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| Description: ttp://www.graphicdesignblog.org/logo-design-gallery/wp-content/themes/logo-design-gallery/thumb.php?src=logo-design-gallery/wp-content/uploads/2012/05/Aro.jpg&h=190&w=330&zc=1&q=90 | MINUTES  ARO VALLEY COMMUNITY COUNCIL COMMITTEE  DATE: 16 January 2017 7.30 pm |

Present: Luke Allen (Co-chair), Roland Sapsford, Zeke O’Connor-Sapsford, Brent Efford, Heather Mackay (Secretary) ,Jo Brien, Rachel Griffiths (Treasurer), Sacha Green, Catherine Carey-Smith, Sarah Child, Krissy Cloutman, Madeline Rashbrooke, Jay Buzenberg

Apologies: Hilary Unwin (Co-chair), Karen McIntyre, Chris Carey-Smith, Nicole Benkert, Daniel Brown.

Opening round: Vacation vs Staycation. Staycation was voted the winner.

The minutes of the previous meeting were amended and then confirmed and accepted.

All actions from previous meeting were reviewed and any not done are carried over to these minutes.

Correspondence

Email from Julia Stace advising that the date for the BBQ for the Epuni Street/Tanera bush regeneration project is now January 29th at 4pm. Basic sausages and bread and probably Garage Project beer will be provided but for better fare please BYO. You are all invited to the top of Epuni Street – entrance to the area being worked on.

**HEALTH AND SAFETY**

WREMO contact to be made. Good idea to invite Sam to have a chat with the AVCC before organising a public/general meeting.

**Action: Krissy to invite Sam to the February AVCC meeting**.

**Action: Krissy to investigate the one noise complaint related to the drumming sessions.**

**Action: Krissy to compile a list of events needing a safety plan. Maybe two categories – one for events that repeat and one ad-hoc.**

There have been some issues generated by the renovation work at the pre-school.

Health and Safety plan for the school holiday programme has been completed. The Park won’t be used for first week because of vehicles on site for the renovation work so will just use the back basketball court. Dave Harris from City Care has been reminded that the school holiday programme is operating from this week.

Luke noticed that the fences erected for renovation work had blocked off fire exits to the hall so he raised that and fences were moved.

Traffic management plan for the fair. It is needed for this year and Roland asked if anyone can take some maps off google earth and add appropriate arrows so that they can be added to the traffic management document which needs to be lodged in February. This enables parking people to tow away offenders more easily and will improve the situation from last year.

**Action: Roland to work with Sarah who will add the maps.**

Fencing for the renovations has created some problems with the way the site works (having to walk behind the building which is more hidden from view) which has encouraged people hanging around and a more unsafe atmosphere. Directional arrows and lighting around the back need to be improved. Someone sleeping out around the building.

It would be better if the fences were moved back at night so that there is a more spacious thoroughfare past the ramp. The fences could be moved back when the workers have finished working in the evening.

**Action: Krissy to get in touch with the council about the homeless person.**

**Action: Krissy and Luke to talk to Dave about fencing, arrows and lighting**.

There was a health incident at the Christmas Party – discussion about whether a defibrillator is needed on site. There is one close by at the Health Centre in Willis Street. Decision was that one at Community Centre was not needed.

**STAFF REPORT**

The AVCC staff report was tabled and spoken to by Krissy and Sarah.

It has been a difficult situation for Krissy and Sarah with the work that has been happening on the building as no entrance is now allowed to the offices without an induction and personal safety equipment (which is not available). The safety messages have been varied which along with no access to the internet and no remote access, has generated a level of frustration. We need the work to be completed, as expected, by the 20th. Guarantee should be sought that we will have power, internet and can be on site by Thursday. If we can’t be in permanently by Thursday then we at least need to be able to access the office so that essential work can be put onto a USB and we can work elsewhere. Sarah and Krissy are using their own laptops.

**Action: Krissy and Sarah to check with Dave tomorrow re access to the office and services and Luke will follow up with an email asking if they can get in and get what they want from the office.**

Projected overspend for mural was agreed by the council.

**Action: Krissy to follow up mural costing with council.**

Process for transferring funds to the Polhill restoration project which we are the umbrella organisation for was discussed.

**Action: Further discussion needed between Krissy and Rachel** **re Pohill money**.

Neighbourly event. Involves exploration of interesting and hidden places in the Aro Valley. To be done in April

**Action: Everyone to email suggestions about interesting places to Krissy – especially Roland, Jo and Brent may have insights.**

Volunteers for helpers at the Aro Fair, 11th of March, are needed – especially volunteers for the Green Room which is the hospitality area for performers where they have food and drink available to them.

Classes and bookings kicking off for the year.

**Action: confirmation of volunteers is needed at next AVCC meeting**.

Sarah has been investigating recycling options which are probably not possible for Aro Park but may be workable for the fair.

New website page for the site redevelopment is up including the survey.

Reminder about the 1st of February general meeting with VUW about the houses for sale in the Valley. Needs to be publicised tomorrow to meet the expected timelines.

**Action: Krissy and Sarah to publicise and talk to Hilary about invitations.**

**ORGANISING OURSELVES**

**1. Financial report.**

Rachel confirmed that we will be able to fund the ESOL courses ourselves if we don’t get the funding that we have applied for. So the courses are able to be continued.

Report for the month of December was tabled and discussed.

Christmas tree funding biggest thing – to be reconciled.

**Action: Aston Towers will be notified by Rachel that the container is going this week.**

Valley Voice costs to be reconciled. Printing quote

**Action: Printing quote for Valley Voice to be sought by Madeline.**

Year to date similar to last year.

Site redevelopment consultation – Council invoiced – will appear in January.

**Action: Anne and Cally’s invoices to be discussed with Luke.**

**Report was approved unanimously**.

**2. MOU**

**Action: Luke to distribute the draft MOU.**

**3. Loomio**

Loomio meeting attended by Luke and Hilary.

**Action: Hilary to report on what other community projects have used Loomio and a more exact costing.**

**4. School and Pre-School update**

Pre-school: Holidays so the pre-school is shut but at present it is a work site and the expectation is that work will be finished in time to reopen on Tuesday next week. Assurance has been given that this will happen and it looks likely. ERO visit is scheduled for next week. 2 years since their last visit and the pre-school is in better shape this time for their return. Sacha’s pre-schooler is going to school in February so she will be finishing her time at the pre-school and resign from being Chair. Co-chair, Rebecca, will step up when Sacha finishes. Fund raising tea towels all sold out at Christmas but more will be available at the Aro Fair.

**5. Valley Voice**

James Hollings would probably be able to organise a student to do a story on Data Stream (if they are willing) for the Valley Voice. Nothing else to report for Valley Voice. Brent will liaise with Krissy and Dan

**Action: Jo will ask James and connect with Brent.**

**Action: Email the committee before the next meeting re Valley Voice work.**

**COMMUNITY ISSUES**

**1. Community Centre upgrade**

Festival of place report from Cally and Anne received.

Next consultation workshop not yet scheduled.

Architects on board – short listed but not yet interviewed - this will happening probably last week of January – need to discuss with the Council.

Surveys have been distributed. Available as an online survey and also printed and hand delivered – still some to deliver. More will be delivered when we can get into the office to access them.

**ANY OTHER BUSINESS**

There was no other business.

Meeting closed at 9.32 pm

Next AVCC meeting date Monday 20th of February.

General meeting date 1st of February.

Summary of Actions

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| What | Who | When |
| **WREMO Sam to be invited to the February AVCC meeting** | Krissy | Asap |
| **Investigate the one noise complaint related to the drumming sessions.** | Krissy | By next meeting |
| **Compile a list of events needing a safety plan. Maybe two categories – one for events that repeat and one ad-hoc.** | Krissy | By next meeting |
| **Add maps to traffic management plan for Aro Fair.** | Roland and Sarah | By next meeting |
| **Get in touch with the council about the homeless person.** | Krissy | Asap |
| **Talk to Dave about fencing, arrows and lighting**. | Krissy and Luke | Tuesday 17th |
| **Check with Dave tomorrow re access to the office and services and Luke will follow up with an email asking if they can get in and get what they want from the office.** | Krissy and Luke | Tuesday 17th |
| **Further discussion needed re Polhill money**. | Krissy and Rachel | By next meeting |
| **Email suggestions about interesting places to Krissy for Neighbourly event** | Everyone and especially Roland, Jo and Brent | By next meeting |
| **Confirmation of volunteers for help at the Aro Fair**. | Everyone | By next meeting |
| **Publicise general meeting on 1st February. Talk to Hilary about invitations.** | Krissy and Sarah | Tomorrow |
| **Aston Towers will be notified that the container will be making a dramatic exit this week.** | Rachel | Asap |
| **Printing quote for Valley Voice to be sought** | Madeline | Asap |
| **Anne and Cally’s invoices to be discussed with Luke.** | Krissy, Sarah and Luke | By next meeting |
| **Distribute the draft MOU** | Luke | Asap |
| **Report on what other community projects have used Loomio and a more exact costing.** | Hilary | By next meeting |
| **Ask James for journalism student and connect with Brent re article for Valley Voice about Data Stream.** | Jo | By next meeting |
| **Email the committee before the next meeting re Valley Voice work.** | Brent | By next meeting |