

MILFORD COMMUNITY TRUST

22 July 2008

Minutes of an Ordinary Meeting of the Milford Community Trust held at the Real Journey's Boardroom, Level 2, 74 Shotover Street, Queenstown on Tuesday 22 July 2008, commencing at 9.35 am.

PRESENT:

Trustees J Taylor (Chairperson), J Robson (arrived @ 9.36am), M Schuck, J Steele and R Wilson.

IN ATTENDANCE

Mesdames S Manson (SDC), and J Haanen (Department of Conservation), and Mr Reg Kemper

1.0 APOLOGIES:

Moved Chairperson J Taylor, seconded Trustee Wilson and RESOLVED THAT THE APOLOGIES FOR NON-ATTENDANCE LODGED BY TRUSTEE H SANDS, AND CR RIDLEY, BE SUSTAINED.

2.0 MINUTES:

sm/08/7/9105

Minutes of the previous meeting of the Milford Community Trust, held on 20 May 2008, were tabled.

Moved Trustee Schuck, seconded Trustee Wilson and RESOLVED THAT THE MINUTES OF THE PREVIOUS MEETING OF THE MILFORD COMMUNITY TRUST, HELD ON 20 MAY 2008, BE RECEIVED AND CONFIRMED AS A TRUE AND CORRECT RECORD OF THE PROCEEDINGS.

Chair requested last paragraph on page 5 of agenda under the heading "5.0 Correspondence – Inwards" be included on Action Sheet. ie: Trustee H Sands prepare a template letter to attract community support for footpath and submit to Transit.

3.0 ACTION SHEET:

3.1 – OPERATIONAL ISSUES:

The Action Sheet covering operational issues was tabled.

3.1 – OPERATIONAL ISSUES CONT'D

Issues discussed and decisions reached included:-

- 3.0 Communication Issues – Trust request a definitive answer to the next meeting regarding the website being fully operational by end of September.
- 6.1 Gymnasium Proposal: Venture Southland waiting for September round of submissions. Venture Southland requested to report back to September meeting on results. Trustee Steele to follow up re an extension to the quotes already received.

The Chair requested Trustees Sands and Steele organise an informal meeting with the long term residents of Milford, seeking feedback, and outlining the Trust's objectives and aims, following on from the newsletter recently distributed.

Trustees advised that to date the feedback received had been positive, although it was commented that the weather station had not actually been installed as per the newsletter, but rather was work-in-progress.

Trustees believed that with more communication, and meetings held at Milford, this allowed the residents to air their views.

3.2 – STRATEGY ISSUES

The Action Sheet covering Strategy issues was tabled.

Issues discussed included:-

- 4.0 Communication Strategy – Draft Plan to be presented to the next Trust meeting.

4.0 **THE COMMUNITY TRUST OF SOUTHLAND:**

Mr John Prendergast, Chief Executive of the Community Trust of Southland (CTS), was in attendance and discussed issues of mutual interest with the Trustees.

Mr Prendergast advised that currently Milford was included in the Community Trust of Otago area. Mr Prendergast explained that to bring Milford into the Community Trust of Southland's area a boundary change has to be effected, and there is no provision in the Community Trust's Act for such a boundary change.

The Otago Community Trust has no objections to this change and the Department of Internal Affairs advised to seek independent legal advice, particularly in respect of the following points:-

4.0 THE COMMUNITY TRUST OF SOUTHLAND CONT'D:

- 1) Change to the Community Trust Act to include Fiordland in Southland's area.
- 2) Public consultation process
- 3) Consideration of capital to pass hands between Otago and Southland for transfer of this area.
- 4) The need to define where the actual boundary should be – proposing to extend it to Big Bay.

Trustee Wilson believed the residents of Milford have always seen Milford as 'belonging to Southland.'

Mr Prendergast informed the CTS dealt with community projects rather than infrastructure, but may be able to supplement certain Council projects. The Southland area had a current population of approximately 105,000 and the CTS's general view was that government was on one side with a responsibility to provide services, with CTS being on the other with no responsibilities but having funds, and in the middle was the community. Mr Prendergast added CTS would work in partnership with local government and DOC.

Mr Prendergast explained the CTS could not fund anything out of its area, unless there was a clear benefit coming back into the Southland area.

Mr Prendergast advised the proposed amended boundary plan had been drawn up, adding there was not great clarity around the existing boundary, in line with the existing Environment Southland boundary. The next step would be to change the legislation, which Mr Prendergast added would be a time factor.

Mr Prendergast enquired of proposed projects the Milford Community Trust had in mind that the Community Trust of Southland may be able to play a role in.

Trustee Wilson commented the Bowen Walkway would be one project, adding that area from the visitor terminal to Bowen Falls had initially been, but was no longer, maintained by DOC. Trustee Wilson stated there is protection work required to get this walkway open again explaining there was part operators, part DOC, and part community content involved in this project.

Mr Prendergast outlined the Community Trust's 5 categories when considering grants, and stated that large approved projects have contributions spread over a particular time period.

Mr Prendergast added that funds granted can be dependent on the peculiarity of the area ie: Stewart Island and Milford. Mr Prendergast believed that Milford is a different type of community and the Community Trust should look at funds although Council had a responsibility through the concessionaires.

Trustees believed there is formal support for Milford to be in Southland with the view that it 'fits better.'

4.0 THE COMMUNITY TRUST OF SOUTHLAND CONT'D:

The Chair requested staff send a letter of support on behalf of the Milford Community Trust to the Community Trust of Southland, for Milford to become part of the Community Trust of Southland's area.

Mr Prendergast advised the Trust has moved away from the percentage contribution, and now looks more at partial funding, and the circumstances of the community involved when considering applications.

Mr Prendergast added that normally groups can apply once a year to the Trust, but the Milford Community Trust is a different situation.

The Community Trust of Southland is very interested in getting Milford into Southland, having an entity to work with ie: MCT, and working together on defining roles with DOC and Council.

The Chair thanked Mr Prendergast for his time.

Mr Prendergast left the meeting at this point.

5.0 DRAFT COMMUNICATIONS PLAN 2008:

Ms Louise Pagan, Communications Manager, addressed the Draft Communication Plan 2008, that was tabled. Minor changes were made, as Ms Pagan took the Trustees through the Timetable and Budget section.

Ms Pagan suggested a brochure be published. Trustees felt a brochure dated quickly, and there were already too many brochures on counters. It was felt a poster would be more beneficial, cost less, and could advertise the website, which was easier to keep updated. It was agreed the creation of a brochure be deleted from the Timetable and Budget, and Evaluation Criteria.

The Chair believed the website was critical as there had been no interface with the public yet, and the recent newsletter had been well received. The Chair defined the purpose of the website as being the point of contact and to give information on Milford Community Trust, and to receive feedback.

Ms Pagan advised Council had a lack of staffing resources and that Council projects were her first priority, however if she received a directive from the Trust for projects she would address the Chief Executive for approval on such matters.

The Chair requested the website be up by the end of September. Ms Pagan to discuss this with Mr Adamson and report back. The Chair added she was happy to assist with the content and design if necessary. Ms Taylor would also like to see a link to both Southland District Council and Department of Conservation from this website.

5.0 DRAFT COMMUNICATIONS PLAN 2008 CONT'D:

It was suggested the newsletter be continued on a quarterly basis, and perhaps a smaller version. After some discussion it was agreed the newsletter only need to be distributed at the start and end of the season and mid winter, approximate dates being:-

- 20 October
- 20 February
- 20 June

Trustees also agreed to the addition of a poster - content to include:

- Logo
- Trust's Mission statement
- Trustees Steele and Sand's photos and contact details for feedback/concerns.
- Website address.

Ms Pagan advised she could also organise a press kit or send via email any alerts to the Milford Community Trust's website, etc if required.

Ms Pagan advised she would forward the media coverage, submission making and Crisis Communication Plan to Trustees for comment.

Ms Taylor thanked Ms Pagan for her attendance. Ms Pagan left at this point.

6.0 CORRESPONDENCE:

Tabled before the Trustees was the following:-

Inwards

Email from Real Journeys confirming all gym equipment that Real Journeys currently holds in conjunction with Tourism Holdings Ltd would be handed over to the Milford Community Trust.

Outward

Letter sent to Mr McCutcheon outlining the Trust's position in relation to the Cleddau fan development.

Mobil

The Chair enquired of the current situation in relation to Mobil and was advised that Mobil would not agree to sell to anyone. Trustees noted that Jeff Shanks has made application to install an aboveground 30,000 litre tank, and is currently in discussion with the conservancy to install same. It was also noted that under CAA regulations Mr Shanks would be unable to on-sell fuel.

It was noted the aircraft operators have not responded to date.

6.0 CORRESPONDENCE CONT'D:**Sale of Tourism Holdings Ltd**

Trustee Robson advised Milford Sound Red Boats Ltd was in the process of purchasing Tourism Holdings Ltd. It was agreed that once this deal becomes unconditional, Trustee Robson is to notify the Chair to enable a welcoming letter be sent to Mr David Skeggs.

Trustee Robson advised all the current staff would transfer to the new business.

The Chair noted the appropriate amendment would be required to Trust Deed Clause 6 (d) (ii) once such deal was unconditional; such amendment to be show Milford Sound Red Boat Ltd replaces Tourism Holdings Ltd.

Charitable Status

Trustees requested staff follow-up on the charitable status of the Milford Community Trust, and report to next meeting.

6.0 HALF YEARLY REPORT - DRAFT:

The draft report by Mr G Jones on the Trust's half yearly report was tabled.

It was noted this report covered the period 1 July 2007 to 31 December 2007, and minor amendments needed to be made.

Moved Chairperson Taylor, seconded Trustee Wilson
and RESOLVED THE TRUST'S DRAFT HALF YEARLY REPORT BE RECEIVED, SUBJECT TO BEING UPDATED AND APPROPRIATE AMENDMENTS MADE.

7.0 MILFORD SOUND EMERGENCY RESPONSE TEAM WORKING GROUP:

The notes of a meeting of the Milford Sound Emergency Response Team Working Group held on 1 July 2008, were noted by the Trustees.

It was agreed there be an Emergency Response Brief to be included in the October newsletter.

8.0 MILFORD AIRPORT USERS GROUP – HANK SPROULL:

Mr Hank Sproull of the Milford Airport Users Group addressed the Trust. For Mr Sproull's benefit, Trustee Robson gave a brief overview of the Trust and then asked Mr Sproull what he believed the areas of concern to be.

8.0 MILFORD AIRPORT USERS GROUP – HANK SPROULL CONT'D:

Areas of concern for the Milford Airport Users Group included:-

- 1) Lack of amenities at airport i.e.: toilet facilities, which was a common problem
- 2) Congested bus parking bay in the airport area and had very limited space.

Trustee Wilson enquired of the appetite of the operators to levy passengers to fund the toilet blocks? Mr Sproull responded he would need to attain the general feeling of the operators prior to answering that question.

Trustee Wilson explained that the Milford Community Trust was not a funding agency, however it had the facilitation mechanism to provide, through the Southland District Council, the ability to get loan finance (underwritten) to cover such amenities.

Mr Sproull believed the operators wouldn't want to pay for the toilets as it is a very difficult business to survive in and depending on concessions the tourist numbers may decline which would eliminate the need for toilets. Mr Sproull advised that a high percentage of tourists that fly also use boats, and these costs were passed onto passengers to cover improvements.

Mr Sproull advised currently the airport users were going through a tendering process for 23 landing packages amongst 30 applicants. The landing package was for 5 years, renewable to years dependent on Department of Conservation.

Another concern for the users was the fuel facilities being removed from Milford, making avgas unavailable in Milford.

Trustee Taylor is to report back to the meeting on a date for the concession process.

Meeting adjourned at 12.31pm for lunch.

NOTE: Trustee Schuck left the meeting at this point

Meeting re-convened at 1.00 pm

9.0 DEPARTMENT OF CONSERVATION:

9.1 PREPARATION OF STRUCTURE PLAN FOR DEEPWATER BASIN:

Ms Haanen tabled a document that had been taken from a section of the Milford Sound/Piopiotaahi Management Plan.

9.1 PREPARATION OF STRUCTURE PLAN FOR DEEPWATER BASIN
CONT'D:

Following this, Ms Haanen presented a PowerPoint presentation on the Structure plan for Deepwater Basin. This included:-

- Deepwater Basin & Parking Activity Areas - the current situation being there is a commercial fishermen's' area, amenities building, public boat ramp, kayaking/commercial tourist operations, no commercial storage and limited parking for users of Deepwater Basin other than 1 per fishing berth. It was also noted that currently increases in commercial use are not permitted.

Possible solutions for the above issues could be construction of a new marina at Deepwater Basin, a potential kayaker's area, construction of a new amenities building, and development of both a commercial storage area and parking area.

- Commercial Fishermen's Area - priority would be given for use of existing wharf, and given to commercial fishing operations, and pens would be continued to be upgraded throughout this year. Lighting and power to all pens by MSI, and Fiordland Lobster Company have a current concession application with DOC in relation to this area including 'Whitehouse' amenities building.

The area concerned is approximately 7000m², pots would be stacked in designated areas and landscaping would screen the industrial area, with no outside freezers. There would be a separation of the industrial area from tourism activities and a replacement amenities building would be required, with public foot access remaining.

Ms Haanen advised there was a condition that until a replacement building was sourced there was still the need to allow public access, should Fiordland Lobster take the lease. ie: Whitehouse no longer being available.

- Amenities Building - the 'Whitehouse' is the only public amenities building in the Deepwater Basin, and it is run down and outdated. This building was originally built for the fishing industry when separated from freshwater Basin and is located in the Industrial area.
- Public Boat Ramp Area - is only permitted within the Deepwater Basin Activity area and there is congestion at times as the narrow boat ramp allows for use by only one party at a time, creating parking issues. This ramp is also heavily used by kayaking operators. This ramp is the only easily accessible public boat ramp giving access to the Sounds in Fiordland.
- Kayaking - Kayakers currently use the boat ramp and area to the left of the ramp, plus storage on the hard area. This causes parking issues for both the commercial operators and public on the hard area.

9.1 PREPARATION OF STRUCTURE PLAN FOR DEEPWATER BASIN
CONT'D:

- Increases in Commercial operations - there has been no increase in commercial use permitted in the Deepwater Basin Activity area due to lack of supporting infrastructure including launching facilities, storage sheds, toilets, shelter and office space.
- Commercial Storage - there is no commercial storage available in Milford apart from MSDA's storage sheds at FWB and Red Boats shed in the Visitor Services Activity area. There is also no commercial storage or non residential accommodation permitted in the accommodation area which includes generators.
- Designated Parking Area - as the area is limited on the hard area there is no designated parking for users of Deepwater Basin. Fishermen are allocated 1 part\k per berth; however at times require more space.

Potential Solutions

- New Marina - the Fiordland National Park Management Plan only allows for one new marina at the Basin to be considered and may be either:-
 - a new facility for nature based tourism only providing for no more than 6 large nature based tourism vessels with a maximum capacity of 50 pax per vessel.
 - or provide for fishing facilities for the fishing fleet.
- Potential Kayakers - a potential kayakers areas would take the congestion away from the boat ramp area and allow for safe launching and retrieval. It would also provide parking for both commercial and recreational kayakers and storage for kayaks.
- New Amenities Building - a possible location for a new amenities building could be between the boat ramp and the potential kayak area and include toilets, public showers/changing room, shelter/lunch area, interpretation area and a storage area for commercial kayakers.
- Commercial Storage/Parking area - the Fiordland National Park Management Plan identifies the old gravel pit area for the following:-
 - communal storage facilities for use by concessionaires
 - any community-based facility associated with accommodation area
 - sewage system
 - any communal generator
 - toilet facilities
 - a terminus for a park and ride facility should it be required.

Ms Haanen concluded that both the Deepwater Basin Activity Area and the Parking Activity Area require design work to determine the appropriate locations for the identified activities in these two areas in conjunction with the various user groups at Milford Sound/Piopiotahi.

9.1 PREPARATION OF STRUCTURE PLAN FOR DEEPWATER BASIN
CONT'D:

Ms Haanen believed DOC had dealt with the concept and now requested Milford Community Trust to consult with the users re commercial storage requirements, and how to get assets into those sites and then how to resource them.

Trustee Wilson enquired whether there was the ability to fund it via an Southland District Council loan?

Chair Taylor enquired of the Trustees where to from here?

Chair Taylor advised the Trust needed some clarity from the Council as to what is driving the users groups, and the requirements of the Trust to act as a facilitator. Staff were requested to invite Mr Adamson to the September meeting of the Trust to clarify these issues.

Ms Haanen advised there was some uncertainty from DOC due to funding, and frustration caused by the delay in the stopbank, but advised the mechanics were in process and the next conceptual step was this project.

Ms Haanen informed that DOC is happy to support Milford Community Trust and would provide information and resources, where needed.

9.2 MILFORD SIGNAGE:

Ms Haanen tabled a report from Ms Vicki Crosbie (DOC) advising that Ms Crosbie and Andrew Welsh (MSDA) have completed an inspection of all the current Milford Village signs – these being the red and white lettered signs mostly from the boat terminal area through to the Airport, excluding those belonging to individual operators eg: café information.

Trustees heard that Ms Crosbie is now working to produce some layout options for the replacement signs which will be shown to the working group and presented to the Trust prior to any production.

Ms Crosbie's report informed that some new Transit-style management signage would replace some of the current red and white signs, adding these were being managed by MSDA. Information signs in the front visitor carpark would be amended to show the new walking track and some other features and would also be installed in the back carpark.

Ms Crosbie advised that in addition to the existing sign upgrades new signage would be produced for the recently constructed access to the Milford Lookout Track. Consultation would take place with THL and TML in relation to siting of the signage and any additional signage suggestions prior to production and installation.

Trustees noted the plan is to have all upgraded signage installed at the beginning of the new summer season in November 2008.

9.3 URS CLEDDAU RIVER PROTECTION:

The meeting was informed a Project Manager would be appointed in the near future.

9.4 UPDATE ON PROGRESS WITH CONTRACT:

Ms Haanen advised some changes had been made, and the contract was currently with the solicitor. Amended contract to be presented at September's meeting.

10.0 ADMINISTRATION FUNDING:

The issues relating to administration funding are currently being discussed, and will be presented to the September meeting.

NOTE: Trustee Wilson left the meeting at this point (2.04pm)

11.0 MEETING SCHEDULE:

Trustees agreed to move the September meeting date from 12 September 2008 to Tuesday 2 September 2008, venue: Te Anau, commencing 9.30 am.

12.0 CONCLUSION:

Meeting concluded at 2.07 pm.

CHAIRPERSON

DATE