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MOTUEKA MUSEUM FRONTAGE POLICY - RMCB10-09-09

A. PREAMBLE

The museum building is subject to a lease between Council and the Museum Management Committee. Muses Café has a sublease for the café premises and an outdoor dining area. The museum frontage is not part of the lease or sublease but the area does provide pedestrian access to both premises as well as servicing and delivery vehicles.

The Museum Trust Board acknowledges that this is a public area, and that local residents see it as the 'de facto' town centre. This policy endeavours to establish a permissive and generally supportive response to well-intentioned applicants. Approved applicants will be those that support the welfare and needs of locals. New Zealanders as a whole or a wider international community. (A community can be a nation as a whole or a 'community of interest' such as refugees, UNESCO, threatened wildlife, or a reputed support team such as Red Cross or Medecins Sans Frontieres). We understand that the area is covered by the Reserves Act, and the Motueka Reserves Management Plan.

B. GENERAL

1. Decision making for the use of the frontage to be vested in one person: the Curator of the Museum (thus avoiding the situation where a person has contacted the TDC and believes that is all they have to do).
2. A Notice to be placed at the front to indicate that usage of the frontage for community activities is only by prior arrangement with the Museum.
3. The Curator will use a short check list to decide if the proposed activity meets the Museum policy.
4. If the Curator feels that the proposed activity is worthwhile but lies outside the policy, the request will be taken to the Board.
5. No fee will be charged, but an hourly rate for the use of the Museum's electricity is proposed: a maximum of \$20 per hour.
6. Complaints procedure: as it is the Museum that is most likely to notice the misuse of this policy, it is also most likely that the Museum will initiate any complaints procedure. We suggest an ascending sequence:

- (a) the policy is explained to the non-permitted site holder
 - (b) should they fail to leave, the TDC Compliance Officer is called, and their intervention requested
 - (c) if the TDC intervention fails, the Police will be called.
7. Vehicles. One vehicle crossing is provided, primarily for delivery vehicles. Onsite parking for one vehicle is permitted at the southern end of the Museum.
8. Parklands School (Ministry of Education). The grassed area adjacent to the path leading to Parklands School is owned by the Ministry of Education. Activities on this area is at the authority of the School which consults with the Museum Curator. (Passing responsibility to the Trust Board / Council is being considered).
9. There will be an Annual Review of this policy on August 1st.

C. **MUSEUM FRONTAGE POLICY**

1. That the following activities be permitted, with the conditions laid out in Para 5 below, on the open space in front of the Museum:
- (a) information provision by a community agency or charitable organization
 - (b) sale of ordinary items by local charitable agencies (e.g. service clubs)
 - (c) local fundraisers (e.g. for school teams, the hospital)
 - (d) entertainment events associated with Community Occasions (e.g. Festival of Lights) with long-term planning by local committees.
2. Political and Religious “soap-boxing” is permitted on any week-day (from 11am to 1pm) and subject to those general restrictions of the Motueka Reserves Management Plan and the Museum Trust Board’s own “Frontage Policy”.
3. That the following activities **NOT** be permitted, at any time, on the open space in front of the Museum:
- (a) the sale of goods, tickers or services for non-charitable purposes
 - (b) busking not associated with a planned Community Occasion.

4. Applications

The Motueka Museum Frontage is available to organizations for events and fundraising. Each application must be in writing (email is fine) and forwarded to the Curator at the Motueka District Museum for consideration.

Applications are to include:

- Name of organization, date and time of use.
- What the space is to be used for.
- Area to be occupied.
- Contact name and details including phone number.

5. User Conditions:

- Respect any other allocated space.
- Museum and Muses signs are not to be moved without agreement from the Museum Manager and Muses café.
- Respect adjoining businesses and users of the museum frontage by allowing for movement of pedestrians plus vehicle access for deliveries and the museum supervisors vehicle.
- Grassed areas to be left free of displays.
- Regular use (say beyond three weeks in succession) may require a licence and consideration of the Reserve Management Plan policies.
- Ensure area is left clean and tidy after each use with all refuse to be removed off site. Any damage to be reported.
- Where necessary users must comply with council's Street Trading Bylaw and any other applicable bylaws or legislation.

D. MOTUEKA RESERVE MANAGEMENT PLAN

The Motueka Museum property is a local purpose reserve and is included in the Motueka Ward Reserves Management Plan. Policies specific to this reserve are:

1. Manage primarily as a feature entrance to the museum.
2. Ensure that development of the reserve is sympathetic to the museum building.
3. Ensure development of the reserve does not obstruct pedestrian traffic along High Street.
4. Consider the addition of flower plantings, comfortable seats, and the provision of shade, in conjunction with the existing reserve development.

General policies within the plan which relate to this property are:

- 5.10.1 Permit commercial activities (trade, business or occupation) on reserve land only when compatible with the Reserves Act 1977, the General Policies of this management plan, and policies for the individual reserves. All commercial activities must be approved by council and be subject to General policy 5.9.
- 5.10.2 Generally permit non-commercial (not for profit) activities where such activities provide for or are associated with public use and are compatible with the primary use of the reserve.
- 5.9.1 Grant leases or licences for appropriate recreational or community use of reserves provided that:
- Where appropriate, the consent of the Minister of Conservation is first obtained.
 - The use is compatible with the principal or primary use of the reserve.
 - There is an established demand for the activity or structure proposed.
 - The activity or structure does not conflict with other users of the reserve.
- 5.9.2 Consult with the public, if required by the Reserves Act 1977, over any proposals to grant leases or licenses over reserves and only where the granting of such leases or licences is provided for in this plan.
- 5.9.3 Ensure that all occupations of reserves are authorized by leases or licences and are compatible with the Tasman Resource Management Plan.
- 5.9.4 Ensure money received by the council from the use of or occupation of reserves it to be used for reserve management and development.

Any use of the museum frontage must take account of these policies.