

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

### **Minutes of Executive Committee Meeting held Monday 24th June 2019, 7.30pm, at Plimmerton School staffroom**

**Present:** Allan Dodson (Chair), Dave Anderson, Robin Jones (Minute secretary), Carolyn Williams, Roger Johnston, Roger Beckett, David Verrinder

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

**Visitors:** Roger Watkin, Warrick Procter

**Apologies:** Robynne McIntyre

#### **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**

- Jim Guyton
- Plimmerton seats - maintenance

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

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

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

Moved: Allan    Seconded: Carolyn

Carried: Unanimously

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

All matters arising covered in project and councillors' reports. Jenny added that she had chased up on the station underpass handrail, still in progress.

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

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

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

- Ongoing responsibility for maintenance of the seats and benches within Plimmerton community – discussions continuing between PCC and PRA
- Plimmerton Farm District Plan Change proposal – one Open day held, a second is planned for Saturday 29 June at St Theresa's Hall.
- Local Body elections (October 12). The northern part of the Northern Ward will be the key area for future growth so it's important that this area has strong local representation at Council.

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

Jenny reported from GWRC:

- The extension to Paremata Station carpark is expected to be completed by the end of July.
- Friends of Taupō Swamp and Catchment had presented to GWRC regarding the Plimmerton Farms development and this was very well received.
- GWRC has approved the Jennian Homes development in James Street, but with strict stormwater constraints.
- Train services have improved.
- Annual Plan – a 2.3% rates increase for Porirua.

## 8. Financial reports (Roger B)

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

- *Receipts since 23 May* – \$15,190.21 comprising PRA subs/member donations \$70 (for 2019/20); balance of THF grant \$13,750; community shed \$1,367.82 comprising subs/koha \$140 and product sales \$1,227.82 (pest traps \$100, 50 nesting boxes (FOMI) \$1,067.82 and weta hotels \$60); and interest for May \$2.39.
- *Payments since 23 May* – \$3,994.07 comprising:
  - Heritage trail – \$15.95 reimbursement to Mary Beckett re USB drive for station display;
  - Community shed – \$3,925.44 comprising:
    - Carba-Tec NZ Ltd \$2,835 re drill press and planer-thicknesser (funded by THF grant);
    - Mitre 10 \$931.72 re supplies \$4.08, 2 power drills \$398 (funded by THF grant) and materials for 50 FOMI nesting boxes \$529.64;
    - Coastal Fasteners \$63.25 re FOMI supplies;
    - Dave Anderson \$28 re 2 keys;
    - Powershop re electricity \$67.47 for month to 3 June – last four funded by THF grant.
- *Accounts payable to be approved and minuted:*
  - Community shed:
    - Mitre 10 May account re nesting box materials (FOMI) \$170.29, supplies \$57.03, water system repair materials \$170.64 (funded by PCC grant), pest trap materials (funded by PCC grant). **Overall up to \$700 agreed at meeting;**
    - Coastal Fasteners May account – zero for June
    - Dave A \$41 re tip fees for gas cylinder disposal;
    - Warrick Procter \$122.48 re drill bits, etc (funded by THF grant);
  - Anne Johnston \$57.50 re organising heritage trail brochure re-print by Wholesale Print [2,000 copies sponsored by Tommy's at \$636.63];
  - Karehana Park project – ?? (funded by THF grant and PRA committed funds) – Allan to advise;
  - Allan \$171.35 re Freeparking hosting fee for 12 months to 29 May 2020;
  - Violet Rowe \$300 re further ex-gratia for website content management services;
  - Plimmerton Boating Club re AGM catering – **up to \$300;**
  - Anne Johnston \$694.19 quote re design and print of AGM invitation flyer (if not sponsored by Tommy's) – Carolyn to advise;
  - Up to **\$500** re materials and boards for 2 more rail underpass murals – artist fee \$3,000 may be sponsored (**see comment below re underwrite by PRA**).
- *Accounts payable already approved* – Community shed first aid course \$411.70; **Thorners Insurance \$253**

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

- Underwriting of the artist's fee of \$3000 for two murals being undertaken with Plimmerton School to allow this project to proceed in advance of confirmation of VP funding. Around 90 children are expected to take part.

Motion: "That PRA underwrite the artist's fee of \$3000 for two murals being undertaken with Plimmerton School in advance of confirmation of VP funding."

Moved: Roger J      Seconded: David V      Carried: Unanimously

Motion: "That the Treasurer's monthly financial report to June 2019 be accepted and the Accounts Payable as noted above be approved for payment."

Moved: Roger B      Seconded: Robin      Carried: Unanimously

Budget Planning meeting to be held on Friday 5 July 10am at Roger B's.

## 9. AGM Planning – Monday 12 August

David V had reported by email:

*Venue booked and secured at last year's price (food for 60 guests including tea and coffee). No raffle tickets or prize draw this year. We are keeping things simple this year. Possibly have musician playing background*

*music as people arrive then during supper. Might prepare warm/hot mulled wine to be offered to attendees upon arrival (with agreement of PBC) while registration and early/late subs are collected.*

Friends of Mana Island have agreed to present.

Carolyn is to draft a flier, and seek sponsorship for printing from Tommy's.

**Action: Carolyn**

David V will organise distribution of the fliers.

**Action: David V**

The flier will include a call for nominations for the executive committee

## **10. Village Planning (Carolyn )**

Carolyn had reported by email (edited):

- *Liaise with Justine (et al) re bid and VP funding for 2019-20. PCC are running late on allotting this funding and we will not be notified until later in August.*
- *Planning with artist Rachel Benefield and Plimmerton School re the two murals to promote developments in Plimmerton Domain. These will be the last 2 for the rail underpass. Plimmerton School keen to involve 70 plus senior students. We have put the funding for this in our VP bid but could fund some of it via PRA as we need the boards on site before the end of the next school holidays.*
- *Fences and walls in the pavilion park have been water blasted, paint supplied so shed team can paint water blasted wall. Stain needed to give exposed water blasted fences a quick coat.*
- *Promoting PCC app to encourage people to contact them about maintenance issues (all drains here are blocked for example)*
- *Discussed roading asset register with Bill, very useful as we now have commitment from parks and /or roading to cover all other assets we have created for Plimmerton. A register of parks assets here would be very useful too.*

## **11. Portfolio Reports**

### **a. Domain Projects**

Allan had reported by email.

*Plimmerton Domain (Dog Park): At present this project is waiting for the PCC Village plan to be confirmed as our potential Water Fountain in the Domain impacts on this. Once progress starts again then there will be a general communications to Plimmerton community. Potentially first week in July*

David V reported on Taupō Swamp. FOTSC will begin planting on 29 June. Excellent work so far on clearance work.

### **b. Plimmerton Farms Development (Allan D by email edited)**

*Important for Plimmerton community to go to the remaining Open Day 29<sup>th</sup> June 2019 so they can form an opinion and can raise any positives or negatives.*

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

Carolyn had reported by email (edited):

- *Website and newsletter meeting next week with Violet re current project pages and AGM info (will let her know what to expect from whom and when)*
- *Newsletter sent June ... July issue ready to go on Mail Chimp Tuesday*
- *AGM letterbox brochure promoting AGM and current projects in first draft. Will be circulated for sign off. Money needed for design and sponsor sought for printing. Delivery system and organiser needed*

### **d. Community Shed (Dave A)**

Dave A had reported by email (edited):

- *The highlight of the month was the delivery of 50 nesting boxes for Friends of Mana Island.*
- *The drill press and thicknesser are superb.*
- *Two new members have joined in recent weeks.*
- *No firm projects on hand at present.*
- *The atmosphere in the Shed is really good and everyone is enjoying the experience.*

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

- *Bill has confirmed the playground area is officially called Taupō Crescent Reserve. A sign has been ordered.*
- *Additional work around the slide to complete safety signoff is complete.*
- *Roadside and fenceline vegetation are yet to be cut back by contractor.*
- *Hopscotch grid to be painted by local artist, tabletop chess board in progress.*

**f. Dogs (David V)**

David reported that some dog owners are still not cleaning up, especially on Moana Rd and the Domain. David will draft a Facebook/Newsletter post. **Action: David V**

**g. Heritage (Allan D)**

No report.

**h. Karehana Park (Allan D by email)**

- *Markings for mains connection on Airlie Road done and work, subject to weather starts next week*
- *Water fountain has been received by the Plumbers*
- *Plumber, Roger J and Allan have been on site to select site*
- *Potential start of water feed to park, subject to weather, starts next week*
- *Will continue to send items to Comms team for publication*

The concrete has now been poured. Roger J to send photos through to Carolyn. **Action: Roger J/Carolyn**

**i. Emergency Management**

No report

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

One of the cameras needed some attention to remove cobwebs but it is a dangerous job. David asked for a volunteer to help, and is seeking a safer solution to this issue.

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

Allan had reported by email that the new signals at Paremata roundabout will be active on 1 July. Monitoring of traffic flows on Mana Esplanade will be required to gauge the effectiveness of the signals.

**12. General business**

**a. Timing of monthly meetings (Roger J)**

Roger has proposed that the executive committee meetings be rescheduled to the second week of the month to facilitate easier accounting practices. The committee agreed this should be investigated but with no change until the new committee meets after the AGM.

Check with Plimmerton School re suggested change of date for monthly committee meetings to 2<sup>nd</sup> week of the month: **Action: ALLAN**

**b. Jim Guyton**

Lifelong Plimmerton resident Jim Guyton has died. He was a J Force and PVFB stalwart, and the committee wished to commemorate his life and contribution by acknowledging him on Facebook and in the newsletter.

Dave and Carolyn to prepare a short commemorative article on Jim Guyton.

**Action: DAVE A (input) / CAROLYN**

**c. Plimmerton Seats Maintenance**

Discussion continues with PCC re the responsibility for maintenance. PCC VP have asked that the Shed submit a quote to maintain the waterfront seats that were donated by members of the public. There was discussion regarding the viability of doing this and how it could be achieved. Carolyn presented the asset list prepared by PCC VP showing the extent of the problem.

It was agreed to submit a Labour Only quote with PCC to provide materials. PCC will provide traffic management.

Dave A and Dale are arranging a meeting with Bill Inge on Wednesday 26 June to discuss further.

**Action: DAVE A / DALE / ALLAN / WARRICK / CAROLYN**

**d. Support for PRA by Local Businesses**

David V is putting together a draft "Menu of Contribution" showing ways in which local firms can contribute to the work of the PRA. **Action: David V**

**e. Thank you Councillor Dale!**

The committee extended its thanks to Dale for his excellent contribution to PRA and service to the wider community during his time here. His insight, guidance and support will be greatly missed. We wish Dale and his family all the very best for their move to Wairarapa.

The meeting closed at 9.00pm.

Robin Jones (Minute Secretary)

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

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