



**Minutes of the PRRA Committee Meeting held on Monday 9 December, 2019  
7.00 p.m at the Pukehina Community Hall.**

**Present:** (Committee of 8 quorum being 4)

Richard Glover (Chair), Trudi Ballantyne (Treasurer), Judie McEnallay (Secretary), Leanne Armstrong, Neil Carter, Brodie Cummins, Esther Kirk, John McEnallay

**Apologies:** Paora Maxwell, WBOP District Councillor Kevin Marsh, WBOP District Councillor John Scrimgeour

**Report from Carole Forrester, Coordinator, Pukehina Civil Defence**

Carole reported on the group's recent activities including several disaster simulation scenarios which had proved very helpful in fine-tuning the Community Response Plan. She also advised that a joint simulation is being planned for early next year which could either involve the whole community or the various community groups on the beach such as Pukehina Lifeguards, Volunteer Firefighters, Neighbourhood Support and CPNZ. Planning is underway and we will be updated when details are finalised.

Carole advised that Nick Barnes, Emergency Management Advisor, who attends the group's meetings is looking to perhaps an integration with Maketu at some stage in the future and may recommend adoption of our Community Response Plan to other groups around the country.

Carole reminded the Committee that the fire alarm siren will not sound for tsunami warnings. Warnings will only be advised via the mobile phone app. She also noted that you can't make people leave, only suggest that it would be in their best (safest) interests.

Carole mentioned that a letterbox drop of the safety brochure had occurred in October to all properties on the beach but most of the Committee had no knowledge of the brochure. Carole agreed to drop off a brochure to the Secretary in order that a copy can be put up on the website.

The Committee discussed with Carole the idea of setting up an information area for Civil Defence at the upcoming AGM.

Carole left the meeting at 7.30pm

**ACTION:** Brodie/John

**1. Approval of November Minutes**

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

**Moved**          John McEnallay                                **Seconded**          Richard Glover          **Carried**

**2. Treasurer's Report:**

Trudi Ballantyne advised that online banking was now up and running. She also noted that she still has heard nothing back from the Charities Commission re our request for a change of status. Trudi



advised that all membership invoices have been sent out as well as invoices for website advertising. She advised that she would encourage members of the Business After 5 group to use our website for advertising their business operations.

Trudi noted that a donation from Les & Pam Roa of \$100 was received this month.

Trudi also advised that she will complete the Annual Financial Statements this week and send to John for inclusion on the website.

The term deposit was rolled over this month for a further 3 months.

There are 4 invoices for payment this month

- Tarnix Security                      \$129.00
- BRG Accounting Fees            \$ 71.14
- NZ Post (PO Box)                \$195.00
- Judie McEnallay                  \$ 35.45

(secretarial supplies)

It was moved that the invoices be approved for payment.

**Moved** Trudi Ballantyne

**Seconded** Richard Glover

**Carried**

**ACTION:** [Trudi/John/Judie](#)

### **3. Action Point Updates from November Minutes**

- *PRRA newsletter*

Judie advised that the Newsletter had been distributed to all PRRA members and ratepayers who had a valid email address. Copies had also been made and left at The Store and the Hippy Pipi and a copy was also put on the Website and FB page.

- *Push-Up Letter*

Richard advised that Paora had written to all households that were named in Jim Dahm's report as being 'at risk' with responses directly back to himself. The letter had not been sent on behalf of our Association. Richard will ask Paora to pass on the names of all who had responded to his letter so the Committee can followup with them in the New Year.

**ACTION:** [Richard Glover](#)

- *Bikes on the Beach*

Judie confirmed that Stu Brickland had agreed to take over as Coordinator of the Bikes on the Beach programme and she had provided him with a job description. Judie advised that she had approached Rochelle Carter, principal of Ray White's Real Estate for sponsorship and she had



## Pukehina Ratepayers' & Residents' Association Inc.

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generously agreed to pay for the printing of new numbers which Trudi had recently ordered. These have been given to John McEnallay who was currently in the process of creating an online database, email address and application form to maintain the system. Once the backing card is received from Ray White's and the online application completed, John will hand the system over to Stu and the community will be reminded to register their bikes.

**ACTION:** John/Neil

- *Community Noticeboard security*

Neil to source a chain for securing the noticeboard and Trudi offered to put sign in her yard.

**ACTION:** Neil

- *Farewell Sign*

Esther distributed proofs of the proposed artwork for the farewell sign and new sign for Midway Park. Committee voted on the adoption of Option A. Esther advised she will send a copy of the Midway Park sign to Sue Hammond for approval and ask whether they would like their logo included and/or pay for the sign.

**ACTION:** Esther

- *Boat Ramp Jetty Design - Richard Glover*

Richard advised he had sent a detailed email several weeks ago to Sue Hammond regarding the boat ramp but to date had not received a response. He suggested to Sue that a floating jetty on poles would be best suited to the Estuary. Leanne offered to chase this up as she has been in contact with Sue regarding repairs to the boat ramp and read out an email to the Committee from Sue:

*The boat ramp at Ororoa Reserve has been included in Council's recent coastal and marine condition assessment inspection and a report has been received from Councils Consultant Engineer.*

*As a result of that condition assessment report and subject to contractor availability, the Ororoa boat ramp has been scheduled for maintenance/ repair as a part of a wider programme of work that will be undertaken in April/May/June 2020.*

*We will notify the Ratepayers Association prior to the commencement of the work.*

*I will let you know closer to the time*

Richard noted that any construction of a new jetty would obviously have to commence after repairs to the boat ramp have been completed.



- *Confirmation of Coast Care Fund*

Esther advised that Leanne and herself would be meeting with Miriam Tarris, CEO of the WBOPDC, on Friday of this week where they would have discussions regarding the fund.

Esther noted that it is Regional Council and DOC that deal with issues concerning the marginal strip on the Estuary foreshore and it is administered by DOC. She has emailed DOC three times with follow-ups each week but has yet to get a response. Esther thought it might be a good idea to bring up the estuary foreshore erosion at the AGM to launch the idea with the community of remedial planting and clearing of rubbish.

- *Denise Donald Letter*

Richard advised that he and Judie met with Denise Donald and her husband Clive to discuss the letter sent to her by the Committee following a complaint received from Councillor Kevin Marsh. It was agreed at this meeting that as Mrs Donald had not been given the opportunity to view her side of the story, the letter would be retracted until such time as a resolution was reached between Mrs Donald and Councillor Marsh.

Leanne suggested that the Committee should prepare a policy for handling any disputes that may arise.

**Moved** Leanne Armstrong

**Seconded** John McEnallay

**Carried**

**ACTION: Committee**

- *Cycleway/Waterway*

Esther noted that she had attended the first meeting for the Waihi Estuary Catchment Group who are looking at various methods of improving the situation where the Estuary is now in the Top 10 worst catchments in the country with the 4 worst contaminants at alarming levels. The group are looking at decreasing these readings by 50% and will be looking at implementing farm management plans and other means to improve the situation.

Our Community want to be able to swim, collect shellfish and enjoy everything our Estuary has to offer and will be encouraged to rally behind this group and help with plantings and other means to regain a healthy estuary environment for all to enjoy.

Trudi noted that at a recent meeting she attended, Regional Council and Fonterra representatives voiced their support to making improvements in the Catchment area. It was noted that Federated Farmers are currently working on a solution regarding dead calves in the waterways after the cancellation of the dead calf pick-up service.

- *Tarnix Invitation*

The Committee agreed to follow up on the invitation by Tarnix to visit their Control Centre to view the camera monitoring setup with the new Committee next year.

**ACTION: Committee**



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

##### ➤ Report from the CPNZ

Denise Donald advised that the new Community Constable had been appointed and it was good to be working with him. She included Rameka's greeting to the Committee.

*My name is Rameka Poihipi and I am the new Community and Iwi Liaison Officer stationed in Te Puke. I have been working in the Police for the past 16 years on the frontline.*

*Since becoming a Community Police Officer I have been blown away by the generosity of this Community and the volunteers that are willing to give up their time to help the Community. I guess Policing the frontline you don't see the positive side of the Community only the negative."*

*Currently Te Puke is experiencing a spike in number plate theft and we have also recorded vehicles on our shifts. Speeding along the Parade will be monitored again over the holiday months.*

*We will no longer record Freedom Camper numbers at Pukehina sites unless they are causing an infringement.*

*Reports of marauding dogs causing concern ; we tend to call DOC or WBOPDC depending on their locality.*

*With extra holiday makers and children home from school we hope everyone will share the roads, beach and facilities carefully.*

*We would like to extend our thanks to the Association and community for their support and wish you all a Merry Christmas and Happy New Year .*

##### ➤ Meeting with Miriam Tarris

Esther asked the Committee whether there was anything else to bring up at the meeting with Miriam this week. Trudi mentioned that in previous years, Council had paid a Secretarial Grant of \$200 and a \$500 grant to help with the CPNZ vehicle expenses. Neither had been received to date this year. Judie asked if a verbal invitation to attend our AGM could be given to Miriam with a follow-up email to confirm. Esther noted she will raise the concerns of one of the residents on Costello Crescent regarding the difficulty he has negotiating his wheelchair without any paving.

##### ➤ AGM Preparation

Esther had previously presented a plan for conducting the AGM with a view to keeping the event on track and to encourage a more informed discussion and will provide a plan to the Committee prior to the event. It was noted that Neil, Richard and Paora are unable to attend the AGM.

John suggested taking a computer to the meeting to enable people to complete quad registration.

Six members of the current Committee will be continuing on for 2020 year and it was decided that in the interests of distributing the workload, we would encourage a further 4 people to register interest in nominating to join the PRRA Committee for 2020.



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A sub-committee would meet prior to the AGM to organise hall setup and refreshments.

**ACTION: Esther Kirk/Judie McEnallay/Leanne Armstrong**

## **5. Other Business**

Richard advised that he and his wife Dawn had been investigating the possibility of providing beach wheelchairs for public use by a gold coin donation. He had mentioned this idea to Merv Ebbett who will assist with finding sponsorship for the purchase of the chairs. It was thought that one could be held at the Community Centre and the other at the Surf Club.

The Committee decided that as time was running out for a get-together to celebrate the year's efforts, it would be held over until 18 January. Leanne offered to host the BYO event at her place from 6pm



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***Correspondence Inward:***

***Email:***

Tarnix - statement  
Letter to Committee from Denise Donald  
SocialLink Tauranga - newsletter  
Pukehina Surf Rescue Newsletter  
Vector Group Charitable Trust Newsletter  
Councillor Kevin Marsh re dash camera donation  
Denise Donald re CPNZ car insurance  
Resident enquiry for AGM date  
Minutes of the Pukehina Civil Defence Meeting  
Miriam Tarris re request for meeting  
SocialLink Tauranga Newsletter  
Pukehina Surf Rescue Newsletter  
WBOPDC - Media Release re recycling trial  
BOP Regional Council re Regional Coastal Environment Plan Release  
Tarnix - November invoice  
Evocom invoice - bike numbers printing  
TECT Talk - newsletter  
Membership subs  
Membership subs

Letter received to PO Box from CPNZ in response to letter re Denise Donald

***Correspondence Outward***

***Email:***

Civil Defence Committee re invitation to Kate Blakeborough to join  
Kate Blakeborough - minutes of Pukehina Civil Defence  
Kevin Marsh, copy of letter to Denise Donald  
Rod & Wendy Davenhill invite to Committee Meeting  
Denise Donald request for CPNZ Report  
Miriam Tarris request for meeting  
PRRA Membership list - copy of Newsletter

Richard Glover, forwarded invite to Fire Brigade Awards night  
Geoff Canham/Thomas Grant - copy of letter to Miriam Tarris re Coast Care fund  
Miriam Tarris reply to email  
Miriam Tarris request for response re clarification of fund  
Rod Davenhill - invite to committee meeting  
Kevin Marsh - congratulations on re-election  
John Scrimgeour - congratulations on re-election



## **ACTION POINTS**

### ❖ **Civil Defence Brochure - John/Brodie**

**John** to publish a copy of the recent Civil Defence Brochure on the website. **Brodie** to update Facebook with reminder regarding no fire siren for tsunami warning.

### ❖ **AGM Financial Statements - Trudi/John/Judie**

**Trudi** to send completed EOY financial statements to **John** to publish on the website.

**Judie** - Thank you letter to Les and Pam Roa for \$100 donation

### ❖ **Push-Up - Richard**

**Richard** to follow up next year with the people who responded to Paora's letter regarding the pushup workshop.

### ❖ **Bikes on the Beach - Leanne/John/Trudi**

**Neil** to provide backing card for the numbers.

**John** to complete online database, email and registration for the new system.

### ❖ **Community Noticeboard - Neil**

Community Noticeboard - source chain for security

### ❖ **Dispute Policy - 2020 Committee**

Committee to develop a policy for handling any disputes that may arise.

### ❖ **Farewell/Midway Park signs- Esther**

Send proof to Sue Hammond of the Midway Park sign.

### ❖ **Finalise AGM Preparation - Esther/Judie/Leanne**

Trudi to prepare year end financial documents and send to John for inclusion on the website. Esther, Leanne and Judie to meet and finalise AGM programme. Committee members send photos of any projects to Esther for inclusion in AGM Presentation.

### ❖ **Tarnix Invitation**

2020 Committee to follow up with Tarnix regarding invitation to view their Control Room.

**There being no further business, the meeting closed at 8.56 pm**

**The next meeting will be the AGM to be held in the Community Hall on Saturday 4 January at 1.30 pm**