

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

Date: Tuesday 15 April 2025
Time: 4.00pm
Meeting Room: Motueka Library
Venue: Wallace Street, Motueka
Zoom conference link: <https://us02web.zoom.us/j/85450365975?pwd=cltdb79XXEEuDtMD3MhBwefMrPLfbh.1>
Meeting ID: 854 5036 5975
Meeting Passcode: 858189

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 the apology from Councillor B Dowler be accepted.

3 PUBLIC FORUM

3.1 Geoff Rowling - Zoning, Future Growth and Natural Hazards 4

4 DECLARATIONS OF INTEREST

5 LATE ITEMS

6 CONFIRMATION OF [MINUTES](#)

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

7 PRESENTATIONS

Nil

8 REPORTS

8.1 Finance Report - period ending March 31 2025 (Late Covering Report) 5

8.2 2025/26 Annual Plan Proposal..... 6

8.3 Discretionary Fund Application - April 2025 11

8.4 Special Projects..... 19

8.5 Board Report - April 2025 26

9 CORRESPONDENCE

Nil

10 CONFIDENTIAL SESSION

Nil

11 CLOSING KARAKIA

3 PUBLIC FORUM

3.1 GEOFF ROWLING - ZONING, FUTURE GROWTH AND NATURAL HAZARDS

Report To: Motueka Community Board
Meeting Date: 15 April 2025
Report Author: Kelsey McLean, Senior Governance Advisor
Report Authorisers: Terina Graham, Chair
Report Number: RMCB25-04-5

1. Public Forum / Te Matapaki Tūmatanui
--

Geoff Rowling will speak in public forum regarding zoning, future growth and natural hazards.

2. Attachments / Tuhinga tāpiri
--

Nil

8 REPORTS

8.1 FINANCE REPORT - PERIOD ENDING MARCH 31 2025 (LATE COVERING REPORT)

This report was not completed in time for the agenda publication.

8.2 2025/26 ANNUAL PLAN PROPOSAL

Decision Required

Report To:	Motueka Community Board
Meeting Date:	15 April 2025
Report Author:	Matthew McGlinchey, Financial Performance Manager
Report Authorisers:	John Ridd, Group Manager - Service and Strategy
Report Number:	RMCB25-04-6

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

- 1.1 To gain agreement regarding the required Motueka Community Board budget for the 2025/2026 Annual Plan.

2. Summary / Te Tuhinga Whakarāpototo

- 2.1 Every year Council prepares an Annual Plan and every third year a Long Term Plan. The Council is currently compiling the Annual Plan for the 2025/2026 year and requires the Motueka Community Board's input to set and agree their budget. This in turn will drive the rating increase for that targeted rate to the Motueka ratepayers.
- 2.2 Currently the Community Board has a surplus (as at 30 June 2024) that is not being used and is not directly available under the 2024/25 budget. Agreeing to the recommendation means that this will be included in the Draft Annual Plan considerations for the Board to use funds that been collected from the community for the benefit of the community.
- 2.3 An additional \$40k for special projects is also being requested from an existing reserve.
- 2.4 This paper recommends using \$6k from an existing reserve to offset the possible impact of the remuneration authority decisions to reimburse more to the Community Board elected officials. Noting an additional, lower amount, will be required in 2026/2027 from the opening surplus to transition to the full cost of the additional reimbursement.
- 2.5 Using existing reserves means that there will be no impact on the targeted rate.

3. Recommendation/s / Ngā Tūtohunga

That the Motueka Community Board

1. **receives the 2025/26 Annual Plan Proposal RMCB25-04-6; and**
2. **approves for inclusion in the Draft Annual Plan 2025/2026 considerations, an additional amount for a Motueka Community Board special projects grant of \$40,000 over and above the normal \$40,000 budget, this additional spend should be funded from the existing Motueka Community Board Reserve Funds as at 30 June 2024; and**

- 3. approves for inclusion in the Draft Annual Plan 2025/26 considerations, the use of sufficient funds from the existing Motueka Community Board Reserve Funds to offset any potential increase in budget, as a result of the Local Government Remuneration Authority Determination increasing the amounts paid to Community Board Members.**

4. Background / Horopaki

- 4.1 The Motueka Community Board has built up a surplus over a number of years. As at 30 June 2024 it had a balance of \$228,000.
- 4.2 While some of this opening surplus has been tagged for spend there is further funds that could be released.
- 4.3 There is an opportunity to use more of the existing surplus to enable the Community Board to do more in the special projects space. This would avoid the need to go to the Council with a request to release these funds, should this be approved when the Council adopts the 2025/26 Annual Plan.
- 4.4 There is also an opportunity to use some of the existing surplus to offset any possible increase in remuneration to Board Members’.

5. Analysis and Advice / Tātaritanga me ngā tohutohu

- 5.1 The Community Board currently has a large surplus. This represents rates that were collected from the community over a number of years that have not been spent in the community.
- 5.2 This report allows the Community Board to use some of this surplus for the benefit of the community. The benefit being an additional \$40,000 of spend in the community on special projects and offsetting the rates increases by negating 80% of the impact driven by the remuneration increase.
- 5.3 If the recommended use of the current surplus is approved, it is expected that the rate rise including GST will be from \$15.36 to \$15.69.

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

- 6.1 The impact of this change is very small. The costs associated with the Motueka Community Board are not large when considering the whole of Council.
- 6.2 Obtaining approval to spend existing surpluses via the Annual Plan process is a much easier mechanism to access funds rather than a report during the year.

7. Options / Kōwhiringa

- 7.1 The options are outlined in the following table:

Option		Advantage	Disadvantage
1.	<p>Accept the proposal to increase the special project from \$40k that will be funded from existing reserves and use a further \$6k to offset the impact of the increased remuneration for Elected Members’.</p> <p>A further use of reserves will be required in year 2 before the full rating impact is felt.</p>	<p>Allows for a modest increase in the targeted rate.</p> <p>Allows more funds to be released from the opening surplus that better serves the community in terms of projects</p>	<p>The Community Board will need to have a plan for spending the initial funds.</p> <p>The additional spend of \$40k on special projects by the Community Board cannot continue indefinitely. At some point rates will be required to keep the special projects at the same level</p>
2.	<p>Do not increase the special projects and do not offset the rates increase associated with the remuneration review from within the existing surplus.</p>	<p>The remuneration authority increase is enduring ie it will go on for the foreseeable future. This should be fully funded from day 1 rather than transitioning into the full cost.</p>	<p>A report will be required to access the existing surplus via the Full Council</p>

7.2 Option 1 is recommended.

8. Legal / Ngā ture

8.1 There are no legal considerations.

9. Iwi Engagement / Whakawhitiwhiti ā-Hapori Māori

9.1 There was no Iwi engagement undertaken given the nature of the proposal

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

10.1 The options are outlined in the following table:

	Issue	Level of Significance	Explanation of Assessment
1.	Is there a high level of public interest, or is decision likely to be controversial?	Low	
2.	Are there impacts on the social, economic, environmental or cultural aspects of well-being of the community in the present or future?	Low	

	Issue	Level of Significance	Explanation of Assessment
3.	Is there a significant impact arising from duration of the effects from the decision?	Low	
4.	Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	No	
5.	Does the decision create a substantial change in the level of service provided by Council?	No	
6.	Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	No	
7.	Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	No	
8.	Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	No	
9.	Does the proposal or decision involve Council exiting from or entering into a group of activities?	No	
10.	Does the proposal require particular consideration of the obligations of Te Mana O Te Wai (TMOTW) relating to freshwater or particular consideration of current legislation relating to water supply, wastewater and stormwater infrastructure and services?	No	

11. Communication / Whakawhitiwhiti Kōrero

- 11.1 The decision will be part of the overall Tasman District Council Annual Plan due to the small impact it has on the Council, overall financials it will not be mentioned at a Council level.
- 11.2 The Motueka Community Board may choose to share the information with their community through their normal channels.

12. Risks / Ngā Tūraru

12.1 The risk associated with agreeing to the recommendation in this report is low.

13. Climate Change Considerations / Whakaaro Whakaaweawe Āhuarangi

13.1 The projects undertaken with the additional \$400,000 for special projects will consider climate change along with other factors to determine what is done with these funds.

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

14.1 There is alignment.

15. Conclusion / Kupu Whakatepe

15.1 If Option 1 is agreed, it will keep the rates increase for the Motueka Community Board to a very low amount. It will also allow the Community Board to invest an additional \$40,000 back into the community.

16. Next Steps and Timeline / Ngā Mahi Whai Ake

16.1 The proposed changes, should they be approved, will become part of the overall Tasman District Council Annual Plan 2025/2026, to be adopted by the Council on 25 June 2025.

17. Attachments / Tuhinga tāpiri

Nil

8.3 DISCRETIONARY FUND APPLICATION - APRIL 2025

Report To:	Motueka Community Board
Meeting Date:	15 April 2025
Report Author:	Kelsey McLean, Senior Governance Advisor
Report Authorisers:	John Ridd, Group Manager - Service and Strategy
Report Number:	RMCB25-04-1

Summary

- 1.1 No applications have been received for the April 2025 round of Motueka Community Board Discretionary Funding:
- 1.2 One application from TONE with Kase and Clo (**Attachment 1**) was considered at the 18 March 2025 meeting and left to lie on the table, because of concerns it was for operational funding:

Moved Chairperson Graham/Councillor Dowler

MCB25-03-6

That the Motueka Community Board

*1. receives the Discretionary Fund Applications – March 2025 report;
and*

*2. agrees that the Discretionary Fund Application for \$700 from
TONE with Kase and chlo be left to lie on the table.*

CARRIED

- 1.3 In order to comply with clause 4.4 'discretionary funding will not be provided for operational costs' TONE with Kase and Clo have changed their application to apply for funding to undertake a first aid course and to purchase a first aid kit, as elderly people attend their classes. The total amount applied for is \$628.00 and the recommendation has been updated to reflect the new amount.
- 1.4 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 & 4**).
- 1.5 The applicant has been asked to attend the meeting to speak to the application.
- 1.6 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.
- 1.7 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 report RMCB25-04-1; and
2. grants or declines the applications as follows:

Applicant	Request	Grant/Decline
TONE with Kase and Clo	\$ 680.00	

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

2. Attachments / Tuhinga tāpiri
--

- | | | |
|----|--|----|
| 1. |  Application - March 2025 | 13 |
| 2. |  Discretionary Funds Policy | 14 |
| 3. |  First Aid Course Cost | 17 |
| 4. |  First Aid Kit Cost | 18 |

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*

██████████

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

██████████

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



Comprehensive First Aid

\$245 (incl. GST)

12 hours | Face-to-face or hybrid

NZQA Standards: 6402, 6401, 6400

This course is one we recommend for all workplaces, but particularly for those in high-risk industries. It covers crucial first aid skills such as CPR and managing life-threatening bleeding, along with more advanced topics like head and spinal injuries, environmental conditions such as hypothermia and heat stroke, and addressing more complex trauma injuries. You will gain the practical skills and knowledge needed to confidently provide first aid in emergencies, whether at work or home.



Sports First Aid Kit in Black Carry Case

\$138.00 (incl. GST)

A sturdy and practical first aid kit designed specifically with sport and fitness in mind.

The kit is made up of injury specific modules that can be taken out of the kit to respond and treat injuries on and off the field.

8.4 SPECIAL PROJECTS

Information Only - No Decision Required

Report To:	Motueka Community Board
Meeting Date:	15 April 2025
Report Author:	Kelsey McLean, Senior Governance Advisor
Report Authorisers:	John Ridd, Group Manager - Service and Strategy
Report Number:	RMCB25-04-3

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 report RMCB25-04-3.

3. Attachments / Tuhinga tāpiri

1.   Special Projects Actions

20

Motueka Community Board - Special Projects Action List as at 15 April 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 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>

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> <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> <p>18/03/25 – Bike rack instillation still required, potential cameras required.</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 – complete	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> <p>18/03/25 – Complete</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. 18/03/25 – landfill testing is currently in progress and an update will be provided to confirm if the location will need to be changed within the reserve.	
Projects 2024/25	Funds	Status – complete	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 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. 18/03/25 – shade sails installed – complete	
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. 18/03/25 – Parked due to Deputy Chair absence.	
--	--	--	--

8.5 BOARD REPORT - APRIL 2025

Information Only - No Decision Required

Report To:	Motueka Community Board
Meeting Date:	15 April 2025
Report Author:	Terina Graham, Chair
Report Authorisers:	John Ridd, Group Manager - Service and Strategy
Report Number:	RMCB25-04-4

1. Mihi / Welcome

‘E ngā Whatukura, e ngā Māreikura, tēnā koutou katoa’

Acknowledging the masculine and feminine energies

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

2.1 To receive the board report.

3. Recommendation/s / Ngā Tūtohunga

That the Motueka Community Board

1. **receives the Board Report - April 2025 report, RMCB25-04-4.**

4. Change in Board Support

- 4.1 Group Manager – Community Infrastructure, Richard Kirby, has stepped down after 8 years as Lead Officer to the Board to focus on ‘Local Water Done Well’. The Board thank Mr Kirby for his support and contributions over our term.
- 4.2 Group Manager – Service and Strategy, John Ridd, has stepped into the Lead Officer role to support the Motueka Community Board until the end of the term. The Board welcomes Mr Ridd as we look forward to a settled six months left of the term.
- 4.3 Despite the ongoing changes and challenges this Board has faced over the past 30 months, as Chair I wish to thank elected members for your time, patience, resilience and continued commitment to serve on the Board and advocate for our community.

5. Plan Change 81 – Board Encourages Public Input

- 5.1 In February 2024 the Board motioned the Council to review the ‘8-week rule’. A discrete rule within the Tasman Resource Management Plan (TRMP) that is being used to enforce the land owner proceed with resource consent or evict tenants if someone is living in something for more than 8 weeks.
- 5.2 The Motueka Community Board attended four Council led workshops

5.3 The Motueka Community Board continues to hear from members of the public about confronting enforcement engagements.

5.4 Media continues to cover the impacts of housing crisis in our district.

Press articles:

- 30 October 2024 - 'No easy fix for town's 'dire' housing issues
- 2 November 2024 - 'Pressure mounts on Council's tiny home enforcement'.

5.4 Council submitted to central government on the proposed 'Granny flat proposal' in aid to alleviate the RMA process hindering housing growth.

5.5 [Urban Growth Plan Change 81 | Shape Tasman](#) Council request feedback from the public, these are the two key areas where the Board believe may help those seeking alternative housing options (tiny homes).

- **Exploring rural housing options:** We are also exploring opportunities to provide more housing options in rural areas. This could mean reducing the consenting requirements to enable additional homes. We are keen to hear from the community whether this vision is widely supported.
- **Medium Density Residential Zone:** A central component of Plan Change 81 is the introduction of a Medium Density Residential Zone (MDRZ). This zone will enable a wider variety of housing options, such as townhouses, duplexes, and smaller homes, helping increase housing affordability and accessibility for everyone. This new MDRZ is proposed to be used in Richmond, Brightwater, Wakefield, Motueka and Tākaka.

5.6 Search online to provide your feedback shape.tasman.govt.nz/

5.7 Government release - [Super-sized granny flats coming to backyards | Beehive.govt.nz](#)

6. Community Wellbeing Solutions

6.1 'Homeless awareness campaign' will be showcased in the Motueka Paper plus windows. The aim is to encourage awareness, conversation and ideas.

6.2 Conversations with concerned community members keen to work together on solutions.

6.3 Engagement with service providers to continue the conversation.

6.4 Motueka High School initiatives - improving attendance and engagement is going well.

6.5 Local business piloting one of our solutions with MHS in a tiered 'work experience'

6.6 Motueka Community Board still to confirm the date and scope for the next solutions meeting.

7. Community Impact with Councils Decision to Decrease Services
--

7.1 Members of the public have been vocal online and in conversations regarding the Council's decision to decrease services. Eight Elected Members voted for removing services and six voted against the motion to remove services [video recording](#).

7.2 Questions from the public include:

7.2.1 How many bins are being removed and from where? all reserves

7.2.2 When will doggy-doo bags be removed? 16 May, to align with the financial year

7.2.3 What toilets are being closed and when? Three at Jubilee Park (next to the football pavilion), Wakefield Domain (across from Faulkner Bush Scenic Reserve) and a long drop at Wai-iti Domain

7.2.3.1 No toilets in Motueka are being closed.

7.2.4 What is the monitoring process for hazard and safety checks for mowing, rubbish and facilities?

7.2.5 Why wasn't the community consulted?

7.2.6 Has there been cost saving analysis in other areas within Council such as staffing?

7.3 As mentioned in earlier Board reports, regardless of what is outside of our control we encourage community resilience and role modelling to ensure our piece of paradise is looked after best we can and encourage the below:

7.3.1 Take care of your own yards – keep lawns mowed and hedges tidy to not obstruct pedestrians, or obscure sight for road users.

7.3.2 Manage your own rubbish when you are out and about and encourage others to do the same.

8. Items from Board Members

8.1 *Carried over from last month* **Deputy - Board support:** we haven't had the same level of consistent support that previous boards have had.

8.2 *Carried over from last month* **Deputy/John Ridd - 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?

8.3 **Chairperson/John Ridd – Freedom Camping** - Increasing anecdotal evidence that the Bylaw needs a review and public submission on cost verse benefit. Many freedom campers are filling reserve bins, library and local businesses bins with their waste. Indecent exposure and inappropriate behaviour have been witnessed by locals during the day and in the evening. There does not appear to be any monitoring.

8.4 Youth Council update.

8.5 Any other items?

9. Items from Public Forum

8.1 Discussion on today's public forum presentations:

8.2 Update on last board meetings public forum:

8.2.1 **Jude Ritchie – Council transparency:**

- **8-week rule** - Council are seeking community feedback via Plan Change 81
- **Complaints** – It was reported over a 12month period Regulatory received 1,141 dog complaints, 1625 RMA complaints and 918 noise complaints over 6 months, attachment one to the agenda report.

8.2.2 **Ian Williamson:**

- **Increasing toilet facilities** - given Council's recent vote to shut some toilets, it does not appear there will be more toilet facilities for the district

- **Motueka rive stop-bank** - comments have been passed on to staff, to share pictures when complete
- **Bailey Bridge** – Councillor Dowler is liaising with NZTA representative.

8.2.3 **Mathias Schaeffner** - request to Mr Kim Drummond to attend meeting regarding complaints:

- Mr Drummond has an Executive Leadership Team meeting, followed by a Dry Weather Task Force meeting so is unable to attend the Tuesday Board meetings
- Willing to workshop with the Board and has provided the 'stepping though complaints process' document, attachment two to the agenda report.

8.2.4 **Christin Schaeffner:**

- **Standing orders review** – proposed option to engage with professional independent providers and to ensure that the reviewed orders be presented to the incoming Board for acceptance.
- **Collaborate on elections information for the community** – Chairperson and Christin will meet to discuss.

10. Action List

10.1 Refer to attachment one of the agenda report.

11. Correspondence List

11.1 Discuss and update the correspondence list.

12. Attachments / Tuhinga tāpiri

1.  	Action List - April 2025	30
2.  	Overview of Complaint Handling Across Council and Within the Group - Process	32

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 20/02/2024	Barry Dowler	Chairs Report	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 bused to reduce noise.</p> <p>04 Mar 2025 3:27pm Dawson, Gavin Update to be provided at the April Board meeting.</p>						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 18/06/2024	Kim Drummond	Motueka Community Board Report	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>04 Mar 2025 3:27pm Dawson, Gavin Matter before Courts and staff unable to comment on matter. – get correct actions for this and update accordingly for the May meeting – Kelsey to action</p>						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 21/11/2023	Kelsey McLean	Chairs Report	5/12/2023		
<p>04 Mar 2025 3:21pm Dawson, Gavin Standing Orders review: Governance Team to advise Board once Council has reviewed SO in March 2025. – happening in the new triennium – complete</p>						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 18/02/2025	Richard Kirby	Board Report - February 2025	4/03/2025		
<p>04 Mar 2025 3:24pm Dawson, Gavin Motueka Master Plan: Council staff to advise Board of timeframes when they are confirmed.</p>						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 18/02/2025	Terina Graham	Board Report - February 2025	4/03/2025		
<p>04 Mar 2025 3:25pm Dawson, Gavin</p>						

Parker Street Oak Trees: Board Chair to update Board at April meeting.						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 18/03/2025	Kelsey McLean	Discretionary Fund Applications - March 2025	1/04/2025		
01 Apr 2025 11:21am McLean, Kelsey Kelsey to follow up with discretionary fund application group for next meeting - 15 April 2025 – they have supplied required information and changed their application to align with the Policy complete 3/3/25						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 18/03/2025	Terina Graham	Board Report - March 2025	1/04/2025		
01 Apr 2025 11:23am McLean, Kelsey Ian Williamson - Chairperson Graham to follow up with staff regarding future plans for the installation of more toilets in the region.						
01 Apr 2025 11:24am McLean, Kelsey Ian Williamson - Chairperson Graham to follow up with staff regarding photos of the river stopbank project (stage 2) to be made public through Newsline and invite Mr Williamson to the opening (if there is one). Complete						
01 Apr 2025 11:24am McLean, Kelsey Mathias Schaeffner – Chairperson Graham to share public forum tabled notes with Kim Drummond and invite him to the next April board meeting. - response circulated to board members and potential workshop to take place complete 3/4/25						
01 Apr 2025 11:24am McLean, Kelsey Christin Schaeffner – Chairperson Graham to follow up with Mrs Schaeffner regarding input into the 2025 Motueka Community Board Elections information. Complete						
01 Apr 2025 11:25am McLean, Kelsey Chairperson Graham to follow up with Kim Drummond and John Ridd around the review of the 8-week rule progress - response circulated to board members complete 26/3/25						
01 Apr 2025 11:25am McLean, Kelsey Chairperson Graham to follow up with Kim Drummond for clarification on the term 'building' for caravans or tiny homes. Chairperson Graham to forward the letter she received regarding the Motueka Aerodrome to Councillor Dowler.						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 18/03/2025	Claire Hutt	Board Report - March 2025	1/04/2025		
01 Apr 2025 11:26am McLean, Kelsey Deputy Hutt to include AED Defibrillator machine at the saltwater baths as a potential project when they go out for voting.						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 18/03/2025	Claire Hutt	Financial Summary - period ending 28 February 2025	1/04/2025		
01 Apr 2025 11:27am McLean, Kelsey Deputy Hutt to commence the special projects process.						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 18/03/2025	Trindi Walker	Financial Summary - period ending 28 February 2025	1/04/2025		
01 Apr 2025 11:28am McLean, Kelsey Councillor Walker to add a proposal for the board to approve a grant of \$1,000 to the Tasman Youth Council to the 18 April 2025 board report. – has been actioned in the board report complete 3/3/25						

Overview of Complaint Handling Across Council and Within the Group

1. Support Services in the Long-Term Plan

- Level of Service (LOS): respond to customer requests promptly and professionally.
- Performance Measure (PM): Percentage of general enquiries responded to by Council staff within three working days of receipt (22/23 @ 98%, exceeding the 85% target).

2. Council Policies (Publicly Accessible)

- Complaints Policy:
 - Defines what constitutes a complaint and what does not.
 - Excludes disputed decisions made under statutory authority.
 - Excludes staff disputes, which are managed via the Code of Conduct.
- Public Complaints Against Staff:
 - Again, defines what a complaint is and is not.
 - Excludes disputed decisions made under statutory authority.

3. Environmental Assurance

- Complaints/Issues are directed to four sections:
 - Regulatory
 - Resource Consents
 - Building Assurance
 - Harbourmaster's Office
- Each section follows its own pathway based on the merit of the complaint/issue.

4. Reporting Mechanisms

- Key Committee: Environment and Regulatory Committee
- Resource Consents: Six-monthly reports (11 March and 29 August) – no reference to complaints.
- Building Assurance: Six-monthly reports (11 March and 10 October) – no reference to complaints.
- Regulatory:
 - Dogs: Annual reports (29 August) – 1,141 complaints received in the 12-month period.
 - RMA: Annual reports (29 August) – 1,625 complaints received in the 12-month period.

- Regulatory Manager: Six-monthly reports (21 November and 24 April)
– 918 noise complaints received in the 12-month period.
- Harbourmaster: Six-monthly reports (21 November and 24 April) – no reference to complaints.
- Group Manager Report: Presented at every meeting, addressing key issues outside the formal reporting process but not routinely focusing on complaints.

5. Regulatory Section

- Internally uses a “service request priority table” to prioritise environmental incidents and complaints:
 1. Immediate – critical
 2. 1-24 hours – urgent but not critical
 3. 1-14 days – moderate but non-urgent
 4. 1 month – minor
 5. No response – notification only
- Proposed Compliance Monitoring and Incident Response guidelines have been discussed with Councillors. The aim is to improve the priority table and establish both public facing and internal guidelines.
- The above Guidelines expected to be reported to the Environment and Regulatory Committee around mid-year, 2025.