

# PLIMMERTON RESIDENTS' ASSOCIATION INC

**Minutes of Executive Committee Meeting  
Monday 14 August 2023, 6pm at Plimmerton School Arts Centre**

**Present:** Dave Anderson (Meeting Chair), Robin Jones (Minute Secretary), Carolyn Williams, Robynne McIntyre, John Meeuwsen, Don Gray, Jenny Brash

**Co-opted Volunteers:** None

**Councillors:** Ross Leggett (PCC)

**Visitors:** None

**Apologies:** Warrick Procter, David Verrinder

## **1. Greetings**

Dave welcomed everyone to the meeting.

## **2. Apologies**

As above.

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

None declared.

## **4. Notification of any additional General Business items**

Meeting with Kainga Ora - Robin

## **5. Adoption of Minutes from the July 2023 Meeting**

The draft minutes of the July meeting had been circulated. No changes were requested.

Motion: "That the minutes of the July 2023 meeting be accepted as a true and correct record."

Moved: Don

Seconded: Carolyn

Carried: Unanimous

## **6. Matters arising from the minutes / Reports back on actions taken**

None.

## **7. Councillors' Reports**

PCC- Ross:

- Long term plan preparation underway, continuing budgetary issues to consider.
- Medium density development planned for Mana Esplanade
- Update to PRA on Plimmerton Farm - Ross to follow up with PCC officers.

## **8. Financial report & A/P approvals (Don) (attached below)**

Don had submitted his monthly Financial Report to 12 August (see below) by email. He explained the Accounts Payable and sought approval for a koha of \$150 to Plimmerton School to acknowledge use of the school facilities for meetings over the last year.

Motion: "That the Treasurer's Financial Report to 12 August 2023 and the accounts payable be approved as follows:

Violet Rowe \$300.00

Dravitzki Accounting \$325.00  
 Horizon International \$138.00  
 Anne Johnston Graphics \$172.50  
 Plimmerton School \$150”

Moved: Don

Seconded: John

Carried: Unanimous

Don has prepared the EOY financial report and a draft Charities Services Output Statement. Don has circulated the EOY report by email to get approval to send the documents to the reviewer.

### 9. Science in the Swamp Project

Refer Carolyn’s email report below. Drone Day on October 7<sup>th</sup> will mark the start of the project. Carolyn working with Plimmerton School, FOTSC and Cratos. PRA will continue to support project and apply HMCT grant to fund the artist teacher for the underpass mural.

### 10. Community Shed (Dave A/John)

Lease still in progress, a report has been sent to PCC CEO and awaiting a new draft of lease. Insurance conditions have changed.

Bird feeders very popular.

The Shed has started work on refurbishing 28 seats on the waterfront for PCC.

### 11. Portfolio reports

- PCC Liaison (Jenny)  
 Jenny and Carolyn have met with PCC officers and working on a schedule of maintenance. Café corner paving needs a good clean-up - possibly a job for Shed team if PCC can’t do it. Communication with Bill on new official signboard areas. Dave said Shed have cleaned up Heritage Trail sign on slip road between Moana Rd & Motuhara Rd. The Camborne sign on Pope St has been obscured by vegetation - Shed could tidy it up if they can find the sign. Tagging on new rail fence - PCC discussing with KiwiRail, no anti graffiti coating on fence. Carolyn following up with KiwiRail and PCC.
- Communications (Carolyn)  
 Waiting on getting AGM documents up on website.
- Karehana Park (Carolyn)  
 Installation of pavers delayed until October due to work planned by Wellington Water.
- Emergency Management (John)  
 The Shed have made a start on clearing bush for additional safe egress from Plimmerton School behind the swimming pool.  
 John showed a map of where there are street coordinators and where there are not. Lots of gaps in Camborne. David V and John had delivered fliers to those streets lacking coordinators.
- Traffic safety - David V - Queen’s Ave P120 parking restriction proposal. Refer David’s report below
- Police and Security Cameras - (David V) Refer David’s report below.
- Submissions & Consultations (Robin):  
 PCC District Plan Variation 1 & PC19 - nothing to report  
 Waka Kotahi SH59 - Meeting on SH59 traffic light phasing deferred till after AGM.

### 14. General Business

- Plimmerton Boating Club benefits for PRA financial members - PBC cards for PRA financial members available at PBC.
- New venue for monthly meetings - PBC have confirmed we can use their downstairs meeting room free of charge from 5pm on first Monday of the month. Plimmerton School has been advised. Robin to return key to school and advise OCC and GWRC councillors of changed arrangements.

- Incorporated Societies Act - Don and Robin have had a preliminary meeting to look at what needs to be done. Significant changes to PRA constitution required.
- Committee members standing for re-election were reminded to ensure they were financial members ahead of AGM.
- Meeting with Kainga Ora -KO starting first phase of consultation on a Special Development Project assessment for the Porirua Northern Growth Area. Carolyn and Robin attended meeting to discuss community engagement.

### **AGM Planning**

The AGM Checklist was reviewed. Robin will update and circulate. **Action: Robin**  
Waiting on website updates, otherwise all under control.

### **Warrick Procter**

Warrick is not standing for re-election at the AGM. The executive committee acknowledged Warrick's contribution to PRA over many years in a formal resolution:

Motion:

"That the PRA executive committee thanks and acknowledges retiring executive committee member Warrick Procter for his contribution to PRA over past years."

Moved: Robin

Seconded: Don

Carried: Unanimous

The meeting closed at 7pm.

Next meeting **5pm Monday 4 September at Plimmerton Boating Club (downstairs).**

Prepared by Robin Jones.

### **Emailed Reports:**

#### **From Carolyn (edited):**

- Maintenance and issues ... Jenny and I have met with Mark Hammond's replacement Chris and will be meeting with Richard from the transport team to progress issues. We are developing a spreadsheet we can share with the committee so we can track how these issues are being addressed.
- The FOTSC Plimmerton School Science in the swamp project has been moved to October. I am talking to the school and to Bill McAulay from FOTSC and Phil from Cratos to keep things ticking along.
- I have met with Bill McAulay who will coordinate the guest speaker spot at the AGM with the school DP and the manager of Cratos so the use of technology in environmental management and education is presented in context.
- David V has organised a day for the Big Spring Clean and we will create a reusable banner to go outside St Andrews Church. DV will liaise with Dan Ross over the detailed planning for the day.
- Robin and I attended a meeting with a team of 7 planners from Kainga Ora and PCC about the northern growth area.
- We have several businesses offering vouchers for us to give as thankyou's to our speakers and Warrick.
- All AGM prep is complete with signs (thanks Euon) fliers delivered (thanks Roger's team and Euon), web site project info updated, emails and FB posts ongoing.

#### **From Chair (David V) (edited):**

- **Traffic safety** - Change of parking in Queens Avenue - feedback sent expressing a number of different views. Mike George thanked us for our comments.
- **Police & Security cameras** - Most equipment removed and in storage. We now must decide what to do with this equipment.
- **Plimmerton School Drain** - Chris the school principal has contacted the Ministry and the potentially dangerous part of that drainage route has been closed off. Solutions and repairs are being investigated. Will write letter of thanks to concerned resident who brought it to our attention.
- **AGM** - Following through as per list.

## Financial Report: (from Don)

### PRA Financial Report for Period 09.07.23 to 12.08.23

#### Transactions Update at 12 August 2023

- **Receipts since 9 July: \$1,491.21:**

Interest	\$91.21
PRA Subscriptions	\$975.00
Donations	\$425.00

- **Payments since 9 July: \$207.00:**

Karehana Park Pavers	\$207.00
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- **Accounts payable to be approved and minuted: \$935.50**

Violet Rowe	\$300.00
Dravitzki Accounting	\$325.00
Horizon International	\$138.00
Anne Johnston Graphics	\$172.50

Plus any other accounts payable?

- **Cash funds (as at 12 August)-**

Current a/c:	\$10,706.68 CR
Business Online Saver a/c:	\$19,718.00 CR

(NB: Monthly automatic transfer of \$20 from Current a/c to Bonus Saver a/c)

- **Committed funds –**

Hutt Mana Charitable Trust \$3,000 for Taupo Swamp Project  
Cost of freight and laying Karehana Park Pavers

#### Membership Subscriptions

Subscriptions received after 31 March are assigned to the next financial year.

To date (12 August):

- *Subscriptions for 2022-2023 \$3,735 from 187 members*
- *Subscriptions for 2023-2024 paid in 2022-2023 - \$1,320 from 66 members*
- *Subscriptions for 2023-2024 paid in 2023-2024 - \$1,155 from 58 members*