

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

**1. Present**

- 1.1. Committee Members: Ali Romanos (Chair), Raylene Treder (Deputy Chair) Georgina Morrison (Secretary), Marie Kissick (Treasurer), Ingrid de Graaf, and James Devoe.
- 1.2. Tararua District Council Representatives: Mayor Tracey Collis, Cr Alison Franklin, Cr Scott Gilmore, Aimee Charmley, Dan Batley, Fontayne Chase
- 1.3. Members of the public: Nil.

**2. Apologies**

- 2.1. Nil.

**3. Conflicts of Interest**

- 3.1. Raylene Treder – Youth centre discussion.

**4. Notification of Items not on the agenda / General Business**

- 4.1. Draft District Plan Pre-Consultation
- 4.2. Toy Library funding application
- 4.3. Harvard Park Planning
- 4.4. Explore BBQ
- 4.5. Thank-you to volunteers

**5. Confirmation of Minutes**

**That the minutes of the Explore Pahiatua meeting held Wednesday 6 November 2024 (as circulated) be confirmed as a true and accurate record of the meeting, subject to the below corrections/clarifications.**

**Carried**

- Date of meeting was 6 November.
- Cr Scott Gilmore's noted thanks to Ali Romanos regarding the Community Plan included the whole committee.
- The format of the Porfolio reports being annexed was discussed. The Mayor and Councillors said the Community minutes receive considerable engagement at Council meetings, with questions often arising, so it is great to have details available.

## 6. Matters Arising

- 6.1. Ali Romanos reported he had obtained the website logins from Louise Powick, and distributed copies of the Community Plan about town.
- 6.2. Marie Kissick reported she had uploaded the new constitution and financial statements to the Companies Office website.

## 7. Correspondence

### Inwards

- Invoice from Beale Trucking for Lime Supply
- Confirmation of ReRegistration as an Incorporated Society from NZ Companies Office
- Robert Smith - Lawnmowing quote
- Bisset Honda - Lawnmowing invoice
- Buy a Block - Pool Fundraiser
- Joni Self - Marshall advice for Xmas parade
- Toy Library - info re grant
- Aimee Charmley – TDC
- Danielle Humphries - acknowledgement for Waireka Dog Park
- Derrick Sims - regarding speed limit change on Tiraumea Road

### Outwards

- Ali Romanos to Babu Jacobs re a Community Job Board
  - Ali Romanos to Hilary Webb (Bunnythorpe Community) re Community Plan
  - Ali Romanos submission to NZME re proposed *Bush Telegraph* closure
  - Georgina Morrison to Toy Library re requesting financial information
  - Marie Kissick to Glenn Connelly re NZTA re southern road zebra crossing
- 7.1. The committee discussed the speed limit zone on Tiraumea Road. Determined it would need to go to Council. Cr Franklin suggested getting neighbours to note their support. Council would need to involve NZTA. **Action:** Ali to reply to Derrick Sims with the suggestion of involving neighbours and subsequently communicate with Council.

- 7.2. Marie covered the main points from Glenn Connelly (NZTA) including around a safety review in general. Mayor suggested talking to Constable Maxine Walsh asking for her to do the review. It was noted future use should be kept in mind around walking to the new pool.
- 7.3. With regards to the NZME proposal, Mayor Tracey Collis noted we are awaiting a decision and there are some community options being discussed.
- 7.4. **Action:** Marie to speak to Constable Maxine Walsh regarding a road crossing review.
- 7.5. **Action:** Georgina to request Rocketspark to remove forwarding rule to Raylene's personal account.

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

**Carried**

## **8. Tararua District Council Report (Cr Alison Franklin)**

- 8.1. Cr Alison Franklin noted the Council were generally winding down to the end of the year. A recent buildings report regarding rationalisation and analysis of council owned buildings has been discussed. In Pahiatua there may be some opportunities given there are multiple venues such as the Council, Library and Town Hall. Times have changed and there is less hireage of facilities. There are building maintenance, insurance, and staffing costs to be considered.
- 8.2. Cr Scott Gilmore also noted the contestable fund process has been agreed with two rounds of \$50,000 to distribute each financial year, starting in January 2025. The second round for July will open in April.

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

**Carried**

## **9. Draft District Plan Pre-Consultation (Aimee Charmley/Dan Batley)**

- 9.1. Aimee Charmley, TDC's planning services manager, accompanied by Dan Batley, attended to speak to the District Plan adopted by Council in November.
- 9.2. The Council are looking for engagement with the public and to test the plan's reception. The summary documents are the most helpful to engage with and feedback for all the public is open until March with a drop-in workshop in Pahiatua on 30 January 2025. The Council are interested in Explore Pahiatua's general feedback on the direction of the plan.
- 9.3. Dan noted some key changes for Pahiatua including the rezoning on the eastern hill and extending the residential zone in northern Pahiatua. There is an acknowledgement of flood issues but mitigations will be in place and there is an acknowledgement of the need for flood-protection work such as the Huxley Street drain. The township is proposed to be rezoned from 'Commercial' to 'Mixed Use' to provide more flexibility and minimise barriers for use. Fonterra is being rezoned from 'Rural' to 'Commercial'.
- 9.4. It was noted that windfarms sit under the Energy Section. Windfarms are required to go through the full consent process unless bypassed through the Fast Track under central government. The Council has met with a group who are opposed to the windfarm. Council

cannot advocate for the public and must go through the process.

Aimee Charmley and Dan Batley left the meeting at 7.25pm.

## **10. Harvard Park update**

- 10.1. Fontayne Chase, TDC's facilities manager, spoke to an overview of the plans for the park. Fontayne offered to share an audit report to provide extra information. She noted there is some money in the budget for some items.
- 10.2. Some equipment needs remedial work including the Flying Fox which is classified as a medium risk and the fall pitch is an issue. The main budgeting issue is the cushioning around the structures. The area around most of the equipment is quite wide so the cost to maintain this is quite high. One piece was looked at to be decommissioned – the Green sideways swing. Members noted it was an item of significance to the community and had been upgraded once before. The Committee is interested to understand the risks around that piece and agreed that, if possible, it would be good to retain that item.
- 10.3. The Committee asked if there was an asset management plan. Fontayne clarified that the asset plans don't go to that detail of individual items in the park.
- 10.4. There was a discussion about the concept of a walking path from town to Mangatainoka. It was clarified the project has been raised many times in the past but would need a group to champion this and funding.
- 10.5. **Action:** Raylene to enquire with Jason Griggs about the location of the replica gun that used to be situated beside the Harvard Plane.
- 10.6. **Action:** Fontayne to send the audit report through to James.

Fontayne Chase left the meeting at 7.48pm.

## **11. Toy Library funding application**

- 11.1. Ester Romp has sent through the financials for Pahiatua Toy Library. The request was for \$750 from a project of \$1,650. The Committee noted the organisation's great work especially given the socio-economic situation for many in the town. It was also noted Explore have a role to distribute funds in our service agreement with the Council.

**That the request for \$750 from the Pahiatua Toy Library be approved.**

**Carried**

## **12. Explore BBQ**

- 12.1. After discussion, agreed to hold on Sunday 9 February 2025 at 4:30pm.

## **13. Thank-you to volunteers**

- 13.1. As in previous years, Committee agreed that \$100 New World vouchers would be purchased as token of appreciation for volunteers and/or subcommittee members who have carried out significant work.

## 14. Financial Report (Marie Kissick)

### 14.1. Current status

- The balance of the main account is \$ \$142,282.45.
- The balance of the Business Group account is \$203.70.

### 14.2. Invoices to be approved for payment on 20 December:

	Payee	Description	Amount
1.	NZME	Bush Telegraph feature (usual feature plus ad for Polish reunion)	\$538.84
2.	Mitre 10	Community Garden (Seedlings, compost)	\$291.56
3.	Mitre 10	Dog Park	\$45.34
4.	Bush Multisport	Venue hire for Quiz	\$ 50.00
5.	Bisset Honda	Annual lawn mowing cost for Polish memorial	\$1,500.00
6.	Beale Trucking	Lime for Dog Park	\$2,018.01
		<b>TOTAL</b>	<b>\$4,443.75</b>

### 14.3. Invoices since last meeting for retrospective approval:

Bisset Honda	Reimbursement for PDBG Quiz Night: <ul style="list-style-type: none"><li>● Food, prizes, thank you voucher and thank you cards \$513.81</li><li>● Paper plates, bowls, knives \$17.17</li><li>● Flowers for Raylene Treder as thank you \$ 26.09</li></ul>	\$640.43
Arena Party Hire	Generator for Explore Christmas	\$300.00
Airagami	Facepainting for Explore Christmas	\$342.00
Small Town Comfort	Soft play etc for Explore Christmas	\$255.00
Alaina Sims	Reimbursement for Explore Christmas: <ul style="list-style-type: none"><li>● Mitre 10 - 280.60 (Paint for community decorating event)</li><li>● Bunnings - 92.81 (lights and spray paint for market)</li><li>● Uncle Bills - 5.94 (tinsel)</li></ul>	\$379.35
Jess Graham	Reimbursement for Explore Christmas: <ul style="list-style-type: none"><li>● Temu – decorations - \$41.39</li><li>● Temu – decorations - \$69.18</li></ul>	\$110.57

### 14.4. As a reminder, the following amounts are tagged funds:

	Project	Amount
1.	Swimming Pool	\$30,000.00
2.	Signage for Polish Memorial	\$1,000.00
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

	<b>Project</b>	<b>Amount</b>
5.	Dog Park – Waireka Grant - \$10K less \$260 digger works, \$3,256.11 seats, \$1,301.96 at Mitre 10, \$366.85 Beale Trucking and \$45.34 Mitre 10 (Dec)).	\$4,769.74
6.	NZME Partner Programme less payments since 1 August	\$3,141.96
7.	Community Garden remaining infrastructure works	\$181.70
8.	Community garden operating costs for year ended June 2025	\$1,688.39
9.	Community Garden Mural (reflecting grant received)	\$2,300.00
10.	Explore Christmas	\$10,000.00
11.	Meeting fees (Until Dec 2024)	\$7,350.00
12.	Emma fees (Until Dec 2024)	\$ 900.00
13.	Lawnmowing for Polish memorial (until Nov 2025)	\$1,600.00
	<b>TOTAL</b>	<b>\$87,028.62</b>

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

**Carried**

**15. Portfolio Reports**

**15.1. Pahiatua Districts Business Group (PDBG) (Ingrid de Graaf)**

- As per report (**annexed**).

**15.2. Explore Pahiatua Marketing (Ingrid de Graaf)**

- As per report (**annexed**).

**15.3. Explore Christmas**

- As per report (**annexed**).

**15.4. Carnival Park (Karolyn Donald)**

- No update.

**15.5. Community Garden (Emma Elliott)**

- No update.

**15.6. Swimming Baths (Karolyn Donald)**

- No update.

**15.7. Swimming Pool (Raylene Treder)**

- As per report (**annexed**).

**15.8. Rotary Dog Park (Raylene Treder)**

- As per report (**annexed**).

15.9. **Road Safety Committee** (Marie Kissick)

- See 7.2 and 7.3 above.

15.10. **Civil Defence**

- No update.

15.11. **Harvard Plane Upgrade** (James Devoe)

- See 10 above.

15.12. **Youth Centre** (Ali Romanos)

- Raylene Treder left the meeting for this discussion.
- The Committee agree it was pertinent to seek information on property management fees, potential lease income, and income from sale of the building, to help the committee be fully informed.
- The importance of transparency with any issues with the building was discussed as well as potential reputational risk if we make a decision without consultation. Ali has a report that can be circulated from Joss Tua-Davidson.
- It was agreed it would be helpful to have a clear position statement with a view to hosting a meeting inviting the public to discuss any options.
- **Action:** Ali to obtain from Colliers a valuation, including potential income and property maintenance from Colliers. Include an assessment of issues that need to be addressed with the building.

**Next meeting date:** 5 February 2025 at The Youth Centre building, 183 Main Street, Pahiatua.

Meeting Closed at 9:27pm.

Ali Romanos (Chair): \_\_\_\_\_

## Annexures

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### **PDBG (Ingrid de Graaf)**

The PDBG Social Quiz Night was held on the 20<sup>th</sup> November and it was resounding success – 11 teams turned up on the night and it definitely meet all our intentions of it being fun and social, and being a team building and networking opportunity. A huge thanks to Raylene Treder for her help with organising and running the event. Also huge thanks to our emcee, Matt Anderson. It was a nice, simple event and easy to organise. Pahiatua School team “It’s Dan’s Birthday” took out the top spot and David Jackson has engraved the plaque for this year and last year (thanks David).

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### **Marketing (Ingrid de Graaf)**

- November Bush Telegraph was for Explore Christmas (main poster).
  - December Bush Telegraph will be an Explore Christmas debrief advert – winners, thanks, acknowledgements etc. Publishes 16 December.
  - Facebook – has been very busy with all sorts of things but mostly focussing on Explore Christmas.
  - I have some old Christmas lights at work (that used to be attached to the town lamp posts)
  - Marie – I notice that whenever Explore Pahiatua Inc pays someone (ie. Bisset Honda) it still says POT
  - I am still working on the sign for the Polish Memorial - will get it sorted (at least ordered) before the end of this month
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### **Explore Christmas (Ingrid de Graaf)**

We have our final meeting on Wednesday, 4<sup>th</sup> December at 11am. Most things are in place – just small things to sort out. The weather forecast is improving which is a relief.

- Need a hand between 2.30 and 3.30 with market stalls to help Alaina and Derrick and someone personing the Explore Tent
- Health & Safety plan to be circulated to the committee and Scott. There are conditions for Floats around throwing lollies as they must be handed out.
- Recycling bins will be supported by Georgina if she can connect with Emma.

*From Cr Alison Franklin:* The Alliance have dropped off the webbing, Louise and David supplying Waratah standards, the key for the bollards will be picked up on Friday and Grae will set up the webbing on Saturday and he will bring a ratchet over to remove the bollards. We have 12 road cones available if they're needed, the Alliance dropped them to us for use at the Theatre during the painting of the building and will be collected by the Alliance next week with the webbing.

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**Swimming Pool (Raylene Treder)**

SwimFantastic news this morning – Lotteries Grant approved for \$500,000 - Wahoo!!

It was noted the Trust will apply for funding each year to apply for operational cost. Maintenance will come under Council costs.

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**Rotary Dog Park (Raylene Treder)**

The majority of lime has been laid and should be finished next week.

Ben Luders will approach the Lions Club to see if they will lay the concrete for the seating to be installed.