

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

Date: Tuesday 18 June 2024
Time: 4:00 pm
Meeting Room: Motueka Library
Venue: Wallace Street, Motueka
Zoom conferencelink: <https://us02web.zoom.us/j/84222548070?pwd=iwsBTdAs38vQLFPUHg1TvyJV52ilUq.1>
Meeting ID: 842 2254 8070
Meeting Passcode: 618441

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

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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, 21 May 2024, be confirmed as a true and correct record of the meeting.

6 PUBLIC FORUM

Nil

3 PRESENTATIONS

Nil

4 REPORTS

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5 CORRESPONDENCE

Nil

6 CONFIDENTIAL SESSION

Nil

7 CLOSING KARAKIA

8 REPORTS

8.1 FURTHER COMMUNITY LEASE RENEWALS FOR THE MOTUEKA WARD

Information Only - No Decision Required

Report To:	Motueka Community Board
Meeting Date:	18 June 2024
Report Author:	Margot Wilson, Property Officer
Report Authorisers:	Robert Cant, Programme Leader - Land & Leases
Report Number:	RMCB24-06-1

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

- 1.1 To allow the Motueka Community Board the opportunity to provide feedback regarding the proposed decision of Council's Property Services Manager to offer new leases to the six Motueka community groups listed in this report. Council's Property Services Manager is delegated to approve the leasing of Council Property.

2. Summary / Te Tuhinga Whakarāpoto

- 2.1 There are a few Community Groups within the Tasman District sited on Council land that either have had a lease that is currently long-expired or have had no lease at all. That is because these particular groups have required additional clarification of historical agreements/arrangements made with each and/or confirmation of the regulations and legalities that apply and/or additional negotiations with the organisation.
- 2.2 This report outlines five existing Motueka Community group occupations as well as one fully new occupation.
- 2.3 All six groups' leases are sited on Council land "Held in Fee Simple" – not reserve land. This makes the lease renewal process straight forward as it is regulated by the Local Government Act 2002 Section 12(2) - requiring no public notification process.
- 2.4 The five long-term existing occupation groups have considerable histories within Motueka and have served their part of the community well for many years. Council staff propose that each of these five groups - as well as the one new group be offered five-year term leases.
- 2.5 The one new proposed tenant (Motueka Community Development Trust) is considered by Council Staff to be a well-funded and well organised new community group serving a significant need for Motueka youth.
- 2.6 Following the Board's feedback on these proposed leases, the Property Services Manager - who is delegated to approve the leasing of Council Property, will take the Board's feedback into consideration prior to making final decisions regarding each lease.

3. Recommendation/s / Ngā Tūtohunga

That the Motueka Community Board

1. receives the Further Community Lease Renewals for the Motueka Ward RMCB24-06-1; and
2. notes that the Property Services Manager - who is delegated to approve the leasing of Council Property – intends to grant new five-year tenancies to the organisations listed below pursuant to any special clauses/conditions as described in paragraphs 4.8 through 4.14 of the agenda report, and noting that these groups' occupations do not require public notification:
 - a) Motueka Community Development Trust – Lease offered pursuant to Sec 12(2) of the Local Government Act 2002. Title: NL4A1273. Legal Description: Pt Lot 1 DP 8862. Land classified as: Held in Fee Simple; and
 - b) Motueka Highland Pipe Band Incorporated & Motueka District Brass Incorporated - Lease offered pursuant to Sec 12(2) of the Local Government Act 2002. Title: NL4A1273. Legal Description: Pt Lot 1 DP 8862. Land classified as: Held in Fee Simple; and
 - c) Motueka Army Cadets - Lease offered pursuant to Sec 12(2) of the Local Government Act 2002. Title: NL4A1273. Legal Description: Pt Lot 1 DP 8862. Land classified as: Held in Fee Simple. Public Notification not required; and
 - d) Motueka Community Gardens Trust - Lease offered pursuant to Sec 12(2) of the Local Government Act 2002. Title: NL13B/431. Legal Description: Lot 1 Deposited Plan 20082. Land classified as: Held in Fee Simple; and
 - e) Motueka Association Football Club Incorporated, Motueka Cricket Club Incorporated and Motueka Athletics Club - Lease offered pursuant to Sec 12(2) of the Local Government Act 2002. Title: NL3C/189. Legal Description: Part Lot 33 Deposited Plan 1599. Held in Fee Simple; and
 - f) Senionet Motueka Incorporated and Motueka District Toy Library Incorporated - Lease offered pursuant to Sec 12 (2) of the Local Government Act 2002. Title: NL3C/189. Legal Description: Part Lot 33 Deposited Plan 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. 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. There are also a few organisations however, that have either never signed occupation documents or have not signed documents for many years due to various complexities.
- 4.2 Five of the six Community groups listed in 4.8 have resided at their locations (Council owned land) for anywhere from fifteen years to nearly thirty years. These groups have served their members and thereby the local community all these years. For these reasons, Council staff feel that providing that all these groups agree to the terms and conditions drafted for them in their Council occupation documents and are willing to sign them, there is then no obvious reason why their occupations should not continue.

- 4.3 The one group in 4.8 that would be a new tenant on Council land is the Motueka Community Development Trust. It has been a registered charity since the 12 of April 2023 but had successfully applied for funding from the Lotteries Commission back in 2021. This group's mission is to provide a safe and secure focal point for Motueka youth that supports their development and wellbeing through creating connections to service providers and support organisations that meet their needs. It wishes to secure a Council Community Lease and operate from what is now called: "Weka House" (formerly "Motu Weka Neighbourhood Centre" - adjacent to and on the site of the Motueka Recreation Centre).
- 4.4 All six of these lease sites are on Council land classified as: Held in Fee Simple. None are on Reserve Land. Therefore, all of these leases are governed by the Local Government Act 2002 – Section 12 (2) and as such, no public notification is required, albeit, the Board could recommend that staff undertake Public Notice. However, as five of these uses are long-standing and not changing - and the one new tenancy organisation is somewhat similar in purpose to the original use/purpose of that building, Public Notice is not considered necessary.
- 4.5 The Council's standard occupation documents clearly outline the obligations of both the community group and Council and their respective responsibilities regarding various possible leasing issues, thus lessening the likelihood of misunderstandings.
- 4.6 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 until 30 June 2024.
- 4.7 Following the Board's feedback on the leases within this report, the Property Services Manager will take the Board's feedback into consideration and then make a final decision regarding granting each of the leases. The Property Services Manager is delegated to approve the leasing of Council Property.
- 4.8 The groups requiring new leases are:
- a. Motueka Community Development Trust**
 - Located at 30 Old Wharf Road – at the Motueka Recreation Centre
 - Council owns this building
 - Title: NL4A1273
 - Land Classification: Council Land Held in Fee Simple therefore not subject to Reserves Act 1977
 - Legislation allowing Council to offer lease here: Local Government Act Section 12(2) - therefore no need for public notification process
 - This is a new prospective tenant for a Council building and land – no current lease exists
 - b. Motueka Highland Pipe Band Inc and Motueka District Brass Inc**
 - Located at 30 Old Wharf Road – at the Motueka Recreation Centre
 - These two groups own their building
 - Title: NL4A1273
 - Land Classification: Council Land Held in Fee Simple therefore not subject to Reserves Act 1977
 - Legislation allowing Council to offer lease here: Local Government Act Section 12(2) -

- therefore no need for public notification process
- Current lease expired

c. Cadet Corps Association of New Zealand Trust T/A Motueka Army Cadets

- Located at 30 Old Wharf Road – at the Motueka Recreation Centre
- Council owns this building – Cadets own the adjacent storage container
- Title: NL4A1273
- Land Classification: Council Land Held in Fee Simple therefore not subject to Reserves Act 1977
- Legislation allowing Council to offer lease here: Local Government Act Section 12(2) - therefore no need for public notification process
- No Lease exists here – albeit this group has occupied this site for many years

d. Motueka Community Gardens Trust

- Located at 33 Old Wharf Road – on former “Clean Tip” site
- No permanent buildings exist here
- Title: NL13B/431
- Land Classification: Council Land Held in Fee Simple therefore not subject to Reserves Act 1977
- Legislation allowing Council to offer lease here: Local Government Act Section 12(2) - therefore no need for public notification process
- Current lease expired

e. Motueka Association Football Club Inc /Motueka Cricket Club Inc/Motueka Athletics Club Inc

- Located at Memorial Park - this land is owned exclusively by Council
- Building owned by the clubs
- Title: NL3C/189
- Land Classification: Council Land Held in Fee Simple (Public Park Land – under Local Government Act 2002) - therefore not subject to Reserves Act 1977
- Legislation allowing Council to offer lease here: Local Government Act Section 12(2) - therefore no need for public notification process
- No lease exists here – albeit this group has occupied this site for many years

f. Seniornet Motueka Incorporated and Motueka District Toy Library Incorporated

- Located at Memorial Park - this land is owned exclusively by Council
- Building owned by the clubs
- Title: NL3C/189
- Land Classification: Council Land Held in Fee Simple (Public Park Land – under Local Government Act 2002) - therefore not subject to Reserves Act 1977
- Legislation allowing Council to offer lease here: Local Government Act Section 12(2) - therefore no need for public notification process
- Current lease expired

- 4.9 **Motueka Community Development Trust (MCDT)** – This is a relatively new organisation requesting a first-time Council Community Lease for the building currently referred to as:

“Weka House” on the Motueka Recreation Centre site (it is the former “Motu Weka Neighbourhood Centre”).

This group offers emotional, skills training and referral support for Motueka youth and intends to use this Council owned building as a youth hub for these services and support. Since the building was originally used as a centre to support young children – the use of the building will not be changing much as it would become a centre to support teenagers under these new tenants. MCDT successfully applied for substantial funding from the Lotteries Commission back in 2021 and would be maintaining the building moving forward. The building was used by Sport Tasman for a dozen or so years after the Motu Weka Childcare Centre ceased to operate. Sport Tasman has now relinquished any ownership claim to this building.

This land does not fall under any reserves or parks management plan. It is Council land “Held in Fee Simple” and therefore does not require any Public Notification procedures.

- 4.10 **Motueka Highland Pipe Band Inc and Motueka District Brass Inc** – This building was built and funding undertaken by the two groups during the 1990’s. It is owned by them. The building is two halls – one for each band - with a shared kitchen in the middle.

This land does not fall under any reserves or parks management plan. It is Council land “Held in Fee Simple” and therefore does not require any Public Notification procedures.

- 4.11 **Cadet Corps Association of New Zealand Trust T/A Motueka Army Cadets** – Council had this custom \$30,000+ Skyline building built specifically for the Cadets after relocating them from the Thorp Bush/Te Maatu former Scout buildings (now part of Imagine Theatre). Thus, Council owns this building.

The former committee members here did not ever sign lease documents. New committee members have recently met with Council Staff and have stated they want to sign a lease. To ensure a lease will in fact this time be signed - a ‘Special Clause’ is to be added to this lease stating that the Cadets are to sign the lease documents and return them to Council no later than 30 August 2024 – otherwise they forfeit their site and must move out by 30 September 2024.

This land does not fall under any reserves or parks management plan. It is Council land “Held in Fee Simple” and therefore does not require any Public Notification procedures.

- 4.12 **Motueka Community Gardens Trust** – Council was contacted regarding some members of the Motueka community wishing to develop a community gardens at the present site sometime prior to August 2010. Due to the fact that this was originally a “clean tip site” Council Staff have always been concerned about possible soil contamination here with gardeners growing consumables. Thus, a Council report dated 1 August 2010 was compiled by Council Staff Member Jenny Easton – this showed the results of some test-pit soil samples taken at the site and sent to Hill Laboratories in Auckland. The tests all came back satisfactory for growing consumable vegetables up to the boundary line of just north of the Wattle tree. However, approval was not given for the planting of any consumable producing trees at the site - due to the extensive root systems of trees and the known hotspots of contaminants around the Wattle tree and sporadic other sites – most particularly immediately at and further south of the Wattle tree. Also discussed and agreed was that the planting beds were to be raised and no buildings were to be built on the site. A formal proposal letter for this community garden was received by Council on 17 September 2010, with the first lease being signed and dated as of 19 September of 2010.

- 4.12.1 On 4 March 2013 the Motueka Community Garden Board asked permission in writing – after the fact (they had already built some sheds onsite) – to add a tunnel house and three sheds onto the site. Council staff has now retrospectively approved the existing five sheds – but stated that there are to be no more built there - fullstop.
- 4.12.2 In April 2013 TDC Staff member (and Motueka Community Garden Trust Member) Rob Francis wrote an email to the Motueka Community Garden Trust Board that included five bullet points of regulations – to remind them of the organisation's obligations per their lease agreement to which they were not entirely adhering:
- (1) No garden cultivation will take place within 10 metres of the wattle tree that sits on the south side of the garden and
 - (2) Garden users will be encouraged to build and garden in raised beds.
- (Three more bullet points were written in regards to the tunnel house ventilation, gravel to be laid around a manhole on the site and discussing possible grazing of the land just south of the garden border.)
- 4.12.3 This group is mentioned in the Motueka Reserve Management Plan 2019 with future lease directives offered as follows:
- 1 *Continue to allow the Motueka Community Gardens Trust to use the 0.4 ha area of land in accordance with the terms and conditions of a new five-year license to occupy, requiring the Trust to maintain the grounds and structures at their expense (see Appendix 3, Table B).*
 - 2 *Ensure that all vegetables are only grown in raised beds, filled with imported and non-contaminated soil/compost, in order to protect human health. This should be included as a condition of any license to occupy the land.*
 - 3 *Ensure that any license to occupy the land includes the requirement to avoid planting fruit or vegetables in mapped locations known to be potentially hazardous to human health.*

NOTE: For all Special Conditions recommended by Council Staff for this lease, refer to: Attachment A – Motueka Community Garden Trust – Special Conditions of Lease

- 4.13 **Motueka Association Football Club Inc /Motueka Cricket Club Inc/Motueka Athletics Club Inc** - The building here is owned by the above clubs having been funded via various grants, including a large one from Council back in 1986. The last lease here was relinquished some years ago – due to the clubs experiencing financial difficulties. More recently, the groups have been reorganising themselves – which efforts, they indicate, are showing better financial stability and thus they wish to sign a new lease agreement now. The Football Club has the strongest membership here.

The two main sports clubs' seasons – football & cricket overlap a bit and that sometimes causes some discomfort between the two. But they claim to be working that out these days.

- 4.13.1 Note that the building has been broken into and vandalised on more than one occasion recently. The clubs want to apply for funding to tidy up the building a bit and make it a bit more secure. Hence the need for a lease to apply for funding. Council Staff recommend a deadline – similar to the one suggested for the Cadet Unit - be included in this lease as well, giving them until 30 August for all three groups to sign.
- The original Sports Pavilion Association (as these groups originally incorporated

themselves) is mentioned in the Memorial Park Management Plan. The plan does not specify any future policies for these clubs or their building. It does state generally that any new buildings should be placed in the part of Memorial Park west of this building - but ideally no new structures are to be built, and the open space is to be preserved.

4.14 Seniornet Motueka Incorporated and Motueka District Toy Library Incorporated -

These two groups joined forces in 2004 via an unincorporated joint venture they call: Learning for Life Joint Venture. Through this arrangement the two groups were able to fundraise and build the building they currently both occupy and continue to share all costs and expenditures – making these two groups the owners of this building. These groups are not mentioned in the Memorial Park Management Plan as they built their building on the site after the Management Plan was written. However, a letter dated 6 October 2003 from Lloyd Kennedy, Council's Community Services Manager at the time, shows that amendments to the Memorial Park Management Plan were adopted by the Community Services Committee “predominantly to provide for the construction of a building on the former Rubber Bowling Green for use by Seniornet and Motueka Toy Library”.

As this land is not reserve land and as it is governed under the Local Government Act 2002 – there is no need to Publicly Notify regarding issuing a new lease.

5. Analysis and Advice / Tātaritanga me ngā tohutohu

- 5.1 That the Community Board be notified of the desired renewal of any community group occupation agreements where the groups are sited on Council land – particularly Public Park Land or Reserve Land to attain the Boards' feedback on such.
- 5.2 Five of the six groups listed in 4.8 have resided at their Council owned land sites for decades. They have served their members during those years with no serious complaints from the public at large thus presenting no obvious reason why their occupations should not continue providing they are all willing to agree to and sign the Council occupation documents drafted for them.
- 5.3 The one new proposed tenant (Motueka Community development Trust) is considered by Council Staff to be a well-funded and well organised new community group serving a significant need for Motueka youth.
- 5.4 The desired action is for the Motueka Community Board to support the Property Services Manager's intentions to offer new five-year leases to the six groups listed in clause 4.8 – 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.	Renewal of all 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 – providing all the groups agree to the document terms and are willing to sign them.
2.	Renewal of only some leases	This option would see only some leases renewed. Board members may have pertinent information affecting potential renewals. The Committee would then request that Council staff further investigate any leases not recommended for renewal. This option is not recommended unless the Board is aware of issues.	This option could be interpreted as Council exhibiting favouritism of one group over another. (Unless some groups refuse the terms and conditions and refuse to sign the documents).
3.	Do not renew any 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.

Option one is recommended.

7. Legal / Ngā ture

- 7.1 Five of these six occupations 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. The sixth new tenant occupation is not considered by Council Staff to be a meaningful change of use of the Council owned building.
- 7.2 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 five of the six groups have occupied their sites for more than ten years – and the sixth group operates to benefit all youth in Motueka – which is relatively similar to the original use of the building.

9. Significance and Engagement / Hiranga me te Whakawhitiwhiti ā-Hapori Whānui**9.1**

	Issue	Level of Significance	Explanation of Assessment
1.	Is there a high level of public interest, or is decision likely to be controversial?	LOW TO MODERATE	Five of the six groups have occupied their locations for many decades with no serious complaints from the public – the sixth group's new tenancy is not considered a meaningful change of building use – thus 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 approved – 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 several of the sites occupied by these groups would be considered important to local amenity – none would be considered a 'strategic asset'.
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 community group 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 the five previously existing occupation contracts nor with the one new proposed occupation.

10. Communication / Whakawhitiwhiti Kōrero

- 10.1 Each of these groups has been notified of their obligation to enter into a lease for their use of Council owned land and/or building(s) and informed that a five-year lease document is in discussion for them.
- 10.2 All the groups have expressed appreciation that their occupations are proposed to be formalised. That is the extent of the communications.

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

- 11.1 Council's current annual Community Leases rental fee is \$300 (\$25 a month). The proposed new fee (yet to be confirmed) for the 2024/2025 fiscal year is \$345 per annum. The annual 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 here 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 offering these occupation leases holds little to no risk to Council. Five of these six groups have been operating from their same Council owned sites for well over ten years. There has been no public controversy, nor any complaints received during that time.
- 12.2 The sixth group – a new Council tenancy – has been formed following a youth needs assessment undertaken by Vision Motueka over the years of 2016-18 and is well funded. This group is dedicated to benefitting the youth of Motueka - which is a relatively similar use to the original use of the building they intend to lease. Thus, Council Staff see little to no risk regarding this group either.

13. Climate Change Considerations / Whakaaro Whakaaweawe Āhuarangi

- 13.1 The site occupations in this report were considered by staff in accordance with the process set out in the Council's Climate Change Consideration Guide 2022. The offering of new five-year leases for these sites will not impact on Council's carbon footprint or increase

production of greenhouse gases. The usage of all six sites will be remaining essentially the same as they have for over the past 10 to 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 New five-year leases for these community group occupations aligns with the Council's and 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 None of these proposed new leases are located on Reserve Land, thus they are not required to be contemplated in the Motueka Reserve Management Plan. However, these occupations are considered to be consistent with the Tasman District Council Reserves General Policy.

14.2 As the land under the Motueka Football Club/Cricket Club/Athletics Club (the "Sports Pavilion") is considered a "Public Park" under the Local Government Act 2002, and as the building has existed for several decades, these clubs and their building are mentioned in the Memorial Park Management Plan 1997.

14.3 Also considered "Public Park Land" under the Local Government Act 2002 is the land in use by the Motueka Community Gardens Trust. Thus, this group's occupancy is included in the Motueka Reserve Management Plan 2019.

15. Conclusion / Kupu Whakatepe

15.1 The staff recommendation is that following the Motueka Community Board's submission of feedback regarding the six leases in this report, that the Board then supports the Property Services Manager – who is delegated to approve the leasing of Council Property – with their final decisions on these new leases.

16. Next Steps and Timeline / Ngā Mahi Whai Ake

16.1 The Motueka Community Board offers feedback and confirms its support or otherwise for the leases to be offered for a term of five years.

16.2 The Property Services Manager will consider the Motueka Community Board's view and decide whether to proceed with offering the leases.

16.3 Once the Property Services Manager has made their decisions, 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 sometime in July 2024.

16.4 The leases will then be finalised and signed by each of the community groups followed by Council's signing of each under delegation.

17. Attachments / Tuhinga tāpiri

1. [Attachment A - Motueka Community Garden Trust - Special Conditions of Lease](#)

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**ATTACHMENT A –
MOTUEKA COMMUNITY GARDEN TRUST - SPECIAL CONDITIONS OF LEASE**

- a) The Lessee acknowledges that this site was previously a landfill site and no guarantee can be given that it does not contain material that is potentially hazardous to human health.
- b) All planting is required by the Lessor to be done in raised beds. The raised beds are to be filled with imported and non-contaminated soil/compost.
- c) All planting beds are required to be lined with a water-permeable weed mat (root impermeable) at the Lessee's expense. This weed mat is to prevent plant roots from penetrating the existing potentially contaminated soil at the site. Contravention of this requirement will risk termination of this lease.
- d) The term of this lease is One Year with a further One Year – provided that by the last day of the first year from commencement, all garden beds are fully and sufficiently lined with approved root impermeable weed-mat with the circumferential walls of the raised beds measuring a height of a minimum of 150mm. Thereafter, an additional One-year term shall be approved by Council providing all conditions of this lease have been met plus the condition that the Lessee raises all circumferential planting bed walls to a minimum height of 300mm by the last day of the second year from commencement. Thereafter, an additional One-year term shall be approved by Council providing all conditions of this lease have been met plus the condition that the Lessee raises all circumferential planting bed walls to a minimum height of 450mm by the last day of the third year from commencement.
- e) No edibles-producing trees or bushes are to be planted on this site (small edible producing bushes may be planted only in 450mm raised beds) any existing edibles-producing trees and bushes are to be removed.
- f) The raised garden beds are to have a 1200mm wide mowing strip between them.
- g) The Lessor reserves the right to enter the land and mow between the raised beds if the grass is over 200mm long over a 2-week period. The Lessee will be responsible for the Lessor's costs for mowing.
- h) The Lessor reserves the right to enter the land and clear any untidy areas that have been left uncultivated or have become overgrown. The Lessee will be responsible for the Lessor's costs for clearing the land.
- i) No food scraps or rotting vegetables/fruit are to be placed in the compost heaps unless contained in a sealed container.
- j) The existing five structures on the site as indicated by the photographs on page 6 are permitted. No other structures are permitted on this site as per Clause 9.5.
- k) The existing five structures are not to be modified in any way to restrict air flow in them or to make them even slightly airtight – for health and safety purposes due to rising gases from the site.
- l) This Lease is subject to the conditions set out in the Motueka Community Garden Group Proposal letter dated 17 September 2010 (attached and Marked "A").
- m) No planting of any kind is to ever be undertaken within a ten-metre diameter of the Wattle Tree (Acacia genus) which is at the south end of the garden. Contravention of this requirement will risk termination of this lease.
- n) As detailed in the Key Information above the Lessee is responsible for the payment of water charges. Contravention of this requirement will risk termination of this lease.
- o) On signing this Lease all previous Leases including the first Lease dated 30th September 2010 are terminated.

8.2 DISCRETIONARY FUND APPLICATION - MOTUEKA GROUP RIDING FOR THE DISABLED ASSOCIATION INCORPORATED

Report To: Motueka Community Board

Meeting Date: 18 June 2024

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

Report Authorisers:

Report Number: RMCB24-06-2

Summary

- 1.1 One application has been received for the June 2024 round of Discretionary Funding
 - 1.1.1 Motueka Group Riding for the Disabled Association Incorporated - \$441.00
- 1.2 The application complies with the Board guidelines, in Attachment 1.
- 1.3 The application is attached as 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 \$9193.00
- 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

1. receives the report Discretionary Fund Application - Motueka Group Riding for the Disabled Association Incorporated RMCB24-06-2; and
2. grants or declines applications as follows:

Applicant	Request	Grant/Decline
Motueka Group Riding for the Disabled Association Incorporated	\$441.00	

2. Attachments / Tuhinga tāpiri
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- | | | |
|----------------------|------------------|----|
| 1. ↓ | Board Guidelines | 19 |
| 2. ↓ | Motueka RDA | 22 |



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: Friday, 7 June 2024 2:18 pm
To: Democracy; Emma Gee
Subject: Grant Application - Motueka Community Board Discretionary Fund
Attachments: [Form-submissionspage-760upload-field-237First-aid-revalidation-cost-for-MCB-application-June-2024.pdf](#)
Follow Up Flag: Follow up
Flag Status: Flagged

The following application to the Discretionary Fund has been received.

Name of organisation*

Motueka Group Riding for the Disabled Association Incorporated

Address

230 College Street

Contact person*

Sarah Thompson

Contact phone*

Email address*

What is the purpose of your organisation?

Motueka RDA provides therapeutic riding sessions for children, young adults and adults struggling with physical, mental and psychological disability.

Amount applied for - up to \$700

\$441

Details of project to be funded:

We would like to apply for funding for three RDA staff to complete a Red Cross Level 2 First Aid revalidation (refresher) course. (\$147 x 3) Each of the three staff members completed a Comprehensive First Aid course two years ago and now they are required to do a refresher course.

It is essential that all of our staff have this qualification so that they are able to assist riders in the event of a medical event or an accident at our facility. Our National Body NZRDA stipulates that all staff must have a current First Aid certificate to be able to work at an RDA facility.

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

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

Everybody involved with Motueka RDA will benefit from RDA staff having a current First Aid qualification.

Some of our vulnerable riders sometimes experience seizures whilst at our facility, so it is important that staff have the skills and training to manage these situations.

Recently one of our horses spooked when a piece of Arena equipment got caught on the horse's stirrup. The non-verbal adult rider fell off. This incident was dealt with very effectively and appropriate action was taken, as all the staff are trained. Following a review we have introduced procedures to further increase safety for our riders.

Accidents do not happen often, but we always need to be prepared.

We have many spectators and supporters who join us to watch therapeutic riding sessions, so they may need medical assistance one day.

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

Currently we have not received any other funding contributions towards this project.

A couple of our volunteers also have a First Aid certificate so they can confidently support our staff if an issue arises.

Who else have you asked for funding for this project?

No other funder

Bank account number

You can upload a file to support your application

First-aid-revalidation-cost-for-MCB-application-June-2024.pdf - [Download File](#) -
You must be logged in to view this file

Privacy Statement



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Where are you?

Where are you?

Which course are you after?

First Aid Revalidation

GO

First Aid Revalidation

First aid course is designed for those who need to refresh their first aid skills and knowledge, renewing your first aid certificate. First aid certificates must be revalidating every two years to remain valid. Please note you can revalidate your current certificate with us, regardless of your previous first aid provider. Please bring to the course your current first aid certificate so this can be validated before you attend the revalidation course. As of 1 February 2023, participants can attend a revalidation course if their certificate is no older than two years and three months from the date of issue. i.e. the time between attending courses can NOT be longer than two years three months.

Cost: \$147.00 Duration: 6 Hours Unit standards: Course details (/book-course/first-aid-revalidation/)

te	Start	End	Spaces Available
July 2024	Wed 08:30	Wed 15:00	13
BOOK NOW (/cart/add/c57b3061-c9bb-ee11-9078-002248933e23)			
November 2024	Mon 08:30	Mon 15:00	18
BOOK NOW (/cart/add/d11d41ee-c9bb-ee11-9078-002248933e23)			

Nelson Training Room- NZ Red Cross

arkers Road, Tahunanui, Nelson 7011 
s://www.google.com.au/maps/place/59+Parkers+Rd,+Tahunanui,+Nelson+7011,+New+Zealand/@-41.2899824,173.2389886,17z/data=!3m1!4b1!4m5!3m4!1s0x6d3b932f72a4c483:0xe313368eecd4-89986514d173.2411773)

te	Start	End	Spaces Available
June 2024	Fri 08:30	Fri 15:00	7
BOOK NOW (/cart/add/d568fcd-a0e4-ee11-904c-00224812c68b)			
June 2024	Mon 08:30	Mon 15:00	7
BOOK NOW (/cart/add/5b53761c-a1e4-ee11-904c-00224812c68b)			
June 2024	Wed 08:30	Wed 15:00	8
BOOK NOW (/cart/add/a920f824-a8e4-ee11-904d-00224893346b)			
July 2024	Mon 08:30	Mon 15:00	15
BOOK NOW (/cart/add/1da6d4a2-cd17-ef11-840a-000d3ad0d561)			
July 2024	Wed 08:30	Wed 15:00	14
BOOK NOW (/cart/add/a8c6cd43-ce17-ef11-840a-000d3ad0d561)			
July 2024	Tue 08:30	Tue 15:00	18
BOOK NOW (/cart/add/e75a8b22-d017-ef11-840a-000d3ad0d561)			

Book dates and times

8.3 MOTUEKA COMMUNITY BOARD REPORT

Information Only - No Decision Required

Report To:	Motueka Community Board
Meeting Date:	18 June 2024
Report Author:	Terina Graham, Chair
Report Authorisers:	Richard Kirby, Group Manager - Community Infrastructure
Report Number:	RMCB24-06-3

1. Summary / Te Tuhinga Whakarāpoto

- 1.1 *He ora te whakapiri, he mate te whakatakariri:* There is strength in unity, defeat in division.

2. Recommendation/s / Ngā Tūtohunga

That the Motueka Community Board

1. **receives the Motueka Community Board Report RMCB24-06-3**

3. Community Voice

- 3.1 Meeting held with representatives on Friday 17 May to share issues and ideas.
 3.2 Chair undergoing information gathering from those living rough and local youth.
 3.3 Invitations sent to Ministers with new proposed new meeting date MP Pugh confirmed.

4. Janie Seddon

- 4.1 Conversations ongoing with staff, Chair to report back at the next meeting.

5. Community Concerns and opportunities

- 5.1 **Community garden** – Council lease will impact non-profit volunteer kai for community plots.
 5.2 **Trees** – concern raised at April Board meeting re: Oaks on Parker St, affecting residents with excessive leaf drop, roof damage and lack of sunlight – in discussion with residents.
 5.3 **Trees** - concern raised re: Elm tree in cul-de-sac blocking all day sunlight, affecting resident wellbeing. Several Elms already been removed due to damage to tarmac, sadly wrong trees planted in wrong place in late 1990s – report for board to review next steps.
 5.4 **Motueka – Kaiteriteri Summer Bus service** – 2024-25 planning for summer bus service to include Motueka stops, with alternative times.
 5.5 **Enforcement and legal proceedings** – general conversation regarding Council determining level of enforcement conducted on properties, that have received a complaint. Decision process to determine what cases proceed as a legal matter. Is there balance of Council staff working with property owners to remedy opposed to cost to go to court (financial and other).

6. Updates from Board

6.1 Any updates?

7. Items from Public Forum

7.1 Updates from last meeting.

7.1.1 **Museum plea for storage and fair share of funding** – potential option to relocate the old Laura Ingram Kindergarten building will be included in demolition review.

An alternative temporary solution was proposed from staff to museum (although site is out of Motueka). Funding allocations shared with Board.

7.1.2 **Motueka Harbour and Coastal Works Reserve Fund Policy and Funding Proposals** – concerns with funds being used for consultants and reports, and decisions being made by Council not being brought to Board for early involvement.

Item is tabled to be revisited at Board meeting after Board have workshop with staff.

7.1.3 **Council values** – concerns raised with the importance to ensure all staff role-model Council values, sharing some examples where it is questionable if they are being followed.

Board noting concerns raised regarding ‘Council culture’ and best way to address to support improvements.

7.2 Discussion on items from today’s Public Forum session.

7.3 Communicate outcomes and actions.

8. Action List

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

9. Correspondence

9.1 Correspondence list:

Date	From	Subject
15/05/24	N Hughes (Board Member)	Bribes
16/05/24	N Hughes (Board Member)	LGOIMA request
18/05/24	J & A Garwood	Janie Seddon
20/05/24	N Hughes (Board Member)	Motueka Aerodrome
22/05/24	Motueka RDA	Accountability Form
23/05/24	M Markert	Housing
26/05/24	N Hughes (Board Member)	LGOIMA request
04/06/24	C Budai (TDC)	Public Places Bylaw
04/06/24	S Elkington (TDC)	Proposed Bike Rack High St Motueka
10/06/24	S Kirwan	Ted Reed Reserve playground

10. Attachments / Tuhinga tāpiri

1. [↓](#) Action List

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Meeting	Subject
Motueka Community Board 19/09/2023 MCB23-09-5	Chairs Report
Rubbish Bins – Cr Walker	
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.	
31 Oct 2023 9:37am Gee, Emma	
Lynne Hall has ordered colour liners and working on quote for wrap for bin lids	
27 Nov 2023 12:43pm Gee, Emma	
Councillor Walker - awaiting quote from Lynne Hall	
29 Feb 2024 11:24am Gee, Emma	
Councillor Walker awaiting update from Lynne Hall	
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.	
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	
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.	
Meeting	Subject
Motueka Community Board 21/11/2023 MCB23-11-9	Chairs Report
Board workshop for Motueka Community Board Standing Orders and Council's complaints process – Cr Maru	
21 Dec 2023 1:47pm Gee, Emma	
Democracy Services arranging	
29 Feb 2024 11:27am Gee, Emma	
Ongoing	
22 Mar 2024 9:18am Gee, Emma	
Ongoing	
08 Apr 2024 2:24pm Gee, Emma	

Chair to arrange workshop for Board to discuss potential amendments in standing orders

22 Apr 2024 9:30am Gee, Emma

Date yet to be set.

Meeting	Subject
Motueka Community Board 20/02/2024 RMCB24-02-3	Chairs Report
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	
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 complaints, 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.	
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	
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	
21 May 2024	
Chair Graham noted that the plane is still being serviced in Timaru	
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

Chair's Report

MCB24-04-5

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)

8.4 FINANCIAL SUMMARY - PERIOD ENDING 31 MAY 2024

Information Only - No Decision Required

Report To:	Motueka Community Board
Meeting Date:	18 June 2024
Report Author:	Liz Cameron, Assistant Management Accountant
Report Authorisers:	Kurt Clayworth, Management Accountant
Report Number:	RMCB24-06-4

1. Summary / Te Tuhinga Whakarāpoto

- 1.1 The financial report for the period ending 31 May 2024 is attached (**Attachment 1**).
- 1.2 The net financial position as at 31 May is a surplus of \$13,209.
- 1.3 There were no Community Board expenses during May.
- 1.4 The net position of the Motueka Community Board's overall funds as at 31 May 2024 is a surplus balance of \$207,256.

2. Recommendation/s / Ngā Tūtohunga

That the Motueka Community Board receives the Financial Summary report RMCB24-6-4

3. Attachments / Tuhinga tāpiri

1. [1. Financial Summary](#)

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TASMAN DISTRICT COUNCIL
Motueka Community Board
May 2024

Profit and Loss	Monthly Actual	Month Budget		May YTD Actual	Year End Annual Budget	Annual Budget %	Budget 2023/24
REVENUE							
CCB rate	10,316	10,288	100%	113,477	123,451	92%	123,451
Motueka Market	1,818	1,219	149%	13,051	14,033	93%	14,033
Closed Account Interest	164	137	120%	1,803	1,648	109%	1,648
Total revenue	12,298	11,644		128,331	139,132		139,132
EXPENSE							
Remuneration							
Chairperson Monthly Salary	1,303	1,303	100%	6,137	15,634	39%	18,514
Members	1,954	2,232	88%	24,428	26,781	91%	23,901
Community Board Members Reimbursements	338	599	56%	6,658	7,186	93%	7,186
Miscellaneous							
Community Board discretionary fund	700	0	0%	9,194	7,529	122%	7,529
Youth Development Fund	0	0	0%	0	1,000	0%	1,000
Community Board Special Projects	0	757	0%	60,666	57,139	106%	57,139
Community Board Expenses	0	85	0%	3,295	16,951	19%	16,951
Litter Cart	0	0	0%	3,261	4,348	75%	4,348
Motueka CB Sculpture maintenance	0	90	0%	0	1,081	0%	1,081
Cost of Elections	0	0	0%	1,484	1,484	100%	1,484
Total expenses	4,295	5,066	85%	115,122	139,133	83%	139,133
Net Charges	8,003	6,578		13,209	(1)		

Year to date

Equity

Opening Surplus/(Deficit) Balance 1 July 2023	194,047
Net Income Surplus/(Deficit) May 2024	13,209
Closing Surplus/(Deficit) Balance 31 May 2024	207,256

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	9,193
Remaining Balance	9,193

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
Tasman Bay Guardians 29/05/24	700
Total expenditure to May 2024	9,193

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
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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 May 2024	60,666

8.5 SPECIAL PROJECTS ACTION LIST**Information Only - No Decision Required**

Report To: Motueka Community Board

Meeting Date: 18 June 2024

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

Report Authorisers:

Report Number: RMCB24-06-5

1. Summary / Te Tuhinga Whakarāpoto

- 1.1 Attached is the Special Projects Action List for the Motueka Community Board to review (**Attachment 1**).
- 1.2 At its 21 May 2024 meeting, the Motueka Community Board agreed 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.
- 1.3 The report to the 21 May 2024 meeting is attached as **Attachment 2**.
- 1.4 Staff feedback is being provided at this meeting and the Board will confirm its final funding allocation for the Special Projects 2024-2025.

2. Recommendation/s / Ngā Tūtohunga**That the Motueka Community Board**

1. receives the Special Projects Action List RMCB24-06-5 report; and
2. following consideration of staff feedback on the scope and feasibility of the projects proposed for funding, agrees to allocate funding to the following Special Projects 2024-2025:
 - 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 northern end of The Kumaras on the foreshore walkway - \$3,000
 - e) Install shade sail over the outdoor gym equipment in Memorial Park - \$18,000
 - f) 2024-2025 Projects
 - g) Physical works towards the restoration of the Historical wharf - \$10,000
 - h) Fix footpath crossing at the intersection of Wratt Street and High Street up to a maximum of \$10,000
 - 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

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3. Attachments / Tuhinga tāpiri
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- | | | |
|----------------------|---|----|
| 1. ↓ | Special Projects Action List | 36 |
| 2. ↓ | Special Projects Fund report to 21 May 2024 Motueka Community Board meeting | 44 |

Special Projects Action List

Projects 2020/21	Funds	Status	Overseer
2.Decks Reserve Accessible Playground Equipment Resolution 15/12/20	\$30,000	16/02/21 Awaiting quote from Lynne Hall 20/07 Chair Maru to have a conversation with Susan Edwards and Janine Dowding 17/08 Awaiting update from Susan Edwards 28/02 Lynne has approached 3 playground companies before Christmas hopefully they will come back with something soon 15/03 Youth Council keen for a carousel, ongoing 15/11 Mr Kirby informed the Board of delays in sourcing accessible playground equipment 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> 18/04 Carousel purchased, staff working on layout design 09/05 Staff to share design with Members prior to the May meeting and will be present for feedback 16/05 Initial design plan presented to Members 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 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 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 10/08 Update form Tony, not enough competitive financial information as our consultants have only been able to include costs from one supplier, ongoing 15/08 Update to be provided at the September meeting	Cr Walker/Tony Strange

Projects 2020/21	Funds	Status	Overseer
		<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 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></p> <p>16/04 Tony Strange to provide feedback about costings for the accessible playground at Decks Reserve. Hope to have information by next week. Chair Terina Graham, Cr Walker and Deputy Chair Claire Hutt to form a project advisory team as just a liaison at this stage.</p> <p>21/05 – advisory group met and determined best option for Board review. Board endorsed at May meeting.</p>	

Projects 2022/23	Funds	Status	Overseer
<p>3.Mārahau/Sandy Bay Association</p> <p>Costal Maintenance Grant (annual)</p> <p>Resolution</p> <p>16/08/22Resolution</p> <p>16/08/22</p>	\$2,500	<p>15/11 Board Secretary to follow up on invoices for work</p> <p>8/12 Ongoing</p> <p>15/12/22 Part payment made, \$1236.90, for some spraying work, more to come</p> <p>16/04/24 Ongoing</p> <p>08/05/24 – Board to discuss.</p> <p>21/05 Councillor Walker advised that the Mārahau-Sandy Bay Residents Association had been reconvened. It was noted that the reference to the coastal maintenance grant to the Association is not an annual grant.</p>	CR Walker

Projects 2022/23	Funds	Status	Overseer
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 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 17/10 Steve Richards provided an update, Richard Hilton & Lynne Hall are working on and will come back to the Board 21/11 Steve to liaise with Deputy Chair Graham on updates 16/04/24 Ongoing Mr Ogilvie has met with staff have a plan forward and working well 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. 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. 21/05 Update from Stephen Richards - Quotes received, Toilet handbasins \$2500, 2x bench seats concrete pads \$900, 2 x bench seats \$1000 Motueka menz shed Still waiting on wrought iron gate quote. Can proceed with toilet hand basins and bench seats asap once approved by Community board. 10/06 Update form Steve Richards - – I have instructed 2 x concrete pads (\$900 each) to be installed for the 2 new bench seats. I have managed to repurpose one seat from York Park and rebuild a second	Steve Richards/ Chair Graham

Projects 2022/23	Funds	Status	Overseer
		<p>seat costing (\$400), I have also attached the quote to upgrade the cemetery gates from farm gates to wrought iron gates. The quote is for one gate entrance, and we have 3 that need upgrading.</p> <p>It would be great if the Community board can approve the Cemetery quotes for the hand basin and 2 x bench seat installation so I can get those jobs completed. I can see we will need to find further funds to complete the entrance gate upgrades, even if we do one at a time</p>	

Projects 2023/24	Funds	Status	Overseer
5.Saltwater Baths Landscaping and Improvements Resolution 16/05/23	\$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>06/05/24 Saltwater baths landscaping improvements - preparation carried out by 26 May and plan for planting over winter.</p> <p>16/04/24 Ongoing, Lynne to feedback to the Chair</p>	Lynne Hall
6.Decks Reserve Reinstall Tables, Seating and Landscaping Resolution 16/05/23	\$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

		<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>16/04/24 Tony Strange and Steve Richards are meeting with Menzshed and will feedback to the board regarding quotes</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>21/05 Update from Stephen Richards - Concrete paths installed, gardens formed and bark mulched. 2 x social seating being made by Motueka menz shed Trees and shrubs still work in progress</p> <p>10/06 Update from Steve Richards - Photo attached of the seating design I'm getting made for the Library site by the Motueka mens shed. I have instructed them to start construction for 2 sets. I have been holding off with the planting as it's been so dry, but now its rained I will instruct a contractor to complete this part of the project</p>	
<p>7.Trewavas Street Esplanade</p> <p>Complete Cycle/Walkway Path</p> <p>Resolution 16/05/23</p>	\$10,000	<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>16/04/24 request follow up with Lynne Hall</p>	Lynne Hall

		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. 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. 21/05 Lynne Hall update - New gravel path installed linking to carpark	
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Projects 2024/25	Funds	Status	Overseer
8. Wharepapa Grove Reserve Install table + seating Resolution 21/05/24	\$3,000	21/05 Install a table and seating in the Wharepapa Grove Reserve	
9. iSite Wallace St Update Map Resolution 21/05/24	\$1,500	21/05 Revamp and update the Motueka map outside the iSite building	
10. Ted Reed Reserve, Riwaka Install Nest Swing Resolution 21/05/24	\$10,000	21/05 Add a nest swing to the playground on Ted Reed Reserve, Riwaka	
11. the Kumaras Northen end Install seating Resolution 21/05/24	\$3,000	21/05 Install a picnic table and seating at the northern end of The Kumaras on the foreshore walkway	

12. Memorial Park Shade sail over gym equipment Resolution 21/05/24	\$18,000	21/05 Install shade sail over the outdoor gym equipment in Memorial Park	
13. Motueka Quay Historical wharf restoration works Resolution 21/05/24	\$10,000	21/05 Physical works towards the restoration of the Historical wharf	
14. Cnr Wratt St & High Street Improve crossings at intersection. Resolution 21/05/24	\$10,000	21/05 Fix footpath crossing at the intersection of Wratt Street and High Street up to a maximum of \$10,000	
15. Motueka Bridge (Riuwaka side) Resolution 21/05/24	\$15,000	21/05 Welcome Sign - 'Motueka' stone-work welcome sign by the Motueka Bridge as you enter from Golden Bay	

16. Motueka River Extend concrete pads under current tables. Resolution 21/05/24	\$5,000	21/05 Concrete pads extension under seating at Motueka River x 2 tables, to aid in mowing closer to picnic area to avoid over grown grass.	
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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: RMCB24-05-7

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.

MOTUEKA COMMUNITY BOARD SPECIAL PROJECTS 2024 - 2025**3. Recommendation/s / Ngā Tūtohunga**

That the Motueka Community Board

1. receives the Motueka Community Board Special Projects 2024 - 2025 report RMCB24-05-7; 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

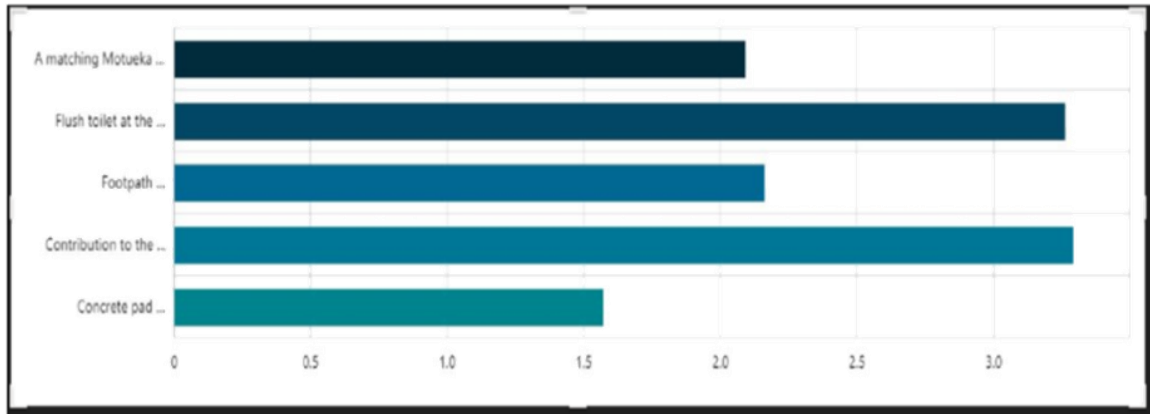
- a) Install a table and seating in the Wharepapa Grove Reserve - \$3,000
- b) Revamp and update the Motueka map outside the iSite building - \$1,500
- c) Add a nest swing to the playground on Ted Reed Reserve, Riwaka - \$10,000
- d) Install a picnic table and seating at The Kumaras on the foreshore 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



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