

MINUTES

Golden Bay Community Board

DATE: 13th March 2007
TIME: 9.10 am
VENUE: Collingwood Fire Brigade Rooms

PRESENT: J Bell (Chairperson), C McLellan (Deputy Chair), Crs N Riley and S Borlase, and Board members L Gamby and M Symmons

IN ATTENDANCE: B Askew (Service Centres Manager), N Heyes (Minute Secretary), P Thomson, Engineering Manager, and Sonya Leusink-Sladen (from 9am until 12.30pm), Jeff Cuthbertson, Utilities Asset Manager and R Ashworth, Transportation Manager from 10.30am until 12.30pm.

APOLOGIES

Nil

1. PUBLIC FORUM

Peter Foster – reported that a reply from the Local Government Commission on the Representation Review will be received by the end of March.

Alan Vaughan – advised that he would be the interim Resource Management advisor until the end of June following the resignation of Phillipa Smith. Mr Vaughan will be available to the public every Thursday at the Community Gardens.

Joyce Wyllie – spoke on behalf of the Kaihoka Lakes Road residents and tabled comments regarding the high rates that are paid by the three farms on that road - \$27,500 annually, for very few services. She said there is not enough maintenance on their road – even a Council truck had got stuck; there are lots of corrugations from the high visitor use of the road.

Mrs Wyllie said the Boffa Miskell Report on Coastal Landscape Character had referred to their area as an ‘outstanding landscape’ and had recommended that no subdivision take place. She said the residents agreed with that and want to be rated as sheep farmers not potential developers; rating on valuation is unfair. She asked for Council to make provision for the landscape to be kept as an outstanding landscape.

Mrs Wyllie also commented on the taxes that are collected for roading which are not going back into the roading network. She said that again they are paying high fuel

and road user charges; Mrs Wyllie said that Local Government should be supported by Central Government.

Cr Borlase reported that following a Council Rating Review meeting, they are asking for the fuel tax to be returned to local government for roading. He said there is overwhelming evidence that rates are not sustainable and that Government wants more services but is not helping with funding.

David Ferguson – Kaikoha Lakes Road resident - endorsed Mrs Wyllie's comments and asked for funding to maintain the road; he said he would like to see a couple of blind corners cut back, also some culvert work needs doing.

The Chairperson commented that in the past, Golden Bay used to get the same roading subsidy as the West Coast; he said the Board had asked for the extra subsidy for Golden Bay.

Andy Clark – commented on Al Gore's documentary 'An Inconvenient Truth'. He presented a map of what a 6 metre rise in sea level in Golden Bay might look like, with Soper's Hill, the end of Peninsular Road and Patons Rock becoming islands, the disappearance of Farewell Spit, the coastline moving inland, old dump sites under water, also pump stations on sewer lines under water, a quarter of the people not having any land to pay rates on, roading being cut, and Takaka town at greater risk of flooding. Mr Clark gave scenarios for a 3m rise (if Al Gore's estimates were 50% wrong) and a 1.2m rise (if 80% wrong (EPW)), and presented Board members with "EPW" measuring sticks for the 1.2m rise.

Mr Clark stressed the need to plan now for such an eventuality; he asked for protection of Rural 1 land from development for the production of food and reduction of unnecessary expenditure – we presently have a huge level of debt. He considered money should be going into a contingency plan to prepare for sea level rise.

The Chairperson reported that the GB Community Board has been asking for coastal benchmarks to be surveyed on a regular basis to ascertain whether the sea level is rising.

Ray Nelson – spoke about the Joan Whiting Memorial Trust; he said two more rooms are being added to the rest home – he thanked Pub Charity for its \$8000 donation, also the community through the fundraising group 'Silver Lining' for over \$10,000. They hoped to make up the shortfall from the sale of one of the cottages.

Mr Nelson said the Rest Home has limited viability on the present site and that they need to be involved in the integrated health project if they are to keep a rest home in the Bay in the next 20 years. The two new rooms will improve the viability of the home in the interim.

He said the community donations given to the Trust over the years are to be identified and used to retain a medical outreach facility in Collingwood.

Mr Nelson said he is leaving the Bay and thanked everyone for their support; the Chairperson thanked him for his work and for providing strong leadership for the JW Memorial Trust; the meeting applauded him.

Sara Chapman – suggested the Board has a look at the rest home; she said the room is going up very fast with lots of help from volunteers.

Ms Chapman updated the Board on the Collingwood Fire Brigade fire work displays; she said there is a lot of support from the NZ Fire Service for this initiative, which is to prevent fire works from coming into Golden Bay - Ms Chapman said no fireworks are sold in the Bay now. She said there were no fire calls last year that related to fire works and lots of parents see no need to purchase fireworks if there are public displays.

Stuart Percival – said he had received encouraging feedback from Council's Jeff Cuthbertson regarding mining the old Rototai landfill. He had supplied a list of Council's requirements. Mr Percival said given Mr Clark's earlier comments on sea level rise, it makes removing the old Rototai landfill material a more urgent project.

It was agreed that Mr Percival's correspondence on the agenda could be discussed with Mr Cuthbertson in attendance prior to lunch.

Mik Symmons – said that the Government has indicated it would like to put funding into improving rural housing quality and that Housing Corporation NZ has put out a contract for investigating housing quality. Mr Symmons said he would be doing some work on the local scene in conjunction with Keith Preston from Nelson; he saw it as an opportunity to assist with assessing housing quality in Golden Bay.

Board member Bell – spoke on behalf of Jane Greatrex who supports safer walking accesses around the Bay; inappropriate speed limits and no cycle lanes are detrimental to pedestrians and cyclists and she asked for setting of appropriate speed limits and improvements to the road verges.

Robina McCurdy - spoke to the Board about Golden Bay being self-reliant. She is working with others to develop a strategy and would like to run the project. Ms McCurdy asked whether this proposal is on Council's agenda and whether there is interest in having the work done on how Golden Bay could be more prepared for civil defence emergencies and for a higher quality of economic and resource reliance in the Bay. She said Jim Burrows (Civil Defence) is very positive. Ms McCurdy said she has backing from Task Force Green through WINZ and is seeking support from the Community Board.

Jo-Anne Vaughan – endorsed what Mrs Wyllie said about the Boffa Miskell Report; she said she could understand why Council has not adopted it. Mrs Vaughan said it is very important that Sonya Leusink completes the work around the coastline.

BJ White – spoke about the roading work at Pakawau; he agreed that the work needed to be done but thought it strange that the road was widened towards the sea. Mr White said there was no resource consent for the work that was done and some work that was on the plan was not done. As an affected neighbour he considered there should have been a resource consent; there should also have been a resource consent for the work done there four years ago. Mr White considered that communication could be improved. He said there is now pooling of water outside his gate after just a small amount of rain.

The Chairperson said Mr White's complaint had been passed on to Engineering who said that the work was satisfactory, however, if 'pooling' occurred it would need to be addressed.

Mr White said the road could have been widened on the other side but no-one had spoken to him or the other landowner.

The Chairperson asked the Engineering Manager to take the matter back to Richmond so it could be addressed and a formal response provided to Mr White.

2. CONFIRMATION OF MINUTES

2.1 GB Community Board – 13th February 2007

**Moved Cr Borlase/Board member Gamby
GB07/03/01**

THAT the Minutes of the GB Community Board meeting held on 13th February 2007 (containing resolutions GB07/02/01 – GB07/03/21) be confirmed as a true and correct record.

CARRIED

Cr Borlase reported that he would deal with the matter regarding an advertising bollard at the supermarket.

**Moved Board member McLellan/Cr Borlase
GB07/03/02**

**THAT the reports and correspondence contained in the agenda be received.
CARRIED**

Morning tea was taken at 10.25am and the meeting resumed at 10.47am.

3. ENGINEERING STAFF PRESENTATION

The Chairperson introduced Peter Thomson (Engineering Manager), Sonya Leusink-Sladen (Consent Planner), Roger Ashworth (Transportation Manager), and J Cuthbertson (Utilities Asset Manager), who were in attendance to update the Board on engineering matters.

Mr Thomson tabled a presentation which outlined engineering items in the Draft Annual Plan.

Mr Ashworth spoke to the Roothing and Transportation matters starting on page 8 of the presentation and commencing with Roothing. He said there were no major road works to be undertaken in Golden Bay, but several ongoing ones, which he discussed, along with footpath repairs and reseals.

With regard to the Anatoki Track Road bridge, Mr Ashworth said he would be updating Engineering Services on 27th March; he intended to work through the GB

Community Board and affected parties. In reply to a query regarding funding, Mr Ashworth said funding would be 50/50 with the local share being around \$15,000. He said Council is to attempt to get some funding from the Department of Conservation for roads that lead to national parks.

The Chairperson said John Mason from the Takaka DOC office said they are quite keen to work with Tasman District Council and are doing so on the road to the Brown Hut car park.

Board member Symmons commented that there is little notification that road works are happening in Golden Bay; Mr Ashworth said they could reinstate the report the Board used to get. He asked that if board members get queries about roads they go to Council, not the contractor.

The Chairperson said the Board had been told during Public Forum of the Kaihoka Lakes Road being in bad repair – he asked how much monitoring is happening.

Mr Ashworth replied that there is a lot of monitoring; he said the overall impression is that Golden Bay is going fairly well and undertook to have Kaihoka Road checked out.

Board member McLellan asked whether Council is responsible for the whole road to Totaranui - she said that the flat part just before Totaranui is not in good repair at the moment.

Mr Ashworth thought that part was DOC's responsibility; he said he would raise the matter with them. He said that \$90,000 - \$100,000 is spent each year on the Totaranui Road at no cost to the ratepayer.

He reported that there are more advisory billboards for road users to be installed in the Abel Tasman Drive area.

In reply to a question from the Chairperson about the inaccessibility of road verges, and whether there is a policy (as they are being taken up with the creation of water tables), Mr Ashworth said it depends on where they are. He said roads do have a shoulder and a flat batter to allow people to get off the road, however they also need to provide good drainage and that does not always fit in for cyclists and pedestrians.

The Chairperson asked whether there is any work to be done towards Clifton on the Abel Tasman Drive; the area between Pohara and Motupipi gets used quite a lot by pedestrians and cyclists with the road having a poor verge and a number of undulations. Mr Ashworth replied that he would look at it.

In reply to a comment that the approach to the Rockville Bridge on the Collingwood side is breaking away, Mr Ashworth said it has been on the programme for 5 years, that \$5000 has been allocated and that they are certainly looking at it.

The Chairperson asked whether it is proposed to do the seal extensions in the Board's priority list – beyond Bainham, Boyle Street, Freeman's Access and Wharariki. Mr Ashworth said these are on the 10-year plan.

In reply to a question from the Chair, Mr Ashworth said the Government is not contemplating taking on any more special purpose roads.

Mr Bell asked whether Golden Bay could get a higher subsidy; he said the West Coast gets 73% and Golden Bay used to get around that too in GB County Council days. Mr Ashworth replied that Golden Bay will get 49% up until 2009; Mr Thomson said after that 1- 2% may be lost as land values rise. Mr Ashworth pointed out that more roading money is being spent in Golden Bay now than when it was GB County Council.

Discussion centred round low trafficked rural road sealing. Board member McLellan asked about Cooks Road. Mr Thomson said there had been no formal application from residents.

Mrs McLellan said around 600m was wanted at Cooks Road. It was suggested that an application be made.

With regard to rivers, Mr Ashworth said that nothing major is planned.

He said they are looking at options to reseal the Takaka aerodrome runway; it would come through the Board.

Cr Riley said that some work needs to be done now for safety reasons.

The Chairperson asked about the Pohara walkway – he said it has been consented, and plans were to be redrawn and come back to the Board for consultation, however the Board has still not had the plans.

Mr Ashworth said that as there is to be revetment work it needed a resource consent; he said the current consent requires penguin tunnels etc which has added to the cost.

In reply to a question from the Chairperson about the concerns raised at Public Forum regarding the Pakawau road widening work that did not need resource consent, Mr Ashworth said that Council had previously spent \$10,000 trying to get consent from the adjacent landowner without success.

In reply to a question about NgAng's seagrass gathering proposal for carparking at Stade's Bay, Mr Ashworth said that Mr Elkington is talking to NgAng about it and the proposal would be looked at once unresolved previous consent issues in that area have been dealt with.

Mr Thomson pointed out that the parking area needs to be well constructed with proper compacted fill.

Cr Borlase commented that the parking for seagrass gatherers is not something that will go away.

The Chairperson asked whether the heavy traffic bypass and the Salisbury Bridge carpark have been added to the Draft Annual Plan.

There was some discussion as to whether there should be a carpark at Salisbury Bridge and whether that was more important than the Wainui Falls carpark, which has not yet been done.

It was pointed out that there is quite a large road reserve at Salisbury Bridge; what was wanted was the flat area where people stopped to walk over the bridge, gravelled, there is room for 3 – 4 cars; there is also a picnic table ready to be placed there.

Mr Ashworth said he would see what could be arrived at; the carpark area would need a good foundation.

The Chairperson thanked Mr Ashworth for his attendance and information.

Jeff Cuthbertson, Utilities Asset Manager, took up the presentation with wastewater capital projects. He said the Collingwood plant upgrade and the de-sludging of the Takaka pond would be done together to minimise costs. He explained the process of de-sludging which included putting the sludge into bio-bags to enable drying prior to trucking it to landfill, and the consents required to carry out the process. Wally's Rest and Cassidy's corner pump stations were to be upgraded; Pohara pump station and pump mains are to be replaced. The Upper Takaka scheme has been operating for 6 – 7 years without resource consent – consent has now been received so the planned plant upgrade may not be required.

Mr Cuthbertson answered questions from Board members regarding ongoing costs for the Pohara scheme; Mr Thomson explained that essentially the scheme is being rebuilt.

The Chairperson asked whether Engineering Services is factoring in long term planning regarding sea level rises; Mr Cuthbertson said they are, however they still need to service the communities that are right beside the sea.

Mr Thomson said that while gravity is utilised as much as possible, a lot of pumping is still required in Golden Bay and mechanical equipment has a limited life; he said they are aware and concerned about where new development occurs with regard to sea level rises.

There was some discussion on the ground water level affecting sewer work in Motupipi Street.

Mr Cuthbertson went on to speak about capital water projects which included water meter replacements at Pohara and Hamama reservoir repairs. Stormwater capital projects included work on the Cornwall Place, Tata Beach pipeline replacement and the 'Orange' drain at Takaka.

With regard to refuse, Mr Cuthbertson said the Takaka transfer station has had an increase of 67% in recycling from the previous year, which also showed the achievement by Streetsmart to find markets for the products.

Mr Thomson said he is pleased that glass is being recycled; Board member McLellan applauded Council for extending the range of plastic that can be recycled.

Mr Cuthbertson said that the recycling from Upper Takaka would be extended on 1 July if it is adopted by Council.

With regard to the cost of the Hamama water pipeline, Mr Cuthbertson said the extra costs were due to extra requirements sought by the Hamama water scheme committee executive.

Mr Thomson corrected an item in the Drinking Water Standards – Small Rural Water Supplies section of the presentation; he said it should be ‘people’ not properties of less/more than 500. There is likely to be no effect on those supplies with less than 500 people. Mr Cuthbertson spoke about the water quality grading and the Government subsidy, which would be allocated on the Deprivation Index. He said it is still not known how to apply for the subsidy.

The Chairperson spoke about the recent contamination at Te Kuiti which occurred in a reticulated supply; he said people feel a bit nervous especially if there is no problem with their present scheme and they have to pay to join a reticulation.

With regard to the Takaka Fire Wells, Mr Cuthbertson said the feasibility study proposal has been included in the Draft Annual Plan for consultation.

The Chairperson reported that the Grey Power meeting held recently did not support reticulation or consultation – they wanted the money put towards the upgrading of the fire wells.

Cr Riley said he had passed on the resolution passed at the Grey Power meeting to Mr Cuthbertson and the Corporate Services Manager.

Mr Bell raised the matter of Stuart Percival’s letter on the agenda, along with Mr Cuthbertson’s earlier reply, and asked for it to be discussed with the Engineering staff.

Mr Percival joined the meeting; Mr Bell said Mr Percival saw Mr Cuthbertson’s reply as quite positive – he asked if Mr Cuthbertson had anything to add.

Mr Cuthbertson explained that he saw the project of mining the old Rototai landfill as onerous and expensive, that it would cost tens of millions of dollars. He said it would have to be ‘dry mined’ and that he had included in his reply what Council would require. He asked where the shortfall in funding would come from. Mr Cuthbertson tabled a costing he had done, however he had no real idea of the cost of gaining resource consent; his final figure was around \$36,245,000 with an income of approximately \$11,000 from the sale of steel. Mr Cuthbertson said Compliance Officer Warren Galbraith had been to the site but was unable to find any leachate coming from the site.

In reply Mr Percival said he welcomed the information Mr Cuthbertson had put together; his own figures on volume were around the same as Council’s. Mr Percival considered that ‘an environmental nightmare’ is going to occur; he did not agree with the Compliance Officer’s comments – he said the site is oozing about 150m out into the estuary and that shell fish are dying. He said if drums of DDT are in the old landfill how can they be left there? Mr Percival said the Contaminated Sites Report

by Council stated that gas is able to be smelled; he understood that the money is not available but could not agree that the problem can be ignored.

Mr Bell thanked the Engineering staff for the presentation and Mr Percival for his input to the Rototai discussion.

Cr Riley said he was impressed with Golden Bay recycling; it saves ratepayer money and he congratulated staff on their efforts.

Mr Thomson said that with regard to the future use of landfills, Nelson City and Tasman District councils have a working party looking at the matter; the working party would be reporting to Council in May.

The meeting adjourned for lunch at 12.30pm and resumed at 1.30pm.

The Board considered Mr Percival's letter and Mr Cuthbertson's comments.

The Service Centres Manager said he had spoken to Council's Jenny Easton; she considered that exposing the site could mean a lot of environmental challenges. She considered that over time old landfills are assimilated into the surrounding environment with harmful effects gradually diminishing.

With regard to the amount of steel in the landfill, Cr Riley said he had observed lots of things thrown in including drums, logs – but not a lot of car bodies.

Mr Percival said there are things other than steel that could be mined; he conceded that perhaps mining may be just a reason for cleaning up the site. He said there is dark murky stuff coming from the wall around the site and moving towards the mouth of the estuary. He would like to do some exploratory work but understands resource consent is probably required.

Mr Percival did not consider that a 'dry site' would work – the area is tidal, and the site includes batteries and their contents. He liked the idea of bio-bags to cut down on cartage and dumping fees. Mr Percival thought the cost of mining the site may be in the vicinity of \$13 million; he thought that most of Mr Cuthbertson's costing may have come from large companies and heavy machinery. Locally sourced equipment could cut the cost considerably.

The Board discussed funding options for such a project – there is nothing in the 10-Year Plan. It was pointed out that there is no enthusiasm from Council to undertake the work. It was suggested that Central Government would have to provide the funding.

Mr Percival said he has someone who will look at the site before he decides whether to pursue it or not; he would have that information prior to the next Board meeting.

It was AGREED that the matter lay on the table until Mr Percival provides an operation plan including funding and each stage of the project, taking into account the prevention of both run-off and dust.

Mr Percival said that he had talked to Compliance Officer Warren Galbraith and offered to accompany him to the site, however he did not contact Mr Percival but has made an inspection and Council has decided to take no further action.

It was asked that the Service Centres Manager approach Council's compliance people with a view to a site visit being undertaken with Board member Symmons and Mr Percival following an informal visit and photographs being taken.

4. REPORTS

4.1 Chairpersons's Report

Mr Bell spoke to his report.

Road Safety

**Moved Board member McLellan/Cr Borlase
GB07/03/03**

THAT the GB Community Board writes to Kirsty Barr (Road Safety Co-ordinator) thanking her for her efforts regarding road safety and for her enthusiasm and helpful engagement with the Board.

CARRIED

Annual Plan/LTCCP

The Chairperson reiterated a suggestion of a free bus to bring people from Takaka to Collingwood since Council is holding only one meeting to explain the Draft Annual Plan. This idea was discussed and the GB Weekly reporter present agreed to mention the suggestion in the GB Weekly and the Board would also advertise seeking expressions of interest for the bus.

It was considered that if the bus was popular, Corporate Services may pay for it.

**Moved Board members McLellan/Symmons
GB07/03/04**

THAT the GB Community Board pay for the bus from its Discretionary Fund if Corporate Services will not pick up the cost.

CARRIED

Community Forum

There was some discussion regarding getting the whole community interested with regard to peak oil and energy descent and the best way to achieve that; the Service Centres Manager spoke to the energy descent planning topic in his report.

Mr Askew stressed the huge commitment to doing the groundwork and getting everyone involved. He spoke of the groups in Golden Bay working in different aspects of energy descent planning and the need for them to be co-ordinated and working together. Mr Askew said funding is needed to get someone to do the co-

ordinating. He said that the concept needs to be achievable for Golden Bay then Government funding would probably be available; if that happens perhaps an office could be made available at the Service Centre.

Board member McLellan drew the Board's attention to the Rural Bulletin contained in the Public Information Pack regarding the Government's Sustainable Management Fund; she considered it would be tailor-made for an energy descent action plan.

The Chairperson read a note left by Ms McCurdy making specific requests of the Board; support in principal for the Golden Bay self-reliance project; the scheduling of a Public Forum to begin planning; to seek funding contribution for the project in the 2007-08 Annual Plan.

The Board discussed inviting Mr Bill Findlater of the Nelson Marlborough Economic Development Agency either prior to, or following a community forum. A name for the Golden Bay group was also discussed and whether the Golden Bay organisation should follow the name of the Nelson Marlborough agency. It was agreed that the name could wait until after the Board was briefed by Mr Findlater.

**Moved Cr Borlase/Board member McLellan
GB07/03/05**

THAT the GB Community Board invites Mr Bill Findlater from Nelson Marlborough Economic Development Agency to speak to the Board about sustainable economic management planning for Golden Bay, along the lines of the Kinsale and Penwith models, at the Board's 10th April meeting, prior to a community forum being held regarding this matter.

CARRIED

**Moved Board member Symmons/Cr Riley
GB07/03/06**

THAT the GB Community Board supports the investigation of practical steps towards sustainable economic management for Golden Bay.

CARRIED

**Moved Board members Symmons/Gamby
GB07/03/07**

THAT the GB Community Board applies through Tasman District Council's Annual Plan Process, and other potential funding agencies, for funding to coordinate the process.

CARRIED

Mr Bell reported that the David Holmgren Permaculture meeting that was to be held on 1st May will now take place in Takaka on 30th April.

4.2 Service Centres Manager's Report

Mr Askew spoke to his report.

Best Practice Awards

It was agreed that the Service Centres Manager would work with Board member Symmons regarding this.

Compassionate Communication

It was reported that Jean Morrison would be returning next year to hold more courses; it was considered that all elected members and staff should be aware of this helpful, innovative training opportunity.

New Development in Commercial Street

Mr Askew suggested that the new library development could continue the 'walk through' area that the new development has begun.

The Chairman reminded the Board that it had asked Council to purchase the former GB Environment Centre property to enhance development in that area. He asked whether the Board wanted to pursue that purchase.

It was suggested that if the Board obtained a property valuation it may be helpful to having it considered by Council.

Moved Board members McLellan/Gamby GB07/03/08

**THAT the GB Community Board obtains a registered valuation on the property known as the Village Green Hall, at a maximum cost of \$500 to be paid from the Board's Discretionary Fund.
CARRIED**

5. CORRESPONDENCE

5.1 Becky Turrell – Thanks to Board

This item was received earlier in the meeting.

5.2 Moira Tilling – Vertical Mowing of Pohara Cliffs

This item was received earlier, however the Board wanted any new contractor to be made aware of the agreement.

Moved Board member McLellan/Cr Riley GB07/03/09

**THAT the GB Community Board writes a letter to contractor Fulton Hogan and Council's Steve Elkington thanking them for the favourable outcome regarding this matter and requesting that any new staff or contractors are made aware of the agreement.
CARRIED**

5.3 GB Service Centre Thanks – Staff morning tea

The Service Centres Manager reiterated the staff thanks for the morning tea provided by community board members.

5.4 Nelmar Home Support Ltd – Launch of Maori Health Plan

This item was received earlier in the meeting. The invitation was considered more applicable to the Motueka community.

Board member McLellan informed the meeting that there is another home help agency called Access Home Help which returns all its profits to the community.

5.5 Stuart Percival – Mining of Old Rototai Landfill Site

This item was dealt with earlier in the meeting.

5.6 Administration Advisor – Elected Members’ Remuneration 2007/08

**Moved Crs Riley/Borlase
GB07/03/10**

THAT the GB Community Board supports the recommendation that “Council use the Model “G” formula to calculate the salaries from the increased pool” with the addition that this be reviewed following the elections, with particular consideration given to community board members who are currently only receiving half of their entitlement.

CARRIED

Board members considered the Action List and amended it where necessary

There being no further business the meeting closed at 3.45pm.

Date Confirmed:

Chair: