park drinking fountain project can proceed. It was noted that it must keep to budget. Allan to discuss with Olivia. **Action: Allan**

## 11. Community Shed

A letter from Olivia Dovey, PCC Parks Manager has been circulated, confirming that PCC will "lead the project management and cover all costs associated with the demolition, removal and make good of the site of the existing Community Shed at Plimmerton Domain, after the building is vacated by the Residents Association."

There was further discussion regarding PRA's ongoing relationship with the Shed, and general agreement that PRA will help the Shed through the establishment period but that the expectation is that the Shed will be operating as a separate entity by the time the first lease term of 3 years expires. In particular Roger B noted his concerns that operating costs for projects such as the Shed, the security cameras and the website are using up the PRA subscription funds.

Motion:

"That the Plimmerton Community Shed must establish itself as a separate entity before the end of the initial three year term of the PCC ground lease, and it is noted that PRA does not intend to renew the lease for the Shed. PRA will continue to support the Shed until the 2019 PRA AGM with this support to be reviewed by the incoming committee."

Moved: Roger J

Seconded: Robynne M

Carried: Unanimously

Motion:

"That the Executive Committee of the PRA approves the signing of Version 2 (*received from PCC 18 October*) of the lease between PRA and PCC for ground rental of the Community Shed site, subject to the assurances given in the letter from Olivia Dovey dated 8 February 2019 regarding PCC's commitment to 'lead the project management and cover all costs associated with the demolition, removal and make good

of the site of the existing Community Shed at Plimmerton Domain, after the building is vacated by the Residents Association’.

Moved: Dave A

Seconded: David V

Carried: Unanimously

Allan and Dave A will contact PCC to formalise the signing of the lease.

**Action: Allan/Dave A**

## 12. Financial reports (Roger B)

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

- *Receipts since 23 November* – \$1,037.39 comprising subs \$60, member donation \$5, community shed koha, subs and sales \$968, and interest for November to January \$4.39.
- *Payments since 23 November* – \$914.09 comprising:
  - Community shed – \$588.19 comprising \$336.67 to Mitre 10 (product materials and set up), \$88.04 to Coastal Fasteners (items for signage) and \$163.48 to Powershop (electricity for 3 months to 3 February);
  - Security cameras – \$200.93 to GYB Insurance Brokers for equipment cover (3 months cover to 28 February 2019);
  - Domain – \$177.10 to Dave A for map signage perspex covers; and
  - Karehana Park – \$3.68 to Mitre 10 Mega for sanding discs;
- *Accounts payable to be approved and minuted:*
  - Community shed –
    - \$35.19 excess payment above \$300 approved 19 January for Mitre 10/Coastal Fasteners January accounts;
    - Mitre 10/Coastal Fasteners/other February accounts (some ex THF grant) plus building insurance – see note below;
  - Website – further content management ex gratia \$300 – see note below.
- *Accounts payable already approved* –
  - Community shed – \$480 to PCC for rent re ground lease (12 months to 30 June 2019) – funded by THF grant – plus \$411.70 for first aid course; and
  - Security cameras – \$763.05 to GYB Insurance Brokers (12 months to 28 February 2020) plus maintenance checks – funded by THF grant.

Roger B noted the good income from the Shed activities.

After further discussion the committee agreed to approve up to \$100 for Community Shed Mitre 10 and Coastal Fasteners February accounts and to continue ex gratia payments to Violet Rowe of \$300 per quarter for website content and newsletter as we have no suitable volunteer to take on this role.

In addition the committee agreed to reimburse David V \$51.60 for printing posters for the fence painting event.

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

Moved: Roger B

Seconded: Robin

Carried: Unanimously

## 13. Village Planning (Carolyn )

Carolyn had reported by email on Village Planning Activities:

- *2 emails sent to Ashley Gore (as advised by Dale) about maintenance issues, and responses sent to all.*

She added that she would be meeting with Justine of PCC soon, and that the arrangement of communicating directly with Ashley Gore was working well.

## 14. Portfolio Reports

### a. Domain Projects

Allan and Roger J had reported by email:

- *Plimmerton Dog Park, Allan & Dale have been to two workshops associated with this PCC Project. At this stage the workshops have prepared a potential plan for costing and this can then be considered*

by the PCC Parks and Councillors. A flag has been raised about the suitability of the Plimmerton Domain and its position on a flood plain. Once a firm decision has been made to go ahead we can start to communicate details to our community.

- *Plimmerton Domain clean up – PCC will start a general clean up of both sides of the stream from Ulric Bridge to Palmers in three to four weeks. This is preparatory work for planting next spring. Both sides of the stream will be cleaned but not the stream bed. It was planned to let the community know about this once the ‘Big Paint’ at the railway fence was completed.*

**b. Communications & Website** (from Carolyn via email, edited)

- *Fence painting publicity has been ongoing through all media.*
- *Newsletters, web updates, Facebook posts, etc also ongoing on emergency radio training, fence painting, maintenance issues, shed items for sale, etc.*
- *Release prepared re Domain development update (holding it till fence painted).*

**c. Community Shed**

Dave A had reported by email (edited):

*We have had a couple of pretty good months. We have sold ALL of our weta hotels and bird feeders and a few rat tunnels/traps. We are a bit thin on the ground for staff and will need to recruit soon.*

*We have a large project coming up next month. We are going to build numerous nesting boxes for the petrel chicks on Mana Island.*

Recruitment drive to be included in Newsletter.

**Action: Carolyn**

**d. Railway Fence painting**

The fence paint has been postponed until Sunday 3 March due to poor weather. Ballast has been removed by KiwiRail. Thanks was expressed to John Johnston for making his garage available and providing a power supply.

Dulux and Guthrie Bowron are providing the paint, which will be acknowledged by a sign on the fence.

**e. Archiving and Cloud Storage** (Robin, by email)

- *Nothing of note to report. Robin and Roger B to meet to set up strategy for uploading financial records into Google Drive.*

**f. Taupō Crescent Community Space** (Robin, by email)

- *Met with Bill Inge to discuss plans to 30 June 2019, agreed improving safety round the playground is the priority, e.g. street signage and lowered accessible kerbs.*
- *Slide ladder has been replaced to accommodate greater height.*
- *Creepers have been cut back off trees and the fenceline.*
- *Concrete circle has been ground to provide more even colour and surface. It looks much better.*
- *Bill has met with PCC Road Safety coordinator on site and is sorting out street sign.*
- *Trees planted in September are growing. Low planting to be completed in the autumn.*

**g. Dogs** (David V)

Nothing to report.

**h. Heritage** (Allan D by email)

Nothing to report.

**i. Karehana Park** (Allan D and Roger J)

Drinking fountain project can proceed thanks to THF grant.

**j. Steyne / Queens Parks** (Allan D and Roger J by email)

Nothing to report.

**k. Emergency Management**

THF have approved grant for head torches. Robin is to contact Alan Reader to progress this.

**Action: Robin**

## **I. Security Cameras** (David V by email, edited)

*Security cameras in good working order. Cleaned out birds and bird nests from the camera housing and camera at one site in February along with placing netting in and around housing to prevent further incursions.*

## **m. Chair Report (Allan and Dave A by email)**

- *Karehana Bay boat ramp is nearing the end of life. Dave and Allan met with John from PCC to discuss options. We will now be provided some options for a replacement but will then go out to the community to seek feedback.*
- *Karehana Park – the potential of a severe weather event and the impact on the Karehana Stream made me (Allan) realise just how much work is done behind the scenes by our councillors. They are expected, by members of the community, to be available 24/7 and I am sure they are on some people's speed dials.*
- *Dave and Allan also attended a meeting on the Paremata Round-about and will be at a second on 26<sup>th</sup> February 2019. It is important that all Residents Associations are involved as the impact of traffic now and in the future is being felt.*

## **15. General business**

None.

The meeting closed at 8.50pm

Robin Jones  
Minute Secretary

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

Monday 25 March  
Monday 29 April\* avoids Easter  
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