



# 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 16 SEPTEMBER 2020 COMMENCING AT 3 PM

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### MEMBERS PRESENT

Chairperson	Cr Martin	
<b>Members</b>	Kw Madgwick (via Zoom)	
	Kate Baird	Reilly Burden
	Rob Daniel (arrived at 3.02pm)	Sue Davis
	Biddy Manera	Pip Meuli
	Jo Parsons	

### 1. NGĀ WHAKAPAAHA APOLOGIES

His Worship the Mayor  
Cr Neale  
Donna Baird

#### ABSENT:

Kw Tumahai

Moved B. Manera, seconded J. Parsons and **Resolved** that the apologies from His Worship the Mayor, Cr Neale and D. Baird be received and accepted.

#### STAFF PRESENT

S.R. Bastion - Chief Executive; L. Sparks - Group Manager: District Assets; L. Crichton - Group Manager: Corporate Services, T. Cook - Regulatory Services Manager. Fiona Scadden, Planning and Customer Services Manager; D. Maitland - Executive Assistant, E. Rae - Strategy and Communications Advisor, M. Smith - Committee Secretary; S. Eyre, Property and Projects Supervisor.

### 2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The interest register was circulated via Microsoft Teams and was also available on the council table. Members of the committee were asked to update the interest register as required. The following updates were noted:

- R. Burden:  
Lions Club of Hokitika - Member, type of interest and conflict not completed.
- R. Daniel:  
Hokitika Regent Theatre - Committee Member, non-pecuniary, type of conflict not completed.
- S. Davis:  
West Coast Riding for the Disabled - Committee Member, non-pecuniary, potential conflict / Contractor, pecuniary, potential conflict.  
PACT - Employee, pecuniary, potential conflict.  
Westland not Wasteland – Committee Member, non-pecuniary, potential conflict.  
Green Team – non-pecuniary, potential conflict.
- B. Manera:  
Heritage West Coast – non-pecuniary, type of conflict noted as N/A.
- J. Parsons:  
Hokitika Primary Board – Chairperson, type of interest and conflict not completed.

### 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 Council Agenda.

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

*R. Daniel entered the Subcommittee Meeting at 3.02pm.*

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

- **Parks, Reserves and Environment Subcommittee Meeting Minutes – 9 July 2020**

Moved R. Daniel, seconded J. Parsons and **Resolved** that the Meeting Minutes of the Parks, Reserves and Environment Subcommittee held on **9 July 2020** be confirmed as a true and correct record of the meeting.

### 5. **ACTION LIST**

The Planning and Customer Services Manager spoke to the Action List and provided the following updates:

- **Racecourse Master Plan**

A workshop was conducted with the Planning and Regulatory Services Committee on 10 September 2020 and included the Racecourse Master Plan. A concept plan is being compiled for consultation.

- **Town Centre Plan**

The Town Centre Plan was transferred to the Planning and Regulatory Services Committee Workshop and was discussed on 10 September 2020. A concept plan is being developed.

- **Beachfront and Sunset Point Upgrade**

To be discussed as part of today's verbal update from District Assets.

- **Master Management Plans**

Group Manager: District Assets spoke to this action. A full review has been done of all the reserves the Council manage. A management plan is being compiled for each reserve property, with work to be done over the coming months.

- **Gibson Quay – Heritage Hokitika**

Group Manager: District Assets spoke to this action. Council staff have walked the area, there are a variety of concerns and maintenance that is required. A meeting to be arranged with the Heritage Hokitika Group for discussion.

Both the Chief Executive and Group Manager: District Assets were invited to the Heritage Hokitika Meeting to be held on Tuesday, 29<sup>th</sup> September.

*Action: Group Manager: District Assets to meet with Heritage Hokitika members to review the outstanding items on Heritage Hokitika's Action List before the meeting.*

Moved B. Manera, seconded S. Davis and **Resolved** that the updated Action List be received.

## **6. NGĀ TĀPAETANGA PRESENTATIONS**

NIL

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

- **Cass Square – New Concept Plan Verbal Update**

The Property and Projects Supervisor spoke to this verbal update and advised that a concept plan was produced after a meeting with the Community at the end of last year. The plan is an accumulation of ideas for the future of the reserve based on that meeting. The main ideas discussed were:

- A Skate Park
- Pavilion Options
- Additional Toilets
- Playground Equipment

During the update it was noted that any concept plans with Cass Square would be balanced against concept plans for the Racecourse as to where the Community saw events being held in these specific locations.

To understand the connection between both locations, The Chair directed that the Racecourse Concept Plan be added to the discussion as a late agenda item.

Moved R. Burden, seconded B. Manera and **Resolved** that the Racecourse Concept Discussion Document be added as a late agenda item for discussion.

- **Racecourse Concept Discussion Document**

The Planning and Customer Services Manager spoke to the discussion document and advised it had been formulated to engage the Westland Community in consultation and for Council to understand the preferences for the future use of the Racecourse.

Potential options could include but not limited to:

- Multi-use Sports Ground and Convention/Event Centre
- Playground and Picnic Area
- Pavilion and Car parking
- Variety of partial zoning options to consider – Residential, rural, reserve

The Subcommittee queried talk around a cycle trail vision and the Chief Executive advised the West Coast Wilderness Trail Subcommittee is working on what cycling/walking trails mean for the town.

*Action: Invite the Mountain Bike Club to the next Parks, Reserves and Environment Subcommittee Meeting to present their vision around connected trails.*

*Action: Invite the Heritage Walking Trail group to present an update at the next Parks, Reserves and Environment Subcommittee Meeting.*

*Action: To have the Cass Square and Racecourse Concepts compiled and to aim to have a discussion document in front of Council before Christmas.*

Moved P. Meuli, seconded R. Daniel and **Resolved** that the verbal updates regarding the Cass Square New Concept Plan and the Racecourse Concept Discussion Document be received.

*Kw Madgwick gave his apologies and left the meeting at 4.17pm.*

- **Beachfront Development and Sunset Point Verbal Update**

The Property and Projects Supervisor provided a verbal update to this item and advised that the project was close to completion and the finishing touches were now being done. The maintenance of the area will be added to the Westroads Maintenance Contract which is currently being revised for 2021.

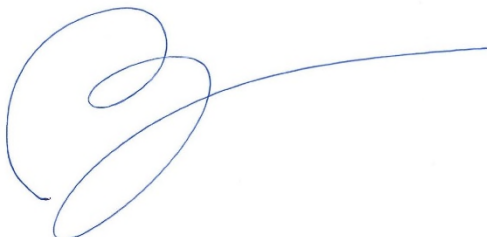
Moved B. Manera, seconded J. Parsons and **Resolved** that the verbal update regarding the Beachfront Development and Sunset Point be received.

*Action: A site visit walk around to be organised for the Subcommittee. To include Sunset Point, Cass Square.*

**DATE OF NEXT PARKS, RESERVES AND ENVIRONMENT SUBCOMMITTEE  
MEETING – 18<sup>TH</sup> NOVEMBER 2020, COUNCIL CHAMBERS 36 WELD STREET,  
HOKITIKA AND VIA ZOOM**

**MEETING CLOSED AT 4.30 PM**

Confirmed by:

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.

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**Cr Latham Martin  
Chair**

**Date:18.11.20**