



## Kawhia Community Board

# MINUTES

2 February 2018

Members of the Kawhia Community Board

Mr. CE Jeffries (Chair)  
Mrs. DM Pilkington (Deputy Mayor)  
Mr. AJ Rutherford  
Mr. DM Walsh

Meeting Secretary: Mr. D Dowd (Executive Assistant)

**KAWHIA COMMUNITY BOARD**

2 February 2018

Minutes of an Ordinary meeting of the Kawhia Community Board held in the Community Hall, Jervois Street, Kawhia on 2 February 2018 commencing at 10.30am.

**MINUTES**

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

**ORDER OF BUSINESS:**

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## **PRESENT**

Mr. CE Jeffries (Chair), Councillor DM Pilkington, and Mr. AJ Rutherford

## **IN ATTENDANCE**

His Worship M Baxter, Mr. DC Clibbery (Chief Executive) (attended 10.48am), Mr. R Brady (Engineering Manager), Mr. B O'Callaghan (District Accountant) (attended 10.48am) and Mr. D Dowd (Executive Assistant)

## **PUBLIC FORUM**

The Chair welcomed members of the public to the meeting.

Mr. Dodgson conveyed his thanks to Council for the modifications made to a culvert. He informed members that the gorse treatment on the scenic reserve has been a great success.

Mr. Dodgson reported that he has been undertaking a trial of injecting ginger rhizome to see if he can eliminate these plants while not affecting other plants surround these. He said that there is room to plant more plans around the Cemetery Reserve.

Mr. Dodgson informed members that a large number of volunteer hours have gone into the Kawhia Cemetery Reserve and he hopes that there will be future in planning and support by Council.

Mr. Dodgson informed members that he is looking for funding to purchase pruning saws and saw blades that would cost approximately \$500.00. He said that some funding for this may come from the Community Board with the other party being the Kawhia Harbour Protection Society.

The Chair informed members that there is money in the Protection Society account and another amount of funding remaining from a program that is being held by the Projects Trust on behalf of this that could be applied to the acquisition of these materials.

Mr. Dodgson queried the location of 2 way VHF radios for use in situations where Kawhia is isolated and during times of Civil Defence.

Mrs. Pilkington informed members that these radios are located at the Police Station.

Mr. Dodgson said he would like to see a central location of assets in relation to Civil Defence so there is no confusion as where to retrieve these from in the event of a Civil Defence issue.

The Chief Executive informed members that there is a list of equipment and that there has been engagement with the local Police on this matter. He said there is planning in place for a step by step guide to manage civil defence events in the Community.

The Chair thanked Mr. Dodgson for the great work undertaken in the Community. Mrs. Pilkington endorsed these comments.

## **MEETING OPENING**

The Chair opened the meeting at 10.54am and expressed a welcome to the Mayor and Chief Executive, staff and those in attendance.

## **APOLOGIES**

The Chair informed members that an apology has been received from Mr. DM Walsh.  
**Resolved** that the apology received by Mr. DM Walsh be sustained.

### **Chair / Mr. Rutherford**

#### **Sundry Grants Account**

Mrs. Pilkington queried if there should be consideration given to the sundry grants accounts.

#### **Cemetery Mowing**

Mr. Rutherford raised the point of mowing of the Cemetery after a recent visit where the lawn was not in a satisfactory state.

The Chief Executive said a similar incident has happened in Otorohanga and that this needs to be highlighted in the contracts that at certain times of the year such as Christmas, greater attention needs to be placed on the mowing of the Cemetery.

The Chair expressed the opinion that there are optimal times for mowing knowing that a high number of people will visit the cemeteries such as weekends and holidays.

Mr. Rutherford raised the matter of grass being blown across facilities and not captured properly for proper disposal.

His Worship said that there has to be some expectation that contractors will apply logic to these situations and sometimes these timings are not included in the contract as a guide.

Mr. Rutherford queried if these contracts could be changed to include these additions and what the subsequent cost would be for these.

The Chief Executive queried how long the mowing contracts have to run.

The Engineering Manager informed members that the current contracts are in the last period of 2 years. He informed members that the current contracts define what areas are to be mown and suggested that a more in-depth explanation on the ways and times of mowing be provided in future contracts to provide clarity.

#### **Recycling Centre Shelterbelt**

Mr. Rutherford informed members that the shrubs need to be replaced on the shelterbelt at the recycling centre.

The Engineering Manager said that those shrubs planted have been overtaken by weeds and this now needs to be reviewed.

Mrs. Pilkington expressed the opinion that thought should be given to budgets for a more permanent fencing option.

The Chair said that this is a Board decision as to the timeliness and direction of when the Board would like this work undertaken.

The Engineering Manager informed members that work has already been undertaken on this matter and has failed. He said that corrective works were undertaken yet this issue still requires attention and a different solution could be considered.

### **Footpath Maintenance**

The Chair informed members that he has had discussion with Mr. D Walsh in relation to footpath maintenance in the Ocean Beach Road area. He expressed concern that there was a general deterioration of the standards of footpath maintenance in Kawhia.

The Engineering Manager informed members that these issues are mainly of a contractual nature and to date there have been a number of maintenance staff working in Kawhia to address some of these issues. He said that a tender document is now ready to be placed on TenderLink calling for additional resources.

The Engineering Manager suggested that a walk around Kawhia be undertaken with the Chair to identify and prioritise issues.

The Chair said that some of these issues are a health and safety concern and said that these need tight deadlines for corrective works.

### **Mobile Food Trader**

Mr. Rutherford informed members that there is a 'Mobile Pie Cart' parking on the Kawhia wharf opposite the Fish and Chip shop and queried if there is a By-law that separations of these mobile facilities from businesses that they compete with.

The Chief Executive informed members that there are permits required in regards to food safety plans however, there is nothing specific on the location relative to other businesses.

The Chair informed members that there is a possibility of the business leaving if a resolution cannot be found. He queried if there is some way to offer guidance to the business affected.

Mrs. Pilkington informed members that the Licence does not encompass location but has a great focus on food safety and suggested that the Environmental Services Manager would be able to provide advice.

The Chair queried where the Licence holder can travel and is this specific to the District.

The Chief Executive said that he believes a Licence must be obtained from each District in which it operates.

Mrs. Pilkington informed members that the mobile business sells a different product from the fish and chip shop and that there are other food premises in Kawhia.

The Chief Executive said that a solution to this problem could be a timed parking limit that was enforced.

The Chair requested that this matter be referred to the Environmental Services Manager for further guidance and if warranted these actions could be put in place by the Board.

### **LED Lighting**

The Chair queried if there was any further update on the installation of the new LED lighting.

The Engineering Manager informed members that the Health and Safety plan needs to be approved and he has encouraged the contractors Regional Manager to begin installing these lights.

### **Mrs. P Scott**

The Engineering Manager informed members that he will be following this up.

## **CONFIRMATION OF MINUTES – 15 DECEMBER 2018**

**Resolved** that the Minutes of the meeting of the Kawhia Community Board held 15 December 2018, as circulated, be approved as a true and correct record of that meeting.

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

#### **MATTERS ARISING**

##### **Youth Mentor**

Mr. Rutherford said his understanding of the Youth mentor was to assist students attending all schools and not just the Otorohanga College.

Mrs. Pilkington said that this position of Youth Mentor was for all coastal students.

His Worship informed members that this position was for all those students moving out of Kawhia even though the mentor was employed within our District. He said that a sum of \$30,000 was put towards this position from the Otorohanga District Council being District funded.

##### **Minutes**

Mr. Rutherford said that some residents had read the previous minutes and there was no clarity as to this.

His Worship expressed the opinion that this lack of clarity it is a risk of any abbreviation of minutes as it opens the topics up to misinterpretation of these minutes.

The Chief Executive said that Council needs to revisit the way minutes are taken. He said that you end up with a large amount of information and it is almost impossible to reflect and recount exactly what is said. He said other Councils record the resolution, the mover and seconder and only the key relevant parts are noted.

The Chair expressed the opinion that abbreviated minutes do not inform the reader fully and often lead to misinterpretation.

Mrs. Pilkington said that the Otorohanga District Council minutes have not been confirmed and this issue will be raised at the meeting as 'matters arising'.

Mr. Rutherford said it was encouraging that the Community was reading the Minutes and if they had any queries that he encourages them to make contact with him.

##### **Nursery**

Mr. Rutherford said that he queried the monies spent on the Kawhia Nursery

He queried whether the Kawhia Community Board would have supported such expenditure given that the rental was so low. He further queried if Council should have referred the matter back to the Kawhia Community Board.

The Chief Executive said that at the time the lease was granted the issues were not known to Council, but once they were identified they needed to be addressed.

Mr. Rutherford said he understood the legality of this process but said he struggled to inform people that the \$10,000 was justified.

The Chief Executive said that the recommendation of staff had been that the lease be made on a commercial basis but the Board had chosen to do otherwise. He said that there is future opportunity for the rental on the Nursery to be raised.

The Chair informed members that there has been a suggestion of a person living on site and further requested that this not be allowed.

The Chief Executive informed members that under the current lease agreement this was not allowed.

### **Petitions / Relations – Roading Matters**

Mr. Rutherford queried if a costing has been undertaken for the roads mentioned in the Petition to Community Board.

The Chief Executive said that at this point in time the costings have not been undertaken. He said there was a resolution made by the Kawhia Community Board and that this matter will be considered by Council as part of the budget estimates process.

His Worship acknowledged the petition and said the issue is not unique to Kawhia. He said several letters have been received from all over the Otorohanga District in regards to similar roading matters.

### **Resourcing**

The Chair queried if there was a timing issue in regards to the proposed Walking Track and felt that this matter should be placed on Matters Referred.

Mr. Rutherford queried how much this work would cost.

The Chief Executive informed members that the likely cost for this work is only a few hundred dollars however, there have been mixed views on the project and that other priorities that took precedence.

### **DECLARATION OF INTEREST**

The Chair asked members whether they were aware of any situations where they could stand to make personal and/or monetary gains in any particular matter to be discussed at this meeting.

No declarations of interest were raised.

### **ITEM 92           MATTERS REFERRED**

The Chief Executive informed members that a memo has been drafted in relation to this matter.

### **Sundry Grants**

The District Accountant informed members that currently the Sundry Grants account has a balance of \$2000 remaining for the current financial year.

The Chief Executive said that there was a request that \$600 be allocated for banners.

Mr. Rutherford informed members that the Kawhia Kai Festival would like to request \$500.

The Chair requested that a letter be submitted and this can be dealt with retrospectively.

### **Charter Boats**

Mr. Rutherford requested that the signage at either end of the recently created charter boat parking area be removed. He said more people are parking behind the hall and that not one single charter boat customer has parked in the designated area.

Mr. Rutherford said it was great that additional parking was provided in town. He had taken time to speak with some of the charter boat operators and informed members that it had been the busiest November and December period for many years.

Mr. Rutherford informed members that a few charter boat operators had been proactive with the parking situation but the majority has not.

The Chair expressed the opinion that this result is very disappointing after the efforts undertaken by Council.

He queried if it was worth the effort of sending one last letter to the operators requesting compliance.

The Engineering Manager expressed the opinion that all reasonable avenues have been exhausted, having extended emails, letters and numerous other types of communication with the operators.

The Chair requested that some enforcement on the matter be undertaken.

The District Accountant said a fee structure needs to be set.

The Chief Executive informed members that Council needs to present a report to the Kawhia Community Board in relation to this matter.

It was agreed to remove the signs.

### **Dog Prohibited Areas**

Mr. Rutherford advised that he had been approached by a resident in regards to dogs on the beach and queried if an area of the beach could be designated dog free. He said there are locations where the conditions are ideal for swimming and that these spots are often used by families.

The Chief Executive said that a report will be written by the Environmental Services Manager in regards to modifying the Dog Bylaw.

Mrs. Pilkington said that this is an urgent issue and needs to be addressed at the next meeting of the Kawhia Community Board. Mrs. Pilkington queried there would be consideration given to any receptacles for dog waste.

The Chief Executive informed members that such receptacles had been installed in many other Communities.

## **GENERAL BUSINESS**

### **FORESTRY - TKI**

Mr. Rutherford queried if Council has been informed as to when the Forestry cutting and transport is set to begin and said he was concerned at the lack of communication in regards to this.

Mrs. Pilkington said that the Board has written to TKI about the logging asking for a delay to the works. She informed members that there was a request for information but nothing has come of this.

### **DAMAGE TO PUBLIC SEATING**

The Chair raised the matter of damage to public seating and queried whose responsibility it was to fix this. He informed members that a slab of wooden seating had been removed.

Mrs. Pilkington said that since the bollard installation there have been a number of comments about the reduced seating in the area.



The Chief Executive asked if the materials are not available to match the original style would there be an objection for the installation of a quality seat of a different type.

Mr. Rutherford replied that the replacement could be a solid slab of timber or similar.

### **BBQ**

Mr. Rutherford informed members that the current state of the BBQ is not good and that this is the responsibility of Merv Lane.

The Chair said that there are items like fat traps under the BBQ that require attention.

### **INFORMATION – CAROLE SHEPHEARD – SIGNAGE**

Mr. Rutherford queried where the update on signage was at in regards to Carole Shephard.

The Chief Executive informed members that the details were in the minutes.

### **SEWERAGE IN HARBOR**

The Chair informed members that what appeared to be raw sewerage had been seen off the Kawhia Wharf on Monday and queried who is responsible for responding to this.

He was informed that this is a Regional Council issue.

The Chair advised that there was a large amount of camping at Puti over the previous days, that might have been the source.

### **MOWING OF PUTI**

The Chair queried who is responsible for the mowing of the Road Reserve near Puti.

He was informed that mowing is undertaken by a Council contractor and other parties.

### **RESOLUTION TABLED**

The Chair said that the Projects Trust needs a pledge from Council / Kawhia Community Board lending support for the new playground to be erected in Kawhia.

Mr. Rutherford said this new facility will be of great benefit to the Community.

The Chief Executive said that at the next meeting a formal resolution will be made and that this process will be run through the Long Term Plan.

### **OTOROHANGA STEAMFEST**

Mr. Rutherford said he had heard that Steamfest was not to be run in 2018.

The Chief Executive informed members that the financial outcome of Steamfest was a significant loss and that there is an opportunity to reduce the deficit.

His Worship expressed the opinion that this should be a Bi Annual event.

Mr. Rutherford said that Kawhia has a significant interest in Steamfest and expressed thanks to Mr. Peglar for what he has done for events in the Otorohanga District.

Mr. Rutherford queried if there were options in the future to undertake Community Development work and stated that Mr. Peglar would be a suitable candidate for this position.

The Chief Executive said that it was the financial outcome of Steamfest that had driven the actions taken.

The Chief Executive further stated that this is a commercial decision and not based on any benefit of service provided.

The Mayor said that the work undertaken is of note and he applauded the efforts.

The Chair suggested that taking the longer term view similar to the Hamilton V8's, often items are pulled far too early and expressed the opinion that this is no reason to kick something to touch.

The Chief Executive informed members that the actions being taken are primarily intended to bring the financial accounts in line.

The Mayor said that consideration will be given in the future.

Mr. Rutherford said that he had seen the short term operations and resultant benefits in Kawhia and that benefit should not always be seen as costs.

Mr. Rutherford queried how much the Otorohanga District Council pays Hamilton and Waikato Tourism annually and stated that this could be used to support a Community Development position.

Mr. Rutherford expressed the opinion that he is disappointed by this and would very much like consideration given to that type of role for our District.

#### **MEETING CLOSURE**

The meeting closed at 12.49pm

**CHAIRMAN:** \_\_\_\_\_

**DATE:** \_\_\_\_\_