



**Minutes from the Meeting of the PRRA
held on 12 April 2021 at 7.00 pm in the Pukehina Fishing Club**

Present:

(Committee of 13, Quorum of 4)

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

(Councillors)

John Scrimgeour

Absences:

Les Roa

Apologies:

Esther Kirk & Kevin Marsh (Councillor)

1. Approval of 08 March 2021 Minutes:

The minutes of the 08 March 2020 meeting, having been distributed and read prior to meeting, were moved, seconded and carried to be a true and accurate record.

Moved: Leanne Armstrong

Seconded: Conrad Nagle

Carried

2. Treasurer's Report

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

- | | |
|---|-----------------|
| • Tarnix Security (camera monitoring etcetera) | \$129.00 |
| • <u>Stem Accounting / Business Results Group (Zero software Package)</u> | <u>\$103.50</u> |
| • Being a total of | \$232.50 |

Payment of these accounts was moved, seconded and carried.

Moved: Joanne Coupe

Seconded: Kirsty Garrett

Carried

With regards to the previous account queried with Bay of Plenty Regional Council (for \$599.48 re: compliance checks, re: Invoice 006059, re: consent number 40138.0.01-CC) that the committee has not approved payment for, Leanne Armstrong explained that she had already gone to Russell Knutson at BOPRC to seek further details around why PRRA should have to pay this account.

Whether a correspondence from this Committee should be sent, given it has been stated that the PRRA shouldn't event hold the consent, was discussed. It was agreed to forward the account to Kumaren Perumal at WBOPDC asking if they can resolve payment of this account. Joanne Coupe will make this contact. Brenda Brickland will send Joanne the email details needed to facilitate this contact.



Jim Dham's account, having been distributed before the meeting, was discussed. The PRRA approved this account for payment by WBOPDC.

ACTION: Brenda Brickland

Provide Joanne Coupe with an email contact for Kumaren Perumal

ACTION: Joanne Coupe

To make contact with Kumaren Perumal at WBOPDC to try to resolve payment of Invoice 006059, re: consent number 40138.0.01-CC

3. Action Point Updates From March Minutes:

i. Protocol:

Conrad Nagel and Linda Mitchell both signed this document. This is now complete.

ii. Bike Rack Quotes:

Esther Kirk submitted one quote (containing several options) for consideration ahead of the meeting. There was a wide variance in costs, more detail needs to be obtained around what would best be fit for purpose. Kim Buchan has now spoken to Howard Robinson and these can be manufactured locally for the cost of materials. More discussion will be needed.

ACTION: PRRA Committee

Further discussion is needed around this matter at the next meeting.

iii. Tangata Whenua consultation discussion with Jim Dham:

Richard has had this conversation with Jim Dham and has requested an update as to whether this has been done. He has not yet received a response but will follow this up further.

ACTION: Richard Glover

To follow-up with Jim Dham to ensure appropriate Tangata Whenua consultation is taking place around dune push-ups and area replanting.

iv. Policy objectives/wording around breaches of bikes on the beach protocols:

This was discussed at length. The main issue being it is unclear exactly what we can do other than to tell people to generally behave themselves, photograph infringements of the rules and send these to the Te Puke Police. The inability of the police to prioritise such matters give their workloads was discussed as a factor in the compliance of current rules.

Discussion took place as to whether posting further local beach speed-limit/by-law signs may be worthwhile. Agreed these could include the by-law restrictions around using motorised vehicles on the beach, the exceptions to this and limits around such use. Kim Buchan agreed to draft copy for consideration ahead of the next PRRA meeting.

ACTION: Kim Buchan



To create draft signage copy re: the by-law restrictions around using motorised vehicles on the beach, the exceptions to this and limits around such use; for consideration ahead of the next PRRA meeting.

v. Kerbside Collective Update:

Leanne explained that Ken Buckley responded to her enquiry and advised that the classification urban versus rural is around 'service' and as Pukehina is considered a full service community it is thereby classified as urban. Discussion took place regarding not having an option around the food-scrap bins in particular, given we are in fact rural and many people in this community compost themselves given this fact.

vi. Community Speed Update (Conrad)

Conrad Nagle stated he had a call from someone regarding this, he has now lodged a request for the sign to the contractor (speed reading sign) and is awaiting further contact. They have ascertained where speed appears to be being picked up and will place the sign in proximity to this.

Discussion took place around number 564 on the Parade, the new letterbox street number they have erected appears at first glance (even second) to be a 60k road-sign. This is confusing, particularly given the issues with speed along the Parade, and this therefore needs to be removed for community safety. Neil knows the owners and will approach them regarding this. This is considered to be an urgent matter.

ACTION: Neil Carter

Will approach the owners of number 564 and politely request the removal of their street number sign.

Conrad Nagle spoke about some local residents taking rubbish onto the beach and setting this on fire. Leanne Armstrong suggested contacting DOC, who have previously stated she would like contact from anyone who views others dumping. She needs photographs of the rubbish, the residence in question and the dumping. They will pass these onto DOC's National Enforcement Centre, via: taurangainfo@doc.govt.nz

4. General Business:

i. Report from the Community Hall Sub-Committee:

Kirsty Garrett explained that she spoke to Caroline Lim regarding the Hall Remediation/Rate Survey, last Friday. Of the 800 or so properties on the Beach they received only 45 online replies; there are hard copy counts to come still and she will report back on these final numbers next week.

Kirsty Garrett has a meeting on 13 April with Blaise Williams and Dave (?) from WBOPDC 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. The buildings are owned by the Community not the Council and this therefore does not seem fit for purpose. The lease came from the Council's legal team and this was therefore surprising.

Kirsty obtained legal advice today and she will be addressing these issues in the meeting. In addition, the lease refers to another document that PRRA haven't seen and don't know about.



Regarding the Hall remediation, Kirsty Garrett spoke about receiving another document to replace the initial document from the building inspectors (Rory and Ryan), which refers to the remediation being for the 'Emergency Services Community Trust Building' which is clearly incorrect. This therefore also needs to be addressed at meeting on the 13th.

Kirsty needed someone to attend this meeting with her, Carole Forrester agreed to do this.

ACTION: Kirsty Garrett and Carole Forrester

Kirsty Garrett and Carole Forrester will attend a meeting with Blaise Williams (and others) at WBDC on 13 April 2021.

ii. Report from Coast Care Sub-Committee:

Richard spoke about his interactions with Jim Dham. The most recent report is that: the next stage is the dune reshape as the push-up work is complete, as far as present beach conditions permit and beach conditions are not likely to improve further over winter. If we do get another major erosion event, then a further push-up will of course be required.

Jim hopes to have draft details of the suggested dune reshape shortly (within a week), the field work is already complete. Once they have the draft design, they will still have to go back to a few owners with whom they have not yet confirmed details. Once they have that feedback, they can finalise the design and get quotes from contractors. This will ideally be towards end of April.

The dune reshape work and associated planting can be done anytime from May to September inclusive. However, contractor availability and rates are likely to be best in the winter months (when it is often too wet for them to work elsewhere). So, Jim suspects this will take place in June/July.

There is still a reasonable risk of another major erosion event because of the current climate phase. So this time they will not be doing as much planting of the recent push-up (because it might go in the next big storm). The planting will focus on the more landward areas, primarily the reshape zone behind the push-up. If we do not get another major erosion event, the spinifex plantings will naturally extend seaward and cover the push-up over time. So, we will not need a huge number of plants but Jim will be able to better confirm numbers by the end of next week.

Leanne Armstrong spoke about Jim Dham's final report on the planned estuary remediation. To date he has only submitted this in draft form (x 2). As far as Leanne is aware it is actually final, but as it is stamped 'draft' this is not clear enough. She has emailed Scott Parker (who is project managing the boat-ramp/estuary remediation) and requested that, once the work on the boat-ramp commences, the clean-up of the estuary near the boat-ramp commence also. This has already been agreed in principle. Leanne is still awaiting a response from Scott.

iii. Report from the CPNZ:

Discussed that, as we no longer have the CPNZ liaison on the PRRA Committee, we could seek a report from Tak Te Tamaki ahead of the PRRA meetings. Brenda Brickland (Secretary) to do this from now on ahead of the PRRA monthly meetings.

ACTION: Brenda Brickland

To contact Tak Te Tamaki ahead of each monthly meeting from now on for a CPNZ update

iv. Report from Civil Defence:



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Carole Forrester reported that she has had the intended catch-up following the last Tsunami warning, as previously discussed. She has also penned a letter of thanks to BP for the food that they donated that day. As previously suggested, Carole has further written a follow-up advice to the community in the event of another emergency; this is to be posted on social media platforms and the PRRA Website. Copy is to be sent to John McEnallay who has agreed (in the meeting via text) to upload this onto the website. From there it can be copied onto social media pages.

ACTION: Carole Forrester

To send a copy of her follow-up advice to the community in the event of another emergency; to be posted on the PRRA Website.

Carole Forrester spoke about Ben Wilson, the new community Resilience Advisor for WBOPDC, who she noted will represent number 5 or 6 filling that position. Carole stated that when she meets with him, she hopes to impress upon him that local CD Leaders need to be provided with advance information in future, ahead of the general public, as this in itself caused many of the issues present during the last Tsunami warning. Issues with the Fire Service on the day are to still be addressed with Earl, better communication there moving forward will also be needed.

Despite the challenges, much of the Tsunami response was good in Carole's view and many residents did the right thing (following advertised protocols), and overall it proved to be a useful experience. Beyond that, Carole spoke about their need of some new recruits.

v. PRRA Laptop:

Brenda Brickland requested the PRRA consider purchasing a lap-top to go with the Secretary position. Benefits were discussed, including continuity of set-up for the position holder. This was agreed. Kim Buchan has an account at Noel Leeming's through his business, that should attract a discount; he offered to use this for the purchase. It was agreed that Kim will therefore organise this.

Moved: Neil Carter

Seconded: Leanne Armstrong

Carried

ACTION: Kim Buchan

Will, through his account at Noel Leeming's, will source a lap-top for the PRRA, to be used by the person holding the position of Secretary (and others).

vi. Signing Minutes:

Brenda Brickland raised the question of whether or not the minutes need to be signed, as they were in the past. This was discussed. It was agreed that this does not need to happen.

vii. Facebook Page Assistance:



Esther Kirk requested assistance with the Facebook Page on an ongoing basis. There were no volunteers. It was agreed that Les Roa, absent from the meeting, would be approached by Leanne Armstrong and asked if he is willing to do this. In the meantime other names can also be put forward.

ACTION: Leanne Armstrong and Everyone Else

Leanne will ask Les Roa if he is willing to assist with the Facebook Page. In the meantime other names can also be put forward and the rest of the Committee should consider this further.

viii. Welcome Packs:

Esther Kirk had circulated some copy for the welcome pack's ahead of the meeting, based upon work done in 2020. Discussion took place about what these were along with their intended audience (being: real estate, Beach Rentals, Air B&B, the Motor-Camp, etcetera). Esther needs feedback sent directly to her over the next couple of weeks. It is hoped a final designed version will be available by the next meeting. It was suggested that these could include the Bikes on the Beach By-Law information as a starting point.

ACTION: Everyone

To feedback directly to Esther Kirk over the circulated Welcome Pack information over the next couple of weeks.

ix. Long Term Plan Submission

Esther Kirk has compiled and submitted the PRRA Submissions to the WBOPDC Long Term Plan. This included our support for an increased investment into walking and cycling and recommendations around this. We supported Council's views on social and cultural wellbeing, in particular continuing to fund and provide opportunities for arts, sports and recreation for social connection and community development (in particular: Midway Park Development). We thanked WBOPDC staff for their engagement and collaboration on the recent consultation on the future of the Pukehina Community Hall. We advised that we would like to help Council understand the erosion issues occurring along the marginal strip on the estuary side at Pukehina and spoke about our hopes for a collaborative approach to remedy this and the degradation of the Waihi Estuary itself. We made suggestions about the boat-ramp rebuild at Oruroa Reserve and supported the Pukehina Surf Rescue Club's efforts in raising funds for the development of the new building and acknowledge/support the contributions from WBOPDC. We also advised that we would like to work with Council further on the Pukehina Development Fund Rate as per the feedback from our 2021 AGM.

x. Bikes on the Beach (BOB):

Stuart Brickland needs more licence plates for the BOB Scheme. Neil (as Pukehina Ray White) will supply and fund these. Stuart therefore needs to make direct contact with Neil. Brenda to relay this information to Stuart.



ACTION: Brenda Brickland

To feedback to Stuart Brickland regarding the licence plates for the BOB Scheme.

xi. Access to the Walkway behind 716 Pukehina Parade:

This ongoing matter was discussed. There has been another complaint from a different resident received, this time about a fence now erected behind the property. The history of this matter was discussed. The recent meeting with DOC regarding this matter was also discussed. DOC have agreed to section-off part of that land to let it regenerate. A request has been made for the removal of the fence, fines will likely follow if this is not done.

It was further discussed that DOC have not replied to any of our Secretary's previous correspondence on this matter to date.

It was agreed that the residents complaining need to know the PRRA are actively trying to assist to resolve this matter; but we are waiting for DOC to deal with the issue. Esther Kirk and Leanne Armstrong have compiled a letter to send to DOC, with the intention that this be put onto DOC letterhead and sent to residents. This will also include information about dumping rubbish along the marginal strip. It was agreed that the copy of this letter, minus the signature, should be sent to all three complainants advising that this (or similar) will hopefully soon be sent out to residents.

ACTION: Brenda Brickland

To feedback the agreed copy to the three complainant's with regards to the walkway directly behind 716 Pukehina Parade.

xii. Farewell sign:

The farewell sign, in first draft was presented for consideration. This is to be discussed further at the following meeting.

ACTION: PRRA Committee

Further discussion is needed around this matter at the next meeting.

xiii. PO Box:

Joanne Coupe requested permission to redirect the PRRA PO Box Mail to 6/11 Ashleigh Place Papamoa, being Joanne's place of work. This was agreed.

Moved: Richard Glover

Seconded: Neil Carter

Carried

xiv. Effective Control of the Pukehina Residents' and Ratepayer' Association Inc (PRRA):

Westpac Bank require the PRRA to provide signed meeting minutes to show who has effective control of the Association (PRRA), in order to be able to confirm the new



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signatories to the PRRA Bank Account. This was discussed and it was agreed to confirm that:

Richard Glover (Current Chair), Joanne Coupe (Current Treasurer) and Leanne Armstrong (Current Member), being the current Signing Authorities for the PRRA, have effective control over the PRRA's financial Accounts, acting on the instructions of a quorum of the Committee.

Moved: Richard Glover

Seconded: Neil Carter

Carried

Singed by Current Signatories:

1 Richard GloverDate.....

2 Joanne CoupeDate.....

3 Leanne ArmstrongDate.....

ACTION: Joanne Coup

To present these signed minutes to the Westpac Bank.

There being no further business, the meeting closed at 9.13pm.

The next meeting of the PRRA Committee will be on Monday 10 May 2021 at 7pm



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March 2021 CORRESPONDENCE:

Inwards (Email):

Tarnix – Invoice/Statement
TECT – Consumer Info Session Information
Social Link – Newsletter / Critical Dates Information
Various – Bikes on the Beach Contacts
WBDC – Community Ward Forum Information
WBDC – Long Term Plan 2021-2031
WBDC – Costello Crescent Meeting
BOPRC Regulatory – Fees and Charges Changes
Business Results Group – Statement
Frankie Bates-Crisp – Civil Defence Enquiry
Bikes on the beach Enquiries – Various
Tanya Dunham – Member Matters Enquiries
Kate Blackborough – Neighbourhood Support Referrals
Naomi & Jim Rees – Transfer of Membership Request
New Members – Various / Various Address Changes
Paul Symes – Member Information Requests
Tineke Palmer – Hall Remediation Information Request

Outwards (Email):

BOPRC Regulatory – Fees and Charges Changes Information Request
Frankie Bates-Crisp – Civil Defence Enquiry Response
Bikes on beach – Re: Various enquiry Responses
Tanya Dunham – Member Information Response
Kate Blackborough – Response Re Neighbourhood watch



New Members – Various / Address Changes Responses

Paul Symes – Member Information Requests Responses

Tineke Palmer – Hall Remediation Information Request Responses

ACTION POINTS:

- ❖ **Joanne Coupe**
To make contact with Kumaren Perumal at WBDC to try to resolve payment of Invoice 006059, re: consent number 40138.0.01-CC.
- ❖ **Everyone**
Further discussion is needed around the bike rack quotes at the next meeting.
- ❖ **Richard Glover**
To follow-up with Jim Dham to ensure appropriate Tangata Whenua consultation is taking place around dune push-ups and area replanting.
- ❖ **Kim Buchan**
To create draft signage copy re: the by-law restrictions around using motorised vehicles on the beach, the exceptions to this and limits around such use; for consideration ahead of the next PRRA meeting.
- ❖ **Neil Carter**
Will approach the owners of number 564 and politely request the removal of their street number sign.
- ❖ **Kirsty Garrett and Carole Forrester**
Will attend a meeting with Blaise Williams (and others) at WBDC on 13 April 2021.
- ❖ **Brenda Brickland**
To contact Tak Te Tamaki ahead of each monthly meeting from now on for a CPNZ update
- ❖ **Carole Forrester**
To send a copy of her follow-up advice to the community in the event of another emergency; to be posted on the PRRA Website.
- ❖ **Kim Buchan**
Will, through his account at Noel Leeming's, will source a lap-top for the PRRA, to be used by the person holding the position of Secretary (and others).
- ❖ **Leanne Armstrong and Everyone Else**
Leanne Armstrong will ask Les Roa if he is willing to assist with the Facebook Page. In the meantime other names can also be put forward and the rest of the Committee should consider this further.
- ❖ **Everyone**



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To feedback directly to Esther Kirk over the circulated Welcome Pack information over the next couple of weeks.

❖ **Brenda Brickland**

To feedback to Stuart Brickland regarding the licence plates for the BOB Scheme.

❖ **Brenda Brickland**

To feedback the agreed copy to the three complainant's with regards to the walkway directly behind 716 Pukehina Parade.

❖ **Everyone**

Further discussion is needed around the farewell sign copy matter at the next meeting.

❖ **Joanne Coup**

To present these signed minutes to the Westpac Bank.