

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL  
TE PUKE COMMUNITY BOARD MEETING NO. TPC25-1  
HELD IN THE TE PUKE LIBRARY AND SERVICE CENTRE, 130 JELlicoe STREET,  
TE PUKE (BOARDROOM). ON THURSDAY, 20 FEBRUARY 2025 AT 7.00PM**

Cr Wichers opened the hui with a Karakia.

## **1 PRESENT**

Chairperson K Ellis, Member K Summerhays, Cr G Dally and Cr A Wichers.

## **2 IN ATTENDANCE**

C Crow (General Manager Infrastructure Services), R Garret (Governance Manager) Deputy Mayor J Scrimgeour, Cr L Rae, and 7 members of the public.

## **3 APOLOGIES**

### **3.1 APOLOGY**

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#### **RESOLUTION TPC25-1.1**

Moved: Chairperson K Ellis

Seconded: Member K Summerhays

That the apology for absence from Member N Chauhan and Member D Snell be accepted.

**CARRIED**

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## **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.

- Chairperson K Ellis advised the Board that she had a declaration of financial interest regarding the Te Puke ANZAC Committee Grant Application in report 9.3 of the agenda – Te Puke Community Board – Grant Applications – February 2025.

- Cr Dally advised the Board that he had a declaration of interest regarding item 9.6 of the agenda – Te Puke Community Board – Landscape Road Footpath Options – February 2025 as a member of the Te Ara Kahikatea Pathway Society Inc.

## 6 PUBLIC EXCLUDED ITEMS

Nil

## 7 PUBLIC FORUM

### 7.1 STEVE FAWCETT – VECTOR CHARITABLE TRUST

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Mr Fawcett was in attendance on behalf of the Vector Charitable Trust to discuss a proposal for a Kai Resilience-Based Community Food Forest in Te Puke. He noted the below points:

- Mr Fawcett provided the Board with a proposal for a Kai Resilience-Based Community Food Forest in Te Puke (**Tabled item 1**).
  - Mr Fawcett requested that the Board consider a space within Te Puke that could be a collaborative space between groups such as the Vector Charitable Trust, CoLab, and the Western Bay of Plenty Kai Resilience Group.
  - It was noted that the space did not need to be large. Mr Fawcett suggested that a location close to the community garden would be beneficial.
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### 7.2 LORNA COOPER – NO.1 ROAD SPEED TRAFFIC CALMING MEASURES

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#### LORNA COOPER – NO.1 ROAD SPEED TRAFFIC CALMING MEASURES

Mrs Cooper was in attendance to discuss the installation of traffic calming measures on No.1 Road. She noted the below points:

- Residents had been told that traffic calming measures would be put in place. Mrs Cooper wanted to know when this was intended to be actioned, considering that the kiwifruit harvest season was about to begin.

The Board provided the following updates:

- A speed calming device had been installed past the S-bend. However, it had been requested that it be moved temporarily to before the S-bend until the work on the lower part of the road was completed.
  - It was suggested that Mrs Cooper co-ordinated with local residents on No.1 Road who owned a camera and speed recording device to capture the number plates of trucks speeding and provide these to Trevalyns and the police for action.
  - The General Manager Infrastructure Services noted that the negotiations with J.Swap were completed. Construction on the lower part of the road was intended to begin after winter 2025.
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The General Manager Infrastructure Services would follow up with Transportation staff on the relocation of the speed calming device.

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### **7.3 CRAIG WALLACE - KEEP NEW ZEALAND BEAUTIFUL TE PUKE BRANCH**

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Mr Wallace was in attendance to provide an update on behalf of Keep New Zealand Beautiful Te Puke Branch. He noted the below points:

- Mr Wallace and his wife had set up the Keep New Zealand Beautiful Te Puke Branch.
- The drains and gutters within Te Puke were in a bad state, especially a couple on Beattie Avenue.
- There was an issue with rubbish across Te Puke, with areas like the old railway station and KFC being especially bad.

The Board provided the following comments:

- There were a few trusts that had been working in the same space. It could be beneficial to organise a meeting between these trusts to understand whether there was a shared interest in supporting Mr Wallace's work.
- Members encouraged Mr Wallace to enter the littering 'hotspots' into Antenno. This would make it easier for the Board to facilitate intervention in the main problem areas.

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The General Manager Infrastructure Services would discuss with the relevant staff about the feasibility of placing a skip at the recycle centre for residents, such as Mr Wallace, to dispose of large rubbish items found on the road/street to avoid Council having to send a contractor out to dispose of it. It was noted that this would need a process to ensure the skip did not become a free-for-all dumping place for household refuse.

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### **7.5 VARIOUS SPEAKERS - LANDSCAPE ROAD FOOTPATH**

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Mrs Hodge (President of the Te Puke Squash Club) and Mr Rule were in attendance to discuss the location of the Landscape Road footpath. They noted the below points:

Helen Hodge

- Mrs Hodge noted that herself and other members of the Squash Club had met onsite with Board members and Transportation staff to discuss the location of the footpath.
  - The Squash Club was intending to add an extension for a fourth squash court and potentially a carpark on the land owned by the club.
  - Club members were not in favour of the footpath being placed in front of the club's main entrance as it would have an impact on service vehicle access and the overall accessibility to the club.
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- Club members preferred that the footpath be located between the club and the main road (Te Puke Highway) through McLoughlin Park, to keep traffic away from the club itself.
- The club was experiencing serious security issues and had had to install cameras and were in the process of installing further security lights. There had been incidents where non-members had used the facilities when the door had been unlocked or when members had been followed when leaving the club.

The Board members provided the following comments:

- Mrs Hodge was encouraged to submit an application to the CCTV Fund for an additional camera.

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The General Manager Infrastructure Services would look into installing further street lighting within the area to improve the safety of members entering and exiting the club.

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Steve Rule

- Mr Rule raised concern about previous near misses of young kids on bikes/parents with strollers coming up Landscape Road and shared his support for the footpath to be located through McLoughlin Park.
- It was suggested that Council install new toilets in conjunction with the new proposed carpark being built by the club.
- Mr Rule noted the impact that truck trailers had on parking spaces and the condition of the road.

The Board advised that Council was about to review its parking bylaw.

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## **7.1 CHANGE ORDER OF BUSINESS**

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### **RESOLUTION TPC25-1.2**

Moved: Member K Summerhays

Seconded: Cr A Wichers

That in accordance with standing orders 9.4 the order of business be changed and that item 9.6 be dealt with as the next item of business.

**CARRIED**

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## 9.6 TE PUKE COMMUNITY BOARD - LANDSCAPE ROAD FOOTPATH OPTIONS - FEBRUARY 2025

The Board considered a report dated 20 February 2025 from the Project Engineer Transportation. The report was taken as read, with further discussion on the below.

- As option 3 was a new option, members were interested in looking at it in a broader concept in the form of a Reserve Management Plan (RMP). It was noted that this was an opportunity to review how the reserve was being used; including the facilities, the issue of freedom camping, and how it could be better utilised in the future and developed to be a destination area.
- A review of the reserves functions would provide an opportunity for the Board and staff to investigate the freedom camping and littering issues, the possibility of naturalising the drains, as well as look into installing further facilities such as larger toilets and a BBQ area.
- It was raised that the RMP for Te Puke had not long been reviewed, therefore, it was more appropriate for the Board to request a concept plan for McLoughlin Park.
- Members noted the importance of workshopping the concept with interested parties within the community prior to progressing with the project.
- There was a risk that the placing the footpath through McLoughlin park would not prevent people from walking down Landscape Road.
- It was raised by members that the outcome of a wider concept plan for McLoughlin Park was not guaranteed to be within scope of the Board's funding.

The General Manager Infrastructure Services discussed the following:

- He encouraged the Board to commit the remainder of the Community Board Roding Account before the end of the 2024/25 financial year. He noted that this would ring-fence the funds and reserve it for those specific projects.
- A challenge that would arise if Option 3 was to be progress would be that lighting would not be placed along the footpath so as not to encourage night time activity within McLoughlin park.

The General Manager Infrastructure Services would commission the development of a wider concept plan for McLoughlin Park. He would also contact contractors and liaise with the Board's Chairperson to organise a community consultation workshop, which would include consultation on the placement of the footpath.

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### RESOLUTION TPC25-1.3

Moved: Member K Summerhays  
Seconded: Cr A Wichers

1. That the Project Engineer Transportation report dated 20 February 2025 titled 'Te Puke Community Board - Landscape Road Footpath Options - February 2025' be received.
2. That the Te Puke Community Board resolves to proceed with the design of Option 3: Footpath through McLoughlin Park with the approved budget of \$100,00; and agrees that engagement will be held with the community on the alignment of the pathway.
3. That the Te Puke Community Board approves a budget of up to \$10,000 for development of a wider concept plan for McLoughlin Park to include the various uses and possible facilities noted at the Community Board meeting, and that the concept plan be presented back to the next Community Board meeting on 03 April 2025.

**CARRIED**

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## **8 MINUTES FOR CONFIRMATION**

### **8.1 MINUTES OF THE TE PUKE COMMUNITY BOARD MEETING HELD ON 21 NOVEMBER 2024**

- Members noted that they were still awaiting an update regarding the Strategic Buildings report and had yet to receive a response on the Trees of Te Puke report.

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### **RESOLUTION TPC25-1.4**

Moved: Member K Summerhays

Seconded: Cr G Dally

1. That the Minutes of the Te Puke Community Board Meeting held on 21 November 2024 as circulated with the agenda be confirmed as a true and correct record.
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 - CHAIRPERSON'S REPORT - FEBRUARY 2025**

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

**RESOLUTION TPC25-1.5**

Moved: Cr A Wichers

Seconded: Member K Summerhays

1. That the Chairperson's report dated 20 February 2025 titled 'Te Puke Community Board – Chairperson's report – February 2025' be received.
2. That the Te Puke Community Board approves a budget of \$130.00 from the Reserves Account for the purchase and installation of a Liquor Ban Sign that will be installed outside the Te Puke War Memorial Hall.

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**CARRIED**

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**9.1.1 EXTERNAL COMMITTEE UPDATES**

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Te Ara Kahikatea Pathway Society Inc

- A karakia was held 7 February 2025, with Tapuika and Waitaha present, to bless the Lawrence Oliver Park wetland site, and the contractors had begun work the week of 10 February 2025.
- Council had helped to fund a pathway around the wetland and had suggested putting a boardwalk across the wetland to enable access from outside of the wetland.
- An associated group called Te Puke Trails Trust had planned to meet with Council in the hopes of gaining resource consents needed to progress projects.

EPIC

- The group was collaborating well and looking to grow and develop things further.

Made in Te Puke Trust

- The group was overseeing the traffic management plan for the Maketu ANZAC Dawn Service and was also heavily involved in the preparations for Te Kete Matariki.
- The Te Puke Markets were held every third Saturday of the month until April 2025.

ANZAC Committee

- Preparations for ANZAC Day were progressing nicely.
- A discussion would need to be held about how the traditions of Te Puke's ANZAC Day would be maintained long-term.

Te Puke Emergency Response

- First meeting of the year was held 19 February 2025. The group was looking to further workshop and engage with the surrounding communities and relevant groups.

### Te Puke Community Charitable Trust

- The Te Puke Community Fund was moving along nicely. The group had received a tentative agreement from both Tapuika and Waitahi to provide two representatives for the allocation committee.
- The Trust was in the process of finalising the Memorandum of Understanding (MOU) with Acorn to transfer the funds through, which was planned to be completed by the end of March 2025.

### Gardens on Wheels

- In the beginning stages of planning Gardens on Wheels 2025 without associations with the wider Garden and Arts Festival.

### Sustainable Endeavours Charitable Trust

- Two new trustees with the Te Puke area had been identified. These representatives were looking to establish themselves as an environmental trust within their Te Puke area.
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## **9.1.2 LIQUOR BAN SIGN**

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Concern was raised in regard to the cost estimate provided by staff for the purchase and installation of the liquor ban sign, noting that it seemed too low.

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## **9.1.3 HERITAGE PLAZA**

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- It was noted that both General Manager's from Tapuika and Waitaha had provided their verbal support in regard to assisting with the art works for the artistic side of the project. A letter would be provided confirming this.
- It was likely that rocks for stage one of the project would come from local iwi. The initial structure would need to accommodate for the inclusion of the rocks.

The General Manager Infrastructure Services confirmed that the quotes for the project were being finalised.

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## **9.1.4 REPRESENTATION REVIEW**

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It was noted that an appeal was lodged against Council's Representation Review decision by the Board, and was approved by all members (excluding members who were Councillors).

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## **9.1.5 MAYOR PITTAR MEMORIAL PLAQUE**

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Board members suggested that the memorial plaque for former Mayor Pittar be funded by Council.

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It was noted that there was potentially a private funder who would fund the plaque instead.

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### **9.1.5 HISOTRY BOARDS**

Cr Dally would liaise with supplier to obtain the final designs for two history boards, which would be presented at the next Board meeting 03 April 2025 for the Boards approval.

It was suggested by members that the Board should have delegated the operations of the project to staff.

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### **9.2 TE PUKE COMMUNITY BOARD - COUNCILLOR'S REPORT - FEBRUARY 2025**

The Board considered a report from Councillor Wichers. The report was taken as read, with further discussion on the below.

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#### **RESOLUTION TPC25-1.6**

Moved: Cr A Wichers

Seconded: Chairperson K Ellis

1. That the report from Councillor Wichers dated 20 February 2025 titled 'Te Puke Community Board – Councillor's Report – February 2025' be received.

**CARRIED**

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#### **9.2.1 BYLAW CONSULTATION**

##### Natural Cemeteries

- The bylaw needed to change to allow for natural cemeteries.
- The bylaw would go out for consultation, which included a clause on Natural Cemeteries, and would be publicly notified as per all Councils consultation documents.

##### Traffic and Parking Enforcement by-law

- The bylaw allowed for Council to set requirements for parking enforcement and control of traffic on roads, public places that were owned or controlled by Council, setting out parameters for Council staff to enforce.
- The Board were encouraged to provide feedback around any specific parking concerns in the Te Puke area.

It was noted that further engagement from staff on by-laws and policy reviews with the Board was needed.

The General Manager Infrastructure Services would feed this back to relevant staff members.

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### 9.2.2 APPOINTMENT OF INTERIM CHIEF EXECUTIVE OFFICER

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It was noted that Miriam Taris had been appointed as the interim Chief Executive Officer (CEO) of Council.

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### 9.3 TE PUKE COMMUNITY BOARD – GRANT APPLICATIONS – FEBRUARY 2025

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

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

The Board did not support the application from Te Puke Gymsport Incorporated as they did not consider it to be a strategic fit with the Board's funding priorities.

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#### RESOLUTION TPC25-1.7

Moved: Cr A Wichers

Seconded: Member K Summerhays

1. That the Governance Advisor's report dated 20 February 2025 titled 'Te Puke Community Board – Grant Applications – February 2025' be received.
2. That the Te Puke Community Board **approves** the grant application from the Citizens RSA Te Puke ANZAC Committee for \$1,000, to contribute towards catering and other operational expenses for the Te Puke ANZAC Day Service. This grant will be funded from the Te Puke Community Board Grants Account, subject to all accountabilities being met.

**CARRIED**

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#### RESOLUTION TPC25-1.8

Moved: Cr A Wichers

Seconded: Cr G Dally

That the Te Puke Community Board does not approve the grant application from Te Puke Gymsport Incorporated.

**CARRIED**

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### 9.3 TE PUKE COMMUNITY BOARD – ANZAC DAY COMMEMORATION 2025

The Board considered a report from the Governance Advisor. The report was taken as read, with the Board requesting that the floral arrangement be provided by the local Te Puke Florist.

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#### RESOLUTION TPC25-1.9

Moved: Cr A Wichers  
Seconded: Member K Summerhays

1. That the Governance Advisor's report dated 20 February 2025, titled 'Te Puke Community Board – ANZAC Day Commemoration 2025', be received.
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. That the Te Puke Community Board approves up to \$200 to provide a floral arrangement for the ANZAC Day Service, to be paid from the Te Puke Community Board Reserves Account.
4. That Chairperson K Ellis represents the Te Puke Community Board at the ANZAC Day Service in Te Puke on 25 April 2025.

**CARRIED**

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### 9.5 TE PUKE COMMUNITY BOARD – PROJECTS AND OPERATIONS REPORT – FEBRUARY 2025

The Board considered a report from the Executive Assistant Infrastructure Group. The report was taken as read, with further discussion on the below.

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#### RESOLUTION TPC25-1.10

Moved: Chairperson K Ellis  
Seconded: Member K Summerhays

1. That the Executive Assistant Infrastructure Group's report dated 20 February 2025 titled 'Te Puke Community Board – Projects and Operations Report – February 2025' be received.
2. That the Te Puke Community Board approves to spend up to \$10,000 from the Roothing Account on the Road Safety Audit of Bramble bridge to determine what actions need to be taken to improve pedestrian safety on the bridge.

**CARRIED**

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**9.5.1 COMMERCE LANE SAFETY IMPROVEMENTS**

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The Board requested that pedestrian crossing signs be installed on Commerce Lane to finish off the safety improvements.

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**9.5.2 YOUR PLACE TŌ WĀHI**

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Concern was raised by Board members about the lack of Community Board visibility on Councils website 'Your Place Tō wāhi'.

Members were encouraged to send an email to [info@westernbay.govt.nz](mailto:info@westernbay.govt.nz) providing feedback on the website.

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**9.5.3 REMOVAL OF PEDESTRIAN CROSSING SIGN ON JELlicoe STREET**

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Board members noted that the pedestrian crossing sign on Jellicoe Street was removed without the Boards permission, therefore, the Board felt it was not appropriate for the costs to fall on them.

The General Manager Infrastructure Services acknowledged the error and committed to paying for the removal from his own budget, not the Boards roading account.

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**9.5.4 COMPLIANCE AND ENFORCEMENT**

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The Board noted their interest in gaining further information and understanding of the freedom camping and illegal dumping complaints, in order to form an idea or map of hot spots in the area.

The General Manager Infrastructure Services informed the Board that Council had approved the use of Baycorp to enforce collection of dumping fines.

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**9.5.5 BRAMBLE BRIDGE SAFETY AUDIT**

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The Board queried what benefit they would get from commissioning a safety audit.

The General Manager Infrastructure Services noted that safety audits were required. It was unclear what the outcome of the safety audit would be, however, it would suggest options that could be used for temporary mitigations that could improve pedestrian safety.

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**9.7 TE PUKE COMMUNITY BOARD - STREETLIGHT PAINTING - FEBRUARY 2025**

The Board considered a report from the Asset Engineer Transportation. The report was taken as read.

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**RESOLUTION TPC25-1.11**

Moved: Chairperson K Ellis

Seconded: Cr G Dally

1. That the Asset Engineer Transportation's report dated 20 February 2025 titled "Te Puke Community Board – Streetlight Painting – February 2025" be received.
2. That the report relates to an issue that is of low significance in terms of Council's Significance and Engagement Policy.
3. That the Te Puke Community Board does not approve the repainting of streetlight columns.

**CARRIED**

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**9.8 TE PUKE COMMUNITY BOARD – FINANCIAL REPORT DECEMBER 2024**

The Board considered a report from the Financial Business Partner Lead. The report was taken as read, with further discussion on the below.

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**RESOLUTION TPC25-1.12**

Moved: Chairperson K Ellis

Seconded: Cr G Dally

1. The Financial Business Partner Lead's report dated 20 February 2025 titled 'Te Puke Community Board – Financial Report December 2024' be received.
2. That the Te Puke Community Board request that the Finance Business Partner Lead attend the next Community Board workshop to discuss any issues with operational expenditure

**CARRIED**

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**9.8.1 DISC GOLF COURSE ADVERTISING**

The Board queried what Council's policy was regarding sponsors being publicised on the Disc Golf Course that was set to go into Donovan Park, therefore advertising on a Council Reserve.

The General Manager Infrastructure Services would follow up on this query and feed back to the Board.

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### 9.8.2 OVERDUE INVOICES

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It was noted that the contractor building the bus shelter on Manoeka Road had yet to be paid for the purchase of materials or labour.

Concern was raised about the delay in Councils payment of invoices.

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## 10 INFORMATION FOR RECEIPT

Nil.

Cr Wichers closed the hui with a Karakia.

**The meeting closed at 9.52pm**

**Confirmed as a true and correct record at the Te Puke Community Board meeting held on 03 April 2025.**

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Chairperson K Ellis  
**CHAIRPERSON**