

MINUTES PAUATAHANUI RESIDENTS ASSOCIATION COMMITTEE MEETING

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

Date of meeting:	21 January 2014
Time:	7:30pm – 9:30pm
Venue:	TBA
Members present:	Ken McAdam [Chair] Diane Strugnell [Treasurer] Erica Nicholls [Secretary] Nicky Chapman Alan Gray Anna Dellow Joanne Cross
In attendance:	Sharon Evans
Apologies:	John Mazenier Lance Wadham (co-opted member)

Items

Minutes

Welcome and Apologies

The Chair welcomed attendees to the meeting. Apologies were accepted.

1. Approval of minutes

The draft minutes from the previous meeting held on 19 November 2013 were approved by Diane and seconded by Anna.

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 Book sales

Sharon provided an update on the history book project, as follows:
739 books have been sold, leaving 790 to sell.
The books are being sold via www.pauatahanuihistorybook.co.nz website, Pataka, Paper Plus - Porirua, Lower Hutt and Coastlands, Unity Books, Porirua Resene Shop and Capital Books, as well as by Jo Cross and her helpers door-to-door and at the Whitby Mall.
Sample book copies and business cards directing buyers to the website are at the Lighthouse, the Rural Trading Post and Flying Colours in Porirua.
Income between the launch and 31 December was \$39,656.45, of which \$5,000 was the Lotteries grant. After payment to the Porirua Historical Association and other debts we are about \$2,000 in profit.
There are still a few reimbursements to be made. The Committee agreed that those who had personally funded expenses would be reimbursed.
Action 21012014/01: Sharon will pass the message on that History Book project contributors be strongly encouraged to seek reimbursement for expenses incurred, by 28 February cut off.
Action 21012014/02: Diane to complete unaudited accounts to accompany Lotteries Commission Accountability Report for history book grant.

History Book Marketing Plan Stage II

As agreed at the November meeting Sharon provided an update on stage II of the marketing plan:

- Potential buyers have been segmented and prioritised for action:
- Priority 1s are: reviews in The Listener, Historic Place Trust magazine and Memories magazine; air time on National radio (Kathryn Ryan, Jim Mora, Kim Hill); email flier to all 81 historical societies; and Facebook and Twitter.
- Priority 2s are: local organisations such as Probus and Lions Clubs, Residents Associations; national organisations such as libraries, museums, genealogists.
- Priority 3s are local noticeboards such as New Worlds and the Burial Ground.
- In addition, there are more than 100 individuals and groups to whom email fliers will be sent.
- The History Group have allocated this work out at their meeting of 20 January 2014.

The Committee discussed others ideas for the History Group to consider:

1. Notice in the Pauatahanui School newsletter
2. Notice in the Whitby Residents Association Newsletter

The Committee **noted** the update and closed action 19112013/02.

4. History Book proceeds

The Committee discussed the use of the proceeds from the book sales.

The History Group proposed five possible projects.

Work has begun on one of these - making a photographic record of Pauatahanui before and after Transmission Gully. Kapiti Camera Club has been co-opted and the History Group plan to take some photos themselves shortly.

Another idea is to develop a short narrative about how the history book project was executed, to assist others who might embark on a similar exercise.

The Committee discussed others ideas for the History Group to consider, for example, some of the proceeds might be put to archive records collected during the book production process.

The Committee **noted** the update and will continue to monitor progress on proceeds and their use.

5. History book resources storage

The history group is sorting through its papers and images and are not yet ready to suggest what should be archived and in what form. It was agreed that once the nature and volume of materials was known investigations could be made about the storage of material.

The Committee **noted** the update and will be interested in the outcome of this work, following up at future meetings.

6. History book other

The Committee **commended** the History Group and other supporters for their fabulous work, which has contributed to the success of the book and subsequent repayment of all debts.

Action 21012014/03: The Committee requested their thanks for this work be passed onto the History Group.

Sharon left the meeting at 8.10pm.

7. & 8. Winstone hearing update

Diane tabled the following update:

PRA received a copy of the independent safety audit requested by the hearing panel to address the traffic issues associated with the access to SH58. As a result of this PRA made a further written submission to the hearing panel supporting the safety concerns raised in the audit report. Note: PRA's initial submission had sought further investigation into the safety risks but remained neutral. However following receipt of the traffic safety audit and the highlighting of potentially serious risks to road users, PRA's further submission requested that the application for the Clean Fill be declined on traffic safety grounds. The hearing was reconvened on 16 December 2013 for the traffic safety experts to present their evidence and has now adjourned awaiting the commissioners' decision on the

application.

9. Whitby walkway

Anna provided a verbal update on her recent meeting with Claire Giblin of PCC. PRA agreed that safety on the bridge, as a walkway, was paramount. PRA supported the idea of carrying on the Te Ara Piko walkway theme, and also indicated it was worth considering the 'Green & Gold' trail options. The community agreed that once planning material and options were available that the nature of community consultation would be considered. Options for consultation might include the Pauatahanui school newsletter, PRA newsletter and use of survey monkey.

Action 21012014/04: History Group to suggest a number of points of interest in the Pauatahanui area (around 8) for a Green & Gold trail.

The Committee **noted** the update and will continue to monitor progress on action 19112013/07.

10. Village sewerage & reticulation

Anna provided a verbal update on her recent meeting with Claire Giblin of PCC. Claire and Anna are working to ensure better communications between Powerco (gas pipes) and Sewerage reticulation contractors within the Pauatahanui Village. Sewerage reticulation works have commenced. Further details on the nature of the gas works and timeframes for sewerage reticulation are being pursued. The Committee **noted** the update and will continue to monitor progress on action 19112013/15.

11. Village other

Pauatahanui Village Planning programme

The Committee agreed the need for community consultation on PRA recommended projects.

Welcome to Pauatahanui sign

PRA suggested one steel/aluminium or wood Welcome sign to be placed near the entrance to Pauatahanui village on or near the roundabout.

The Committee **noted** the update and will continue to monitor progress on action 10112013/13.

12. Treasurers Report – General account

Diane tabled her Treasurer's Report:

PRA General Account	Balance	\$1,777.85
Received		
Subscriptions (3)		\$60.00
Paid		
Flightdec - Website development		\$575.00
Total subscriptions to date	\$820.00	Representing 40 households

The Committee **noted** the update.

13. Treasurers Report – History account

PRA History account	Balance	\$2,030.38
	Cheque	\$1,421.43
	Paypal	\$608.95
Received		
Book sales		\$15,799.40
Paid		

Repayment - final 50% loans	\$17,372.50
Repayment - Porirua Historical Assn loan	\$2,000.00
Reimbursement - Production costs e.g. Photos	\$1,717.68
Sales costs e.g. Advertising, postage, website	\$1,683.82
Bank charges - cheque book	\$2.50
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	\$22,776.50

History Book sales

The sales have slowed down but do continue. All the formal loans have been repaid and members of the History Group have also been reimbursed for expenses that they incurred in the book's production. There will be ongoing costs associated with post and packaging of book orders, however, these costs are added to the sales.

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

14. Membership subscriptions

Committee discussed AGM timing and subscription cycle, proposing:

- AGM will be held May 2014, giving time for the audited accounts to be prepared.
- The notice for the proposed AGM be sent out in April with request for subscriptions. This complies with PRA constitution for subs to be "payable in the month of April of the financial year in which they fall due" (para 18c).

15. Website & logo

The PRA website has now "gone live". It is being hosted by Flightdec so that they continue to provide assistance and support. Diane is currently arranging the training session with Fraser which will then enable PRA to independently operate the website in order to upload further content, make changes to the layout and ensure that it is kept topical.

It was agreed Diane and Erica would ensure website minutes/newsletters/submissions and other administrative matters are kept up-to-date on the website. Jo/Anna will assist refresh interest topics on the website.

The Committee **noted** the update and agreed the payment of \$25 donation per person for training.

16. PRA Newsletter articles

Action 21012014/05: The Committee agreed the following items for the January newsletter:

- Website – Diane.
- Summary of meeting – Erica.
- Profile on Chair – Ken.
- Update on village planning/Carols evening – Anna.
- Follow-up on resident's survey – Erica.

17. Any other business

Northern Growth Area Structure Plan

Alan tabled information about the Northern Growth Area Plan. The Northern Growth Area Structure Plan project is a land-use planning exercise to develop a 30-year strategy for future growth in Porirua's northern suburbs, between Mana and Pukerua Bay, and adjacent rural area.

The Structure Plan will consider future urban growth issues including:

- Providing for a range of housing and building options to meet demand from a growing population,
- Planning for Mana Esplanade and SH1 following the opening of Transmission Gully Motorway,
- Investigating future residential intensification potential in Camborne, Mana and Plimmerton.

Community engagement for this project will occur throughout 2014.

Action 21012014/06: Erica to write on behalf of the PRA to indicate we would like to be kept informed as this work progresses.

Next meeting

Next meeting is scheduled for 18 February, 7.30pm at 390 Flighty's Road [Ken's

house].

**13.
Correspondence**

The Committee **noted** the inward and outwards correspondence

Approved by:

Ken McAdam
Chairman
Pauatahanui Residents Association
Management Committee

PRA Action Items

Action item	Details	Responsibility	Due	Status
New Action 21012014/01	History Book project contributors be strongly encouraged to seek reimbursement for expenses incurred, by 28 February cut off.	Sharon	Next History Group meeting	
New Action 21012014/02	Unaudited accounts to accompany Lotteries Commission Accountability Report for history book grant.	Diane	25 February 2014	
New Action 21012014/03	The Committee commended the History Group and other supporters for their fabulous work, which has contributed to the success of the book and subsequent repayment of all debts. The Committee requested their thanks for this work be passed onto the History Group.	Sharon	Next History Group meeting	
New Action 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	
New Action 21012014/05	The Committee agreed the following items for the January newsletter: <ul style="list-style-type: none"> • Website – Diane. • Summary of meeting – Erica. • Profile on Chair – Ken. • Update on village planning/Carols evening – Anna. Follow-up on resident's survey – Erica.	Diane, Erica, Ken, Anna	4 February 2014	
New Action 21012014/06	Letter to PCC to indicate PRA would like to be kept informed as the Northern Growth Area Structure Plan develops.	Erica	Feb 2014	

19112013/01	Determine which records should be held and the help needed to transfer these to the PRA records.	Alan and History Group	Jan 2014	Work in progress Refer to minutes item 5. To be followed up at future meetings.
19112013/02	History Group will provide a copy of the history book marketing plan – stage II.	Sharon	Jan 2014	Completed
19112013/03	Post a newsletter to residents advertising the book, week commencing 25 November.	Alan	w/c 25 Nov	Completed in early December 2013
19112013/04	Arrange for the Pauatahanui History Group logo design to be applied to a PRA logo.	Alan	Jan 2104	Completed
19112013/05	Future Focus: A framework for the development of Pauatahanui Village 2009 dropped to Jo Cross for PRA use.	Claire/Joanne	Nov 2013	Completed Joanne will bring these along to the February meeting.
19112013/06	Confirm with the Church that they are not interested in security lighting.	Claire/Anna	Jan 2014	Work in progress Anna will update the Committee as appropriate
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	Jan 2014	Work in progress Anna will update the Committee as appropriate, refer to minutes item 9. The extent of community consultation will be considered once planning materials are available.
19112013/08	Draft reply to the school children who requested a bus shelter. Indicating that the development of the bus shelter will progress, with involvement from the school during 2014/15.	Anna	Jan 2014	Completed outward correspondence on 9 December 2013
19112013/09	Determine whether PCC maintenance can service the Rotary garden in the village.	Claire/Anna	Jan 2014	Work in progress Anna will update the Committee as appropriate
19112013/10	Follow up on Heritage trail organisation	Claire/Anna	Feb 2014	Work in progress

	that may fund some history trail signs.			Anna will update the Committee as appropriate
19112013/11	Follow up on when the Te Aro Piko Pathway will be completed.	Claire/Anna	Jan 2014	Completed last section to be commenced in January 2014
19112013/12	Remind residents that they can log a complaint with PCC for complaints, such as potholes. Council has a process to address the complaint and get back to the complainant.	Erica	Jan 2014	Completed in PRA December 2013 newsletter
19112013/13	Feasibility of welcome to Pauatahanui sign. (Rotary are keen to be involved)	Anna	Feb 2014	Work in progress Anna will update the Committee as appropriate
19112013/14	PRA to commence 2014/15 village planning.	PRA Agenda	Feb 2014	Work in progress Anna will update the Committee as appropriate
19112013/15	Send PRA Committee the details of Sewerage Scheme work schedule.	Anna	Dec 2013	Work in progress initial works will commence in December Anna will update the Committee as appropriate.
19112013/16	Work with Fraser to determine a time to demo the website with the PRA.	Diane	Feb 2014	Completed via email
19112013/17	Circulate PRA Rules and Constitution to PRA residents.	Erica	Dec 2013	Completed reference in PRA December 2013 newsletter
19112013/18	Affix common seal and post change to signatories' document.	Erica	Nov 2014	Completed
19112013/19	Report back to the Committee once resident's survey is complete via email.	Erica	Dec 2013	Completed results also reflected in PRA December 2013 newsletter
19112013/20	2014/15 subs reminder to be mailed out with a survey on the reverse side.	Erica/Diane	March 2014	Completed refer to subs discussion in minutes item 14.
19112013/21	To discuss further with Lance joining the Committee, and email Committee members to discuss.	Ken	Dec 2013	Completed Lance is a co-opted onto the Committee

19112013/22	Seek feedback from our membership on the culling of Canada Geese and bring back to a subsequent meeting. Reply reply to Saar about this approach.	Erica	Dec 2014	Completed this was undertaken by Guardians of the Pauatahanui Inlet
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Bring-ups – future meetings

Meeting	Action	Responsibility
18 February 2014	Agreed Alan to follow-up the feasibility of American military vehicles availability for next Pauatahanui ANZAC day (25 April 2014) celebrations	Alan
18 March 2014	21 January 2014 minute proposal: AGM proposed for May 2014. The notice for the proposed AGM be sent out in April with request for subscriptions.	Erica/Diane