



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 14 JUNE 2021 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

Chairperson	Cr Martin	
Members	Cr Davidson (via Zoom at 5.47pm)	
	Cr Kennedy	Cr Keogan
	Cr Neale	

NGĀ WHAKAPAAHA APOLOGIES

His Worship the Mayor
Kw Madgwick

ABSENT

Cr Carruthers
Kw Tumahai

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

STAFF PRESENT

S.R. Bastion, Chief Executive; S. Baxendale, Group Manager District Assets; T. Cook, Group Manager: Regulatory and Community Services; F. Scadden, Planning Manager; D. Maitland, Executive Assistant; M. Smith, Committee Secretary.

Additional staff in attendance: M. Teasdale, Asset Manager; K. Te Ira, Hokitika Museum Director.

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 KAUNIHERA MINUTES OF MEETINGS

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

- **Community Development Committee Meeting Minutes – 8 March 2021.**

Moved Cr Keogan, seconded Cr Martin and **Resolved** that the Minutes of the Community Development Committee Meeting held on the 8 March 2021 be confirmed as a true and correct record of the meeting.

- **Parks, Reserves and Environment Subcommittee Meeting Minutes – 14 April 2021.**

Moved Cr Martin, seconded Cr Neale and **Resolved** that the Minutes of the Parks, Reserves and Environment Subcommittee Meeting held on the 14 April 2021 be confirmed as a true and correct record of the meeting.

The Chair **Approved** that their digital signature be added to the confirmed minutes of the Community Development Committee Meeting held on 8 March 2021 and the Parks, Reserves and Environment Subcommittee Meeting held on the 14 April 2021.

5. ACTION LIST

The Group Manager: Regulatory and Community Services spoke to the below actions:

- **Hokitika Museum Governance Group, Cultural and Heritage Subcommittee, Expressions of Interest**
With the hiring of the new Museum Director, the requirements of the above groups are being assessed. A future workshop with Council is to be set after the LTP process is finished to determine the structure and a way forward.
- **Kumara Resident's Trust (KRT) – Additional Funding Options and Endowment fund.**
The KRT is having a meeting at the end of June, the trust is then to bring the resolutions from the meeting back to Council advising how they would like the funds to be allocated. The Community Development Advisor will then bring a report before this Committee or Council for a resolution to release the funds.
Cr Keogan advised that a Tender process was underway to understand pricing around the projects. Council has agreed to support and advise on the Tender process.
- **Signage Plan and Budget**
Meetings have been held with Destination Hokitika (DH) which led to a request to put this action on hold until DH establish a budget and who the stakeholders would be.
- **Signage Condition across the District (NZTA)**
Waka Kotahi (NZTA) are responsible for the condition of the signage in the region, a letter was written to NZTA by the Chief Executive regarding this matter with no response. A new Regional Director has just been appointed and is to be invited to speak to Council in July or August 2021.

- **Promotional signage for Hokitika Gorge & Way Finders in the Central Business District and the directional signage.**

As per the Signage Plan and Budget action this item also sits with DH and is involved in the same process. Tourism Infrastructure Funding (TIF) has been applied for and applies to Hokitika CBD projects (Way finders etc.). Recommend these actions be combined.

Cr Davison joined the meeting via zoom at 5.47pm.

Moved Cr Martin, seconded Cr Neale and **resolved** that the apology from Cr Davidson for lateness be received and accepted.

Moved Cr Martin, seconded Cr Neale and **Resolved** that the updated Action List be received with the below amendments and updates:

1. The following 3 items be combined into 1 action item:

- Hokitika Museum Governance Group
- Culture and Heritage Subcommittee
- Call for Expressions of Interest & Workshop for the above groups.

The combined action is to capture that following the adoption of the Long Term Plan that a Heritage, Culture and Tourism workshop with the Council be scheduled to establish the correct reporting, and oversight process and functions for these projects.

2. The following 2 items to be combined into 1 action item, actions all led by Destination Hokitika:

- Signage Plan and Budget
- Promotional signage for Hokitika Gorge & Way Finders in the Central Business District and the directional signage.

3. The new Regional Director of Waka Kotahi (NZTA) be invite to speak to Council in July or August.

4. Circulate to Council the breakdown of the budget in the TIF funding application for CBD signage.

6. **NGĀ TĀPAETANGA PRESENTATIONS**

- **Westland Resilience Update**

Claire Brown, Regional Director, Civil Defence Emergency Management and Natural Hazards for the West Coast spoke to the powerpoint presentation, National Disaster Resilience Strategy and Community Resilience in Westland District. The topics covered were:

- Social, Cultural and Economic Resilience
- Resilience of the Built and Natural Environment
- Governance of Risk and Resilience
- Key Opportunity 1: Working together to make a collective impact
- Key Opportunity 2: Changing the narrative, Triple Dividend of Resilience
- Impact of events on the Community
- The West Coast and the AF8 Storyline
- Community Resilience

Claire Brown then invited Lauren Emanuel, Emergency Manager to speak to the powerpoint presentation, The Fifth R – Working together to manage risk and build resilience. The topics covered were:

- The 4 Rs: Reduction, Readiness, Response and Recovery.
- National Disaster Resilience Strategy
- Map of the Alpine Fault
- Key Resilience Projects for Westland District Council
- MTFJ – Tsunami Sign Audit
- Haast Hall Project
- Fox Glacier and Okuru Project
- Westland Community Response Groups
- Localised Coordinated Incident Management System
- Rural Communities Resilience to Natural Hazards In Developed Settings

Moved Cr Keogan, seconded Cr Neale and **Resolved** that the presentation from Claire Brown, Regional Director, Civil Defence Emergency Management and Natural Hazards for the West Coast and Lauren Emanuel, Emergency Manager from the West Coast Regional Council be received.

- **Westland Cultural and Heritage Tourism Project**

The Chair requested a moments silence in honour of the late David Stapleton who was heavily involved in the Westland Cultural Heritage Tourism Project and provided invaluable knowledge in co-authoring the report with Jackie Gurden.

Jackie Gurden, Project Manager spoke to this powerpoint presentation. The topics covered were:

- Westland Cultural and Heritage Tourism Project Background
- Overview of the Westland Cultural Heritage Tourism Development Plan
- Key Outcomes
- North Spit/ Sunset Point and Gibson Quay
- Cultural Heritage Walkway Upgrade
- Westland Industrial Heritage Park
- Mahinapua Ross Projects
- Financial Position
- Projects going forward
- Funding Options
- Project Completion Goals
- Heritage 23 Dates of Importance

Committee members thanked Jackie Gurden and the late David Stapleton for the huge amount of work done on these projects.

Moved Cr Neale, seconded Cr Keogan and **Resolved** that the presentation from Jackie Gurden, Project Manager from the Gurden Consulting Ltd be received.

The Chair requested an acknowledgement be reflected in the minutes of the work done by David Stapleton towards this project.

7. PŪRONGO KAIMAHI STAFF REPORTS

- **Proposed Marks Road (Haast) Bike Track**

Scott Baxendale, Group Manager: District Assets spoke to this item and advised the purpose of this report is to request permission from the Committee for the Haast Community to install a bike pump track on Marks Road Reserve.

Moved Cr Keogan, seconded Cr Neale and **Resolved** that:

- A) That the report be received.
- B) That further communications with the Haast Community will be undertaken via the community liaison officer and the District Assets team to refine and progress the project.
- C) The Committee allow the use of the area shown in Appendix A for the supply and installation of a gravel surfaced bike pump track similar to the one constructed at Ross School.
- D) Council staff and the Haast Community Promotions Group write and agree a Memorandum of Understanding (MOU) outlining the maintenance requirements and responsibilities.

- **Hokitika Museum Current Projects Update Report**

Kararaina Te Ira, Museum Director spoke to this item and advised the purpose of this report is to update the Committee on the status of current projects being undertaken by the Hokitika Museum. The Museum Director advised an update to the report that the Hokitika Museum had been gifted items to the Luminaries Collection and would be starting working through the acquisitions process over the next few weeks.

Moved Cr Neale, seconded Cr Keogan and **Resolved** that the Hokitika Museum Current Projects Update Report from Kararaina Te Ira, Museum Director from the Hokitika Museum dated 14 June 2021 be received.

- **Westland District Library Update Report**

The Group Manager: Regulatory and Community Services spoke to this item and advised the purpose of this report is to update the Committee on the status of current projects being undertaken by the Library team.

Moved Cr Neale, seconded Cr Keogan and **Resolved** that the Westland District Library Update Report from The Group Manager: Regulatory and Community Services for the Westland District Library dated the 14 June 2021 be received.

The Chair requested a 3 monthly regular update be added to the Community Development Committee Agenda on the progress of the Pakiwaitara Building space.

**DATE OF NEXT COMMUNITY DEVELOPMENT COMMITTEE MEETING – 20 OCTOBER 2021
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 7.09PM

Confirmed by:

Cr Latham Martin
Chair

Date: 20.10.21