

# **AGENDA**

Meeting of the:

**Little Wanganui Reserve and Hall  
Subcommittee**

**Monday 1 August 2022 at 3:00pm**

**at the**

**Little Wanganui Hall**

# Little Wanganui Reserve & Hall Subcommittee

Venue: Little Wanganui Hall



01 August 2022 03:00 PM

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**LITTLE WANGANUI RESERVE AND HALL SUBCOMMITTEE**

**1 AUGUST 2022**

**AGENDA ITEM 1**

**Prepared by** Krissy Trigg  
Acting Group Manager Community Services

**APOLOGIES**

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**1. REPORT SUMMARY**

That the Little Wanganui Reserve and Hall Subcommittee receive any apologies or requests for leave of absence from members.

**2. DRAFT RECOMMENDATION**

**That there are no apologies to be received and no requests for leave of absence.**

**OR**

**That the Little Wanganui Reserve and Hall Subcommittee receives an apology from (insert subcommittee members name).**

# LITTLE WANGANUI RESERVE AND HALL SUBCOMMITTEE

1 AUGUST 2022

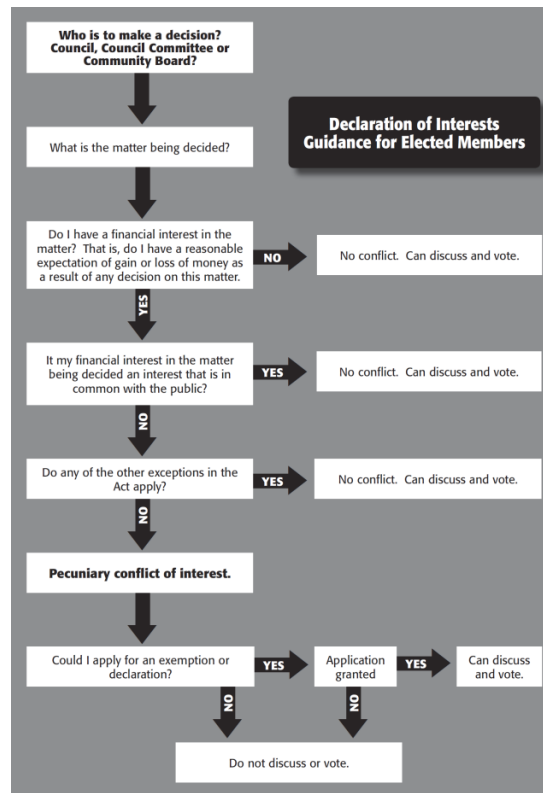
## AGENDA ITEM 2

Prepared by Krissy Trigg  
Acting Group Manager Community Services

### MEMBERS INTEREST

Members of the Little Wanganui Reserve and Hall Subcommittee are encouraged to consider the items on the agenda and disclose whether they believe they have a financial or non-financial interest in any of the items in terms of Council's Code of Conduct.

The attached flowchart may assist committee members in making that determination (Appendix A from Code of Conduct).



### DRAFT RECOMMENDATION:

That the Little Wanganui Reserve and Hall Subcommittee members disclose any financial or non-financial interest in any of the agenda items.

**LITTLE WANGANUI RESERVE AND HALL SUBCOMMITTEE**

**1 AUGUST 2022**

**AGENDA ITEM 3**

**Prepared by** Krissy Trigg  
Acting Group Manager Community Services

**CONFIRMATION OF MINUTES**

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**1. DRAFT RECOMMENDATION**

**That the Little Wanganui Reserve and Hall Subcommittee receive and confirm previous minutes from 11 November 2021.**



**MEETING OF THE LITTLE WANGANUI RESERVE & HALL SUBCOMMITTEE AT 2PM, 11 NOVEMBER 2021 AT THE LITTLE WANGANUI HALL**

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**PRESENT** Cr Rosalie Sampson, Dave Sanders (Secretary), Pat Parkinson, Wayne Eggers, Dianne Anderson (Treasurer), Emma Duncan, Melanie Horncastle

**IN ATTENDANCE:** Krissy Trigg (Acting Group Manager Community Services), Bronwyn Little (Policy Advisor), Virginia Hill (Governance Assistant)

Apologies: Kate Grey (Deputy Chairperson), Kathy Blumm (Chair), Jill Newman, Anji Hanson

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**MEETING DECLARED OPEN AT 2-02pm**

The meeting was chaired by Krissy Trigg (Acting GM Community Services) in Kathy Blumm's absence.

Ms Trigg introduced herself and advised the subcommittee that Rick Barry was now working with the flood recovery team and his former role had not yet been filled.

In the interim, Ms Trigg is happy to be the Council contact person.

**1. APOLOGIES (p3)**

**Discussion:**

Anji Hanson, Kate Grey (Deputy Chairperson), Kathy Blumm (Chair) and Jill Newman provided apologies to the meeting

**RESOLVED** that the Little Wanganui Reserve and Hall Subcommittee receives apologies from Anji Hanson, Kate Grey, Kathy Blumm and Jill Newman

**Melanie Horncastle/Dave Sanders**

**7/7**

**CARRIED UNANIMOUSLY**

**2. MEMBERS INTEREST (p4)**

**Discussion:**

**RESOLVED** that Little Wanganui Reserve & Hall Subcommittee disclose any financial or non-financial interest in any of the agenda items.

**Cr Rosalie Sampson/Wayne Eggers**

**7/7**

**CARRIED UNANIMOUSLY**

**3. CONFIRMATION OF MINUTES (p5)**

**Discussion:**

**RESOLVED** that the Little Wanganui Reserve & Hall Subcommittee receive and confirm minutes from the meeting of 10 July 2020

**Dave Sanders/Wayne Eggers**

**7/7**

**CARRIED UNANIMOUSLY**

**4. GENERAL BUSINESS (p10)**

**Discussion:**

An error in the Draft Recommendation 2 needs to be changed from Seddonville to Little Wanganui.

Krissy Trigg (Acting GM Community Services) apologised that the subcommittee had not received better support from Council. Rick Barry's role vacancy has not been filled yet and the transition from domain board to subcommittee had not been adequately resourced.

Whoever is appointed to that role will be assigned as the main point of contact for the subcommittee.

Dave Sanders requested that an item be added to General Business as metal for the parking area and driveway at the front of the hall needs to be discussed.

Metal would be good for now, however in the long term sealing would be preferable.

Rent from Fire & Emergency NZ for the fire service was discussed.

Bronwyn Little (Policy Advisor) informed the subcommittee that the total number of payments that Fire & Emergency NZ has paid to Council is approximately \$3,700 since January 2020 and it is a matter of the subcommittee forwarding an invoice to Council to receive payment.

This has not been paid since 2017/2018 and it was \$1,300 then.

Ms Little advised that it is \$1,495 per annum now and she will check if this is GST inclusive.

Dianne Anderson (Treasurer) will invoice Buller District Council and email this to B Little, who will provide necessary information.

Ms Anderson asked if insurance and rates for the building are paid for by Council.

Krissy Trigg reported that this is a part of a larger property rationalisation project.

There may be double ups and it is important to make sure the asset is adequately insured.

Confirmation of this will be part of the new Team Leader Community Facilities role and an asset management plan and a reserve management plan are being worked on.

Terms of Reference were discussed and clarification was sought regarding Annual General Meetings (AGM) and appointments to roles.

Krissy Trigg advised that AGMs are not held, rather formal meetings are held once or twice a year with Council representatives. Outside of this the subcommittee is welcome to hold as many workshops as required.

The frequency of formal meetings is to be confirmed by the subcommittee in the Terms of Reference. Appendix 1 states meetings will be held quarterly however one or two meetings a year should be sufficient. This will need to be confirmed by the subcommittee.

Anyone may step up to or step down from an appointed role at any time, however Council must be advised through the Community, Environment & Services Committee.

The Financial Delegations on page 11 are a suggested example and the subcommittee may change the amounts.

Krissy Trigg or Rick Barry's replacement may be contacted if a replacement item is required that is outside the budget.

Confirmation of the frequency of meetings and financial delegation will need to be confirmed at the next Community, Environment & Services meeting in 2022.

Spending from last year will need to be considered when putting together a budget, preferably after audit is complete.

Cr Rosalie Sampson recommended that the subcommittee hold a meeting in February to decide what is required for maintenance of the Council asset and a submission made to the Annual Plan so these items may receive Reserves Contribution funding.

Krissy Trigg said although this is a Council asset, it is hoped there would be a relevant local flavour sent through with costings.

There are also Council grants that may assist as well.

Mira Schwill (Communications & Community Services Officer) would be available to assist with completing applications for Council grants.



Ms Trigg would send contact information for Ms Schwill to the subcommittee.

Bronwyn Little (Policy Advisor) added that the Team Leader Community Facilities would be able to notify all subcommittees of upcoming funding rounds.

**RESOLVED** that the Little Wanganui Reserve & Hall Subcommittee receive the annual Chairperson's Report from Kathy Blumm.

**Dave Sanders/Wayne Eggers**

**7/7**

**CARRIED UNANIMOUSLY**

**RESOLVED** that the Little Wanganui Reserve & Hall Subcommittee:

1. Discuss general business items, to be limited to discussions and timelines.

**Dave Sanders/Melanie Horncastle**

**7/7**

**CARRIED UNANIMOUSLY**

2. Review and discuss the Terms of Reference and forward any amendments to the Community, Environment & Services Committee.

**Cr Rosalie Sampson/Dave Sanders**

**7/7**

**CARRIED UNANIMOUSLY**

3. Receive the Annual Financial Return for the year ended 30 June 2021 for information

**Dianne Anderson/Emma Duncan**

**7/7**

**CARRIED UNANIMOUSLY**

- 
- There being no further business the meeting concluded at 2.27pm
  - **Next meeting:** *To Be Confirmed*
- 

**Confirmed:** ..... **Date:** .....

**LITTLE WANGANUI RESERVE AND HALL SUBCOMMITTEE**

**1 AUGUST 2022**

**AGENDA ITEM 4**

**Prepared by** Krissy Trigg  
Acting Group Manager Community Services

**CORRESPONDENCE**

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**1. DRAFT RECOMMENDATION**

**That the Little Wanganui Reserve and Hall Subcommittee receive inwards correspondence.**

## Little Wanganui Reserve and Hall Sub-committee Memorandum

**From:** David R Sanders – Secretary, Little Wanganui Reserve & Hall Sub-committee (LWRHS)  
**To:** Sharon Mason – CEO, Buller District Council (BDC)  
**CC:** Rosalie Sampson – District Councillor, Buller District Council (BDC)  
**Subject:** Little Wanganui Subdivision Council Reserve – Glasseye Drive  
**Date:** 28<sup>th</sup> June 2022

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### Background

You will recall several weeks ago both yourself and His Worship the Mayor Jamie Cleine supported by Rosalie Sampson (DC) visited our District for a number of Community Meet/Greets including meeting held at Little Wanganui Hotel.

During this meeting local resident, Evan Swale, questioned council on several issues relating to the Subdivision Reserve located on Glasseye Drive, Little Wanganui.

Issues raised by Mr Swale, on behalf of all local residents, included lack of grass mowing throughout reserve being only three times a year, footbridge between two land areas destroyed by a significant weather event some years ago so residents erected a temporary foot bridge located slightly upstream and no weed/scrubby bush clearance to maintain reserve as a visually appealing outdoor space for both residents and visitors.

As Secretary of LWRHS and on council's behalf I intervened during this discussion to offer assistance by arranging a follow up meeting with Mr Swale and partner Dianne Linton so I could prepare this Memorandum for consideration by council staff.

This meeting was subsequently arranged and thanks to them both I was provided a tour of this reserve which is made up of several parcels of land mostly adjacent to Little Wanganui River. Please refer attachments including copy of google maps printout and photos.

I also met with long term resident, Steve Smale, who over many years has contributed many resources, voluntary time to maintain the lane down to a make shift but safe boat launching facility, including gravel laying, water management with drainage channels at various stages of lane, scrub clearance and a number of other activities to enhance, provide safe access to river and reserve. This also includes some historical native tree planting carried out by previous family members.

None of these costs have been covered by council instead local residents like Mr Smale has simply completed this work himself as a committed and passionate local resident of this special area of Little Wanganui River.

### **Reserve Grass Mowing**

Currently and for some years each parcel of reserve land is mowed by farmer Tony Johnston as a sub-contractor to Westreef on behalf of BDC only three times annually.

During both Spring and Summer periods these areas need to be mowed more often so LWRHS recommends during this time another three mows are completed to ensure reserve is well maintained and meets expectations of both local residents and visitors.

### **Footbridge**

Around four years ago an existing footbridge was destroyed by a significant weather event so local resident Steve Smale used his own initiative and resources to install a temporary footbridge positioned between two parcels of land so locals could walk between these areas without having to bypass to the main road. (refer attached photo)

This foot bridge needs replacing and unlikely to meet current building standards for such a structure across a small creek. This feature is very important to locals and would not cost much from council to install a new foot bridge.

### **Establish Future Reserve Plan**

Having visited this reserve several times in preparation of this memorandum it is obvious to me we together need to establish a future strategy plan to not only allow for ongoing basic maintenance but to plan for further enhancements in this very special visually attractive part of Little Wanganui. Examples need to include picnic areas with tables, outdoor barbecue, further development of boat launching access to river, scrub clearing and further native planting.

I propose to set up a small committee made up of local residents reporting to LWRHS to prepare such a plan for the future in partnership with Council. Main theme will be to fund this via BDC Revitalisation Programme, local contributions, local voluntary labour and resources so when combined will be a true and cost effective partnership for both community and council.

### **Recommendations**

On behalf of LWRHS and LW Subdivision residents I recommend the following for Council approval:

- BDC complete immediate review and update of existing maintenance programme for the Little Wanganui Subdivision Reserve located on Glasseye Drive.
- This review approves grass mowing be increased from three times to six times annually.
- BDC approve the installation of a small footbridge between two parcels of land to ensure safety and ability for residents to walk between both areas without detouring to the main road.

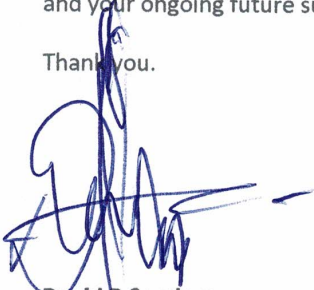
- BDC confirm their support in partnership with LWRHS for this committee along with key local residents to prepare a future reserve plan as outlined.

### **Summary**

This is an excellent opportunity for council and community to work together so all parties will benefit in a positive and constructive approach.

I therefore seek please on behalf of all parties your initial approval as recommended on issues outlined and your ongoing future support.

Thank you.



David R Sanders  
Secretary – Little Wanganui Reserve & Hall Sub-committee

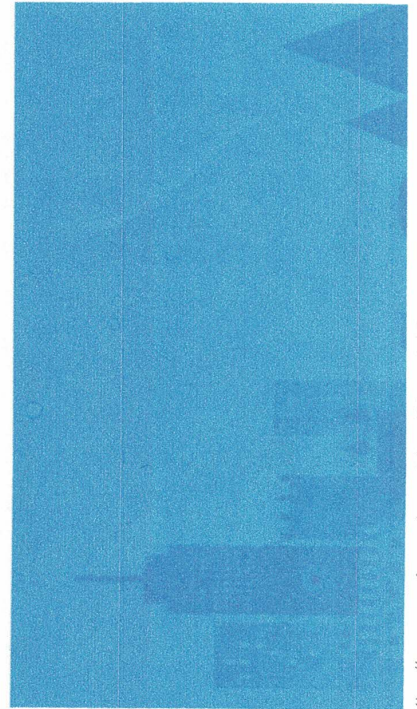
### **Attachments**

- Two google maps of Reserve Areas
- Photo of Foot Bridge to be replaced
- Seven other Photos of Reserve Key Areas

6/16/22, 9:24 AM

Glasseye Road - Google Maps

Google Maps Glasseye Road



<https://www.google.com/maps/place/Glasseye+Road,+Little+Wanganui+7893/@-41.390212,172.067035,17z/data=!4m5!3m4!1s0x6d24c8e19f382b07:0xfec9f29b9fceb83b18m2!3d-41.3946127!4d172.0...> 1/2

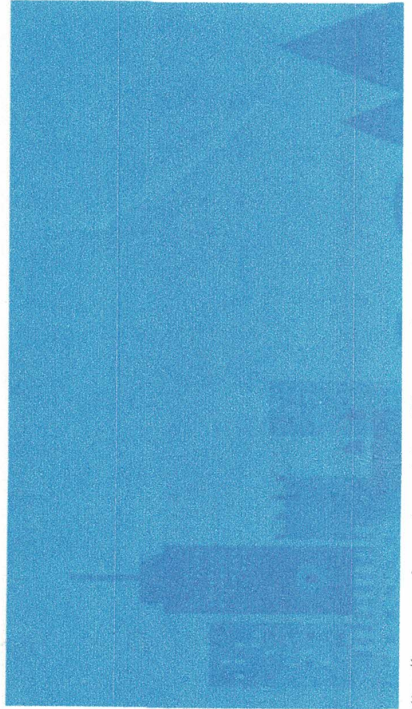
6/16/22, 9:23 AM

Glasseye Road - Google Maps

Google Maps Glasseye Road



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<https://www.google.com/maps/place/Glasseye+Road,+Little+Wanganui+7893/@-41.3906497,172.0670911,594m/data=!3m1!1e3!4m5!3m4!1s0x6d24c8e19f382b07:0xfec9f29b9fceb83b18m2!3d-41.384...> 1/2

## LITTLE WANGANUI RESERVE & HALL SUBCOMMITTEE

01 AUGUST 2022

### AGENDA ITEM 5

**Prepared by** Gary Sran  
Team Leader Community Facilities

#### GENERAL BUSINESS

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##### 1. BACKGROUND

The Little Wanganui Reserve & Hall Subcommittee is to discuss general business in a capacity limited to discussions and timelines. Some matters are outlined below by way of formally putting them before the Subcommittee for consideration at this meeting.

Any other large items requiring discussion are to be discussed outside the meeting with the Chairperson, to be presented to the next meeting through the agenda.

##### 2. RECOMMENDATION

**That the Subcommittee discusses general business items.**

##### 3. ISSUES AND DISCUSSION

**3.1 Clarification of process for future appointment of reserve committee after October local elections.**

##### 3.2 Other General Business:

The Secretary has forwarded the following for consideration under General Business:

- 1. Reserve grass mowing frequency to be increased from 3 to 6 times annually.**
- 2. Reinstatement of small footbridge**
- 3. Establish Reserve Plan**



## **4. CONSIDERATIONS**

### **4.1 Strategic Impact**

The appointment of reserve and hall subcommittees ensures that the running of reserves is aligned with Council's policy and direction. Terms of reference and delegations mean that the subcommittees are able to carry out their functions, duties and powers.

### **4.2 Significance Assessment**

The decisions to be made in this report are not deemed significant under Council's Significance and Engagement Policy.

### **4.3 Values**

The Buller District Values are: Community Driven, One Team, Future Focussed, Integrity and We Care. The decisions to be made in this report are consistent with these values.

### **4.4 Risk Analysis**

The key risk identified from the matters discussed in this report relate to compliance with statutory requirements. Where relevant these have been discussed above with information and recommendations given to help mitigate this risk.

### **4.5 Policy/Legal Considerations**

- Local Government Act 2002
- Reserves Act 1977

### **4.6 Tangata Whenua Considerations**

No specific considerations have been identified.

### **4.7 Views of Those Affected**

No affected persons have been identified, based on the information available at the time of writing this report.

### **4.8 Costs**

No additional costs have been identified, based on the information available at the time of writing this report.

### **4.9 Benefits**

Through this report the Subcommittee can discuss and make decisions on the matters outlined above, to enable it to carry out its business.

### **4.10 Media/Publicity**

There is likely to be some local interest in the activities of the Subcommittee.