

Notice is given that an ordinary meeting of the Motueka Community Board will be held on:

**Date:** **Tuesday 20 February 2024**  
**Time:** **4:00 pm**  
**Meeting Room:** **Motueka Library**  
**Venue:** **Wallace Street, Motueka**  
**Zoom conference link:** <https://us02web.zoom.us/j/86856481868?pwd=eTJ2TlErcHIJVWw3bmRlbksvdXBHUT09>  
Meeting ID: 868 5648 1868  
Meeting Passcode: 679643

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## **Motueka Community Board**

### **Hapori Whānui ō Motueka**

# **AGENDA**

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#### **MEMBERSHIP**

<b>Chairperson</b>	T Graham
<b>Deputy Chairperson</b>	C Hutt
<b>Members</b>	D Armstrong
	N Hughes
	Cr B Dowler
	Cr B Maru
	Cr T Walker

(Quorum 4 members)

Contact Telephone: 03 528 2015  
Email: [emma.gee@tasman.govt.nz](mailto:emma.gee@tasman.govt.nz)  
Website: [www.tasman.govt.nz](http://www.tasman.govt.nz)



## AGENDA

**1 OPENING, WELCOME, KARAKIA**

**2 APOLOGIES AND LEAVE OF ABSENCE**

**Recommendation**

**That apologies be accepted.**

**3 PUBLIC FORUM**

Nil

**4 DECLARATIONS OF INTEREST**

**5 LATE ITEMS**

**6 CONFIRMATION OF [MINUTES](#)**

**That the minutes of the Motueka Community Board meeting held on Tuesday, 19 December 2023, be confirmed as a true and correct record of the meeting.**

**7 PRESENTATIONS**

Nil

**8 REPORTS**

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8.4 Special Projects Action List.....	28

**9 CORRESPONDENCE**

Nil

**10 CONFIDENTIAL SESSION**

Nil

**11 CLOSING KARAKIA**

## 8 REPORTS

### 8.1 DISCRETIONARY FUND APPLICATION

<b>Report To:</b>	Motueka Community Board
<b>Meeting Date:</b>	20 February 2024
<b>Report Author:</b>	Emma Gee, Team Leader - Customer Services (Motueka)
<b>Report Authorisers:</b>	
<b>Report Number:</b>	RMCB24-02-1

#### 1. Summary

- 1.1 One application has been received for the February 2024 round of Discretionary Funding.
  - 1.1.1 Takaka Hill Biodiversity Group Trust - \$687.00
- 1.2 The application complies with the Board guidelines, Attachment 1.
- 1.3 The application is attached, Attachment 2. The applicant has been asked to attend the meeting to speak to the application.
- 1.4 The Motueka Community Board Discretionary Fund currently has a balance of \$6,406.56.
- 1.5 If any application is approved, payment will be made to the applicant by direct credit within ten working days of receiving the bank account details.

#### 2. Recommendation

**That the Motueka Community Board**

1. receives the Discretionary Fund Application report RMCB24-02-1; and
2. grants or declines applications as follows:

Applicant	Request	Grant/Decline
Takaka Hill Biodiversity Group Trust	\$ 687.00	
	\$	

#### 3. Attachments / Tuhinga tāpiri

- |                      |                                      |   |
|----------------------|--------------------------------------|---|
| 1. <a href="#">↓</a> | Board guidelines                     | 5 |
| 2. <a href="#">↓</a> | Takaka Hill Biodiversity Group Trust | 8 |



## TASMAN DISTRICT COUNCIL POLICY ON COMMUNITY BOARD DISCRETIONARY FUNDS

### POLICY REFERENCES

• Sponsor:	<b>Group Manager Finance - Mike Drummond</b>
• Effective date:	27 April 2023
• Review due:	Five yearly
• Legal compliance:	Council approval of the Policy, which requires to comply with Council's Revenue and Financing Policy
• Associated Documents/References	Tasman District Council Revenue and Financing Policy
• Policy Number	P100
• Approved by Council (If Applicable)	27 April 2023

### 1. Purpose of the Community Boards' Discretionary Funding

Each of the two community boards in Tasman District receive funding from Council through targeted rates. The Boards may use part of the funding as a discretionary fund to allocate funding:

- a) for community projects and initiatives in their Ward that their Community Board considers will benefit their community; and
- b) to support their Community Board functions, including:
  - I. Board members attendance at conferences or training workshops;
  - II. Board advertising and communication;
  - III. Board community surveys;
  - IV. and for Board functions; and
- c) to support youth related activities in their Ward.

### 2. Application

This policy applies to the disbursement of funds from the Motueka and Golden Bay Community Board Discretionary Funds.



### 3. Review of this Policy

This policy may be amended either as part of a five yearly review or where one or both community boards have requested a review and proposed changes to the Policy.

### 4. Generic criteria for the allocation of Discretionary Funds by either the Motueka or the Golden Bay Community Board:

- 4.1 All approved projects and initiatives must contribute to Tasman District Council's Community Outcomes as set out in Council's 10 Year Plan;
- 4.2 Projects need to demonstrate local community support.
- 4.3 Projects must take place within the ward of the Community Board which has allocated funding for the project and demonstrate a clear benefit to that community, including addressing an identified community need.
- 4.4 Discretionary funding will not be provided for:
  - Ongoing operational costs that are not project specific;
  - Costs that cannot be verified with appropriate quotes;
  - Projects that have already been completed.
- 4.5 Funding is for not for individuals, and not to be for a project that is the responsibility of Central Government or other agencies.
- 4.6 Applications must be for a specific project and disclose any other Council funding applied for, e.g., Community Grants.
- 4.7 An organisation may receive only one Discretionary Fund grant a year.
- 4.8 Applications should be made three weeks before the Community Board receiving the application meets to consider funding allocations.
- 4.9 Applicants should provide appropriate financial statements e.g., a statement of financial position (balance sheet) and a statement of financial performance (profit and loss).
- 4.10 Where appropriate (for example a public event), funding applications should be supported by an appropriate Health and Safety Plan. Funds will be allocated through monthly funding rounds. Applicants may be given less funding than they apply for.
- 4.11 Applicants are strongly encouraged to attend the meeting at which applications are considered, in order to speak to their request and answer any questions on the information supplied.
- 4.12 All decisions made by a community board to award funding to an applicant for a project will become public information following the meeting and be included in the minutes of the Board meeting. Applications and supporting information submitted to one of the community boards for funding will be included in an agenda for a meeting of that community board but be subject to the requirements of the Local Government Official Information and Meetings Act 1987 (which may require certain information to not be disclosed as part of a public agenda but distributed separately to Board members - for example financial or commercially sensitive information, personal information).
- 4.13 Funding is to be used only for the purpose approved. Unused funding must be returned to the Board at the termination or completion of the project.



- 4.14 Each year more project funding requests will be received than funds available and not all requests will be successful. The Board's decision on project funding is final and no correspondence will be entered into.
- 4.15 The Motueka and Golden Bay Community Boards acknowledge that there could be extraordinary situations with applications which do not fully meet the criteria described in this policy. The Community Boards reserve the right to consider and approve such applications where there are exceptional and unique circumstances, with the reasons for the approval to be recorded in the resolution.

**5. Specific criteria for the allocation of Discretionary Funding by Motueka Community Board**

- 5.1 Applications are to follow the Motueka Community Board Discretionary Fund application form template, available from the Council's website, the Motueka Council Office or Motueka Library
- 5.2 Written applications can be delivered to the Motueka Council office or sent to the Motueka Community Board, C/- Tasman District Council, 7 Hickmott Place, Motueka.
- 5.3 There is a \$700 maximum for applications for projects.
- 5.4 Projects must be completed within 12 months of receiving funding.
- 5.5 Successful applicants will report back to the Motueka Community Board on the project and how the funding was used, within 12 months of receiving funding. Community Board support staff will follow up with each organisation that has been provided funding.

**6. Specific criteria for the allocation of Discretionary Funding by the Golden Bay Community Board**

- 6.1 Application forms are available from the Council website, or the Takaka Service Centre.
- 6.2 Written applications can be dropped off at the council office or sent to the Golden Bay Community Board, C/- Tasman District Council.
- 6.3 There is a \$500 maximum for applications for projects.
- 6.4 Projects must be completed within 6 months of receiving funding.
- 6.5 Successful applicants will report back to the Golden Bay Community Board on the project and how the funding was used, within 6 months of receiving funding. Community Board support staff will follow up with each organisation that has been provided funding.

**Adopted by Tasman District Council**

**Date of approval: 27 April 2023**

**From:** website@tasman.govt.nz  
**Sent:** Saturday, 27 January 2024 11:44 am  
**To:** Democracy; Emma Gee  
**Subject:** Grant Application - Motueka Community Board Discretionary Fund  
**Attachments:** [Form-submissionspage-760upload-field-2563Budget-Wasp-Control-2024-THBGT.docx](#)

The following application to the Discretionary Fund has been received.

**Name of organisation\***

Takaka Hill Biodiversity Group Trust

**Address**

**Contact person\***

Charmaine Petereit, Project Manager

**Contact phone\***

**Email address\***

**What is the purpose of your organisation?**

A single goal drives the Trust; to do our part in restoring Tākaka Hill native ecosystems and protecting New Zealand's indigenous species for future generations.

The THBGT is a Tākaka Hill landowner-led and managed Charitable Trust. We believe that Tākaka Hill landowners, through their shared knowledge and collective action, can make a significant difference in restoring and protecting native ecosystems to help achieve New Zealand's biodiversity goals.

**Amount applied for - up to \$700**

\$687 (Excl GST)

**Details of project to be funded:**

Wasp Control Project – late summer 2024

Introduced wasps (*Vespula* – German and common wasps) are a significant pest which harm our native birds and insects and are a threat to human health and recreation. Using the approved Vespex handling and installation methods the Trust has worked with Takaka Hill landowners to put out Vespex bait stations and re-bait them every year since 2018 to control *Vespula* (German and common wasp species). We wish to maintain this control project in 2024 and expand it to include new landowners. We also wish to install bait stations on two areas of public conservation land where the Trust has community agreements with the Department of Conservation - Hawkes Lookout and Takaka Hill Scenic Reserve. Our registered Vespex user is Dr Jackie Cook Reg no. VCO160567. Wasps will take the bait in late summer, so bait stations are put out over that period.

**Please provide a detailed budget or quote for your funding application..**



Budget-Wasp-Control-2024-THBGT.docx - *You don't have the right permissions to download this file*

**Benefits - Who or what will benefit from the project in the Motueka community?**

Reducing the population of wasps in the Takaka Hill area has many benefits:

- Native species will benefit. The beech forests of Tākaka Hill and the South Island provide a unique resource – honeydew, an essential part of a beech forest ecosystem that native bats and birds like tūī, kākā and korimako, fungi and insects rely on year-round. In the bush, wasps feed on honeydew, robbing the native species of this essential food source.
- Endangered species will benefit. Wasps also cause other problems in areas such as the Takaka Hill, for example they are known to predate on baby birds in the nest (e.g. eating baby kākā chicks alive)
- Residents, workers and visitors will benefit: Wasps are a significant health hazard for people who work outside or enjoy getting out into nature. Nature knows no boundaries, and reducing wasp numbers on the Hill will benefit the wider region.
- The wider region will benefit. Takaka Hill is adjacent to two important National Parks - Abel Tasman and Kahurangi. Reducing wasp numbers in the Takaka Hill area also helps control wasps in the National Parks.

**Describe any voluntary time and any other funding contributions received for this project**

All work on this project is done by volunteers. The time it will take will be determined by the terrain.

Estimated time: 20 volunteers @ approx. average 10 hours each = 200 hours

**Who else have you asked for funding for this project?**

Nil

**Bank account number**

**You can upload a file to support your application**

**Privacy Statement**

## Budget Wasp Control Takaka Hill 2024

### Application to Motueka Community Board Discretionary Fund

VESPEX	2 pails (1.5 Kg each)	@ \$183 ea	\$366 (excl GST)	<a href="https://www.merchento.com/index.html">https://www.merchento.com/index.html</a>
Bait stations	100	@ \$2.50 ea	\$250 (excl GST)	
Nitrile Disposable gloves	3 packs	@ \$5 each pack	\$15 (excl GST)	
Warning signs	4	@ \$14 ea	\$56 (excl GST)	
<b>TOTAL</b>			<b>\$687 (excl GST)</b>	

[PRODUCTS | Merchento](#)









## 8.2 CHAIRS REPORT

Information Only - No Decision Required

<b>Report To:</b>	Motueka Community Board
<b>Meeting Date:</b>	20 February 2024
<b>Report Author:</b>	Emma Gee, Team Leader - Customer Services (Motueka)
<b>Report Authorisers:</b>	
<b>Report Number:</b>	RMCB24-02-2

### 1. Summary / Te Tuhinga Whakarāpoto

- 1.1 This is the Motueka Community Board Chairperson's regular monthly report.
- 1.2 *Mā te kimi ka kite, mā te kite ka mōhio, mā te mohio ka mārama: Seek and discover, discover and know, know and become enlightened.*

### 2. Recommendation/s / Ngā Tūtohunga

**That the Motueka Community Board receives the Chairs Report RMCB24-02-2**

### 3. Welcome back – watch our wellbeing

- 3.1 Warm welcome back to all. As the third Chair, and with less than two years to service our community I have opted for a detailed report to provide reflection and intended direction.
- 3.2 The elected Board Members work around personal commitments in a casual capacity as advocates for the community attending monthly Board meetings, 6-weekly Council meetings and community organisation meetings (when able). Granted a modest monthly allowance with option to claim travel expenses, fees are determined on the population size of the Motueka Ward not on the amount of work done.
- 3.3 I acknowledge all the work the Motueka Councillors do who cover the whole district, as well as being members contributing to the Motueka Community Board.
- 3.4 As passionate representatives, realistically there is only so much each member can personally take on and achieve around other commitments and the limits of the role as Community Board Member's.
- 3.5 We have had a very busy first year. I am excited about what we may achieve during the rest of our tenure but ask each member to be mindful of your own and each other's wellbeing. I am told this is the most diverse and active Community Board Motueka has had which comes with all sorts of opportunities and challenges, so it is important we maintain respect and support for a productive two years ahead.

### 4. Reflection 2023 – look back to see how far we have come.

- 4.1 **Significant Community Engagement** - significant increase in attendees to Board meetings and speakers at public forum from previous years.

- Est. 55 public speakers during 2023.
- Attendance at several public driven meetings including Public Emergency Meeting in August.
- Attendance at several events, including Skatepark opening and ANZAC Day memorials.
- Unknown how many individual calls, emails, and one-on-one meetings with residents (a lot).
- Board representation on appointed community organisations:
  - Deputy Chair Hutt: Keep Motueka Beautiful
  - Deputy Chair Hutt: Motueka District Museum Trust Board
  - Board Member Hughes: Our Town Motueka
  - Board Member Hughes: Motueka Port Users Committee
  - Board Member Armstrong: Accessibility for All
  - Board Member Armstrong: Te Awhina Marae
  - Board Member Armstrong: Motueka Aerodrome Advisory Group
  - Councillor Walker / Board Member Armstrong: Marahau Sandy Bay Ratepayers & Residents Association
  - Chair Graham: Motueka Arts Council
  - Councillor Walker / Chair Graham: Motueka Youth Council
  - Councillor Walker: Tasman Area Community Association, Tasman Bay Promotions Association, Special Olympics Committee
  - Councillor Maru: Riwaka Hall, Lower Moutere Hall, Lower Moutere Recreation Reserve
  - Councillor Dowler: Motueka Valley Association

Note: Councillors have various additional commitments.

4.2 **Staff Engagement** Apparently 2022 was the first time Council provided elected members with a more comprehensive induction, this alongside LGNZ sessions, workshops and staff support has helped the Board get up to speed. Thank you to all staff that have liaised, advised, met with, and supported members. We rely on your continued cooperation with all Board members.

4.3 **Consultation** The Board were strong advocates for comprehensive and transparent community consultation. The necessity became especially apparent during the contentious cycleway project.

4.4 **LTP Consultation Preparation** In collaboration with staff hosted a drop-in session for community feedback, a meeting with Te Awhina Marae representatives, and an invitational workshop with representatives of the community.

#### 4.5 **Special Projects and Discretionary Funds:**

- **\$6,400 in Discretionary funding granted across:**  
Motueka Events, Oceanian Medical, Community House, Crafty Tarts, Riding for the Disabled, Blue Penguin Trust, Pony Club, Seed Hunter Tribe, Motueka Riding for the Disabled, Motueka Art Group
- **Over \$85,000 in Special Projects contributions:**



Contribute to a walkway upgrade of Little Kaiteriteri to Stephens Bay. Contribute to improvements of the Saltwater Baths, including landscaping, contribute to reinstating picnic tables, seating and general landscaping that was removed to build Te Noninga Kumu Motueka Library. Install additional security cameras in the CBD. Skate Park contribution. Our Town Motueka Historical plaques and contribution to Our Town Motueka Flag Trax.

## 5. Looking Forward

- 5.1 Local Government Act 2002: Part 4 s 51. As at 23 December 2023 [Local Government Act 2002 No 84 \(as at 23 December 2023\), Public Act Contents – New Zealand Legislation](#)
- 5.2 52 Role of Community Boards - the role of a Community Board is to:
- *represent, and act as an advocate for, the interests of its community; and*
  - *consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the Board; and*
  - *maintain an overview of services provided by the territorial authority within the community; and*
  - *prepare an annual submission to the territorial authority for expenditure within the community; and*
  - *communicate with community organisations and special interest groups within the community; and*
  - *undertake any other responsibilities that are delegated to it by the territorial authority.*
- 5.3 The Board's role is to advocate as a voice for community. This requires us to listen to our constituents, either via public forum, direct correspondence (email, letters), meetings or general conversation. Regardless of what is within our capacity to act on, it is important we freely receive information to aid in our roles as representatives.
- 5.4 I requested if any member of our community is listed as an unreasonable complainant (by Tasman District Council's Chief Executive Officer), that the Board be excluded so we may still directly receive and send emails to all members of our community without delay.
- 5.5 Like staff, Board Member's should not be subjected to dealing with derogatory communication or harassment and have the right to raise concerns and/or request to also not receive named emails.
- 5.6 **Revisit Board Values and Strategic Planning session**, tentatively set for afternoon of 23 February. Values as agreed by the elected Board Members on 11/11/2022.
- *Operate with integrity, honesty, and respect for each other and our role as community representatives.*
  - *Provide clear, positive communications to and for the community.*
  - *Empower ourselves and others to support wellbeing.*
- 5.7 **Code of Code of Conduct Review** with external facilitator morning of 23 February. The Motueka Community Board have not reviewed the Code of Conduct or adopted a new Code of Conduct since starting. This session will give Member's the opportunity to better understand and decide if we formally adopt a new code of conduct and if so, what it will entail.

5.8 **Training** I have enquired about the Board doing a highly praised communication workshop with an external provider. I encourage Board Members to let me know if there are any other training opportunities that would be beneficial in supporting their role.

5.9 **Input / Submissions** It is important to have your say.

TDC encourage community feedback via [Home | Shape Tasman](#)

You can email [info@tasman.govt.nz](mailto:info@tasman.govt.nz) or post to Tasman District Council, Private Bag 4, Richmond, 7050

- Draft Nelson-Tasman Regional Land Transport Plan and Public Transport Plan – submissions close 25 February 2024
- Speed management [safespeeds@tasman.govt.nz](mailto:safespeeds@tasman.govt.nz) - submissions close 29 February 2024
- Long Term Plan [LTP@tasman.govt.nz](mailto:LTP@tasman.govt.nz)
- Dog Bylaw review (coming soon)
- Proposed Cat Bylaw (tbc)

## 6. Aerodrome Noise Complaints

- 6.1 In May 2023 the Board were addressed at public forum with a complaint regarding aerodrome noise.
- 6.2 Since then, others have directly raised concerns with Board Member's.
- 6.3 When Councillor Maru was Chair he attempted to work through initial concerns. Recently I requested Council provide a record of the number of aerodrome noise complaints that have been logged through the Council call centre.
- 6.4 On 26 January I spoke with Civil Aviation Authority (CAA) who were understanding having also received complaints from Motueka residents. They confirm what Council highlight, under the RMA section 326, aircrafts are exempt from excessive noise (during, before or after flight), however there is the option for the landowner (Tasman District Council) to request time conditions for operation, this can be enforceable by applying to the Director of CAA to issue abatement notice to the operators.
- 6.5 Thank you to Senior Enterprise Portfolio Officer, Stephen Batt, who has indicated that noise has been added to the Motueka Aerodrome meeting agendas and they are working with the operator to try and reduce noise. Council staff are also discussing if the option to introduce an air noise corridor will help address resident's concerns.

## 7. Items from Board Members

- 7.1 Board Member Hughes – Revisit earlier Board discussion seeking support to propose to Council to increase TRMP 8-week rule for the benefit of inhabitants in temporary housing, which refers to anything that is lived in for more than 8-weeks is deemed a building and therefor requires resource consent.
- 7.2 Deputy Chair Hutt – Special Projects input.

## 8. Items from Public Forum

- 8.1 Discussion on items from today's Public Forum session (if necessary).

**9. Action List**

9.1 The Action List is attached for review, Attachment 1.

**10. Correspondence**

10.1 Correspondence list:

<b>Date</b>	<b>From</b>	<b>Subject</b>
11/12/23	J Westbury (TDC)	Motueka Wastewater Treatment Plant - Overflow
11/12/23	R Hellyer	Letter of regret
13/12/23	N Hughes	Ongoing Fantasy
17/12/23	N Hughes	The mystery of the wrecked car in a Hawke's Bay stream for four years   Stuff.co.nz
18/12/23	N Hughes	Double standards
23/01/24	L Jenkins	Thank you from the Motueka Community Christmas Get Together Team
05/02/24	I Moynan	Faeces in reserves

**11. Attachments / Tuhinga tāpiri**

1. [Action List](#)

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### 8.3 FINANCIAL SUMMARY

Information Only - No Decision Required

<b>Report To:</b>	Motueka Community Board
<b>Meeting Date:</b>	20 February 2024
<b>Report Author:</b>	Liz Cameron, Assistant Management Accountant
<b>Report Authorisers:</b>	Kurt Clayworth, Management Accountant
<b>Report Number:</b>	RMCB24-02-3

#### 1. Summary / Te Tuhinga Whakarāpoto

- 1.1 The financial report for the period ending January 2024 is attached (**Attachment 1**).
- 1.2 The net financial position as at 31 January is a deficit of \$5,635.
- 1.3 The net position of the Motueka Community Board's overall funds as at 31 January 2024 is a surplus balance of \$188,412.

#### 2. Recommendation/s / Ngā Tūtohunga

**That the Motueka Community Board receives the Financial Summary report RMCB24-02-3**

#### 3. Attachments / Tuhinga tāpiri

1. [Financial Summary](#)

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## 8.4 SPECIAL PROJECTS ACTION LIST

Information Only - No Decision Required

**Report To:** Motueka Community Board  
**Meeting Date:** 20 February 2024  
**Report Author:** Emma Gee, Team Leader - Customer Services (Motueka)  
**Report Authorisers:**  
**Report Number:** RMCB24-02-4

### 1. Summary / Te Tuhinga Whakarāpoto

1.1 Attached is the Special Projects Action List for the Motueka Community Board to review.

### 2. Recommendation/s / Ngā Tūtohunga

**That the Motueka Community Board receives the Special Projects Action List report RMCB24-02-4**

### 3. Attachments / Tuhinga tāpiri

1. [↓](#) Special Projects List

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