

MINUTES OF THE HAVELOCK COMMUNITY ASSOCIATION

HAVELOCK Pavilion 20th November 2023

Meeting opened at 4:03 pm.

Welcome: Kirsra welcomed everyone to the meeting.

Present: Kirsra Sowman, Don Pointon, Ian Cameron, Emma Parnwell, Liz Matthews

In attendance: Jodie Griffiths (MDC), Kiri Whiteman (MDC), Heather Graham (MDC), Linda Craighead (MDC), Julia Pointon (HCA Administrator), Cllr Barbara Fauls (arrived 4:50)

Apologies: Cllr Raylene Innes, Jane Tito (MDC), Cllr Ben Minehan, Brigitte Morgan

MOTION: that apologies be accepted.

MOVED: Don Pointon **SECONDED:** Ian Cameron **CARRIED**

Conflicts of interest:

Supplementary agenda item: Engine brakes on Queen Charlotte Drive added to General Business. RSA would like to meet with us to talk about working together for ANZAC Day.

Minutes of the Previous Meetings:

Minutes of the meeting held on Monday 2nd October, 2023 were accepted and approved by members of the HCA committee on 5th October 2023.

Matters Arising:

Matters arising (to be brought forward):

TASK LIST:

The task list was reviewed.

Correspondence: This was tabled.

Summary of incoming/outgoing correspondence from 4th October to 16th November 2023 was sent out ahead of the meeting and a copy was available to be viewed.

- Pedestrian refuge in Havelock - This was discussed. Marlborough Roads / Waka Kotahi should correspond with HCA on any future plans.
- Mussel Festival request to use HCA venues at no charge by way of HCA sponsorship of the event, as has happened in previous years

MOTION: That HCA allow Havelock Mussel Festival to use Havelock Pavilion and the Town Hall kitchen at no charge for the 2024 festival with HCA being recognised as a sponsor.

MOVED: Kirsra Sowman **SECONDED:** Don Pointon **CARRIED**

- Bus shelters for Havelock - Heather Graham took this over as an outstanding project as part of her Small Townships role with MDC. Two sites have now been identified as being viable: Outside Havelock Takeaways (for Nelson - Blenheim bus); outside St John (for school students). The bus shelters cost around \$7,500 each. Havelock Lions Club have previously fundraised for this project and have \$5,500 to contribute. Committee members agreed that the two locations identified were good options.

MOTION: That incoming correspondence be accepted and outgoing be approved.

MOVED: Don Pointon **SECONDED:** Liz Matthews **CARRIED**

Finance

The HCA Administrator presented a financial summary to the committee up to the end of October.

October:	Income \$10,532	Expenses \$14,610	Loss \$4,078
YTD:	Income \$50,006	Expenses \$47,018	Surplus \$2,988

High expenditure in October was due to planned R&M work at Havelock Holiday Park.

October GST refund: \$1,093.71

As at October 31st, HCA had \$242,481 in BNZ bank accounts, plus \$68,282 in a term deposit account.

Total Assets (including fixed assets) = \$502,700

Total Current Liabilities = \$59,900

Equity = \$442,800

MOTION: that the Financial Report be accepted.

MOVED: Emma Parnwell **SECONDED:** Kirsa Sowman **CARRIED**

Portfolio Reports:

Chair:

Kirsa Sowman read the Chair's report.

- Kirsa introduced herself as the new Chair of the HCA. She is also the owner of Havelock Garden Motel.
- The HCA Chair email account has now been handed over from Val to Kirsa.
- Changing the HCA's bank signatories for our BNZ accounts is proving challenging and is still work in progress.
- The Chair met with Julia to discuss day-to-day administration. We'll do this periodically.
- It's great to see Havelock really busy!

Admin Report:

Julia reported.

- The annual Charities Services return has been completed
- The Community Hub has been used for several community meetings in the last month or two, and we've had a commercial hirer in there too. It's good to see it being used, but its use is still restricted by HCA office opening hours.
- We have a couple of 'big' hirers, requesting extended periods of time, booked in for 2024, and even 2025. A number of hirers have asked recently about paying a venue hire deposit, which is something we don't currently do, but I think we should consider. This has been added to General Business for discussion.
- I attended a Hubs meeting with Regan Russel and other MDC Hub Managers earlier this month. One positive outcome of that is that HCA is to be offered an N3 card under the MDC umbrella. This is a programme which offers significant discounts from a range of suppliers.

- I also attended the Harakeke Project meeting via Zoom. We were introduced to this new community connectedness project and the CAB Community Directory. I will work my way through the directory and check HCA and our venues are listed where they should be in the directory, with the correct information.
- An HCA flyer has been created for inclusion in the Havelock Lions' Newcomers Pack. It is also available at Havelock iSITE and the HCA Community Office. It outlines the main roles of the HCA (i.e. what we do) and encourages people to become members, to be kept informed on local issues and happenings.

Reports from Council

As some of the visiting council officers needed to leave the meeting early, Reports from Council were brought forward on the agenda.

Kiri Whiteman (Parks & Open Spaces) reported:

- Downers will take away the netball posts which have been left at the courts since the tennis nets were put up.
- The new playground will be installed in mid-February, before the Mussel Festival. It will take about a week to instal and will avoid the day of the Fire Service event on 10th February.
- The annual parking allocation on Havelock Domain for Port Marlborough & Havelock Holiday Park has been completed. A larger than previously recreational area has been left available for the community this year, which will be fenced off with 1m high event fencing. Parking on the Domain will end mid-week after Waitangi Weekend.
- Wayfinding panels are going to production soon. Currently MDC is making them consistent with others in the district - tidying things up. MDC agree to consult with HCA prior to production.
- Dog park - Kiri warned that this will not happen quickly. She is still trying to meet with DOC. The project will be costed out but we should be aware that MDC is looking for ways to save money, not spend it.
- The petanque court at the War Memorial Park will get a top-up of broken shells in the next couple of weeks.
- The bollard on Neil St, controlling access into Havelock Holiday Park has been tricky to use. It is being replaced with one that is easier. This is an access point for emergency service vehicles getting onto the field at the Domain (e.g. when the Westpac helicopter lands)
- The audio at the Rutherford - Pickering Memorial is still not working. This is work in progress.
- Havelock Marina has given the go ahead for free parking to be available in its carpark on days when Pelorus Rugby have home matches, to ease congestion around Havelock War Memorial Park.

Jodie Griffiths (Community Partnerships) reported:

- Community Survey - HCA has been sent this survey to complete. We are encouraged to forward it to other community groups.
- Marlborough is committed to being a 'Welcoming Community' - formal accreditation is expected next year. MDC is currently gathering information for people who are new to the area. Are there individuals in our area who hold a lot of local knowledge who could have their brain picked? e.g. Things to do that you won't find in the usual tourist information - secret local knowledge. If we can identify that person or people we should put them in touch with Jodie.

5:20pm - Jodie Griffiths & Heather Graham left the meeting and were thanked for their attendance by Kirsra

HCA Assets:

Havelock Holiday Park

Liz reported on the campground

I visited the Holiday Park today and report that the kitchen installation is now complete and is a modern, smart, no frills kitchen. A small area of the ceiling needs finishing and Tony said he will complete this himself. I doubt it would be possible to get a tradesman in for a small job, so it will need the purchase of plaster and paint and a portion of gib to finish off which I expect Tony will do during a quiet time.

The hard flooring in the kitchen/laundry is in very bad condition, lifting in places and a trip hazard. It was a cheap self-stick type of tile that was installed initially. I'm presenting two quotes for the replacement of this flooring for the committee to consider.

I suggest we check that everything at the house is compliant with current rental requirements. We also need to be thinking about what might be needed in the future.

MOTION: that the quote of \$2,900 (incl GST) from Floorpride for replacement of the vinyl flooring in the camp managers' house kitchen/laundry be accepted.

MOVED: Liz Matthews **SECONDED:** Ian Cameron **CARRIED**

Havelock Medical Centre

Emma reported

- The Medical Centre gardens are looking good since their upgrade undertaken by Bunnings as one of their community projects.
- Will try to meet with Springlands Health Practice Manager, Mark McLean, to discuss plans for upgrades to the interior of the Medical Centre

MDC Assets:

Town Hall

Ian Cameron reported.

1. Gutter cleaning and starling issue:

Josh Beets will be clearing the gutters around the Hall. The cost of this will be \$180.

After observing the entry point of the starlings and consultation with Greg Griffiths, who previously attended to this problem several years ago, Josh is purchasing four metres of gutter guard for \$24 and will soon be installing this. There will be a cost for his labour.

2. Hall maintenance:

The leaking tap in the kitchen has been attended to. Ced Seatter has fixed the problem around the broken lock on the soap dispenser in the Men's toilet, thereby saving the cost of having to replace the dispenser.

3. Customer service:

I recommend that the HCA install a Suggestion Box, perhaps in the kitchen, so that suggestions or observations from Hall users can be passed onto the subcommittee. This box to be cleared weekly by the subcommittee. A brief form with pre-set questions asking for a rating (1 -5) of satisfaction with the facilities, what impressed, what suggestions they have for improvement, would they use the Hall again.

Pavilion

No report, but the following issues were discussed:.

- Both the hot water Zip & the oven have faults that need looking at. Try Greg Currie in the first instance or Herkt if Greg doesn't work on appliances. Both issues need to be resolved by 2nd December for Havelock Lions' Seniors High tea.
- The jug is also broken and should be replaced. In the meantime the urn can be used.

Projects Portfolio:

Don reported.

Motuweka Wetland

Project has been on hold for us since mid 2022 as MDC worked on securing additional land there. Update received on 14 Nov 2023 that MDC will not be proceeding any further with a potential purchase. I'm currently reviewing where we got up to prior to mid-2022 with a view to continuing how we had planned at that time. It being a HAIL site and the need for Ngāti Kuia involvement had been identified subsequently, and these considerations need to be added into the mix. As does an alternative idea regarding the fencing requirement. Te Hoiere Project had previously identified potential Ministry for Environment funding for this wetland project.

Routes Around Havelock

Met with Rick Edmonds on 19 Oct 2023 and reviewed HCA's March and August feedbacks. Almost all our suggestions agreed with. Additional feedback provided to Rick on 2 Nov 2023. Subsequently informed that Port Marlborough "are all good with our plans", which is very reassuring. (Additional signage needed don't walk here, etc)

Link Path Planting between lower Lawrence St. and Slogan St.

Havelock School and Mears Contracting put the plant guards on the trees on 27 Oct 2023. Last week the trees were looking good.

Takorika Access

Wilson's Road, on the west side of Takorika, has been closed by forestry company, One Forty One. Havelock Vision has informally asked for support as vehicle access up Takorika is sometimes needed for the Takorika Tracks Project and other purposes, such as mountain biking. A comprehensive track network is also an important building block in the ongoing battle against wattles. I've contacted Te Hoiere Project for additional help with this.

MOTION: To accept all reports

MOVED: Kirsia Sowman **SECONDED:** Emma Parnwell **CARRIED**

5:50pm - Kiri Whiteman & Linda Craighead left the meeting and were thanked for their attendance by Kirsia

General Business

- HCA marketing/branding assets - We have too many logo versions but none of them are very useful. We need a designer to make us some good assets: Tidying up what we have and creating pdf, transparency, horizontal & vertical versions, etc.
- Engine brakes on Queen Charlotte Drive - Starting at 5:00am every morning forestry trucks begin their trips down the Havelock side of Māhaki-pawa on Queen Charlotte Drive and the engine brakes begin. Local residents have raised the issue and have questioned whether No Engine

Brakes signs could be put up. Cllr Barbara Faulks has contacted the forestry company on our behalf and is waiting for a response from them.

- Venue hire deposit - The actual costs to HCA associated with hiring out our venues does not just include power, water, etc. Administration is our biggest cost. A simple venue hire takes an average of 30 minutes of administration - including booking, sending out info, ongoing communication and invoicing. Many of the more complicated hires take far more time, especially where arrangements, dates & times are changed, and when hirers want to view the venue prior to the event, etc. When a hirer backs out of a planned booking, we have no power or water charges to cover, but we've still incurred significant administration costs. Additionally, that cancelled booking has prevented us from hiring out the venue to an alternative group. It is suggested we introduce a venue hire deposit system for corporate and private hirers to counter some of these issues. Julia will put together a proposal to be sent out to the committee for consideration.

Meeting closed 6:02pm

Next meeting date: Monday, 29th January, 4:30 pm, Havelock Pavilion

*These minutes were accepted and approved by members of the HCA committee on
November 26th 2023*