

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

Date: Tuesday 18 March 2025
Time: 4.00pm
Meeting Room: Motueka Library
Venue: Wallace Street, Motueka

Zoom conference link: <https://us02web.zoom.us/j/88274145917?pwd=tLb9Chb8HYhBsMcaQgUhwaI8BiF8AJ.1>

Meeting ID: 882 7414 5917
Meeting Passcode: 064086

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

Nil

4 DECLARATIONS OF INTEREST

5 LATE ITEMS

6 CONFIRMATION OF [MINUTES](#)

That the minutes of the Motueka Community Board meeting held on Tuesday, 18 February 2025, be confirmed as a true and correct record of the meeting.

7 PRESENTATIONS

Nil

8 REPORTS

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9 CORRESPONDENCE

Nil

10 CONFIDENTIAL SESSION

Nil

11 CLOSING KARAKIA

8 REPORTS

8.1 DISCRETIONARY FUND APPLICATIONS - MARCH 2025

Report To:	Motueka Community Board
Meeting Date:	18 March 2025
Report Author:	Kelsey McLean, Senior Governance Advisor
Report Authorisers:	Richard Kirby, Group Manager - Community Infrastructure
Report Number:	RMCB25-03-1

Summary

- 1.1 One application has been received for the March 2025 round of Motueka Community Board Discretionary Funding:
 - 1.1.1 TONE with Kase and chlo (**Attachment 1**)
- 1.2 In order to comply with clause 4.4 of the Tasman District Council Policy on Community Board Discretionary Funds (**Attachment 2**) the applicant supplied supporting documentation (**Attachment 3**).
- 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.
- 1.5 In order to comply with clause 5.5 of the Tasman District Council Policy on Community Board Discretionary Funds (**Attachment 2**) the applicant is required to report back to the Board, within 12 months of the funding.







That the Motueka Community Board

1. receives the Discretionary Fund Applications – March 2025 report RMCB25-03-1; and
2. grants or declines the Motueka Community Board Discretionary Fund application as follows:

Applicant	Request	Grant/Decline
TONE with Kase and chlo	\$700.00	

3. notes that should the application be successful, the applicant will report back to the Motueka Community Board on the project and how the funding was used, within 12 months.

2. Attachments / Tuhinga tāpiri

- | | | |
|----|--|----|
| 1. |   Grant Application - Motueka Community Board Discretionary Fund - TONE with Kase and chlo | 6 |
| 2. |   Discretionary Funds Policy | 7 |
| 3. |   Payment Plan Offer - OneMusic NZ - Proof of Total Cost | 10 |

From: website@tasman.govt.nz
To: [TDC Governance](#); [Gavin Dawson](#)
Subject: Grant Application - Motueka Community Board Discretionary Fund
Date: Thursday, 20 February 2025 9:01:53 am

The following application to the Discretionary Fund has been received.

Name of organisation*

TONE with Kase and chlo

Address

145 Staples Street

Contact person*

Chloe Meegan

Contact phone*

[REDACTED]

Email address*

chloemeeganx@gmail.com

What is the purpose of your organisation?

We provide a donation only fitness class 3 x a week. For all ages , genders and fitness levels.

Amount applied for - up to \$700

700

Details of project to be funded:

Funding is to go towards our music rights which is 800 annually. As we are only donation based its hard to cover.

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

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

All benefit. Our classes are very established, 30+ a class. It means money isnt an issue for anyone who wants to get fit and healthy

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

None

Who else have you asked for funding for this project?

None

Bank account number

[REDACTED]

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

From: [Chloe Meegan](#)
To: [Kelsey McLean](#)
Subject:
Date:
Attachments:

[OneMusic irect Debit Form.pdf](#)

----- Forwarded message -----

From: **Simon Randle** <simon.randle@onemusicnz.com>
Date: Tue, 10 Sept 2024, 4:45 pm
Subject: Payment Plan Offer - OneMusic NZ - Client Reference Number 03254349
To: chloemeeganx@gmail.com <chloemeeganx@gmail.com>

Hi Chloe,

Reference Client Number: 03254349 - Chloe Meegan - Tone With Kase & Chlo

OneMusic would like to offer **Tone With Kase & Chlo**, a **6-month** payment plan for the amount of **\$800.24**.

I have for your records attached OneMusic Direct Debit Authority form.

This payment plan will not be valid until we have received a written response from you that you agree to the plan offered. This offer is only valid for 5 business days from the date of this correspondence and written agreeance (and completed Direct Debit form, if applicable) must be received within that period.

Payment plan will commence on the 20th September 2024 to 20th February 2025

1 x Payment @ \$133.39

5 x Payments @ \$133.37

Total Amount: \$800.24

Please note that any subsequent invoices issued on this account do not form part of this payment plan and must be paid in accordance with our invoice payment terms. Missing two payments of this plan will automatically cancel the payment plan and any outstanding amount will become due and payable.

Please let me know if you have any further questions. You are welcome to call me, my telephone number is below.

Thank you.

Kind Regards



Simon Randle Credit Officer

DDI 09 623 5396 | 0800 800 663 ext 796
Unit 113, [21-23 Edwin St, Mt Eden, Auckland](#) 1024

PO Box 6315, Victoria Street West, Auckland 1142
[onemusicnz.com](#) | simon.randle@onemusicnz.com

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8.2 BOARD REPORT - MARCH 2025

Information Only - No Decision Required

Report To:	Motueka Community Board
Meeting Date:	18 March 2025
Report Author:	Terina Graham, Chair
Report Authorisers:	Richard Kirby, Group Manager - Community Infrastructure
Report Number:	RMCB25-03-2

1. Whakataukī / Māori Proverb

He waka eke noa

We are all in this together

2. Recommendation/s / Ngā Tūtohunga

That the Motueka Community Board

1. receives the Board Report - March 2025 report RMCB25-03-2.

3. Board Business – 2025

- 3.1 Please note the Board's role is to listen to and advocate for Community. We do our best to learn about others concerns and ideas, even when topics are outside of the Board's delegations, we aim to connect you with the right people to work through.
- 3.2 Some of the items the Board is focussing on:
 - 3.2.1 **Annual Plan** – areas of importance for Motueka and what budget changes will impact Ward (mowing, roading and footpath/cycleway maintenance)
 - 3.2.2 **Port** – futureproofing
 - 3.2.3 **Housing** – 8-week rule review, 4 workshops, no further progress to alleviate impacts on housing solutions (**Attachment 1**) 'Council comparison' document collated by Deputy Hutt. Support sensible rezoning for sufficient residential development, maintain integrity.
 - 3.2.4 **Swimming pool** – land purchased, costs to community to proceed with phased build
 - 3.2.5 **Council culture** – support improved communications and connection between council and community
 - 3.2.6 **Election year** - insights to being an elected member, in preparation for anyone wishing to stand in this years' election.
 - 3.2.7 Community wellbeing solutions initiative – see details later in report.

4. Community Wellbeing Solutions Initiative

- 4.1 Met with MHS Principal for update, good progress in the youth attendance and engagement space.
- 4.2 Homeless awareness campaign in March/April
- 4.3 Community advisory / working group to form and meet
- 4.4 Schedule “tangible outcomes” hui

5. Items from the Board

- 5.1 **Deputy - Board support:** we haven't had the same level of consistent support that previous boards have had.
- 5.2 **Deputy - Antenno response time:** What is the expected level of service/response time when people put in a Service Request through Antenno. What advice do we give to public when these timelines are not met?
- 5.3 **Deputy - Celebrating First Responders:** MCB advertisement and article in Guardian.
- 5.4 **Chair - Freedom camping:** is there a cost benefit analysis for Motueka? Concerns with Decks carpark drinking and activities by playground where young people observe behaviour.
- 5.5 **Local provider procurement process:** how many Motueka contractors are ‘council approved providers’?
- 5.6 **E-Pod option to service community:** put on table for next discussion with FENZ. Funding.
- 5.7 **Complaints process** Impacted Tiny-home owners and land-owner leasing, better understand, who, why and what are people putting in complaints about that are affecting many tiny-home owners or landowners sharing land with tiny-homes?

6. Items from Public Forum

- 6.1 Discussion from today's public forum.
- 6.2 Outcomes from February's public forum:
 - 6.2.1 **Mr Ogilvie – Annual Plan:** Chair and Deputy met with David to work through his points raised. Held a Board workshop as part of submission preparation.
 - 6.2.2 **Mr Moore – Tiny home eviction:** Emailed Peter with offer to meet. Emailed Moutere Ward Councillors. Chair and Cnr Walker raised concerns with Mayor and CE.
 - 6.2.3 **Mr Rowling – Concerns with zone changes Mariri:** Emailed Geoff. Board discussions at workshop and consolidated response in regard to paper shared.
 - 6.2.4 **Mr Hellyer – Chairmans response:** Chair rewatched December's board meeting and concluded Chairs confusion as to staff mention council's finding legal issues with the document, not legal advice regarding the ‘Proclamation of people Maxim in Law’.
 - 6.2.5 **Mr Fourie – H&S Saltwater baths:** Chair responded thanking Kevin and Mike for working on solution with council. Board suggest safety signs are more encouraging not directive. Board sent get well card to the injured contractor.
 - 6.2.6 **Mr Williamson – several items:** Chair thanked and addressed in email.

7. Attachments / Tuhinga tāpiri

1.   Council Comparisons - 8 week rule

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COMPARISON OF OTHER DISTRICT COUNCILS WITHIN NEW ZEALAND – 8 WEEK RULE

<p>Waikato District Council</p>	<p>NO “number of weeks rule”</p> <p>Generally, we become aware of tiny homes when someone makes a complaint about the tiny home (for example a neighbour).</p> <p>You can choose to take no further action if the wheels are fixed on it because the vehicle will not become a building if it is movable, and the Building Act 2004 does not need to be applied.</p>
<p>Western Bay of Plenty District Council</p>	<p>NO “number of weeks rule”</p> <p>Generally, we become aware of tiny homes when someone makes a complaint about the tiny home (for example a neighbour).</p> <p>You can choose to take no further action if the wheels are fixed on it because the vehicle will not become a building if it is movable, and the Building Act 2004 does not need to be applied.</p>
<p>Whangarei District Council</p>	<p>NO “number of weeks rule”</p> <p>There is no policy on the Building Control side, and RMA Consents don't have anything specific, other than rules relating to minor dwellings and sleep-outs.</p>
<p>Kaipara District Council</p>	<p>50 Days Rule</p> <p>If attached to services, then a Resource Consent is needed. However, they understand the housing crisis and try and work with residents of tiny homes etc. They take a “common sense approach”. Their Compliance Officer has NEVER issued an abatement notice. They advise, be approachable and work closely to help people in these living situations.</p>
<p>Far North District Council</p>	<p>NO “number of weeks rule”</p> <p>We do not have any timeline thresholds for tiny homes. We honestly do not see them come across our desk very often.</p> <p>At current, we follow and promote the tiny home guidance provided by MBIE when they do come in.</p>

<p>Central Hawkes Bay District Council</p>	<p>NO “number of weeks rule”</p> <p>I can confirm that Central Hawkes Bay District Council does not have any timeframe thresholds for tiny homes.</p> <p>This is because we haven’t got the staffing levels to monitor these types of buildings but deal with them when we have a formal complaint lodged.</p>
<p>Buller District Council</p>	<p>NO “number of weeks rule”</p> <p>We do not have a threshold period for temporary moveable living type activities. However, they would need to comply with relevant zone rules for the district under the current operative Buller District Plan (such as boundary setbacks etc), and any connections to services would require a building consent. We do get enquiries at some times for this, otherwise it may cross our desk by way of a complaint made.</p>
<p>Southland District Council</p>	<p>NO “number of weeks rule”</p> <p>In reply to your recent inquiry to us regarding tiny homes, we currently don’t have a set time frame for issuing abatement notices, it would depend entirely on the situation and location. For example, if someone builds a tiny home in a location where it is a non-complying activity and has no chance of getting a resource consent, we will issue an immediate abatement notice. In a different location, if we look in the district plan and determine they are likely to get a resource consent, then we would potentially give them 12 weeks to get that application into us, it does not have to be approved in that time frame, just received.</p>

8.3 FINANCIAL SUMMARY - PERIOD ENDING 28 FEBRUARY 2025

Information Only - No Decision Required

Report To:	Motueka Community Board
Meeting Date:	18 March 2025
Report Author:	Liz Cameron, Assistant Management Accountant
Report Authorisers:	Paul Egan, Management Accounting Manager
Report Number:	RMCB25-03-3

1. Summary / Te Tuhinga Whakarāpoto


- 1.1 The financial report for the period ending 28 February 2025 is attached (**Attachment 1**).
- 1.2 The Motueka Community Board's net financial position as at 28 February is a deficit of \$37,501.
- 1.3 Expenses during February were meeting expenses of \$27.
- 1.4 The net position of the Motueka Community Board's overall funds as at 28 February is a surplus balance of \$190,660.
- 1.5 The remaining **uncommitted** Special Projects balance is \$50,999.

2. Recommendation/s / Ngā Tūtohunga

That the Motueka Community Board

1. receives the Financial Summary - period ending 28 February 2025 RMCB25-03-3.

3. Attachments / Tuhinga tāpiri

1.   Financial Summary

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TASMAN DISTRICT COUNCIL
Motueka Community Board

February 2025

Profit and Loss	Month						Budget 2024/25
	Monthly Actual	Budget		February YTD Actual	February YTD Budget	Annual Budget %	
REVENUE							
CCB rate	6,558	6,552	100%	52,462	52,416	100%	78,618
Motueka Market	1,655	682	243%	9,567	6,210	154%	13,200
Closed Account Interest	570	970	59%	4,563	7,760	59%	11,635
Total revenue	8,783	8,204		66,592	66,386		103,453
EXPENSE							
Remuneration							
Chairperson Monthly Salary	1,351	1,351	100%	8,057	12,343	65%	18,514
Members	1,351	2,022	67%	16,816	14,643	115%	21,964
Community Board Member	35	490	7%	4,818	3,920	123%	5,885
Miscellaneous							
Community Board discretion	0	0	0%	6,355	5,155	123%	5,669
Youth Development Fund	0	0	0%	0	1,000	0%	1,000
Community Board Special F	64,180	10,000	642%	64,180	30,000	214%	41,160
Community Board Expense	27	0	0%	1,887	2,163	87%	2,572
Community Board member	0	0	0%	1,980	0	0%	6,689
Total expenses	66,944	13,863		104,093	69,223		103,453
Net Charges	(58,160)	(5,659)		(37,501)	(2,837)		0

Year to date	
Equity	
Opening Surplus/(Deficit) B	228,161
Net Income Surplus/(Deficit) -	37,501
Closing Surplus/(Deficit) Ba	190,660
Notes to the accounts	
A) Discretionary fund	
Balance brought forward fr	14,862
Plus budget allocation	5,669
Available funds	20,531
Less Expenditure	6,355
Remaining Balance	14,176
Discretionary fund expenc	
Brooklyn School 16/07/24	700
Motueka Group Riding for t	441
Takaka Hill Biodiversity 7/11	614
Community House 7/10/24	700
Wilderness Canoe Trust 8/1	600
Age-Link Trust 8/10/24	700
Motueka English Social Gro	500
Motueka District Communit	700
Motueka Events Charitable	700
Motueka Art Group	700
Total expenditure to 28 Feb	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
Wharepapa Grove table & seating 18/06	0
C) Special Projects	
Balance brought forward from 23/24	147,839
Plus budget allocation 2024/25	41,160
Available funds	188,999
Less expenditure	64,180
Remaining balance	124,819
Special Projects Expenditure	
Cemetery Enhancement Resol 16/08/22	5,007
Wharepapa Grove table & seating 18/06/	2,775
Decks Reserve 15/12/20	30,000
Prram crossings 18/06/24	10,000
Extend concrete pads at river 18/06/24	1,350
Trewavas St path 16/05/23	5,048
Decks Reserve table, seating & landscape	10,000
Total expenditure to 28 February 2025	64,180

8.4 SPECIAL PROJECTS UPDATE

Information Only - No Decision Required

Report To:	Motueka Community Board
Meeting Date:	18 March 2025
Report Author:	Kelsey McLean, Senior Governance Advisor
Report Authorisers:	Richard Kirby, Group Manager - Community Infrastructure
Report Number:	RMCB25-03-4

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 report RMCB25-03-4.**

3. Attachments / Tuhinga tāpiri

1.   Motueka Community Board Special Project status update - 18 March 2025

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Motueka Community Board - Special Projects Action List as at 4 March 2025

Projects 2020/21	Funds	Status – In progress	Overseer
<p>1.Decks Reserve Accessible Playground Equipment Resolution 15/12/20</p>	<p>Budgeted \$30,000 YTD</p>	<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 from 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>

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 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> <p>04/03/2025 – Current weather conditions delaying the installation of replacement plants and grass. Council staff will advise when that will take place as matters progress.</p>	

Projects 2022/23	Funds	Status – Complete	Overseer
<p>3.Motueka Cemetery Maintenance and Enhancement Plan Resolution 16/08/22</p>	<p>Budgeted \$8,000 YTD</p>	<p>15/11 Mr Kirby to speak with Reserves staff 16/11 Email forward onto Members from David Ogilvie by Chair Armstrong 20/12 Chair Armstrong to speak with David Ogilvie 21/02/23 Richard Hollier has advised there is already a landscape plan from 2013, no need to spend 8K. David to request a copy of the work plan to and circulate to members for the next meeting – actioned 23/03 Richard Kirby emailed Grant Reburn, Reserves & Facilities Manager, can the \$8,000 allocated funds be used to complete the implementation of the landscape plan from 2013. Report back to the MCB at its meeting 18 April via a staff report 06/04 Update from Grant Reburn sent on to Members 20/6 Chair Maru to follow up with Grant Reburn 06/07 Update form Steve Richards Following discussions at previous Board Meetings and with chair it was agreed that staff would continue with previous Motueka Cemetery Plan works using money currently available in the budget 18/07 Ongoing, Mr Kirby stated that the 8k to be used to implement the next stage of capital works in the 2013 Management Plan, not to go towards a new plan, ongoing 17/10 Steve Richards provided an update, Richard Hilton & Lynne Hall are working on and will come back to the Board 21/11 Steve to liaise with Deputy Chair Graham on updates 16/04/24 Ongoing Mr Ogilvie has met with staff have a plan forward and working well 06/05/24 Replaced cemetery sign, improved font, easier to read. Old water tank and stand removed. The back fence will be removed and plants have been ordered for this area. Plants ordered for the garden area on Old Wharf Road/Memorial drive corner. Plantings aim for July-August. Waiting on prices to line mark the carpark, build new wrought iron gates. The Motueka men's shed are building a new seat for the Old cemetery area. Still on programme of work to look into is the handwashing sink for the toilets.</p>	<p>Steve Richards/ Chair Graham</p>

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 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> <p>04/03/2025 – Project complete.</p>	

Projects 2024/25	Funds	Status – In progress	Overseer
<p>5. iSite Wallace St Update Map Resolution 18/06/24</p>	<p>Budgeted \$1,500 YTD</p>	<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>04/03/2025 – Final design complete and installation being planned.</p>	

Projects 2024/25	Funds	Status – delayed due to ground investigations	Overseer
6. Ted Reed Reserve, Riwaka Install Nest Swing Resolution 18/06/24	Budgeted \$10,000 YTD	21/05 Add a nest swing to the playground on Ted Reed Reserve, Riwaka 20/09/2024 – site ready for installation with basket swing being located and checked that all parts are ready for safety reasons. 17/10/2024 – swing awaiting some parts. To be installed once they arrive. 26/11/2024 – new parts have arrived and waiting to be installed by staff. 04/03/2025 – project delayed due to ground investigations at location that now need to take place. The Board will be updated as matters progress.	
Projects 2024/25	Funds	Status – In progress	Overseer
12. Memorial Park Shade sail over gym equipment Resolution 18/06/24	Budgeted \$18,000 YTD	21/05 Install shade sail over the outdoor gym equipment in Memorial Park 20/09/2024 – Investigations underway to how the sails can be 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. 04/03/2025 - Awaiting installation and delivery confirmation.	
Projects 2024/25	Funds	Status – Possible review underway	Overseer
15. Motueka Bridge (Riwaka side) Resolution 18/06/24	Budgeted \$15,000 YTD	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. 04/03/2025 – Possible review of this project due to factors related to the location, land ownership, and	

		plans for area.	
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8.5 HERITAGE WHARF RESTORATION PROJECT

Information Only - No Decision Required

Report To:	Motueka Community Board
Meeting Date:	18 March 2025
Report Author:	Stephen Richards, Reserves Officer - Landscape
Report Authorisers:	Richard Kirby, Group Manager - Community Infrastructure
Report Number:	RMCB25-03-5

1. Summary / Te Tuhinga Whakarāpoto

- 1.1 To summarise progress on the Heritage Wharf Restoration Project and to raise the need for future funding.
- 1.2 Isobel Mosley, Chair, Heritage Wharf Restoration Group, will be present to speak to the report.

2. Recommendation/s / Ngā Tūhunga

That the Motueka Community Board

1. **receives the Heritage Wharf Restoration Project report; and**
2. **supports in principle the allocation of Tasman District Council funds to the project in the 2025/26 Annual Plan.**

3. Progress report

- 3.1 The restoration of the disintegrating old wharf at Motueka (a Grade 2 listed Heritage site) is a complex project, needing to meet the requirements of Heritage New Zealand as well as the usual Council resource consent and other requirements, not to mention raising the funds.
- 3.2 Over the last few months, the Heritage Wharf Restoration Group has focused on preparing the application to Heritage New Zealand for an archaeological authority. The application is now almost ready to submit. It has involved:
 - 3.2.1 Refining the objectives regarding the level of restoration;
 - 3.2.2 Commissioning Eliot Sinclair to prepare a detailed design and geotechnical report and the project methodology;
 - 3.2.3 Updating the archaeologist's report (half funded by an MCB discretionary grant).
 - 3.2.4 Contracting a conservation architect to advise on heritage aspects of the project.
 - 3.2.5 Iwi consultation through the Council's process, which is almost complete.
 - 3.2.6 Preparation of a draft history of Maori in the area, currently being reviewed by a local kaumatua, from which interpretive signage can be developed.

- 3.3 Fundraising has progressed and we now have \$101,580 of confirmed funds for the project. This is made up of \$43,700 in grants, \$42,530 in private donations and \$15,350 from various TDC departments. Consequently we have not needed to use the Board's special projects grant for reports and it is saved for the construction phase.
- 3.4 Work is under way on detailed costings for the project and the price has gone up. At this stage estimated costs are:
- 3.4.1 Planning, design, consents \$30,500
 - 3.4.2 Restoration works \$350,000
- 3.5 Various local businesses have expressed a desire to support the project, but it remains to be seen how that works out in practice. Sourcing granite for the restoration is proving to be a challenge.
- 3.6 We have prepared Operating Guidelines for the Heritage Wharf Restoration Group as a joint Council-community team, covering how funds will be managed.
- 3.7 The next step is likely to be a Resource Consent application and then we will focus on applying to the Lotteries Environment and Heritage fund, which we hope will fund around half of the project works. In addition we will have a push on local publicity and community fund-raising.
- 3.8 At this stage we estimate that we will need a contribution from Tasman District Council of \$25<50,000 in the 2025/26 financial year (assuming our application to Lotteries is successful). We are seeking support from the Community Board in the Annual Plan process.

4. Attachments / Tuhinga tāpiri
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Nil