

**Kūaotunu Residents and Ratepayers' Association**  
**Minutes of Committee Meeting**  
**held at the Bakery Irishtown Road Kūaotunu**  
**1 April 2025**

*Committee members: Steve Hart, Chair; Ian Preece, Deputy Chair, Kevin Crawford, Minutes Secretary; Marguerite Muellers, Isabel Gilbert-Palmer, Gael Coleman, Roimata Taimana*

**Meeting opened:** 6:36pm

**Present:** Steve, Ian, Marguerite, Gael, Isabel and Kevin (minutes) - Quorum met: 4 required.

**Apologies :** Roimata

**Public Forum:** Nil

**1. Minutes:**

Minutes of the previous committee meeting on 17 March 2025 were confirmed as a true and accurate record.

**Moved:** Gael Coleman

**seconded:** Marguerite Muellers

**Passed**

**2. Matters arising from the 17 March minutes:**

Ian noted that in the 17 March minutes re Donation should identify a number of members rather than name 2 individuals. Agreed to be actioned in an update.

Running through the Action Plan included in the 17 March minutes: (various items in the Meeting involving detailed discussion are not detailed below - refer Section 6)

Steve

Various action Items 17 March Minutes done – others pending refer Action Plan

- AGM Invites sent to list of invitees
- AGM Public Notice sent to Matarangi Beach Paper
- Steffi Hamman signature to Kiwibank account needs to await formal election as Committee member and then resolution that she be appointed as Treasurer
- Ian, Steffi and Gay have met Re Treasurer role
- Gay and Steffi will look at simplifying the Treasurer's Manual

Ian

Several Items 17 March Minutes remain pending – refer to meeting minutes' action list.

- Lock for sports locker at Domain provided (combination – Kuaotunu post code 3592) Amy Lendrum informed
- Speed Limit survey analysis completed
- Newsletter – Funding Request included in April Newsletter

Kevin

Some actions Items 17 March Minutes done with the exception pending or in progress as noted in Action Items or Section 6 below follows:

- Letter to Brian Taylor re TCDC record of responses to KRRA re footpaths, traffic calming and infrastructure responses. Not started due to other matters Constitution / Speed Limit Survey - Agreed to send before the AGM.
- Bluff Road / Gray Ave culvert – Dune damage – Meeting held with Shane Harris 53 Bluff Road see action plan for next action

**Gael**

- Noticeboard – statement now added that new items to be received latest Saturday for posting Sunday

**3. Correspondence:**

Correspondence is in Dropbox and covered by agenda items. See outstanding Items involved in In box below – no outstanding items in out box.

**4. Financial Report since last report and as of 31 March 2025**

(Steve Hart for Gay Breeuwer)

Account balances: Kiwibank NOW a/c \$ 1032.14 and Kiwibank On call a/c \$11,094.72.

Income: Membership fees – \$100 received since last meeting, YTD from April 2024: \$1760

Interest for period from 1 April 2024 – 24 Feb 2025 \$ 454.79

Outgoings: No outstanding creditors. Proposed Expenditure - \$ 100 to include for the second monthly subscription Survey Monkey. Kevin Crawford to provide 2<sup>nd</sup> invoice that he had reimbursed Rochelle Chant for application to provide the Speed Limit survey. Agreed later that it goes into next year's accounts as payment to Kevin made in FY 25

Draft financial report provided to YE 31 March 2025

**Action** - Ian to review and Kevin to provide to Pauline Stratford for signoff

Membership: under review see 6.1

**Financial report accepted.**

**Moved:** Kevin Crawford

**seconded:** Marguerite

**Passed**

**5. Items for Decision:****5.1 Preparation for the AGM – 3pm 20 April 2025 Easter Sunday – to c430pm****5.1.1 Timeline (some items are clarifications post meeting)**

Revised Timeline week commencing and by each week up to AGM date. Please action your role. Ian listed actions this week.

**5.1.2 Agenda**

13 Items on the Agenda. Agenda reordered to have input from members from the floor earlier and Local Groups only if time permitted at the end.

**5.1.3 Advertising the AGM - 28 days before the AGM - Constitution Cl 5.1 and 5.8.1**

AGM Public Notice sent out on Mailchimp and also put up on the Noticeboard and in the café and store as of 1 April.

Also confirmed to advertise AGM on KRRRA website, Facebook, Ketchup, Newsletter and Matarangi Beach Paper (issue first Friday of the next month – i.e 6 April)

**5.1.4 Who do we want to invite to the AGM**

Council invitees – Mayor (unavailable for Easter – prior engagement in Australia) TCDC

Mercury Bay Councillors, John Morrissey, MBCB members incl Chrissy Robinson Chair, Brian

Taylor -TCDC Community Engagement, Heather Bruce, and other RRA Chairs – Opito, Otama, MRRAI, MP Scott Simpson also to be an invitee. Also, Cemetery Road subdivision objectors. Some have responded – refer Correspondence webmail

Issue of meeting duration (with Election and Constitution changes) - It was decided not to advance an invite to potential local groups.

**Decision:** Steve to issue invites to the list of invitees above and use the Notice .pdf as an attachment.

**Actions** –

Steve to send out invites by the end of March.

Ian - include AGM notice and process in March Newsletter topics– (by end of March)

### **5.1.5 Process of the AGM**

Ian presented a Draft Agenda and Timeline of events that needed to be actioned and milestones met for the AGM (both items in correspondence)

### **Summary Actions**

Steve to write the Chair's Report and Ian read – ideally distributed before the meeting and Ian to provide highlights.

Kevin, Gael, Isabel, Roimata, Marguerite - Be available from 2pm to setup the Hall – Chairs / sit at the table to check membership / voting etc

All – Note Timeline listing of responsibilities of Committee members for the smooth running of the AGM

Ian – close online nominations by 4 April and create the voting system and then open voting system 48 hrs before AGM

Ian – Bios need to be with Ian by 12 April and to find location of existing Committee bios in Dropbox and circulate example

Roimata – to prepare a karakia and a translation for the AGM.

### **5.1.6 Voting for the new Committee**

**Decision:** Calling of nominees – agreed refer new Constitution Cl 5.8.4 for criteria – bios to state purpose of nomination and proposed contribution to KRRRA. Committee members all confirmed standing.

Note **all** nominations including existing committee members still require nominee. Nominations required by 4 April. Refer Website.

With Steffi standing there are 8 nominees –

Noted 2 further places would make the 10 maximum and there was a discussion on potential candidates and their potential contribution to KRRRA. Kevin to action if Isabel candidate not positive.

**Actions** – Isabel, Ian, Steve, Kevin - Approach to potential candidates “to stay and are doers”.

### **5.2 AGM Constitutional Changes – Incorporated Societies Act 2022 and other changes.**

Ian has circulated this to members via Mailchimp and going out in the Newsletter.

Discussion on the scenario that if 65% of financial members were not achieved and incentives. Last count was only 23. Many have read and opened but not actioned. Noted that 75 % open the Newsletter.

Ian proposed that there be paper copies for the meeting of the survey for people to vote or leave the survey open. Direct email the people who have not responded best way to slowly get the 65%. A Special General Meeting (SGM) is also the alternative. The deadline is 5 April 2026.

### **Actions**

Ian to determine number of financial members to apply the 65 %

Ian to prepare paper form for the meeting

## **5.3 SH25 Speed Management Community Engagement Decisions**

### **Petition**

The final tally was 215 signatures – from forms located in Kua Kawhee, Store and at 10 Artists at the Hall on Anniversary weekend.

### **Survey**

- 150 responses with 6 objections with duplicates removed
- Petition names were typed by Jenny Crawford into the spreadsheet to test for duplicates.

**Total:** 356 responses - 350 in favour / 6 objections

### **Refresh**

- Important to ensure NZTA keep to their verbal commitment to KRRRA (Kevin) and Len Salt have for SH25 to follow the current tranche of roads they are asking for public input and to show communities views so that NZTA Wellington cannot overrule NZTA Waikato undertaking.
- NZTA run the consultation and KRRRA should not try to pre-empt questions that may be asked in stakeholder consultation proposed. Our role will be to get the two sections of road included and questions focused on all users (i.e. including pedestrians and cyclists)

Kevin discussed the next steps with Len Salt 1 April. Len noted NZTA staff processing a large number of consultation submissions over the 21 specified roads and saw that this will consume a lot of available time. Len noted a reluctance to engage with the wider public (he suspected directions from Wellington) and Kevin noted the RRAs and TCDC were stakeholders and Kevin asked Len Salt to request a one-off meeting be brought forward through TCDC and NZTA Comms departments talking together.

Andrew Corkill is proposing starting consultation on 1 July on SH25. Noted at least this was an intention to start indicated. Kevin had also asked Andrew to advance this with a one-off meeting with RRAs and TCDC. An additional 19 roads throughout New Zealand recently added by the Government. It is not clear how many of the 19 are in Waikato BOP that will potentially further delay the consultation.

Results being collated by Ian contacted and cover letter draft to be done by Ian to Andrew Corkill NZTA for Andrew to register with NZTA.

**Actions:**

**Ian** - Collate the results and draft a cover letter to NZTA

**Kevin** – to review draft letter and recontact Andrew Corkill re collated results and define any form required

**5.4 Donation to Kuaotunu Dune Care Group (KDCG)**

Kevin referred to Correspondence from KDCG to the question of locally sourced plants and noted that the plants need to be eco-sourced and the nursery at Thames was the only location to source from at present.

Members of the Committee were in agreement as it met KRRRA criteria of a community project – that the \$ 500 donation go ahead direct to KDCG so that plants be sourced locally (Whitianga) from Kim Lowry – Mercury Bay Environmental Trust. This is an alternative to Destination Hauraki Coromandel Good for your Soul and avoids giving a donation to Destination Hauraki Coromandel and using a nursery in Thames.

**Resolution** – That KRRRA will provide a donation of \$500 for KDCG to source locally appropriate trees for Grays Beach backdune infill restoration.

**Moved:** Marguerite

**Seconded:** Isabel

**Passed**

**Other donations:** \$1000 donation to the Kuaotunu Fire Brigade Social Fund did not have a letter of thanks received by KRRRA and Committee members noted their concern, and that a letter would be appreciated.

One donation a year proposed – Committee discussion KRRRA should be more flexible to other larger requests.

**6 Items for Discussion****6.1 Treasurer Briefing**

Gay Breeuwer has briefed Steffi Hammann on Treasurer's procedures and will support Steffi over the next year.

Gay and Steffi will simplify the Treasurer's Manual as they are available

The Committee confirmed their thanks to Gay for the work she has undertaken in stepping in as Treasurer and for her offer to assist Steffi over the next year.

**6.2 Membership**

Discussion on membership reconciliation- Recognition current situation needs to be reconciled pre-AGM. Ian has tested the system (Cognito) into the inbox – it works and all existing members recorded via bank account and listing – It is the manual forms and payments that are the issue.

Ian noted that Mailchimp can only store 1 email address per individual - If there are duplicate emails i.e one email shared between 2 in a household then it is an issue – there are 44 such situations.

Total of 219 members but not all are financial. There is Dropbox folder of non-financial members. No process to take people off the list or know if they have left the district.

Noted that various current Committee members payments had expired – require to renew as part of re-nomination.

#### **Actions:**

- **Ian** to notify members via Mailchimp that if you are one of the 44 duplicates (i.e sharing an email) then one person to vote via Facebook or another method
- **Ian** to do a washup of people who have voted for the Constitution and not financial members that they need to be paid up members and request they pay
- **Ian** to email Cemetery Road / Waitaia people to become members.
- **Ian** to notify via the Newsletter that voting is to be done online via Mailchimp
- **Steve** to do the same for Facebook
- All voting members need to be financial – Newsletter to make that clear
- Financial Membership Reconciliation needs to be sorted before the AGM.
- Membership subscription only to be done online including renewal online and to be done before the meeting.
- Paper only to be used on the day of the AGM and those new members to come 30mins before the meeting – Newsletter to notify that procedure
- **Marguerite** – to followup older people who may not be receiving emails – Ian to assist.

### **6.3 March Newsletter Production / Sharing the Workload**

Ian noted the target date was now 2 April

Kevin had reviewed the Newsletter and provided comments and also comment on the order of articles. Agreed:

- that notes on the AGM and Constitution change had had dedicated mailouts via Mailchimp and so would be placed at the end after interesting reads.
- Emergency address notification needs repeating because it needs followup as still running.
- Cemetery Road article needs to add KRRRA letter 2 December to TCDC.

Steve noted there needs to be more people writing full articles for Ian's collation to reduce Ian's workload in both writing and producing the Newsletter. Rochelle Chant only proposed to assist.

Unanimous vote of appreciation made to Ian for the hard work in the Newsletter production.

### **6.4 Community Projects**

#### **6.4.1 Secret Garden Maintenance**

Steve noted he had approached Tanya Patrick with the offer of taking over maintenance of the Secret Garden on Bluff Road opposite Cuvier Crescent and up to the seat looking west.

He is awaiting her response as it involves varying TCDC Parks & Reserves contractor's scope.

### **6.4.2 MB Critical Structures Renewals Update**

Kevin noted in MBCB minutes of 25 February meeting that there is an item that states “Procurement of engineering services underway for renewal of two pedestrian bridge structures” – i.e the main bridge over Waitaia Stream opposite the Store and the small bridge over the stream from Lukes’ wastewater treatment field area. Subject to available budget FY 24 but if insufficient funds then FY25/26.

Kevin had asked Tanya re: details of the designs proposed and asked for an opportunity for community input. The current situation is that the Frame Group are designing replacement componentry and the full bridge replacement over the Waitaia Stream is some 10yrs away.

### **7. Upcoming Meetings / KRRA attendance**

next MBCB meeting 7 May 2025 / 18 June 2025

TCDC Full Council meetings – 8 April 2025 / 13 May 2025 / 24 June 2025.

Annual Plan meetings 9 & 10 April 2025

Mercury Bay North Community Chairs – TBC - Whitianga MBCB room

### **8. Watching briefs:**

- Road Safety – SH25 Speed Management submission to NZTA
- KESG Preparation for next emergency event / Civil Defence equipment supplied.
- Traffic Calming Village - next steps - gateway graphic and other improvements.
- Cyclone Recovery – Kūāotunu Hill wall reconstruction
- Fast Track projects affecting Kūāotunu – Waitaia Road forestry and OceanaGold Resource consent Owerā Road
- Website update

### **Next meeting:**

AGM Sunday 20 April 2025 – 2 pm at the Hall – for the setup for the AGM

**Meeting closed: 8:00 pm approx.**

### **ACTION SUMMARY (carried over from current & previous minutes)**

who	What	done?
Steve	<ul style="list-style-type: none"> <li>• Write AGM chairs report</li> <li>• Steffi Hammann now to be signature to KB account / Mark Kilgour removal after post AGM meeting resolution</li> <li>• Contact potential candidates you nominated for election to the Committee.</li> <li>• Notify voting to be done online on Facebook</li> </ul>	Pending Pending Pending  Pending Pending

Ian	<ul style="list-style-type: none"> <li>• Newsletter format and issue 2 April</li> <li>• Speed Limit Survey – analyse and collate remove duplicates and prepare for sending to NZTA (Item 5.3)</li> <li>• Track AGM Timeline Process and action items IP (Item 5.1)</li> <li>• Ian to review Treasurer’s report and Kevin to provide to Pauline Stratford for signoff (item 4)</li> <li>• Constitution vote - Determine number of financial members to apply the 65 % &amp; prepare paper form for the meeting (Item 5.2)</li> <li>• Ian to do a washup of people who have voted for the Constitution and not financial members that they need to be paid up members and request they pay (Item 6.2)</li> <li>• Close online AGM nominations by 4 April and create the voting system and then open voting system 48 hrs before AGM</li> <li>• Bios for AGM election - find location of existing Committee bios in Dropbox and circulate example (Item 5.1.5)</li> <li>• Notify members via Mailchimp that if you are one of the 44 duplicates (i.e sharing an email) then one person to vote via Facebook or another method (Item 6.2)</li> <li>• Email Cemetery Road / Waitaia people to become members. (Item 6.2)</li> </ul>	Pending  Pending Pending  Pending  Pending  Pending  Pending  Pending
Kevin	<ul style="list-style-type: none"> <li>• Treasurers report - Kevin to provide to Pauline Stratford for review and signoff</li> <li>• Contact Andrew Corkill NZTA re Speed limit Consultation Process SH25 (Item 5.3)</li> <li>• Followup with Len Salt re Stakeholders RRA meeting with NZTA on speed limit reduction (Item 5.3)</li> <li>• Letter to Brian Taylor re TCDC record on responses to KRRR requests on SH25 footpaths, traffic calming and infrastructure responses – pre-AGM so it can be a topic.</li> <li>• Contact potential candidates you nominated for election to the Committee (Item 6.2)</li> <li>• Follow up Mark Bedford on the next steps / timeline for Suspension Bridge project.</li> <li>• Followup Dean Allen / Glen MacIntosh TCDC on progress / timeframes Geotech / Planning offers and TCDC funding being brought forward for Suspension Bridge project.</li> <li>• Bluff Road / Gray Ave culvert – Dune damage – followup Meeting with Shane Harris with letter to TCDC refreshing KRRR Request and noting their undertaking for action before</li> </ul>	Pending  Pending  Pending  Pending  Ongoing  Pending  Pending  Pending  Pending



	<p>FYE 24 (30 June 2025) / Liaise with Janice Burns re her RFS to TCDC to have public reinforce the request</p> <ul style="list-style-type: none"> <li>Ask Tanya for detail of the Bridge over Waitaia Stream and Lukes Stream and KRRRA input into designs proposed (6.4.2)</li> </ul>	Pending
Isabel	<ul style="list-style-type: none"> <li>Contact potential candidate you nominated for election to the Committee and let Steve know so that others can be approached.</li> </ul>	Pending
Marguerite	<ul style="list-style-type: none"> <li>to followup older people who may not be receiving emails re membership and Constitution</li> </ul>	Pending
Roimata	<ul style="list-style-type: none"> <li>Prepare karakia and translation for AGM</li> </ul>	Pending
All	<ul style="list-style-type: none"> <li>Regular check of correspondence in webmail - to acknowledge back to Ian that they have been successful in gaining access with login code sent by Ian.</li> <li>Write Newsletter articles (Item 6.1) and forward finished articles to Ian by mid-month- next is 21 March for end March</li> <li>Bios need to be with Ian by 12 April</li> <li>AGM - review Timeline and Agenda from Ian and do any item allocated for the AGM</li> <li>AGM - 20 April - Be available from 2pm to setup the Hall</li> <li>Revamp of website /incremental improvements - action on Ian's availability and Committee input.</li> </ul>	<p>Action all items for AGM meeting</p> <p>Ongoing</p>