

Plimmerton Residents' Association (PRA)

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

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

Councillors: Dale Williams (PCC)

Visitors: Mayor Mike Tana, Rob Webb, Warrick Procter, Don Gray

Apologies: Robynne McIntyre, Roger Beckett, Jenny Brash (GWRC)

1. Greetings

Allan welcomed everyone to the meeting and especially acknowledged Mayor Mike Tana.

2. Apologies

As noted above.

3. Declaration of Conflicts of Interest

None declared.

4. Notice of General Business Items

Roger J – Mana Esplanade congestion

5. Adoption of Minutes from February meeting

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

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

Moved: Allan Seconded: Roger J

Carried: Unanimously

6. Matters Arising from Minutes of February 2019 meeting

Rail Fence painting – a few touch-ups are required.

7. Councillors' reports

Dale Williams (PCC):

Dale had forwarded a comprehensive report by email.

There was further discussion regarding the proposed Plimmerton Farms development. Dale noted that the Northern Growth Strategy has been accepted and will proceed, however no consent applications have yet been submitted to PCC, and developers are always encouraged to sort out issues with residents and other stakeholders before making formal applications. Mike talked about the Northern Growth Strategy, which allows PCC to address infrastructure issues across the city thereby facilitating planning and implementation of future growth projects.

(David V arrived, 7.40pm)

Jenny Brash (GWRC): Jenny had emailed regarding the Mana Esplanade congestion.

8. Financial reports (Roger B)

Roger B had circulated his monthly financial report by email. Key points, with amendments marked in **bold**:

- *Receipts since 22 February* – \$13,642.34 comprising first tranche of THF grant \$13,000, community shed donation, koha/subs and product sales \$641, and interest for February \$1.34.
- *Payments since 22 February* – \$1,263.70 comprising:

- Community shed – \$160.55 for Mitre 10 (materials, supplies and maintenance) \$103.45 and electricity \$57.10 electricity (month to 3 March);
- Security cameras – \$751.55 to GYB Insurance Brokers for NZI equipment cover (12 months to 28 February 2020) – funded by THF;
- Website - \$300 to Violet Rowe for content management services;
- Fence painting – \$51.60 reimbursement to David V re posters.
- *Accounts payable to be approved and minuted:*
 - Community shed –
 - \$3.45 excess payment above \$100 approved 25 February for Mitre 10 February account;
 - Mitre 10/Coastal Fasteners March accounts, plus tool purchases (funded by THF) – Dave A to advise (**approved as up to \$700**);
 - Security cameras – \$828 re functional checks by Rexercet for 12 months to February 2020 – (funded by THF, normally paid quarterly, **but approved as an advance upfront payment**);
 - Emergency management – LED torches **\$660** (estimated \$654) (funded by THF).
- *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.

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

Moved: Robin Seconded: David V Carried: Unanimously

It was noted that the Community Shed lease had not yet been signed. Allan to follow up with Olivia.

Action: Allan

The committee expressed its appreciation of the Treasurer’s continuing hard work on the financials and extended its thanks to Roger B.

9. Plimmerton Farm Development

Allan has signalled the PRA’s interest in the ongoing Plimmerton Farm development, and is arranging contact with the developer.

Action: Allan

10. Village Planning (Carolyn)

Preliminary VP submission for 2019-20 due 9 April.

Carolyn asked for input from the committee and will arrange a meeting to co-ordinate ideas. Carolyn and Robin will prepare the initial bid according to the PCC template.

Action: Carolyn

11. Portfolio Reports

a. Domain Projects

Allan had reported by email:

Plimmerton Domain Dog Park

There is a meeting this week to look at proposed layout and costings before they are presented to the councillors. These are only basic layouts. There will still be work as to what goes in the dog park areas as to facilities and planting. We will then be able to talk to both our Community and also the Motorhome team about the project.

Plimmerton Domain Clean Up

PCC has completed the first stage of clean-up of the stream between the Ulric Street Bridge and Palmers. This work involved clearing down weeds, blackberry and unsuitable plants and mulching the area. This work will be repeated again to ensure all invasive weeds have been removed. In spring there will be a replanting of the area. This replanting will include shade trees and other ground cover and while it will be sympathetic to the Taupo Swamp planting it will cover the other needs at the Domain. The PRA can provide support during the planting.

David V is getting a monthly report from Bill McAuley of FOTSC. The first phase of the FOTSC swamp project has been approved by PCC.

Carolyn has asked PCC for a factual statement to include in the newsletter and on Facebook regarding the clearance work done round the stream and planned in future.

David V has offered to help Allan with planning and liaison on the dog park.

b. Communications & Website (Carolyn)

Carolyn had sent a report by email.

She reminded everyone there is ONE communication route. Carolyn needs to channel and repackage any announcements or content for Facebook, newsletter and the website. These are different channels with specific purposes, and it is not reasonable to expect Sam and Violet to make these decisions.

The process is:

- 1. ALL messages and photos are sent in the first instance to Carolyn. Nobody sends material directly to Sam or Violet as they do not have overview of what we are doing.*
- 2. Carolyn decides how the message should be packaged for whatever medium is appropriate for one or several of our communication channels: Facebook PRA, Facebook Plimmerton Camborne, newsletter, web news or project-specific web pages (current projects on the website). Some messages are fixed, others have longevity, others are a call to action, some are information and reminders. Their purpose determines their presentation and placement.*
- 3. Presentation and angle is discussed by Carolyn with Sam for Facebook and with Violet for the web news and project-specific pages (current projects) and also the newsletter which she sets up for us. This is essential to ensure consistency across all media.*

She also noted that every project team should now have a person generating photos and text about progress for their project page under Current Projects on the website. This will become part of the project archive. All material to be sent to Carolyn for editing for the website and for use in other media where applicable.

The committee expressed its appreciation to Carolyn for her continued hard work on PRA communications.

c. Community Shed

Dave A had reported by email (edited):

A good month at the Shed. The main project underway is the manufacture of nesting boxes for Mana Island. These have to be completed by the 4th April. One new member joined but we still need more people with a higher skill level, and will do another Facebook promotion.

Allan will follow up with PCC regarding the lease signing.

The need for general insurance was discussed and Dave reported that the likely premium could be higher than the current value of the Shed. Robin also asked that the existing public liability policy be reviewed to check it provides adequate cover for an event such as a fire at the Shed impacting on other properties.

Dave A will locate the policy and circulate as appropriate. **Action: Dave A**

Mana MP Kris Faafoi will visit the Shed on 10 May. Carolyn to post in Newsletter and Facebook.

Action: Carolyn

The Shed crew are still determining priorities for the tools to be purchased with the THF grant. Once confirmed, Dave A will advise Roger B, so approval can be sought from THF. **Action: Dave A/Roger B**

The Shed team are building kitset nesting boxes for FOMI for Sooty Shearwater chicks and will visit Mana Island to assist with the installation.

Mayor Mike Tana suggested that the Shed team could consider fixing furniture items for charities such as Salvation Army to avoid items being sent to landfill. The Shed committee will consider this proposal.

The Shed lease will expire in two years. It was reiterated that the Shed is expected to be operating as a separate entity by the end of the current lease period.

d. Railway Fence painting

The fence painting went well with a few touch ups required.

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

Nothing to report.

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

- *Bill is progressing road sign for playground.*
- *Bill and Robin meeting on Wednesday 27 March to discuss next steps.*

g. Dogs (David V)

Some continuing issues getting some dog owners to pick up after their dogs.

h. Heritage (Allan D by email)

Nothing to report.

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

A suitable water fountain is on order. Tenders for the plumbing works will go out and a small consortium of Plimmerton plumbers has been formed to tender for the works.

Suitable signage will be prepared to go on the boards at the Park outlining the project.

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

Nothing to report.

k. Emergency Management

Head torches have been purchased using the THF grant.

l. Security Cameras (David V)

Cameras have been cleaned and are working well.

15. General business

Mana Esplanade (Roger J):

Roger asked that consideration be given to extending the operating hours of the clearways. There was some discussion on this with varying views expressed. Dale noted that NZTA still own the road, and the future status of the road is still unclear. It was agreed that Allan and Dave A should discuss the issue with the Paremata RA.

Action: Allan/Dave A

Mayor Mike thanked the committee, and the committee thanked him for taking the time to attend.

The meeting closed at 8.50pm.

Robin Jones

Minute Secretary

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

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