



Minutes of the PRRA Committee Meeting Tuesday 2 July, 2019
7.00 p.m at the Pukehina Community Hall.

Present: (Committee of 7 quorum being 4)

Esther Kirk (Chair), Trudi Ballantyne, Neil Carter, Brodie Cummins, John McEnallay, Judie McEnallay, WBOP District Councillors Kevin Marsh and John Scrimgeour,

Apologies: Leanne Armstrong, Richard Glover, Paora Maxwell

In the absence of the Chair, the Committee nominated Esther Kirk to the position.

Esther thanked Councillors Kevin Marsh and John Scrimgeour for attending our monthly Committee Meetings and noted that their support and input was greatly appreciated by the Committee.

1. Approval of June Minutes

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

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

2. Treasurer's Report: June

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** John McEnallay **Carried**

Trudi noted that we now had 154 members compared with 136 at this time last year. She advised the \$17,000 term deposit is rolled over every 3 months compounding interest earning \$117.18 this past quarter. Trudi listed the accounts outstanding for payment:

Tarnix Security	\$129.00
Patrol Car Registration	\$179.65
Vision Lab	\$402.50
Balance of sign payment	\$345.00

John advised that the cost for website hosting by Vision Lab was very expensive and it was decided to leave the payment of \$402.50 until next month while John and Esther investigate other hosting options.

It was moved that the accounts totalling \$653.65 be approved for payment.

Moved Trudi Ballantyne **Seconded** John McEnallay **Carried**

3. Action Point Updates from June Minutes

- *Neighbourhood Support*

Nothing to report this month.



- *PRRA newsletter*

Brodie distributed copies of the Newsletter she had prepared and Neil confirmed Ray White's commitment to print the Newsletter. Brodie will distribute to all households along the Parade. The Newsletter will also be posted on the Association's Website and Facebook Page and emailed out to members.

ACTION: Brodie Cummins/Neil Carter/Judie McEnallay

- *Tarnix Pukehina Camera lighting issues*

Paora advised (via email) that Tarnix responded that there is no issue. Tupaea Rolleston maintains that there was a misunderstanding around the reliability of the camera but as far as Tarnix is concerned the camera is in good working order and has been helpful in helping people with stolen cars etc. They have a system called the ANPR number plate camera and the information can be fed straight to the police if the registration comes up as a stolen car. Paora asked whether the camera was capturing vehicles leaving Pukehina in the dead of night and was sent a photo of a rear registration plate being captured at night time. Paora advised he is going to view the Tarnix Control Room on Thursday 4th July and invited any other interested Committee members to join him.

Judie advised that she had previously contacted Nutech Security and met with David Minter from Nutech on Monday 20th May with a view to upgrading the camera at the Community Hall. He had not responded with a quote prior to the last meeting and Judie contacted Nutech on her return from holidays. Another site visit from Nutech was organised for Wednesday 3 July with a quotation for a secondary camera system expected later in the week.

Paora recommends that given there seems to be no issues with the existing camera on Pukehina Beach Road then no further action is required. However as the wiring is in place at the Hall and Nutech are in the process of preparing a quotation, a decision on whether any further security measures are necessary can be made at the next Committee Meeting.

ACTION: Judie McEnallay

- *PRRA Application for Charity Status:*

Trudi advised that the application for our Association to achieve 'charity' status has been submitted and was told it is likely to be a twelve (12) week wait until we hear the result.

- *Pukehina Beach Erosion Monitoring:*

Richard to follow-up with Jim Dahm who has been in hospital.

ACTION: Richard Glover

- *PushUp Documentation:*

This is in progress.

Paora recommends we hold a Workshop for interested beachside residents later in the year. The Workshop would cover:



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- the pushup process including advise on the degree of cooperation required for a group of properties to be considered for a pushup.
- steps in a successful dune planting so even if residents weren't necessarily seeking a pushup they would learn about the stages in planting a sand dune in front of their property e.g. what to plant, how to plant and where to get the plants from.
- The workshop would be for any interested residents along with other interested parties: Coastal Expert Jim Dahm, BOPRC's Paul Greenshields, Coast Care and others would be invited to help outline the process.

ACTION: **Richard Glover/Paora Maxwell**

- *Facebook post for other concerned residents:*

It was agreed that this should be posted once we have the above documented process and workshop date confirmed.

ACTION: **Brodie Cummins**

- *Funding Calendar:*

Judie advised this is a work in progress and will be expanded to include all relevant/important dates for the Pukehina Community.

ACTION: **Judie McEnallay**

- *Tennis Courts:*

Brodie had collected the tennis court money and keys from The Store and handed this over to Trudi for banking. Brodie advised that she and Neil would be meeting with Alan Sutherland about putting up the nets and hoops.

ACTION: **Brodie Cummins/Neil Carter**

- *Spotlight for CPNZ*

Richard Glover has been in contact with the spotlight donor who will be bringing it over to the beach around 10 July.

ACTION: **Richard Glover**

- *Dumped rubbish/Pukehina Beach Road cleanup*

Leanne advised there has been no result from the Service Requests she has submitted and will follow up with Council this week.

ACTION: **Leanne Armstrong**

- *Push-up Invoices for Committee Approval*

Paora advised he had received an email from Gary Allis stating that *'I've asked for a list of invoices paid to date to be provided to you.'* Paora replied to Gary and others that the invoices should have



come to the PRRA for final approval. It was noted that when copies of the invoices are received by the Association, they will be kept with the project documentation.

- *Freshwater Futures Workshop for Pongakawa-Waitahanui Catchment:*

Esther advised that the information raised at the June Freshwater Futures Workshop is now available on the Bay of Plenty Regional Council Website.

- Fact sheet on Contaminant Loads in the Little Waihi Estuary: <https://atlas.boprc.govt.nz/api/v1/edms/document/A3264372/content>
- Please see this link for more info on the whole catchment project here: <https://www.boprc.govt.nz/our-projects/pongakawa-waitahanui-freshwater-community-group/>

4. General Business

➤ ***Eco Village Council Submission Hearing***

Brodie advised that Julie Cross, Conrad Nagel and herself door-knocked residents in the area most affected by the Pukehina Eco Village concept and collected signatures in support of their submission to Western Bay of Plenty District Council for clarification on a number of issues pertaining to the intended project. The hearing was at Council Chambers on 1st and 2nd July and was attended on Tuesday by Brodie, Judie and John as representatives of the PRRA in support of this group's submission. The hearing has now been adjourned until 24 July when responses will be heard to the issues that have been raised.

Esther commended Brodie for the time and effort she took to assist this group of concerned residents with their submission to Council.

Esther advised that Paora had noted that his opposition to our Association's name being attached to the submission was omitted from the Minutes of the Special Meeting. Judie advised she would amend and note his opposition.

ACTION: **Judie McEnallay**

Update on Projects – Estuary Care

Under the umbrella of Estuary Care we have four projects we are working on:

- Water quality – Esther attended the latest BOPRC Pongakawa-Waitahanui Catchment Group hui and got up to speed on the mahi they have been doing over the past two years. Acknowledgements to Bev Nairn who has been attending these hui as an independent community resident. Little Waihi Estuary is in a bad state (see above link to fact sheet). We will continue to attend these hui and when wider community consultation and actions are decided upon we can communicate and encourage our community to take action to do all we can to reverse the poor ecological health of this special place.
- Erosion – Leanne and Esther met with Thomas Grant and Chris McKay of Bay of Plenty Regional Council, along with Geoff Canham (WBOPDC consultant) to discuss erosion along the estuary front. A walk from the surf club to the rock walls proved sobering as banks have been scalloped and degraded and further soil lost following survey completed in 2017. Concerned locals are placing concrete and other materials in an effort to mitigate this erosion



but a better solution is needed. Geoff and Thomas will get back to us on options for remedial work to be undertaken.

- Cycleway/walkaway – the Committee now have all the historical information on the proposed Pukehina walkway/cycleway. This has been filed and a google drive created to house all and any project information for future committees. In conjunction with erosion mitigation works, Geoff Canham (above) will be revisiting the information on the walkway. Leanne also attended a hui convened by Grant Dally in Te Puke - the Central BOP & Te Puke District Cycleway/Walkway Strategy Meeting. This group are passionate about connected cycleways in the Western Bay and the Pukehina Cycleway/walkway is also on their list. Leanne will keep us updated on connections to the Pukehina Cycleway project and progress this group is making.
- Boat Ramp repair – Leanne and Esther raised the boat ramp repair with Western BOPDC again. Geoff will also raise this in his report on erosion and the Pukehina Cycleway/Walkway project.

➤ ***Communications – Committee Meetings, Protocols etc***

Members discussed the need for a more formal set of procedures/rules to ensure that meetings are held in a professional manner.

We revisited the roles of the Committee and discussed the need to draft a meeting protocols/tikanga document for presentation at the next meeting.

Suggestions for this document included:

- Confirmation of the roles of the Committee e.g. Although we hold relatively informal meetings, it was agreed that the Chairman needs to keep meetings tight.
- The Committee's role during community presentation times.
- Meeting guidelines for community presenters that touch on timing and presentation format
- Be able to voice differing opinions with each other in a constructive, non-combative and respectful manner.
- Only one person speaking at a time without interruption, and other members are respectful while listening even if they hold differing opinions.
- Limit the time spent on any one topic, to ensure a timely conclusion to the agenda item and the meeting.

Members agreed we wish to enjoy a meeting atmosphere where we can hold an open and honest debate on the issues to hand in a safe and respectful environment

As Richard was unable to attend this meeting, it was agreed that a small working group get together with him prior to our next meeting to work further on the draft meeting protocols /tikanga document for presentation at the next meeting.

ACTION: **Richard Glover/Esther Kirk/Judie McEnallay**

➤ ***Notice board***

Esther brought along the new Community Noticeboard and the Committee discussed the placement and security of the board. Neil, Trudi and Brodie advised they would sort out a location as they are all in close proximity to The Shop and the Ray White Real Estate office - both areas with ample space to display the board and/or provide security at night.



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Brodie will post on Facebook an offer to any Community groups to display any notices.

ACTION: Brodie/Trudi/Neil

➤ ***Farewell sign message***

Neil offered to construct a frame for the 'exit' side of the existing Pukehina sign. Esther will contact a designer friend to mock up a few ideas for a farewell message.

ACTION: Neil/Esther

➤ ***Bikes on the Beach***

We have obtained Rex Cameron's great system for registering Bikes on our beach. John McEnallay suggested adding a form to our website where new bike owners could submit the form and a committee member could deliver the bike number in person. This would have the added benefit of meeting potential new members to the Association. It was noted that this information will be added to the Welcome Pack and updated to the Website when a decision is reached.

ACTION: John/Esther/Judie

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

I currently have 8 dedicated team members on board - we are actively looking for more recruits and would like the PBRA website and Facebook page to promote this on our behalf. My mobile can be listed as a contact: 0274632717 for further information

On 10/05/2019 NZ Police launched a new way to contact police for non-emergencies: 105 or go to 105.police.govt.nz.

It is a free call from your mobile or landline day and night.

On Saturday June 29th seven members of our team attended a Western Bay of Plenty CPNZ training day in Tauranga. In total 114 patrollers from Whakatane, Pukehina, Tauranga, Papamoa, Omokaroa, Katikati and Rotorua.

The training focused on; Effective Patrolling, gathering useful intel, radio use, car kit, safety equipment and it also provided opportunities to network with other patrols. Training was delivered by Tauranga Police and everyone agreed it was well worth attending.

Our taskings over the last couple of months focus on speeding cars and recording car rego's of interest.

May data:

451 kms

25.18 hours

June:

280 kms

18.8 hours



➤ ***Civil Defence Update***

Judie reported that she had attended the Civil Defence meeting at the Community Hall on Tuesday 25 June. This meeting took the form of a desktop practice exercise of a mock-up emergency simulating a severe weather event and was conducted by Nick Barnes, BOP Emergency Management Group. The purpose of this exercise was for the team to check that the Emergency Plan works and to highlight any areas for improvement. The next meeting will be held in September.

➤ ***Website – Business Advertising***

Trudi advised that invoices were sent to advertisers on November 1 each year and that most advertisers are up to date. It was acknowledged that there are a number of new businesses on the beach with the opportunity to encourage them to advertise on the website and increase funds. It was suggested we could include an invitation to advertise in the next newsletter.

ACTION: **Brodie Cummins**

• **Other Business**

➤ ***WBOP District Council Annual Plan***

Esther advised that Council's Annual Plan had been adopted with kerbside recycling for the Eastern side of the Bay scheduled to commence in 2021.

➤ ***Community Get-together Events***

Neil suggested the Committee look at running a night-time cinema event where residents could bring along a picnic and watch a family movie at low cost, eg a gold coin donation, similar to the very successful 'Night Owl Cinema' that runs at Mount Drury Reserve at the Mount over the summer months. The Committee agreed this was a great idea and will be discussed in more detail at the next meeting.

It was agreed that the Association should host another 'Meet and Greet' night in the Community Hall towards the end of this month or early August. Judie to liaise with the Hall Community on suitable dates and whether a charge for the hall will be incurred.

ACTION: **Judie McEnallay**



➤ ***Correspondence Inward:***

Email:

SocialLink Tauranga newsletter
Tarnix – advice on ANPR camera temporarily dropped
BRG – Director announcement
Michelle North – response to Civil Defence member's updated info
Julie Cross – notice of meeting
Julie Cross – further to Notice of Meeting
SocialLink Tauranga newsletter
SocialLink Tauranga newsletter
Michelle North – Notice of Civil Defence Meeting
Anthony Dutton – request for info on Alex White
Julie Cross - Eco Village Submission document
Julie Cross – revised Eco Village document
Bevan Frost – new member application
Michael Hemmings – request for info on Pukehina Garden Club
Julie Cross/other Committee Members re Submission
Monty Batt, St John – information update
Vision Lab - invoice
SocialLink Tauranga newsletter
Wendy & Rod Davenhill Hall update
Marieka Rencher, WBOP District Council – Annual Plan adoption advice
Tarnix Security – June invoice
TECT Talk – newsletter
WBOP District Council – response to feedback on Annual Plan

➤ ***Correspondence Outward***

Email:

Denise Donald, request for CPNZ report
Nutech Security – request for update on quotation
Julie Cross – request to remove PRRA from Eco Village submission document
Rod & Wendy Davenhill – request for hall committee update



ACTION POINTS

WHO	WHAT	Action
Brodie/Neil/Judie	PRRA Newsletter	Neil to arrange printing of Newsletter with Ray White office and Brodie to distribute and post on FB. Send PDF to Judie to put on website.
Judie	Security Camera	Quotation from Nutech Security for camera at the Hall
Richard/Paora	Pushup documentation	Document all processes undertaken for the dune pushup process as a template for future residents
Judie	Events Calendar	Create document with various import dates for future reference
Brodie/Neil	Tennis Courts	Liaise with Alan Sutherland and put up nets and hoops
Richard Glover	Spotlight for CPNZ	Follow up on offer of spotlight
Leanne	Dumped rubbish and Pukehina Beach road cleanup	Service Request – follow up with Council
Judie	Emergency Meeting Minutes	Add Paora's opposition to the Association's name being added to Eco Village submission
Richard/Esther/Judie	Communications – Committee Protocols	Prepare guideline document for committee meetings
Brodie/Trudi/Neil	Community Noticeboard	Decide on location and security for sign. Brodie to post on FB to let community groups know about the noticeboard.
Esther/Neil	Farewell Sign	Esther to arrange mock-up designs. Neil to build frame.
Esther/John/Judie	Bikes on the Beach	Esther & John to look at creating a form for website. Judie to include in Welcome Pack.
Brodie	Newsletter	Encourage local businesses to advertise on website
Judie	Meet & Greet Community Hall	Contact Hall Committee to get available dates

There being no further business, the meeting closed at 8.35pm.

The next meeting will be held in the Community Hall on Monday 12 August at 7pm.