



Kawhia Community Board

# MINUTES

21 OCTOBER 2016

1.04PM

**KAWHIA COMMUNITY BOARD**

21 OCTOBER 2016

Minutes of an Ordinary meeting of the Kawhia Community Board held in the Community Boardroom, Jervois Street, Kawhia on 21 October 2016 commencing at 1.04pm

***MINUTES***

Minutes are unconfirmed and subject to amendment at the next meeting of the Board.

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## **PRESENT**

Mr CE Jeffries, Mrs DM Pilkington, Messrs AJ Rutherford and DM Walsh.

## **IN ATTENDANCE**

Messrs DC Clibbery (Chief Executive) and CA Tutty (Governance Supervisor)

The Chief Executive, as Chair declared the meeting open and welcomed those present.

## **APOLOGY**

**Resolved** that the apology received from Ms A Gane be sustained.

### **Mr Jeffries / Cr Pilkington**

## **ITEMS TO BE CONSIDERED IN GENERAL BUSINESS**

**Resolved** that the suggestion to create additional parking spaces in Tainui Street Kawhia be considered in general business which may require a resolution.

### **Mr Jeffries / Mr Rutherford**

## **ITEM 1 DECLARATION BY MEMBERS**

Each member completed the oral and written declarations pursuant to Clause 14 of Schedule 7 of the Local Government Act 2002.

## **COUNCIL REPRESENTATION**

**Resolved** that Mrs. D Pilkington be approved by the Kawhia Community Board as Council's representative on the Board

### **Mr Rutherford / Mr Walsh**

## **ITEM 2 ELECTION & DECLARATION OF CHAIRPERSON**

The Chief Executive referred members to his report advising that under Clause 37 of Schedule 7 to the Local Government Act 2002 it requires every Community Board to elect one member to be chairperson.

It was agreed that the voting system to be used for the election of Chairperson of the Kawhia Community Board shall be system A, as described in the Chief Executives report dated 21 October 2016.

**Resolved** that Mr K Jeffries be appointed as Chairperson of the Kawhia Community Board.

### **Mr Walsh / Mr Rutherford**

Mr Jeffries said he appreciated the confidence show by members in re-electing him to the position of Chairperson. He said he will do his best for them and the Community.

The Chief Executive vacated the chair. Mr Jeffries took the chair.

### **ITEM 3 ELECTION OF DEPUTY CHAIRPERSON**

The Chief Executive referred members to his report advising that the Board may elect or otherwise appoint a Deputy Chairperson if it wishes to do so.

Members agreed that the voting system to be used for the election of the Deputy Chairperson of the Kawhia Community Board should be system A.

**Resolved** that Mrs. D Pilkington be appointed Deputy Chairperson of the Kawhia Community Board.

### **Mr Walsh / Chair**

### **ITEM 4 GENERAL EXPLANATION TO MEMBERS**

The Chief Executive referred members to his report giving a general explanation of matters relevant to elected members and advised that as they have all been re-elected unopposed then this item be taken as read. He said however, he wishes to highlight some changes relating to the Code of Conduct in particular Standing Orders and Meeting Process Issues. He said these have been recommended by the Otorohanga District Council and also approved by the Otorohanga Community Board at its meeting held last evening.

The Chief Executive referred members to an appendix he circulated in particular relating to a "request for a deputation or presentation at a meeting must be lodged with the Chief Executive at least two working days before a meeting, and be approved by the presiding member. Not more than two members of a deputation may address the meeting with a limit of 10 minutes of time allocated in total". He said the subject and purpose of the deputation or presentation must be clearly identified at the time that the request is made.

The Chief Executive also highlighted the fact that the Mayor shall have speaking rights at Community Board meetings but Councillors shall not have such rights unless approved in each case by the Board Chair.

The Chief Executive reported that the Board can identify a 'public forum section' to be held at the commencement of each meeting. He said Council however, would like the Boards and itself to be uniform in their conduct of meetings.

The Chair expressed the opinion that whatever discussion is held in such a public forum that this should not necessarily flow into the meeting content.

The Chief Executive informed members that he will look into Councils standing orders to confirm whether there is provision for this.

The Chair expressed the opinion that it could be a good idea however, it would need to have a time limit placed on the section.

The Chief Executive advised that such a section could be held outside of the meeting and not in the decision making part of the meeting otherwise a formal invitation would be required. The Chief Executive undertook to come back to the Board with the options available.

The Chief Executive then referred members to the additional wording included in the Health and Safety responsibilities section of the Code of Conduct.

He advised that routine Health and Safety reports are provided to Council therefore these could also be presented to the Otorohanga and Kawhia Community Boards.

The Chief Executive reported that under the Health and Safety at Works Act 2015 elected members of Council and the Community Boards have, through their governance roles, a responsibility to exercise Due Diligence in respect of organisational issues of Health and Safety.

He said in essence such due diligence includes, acquiring knowledge and understanding of the nature of the operations of the business, associated risks, hazards and incidents, and ensuring that the organisation has and uses appropriate resources and processes to eliminate or minimise risks to health and safety, so as to comply with the requirements of the Act.

The Chief Executive advised that whilst elected members of Council have these responsibilities, they are however, granted special exemption from being personally liable for offences under the Act, through the provisions of Section 52 of that Act.

**Resolved** that the Chief Executives Report be received and that the identified amendments to the Appendix to the Code of Conduct, in respect to meeting processes and procedures be approved.

### **Chair / Mrs. Pilkington**

The Chief Executive then referred members to Media Engagement and in reply to Mr Rutherford advised that all elected members are free to present a personal view or content in the media, at any time, provided the following rules are observed-

1. Media comments or content must not state or imply that they represent the views of Council or a Community Board.
2. Where an elected member is making a statement that is contrary to a decision or policy of the elected body of which they are a member he or she must not state or imply that his or her statements represent a majority view.
3. Media comments or other media content must observe the other requirements of the Code of Conduct e.g. not disclose confidential information, or compromise the impartiality or integrity of staff.

In reply to the Chair regarding a situation where members do not comply, the Chief Executive advised that the issue will be referred to Council's Conduct Committee comprising His Worship, Councillor Pilkington and Councillor Williams.

## **ITEM 5 COUNCIL DELEGATIONS TO COMMUNITY BOARDS**

The Chief Executive summarised his report on Council's delegation of authority to the Kawhia Community Board. He said in the case of the Otorohanga Community Board the Otorohanga Pool Complex has been removed due to a substantial amount of funding to this activity being District wide.

The Chair queried why streets could not be included in the delegated functions by the Board.

The Chief Executive replied that these are 100% District funded He said Council has also notified the Board of footpath priorities.

**Resolved** that the Chief Executives report be received.

### **Mr Rutherford / Mrs. Pilkington**

## **ITEM 6 APPOINTMENT OF REPRESENTATIVES TO ORGANISATIONS & COMMITTEES**

The Chief Executive reported that under Clause 30 of Schedule 7 to the Local Government Act 2002 this allows Community Boards to appoint such committees, sub-committees, joint committees or other subordinate decision making bodies as it sees appropriate. It was agreed the following be appointed as representatives on behalf of the Board.

- 1 Housing for the Elderly Committee – Mr Walsh
- 2 Creative Arts Committee – Mrs. D Jeffries (Community Representative)
- 3 Sport NZ Rural Travel Fund – Mrs. Pilkington

Members were informed that in addition to Mrs. Pilkington, Cr Robyn Klos has also been appointed to the Rural Travel Fund committee to approve funding to advantage rural children that have to travel to participate in sporting activities.

Councillor Pilkington advised that Councillor Klos represents the Arohena (Eastern) side of the District.

## **DISTRICT SPORT COMMITTEE**

The Chair reported that he had just recently become aware that Council did not engage a Sports Coordinator for the District.

Mr Walsh advised that along with the local Police constable persons have been attempting to make more sport activities available for the young ones. He said however, nobody appears to be interested. Mr Walsh referred to the revival of the Sports Club and the hope to encourage young people to use the Tennis courts.

In respect to the District Sport Committee the Chief Executive reported that there is an open committee with a very broad membership. He said if anyone is keen to become part of the Committee they are most welcome.

**Resolved** that the representatives on the various Committees as outlined above be confirmed.

**Chair / Mr Rutherford.**

**ITEM 7 KCB PROPOSED SCHEDULE OF ORDINARY MEETINGS DATES FOR DECEMBER 2016 TO DECEMBER 2017**

The Governance Supervisor presented the Chief Executives Report outlining a proposed schedule of meeting dates for the period December 2016 through December 2017.

The Governance Supervisor suggested members give consideration to holding their ordinary meetings on a Thursday rather than Friday.

Resolved that the ordinary meetings of the Kawhia Community Board commence on Thursday 8 December 2016 and Thursday 9 February 2017 and thereafter 9 weekly, subject to the approval of Board Member Mrs. A Gane.

**Mr Rutherford / Mrs. Pilkington**

**ITEM 8 MATTERS REFERRED**

The Governance Supervisor took members through the matters referred.

**DANKS ROAD**

Members were informed that the matter of maintenance has been addressed.

**RELOCATABLE HOUSE – ROSAMOND TERRACE**

Councillor Pilkington reported that Council's building department would be on to the matter of this relocatable house meeting the conditions placed on it.

**COMMUNITY SERVICES OFFICER**

The Chair complimented Council's Community Facilities Officer for the great job he is doing since his appointment. He said when he is asked to look into a certain matter he gets right onto it.

The Chair advised that this action is very much appreciated by the Board.

**POU – RETEMEYER STEPS**

The Chair reported concerns have been expressed as to the location of the Pou at the bottom of the Retemeyer steps. He said apparently this is too close to a septic tank area. The Chair advised that according to Council's Community Services Officer this is the only place available to locate the Pou however, he has undertaken to look into the matter. Members were informed that the Pou may have to be moved further up the track.

The Chair expressed the opinion that alternatively the Pou may stay where it is or be removed completely.

### **ADDITIONAL CAR PARKING SPACES**

The Chair reported that it has been suggested to him the option of providing additional car parking spaces between the local medical surgery and the Police station. He said should the area be cleared there is sufficient parking for approximately 12 vehicles.

The Chief Executive suggested that discussions be held with Council's Roading staff.

Mr Walsh said he had been approached by someone who queried whether Council would just be creating parking for the local motel.

With regard to the policing of parking restrictions the Chief Executive reported that the Waipa District Council has been approached to see if their traffic wardens could carry out duties in Kawhia. He said Council's Environmental Services Manager Andrew Loe, will report back following receipt of information from the Waipa District Council

**Resolved** that investigation be made into the suggestion to provide and metal a car parking area between the local medical surgery and Police Station.

### **Chair / Mr Rutherford**

### **KAWHIA WHARF**

The Chief Executive referred to the level of enforcement regarding car parking adjacent to the Kawhia Wharf. Mr Walsh advised that groups / users are bringing in an income to the Community when utilising the boats.

The Chief Executive undertook to speak to Councils Finance and Administration Manager Graham Bunn, to check on who is being charged Bertage fees at the Kawhia Wharf.

It was also agreed that Council's Engineering Manager Roger Brady be requested to check on the matter of power meters on the Kawhia Wharf.

Mr Rutherford referred to the matter of boats being washed down and that charter boats do this with the waste just dropping onto the beach. He expressed the opinion that this must be an environmental issue.

### **WATER METERS**

The Chair requested staff go back and review the water connections outside of the Community boundary. It was agreed that the Chair contact Councils Engineering Manager or Services Manager regarding this request.

## **LOCAL PROPERTY**

The Chair referred to an area of land next to the premises of the Rusty Snapper.

Mr Walsh reported that this belongs to the Adams family and that no decision will be made in regards to this land until the mother of the family passes away.

The Chair expressed the opinion that should this land be owned by Council it could offer a number of options.

## **PROPOSED CREATIVE HUB**

Mr Walsh referred to the proposed Creative Hub and reported that a big backlash to this proposal will be coming from the Community. He said people do not want shipping containers in this area and are asking for a public meeting to be held on the proposal.

Mr Walsh reported he is in support of the proposal but not in its current form. He said the Creative Hub would require their own toilet facilities to be provided.

Mr Walsh outlined a proposal to utilise the Kawhia School Hall building for this purpose. He said the Ministry of Education has allowed \$30,000 for this to be relocated.

The Chair referred to the possibility of establishing a men's shed there.

Mr Walsh replied that the hall contains two rooms, one of which that could be utilised for this purpose.

Mr Rutherford said he understood the building was condemned.

Mr Walsh replied that the building is really sound however this would have to be checked out.

He reported that the Ministry of Education is not paying for any further maintenance on the building and that this could be utilised as both a Men's Shed and a Creative Arts Hub.

Mr Walsh expressed the opinion that this proposal would be far less expensive than creating a facility behind the Museum.

Mr Rutherford referred to current submissions on the proposal and suggested that the Board wait and see the results.

Mr Walsh queried why a submission has been called for on the Engineering / Design of the project when the Board has not given approval for the proposal to proceed.

Mr Rutherford informed members that there is a number of issues that the Kawhia Art Group need to address in relation to the proposal before it can be further advanced.

The Chair reported that many people have a misconception of the proposal and when they hear of a shipping container, they immediately think of an old rusty one. He suggested that the public see the model of the proposal before they make a decision.

The Chief Executive reported that to date only one submission has been received, which is opposed to the proposal.

Mr Rutherford suggested that the submission process be allowed to continue, as there is a substantial amount of work for the Kawhia Art Group to undertake. Furthermore Mr Rutherford expressed the opinion that the public need to be advised that the proposal is not driven by the Board. He said the Board supports the concept submitted by the Art Group but it must tick the boxes with Council first.

Mr Walsh expressed the opinion that consultation should be on the matter of whether a creative hub is required to be on reserve land.

Mr Rutherford suggested that the public be encouraged to submit a submission on the proposal.

Mrs. Pilkington suggested that the proposal / model be displayed in an area where it could be viewed by the public.

She was informed that the model has been displayed and people have been encouraged to look at it.

The Chair Expressed the opinion it is important that people do not think the Kawhia Community Board is pushing the proposal.

Mr Walsh queried why it is envisaged that a retail shop could operate on public land.

Mrs Pilkington confirmed that the proposal to create a Creative Hub is not a Kawhia Community Board project however, it has set in place a process and is interested to hear what everyone has to say. She encouraged the Board to let the process continue.

The Chief Executive circulated public notices making it clear that the proposal is not a 'done deal'.

The Chair expressed thanks to Mr Walsh for his suggestion and advised that this is the appropriate forum in which discussion should take place.

## **OTOROHANGA DISTRICT DEVELOPMENT BOARD**

Mrs Pilkington informed members of the AGM of the Otorohanga District Development Board to be held next Wednesday morning in the Council Chambers. She said the Board is in the process of restructuring.

## **POU PROJECT**

The Chair referred to the Pou project and reported that a number of technical issues have arisen with unbudgeted expenditure. He said the base is ready and the carving has been mounted onto the stainless steel frame.

The Chair informed members that the blessing and unveiling will be held on 4 December 2016, invitations will be sent out but the event will also be open to the general public.

## **KAWHIA COMMUNITY PROJECTS TRUST**

The Chair reported that Mrs. Pilkington resignation from the Kawhia Community Projects Trust has been accepted, with regret.

## **KAWHIA YOUTH**

Mr Rutherford referred to discussion with the local Police Constable regarding issues around Kawhia kids creating havoc. He queried the concept of a curfew and how this could be introduced.

The Chief Executive replied that such a proposal would be difficult. It was suggested that the Youth Aid person from Te Kuiti be requested to approach the parents of the children concerned.

## **WAIWERA STREET PROPERTY**

The Chief Executive reported that the initial offer for the purchase of the Waiwera Street property has fallen through however, Council will be meeting next Tuesday where the next highest offer will be considered.

## **WASTEWATER RETICULATION**

The Chief Executive referred members to the Jervois Street Wastewater Reticulation proposal and advised that Council is waiting on information from the various suppliers

Mr Rutherford again raised the question of the former pound and the need to get this to a marketable stage.

## **CONFIRMATION OF MINUTES – 30 SEPTEMBER 2016**

The Chair complimented the Governance Supervisor on a great effort in preparing a comprehensive set of minutes from the last meeting.

**Resolved** that the minutes of the meeting of the Kawhia Community Board held on 30 September 2016 be approved as a true and correct record of that meeting.

## **Chair / Mrs. Pilkington**

## **KAWHIA NURSERY**

Mr Walsh referred to the request from Wendy Pergalies (Planters Paradise Limited) to renew the lease for a further 12 month term until February 2018.

He queried whether the Board should review the lease agreement.

The Chief Executive replied that the Board is able to release the property on whatever terms it desires.

Mr Rutherford expressed the opinion that the nursery is making the best use of the land and for the matter to come back to the December meeting of the Board.

Following discussion it was agreed that the rental in respect of the lease of this property be set at \$1500 per annum plus the equivalent of the rates on the property.

**The meeting concluded at 3.35pm.**