



Notice is hereby given that an Ordinary Meeting of Southland District Waiau/Aparima Ward Committee will be held on:

Date: Wednesday, 10 July 2019
Time: 8.30am
Meeting Room: Council Chamber
Venue: 15 Forth Street
Invercargill

Waiau/Aparima Ward Committee Agenda OPEN

MEMBERSHIP

Chair	Mayor Gary Tong
Councillors	Stuart Baird
	George Harpur
	Nick Perham

Contact Telephone: 0800 732 732
Postal Address: PO Box 903, Invercargill 9840
Email: emailsdc@southlanddc.govt.nz
Website: www.southlanddc.govt.nz

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

Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. Should Members require further information relating to any reports, please contact the relevant manager, Chairperson or Deputy Chairperson.

TABLE OF CONTENTS

ITEM	PAGE
 PROCEDURAL	
1 Apologies	5
2 Leave of absence	5
3 Conflict of Interest	5
4 Public Forum	5
5 Extraordinary/Urgent Items	5
6 Confirmation of Minutes	5
 REPORTS	
7.1 Unbudgeted expenditure - grant for Ohai hall upgrade project	11
7.2 Unbudgeted expenditure report - Nightcaps event sign	15
7.3 Unbudgeted expenditure request - Otautau Camping Ground upgrade	19

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 Waiau/Aparima Ward Committee, 10 April 2019



Waiau/Aparima Ward Committee

OPEN MINUTES

Minutes of a meeting of Waiau/Aparima Ward Committee held in the Committee Room, First Floor, Southland District Council, 15 Forth Street, Invercargill on Wednesday, 10 April 2019 at 1.45pm.

PRESENT

Chair	Mayor Gary Tong
Councillors	Stuart Baird
	Nick Perham

APOLOGIES

Councillor George Harpur

IN ATTENDANCE

Chief Financial Officer	Anne Robson
Graduate Accountant	Kate Westenra
Committee Advisor	Alyson Hamilton

1 Apologies

There was an apology from Councillor Harpur.

Resolution

Moved Cr Perham, seconded Cr Baird and **resolved:**

That the Waiau/Aparima Ward Committee 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 Cr Perham, seconded Cr Baird **and resolved:**

That the Waiau/Aparima Ward Committee confirms the minutes of the meetings held on 1 November 2018 and 29 November 2018 as a true and correct record of those meetings.

Reports

7.1 Financial Report to Waiau Aparima Ward for the period ended 28 February 2019

Record No: R/19/3/4696

Graduate Accountant – Kate Westenra was in attendance for this item.

Miss Westenra advised that the purpose of the report was to report on financial information for the Ward for the period ending 28 February 2019.

Resolution

Moved Cr Baird, seconded Cr Perham **and resolved:**

That the Waiau/Aparima Ward Committee:

- a) **Receives the report titled “Financial Report to Waiau Aparima Ward for the period ended 28 February 2019” dated 3 April 2019.**

7.2 Retrospective Approval of Unbudgeted Expenditure to Fell and Remove Dangerous Trees at the Thornbury Bridge Reserve

Record No: R/19/3/4845

Community Facilities Contract Manager – Greg Erskine was in attendance for this item.

Mr Erskine advised that the purpose of the report was to seek seek retrospective approval of unbudgeted expenditure of \$2,967.83 (excl GST) which was used to fell and remove dangerous trees and reinstate the grounds at the Thornbury Bridge Reserve on Groopers Bush Thornbury Road, Thornbury.

The Committee approved expenditure up to \$1,000 to reinstate the grounds at the Thornbury Bridge Reserve.

Resolution

Moved Cr Perham, seconded Cr Baird **recommendation a to c and d with changes as indicated (with underline) and resolved:**

That the Waiau/Aparima Ward Committee:

- a) **Receives the report titled “Retrospective Approval of Unbudgeted Expenditure to Fell and Remove Dangerous Trees at the Thornbury Bridge Reserve” dated 20 March 2019.**
- 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) **Approves the retrospective unbudgeted expenditure of \$2,967.83 (excl GST) used to fell and remove dangerous trees and up to \$1,000 (excl GST) to reinstate the grounds at the Thornbury Bridge Reserve on Groopers Bush Thornbury Road, Thornbury, to be funded from the Waiau/Aparima Ward reserve.**

7.2 Speed Limit Review - Officer Update

Record No: R/19/4/6219

Southland District Council Road Engineering - Ben Whelan and WSP Opus Traffic Engineer - Sreenath Venkataraman were in attendance for this item.

They advised that the Council is reviewing speed limits across the District and what is proposed for Waiau Aparima Ward.

The meeting concluded at 1.55pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE WAIU/APARIMA WARD
COMMITTEE HELD ON WEDNESDAY 10 APRIL 2019.

DATE:.....

CHAIRPERSON:.....

Unbudgeted expenditure - grant for Ohai hall upgrade project

Record No: R/19/6/12191
Author: Kelly Tagg, Community Partnership Leader
Approved by: Rex Capil, Group Manager Community and Futures

☒ Decision ☐ Recommendation ☐ Information

Purpose

- 1 The purpose of this report is to re-confirm the allocation of a grant from the 2019/2020 ward general projects budget of up to \$10,000 to the Ohai Community Development Area Subcommittee (CDA) to assist with the costs of their planned community hall upgrade.

Executive Summary

- 2 The Ohai CDA had planned to carry out an upgrade to the community hall in the 2016/2017 financial year and the Waiau/Aparima ward councillors at the time had agreed to grant \$10,000 from the ward reserve towards the project.
- 3 For a variety of reasons the project did not go ahead as planned in 2016/17 and will instead take place in 2019/2020.
- 4 The Ohai CDA has committed \$26,000 in local funds towards this project which will essentially cover the cost of the window replacement. The CDA also wishes to install a new hot water zip, refurbish the supper room, make some kitchen improvements and purchase new chairs.

Recommendation

That the Waiau/Aparima Ward Committee:

- a) **Receives the report titled "Unbudgeted expenditure - grant for Ohai hall upgrade project" dated 1 July 2019.**
- 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) **Approves a grant of up to \$10,000 from the Waiau/Aparima Ward Committee to assist with the costs associated with the planned Ohai hall upgrade, to be funded from the 2019/20 ward general projects budget.**

Background

5 The Ohai CDA had previously planned a project to upgrade the hall in 2016/2017. The scope of the project included the replacement of all the windows, a lighting upgrade and painting of the main auditorium and the installation of a new hot water zip.

6 This project was scoped to cost approximately \$40,000 and was to be funded as follows;

Ohai CDA	\$26,000.00
Waiau/Aparima Ward	\$10,000.00
Ohai Railway Fund grant	<u>\$ 4,000.00</u>
	\$40,000.00

7 When the new CDA was elected in 2017 it reviewed the project and decided upon new priorities which included addressing the heating as feedback from the community was that the current heating was not satisfactory.

8 Staff worked with the CDA to get the boiler operational again and it is now heating the hall successfully.

9 During this time the Ohai Bowling Club ceased to exist and their building was gifted back to the community. A public consultation was carried out to ascertain which building the community wished to retain as a community facility. The hall was the clear community favourite and the CDA now wishes to get the planned hall upgrade back on track.

10 The priorities for the CDA are the replacement of all the windows with double glazed aluminium joinery, the refurbishment of the supper room (new paint and curtains), the purchase of a new hot water zip and some kitchen improvements which includes the purchase of new equipment (cutlery, crockery, pots and pans) and some additional kitchen joinery.

11 Whilst all costs have not yet been received, indicative pricing for some aspects have been received as follows;

Windows	\$29,706.85
23L Zip	\$1,200.00
100 chairs	\$8,000.00
Kitchen supplies	<u>\$5,185.82</u>
	\$44,092.67

Issues

12 The Ohai CDA and wider community wants to keep moving with the planned upgrade and it is important for planning purposes that funding sources are secured.

13 The windows will be installed in the spring and the subcommittee is currently working with staff to scope and cost the remainder of the project.

14 The CDA would like confirmation that the original grant of \$10,000 is still available and intends to apply to the Ohai Railway Fund for additional funds also.

15 It is intended that the CDA will apply to the Ohai Railway Fund for a significant portion of the remaining costs and it is noted that the subcommittee may not require the full \$10,000 from the ward.

- 16 Should the required levels of funding not be granted from the Ohai Railway Fund Committee and the Waiau/Aparima Ward Committee, the Ohai CDA will have to rationalise their project.

Factors to Consider

Legal and Statutory Requirements

- 17 There are no legal or statutory requirement to consider.

Community Views

- 18 A survey was conducted in the latter part of 2018 seeking input from the community as to their preferred option for a community centre and the result was that 86% of respondents were in favour of retaining the hall as the community centre and the remaining 14% wished to use the Ohai Bowling Club as the community centre.
- 19 The Ohai CDA resolved at its meeting on 12 March 2019 to retain the Ohai hall and it also recommended to Council that the Ohai bowling clubrooms be disposed of.

Costs and Funding

- 20 The Ohai CDA has approved \$26,000 in funding towards this project from the subcommittees local reserves.
- 21 The Waiau/Aparima Ward Committee had previously indicated it would provide funding assistance by way of a \$10,000 grant towards this project.
- 22 The CDA also intends to apply to the Ohai Railway Fund for funding to complete this project once it is fully scoped and is seeking approval for a grant of up to \$10,000 from the Waiau/Aparima Ward Committee.

Policy Implications

- 23 There are no policy implications.

Analysis

Options Considered

- 24 The options are to either provide funding assistance or not provide funding assistance.

Analysis of Options

Option 1 – approve a grant of up to \$10,000 to the Ohai Community Development Area Subcommittee to assist with the costs associated with carrying out the Hall upgrade.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">the planning and implementation of the hall upgrade project is able to progress	<ul style="list-style-type: none">there will be less funds available within the Waiau/Aparima ward that can be used for other projects

Option 2 – do not approve a grant of up to \$10,000 to the Ohai Community Development Area Subcommittee to assist with the costs associated with carrying out the Hall upgrade.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">there are additional funds within the Waiau/Aparima Ward that can be used for other projects	<ul style="list-style-type: none">the Ohai CDA will only be able to carry out a limited upgrade to the hall

Assessment of Significance

- 25 The request for a funding contribution is not considered significant in terms of Council's significance and engagement policy.

Recommended Option

- 26 It is recommended that the Waiau/Aparima Ward Committee approve a grant of up to \$10,000 to the Ohai CDA to assist with the planned hall upgrade.
- 27 The ward committee notes that the Ohai CDA will also make an application to the Ohai Railway Fund Subcommittee for a grant towards this project

Next Steps

- 28 The final aspects of the project will be scoped and costed which includes the refurbishment of the supper room, the purchase of additional kitchen supplies and some new kitchen joinery.
- 29 A funding application will be submitted to the next funding round of the Ohai Railway Fund.

Attachments

There are no attachments for this report.

Unbudgeted expenditure report - Nightcaps event sign

Record No: R/19/7/12230

Author: Kelly Tagg, Community Partnership Leader

Approved by: Rex Capil, Group Manager Community and Futures

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 The purpose of this report is for the Waiau/Aparima Ward Committee to consider a request from the Nightcaps Community Development Area Subcommittee (CDA) for a grant of \$3,650.00 (plus GST) to cover the cost of the purchase and installation of the community events signs at Dr Woods Park in Nightcaps.

Executive Summary

- 2 The Nightcaps CDA wishes to install an events sign at Dr Woods Park in Nightcaps in order to keep the community updated with happenings in the township.
- 3 The CDA has made a request to Councillor Perham for a grant from the Waiau/Aparima Ward to cover the cost of the purchase and installation of the event sign.

Recommendation

That the Waiau/Aparima Ward Committee:

- a) **Receives the report titled "Unbudgeted expenditure report - Nightcaps event sign" dated 2 July 2019.**
- 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) **Approves a grant of \$3,650 (plus GST) from the Waiau/Aparima Ward reserves for the Nightcaps Community Development Area Subcommittee to cover the cost of the purchase and installation of a community events sign at Dr Woods Park in Nightcaps.**

Background

- 4 Several smaller towns in the Southland District had expressed an interest in installing a community events sign in their township. Staff worked with the communications team and

Creation Signs to come up with a design that would allow for consistency between our townships with the first sign being installed in Ohai recently.

- 5 The Nightcaps CDA also wishes to install an events signs at Dr Woods Park; Creation Signs have advised that the cost to install the sign will be \$3,650 plus GST.
- 6 The CDA has approached Councillor Perham, as the councillor appointed to the subcommittee, for a grant to cover the cost of the purchase and installation of the events sign.

Issues

- 7 The CDA will need to seek approval from Council to erect the sign at Dr Woods Park and will also need to investigate if a resource consent is required.

Factors to Consider

Legal and Statutory Requirements

- 8 There are no legal and statutory requirements to consider.

Community Views

- 9 The Nightcaps CDA is deemed to represent the views of the community.

Costs and Funding

- 10 The cost of the sign is \$3,650 plus GST and the Nightcaps CDA is seeking funding from the Waiau/Aparima Ward reserves for this project.

Policy Implications

- 11 Staff will work with the CDA to determine if a resource consent is required and to also gain approval to erect the sign at Dr Woods Park.

Analysis

Options Considered

- 12 The options are to contribute \$3,650 to the funding of the community events sign, contribute a smaller amount or to not contribute to the funding.

Analysis of Options

Option 1 – Contribute \$3,650 to the funding of the Nightcaps events sign

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">the cost for the purchase and installation of the community events sign in Nightcaps are covered by the funding contribution from the Waiau/Aparima Ward.	<ul style="list-style-type: none">current ward allocations will be diminished and will not be available for other events or funding

Option 2 – contribute less than \$3,650 in funding towards the Nightcaps events sign

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">there are additional funds within the ward allocation to use on other funding	<ul style="list-style-type: none">the project may not be able to proceed if additional funds are not available

Option 3 – do not contribute towards the funding of the community events sign

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">there are additional funds within the ward allocation to use on other funding	<ul style="list-style-type: none">the project may not be able to proceed if funding is not available

Assessment of Significance

- 13 The request for a funding contribution is not considered significant in terms of Council's significant and engagement policy.

Recommended Option

- 14 Option 1 is the recommended option.

Next Steps

- 15 If the funding contribution is approved staff will work to ensure any resource consent requirements are satisfied and that the necessary approvals are given before the community events sign is erected.

Attachments

- A Quote for Nightcaps Event Sign - Creation Signs - 27 June 2019 [↓](#)



Customer Account: Z219
Date Created: 27 June 2019

Quote Number:
J22590

Quote Prepared For: Kelly Tagg
Southland District Council
PO Box 903
Invercargill 9840

Name: Riki Shuttleworth
Phone: 0276867999
Email: riki.shuttleworth@creationsigns.co.nz

Thank you for the opportunity to submit pricing to you. All prices are based on the quantities and items shown below.

J22590	Supply and install Nightcaps events sign panel with changeable lettering - 2400mm x 1100mm	3650.00
	5mm alloy powdercoated panel with painted timber frame	\$2380.00
	Travel to Nightcaps and install	\$ 710.00
	Corfulte letter panels 300mm x 150mm (letters 200mm high) 1 x set 240 letters/numbers	\$ 560.00

Subtotal	3,650.00
GST	547.50
Total	4197.50

Quote Terms

1. All prices are exclusive of GST and FREIGHT unless otherwise stated.
2. All orders will be subject to our standard Terms and Conditions of Sale.
3. Delivery times may vary and will be confirmed on receipt of your order number.
4. Quote Valid for 30 Days only.
5. Prices may be subject to major currency and material cost fluctuations outside of our control. However, negotiation will be sought prior to price changes being implemented.

If you have any questions then please do not hesitate to contact me and I would be happy to assist in any way possible.

Creation Signs Limited:
88 Bill Richardson Drive
P.O Box 313, Invercargill
Ph: 03 211 0301
Fax Sales: 03 214 1711

Unbudgeted expenditure request - Otautau Camping Ground upgrade

Record No: R/19/7/12239

Author: Kelly Tagg, Community Partnership Leader

Approved by: Rex Capil, Group Manager Community and Futures

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 The purpose of this report is to re-confirm the grant of \$15,000 from the Waiau Aparima Ward Committee towards stage one of the Holt Park Camping Ground upgrade project.

Executive Summary

- 2 The Otautau Community Board approved a project for the 2015-25 long term plan to upgrade the facilities at the Otautau Camping Ground and set aside \$240,000 in funding from the towns reserves to cover the cost.
- 3 Councillor Baird also approached the Waiau Aparima Ward councillors for a grant and subsequently \$15,000 was approved towards stage one of the upgrade.
- 4 The project and funding was originally planned and approved for the 2015/2016 financial year but due to a variety of reasons did not proceed as planned. The project will now commence in July 2019.

Recommendation

That the Waiau/Aparima Ward Committee:

- a) **Receives the report titled "Unbudgeted expenditure request - Otautau Camping Ground upgrade" dated 2 July 2019.**
- 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) **Approves a grant of \$15,000 from the Waiau Aparima Ward reserves to assist with the costs associated with the Otautau Camping Ground upgrade project.**

Background

- 5 The Otautau Community Board identified a project to upgrade the Otautau Camping Ground as part of the 2015-2025 long term plan with a budget of \$240,000.00 to be funded from the Otautau general reserve and the Otautau forestry reserve. The opening balance of these reserves was approximately \$267,000 combined at the start of the 2017/2018 financial year.
- 6 The Waiau Aparima Ward had also previously agreed to contribute \$15,000 towards the project as evidenced in the attached minutes from the Otautau Community Board dated 29 January 2015.
- 7 The project has had several changes in scope in recent years, including a desire by the current community board to reduce the total cost of the project to allow the board to undertake further projects in the township such as tennis court resurfacing and a grant for a children's bike track.
- 8 The revised project went out for tender and one tender was received. The project is due to commence in July 2019.
- 9 The board had hoped that the total cost of the demolition and building work would be around \$120,000.
- 10 At the time that the project was originally scoped the state of the septic tank was unknown but staff are now recommending that due to the proximity of the septic tank and disposal field to the Otautau stream that the camping ground join the town sewerage scheme which will require the installation of new pipe work around the outside of the Holt Park reserve and a pump from the septic tank.
- 11 The total project cost is as follows;
- | | |
|-------------------------|--------------------|
| Demolition phase | \$4,157.39 |
| Building phase | \$136,656.73 |
| Drainage/sewerage phase | <u>\$34,078.25</u> |
| Total | \$174,892.37 |

Issues

- 12 The key issue for the ward committee is to confirm if it wishes to continue to support this project by way of a \$15,000 grant from the Waiau Aparima Ward reserve.

Factors to Consider

Legal and Statutory Requirements

- 13 There are no legal and statutory requirements to consider.

Community Views

- 14 This project was included in the 2015-2025 long term plan and as such as been through the necessary consultation process with the community.
- 15 The views of the community board are also deemed to represent the views of the wider community.

Costs and Funding

- 16 The total project cost is \$174,892.37. The board had approximately \$267,000 in general and forestry reserves at the start of the 2017/2018 financial year.
- 17 The board has identified additional projects that it wishes to undertake in the town if funds are available.

- 18 The board is seeking to re-confirm that the \$15,000 in funding from the Waiau Aparima Ward Committee is still available to help offset the costs of the necessary sewerage upgrade.

Policy Implications

- 19 There are no policy implications.

Analysis

Options Considered

- 20 The options are to contribute \$15,000 towards the funding of the Otautau Camping Ground upgrade or not contribute to the project.

Analysis of Options

Option 1 – contribute \$15,000 towards the Otautau Camping Ground Project

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">the Otautau Community Board will have additional funds available to undertake other planned projects in the township	<ul style="list-style-type: none">current ward allocations will be diminished and will not be available for other events or funding

Option 2 – do not contribute funding towards the Otautau Camping Ground Project

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">there are additional funds within the ward allocation to use on other funding	<ul style="list-style-type: none">the Otautau Community Board will have less funds available to undertake additional projects in the township

Assessment of Significance

- 21 The request for a funding contribution is not considered significant in terms of Council's significant and engagement policy.

Recommended Option

- 22 Option 1 is the recommended option.

Next Steps

- 23 If the funding contribution is agreed, finance will be asked to manage the internal transfer of funds.

Attachments

- A Minutes - Otautau Community Board - 29 January 2015 [🔗](#)



Otautau Community Board

OPEN MINUTES

Minutes of a meeting of Otautau Community Board held in the SDC Office Otautau on Thursday, 29 January 2015 at 11am.

PRESENT

Chairperson	Andre' Bekhuis
Members	Stuart Baird
	Ken Davidson
	Peter Gutsell
	Peter Herrick
	Amber Joyce

IN ATTENDANCE

Area Engineer	Greg Erskine
Area Officer	Kelly Tagg
Environmental	Craig Smith
Health Officers	Sarah Wilson

Otautau Community Board
29 January 2015



1 Apologies

Resolution

Moved Member Davidson, seconded Member Herrick

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

2 Leave of absence

There were no Members requesting leave of absence for this meeting.

3 Conflict of Interest

No conflicts of interest were noted and declared.

4 Public Forum

There were no persons seeking speaking rights.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved by Member Herrick, seconded by Member Gutsell

That the Meeting minutes of Otautau Community Board, held on 11 December 2014 be confirmed.

Reports for Resolution

7.1 Action Sheet

Record No: R/15/1/1546

The Action Sheet from the Board's previous meetings was circulated for Members' information.

The meeting was advised as follows;

- McDonough Contracting were working in the township carrying out a rider mains project in George, Gray and Liemen Streets.
- Councillor Baird informed the meeting that the Waiau Aparima Ward has agreed to grant \$15,000 towards stage one of the Holt Park Camping Ground Upgrade. Further funds may be available once the final costings are known and the business plan is finalised.
- A meeting with representatives from Otautau School, the Area Engineer and the Roading department will be held when school resumes for the year in order to discuss the location of pedestrian crossings and flashing lights outside the school.

Otautau Community Board
29 January 2015



- The Otautau Combined Sports Complex does not hold a written lease agreement with Council. However, it is intended that this will be addressed in the future. The current rental charge was put in place by previous Boards as an occupation cost.

13.01.4.0 Otautau Sewerage Connections

The Board was advised a building consent has now been lodged by the property owner that was recently prosecuted by Council. The meeting was also advised that the property in Clitheroe Street is being connected shortly.

14.04.6.4 Upgrade to Otautau War Memorial Reserve

The meeting was informed the report from Venture Southland concerning the Otautau War Memorial will be available soon; Member Gutsell to liaise with the Area Engineer to ensure the monument is re-painted prior to 25 April 2015.

14.04.7.0 Repairs to floodbanks

The Area Engineer advised that the consent will be lodged within the next two weeks; the culvert extension will be completed after that.

14.04.7.0 Game Trail Camera

The Area Engineer and Member Herrick to arrange for the purchase of a suitable game trail camera for use by Otautau Police.

Resolution

Moved by Member Herrick, seconded by Member Joyce

That the Otautau Community Board:

- Receives the report titled "Action Sheet" dated 29 January 2015.**
- Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- 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.**

7.2 Works and Finance Report to Otautau Community Board for the period ended 30 November 2014

Record No: R/15/1/551

The Works and Finance Report for the period ended 30 November 2014, was tabled.

The Members discussed the tree at the Otautau BMX Track and noted that a Notice of Motion is required before the original decision to fell the tree can be revisited.

Otautau Community Board
29 January 2015

The Area Officer will advise the petition organiser (Mrs McAlister), Farmlands and the Otautau Fire Brigade of the Board's decision once the outcome of the Notice of Motion is known.

The Area Engineer advised the meeting of the following;

- the car park at the Otautau Combined Sports Complex has been included in a re-seal project programmed to occur in 2015/16.
- footpath work is due to commence soon
- a site visit to the Water Treatment Plant in Liemen Street will be arranged prior to the next meeting at Thursday 5 March at 1.30pm.

Resolution

Moved by Member Davidson, seconded by Member Herrick

That the Otautau Community Board:

- a) Receives the report titled "Works and Finance Report to Otautau Community Board for the period ended 30 November 2014" dated 29 January 2015.**
- 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.**

7.3 Approval for an Approved Trading in Public Places Location

Record No: R/15/1/165

Purpose

To seek authorisation from the Otautau Community Board for suitable sites, within Otautau, to be used as a trading locations under the Trading in Public Place Bylaw 2013.

Executive Summary

The Trading in Public Place Bylaw controls trading in streets, reserves, recreation grounds and public places to ensure appropriate standards of convenience, safety and civic values are maintained. It also controls activities within public places which may have an adverse effect on other users of these facilities, or adjoining areas. Staff have received an application from a new operator wanting to trade from the grassed area on the side of the road by the northern Otautau Town entrance, and are seeking the Committee's approval of the site.

The Board was presented with three possible sites for consideration as follows;

- Site 1 – Northern entrance in 100 km zone (grassed area on the far side of the Otautau sign, opposite the end of Liemen Street)
- Site 2 – Northern entrance in 50 km zone (grassed area on the near side of the Otautau sign, opposite the end of Liemen Street)

Otautau Community Board
29 January 2015



- Site 3 – Outside War Memorial at 189 Main Street (parked on the roadside and trading onto the footpath). Note that conditions can be applied to this site that prohibits the site being used during RSA occasions or events.

The Board was informed that they can't restrict persons wanting to trade in public places on the basis of competition.

Member Gutsell advised the meeting he was opposed to all three sites and was also opposed to itinerant traders in the township in general

After a considerable amount of discussion on this item, the Board agreed on two sites being an area at the northern entrance to the township in 100km zone being the grassed area on the far side of the Otautau sign, opposite the end of Liemen Street and also along the roadside adjacent the carpark and grass area to the south of Otautau Vets on Main Street.

Resolution

Moved by Member Herrick, seconded by Member Davidson

That the Otautau Community Board:

- Receives the report titled "Approval for an Approved Trading in Public Places Location" dated 29 January 2015.**
- Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- 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.**
- Approve the following sites within Otautau, to be used as a trading locations under the Trading in Public Place Bylaw 2013:**
 - Northern entrance to Otautau in 100km zone (grassed area on the far side of the Otautau sign, opposite the end of Liemen Street)
 - Area of roadside adjacent the car park and grass area to the south of Otautau Vets on Main Street.

8 Committee Reports

Works

The Board identified several minor issues around the Township requiring resolution by the Area Engineer.

Parks & Reserves

Member Herrick informed the Board of a meeting held with the Area Engineer, Otautau Community Board Members and the mowing contractor in order to address issues with the quality of mowing in the Otautau Township. Areas requiring top soil have been identified at Holt Park and the Otautau Cemetery.

Otautau Community Board
29 January 2015



Cemeteries

Member Gutsell informed the meeting that the hedge has been trimmed adjacent the RSA section in the cemetery and that the new gateways have been marked out.

The meeting was also informed there are two headstones on a lean at the Settlers Cemetery; the Area Engineer was requested to investigate and report back.

Otautau Promotions

Member Gerken advised the Board that the Annual Christmas Street Party went well and that the Classic Car Show is being held on Saturday 28 February 2015. Member Gerken also thanked the Board on behalf of promotions for the \$500.00 donation to assist with running costs for the Street Party.

Hall

The Board agreed to advertise articles from the Town Hall for sale in the News and Views and to list the former balcony chairs for sale on Trademe as soon as possible.

In discussing the Hall, the Board agreed that Members Bekhuis, Vincent and Gutsell be given delegated authority to consider and subsequently approve the tender document for the disposal of the Otautau Town Hall.

Resolution

Moved by Member Davidson, seconded by Member Herrick

That the Otautau Community Board grant Members Bekhuis, Vincent and Gutsell delegated authority to consider and the tender document for the sale of the Otautau Town Hall.

9 Chairman's Report

The Chairman, Member Bekhuis, reported on matters with which he has been involved since the Board's last meeting which included a discussion concerning the possibility of an "Anne McKenzie Memorial Rose Garden" in Otautau.

At this point the Chairman also tabled draft plans for the proposed ablutions block at Holt Park for Members information.

10 Councillor's Report

Councillor Baird reported on matters from the Council table which included the following;

- granting of the Te Anau wastewater discharge consent
- Council is working with the Blackmount community concerning disposal of the former school's assets.

3.41pm

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 OTAUTAU
 COMMUNITY BOARD HELD ON

Otautau Community Board
29 January 2015



DATE:.....

CHAIRPERSON:.....