



Mataura Community Board Meeting

Public business agenda

A meeting of the Mataura Community Board
will be held in the Elderly Citizens Centre,
McQueen Avenue, Mataura
on Monday 29 July 2024
commencing at 5:30pm

Our vision:

*To provide an environment that allows people to enjoy the lifestyle
and culture of their choice*

Health and safety – emergency procedures

Toilets – The toilets are located in the foyer area outside the meeting room.

Evacuation - Should there be an evacuation, please exit the room via the main door, then through the building front doors to the front of the building, near the road.

Earthquake - Drop, cover and hold. Once the shaking has stopped, evacuate through the meeting room's main door, then through the building front doors to the front of the building, near the road.

Phones - Please turn your mobile device to silent mode.

Attendees

Members	Chairperson	N Coates
	Deputy Chairperson	C Te Au
		B Reid
		S Dixon
		D Matahiki
		G Dickson
		L Turnbull
	Csr N Phillips	
Staff	Chief Executive	D Lascelles
	Parks and Recreation Manager	K McRobie
	Roading Asset Manager	M Hasler
	Governance - minutes	S Jones

Agenda confirmed by:

D Lascelles

Chief Executive

Recommendations contained in reports are ***not*** to be construed ***as Council decisions.***
Refer to the Council minutes for resolutions.

Order of Business

Health and safety – emergency procedures.....	2
Attendees	3
Order of Business	4
1. Welcome/Karakia.....	5
2. Apologies/leave of absences.....	5
3. Declaration of conflicts of interest	5
4. Confirmation of agenda	5
5. Confirmation of Minutes	6
6.1 Confirmation of Minutes - Public.....	6
6. Reports for Information.....	11
7. Confidential Business	18
8. Meeting closed.....	19

- 1. Welcome/Karakia**

- 2. Apologies/leave of absences**

- 3. Declaration of conflicts of interest**

- 4. Confirmation of agenda**

5. Confirmation of Minutes

6.1 Confirmation of Minutes - Public

Minutes of the meeting of the Maitara Community Board, held at the Maitara Elderly Citizens Centre, McQueen Avenue, Maitara, on Monday 10 June 2024, at 5.30pm.

Present Nicky Coats (Chairperson), Cr Phillips, Colleen Te Au and Laurel Turnbull.

In attendance His Worship the Mayor (Mr B R Bell), Cr Hovell, the Chief Executive (Ms Debbie Lascelles), General Manager Critical Services (Mr Jason Domigan), Governance Manager (Susan Jones), Parks and Recreation Manager (Mr Keith McRobie), senior Facilities Officer (Mr Neil Mair), and Roding Asset Manager (Mr Murray Hasler).

Apologies Darren Matahiki and Steven Dixon apologised for absence, accepted on the motion of L Turnbull, seconded by C Te Au.

The Chairperson extended a welcome to the Council's new Chief Executive, Ms Debbie Lascelles to the meeting.

1. CONFIRMATION OF MINUTES

Clause 1 – Long grass in Kana Street (SC3732)

The Board *noted* the Bylaw referred to by L Turnbull was in fact the Gore District Council's, not Environment Southland.

RESOLVED on the motion of C Te Au, seconded by L Turnbull, THAT the minutes of the ordinary meeting of the Maitara Community Board held on Monday 22

April 2024, as circulated, be confirmed and signed by the Chairperson as a true and complete record.

2. OVERGROWN SECTION UPDATE – 12 CLYDE STREET, MATAURA (SC3732)

A memo had been received from the General Manager Critical Services following an enquiry at the 22 January Board meeting and then additional discussion as part of the confirmation of minutes at the 22 April meeting about the issue regarding the overgrown section at 12 Clyde Street, Mataura.

The General Manager advised after speaking with the Council's Regulatory Services Manager, the owner of the property had received formal notice of the overgrown section pursuant to Council's Long Grass and Overhanging Vegetation Bylaw 2018. The owner had been advised to carry out work to remedy it. A copy of the letter sent to the owner had been circulated with the agenda.

Following the April Board meeting, additional correspondence was sent to the owner as a reminder to undertake this work as soon as possible.

Staff would continue to monitor the work was completed or notify the owner that the work would be undertaken by the Council at the owner's cost.

RECOMMENDED on the motion of C Te Au, seconded by L Turnbull, THAT the information be received.

4. ELDERLY CITIZENS CENTRE VERANDAH (SC3716)

A memo from the senior Facilities Officer had been received stating that the Council was still awaiting an engineer's report as to what the best long-term solution could be for the verandah on the Elderly Citizens Centre building.

The matter had been delayed earlier in the year, due to the planning of a report to be provided in year one (2024/25) of the Council's Long Term Plan (LTP) that looked

at redesigning the ECC toilet area and the main entrance and which would include some form of verandah or canopy.

In the meantime, temporary spouting would be installed within the next week or so. With the LTP being delayed a year, the current financial situation and uncertainty around budget allocations, the project may be delayed further.

RECOMMENDED on the motion of C Te Au, seconded by L Turnbull, THAT the information be received.

5. TULLOCH PARK REDEVELOPMENT (SC1570)

The Parks and Recreation Manager advised a meeting had been held the previous week and a price attribute process had been progressed for the splash pad facility. Coombes, an aquatics supplier had been selected. Mataura colours would be incorporated into the design. Most of the cost for the splash pad was below ground. It was hoped to have the design finalised later in the week. A lot of the componentry came from the United States and there could be up to 22 weeks before it arrived on site. It was intended to have the facility operational before Christmas. A building consent for the new toilets was expected this week. Fencing around the playground would be included as part of other fencing work in the District. The fence would be 1.5m high and some landscaping was planned in the vicinity. An artist's impression of what the facility may look like was circulated at the meeting.

His Worship asked about the painting of lines on the basketball court. Was the paint slippery? The Manager said the basketball surface had a non-slip coating. His Worship asked what happened if it faded or chipped. The Manager advised it had a 10 year life expectancy and a sand component to ensure it was non-slip.

In response to C Te Au, the Manager said there were options to have changes of the play componentry on the splash pad. There were 20 different water play options. He thought the toilets could be opened before the splash pad was completed. C Te Au asked about security. The Manager said there was a controller for the water componentry that could run security cameras. There were cameras in the toilet budget. L Turnbull asked who would monitor the cameras. The Manager replied it would be internal. The senior Facilities Officer added there was no-one person who

monitored the cameras but if there was an incident, then the footage could be reviewed.

6. UPDATE ON LIGHTING ON WALKWAY AT TULLOCH PARK (SC3274)

The Parks and Recreation Manager advised lighting at the top end of Tulloch Park was provided off the street circuit. Lighting near the Gun Club end of the walkway was possible and it could be a solar powered unit. The cost was estimated to be about \$3,500-\$4,000. It would be placed high enough on a pole to be out of the way from vandals. The senior Facilities Officer advised there were 100 plus cameras planned for parks and reserves in Gore and Maitua. There was a plan proposed for the Long Term Plan that would be prioritised. In response to the Chairperson asking about security and previous damage done to panels at the grandstand, the Manager said a security camera on the pole would need a power feed. The Officer said the grandstand panels were now all acrylic. The Manager noted with the pool building now gone, the area was more open.

7. STATE HIGHWAY ONE WELCOME SIGNS (SC2696)

A report had been received from the Road Asset Manager providing an update on progress on modifications, repair, and installation of the welcome signs at the southern and northern approaches to Maitua on State Highway One.

McDonough Contracting had completed the construction of the foundation for the northern sign since the April meeting. Modification of the embedded resin river motif on the sign destined for the northern approach had been completed by Seddon's in its Mosgiel factory. The sign was due to be transported from Mosgiel to Maitua the following day. Once delivered to Maitua, the lettering on the sign would have trial coloured vinyl applied to the corten steel letters before being erected.

Depending on the availability of the KiwiRail Rail Protection Officer, McDonough Contracting would erect the sign on site as soon as possible after the letters had been covered. Seddon's staff would attach the corten steel base motif in situ and landscaping around the base would be completed.

The southern approach sign, which had already been erected, required modification of the embedded resin river motif. Seddon's staff would carry out that work on site along with its installation of the corten steel base motif. The work would be completed immediately prior to the onsite work on the northern sign. In situ application of the trial coloured vinyl to the corten steel letters would take place at this time.

The Manager advised a Rail Protection Officer was available on 20 June. A quote from Sign Advertising had been received for the supply of the coloured vinyl. The cost of the vinyl was \$488. The cost for Sign Advertising to supply and apply was \$1,318. The Chairperson thought only the lettering needed to have vinyl applied, but not the motif. If the vinyl was effective, the motif would be also painted. She suggested getting enough vinyl to do the lettering on one side of a sign and see what it looked like. Cr Phillips said people would soon know whether it looked right or not. The application of the vinyl would be undertaken by the Chairperson and Cr Phillips.

RECOMMENDED on the motion of C Te Au, seconded by L Turnbull, THAT the report be received.

The meeting concluded at 6.02pm

6. Reports for Information

6.1 Mataura Library and Service Centre Update

Report to:	Mataura Community Board
Meeting date:	Monday, 29 July 2024
Author:	Emma Sherie
Author title:	Gore District Libraries Manager
General Manager lead:	General Manager People and Culture
Report date:	Tuesday, 23 July 2024
Confidentiality:	Public

Purpose

1. To inform the Mataura Community Board of the changes to the Mataura Library and Service Centre (MLSC).

Recommendation

2. That the Board:
 - a) receives and notes the *Mataura Library and Service Centre update report*.

Executive summary

3. There has been a history of customer aggression in Mataura in the last 10 years which has become problematic to manage since the Mataura Library Service Centre (MLSC) became a sole charge facility.
4. MLSC was originally manned by two staff; a Council staff member who was also the rates officer, and a Library staff member. This changed after a staffing review in 2015. At this time, it was deemed unnecessary to have a second staff member in the building because of the level of foot traffic.
5. In March this year, MLSC staff experienced an increase in anti-social behaviour which has resulted in the service being reduced.
6. This report sets out what steps have been taken to create a safer workspace for staff. It also outlines how the safety levels for staff will be further improved along with the service delivery for the community through the hiring of an extra staff member.

Context

7. From 21 March 2024, the MLSC has been operating with reduced, from 10.00am–2.30 pm, hours after several months of increased intimidating and antisocial behaviour in the afternoons.

8. Changes to health and safety procedures were also made at this time.
9. Following feedback from the community about the limited hours and after two health and safety risk assessments were completed, the decision was made to trial opening hours from 10.00am–4.00pm.
10. WiFi was turned off from 3.00pm, as this was one of the factors identified that attracted these customers to the facility.

Discussion

11. The new opening hours started on 15 July 2024. In the first week, MLSC had three further incidents. Reports were made to the police. Following these incidents, staff were supported by a non-library staff member to ensure that staff were not alone should further incidents occur.
12. Due to the ongoing incidents, it was determined that the risk to a solo worker was too high. To mitigate that risk, a second part-time staff member would be hired for the MLSC.
13. To ensure that the role will be productive and add value to the Mataura community, the new position will work on activities and events that activate the library and support the needs of the community.
14. The outcome of the position being in place will provide a better Library service to the Mataura community and allow extra support for the two part-time staff who already work there.
15. To manage the risk to our lone workers until a second staff member can be recruited, the MLSC will temporarily return to restricted hours.
16. The two letters from the Mataura Community Board have been acknowledged and I believe that the information outlined in this report has covered the concerns expressed.

Attachments

Two letters from residents about Library hours.

6.2 Tulloch Park Development (Stage 2) Progress Update

Report to:	Mataura Community Board
Meeting date:	Monday, 29 July 2024
Author:	Keith McRobie
Author title:	Tulloch Park Development (Stage 2) Progress Update
General Manager lead:	General Manager People and Culture
Report date:	Thursday, 25 July 2024
Confidentiality:	Public

Purpose

17. To inform the Mataura Community Board on progress.

Recommendation

18. That the Board
- b) receives and notes the *Tulloch Park Development (Stage 2) progress update*.

Executive Summary

19. The final stages of the Tulloch Park Development (Stage 2) are underway with contracts let for the supply and install of the external safety fence, and the supply and install of the splash pad. The supply and install of the buildings is awaiting the issuing of a building permit and then will proceed.

Context

- The second stage of the Tulloch Park redevelopment was able to proceed with the help of the Government's 3 Waters Better-off-funding initiative. The initial development budget was completed in 2018 and was very much out of date when the Better-off funding application was made. It was realised very early in 2023 that further external funding options had to be pursued to maximise the next stage of the development. External funding was sought from the Tourism Infrastructure fund, NZ Lotteries and the Trusts Charitable Foundation all of which were successful. This has meant that the funding pool has now more than doubled.

The stage 2 development has 3 main components being

- A full sized basketball court, repurposed on the existing tennis court (completed)
- A new toilet and changing room building (purchased and requiring installation)
- A splash pad/outdoor water play facility (supplier chosen and contract signed)

- An additional component for external site fencing was added after community consultation (a contract has been let with a local contractor after a competitive tender process)

Discussion

20. The Council has signed off the purchase of the splash pad and associated equipment. There is a considerable lag with most of the componentry sourced out of the United States and produced on demand rather than sitting in a warehouse ready. Coombes, the NZ based provider, will update us soon with a programme for supply and installation.
21. Last week we signed off on new playground fencing for the highway and Glendhu Road perimeter. The fencing will be 1.5m high and look similar to the Elizabeth Street infiltration basin fencing. I received two prices and have gone with the local contractor who was the best priced.
22. In regard to the toilet/change block I understand that the application for the building permit has been made and will be able confirm progress at the meeting.

Options

- No options are available for the Council to consider because all major decisions have been bought before the Board previously.

Linkage to strategic plan priorities

- The recommendations in this report align with the Council's vision: *To provide an environment that allows people to enjoy the lifestyle and culture of their choice, in particular that we have a choice of quality places and things to do.*

Consultation (internal and external)

- There has been ongoing dialogue with the MCB, Active Southland, Youth and Community representatives with the initial development and the stage 2 development.

Financial considerations

- The total cost to complete the project is \$1,104,793.58 of which \$1,017,977.95 has been provided by external funders and \$70,000 carry over funding from the Stage 1 development. The balance of -\$16815,63 is unfunded at this point.

Risks

23. There remains some risk with contractor delays and the resolution of site issues such as provision of a large stormwater sump for the splash pad, associated buildings and the extent of associated hard landscaping.

Significance and Engagement Policy

Significance

24. Community views and preferences are already known to the Council through Stage 1 and Stage 2 consultation and there is a sense of anticipation in the community to see the finished project.

Attachments

Indicative images of the finished splash pad.

6.3 July 2024 Roading Projects Progress Update Report

Report to:	Mataura Community Board
Meeting date:	Monday, 29 July 2024
Author:	Murray Hasler
Author title:	Roading Asset Manager
General Manager lead:	Jason Domigan
Report date:	Wednesday, 24 July 2024
Confidentiality:	Public

Purpose

25. To inform the Community Board on progress on the following Mataura roading projects and issues.

Recommendation

26. That the Board:
- c) receives and notes the *July 2024 Roading Projects progress update report*.

Executive summary

27. An update is provided on progress on the following Mataura roading projects and issues:
- *Welcome sign*
Both signs have been installed. The text colouring trial has been successful. Text will be painted in suitable weather.
 - *Campervan dump station*
Plumber has been engaged and a Council building permit applied for.
 - *Speed Reduction on State Highway One approaches to Mataura*
On hold due to change in government policy. To be reviewed by NZTA.

Context

28. **Welcome signs**

Two signs were requested, by the Board, to be erected at the north and south approaches to Mataura on State Highway One. Many issues with the design, manufacture and construction of the signs have caused lengthy delays to the installation of the signs. Concerns were raised about the readability of the text on the signs due to the lack of contrast between the letters and background. The Board at its last meeting recommended the letters be painted with a colour chosen by them as being appropriate. Prior to painting the letters a trial was requested by the

Board using coloured vinyl to cover the letters. The colour of the vinyl was to be as close as possible to the chosen paint colour, Dulux Kowhai. The coloured vinyl trial has been in place since mid-June. There has been a significant improvement in the contrast and readability of the sign since the vinyl was installed.

Coster Park campervan dump station

Following approval by the previous Board, a campervan dump station was partially installed by the Council, during October 2022, behind the Coster Park eastern perimeter kerb, using funds provided by the New Zealand Motor Caravan Association. Unfortunately, the dump station was installed very close to a buried time capsule. A building permit, which was required, was also not obtained prior to installation. During installation, the newly elected Mataura Community Board expressed concern about the dump station being inappropriately close to the time capsule and requested relocation of the dump station. A decision was eventually made to relocate the dump station 10m north of its current location. A quote for the relocation of the dump station including the required building permit was obtained and approved by the Board.

Speed reduction on State Highway One approaches to Mataura

During early 2023 the Board expressed its desire for a permanent 70kph speed reduction to be installed on the section of State Highway One from Boundary Creek bridge to Dacre Street on the northern approach to Mataura. Following the May 2023 Board meeting, the Roading Asset Manager contacted New Zealand Transport Agency (NZTA) and advised it of the Board's request for a speed limit reduction on the highway.

Discussion

29. *Welcome signs*

The coloured vinyl trial has been in place since mid-June. There has been a significant improvement in the contrast and readability of the sign since the vinyl was installed. Painting of the letters on both sides of both signs will be undertaken when the weather is appropriate. Repairs to the southern sign resin river and affixing of corten steel symbol will also be undertaken on site by Seddon's by the end of September (weather permitting).

Coster Park campervan dump station

Bill Sheddan Plumbing has been instructed to carry out the dump station relocation work. An application has been made to the Council for the building permit required. The work will commence once the permit is issued.

Speed Reduction on State Highway One approaches to Mataura

The Roading Asset Manager has been in contact with Roy Johnston, NZTA Regional Safety Engineer regarding the status of the Board's request. Mr Johnston advised that all state highway permanent speed changes are currently on hold because of the new Government's changed policy on speed limits. Legislation is currently being amended and a review of proposed changes will then take place. This may not be completed until later in 2025.

7. Confidential Business

Section 48, Local Government Official Information and Meetings Act 1987.

Resolution to Exclude the Public

Move that the public be excluded from the following parts of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<i>General subject of each matter to be considered</i>	<i>Reason for passing this resolution</i>	<i>Ground(s) Under Section 48(1) for the passing of the resolution</i>
		<i>The public conduct of this part of the meeting would be likely to result in the disclosure of information for which there is good reason for it being withheld. Section 48(1)(a)</i>

8. Meeting closed