



Agenda for a meeting of the Pokeno Community Committee to be held in the Pokeno Community Hall, Cnr Great South Road and Market Street, Pokeno on **MONDAY, 1 AUGUST 2022** commencing at **7.00PM**.

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

3. 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.

4. CONFIRMATION OF MINUTES

Meeting held on Monday, 20 June 2022 3

5. PUBLIC FORUM

5.1 Presentation regarding Pokeno Public Toilets Replacement (Moirá Coutts) Verbal

6. CORRESPONDENCE

6.1 Inwards

6.2 Outwards

7. REPORTS

7.1 Councillors' Report Verbal

7.2 Update on Variation 3 to the Proposed Waikato District Plan Verbal

7.3 Works & Issues Report 10

7.4 Fourth Quarter Service Report 15

7.5 Subcommittee Reports Verbal

7.5.1 Strategy & Growth

7.5.2 Finance

7.5.3 Facilities – update of Facilities Committee

7.5.4 Events

7.5.5 Communications

7.6 Neighbouring Community Committees/Boards

- Mercer
- Onewhero-Tuakau

7.7 Other Business

8. KEY WORK PROGRAMMES

8.1 Main Street

8.2 Totara Park

8.3 Munro

8.4 Hub

9. PCC ACTION LIST

GJ Ion
CHIEF EXECUTIVE

To	Pokeno Community Committee
Report title	Confirmation of Minutes
Date:	1 August 2022
Report Author:	Grace Shaw, Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Team Leader

1. Purpose of the report

Te Take moo te puurongo

To confirm the minutes for the meeting of the Pokeno Community Committee held on Monday, 20 June 2022.

2. Staff recommendations

Tuutohu-aa-kaimahi

THAT the minutes for the meeting of the Pokeno Community Committee held on Monday, 20 June 2022 be confirmed as a true and correct record.

3. Attachments

Ngaa taapirihanga

Attachment 1 – PCC Minutes, Monday, 20 June 2022



MINUTES of a meeting of the Pokeno Community Committee held in the Pokeno Community Hall, Cnr Great South Road and Market Street, Pokeno on **MONDAY, 20 JUNE 2022** commencing at **7.00pm**.

Present:

Mr A Grainger (Chair)
Ms H Clotworthy (Deputy Chair)
Ms G Bullock (Secretary)
Mr R Odom
Ms T Burns
Mr B Birchall
Ms B Heath
Ms C Cherrington

Attending:

Mr B Johnson (Pokeno School)
Mr C Morgan (General Manager Community Growth)
His Worship the Mayor, Mr A Sanson
Mrs T Sanson

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Mr Odom/Ms Bullock)

THAT apologies for non-attendance be received from **Ms Janet Beatie, Ms Cecelia Heta, Cr Henderson and Ms Jenni Wild (NZTA).**

CARRIED

PCC2206/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Ms Clotworthy/Mr Odom)

THAT the agenda for a meeting of the Pokeno Community Committee held on **Monday, 20 June 2022** be confirmed and all items therein be considered in open meeting;

CARRIED

PCC2206/02

DECLARATIONS OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Mr Odom/Ms Bullock)

THAT the minutes of a meeting of the Pokeno Community Committee held on Monday, 28 Marh 2022 be confirmed as a true and correct record of that meeting;

CARRIED

PCC2206/03

PUBLIC FORUMCommunity Presentation

Mr Grainger discussed Munro Park. He advised that the proposed plan is a concept at this stage. WDC had \$5.5million set aside for the project, but we would need at least another \$0.5million to complete which would have to be fundraised. Development had been delayed due to the pandemic and various contracts had to be re-tendered as developers had insufficient staff to complete the work. Skatepark was approved and should be completed by 2025. He handed out copies of the proposal to the attendant members of the public.

Waka Kotahi

As Jenni Wild from NZTA sent her apologies (due to a family matter) there was no presentation. However, committee members had been sent a copy of her Powerpoint presentation.

Correspondence

In:

- Various emails from WDC forwarded by Secretary Ginny Bullock to committee members.
- Email from Jenni Wild (waka Kotahi) regarding update on SHI Build
- Email from Ian Davis advising he is resigning from the committee, effective immediately

Out:

- Emails to the Charities Commission regarding access to the portal. Ric Odom advised he is unable to access it even though we have the relevant password
- Letter to WDC regarding liquor outlets in Pokeno

COUNCILLOR'S REPORT

From Cr Church

- There would be a meeting shortly to introduce candidates for the upcoming elections. Anyone can be a candidate for all posts.

- Tree disease (Dutch elm, canker, etc) has moved south from the Auckland area and to keep an eye out for sick trees and advise WDC immediately.
- Future swimming pool for Pokeno is in Long Term Plan
- Whangarata Cemetery is open for dog walkers, picnickers, etc for next four or so years until use is started as a cemetery.
- Street lighting – if erratic or no service PCC advised to contact WDC and get order number. Ms Bullock said she had done this on 25 May regarding the lights at Pokeno/GSR intersection and nothing had been done
- Satellite for Dog Control and Transfer Station to be built in Bollard Road Tuakau. WDC has land now.
- No inorganic collections any more. WDC to communicate this to rate payers
- Lights/cameras added to rubbish trucks to reinforce collections to check on complaints etc.
- QR codes to be added to all council facilities which will connect to information regarding the facility.
- Pataka are to be re-introduced at Mark Ball Drive, Hitchen Road and Kowhai Downs. Council are preparing weather proof storage
- Pokeno Tennis Club. She referred the recent sudden death of Trevor Armstrong who was the representative of the club to WDC and confirmed that Bronwyn Heath is now the “go to” person. Ms Bullock asked about the entrance to the dog park from the Tennis Club which was being investigated pre-Covid lockdown due to safety on Avon Road and Jacqui said to liaise with Bronwyn.
- Dines/Fulton Hogan had only used \$7M of the 20/21 budget due to Covid and employment issues which has caused some projects to be deferred.

Works and Issues Report

The report was received and the following discussion was held:

- The General Manager Community Growth went through the points in the latest Works and Issues report.
- There was an audit taking place for the Pokeno Road layby.
- It was planned for 8 toilet pans to be installed in the next few months to replace temporary toilets.
- Regarding Easements from Munro Park, conversations were taking place with relevant parties. This was discussed and it seems that the easement from Munro Park to

Helenslee Road is already in jeopardy due to building already taking place on the subdivision at 21 and 55 Helenslee Road and the fact that the bottom area of the easement is a bog and will need extra drainage before being able to be used. Blair Johnson said there has been no conversation with him from anyone regarding easement access between Pokeno School and Munro Park. The General Manager Community Growth also said that the easement to Pokeno Road should not travel through school grounds as he is concerned about public access through the school due to possible crime, graffiti, general misbehaviour, etc.

- Pokeno Main Street concept plan deferred until August/September due to resourcing issues within the team.
- Conversations were taking place between WDC and Gull Service Station regarding signage, access to trucks and to ensure all conditions are compliant. A plan is to come regarding roading. PCC expressed their issues with the Gull Station and that trucks are already using it.
- Staff were investigating whether crossbars can be placed on lights for flags (Christmas Parade, Anzac Day, etc)
- No movement on changing meeting dates to four weekly as this does impact on staff at WDC regarding preparation of agenda etc. The Chair said we would keep to six weekly public meetings in the interim with 3 weekly “mini” meetings.

Subcommittee Reports

- Mr Odom advised he had written to WDC in response to their alcohol outlets in Pokeno request stating that there are 3 including Countdown in the main street alone and that Pokeno does not want or need any more outlets in any other part of the district where shops may be built in the future.
- The committee was advised that there were 66 direct and 85 appeals under 274's to the District Plan. Mayor Allen Sanson described the process to the committee and advised that some of the appeals may end up at the Environment Court which will be expensive and take a long time to resolve.

Finance

- Ms Clotworthy advised that there is a delay due to change of signatories for the trust.

Events

- Mr Grainger advised that no events had been organised since the last meeting. Cr Church suggested that the Gardening Club be approached to do planting again, similar to that done pre-Covid on the gully behind Helenslee Road.

Communications

- Ms Clotworthy advised that there is great progress with the PCC website. It is almost ready, easy to use and should be up and running by 27 July. It will be self-funding to start with and will put up points of interest in the community. She wanted a mission statement and asked the committee for suggestions.

Facilities

- Ms Clotworthy discussed cameras in the main street. ANPR is extremely expensive and it was suggested that the police be involved with the monitoring of cameras, The Courts do not accept private camera evidence. A lady from Papakura advised that installing the cameras there has reduced crime immensely. The police advised her that they consider Pokeno a low crime area.

Neighbouring Committees/Boards

- No communications from Onewhero or Mercer Boards.

OTHER BUSINESS:

Community Patrol

- Doug Rowe advised the new patrol car is fitted with police radio and is waiting decals. The other cars will follow and old car will be returned to Ebbetts. Roads are extremely narrow, particularly when cars are parked on both sides of the road. 3 patrols a week. It is difficult to catch those committing car theft as often the perpetrators wait until the patrol has passed before stealing cars. The patrol may extend to cover Tuakau too. His advice is to lock your car.

Pokeno Marae

- Mr Grainger and Ms Clotworthy are attending a meeting on 21 June in Ngaruawahia regarding the Marae and will report back to the committee at the next meeting

Great South Road Signage

- A request was made that all advertising signs opposite Market Square on Great South Road be removed as these are an impediment to pedestrians and are not safe. Bronwyn Heath suggested that all signs in the township also be looked at as they may be safety hazards. Staff advised they would look at this.

Speed Limits

- Some speed limits across the district changed on 02 June. These can be seen at the WDC website. Will take place immediately new signage goes up on the roads which may take some time as there are approximately 320 to be changed

Mayor's Statement

Mayor Sanson advised the following:

- Park'n'Ride has been approved between Pokeno and Papakura Railway Station. This will consist of a 12 seater bus, 100% funded by WDC, one journey each way for the

next 12 months. If usage warrants it, this will be increased. Commencement 2nd quarter 2022.

- He discussed the District Plan. Sleepyhead build starts shortly.
- 3 Waters. He advised costs of building/updating water infrastructure and how it is not cost-effective for number of residents.
- Local Government review after 08 October and released 20 October.
- He is retiring this year and as many as 5-6 new councillors out of 14 are retiring.
- He described what he calls “Better Off Funding” whereby government will borrow up to \$31.53M against council assets.

Statement from Blair Johnson from Pokeno School

- The school currently has 484 pupils and expects growth to 700-800 pupils. Ministry of Education wants to cap this to 600 pupils but he finds this unlikely. The MOE is looking at land for a second primary school to cater for extra growth. Pick up/drop off layby on Helenslee Road to be permanent. Stage one improvements are nearly complete. He explained about teaching spaces, rather than actual classes and said that Stage 2 will allow 2 extra teaching spaces

Meeting dates for 2022 are:

12 September

25 October

05 December

There being no further business the meeting was declared closed at 9.07pm

Minutes approved and confirmed this day of 2022.

Mr A Grainger
CHAIRPERSON

To	Pokeno Community Committee
Report title	Pokeno Works and Issues Report – August 2022
Date:	1 August 2022
Report Author:	Karen Bredesen, PA to General Manager Service Delivery
Authorised by:	Clive Morgan, General Manager Community Growth

1. Purpose of the report

Te Take moo te puurongo

To provide an update on issues arising from the previous meeting and works underway.

2. Staff recommendations

Tuutohu-aa-kaimahi

THAT the Pokeno Works and Issues Report – August 2022 be received.

3. Attachments

Ngaa taapirihanga

Attachment 1: Pokeno Community Committee Works and Issues Report – August 2022

Pokeno Community Committee's Works and Issues Report – August 2022

#	Issue and Action	Area	Status Update
1.	<p>Totara Park (Glenkirk) The BBQ was checked by Cushman & Wakefield and came back with installer needing to supply certificate of compliance. Roger Moore (developer) is trying to sort this. Metering was also an issue and has now been taken over by Counties Power who have to make some changes to bring it up to spec and once these are matters are finalised it can be livened</p>	Service Delivery, Ed McVicar	<p>AUGUST 2022: The Developer's electrician has a few minor works to undertake before Code of Compliance can be issued. This should be completed by the end of July.</p>
2.	<p>Pokeno Sports Park Easements to get to the park from the school is critical, plus Helenslee Road. There's private development behind the school now. Megan</p>	Community Connection, Rebecca Law	<p>AUGUST 2022: Staff are aware of attaining a connection between the school and sports field. Confidential conversations with the Ministry of Education are progressing.</p> <p><i>(Can this be removed from this report).</i></p>
3.	<p>Rubbish Bins WDC to provide a bin at Totara (Glenkirk) and Harriet Johnson Parks.</p>	Service Delivery, Community Connections	<p>AUGUST 2022: Rubbish bins have been installed at Totara (Glenkirk) and Harriet Johnson Parks.</p> <p><u>Rubbish Bin Audit</u> A district-wide rubbish bin audit is planned to be undertaken. Staff are still to engage a contractor to complete this work.</p> <p><i>(Can this be removed from this report).</i></p>

#	Issue and Action	Area	Status Update
4.	<p>Pokeno Main Street (Concept Design) The designers have not completed the concept design.</p>	Service Delivery, Ross Bayer	<p>AUGUST 2022: With the adoption of the Public Realm project covering street configuration in Pokeno, the main street project will now be rescoped. This is expected to be available for consultation by December 2022.</p> <p><i>(Can this be removed from this report as the Committee will be consulted when the concept plan becomes available).</i></p>
5.	<p>The new Gull station - One way in and one way out. Issues with traffic. They sit in the middle of the white line. Trucks using this as well and sitting in the middle of the road. Two near misses. Gull truck itself came from the south and turned right into it. This is all part of their conditions. Exit signs are poor - no left turn only signs. Committee wants to signal that traffic engineers don't seem to apply common sense. Exactly what the community said will happen has happened. What the committee is finding in the consenting process is that you can hire experts to get stuff through, and hearing commissioners don't listen to local knowledge. Community left holding the baby. Signage is an issue. Eg "no trucks allowed". Needs to be upgraded at gull's cost.</p>	Consents Manager, Ana Maria d'Aubert	<p>JUNE 2022: Council's Monitoring Officer investigated and attempted contact with the owners/consent holders to see what could be done to resolve the traffic issues.</p> <p>Staff continue to work with them to ensure all conditions are compliant.</p> <p>AUGUST 2022: Staff continue to monitor to ensure all conditions are compliant.</p> <p><i>(Can this be removed from this report).</i></p>
6.	<p>10 Market Street Request for site to be cleaned up and maintained.</p>	Community Connections, Ed McVicar	<p>AUGUST 2022: No update due to staff illness.</p>
7.	<p>Flag poles on the light posts. Not the ones that go across the street, but the individual small flags on each light post. Eg to put up flags for ANZAC or Christmas.</p>	Community Connections, Ed McVicar	<p>AUGUST 2022:</p>

#	Issue and Action	Area	Status Update
	<p>Action: 3 May 2022 Investigate options for street light flag attachments.</p>		Staff are investigating different options. No update due to staff illness.
8.	<p>Pokeno Road Layby – the layby near the new traffic lights – Cecelia has had a few complaints re safety of the road. From those who live on Pokeno Road, coming from Tuakau. There are two entries a top one and the bottom one. The entrances are hard to see.</p> <p>Action: 3 May 2022 Consider options to increase safety/visibility of entry/exit into layby.</p>	Roding, Ross Bayer/Gareth Bellamy	AUGUST 2022: This will be looked at in the final safety audit. Staff expect this now to be completed by the end of September 2022.
10.	Entrance to Dog Park form the Tennis Club - Pokeno	Community Connections, Megan May	AUGUST 2022: The connectivity between the new carpark and the dog park will be included in the tennis court project. This will include access into the park from the northern side of the park (hence avoiding walking along the road) and a solution to cross the swale/drain. Staff anticipate pricing of this project will be received in the coming week and will then be programmed for delivery.

Note: Please note that the Website matter has been removed from this report. Information relating to this subject can be found in previous agendas.

COMMUNITY PROJECTS TEAM UPDATE (As at 14 July 2022)**Pokeno Tennis Courts**

HEB Construction have provided the pricing for the proposed works, and this is currently being reviewed.

Pokeno Sports Park – Northern Fill and Carpark Construction

The contract is being written for the importing of cleanfill and construction of the Munro Sports Park up to the final field level, and construction of the carpark.

Construction is scheduled from October 2022 to April 2023.

Pokeno Toilet Replacement

The Community Projects team (Moyra Coutts and Regan Powell) will be presenting to the meeting the options for the replacement toilets (roof option, cladding and colour options) as well as confirming the toilet module layouts and any modifications needed such as for little library and bike racks.

The extent of consultation for the options is also to be discussed.

The standard toilet module design is complete and working its way through the building consent process. It is intended to have the modules constructed at the contractor's construction yard, then transported to the individual sites for installation. The contract for this construction will go out to the market with an extended tendering timeframe to reflect the additional time needed by contractors to receive pricing from subcontractors and material availability in this current restricted market.

Pokeno Main Street Upgrade

Preliminary and investigation works are continuing.

To	Pokeno Community Committee
Report title	Fourth Quarter Service Request Report to 30 June 2022
Date:	1 August 2022
Report Author:	Evonne Miller, PA to General Manager Customer Support
Authorised by:	Sue O’Gorman, General Manager Customer Support

1. Purpose of the report

Te Take moo te puurongo

The purpose of this report is to update the Pokeno Community Committee on the Fourth Quarter Service Request Report to 30 June 2022.

2. Staff recommendations

Tuutohu-aa-kaimahi

THAT the Fourth Quarter Service Request Report to 30 June 2022 be received.

3. Attachments

Ngaa taapirihanga

Attachment 1 – Fourth Quarter Service Request Report for Pokeno Community Committee

Service Request Time Frames for POKENO Community Committee

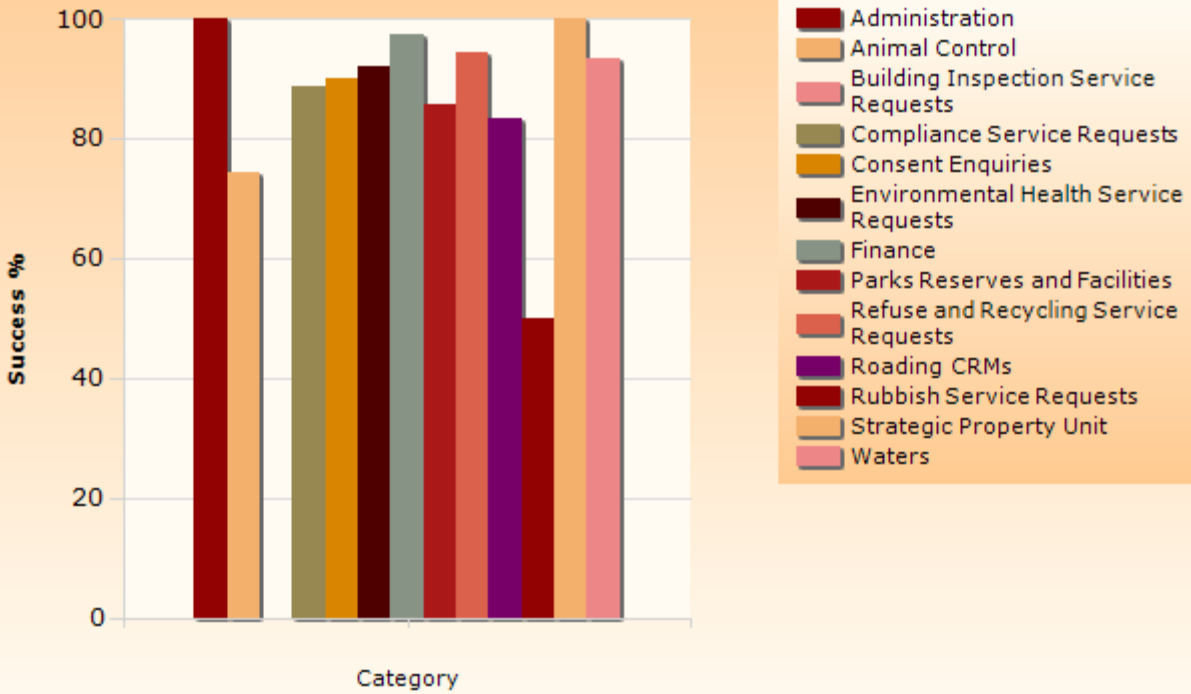


Date Range: 01/04/2022 to 30/06/2022

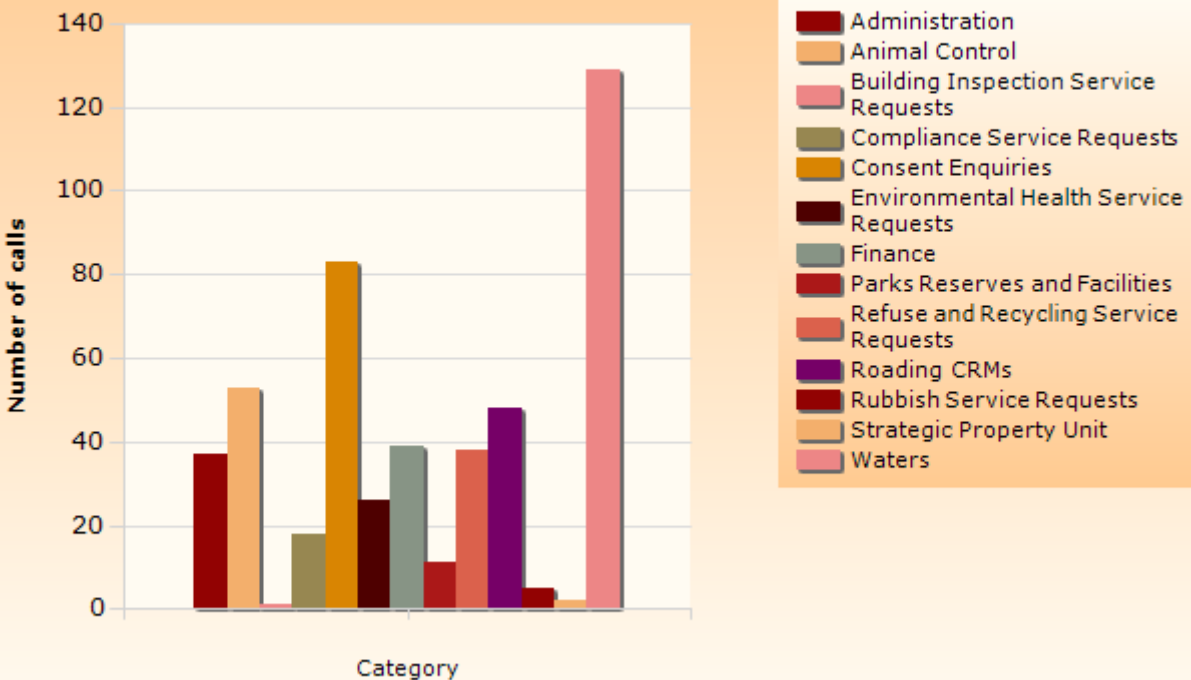
The success rate excludes Open Calls as outcome is not yet known.

7/7/2022 10:42:53 AM

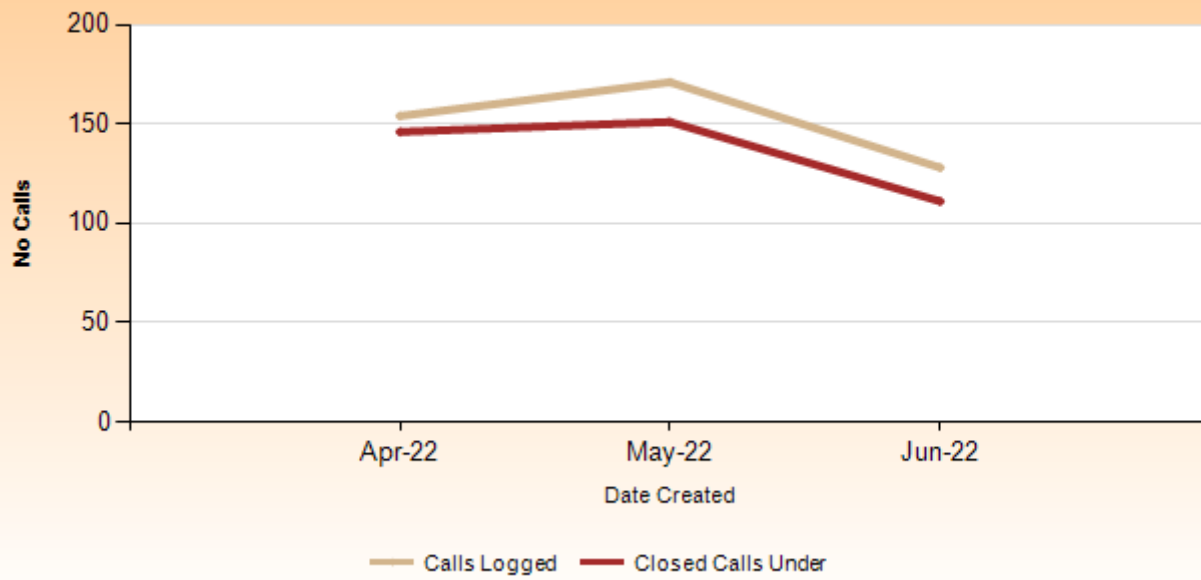
Call Completion % Success by Type



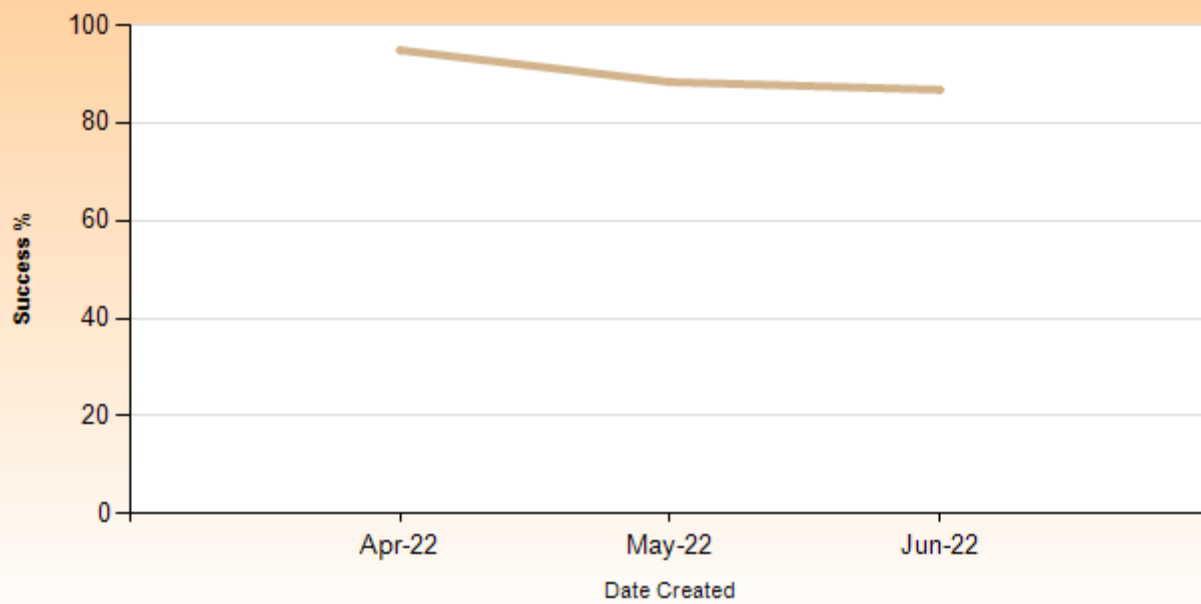
Number of Calls logged by Type



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 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	37	1			36	100.00%
	Pro rated rates for the period xx to xx	37	1			36	100.00%
Animal Control							
	Summary	53		6	12	35	74.47%
	Animal Charges	1			1		0.00%
	Dog / Cat Trap Required	1		1			0.00%
	Dog Control Assist Police	1				1	100.00%
	Dog Property Visit	5			2	3	60.00%
	Dog Straying - Current	10			5	5	50.00%
	Dog Straying - Historic	3				3	100.00%
	Dog Surrender	1				1	100.00%
	Dog Welfare - Immediate threat to life	1				1	100.00%
	Dog Welfare - Not immediate threat to life	1				1	100.00%
	Dog/Animal Missing	2		2			0.00%
	Dogs Aggression - Current	3			2	1	33.33%
	Dogs Aggression - Historic	6				6	100.00%
	Dogs Barking Nuisance	15		3	1	11	91.67%
	Livestock Trespassing - Current	3			1	2	66.67%
Building Inspection Service Requests							
	Summary	1			1		0.00%
	Building Inspection Service Requests	1			1		0.00%
Compliance Service Requests							
	Summary	18	8	1	1	8	88.89%
	Compliance - Animal Bylaw	2				2	100.00%
	Compliance - Unauthorised Activity	10	6	1		3	100.00%
	Freedom Camping incidents/complaints/queries	1			1		0.00%
	Illegal parking	4	2			2	100.00%
	Non-animal bylaws	1				1	100.00%
Consent Enquiries							
	Summary	83		2	8	73	90.12%
	Land Hazard Notifications	1				1	100.00%
	Planning Process	1				1	100.00%

	Property Information Request	31		1	3	27	90.00%
	Rural Rapid Number assignment & purchase of plates	1				1	100.00%
	Zoning and District Plan Enquiries	49		1	5	43	89.58%
Environmental Health Service Requests							
	Summary	26		1	2	23	92.00%
	Environmental Health Complaint	6		1	2	3	60.00%
	Noise Complaint - Environmental Health	1				1	100.00%
	Noise complaints straight to contractor	19				19	100.00%
Finance							
	Summary	39			1	38	97.44%
	Credit Control Query	29			1	28	96.55%
	Rates query	10				10	100.00%
Parks Reserves and Facilities							
	Summary	11		4	1	6	85.71%
	Parks & Reserves - Graffiti	1			1		0.00%
	Parks & Reserves - Reserve Issues	10		4		6	100.00%
Refuse and Recycling Service Requests							
	Summary	38		1	2	35	94.59%
	New collections	2			1	1	50.00%
	Recycling Not Collected	21		1		20	100.00%
	Refuse - Non-Collection	14			1	13	92.86%
	Refuse & Recycling Contractor Complaints	1				1	100.00%
Roading CRMs							
	Summary	48		6	7	35	83.33%
	Boundary fences on roads - permanent & temporary	1		1			0.00%
	Footpath Maintenance - Non_Urgent	1		1			0.00%
	New Vehicle Entrance Request	21		1		20	100.00%
	Request 4 new street light path sign etc	2		1		1	100.00%
	Road Culvert Maintenance	1				1	100.00%
	Road Marking Sign & Barrier Maint Marker Posts	1		1			0.00%
	Road Safety Issue Enquiries	2			1	1	50.00%
	Roading Work Assessment Required - OnSite 5WD	4			1	3	75.00%
	Routine Roding Work Direct to Contractor 5WD Comp	1				1	100.00%
	Street Light Maintenance	8		1	3	4	57.14%

	Urgent Rooding Work 4Hr Response	3			1	2	66.67%
	Vegetation Maintenance	3			1	2	66.67%
Rubbish Service Requests							
	Summary	5	1		2	2	50.00%
	Abandoned Vehicle	1			1		0.00%
	Illegal Rubbish Dumping	4	1		1	2	66.67%
Strategic Property Unit							
	Summary	2				2	100.00%
	Paper Roads Enquiries CRM	2				2	100.00%
Waters							
	Summary	129		6	8	115	93.50%
	3 Waters Enquiry	3			2	1	33.33%
	Drinking water billing	14		1		13	100.00%
	Drinking Water Final Meter Read	63		5	1	57	98.28%
	Drinking Water Major Leak	7			2	5	71.43%
	Drinking Water minor leak	7			1	6	85.71%
	Drinking Water quality	3				3	100.00%
	Fix Water Toby	13				13	100.00%
	No Drinking Water	2				2	100.00%
	Wastewater Overflow or Blocked Pipe	1				1	100.00%
	Wastewater Pump Alarm	15			2	13	86.67%
	Waters - Drinking water new connection request	1				1	100.00%
Total		490	10	27	45	408	90.07%