

**Minutes from *the Meeting of the PRRA*
held on Monday 9 November 2020 at 7.00 pm at the Pukehina Fishing Club**

Present: Richard Glover, Leanne Armstrong, Carole Forrester, Kirsty Garrett, Judie McEnallay, John McEnallay, Conrad Nagel, Councillors Kevin Marsh, John Scrimgeour

1. **Apologies:** Trudi Ballantyne, Esther Kirk, Neil Carter, Les Roa
Absent without Apology: Richard Walters

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

2. **Approval of October Minutes**

The minutes of the October 2020 meeting had been distributed and read prior to the meeting. It was moved that those minutes are a true and accurate record.

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

3. **Treasurer's Report**

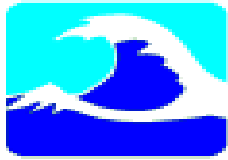
In her absence, Trudi had emailed the Financial Report report through for the meeting and advised there was little action on the bank account although there were several bills to pay this month totalling \$369.46:

Tarnix Security (broadband cost)	\$129.00
Signs & Autographics (bike signs)	\$138.00
BRG (Xero fees)	\$213.46
Judie McEnallay (Fishing Club key)	\$ 7.00
Leanne Armstrong (battery CPNZ vehicle keyfob)	\$ 20.00

Trudi noted she will be completing the 2020 Annual Accounts and will be sending out invoices for membership renewal and website advertising.

Trudi mentioned that the Committee should begin the recruitment process for a Treasurer for the 2021 Committee as she will be retiring at this year's AGM and stated that she will be available to facilitate the changeover and provide full training to the new Treasurer.

Moved Judie McEnallay **Seconded** Leanne Armstrong **Carried**



3. Action Point Updates from August Minutes

- **Kirsty/John** – *Kirsty to provide John with photos for Autorama 2021/ John to create a webpage for Autorama*

John advised this had been done. He also mentioned that Stu had requested whether we could accept payment for entry fees for the Autorama event. John mentioned that we can do it if we add a payment service to the website which entails having a bank account, John suggested opening a separate account for this purpose. He advised that he has investigated the options and found a company called stripe.com, based in the US which also services New Zealand, which can provide the service at a cheaper rate than say, Paypal, for instance. They charge 2.9% plus NZ 0.30c/per transaction whereas Paypal is 3.4% plus NZ 0.45c/per transaction. John also noted that if we decided to proceed with this option, the service would also be able to collect PRRA member subscriptions and proceeds from the community hall bookings, deposits etc. John mentioned that he had hoped Trudi would be at the meeting for her input and Judie suggested she would send an email to Trudi outlining the details of the proposal. Kirsty mentioned that a meeting of the organizing committee for 2021 Autorama was next Tuesday 17th so it would be beneficial to have agreement to the decision in place prior to the meeting.

The Committee agreed in principal that this was a good idea but would wait for Trudi's input and would vote on the decision at the next PRRA Committee Meeting.

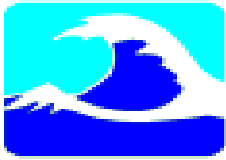
ACTION: **Judie**

- **Judie** (contact Regional Council) / **Committee** further investigation/discussion on repurpose of Development Fund rate

Judie advised that she had been in contact with BOP Regional Council's Planning Department (Jill Owen, Planner) who advised there were no current plans to change the requirements for Pukehina which will remain as a maintenance zone under PC 14.

This request for information from BOPRC was made in reference to the possible repurposing of the Pukehina Development Fund rate which has been collecting funds (currently \$20/year) from ratepayers for possible future sewerage infrastructure. Each year at the PRRA AGM, the community is asked to vote whether to keep collecting funds for this purpose, to repurpose the use of the fund so it can be used for some other infrastructure project or to refund the money. Judie noted that the 5 minutes or less that the community are given at the meeting to make a decision is not sufficient to make an informed decision and suggested we survey the community prior to the AGM providing more complete information to enable a more informed vote.

Richard noted that at the meeting he had with Miriam Tarris last week, she made it very clear that to attempt to repurpose the rate will be extremely difficult. Kirsty mentioned that Miriam said now that the PRRA have taken over administration of the hall, if we attempted to repurpose the rate with the intention of using the funds to make remedial works on the hall, it would be seen as a possible conflict of interest. Kirsty asked John Scrimgeour and Kevin March if they could explain why this would be the case. Kevin noted that the money was put there for the purpose of the ratepayers not the hall committee. Judie noted that our committee work on behalf of the



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community not ourselves or the hall committee. She stated that it had originally been an idea to possibly use these funds to make repairs to the hall but investigations have shown that the original Council estimate for repairs was much higher than is the case due to it being extremely unlikely that it will be necessary to re-clad the hall which was approximately \$400,000 of the estimate. Leanne asked John if he could get clarification from Miriam on why she thinks the PRRA would have any conflict of interest.

- **Leanne** – contact Les for a draft disputes policy

Judie advised this document had been circulated with the Meeting Agenda and it is hoped that everyone has read it. Richard asked if there was anything anyone wanted to change or add. The Committee agreed it was exactly what was required and Richard noted that this would be tabled at the AGM for inclusion in the PRRA Constitution. Leanne wondered whether it was necessary to provide those attending the AGM with a copy of the document but it was decided that the document additions should be included in the PowerPoint document that Esther would present to the meeting. Leanne suggested Judie add a reminder to next month's meeting reminder for all Committee members to make sure they have read and agreed to the change to the Constitution with this document.

ACTION: Judie

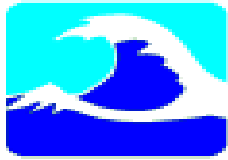
- **Neil** – install Bikes on the Beach signs

Judie advised the signs have been installed and look great.

4. GENERAL BUSINESS

- **Community Hall** – update on work progress and meeting with Dave Macfarlane & building inspectors on Wednesday 4 November

John advised the Committee that drainage contractors have completed work at the front of the building installing strip drains & dug out an area which will become a garden in front of the tall window. They have also dug out and installed a serrated soft drain at the rear of the building which now drains into the stormwater. John added that he had water blasted the building using a commercial water blaster and there had been no water ingress during this process. He advised that a builder has been contracted to do the repairs required and will be starting this week to repair the damage caused by the internal gutter overflow in the small front office used by Civil Defence. When this work is completed, the builder will remove some of the cladding around the tall front window to expose the damaged steel posts and cover with plywood until the structural engineer assesses what is required. John added that Council have indicated that if we get a Fire Engineer's report and complete the requirements for a Level 4 fire alarm system along with any other upgrades the engineer deems necessary and all other identified repairs are completed, the hall will be able to obtain a Certificate of Public Use to reopen.



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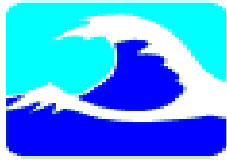
John Scrimgeour noted how extraordinary it is that the identified issues that had supposedly caused the 'water tightness' problems had not been included in either of the previous building reports carried out by Prendos and Globe who had both attributed the problems to a failure of the exterior cladding. John McEnallay noted that both the Council Building Inspectors checked a number of the internal walls which had been opened up to reveal the timber framing and found the timber in good condition and well within the moisture level requirements.

Kirsty advised that she had spoken with Errol Watts, the Fire Chief, regarding the laying of the bitumen in front of the tall window which was the cause of the water damage to the steel around the window and he is of the opinion that this was an overlay at some point after the original bitumen had been laid. Errol will check when and how this was carried out and report back to Kirsty. She noted that she had picked up a copy of the Community Hall file which includes the Building Specification, from Dave Macfarlane at WBOP District Council and has delivered this to the Fire Engineer. This same engineer completed a report on the hall for WBOPDC last year and provided a quote for upgraded requirements which was stopped by the Chairman of the previous Hall Committee, Rod Davenhill. Kirsty advised the Fire Engineer is coming out to the hall early next week and will verify what the Building Inspectors have noted in their report after the inspection last Wednesday. Kirsty noted that the Fire Engineer had been engaged by Council last year and his report has already been paid for therefore it will minimize the costs involved as we can benefit from the detail in the report and will only need to pay for any work undertaken on the current inspection. John noted that the Building Inspectors had raised the point that if we attempted to obtain just a BWOF, it would take 12 months of inspections to get the warrant and offered the alternative of meeting the requirements of the Fire Engineer's report in order to obtain the Certificate of Public Use which allow us to reopen the hall. After the 12 months of inspections, we will then be able to obtain the BWOF but in the meantime, the hall will be operational.

Kirsty added that she and Richard had a meeting with Miriam and Blaise where the subject of the hall was raised. Kirsty told Miriam that our committee wanted to work in a collaborative way with Council to achieve a positive outcome and would appreciate any help Council was able to provide. Richard noted that Miriam and Blaise agreed the initial hall consultation meeting at the Surf Club on Wednesday 30 September should never have gone ahead and have agreed that the survey results will not be taken into consideration. Kirsty added that she had informed Miriam that she and Kevin had both tried to put a stop to the meeting on the Friday before but had been told it was too late that the survey had already been posted. Leanne advised that the NZ Post contractor told her that he collected the surveys from the Tauranga Mail Centre on the morning of the 30th September, the same day as the consultation. Richard noted that the consultation meeting had caused a range of erroneous information to be circulated in the community and based on that information, 80% of the survey responses were against keeping the hall.

Carole asked the Councillors whether they knew if there was any funds available for Emergency Management as had been promised at the CDEM Welfare volunteer handover meeting where WBOPDC advised they were keen to continue with the Community Response Teams and support communities building resilience in the Civil Defence area. Council had advised that they would get what money they needed to keep the Community Response Teams in place. Carole noted that whatever funds were put aside for the Pukehina Response Team should be able to go towards the hall.

Kirsty advised that a thermal imaging inspection will be carried out on the hall next Tuesday which will clarify whether any recladding of the building is required. She also noted that the structural engineer requested the thermography be done prior to his site visit so he is able to view the report before inspecting the hall. Kirsty advised that the engineer will be able to draw up any necessary plans and arrange any work that may be required on the affected steel. John Scrimgeour noted that if the thermography and the



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engineer are able to nullify the necessity to reclad the building, the biggest expense will be the fire alarm upgrade including a replacement fire escape.

- *Update from Richard/Kirsty meeting with Miriam Tarris, CEO WBOPDC*

Richard advised that the topics discussed with Miriam were the issues raised at the recent Ward forum meeting and included the gravel pit which has become more a rubbish dump and an eyesore at the entrance to the beach. Another topic raised was the installation of a light and rubbish bin at Midway Park. Miriam advised the light would not be a problem as there is power onsite but she insisted that people should be taking their own rubbish away and was very much against installation of a rubbish bin. Richard also noted that he had raised the issue of the stormwater drain/grates opposite Gardiner Place which have still not been cleared months after the original complaint by Leanne. Kirsty noted the footpath in Costello Crescent was also discussed as a resident in a wheelchair had requested the paving for ease of access.

- *Push UP Progress*

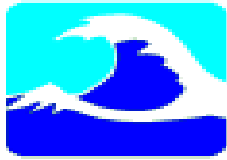
Richard stated that Jim Dahm has been in contact with the contractor, Readfields and had hoped that work would commence today (Monday 9 November) but it has been delayed and likely will be later this week. Judie noted that Esther had prepared a draft document regarding the upcoming dune repairs and suggested it be distributed to the community to let them know what's happening and importantly the public safety aspects included. The Committee agreed the document should be emailed to PRRA members and posted on the various local Facebook pages.

ACTION: *Judie*

- *Update from Esther/Leanne on meeting with WBOP Regional Council re Consent RC40138 and Estuary Update (report from Jim Dahm request)*

The Resource Consent RC40138 of 1993 lasts until 2029 and originated when the estuary walls were constructed. Leanne advised that she and Esther had met with Belinda Westerman of BOP Regional Council and they walked at low tide from the Surf Club all the way along. Leanne noted that Belinda was shocked at the amount of destruction sited. Belinda advised that the PRRA must engage an engineer/coastal expert to determine what remedial work needs to be done. Leanne and Esther advised that Jim Dahm had already been on site to assess the situation and we were waiting for his report. Belinda advised that RC40138 should ideally be held by WBOPDC as it is not common for a Ratepayer Association to hold this type of consent and suggested the PRRA request WBOPDC to take over the consent.

Leanne also noted that the number of people using the marginal strip over Labour weekend had caused significantly more damage to the area revealing steel reinforcing creating a hazardous situation and requested WBOPRC to rope off the more dangerous areas to keep people away and prevent accidents. Leanne also advised that the boat ramp repairs will not be done prior to Christmas as the quote came in \$100,000 over budget due to the necessity of building onsite so it was decided to postpone the repairs until after April 2021. Judie asked whether the Fishing Club had been advised of the delay and Leanne said she would follow up.



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Copy of email received from Scott Parker, WBOPDC

Following our conversation a week or so ago - this email to update the PBRPA on what we discussed regarding timing with this project. Please circulate this to the rest of the committee as I don't have everyone's email address.

1. At the end of October, Council received tenders from 4 contractors. These ranged from \$223,000 - \$465,000 + GST.
2. The lowest price is still well in excess of the Council's anticipated (estimated) budget of \$156k. We are fairly sure that this is due to the construction methodology needed by the tenderers (coffer-dam / sheet-piling) to achieve completion before 18 December (which has been our intended target from previous discussions with PBRPA).
3. Given this situation, Council is currently retendering and specifying the more cost effective pre-cast construction method. Unfortunately, this also means that the ramp won't be constructed until well after the Christmas holiday period.
4. Next steps:
 - a. New tenders should be received and contract awarded before Christmas
 - b. Off-site pre-cast works underway after Christmas
 - c. Old ramp demolition and new ramp site works – timing to be confirmed but hopefully before Easter 2021.

Esther, you also raised concerns regarding some hazardous/loose rocks and the state of foreshore erosion along the beach marginal strip either side of the boat ramp. You also mentioned that Dr Jim Dahm has inspected and advised that a viable cost-effective solution would be to batter back the foreshore and deposit substantial sand to re-nourish the beach along the affected areas. BOPRC may be supportive of this approach (as a resource consent will be needed) but as Western Bay is not the land owner, please raise both issues (loose rocks and erosion) with the Department of Conservation (hence cc'ing Emma into this discussion). WBOPDC will cooperate / assist DOC to achieve a satisfactory outcome but DOC will need to lead it.

In the meantime, if there are any serious safety issues with the old ramp, please raise a service request so that we can respond as quickly as possible.

Kind regards,

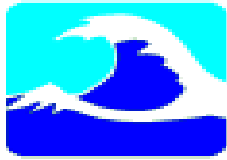
Scott Parker

Reserves & Facilities Projects & Assets Manager | *Kaiwhakahaere Kaupapa Hua*
P 07 571 8008 | FP 0800 926 732 | DD 07 579 6704 | M 027 5645503

ACTION: Esther/Leanne

- *Update from CPNZ*

Leanne advised that six of the new recruits had received their CPNZ ID cards and were currently in training, going out on patrols. John added that he had added a CPNZ page to the website where people are able to submit a form expressing their interest to join. Richard mentioned that the upcoming 2021 Autorama event is a good place to recruit members and Leanne noted that they had attended the event this year with the CPNZ vehicle.



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- *Update from Civil Defence*

Carole asked whether either of the Councillors had had any feedback from the letter she submitted to David Pearce, Civil Defence Management/Community Resilience coordinator with WBOPD, which detailed the importance of the community hall as a gathering/support centre and requested Council's support to contribute to and support the plan to retain the hall.

- *Planning for AGM*

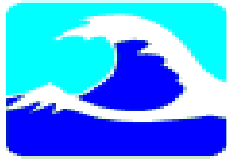
Judie advised she had received a quote from GoBus for 1xbus leaving at midday for \$575 and possibly doing 2 trips with a Surf Club pickup then stopping to pickup passengers along the Parade or a 2xbus option leaving at 12.30 for \$660. The buses would wait at the Hall for the return trip around 3.30-4pm. Carole suggested hiring a marquee from Wealleans and setting up in the carpark of the hall as she felt having to travel up to Pongakawa will be a deterrent for many people. It was agreed that the possibility of rain and inability to provide afternoon tea were negatives against using a marquee rather than Pongakawa Hall.

Leanne asked the Councillors whether they would be speaking at the AGM to update the community on what they have done during the past year. It was agreed that the more organised approach with a runsheet and the use of a powerpoint presentation at last year's AGM was very successful and kept the meeting on track and would be the same format for the January AGM. The Committee agreed it was necessary to inform the ratepayers about the upcoming AGM in a newsletter and emphasise the importance of their attendance as there are several critical topics up for discussion.

The Committee discussed what signage will be required to advertise the AGM and particularly the new location for this year. Kirsty suggested hanging a sign over the Pukehina Hall sign on the hall building and Kevin suggested a temporary sign on the road going to Pongakawa Hall. Leanne noted that everyone is aware and takes notice of the sign that is usually attached to the Pukehina Welcome sign and a replacement for this should be provided. John Scrimgeour suggested we should also put up notices at both shops and Kirsty offered to put up a sign outside her house. It was agreed to get 6 signs made for the AGM, 5 of which to be real estate size signs and 1 larger one to attach to the bottom of the Welcome sign. Conrad offered to contact Neil to arrange the signage.

Following the resignation of the Committee Treasurer, Trudi Ballantyne, Richard noted that we should include committee vacancies for 2021 in the mailout to the community. Judie formally resigned as Secretary and John as Webmaster as they will be away from the beach much of 2021. Richard complimented the committee on their expertise and the amount of work everyone had done this year. Judie noted that a small working group should get together prior to the next meeting to prepare the final newsletter for the year as there is quite a bit of information that needs to be included and the sooner it is distributed the better. Leanne suggested sending an email out when a date is arranged for the working group to get together and anyone who is available could attend.

ACTION: **Conrad/Neil/Judie**



5. OTHER BUSINESS

- *Welcome Pack – Esther*

Leanne asked whether anything had been put together for the Welcome Pack. Judie confirmed that it had been completed and had been with Esther's designer to put it into a more stable format and was going to be distributed to the committee for review. Leanne queried whether the Welcome Pack would be given to all the Real Estate agents to give to new homeowners and any new resident that we know of.

Leanne raised the question of what progress there was on the Haere Ra sign for the back of our Pukehina Welcome sign and whether it would be able to be installed before Christmas.

ACTION: Esther

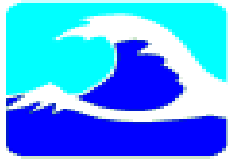
- *Civil Defence – organise coordinators for sections of the beach (in lieu of no Neighbourhood Support groups)*

Judie explained that this option had been raised at a recent meeting that as previously Civil Defence had worked with Neighbourhood Support and we haven't been able to get this up and running again whether the Civil Defence team could appoint coordinators for each section of the beach to assist in any emergency. Carole rejected this idea and will not be involved in arranging Civil Defence coordinators at the beach as it is too big a job and not a part of her role. Richard asked whether anyone had heard from Bruce Banks (Manager, Western BOP Neighbourhood Support) regarding the setting up of Neighbourhood Support at the beach but no one had. Leanne suggested we write to Bruce and see what he can do to assist with getting the group up and running again at the beach.

ACTION: Judie

- *Speeding on the Parade*

Leanne noted that there is still a problem with cars speeding along the Parade, particularly down the far end towards the Surf Club. She has seen signage that depicts children with wording such as 'Mind the Child', 'Children and Animals at Play' and has had discussions with some of the residents who think that some signage could help remind drivers to keep their speed down. She also suggested that getting the local school kids involved in drawing the signs of actual children and pets playing. The images could then be transferred onto Perspex, or whatever is recommended by the printers, and attach them to stakes and plant in the berm along the Parade. Kevin commented that he has seen cutouts of Police standing on the side of the road. Leanne noted that Transit NZ hasn't been helpful regarding extra signage. Conrad noted that when he has rung the Police to report speeding cars, the response has been that they can't do anything about it. Leanne noted that when Te Awa was the Community Constable working with the CPNZ, you could send him a registration number of a speeding vehicle and if they were local, he would pay them a visit to ask them to watch their speed on the Parade. Leanne noted that Rameka hasn't met with the CPNZ or responded to emails and has been reluctant to follow up speeding on the Parade. Kevin suggested members attend the next Ward Meeting to present the case about problem speeding on the Parade as Council members as well as Police attend these meetings.



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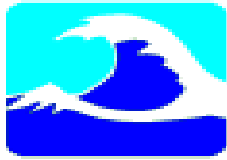
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- *Koha for Fishing Club*

Judie suggested that as a 'thank you' for allowing us to use the Fishing Club without payment, we could present them with a koha that they might like to put towards a Christmas party for the kids. The committee agreed to an amount of \$100.

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

The next meeting of the PRRA Committee would be held at the Fishing Club on Monday December 14, 2020 at 7pm.



ACTION POINTS

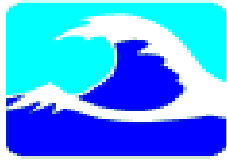
- **Judie** – send an email to Trudi outlining the details of payment processing on the website proposal
- **Judie** – add a reminder to next month's meeting reminder to make sure they have read the proposed changes to the Constitution that covers disputes
- **Judie** – distribute document regarding the upcoming dune repairs to members & Facebook pages
- **Esther** – Follow up with Jim Dahm regarding report on the estuary erosion
- **Leanne** – Confirm that Fishing Club are advised of delay in boat ramp repairs
- **Judie** – Prepare AGM sign information for Neil
- **Conrad** – follow up with Neil to arrange signage
- **Judie/Esther/Others** as available – Work on final newsletter/AGM preparation
- **Esther** – distribute Welcome Pack to committee for review/Follow up on Haere Ra sign
- **Judie** – letter to Bruce Banks re Neighbourhood Support for Pukehina

Correspondence Inward:

Email:

October 2020

Various PRRA members - regarding our post on Council's consultation at Surf Club
Rod & Wendy Davenhill – copy of Prendos report on hall
Rob McGinley – re request for PRRA to hire the Fishing Club for committee meetings
Davenhills – Hall hire charges
BOPRC – sand dune protection poster
Blaise Williams WBOPDC – re hall report
Scott Parker – Pukehina boat ramp
Yvonne Scholes-Young – re subs
Tarnix – October invoice
Jim Dahm – draft memo for pushup residents
SocialLink – newsletter
Charities Services – newsletter
Carole Forrester – copy of minutes from CDEM handover meeting
Dave Macfarlane – Prendos Report
Dale Anderson – quad rego



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Correspondence Inward: (cont)

Blaise Williams – re Minutes of Meeting with WBOPDC at hall
Michael Maassen – SH2 safety speeds
SocialLink – newsletter
Tarnix – statement
Liz Foster – consent for pushup
Belinda Westerman BOPRC – Compliance Fieldsheet (RC)
Blueprint – Mental Health workshops newsletter
TECT – newsletter
Charlene (WBOPDC) – meeting with Miriam
Mailchimp – newsletter
Dallas Bates – pushup consent forms
Ash Masters – pushup consent
Zoom – setup
WBOPDC – newsletter
Thomas Ross – quad rego
Pukehina Surf Rescue – newsletter
BOP Regional Council – regarding sewerage for Pukehina
SocialLink – newsletter
Blaise Williams – request for hall update
Armstrong Plumbing – quote
Dallas Bates – update on beach erosion
Pukehina Surf Rescue – newsletter
Jocelyn Uasike (Hall Committee Secretary) – re funds for hall
Yvonne Schoemans – PGF funding opportunity

Correspondence Outward

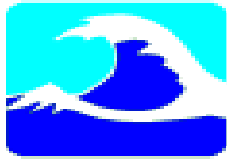
Letter

Transit NZ – gravel pit

Email:

October 2020

Liz Foster – estuary replenishment funding
PRRA members re Council's consultation meeting at Surf Club
Jocelyn Uasike – request for hall info
Frankie Bates – PRRA new member
Hall Committee – re maintenance schedule (income request)
Stu Brickland – re meeting with Council
BOPRC – sand dune protection
Blaise Williams – request for hall documentation
Kevin Marsh – invite to meeting with Council



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Correspondence Outward (cont)

James Anderson – re gravel pit

Eddie Goldsmith – quad rego

Davenhills – re file box

Jim Dahm – draft pushup memo

Nalani, Dallas – draft pushup memo

Stuart Young – verification of membership

Blaise Williams – Minutes of meeting with Council reps at the hall

Alistair Hawkey – pushup consent

Blaise Williams – ratepayer list

Charlene – meeting with Miriam

Committee – hall photos

Thomas Ross – quad rego

Blaise Williams – follow up

BOPRC – Pukehina sewerage reticulation

Various residents re Hall update