



**Pukehina Beach Ratepayers 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 PBRA Committee Meeting Monday 11<sup>th</sup> March 2019**  
**7.00 p.m at the Pukehina Community Hall.**

**Meeting opened: 7.00pm**

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

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

**1. Resignation of Committee Member, Fiona Clelland**

Fiona Clelland formally resigned from the Committee due to work and home commitments and left the meeting.

General discussion ensued regarding the appointment of further committee members during the upcoming year. It was decided that people with the right skill set for particular projects the Committee is undertaking during the year could be approached to join.

**2. Approval of February Minutes**

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

**Moved** Richard Glover      **Seconded** Neil Carter      **Carried**

**3. Treasurer's Report:**

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

Trudi noted there were 142 paid up members. Richard asked whether there was a list of subscribed members and Trudi replied that yes, there was. She noted that Stu Brickland's usual contribution to the running of the CPNZ Patrol car had not been received for February. The Committee discussed the options of a follow-up reminder letter but it was agreed that as this money was a donation, it would be better to wait and see if it had just been an oversight during a short month.

Trudi advised that our Association had been dropped from the Incorporated Societies Register due to required documents not being filed for the past year. She had a staff member reinstate our organisation and the time for this service has been charged. Trudi has undertaken to prepare a document detailing the requirements necessary for successful running and membership of Incorporated Societies.

Trudi also advised that there had been quite a few expenses for the month leaving the General A/C closing balance at \$3,591.91 on 28/2/2019.



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It was moved that the Treasurer's Report is a true and accurate record.

**Moved Trudi Ballantyne Seconded Leanne Armstrong Carried**

Trudi listed the accounts outstanding for payment. Totalling \$359.01 plus the \$61.60 to Judie for office expenses added this evening.

It was moved that these accounts be approved for payment.

**Moved Trudi Ballantyne Seconded Leanne Armstrong Carried**

#### **4. Federation of Ratepayers Associations of NZ Meeting 23 March in Auckland**

It was acknowledged that this group has only just been formed and has its inaugural meeting in Auckland on Saturday 23 March. The Committee agreed we would not be sending a representative along but would contact the Association and wish them well and request information of the outcome of the meeting.

**ACTION: Judie McEnallay**

#### **5. WBOP District Council's draft Annual Plan/Long Term Plan Consultation**

Cr Scrimgeour suggested that this forum was an excellent venue for putting forward our views. He also recommended putting service requests in for anything seen to be damaged, dangerous or necessary for our community.

Committee decided that if you are not happy with any beach accessway a service request should be lodged with Council. This advice should be included on our website.

Richard advised he spoke to Sue Hammond at Council regarding the lack of rubbish bins in some parks and dog poop bag dispensers at beach accessway entrances. Sue responded with a negative response and told Richard we had 'our allocation'.

Paora Maxwell questioned whether coastal erosion was included in this consultation. Cr Scrimgeour advised that it was not and that in general, Council had adopted a 'let nature take its course' approach.

Brodi asked why the sand dumps that had been so successful in 2006 and 2007 had been halted. Cr Scrimgeour didn't know as he was not serving on Council then but did say that a similar situation occurred in Maketu and some local iwi put a stop to work.

Trudi suggested we arrange for someone from Environment BOP to come and discuss their view on coastal erosion and the delineation of responsibilities between the two councils.

After much discussion, the Committee agreed to a smaller group of Richard, Leanne and Judie to meet later in the week and work on a submission for Council's 'Have a Say' consultation.

**ACTION: Esther – arrange a meeting with Environment BOP**

**ACTION: Richard, Leanne, Judie**



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### **6. Action Point Updates from February Minutes**

- Cheque Signatories – Trudi advised this had been completed.
- Changes to PBRA Constitution – Trudi brought the amended document for all Committee members to sign and keep on record.
- Soft work erosion push up – Richard advised he would be attending a meeting on Tuesday 12 March at 4pm at the No 10 Accessway between 227 and 229 Pukehina Parade for discussions with Jim Dahm, Kim McIntosh of Kiwi Land Development, Chris Ward from Coast Care, Paul Greenshields from the Land Management Office and Paora Maxwell. Trudi asked if Richard could email the committee on the outcome rather than having to wait until our next meeting in a month.

**ACTION: Richard Glover**

- Committee job descriptions – Judie advised there was only one new job description prepared by Brenda Brickland for the Secretary Role. A job description for the Civil Defence Coordinator is also on file. The roles of Chairperson, Treasurer, Newsletter Editor, Website Editor and Committee members are included in the 'PBRA – How We Operate' document available on the website. It was decided that the role descriptions could be evaluated/updated as part of the 'Vision' workshop.

**ACTION: Committee Workshop**

- Pukehina Hall congratulatory letter – Judie advised this was completed.
- PBRA Facebook Page – Brodie advised she had approached Stu Brickland about taking over responsibility for the PBRA Facebook page. Stu responded that he could make her an Admin but has not been forthcoming in meeting with Brodie for discussions. The Committee decided that another approach should be made to Stu and Paora Maxwell offered to accompany Brodie to the meeting. The Facebook page is the social media 'face' of the PBRA and should be under the Committee's control.

**ACTION: Brodie Cummins/Paora Maxwell**

- Tarnix Security Policy – Trudi advised that Richard needed to sign off this Policy and given to Secretary to keep on record.
- Tarnix Pukehina Camera issues – Neil reported that there is no issue with the camera itself, the problem lies with the lack of lighting. He advised that the Sergeant from Te Puke Police had written to Council to advise them of the problem of insufficient lighting. It was decided that a service request would be completed by the PBRA Committee.

**ACTION: Judie McEnallay**

- D&C Fine reply letter – Judie reported the letter had been delivered to the Fines.



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- Pukehina Parade grass & sand encroachment – In the absence of Cr Marsh, it was decided that a service request would be lodged with Council.

**ACTION:**     **Leanne Armstrong**

## **7. General Business**

### **❖ Report from CPNZ Coordinator, Denise Donald**

Background information

Community Patrols of New Zealand [CPNZ] is a national organisation that was formed in 2001. It supports over 5,000 volunteers in over 150 affiliated community patrols throughout New Zealand.

Community Patrollers are volunteers working closely with Police as extra “eyes and ears” to assist Police and other agencies to build safer communities.

Community Patrols are independent from the Police but receive regular Police guidance, training and tasking from their Police Liaison Officer [PLO].

### **Patrol news**

Pukehina Community Patrol have 9 police vetted members who provide a five weekly roster to patrol Pukehina Beach and surrounding area.

February Patrol Activity: monitoring speeding along Pukehina Parade, monitoring illegal rubbish dumping, Pukehina Beach Road (corner of Pongakawa stream/Willow tree pull off area adjacent to Erroll Watts farm) and patrol members contributed to the missing person search at Maketu.

Our PLO, Community Constable Teawa Anderson, will deliver further radio training in the coming weeks.

The patrol requires a First aid kit and Road cones in the patrol car. These items have been requested from CPNZ in line with patrol resource fit-out.

### **February 2019 Data:**

Total kms:502

Total time:35.10

Incidents: Missing Person search



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### ❖ ***Neighbourhood Support – no current coordinator on the beach***

Members noted the email Angie Piper had circulated to ratepayers concerning the need for someone to volunteer to coordinate the Neighbourhood Support Group. During the past year, this group has been foundering under lethargic leadership and the sudden resignation of its coordinator. Angie will be away for the next year but is happy to assist in any way she can via email. The committee agreed that Neighbourhood Support is at the very core of our community and a coordinator needs to be sourced and preferably be a member of our committee. Volunteers were called for this role and Paora Maxwell has stepped up to this role. The committee thanked Paora for taking on this position.

**ACTION: Paora Maxwell**

### ❖ ***Repair of Pukehina Sign***

Neil reported that during the month, an offer of an old power pole had been received from Pascal Arrou. He is now in possession of the pole but doesn't think it is fit for purpose. He suggested painting the current poles white and as the poles are much longer than required for the sign, to cut off the broken portion and realign the sign. Brodie commented that she had spoken to John at the Camp Ground who was not happy with this suggestion as he believed it would block vision when exiting the park. Neil disagreed and noted he hoped to be in touch with Wayne with his digger and get a working bee going to repair the sign this weekend. Neil to contact other committee members to arrange some help with this.

**ACTION: Neil Carter – other committee members as required for working bee**

### ❖ ***Walkway/Cycleway – Where are we at?***

Judie reported that this item was on the 2018 AGM Agenda where it was reported that the bulk of the track had been mulched and it was ready for surface preparation. There had been little action the past year apart from a meeting in June when Mike Piper met with Geoff Canham (Consultant on this project), who advised that DOC indicated they will reclaim a piece of land from a farmer to save on the cost of building a bridge. Mike was to prepare a report on this outcome but nothing found in the files.

John Scrimgeour reported that this had been a contentious and drawn-out issue with Council finally taking over the consent process on behalf of the Committee. The initial work that was carried out was not done in consultation with the Committee and this is a possible reason why no further action has occurred.

Neil reported that he had a meeting with the Regional Council last week regarding the stop bank erosion. He also reported finding dead calves and cats in the estuary and a toxic algae growth.

John Scrimgeour suggested contacting Pim de Monchy at the Regional Council regarding the poor state of the Estuary. He also suggested contacting Gary Allis, Council's Manager for Infrastructure Services to ask for a meeting to see how the walkway/cycle way can be progressed.



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Esther suggested that any projects the current committee undertake should be well documented with a project plan so all relevant information can be passed on to a new committee.

**ACTION: Leanne/Esther - Contact Pim De Monchy re estuary**

**ACTION: Judie McEnallay – contact Gary Allis to arrange meeting**

❖ ***Estuary tidy up around boat ramp and erosion areas***

Leanne discussed the issue of safety and erosion around the boat ramp area where large rocks and concrete blocks litter the area and make it very unsafe for boaties and families alike who are using this area for recreation.. Discussion centred on the reluctance of any of the local bodies willing to take responsibility for this area of the estuary. It was decided a working group would be set up comprising Esther, Leanne and Brodie to come with a strategy to address this situation.

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

❖ ***Rubbish collection – bring back recycling bins***

This item was discussed earlier concerning the consultant on Council's Annual Plan.

❖ ***Council Matching Fund***

The committee was asked to come up with ideas for suitable projects that can be discussed at next month's meeting and apply to receive funds from Council's Matching Fund when applications open next month.

**ACTION: Committee**

❖ ***Correspondence Inward:***

***Email:***

BRG Statement  
Social Link Newsletter  
David Armstrong – 201 Pukehina Parade, Subscription  
Cr Scrimgeour – details of Council's matching fund  
Fiona/Trudi regarding rubbish collection  
Pascal Arrou – offer of pole for sign repair  
Federation of Ratepayer Assoc of NZ meeting advice  
Sign Solutions requesting update on Community Noticeboard  
Social Link Newsletter  
Tarnix Security February invoice  
Brodie/Trudi re pole  
TECT distribution plan



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

L Edwards & Son Vision Lab February statement  
Fiona Cleland – advice of resignation  
Social Link newsletter  
BRG Invoice  
BRG Statement  
WBOP Council – Draft Annual 2019-20 Plan Consultation  
Fiona Cleland, Letter of Resignation

### ❖ **Correspondence Outward**

Email reply to Pascal Arrour re offer of power pole for sign repair  
Email Sign Solutions regarding update to quote for Community Noticeboard  
Response to Debra and Colin Fine  
Letter of congratulations to Pukehina Hall Committee  
Denise Donald, request for CPNZ Report  
Carole Forrester, request for Civil Defence Update

## **ACTION POINTS**

<b>WHO</b>	<b>WHAT</b>	<b>Action</b>
Judie	Federation of Ratepayers Associations Meeting	Email our inability to attend but request for update on the meeting
Esther??	Meeting with Environment BOP and committee re coastal erosion and delineation of responsibilities	Contact Environment BOP to arrange meeting with committee
Richard, Leanne, Judie	Council's Annual Plan consultation	Meeting Thursday 4pm at Richard's house to work on committee submission to council
Richard	Soft work erosion push up	Email committee with outcome of meeting held Wednesday 12 March at beach accessway 10
Committee	Committee job descriptions	To be reviewed during workshop sessions
Brodie/Paora	PBRA Facebook Page	Brodie and Paora to meet with Stu Brickland to arrange handover to committee



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Judie	Insufficient lighting at security camera	Service request from committee
Leanne	Pukehina Parade grass & sand encroachment	Service request to council
Paora	Neighbourhood Support	Contact Angie for database. Contact BOP site for further info <a href="https://wbopns.org.nz/contact-us/">https://wbopns.org.nz/contact-us/</a>
Neil	Repair of Pukehina sign	Arrange working bee to fix sign (this weekend?)
Judie	Walkway/Cycle Way	Contact Gary Allis to arrange meeting
Neil	Walkway/Cycle Way	Contact Pim De Monchy re estuary
Ester/Leanne/Brodie	Estuary tidy up – boat ramp and erosion	Form working group to address situation
Committee	Council Matching Fund	Ideas for projects to apply for funding

**The meeting adjourned at 8.27 for the Vision Workshop conducted by Esther Kirk.**

**There being no further business, the meeting closed at 9.10pm**