



PARKS, RESERVES AND ENVIRONMENT SUBCOMMITTEE MEETING 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, 14 APRIL 2021 COMMENCING AT 4.00PM.

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	R. Daniel	
	B. Manera	J. Parsons

NGĀ WHAKAPAAHA APOLOGIES

His Worship the Mayor
Cr Neale
Kw Madgwick
Kw Tumahai
R. Burden
D. Baird
P. Meuli

ABSENT

S. Davis

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

STAFF PRESENT

S.R. Bastion, Chief Executive; E. Bencich, Operations Manager; S. Eyre, Property and Projects Supervisor; D. Maitland, Executive Assistant; 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 changes are noted below:

J. Parsons – updated interest

Hokitika Primary (Board Chair) – Non-pecuniary – Perceived.

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 – 18 November 2020**

Moved B. Manera, seconded R. Daniel and **Resolved** that the Minutes of the Parks, Reserves and Environment Subcommittee Meeting held on the 18 November 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 18 November 2020.

5. **ACTION LIST**

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

Master Reserves Management Plan

The future maintenance plan is to be discussed as part of the Reserves Tidy Up Action Plan verbal update to be presented later in today's meeting.

Gibson Quay - Heritage Hokitika

A meeting was held with the Hokitika Action Group and an action list was compiled to lead to future planning work. Heritage Hokitika have been successful in sourcing funding towards this work.

Action: Westland District Council Staff and R. Daniel to update the Gibson Quay action list and email out to the committee.

Mountain Bike Club Vision

Presented at the Community Development Committee Meeting held on the 8 March. Action is completed and can be removed from the action list.

Heritage Walking Trail Group

The action to be renamed the Heritage Trail Update as there is no Heritage Walking Trail Group. Gurden Consulting has recently taken over works regarding this area and the Chief Executive will follow up and report back to the committee.

The section of the track from the Racecourse up to Racecourse Terrace has been assessed from a Health and Safety point of view and a plan is in place to address the risk in these areas of the track.

Actions:

- *A site visit to be organised by the Chief Executive and Operations Manager with the concerned parties to revise what is required and develop an action plan.*

- *Undertake the health and safety required work on the section of track from the Racecourse up to Racecourse Terrace.*

Lazar Park Rubbish Bins

The Operations Manager spoke to the Lazar Park bins and advised that the bins will be replaced as part of the bin replacement scheduled over the next 6 weeks.

Actions: The Operation Manager to follow up on the bin replacement installation and review the costs of emptying these bins.

Ross Cemetery - was discussed and added to the Action List as a new item.

The Chief Executive noted on a recent site visit that the Ross cemetery was in a bad state of disrepair. A full review of the cemetery is required to assess works in the short term, and creating a long term plan, acknowledging that this needs to be led by the Community with Council support. It was recommended that an action be added to the next Ross Community meeting to decide how to move forward.

Ross Cenotaph

The Ross cenotaph requires the lettering to be redone as the names are very hard to read. Application is required to Veteran's Affairs, as all maintenance on cenotaphs is authorised by Internal Affairs.

Actions: The Property and Projects Supervisor to follow up with Veterans Affairs while they are looking at the Hokitika Cenotaph.

Ross Chinese Gardens

The Community and affected parties (Department of Conservation, West Coast Regional Council, Westland District Council and a private land owner) have agreed on a concept for the Ross Chinese Gardens moving forward. A survey of the work is to be done the week of the 19th April 2021.

Moved J. Parsons, seconded R. Daniel and **Resolved** that the updated Action List be received.

6. NGĀ TĀPAETANGA PRESENTATIONS

- NIL

7. PŪRONGO KAIMAHI STAFF REPORTS

- **Parks and Reserves Contracts Review – Verbal Update**

There was no formal staff report in respect to this matter.

The Operations Manager spoke to this item. The purpose of the verbal report is to provide the Committee with a list of Council's parks, reserves and cemeteries which are to be maintained as part of the maintenance management contract and to advise that any increased level of service requested outside the maintenance contract would incur additional cost to the ratepayer.

Moved B. Manera, seconded J. Parsons and **Resolved** that the Parks and Reserves Contracts Review verbal update from the Operations Manager be received.

The Operations Manager then briefly updated the Committee on works been undertaken on the Hokitika Cenotaph.

- **Reserves Tidy Up Action Plan – Verbal Update**

There was no formal staff report in respect to this matter.

The Property and Projects Supervisor spoke to this item and advised the purpose of this update is to provide a clear pathway moving forward with the maintenance of Westland District's parks, reserves, cemeteries and walkways. The topics covered were:

- The Existing Maintenance Contract
- The Biggest Risk
- Defining Scope
- Development Project Schedule
- Project Planning
- Key Documents
- Example of a Development Plan

Moved B. Manera, seconded J. Parsons and **Resolved** that the Reserves Tidy Up Action Plan – verbal update from the Property and Projects Supervisor be received.

The Parks, Reserves and Environment Subcommittee was disestablished as adopted at the 29th April 2021 Council Meeting and effective as at the 1 July 2021.

MEETING CLOSED AT 4.49PM

Confirmed by:

Cr Latham Martin
Chair

Date: 14.06.21