

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

Date: Tuesday 16 May 2017
Time: 4.00 pm
Meeting Room: Motueka Office
Venue: 7 Hickmott Place
Motueka

Motueka Community Board

AGENDA

MEMBERSHIP

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

(Quorum 4 members)

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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, 18 April 2017, be confirmed as a true and correct record of the meeting.

6 PRESENTATIONS

Nil

7 REPORTS

7.1	Chairman's Report	5
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8 CORRESPONDENCE

Nil

7 REPORTS

7.1 CHAIRMAN'S REPORT

Information Only - No Decision Required

Report To:	Motueka Community Board
Meeting Date:	16 May 2017
Report Author:	Brent Maru, Chairman, Motueka Community Board
Report Number:	RMCB17-05-01

1 Summary

1.1 This is the Chairman's regular monthly report.

2 Draft Resolution

That the Motueka Community Board receives the Chairman's Report RMCB2017-05-01.

3 Stormwater (Cr Ogilvie)

- 3.1 Board Member Dowler and Councillor Ogilvie attended a meeting of Clay Street residents, arranged by the Honorable Damien O'Connor MP. The residents explained their particular worries, copied these on a supplied page and these concerns have been sent through to Engineering Services.
- 3.2 Stormwater infiltration into wastewater pipes was highlighted, and one couple had experienced stormwater inside their dwelling. The Council's Engineers have been asked to investigate urgently. Maintenance issue.
- 3.3 Cr Ogilvie submitted a Notice of Motion to Council seeking the Poole Street project be brought forward to 2017/2018 for completion. This requires the design to be updated, tenders called, with completion by 1 July 2018 with the cost being approximately \$500,000.
- 3.4 The Council's Engineers are to meet with residents in Harry Rankin Street to explain the stormwater drainage in that area. Maintenance issue.

Recommended Action:

Board to continue to pursue solutions to the various Stormwater issues.

4 Policing

- 4.1 Various media coverage of the increased policing has been quite confusing and the need to reschedule a meeting with Police Management is again urgent with the recent resignation of Fiona Cantrick. We need to ensure that this position is going to be replaced!

Recommended Action:

The Motueka Community Board chair convenes a meeting with Police Management.

5 Motueka Reserves Management Plan (Cr Ogilvie)

- 5.1 Submissions closed on 28 April for the Motueka Ward Reserves Management plans, with over 100 submissions.
- 5.2 Cr Ogilvie advises the next stage involves the Council preparing a draft plan for each Reserve, seeking additional submissions, and then finalising the Management Plans in December 2017 or early 2018.
- 5.3 We need to ensure that the Motueka Community Board is represented at future workshops and that the Board is included in the consultation process.

Recommended Action:

That the Board Chair seeks clarification that the Motueka Community Board will be involved in the workshopping and reviewing of the submissions as part of the next process.

6 Public Toilets (Board Member Hutt)

6.1 Board Member Hutt will provide an update at the Board meeting.

Recommended Action:

Board Member Hutt continues to work with the Reserves and Facilities team to upgrade the Pah Street toilets.

7 Motueka Library

7.1 Is there any update on any progress with feasibility on the Motueka Library?

Recommended Action:

The Board to discuss any progress on the Motueka Library project.

8 Laura Ingram Kindergarten

8.1 Noting the considerable petition presented at the last Board meeting this is an opportunity for the Board to further discuss the request from Ms Baker.

Recommended Action:

Note that this is a discussion item and not a decision item as will require staff advice as to next steps.

9 Youth Engagement

9.1 Note staff report to be added to Agenda.

10 Motueka District Museum (Cr Ogilvie)

10.1 The Museum Trust Board met with the Council's Property Services (3 May) to discuss the Board's requests for exterior building maintenance-- roof, windows, & general upgrade. The seismic upgrade is set to begin in July. The current exhibition, Mai I Hawaiki Te Ahi Roa continues to be very well supported. (If you haven't been, visit it soon prior to the building repairs - it is an important exhibition for all residents).

10.2 The next Museum exhibition from December 2017 is Kai Moana - Development of Commercial Fishing Industry in Motueka

Recommended Action:

Information only

11 Minor Improvement Projects (Cr Ogilvie)

11.1 The Council has allocated two projects for Motueka for 2017-2018. These are for the extension of the power-lines undergrounding from Poole Street to Fearon Street and for roading improvements on the Riwaka-Kaiteriteri Road, (signage, camber realignment, guardrails).

Recommended Action:

Information only.

12 Teece Drive

12.1 Are there any updates from discussions in regards to Teece Drive.

Recommended Action:

The Board discuss any additional information received on the Teece Drive issue presented at the April Public Forum.

13 Courtney Street Footpath (Board Member Hutt)

I had a phone call from Tina Milnes this afternoon, (Manager of Jack Inglis Hospital). She asked about the footpath on Courtney Street and the urgent need for one. Several patients walk the loop and two people recently have tripped on the road and seriously hurt themselves.

Recommended Action:

Board to note and discuss and to either refer to Engineering Services as a service request or note for inclusion as a possible 2017/2018 Motueka Community Board Special Project.

14 Special Projects Fund 2017/2018

Can the Board please discuss criteria and the selection process leading into the 2017/2018 Special Projects Fund?

Note: A change in criteria will be time consuming and require formal Council approval.

Recommended Action:

Discussion only.

15 Items from Board Members

15.1 Motueka Community Board members are invited to provide any updates of interest or raise any other matters at this meeting.

16 Attachments

Nil

7.2 FINANCIAL REPORT - APRIL 2017

Information Only - No Decision Required

Report To: Motueka Community Board
Meeting Date: 16 May 2017
Report Author: Bryce Grammer, Financial Accountant
Report Number: RMCB17-05-02
File Reference:

1 Summary

- 1.1 The financial report for the period ending 30 April 2017 is attached (Attachment 1).
- 1.2 The net financial position for the year is a surplus of \$36,276.
- 1.3 Overall expenditure is at 46% of budget which is well below the year to date budgeted spend of 83%. This is mainly due to there being minimal Special Projects expenditure for the year to date.
- 1.4 The income from the Motueka Sunday Market is currently slightly below budget. The majority of the income from the market is received over the summer months.
- 1.5 Closed account interest has been received on the positive Motueka Community Board opening balance. This rate has been adjusted to 2% for the quarter beginning 1 April 2017, as per the Council's Treasury Risk Management Policy.
- 1.6 The net position of the Community Board's overall funds as at 30 April 2017 is a balance of \$108,564.

2 Draft Resolution

That the Motueka Community Board receives the Financial Report - April 2017 RMCB17-05-02.

3 Attachments

1. Financial Summary - April 2017

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TASMAN DISTRICT COUNCIL						
Motueka Community Board						
April 2017						

	Month Actual	Month Budget	Month Budget %	YTD Actual	Annual Budget	YTD Budget %
Charges						
<i>Remuneration</i>						
Chairperson Monthly Salary	\$1,156	\$1,141	101%	\$11,258	\$13,687	82%
Members(3)	\$1,480	\$1,813	82%	\$14,175	\$21,751	65%
Member Reimbursements	\$0	\$0	0%	\$2,231	\$4,176	53%
<i>Miscellaneous</i>						
	<i>pages</i>	<i>rate</i>				
Photocopying	0	0.1				
	\$0	\$226	0%	\$433	\$2,715	16%
Community Board discretionary fund	-\$270	\$439	-62%	\$4,765	\$5,264	91%
Youth Development Fund	\$0	\$83	0%	\$995	\$1,000	100%
Community Board Expenses	\$0	\$0	-	\$456	\$0	-
Cost of Elections	\$105	\$104	101%	\$1,043	\$1,253	83%
Advertising	\$0	\$0	-	\$450	\$0	-
Special Projects	\$0	\$4,046	0%	\$9,150	\$48,549	19%
Total Charges	\$2,471	\$7,852	31%	\$44,956	\$98,395	46%
<i>Less</i>						
CCB Rate	-\$7,260	-\$7,215	101%	-\$71,674	-\$86,579	83%
Sunday Market Income	-\$805	-\$870	93%	-\$8,163	-\$10,435	78%
Closed Account Interest	-\$143	-\$115	124%	-\$1,395	-\$1,383	101%
Net Charges April 2017	-\$ 5,737	-\$ 348		-\$ 36,276	\$ -	

Equity

Opening Credit Balance 1 July 2016	\$ 72,288
Net Surplus April 2017	\$ 36,276
Closing Credit Balance 30 April 2017	<u>\$ 108,564</u>

Notes to the accounts

A) Discretionary Fund

Balance brought forward from 2015/16	\$ 4,631
Plus Budget Allocation	<u>\$ 5,264</u>
Available Funds	\$ 9,895
Less Expenditure	\$ 4,765
Less Commitments	\$ -
Remaining Balance	<u>\$ 5,130</u>

Discretionary Fund Expenditure

Community Christmas Dinner	\$ 500
Motueka Memorial RSA	\$ 495
Motueka Memorial RSA	\$ 500
High School grant	\$ 500
Project De Vine	\$ 500
MDNSS Community Grant	\$ 300
Saint Peter Chanel School	\$ 499
Our Kai Motueka	\$ 280
Our Kai Motueka	\$ 490
Tarrant Memorial Discretionary Fund	\$ 500
Vision Motueka Discretionary Fund	\$ 471
RSA refund	-\$ 270

Total Expenditure to April 2017 \$ 4,765

B) Youth Development Fund

Balance brought forward from 2015/16	\$ 1,259
Plus Budget Allocation	<u>\$ 1,000</u>
Available Funds	\$ 2,259
Less Expenditure	\$ 995
Less Commitments	\$ -
Remaining Balance	<u>\$ 1,264</u>

Youth Development Fund Expenditure

Special Olympics	\$ 495
Youth Aid	\$ 500
Total Expenditure to April 2017	<u>\$ 995</u>

C) Special Projects

Balance brought forward from 2015/16	\$ 48,546
Plus Budget Allocation	<u>\$ 48,549</u>
Available Funds	\$ 97,095
Less Expenditure	\$ 9,150
Less Commitments	\$ -
Remaining Balance	<u>\$ 87,945</u>

Special Projects Expenditure

Security Cameras	\$ 5,000
Keep Motueka Beautiful	\$ 2,000
Bench Seat	<u>\$ 2,150</u>
	<u>\$ 9,150</u>

7.3 ACTION SHEET

Information Only - No Decision Required

Report To: Motueka Community Board
Meeting Date: 16 May 2017
Report Author: Heather Spiers, Senior Customer Services Officer - Motueka
Report Number: RMCB17-05-03

1 Summary

1.1 Attached is the Action Sheet for the Board to review

2 Draft Resolution

That the Motueka Community Board receives the Action Sheet report RMCB17-05-03;

3 Attachments

1. Action Sheet

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Note – updated from the Board meeting of 18th April 2017

Item	Minute/Action	Accountable Officer	Status
July 2015	Drain at the intersection of Whakarewa and Queen Victoria Streets	Steve Elkington	<p>Steve has spoken to David Ogilvie regarding extending the piped drain. When the intersection was upgraded the open drain was piped back a sufficient safe distance. There are no plans to extend the pipe further however, Chris Pawson will be asked to review the site and if recommended, the work will be included in the Council's Minor Improvement Matrix for future construction.</p> <p>8 November 2016 – The Board considers that this drain is dangerous and asks that the Engineering Services staff give it urgent consideration</p> <p><i>21/3 Richard Kirby reported this has been noted. It will be put on the priority list and staff will work their way through it.</i></p>
November 2016	Consider plan to remove temporary fencing at Motueka Quay	Cr Canton	Completed
	Examine trees on High Street and report back to the Board	Beryl Wilkes	<p>Beryl has asked an arborist to review the trees and she will liaise with Engineering staff about any proposed upgrades to High Street.</p> <p><i>13/02 – Beryl advised this is a work in progress.</i></p> <p><i>21/02/17 – The Board asked for a progress report on this review and that the trees at Memorial Park be included.</i></p> <p><i>21/03/17 – Beryl to advise.</i></p>
December 2016	Investigate criteria for friendly town status on the Motorhome Caravan Association website and report back to the Board	Board Members Hutt/Dowler	<p><i>We do not currently meet all their criteria. Board Member Hutt keen to progress further and will obtain more information. Claire Hutt report back at April meeting.</i></p> <p><i>Cr Ogilvie stated that a 2nd dump station is needed. Barry Dowler to investigate.</i></p>

Item 7.3

Attachment 1

Item	Minute/Action	Accountable Officer	Status
	Stormwater Issues – write Motueka Community Board submission to the Annual Plan	Board Member Horrell	To be actioned when Annual Plan is circulated for community engagement. Motueka Community Board to have workshop on this and Board Member Horrell to report back to 18 April meeting.
	Facilitate change to Motueka Community Board Standing Orders to include presence of Youth Council members at Board meetings	Chairman Maru	Will be included in Chairman's Report for 18 April 2017 meeting
February 2017	Cr Ogilvie requests the Poole Street Stormwater issue be brought forward to 2017/2018 financial year	Mr Richard Kirby	No work will be carried out on stormwater in Motueka until the Stormwater Catchment Management Plan is completed and reviewed to confirm that Poole Street works are cost-effective. Richard Kirby assured a full investigation will be done.
March 2017	Pamarika Street, Motueka. Engineering Services Manager to look into Mr Sinclair's request for a tunnel to be drilled to allow excess water on his property to drain. (Mr Sinclair obtained quote through Donaldson Civil)	Mr Richard Kirby	Steve Elkington to investigate further however, there is a culvert in place. Having two pipes side by side is not as preferable as having one suitable sized culvert. Therefore Council should allow Mr Sinclair at his cost to have the culvert installed and Council will clear the pipe if needed in future.
	Parking spaces on either side of exit from St Peter Chanel School & Church onto Old Wharf Road to be looked at. Due to busy nature of the area, can these parking spaces be removed?	Mr Richard Kirby	Letter received and Steve will look at on site shortly and contact the Principal regarding parking issue near drive. Steve wrote to Principal 29/03/2017.

	Ledger Avenue pump station unpleasant smell.	Mr Richard Kirby	
April 2017	Beryl Wilkes to report back on how best to progress the installation of fitness equipment in a local park (Decks Reserve).	Beryl Wilkes	
	Standing Orders are to be amended to allow speaking rights to the attending member of the Youth Council at future meetings.	Heather Spiers	
	The Motueka Community Board requests the Council to seek public feedback on Easter Trading for 2018 to allow the Motueka Sunday Market and Mapua Easter Fair to trade.	Brent Maru	
	The Board noted that they would like the Feasibility Study for the Motueka Library / Hub brought forward to this Annual Plan year. They requested a report back from staff on this matter.	Richard Kirby	
	The Board requested a report from staff listing all available sections consented for development in the Motueka catchment.	Dennis Bush-King	
	Cr Ogilvie will meet with the Reserve and Facilities Manager to discuss the programme of work for Motueka Cemetery going forward and will report back to the Board.	Cr Ogilvie	

Item 7.3

Attachment 1

	Community Board Members asked that Reserves Manager, Beryl Wilkes provide an update to the next meeting on the action relating to trees on High Street.	Beryl Wilkes	
	Board Members agreed to refer the letter to Jamie McPherson for his comments as to the best way to address this issue. Board Member Dowler agreed to follow up on this.	Board Member Dowler	
	The Board agreed to refer the letter regarding the Motueka Aerodrome to Mayor Kempthorne and send a copy to Aerodrome Advisory Group. Heather Spiers will respond to the author to notify them of this action.	Heather Spiers	
	Board Members discussed the issues raised during Public Forum around 10 Teece Drive and agreed to refer this matter to the Environment and Planning department for comment.	Dennis Bush-King	

7.4 SPECIAL PROJECTS FUND ACTION SHEET

Information Only - No Decision Required

Report To: Motueka Community Board
Meeting Date: 16 May 2017
Report Author: Heather Spiers, Senior Customer Services Officer - Motueka
Report Number: RMCB17-05-04

1 Summary

1.1 Attached is the Special Projects fund Action Sheet for the Board to review.

2 Draft Resolution

**That the Motueka Community Board receives the Special Projects Fund Action Sheet report
RMCB17-05-04;**

3 Attachments

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|---------------------------------------|----|
| 1. Special Projects Fund Action Sheet | 21 |
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SPECIAL PROJECTS FUND ACTION SHEET – UPDATED MAY 2017

Approved Projects	Funds Awarded	Status
Motueka Historic Wharf landscaping	\$3000	<p>Emailed confirmation to Beryl that MCB Special Projects Fund covering costs up to \$3000.</p> <p>Update 05/05/17: This is on Reserves & Facilities work programme to be carried out.</p>
George Quay landscaping	\$2000	<p>Email sent regarding accountability within nine months. Invoice paid by TDC 20/04/2017.</p>
High Street Security Cameras	\$5000	<p>Invoice paid by TDC 20/04/2017</p>
Saltwater Baths Flood Gate	\$5000	<p>Emailed confirmation to Beryl that Special Projects Fund to pay for this. Beryl waiting on invoice to put towards GL code.</p> <p>Requested Beryl Wilkes follow up with Bob Cook to request an invoice for this work, which is now complete.</p>
Motueka District Museum	\$10,000	<p>Email correspondence ongoing.</p>
Entranceway to the Northern end of Marahau Beach	\$5000	<p>This is on unformed legal road. Not Council land. Letter/email sent to Marahau Sandy Bay Ratepayers & Residents Association advising them of approved grant and asking them to send invoice also to send Accountability paperwork within nine months.</p> <p>This email has been received and confirmation given by John Ayling that the terms and conditions of this grant are acknowledged and understood.</p> <p>Beryl still waiting to hear from Marahau/Sandy Bay R.A</p>

Approved Projects	Funds Awarded	Status
Play equipment for the Newhaven Reserve	\$5000	<p>Beryl Wilkes waiting on Marahau Residents Association to contact her.</p> <p>Beryl still waiting to hear from Marahau/Sandy Bay R.A</p>
Wallace Street footpath – Staff estimate this will cost between \$10,000 and \$15,000.	Beryl Wilkes/Steve Elkington/Richard Kirby	<p>Steve Elkington noted Beryl was concerned about tree roots but he and Steve Richards are looking again at it on 23/03/17. Beryl will update.</p> <p>Update 03/04/17: Beryl and Steve looking into designs.</p> <p>Request staff to report to next meeting.</p> <p>Update 05/05/2017: Still working on options so the roots of the trees that are there won't be disturbed during any construction. We may need to look at alternative options for providing all weather access along this portion of the route.</p>
Tarrant Memorial	\$3700	<p>For completion of restoration work on the Tarrant Memorial.</p> <p>Update 05/05/2017: Invoice sent to TDC creditors for payment.</p>

Deferred Projects	Accountable Officer	Status
Kerb and channel Old Wharf Road		Note, staff estimate this work will cost approximately \$15,000
Drinking fountain & bottle fill point on High Street	Steve Elkington	<p>This has been purchased. Steve Elkington requires confirmation from the Board to go ahead. Quoted \$8010.85 (excl. GST).</p> <p>Update May 2017: MCB agreed in April meeting to proceed with the installation. Heather emailed Steve Elkington with the decision.</p>
Welcome to Motueka sign		<p>Defer until ongoing maintenance costs, location of signage and roading health & safety issues are resolved.</p> <p>Chair Maru will follow up with Jamie McPherson to identify where this is up to.</p>

Footpath on the southern side of Courtney Street		<p>Staff estimate this work will cost approximately \$15,000.</p> <p>Update from Steve Elkington 04/05/17: It is envisaged, that a standard width path ideally in concrete would be constructed from the hospital entrance in Courtney St to High St. Concrete can be the most cost effective material and while more expensive possibly by a third over Asphalt, its longevity far outweighs it. The new path could be procured from local contractors who have approved H&S status with the council. Or, alternatively, when a contract is let this year for similar work, this site could be added. While this work could be done in Winter, the re-sowing of the affected berm would better suited to Spring. A Quotation method of procuring for a small job of this value would be considered appropriate with at least 3 contractors pricing however, it would be advisable to request a quotation from all of those contractors on Council's Suppliers Panel for "Small Civil Works".</p>
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