

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

Date: **Tuesday 17 December 2024**
Time: **4:00 pm**
Meeting Room: **Motueka Library**
Venue: **Wallace Street, Motueka**
Zoom link: <https://us02web.zoom.us/j/81961151910?pwd=Ru9NttvUaDarGF4N6ZoSWvcj2WX9xn.1>
Meeting ID: 819 6115 1910
Meeting Passcode: 457331

Motueka Community Board

AGENDA

MEMBERSHIP

Chairperson	T Graham
Deputy Chairperson	C Hutt
Members	N Hughes
	Cr B Dowler
	Cr B Maru
	Cr T Walker
	Vacancy

(Quorum 4 members)

Contact Telephone: 03 543 8400
Email: tdc.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 PUBLIC FORUM
 - 3.1 Nicci Pavey 4
 - 3.2 Pauline Church 5
 - 3.3 Ray Hellyer 6
- 4 DECLARATIONS OF INTEREST
- 5 LATE ITEMS
- 6 CONFIRMATION OF [MINUTES](#)

That the minutes of the Motueka Community Board meeting held on Tuesday, 19 November 2024, be confirmed as a true and correct record of the meeting.

- 7 PRESENTATIONS
Nil
- 8 REPORTS
 - 8.1 Discretionary Fund Applications..... 7
 - 8.2 Board Report 16
 - 8.3 Special Projects update 25
 - 8.4 Finance report..... 32
- 9 CORRESPONDENCE
Nil
- 10 CONFIDENTIAL SESSION
Nil
- 11 CLOSING KARAKIA

3 PUBLIC FORUM

3.1 NICCI PAVEY

Report To:	Motueka Community Board
Meeting Date:	17 December 2024
Report Author:	Gavin Dawson, Governance Advisor
Report Authorisers:	Richard Kirby, Group Manager - Community Infrastructure
Report Number:	RMCB24-12-5

1. Public Forum / Te Matapaki Tūmatanui
--

Nicci Pavey will speak in public forum regarding social and community housing.

2. Attachments / Tuhinga tāpiri
--

Nil

3.2 PAULINE CHURCH

Report To:	Motueka Community Board
Meeting Date:	17 December 2024
Report Author:	Gavin Dawson, Governance Advisor
Report Authorisers:	Richard Kirby, Group Manager - Community Infrastructure
Report Number:	RMCB24-12-6

1. Public Forum / Te Matapaki Tūmatanui
--

Pauline Church will speak in public forum regarding the new Motueka suburbs.

2. Attachments / Tuhinga tāpiri
--

Nil

3.3 RAY HELLYER

Report To: Motueka Community Board
Meeting Date: 17 December 2024
Report Author: Gavin Dawson, Governance Advisor
Report Authorisers:
Report Number: RMCB24-12-7

1. Public Forum / Te Matapaki Tūmatanui

Ray Hellyer will speak in public forum regarding important documents on local government matters.

2. Attachments / Tuhinga tāpiri

Nil

8 REPORTS

8.2 DISCRETIONARY FUND APPLICATIONS

Report To:	Motueka Community Board
Meeting Date:	17 December 2024
Report Author:	Gavin Dawson, Governance Advisor
Report Authorisers:	Richard Kirby, Group Manager - Community Infrastructure
Report Number:	RMCB24-12-1

Summary

- 1.1 One application has been one received for the December 2024 round of Motueka Community Board Discretionary Funding:
 - 1.1.1 Motueka Art Group (**Attachment 1**)
- 1.2 The applications comply with the Tasman District Council Policy on Community Board Discretionary Funds (**Attachment 2**).
- 1.3 An accountability report from Brothers and Sisters has been submitted to the Board (**Attachment 3**).
- 1.4 The applicants have been asked to attend the meeting to speak to the applications.
- 1.5 For approved applications, payment will be made to the applicant by direct credit within ten working days of the Council receiving the applicant's bank account details.

That the Motueka Community Board

1. receives the Discretionary Fund Applications – October report RMCB24-12-1; and
2. grants or declines the Motueka Community Board Discretionary Fund applications as follows:

Applicant	Request	Grant/Decline
Motueka Art Group	\$700.00	

2. Attachments / Tuhinga tāpiri

- | | | |
|----------------------|--|----|
| 1. ↓ | Motueka Arts Summer Exhibition application | 8 |
| 2. ↓ | Discretionary Fund Policy | 11 |
| 3. ↓ | Brothers and Sisters Accountability Form | 14 |

From: website@tasman.govt.nz
To: [TDC Governance](#); [Emma Gee](#); [Gavin Dawson](#)
Subject: Grant Application - Motueka Community Board Discretionary Fund
Date: Sunday, 27 October 2024 9:42:51 am
Attachments: [Form-submissionspage-760upload-field-2563Projected-Budget-for-Summer-2025-Art-Exhibition.docx](#)

The following application to the Discretionary Fund has been received.

Name of organisation*

Motueka Art Group

Address

Provided in application

Contact person*

Marian Painter

Contact phone*

Provided in application

Email address*

Provided in application.

What is the purpose of your organisation?

Annual Summer Art Exhibition: An exhibition of artwork created by our 30 members during the year. There can be up to 200 art works on display. The artwork is for sale and as they are sold they are replaced with new works. This encourages visitors to attend more than once as there will be new artwork on display.

Amount applied for - up to \$700

700

Details of project to be funded:

In January 2025 we will hold our exhibition at St Thomas' Church.

There has been a large increase of up to 50% in the rental costs for the nine days we hold the exhibition which has meant we have had to reconsider the location for our event.

However after exploring other venues it was decided St Thomas' was most suitable although the cost was high.

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

Projected-Budget-for-Summer-2025-Art-Exhibition.docx - [Download File](#) - *You must be logged in to view this file*

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

This free event showcases the amazing artwork created by our members. It is available to community members who may have never been to an art exhibition to experience the talent available from their friends and neighbours. It encourages new members as they may not be aware of what is available to them in the region. Holding the exhibition during the summer brings visitors from outside the area to the Tasman District and this in turn benefits businesses in the area.

We had a very successful collaborative art workshop/exhibition at the Motueka Library in June and it inspired community members to join our group. This was free to all taking part and encouraged locals and visitors to explore new art ventures. As a result we gained new

members and interest in the group was increased.

During this time of uncertainty in the economy it is a chance for community members to attend an art exhibition for free right in their own backyard. We want to encourage participation in the arts, beginners and professionals alike. Art, in whatever form, painting, photography, music, dance, is an outlet for our everyday health and mental well-being and we all know how important it is in our society today.

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

All active members in the art group contribute their time to organising and manning the exhibition.

Who else have you asked for funding for this project?

TDC Community Grant for \$600 (awarded Sept)

Bank account number

Provided in application.

You can upload a file to support your application

Privacy Statement

Projected Budget for Summer 2025 Art Exhibition

Projected Budget

Income Item

Grant awarded from TDC	\$600
Subsidy from club funds	\$1000
Potential income from sale or art work	\$1000
Total income	\$2600

Projected Expenses

Room Hire	\$2,700 approx.
Delivery and set up of Art stands (Menzshed)	100
Advertising	300
Printing (flyers, posters, art labels)	300
Signage (date/venue changes on existing signs)	200
Total expenditure	\$3,600

Project Shortfall \$1000



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



Motueka Community Board Accountability Form

Name of Organisation: Big Brothers Big Sisters Nelson Tasman

We, being Officers/Accountant of the above organisation hereby certify that we received a grant from the Motueka Community Board Discretionary Fund.

The grant was spent as follows and we attach evidence of expenditure (receipts, invoices or statement signed by the organisation):

<u>Salary for Jo Lavington who supports our Motueka matches</u>	<u>\$700</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

Amount allocated: \$700

Amount unspent: \$0

With this grant we were able to deliver the following benefits to the community:

Provide support to more young people in the Motueka/Riwaka/Moutere areas. In recent months we have matched many young people – both in the community and also we have adults currently supporting young people at Lower Moutere school

See examples below

Name and signature:

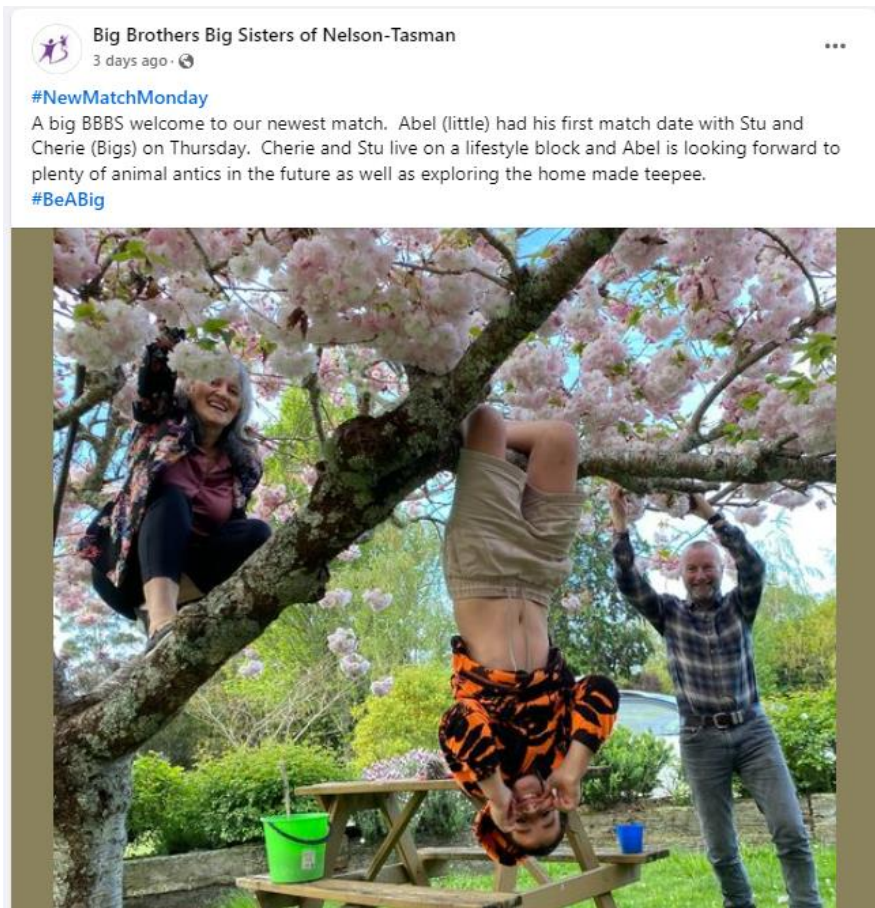
Signature: _____

Position: Programme Director

Telephone: 021 828 824

Date: 26 November 2024

This new match below makes our hearts sing. Abel is being raised by his grandparents but has many challenging years to date so will benefit hugely by being matched by Stu and Cherie. Thanks for contributing to make matches like this happen!



And its great for Charlie from Motueka to have male role model in his life who provides consistency!



8.2 BOARD REPORT

Information Only - No Decision Required

Report To: Motueka Community Board
Meeting Date: 17 December 2024
Report Author: Terina Graham, Chair
Report Authorisers:
Report Number: RMCB24-12-2

1. Whakatauki / Maori Proverb

Tōtika - Mahia I runga I te rangimārie me te ngākau māhaki.

Balance - With a peaceful mind and respectful heart, we will always get the best results.

2. Recommendation/s / Ngā Tūtohunga

That the Motueka Community Board

1. receives the Board Report RMCB24-12-2; and
2. recommends that the Tasman District Council triage service request complaints regarding minor dwellings and freeze enforcement actions until clarity with National Policy; and
3. approves \$XX from the Special Projects budget to purchase and install two flag poles for the Riwaka Memorial site in time for Anzac Day 25 April 2025; and
4. recommends that the Tasman District Council include the restoration of the original channel and seawall to be included in the Port Motueka Structure Plan.
5. requests that Tasman District Council provide a map that shows what areas of Motueka are NOT covered by the pressurised firefighting water supply, and which areas ARE covered by a pressurised water supply.

3. Board achievements (February to November 2024)

- 3.1 Board Code of Conduct finalised and approved.
- 3.2 Board submissions and input:
 - 3.2.1 Long Term Plan (LTP) submission and presentation.
 - 3.2.2 Representation Review submission.
 - 3.2.3 Attended various council and community board workshops.
 - 3.2.4 Provided feedback for LTP engagement and documentation – independent review.
- 3.3 Board resolution to Council to review the 8-week rule in the Tasman Regional Management Plan:
 - 3.3.1 Board members attended four workshops at Council.

- 3.3.2 Board members attended community meetings regarding tiny home concerns and solutions.
- 3.3.3 Board members engaged with affected tiny homeowners and landowners.
- 3.4 Board drives 'community wellbeing solutions' initiative:
 - 3.4.1 Hosted 'Community Voice meeting' - 17 May 2024.
 - 3.4.2 Hosted 'National Solutions Hui' - 14 August 2024.
 - 3.4.3 Hosted 'Community Engagement' session outside Museum on High St - 27 September 2024.
 - 3.4.4 Building relationships to collaborate on solutions with Motueka High School, Love Motueka, Local Businesses, Motueka MSD, National MP Maureen Pugh, He kai kei aku ringa and more.
- 3.5 Special Projects Completed in 2024:
 - 3.5.1 Decks Reserve playground upgrade.
 - 3.5.2 Footpath crossing improvement corners of High and Wratt Streets.
 - 3.5.3 Concrete extension under two tables by Motueka River.
 - 3.5.4 Table Seating Wharepapa Grove Reserve.
 - 3.5.5 Motueka Quay Historical Wharf restoration contribution.
 - 3.5.6 Trewavas Street – complete path.
 - 3.5.7 Decks Reserve – Reinstate tables, seatings & landscaping.
 - 3.5.8 Saltwater Baths – landscaping & improvements.
- 3.6 \$8,442 Discretionary Fund distributed toward local community initiatives in 2024.

4. Housing Concerns (8-week rule Board request Council review)

- 4.1 Board attended the fourth council workshop on 12 December 2024.
 - 4.1.1 Initial submission to council February 2024.
 - 4.1.2 Key points Board covered:
 - Cost of living and housing crisis, continue to impact communities.
 - Reporter uncovers 102 service requests lodged with Council related to 'unlawful additional dwellings' over the last three financial years [Press article 02/11/24].
 - Board propose ease off enforcement actions unless serious environmental concerns.
 - Hopeful Government policy may override the need for TRMP '8-week rule' however request Council continue work in parallel to ensure we don't lose momentum in case the new national rules do not accommodate specific concerns.

5. Community Wellbeing Solutions

- 5.1 Board discussions and preparation for homelessness awareness campaign.
- 5.2 Potential next steps to connect local tiny home providers, developers, and experts to propose initiatives with key outcomes for council consideration.
- 5.3 Councillor Maru working on initiative supporting driver licensing in Motueka.
- 5.4 Local business piloting one of our solutions with MHS in a tiered approach 'work experience' with aim to provide youth opportunity at whatever level they're at.

6. Items from Board Members

- 6.1 **Special Projects Suggestion – Councillor Dowler:** request from RSA President to Staff for two flag poles at Riwaka Memorial site. Staff estimate cost at \$5,000. MCB special projects budget = \$25,733.
- 6.2 **Concerns with drop-in services – Deputy Hutt:** members of public reaching out with concerns of how unkept the town is looking as we head into busiest visitor season. Worst in 22 years one member mentions weeds growing through the sidewalk gutters, over-grown and poorly mowed grass edges, rubbish. Recent reports that some essential services (e.g. rubbish collection) are missing from the annual plan.
- 6.2.1 The Motueka Community Board requests a copy of Council's policy regarding maintenance requirements and fulfilment of duties.
- 6.3 **Line markings – Deputy Hutt:** Sent service request on behalf of member of the public query, regarding missing road line markings along Grey St. Council response is only mark centre line 30 metres from intersection not fulllength centrelines unless busier urban roads (arterial & collector).
- 6.4 **Concerns with Port Motueka access – Board member Hughes:** Presentations last month from Tania Bray (TDC Costal Planner) and Steph Styles (Boffa Miskall) regarding Port Motueka Structure Plan and Draft Plan Changes 82 & 83 – *outstanding natural features and landscape and natural character and coastal environment* appears contradictory regarding the sand bar which could stifle potential growth and prevent future access.
- 6.5 **Motueka wastewater treatment plant –** Councillors Dowler and Maru, and Chair Graham visited the plant on Wednesday 27 November and were very impressed by Novalab technology that is trialling UV light filtration on two ponds with very promising results of killing off bacteria and viruses. Councillor Walker and the working group visited the plant on Monday 12th after the MWWTP hui.
- 6.6 **Board financials –** Workshop planned for December.
- 6.6.1 work through policy for board expenses.
- 6.6.2 work through line-item adjustments to ensure budget is fit for purpose.
- 6.7 Board members visit to the Motueka Riding for Disabled by 19 December – members to confirm.
- 6.8 **Any additional Items** from the board.

7. Items from Public Forum

- 7.1 Discussion on today's public forum presentations:
- 7.2 Update on last board meetings public forum:
- 7.2.1 **Jude Ritchie** – was present for duration of meeting to hear board response regarding change in level of support and services since moving from 'Service & Strategy group' to 'Council operations – Governance group'. Followed up with email.
- 7.2.2 **Steve Anderson** – proposal for cycle walk run trail along East bank of Motueka. Followed up with email of Board willingness to hear more once plans and details are ready.
- 7.2.3 **Ray Hellyer** – presentation regarding binding and implied contracts and importance of promises made are kept. Followed up with email. Ray also shared the historic

document ‘*important information about the way we manage our communities*’ (distributed to board).

7.2.4 **Ian Williamson** – encouraged board to send condolences to MP Maureen Pugh – Chair confirmed had put request through to staff to organise. Jetty off coast unlikely due to council financial position and not factored into any future plans. Nelson Hospital outside of boards remit and confirmation from staff that flood zones are recorded on LIMs and can be identified via map on hazards website (which was currently not online at the time of the meeting). Followed up with email.

7.2.5 **David Ogilvie** – acknowledging local contributions by Mr David Kennedy and Mr Lloyd Kennedy. Followed up with email.

8. Action list

8.1 The updated Board Action List is attached to this report (**Attachment 1**).

9. Correspondence

9.1 There has been one piece of correspondence received since the last meeting. This is attached to this report (**Attachment 2**).

10. Attachments / Tuhinga tāpiri

1. ↓	Board action report status update	20
2. ↓	Brooklyn School thank you correspondence	23

1.	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 19/09/2023	Lynne Hall	Motueka bin wraps	3/10/2023		
	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.					
	25 Jun 2024 9:59am East, Halie					
	It was hoped that the art work for the bin wraps would be at the printers by the end of the term					
	29 Aug 2024 12:56pm Dawson, Gavin					
	Four designs have been presented with four designs to tried on bins around Motueka village.					
	20 Sept 2024, Dawson, Gavin					
	Confirmed that four bins can be covered – permission to proceed granted.					
	17 Oct 2024, Dawson, Gavin					
	Design is process of being developed and preparation for installation underway.					
	26 Nov 2024. Dawson, Gavin					
	Bins being wrapped and finished on 20 Nov 2024.					

2.	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 21/11/2023	Brent Maru	Standing Orders review	5/12/2023		
	04 Dec 2023 11:03am Gee, Emma					
	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					
	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.

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

29 Aug 2024 12:54pm Dawson, Gavin
Matter deferred pending a review of Standing Orders by central government and LGNZ. Review session to take place once more information is known.

20 Sept 2024, Dawson, Gavin
Expected release of reviewed Standing Orders in November. Council will review and approve first, followed community boards.

17 Oct 2024, Dawson, Gavin
Governance advisor awaiting final draft version and information from local government sector body.

26 Nov 2024. Dawson, Gavin
Governance advisor awaiting final draft version and information from local government sector body.

3.	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 20/02/2024	Barry Dowler	Motueka Aerodrome noise disturbance	5/03/2024		
	<p>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</p> <p>14 Mar 2024 9:57am Gee, Emma Stephen Batt met with CR Dowler and Inflight representatives to discuss the noisy aircraft that features in a number of 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.</p> <p>22 Mar 2024 9:20am Gee, Emma Councillor Dowler will come back to the board with the costs to Motueka Airport due to investigations they have had to undertake in response to complaints</p> <p>22 Apr 2024 9:32am Gee, Emma Cr Dowler has sent an email to a staff member and will have a reply for next meeting.</p> <p>07 Jun 2024 1:22pm Gee, Emma Chair Graham noted that the plane is still being serviced in Timaru</p> <p>25 Jun 2024 10:01am East, Halie Motueka Aerodrome complaint - the plane was still receiving maintenance in Timaru for the next 6-8 weeks</p> <p>29 Aug 2024 12:58pm Dawson, Gavin Board has been advised that new quieter plane will be used to reduce noise.</p> <p>20 Sept 2024, Dawson, Gavin New quieter plane to be used 1 October 2024.</p> <p>17 Oct 2024, Dawson, Gavin Quieter model of plane delayed due to required paint work. Delivery timeframe to be advised when known.</p> <p>26 Nov 2024. Dawson, Gavin Governance advisor awaiting final draft version and information from local government sector body.</p>					

4.	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 18/06/2024	Kim Drummond	Environment and Regulatory Committee court matters	2/07/2024		
	<p>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</p> <p>29 Aug 2024 1:05pm Dawson, Gavin Matter deferred.</p> <p>20 Sept 2024, Dawson, Gavin No update – matter before the courts.</p> <p>17 Oct 2024, Dawson, Gavin Clarification on the exact matter and the context of the questions to be requested by Kim Drummond.</p> <p>26 Nov 2024. Dawson, Gavin Chair to continue to continue investigations into the matter and report back to the Board.</p>					

5.	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 16/07/2024	Brent Maru	Financial Summary	30/07/2024		
	<p>30 Jul 2024 1:21pm Dawson, Gavin 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.</p> <p>29 Aug 2024 1:22pm Dawson, Gavin Matter ongoing and part of annual process undertaken by the Council after September every year. More information to come as matters progress.</p> <p>20 Sept 2024, Dawson, Gavin Meeting planned with the Finance Department on relevant matters.</p> <p>26 Nov 2024. Dawson, Gavin Workshop booked for 13/12/2024 at 0830 with the Finance Team.</p>					

6.	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 17/09/2024	Richard Kirby	Status of a Motueka Masterplan	1/10/2024		
	<p>20 Sep 2024 11:48am Dawson, Gavin Richard to provide clarification on arrangements, if any, for a Motueka Master Plan.</p> <p>17 Oct 2024, Dawson, Gavin John Ridd has provided information for the Board. To be circulated by the Chair.</p> <p>26 Nov 2024. Dawson, Gavin Process starts in 2025. Timeframes and details to be confirmed as matters progress.</p>					

Brooklyn School,
Umukuri Road,
Brooklyn,
RD3 7198

November 2024

Dear Motueka Community Board,

Thank you for your kind and generous donation towards our 150th Anniversary celebrations. Being part of Brooklyn School's 150th Anniversary celebration of the members from Brooklyn School was really amazing. We had a welcoming Pōwhiri, a museum exhibit, class photos and a celebration dinner. Some people travelled all the way from America and Australia to be part of it.

Your donation went towards flowers, decoration and refreshments, advertising the event, a plaque for the commemorative stone and a special celebration cake.

Being part of the 150th anniversary was special to us here at Brooklyn School because we got to see people that went to Brooklyn School years ago. Some were in their 90's! It was really amazing. All my brothers have gone to Brooklyn School too, so it was cool to be here for the 150th.

We want to thank you again for your donation and making our 150th Anniversary so special and an event that we will all remember.

Yours sincerely
by Indy



256 Umukuri Road
RD 3
Brooklyn
MOTUEKA

8th November 2024

To the Motueka Community Board,

The Brooklyn School Reunion Committee would like to thank you very much for your kind monetary donation that you gave for our recent 150th anniversary celebrations.

The reunion weekend was a huge success with around 150 past students, staff and community reconnecting and sharing school memories.

Thank you very much for this kind donation. We greatly appreciate your generosity.

The Brooklyn School Reunion Committee

8.4 SPECIAL PROJECTS UPDATE

Information Only - No Decision Required

Report To:	Motueka Community Board
Meeting Date:	17 December 2024
Report Author:	Gavin Dawson, Governance Advisor
Report Authorisers:	Richard Kirby, Group Manager - Community Infrastructure
Report Number:	RMCB24-12-3

1. Summary / Te Tuhinga Whakarāpoto

- 1.1 A status update on Motueka Community Board special projects is attached to this report (**Attachment 1**).

2. Recommendation/s / Ngā Tūtohunga

That the Motueka Community Board

1. receives the Special Projects update RMCB24-12-3.

3. Attachments / Tuhinga tāpiri

1. [Special Project Staus Update](#)

26

Motueka Community Board - Special Projects Action List as at 28 November 2024

Projects 2020/21	Funds	Status	Overseer
1.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 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</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> <p>16/07 - the contract had been awarded; the timeframe was by the end of July. Lynne Hall to liaise with the Comms team regarding a comms plan for the basketball court and change of playground and signage.</p> <p>20/09/24 – Project running to schedule and budget. Two accessible drinking fountains also installed. Council staff working to ensure that Iwi are involved throughout.</p> <p>17/10/2024 – Board Chair, Deputy Chair, and Cr Walker did a site visit. Have requested thorough communications that tells the story of the journey from inception to its current state.</p> <p>26/11/24 – alternative waste management options are under review by the Community Infrastructure team. Council staff will report back to the Board on considered options. Menzshed constructing benches and there is a plan to switch the drums to the configuration in the plans.</p>	

Projects 2022/23	Funds	Status	Overseer
2.Mārahau/Sandy Bay Association Coastal Maintenance Grant Resolution 16/08/22 Resolution 16/08/22	\$2,500	15/11 Board Secretary to follow up on invoices for work 8/12 Ongoing 15/12/22 Part payment made, \$1236.90, for some spraying work, more to come 16/04/24 Ongoing 08/05/24 – Board to discuss. 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. 16/07 – Remove the word 'Annual' as this was a one-off event. 20/09/2024 – Cr Walker working with Chris Rutledge on funding process. Staff to contact him resolve the matter. 26/11/2024 – Richard Kirby to communicate with the organisation and a meeting is scheduled for 2 December 2024.	Cr Walker

Projects 2022/23	Funds	Status	Overseer
3.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.	Steve Richards/ Chair Graham

Projects 2022/23	Funds	Status	Overseer
		<p>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.</p> <p>10/06 Update from 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 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> <p>20/09/2024 – Planting completed on Memorial drive and around cemetery. Gates and posts also installed at entrances to cemetery grounds.</p> <p>17/10/2024 – Completed works using specials projects budget \$8000 for cemetery projects Installed 2 two handbasins in toilets for \$2520.74, two bench seats on concrete pads for \$3237.25, and 3 entranceway gates and posts still to install.</p> <p>26/11/2024 – Council staff to provide a list of works completed to date and what is still outstanding. Options to increase the opening hours of the toilet block will be undertaken.</p>	

Projects 2024/25	Funds	Status	Overseer
<p>5. iSite Wallace St Update Map Resolution 18/06/24</p>	\$1,500	<p>21/05 Revamp and update the Motueka map outside the iSite building</p> <p>20/09/2024 – design to be distributed to the Board for viewing.</p> <p>17/10/2024 – concept design distributed by designer for feedback.</p> <p>26/11/2024 – Feedback to be sought once distributed to the Board by the Deputy Chair.</p>	
<p>6. Ted Reed Reserve, Riwaka Install Nest Swing Resolution 18/06/24</p>	\$10,000	<p>21/05 Add a nest swing to the playground on Ted Reed Reserve, Riwaka</p> <p>20/09/2024 – site ready for installation with basket swing being located and checked that all parts are ready for safety reasons.</p> <p>17/10/2024 – swing awaiting some parts. To be installed once they arrive.</p> <p>26/11/2024 – new parts have arrived and waiting to be installed by staff.</p>	

<p>12. Memorial Park</p> <p>Shade sail over gym equipment</p> <p>Resolution 18/06/24</p>	<p>\$18,000</p>	<p>21/05 Install shade sail over the outdoor gym equipment in Memorial Park</p> <p>20/09/2024 – Investigations underway to how the sails can used over play equipment. Gym equipment well used by the community. Council staff to perform due diligence on the matter.</p> <p>17/10/24 – Quotes been sourced from suppliers for the shade sails. Update to be provided at November meeting.</p> <p>26/11/2024 – Deputy Chair and Tony Strange to meet and select the preferred cover.</p>	
<p>15. Motueka Bridge (Riwaka side)</p> <p>Resolution 18/06/24</p>	<p>\$15,000</p>	<p>21/05 Welcome Sign – 'Motueka' stone-work welcome sign by the Motueka Bridge as you enter from Golden Bay</p> <p>20/09/2024 – Deputy Chair met with NZTA and they have confirmed that no traffic management is required.</p> <p>17/10/24 -Deputy Chair to provide more details at November meeting.</p> <p>26/11/24 – Project in progress.</p>	

8.4 FINANCE REPORT

Information Only - No Decision Required

Report To:	Motueka Community Board
Meeting Date:	17 December 2024
Report Author:	Liz Cameron, Assistant Management Accountant
Report Authorisers:	Paul Egan, Management Accounting Manager
Report Number:	RMCB24-12-4

1. Summary / Te Tuhinga Whakarāpoto

- 1.1 The financial report for the period ending 30 November 2024 is attached (**Attachment 1**).
- 1.2 The net financial position as at 30 November is a surplus of \$8,979.
- 1.3 Expenses during October were Waimea Advertising \$378, Training \$1,980, T Graham reimbursement \$179, Flowers \$67.78 and meeting expenses \$23.
- 1.4 The net position of the Motueka Community Board's overall funds as at 30 November 2024 is a surplus balance of \$237,140.

2. Recommendation/s / Ngā Tūtohunga

That the Motueka Community Board

1. receives the Financial Summary report RMCB24-12-4.

3. Attachments / Tuhinga tāpiri

1. [Financial Summary](#)

33

TASMAN DISTRICT COUNCIL
Motueka Community Board

November 2024

Profit and Loss	Month			November YTD Actual	November YTD Budget	Annual Budget %	Budget 2024/25
	Monthly Actual	Budget					
REVENUE							
CCB rate	6,557	6,552	100%	32,785	32,760	100%	78,618
Motueka Market	1,072	974	110%	4,197	3,153	133%	13,200
Closed Account Interest	570	970	59%	2,852	4,850	59%	11,635
Total revenue	8,200	8,496		39,834	40,763		103,453
EXPENSE							
Remuneration							
Chairperson Monthly Salary	1,351	1,351	100%	6,706	7,714	87%	18,514
Members	2,027	(1,351)	-150%	10,062	9,152	110%	21,964
Community Board Members Reimbursements	4,137	490	844%	4,699	2,450	192%	5,885
Miscellaneous							
Community Board discretionary fund	0	0	0%	5,655	5,655	100%	5,669
Youth Development Fund	0	0	0%	0	0	0%	1,000
Community Board Special Projects	0	0	0%	0	10,000	0%	41,160
Community Board Expenses	23	0	0%	3,734	1,663	225%	9,262
Litter Cart	0	0	0%	0	0	0%	0
Motueka CB Sculpture maintenance	0	0	0%	0	0	0%	0
Cost of Elections	0	0	0%	0	0	0%	0
Total expenses	7,537	490	1538%	30,856	36,634	84%	103,454
Net Charges	662	8,006		8,979	4,129		(1)

Year to date

Equity

Opening Surplus/(Deficit) Balance 1 July 2024	228,161
Net Income Surplus/(Deficit) November 2024	8,979
Closing Surplus/(Deficit) Balance 30 November 2024	237,140

Notes to the accounts

A) Discretionary fund

Balance brought forward from 2023/24	14,862
Plus budget allocation	5,669
Available funds	20,531
Less Expenditure	5,655
Remaining Balance	14,876

Discretionary fund expenditure

Brooklyn School 16/07/24	700
Motueka Group Riding for the Disabled 16/07/24	441
Takaka Hill Biodiversity 7/10/24	614
Community House 7/10/24	700
Wilderness Canoe Trust 8/10/24	600
Age-Link Trust 8/10/24	700
Motueka English Social Group 9/10/24	500
Motueka District Community Patrol 21/10/24	700
Motueka Events Charitable Trust 21/10/24	700
Total expenditure to 30 November 2024	5,655

B) Youth development fund

Balance brought forward from 24/25	4,825
Plus budget allocation	1,000
Available Funds	5,825
Less expenditure	0
Remaining Balance	5,825

Youth development fund expenditure

	0
Total expenditure to 30 November 2024	0

C) Special Projects

Balance brought forward from 23/24	147,839
Plus budget allocation	41,160
Available funds	188,999
Less expenditure	0
Remaining balance	188,999

Special Projects Expenditure

	0
Total expenditure to 30 November 2024	-