

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

Date: Tuesday 3 May 2016
Time: 4.00pm
Meeting Room: Motueka Office
Venue: 7 Hickmott Place
Motueka

Motueka Community Board

AGENDA

MEMBERSHIP

Chairperson	P Hawkes
Deputy Chairperson	R Horrell
Members	D Ogilvie
	C Satherley
	Cr J L Inglis
	Cr B F Dowler
	Cr P L Canton

(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, 22 March 2016, be confirmed as a true and correct record of the meeting.

6 PRESENTATIONS

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8 CORRESPONDENCE

Nil

6 PRESENTATIONS

6.1 ENVIROSCHOOLS PRESENTATION

Decision Required

Report To: Motueka Community Board
Meeting Date: 22 March 2016
Report Author: Valerie Gribble, Executive Assistant
Report Number:

PRESENTATION

Adie Leng, Council's Education and Partnerships Office will make a presentation to the Board on the Enviroschools programme at 4.15 pm.

Appendices

Nil

6.2 CIVIL DEFENCE PRESENTATION

Decision Required

Report To: Motueka Community Board
Meeting Date: 3 May 2016
Report Author: Valerie Gribble, Executive Assistant
Report Number:

PRESENTATION

Roger Ball will make a presentation to the Board on Tsunami evacuation zones from 4.30 – 5.30 pm.

Appendices

Nil

Item 6.2

7 REPORTS

7.1 ACTION SHEET

Decision Required

Report To: Motueka Community Board
Meeting Date: 3 May 2016
Report Author: Valerie Gribble, Executive Assistant
Report Number: RMCB16-05-01

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 (RMCB16-05-01).

Item 7.1

3 Attachments

1. Action Sheet

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Item	Minute/Action	Accountable Officer	Status
8 December 2015			
	Paul to approach Grant Andrews and George Aker for more information on Taxi subsidies on the West Coast.	Paul Hawkes	Work in progress
	Paul to obtain price for water fountain/ drinking feature for High Street.	Paul Hawkes	Work in progress
22 March 2016	Mr Drummond to review the Board's Discretionary fund policy in relation to multiple applications from the same or related organisations.	Mike Drummond	The Discretionary Fund Guidelines do not prevent multiple applications from the same or related organisations within the same financial year. The policy relies on the Board exercising its discretion in determining what is a fair and equitable allocation of funds across organisations within the Ward.

7.2 CHAIRPERSON'S REPORT

Decision Required

Report To: Motueka Community Board
Meeting Date: 3 May 2016
Report Author: Valerie Gribble, Executive Assistant
Report Number: RMCB16-05-02

1 Summary

- 1.1 This report covers items of interest for the Board.
- 1.2 Staff from Engineering Services will be in attendance at this meeting to discuss issues relating to that department.

2 Draft Resolution

That the Motueka Community Board

1. **receives the Chairperson's Report (RMCB16-05-02); and**
2. **amends Clause 15 of the Special Projects Fund Criteria to read “The Motueka Community Board acknowledges there will be situations which do not fully meet the criteria described in this policy. The Community Board reserves the right to consider and approve such applications”; and**
3. **a member of the Youth Council be invited to participate in Board meetings and they be given speaking rights.**

3 Special Projects Criteria

- 3.1 In light of the decision at the last meeting to defer or “park” allocation of money from the Board’s Special Projects Fund towards the continued operation of the Litter Cart operation, the Board is seeking an amendment to the Fund criteria.
- 3.2 There seems to be misleading confusion surrounding the possible eligibility of some highly-rated community projects, such as the litter cart operation, which was rated as the third highest polling project at the last three of four community consultation processes.
- 3.3 Clause 15 of the Policy Criteria reads:- “*The Motueka Community Board acknowledges that there could be **extraordinary** situations which do not fully meet the criteria described in this policy. The Community Board reserves the right to consider and approve such applications.*”
- 3.4 The key word in this crucial Clause 15 is “extraordinary”. When the Full Council debated the item (30 July 2015) it was suggested that the word “extraordinary” be replaced by “The Motueka Community Board acknowledges that there **will** be situations which ...”
- 3.5 The suggested re-phrasing finished when the Deputy Mayor Cr King read a lengthy definition of “extraordinary” from his i-pad: “unique, special, terrific, outstanding, memorable etc etc”. He concluded (and Council agreed), “We are not going to spend time arguing the meaning of words. Should the Community Board want to do a project, it is their money raised within the Motueka Ward, I say, let them do it”.
- 3.6 The policy was adopted without any further discussion, with the inference that “extraordinary” would be considered with undue restriction and the Community Board would have wide discretion in approving projects.
- 3.7 The decision by the Community Board to “park” the application to partly fund the Litter collection along High Street highlights the narrow, restricted interpretation of the present criteria. Community groups have been generally excluded from the fund, unless their project is on Council property.

Examples include:

- Swimming Pool Committee applying to erect a roof over the High School Pool.
- Motueka Arts Council to erect a sculpture on NZTA site
- Sports club seeking to improve facilities on Wakatu-lease land.
- Tasman Promotions Assn to publish a booklet on the National Parks.
- Clock Tower Trust seeking funds for the Clock Tower

These are a few examples, where the criteria excludes funding as it is currently interpreted.

- 3.8 Mayor and Councillors at the 30 July 2015 meeting seemed intent on a more liberal and community-minded interpretation. This would receive a strong support from Motueka community groups who are frequently searching for funds to complete worthwhile projects.

Suggested Recommendation:

That Clause 15 of the Fund Policy Criteria be amended to read “The Motueka Community Board acknowledges there will be situations which do not fully meet the criteria described in this policy. The Community Board reserves the right to consider and approve such applications.”

Staff comment (Mike Drummond):

I have further considered the Board's preference to fund the litter cart from the Special projects fund. The matter has been discussed with the Chief Executive and I have also taken internal advice on the interpretation of the fund's criteria. I now advise as follows:

My previous advice still stands. The funding for the litter cart does not fit within the criteria approved by Council for the Special Projects fund, because:

1. The fund is for capital items ("bricks and mortar") primarily those that did not make the cut to be included in the main Council budgets.
2. Funding for ongoing operational costs is specifically excluded under the policy.

While there is provision for extraordinary situations which don't fully meet the criteria, the bar to invoke this provision is very high. I would assess that the funding of the litter cart clearly does not fall into that category given the framework of the policy and its specific exclusion of operating costs.

The Special Projects Fund criteria is set by the Council. The Board does not have authority to amend the fund's criteria. It can however make a recommendation to Council for a policy change. Removing the word extraordinary from the policy will not necessarily assist the Board in achieving its desired outcome. The words "not fully meet the criteria" would not allow a project that is specifically prohibited by the criteria, ie the funding of operating costs to be lawfully approved.

Given the role of the litter cart and the benefit to the CBD, I would recommend that this activity be funded through Our Town Motueka. This organisation is mostly funded by a grant from the Council. The cost of the grant is covered by a targeted rate on businesses. The current Memorandum of Understanding (MOU) between Our Town Motueka and the Council has expired. The Finance Manager is currently working on an updated MOU that strengthens the reporting back and accountability for the grant funds. This will bring the MOU requirements into line with other community grants that the Council makes. Payments of any grants post 30 June 2016 can only occur if the new MOU is in place. I suggest that this will provide the opportunity for the Board to further engage with Our Town Motueka over support and funding for the litter cart and other projects.

4 Special Community Projects

- 4.1 With 2016 – 2017 beckoning, it is time to prepare a short list of projects for the coming year to refer to Council for approval and for public submission.
- 4.2 The Financial Accountant will report on the likely surplus in the Community Board's account projected at 30 June 2016 to the next meeting.

5 Saltwater Baths Floodgates

- 5.1 At the last Board open forum, Bob Cooke approached the Board regarding Council safety concerns surrounding the operation of the Saltwater baths flood gate.
- 5.2 I would recommend that the Board considers assisting in the funding of this upgrade, utilising money from the Special Projects Fund. Money has not been allocated for any upgrade work in the current LTP and this is not only a health and safety issue, but a need to see the pool remain open next summer. The project needs the Board's assistance. The

Council has indicated that some money can be made available, but will need assistance to see this completed by the next summer season.

Staff Comment: Kathy Curnow (Horticultural Officer) has been working with the volunteers who clean the Saltwater baths each summer – Nigel Duff and Bob Cooke. These unsung heroes work away quietly each summer emptying and cleaning the baths during the summer months to ensure the pool is well maintained and clean for summer. Unfortunately, the method they use to clean the pool falls outside good health and safety practice.

Bob Cooke and Kathy are working together to find an engineering solution to enable the floodgate to be opened safely. There will be an information report prepared for the Community Board in coming months and at that stage we will have an estimate of the likely costs.

6 Youth Council Member

6.1 I would like to recommend that a member of the Youth Council be invited to come and participate in Board meetings, with speaking rights. This is a practical way to raise the interest of youth in local body politics.

Suggested Recommendation:

That a member of the Youth Council be invited to participate in Board meetings and they be given speaking rights.

Staff comment: Only members of the Board can participate in the debate. However, the Chairperson may decide to invite the Youth Council member to the table and give them speaking rights on items but they may not enter into debate, in the way in which officers (staff) join the table and answer questions. Refer Standing Orders 3.9 Rules of Debate. All paragraphs in this section clearly state “Members”. These are elected members of the Board, or elected Ward Councillors appointed as members of the Board.

7 Motueka Library

7.1 At the last Board open forum, those present commended the Council's efforts toward debt reduction and minimising rates increases. There is always a “but”. Those present unanimously agreed that the proposed library replacement/redevelopment is projected far too forward in the current LTP. Public feel that a minimal amount of cost savings the Council has achieved this last year should be allocated towards a feasibility study on the library project. \$150,000 is not too much money to see progress. Should the study be left until 2019 as in the current LTP that will place the project another 2-5 years out. It was also suggested that a slightly larger rates rise would be totally acceptable, as long as the project was given the sense of urgency that it rightfully requires. The current library is well recognised to be too small, cramped with lack of display space, over crowded and well past its “use by date”.

7.2 I am developing a full survey around the need for progress on the library "issue" and to put to bed, once and for all, the question as to whether the library is a need or a fuzzy want. I have been working on it in conjunction with David Armstrong, via "Survey Monkey" and is soon to be distributed via social media as well as I intend to have it available in hard copy form at the Sunday Market and possibly in the main street of town for a period of time, allowing a good cross section of the community to gain an unbiased outcome.

Suggested Recommendation:

That the Council immediately approve allocation of sufficient funds (\$150,000.00) to carry out a feasibility study relating to the library upgrade in the 2016-2017 fiscal year.

8 Engineering matters

- 8.1 Engineering staff will be in attendance at the meeting to respond to engineering queries.
- 8.2 The Board is increasingly concerned with the lack of timely roadside mowing around the Ward. An example has been the poor state of the roadside verges on Wharf Road, Talleys and the Causeway areas. The last time it was mowed was November. This is only one area. It sees heavy road, foot and cycle traffic and is part of the “gateway entrance” to Motueka, especially now the recently completed cycle way and walk way loops have been completed. It is a sad reflection of how Motueka is portrayed to visitors and makes locals feel that we do not care about how the Ward looks.
- 8.3 Please can the mowing contract be either reviewed or monitored to see more consistent mowing schedules?
- 8.4 **Motueka – water supplies for fire-fighting** – get complete list of where firefighting bores are and talk to NZ Fire Service regarding ongoing servicing of same.

Staff comment: Staff are waiting on a response from the Fire Service and will report back to a future meeting.

Poole/Wilkie Street Flooding:

Surface flooding of streets and property in Motueka.

Longer term Project Works**8.5 Poole/Jocelyn/Wilkie/Fry Streets Drainage**

Staff comment: Major stormwater upgrade works are proposed between 2017 and 2020 to increase pipe capacity in the Poole/Jocelyn/Wilkie/Fry Streets area to drain low points, following on from the High Street upgrade works in 2011.

Short Term Fix

- 8.6 Soon after a garage was flooded at 32 Wilkie Street during the 17-18 February storm event, Cr Norriss queried whether the works could be brought forward.
- 8.7 Our suggested alternative, in the interim, is to install a new sump inlet and increase the size of the pipe across Wilkie Street to provide some immediate flow capacity improvement from the area of 32 Wilkie Street, funded from the pipe renewal budget. It is intended that these improvement works will be completed this financial year.

Tide Gates on Wharf Roads:

- 8.8 Staff have received a number of complaints about tide gates being closed during rain events. Much of this is due to a lack of understanding about the tide levels at the time and the ability to only discharge at lower tides.

- 8.9 However, contractors did miss a discharge opportunity during the last rain event on the low tide at 3:00 am and we want to ensure this does not happen again. Staff are working on writing a Standard Operating Procedure with our contractors for operation of the tide gates on Old Wharf Road and Wharf Road in Motueka.

Vosper Street Area – especially near Pensioner Cottage area

- 8.10 Reported over land flows during high intensity rainfall events.

Staff comment: No pipe system upgrades are proposed to cater for higher intensity rainfall events in this area.

High/Lowe/Wratt/Woodland area

- 8.11 High water levels during 23 – 24 March 2016 rain event.

Staff comment: No pipe system upgrades are proposed in this area.

School speed zone decisions

- 8.12 What criteria is used for the school speed zone decisions? Where do Parklands School and Motueka South School fit in this assessment?

Staff comment:

Both these schools are on the state highway which is managed by NZ Transport Agency.

9 Board Secretary

- 9.1 It is with sadness that we report that our long serving Secretary Valerie Gribble has retired from Council. Valerie has been a passionate wealth of knowledge and should be an inspiration to us all. I would, on behalf of the current Board members, and all past members, wish her the kindest wishes for her and Max, her husband's retirement plans. I know you will be sadly missed Valerie. Please do not be a stranger, as it is no secret that your passion for Motueka is huge. Personally, thank you so much.

Staff comment:

Mike Drummond will update the Board on arrangements to service the Board, at the meeting.

10 Attachments

Nil

7.3 FINANCIAL REPORT - MARCH 2016

Information Only - No Decision Required

Report To: Motueka Community Board
Meeting Date: 3 May 2016
Report Author: Bryce Grammer, Financial Accountant
Report Number: RMCB16-05-04
File Reference:

1 Summary

1.1 The financial report for the period ended 31 March 2016 is attached.

2 Draft Resolution

That the Motueka Community Board receives the Financial Report - March 2016 RMCB16-05-04.

3 Attachments

1. Financial Summary - March 2016 21

TASMAN DISTRICT COUNCIL						
Motueka Community Board						
March 2016						
	Month Actual	Month Budget	Month Budget %	YTD Actual	Annual Budget	YTD Budget %
Charges						
<i>Remuneration</i>						
Chairperson Monthly Salary	\$1,133	\$1,134	100%	\$10,114	\$13,607	74%
Members(3)	\$1,700	\$1,700	100%	\$15,175	\$20,400	74%
Member Reimbursements	\$0	\$0	0%	\$4,200	\$4,092	103%
<i>Miscellaneous</i>						
<i>pages rate</i>						
Photocopy 0 0.1	\$0	\$222	0%	\$522	\$2,660	20%
Community Board discretionary fund	\$1,000	\$490	204%	\$3,829	\$5,875	65%
Youth Development Fund	\$0	\$83	0%	\$500	\$1,000	50%
Community Board Expenses	\$0	\$0	-	\$558	\$0	-
Cost of Elections	\$102	\$102	100%	\$918	\$1,228	75%
Special Projects	\$3,296	\$3,964	83%	\$18,662	\$47,570	39%
Total Charges	\$7,231	\$7,695	94%	\$54,478	\$96,432	56%
<i>Less</i>						
CCB Rate	-\$7,119	-\$7,129	100%	-\$64,070	-\$85,553	75%
Sunday Market Income	-\$903	-\$853	106%	-\$9,632	-\$10,230	94%
Closed Account Interest	-\$80	-\$54	148%	-\$881	-\$648	136%
Net Charges March 2016	-\$ 871	-\$ 341		-\$20,105	\$ 1	

Equity							
Opening Credit Balance 1 July 2015						\$ 39,520	
Net Surplus March 2016						\$ 20,105	
Closing Credit Balance 31 March 2016						<u>\$ 59,625</u>	
Notes to the accounts							
A) Discretionary Fund				B) Youth Development Fund			
Aero Club unused funds		-\$	96	Jayne Rae Anae			\$ 500
Vision Motueka Funds Returned		-\$	245				
Te Awhina Marae Funds Returned		-\$	300				<u>\$ 500</u>
Motueka Arts Council		\$	500				
Motueka Creative Spaces		\$	500	Balance brought forward from 2014/15			\$ 759
Motueka & District Historical Assn		\$	500	Plus Budget			\$ 1,000
Motueka District Museum Trust		\$	500	Available Funds			<u>\$ 1,759</u>
Project Devine		\$	500	Less Expenditure			-\$ 500
Whenua Iti		\$	500	Less Commitments			\$ -
Histrionics		\$	470	Remaining Balance Uncommitted			<u>\$ 1,259</u>
Good Sports Motueka		\$	500				
Kiyosato Fundraising		\$	500				
				C) Special Projects			
Expenditure to March 2016		\$	<u>3,925</u>	Gravel Path Manoy St to Talbot St			\$ 4,018
				Pram Crossings			\$ 7,000
				Part Motueka St Camera			\$ 4,348
Balance brought forward from 2014/15		\$	4,812	Woodland Canal Walkway			\$ 3,296
Plus Budget		\$	1,000				<u>\$ 18,662</u>
Available Funds		\$	5,812				
Less Expenditure		\$	500	D) Member Reimbursement			
Less Commitments		\$	-	Communications allowance			<u>\$ 4,200</u>
Remaining Balance Uncommitted		\$	<u>5,312</u>				