

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

Date: Tuesday 16 July 2024
Time: 4:00 pm
Meeting Room: Motueka Library
Venue: Wallace Street, Motueka

Zoom conference link: <https://us02web.zoom.us/j/89661648967?pwd=TgFkUMEPADEbvbWfXf4JlqH76SAC2a.1>
Meeting ID: 896 6164 8967
Meeting Passcode: 622333

Motueka Community Board

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:
Email: governance@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, 18 June 2024, be confirmed as a true and correct record of the meeting.

6 PUBLIC FORUM

6.1 Tasman Bay Penguin Trust 4

7 PRESENTATIONS

Nil

8 REPORTS

8.1 Elm Tree on Mountview Place Road Reserve 5

8.2 Discretionary Fund Applications..... 14

8.3 Motueka Community Board Report 27

8.4 Financial Summary 36

8.5 Special Projects Action List..... 38

9 CORRESPONDENCE

Nil

10 CONFIDENTIAL SESSION

Nil

11 CLOSING KARAKIA

3 PUBLIC FORUM

3.1 PUBLIC FORUM

| | |
|----------------------------|---|
| Report To: | Motueka Community Board |
| Meeting Date: | 16 July 2024 |
| Report Author: | Gavin Dawson, Governance Advisor |
| Report Authorisers: | Elaine Stephenson, Team Leader - Democracy Services |
| Report Number: | RMCB24-07-6 |

| |
|--|
| 1. Public Forum / Te Matapaki Tūmatanui |
|--|

Linda Jenkins and Larry Lumsden from the Tasman Bay Penguin Trust will speak in public forum.

| |
|--|
| 2. Attachments / Tuhinga tāpiri |
|--|

Nil

8 REPORTS

8.1 ELM TREE ON MOUNTVIEW PLACE ROAD RESERVE

Decision Required

| | |
|----------------------------|--|
| Report To: | Motueka Community Board |
| Meeting Date: | 16 July 2024 |
| Report Author: | Lynne Hall, Horticultural Officer - Motueka & Golden Bay |
| Report Authorisers: | Grant Reburn, Reserves and Facilities Manager |
| Report Number: | RMCB24-07-1 |

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

- 1.1 This report seeks a decision from the Community Board to either retain and manage, or remove, a street tree on road reserve at Mountview Place.

2. Summary / Te Tuhinga Whakarāpoto

- 2.1 Neighbours have raised concerns about the impact the tree is having on their quality of life.
- 2.2 A request was made to Reserves staff by the Community Board Chair for a report to assist the Board in deciding whether the tree should be removed.

3. Recommendation/s / Ngā Tūtohunga

That the Motueka Community Board

- receives the Elm Tree on Mountview Place Road Reserve report RMCB24-07-1; and**
- agrees to retain and manage the Elm Tree on Mountview Place Road Reserve (option 2 in the agenda report).**

4. Background / Horopaki

- 4.1 The tree is a golden elm and planted on road reserve at the time of subdivision. This is the same species as the trees on High Street, several of which were removed for the High Street upgrade.
- 4.2 The tree is directly to the north of the neighbours at 14 Trewavas Street. It is deciduous i.e. loses its leaves in winter.
- 4.3 There were several other similar trees planted at the time of subdivision. This was a resource consent requirement to provide shade, shelter, and aesthetic appeal.
- 4.4 Most of the trees have since either died or been removed. More recent removal was because tree roots were lifting footpaths or the road surface.

- 4.5 Council staff were contacted by the neighbour in 2019 not long after they had taken ownership of the property as they were unhappy about the impact the tree was having on their lifestyle. Staff arranged for tree reduction work to be carried out.
- 4.6 Concerns were raised again last year, and further work was carried out on the tree.
- 4.7 Neighbours have since contacted Community Board members who have asked for consideration to be given to having the tree removed.
- 4.8 Motueka Community Board has delegation over trees being considered for removal.

5. Analysis and Advice / Tātaritanga me ngā tohutohu

- 5.1 The issue is a tree causing problems for the immediate neighbours who say it is causing significant shading to their property, particularly in winter and impacting their quality of life.
- 5.2 Other neighbours raised concerns with Community Board members about leaf drop. Staff do not consider leaf drop as a reason for tree removal.
- 5.3 An arborist from Treescape has assessed the tree as being healthy. Please refer to the attached report.
- 5.4 Staff agree that trees can create problems for neighbours and others but unless a tree is dangerous or in poor health, prefer to maintain trees rather than remove them.

6. Options / Kōwhiringa

- 6.1 The options are outlined in the following table:

| Option | | Advantage | Disadvantage |
|--------|----------------------------|---|--|
| 1. | Remove the tree | The neighbours benefit from the tree being removed | Loss of a mature tree and the aesthetics and other benefits it brings. One off cost to remove the tree |
| 2. | Retain and manage the tree | The tree is retained and the impact on the neighbours is managed but not eliminated | Ongoing costs to retain the tree. Issue not resolved for the neighbours |

- 6.2 Option 2 is recommended - Retain and manage the tree.

7. Legal / Ngā ture

- 7.1 Property law around trees and neighbours is complex but trees should not create undue interference with the reasonable use or enjoyment of a person's land.
- 7.2 Under the Property Law Act, decisions include whether the interference complained of was already in existence when the applicant became the owner or occupier of the land; the interests of the public in an aesthetically pleasing environment; and the value of trees as a public amenity.

8. Iwi Engagement / Whakawhitiwhiti ā-Hapori Māori

- 8.1 No engagement with Iwi has taken place for this proposal.

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

9.1 The impact the tree is having on the neighbours is significant to them, however, the wider benefits that the tree provides to the landscape, street amenity value and carbon sequestration value need to be considered.

| | Issue | Level of Significance | Explanation of Assessment |
|-----|---|-----------------------|--|
| 1. | Is there a high level of public interest, or is decision likely to be controversial? | Low | Removing the tree could set a precedent. |
| 2. | Are there impacts on the social, economic, environmental or cultural aspects of well-being of the community in the present or future? | No | |
| 3. | Is there a significant impact arising from duration of the effects from the decision? | No | |
| 4. | Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets) | No | |
| 5. | Does the decision create a substantial change in the level of service provided by Council? | No | |
| 6. | Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP? | No | |
| 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 or particular consideration of current legislation relating to water | No | |

| | Issue | Level of Significance | Explanation of Assessment |
|--|--|-----------------------|---------------------------|
| | supply, wastewater and stormwater infrastructure and services? | | |

10. Communication / Whakawhitiwhiti Kōrero

- 10.1 Staff have communicated with the neighbours on at least two occasions and work has been carried out on the tree accordingly.
- 10.2 Neighbours have contacted Community Board members who have since requested this report.

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

- 11.1 There will be ongoing costs to maintaining the tree, and similarly a cost to remove the tree. Both options are for the benefit of the neighbours. Reserves staff generally choose to retain and manage trees rather than completely remove them unless the tree has been assessed as being unsafe or in such poor condition it is unlikely to survive.
- 11.2 The tree had reduction work carried out in Jan 2020 at a cost of \$855, and further work in Sept 2023 at a cost of \$650.
- 11.3 An estimate to remove the tree is \$1400, not including stump removal.

12. Risks / Ngā Tūraru

- 12.1 There is a high risk of a precedent being set by agreeing to the removal of this tree. Reserves and other Council staff receive numerous complaints every year about trees causing concern for neighbours. Generally, staff manage the trees to reduce the nuisance effect rather than have a tree removed unless it is considered dangerous or unsafe.

13. Climate Change Considerations / Whakaaro Whakaaweawe Āhuarangi

- 13.1 Mature trees are generally considered superior to shrubs and grasses in terms of their ability to capture and store carbon emissions.

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

- 14.1 Although the tree is on a road reserve and the Reserves General Policies 2015 do not directly apply, they can be taken into account when considering this issue.

3.7 Cross Boundary Effects

Council seeks to be a good neighbour who takes into consideration the interests of adjoining landowners. However, reserves have been established for specific purposes. It is important that people buying land nearby recognise the range of activities and development which could reasonably be expected on a reserve. Council shall ensure that reserves are used for

the purposes for which they were provided and in accord with reserve management plans and policy.

Expectation – Reserves are managed to provide for public benefit while taking into account the interests of adjoining landowners.

Council has a responsibility as an adjoining landowner to ensure that the uses and activities that occur on reserves are reasonable in terms of their effects on surrounding properties. However, where a reserve and uses or activities on a reserve, existed prior to the transfer of ownership of an adjoining property any concerns raised by these landowners shall be weighed accordingly.

Where requested, Council shall take measures to prevent or remedy vegetation encroaching from reserves onto neighbouring land.

14.2 Land Development Manual

4.15.6.1 Opportunities for street trees and landscaping will be taken where possible to improve the visual amenity, recreational quality, biodiversity and ecological links. Clustered planting and a small number of specimen trees in widened berm areas is encouraged over a consistent linear layout.

15. Conclusion / Kupu Whakatepe

15.1 The purpose of this report is to request a decision from the Community Board as to whether this tree is retained or removed. There are pros and cons for both options.

15.2 The neighbours would prefer the tree to be removed for their 'quality of life' whereas generally staff prefer trees to be retained and managed.

16. Next Steps and Timeline / Ngā Mahi Whai Ake

16.1 Pending a decision from the Board, the tree will either be removed, or further pruning work carried out on the tree.

17. Attachments / Tuhinga tāpiri

1.   Arboricultural report

10



ARBORICULTURAL REPORT

Tasman District Council

Golden elm

Mountview Pl, Motueka

By Paul Wynen

For Tasman District Council

Date 08/07/2024

Introduction

This report was commissioned by Lynn Hall, Tasman District Council, for a tree health and safety assessment of the golden elm planted in the roadside verge, Mountview Pl, Motueka

The scope of the report covers:

- Tree health and safety

The inspection of the trees was made from ground level. No tools were used as part of the assessment. This report covers what was visible at the time of my inspection.

Site Observations

A site assessment was undertaken on 08/07/2024. The tree has been planted in a 4m wide road reserve on the southern side of the cul-de-sac along with several other smaller native and exotic species of plants (Fig 1 and 2).

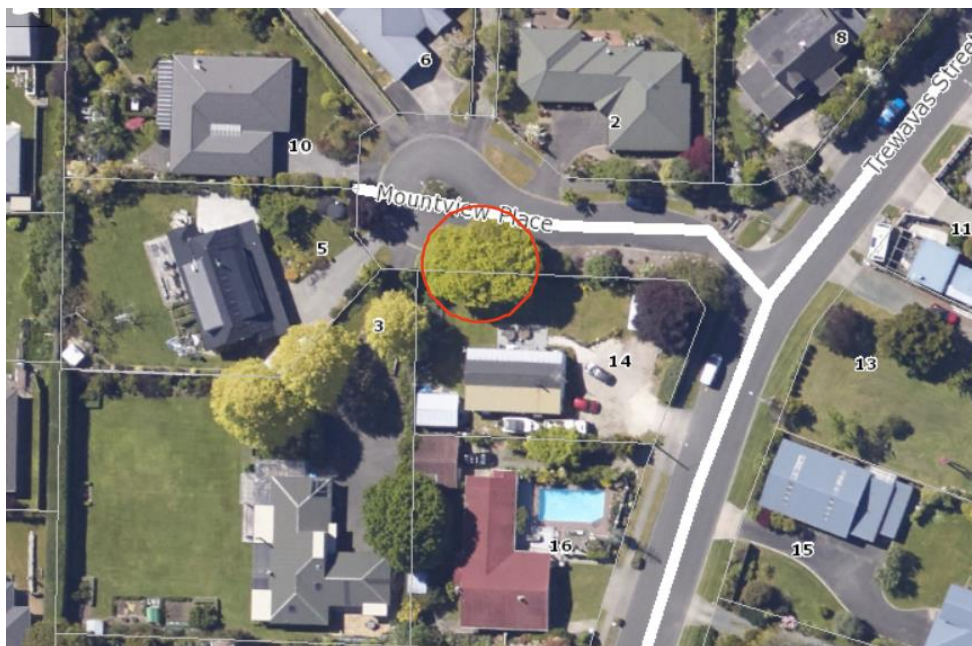


Figure 1 – Location of golden elm on Mountview Pl



Figure 2 Location of tree planted in the road verge

Tree Details

Golden elms (*Ulmus* 'Louis van Houtte') are a deciduous vase shaped tree with a large wide spreading canopy (Fig 2). This semi mature specimen is approximately 8-10m tall with a spread of 16x12m . The tree has had its lower canopy lifted in the past resulting in most of the canopy being in the top half of the tree.



Figure 2 Golden elm

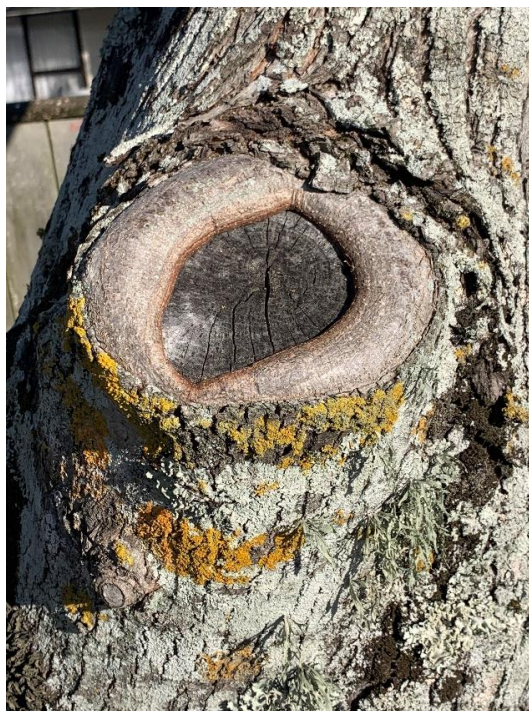


Figure 3 Callus tissue forming over an old wound

Tree health Assessment

I visited the tree in winter so was unable to determine leaf health or colour, but the tree appears healthy. The tree is multi-stemmed and of a shape typical of the species, branch unions appear sound with some crossing branches within the canopy. The canopy density and shoot extension appear normal for a tree this age with only minor deadwood present. Callous growth on old cut wounds appears to be forming well and little sign of decay was noted (Fig 3). The lifting of the lower canopy has created some over extended branches but are of little concern at this stage. The tree is growing in a wide verge with other smaller plants around it

Conclusions & Recommendations

The tree is in good condition for its age and showing little health or safety concerns at this stage. The removal of the majority of the lower canopy does increase the risk of these branches becoming over extended in time which may need to be monitored. The tree appears to have been regularly pruned and my only recommendation would be that the tree may benefit from a light canopy thin (15%) to remove the crossing branches and improve the branch structure by allowing some space for growth within the upper canopy

If you have any further questions, please do not hesitate to get in touch



Paul Wynen

Diploma Arboriculture (WINTEC)

Diploma Botanic Garden Management (Kew)

Treescape

8.2 DISCRETIONARY FUND APPLICATIONS

| | |
|----------------------------|---|
| Report To: | Motueka Community Board |
| Meeting Date: | 16 July 2024 |
| Report Author: | Emma Gee, Team Leader - Customer Services (Motueka) |
| Report Authorisers: | |
| Report Number: | RMCB24-07-2 |

Summary






- 1.1 Two applications have been received for the June 2024 round of Discretionary Funding:
 - 1.1.1 Brooklyn School (Motueka) - \$ 700.00
 - 1.1.2 Motueka Group Riding for the Disabled Association - \$ 441.00
- 1.2 The applications comply with the Board guidelines (**Attachment 1**).
- 1.3 The applications are attached (**Attachments 2 & 3**). 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 receives the report RMCB24-07-2;

And grants or declines applications as follows:

| Applicant | Request | Grant/Decline |
|---|-----------------|---------------|
| Brooklyn School (Motueka) | \$700.00 | |
| Motueka Group Riding for the Disabled Association | \$441.00 | |

2. Attachments / Tuhinga tāpiri

- | | |
|--|----|
| 1.   Board Guidelines | 15 |
| 2.   Brooklyn School | 18 |
| 3.   Motueka Group Riding for the Disabled | 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: Thursday, 20 June 2024 1:53 pm
To: Democracy; Emma Gee
Subject: Grant Application - Motueka Community Board Discretionary Fund
Attachments: [Form-submissionspage-760upload-field-25630997_240620130910_001.pdf](#); [Form-submissionspage-760upload-field-2370998_240620131833_001.pdf](#)

Follow Up Flag: Follow up
Flag Status: Flagged

The following application to the Discretionary Fund has been received.

Name of organisation*

Brooklyn School (Motueka)

Address

256 Umukuri Road, Brooklyn

Contact person*

Chris Kemp (Principal)

Contact phone*

Email address*

What is the purpose of your organisation?

Education Facility

Amount applied for - up to \$700

\$700.00

Details of project to be funded:

This is to support the schools 150th Anniversary celebrations and would be used to secure a host venue for the Saturday night meal. Celebrations are to be held Friday 25th and Saturday 26th October 2024.

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

0997_240620130910_001.pdf - [Download File](#) - *You must be logged in to view this file*

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

All past & present students of the school.
Local accomodation places for attendees from out of town, local cafes,

caterers, Cake makers, photographers, supermarkets, sunday market, local tourist attractions, Ngatimoti fair..... this list goes on

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

We have a committee of 10 volunteers meeting monthly for meetings, school parents volunteering over the weekend with teas, coffees, serving nibbles, decorating venue & school, cleaning school etc, Motueka museum volunteers opening on the Friday night for our attendees.

Local businesses have been asked for money donations to help us advertise nationwide, billboards for local advertising, purchase 150th plaque etc

Who else have you asked for funding for this project?

as above - local businesses have been approached to donations to help with advertising costs and costs we are incurring for running a "big" event like this.

Bank account number

You can upload a file to support your application

0998_240620131833_001.pdf - [Download File](#) - *You must be logged in to view this file*

Privacy Statement



CLUB INC.

**P O. Box 6024,
Riwaka - Nelson
Ph/Fax (03) 528 8300**

CONDITIONS FOR HIRE OF CLUBROOMS

HALL HIRE

- Dry Hire – (Hall & Kitchen – no Bar) \$650.00 including GST.
BYO – No Licence required.
- Bar & Hall – (Club Bar Staff - @ \$25.00/hr) \$650.00 including GST.
No BYO – Licence required.
The Hirer needs to apply for a Special Licence with the Tasman District Council. This takes up to 20 days to receive. The Licence needs to be displayed in the Clubrooms during the Function. Keys will not be handed over until the Licence has been sighted and copied by Julie Drummond.
- Funerals – (Club Bar Staff - @ \$25.00/hr) \$230.00 including GST.

ALCOHOL

- NO BYO when Bar is operating.
- One week prior to your event your Alcohol requirements are to be given to Julie or Andy Drummond (528 9371) or John Soane (528 9135)
- Duration of Hire – please inform Julie so Licenced Bar Staff can be organized.
- Bar Staff will be charged at \$25.00 per hour per person.
- Meals to be provided for Bar Staff.
- An Account will be sent to you for the Alcohol and Bar Staff.
- Bar to be closed at 12.00 midnight.
- If you require an extension to this time YOU are required to get a Late Licence from the Tasman District Council and inform the Police of your intentions.
- This Licence needs to be given to the Bar Staff.
- If you are caught drinking after the Bar is closed you will be liable to pay the \$14,000.00 fine.

KITCHEN

- The Kitchen is to be left Clean and Tidy as you found it.
- All Floors and Benches to be washed.
- Ovens and Vats to be cleaned..
- Crockery & Cutlery is available, if you require more you will need to hire them at your cost.

TIMETABLE OF EVENTS

FRIDAY -

- Brooklyn School**, Umukuri Road, Brooklyn
- 12.45pm Registration Name Tags
- 1.00pm Powhari - Welcome by Chris Kemp (Principal)
 Guest speaker – Tasman District Mayor
 Unveiling of memorial stone
 Cutting of Anniversary Cake
 Cup of Tea/Coffee, catch-up & look around school
- 5.00pm **Motueka Museum**, High Street, Motueka
 for a look at the Brooklyn School display then into
Muses Café (next to Museum) for more chat and
 nibbles.
Rest of the evening is yours.

SATURDAY -

- Decade Photo session at Brooklyn School
- | | | | |
|---------|-----------------|---|---------------------|
| 10.00am | 1940's & 1950's | } | (approximate times) |
| 10.30am | 1960's & 1970's | } | Tea & Coffee |
| 11.00am | 1980's & 1990's | } | available |
| 11.30am | 2000 & onwards | } | |
- Feel free to bring a picnic lunch if you wish to stay
 and catch up with people.
*The afternoon is free for you to maybe drive around the local
 haunts, roads and valleys or have an afternoon nap.*

SATURDAY EVENING

- 4.00pm **Riwaka Rugby Club**, Main Road, Riwaka
 Gather anytime between 4pm & 5.45pm for
 pre-dinner drinks/nibbles and catch-ups.
 (Bar will be open)
- 6.00pm Buffet dinner
- 7.00pm Speeches
- 8.00pm Music – Dance or more catching up

BAR & MUSIC FINISHES 11pm

Courtesy Van available at a small cost

*Buffet dinner catered by Mrs Smiths cafe
 Anniversary cake - TBC (Vicky York?)*

From: website@tasman.govt.nz
Sent: Tuesday, 2 July 2024 10:56 am
To: Governance; Emma Gee
Subject: Grant Application - Motueka Community Board Discretionary Fund
Attachments: [Form-submissionspage-760upload-field-2563BUDGET-2024-Motueka-Community-Board-First-Aid-July-2024.xlsx](#); [Form-submissionspage-760upload-field-237First-aid-revalidation-cost-for-MCB-application-July-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..

BUDGET-2024-Motueka-Community-Board-First-Aid-July-2024.xlsx - [Download File](#) - *You must be logged in to view this file*

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.

Thank you for taking the time to consider our application.

Kind regards

Sarah Thompson

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-July-2024.pdf - [Download File](#) - *You must be logged in to view this file*

Privacy Statement



DONATE NOW

< Return to our courses

Book a first aid course

Where are you?

Location

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 revalidated 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 |
| November 2024 | Mon 08:30 | Mon 15:00 | 18 |

Ision Training Room- NZ Red Cross

arkers Road, Tahunanui, Nelson 7011 
<https://www.google.com.au/maps/place/59+Parkers+Rd,+Tahunanui,+Nelson+7011,+New+Zealand/@-41.2899824,173.2389886,17z/data=!3m1!1e4!1s0x6d3b932f72a4c483:0xe313368eccdc489986514d173.2411773>

| te | Start | End | Spaces Available |
|-----------|-----------|-----------|------------------|
| June 2024 | Fri 08:30 | Fri 15:00 | 7 |
| June 2024 | Mon 08:30 | Mon 15:00 | 7 |
| June 2024 | Wed 08:30 | Wed 15:00 | 8 |
| July 2024 | Mon 08:30 | Mon 15:00 | 15 |
| July 2024 | Wed 08:30 | Wed 15:00 | 14 |
| July 2024 | Tue 08:30 | Tue 15:00 | 18 |

dates and times 

- BOOK NOW ([/cart/add/d568fcd-a0e4-ee11-904c-00224812c68b](https://cart/add/d568fcd-a0e4-ee11-904c-00224812c68b))
- BOOK NOW ([/cart/add/5b53761c-a1e4-ee11-904c-00224812c68b](https://cart/add/5b53761c-a1e4-ee11-904c-00224812c68b))
- BOOK NOW ([/cart/add/a920f824-a8e4-ee11-904d-00224893346b](https://cart/add/a920f824-a8e4-ee11-904d-00224893346b))
- BOOK NOW ([/cart/add/1da6d4a2-cd17-ef11-840a-000d3ad0d561](https://cart/add/1da6d4a2-cd17-ef11-840a-000d3ad0d561))
- BOOK NOW ([/cart/add/a8c6cd43-ce17-ef11-840a-000d3ad0d561](https://cart/add/a8c6cd43-ce17-ef11-840a-000d3ad0d561))
- BOOK NOW ([/cart/add/e75a8b22-d017-ef11-840a-000d3ad0d561](https://cart/add/e75a8b22-d017-ef11-840a-000d3ad0d561))

Motueka Group Riding for the Disabled Association

01.01.24 - 31.12.24

| Funding request | Budgeted amount |
|-------------------------|-----------------|
| Motueka Community Board | 4,400 |

| Other income received | Budgeted amount |
|--|---------------------|
| <i>DIA for wages</i> | 15,000 |
| pub charity (portion for 2024) | 12,216 |
| COGS for wages (confirmed annual grant for 3 | 3,000 |
| rehab welfare trust | 1,656 |
| Rata Foundation | 18,500 |
| Red Cross (annual donation) | 3,000 |
| Donations (estimated) | 5,000 |
| Boost apprenticeship scheme | 15,000 |
| riding therapy | 18,000 |
| holiday program | 5,000 |
| riding lessons | 5,000 |
| other grants to be applied for | 36,000 |
| other income (horse/equip sold) | 1,000 |
| other income (interest) | 1,800 |
| TOTAL INCOME | \$144,572.00 |

| EXPENDITURE | Budgeted amount |
|-------------------------------------|---------------------|
| <i>Wages</i> | <i>87,724</i> |
| meetings and admin costs | 3,555 |
| insurance | 1,500 |
| rent & power & internet | 6,726 |
| horse feed, farrier, dental & vet | 8,500 |
| repairs & maintenance, fencing | 7,000 |
| staff training | 6,000 |
| staff expenses (including uniforms) | 1,600 |
| staff ACC | 3,089 |
| staff kiwisaver | 2,500 |
| plant & equipment (includes horse) | 10,000 |
| accounts (annual and one off) | 4,450 |
| grants repaid | 1,300 |
| Rates | 1,100 |
| | |
| | |
| TOTAL EXPENDITURE | \$145,044.00 |

Operational Surplus/Deficit **-\$472**

Hannah Mae, Treasurer, Motueka RDA

8.3 MOTUEKA COMMUNITY BOARD REPORT**Information Only - No Decision Required**

| | |
|----------------------------|-------------------------|
| Report To: | Motueka Community Board |
| Meeting Date: | 16 July 2024 |
| Report Author: | Terina Graham, Chair |
| Report Authorisers: | |
| Report Number: | RMCB24-07-3 |

1. Summary / Te Tuhinga Whakarāpoto

- 1.1 *Te wā o Matariki* (the season of Matariki) a time to reflect on what has been achieved over the past year, a time to plan for the year ahead, a time to gather together, celebrate, and enjoy the bounties of the harvest. A time to share kai and kōrero, to remember tūpuna and loved ones, and to give thanks.

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

1. **receives the Motueka Community Board Report RMCB24-07-3**

3. Message from the Chair

- 3.1 Currently my main focus is on information gathering and preparation for the Boards 'National Solutions Meeting' regarding housing crisis / homeless and youth engagement / attendance.
- 3.2 Although there has been a loss of consistency and community connection not having staff member Ms Gee this year, the Board has been fortunate to have support from various staff assisting with Board meetings. We are pleased to welcome a new governance support person, Gavin Dawson, Democracy Services Advisor, who will work with both Golden Bay and Motueka Boards.
- 3.3 Every month we learn more about the workings of the Council "system", the constraints, and challenges that most of the private sector do not have to contend with. I'd like to acknowledge staff, elected members, and members of the community who although get frustrated, manage to proceed daily with an ounce of optimism. By taking a solution focused approach we may have a better chance at amending "things" for improved experiences and outcomes. As Ghandi said '*be the change you wish to see in the world*'.

4. Meeting with Police

- 4.1 Some members of the Board met with Senior Sergeant Tunley and Constable Satherley to discuss community wellbeing, youth activity, crime level and the NZ Police updated 'our business' framework.

- 4.2 **Our Business** - highlights specific outcomes and targets the Police will focus on with the intent to reduce violent crime, reduce youth offending, improve court timeliness and increase public places visibility. [our-business-2024.pdf \(police.govt.nz\)](#)
- 4.3 **Motueka** local police report that things are currently going well. There was a slight spike in youth incidences in May, but have settled down, and June was a positive month. The team is excited about introducing the new framework which encourages more positive visibility and interaction with public and time on task focused on their core functions.

5. SH60 Road Barriers

- 5.1 This item is of public interest and for Board discussion.
- 5.2 There has been plenty of community discussion around the recent road changes between Dominion and Harley Roads with the installation of the median and side barriers along SH60.
- 5.3 In January the Board received correspondence from contractors (Fulton Hogan) who were preparing to install the barriers along 6.8km of SH60.
- 5.3.1 *The median and side barriers will help prevent head-on crashes and run-off-road crashes. These barriers catch vehicles before they hit something harder, like a pole, tree or oncoming car. Head-on crashes are the leading cause of death on state highways and account for approximately half of all deaths recorded.*
- 5.3.2 Chair Graham asked for the data on crashes along the designated stretch of road to better understand the need for a major installation project.
- 5.3.3 *During 2019-2023 there were a total of 18 crashes, 9 were non-injury, 4 minor, 3 serious and 2 fatal crashes along SH60 between Harley Road and Dominion Road.*
- 5.4 **Ministry of Transport** provided a link to their data tool, which needs to be carefully analysed as some of the information in their summary map does not correctly match.
- 5.4.1 According to the data along the stretch of road where the median barriers have been installed there was one serious crash at the Stagecoach intersection in 1988 before the construction of the Ruby Bay bypass in 2010, since then four serious crashes have been recorded between 2017 to 2023, and three fatal crashes 2015, 2021 and 2022.
- 5.4.2 <https://www.transport.govt.nz/statistics-and-insights/safety-annual-statistics/crash-and-injury-data/>
- 5.5 Every crash is a concern, especially where it results in serious injury or fatality. Without diminishing the seriousness and impact of loss of life, it is questionable if there weren't other stretches of road in our region that would have benefited more from the investment.
- 5.6 **Concerns from community** have been raised about the outcome of the installation:
- 5.6.1 *The road feels narrower and less safe, cautiously navigating between bars.*
- 5.6.2 *If there is an accident blocking the lane there will be no option to get past /turn around.*
- 5.6.3 *Emergency services may have limited access, getting past traffic or across the road.*
- 5.6.4 *The sun glares off the side barrier, it may cause sun strike leading to an accident.*
- 5.6.5 *At dark, the oncoming traffic lights that come around the bends create a strobe affect.*
- 5.6.6 *The reflection from your own lights against the barrier is distracting and dangerous.*

- 5.7 State highways are outside of Council’s and Community Board jurisdiction, however where our community is impacted either from action with intention for improvement or lack of attention to action, our role as ‘sounding board’ and ‘advocate’ remains.

6. Revisiting the 8 week rule

- 6.1 With the government’s recent announcement regarding ‘granny flats’ there will be relief for some property owners, where this change may work favourably to help alleviate the housing issues we’re facing nationwide. [Making it easier to build granny flats \(2024\) | Ministry of Business, Innovation & Employment \(mbie.govt.nz\)](#)
- 6.2 The rule change may however still leave uncertainty for alternative housing that does not meet the criteria. The Board will continue with our request for Council to review the 8 week rule, we have a second workshop scheduled later this month to work through the intricacies.

7. Items from Board members

- 7.1 Concerns with increasing disconnect between Council and Community Board.
- 7.2 Guardian article 3 July regarding “Business consent irregularities spark aerodrome investigation”. [The Guardian - 3 July 2024 by Top South Media - Issuu](#)

8. Items from Public Forum

- 8.1 Updates from June Public Forum
- 8.1.1 **Email thanking John Murphy & Issac London** for updating the Board on progress with a youth space established at the building next to the recreation centre.
- 8.1.2 **Response to Ray Hellyer** regarding concerns of online threats made by a staff member toward a board member have been dealt with internally.
- 8.1.3 **Response to Mathias Schaeffner** that an Action was created for Mr Drummond to follow up to provide the referenced environment court case. Also addressed an additional matter raised; the Board is aware of some concerns and perceptions of council and intends to work through these concerns with senior staff. There has been an indication of willingness to meet and work through.
- 8.2 Discussion from today’s Public Forum.

9. Action List



- 9.1 The Action List is attached for review (**Attachment 1**).

10. Correspondence

- 10.1 Correspondence list:

| Date | From | Subject |
|----------|-------------------------|--------------------------------|
| 17/06/24 | N Hughes (Board Member) | LGOIMA request |
| 18/06/24 | R Kirby (TDC staff) | Granny Flat Build Rules Review |

11. Attachments / Tuhinga tāpiri

1.   Action List

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Committee: Motueka Community Board Action List

| Meeting | Officer/Director | Section | Subject |
|--|------------------|---------|---------------|
| Motueka Community Board 19/09/2023 MCB23-09-5 | Lynne Hall | Reports | 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 artwork</p> <p>25 Jun 2024 9:59am East, Halie It was hoped that the artwork for the bin wraps would be at the printers by the end of the term</p> | | | |
| Meeting | Officer/Director | Section | Subject |
| Motueka Community Board 21/11/2023 MCB23-11-9 | Brent Maru | Reports | Chairs Report |
| <p>Board workshop for Motueka Community Board Standing Orders and Council’s complaints process – Cr Maru</p> <p>04 Dec 2023 11:03am Gee, Emma</p> | | | |

Committee: Motueka Community Board Action List

Chair Maru to arrange a Board workshop for Motueka Community Board Standing Orders and Council’s complaints process

21 Dec 2023 1:47pm Gee, Emma

Democray 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.

25 Jun 2024 10:00am East, Halie

A date was still to be set for Standing Orders workshop, it was suggested that access to workshops be discussed at this

| Meeting | Officer/Director | Section | Subject |
|---|------------------|---------|---------------|
| Motueka Community Board 20/02/2024 | Barry Dowler | Reports | Chairs Report |
| RMCB24-02-3 | | | |
| Motueka Aerodrome noise complaints – Cr Dowler | | | |
| 01 Mar 2024 2:56pm Gee, Emma | | | |
| 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. | | | |

Committee: Motueka Community Board Action List

07 Jun 2024 1:22pm Gee, Emma

Chair Graham noted that the plane is still being serviced in Timaru

25 Jun 2024 10:01am East, Halie

Motueka Aerodrome complaint - the plane was still receiving maintenance in Timaru for the next 6-8 weeks

| Meeting | Officer/Director | Section | Subject |
|---------|------------------|---------|---------|
|---------|------------------|---------|---------|

| | | | |
|---------------------------------------|------------|---------|---------------|
| Motueka Community Board 20/02/2024 | Brent Maru | Reports | Chairs Report |
|---------------------------------------|------------|---------|---------------|

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

01 Mar 2024 2:58pm Gee, Emma

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

22 Mar 2024 9:20am Gee, Emma

Councillor Maru to check in regularly

08 Apr 2024 2:25pm Gee, Emma

Date being set for May/June

25 Jun 2024 10:01am East, Halie

A date for a catch up with FENZ was confirmed for 5 July 8.00am

| Meeting | Officer/Director | Section | Subject |
|---------|------------------|---------|---------|
|---------|------------------|---------|---------|

| | | | |
|---------------------------------------|--------------|------------------|----------------|
| Motueka Community Board 19/03/2024 | Tony Strange | Item of Business | Chair's Report |
|---------------------------------------|--------------|------------------|----------------|

MCB24-03-6

Maintenance on tables at Motueka Bridge – Tony Strange

09 Apr 2024 3:53pm Gee, Emma

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

25 Jun 2024 10:03am East, Halie

Tony Strange, to follow up with Mr Kemp regarding accessible seating

| Meeting | Officer/Director | Section | Subject |
|---------|------------------|---------|---------|
|---------|------------------|---------|---------|

| | | | |
|---------------------------------------|--------------|---------|----------------|
| Motueka Community Board 16/04/2024 | Tony Strange | Reports | Chair's Report |
|---------------------------------------|--------------|---------|----------------|

Committee: Motueka Community Board Action List

MCB24-04-5

Twin Oaks – Tony Strange

24 Apr 2024 12:10pm Gee, Emma

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

13 May 2024 8:32am 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)

25 Jun 2024 10:03am East, Halie

Twin Oaks - the Reserves team will liaise with the Community Board and arborist if necessary

| Meeting | Officer/Director | Section | Subject |
|---------------------------------------|------------------|---------|--------------------------------|
| Motueka Community Board 18/06/2024 | Kim Drummond | Reports | Motueka Community Board Report |

MCB24-06-4

TRMP 8 week rule workshop – Kim Drummond

25 Jun 2024 10:40am East, Halie

Kim Drummond, to follow up on scheduling another TRMP 8 week rule workshop

| Meeting | Officer/Director | Section | Subject |
|---------------------------------------|------------------|---------|--------------------------------|
| Motueka Community Board 18/06/2024 | Kim Drummond | Reports | Motueka Community Board Report |

MCB24-06-4

Request for information – Kim Drummond

25 Jun 2024 10:41am East, Halie

Kim Drummond to follow up on Mathias Schaeffer’s request to the Environment and Regulatory Committee for court case information

| Meeting | Officer/Director | Section | Subject |
|---------------------------------------|------------------|---------|------------------------------|
| Motueka Community Board 18/06/2024 | Tony Strange | Reports | Special Projects Action List |

MCB24-06-6

Iwi and Decks Reserve Project – Tony Strange

Committee: Motueka Community Board Action List

25 Jun 2024 10:47am East, Halie

Cr Walker to forward emails to reserve Officer Tony Strange regarding lwi and the Decks Reserve project

8.4 FINANCIAL SUMMARY

Information Only - No Decision Required

| | |
|----------------------------|--|
| Report To: | Motueka Community Board |
| Meeting Date: | 16 July 2024 |
| Report Author: | Liz Cameron, Assistant Management Accountant |
| Report Authorisers: | Mhairi Lamont, Management Accountant |
| Report Number: | RMCB24-07-7 |



1. Summary / Te Tuhinga Whakarāpoto

- 1.1 The Draft financial report for the period ending 30 June 2024 is attached (**Attachment 1**). It is expected that the surplus will increase once closed account interest is processed in late July or August.
- 1.2 The net financial position as at 30 June is a surplus of \$22,286.
- 1.3 There were no Community Board expenses during June.
- 1.4 The net position of the Motueka Community Board's overall funds as at 30 June 2024 is a surplus balance of \$216,333.

2. Recommendation/s / Ngā Tūtohunga

That the Motueka Community Board receives the Financial Summary report

3. Attachments / Tuhinga tāpiri

1.   Financial Summary

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TASMAN DISTRICT COUNCIL
Motueka Community Board

June 2024

| Profit and Loss | Month | Month | | Year End | | Budget | Budget | |
|--|----------------|-----------------|------------|-----------------|----------------|-----------------|----------------|----------------|
| | Monthly | Budget | | June YTD | Annual | Annual | 2023/24 | 2024/25 |
| | Actual | | | Actual | Budget | Budget % | | |
| REVENUE | | | | | | | | |
| CCB rate | 10,316 | 10,283 | 100% | 123,793 | 123,451 | 100% | 123,451 | 78,618 |
| Motueka Market | 2,760 | 1,415 | 195% | 15,811 | 14,033 | 113% | 14,033 | 13,200 |
| Closed Account Interest | 0 | 141 | 0% | 1,803 | 1,648 | 109% | 1,648 | 11,635 |
| Total revenue | 13,076 | 11,839 | | 141,406 | 139,132 | | 139,132 | 103,453 |
| EXPENSE | | | | | | | | |
| Remuneration | | | | | | | | |
| Chairperson Monthly Salary | 1,303 | 1,303 | 100% | 6,137 | 15,634 | 39% | 18,514 | 18,514 |
| Members | 1,954 | 2,227 | 88% | 27,685 | 26,781 | 103% | 23,901 | 21,964 |
| Community Board Members Reimbursements | 441 | 597 | 74% | 7,099 | 7,186 | 99% | 7,186 | 5,885 |
| Miscellaneous | | | | | | | | |
| Community Board discretionary fund | 0 | 2,329 | 0% | 9,194 | 7,529 | 122% | 7,529 | 5,669 |
| Youth Development Fund | 0 | 0 | 0% | 0 | 1,000 | 0% | 1,000 | 1,000 |
| Community Board Special Projects | 300 | 16,018 | 2% | 60,966 | 57,139 | 107% | 57,139 | 41,160 |
| Community Board Expenses | 0 | 16,098 | 0% | 3,295 | 16,951 | 19% | 16,951 | 9,262 |
| Litter Cart | 0 | 2,174 | 0% | 3,261 | 4,348 | 75% | 4,348 | 0 |
| Motueka CB Sculpture maintenance | 0 | 91 | 0% | 0 | 1,081 | 0% | 1,081 | 0 |
| Cost of Elections | 0 | 0 | 0% | 1,484 | 1,484 | 100% | 1,484 | 0 |
| Total expenses | 3,998 | 40,837 | 10% | 119,120 | 139,133 | 86% | 139,133 | 103,454 |
| Net Charges | 9,078 | (28,998) | | 22,286 | (1) | | (1) | (1) |

Year to date

Equity

| | |
|---|----------------|
| Opening Surplus/(Deficit) Balance 1 July 2023 | 194,047 |
| Net Income Surplus/(Deficit) June 2024 | 22,286 |
| Closing Surplus/(Deficit) Balance 30 June 2024 | 216,333 |

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 |
| Historical Wharf Committee - 3/04/24 | 700 |
| Tasman Bay Guardians 29/05/24 | 700 |
| Total expenditure to June 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

| | |
|---------------------------------------|----------|
| Total expenditure to June 2024 | 0 |
|---------------------------------------|----------|

C) Special Projects

| | |
|------------------------------------|----------------|
| Balance brought forward from 22/23 | 151,666 |
| Plus budget allocation | 57,139 |
| Available funds | 208,805 |
| Less expenditure | 60,966 |
| Remaining balance | 147,839 |

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 |
| Special Projects Advertising | 300 |
| Total expenditure to June 2024 | 60,966 |

8.5 SPECIAL PROJECTS ACTION LIST

Information Only - No Decision Required

Report To: Motueka Community Board
Meeting Date: 16 July 2024
Report Author: Emma Gee, Team Leader - Customer Services (Motueka)
Report Authorisers:
Report Number: RMCB24-07-4

1. Summary / Te Tuhinga Whakarāpoto

- 1.1 Attached is the Special Projects Action List for the Motueka Community Board to review (**Attachment 1**).

2. Recommendation/s / Ngā Tūtohunga

That the Motueka Community Board

1. receives the Special Projects Action List report RMCB24-07-5

3. Attachments / Tuhinga tāpiri

1.   Special Projects Action List

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Special Projects Action List

| 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>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>Cr Walker/Tony Strange</p> |

| Projects 2020/21 | Funds | Status | Overseer |
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| | | <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 |
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| <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 |
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| <p>4.Motueka Cemetery Maintenance and Enhancement Plan Resolution 16/08/22</p> | <p>\$8,000</p> | <p>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</p> | <p>Steve Richards/ Chair Graham</p> |

| Projects 2022/23 | Funds | Status | Overseer |
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| | | <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 |
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| <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>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 |
| <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>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> | <p>\$10,000</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>16/04/24 request follow up with Lynne Hall</p> | <p>Lynne Hall</p> |

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| | | <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> <p>21/05 Lynne Hall update - New gravel path installed linking to carpark</p> | |
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| Projects 2024/25 | Funds | Status | Overseer |
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| <p>8. Wharepapa Grove Reserve Install table + seating Resolution 18/06/24</p> | \$3,000 | 21/05 Install a table and seating in the Wharepapa Grove Reserve | |
| <p>9. iSite Wallace St Update Map Resolution 18/06/24</p> | \$1,500 | 21/05 Revamp and update the Motueka map outside the iSite building | |
| <p>10. Ted Reed Reserve, Riwaka Install Nest Swing Resolution 18/06/24</p> | \$10,000 | 21/05 Add a nest swing to the playground on Ted Reed Reserve, Riwaka | |
| <p>11. the Kumaras Northen end Install seating Resolution 18/06/24</p> | \$3,000 | 21/05 Install a picnic table and seating at the northern end of The Kumaras on the foreshore walkway | |

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| 12. Memorial Park Shade sail over gym equipment Resolution 18/06/24 | \$18,000 | 21/05 Install shade sail over the outdoor gym equipment in Memorial Park | |
| 13. Motueka Quay Historical wharf restoration works Resolution 18/069/24 | \$10,000 | 21/05 Physical works towards the restoration of the Historical wharf | |
| 14. Cnr Wratt St & High Street Improve crossings at intersection. Resolution 18/06/24 | \$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 18/06/24 | \$15,000 | 21/05 Welcome Sign - 'Motueka' stone-work welcome sign by the Motueka Bridge as you enter from Golden Bay | |

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| <p>16. Motueka River</p> <p>Extend concrete pads under current tables.</p> <p>Resolution 18/06/24</p> | <p>\$5,000</p> | <p>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.</p> | |
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