

Kūaotunu Residents and Ratepayers' Association
Minutes of Committee Meeting
 held at the Bakery Irishtown Road Kūaotunu
 17 March 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: 6:32pm

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

Apologies : Nil

Karakia: Roimata

Public Forum: Jenny Crawford – Kūaotunu Dune Care Group (KDCG)

Jenny outlined an opportunity presented by Destination Hauraki Coromandel for the public to donate trees for back dune restoration. KDCG has qualified to be one of the areas to receive the donations and Jenny showed the website that features the Kūaotunu Dune Care projects. To date, there have need 11 trees donated at \$10 per tree – which include \$1 for pest eradication. The area chosen is Zone 10, the area of back dune behind Grays Beach to the west of the stream bridge.

TCDC has a limited planting budget available. The area has already been prepared by Second Nature removing asparagus and fennel and other exotics from strangling existing trees and so there are now clearer areas for infill planting available. The request was for KRRA to donate a similar amount to that provided to Rings Beach Wetland Group (\$500).

Members of the Committee were in agreement as it met KRRA criteria of a community project – a number of members requested if the plants could be bought locally from WANT Nurseries. Jenny responded they were sourced from a nursery in Thames but she would ask the question and respond to Steve.

1. Minutes:

Minutes of the previous committee meeting on 24 February 2024 were confirmed as a true and accurate record.

Moved: Steve Hart

seconded: Roimata Taimana

Passed

2. Matters arising from the 24 February minutes:

Ian noted that in the 24 February minutes on the AGM preparations was a draft timeline with a number of actions on him that were incorrectly allocated. The plan presented on the 17 March (today) contained the relevant actions. The timeline presented at the previous committee meeting was a rough draft only and not to be used.

Running through the Action Plan included in the 24 February minutes: (various items in the Meeting involving detailed discussion are not detailed below - refer Section 6)

Steve

All actions Items 24 February Minutes done

Ian Several Items 24 February Minutes remain pending – refer to meeting minutes' action list.

- 4 Cemetery Rd subdivision—emails received from TCDC sent to residents to keep them informed no progress / discussion with iwi requested in 42 still not taken place & OceanaGold no further action - status of both advised by email, refer Correspondence
- Follow-up done with Amy Lendrum re Lock for sports locker at Domain no reply received
- Rahui Area Otama West to Kuaotunu – Ian has no time to allocate to this and no action initiated by Paul Montague –agreed to remove this item from the watching brief until further notice.
- Speed Limit survey completed
- Meeting Steffi and Gaye re Treasurer role moved to a time next week.
- Treasurer Manual simplifying now to be done between Steffi and Gaye – this task and timing to be confirmed
- New Membership reconciliation – system into inbox works and existing members recorded - see Item 5.1.7 below. Steffi, Gaye and Steve to meet.

Kevin

All actions Items 24 February Minutes done with the exception pending or in progress as noted in Action Items or Section 6 below follows:

- Kūaotunu Hill retaining wall – but subject to Tender award – NZTA announcement this last week that work was awaiting temporary traffic and construction would take 6 months Q3 / Q4 2025.
- 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 Burns 53 Bluff Road see Action plan for next action.

Isabel

- Committee nominations approached

Gael

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

Roimata

- Copy in English to be made available – the Lord's Prayer proposed – Roimata to state this after the te reo version.

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.

Discussion re letter on floodplain at Cemetery Road regarding the subdivision and WRC proposal to designate the area a floodplain.

Earlier letter 12 March expressed concern re saltwater paspalum clogging the stream – Steve noted decision is that this was not a KRRA matter – the letter writer could take it up directly with WRC.

4. Financial Report since last report and as of 16 March 2025

(Steve Hart for Gaye Breeuwer)

Account balances: Kiwibank NOW a/c \$ 934.14 and Kiwibank On call a/c \$11,094.72.

Income: Membership fees – \$50 received since last meeting, YTD from April 2024: \$1610

Interest for period from 1 April – 24 Feb 2025 \$ 455.29

Outgoings: No outstanding creditors. Proposed Expenditure - \$ 100 to include for the second monthly subscription Survey Monkey. Kevin Crawford to provide an invoice that he had reimbursed Rochelle Chant for application to provide the Speed Limit survey.

Membership: 22 new members since the 24 February minutes. 180 have paid for the current Financial Year to 31 March 2025.

Financial report accepted.

Moved: Ian Preece

seconded: Gael Coleman

Passed

5. Items for Decision:

5.1 Preparation for the AGM – 3pm 20 April 2025 Easter Sunday – to c430pm

Ian provided a Revised Timeline – a plan on a page - with various names allocated for action. All agreed with their proposed roles.

After discussion – see 5.1.1 - Refer revision circulated dated 18 March 2025

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.

Agreed to relocate “Publish Survey on the Constitution” to w/b 17/3 as required 28 calendar days before AGM and 23 March was the latest (CI 7.1 of the existing Constitution) – Distribution on Mailchimp and add to the Newsletter.

Bring forward the design of the Public Notice and its posting to be before 23 March to meet CI 5.1 of 28 days before the AGM.

Nomination form now updated, Newsletter to state existing members are re-standing.

Kevin – to collate Treasurers & Chairs Report by w/b 7 April / all other papers TBC by 11 April

5.1.2 Agenda

13 Items on the Agenda. Agenda to be 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 CI 5.1 and 5.8.1

Revisited the options – decided not to include the Informer, new Hauraki Post / social media today equivalent to Public Notice.

Decision: Confirmed to advertise AGM on KRRRA website, Facebook, Katchup, 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.

Confirmed invite extended to potential local groups – agenda Item 11: Dune Care, Rings Beach Wetland Group, Food Forest, Dark Sky, KAMAG. Chair to allocate time and manage – 3min and often the only opportunity of some of these organisations to identify their activities coming up.

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)

Refresh: Agreed Chair to state AGM Purpose and Procedures at the beginning of the meeting (Isabel request). Constitution 5.8 Purpose of the AGM – is to conduct any relevant business of the Association (not wider agendas) – and focus on local Kuaotunu issues and provide members the opportunity to question KRRRA and offer suggestions for KRRRA action in the year ahead. Recognized that a brief summary of specific KRRRA topics in progress could be allocated to Committee members (3min rule to apply) and that there will be questions from the floor and that the Chair may nominate Committee members to respond.

Concern at political presentations by Mayoral or Council candidates and ability to structure the AGM to remain Kūaotunu focused. There needs to be defined rules and time limits. 3 min rule.

Summary Actions –

Steve to write the Chair's Report and Ian read – ideally distributed before the meeting and Ian to provide highlights. Steve also to place the AGM Public Notice ad in MBP for early April issue.

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 - to finalise the timeline based on the above changes

Ian - revise Agenda Draft to include line items earlier for questions from the floor and at the end local groups that accept invite (under General Business)

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 KRRR. Committee members all confirmed standing. Note all nominations still require a nominee and bios etc 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 KRRR.

Kevin noted Rochelle Chant happy to be co-opted Mailchimp & Rocketspark not to the Committee. Ian states he needs a shadow esp May – June.

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

5.1.7 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 seem to be the issue.

Kevin noted 36 paper copies available and receipt book but all need reconciled against Bank account and term of membership. Note: the new Constitution requires specific data of members start / addresses etc.

Decision:

- One person on the Committee needs to receive the form and be responsible at the AGM Reconciliation needs to be sorted before the AGM.
- Treasurer duty and reconciliation needed before Steffi takes it up and needs an online receipt system.
- 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.
- Membership Secretary role suggested by Kevin – no takers with membership in its current form – potential to co-opt someone

Action:

Steve to setup before end of March a Membership subcommittee to get membership records clear and reconciled – before the next meeting 1 April 2025.

Ian – Steffi, Gaye and Ian to meet in the next week.

March Newsletter - Request Membership subscription renewal online before the meeting or come 30mins before the meeting- also note this on Katchup.

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

Actions - Kevin to assemble the Constitutional Change material and Summary of changes and prepare for circulation with Mailchimp draft cover text – changes in Red for Incorporated Societies Act and in Blue for KRRR Procedural changes.

Ian to circulate to members via Mailchimp.

5.3 SH25 Speed Management Community Engagement Decisions

Petition

To date 17 March has 201 signatures – from forms located in Kua Kawhee, Store and at 10 Artists at the Hall on Anniversary weekend and c 13 or so yet to be collected.

Survey

- 150 responses with 4 objections & 6 duplicates with the petition – possibly more
- Need to type in the petition names to the spreadsheet to test for duplicates. Time consuming task - Jenny Crawford / Shirley Wiley willing to do so. Confidentiality relating to objectors
- Noted that the petition did not offer a negative option – but the survey did give that opportunity and so presented a balanced view
- 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 had successfully contacted Andrew Corkill NZTA 17 March – he asked that results be collated and he would register with NZTA. He stated re timing of NZTA stakeholder consultation with RRAs that he was now aiming to get to this 1 July onward – given large number of submissions on specified roads in Waikato / BOP received at submission close 13 March. Kevin asked that this one-off meeting be brought forward.
- Len Salt is working with Andrew Corkill NZTA to identify a date for stakeholder consultation. Both TCDC and NZTA Comms departments talking and Andrew requested we liaise with Len Salt on the date proposed.

Actions:

Kevin / Ian - Collate the results in one spreadsheet (**Kevin**),

Ian - remove duplicates and prepare summary of results for sending to NZTA.

Kevin – to recontact Andrew Corkill re collated results and define any form required

6 Items for Discussion

6.1 March Newsletter Production and Topics / Sharing the Workload

Ian noted the target date was a month before the AGM – i.e. 21 March to receive finished articles.

Ian provided a list of articles 13 No. items refer Correspondence

Isabel has advised 4 articles to Ian – incl Noticeboard Rules

AGM Article, Constitution Change, Election and Membership process and Speed limit Reduction Survey article

Steve – article on Emergency Services debrief from the Blackjack Fire and donation from KRRRA and request for Personal Emergency contact information renewal – vulnerable people,

Kevin - Bluff Cove suspension bridge item (similar to article in MBP) – but corrected factually

Marguerite has provided an update article on restoring the Coromandel – Auckland ferry service and a note re Library.

Ian – Cemetery Road and OceanaGold status update

Community Funding Requests policy

Jenny Crawford – Dune Care article re donation and working bees

6.2 Community Projects

6.2.1 Secret Garden Maintenance

Steve noted he had been approached by George Simpson regarding taking over maintenance of the Secret Garden on Bluff Road opposite Cuvier Crescent and up to the seat looking west. George is now unable to do the trimming maintenance that he has done for many years and TCDC only does limited work.

Steve's has offered that his company will do the maintenance work gratis **until** TCDC has budget and advise Tanya Patrick that this is the case. No-one in the Committee was able to take it on. The council contractor needs to take it over in near term but important to do it properly as it to date has not been well maintained by Council's contractor.

6.2.2 MB Critical Structures Renewals

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.

Action:

Kevin ask Tanya re details of the designs proposed and ask for an opportunity for community input.

6.3 SH25 Speed Environment Update

Reply from NZTA to KRRA 13 January detailed letter – included Official Information Response (OIA) providing the basis for speed reductions in Q3 2023 as a result of SH25A closure for all sections of SH25 roads not just Kuaotunu.

This document showed reductions were based not only on increased traffic volume by also pedestrian and cycling conflict with Traffic – item 29 in the table – and that the recommended speed reduction was only implemented for less than half (Hilldale to just past the boat ramp) of the 2.58km proposed. This was forwarded to Len Salt with a request to contact regarding when Stakeholder meetings were to be setup.

7. Upcoming Meetings / KRRA attendance

next MBCB meeting 26 March 2025 / TCDC Full Council meetings – 8 April 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 – Kūaotunu Hill wall reconstruction
- Fast Track projects affecting Kūaotunu – Waitaia Road forestry and OceanaGold Resource consent Oweria Road
- Website update

Next meeting:

Tuesday 1 April 2025 – 6:30 pm at the Bakery – focus on the AGM

Karakia: Roimata

Meeting closed: 8:07 pm approx.

ACTION SUMMARY (carried over from current & previous minutes)

who	What	done?
Steve	<ul style="list-style-type: none"> • Write AGM chairs report • Send out invite to AGM guests finalized (Item 5.1.4) • Steffi Hamman now to be signature to KB account / Mark Kilgour removal • Setup Treasurer briefing meeting Steffi and Gaye (Item 5.1.7) • Work with Gaye /Steffi re simplifying Treasurer Manual • Advertise AGM in Newsletter/ Katchup / MBP (Item 5.1.1) • Ask Tanya re Secret Garden maintenance offer (Item 6.2.1) 	Pending Pending Pending Pending Pending Pending Pending
Ian	<ul style="list-style-type: none"> • Community Funding Requests policy - Document to go out via March Newsletter. • Newsletter format and issue end March – deadline material is 21 March • Speed Limit Survey – analyse and collate remove duplicates and prepare for sending to NZTA (Item 5.3) • Track AGM Timeline and Process and action items IP • Reorder AGM Agenda Draft Incorporated Societies re-registration – receive Constitution rewrite from Kevin and summary changes and issue by Mailchimp to members for AGM 28 days prior (Item 5.2) 	Pending Pending Pending Pending Pending
Gael	<ul style="list-style-type: none"> • Noticeboard – statement to be added that new items to be received latest Saturday for posting Sunday 	Pending

Kevin	<ul style="list-style-type: none"> Track AGM Timeline and Process and action items KC Incorporated Societies re- registration – Constitution rewrite/ summarise changes issue for AGM 28 days prior (Item 5.2) Contact Andrew Corkill NZTA re Speed limit Consultation Process SH25 (Item 6.3) Followup with Len Salt re Stakeholders RRA meeting with NZTA on speed limit reduction (Item 6.3) 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. Contact potential candidates you nominated for election to the Committee (Item 6.2) Follow up Mark Bedford on the next steps / timeline for Suspension Bridge project. Followup Dean Allen / Glen MacIntosh TCDC on progress / timeframes Geotech / Planning offers and TCDC funding being brought forward for Suspension Bridge project. Bluff Road / Gray Ave culvert – Dune damage – followup Meeting with Shane Burns with letter to TCDC refreshing KRRR Request and noting their undertaking for action before FYE 24 (30 June 2025) / Liaise with Janice Burns re her RFS to TCDC to have public reinforce the request Ask Tanya for detail of the Bridge over Waitaia Stream and Lukes Stream and KRRR input into designs proposed (6.2.1) 	Pending Pending Pending Pending Ongoing Pending Pending Pending Pending Pending Pending
Isabel	<ul style="list-style-type: none"> Notice board Management Guidelines in bullet point form for content via next Newsletter / Kūaotunu Katchup Contact potential candidates you nominated for election to the Committee (Item 6.2) 	Pending Pending
Roimata	<ul style="list-style-type: none"> Prepare karakia and translation for AGM 	Pending
All	<ul style="list-style-type: none"> 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. Write Newsletter articles (Item 6.1) and forward finished articles to Ian by mid-month- next is 21 March for end March AGM - review Timeline and Agenda from Ian and do any item allocated for the 1 April meeting. AGM - 20 April - Be available from 2pm to setup the Hall Revamp of website /incremental improvements – to Ian - action on Ian's availability and Committee input. 	Action all items for 1 April 2025 meeting Ongoing

Sensitivity: General

Sensitivity: