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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, 2 June 2016 at 2pm.

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### PRESENT

<b>Chairperson</b>	Andre' Bekhuis
<b>Members</b>	Ken Davidson Peter Gutsell Peter Herrick Amber Joyce
<b>Councillor</b>	Stuart Baird

### IN ATTENDANCE

<b>Community Engineer</b>	Greg Erskine
<b>Community Partner Leader</b>	Kelly Tagg
<b>Community Development Planner</b>	Kathryn Cowie
<b>Committee Advisor</b>	Alyson Hamilton

**1 Apologies**

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

**That the Otautau Community Board accept the apology lodged by Member Vincent.**

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

**That the minutes of Otautau Community Board meeting held on 21 April 2016 be confirmed as a true and correct record.**

**Reports**

**7.1 Venture Southland Update on Community Development Initiatives in Otautau and the Waiau Aparima Ward**

**Record No: R/16/5/6979**

Report by Kathryn Cowie, Community Development Planner, providing an update on staff changes within the Venture Southland Community Development Team and to report on community development initiatives and projects regionally, and within the Waiau Aparima ward, more specifically Otautau, was tabled.

Mrs Cowie outlined involvement with local initiatives in the Otautau area included;

- Otautau St Johns
- Otautau RSA
- Otautau Promotions
- Otautau Community Pool
- Otautau New Life Church
- Otautau three Churches Flower and Quilt Walk
- Funding for BMX Track and Isla Bank War Memorial

The Board noted regional initiatives included;

- Health & Safety Workshops for Volunteers & Community Groups
- Volunteers futures project (CONA)
- Southland Cycling Strategy

### Resolution

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

**That the Otautau Community Board:**

- a) Receives the report titled “Venture Southland Update on Community Development Initiatives in Otautau and the Waiau Aparima Ward” dated 24 May 2016.**

**NOTE: Mrs Cowie left the meeting at this point.**

### 7.1 Action Sheet

**Record No: R/16/5/7807**

The Action Sheet from the Board’s last meeting was circulated for members’ information.

Issues arising from the Action sheet included:

#### Holt Park Camping Ground Upgrade

The meeting was informed the Community Partner Leader, Kelly Tagg has completed the business plan.

The project now lies with the Community Engineer.

Mr Erskine informed the tender documentation is due to be circulated to approved local contractors. It is anticipated the tenders will be available at the next meeting of the Board, with the target date for completion being mid-November 2016.

#### Holt Park Forestry

The meeting was advised the Community Engineer is to arrange an informal meeting with the IFS Consultant, Mr R McKenzie prior to the next meeting of the Board.

#### Theatre Seating

At its previous meeting the Board resolved to accept the offer of \$2,000 from the HW Richardson Group Limited for the purchase of 100 theatre seats from the Otautau Town Hall, subject to the offer from the company still being current.

The meeting was advised that the offer put forward from the Group is still current and following discussion agreed that the sale of the theatre seating proceed with staff writing to the Group confirming the purchase of the theatre seating from the Town Hall.

Members noted the Group is to arrange uplifting of the seating and is also to arrange for the placement of a suitable plaque at this premises acknowledging that the theatre seating originated from the Otautau Town Hall.

Otautau Combined Sports Complex

**Member Herrick declared an interest and took no part in discussions or voting on this topic.**

At the previous meeting of the Board a communication from the Otautau Combined Sports Complex was received in regards to the purchase of the tables/trestles and chairs currently belonging to the Community Board and being stored at the sports complex.

The Board sought input from Property staff prior to making a decision on this issue.

The Board was advised by property staff that the decision regarding the sale of the tables/trestles and chairs that are being held at the sports complex lies with the Board.

Following discussion the Board agreed to the sale of the chairs currently located at the sports complex for \$200.00 (excl GST).

It was further agreed that the trestle/tables remain in the ownership of the Community Board however will still be available for use by the public on application to the Community Board.

**Resolution**

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

**That the Otautau Community Board:**

- a) **Receives the report titled “Action Sheet” dated 24 May 2016.**
- b) **Confirms its earlier decision to accept the quote from the HW Richardson Group Limited for the purchase of one hundred theatre seating from the Otautau Town Hall for \$2,000 (incl GST) noting the Group is to arrange the uplifting of the seating, and the placement of a suitable plaque acknowledging at the new location the theatre seating originated from the Otautau Town Hall.**
- c) **Agrees to the sale of the chairs currently stored at the sports complex, to the Sports Complex Committee for \$200.00 (excl GST) and that the trestle/tables remain in the ownership of the Community Board however will still be available for use by the public on application to the Community Board.**

*Member Gutsell wished it noted that his objection to this motion be recorded.*

**7.2 Works and Finance Report to Otautau Community Board for the period ended 30 April 2016**

**Record No: R/16/5/7146**

The Works and Finance Report prepared by Mr Greg Erskine (Community Engineer) for the period ended 30 April 2016, was tabled.

Issues arising included;

- Recent work on the BMX track and the reserve off Alderly street is looking tidy.

- New town map has been placed in the vicinity of Centennial Park carpark. Appreciation to the Otautau Promotions for their contribution to this project.
- Town Hall has had several items removed for the camping ground upgrade, prior to the building going out for tender.
- Plantings on the township road reserves have become overgrown. ICC Parks is to undertake a check in the town over the next few months to view the current condition of the trees and review what should be trimmed or removed.

#### **Resolution**

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

**That the Otautau Community Board:**

- a) **Receives the report titled “Works and Finance Report to Otautau Community Board for the period ended 30 April 2016” dated 24 May 2016.**

### **7.3 Alex McKenzie Park Arboretum**

**Record No: R/16/5/7409**

Communication from the Alex McKenzie Memorial Arboretum Trust seeking the Board’s support in the employment of a paid cleaner for the toilet block situated at the Alex Mckenzie Memorial Arboretum, was tabled.

The Board was advised that the maintenance of the toilet block has been undertaken by a Trust member for seven years and Trustees for the past two years.

The Board noted that due to the area being open to Freedom Camping and the increased number of Freedom Campers utilizing the area the toilets require cleaning on a more regular basis.

Members were informed that the Trust acknowledged that funding of a paid Cleaner would have to come out of the Trust’s annual budget.

Mr Erskine explained that included in the lease agreement the Trust is responsible for the public toilets situated at the Arboretum and subsequent cleaning of same.

In discussing this issue the Board offered no objection to the Trust arranging for the employment of a paid cleaner and acknowledged that funding will be by way of the Trust’s annual budget.

Cr Baird suggested an approach be made to Council to ascertain the possibility of this toilet block being included as a district wide funded toilet, which will mean to the Trust that this toilet block will be included in council’s public toilet schedule and funding for the employment of a paid cleaner will become district funded.

#### **Resolution**

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

**That the Otautau Community Board:**

- a) **Receives the report titled “Alex McKenzie Park Arboretum” dated 24 May 2016.**

- b) Requests staff respond to the Trust advising the Board offers no objection to the Trust arranging for the employment of a paid cleaner and acknowledged that funding will be by way of the Trust's annual budget.
- c) Requests staff investigate the possibility of this toilet block being classified as a district wide funded toilet, which will mean that this toilet block will be included in Council's public toilet schedule and funding for the employment of a paid cleaner will become district funded.

#### 7.4 Tennis Courts - Holt Park

**Record No: R/16/5/7748**

Communication via e-mail from the Otautau Tennis Club requesting the Board to consider the state of the lines at the courts at Holt Park, was tabled.

The Board noted that the Tennis Club has expressed concern at the state of the tennis court lines especially in view of the fact the lines were repainted just over one year ago.

The Community Engineer commented the contractor had advised at the time of the repaint the original area was not in good condition.

Member Davidson commented that included in the Holt Park Management Plan maintenance of the courts is the responsibility of the Club.

In discussing this issue the Board agreed to assist with follow-up maintenance to the courts however suggested that the club be advised that it does not have the funds available for regular maintenance work and suggested the Club commence fundraising in anticipation of further work required to the courts.

Further to this the Board has requested the Community Engineer liaise with Council's contractor for a possible simple repair solution to the lines on the court.

#### **Resolution**

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

**That the Otautau Community Board:**

- a) **Receives the report titled "Tennis Courts - Holt Park" dated 24 May 2016.**
- b) **Requests the Community Engineer liaise with Council's contractor for a solution to the lines on the courts and requests staff advise the Club commence fundraising in anticipation of further work required to the courts.**

#### 7.5 Draft Unmanned Aerial Vehicles Policy

**Record No: R/16/4/5655**

Report by T Dytor (Policy Analyst) outlining the draft Use of Unmanned Aerial Vehicles Policy, was tabled.

In her report Ms Dytor advised that under new rules introduced by the Civil Aviation Authority (CAA), Council can grant or decline consent for the use of Unmanned Aerial Vehicles (UAVs) on property that it owns or controls. The draft Unmanned Aerial

Vehicle Policy sets a framework to allow Council to do this.

Ms Dytor advised feedback is sought from the Board regarding local areas that should be considered for prohibition or restriction of unmanned aerial vehicle use.

In discussing the report members considered areas that could be affected by the use of unmanned aerial vehicles and felt there were none affecting the Otautau area.

### **Resolution**

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

**That the Otautau Community Board:**

- a) **Receives the report titled “Draft Unmanned Aerial Vehicles Policy” dated 19 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) **Advises that it considers there are no local areas that should be considered as restricted or prohibited areas for the use of unmanned aerial vehicles.**

## **7.6 Remuneration for Chairs and Members of Community Boards**

**Record No: R/16/5/6273**

Report by Mrs S Marrah (Finance Manager) that sets out the rates of remuneration that apply for Community Board chairs and members from 1 July 2016 to 30 June 2017, was tabled.

The Board noted the amount payable to Council’s Community Board chairs and members is determined by the Remuneration Authority.

Mrs Marrah added that rates specified by the Remuneration Authority are the maximum amount that can be paid.

Mrs Marrah advised that at the Council meeting held on 27 April 2016 Council approved the Authority’s proposed remuneration rates for all elected members including Community Board chairs and members.

Presented within the report to the Board was a schedule of current and proposed remuneration levels for all of Council’s Community Board chairs and members.

### **Resolution**

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

**That the Otautau Community Board:**

- a) **Receives the report titled “Remuneration for Chairs and Members of Community Boards” dated 3 May 2016.**

**Updates**

**8.1 Areas of Responsibilities**

Works

Member Davidson reported on works issues within the township for the Community Engineer to action. These included;

- Issue with new driveways not up to Council standard; include Eton and George Streets
- Trimming of trees overhanging footpaths
- Drain situated from Katrine to Clitheroe street; possible safety issue

Parks & Reserves

Member Herrick raised safety issues relating to the clock tower at Holt Park in regards to the lack of a safety rail surrounding tower. Community Engineer to arrange the necessary work required.

Cemeteries

Member Gutsell advised of maintenance undertaken at Settlers Cemetery.

In regards to the Otautau cemetery, Member Gutsell advised of maintenance required; this includes a new berm, kiosk to be stained and rhododendrons to be planted. Staff to action.

**8.2 Councillor's Report**

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

- Dog registration for the 2016/2017 year to remain at \$30.00
- Otautau & District Community Charitable Trust renewal of lease at the Otautau office
- Update on the lease/sale of the former Ohai Railway Board Rolling Stock currently out for expressions of interest

The meeting concluded at 3.55pm

CONFIRMED AS A TRUE AND CORRECT  
RECORD AT A MEETING OF THE OTAUTAU  
COMMUNITY BOARD HELD ON THURSDAY, 2  
JUNE 2016.

**DATE:**.....

**CHAIRPERSON:**.....