



PARKS, RESERVES AND ENVIRONMENT SUBCOMMITTEE MINUTES

MINUTES OF THE PARKS, RESERVES AND ENVIRONMENT SUBCOMMITTEE MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON WEDNESDAY, 18 NOVEMBER 2020 COMMENCING AT 3.00PM

The Subcommittee 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

Chairperson	Cr Martin	
Members	K. Baird	
	R. Burden	R. Daniel
	B. Manera	P. Meuli

NGĀ WHAKAPAAHA APOLOGIES

His Worship the Mayor
Cr Neale
Kw Madgwick
Kw Tumahai
J. Parsons
D. Baird

ABSENT

S. Davis

Moved R. Daniel, seconded R. Burden and **Resolved** that the apologies from His Worship the Mayor, Cr Neale, Kw Madgwick, Kw Tumahai, J. Parsons and D. Baird be received and accepted.

STAFF PRESENT

S.R. Bastion, Chief Executive; F. Scadden, Planning and Customer Services Manager; L. Sparks, Group Manager District Assets; D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor; M. Smith, Committee Secretary; Simon Eyre, Property and Projects Supervisor, Erle Bencich; Operations Manager.

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated via Microsoft Teams and available on the Council Chambers table. There were no changes to the Interest Register noted.

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.

- **Parks, Reserves and Environment Subcommittee Meeting Minutes – 16 September 2020**

Moved B. Manera, seconded R. Burden and **Resolved** that the Minutes of the Parks, Reserves and Environment Subcommittee Meeting held on the 16 September 2020 be confirmed as a true and correct record of the meeting.

The Chair **Approved** that their digital signature be added to the confirmed Parks, Reserves and Environment Subcommittee Meeting Minutes of 16 September 2020.

5. **ACTION LIST**

The Group Manager: District assets and the Planning Manager spoke to the Action List and provided the following updates:

Racecourse Master Plan

This action has been deferred to the Planning and Regulatory Committee, a workshop is set for the concept plans on the 10 December 2020. Item to be removed from this Action list.

Town Centre Plan

This action has been deferred to the Planning and Regulatory Committee, a workshop is set for the concept plans on the 10 December 2020. Item to be removed from this Action list.

Beachfront and Sunset Point Upgrade

Planting completed, the only job remaining is to hydro seed the grass – This action can now be removed from the list.

Master Management Plans

The Reserve Management plan is in progress, currently working on a plan to manage the large group of reserves in the region – An update to this item on progress will be at the next meeting.

Gibson Quay – Heritage Hokitika

A site visit was done with Heritage Hokitika and an action list is been compiled. A lot of work required around the Custom House, the Group Manager: District Assets advised that additional funding has been secured and have a working action plan. To represent to the Committee at the next meeting.

Mountain Bike Club Vision

Will be invited to present at the next Committee Meeting around connecting trails and their vision for the future.

Heritage Walking Trail Group

Jackie Gurden is currently away, update deferred to the next Committee Meeting.

Cass Square and Racecourse Concept Plans

Concepts are in progress now, once these are done, a meeting will be set with stakeholders. This action has been deferred to the Planning and Regulatory Committee as per the Racecourse Master Plan, a workshop is set for the concept plans on the 10 December 2020. Item to be removed from this Action list.

Action: Invite the Parks, Reserves and Environment Subcommittee to the 10th December workshop.

Subcommittee Site Visit – Sunset Point, Cass Square & Racecourse

Site visit set for today at the conclusion of the meeting. Item to be removed from the action list.

Moved B. Manera, seconded R. Daniels and **Resolved** that the updated Action List be received. With the following amendments below:

1. Racecourse Masterplan – Remove from the action list.
2. Town Centre Plan – Remove from the action list.
3. Beachfront and Sunset Point Upgrade – Remove from the action list.
4. Cass Square and Racecourse Concept plans – Invite the Subcommittee to the 10 December workshop - Remove from the action list.
5. Subcommittee Site Visit – Sunset Point, Cass Square & Racecourse – Remove from the action list.
6. Invite the Parks, Reserves and Environment Committee to the Workshop on the 10 December 2020.

6. NGĀ TĀPAETANGA PRESENTATIONS

NIL

The following Agenda items were presented out of order.

8. VERBAL UPDATES

• Maintenance Items:

- Maintenance Contracts: Cr Martin (Chair)

The Group Manager: District Assets spoke to this item and updated the Committee on aspects of the maintenance contract, specifically around expectation in identified areas verses what is actually within the contract.

Footpath Maintenance: Currently not in the contract. In saying this Council undertook to have the pavements cleaned recently as a special one off. Moving forward this will be added to the maintenance contract to become a bi-annual event.

Mowing of the berms: Currently not part of the maintenance contract. Council are in the process of formalising the mowing with the contractor.

Council are currently reviewing the contract models and this will be brought to Council for discussion.

To close the discussion on this item the Subcommittee noted some areas of concern for the Council to follow up with the Contractors:

- Ross Cemetery – The overgrowth is encroaching on the cemetery, need to be cleared back to the boundary again.
 - Gibson Quay – All the long grass along the cycle trail, pedestrian walk and railway lines.
 - Airport Hill – Climb up the hill is overgrown.
 - Garden at the entrance to town – Overgrown, weeds need removing.
 - New Ross toilet block – The grass is being mowed but a lot of growth up hard against the buildings and outflow pipes.
 - Cass Square Gardens – The flower beds are all full of weeds and overgrown.
 - The CBD Gardens – Need weeding.
- **Kumara Junction Roundabout: R. Burden**
The Group Manager: District Assets spoke to this item and advised the Committee that this is outside of Councils scope. The Roundabout maintenance is an agreement between the New Zealand Transit Authority (NZTA), Kiwi Rail and the Kumara Community. The Chief Executive advised that a Kumara Community member advised that weeding was due to commence in the next few days.
- **Lazar Park Rubbish Bins : R. Burden**
Council to review the rubbish collection set up at the park. A lot of rubbish in the park.

Action: Review the rubbish collection at the park, less bins than there used to be. A lot of rubbish around.

- **Reserve and Berm Mowing: R. Burden**
As part of the maintenance projects, District assets are working with the contractor, not actually part of the contract, have been doing it out of the goodness of their heart. Looking to add it back into the current contract.
- **Ross Cenotaph: Biddy Manera**
Lettering needs re-doing. A lot of disrepair. The Group Manager: District Assets advised that the Ross Cenotaph was not function of Council and were not allowed to be touched, but would get District Assets staff to contact Biddy for the correct application process for the maintenance of the cemetery. This is looked after by Veterans Affairs based in Wellington.

Action: District Assets staff to contact B. Manera for the correct application process for the maintenance of the cemetery.

- **Chinese Gardens, Ross: Biddy Manera**

A massive slip up Jones Creek has contributed to creek levels rising as rainfall is washing the sediment further down the river, creating a higher riverbed. During weather events the river level is now at a point where the river is back flowing into the lake, causing flooding to lakeside features and plantings.

Biddy advised she had a site meeting with Steve Maitland, Tim Shaw, from The Department of Conservation and Chris Barnes from the West Coast Regional Council and they are looking into what can be done. B. Manera is to report back to the committee.

Action: B. Manera to report back to committee with progress.

- **Time of Meetings – Cr Martin (Chair)**

The Chair advised that the above item would be discussed during the site visits.

Moved B. Manera, seconded R. Burden and **Resolved** that the verbal updates from the Committee be received.

7. SITE VISITS

The site visits below commenced at the close of the meeting.

Site Locations:

- Cass Square
- Beachfront Development and Sunset Point

MEETING CLOSED AT 3.48PM

**DATE OF NEXT PARKS, RESERVES AND ENVIRONMENT SUBCOMMITTEE MEETING:
THURSDAY, 8 APRIL 2021, TBC
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

Confirmed by:

Cr Latham Martin
Chair

Date: 14.04.21