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**MINUTES**  
of the  
**MOTUEKA COMMUNITY BOARD MEETING**

held  
**4:01 pm, Tuesday, 16 July 2024**  
at  
**Motueka Library, Wallace Street, Motueka**

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The [video recording](#) of this meeting is available on the Council's YouTube channel.

**Present:** Board Members T Graham (Chairperson), D Armstrong, N Hughes and C Hutt (Deputy Chairperson), and Councillors B Dowler, B Maru and T Walker

**In Attendance:** Councillor J Ellis, Golden Bay Community Board Deputy Chair (G Knowles), Group Manager - Community Infrastructure (R Kirby), Horticultural Officer – Motueka & Golden Bay (L Hall), Team Leader – Democracy Services (E Stephenson), Democracy Services Advisor (G Dawson), and Democracy Services Officer (R Grover)

**1 OPENING, WELCOME**

Chair Graham opened the meeting with karakia.

**2 APOLOGIES AND LEAVE OF ABSENCE**

Nil

**3 DECLARATIONS OF INTEREST**

Nil

**4 LATE ITEMS**

Nil

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## 5 CONFIRMATION OF MINUTES

**Moved Deputy Chairperson Hutt/Board Member Armstrong  
MCB24-07-1**

**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.**

**CARRIED**

## 6 PUBLIC FORUM

### 6.1 Tasman Bay Penguin Trust

Linda Jenkins spoke on behalf of the Tasman Bay Penguin Trust regarding conservation and survival stresses for blue penguins in the region. Two videos were displayed and speaking notes were tabled, which are available on the Council's website in the Minutes Attachment document.

Ms Jenkins requested that the Motueka Community Board and the Council increase awareness and provision to protect this native species by:

- building protective measures into planning and building resource consents to preserve habitat
- improved protection from predators via bylaws and enforcement
- prioritising protection of our native species and showing conservation leadership on behalf of the community and to be inspirational to the rest of New Zealand for positive conservation outcomes.

Attachment 1 Tasman Bay Penguin Trust Public Forum Speaking Notes

### 6.2 Ian Williamson

Ian Williamson spoke regarding Māpua pedestrian underpass safe access for students, he requested any news regarding possible action on the Parker Street Twin Oaks problem and spoke about the lack of adequate ventilation in the High School technical classrooms. He tabled speaking notes which are available on the Council's website in the Minutes Attachment document.

**Action:** Chair Graham to follow up with the Motueka High School Board regarding the classroom ventilation issue and to contact Mr Williamson regarding the Parker Street problem.

Attachment 1 Ian Williamson Public Forum Speaking Notes

### 6.3 Ray Hellyer

Ray Hellyer spoke regarding clearing up misunderstandings. He tabled speaking notes, which are available on the Council's website in the Minutes Attachment document.

Attachment 1 Ray Hellyer Public Forum Speaking Notes

### 6.4 Mathias Schaeffner

Mathias Schaeffner spoke regarding a news article titled: *Businesses consent irregularities spark aerodrome investigation*. He tabled speaking notes, which are available on the Council's website in the Minutes Attachment document.

Attachment 1 Mathias Schaeffner Public Forum Speaking Notes

### 6.5 Jude Ritchie - Audit Fees

Jude Ritchie spoke as a concerned ratepayer regarding Audit New Zealand (NZ) fees to the Council. She had read an article stating that audit fees were \$237,000 in 2023, rising to \$273,000 this year and would increase again next year. Ms Ritchie wanted the Board to press upon the Council that this needed to be transparent and accountable and value for money.

Group Manager - Community Infrastructure, Richard Kirby, advised that it was the role of the Office of the Auditor (OAG) to audit all councils. Audit NZ undertake the role for the OAG. The audit comprised of five or six audit staff in Council offices for approximately six weeks conducting the audit and the Council had to pay for that. He suggested that Ms Ritchie write to the Office of the Auditor General (OAG) and noted that the Council was raising the high cost of audit fees with the Auditor General.

## 7 PRESENTATIONS

Nil

## 8 REPORTS

### 8.1 Elm Tree on Mountview Place Road Reserve

Horticultural Officer – Motueka & Golden Bay, Lynne Hall, presented the report, which was taken as read. A PowerPoint presentation was provided, which is available on the Council's website in the Minutes Attachment document. Questions and discussion included:

- the cost of tree removal
- the size and location of the tree
- trees were a big issue for the Council and in general, the choice was to manage the trees rather than to remove them
- the issue was about community wellbeing, the main problem was for residents on the other side of the fence that had been affected
- the tree was causing damp and mould issues

- the tree had been planted by the developer as a consent condition
- learnings regarding planting appropriate trees for spaces
- common sense was required, not more rules
- effects of tree shade on road temperatures
- tree planting compliance with the Council’s Nelson Tasman Land Development Manual
- the Board’s role regarding community wellbeing
- a Kowhai tree had been planted to compensate.

An alternative to the officer’s recommendation was moved by Chair Graham and seconded by Deputy Chair Hutt to agree to the removal of the tree.

It was noted that the cost would be as stated in the report and that local arborists were welcome to go through the approved supplier process if they wanted to undertake work for the Council.

Ms Hall confirmed later in the meeting that she had spoken to the arborist and the quote for removal did include traffic management.

**Moved Deputy Chairperson Hutt/Board Member Hughes  
MCB24-07-2**

**That the Motueka Community Board**

1. receives the Elm Tree on Mountview Place Road Reserve report RMCB24-07-1; and
2. approves the removal of the Elm Tree on Mountview Place within legal Road (option 1 in the agenda report).

**CARRIED**

Attachment 1 Elm Tree on Mountview Place Road PowerPoint Presentation

**8.2 Discretionary Fund Applications**

Chair Graham clarified that the Discretionary Fund Policy allowed for one application per financial year from an organisation.

Sarah Thomson from the Motueka Group Riding for the Disabled Association explained the Association’s application was for a compulsory refresher level 2 first aid course. In response to a suggestion that Medicare provided value for money courses, Ms Thompson said that she would take that back to the committee for future consideration.

**Moved Board Member Hughes/Deputy Chairperson Hutt  
MCB24-07-3**

**That the Motueka Community Board**

1. receives the Discretionary Fund Applications report RMCB24-07-2; and
2. grants or declines applications as follows:

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

**CARRIED**

### 8.3 Motueka Community Board Report

- Chair Graham noted the invitation for the Monday 2 September Kiyosato welcome party. It was noted that the friendly town relationship was between Motueka and Kiyosato. Board members were encouraged to RSVP individually. Board member Hughes confirmed that he was happy to attend the 29 July meeting.
- A meeting with Police had gone well, however a meeting with FENZ had not yet been arranged, Councillor Maru requested that an email be sent to him to clarify what was to be discussed.
- SH60 road barriers – the Board’s role if there was an impact on the community - what were Board members hearing from the community regarding the improvements? Concerns were noted regarding access points for emergency services if a major accident occurred. It was noted that the Board could voice its concerns on things that impacted the community, which could potentially be considered by the New Zealand Transport Agency, Waka Kotahi (NZTA).
- It was noted that the Board did not receive anything after the speed management workshop, and the Board had not submitted to the consultation, which had closed. It was clarified that the speed management process had to be fast-tracked because of changes by the government.
- It was reiterated that decisions could not be made at workshops.

**Action:** Chair Graham to email Board members regarding an upcoming meeting between herself, Councillor Walker, Principal John Prestige and Sean Delany in preparation for the Board’s National Solutions meeting.

**Action:** Chair Graham to draft a letter to the NZTA feeding back the community’s comments on the SH60 road barriers.

**Action:** Gavin Dawson to manage advising the Board on opportunities to make submissions.

- Upcoming workshop on minor residential units, aka tiny homes and granny flats – the eight-week rule needed to be addressed, and ensure the Board had the opportunity to put its case forward via full and frank discussion, this would be revisited at the next Board meeting, following the workshop. Mr Kirby clarified that the workshop would be in two sessions, one for the eight-week rule, and one for granny flats.
- Elected member induction – the Council’s Chief Operating Officer, Steve Manners, was working through the gaps faced by the Board.
- Chair Graham noted a couple of things that would be dealt with offline, for example, the Board not being included or updated on certain things, which impacted the Motueka community and the Board’s effectiveness.
- Board Member Hughes noted that an article in the Guardian raised serious concerns for him as an advocate for a number of people that had faced enforcement action over what he felt were minor issues. He felt this demonstrated double standards.
- It was noted that the Board had made numerous attempts to engage with mana whenua and received no response to date.

#### Items from Public Forum

##### Māpua Underpass – Ian Williamson

- Mr Kirby advised that this was being used as an underpass but was primarily a culvert, so there would be times when it was full of water.
- A question was raised regarding health and safety responsibilities and how it would be communicated to the community that it was a culvert and not a thoroughfare. Mr Kirby advised that the culvert belonged to the NZTA, not the Council, so this would need to be raised with them.

**Action:** Councillor Walker to raise this with the NZTA on behalf of Mr Williamson.

**Action:** Chair Graham to contact Mr Williamson.

#### **Clearing up misunderstandings – Ray Hellyer**

- Chair Graham clarified that the issue of derogatory comments brought up by Mr Hellyer last month had been dealt with internally.
- Board Member Hughes acknowledged Mr Hellyer's concerns, he felt there were double standards, and he suggested that Mr Hellyer was drawing parallels over an issue he had raised where a member of public was deemed a dangerous person after interaction with a staff member.
- Chair Graham noted that it was an intention for the Board to talk to senior management to work through some of those concerns.

**Action:** Mr Kirby to investigate whether form letters had been updated to advise people to gain external advice, and that they may have a support person present, when Council compliance officers were visiting.

- It was noted that a thorough review of communication was being undertaken.
- It was observed that as well as a warrant card which stated an officer's powers, there also needed to be a reason for officers visiting properties.

#### **Businesses consent irregularities spark aerodrome investigation – Mathias Schaeffner**

- It was noted that Mr Schaeffner was requesting transparency and accountability, the numerous requests for information regarding the aerodrome indicated a public interest.
- A question was asked whether correspondence to Board members was confidential or could be distributed by Board members and it was noted that if requests for Board correspondence (for example staff responses) were received, that each case would be reviewed as to whether grounds for withholding the information existed and this should be through the LGOIMA team.
- It was suggested that Board members recommend that people come to public forum as this did become part of the public record.

#### **Linda Jenkins – Tasman Bay Penguins Trust**

- It was noted that protective measures for penguins needed to be built through the consenting process.
- Golden Bay Community Board Deputy Chair, Grant Knowles, said there was a lot of penguin interest and activity in Golden Bay and would like the Trust to talk to the Golden Bay Community Board. The importance of consistency throughout the region was noted and it was suggested that the two Community Boards have a joint workshop on penguins.

#### **Actions List**

- 1 Bins – it was hoped to have an example at the next meeting.

- 2 The Board's Standing Orders workshop has been scheduled 30 August 10.00am – 12 noon.
- 3 Motueka Aerodrome complaint – the plane was still waiting for parts, additional work was needed on the frame, the parts been paid for and had left the depot, it was unknown where they were, it had been promised that it would be back in use before the busy end of the season.
- 4 Meeting with Police – action to be finalised
- 5 Motueka Bridge Table maintenance – it appears two actions have been merged and required updating - the social seating was for the Library area. Tony Strange to liaise with Mr Kemp.
- 6 The Twin Oaks issue was contentious, this was a protected tree, work was being undertaken to try and save the tree and support the affected residents – this was an inherited problem, a resource consent would have been required. It was noted that there was a need to be careful regarding housing shortage/needs.
- 7 Eight - week rule workshop was scheduled for 25 July.
- 8 Request for information – Mr Schaeffner had not received the information requested The Chair noted that she had emailed Mr Drummond regarding this.

**Action:** Richard Kirby to check with Mike Drummond regarding a response to Mr Schaeffner's request for information.

- 9 Iwi and Decks Reserve Project - action to be finalised

The importance of improving correspondence/communication with the Board was noted.

**Moved Councillor Walker/Board Member Hughes  
MCB24-07-4**

**That the Motueka Community Board**

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

**CARRIED**

Item 8.5 – Special Projects Action List was considered next.

**8.5 Special Projects Action List**

**Decks Reserve** - the contract had been awarded; the timeframe was by the end of July.

**Action:** Lynne Hall to liaise with the Comms team regarding a comms plan for the basketball court and change of playground and signage.

**Mārahau/Sandy Bay Association** - remove the word 'Annual' as this was a one-off event.

**Motueka Cemetery** – the project was well underway, pads had been set, one of the seats had been installed, there were no basins as yet, plants had been ordered and preparation started.

**Trewavas Street Esplanade** – action to be finalised.

**Wharepapa Grove Reserve** – It was confirmed that the seating had been ordered through Menzshed.

**Action:** Deputy Chair Hutt to send a photo of the exact location of the seating area to

Lynne Hall

**Isite Wallace Street** – this was a work in progress.

**The Kumaras Northern End** – The Department of Conservation (DoC) was happy to approve the seat but would not maintain it.

**Action:** Deputy Chair Hutt to relook at this project to move the seat to Tasman District Council land.

**Motueka Bridge welcome sign** – Deputy Chair Hutt confirmed that traffic management was not required, because it was eight metres from the road and the site would be more dangerous if it was coned off from the road

**Motueka River** – Tony Strange was looking at the issue of the concrete pad extensions under the bridge. The mower could not reach into the rim, as tables were too chunky, the concrete pad needed to be extended.

**Corner Wratt Street and High Street** – action to be finalised.

**Moved Chairperson Graham/Board Member Armstrong**  
**MCB24-07-5**

**That the Motueka Community Board**

1. receives the Special Projects Action List report RMCB24-07-4.

**CARRIED**

#### **8.4 Financial Summary**

Questions and discussion included:

- The Board's budget for 2024/25 was over \$35,500 less than expected, and that some of this was in relation to the need for Council spending to change in the Long Term Plan. In response to a question as to why the Board had not been engaged in setting the budget, Mr Kirby agreed that this would be appropriate but noted that previous boards had not requested involvement.
- Reimbursements - the budget from last year was \$7,186, \$7,099 had been spent, the new budget was \$5,805, which was \$1,300 less, there was an expectation that the Board would spend over that amount.
- The Discretionary Fund had been overspent in the last financial year, by \$1,665.
- Chair Graham questioned reporting timeframes and suggested that Mr Dawson could assist with improved communication with the Board.
- It was noted that there had been an underspend of \$13,656 of the Board's training budget, which appeared to have been lost as this was not carried over into the next year's budget of \$9,262.
- The Special Projects new amount would show in next month's report.

**Action:** Councillor Maru to email finance staff to gain clarity regarding his questions relating to the Community Board targeted rate, equity and the mechanism for the Board to access equity, the closed account and unspent budget.

**Moved Deputy Chairperson Hutt/Board Member Hughes**  
**MCB24-07-6**

**That the Motueka Community Board**



1. receives the Financial Summary report RMCB24-07-7.

**CARRIED**

**9 CORRESPONDENCE**

Nil

**10 CONFIDENTIAL SESSION**

Nil

The Chair offered the closing karakia

The meeting concluded at 7.05pm.

Confirmed as a correct record of proceedings by resolution on Enter date .

**Moved Deputy Chairperson Hutt/Board Member Armstrong  
MCB24-08-7**

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

**CARRIED**