

Pohangina Valley Community Committee Minutes

Pohangina Community Committee Meeting
3rd June 2021 at 7.00pm
Via Zoom

Present: Liz Besley, Cr. Phil Marsh, Janine Hawthorn, Yvonne Forlong, Martin Pratt, Simon Francis, Julie-Ann Bolton, Jo Morris-Kynoch, Mary Nettle, Ade Walcroft, Aly Thompson - Neighbourhood Support(part of meeting)

| 1 | | Procedural Matters | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. | Apologies | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.2 | Correspondence | <ul style="list-style-type: none"> • 9 April ex Stacey Eagle re outcome of submission funding request. See 2.6 • 9 April ex J Hawthorn re joint Hall/Committee forum. Key Point highlighted in 2.3 • Email 12 May ex Aly Thompson, Neighbourhood Support- attending this meeting. See 2.2 | Mary Nettle/Julie-Ann Bolton Carried | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.3 | Confirmation Previous Minutes | That the minutes from the previous meeting held on 8th April 2021 be accepted as a true and correct record | Simon Francis/Liz Besley Carried | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.4 | Matters Arising | Covered in Agenda items below | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | | Items for Approval/Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.1 | Finances | <p>MDC Funds held for Pohangina Valley Community Committee:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="text-align: right; width: 15%;">Balance at 8/4/21</th> <th style="text-align: center; width: 10%;">Changes</th> <th style="text-align: right; width: 15%;">Balance at 25/05/21</th> </tr> </thead> <tbody> <tr> <td colspan="4">Community Project Fund</td> </tr> <tr> <td>Signage</td> <td style="text-align: right;">2000.00</td> <td></td> <td style="text-align: right;">2000.00</td> </tr> <tr> <td>Bus shelter</td> <td style="text-align: right;">3386.00</td> <td></td> <td style="text-align: right;">3386.00</td> </tr> <tr> <td>Fence</td> <td style="text-align: right;">324.78</td> <td></td> <td style="text-align: right;">324.78</td> </tr> <tr> <td>Public Meetings</td> <td style="text-align: right;">200.00</td> <td></td> <td style="text-align: right;">200.00</td> </tr> <tr> <td>Website Development</td> <td style="text-align: right;">400.00</td> <td></td> <td style="text-align: right;">400.00</td> </tr> <tr> <td>Domain Development</td> <td style="text-align: right;">2900.00</td> <td></td> <td></td> </tr> <tr> <td>- less bugles</td> <td></td> <td style="text-align: right;">90.62</td> <td style="text-align: right;">2809.38</td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td style="text-align: right;">9120.16</td> </tr> <tr> <td colspan="4">Community Planning Fund</td> </tr> <tr> <td>Pohangina Recreational Reserve</td> <td style="text-align: right;">7104.48</td> <td></td> <td style="text-align: right;">7104.48</td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td style="text-align: right;">7104.48</td> </tr> <tr> <td colspan="4">Pohangina Valley Community Trust Fund a/c:</td> </tr> <tr> <td>PVC Newsletter Sponsorship</td> <td style="text-align: right;">120.48</td> <td></td> <td></td> </tr> <tr> <td>- less 20 hard copies</td> <td></td> <td style="text-align: right;">89.80</td> <td style="text-align: right;">30.68</td> </tr> <tr> <td>AED Maintenance allowance</td> <td style="text-align: right;">100.00</td> <td></td> <td style="text-align: right;">100.00</td> </tr> <tr> <td>Donation from the Besley's</td> <td style="text-align: right;">400.00</td> <td></td> <td style="text-align: right;">400.00</td> </tr> <tr> <td>Unallocated</td> <td style="text-align: right;">54.71</td> <td></td> <td style="text-align: right;">54.71</td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td style="text-align: right;">585.39</td> </tr> </tbody> </table> | | Balance at 8/4/21 | Changes | Balance at 25/05/21 | Community Project Fund | | | | Signage | 2000.00 | | 2000.00 | Bus shelter | 3386.00 | | 3386.00 | Fence | 324.78 | | 324.78 | Public Meetings | 200.00 | | 200.00 | Website Development | 400.00 | | 400.00 | Domain Development | 2900.00 | | | - less bugles | | 90.62 | 2809.38 | Total | | | 9120.16 | Community Planning Fund | | | | Pohangina Recreational Reserve | 7104.48 | | 7104.48 | Total | | | 7104.48 | Pohangina Valley Community Trust Fund a/c: | | | | PVC Newsletter Sponsorship | 120.48 | | | - less 20 hard copies | | 89.80 | 30.68 | AED Maintenance allowance | 100.00 | | 100.00 | Donation from the Besley's | 400.00 | | 400.00 | Unallocated | 54.71 | | 54.71 | Total | | | 585.39 | Mary Nettle/ Marty Pratt Carried |
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| Community Project Fund | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Signage | 2000.00 | | 2000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bus shelter | 3386.00 | | 3386.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fence | 324.78 | | 324.78 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Public Meetings | 200.00 | | 200.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Website Development | 400.00 | | 400.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Domain Development | 2900.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Total | | | 9120.16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Community Planning Fund | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pohangina Recreational Reserve | 7104.48 | | 7104.48 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Pohangina Valley Community Trust Fund a/c: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PVC Newsletter Sponsorship | 120.48 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| AED Maintenance allowance | 100.00 | | 100.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Donation from the Besley's | 400.00 | | 400.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 2.2 | Emergency Management | <p>Aly Thompson from Neighbourhood Support attended the meeting and informed us of her role and recent activities including a music and movement program aimed at seniors but open to everyone. NS runs a buddy reading program in 7 schools and they need volunteers to start one at Awahou School.</p> <p>There is a new database being developed that will be centrally digitalized and available offline in the event of a power outage during an emergency. NS members will have a login for this database.</p> <p>There has been some discussion around a transport system and Aly asked for members for a steering committee for this.</p> <p>Yvonne has been in touch with Jeff Graham and he is coordinating a time with the Emergency Kit trainer and will update us as to availability.</p> <p>Jo reported that the County Fayre committee didn't feel the maintenance of the AED should be their responsibility.</p> <p>Phil Marsh volunteered to check the batteries.</p> <p>Liz to send Phil the suppliers details for batteries for the AED.</p> <p><u>AED Maintenance:</u></p> <p>Janine has transferred \$100 of 2020/21 community fund to the PVC Trust account. This will occur annually. Recorded in February Finance Report.</p> | Phil Marsh Action Liz Besley Action | | | | | | | | | | | | | | | |
|--------------|-----------------------------|--|--|-----------------|----------------|--------|---------|--------|----------|--------------|-------------|-----------|-------------|------------|------------|-------------|------------|--|
| 2.3 | PVCC | <p>Council has set up a zoom account in order that community committees can continue to meet via zoom.</p> <p>The following is FYI on MDC Meetings and how Community Committees best work in with timing of submitting their Minutes</p> <p>The minutes of the community committees go to a Council meeting on the third Thursday of each month with the exception of December when no meetings are held. The close off for the agenda is two weeks prior. Therefore, in order for minutes of committee meetings to appear as soon after as practicable of their meetings we would need to receive them before the first Thursday of the month. As the PVCC meet on the first Thursday of every second month this timeline won't put too much pressure on you Yvonne. However, we always like to receive the minutes at least within a fortnight following the meeting as it allows time for any actions that need to be followed up by officers. There have been a couple of actions that have slipped through the cracks from previous meetings as for whatever reason we hadn't received the minutes until a couple of days before the meeting. We appreciate that committee members are all volunteers so there will be times that this will happen.</p> <p>Hopefully the above helps. I've included the meeting dates and cut offs below:</p> <table border="1" data-bbox="507 1682 1259 2016"> <thead> <tr> <th>PVCC Meeting</th> <th>Council Meeting</th> <th>Agenda Cut-off</th> </tr> </thead> <tbody> <tr> <td>3 June</td> <td>22 July</td> <td>8 July</td> </tr> <tr> <td>5 August</td> <td>16 September</td> <td>2 September</td> </tr> <tr> <td>7 October</td> <td>18 November</td> <td>4 November</td> </tr> <tr> <td>2 December</td> <td>17 February</td> <td>3 February</td> </tr> </tbody> </table> | PVCC Meeting | Council Meeting | Agenda Cut-off | 3 June | 22 July | 8 July | 5 August | 16 September | 2 September | 7 October | 18 November | 4 November | 2 December | 17 February | 3 February | |
| PVCC Meeting | Council Meeting | Agenda Cut-off | | | | | | | | | | | | | | | | |
| 3 June | 22 July | 8 July | | | | | | | | | | | | | | | | |
| 5 August | 16 September | 2 September | | | | | | | | | | | | | | | | |
| 7 October | 18 November | 4 November | | | | | | | | | | | | | | | | |
| 2 December | 17 February | 3 February | | | | | | | | | | | | | | | | |

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| | <p>2.3.1 PVCC Community Funding</p> | <p>The draft budget for 2021-22 currently shows the community committee project funding returning to \$3,000.00 for each community committee, which if approved by Council, will go out for the life of the Long Term Plan.</p> <p>The Annual Community Committee Forum was held on 7 April with the following initiatives.</p> <p>1. A list of actions is to be noted at each CC meeting and sent to Council the following day to: communitycommittees@mdc.govt.nz. This is separate to Minutes and Janine advised to put as much detail as possible. The PVCC decided that the Secretary would be responsible for doing this. Suggest that we assist Yvonne by having her read actions out at the end of the meetings so they are agreed and ready to email.</p> <p>2. A quarterly newsletter to all CC's emailed in May, Aug, Nov and Feb.</p> <p>3. NB. Write submission requesting any community funding that will not be used by 1 June to be rolled over. Liz emailed this on 12 April which was acknowledged on 13 April by J Hawthorn .</p> | <p>Yvonne Forlong - Action</p> |
| 2.4 | <p>River Access</p> | <p>No update</p> | |
| 2.5 | <p>Raumai Reserve</p> | <p>No update</p> | |
| 2.6 | <p>Pohangina Recreation Reserve</p> | <p>Successful submission provisionally- \$10,000 over 3 years. Confirmation end of June.</p> <p>Brent Besley and Marty Pratt have worked on the yards on several separate days over the past two months. The measurements for gates have been given to Lumberland and the final job will be to swing them.</p> <p>MDC have mowed the Reserve but Liz has had contact from the grazier regarding the timing of the mowing.</p> <p>Liz has spoken with council and has organised to winter mow only upon her advisement.</p> <p>Marty addressed the control of the rushes in the oval area is through constant mowing but it would be too wet to mow in July and August.</p> <p>Liz to coordinate with grazier in future and once sheep have grazed the oval then Liz will assess moisture level and ring for mowing if dry enough.</p> | <p>Liz Besley- Action</p> |
| 2.7 | <p>Pohangina Wetlands Project</p> | <p>The search for Daniel O'Regan's replacement by the Pohangina Valley Community Trust as mandated by the Gordon and Anne Pilone Charitable Trust Deed of Variation (2019) is continuing. The selection does not have to be a member of PVCT or PVCC. Notification of the vacancy was made in the April newsletter without response so far. Liz Besley has been working on this.</p> <p>Gordon is excited to report the beginning of new works in the home block to upgrade for amalgamating in to the Pohangina Wetlands. Tim Luttrell is at the helm with lots of dirt and mud and water being</p> | |

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| | | <p>exposed to create something special...</p> <p>John Dykman has been contracted to assist Tim and will continue as plant pest manager. He has already dealt with several unwanted large "weeds" with much more to do over the years to keep Pohangina Wetlands fit.</p> | |
| 2.8 | Pohangina Valley Community Trust | A meeting will be called in the next short term to acknowledge Daniel O'Regan's resignation and hopefully coincide with a replacement trustee. | |
| 2.9 | ANZAC DAY | A big thank you to Yvonne Forlong who, in collaboration with RSA's Harry Ross, coordinated a very successful Anzac Day. Huge thanks also to Jo Morris and the team who helped out at County Fayre serving refreshments and Anzac biscuits with trade mark Kiwi hospitality. Liz Besley has written an article to submit with John Brock's photos for the newsletter | |
| 2.10 | PVCC Newsletter and Website | <p>Julie Ann published another superb newsletter on 16 April and is now collating articles for the June digital edition. Mary Nettle printed and delivered some hard copies. There are now about 270 receiving via email of which about 70% are opening</p> <p>Yvonne Forlong will continue sponsoring the printing newsletter for the June edition.</p> <p>Phil and Yvonne to supply articles for the newsletter.</p> <p>Sam Etheridge – a prior student at Awahou School – joined the meeting and is donating his time to the PVCC to design and construct our website. There was discussion around the structure of the site and links to different aspects of the Valley. Gary Martin is in control of the current website and Liz to contact him to retrieve access and pay for Domain name</p> | <p>Phil Marsh and Yvonne Forlong – Action</p> <p>Liz Besley-Action</p> |
| 2.11 | Community Action Plan | As the community plan needs to be reviewed for inclusion in the MDC's LTP a special meeting will be held on Thursday July 1 st 2021 at 5.30pm at County Fayre to complete this. Janine Hawthorn will attend this meeting also. | |
| 2.12 | Bus Shelter | <p>Yvonne has contacted Christine Pullar regarding the design work and she has advised that she is still interested in completing this project and has some ideas and will coordinate with Liz Grant re the completion of this.</p> <p>Yvonne will contact her again in a few weeks re progress.</p> | Yvonne Forlong-Action |
| 2.13 | Signage Project | Ashhurst Pohangina Lions will erect signs after completion of stockyards at Reserve. | |
| 2.14 | Annual 10 yr plan | <p>Email below from Mayor re submission for Community Funding.</p> <p>DRAFT 10 YEAR PLAN 2021-31 – FUNDING REQUEST</p> <p>Thank you for making a funding request to the draft 10 Year Plan 2021-31. Council received 30 requests in total from a wide range of community groups and several of our community committees.</p> <p>Council listened to presentations from those who wished to speak to the Council in person about their request on 10 September 2020. We then considered all of the requests as we drafted our budget (October - December 2020). Final budget decisions will not be made until after consultation and all formal submissions have been considered. Adoption of the Plan is scheduled for late June.</p> | |

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| | | <p>The Pohangina Community Committee asked that two projects be considered for the 10 Year Plan. They have been addressed as follows:</p> <p>Renewal of the gel coat of the Pohangina swimming pool - Council has included a condition assessment of the pool in the draft budget for year 1 (2021/22). Based on the outcome of that assessment we will then consider appropriateness of the gel coat.</p> <p>Continued development of the Pohangina Recreation Reserve – Funding has been allocated from the Community Planning Fund at \$10,000 per year for the first three years of the Plan (2021/22, 2022/23 and 2023/24).</p> | |
| 2.15 | Valley Road Lookout | No further update | |
| 2.16 | Pohangina Hall Committee | <p>The fencing is complete around the lawn and this seems to have solved the unnecessary access issue. The committee still needs more members and their Quiz Night fundraiser is Saturday 31st July.</p> <p>James Adamson had annual meeting with committee. A 25,000L tank has been installed at the rear of the hall with adjacent pump. The condition of the roof is being addressed with James organising a contractor for treatment and future work will be MDC funded.</p> <p>James to check mowing contractor is clear-blowing the paths adjacent to the Hall post mowing.</p> <p>The new booking system is working well with online form and a bond required. The finances have been completed but the hall floor needs resurfacing. PVCC to allocate \$500 to Hall Committee but there will need to be alternative funding to complete this work.</p> | |
| 2.17 | Pohangina School and Pool | Ade reported that the pool is emptying slowly and he will keep monitoring this. The windows in the changing rooms are plastic and Ade would like to see these replaced with glass. | |
| 2.18 | County Fayre | <p>Jo Morris-Kynoch gave us an update.</p> <p>The CF Committee would like the sharing shelf to be relocated or removed as it is not being utilised for its intended purpose when it was established which was excess produce.</p> <p>The submission for the new deck and ramp access for the Library to MDC was successful. The toilet is being redeveloped and this project is being completed with combined CF and MDC funding. The running of the Pohangina Library has been taken over by the CF Committee.</p> <p>Drinks and Nibbles are still being held on the third Friday of every month and a Coffee and Dessert evening will be held on the 3rd of July.</p> | |
| 3 | Other Business | | |
| 3.1 | MDC Report | <p>Cr. Phil Marsh</p> <p>10year submissions have been presented to Council. A full day of deliberations on the Budget followed and annual rates have been</p> | |

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| | | <p>struck. A Maori ward has been established and this will trigger a review of councillor number required. MDC won a Health and Safety Award from Safeguard NZ.</p> <p>Janine reported there is now a \$147,000 contestable fund available for application for community funding.</p> <p>Phil will reimburse Marty for the posts he supplied for the repair work to the Raumai layby parking fence.</p> | |
| 3.2 | School Reserve | Simon has volunteered to start the clean-up process of the paddock behind the old school with a long term view to a possible change of utilisation of this area. | |
| 3.3 | Branch Road Walkway | Cr.Phil Marsh reported that the Branch Road Walkway is not their jurisdiction and John Brock has decided this is not a task easily undertaken by volunteers. | |
| 3.4 | Village Signs | No further update | |
| 3.5 | Konewa Shared Pathway | Update in near future on the Strategic Plan. | |
| 3.6 | Totara Reserve Advisory Group | Next meeting 30 th June 9.00am No venue advised | |
| 3.7 | Village road marking | John Brock wrote a report supported with photo diagram proposing road marking on the intersection of Pohangina and Finnis roads. This was discussed and unanimously supported. | Cr.Phil Marsh Action |
| | Meeting Closed | Meeting closed at 9.45 pm | |
| | Next Meeting | Thursday 5 th August 2021 at County Fayre. | |