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# Mossburn Community Development Area Subcommittee **UNCONFIRMED** **OPEN MINUTES**

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Minutes of a meeting of Mossburn Community Development Area Subcommittee held in the Mossburn Fire Station, 45 Devon Street, Mossburn on Monday, 25 July 2016 at 6.30pm.

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## PRESENT

<b>Chairperson</b>	Jim Guyton
<b>Deputy Chairperson</b>	Ged Newlands Lance Hellewell Alister Macdonald John MacKenzie Bruce Taylor
<b>Councillor</b>	John Douglas

## IN ATTENDANCE

<b>Committee Advisor</b>	Rose Knowles
<b>Community Engineer</b>	Bruce Miller
<b>Community Partnership Leader</b>	Kelly Tagg
<b>Community Development Planner, Venture Southland</b>	Steven Watson

**1 Apologies**

At the close of the agenda no apologies had been received.

**2 Leave of absence**

At the close of the agenda no requests for leave of absence had been received.

**3 Conflict of Interest**

Member Hellewell advised of a conflict of interest relevant to report 7.4 entitled Resource Consent Application – Nelson Petroleum.

**4 Public Forum**

There were no persons seeking speaking rights in Public Forum.

**5 Extraordinary/Urgent Items**

There were no Extraordinary/Urgent items.

**6 Confirmation of Minutes**

**Resolution**

Moved Member MacKenzie, seconded Member Hellewell

**That the minutes of Mossburn Community Development Area Subcommittee meeting held on 21 March 2016, be confirmed.**

**Reports**

**7.1 Works and Finance Report to Mossburn Community Development Area Subcommittee for the period ended 30 June 2016**

**Record No: R/16/5/7864**

The Works and Finance Report prepared by the Community Engineer, Mr Bruce Miller for the period ending 30 June 2016, was tabled.

Issues reported to the subcommittee included;

- Sumps in the township have been emptied with drainage work on Sussex Street to be completed.
- Fiordland Nurseries are to finish tree trimming around the township.
- The Information Kiosk stone columns have been installed and the beam for the top to be completed at the engravers and then installed. A grant of \$3,600 from Meridian Energy has been received for the project.
- Discussions were held with NZTA re the exit from Farmlands on to Sussex Street. Transit have no issues with the exit.

The subcommittee requested the Area Engineer invite NZTA to attend a CDA meeting in the near future to discuss the bus parking and the pedestrians crossing the highway outside the Mossburn Diner and the toilets.

### **Resolution**

Moved Member Macdonald, seconded Member MacKenzie

**That the Mossburn Community Development Area Subcommittee:**

- a) **Receives the report titled “Works and Finance Report to Mossburn Community Development Area Subcommittee for the period ended 30 June 2016” dated 7 July 2016.**
- b) **Requests the Community Engineer to invite NZTA to attend a CDA meeting.**

### **7.2 Information Kiosk - Meridian Energy Community Fund, Funding Agreement** **Record No: R/16/6/10133**

Report by Bruce Miller, Community Engineer, regarding Meridian Energy Community Fund, Funding Agreement for the Information Kiosk in Mossburn, was tabled.

Mr Miller advised that a copy of the signed agreement by the CDA Chairman and an invoice for the project has been sent to Meridian Energy for processing. A copy of the funding agreement was included for Members information.

### **Resolution**

Moved Councillor Douglas, seconded Member Hellewell

**That the Mossburn Community Development Area Subcommittee:**

- a) **Receives the report titled “Information Kiosk - Meridian Energy Community Fund, Funding Agreement ” dated 7 July 2016 and notes the requirement to report progress to Meridian.**

### **7.3 Elected Members' Expense Reimbursements and Allowances**

**Record No: R/16/7/10223**

Report by Sheree Marrah, Finance Manager, regarding Elected Members' Expense Reimbursements and allowances, was tabled.

Mrs Marrah advised the purpose of the report is to inform Community Boards and Community Development Area Subcommittees of the recent changes to Council's Elected Members' Remuneration and Reimbursements Policy and the associated impact on them.

Members noted the revised policy amendments were adopted by Council on 8 June 2016 and are effective from 1 July 2016. The subcommittee was advised that the Remuneration Authority (RA) sets the framework for the remuneration and reimbursement of local government elected members, namely the Mayor, Councillors and Community Board members.

Mrs Marrah informed Council recently reviewed its Elected Members' Remuneration and Reimbursements Policy as a result of some minor changes required by the RA to mileage and travel time allowances.

Mrs Marrah explained Council staff recommended a number of additional amendments to the policy to allow reimbursement of expenses and the payment of allowances to Community Board members and Council Subcommittee members.

The subcommittee noted the revised policy includes the provision of mileage and travel time allowances as well as expenditure reimbursements for Community Board and Subcommittee members, in line with Councillors.

Mrs Marrah advised that the specific provisions relevant to Community Boards and Council Subcommittees incorporated into the revised policy are as follows:

- **Mileage allowance**, can be claimed in line with Councillors, where travel exceeds 30 kilometres within a day.
- The **mileage allowance** will be paid to elected members at a rate of 74 cents per kilometre (consistent with the IRD rates) for the first 5,000 kilometres.
- The rate for travel in excess of 5,000 kilometres will remain at 37 cents per kilometre. The 30 kilometre round trip threshold (ie, 15 kilometres each way) applies to visits to Council offices (or other regular meeting venues deemed to be a Council office for the purpose of this policy). For other Council requested travel by elected members, no threshold will apply.
- **Travel time allowance**, can be claimed in line with Councillors, at a rate of \$37.50 per hour, where travel time exceeds 1 hour within a day.
- The policy states that where Community Board or Subcommittee meetings are held at a regular venue other than a Council office, this location will be deemed to be a Council office for the purposes of mileage and travel time allowances.
- **Reimbursement for costs** can be claimed for courses, seminars and training associated with the role of an elected member. Associated travel and accommodation costs may also be reimbursed if in accordance with the policy.

In regard to the funding of any such claims the subcommittee was informed although the revised change in mileage and travel time allowances for Community Board and Council Subcommittee members has not specifically been budgeted for in 2016/2017.

Mrs Marrah advised it is anticipated that this will not be a significant cost to the communities as the majority of elected members live within 15 kilometres of their nearest Council office and travel less than one hour to attend meetings.

The subcommittee noted payment of allowances and reimbursements will be funded from local operating budgets of the relevant Community Board or Subcommittee.

### Resolution

Moved Member Newlands, seconded Member McKenzie

**That the Mossburn Community Development Area Subcommittee:**

- a) **Receives the report titled “Elected Members’ Expense Reimbursements and Allowances” dated 18 July 2016.**

#### 7.4 Resource Consent Application - Nelson Petroleum

**Record No: R/16/7/11208**

**Note:** Member Hellewell declared an interest on this matter and withdrew from the meeting while the report was under discussion.

Report on the Resource Consent Application – Nelson Petroleum prepared by Theresa Cameron, (Resource Management Planner), was tabled.

The subcommittee noted that Nelson Petroleum seeks resource consent to demolish the existing buildings at 37 Devon Street and build a 24 hour self-service fuel facility with the following breaches of the District Plan being assessed:

- Commercial activity in an Urban Zone which is not located within the Commercial Precinct.
- Earthworks – 775m<sup>3</sup> is required to be excavated to remove existing fuel tank and install new 70,000l tank. This is also assessed via a building consent.
- Noise – Council has sought further details in relation to the noise report in order to confirm all potentially affected parties.
- Hazardous Substances – storage of HSNO sub-class 3.1A-D liquid petroleum fuels in underground tanks. This is being assessed by the Environmental Health Department and their assessment will be incorporated into this application.
- Signage

The subcommittee agreed to support the application subject to the applicant complying with conditions imposed by the Resource Management Committee.

#### **Resolution**

Moved Member MacKenzie, seconded Member Taylor

**That the Mossburn Community Development Area Subcommittee:**

- a) **Receives the report titled “Resource Consent Application - Nelson Petroleum” dated 20 July 2016.**
- b) **Supports the application for a Resource Consent lodged by Nelson Petroleum, subject to the applicant complying with all conditions imposed by the Resource Management Committee.**

**Member Hellewell returned to the Meeting at this point.**

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

**Record No: R/16/5/6286**

The Community Partnership Leader – Overview of Role report prepared by the Community Partnership Leader Mrs Kelly Tagg, was tabled.

Mrs Kelly Tagg (Community Partnership Leader, Northern and Western Southland) provided an update to the CDA on the newly established Community Partnership Leader positions and the role they will have in the community going forward.

### Resolution

Moved Member Macdonald, seconded Member Hellewell

**That the Mossburn Community Development Area Subcommittee:**

- a) **Receives the report titled “Community Partnership Leader - Overview of role” dated 2 May 2016.**

## 8.0 Updates

### 8.1 Chairperson’s Report

The Chairman, Jim Guyton, reported on matters with which he has been involved since the subcommittee’s last meeting which included;

- Cluster meeting in Lumsden
- Upgrade of the Mossburn Kiosk and funding options with Venture Southland.
- Delivery issues with First Edition in the Mossburn Township

### 8.2 Committee Reports

#### Community Centre

Member Taylor advised that stained glass window from the Anglican Church is to be installed in the foyer of the hall.

#### Cemetery

Chairman Guyton advised that there has been some vandalism at the cemetery.

#### Northern Southland Development Trust

Chairman Guyton advised that the Trust has recommenced and that they will have four meetings a year.

### 8.3 Councillor’s Report

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

- Freedom Camping Rangers in Te Anau
- Cycle trail update
- Roading funding
- Rate increases
- Tourism numbers
- Local Government meeting in Dunedin

The meeting concluded at  
8.20pm

The Chairperson thanked Members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT  
RECORD AT A MEETING OF THE MOSSBURN  
COMMUNITY DEVELOPMENT AREA  
SUBCOMMITTEE HELD ON 26 JULY 2016

**DATE:**.....

**CHAIRPERSON:**.....