



# COMMUNITY DEVELOPMENT COMMITTEE MEETING MINUTES

## MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON MONDAY, 5<sup>TH</sup> OCTOBER 2020 COMMENCING AT 5.30PM

The Committee Meeting was live streamed to the Westland District Council Youtube Channel and presentations are made available on the council website.

### 1. MEMBERS PRESENT AND APOLOGIES

<b>Chairperson</b>	Cr Martin	
<b>Members</b>	Cr Davidson	
	Cr Keogan	Cr Neale

### NGĀ WHAKAPAAHA APOLOGIES

His Worship the Mayor  
Deputy Mayor Carruthers  
Kw Madgwick

### ABSENT

Kw Tumahai

Moved Cr Keogan, seconded Cr Neale and **Resolved** that the apologies from His Worship the Mayor, Deputy Mayor Carruthers and Kw Madgwick be received and accepted.

### STAFF PRESENT

S.R. Bastion, Chief Executive; T. Cook, Regulatory Services Manager; F. Scadden, Planning and Customer Services Manager; S. Brown, Community Development Advisor; D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor, M. Smith, Committee Secretary.

### 2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated via Microsoft Teams and available on the Council Chambers table.

The advised Interest Register updates are noted:

- Cr Keogan updated the interest:  
3 Mile Hall Committee Member to Non-pecuniary and that the interest was an Actual Conflict.

### 3. **NGĀ TAKE WHAWHATI TATA KĀORE I TE RĀRANGI TAKE URGENT ITEMS NOT ON THE AGENDA**

There were no urgent items of business not on the Agenda.

### 4. **NGĀ MENETI O TE HUI KAUNIHĒRA MINUTES OF MEETINGS**

The Minutes of the previous Meeting were circulated separately via Microsoft Teams.

- **Community Development Committee Meeting Minutes – 3 August 2020**

Moved Cr Neale, seconded Cr Davidson and **Resolved** that the Minutes of the Community Development Committee Meeting held on the 3 August 2020 be confirmed as a true and correct record of the meeting.

The Chair, Cr Martin **Approved** that his digital signature be added to the confirmed Community Development Committee Meeting Minutes of **3 August 2020**.  
*As per cl. 28 Schedule 7, LGA 2002.*

### 5. **ACTION LIST**

The Chief Executive spoke to the Action List and provided the following updates:

- **Terms of Reference – Parks, Reserves and Environment Subcommittee**  
The Terms of Reference have been circulated to the Committee for their information. This item has been completed.
- **WestREAP**  
Westreap will be speaking at this committee meeting.
- **Hokitika Museum Governance Group**  
The Chief Executive advised this was on hold, awaiting on outcomes from some decisions around the Museum.
- **Culture and Heritage Subcommittee**  
Workshop to be scheduled to develop the scope of the Sub-committee and the inter-relationships.
- **Rimu-Woodstock Lookout**  
Confirmed that this infrastructure is to be looked after by Westland District Council. Works have been completed and the asset has been added to the database to be maintained. Item to be removed from the action list.
- **Hokitika Cemetery and Signage at Franz Josef (NZTA Signage)**  
There has been a lack of maintenance in these areas. A full review has been done and the concerns were raised with the relevant contractors to resolve these. NZTA was approached regarding their signage. This will be an ongoing process. The policy on Statues, Monuments, Memorials and Public Art has been circulated to the committee members as a reference document. Loaded on teams 24 September 2020.

- **Hokitika Central Business District – Revitalisation Working Group**

The Town Centre Planning sits with the Planning & Regulatory Services Committee going forward. A workshop was conducted on the 10th September 2020.

- **Signage Plan and Budget**

Staff meet with Destination Hokitika and have prioritised a signage plan. Further work is required to finalise future budget allocation. The Planning Manager is working with the groups involved and gave an update on current works.

After discussion of the items the following actions were noted:

*Action: The Committee has requested the Chief Executive write a formal letter to NZTA's South Island Manager regarding signage maintenance and the condition of the signage across the district.*

*Action: A call for expressions of interest to groups for the Hokitika Museum Governance Group and the Culture and Heritage Subcommittee.*

*Action: Workshop date to be set to discuss the potential establishment of a Culture and Heritage Subcommittee and also discuss the Museum Governance going forward.*

Moved Cr Keogan, seconded Cr Neale and **Resolved** that the updated Action List be received with the following updates:

- Terms of Reference – Parks, Reserves and Environment Subcommittee: Completed, item to be removed.
- Rimu-Woodstock Lookout: Assigned to District Assets, item to be removed.

## **6. NGĀ TĀPAETANGA PRESENTATIONS**

- **Hokitika Regent Theatre Report**

Bruce Watson, Chairperson of the Westland Community Centre Inc, Owners of the Hokitika Regent Theatre, spoke to this presentation. The presentation reported on the below activities and events since the June 2020 Annual Plan hearing with Council:

- Introduction to the report
- Effects of Covid-19
- The Regent Café
- The wage subsidies
- On-licence for events
- Equipment upgrades
- Pending upgrades and major maintenance
- Cooperation with Destination Westland and Development West Coast on Events
- Updated Business Plan
- Relationship with the community Development Committee and Council.

After the presentation the Committee discussed with the Representatives from the Hokitika Regent Theatre thoughts around the future expectations of the 6 Monthly Reports. The below decisions were made:

- Reports be presented at the October and April Community Development Committee Meetings to align with the Long Term Plan Process (LTP).
- The Minutes of the Theatre Management Committee to continue to be provided to Deputy Mayor Carruthers and Cr Martin, and also be provided to Cr Keogan as Key Contacts.
- Application for the drawdown of grants can be presented to The Chief Executive with the Business Plan for 2020.

*Action: Chief Executive to set up a site visit to the Hokitika Regent Theatre for the Committee.*

*Action: The Theatre to come back to the committee with their Long Term Maintenance and Plant Replacement Plan.*

Moved Cr Davidson, seconded Cr Neale and **Resolved** that the presentation from Bruce Watson, Chairperson at Westland Community Centre Inc. be received.

- **Kumara Residents' Trust**

Julie Rowe, Chairperson of the Kumara Residents' Trust and Fiona Pollard, Project Manager spoke to this presentation. The presentation covered the topics below:

- The Charitable Trust's Mission Statement
- Projects to connect with the Community
- Projects to Honour our Heritage
- Projects to Preserve
- Fundraising
- The Kumara Chinese Miners Memorial Reserve

*Action: Council to follow up on the lighting on the entrance signs to Kumara. Check who is responsible for them. Quite dim, poor lighting.*

*Actions: Investigate alternative funding for the value of \$200k, taking in account the consultation process for the Kumara Endowment Fund.*

Moved Cr Keogan, seconded Cr Neale and **Resolved** that the presentation from Julie Rowe, Chairperson at Kumara Residents' Trust be received.

- **CACTUS Youth Programme**

Whare Iraia, Chief Executive and Julia Lavers, Education Manager from the CACTUS Youth Programme spoke to a powerpoint presentation. The presentation covered the topics below:

- Who are our youth?
- CACTUS's vision, Core Values and mission
- What is CACTUS?
- Why is CACTUS needed and when it returned
- CACTUS values and goals
- 2018 – 2019 CACTUS Activity Challenges
- Successes
- Challenges
- Moving Forward

Moved Cr Neale, seconded Cr Davidson and **Resolved** that the presentation from Whare Iraia, Chief Executive and Julia Lavers, Education Manager from Westreap be received.

## **7. PŪRONGO KAIMAHI STAFF REPORTS**

### **• Safer Westland Report**

Jane Neale, Chairperson, spoke to this item and advised the purpose of this report is to update the Committee on the Safer Westland Coalition Projects and Activities. The report covered:

#### **Community Projects:**

- Hokitika Half Price Taxi Chits
- Community Champions
- Men as Change: Safe Men, Save Families
- Community Patrol
- CACTUS (Combined Adolescent Challenge Training Unit and Support)
- Big Brothers and Sisters
- Pretty Smart Presentation with Angela Barnett
- Drive WEST: Assisting Young Drivers
- Clued Up Kids 2020

#### **Initiatives supported by Safer Westland Community Coalition:**

- New Coasters
- Grey Power
- The Salvation Army – West Coast Bridge Services
- Community Driver Mentor Programme
- Civil Defence
- The Variety of Workshops provided
- Promotion of Projects

Moved Cr Keogan, seconded Cr Davidson and **Resolved** that the Safer Westland Report from the Jane Neale, Chairperson at Safer Westland be received.

**NEXT COMMUNITY DEVELOPMENT COMMITTEE MEETING –  
7 DECEMBER 2020  
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

**MEETING CLOSED AT 7.45PM**

Confirmed by:

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**Cr Latham Martin  
Chair**

**Date: 8.03.21**