

Upper Harbour Local Board

OPEN MINUTES

Minutes of a meeting of the Upper Harbour Local Board held in the Upper Harbour Local Board Office, 30 Kell Drive, Albany on Thursday, 16 May 2019 at 9.32am

PRESENT

| | |
|---------------------------|---|
| Chairperson | Margaret Miles, QSM, JP |
| Deputy Chairperson | Lisa Whyte |
| Members | Uzra Casuri Balouch, JP Nicholas Mayne Brian Neeson, JP |

ABSENT

| | |
|---------------|--------------------|
| Member | Member John McLean |
|---------------|--------------------|

1 Welcome

The Chairperson opened the meeting and welcomed those present.

2 Apologies

Resolution number UH/2019/41

MOVED by Chairperson M Miles, seconded by Deputy Chairperson L Whyte:

That the Upper Harbour Local Board:

- a) **accept the apology from Member J McLean for absence.**

CARRIED

3 Declaration of Interest

Member N Mayne declared an interest in Item C1 Community centre management: Headquarters and Sunderland Lounge, Hobsonville Point. However, Member Mayne does not view this as a conflict of interest and will participate in voting.

4 Confirmation of Minutes

Resolution number UH/2019/42

MOVED by Chairperson M Miles, seconded by Member N Mayne:

That the Upper Harbour Local Board:

- a) **confirm the ordinary minutes of its meeting, held on Thursday, 18 April 2019, as true and correct, subject to the following change to item 15, resolution number UH/2019/35, clause a) as follows:**
- a) **agree to fund, part-fund or decline each application in round two of the Upper Harbour Quick Response Grants 2018/2019 listed in the following table:**

| Application ID | Organisation | Main focus | Requesting funding for | Amount requested | Amount granted |
|----------------|----------------------------------|------------|---|------------------|---------------------------------------|
| QR1917-201 | The Upside Downs Education Trust | Community | Towards operational and speech and language therapy service costs for two children with Down Syndrome | \$1100 | 0 Not a high priority at this time |
| QR1917-206 | Bays Youth Community Trust | Community | Towards the marketing costs to promote Bays Youth Community Trust between May and October 2019 | \$2500 | \$1500 |

| | | | | | |
|------------|--|----------------------|---|--------|--------|
| QR1917-208 | The Parenting Place Charitable Trust | Community | Towards coordinators and coaching costs to assist with running the four to seven-year olds' movement and sports skills development programme between May 2019 and August 2019 Towards costs of 55 presentations for participating students at four local high schools | \$2000 | \$1000 |
| QR1917-214 | ATC 30 Squadron Support Committee | Community | Towards travel costs for the weekend activities between August 2019 and January 2020 | \$2000 | \$1500 |
| QR1917-209 | The Urban Eco-living Charitable Trust | Environment | Towards costs of engaging qualified teachers to deliver the Tread Lightly Caravan programme to Upper Harbour Primary School | \$865 | \$865 |
| QR1917-205 | Windsor Park Community and Multisport Hub Incorporated | Sport and recreation | Towards the salary of a project manager at Windsor Park Community and Multisport Hub | \$2000 | \$2000 |
| QR1917-204 | Salle Jean Louis Incorporated | Sport and recreation | Towards the venue hire and fencing equipment to maintain | \$5000 | \$1000 |

| | | | | | |
|--------------|---|----------------------|--|-----------------|-----------------|
| | | | operation of the fencing club | | |
| QR1917-210 | East Coast Bays and Districts Cricket Club Incorporated | Sport and recreation | Towards the club treasurer's wages between May and September 2019 | \$2000 | \$1500 |
| QR1917-211 | North Harbour Hockey Association | Sport and recreation | Towards costs of 55 presentations for participating students at four local high schools Towards coordinators and coaching costs to assist with running the four to seven-year olds' movement and sports skills development programme between May 2019 and August 2019 | \$2000 | \$2000 |
| Total | | | | \$19,465 | \$11,365 |

CARRIED

5 Leave of Absence

There were no leaves of absence.

6 Acknowledgements

6.1 Bereavement: Raymond Edwin (Ray) MORRIS

Resolution number UH/2019/43

MOVED by Chairperson M Miles, seconded by Deputy Chairperson L Whyte:

That the Upper Harbour Local Board:

- a) **acknowledge the recent passing of Raymond (Ray) Morris and recognise his many years of service to local government, including Takapuna City Council and North Shore City Council.**

CARRIED

7 Petitions

There were no petitions.

8 Deputations

There were no deputations.

9 Public Forum

9.1 Hobsonville Community Trust

Gavin Gunston, Community Coordinator, and Gordon Summerville, Chairperson, of the Hobsonville Community Trust, were in attendance to address Item C1: Community centre management: Headquarters and Sunderland Lounge, Hobsonville Point.

A PowerPoint presentation and a summary document were provided. Copies have been placed on the official minutes and are available on the Auckland Council website as a minutes attachment.

Resolution number UH/2019/44

MOVED by Chairperson M Miles, seconded by Deputy Chairperson L Whyte:

That the Upper Harbour Local Board:

- a) **receive the public forum item from Gavin Gunston and Gordon Summerville and thank them for their attendance and presentation.**

CARRIED

Attachments

- A 16 May 2019 Upper Harbour Local Board: Item 9.1 - Hobsonville Community Trust presentation
- B 16 May 2019 Upper Harbour Local Board: Item 9.1 - Hobsonville Community Trust summary document

9.2 Hobsonville Point Residents Society

Professor Errol Haarhoff, Chairperson, and Lindsey Dawson, Committee Member, from the Hobsonville Point Residents Society, were in attendance to address Item C1: Community centre management: Headquarters and Sunderland Lounge, Hobsonville Point.

A PowerPoint presentation was provided. A copy has been placed on the official minutes and is available on the Auckland Council website as a minutes attachment.

Resolution number UH/2019/45

MOVED by Chairperson M Miles, seconded by Deputy Chairperson L Whyte:

That the Upper Harbour Local Board:

- a) **receive the public forum item from Professor Errol Haarhoff and Lindsey Dawson and thank them for their attendance and presentation.**

CARRIED

Attachments

- A 16 May 2019 Upper Harbour Local Board: Item 9.2 - Hobsonville Point Residents Society presentation

10 Extraordinary Business

There was no extraordinary business.

11 Minutes of the Upper Harbour Local Board meeting held Thursday, 18 April 2019

That the Upper Harbour Local Board:

Note: that the open unconfirmed minutes of the Upper Harbour Local Board meeting held on Thursday, 18 April 2019, are attached at item 11 of the agenda for the information of the board only and were confirmed under item 4 of the agenda, subject to the correction noted in item 4.

12 New community lease to Waitākere City Racquets Sports Trust and new sub-lease to West Harbour Tennis Club Incorporated at Picasso Reserve, 31a Picasso Drive, West Harbour

The Community Lease Specialist, Community Facilities, was in attendance to support the item.

Resolution number UH/2019/46

MOVED by Chairperson M Miles, seconded by Member U Casuri Balouch:

That the Upper Harbour Local Board:

- a) **grant a new community lease to Waitākere City Racquets Sports Trust for 10,132.8m² (more or less) on part of Picasso Reserve, 31a Picasso Drive, West Harbour, described as Lot 5 DP 1656558, part Lot 114 DP128337 and part Lot 301 DP 128372, (refer to Attachment A to the agenda report), subject to the following terms and conditions:**
 - i. **term: 10 years commencing 16 May 2019, with one 10-year right of renewal**
 - ii. **rent: \$1 plus GST per annum if requested**
 - iii. **public access to the two tennis courts marked as public courts on the site plan (refer to Attachment A to the agenda report) are kept available for use by the general public at all reasonable times at a charge that is considered reasonable by the lessor**
 - iv. **the Waitākere City Racquets Sports Trust Community Outcomes Plan as approved be attached to the community lease document (refer to Attachment B to the agenda report)**
 - v. **that all other terms and conditions are in accordance with the Reserves Act 1977 and the Auckland Council Community Occupancy Guidelines July 2012.**
- b) **grant approval for the Waitākere City Racquets Sports Trust to enter into a sub-lease with West Harbour Tennis Club Incorporated to occupy and manage the tennis facility, being 10,132.8m² (more or less) on part of Picasso Reserve, 31a Picasso Drive, West Harbour, described as Lot 5 DP 1656558, part Lot 114 DP128337 and part Lot 301 DP 128372, (refer to Attachment C to the agenda report) on the following terms and conditions:**
 - i. **the sub-lease shall be for a term concurrent with the head lease, less one day, with or without a right of renewal.**
- c) **note an error in paragraph 17 of the report, which refers to seven courts being owned by the club when in fact, this should be nine.**

CARRIED

13 Upper Harbour Local Parks Management Plan: Scope, engagement approach and approval for intention to prepare the plan

The Service and Asset Planner and the Planning Specialist from Service Strategy and Integration, were in attendance to support the item.

Resolution number UH/2019/47

MOVED by Member B Neeson, seconded by Member N Mayne:

That the Upper Harbour Local Board:

- a) **endorse the scope and engagement approach for the development of the Upper Harbour (omnibus) Local Parks Management Plan.**
- b) **approve public notification of its intention to prepare a combined (omnibus) Local Parks Management Plan for all local parks and reserves in the Upper Harbour Local Board area and invite written suggestions on the proposed plan.**

CARRIED

14 Upper Harbour local parks land classification programme

The Service and Asset Planner and the Planning Specialist, from Service Strategy and Integration, were in attendance to support the item.

Resolution number UH/2019/48

MOVED by Chairperson M Miles, seconded by Deputy Chairperson L Whyte:

That the Upper Harbour Local Board:

- a) **confirm eight parcels of land will continue to be held under the Local Government Act 2002 as described in Attachment B to the agenda report, dated 16 May 2019.**
- b) **approve 14 parcels of land to be declared a reserve and classified according to their primary purpose, pursuant to section 14(1) of the Reserves Act 1977 as proposed in Attachment C to the agenda report, dated 16 May 2019.**
- c) **approve the proposed classification of 488 parcels of reserve land pursuant to sections 16(1) and 16(2A) of the Reserves Act 1977 as described in Attachment D to the agenda report, dated 16 May 2019.**
- d) **approve public notification of proposals to classify three parcels of reserve land pursuant to section 16(4) of the Reserves Act 1977 as described in Attachment E to the agenda report, dated 16 May 2019.**
- e) **approve public notification of the proposals to reclassify 17 parcels of reserve land pursuant to section 24(2)(b) of the Reserves Act 1977 described in Attachment F to the agenda report, dated 16 May 2019, noting that:**
 - i. **since publication of the business meeting agenda and this report, further investigation undertaken by staff indicate that the land parcel associated with Meadowood Reserve (Lot 360 DP 132246) was surveyed to form two separate parts: one part is currently classified correctly as recreation reserve and the other part is classified correctly as local purpose (community buildings) reserve; therefore, this parcel can be removed from consideration for reclassification and deleted from the list.**
- f) **approve a hearing panel, consisting of all local board members in preparation for any requests to speak to objections or submissions on the proposed**

classifications that have been publicly notified under clause d) and e) above, noting that the role of the hearings panel will be to hear submissions and make recommendations to the local board on classification decisions.

CARRIED

15 Business Improvement District Programme compliance report to the Upper Harbour Local Board for the 2019/2020 financial year

The Business Improvement District Programme Specialist was in attendance to support the item.

Resolution number UH/2019/49

MOVED by Chairperson M Miles, seconded by Member B Neeson:

That the Upper Harbour Local Board:

- a) **recommend to the Governing Body to strike the targeted rate for inclusion in the Annual Budget 2019/2020 for the following Business Improvement District programme:**

- **\$690,621 for Business North Harbour Incorporated.**

CARRIED

16 2018/2019 Upper Harbour Local Grants round two applications

The Grants Advisor, Commercial and Finance, was in attendance to support the item.

Member B Neeson left the meeting at 10.58am

Member B Neeson returned to the meeting at 11.01am

Resolution number UH/2019/50

MOVED by Member B Neeson, seconded by Member U Casuri Balouch:

That the Upper Harbour Local Board:

- a) **agree to fund, part-fund or decline each application in 2018/2019 Upper Harbour Local Grants round two listed in the following table:**

| Application ID | Organisation | Main focus | Requesting funding for | Amount requested | Amount allocated |
|----------------|--|------------|---|------------------|---------------------------------------|
| LG1917-201 | Whanau Marama Parenting Limited | Community | Towards facilitator salary and travel expenses for two parenting courses at Albany library in term three 2019 | \$1545 | 0 Not a high priority at this time |
| LG1917-204 | Bays Youth Community Trust | Community | Towards the annual travel costs to run the Bays Youth programmes from May to October 2019 | \$3000 | 0 Not a high priority at this time |
| LG1917-208 | The Scout Association of New Zealand - | Community | Towards the cost of purchasing new dining trestle tables and chairs at Camp Maynard | \$7796 | \$7796 |

| | | | | | |
|--------------|--|----------------------|--|-----------------|---------------------------------------|
| | Camp Maynard | | | | |
| LG1917-209 | Royal New Zealand Plunket Trust | Community | Towards the venue costs and staff wages to maintain operation of Hobsonville Pipis Playgroup | \$4851 | 0 Not a high priority at this time |
| LG1917-210 | Asthma New Zealand Incorporated | Community | Towards the wages of two asthma nurse educators | \$5000 | 0 Not a high priority at this time |
| LG1917-211 | Kids Safe with Dogs | Community | Towards administrator, instructors' wages and printing costs for the period 22 July 2019 to 20 December 2019 | \$8575 | 0 Not a high priority at this time |
| LG1917-212 | Youthline Auckland Charitable Trust | Community | Towards the salary costs for the Youthline helpline for calls in the Upper Harbour area | \$5000 | 0 Not a high priority at this time |
| LG1917-213 | Armenian Society of New Zealand | Community | Towards purchase of the society's sound system | \$1814 | \$1814 |
| LG1917-207 | East Coast Bays' and Districts Cricket Club Incorporated | Sport and recreation | Towards purchase of an electronic scoreboard | \$8500 | \$7000 |
| LG1917-214 | Windsor Park Community and Multisport Hub Incorporated | Sport and recreation | Towards the costs of supply and installation of netting at Windsor Community and Multisport Hub | \$2974 | \$2974 |
| Total | | | | \$49,055 | \$19,584 |

- b) agree to fund, part-fund or decline each application in round two of the 2018/2019 Upper Harbour Multi-board applications, listed in the following table:

| Application ID | Organisation | Main focus | Requesting funding for | Amount requested | Amount allocated |
|----------------|-----------------------------|------------------|--|------------------|---------------------------------------|
| MB1819-231 | The Operating Theatre Trust | Arts and culture | Towards two productions, 'We're going on a Bear Hunt' and 'The Little Yellow Digger' including hosting | \$1000 | 0 Not a high priority at this time |

| | | | | | |
|------------|--|-----------|---|--------|---------------------------------------|
| | | | volunteers, rehearsal room, venue and ticketing costs, costume and set materials held at The Pumphouse Theatre | | |
| MB1819-206 | North Shore Centres of Mutual Aid Incorporated | Community | Towards operational costs for the eight centres from 1 July to 31 December 2019 | \$3750 | \$2000 |
| MB1819-213 | StarJam Charitable Trust | Community | Towards costs for StarJam Auckland: music performances for young people with a disability from 3 June 2019 to 3 February 2020 | \$2050 | 0 Not a high priority at this time |
| MB1819-214 | Tuileapa Youth Mentoring Service | Community | Towards a contribution for salaries of mentors operating services for Pacific and Māori youth | \$2000 | 0 Not a high priority at this time |
| MB1819-249 | Children's Autism Foundation | Community | Towards the outreach service delivery for children with autism from 1 June 2019 to 1 May 2020 | \$8400 | \$2500 |
| MB1819-258 | Neighbourhood Support North Shore | Community | Towards wages for a manager and operating expenses to maintain and grow neighbourhood support groups on the North Shore | \$5000 | \$5000 |
| MB1819-263 | PHAB Association (Auckland) Incorporated | Community | Towards wages and administration costs for the 'PHAB diversity for all' project | \$3600 | \$2000 |

| | | | | | |
|------------|--|-------------|--|-----------|---|
| | | | from 3 June 2019 to 20 December 2019 | | |
| MB1819-271 | Hearts and Minds NZ Incorporated | Community | Towards updating and printing the Support Services Directory 2019 to 2021 for the North Shore, Waitākere and Rodney areas | \$3000 | 0 Not a high priority at this time |
| MB1819-220 | Project Litefoot Trust | Environment | Towards a contribution for the overall costs of the project, including salaries, materials installed at the club, administration costs, travel costs, and promotion for Project Litefoot | \$2435.97 | \$2400 |
| MB1819-233 | Environmental Education for Resource Sustainability Trust <i>Paper4trees</i> | Environment | Towards the purchase and delivery of 7433 native trees and to replace 825 classroom recycling bins in schools and preschools participating in the Paper4trees programme across Auckland | \$2951.25 | 0 Not a high priority at this time |
| MB1819-246 | The Auckland King Tides Initiative <i>The Institution of Professional Engineers New Zealand Inc</i> | Environment | Towards the 'King Tides' project including costs for signage, gauges, website, data system and public launch | \$5736.25 | \$2000 Subject to the necessary consents being granted |

| | | | | | |
|--------------|------------------------------------|----------------------|--|--------------------|--|
| MB1819-212 | Harbour Sport Trust | Events | Towards costs to run the Mud Rush event in 2019, including toilets, changing rooms, stage, sound system, fencing, ambulance, printing costs, bins, generators and heaters, water truck, and photographer | \$3000 | 0 Funded through an alternative line item |
| MB1819-225 | The Kids for Kids Charitable Trust | Events | Towards venue hire and production costs of the 'Kids for Kids' event in Takapuna | \$471.49 | \$471.49 |
| MB1819-270 | Gymnastics Community Trust | Sport and recreation | Towards the school co-ordinator wages and new equipment for the gymnastic classes from 30 September 2019 to 30 March 2020 | \$23,750 | \$10,000 |
| Total | | | | \$67,144.96 | \$26,371.49 |

CARRIED

Note: The meeting adjourned at 11:43am and reconvened at 11:49am.

17 Auckland Transport monthly report - May 2019

The Elected Member Relationship Manager, Auckland Transport, was in attendance via Skype to support the item.

Resolution number UH/2019/51

MOVED by Chairperson M Miles, seconded by Member N Mayne:

That the Upper Harbour Local Board:

- a) receive the monthly update report from Auckland Transport for May 2019.

CARRIED

18 Road name approval: Six new roads at 165 Clark Road, Hobsonville

Resolution number UH/2019/52

MOVED by Member N Mayne, seconded by Member B Neeson:

That the Upper Harbour Local Board:

- a) **approve the name 'Joshua Carder Drive' for the extension of one new public road (Road 1) in 165 Clark Road, Hobsonville (refer Attachment A to the agenda report).**
- b) **approve the following names for the six new roads and commonly owned access lots (COALs) at 165 Clark Road, Hobsonville (stage 1) (refer to Attachment A to the agenda report):**
 - i. **public road 8: Tahingamanu Road**
 - ii. **public road 13: Sager Midgley Road**
 - iii. **public road 14: Hato Road**
 - iv. **public road 15: La Bella Road**
 - v. **COAL 3: Matarua Way**
 - vi. **COAL 5: Rivulet Way**

CARRIED

19 Remuneration Authority - policy on child care allowances

MOVED by Chairperson M Miles, seconded by Member N Mayne:

That the Upper Harbour Local Board:

- a) **endorse the draft Auckland Council submission on the Remuneration Authority's proposed policy on childcare allowances, particularly on the basis that the proposed policy may increase diversity of representation which the local board sees as an advantage.**
- b) **express concerns around potential financial implications and tax consequences arising from the proposed policy, and seek further information as to how compliance with the policy will be audited.**

A division was called for, voting on which was as follows:

| <u>For</u> | <u>Against</u> | <u>Abstained</u> |
|---------------------|----------------------------|-------------------------|
| Member N Mayne | Member U Casuri Balouch | |
| Chairperson M Miles | Member B Neeson | |
| | Deputy Chairperson L Whyte | |

The motion was declared **LOST** by 2 votes to 3.

LOST

Resolution number UH/2019/53

MOVED by Member U Casuri Balouch, seconded by Member B Neeson:

That the Upper Harbour Local Board:

- a) **receive the draft Auckland Council submission and report on the Remuneration Authority's proposed policy on childcare allowances.**

CARRIED

20 Auckland Council's Quarterly Performance Report: Upper Harbour Local Board for quarter three 2018/2019

The Advisor, Local Board Services, was in attendance to support the item.

Resolution number UH/2019/54

MOVED by Chairperson M Miles, seconded by Deputy Chairperson L Whyte:

That the Upper Harbour Local Board:

- a) receive the performance report for the financial quarter ending 31 March 2019.

CARRIED

21 Governance forward work calendar - June 2019 to May 2020

Resolution number UH/2019/55

MOVED by Chairperson M Miles, seconded by Member N Mayne:

That the Upper Harbour Local Board:

- a) receive the Upper Harbour Local Board governance forward work calendar for the period June 2019 to May 2020, as set out in Attachment A to this agenda report.

CARRIED

22 Record of the Upper Harbour Local Board workshops held on Thursday 11 April and 2 May 2019

Resolution number UH/2019/56

MOVED by Chairperson M Miles, seconded by Member N Mayne:

That the Upper Harbour Local Board:

- a) receive the record of the Upper Harbour Local Board workshops held on Thursday 11 April and 2 May 2019 (refer to Attachments A and B to the agenda report).

CARRIED

23 Board members' reports - May 2019

There were no board members' reports at this time.

24 Consideration of Extraordinary Items

There was no consideration of extraordinary items.

25 Procedural motion to exclude the public

Resolution number UH/2019/57

MOVED by Chairperson M Miles, seconded by Member B Neeson:

That the Upper Harbour Local Board:

a) **exclude the public from the following part(s) of the proceedings of this meeting.**

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

C1 Community centre management: Headquarters and Sunderland Lounge, Hobsonville Point

| Reason for passing this resolution in relation to each matter | Particular interest(s) protected (where applicable) | Ground(s) under section 48(1) for the passing of this resolution |
|--|--|--|
| The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7. | <p>s7(2)(b)(i) - The withholding of the information is necessary to protect information where the making available of the information would disclose a trade secret.</p> <p>In particular, the report contains financial and business planning information specifically relating to the expression of interest that could be seen as a trade secret and if made public, would enable these groups or others in the future, to provide similar information.</p> | <p>s48(1)(a)</p> <p>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</p> |

The text of these resolutions is made available to the public who are present at the meeting and form part of the minutes of the meeting.

CARRIED

12.30pm The public was excluded.

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and will be restated in the open minutes.

1.19pm The public was re-admitted.

RESTATEMENTS

It was resolved while the public was excluded:

C1 Community centre management: Headquarters and Sunderland Lounge, Hobsonville Point

Resolution number UH/2019/58

MOVED by Chairperson M Miles, seconded by Member B Neeson:

That the Upper Harbour Local Board:

- a) **approve Hobsonville Community Trust as the service provider for community centre management of the Headquarters building and the Sunderland Lounge, Hobsonville Point.**
- b) **approve the Community Centre Management Contract for Service, for a term of three years from 1 July 2019 for \$164,000 per annum, annually adjusted for inflation, noting that the contract for service will be funded through the local board's asset-based services operational budget.**
- c) **thank the Hobsonville Point Residents Society for their submission.**
- d) **thank the Hobsonville Community Trust for their submission and signal to the group that the board expects them to work closely with the Hobsonville Point Residents Society, and any other groups established in the area.**

Restatement

- e) **confirm that only the resolutions are to be restated in the open section of the minutes and that the reports and attachments remain confidential.**

A division was called for, voting on which was as follows:

For

Member N Mayne
Chairperson M Miles
Member B Neeson
Deputy Chairperson L Whyte

Against

Abstained

Member U Casuri Balouch

The motion was declared **CARRIED** by 4 votes to 0.

CARRIED

1.22pm

The Chairperson thanked Members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD
AT A MEETING OF THE UPPER HARBOUR LOCAL
BOARD HELD ON

DATE:.....

CHAIRPERSON:.....