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# Otautau Community Board

## OPEN MINUTES

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Minutes of a meeting of Otautau Community Board held in the Southland District Council Office, 176 Main Street, Otautau on Thursday, 21 April 2016 at 2pm.

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### PRESENT

<b>Chairperson</b>	Andre' Bekhuis
<b>Deputy Chairperson</b>	Tony Vincent
<b>Members</b>	Ken Davidson
	Peter Gutsell
	Peter Herrick
<b>Councillor</b>	Stuart Baird

### IN ATTENDANCE

<b>Team Leader, Governance</b>	Chris Dolan
<b>Community Engineer</b>	Greg Erskine
<b>Governance Advisor</b>	Alyson Hamilton
<b>Community Partnership Leader</b>	Kelly Tagg

### PUBLIC GALLERY

<b>Briar Babington</b>	Press
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**1 Apologies**

**Apology for non-attendance was lodged by Member Joyce.**

Moved Member Herrick, seconded Member Vincent and **resolved:**

**That the apology for non-attendance lodged by Member Joyce be sustained.**

**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 persons seeking speaking rights in the Public Forum section of the meeting.

**5 Extraordinary/Urgent Items**

Moved Member Davidson, seconded Cr Baird and **resolved:**

**That the Otautau Community Board consider the following item as a matter of urgent business in order that a decision can be made before the next ordinary meeting, subject to Section 46A of the Local Government Official Information and Meetings Act 1987**

**Item 1: Otautau Combined Sports Complex Inc - purchase of chairs and tables**

**6 Confirmation of Minutes**

**Resolution**

Moved Member Davidson, seconded Member Herrick **and resolved:**

**That the minutes of Otautau Community Board, held on 10 March 2016 be confirmed as a true and correct record.**

**Reports**

**7.1 Action Sheet**

**Record No: R/16/4/5525**

The Action Sheet from the Board's last meeting is circulated for Members' information.

Issues arising from the Action Sheet included:

Holt Park Camping Ground Upgrade

The meeting was informed the Business Plan has been completed and is waiting for the sign-off from Ian Marshall Group Manager, Services & Assets.

The meeting noted this project has been referred to the Community Partnership Leader to pursue.

#### Transfer Station Open Day

The Community Engineer advised that following consultation with Bond Contracts in regards to disposal of the rubbish for the open day the preferred option is to collect the “rubbish” in a central area within the township, load it and truck directly to AB Lime at Kings Bend, which he added would be cheaper for the Community Board.

Mr Erskine informed of limited space at the Otautau Transfer Station if there was a large turnout of the public.

Member Herrick suggested a central area could be the railway yard, Members concurred with Member Herrick’s suggestion.

Following discussion the Board agreed that the collection area be limited to within the Otautau Township boundary with a note being forwarded to the elderly residents advising arrangements are in hand for their refuse pick-up and that the preferred date being late July or early August 2016.

It was further agreed that staff arrange for appropriate flyers to be distributed around the township with details to be arranged by staff including confirmation of the date.

#### Holt Park Forestry

The Board request the Community Engineer arrange for the Forestry Consultant IFS, to meet with the Board onsite at Holt Park prior to the next meeting of the Board.

#### Walkways

The Community Engineer was requested to supply costings of a proposed gravel pathway extending from the Main Street to the Arboretum at approximately 1.5 metres wide and report on such costs to the Board at its next meeting.

#### Otautau Town Hall Disposal

The Chair reported on a meeting with the Kevin McNaught, Strategic Property Manager and Member Gutsell on the progress concerning the disposal of the Town Hall.

The Chair advised the tender document has been prepared and tenders are to be called in due course.

The Chair requested the tender documents be circulated to all Members for their interest. Staff to arrange accordingly.

The Chair raised the issue of the materials still to be removed from the town hall which included; cabinets, curtains, stainless steel benches and seating etc.

He added that it is intended to utilize most of these materials at the proposed camping ground.

Member Davidson suggested that the items be placed in storage in the former toilets/changing sheds at Holt Park until required.

The Board in discussing Member Davidson's suggestion considered whether the items remain in the Hall until the tender documentation is available or whether they are they are placed in storage.

Members were informed that prior to the tender documents being made public all items that the Board wish to retain are required to be removed from the Hall.

It was agreed that the items the Board wish to retain be placed in storage prior to the tender date.

Members discussed the sale of the "theatre" seating suggesting that the preferred option for disposal of the seats would be as a whole as opposed to splitting the seating, which could be difficult due to the style of the seating.

The Chair advised that in regards to the sale of the seating no results were received from Trade Me.

Member Herrick pointed out that Richardson HW Group Limited has submitted an offer for the purchase of the seats as a whole, at \$20.00 per seat, which totalled \$2,000.

The meeting agreed that due to no further offers being received the offer from the Richardson HW Group Limited be accepted, with the proviso that the Group arrange removal of the seating and that the Richardson HW Group Limited acknowledge the acquired seating by way a plaque stating its origins.

#### **Resolution**

Moved Member Davidson, seconded Member Vincent **and resolved:**

**That the Otautau Community Board:**

- a) Receives the report titled "Action Sheet" dated 14 April 2016.**
- b) Accept the offer from the Richardson HW Group Limited for \$2,000 for the purchase of the theatre seating from the Town Hall subject to Member Herrick making the necessary inquiries to ascertain if the offer from the Richardson HW Group Limited is still current.**

#### **7.2 Works and Finance Report to Otautau Community Board for the period ended 31 March 2016**

**Record No: R/16/4/5247**

The Works and Finance Report prepared by Mr Greg Erskine (Community Engineer) for the period ending 31 March 2016, was tabled.

Issues arising included;

- Edge sealing on the Main Street has been attended to.
- During the past month all the streets have had the roadmarking renewed.

- A review of the standards for edgelines by the roading team has indicated that several lines in Otautau needed to be re-instated to provide continuity and delineation between the vehicle lane and parking areas.
- At the reshaped BMX track, crusher dust has been laid on the clay track to provide and all weather surface.
- Footpath repairs have been completed to the value of \$25K across the Township.
- Spraying is to be undertaken around the skatepark area.
- A request has been submitted for as-built-plan at Centennial Park highlighting the sewerage line and power cable situated adjacent the toilets to the cenotaph for future reference for contractors wishing to undertake maintenance work in this area.

### Resolution

Moved Member Gutsell, seconded Member Vincent **and resolved:**

**That the Otautau Community Board:**

- a) **Receives the report titled “Works and Finance Report to Otautau Community Board for the period ended 31 March 2016” dated 12 April 2016.**

### 7.3 Otautau Bowling Club Lease

**Record No: R/16/3/4398**

Report by Virginia Dillon seeking Board approval for the issuing of a lease to the Otautau Bowling Club Incorporated over Council recreation reserve located at 20 Rye Street, Otautau was tabled.

Mrs Dillon advised the lease to the Otautau Bowling Club Incorporated over the recreation reserve at 20 Rye Street, Otautau expired on 31 March 2014.

Mrs Dillon explained the reason for the delay in entering into a new lease was due to the fact that the Club management was changing.

Members noted the Club has indicated that it wishes to enter into a renewal lease and accepted the draft lease as presented to the committee and circulated for Members information.

### Resolution

Moved Member Gutsell, seconded Member Herrick **and resolved:**

**That the Otautau Community Board:**

- a) **Receives the report titled “Otautau Bowling Club Lease” dated 14 April 2016.**
- 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) i) **Determines that a lease of Council recreation reserve at 20 Rye Street, Otautau being Sections 41 and 42, Block II, Town of Otautau be issued to the Otautau Bowling Club for a term of 25 years from 1 April 2014.**
- ii) **Approves the draft lease to the Otautau Bowling Club Incorporated as presented to the meeting.**
- iii) **Determines that the annual rental payable by the Otautau Bowling Club Incorporated be set at \$100 plus GST for the five year term commencing 1 April 2014.**

#### 7.4 Bylaw Review Process

**Record No: R/16/4/5205**

Report by Tamara Dytor, Policy Analyst, advising Council will be reviewing three bylaws in 2016; the Cemetery Bylaw 2006, the Keeping of Animals, Poultry and Bees Bylaw 2010 and the Control of Advertising Signs Bylaw 2008, was tabled.

Members noted the timeline outlining key milestones in the process of the review and details the approach to public engagement.

##### **Resolution**

Moved Member Herrick, seconded Member Vincent **and resolved:**

**That the Otautau Community Board:**

- a) **Receives the report titled “Bylaw Review Process” dated 12 April 2016.**

#### 7.5 Community Partnership Leader - Overview of role

**Record No: R/16/4/5090**

Report by Kelly Tagg, Community Partnership Leader, Northern and Western Southland, providing an update on the newly established Community Partnership positions and the role they will have in the community, was tabled.

Mrs Tagg gave an overview of her role highlighting the areas with which she will be involved and clarifying how her role will lead Community Boards and CDA's into a broader scope of community involvement and align community initiatives to a district and regional approach.

##### **Resolution**

Moved Member Vincent, seconded Member Gutsell **and resolved:**

**That the Otautau Community Board:**

- a) **Receives the report titled “Community Partnership Leader - Overview of role” dated 7 April 2016.**

## Updates

### 8.1 Chairman's Report.

The Chairperson, Member Bekhuis, reported on activities with which he has been involved since the Board's last meeting. These included;

- Attendance at the Chairperson's meeting recently held at the Invercargill office.
- Upgrade of signage situated at the Plunket Rooms.
- Meeting with Kevin McNaught (Strategic Manager Property) regarding the Town Hall disposal.

Members congratulated Member Davidson on his recently receiving the Queens Service Medal (QSM) for his contribution to the Otautau Community.

Mr Davidson advised it was a great experience and appreciated that all his family attended the ceremony.

Member Bekhuis suggested Member Davidson carry the wreath for Anzac Day in honour of receiving this award.

The Board concurred with this suggestion and Mr Davidson agreed to lay the wreath on behalf of the Board.

### 8.2 Areas of Responsibilities

#### Works

- Holt Park to be mole ploughed in the spring.

#### Parks & Reserves

- A request was made to the mowing contractor for one last mow of Holt Park prior to the rugby season commencing.
- The meeting was informed that funds held in the AD McIvor Trust as at 31 March 2016 amounted to \$27,500. The amount available for distribution at this point is approximately \$4,000 - \$5,000.

The Board was advised that these funds are available for capital projects at Holt Park and the Trust is administered by the Perpetual Guardian in Dunedin.

#### Cemeteries

- Minor maintenance work has been undertaken to the cemetery and war memorials in preparation for ANZAC Day.

#### Emergency Management

- Member Vincent reported on a recent training session held in Otautau with representatives of the Emergency Management team being in attendance.

### 8.3 Councillor's Report

Councillor Baird reported on matters from the District Council table. These included;

- Demolition of Taramea Bay Soundshell situated in Riverton.
- Community Conversations meeting to be held at Tuatapere.
- Riverton water supply upgrade.

### Extraordinary/Urgent Items

#### 9.1 Otautau Combined Sports Complex Inc - purchase of chairs and tables

Communication from the Society enquiring if the Board would consider selling the trestles and chairs that are stored at the complex, was tabled.

Members sought further information from staff prior to making a decision on this issue.

Moved Member Davidson, seconded Cr Baird **and resolved:**

**That the communication from the Otautau Combined Sports Complex be received and referred to staff for a report to be presented to the Board at its next meeting.**

The meeting concluded at 3.30pm.

CONFIRMED AS A TRUE AND CORRECT  
RECORD AT A MEETING OF THE OTAUTAU  
COMMUNITY BOARD HELD ON 21 APRIL 2016

**DATE:**.....

**CHAIRPERSON:**.....