



**Minutes of the PRRA Committee Meeting held on Monday August 12, 2019**  
**7.00 p.m at the Pukehina Community Hall.**

**Present:** (Committee of 7 quorum being 4)

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

**Apologies:** Brodie Cummins, Esther Kirk

**Guests:** Geoff Canham, Consultant – departed meeting @ 7.30 pm

Rod Davenhill, Hall Committee Chairman – departed meeting @ 7.40pm

Tak Te Tamaki, Brett Ashworth, CPNZ Pukehina – departed meeting @ 8.00pm

2 new residents, departed meeting @ 8.00 pm

## **1. Walkway/Cycleway Presentation**

Geoff Canham has been working with the PBRA for the past two years to progress the Walkway/Cycleway project and during this time has met with many of the residents and has the approval of the Western Bay of Plenty District Council to continue with this project.

Geoff outlined his approach of running the project on the PRRA's behalf and working with the Committee on various funding applications and possible sources for this funding.

In summary, the Committee will need to discuss the project in detail and agree on three items:

1. Are we going to proceed any further with the project
2. If so, prepare a resolution for Council in order to use the targeted rate revenue to put towards the project
3. How do we intend to proceed with the project, i.e. where do we start?

A special meeting will be arranged to discuss the above.

## **2. Progress of Incorporated Society to operate the Pukehina Community Hall**

Rod Davenhill is the Chairman of the newly formed Incorporated Society that has taken over the running of the Pukehina Community Hall since the beginning of this year. Up until this time, the Hall had been in the hands of a Charitable Trust but as only a few members of the Trust still live in the area, it was decided to form an Incorporated Society. This Society is still in the process of being finalised but expect this to be formalised in the near future. Rod noted they have a very active and enthusiastic committee of 6 members keen to ensure the ongoing caretakership of this wonderful community asset.

Since taking over the running of the Hall, the Committee has found several maintenance issues that need to be addressed and are currently working with Council in order to get the hall up to the standards required. It was also found that the Hall has been inadequately insured for many years and the Committee are reviewing options for insurers. These issues will considerably impact on the Hall's financial situation but are necessary to ensure the Hall remains a great asset to the Community. It was noted that ratepayers pay around \$5.60 per



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year for the hall's upkeep and this would likely have to be increased to offset the upcoming maintenance requirements.

The Chairman thanked Rod Davenhill for coming along to the meeting and Rod left the meeting at 7.40pm.

### **3. CPNZ members address to the Committee**

Tak Te Tamaki thanked the Committee for allowing him to address the meeting and seek clarification of the current deficit in funding for the Community Patrol. Trudi advised that she had looked into the financial situation of the CPNZ and advised there was no deficit. Trudi noted that it was her understanding that the PRRA would cover any reasonable expenses that arose from the running of the Pukehina patrol. Discussion arose around the various options available for funding to assist the Patrol's activities including funding applications, sponsorship and donations. It was also agreed that our website, Facebook page and newsletter could promote the CPNZ's drive for new members and funding. Tak said that at a recent meeting it was suggested the Patrol vehicle should be available to attend local events such as the local market days to increase exposure and recognition of the CPNZ and their role in the community.

Leanne asked whether it was normal for sponsors to be thanked prior to a changeover of Committee at the AGM and it was noted that has not been done in the past. It was agreed to adopt the policy of recognising all sponsors as a point of courtesy at the end of each year and prior to the AGM.

**ACTION:** **Judie McEnallay**

### **4. Approval of July Minutes**

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

**Moved** Trudi Ballantyne

**Seconded**

John McEnallay

**Carried**

### **5. Treasurer's Report: July**

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

Trudi noted that there are 154 paid members as at 31/7/19 - compared to 136 for all of last year. Since the latest newsletter went out, there have been a number of new subs come in for August - plus some that had already paid for this year which she will carry over in the balance sheet till next financial year.

She advised the figure of \$2,179 is in the cheque account at the end of July 2019 and \$17,883 is on term deposit and rolled over every 3 months.



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Trudi listed the accounts outstanding for payment:

1. Tarnix Security for monthly broadband charges for the camera - This is paid by Automatic Payment.	\$129.00
2. Pongakawa Service Station -battery for the Patrol Car	\$272.00
3. Vision Lab is for the annual Domain Renewal and Domain Hosting costs - this was carried over from last month and can now be paid	\$402.50
4. Business Results Group - quarterly Xero charges	\$86.16
5. Reimbursement to Trudi Ballantye for the Patrol car RUC which were overdue. Paid online using personal credit card.	\$724.80
6. CPNZ Head Office-Affiliation fee	\$60.00
7. Judie McEnallay – reimbursement for printer ink (Warehouse Stationery)	\$199.00

It was moved that the accounts totalling \$1,873.46 be approved for payment.

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

**6. Action Point Updates from July Minutes**

- *Neighbourhood Support*

Judie advised that she had passed on the name of a local resident who is interested in Coordinating Neighbourhood Support to Bruce Banks, the Western Bay area manager and will follow up with him during the coming week.

**ACTION: Judie McEnallay**



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- *PRRA newsletter*

Brodie Cummins arranged with our local 'postie' to deliver a copy of the newsletter to all households with a rural service along the Parade as she had broken her foot and was unable to deliver herself. The Newsletter was also posted on the Association's Website and Facebook Page. As Trudi mentioned previously, it appeared that the newsletter had a positive effect on the number of new members to our Association. Brodie is currently working on the draft of the next newsletter.

**ACTION: Brodie Cummins**

- *Security Camera*

Judie McEnallay advised that she met with David Minter from Nutech on Wednesday 3 July to get a quote for a secondary camera system to be located in the Community Hall. The amount of \$3,973.00 + GST was quoted for a LPR Camera with 3 Tb of storage. It was decided not to proceed with this quote at this time as the current camera is working satisfactorily.

Paora Maxwell discussed his visit to Tarnix's Control Room on 4<sup>th</sup> July and how impressed he was with their facility. He had viewed many excellent images of night time photos and is confident of our decision to keep the current security camera in place on Pukehina Beach Road.

- *PRRA Application for Charity Status:*

Trudi advised this is still pending.

- *Pukehina Beach Erosion Monitoring:*

Paora Maxwell discussed the fact that areas along the beach have already been identified in the report submitted by Jim Dahm last year and he felt it was an unnecessary expense for this to be undertaken on a regular basis. The Committee agreed that those residents whose homes have been identified as 'at risk' should be invited to attend the PushUp Workshop that will be held later in the year.

- *PushUp Documentation:*

Richard and Paora agreed to finalise this documentation so a date for the PushUp Workshop could be finalised.

**ACTION: Richard Glover/Paora Maxwell**

- *Tennis Courts:*

Neil advised he would meet with Alan Sutherland about putting up the nets and hoops.

**ACTION: Neil Carter**



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- *Spotlight for CPNZ*

Richard Glover handed over the spotlight that had been kindly donated by Merv Ebbet, a Cambridge resident with a bach on the beach to Tak Te Tamaki for use by the CPNZ Patrols. Tak thanked Richard and Merv Ebbet on behalf of the CPNZ.

**ACTION:**     **Judie McEnallay**

- *Dumped rubbish/Pukehina Beach Road cleanup*

Leanne advised that it took at 3 least calls to Council to action the Service Requests she had submitted for the dumped rubbish and cleanup issues. The Committee discussed the poor level of service often experienced when dealing with some Council staff.

- *Push-up Invoices for Committee Approval*

Richard advised that this item was raised with Miriam Tarris when he met with her and was assured they would be forwarded onto the PBRRA. An email will be sent to Miriam as a reminder.

**ACTION:**     **Judie McEnallay**

- *Amendment to Emergency Meeting Minutes*

Judie advised this had been done and published on the website.

- *Community Noticeboard*

The noticeboard is in place and has received favourable notice from residents who have 'liked' us on Facebook. Brodie has requested that we secure the noticeboard with a chain and Neil offered to source this.

**ACTION:**     **Neil Carter**

- *Bikes on the Beach*

The Committee discussed whether it was necessary to continue the process of allotting numbers to residents with quad bikes using the beach. It was acknowledged that it is a privilege to be allowed access onto the beach and as there is no way we can enforce any rules, it would be a better to use self-regulation. John advised that when he had initially looked at creating a website form for the bikes, he had found the relevant information on the Western Bay District Council's website. It was unanimously agreed to adopt a policy of 'self regulation' and no longer require quad bike owners to register their vehicles with the Association. The Committee also agreed that the rules (*'Reserves and Facilities Bylaw' 2018*) be added to our website and included in the next newsletter.

**ACTION:**     **John McEnallay/Brodie Cummins**



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### 7. General Business

#### ➤ **Richard and Esther's Meeting with Miriam Taris**

Richard advised that Esther and himself had met with District Council's CEO, Miriam Taris on 29<sup>th</sup> July. Topics under discussion included the recent Sand PushUp, Midway Park development, the Freedom Camping Bylaw changes, Cycleway/Walkway project and estuary issues around erosion, the boat ramp and water quality. The changes to the Freedom Camping Bylaw were discussed and noted that the submissions made to remove Poutuia Park from this status had not been adopted in this round. John Scrimgeour advised that the Draft changes to the Freedom Camping Bylaw was due in early 2020 and this would provide another opportunity to oppose this location more strongly.

Richard raised the lack of timely responses from service requests submitted to Council and asked whether a regular maintenance plan was in place for Pukehina. The question was raised over the status of the Eco Village hearing and Miriam advised that it was with the independent Commissioner for review with a decision expected in the next few weeks. Miriam also advised that the dates for the next Annual Plan would be February/March 2020. Richard also mentioned that a replacement playground at Ororoa Reserve (Boat Ramp) is programmed for September 2019.

Richard noted that Sue Hammond had suggested a jetty could be included at the boat ramp and it was decided to look into design ideas. Leanne suggested contacting Stu Brickland who has previously worked on boat ramp erosion and improvement issues and has offered his assistance for any future boat ramp projects.

More complete notes to this meeting will be attached to these Minutes. A number of action points arose from this Meeting and are listed below.

#### **ACTIONS arising from this meeting with responses from WBOPDC's, Blaise Williams, Group Manager Infrastructure Services:**

1. <b>WBOPDC:</b> Send copies of invoices for the push-up to PBRRA	Received
2. <b>WBOPDC:</b> Freedom Camping Bylaw submissions to remove this status not adopted in this round.	<i>The Policy Committee at its meeting in August 2019 recommended to Council that the recently consulted Freedom Camping Bylaw be adopted. There was a submission requesting that freedom camping be prohibited from Poutuia Reserve, Council would need to take further public consultation. To prohibit freedom camping for Poutuia Reserve would be a substantive change affecting existing rights under the Freedom Camping Act 2011. This</i>



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<p><b>PBRRA:</b> To email Miriam with a formal request to remove freedom camping status of Poutuia Park from the Freedom Camping Bylaw before the next review in early 2020</p>	<p><i>matter would need to be considered during Councils next review of the Freedom Camping Bylaw</i></p> <p>Richard Glover/Judie McEnallay on behalf of PBRRA</p>
<p>3. <b>WBOPDC:</b> A replacement playground will be going into Ororoa Reserve (Boat Ramp) in near future. Sue Hammonds is working on this.</p>	<p>Received notification of work commencing September 2019 includes photos of equipment</p>
<p>4. <b>PBRRA:</b> To check with Blaise to confirm the wording and intention of the Coastcare fund. Can it be used for estuary mitigation? If so what does this mean?</p>	<p><i>The Coastcare fund only applies to the District and only applies to the open coast, not estuaries.</i></p>
<p>5. <b>WBOPDC:</b> To check with Blaise to confirm the wording and intention of the Coastcare Rated Fund. To confirm if there are any outstanding monies allocated that were rolled over from June 2018? See email from Mike Piper to WBOPDC.</p> <p>To confirm in writing the nature of the Pukehina Development Fund (targeted rate)</p>	<p>Added to Committee's Action List</p>
<p>6. <b>PBRRA:</b> To email Blaise with record of Service Requests and if we receive notifications from these.</p> <p>To share the 'Service Request' method of reporting issues to the wider community</p> <p><b>WBOPDC:</b> To follow up on boat ramp cleaning and maintenance</p>	<p><i>Council's records indicate that Leanne has submitted two service requests on 3/7 and 26/7 relating to illegal dumping of rubbish. Councils contractor has 5 days in which to respond to these requests. Responses were actioned on 8/7 and 31/7 respectively. On both occasions identification was obtained from the rubbish and letters sent to the offenders.</i></p> <p>Brodie to include this in next Newsletter and post on Facebook.</p> <p><i>Council staff have recently undertaken a condition assessment of the ramp. Whilst needing some work it is still operational and safe to</i></p>





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	<p><i>use. Council will consider its response to the condition assessment as part of its ongoing maintenance schedule, but nothing is programmed to be undertaken in the short term. Staff advise whilst a water blasting of the ramp could be undertaken it is unlikely to improve the slippery conditions for any period of time.</i></p>
<p><b>7</b> <b>WBOPDC:</b> Eco Village – What is the status of this following the hearing?</p>	<p><i>It is with the Independent Commissioner for review with a decision expected in the next few weeks.</i> <b>Update,</b> <i>The commissioners have come back with a “minute” requesting further information and requesting parties to consider some alternatives. The process is ongoing but a final response is anticipated from the Commissioners in September 2019 at the earliest.</i></p>

➤ **Midway Park Funding Grant**

The Committee formally acknowledged and paid tribute to the efforts of Esther Kirk in securing the largest general fund grant of \$17,000 from Council’s 2019 Matching Fund for upgrades to Midway Park including a skate park and park furniture.

➤ **Date for Pushup Workshop**

As noted earlier in the Meeting, Richard and Paora will collaborate on a document processing the steps taken for the PushUp. When this is complete, a date can set for a Workshop to be held for interested and ‘at risk’ residents/home owners on the Parade. It was agreed that Richard and Paora would coordinate the workshop and include members of Coast Care, the Regional Council and Jim Dahm. Trudi noted that she wants to know the total PushUp Costs and how much money gets added to the fund each year.





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### ➤ **Website Meeting with Vision Labs**

John met recently with Vision Labs concerning the hosting of the Association's Website. Vision Labs host the website and are able to maintain it on an ongoing basis. John acknowledged that though it is relatively expensive hosting it is practical, as any updates/changes etc can be done by them if there is no one on the Committee with webmaster skills.

### **8. Other Business**

Following the presentation at the meeting by Tak Te Tamaki regarding the funding of the Community Patrol car, the PRRA committee would like to record their ongoing financial support for funding the running costs of the patrol car.

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

#### ***Correspondence Inward:***

##### ***Email:***

Vision Labs – Statement  
BRG – account  
BRG - statement  
SocialLink Tauranga newsletter  
WBOPDC – Local body election info  
Website member application Dion Barry Clapperton and Nina Emily Hamblin  
Hall Committee re Meet and Greet  
Ledge re Xero accounting  
BRG newsletter  
Denise Donald – Pongakawa Service Centre invoice  
BRG newsletter  
Social Link Tauranga Newsletter  
Peter Edwards Vision Labs overdue account  
Tarnix Invoice  
Sarah Donald Civil Defence resignation  
Leanne Armstrong – Pukehina Trail Summary from Geoff Canham  
TECT newsletter  
Social Link Tauranga Newsletter

#### ***Correspondence Outward***

##### ***Email:***

Wendy & Rod Davenhill – request for hall update  
Pukehina Surf Lifesavers



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**ACTION POINTS**

<b>WHO</b>	<b>WHAT</b>	<b>Action</b>
Judie	Sponsors acknowledgement	Letters/certificate of appreciate to sponsors, donations etc to be prepared for distribution prior to the AGM.
Judie	Neighbourhood Support	Follow up with Bruce Banks re Coordinator
Brodie	Newsletter	Draft Newsletter for approval.  Inclusion of notification to residents to use Service Requests for reporting issues to Council.  CPNZ request for volunteers and/or donations/sponsorship  Notification re Quad Bikes on the Beach and rules for use
Richard/Paora	Pushup documentation	Document all processes undertaken for the dune pushup process as a template for future residents
Brodie/Neil	Tennis Courts	Liaise with Alan Sutherland and put up nets and hoops
Judie	Spotlight for CPNZ	Thank you letter to Merv Ebbet
Judie	Pushup Invoices request to WBOPDC	Email Miriam Tarris
Neil	Community Noticeboard	Source chain for security
Esther/Neil	Farewell Sign	Esther to arrange mock-up designs. Neil to build frame.
John	Bikes on the Beach	Create new webpage to display WBOPDC Rules
Brodie	Bikes on the Beach	Include on draft newsletter
Richard/Judie	Formal request for Poutuia Park to be removed from Freedom Camping sites	Letter to Miriam Tarris prior to next review of Freedom Camping Bylaw



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Leanne	Boat Ramp Jetty design	Contact Stu Brickland re ideas for jetty/pontoon as suggested by WBOPDC, Sue Hammond
Leanne	Confirmation of Coastcare Rated Fund	Confirm in writing any outstanding monies allocated that were rolled over from June 2018  To confirm in writing the nature of the Pukehina Development Fund (targeted rate

**There being no further business, the meeting closed at 9.00pm**

**The next meeting will be held in the Community Hall on Monday 9 September at 7pm**



## **Western Bay of Plenty District Council Meeting**

**29<sup>th</sup> July 2019**

In attendance:

- Miriam Taris – Chief Executive
- Blaise Williams – Group Manager Infrastructure Services
- Richard Glover – Chairman Pukehina Residents and Ratepayers Association
- Esther Kirk – Committee member Pukehina Residents and Ratepayers Association

Ngā mihi nui ki a korua. Thank you for the opportunity to meet. It's a great chance to share how our strategic focus areas for Pukehina are going:

### 1) Coast Care:

- The push-up went very well:
  - Approx. \$15,000k to do push-up earthworks
  - Approx. \$15,000 to do initial report of the whole beach
  - Copy of invoices for the project sent to PBRA please
  - What is the available funds remaining? (\$278,826 as @ June 2019)
- Planting was undertaken by community & school groups as well as PD – mihi to WBOPDC for putting post on FB to encourage people to come down
- What next?
  - Jim Dahm – the engaged consultant confirmed that the original report was set out in terms of area of need for mitigation work.
  - We will host a workshop with other concerned residents in the coming months to see the next on list
  - We will engage CoastCare BOP to look at setting up a local Care Group with Chris Ward and Tania.
    - We will look to further engage the community to remove weeds and order plants for next season.
    - Strategic approach to what sections need mahi – map of beach with areas mapped

### *Actions:*

- 1) *WBOPDC: Send copies of invoices for the push-up to PBRA*



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### 2) Reserves:

- Midway Park – we have put in application to Community Application Fund to further develop the original concept plan in 2003
- Freedom Camping Law:
  - Happy with change to the Surf Club
  - Questions re Poutuia Park – submissions were made to remove this status that wasn't adopted in this round. The area is not set up for freedom camping esp being so close to neighbours. What resources are able to be provided for this park? Bin, signage about parking, sealed and designated area??
- Ability for more bins to go into some parks?

#### Actions:

- 1) **PBRRRA:**
  - a. *To email Miriam with a formal request to remove freedom camping status from this page so that it can be included in the next District wide review. To include some measures that would be preferable in the interim. E.g as above.*
  - b. *To share WBOPDC*
- 2) **WBOPDC:** *Let us know that a replacement playground will be going into Oruroa Park (Boat Ramp) in near future. Sue Hammonds is working on this.*

### 3) Estuary:

- Cycle-walkway project:
  - We have joined local Cycle Action network to hear about District wide projects and actions
  - Have collected all information from past Committee and Council in order to get up to speed with project
  - Engaged with Geoff Canham and BOPRC (Tim Whittaker and Chris McKay) to re-look at the area and identify any changes i.e. erosion along estuary banks
  - Geoff is proposing way to move forward:
    - Funding opportunities:
      - Coast Care fund – confirm we can use some of this?
      - Confirm the nature of the Infrastructure Fund
  - The consent that has been granted includes remedial work for the estuary so this is great as erosion is big issue
- Erosion – link to above
- Boat ramp – link to above
- Water-Quality – now part of the Pongakawa Catchment Group with BOPRC

#### Actions:

- 1) **PBRRRA:**
  - a. *To check in with Blaise to confirm the wording and intention of the Coastcare fund. Can it be used for estuary mitigation? If so what does this mean?*
- 2) **WBOPDC:**
  - a. *As above re Coastcare rated fund.*
  - b. *To confirm if there are any outstanding monies allocated that were rolled over from June 2018? See email from Mike Piper to WBOPDC.*



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*c. To confirm in writing the nature of the Pukehina Development Fund (targeted rate)*

#### 4) Safety and Security:

- Community Car patrol going well
- Stronger links made with local constable
- Traffic camera working sufficiently

#### 5) Infrastructure:

- Hall – we are forming a stronger relationship with the current Hall Committee

#### 6) Community:

- A Pukehina Market has been set up with positive community response

#### 7) Overall services from WBOPDC:

- Lack of timely response from service requests
  - E.g. three put in by Leanne Armstrong on household rubbish dumping and two requests to clean stones from gutters along Parade
- ? : Is there a maintenance plan in place for Pukehina?
  - Roadway gutters and stormwater cleaning before winter – 1 per year?
  - Boat ramp cleaning
  - Road fix ups e.g. Gardener Place and Parade intersection

#### *Actions:*

##### *1) PBRRRA:*

- To email Blaise with record of Service Requests and if we receive notifications from these.*
- To share the 'Service Request' method of reporting issues to the wider community*
- WBOPDC: To follow up on boat ramp cleaning and maintenance*

#### 6) Eco-Village:

- What is the status of this following the hearing?

*WBOPDC: It is with the Independent Commissioner for review with a decision expected in the next few weeks.*



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Anything we should be aware of from WBOPDC perspective?

- Dates for the next Annual Plan – Feb/March 2020

Ngā mihi nui,

Thanks for the hui,

Richard and Esther