

MINUTES PAUATAHANUI RESIDENTS ASSOCIATION COMMITTEE MEETING

Date of meeting:	21 April 2015
Time:	7:30pm
Venue:	21 Paekakariki Hill Road
Members present:	Ken McAdam [Chair] Diane Strugnell [Treasurer] Erica Nicholls [Secretary] Anna Dellow
In attendance:	-
Apologies:	Nicky Chapman Joanne Cross Andrew Manning

Items

Minutes

Welcome and Apologies

The Chair welcomed attendees to the meeting and noted apologies.

1. Approval of minutes

The draft minutes from the previous meeting held on 26 March, were **moved** by Ken and **seconded** by Anna.

2. Matters arising

All previous Action Items completed (highlighted in attached schedule) will be removed from future action item lists. Refer to attached action item update for details of completed items and work in progress.

The Committee **noted** the progress on action items.

3. Pauatahanui Village Planning Programme

Anna provided the following updates, which were **noted** by the Committee:

Traffic Report

Anna has prepared a Traffic Safety report for the village, focusing on the area between the Lighthouse Cinema and Grays Road, including the school bus bay. It has now been put on the website for comment.

Historic Trail

Potential historic sites have now been identified for the trail. The positioning of signs will be investigated further with assistance from Council staff. A trail map is to be designed.

Bench installed

A bench seat has now been installed by the toilets alongside the Lighthouse Cinema. A rubbish bin will be installed shortly.

4. Treasurers Report

Diane tabled her Treasurer's Report:

Transactions since previous meeting

PRA account

Payment	Judgeford Golf Club – AGM booking	\$100
Balance		<u><u>\$2,444.55</u></u>

PRA History account

Received	Book Sales	\$136.28
Payment	Whitby Post	\$18.00
Balance	Cheque	\$13,536.18
	PayPal	\$1129.87
		<u>\$14,666.05</u>

To be passed for payment

General Account KapiMana \$104.01 for AGM venue hire

General Account Postage \$40.00 for AGM newsletters

General Account Hard Drive \$59.95 for PRA electronic file storage

General Account Farewell/thank you gifts \$80-\$100 (2 Management Committee members)

Moved: Erica **Seconded:** Anna

Audit Provisions

Gillian Cross, Cross Financial Services, is auditing the accounts for the 2014-15 financial year. The Department of Internal Affairs has introduced new requirements for financial reporting by registered charities, which includes PRA. This involves a tiered system and PRA will meet the criteria for Tier 4. Under this tier of reporting, PRA will only be required to provide a Statement of Receipts and Payments, similar to that currently undertaken. PRA will need to give some consideration to whether changes are required to the constitution to reflect the appropriate level of financial reporting.

5. Other topical issues

Pauatahanui History Group – Memories Magazine

The February-March Issue of the NZ Memories magazine contained an article on Pauatahanui, some content of which was noted to be factually incorrect and some of which appeared to have been taken directly from the Pauatahanui history book. It was noted that the History Group have written to the editor of the magazine. The reply from the editor has now been received and noted. The reply has not addressed the issues raised. The PRA will leave this matter in the hands of the History Group to take forward, or not, as it sees fit.

PCC's Long Term Plan

Jo and Diane are preparing PRA's submission to PCC's Long Term Plan, with submissions closing on 1 May. Key points to be included so far are:

- support for the Village Planning programme and its associated funding from PCC
- acknowledgement that, although future plans for Lanes Flat are not included in this LTP, the Pauatahanui community has registered an interest in working with PCC over the future of this area
- the importance of funding a programme for maintaining and upgrading the rural roads to ensure the safety of all rural road users
- clarification of PCC's policy on rural rates postponement for farm land
- support for the Te Awarua-o-Porirua Harbour and Catchment Strategy and Action Plan 2015

Resource Consents

PRA is continuing to monitor the implementation of the GroundUp Café consent conditions. There is still a number of consent conditions outstanding.

Moonshine Road Safety

The results from the completed surveys (28) on Moonshine Road are being collated and Diane is preparing a report based on the results.

Septic Tanks / Onsite Wastewater Licensing

Diane has followed up with Jim Sutton, Manager Environmental Standards, PCC, and PRA is awaiting an article for the website from PCC on the management of onsite wastewater systems (septic tanks).

SH58 Upgrade

Nothing further to note.

Transmission Gully

The Committee accepted Andy's offer to be the Committee's representative on Transmission Gully.

ANZAC Day 25 April

The Anzac Day service at Albans Church Pauatahanui will begin at 10:15 AM on Saturday 25th of April. The service will be followed by the Flag Raising and laying of Wreaths at the Pauatahanui War Memorial following which morning tea will be provided at the Pauatahanui School courtesy of the Whitby Scout Troop. The ceremony will be attended by military personnel from 11 different countries currently attending the Trentham Staff College.

6. 2015 AGM

31 March 2015 AGM

The AGM date is set for 7.30pm Tuesday 5 May, to be held at Judgeford Golf Club.

Topics on the agenda include:

- The year in review
- Transmission Gully/Lanes Flat
- Pauatahanui Village planning
- Te Ara Piko Pathway

Public Notice will appear in the KapiMana News on 30th April and newsletters advertising the event will be distributed to 350 households.

**7. PRA
Communications**

Website material

Nothing to report.

Newsletter material

Action 21042015/01: The Committee agreed the following articles for the March/April combined newsletter:

- Notice of AGM
- Request members to join the Management Committee
- Membership Form for 2015-16
- Minutes update

**9. Any other
business**

Emergency Management Planning

Jo will be requested (by Anna) to have a chat to Rebecca Jackson of the Emergency Management Group. This is to discuss whether an Emergency Management Plan is appropriate for Pauatahanui and what would be involved.

Meeting Day

It was agreed to change the PRA Management Committee meetings to the 3rd Thursday of each month.

Correspondence

General correspondence **noted**, primarily various Council meeting agendas and minutes.

Next meeting

- Next ordinary PRA meeting will be held Thursday 18 June 2015, 7.30pm
 - Venue to be determined
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- **Meeting closed at 9.30pm**
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Approved by: **Ken McAdam**
Chairman
Pauatahanui Residents Association
Management Committee

PRA Action Items

Action item	Details	Responsibility	Due	Status
New Action 21042015/01	The Committee agreed the following articles for the March/April combined newsletter: <ul style="list-style-type: none"> • Notice of AGM • Request members to join the Management Committee • Membership Form for 2015-16 • Minutes update 			
26032015/01	The Committee agreed the following potential articles for the March newsletter: <ul style="list-style-type: none"> • Notice of AGM • Membership Form for 2015-16 • Minutes update 	Erica	April 2015	Completed. March and April newsletters to be combined.
17022015/01	Develop a proposal on safety in the Pauatahanui Village.	Anna	1 July 2015	Completed The progress and discussions on this plan have been included in future meeting agendas
17022015/03	AGM topic ideas to be investigated further: <ul style="list-style-type: none"> • Transmission Gully - Erica • Wellington Super City by Ombudsman – Nicky • Village planning/consultation – Anna • Next stage of Te Ara Piko Pathway - Anna 	Erica	5 May 2015	Completed
02122014/01	Invite Clare and Bronwyn Kropp to the March 2015 PRA meeting to discuss Village Planning.	Anna/Erica	March 2015	Completed Council reps will attend the AGM
17062014/09	Discuss the 2015 and beyond Village Planning process of community workshops, etc with Claire Giblin of PCC.	Anna	Ongoing	Completed AGM forum will be utilised for this planning.

19082014/01	Brief the PRA on the archiving work as it progresses, particularly any implications about privacy of information and storage costs.	Andy/Sharon	Ongoing	Ongoing
17062014/10	Contact Heritage NZ (previously the Historic Places Trust) about potential support and funding for the history trail project.	Andy	July 2014	Andy will follow-up on his email request
21012014/04	History Group to suggest a number of points of interest in the Pauatahanui area (around 8) for a Green & Gold trail.	Ann & Christine	Next History Group meeting	Completed The identification of sites has commenced. This item will be added to future PRA agendas.
19082014/04	The Safety Barrier (Joseph Banks Drive) project should be taken forward on the basis that once some safety orientated options and costings have been developed they be discussed with the Whitby Residents Assn or their PCC rep (as appropriate). Anna will take these discussions forward with Claire Giblin of PCC in the first instance and keep the Committee informed.	Anna	Watching brief	Work in progress NZTA has taken this on as a priority project.
19112013/13	Feasibility of welcome to Pauatahanui sign. (Rotary are keen to be involved)	Jo	1 July 2015	Ongoing This will be discussed as part of 2015/16 Village projects.
15072014/06	Annually businesses run in the local area will be asked whether they would like the opportunity to sponsor the PRA website.	Secretary	Annually (April)	Discuss Feb/March 2015