

SUBJECT **Whitireia Park Board Minutes 2 December 2022**

WHEN Friday 2 December 2022 at 9:33 am

WHERE Titahi Golf Club, Gloaming Hill, Titahi Bay, Porirua

Present

Jenny Ngarimu (Chair)

Chris Kirk-Burnnand

Caleb Ware

Hikitia Ropata

Quentin Duthie

Alex Smith commenced the meeting as Chairperson until such time as the Board elected its new Chairperson.

She welcomed everyone to the meeting and in response to her invitation, Caleb Ware opened the meeting with a karakia.

1 Apologies

Moved

(Caleb Ware / Hikitia Ropata)

That the Board accepts the apology for absence from Sharli-Jo Solomon.

The motion was **CARRIED**.

2 Conflict of interest declarations

There were no declarations of conflict of interest.

Moved

(Chris Kirk-Burnnand / Hikitia Ropata)

That the Board:

- 1. Adopts Voting system A to elect the Board's Chairperson**

2. **Agrees** that any voting round that requires a resolution by 'lot' to exclude any person/s will use the procedure where candidates' names (with the same number of votes) are placed in a container and the name of the person drawn out by an independent person is deemed the winner (i.e. elected or not excluded from the next round).

The motion was **CARRIED**.

Alex Smith called for nominations for Chairperson.

Moved (Chris Kirk-Burnnand / Caleb Ware)

That the Board elects Jenny Ngarimu as Chairperson.

The motion was **CARRIED**.

Jenny Ngarimu commenced chairing the meeting.

3 **Public participation**

There was no public participation.

4 **Application of the Local Authorities (Members' Interests) Act 1968**

Moved (Jenny Ngarimu / Caleb Ware)

That the Board:

1. **Receives** the report
2. **Notes** the content of this report.

The motion was **CARRIED**.

5 **Confirmation of the minutes of 26 August 2022**

Moved (Chris Kirk-Burnnand / Caleb Ware)

That the Board confirms the minutes of the meeting of 26 August 2022.

The motion was **CARRIED**.

7 Restoration Group Update

The Whitireia Park Board Restoration Group sent their apologies, and the report was taken as read.

The Board acknowledged the work of the restoration group and requested that the board formally acknowledge their contribution.

Moved

(Hikitia Ropata / Caleb Ware)

That the Board:

1. **Receives** the report.
2. **Requests** that a letter be sent to the Restoration Group, on behalf of the board Chair, acknowledging the work of the group and thanking them for their ongoing work.

The motion was **CARRIED**.

8 Work Programme Update

Gary Wheaton, Park Ranger spoke to the report.

Mr Wheaton recommended that the Board change the park opening time to 8am from the current 6am, consistent with all the other parks in the region. The Board requested data on how many people are visiting the park between 6am and 8am before making a decision to change the opening hours of the park

The toilets that are being put into the park have been reduced from four to three unisex toilets. Two of these will be wheelchair accessible, and big enough to be used as changing rooms. There is planned service access at the back, with solar batteries. A consultant will be brought in for the septic system.

The Board discussed accessibility at the park more broadly and requested that addressing accessibility needs be specifically incorporated into the Park Management Plan as part of its review.

Correspondence has been received from a resident complaining about the height of trees in the park. Officers have received advice on this matter and recommend that the Board does not allow the trees to be trimmed in order to not set a precedent. The Board agreed with this recommendation.

The person who has been illegally spraying and planting within the park has slowed down. The plants that have been planted are native, but some are hybrids and not native to the area. The restoration group has been spoken to, and the plants that are not eco sourced will be pulled out. The Board requested that resources be provided to help the restoration group with this work.

Stonehenge films have approached the park requesting to film in the park. However, this has since fallen through since it was decided that the park was too far to bring child actors too from the city.

The Board asked how charging works when someone has requested to film in the park. Greater Wellington charges a fee, and Sharli-Jo as liaison for the project would also be able to invoice the production company for professional services. Greater Wellington charges \$400 a day for set up and \$800 a day as a filming fee. Any filming that is undertaken that is commercial in nature gets charged a fee depending on scale and potential impacts, but for any other non-commercial filming applicants can apply for a fee waiver. The Board asked how the money being charged goes back into the park, and how it flows into the restoration groups. The Board also requested that the fact the park is a significant site should be added into the cost and has asked this be considered with the reviewed Park Management Plan.

There will be a small reprint of 500 brochures. The Board requested that the next time these brochures are reviewed and updated in consultation with iwi to provide cohesion to the messaging about the park.

A request was received from Porirua City Council to install a selfie post in the park. The Board discussed the appropriateness of the location that is chosen for this as well as maintenance, and installation responsibilities. It was decided to decline this particular request. The Board suggested that a process for dealing with requests be incorporated into the reviewed Management Plan.

A few significant encroachments have been identified. GW Parks is currently working through an encroachment's guideline and process for the whole Parks Network. The Board has supported notifying owners of these encroachments and then looking into it further before decided what will be done. Letters will come from the Park Board and will be drafted in conjunction with Ngāti Toa.

Moved

(Hikitia Ropata / Chris Kirk-Burnnand)

That the Board:

- 1 **Receives** the report.
- 2 **Approves** the content.

The motion was **CARRIED**.

9 **Audited Financial Statements for the Year ended 30 June 2021**

The Board requested further information from officers regarding the budget figures in the Parks Management Plan, and a more general explanation regarding the accounts and financial status of the park, particularly for the benefit of new Board members. The finance team will clarify this, and the information received from them will be sent to all board members.

As identified in the Audit report, a conversation regarding the lease agreement with the golf club is needed. While the Board has oversight in regard to the management of the park, the Department of Conservation has ownership, so a discussion and decision needs to happen in consultation with all parties. The Board requested that officers draft a letter for the Board to consider opening up discussions with the Minister of Conservation and advance these matters.

The Board discussed facilitating conversations between the Anglican church and Ngāti Toa, and Ngāti Toa receiving a formal apology from the church. It was decided that the chair will open up discussions in line with this.

Moved

(Caleb Ware / Hikitia Ropata)

That the Board:

- 1 ***Receives*** the report.
- 2 ***Approves*** the content.

The motion was **CARRIED**.

10 **Board Meeting Dates 2023**

The report was taken as read.

Moved

(Hikitia Ropata / Caleb Ware)

That the Board:

- 1 ***Receives*** the report.
- 2 ***Resolves*** its meeting schedule for 2022 as outlined in Section 2 of this report.

The motion was **CARRIED**.

11 **General Business**

The Board discussed the Park Management Plan. The last two Board meeting reports will be circulated to new members, as this has been discussed in previous meetings.

In response to Jenny Ngarimu's invitation, Caleb Ware closed the meeting with a karakia.

The meeting closed at 10:56 am.



Jenny Ngarimu
Chair, Whitireia Park Board
Date: