

# MINUTES PAUATAHANUI RESIDENTS ASSOCIATION COMMITTEE MEETING

Date of meeting:	19 August 2014
Time:	7:30pm – 9:30pm
Venue:	390 Flightys Road
Members present: (Quorum is 3)	Ken McAdam [Chair] Erica Nicholls [Secretary] Diane Strugnell [Treasurer] Anna Dellow Nicky Chapman Joanne Cross Andrew Manning
In attendance:	Sharon Evans
Apologies:	John Mazerier

## Items

## Minutes

### Welcome and Apologies

The Chair welcomed attendees to the meeting and noted apologies above.

### 1. Approval of minutes

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

### 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 update

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

- Steady sales through website and booksellers, averaging around \$1,000 per month
- Probably have sold nearly 900
- Capital Books, the largest debtor, has paid in full
- MacVines debt paid, leaving over \$11,500 in the History account
- Sales push for Fathers' Day, 7 September
- Wellington Airport Awards night Monday 25 August
- Sharon is giving a talk to the Historical and Early Settlers' Assn, Wellington

The Committee **noted** the progress update and will continue to be interested in progress.

#### Archiving

- Very productive history group meeting last week with Andy Manning and Diane Strugnell
- Looked at what to archive, what media to use, and where to keep the archives
- Noted that much of the material used in the book had been used with the owners' permission, but anyone wanting to use it in the future would need to seek their permission again
- Noted it would not be appropriate to place privately-owned material in public archives such as Pataka, even with the caveat of 'no use without further permission'

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- We agreed that hard copy material should be stored in boxes in a commercial storage facility, and digital material should be stored in the Cloud. The PRA would be responsible for the fees involved.
  - A costing for commercial storage is around \$75/month (\$900p.a.) for the smallest available area of 1.2m x 1.5m. However Diane is currently exploring the possibility of having shared space with another organisation (free of charge).
  - In the meantime the History Group are determining the more exact requirements regarding quantity and care.

The Committee thanked the History Group for undertaking this research and **agreed** with the history group recommendation to treat different categories of information differently – for example, information which is private and not for reuse without permission should be treated differently from materials which have been purchased by the PRA, or which are public records.

**Action 19082014/01:** Andy & Sharon to keep the PRA briefed on the archiving work as it progresses, particularly any implications about privacy of information and storage costs.

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#### **Donation of book to NZTA**

- History Group recommended that the PRA donate a copy of the history book to NZTA. The group see this as a gesture towards developing a closer relationship with NZTA which may be useful over the next 6 years when Transmission Gully is being built.

The Committee **noted** this recommendation. The Committee agree that maintaining ongoing relationships with NZTA is important but decided that such a donation was not required at this point in time, although it could be reconsidered in the future.

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#### **Burial Ground**

- BG committee very receptive to the idea of Ken and his volunteers restoring some of the old graves
- Sharon is to arrange to show Ken which graves, with Marty Climo, PCC sexton, in attendance
- The committee left the question of volunteers restoring the paths for future discussion
- The burial ground history panels have been planned. Their production is on hold at this time. Sharon will continue to monitor this situation

**Action 19082014/02:** Sharon and Ken to undertake a reconnaissance of the burial ground repair work required to ensure the skills and materials required match the task.

**Action 19082014/03:** September newsletter to seek out burial ground repair works volunteers and donated materials.

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The Committee thanked Sharon for these updates. Sharon left the meeting at 8.10pm.

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#### **Ground Up**

- Ken tabled a draft letter to PCC raising PRA concerns about the length of time that has passed since the submission process has closed on the GroundUp application.

The Committee **agreed** this letter should be sent to PCC and a copy of the signed version is attached to these minutes.

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#### **Plan Change 16 Network Utilities**

- Diane has now received copies of all the reports/submissions etc for the hearings for Plan Change 16 Network Utilities which are due to be held on 18-19 September 2014. PRA submitted on the Plan Change and will present an oral submission at the hearing.

The Committee **noted** the progress update and will continue to be interested in progress. The Committee thanked Diane for continuing to represent it on this matter.

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#### **Upper Hutt Network Utility and Renewable Energy Plan Change**

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#### **4. Resource Consents, Submissions and Hearings**

**5. Pauatahanui Village Planning Programme**

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- Diane put in submissions as part of PRA and PPI and is happy to take this forward, including upcoming meeting with UHCC representative and Gina Sweetman, Planner.

The Committee **noted** the progress update and will continue to be interested in progress. The Committee thanked Diane for continuing to represent it on this matter.

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Anna provided verbal reports on the following projects:

**Te Ara Piko/Whitby Walkway link (Lighthouse carpark)**

- The pathway and lighting for the safety project are now in place. The project is now at the planting stage. The Council has used white lighting in the area, rather than the traditional orange bulbs. PCC, Ian Barlow is very pleased to receive any feedback on how the new lighting is working.

The Committee **noted** the update and thanked Anna and Claire Giblin for their great work to get this project to this stage.

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**Rotary Garden and rubbish**

- The Rotary garden (in front of the Rural Trading Post) is going to be planted by Council.
- Anna asked the Committee to consider where rubbish bins might be located going forward to reduce the amount of dumped rubbish.

The Committee **noted** this update and indicated it was pleasing to see the improvements being made to the Village.

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**Bus Shelter**

- The MoE have agreed for the land to be used as a bus shelter.
- The Pauatahanui School Board has agreed for the bus shelter to be built, noting that it will mainly be used by pupils traveling outside of the village to other schools. On this basis the school will not contribute financially to the project.
- It is currently envisaged the bus shelter will be funded partly from the Council's Village 2014/15 budget, along with donations from the community of time and materials.
- The next steps are to determine an inclusive process for designing the shelter and options to take the forward.
- This is expected to be the one of the last of the Village programme budget projects for 2014/15.

The Committee **noted** this update and thanked Anna for keeping it moving.

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**Safety Barrier Joseph Banks Drive**

- The Village programme included a proposal to erect an improved safety barrier at the Whitby entrance to the Pauatahanui Village pathway.

The Committee discussed this proposal and **agreed** the following action:

**Action 19082014/04:** The Safety Barrier (Joseph Banks Drive) project should be taken forward on the basis that once some safety orientated options and costings have been developed they be discussed with the Whitby Residents Assn or their PCC rep (as appropriate). Anna will take these discussions forward with Claire Giblin of PCC in the first instance and keep the Committee informed.

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**Welcome to Pauatahanui sign**

- This idea has been pushed out to 2015/16 at this stage.

The Committee **noted** this and confirmed this was appropriate, unless other projects slip.

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**History Trail**

Nothing new to report at this meeting. Anna will continue to keep the Committee informed on progress.

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**6. Treasurers Report – General account**

Diane tabled her Treasurer's Report:

**19 August 2014**

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**Transactions since previous meeting****PRA account**

Received		
	Membership	\$140.00
Balance		<u>\$2,277.42</u>
Total subscriptions to date		\$820.00 representing 41 households

**PRA History account**

Received		
	Book Sales	\$1,311.73
Paid		
	McVine Fundraising	\$1,456.04
To be paid	Whitby Post	\$63.20
Balance	Cheque PayPal	\$11,210.47 \$374.54
		<u>\$11,585.01</u>

**Membership/Subscriptions**

We now have 41 household memberships paid (\$820=) of which 14 are new memberships. On the Treasurer's database there are 80 households i.e. this includes households that have previously paid a membership.

As agreed at the July meeting, the Committee agreed to send an email reminder to households who have not yet paid their annual subscription.

It was **agreed** that:

- The PRA would do everything it could to encourage households to pay the small membership fee annually
- The PRA would continue to send newsletters to all those households on its mailing list, as communication about matters of PRA business is paramount
- The PRA would continue to look at new ideas to increase its membership.

**Action 15072014/02** Erica will send the subscription reminder email, based on Andy's edits.

The Committee **noted** Treasurer's report and thanked Diane for her work.

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**7. Other  
topical issues****Septic Tanks / Onsite Wastewater Licensing**

The response from PCC to the waste water management query has been received. Whilst it may answer some queries it does not address all the concerns raised by residents experiencing difficulties with the licensing processes. Ongoing issues include:

- The cost for some residents of ongoing inspection/service costs associated with their particular system and whether this should be exempted from the licence fee
  - The accuracy of the database held by the council
  - The increase in the licence fee to \$94
  - The consistency with which the re-licensing is being carried out
  - The statement from PCC that "The authorised person recommendation is considered but if these differ from the 'Standard' (AS/NZS 1547:2012) then the Standard takes precedence". This standard was not in place when the
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bylaw was proposed and enacted in 2011 and is not referenced at all in the bylaw so:

- a) should people have been notified of a change in process and
- b) how often has the standard been used to "take precedence".

The following action was agreed:

**Action 19082014/05** Diane to write a follow-up letter to PCC on wastewater management.

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### **Transmission Gully**

- Note the PRA is already on the Transmission Gully communications circulation list.
- PRA has received an invitation to the 27 August meet the Transmission Gully team event.
- Transmission Gully tolling is being mentioned again. The majority of the PRA members understood this to be a possibility and therefore are interested to see what develops to encourage use of the new highway and reduce traffic off the old routes.

**Action 19082014/06** Andy will attend the Transmission Gully – "meet the team" event on behalf of the Committee and report back to the PRA September meeting.

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### **Survey Monkey Actions**

Erica discussed with the Committee the recommended actions arising from the Survey Monkey. The Committee **agreed** the August newsletter would highlight these, as follows:

- Keep you posted on what's happening with Transmission Gully
- Keep the pressure on PCC about the On Site Waste Water Licensing regime
- Continue to focus on projects which enhance access, whilst protecting local flora and fauna and
- Continue to let you know about local events related to our PRA objectives.

Refer to newsletter action item.

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### **Website**

The Committee discussed what, if any information should be included on the PRA website about local businesses, under the Local Information menu.

It was **agreed** that members of the PRA (meaning paid-up households):

- With businesses located in Pauatahanui and/or
- Who are residents with businesses outside of Pauatahanui

Will be invited to put a link and/or information about their business on the website. These two categories will be kept separate on the website.

**Action 19082014/07** Diane will look at the practicalities of having up-to-date business information and links on the PRA website. If such a proposal is viable she will draft an email to the PRA circulation list about this opportunity. Diane will also draft an August newsletter article about the PRA website and invite business interest.

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### **Newsletter material**

**Action 19082014/08:** The Committee agreed the following articles for the August newsletter:

- Profile – Jo
- Website article - Diane
- Summary of meeting (including Father's Day book sales) - Erica
- 2014 residents survey actions – Erica
- Notification of the GoPI Inlet clean-up day Erica
- Titahi Bay Marine Hall's future – Erica (per Claire's 11/8 email)
- Wellington Airport nomination results - Erica

Agreed a notice about the burial ground working bee would go into the September newsletter.

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### **Wellington International Airport Regional Community Awards**

Ken will represent the PRA Committee at the awards night. A number of the

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## **8. PRA Communications**

## **14. Any other business**

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History Group members will attend.

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**Correspondence**

The Committee **noted** the correspondence. All matters arising from it were addressed during the meeting.

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**Next meeting**

Next meeting will be held, 16 September 2014, 7.30pm, at 470 Paremata Road [Andy's house].

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**Attendees**

Sharon Evans to be invited to the October 2014 meeting to give a History Group and Burial Ground update.

Meeting closed at 10.10pm.

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**Approved by:**      **Ken McAdam**  
Chairman  
Pauatahanui Residents Association  
Management Committee

## PAUATAHANUI RESIDENTS ASSOCIATION

Pauatahanuiresidents@gmail.com

Registered Charity #CC42516



20 August 2014

Resource consents Department

Porirua City Council

P O Box 50218

Porirua 5240

Attn: Stuart Smith

Dear Mr Smith

**Re: Hearing for GroundUp Retrospective Resource Consent**

Thank you for your time on the phone today.

Further to our telephone conversation, I would like to clarify the Pauatahanui Residents Association position on the length of time that has passed since the submission process has closed on the GroundUp application. While we understand the desire of Porirua City Council and the Hearings commissioner to delay the hearing until after the outcome of the court case between the landowner and the neighbouring tenants of the site this could carry on for a considerable length of time, if it proceeds to court at all.

Currently the proposed court date is 20th-23rd of October, even if the hearing goes ahead then it would be usual for the judge to reserve his decision which could realistically be towards the end of November. All parties would then need to look at the ramifications of the decision so realistically it would put the hearing date out to early February by the time Christmas break is taken into account. The possibility of the judge's decision being taken to appeal can also not be discounted, pushing any timing further out. Further to this the landlord's solicitor has approached the neighbouring tenant's solicitor with a view to not proceeding to court.

In fairness to those that have taken time to submit on this application we believe it is in the best interests of all to proceed with hearings to get this matter sorted within the current year. The alternative to this would be to restart the process as there have been some significant changes to the site since the process has started e.g. the sewage and water connections.

In other consent processes, such as the Winstone's cleanfill application, we believe a precedence was set by the Commissioners considering the issues as they were at the time of the application, rather than allowing for "ifs and buts". It is our belief that the current application should be considered on the existing circumstances. Should those circumstances change in the future, for example, as a result of the possible court case, then GroundUp could apply for a new consent that takes account of the changed circumstances.

Under the current scenario the Café appears to have been rewarded for carrying out unconsented works and is operating as they desire under the temporary approval given by council. This is seen as an

## PAUATAHANUI RESIDENTS ASSOCIATION

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untenable situation by many in the Pauatahanui community, with those who work through Council consent processes legitimately feeling that the path for a retrospective consent should be harder than for those that "do everything by the book".

Yours sincerely



Ken McAdam  
Chairman  
Pauatahanui Residents Association

c.c David Rolfe. General Manager, Environment & Regulatory Services, PCC  
Gary Simpson. CEO, PCC

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## PRA Action Items

Action item	Details	Responsibility	Due	Status
<b>New Action 19082014/01</b>	Brief the PRA on the archiving work as it progresses, particularly any implications about privacy of information and storage costs.	Andy/Sharon	Oct	
<b>New Action 19082014/02</b>	Organise a reconnaissance of the burial ground repair work required to ensure the skills and materials required match the task.	Ken/Sharon	Oct	
<b>New Action 19082014/03</b>	September newsletter to seek out burial ground repair works volunteers and donated materials.	Ken	Sept	
<b>New Action 19082014/04</b>	The Safety Barrier (Joseph Banks Drive) project should be taken forward on the basis that once some safety orientated options and costings have been developed they be discussed with the Whitby Residents Assn or their PCC rep (as appropriate). Anna will take these discussions forward with Claire Giblin of PCC in the first instance and keep the Committee informed.	Anna	Sept	
<b>New Action 19082014/05</b>	Follow-up letter to PCC on wastewater management.	Diane	Sept	
<b>New Action 19082014/06</b>	Andy will attend the Transmission Gully – “meet the team” event on behalf of the Committee and report back to the PRA September meeting	Andy	Aug	
<b>New Action 19082014/07</b>	Diane will look at the practicalities of having up-to-date business information and links on the PRA website. If such a	Diane	Sept	

	proposal is viable she will draft an email to the PRA circulation list about this opportunity. Diane will also draft an August newsletter article about the PRA website and invite business interest.			
<b>New Action 19082014/08</b>	The Committee agreed the following articles for the August newsletter: <ul style="list-style-type: none"> <li>• Profile – Jo</li> <li>• Website article - Diane</li> <li>• Summary of meeting - Erica</li> <li>• 2014 residents survey actions – Erica</li> <li>• Notification of the GoPI Inlet clean-up day Erica</li> <li>• Titahe Bay Marine Hall’s future – Erica (per Claire’s 11/8 email)</li> <li>• Wellington Airport nomination results - Erica</li> </ul>	Erica, Jo & Diane	Sept	
<b>15072014/01</b>	Draft a letter expressing PRA’s concerns about the delay in the Hearing of this Resource Consent.	Ken	August	<b>Completed</b>
<b>15072014/06</b>	Annually businesses run in the local area will be asked whether they would like the opportunity to sponsor the PRA website.	Secretary	Annually (April)	
<b>15072014/07</b>	Diane will draft an item (for the email distributing the July newsletter) which asks local businesses and services in the area whether they would like to be included in the local business and services directory.	Diane	August	<b>Superseded by action 19082014/07</b>
<b>15072014/08</b>	The Committee agreed the following articles for the July newsletter: <ul style="list-style-type: none"> <li>• Profile – Anna Dellow</li> <li>• Village sewerage scheme opening - Anna</li> <li>• Summary of meeting - Erica</li> <li>• Lamb &amp; Calf Day parking request</li> </ul>	Erica & Anna	July	<b>Completed</b>

	<ul style="list-style-type: none"> <li>• 2014 residents survey results</li> <li>• Thank residents about their Wastewater Licencing and seek others feedback</li> <li>• Wellington Airport nomination - Erica</li> </ul> <p>Agreed an update on the progress and content of the PRA website would be an interesting article for the August newsletter.</p>			
<b>17062014/02</b>	Investigate book sale table at the Pauatahanui annual lamb & calf day (1 <sup>st</sup> Saturday of November).	Anna	1 Nov 2014	
<b>17062014/04</b>	Add the Burial Ground and its roses leaflet to the PRA website	Diane (Sharon will provide it)	July 2014	<b>Work in progress</b>
<b>17062014/05</b>	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	<b>Completed</b>
<b>17062014/09</b>	Discuss the 2015 and beyond Village Planning process of community workshops, etc with Claire Giblin of PCC.	Anna	July 2014	
<b>17062014/10</b>	Contact Heritage NZ (previously the Historic Places Trust) about potential support and funding for the history trail project.	Andy	July 2014	
<b>Updated 17062014/11</b>	Follow up about the potential for Lottery Environment & Heritage funding.	Diane Anna – heritage trails, sign & bus shelter Sharon & Andy - archiving	July 2014 August 2014	<b>Work in progress</b> Funding is for a specific project. We do have possible projects that could meet the criteria: <ul style="list-style-type: none"> <li>• development of heritage trails including the design and incorporation of interpretive panels and material</li> <li>• archiving and digitisation of records.</li> <li>• Welcome to Pauatahanui sign</li> <li>• Bus shelter</li> </ul>

				We would need to do quite a bit of work to prepare to put in an application for these. This will be discussed further with Sharon and Anna at the August meeting.
<b>17062014/12</b>	Identify what the process requirements are for the bus shelter, given it is to be placed on Ministry of Education land.	Anna	July 2014	<b>Completed</b>
<b>Updated 15042014/04</b>	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 August	<b>Completed refer to follow-up action 19082014/05</b>
<b>21012014/04</b>	History Group to suggest a number of points of interest in the Pauatahanui area (around 8) for a Green & Gold trail.	Ann & Christine	Next History Group meeting	<b>Work in progress</b> The identification of sites has commenced.
<b>19112013/01</b>	Determine which records should be held and the help needed to transfer these to the PRA records. <b>18 March Update:</b> 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	<b>Completed refer to follow-up action 19082014/01</b> Refer to 21 January 2014 minutes item 5 for original discussion.
<b>19112013/09</b>	Determine whether PCC maintenance can service the Rotary garden in the village.	Claire/Anna	Ongoing	<b>Completed</b> Council has agreed to address this.
<b>19112013/13</b>	Feasibility of welcome to Pauatahanui sign. (Rotary are keen to be involved)	Anna	Ongoing	<b>On hold</b> On hold as other PRA priority projects are progressed.