

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

Date: Tuesday 15 July 2025
Time: 4.00pm
Meeting Room: Motueka Library
Venue: Wallace Street, Motueka
Zoom conference link: <https://us02web.zoom.us/j/84543748875?pwd=OCFzVTkBUmNwTVhwg1bT2bjY9awFBi.1>
Meeting ID: 845 4374 8875
Meeting Passcode: 431831

MEETING CANCELLED

Motueka Community Board

AGENDA

MEMBERSHIP

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

(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 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, 17 June 2025, be confirmed as a true and correct record of the meeting.

7 PRESENTATIONS

Nil

8 REPORTS

8.1 Discretionary Fund Application - Motueka Events Charitable Trust & Big Brothers
Big Sisters of Nelson Tasman..... 4

8.2 Board Report - July 2025 20

8.3 Special Projects Update..... 34

9 CORRESPONDENCE

Nil

10 CONFIDENTIAL SESSION

Nil

11 CLOSING KARAKIA

8 REPORTS

8.1 DISCRETIONARY FUND APPLICATION - MOTUEKA EVENTS CHARITABLE TRUST & BIG BROTHERS BIG SISTERS OF NELSON TASMAN

Report To:	Motueka Community Board
Meeting Date:	15 July 2025
Report Author:	Kelsey McLean, Senior Governance Advisor
Report Authorisers:	Elaine Stephenson, Governance Specialist
Report Number:	RMCB25-07-1

Summary

- 1.1 Two applications has been received for the March 2025 round of Motueka Community Board Discretionary Funding:
 - 1.1.1 Motueka Events Charitable Trusts (**Attachments 1&2**)
 - 1.1.2 Big Brothers Big Sisters of Nelson-Tasman (**Attachments 3-5**)
- 1.2 In order to comply with clause 4.4 of the Tasman District Council Policy on Community Board Discretionary Funds (**Attachment 6**) the applicants have supplied supporting documentation (**Attachments 1-5**).
- 1.3 The applicants have been asked to attend the meeting to speak to their application.
- 1.4 For approved applications, payments will be made 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 Discretionary Fund Policy (**Attachment 6**) the applicants are required to report back to the Board, within 12 months of the funding.
- 1.6 Both applications comply with the Discretionary Fund Policy (**Attachment 6**).
- 1.7 In order to comply with the Discretionary Fund Policy (**Attachment 6**) the applicants are required to report back to the Board, within 12 months of the funding.
- 1.8 One Discretionary Fund Accountability Form has been received:
 - 1.8.1 Motueka Community House (**Attachments 7-9**).

That the Motueka Community Board



















1. receives the Discretionary Fund Application – Motueka Events Charitable Trust & Big Brothers Big Sisters of Nelson Tasman report RMCB25-07-1; and
2. grants or declines applications as follows:

Applicant	Request	Grant/Decline
Motueka Events Charitable Trusts	\$700.00	

Big Brothers Big Sisters of Nelson-Tasman	\$700.00	
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3. **receives the accountability form from Motueka Community House, attachments 7-9 to the agenda report.**

2. Attachments / Tuhinga tāpiri

1.  	Motueka Events Charitable Trust - Costings	6
2.  	Motueka Charitable Trust - Grant Application	7
3.  	Big Brothers Big Sisters Nelson Tasman - Grant Application	9
4.  	Big Brothers Big Sisters - Programme Outcome Evaluations	11
5.  	Big Brothers Big Sisters - Expenses	13
6.  	Tasman District Council Policy on Community Board Discretionary Funds	14
7.  	Motueka Community House - Accountability Form	17
8.  	Motueka Community House - Invoice	18
9.  	Motueka Community House - Receipt	19

Prizes	\$1,000
Photography	\$800
Entertainment	\$275 (face painting)
	\$220 (flossy balloons)
	\$1,600 (Rob Bloor & others)
Crowd Control	\$400 (Nelson Theatre Royal)
Sound System	\$2,592
Radio Ads	\$500
Guardian	\$400
Road closure TDC	\$350
Road closure SH60	\$4,500
Billboards, posters, ads	\$600
TOTAL	\$13,237

From: website@tasman.govt.nz
To: [TDC Governance](#)
Subject: Grant Application - Motueka Community Board Discretionary Fund
Date: Monday, 23 June 2025 12:16:49 pm
Attachments: [Form-submissionspage-760upload-field-2563Parade-Budget-2025.pdf](#)

The following application to the Discretionary Fund has been received.

Name of organisation*

Motueka Events Charitable Trust

Address

c/o 12 Wallace Street, Motueka

Contact person*

Claire Hutt

Contact phone*

0276591563

Email address*

ourtownstarlightparade@gmail.com

What is the purpose of your organisation?

To create, encourage, promote and support business activities and enterprises operating within the Motueka Ward.

This is achieved by maintaining effective communication between businesses, promoting Motueka through a variety of media, delivering and supporting events which stimulate economic activity, fostering business development and education and building collaborative relationships with other Motueka Community groups.

Amount applied for - up to \$700

\$700

Details of project to be funded:

The annual Motueka Starlight Christmas Parade

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

Parade-Budget-2025.pdf - [Download File](#) - *You must be logged in to view this file*

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

The whole community benefits from this event. It is a very much looked forward to event which brings the town together. All cultures and ages get involved with this event, whether its spectating or entering a float.

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

We are looking at securing the named sponsor again this year, hopefully New World Motueka. Plus we will apply for a community grant.

Who else have you asked for funding for this project?

We are looking at securing the named sponsor again this year, hopefully New World Motueka. Plus we will apply for a community grant.

Bank account number

03 1354 0249860 16

You can upload a file to support your application

Privacy Statement

The following application to the Discretionary Fund has been received.

Name of organisation*

Big Brothers Big Sisters of Nelson-Tasman

Address

1 St John Street, Nelson City

Contact person*

Tracee Neilson

Contact phone*

03 545 9864

Email address*

tracee@bigbrothersbigsisters.org.nz

What is the purpose of your organisation?

Big Brothers Big Sisters of Nelson-Tasman (BBBSNT) is dedicated to enabling life-changing mentoring relationships that ignite the power and potential of young people (taiohi). We provide a structured and supportive environment where volunteer mentors are matched with young people aged 6 to 18, fostering positive development and resilience.

We currently have 148 active matches across the Nelson-Tasman region, of which 9 are in Motueka. In addition many, many life long friendships continue long after the young person officially graduates from the programme at 18.

Amount applied for - up to \$700

700

Details of project to be funded:

We are seeking funding to support the recruitment, screening, selection, training, supervision, and ongoing support of volunteer mentors, young people, and their whānau in the Motueka community. This includes:

Recruitment and Screening: Attracting and vetting suitable volunteer mentors.

Training: Equipping mentors with the skills and knowledge necessary for effective mentoring.

Supervision and Support: Providing ongoing guidance and resources to ensure successful mentoring relationships.

Community Engagement: Collaborating with local schools and community groups to identify and support young people in need.

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

BBBS-Budget-2024_5-MCB.xlsx - [Download File](#) - *You must be logged in to view this file*

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

There are three main beneficiaries of our programme: parents/caregivers, taiohi and mentors. Statistics and quotes to support this are attached.

Parents/ caregivers/whānau get support for their child of a trusty, reliable role model for their child, who can give the child one on one time and involve them in activities they otherwise would never have the

opportunity to do.

Taiohi gain new skills and experiences, do better at school, make positive choices, having improved relationships with friends, family and teachers, and often follow their dreams because of the support and guidance of their mentors.

Volunteering also gives our mentors a real sense of purpose, and has benefits such as stress reduction, making friends, connecting with the community, learning new skills and improving health and happiness.

Quotes from our 2025 Programme Evaluation survey are attached. The statistics are still being crunched so here are the numbers from our 2024 survey, showing caregivers ratings of how their child has changed as a result of the programme.

CONFIDENCE

90% have improved self-confidence

85% are now more able to express their feelings

81% are now more confident in being able to make good decisions

COMPETENCE

64% have improved their academic performance at school

62% improvement in attitude towards school and learning

73% are positively participating more actively in classes

CARING

79% are more trusting of adults (specifically parent, mentor and teachers)

70% are able to relate better towards their peers, including positive communications skills, caring behaviour towards others

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

Our volunteer mentors typically spend 1-4 hours a week with a child / young person donating their time. Any funding raised in Motueka is used directly to benefit the matches and potential new matches in this community to cover mentor recruitment, home assessments, meetings with carers, the children, the volunteers.

Who else have you asked for funding for this project?

To cover the whole of our work across Nelson-Tasman we actively seek funding through various channels, including: Grants: Applying for all relevant and available grants. Donations: Engaging with local businesses and individuals for support. Fundraising Events: Organizing our two biggest fundraising events each year: Charity Golf Day and Fundraising Dinner and Auction.

Bank account number

02-0704-0119026-000

You can upload a file to support your application

POE-summary-2025-Motueka-region-.pdf - [Download File](#) - *You must be logged in to view this file*

Privacy Statement



PROGRAMME OUTCOME EVALUATIONS - June 2025

FEEDBACK FROM CAREGIVER

- Mentoring for my son is amazing - completely amazing. Beliefs behaviours understanding others n the world about him other than mama's views and the list goes on PRICELESS!!!!
Thank u a million times Thank u ❤️ I have loved big brother, my son loves his bb n they are as thick as thieves. Bb has changed my boys life n my sons views shaped my his bb i love. Good morals good advice amazing mentorship. Fathers day is now so much easier and been renamed bb day n that helps my boy having no dad n in my son's words. ... "Who needs a Dad when I have something better. I have a bb" x He's Amazing and as a mentor. **(Lower Moutere)**
- I think the mentoring is going amazingly well. Charlie and Peter get along so well, he always has the biggest smile when Peter comes to pick him up and a big smile when he gets dropped off to. He talks about Peter and the activities they have been doing and the ones that they are going to be doing in the future. and likes to tell Peter about his happenings and achievements during the week. Charlie has become more confident around people and with himself while being able to start things he's never done before and follow through with them. I think that has a lot to do with Peter encouraging him and building up his confidence as well and being able to express himself freely. While also learning new things and asking Peter to help him teach him new activities and skills that he wants to learn. (Charlie wants to learn how be a builder) I would highly recommend this program to anybody. I think it's probably one of the best things I've done for my child I'm very happy for him and Peter I'm glad they found each other. I'm happy for anything out of the survey to be passed on to Peter. But mainly that I'm just thankful that he is in Charlie's life and they get along so well. **(Motueka)**
- My mentors have been outstanding and are the reason the BBBS programme is the success it has become. Both of my children thrive with their mentors and they have received a lot of support which has been great. Both my children have had a big sister and big brother. Jade has grown so much in herself, her confidence and her basic outlook on life has increased positively. I really appreciate the efforts of my children's mentors have gone to, too support them in their lives and hardships. My Mentoring Coordinator has been a wonderful help and support **(Motueka)**



FEEDBACK FROM MENTORS

- I have recommended it (mentoring) to lots of people, it's so rewarding and life enhancing. It's such a worthwhile and supportive organisation, I wouldn't hesitate to recommend it to anyone. I so enjoy being part of it.
- i think you match people so well, I had some reservations at the matching process and we discussed these and it was listened to. When I meet other matches, you can see why they have been matched, very clever!
- Mentoring is relatively straight forward, doesn't take too much of ones time and the fact that you can possibly influence a young person in such a positive way, to me it is a "Win, Win" situation. It is very rewarding and because the BBBS organisation is so well set up, so well structured, it makes it easier for us mentors help these youngsters with support they give us.
- Our mentor get togethers are of tremendous value to me. The support I have had from the Nelson team has been invaluable and has given me great guidance in what I can do and what I should avoid.
- Our mentor evenings are also excellent as it gives us a chance to talk to others who are in the same situation, and we can toss ideas around that help us to make progress with our "littles". The Nelson team do an excellent job planning these for us.
- I've learned the importance of just being yourself around kids, as they just appreciate who you are and being honest. Being a mentor or role model isn't being the perfect person, but it is being honest, open and having fun together, just hanging out!
- As issues or things that have concerned me have arisen, i have been able to reach out to the Coordinators to discuss my concerns in an open, frank and constructive way. Either, action has been taken or it's been decided there is no further cause for concern. Either way, I have been happy with the outcome.
- The Mentoring Coordinators are quite overworked but still do a great job. Perhaps decreased coordinator to match ratio. I've gained a lot personally and can see that Aidan has as well. its a win win for us! I have always felt supported and cannot think of anything to add
- It benefits both parties! I definitely get a sense of fulfilment and doing something really worthwhile

BBBS Nelson Tasman
Annual Budget 2024 to 2025

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Total
Income													
Donations - Event	33,698	32,659	526	1,336	24	671	2,956	9,952	8,389	0	0	9,789	100,000
Donations - One Off	6,499	4,212	921	1,477	2,524	10,041	255	676	1,110	1,657	569	58	30,000
Donations - Regular	290	290	290	290	290	290	290	290	290	290	290	290	3,480
Event Sponsorship		5,000											5,000
Funding	14,346	3,847	9,127	10,545	10,752	16,946	11,853	16,844	15,655	12,903	14,279	12,903	150,000
Interest	1,306	194	194	5,289	194	187	1,330	3,525	175	194	187	194	12,968
Overhead Contribution	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000
Program Co-ordinator	8,708	8,708	8,708	8,708	8,708	8,708	8,708	8,708	8,708	8,708	8,708	8,708	104,500
Sponsorship - Cornerstone	375	4,875	13,875	4,875	9,375	375	375	375	4,875	4,875	375	375	45,000
Sponsorship - Match Sponsors	4,395	1,951	2,440	1,951	1,462	2,929	2,440	485	803	2,844	2,501	801	25,000
	\$ 71,617	\$ 63,737	\$ 38,082	\$ 36,472	\$ 35,329	\$ 42,147	\$ 30,206	\$ 42,855	\$ 42,006	\$ 33,470	\$ 28,910	\$ 35,116	\$ 499,947
Operating Expenditure													
Advertising	290	290	290	290	290	290	290	290	290	290	290	290	3,480
Fundraising Expenses	1,000	13,000	5,000	375	375	375	375	3,000	375	375	375	375	25,000
Life Skills Fund	100	100	100	100	100	100	100	100	100	100	100	100	1,200
Mentor Recruitment		600						600					1,200
Mentor Training	167	167	167	167	167	167	167	167	167	167	167	167	2,000
Mentor/Mentee Events			800		800			400			500		2,500
Partnerships	120	120	120	120	120	120	120	120	120	120	120	120	1,440
Professional Development	417	417	417	417	417	417	417	417	417	417	417	417	5,000
Program Co-ordinator	8,708	8,708	8,708	8,708	8,708	8,708	8,708	8,708	8,708	8,708	8,708	8,708	104,500
Resource Materials	100	101	102	103	104	105	106	107	108	109	110	111	1,266
Travel Expenses	583	583	583	583	583	583	583	583	583	583	583	583	7,000
Volunteer Expenses	417	417	417	417	417	417	417	417	417	417	417	417	5,000
Welcome Pack Resources	125	125	125	125	125	125	125	125	125	125	125	125	1,500
Wages	33,054	22,697	22,697	22,697	22,697	22,697	34,045	22,697	22,697	22,697	22,697	22,697	294,068
	\$ 45,080	\$ 47,325	\$ 39,526	\$ 34,102	\$ 34,903	\$ 34,104	\$ 45,453	\$ 37,731	\$ 34,107	\$ 34,108	\$ 34,609	\$ 34,110	\$ 455,154
Administration Expenditure													
ACC Levies		450											
Audit and Accounting	62	62	62	62	62	4,200	62	62	62	62	62	62	4,879
Bank Fees	21	21	21	21	21	21	21	21	21	21	21	21	250
Computing/Communications			7,000										7,000
Database										1,375			1,375
General	292	292	292	292	292	292	292	292	292	292	292	292	3,500
Insurance	1,735		1,490										3,225
Office Overhead	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000
Printing and Stationery	233	234	235	236	237	238	239	240	241	242	243	244	2,866
	\$ 4,343	\$ 3,059	\$ 11,100	\$ 2,611	\$ 2,612	\$ 6,751	\$ 2,614	\$ 2,615	\$ 2,616	\$ 3,992	\$ 2,618	\$ 2,619	\$ 47,095
Net Profit/Loss	\$ 22,194	\$ 13,353	\$ (12,543)	\$ (240)	\$ (2,185)	\$ 1,293	\$ (17,860)	\$ 2,510	\$ 5,283	\$ (4,629)	\$ (8,316)	\$ (1,612)	\$ (2,302)

\$ 502,249



TASMAN DISTRICT COUNCIL POLICY ON COMMUNITY BOARD DISCRETIONARY FUNDS

POLICY REFERENCES

• Sponsor:	Group Manager Finance - Mike Drummond
• Effective date:	27 April 2023
• Review due:	Five yearly
• Legal compliance:	Council approval of the Policy, which requires to comply with Council's Revenue and Financing Policy
• Associated Documents/References	Tasman District Council Revenue and Financing Policy
• Policy Number	P100
• Approved by Council (If Applicable)	27 April 2023

1. Purpose of the Community Boards' Discretionary Funding

Each of the two community boards in Tasman District receive funding from Council through targeted rates. The Boards may use part of the funding as a discretionary fund to allocate funding:

- a) for community projects and initiatives in their Ward that their Community Board considers will benefit their community; and
- b) to support their Community Board functions, including:
 - I. Board members attendance at conferences or training workshops;
 - II. Board advertising and communication;
 - III. Board community surveys;
 - IV. and for Board functions; and
- c) to support youth related activities in their Ward.

2. Application

This policy applies to the disbursement of funds from the Motueka and Golden Bay Community Board Discretionary Funds.



3. Review of this Policy

This policy may be amended either as part of a five yearly review or where one or both community boards have requested a review and proposed changes to the Policy.

4. Generic criteria for the allocation of Discretionary Funds by either the Motueka or the Golden Bay Community Board:

- 4.1 All approved projects and initiatives must contribute to Tasman District Council's Community Outcomes as set out in Council's 10 Year Plan;
- 4.2 Projects need to demonstrate local community support.
- 4.3 Projects must take place within the ward of the Community Board which has allocated funding for the project and demonstrate a clear benefit to that community, including addressing an identified community need.
- 4.4 Discretionary funding will not be provided for:
 - Ongoing operational costs that are not project specific;
 - Costs that cannot be verified with appropriate quotes;
 - Projects that have already been completed.
- 4.5 Funding is for not for individuals, and not to be for a project that is the responsibility of Central Government or other agencies.
- 4.6 Applications must be for a specific project and disclose any other Council funding applied for, e.g., Community Grants.
- 4.7 An organisation may receive only one Discretionary Fund grant a year.
- 4.8 Applications should be made three weeks before the Community Board receiving the application meets to consider funding allocations.
- 4.9 Applicants should provide appropriate financial statements e.g., a statement of financial position (balance sheet) and a statement of financial performance (profit and loss).
- 4.10 Where appropriate (for example a public event), funding applications should be supported by an appropriate Health and Safety Plan. Funds will be allocated through monthly funding rounds. Applicants may be given less funding than they apply for.
- 4.11 Applicants are strongly encouraged to attend the meeting at which applications are considered, in order to speak to their request and answer any questions on the information supplied.
- 4.12 All decisions made by a community board to award funding to an applicant for a project will become public information following the meeting and be included in the minutes of the Board meeting. Applications and supporting information submitted to one of the community boards for funding will be included in an agenda for a meeting of that community board but be subject to the requirements of the Local Government Official Information and Meetings Act 1987 (which may require certain information to not be disclosed as part of a public agenda but distributed separately to Board members - for example financial or commercially sensitive information, personal information).
- 4.13 Funding is to be used only for the purpose approved. Unused funding must be returned to the Board at the termination or completion of the project.



- 4.14 Each year more project funding requests will be received than funds available and not all requests will be successful. The Board's decision on project funding is final and no correspondence will be entered into.
- 4.15 The Motueka and Golden Bay Community Boards acknowledge that there could be extraordinary situations with applications which do not fully meet the criteria described in this policy. The Community Boards reserve the right to consider and approve such applications where there are exceptional and unique circumstances, with the reasons for the approval to be recorded in the resolution.

5. Specific criteria for the allocation of Discretionary Funding by Motueka Community Board

- 5.1 Applications are to follow the Motueka Community Board Discretionary Fund application form template, available from the Council's website, the Motueka Council Office or Motueka Library
- 5.2 Written applications can be delivered to the Motueka Council office or sent to the Motueka Community Board, C/- Tasman District Council, 7 Hickmott Place, Motueka.
- 5.3 There is a \$700 maximum for applications for projects.
- 5.4 Projects must be completed within 12 months of receiving funding.
- 5.5 Successful applicants will report back to the Motueka Community Board on the project and how the funding was used, within 12 months of receiving funding. Community Board support staff will follow up with each organisation that has been provided funding.

6. Specific criteria for the allocation of Discretionary Funding by the Golden Bay Community Board

- 6.1 Application forms are available from the Council website, or the Takaka Service Centre.
- 6.2 Written applications can be dropped off at the council office or sent to the Golden Bay Community Board, C/- Tasman District Council.
- 6.3 There is a \$500 maximum for applications for projects.
- 6.4 Projects must be completed within 6 months of receiving funding.
- 6.5 Successful applicants will report back to the Golden Bay Community Board on the project and how the funding was used, within 6 months of receiving funding. Community Board support staff will follow up with each organisation that has been provided funding.

Adopted by Tasman District Council

Date of approval: 27 April 2023



Motueka Community Board Accountability Form

Name of Organisation: Motueka Community House

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

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

New World- Food for community event \$3393.02

Amount allocated: \$700

Amount unspent: \$0

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

This grant helped to make our Christmas Get Together 2024 happen on the 21 Dec 2024. We were able to gift 120 Christmas Pantry Boxes, donated groceries and BBQ kai to families in need, wrapped presents to over 150 children presented by Santa in his grotto, and offered a 'give and take' room full of Christmas treats donated by the community for people to take and give to children, friends and family. Despite torrential rain the turnout to Community House was incredible. We counted over 200 people braving the rain to line up for their pantry boxes and other treats. People needed support more than ever last Christmas and the signs of financial struggle and loneliness and isolation were apparent as people patiently waited for their goodies, chatted and supported each other. Thank you to the Community Board for supporting this event for its third successful year.

Name and signature: Jane Henderson

Signature: 

Position: Manager

Telephone: 027 337 2202

Date: 18-06-2025

To: Motueka Community House Incorporated
P.O Box 350
Motueka 7143

Invoice Date New World
18 Dec 2024

Reference Number
18 December 2024

Description	Quantity	Unit Price	GST	Amount NZD
Christmas Get together BBQ	1.00	3,393.02	15%	3,393.02
Subtotal				3,393.02
TOTAL 15%				508.95
TOTAL NZD				3,901.97
Less Amount Paid				3,901.97
AMOUNT DUE				0.00
DUE DATE				20 Jan 2025

This is not a tax invoice

**NEW WORLD**

** DUPLICATE RECEIPT **

xmas

New World Motueka

Phone: 03-528-6245

TAX INVOICE GST NO: 090-409-506

Rec# 0010235248 Date 18/12/2024 13:12:03

Operator LANE 1 Lane 1

Customer MOTUEKA COMMUNITY HO

Customer Code: 562187

Tourist Club Deals Card

PANS FRUIT SALAD TROP	23 @	\$1.69 EA =	\$38.97
BEEF RUMP STEAK	1 @	\$110.21 EA =	\$110.21
BEEF RUMP STEAK	1 @	\$110.04 EA =	\$110.04
BEEF RUMP STEAK	1 @	\$111.14 EA =	\$111.14
BEEF RUMP STEAK	1 @	\$109.69 EA =	\$109.69
PANS ICE CREAM CONES	20 @	\$2.89 EA =	\$57.80
PANS ICE CREAM CONES	10 @	\$2.89 EA =	\$28.90
VALUE DISPSBLE DESSERT	10 @	\$3.99 EA =	\$39.90
GREGGS SAUCE BBQ REF	5 @	\$3.79 EA =	\$18.95
PANS POURABLE DRESSNG	4 @	\$2.89 EA =	\$11.56
N/FOODS STEAK SEASONI	1 @	\$3.69 EA =	\$3.69
BARKERS WHGRT MUSTARD	4 @	\$5.35 EA =	\$21.40
VALUE TOMATO SAUCE 1L	1 @	\$4.55 EA =	\$4.55
N/FOODS MUSTARD AMERI	5 @	\$8.15 EA =	\$40.75
SPEIRS COLESLAW PREPA	1 @	\$119.00 EA =	\$119.00
DEPT KEY SALES - SERV	1 @	\$300.00 EA =	\$300.00
PANS FRUIT CAKE ICED	38 @	\$19.79 EA =	\$752.02 C
PANS FRUIT NINCE TART	40 @	\$7.29 EA =	\$291.60 C
FANTASTIC RICE CRACKE	120 @	\$1.79 EA =	\$214.80 C
PANS REUSABLE CHILLER	120 @	\$2.99 EA =	\$358.80
TATUA DAIRY WHIP CREA	6 @	\$6.79 EA =	\$40.74
PANS SALAD MESCLUN 12	12 @	\$4.49 EA =	\$53.88
TONZU ORG VEN SSG SAG	6 @	\$8.49 EA =	\$50.94 C
HELLERS SAUSAGES PRE-	24 @	\$22.15 EA =	\$531.60
PANS BUTTER 500G	66 @	\$7.29 EA =	\$481.14

Total including GST \$3,901.97

Signature Required:

PP Kom J

Charge Account \$3,901.97

(C) Clubcard Savings -\$179.00

All prices include GST

Thank You for shopping New World

Our Shopping Hours are

Mon	Tue	Wed	Thu	Fri	Sat	Sun
7.30	7.30	7.30	7.30	7.30	7.30	7.30
9:00	9:00	9:00	9:00	9:00	9:00	9:00

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Rec# 0010235248 18 Dec 2024 13:12

8.2 BOARD REPORT - JULY 2025**Information Only - No Decision Required**

Report To:	Motueka Community Board
Meeting Date:	15 July 2025
Report Author:	Terina Graham, Chair
Report Authorisers:	John Ridd, Group Manager - Service and Strategy
Report Number:	RMCB25-07-2

1. Mihi / Welcome*‘E ngā Whatukura, e ngā Māreikura, tēnā koutou katoa’*

Welcome acknowledging the masculine and feminine energies

2. Recommendation/s / Ngā Tūtohunga**That the Motueka Community Board**

- 1. receives the Board Report - July 2025 report RMCB25-07-2; and**
- 2. approves, retrospectively, the Motueka Community Board’s submission on the Responsible Camping Bylaw, Attachment 1 to the agenda report; and**
- 3. approves, retrospectively, the Motueka Community Board’s submission on the Nelson City Council’s Annual Plan 2025/2026, Attachment 2 to the agenda report; and**
- 4. delegates the Motueka Community Board Chairperson to draft and submit a submission on behalf of the Motueka Community Board on the Speed Management Phase Two consultation, by Monday 21 July 2025; and**
- 5. notes that the Motueka Community Board Chairperson will liaise with Board members to get their feedback and input towards the Motueka Community Board’s submission on the Speed Management Phase Two consultation, prior to submitting it.**

3. Subject Heading One

- 3.1 Extreme weather events may well up feelings of our insignificance and fragility, but it also provides a good reminder for preparedness and to be mindful of others who may need support. Checking on your neighbours, offering what you can to those in need, being extra patient and understanding and not forgetting our four-legged friends, ensuring your animals have dry shelter and access to essentials.
- 3.2 Reports of a couple of unfortunate situations regarding Council assessments were brought to the Boards attention that we are looking into.
- 3.3 Thank you to elected members that have been present, active and supportive over this time. Please refer to attached notes from Deputy Chair Hutt who attended the Civil Defence meeting in Riwaka with Board Member Hughes.

- 3.4 Thank you to Civil Defence, emergency services and local organisations and individuals who played a part in supporting relief efforts. We know in areas it will take some time remedy.

4. Community Wellbeing Solutions

- 4.1 Update will be shared at August Board meeting.

5. Items from Board Members

Managed Out Road Trip

- 5.1 Board members invited to 'The Managed Out' documentary' screening plus Q&A with Alistair Harding and Maree Buscke, was held on Friday 11 July in Richmond.

Speed Management Consultation #2

- 5.2 The Board have started discussions and reconnaissance prior to submitting and request the following details from council.

5.2.1 How many 'vehicle road users' provided input?

5.2.2 What demographics are the road users?

5.2.3 Was it established how frequent they use the roads they provided input on?

Updates from Councillors

- 5.3 Any other items.

6. Items from Public Forum

Discussion on today's public forum:

- 6.1 Updates from last board meetings public forum:

6.1.1 **Mr Ian Williamson** raised concerns with elderly during this cost of living crisis, Bailey Bridge update and status of earthquake proof commercial buildings.

- It was clarified that the EQC register should have an updated classification of Motueka commercial buildings.

[Register of earthquake-prone buildings | Building Performance](#)
[Register of earthquake-prone buildings \(EPB Register\)](#)

6.1.2 **Ms Marianne Vetterli** shared her tiny-home story with council enforcement that left her homeless. Marianne had a no-payment agreement with landowners, being a surrogate grandmother in exchange for location to park her tiny-home.

6.1.3 **Mr Mathias Schöffner** raised concerns with enforcement department





- Example of an official document that the name of the complainant is the same name as the enforcement officer doing the investigation.
- Asks for clarification of the 'public interest test' when deciding to evict a 60-year-old.
- Court documents that still have not been supplied yet were referred to for reasoning to carry out enforcement actions.

7. Correspondence

7.1 Correspondence list:

Date	From	Subject
03/07/25	Lynley	Managed Out Road Trip Comes to Top of The South

8. Attachments / Tuhinga tāpiri

1. [!\[\]\(815df092dd722ee9268ef8e6d0193e3a_img.jpg\)](#)  Responsible Camping Bylaw - Submission 23
2. [!\[\]\(0c564128c6342bd2f601e97f4518828a_img.jpg\)](#)  Annual Plan 2025-2026 - Submission 24
3. [!\[\]\(cc23775bf31a648cde5902baa397f9aa_img.jpg\)](#)  Riwaka Meeting 5 July 2025 - Notes 29
4. [!\[\]\(b5a96c12e7c148f5f0a1e79e6e3ae06f_img.jpg\)](#)  Actions List July 2025 31



Motueka Community Board

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Freedom Camping Decks Reserve Motueka [Responsible Camping Bylaw](#) | [Shape Tasman](#)

07 July 2025

This submission is presented on behalf of the three elected Motueka Community Board members, Chair Terina Graham, Deputy Chair Claire Hutt and Board Member Nick Hughes.

The Board support opportunity for travellers to have a variety of accommodation options, suitable for all budgets, in appropriate areas, not Decks Reserve, Motueka.

We recognise some of the benefits freedom camping has provided, including refuge for kiwis that find themselves homeless living out of their cars. However, that is a concern that needs dedicated attention providing adequate support to help improve situations.

From recent observations and community feedback the Board do not support any further Freedom camping at Decks Reserve, Motueka. Regardless, if the vehicle is self-contained or time limits are altered, we are of the opinion that Decks Reserve is not an appropriate accommodation site.

Some of the feedback and observations include:

- Time limits not always adhered to
 - Not sticking to allocated spaces
- Filling reserve bins and using business rubbish and recycling bins
 - Discarding used sheaths and biofluids on ground / in bushes
- Cooking and eating in the carpark, at times intruding on accessways / other carparks
 - Discarding boiling water onto plants
- Indecent exposure
 - Undressing in public
 - Van doors open with naked couple visible
- Feeling unsafe
 - Young people walking past
 - Children at the playground
 - People returning to their vehicles later in the evening
- Concerns with monitoring
- Lack of evidence validating economic contribution

As supporters of the great kiwi outdoors, and local tourism we wish to encourage visitors to experience what Motueka has to offer, in a respectful and appropriate way.

Motueka Beach Reserve, George Quay, and Alexandar Bluff Road Reserve are ideal options for travellers on a budget. Motueka is also a New Zealand Motor Caravan Association 'friendly town' offering a designated campsite and there are park over property alternatives for members.

On behalf of the Motueka Community Board, we thank staff and elected members for your time and consideration.

Ngā mihi,

Motueka Community Board



Motueka Community Board
tasman district council

Motueka Community Board
2025/26 Annual Plan Submission
May 2025

E ngā Whatukura, e ngā Māreikura, tēnā koutou katoa

This submission is presented on behalf of the three elected Motueka Community Board members, Chair Terina Graham, Deputy Chair Claire Hutt and Board Member Nick Hughes.

In this Board's final months of term, we reflect on the challenges and achievements, taking into consideration Councils proposed Annual Plan, budgets and voices from the Motueka community.

As **advocates for community** where residents expect honest, hardworking public servants who operate with integrity in a transparent and accountable organisation; we strongly urge elected members as you look forward to please also reflect on your input to debt decisions and financial spend over your time as decision makers for this district, to aid in your future decisions.

We realise the **challenges**, given the **timeframes and quantities of information** staff need to prepare for elected members to digest, and it may not always result in fully informed decision making. The Board question if there is a more efficient and robust way to balance information, time and resources for best practice and good governance.

Page 3 of the Annual Plan proposal provides a fresh approach for the 2025/26 financial year:

"Our vision – Thriving, Resilient Tasman"
*We work to nurture a Tasman District that
has a healthy environment, a strong economy, and a vibrant community.*

There is a lot to be considered, committed, and completed to achieve such a fabulous vision. The Board prays that Council can deliver for community on this vision but are mindful that given the system Council operates within, visions can quickly be diluted from external pressures.

The Board encourages Council to **proactively liaise with other councils and constituents to unify** in the best interest of communities you serve, where there are costly and unworkable pressures imposed by central government and global influencers.

The Board appreciate staff effort and time, and no doubt stress that has gone into reaching conclusions for this annual plan proposal, which we note is well presented in the document for community consultation. Thank you.

In the CE and Mayors address at the beginning of the proposal it mentions "savings of \$1.4m in staff costs through managing vacancies and thoroughly scrutinising all new resource demands".

We receive plenty of feedback from community questioning the number of staff employed with **high salary levels for the district** (as advertised online) and the exorbitant **costs of external consultants**.

We encourage council to further consider the necessity and cost of using consultants in future, as we can attest to the times the Motueka Community Board has been involved in discussions this term, that the outcomes from external consultants have almost always resulted in what we first discussed.



Motueka Community Board

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Motueka Community Board
2025/26 Annual Plan Submission
May 2025

Motueka Library

As expressed in our April 2024 LTP submission, the Motueka library is invaluable for the community, catering to a wide demographic. We have received plenty of feedback from the Motueka community in support of maintaining and even increasing library services.

We accept a one-hour drop per week as Council propose a 5pm close on a Friday instead of 6pm, is not as detrimental as what could have been considered, we do question the actual cost benefit of this proposed one-hour change.

The Board would not support any future reduction in hours.

We are concerned with the impact on community members who frequently engage in programmes provided at the library that may end under this proposal and the potential loss of any front-line staff.

The Board continues to advocate investment for front-line services as a direct benefit to community.

Motueka Aquatic Centre (Swimming Pool)

The Board supports the proposal to bring forward investment of \$1M for the Motueka Aquatic Centre to the new financial year 2025/2026.

We realise there are mixed feelings within community regarding funding infrastructure given the current financial constraints which could again result in Council considering operational and maintenance affordability of another community service.

However, given the decades the community has been working toward establishing a pool for the area and the overall benefit a swimming facility brings all age groups in a community, the Board supports the proposal of investment now, as we may not have another opportunity later.

Housing

After four workshops based on the **Boards request for Council to review** the Tasman Resource Management Plan (**TRMP**) **'8-week rule'** – *which when enforced may impact a resident living in anything (tiny-home, caravan, tent etc.) in one place for longer than eight weeks, to require a resource consent.*

Due to the cost-of-living and housing crisis affecting our community, and in the absence of Council reviewing the 8-week rule, in a means of short-term relief for those potentially facing homelessness, the Board strongly advocate Council review their internal enforcement processes to ensure discretion where there is no serious environmental impact, follow the decision tree for tiny homeowners and most importantly improve community engagement to build trust and confidence.

The Board encourages Council collaboration to review feasibility of rezoning low productive freehold land for mixed housing options with assurances that infrastructure will uphold development levels.



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2025/26 Annual Plan Submission
May 2025

Motueka Community Board Budget

The Motueka Community Boards budget reflects a surplus in special projects and discretionary fund. This section of the Boards submission breaks down the Boards budget and proposes budget allocation for 2025/26 financial year and consideration for the future Motueka Community Board.

Table 1: Boards Budget 24/25 for reference

Table 2: Boards Reserves

Table 3: Special Projects Reserves budget

Table 4: Financial Commitment Proposal – Youth Fund

Table 5: Motueka Community Board Special Projects Budget - Annual and future plan

Table 1: Board Funds 2024/25 Budget

Please note: to simplify the below figures are approximated.

Board's 2024/25 budgeted revenue:

- \$103,000 approx.

Board's 2024/25 budgeted expenses:

- \$46,500 - Remuneration and reimbursements
- \$9,200 - Board Expenses (general + training)
- \$10,500 - Discretionary Fund
- \$1,000 - Youth Fund
- \$40,000 - Special Projects

Total = \$108,500 approx.

Every financial year the Motueka Community Board receives an amount based on Reserves Financial Contributions (RFC's) for the Board to distribute to community projects. This is estimated between \$40,000 - \$55,000 per annum (pa).

The Community Board Special Projects Funds are in place to support:

- 2.1.1 Council infrastructure related projects; and
- 2.1.2 Community projects and initiatives that the board considers will benefit the well-being of the community.

Upon entering this term, the Motueka Community Board (MCB) elected members were presented a budget highlighting a large surplus of funds carried over from previous years. The Boards intention was to complete outstanding special project actions, which has now been achieved.

Revealing that part of the surplus reflected was funds tagged but not captured to outstanding projects.

It is believed that in setting the 23/24 budget the Board decreased the MCB rate in favour of utilising reserves (where needed) to undertake new special projects.



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Given recent reviews and workshops considering all 'tagged' and 'surplus' funds, the Board estimates a surplus of \$60,000 in special projects reserves, of which we propose to utilise a portion for the 2025/2026 financial year to ensure:

1. Motueka residents 'MCB rate' is not increased in this term, and,
2. some community initiatives with reduced funding are supported

Table 2: Boards Reserves

In addition to the Board funds displayed in the 2024/25 budget in table 1, the below figures reflect the funds built up over years (minus the tagged funds) that we refer to as the 'Boards reserves.'

2024/2025 Board Reserves approx.:

- \$14,500 – Discretionary funds in reserves
- \$4,500 – Youth funds in reserves
- \$62,000 – Special Projects in reserves (could vary)

Total = \$81,000 approx.

The Motueka Community Board propose the following distribution accessing the 'Boards Reserves' to carry forward to the 2025/26 financial year. In addition to the budgeted financial year Special Projects that community can expect from the Board.

Table 3: Special Projects 'Reserves' Budget

Proposed allocation:

- \$1,500 **Keep Motueka Beautiful** - suggested toward hanging basket
- \$3,000 **Motueka Christmas Parade** - contribution to ensure provided annually
- \$10,000 **Great Taste Trail Motueka** - toward maintenance then improvements
- \$10,000 **Riwaka Cemetery grounds toilet facility*** - collaboration construction contribution

Total = \$24,500

Est. amount remaining in Special Projects Reserves = \$37,500

**In 2023 the Board revisited an outstanding community request for toilet facilities to be constructed at the Riwaka Cemetery fields. It was included in the special projects list (SP) for community voting and was one of the highest voted SPs. For this project to proceed requires TDC to include in their annual plan as a partnership project with Motueka Community Board. Possible option (by agreement) Riwaka Rugby Club may support part of the project and if required may manage facility for first financial year of operation then cleaning and maintenance transfers to TDC budget lines.*

Table 4: Financial Commitment Proposal – Youth Fund

Total of \$3,000 from MCB 'Youth fund' reserves over 3-years at \$1,000 per year.

- \$1,000 pa toward MCB Community Wellbeing Solutions Initiative – youth engagement and attendance initiatives, meetings, campaigns, support, contributions.

The Board may wish to also utilise part of the Board's 'General Expenses' (as has been done for 24/25) to support Board and community collaborations.



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Motueka Community Board
2025/26 Annual Plan Submission
May 2025

By continuing to utilise Board reserves for this financial year, provides Motueka residents another year of relief from an increase of the 'MCB rate' which includes an additional 'special project rate'.

Although this proposal is for the 2025/26 Annual Plan, this Board strongly encourages future Boards to reflect on the proposed 3-year financial distribution plan as part of strategic initiatives to ensure they remain a focus for Board delivery.

As the 'Discretionary Fund' provides up to \$700 per application within a financial year and is accessed by a wide variety of new and regular groups, the Board recommends that the surplus of the discretionary fund remain in reserves for future Boards to access this surplus to increase funding availability when required.

The following table provides a financial breakdown of the **Motueka Community Board's proposed financial budget for Special Projects** – accessing \$40,000 in 25/26 financial year and proposing \$24,500 accessed in 26/27 financial year from the \$62,000 Boards reserves.

Table 5: Motueka Community Board Special Projects Budget - Annual and 3-Year Plan

Special Projects Plan	2025/2026	2026/2027	2027/2028	NOTES
Estimated \$40k pa allocated for Special Projects. Topped up with up to \$40k in 25/26 \$24,500 26/27 from Board Reserves	\$80,000 \$40k + \$40k Res.	\$65,000 \$40k + \$24.5k Res.	\$40,000	Includes utilising \$40,000pa from MCB SP Reserves
Great Taste Trail (Nelson Tasman Cycles Trail Trust)	\$ 10,000	\$ 10,000	\$ 10,000	Toward maintenance then improvements
Christmas Parade (Love Motueka)	\$ 3,000	\$ 3,000	\$ 3,000	Toward Christmas Parade
Keep Motueka Beautiful (KMB)	\$ 1,500	\$ 1,500	\$ 1,500	Toward hanging baskets costs or equivalent
Riwaka Cemetery Field Toilet Facility (TDC)	\$ 10,000	\$ 10,000	\$ 10,000	Contribution project with TDC if approved in plans
Total	\$ 24,500	\$ 24,500	\$ 24,500	Fixed annual contribution
Total Annual Special Projects Est. remaining amount for annual SP requests	\$ 55,500	\$ 40,500	\$ 15,500	Amount available to be used toward annual community projects

Please note:

- Depending on the actual annual allocation for special projects, the requested amounts proposed to access from reserves may be lower or higher than projected.
- Given Council's financial constraints it is essential for the Board to work with staff across departments to ensure we approve manageable projects, as they may require ongoing financial commitments from various departments.
- In some cases, the Board may financially contribute from special projects budget toward proposed Council projects in Motueka, such as accessway improvements.

On behalf of the Motueka Community Board, we thank Councillors for your time and consideration of our 2025/2026 Annual Plan submission.

Ngā mihi, Terina Graham – Motueka Community Board Chair

Riwaka Community Meeting : 5th July 2025

Meeting MC: Rob Smith (works for TDC and part of Civil Defence)

This focus of the meeting is on directly connecting people to the various organisations that were present.

Recovery will take years. Considering Nelson City Council estimated 6-7 years for full recovery from the 2022 floods.

The recent Tasman Floods has been the biggest flood in the area since 1877. The other big flood of 1983 was 1-1.5 metres lower than our recent flood event – this puts it into perspective.

The Met Service a very cautious, although there are no warnings in place at present, there is more rain expected at the end of this week.

The rivers will cope with more rain; it's the smaller creeks that are most vulnerable. If you attempt to clear these creeks, please be extremely careful as there is a high risk of trees falling and unknown debris. We are encouraged to do what we can – but be super careful. Rob clarified that people are allowed to protect your property by clearing creeks, but not to permanently change the creeks route – just temporary clearing to protect your property/land.

There are still 25 road closures. This number has come down from the original 60 road closures. Huge effort by all involved to get as many roads open as soon as possible. This will involve more than one visit by roading contractors - Initial work will be to simply make the road safe enough to travel on, followed then by more extensive work to bring it to its original state.

It was advised for residents to check their bores and pump area. If there is surface water around the bore hole, then we need to treat the water as contaminated and boil our water until notified otherwise.

Also, we are advised to stay away from water areas until it's safe, ie no eating shell fish, as these will be highly contaminated.

742 surveys of properties have been completed, with 650 of these being onsite property visits. This is to find out what resident's immediate needs are. From these visits, at present there are 19 people in temporary accommodation, 13 yellow stickered properties (where water has been through the house), and 1 red stickered property which is permanently damaged.

Rivers are being surveyed and damaged will be prioritised by David Arseneau's team at TDC.

Roading is being led by Brian McManus' team in TDC with engineers, local sub-contractors and help from Christchurch and the North Island to support.

The Mayoral Fund is open for applications, along with MPI and the Rural Support Trust, for any financial assistance.

MSD and IRD support are available to flood affected residents (including help with late payments). If we know of any people struggling financially please let these organisations know so they get the right help NOW.

‘Task Force Kiwi’ is a group of volunteers helping people to clear their damaged properties and land.

The Rapid Relief Team (RRT) are available for providing and/or delivering food boxes.

Any flood related health needs will be funded by your GP. Medications which have been lost, swept away can be ordered from your Pharmacy at no cost. There is government funding in place for this.

Steve Manners oversees the Recovery Team. This is the transition phase into recovery to sort any long-term damage to get to a full recovery (this will take several years).

TDC staff member called a “Navigator” is available to direct people to the right organisations whether it’s an internal TDC department or an external organisation.

It is important for flood affected residents to raise a ‘service request’ (SR) to TDC so they are aware of damage and people’s needs. This can be done by calling TDC 03 543 8400 or by downloading the ‘Antenno’ app.

TDC acknowledged that their Comms could have been better throughout this event, along with advising escape routes, in particular for Riwaka, Brooklyn and the Motueka Valley, if bridges are closed. They are working on improving on these processes.

FOR ANY FLOOD RELATED ASSISTANCE – PLEASE CALL TDC 03 543 8400.

This includes help with clearing debris off people’s land.

Division:		Date From:	
Committee:	Motueka Community Board	Date To:	
Officer:			
Action Sheets Report		Printed: Tuesday, 8 July 2025 10:15:35 AM	

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		
04 Mar 2025 3:24pm Dawson, Gavin Motueka Master Plan: Council staff to advise Board of timeframes when they are confirmed – ongoing						
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 - ongoing						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 18/03/2025	Alan Bywater	Heritage Wharf Restoration Project	1/04/2025		
10 Jun 2025 5:17pm McLean, Kelsey This went into the AP deliberations and they requests officers investigate options and present a business case back to the Council for the Motueka Heritage Wharf Restoration Project – ongoing update required when the business case goes back to the council for decision						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 15/04/2025	Matthew McGlinchey	2025/26 Annual Plan Proposal	29/04/2025		
13 May 2025 11:47am McLean, Kelsey Matthew to report back to the Board regarding the item left to lie on the table – closed as the AP has been adopted by the Council. This will lapse in the new triennium and be removed off future action reports.						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 20/05/2025	Kelsey McLean	Discretionary Fund Applications - May 2025	3/06/2025		
10 Jun 2025 5:24pm McLean, Kelsey They have been contacted and they have confirmed they will submit an application that aligns with the Discretionary Fund Policy – ongoing, they have been contacted and are yet to update their application.						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 20/05/2025	Claire Hutt	Motueka Community Board Special Projects 2025-2026	3/06/2025		
10 Jun 2025 4:07pm McLean, Kelsey Deputy Chair Hutt to confirm with members how many members of the community voted on the 2025-2026 projects – closed Cr Hutt has emailed 284 online, 13 hard copy Library, 297 in total, and 95% live in Mot.						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 20/05/2025	Paul Egan	Special Projects	3/06/2025		

Division:		Date From:	
Committee:	Motueka Community Board	Date To:	
Officer:			
Action Sheets Report		Printed: Tuesday, 8 July 2025 10:15:35 AM	

10 Jun 2025 4:06pm McLean, Kelsey Paul Eagan to confirm the amount available for Special Projects – ongoing, Kel has contacted Paul and Liz.						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 20/05/2025	Terina Graham	Board Report - May 2025	3/06/2025		
10 Jun 2025 5:31pm McLean, Kelsey The board to approve the AP submission retrospectively – ongoing, this is on the agenda for July and can be closed off after the meeting.						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 17/06/2025	Steve Elkington	Special Projects Update	1/07/2025		
08 Jul 2025 9:58am McLean, Kelsey Steve Elkington to circulate the Primmer Service Lane Garden maintenance budget balance to members – ongoing, below correspondence. Comment for circulation The only budget available is Landscape Maintenance which has been considerably reduced, therefore, out of the question. The proposal was to plant native grasses that require no maintenance, but the bed will require weeding from time to time, even though it has been covered with a thick layer of mulch to reduce weed infestation over the next year. The alternative is to leave the garden bed unplanted and not carry out any maintenance. The garden bed creates separation between the service lane and community housing site and softens this area. To have paved the area the cost to undertake including ongoing maintenance, would far exceed the cost of a small garden plot of approximately 40m2. With the option to do nothing, we could still plant some grasses in the narrow border separating the lane from the carpark. This would help define the edge of the carpark. I could approach the Hotel and ask them to pay for the plants. Estimate to supply and plant up to 30 grasses allowance \$200 and weed every 6months a further \$60.						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 17/06/2025	John Ridd	Board Report	1/07/2025		
08 Jul 2025 9:55am McLean, Kelsey John Ridd to investigate heavy vehicle restrictions on residential streets – ongoing, update below. Under our Traffic Control Bylaw, the Council can by resolution (elected members) set restrictions as to what kinds of vehicles can use a road. A proposal would need to go out for wider consultation, after which the Council would consider feedback and make a decision on whether to approve a restriction. I am sure the local trucking and transport industry would hold some strong opinions about restrictions, especially on Pa Street. Most recent traffic counts: <ul style="list-style-type: none"> Pa St (March 2025) ~280 truck movements/day. (these would need to roll through the town centre if Pa St was restricted) Atkins St (Oct 2023) ~45 truck movements/day Parker St (April 2024) ~106 truck movements/day, but some of these will be accessing rural properties off Parker St itself rather than rat-running to avoid High St 						

Division:		Date From:	
Committee:	Motueka Community Board	Date To:	
Officer:			
Action Sheets Report		Printed: Tuesday, 8 July 2025 10:15:35 AM	

The only road where we currently restrict truck movements through our Bylaw is on River Road Appleby. The basis for this is safety due to the SH60 intersection having very poor geometry, and sharp narrow curves in the middle section of River Rd.						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 17/06/2025	John Ridd	Board Report	1/07/2025		
08 Jul 2025 9:56am McLean, Kelsey John Ridd to follow up regarding sunken manholes at Wharepapa Grove – ongoing						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 17/06/2025	John Ridd	Board Report	1/07/2025		
08 Jul 2025 9:56am McLean, Kelsey John Ridd to follow up regarding Deputy Hutt's collated information from eight other councils around tiny homes - ongoing, John to provide an update						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 17/06/2025	John Ridd	Board Report	1/07/2025		
08 Jul 2025 9:56am McLean, Kelsey John Ridd to follow up regarding who decided to include tiny homes and vehicles in the granny flat legislation. - ongoing, John to provide an update						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 17/06/2025	John Ridd	Board Report	1/07/2025		
08 Jul 2025 9:57am McLean, Kelsey John Ridd to follow up with the Mayor's office regarding the letter he wrote to the government two years ago and confirm what response was received. - ongoing, John to provide an update						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 17/06/2025	John Ridd	Board Report	1/07/2025		
08 Jul 2025 9:57am McLean, Kelsey John Ridd to provide Mathias Shaeffner with the enforcement workshop PowerPoint presentation and a one page outline. - ongoing, John to provide an update						

8.3 SPECIAL PROJECTS UPDATE

Information Only - No Decision Required

Report To: Motueka Community Board

Meeting Date: 15 July 2025

Report Author: Claire Hutt, Community Board Member

Report Authorisers: John Ridd, Group Manager - Service and Strategy

Report Number: RMCB25-07-3

1. Summary / Te Tuhinga Whakarāpoto

- 1.1 To provide an update on Motueka Community Board special projects, Attachment 1 to the agenda report.

2. Recommendation/s / Ngā Tūtohunga

That the Motueka Community Board

1. receives the Special Projects Update report RMCB25-07-3.

3. Attachments / Tuhinga tāpiri

1.   Actions - July 2025

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Division:		Date From:	
Committee:	Motueka Community Board	Date To:	
Officer:			
Action Sheets Report		Printed: Tuesday, 8 July 2025 10:15:35 AM	

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		
04 Mar 2025 3:24pm Dawson, Gavin Motueka Master Plan: Council staff to advise Board of timeframes when they are confirmed – ongoing						
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 - ongoing						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 18/03/2025	Alan Bywater	Heritage Wharf Restoration Project	1/04/2025		
10 Jun 2025 5:17pm McLean, Kelsey This went into the AP deliberations and they requests officers investigate options and present a business case back to the Council for the Motueka Heritage Wharf Restoration Project – ongoing update required when the business case goes back to the council for decision						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 15/04/2025	Matthew McGlinchey	2025/26 Annual Plan Proposal	29/04/2025		
13 May 2025 11:47am McLean, Kelsey Matthew to report back to the Board regarding the item left to lie on the table – closed as the AP has been adopted by the Council. This will lapse in the new triennium and be removed off future action reports.						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 20/05/2025	Kelsey McLean	Discretionary Fund Applications - May 2025	3/06/2025		
10 Jun 2025 5:24pm McLean, Kelsey They have been contacted and they have confirmed they will submit an application that aligns with the Discretionary Fund Policy – ongoing, they have been contacted and are yet to update their application.						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 20/05/2025	Claire Hutt	Motueka Community Board Special Projects 2025-2026	3/06/2025		
10 Jun 2025 4:07pm McLean, Kelsey Deputy Chair Hutt to confirm with members how many members of the community voted on the 2025-2026 projects – closed Cr Hutt has emailed 284 online, 13 hard copy Library, 297 in total, and 95% live in Mot.						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 20/05/2025	Paul Egan	Special Projects	3/06/2025		

Division:		Date From:	
Committee:	Motueka Community Board	Date To:	
Officer:			
Action Sheets Report		Printed: Tuesday, 8 July 2025 10:15:35 AM	

10 Jun 2025 4:06pm McLean, Kelsey Paul Eagan to confirm the amount available for Special Projects – ongoing, Kel has contacted Paul and Liz.						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 20/05/2025	Terina Graham	Board Report - May 2025	3/06/2025		
10 Jun 2025 5:31pm McLean, Kelsey The board to approve the AP submission retrospectively – ongoing, this is on the agenda for July and can be closed off after the meeting.						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 17/06/2025	Steve Elkington	Special Projects Update	1/07/2025		
08 Jul 2025 9:58am McLean, Kelsey Steve Elkington to circulate the Primmer Service Lane Garden maintenance budget balance to members – ongoing, below correspondence. Comment for circulation The only budget available is Landscape Maintenance which has been considerably reduced, therefore, out of the question. The proposal was to plant native grasses that require no maintenance, but the bed will require weeding from time to time, even though it has been covered with a thick layer of mulch to reduce weed infestation over the next year. The alternative is to leave the garden bed unplanted and not carry out any maintenance. The garden bed creates separation between the service lane and community housing site and softens this area. To have paved the area the cost to undertake including ongoing maintenance, would far exceed the cost of a small garden plot of approximately 40m2. With the option to do nothing, we could still plant some grasses in the narrow border separating the lane from the carpark. This would help define the edge of the carpark. I could approach the Hotel and ask them to pay for the plants. Estimate to supply and plant up to 30 grasses allowance \$200 and weed every 6months a further \$60.						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 17/06/2025	John Ridd	Board Report	1/07/2025		
08 Jul 2025 9:55am McLean, Kelsey John Ridd to investigate heavy vehicle restrictions on residential streets – ongoing, update below. Under our Traffic Control Bylaw, the Council can by resolution (elected members) set restrictions as to what kinds of vehicles can use a road. A proposal would need to go out for wider consultation, after which the Council would consider feedback and make a decision on whether to approve a restriction. I am sure the local trucking and transport industry would hold some strong opinions about restrictions, especially on Pa Street. Most recent traffic counts: <ul style="list-style-type: none"> Pa St (March 2025) ~280 truck movements/day. (these would need to roll through the town centre if Pa St was restricted) Atkins St (Oct 2023) ~45 truck movements/day Parker St (April 2024) ~106 truck movements/day, but some of these will be accessing rural properties off Parker St itself rather than rat-running to avoid High St 						

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The only road where we currently restrict truck movements through our Bylaw is on River Road Appleby. The basis for this is safety due to the SH60 intersection having very poor geometry, and sharp narrow curves in the middle section of River Rd.						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 17/06/2025	John Ridd	Board Report	1/07/2025		
08 Jul 2025 9:56am McLean, Kelsey John Ridd to follow up regarding sunken manholes at Wharepapa Grove – ongoing						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 17/06/2025	John Ridd	Board Report	1/07/2025		
08 Jul 2025 9:56am McLean, Kelsey John Ridd to follow up regarding Deputy Hutt's collated information from eight other councils around tiny homes - ongoing, John to provide an update						
Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Motueka Community Board 17/06/2025	John Ridd	Board Report	1/07/2025		
08 Jul 2025 9:56am McLean, Kelsey John Ridd to follow up regarding who decided to include tiny homes and vehicles in the granny flat legislation. - ongoing, John to provide an update						
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