



**Minutes of the PRRA Committee Meeting Monday 13 May 2019**  
**7.00 p.m at the Pukehina Community Hall.**

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

Richard Glover (Chair), Trudi Ballantyne, Leanne Armstrong, Neil Carter, Esther Kirk, Judie McEnallay, John McEnallay, WBOP District Councillors, Kevin Marsh and John Scrimgeour,

**Apologies:** Brodie Cummins, Paora Maxwell

**1. Approval of April Minutes**

The minutes of the April 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**

**2. Treasurer's Report: March and April**

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

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

**Moved** Trudi Ballantyne **Seconded** Esther Kirk **Carried**

Trudi advised that there was an amount of \$3,162.30 in the bank account at 30 April 2019. Membership had increased from last year with a total of 148 paid up members.

Trudi listed the accounts outstanding for payment:

|                 |          |
|-----------------|----------|
| Tarnix Security | \$129.00 |
| BMG             | \$116.44 |

Totalling \$245.44.

It was moved that these accounts be approved for payment.

**Moved** Trude Ballantyne **Seconded** Esther Kirk **Carried**

**3. Action Point Updates from April Minutes**

- *Neighbourhood Support letterbox drop*

Leanne, Judie and John completed a letterbox drop of NS flyers along the Parade, Pukehina Beach Road and Cutwater Road prior to the Easter holiday. Response from residents was underwhelming with only 5 replies received by the end of the month



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and two of those were negative. Judie posted on the Pukehina FB pages which was more successful and a possible coordinator may have been found.

Richard noted that he would like to remain as a sector leader. Leanne suggested that we approach Jody at Beach Rentals and ask if she could send brochures to bach owners. Judie and Leanne will continue to liaise with Bruce Banks, Manager of Neighbourhood Support for the Western Bay in this matter.

### **ACTION: Leanne Armstrong/Judie McEnallay**

- *PRRA newsletter*

In Brodie's absence, it was noted that at a recent sub-committee meeting Brodie had advised that she will finalise the Newsletter for a future letterbox drop, Facebook post and inclusion on the website.

### **ACTION: Brodie Cummins**

- *Tarnix Pukehina Camera lighting issues*

Judie advised she has spoken with Tarnix on several occasions regarding the security camera and its placement. The original quote for the placement of the camera on the opposite side of the street closer to street lighting was around \$4,500 + GST. The previous committee decided on a less expensive option. Pursuing the addition of a second camera facing in the opposite direction towards the existing street lighting, Tarnix have quoted \$4,880.09 for installation of the camera including setup of a mini-server in the Community Hall which will keep the data transmission at the current 750GB/month level and not require a change in data plan and the extra charges that will incur.

Judie also reported that she had met with Stuart Harvey, WBOP District Council Roading Engineer, on the matter of running an ADSL phone line to the camera to take advantage of cheaper data plans. Stuart agreed this would be a cost effective option however, Tarnix advised that ADSL speeds were not sufficient for the camera's use. It is an option to pursue when fibre reaches Pukehina.

Councillor Kevin Marsh suggested we approach Prowler Security in Te Puke for suggestions how best we can upgrade the current security camera.

It was moved that an approach be made to Prowler Security for further options and possible quotes.

**Moved**      **Richard Glover**      **Seconded**      **Leanne Armstrong**      **Carried**

### **ACTION: Judie McEnallay**

- *Pukehina Parade Stormwater Drain leak.*

Leanne spoke with the Veolia contractor who flushed out the leaking stormwater drain. He advised there was a weak spot and if it continues to cause problems he can do a soil test. Leanne also advised that a further 4 stormwater drains along the Parade have been identified for cleaning out of stones, debris etc.



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- *Estuary Care – boat ramp/erosion/water quality*

Esther advised that there are 3 separate issues involved with the Estuary:

- Boat Ramp area
- Erosion
- Water Quality and overall estuary health

Esther and Leanne have spoken to the various people responsible for these areas (District Council, DOC and BOPRC) and will organise a meeting with each to address how we can go about making significant improvements in these areas.

The issues around water quality are far more complex than the other two issues. The Pongakawa/Waitahanui Catchgroup Group have undertaken a two year consultation process with wider community consultation occurring in a few months. This could be an opportunity for consultation with this group. Esther suggested we ask Jo Watts, Catchment Group Lead (BOPRC) to come along and discuss findings and planned actions once wider consultation is in place.

Leanne and Esther noted that Bay of Plenty Regional Council reports state that estuary health is degraded and getting worse, with high levels of phosphates, nitrogen, suspended solids and E. coli in the estuary's readings. Substantial changes need to occur to bring the estuary ecosystem health back. See Workshop 9: Surface Water Quality <https://atlas.boprc.govt.nz/api/v1/edms/document/A3157003/content>

- *Council Matching Fund*

Esther has developed a funding plan which breaks down our objectives into short term and longer term funding. The Matching Fund falls into the short term category and Esther proposed we apply for facilities for Midway Park such as BBQ seating, exercise equipment and a skate ramp (ideas that came out of a community consultation hui held in Dec 2018). These items will complement the long term funding request to Council (Annual Plan) for more expensive items such as BBQ's and a shelter etc. Esther provided various quotes for this equipment and will discuss with a Council representative how best we can achieve success with our submission – either as individual items or as the one submission.

As Council's Matching Fund is a collaborative fund with the recipients, various options for the Community's input were discussed including setting up a 'Give a Little Page', provision of materials such as concrete and volunteer labour. Esther has spoken with the Pukehina Markets' organiser who advised that proceeds from stall holders could be donated to fund Midway Park improvements. General discussion agreed that the PRRA should donate a sum of \$2,000 to help fund the Midway Park improvements.

Trudi noted that she will be proceeding with the PRRA application for charity status which will provide further avenues to approach for funding once our Association has charity status.

**Moved**      **Trudi Ballantyne**      **Seconded**      **Neil Carter**      **Carried**

**ACTION:**      **Esther Kirk, Trudi Ballantyne**



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

##### **❖ *Soft Work Erosion Pushup Report***

Richard advised that work commenced on clearing the rubbish from the affected dunes area adjacent to the properties between 215 and 229 on Tuesday 7 May at 10.30. The pushup of sand was undertaken over the following Wednesday and Thursday with only one complaint received from a neighbour regarding vibration noise. Unfortunately quite a bit of the sand at the top of the pushup has been lost due to the storm on Sunday night. Planting will commence in about three weeks but can't be undertaken until the area has had some rain. Several of the local schools, PD workers and locals will be on hand to help with planting the area.

Esther advised there had been a 100% positive response on Facebook to the communication posted by the Committee regarding the pushup. Esther suggested that the process involved in getting the pushup through to completion be documented in order to assist other residents whose locations were identified as 'at risk' in Jim Dahm's original assessment and who may have need to undertake their own dune repairs on Pukehina Beach. It was agreed that the Committee posts a notice on Facebook for any residents with concerns about property erosion to contact the PRRA directly and/or attend a Committee meeting to voice their concerns.

The Committee agreed that Richard should contact Jim Dahm to ask for a quotation for on-going monitoring of Pukehina Beach at 6 monthly and yearly intervals.

**ACTION:**      **Richard Glover/Paora Maxwell/Brodie**

##### **❖ *Chairman's update from meeting with WBOP Council CEO, Miriam Taris***

Richard advised that he had a satisfactory meeting with Western Bay of Plenty District Council CEO, Miriam Taris. Some of the topics covered were Pukehina's Parks and Reserves, particularly regarding the Midway Park concept plan and also our intention to seek funding through Council's Matching Fund, and Estuary care. Miriam suggested that Council are more amenable to help when it sees the community actively pursuing fund raising for community projects. Council's recent proposal for rubbish collection was also discussed and the Walkway/Cycleway project. Richard is to follow up with John Cook re this project.

**ACTION:**      **Richard Glover**

##### **❖ *Bay Trust Community Amenities Fund***

Esther will look at this fund and a potential application to assist with the visions of Midway Park.



❖ ***Environmental Enhancement Fund***

Esther advised that she didn't think the Committee was in a position to apply for funding as we do not have any suitable projects that will fit the criteria. (i.e this fund is for Environmental restoration work mostly and at this stage we have other projects underway) but welcomed suggestions from the Committee and encouraged anyone with an idea to contact Eddie Sykes at the Regional Council to discuss the merits of a project.

Leanne suggested we create a 'calendar' document that can be passed onto future committees with important dates highlighted such as the various funding submissions and their closing dates. Councillor Scrimgeour commented that these dates often vary but the Committee agreed it would be a good idea to set up.

**ACTION:**      **Judie McEnallay**

❖ ***Community Noticeboard***

The committee decided to move this item to the Communications Workshop.

❖ ***Tennis Courts***

In past years it has been usual for the tennis nets to be removed after Easter but the Committee thought it was time to leave the nets in place and keep the courts open. Esther has spoken to Sue Hammond at the District Council who has agreed that we can leave the nets up and the courts open year round. Neil offered to check whether any repairs were needed to the nets and winders and whether the court markings needed to be painted. Any repairs necessary will be sent to Council via a Service Request. The Committee will notify residents via Facebook and the Newsletter that the courts will now be open for use year round without the necessity of obtaining a key from The Store.

**ACTION:**      **Neil Carter/Brodie Cummins**

❖ ***Report from CPNZ Coordinator – Denise Donald***

*Team:*

*Pukehina Patrol will be operating with 8 team members as from 01/06/2019.*

*Data for April:*

*352 kms*

*22.48 hrs*

*Patrol work:*

*Monitoring of speeding continues along Pukehina Parade*

*Old Coach Road being monitored for suspicious vehicles*

*Training:*

*All Patrol members are required to complete a set of mandatory online theory modules each year and there is also an expectation for members to take part in other forms of training to support their patrol work and knowledge whenever possible.*



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*Radio training led by Constable Anderson on 08/05/2019 in Te Puke, was completed by two members, who will now train other team members.*

*Following the BOP AGM a district trainer was appointed which will prove helpful for small Patrol Teams like ours. We have been invited to our first Police training event 29/06/2019 where the following topics will be covered: Radio training, Risk Assessment and Drugs.*

### ❖ **Civil Defence Update**

A meeting of the Pukehina Community Lead Emergency Support Team was held in the Community Hall on 24<sup>th</sup> April at 5.30 pm. The Minutes of this meeting had been previously distributed to the Committee and posted on the Website. Judie advised that the Community Response Team document attached to these Minutes had several inaccuracies and did not include a PRRA Committee member. Judie volunteered to be the PRRA contact person and to alert the Civil Defence Team to the errors in their contact list.

**ACTION: Judie McEnallay**

### ❖ **Dogs on the Beach**

Richard advised there had been several instances of 3 large dogs roaming on the beach and acting in a threatening manner to several beach walkers. Richard put in a service request and encouraged another resident who had been threatened to do the same. After a picture of the dogs was pasted on FB there has only been irregular sightings but we should encourage all residents to submit service requests for any incidents involving dog attacks or threatening behaviour.

### ❖ **Bikes on the Beach**

Esther raised the question whether anyone had taken over the management of the Bikes on the Beach program after the passing of Rex Cameron. Judie will contact Pat Cameron to discuss and obtain the list and any numbers she may be holding.

**ACTION: Judie McEnallay**

### ❖ **Correspondence Inward:**

#### **Email:**

Tarnix Security Statement  
Stuart Harvey, WBOP District Council, – response to security camera street lighting  
SocialLink Tauranga newsletter  
Scott Parker, WBOP District Council, walkway/cycleway  
Denise Donald, CPNZ  
NS Papamoa re NS Presentation  
Incorporated Societies  
Tarnix – 2<sup>nd</sup> camera quote  
BRG statement  
SocialLink Tauranga newsletter



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

Have you Say Western Bay – response to proposal submission  
NS Papamoa – draft flyer  
SocialLink Tauranga newsletter  
Vector Newsletter  
TECT updates  
Michele North, Civil Defence meeting  
BRG – Easter closing  
Have your Say, feedback thanks x 2  
Michele North, Civil Defence  
Vector, Te Puke Community Newsletter  
Jim Dahm forwarded from Paora Maxwell re pushup  
Vision Lab – domain renewal  
Michele North, Civil Defence contacts and minutes of meeting  
Stuart Harvey, WBOP District Council – out of office response  
Tarnix Security – April invoice  
NS Papamoa, results of flyer drop  
Vector Group Charities – Te Puke Community Newsletter  
SocialLink Tauranga newsletter

### ❖ **Correspondence Outward**

#### **Email:**

Denise Donald, request for April CPNZ report  
Tarnix – re camera quotation  
Carole Forester, forward radio workshop email  
Brent Spillane re subs



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### ACTION POINTS

| WHO           | WHAT  | Action   |
|---------------|---|--|
| Leanne/Judie  | NS flyer                                    | Ask Jody at Beach Rentals to post flyer to bach owners. Liaise with Bruce Banks of NS                    |
| Brodie        | PRRA Newsletter                             | Finalise and letterbox drop, FB and web  |
| Judie         | Security Camera                             | Contact Prowler Security for alternatives to Tarnix quote  |
| Esther        | Council's Matching Fund                     | Finalise funding submissions   |
| Trudi         | PRRA application for Charity status         | Prepare and submit application   |
| Richard       | Quote for erosion monitoring                | Contact Jim Dahm for a quote   |
| Richard/Paora | Pushup documentation                        | Document all processes undertaken for the dune pushup process as a template for future residents         |
| Brodie        | Facebook post for other concerned residents | Prepare FB post asking other residents to contact PRRA if they have erosion concerns.                    |
| Richard       | Cycleway/Walkway                            | Contact John Cook  |
| Judie         | Funding Calendar                            | Create document with various import dates for future reference   |
| Neil          | Tennis Courts                               | Check for any repairs required and submit service request if necessary                                   |
| Brodie        | Tennis Courts                               | Notify residents via FB and the Newsletter that tennis courts will be open year round – no need for keys |
| Judie         | Civil Defence                               | Advise Team of errors in their Community Response Team document. Volunteer to be PRRA team member        |
| Judie         | Bikes on the Beach list                     | Discuss with Pat Cameron   |



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| <b>WHO</b> | <b>WHAT</b>                                | <b>Action</b>   |
|------------|--|---|
| Esther     | Eco Village Council Hearing                | Get hearing schedule and whether we have speaking rights  |
| Trudi      | Facebook message and project participation | Update Xero automated message to include 'Please like our Facebook Page' and include message 'Do you have skills, knowledge, interest in any of the PRRA current projects and would like to help? Then email <a href="mailto:pukehina.bra@gmail.com">pukehina.bra@gmail.com</a> ' or something similar. |

**The meeting adjourned at 8.15pm for a continuation of Vision Workshop conducted by Esther Kirk.**



❖ **Communications Plan**

Esther advised that a sub-committee of herself, Brodie and Judie met the previous week and discussed a Communications Plan covering the Website, Facebook Page, Membership drive, Newsletter, Community Noticeboard and Submissions. Esther suggested additional wording could be included on the automatic email generated when residents pay their subscriptions to encourage them to like our Facebook page and encourage participation in the Committee's projects.

**ACTION: Trudi Ballantyne**

Please see the attached document, *Pukehina Ratepayers' and Residents' Association Communications Plan* for more detail.

Esther advised that due to the high cost of a digital sign (quote obtained by last year's Committee from Sign Solutions of \$8,067.25) and the fact that this Committee was divided on the merits of such a sign, she had obtained quotes for an A-frame sign that we could trial. The sign would be placed in a visible location such as outside the Community Hall or The Store and updated with relevant information. This would benefit residents in particular who have no access to social media and don't view our website or Facebook posts. The cost of the board with our graphics and lettering is \$690 and can be delivered in a week. The Committee agreed to purchase the sign.

**Moved Esther Kirk Seconded Leanne Armstrong Carried**

Leanne discussed her conversation with a concerned resident about the Eco Village and whether residents will be allowed access to the Council hearing on this matter. Councillor John Scrimgeour advised that the hearing was to be held on July 1 and 2 at Barks Corner and the public are allowed to sit in. The previous Committee had put in a submission for this hearing and Esther agreed to contact Council and determine whether we get speaking rights and ask whether we will receive notification of the hearing's schedule. It was agreed that this information will be posted on Facebook.

**ACTION: Esther Kirk**

**There being no further business, the meeting closed at 8.50pm**