

## Titahi Bay Community Group - Meeting Minutes

Meeting Type	Meeting Location	Meeting Date	Start Time	Finish Time
Committee Meeting	Titahi Bay Community Church, 25 Mana Avenue, Titahi Bay	7 <sup>th</sup> December 2020	735pm	925
<b>Chair</b>	Abbe Holmes			
<b>Minute Taker</b>	David Brett			
<b>Attendees</b>	Gael Mc Roberts, Brenna Tume, Abbe Holmes, Dave Brett, Leanne Leelo and Jenny Jakobs, Geoff Hayward and John Pettigrew  TBAY – Your Bay your say: N/A  Community: Johns Neighbour – Murray Jansen			
<b>Apologies</b>	Mike Duncan			
<b>Previous Minutes</b>	Move: “That the Minutes from the AGM 7th November 2020 are accepted” Moved --- Dave                      Seconded – Leanne    CARRIED  “That the Minutes from the meeting on the 1 <sup>st</sup> November 2020 are accepted” Moved -- Abbe                      Seconded -- Gail    CARRIED			
<b>Matters arising</b>	Send out Minutes in PDF from now on.			

<b>Item</b>	<b>Updates from Previous Meetings Action Points</b> These will be reviewed at the start of next year.	
<b>Motion/s</b>		
<b>Matters arising</b>		
<b>Action Items</b>		

<b>Item</b>	<b>PCC Update</b>
<b>Motion/s</b>	
<b>Matters arising</b>	<p>There is some uncertainty around the forecasted weather over the coming days, and while MetService is advising that Porirua may be spared the worst of it in the region, there is still high volumes of rain possible. Kāpiti is expected to be hit hardest, but we need to be prepared in Porirua as well. What you can do:</p> <ul style="list-style-type: none"> <li>• Make sure gutters and drains on or near your property are clear of leaves and debris.</li> <li>• Move valuables up off the ground in flood risk areas.</li> <li>• Look out for rapidly rising streams and rivers, slips and surface flooding.</li> <li>• For urgent assistance, call 111.</li> </ul> <p>In the meantime, Council staff will continue to monitor conditions and respond accordingly.</p> <p><b>Proposed District Plan</b> We received 256 submissions on the Proposed District Plan (PDP), and it was pleasing to see a diverse range of submissions from a broad cross-section of the community and stakeholders. The extensive engagement on the PDP prior to notification appears to have paid off given the low overall number of submissions compared to other District Plans. A summary of submissions will be released early next year, and parties will be able make further submissions on this.</p> <p><b>WWTP consent notification</b> Greater Wellington Regional Council has updated its website to say that the Porirua WWTP consent is likely to be notified between March and June 2021. You can read it here <a href="https://www.gw.govt.nz/Porirua-WWTP/">https://www.gw.govt.nz/Porirua-WWTP/</a></p> <p><b>Beach signs replacement</b></p>

	<p>The sign is now part of a process including defining what is a reserve space on the beach. Beach kiatiaki will put up bunting to help. Council has not wanted to put up a temporary sign.</p> <p>Dog control bylaw Reviewed a year or two ago. Dog Rego fees are too high. Consultation in the new year. Public information for underground dog breeding will be investigated.</p>
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<b>Action Items</b>		

<b>Item</b>	<p><b>Allocating committee tasks</b></p> <p><b>Chair</b> - Abbe</p> <p><b>Co Chair</b> - Leanne</p> <p><b>Secretary</b> – Dave Brett – Adriene?</p> <p><b>Treasurer</b> – Brenna</p> <p>The committee are happy with these appointments.</p>
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<b>Motion/s</b>	
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<b>Matters arising</b>	
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<b>Action Items</b>		

<b>Item</b>	<b>Village planning update</b>
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### **History trail project (multi-year project)**

This project comprises research, printing, manufacture and installation of history panels identifying areas/sites of historic, cultural and natural significance for Titahi Bay within available budget.

Part of this \$10,000 budget was used to complete the installation of the adult fitness equipment at Onepoto Park last financial year. All the invoices are now in for this project and we now have a balance of \$3,000 instead of the originally forecasted \$2,000, to develop the initial signage installation of the first history stations in Titahi Bay.

I hope your meeting with Linda Fordyce the Education Officer from the Pataka Team discussing the potential 20 sites progressed well and if she felt there were other sites to celebrate in Titahi Bay.

The Council's graphic designer is mocking up a Titahi Bay history panel, based on your initial thoughts of an A3 sized panel with photographs with the Te Reo and English texts either side.

### **Dune restoration - southern section of Titahi Bay Beach (multi-year project):**

This project relates to dune restoration works at the south end of Titahi Bay Beach – to include development of the previously-discussed cross-sections and ideas into a draft proposal for community and stakeholder engagement, consenting (if/as required) and possible implementation of a 'trial' later this year.

We've carried forward the remaining project budget (\$22,500) to progress this work through the current financial year. Jim Dahm has recently provided a cost breakdown (estimate) for the next steps – with the key elements to include:

- Developing a dune restoration proposal for community feedback.  
*This would comprise a short memo (six to eight pages) with cross-sections and include estimated costs for earthworks and plants (assuming all planting would be undertaken via community working bees).*
  - Presentation to a community meeting(s) and subsequent refinements to the proposal (if/as required in response to feedback).

Justine McDermott will be arranging a meeting with you to discuss progress on this project.

<b>Motion/s</b>		
<b>Matters arising</b>		
<b>Action Items</b>		

<b>Item</b>	<p><b>Social Media Update + Newsletter</b></p> <p><b>IDEAS FOR NEWSLETTER</b></p> <ul style="list-style-type: none"> <li>• CLEAR YOUR GUTTERS,</li> <li>• Antenno App</li> <li>• 10<sup>th</sup> for the marine hall event – PCC website – info from Abbe</li> <li>• 10<sup>th</sup> Council meeting stream live! And saved for viewings.</li> <li>• Update and Summary from the event and BBQ</li> <li>• Beach kaitiaki in place from today 7/11</li> <li>• Kura Street Kai</li> <li>• Committee 2020=2021 appointments</li> <li>• Wishing everyone a xmas – and happy holidays.</li> <li>• Xmas Fair advert</li> </ul>	
<b>Motion/s</b>		
<b>Matters arising</b>		
<b>Action Items</b>		


<b>Item</b>	<p><b>Treasurer Update</b></p> <p>The signatory's letter is now complete.          "That the financial report for the year ending 31<sup>st</sup> of March 2021 is correct"          John moved and Leanne seconded CARRIED</p> <p>Dave will submit the financial report that will be sent via email from Brenna.</p>	
<b>Motion/s</b>		
<b>Matters arising</b>		
<b>Action Items</b>		

<b>Motion/s</b>		
<b>Matters arising</b>		
<b>Action Items</b>	<b>Responsible</b>	<b>Deadline</b>

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<b>Next meeting date</b>	1 <sup>st</sup> February 2021
<b>Approved by</b>	
<b>Signed</b>	

## TBBG Action items summary

Meeting Type	Meeting Location	Meeting Date	Start Time	Finish Time
Committee Meeting	Titahi Bay Community Church, 25 Mana Avenue, Titahi Bay	7 <sup>th</sup> December 2020	735	925

Action Items	Responsible	Deadline
John to look at website and Facebook feeding into each other	John	Next Meeting
Public meeting, gathering information from community for Submission when publicly advised around surge plant. Focus of meeting to be on information to make submission from the TBCG on behalf of the community and promote individual submissions. We would have 20 working days to hold a meeting and put in a submission.	All Committee members	TBC
Update bank signatories to include Chair and Secretary	Brenna	By next weekend
Put a one page process together of who we are and what we can do with a two week and four week option. Need to make sure there is a place for the proposer to sign to understand what they will receive. Consultation propose/ process.	Abbe?	Next meeting
Need to think of ways of getting more members and actioning these ideas.	All Committee members	On going
Investigate alternative banks that can be considered to better manage the community groups funds.	Brenna	On hold
Organise a Community meeting after the council being forwarded subjects	Dave/Abby/Gail	After feedback from community received
Organize for community meetings to be streamed?	Leanne/Dave	On going
Have guided community discussion after community events	Dave/Leanne	ASAP
Review the company's constitution	All members	Everyone look at by next meeting
Come up with a slogan for the group including #tags	All Members	Everyone look at by next meeting



Need Financial Recordings for 2020 report	Brenna	Next meeting
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