

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

Date: Tuesday 18 February 2025
Time: 4.00pm
Meeting Room: Motueka Library
Venue: Wallace Street, Motueka
Zoom link: <https://us02web.zoom.us/j/85753430053?pwd=uYOrIFVCi5M16Cj0ARXgMTCs2K2pTM.1>
Meeting ID: 857 5343 0053
Meeting Passcode: 741458

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 David Ogilvie - The Community Board rate for 2025 - 2026 4

3.2 Ray Hellyer - Chairman's Response 5

4 DECLARATIONS OF INTEREST

5 LATE ITEMS

6 CONFIRMATION OF [MINUTES](#)

That the minutes of the Motueka Community Board meeting held on Tuesday, 17 December 2024, be confirmed as a true and correct record of the meeting.

7 PRESENTATIONS

7.1 Plan Change 81 content and processes presentation 6

7.2 Alcohol in Public Places Bylaw Review 7

8 REPORTS

8.1 Discretionary Fund Applications..... 8

8.2 Board Report - February 2025 14

8.3 Financial Summary - February 2025 20

8.4 Special Projects update 22

9 CORRESPONDENCE

Nil

10 CONFIDENTIAL SESSION

Nil

11 CLOSING KARAKIA

3 PUBLIC FORUM

3.1 DAVID OGILVIE - THE COMMUNITY BOARD RATE FOR 2025 - 2026

Report To: Motueka Community Board
Meeting Date: 18 February 2025
Report Author: Gavin Dawson, Governance Advisor
Report Authorisers:
Report Number: RMCB25-02-1

1. Public Forum / Te Matapaki Tūmatanui
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David Ogilvie will speak in public forum regarding the Community Board rate for 2025-2026.

2. Attachments / Tuhinga tāpiri
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Nil

3.2 RAY HELLYER - CHAIRMAN'S RESPONSE

Report To: Motueka Community Board
Meeting Date: 18 February 2025
Report Author: Gavin Dawson, Governance Advisor
Report Authorisers:
Report Number: RMCB25-02-2

1. Public Forum / Te Matapaki Tūmatanui
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Ray Hellyer will speak in public forum regarding 'Chairman's Response'.

2. Attachments / Tuhinga tāpiri
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Nil

7 PRESENTATIONS

7.1 PLAN CHANGE 81 CONTENT AND PROCESSES PRESENTATION

Report To:	Motueka Community Board
Meeting Date:	18 February 2025
Report Author:	Gavin Dawson, Governance Advisor
Report Authorisers:	
Report Number:	RMCB25-02-3

1. Presentation / Whakatakotoranga

Anette Becher (Project Manager) and Jeremy Butler (Team Leader - Urban and Rural Policy) will make a presentation on Plan Change 81 content and processes.

2. Attachments / Tuhinga tāpiri

Nil

0.0 ALCOHOL IN PUBLIC PLACES BYLAW REVIEW

Report To: Motueka Community Board
Meeting Date: 18 February 2025
Report Author: Gavin Dawson, Governance Advisor
Report Authorisers:
Report Number: RMCB25-02-4

1. Presentation / Whakatakotoranga

Cat Budai will be present to [initiate early engagement discussion](#) with the Board on the Alcohol in Places Bylaw Review.

2. Attachments / Tuhinga tāpiri

Nil

8 REPORTS

8.2 DISCRETIONARY FUND APPLICATIONS

Report To:	Motueka Community Board
Meeting Date:	18 February 2025
Report Author:	Gavin Dawson, Governance Advisor
Report Authorisers:	Richard Kirby, Group Manager - Community Infrastructure
Report Number:	RMCB25-02-5

Summary

- 1.1 One application has been received for the February 2024 round of Motueka Community Board Discretionary Funding:
 - 1.1.1 Motueka Army Cadets Unit (**Attachment 1**)
- 1.2 The application complies with the Tasman District Council Policy on Community Board Discretionary Funds (**Attachment 2**).
- 1.3 The applicant has been asked to attend the meeting to speak to the application.
- 1.4 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 – February 2025 report RMCB25-02-5; and
2. grants or declines the Motueka Community Board Discretionary Fund application as follows:

Applicant	Request	Grant/Decline
Motueka Army Cadet Unit	\$610.86	

2. Attachments / Tuhinga tāpiri

- | | | |
|----------------------|--------------------------------------|----|
| 1. ↓ | Motueka Army Cadets Unit application | 9 |
| 2. ↓ | Discretionary Fund Policy | 11 |

From: website@tasman.govt.nz
To: [TDC Governance](#); [Gavin Dawson](#)
Subject: Grant Application - Motueka Community Board Discretionary Fund
Date: Monday, 13 January 2025 2:54:54 pm

The following application to the Discretionary Fund has been received.

Name of organisation*

Motueka Army Cadets Unit

Address

Provided in application

Contact person*

Jude Ritchie

Contact phone*

Provided in application

Email address*

Provided in application

What is the purpose of your organisation?

The New Zealand Cadet Forces (NZCF or Cadet Forces) is a voluntary, uniformed organisation which provides military-style leadership, personal development opportunities and adventure based training to youth aged between 13 and 19 years old.

Amount applied for - up to \$700

\$610.86

Details of project to be funded:

Grab and go fitted First aid kit for the Unit. This gets taken when we leave the area, such as the Buller River. The kit is called Backpack Red Trauma from Triple One Care NZ. A First aid portable Unit kit with medical supplies that are taken on every event and exercise. The kit is called Home Comprehensive Kit from Triple One Care NZ. These folks have given us a discount which we are very thankful for.

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

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

Immediately the Unit would benefit by being in integrity with the Cadet Forces policy operating under the Health and Safety rules, then the families with Army Cadets in the Motueka Community and the district itself benefiting with a functioning Army Cadets Unit with Cadets interacting with safety measures fulfilled in our collective neighbourhood.

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

We have not applied anywhere else for this funding. We have applied for funding for classroom updates, i.e. whiteboards, stationary, internet data, tablets etc.. We will need to apply somewhere for support with uniform costs, outing costs, camping equipment updating costs. We volunteer this organising and have organised a quiz at our local tavern.

Who else have you asked for funding for this project?

n/a

Bank account number

Provided in application

You can upload a file to support your application

Privacy Statement



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

8.2 BOARD REPORT - FEBRUARY 2025

Information Only - No Decision Required

Report To:	Motueka Community Board
Meeting Date:	18 February 2025
Report Author:	Terina Graham, Chair
Report Authorisers:	Elaine Stephenson, Governance Manager; Richard Kirby, Group Manager - Community Infrastructure
Report Number:	RMCB25-02-8

1. Whakataukī / Māori Proverb

Ki te kahore he whakakitenga ka ngaro te iwi.

Without foresight or vision the people will be lost. Said by Kingi Tawhiao Potatau te Wherowhero, to show the urgency for unification and strong Māori leadership.

2. Recommendation/s / Ngā Tūhunga

That the Motueka Community Board

1. receives the Board Report - February 2025 RMCB25-02-8.

3. 2024 Board Reflections

- 3.1 Community wellbeing solutions initiative making positive traction:
 - Bringing key people together
 - Relationship building and partnering
 - Youth work preparation and experience initiative started
 - Preparation for homelessness awareness campaign.
- 3.2 Eight-week rule review put forward to Council in February 2024, resulting in four workshops.
- 3.3 \$110,000 in Special Projects successfully completed over this term, with \$68,000 worth of current community focused special projects aimed to be complete by end of term.
- 3.4 \$9,000 of Discretionary Funds distributed to community initiatives over 2024.
- 3.5 Community Board invited and engaged in more council meetings, workshops and events.
- 3.6 Decks Reserve project successfully complete.
- 3.7 Updated amount and frequency of Discretionary funding.
- 3.8 More Councillors and staff attending Motueka Community Board meetings and events.
- 3.9 Increased attendance of public and forum speakers at monthly board meetings.

4. Eight-week Rule

- 4.1 Tasman District Council's 'governance team' removed the Boards motion from our December meeting that we requested go before Councillors in February. It was stated that the Board does not have delegation to make such request, shifting onus to any willing Councillor to raise the motion instead.

Moved Board Member Hughes/Chairperson Graham

MCB24-12-5

recommends that the Tasman District Council staff consider triaging service request complaints solely regarding minor dwellings as per the eight-week rule.

CARRIED

5. Council Financials

- 5.1 Tasman District Council confirm financial challenges for next financial year and have alluded to the flow-on effect that will impact some services to community, including:

5.1.1 Mowing

5.1.2 Rubbish collection

5.1.3 Toilet facilities.

- 5.2 The Board is waiting for board financials to analyse 2024/25 status.

- 5.3 The Board requires transparent dialogue, accurate and timely communication from staff to ensure we can fulfil our duties as elected members serving the Motueka community.

6. Items from Board Members

- 6.1 **Deputy Hutt:** Celebrating First Responders – MCB to support via advertisement in Guardian.

- 6.2 **Chair Graham:** Freedom camping – where is the cost benefit analysis?

- 6.3 Status, next steps for last years' discussions:

6.3.1 Local provider procurement process

6.3.2 E-Pod option to service community

6.3.3 Impacted Tiny-home owners and landowner leasing

7. Community Wellbeing Solutions Initiative

- 7.1 The Board workshopped in January to identify some focus points and matters of importance for 2025 (below). A workplan is being drafted.

7.1.1 **Port** – Board suggests it be listed as a strategic asset (like the airport) generate jobs

7.1.2 **Housing** - Support rezoning for residential land to stimulate growth

7.1.3 **Swimming pool** – ROI for build going out in July 2025 and this date is subject to council approving funding being brought forward from 2026/2027 into Annual Plan 2025/2026.

- 7.1.4 **Communications** – encourage improved internal / external council communications
- 7.1.5 **Old Library status** – council considering at its meeting Thursday 13th February 2025.
- 7.1.6 **Level of services** – impact on community [status of maintenance schedule requested from December board meeting?]
- 7.1.7 **Council culture** – support a transparent, accountable, supportive, and forgiving place
- 7.1.8 **Election year** – provide insights for community to understand what it is like being an elected member, in preparation for anyone wishing to stand in this years' election.
- 7.1.9 **Community wellbeing solutions initiative** – continue as planned and look at sustainability options past this board's tenure.

8. Items from Public Forum

- 8.1 Discussion from today's public forum.

9. Attachments / Tuhinga tāpiri

- 1. [↓](#) Board Action List update - Feb 2025

17

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.					
	18 Dec 2024, Gavin Dawson					
	Model Standing Orders arrived from sector body. Council to review in Feb 2025, with Board to follow around March or April 2025.					
	29 Jan 2025, Gavin Dawson					
	Council to review in Feb 2025, with Board to follow around March or April 2025.					

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		
	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.

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

29 Aug 2024 12:58pm Dawson, Gavin

Board has been advised that new quieter plane will be used to reduce noise.

20 Sept 2024, Dawson, Gavin

New quieter plane to be used 1 October 2024.

17 Oct 2024, Dawson, Gavin

Quieter model of plane delayed due to required paint work. Delivery timeframe to be advised when known.

18 Dec 2024, Gavin Dawson

New plane has arrived and now in use.

29 Jan 2025, Gavin Dawson

Update to be provided at the Feb Board meeting.

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		
	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					
	29 Aug 2024 1:05pm Dawson, Gavin					
	Matter deferred.					
	20 Sept 2024, Dawson, Gavin					
	No update – matter before the courts.					
	17 Oct 2024, Dawson, Gavin					
	Clarification on the exact matter and the context of the questions to be requested by Kim Drummond.					
	26 Nov 2024. Dawson, Gavin					
	Chair to continue to continue investigations into the matter and report back to the Board.					
	18 Dec 2024, Gavin Dawson					
	Matter ongoing and yet to be resolved between the parties to matter.					
	29 Jan 2025, Gavin Dawson					
	No comment as matter is before the Courts.					

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		

20 Sep 2024 11:48am Dawson, Gavin
 Richard to provide clarification on arrangements, if any, for a Motueka Master Plan.

17 Oct 2024, Dawson, Gavin
 John Ridd has provided information for the Board. To be circulated by the Chair.

26 Nov 2024. Dawson, Gavin
 Process starts in 2025. Timeframes and details to be confirmed as matters progress.

18 Dec 2024, Gavin Dawson
 Timeframes and details to be confirmed in 2025.

29 Jan 2025, Gavin Dawson
 Timeframes and details to be confirmed in 2025.

7.	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Motueka Report Community Board 16/04/2024	Tony Strange	Parker Street Oak trees	30/04/2024		
	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.					
	29 Aug 2024 1:01pm Dawson, Gavin Update to be provided at the September Board meeting.					
	20 Sept 2024, Dawson, Gavin Council staff meeting with impacted parties to discussed potential remedies.					
	17 Oct 2024, Dawson, Gavin Board Chair to meet with impacted parties to work towards a durable solution.					
	18 Dec 2024, Gavin Dawson Matter still being worked through with impacted parties.					
	29 Jan 2025, Gavin Dawson Update to be provided at the Feb Board meeting.					

8.3 FINANCIAL SUMMARY - FEBRUARY 2025

Information Only - No Decision Required

Report To:	Motueka Community Board
Meeting Date:	18 February 2025
Report Author:	Liz Cameron, Assistant Management Accountant
Report Authorisers:	Paul Egan, Management Accounting Manager
Report Number:	RMCB25-02-6

1. Summary / Te Tuhinga Whakarāpoto

- 1.1 The financial report for the period ending 31 December 2024 is attached (**Attachment 1**).
- 1.2 The Motueka Community Board's net financial position as at 31 December is a surplus of \$14,596.
- 1.3 Expenses during December were meeting expenses of \$21.
- 1.4 The net position of the Motueka Community Board's overall funds as at 31 December 2024 is a surplus balance of \$242,757.
- 1.5 While the Motueka Community Boards funds are overall in surplus, the Board must stay within its annual expenditure budget for 2024/25 unless it obtains a resolution from Council to increase its expenditure budget.

2. Recommendation/s / Ngā Tūtohunga

That the Motueka Community Board

1. **receives the Financial Summary - February 2025 report RMCB25-02-6.**

3. Attachments / Tuhinga tāpiri

1. [Financial Summary](#)

21

TASMAN DISTRICT COUNCIL
Motueka Community Board

December 2024

Profit and Loss	Month		December YTD Actual	December YTD Budget	Annual Budget %	Budget 2024/25	
	Monthly Actual	Budget					
REVENUE							
CCB rate	6,562	6,552	100%	39,347	39,312	100%	78,618
Motueka Market	1,292	721	179%	5,489	3,874	142%	13,200
Closed Account Interest	570	970	59%	3,422	5,820	59%	11,635
Total revenue	8,424	8,243		48,258	49,006		103,453
EXPENSE							
Remuneration							
Chairperson Monthly Salary	1,351	1,351	100%	8,057	9,257	87%	18,514
Members	1,351	2,022	67%	11,412	10,981	104%	21,964
Community Board Members Reimbursements	84	490	17%	4,783	2,940	163%	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	10,000	0%	0	20,000	0%	41,160
Community Board Expenses	21	0	0%	3,755	1,663	226%	9,262
Total expenses	2,808	13,863	-2	33,663	50,496	-7	103,454
Net Charges	5,616	(5,620)		14,596	(1,490)		(1)

Year to date

Equity

Opening Surplus/(Deficit) Balance 1 July 2024	228,161
Net Income Surplus/(Deficit) December 2024	14,596
Closing Surplus/(Deficit) Balance 31 December 2024	242,757

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 31 December 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

Total expenditure to 31 December 2024	0
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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

Total expenditure to 31 December 2024	-
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8.4 SPECIAL PROJECTS UPDATE

Information Only - No Decision Required

Report To:	Motueka Community Board
Meeting Date:	18 February 2025
Report Author:	Gavin Dawson, Governance Advisor
Report Authorisers:	Richard Kirby, Group Manager - Community Infrastructure
Report Number:	RMCB25-02-7

1. Summary / Te Tuhinga Whakarāpoto

- 1.1 A status update on Motueka Community Board special projects is attached to this report (**Attachment 1**).
- 1.2 A revised and updated status update will be provided at the next meeting of the Board.

2. Recommendation/s / Ngā Tūtohunga

That the Motueka Community Board

1. **receives the Special Projects update RMCB25-02-7.**

3. Attachments / Tuhinga tāpiri

1. [↓](#) Special Project Status update - Feb 2025

23

Motueka Community Board - Special Projects Action List as at 18 February 2025

Projects 2020/21	Funds	Status	Overseer
<p>1.Decks Reserve Accessible Playground Equipment Resolution 15/12/20</p>	\$30,000	<p>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</p>	<p>Cr Walker/Tony Strange</p>

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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 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 lwi 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> <p>18/12/2024 – Work nearly finished with replacement plants and grass to be installed due to the weather conditions.</p>	

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

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		<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 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 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> <p>18/12/2024 – Lists of works and budgets to be provided at the February meeting of the Board.</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>18/12/2024 – Design ongoing and final stages of development.</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>	

		26/11/2024 – new parts have arrived and waiting to be installed by staff. 26/11/2024 – new parts have arrived and waiting to be installed by staff.	
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<p>12. Memorial Park Shade sail over gym equipment Resolution 18/06/24</p>	<p>\$18,000</p>	<p>21/05 Install shade sail over the outdoor gym equipment in Memorial Park 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. 17/10/24 – Quotes been sourced from suppliers for the shade sails. Update to be provided at November meeting. 26/11/2024 – Deputy Chair and Tony Strange to meet and select the preferred cover. 18/12/2024 – Quote obtained is underbudget and selection of the shade sail will take place in early 2025, with installation to follow.</p>	
<p>15. Motueka Bridge (Riwaka side) 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 20/09/2024 – Deputy Chair met with NZTA and they have confirmed that no traffic management is required. 17/10/24 -Deputy Chair to provide more details at November meeting. 26/11/24 – Project in progress. 18/12/24 – Project in progress.</p>	