

MINUTES PAUATAHANUI RESIDENTS ASSOCIATION COMMITTEE MEETING

Pauatahanui Residents Association Inc.
Registered Charity CC42516
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Email: pauatahanuiresidents@gmail.com

Date of meeting:	17 June 2014
Time:	7:30pm – 9:30pm
Venue:	483 Paekakariki Hill Road
Members present:	Ken McAdam [Chair] Erica Nicholls [Secretary] Anna Dellow Nicky Chapman Joanne Cross Andrew Manning
In attendance:	Sharon Evans
Apologies:	John Mazerier Diane Strugnell [Treasurer]

Items

Minutes

Welcome and Apologies

The Chair welcomed attendees to the meeting and thanked the Committee for their work to create a successful AGM, including organising interesting speakers and introducing them.

1. Approval of minutes

The draft minutes from the previous meeting held on 15 April 2014 were moved by Nicky and seconded by Jo.

2. Matters arising

All previous Action Items completed (highlighted in attached schedule) will be removed from future action item lists. Refer to attached action item update for details of completed items and work in progress.

The Committee **noted** the progress on action items.

3. History Project

History project

Sharon provided an update on the history book project, as follows:

- Book sales are light and steady.
- Ongoing costs are only those related to Paypal and postage to book purchasers.
- Ken advised there is no word yet on MacVine International Limited, who has provided PRA with a statement highlighting a 2010 overdue invoice. As noted in the previous meeting this has created confusion to PRA and the history group, as the relevant invoice was requested repeatedly in 2010 and had not been received. The amount contained in the statement does not agree with the PRA's income and expenditure statements for the event. Ken will discuss the best approach with John (action item 15042014/01).
- Wellington Airport, in partnership with Wellington Community Trust, and the five local councils including Porirua City Council have joined together to recognise the work of community groups in the wider Wellington region. The PRA will support the History Group to nominate the PRA for the Heritage & Culture section award for the History book, Pauatahanui, a Local History. Given the book is the work of the History Group, the PRA requested that it be made clear, although the PRA is the community body, the History Group were responsible for the book.
- Sharon is investigating a potential Archives & Records Assn of NZ prize for books where material is primarily sourced from archival material. The PRA agreed that the History Group should pursue this and there is no need for it to be brought back to the PRA.

Action 17062014/01: Jo will arrange a day to sell books at the Whitby Mall prior to Father's Day.

Action 17062014/02: Anna will make enquiries about a book sale table at the Pauatahanui annual lamb & calf day (1st Saturday of November).

Action 17062014/03: Sharon & Alan will draft an application for the Wellington Airport Heritage & Culture award and circulate the draft to the PRA for comment.

Burial Ground

Sharon provided a comprehensive report on the activities of the Burial Ground, from the Burial Ground managers meeting of 5 May. This included:

- 2014/15 funding for the Burial Ground has yet to be confirmed, although it is expected to receive sufficient funds from PCC to cover key costs of mowing, and general maintenance.
- There are now more volunteers for the rose gardens
- The Thomas Stace and Heke Clarke plaques have now been designed
- 1 of the 5 memorial graves of WW1 soldiers is going to be repaired
- PCC is to suggest that the Burial Ground, along with other sites in Porirua, be made available as a film set.

Action 17062014/04: Diane to add the Burial Ground and its roses leaflet to the PRA website, Sharon will email this to her.

Action 17062014/05: At next month's Burial Ground meeting Sharon will raise Ken's idea to rally some volunteers in the summer to restore graves and improve footpaths.

Sharon left the meeting at 8.25pm.

The Committee **noted** Sharon's progress report and indicated it was a valuable update.

Action 17062014/06 The Committee agreed that History Group and Burial Ground updates would continue to be valued and that Sharon will be given a standing invitation to every second meeting of the PRA.

4. Resource Consents

Ground Up

Ken reported that:

- PCC has indicated it will await the outcome of the High Court hearing with the Dairy, before setting a date for the Ground Up notified resource consent hearing. The diary hearing is expected around 15 July.

The Committee **noted** the progress report and this matter will continue to be monitored by the Committee.

5. AGM debrief

Ken confirmed the success of the AGM and the positive feedback received:

- It was the largest turnout for a PRA AGM of nearly 80 people and included varied speakers on topics of interest to the community.
- Given this, the Committee expressed its disappointment at the coverage received about the AGM in the June 2014 Whitby Newsbrief.
- The Committee noted that in hindsight it should not have allowed Ms Emma Ryburn, at the last minute, to replace Mr Ellis as the speaker about the Vision for the Pauatahanui Village. It soon became clear the speaker deviated from the agreed agenda item and was not equipped to speak on the agenda item. The Committee should have closed it down earlier.

Action 17062014/07 Nicky will draft a letter to the editor of the Whitby Newsbrief expressing the Committees concerns about the AGM coverage. Nicky will circulate this for Committee comment.

Action 17062014/08 Erica will draft a Survey monkey, off the back of the AGM, to seek feedback on the AGM and ask for ideas to support the Committee's 2014/15 work programme.

6. Pauatahanui Village Planning Programme

Anna update the Committee as follows:

Sewerage System

The Pauatahanui Village Sewerage System became operational on Monday 16 June 2014. This is a significant milestone for the PRA and the Village given the system was first mooted in 1986. Discussions will continue on how this occasion should be marked.

Te Ara Piko/Whitby Walkway link (Lighthouse carpark)

Works on this safety project will commence shortly, with the impact of the works being discussed with those most affected.

This project completes the PRA 2013/14 PCC funded initiatives.

2014/15 Village Planning Programme funding

The 2014/15 Village planning programme funding will support three key projects originally mooted in the Future Focus 2008/09, these being:

- History Trail
- Bus Shelter
- Welcome to Pauatahanui Sign

2015 and beyond

Community workshops will commence again for the next Village plan.

Action 17062014/09 Anna will discuss the 2015 and beyond Village Planning process of community workshops, etc with Claire Giblin of PCC.

History Trail

Work and planning continues as discussed at the March meeting.

Action 17062014/10 Andy will contact Heritage NZ (previously the Historic Places Trust) about potential support and funding for this project.

Action 17062014/11 Diane is requested to follow up about the potential for Lottery Environment & Heritage funding.

Bus Shelter

The Pauatahanui school supports the bus shelter project with the following conditions; there is no cost to the school, disruption to children or disruption to the land which might cause stability issues in the future.

Action 17062014/12 Anna will identify what the process requirements are for the bus shelter, given it is to be placed on Ministry of Education land.

7. Treasurers Report – General account

Erica tabled Diane's Treasurer's Report:

15 June 2014

Transactions since previous meeting

PRA account

Received

Membership	\$500.00
Donation	\$20.00

Paid

Erica - Reimbursement AGM costs	\$309.37
Judgeford Golf Club - AGM	\$100.00
Charities Commission	\$51.11

Balance \$1,777.42

Total subscriptions to date representing 25 households \$500.00

Membership/Subscriptions

There has been a good response (25) to the membership forms going out with the newsletter and AGM notice, including 9 new households joining. The Committee agreed it will continue to put the membership form in the newsletter as a prompt.

The Committee **noted** the update.

8. Treasurers Report – History account**PRA History account**

Received		
	Book Sales	\$1,863.20
Paid		
	Eftpos - Rotary Book Fair	\$187.45
	Whitby Post	\$50.54
Balance	Cheque	\$9,847.68
	PayPal	\$591.42
		<u>\$10,439.10</u>

The committee **noted** the Treasurer's report.

9. Other topical issues**Law Education presentations**

Action 17062014/13 Erica will ensure the survey monkey asks about interest in Law Education seminars.

Plan Change 16 Network Utilities

Erica tabled Diane's report:

Porirua City Council have advised that the hearings for Plan Change 16 Network Utilities will be held on 18-19 September 2014. PRA submitted on the Plan Change and will present an oral submission at the hearing.

Septic Tanks / Onsite Wastewater Licensing

Erica tabled Diane's report and the Committee discussed:

PRA requested feedback from residents through its March newsletter on how the processes for relicensing was working and whether there were any challenges being presented by ongoing compliance. This has prompted a couple of responses, where the Council has not responded to resident's questions in written correspondence.

PRA are concerned that PCC is not effectively managing this Council registry as there has been inconsistent treatment of relicensing individual septic tanks. Demand's for inspection and payment are being made well before the previous certificate of fitness issued by Council had expired and these appear to be entirely random but are an extra expense for property owners.

PRA will continue to keep a watch on this matter.

Action 15042014/04: Diane (rather than Erica) will draft a letter to Gary Simpson of PCC to make him aware of this situation.

10. Web material**Website**

Erica tabled Diane's report:

We are continuing to keep the website responsive, for example, placing notices associated with Anzac Day and with Battle Hill's Matariki celebrations as well as uploading the PowerPoint presentations from the 3 guest speakers at the AGM.

The Committee indicated that Diane has done a fabulous job with the website. It is easy to use, looks good and is becoming a good resource for residents and visitors to the area.

The Committee **noted** the update.

13. Newsletter material

Action 17062014/14: The Committee agreed the following articles for the June newsletter:

- Summary of meeting - Erica
 - Profile – John Mazerier (July Anna Dellow)
 - Village sewerage scheme opening - Anna
 - Onsite wastewater licensing – Erica
 - Google Earth, bird corridors article – Jo
 - Notice of book sales at Whitby mall - Jo
 - Subscriptions form - Erica
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14. Other communications

Nil

15. Any other business

Other Correspondence

Nil

Meeting closed at 9.40pm.

Next meeting

Next meeting will be held, 15 July 2014, 7.30pm, at 407 Grays Road [Erica's house].

Anna noted she would be an apology for this meeting.

Approved by:

Ken McAdam

Chairman

Pauatahanui Residents Association

Management Committee

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PRA Action Items

Action item	Details	Responsibility	Due	Status
New Action 17062014/01	Arrange a day to sell books at the Whitby Mall prior to Father's Day.	Jo	7 Sept 2014	
New Action 17062014/02	Investigate book sale table at the Pauatahanui annual lamb & calf day (1 st Saturday of November).	Anna	1 Nov 2014	
New Action 17062014/03	Draft an application for the Wellington Airport Heritage & Culture award and circulate the draft to the PRA for comment.	Sharon & Alan	Closes 30 June 2014	
New Action 17062014/04	Add the Burial Ground and its roses leaflet to the PRA website	Diane (Sharon will provide it)	July 2014	
New Action 17062014/05	At next month's Burial Ground meeting Sharon will raise Ken's idea to rally some volunteers in the summer to restore graves and improve footpaths.	Sharon	August 2014	
New Action 17062014/06	The Committee agreed that History Group and Burial Ground updates would continue to be valued and that Sharon will be given a standing invitation to every second meeting of the PRA.	Erica	July 2014	
New Action 17062014/07	Draft a letter to the editor of the Whity Newsbrief expressing the Committees concerns about the AGM coverage. Nicky will circulate this for Committee comment.	Nicky	July 2014	

New Action 17062014/08	Erica will draft a Survey monkey, off the back of the AGM, to seek feedback on the AGM and ask for ideas to support the Committee's 2014/15 work programme.	Erica	July 2014	
New Action 17062014/09	Discuss the 2015 and beyond Village Planning process of community workshops, etc with Claire Giblin of PCC.	Anna	July 2014	
New Action 17062014/10	Contact Heritage NZ (previously the Historic Places Trust) about potential support and funding for this project.	Andy	July 2014	
New Action 17062014/11	Follow up about the potential for Lottery Environment & Heritage funding.	Diane	July 2014	
New Action 17062014/12	Identify what the process requirements are for the bus shelter, given it is to be placed on Ministry of Education land.	Anna	July 2014	
New Action 17062014/13	Ensure the survey monkey asks about interest in Law Education seminars.	Erica	July 2014	
New Action 17062014/14	The Committee agreed the following articles for the June newsletter: <ul style="list-style-type: none"> • Summary of meeting - Erica • Profile – John (July Anna Dellow) • Village sewerage scheme opening - Anna • Onsite wastewater licensing – Erica • Google Earth, bird corridors article – Jo • Notice of book sales at Whitby mall – Jo • Subscriptions form - Erica 	Erica, John, Anna, Jo	27 June 2014	
Action 15042014/01	Draft a letter to MacVine on the statement related to 2010 outstanding invoice	Ken and Alan	June	Ken will discuss this with John.

Action 15042014/02	Discuss Village sewage overflow with the Guardians of the Pauatahanui Inlet (GoPI) and potentially draft a letter to the Greater Wellington Regional Council (who share responsibility with PCC)	Ken and Alan	June	
Action 15042014/03	Plans for the Lighthouse carpark pedestrian safety to be placed on the PRA website once discussed with those most affected	Anna	June	Completed. Communications will occur with those most affected.
Action 15042014/04	Draft a letter to Gary Simpson of PCC to make him aware of the onsite wastewater licensing situation. Alan and Diane will contribute to this.	Diane	July	Diane to pick up this action from Erica. Committee agreed we should be seeking clarification on the process and rules surrounding this bylaw.
Action 15042014/05	John will review the PCC 2014/15 draft Annual Plan on behalf of the PRA	John	Closes 7 May	Completed
Updated Action 18032014/04	Following speakers being arranged: <ul style="list-style-type: none"> • Ken will follow up his invite to Darryl Ellis to speak on his vision for the village • Rural Fire speaker 10-15 minutes • Andrew Gray on the next stage of the Te Aro Piko walkway 10 minutes • Jo is following up with PCC Chief Gardener "planting natives to attract native species" for 10-15 minutes • Website – Diane to undertake a powerpoint demo 	Ken, Erica, Anna and Jo	May	Completed
Action 18032014/05	Erica to draft April AGM (postal) advert, in which subscriptions with also be sought.	Erica	April	Completed
18022014/01	As any further information or decisions come to hand related to the Winstone Hearing Diane will advise the Committee.	Diane	Ongoing	Closed. On 9 May 2014 Winstones announced their intention to withdraw their appeal to the Environment Court so the decision of the Hearing Panel to decline the application for clean fill facility off SH58 stands.

21012014/04	History Group to suggest a number of points of interest in the Pauatahanui area (around 8) for a Green & Gold trail.	Alan	Next History Group meeting	Work in progress The identification of sites has commenced.
19112013/01	Determine which records should be held and the help needed to transfer these to the PRA records. 18 March Update: Andy has expertise in document storage and will investigate some options on behalf of the PRA once the History Group stocktake is completed.	Sharon and History Group Andy	Ongoing	Work in progress Refer to 21 January 2014 minutes item 5 for original discussion. To be followed up at future meetings.
19112013/06	Confirm with the Church that they are not interested in security lighting.	Claire/Anna	ongoing	Completed the church does not want better security lighting.
19112013/07	Plans to be drawn up for Paremata Road pathway, courtesy crossing point and improved lighting. Confirm a Transit subsidy is available for this work.	Claire/Anna	ongoing	Completed Plans are completed and work will commence shortly.
19112013/09	Determine whether PCC maintenance can service the Rotary garden in the village.	Claire/Anna	Ongoing	Work in progress Anna will update the Committee as appropriate
19112013/13	Feasibility of welcome to Pauatahanui sign. (Rotary are keen to be involved)	Anna	Ongoing	Work in progress Anna will update the Committee as appropriate
19112013/14	PRA to commence 2014/15 village planning.	PRA Agenda	Ongoing	Work in progress Anna will update the Committee as appropriate