

MINUTES for a meeting of the Huntly Community Board held at Huntly Library, 142 Main Street, Huntly on **TUESDAY, 8 AUGUST 2023** commencing at **6.00pm**

Present:

Mr GB McCutchan (Chairperson)
Mr F McNally
Mr J Sandhu
Ms E Wawatai
Cr D Whyte

Attending:

Her Worship the Mayor, Mrs JA Church – *from 6.09pm until 7.03pm*
Mrs V Jenkins (People & Capability Manager)
Mr A Pipe (Environmental Health Team Leader) – *via audio visual link*
Ms C Sturzaker (Senior Alcohol Licensing Inspector)
Mr E Whangapirita (Procurement Manager)

Ms E Saunders (Democracy Advisor)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Cr Whyte/Ms Bredenbeck)

THAT the Huntly Community Board accept the apologies for:

- a. non-attendance from **Ms S Matenga (Chairperson) & Cr P Matatahi-Poutapu.**

CARRIED

HCB2308/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mr McCutchan/Ms Wawatai)

THAT the agenda for a meeting of the Huntly Community Board held on Tuesday, 8 August 2023 be confirmed:

- a. with all items therein being considered in open meeting; and
- b. notes that item 6.5 (Councillors Report) was received under separate cover as part of the Supplementary agenda; and
- c. all reports be received; and

CARRIED

HCB2308/02

DISCLOSURES OF INTEREST

Cr D Whyte & Ms E Wawatai declared a non-financial interest for the Arts Centre.

CONFIRMATION OF MINUTES

Resolved: (Mr McNally/Mr McCutchan)

THAT the minutes for a meeting of the Huntly Community Board held on Tuesday, 27 June 2023 be confirmed as a true and correct record.

CARRIED

HCB2308/03

PUBLIC FORUM

Agenda Item 5

There were no members of the public present.

REPORTS

NZ Police Update

Agenda Item 6.1

There were no police in attendance for the meeting but it was noted by Councillor Whyte that Constable Stableford is now moving to Rotorua.

ACTION: Cr Whyte will discuss further with NZ Police if there is an alternative Police contact to attend future meetings.

Discretionary Fund Report to 30 June 2023

Agenda Item 6.2

The report was received [*HCB2308/02 refers*] and discussion was held.

- There are Accountability Forms still outstanding from those who have received funds this year. The Funding Representative would need to follow this up to ensure they are received.

ACTION: The Chairperson to follow up Accountability Forms for the outstanding applications that have not yet been received for 2023.

Huntly Works & Issues Report: Status of Items July 2023

Agenda Item 6.3

The report was received [*HCB2308/02 refers*] and the following discussion was held:

Hoarding at Garden Place

- Cr Whyte was consistently following up with the Strategic Property Team on this issue.
- Painting was underway today and the works were expected to be completed by early 2024.

ACTION: Item to remain on the schedule

Huntly Railway Station – Historic Station Building Relocation:

- It was noted by the Board that the perpetrator had been apprehended.

ACTION: Item to remain on the schedule.

Tumate Mahuta Drive Park

- A workshop has been organised for mid-August with the Board and Council staff.
- Council met with mana whenua on 26th July 2023 to discuss the concept plan.
- There is a Health & Safety issue with trucks driving through however this was determined to be outside of the Boards perview.
- The Council Parks team is going to plant out the area that is too steep to mow and it was noted by the Board that advice has been given to keep the planting low.

ACTION: Item to remain on the schedule.

Street Lights Service Requests

- It was advised that Kiwirail are the reason there is a hold up for the lights at Taupiri. It was further advised that there was a 12-18 week period to process permits.

ACTION: Item to remain on the schedule.

Inground garden lights, Main Street, Huntly

- Mr McCutchan will inspect the Northern End and let the Board know.

ACTION: Item to remain on the schedule.

Planned Projects (Roading/Projects/Waters Teams)

- No further discussion was held.

ACTION: Item to remain on the schedule.

CCTV Cameras

- Cr Whyte advised he had spoken to the local Constable and he has had some conversations to get the system sorted. There is concern around having Capital Projects funding for the cameras but no budget for the back end processing.
- The Camera system is not working like it should which is problematic to say the least and it was discussed further if the Board could contribute towards this in anyway to see this system up and running.
- The Procurement Manager noted that he is working with the Facilities team to look at cameras throughout the district along with looking at Hamilton City Councils method and the potential of leveraging off their existing system. They are currently working through contractual issues and the Procurement Manager will come back to the Board with an update.
- It was noted that the CCTV cameras do not cover the entirety of the Main Street. The areas that are covered are fed to the Police Station. Hamilton City Council have great software which would be good to look at.
- It was noted by Her Worship the Mayor that maintenance of the system needs to be considered before money is given towards the project. M
- Mr McNally noted that there are funds sitting in the Community and is going to follow up and report back to the Board.

ACTION: The Procurement Manager to follow up with the Contractor for Hamilton Council and advise the Board of an update once available. Item to remain on the Schedule.

Jakeman Place – Huntly Street Name

- The Council Policy Advisor is working with the Board Chairperson to organise a mini-workshop in mid-August 2023 to progress the new road names list for the Huntly Area.

ACTION: Item to remain on the Schedule

Community Safety

- No further discussion held.

ACTION: Item to remain on the schedule

Liquor Licence

Ms C Sturzaker (Senior Alcohol Licensing Inspector) and Mr A Pipe (Environmental Health Team Leader) attended the meeting and answered questions of the Board:

- A query around Liquor Licensing and what the community can do if they note premises are not abiding by the current laws. When a licence renewal is applied for it is publicly notified and members of the public have the opportunity to have their say as per the council website. Members of the public have 15 working days to make a submission once it's notified on the website.
- It was noted that privacy is paramount and a licensee can see any complaint laid against them. Further clarification was provided by the Senior Alcohol Licensing Inspector in regards to the complaint process.
- It was confirmed that 90% of all medium to high risk premises need to be inspected each year.
- A Legislation overview along with an overview of the inspection process was provided to the Board outlining all the steps a licensee has to take to meet legislative requirements (including; signage, advertised hours etc...).
- An overview of a Control Purchase Operation was provided to the Board by the Environmental Health Team Leader and the enforcement principles that go along with that. It was further outlined the difference between a Control Purchase Operation for Clubs that have memberships and stand alone stores.
- The Senior Alcohol Licensing Inspector provided the Board with a further overview of the following subjects:
 - i. Special Licences and the timeframes for these to be approved.
 - ii. The Number of Certified Managers for a premises that need to be on-site and how many staff are required for opening hours across the week.
 - iii. The District Plan and Resource Management Act vs the relevant alcohol legislation. The requirement for a Building or Planning Certificate for a premises sits outside the Alcohol Policy.

- iv. The District Licencing Committee and their role with hearings and the confirmation that they are independent.
 - v. The Local Alcohol Policy (LAP) and the requirement for this policy to be reviewed every 3 years. It was noted that this policy was last reviewed in 2022 and is currently under appeal. The legislation has been updated to remove the word “density” and has been replaced with “deprivation”.
 - vi. The 3 current licenced premises in Huntly and what the LAP means for any other potential stores that could open. It was noted that an education piece is required for the Community so they are aware what the current laws mean and what they can do as a Community to have their voice heard.
 - vii. The difference between a renewable licence application (12 month period to renew a licence before it lapses) and a brand new application for a new premises.
- It was noted by the Environmental Health Team Leader that Councils intention is shown in the Local Alcohol Policy but the District Licencing Committee are the main decision makers and if an applicant can prove to them that they meet all the requirements for a new application then they have the final say.
 - A final overview of the District Licence Hearing Process was provided to the Board.

ACTION: A question around off-street parking requirements for a licenced premises to be followed up by the Democracy Advisor with the Planning Team.

Social Procurement

Mr E Whangapirita (Procurement Manager) attended the meeting and answered questions of the Board.

- It was noted by the Board that it would be better use to have local Huntly businesses fix issues around town. It appears that all works are being completed by big Contractors (CityCare and Cushman & Wakefield) and they have a monopoly on the works in Huntly.
- The Procurement Manager asked the Board to consider some questions to progress the discussions further:
 - i. What are the aspirations of the Community Board?
 - ii. What does each Community want so we can structure our Procurement strategy around that.
- It was noted that the Chairperson has previously raised Community Groups and Local Youth taking on Council contracts for local issues and works to be completed. It was further noted that just creating some of these opportunities for non-profit groups to gain some income or even some upskilling or training opportunities is a positive step and also allows money to remain in the community.
- The work undertaken at the Huntly War Memorial Hall was given as an example of great community lead work that has had a positive impact.

- An overview of the current works for the Huntly Library lighting upgrade was given by the Procurement Manager and the different discussions that had been held to progress those works with local tradespeople.
- The Procurement Manager noted that there is a definite appetite to work with local trades and suppliers and is committed to better outcomes with communities. A further discussion was held and the following questions were raised for further workshop:
 - i. Could workshops be run to upskill local groups and tradespeople so they can comply for future works?
 - ii. How do we talk about lifting our local groups and tradespeople to comply?
 - iii. How do we sell these ideas to the local community and businesses to get them onboard to help drive this over the line? Do we need to create a small business panel for this?
 - iv. A big opportunity for Tier 2 and Tier 3 businesses to get on board with this initiative and to discuss risk reduction.
 - v. Risk – what the current risks are and how we comply and reduce risk moving forward.
 - vi. Think about the broader outcomes and working on those four pillars and if fundraising is something that could be looked at to see which community groups are established and experienced.
- It was noted by the Procurement Manager that he is happy to measure, monitor and report back to the Board once the Board's ideas have been collated and is happy to workshop this with the board at any stage.

ACTION: The Board to collate and formulate some ideas for the Procurement Manager and look to have a workshop outside of the meeting cycle at a later date.

Māori Wardens Building

- On the schedule for demolition.

ACTION: Item to remain on the schedule

Huntly West Stormwater Catchpits

- No further discussion was held.

ACTION: Item to remain on the schedule.

Safety Issue on Tane Mahuta Drive (Opposite Countdown Huntly Service Entrance)

- The sweeping has been done along with the weed-eating.

ACTION: Item to remain on the schedule.

Levels of Service

- Taken as read and no further discussion.

ACTION: Item to remain on the schedule.

Other Items:

Huntly Waste Transfer Station:

- It was noted by Ms Bredenbeck that some work has been done to date and are just waiting on the Purchase Order to be done.

ACTION: Huntly Waste Transfer Station to be added to the Works & Issues Report.

Traffic Barriers – Tumate Mahuta Drive:

- Who is responsible for the traffic barriers and guard rails in this area? Request for this issue to be added to the Works & Issues Report to ensure this is being followed up.

ACTION: The Guard Rails and Traffic Barriers on Tumate Mahuta Drive to be added to the Works & Issues Report.

Street Flags:

- A brief discussion was held around the hanging of Street Flags in the Main Street. The Board will find a price to see the costs of hanging a couple of flags each year to start off with and a further discussion will take place in relation to the physical mechanics of installing the flags. Street Flags

Huntly Wearable Arts

- It was noted by the Board that the Huntly Wearable Arts evening was a fabulous event with great feedback provided from not only the Councillors that attended but the members of the public – Fantastic work to all involved.

Mayors Community Awards

Agenda Item 6.4

The report was received [*HCB2308/02 refers*] and discussion was held:

- The Board discussed some options for names to nominate and have formally resolved to nominate two people as follows:

Resolved: (Mr McNally/Ms Bredenbeck)

THAT the Huntly Community Board nominates Clare Molloy for the Mayoral Community Awards.

CARRIED

HCB2308/04

Resolved: (Ms Wawatai/Mr Sandhu)

THAT the Huntly Community Board nominates Jean Beverland for the Mayoral Community Awards.

CARRIED

HCB2308/05

Chairpersons Report

Agenda Item 6.5

The Chairperson was absent, therefore no update was provided on her activities.

Councillors & Community Board Reports

Agenda Item 6.6

The written report from Cr Whyte was received [*HCB2308/02 refers*] and the following discussion was had:

- Council teams are looking at the Blueprints for the Long Term Plan (LTP) and the Board are to hold a workshop to go over the different projects and are looking at the 22 August 2023 at 6pm.
- Cr Whyte gave an overview of the Oak Trees by Lake Hakanoa and the resolution was fully supported by the Board.
- A further overview of the Historic Overlay on Harris Street was discussed by the Board and it was noted that the overlay needs to be removed from the entire length of Harris Street, not just the 3 properties noted in the report.
- Cr Whyte spoke to the two projects highlighted in his report; Scout Building at Huntly Domain and the location of the Huntly West Hub. The Board are unanimous in their support of these projects and are happy to pass the resolutions.

Resolved: (Ms Bredenbeck/Mr McNally)

THAT the Huntly Community Board recommends to relevant Council staff that:

- a. the George Smith oak tree on the edge of Lake Hakanoa be designated a notable tree, and
- b. the second oak tree next to George Smith planted by the Kimihia School children be designated a notable tree.

CARRIED

HCB2308/05

Resolved: (Miss Bredenbeck/Mr McNally)

THAT the Huntly Community Board recommends to relevant Council staff that the historic overlay be removed from the entirety of Harris Street.

CARRIED

HCB2308/05

Resolved: (Mr McCutchan/Mr Sandhu)

THAT the Huntly Community Board support and will submit feedback on the public consultation on the following projects:

- a. Scout Building at Huntly Domain, and
- b. The location of the Huntly West Hub

CARRIED

HCB2308/07

There being no further business the meeting was declared closed at 7.50pm.

Minutes approved and confirmed this day of 2023.

G McCutchan
CHAIRPERSON