

MINUTES PAUATAHANUI RESIDENTS ASSOCIATION COMMITTEE MEETING

Date of meeting:	26 March 2015
Time:	7:30pm
Venue:	483 Paekakariki Hill Road [Jo's House]
Members present:	Ken McAdam [Chair] Diane Strugnell [Treasurer & Acting Secretary] Anna Dellow Andrew Manning Joanne Cross
Apologies:	Nicky Chapman Erica Nicholls John Mazerier

Items

Minutes

Welcome and Apologies

The Chair welcomed attendees to the meeting and noted apologies. It was also noted that John has resigned from the Committee and that the position will be left vacant until the upcoming AGM.

1. Approval of minutes

The draft minutes from the previous meeting held on 17 February, were **moved** by Anna 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. Pauatahanui Village Planning Programme

Anna met with Ian Barlow and Claire Giblin on 18 March to update the Village Planning and provided verbal reports on the following projects, which were **noted** by the Committee:

Rubbish bins

These are due to be installed in April. A bench seat is also being proposed to go by the toilets alongside the Lighthouse Cinema.

Grays Road carpark tidy up

This has been organised by Rotary and is waiting to go ahead.

Historic Trail

Claire and Anna had a meeting on Monday 16th March at Pataka with Lauren Sadlier- Heritage Trail manager and Stuart Forsyth - Design and Marketing Coordinator for PCC. Stuart is going to start on the design of a panel so we can get some idea of costs. Anna is to provide a site map and locations for panels and will liaise with Christine Stanley on this. Christine is also going to help provide accurate historical content and wording on the panels.

Safety Barrier on intersection of SH58 and Joseph Banks Drive

The Committee noted that the footpath has been widened slightly and one panel of safety fence has been installed. Anna will find out when it is to be completed.

Village Planning

Ian Barlow, PCC, has been approached and is willing to run an interactive session on the Village Planning programme as part of the AGM.

Car Park Marking

Council has been considering the use of yellow lines to mark a defined turning circle within the Lighthouse Cinema car park to stop parked cars impeding the movement of other vehicles using the area.

Traffic Report

Anna has prepared a Traffic Safety report for the village, focusing on the area between the Lighthouse Cinema and Grays Road, including the school bus bay. It is intended as a discussion document, presenting a range of options to be considered. It has been passed on to the school and council and Anna will circulate it to the Committee. It will also be put on the website for comment.

4. Treasurers Report

Diane tabled her Treasurer's Report:

Transactions since previous meeting

PRA account

Received	Interest	\$9.55
Balance		<u><u>\$2,544.55</u></u>

PRA History account

Received		
	Book Sales	\$261.78
	Interest	\$46.74
Balance	Cheque	\$13,554.18
	PayPal	\$925.45
		<u><u>\$14,479.63</u></u>

To be passed for payment

History Account Whitby Post & Bookshop \$18.00 for history book postage
General Account Judgeford Golf Club \$100.00 for AGM venue hire

Moved: Diane **Seconded:** Anna

Membership/Subscriptions

PRA has 58 household memberships. No new memberships.

Membership/Subscriptions for New Financial Year

Diane proposed that the membership fees remain the same for the coming financial year, that is, \$20 per household.

Audit Requirements

The rules of the PRA require that "An auditor shall be appointed to audit the books and accounts of the Association and certify as to the correctness of the annual Statement of Accounts". PRA's previous auditor is unable to carry out any further audits due to ill health. Discussion with Jo and other accountants has indicated that the Institute of Accountants treats an "audit" as having a particular meaning this increases the responsibilities and requirements on the auditor with an associated increase in the cost charged for the audit. This cost has conservatively been set as \$900 -plus leading to the suggestion that PRA consider the approach

5. Other topical issues

taken some similar organisations to provide for an "Agreed Upon Procedures" or a financial review process rather than an audit. These have a different technical meaning and are likely all that PRA needs. In the meantime, on the recommendation of Jo, Diane has approached Gillian Cross, who is currently considering auditing PRA's books - the likely cost to PRA would be \$60 to \$100, depending on what needs to be done.

Pauatahanui History Group book profits proposal

At its most recent meeting, the Pauatahanui History Group decided to make the following recommendation to the PRA Committee: That up to \$4,000 of the profit from the history book be used to pay for up to eight story plaques to be placed in the Pauatahanui Burial Ground. Each plaque would be placed next to a grave, and tell the story of that person. Two plaques, already in place, were commissioned and paid for by Porirua City Council, and cost \$495 each to manufacture and install. **Moved** by Jo, **seconded** Anna, the Committee agreed to the proposal.

Resource Consents

It was noted that, having being a submitter on behalf of the community in the GroundUp Cafe consent, PRA would be following the implementing of the consent conditions.

Pauatahanui Sign

Jo has contacted NZTA regarding the 'Welcome to Pauatahanui' sign and has been assigned an NZTA liaison person. She has also begun to collect photos and ideas. It was also suggested that Anne Johnston, Graphic Designer, may be worthwhile approaching.

Moonshine Road Safety

In acknowledgement of the level of concern expressed over safety of road users on Moonshine Road, Diane prepared a survey, on behalf of PRA, which was delivered through the Rural Delivery to all households on Moonshine Road (a total of 86). A total of 26 have been returned (30%). Diane is currently collating the results.

Septic Tanks / Onsite Wastewater Licensing

Ken and Diane met with Jim Sutton, Manager, Environmental Standards, PCC, on March 5 to discuss the Onsite Wastewater Licensing. Currently PCC think that there are about 10% of properties not registered and they are endeavouring to address this. The NZ Standard for Onsite Wastewater systems recommends three years for assessment/cleaning and PCC have, for the majority of systems, adopted this time frame for the first round of licence renewals. However PCC anticipate that these time frames will begin to change to more closely match the individual systems with some time frames being extended and some, potentially, being shortened. It was pointed out that the time period for the inspections and renewal of licences does not mean that septic tanks must be emptied when a licence is due. Inspections and cleaning are two different processes - the first aligns with Council policy, the second depends on each individual septic tank system. Jim has been taken up on his offer to write something for the PRA newsletter and website on this topic. Diane to follow up with Jim.

SH58 Upgrade

Nothing further to note.

Transmission Gully

The Committee noted the extent of the work being undertaken on Lanes Flat to accommodate the people who will be working on Transmission Gully. Any disruption from the work to date appears to be minimal.

Plan Change 16 Network Utilities

The final information sought by the hearing panel has been received and the hearing was officially closed on 17 March with the hearing panel now considering their decisions.

ANZAC Day 25 April

The Anzac Day service in Pauatahanui will be held at St Alban's Church at 10.00am on Saturday 25 April, followed by wreath laying at the war memorial.

6. 2015 AGM

31 March 2015 AGM

The AGM date is set for 7.30pm Tuesday 5 May, to be held at Judgeford Golf Club.

Topics on the agenda include:

- The year in review
- Transmission Gully – to be confirmed
- Pauatahanui Village planning – Ian Barlow
- Te Ara Piko Pathway – Ron Lucas & Andrew Gray

To be checked – Public Notice in Kapi Mana News, audiovisual requirements for guest speakers, tea and coffee.

7. PRA Communications

Website material

Fraser Carson from Flightdec has contacted Diane with information regarding updates to the website systems. He has also suggested that PRA use the Events Index Display page and invite locals to post events directly to the website. PRA would still approve them to go live but it could provide a further service to the community.

Newsletter material

Action 26032015/01: The Committee agreed the following potential articles for the March newsletter:

- Notice of AGM
 - Membership Form for 2015-16
 - Minutes update
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9. Any other business

GW Draft Natural Resources Management Plan

On Tuesday 24 March Diane attended a public meeting held by GW in Wainuiomata, one of 3 regional wide meetings held to present information on Livestock Access to Surface Water Bodies. Livestock affected are cattle, horses, deer and pigs. GW has identified four categories of land that will be affected. Category 1 includes significant wetlands and there are some of these identified within the Pauatahanui area. Affected landowners should have received a letter from GW telling them that they have wetlands that fall within this category. Aside from this most of Pauatahanui falls within the category of Hill Country with the impacts of regulations on landowners, rather than being rule-based (e.g. identified by width/depth/area) will be confined to effects-based (e.g. pugging, water-discolouration). It is intended that the proposed Plan will be publically notified mid-2015 and open for formal submissions. It will be important for PRA to have some input into this process.

Rural Review

PCC initiated the Rural Review project in 2007 to review parts of the District Plan under the key issues concerning the rural area – Landscapes, Wind Farms, Rural Lifestyle, Pauatahanui-Judgeford Change Area, Primary Production and Rural Industry and Future Urban Growth. PRA was a member of the reference group set up to be involved and liaise with the community over this. Some parts of the rural review have been completed – or partially completed – (Landscapes, Wind Farms, Pauatahanui-Judgeford Structure Plan) but remain in isolation and, with the exception of Wind Farms, without any legal or regulatory status as they are not within the District Plan changes. Alan Gray has passed on recent correspondence he has had with PCC officers regarding the Rural Review for the Committee's consideration. Ken to check with Alan re any actions required.

NZ Memories Magazine

The February-March Issue of the NZ Memories magazine contained an article on Pauatahanui, some content of which was noted to be factually incorrect and some of which appeared to have been taken directly from the Pauatahanui history book. This was of concern to the Committee. It was noted that the History Group have written to the editor of the magazine. Diane to ask Sharon for a copy of the letter for PRA records.

Meeting Day

Item for next month's agenda is the possibility of changing the meeting day for PRA to the 3rd Thursday of each month as a day later in the week is preferable for Ken.

Correspondence

General correspondence **noted**, primarily various Council meeting agendas and minutes.

Next meeting

- Next PRA meeting will be held Tuesday 21 April 2015, 7.30pm
 - To be held at 21 Paekakariki Hill Road [Anna's home]
 - **Meeting closed at 10.15pm**
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Approved by: **Ken McAdam**
Chairman
Pauatahanui Residents Association
Management Committee

PRA Action Items

Action item	Details	Responsibility	Due	Status
New action 26032015/01:	The Committee agreed the following potential articles for the March newsletter: <ul style="list-style-type: none"> • Notice of AGM • Membership Form for 2015-16 • Minutes update 	Erica	April 2015	
17022015/01	Develop a proposal on safety in the Pauatahanui Village.	Anna	1 July 2015	Ongoing
17022015/02	The Committee agreed the following potential articles for the February newsletter: <ul style="list-style-type: none"> • Summary of meeting – Erica • Local Transmission Gully update - Erica • Notify date of next AGM and seek ideas for topics – Erica • Notice of Burial Ground Walking Tour – Sharon • Request for Pauatahanui Sign Ideas – Erica • Wellington Electricity re outages prevention – Bill Inge • Publicity for PCC and Pauatahanui Community Group Facebook pages - Erica 	Erica	17 March 2015	Completed
17022015/03	AGM topic ideas to be investigated further: <ul style="list-style-type: none"> • Transmission Gully - Erica • Wellington Super City by Ombudsman – Nicky • Village planning/consultation – Anna • Next stage of Te Ara Piko Pathway - Anna 	Erica	5 May 2015	Ongoing

02122014/01	Invite Clare and Bronwyn Kropp to the March 2015 PRA meeting to discuss Village Planning.	Anna/Erica	March 2015	To be linked to Village Planning - Anna to follow up
17062014/09	Discuss the 2015 and beyond Village Planning process of community workshops, etc with Claire Giblin of PCC.	Anna	Ongoing	Ongoing
19082014/01	Brief the PRA on the archiving work as it progresses, particularly any implications about privacy of information and storage costs.	Andy/Sharon	Ongoing	Ongoing
17062014/10	Contact Heritage NZ (previously the Historic Places Trust) about potential support and funding for the history trail project.	Andy	July 2014	Andy will follow-up on his email request
21012014/04	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	Ongoing The identification of sites has commenced.
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.	Anna	Watching brief	Work in progress NZTA has taken this on as a priority project.
19112013/13	Feasibility of welcome to Pauatahanui sign. (Rotary are keen to be involved)	Jo	1 July 2015	On hold Other PRA priority projects progressing.
15072014/06	Annually businesses run in the local area will be asked whether they would like the opportunity to sponsor the PRA website.	Secretary	Annually (April)	Discuss Feb/March 2015