

**Minutes of the Explore Pahiatua Incorporated Society meeting held at the Tararua District Council Service Centre 136 Main Street, Pahiatua on Wednesday 4 September 2024, 7:00pm.**

**1. Present**

1.1. Committee Members: Louise Powick (Deputy Chair), James Devoe, Marie Kissick (Treasurer), Ingrid de Graaf, Georgina Morrison

1.2. Tararua District Council Representatives: Cr Alison Franklin and Kimberley Stevens (TDC).

1.3. Members of the public: Nil.

**2. Apologies**

2.1. Ali Romanos (Chairperson) and Raylene Treder (Secretary).

Louise Powick/Georgina Morrison

**Carried**

**3. Conflicts of Interest**

3.1. Nil.

Louise Powick/Georgina Morrison

**Carried**

**4. Notification of Items not on the agenda**

4.1. Service Agreement

4.2. Draft Constitution

4.3. AGM Date

4.4. Kimberley Stevens Community Plan

4.5. Advertising re Polish Reunion

**5. Community Plan.**

5.1 Kimberley Stevens provided 100 copies of the Community Plan. The community need to decide where the plan will sit online, e.g. Explore or TDC website. There is a poster that can go up in local cafes. Kimberley noted the committee should feel proud of the first Community Plan that's been developed.

Kimberley Stevens will start the process of planning to present to either the October or November Council meeting. Kimberley Stevens recommends we keep a few for a 10-minute presentation to Council. With regards to structure, Kimberley Stevens can provide an overview to the Council and then introduce and pass over to Ali Romanos. Presentation topics: Cover

the priorities, what we've set and why, and another we want to highlight to Council that they need to be aware of, and finish with our future projects.

**Action:** Kimberley Stevens will check the process and next steps for the Council and whether it will be adopted.

**Resolution:** Move that the Pahiatua Committee Plan is adopted

**James Devoe/Marie Kissick**

**Carried**

**That the minutes of the Explore Pahiatua meeting held Wednesday 7<sup>th</sup> August 2024 (as circulated) be confirmed as a true and accurate record of the meeting with the below changes:**

**Marie Kissick/Louise Powick**

**Carried**

## **7. Matters Arising**

7.1 Polich Memorial work started today with stump grinding.

7.2 Children's Day – Nothing to report.

## **8. Correspondence**

### **Inwards**

**From:** Email: Kimberley Stevens – Community Plan

**From:** Te ahu Turanga – Tolling proposal.

**From:** Sandra Duncan – Grant Application

**From:** Kimberley Stevens – Tararua Funders Forum

### **Outwards**

**To:** Sandra Duncan – Grant Application

**To:** Tararua District Council: Invoice for Annual Grant

**That the inwards be received and outwards endorsed.**

**Georgina Morrison/Ingrid De Graaf**

**Carried**

Georgina Morrison suggested a discussion with Ali Romanos about the Correspondence being collated in a folder that the Committee members can access.

## **9.0 Carnival Park Portfolio**

The Community agreement between Explore Pahiatua and DoC has been circulated.

There are obligations such as complying with Health & Safety. Karolyn Donald has been leading the Treasure Carnival Park group.

**Action:** Louise Powick will chat with Karolyn Donald about finding a key person to take this forward.

## **10.0 Tararua District Council Report**

Cr Alison Franklin presented her Council report.

### **Māori Ward Decision**

- Council voted 7 – 2 to affirm its resolution of 18th May 2021 to establish the Tāmaki Nui-a-Rua Māori Ward. Council will now include a binding referendum on the continuation of the Māori Ward during the Local Body Elections in October 2025.

### **Horizons Region Spaces and Places Plan for Sport & Recreation 2023 – 2043**

- Council agreed to endorse He rā ki tua- Horizons Region Spaces and Places plan for Sport and Recreation 2023-2043 to inform Council decisions on play, active recreation and sports facilities. There was some discussion around the benefits to the Tararua District and the difficulties faced by many families who are unable to afford for their children to travel for sport and recreation. It was agreed that an MOU would be drawn up with Horizons for the implementation. There is no cost to the ratepayer involved in this decision. TDC in the past has opted out of joining the Regional Sports Facilities Fund because of the perceived geographical challenges. This Plan is completely separate to that Fund.

### **By-Law Consultation**

- Following the consultation period and the hearing of submissions, the following By-Laws were adopted by Council

1. Animal By-Law – Cats mandatory micro-chipping and deserting from age 4mths Number of cats kept restricted to 3. Feral animals must not be encouraged into urban areas.

2. Keeping of Animals By-Law - It was noted that many submitters were concerned about the impact of any future change in zoning of property, where currently their property was zoned rural but under the Urban Growth Strategy an indication was provided that in the future their property could be re-zoned to

Urban. This means that a change in zoning from rural to urban in the future would likely not affect the use of the land, unless the use of the land was to change in character, intensity and scale. However, the occupier would still be required to mitigate any nuisance arising from the activities on their land towards their neighbouring properties.

3. Alcohol Bylaw

The Council considered the two submissions received on the Alcohol Bylaw and noted that it had resolved to develop a Local Alcohol Policy at its meeting held 31 July 2024. This policy would give Council the ability to control the number of alcohol outlets, and where they were located.

4. Public Places ByLaw

Only submission received was in relation to emergency services and defence activities on public land which prohibits of other people's access or use of the public place. It was pointed out that the District plan covers everything in relation to this.

5. Cemeteries By Law was passed without any submissions received.

### **Funding Application from Pahiatua Museum Society Inc.**

- An application was made to the Pahiatua Heritage Special Reserve Fund by the Pahiatua Museum for the upgrading of the Polish Memorial site together with the introduction of a walkway incorporating signboards that will explain the history and the story of the Polish Children's Camp, and the subsequent use of the Camp, by the Displaced people of Europe.

- The Fund was set up with monies remaining when the Pahiatua Arts Council folded approx 5 years ago. The fund was set aside for the specific use for Heritage projects within the Pahiatua Community.

- The application fitted perfectly within the meaning of the Fund's intention and was given full approval by a former Trustee of the Arts Council.

- The fund had attracted interest and the original \$25,000 had grown to \$26,731.35
- The Pahiatua Museum Society were granted the full amount which left them \$100 shy of the amount required for the upgrade. Mayor Tracey Collis generously offered to pay the difference.
- Work began on the site today (3 September) with stumps being removed and some spindly trees removed to clear the line-of-site to the original campsite. Working bees will be held by the organising committee to carry out other beautification work in preparation for the laying of the concrete pathway and the stand for the plinths.
- Waka Kotahi have agreed to remove a damaged concrete picnic table and concrete slab, all other works have put out for tender and budgeted for within the funds granted.
- The budget also covers 2-days of filming of the 80th Reunion on 1st & 2nd November. Local cinematographer Derrick Sims will be undertaking the filming, editing and producing of what will become, a valuable historic resource for schools and historians. The story of the Children's' Camp is in the primary school's curriculum for next year. The Museum Society are already receiving requests for information from schools in preparation for next year. It is noted that both St Anthony's and Pahiatua Primary have already studied this valuable part of our local history.

### **Te ahū a Turanga Mānawatu-Tararua Highway – Toll Road Proposal & Consultation**

I would like to have a brief discussion with the Committee about the NZTA announcement that the Mānawatu Gorge replacement road is being considered as a Toll Road, the Consultation Process, and the affect this may have on our communities. Councillor Scott and I have spent considerable time researching this since the announcement was made late last week – we have studied the Government's Toll Road Policy and have a copy of the Business Case that was presented in the Resource Consent phase. For the sake of our communities, we need a collaborative approach to this. I believe we need to work together to encourage attendance at proposed Consultation meetings and to find a way to assist with submissions.

Personally, and as a Tararua District Councillor, I don't believe we should be taking this, lying down. As Chair of the Community Development & Wellbeing Committee of Council, I, and my Deputy Chair Scott, will be raising this as an extraordinary item of General Business at our Committee Meeting of full Council, on Wednesday afternoon.

There is a meeting in Woodville to discuss this on the 11th of September. Cr Alison Franklin will circulate the details for any interested Committee Members. Ingrid will share the details on Facebook.

**That Cr Alison Franklin's Council Report be received.**

**Georgina Morrison/Ingrid De Graaf**

**Carried**

### **11.0 Financial Report**

- The Bank Reconciliation Report for the main account shows a balance of \$105,755.20.
- The balance of the Business Group account is \$531.83.

We also have the following invoices to be approved for payment on 20 September:

Payee	Description	Amount
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1. NZME	Bush Telegraph feature	\$538.84
2. Mitre 10	Community Garden	\$96.66
3. Freedom Signs	Sticker for pool sign re submissions to LTP	\$125.35
4. Bush Multisport	Venue hire for Canva workshop (from PDBG account)	\$87.50
	<b>TOTAL</b>	<b>\$848.35</b>

We have also paid the following invoices since the last meeting which are to be retrospectively approved:

Logic Street Scene	Seats for Dog Park (to come out of Waireka Grant)	\$3,256.11
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**11.1 The following amounts are tagged funds:**

	<b>Project</b>	<b>Amount</b>
1.	Swimming Pool	\$30,000.00
2.	Explore Pahiatua signage	\$20,000.00
3.	Harvard Playground	\$20,000.00
4.	Carnival Park (originally \$9,289.33 but reduced by \$1,736.25 for Jan invoice, \$985 for seedlings, \$1,471.25 ABC invoice June, \$1,000 tree removal June.)	\$4,096.83
5.	Youth Centre refurbishment	\$3,000.00
6.	Contribution towards Polish reunion event in November	\$ 5,000.00
7.	Dog Park – Waireka Grant - \$10K less \$260 digger works and \$3,256.11 seats	\$6,483.89
8.	NZME Partner Programme less payments since 1 August	\$4,758.48
9.	Community Garden remaining infrastructure works	\$600.00
10.	Community garden operating costs for year ended June 2025	\$1,903.34
11.	Explore Christmas	\$10,000.00
	<b>TOTAL</b>	<b>\$105,842.54</b>

**That the financial report from Marie Kissick (Treasurer) for the preceding month be received and identified invoices approved for payment.**

**Marie Kissick/James Devoe**

**Carried**

**11.2** There has been a request for funding for classes/workshops in Painting and clay modelling /sculpture for the next 12mths.

That Explore Pahiatua approves a discretionary grant for the Painting & Sculpture Group for \$1700.00

**Georgina Morrison/James Devoe**

**Carried**

**12.0 Portfolio Reports**

### **12.1 Pahiatua Districts Business Group (PDBG) - Ingrid de Graaf**

- There was no event in August – next event is coming up soon on 10<sup>th</sup> September – thanks George Morrison for the idea! No registrations yet though, so need to spread the word further.
- Working with EMA to hopefully come up with some (probably online) Human Resource training sessions, hopefully to be delivered in September (depending on the cost and the interest)

### **12.2 Explore Pahiatua Marketing - Ingrid de Graaf**

- August Bush Telegraph was used to promote the BAT Golf Fundraiser  
September Bush Telegraph will be used for the Pahiatua Community Garden. Emma Elliott has asked if she can have 3 x half pages per year for the PCG (September, February and May). This needs to be briefly discussed at the meeting.
- October and November Bush Telegraph will be used for Explore Christmas (hoping to bring the October advert forward)
- Will do a Facebook post regarding the AGM.
- Facebook: shared BAT post regarding golf fundraiser, updated the cover photo, shared PDBG regarding WFH event, shared Tararua iSite post regarding Creative Communities Funding, shared BAT post regarding golf fundraiser again, shared Pahiatua Community Garden post regarding Beginners Gardening Series.

### **12.3 Youth Centre - Ali Romanos**

- The Bush Charitable Trust met in August but again carried over the decision on our funding request until the next meeting – decision will be made late September.

### **12.4 Carnival Park**

- No report.

### **12.5 Community Garden - Emma Elliott**

- Marie Connolly-Kerapa has rejoined the garden committee. Discussion regarding a fourth member is in progress. A summer planting plan has been created and monthly committee meetings will be reinstated.
- The growing bed edging was completed by David Powick with assistance from volunteers. In August we switched back twice monthly working bees on 1st and 3rd Saturdays. Community Services and Hamua Ora Heartlands continue. Following this Saturday's working bee the gates were unlocked again.
- Sam Te Tau from Pātaka Kōrero will be attending 17 August working bee to reset our worm farm. Worm castings have been used to fertilise the garlic patch.
- We look forward to earmarking a September working bee in order complete the final infrastructure project around the compost bins
- Beginners gardening sessions on 4th Sunday of August, September, October and November are expected to be signed off by Wairarapa REAP this week.
- Emma Elliott attended Manawatu Food Action Network Winter Hui in July, taking part in discussions regarding food sovereignty in the region and how community gardens are

resourced. Pahiatua has certainly caught up with its neighbours in Ashhurst and indeed some Palmerston North gardens. It was a great networking and ideas generating event.

- No word from Pahiatua School enviro group regarding outside compost signage or a return to contributing to the community garden. Students are currently working with Bush Supergrans and tending to gardens of elderly residents. Their own school garden is also being revamped.
- The community garden application to Creative Communities will be submitted in September. The committee will seek additional funding, if necessary, via the new TDC grant portal.

#### **12.6 Swimming Pools - Louise Powick**

- The project plan from Council was received at the eleventh hour for the Lottery Community application.
- No update from Council on procurement planning following the meeting on the 1st August.
- Bryan Nicolson was meeting with Mercury Energy at the end of August to discuss funding possibilities.

#### **12.7 Rotary Dog Park - Raylene Treder**

- Materials and seating ordered. Working be to install equipment and lime track to be confirmed.

#### **12.8 Road Safety Committee - Marie Kissick**

- No report as no meeting held.

#### **12.9 Harvard Playground Upgrade - James Devoe**

- No updates this month.

#### **12.10 Polish memorial / 80<sup>th</sup> Reunion - Gilda McKnight**

- The committee to meet next week to confirm numbers.
- They will now be busing up from Wellington instead of using a train.

#### **12.11 Incorporated Societies Act Compliance – Ali Romanos / Marie Kissick**

- Marie and Ali Romanos have been working hard on the Constitution and Service Level Agreement, the two draft documents were presented at meeting.

#### **12.12 Explore Christmas- Ingrid de Graff**

- Meeting held on 29th August and planning is well underway (currently meeting monthly towards the end of each month) but nothing major to report– the committee is hoping to have completed a number of important jobs before our next scheduled meeting on the 26th September.

#### **12.13 Civil Defence - Georgina Morrison**

- Georgina Morrison has asked Peter Sinclair (TDC) to send through some other Civil Defence plans so we can use those to update our plan. The recent flooding was interesting and gave some insights into how we can respond well and gave me some ideas about opportunities in how we respond as a community. It also means we have a small group of volunteers whose names we can keep for the future.

## **14. Items not on the agenda**

### **14.1 Service agreement**

- There was discussion about whether an update had occurred in 2011. It was noted there is nothing about economic growth and projects in general rather than events. There was a question of whether the term 'general assistance funds' should be changed to discretionary funding.
- Louise Powick to circulate the most recent service agreement.

### **13.2 Draft Constitution**

Discussion occurred in the following areas

- Purposes - noted that these come from the Service Agreement. Marie Kissick has tried to align this with the Pahiataua Community Plan, make it general to stand the test of time and try not to refer to specific projects for the same reason.
- Loans - It was discussed that while loans were best to be avoided, that it probably wasn't necessary to restrict this given its unlikely loans could be taken out.
- 19.2 We could be more flexible and make this 6 months instead of 4 months. Decided end of October is manageable.
- 22.1 Minimum Committee members - Agreed 6 - 8 is good.
- 25.b Discussed adding a point about delegated authority to those Sub-Committees and a sitting Committee member on each Sub-Committee. Discussed needing clarity about whether the sub-committees could be working groups or just projects. Potentially this needs to be a bigger conversation around how we structure our groups/projects.
- 27.1 Change to at least half of the committee
- 29.2 New Officers must consent in writing that they meet the conditions
- 30. Discussed adding a line around delegation to the Chairperson to represent Explore and no one else unless they have been given delegated authority
- 32. Discussed whether we needed a term, however, given elections are 12 months this covers any issue of an individual staying on too long.
- 33.3 Members to consider whether the COI needs to be included here and feedback to Marie.
- 35. Discussed that a code of conduct would be helpful. Cr Alison Franklin offered to share these from Council.

Marie Kissick was thanked for her work. The feedback will be considered, and an updated draft sent around.

### **13.3 AGM**



The date will be the 2nd of October at 7pm. Marie Kissick and Georgina Morrison will be apologies for this meeting. All members will need to fill in a nomination form and have these in 10 days prior to the meeting.

**Action:** Raylene Treder to send out nomination forms.

#### **13.4 Advertising re Polish Reunion**

- Ingrid de Graaf asked if we are advertising the reunion or expected to advertise it. Cr Alison Franklin replied that this is being done from the Polish Group in Wellington. Ingrid de Graaf wanted to use October for Christmas advertisements, but this could clash with supporting the event. Nikki O'Leary has got in touch to say they are planning a 4-5 page spread but need business support.

**That Explore Pahiatua fund a half-page Bush Telegraph feature for the Polish Reunion.**

**Louise Powick/Marie Kissick**

**Carried**

Meeting Closed at 9.08pm.

Louise Powick (Deputy Chair): \_\_\_\_\_