

# Minutes of Castle Hill Community Association Committee Meeting

## Meeting Minutes

27<sup>th</sup> October 2019

**Opening:** 4:30pm, Castle Hill Village Hall, called to order by Rick Hill

**Present:** Rick Hill, Carol Ferrier, Fiona MacDonald, Sonia Wakefield, James Baines, Ildica Boyd

**Apologies:** Anna Boggis, Bill Martin, Jan Hann

**In Attendance:** Ray & Maree Goldring, assorted other Village residents (if anyone can name more accurately than me, please do)

**Approval of 16<sup>th</sup> September Meeting minutes:** circulated by email and approved by all

**Approval of Treasurer's report:** Circulated by email and approved by all

**Business from Previous Meeting:** Reserves Management Plan (RMP)

### Agenda:

- Reserves Management Plan (RMP)
- Do we have enough consensus on RMP direction?
- Village Fire Safety Initiatives & demo day
- Trails update
- Village playground
- Village Web hosted Business directory
- Enduro & Valley Ultra use of hall & Village Green

### Reserves management Plan (RMP)

The meeting opened with discussion on the RMP as being a critical document requiring a clear and urgent way forward. We are faced with the questions of "What is achievable" and "and how to encompass the variable views within the village" without too much compromise?

- Rick had been in discussion with Lawrence Smith (ECAN, Amberly) regarding parameters to work within when responding to the draft RMP. As the original survey of residents captured a range of views, with a significant portion of Residents appreciative of the amenity value of the current larches, Rick proposed the following for exemptions for consideration and inclusion in the final RMP:
- Pitching to SDC the idea of keeping just the Larches around the Village Green (VG) for as long as possible? This proposal would have enforcement issues & our RMP would need to clearly outline this request to keep the VG Larches, and ongoing management of them

- Request a 10-year gradual transition/removal of larch from the main village, and keep 3 stands of larch around the VG. It is possible that ECAN may allow this option rather than 100% village wide removal.

James responded to the above by suggesting that any exemptions needed to be guided by the express views of the Village. He suggested that we need to go back to the residents with an update of where we are at with the draft RMP, and confirm through a survey or vote, what outcomes are preferred by residents.

Sonia, Carol and Fiona agreed for the need to present back to residents with the following:

1. What we have learnt from SDC, ECAN and DOC regarding wildings and pest management in the area, and that a response in the form of the RMP from the Village is required
2. As a committee we need to continue to progress the RMP as it serves as a reference document for the village, future plantings and management of pest plants
3. Suggest that we present residents with 3 scenarios to be ranked in order of preference. All 3 scenarios must be feasible and reflect what the village wants.
4. Following an ECan meeting in early 2019, Rick noted that the current RMP draft favours 100% removal of pest species, and that we must seek a workable solution that fits within ECAN guidelines and reflects the voice/preferences of the Village residents. James noted that larch and Douglas fir have amenity values around the village including the village green. This an important community reserve which the Larches contribute considerable amenity value to. Hence, consideration is required of potential levels of risk exposure if “exemption status” is sought for and can potential wildings be controlled effectively long term?

Sonia suggested that she circulate the National Wilding Conifer Strategy (the national strategy that guides the regional pest management plans) to members of the Committee for their information. This was agreed and Sonia has since emailed the weblink.

The consensus from the committee was that it was a question for the wider Village, which Ildica summed up with the need to present back to Village residents with 4 agreed scenarios to be ranked in order of preference. The outcome of the scenario ranking would guide the final RMP.

Further discussion within the committee confirmed the urgent need for the following:

1. Release of educational material to residents to update and inform them on what constitutes wilding or pest species and where the CHCA is at with the RMP. Also outline what CHCA role and responsibilities/limitations are within the RMP.
2. Refine the 4 scenarios for presentation back to the village residents.

## **Meeting outcome**

The CHVA committee agreed on the following two stage approach

### **Stage 1: November Release**

Release an informative newsletter with the aim to educating Residents on where the CHVA are at with drafting the RMP, and the Village responsibilities and obligations as outlined by ECAN, DOC and SDC regarding removal of wilding pest trees within the Village and surrounds. The objective of this educational newsletter is to inform Residents, so that they can make an informed decision when

presented with the 4 scenarios, to rank in order of preference. The educational newsletter needs to be positive, and is likely to include the following:

- Aim and role of the RMP, and that it is a legal document valid for 5-7 year period
- Link to [Wildlingconifers.org.nz](http://Wildlingconifers.org.nz)
- Link to ECAN pest management plan
- List of pest trees included under “Wildling Conifers”, ranked in order of pervasiveness/threat to significant landscapes
- List of “Wildling conifer” and exotic species considered pests, affecting Castle Hill area
- Map showing numbers of current possible wildlings in the village
- Our legal obligations/timeframes to control “Wildling Conifer” and receive funding
- Emphasis that requests to remove shade trees is a separate issue and the process to apply for removal (currently on hold?)
- **Emphasis on the Village is entering an exciting phase of reserve establishment and enhancement, with significant new plantings planned.**
- MPI and ECAN can enforce removal of pest trees from private land

Introductory wording of the newsletter to emphasise that the RMP has 2 main purposes:

1. Confirm and approve the new reserves planting plans, and provide planting guidelines for the Village
2. Confirm the Village Resident’s preferences for meeting the legal obligations, funding allocations, and time frames set out by ECAN, DOC and SDC.
3. The Newsletter needs to clarify the role of CHVA and where our obligations stop, what is practical to achieve, costs and consequences.

## **Stage 2: December release**

Following the release of the educational newsletter, refined/robust versions of the following 4 scenario outlines will be presented to Residents for ranking in order of preference: Note that scenarios 2,3 and 4 will require some sort of exemption from ECAN.

1. Village wide removal of ALL pest tree species **within 3 years** (both reserves and private property?)
2. Village wide removal of ALL pest tree species **within 10 years** (both reserves and private property?)
3. Village wide removal of ALL pest tree species within 10 years, with the **exemption of 3 stands of Larch bordering the Village Green** for the duration of this 10-year period (i.e. Larches eventually removed at end of the 10 year period). The Village commits to long term, ongoing wildling control to prevent spread down wind and any other conditions imposed by ECAN.
4. **Apply for an exemption to keep the stands of Larches around the Village Green indefinitely**, with commitment by the Village to provide long term, ongoing, wildling control to prevent spread down wind, and any other conditions imposed by ECAN. This exemption may need to be re-applied for every 10 years

All of the above 4 scenarios will include clarification on sequence of tree removal and time frames, while meeting our obligations under ECAN. The following will be common to all scenarios:

1. Underplanting, replacement planting, and extensive new reserve plantings will continue to be progressed regardless of the eventual scenario preference.
2. No new exotic plantings (assume those on pest list, need copy of pest list)
3. Preference for suitable natives
4. Ongoing removal and monitoring of wildings

Once the CHVA has a clear preference from the Village Residents for wildling removal, a final draft of the RMP can be completed, and implemented.

## **General Business**

Dick Moore reported on ERT progress and the upcoming fire demonstration and fire safety initiatives in the Village. A copy of Dick's report is attached, and summary below:

- Centralise all emergency equipment (including fire trailer and defib) to the radio hut
- Emergency signage in hall window directing people to the radio hut, & on duty ERT contact
- Roster up and running, emailed out monthly, covers 2-month roster
- Budget required for electrical & lighting upgrades, & maintenance to radio shack (SDC funding)
- Permission sought to remove multitrunked Larch threatening tennis court infrastructure
- Send residents a reminder of the importance of having their street number clearly visible on their house, from the street, for emergency purposes.

CHVA moved to adopt Dicks ERT proposal for the radio shed to become the new HQ for the ERT.

Rick suggested that any application to remove the larch tree be held off until the RMP is settled. This was agreed.

Connor to add the ERT roster to the Village web page.

Maree Goldring provided the following updates:

- Scottie had removed the phone box for painting and upgrading to book exchange. WE need to confirm a position for the book exchange near the hall (probably needs a concrete pad too)
- The public phone previously housed by the now removed phone box, needs to be disconnected and removed (Action required)
- Maree to purchase new electric jug, tea pot, 2 x coffee plungers, and tea and coffee supplies for the Hall.

## **Playground**

Trampoline was to be removed (and has subsequently been removed on the 29<sup>th</sup> Oct & stored in SDC yard as possible parts) as SDC are no longer able to host such infrastructure on reserves. The Hall climbing frame is also to be removed.

## **Trails**

Craigieburn trails are now open for Mt biking. CHVA keen to assist the Trails team to form their own trust for governance purposes. Rick to contact Duncan and help facilitate. CHVA moved that a letter be written to the Trails Team outlining the CHVA's preference for the Trails to form their own legal

entity, rather than remain as a subcommittee of CHVA. Liaison and communication with CHVA to be continued though.

### **Finance**

Sonia reported on her Treasurers report that was circulated via email and is attached, and the following:

- The Business directory is up and running. A complimentary subscription for moved for Connor as thanks for his help with the web site.
- Moved that \$10 per CHVA sub be donated to the Trails by the end of the 2019 EOFY
- Bring forward tennis court re-surfacing funding (Jan to assist)
- CHVA has a strong balance and some spending within the Village is warranted

### **Events**

- 9<sup>th</sup> November: Valley Ultra starts & finishes on the Village Green, with camp sites on the golf course. Cheeseman rd. closed 6am to 6pm
- Feb 2020: Mt bike endure. Carol to liaise regarding camping, use of hall and green, hall bookings

### **Next Meeting agenda:**

- Confirm and approve wording of the 4 RMP scenarios (James to revise), and format for ranking by residents. A survey monkey to be set up, either by Sonia or Mike Baddeley.
- Contact council regarding pest management of rodents in Village hall, and rabbit control

**Adjournment:** Meeting adjourned at 6:30pm

**Next meeting:** 25<sup>th</sup> November, 6pm, Hallswell Quarry Road if Jan is happy to continue to host (catering reviews are excellent)

**Minutes submitted by:** Carol Ferrier

Minutes approved by:

### **Actions Required by Committee Members following this meeting and prior to next meeting:**

- Volunteer to draft educational newsletter to residents as per outline in Stage 1 above
- James: revise wording of 4 scenarios for review and feedback by committee at next meeting
- Carol: follow up with Bill regarding Ultra sausage sizzle, and follow up with Mt bike Enduro camping/hall kitchen etc

### **Attachments:**

## Attachment 1: Finance Report (Sonia Wakefield)

# CHCA Financial Report 27 October 2019

Sonia Wakefield

Previous report was dated 16 September 2019

General comment - our financial situation is good. We need to map out some projects for the next 2 years then see what could be funded by SDC and what CHCA would contribute to.

### Finance report

Membership renewals - 0 subs paid since last report

Work in progress

- Changing Trails Account to an everyday account from a savings account - I need to go back to Westpac a third time!

Invoices:

- Advertising: \$680 outstanding

### Financial situation

#### Balances in account:

Main Account	\$37,896.15
Castle Hill Creative	\$1,031.26
Trails/Mountain Bike	\$7,668.22

#### CHCA Inwards:

Membership:	\$-
Interest:	\$1.71
Advertising	\$190.00
Firewood (donations)	\$40
Paypal:	\$293.73

#### CHCA Out:

Hunting \$9.90 Noticeboard keys  
Ferrier \$158.00 Metal birds  
Castle Hill Adventure Tours Ltd: \$300 Golf course contribution  
McDonald \$69.98 Sprayer  
McDonald \$136.85 Pest control

#### Track fund in:

Interest	\$0.34
App Sales	\$12.16
Paypal donations	\$258.57

**Track fund out:**

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**Paypal account balance:**

\$159.89

**Motions Needed**

That \$10 from each subscription paid this financial year be transferred to from the Main account to the Trails account, as per the resolution at the 2019 AGM. I haven't heard back from Ildica on numbers, but a quick count-up from previous financial reports suggests 81 subs have been paid since the start of April, so \$810 would be transferred now. A final transfer should be made at the end of the financial year.

**Attachment 2:ERT Report (Dick Moore)**

The following are the type of emergencies that the CRT may have to respond to: fire, earthquake, flood, vehicle crashes, medical events and weather events.

The CRT roster system which ensures that there is a duty person from the CRT available at all times is in its infancy but shows signs of working well, and it is now time to ensure that any person involved in an emergency knows who to ring to call out the CRT and what numbers to ring for that assistance.

At the moment it is really only the committee and CRT who know who is on duty, so the following are my suggestions to address this matter. It would be appreciated if the committee can give this matter some thought and approve, or otherwise!!

One window in the north face of the hall to have an 'emergency' sign directing people to the small shed diagonally across the tennis court where there will be further information available.

On the inside of one of the glass window panels of the shed will be the name and contact numbers for the rostered duty person/s from the CRT, along with backup numbers that may be called.

In addition, the other window panel would have instructions as to how to initiate the emergency siren and instructing whoever sets it off stay on the spot to advise the first CRT responder the nature and location of the emergency. Activation of the emergency siren would be through a punch-glass switch mounted externally on the shed and wired to the siren on the top of the transmission post adjacent to the shed.

There would also be instructions as to the location of the satellite phone, radio and defibrillator which would probably be housed inside the shed with access provided through a key in a lockbox as for the hall.

The ultimate target would be for the shed to house all emergency equipment and fuel secured inside, with the fire trailer secured on the western side of the shed, between the shed and the pump track, after the removal of one large stump. Access would be down the western side of the tennis court.

The shed will need some lighting over the signs, and possibly on the hall window, activated by motion sensors.

There will be some cost involved, the main issue being the electrical wiring for the siren itself, which Pete Wakefield is working on.

Supplementary work would involve clearing up around the shed and re-staining its exterior. The inside of the shed has been cleared and Sean Moran is deciding which equipment should be kept or disposed of. Tidying the area would include the disposal of the aluminium mast that collapsed when its guy wires broke.

Trees: concerned about a multiple trunk Larch that is leaning over the tennis court and would like permission to remove before the tennis court fence is damaged.