
MINUTES for a meeting of the Raglan Community Board held in the Supper Room, Raglan Town Hall, 15 Bow Street, Raglan on **WEDNESDAY, 15 JUNE 2022** commencing at **1.30pm**.

Present:

Mrs G Parson (Chairperson)
Mr S Bains
Ms K Binnersley
Mr D Amooore
Mr C Rayner
Cr LR Thomson

Attending:

Cr A Murphy (NZ Police)
Mr T Johnson (Securenet)

Eight (8) members of the public

Ms A Diaz (Chief Financial Officer)
Mr G Bellamy (Senior Transportation Engineer)
Mr M Horsfield (Democracy Advisor)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Cr Thomson/Mr Amooore)

THAT the apology from Mr Oosten be accepted.

CARRIED

RCB2206/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Ms Parson/Mr Rayner)

THAT:

- a. the agenda for a meeting of the Raglan Community Board held on Wednesday, 15 June 2022 be confirmed and all items therein be considered in open meeting; and
- b. all reports be received.

CARRIED

RCB2206/02

DISCLOSURES OF INTEREST

There were no disclosures of interests.

CONFIRMATION OF MINUTES

Resolved: (Ms Parson/Mr Amoore)

THAT the minutes for a meeting of the Raglan Community Board held on Wednesday, 4 May 2022 be confirmed as a true and correct record.

CARRIED

RCB2206/03

PUBLIC FORUM

Mr Hirst – Traffic Congestion around Raglan Area School

Mr Hirst noted his concern about the traffic congestion at the lower end of Norrie Avenue around Raglan Area School during school pick up/drop off time. Mr Hirst was a bus driver and noted that people were consistently parking in the bus stop area. Parents needed to consider dropping their children off in other areas and not all at the same time. Mr Hirst had met with the school to discuss the issue but it had not been addressed.

The Board felt it was the school's responsibility for the traffic situation around the school and there was a need to educate the parents around their driving behaviour during these times. It was noted that the school's PTA was looking at the issue but it was unclear what actions were being undertaken. The Board recommended that Mr Hirst have a meeting with the school principal.

The Senior Transportation Engineer had discussed with the congestion issue with the school and noted it was a problem with most schools around the district.

Mr Mooar – Flooding on the Soccer Fields

The soccer fields were currently flooded due to the failure of one of the drainage pumps as a result of recent bad weather. The club needed a fast response from Council to resolve the issue so that teams could know whether they could play on the weekend and there was concern that no one was taking responsibility for the issue.

The contractor responsible for fixing the pump did not seem to be addressing the pump overflow/leak. The Board was unsure whether Council or the campground was responsible for the pump.

Mr Mooar asked whether there was an alternative way to report urgent issues to Council and it was noted that the first port of call was to submit a service request, followed by getting in contact with a Board member or the local Councillor.

Wallis street footpath

The footpath had uneven surfaces which was a trip hazard and needed to be addressed. It was recommended that people submit a service request to outline the locations of the hazards.

Ms Gilbert – Cross Street Overgrown Vegetation

There were no footpaths on either side of Cross street and grass had become overgrown onto the road. This was causing an issue for motorists at dawn and dusk to identify pedestrians who may be walking on the road and where to identify the curbs of the road.

ACTION: Senior Transportation Engineer to follow this up the issue.

Surf Safety Signage

The signs had been vandalised and needed replacing, however it remains unclear who was responsible for the funding for the replacement signs and their ongoing maintenance. The surfing community believed that funding and maintenance lay with Council, as it sits on Council property. The Board noted that they would raise this with Open Spaces Team Leader.

SPEAKER

Constable A Murphy and Mr T Johnson provided a verbal presentation regarding CCTV cameras in Raglan.

- 76% of crime in Raglan between 2018-2021 were thefts, predominantly from offenders outside of Raglan.
- CCTV in Raglan was not operational, and had not been for roughly twelve (12) months. Police were wanting to build a new wired CCTV network. Police may not be able to fund a comprehensive system but plans were to create a system that would include additional cameras over time. The system would also include ANPR number plate tracking cameras, which can identify vehicles of interest.
- A number plate tracking camera coming into Raglan would have been beneficial so Police can stop offenders before they arrive in Raglan, however this could only be achieved if people reported stolen cars promptly.
- At no cost to the Council, local businesses could attach a camera to their business that could be connected to the broader Police network.
- Police were working on seeking funding from Council, community groups and businesses for the project.
- Community cameras in other communities had solved serious crimes such as kidnapping and homicides.

- Question was raised whether the livefeeds could be accessed to the public? Possible but not recommended as they could be used inappropriately.
- What could the Board do to help? It was important that the community gets involved to develop a plan and understand the costs and funding avenues.
- What was the timeline for the rollout for the CCTV project? Unsure, but hopefully before summer.
- Is there any existing equipment that could be easily repaired? The Wharf Kitchen could be brought back online quickly, but it remains unclear the condition of the other cameras.
- Police planned to meet with the Raglan Business Chamber and local community groups once a quote had been received.

REPORTS

Discretionary Fund Report to 30 May 2022

Agenda Item 6.1

The report was received [*RCB2206/01 refers*] and the following discussion was held:

- Whaingaroa Environmental Centre would organise their refund to Council for the return of the unspent funds from the Maui Dolphin Week event.
- Payment for the Mental Health Toolkit funding application would be made to the printing company as payment could not be made to an individual.
- 2,200 booklets would be distributed to residents in Raglan and other areas. The booklet would also include contact details for local community groups that could assist people seeking help.

Resolved: (Ms Parson/Mr Bains)

THAT the Raglan Community Board approves payment from their Discretionary Fund:

- for the amount of \$2500 (including GST);**
- to Zoom Printing;**
- for the cost of 2200 booklets for the My Mental Health Toolkits funding application from Miss R Gibbs.**

CARRIED

RCB2206/03

Community Board Charter

Agenda Item 6.2

The report was received [*RCB2206/02 refers*] and the following discussion was held:

- It was noted that the charter currently contains the legislative requirements and the Board may wish to provide feedback on having some delegations.
- Staff recommended the Board hold a workshop to discuss further.

Raglan Works, Actions & Issues Report: Status of Items June 2022

Agenda Item 6.3

The report was received [*RCB2206/02 refers*] and the following discussion was held:

- Manu Bay Breakwater – The outcome of the expert assessment for the Manu Bay breakwater would be released on 14 October. This would be followed by a community workshop.
- Civil Defence and Raglan Community Response Plan – Work in progress. A draft document was being worked through.
- Wi Neera Walkway – Staff would contact the Board once a project manager had been appointed for the walkway project.

Raglan Community Quartely Update

- Wainui Road Footpath extension – Footpath would be lifted to road level to reduce the risk of flooding.
- Had there been any consideration for a dedicated bus stop on Whitley street? It was a good idea to help reduce congestion during the school run, as well as other traffic calming measures.
- Inter-Raglan Bus Service Trial – The report to approve the service would go to the Infrastructure Committee next week. If approved, Council would begin working with the community to plan the options and design of the bus service. The community needed to use the trial to ensure its long term viability. Council would be relying on existing contractors to avoid the tendering process which would delay the trial.
- State Highway Revocation – When would the new speed limit signage be put up? The signs would be installed after Council approval had been sought on 30 June.
- The Board would meet with the Senior Transportation Engineer to discuss the Orca Crossing, parking signs and the Inter-Raglan Bus Service trial.

- Government/Bayview Road Stop Signage – Public Places Bylaw would be reviewed and Council was looking at including a separate transport section. Council was looking to install advanced warning signs before the Bylaw review was undertaken.
- The Board was keen to include a policy within the Public Places Bylaw regarding e-Scooter use and hire.
- Parking Barriers outside Supervalve – There was confusion whether the land where the parking spaces were located was owned by Council or by Supervalve. The Board believed that it was important that parking barriers were placed there. The funding was not available on any work schedule.

ACTION: The Senior Transportation Engineer to come back to the Board regarding the ownership of the parking spaces.

- Cyclist safety on Wainui Road– Council did not have any studies for high demand cycle routes in Raglan. Council was working on a trails strategy for use by cyclists and other users, including access to Wainui Reserve. Other interventions such as road markings and signage could be helpful for cyclists on Wainui Road.

Raglan Naturally Report

Agenda Item 6.4

The report was received [*RCB2206/02 refers*] and the following discussion was held:

- Matariki celebrations will be held next week.

Chairperson's Report (TABLED ITEM 1)

Agenda Item 6.5

The report was received [*RCB2206/02 refers*] and the following discussion was held:

- The Chair and Mr Amoore would be meeting with the Open Spaces Team Leader.
- The Raglan Hall Committee Minutes had been tabled.

Councillor's Report

Agenda Item 6.6

The report was received [*RCB2206/01 refers*] and the following discussion was held:

- Taurikura would be holding a local candidate information briefing this weekend.
- The General Reserves Management Plan was out for pre-engagement consultation, along with consultation for the World Rally Championship and the Local Alcohol Policy (LAP). Question raised whether the LAP would also be looking at on-licensed venues? Cr Thomson was unsure.

ACTION: The Chief Financial Officer to check with the Corporate Planner responsible for the LAP whether it includes on-licensed premises.

- Soundsplash would be happening in Raglan at the beginning of 2023. A report would be provided at the next meeting regarding the event, its management, fees and charges.

Board Member's Report

Agenda Item 6.7

The report was received [*RCB2206/02 refers*] and no discussion was held.

There being no further business the meeting was declared closed at 3:28pm.

Minutes approved and confirmed this day of 2022.

G Parson
CHAIRPERSON

Minutes of January 2022 Hall Committee meeting

Date: Monday 17th January 2022

Present: Steve, Patti, Amy, Tony, Xavier

Agenda

Item	Discussion	Decision	Action	Who
Tenant Lease agreements	The Hall committee does not have any formal lease agreements with its tenants. There is no rent increase process defined	1. Create lease agreements for all tenants	1. Ask WDC legal team for an example standard lease agreement.	1. Amy
COVID framework requirement for hall contractors.	The Raglan Hall is deemed a place of events/gatherings. Under the government COVID framework all workers must be vaccinated. https://www.business.govt.nz/covid-19/covid-19-protection-framework/events/	1. All contractors engaged by the hall committee must be vaccinated.	1. Ask WDC for a copy of their contractor COVID vaccination communication letter 2. Letter outlining this requirement to be sent to current cleaner.	1. Amy 2. Tony
No cleaner contract documentation	The Hall committee does not have any formal contract documentation with the cleaner.	1. Create a contract for the cleaner	1. Ask WDC for a copy of a cleaner contract.	1. Amy
COVID framework requirement for hall users.	The Raglan Hall is deemed a place of events/gatherings. Under the government COVID framework we have the ability to have Vaccinated and Non-Vaccinated renters but must still follow the traffic light settings. https://www.business.govt.nz/covid-19/covid-19-protection-framework/events/	1. All hall users must define the Vaccination requirement status of their event and how they will comply with the COVID framework, this must align to the current traffic light status in Raglan at the time of the rental.	1. Ensure rental documentation has ability to record renter's event vaccination requirement status and plan to comply with COVID framework.	1. Amy
Sanitising after rental	How to ensure that the hall is safe for renters	1. For all major events using multiple area's of the hall all renters will be charge \$100 for cleaners to sanitise the whole hall and all associated spaces. 2. For minor single room users they will be required to	1. Add \$100 sanitisation clean to all major multispace rentals. 2. Ensure sanitisation equipment and checklist signage is in all spaces to allow for users to sanitise the space.	1. Amy 2. Patti

		sanitise the area's they were in.		
COVID framework requirement for hall Tenants.	We need to understand how the tenants are planning to comply with the government COVID framework.	<ol style="list-style-type: none"> 1. The hall tenants can work under their own COVID framework policies. 2. The use of the toilets by tenants must align to the vaccination requirement of any hall renters at the time of use. 	1. Letter to tenants requesting copy of COVID policy for hall committee files.	1. Tony
Response to WEC letter	Referring to WEC letter dated 10 th January 2022.	<ol style="list-style-type: none"> 1. Item 1 will be clarified in new lease agreement to be drafted. 2. Item 2 COVID policy was not attached but will be formally request as per above. 3. Item 3 construction of a semi permanent wall. Approved but WEC is responsible for it's removal at the Hall Committee's request, it must meet building code requirements specifically earthquake risk and designed and installed by a licensed building practitioner, it must not impact the architectural or structural features of the hall. 	<ol style="list-style-type: none"> 1. Response back via letter indicating new lease agreements to come. 2. As per above a letter requesting COVID framework policy to be sent. 3. Letter of response to be sent. 	<ol style="list-style-type: none"> 1. Tony 2. Tony 3. Tony
Update bank account signatures.	Need to update the hall bank account signatures to reflect committee changes	1. Approved to update bank account access	1. Add Tony as new Hall Committee Chairperson and Amy as new Hall Committee treasurer while retaining Steve and Patti and remove Pablo	1. Steve

