

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

**Date:** Tuesday 19 March 2019  
**Time:** 4.00pm  
**Meeting Room:** Motueka Office  
**Venue:** 7 Hickmott Place  
Motueka

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## Motueka Community Board

### AGENDA

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#### MEMBERSHIP

<b>Chairperson</b>	B Maru
<b>Deputy Chairperson</b>	R Horrell
<b>Members</b>	C Hutt B Dowler Cr P L Canton Cr P H Hawkes Cr D J Ogilvie

(Quorum 4 members)

Contact Telephone: 03 528 2015  
Email: [verity.simpson@tasman.govt.nz](mailto:verity.simpson@tasman.govt.nz)  
Website: [www.tasman.govt.nz](http://www.tasman.govt.nz)



## AGENDA

### 1 OPENING, WELCOME

### 2 APOLOGIES AND LEAVE OF ABSENCE

#### Recommendation

That apologies be accepted.

### 3 PUBLIC FORUM

### 4 DECLARATIONS OF INTEREST

### 5 CONFIRMATION OF MINUTES

That the minutes of the Motueka Community Board meeting held on Tuesday, 19 February 2019, be confirmed as a true and correct record of the meeting.

### 6 PRESENTATIONS

- 6.1 Relocatable and Transportable Homes ..... 5
- 6.2 Local Government Commission Presentation ..... 11

### 7 REPORTS

- 7.1 Discretionary Fund Applications..... 27
- 7.2 Motueka Community Board Chair's Report ..... 39
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- 7.4 Action List ..... 55
- 7.5 Special Projects Action List..... 59

### 8 CORRESPONDENCE

- 8.1 Correspondence ..... 65



## 6 PRESENTATIONS

### 6.1 RELOCATABLE AND TRANSPORTABLE HOMES

Information Only - No Decision Required

<b>Report To:</b>	Motueka Community Board
<b>Meeting Date:</b>	19 March 2019
<b>Report Author:</b>	Verity Simpson, Motueka Community Board Secretary
<b>Report Number:</b>	RMCB19-03-1

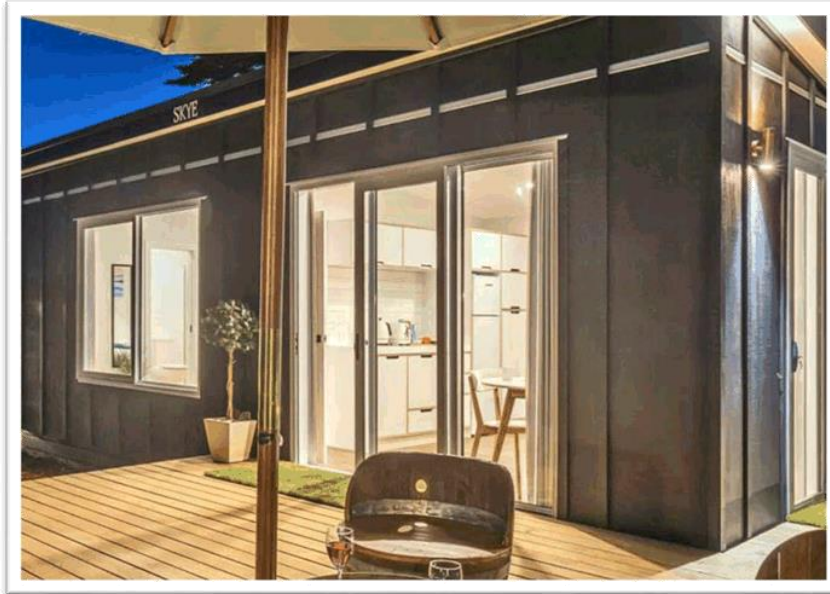
#### PRESENTATION

Ms Julie Jacobson will make a presentation to the Board in relation to relocatable and transportable housing and the need for temporary land use in the Resource Management Act.

#### Appendices

1. Start Up or Start Over Homes 7





## START UP OR START OVER HOMES

Affordable independent living – Pilot Project for a temporary POP UP Village -  
78 Old Wharf Road, Motueka

Step One on the Kiwi housing ladder is missing.

Tiny transportable homes – approved by Housing New Zealand - present an affordable, solution for anyone in need of independent living. Land use has been a sticking point – until now!

**Julie Jacobson**  
021 277 0904

Written and presented by Julie Jacobson for Step Up Group Motueka 2/22/2019

### The facts around homeless Kiwis

1. who are they?
  - o Half of the 40,000 plus homeless on the National register are 18-22 years old
  - o The next highest group are aged 55+
2. What do they need? - **affordable independent living.**
  - o Critical first step on the housing ladder
  - o Start-up home – a young person’s first place
  - o Start-over home – a secure and private place, from which to recover and plan next steps, following a life crisis such as – divorce, death of a partner, job loss, illness, victimisation or incarceration

### Land Use Consent – temporary land use and ‘Relocatable Home Parks’

3. Temporary Land Use Consent – enables rapid deployment of homes where needed on a temporary basis (up to 5 years).
  - o transportable homes do not require permanent land use or extensive service infrastructure development (self-contained by design)
  - o offering a single home-site - does not require resource consent under the POP scheme. (NZMCA Park Over Property). The transportable homeowner (self-contained and towable on the open road), is essentially a guest - paying the landowner a nominal nightly fee of \$6-\$10 – (\$42 - \$70 per week)
  - o having multiple homes on one site (for longer than 3 months), requires a temporary land use consent. (affordable and faster than a permanent Resource consent)
4. Relocatable Home Parks offer longer term site rental or in some cases - home sites to own, (Possibly as shares in a body corporate). – Resource Consent required.

### OLD WHARF ROAD - Motueka ‘POP UP Village’ and “Tiny House Expo” venue - a Year-long project

5. Rapid relief - The POP-UP Village at Old Wharf Road, will provide 40 homes before winter on temporary home-sites for one year.
6. Serving as a pilot project to showcase how a POP UP “Tiny House Village” works and what it might look like.
7. A property management company – employed by the landowner - will provide and ensure, year-round grounds keeping, sanitation and land use consent compliance.
8. Village residents are invited to contribute their ideas, skills and talents, to the operation and beautification of the Village.
9. On-site village coordinator - available 24/7 - to handle resident’s contributions or complaints and to assist any residents in need of advice or social services.
10. The EXPO Event Showcasing “Tiny Living” and off grid solutions to water and waste management.
11. Educating the public about transportable homes.
12. Dispelling fears, of POP UP Villages being “Trailer trash parking lots”.
13. Attracting landowners to offer home-sites to Tiny home owners and renters. Generating home- sites for the future - Individual sites, POP Up Villages and Relocatable Home Parks.

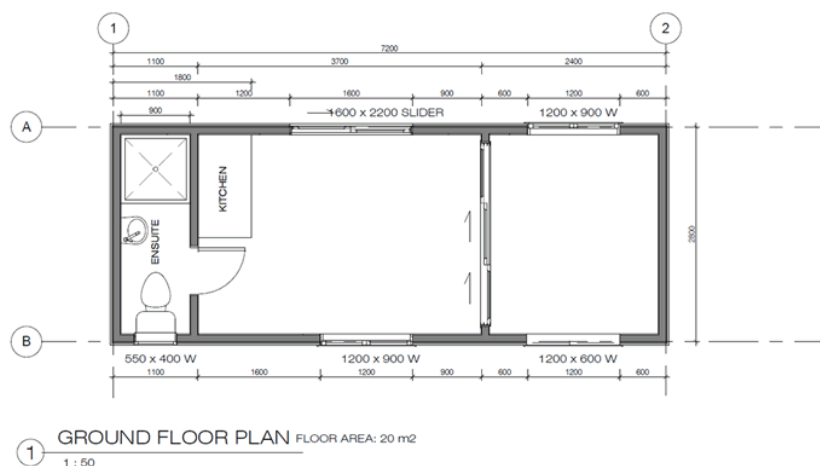




Written and presented by Julie Jacobson for Step Up Group Motueka 2/22/2019

**Step One Homes****A first step on the housing ladder is step one, in solving the housing crisis.**

1. Step One housing - what does it look like?
  - Basically, an apartment on wheels
  - Built to code – insulated and heated as required under tenancy act
  - A small, transportable home that can move with you - to follow work, study, healthcare, therapy or retirement goals.

**Affordability**

14. What does it cost?
  - Tiny homes vary in cost depending on size, function and finish – homes on wheels \$40,000 to \$140,000
  - Basic Step One unit – (2.8 x 8.2) built to code, insulated, heated and self-contained (spec sheet attached) \$60,000 - \$69,000
15. Rent to buy – terms?
  - Dependent on deposit amount (usually 20%) weekly rent to buy payments for a base unit can be as low as \$250.00 over 5 years

**Assistance to 'Rent to buy' reduces government housing costs over time.**

2. Potentially a permanent and self-funding solution to homelessness
  - Convert govt. assistance 'accommodation supplement' to 'rent to buy' payments
  - Convert our 'Homeless' into 'Homeowners'
  - Paid off in 5 years – no further need for accommodation supplement payment

Written and presented by Julie Jacobson for Step Up Group Motueka 2/22/2019

**Images –Transportable Home 2.8m x 8.2m**

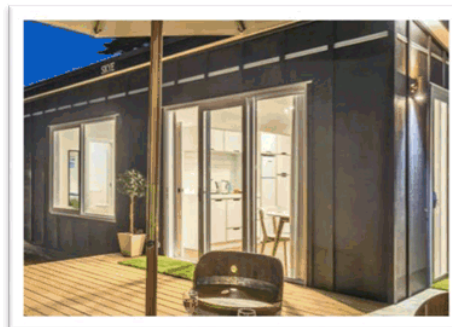
Housing NZ preapproved model –\$69,000 Turn key fitted.

**Standard Cabin Features:**

- On a registered trailer - pre-galv. steel chassis with retractable drawbar
- High Quality aluminium joinery in “Iron-sand” colour
- Windows and ranch-sliders double glazed
- Roofing Colour Steel
- Cladding - shadow-clad plywood painted Bokara Grey
- Steel Frame 90mm wall framing
- 18mm 5 ply heavy duty tandalized floor base
- Painted 9mm Thin-Line interior lining painted in Alabaster
- Ecowool insulations in all exterior walls and ceiling
- Expol polystyrene under floor insulation
- Ample light fittings and power points throughout
- Quality vinyl floor coverings to all areas
- Quality curtain tracks and curtains to ranch-sliders and all windows supplied from Harveys Furnishings as per specifications currently supplied to Housing NZ
- R.D.C power protections and main 15meter power lead (interface box connection) supplied.
- Quality Kaboodle kitchen units with Formica bench top and doors (colour: Snowdrift)
- Stainless steel kitchen sink
- Full size shower cubicle with rollaway door
- Towel rail and toilet roll holder
- Standard Gas Califont (hot water) which attaches to a 9.5kg gas bottle 9.5kg - supplied
- Flush Toilet with Porta Waste System – or ready for public system connection
- Cavius Smoke Detector

**Additional Feature Options**

- Solar panels and battery storage
- Composting Toilet
- Heat Pump
- Under bench Fridge
- Electric Oven and hobs
- Extractor Fan
- Wardrobe with shelves & Hanging
- TV Connection and Bracket
- Washing Machine
- Over washing machine cabinet
- Electrical upgrade to 32 amp



## 6.2 LOCAL GOVERNMENT COMMISSION PRESENTATION

Information Only - No Decision Required

<b>Report To:</b>	Motueka Community Board
<b>Meeting Date:</b>	19 March 2019
<b>Report Author:</b>	Verity Simpson, Motueka Community Board Secretary
<b>Report Number:</b>	RMCB19-03-2

### PRESENTATION

Community Development Manager, Susan Edwards, will provide to the Board the Local Government Commission reorganisation process document and offer information about a local board.

### Appendices

1. Local Government Commission - Reorganisation process

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**Local government  
reorganisation process –  
Application for a Golden Bay  
local board**

**February 2019**

## Purpose of today's meetings

- Applicants, council and other interested parties understand the process
- Key participants in the process have the opportunity to ask questions and seek clarification



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## **Establishment of local boards**

- A form of “reorganisation” under LGA 2002
- Same reorganisation process as for large amalgamation application, with some differences of detail



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## **Statutory framework**

### **Purpose of LG reorganisation (s. 24AA LGA)**

To improve the effectiveness and efficiency of local government by:

- providing communities with the opportunity to initiate and participate in considering alternative arrangements for their area
- requiring the LGC, in consultation with communities, to identify, develop and implement the option that best promotes “good local government”



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## **Statutory framework**

### **Local Government Commission**

- At 'arms length' from Minister (s. 31A LGA)
- A Commission of Inquiry (s. 34 LGA)

### **Reorganisation process**

- Process set out in 3<sup>rd</sup> Schedule of LGA
- Promotion of "good local government"
- Community support a key test throughout



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## LGC's approach

- An open and transparent process
- No surprises
- Information-based decisions
- Sharing of information



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## **Statutory process (in outline)**

LGC:

1. agrees whether to assess application (and if necessary determine “affected area”)
2. gives public notice, calls for alternative applications
3. identifies its “preferred option”
4. develops and issues draft reorganisation proposal for consultation
5. considers submissions and decides whether or not to proceed to final proposal



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## Decision to assess application

LGC agreed to assess Golden Bay local board application on 29 November 2018:

- no grounds (under clause 7 of Schedule 3) to decline to assess application
- sufficient information on community support for application (local survey and petition)
- satisfied (under clause 8) there is “demonstrable community support for reorganisation”



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## **Notification and call for alternative applications**

- At meeting on 29 November, LGC decided to delay notification until after Christmas/New Year break and after meetings with applicant and council
- Notice and call for alternatives to now proceed
- Alternative applications in relation to local boards may not propose the abolition or union of “the affected local authority” or any changes to boundaries or functions (clause 10)



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## Identifying the preferred option

LGC must first identify the “reasonably practicable options” (clause 11):

- must include existing arrangements i.e. the status quo
- can include:
  - original application
  - alternative applications
  - options formulated by LGC
  - any combination of the above



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## Identifying the preferred option

Preferred option must meet “good local government test”:

- best promote, in the affected area, the purpose of local government
- best promote the interests of communities in the district in terms of:
  - the benefits to all communities of a consistent and coordinated approach in the district
  - the benefits to particular communities of reflecting the particular needs and preferences of each community



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## **Draft reorganisation proposal and consultation**

- LGC develops and issues a draft reorganisation proposal for consultation (unless its preferred option is the status quo)
- LGC considers submissions and other input received and decides whether to:
  - issue (amended) final proposal
  - identify another preferred option as basis for new draft proposal
  - not proceed



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## **Final reorganisation proposal**

If LGC decides to issue a final proposal:

- no poll can be requested
- Order in Council prepared to give effect to proposal
- transition process commences



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## In Conclusion

- We are at the start of a statutorily prescribed process with no weighting or preference in relation to the outcome
- LGC required to follow the process and apply the tests in the LGA
- LGC aspires to run an open and even-handed process

## Any Questions?



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## 7 REPORTS

### 7.1 DISCRETIONARY FUND APPLICATIONS

**Decision Required**

<b>Report To:</b>	Motueka Community Board
<b>Meeting Date:</b>	19 March 2019
<b>Report Author:</b>	Verity Simpson, Motueka Community Board Secretary
<b>Report Number:</b>	RMCB19-03-3

#### 1 Summary

1.1 Three applications were received for the March 2019 round of discretionary funding. These were:

- Motueka Districts Neighbourhood Support Society (Inc.) - \$500.00
- Project De-Vine - \$500.00
- Motueka Random Acts of Kindness - \$500.00

These applications comply with Board guidelines and the full applications are attached for the Boards reference. All applicants have been asked to attend the meeting to speak to their applications.

1.2 All applications are category A 'Projects' and there are budgeted funds available to meet these requests.

1.3 Currently there is a balance of \$4,902.00 being carried forward from February 2019 for the **Discretionary Fund**. If all applications being considered at this meeting are approved in full, the remaining balance will be \$3,402.00.

1.4 The Board has three options.

- **Option 1** - The Board can approve the applications in full.
- **Option 2** – The Board can approve an amount less than the applications.
- **Option 3** – The Board can decline the application. In declining the application, the Board should communicate the reason for the decision to the applicants.

1.5 If applications are approved in full or part, payment will be made to the applicant by direct credit within ten working days of receiving their bank account details.

**2 Draft Resolution**

**That the Motueka Community Board receives the Discretionary Fund Application March 2019 report RMCB19-03-3; and**

- 1. Grants Motueka Districts Neighbourhood Support Society (Inc.) \$500.00; or**
  - a) the Motueka Community Board declines the application from Motueka District Neighbourhood Support Society (Inc.) on the grounds that .....**
- 2. Grants Project De-Vine \$500.00; or**
  - a) the Motueka Community Board declines the application from on the grounds that .....**
- 3. Grants Motueka Random Acts of Kindness \$500.00; or**
  - a) the Motueka Community Board declines the application from Motueka Random Acts of Kindness on the grounds that .....**

**3 Attachments**

1.	Discretionary Fund Application - Motueka Districts Neighbourhood Support Society (Inc)	29
2.	Discretionary Fund Application - Project De-Vine	31
3.	Discretionary Fund Application - Motueka Random Acts of Kindness	37

Motueka Community Board  
Discretionary Fund Application  
Form

Name of organisation:	Motueka Districts Neighbourhood Support Society(Inc)
Address:	c/o MDNSS Secretary, 158 Tokongawa Drive, R.D.2. Motueka 7197
Contact Person:	Hilary Carson-Campbell
Phone:	5278 078
Email:	hcarsoncampbell@gmail.com
Purpose of organisation:	<p>To help the whole Community Mapua to Marahau cope and support each other in all types of <b>adverse events , crisis and emergency situations</b></p> <p>To encourage them to prevent crime, get them ready and prepared to handle emergencies such as: Civil Defence events, Fire matters , Adverse Weather and personal events . <b>Fire Prevention has been a main objective this year for our Rural Properties.</b></p> <p>David Ogilvie can confirm our involvement as I required his intervention recently for a NS Group who had serious on going fire issues caused by Freedom Campers. Rural Property Members were emailed scanned FENZ documents on:</p> <p>"Are you Ready to Evacuate this Summer"? "Fire Safety for Rural Living" and "Fire Seasons and Permits " along with information of Fire Extinguishers and How to Use them.</p> <p>These documents were requested April 2018 but unfortunately were under review and only became available days before the Pigeon Valley Fires. We got them out there!</p>
Amount applied for: (up to \$500)	\$500 .We are organizing training sessions to demonstrate "How to perform CPR and How to operate an AED machines". We will also cover C.D. preparedness, Fire Matters, Crime Protection and Personal Safety, Home security and role of Neighbourhood Support
Details of project to be funded:	Currently we have 108 Groups in the Motueka Police District Mapua to Marahau. Each group has a Contact Person (GCP) and in some cases deputies. We need to offer a number of training sessions at various times and locations as some members are in the workforce. Motueka Regional Ambulance Trust will carry out the CPR/AED demonstrations.(St. John's was too expensive)
Category of funding relating to this application (see guidelines)	Category A & B
Who/What will benefit from the project in the Motueka community?	Thousands in our community will benefit. The Group Contact People deputies and others will pass on the information to others and that will result in more in the community being able to cope in emergencies.The CPR/AED element in the programme might help save lives until the professionals arrive.

Describe any voluntary time and any other funding contributions received for this project	Westpac Bank Motueka and Westpac Helicopter Trust have provided some Wallet/Purse handouts on How to perform CPR on Adults and infants. They will also provide tea coffee etc. They are trying to arrange some "Free Venues" for our training sessions. Other agencies will provide the professional input on Crime Prevention, Personal Safety, Fire, Civil Defence adverse events.
Who else have you asked for funding for this project?	No others for this specific project. However we have asked 12 businesses for support and NSNZ but this is for wages and running costs.
Bank Account Number	BNZ Motueka 02 0692 a/c 0066499:00



**Motueka Community Board  
Discretionary Fund Application Form**

<b>Name of organisation:</b>	Project De-Vine Trust
<b>Address:</b>	c/o Chris Rowse, 11 Upper Rocklands Road, Takaka RD1 7183
<b>Contact Person:</b>	Chris Rowse - Project Director
<b>Phone:</b>	03-525-8588 or 020 4111 2626
<b>Email:</b>	chris@projectde-vinetrust.org.nz
<b>Purpose of organisation:</b>	See attached document for the response to this question
<b>Amount applied for: (up to \$500)</b>	\$500
<b>Details of project to be funded:</b>	See attached document for the response to this question
<b>Category of funding relating to this application (see guidelines)</b>	Category A
<b>Who/What will benefit from the project in the Motueka community?</b>	See attached document for the response to this question
<b>Describe any voluntary time and any other funding contributions received for this project</b>	See attached document for the response to this question
<b>Who else have you asked for funding for this project?</b>	See attached document for the response to this question
<b>Bank Account Number</b>	A/C No 03 1354 0387294 000 Charity No/ CC53535

Signed *Chris Rowse*

Date 1st March 2019

**Application to Motueka Community Board****Discretionary Fund Application Form****Name of Applicant:** Project De-Vine**Address of Applicant:** 11 Upper Rocklands Road, Clifton, RD1 Takaka NZ 7183**Telephone Number:** 03 525 8588**Amount applied for:** \$500 (we are GST registered)  
(under \$500)**History of community group or individual represented:**

Project De-Vine started out as a local weedbusting group, which has grown into an independent charity with Golden Bay wide, and around the “halo” of Abel Tasman National Park, landscape scale goals. Project De-Vine is working with Project Janszoon (who are contracting us to work in and around Abel Tasman National Park) to create a “halo” around the Park clear of invasive plants. These goals include clearing the area to the east of State Highway 60 from Takaka hill to Riwaka, reaching as far as along the ATNP boundary to Marahau, of invasive weeds such as Douglas Fir, Old Man’s Beard and Banana Passion vine. Project De-Vine is also supporting landowners from the Riwaka valley to Marahau area with regular working bees and free bottles of gel to kill the vines. It is supporting the Motueka Valley residents who are organising their own working bees.

**Details of project:**

Now we have scaled up our efforts we intend to apply the DOC Community Fund for a 3 year grant to carry out pest vine and Douglas Fir control on multiple properties between Riwaka and Marahau with the aim to reach as many properties as the grant will allow. We are asking for a grant to boost the number of hours of control work we can offer to the many landowners we will be assessing. The assessments costs are already funded by TDC Biosecurity dept., Project Janszoon, Nelson Building Society and a local helicopter company.

**Who/What will benefit in Motueka community from the project:**

The Marahau to Riwaka valley communities will be the initial beneficiaries of the control work. This is one of many stages that are planned. Another on-going stage is the control of pest vines along State Highway 60 – funded by NZ Transport Agency and in its third year. Ultimately, the aim is extensive control from the east side of SH60 Takaka hill road from Canaan to Marahau to create a Buffer Zone, or “Halo” around eastern Abel Tasman National Park free of invasive plants and trees. Riwaka valley will continue to be supported with either working bees and / or other initiatives at this stage.

Our previous funding from the DOCCF has used the model of offering each property a set number of hours for free (in our last grant this was 45 hours), for each year, and ask those requiring more than that per year to contribute at our all-inclusive (staff, chemicals) “community at cost rate” of \$35 per hour, plus travel for any extra hours. For those that are not able or willing to pay for extra hours, then we will still be back for each year of the funding, but sometimes doing less, so that we can visit extra properties. Often, the work we do stimulates the owner to do more control work themselves, when they do not feel so overwhelmed. We also given tuition and free gel bottles to encourage them.

**Description of voluntary time and money contributions/donations:**

TDC Biosecurity department have contributed towards the cost of the assessments = \$2600  
Project Janszoon have contributed towards the cost of the assessments = \$2000



Project De-Vine has received from Nelson Building Society (NBS) towards this assessment stage of our work ... =\$500  
 NZ Landcare Trust are helping with many hours of paid staff time to co-ordinate the assessments  
 A local helicopter company has donated ONE hour of free time to assist with an aerial survey of key properties with hard to see vines or Douglas Firs.  
 Three fifty hundred volunteer hours have already happened at the working bees to date. This does not include the volunteer time to set up the working bees.  
 The Gel pottles are supplied at 50% discount by Cut'n'Paste – based on Waiheke Island

**Outline other attempts to raise funding:**

See details of the assessment phase funds and contributions raised already above.  
 An application is being prepared to the DOC Community Fund, which closes 22 March 2019  
 The amount will depend on the results of the assessments which are underway now. A considerable amount of in-kind hours and some \$ contributions for extra work, is expected as support from many landowners.  
 Volunteer hours to run the 3-year project will be in the hundreds of hours each year.

**Intended use of funds: (Quotes to be provided)**

Together with other funding, principally the DOC Community Fund, we will use the MCB grant to boost the amount of control work on pest vines and Douglas Fir that we will be carrying out on multiple properties in the Riwaka to Marahau area.  
 The DOC Community Fund ask to see evidence of local support from the council. This is a great way to show it.  
 If we are successful with the DOCCF grant over 3 years, we will apply to the Motueka Community Board Discretionary Fund each year to continue to boost the amount of work we can carry out each year.

**This grant will pay for an extra 18.2 hours of control work (excluding other costs) @ \$27.50 ph. = \$500**

(See attached quote)

**Bank Account Number**

Our account number is: 03 1354 0387294 000  
 National IRD Exemption No: 120-267-604  
 Registered Charity No. CC53535  
 Certificate of Incorporation: 2646511

**Applicants to provide appropriate financial statements e.g. a statement of financial position (balance sheet) and a statement of financial performance (profit and loss).**

See enclosed Financial report for the year ended 30 June 2018.  
 Project De-Vine Trust has been an independent Charitable Trust since July 2016

Our annual accounts are audited annually, by an external auditor.

Project De-Vine has received total Grants, Awards, Sponsorship, etc. in excess of NZ\$1,330,000.  
 It has applied for other grants for different projects around Golden Bay.  
 If you require more details, we can supply them.

**PROJECT DE-VINE TRUST**

*“CLEARING THE PEST VINES OUT OF GOLDEN BAY AND AROUND ABEL  
TASMAN & KAHURANGI NATIONAL PARKS”*

Motueka Community Board

Address 1

Address2, Postcode

**QUOTE**

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
<b>Project summary:</b>			
18.2	To carry out pest vine and Douglas Fir control on multiple properties between Riwaka and Marahau in conjunction with other funders.	\$27.50	\$500.00
		<b>GST</b>	<b>\$75.00</b>
		<b>TOTAL</b>	<b>\$575.00</b>

Regards,

**Chris Rowse**

Project Director

Project De-Vine Trust

12 Motupipi Street, Takaka 7110 | P. 03 929 7518 | E. admin@projectde-vinetrust.org.nz

**Project De-Vine Trust  
Balance Sheet  
At 30 June 2018**

Assets	2018	2017
<b>Current Assets</b>		
<b>Bank Accounts</b>		
PDVT NBS Bank Account	167,317	51,604
Petty Cash/Cash On Hand	61	6
<b>Other Current Assets</b>		
Accrued Income	-	11,828
Trade Debtors	56,647	95,074
Work in Progress	6,989	-
Prepayments	1,356	-
Inventory	1,487	12,927
<b>Total Current Assets</b>	<b>233,857</b>	<b>171,439</b>
<b>Fixed Assets</b>		
Furniture	181	216
Computers	2,016	440
Field Equipment	2,154	-
<b>Total Fixed Assets</b>	<b>4,352</b>	<b>656</b>
<b>Total Assets</b>	<b>238,208</b>	<b>172,095</b>
<b>Liabilities</b>	<b>2018</b>	<b>2017</b>
<b>Current Liabilities</b>		
GST	23,309	36,512
PAYE	2,931	7,366
Trade Creditors	3,543	4,392
Gem Visa	1,751	-
Income in Advance	151,631	57,724
Expense Accruals	-	13,252
Holiday Pay Owed	2,441	2,240
Provision for Legal Claim	15,000	-
Short Term Loan	-	15,000
<b>Total</b>	<b>200,606</b>	<b>136,486</b>
<b>Net Assets</b>	<b>37,603</b>	<b>35,609</b>
Opening Equity	35,609	-
Current Year's Surplus	1,993	35,609
<b>Total Equity</b>	<b>37,603</b>	<b>35,609</b>

**Project De-Vine Trust****Income & Expenditure**

Year Ending 30 June 2018

<b>Income</b>	<b>2018</b>	<b>2017</b>
Projects	162,583	249,380
Operational Grants & Donations	121,729	66,148
WINZ Subsidies	2,685	25,102
Landowner Contributions	8,528	12,704
Plants	252	8,888
Office Grant	17,500	7,500
Interest	-	1,523
Pre-Trust Xfr ex Forest & Bird - Cash	-	14,540
Pre-Trust Xfr ex Forest & Bird - Inventory	-	12,027
<b>TOTAL INCOME</b>	<b>313,278</b>	<b>397,812</b>

<b>Expenses</b>	<b>2018</b>	<b>2017</b>
Direct Labour - Control	169,065	240,486
Direct Labour - Reporting & Liaison	28,626	54,445
Materials	16,059	15,134
Mileage	9,949	7,740
Training	4,812	2,922
Field Expenses	7,811	10,784
Other Unallocated Wages	27,457	16,759
Rent	4,693	4,513
Insurance	1,872	1,000
Printing, Stationery & Postage	1,464	2,630
Computer	3,054	1,286
Accounting	4,510	1,115
Legal	8,009	-
Travel & Accom	3,000	1,091
Other Expenses	1,844	2,103
Depreciation	4,059	193
Provision for legal settlement	15,000	-
<b>TOTAL EXPENSES</b>	<b>311,285</b>	<b>362,203</b>

<b>SURPLUS</b>	<b>1,993</b>	<b>35,609</b>
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**Name of organisation\***

Motueka Random Acts of Kindness consisting at present of Jane Hobday and Louise Petzold

**Project category**

Projects - category A

**Address**

4, Mickell Rd RD3 Motueka

**Contact person\***

Jane Hobday

**Contact phone\***

528 9093

**Email address\***

[jane.hobday17@gmail.com](mailto:jane.hobday17@gmail.com)

**What is the purpose of your organisation?**

NZ National kindness Day is on 1st September. We would like to initiate Motueka's first RAK day as we think Motueka is just the place for this to take off. If it is successful we hope for it to become an annual event. We are aware of many acts of kindness happening in Motueka from individuals, organisations and businesses. We would like to build on this existing generosity and approach primary schools, the local Marae, churches, Motueka businesses and community groups to see if they would like to be part of this initiative. The random aspect is the idea that we do something kind just for the sake of it rather than expecting anything back. This can be great fun and isn't expensive. Anyone can be involved.

We would like to create an interactive Kindness Wall in Motueka on Saturday 31st August where people can write their ideas / messages and a stall at the market on 1st September. We would like to create flyers and posters to raise awareness of the event and also to share ideas of what is and can be done. The idea is for us to help catalyse but for people / organisations to run with it in their own way with us as support if required. We would do a lot of ground work talking to people and sharing ideas in preparation for the launch of the Random Acts of Kindness Day event in September.

**Amount applied for - up to \$500**

We would like to apply for \$500 for publicity, materials to construct a kindness wall for outside the museum (if permission is granted), a Sunday market stall on 1st September and to print flyers with ideas and contacts to distribute widely to organisations and schools.

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

We feel this initiative would build on what is already starting to happen here. It would be fun, contagious and creative. It costs nothing to be kind and research shows that acts of kindness benefit the giver, the receiver and those witnessing or hearing about it. It

supports child rich communities and may be helpful in boosting self-worth and a sense of connection with others in our community. Much research indicates that generosity, gratitude and kindness can have a positive effect on mental well-being and we would aim to use kindness as a catalyst.

We would like to create a mechanism where people's ideas and activities are shared with others via a facebook page or tweet feed.

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

We would give our time to get this initiative off the ground. We have energy and enthusiasm for it.

**Who else have you asked for funding for this project?**

No one

**7.2 MOTUEKA COMMUNITY BOARD CHAIR'S REPORT****Decision Required**

<b>Report To:</b>	Motueka Community Board
<b>Meeting Date:</b>	19 March 2019
<b>Report Author:</b>	Brent Maru, Chairman, Motueka Community Board
<b>Report Number:</b>	RMCB19-03-4

**1 Summary**

- 1.1 This is the Motueka Community Board Chairman's regular monthly report.

**2 Draft Resolution**

**That the Motueka Community Board receives the Motueka Community Board Chair's Report RMCB19-03-4.**

**3 Local Board Proposal**

- 3.1 Board Member Claire Hutt, Councillor David Ogilvie and I, met informally with the Golden Bay Community Board Member Grant Knowles, for an update on their request for a Local Board for Golden Bay.
- 3.2 I believe that the Board will have an opportunity to submit alternative representation models soon and we should ensure that we are well prepared for a submission.

**Recommended Action:**

Board to discuss.

**4 Responsible Camping**

- 4.1 Are there any updates from the Board in relation to responsible camping?

**Recommended Action:**

Board to discuss.

**5 Motueka Motorhome Wastewater Dump Station**

- 5.1 The existing public motor home dump station in Hickmott Place, Motueka does not have a reliable water supply and is sited in an inappropriate location.

- 5.2 Council staff have investigated a number of alternative locations in Motueka. These have been rejected either because of their location, public concern and/or the high cost to build the facility.
- 5.3 There are still some options under investigation.
- 5.4 Council staff are currently working through these options. They will report to the Board at the meeting on the pros and cons of the potentially viable options and seek a recommendation from the Board on a way forward, which will be presented to Council.

**Recommended Action:**

That the Board discusses the options for the Motueka Motorhome Wastewater Dump Station.

<b>6 Motueka Library – Update from Susan Edwards, Community Development Manager</b>
---

- 6.1 At its meeting on 21 February, Full Council considered a report seeking additional funding for the Motueka Library Project and to use some of last year's District-wide library surplus funding in this financial year to progress the project. Council resolved (extract from Unconfirmed Minutes):

CN19-02-1

That the Full Council:

1. receives the Motueka Library Project Update, RCN19-02-06; and
  2. approves the provision of an additional \$1 million capital funding to meet the current estimated project cost of \$5 million; and
  3. approves that \$50,000 be made available from the carried forward surplus of \$256,000 in the Libraries account to enable the project to meet the planned timelines; and
  4. notes that a design-build procurement process is being undertaken to appoint a contractor and designer
- 5.2 At the Community Development Committee meeting, also on 21 February, the Committee considered a report on progressing the Motueka Library project, now that the Feasibility Study phase of the project is complete and that the preferred site for the library is Decks Reserve.
- 5.3 I recommended that the Committee agreed to a new Working Party being established to progress the design and procurement work for the project. The previous Working Party comprising Crs Canton and Oglive, the Community Board Chair and key staff was only appointed to progress the Feasibility Study.
- 5.4 At a meeting late last year, the Motueka Community Board discussed its delegations. The Board requested a greater involvement in the Motueka Library project by all Board members. The Community Development Committee considered the request that the full Board be included on the Working Party, rather than some of them. The Committee agreed to the Board's request. The Working Party also includes the Libraries Manager, Reserves and Facilities Manager and myself.
- 5.5 The Committee approved a Terms of Reference for the Working Party (refer to Attachment 1 to this report).



- 5.6 Staff have also recently met again with manawhenua iwi to discuss their views on the project and process undertaken so far.

**Recommended Action:**

Board to discuss.

## 7 Presentations to the Board

- 7.1 Councillor David Ogilvie reminded me of having key leaders in the community present and enter dialogue with the Board, which I support. Suggestions have been the Manager of the Research Station at Brooklyn, Motueka High School Principal, Friendship Hospital Manager, Department of Conservation Manager, Heartland Fruit Manager, Periodic Detention Manager, Kaiteriteri Reserves Manager and the I-site Manager.

- 7.2 With the Boards approval I will organise someone for the meeting in April.

**Recommended Action:**

Board to discuss.

## 8 Recycling Station

- 8.1 I have been in discussion with the Motueka Recreation Centre Manager who is currently reviewing recycling practices at the centre, he is keen to see if a space can be provided to accommodate a Tasman District Council drop off and collection point, similar to the one previously outside the Motueka Museum.

- 8.2 The Motueka Municipal Band have an effective aluminium can recycling station on-site.

- 8.3 What are the thoughts of the Board and please accept my apologies as this item was in last month's Chair's report and was not discussed.

**Recommended Action:**

Board to discuss.

## 9 Anzac Day – Wreath Laying

- 9.1 Can the Board please confirm what members will lay the wreath on behalf of the Motueka Community Board at the Anzac day dawn parade in Motueka?

- 9.2 The Board is usually extended an invitation to the various ceremonies around the district – Attachment 2.

**Recommended Action:**

Board to discuss.

**10 Motueka Youth Council**

10.1 Are there any items from the Youth Council representatives?

**Recommended Action:**

Board to discuss.

**11 Civil Defence response to Pigeon Valley fire and the drought**

11.1 The Pigeon Valley Fire has been one of the longest running civil defence emergencies faced by the Tasman District. It has been a very different event to the cyclone and flood events which we faced at the same time last year and have faced on numerous occasions in the past. While it may not have directly affected many people in the Motueka Ward, it has had major consequences for residents in our Tasman District. Many of us know people who were evacuated and who have suffered property damage and losses. Our thoughts are with the people who have been seriously affected by the event.

11.2 I am also aware that a large number of our Council staff have volunteered to work in the Civil Defence Emergency Operations Centre (EOC). This demonstrates the level of commitment they have to the Tasman community. Working in the EOC can be very demanding, stressful and can be emotionally challenging.

10.3 On behalf of the Board, I would like to thank the Council staff and all the organisations who have been involved in responding to the event for the often extreme efforts they have gone to in order to assist the Tasman community and the level of professionalism and care that they have demonstrated to people in our community who have been, in many cases, seriously affected by the fire.

10.4 The drought being experienced across large parts of the Tasman District is also creating problems for our District community. It will have economic consequences, which will have an ongoing effect, for some time to come.

**Recommended Action:**

Board to acknowledge the work undertaken by the Nelson/Tasman Civil Defence Emergency Management Group, staff from both Tasman District and Nelson City Councils, and all the agencies who have been involved in the response to the Pigeon Valley fire event, and also acknowledges the work of Council staff on the drought.

**12 Any items from Board Members**

12.1 Are there any items from Board members?

**Recommended Action:**

Board to discuss.

**13 Items from the Public Forum**

13.1 Any items raised in the Public Forum requiring further discussion.

**Recommended Action:**

Board to discuss.

**14 Attachments**

- |    |   |    |
|----|---|----|
| 1. | Motueka Memorial RSA Letter             | 45 |
| 2. | Motueka Library Terms of Reference 2018 | 47 |



**From:** Motueka RSA <[manager@motuekarsa.co.nz](mailto:manager@motuekarsa.co.nz)> on behalf of Motueka RSA  
<[SRS0=+bDt=RH=motuekarsa.co.nz=manager@vodafone.co.nz](mailto:SRS0=+bDt=RH=motuekarsa.co.nz=manager@vodafone.co.nz)>  
**Sent:** Tuesday, March 5, 2019 9:33:39 AM  
**To:** [brentmaru@vodafone.co.nz](mailto:brentmaru@vodafone.co.nz)  
**Subject:** MOTUEKA COMMUNITY ANZAC DAY DAWN SERVICE 2019

Dear Brent

On behalf of the President of the Motueka Memorial RSA I would like to extend a cordial invitation to you to attend all or any of the following ANZAC Day services that are to be held in the Motueka area on ANZAC Day 2019.

**Motueka Community ANZAC Day Dawn Service:** The service will commence at 0630hrs at the Motueka War Memorial Pah Street Motueka.

The Parade will form up on Pah Street outside the entrance to the Bowling Club/Senior Net and march straight down to the War Memorial, fall in at 0615 and March off at 0625. Following the service refreshments will be served at the Motueka Memorial RSA 49 High Street.

**Riwaka Citizens Service:** 9am Riwaka War Memorial Cnr School Road and Main Road Riwaka

**Ngatimoti Citizens Service:** 10.30 am St James Church 882 Waiwhero Road, Ngatimoti.

Kind regards

**Rebecca Hodges | Club Manager**

**Motueka Memorial RSA**

P +64 3 5289777

M 021 2700778

A 49 High Street, Motueka 7120

E [manager@motuekarsa.co.nz](mailto:manager@motuekarsa.co.nz)



## **Motueka Library Working Party Terms of Reference**

### **1. Purpose**

The Motueka Library Working Party (Working Party) is to oversee the development of the design specification and procurement process for the new Motueka Library building on Decks Reserve; to recommend to Council the proposed location of the new Library on Decks Reserves; and to manage any associated community engagement processes.

### **2. Membership**

Membership of the Working Party is:

- Peter Canton, Community Development Committee Chair & Motueka Councillor
- David Ogilvie, Motueka Councillor
- Paul Hawkes, Motueka Councillor
- Brent Maru, Motueka Community Board Chair
- Barry Dowler, Motueka Community Board member
- Richard Horrell, Motueka, Community Board member
- Claire Hutt, Motueka Community Board member
- Susan Edwards, Community Development Manager
- Glennis Coote, Libraries Manager
- Richard Hollier, Reserves and Facilities Manager

The Working Party Chair will be Cr Peter Canton.

There will be times when a range of other staff, including the Project Manager (Chris Blythe), Motueka Branch Librarian, Property Manager, Customer Services Manager and Reserves Officers, will need to attend Working Party meetings as advisers.

### **3. Stakeholders**

Representatives from iwi, relevant user groups, and relevant community groups, may be invited to attend Working Party meetings as key stakeholders when required. However, these representatives will only have speaking rights with the agreement of the Working Party Chair. For the avoidance of doubt, these representatives will not have voting rights.

### **4. Quorum**

Quorum for the Working Party is five members, including a minimum of three political representatives.

### **5. Meeting Frequency**

Working Party meetings will be held as needed.

### **6. Areas of Responsibility**

Key tasks and responsibilities for the Working Party are to:

Page 1 of 3

- Assist with preparing a draft design specification (what the project will include) based on advice from staff and Library consultant, Nicki Moen.
- Support this project design specification to the Community Development Committee for approval.
- Consider the site feasibility work prepared by JTB Architects on the two options for locating the new Library at Decks Reserve (i.e. between the Information Centre and Japanese Gardens adjacent to Wallace Street, and on the existing carpark) and make a recommendation to the Community Development Committee on the preferred site following undertaking a community engagement process on the options.
- Monitor the procurement process undertaken by staff to engage a technical consultant who will assist staff with the preparation of the contract documents necessary to undertake the procurement process for the Request for Tenders and Design-Build tender to construct the new Library.
- Review the Request for Tenders documentation prepared by staff and the technical consultants.
- Review, with staff, the proposals received from potential technical consultants, prior to staff deciding which consultant to engage.
- Review the Design-Build tender documentation prepared by staff and the technical consultants.
- Provide comments in support of a recommendation to the Tenders Panel on awarding the Design-Build contract to the preferred tenderer.

**7. Powers to decide**

- The Working Party has no decision making powers.

**8. Powers to recommend**

The Working Party has powers to recommend to the Community Development Committee:

- The draft design specification for the new Library on Decks Reserve (what the project will include).
- The preferred site on Decks Reserves for the new Library to be built following a community engagement process.

**9. Role of the Chair**

- To review the agenda with staff prior to Working Party meetings.
- To chair meetings according to the agreed agenda and to assist the Working Party to reach consensus on issues and options.

**10. Role of staff**

Staff provide technical expertise, project management and administrative support to the Working Party. Their role is to:

- Provide advice and reports to enable full consideration of the matters before the Working Party.
- Provide advice on the procurement process for engaging the technical consultants to prepare the Request for Tender documentation and the Design-Build documentation.



- Provide advice to the Working Party on legal and statutory issues and obligations.
- Lead technical discussions on matters under consideration.
- Manage project resources (budget and staff time).
- Manage project issues and risks and provide advice to the Working Party on issues as they arise.
- Provide staff reports to meetings at decision making points, including preparing any recommendation reports to the Community Development Committee, Council and/or the Tenders Panel.
- Organise and manage engagement with key stakeholders and the wider community in association with the Working Party members and any relevant consultants.
- Prepare and distribute agendas for Working Party meetings.
- Approve tender documents to engage consultants to undertake the various project workstreams; undertake assessment of tenders received; and recommend the successful tenderer to the Working Party for consideration.
- The Community Development Manager will be responsible for deciding on which consultants will be engaged to undertake various workstreams, following consideration of the Working Party's view on the matter.
- Maintain records of processes used, options considered, etc, so that the decision making process can be clearly understood.

**11. Varying Terms of Reference**

These terms of reference may be varied by resolution of the Community Development Committee.

**12. Dissolution of the Working Party**

The Working Party will be dissolved following completion of the tasks and responsibilities outlined in section 6 above.



**7.3 FINANCIAL REPORT****Information Only - No Decision Required**

<b>Report To:</b>	Motueka Community Board
<b>Meeting Date:</b>	19 March 2019
<b>Report Author:</b>	Liz Cameron, Assistant Management Accountant
<b>Report Number:</b>	RMCB19-03-5

**1 Summary**

- 1.1 The financial report for the period ending 31 December 2018 is attached (**Attachment 1**).
- 1.2 The net financial position as at 31 December is a deficit of \$386.
- 1.3 Closed account interest is earned on the Motueka Community Board opening surplus \$1,011 (YTD).
- 1.4 The net position of the Motueka Community Board's overall funds as at 31 December 2018 is a surplus balance of \$103,081.

**2 Draft Resolution**

**That the Motueka Community Board receives the Financial Report RMCB19-03-5.**

**3 Attachments**

- |                                    |    |
|------------------------------------|----|
| 1. Financial Summary December 2018 | 53 |
|------------------------------------|----|



<b>TASMAN DISTRICT COUNCIL</b> <b>Motueka Community Board</b> <b>December 2018</b>
--

	Month	Month	Month	YTD	Annual	YTD Actual as a % of
	Actual	Budget	Budget %	Actual	Budget	Annual Budget
<b>Charges</b>						
<b>Remuneration</b>						
Chairperson Monthly Salary	1,193	1,193	100%	7,158	14,320	50%
Members(3)	1,790	1,799	99%	10,698	21,589	50%
Member Reimbursements	-	357	0%	3,654	4,284	85%
<b>Miscellaneous</b>						
<i>pages rate</i>						
Photocopying 0 0.1	-	51	0%	-	612	0%
Community Board discretionary fund	-	554	0%	1,350	6,650	20%
Youth Development Fund	-	83	0%	-	1,000	0%
Litter Cart *	-	-	0%	-	5,100	0%
Community Board Expenses	37	43	86%	437	510	86%
Cost of Elections	-	111	0%	1,326	1,326	100%
Special Projects	3,775	4,335	87%	29,001	52,020	56%
<b>Total Charges</b>	<b>6,795</b>	<b>8,526</b>	<b>80%</b>	<b>53,624</b>	<b>107,411</b>	<b>50%</b>
<b>Less</b>						
CCB Rate	7,783	7,772	100%	46,672	93,262	50%
Sunday Market Income	1,299	1,006	129%	5,555	12,071	46%
Closed Account Interest	164	173	95%	1,011	2,078	49%
<b>Net Charges</b>	<b>2,451</b>	<b>425</b>		<b>(386)</b>	<b>-</b>	

**Equity**

Opening Surplus/(Deficit) Balance 1 July 2018

103,467

Net Surplus/(Deficit) December 2018

(386)

Closing Surplus/(Deficit) Balance 31 December 2018

**\$ 103,081**

## Notes to the accounts

## A) Discretionary Fund

Balance brought forward from 2017/18	751
Plus Budget Allocation	<u>6,650</u>
Available Funds	7,401
Less Expenditure	1,350
Less Commitments	-
Remaining Balance	<u>6,051</u>

## Discretionary Fund Expenditure

Motueka-Kiyosato Friendship Committee (returned unspent funds)	-	150
Big Brothers Big Sisters		500
Motueka District Community Christmas Dinner		500
Nga Watene O Motueka		500

Total Expenditure to December 2018 1,350

## B) Youth Development Fund

Balance brought forward from 2017/18	1,065
Plus Budget Allocation	<u>1,000</u>
Available Funds	2,065
Less Expenditure	-
Less Commitments	-
Remaining Balance	<u>2,065</u>

## Youth Development Fund Expenditure

No Expenditure

Total Expenditure to December 2018 -

## C) Special Projects

Balance brought forward from 2017/18	78,854
Plus Budget Allocation	<u>52,020</u>
Available Funds	130,874
Less Expenditure	29,001
Less Commitments	-
Remaining Balance	<u>101,873</u>

## Special Projects Expenditure

Riwaka Croquet Club	5,000
Marahau/Sandy Bay Ratepayers & Residents Assn	3,133
Project Advertising - Motueka Guardian	90
Skatepark drainage	7,003
Rock for Boat Ramp & Carpark	10,000
Motueka Memorial RSA	3,775

Total Expenditure to December 2018 29,001

## 7.4 ACTION LIST

Information Only - No Decision Required

**Report To:** Motueka Community Board  
**Meeting Date:** 19 March 2019  
**Report Author:** Verity Simpson, Motueka Community Board Secretary  
**Report Number:** RMCB19-03-6

### 1 Summary

1.1 Attached is the Action List for the Motueka Community Board to review.

### 2 Draft Resolution

**That the Motueka Community Board receives the Action List RMCB19-03-6 report.**

<b>3 Attachments</b>
----------------------

1. Action List

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Note – updated from the Board meeting of 19<sup>th</sup> February 2019

Item	Minute/Action	Accountable Officer	Status
August 2018	Chair Maru to write to Property Manager Mark Johannsen and request a revised plan of the Harbourmaster building.	Chair Maru	16/10/18 – Plans have been requested and are still to come.
November 2018	Chair Maru to follow up with Richard Kirby about the youth councils request for rubbish bins of Whakarewa Street.	Chair Mau	27/11/18 Email sent to Richard Kirby after no response received from David Stephenson asking Richard to follow up on this. 18/12/18 Email received from David Stephenson informing that a new contact for litter bins is coming up and Council will be in a position in the new year to address the litter issues on Whakarewa Street. 19/02/19 May Takahashi to contact Graham Poxon who has taken over David Stephenson's role as Waste Management Engineer.
November 2018	Chair Maru to find out if a TMP has been submitted for the Riwaka/Queen Victoria Street fruit pack house.	Chair Maru	
December 2018	Richard Kirby to request an additional pedestrian crossing near McDonalds off Whakarewa Street.	Richard Kirby	
December 2018	Mr Kirby to investigate increasing the number of speed signs on Thorp Street past the Fearon Street corner.	Richard Kirby	
December 2018	Investigate if the level of service requirements are being met for roadside mowing on the local roads in the area	Richard Kirby	19/12/18 Email with photos from Mr Kirby confirming the roads meeting standard levels.

Item	Minute/Action	Accountable Officer	Status
February 2019	S/R to engineering regarding sign for Puketutu Grove be relocated due to obstruction by a tree blocking visibility	Board Secretary	
February 2019	Chair Maru to contact Glenn Thorn regarding the proposal for a zero depth water park.	Chair Maru	
February 2019	Massey Street is the preferred site for the dump station, Chair Maru to follow up on a report.	Chair Maru	
February 2019	Sharon Flood to speak to David Stephenson about a report to the Board in relation to the proposed Mariri Site as the Board have authorised funds for site contamination testing.	Sharon Flood	
February 2019	Chair Maru to contact the Harbourmaster and the Kaiteriteri Domain Board requesting a larger warning sign be placed at the Kaiteriteri Estuary.	Chair Maru	
February 2019	Paul Hawkes to speak to Engineering about the road signs for Sandy Bay-Marahau Road, Kaiteriteri <b>and</b> Sandy Bay–Marahau Road, Marahau that are around the wrong way.	Paul Hawkes	
February 2019	Paul Hawkes to put a report in front of the Board to request Wharf Road name be changed to a name which recognises Bob Cook.	Paul Hawkes	

## 7.5 SPECIAL PROJECTS ACTION LIST

Information Only - No Decision Required

**Report To:** Motueka Community Board  
**Meeting Date:** 19 March 2019  
**Report Author:** Verity Simpson, Motueka Community Board Secretary  
**Report Number:** RMCB19-03-7

### 1 Summary

1.1 Attached is the Special Projects Action List for the Motueka Community Board to review.

### 2 Draft Resolution

**That the Motueka Community Board receives the Special Projects Action List RMCB19-03-7 report.**

<b>3 Attachments</b>
----------------------

1. Special Projects Action List

61

Note – updated from the Board meeting of 19<sup>th</sup> February 2019

Approved Projects 2016/17	Funds Awarded	Status
Motueka Historic Wharf landscaping	\$3000	19/06/18: Paul Sangster presented the draft deed of Trust for the Tasman Bays Historic Wharves Trust. 19/2/2019: Board to look at how this project may be progressed.
Play equipment for the Newhaven Reserve	\$5,000	18/09/18 In the current Reserves and Facilities Work Programme for this year. 19/02/19 Project completed payment to be made.
Thorp Bush picnic area	\$10,000	18/09/18 In the current Reserves and Facilities Work Programme for this year. 19/2/2019: Waiting completion of the Motueka Reserves Management Plan.
Playground upgrades	\$10,000	18/09/18 Claire Hutt to meet with Glenn Thorn. 16/10/18 Claire Hutt in negotiations with Glenn Thorn about location of new swings. 20/11/18 Looking at sponsorship for cost of swings. 19/02/19 In progress
Enhancement of Marahau	\$10,000	28/09/18 Part-payment \$3132.65 made.
Outdoor exercise equipment	\$10,000	18/09/18 Project is underway, Claire Hutt and Glenn Thorn to finalise equipment and order. 18/12/18 Equipment has been ordered 19/02/19 In progress awaiting arrival of equipment.
Motueka Arts Council sculpture	\$5,000	18/09/18 The Arts Council has raised all funds required and is now awaiting consenting process. 18/12/18 Invoice to come. 19/2/2019 Acknowledged the great work that Glenn Thorn has undertaken at the Skate Park. 95% complete.

Approved Projects 2016/17	Funds Awarded	Status
Motueka Skate Park	\$10,000	18/09/18 In the current Reserves and Facilities Work Programme for this year, with Glenn Thorn. 18/12/18 Work underway
Motueka War Memorial	\$5,000	18/09/18 RSA advised of funding available. 5/12/18 Part Payment made \$3775.00 1/2/19 Payment requested \$874 for top coat.
Footpath Pah-Queen Victoria St	\$10,000	18/09/18 In Engineering Services Work Plan.
Cycle Stand Installations	\$5,000	18/09/18 Barry Dowler to follow up with Steve Elkington. 16/10/18 Barry Dowler in negotiation with Steve Elkington. 20/11/18 2 large bike stands have been donated to Motueka from Christchurch at no cost.
Entrance Sign College St - Lighting	\$1,000	18/09/18 David Ogilvie to continue with pricing. 19/2/2019: Board noted that the sign has been painted orange, may not require lights?
Project De-Vine	\$5,000	18/09/18 Advised of funding.
Hard-Court Basketball Court	\$6,000	18/09/18 With Glenn Thorn 19/2/2019: Project completed
Youth Council – Rubbish Bins Project	\$2,000	18/09/18 May Takahashi to contact David Stephenson. 20/11/18 Chair Maru to make contact with Richard Kirby after no response from David Stephenson. 18/12/18 Email received from David Stephenson informing that a new contact for litter bins is coming up and Council will be in a position in the new year to address the litter issues on Whakarewa Street.

Approved Projects 2016/17	Funds Awarded	Status
		19/2/2019: Youth Cr Takahashi to follow up with Graham Poxon, David Stephenson's replacement.

**Motueka Community Board Special Projects 2018/19 Budget**

Special Projects balance as at 30 June 2018 \$78,854.00

**2016/17 MCB Special Projects**

Motueka Historical Wharf	\$3,000.00	Wharf Trust
Newhaven Reserve	\$5,000.00	G Thorn
<b>2016/17 Projects to be completed</b>	<b>-\$8,000.00</b>	

**2017/18 MCB Special Projects**

Thorp Bush Project	\$10,000.00	BM to follow up
Playground Upgrade	\$10,000.00	To be allocated
Motueka Arts Council	\$5,000.00	Brent / MAC
Outdoor Exercise Equipment	\$10,000.00	Claire / G Thorn
George Quay Rock Wall	\$10,000.00	S Elkington
Enhancement of Marahau	\$10,000.00	Marahau Assn
<b>Total proposed 2017/18 Projects</b>	<b>-\$55,000.00</b>	

<b>Remaining Funds if all projects completed</b>	<b>\$15,854.00</b>	
<b>Plus estimated budget 2018/19 allocation</b>	<b>\$52,020.00</b>	
	<b>\$67,874.00</b>	

---

**2018/19 MCB Special Projects**

Motueka Skate Park	\$10,000.00	G Thorn
Motueka War Memorial	\$5,000.00	Contingency
Footpath Pah - Queen Victoria St	\$10,000.00	Barry
Cycle Stand installations	\$5,000.00	Barry
Entrance Sign College Street - Lighting	\$1,000.00	David
Riwaka Croquet Club	\$5,000.00	BM - Croquet Club
Project De-Vine	\$5,000.00	BM - Project Devine
12 Court Basketball Court	\$6,000.00	G Thorn
Youth Council - Rubbish Bins Project	\$2,000.00	Youth Council
<b>Allocated 2018/19 projects</b>		
		<u>-\$49,000.00</u>
<b>Unallocated Funds</b>		<b>\$18,874.00</b>



## 8 CORRESPONDENCE

### 8.1 CORRESPONDENCE

Information Only - No Decision Required

**Report To:** Motueka Community Board  
**Meeting Date:** 19 March 2019  
**Report Author:** Verity Simpson, Motueka Community Board Secretary  
**Report Number:** RMCB19-03-8

#### 1 Summary

- 1.1 This report includes incoming and outgoing correspondence during February and March 2019.

#### 2 Draft Resolution

**That the Motueka Community Board receives the Correspondence RMCB19-03-8 report.**

**3 Attachments**

1.	Letter of thanks from Motueka Christmas Dinner Committee	67
2.	Letter to R Hollier re Zero depth water park	69
3.	Port Motueka Building Plan - Toilets	71
4.	Port Motueka Building Plan	73
5.	Accountability Form - Motueka Events Charitable Trust	77
6.	Letter of thanks from Special Olympics Motueka	79
7.	Invoice - Project De-Vine Trust	81

Date: 04 January 2019

Motueka Community Board  
Tasman District Council  
7 Hickmott Place  
Motueka 7120



Dear Board

On behalf of the Motueka Community Christmas Dinner Committee, I would like to extend our sincere gratitude to the Motueka Community Board for the very generous donation towards the organization of this 6<sup>th</sup> annual event at Memorial Hall.

- \$500 donation and waiver of Memorial Hall room hire

The day was a huge success with some 200 guests & volunteers coming together to celebrate this festive occasion.



As you can see, the hall came alive with red and green festive colours, Christmas trees on the stage, Christmas crackers at each place setting, carols were sung and a delicious 3 course meal was served to each guest. It was a joy to see all the smiles and hear the laughter.

Thank you again for your consistent support and we wish you all the best for 2019.

Your sincerely

Trindi Walker, Chairperson  
**Motueka Community Christmas Dinner Committee**  
E: [walkerbro@xtra.co.nz](mailto:walkerbro@xtra.co.nz)  
M: 021 728035

# MOTUEKA COMMUNITY CHRISTMAS DINNER

## Programme

- 11.30am A warm welcome by our Master of Ceremonies  
Scottish piper plays outside Memorial Hall  
Enjoy Christmas music with Kase & ake  
Grace led by: Trindi Walker
- 12.00pm Entrée is served  
Entertainment: Put your hands together for  
**Russell Pickersgill Brown**
- 12.30pm Main course is served  
Your favourite Christmas carols led by  
**Russell Pickersgill-Brown**
- 1.00pm Entertainment: We welcome **Harmony**
- 1.30pm Dessert is served  
Enjoy Christmas music with Kase & Jake  
Visit by Father Christmas  
Tea and coffee  
Acknowledgements and thanks
- 2.00pm Festivities conclude with a slice of delicious Christmas  
cake to take home

## A Huge Thank You to Our Fantastic Sponsors:

Motueka Community Board, NBS Motueka,  
Lions, Lionesses, Rotary, Jan Long/Bayleys  
Motueka, Bays Apparelnmaster, Alive  
Church, New World Motueka, Countdown  
Motueka, Menz Shed, Mitre 10, Savilles  
Giftware, The Warehouse, Thomas  
Brothers, Wratens Orchards, Newcomers  
Group, Maori Wardens, Talley's Group,  
Hort Research, Whitwells, Image Creators,  
Whittakers, Te Awahine Marae, MOTec,  
Salvation Army Family Store, Community  
House, Smoking Barrel, Vicky York, Beefair  
Foods, St Thomas' Church and our  
wonderful army of volunteers!

### Making Christmas Special



**From:** Brent Maru  
**Sent:** Thursday, 21 February 2019 1:15 p.m.  
**To:** [richard.hollier@tasman.govt.nz](mailto:richard.hollier@tasman.govt.nz)  
**Subject:** Zero depth water playground

Hi Richard,

At the February Board meeting two representatives from the Motueka community made a presentation proposing the development of a water fun play area in Motueka.

The Board is keen to explore this and as such myself and Board Member Hutt would very much like to arrange to meet one of your team, probably Glenn with the two representatives just to talk about possibilities, costs and options.

Are you able to ask Glenn if he is willing to assist. I have previously mentioned it in passing as possibly a project that may pop up.

Understand the current staffing demands with both fire and drought so even if we look to meet late March early April.

Regards

**Brent Maru**  
**Motueka Community Board Chair**





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21 February 2019  
**tasman**  
district council  
21/02/19

*Suggested Site*

**Port Motueka Toilets**

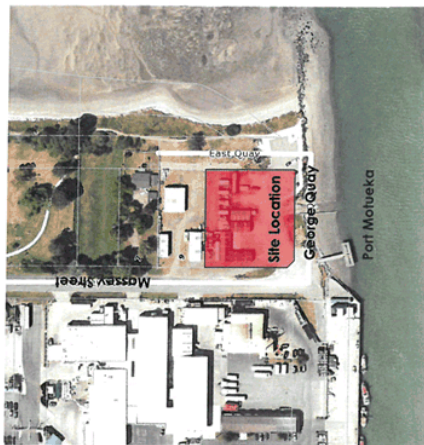
0 6 12 18 24  
m

1:500





GENERAL SITE NOTES	
Legal Description:	Lot 1 DP 19868
EQ Zone:	2
Comston Zone:	D
Wind Region:	A
Wind Zone:	H

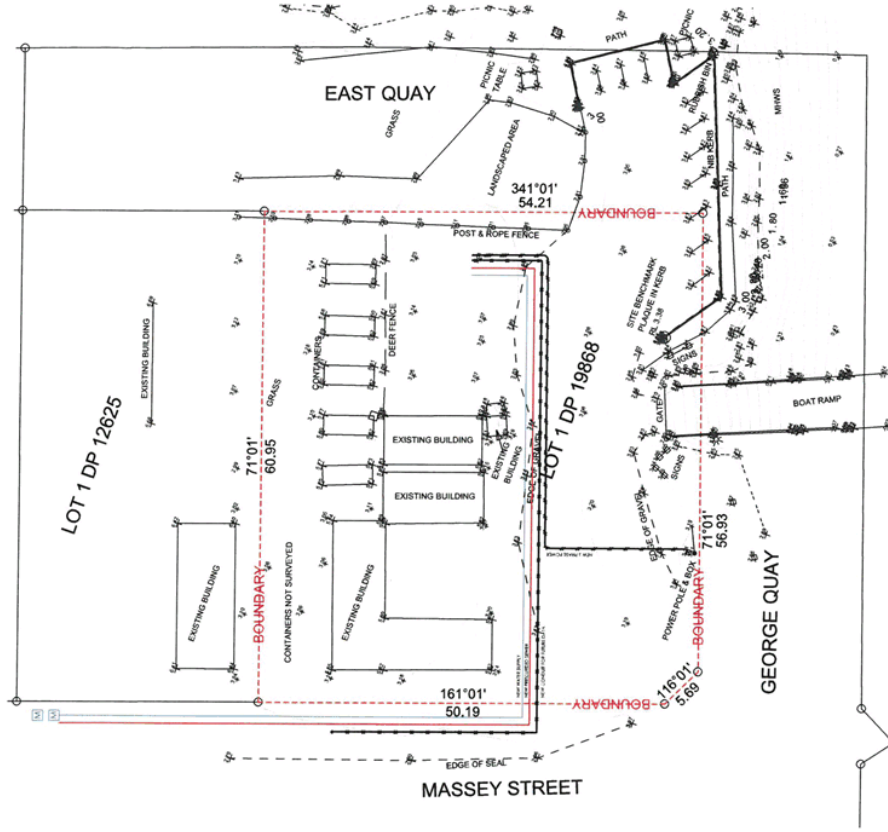


Location Plan 1:2500

**Architectural Drawing Schedule**

ID	Issue	Layout Name
WD01	2A	Existing Site & Location Plan
WD02	2A	Proposed Site Plan
WD03	2A	Proposed Floor Plan
WD04	2A	RCP & Roof Plan
WD05	2A	Plumbing & Drainage Plan
WD06	2A	Sections
WD07	2A	Elevations N/S
WD08	2A	Elevations E/W
WD09	2A	Details
WD10	2A	Window & Door Schedules

- TDC TO CARRY OUT ALL TRENCHING EXCEPT STORMWATER  
 - TDC TO LIAISE WITH DELTA AND DOWNER FOR 3 PHASE INSTALL  
 - TDC TO PROVIDE DUCT FOR FUTURE DATA



SITE PLAN 1:500

SS, WATER, POWER AND DATA INDICATED HERE BY TDC.

Work in Progress  
 2A BC Issue  
 1C 27/11/2018 Architectural Designs  
 1B 26/09/2018 Concept Design  
 1A 20/09/2018 Concept Design Issue  
 1B 20/09/2018 Concept Design Issue

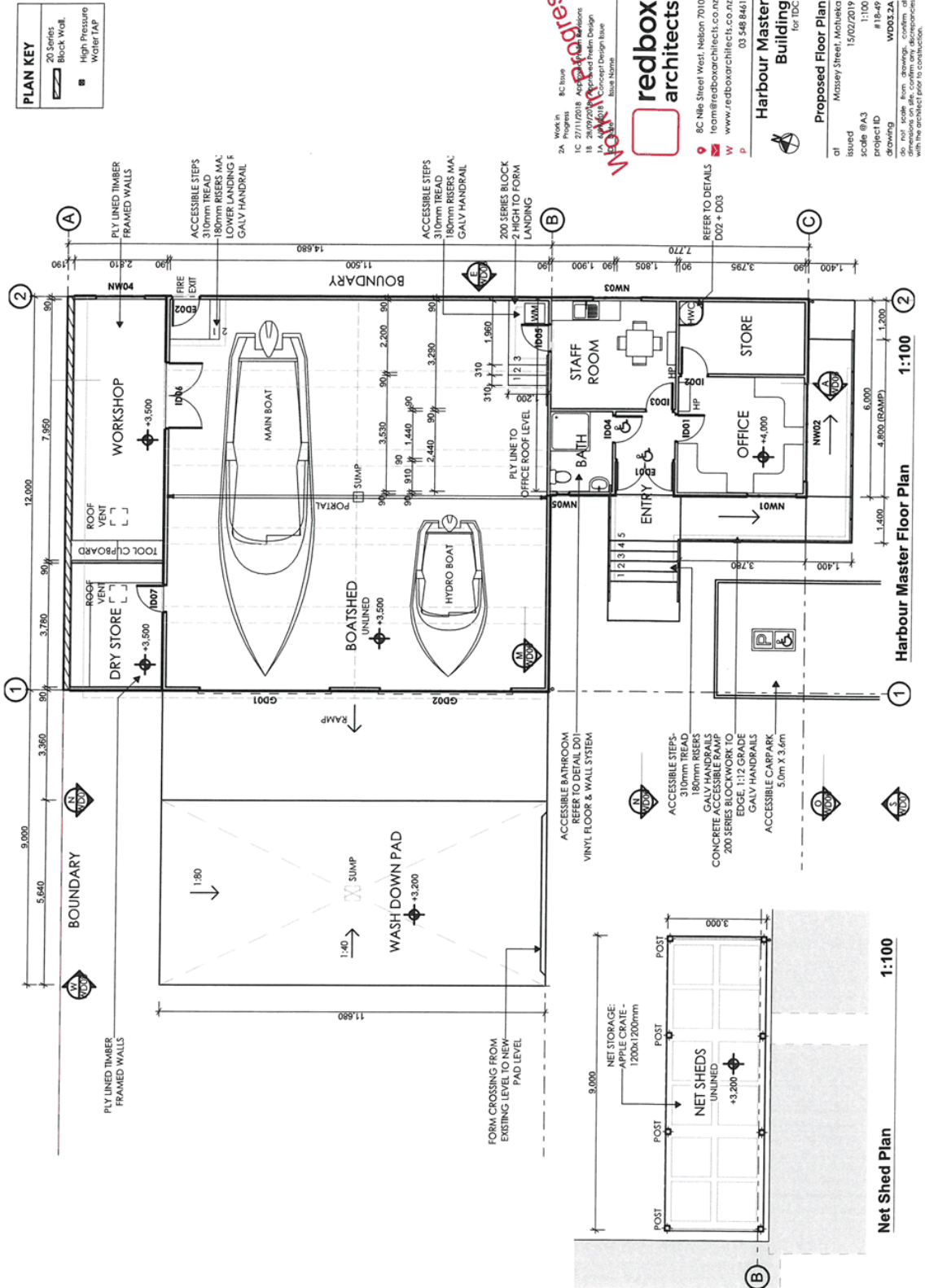
**redbox architects**  
 8C Nile Street West Nelson 7010  
 team@redboxarchitects.co.nz  
 www.redboxarchitects.co.nz  
 03 548 9461

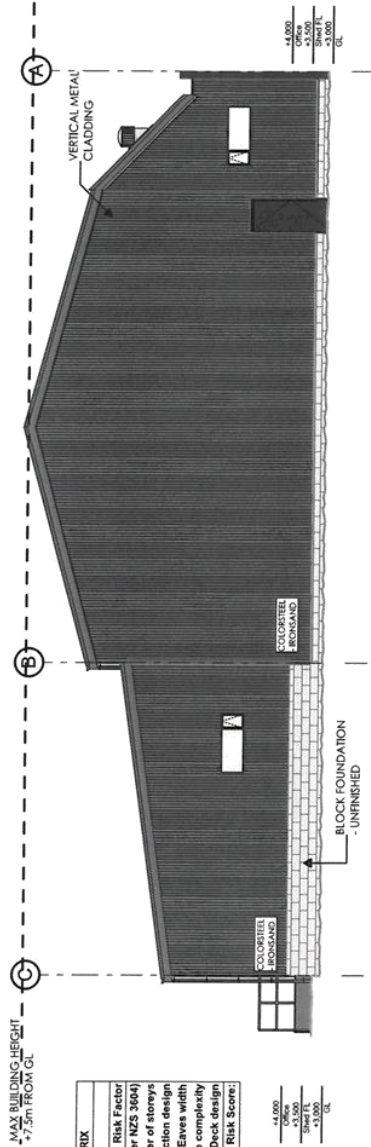
**Harbour Master**  
 Building for TDC  
 Existing Site & Location Plan

of Massey Street, Motueka  
 issued 15/02/2019  
 scale @A3 1:500, 1:2500  
 project ID #12-49  
 drawing # WD01.2A

do not scale from drawings, confirm all dimensions with the architect prior to construction.



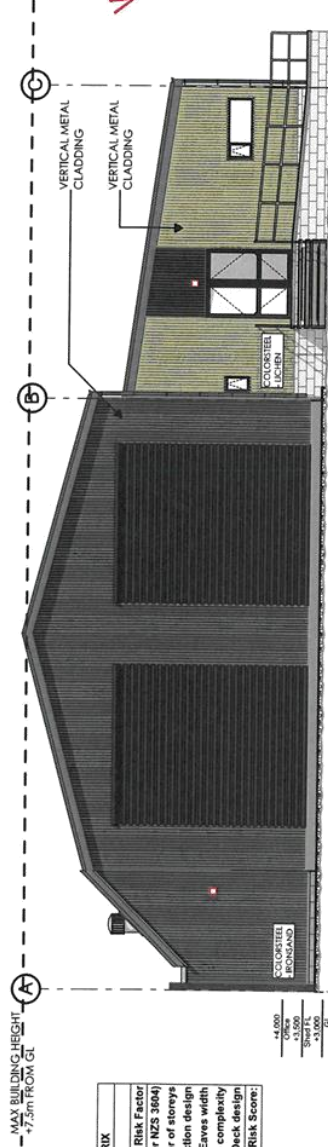




East Elevation 1:100

BUILDING ENVELOPE RISK MATRIX			
East Elevation			
Risk Score	Risk Severity	Risk Factor	
1	High risk	Wind zone (per NZS 3604)	
0	Low risk	Number of storeys	
1	Medium risk	Roof/wall intersection design	
5	Very high risk	Eaves width	
0	Low risk	Envelope complexity	
0	Low risk	Deck design	
Total Risk Score:			7

+4.000	Office
+3.500	Shop/FK
+3.000	
0.000	CL



West Elevation 1:100

BUILDING ENVELOPE RISK MATRIX			
West Elevation			
Risk Score	Risk Severity	Risk Factor	
1	High risk	Wind zone (per NZS 3604)	
0	Low risk	Number of storeys	
1	Medium risk	Roof/wall intersection design	
5	Very high risk	Eaves width	
0	Low risk	Envelope complexity	
0	Low risk	Deck design	
Total Risk Score:			7

+4.000	Office
+3.500	Shop/FK
+3.000	
0.000	CL

Work in Progress  
 2A 27/11/2018 Approved  
 1B 28/07/2018 Approved  
 1C 27/11/2018 Approved  
 1D 28/07/2018 Approved  
 1E 28/07/2018 Approved  
 1F 28/07/2018 Approved  
 1G 28/07/2018 Approved  
 1H 28/07/2018 Approved  
 1I 28/07/2018 Approved  
 1J 28/07/2018 Approved  
 1K 28/07/2018 Approved  
 1L 28/07/2018 Approved  
 1M 28/07/2018 Approved  
 1N 28/07/2018 Approved  
 1O 28/07/2018 Approved  
 1P 28/07/2018 Approved  
 1Q 28/07/2018 Approved  
 1R 28/07/2018 Approved  
 1S 28/07/2018 Approved  
 1T 28/07/2018 Approved  
 1U 28/07/2018 Approved  
 1V 28/07/2018 Approved  
 1W 28/07/2018 Approved  
 1X 28/07/2018 Approved  
 1Y 28/07/2018 Approved  
 1Z 28/07/2018 Approved

**redbox architects**  
 8C Nile Street West, Nelson 7010  
 team@redboxarchitects.co.nz  
 www.redboxarchitects.co.nz  
 03 548 8461

**Harbour Master Building**  
 for TDC

Elevations EM  
 of Massey Street, Motueka  
 issued 15/02/2019  
 scale @ A3 1:100  
 project ID #18-49  
 drawing #18-49  
 drawing W008.2A  
 do not scale from drawings, confirm all dimensions on site, confirm any discrepancies with the architect prior to construction.



Motueka Community Board Accountability Form

Name of Organisation: Motueka Events Charitable Trust

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

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

<u>Towards Road closure costs</u>	<u>\$ 2,196.50</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

Amount allocated: \$ 500

Amount unspent: \$ 0

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

Another successful Christmas parade, with the diverse local community coming together to celebrate, promoting our town & region to locals & visitors alike. This event brings crowds of at least 5,000 spectators.

Name and signature:

Signature: [Signature]

Position: Coordinator

Telephone: 027 659 1563

Date: 5/3/19

Please return this form when your project is finished or within 9 months of receiving the grant to:  
 Motueka Community Board Secretary  
 Tasman District Council  
 PO Box 123  
 Motueka 7143  
*(Please use a separate form for each grant received)*

3/5/2019

FH Invoice 2018 Parade.png



Our Town Motueka  
c/o 54 Pah Street  
Motueka 7120

**TAX INVOICE**

Private Bag 1  
Nelson Mail Centre  
Nelson 7042  
P/c 03-547 8789  
Fax: 03-547 5375  
www.fultonhogan.com  
Email: fh@nelson.fultonhogan.com

PAGE NUMBER	1 of 1
CUSTOMER NUMBER	259495
DEPARTMENT	44005
INVOICE NUMBER	12384313 RI
INVOICE DATE	14/12/18
INT REF NO	10205828 SJ
CUSTOMER PID #	Starlight Parade

GST REG No. 024-385-138

DAY	ITEM	REFERENCE	DESCRIPTION	QUANTITY	UNIT	RATE	AMOUNT
10/12/18	117775	494821	Vehicles	1.00	DY	350.0000	350.00
10/12/18	100847	494821	Signs, cones, radios	1.00	EA	250.0000	250.00
10/12/18	118090	494821	STMS	12.00	HR	45.0000	540.00
10/12/18	118090	494821	T/controllers	22.00	HR	35.0000	770.00

**TERMS:** Payment in full 20th of the month following  
Please pay to bank acc: 03-0003-0238271-10  
When paying by direct credit please enter Customer  
Number into Reference field and Customer Account  
Name into Particulars field

SUB-TOTAL	\$ 1,910.00
GST	\$ 286.50
<b>TOTAL</b>	<b>\$ 2,196.50</b>

Special Olympics Motueka  
c/- Lynne Rosewarne  
441 Waiwhero Rd  
Upper Moutere  
7175  
Ph 0211001921  
Email [lynne.rosewarne@gmail.com](mailto:lynne.rosewarne@gmail.com)  
11<sup>th</sup> February 2019



Verity Simpson  
Secretary Motueka Community Board

Hi Verity,  
This is a very big thank you from the Athletes and the Committee here at Special Olympics Motueka. Your donation will assist with costs getting the Athletes to upcoming events. We have a busy calendar for 2019. Beginning of the year as follows, Aquatics February, Nelson. Ten Pin March, Nelson. Bocce March, Motueka. Indoor Bowls March, Nelson.

"THANK YOU"

Kind regards Lynne

Secretary Special Olympics Motueka

A handwritten signature in blue ink, appearing to read "Lynne Rosewarne", written over a faint horizontal line.





## Project De-Vine Trust

**GST Reg. No:** 120-267-604

**12 Motupipi Street  
Takaka 7110**

**Tax Invoice**

Motueka Community Board C/- Tasman District Council Motueka Service Centre PO Box 123 Motueka 7161	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>Invoice No.:</b></td> <td>00000172</td> </tr> <tr> <td><b>Date:</b></td> <td>5/03/2019</td> </tr> <tr> <td><b>Your Ref:</b></td> <td></td> </tr> <tr> <td><b>Terms:</b></td> <td>Net 20th a ter EOM</td> </tr> </table>	<b>Invoice No.:</b>	00000172	<b>Date:</b>	5/03/2019	<b>Your Ref:</b>		<b>Terms:</b>	Net 20th a ter EOM
<b>Invoice No.:</b>	00000172								
<b>Date:</b>	5/03/2019								
<b>Your Ref:</b>									
<b>Terms:</b>	Net 20th a ter EOM								

DETAILS	TOTAL (ex-GST)
Motueka Community Board Special Projects Fund Grant	\$5,000.00

**Please pay Project De-Vine Trust by direct deposit to the following account:**

**Name :** Project De-Vine Trust  
**Number:** 03-1354-0387294-00  
**Reference:** your invoice number

**If paying by cheque, please make your cheque to Project De-Vine Trust and mail to:**  
 12 Motupipi Street, Takaka 7110

**Thank you for your support!**

Subtotal:	\$5,000.00
GST:	\$750.00
Total(inc-GST):	\$5,750.00
Paid to Date:	\$0.00

<b>Balance Due:</b>	<b>\$5,750.00</b>
---------------------	-------------------

Invoice No: **00000172**      Amount Due: **\$5,750.00**