



Agenda for a meeting of the Pokeno Community Committee to be held via Audio Visual Conference on **MONDAY, 18 OCTOBER 2021** commencing at **7.00PM**.

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

3. PUBLIC FORUM

4. DISCLOSURES OF INTEREST

3

The Register of Interests for the Pokeno Community Committee is attached for information purposes and for members to update any interests they may have.

5. CONFIRMATION OF MINUTES

Meeting held on Monday, 6 September 2021

5

6. CORRESPONDENCE

6.1 Inwards

6.2 Outwards

7. PUBLIC FORUM

8. REPORTS

8.1 Pokeno Works and Issues Report – September 2021

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8.2 Pokeno Community Committee Schedule

Chairperson

8.3 Subcommittee Reports

Verbal

8.3.1 Strategy & Growth

8.3.2 Finance

8.3.3 Facilities – update of Facilities Committee

8.3.4 Events

8.3.5 Communications

- Pokeno Community Facebook page
- Contacting the Committee

8.4 Neighbouring Community Committees/Boards

- Mercer
- Onewhero-Tuakau

8.5 Councillors' Report

Verbal

8.6 Other Business

9. **PCC ACTION LIST**

Gj Ion
CHIEF EXECUTIVE

Open Meeting

To	Pokeno Community Committee
From	Gavin Ion Chief Executive
Date	18 October 2021
Prepared by	Lynette Wainwright Democracy Advisor
Chief Executive Approved	Y
Reference #	GOV0303
Report Title	Register of Interests

1. EXECUTIVE SUMMARY

A copy of the Register of Interests is attached for the Committee's information. The register will be updated following receipt of information during the year.

2. RECOMMENDATION

THAT the report from the Chief Executive be received.

3. ATTACHMENTS

Register of Interests – Pokeno Community Committee

Register of Elected Members Interests - Community Committees

Name	Community Committee	Financial Interests <i>Please refer to Statement Reference here.</i>		Non - Financial Interests								
		1 to 6	With the exception of	Companies		Employment	Other Organisations		Property	Gifts (received since 21 October 2019)	Payments for activities and services (since 21 October 2019)	Debts
				Director/Manager	Financial Interests		Trustee/Beneficiary	Governing Body				
Ric Odom	Pokeno	No	N/A	Franklin Hospice Charitable Trust (Provision of palliative care)	Jeneric Investments Ltd. (Investment)	Franklin Hospice Charitable Trust (Provision of palliative care)	Jeneric Family Trust (Trustee)	Franklin JP Assn (Council member. Justices of the Peace)	1x Pokeno (Owner/Trustee)	N/A	N/A	New Zealand Home Loans (Mortgage)
Helen Clotworthy	Pokeno	No	N/A	Pokeno Bacon Co. (Manufacturers-Retailers)	Pokeno Bacon Co. (Manufacturers-Retailers)		David Evans Family Trust (Trustee & Beneficiary)	Pokeno Hall Committee (Treasurer) Pokeno Community Hall (Manager)	x4 Pokeno (Owner)	N/A	N/A	N/A
Allen Grainger	Pokeno	No	N/A	<ul style="list-style-type: none"> •Waikato Rugby Union •Frankton Rugby Sports Club Inc 	N/A	N/A	N/A	<ul style="list-style-type: none"> • Waikato Rugby Union (Vice-President and Board member) * WRU 2021 Centennial Committee (Board member) • Frankton Rugby Sports Club (Chairman) * Hamilton Rugby Union Inc (Chairman) * Waikato Central Junio Rugby Board (Delegate) 	N/A	N/A	N/A	N/A
Peter Koizumi	Pokeno											
Kris Hines	Pokeno	No	N/A	N/A	N/A	N/A	N/A	N/A	1x Pokeno (Owner)	N/A	N/A	N/A
Brenda Ann Roberts	Pokeno	No	N/A	N/A	N/A	Ministry of Education	N/A	N/A	N/A	N/A	N/A	N/A
Doug Rowe	Pokeno	No	N/A	INCOMPLETE FOR REST								
James McRobbie	Pokeno	No	N/A	McRobbie Bros Ltd (Earthworks)	McRobbie Bros Ltd (Earthworks)		Bombay War Memorial Trust (Trustee) Blisland Trust (Trustee)	Bombay Rugby Inc (Member)	x4 Pokeno(Owner)	N/A	N/A	N/A

YELLOW INDICATES THAT THE MEMBER DID NOT SUBMIT A COMPLETED FORM

Open Meeting

To	Pokeno Community Committee
From	Gavin Ion Chief Executive
Date	18 October 2021
Prepared by	Lynette Wainwright Democracy Advisor
Chief Executive Approved	Y
Reference #	GOV0516
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes for the meeting of the Pokeno Community Committee held on Monday, 6 September 2021.

2. RECOMMENDATION

THAT the minutes for the meeting of the Pokeno Community Committee held on Monday, 6 September 2021 be confirmed as a true and correct record.

3. ATTACHMENTS

PCC Minutes – Monday, 6 September 2021



POKENO COMMUNITY COMMITTEE

Minutes for the six-weekly Pokeno Community Committee meeting held by Zoom meeting on Monday 6 September 2021 commencing at 7.00pm.

Committee Members Present	Ric Odom (Chair), Helen Clotworthy (Deputy Chair), Ginny Bullock (Secretary), James McRobbie, Brenda Roberts, Kris Hines, Allen Grainger
Guests in Attendance	Mike Lyons (WDC) Matt Kofoed (Downer), Tony Whittaker (WDC)
Councillors in Attendance	Cr Jacqui Church, Cr Stephanie Henderson
Apologies	Doug Rowe, Nick Johnson (WDC - Council)

WELCOME AND INTRODUCTIONS

The Chair welcomed attendees.

APOLOGIES AND LEAVE OF ABSENCE

Agenda Item 1

Moved by Ric Odom
Seconded by Kris Hines

The apologies from Doug Rowe and Nick Johnson be received.

CARRIED

CONFIRMATION OF STATUS OF AGENDA

Agenda Item 2

Moved by Allen Grainger
Seconded by Ginny Bullock

The agenda was confirmed.

CARRIED

PUBLIC FORUM

Agenda Item 3

Matt Kofoed advised that they had found a power cable under the road, so are waiting for Chorus and COVID lockdown Level 4 to change to Level 3 for access. Hoping to do all work in one seamless action once work resumes. Brenda advised that Chorus have been at intersection of Ford Street and Pokeno Road taking photos of each lamp post regarding power installation.

The Committee was advised that different barriers to prevent illegal access to Pokeno Road are not possible and that the current barriers are joined together, which should prevent through access.

Brenda wants barriers narrowed on temporary walkway on Pokeno Road to prevent motorcycles using it as a quick way to/from Great South Road. Tony said he would look into this.

Helen Clothworthy needs a timeline for two options for Great South Road as discussed at earlier meeting. Tony to advise on where these are at. Once again, this is COVID delayed. Specific maps to be advised to Pokeno Community Committee.

Totara Park

Tony to check with Megan, as barbeques not connected and park still does not have rubbish bins or the agreed playground equipment. Improved lighting needs to be installed. No basketball court installed or other facilities for teenagers. Dines have not reported back to the Committee regarding upgrade.

DISCLOSURES OF INTEREST

Agenda Item 4

No disclosures of interest.

CONFIRMATION OF MINUTES

Agenda Item 5

Moved by James McRobbie

Seconded by Kris Hines

THAT the minutes of the meeting of the Pokeno Community Committee held Monday 26 July 2021 be confirmed as a true and correct record.

CARRIED

CORRESPONDENCE

Agenda Item 6

Inwards

Agenda Item 6.1

Gull asked for extension due to COVID lockdown. New hearing date set 10 September for appeals. Ric Odom to represent the Committee.

Outwards

Agenda Item 6.2

No outwards correspondence.

REPORTS

Agenda Item 7

Pokeno Community Committee Schedule

No update, but this will be an ongoing agenda item. Update on Trust application deferred until next meeting due to COVID delays.

Need to set up Annual General Meeting and date for elections.

Subcommittee reports

Agenda Item 7.7

No reports.

Community Committees / Boards

Agenda Item 7.8

No reports.

Councillor Church

Agenda Item 7.9

Cr Church gave her report which included:

- Wanting to know about \$20,000 held by Council for Pokeno. What is it for? Agreed by meeting to remove the word 'planting' from remit.

Moved by Allen Grainger

Seconded by Kris Hines

- A community working bee planted 300 plants on the wetlands walkway by Galston Court, some of which have already been stolen.
- Funding came from Momentum and a private donor for Pokeno Lions and Catholic community to provide pataka (food banks) around Pokeno. Allen Grainger felt that Pokeno Community Committee should have been advised in advance, as there are several different agencies around the district which would have been interested in assisting with this and Pokeno Community Committee is invested in representing Pokeno.

OTHER BUSINESS

Agenda Item 7.10

Street Names

Helen Clotworthy has a list of street names for Council to review. She is getting histories of local Pokeno people to put forward to Council. It is not easy as many suggestions are rejected by Council.

James McRobbie wants to know criteria for street names. Helen advised that often names are rejected if there are similar or the same names within the Waikato area. Two extra names, Cyril Martin and Percy Harris were put forward by Allen Grainger on behalf of Doug Rowe. Ginny Bullock suggested native trees or bird names.

Cr Church suggested Norman Watson who attended Whangarata School in 1920's. She suggested QR Codes be posted to poles in Pokeno to give details of local history and historical people of interest. There is a process for Maori names. List of current names in north Waikato sent to Committee members by email.

Ric Odom wants Council to advise Committee on the reason for rejection of names put forward.

Kowhai Downs

Allen Grainger asked Council about who is responsible for maintenance in Kowhai Downs. It has been divested to Council and nothing has been done since. Storm water drainage is a major issue, as some reeds (which are integral part of this) have been removed, cut down by new residents. Ditches are the responsibility of Watercare. Berms to be mown by residents. Tony said to log this with Council and copy both himself and Cr Church to be followed up.

Speed restrictions

Ideas sent to Ric who passed these on to Cr Church. Cr Church to send map of North Waikato limits to Committee members. Most Pokeno Community Committee members thought 40 kms in residential areas and 50 kms in rest of district including central business district. However, James McRobbie felt that 50 kms, at roundabout at Dean Road, might be problematic for trucks coming from State Highway 1.

Communications

Website

Helen has found original web designer who is happy to continue for a fee. There is a website building tool which is relatively simple to use. It was thought an annual fee of \$500 to set up and maintain a reliable website might be all that is needed.

Tony advised Council has \$500 to assist setting up Pokeno Community Committee website, but this has to be maintained by Pokeno Community Committee and needs someone experienced in websites to keep it updated.

ACTION POINTS FOR OCTOBER MEETING

Agenda Item 8

- Ric Odom to:
 - Confirm Annual General Meeting and date for elections (held bi-yearly).
 - Provide update for Pokeno Community Committee Schedule and update on Trust application.

- Tony Whittaker to respond to items listed under Agenda Item 3:
 - Brenda Roberts request for barriers to be narrowed on temporary walkway.
 - Helen Clotworthy's request for timeline with two options for Great South Road.
 - Totara Park – Barbeques not connected, rubbish bins, playground equipment, basketball court and improved lighting not installed along with other facilities.

- Tony Whittaker to respond to item listed under Agenda Item 7.9:
 - Pokeno Community Committee's request to understand more about the \$20,000 held by Council for Pokeno.

- Council to provide reason for rejection of streets names put forward (Agenda Item 7.10 – Street Names).

- Allen Grainger to lodge Kowhai Downs issues with Council and to copy Tony Whittaker and Cr Church in for follow-up purposes (Agenda Item 7.10 – Kowhai Downs).

- Cr Church to send map of North Waikato limits to Committee Members (Agenda Item 7.10 – Speed Restrictions).

Chair Ric Odom thanked visitors and the public for their attendance and contribution.

There being no further business the meeting was closed at 8:30 pm.

NEXT MEETING

The next meeting of the Pokeno Community Committee is Monday 18 October 2021 at 7.00 pm at the Pokeno Community Hall.

Open Meeting

To	Pokeno Community Committee
From	Clive Morgan General Manager Community Growth
Date	18 October 2021
Prepared by	Karen Bredesen PA to the General Manager Service Delivery
Chief Executive Approved	Y
Reference/Doc Set #	PCC2021; ECM # 3267533
Report Title	Pokeno Works and Issues Report – September 2021

1. EXECUTIVE SUMMARY

This report is to update the Pokeno Community Committee on issues arising from the previous meeting.

2. RECOMMENDATION

THAT the report from the **General Manager Community Growth** be received.

3. ATTACHMENT

- Pokeno Community Committee's Works and Issues Report – September 2021

PCCs Works and Issues Report – September 2021

#	Issue and Action	Area	Status Update
1	<p>Works Programme Following the presentation to the Committee at the 15 June 2021 meeting, weekly communication updates on current roadworks are being provided by Waikato District Alliance staff.</p> <p>An overview of roading projects is being prepared for the community and is scheduled to be distributed in August.</p> <p>Service Delivery Projects</p> <ul style="list-style-type: none"> ▪ Wanting to understand the impact of Lockdown on project delivery timelines ▪ To update the flier which is going to community 	Service Delivery, John Brown	<p>AUGUST 2021: The content has been completed. The information pamphlets will now not be available until the October meeting due to lockdown bottlenecks.</p> <p>SEPTEMBER 2021: There will be an impact from lockdown, but the details are not available yet. All comms are on hold pending a re programming exercise</p> <p>Discuss with committee the merits of keeping these communications digital so they can be kept updated rather than a brochure which will date in these uncertain times.</p>
2	<p>Totara Park completion</p> <ul style="list-style-type: none"> ▪ Keen to ensure proposed park is to deliver on the original plan agreed by the community ▪ Keen to have half basketball court ▪ Carving for entranceway ▪ BBQ functioning, rubbish bins, playground equipment 	Service Delivery, Megan May	<ul style="list-style-type: none"> ▪ The consultation process with the community, led by the developer, resulted in a concept plan. The community priorities have been delivered based on a floating line of what the developer was prepared to invest. ▪ The half basketball court was not a priority from the community consultation. Significant funds are being spent at Munro park which may result in a basketball court. As a general rule, basketball courts are not normally located at Neighbourhood parks such as Totara. ▪ The whakairo/waharoa/tomokanga (entrance carving) was an item discussed between the community and the developer. The developer is still in discussion with the carver who is very busy with NZTA work.

#	Issue and Action	Area	Status Update
			<p>It is still on the agenda but no commitment re timing given carver's other priorities.</p> <ul style="list-style-type: none"> ▪ The developer has committed to connecting the BBQs. This has been delayed due to Counties Power availability and Covid lockdowns. A district wide audit of rubbish bins is currently underway and, once this is completed, a new rubbish bin may be installed.
3	<p>Pokeno Main Street Proposed that staff prepare one option based on road safety review etc such that this could potentially be added to or deducted from – rather than 2 options</p>	Service Delivery, Ross Bayer	A meeting was held with Cr Church and Service Delivery staff. The outcome of that meeting is that a preferred option for communication with the community will not be available until February 2022 due to the need to progress the design to a more developed stage.
4	<p>Whangarata Cemetery</p> <ul style="list-style-type: none"> ▪ Would like to see a staging map ▪ Keen to understand whether the cemetery could be used as a rec space for walking, etc while not needed as cemetery – appreciate this could be culturally insensitive ▪ Keen for gates to stop inappropriate vehicle use 	Service Delivery, Megan May	<ul style="list-style-type: none"> ▪ Staging map attached. ▪ Staff are investigating alternative recreational uses for the developed area at the cemetery. We are keeping in mind the primary purpose of the area is for cemetery so any alternative temporary activity will require clear signage and messaging to manage community expectations for this activity to continue once it is utilised for the primary purpose. The Dog Control Bylaw is currently being reviewed, if this site is considered then it is through this bylaw consultation process for the community to express their opinion or concern. ▪ Staff are currently investigating the installation of gates, with considerations given to the house located at 327b.

#	Issue and Action	Area	Status Update
5	Road Names <ul style="list-style-type: none"> ▪ Frustrated by effort that goes into name proposals to then only have them knocked back – i.e. could be good community rationale but gets knocked back due to similarity of road name within what they consider to be a long way away. ▪ Is there a better way – 2 step process to avoid a lot of work for no outcome – ensure name is not conflicted with another before preparing the time consuming story behind the name 	Ross Bayer	The process for Road Naming, is that community groups can themselves check with LINZ re other similar names nearby - this is in fact the recommended process. Either way there needs to be a check re nearby names and this could even be done in Google.
6	Committee Funding Wanting confirmation that committee administration funding is now available as supported by Mayor in LTP.	Julie Dolan. Lianne	This is work in progress.
7	Website <ul style="list-style-type: none"> ▪ Agreed \$500 subscription available to support the committee for establishment of community website. ▪ This is currently with Helen Clotworthy re way forward. 	Helen Clotworthy	Helen to provide an update at the October meeting.
8	Kowhai Downs <ul style="list-style-type: none"> ▪ Concerned with LOS – Allen to send detail of issues for staff to explore. 	Allen Grainger	Tony Whittaker has provided Allen Grainger with a separate update in response to the questions he raised. A site visit will be arranged with appropriate staff once lockdown restrictions are removed.

COMMUNITY PROJECTS TEAM UPDATE (As at 30 September 2021)

Parks - Munro Road Sports Park

Following discussions and pricing for the effects of the Covid-19 border crossing for trucks bringing in imported fill, and alternative options for supply within the border, as well as risks around health and safety under Alert Level 3, it has been decided to suspend works at this stage. Once the alert level drops down and the boundary opens, the situation can be reviewed, and ideally contractors Gleeson and Cox can then establish the sediment controls and start the importing of fill.

Work was originally planned to commence Monday, 4 October 2021 and expected to take 16 weeks. All works were to be completed by 4 March 2022. The delay from this will be dependent on the time from the end of September when the Contractor was programmed to establish, through to the reduction in alert levels allowing work to commence.

Cemeteries - Whangarata Cemetery Development (Watermain Repair)

The contract to repair the watermain damaged by Counties Power contractors during the installation of buried power transmission cables has been delayed due to the Covid lockdown. Works will be rescheduled once the lockdown reduces sufficiently to enable contractor access.

Pokeno Toilet Replacement

Design work is being finalised, with the review completed and resulting amendments being organised. Renderings of the roof outline, and cladding options are being prepared for consultation, to enable the community to determine the roof shape, external cladding, and colour. These renderings are expected to be completed at end of October.

The location and orientation of the proposed toilets are being considered in conjunction with the preliminary design for the Main Street upgrade in Pokeno. This is to ensure the two projects compliment each other. The community will be provided with a proposed location within the Main St upgrade design with options, for review.

Pokeno Main Street Upgrade

The preliminary designs are being further refined following prior discussions to provide a base design, with various options for crossing types, kerb treatment, and integration with adjacent works (public toilet replacement, and Wellington St carpark). This will be presented to the committee for review and discussion and will feed into the detailed construction drawings.

Existing services are being reviewed and discussions with service authorities are being carried out to identify any future upgrades that can be brought forward, or ducting installed to futureproof to avoid significant disruption in the years immediately after the Main Street upgrade.

Roading Design Works

Design will also get underway for the roading works planned in the next few years, including:

- Pokeno Rd – Pokeno Bridge to Munro Rd Corridor Upgrade
- Munro Rd / Pokeno Rd Intersection – this is the scheme design phase.
- Great South Road / Pokeno Rd Intersection design
- Helenslee Rd – Munro Rd to SH1 Interchange upgrade design

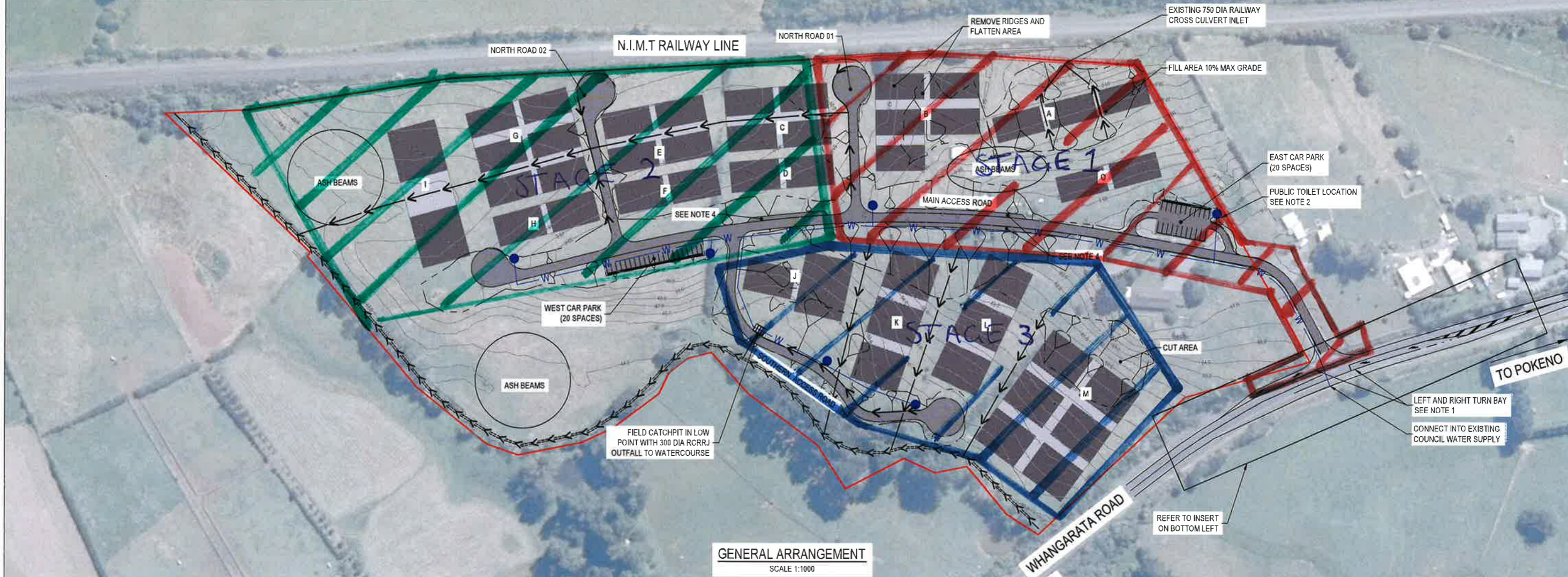
- Munro Rd One Lane Bridge (construction currently scheduled for 2024/25)
- Culvert upgrades are scheduled for this summer construction season on Munro Rd (aligns with new stream alignment), and works on Ford Rd culvert.

Designs will be provided for review as they develop.

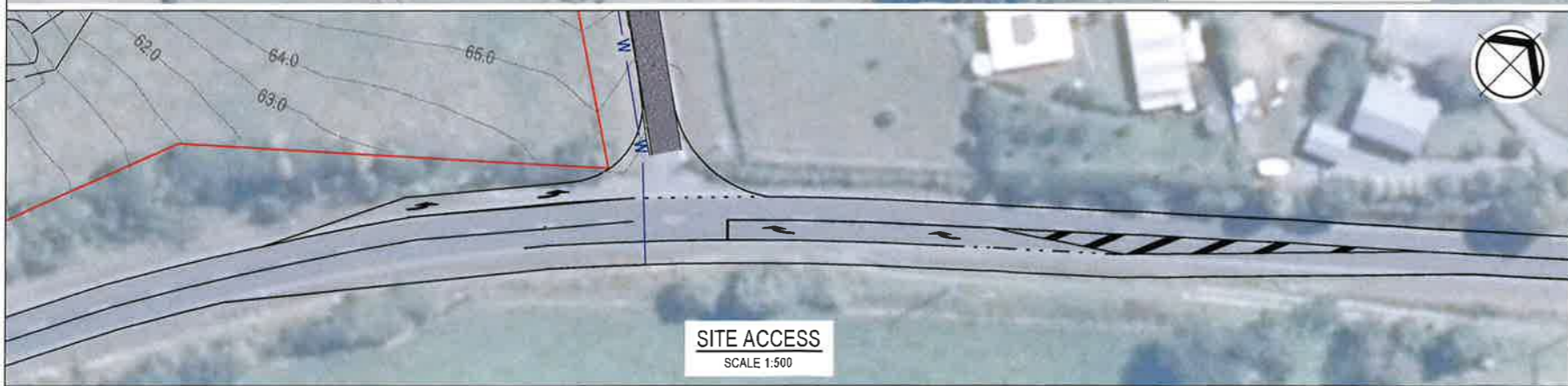
PLOT	PLOT TYPE	GRAVE No.	SITE MAX GRADES
A	DOUBLE	240	10%
B	DOUBLE	400	16%
C	DOUBLE	320	13%
D	SINGLE	160	15%
E	DOUBLE	320	10%
F	SINGLE	160	16%
G	DOUBLE	480	18%
H	SINGLE	160	13%
I	DOUBLE	320	12%
J	SINGLE	240	17%
K	SINGLE	300	20%
L	SINGLE	300	22%
M	SINGLE	600	20%
O	DOUBLE	160	20%
TOTAL		4160	

LEGEND:

- PROPERTY BOUNDARY
- GRAVE AREA
- SUB SOIL DRAIN
- PAVEMENT
- PROPOSED WATER
- WATER TAP
- STORM WATER PIPE
- STORM WATER CATCHPIT
- EXISTING WATERCOURSE



GENERAL ARRANGEMENT
SCALE 1:1000



SITE ACCESS
SCALE 1:500

- NOTES:**
- INDICATIVE NEW SITE ACCESS SHOWN SUBJECT TO DETAILED DESIGN & TRAFFIC IMPACT ASSESSMENT. ADDITIONAL SURVEY & GEOTECH INFORMATION REQUIRED FOR DESIGN. TO BE CONSTRUCTED IN FIRST STAGE OF WORKS.
 - TOILET TO CONSIST OF SINGLE MALE/ FEMALE SHARED TOILET PAN. WASTE WATER DISPOSAL BY PROPRIETARY SEPTIC TANK. SUBSOIL DRAINAGE TO OUTFALL INTO EXISTING WATER COURSE ALONG SOUTHERN BOUNDARY.
 - LOCAL PAVEMENT WIDENING TO PROVIDE ROADSIDE PARALLEL PARKING ALONG MAIN ACCESS ROAD.
 - ROAD PAVEMENT TO BE WIDENED AROUND INTERSECTIONS FOR VEHICLE TRACKING MOVEMENTS

**FOR INFORMATION
NOT FOR CONSTRUCTION**

No.	Revision	By	Chk	Appd	Date
A	FOR INFORMATION	NA	PA	RM	09.12.15



Original Scale (A1)	Design	PA	09.12.15	Approved For Construction
AS SHOWN	Drawn	NA	09.12.15	
Reduced Scale (A3)	Design Check			Date
1/2 SHOWN	*Refer to Revision 1 for Original Signatures			



Project: **TUAKAU CEMETERY DEVELOPMENT**

Title: **GENERAL ARRANGEMENT PLAN**

Discipline	CIVIL
Drawing No	3412229-C-004
Rev	A