



Notice is hereby given that a Meeting of the Gorge Road and Districts Community Development Area Subcommittee will be held on:

Date: Monday, 9 April 2018
Time: 1pm
Meeting Room: Gorge Road Community Centre
Venue: Factory Road
Gorge Road

Gorge Road and Districts Community Development Area Subcommittee Agenda OPEN

MEMBERSHIP

Chairperson	Ray Waghorn
Deputy Chairperson	Mark Hamill
Members	Rex Botting
	Julie Keast
	George Kevern
	Gay Munro
	Helen O'Connor

IN ATTENDANCE

Committee Advisor	Fiona Dunlop
Community Partnership Leader	Michelle Stevenson

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Full agendas are available on Council's Website
www.southlanddc.govt.nz

Terms of Reference - Community Development Area Subcommittees

Community Development Area Subcommittees are delegated the following responsibilities by the Southland District Council.

- Represent and act as an advocate for the interest of its community.
- Consider and reporting on all matters referred to it by the Southland District Council, or any matter of interest or concern to the Community Development Area Subcommittee;
- Maintain an overview of services provided by the Southland District Council within the community;
- Consider annual estimates for expenditure within the community and recommend these to Council;
- Communicate with community organisations and special interest groups within the community;
- Undertaking any other responsibilities that are delegated to it by the Southland District Council.

In addition to these activities, Community Development Area Subcommittees will consider how best to provide for our communities, and the people who live there, into the future.

Community Development Area Subcommittees will provide leadership by:

- Positively representing their community and the Southland District;
- Identifying key issues that will affect their community's future and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities.
- Promote a shared vision for the wider community of interest area and develop ways to work with others to achieve positive outcomes

Community Development Area Subcommittees will adopt a strategic focus that will enable members to:

- Provide local representation and guidance on wider community issues, initiatives and projects.
- Contribute to the development and promotion of community cohesion, by developing and supporting relationships across a range of stakeholders at a local, regional and national level.
- Take part in local community forums, meetings and workshops.
- Inform local residents and ratepayers on issues that affect them.

Community Development Area Subcommittees shall have the following delegated powers and be accountable to Council for the exercising of these powers.

Engagement and representation

- Facilitating the Council's consultation with local residents and community groups on local issues and local aspects of district wide issues including input into the Long-term Plan, Annual Plan, and policies that impact on the Board's area.
- Engaging with council officers on local issues and levels of service, including infrastructural, recreational, community services and parks, reserves and cemetery matters.
- Representing the interests of the community at Council, Committee or Subcommittee meetings when a motion under debate relates to a matter that the Board considers to be of particular interest to the residents within its community.
- Monitoring and keeping the Council informed of community aspirations and the level of satisfaction with services provided.

Financial

- Approving expenditure within the limits of annual estimates.
- Approving unbudgeted expenditure for locally funded activities up to the value of \$10,000.

Rentals and leases

- In relation to all leases of land and buildings within their own area, on behalf of Council;
 - Accepting the highest tenders for rentals of \$10,000; or less per annum.
 - Approving the preferential allocation of leases where the rental is \$10,000 or less per annum.

Local assets and facilities

- Overseeing the management of local halls and community centres which are owned by Council and where no management committee exists. This will occur by way of relationship with officers of Southland District Council.
 - Appoint a local liaison person responsible for community housing.
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The Community Development Area Subcommittees can make recommendations to Council on:

Assets and Facilities

- Annually providing feedback on any asset management plans or community services strategies applicable to the community for which the Community Development Area Subcommittee is responsible.

Rentals and leases

- In relation to all leases of land and buildings within their own area, on behalf of Council;
 - Recommending rentals in excess of \$10,000 per annum to the Group Manager Services and Assets.
 - Recommending the preferential allocation of leases where the rental is in excess of \$10,000 per annum to the Group Manager Services and Assets.

Contracts/Tenders

- Recommending tenders less than \$200,000 to the Group Manager Services and Assets.
- Recommending tenders in excess of \$200,000 to the Services and Assets Committee.
- Recommending tenders to the Services and Assets Committee where preference is not for acceptance of the highest tenderer,

Financial

- Recommending annual estimates to Council
- Recommending unbudgeted expenditure in excess of \$10,000 to the Services and Assets Committee.

Local Policy

- Considering matters referred to it by officers, the Council, its committees or subcommittees, including reports and policy and bylaw proposals relating to the provision of council services within the Board's area; and
- Making submissions or recommendations in response to those matters as appropriate.
- Appoint a local liaison person responsible for community housing.

The Chairperson of each Community Development Area Subcommittee is delegated with the following additional responsibilities:

- Approval of leases, rental agreements and the rollover of existing contracts under \$1,000;
 - Engaging with Community Development Area Subcommittee members to make submissions to the Council on behalf of the Community Development Area Subcommittee where a submission period is outside of the Community Development Area Subcommittee meeting cycle. Where a Chairperson is unable to base a submission on a consensus among Community Development Area Subcommittee members, a Community Development Area Subcommittee meeting must be held.
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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

Committee Members are reminded of the need to be vigilant to stand aside from decision-making when a conflict arises between their role as a member and any private or other external interest they might have.

4 Public Forum

Notification to speak is required by 5pm at least two days before the meeting. Further information is available on www.southlanddc.govt.nz or phoning 0800 732 732.

5 Extraordinary/Urgent Items

To consider, and if thought fit, to pass a resolution to permit the committee to consider any further items which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the Chairperson must advise:

- (i) the reason why the item was not on the Agenda, and
- (ii) the reason why the discussion of this item cannot be delayed until a subsequent meeting.

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

"Where an item is not on the agenda for a meeting,-

- (a) that item may be discussed at that meeting if-
 - (i) that item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion."

6 Confirmation of Minutes

- 6.1 Meeting minutes of Gorge Road and Districts Community Development Area Subcommittee, 12 March 2018



Gorge Road and Districts Community Development Area Subcommittee

OPEN MINUTES

Minutes of a meeting of Gorge Road and Districts Community Development Area Subcommittee held in the Gorge Road Community Centre, Factory Road, Gorge Road, on Monday, 12 March 2018 at 1.03pm.

PRESENT

Chairperson	Ray Waghorn
Members	George Kevern
	Gay Munro
	Helen O'Connor
	Councillor Julie Keast

IN ATTENDANCE

Committee Advisor	Fiona Dunlop
Community Partnership Leader	Michelle Stevenson

1 Apologies

Apologies were received from Rex Botting and Mark Hamill.

Resolution

Moved Cr Keast, seconded Member Munro and **resolved:**

That the Gorge Road and Districts Community Development Area Subcommittee accept the apology.

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 was no public forum.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Member Munro, seconded Member Kevern and **resolved:**

That the Gorge Road and Districts Community Development Area Subcommittee confirms the minutes of the meeting held on 17 October 2017 as a true and correct record of that meeting.

Reports

7.1 Gorge Road Septic Tank Issues

Senior Projects Engineer, Water and Waste – Matt Keil and Geoff Gray from Downers were in attendance for this item.

Mr Keil advised that there have been some problems with septic tanks in the Gorge Road area and also the location/accessibility of the biofilters for the tanks . The current septic tanks are programmed to be “de-sludged” and the location of the biofilters marked with GPS coordinates to facilitate easier location at a later date, this work will be completed by 1 July 2018.

The Subcommittee noted that a letter would be sent to the ratepayers in Gorge Road to advise of their responsibilities for their septic tank and that a laminated diagram advising of who was responsible for what would also be included with the letter.

7.2 Council Report

Record No: R/18/2/3887

Community Partnerships Leader – Michelle Stevenson was in attendance for this item.

Miss Stevenson took the Subcommittee through the Council report and particularly highlighted the following:

- Whakamana te Waituna Trust
- Community Organisation and Volunteer Sector Shared Services Pilots
- Community Leadership Planning process
- Community Governance and Representation Review
- 2018-2028 Draft Long Term Plan
- People and Capability – New Group Manager, Services and Assets
- Winton Air Quality
- Dog Control Amnesty.

Resolution

Moved Member Munro, seconded Member O'Connor **recommendation a and a new b (as indicated) and resolved:**

That the Gorge Road Community Development Area Subcommittee:

- a) Receives the report titled “Council Report” dated 26 February 2018.**
- b) Request that officers clarify the reserves funds.**

Councillor’s Report

Councillor Keast advised of various issues that she had been involved with since the last meeting of the Subcommittee.

She particularly highlighted the following:

- The Representation Review
- Sealing of the Catlins Alternative Coastal Route
- Opening of the Curio Bay Tumu Toka Natural Heritage Visitor Centre

Chair's Report

Chairperson Waghorn reports on matters that he had been involved with since the last Subcommittee meeting.

He particularly highlighted that he had attended numerous meetings on the upcoming Representation Review.

Mr Waghorn also advised that he had had communication from the Community Engineer on various issues regarding the Gorge Road Recreation Reserve and the project to get the Oteramika Church bell erected on a suitable structure.

Moved Chairperson Waghorn, seconded Member Kevern and **resolved that**

That the Gorge Road and Districts Community Development Area Subcommittee:

- a) **Request that a meeting of the Subcommittee be arranged for 1pm on Monday 9 April 2018, to consider numerous items relating to the Gorge Road Recreation Reserve (without the shelter by shunting block) and the erection of a structure for the Oteramika Church bell and associated work with that project.**
- b) **Request that officers prepare a report for the meeting above, on the funding for the numerous items relating to the Gorge Road Recreation Reserve (without the shelter by shunting block) and the erection of a structure for the Oteramika Church bell and associated work with that project.**

The meeting concluded at 2.35pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE GORGE ROAD AND DISTRICTS COMMUNITY DEVELOPMENT AREA SUBCOMMITTEE HELD ON MONDAY 12 MARCH 2018.

DATE:.....

CHAIRPERSON:.....

Gorge Road Reserve

Record No: R/18/3/6144
Author: Brendan Gray, Community Engineer
Approved by: Matt Russell, Group Manager Services and Assets

Decision Recommendation Information

Executive Summary

- 1 This paper seeks to summarise the discussions and subsequent recommendation associated with the Gorge Road Recreation Reserve.
- 2 The Gorge Road Community Development Area Subcommittee is seeking to further improve the facilities at the Gorge Road Recreation Reserve and integrate a heritage walk around the reserve.
- 3 This report covers a number of activities proposed as part of these works including the erection of a bus shelter, spraying of the reserve track, mowing activities, the establishment of a bell structure and associated signage.

Options

- 4 Through the development of the project a number of options were reviewed and assessed, particularly in relation to the size and scale of the shelter and bell structure.
- 5 Some of these options included; a larger enclosed structure and a significant bell tower structure.
- 6 Given the available budget constraints a number of the options were reduced in scale resulting in the following recommendations being tabled.

Recommendations

- 7 It is recommended that we spend \$10K on the bell structure with an additional \$3,500.00 for fencing between the Primary School and the Reserve track on the western boundary, to be funded from general ward reserves.
- 8 It is further recommended that we spend an additional \$10K on the track work, planting, shelter, signage etc from Gorge Road reserves as well as a \$500.00 credit at Pukerau Nursery.
- 9 Signage is proposed to be positioned on top of a mound of dirt with an old plough in front/beside with ground cover planting surrounding.
- 10 It is noted that the \$24k total identified above, will not complete the work in its entirety and will need to be distributed and prioritised accordingly. However, it is anticipated that a large portion of the works is able to be completed with this initial funding utilising taskforce labour and maintenance contractor resource in some instances.
- 11 Please note, the Shelter by the shunting block was to be excluded from this report as resolved by the CDA Subcommittee.
- 12 Some detailed pricing has been undertaken as follows. This pricing is to be reviewed by the CDA Subcommittee with subsequent decisions formalised.

Pricing Received

- 13 Signage pricing received to date is as follows:
- 1.2m x 0.4m - \$390
 - 1.5m x 0.4m - \$590
 - 1.8m x 0.5m - \$870
 - 2.1m x 0.5m - \$990
 - 2.4m x 0.6m - \$1260
- 14 Fulton Hogan has priced to spray the reserve track on the following basis:
- \$340 per annum, based on two sprays
 - Each additional spray would be \$170.00
- 15 Pricing for bus shelter as follows (similar to the Community Noticeboard shelter):
- To modify the existing Community sign/shelter into a bus shelter is \$6,408.35
 - To build a new bus shelter adjacent to the existing one is \$8,633.65.
- 16 Pricing for fencing along the back of school grounds between school and track:
- The fencing materials and labour required to complete this fence is \$2,700.00. To complete this project satisfactorily we would need to trim and remove some hedge and old vegetation around the hall area so that the fence can go back into a similar position where it was originally.
- 17 Removal of hedge above the stormwater outlet:
- Total \$2,150.00
- 18 The area west of the school where the new part of the track goes through is covered in Noxious (gorse, broom, convolvulus) weeds and needs sprayed. Pricing has not yet been sourced. CDA Subcommittee to advise if they would like pricing for this element as it has to date been excluded from scope.
- 19 As previously communicated the concrete panel structure cannot be priced adequately without being properly designed (structure and installation) by a qualified structural engineer. This (if we were to employ someone) would eat into a large chunk of our funding available. Direction from the CDA Subcommittee would be appreciated. It is recommended however, that given the funding constraints the extent of this structure is minimised.
- 20 Mowing of the reserve and spraying of the track as follows:
- Pricing has been sought from Zwies Contracting. They were \$170.00 per mow x12 = \$2,040.00 and \$226.00 per spray of the track (required 3 x per annum = \$678.00)
 - Delta Utilities have priced to mow the reserve and spray the track. Spraying on three occasions per annum will be \$765.00 or \$63.75 per month. Mowing will be \$3,300.00 for 12 mows or \$275.00 per month.

Other Considerations

- 21 The Gorge Road School is taking steps towards getting another contractor and have since advised that they have a contractor from Edendale who will complete this mowing for the same price. They are currently completing our SDC H&S document.

- 22 Further discussion between the Gorge Road CDA Subcommittee and the Heritage Society is still required. This is to decide on the heritage gates, fencing along the reserve frontage, and other project parts the Heritage Society may choose to fund.

Recommendation

That the Gorge Road and Districts Community Development Area Subcommittee:

- a) **Receives the report titled "Gorge Road Reserve" dated 29 March 2018.**
- b) **Accepts or declines the idea for a new sign and decide on the title (Gorge Road Domain, Gorge Road Recreation Reserve) and size.**
- c) **Accepts or declines the external quote by Fulton Hogan to spray the Gorge Road Recreation Reserve track at \$340.00 for two sprays and \$170.00 if any other additional sprays are required.**
- d) **Accept or decline the idea to modify the existing cemetery information shelter into a bus shelter (\$6,408.35) or build a new structure similar and install on the other side of the school access (\$8,633.65)**
- e) **Accept or decline the quote for fencing along the back of the school grounds taking into account the work that will be required by members prior to this fence being installed (\$2,700.00 for fence incl materials and installation)**
- f) **Accept or decline the quote to remove the hedge above the stormwater outlet drain in the reserve. This is to remove approx. 6 trees from the hedge row and chip \$2,150.00**
- g) **Request the Community Engineer to obtain quotes from external contractors to spray the area east of the school for gorse, broom, blackberry and convolvulus.**
- h) **Decide on a design for the bell tower or park the idea in the interim until a suitable plan and funding can be obtained (if the value is greater than the \$10K currently available)**
- i) **Accept or decline the quote from Zwies Contracting for mowing the Recreation Reserve and spraying the walking track.**
- j) **Accept or decline the quote from Delta contracting for mowing the Recreation Reserve and spraying the walking track.**
- k) **Decide on which projects (if any) should be funded/completed by the Gorge Road Heritage Society.**

Attachments

There are no attachments for this report.