
Woodlands Community Development Area Subcommittee OPEN MINUTES

Minutes of a meeting of Woodlands Community Development Area Subcommittee held in the Woodlands Primary School,, Woodlands-Morton Mains Road, Woodlands on Monday, 23 November 2015 at 7.30pm.

PRESENT

Chairperson	Janelle Ladbrook
Deputy Chairperson	Janice McBride
Members	Keith McKenzie
	Geoffrey Napper
	Shane Rhodes
	Maree Small
Councillor	Paul Duffy

IN ATTENDANCE

Area Engineer	Brendan Gray
Community Development Planner	Juanita Thornton
Area Officer	Alyson Hamilton

1 Apologies

There were no apologies received.

2 Leave of absence

There were no requests for leave of absence received.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Public Forum

There were no members of the public seeking speaking rights in the Public Forum section of the meeting.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Member McKenzie, seconded Member Napper **and resolved:**

That the minutes of Woodlands Community Development Area Subcommittee meeting held on 5 October 2015 be confirmed as a true and correct record.

7 Reports

7.1 Action Sheet - Woodlands Community Development Area Subcommittee

Record No: R/15/11/20715

The Action Sheet from the Subcommittee's previous meetings was circulated for Members information.

There were no issues of note arising from the action sheet.

Resolution

Moved Member Rhodes, seconded Member Small **and resolved:**

That the Woodlands Community Development Area Subcommittee:

- a) **Receives the report titled "Action Sheet - Woodlands Community Development Area Subcommittee" dated 16 November 2015.**

7.2 Works and Finance Report to Woodlands Community Development Area Subcommittee for the period ended 30 September 2015.

Record No: R/15/11/20112

The Works and Finance report for the period ended 30 September 2015, was tabled.

Issues reported to the Subcommittee by the Area Engineer included;

- Grant monies in the sum of \$1,500.00 and \$2,000.00 have been received from the Communities Initiatives fund and Men of the Trees fund respectively for the Kingswood Bush walking track. It was suggested an approach be made to the Department of Conservation for a contribution toward this project.
- It was also suggested that on completion of the walking track a plaque be arranged in recognition of Funders to be placed at a suitable site, Members concurred with this suggestion and requested the Area Engineer to arrange accordingly.
- Programmed septic tank cleaning. Letters have been sent to all residents involved in this cycle of cleaning.

Members noted the septic tank cleaning is programmed for November of each year.

- The scope of work was altered for the seating and shelter at the cemetery. Costs will be sought from a local builder to install the bases for the seat and shelter. Member McKenzie to approach local builders.
- The stakes have been dropped off to Geoffrey Napper to install at the cemetery to support the newly planted trees at the cemetery. This will be undertaken in conjunction with the Woodlands Scouts/Cubs.

Members requested extra tidy up work be undertaken at the cemetery in the area along the fenceline. The Area Engineer to arrange Task Force to undertake this work.

- Members were advised that the Area Engineer has met with the Water and Waste Services Team to discuss their findings and priorities for stormwater work in Woodlands and highlighted the issues found during a recent walk over (Robertson Street corner etc).

Mr Gray explained he would prepare a project list and spend the \$5,000 set aside for stormwater work on minor repairs and cleaning of the system as there are a few blocked pipes.

Councillor Duffy commented that the Ward could contribute 50% toward the stormwater budget. The Area Engineer to investigate possible ward funding of this project.

- A recent township tour has identified a range of tree trimming and garden maintenance that needs to be undertaken. Mr Grey advised this work could be part of the landscaping project along the Woodlands South Road.

Issues raised by Members for staff to action included;

- Request for signage to be placed at the Woodland Cemetery. It was agreed that Member Small investigate options and liaise with the Area Engineer to progress this project.
- Members raised the issue of children having to cross the state highway to attend school and being a 70km area there is always a concern of a serious accident.

It was requested the Area Engineer undertake a feasibility study, to include costings and drainage of a possible underpass to be situated across the state highway in the vicinity between the Butchery and Garage/Church for school children/adults to safely cross the road to attend school.

Resolution

Moved Member McKenzie, seconded Member McBride **and resolved:**

That the Woodlands Community Development Area Subcommittee:

- a) **Receives the report titled “Works and Finance Report to Woodlands Community Development Area Subcommittee for the period ended 30 September 2015”.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Requests that staff approach the Department of Conservation for a possible contribution toward the Kingswood Bush walking track.**
- e) **Request that on completion of the walking track and in recognition of all financial contributors staff arrange for a plaque to be placed in a suitable site at the walking track.**
- f) **Request for extra tidy up work at the cemetery in the area along the fenceline.**
- g) **Request staff to clarify possible ward contribution toward the stormwater project.**
- h) **Request for signage to be placed at the Woodland Cemetery with Member Small to investigate options and liaise with the Area Engineer to progress this project.**
- i) **Request the Area Engineer undertake a feasibility study of the installation of an underpass to be situated across the state highway in the vicinity between the Butchery and Garage/Church for children/adults to safely cross the road to attend school.**

7.3 Annual Plan 2016/2017 - Draft Estimates Report

Record No: R/15/10/19188

Tabled before the Subcommittee was a report which provided an overview of the forecasted services for the Woodlands Community Development Area Subcommittee (CDA) in 2016/17.

Staff advised that;

- 1) Council has streamlined its 2016/17 Annual Plan process and as a result the CDA is only required to review its significant changes. In addition any significant changes are to be funded from reserves where appropriate.
- 2) The draft estimates will be incorporated into the Council's Draft Annual Plan which will be released for public consultation in February 2016. Once the Plan is finalised (subject to any changes resulting from submissions lodged) the estimates shown for 2016/17 will be used to set the rates for the year beginning 1 July 2016.

Members noted there are no key variances from what was originally included in year two of the LTP and what is planned now.

Issues of note that were drawn to the attention of the Subcommittee included the following project report;

Woodlands Project Report		
Project Description	2016/2017	Funding
Walking track	75,000	Reserves, contributions
New beam in Cemetery	8,200	Reserves

Resolution

Moved Member Rhodes, seconded Member Small **and resolved:**

That the Woodlands Community Development Area Subcommittee:

- a) **Receives the report titled "Annual Plan 2016/2017 - Draft Estimates Report" dated 13 November 2015.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- e) **Recommends that the estimates for the year commencing 1 July 2016 be adopted for inclusion in the Council's Draft Annual Plan.**
- f) **Requests the levying of the following rates and charges (including GST) for the year commencing 1 July 2016 based on the approved estimates in (e) above.**

<u>Rate Description</u>	<u>Rate (GST Incl)</u>
Woodlands CDA	Rate \$13,311
Woodlands Septic Tank	Rate \$ 2,588

- g) **Identifies the key highlights for the local area as follows;**
 - **Walking track**
 - **Cemetery Upgrade**
 - **Railway Line beautification**
 - **Proposed skatepark**

8 Updates

8.1 Venture Southland

Mrs Thornton gave a report on recent projects relating to the Woodlands Township. These being;

- New lights on both fields of Rugby Club
- Walking track funding applications

8.2 Councillor's Report

Councillor Duffy reported on matters from the District Council table. These being:-

- Freedom Camping submissions yet to be presented to Council
- Southland Regional Development Strategies
- Environment Southland – Regional Water Plan
- Rural & Provincial Sector meeting
- Southland District Council Organisational Review

8.3 Meeting Date

The next meeting of the Woodlands Community Development Area Subcommittee is scheduled for Monday, 14 March 2016 at the Woodlands Primary School commencing at 7.30pm.

The meeting concluded 9.00pm

CONFIRMED AS A TRUE AND CORRECT
RECORD AT A MEETING OF THE
WOODLANDS COMMUNITY DEVELOPMENT
AREA SUBCOMMITTEE HELD ON 23
NOVEMBER 2015.

DATE:.....

CHAIRPERSON:.....