

Agenda for a meeting of the Raglan Community Board to be held via Audio Visual Conference on **WEDNESDAY, 9 FEBRUARY 2022** commencing at **1.30pm**.

Information and recommendations are included in the reports to assist the Community Board in the decision making process and may not constitute Council's decision or policy until considered by the Community Board.

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2. CONFIRMATION OF STATUS OF AGENDA

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5. DISCLOSURES OF INTEREST

The register of interests is no longer included on agendas, however members still have a duty to disclose any interests under this item.

6. CONFIRMATION OF MINUTES

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| 8.6 | Raglan Naturally Report | <i>Verbal</i> |
| 8.7 | Councillor's Report | <i>Cr Thomson (verbal)</i> |
| 8.8 | Board Members' Reports | <i>Verbal</i> |

GJ Ion
CHIEF EXECUTIVE

To | **Raglan Community Board**
Report title | **Declaration by Kiri Binnersley – December 2022
By-Election**

1. Purpose of the report

Te Take moo te puurongo

To enable the newly elected member of the Raglan Community Board to undertake her declaration under the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987 or any other Act.

2. Staff recommendations

Tuutohu-aa-kaimahi

THAT Ms Kiri Binnersley undertake her declaration to enable her to commence her duties on the Raglan Community Board.

3. Attachments

Ngaa taapirihanga

Attachment 1 – Declaration for Ms Kiri Binnersley

Date:	Wednesday, 9 February 2022
Report Author:	Gaylene Kanawa, Democracy Team Leader
Authorised by:	Allison Diaz, Chief Financial Officer



DECLARATION BY MEMBER

I, **KIRI BINNERSLEY**, declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of the Waikato District the powers, authorities and duties vested in or imposed upon me as a member of the Raglan Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Raglan this 9th day of February 2022.

.....

Signed in the presence of:

.....

Cr Lisa Thomson
Raglan Ward Councillor

To | **Raglan Community Board**
Report title | **Election of Deputy Chairperson**

1. Purpose of the report

Te Take moo te puurongo

To elect a Deputy Chairperson to the Raglan Community Board.

2. Executive summary

Whakaraapopototanga matua

Following the passing of the previous Deputy Chairperson of the Board, Mr Bob McLeod late last year the Board have left the position vacant out of respect and wanted to wait until the by-election had been held before appointing a new Deputy Chairperson.

Schedule 7 of the Local Government Act 2002 sets out the process for such appointments and it outlined in the options portion of this report.

3. Staff recommendations

Tuutohu-aa-kaimahi

That the Raglan Community Board:

- a. resolves to use System B for the election of a Deputy Chairperson as detailed in clause 25, Schedule 7 of the Local Government Act 2022;**
- b. is appointed Deputy Chairperson of the Raglan Community Board.**

4. Background

Koorero whaimaarama

At the Raglan Community Board inaugural meeting held on 13 November 2019, Mr Bob McLeod was elected as Deputy Chairperson. Regretfully, after a long illness Mr McLeod passed away in late 2021 and out of respect the Board decided to wait until after the by-election to determine a new Deputy Chairperson.

The result of the by-election was announced on 9 December 2021, the day after the last Raglan Community Board meeting for the year. Therefore Ms Binnersley who was the successful candidate could only be sworn in at this meeting.

After a respectful period it is now time for the Board to appoint a new Deputy Chairperson.

5. Discussion and analysis Taataritanga me ngaa tohutohu

5.1 Options Ngaa koowhiringa

Members must decide on whom to elect to the two positions. This must be conducted by way of election and resolution of the Community Board.

A contested election must be conducted in accordance with clause 25, Schedule 7 of the Local Government Act 2002.

There are two options specified in clause 25:

System A

The candidate will be elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting. This system has the following characteristics:

- a. there is a first round of voting for all candidates;
- b. if no candidate is successful in that round, there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
- c. if no candidate is successful in the second round, there is a third, and if necessary subsequent rounds, of voting from which, each time, the candidate with the fewest votes in the previous round is excluded.

In any round of voting, if two or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.

System B

The candidate will be elected or appointed if he or she receives more votes than any other candidate. This system has the following characteristics:

- a. there is only one round of voting; and
- b. if two or more candidates tie for the most votes, the tie is resolved by lot.

System B is the recommended approach as it is simple and transparent.

5.2 Financial considerations Whaiwhakaaro puutea

There are no material financial considerations associated with the recommendations of this report.

5.3 Legal considerations Whaiwhakaaro-aa-ture

Staff confirm the recommendation complies with the Council's legal and policy requirements as well as the Local Government Act 2002.

5.4 Strategy and policy considerations Whaiwhakaaro whakamaaherehere kaupapa here

The report and recommendations are consistent with the Council's policies, plans and prior decisions.

5.5 Risks Tuuraru

The risk of not having a Deputy Chairperson in place is that we will not comply with the legislation surrounding Community Boards. There is also a risk that if the Chairperson is unable to carry out the duties of the Board and there is not a Deputy Chairperson appointed, other members have no formal mandate to advocate/represent the Board.

6. Significance and engagement assessment Aromatawai paahekoheko

6.1 Significance Te Hiranga

The decisions and matters of this specific report are assessed as of low significance in accordance with the Council's [Significance and Engagement Policy](#). However, this report is part of a broader process that is bound by legislative requirements under the Local Government Act 2002.

6.2 Engagement Te Whakatuutakitaki

Highest level of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The Community Board must agree on a Deputy Chairperson at this meeting in order to ensure the appropriate governance structure is in place.					

This meeting is an opportunity to determine the views of the Board around the appropriate people to fill the role of Chairperson and Deputy Chairperson.

The matter needs to be determined by resolution of the members. Clearly, all members are affected by this decision.

7. Confirmation of statutory compliance Te Whakatuuturutanga aa-ture

As required by the Local Government Act 2002, staff confirm the following:

The report fits with Council's role and Community Board's Terms of Reference and Charter.	Confirmed
The report contains sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages (<i>Section 5.1</i>).	Confirmed
Staff assessment of the level of significance of the issues in the report after consideration of the Council's Significance and Engagement Policy (<i>Section 6.1</i>).	Low
The report contains adequate consideration of the views and preferences of affected and interested persons taking account of any proposed or previous community engagement and assessed level of significance (<i>Section 6.2</i>).	Confirmed
The report considers impact on Maaori (<i>Section 5.5</i>)	Not Applicable
The report and recommendations are consistent with Council's plans and policies (<i>Section 5.4</i>).	Confirmed
The report and recommendations comply with Council's legal duties and responsibilities (<i>Section 5.3</i>).	Confirmed

8. Attachments Ngaa taapirihanga

There are no attachments for this report.

Date:	Wednesday, 9 February 2022
Report Author:	Gaylene Kanawa, Democracy Team Leader
Authorised by:	Alison Diaz, Chief Financial Officer

To	Raglan Community Board
Report title	Confirmation of Minutes

1. Purpose of the report

Te Take moo te puurongo

To confirm the minutes for the meeting of the Raglan Community Board (RCB) held on Wednesday, 8 December 2022.

2. Staff recommendations

Tuutohu-aa-kaimahi

THAT the minutes for a meeting of the Raglan Community Board held on Wednesday, 8 December 2022 be confirmed as a true and correct record.

3. Attachments

Ngaa taapirihanga

Attachment 1 – RCB Minutes – 8 December 2022

Date:	Wednesday, 9 February 2022
Report Author:	Gaylene Kanawa, Democracy Manager
Authorised by:	Allison Diaz, Chief Financial Officer

MINUTES for the meeting of the Raglan Community Board held via Audio Visual Conference on **WEDNESDAY, 8 DECEMBER 2021** commencing at **1.32pm**.

Present:

Mrs G Parson (Chairperson)
Mr S Bains
Mr D Amoore
Mr T Oosten
Mr C Rayner
Cr LR Thomson

Attending:

Ms J Danson (Member of the public)
Ms Monika * (Member of the public)
Ms Selena * (Member of the public)

Mr R MacCulloch (General Manager Service Delivery)
Ms A Diaz (Chief Financial Officer)
Mr C Ahu (Open Spaces Team Leader)
Mr R Ashley (Community Assets Manager)
Mr J Brown (Senior Communications & Engagement Advisor)
Mrs G Kanawa (Democracy Team Leader)
Mr M Horsfield (Democracy Advisor)
Mrs L Wainwright (Democracy Advisor)

APOLOGIES AND LEAVE OF ABSENCE

All members were present.

CONFIRMATION OF STATUS OF AGENDA ITEMS**Resolved: (Mrs Parson/Cr Thomson)****THAT:**

- a) the agenda for the meeting of the Raglan Community Board held on Wednesday, 8 December 2021 be confirmed;
- b) all items be considered in open meeting; and
- c) all reports be received.

CARRIED**RCB2112/****DISCLOSURES OF INTEREST**

There were no disclosures of interest.

CONFIRMATION OF MINUTES**Resolved: (Mrs Parson/Mr Rayner)****THAT the minutes of the meeting of the Raglan Community Board held on Wednesday, 27 October 2021 be confirmed as a true and correct record.****CARRIED****RCB2112/****PUBLIC FORUM**

Agenda Item 5

The following matters were noted:

- Ms Danson asked what Waikato District Council's position was on vaccine passes for entering public facilities in Raglan. It was noted that Council would be meeting on Monday, 13 December 2021 and this was one of the items on the agenda.
- Ms Monika * asked what channel the community could use to put forward their opinion on vaccine passes to enter Council's public facilities. She was advised that the community could contact Cr Thomson who would take their feedback to the Council meeting on Monday, 13 December 2021.
- Ms Selena * wished to know what was happening with Raglan Airfield. The airfield provided her with easy access to walk her dog and did not feel that the airfield should be used anymore for pilots to profit at such a low cost as it took away from what the public could be using it for.

- There had been a post from Ngati Mahanga placed on the Raglan Noticeboard and the Community Board page containing maps and information on the aerodrome grounds.
- In the case of any accidents in Raglan, was the airfield used for emergency services? It was noted that the airfield had been in the past and if an emergency occurred, the Westpac Rescue helicopter would land as close as possible to any incident to enable easy transition from ambulance to helicopter.
- There was a safety conflict on the airfield as the helipad was located within the flight path of planes landing on the airfield.

REPORTS

Discretionary Fund Report to 19 November 2021

Agenda Item 6.1

The report was received [*RCB2112/02 refers*] and discussion was held on the following matters:

- A new Discretionary & Funding process had been implemented. The aim was to empower the Community Board to make their own funding decisions as they were close to their community and had a good view of what was required. Funding application forms would be placed on the Waikato District Council and Raglan Community Board websites.
- NZ Police, Council staff, Ambulance Services, Xtreme Zero Waste and Surf Lifesaving had held a meeting where a new “Welcome to Raglan” sign was discussed. Xtreme Zero Waste had committed to donating \$2,000.00 towards the sign.

Raglan Works, Actions & Issues Report: Status of Items December 2021

Agenda Item 6.2

The report was received [*RCB2112/02 refers*] and discussion was held on the following matters:

Manu Bay Breakwater

Mr Clark, Collaborative Solutions, intended to hold a meeting in February 2022 to have further discussions on the breakwater project. Concern was raised that another summer had arrived and the boat ramp issues had not been progressed. Scoping of the project had not changed and there was a need to focus on the issues of water surging onto the ramp, overtopping and whether the ramp got capped. This item to remain on the schedule pending an update from the project team on the scope and timing of the project.

Inter-Raglan Bus Service

No discussion was held. This item to remain on the schedule.

Civil Defence and Raglan Community Response Plan

No discussion was held. This item to remain on the schedule.

Camera Licensing Trust

No discussion was held. This item to remain on the schedule.

Raglan Aerodrome Safety Improvements

It was noted that there were members of the community who were concerned about the construction of a fence on the airfield.

Council had considered the Board's resolution (RCB2110/04) on the aerodrome. His Worship the Mayor and councillors had met with the chairperson of the board where the resolution was discussed. Councillors had confirmed with staff that the recommendations from the Mike Haines report would be implemented.

A LGOIMA request had been received from Raglan 23 requesting the amount of revenue received from the airfield. Fees of just under \$6,000.00 had been paid by pilots for the 2020/21 financial year. This year the amount received was under \$500.00. There was a large shortfall between operational costs and revenue that was being received and there was no intention to increase the landing fees at this time. Once the fencing was completed, a breakdown on the fencing costs would be provided to the Board. Council was working with Mike Haines and an Aviation Draughtsman on the fence design which was in keeping with CAA legislation. The plans would be submitted to CAA for signing off.

Landing fees could be reviewed in an Annual Plan year. Fees and charges were set for a three (3) year period. Fees for the current financial year were \$12, the second year fee would be \$14 and the third year fee would be \$16. The fee for a regular use group was \$650 (approximately). If fees were not paid, there was an additional \$23.00 penalty.

ACTION: Project and ongoing operational costs for the airfield would be supplied to the Board to assist with feedback on the next fees and charges process.

Operations at the aerodrome had been suspended until Monday, 20 December 2021 to enable the fencing works to be completed.

Signage would be erected at each end of the airfield runway.

Extensions to the carpark at Papahua could be completed before Christmas.

Manu Bay Planting

No discussion was held. This item to remain on the schedule.

Soundsplash

No discussion was held. This item to remain on the schedule.

Papahua Stage 2 Path

The tap for washing down boats needed to be relocated back to where it originally was.

A request had been received for a water tap to be placed on a bollard beside the urupa. This would enable kayakers and waka ama groups to access water.

Walkway from Norfolk Pines to the Coastguard Building

No discussion was held. This item to remain on the schedule.

Gilmour Street Urban Upgrade

No discussion was held. This item to remain on the schedule.

Boatramp and Soccer Fields

Historically, marking of the boatramp parking and soccer fields had been carried out by the Fishing Club but the last three (3) years had been completed Raglan Lawns. The markings needed to be done again. It was important to mark the soccer fields as it stopped confusion by the public on where to park.

Locking of the gate to the soccer field area. It was suggested that Mr Shane Gold from the Fishing Club hold a key to enable the gates to be opened at 6.00am to enable fishing boats to park.

Quarterly Update

Government/Bayview Road – change Giveaway signs to Stop signs. This was a health and safety issue and required immediate action.

ACTION: Staff would investigate the change in signage and report back to the Board.

The Board requested attendance by the Road Safety Engineer, or appropriate staff, when the quarterly update was on the Board's agenda.

The consultation process on the Speed Limits Bylaw had opened and would close on Sunday, 23 January 2022.

Schedule of Meetings

Agenda Item 6.3

The report was received [RCB2112/02 refers]. No discussion was held.

Resolved: (Mrs Parson/Cr Thomson)

THAT the Raglan Community Board continues to hold its meetings at 1.30pm on a six-weekly cycle in 2022, on the following dates:

- **Wednesday, 9 February**
- **Wednesday, 23 March,**
- **Wednesday, 4 May,**
- **Wednesday, 15 June,**
- **Wednesday, 27 July, and**
- **Wednesday, 7 September.**

CARRIED

RCB2112/

Chairperson's Report

Agenda Item 6.4

The report was received [RCB2112/02 refers] and discussion was held on the following matters:

- The chairperson thanked board members for their work through the year.
- A reminder that the last day of voting for the bi-election was Thursday, 9 December 2021. The new member would be sworn in at the Board's February meeting.
- A reminder on the closing date for the bi-election had been placed on Council's facebook page today. A preliminary result should be available the night of Thursday, 9 December 2021.

Councillor's Report

Agenda Item 6.5

The report was received [RCB2112/02 refers] and no discussion was held.

To	Raglan Community Board
Report title	Community Led Development Workplan Presentation

1. Purpose of the report **Te Take moo te puurongo**

To provide a presentation on the Community Led Development Workplan to the Raglan Community Board.

2. Staff recommendations **Tuutohu-aa-kaimahi**

THAT the Community Led Development Workplan presentation be received.

3. Attachments **Ngaa taapirihanga**

Attachment 1 – Community Led Development Workplan Presentation

Date:	Wednesday, 9 February 2022
Report Author:	Gaylene Kanawa, Democracy Team Leader
Authorised by:	Allison Diaz, Chief Financial Officer



COMMUNITY LED DEVELOPMENT

Communities working together to achieve their visions and aspirations

What is community led development?

- Community voice and views
- Empowering community members
- Community led initiatives guided by local leaders
- Key questions to be addressed- then framed by aspirational goals or vision

What does the community development team do?

‘Empowering communities to lead their own development’

- Empower and support communities to lead their own projects
- Connect project groups or individuals to other organisations that can assist
- Broker community / council conversations
- Link communities with funders

Our principles

- Build on existing strengths and assets
- Bring people together to share local visions
- Empower diverse and collaborative local leadership
- Create pathways for easy planning



Key Work Streams

- Provide community workshops that enable train groups increasing their capacity and skills
- Provide upskilling for specific needs through mentoring, coaching and '1 on 1' sessions
- Create a database of key agencies and organisations and build relationships
- Create strong internal (Council) relationships to streamline how the organisation can support community led projects
- Ensure Economic Development and Community Led Development are synergised
- Help community groups navigate through council processes
- Continuously improve communication mechanisms between communities and council

2022...

Workshop program

- 12 workshops covering governance, planning and funding.
- 4 'drop in' sessions
- Follow up: CLD advisors to support groups following workshops

Blueprints and other community aspirations

- Confirm community aspirations align with blueprint aspirations
- Identify key community leaders and groups who can lead these aspiration projects
- Support activation of community led projects
- Connect agencies and organisations to relevant projects

HOW CAN COMMUNITY BOARDS & COMMITTEES HELP?

- Connect community groups with the CLD team
- Promote the workshop program
- Fund/match fund locally led projects
- Communicate with CLD team when new community aspirations are identified
- A shift from 'business as usual' dominated board meetings to a community development focus



To	Raglan Community Board
Report title	Discretionary Fund Report to 26 January 2022

1. Purpose of the report

Te Take moo te puurongo

The purpose of this report is to update the Raglan Community Board on the Discretionary fund spend to date, commitments and balance as at 26 January 2022.

Further reporting that an application has been received from the Raglan Destination Management Organisation, which requires consideration by the Board as to whether they will grant the funds in full, grant partial funding or decline the application.

2. Staff recommendations

Tuutohu-aa-kaimahi

That the Raglan Community Board considers the application from the Raglan Destination Management Organisation.

3. Attachments

Ngaa taapirihanga

Attachment 1 – Discretionary Fund report to 26 January 2022

Attachment 2 – Discretionary Fund application from Raglan Destination Management Organisation (DMO)

Date:	Wednesday, 9 February 2022
Report Author:	Jen Schimanski
Authorised by:	Alison Diaz Chief Financial Officer

RAGLAN COMMUNITY BOARD DISCRETIONARY FUND REPORT 2021/22 (July 2021 - June 2022)

As at Date: 26-Jan-2022

			1,206,170.4
2021/22 Annual Plan			14,271.00
Carry forward from 2020/21			8,720.00
Total Funding			<u><u>22,991.00</u></u>
Income			
Total Income			<u><u>-</u></u>
Expenditure			
24-Apr-2021	Approval for payment to Margaret Boggiss for the amount of \$50 for a Wreath for ANZAC Day 2021	RCB2106/05	50.00
23-Aug-2021	Allocation of \$1000 to Raglan Community Arts Council towards the cost of the Raglan Arts Film Festival Awards RAFFA red carpet evening	RCB2108/04	1,000.00
27-Apr-2021	Allocation of \$1430 made to the Raglan and District Museum Society towards the cost of the Rangitahi Peninsular Historical Photo Exhibition.	RCB2108/05	1,430.00
15-Sep-2021	An amount of \$130.43 (incl GST) paid to the Whaingaroa Raglan Destination Management Organisation for the support of the establishment of the Destination Management Organisation.	RCB2109/04	113.42
Total Expenditure			<u><u>2,593.42</u></u>
Net Funding Remaining (Before commitments)			<u><u>20,397.58</u></u>
Commitments			
27-Oct-2021	An amount of \$5,000.00 (including GST) is committed to Whaingaroa Environment Centre towards the cost of name of the Maui Dolphin Day project.	RCB2110/03	4,347.83
Total Commitments			<u><u>4,347.83</u></u>
Net Funding Remaining (Including commitments)			<u><u>16,049.76</u></u>

COMMUNITY BOARD/COMMITTEE FUNDING APPLICATION FORM

Important notes for applicant:

- Prior to submitting your application, please contact the Chair/Funding Representative, to discuss your application requirements and confirm that your application meets the eligibility criteria
- Application form must be completed in full and can be emailed to the Chair/Funding Representative
- All parts of the application need to be completed and all supporting information supplied

Raglan X

Section 1 – Your Details:

Name of your organisation and contact person

Charlie Young – Chairman: Raglan Destination Management Organisation (DMO)

What is your organisation's purpose/background (who are you? what do you do?)

Destination Management Organisation – Whaingaroa i-Hub Raglan. The DMO is responsible for the management of the Whaingaroa i-Hub Raglan. The Raglan Growers Market (RGM) is a joint collaboration between Whaingaroa Environment Centre (WEC) and the Raglan Destination Management Organisation (DMO). The DMO provides financial and volunteer support to the Raglan Growers Market (RGM). The RGM aligns with a key DMO goal to ensure that a successful destination can provide a visitor a local experience.

Phone number/s: Charlie Young/Chair DMO 021 175 8644 OR Jacqueline Anderson Manager Whaingaroa i-Hub Raglan 021 157 5812

Email/address: cmv58@hotmail.com Whaingaroa i-Hub Raglan, 13 Wainui Road Raglan, 3225, Waikato

Section 2 – Your event / project

What is your event / project, including date and location? (please describe in full the project details)

The RGM is a weekly market held every Friday 4-7pm at the local Raglan Union Church on the corner of Stewart St and Wainui Road. The church is a great central location with a lovely landscaped garden providing the perfect setting for the RGM to be held with ample parking facilities available. The church provides power and water in return for a koha fee.

The RGM's objective is to create a flourishing market where local growers can bring home-grown produce to the wider community, strengthening community food resilience and well-being, supporting the local food grower economy, and contributing to environmental health

As a pilot project, the RGM held its first market on the 12th November 2021 and has grown weekly strength to strength and continues to do so with more growers planning on participating in the upcoming months.

The DMO provides financial and volunteer support to the RGM. The RGM aligns with a key DMO goal to ensure that a successful destination can provide a visitor a local experience. The RGM is a grass root local community market promoting sustainability which can develop educational and sustainable visitor experiences.

The DMO assists with advertising and marketing costs and also contributes to the associated project administration costs of running the weekly event with WEC.

To ensure the RGM continues to grow into a model that is self-supporting financially and to develop further marketing opportunities the DMO board needs additional financial support from the Raglan

Community Board of \$3,000 as seed funding to continue with developing our pilot project.

How will the wider community benefit from this event/project?

During the challenging Covid times that we are now facing as a community with the new government traffic light system in place effective from the 3rd December 2021, our Whaingaroa community is facing ever increasing challenges as our community is divided and local business struggle to implement the vaccine pass. The RGM is classified as a retail business and can operate safely without the use of my vaccine pass following government guidelines as follows: sign in continues, masks are worn and a distance of 1m is retained. The event is accessible to all within our community which includes participating stall holders as local business growers, tourists/visitors as well as our local community visitors.

Are you GST registered?

Yes X

GST Number

133 – 140 – 255

PLEASE NOTE: The following documentation MUST be supplied with your application:

- Include copies of written quotes and any other additional information that may assist the board/committee to make an informed decision on your application
- How much your event/project will cost
- How much you are seeking from the Waikato District Council
- How much you are seeking from other providers
- Details of other funding and donated materials/resources being sourced
- **IMPORTANT: Please ensure all quotes supplied are clearly itemised and match the "Project Breakdown" (Total B)**

Section 3 – Project/Event Costs & Details

Please complete all of the following sections	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
What is the total cost of your project/event	\$	\$12,150
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc. Total A	\$	\$6,000

Only include the Funding being sought from Waikato District Council below:

Project Breakdown (itemised costs of funding being sought)	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
Market Co-Ordinator	\$	\$1,280
Marketing Co-Ordinator	\$	\$931
Administration Co-Ordinator	\$	\$373
Advertising – e.g. Summer Guide	\$	\$416
	\$	\$
	\$	\$
Total Funds being sought from WDC Total B	\$	\$3,000

Has / will funding been sought from other funders? Yes X

If 'Yes', please list the funding organisation(s) and the amount of funding sought

Sponsorship – Raglan Local Energy	\$	\$1,500
Ministry of Social Development – funding secured	\$	\$1,650
	\$	\$
	\$	\$
Total Funds being sought from other funders Total C	\$	\$3,150

Describe any donated material / resources provided for the event/project:

Each market has 2 volunteers in addition to the market co-ordinator for the setup, market duration and clean-up. Over the market period this equates to 230 hours of volunteer time.

The steering group managing the market is voluntary and comprises of four people meeting weekly for 1 hour equating to 92 hours of volunteer time.

The costs above are for the duration that the market will be operational this season. Seed funding for the setup, co-ordination of growers, finding a suitable site, initial marketing and some items to enable the market to operate have been funded by Ministry of Social Development and Lotteries.

I certify that the funding information provided in this application is correct.

Name: Charlie Young
Position in Organisation:

Date: 07/12/21
Chair, Raglan Destination Management Board

Signature: 

Date: 8/12/21

To	Raglan Community Board
Report title	Works, Actions & Issues Report: Status of Items January 2022

1. Purpose of the report **Te Take moo te puurongo**

The purpose of this report is to update the Raglan Community Board on actions and issues arising from the previous meeting and works underway in January.

2. Staff recommendations **Tuutohu-aa-kaimahi**

THAT the Raglan Community Board Works, Actions & Issues Report: Status of Items for January 2022 be received.


3. Attachments **Ngaa taapirihanga**


Attachment 1 – Raglan Community Board Actions & Issues Register - January 2022

Date:	Wednesday, 9 February 2022
Report Author:	Karen Bredesen, PA to the General Manager Service Delivery
Authorised by:	Alison Diaz, Chief Financial Officer

ISSUE	Area	Action	Comments
			<p>SEPTEMBER 2021: A third workshop is being organised. Suggested dates were to be sent out to Forum members to confirm availability when the Covid Alert Level 4 restrictions occurred. Re-assessing the possible dates, probably late October. Tim Clarke from Collaborative Solutions will contact Forum members soon with date options.</p> <p>OCTOBER 2021: Tim Clarke has been making contact with each stakeholder group to set up 1:1 meetings to discuss the upcoming workshop first-hand. With the current, hopefully short term Covid Alert Level 3 again extending over most of the district, the 1:1 meetings and the workshop date options may need to be revisited again. We will need to assess what amended restrictions to the alert levels in the near future will mean for the workshop.</p> <p>DECEMBER 2021: Staff are making arrangements for Forum Workshop #3 in the New Year. Tim Clarke of Collaborative Solutions will make contact with each stakeholder group prior to the Workshop.</p> <p>FEBRUARY 2022: With the change to Covid-19 Red traffic light level and the meeting requirements we would need to meet for that level, and the apparent start of the Omicron wave and associated risks a February workshop would entail to participants, the forum workshop has again been postponed. We will review the situation at the end of February and report.</p>

ISSUE	Area	Action	Comments
Civil Defence and Raglan Community Response Plan	Civil Defence Emergency Management	<p>FEBRUARY 2021: Waikato District Council Civil Defence Emergency Management Coordinator requested to attend the Board's next meeting to discuss the Civil Defence and Raglan Community Response Plan.</p> <p>MARCH 2021: Mr Bains, Mr MacLeod and Cr Thomson to progress the update of the Raglan Civil Defence Plan and collaborate with the Community Resilience Coordinator to facilitate the first Civil Defence workshop on Wednesday 7th April at 1pm.</p> <p>MARCH 2021: Community Resilience Coordinator to provide a Civil Defence Plan update at the next Community Board meeting.</p>	<p>MARCH 2021: Council's Community Resilience Coordinator will be in attendance at the March Community Board meeting.</p> <p>MAY 2021: Council's Community Resilience Coordinator scheduled a meeting to work on Community Response Plan with Raglan Community Board reps on 7 April. Due to last minute commitments, the reps were unable to attend. To date, further attempts to reschedule have not been successful. The Coordinator requests that RCB advise when they would like this work to take place and for reps to advise a date for meeting to progress plan review. Note: Council's Coordinator is unavailable 4 to 31 May, due to leave and prior commitments, so this work is unlikely to be completed before end of June.</p> <p>SEPTEMBER 2021: Council's Emergency Management team are actively working with Cr. Thomson on progressing the Community Response Plan. A meeting is scheduled between the Emergency Management Team, Cr. Thomson and the Community Board Chair to review progress and make further updates on 23 September (was scheduled for August, however, was postponed due to L4/3 COVID).</p> <p>OCTOBER 2021: Meeting held between Council's Emergency Management team, Community Board</p>

ISSUE	Area	Action	Comments
			<p>Chair and Cr Thomson. Agreement on approach currently being taken.</p> <p>Workshops to be held with emergency services to progress specific actions and scenarios. This work is likely to be delayed due to the recent COVID-19 restrictions in the Waikato, which will require the attention of the Community Board members and Council's Emergency Management Team. Anticipate that the plan could be ready to present to the Community Board in November/December.</p>
Papahua Stage 2 Path	Community Projects, Service Delivery	JUNE 2021: Staff to engage with the Board regarding the Papahua Walkway with an explanation as to why the Papahua Shared Path goes behind the toilet block and not straight in front of them.	<p>JULY 2021: Council's Community Connections Manager, Community Projects Design Team Leader, and Community Projects Contract Engineer met with Gabrielle Parsons, Dennis Amooore and Cr Thomson on Tuesday, 29 June and talked over Stage 2 of the path.</p> <p>There was discussion about path location around the existing toilet block and camper dump station. The Community Projects Contract Engineer explained the reasoning to go behind which was accepted.</p> <p>The path location immediately east of the camp entranceway and the reduction of parking capacity in the triangle at the peaks of summer was discussed with Dennis, who took a copy of the design to talk over with the Raglan Sport Fishing Club (RSFC). It is understood the RSFC is happy with the path and any extra metres we can gain from moving the path slightly closer to the fence.</p> 

ISSUE	Area	Action	Comments
		<p>AUGUST 2021: Staff will contact the Community Board to discuss the results of their investigation for the proposed Papahua Footpath along the football field.</p>	<p>SEPTEMBER 2021: Meeting took place onsite between Raglan Football, Community Projects Design Team Leader and Community Projects Contract Engineer. Agreement for WDC's Design Team to look at field alignment and sizing to see if the current fields can be arranged in manner that will also allow for the path to remain in the desired location. This is progressing, however slowly due to COVID19.</p> <p>OCTOBER 2021: Papahua Shared Path – Stage 2 – Updated diagram below shows new path alignment east of the camp taking on board the Boat Club's feedback. This has been shared with the Community Board Chair to disseminate across the Raglan Community Board. Physical works will begin Monday, 11 October and be complete by Friday, 03 December (COVID19 dependent).</p>  <p>DECEMBER 2021: The concrete path east of the campground entranceway is starting in sections. Community Connections are continuing conversations with the Football Club. Campground are to provide scope of fence requirements. Targeting completion of path and entranceway on 3 December.</p> <p>February 2022: The contractor, WDA, will re-establish after Waitangi Weekend to minimise inconvenience to holidaymakers, to complete the final 96m of footpath, tidy up, and re-establish vegetation.</p>

ISSUE	Area	Action	Comments
Walkway from Norfolk Pines to the Coastguard Building	Cr Thomson	SEPTEMBER 2021: Cr Thomson would check with the Raglan Medical Centre to confirm accidents that had occurred at the walkway. The Board would provide any feedback to Council staff.	JANUARY 2022: Staff are waiting for feedback from Cr Thomson.
Government/Bayview Road	Gareth Bellamy	<p>Change Giveaway sign to Stop sign.</p> <p>The Board said that they have been advised that we can't change the sign, despite it being a H&S issue, as we need to amend the Public Places Bylaw first – they said this doesn't make sense as H&S matters should be addressed in a timely manner. They also believe that we could change the signs, even if they were not 'enforceable' to try and change behaviours, whilst we get the paperwork sorted.</p> <p>ACTION: Staff would investigate the change in signage and report back to the Board.</p>	JANUARY 2022: This matter will be included in the Public Places Bylaw review in 2022.
<ul style="list-style-type: none"> ▪ Inter-Raglan Bus Service ▪ Camera Licensing Trust ▪ Raglan Aerodrome ▪ Manu Bay Planting ▪ Soundsplash 	Alison Diaz	These issues were closed out in 2021.	JANUARY 2022: Alison to provide a verbal update at the 9 th February meeting.

RAGLAN WORKS (as at 25 January 2022)Papahua Walkway – Stage 2

The final 96m of concrete path will be completed after Waitangi Weekend and the site tidied and grass established.



Campground entranceway works



Walkway path

Wi Neera Walkway

WDC have received the feasibility study report following assessment of the structure.

The key findings:

- The wall has effectively failed and is no longer functional. Most locations with defects present are likely to fail further over the next five years (based on visual inspection only - further investigation may discover greater deterioration).
- Installation of a safety rail in the current state could further jeopardise the integrity of the wall.
- An archaeologist will be consulted before proceeding with any works or modifications to the walkway/seawall and surrounds.
- A water supply line is located within the walkway, feeding in from the footbridge.
- Electrical supply lines are also present within the footpath.
- Geological investigations will be beneficial to inform any redesign or construction works.
- Future weather events and predicted rising sea levels will further deteriorate the seawall.
- The area is at high risk of coastal erosion sensitivity.
- Consenting will be for required physical works.
- Safety from falling measures will need to be put in place to meet NZBC requirements. A higher risk of injury is present due to jagged and uneven surfaces below.
- The concrete footing present is insufficient and undermining the structure of the seawall in some locations. Block failure of the toe of the wall with general slumping is also a contributor.
- Loss of grout in some areas have been patched. It is hard to determine the effectiveness of repairs without invasive investigation.

The next steps will be consideration of design options with Tomin and Taylor.

Through the Annual Plan process the team have applied to bring the funding for repair/replacement forward to next financial year.

Manu Bay Breakwater

Unfortunately, once again arrangements for the next Forum Workshop have been postponed due to Covid-19 meeting requirements (now traffic light level Red), and the advent of community transmission of the Omicron strain.

Raglan Wharf Structural Repairs, Pontoons and Walkways

A Registration of Interest (ROI) was uploaded to GETS on 18 January 2022 to identify prospective contractors wishing to carry out the physical works. The ROI closes at 4:00pm on 9 February 2022.

It is expected to have the suppliers shortlisted and the Request for Tender (RFT) sent to the invited tenderers on 25 February, with tenders scheduled to be closing on 25 March.

Other projects scheduled to be carried out during this financial year are:

- Greenslade Road Neighbourhood Park.

To	Raglan Community Board
Report title	Second Quarter Service Request Report to December 31 2021

1. Purpose of the report **Te Take moo te puurongo**

The purpose of this report is to update the Raglan Community Board on the second quarter service request reporting for Raglan ward.

2. Staff recommendations **Tuutohu-aa-kaimahi**

That the Raglan Community Board receives the report.

3. Attachments **Ngaa taapirihanga**

Attachment 1 – Second Quarter Service Request report

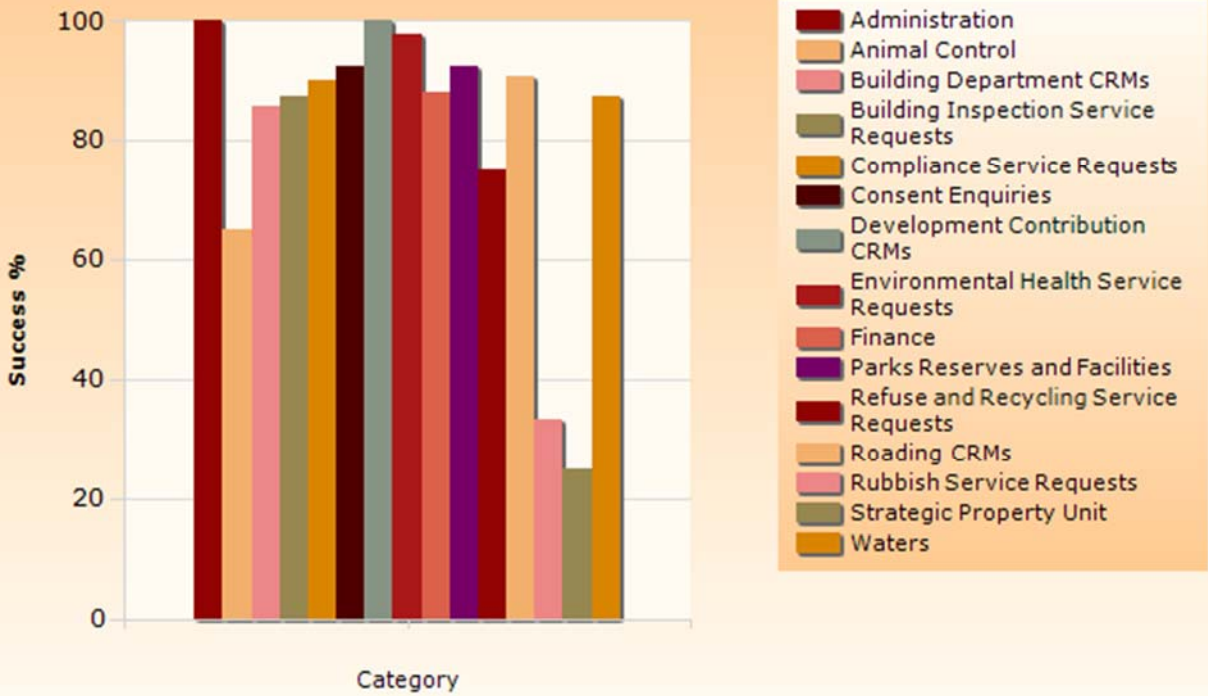
Date:	Wednesday, 9 February 2022
Report Author:	Evonne Miller
Authorised by:	Sue O’Gorman General Manager Customer Support

Date Range: 01/10/2021 to 31/12/2021

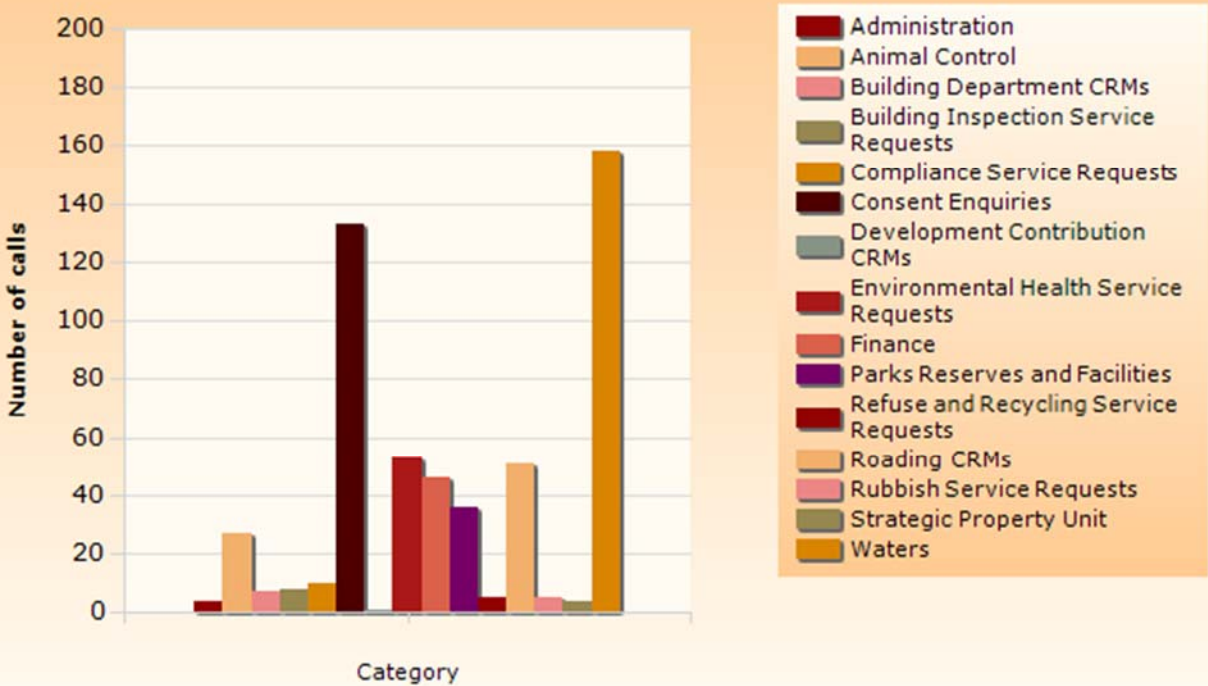
The success rate excludes Open Calls as outcome is not yet known.

1/27/2022 8:14:53 AM

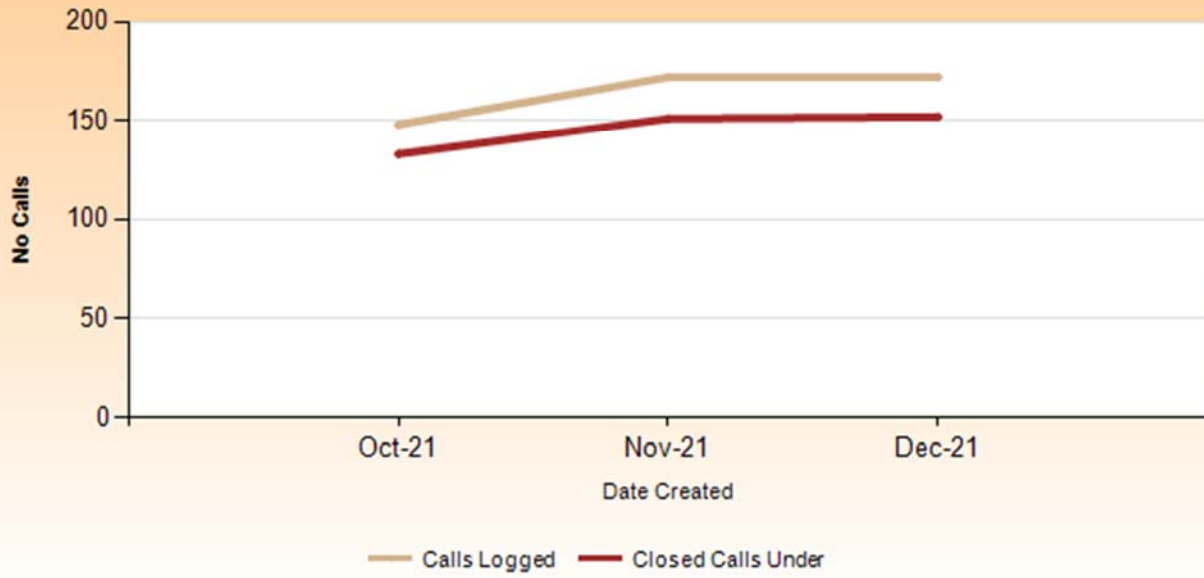
Call Completion % Success by Type



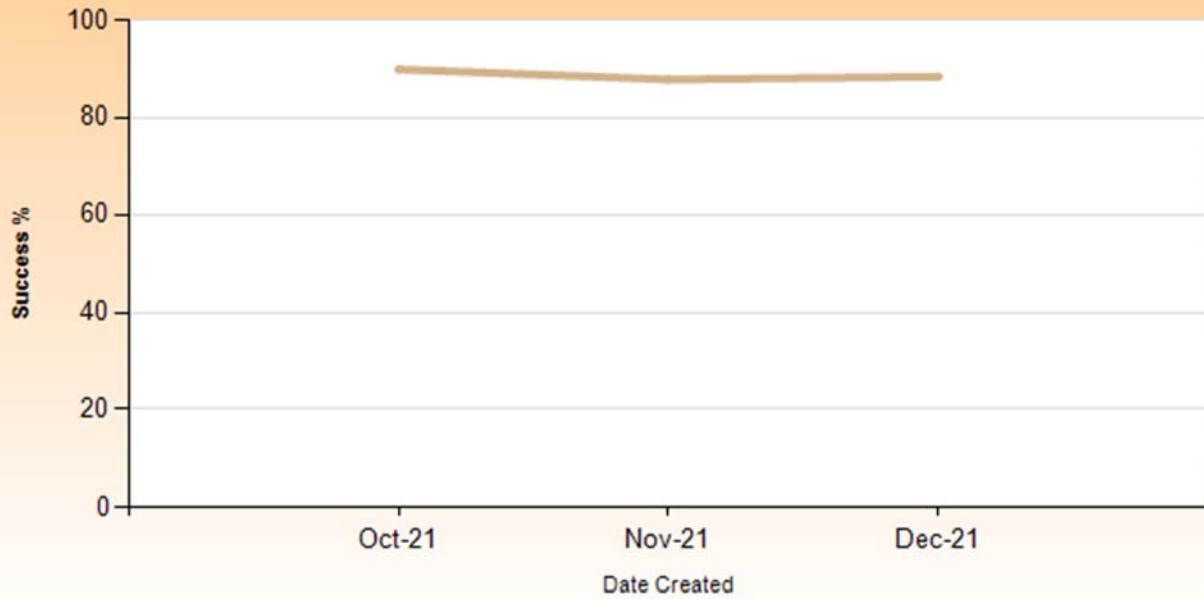
Number of Calls logged by Type



Volume of Calls Closed vs Calls Closed in Time



Completion Success per month



			Open		Closed		
Closed Calls are those calls logged during the time period that are now closed.	Open Calls are all the calls open for the ward and may have been logged at any time.	Number of Calls	Open Calls Over	Open Calls Under	Closed Calls Over	Closed Calls Under	Success Rate
Administration							
	Summary	4	1			3	100.00%
	Pro rated rates for the period xx to xx	4	1			3	100.00%
Animal Control							
	Summary	27	3	4	7	13	65.00%
	Animal Charges	2				2	100.00%
	Dog Property Visit	1				1	100.00%
	Dog Straying - Current	7			2	5	71.43%
	Dog Straying - Historic	1				1	100.00%
	Dog/Animal Missing	3		3			0.00%
	Dogs Aggression - Current	4			3	1	25.00%
	Dogs Aggression - Historic	6	3		1	2	66.67%
	Dogs Barking Nuisance	2		1		1	100.00%
	Livestock Trespassing - Current	1			1		0.00%
Building Department CRMs							
	Summary	7			1	6	85.71%
	PEO General Enquiry	7			1	6	85.71%
Building Inspection Service Requests							
	Summary	8			1	7	87.50%
	Building Inspection Service Requests	8			1	7	87.50%
Compliance Service Requests							
	Summary	10			1	9	90.00%
	Compliance - Unauthorised Activity	6				6	100.00%
	Freedom Camping incidents/complaints/queries	1				1	100.00%
	Illegal parking	2			1	1	50.00%
	Non-animal bylaws	1				1	100.00%
Consent Enquiries							
	Summary	133		13	9	111	92.50%
	Planning Process	1			1		0.00%
	Property Information Request	46		3	3	40	93.02%
	Rural Rapid Number assignment & purchase of plates	2		1		1	100.00%
	Zoning and District Plan Enquiries	84		9	5	70	93.33%

Development Contribution CRMs							
	Summary	1				1	100.00%
	Development Contribution Enquiries	1				1	100.00%
Environmental Health Service Requests							
	Summary	53	4		1	48	97.96%
	Environmental Health Complaint	1			1		0.00%
	Noise Complaint - Environmental Health	3				3	100.00%
	Noise complaints straight to contractor	49	4			45	100.00%
Finance							
	Summary	46	2	2	5	37	88.10%
	Credit Control Query	20	1	1	2	16	88.89%
	Rates query	26	1	1	3	21	87.50%
Parks Reserves and Facilities							
	Summary	36	3	6	2	25	92.59%
	Parks & Reserves - Aerodrome Issues	2	1			1	100.00%
	Parks & Reserves - Boat Ramp and Jetty issues	2		1		1	100.00%
	Parks & Reserves - Buildings	3				3	100.00%
	Parks & Reserves - Graffiti	1	1				0.00%
	Parks & Reserves - Park Furniture	1	1				0.00%
	Parks & Reserves - Raglan Wharf Issues	1				1	100.00%
	Parks & Reserves - Reserve Issues	22		5		17	100.00%
	Parks & Reserves - Urgent Public Toilet Issues	4			2	2	50.00%
Refuse and Recycling Service Requests							
	Summary	5		1	1	3	75.00%
	Recycling Not Collected	1				1	100.00%
	Refuse - Non-Collection	1				1	100.00%
	Refuse & Recycling Enquiries	3		1	1	1	50.00%
Roading CRMs							
	Summary	51		7	4	40	90.91%
	Footpath Maintenance - Non_Urgent	2		1	1		0.00%
	New Vehicle Entrance Request	15		1		14	100.00%
	Request 4 new street light path sign etc	1				1	100.00%
	Road Culvert Maintenance	5		1		4	100.00%
	Road Marking Sign & Barrier Maint Marker Posts	1				1	100.00%
	Road Safety Issue Enquiries	3		1	1	1	50.00%

	Roading Work Assessment Required - OnSite 5WD	13		3	1	9	90.00%
	Routine Roading Work Direct to Contractor 5WD Comp	3				3	100.00%
	Street Light Maintenance	2			1	1	50.00%
	Urgent - Footpath Maintenance	1				1	100.00%
	Urgent Roading Work 4Hr Response	4				4	100.00%
	Vegetation Maintenance	1				1	100.00%
Rubbish Service Requests							
	Summary	5	2		2	1	33.33%
	Abandoned Vehicle	2			2		0.00%
	Illegal Rubbish Dumping	3	2			1	100.00%
Strategic Property Unit							
	Summary	4			3	1	25.00%
	Council owned land CRMs	2			2		0.00%
	Lease and Licence Enquiry (Existing Lease/Licence)	1				1	100.00%
	Paper Roads Enquiries CRM	1			1		0.00%
Waters							
	Summary	158	2	6	19	131	87.33%
	3 Waters Enquiry	13			2	11	84.62%
	3 Waters Safety Complaint - Non Urgent	5	1	1		3	100.00%
	3 Waters Safety Complaint - Urgent	1			1		0.00%
	Drinking water billing	8				8	100.00%
	Drinking Water Final Meter Read	30		3		27	100.00%
	Drinking Water Major Leak	3				3	100.00%
	Drinking Water minor leak	62			8	54	87.10%
	Drinking Water quality	1				1	100.00%
	Drinking Water Quantity/Pressure	1				1	100.00%
	Fix Water Toby	7		1	2	4	66.67%
	No Drinking Water	1				1	100.00%
	Stormwater Blocked pipe	2				2	100.00%
	Stormwater Open Drains	1				1	100.00%
	Stormwater Property Flooding	4		1		3	100.00%
	Wastewater Odour	2				2	100.00%
	Wastewater Overflow or Blocked Pipe	7			3	4	57.14%
	Wastewater Pump Alarm	9	1		3	5	62.50%
	Waters - Drinking water new connection request	1				1	100.00%
Total		548	17	39	56	436	88.62%

