

**Minutes of the Explore Pahiatua Incorporated Society meeting held at the Tararua District Council Service Centre 136 Main Street, Pahiatua on 24 November 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 Representative: Cr Scott Gilmore.
- 1.3. Members of the public: Nil.

**2. Apologies**

- 2.1. Cr Alison Franklin
- James Devoe/Ingrid de Graaf **Carried**

**3. Conflicts of Interest**

- 3.1. Raylene Treder – Youth centre discussion.
- James Devoe/Ali Romanos **Carried**

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

- 4.1. Urban Draft Strategy – Raj Suppiah (TDC) (discussed after Council report).
- 4.2. Toy Library funding application (discussed at end of meeting).

**5. Confirmation of Minutes.**

**That the minutes of the Explore Pahiatua meeting held Wednesday 2 October 2024 (as circulated) be confirmed as a true and accurate record of the meeting.**

Ali Romanos/Raylene Treder **Carried**

**6. Matters Arising**

- 6.1. Scott Gilmour explained that at last Wednesday's Council meeting a discussion was held about the contestable fund and the CE has been asked to simplify the process for applying, refers to 11.0 - Contestable fund – third bullet point in the Explore Pahiatua October meeting minutes.
- 6.2. Polish Memorial – Lawn mowing – Bevin Bisset is no longer interested in continuing but has found someone to replace him.
- 6.3. Ali Romanos noted he had overlooked filing a submission to NZTA/Waka Kotahi on behalf of Explore Pahiatua on the Toll Road. Ali apologised for the oversight.

- 6.4. **Action: Ali Romanos** to contact Babu Jacobs to present his idea about an online jobs board to the committee at the next meeting.

## 7. Correspondence

### Inwards

- Rocket Spark – Buy a Block \$1,000.00 Woodville School
- Companies Office – Reminder to file Annual Return
- Mike Butterick MP – Easter Trading
- Allie Dunn – TDC Urban Strategy
- Jeannie O’Brien – Tararua Community Youth Services
- Esther Romp – Pahiatua Toy Library – Discretionary Grant
- Kimberley Stevens -TDC – Confirming date and time of presentation of the Community Plan to Council.
- Hillary Webb – Bunnythorpe Community Committee – Asking for a copy of the community plan.
- Adam Craig – Regent theatre invoice for the Patrol Treat – Discretionary grant.

### Outwards

- Esther Romp – Pahiatua Toy Library – Email acknowledgement of grant received.
- Jeanne o’ Brien – Ali Romanos replied to acknowledge email.

- 7.1. The committee discussed the process around moving and seconding non-contentious resolutions and decided that this was an antiquated formality no longer required as a meeting procedure going forwards. If the Chair considers procedural matters to be non-contentious they will simply be carried upon a basic heads of agreement, with contentious issues to be reserved for debate, votes and/or abstentions as necessary.

- 7.2. Action points will be recorded explicitly to ensure accountability.

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

**Carried**

**Action: Ali Romanos** to contact Hilary Webb to provide copy of Community Plan and offer attendance at Bunnythorpe meeting.

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

- 8.1. Cr Alison Franklin emailed her Council report (**annexed**), which the meeting took as read. Cr Gilmore noted Ali Romanos’s presentation of the Community Plan to the Council was well received and thanked him for his work.

- 8.2. The Committee commended Cr Franklin’s large amount of work for the Polish Reunion Weekend.

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

**Carried.**

## 9. Urban Design Strategy

- 9.1. Raj Suppiah spoke to the committee to explain the background of the Design Strategy which serves to complement the growth plan and allow public input into the infrastructure they want as their urban landscape. The Council want to ensure connections with growth areas and infrastructure. Raj noted the Pahiatua Community Plan is excellent and speaks to how engagement with the community will feed into the Urban Design Strategy. The questions for the Committee were posed as: Are there any other aspirations or requirements that the community have beyond the Community Plan? Would the Committee like to set up some drop-in sessions with the community?
- 9.2. The Committee noted there will likely be more concern with ensuring infrastructure is right before focusing on Urban Design. Cr Gilmore clarified the Infrastructure Plan is required to sit in the District Plan and inside the Growth Plan. It was noted projects such as combining the library and youth space would sit elsewhere.
- 9.3. Raj clarified there is no set date for feedback and there is only funding for creating the strategy, not for any projects that arise out of it as these would need to come from future long-term plans. He recommended that, based on the discussion, waiting to see what comes out of the Urban Designs completed by the other towns. The Committee agreed.

## 10. Financial Report (Marie Kissick)

### 10.1. Current status

- The balance of the main account is \$151,391.60.
- The balance of the Business Group account is \$444.33.

The following invoices to be approved for payment on 20 November:

	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
1.	NZME	Bush Telegraph feature (usual feature plus ad for Polish reunion)	\$1,077.68
2.	Mitre 10 (previous owners)	Community Garden (Seedlings, infrastructure works, compost)	\$57.87
3.	Mitre 10 (new owners)	Community Garden (seedlings)	\$ 7.11
4.	RocketSpark	Annual Website & email fee (x3)	\$839.50
5.	Louise Reimbursement	Community Garden Seedlings	\$40.00
6.	Freedom Designs	Explore Christmas Signage	\$186.30
		<b>TOTAL</b>	<b>\$2,208.46</b>

The following invoices were paid during the month for retrospective approval:

<b>Payee</b>	<b>Description</b>	<b>Amount</b>
J. M Intense	Explore Christmas Stage Deposit (30%)	\$936.33
Ingrid	Reimbursement for Polish decorations	\$266.19

#### 10.2. 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, \$3,256.11 seats and \$1,301.96 at Mitre 10).	\$5,181.93
8.	NZME Partner Programme less payments since 1 August	\$3,680.80
9.	Community Garden remaining infrastructure works	\$181.70
10.	Community garden operating costs for year ended June 2025	\$1,688.39
11.	Community Garden Mural (reflecting grant received)	\$2,000.00
12.	Explore Christmas	\$10,000.00
	<b>TOTAL</b>	<b>\$104,829.65</b>

The Committee reviewed the tagged funds on a line-by-line basis and noted:

	<b>Tagged projects to stay</b>	<b>Amount</b>
1.	Swimming Pool Raylene noted the process is in place for tender documents for construction will be out in January with an aim for the pool to be built before next year's season.	\$30,000.00

	<b>Tagged projects to stay</b>	<b>Amount</b>
2.	Harvard Playground It was noted there should be an Asset Management Plan with a budget attached. <b>Action: <u>James Devoe</u></b> to send a request to Carter TDC group manager for this information and invite Fountaine to a future Explore meeting to provide an update on Community Assets in general.	\$20,000.00
3.	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
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10.	Explore Christmas	\$10,000.00
	<b>New Tagged Funding lines</b>	
11.	Polish Memorial signage.	\$1,000
	<b>Committee agreed to remove</b>	
	Explore Pahiatua signage -	<del>\$20,000.00</del>
	Youth Centre refurbishment	<del>\$3,000.00</del>
	<b>TOTAL</b>	<b>\$82,829.65</b>

### 10.3. Further notes:

- Ingrid requires public liability documents from TDC and has been requesting these.  
**Action: Cr Gilmore** to look into these being provided.
- Ingrid requested funds for window prizes.
- **Action: Marie Kissick** will look at options for short-term term deposits and bring to the next meeting.

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

### 11. Community Plan

- 11.1. The Committee discussed the best places to make the Community Plan available around town. An electronic copy will be available on the TDC website.
- 11.2. **Action: Ali Romanos** to distribute hard copies to Committee members to go out to locations such as the library, The Regent, the dentist, coffee shops etc.

11.3. **Action:** Ali Romanos to get Explore website log-ins from Louise Powick.

11.4. **Action:** Ingrid de Graaf to promote the Community Plan on Facebook.

## 12. Portfolio Reports

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

- As per report (**annexed**).
- Ingrid noted she has been focused on Polish Reunion Weekend but now focusing on quiz.

### 12.2. Explore Pahiatua Marketing (Ingrid de Graaf)

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

### 12.3. Carnival Park (Karolyn Donald)

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

### 12.4. Community Garden (Emma Elliott)

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

### 12.5. Swimming Baths (Karolyn Donald)

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

### 12.6. Swimming Pool (Raylene Treder)

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

### 12.7. Rotary Dog Park (Raylene Treder)

- Slow progress due to the weather.

### 12.8. Road Safety Committee (Marie Kissick)

- No updates.

### 12.9. Civil Defence

- No updates.

### 12.10. Harvard Plane Upgrade (James Devoe)

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

### 12.11. Explore Christmas (Ingrid de Graaf)

- As per report (**annexed**).
- Ingrid noted her main focus was confirming the road closure.

- The Committee discussed having the Explore Pahiatua Gazebo erected at the event, with the Community Plan available.
- Ingrid discussed creating a risk plan for the event which the Committee supported.

#### 12.12. Youth Centre (Ali Romanos)

- Raylene Treder left the meeting at 8:56pm owing to identified conflict.
- Ali Romanos noted that, following the loss of the TCYS's funding, it would be vacating the Youth Centre building in December. Explore has several options to consider, such as: selling the asset, becoming a commercial landlord, or another option such as finding another community-focused tenant.
- Ali explained Raylene, in her role as a Real Estate agent, knows of interested parties in buying the property. Raylene has a conflict of interest given she could potentially make a financial benefit as the broker.
- The Committee discussed an appropriate process to evaluate the options which could be laid out as an evaluation document that considers
  - Pros and cons: e.g. Property management of either time or paying to manage it. We need to identify possible management fees.
  - Risks: e.g. The income from rent is \$13,000 per year which, if sold, will mean a reduction of income per year, noting that Explore Pahiatua has lost income from council.
  - If sold, how the proceeds would be managed: e.g. local projects such as the swimming pool.
- It was agreed a history of decision-making and where the money initially came from would be a good background.
- The committee decided putting some options to the Community could be helpful
- **Action: All Committee** to contribute to the document, for further discussion at December meeting.

### 13. Items not on the Agenda / General Business

#### 13.1. Toy Library funding application:

- The Toy Library has requested money for a laptop.
- The Committee discussed the status of giving out discretionary funding. Marie confirmed the Explore service agreement contained \$7,507 for discretionary funding and recommended this be added to the tagged funding minus the pottery grant agreed.
- **Action: Georgina Morrison** to ask for income details to accompany the request.

Meeting Closed at 9:17pm.

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



## Annexures

### Council Report (Cr Franklin)

After months of planning, the big day finally arrived. Everything went according to plan, apart of course, from the weather which can never be relied upon to perform as required. The numbers blew out to 420 which meant a change of venue and thankfully Tararua College came to the rescue. The College Hall turned out to be an absolute winner and we were most grateful for them for the use of the weekend.

Special thanks to TC for coming to the rescue. If you haven't been out to the Polish Memorial to see the magnificent story-boards that now adorn a concrete plinth and tell the story of the former Polish Children's Camp site "Little Poland", make sure you do, they look amazing. Personal thanks from me to Louise who agreed to MC the Saturday programme – as per usual, she did an outstanding job.

I was most relieved to see the catering come in within the budget offered by Explore Pahiatua.

I was very honoured to be invited by Mayor Tracey to accompany her to Christchurch for the dedication of a newly established Park at Oakbridge, which is a new 500 home subdivision. The park been developed and extensively planted by the Christchurch Polish Association, and, in honour of the Pahiatua Polish Childrens Camp; will be named "Little Poland".

### Pahiatua Town Baths

A majority Council vote saw the minimal funding required in order for the Pool to be open this coming season, agreed to at a full meeting of Council last week. Whilst Cr Scott and I were concerned that this was an about-face on the original decision made when approving the Loan Funding for the BAT covered sprung heated swimming pool where it was agreed that no further funds would be used to repair the town baths. However, underwater testing using Council's submersible drone and dye to highlight where the pool was leaking, revealed that for minimal cost, a temporary repair job that would enable the pool to open, could be carried out at a cost of \$3,500. All that is required is to gouge out the holes and fill with an expiry 2-pot resin. Marilyn informed me that 3 years ago all the holes were found and they didn't lose a drop of water for that season, so it is hoped that this will be the case again this season. There are no guarantees but at least the amount being spent is minimal and there is funding available for this. It was determined that the cost of providing to transport children to other vapour's pools, would be far more expensive than this minimal temporary fix.

Closing of Dannevirke Council Chamber.

Tomorrow's Council's Community Development & Wellbeing Meeting is being held in the Pahiatua Chamber, the first of many meetings to be held in Pahiatua over the next 6 weeks. Council is quitting a lease building opposite the Council Chamber in Denmark Street and will be converting the Chamber into office space for those who have been working out of the Hub. The Council Chamber is to be relocated to the top floor of the Dannevirke Town Hall, which of course, is a Council-owned facility. This move will create a considerable saving to ratepayers and for Councillors and Staff, it will be welcome change to meet in a building with windows creating external light after years of holding meetings in an internal chamber. The estimated saving of rent is \$7620.29 per month which equates to \$91,443.48pa and \$9,144,348.00 over 10 years. This move is one of the first in our rationalisation

and integration of Council services, either Council owned, or in this case, leased, consulted on in the 2024/34 LTP. There won't be any funds spent on renovations, the main work being done inside the Town Hall to facilitate the new Council Chambers will be, the installation of cameras and microphones to facilitate various functions, such as;

- Council meetings
- Conference calls
- Citizenship ceremonies
- Public meetings

And there is no monetary cost to converting the existing chamber with all existing staff furniture being brought over from the Tararua Business Network at 40 Denmark Street. The only real requirement is some Cat5 cabling to enable connectivity between staff and TDC servers when required. No requirement for extra electric sockets and all work will be carried out by Council's IT staff.

Armistice Day – 11th November 2024

Armistice Day commemorations are being held across the District at the majority of our RSA cenotaphs next Tuesday at 11am. All are welcome to attend these ceremonies, with our local commemoration being held at the cenotaph in the Town Centre Gardens. Mayor Tracey and I will be attending on behalf of Council.

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

Recent focus has been around the Polish Reunion – creating decoration starter packs and distributing around the businesses and organisations along the Main Street (huge thanks to Gerry & Wendy Parker for their help with this). Also creating and publishing marketing materials to promote the community celebration aspect of the event.

Next event is the second annual PDBG Social Quiz Night on the 20<sup>th</sup> November (thanks to Raylene Treder for the prompt to get this off the ground and the help to organise the event).

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

October Bush Telegraph – ½ page for Explore Christmas + additional ½ page for Polish Reunion

November Bush Telegraph (25 Nov) will be main Explore Christmas advert

December Bush Telegraph will be Explore Christmas debrief

Facebook: post re. AGM, created event for Explore Christmas, shared TDC post re. Funders Forum 2024, posted re. Explore Christmas (coming soon), posted re. Parade & Float Competition, shared PDBG post regarding Christmas Window Competition, updated cover photo to Polish Reunion, posted re. Polish Reunion, shared PDBG post re. decorating for Polish Reunion, shared PDBG post re. Polish quotes, posted again re. Polish Reunion, posted re. Explore Christmas (main poster), shared Pahiatua School post re. Blue Light Orienteering Race (requested by Glynis De Castro), shared PDBG post re. PDBG Social Quiz Night, posted re. Polish Reunion convey route, updated cover photo

to Explore Christmas

Still need to do post regarding Carnival Park BBQ – have taken photos and received info from Karolyn – just need to do the post!

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### **Carnival Park (Karolyn Donald)**

Attended funders forum and have set up an account with GrantGuru for funding. No funds applied for to date.

DOC have secured funds and will be removing the dangerous pine trees and overhanging branches on the north boundary down the western end of the reserve. Date still to be confirmed for that but expect it will be late November / early December.

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### **Community Garden (Emma Elliott)**

We currently have just two committee members attending our monthly meetings. This issue will be addressed during our meeting this week.

Recent working bees at the garden have seen the completion of our funded infrastructure work. The gravel path, around the compost bins and in front of the shed door to combat mud, is finished. A new volunteer has organised large quantities of mature mulch to feed our growing beds. Many, many barrow loads have been wheeled and spread. The same volunteer has offered to collect horse manure from RDA also. Growth on spring brassicas has been slow and the gate is currently locked so that plants can mature before harvesting. We await warmer weather for summer planting and look forward to no more frosts! Each working bee is followed by a cuppa and cake. There is always lively discussion and sharing of knowledge. All current, regular volunteers are already home gardeners and there needs to be a concerted effort to try and attract newer gardeners as volunteers.

Our Beginners gardening session on October 24 had five enrolments but only three turned up. Feedback from attendees was great. Our final session in November will need better advertising with posters up across town.

There are just two working bees left in the year. Our second one in November will be followed by a volunteer BBQ. There will be no working bee on the first Saturday in December due to Explore Christmas.

Creative Communities awarded \$2000 for our mural project although the payment was short of GST. It is proposed that we approach the mural artist and ask what can be achieved with the \$2k funding. Our priority is the bare back boards of the shelter over the picnic table.

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### **Swimming Pool (Raylene Treder)**

Lotteries have been in touch to have a discussion about the grant request made, commented that it was a comprehensive and worth application and has been forwarded onto the committee. Decision mid December.

BAT committee meet with Mike Dunn, Hayden Mischefski and Jodine Hood (TDC) to discuss action points. Great progress is been made and the plan is to have tenders out late January 2025.

Buy a Block donations still being received \$2,000 received in the last week.

Mike Dunn has meet with HMC who recently constructed the pool in Christchurch with a sprung structure.

Mayor Tracey and CEO Bryan TDC to meet with Mercury Energy in regards to sponsorship.

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### **Harvard Playground Upgrade (James Devoe)**

Re Assets information from TDC. Jeffery from TDC has left, and Robert Hood will be taking over the role. Once he has the plans for Harvard Playground, he will share them with us.

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### **Explore Christmas (Ingrid de Graaf)**

Still waiting on TMP and quote (TMNZ are waiting on Tararua District Council to supply a copy of the Public Liability Insurance) for road closure. Notices to residents and businesses along affected route to go out 2 weeks prior to the event. Rebus to assist with road closure.

Advertising in full swing – posters going out this week, corflute sign going up tomorrow, Bush Tele booked for 25 Nov, Facebook to ramp up

Concert planning well underway, stage booked, DJ sorted

Elf Land activities pretty much all locked in

Community decorations to roll out leading up to the event

Registrations from food trucks and market stalls rolling in steadily

Next steps are to promote parade and window comp, collect in trophies, organise prizes/certificates, finalise judges etc

Frustrating that we can't finalise budget due to not knowing cost of road closure!