

**MEETING OF THE
WEST OTAGO COMMUNITY BOARD**

Wednesday, 25 May 2022

commencing at 10.30 am

West Otago Community Centre

Suffolk Street

TAPANUI

CLUTHA DISTRICT COUNCIL

WEST OTAGO COMMUNITY BOARD

Notice is hereby given that a Meeting of the West Otago Community Board will be held in the West Otago Community Centre, Suffolk Street, Tapanui on Wednesday, 25 May 2022, commencing at 10.30 am.

Steve Hill
CHIEF EXECUTIVE

Board Members

Barbara Hanna (Chair)	Bruce Robertson
Cecil Crawford	Linda Roulston
John Herbert	Sue Wink (Deputy
Lloyd McCall	Chair)
Antony Robertson	

West Otago Community Board

Item for CONFIRMATION

Report	West Otago Community Board Minutes
Meeting Date	25 May 2022
Item Number	1
Prepared By	Julie Gardner – Service Delivery Administrator
File Reference	734031

REPORT SUMMARY

Attached are the minutes of the meeting of the West Otago Community Board held on 13 April 2022.

RECOMMENDATIONS

- 1 That the West Otago Community Board confirms as a true and correct record the minutes of the meeting of the West Otago Community Board, held on 13 April 2022.

West Otago Community Board

Minutes of the meeting of West Otago Community Board held in the West Otago Community Centre, Suffolk Street, Tapanui on Wednesday 13 April 2022, commencing at 10.30am.

Present	Barbara Hanna (Chairperson), Cecil Crawford, Councillor John Herbert, Councillor Lloyd McCall, Antony Robertson, Linda Roulston and Sue Wink.
In Attendance	Deputy Mayor Stewart Cowie, Jules Witt (Group Manager Service Delivery) and Julie Gardner (Service Delivery Administrator). Mike Goldsmith (Senior Policy Advisor)
Apologies	His Worship the Mayor Bryan Cadogan, Bruce Robertson Moved L Roulston/Councillor Herbert and Resolved: “That the apologies be sustained.”

The Chairperson welcomed everyone to the meeting.

PUBLIC FORUM

John Stiven – Property Subdivision Proposal – Boundary Street

Presented a proposal to subdivide land at Boundary Street, 14 acres split into 42 sections, mix of small/medium/large to cater for the potential market.

He advised that he had spoken with council representatives who had given a cost estimate per section, and he would now like council and the community board to consider his proposal.

A change to the District Plan may be required to rezone the land from rural to residential.

1 WEST OTAGO COMMUNITY BOARD MINUTES

The minutes of the meeting of the West Otago Community Board held on 2 March 2022 were presented for the Board’s confirmation.

Moved Councillor Herbert/S Wink and Resolved:

“That the West Otago Community Board confirms the minutes of the meeting held on 2 March 2022 as a true and correct record.”

2 WORK IN PROGRESS UPDATE

The Service Delivery Administrator submitted a report that updated the Community Board on progress in relation to issues that had been raised at previous meetings.

2.1 Projects

2.1.1 Christmas Tree

This item is to stay on the work in progress. – discuss in Our Place West Otago conversations. (Continue to be a WIP)

2.2 Items to stay on WIP

2.2.1 Hancox Park

Included in Our Place West Otago discussions. Lease renewal 31 August 2022.

2.2.2 Land around Sewerage Pond

Lease will be advertised in May.

2.3 Aitchison Runs Road Grade Adjustment

Councillor Herbert and Jules Witt looked at this recently and advised that to do much more would require a significant amount of work. No other feedback has been received.

To be reviewed at the May meeting.

2.4 Our Place West Otago

Mike Goldsmith was in attendance and provided an update on the feedback received through the consultation process. He advised that over 1200 notes had been analysed and categorised plus approx. 100 feedback forms.

The largest sector related to community facilities – existing plus new, followed by Housing, landscape and environment and walking and cycling tracks.

A draft report has been compiled with all the ideas and comments and this will be presented at the Regulatory & Policy meeting on April 28.

A staff submission to the Annual Plan 2022/23 requesting funding will be written and the WOCB agreed to also write in support of this submission.

2.5 Stop Signs – Boundary Street/Surrey Street

Seal extension to be considered in this area once Patterson’s Creek upgrade is completed.

2.6 Dog Issues

Dog Park to be considered in Our Place West Otago consultation document.

2.7 Station Road Trees

Decision on Trees – WOCB have reviewed these and believe they should be removed. Report to next meeting for consideration. Consultation prior to May meeting.

Tree outside Seasons to be included in public consultation along with any others that need to be considered.

2.8 St John Tapanui

The Chairperson advised she had spoken to the Chairman of St John, and they would appreciate a voucher towards landscaping the building surrounds.

Moved L Roulston/S Wink and Resolved:

“That the WOCB donate \$1,000 excl. GST towards landscaping to be paid from the Projects Fund.”

Moved Councillor Herbert/L Roulston and Resolved:

“That the West Otago Community Board receives the Work in Progress Update report.”

3 SERVICE DELIVERY UPDATE

The Group Manager Service Delivery submitted a report of activities in respect to the Service Delivery Department.

The following items were discussed –

- Ongoing leak at Northumberland/Derby Streets - will be fixed tomorrow (14/4).
- Met with resident re low water pressure – this will also be confirmed after a site visit on 14/4.
- Conserve Water/Water Restrictions will be removed if Pomahaka holds at 3.6 cumecs or better.
- Concerns that water issues seem to get fixed leading up to Community Board meetings, no visible presence of the contractor recently.
- Spraying on main street – more care to be taken.
- I&I Inspections – reminder letters – CDC not being notified by homeowners when these have been completed.

Moved S Wink/Councillor McCall and Resolved:

“That the West Otago Community Board receives the Service Delivery Update Report.”

4 REVENUE & EXPENDITURE REPORT

The Management Accountant submitted a copy of the Revenue and Expenditure Statement for the activities within the West Otago Community Board’s area for the period 1 July 2021 to 28 February 2022.

Moved Councillor Herbert/A Robertson and Resolved:

“That the West Otago Community Board receives the Revenue and Expenditure report.”

5 CORRESPONDENCE

The Service Delivery Administrator presented correspondence received and sent since the last Community Board meeting.

Outwards Correspondence

- Blue Mountain Art Group – Funding Request – confirmation
- West Otago RSA – RSA Headstones Quotation – funding confirmation

Moved L Roulston/Councillor Herbert and Resolved:

“That the West Otago Community Board receives the Correspondence report.”

6 CORPORATE SERVICES REPORT

The Corporate Services Administrator submitted a report that covered activities of the Corporate Services Department in the past period including funding schemes.

Moved Councillor Herbert/Councillor McCall and Resolved:

“That the West Otago Community Board receives the Corporate Services Report.”

7 BUILDING REPORT

The Regulatory Administrator submitted a report on building consents for February 2022.

Moved A Robertson/C Crawford and Resolved:

“That the West Otago Community Board receives the Building Consent Statistics for February 2022 report.”

8 MAYORAL UPDATE

In the absence of His Worship the Mayor Bryan Cadogan, Jules Witt gave a verbal update on progress with 3 Waters Reform.

He also reminded community board members that they can make a submission regarding the community plan items.

Moved Councillor Herbert/S Wink and Resolved:

“That WOCB submit to the Annual Plan 2022/23 in support of the Our Place West Otago funding request.”

Deputy Mayor Stewart Cowie discussed the Soapbox sessions currently underway noting that Mayor Cadogan will hopefully be back home by Thursday night to participate in these.

The meeting closed at 12.00pm.

Confirmed

**Barbara Hanna
CHAIRPERSON**

West Otago Community Board

Item for INFORMATION

Report	Work in Progress Update
Meeting Date	25 May 2022
Item Number	2
Prepared By	Julie Gardner – Service Delivery Administrator
File Reference	734023

REPORT SUMMARY

The report updates the Community Board on progress in relation to issues that have been raised at previous meetings.

RECOMMENDATION

That the West Otago Community Board receives the Work in Progress Update report.

WEST OTAGO COMMUNITY BOARD
WORK IN PROGRESS UPDATE
FOR THE MEETING 25 MAY 2022

Issue	Comments
Projects <ul style="list-style-type: none"> Christmas Tree for centre of Tapanui. 	Christmas Tree continues to be a WIP and will be discussed as part of Our Place West Otago.
Items to stay on WIP: <ul style="list-style-type: none"> Hancox Park added (10 July 2019). Lease renewal 31 August 2021. Land around Sewerage Pond – lease renewal 31 October 2021. 	<p>The future of this area will be considered as part of the Our Place West Otago discussions, the name will be retained for posterity.</p> <p>This will be advertised in May and put through the lease renewal process.</p>
Aitchison Runs Road Grade Adjustment	To be discussed at the May meeting.
Our Place West Otago	A report requesting feedback on potential Our Place projects will be circulated separately.
Stop Signs – Boundary Street/Surrey Street <ul style="list-style-type: none"> Concerns about the location of the Stop signs. 	After the Pattersons Creek upgrade is completed a seal extension in this area will be considered, which may also include the relocation of the signs.
Dog Issues <ul style="list-style-type: none"> Concern raised about dogs in cemeteries and around Tapanui. 	A future dog park has been included in the Our Place West Otago consultation document. Note that the Dog Control Bylaw and Policy is out for consultation and this matter may be a subject for submission.
Station Road Trees <ul style="list-style-type: none"> Concern that these are damaging Council's infrastructure. 	Further feedback from the Community Board and a local consultation process is required to consider the future of these trees as well as any others that have been identified around the town.
West Otago St John Assn	A donation from the WOCB was made in May towards the landscaping of the new building.

West Otago Community Board

Item for INFORMATION

Report	Service Delivery Update
Meeting Date	25 May 2022
Item Number	3
Prepared By	Jules Witt – Group Manager Service Delivery
File Reference	734024

REPORT SUMMARY

The report advises the West Otago Community Board of activities in respect to the Service Delivery Department.

RECOMMENDATIONS

- 1 That the West Otago Community Board receives the Service Delivery Update report.

REPORT

1 Transportation & Facilities

1.1 Roding

We are focusing on autumn tasks at the moment, cleaning of leaves and debris to have our drainage work cleared once the winter commences.

We have made great progress on the evaluation of the new Roding Maintenance Contract and the final approval was given by Council at a meeting on 12 May 2022.



Before and after photos of Cleaning up of leaves

1.2 Road Safety – Rachel

We have a DML learners course taking place this weekend 14/15 May with a full class of 12 Students. Still needing Mentors for the restricted programme if anyone has an hour a week spare.

Road Safety Week 9 to 15 May. We are doing a traffic stop with Police and SADD Students with giveaways for the drivers. One of these (Road Safety themed car air freshener) is designed by one of the students from Lawrence Area School. Have also done work on social media posts and advertising for the week.

Currently in planning stages I have a big road safety project in the works with SADD Students and Youth Council confirmed to take part. This is called the Ripple Effect and will be an exciting project.

New billboards have been ordered for Rongahere, Tapanui and Taieri Mouth. Winter and Speed caution themes.

2 Greenspace

The evaluation of the new Greenspace contract is progressing well and the memo for approval is currently being finalised. We are looking forward to the start and implementation of the new contract.

Currently there is a focus on autumn work with cleaning of spoutings and clearing of footpaths getting some attention at the moment.



Before and after photos of some footpath works completed.

3 Community Housing

The Community Housing units in Tapanui continue at 100% occupancy with no change in tenancies. Brian our Maintenance person spent a day carrying out minor repairs and installed a 'Tenant Access Only' sign. Tenants had expressed concern that members of the public were using the driveway.



4 Three Waters

4.1 Inflow and Infiltration (I&I) Inspection Outcome.

Update on the I&I property inspections:

Total No. of properties inspected	401
Downpipes directly connected to sewer	48
Unknown (further investigation required)	94
Gully dishes non-compliance*	164
Notification of completion	87

* Gully dishes in non-compliance condition – they are too low and should be at least 100mm above the unpaved surface and 25mm above ground for concrete surface.

There was not much progress on this for the last 3 months. Council staff have taken on feedback from customers and elected representatives and will be sending out the fault reports with Reminder letter. This is now being prepared and sent.

4.2 Glenkenich Water Treatment Plant Upgrade Progress

Work on the treatment plant is progressing. The building and clarifier slabs have now been poured. All underground pipework is complete and all treated water tanks and clarifiers are on site. Steel framing for the building is currently being delivered to site.



4.3 Glenkenich Water Pipe Renewal

Southern Trenching & Excavation Ltd will now commence the renewal of 5km of asbestos cement pipe in the vicinity of Dynes Road on 12 May.

5 Service Requests

There have been 3 service requests lodged by Community Board members since the last meeting on 13 April 2022. These were for Footpaths (1) and Water (2). At the time of publishing this agenda 1 had been completed, 1 scheduled and 1 was still at the received status.

West Otago Community Board

Item for INFORMATION

Report	Revenue & Expenditure Report
Meeting Date	25 May 2022
Item Number	4
Prepared By	Trey Willis-Croft– Management Accountant
File Reference	734025

REPORT SUMMARY

Attached is a copy of the Revenue and Expenditure Statement for the West Otago Community Board's area for the period 1 July 2021 to 30 April 2022.

RECOMMENDATIONS

- 1 That the West Otago Community Board receives the Revenue and Expenditure Report.

Clutha District Council West Otago Community Board

2021/22 FINANCIAL YEAR TO DATE FROM 1 JULY 2021 - 30 April 2022

	<u>2021/22 Budget</u>	<u>YTD Actual</u>	<u>YTD Est</u>	<u>Act / Est</u>
<u>Revenue</u>				
Rates Income	76,135	76,646	63,446	13,200
Income - NZ Motorhome Assn	0	1,563	0	1,563
Income - Hire	0	0	0	0
	76,135	78,209	63,446	14,763
<u>Expenditure</u>				
Remuneration	23,910	20,748	19,925	823
Meeting Expenses	414	95	345	-250
Cafeteria Expenses	63	0	53	-53
Community Board Levy	0	0	0	0
Community Board Conference Fees	0	0	0	0
Advertising	104	0	87	-87
Printing & Stationery	652	0	543	-543
Project Funds	17,774	2,100	14,812	-12,712
Food Bank	0	0	0	0
General Expenses - Carpark Lighting	0	0	0	0
Share of Overheads	33,218	27,682	27,682	0
	76,135	50,625	63,446	-12,821
Transfer to Special Funds	0	0	0	0
<u>Surplus / (Deficit)</u>	0	27,584	0	27,584

WOCB Project Funds

Carry Forward from 2020/21		74,410
Project Fund 2021/22		16,967
NZ Motorhome Assn Income		4,581
		<u>95,958</u>

Less Spent Year to Date

Tapanui Playcentre - WOCB Grant	2,100	
	<u>2,100</u>	
		2,100

Less Funds Committed Current Year

St John West Otago - Donation	1,000	
	<u>1,000</u>	
		1,000

Less Funds Committed Previous Year

	0	
	<u>0</u>	
		0

Available Funds 2021/22

	<u><u>92,858</u></u>
--	----------------------

West Otago Commonage

Balance 01/07/21		59,356
------------------	--	--------

Plus Budgeted Lease Income for year		59,900
-------------------------------------	--	--------

Less Commonage Funding paid

West Otago Community Centre Society Incorporated	15,000	
West Otago Swimming Pool Management Committee	7,500	
West Otago Health Trust	15,000	
	<u>37,500</u>	
		37,500

Less Other Expenditure

Valuation Expenses*	0	
	<u>0</u>	
		0

Less Committed Funding

	0	
	<u>0</u>	
		0

Available Funds 2021/22

	<u><u>81,756</u></u>
--	----------------------

West Otago Community Board

Item for INFORMATION

Report	Correspondence
Meeting Date	25 May 2022
Item Number	5
Prepared By	Julie Gardner – Service Delivery Administrator
File Reference	734026

REPORT SUMMARY

The report provides copies of correspondence since the last Community Board meeting.

RECOMMENDATIONS

- 1 That the West Otago Community Board receives the correspondence.

REPORT

- 1 Inwards Correspondence

- TWO Promotions – Complaint re Main Street Building

- 2 Outwards Correspondence

- None



Tapanui West Otago Promotions(Inc)



West Otago Community Board
Clutha District Council
P.O. Box 25
Balclutha 9240

14 February 2022

Dear Members

I am writing on behalf of TWO Promotions to voice our concerns at the state of the old Courier Building in the Main Street of Tapanui.

This building is an eyesore and continues to be an obvious Health and Safety issue with all the rotten boards, especially down the back of the building.

We believe also, the long dry grass surrounding the building to be clearly a fire hazard.

While we appreciate the effort of your Board Chairperson (and a Committee Member of TWO Promotions) in making contact personally with the landowner, we believe that the time is right now for a more formal request to the Landowner made by either the West Otago Community Board or the Clutha District Council.

At a time when our residents are being urged to contribute to **Our Place – West Otago**, we hope your Members will support us, in our desire to at least present a Main Street clear of derelict buildings.

We look forward to your positive response.

Yours faithfully

Margaret Campbell
Secretary

West Otago Community Board

Item for INFORMATION

Report	Corporate Services Report
Meeting Date	25 May 2022
Item Number	6
Prepared By	Lilly Paterson – Corporate Services Administrator
File Reference	734027

REPORT SUMMARY

The report covers activities of the Corporate Services Department, including funding schemes.

RECOMMENDATION

That the West Otago Community Board receives the Corporate Services Report.

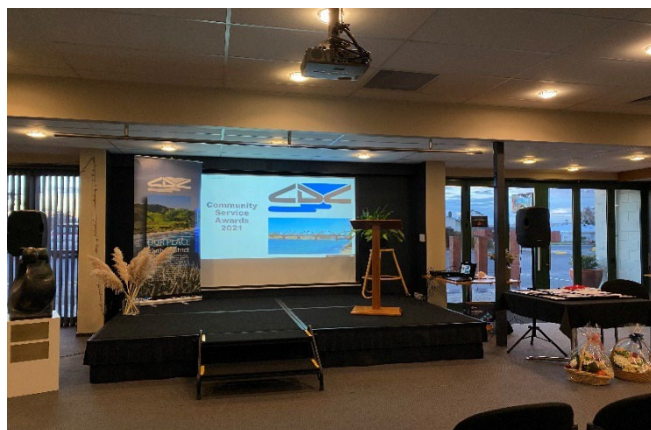
REPORT

1 2022 Clutha District Community Service Awards

National Volunteer Week is to be held from 19-25 June 2022, therefore the Clutha District community Service Awards, encompassing the Individual Awards, Community Group Awards and Youth Spirit Awards, are to be held during that week.

This will be held on 23 June 2022. Councillors have already been sent calendar invites and are requested to please keep this evening free.

Entries closed on Friday 29 April, we received 10 individual nominations, 3 group entries and 2 youth spirit.



2 Funding Schemes

2.1 ANZAC day funding

Following a decision made by Council in September 2004, assistance is offered to local RSAs' and organisations organising ANZAC services throughout the district. Assistance includes the reimbursement of the cost of one wreath per area, hall hire and the printing of programmes.

Council advertises the district ANZAC services in the Clutha Leader and the Otago Daily Times and organises and pays for one wreath per ward, which are laid by Ward Councillors and Youth Councillors at their respective services.

2.2 Creative Communities New Zealand Funding Scheme

An additional funding round for Creative Communities is to close on the 10 June 2022. Please encourage applications for this.

3 General Grant Allocation

Council provides general grants to assist organisations providing projects/activities which benefit the residents of communities within the Clutha District. General grants are limited to the following categories:

Reimbursement of Council fees and charges.

Reimbursement of rents for properties leased from Council.

Reimbursement of hire charges for community centres and community halls.

3.1 Fees Reimbursement Scheme

Tapanui School's and Milton Poultry Club's recent applications for a fee's reimbursement of council hire charges has been referred to the Corporate & Property Committee for decision as both applications do not fit within the Policy on Reimbursement of Charges, Hire Fees, and Rents, as the reimbursement is not within three months of the event taking place.

Since the last meeting, the following reimbursements have been made for Council fees and charges:

Organisation	Reimbursement of Council fees and charges for:	Amount \$
Milton Poultry Club	Hire of Milton Coronation Hall	\$1,000.00
Tapanui School	Hire of West Otago Community Centre	\$360.00
Clutha Valley School PTA	Hire of the Clutha Valley Community Centre	\$150.00

3.2 Rates Rebate Scheme

Listed below are details of applications received for the rates rebate scheme for the period 1 July 2021 to 30 April 2022.

Rate Rebates	This Year	Last Year
Applications Received	502	489
Total amount of Rebates paid	\$296,319.34	\$272,498.46
Average amount of Rebate	\$590.28	\$557.26

West Otago Community Board

Item for INFORMATION

Report	Building Consents Statistics for March & April 2022
Meeting Date	25 May 2022
Item Number	7
Prepared By	Wendy Copeland – Regulatory Services Administrator
File Reference	734028

REPORT SUMMARY

Building Statistics for March & April 2022.

RECOMMENDATIONS

- 1 That the West Otago Community Board receives the report titled 'Building Consents Statistics for March & April 2022'.

REPORT

March 2022

West Otago Ward		
Type	Number	Value
Accessory Buildings	1	15,000
Additions & Alterations	0	0
Commercial/Industrial	1	150,000
Farm Buildings	2	222,000
Heating Units	3	21,690
New Dwellings	0	0
Other	0	0
Plumbing & Drainage	2	6,200
Resited Buildings	0	0
Total	9	414,890

April 2022

West Otago Ward		
<i>Type</i>	<i>Number</i>	<i>Value</i>
Accessory Buildings	0	0
Additions & Alterations	1	15,000
Commercial/Industrial	0	0
Farm Buildings	0	0
Heating Units	1	6,320
New Dwellings	1	451,200
Other	0	0
Plumbing & Drainage	0	0
Resited Buildings	0	0
Total	3	472,520

West Otago Community Board

Item for INFORMATION

Report	Mayoral Update
Meeting Date	25 May 2022
Item Number	8
Prepared By	Julie Gardner – Service Delivery Administrator
File Reference	734029

REPORT SUMMARY

The report is a placeholder for a verbal update from His Worship the Mayor Bryan Cadogan.

In addition:

Council will hold a public consultation process from 19 May until 20 June regarding:

1. A proposed Vehicles on Beaches Bylaw, and
2. A review of the Regulatory Bylaw and associated Policies.

Information will be available on the Council website, and in local newspapers and newsletters.

We would appreciate any feedback that the two community boards have on the proposals, via the formal submission process.

WEST OTAGO COMMUNITY BOARD

AGENDA

25 May 2022

APOLOGIES

There were no apologies at the time of printing this agenda.

PUBLIC FORUM

Item	Page #	Title
1	3	West Otago Community Board Minutes <i>(For the Board's Confirmation)</i> Minutes of the meeting of the West Otago Community Board held on 13 April 2022.
2	9	Work in Progress Update <i>(For the Board's Information)</i> The report updates the Community Board on progress in relation to issues that have been raised at previous meetings.
3	11	Service Delivery Update <i>(For the Board's Information)</i> The report updates the West Otago Community Board on activities in relation to the Service Delivery Department.
4	15	Revenue & Expenditure Report <i>(For the Board's Information)</i> The report provides a copy of the Revenue and Expenditure Statement for the period from 1 July 2021 to 30 April 2022.
5	17	Correspondence <i>(For the Board's Information)</i> The report provides copies of correspondence since the last Community Board meeting.
6	19	Corporate Services Report <i>(For the Board's Information)</i> The report covers activities of the Corporate Services Department in the past period.
7	22	Building Consents for March & April 2022 <i>(For the Board's Information)</i> The report updates the West Otago Community Board on Building Consent activity for March & April 2022.
8	24	Mayoral Update - verbal <i>(For the Board's Information)</i>