

ORDINARY MINUTES

MATAMATA COMMUNITY BOARD

DATE: Monday, 10 October 2011

TIME: 5.30 pm

VENUE: Matamata Area Office
Tainui Street
MATAMATA

MEMBERSHIP – Quorum (2)

Members:

Mr D J W Anderson

Mrs C S Berg

Mrs R L Burr

Mr K R Tappin

Information and recommendations are included in the reports to assist Matamata Community Board in the decision making process and may not constitute Matamata Community Board's decision until considered by Matamata Community Board.

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MATAMATA-PIAKO DISTRICT COUNCIL

MINUTES of an Ordinary Meeting of the Matamata Community Board held in the Matamata Area Office, Tainui Street, Matamata on 10 October 2011 commencing at 5:30 p.m.

1 MEETING OPENING

The Chair welcomed everyone to the meeting and declared the meeting open.

2 PRESENT**MEMBERS PRESENT**

Mrs C S Berg
Mrs R L Burr
Mr K R Tappin
Mr Robert Utting

OFFICERS PRESENT

Mayor G W H Vercoe QSM, ED, JP Mayor
Mrs A Charters-Leahy Minute Secretary

IN ATTENDANCE

Ms S Whiting Left at 6.10 p.m.
(for item 8.2.1.)

3 APOLOGIES**MEMBERS APOLOGIES**

There were no apologies.

4 NOTIFICATION OF URGENT BUSINESS

Pursuant to clause 3.7.5 and 3.7.6 of the Standing Orders NZS 9202:2003 and Section 46A (7) of the Local Government Official Information and Meetings Act 1987, the Chairman enquired from members whether there were any additional items for consideration which qualify as extraordinary or urgent additional business.

There were no items of urgent additional business.

5 PUBLIC FORUM

There were no members of the public in attendance for the Public Forum.

6 CONFIRMATION OF MINUTES

Minutes, as circulated, of the Ordinary Meeting of the Matamata Community Board, held on 12 September 2011.

[Minutes September 12 2011 Matamata Community Board.doc](#)

COMMUNITY BOARD RESOLUTION

That the Minutes of the Ordinary Meeting of the Matamata Community Board held on 12 September 2011 be confirmed and signed as true and correct subject to the Matamata Historical Society being altered to read Firth Tower Reserve Committee in item 8.1.3.

MOVED BY: Mrs R L Burr

SECONDED BY: Mr K R Tappin

CARRIED

7 MATTERS ARISING FROM THE PREVIOUS MEETING

There were two matters arising from the previous meeting.

Item 8.2.1 Footpath Stencilling

The Matamata Community Board are still awaiting a response from Council in regards to the areas submitted for stencilling by the Board.

Item 8.2.1 Firth Street and Farmers Road Intersection

Board Member Tappin has been in contact with Mrs Susanne Kampshof in regards to this item and she has contacted NZTA to find out what can be done to rectify the safety issues raised. Mrs Kampshof will report back to the Board Member Tappin.

8 OFFICER REPORTS

8.1 CHIEF EXECUTIVE

8.1.1 MAYORAL DIARY FOR AUGUST 2011

File No: DEM021606
Attachments: [Mayoral Diary for August 2011](#)
Responsible Officer: D McLeod
Chief Executive Officer
Author: G W H Vercoe QSM, ED, JP
Mayor

EXECUTIVE SUMMARY

A copy of the Mayoral Diary for the period 1 August 2011 to 31 August 2011 is attached.

DISCUSSION

The Chairman said it had been noted that the Board had not been invited to the Arbour Day plantings and this oversight will be rectified next year.

POLICY AND BYLAW ISSUES

There are no other Policy or Bylaw issues in relation to this matter.

OFFICER RECOMMENDATION/COMMUNITY BOARD RESOLUTION

That the report be received.

Moved by: Mrs R L Burr

Seconded by: Mrs C S Berg

CARRIED

Item 8.2.1 taken out of order and considered before item 8.1.1.

8.1.2 CHIEF EXECUTIVE OFFICERS REPORT FOR SEPTEMBER 2011

File No: SUP164601
Attachments: [CEOs Report to mid September 2011](#)
Responsible Officer: D McLeod
Chief Executive Officer
Author: D McLeod
Chief Executive Officer

EXECUTIVE SUMMARY

A copy of the Chief Executive Officer's report for the period Mid August to mid September 2011 is attached.

POLICY AND BYLAW ISSUES

There are no other Policy or Bylaw issues in relation to this matter.

OFFICER RECOMMENDATION

That the information be received.

Moved by: Mr D J W Anderson

Seconded by: Mr K R Tappin

CARRIED

8.1.3 BOARD MEMBERS REPORTS FOR SEPTEMBER 2011

File No: DEM021201
Responsible Officer: D Bellamy
Group Manager Community Development
Author: C Hubbard
Committee Secretary

EXECUTIVE SUMMARY

Board Members reported on the activities of organisations where they are appointed to represent the Board.

The Chairman reported on Starfish Social Services and that they are having meetings regarding a new location.

The Chairman reported on inwards correspondence.

- A letter of thanks from Matamata Brass for the grant received from the Matamata Community Board
- A brochure from Local Government in regards to Freedom Camping
- An invitation from the Te Puke Community Board to the Zone Two meeting to be held on 19 November 2011 at 10.00a.m.

Board member Tappin reported on the Firth Tower Reserve Committee and their annual Book Fair. An agenda for their October 2011 meeting and minutes from the September 2011 meeting are attached.

Board Member Berg enjoyed delivering her report to the Council September meeting and felt it went very well. The Waharoa residents are happy with the new sewerage scheme. The minutes from the Centennial Drive Development Society's July, August and September 2011 meetings are attached.

Board Member Burr has been checking on the wildflower beds. Board Member Burr was away the week, Keep NZ Beautiful Clean Up was held and she regretted not being available for this project. Membership for Keep Matamata Beautiful is still a big issue.

The Chairman suggested that Board Member Burr attends the next meeting of Centennial Drive Development Society's on 17 October 2011 at 10.30 a.m. It may be possible for the group to take on the Keep Matamata Beautiful project and assist Board Member Burr with the declining membership.

OFFICER RECOMMENDATION/COMMUNITY BOARD RESOLUTION

That the information be received.

Moved by: Mr D J W Anderson

Seconded by: Mrs R L Burr

CARRIED

**MINUTES OF COMMITTEE MEETING OF THE MATAMATA
CENTENNIAL DRIVE DEVELOPMENT SOCIETY HELD MONDAY 18
JULY IN THE TAINUI ROOM AT 10.30Am.**

PRESENT

D Dawson,R Dawson,J Paton,J Lenggenhager,L Reynolds,D and J Stanley,T Pearson,J Stoddart,P
Jacobson,N Dudding, A Holmes,B Vosper.

APOLOGIES

B Rowson,R Hancock,F and V Turner,J and R Davison J Paton/L Reynolds

MINUTES

Taken as read N Dudding/J Paton

Matters arising

D Dawson to meet with Kevin Stanley re plantings.12-16 trees to be planted.Cost approx \$500.

CORRESPONDENCE

Inwards Card from H Dudding

Outwards Get well card to D McNeil

Sympathy card to Pat Jones

Charities Commission Return

J Stanley/T Pearson

FINANCE

Income \$355.00 (Subs \$130. Donations \$225.) Payments \$144.62. Balance \$5385.97
J Lenggenhager/N Dudding

WORKING BEE REPORT

166 hours worked.

Tasks outlined for July 19.

GENERAL BUSINESS

- A Holmes and J Lenggenhager have investigated metal seat. Idea put on hold for the time being.
- *More ferns required for the fernery.

Meeting closed at 11.15 am

NEXT MEETING MONDAY 15 AUGUST AT 10.30am In THE TAINUI ROOM.

**MINUTES OF COMMITTEE MEETING OF THE MATAMATA
CENTENNIAL DRIVE DEVELOPMENT SOCIETY HELD MONDAY 15
AUGUST AT 10.30am**

PRESENT

D Dawson,R Dawson,T Berg,J Davison,J lenggenhager,N Dudding,J Paton,A Holmes,B Rowson,T
Pearson,F and V Turner,L Reynolds,J Stoddart,D and J Stanley,B Vosper

APOLOGIES

R Hancock,R Davison,P Jacobson

T Pearson/J Paton

MINUTES

Taken as read

L Reynolds/N Dudding

Matters arising----More ferns to be purchased

14 trees ready to be planted at Stanley's corner. Kevin Stanley not able to be

present

CORRESPONDENCE

Nil

FINANCE

Revenue \$1535.00 (Subs \$30.00 Donations \$5.00 Grant M.P.D.C. \$1500.00)

Expenses \$1040.20 (Cash \$7.00, D Dawson \$38.20 Alan Bennett \$920.00 Kaimai Garden Centre
\$75.00)

Balance \$6037.20 Investment \$5728.03

J Lenggerhager/J Paton

WORKING BEE REPORT

104 hours worked

GENERAL BUSINESS

*J Lenggerhager and D Dawson have met with Brian Turner to discuss positioning a container
adjacent to Bedford Park to store equipment. Bedford Park trustees have given permission. Secretary
to write to Council to ask for approval. B Rowson/J Paton

- C Brockelsby wishes to donate a magnolia tree in memory of Helene.
- Volunteer seminar. Suggest October 6. O.S.H. Representative to speak.
- We have the offer of a seat in memory of Mabel Cullen. To be investigated. A Holmes to check
on cost of a pressed metal seat.
- 25 Tamihana St still a problem using the back gate from the drive.
- Pagoda needs to be removed and area redeveloped.
- N Dudding given permission to remove diseased rhodo
- When havig work done that involves several hours of noise to be aware of neighbouring
properties.

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• Meeting closed at 11.15 am

• NEXT MEETING MONDAY 19 SEPTEMBER IN THE TAINUI ROOM AT 10.30. .

**MINUTES OF COMMITTEE MEETING OF THE CENTENNIAL DRIVE
DEVELOPMENT SOCIETY HELD 19 SEPTEMBER 2011.****APOLOGIES**

T Pearson, N Dudding, V and F Turner

J Paton/ A Holmes

PRESENT

D Dawson, R Dawson, J Lenggenhager, R Hancock, J Paton, B Rowson, L Reynolds, D Stanley, J Stanley, J Davison, R Davison, J Stoddart, P Jacobson, B Vosper.

MINUTES

Taken as read

B Rowson/R Dawson

Matters arising

Container requires planning permission to be placed behind scoreboard at Bedford Park.

Because there are to be no further buildings erected in the Drive we would have needed resource consent to continue with original plan.

Volunteer seminar to be held in Council meeting room on October 6. Volunteers to be contacted.

No further communication re Mabel Cullen memorial

A Holmes to purchase 3 flowering shrubs

CORRESPONDENCE

Outwards Community Post for envelopes

Don Macleod for permission to have container placed in the Drive.

Inwards Reply from D MacLeod re positioning of container. J Paton/R Davison

FINANCE

Income \$52.00 Expenditure Nil. Balance \$6046.64 Investment \$5793.00 J Lenggenhager/A Holmes.

WORKING BEE REPORT

99 hours worked.

Tasks outlined for Tuesday 20 September

GENERAL BUSINESS

*Letter cards available to purchase \$7.00 for 4

*Thank you letters to Mark Jury and Colin Brockelsby for gifts of magnolia trees

*Thank you letter to John Van Den Broek for removing pipe work

*Daffodils looking good this year. Letter in the local paper next year asking the public not to pick them as they are for the enjoyment of everyone.

Meeting closed at 11.15am

**NEXT MEETING MONDAY 17 OCTOBER in THE TAINUI ROOM AT 10.30
am**

MINUTES

MEETING	Firth Tower Reserve Committee Meeting
DATE	Monday 12 th September 2011
TIME	10 am
VENUE	Heritage Room
PRESENT	J and D Stanley, B Rowson, C Kemplen, N Algar, J Mulqueen, B Langlands, D Maskell, K Tappen, J Barnes, Sue Whiting, Jim
APOLOGIES	Jackie
FILE REF	
PURPOSE	Bi monthly meeting

ISSUE	COMMENT/ACTION	BY WHOM/ WHEN
1. Minutes of previous meeting	Read and confirmed	
2. Matters Arising	2.1 MHS will consider applications for grants for special projects at the museum to be funded from entry fees.	
3. Health and Safety	3.1 Electrical testing to be carried out 3.2 Health and safety induction for volunteers	
4. Promotions	4.1 Open day 30 th October, 2pm opening. 4.2 Teas at the Tower progressing well 4.3 Sub committee meeting on a regular basis. 4.4 Advertising in papers 4.5 Crockery donations arriving 4.6 Homestead kitchen stove and dishwasher issues	
5. Operations Report	5.1 Pest control insects 5.2 Water pipe repair 5.3 Mobile phone for Jackie investigate 5.4 Cabbage tree report 5.5 Farm drive repairs private land. 5.6 Dump station signage	
6. Historical Society Report	6.1 Madill shed walkway completed signs and lights underway as well 6.2 Application completed for RMC funding for pylon. Historic Places permission required for siting. 6.3 Application for cowshed site 6.4 Woolshed DVD display unit film required 6.5 Waikato museum advisor report on negatives.	
7. Railway Society Report	7.1 Kaimai display operational 7.2 Platform group to be formed to action	
8. General Business	8.1 Carpark marking discussed	
9. Arts society	9.1 Building lighting discussed 9.2 Quote for fence required.	

ISSUE	COMMENT/ACTION	BY WHOM/ WHEN
Meeting closed	11.30am	
Next meeting	Monday 10 th October 10am.	

AGENDA

MEETING	Firth Tower Reserve Committee Meeting
DATE	Monday 10 th October 2011
TIME	10 am
VENUE	Heritage Room
PRESENT	All user groups invited to attend
APOLOGIES	
FILE REF	
PURPOSE	Monthly meeting

ISSUE	COMMENT/ACTION	BY WHOM/ WHEN
1. Minutes of previous meeting		
2. Matters Arising		
3. Health and Safety	3.1 Electrical testing to be carried out in several more areas 3.2 Health and safety induction for volunteers to be scheduled 3.3 All incidents and near misses to be reported.	
4. Promotions	4.1 Open day plans 4.2 Tea at the Tower update 4.3 Friends of the Tower update 4.4 Billboard discussion location to be confirmed 4.5 Homestead kitchen	
5. Operations Report	5.1 Pest control carried out 5.2 Repairs to lights 5.3 Tree maintenance issues required on large trees 5.4 Phone update	
6. Historical Society Report	6.1 Madill shed report 6.2 Book Fair - <i>Starts Thursday this week</i> 6.3 Pylon update	
7. Railway Society Report		
8. General Business		
	<i>Received quote for crate posts for old gates to be installed into back paddock</i>	



TE PUKE COMMUNITY BOARD INVITATION

Local Government Zone Two Meeting Saturday 19th November 2011

The Te Puke Community Board will host the next Local Government Zone meeting in Te Puke

An outline of the programme as follows:

- 10.00 am COFFEE – meet and greet, Te Puke War Memorial Hall
- 10.30 am Barbara MacLennan on “Inspiring Communities”
- 11.30 am Mark Boyle “Community Board Strategic Planning”
Screening of TV Central “Te Puke”
- 12.30 pm LUNCH
- 1.15 pm Walk of Te Puke Main Street and Jubilee Park Projects
- 2.00 pm Business Session, Te Puke War Memorial Hall
- 3.00 pm CLOSE

8.1.4 COMMUNITY BOARD REPRESENTATION

File No: DEM021200
Responsible Officer: D McLeod
Chief Executive Officer
Author: C Hubbard
Committee Secretary

EXECUTIVE SUMMARY

The Community Board representation review is due for consideration in the next tri-annual term.

The Chairman has provided the following points for discussion;

- Council annual accounts state the cost of the Community Boards to the community was \$300,000. Is this an accurate reflection of actual costs or a provisional allowance?
- Is there a better way for the community to be represented with or without the Community Boards?
- What will the review process look to undertake in terms of a referendum? How will the information be compiled to ensure the community have received accurate information to make an informed decision if required?
- Is there any central government direction on this issue?

DISCUSSION

Board Member Tappin said he had been approached by several residents enquiring as to why it costs \$300,000 per annum to have community boards.

He had researched other community boards in New Zealand and found the Tawa Community Board was very successful and that they had a community plan.

Mayor Vercoe explained how the costs are made up and the funding is allocated.

In 2012 a meeting will be held as to whether community boards are necessary in the Matamata Piako District and can they have more say and make more informed decisions.

Mayor Vercoe spoke in regards to this item and the roles community boards play and how and if community boards could be more involved and have more say.

POLICY AND BYLAW ISSUES

There are no bylaw issues.

OFFICER RECOMMENDATION/COMMUNITY BOARD RESOLUTION

That the board receive the information.

Moved by: Mr D J W Anderson

Seconded by: Mr K R Tappin

CARRIED

8.1.5 OAK PLANTATION CANOPY LEVEL

File No: CFA181201
Responsible Officer: F Vessey
Group Manager Service Delivery
Author: C Hubbard
Committee Secretary

EXECUTIVE SUMMARY

Discussion with Council (Steve Fabish) and Sergeant McGurk regarding the issue of the height of the Oak canopy has been held over the last few months.

DISCUSSION

The Chair raised discussion regarding the level of the canopy to ensure more light and a safer passage through the plantation.

Council has indicated that the removal of any branches with a diameter of 20mm or more will need a resource consent.

The Chairman asked Mrs Sue Whiting if she thought the canopy needed to be raised. The Oak Tree Canopy is protected and this is why a resource consent is needed. Mrs Whiting believes the canopy needs to be better maintained on a more regular basis.

The Chairman would like to see something done to make the area more user friendly and safe especially at night.

The Board request Council, prior to summer time maintain the canopy by removing dead branches and have a good tidy up to make the area more presentable. After this time the Board will assess the area and the safety issues raised and see if there is any need to pursue the raising of the Oak Tree canopy.

POLICY AND BYLAW ISSUES

There are no policy issues.

OFFICER RECOMMENDATION

That the information be received.

COMMUNITY BOARD RESOLUTION

That the Matamata Community Board have requested that the Council, prior to summer time maintain the canopy by removing the dead branches and have a good tidy up to make the area more presentable. After this time the Board will assess the area and the safety issues raised and see if there is any need to pursue the raising of the Oak Tree canopy.

Moved by: Mr K R Tappin

Seconded by: Mrs R L Burr

CARRIED

8.2 PRESENTATIONS

8.2.1 MATAMATA PUBLIC RELATIONS ASSOCIATION UPDATE

File No: COM181206
Responsible Officer: D Bellamy
Group Manager Community Development
Author: C Hubbard
Committee Secretary

EXECUTIVE SUMMARY

Mrs S Whiting provided an update on the Matamata Public Relations Association activities.

DISCUSSION

The Chairman invited Mrs Whiting to speak.

Items discussed were:

- Friday night evening on Broadway went well for the A & P Show committee.
- Pavers are being discussed for the Hetana Street upgrade
- A demonstration was held on Tuesday 4 October 2011 for the proposed up lighting of the Matamata Clock Tower. Mrs Whiting is very pleased with the choice of up lighting at this stage.

The Chairman thanked Mrs Whiting for her attendance and update.

POLICY AND BYLAW ISSUES

There are no other Policy or Bylaw issues in relation to this matter.

OFFICER RECOMMENDATION/COMMUNITY BOARD RESOLUTION

That the information be received.

Moved by: Mr D J W Anderson

Seconded by: Mrs R L Burr

CARRIED

This item was taken out of order and considered before item 8.1.1.

9 URGENT ADDITIONAL BUSINESS

There were no items of urgent additional business.

10 EXCLUSION FROM THE PUBLIC

There were no matters for exclusion from the public.

11 CLOSURE

The Chairman and Board thanked the Community Board Secretary, Andrea Leahy for all her work over the past years and presented her with a gift.

The meeting closed at 7.20 p.m.

CONFIRMATION: 7 November 2011

SIGNED:

D J W Anderson