

**MEETING OF THE
WEST OTAGO COMMUNITY BOARD**

Wednesday, 28 September 2022

commencing at 10.30 am

West Otago RSA

51 Northumberland 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 RSA, 51 Northumberland Street, Tapanui on Wednesday, 28 September 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 Chair)
Lloyd McCall	
Antony Robertson	

West Otago Community Board

Item for CONFIRMATION

Report	West Otago Community Board Minutes
Meeting Date	28 September 2022
Item Number	1
Prepared By	Julie Gardner – Service Delivery Administrator
File Reference	747766

REPORT SUMMARY

Attached are the minutes of the meeting of the West Otago Community Board held on 17 August 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 17 August 2022.**

West Otago Community Board

Minutes of the meeting of the West Otago Community Board held in the West Otago RSA, 51 Northumberland Street, Tapanui on Wednesday 17 August 2022, commencing at 10.36 am.

Present Barbara Hanna (Chairperson), Cecil Crawford, Councillor John Herbert (left at 12.13pm), Councillor Lloyd McCall (left at 11.02am), Antony Robertson, Bruce Robertson, Linda Roulston and Sue Wink.

In Attendance His Worship the Mayor Bryan Cadogan (left the meeting at 10.37am), Jules Witt (Group Manager Service Delivery), Jocelyn Lindner (Roading Asset Management Officer) and Lilly Paterson (Corporate Services Administrator).

Apologies There were no apologies.

The Chairperson welcomed everyone to the meeting.

His Worship the Mayor Bryan Cadogan left the meeting at 10.37am.

LATE ITEMS

PUBLIC FORUM

Playground Committee – Ruth Stiven and Gloria McHutchon

Presented to the WOCB, with updates, seeking approval of the plans from the WOCB

- Wanting approval and help from the West Otago Community Board and Clutha District Council with what to do next with consideration of current costings.
- Working within the budget that they've got.
- CDC to appoint a project manager to work with the playground committee in the future.

West Otago Health Trust Ribbonwood extension upgrade – Hans and Allistair

Presented an update to the WOCB.

- Thanked WOCB and CDC re the funding to extend Ribbonwood.
- Building costs came in at 1.6 million, decisions re to pause or proceed with build.

- WO Health Trust feel as though they can proceed and have insulated themselves with funding from various sources from any other cost escalations.
- Asked about the piece of land that they want to use that is part of the golf course. CDC disclosed that it is a recreation reserve and were told to submit to the reserve management plan.

1 RESIGNATION OF COMMUNITY BOARD MEMBER

The Chief Executive submitted a report advising of the resignation of Board member Suzanne Wink. The report also outlines replacement options for consideration.

Moved Councillor Herbert/L Roulston and Resolved:

“That the West Otago Community Board receives the ‘Resignation of Community Board Member’ report.

That the West Otago Community Board resolves to not fill the vacancy created by the resignation of member Suzanne Wink.”

Councilor McCall left the meeting at 11.02am.

2 MAXIMUM 5-MINUTE PARKING RESTRICTION: NORTHUMBERLAND STREET (SH90), TAPANUI

The Roading Asset Management Officer submitted a request from La Hood’s The Chemist asking the Community Board to consider implementing a maximum 5-minute parking restriction in front of their shop located at 42 Northumberland Street, Tapanui.

This request is part of the ‘Our Place West Otago’ consultation which concluded on 18 March 2022.

The Roading Asset Management Officer was present at the meeting to speak to the report and answer questions.

Moved Councillor Herbert/C Crawford and Resolved:

“That the West Otago Community Board receives the ‘Maximum 5-Minute Parking Restriction: Northumberland Street (SH90), Tapanui’ report.

That the West Otago Community Board agrees with the requested Maximum 5-Minute Parking, right outside the Chemist Shop on Northumberland Street.”

3 OUR PLACE WEST OTAGO COMMUNITY PLAN

The Senior Policy Advisor (Contract) submitted a report which seeks Board approval to recommend that Council adopts the Our Place West Otago Community Plan and progresses the priority projects as identified as part of this process.

The Senior Policy Advisor was present at the meeting to speak to the report and answer questions.

Moved Councillor Herbert/S Wink and Resolved:

“That the West Otago Community Board receives the ‘Our Place West Otago Community Plan’ report.

That the West Otago Community Board approves the following project groupings, as set out in the project information for:

- ***Residential development (Attachment 1)***
- ***Community facilities (Attachment 2)***
- ***Whiskey Gully and Black Gully reserves (Attachment 3)***
- ***Walking and Cycling (Attachment 4)***
- ***Main Street improvements (Attachment 5)***
- ***Opportunities to work and train (Attachment 6)***

That the West Otago Community Board recommends that Council adopts the ‘Our Place West Otago Community Plan’ (Attachment 7).”

4 WEST OTAGO COMMUNITY BOARD MINUTES

The minutes of the meeting of the West Otago Community Board held on 6 July 2022 were presented for the Board’s confirmation.

Moved L Roulston/A Robertson and Resolved:

“That the West Otago Community Board confirms the minutes of the meeting held on 6 July 2022, as a true and correct record.”

5 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.

5.1 Projects

5.1.1 Christmas Tree

Remove from WIP.

5.2 Items to stay on WIP

5.2.1 Hancox Park

Fenced area is Hancox Park, the rest of the area is council owned land. Highlight as an area for RMP consultation.

5.2.2 Land around Sewerage Pond

Advertised again shortly.

5.3 Aitchison Runs Road Grade Adjustment

To stay on WIP.

5.4 Our Place West Otago

Separate agenda item included for further discussion.

5.5 Station Road Trees/Tapanui Trees

Remove beech tree with no consultation.

Discussion to remove Station Road Trees with no consultation as they are damaging infrastructure, provide quotes to next meeting.

5.6 Old Courier Building – Main Street, Tapanui

The owner has advised that remediation work will be undertaken in the spring.

Moved L Roulston/A Robertson and Resolved:

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

Moved S Wink/C Crawford and Resolved:

“That the Beech tree on the main street be removed.”

6 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 –

- Tapanui Zone Metering.

Moved Councillor Herbert/S Wink and Resolved:

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

7 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 30 June 2022.

Councillor Herbert left the meeting at 12.13 pm

Moved S Wink/B Robertson and Resolved:

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

“That the West Otago Community Board agrees to fund \$965.55 towards the New Zealand Caravan Association to reinstate their iron maiden honesty box.”

8 CORRESPONDENCE

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

Inwards Correspondence

- West Otago Health Trust – Thank you letter
- West Otago Lions – Public Noticeboard Tapanui Cemetery.

Outwards Correspondence

- West Otago Community Centre Funding Request – confirmation of funds
- West Otago Community Centre – Tapanui Commonage Income allocation 2022/23
- West Otago Health Trust – Tapanui Commonage Income allocation 2022/23
- West Otago Swimming Pool Committee – Tapanui Commonage Income allocation 2022/23

Moved L Roulston/S Wink and Resolved:

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

9 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 A Robertson/L Roulston and Resolved:

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

10 BUILDING REPORT

The Regulatory Administrator submitted a report on building consents for June and July 2022.

Moved B Robertson/S Wink and Resolved:

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

11 MAYORAL UPDATE

In His Worship the Mayor Bryan Cadogan’s absence, Jules Witt (Group Manager Service Delivery) gave a verbal update on –

- Rural Water Select Committee

The meeting closed at 12.31pm

Confirmed

**Barbara Hanna
CHAIRPERSON**

UNCONFIRMED

West Otago Community Board

Item for INFORMATION

Report	Work in Progress Update
Meeting Date	28 September 2022
Item Number	2
Prepared By	Julie Gardner – Service Delivery Administrator
File Reference	749959

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 28 SEPTEMBER 2022**

Issue	Comments
Projects <ul style="list-style-type: none"> • Triangle Plantings 	<p>The Chairperson has met with the Hughes family to discuss plantings and will provide an update at the meeting.</p>
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. • Aitchison Runs Road Grade Adjustment 	<p>Area to be highlighted as part of RMP consultation. Potential plans for consultation will be presented at the meeting for discussion.</p> <p>The lease was advertised in the BME on Wednesday 14 & 21 September, with tenders closing on Friday 30 September 2022.</p> <p>To be left on the WIP for future discussion.</p>
Our Place West Otago	<p>Recommendation went to Council meeting 15 September 2022 to adopt the Our Place West Otago Community Plan.</p>
Station Road Trees/Tapanui Trees <ul style="list-style-type: none"> • Concern that these are damaging Council's infrastructure. 	<p>Beech Tree to be removed with no consultation.</p> <p>Station Road Trees also to be removed as damaging infrastructure. The cost of removal is approximately \$4,800+GST (incl traffic mgmt).</p> <p>However, the Non-Routine Parks & Reserves budget is insufficient to cover this level of expenditure (there is about \$4k left for the rest of the year).</p> <p>If the WOCB want this to proceed immediately they may want to consider funding it from project funds or else it will need to wait for consideration by Council at their next meeting where it may be deferred to the next Annual Plan.</p>
Old Courier Building – Main Street, Tapanui <ul style="list-style-type: none"> • Community concerns raised about the condition and safety of the building. 	<p>Following the letter sent by the WOCB, the owner has been in contact and advised that remediation work will be undertaken in the spring.</p>

West Otago Community Board

Item for INFORMATION

Report	Service Delivery Update
Meeting Date	28 September 2022
Item Number	3
Prepared By	Jules Witt – Group Manager Service Delivery
File Reference	749962

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 Roading

The new season started with typical spring weather, snow and rain. We are forging ahead, knowing that this is usual during the change of a season. There is continual work on the embedding of our new processes and the team is working well together to make this work for us.



Culvert Replacement – Telegraph Road

1.2 Road Safety

Motorcycle Awareness Month is this month, we had a Southern-wide meeting with ACC and regional Road Safety coordinators to go over our campaign to get motorcycle safety awareness in the spotlight.

DML has received a fantastic amount of funding from Community Road Safety Funding (Waka Kotahi) so we can use Drive Tech to progress our restricted licence clients. This is due to the lack of available community mentors.

Clued Up Kids' attendees were pleased to receive their road safety packs.

I have since learned that local schools have limited hi-vis for their students, so CDC Road Safety is sponsoring and supplying new vests with Southroads. These should be with them soon.

Coming Up: RYDA September 23rd, work on the Ripple effect project, Right Track new Course Starting in September in Dunedin.



2 Greenspace

The new season is upon us, and it is great to see the spring growth happening. The workload will gradually increase for us as the growth continues.



Tapanui Cemetery

3 Community Housing

There has been one flat vacancy at the Tapanui Community Housing Units and Flat 7 has now undergone a redecoration with new paint and carpet. We have advertised the flat but had minimal interest although we are now following up with a prospective tenant.

The car park /garden area was upgraded outside Flat 8 which has added an additional parking space. The contractor also installed new building paper in the 3-bay carport with positive feedback from tenants.



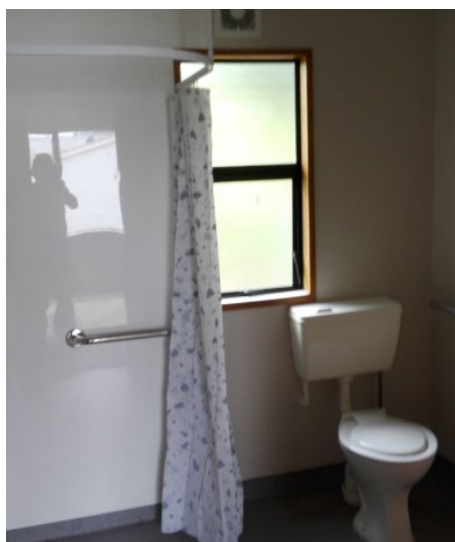
Work in progress for car park space



New paint and carpet – photo taken during clean-up



Bedroom – new carpet and paint



Bathroom painted

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)	93
Gully dishes non-compliance*	164

	17/8/22	19/9/22
Notification of completion (Resolved)	100	102

* 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.

4.2 Glenkenich Water Treatment Plant Upgrade Progress

Pall Marshall has completed the treatment plant building. The membrane racks, clarifiers and most of the mechanical install has been completed. The electrical install is now underway.



4.3 Glenkenich Water Pipe Renewal

Southern Trenching & Excavation Ltd have been delayed by their subcontractor in laying the section of pipe under the State Highway. Following this they can complete the testing and connect and commission the pipe. This is anticipated to be completed by the end of September.

4.4 Patterson Creek Stormwater Renewal

Fluent Solutions have completed the design. The intent is that the project be tendered and awarded over the next 2 months with construction in early 2023.



It is anticipated that there will be some disruption to the adjacent landowners and their visitors and customers. The pipework in the carriageway is large diameter. The new open channel will link the existing drains to the pipework.

There will also be some realignment and future proofing of water and wastewater services to the south of Boundary Street to meet any future requirements.

5 Service Requests

There have been 5 service requests lodged by Community Board members since the last meeting on 17 August 2022. These were for Roading (1), Water (3) and Complaints (1). At the time of printing the agenda 4 had been completed and 1 was at the received stage.

West Otago Community Board

Item for INFORMATION

Report	Revenue & Expenditure Report
Meeting Date	28 September 2022
Item Number	4
Prepared By	Trey Willis-Croft – Management Accountant
File Reference	749963

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 2022 to 31 August 2022.

As the annual report had not been finalised at the time of printing this agenda the fund balances are unavailable but will be included in the November agenda.

RECOMMENDATIONS

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

**Clutha District Council
West Otago Community Board**

2022/23 FINANCIAL YEAR TO DATE FROM 1 JULY 2022 - August 31 2022

	<u>2022/23 Budget</u>	<u>YTD Actual</u>	<u>YTD Est</u>	<u>Act / Est</u>
Revenue				
Rates Income	78,642	19,843	13,107	6,736
Income - NZ Motorhome Assn	0	0	0	0
Income - Hire	0	548	0	548
	<u>78,642</u>	<u>20,391</u>	<u>13,107</u>	<u>7,284</u>
Expenditure				
Remuneration	24,925	2,857	4,154	-1,297
Meeting Expenses	435	9	73	-64
Cafeteria Expenses	66	0	11	-11
Community Board Levy	0	0	0	0
Community Board Conference Fees	0	0	0	0
Advertising	109	0	18	-18
Printing & Stationery	684	0	114	-114
Project Funds	17,425	75,874	2,904	72,970
Food Bank	0	0	0	0
General Expenses - NZMCA Storage Container	0	840	0	840
Share of Overheads	34,998	5,833	5,833	0
	<u>78,642</u>	<u>85,413</u>	<u>13,107</u>	<u>72,306</u>
Transfer to Special Funds	0	0	0	0
Surplus / (Deficit)	<u>0</u>	<u>-65,022</u>	<u>0</u>	<u>-65,022</u>

West Otago Community Board

Item for INFORMATION

Report	Correspondence
Meeting Date	28 September 2022
Item Number	5
Prepared By	Julie Gardner – Service Delivery Administrator
File Reference	749964

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
- 2 Outwards Correspondence
 - West Otago Lions – Kiosk Request Reply



Address all correspondence to:
The Chief Executive

Our Reference
749298

26 August 2022

Lindsay Alderton
West Otago Lions

lindsayalderton@hotmail.com

Dear Lindsay

Public Noticeboard Tapanui Cemetery

Thank you for your letters which were included in the West Otago Community Board meeting agenda for 17 August 2022.

The Community Board discussed the building of a kiosk at the Tapanui Cemetery and thought it was a great idea. We would ask however, that it be in line with other council kiosks within the district so it would be beneficial for you to contact Council to discuss this further.

As far as access to the official records, these are available at the Tapanui Service Centre where I am sure the staff will be able to help you with your enquiries.

We would need a final design and pricing to be forwarded to the Community Board so that any financial decisions could be discussed then.

Yours sincerely

A handwritten signature in blue ink that reads 'Barbara Hanna'.

Barbara Hanna
Chairperson
West Otago Community Board

West Otago Community Board

Item for INFORMATION

Report	Corporate Services Report
Meeting Date	28 September 2022
Item Number	6
Prepared By	Lilly Paterson – Corporate Services Administrator
File Reference	749966

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 Funding Schemes

1.1 Creative Communities New Zealand Funding Scheme

The first funding round for Creative Communities closed on the 9 September 2022. The assessment committee will meet on the 22 September 2022.

Do you have a Creative arts project in mind?

You could be eligible for funding between \$200 - \$5,000!

The Clutha District Creative Communities Scheme first funding round for 2022/23 is closing soon!

Find out more and get an application form from:
www.cluthadc.govt.nz/creative-communities

To qualify projects must:

- Be in the Clutha District
- Be started and completed within 12 months of funding approval
- Any group, organisation or individual can apply.

For more information visit our website or contact, Lilly Paterson, on 03 4190251 or lilly.paterson@cluthadc.govt.nz

Applications close: 5pm, 9 September 2022

Clutha District Council

2 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.

2.1 Fees Reimbursement Scheme

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

Organization	Reimbursement of Council fees and charges for:	Amount \$
Tapanui West Otago Promotions	Hire of West Otago Community Centre for a get together for residents over 80 years.	\$110.00
Milton Information Centre	Hire of Milton Coronation Hall for a book sale	\$300.00

2.2 Property Rent Reimbursement

No rent reimbursements have been paid since the last meeting

2.3 Rates Rebate Scheme

Listed below are details of applications received for the rates rebate scheme for the period 1 July 2022 to 15 September 2022.

Rate Rebates	This Year	Last Year
Applications Received	100	102
Total amount of Rebates paid	\$64,830.79	\$59,437.29
Average amount of Rebate	\$648.31	\$582.72

West Otago Community Board

Item for INFORMATION

Report	Building Consents Statistics for August 2022
Meeting Date	28 September 2022
Item Number	7
Prepared By	Wendy Copeland – Regulatory Services Administrator
File Reference	749967

REPORT SUMMARY

Building Statistics for August 2022.

RECOMMENDATIONS

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

REPORT

August 2022

West Otago Ward		
Type	Number	Value
Accessory Buildings	0	0
Additions & Alterations	1	211,795
Commercial/Industrial	0	0
Farm Buildings	1	30,000
Heating Units	1	4,000
New Dwellings	0	0
Other	0	0
Plumbing & Drainage	0	0
Resited Buildings	1	30,000
Total	4	275,795

West Otago Community Board

Item for INFORMATION

Report	Mayoral Update
Meeting Date	17 August 2022
Item Number	8
Prepared By	Julie Gardner – Service Delivery Administrator
File Reference	749969

REPORT SUMMARY

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

WEST OTAGO COMMUNITY BOARD AGENDA

28 September 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 17 August 2022.
2	10	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	12	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	18	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 2022 to 31 August 2022.
5	20	Correspondence <i>(For the Board's Information)</i> The report provides copies of correspondence since the last Community Board meeting.
6	22	Corporate Services Report <i>(For the Board's Information)</i> The report covers activities of the Corporate Services Department in the past period.
7	25	Building Consents for August 2022 <i>(For the Board's Information)</i> The report updates the West Otago Community Board on Building Consent activity for August 2022.
8	26	Mayoral Update - verbal <i>(For the Board's Information)</i>