

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

Date: **Tuesday 21 May 2024**
Time: **4:00 pm**
Meeting Room: **Motueka Library**
Venue: **Wallace Street, Motueka**
Zoom conferencelink: <https://us02web.zoom.us/j/85315685906?pwd=b3k5YiqxL0R2WFU4aU1ZnlRKzVEZz09>
Meeting ID: 853 1568 5906
Meeting Passcode: 536140

Motueka Community Board

Hapori Whānui ō Motueka

AGENDA

MEMBERSHIP

| | |
|---------------------------|-------------|
| Chairperson | T Graham |
| Deputy Chairperson | C Hutt |
| Members | D Armstrong |
| | N Hughes |
| | Cr B Dowler |
| | Cr B Maru |
| | Cr T Walker |

(Quorum 4 members)

Contact Telephone: 03 543 8400

Email: info@tasman.govt.nz

Website: www.tasman.govt.nz

AGENDA

1 OPENING, WELCOME, KARAKIA

2 APOLOGIES AND LEAVE OF ABSENCE

Recommendation

That apologies be accepted.

3 DECLARATIONS OF INTEREST

4 LATE ITEMS

5 CONFIRMATION OF [MINUTES](#)

That the minutes of the Motueka Community Board meeting held on Tuesday, 16 April 2024, be confirmed as a true and correct record of the meeting.

6 PUBLIC FORUM

Nil

5 PRESENTATIONS

Nil

6 REPORTS

| | | |
|-----|----------------------------------------------------------------------------------------------------------|----|
| 8.1 | Community Lease and Licence Renewals for the Motueka Ward..... | 4 |
| 8.2 | Motueka Harbour and Coastal Works Reserve Fund Policy Update and Funding Proposals..... | 11 |
| 8.3 | Future Use of the former Motueka Library, Laura Ingram Kindergarten and the Motueka Service Centre | 27 |
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| 8.7 | Financial Summary | 65 |
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7 CORRESPONDENCE

Nil

8 CONFIDENTIAL SESSION

Nil

9 CLOSING KARAKIA

8 REPORTS

8.1 COMMUNITY LEASE AND LICENCE RENEWALS FOR THE MOTUEKA WARD

Decision Required

| | |
|----------------------------|---------------------------------------------------------|
| Report To: | Motueka Community Board |
| Meeting Date: | 21 May 2024 |
| Report Author: | Margot Wilson, Property Officer |
| Report Authorisers: | Richard Kirby, Group Manager - Community Infrastructure |
| Report Number: | RMCB24-05-1 |

1. Purpose of the Report / Te Take mō te Pūrongo

- 1.1 To update the Motueka Community Board regarding expired and soon to expire community leases/licences in the Ward so that the Board can provide its advice to the Council's Property Services Manager – who is delegated to approve the leasing of Council Property.

2. Summary / Te Tuhinga Whakarāpotō

- 2.1 Several Community Leases/Licences from within the Motueka Ward have expired or will be expiring soon. This report outlines those and provides a staff recommendation for consideration by the Motueka Community Board.
- 2.2 All of these tenant organisations have served the community well for many years and have been respectful of their tenancy requirements. Council staff recommend that each of these groups be offered a new five-year term lease/licence.
- 2.3 Following the Board's consideration of the leases and licences within this report, the Board can then advise staff as to whether or not it supports the proposed leases renewals. The Property Services Manager is delegated to approve the leasing of Council Property and based on the Board's advice will then consider whether to renew the leases.

3. Recommendation/s / Ngā Tūtohunga

That the Motueka Community Board

1. **receives the Community Lease and Licence Renewals for the Motueka Ward report RMCB24-05-1; and**
2. **supports the decision of the Property Services Manager - who is delegated to approve the leasing of Council Property – to grant new five-year tenancies to the organisations listed below, noting that these groups' occupations do not require public notification:**
 - a. **Imagine Theatre Incorporated – Lease offered pursuant to Section 12(2) of the Local Government Act 2002. Title: NL 1B/464. Legal Description: Lot 1 DP 4811. Land classified as: Held in Fee Simple; and**
 - b. **Motueka Sunday Market Ltd - Licence to Occupy offered pursuant to Section 12(2) of the Local Government Act 2002. Title: NL122/146. Legal Description: Pt Sec**

153 District of Motueka. Title: NL122/146. Land classified as: Held in Fee Simple; and

- c. Motueka Bowling Club Incorporated - Lease offered pursuant to Section 12(2) of the Local Government Act 2002. Title: NL 3C/189. Legal Description: Pt Lot 33 DP 1599. Land classified as: Held in Fee Simple.**

4. Background / Horopaki

- 4.1 The Council's Property Services Team manages a portfolio of around 100 community leases and licences – some number of which expire each year. It is quite a varied list of groups with each providing its own range of benefits to the residents of and visitors to our region.
- 4.2 The Community groups listed in 4.6 have served the local community well and have adhered to their previous tenancy requirements thus providing no obvious reason why their occupations should not continue.
- 4.3 Given that these are existing, long-term occupations that are mentioned in the Memorial Park Management Plan and the Motueka Ward Reserves Management Plan (which Plan recently underwent consultation through its complete review and upgrade in 2019), no public notification is required.
- 4.4 The Council's standard occupation documents clearly outline the obligations of both the community group and Council and their respective responsibilities regarding various possible tenancy issues, thus lessening the likelihood of misunderstandings.
- 4.5 Also standard are the five-year terms for community groups' occupations. Five years ensures at least that amount of staff interaction/updating with each group with a balance between ensuring groups are continuing to serve the community and allowing security for those who continue to use Council property at the standard nominal fee which is currently \$300 per year (\$330 as/of 1 July 2024).
- 4.6 Following the Board's consideration of the leases and licences within this report, the Board is being requested to confirm its support to renew the leases. The Property Services Manager is delegated to approve the leasing of Council Property.

The groups requiring lease/licences to be renewed are:

- a. Imagine Theatre Inc**
- Located on Te Maatu / Thorp Bush
3 Woodlands Avenue, Motueka
 - Council owns all buildings here
 - Title: NL 1B/464
 - Land classification: Held in Fee Simple, therefore not subject to Reserves Act
 - Lease contemplated in Motueka Ward Reserves Management Plan
 - Current Lease expired
- b. Motueka Sunday Market**
- Located on Decks Reserve Carpark
Wallace Street, Motueka
 - Licence to Occupy – authorises use only during market hours
 - No buildings or improvements on site

- Title: NL122/146
- Land Classification: Held in Fee Simple
- Licence contemplated in Motueka Ward Reserves Management Plan
- Licence expires: 30 September 2024

c. Motueka Bowling Club Inc

- Located on Memorial Park – on title owned solely by Council
- 44 Pah Street, Motueka
- Bowling Club owns all buildings here
- Title: NL 3C/189
- Land classification: Held in Fee Simple
- Lease contemplated in Memorial Park Management Plan
- Current lease expired

- 4.7 **Imagine Theatre** has been a complex issue in recent times as some old work on the building had not been appropriately consented for public use. Staff have worked with the group to ensure the building is now compliant. While this building is located on land which is not part of the main reserve, on Council owned fee simple land, staff consider it does not require public notification due to the fact the Imagine Theatre use is contemplated in the Motueka Ward Management Plan. The plan states: *Continue to allow groups to use the Imagine Theatre building and storage sheds, in accordance with the terms and conditions of a licence to occupy these spaces.*
- 4.8 **The Decks Reserve Market** has been a well-established local feature for several decades, operated by Judy Roper in conjunction with assistance from family members. It is proposed to issue a licence to occupy the market for 5 years. The Motueka Ward Management Plan states: *Issue a short-term licence to run the Motueka Sunday Market. Each lease/licence should have the same end date (i.e. two months after Council has made a final decision on the site within Decks Reserve where the new Motueka Library will be located), so that they can be reviewed concurrently in future. Once Council has made a final decision on the site for the new Motueka Library, any future leases and licenses for buildings/activities {including the market} on Decks Reserve should have a term of up to five years (see Appendix 3, Tables A and B).*
- 4.9 **The Motueka Bowling Club** have operated since at least 1982. The land is not a reserve under the Reserves Act. A lease to the Bowling Club is contemplated in the 1997 Memorial Park Management Plan. As such it is not considered necessary to undertake public consultation to extend the occupation with a new agreement.
- 4.10 The legislative authority to grant these 3 leases/licences is covered in detail in Section 7 of this report.

| |
|-------------------------------------------------------------|
| 5. Analysis and Advice / Tātaritanga me ngā tohutohu |
|-------------------------------------------------------------|

- 5.1 That the Motueka Community Board be advised of the intention to renew any community group leases where the groups are sited on public parks or reserves to attain the Board's support for these intentions.
- 5.2 Each of the groups listed in clause 4.6 have served the local community well for over twenty years and have adhered to their previous lease requirements thus providing no obvious reason why their leases should not continue.

5.3 The desired action is for the Motueka Community Board to support the Property Services Manager intentions to renew the three leases listed in clause 4.6 – thus enabling the respective groups to continue their community work without interruption.

6. Options / Kōwhiringa

6.1 The options are outlined in the following table:

| Option | | Advantage | Disadvantage |
|--------|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Support renewal of all three Leases | This option allows the Council to have consistent lease terms and legal occupations of the sites This also ensures all parties understand their risks and obligations. | Other than staff time and effort, there is no disadvantage |
| 2. | Support renewal of one or two leases | This option would see one or two leases being renewed. Board members may have pertinent information affecting potential renewals. The Board would advise that staff further investigate any leases where renewal is not supported. This option is not recommended unless the Board is aware of specific circumstances. | This option could be interpreted as Council exhibiting favouritism of one group over another. |
| 3. | Do not support renewal of any of the three leases | This would make the groups continue their occupations under the 'hold-over' clause in their expired leases. Advantage is no action required at all. | This is not recommended as groups would be nervous that their occupations could be terminated per their lease terms with just a month's notice at any time. |

6.2 Option one is recommended.

7. Legal / Ngā ture

7.1 These leases have been in place for a reasonably long period of time. They do not meaningfully interfere with the public's access to the relevant land and are contemplated in the relevant management plans, which have been consulted on previously. Further, as these occupations are being presented to the Motueka Community Board for consideration, it is not considered necessary to additionally undertake a formal public consultation process (which would add considerable complexity and additional cost to the lease/licence process).

8. Iwi Engagement / Whakawhitiwhiti ā-Hapori Māori

- 8.1 No engagement with Iwi has taken place or is proposed as all these groups have occupied their sites for more than twenty years.

9. Significance and Engagement / Hiranga me te Whakawhitiwhiti ā-Hapori Whānui

| | Issue | Level of Significance | Explanation of Assessment |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Is there a high level of public interest, or is decision likely to be controversial? | LOW | As these groups' occupations have been issued at various times in the past without issue – and all have respected their contracts since - we anticipate no community concerns. |
| 2. | Are there impacts on the social, economic, environmental or cultural aspects of well-being of the community in the present or future? | LOW | If some of these occupations were not renewed – the loss of amenity to the local community could have negative impact. |
| 3. | Is there a significant impact arising from duration of the effects from the decision? | LOW | Standard occupation duration is five years - causing little to no public concern. |
| 4. | Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets) | LOW | While most of these occupations are on various Council owned "Parks" – no individual "Park" would be considered a 'strategic asset' on its own. |
| 5. | Does the decision create a substantial change in the level of service provided by Council? | LOW | Once a contract is entered into, there is little service interaction required from Council. |
| 6. | Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP? | LOW | While there is an annual fee, the purpose is essentially to defray costs of Council staff time rather than to add to Council income. |
| 7. | Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO? | N/A | There are no sales and no CCO's or CCTO's involved in this decision. |
| 8. | Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities? | N/A | The contracts here are simply to quantify and clarify terms of each tenants' occupation. |
| 9. | Does the proposal or decision involve Council exiting from or entering into a group of activities? | LOW | The decision only involves offering legal occupation contracts to renewing tenants. |

| | Issue | Level of Significance | Explanation of Assessment |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------------------------------------------------------------------------|
| 10. | Does the proposal require particular consideration of the obligations of Te Mana O Te Wai (TMOTW) relating to freshwater and Affordable Waters services? | N/A | Water supply/use is not really a factor with these previously existing occupation contracts. |

10. Communication / Whakawhitiwhiti Kōrero

- 10.1 Each of these groups has been notified that their leases expire soon and have been informed of council's intention to renew them for another five-years.
- 10.2 All three groups have expressed appreciation that their occupations are being considered for renewal. No questions or concerns were mentioned, no further discussion followed. That is the extent of the communication with the three groups.

11. Financial or Budgetary Implications / Ngā Ritenga ā-Pūtea

- 11.1 Council's current annual Community Leases rental fee is \$300 (\$25 a month). This fee is the same for both land only community rentals as well as for community leases for land plus a building(s).
- 11.2 The intention for the fee is to defray the costs of Council staff time – not to significantly add to Council's income.
- 11.3 The enrichment in lifestyle and mental/emotional health that these groups add to our region are strongly felt to out-weigh the monetary costs to Council.

12. Risks / Ngā Tūraru

- 12.1 Council staff are of the opinion that these occupation renewals hold little to no risk to Council. All three groups have had renewals at various times in the past. There is no record of known difficulties with the current occupations and no complaints received during the previous renewals. However, if the Community Board has any misgivings regarding renewing these tenancies, then these need to be considered as part of its support or not of the Property Services Manager delegated decision.

13. Climate Change Considerations / Whakaaro Whakaaweawe Āhuarangi

- 13.1 The renewal of occupations in this report were considered by staff in accordance with the process set out in the Council's Climate Change Consideration Guide 2022. Renewing of these leases will not impact on Council's carbon footprint or increase production of greenhouse gases. The usage by these groups has changed very little over the past 20 years.
- 13.2 Climate change will likely have little effect on these organisations and their buildings. The locations and buildings these groups occupy are not known to be flood-prone.

- 13.3 Renewal of the occupations with these community groups aligns with the Council's and Central Government's Climate Change plans in that having these community support and activity groups situated locally reduces the need for long-distance travel and thus vehicle emissions.

14. Alignment with Policy and Strategic Plans / Te Hangai ki ngā aupapa Here me ngā Mahere Rautaki Tūraru

- 14.1 These leases and occupation have been anticipated in the Motueka Ward Reserves Management Plan, Memorial Park Management Plan, as well as the Tasman District Council Reserves General Policy.

15. Conclusion / Kupu Whakatepe

- 15.1 The staff recommendation is that the Motueka Community Board adopts a resolution recommending the Property Services Manager – who is delegated to approve the leasing of Council Property - offer new five-year leases to each of the organisations listed here in 4.6.

16. Next Steps and Timeline / Ngā Mahi Whai Ake

- 16.1 The Motueka Community Board deliberates and confirms its support or otherwise for the leases to be renewed for a term of 5 years.
- 16.2 The Property Services Manager will consider the Motueka Community Board's view and decide whether to renew the leases.
- 16.3 Once the Property Services Manager has made the decision, the community groups will be notified accordingly. If the decision is to renew the leases these will be done in consultation with the community groups, including the documentation, and any other pertinent details. This work is anticipated to occur in June or July 2024.
- 16.4 The leases will then be finalised and signed by Council and the three respective community groups.

17. Attachments / Tuhinga tāpiri

Nil

8.7 MOTUEKA HARBOUR AND COASTAL WORKS RESERVE FUND POLICY UPDATE AND FUNDING PROPOSALS

Decision Required

| | |
|-----------------------|-----------------------------------------------------|
| Report To: | Motueka Community Board |
| Meeting Date: | 21 May 2024 |
| Report Author: | Nick Chin, Enterprise and Property Services Manager |
| Report Number: | RMCB24-05-2 |

1 Summary

- 1.1 A reserve fund is managed in accordance with the Motueka Harbour and Coastal Works Reserve Fund Policy (**Attachment 1**).
- 1.2 When considering the requirements of the Policy in preparation for seeking funding approval for an options report, it came to staff's attention that the wording of the Policy was unclear and confusing. The wording and map needed review to provide clarity and alignment with terms used in the Tasman Environment Plan (TEP).
- 1.3 A key issue was identifying the area to be covered by the Policy, in particular, clear definitions of the Coastal Environment and Motueka Harbour and Coastal Works Reserve Area were needed. These definitions now align with the TEP which is a strip outlined in green on the plan now attached to the Policy.
- 1.4 This Policy only affects Council administered land. Accordingly, although the Coastal Environment area marked on the Policy's map may include private land this is because the land is within the Coastal Environment as detailed in the TEP, the policy does not affect private land.
- 1.5 No substantive changes to the rules around the use of the reserve fund within the Policy have been made.
- 1.6 The changes to the definition were completed and presented to Council on the 22 November 2023.
- 1.7 The Council resolved leave the item on the table and to first present the revised Policy to the Motueka Community Board for approval (figure 1).
- 1.8 Key amendments are a clarification to the extant of the policy and alignment with TRMP definitions. A marked up version is attached in the appendices detailing the changes.

7.4 Motueka Harbour and Coastal Works Reserve Fund Policy Update

The meeting agreed to leave this item on the table.

Staff were asked to engage with the Motueka Community Board and to present a revised Motueka Harbour and Coastal Works Reserve Fund Policy for approval by the Motueka Community Board for referral to the Council for its approval.

**Moved Councillor Walker/Councillor Maru
CN23-11-12**

That the Tasman District Council:

- 1. receives the Motueka Harbour and Coastal Works Reserve Fund Policy Update report, RCN23-11-7; and**
- 2. agrees to leave the item to lie on the table; and**
- 3. requests that staff engage with the Motueka Community Board and present a revised Motueka Harbour and Coastal Works Reserve Fund Policy for approval by the Motueka Community Board to then be referred to the Council.**

CARRIED

Figure 1 Council resolution November 2023

2 Draft Resolution

That the Motueka Community Board:

- 1. approves the reviewed and amended Motueka Harbour and Coastal Works Reserve Fund Policy (Attachment 1 of the agenda report); and**
- 2. agrees that additional wording is included in the Motueka Harbour and Coastal Works Reserve Fund Policy stating that the Motueka Harbour and Coastal Works Reserve Fund Policy does not affect private land or impose additional rating or development requirements on private land in the Motueka Harbour and Coastal Works Reserve area.**

3 Purpose of the Report

- 3.1 To present and seek Community Board approval for an amended Motueka Harbour and Coastal Works Reserve Fund Policy.

4 Background and Discussion

Motueka Harbour and Coastal Works Fund

- 4.1 The Motueka Harbour Works and Coastal Reserve Fund is overseen by the Enterprise Committee and is operated using commercial disciplines. The reserve fund and its income is available for reinvestment or use generally within the **designated** Motueka area.
- 4.2 Day-to-day management of the fund is the responsibility of the Property and Enterprise Manager. The Council, through the fund, has land in Motueka and has provided an internal loan to the Motueka Holiday Park activity and loaned funds for the Harbourmaster Facility at Motueka. The Council receives a commercial return on these internal loans which goes into the fund.

The problem and solution

- 4.3 The Policy was poorly worded and therefore confusing. For example, the Coastal Environment and the Motueka Harbour and Coastal Reserve Area were not clearly defined. The map previously attached to the Policy indicated that works could only occur below Mean Water High Spring (MWHS) or below high tide, on land that normally does not belong to the Council.
- 4.4 This has been clarified with terminology used in the TEP.
- 4.5 The wording of the Policy has generally been reviewed to improve clarity but with no substantive changes to the rules on the use of the reserve funds.

5 Strategy and Risks

- 5.1 Updating the policy to clarify its extant and align terminology with the TEP is a low-risk decision.

6 Policy / Legal Requirements / Plan

- 6.1 It is expected that policies are reviewed from time to time to ensure they remain relevant and current. There is no requirement under our Significance and Engagement Policy for consultation on this policy review as the proposed changes are minor.
- 6.2 The Motueka Harbour and Coastal Works Fund Policy sets the authorisation and scope of the use of the funds in the reserve. The revised Policy terminology and improved map are in accordance with the TEP definition of the Coastal Environment.

7 Consideration of Financial or Budgetary Implications

- 7.1 There are no financial or budgetary implications arising from the decision to accept the revised Policy with terminology changes and clarified areas of responsibility.

8 Significance and Engagement

8.1 This decision is of low significance. It does not impact on levels of service, strategic assets, and public interest would be minimal, if any. The Community Board members can, therefore, make this decision based on their understanding of the views and preferences of their community.

| | Issue | Level of Significance | Explanation of Assessment |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------------|
| 1. | Is there a high level of public interest, or is decision likely to be controversial? | Low | This is a routine process. |
| 2. | Are there impacts on the social, economic, environmental or cultural aspects of well-being of the community in the present or future? | None | |
| 3. | Is there a significant impact arising from duration of the effects from the decision? | No | |
| 4. | Does this activity contribute or detract from one of the goals in the Tasman Climate Action Plan 2019 ? | No | |
| 5. | Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets) | No | |
| 6. | Does the decision create a substantial change in the level of service provided by Council? | No | |
| 7. | Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP? | No | |
| 8. | Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO? | No | |
| 9. | Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities? | No | |
| 10. | Does the proposal or decision involve Council exiting from or entering into a group of activities? | No | |

| | Issue | Level of Significance | Explanation of Assessment |
|----|---------------------------------------------------------------------------------------------------------------|-----------------------|---------------------------|
| 11 | Does the proposal require inclusion of Māori in the decision making process (consistent with s81 of the LGA)? | No | |

9 Conclusion

9.1 The policy update is largely routine and minor. This provides alignment with the TEP and clarifies the Coastal Environment areas to which the Policy applies.

10 Next Steps / Timeline

10.1 If approved, this revised Policy will be referred to the next Council meeting for approval.

11 Attachments

- | | | |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 1. |   Revised Motueka Harbour Works Policy | 16 |
| 2. |   Marked up version showing changes | 20 |

2023 Motueka Harbour and Coastal Works Reserve Fund Policy

ORGANISATIONAL POLICY

POLICY REFERENCES

| | |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| • Sponsor: | Group Manager Finance |
| • Effective Date: | 22 November 2023 |
| • Internal Review Due: | 22 November 2026 |
| • Legal Compliance: | LGA2002 |
| • Associated Documents/References | |
| • Policy Number | CS08 |
| • Approved by Chief Executive | N/A |
| | 2015 Policy approved by Corporate Services Committee 12 February 2015 report RFN15-02-02 |
| | Updated 2016 Policy approved by Full Council 1 December 2016 report RCN16-12-08 resolution CN16-12-10 |
| • Approved by Council (If Applicable) | Updated 2023 Policy approved by Tasman District Council 16 February 2023 report RCN23xx resolution CN xx |

Purpose

The purpose of this policy is to set out clearly the principles and decision guidelines for:

- use of the income generated from, and
- management and reporting on,

the investments, assets and loans that make up the Motueka Harbour and Coastal Works Reserve fund.

Definitions

Coastal Environment means land that includes the coastal marine area and land above the coastal margin that is affected by coastal processes, resources and issues, and all associated plants, animals, and structures and outlined in green approximately on the attached map.

Motueka Harbour and Coastal Works Reserve Area means the Coastal Environment area

within defined boundaries from the Riwaka River mouth to the northern end of the Kina Peninsular, including all of the Moutere Inlet, plus any assets, land or otherwise, held within the Motueka Harbour Coastal Environment area.

MH&CWR means investments, assets and loans that make up the Motueka Harbour and Coastal Works Reserve fund.

Application

This policy applies to staff, elected members and contractors involved in the management of the MH&CWR.

Background

As a result of the decision of the High Court on 2 November 2009, the Motueka Harbour Endowment Account which was created by statute in 1905, ceased to exist as a closed account. In resolution FN12-08-1 in 2012, the Corporate Services Committee of Council:

- Acknowledged that the Motueka Harbour Endowment Account ceased to exist as a closed account following the decision of the High Court dated 2 November 2009 which resulted in the funds and assets becoming general funds; and
- Established a separate account for Motueka Harbour and Motueka Coastal Works and directs that the assets and balances from the Motueka Harbour Endowment Account be placed into that account; and
- Agreed that the Motueka Harbour and Motueka Coastal Works Account be managed by the Corporate Services Committee through the Commercial Subcommittee once established and operate on a commercial basis with dividends being paid to satisfy policies established for the use of funds generated from the account; and
- Directed staff to report back to the Corporate Services Committee with recommended policies and processes for the management and operation of the Motueka Harbour and Motueka Coastal Works account.

The MH&CWR is not a *restricted reserve* and is not disclosed separately in Council's Annual report.

Policy

Overall control of the MH&CWR is delegated to the Enterprise Committee under its terms of reference. The Enterprise Committee will focus on the investment assets, fixed or otherwise, as well as funds generated from earnings and investments.

The Enterprise and Property Services Manager has responsibility for the maintenance, management and budgeting related to those assets that make up the MH&CWR. The Enterprise and Property Services Manager will work with the Community Infrastructure staff to ensure budget provision is made in the MH&CWR for Motueka Harbour and Coastal Works Reserve Area related assets or activities included in the Community Infrastructure Activity Management plans.

Use of the MH&CWR, other than for:

- The costs of administration or maintaining the assets held as part of the MH&CWR, or
- Council approved works in the Motueka Harbour and Coastal Works Reserve Area,

is subject to approval based on a separate full business case. The business case will outline the advantages to the MH&CWR or the Council of the proposed investment and is to be presented through the Enterprise Committee. The Enterprise Committee may approve such

expenditure provided it is within an approved budget or less than \$50,000.

Any unbudgeted expenditure above \$50,000 will require approval of Council.

The first call on funds generated from the MH&CWR will be for:

- a) The maintenance and improvements of any of the assets held as part of the MH&CWR;
- b) Any maintenance and development of the Motueka harbour;
- c) Council approved works in the Motueka Harbour and Coastal Works Reserve Area; and
- d) Where the capital assets in the MH&CWR account increase to such extent that the Enterprise Committee considers that the funds being generated are surplus to the current requirements in a), b) or c) above, any approved Council use.

In the event that the Enterprise Committee recommends the use of funds other than for items a), b) or c), consultation with the Motueka Community Board will be required prior to consideration of such a proposal being given by Council.

The capital assets of the MH&CWR will be managed with the intention of increasing the value of the assets held in the MH&CWR and providing improved returns. Subject to complying with this policy, MH&CWR assets may be bought, sold, leased, licensed or otherwise disposed of. Any related borrowings are to be a charge to the MH&CWR.

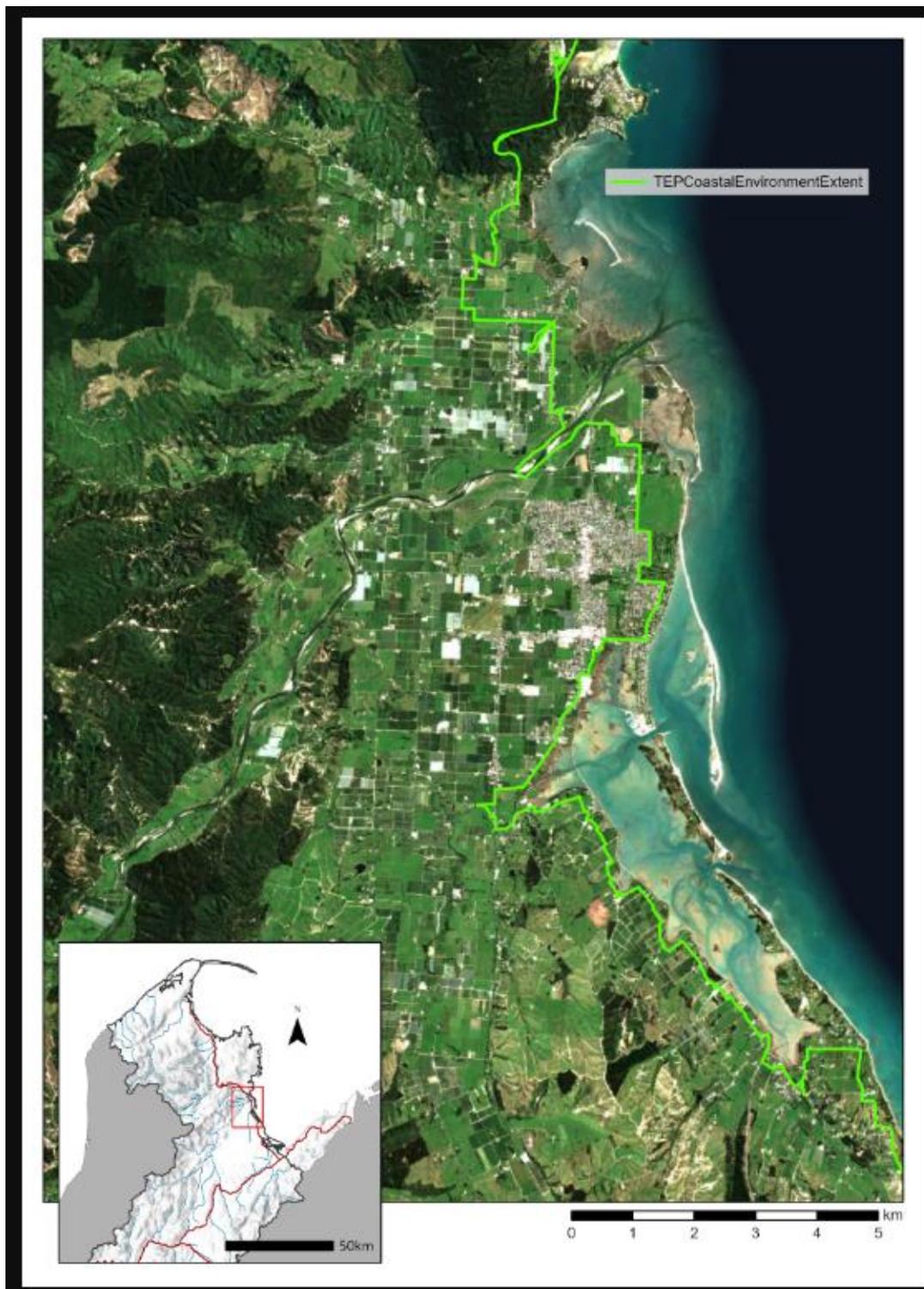
The Enterprise and Property Services Manager will report to the Enterprise Committee not less than every three months and will include statements of the financial performance and position.

This policy shall be reviewed by Council triennially.

**Authorised by the Chief Executive and Tasman District Council
Meeting 22 November 2023
Council resolution CN xxx**

Date of approval: xxxx

Working draft 27 September 2023





2023 Motueka Harbour and Coastal Works Reserve Fund Policy

ORGANISATIONAL POLICY

POLICY REFERENCES

| | |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| • Sponsor: | Group Manager Finance |
| • Effective date <u>Date</u> : | 1 February <u>22 November</u> 2023 |
| • Internal review due <u>Review Due</u> : | 1 February <u>22 November</u> 2026 |
| • Legal compliance <u>Compliance</u> : | LGA2002 |
| • Associated Documents/References | |
| • Policy Number | CS08 |
| • Approved by Chief Executive | N/A |
| | 2015 Policy approved by Corporate Services Committee 12 February 2015 report RFN15-02-02 |
| | Updated 2016 Policy approved by Full Council 1 December 2016 report RCN16-12-08 resolution CN16-12-10 |
| • Approved by Council (If Applicable) | Updated 2023 Policy approved by Tasman District Council 16 February 2023 report RCN23xx resolution CN xx |

Purpose

The purpose of this policy is to:

~~Set set~~ out clearly the principles and decision guidelines for:

- ~~use of~~ the ~~income generated from, and~~
- ~~management of~~ ~~and reporting on,~~
 - ~~the~~ investments, assets and loans that make up the Motueka Harbour and Coastal Works ~~(MH&CWR) Reserve.~~
 - ~~Set out clearly the principles and decision guidelines for use of the Income generated from the Motueka Harbour and Coastal Works reserve (MH&CWR).~~
 - ~~Set out clearly responsibility for the management and reporting on the~~ Reserve fund.



Definitions

~~**MH&CWR** – Motueka Harbour and Coastal Works Reserve fund~~



Coastal Environment means land that includes the coastal marine area and land above the coastal margin that is affected by coastal processes, resources and issues, and all associated plants, animals, and structures and outlined in green approximately on the attached map.

Motueka Harbour and Coastal Works Reserve area — the Area means the Coastal Environment area within defined boundaries ~~will be the coastal area~~ from the Riwaka River mouth; to the northern end of the Kina Peninsular, including all of the Moutere Inlet, plus any assets, land or otherwise, held within the Motueka Harbour ~~and Coastal Works as shown on the attached map~~ Environment area.

MH&CWR means investments, assets and loans that make up the Motueka Harbour and Coastal Works Reserve fund.

Application

This policy applies to staff, elected members and contractors involved in the management of the ~~Motueka Harbour and Coastal Works Reserve fund and its assets~~ MH&CWR.

Background

As a result of the decision of the High Court on 2 November 2009, the Motueka Harbour Endowment Account which was created by statute in 1905, ceased to exist as a closed account. ~~While the Council recognised that the funds were legally available for use across the district it determined that they should generally be used for activities within the area set out in the 1905 vesting Act. In resolution FN12-08-1~~ in 2012, the Corporate Services Committee of Council:

~~The passing of resolution FN12-08-13 in 2012 established a closed account for Motueka Harbour and Coastal Works (MH&CWR) over the area described as “the boundary commencing at the western shore of Tasman Bay at a point which used to be the southern boundary of Section 91 of Block I of the Moutere Survey District and is now known as the southern boundary of Pt Lot 1 DP 8511 in Computer Freehold Register NL8B/1027. It continues north along the coast, crossing streams and rivers until it reaches a point on the coast due east of Trig Station A. Jakkett Island is also included but roads and rivers are excluded.”~~

- ~~• Acknowledged that the Motueka Harbour Endowment Account ceased to exist as a closed account following the decision of the High Court dated 2 November 2009 which resulted in the funds and assets becoming general funds; and~~

~~Established a separate account for Motueka Harbour and Motueka Coastal Works and directs that the assets and~~

- ~~• The resolution directed that the assets, balances, commitments etc from the Motueka Harbour Endowment Account be placed into the new account. This included any commitments and approved expenditure as at the passing of the resolution that account; and~~
- ~~• The Motueka Harbour and Coastal Works Reserve~~ Agreed that the Motueka Harbour and Motueka Coastal Works Account be managed by the Corporate Services Committee through the Commercial Subcommittee once established and operate on a commercial basis with dividends being paid to satisfy policies established for the use of funds generated from the account; and
- ~~• Directed staff to report back to the Corporate Services Committee with recommended policies and processes for the management and operation of the Motueka Harbour and Motueka Coastal Works account.~~



The MH&CWR is not a *restricted reserve* and is not disclosed separately in Council's Annual report. ~~A restricted reserve is one that is subject to external restrictions:~~

- ~~• The reserve is subject to legal requirements that govern the use of the funds; or~~
- ~~• The reserve includes funds that have not been utilised for the purpose for which they were received, and an obligation or requirement to return funds to its contributor exists.~~

Policy

Overall control of the ~~reserve~~MH&CWR is delegated to the Enterprise Committee under its terms of reference. The Enterprise Committee will focus on the investment assets, fixed or otherwise, as well as funds generated from earnings, and investments ~~and sales~~.

The Enterprise and Property Services Manager has responsibility for the maintenance, management and budgeting related to those assets that make up the ~~reserve fund~~MH&CWR. The Enterprise and Property Services Manager will work with the Community Infrastructure staff to ensure budget provision is made in the MH&CWR for Motueka Harbour and Coastal Works Reserve, ~~for MH&CWR Area~~ related assets or activities included in the Community Infrastructure Activity Management plans.

Use of the ~~funds in the reserve~~MH&CWR, other than for:

The



- ~~other than for the~~ costs of administration or maintaining the assets held ~~in~~ as part of the ~~reserve~~MH&CWR, or
- Council approved works in the Motueka Harbour and Coastal Works Reserve ~~area~~Area,
~~are~~

is subject to approval based on a separate full business case. The business case will outline the advantages to the MH&CWR or the Council of the proposed investment and is to be presented through the Enterprise Committee. The Enterprise Committee may approve such expenditure provided it is within an approved budget or less than \$50,000.

~~The Enterprise Committee may approve such expenditure provided it is in an approved budget.~~ Any unbudgeted expenditure above \$50,000 will require approval of Council.

The first call on funds generated from the MH&CWR will be ~~utilised~~ for:

- The maintenance and improvements of any of the assets held as part of the MH&CWR;
- Any maintenance and development of the Motueka harbour;
- Council approved works in the Motueka Harbour and Coastal Works Reserve ~~area~~Area;
~~and~~
~~Approved Council use, should~~
- Where the capital assets in the MH&CWR account increase to such extent that the ~~Commercial~~Enterprise Committee considers that the funds being generated are surplus to the current requirements in a), b) or c) above, any approved Council use.

In the event that the Enterprise Committee recommends the use of funds other than for items a), b) or c), consultation with the Motueka Community Board will be required prior to consideration of such a proposal being given by Council.

The capital assets of the MH&CWR will be managed with the intention of increasing the value of the assets held in the ~~reserve fund~~MH&CWR and providing improved returns. Subject to complying with ~~the policies set out herein, this policy,~~ MH&CWR assets may be bought, sold, leased, licensed or otherwise disposed of. Any related borrowings are to be a charge to the ~~reserve fund~~MH&CWR.

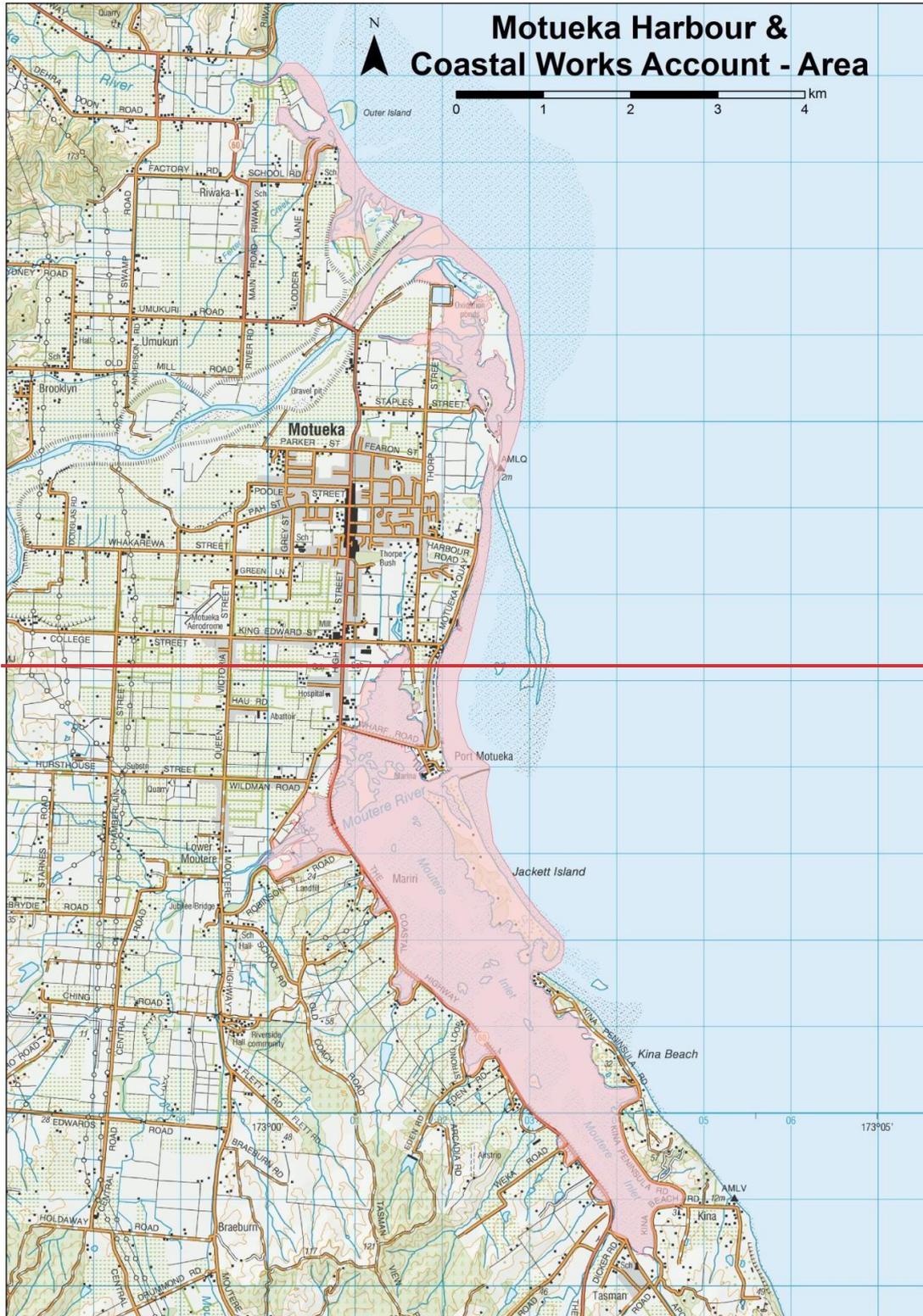
~~Reporting~~The Enterprise and Property Services Manager will report to the Enterprise Committee ~~is to occur~~ not less than every three months and will include statements of the financial performance and position.

This policy shall be reviewed by Council triennially.

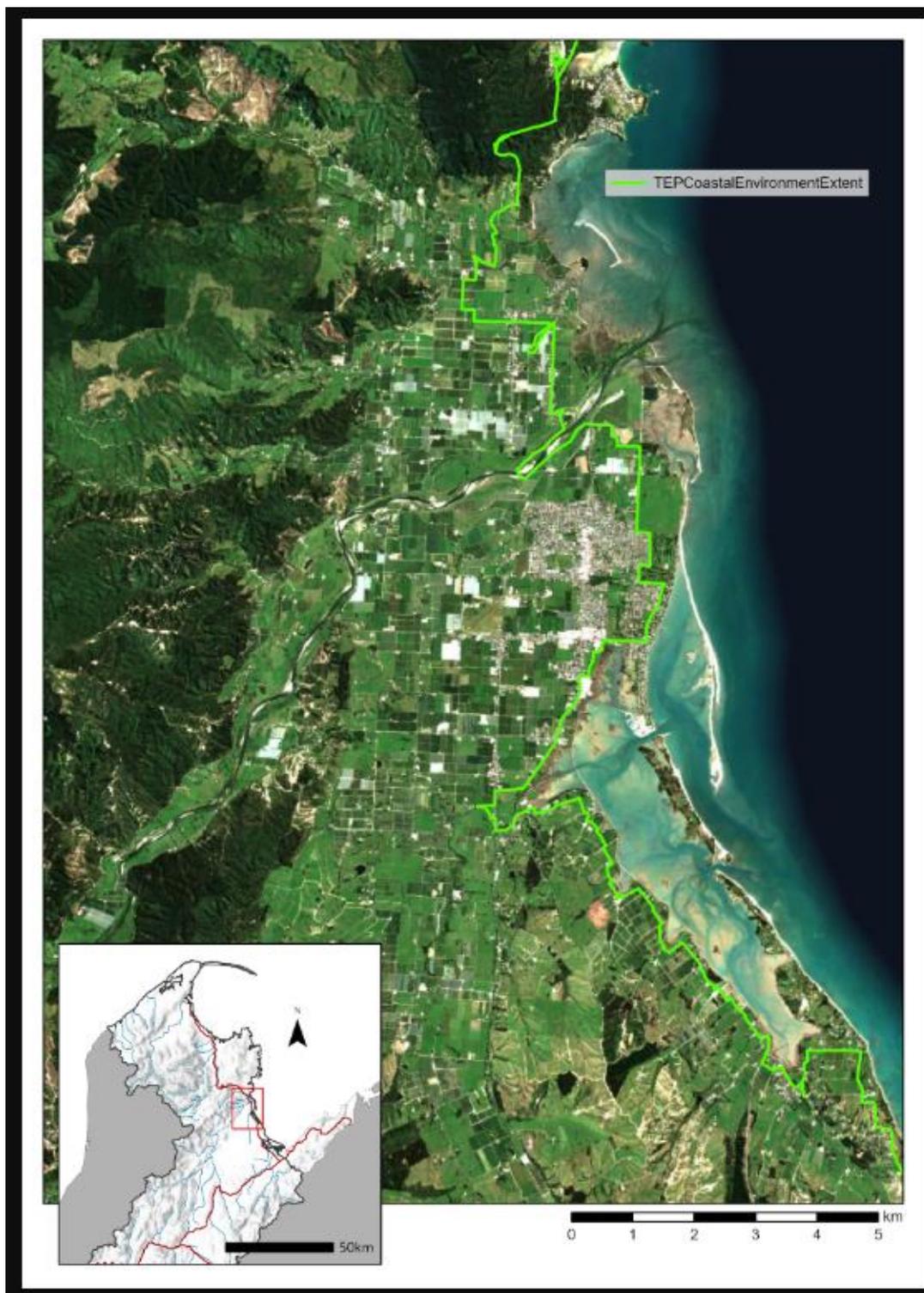
**Authorised by the Chief Executive and Tasman District Council –
Meeting ~~16 February 2023~~Council 22 November 2023
Council resolution CN xxx**

Date of approval: xxxx

Working draft 27 September 2023



Working draft 27 September 2023



8.3 FUTURE USE OF THE FORMER MOTUEKA LIBRARY, LAURA INGRAM KINDERGARTEN AND THE MOTUEKA SERVICE CENTRE

Decision Required

| | |
|----------------------------|----------------------------------------------------------------------------------------------------|
| Report To: | Motueka Community Board |
| Meeting Date: | 21 May 2024 |
| Report Author: | Nick Chin, Enterprise and Property Services Manager; Grant Reburn, Reserves and Facilities Manager |
| Report Authorisers: | Richard Kirby, Group Manager - Community Infrastructure |
| Report Number: | RMCB24-05-3 |

1. Purpose of the Report / Te Take mō te Pūrongo

- 1.1 The Motueka Community Board (the Board) is seeking to find the best use of three Council buildings namely:
- Motueka Service Centre building on 7 Hickmott Place plus carpark on 8 Hickmott Place
 - Former Motueka Library (12 Pah Street)
 - Former Laura Ingram Kindergarten building (6 Pah Street)
- 1.2 This report captures information and reports on these three buildings and then requests that the Board consider six options firstly from a non-financial view and then assesses the highest-ranking options with finances included.
- 1.3 The Board is requested to recommend to the Council a way forward and a preferred option.

2. Summary / Te Tuhinga Whakarāpotō

- 2.1 The Council owns three buildings in Motueka that are either not being used and/or require a combination of seismic and general building repairs. It should also be noted that both the former Library and Kindergarten buildings are at risk of being misused in their empty state.
- 2.2 Five options on the future use of the buildings are presented plus a sixth option of developing a new Motueka Service Centre (regional hub).
- 2.3 The report considers a combination of upgrading, leasing and selling both 7 and 8 Hickmott Place.
- 2.4 The former Library and Kindergarten buildings are part of the Memorial Park Management Plan which limits the use of these buildings. It should be noted that these buildings may not be sold except to the Council's joint property owner Wakatū Incorporation (Wakatū).
- 2.5 This report considers the six options from both a non-financial and a financial view and proposes that only three options are further assessed to find a preferred option.

3. Recommendation/s / Ngā Tūtohunga

That the Motueka Community Board

1. receives the **Future Use of the former Motueka Library, Laura Ingram Kindergarten and the Motueka Service Centre report RMCB24-05-3**, and;
2. confirms the **Option 4** as the preferred option, namely the **Seismic Upgrade and Refit of the former Motueka Library building to become the new Motueka Service Centre**, and;
3. confirms the provision of adequate car parking for customers and staff by removing/demolishing the **Laura Ingram Kindergarten**; and
4. requests that **7 and 8 Hickmott Place** be sold and the proceeds be allocated to refurbishing and strengthening the former Motueka Library building as the new **Motueka Service Centre**, and;
5. agrees that these resolutions be forwarded to Full Council for final consideration and approval.

4. Background / Horopaki

4.1 These buildings have been the subject of many discussions since April 2021. The following points outline those discussions over that period of time:

April 2021

4.1.1 Need for seismic strengthening of old Motueka Library noted and no further upgrades undertaken pending future use decision.

18 April 2023

4.1.2 Requests for Council to progress an upgrade of the old Motueka Library building for Community and Service Centre use; and

4.1.3 Sells the existing Motueka Services Centre with net proceeds after upgrade and strengthening of the former Library to be allocated to the Motueka Community Pool.

23 November 2023

4.1.4 Staff undertake further investigation into disposal of the current Motueka Service Centre building and costs related to upgrade former library.

4.1.5 Workshop with Motueka Councillors took place and it was agreed to come back to Councillors with more information and run the options and information past the Motueka Community Board.

4.1.6 Investigate either demolishing the disused Laura Ingram Kindergarten Building or leasing to the Museum Trust for storage.

March 2024 Community Board Members Briefing

4.1.7 A set of slides titled 'Future use of Motueka Properties' was part of a briefing with community board members with direction as follows.

4.1.8 A third option was discussed at the briefing. This option comprised the potential sale of the Service Centre building on 8 Hickmott Place and use the proceeds to fund an upgrade/extension to the former library building. This would require designing and pricing the renovation of the former library building and limited by the sale proceeds from sale of 8 Hickmott Place. There was a preliminary design undertaken three years ago that could be reviewed. An understanding of the minimum cost to strengthen the former Motueka Library and Kindergarten if the buildings are used for purposes other than as a Service Centre.

4.2 This table summarises key facts for each of the four properties.

| Property Information | Motueka Service Centre – 7 Hickmott Place | 8 Hickmott Place next to SC – Car Parking only | Former Motueka Library 12 Pah Street | Former L.I. Kindergarten 6 Pah Street |
|----------------------------------|-------------------------------------------|------------------------------------------------|--------------------------------------|---------------------------------------|
| Build year | 1980 | | 1950, 1986 & 2001 | 1961, 1973, 2000 |
| Land (title) area | 2,400 m2 | 4,343 m2 | Part of park | Part of park |
| Building floor plan area | 336 m2 | nil | 445 m2 | 261 m2 |
| Zoning | Commercial | Commercial | Recreation | Recreation |
| Seismic assessment | 2016 100% NBS | NA | < 34% NBS | 2023 50% NBS |
| Number of Carparks | 29 | 95 | Common road, park | Common road, park |
| Capital Valuation rating. | \$1,050,000 | \$680,000 | | |
| Limitations attached to property | Easements and communications tower * | | Memorial Park Management Plan | Memorial Park Management Plan |
| * | Buy back requirements not required | Buy back requirements not required | | |

5. Options / Kōwhiringa

5.1 Six options are shown in the table below.

| Option | |
|--------|-------------------------------------------------------------------------------------------------------|
| 1 | Minimum Upgrade & Maintenance of the Motueka Service Centre (Toilet facilities and reception upgrade) |
| 2 | Moderate Upgrade to Motueka Service Centre (limited to the sale value of 8 Hickmott plus LTP funds) |
| 3 | Comprehensive Upgrade to the Motueka Service Centre |
| 4 | Seismic Upgrade and Refit to the Ex-Library for a new Service Centre |
| 5 | Minimum Upgrade to one or a combination of the three buildings for responsible leasing |
| 6 | Construct a new Service Centre |

5.2 Details of each option are shown below.

Option 01: Existing Service Centre

Minimum Upgrade and Maintenance

EXISTING FLOORPLAN - AREA ANALYSIS

| ZONE | NET AREA (APPROX.) |
|---------------------------------------|-----------------------------------|
| FILE STORE | 19m ² |
| OFFICE | 117m ² |
| STAFFROOM | 32.3m ² |
| RECEPTION/SERVICE AREA & DUTY PLANNER | 32m ² |
| PUBLIC AREA | 26m ² |
| TOILETS | 16m ² |
| CLEANING | 3m ² |
| CIRCULATION | 27m ² |
| MEETING | 46m ² |
| TOTAL NET AREA | 315.5m² APPROX. |
| TOTAL GROSS AREA | 356.8m² APPROX. |



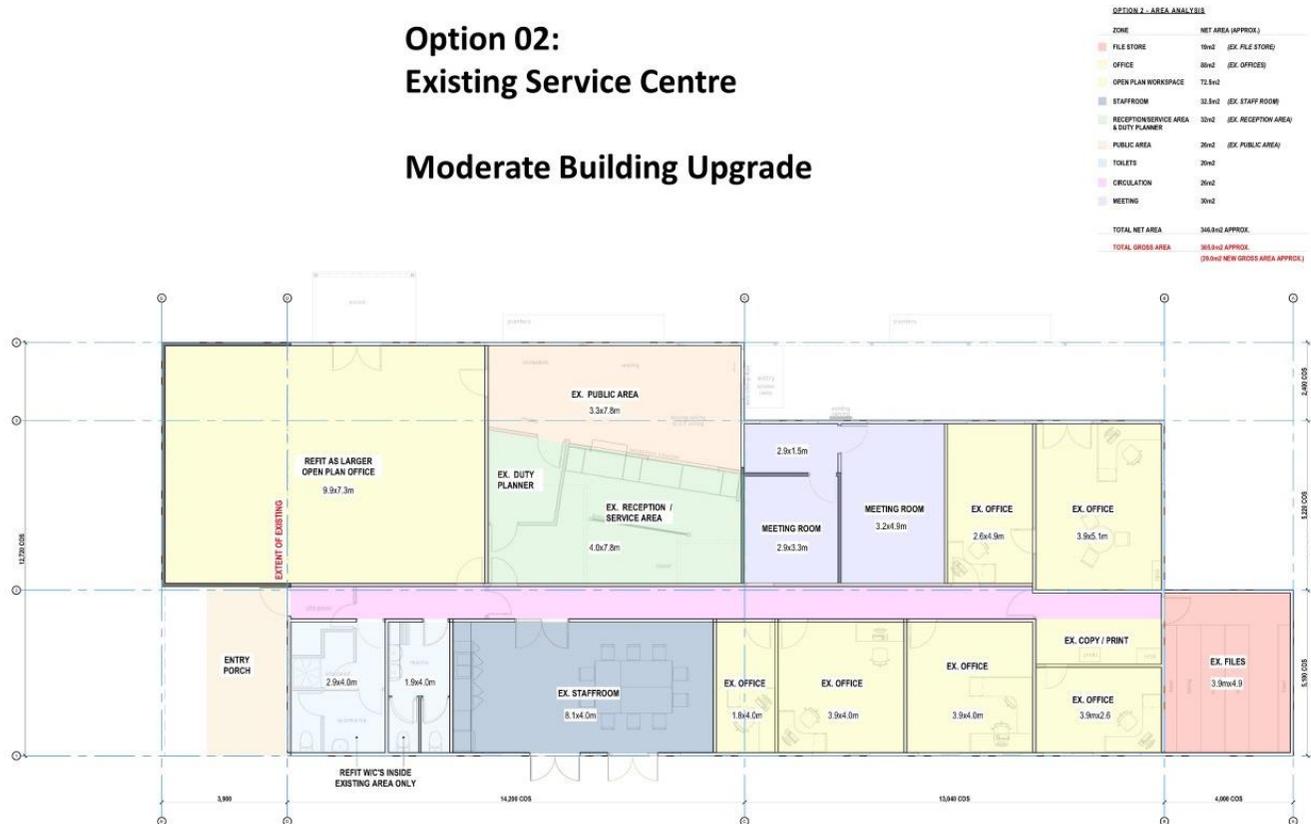
5.3 This option allows for an upgrade of the Service Centre toilets.

5.4 There are Long Term Plan (LTP) funds available for this improvement and any spare funds will be spent on general building maintenance.

FUTURE USE OF THE FORMER MOTUEKA LIBRARY, LAURA INGRAM KINDERGARTEN AND THE MOTUEKA SERVICE CENTRE

**Option 02:
Existing Service Centre**

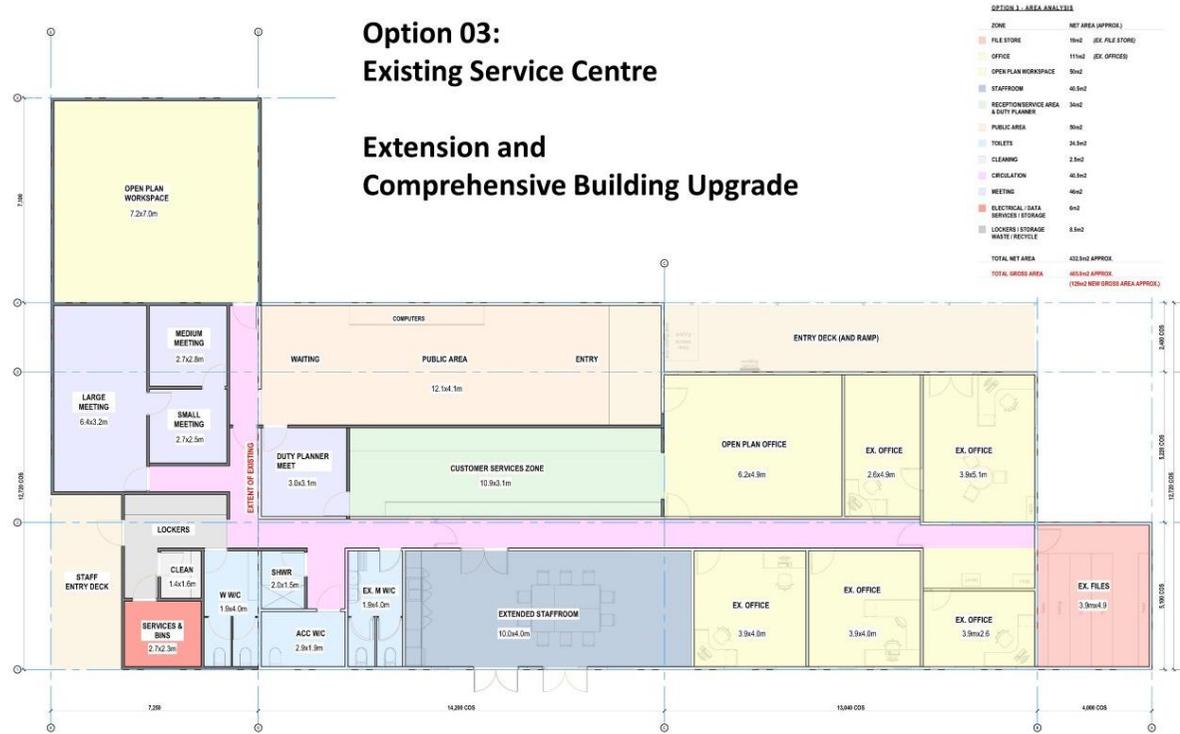
Moderate Building Upgrade



5.5 This option is limited by the value of the sale of 8 Hickmott Place and LTP funds. A moderate upgrade is proposed including:

- 25m² of a more modern open plan staff office area.
- Upgrade to existing toilets.
- Two meeting rooms.
- New carpets and paint.
- Refit staffroom.
- IT upgrade.

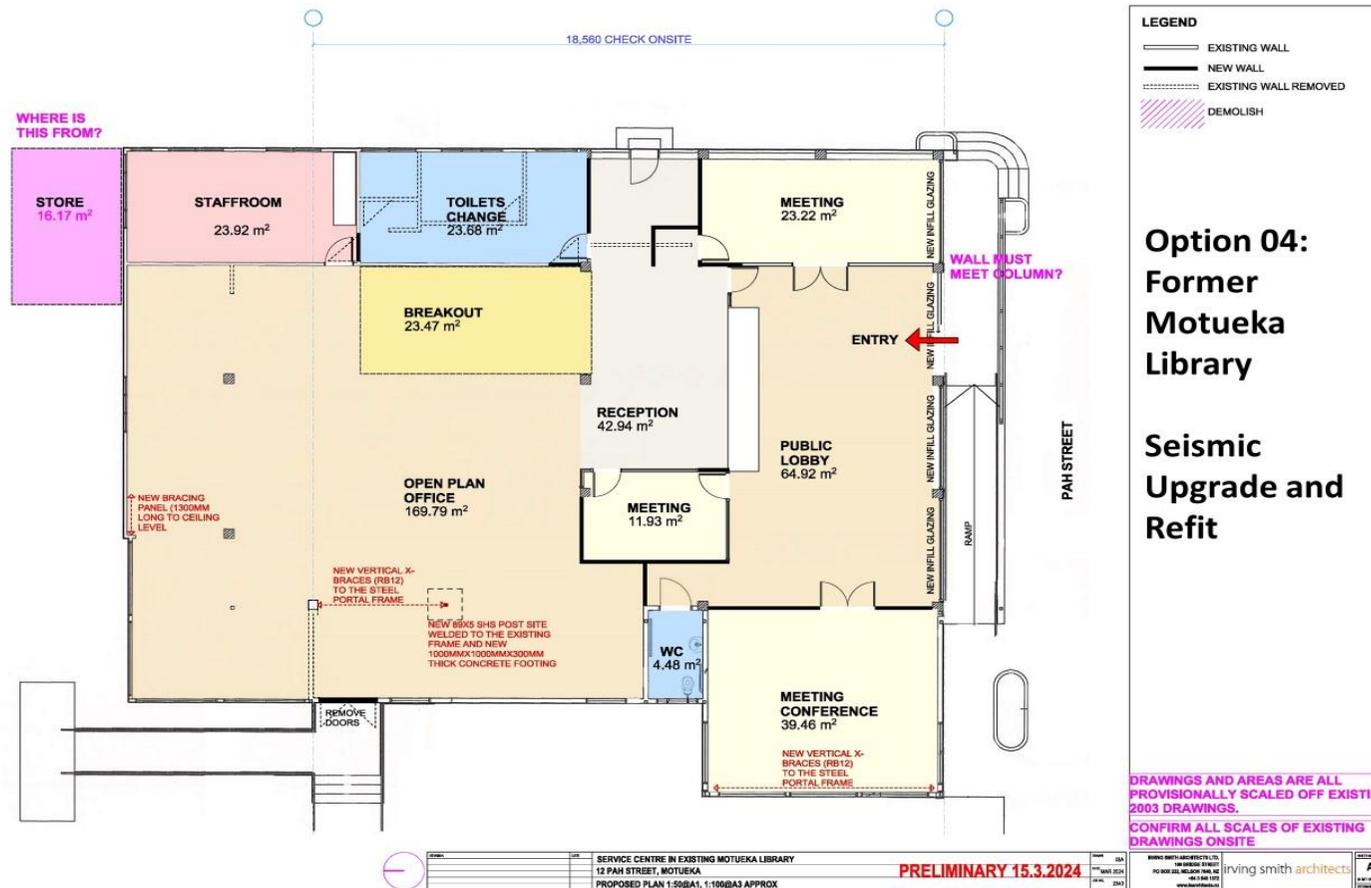
FUTURE USE OF THE FORMER MOTUEKA LIBRARY, LAURA INGRAM KINDERGARTEN AND THE MOTUEKA SERVICE CENTRE



5.6 This option includes a comprehensive upgrade plus an extension to the existing building:

- 125m² of new building space.
- Re-shape and refit the public reception area.
- Reseal car parks plus some landscaping.
- Bring the balance of the existing building up to the Council’s Workspace and Fit Out Design Manual.
- An extended toilet and shower upgrade.
- IT upgrade.

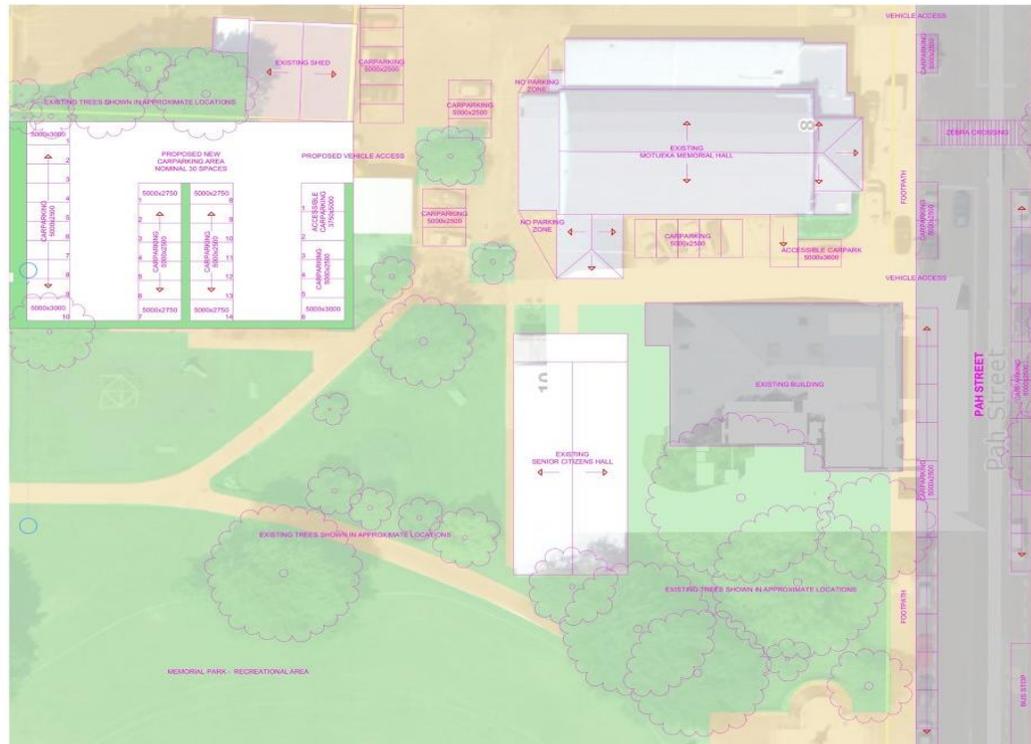
FUTURE USE OF THE FORMER MOTUEKA LIBRARY, LAURA INGRAM KINDERGARTEN AND THE MOTUEKA SERVICE CENTRE



5.7 This option includes seismic strengthening and a complete refit of the former library:

- Seismic strengthening to as close as possible to 100% NBS.
- Reconfiguration of the library to suit Service Centre requirements.

FUTURE USE OF THE FORMER MOTUEKA LIBRARY, LAURA INGRAM KINDERGARTEN AND THE MOTUEKA SERVICE CENTRE



1 PROPOSED SITE PLAN
 1:200@A1, 1:400@A3

| | | | | | | | | | |
|--------------------|--------------------------------------------|------|-----------------------|-------|--------------------|-------------|-------------------------|-------------|----|
| PROJECT | SERVICE CENTRE IN EXISTING MOTUEKA LIBRARY | DATE | PRELIMINARY 22.3.2024 | SCALE | 1:200@A1, 1:400@A3 | DESIGNED BY | IRVING SMITH ARCHITECTS | PROJECT NO. | 11 |
| CLIENT | 12 PAH STREET, MOTUEKA | DATE | | SCALE | | DRAWN BY | | PROJECT NO. | |
| PROPOSED SITE PLAN | | DATE | | SCALE | | CHECKED BY | | PROJECT NO. | |

LEGEND

- EXISTING WALL
- NEW WALL
- EXISTING WALL REMOVED
- /// DEMOLISH

**Option 04:
Former
Motueka
Library**

**Seismic
Upgrade and
Refit
Parking
Strategy to
Adjacent Site**

DRAWINGS AND AREAS ARE ALL PROVISIONALLY SCALED OFF EXISTING 2003 DRAWINGS.
CONFIRM ALL SCALES OF EXISTING DRAWINGS ONSITE

5.8 This sketch shows the associated new carparking for customers and staff at the proposed new Service Centre.

5.9 This layout will require consultation with both Wakatū and the adjacent landowner (supermarket). The carparking includes:

- 30 carparking spaces
- Five of “20-minute” limited carparks on Pah Street outside the proposed new Service Centre.

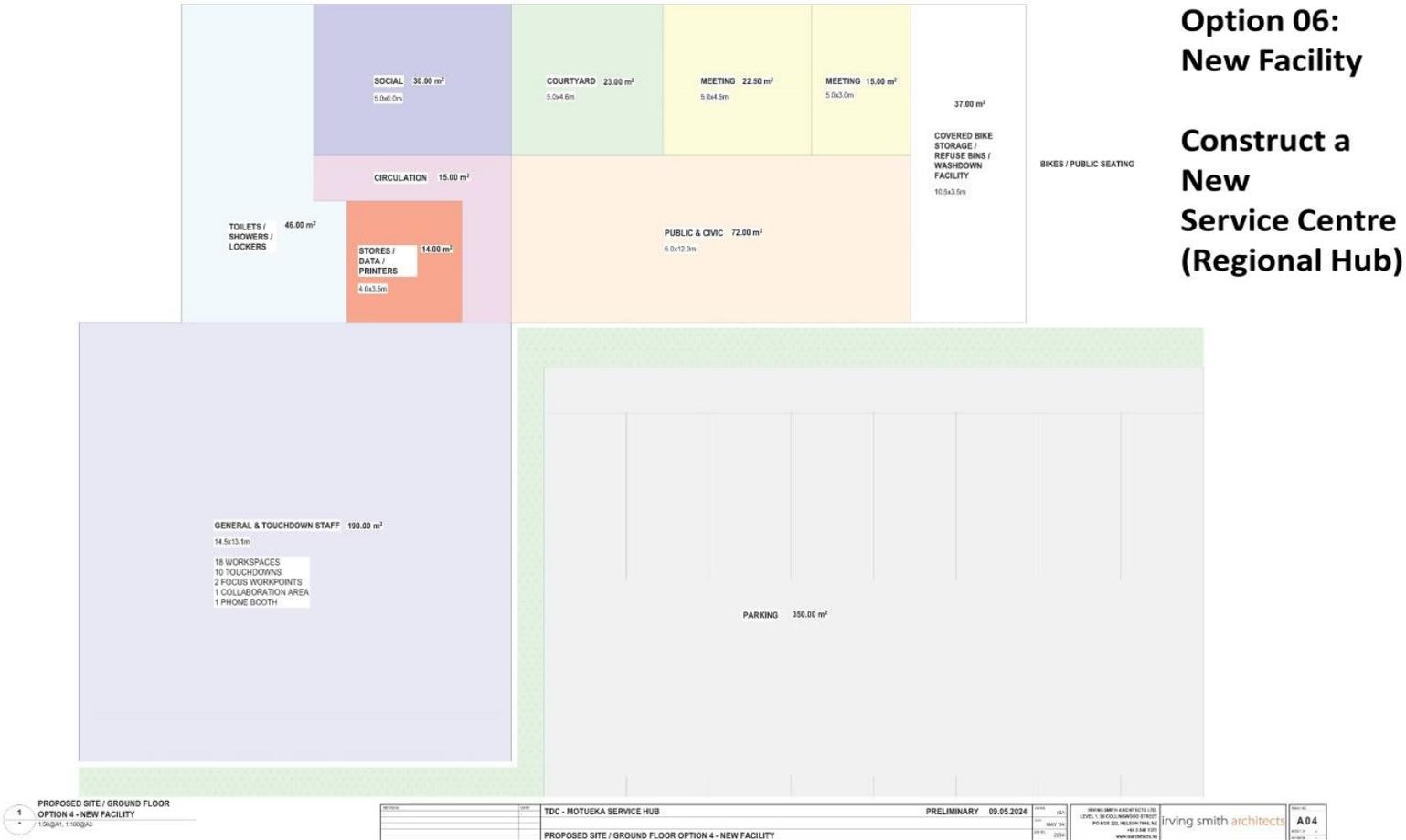
5.10 Option 5 - Minimum Upgrade to one or a combination of the three buildings for responsible leasing

No drawings accompany this option.

5.10.1 This option is the minimum investment required for the Council to be able to lease one or all of the buildings being:

- Existing Motueka Service Centre.
- Former Motueka Library.
- Former Kindergarten.

5.10.2 The works will include a combination of seismic strengthening and minimum leasing building upgrade requirements.



5.11 In 2021 as part of the Richmond Office Accommodation Review the Council requested that a draft Regional Hub be developed for Motueka. The option shown above has been revised to the same floor area as Options 3 and 4 and fully complies with the Council's Workspace and Fit out Design Manual. It is provided as a benchmark for a future proofed Service Centre solution.

5.12 The advantages and disadvantages of the options are outlined in the following table:

| Option | | Advantage | Disadvantage |
|--------|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Status quo | No decision required. | The Council will still have unused buildings in Memorial Park plus a Service Centre with known deficiencies |
| 1. | Minimum Upgrade & Maintenance of the Motueka Service Centre (Toilet facilities upgrade) | There is \$305,000 of LTP funding available for minor improvements to the Motueka Service Centre. | This is a piecemeal fix to a bigger building upgrade requirement. The Council will still have unused buildings in Memorial Park |
| 2. | Moderate Upgrade to Motueka Service Centre (limited to the sale value of 8 Hickmott plus LTP funds) | No extra funding is required. | This option does not future proof Motueka as a regional hub and compromises a future, further upgrade. The Council will still have unused buildings in Memorial Park |
| 3. | Extensive Upgrade to the Motueka Service Centre | Meets most of the non-financial criteria and improves the office environment and customer services facilities | Will require extra funds. The Council will still have unused buildings in Memorial Park |
| 4. | Seismic Upgrade and Refit to the Ex-Library for a new Service Centre | Meets most of the non-financial criteria, is in a good location and significantly improves the use of a current empty building and Service Centre capacity. | This solution is linked to providing adequate car parking to customers and staff. This will require the demolition of the Laura Ingram Kindergarten for car-parking. |
| 5. | Minimum Upgrade to one or a combination of the three buildings for responsible leasing | Would make much better use of the two buildings in Memorial Park. | No funds are available to invest in an upgrade which may end up in a negative return. Leasing in the Park is limited. Carparking is limited at Pah Street. |

FUTURE USE OF THE FORMER MOTUEKA LIBRARY, LAURA INGRAM KINDERGARTEN AND THE MOTUEKA SERVICE CENTRE

| Option | | Advantage | Disadvantage |
|--------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6. | Construct a new Service Centre | <p>This would provide Motueka with the level of accommodation required in Council's Workspace and Fit-out Design manual. This would future-proof Motueka for a yet unknown future changes in local government.</p> <p>Note the potential savings from a slightly reduced future Richmond Office Accommodation solution.</p> | <p>Funding and a yet unknown location if the current Service Centre and former library sites were not chosen.</p> <p>Richmond Office accommodation not resolved and it is therefore difficult to determine Motueka's requirements.</p> |

5.13 Option 4 scores the highest from a non-financial assessment shown below and with the sale of 7 and 8 Hickmott Place may be self-funding.

Motueka Property Options Non Financial Assessment

| |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>  Satisfies criteria (+ 2)  Partly satisfies criteria or neutral (0)  Does not satisfy criteria (- 2) </p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

OPTIONS

| | |
|---|--------------------------------------------------------------------------------------------------|
| 1 | Minimum Upgrade & Maintenance to the Mot SC |
| 2 | Moderate Upgrade to Motueka Service Centre building |
| 3 | Extensive Building Upgrade to the Mot SC |
| 4 | Seismic Upgrade and Refit Ex Library for new Mot SC |
| 5 | Minimum upgrades to existing SC and/or Ex Library and/or ex Kindergarten for responsible renting |
| 6 | Construct a new Service Centre |

| Ranking Criteria | | | | | | | | | | Score | Include in final options |
|-------------------------------|---------------------|-----------------|----------|----------------------------------------------|-------------------|-----------------------------|-----------------------------------|-------------------------------------------------------|--|-------|--------------------------|
| Future proofing / scalability | Customer Experience | Staff wellbeing | Location | Sufficient car parking for customers & staff | Community Support | Rentable - risk - insurance | Alignment with Wakatu aspirations | Resolve future of the former Library and Kindergarten | | | |
| A | B | C | D | E | F | G | H | I | | | |

| | | | | | | | | | | |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|----|-----|
|  |  |  |  |  |  |  |  |  | -2 | No |
|  |  |  |  |  |  |  |  |  | 4 | No |
|  |  |  |  |  |  |  |  |  | 10 | Yes |
|  |  |  |  |  |  |  |  |  | 18 | Yes |
|  |  |  |  |  |  |  |  |  | 8 | ? |
|  |  |  |  |  |  |  |  |  | 12 | Yes |

| | | | |
|----------|-------------------------------------------------------------------------------------------|----------|-------------------------------------------------------------|
| A | Motueka is regionally well placed as a hub to respond to local govt changes - scalability | E | Provide sufficient, well designed parking |
| B | Providing excellent regional customer experience and service | F | If viable enhance community opportunities |
| C | Use the Councils Workspace and Fit Out Design Manual for guidance | G | Ensure Council meets all standards - check with our Insurer |
| D | Staff support, visible and easily accessible to customers | H | Consult with Wakatu on Memorial Park initiatives |
| I | An upgrade that is limited by the value of an asset sale | | |

6. Legal / Ngā ture**Application of s.40 Public Works Act 1981.**

- 6.1 This provision relates to circumstances where land that is held for a purpose under the Public Works Act 1981 may be disposed to the former owner if it is no longer required for the original work. Given the property was originally purchased from a bankrupt nursery more than 60 years ago, it is likely Council will be exempt from this provision.

Wakatū and Consultation Process on Spain Award Area

- 6.2 The implications of the Wakatū Tenths Claim and the Spain Award may apply. Wakatū's court challenge on behalf of the iwi they represent relates to the Crown's failure to ensure that the land tenths promised in the Nelson area were put into effect. The Courts are still active in deciding the outcome of Wakatū's claim although the Crown may have signalled that there is validity in the claim.
- 6.3 As an interim measure the Crown has placed an effective embargo on the sale of land of the Crown in the Spain Award Area which includes Nelson City, Richmond, Motueka, Wakefield, and Brightwater and much of the rural land between. The former Chief Executive, Lindsay McKenzie had an exchange of letters with Wakatū in 2018 agreeing to consult with Wakatū should the Council contemplate disposing of land in the Spain Award area.
- 6.4 Memorial Park joint ownership of land with Council and Wakatū.
- 6.5 Telephonic communications easement on 7 Hickmott Place. There is an easement in favour of the adjoining Telecommunications tower (Lot 2 DP 16449 (NL10D/897 currently held by Chorus NZ Limited, previously held by Telecom South Limited). This provides access to the telecommunication tower site and the right to transmit telephonic communications.

7. Iwi Engagement / Whakawhitiwhiti ā-Hapori Māori

- 7.1 There has been prior engagement with Wakatū Incorporated regarding the former Motueka Library building and the potential sale of land in Hickmott Place. The next steps will involve further discussion once the Community Board provides clear direction.

8. Option Cost Estimates and Funding Sources

8.1 The sketches of the options have been developed as a first draft example of the building upgrades to enable initial cost estimates. It is noted that the preferred option will require a more detailed concept design to suit the Council's office accommodation requirements in order to develop a more exact cost estimate. The funding of the options includes an initial estimate of the sale value of 7 and/or 8 Hickmott Place.

| Option | Description | Cost estimate | LTP funds | Sell 7 Hickmott | Sell 8 Hickmott | Lease 7 Hickmott | Lease Ex Library | Lease Ex Kinder. | Balance \$ |
|--------|-----------------------------------------------------------|---------------|-----------|-----------------|-----------------|------------------|------------------|------------------|---------------|
| 1 | Min Upgrade & Maintenance to Motueka Service Centre | \$305,000 | Yes | | | | | | Nil |
| 2 | Moderate Upgrade to Motueka Service Centre building | \$850,000 | Yes | | Yes | | | | Nil |
| 3 | Extensive Upgrade to Motueka Service Centre | \$2.0 M | Yes | | Yes | | | | (\$1,150,000) |
| 4 | Seismic Upgrade & Refit Ex Library for new Service Centre | \$1.84 M | Yes | Yes | Yes | | | | (\$100,000) |
| 5 | Minimum Upgrades to buildings for responsible leasing | | | | | | | | |
| | • Motueka Service Centre | \$450,000 | Yes | | | Yes | | | 6 years |
| | • Ex Library | \$490,000 | | | | | Yes | | 7 years |
| | • Ex Kindergarten | \$252,000 | | | | | | Yes | 7 years |
| 6 | Construct a new Service Centre | \$5.0 M | Yes | Maybe | Yes | | | | (\$4.15 M) |

- All figures are exclusive of GST and (...) is a negative value.
- Estimated Annual Rentals and years of lease to cover up front investment (Source – CBRE Market Valuation March 2024).
- Assume lease income is net of Council Annual Building Expenses.

8.2 Estimated Annual Leases (Source – CBRE Market Valuation March 2024)

| Building | Leasing Range | | Estimated annual lease | Years to recoup upgrade costs |
|-------------------------------|-------------------------------|-----------------------|--------------------------------------------------------------|-------------------------------|
| | Offices | Carparking | | |
| Motueka Service Centre | \$170 to \$215/m ² | \$7.50 to \$8.50/week | 336 m ² * \$170 + 26 parks *52* \$7.50 = \$67,500 | 6 years |
| Former Library | 90% of above | | 445 m ² = \$68,000 | 7 years |
| Former Kindergarten | 80% of above | | 261 m ² = \$35,500 | 7 years |

8.3 **Option 6 construct a new Service Centre.** In 2021 the Council requested that a Regional Motueka Hub be drawn up and costed as part of a strategic view of the district's office accommodation needs. This was actioned and the 'hub' allowed for 35 staff with a 70% utilisation of workspace (equivalent to 50 FTEs). We have updated this 'hub' concept with a lesser number of staff and therefore a lesser footprint (28 staff and 40 FTEs) which is now Option 6. If say 28 staff workspaces were not needed in a future Richmond Office Accommodation solution this could realise a saving of \$2 to \$3 M from a future Richmond solution.

9. Analysis and Advice / Tātaritanga me ngā tohutohu

The non-financial ranking criteria promotes:

- 9.1 The "Do Minimum" (Option 1) and the "Moderate Upgrade" (Option 2) for the existing Service Centre are not supported.
- 9.2 The minimum upgrades to the three buildings for purposes of leasing (Option 5) are marginal.
- 9.3 The preferred options are to:
 - 9.3.1 construct a new Service Centre (Option 6).
 - 9.3.2 or upgrade the former Library into a new Motueka Service Centre (Option 4).
 - 9.3.3 or upgrade the existing Service Centre (Option 3).

Including Financials

- 9.4 The funding table shows that there are multiple combinations available to either fully or partly fund the various options.
- 9.5 Upgrading the three buildings to lease will require a careful benefit/cost assessment noting the buildings in Memorial Park have a limited leasing market (non-commercial) due to the requirements of the Memorial Park Management Plan.

Advice

- 9.6 The single option that satisfies most of the non-financial ranking criteria and is potentially self-funding is Option 4 (former Library Upgrade). This option includes a solution for each of the

remaining sites namely – demolish the former Kindergarten building and sell 7 and 8 Hickmott Place.

9.7 If funding is available, then Option 6 (New Service Centre) remains the best long-term solution.

9.8 Option 3 – a full upgrade of the current Service Centre on the other hand does not resolve what to do to with the two buildings in Memorial Park. It also would rely on the sale proceeds of 8 Hickmott Place plus extra funding.

10. Significance and Engagement / Hiranga me te Whakawhitiwhiti ā-Hapori Whānui

10.1 Staff consider that the decision to develop the old Motueka Library through funding from the sale of 7 and 8 Hickmott St is of a low to medium level of significance.

10.2 The Community Board can rely on their current knowledge of the views and preferences of the community when making this decision. Therefore, no formal engagement is necessary.

10.3 Strategic development decisions and sale of property to fund these initiatives are commercially sensitive. Therefore, staff are of the view it is not appropriate to seek direct feedback from the community on this decision.

| | Issue | Level of Significance | Explanation of Assessment |
|----|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| 1. | Is there a high level of public interest, or is decision likely to be controversial? | Low-medium | Most customers will be focussed on any improvement in service level and ensuring no fiscal effects to the rate payer. |
| 2. | Are there impacts on the social, economic, environmental or cultural aspects of well-being of the community in the present or future? | Low | |
| 3. | Is there a significant impact arising from duration of the effects from the decision? | Moderate | The time taken thus far is resulting in a devaluation of the old Motueka Library and Laura Ingram kindergarten buildings |
| 4. | Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets) | Low | The existing Service Centre can function in an emergency |
| 5. | Does the decision create a substantial change in the level of service provided by Council? | Low | Some options will improve the level of service to customers – however not substantially |
| 6. | Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP? | Moderate | Depends on the preferred option |

| | Issue | Level of Significance | Explanation of Assessment |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------------|
| 7. | Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO? | No | |
| 8. | Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities? | No | |
| 9. | Does the proposal or decision involve Council exiting from or entering into a group of activities? | No | |
| 10. | Does the proposal require particular consideration of the obligations of Te Mana O Te Wai (TMOTW) relating to freshwater? | No | |

11. Communication / Whakawhitiwhiti Kōrero

11.1 Communications to date have been at Community Board and Council level.

11.2 Wakatū Incorporation Opportunity - In October 2021 Wakatū wrote to Council as follows:

“... the Library is due to move to the new Deck’s Reserve site in the next few months and this leaves the existing building empty but with a range of options available. One option discussed was to repurpose the building as a new and expanded Service Centre for TDC along with multi-use spaces which could be used for Council business and by various community groups. ... Wakatū may be willing to purchase TDC’s share of the land and the building, refurbish and strengthen the buildings to TDC’s specifications and then lease it to TDC on a long-term commercial lease.”

11.3 We have not revisited this offer but thought it prudent to at least remind the Board of it should they wish to revisit it.

12. Financial or Budgetary Implications / Ngā Ritenga ā-Pūtea

12.1 Options 1, 2 and 4 appear to be close to self-funding although some of them rely on the actual sale value of Council properties.

12.2 Options 3, 5 and 6 would require extra funding.

13. Risks / Ngā Tūraru

| Risk | Level | Mitigation |
|--------------------------------------|-------|--------------------------------------------------|
| PWA consider Offer Back requirements | Low | Confirm opinion that offer back is not required. |
| Cost blow-out | Low | Refine estimate for preferred option. |

| | | |
|----------------------------------------------------------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | Current estimate independently reviewed. |
| Tenths claim – (stops the project) | Low | Confirm with parties in dispute that Council is not at risk for the preferred option. |
| Museum use of Kindergarten - Insurance | Medium | The Motueka Museum have shown interest in leasing the ex-Kindergarten building. Ensure each party has their insurance policies in place. Motueka Museum group must have the capacity to meet lease, outgoings and maintenance costs. |
| Carparking - insufficient in Memorial Park | Medium | Consult with Wakatū and adjoining Park building owners and the supermarket. Transfer or demolish Laura Ingram Kindergarten building. |
| Memorial Park buildings are devaluing due to lack of use | Medium | Give this project some urgency. |

14. Climate Change Considerations / Whakaaro Whakaaweawe Āhuarangi

14.1 The existing Service Centre is within the 2m inundation zone.

15. Alignment with Policy and Strategic Plans / Te Hangai ki ngā aupapa Here me ngā Mahere Rautaki Tūraru

15.1 **Memorial Park Management Plan.** The original Plan was adopted in 1997. The park is jointly owned by the Tasman District Council and Wakatū Incorporation and leased and managed by the Council for Public Use.

15.2 With respect to the twelve buildings on the park the Plan has an Objective “*To limit the number of buildings at the park through the removal of buildings where appropriate and the rationalisation of the use of existing buildings in the park*”.

15.3 The Plan also states, “*Rationalise existing buildings and carparking areas, where appropriate, without significantly reducing areas of open space in the park*”.

16. Conclusion / Kupu Whakatepe

16.1 The Council has an opportunity to rationalise the current use (or non-use) of three buildings and at the same time provide an improved Service Centre in Motueka which will benefit both staff and customers.

16.2 This report has investigated a number of options and two stand out as worth further consideration namely:

16.2.1 Seismic Upgrade and Refit of the former Motueka Library (Option 4) to become the new Service Centre funded by the sale of both 7 and 8 Hickmott Place and whatever LTP funds are available for the existing Service Centre.

A new, modern Regional Hub building (Option 6) that future proofs Motueka. The location could be at the existing Service Centre (7 Hickmott Place) or at the former

Library site or at a new site. This option supports the option to decentralise Council operations if the funds are available.

17. Next Steps and Timeline / Ngā Mahi Whai Ake

- 17.1 The Board recommends a preferred option to Council.
- 17.2 The project team refines the preferred option and completes any discussions, consultation with key parties such as neighbouring properties and/or Wakatū to confirm initial assumptions.
- 17.3 The Council considers the Community Board recommendations and any new information and makes a decision.
- 17.4 A project with a budget is confirmed.
- 17.5 It is estimated that when the project commences it will take at least 18 months to complete the scoping, procurement, detailed design, consenting, property sales if necessary and construction.

18. Documents used to complete this report include:

- 18.1 Note – some of these contain commercial information which if made public could disadvantage Council being able to get the best deal.

| Date | Documents |
|-------------------|-------------------------------------------------------------------------------------------------------------|
| 30 June 1993 | Deed between Wakatū and Council confirming one part each of Memorial Park |
| November 2016 | AMK (Consultants) – Initial Seismic Assessment – Motueka Service Centre |
| 3 December 20 | Calibre (Consultants) – Seismic Rating Review – Motueka Library |
| 2 March 2021 | Rawlinsons (Quantity Surveyors) – Seismic Strengthening and Reconfiguration - Motueka Library cost estimate |
| Original 1997 | Memorial Park Management Plan |
| 28 September 2021 | Rawlinsons (Quantity Surveyors) – Motueka Hub Concept Estimate Report |
| 14 October 2021 | Letter from Wakatū to Council on Motueka Library |
| June 2023 | Power Point Presentation Motueka Ex Library Building Motueka Service Centre |
| 2023 / 24 | Previous Council and Board reports/presentations |
| 20 November 2023 | CGW (Consultants) - Initial Seismic Assessment Report – 6 Pah Street – Laura Ingham building |
| 20 March 2024 | CBRE (Valuers) - Market Valuation 7 Hickmott Place |

19. Attachments / Tuhinga tāpiri

Nil

8.4 DISCRETIONARY FUND APPLICATION - TASMAN BAY GUARDIANS

Report To: Motueka Community Board

Meeting Date: 21 May 2024

Report Author: Emma Gee, Team Leader - Customer Services (Motueka)

Report Authorisers:

Report Number: RMCB24-05-4

Summary

- 1.1 One application has been received for the May 2024 round of Discretionary Funding.
 - 1.1.1 Tasman Bay Guardians - \$700.00
- 1.2 The applications comply with the Board guidelines, Attachment 1.
- 1.3 The application is attached, Attachment 2. The applicants have been asked to attend the meeting to speak to the application.
- 1.4 The Motueka Community Board Discretionary Fund currently has a balance of \$9893.00.
- 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.

That the Motueka Community Board receives the Discretionary Fund Application report RMCB24-05-4;

And grants or declines applications as follows:

| Applicant | Request | Grant/Decline |
|----------------------|----------|---------------|
| Tasman Bay Guardians | \$700.00 | |

2. Attachments / Tuhinga tāpiri

- | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----|
| 1.   | Board Guidelines | 49 |
| 2.   | Tasman Bay Guardians | 52 |



TASMAN DISTRICT COUNCIL POLICY ON COMMUNITY BOARD DISCRETIONARY FUNDS

POLICY REFERENCES

| | |
|---------------------------------------|------------------------------------------------------------------------------------------------------|
| • Sponsor: | Group Manager Finance - Mike Drummond |
| • 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: Monday, 13 May 2024 5:31 pm
To: Democracy; Emma Gee
Subject: Grant Application - Motueka Community Board Discretionary Fund
Attachments: [Form-submissionspage-760upload-field-2563Proposed-budget-for-MotuekaCB-Discretionary-fund.docx](#)
Follow Up Flag: Follow up
Flag Status: Flagged

The following application to the Discretionary Fund has been received.

Name of organisation*

Tasman Bay Guardians

Address

Contact person*

Vicki

Contact phone*

Email address*

What is the purpose of your organisation?

Tasman Bay Guardians are a charitable trust, inspiring communities to care for the environment. We offer conservation and education services with the aim to protect and regenerate key marine and freshwater ecosystem, with the future wellbeing of our environment, communities and economy as the ultimate goal.

Amount applied for - up to \$700

\$700.00

Details of project to be funded:

To facilitate engagements and actions alongside conservation values supporting and enhancing the ecosystem.
Specific site yet to be decided.

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

Proposed-budget-for-MotuekaCB-Discretionary-fund.docx - [Download File](#) - *You must be logged in to view this file*

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

- * Community involvement in the actions -ownership. Linking schools and community groups to spaces.
- * Expert support for the actions - making connections

- * Enhancing the ecosystem
- * Support and collaboration.
- * Community as a whole

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

Volunteer time generated from interest.
Possible funding support

Who else have you asked for funding for this project?

N/A

Bank account number

You can upload a file to support your application

Privacy Statement



| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <i>Proposed Budget:</i> | |
| <i>To facilitate engagements and actions alongside the community focussed on conservation values, supporting and enhancing the ecosystem.</i> | |
| <i>Collaboration and planning. - INvestigating needs. Immediate need and ongoing next steps Further monitoring</i> | <i>\$400.00</i> |
| <i>Koha - consultation and input from Iwi</i> | <i>\$50.00</i> |
| <i>Collaboration with wai-connector/ecologist</i> | <i>\$200.00</i> |
| <i>Necessary monitoring of site. Preparation of resources specific to site</i> | <i>\$50.00</i> |
| | <i>\$700.00</i> |

8.5 MOTUEKA COMMUNITY BOARD SPECIAL PROJECTS 2024 - 2025

Decision Required

| | |
|----------------------------|-----------------------------------------------------|
| Report To: | Motueka Community Board |
| Meeting Date: | 21 May 2024 |
| Report Author: | Emma Gee, Team Leader - Customer Services (Motueka) |
| Report Authorisers: | |
| Report Number: | RMCB24-05-5 |

1. Purpose of the Report / Te Take mō te Pūrongo

- 1.1 For the Motueka Community Board to formally decide on the Special Projects to support for 2024 – 2025.

2. Summary / Te Tuhinga Whakarāpoto

- 2.1 Each year the Community Board has approximately \$55,000 to spend on special projects suggested by the community, each up to \$10,000.
- 2.2 The Motueka Community Board has over \$150,000 surplus for Special Projects.
- 2.3 Many ideas were received by the Motueka Community Board, and those which best fit the Special Projects Fund criteria were listed for public consultation, with feedback closing at 4.30pm on Thursday 28 March 2024.
- 2.4 The community was asked to rank projects from 1 to 12 (1 being the most important). An online feedback form was provided, along with a hard copy form.
- 2.5 The Board must now discuss the feedback from the community, in Attachments 1 and 2.
- 2.6 The Board is requested to make a decision on the projects to support for funding.
- 2.7 The Board should note that projects **a) to e)** in the recommendation below are projects from the 2023-2024 Special Projects Funding round, that were not actioned.
- 2.8 Recommendations **f) to j)** below are projects from the 2024-2025 Special Projects Funding round.
- 2.9 The Board will vote in principle on each of the funding recommendations separately at its meeting.
- 2.10 Staff will provide feedback on the scope and feasibility of the projects proposed for funding at the 18 June 2024 Motueka Community Board meeting, where the final Special Projects Funding 2024-2025 will be confirmed.

3. Recommendation/s / Ngā Tūtohunga

That the Motueka Community Board

1. **receives the Motueka Community Board Special Projects 2024 - 2025 report RMCB24-05-5; and**

2. **considers the community feedback received in Attachments 1 and 2 of the agenda report; and**
3. **agrees to allocate funding to Special Projects 2024-2025 in principle, subject to receiving staff feedback on the scope and feasibility of the projects proposed for funding, as follows:**

2023-2024 Projects

- a) **Install a table and seating in the Wharepapa Grove Reserve - \$3,000**
- b) **Revamp and update the Motueka map outside the iSite building - \$1,500**
- c) **Add a nest swing to the playground on Ted Reed Reserve, Riwaka - \$10,000**
- d) **Install a picnic table and seating at The Kumaras on the foreshore walkway - \$3,000**
- e) **Install a shade sail over the outdoor gym equipment in Memorial Park - \$18,000**

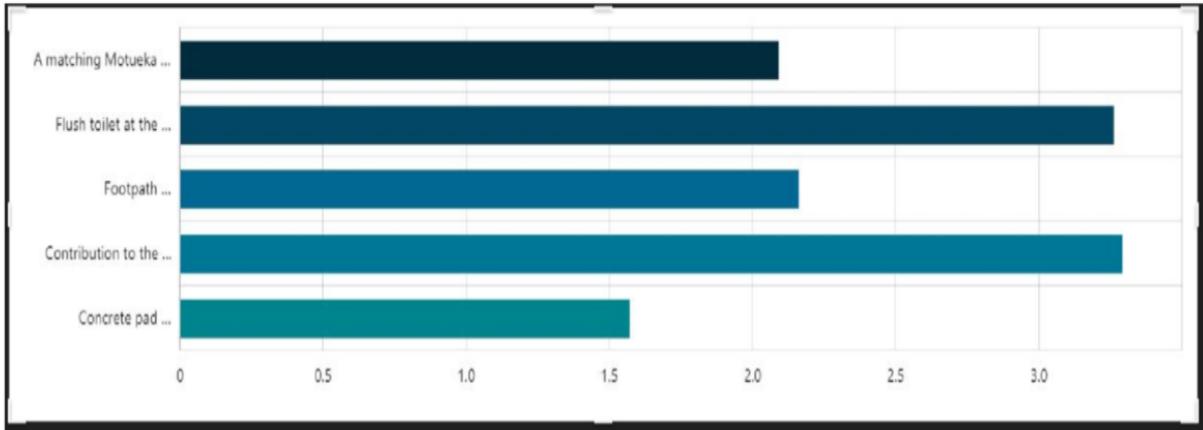
2024-2025 Projects

- f) **Historical wharf restoration work contribution - \$10,000**
- g) **Flush Toilets - Cemetery Fields Rugby Ground, Riwaka - \$35,000**
- h) **Fix footpath crossing Wratt St and High St intersection \$7,800**
- i) **Welcome Sign - ‘Motueka’ stone-work welcome sign by the Motueka Bridge as you enter from Golden Bay - \$15,000**
- j) **Concrete pads extension under seating at Motueka River x 2 tables \$5,000; and**
4. **notes that staff feedback on the scope and feasibility of the Special Projects 2024-2025 proposed for funding will be provided at the Motueka Community Board’s 18 June 2024 meeting; and**
5. **agrees that the Motueka Community Board Special Projects 2024-2025 funding will be confirmed at the 18 June 2024 meeting, following consideration of staff feedback.**

| |
|----------------------------------------|
| 4. Attachments / Tuhinga tāpiri |
|----------------------------------------|

1.   Special Projects Feedback

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Saved from: https://shape.tasman.govt.nz/index.php/dashboard/reports/forms_new/summary/145

| name | average_rank | weighted_average | score |
|---------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------|-------|
| A matching Motueka stone-work welcome sign by the Motueka Bridge as you enter from Golden Bay (the same design as the entrance from Nelson) | 3.04 | 2.96 | 2.09 |
| Flush toilet at the Riwaka Cemetery Fields Rugby Grounds | 2.22 | 3.78 | 3.26 |
| Footpath improvements at the Wratt Street and Woodland Avenue intersection | 2.97 | 3.03 | 2.16 |
| Contribution to the historical wharf restoration work | 2.13 | 3.87 | 3.29 |
| Concrete pad extension for the seating at the Motueka River by the bridge | 3.69 | 2.31 | 1.57 |

8.6 BOARD REPORT

Information Only - No Decision Required

| | |
|----------------------------|---------------------------------------------------------|
| Report To: | Motueka Community Board |
| Meeting Date: | 21 May 2024 |
| Report Author: | Terina Graham, Chair |
| Report Authorisers: | Richard Kirby, Group Manager - Community Infrastructure |
| Report Number: | RMCB24-05-6 |

1. Summary / Te Tuhinga Whakarāpoto

- 1.1 This is the Motueka Community Board Chairperson's regular monthly report.
- 1.2 *Nāu te rourou, nāku te rourou, ka ora ai te iwi. With your food basket and my food basket the people will thrive.*
- 1.3 This whakatauki (phrase) acknowledges that everybody has something to offer, that our strength comes from working together to support and enhance our community.

2. Recommendation/s / Ngā Tūtohunga

That the Motueka Community Board

1. **receives the Board Report report RMCB24-05-6**

3. Board Updates

- 3.1 **ANZAC day** - Councillors Walker, Maru and Chair Graham attended the ANZAC dawn parade in Motueka and Riwaka. Councillors went on to represent at other services.
- 3.2 **Community Voice** - meeting with Board and community representatives on 17 May in preparation for the 'Meeting with the Ministers' in June. Focussing on wellbeing 1) Housing crisis and homelessness 2) Youth attendance and engagement.
- 3.3 **Public Transport over budget** - TDC NCC joint transport project reported at May Council meeting the project is \$1Million overbudget, highlighting poor oversight.
- 3.4 **Long Term Plan Submission** - Chair Graham, Deputy Chair Hutt and Board Member Hughes represented and spoke to the submission hearing in Motueka on 10 May.
 - 3.4.1 Acknowledging Councillors have had a busy time in submission hearings, thank you for listening to the communities you serve, we know you have some tough decisions.
 - 3.4.2 Notification the week of submissions that rates increase is more likely to be 12.5% not 9.6% as originally quoted.

4. Other Items

- 4.1 **Clarification on Government Cycling and Walking Strategy Funding**

- 4.1.1 Funding for High Street was shifted to the Tudor Street option but then shifted to the Motueka West options which have just been quoted on now and three of the options should be started shortly with the funding that is left from work already done.
- 4.1.2 Modifications complete: Old Wharf Road crossing and High Street fence modification. Pah Street, two crossings. Manoy Talbot Street, cycleway walkway improvements including night lights for improved safety.
- 4.1.3 The new Government reduced original funding by 50%.

4.2 Local Service Contracts

- 4.3 Interested to understand ratio of council’s contracts to local providers. Some local providers reporting a “waste of time quoting for Council” as they never get the job.

5. Community Concerns

5.1 Twin Oaks on Parker Street.

- 5.1.1 Item raised at April’s Board meeting – concerned neighbours of the twin oaks on Parker St, ongoing issues with roof damage and leaf drop.
- 5.1.2 Chair meet with directly affected residents after April’s meeting. Gutter guard doesn’t help as clogs up guard. Wheelbarrow loads are removed daily during autumn. Child skid off scooter trying to navigate reserve path that was too slippery due to leaves. Mobility riders revert to using the road as leaves too high to ride through reserve path.
- 5.1.3 Chair spoke with TDC Horticultural Officer about history and potential remedies. TDC agreed to request arborist assessment from their specialist contractor, after 1 July.
- 5.1.4 Chair engaged independent local arborists to assess whilst leaf fall still in play (free).

5.2 Motueka Aerodrome

- 5.3 Updates from Board member Hughes and Councillor Dowler

6. Items from Public Forum

- 6.1 Any updates from last meeting.
- 6.2 Discussion on items from today’s Public Forum session.
- 6.3 Communicate outcomes and actions.

7. Action List

- 7.1 The Action List is attached for review, Attachment 1.

8. Correspondence

- 8.1 Correspondence list:

| Date | From | Subject |
|----------|-------------------------|-----------------------------------------|
| 11/04/24 | K M O’Regan | Old Library & Laura Ingram Kindergarten |
| 11/04/24 | N Hughes (Board Member) | Aerodrome safety |
| 12/04/24 | T Graham (Board Chair) | Old Library & Laura Ingram Kindergarten |
| 12/04/24 | T Graham (Board Chair) | Big Bike Film |

| | | |
|------------|-------------------------|------------------------------------------------------------------------------------------------|
| 17/04/24 | S Elkington (TDC) | Safety Issue 106 High Street – Ignoring Parking Restriction |
| 25/04/24 | N Hughes (Board Member) | TRMP and it's correct use |
| 02/05/24 | N Hughes (Board Member) | LGOIMA Request - Aerodrome activities - Nick Hughes - Reference 1892 |
| 02/05/24 | N Hughes (Board Member) | The exodus begins |
| 03/05/24 | RDA | Letter of support |
| 03/05/24 | N Hughes (Board Member) | Illegal operation of Skydiving Business from the Motueka Aerodrome TDC Ref 1151,1185,1515,1679 |
| 08/05/24 | N Hughes (Board Member) | Aerodrome safety |
| 09/05/24 | N Hughes (Board Member) | LGOIMA Request - Aerodrome activities - Nick Hughes - Reference 1892 |
| 10/05/2024 | N Hughes (Board Member) | Unanswered questions |
| 10/05/2024 | N Hughes (Board Member) | Mr Cliftons Complaint |
| 13/05/2024 | N Hughes (Board Member) | Possible TRMP breaches |
| 14/05/2024 | T Graham (Board Chair) | Motueka Community Board LTP Submission |

9. Attachments / Tuhinga tāpiri

1.   Action List

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| | |
|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <p>Division:</p> <p>Committee: Motueka Community Board</p> <p>Officer:</p> <p>Action Sheets Report</p> | <p>Date From:</p> <p>Date To:</p> <p>Printed: Wednesday, 24 April 2024 12:40:40 PM</p> |
|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|

| Meeting | Subject |
|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Motueka Community Board 19/09/2023 MCB23-09-5 | Chairs Report |
| | <p>Rubbish Bins – Cr Walker</p> <p>06 Oct 2023 10:35am McLean, Kelsey It was requested that Councillor Walker liaise with Lynne Hall regarding the rubbish bins in Motueka being painted and report back to the next meeting.</p> <p>31 Oct 2023 9:37am Gee, Emma Lynne Hall has ordered colour liners and working on quote for wrap for bin lids</p> <p>27 Nov 2023 12:43pm Gee, Emma Councillor Walker - awaiting quote from Lynne Hall</p> <p>29 Feb 2024 11:24am Gee, Emma Councillor Walker awaiting update from Lynne Hall</p> <p>14 Mar 2024 9:58am Gee, Emma It was decided some time ago that painting would not work and we look into printed wrappers. Lynne has approached the Motueka printers on a number of occasions to get a quote for bin wrappers (designs by the Youth Council) and have not had yet had a response. Lynne just called again – they will get back to her in a couple of days.</p> <p>22 Mar 2024 9:17am Gee, Emma Deputy Chair received the quote from Image Creators. Lynne Hall has received the quote and forwarded it to Councillor Walker who will table it at the Youth Council meeting next week</p> <p>22 Apr 2024 9:30am Gee, Emma Cr Walker working with Lynne Hall, price for a part wrap and a circular diameter on top on the bins and working with the youth council for proposed art work.</p> |
| Meeting | Subject |
| Motueka Community Board 21/11/2023 MCB23-11-9 | Chairs Report |
| | <p>Board workshop for Motueka Community Board Standing Orders and Council's complaints process – Cr Maru</p> |

| | | |
|-----------------------------|-------------------------|------------------------------------------------------|
| Division: | | Date From: |
| Committee: | Motueka Community Board | Date To: |
| Officer: | | |
| Action Sheets Report | | Printed: Wednesday, 24 April 2024 12:40:40 PM |

| <p>21 Dec 2023 1:47pm Gee, Emma Democracy Services arranging</p> <p>29 Feb 2024 11:27am Gee, Emma Ongoing</p> <p>22 Mar 2024 9:18am Gee, Emma Ongoing</p> <p>08 Apr 2024 2:24pm Gee, Emma Chair to arrange workshop for Board to discuss potential amendments in standing orders</p> <p>22 Apr 2024 9:30am Gee, Emma Date yet to be set.</p> | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Meeting | Subject |
| Motueka Community Board 20/02/2024 | Chairs Report |
| <p>RMCB24-02-3</p> <p>Motueka Aerodrome noise complaints – Cr Dowler Motueka Aerodrome noise complaints - Councillor Dowler to meet with interested parties, report back and invite Senior Enterprise Portfolio Officer, Stephen Batt, to the next meeting</p> <p>14 Mar 2024 9:57am Gee, Emma Stephen Batt met with CR Dowler and Inflight representatives to discuss the noisy aircraft that features in a number of compliants, it was decided to meet with the company director from Auckland to see if anything can be rectified and this meeting is scheduled for this Friday 15/03/2024. , A subsequent complaint has been received from Daniel Huelsmeyer which sent to the Leonie Rae and all Councillors. A working group within council has been set up to respond on council’s multiple responsibilities that this matter raises. Please note that Mr Huelsmeyer is challenging all facets of the aerodrome operation both through Council and the Civil Aviation Authority.</p> <p>22 Mar 2024 9:20am Gee, Emma Councillor Dowler will come back to the board with the costs to Motueka Airport due to investigations they have had to undertake in response to complaints</p> <p>22 Apr 2024 9:32am Gee, Emma Cr Dowler has sent an email to a staff member and will have a reply for next meeting.</p> | |

| | |
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| <p>Division:</p> <p>Committee: Motueka Community Board</p> <p>Officer:</p> <p>Action Sheets Report</p> | <p>Date From:</p> <p>Date To:</p> <p>Printed: Wednesday, 24 April 2024 12:40:40 PM</p> |
|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|

Councillor Maru to check in monthly with local Police, FENZ and Ambulance services

08 Apr 2024 2:25pm Gee, Emma

Date being set for May/June

| Meeting | Subject |
|------------------------------------------------------------|----------------|
| Motueka Community Board 19/03/2024 MCB24-03-6 | Chair's Report |

Maintenance on tables at Motueka Bridge – Tony Strange

Maintenance on tables at Motueka bridge / and other items that are put in place from special projects. Not under Parks Maintenance contract with Nelmac sits with the Rivers Team. Any items/assets that might be installed either as a board funded initiative or as part of a wider project will be maintained under the parks contract so long as notified and is handed over as part of the variation to the contract process. Mr Strange to liaise with Mr David Kemp in regards to seating plans, underway

22 Apr 2024 9:33am Gee, Emma

Tony Strange will be visiting the menzshed with Steve Richards with the model and ask for quote

| Meeting | Subject |
|------------------------------------------------------------|----------------|
| Motueka Community Board 16/04/2024 MCB24-04-5 | Chair's Report |

Twin Oaks – Tony Strange

Mr Strange to follow up on the maintenance of the protected twin oaks on Parker Street

9 May 2024 1.11pm Gee, Emma

Chair spoke with Council re: history. Visited area and met with affected residents. Tree area protrudes onto the road, leaves completely covered the path and reserve.

Apparently, a child skidded off scooter trying to navigate path on slippery leaves.

Engaged an independent arborist provide options.

Council has requested their arborist do another assessment after 1 July (once leaves have dropped)

| | | | |
|-----------------------------|-------------------------|------------------------------------------------------|--|
| Division: | | Date From: | |
| Committee: | Motueka Community Board | Date To: | |
| Officer: | | Printed: Wednesday, 24 April 2024 12:40:40 PM | |
| Action Sheets Report | | | |

8.7 FINANCIAL SUMMARY

Information Only - No Decision Required

| | |
|----------------------------|----------------------------------------------|
| Report To: | Motueka Community Board |
| Meeting Date: | 21 May 2024 |
| Report Author: | Liz Cameron, Assistant Management Accountant |
| Report Authorisers: | Kurt Clayworth, Management Accountant |
| Report Number: | RMCB24-05-7 |

1. Summary / Te Tuhinga Whakarāpoto

- 1.1 The financial report for the period ending 30 April 2024 is attached (**Attachment 1**).
- 1.2 The net financial position as at 30 April is a Surplus of \$7,559.
- 1.3 Community Board expenses during April were workshop food.
- 1.4 The net position of the Motueka Community Board's overall funds as at 30 April 2024 is a surplus balance of \$199,252.

2. Recommendation/s / Ngā Tūtohunga

That the Motueka Community Board receives the Financial Summary report RMCB24-05-7

3. Attachments / Tuhinga tāpiri

1.   Financial Summary

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TASMAN DISTRICT COUNCIL
Motueka Community Board
April 2024

| Profit and Loss | Month | | April YTD Actual | Year End | | Budget 2023/24 |
|----------------------------------------|----------------|---------------|------------------|----------------|-----------------|----------------|
| | Monthly Actual | Budget | | Annual Budget | Annual Budget % | |
| REVENUE | | | | | | |
| CCB rate | 10,416 | 10,288 | 101% | 103,161 | 123,451 | 84% |
| Motueka Market | 1,155 | 1,172 | 99% | 11,233 | 14,033 | 80% |
| Closed Account Interest | 164 | 137 | 120% | 1,639 | 1,648 | 99% |
| Total revenue | 11,735 | 11,597 | | 116,032 | 139,132 | |
| EXPENSE | | | | | | |
| Remuneration | | | | | | |
| Chairperson Monthly Salary | 1,303 | 1,303 | 100% | 4,834 | 15,634 | 31% |
| Members | 1,954 | 2,232 | 88% | 22,474 | 26,781 | 84% |
| Community Board Members Reimbursements | 140 | 599 | 23% | 6,320 | 7,186 | 88% |
| Miscellaneous | | | | | | |
| Community Board discretionary fund | 700 | 0 | 0% | 8,494 | 7,529 | 113% |
| Youth Development Fund | 0 | 0 | 0% | 0 | 1,000 | 0% |
| Community Board Special Projects | 0 | 948 | 0% | 60,666 | 57,139 | 106% |
| Community Board Expenses | 78 | 44 | 178% | 3,295 | 16,951 | 19% |
| Litter Cart | 0 | 2,174 | 0% | 3,261 | 4,348 | 75% |
| Motueka CB Sculpture maintenance | 0 | 90 | 0% | 0 | 1,081 | 0% |
| Cost of Elections | 0 | 0 | 0% | 1,484 | 1,484 | 100% |
| Total expenses | 4,175 | 7,390 | 56% | 110,827 | 139,133 | 80% |
| Net Charges | 7,559 | 4,207 | | 5,205 | (1) | |

August Year to date**Equity**

| | |
|--------------------------------------------------------|----------------|
| Opening Surplus/(Deficit) Balance 1 July 2023 | 194,047 |
| Net Income Surplus/(Deficit) April 2024 | 5,205 |
| Closing Surplus/(Deficit) Balance 30 April 2024 | 199,252 |

Notes to the accounts**A) Discretionary fund**

| | |
|--------------------------------------|--------------|
| Balance brought forward from 2022/23 | 10,857 |
| Plus budget allocation | 7,529 |
| Available funds | 18,386 |
| Less Expenditure | 8,493 |
| Remaining Balance | 9,893 |

Discretionary fund expenditure

| | |
|-------------------------------------------|--------------|
| Motueka Events - 26/07/23 | 700 |
| Oceania Medical - 26/07/23 | 556 |
| Community House - 1/08/23 | 700 |
| Crafty Tarts - 23/08/23 | 700 |
| Riding for the Disabled 23/08/23 | 627 |
| Blue Penguin Trust - 4/10/23 | 700 |
| Pony Club - 25/10/23 | 513 |
| Seed Hunter Tribe - 25/10/23 | 700 |
| Motueka Art Group 29/11/23 | 550 |
| Riding for the Disabled - 29/11/23 | 660 |
| Takaka Hill Biodiversity Group - 27/03/24 | 687 |
| Big Brothers Big Sisters - 27/03/24 | 700 |
| Keep Motueka Beautiful - 3/04/24 | 700 |
| Total expenditure to April 2024 | 8,493 |

B) Youth development fund

| | |
|------------------------------------|--------------|
| Balance brought forward from 22/23 | 3,825 |
| Plus budget allocation | 1,000 |
| Available Funds | 4,825 |
| Less expenditure | 0 |
| Remaining Balance | 4,825 |

Youth development fund expenditure

Takaka Hill Biodiversity Group - 27/03/24 **0**

C) Special Projects

| | |
|------------------------------------|----------------|
| Balance brought forward from 22/23 | 151,666 |
| Plus budget allocation | 57,139 |
| Available funds | 208,805 |
| Less expenditure | 60,666 |
| Remaining balance | 148,139 |

Special Projects Expenditure

| | |
|-------------------------------------------------|---------------|
| Our Town Motueka Flag Trax | 10,000 |
| Our Town Motueka Historical plaques | 10,666 |
| Contribution to Skate Park | 30,000 |
| Little Kaiteriteri to Stephens Bay Contribution | 10,000 |
| Total expenditure to April 2024 | 60,666 |

8.8 SPECIAL PROJECTS ACTION LIST

Information Only - No Decision Required

| | |
|----------------------------|-----------------------------------------------------|
| Report To: | Motueka Community Board |
| Meeting Date: | 21 May 2024 |
| Report Author: | Emma Gee, Team Leader - Customer Services (Motueka) |
| Report Authorisers: | |
| Report Number: | RMCB24-05-8 |

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

1. receives the Special Projects Action List report RMCB24-05-8

3. Attachments / Tuhinga tāpiri

1.   Special Projects Action List

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Special Projects Action List

| Projects 2019/20 | Funds | Status | Overseer |
|---------------------------------------------------------------------------------------------------------------------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <p>On-Hold</p> <p>1. Thorp Bush Playground (carried over 2017/18) Resolution 17/10/17</p> | \$10,000 | <p>20/10/20 Stage 1 of Youth Council lead project at Thorp Bush to begin 1. <i>repaint existing playground at Thorp Bush (doc leaf green to blend with the natural environment)</i> 2. <i>replace damaged plastic components with new colourful components.</i></p> <p>18/05 Should be completed by end of June 2021</p> <p>15/06 Chair Maru to email update to the Board, delay in equipment</p> <p>20/07 Repainting has been carried out</p> <p>11/08 Awaiting a plastic component but largely complete</p> <p>16/11 Project Completed</p> <p>21/12 Awaiting a staff report</p> <p>15/02/22 Mr Kirby to follow up with staff on standard of painting</p> <p>28/02 Confirmation from Lynne Hall, “not a great paint job and the contractors have already returned once to tidy up their earlier efforts. It could still do with improvement. Lynne has raised this with the contractor and we will visit the site to assess the quality of work and arrange for some remedial work to be implemented”</p> <p>15/03 Youth Council will attend the next meeting</p> <p>19/4 A Takahasi confirmed painting still not done – Emma referred to Lynne Hall</p> <p>27/4 Lynne advised contractor arranging</p> <p>17/05 remedial painting not done – ongoing</p> <p>06/07 Lynne checking if the remedial painting has been carried out</p> <p>16/08 Richard Kirby to check and if paid</p> <p>1/12 Email received from Grant Reburn, Reserves & Facilities Officer, <i>Staff recently engaged Future Landscapes (independent playground inspectors) to carry out a comprehensive check of the Te Maatu Thorp Bush Reserve Playground as part of a District wide check of playgrounds against the New Zealand Playground Standards. The last such inspection of playgrounds was carried out approximately 5 years ago. Weekly inspections of playgrounds are carried by Council’s contractor Nelmac to check for obvious maintenance and safety issues. The Future Landscapes inspection is a more in-depth and comprehensive assessment of each playground. The recent inspection highlighted a number of safety issues related to the design and deterioration of materials on the Junior Playground and the inspectors recommended its removal.</i></p> <p><i>Because of the large number of items that needed remedial work or replacement, staff dismissed the option of repairing the playground equipment particularly when some components are nearing the end of life.</i></p> | <p>Motueka Youth Council CR Walker, Tony Strange</p> |

| Projects 2019/20 | Funds | Status | Overseer |
|------------------|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| | | <p>Another factor in the decision to remove the playground rather than remediate it was that a new playground has already been signalled as a capital item in the 2023/24 Annual Plan with consultation to occur this year. It was unfortunate that painting of the playground structures by the Youth Council was completed only about 8 months ago however one of the painted structures will be remaining until a new playground is installed. The swing set will also be remaining on site. Any future funding for the new playground has to be considered alongside several other capital projects in the Annual Plan in 2023/24.</p> <p>20/12 Chair Armstrong to provide an explanation to YC, Tiegan Maru- done</p> <p>21/03 Ongoing, YC still keen to decorate bins</p> <p>18/04 Ongoing with YC, KMB and Tony Strange reserves staff</p> <p>16/05 Ongoing, Tony working with YC</p> <p>12/06 – Update form grant, discussion had with Youth Council. Further consultation required. Iwi consultation also needed. Spatial design and layout will follow along with high level presentation to the Board.</p> <p>Physical works on playground not funded until new financial year.</p> <p>18/07 Tony will engage with Iwi and YC then come back to the Board</p> <p>10/08 Update from Tony, No further progress this month. Intention is to consult with Iwi advisors by the end of August. This will help with planning the next steps in consultation with Iwi regarding level of information that should be presented.</p> <p>17/08 YC back up and running need to liaise with them also and for skatepark</p> <p>20/02/24 On hold</p> <p>08/05/24 Board to discuss – if need to move project off register and hold funds for another YC project?</p> | |

| Projects 2020/21 | Funds | Status | Overseer |
|-------------------------------------------------------------------------------------------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| <p>2.Decks Reserve</p> <p>Accessible Playground Equipment</p> <p>Resolution 15/12/20</p> | \$30,000 | <p>16/02/21 Awaiting quote from Lynne Hall</p> <p>20/07 Chair Maru to have a conversation with Susan Edwards and Janine Dowding</p> <p>17/08 Awaiting update from Susan Edwards</p> <p>28/02 Lynne has approached 3 playground companies before Christmas hopefully they will come back with something soon</p> <p>15/03 Youth Council keen for a carousel, ongoing</p> | <p>Cr Walker</p> <p>Tony Strange</p> |

| Projects 2020/21 | Funds | Status | Overseer |
|------------------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| | | <p>15/11 Mr Kirby informed the Board of delays in sourcing accessible playground equipment</p> <p>03/02/23 Update from Grant Reburn, Reserves Officer: <i>Staff have been planning the upgrade of Decks Reserve Playground items and are currently preparing a layout plan. A wheelchair carousel has been ordered and should be delivered within the next month. This item will be funded by the Motueka Board's special projects fund which had \$30,000 allocated for a carousel in 2022/23. The carousel installation will occur at the same time as the other playground items which depending on supply times and contractor availability is expected to be around May this year.</i></p> <p>18/04 Carousel purchased, staff working on layout design</p> <p>09/05 Staff to share design with Members prior to the May meeting and will be present for feedback</p> <p>16/05 Initial design plan presented to Members</p> <p>12/06 Update from Grant, following presentation to Board in May further incorporation of playground elements will continue. Further allocation of funding from the Board would provide for more accessible opportunities. Accessible Carousel purchased with Board funded 30K. for financial summary at bottom of spreadsheet</p> <p>06/07 Update from Tony Strange Currently acquiring an estimate for the entire play area footprint to be reinstated with rubber matting so that we can present these costs to the Board and they can decide to reallocated funding to accommodate this</p> <p>18/07 Concept plan and quote tabled, Tony to provide more detailed costings and visuals, also provide a breakdown that is quantified in stages while also providing a cost for the entire project</p> <p>10/08 Update form Tony, not enough competitive financial information as our consultants have only been able to include costs from one supplier, ongoing</p> <p>15/08 Update to be provided at the September meeting</p> <p>10/11 Tony Strange will be meeting with members of CCS Disability Action regarding design considerations and advice</p> <p>21/11 Ongoing, Tony working on quotes, planning to add a basketball hoop</p> <p>19/12 Tony to report back to the Board in February</p> <p>20/02/24 Tony noted that this there is a procurement process. There has been reprioritisation of existing budgets with good news \$200,000 added for this project. Mr Strange will start ordering for this project within two weeks</p> <p>05/04 Update from Joe Bywater <i>We are undertaking an options analysis and quantifying all items that the Community Board have requested. Through this information we will be able to put together a preliminary</i></p> | |

| Projects 2020/21 | Funds | Status | Overseer |
|------------------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| | | <i>cost and present this back to the board for approval. Typically we would allocate between 15% and 30% contingency for a project which would cover any variations and cost escalations – this would be incorporated into the overall project budget but only spent on items above and beyond the initial estimates. We would expect that most of the risks would be realised fairly early on in the construction process and can provide regular budget updates</i> | |

| Projects 2022/23 | Funds | Status | Overseer |
|-----------------------------------------------------------------------------------------------------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| 3.Mārahau/Sandy Bay Association Coastal Maintenance Grant (annual) Resolution 16/08/22 | \$2,500 | Allocate an annual grant from the Community Board to the Mārahau/Sandy Bay Association to enhance and maintain the coastal frontage and recycling 15/11 Board Secretary to follow up on invoices for work 8/12 Ongoing 15/12/22 Part payment made, \$1236.90, for some spraying work, more to come 20/02/24 Ongoing 08/05/24 – Board to discuss. | Steve Richards Cnr Walker |
| 4.Motueka Cemetery Maintenance and Enhancement Plan Resolution 16/08/22 | \$8,000 | 15/11 Mr Kirby to speak with Reserves staff 16/11 Email forward onto Members from David Ogilvie by Chair Armstrong 20/12 Chair Armstrong to speak with David Ogilvie 21/02/23 Richard Hollier has advised there is already a landscape plan from 2013, no need to spend 8K. David to request a copy of the work plan to and circulate to members for the next meeting – actioned 23/03 Richard Kirby emailed Grant Reburn, Reserves & Facilities Manager, can the \$8,000 allocated funds be used to complete the implementation of the landscape plan from 2013. Report back to the MCB at its meeting 18 April via a staff report 06/04 Update from Grant Reburn sent on to Members 20/6 Chair Maru to follow up with Grant Reburn 06/07 Update form Steve Richards Following discussions at previous Board Meetings and with chair it was agreed that staff would continue with previous Motueka Cemetery Plan works using money currently available in the budget | Steve Richards David Ogilvie Chair Graham |

| Projects 2022/23 | Funds | Status | Overseer |
|------------------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| | | <p>18/07 Ongoing, Mr Kirby stated that the 8k to be used to implement the next stage of capital works in the 2013 Management Plan, not to go towards a new plan, ongoing</p> <p>17/10 Steve Richards provided an update, Richard Hilton & Lynne Hall are working on and will come back to the Board</p> <p>21/11 Steve to liaise with Deputy Chair Graham on updates</p> <p>20/02/24 Ongoing</p> <p>06/05/24 Replaced cemetery sign, improved font, easier to read. Old water tank and stand removed. The back fence will be removed and plants have been ordered for this area. Plants ordered for the garden area on Old Wharf Road/Memorial drive corner. Plantings aim for July-August.</p> <p>Waiting on prices to line mark the carpark, build new wrought iron gates. The Motueka men's shed are building a new seat for the Old cemetery area. Still on programme of work to look into is the handwashing sink for the toilets.</p> | |

| Projects 2023/24 | Funds | Status | Overseer |
|-----------------------------------------------------------------------------------------------------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <p>5.Saltwater Baths</p> <p>Landscaping and Improvements</p> <p>Resolution 16/05/23</p> | \$5,000 | <p>06/07 Update from Lynne Hall, staff are 2/3rds of the way through replacing the decking, with the completion to be carried out this financial year. This is through RFC's. Any planting would probably be scheduled for next winter once a landscaping plan has been put together</p> <p>15/08 update from Grant Reburn, ties in with Transport Choices, ongoing and will check if convo with Our Town</p> <p>20/02/24 Ongoing, Lynne to feedback to the Chair</p> <p>06/05/24 Saltwater baths landscaping improvements - preparation carried out by 26 May and plan for planting over winter.</p> | Lynne Hall |
| <p>6.Decks Reserve</p> <p>Reinstate Tables, Seating and Landscaping</p> <p>Resolution 16/05/23</p> | \$10,000 | <p>12/06 This project has \$70,000 budget from Better off funding. Landscape plan currently being drawn to enable consultation with Community Board and Iwi in August</p> <p>06/07 Design work has started ahead of planned iwi consultation in August.</p> <p>Do you need me to update the project expenditure financials (on bottom part of update report) given we are awaiting final invoices for year</p> <p>18/07 The Board noted that this 10k special project funding would contribute to the 70K better off funding</p> | Stephen Richards |

| | | | |
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| | | <p>08/08 Update from Steve Richards - I have instructed Boffa Miskel to work up a design for the frontage of the Motueka Library, once done I will use this plan to consult with the Community board and our Iwi partners.</p> <p>15/08 seat sourced from menzshed and disabled access tables</p> <p>17/10 Draft plan provided to the Board, still consulting and propose install in Autumn</p> <p>20/02/24 In progress</p> | |
| <p>7.Trewavas Street Esplanade</p> <p>Complete Cycle/Walkway Path</p> <p>Resolution 16/05/23</p> | \$10,000 | <p>Complete the Southern end of the walk/cycle path on esplanade to both the end of North Street and to the Saltwater Baths</p> <p>12/06 Update form Lynne - Downers also have funding for this but not sure if it needs to be spent by end of financial year. I will try to connect with them (yet again) to arrange a site visit.</p> <p>06/07 Update from Lynne Hall, Walkway extension, waiting on quote from Downers, although Cllr Maru has raised whether the 'Transport Choices' project will have an impact and has included Rob O'Grady into the conversation. May need discussion about width of these 'roads' through reserves. Lynne Hall indicated to Downers that this is a 1.8m pathway in keeping with the other paths in the area. The cycling groups feel that paths should be 3m wide to allow for electric bikes travelling at speed. Is this consistent with the purpose of some of these reserves?</p> <p>18/07 Board unhappy with comment of 3m wide paths, to be fed back to Lynne</p> <p>24/07 reply from Lynne circulated to the Board – this work is not linked to the Transport Choices Project. The Board has 10k, Alliance 15k for the same project. Hoping with both the Board funding and the Alliance funding we could resurface the existing path from the Saltwater Baths to George Quay as well as install the new path from Trewavas St to the Saltwater baths, but the Board would need to agree to this. Still waiting on a quote.</p> <p>10/10 Cr Maru email to staff - <i>As such it has been discussed that the previous funding allocated from our Special Projects could be utilised for the North Street toilet to George Quay and so yes \$5k for this from MCB Special Projects is confirmed.</i></p> <p>21/11 Ongoing, Downers planning to do the work</p> <p>06/05/24 The section of path to be implemented and paid for by Downers (Trewavas St reserve to Salt water baths) should be done 19 May 2024.</p> <p>The section from Saltwater baths to George Quay to be resurfaced aim to be completed by end of June. This section is to come from the Special Projects Fund – at around \$5,500.</p> | Lynne Hall |