



**Minutes from the Meeting of the PRRA  
held on 10 May 2021 at 7.00 pm in the Pukehina Fishing Club**

**Present:**

(Committee of 13, Quorum of 4)

Richard Glover (Chair), Joanne Coupe (Treasurer), Leanne Armstrong (Acting Secretary), Neil Carter, Carole Forrester, Moira McCallum, Kirsty Garrett, Kim Buchan, Linda Mitchell

(Councillors)

John Scrimgeour, Kevin Marsh

**Apologies:**

Brenda Brickland, Esther Kirk, Les Roa & Conrad Nagle

**1. Approval of 12 April 2021 Minutes:**

The minutes of the 12 April 2021 meeting, having been distributed and read prior to meeting, were moved, seconded and carried to be a true and accurate record.

**Moved:** Kirsty Garrett

**Seconded:** Moira McCallum

**Carried**

**2. Guest:**

**Ben Wilson – Introduction as the new Community Resilience Advisor WBOPDC**

Ben introduced himself in this new role to support the community in regards to Civil Defence, working with Linda Mitchell and Carole Forrester along with the Community Response team. Ben advised that he is always available should we need to discuss ways of improving our response procedures etcetera.

**3. Treasurer's Report**

The Treasurers report was distributed before the meeting. There were the following outbound payments:

- |   |                  |
|---|------------------|
| • Tarnix Security (camera monitoring etcetera)                            | \$ 129.00        |
| • Prepaid Envelopes for Bike Numbers – Esther to be reimbursed            | \$ 47.00         |
| • Computer purchased Noel Leeming – Solar Innovations to invoice PRRA     | \$1194.43        |
| • <u>Stem Accounting / Business Results Group (Zero software Package)</u> | <u>\$ 103.50</u> |

**Being a total of**

**\$1473.93**

Payment of these accounts was moved, seconded and carried.

**Moved:** Joanne Coupe

**Seconded:** Kirsty Garrett

**Carried**

All overdue invoices to BOPRC and Eco Nomos Ltd for Dune and Estuary reports have been approved for payment on behalf of PRRA, the Treasurer (Joanne Coupe) is to create an invoice to send to WBOPDC to cover all the outstanding invoices from BOPRC.

The Treasurer (Joanne Coupe) is to set up AP for Zero monthly account.

Final paperwork has been sorted with Westpac Bank regarding Administrators for internet banking, Jo and Leanne to do training for the online payments

**ACTION: Joanne Coupe**



Joanne is to create an invoice to send to WBOPDC to cover all the outstanding invoices from BOPRC. Joanne is to further set up Zero as an automatic payment.

#### **4. Action Point Updates From April Minutes**

##### **i. Bike Rack Quotes:**

Kim Buchan is working with Howard Robinson to create the bike racks suitable for two locations and will also investigate the sites for fixing.

##### **ACTION: Kim Buchan**

Advise design and locations for bike racks.

##### **ii. Jim Dham Report Update:**

Jim Dahm sent through his letter regarding the push up process still to be completed. There is to be a reshape at the top of the dunes encroaching onto some properties with only 30% uptake at this stage. Jim is hoping for a bigger uptake once all have been spoken to, this is to provide a wider and more secure area for planting. The planting will take place from June through to October at the latest. Plant numbers 3-4000 mostly spinifex and pingao but about 1000 knobby clubrush. Owners are to help with planting, but not the reshape. We will need an iwi observer for the earthworks, PRRA will contact James Anderson for direction regarding this.

##### **ACTION: Richard Glover & Esther Kirk**

Richard to keep in touch with Jim Dahm regarding the reshape timing and owners approval. Esther to contact James Anderson regarding overseeing the earthworks on behalf of iwi once a programed date has been set.

##### **iii. Signs for bikes on the beach protocols:**

Kim Buchan circulated a template for a proposed sign to be placed on the beach access where a quad or side by side can gain access to the beach safely. The proposed sign was approved and a quote per A3 Aluminium sign was \$40+ GST. Discussion about the Betty Boop on the bike took place, questions followed around whether this could be a fisherman. Kim advised the only other bike pictures where of 'hoons.' We are looking at a price for an A2 sign as well. It was believed that the sign delivers in relation to the by-law restrictions, speed and it being a privilege not a right.

##### **ACTION: Kim Buchan & Neil Carter**

To check out all the ocean side beach access to determine how many signs to have made and fit in place once completed.

##### **iv. Kerbside Collection:**

Linda Mitchell advised that there will be a new rubbish collection day for Pukehina, being moved from Tuesday to Friday. After discussion it was decided this is not an ideal day as we are still predominantly holiday homes and this would mean bins are left out for an entire week kerbside before collection. Richard Glover is to contact the Council to see if this could be changed to either Monday or Tuesday as this would be preferable.

##### **ACTION: Richard Glover**

Contact Council to see if the allocated day for collection can be changed

##### **v. Community Speed Update (Conrad)**



Previously Conrad Nagle stated he had lodged a request for a speed-reading sign to be erected along the Parade and was awaiting further contact regarding this. No update was available as Conrad was absent at this meeting. To be updated next meeting.

**ACTION: Conrad Nagle**

Update on Speed project at next meeting

**vi. 564 Signage:**

Neil Carter had asked the residents at 564 to remove the 60km lookalike sign they had erected as their house number, as it was causing confusion to motorists. They kindly obliged. Thank you Neil.

**vii. Facebook Page**

Esther is still updating the page at present. Linda Mitchell may assist if time allows also.

**ACTION: Esther Kirk & Linda Mitchell**

To update the Facebook page.

**viii. Welcome Pack**

The Welcome Packs remain a work in progress. Moira McCallum has the hard-copy and is working through this with Esther Kirk. This pack, once finalised, was to be distributed to Real Estate Agencies in the area, along with Beach Rentals, and will possibly be included on the Website for those who don't receive one.

**ACTION: Moira McCallum & Esther Kirk**

To finalise the welcome-pack and have this ready to present at the next meeting (or otherwise as soon as able).

**ix. Farewell Sign**

Esther Kirk has now sent the farewell sign draft, which was previously open for discussion, to the sign-writer for production (as there was no further discussion held).

**x. Estuary Correspondence re: 716 – 714**

With regards to all the correspondence sent and received from complaints regarding the blocking off of DOC land behind these properties, The Resident at 716A has been asked to remove the latest illegal sign by 14 May 2021. This area in question is being formally addressed by DOC/WBOPDC and we hope to have a resolution by the end of the month which will satisfy all parties.

**5. General Business:**

**i. Report from the Community Hall Sub-Committee:**

Kirsty Garrett and Kim Buchan met on 13 April with Blaise Williams and Dave McFarlane from WBDC to discuss the new Hall Lease. The original three-page document (from 2017, which was found in our records unsigned) regarding the land lease only has now changed in the new proposed lease to a 19 page document, primarily about the buildings and their upkeep. Council had omitted to include the three page original Lease (regarding the land) and this was discussed. Kirsty Garrett is still taking legal advice regarding this document and where to from here is therefore still being determined.



## Pukehina Ratepayers' & Residents' Association Inc.

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PO Box 113, Te Puke 3153

There is an invoice of \$3,600. regarding the Fire Engineer that the Hall Committee was asked to pay, but we are told we have used \$12,894.67 to-date of funds available, so WBOPDC will need to pay this out of PRRA account. Kim Buchan and Kirsty Garrett are to go over the insurance policy and compare to existing.

The Fire Engineers report was sent on Wednesday 12<sup>th</sup> to WBOPDC.

The bitumen was repaired at the Hall car-park by the Fibre contractor (who caused the damage)

### **ACTION: Kirsty Garrett**

- To check out the insurance policy with Kim Buchan
- Seek legal advice on the lease document
- Forward the Fire Engineer invoice to WBOPDC for payment

### ii. **Final Version Estuary Report - Jim Dahm:**

This report was received and is now distributed to members of the Committee. Once the boat-ramp has been replaced, which is now scheduled for May 27<sup>th</sup> and may take 8 weeks to complete, we can then work on a plan to reshape the north-end of the boat-ramp and look at options to tidy-up the south-side of the boat ramp by either sand-bagging or reinstating the wall.

### **ACTION: Leanne Armstrong**

To touch base with Scott Parker WBOPDC and Charlie Waamu at Fulton Hogan regarding clearing the broken concrete and bricks around the boat-ramp area at the same time as the new ramp is being built

### iii. **Report from the CPNZ:**

Pedestrian Safety perspective: WBOPDC this week replaced the wood slatted walkway portion of the footpath directly in front of #594 Pukehina Parade with concrete. The slatted portion had been deteriorating for some years and was demolished several weeks ago when a vehicle ran over that part of the path.

Personal Observation perspective: There are many 'local residents' and visitors who blatantly flout the 50km speed limit on the Parade. Plea to the community regarding this: 'Please keep out community safe.'

Patrollers: Currently there are four active, qualified patrollers, more are welcome. Please contact Tak TeTamaki if you would like to help out at [tetamaki@windowslive.com](mailto:tetamaki@windowslive.com).

### iv. **Report from Civil Defence:**

Carole Forrester reported that there was no further update at present but welcomed the additional support in the way of Ben Wilson from WBOPDC and asked for new updated brochures.



**v. PRRA Laptop:**

New laptop has been purchased and will be given to the Secretary for PRRA use.

**vi. New Bike Numbers:**

More quad bike numbers have been ordered and Esther Kirk has provided prepaid-envelopes to Stu Brickland (the bikes on the Beach Coordinator) so that these can now also be sent out.

**vii. Welcome Sign:**

Neil Carter asked if the 'Welcome to Pukehina' sign could be updated as he felt it was lost in the scenery. Neil is to bring suggestions to the next meeting along with costings.

**ACTION: Neil Carter**

To obtain costings to update the Welcome Sign possible redesign.

**viii. Match Funding – Midway Park and the Estuary:**

Esther Kirk and Leanne Armstrong are to look at funding proposals regarding the ongoing upgrade of Midway Park and continue the original plan to have gardens, a pump track and fitness stations. Linda Mitchell and Kirsty Garrett offered to assist with this.

**ACTION: Esther Kirk, Leanne Armstrong, Linda Mitchell & Kirsty Garrett**

Get together to put a proposal in place regarding the ongoing upgrades of these areas.

**ix. Agenda:**

Brenda Brickland (Secretary) asked that members try to get topics of interest to be discussed to her a week before the meeting so an Agenda reprint is not required. A suggestion was to leave printing the Agenda until the Friday before the meeting as notifications regarding projects or points of interest to be discussed can come in late. The other option is to add any further items to be discussed under General Business and this could be added on the night of the meeting with the Secretary.

**x. Community Consultation, Re: New Targeted Rate**

The first year will see a \$30 additional rate added to Rates which is for the Hall Upgrade plus a maintenance fee. This new rate will be reassessed after the first year, depending on expenses/funding it will be determined whether we need to continue paying this \$30 for subsequent years.

**There being no further business, the meeting closed at 8.00pm.**

**The next meeting of the PRRA Committee will be on Monday 14 June 2021 at 7pm**



**April 2021 CORRESPONDENCE:**

**Inwards (Email):**

Tarnix – Invoice/Statement  
Stem Accounting – Invoice/Statement  
TECT Talk – Newsletter  
Charities Services – Newsletter  
Social Link – Newsletter/Various  
Various – Bikes on the Beach Contacts  
WBOPDC – What's Happening Update  
BOPRC - Regulatory Matters  
BOPRC - Statement  
BOPRC - Proposed Fees and Charges Correspondence  
New Members – Various / Address Changes  
Lost Property Enquiry  
S Brickland – Resource Request for Bikes on the Beach  
J Trelor – Matters re Estuary Walkway Access  
Various – Enquiries Re: push-up replanting  
N & J Rees – Enquiry Re: transfer of membership  
A Perry – Matters Re: estuary walkway access

**Outwards (Email):**

BOPRC Regulatory – Fees and Charges Changes Information Request  
S Brickland – Bikes on the Beach Referral  
Neighbourhood Support - New Member Referral  
J Trelor - Matters Re: estuary walkway access  
A Perry - Matters Re: estuary walkway access  
V Schoemans - Matters Re: estuary walkway access  
Various – Re: replanting push-ups  
N&J Rees – Response  
D McFarlane – Hall Meeting Notes  
Various - Bikes on the Beach Enquiries  
Various – New Member Matters



**ACTION POINTS:**

- ❖ **Joanne Coupe**  
**Invoices for WBOPDC, Solar Innovations, Set Up Zero AP, Pay accounts**
- ❖ **Richard Glover**  
**Follow up at Council regarding Kerb-side collection day change**
- ❖ **Kim Buchan**  
**Report on bike rack progress and installation sites**
- ❖ **Richard Glover**  
**Dune planting, reshaping schedule**
- ❖ **Esther Kirk**  
**Touch base with James Anderson re Iwi monitoring when further reshaping taking place on top of sand dune replenishment**
- ❖ **Kim Buchan/Neil Carter**  
**Report back on bike signs, completed and locations identified**
- ❖ **Conrad Nagle**  
**Update on speed sign**
- ❖ **Moira McCallum/Esther Kirk**  
**Complete Welcome Pack ready for presentation to committee**
- ❖ **Leanne Armstrong**  
**Update on Boat Ramp progress, rubble removal**
- ❖ **Kirsty Garrett**  
**Insurance and Hall Program update, Steel Engineer and Builders program**
- ❖ **Tak TeTamaki**  
**CPNZ monthly update**
- ❖ **Carole Forrester**  
**Monthly update**
- ❖ **Neil Carter**  
**Welcome sign update suggestion and costings**
- ❖ **Esther Kirk, Leanne Armstrong, Kirsty Garrett & Linda Mitchell**  
**Match Funding application for Midway Park and thoughts on Estuary**