

Mā tō tātou takiwā  
**For our District**

## **Te Puke Community Board**

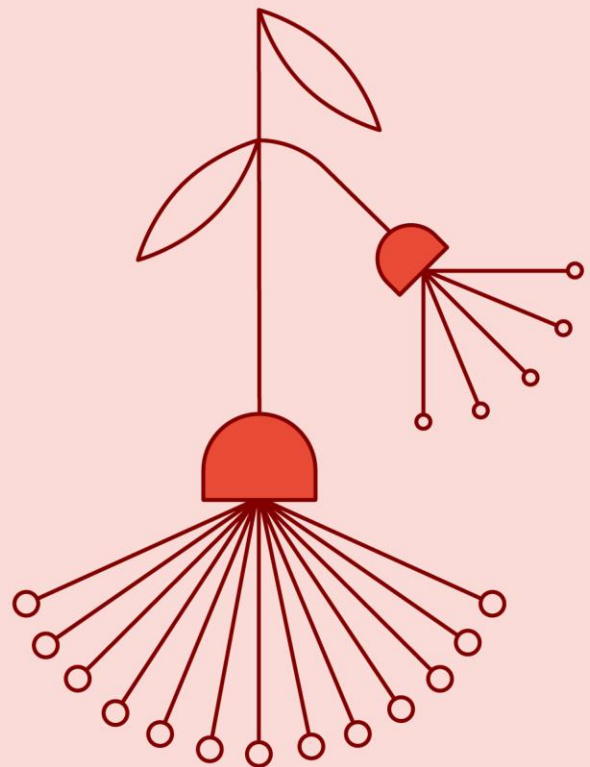
Poari ā Hapori o Te Puke

TPC24-4

Thursday, 1 August 2024, 7.00pm

Te Puke Library and Service Centre,

130 Jellicoe Street, Te Puke



# Te Puke Community Board

## Membership:

<b>Chairperson</b>	Kassie Ellis
<b>Deputy Chairperson</b>	Dale Snell
<b>Members</b>	Karen Summerhays Neena Chauhan Cr Grant Dally Cr Andy Wichers
<b>Quorum</b>	3
<b>Frequency</b>	Eight weekly / Workshops as required

## Role and Purpose of Community Boards:

- To represent, and act as an advocate for, the interests of their communities.
- To consider and report on all matters referred by Council and its Committees, or any matter of interest or concern to the Community Board.
- To maintain an overview of services provided by Council within the community.
- To prepare an annual submission to the Council for expenditure within the community.
- To communicate with community organisations and special interest groups within the community.
- To undertake responsibilities as delegated by Council or its Committees.

## Delegated Functions:

Subject to compliance with Council strategies, policies, plans and legislation:

- To have input into Council and its Committees on issues, services, plans and policies that affect communities within the Community Board Area.
- To provide an effective mechanism for community feedback to Council.
- To receive reports from Council appointees on Council matters relevant to the Community Board.
- To control, expend and monitor funds as allocated by Council.
- To allocate Community Board reserve funds to specific capital non-recurring projects for council assets on council land.

Notice is hereby given that a Te Puke Community Board Meeting will be held in the Te Puke Library and Service Centre, 130 Jellicoe Street, Te Puke on: Thursday, 1 August 2024 at 7.00pm

## Order Of Business

<b>1</b>	<b>Present .....</b>	<b>4</b>
<b>2</b>	<b>In Attendance.....</b>	<b>4</b>
<b>3</b>	<b>Apologies .....</b>	<b>4</b>
<b>4</b>	<b>Consideration of Late Items.....</b>	<b>4</b>
<b>5</b>	<b>Declarations of Interest .....</b>	<b>4</b>
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**1 PRESENT****2 IN ATTENDANCE****3 APOLOGIES****4 CONSIDERATION OF LATE ITEMS****5 DECLARATIONS OF INTEREST**

Members are reminded of the need to be vigilant and to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest that they may have.

**6 PUBLIC EXCLUDED ITEMS****7 PUBLIC FORUM**

A period of up to 30 minutes is set aside for a public forum. Members of the public may attend to address the Board for up to five minutes on items that fall within the delegations of the Board provided the matters are not subject to legal proceedings, or to a process providing for the hearing of submissions. Speakers may be questioned through the Chairperson by members, but questions must be confined to obtaining information or clarification on matters raised by the speaker. The Chairperson has discretion in regard to time extensions.

Such presentations do not form part of the formal business of the meeting, a brief record will be kept of matters raised during any public forum section of the meeting with matters for action to be referred through the customer relationship management system as a service request, while those requiring further investigation will be referred to the Chief Executive.

## 8 MINUTES FOR CONFIRMATION

### 8.1 MINUTES OF THE TE PUKE COMMUNITY BOARD MEETING HELD ON 6 JUNE 2024

**File Number:** A6376212

**Author:** Ella Logan, Governance Advisor

**Authoriser:** Greer Golding, Governance Manager

#### RECOMMENDATION

1. That the Minutes of the Te Puke Community Board Meeting held on 6 June 2024 as circulated with the agenda be confirmed as a true and correct record with the below amendment.
  - That the following sentence from item 9.2 be removed as it is incorrect:  
*“The Board could look into providing advertisement opportunities to local businesses that would fund a portion of the project.”*
2. That the Chairperson’s electronic signature be inserted into the confirmed minutes.

#### ATTACHMENTS

1. Minutes of the Te Puke Community Board Meeting held on 6 June 2024

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL  
TE PUKE COMMUNITY BOARD MEETING NO. TPC24-3  
HELD IN THE TE PUKE LIBRARY AND SERVICE CENTRE, 130 JELlicoe STREET, TE PUKE  
ON THURSDAY, 6 JUNE 2024 AT 7.00PM**

## **1 PRESENT**

Chairperson K Ellis, Member N Chauhan, Member D Snell, Member K Summerhays, Cr G Dally and Cr A Wichers.

## **2 IN ATTENDANCE**

C Crow (General Manager Infrastructure Group), G Golding (Governance Manager) and E Logan (Governance Advisor).

30 members of the public.

## **3 APOLOGIES**

Nil

## **4 CONSIDERATION OF LATE ITEMS**

Nil

## **5 DECLARATIONS OF INTEREST**

Members were advised that if they had an interest (actual, potential, pecuniary or non-pecuniary interest) in any item on the agenda, then they must declare this interest and refrain from discussing or voting on this item and were advised to withdraw from the meeting table for the item (As per the Local Authorities (Member's Interest) Act 1968).

- Member D Snell advise the Board that she had a declaration of financial interest regarding the Made in Te Puke Trust Grant Application in report 9.2 of the agenda – Te Puke Community Board – Grant Applications – June 2024.
- Chairperson K Ellis advised the Board that she had a declaration of financial interest regarding the Made in Te Puke Trust Grant Application in report 9.2 of the agenda – Te Puke Community Board – Grant Applications – June 2024.
- Member N Chauhan advised the Board that she had a declaration of financial interest regarding the Tauranga and Western Bay Indian Association Inc Grant Application in report 9.2 of the agenda – Te Puke Community Board – Grant Applications – June 2024.

- Member K Summerhays advised the Board that she had a declaration of interest regarding report 9.6 of the agenda – Te Puke Community Board – Projects and Operations Report – June 2024.

## 6 PUBLIC EXCLUDED ITEMS

Nil

## 7 PUBLIC FORUM

### 7.1 28 MEMBERS OF THE PUBLIC – NO. 1 ROAD

Members of the community raised concerns regarding the state of No.1 Road. The below points were noted:

#### HARRY AND MARY VAN GOG

- Mr and Ms Van Gog noted that No.1 Road was a poorly built road.
- Mrs Van Gog informed the Board that contractors had dug holes in the road but never filled them which meant that residents had to drive on the other side.
- Ms Van Gog queried when construction on the road would begin.

The General Manager Infrastructure Group provided the following updates:

- Geotech was undergoing test work to determine the depth of the future pavement that would go on to the road. Staff would follow up to ensure that the holes were filled.
- Council had completed the detailed design. There was more work to be done on the stormwater consent and landowner approval. However, positive progress had been made.
- The Contractors would begin the first half of repairs work in September/October 2024 depending on weather conditions. This work would include a road repairment, including widening, and urbanisation aspects. The other half would be done in the 2025/26 construction season.
- Rehabilitation of the road had to be split across two construction seasons to not interfere with the kiwifruit harvest season.

Member N Chauhan arrived 7.09pm.

#### MARK HALL AND KAREN TENNENT

- Mr Hall and Ms Tennent had lived on No.1 for their whole lives.
- The shaking of their house had always been noticeable, however, the past 2-3 years it had become a lot worse. Mr Hall and Ms Tennent stated the shaking was so bad that residents would be unaware if it was an actual earthquake.

- Trucks were driving on the road between 12.00am – 3.00am, which made the house and content shake.
- Residents were unable to go through another kiwifruit harvest season if the state of the road remained the same.

### LORNA COOPER

- Ms Cooper provided the Board with photos that showed the damage to her house from the shaking caused by heavy vehicles driving the road. She could not afford to pay for the damage to be fixed which had left her stuck living there as no one would buy the house in the condition it was in. Her house was no longer her safe sanctuary.
- Council needed to provide compensation to residents whose houses had been damaged.
- The state of the road should have been sorted years ago, before kiwifruit operators were allowed to expand.
- It was previously mentioned to residents that more speed signs would be installed, however, this was never actioned. Ms Cooper had put her own sign up in an attempt to slow traffic.
- Ms Cooper stressed that traffic speed calming measures needed to be put in place.
- Ms Cooper raised concerns about potential rate increases given she was living on a road that was in bad condition.

### SOIPBHAN AND DUANE COOPER

- Mr and Ms Cooper had lived on No.1 Road for 17 years. The vibrations and shaking from the passing trucks had always been noticeable, but the last year was the worst it had been.
- The beds and cabinets continued to shake for eight seconds after a truck drove past.
- A year and a half ago they had tried to sell their house. However, following the building inspection, they had to drop their asking price due to the damages and could not afford to sell their house at that price. They were stuck living in their damaged property because the costs of fixing the damages were too high.
- Ms Cooper explained that people did not feel safe in their homes.
- It was suggested that more speed traffic signs needed to be installed to ensure drivers were aware of the speed limit.

### WAYNE WAVIN

- Mr Wavin had contacted staff multiple times over the years regarding the state of the road.
- The road had been patched at least five times over the years.
- Mr Wavin had experienced damage to his house, including when the mains power had snapped with the telephone cable because it had been stretched. This was



proof that his house had moved further away from the power pole over the years due to the shaking.

- The road had not been built to handle the amount of traffic it took. Prior to the road being sealed, it had been a dirt road with metal on it. When it was sealed, no effect was taken to improve its structure.
- The trucks driving the road were overloaded which made the road sag.
- Speeding was a major issue, however, the overloading of the trucks was a bigger issue than speeding, trucks needed to be checked for their weight.
- Mr Wavin queried heavy vehicles could be banned from using the road.

The General Manager Infrastructure Group provided the following comment:

- Council staff would look into what kind of aggressive traffic calming measures options were available, as well as talk to the NZ Police about proactively supporting the Council on this issue.

### **BARRY RODERICK**

- Mr Roderick stated that in 2008 that part of the road was widened and restructured which had stood up well over time.
- He was disappointed that it had taken Council three years to obtain consent and felt Council had gone back on their word multiple times.
- The deterioration of the road was far worse following the extreme weather experienced in 2023.
- The road was not adequate for trucks to drive on both sides of the road at once.

The General Manager Infrastructure Group and Board members provided the following comments:

- Council had obtained the consent. The issue was that there was only one place that the storm water could go through. Staff were working with the landowner to negotiate an agreement.
  - Board members had encouraged residents to submit to the Long Term Plan and Te Puke Spatial Plan consultation.
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## CHANGE ORDER OF BUSINESS

That the chairperson requested the next item of business be Te Puke Community Board – Approval of Funding – Disc Golf Course at Donovan Park in order to release the representatives from the meeting.

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### RESOLUTION TPC24-3.1

Moved: Member D Snell

Seconded: Cr A Wichers

1. That in accordance with standing orders 9.4 the order of business be changed and that item 9.5 be dealt with as the next item of business.

**CARRIED**

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## 9.2 TE PUKE COMMUNITY BOARD – APPROVAL OF FUNDING – DISC GOLF COURSE AT DONOVAN PARK

The Board considered a report from the Governance Advisor. The report was taken as read, and the following discussion took place:

Two representatives were present to speak to this report.

- It was suggested that the Board could do a matching fund approach to the project.
- The Board would revisit the project after the full cost estimate for installation was received.
- It was noted that the representative was in communication with Sport Bay of Plenty and potential funding avenues for this project.
- The Board suggested that the representatives promote the project during Te Puke's Te Kete Matariki Event.

In response to questions, the following matters were noted:

- The representative had previously come to the Community Board for grant funding with the idea of taking this project out to the community for further external funding.
  - The on going maintenance of the course would land in the responsibility of the Council's Reserves team as it would sit within a Council Reserve.
  - The Board could look into providing advertisement opportunities to local business that would fund a portion of the project.
  - The representative would explore how much funding could be accumulated from local businesses.
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**RESOLUTION TPC24-3.2**

Moved: Cr A Wichers

Seconded: Chairperson K Ellis

1. 1. That the Governance Advisor's report dated 6 June 2024 titled 'Te Puke Community Board – Approval of Funding – Disc Golf Course at Donovan Park' be received.
2. 2. That the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.
3. 3. That the Te Puke Community Board **approve** \$1,811.25 to fund a concept design for the installation of a nine-hole Disc Golf Course at Donovan Park.

**CARRIED**

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**8 MINUTES FOR CONFIRMATION****8.1 MINUTES OF THE TE PUKE COMMUNITY BOARD MEETING HELD ON 11 APRIL 2024**

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**RESOLUTION TPC24-3.3**

Moved: Member K Summerhays

Seconded: Member D Snell

4. 1. That the Minutes of the Te Puke Community Board Meeting held on 11 April 2024 as circulated with the agenda be confirmed as a true and correct record.
- 5.
6. 2. That the Chairperson's electronic signature be inserted into the confirmed minutes.

**CARRIED**

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**9 REPORTS****9.1 TE PUKE COMMUNITY BOARD – WORKSHOP NOTES – MAY 2024**

The workshop notes were received.

No further discussion was had.

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### 9.3 TE PUKE COMMUNITY BOARD – CHAIRPERSON’S REPORT – JUNE 2024

The Board considered a report from the Chairperson. The report was taken as read, with further discussion on the below items:

- The Reserves and Facilities Officer East confirmed that two locked bollards would be installed outside the Constables Art Gallery. This project would be funded from Council’s Reserves Budget.
- The Governance Manager provided a clarification around the Community Board Targeted Rate.

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#### RESOLUTION TPC24-3.4

Moved: Cr A Wichers

Seconded: Member N Chauhan

1. That the Chairperson’s report dated 6 June 2024 titled ‘Te Puke Community Board – Chairperson’s Report – April 2024’ be received.
- 2.

**CARRIED**

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#### CHANGE OF ORDER

That the chairperson requested the next item of business be Te Puke Community Board – Grant Applications – June 2024 in order to release the Cr A Wichers from the meeting.

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#### RESOLUTION TPC24-3.5

Moved: Member K Summerhays

Seconded: Member D Snell

1. That in accordance with standing orders the order of business be changed and that item 9.4 be dealt with as the next item of business.

**CARRIED**

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### 9.5 TE PUKE COMMUNITY BOARD – GRANT APPLICATIONS – JUNE 2024

The Board considered a report from the Governance Advisor. The report was taken as read, with further discussion on the below items.

Member D Snell declared a financial interest in the Made in Te Puke Trust Grant application and took no part in the discussion or voting on this application.

Chairperson K Ellis declared a financial interest in the Made in Te Puke Trust Grant application and took no part in the discussion or voting on this application.

Member N Chauhan declared a financial interest in the Tauranga and Western Bay Indian Association Inc Grant application and took no part in the discussion or voting on this application.

Key points:

- The Board noted that the grant applications for both the Community Patrols of New Zealand – Te Puke Branch and the Te Puke Kindergarten could not be accepted as they did not meet the grant application criteria.
- The Board noted that the Tauranga and Western Bay Indian Association Inc did not provide a financial statement. However, because the organisation had been established within the past year, it was not required to do so.
- The grant application from the Made in Te Puke Trust met both the grant applications criteria as well as the Board's strategic priorities.

**CARRIED**

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### RESOLUTION TPC24-3.6

Moved: Cr G Dally

Seconded: Member K Summerhays

1. That the Governance Advisor's report dated 6 June 2024 titled 'Te Puke Community Board – Grant Applications – June 2024' be received.
- 2.
3. 2. The Te Puke Community Board do not approve the grant application from Community Patrols of New Zealand – Te Puke Branch and request further information on the application.

**CARRIED**

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**9.5.1 TE PUKE KINDERGARTEN GRANT APPLICATION**

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**RESOLUTION TPC24-3.7**

Moved: Cr A Wichers

Seconded: Member K Summerhays

1. That the Te Puke Community Board do not approve the grant application from Te Puke Kindergarten and request further information on the application.

**CARRIED**

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**9.5.2 TAURANGA AND WESTERN BAY INDIAN ASSOCIATION INC GRANT APPLICATION**

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**RESOLUTION TPC24-3.8**

Moved: Chairperson K Ellis

Seconded: Member K Summerhays

1. That the Te Puke Community Board **approve** the grant application from Tauranga and Western Bay Indian Association Inc for \$1,500, to help cover the costs of the Teej Musical Evening. This grant will be funded from the Te Puke Community Board Grants Account, subject to all accountabilities being met.

**CARRIED**

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**9.5.3 MADE IN TE PUKE TRUST GRANT APPLICATION**

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**RESOLUTION TPC24-3.9**

Moved: Member D Snell

Seconded: Member K Summerhays

1. That the Te Puke Community Board **approve** the grant application from Tauranga and Western Bay Indian Association Inc for \$1,500, to help cover the costs of the Teej Musical Evening. This grant will be funded from the Te Puke Community Board Grants Account, subject to all accountabilities being met.

**CARRIED**

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At 8.46pm, Cr A Wichers left the meeting.

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**9.4 TE PUKE COMMUNITY BOARD – COUNCILLOR'S REPORT – JUNE 2024**

The Board considered a report from Councillor Wichers. The report was taken as read.

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**RESOLUTION TPC24-3.10**

Moved: Member K Summerhays

Seconded: Chairperson K Ellis

That Councillor Wicher's report dated 6 June 2024 titled 'Te Puke Community Board – Councillors Report – April 2024' be received.

**CARRIED**

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**9.6 TE PUKE COMMUNITY BOARD – PROJECTS AND OPERATIONS REPORT – JUNE 2024**

The Board considered a report from the Governance Advisor. The report was taken as read. The following discussion took place:

Member K Summerhays declared an interest in this item, and took no part in the discussion or voting thereon.

Key points:

- The Board noted that the report needed to be updated.

In response to questions, the following matters were noted:

- The General Manager Infrastructure would follow up on the clarification of detail for the Establishing Community Resource Recovery Centres project and feed this back through the Board.
  - The Governance Advisor would provide further detail to the Board on the Service Request about freedom camping in Te Puke.
  - The Regional Park signs were not maintained by Council.
- 

**RESOLUTION TPC24-3.11**

Moved: Chairperson K Ellis

Seconded: Cr G Dally

1. That the Governance Advisor's report dated 6 June 2024 titled 'Te Puke Community Board – Projects and Operations Report – June 2024' be received.

**CARRIED**

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**9.6.1 CONCEPT DESIGN OF CROSSING FACILITIES ON CAMERON ROAD OUTSIDE TE PUKE INTERMEDIATE**

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**RESOLUTION TPC24-3.12**

Moved: Chairperson K Ellis

Seconded: Member N Chauhan

2. That the Te Puke Community Board approves up to \$12,000.00 if required out of the roading account for a concept design of the crossing facilities on Cameron Road outside of Te Puke Intermediate.

**CARRIED**

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**9.7 TE PUKE COMMUNITY BOARD – FINANCIAL REPORT APRIL 2024**

The Board considered a report from the Financial Business Advisor. The report was taken as read.

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**RESOLUTION TPC24-3.13**

Moved: Member D Snell

Seconded: Chairperson K Ellis

1. The Financial Business Advisor's report dated 6 June 2024 titled 'Te Puke Community Board – Financial Report April 2024' be received.

**CARRIED**

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**9.8 TE PUKE COMMUNITY BOARD – KĀINGA ORA HOUSING DEVELOPMENT – JUNE 2024**

The Governance Advisor introduced the report and took it as read.

- The Board questioned the Council's impact assessment.
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**The Meeting closed at 9.14pm.**

**Confirmed as a true and correct record at the Te Puke Community Board meeting held on 1 August 2024.**

.....

Chairperson K Ellis

**CHAIRPERSON**

Unconfirmed

## 9 REPORTS

### 9.1 TE PUKE COMMUNITY BOARD - WORKSHOP NOTES - JUNE 2024

**File Number:** A6400691



**Author:** Ella Logan, Governance Advisor

**Authoriser:** Greer Golding, Governance Manager

#### EXECUTIVE SUMMARY

1. The Te Puke Community Board workshop notes from 27 June 2024, have been provided as **Attachment 1** for transparency.

#### ATTACHMENTS

1. **Te Puke Community Board - Workshop Notes - June 2024**  

**Te Puke COMMUNITY BOARD  
WORKSHOP**

**DATE:** Thursday, 27 June 2024 at 6.00pm

**HELD:** Te Puke Board Room

**MEMBERS PRESENT:** Cr G Dally, K Summerhays, D Snell

**APOLOGIES:** Chairperson K Ellis, N Chauhan, Cr A Wichers

**STAFF IN ATTENDANCE** G Golding (Governance Manager), C Crow (Infrastructure Services, General Manager), S Prendergast (Transportation Area Engineer), and E Logan (Governance Advisor)

**EXTERNAL** N Vague (Landscape Architect)

Topic	Discussion	Action
<b>Heritage Plaza</b>	<ul style="list-style-type: none"> <li>• A Local Landscape Architect was present to discuss ideas with the board for new concept designs.</li> <li>• It was noted that the Heritage Plaza had to be adaptable to work alongside the Te Puke Spatial Plan.</li> <li>• It was suggested that space should be provided for incorporation of tangata whenua representation.</li> <li>• Staff flagged that the site was on a slope and flattening this would increase costs.</li> <li>• It was noted that lighting would need to be durable.</li> <li>• The following suggestions were put forward regarding the concept designs:</li> </ul>	<ul style="list-style-type: none"> <li>• The Local Landscape Architect would present the Board with three concept designs that differed in budget.</li> <li>• The Project Engineer would provide the Local Landscape Architect with the survey information of the area.</li> </ul>

Te Puke Community Board - Workshop Notes – 27 June 2024

	<ul style="list-style-type: none"> <li>○ Accessibility for those in wheelchairs and the elderly;</li> <li>○ The inclusion of a conversation pit was supported;</li> <li>○ Te Puke’s identity needed to be represented within the designs;</li> <li>○ There was an opportunity to display Te Puke’s history of quarrying;</li> <li>○ Umbrellas from location businesses could be used on sunny days for shade;</li> <li>○ There would need to be a consideration in regard to the lighting for future sculptures that could be included;</li> <li>○ Seating that invited conversations between people;</li> <li>○ Planters could be used to provide privacy from the road; and</li> <li>○ Motion censored lighting.</li> </ul>	
<p><b>Roading Projects/Priorities</b></p>	<ul style="list-style-type: none"> <li>• The Project Engineer provided the Board with estimated costs of potential roading projects.</li> <li>• Concerns were raised regarding the installation of a raised pedestrian crossing outside Te Puke Intermediate.</li> </ul> <p><b>Footpath extension at Quarry Road</b></p> <ul style="list-style-type: none"> <li>• It was noted that the pathway extension on Quarry Road would need an Archaeological Assessment.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff would have an internal conversation about the situation of Bramble bridge.</li> </ul>

	<ul style="list-style-type: none"> <li>• The estimated budget for this project was \$600,000.00.</li> <li>• The Board agreed to place this project as a low priority.</li> </ul> <p><b>Landscape Road footpath</b></p> <ul style="list-style-type: none"> <li>• The estimated budget for this project was \$100,000.00.</li> <li>• It was recommended by the Project Engineer to install the footpath along the road, rather than through the park.</li> <li>• The Board agreed that this project was of high priority.</li> </ul> <p><b>Footpath extension from No.1 Road to the Waiara bridge</b></p> <ul style="list-style-type: none"> <li>• The Board was informed that this project was in the Long-Term Plan as part of the Waiara Cultural Restoration project. However, it was highlighted that the details of the project were uncertain.</li> <li>• The Board would not progress this project until the Long-Term Plan was adopted by Council but would advocate for the inclusion of the bridge within this project.</li> </ul> <p><b>Bramble Bridge</b></p> <ul style="list-style-type: none"> <li>• It was noted that that Bramble bridge was the responsibility of Council, not the Community Board. The Board advocated for Council to improve the safety for pedestrians on the bridge.</li> </ul> <p><b>Footpath at Fairhaven Park</b></p>	
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	<ul style="list-style-type: none"><li>• There was further investigation to be done on this project as there was stormwater and wastewater that ran through the park.</li><li>• It was noted that the footpath would not be able to interfere with the sports field and that the bank at the park was unstable.</li><li>• The estimated budget for this project was \$50,000.00. However, this was dependent on the location of the stormwater and wastewater pipelines.</li><li>• The Board agreed that this project was of high priority.</li></ul>	
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The workshop closed at 8.11pm.

**9.2 TE PUKE COMMUNITY BOARD – CHAIRPERSON'S REPORT – AUGUST 2024****File Number: A6400843****Author: Kassie Ellis, Community Board Chairperson****Authoriser: Cedric Crow, General Manager Infrastructure Services****EXECUTIVE SUMMARY**

1. The purpose of this report is for the Te Puke Community Board's Chairperson to provide the Board with information and updates on events and matters within the community.

**RECOMMENDATION**

1. That the Chairperson's report dated 1 August 2024 titled "Te Puke Community Board – Chairperson's Report – August 2024" be received.
2. That the Te Puke Community Board approves to implement a separate allocated fund for Traffic Management Plans for all events within a calendar year that require road closure or a partial road closure.
3. That the Te Puke Community Board agree to process Community Board Grant Applications twice within one financial year.

**GRANT PROCESS**

The Community Board Grant Policy was adopted by Council and the eligibility criteria is based on two principles:

1. The Principle of Strategic Fit – Applications for Community Board Grants will only be considered if the funding relates to activities/projects that are in accord with Council's Strategic Directions.
2. The Principle of Public Benefit – Applications for Community Board Grants will only be considered from community groups or individuals that can demonstrate that the activities/projects will result in a public benefit primarily for residents of the relevant Community Board area.

The Governance team have suggested the following:

1. That the Community Board have two meetings a year that they process grant applications. The first being the meeting before Christmas being November/December and the second being the last meeting before the end of the financial year. This way the Council's Communications team would be able to send out announcements that community board grant applications and that

this is looking to be done across all five community boards so the communications can be consistent.

2. The Board look at how their grants are dispersed in terms of amounts, perhaps consider a cap on the amount i.e. anything under \$1,500.

### EXTERNAL COMMITTEE UPDATES

#### **Te Ara Kahikatea Pathway Society Inc**

Te Ara Kahikatea Pathway Society meet at 5:30pm on the fourth Wednesday of each month at the Te Puke Citizens RSA Club.

In addition to establishing the Te Ara Kahikatea Pathway In Te Puke, the groups objectives are to:

- Assist with maintenance and advocate for further improvements to the pathway.
- Advocate for establishment of new shared pathways
  - Te Puke to Rangiora Business Park;
  - Te Puke to Papamoa; and
  - Within Te Puke as per the 'Te Puke Urban Cycleway/Walkway Connection Strategy'
- Establish a good pump track in Te Puke.

As per above, member Tui Atkinson presented a report with resident survey to the Te Puke Community Board requesting improvements to the section of pathway between Lawrence Oliver Park and the Old Te Puke Cemetery.

The groups supports improving this section of Landscape Road by adding kerb and channel for better drainage and aesthetics, additional car parking for Dog Park users, and safety upgrades. They are also supportive of a new pathway through McLoughlin Park to improve the walkway experience and reduce pedestrian activity on Landscape Road.

Members have also expressed concern about the state of the grass/dirt pathway through the Old Te Puke Cemetery and would like to see this 65-metre section upgrade to either concrete, gravel, or chipseal as per other parts of the walkway.

The group are working towards the following:

- Connections from Tynan Street and Dudley Vercoe Drive to Council's Stormwater Reserve which already has a formed pathway within it, but no easy loop connections.
- Improving the concrete pathway from Cameron Road to Noel Bowyer Reserve which links up to Hookey Drive.

The funding of these projects is expected to come from community funding sources, and the utilisation of group volunteers/subsidised labour inputs.



As part of the advocacy for the Te Puke Dog Park, the group applied to TECT for additional funding towards the establishment costs of the dog park. The group were successful in obtaining funding of \$48,258.00, which has now been paid to Council. In addition, members provided volunteer labour for the recent shade sail installation at the Dog Park.

Te Ara Kahikatea Society Inc maintains good relationships with Council staff in the Reserves Team and made a detailed submission to the Council's draft Long-Term Plan.

### **Made in Te Puke Trust**

Made in Te Puke Trust has been the overarching organisation for Te Kete Matariki. The event was a huge success this year, and the group are very humbled by what they have achieved.

Made in Te Puke Trust will be part of Gardens on Wheels in November followed by Christmas in the Park in December to end the year.

### **Te Puke Economic Development Group**

Their **Annual General Meeting** was on Monday July 15<sup>th</sup> with very little notice and limited attendance.

### **The Emergency Response Group**

The Emergency Response Group are waiting for Council staff to provide documents to progress the Community Response Plan.

## **TRAFFIC MANAGEMENT PLANS**

I would like to put forward a recommendation for the Te Puke Community Board to implement a separate funding to allocate toward Traffic Management plans. This funding will be able to be used for all events in Te Puke within a calendar year that require a road closure or partial road closure for costings over \$7,000. Sourcing this funding for these types of events has become increasingly difficult.

This would include events such as the following:

- ANZAC Day;
- Te Kete Matariki;
- The Sikh Parade;
- Gardens on Wheels; and
- The Christmas Parade.

## **KIWIFRUIT 65<sup>TH</sup> NAMING ANNIVERSARY CELEBRATION**

- It had been 65 years since the renaming of Kiwifruit and EPIC Te Puke is organising a celebration for the special occasion at the Te Puke War Memorial Hall.

### MADE IN TE PUKE

- Made in Te Puke Trust is considering hosting summer markets from October 2024–February 2025. The Te Puke Community Board could utilize this space for community engagement series.

### TRAFFIC LIGHTS

- Traffic lights need to be implemented on the Mainstreet as a measure to combat the congestion into Jellicoe Street. The traffic is now exceeding kiwifruit season predictions as it is all year round.

### MAINSTREET FLAGS

- Fresh new designs, including community organisations and events, raising awareness and promotions.

### EVENTS CONTAINER

- Events container in Jubilee Park for all community groups, multipurpose container.

### PROFESSIONAL DEVELOPMENT

- Professional development opportunities for board members.
- Local Government New Zealand Conference

### BUS SHELTERS

- There needs to be more bus shelters across Te Puke.
- The following are sites of interest:
  - Moehau Street;
  - Seldom Street;
  - Jellicoe Street;
  - No.3 Road;
  - Cameron Road;
  - Boucher Avenue; and
  - Raymond Avenue.

**9.3 TE PUKE COMMUNITY BOARD – COUNCILLORS REPORT – AUGUST 2024****File Number: A6400856****Author: Grant Dally, Councillor****Authoriser: Cedric Crow, General Manager Infrastructure Services****EXECUTIVE SUMMARY**

1. The purpose of this report is for Councillor Dally to provide the Board with updates on the items listed below.

**RECOMMENDATION**

1. That Councillor Dally's report dated 1 August 2024 titled 'Te Puke Community Board – Councillors Report – August 2024' be received

**ELECTION OF NEW MAKETU – TE PUKE WARD COUNCILLOR LAURA RAE**

Congratulations to Laura Rae on her emphatic by-election win. I look forward to working with Laura at the Council table for support towards local improvements, resolution of issues both in our Ward and across the district and making good decisions. I'm sure her voice will be a valuable addition for getting things done.

**LONG-TERM PLAN 2024-2034**

Council has received a significant amount of feedback from residents and ratepayers in response to the 'Issues & Options' questions presented in the Long-Term Plan Consultation Document. Staff have distilled this feedback on these questions and additional matters down to proposals and will present these to Council. The 'cost of living crises and the effect of compounding rates increases over the 10 years is a strong theme in the submissions and hearings.

Our final debate is likely to be had in the Annual Plan/Long Term Plan Committee meeting on 26 August. This will determine the final rate increases. The Long-Term Plan 2024-2034 must be signed off by Council before 30 September 2024.

**REPRESENTATION REVIEW**

Council has received feedback through canvassing communities and community groups over the last 6 months on what representation means to them. This feedback is now being used to inform our Draft Initial Proposal for representation arrangements for next year's local government elections. We've heard there's a clear desire for local decision-making, and for communities to be empowered to participate to inform this local decision-making. Work is still underway developing the Draft Initial Proposal.

**The timeline for the remainder of the process is:**

<b>Date</b>	<b>Action</b>
5 September 2024	Adoption of Initial Proposal for consultation at Strategy and Policy Committee meeting
16 September – 14 October 2024	Consultation Period (to be confirmed)
October 2024	Hearings for submissions on the initial proposals
5 December 2024	Seek resolution to adopt final proposal at Strategy and Policy Committee meeting
December 2024/January 2025	Appeal/objection period (one month)
18 February 2025	Local Government Commission Hearing (tentative)

**THE TE PUKE SPATIAL PLAN REVIEW**

The initial communications and engagement period for the Te Puke Spatial Plan Review was a six-week period closing on 30 June 2024. However, the process is ongoing and staff are open to receiving further submissions or input/consideration if any feels they've missed the boat.

Broad themes covered in the engagement were:

- Community
- Environment
- Housing
- Transport.

The next steps for the Spatial Plan are to summarise the feedback and develop the Draft Te Puke Spatial Plan before going out for formal consultation on the plan which is tentatively planned for March 2025.

**MAKETU – TE PUKE WARD COMMUNITY FORUM**

We are yet to finalise a date for our next Maketu – Te Puke Community Forum. However, we have decided to change the format for the next meeting and use it as a space where the community can hear community updates directly from Council staff.

As per our objective with these forums, we still want to allow the questions and informal interaction with members of the public who attend.

## 9.4 TE PUKE COMMUNITY BOARD – PROJECTS AND OPERATIONS REPORT – AUGUST 2024

**File Number:** A6378628

**Author:** Ella Logan, Governance Advisor

**Authoriser:** Cedric Crow, General Manager Infrastructure Services

### EXECUTIVE SUMMARY

1. The purpose of this report is to provide the Te Puke Community Board with an overview of the Community Board Infrastructure Projects currently being undertaken in the Te Puke area as well as to provide an overview of engagement and operational matters from across the Council that relate to the Te Puke Community Board.

### RECOMMENDATION

1. That the Governance Advisor's report dated 01 August 2024 titled 'Te Puke Community Board – Projects and Operations Report – August 2024' be received.
2. That the Te Puke Community Board approves a budget of \$100,000.00 out of the Roothing Account for the costs relating to the design and installation of the Heritage Plaza.
3. That the Te Puke Community Board approves a budget of \$100,000.00 from the Roothing Account for the design and installation of a footpath along Landscape Road along the road reserve in McCloughlin Park as shown in **Attachment 1**.
4. That the Te Puke Community Board approves a budget of \$50,000.00 from the Roothing Account for the design and installation of a footpath through Fairhaven Park as shown in **Attachment 2**.
5. That the Te Puke Community Board approves a budget of \$110,000.00 from the Roothing Account for safety improvement installations on Commerce Lane as shown in **Attachment 3**.
6. That the Te Puke Community Board approves a budget of \$30,000.00 from the Roothing Account for the detailed design of a pedestrian crossing on Cameron Road outside of Te Puke Intermediate.

### COUNCIL LED PROJECTS

Council led projects are reported on through the Projects and Monitoring Committee. The next meeting is on 3 September 2024. If the Community Board wishes to have a timely

update on any particular project in the list below, they can do so by entering a service request or emailing the Governance team.

There is project that the board should be aware of and that is Te Puke Wastewater Treatment Plant upgrade, the latest update can be found on [page 22 of the Projects and Monitoring Committee agenda](#) from June 2024.

1. Wastewater – Te Puke Renewals and Capital Upgrades
2. Wastewater Reticulation Network
3. Mutton Water Treatment Plan UV Upgrade
4. Natural Burials for Te Puke Cemetery

**ROADING ACCOUNT**

<b>Te Puke Community Board Roding Current Account</b>			<b>\$</b>
<b>Current Account Opening Balance 1 July 2023</b>			<b>\$815,534</b>
Allocation for 2023/24			\$314,028
Interest for 2023/2024			\$38,738
Roding Current Account – Revocation Heritage Plaza Pavement Levelling			\$100,000
<b>Subtotal</b>			<b>\$1,268,300</b>
<b>Approved Projects</b>	<b>Status</b>		<b>\$</b>
Commerce Lane Pedestrian Safety	Design of traffic calming scheme - Actuals 2023/24 \$15K		\$20,000
Jellicoe Street – Industrial Service Lane	Completed.		\$61,309
Cycleway Footpath Extensions to Improve Connectivity	Stock Road Footpath - Actuals 2023/24 \$18.7K		\$100,000
Street Chair Refurbishment	In Progress- Actuals \$1,619.00		\$9,000
<b>Subtotal</b>			<b>\$190,309</b>
<b>Proposed Projects</b>	<b>Priority</b>	<b>Status</b>	<b>\$</b>
Te Puke Intermediate School / Speed Bump	1	Speed bump removed. \$11,259 of \$80,000 budget paid 2022. Further safety improvements under consideration.	\$68,741
<b>Forecasted Current Account Closing Balance 30 June 2024</b>			<b>\$1,009,250</b>

**PROJECT UPDATES – ROADING****SAFETY IMPROVEMENTS ON CAMERON ROAD**

Project Description	Staff Comment/Update	Progress Level
<p><i>With the Board resolving to remove the Speed Bump outside Te Puke Intermediate School on Cameron Road, it has been identified that there would need to be safety improvements made to this stretch of road.</i></p>	<p><b>Latest Update:</b> The design is completed and will be presented to do the Board once the budget is finalised.</p> <p><b>Engagement:</b> This will be determined if the project is to go ahead.</p>	<p>In progress.</p>

<b>SPEED BUMPS – BOUCHER AVENUE/CAMERON ROAD AND BOUCHER AVENUE/HOOKEY DRIVE</b>		
Project Description	Staff Comment/Update	Progress Level
<p><i>At the Community Board meeting held 13 April 2023 the Board requested for staff to investigate whether the raised threshold at the intersections of Boucher Avenue and Cameron Road and Boucher Avenue and Hookey Drive in Te Puke could be improved as part of the Transport Choices Project and report back to the Board.</i></p>	<p><b>Latest Update:</b> There is currently a programme to reline mark the district. This project has been included under the programme.</p>	<p>In progress</p>

<b>HERITAGE PLAZA</b>
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Project Description	Staff Comment/Update	Progress Level
<i>Refurbishment of the Heritage Plaza and procurement of local services.</i>	<b>Latest Update:</b> Staff have engaged an external Landscape Architect, who attended the Boards Workshop on 27 June 2024. The Landscape Architect who will provide three concept designs to the Board for approval in due course.	In progress

#### TE PUKE STREET CHAIR REFURBISHMENT

Project Description	Staff Comment/Update	Progress Level
<i>Refurbishment of 20 bench seats along the main street of Te Puke being carried out by the MenzShed, and the removal and installation of these seats.</i>	<b>Latest Update:</b> The project is 80% complete. The remaining 5 seats are waiting on the contractor's resource to be available.	In progress

#### COMMERCE LANE SAFETY PROPOSALS

Project Description	Staff Comment/Update	Progress Level
<i>Safety upgrades to Commerce Lane.</i>	<b>Latest Update:</b> The Transportation Area Engineer has received the design for construction. A lighting assessment and design is required to meet lighting requirements at pedestrian crossings. Estimated costings for this, as well as the costs to complete the project, have been provided to the Community Board.	In progress

<b>INSTALLATION OF POWER CHRISTMAS TREE</b>		
<b>Project Description</b>	<b>Staff Comment/Update</b>	<b>Progress Level</b>
<i>Installation of a Powered Christmas Tree Site.</i>	<p><b>Latest Update:</b></p> <p>The power connection has been approved and work can commence once materials have been provided to the contractor.</p>	In progress

**PROJECT UPDATES – OPERATIONS**

<b>ESTABLISHING COMMUNITY RESOURCE RECOVERY CENTRES (CRRIC)</b>		
<b>Project Description</b>	<b>Staff Comment/Update</b>	<b>Progress Level</b>
<i>Establishing community resource recovery centres at the Te Puke Recycle Centre, working with Iwi and community groups.</i>	<p>there has been a proposed change in the approach for delivering the Te Puke CRRIC. Due to their current projects and capacity Tapuika indicated that the project would sit better under the umbrella of Colab. Tapuika would remain a partner in the project. Council has suggested that at this point it may be better to set up an advisory board as per Councils RESOLUTION SPC23-1.4. This could consist of Tapuika, nominated Colab member(s) and a Council representative. Council also mentioned that we see Cath’s role as the Community Activator which would be pivotal in getting this project off the ground and believe this contract should sit</p>	In progress.

	<p>with Council directly. At this stage we have not heard back from Tapuika on the proposal. We will be able to report on the next steps when a new contract with Colab is in place.</p> <p>Council staff had a brief meeting with a Tapuika representative who was going to familiarise themselves with the project before responding on Tapuika's ongoing involvement with the project.</p>	
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**SERVICE REQUESTS**

This section is to provide an overview of Service Request for the Te Puke Community Board area since the last meeting.

There has been one of each of the following subtypes of Service Requests raised and **completed**.

<ul style="list-style-type: none"> <li>• Road Network Management - ALL Cesspit/Grill/Gutters &amp; Drains (sealed road) - New Asset Requests</li> <li>• Land Development Engineering - General enquiry/Call back.</li> <li>• Consents Administration - General enquiry/call-back</li> <li>• Reserves and Facilities - General enquiry/Call-back</li> <li>• Local Roads-NON-URGENT tree requests - Request for trimming or removal of fallen tree/branch.</li> <li>• Cemeteries - Old Te Puke Cemetery - Interment</li> <li>• Building Admin - Old/historic Building Consents</li> <li>• Customer Service Planning - Planning RFI for Building Consents</li> </ul>	<ul style="list-style-type: none"> <li>• Building Admin - Build/Portal enquiries</li> <li>• Consents and Planning - Call back for specific planner</li> <li>• Reserves and Facilities - Erosion/Damage to Grounds</li> <li>• Reserves and Facilities - Graffiti in Reserve ONLY</li> <li>• Local Roads - Lighting - Replacement/Maintenance Asset Requests</li> <li>• Reserves and Facilities - Litter/Litter Bins or dumping in Reserve.</li> <li>• Cemeteries - Old Te Puke Cemetery - Headstone/Plaque</li> <li>• Building Act Compliance - Pool Barrier Inspection Outcomes</li> <li>• Water Revenue - Property Manager Queries</li> </ul>
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There has been one of each of the following subtypes of Service Requests raised, which are **under investigation**.

<ul style="list-style-type: none"> <li>• Animal Services - ANIMAL - Dog Aggressive/Rushed towards</li> <li>• Engineering - Engineering General</li> </ul>	<ul style="list-style-type: none"> <li>• Building Admin - Certificate Code of Compliance enquiries</li> <li>• Water - Connection/Meter/Toby (Location) Enquiry</li> </ul>
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The table below shows Service Requests that are higher in numbers and have a mix of statuses.

Service Request Subtype	Notes	Completed	Under Investigation/ Scheduled for Completion
Local Roads - ALL Cesspit/Grill/Gutters & Drains (sealed road)	Replacement/Maintenance Asset Requests across the Te Puke Community	8	0
Water - All water leaks	Reports across the Te Puke Community	14	2
Building Act Compliance	General enquiries from Boucher Avenue and Jellicoe Street	2	0
Building Act Compliance - Building Warrant of Fitness Enquiries	Reports from NO 1 Road and Jellicoe Street	2	0
Compliance and Enforcement - General	Enquiries from Jellicoe Street and NO 1 Road	3	0
Complaints about Freedom Camping affecting Reserves or Roads	Reports from Landscape Road and Bayly Place	1	1
Kerbside Collective - Damaged Bin	Replace or Repair from across the Te Puke Community	8	0
Detritus (Loose Chips/Sand/Dead Animal) - No Illegal Dumping	Reports from Te Puke Highway and Beatty Avenue	4	0
Animal Services - Dog Barking (address of dog required)	Reports from Lenihan Drive and Herbert Street	2	0
Local Roads - Footpaths on Local Road	Replacement/Maintenance Asset Requests from Jellicoe Street and Boucher Avenue	2	0

Animal Services - Found and Picked Up	Reports from Jellicoe Street and Barrow Place	2	0
Building - General Enquiries	General enquiries from across the Te Puke Community Area	26	3
Building Inspectors - General Enquiries	Requests from Macloughlin Drive and Manoeka Road	2	0
Rates - General Enquiries	Enquiries from across the Te Puke Community Area	15	3
Water Revenue - General Enquiries	Enquiries from across the Te Puke Community	7	1
Customer Service Planning - General Enquiries	Enquiries from across the Te Puke Community	12	5
Local Roads - General Enquiries	Enquiries from across the Te Puke Community	4	8
Refuse - Illegal Dumping + Carcasses	Multiple reports from Jellicoe street, Jocelyn Street and across the Te Puke Community	8	2
Kerbside Collective - General Enquiries	Enquiries from across the Te Puke Community	3	0
Local Road Signs - Damaged/Graffiti	Reports from across the Katikati Community	5	0
Kerbside Collective - Lost/Stolen Bins	Reports from Queen Palms Road and NO 4 Road	0	4
Kaupapa Maori - Land Enquiries	Enquiries from Te Matai Road	0	2
Water - Meter/Toby issue (not leak)	Reports from Queen Street and Te Puke Highway	2	0
Kerbside Collective Missed Collection - Investigation	Reports from Jellicoe Street and Station Road	2	0
Mowing and Vegetation/Gardens (NOT Trees)	Reports from Station Road and Jellicoe Street	2	0
No water	Reports from No 1 Road, Boucher Avenue and Washer Road	3	0

Noise Complaint (After Hours - Watchdog)	Reports from across the Te Puke Community	26	0
Parking Query	Enquiries from across the Te Puke Community	6	1
Pensioner Housing - 56 Lee St Te Puke	Enquiries regarding the pensioner housing on 56 Lee Street	2	0
Pensioner Housing - 9 Slater Place Te Puke	Enquiries regarding the pensioner housing on 9 Slater Place	5	1
Person - Dog aggressive/ Rushed towards	Reports from Rangioru Road and NO 3 Road	2	0
Public Toilets (Hygiene/Paper ONLY)	Reports from Jocelyn Street, Jellicoe Street and Commerce Lane	6	0
Resource Consent Compliance	Requests from NO 1 Road and Belvedere Street	2	0
Refuse General (NOT BINS OR DUMPING)	Reports from Station Road, Jocelyn Street and Station Road	3	0
Reserves General	General enquiries from across the Te Puke Community	6	2
Road Surface Defects - SEALED LOCAL RD	Reports from across the Te Puke Community	16	3
Roaming Stock (Not State Highways)	Reports from Moehau Street and Cannell Farm Drive	3	0
Sewage overflow/spill on ground/dump station	Reports from Jellicoe Street and Cannell Farm Drive	2	0
Compliance and Enforcement - Signs	Reports from across the Te Puke Community Area	6	0
Local Road - Slip/Flood/Crash/Spill/Trees Down on Local Road - Urgent	Reports from NO 3 Road, Te Puke Highway and Te Puke Quarry Road	4	0

Taste/Smell/Quality of Water	Reports from Te Puke Highway and Gilmore Street	2	0
Te Puke Cemetery - Headstone/Plaque	Enquiries regarding Dudley Vercoe Drive	6	0
Urban Stormwater General/Info Request	Requests from George Street, Harris Street and NO 3 Road	2	1
Vegetation(not trees)/mowing Local Roads	Requests from Jocelyn Street, Jellicoe Street and Station Road	6	0
Wastewater General	General Enquiries from Princess Street and NO 2 Road	4	0
Water leak remission application	Requests from across the Te Puke Community Area	6	2



**MATTERS ARISING FROM PREVIOUS COMMUNITY BOARD MEETINGS (NOT MINUTE ACTION SHEETS)**

This section relates to any matters arising from prior Community Board meetings where a Minute Action Sheet was no raised.

Date raised	Matter/Issue	Comment
15 February 2024	It was queried when residents would be informed of their new rates, and whether it would be a retrospective charge when the rates invoices were released in September 2024. This would be investigated and reported back to the Board.	This is being investigated and will be reported back to the Board.
23 November 2023	History Board Project	The Communications and Engagement Manager provided some further ideas for this project.  Further discussion is needed by the Board.
23 November 2023	Dog Park Service Requests	Dog park requests are typically split into 3 categories. <ul style="list-style-type: none"> <li>• Maintenance of the dog park</li> <li>• New dog park requests</li> <li>• Dog/Owner behaviour</li> </ul> The below maintenance examples are contracted to Downer Reserves: <ul style="list-style-type: none"> <li>• Dog poo bag dispensers</li> <li>• Water fountains</li> <li>• Fencing</li> </ul>

<p>23 November 2023</p>	<p>Eastern Bay of Plenty Road Safety Programme</p>	<p>The Eastern Bay of Plenty Road Safety Programme is an educational programme to raise awareness in the community about road safety.</p> <p>They organise events and provide information to the community on road hazards etc.</p> <p>Western Bay of Plenty District Council (WBOPDC) tends to use Travel Safe. See link here for more info:  <a href="https://www.tauranga.govt.nz/exploring/transportation-and-roads/road-safety/travel-safe">https://www.tauranga.govt.nz/exploring/transportation-and-roads/road-safety/travel-safe</a> )</p> <p>Travel Safe are a division of Tauranga City Council. They do a lot of work with the schools in the Western Bay around educating kids in road safety. WBOPDC staff have worked with them specifically around this. They provide cool initiatives to get children thinking about getting to school safely. They also sometimes do wider community events that are usually located around the Tauranga area and have some cool initiatives for the wider Tauranga and Western Bay population.</p>
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**COMPLETED/OUTSTANDING MINUTE ACTION SHEETS (NOT INFRASTRUCUTRE RELATED)**

This section relates to any Minute Action Sheets that are currently outstanding, as well as completed Minute Action Sheets since the last Community Board Meeting.

Date raised	Matter/Issue	Comment
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23 November 2023	Strategic Direction	The Strategic Direction final document was circulated to Board members and published on the Council website. This can be found in the following link: <a href="https://www.westernbay.govt.nz/council/committees-community-boards-forums/te-puke-community-board">https://www.westernbay.govt.nz/council/committees-community-boards-forums/te-puke-community-board</a>
23 November 2023	Approval of the Te Puke Community Board Annual Operating Budget	This budget has been referred to the Long-Term Plan.
06 June 2024	Disc Golf Course Concept Design	The concept design is being created. The invoice will be paid upon completion.

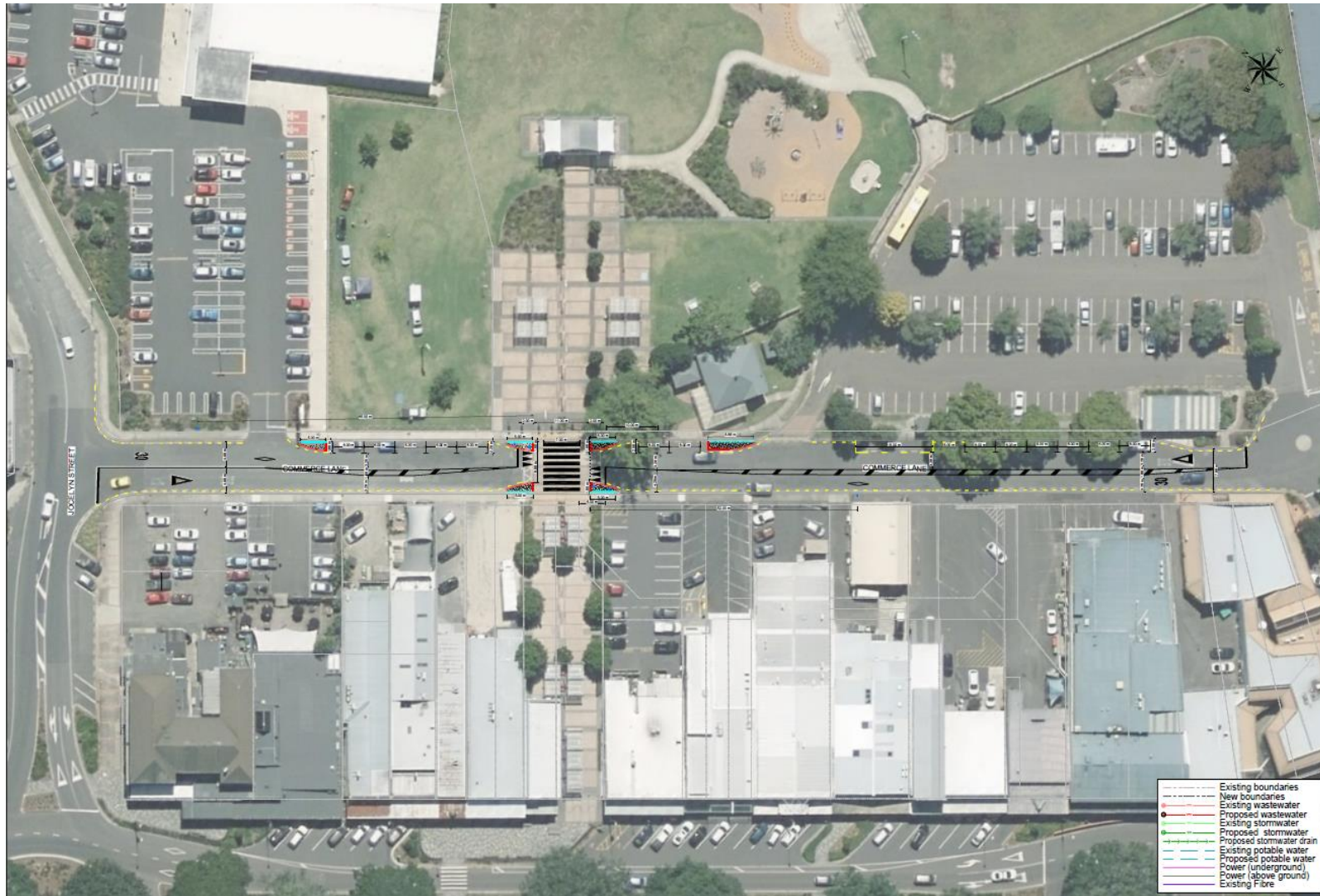
## ATTACHMENTS

1. **Te Puke Community Board - Landscape Road Footpath Scope**  
2. **Te Puke Community Board - Fairhaven Park Footpath Scope**  
3. **Te Puke Community Board - Commerce Lane Safety Improvements**  









**9.5 TE PUKE COMMUNITY BOARD – FINANCIAL REPORT JUNE 2024****File Number:** A6396385**Author:** Ezelle Thiart, Finance Business Partner**Authoriser:** Allan Carey, Finance Business Partner Lead**EXECUTIVE SUMMARY**

This report provides the Community Board with two-monthly monitoring of its operational budget. Attached are the financial statements for the period ended 30 June 2024 (**Attachment 1**).

Total operational costs are under budget year to date.

**RECOMMENDATION**

1. The Financial Business Advisor's report dated 1 August 2024 titled 'Te Puke Community Board – Financial Report June 2024' be received.
2. TP22-4.8 to release back the unspent \$49 from outstanding operational commitments.

**Grant payments made to date:**

Resolution	Description	\$
TPC23-6.13	Te Puke War Memorial Hall Society – to contribute towards the purchase of new trestle tables for the hall	1,000
TPC23-6.12	Fairhaven School – to contribute to the Fairhaven School Fireworks Gala	2,000
TPC23-6.11	Te Puke Scout Group – contribute towards an invoice for anti-graffiti paint for the Scout Den.	900
TPC23-7.5	Dashmesh Sports and Cultural Club - Kabaddi Tournament 2023	2,000
TPC24-1.3	Mural on the Exterior fence at the Te Puke Rangioru Sports Club	300
TPC24-3.10	Te Kete Matariki - This is to cover the cost of Waste Watchers	2,258
TPC24-3.9	Tauranga and Western Bay Indian Association Inc -to help cover the costs of the Teej Musical Evening	1,500
	<b>2023/24 Total grants paid to date</b>	<b>9,958</b>



**Committed – Operational expenditure:**

Resolution	Description	\$
TP22-4.8	Allocate up to \$5,500 from the Street Decoration account for street flag designs and installation. (Spent \$5,451)	49
TPC23-2.4	Approve the funding for the installation of power for a second Christmas tree at the Te Puke west entrance at an estimated cost of \$15,000 to be funded from their Street Decoration account	15,000
TPC23-4.4	Approves the installation of public Wi-Fi in Jubilee Park at an estimated cost of \$3,060.7, funded from the contingency account.	3,061
TPC24-1.5	Citizens RSA Te Puke ANZAC Committee – to contribute towards catering and other operating expenses for the annual Te Puke Civic ANZAC Day Commemoration.	1,000
	<b>2023/24 Total operational commitments</b>	<b>19,110</b>



**2023/24 Reserve analysis:**

Resolution	Description	\$ (Payments made)
	2023/24 Opening balance	132,994
	<i>No transactions year to date</i>	0
	<b>2023/24 Closing Reserve balance before commitments</b>	<b>132,994</b>

**Remaining commitments from Te Puke Community Board Reserve Account**

Resolution	Description	\$ (Remaining funds)
	2023/24 Closing balance before committed expenditure	132,994
TP22-4.5	Approve up to \$30,000 to be paid from Te Puke Community Board Reserve Account for costs relating to the Te Puke Story Boards Project.	(30,000)
TP22-4.6	Approve up to \$20,000 to be paid from the Te Puke Community Board Reserve Account for costs relating to the new dog park at Laurence Oliver Park, Te Puke.	(20,000)
TPC24-3.2	Approve \$1,811.25 to fund a concept design for the installation of a nine-hole Disc Golf Course at Donovan Park.	(1,811)
	<b>2023/24 Closing balance after the committed expenditure</b>	<b>81,182</b>

**ATTACHMENTS**

- Te Puke Community Board – Financial Report June 2024**  

<b>Western Bay of Plenty District Council</b>						
<b>Income and Expenditure Statement</b>						
<b>For the period ended 30 June 2024</b>						
<b>Te Puke Community Board</b>						
	Year to Date				Full Year	Last Year
	Actual	Budget	Variance (Unfav)/Fav		Budget	Actual
	\$	\$	\$		\$	\$
<b>Direct Costs</b>						
Contingency - [see breakdown below]	400	5,388	4,988	<input checked="" type="checkbox"/>	5,388	3,866
Grants	9,958	11,856	1,898	<input checked="" type="checkbox"/>	11,856	7,910
Mileage Allowance	0	2,160	2,160	<input checked="" type="checkbox"/>	2,160	345
Salaries	28,957	28,320	(637)	<input checked="" type="checkbox"/>	28,320	28,239
Public Safety	1,365	8,148	6,783	<input checked="" type="checkbox"/>	8,148	1,472
Street Decoration	5,451	9,156	3,705	<input checked="" type="checkbox"/>	10,656	0
Inter Department Charges	50,832	50,832	0	<input checked="" type="checkbox"/>	50,832	48,504
<b>Total Operating Costs</b>	<b>96,963</b>	<b>115,860</b>	<b>18,897</b>	<input checked="" type="checkbox"/>	<b>117,480</b>	<b>90,336</b>
<b>Total Direct Costs</b>	<b>96,963</b>	<b>115,860</b>	<b>18,897</b>	<input checked="" type="checkbox"/>	<b>117,480</b>	<b>90,336</b>
<b>Total Costs</b>	<b>96,963</b>	<b>115,860</b>	<b>18,897</b>	<input checked="" type="checkbox"/>	<b>117,480</b>	<b>90,336</b>
<b>Income</b>						
Rate Income	127,733	117,468	10,265	<input checked="" type="checkbox"/>	117,468	122,228
<b>Total Direct Income</b>	<b>127,733</b>	<b>117,468</b>	<b>10,265</b>	<input checked="" type="checkbox"/>	<b>117,468</b>	<b>123,728</b>
<b>Net Cost of Service</b>	<b>30,770</b>	<b>1,608</b>	<b>29,162</b>	<input checked="" type="checkbox"/>	<b>(12)</b>	<b>33,391</b>
<b>Contingency - breakdown</b>						
ANZAC wreath	260					
Hall Rental	140					
<b>Year to date contingency costs</b>	<b>400</b>					
<b>Community Board Reserves</b>						
<b>Opening Balance - Surplus (Deficit)</b>	<b>132,994</b>					
No transactions year to date	0					
<b>(Decrease) Increase in year</b>	<b>0</b>					
<b>Closing Balance - Surplus (Deficit)</b>	<b>132,994</b>					

Favourable Variance  
 Unfavourable Variance