



**Pukehina Ratepayers' & Residents' Association Inc.**

[Pukehina.bra@gmail.com](mailto:Pukehina.bra@gmail.com) or [www.pukehinabeach.co.nz](http://www.pukehinabeach.co.nz)

PO Box 113, Te Puke 3153

**Minutes of the PRRA Committee Meeting Monday 8 April 2019**  
**7.40 p.m at the Pukehina Community Hall.**

***7pm – 7.35pm - Neighbourhood Support Presentation by Barry Banks, Manager, Western Bay Neighbourhood Support.***

Richard Glover welcomed Bruce Banks to our meeting. Bruce offered apologies on Te Awa Anderson's behalf who was unable to come along. Bruce gave a little background to why Neighbourhood Support has faltered at Pukehina but he assured the group that both himself and Te Awa are keen to get Neighbourhood Support operating again in Pukehina.

Bruce has been with NS for 5 years and last year took over as manager of the Western Bay Neighbourhood Support Association. He has created a complete training manual and all systems are set up. Bruce assured the Committee, that the \$2,000 it costs to set up signage in the community is zero cost to Pukehina as signage, brochures etc are all supplied by Neighbourhood Support. Pukehina has previously signed an affiliate agreement with NS so there is no need to go through this process again.

Esther Kirk asked how CPNZ and Neighbourhood Support can work together and Bruce explained that CPNZ patrol and NS does the prevention and they do not have a direct line of communication but contact is maintained via the Police.

Bruce's first priority is appointing an Area Coordinator who will require police vetting, all other NS volunteers do not require the Police check. Bruce will act as the temporary coordinator while we actively canvass the role. Bruce offered to print off a flyer and Brodie and Leanne will coordinate a leaflet letterbox drop to coincide with the Easter holiday period when more of the absentee owners may be in residence.

Paora Maxwell arrived at the meeting at 7.34pm.

**ACTION:**      **Leanne Armstrong/Brodie Cummins**

**Meeting opened: 7.40pm**

**Present:** (Committee of 10 quorum being 4)

Richard Glover (Chair), , Leanne Armstrong, Neil Carter, Brodie Cummins, Esther Kirk, Paora Maxwell, Judie McEnallay, John McEnallay, WBOP District Councillor, John Scrimgeour,

**Apologies:** Trudi Ballantyne, Councillor Kevin Marsh

**1. Approval of March Minutes**

The minutes of the March 2019 meeting had been distributed and read prior to meeting. It was moved that those minutes are a true and accurate record.

**Moved**      Leanne Armstrong    **Seconded**    John McEnallay                      **Carried**



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### 2. Treasurer's Report:

Prepared by Trudi Ballantyne and distributed and read prior to the meeting.

Richard Glover suggested that in the absence of Trudi Ballantyne, the Treasurer's Report would be tabled at the May Committee Meeting.

**Moved**      **Leanne Armstrong**      **Seconded**      **John McEnallay**      **Carried**

### 3. Action Point Updates from March Minutes

- *Email Federation of Ratepayers Associations* – done (Judie)
- *Meeting with Environment BOP*. Esther advised she has not yet had a meeting with Environment BOP but has organised for two members of staff to come and speak at our next meeting. Esther recommended a combined meeting with Environment BOP and Western Bay District Council officers including Parks & Reserves officer, Sue Hammond to discuss water quality in the estuary, the walkway/cycleway and estuary erosion issues. Several Committee members have been involved in various discussions around these issues and a shared discussion with everyone involved will be beneficial in prioritising a work schedule.

**ACTION:**      **Esther Kirk/Leanne Armstrong/Brodie Cummins**

- *Soft work erosion push up*. Paora Maxwell asked the Committee to ratify the appointment of Jim Dahm to supervise the push-up works which had previously been approved by the 2018 PBRA Committee.

**Moved**      Neil Carter      **Seconded**      John McEnallay      **Carried**

Esther mentioned that in her discussions with Sue Hammond at Council, Sue requested she be kept informed. Paora advised that Jim Dahm would be keeping all interested parties, including iwi, informed of progress.

Paora advised that all residents from 205-229 have been advised of the work schedule and have consented for the work to proceed. Paora advised he had a quote for spraying vegetation and clarified that this is not a requirement but a recommendation in the original investigation. This quote from VATS is for a total of \$1,265 and will be commenced as Stage 1 of the project once approval is granted by this committee.

It is likely that further properties will require similar push-up works in the future and Paora suggested we consider running a workshop on coastal erosion and the ways we can help mitigate it,

Richard advised he had received a quote from Kiwi Land Development for the push up work involving 2 days with machines to complete the task and transport of machines to and from the beach, totalling \$15,180. Work is expected to commence on May 8<sup>th</sup> and following that initial planting of the top section will be undertaken with further planting scheduled for about 4 weeks later. The committee agreed to accept the quotations/estimates as presented for the spraying and pushup as supplied by the respective contractors.

**Moved**      Neil Carter      **Seconded**      John McEnallay      **Carried**



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Richard advised that payment of the contractors involved in the works can either be made by the PRRA and reimbursed by Council or paid directly by Council. The Committee agreed that the accounts for works carried out by contractors should be paid directly by Council.

**Moved**      Leanne Armstrong    **Seconded**    Neil Carter      **Carried**

Paora Maxwell advised he had received communication from Gary Allis, Manager, Infrastructure Services to advise that he is the initial contact to ensure payment for work goes through the system. Gary Allis also advised Council need the PRRA committee resolution that approved the contract with both Jim Dahm and Kym MacKintosh and a copy of the contract.

- *PRRA Facebook Page* – Brodie advised that she now has control of the PRRA Facebook page and has given all Committee members editorial rights to the page. Brodie asked for suggestions from the members on suitable posts for our page. Paora suggested we should draft some guidelines for Facebook posts and perhaps contact other community Facebook administrators to find out how they operate.

Paora also suggested that anything relating to our workshop objectives and our newsletter would be suitable for posting. The Committee agreed that no items of a personal nature should be posted on the PRRA Facebook page.

Brodie will draft a PRRA newsletter for a future FB post and contact Papamoa Community Page to find out how they moderate posts to their page.

### **ACTION: Brodie Cummins**

- *Tarnix Pukehina Camera lighting issues* – Judie advised she put in a service request to Council for more lighting around the camera. Stuart Harvey, Roading Engineer responded:

*I noticed the security camera at the approach to Pukehina several months ago and have spoken to the local Police about this situation. Street lighting is an expensive asset for Council to install and maintain, therefore we need to utilise the spacing as effectively as possible. At this location, street lights are located at either side of the security camera, set at an appropriate spacing apart to provide sufficient driver visibility at night. Therefore unfortunately, I am not able to fund the installation of any additional street lighting here.*

*In addition, it appears that the camera is not owned or maintained by Council and was installed recently as a private asset by the Pukehina Rate Payers Association. Therefore, if lighting was essential to the function of the camera, it may have been most beneficial to install the camera closer to the existing street light. However, I am unsure if street lighting may interfere with the function of the camera, Tarnix may be able to provide more information about this and may also be able to arrange to have the camera moved closer to the street light for you.*

Judie advised she has been in touch with Tarnix to discuss various strategies and they believed the cheapest solution was placing another camera facing in the opposite direction (i.e. facing into Pukehina Parade and the lit area of roading). The



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quote for this is \$1,308.75 plus GST. If this option is selected, it will require an upgrade to our current data plan.

General discussion around the various options ensued with one member noting that the current location of the camera was not the site Tarnix originally suggested for placement of the camera. Paora suggested we ask Tarnix the cost of moving the existing camera.

**ACTION: Judie McEnallay**

- *Pukehina Parade grass and sand encroachment.* Leanne advised that she had submitted a service request and it would appear that work had been done. Richard and Neil advised that they had done the digging out of grass and weeds. Council had sprayed the area. Leanne noted that after heavy rain, a great deal of metal covered the road and stormwater grate which she shovelled away herself. Councillor Scrimgeour suggested taking a photo to attach to any service request of this nature. Leanne also mentioned a leaking stormwater drain on her neighbour's property which Council had initially dismissed and will submit another service request.

**ACTION: Leanne Armstrong**

- *Repair of Pukehina Sign.* Neil advised that he had rebuilt the frame for the sign and Richard had helped with the erection. Richard suggested painting the poles white to make them more visible to vehicles. Neil said the sign would look better with a board attached to the back with some suitable sign writing, eg 'Farewell from Pukehina Beach'. Neil advised he is moving premises and is likely to have suitable material for the sign. He also advised there is an invoice for 8 bags of concrete for completion of the sign repair which he will present to the next meeting.
- *Walkway/Cycleway* – Judie advised she had emailed both Gary Allis and Julie Webb at Council. No response from Gary Allis but Julie advised that the allocated funds had been paid back into Council for works undertaken last year. Judie also contacted Scott Parker who advised that funds were expended prior to May 2018. Until we have some more funding in place there is no point in arranging a site meeting. Another conversation with Sue Hammond who suggested our chairman should bring up this item with Council's CEO at his quarterly meeting.

**ACTION: Richard Glover to follow up with Miriam Taris, Council CEO at next meeting**

- *Estuary tidy up – boat ramp/erosion.* Following on from the walkway/cycleway discussion, Esther and Leanne spoke about the priorities the Committee must decide on as there seem to be more pressing projects requiring both time and expenditure including the estuary erosion and boat ramp state of disrepair among others. General discussion was in agreement that the cycleway/walkway, though it would be a wonderful addition to our area, could not be progressed further without attention first being given to the erosion issue in particular. It was agreed that the sub-committee of Esther, Leanne and Brodie would continue to pursue a combined meeting of Regional and District Council personnel on site at the boat ramp to discuss the issues and formulate a plan for remedial works.

**ACTION: Esther Kirk/Leanne Armstrong/Brodie Cummins**

- *Council Matching Fund.* Esther had researched previous recipients of this fund and spoke of the types of projects that had been approved. Esther suggested something



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like BBQ tables at Midway Park and Councillor Scrimgeour suggested the community noticeboard. General discussion around the type of notice board required with Brodie opposed to an electronic sign as she didn't feel it was in keeping with our beachside community. Esther agreed to draft several submissions for funding for discussion at the next meeting.

**ACTION:** **Esther Kirk**

#### **4. General Business**

❖ ***WBOP District Council's Draft Annual Plan – Freedom Camping By-Law change request from Denise and Clive Donald***

The Committee discussed the request from the Donalds to support their submission to Council. After discussion on some of the difficulties campers have caused in the Poutuia Park camping area, agreement was reached that the area of Poutuia Park is not suitable for freedom camping, particularly as the designated area is right up against a resident's fence, significantly intruding on their privacy. Members did not however, agree with Items 6 and 7 of the submission whereby an increase of 1 night to a 4 night stay at Midway Park (6) or to use the Rogers Road Reserve (7) as alternatives to Poutuia Park. The committee voted to support the Donald's change request and submit a change request to Council from the PRRA.

**Moved** Richard Glover      **Seconded** Paora Maxwell      **Carried**

**ACTION:** **Judie McEnallay – prepare and submit change request on Freedom Camping**

❖ ***Correspondence Inward:***

***Email:***

SocialLink Tauranga Newsletter  
TECT Proposed Distribution Plan 2019-2020  
Federation of Ratepayers Meeting reminder  
Alan Preston, Federation of Ratepayers email to advise he had fixed our link on their website  
Julie Webb, WBOP District Council, followup on cycleway/walkway funding  
SocialLink Tauranga newsletter  
Collaborate around Transport Newsletter  
Autoresponse from Lighting request to Council  
Rochelle Carter, update on meeting with regional council re Estuary  
Paora Maxwell, copy of Jim Dahm's Draft proposed dune repair document  
Bruce Banks, WB Neighbourhood Support  
SocialLink Tauranga newsletter  
Denise & Clive Donald, request for support on Freedom Camping  
Tarnix Security March Invoice  
TECT Talk newsletter  
Tarnix Security – statement  
Stuart Harvey, WBOP Council, lighting response



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### ❖ **Correspondence Inward: (cont)**

PRRA Application – B&S Spillane  
Scott Parker – response to cycleway/walkway enquiry  
Denise Donald, no updates this month from CPNZ  
SocialLink Tauranga Moana H&S kitset  
Scott Parker – out of office response  
Bruce Banks, Neighbourhood Support re presentation  
Incorporated Societies request for contact details update  
Theo Ursum, Emergency Management radio workshop  
Lawrence Cameron, Tarnix camera quote  
Trudi Ballantyne, copy of PRRA Rules for filing  
Denise Donald, advice on emergency radio operators Civil Defence  
Trudi Ballantyne, Treasurer's Report  
BRG – account for payment

### ❖ **Correspondence Outward**

#### **Email:**

Federation of Ratepayers – inability to attend meeting and request for fixing link to our website  
Gary Allis, Deputy CEO WBOP District Council re cycleway/walkway  
Julie Webb, Project Coordinator WBOP District Council re cycleway/walkway  
Reply to Rochelle Carter re estuary  
Neil Carter, update on sign  
Paora Maxwell – various documents relating to soil push up  
Denise Donald, request for CPNZ Report  
Bruce Banks, response to Angie Piper's request for NS assistance  
Carole Forrester, request for Civil Defence Update  
Forward emergency management email to Sarah Piekarski and Brett Ashworth



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### ACTION POINTS

WHO	WHAT	Action
Leanne/Brodie	Leaflet drop for NS Coordinator	Coordinate and liaise with Bruce Banks of NS
Esther/Leanne/Brodie	Site Meeting with WBOP District Council and Environment BOP re coastal erosion, boat ramp issues	Contact interested parties to arrange meeting with committee on site
Brodie	Facebook Page	Prepare a draft Newsletter for posting on FB page and research guidelines for suitable posts
Judie	Tarnix Security Camera	Contact Tarnix for quote to move camera to a site with better lighting (as per original quote)
Leanne	Stormwater leak on adjacent property	Service Request
Esther	Council's Matching Fund	Draft submissions for possible suitable projects for funding
Judie	Freedom Camping By Law change request	Prepare submission to Council's Draft Plan in support of Donald's submission

**The meeting adjourned at 9.00pm for a continuation of Vision Workshop conducted by Esther Kirk.**

Esther compared the objectives members had agreed at last month's workshop and asked the committee whether we would need to amend our Rules as they did not completely align. Paora suggested that though the wording may be different, the overall intent was basically the same and we should use our objectives in PRRA Communications. A change of the rules can only be done at the AGM.

Esther suggested that any projects undertaken by our Committee should be recorded using a simple Project Plan to document all phases of the project. This will save time and help new committee members who may take over incomplete projects have all relevant information available to them.



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Brodie had prepared a draft Newsletter which could be distributed via letterbox drop and put up on the Facebook Page. Judie offered a draft Welcome Pack brochure which will be presented to all new residents of Pukehina. John has an interest in separating PRRA and Pukehina Community websites and has done some work on a new format which will be more sleek and mobile friendly. Esther suggested that next month we should concentrate on the PRRA's communications.

**There being no further business, the meeting closed at 9.26pm**