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# Thornbury Community Development Area Subcommittee

## OPEN MINUTES

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Minutes of a meeting of Thornbury Community Development Area Subcommittee held in the Thornbury Hall, 14 Broderick Street, Thornbury on Thursday, 14 July 2016 at 6.05pm.

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### PRESENT

<b>Chairperson</b>	Annette Horrell
<b>Members</b>	Iain Bulling Andrew Hall Stuart Shaw Nathan Ronald
<b>Councillor</b>	Rodney Dobson

### IN ATTENDANCE

<b>Community Partnership Leader</b>	Simon Moran
<b>Community Engineer</b>	Greg Erskine
<b>Committee Advisor</b>	Alyson Hamilton

**1 Apologies**

There were no apologies received.

**2 Leave of absence**

There were no requests for leave of absence.

**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 Bulling, seconded Member Ronald **and resolved:**

**That the minutes of Thornbury Community Development Area Subcommittee meeting, held on 10 March 2016 be confirmed.**

**Reports**

**7.1 Action Sheet**

**Record No: R/16/7/10353**

Action Sheet from the subcommittee's previous meetings, was tabled.

Issues reported to the subcommittee included;

Hall Heating

The meeting was advised the preferred heating units (Blackheat Heater) is no longer available and direction from the meeting is sought in regards to an alternative option.

The subcommittee was advised an alternative option was provided at an earlier meeting being a Energostrip 2.0KW ceiling heater at a cost of \$6,181.80 (excl GST) for ten units.

In discussing this issue Members were mindful of the extra cost of the suggested alternative heating option and requested staff approach Riverton Electrical to investigate further heating options for the Hall and provide quotes for same.

### Resolution

Moved Member Shaw, seconded Councillor Dobson **and resolved:**

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

- a) **Receives the report titled “Action Sheet” dated 5 July 2016.**
- b) **Requests staff approach Riverton Electrical to investigate alternative options for the Hall heating and provide quotes for same.**

### 7.2 Works and Finance Reports to Thornbury Community Development Area Subcommittee for the period ended 31 May 2016

**Record No: R/16/5/7885**

Works and Finance Report for the period ended 31 May 2016, was tabled.

Issues reported to the subcommittee included;

- Repainting of the Thornbury Hall signage has been completed and is to be installed in due course.
- The meeting expressed disappointment at the new seal work recently undertaken at the corner of Foster Road and the Thornbury Gropers Bush Road, which is already in need of repair work.
- Resource consent application has been lodged by a resident on Middleton Street for storage of containers on his property. Members expressed concern at the visual aspect for adjoining neighbours.

### Resolution

Moved Member Ronald, seconded Member Bulling **and resolved:**

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

- a) **Receives the report titled “Works and Finance Reports to Thornbury Community Development Area Subcommittee for the period ended 31 May 2016” dated 28 June 2016.**

### 7.3 Extra-ordinary Vacancy - Thornbury CDA

**Record No: R/16/7/10505**

Report by Mrs Alyson Hamilton, Committee Advisor, regarding the extra-ordinary vacancy on the Thornbury CDA, was tabled.

Mrs Hamilton advised the Thornbury Community Development Area subcommittee (CDA) is to consider and decide on the filling of the extra-ordinary vacancy on the subcommittee created by the resignation of Mr Robbie Wills.

Mrs Hamilton informed Mr Robbie Wills tendered his resignation as a member of the Thornbury CDA effective from 30 March 2016.

Mrs Hamilton explained the CDA now has the opportunity to fill the vacancy and outlined the options available to the CDA. These being;

- Do nothing – i.e. carry the vacancy until the next Triennial meeting which would be held February/March 2017.
- Appoint highest unsuccessful candidate at the last CDA Triennial elections; this does not apply for this particular subcommittee as there were only 6 candidates nominated at the last Triennial elections.
- Subcommittee members to canvas the community for suitable nominees to fill the vacancy.

Following discussion on this report members agreed to option three outlined above i.e. canvassing the community for suitable nominees to fill the vacancy.

### **Resolution**

Moved Chairperson Horrell, seconded Member Shaw **and resolved:**

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

- a) **Receives the report titled “Extra-ordinary Vacancy - Thornbury CDA” dated 6 July 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) **Agrees to canvas the community for a suitable nominee to fill the vacancy on the subcommittee.**

## **7.4 Bylaw Review Process**

**Record No: R/16/4/5229**

Report by T Dytor (Policy Analyst) outlining that in 2016, the Cemetery Bylaw 2006, the Keeping of Animals, Poultry and Bees Bylaw 2010 and the Control of Advertising Signs Bylaw 2008 will be reviewed, was tabled.

Ms Dytor outlined the approach that will be taken to consultation and review proposed.

The subcommittee noted the submission period is 9 to 30 June 2016 and that community views will be considered during formal consultation and during pre-consultation engagement.

Ms Dytor added that the subcommittee is asked to make a submission during the consultation period and individual members can engage during pre-consultation sessions in May.

### **Resolution**

Moved Councillor Dobson, seconded Member Ronald **and resolved:**

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

- a) **Receives the report titled “Bylaw Review Process” dated 2 June 2016.**

## 7.5 Draft Unmanned Aerial Vehicles Policy

**Record No: R/16/4/5661**

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 subcommittee 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 Thornbury area.

### **Resolution**

Moved Member Bulling, seconded Member Shaw **and resolved:**

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

- 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 Elected Members' Expense Reimbursements and Allowances

**Record No: R/16/7/10234**

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 Board 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 Bulling, seconded Member Hall **and resolved:**

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

- a) **Receives the report titled “Elected Members’ Expense Reimbursements and Allowances” dated 4 July 2016.**

### 8.1 Chairperson's Report

The Chair, Member Horrell, reported on activities with which she has been involved since the subcommittee’s last meeting. These included;

- Attendance at Community Board/CDA Chairpersons meeting
- Appreciation to Mayor Tong on his attendance at the Thornbury ANZAC service
- Appreciation to Councillor Dobson as Ward representative for the Waiiau / Aparima Ward

Request for staff to arrange a cleaning contract for the current Hall Cleaner/Custodian. Staff to forward draft contract to the Chair for perusal.

### 8.2 Community Partnership Leader

Mr Simon Moran reported on activities with which he has been involved. These included;

- Police Review
- Working with Ministry of Education – school bus route

### 8.3 Councillor's Report

Councillor Dobson reported on activities from the Council table. These included;

- Adoption of Annual Plan 2016/2017
- Setting of rates for the Financial year 1 July 2016 to 30 June 2017
- Riverton Pool rate increase of \$3.00

The meeting concluded at 7.15pm

CONFIRMED AS A TRUE AND CORRECT  
RECORD AT A MEETING OF THE  
THORNBURY COMMUNITY DEVELOPMENT  
AREA SUBCOMMITTEE HELD ON THURSDAY,  
14 JULY 2016.

**DATE:**.....

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**CHAIRPERSON:**.....