

Agenda for a meeting of the Taupiri Community Board to be held in the War Memorial Hall, Greenlane Road, Taupiri on **MONDAY, 04 DECEMBER 2023** commencing at **6.00pm**.

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

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

Minutes for meeting held on Monday, 30 October 2023 3

5. PUBLIC FORUM

6. REPORTS

- | | | |
|-----|---|--------|
| 6.1 | Discretionary Fund Report to 21 November 2023 | 14 |
| 6.2 | Discretionary Fund Applications Report | 16 |
| | a. Heart Saver NZ Limited | 19 |
| 6.3 | Taupiri Works and Issues Report | 20 |
| 6.4 | 2024-2034 Long Term Plan Update | 28 |
| 6.5 | Confirmation of 2024 Meeting Schedule | 26 |
| 6.6 | Chairperson's Report | Verbal |
| 6.7 | Community Board Members' Report | Verbal |
| 6.8 | Councillors' Reports (one from C Gibb received) | Y |
| 6.9 | Waikato District Council Senior Leadership Update | Verbal |

7. PROJECTS

- | | | |
|-----|--------------------------------------|---------------|
| 7.1 | Community Planting and Maintenance | <i>Verbal</i> |
| 7.2 | Taupiri Structure Plan | <i>Verbal</i> |
| 7.3 | Taupiri School updates | <i>Verbal</i> |
| 7.4 | Emergency Procedures – Civil Defence | <i>Verbal</i> |
| 7.5 | Halls | <i>Verbal</i> |

GJ Ion
CHIEF EXECUTIVE

To	Taupiri Community Board
Report title	Confirmation of Minutes
Date:	Tuesday, 21 November 2023
Report Author:	Robyn Chisholm, Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Manager

1. Purpose of the report

Te Take moo te puurongo

To confirm the minutes for a meeting of the Taupiri Community Board held on Monday, 30 October 2023.

2. Staff recommendations

Tuutohu-aa-kaimahi

THAT the minutes for a meeting of the Taupiri Community Board held on Monday, 30 October 2023 be confirmed as a true and correct record.

3. Attachments

Ngaa taapirihanga

Attachment 1 – TCB Minutes, Monday, 30 October 2023

MINUTES for a meeting of the Taupiri Community Board held in the Memorial Hall, Greenlane Road, Taupiri on **MONDAY, 30 OCTOBER 2023** commencing at **6.00pm**.

Present:

Ms J Morley (Chairperson)
Ms S Cocup-Hughes (Deputy Chairperson)
Mrs D Lovell
Mr H Lovell
Cr T Turner
Cr J Gibb

Attending:

Mr J Ebenhoh (Planning & Policy Manager)
Ms R Chisholm (Democracy Advisor)

APOLOGIES AND LEAVE OF ABSENCES

There were no apologies.

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Ms S Cocup-Hughes/Mr Lovell)

THAT the agenda for a meeting of the Taupiri Community Board held on Monday, 30 October 2023 be confirmed:

- a. with all items therein being considered in open meeting; and
- b. all reports be received.

CARRIED

TCB2310/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Ms J Morley/Ms S Cocup-Hughes)

THAT the minutes for a meeting of the Taupiri Community Board held on Monday, 18 September 2023 be confirmed as a true and correct record of that meeting:

CARRIED

TCB23109/03

PUBLIC FORUM

Agenda Item 5

There were no members of the public present at the meeting.

REPORTS

Works and Issues Report

Agenda Item 6.1

The report was received [TCB2309/02 refers] and the following discussion was held:

Community Plan Booklet

- It was advised that the community plan booklet is still a work in progress and that it was understood that the Board was going to be given a dedicated Taupiri Community Board page on the Council website which the booklet can be uploaded to.
- In discussion regarding a page on the Council website for the Taupiri Community Board it was noted that there is a page for the Taupiri Community Board however they have been advised by Council there is not enough room to upload additional data. A brief discussion followed about different options of where Board specific information could be posted.
- The location for the Taupiri page on the WDC website was noted as: waikatodistrict.govt.nz/your-district/district-overview/towns/taupiri

ACTION: The Planning and Policy Manager to follow up with the Communications team at Council to find the correct place to upload community information to.

WEL Green Boxes/Chorus Building – Mural Painting

- It was advised that the mural painting on the WEL box has been completed and was paid for by Chorus. Feedback on the mural was noted as being very positive.

- There was discussion regarding the story of the mural and the possibility of having a QR code displayed for scanning that would link to our website (as per previous discussion regarding a page on Waikato District Council website) where information on the mural would be available.
- It was noted that the WEL Communications person in Auckland is to write a piece on the mural for inclusion in their newsletter.
- Mr H Lovell reported that he had previously approached Farm Source in Taupiri to request use of their wall as a possible location for a mural and to fund it however there was and there was no interest at that time. Mr Lovell advised that he will approach them again.

Proposal for Walkway and Cycle Track

- It was noted that Project Manager (Mr L McCarthy from Asset Management) had been approached to take on the project management role for the walkway and cycle track project and he has agreed.
- It was advised that Mr McCarthy has been in touch with Waka Kotahi and confirmed that there is enough area to access the corridor toward the service centre without having to approach landowners.
- It was noted that there had been some miscommunication between some local marae regarding sign off by iwi for the walkway and cycle track therefore Cr Turner advised that she will follow up with the relevant local marae to discuss further.

ACTION: Cr Turner to follow up with relevant local marae regarding sign off for the walkway and cycle track.

Emergency Procedures

There were no updates.

ACTION: Item to remain on the Actions Register.

Picnic Tables

- It was noted that feedback from the community had been positive and they were appreciated, despite the tables being in poor shape. Project has now been completed.

ACTION: Item to be removed from the Actions Register.

Ngaaruawaahia/Hopuhopu/Taupiri Structure Plan & Ngaaruawaahia Town Centre Plan Updates

- An update on the public consultation drop-in session held on 28 November was requested and it was noted that whilst the drop-in session had now been completed there is no further information available regarding feedback collected at this stage.

- It was noted that the Structure Plan is a long process and Council is working towards having a draft plan available in December 2023.
- The Policy and Planning Manager noted his understanding that they are working towards December 2023 for a draft plan.

ACTION: The Planning and Policy Manager to get some communications from the Strategic Planner to share with the Community Board regarding the updates on the status of the Taupiri Structure Plan.

Roading & Traffic Signs:

- It was confirmed that a speed counter for Te Putu Street has been added into the programme at Council.
- There was discussion regarding installation of a speed sign required on Murphy Lane and it was noted that a sign and confirmation of the speed is required.

ACTION: The Planning and Policy Manager to get an update on the speed sign for Murphy Lane.

- It was noted that there has been recent communication sent to all Community Boards and Community Committees regarding an ongoing speed limit review with feedback requested.

ACTION: Community Board members to review the email from Council regarding the speed limit review and provide feedback.

- In discussion it was noted that the 'Children' sign on Greenlane Road appears to have been damaged and a service request is required for repair or replacement.

ACTION: Ms D Lovell agreed to lodge a service request for the 'Children' sign on Greenland Road repair.

- The Planning and Policy Manager advised that it has been identified in the Structure Plan that the Taupiri commercial centre could benefit from more land and re-zoning is to be proposed.
- There was discussion regarding rumours heard by Board members regarding a proposal for a new supermarket to be located by the BP and the Planning and Policy Manager advised that no resource consent applications have been seen for this.

Lighting at Taupiri Mountain

- It was noted that until revocation is complete, there is nothing able to be done regarding the lighting at Taupiri Mountain.

Footpaths/Road signs/Lighting/Tunnels

- The Planning and Policy Manager provided an update on parking in Button Lane to advise that a service request had been lodged with Council and a Parking Compliance Officer did not encounter any illegal parking when they visited the area on the 11th of October.
- The advice from the Planning and Policy Manager to the Board was to continue to log service requests through the Council system, noting that if a contractor is known then confirm the name when logging the request for inclusion.

Discretionary Fund Report to 8 June 2023

Agenda Item 6.2

The report was received [TCB2309/02 refers] and the following discussion was held:

- There was discussion regarding plans for the 2024 ANZAC Day commemoration activities and the question was raised whether it is the responsibility of the Community Board alone or if members of the community can be enlisted for help. The Board agreed that it would be appropriate to enlist the community to help with arrangements.
- It was agreed that volunteers could be sought to assist with ANZAC Day via the local community noticeboard, Facebook Community page and in the School newsletter.
- It was noted that a meeting or workshop will be held out of cycle to discuss ANZAC Day arrangements which will be scheduled once volunteers are found.

ACTION: The Board to decide on next steps for ANZAC Day commemoration arrangements at the next meeting.

ACTION Ms D Lovell to put together a notice for inclusion in the School newsletter, Community Facebook page ad Community Notice Board

ACTION: Ms S Cocup– Hughes to put notice in the school newsletter to enlist volunteers

Taupiri Netball Courts

- It was noted that two (2) nets have now been installed at the netball courts, information regarding the nets had been uploaded to the Facebook Community page and the nets are now being used.

Taupiri Rugby Club – changing room facilities

- There was no update.

Mayor Community Awards

- It was noted that photos taken at the Mayoral Community Awards can be viewed on the Facebook Community page and Council website. There is a very good write-up about the awards in the Chatter newspaper also.

ACTION: Cr Gibb to share a link to the photos with Ms J Morley.

Chairperson's Report Agenda Item 6.3

Taupiri Clean Up Week

- The Chairperson reported back on Clean Up Week 2023 activities in Taupiri, noting that the purpose this year was community connection and the goal for next year is to have more community involvement.
- Ms S Cocup-Hughes advised that the school did a clean-up around the area for Clean Up Week and a few parents did go around the community and clean up, however community response had not been as good as hoped and we need to keep the momentum up.
- It was acknowledged that due to registering late the Board missed out on some of the resources like reusable rubbish bags and next year the Board plans to register early.
- The Chairperson encouraged Board members to think of projects that the Board would like to achieve next year (2024). For example, what do we want to do and what do we want to achieve for our community? Noting that at the end of the 3-year term it will be good to look back and see how much was achieved.
- It was noted that Council is working on providing a framework of guidelines for Community Boards to help ensure Boards are achieving the same kind of things, more information to be provided on this.
- There was discussion regarding the arrangement of a Taupiri Community Day with the purpose of bringing people together and it was proposed to have the first event during Easter weekend 2024. It was noted that Easter next year is 29th March/1st April 2024 and a workshop is to be arranged for planning purposes.
- It was proposed that a total of three (3) community activities are scheduled for 2024 and a year planner is to be developed so dates are set with visual reminders.

ACTION: The Chairperson to schedule a workshop to plan Community Days and a events calendar for 2024.

- In discussion it was noted that the next Board meeting is scheduled for Monday 11 December, and it was proposed that the meeting would be brought forward. The Board agreed to bring the meeting forward from Monday, 11th December to Monday, 4th December.

ACTION: Democracy to amend the date on the calendar appointment for next meeting to 4 December and re-send the invite.

Resolved: (Ms S Cocup-Hughes/Cr T Turner)

THAT the Taupiri Community Board meeting for December 2023 be moved forward to 04 December 2023 from the scheduled 11 December 2023

CARRIED

TCB23109/04

Community Board Members' Report

Agenda Item 6.4

- It was noted that the two (2) Little libraries, outside the church and on the main road, are in poor repair and require maintenance.

ACTION: Ms D Lovell to follow up with the Community Led Development Advisor about repair and maintenance of the Little Libraries

- It was noted that the local school celebrated a new milestone of 101 students enrolled and the school is now bigger than Orini School (and growing). It was further noted that an after school programme has just started at the school also..
- There was discussion regarding a request Cr Gibb had received regarding removing the flaxes planted on the bank at the Bowling Club. If the Board was in agreement Cr Gibb advised that she submit a service request to investigate trimming the flaxes on the bank. The Board agreed to the service request.

ACTION: Cr Gibb to submit a service request regarding flaxes on the bank at the Bowling Club.

- Ms D Lovell requested feedback on the clarity of roles document (attachment A) that outlines the respective roles/responsibilities of the Taupiri Community Charitable Trust and the Taupiri Community Board, noting that the document had been put together by the Taupiri Charity Trust Board.
- It was noted that the Charity Trust and the Community Board are separate entities but can work together on the same project with the difference being the source of funding.
- An amendment was recommended to the document where it says "Appointed trustees", to add/record "*communication to ensure we are all on the same page we weren't duplicating our efforts*".

Councillor's Reports

Agenda Item 6.5

- It was reported that both Cr Gibb and Cr Turner's workloads meant that they had not had the opportunity to provide written reports.
- It was noted that Long Term Plan (LTP) decisions were approaching and that the decisions being made by Councillors were very difficult. Encouragement was given by Cr Gibb to Board members to attend LTP workshops where and when possible.

Waikato District Council Senior Leadership Update
Agenda Item 6.6

- It was noted that in the recent Sustainability and Wellbeing Committee meeting the Blueprint was agreed and source documents are in progress.
- A verbal update on recruitment of new staff into the Executive Leadership Team was given, noting that Will Gauntlett has been confirmed as the new Community Growth General Manager.

PROJECTS

Agenda Item 7

Community Planting and Maintenance
Agenda Item 7.1

- No updates

Taupiri Structure Plan
Agenda Item 7.2

- No updates.

Taupiri School Update
Agenda Item 7.3

- No updates.

Emergency Procedures – Civil Defence
Agenda Item 7.4

- No updates

Halls
Agenda Item 7.5

- No updates.

The meeting was closed with a Karakia.

There being no further business the meeting was declared closed at 7.47pm.

Minutes approved and confirmed this day of 2023.

Ms J Morley
CHAIRPERSON

Unconfirmed

Attachment A

Clarity of roles between the *Taupiri Community Charitable Trust* and the *Taupiri Community Board*

The table below outlines the key differences between the Taupiri Community Charitable Trust and the Taupiri Community Board. Although both entities serve the Taupiri Community, each are separate entities that have different structures, functions, and purpose.

Taupiri Community Charitable Trust	Taupiri Community Board
Appointed trustees: <ul style="list-style-type: none"> - One from Taupiri Community Board or Waikato District Council - One from Taupiri marae - Up to six others comprising of a variety of skills, experience (e.g., governance, finance, cultural, connection to Taupiri) 	Locally elected people governed and funded by Waikato District Council (WDC) supported through local government
A vehicle for the voice of Taupiri. Identify and achieve aspirations through resourcing and working with funders, non-funders (e.g., marae, schools, WDC, sports clubs etc.)	Advocate on behalf of WDC, but also provide information to WDC about local issues and advocate on behalf of those issues
Bound by Trust deed	Bound by council rules and regulation – Local government act.
Potential unlimited funding	Limited council funding for projects
Voluntary roles (currently)	Members are remunerated
Accountability to funders IRD registered as a charity On companies register Financial scrutiny	



To	Taupiri Community Board
Report title	Discretionary Fund Report to 21 November 2023
Date:	04 December 2023
Report Author:	Jen Schimanski Support Accountant
Authorised by:	Colin Bailey, Finance Manager

1. Purpose of the report

Te Take moo te puurongo

The purpose of this report is to update the Taupiri Community Board on the Discretionary fund spend to date, commitments and balance as at 21 November 2023.

2. Staff recommendations

Tuutohu-aa-kaimahi

THAT the Taupiri Community Board receives the Discretionary Fund Report to 21 November 2023.

3. Attachments

Ngaa taapirihanga

Attachment 1 – Discretionary Fund report to 21 November 2023.

TAUPIRI COMMUNITY BOARD DISCRETIONARY FUND REPORT 2023/24 (July 2023 - June 2024)
As at Date: 21-Nov-2023

	GL	10-2080-0000-00-25904	
2023/24 Annual Plan		1,624.00	
Carry forward from 2022/23		3,489.00	
Total Funding		5,113.00	
Income			
		-	
Total Income		-	
Expenditure			<i>excl GST</i>
Total Expenditure		-	
Net Funding Remaining (Excluding commitments)		5,113.00	
Commitments			<i>excl GST</i>
	<i>Amount including GST</i>	<i>Amount excluding GST</i>	
Total Commitments			-
Net Funding Remaining (Including commitments)		5,113.00	

To	Taupiri Community Board
Report title	Discretionary Fund Applications
Date:	Wednesday, 22 November 2023
Report Author:	Robyn Chisholm, Senior Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Manager

1. Purpose of the report

Te Take moo te puurongo

The purpose of this report is to provide the Discretionary Funding applications received for consideration by the Taupiri Community Board.

The Board are also requested to consider whether they wish to make this an ongoing annual commitment to ensure invoices from Heartsaver and not held up in the future awaiting consideration.

2. Staff recommendations

Tuutohu-aa-kaimahi

THAT the Taupiri Community Board:

- a. approves/partially approves/declines an allocation of \$134.10 (plus GST if any) from their Discretionary Funding account to:**
 - i. Heart Saver NZ Limited**
 - ii. for the Defibrillator - Annual Performance Verification (Gold) (APV)**
- b. Considers allocation of an annual commitment towards:**
 - i. Heart Saver NZ Limited**
 - ii. for the annual performance verification of the community defibrillator.**

3. Attachments

Ngaa taapirihanga

Attachment A - Heart Saver NZ Limited invoice 76316

DISCRETIONARY FUNDING GUIDELINES

How to make a funding application

Waikato District Council provides discretionary funding to assist community groups, non-commercial groups and voluntary organisations operating within the council's rural wards, community boards and the Te Kauwhata and Meremere Community Committees areas.

Funding Mechanisms

1. Waikato District Council Community Boards / Community Committees
2. Waikato District Council Discretionary and Funding Committee

Who can apply?

Any community group, non-commercial group or voluntary organisation can apply for a grant. Specific criteria for each fund are as follows:

1. Waikato District Council Community Boards and the Te Kauwhata and Meremere Community Committees
 Community boards and the Te Kauwhata and Meremere Community Committees allocate grants for events and projects in their areas. Applicants must outline how their event or project will contribute to the community board area and wider community. The relevant community board or committee has responsibility for determining grant applications in their area.
2. Waikato District Council Discretionary & Funding Committee
 The Discretionary & Funding Committee allocates grants from the Rural Ward Fund. Rural grants are available for events and projects in rural areas and areas that are not served by Community Boards or the Te Kauwhata and Meremere Community Committees. Applicants must outline how their event or project will contribute to the community Rural area and wider community. The Discretionary & Funding Committee has responsibility for determining grant applications in the Rural area.

3. Criteria for grants

Applications are required to meet the following criteria:

- a) Applications will be accepted from community groups, non-commercial groups and voluntary organisations. Applications from individuals will not be accepted.
- b) Applications will need to be made to the relevant community board or committee, or to Council's Discretionary & Funding Committee.

- c) Applications for Christmas parade/events will need to be made to the relevant community board or community committee.
- d) Applicants need to describe in their application why the event or project is important to the community and how the wider community will benefit by the event or project.
- e) Applicants can have in-kind contributions recognised in terms of the non-grant funding component provided they demonstrate good community engagement.
- f) Applications must detail how the monies sought will specifically be used and how the balance of the monies required for the event or project will be obtained.
- g) Capital expenditure items may be considered for grant applications.
- h) Applicants can make more than one application for a grant within a 12-month period provided that the grant being sought is for a different project or event and an accountability statement has been completed.
- i) Applications may be considered from schools where the Ministry of Education will not fully fund the project and the benefits are for the wider community.
- j) Grants will not be considered for events or projects that have already occurred / projects completed (i.e. no retrospective funding).
- k) Grants will not be given to oppose consent decisions, attend conferences or to contest legal cases.
- l) Applications from commercial entities will not be considered.
- m) All applications will need to provide the relevant template describing the event/project, budget and relevant quotes.
- n) The project or event must take place in the Waikato District Council area of jurisdiction.
- o) Council-owned property i.e. halls managed by hall committees and who receive a targeted rate are not eligible for funding.

Eligibility Criteria

Applications are required to meet the following criteria:

- a) Applicants must be either a community groups, non-commercial groups and voluntary organisations
- b) Successful applicants must complete a project accountability report within 2 months of the completion of the project before being eligible for further funding. This is essential for auditing requirements.
- c) Applicants may be required to attend the community board / community committee and the Discretionary & Funding Committee to present their application.

Funding Rounds

Applications to be presented to the boards/committee's chair or funding representative two weeks prior to the next scheduled meeting.

Presenting your application

Applicants are advised in writing by the community board/committee of the outcome of the funding.

TAX INVOICE

Taupiri Community Board

C/-Waikato District Council
Private Bag 544
Ngaruawahia 3742

Invoice Date

19/10/2023

Invoice Number

76316

Reference

APV Service Agreement

Job Number

30485

GST Number

108-571-349

Heart Saver NZ Limited

PO Box 407, Kumeu
Auckland, 0841
0800 2 DEFIB (33342)
accounts@heartsaver.co.nz
www.heartsaver.co.nz

Description	Quantity	Unit Price	Total
Annual (AED) Performance Verification Gold - (APV)	1.00	\$149.00	\$149.00
Make/Model: AED7000 Serial Number: AED1703061(n) Located at: Wall cabinet behind the counter - Taupiri Dairy Tested on: 16/10/2023			
10% discount for APV Service Agreement - 60 months			\$-14.90
Sub Total ex GST			\$134.10
GST			\$20.12
Total inc GST			\$154.22

DUE DATE: 20/11/2023

Please remit payment via **Direct Credit** to:
Heart Saver NZ Limited - Acc No **06-0185-0450170-00**

Credit Card payments incur a 3% transaction fee.
Payments accepted via PayPal - please call 0800 2 DEFIB (33342)

Please refer to www.heartsaver.co.nz for our Terms and Conditions

Open - Information only

To	Taupiri Community Board
Report title	Works, Actions & Issues Report: Status of Items September 2023
Date:	4 December 2023
Report Author:	Jim Ebenhoh, Planning and Policy Manager
Authorised by:	Will Gauntlett, 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 Works and Issues report from the General Manager Community Growth be received.

3. Attachments
Ngaa taapirihanga

Taupiri Community Board's Works and Issues Report –December2023

	Actions	To Action	Update/Response
1	<p>Community Plan Booklet (Community Plan booklet is an ongoing process)</p> <p>October 2023: The Planning and Policy Manager to follow up with the Communications team at Council to find the correct place to upload community information to.</p>	<p>Taupiri Community Board</p> <p>Jim Ebenhoh, Planning and Policy Manager</p>	<p>December 2023:</p> <p>Material can be uploaded to either Community Plan part of Council website, or Towns page on Council website. Council's web team will advise which is preferable once document has been finalised by Cr Gibb.</p>
2	<p>WEL Green Boxes / Chorus Building - Mural Painting</p>	<p>Taupiri Community Board</p>	<p>December 2023:</p> <p>Mural painting has been completed. This item is considered closed.</p>
3	<p>Proposal for Walkway and Cycle Track In Taupiri</p> <p>October 2023: Councillor Turner to follow up with relevant local marae regarding sign off for the walkway and cycle track.</p>	<p>Patrick Edwards, CAPEX Delivery Consultant</p>	<p>December 2023:</p> <p>This project is community managed via our Better Off funding budget. Having met with the community board and agreed a plan, the community is working through preliminary design which will be reviewed by WDC (as the built asset will be vested).</p> <p>Note that the project is also dependent on Waikato Expressway Revocation project, as currently the land is owned by Waka Kotahi and has yet to be vested with WDC.</p> <p>Update re: communication with local marae to be provided at Dec meeting.</p>

	Actions	To Action	Update/Response
4	Emergency Procedures (item to remain on Actions Register)	The Chair, TCB	Ongoing, no updates
5	<p>Ngaruawahia, Hopuhopu & Taupiri Structure Plan / Ngaruawahia Town Centre Plan Update</p> <p>October 2023: The Planning and Policy Manager to get some communications from the Strategic Planner to share with the Community Board regarding the updates on the status of the Taupiri Structure Plan.</p>	Jim Ebenhoh, Planning and Policy Manager	<p>December 2023:</p> <p>Community workshop outcomes – The team are working through the list of possible projects (physical projects and policy projects such as District Plan changes), and assigning potential implementation timeframes to them.</p> <p>Market assessment report– Complete</p> <p>Cultural assessment report – 99.9% Complete</p> <p>Parks and facilities report – With internal teams for review.</p> <p>Urban design report – we have received an early draft report, and are working through this for any comments.</p> <p>Transportation – we have received an early draft report, and are working through this.</p> <p>The team is looking to start a review/addendum of the Heritage and Archaeology report for the structure plan.</p> <p>See Updated 2024 Forecast Timeframe, under ‘further information’</p>

	Actions	To Action	Update/Response
7	<p>Roading & Traffic Signs</p> <p>October 2023:</p> <ul style="list-style-type: none"> • The Planning and Policy Manager to get an update on the speed sign for Murphy Lane. • Community Board members to review the email from Council regarding the speed limit review and provide feedback. • Ms D Lovell agreed to lodge a service request for the 'Children' sign on Greenland Road repair. 	<p>Jim Ebenhoh, Planning and Policy Manager</p> <p>Taupiri Community Board</p> <p>Mrs D Lovell</p>	<p>December 2023:</p> <p>Roading team is reviewing legal requirement to install a speed sign on Murphy Lane and will provide a feedback at next TCB meeting in 2024.</p>
8	Lighting at Taupiri Mountain	Taupiri Community Board	No further updates or actions required at this time.
9	Footpaths/Road signs/Lighting/Tunnels	Taupiri Community Board	No further updates or actions required at this time.
10	<p>Discretionary Fund Report</p> <p>October 2023:</p> <ul style="list-style-type: none"> • The Board to decide on next steps for ANZAC Day commemoration arrangements at the next meeting. • Ms D Lovell to put together a notice for inclusion in the School newsletter, Community Facebook page ad Community Notice Board • Ms S Cocup-Hughes to put notice in the school newsletter to enlist volunteers 	Taupiri Community Board	December 2023:

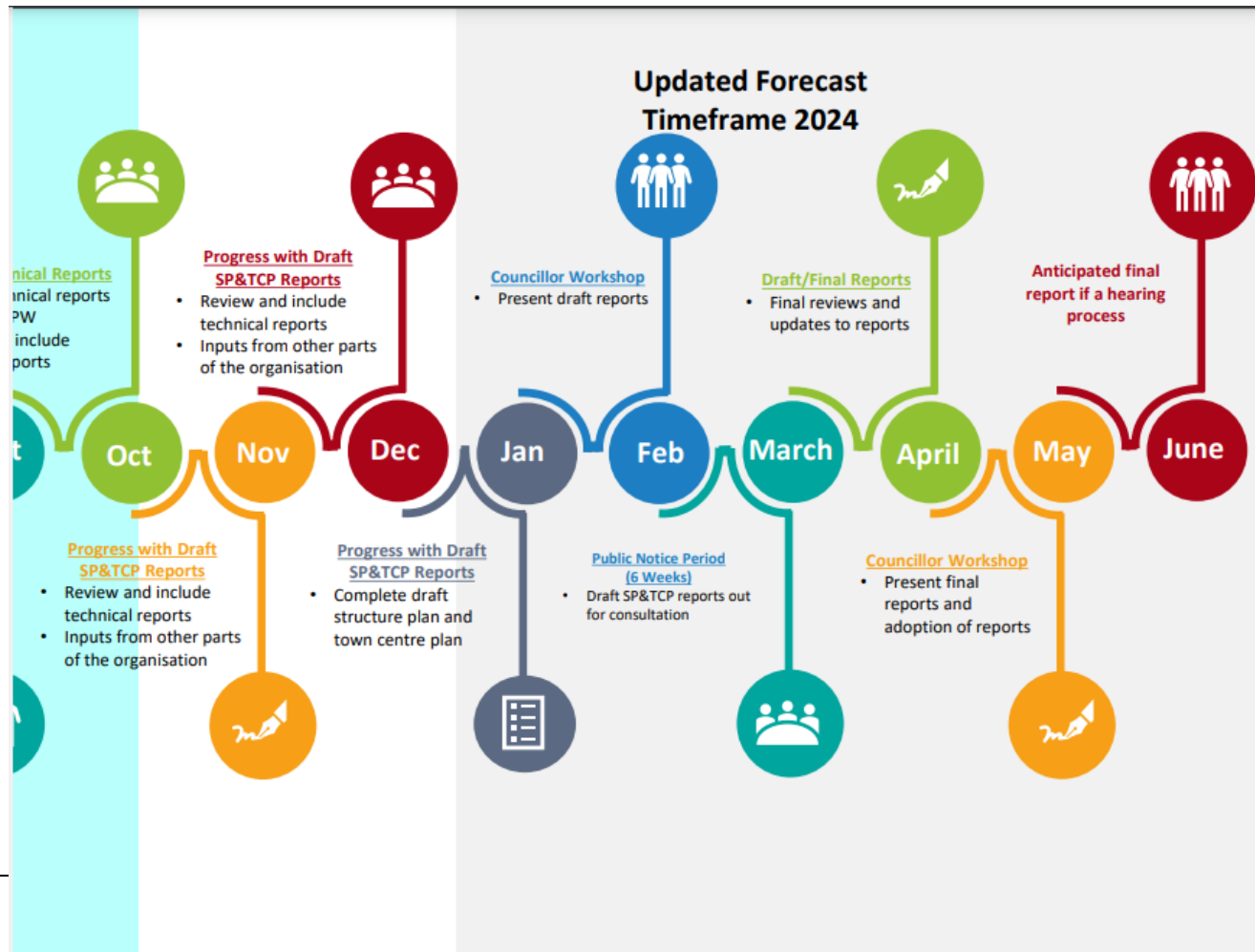
	Actions	To Action	Update/Response
11	Taupiri netball courts	Taupiri Community Board	No further updates or actions required at this time.
12	Taupiri Rugby Club - changing room facilities	Taupiri Community Board	No further updates or actions required at this time.
13	Mayor Community Awards <ul style="list-style-type: none"> Cr Gibb to share a link to the photos with Ms J Morley. 		December 2023: Action complete, this item will be considered closed.
14	Chairperson's Report October 2023: <i>Taupiri Clean Up Week</i> <ul style="list-style-type: none"> The Chairperson to schedule a workshop to plan Community Days and a events calendar for 2024. 	The Chair	December 2023:
	Community Board Members Report <ul style="list-style-type: none"> Ms D Lovell to follow up with the Community Led Development Advisor about repair and maintenance of the Little Libraries. Cr Gibb to submit a service request regarding flaxes on the bank at the Bowling Club. 	Mrs D Lovell Cr Gibb	December 2023:

Further Information:

- If you have noticed a problem in our district that requires our attention (roading, waters, animals, litter etc.), or have questions regarding one of our services (refuse, recycling, billing etc.) you can **log a request via our online Report it tool**. Please do **NOT** contact the Contractor directly.

[Report it here](#)

Action 5 - Ngaruawahia, Hopuhopu & Taupiri Structure Plan / Ngaruawahia Town Centre Plan Update



To	Taupiri Community Board
Report title	Schedule of Meetings - 2024
Date:	21 November 2023
Report Author:	Robyn Chisholm, Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Manager

1. Purpose of the report

Te Take moo te puurongo

The purpose of this report is to seek the Board's approval of a proposed schedule of Board meetings for 2024. The Board also need to consider whether they wish to bring their December 2024 meeting forward as they did in previous years to Monday, 9 December 2024.

2. Executive summary

Whakaraapopototanga matua

The Taupiri Community Board have agreed to meet on a six-weekly cycle for the duration of the 2024 year to align with the schedule of meetings for Council and Council Committee meetings.

This meeting cycle will enable staff to have sufficient time between meetings to address actions and fully report back to the next Board meeting.

Following confirmation of availability of Board members in 2024 it is proposed to meet from 6.00pm on the following dates:

- Monday, 26 February,
 - Monday, 8 April
 - Monday, 07 May
 - Monday, 01 July
 - Monday, 12 August
 - Monday, 23 September
 - Monday, 04 November, and
 - Monday, 16 December.
-

The board may wish to meet between each board meeting with a workshop to discuss its work programme and connect with its community.

If approved, staff will arrange for meeting invitations to be circulated to Board members and other stakeholders.

3. Staff recommendations

Tuutohu-aa-kaimahi

- a. **THAT the Taupiri Community Board approves the schedule of Board meetings for 2024 as follows:**
- **Monday, 26 February,**
 - **Monday, 8 April**
 - **Monday, 07 May**
 - **Monday, 01 July**
 - **Monday, 12 August**
 - **Monday, 23 September**
 - **Monday, 04 November, and**
 - **Monday, 16 December.**
- b. **THAT the Taupiri Community Board notes that each meeting will be scheduled to commence at 6.00pm in the Taupiri War Memorial Hall, Greenlane Road, Taupiri.**

4. Attachments

Ngaa taapirihanga

Nil

To	Taupiri Community Board
Report title	2024-2034 Long Term Plan Update
Date:	21 November 2023
Report Author:	Robyn Chisholm – Democracy Advisor
Authorised by:	Gaylene Kanawa - Democracy Manager

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

The purpose of this report is to update the Taupiri Community Board on the 2024-2034 Long Term.

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

That the Taupiri Community Board receives the 2024-2034 Long-Term Plan update.

3. Attachments **Ngaa taapirihanga**

Attachment 1 – Memo - 2024-2034 Long Term Plan update

MEMORANDUM

To	Community Boards and Committees
From	Nicole Hubbard, Corporate Planning Manager
Subject	2024-2034 Long Term Plan update
Date	20 November 2023

Purpose

To provide an update on the process to date for developing the 2024-2034 Long Term Plan (LTP) and outline the next steps and opportunities for involvement.

Background

The planning cycle

Every three years Council is required to develop and approve an LTP in consultation with our community. This sets our community outcomes, strategic direction, levels of service, the associated activities/work programmes, and budgets for each of the 10 years covered by the plan.

In each of the two intervening years between LTPs, Council is required to adopt an Annual Plan. The purpose of the Annual Plan is to confirm the assumptions and work programme contained in the LTP for the financial year. It is also the process by which budgets and rates are set.

Finally, at the end of each financial year an Annual Report is produced to show the community whether Council has done what it said it would and what money was spent.



Developing a Long Term Plan

Every three years, all councils are required to develop an LTP in consultation with their communities, with a 10-year horizon.

The LTP is a key strategic planning document, setting out the vision, financial and infrastructure strategies, key financial policies, community outcomes, levels of service, work plans and budgets for the next 10 years.

Through the LTP we can take a planned approach to our activities, balancing the need to provide good quality services and the needs and aspirations of our communities, with the community's willingness and ability to pay.

Formal consultation on the proposed content of the LTP is done using a consultation document (not a full draft of the LTP); the requirements for this are outlined in the LGA Section 93C.

The LTP is subject to an audit process over both the consultation document and wider project deliverables including the final plan.

The LTP is required to describe:

- what we do - the activities/services we undertake and fund, detailing the level of service for each and the key measures we will use to show we are delivering on that service.
- why we do it - what outcomes we intend to achieve, the legislative and community mandate that exists.
- what each activity costs and how it is funded.
- how we manage our finances, our infrastructure, and coordinate our resources.
- the impact on all rates.

Our process and your involvement

The LTP project involves many process and content pieces, many of which overlap or are dependent on each other, before getting to the final LTP document that is adopted at the very end.

The key building blocks for the LTP are described in the table below. A project report is provided to the Performance and Strategy Committee at regular intervals to update the Committee on the key building block outlined below.

Key Building Blocks		Where it's at / what's the plan	Status
I	Community Outcomes and Strategic Direction setting	<p>The Community Outcomes and Strategic Priorities were workshopped with Council, Community Board and Committee Chairs and Mana Whenua representatives in April 2023.</p> <p>After public consultation on the Community Outcomes, Council adopted both the Community Outcomes and Strategic Priorities on 7 June 2023. These will be used to provide direction to staff when planning work programmes and will be included in the LTP proper.</p>	Completed

Key Building Blocks		Where it's at / what's the plan	Status
2	Groups of Activities structure	The Groups of Activities (GOA) structure has been endorsed by ELT. Activities have been presented under the structure at all Activity Management Plan workshops and will be formally adopted by Council in 2024.	On track
3	Significant forecasting assumptions	The significant forecasting assumptions were workshopped with Council on 15 May 2023 to enable staff to use them in their planning and budgeting. A review of the assumptions will be completed post the new Government forming. The assumptions will be formally adopted by Council in 2024.	On track
4	Significance and engagement policy	This policy determines how to assess the level of significance of decisions that Council makes, and also sets out how and when communities can expect to be engaged with. Staff have done a high-level review of the document and at this point no significant changes have been identified, the policy will come to Council for formal adoption by the end of 2023.	On track
5	Budgeting process	The budgeting process will set CAPEX and OPEX for each of the 10 years of the LTP. Budget managers will start inputting budgets in November 2023. There will be many opportunities for elected members alongside community board and committee chairs to feed into the budgeting process, when full budgets are presented in late January 2024.	On track
6	Financial and funding policies	There are various financial and funding policies that will be reviewed through the LTP project. These include a review of Council's fees and charges, the Revenue and Financing Policy and several rates remission policies. A workshop was held with Council on 30 May 2023 and a survey distributed to Councillors in September, with a subsequent workshop held in October.	On track
7	Financial Strategy	The financial strategy describes the significant factors impacting the council that have influenced the strategy (e.g. changes in population and land use, and expected capital expenditure needed to maintain levels of service). It also sets out limits on rates increases and borrowing.	On track

Key Building Blocks	Where it's at / what's the plan	Status
	<p>The review of the financial strategy has begun, and elected members had their first opportunity to input into this at a workshop on 15 May 2023, alongside the infrastructure strategy.</p> <p>Based on the current Annual Plan process, it is clear that delivering existing levels of service will cost more than anticipated (due to inflation, increased in asset values etc.). Any increase to levels of service will need to be offset by reductions/savings in other areas if Council is to stay within rates and debt limits.</p>	
8	<p>Infrastructure Strategy</p> <p>The infrastructure strategy is a synthesis of the significant infrastructural issues that are likely to arise over the next 30 years, including their financial and non-financial consequences, and the principal options for managing them.</p> <p>A high level workshop was held with elected members on 15 May 2023, alongside the financial strategy, the initial draft of the strategy has been drafted, however capital funding is yet to be populated as this will happen post budgeting.</p>	On track
9	<p>Development contributions policy</p> <p>The development contributions policy (DCP) enables the council to set charges for new developments to contribute to the growth-related costs of building infrastructure to support the increased demand.</p> <p>The DCP is not a policy required to be reviewed as part of the LTP process, however it is included here as the review will occur alongside the LTP development. The LTP will set in place the CAPEX for the upcoming 10 years, so the DCP levies have strong interdependencies with the LTP.</p> <p>A workshop was held with the Development Agreements Committee on 12 June 2023, followed by a presentation to Council on 20 June. The workshops sought direction from Council on potential options that could be investigated through the review of the policy. This was followed up with an online poll for councillors. The P&R</p>	On track

Key Building Blocks		Where it's at / what's the plan	Status
		<p>Committee formally approved the scope of the review on 22 August 2023.</p> <p>The next milestone is for the draft policy to be workshopped with elected members at end of November.</p>	
10	Activity and asset planning	<p>Activity management plans describe the activities, services and outcomes Council is delivering to the community.</p> <p>Asset management plans focus on the physical assets, covering condition, lifespan, resources needed to manage the assets, cost of replacing the assets.</p> <p>A number of council workshops have been held on asset and activities management plans which community board and community committee chairs have been invited to participate in.</p>	Monitor
11	Consultation and engagement	<p>Formal Consultation Formal consultation on the LTP's consultation document will be undertaken in March-April 2024. Alongside this Council will also consult on the Development Contributions Policy and Fees and Charges, with subsequent hearings and deliberations to be during May 2024. Information will be provided to Councillors, Community Boards and Committees on how they can prompt the engagement activities and encourage their communities to have their say.</p>	On track

Next steps

Key messages about our LTP process and the pressure facing our Council are currently being prepared, once confirmed these will be circulated to Councillors, Community Boards and Community Committees, so that elected officials can begin conversations with their communities about the LTP and encourage the public to participate in the engagement process in early 2024.

Taupiri Community Board Councillors' Report October to December 2023

Calendar attended and planned for Cr Gibb:

October

Council Meeting
 Performance & Strategy – Annual Report adoption
 LTP Workshop – revenue and finance policy
 LTP workshop
 Mayoral Relief fund panel
 LTP Workshop
 Menacing Classification Dog hearing appeal
 Freedom Camping Bylaw Deliberations
 Workshop – roading contract review
 LTP Workshop – Asset Management Review
 Chatter article
 Performance & Strategy Committee
 Council Meeting
 Development Agreements Committee
 Alliance breakfast / Gumboot day
 Te Kowhai Sports Park visit
 Taupiri Community Board

November

Sustainable & Wellbeing Committee
 Pre Government Formation briefing
 Workshop: Ngauwawahia, HopuHopu, Taupiri Structure Plan
 Workshop: Roading Contract Review
 Workshop: QV Rating Valuations
 Workshop: WDC Position on Water Services
 Mayoral Relief Fund panel
 Infrastructure Committee
 Workshop: LTP Organisation Support
 Waikato Regional Authority AGM
 Haakinakina colab workshop – including fun / games in structures
 Policy & Regulatory committee
 Chatter article
 Te Kauwhata Wastewater treatment plant site
 Council meeting
 Workshop: Use of council land policy
 Blessing: Festival Way project site blessing karakia, Ngaaruawaahia
 Workshop: Keeping of Animal Bylaw
 Hearing: Water Supply Bylaw Hearing & Deliberations
 Alliance: Leadership talk with women team
 Workshop: Engagement Hui
 Position for Future by Local Government Consensus Process
 Development Agreements Committee
 ROAR coaching team building

December

Menacing Dog classification objection hearing
Performance & Strategy committee
Workshop: Blueprints; Community Plans; Aspirations; Inputs and Outputs
Taupiri Community Board
Workshop: Te Awa Walkway / River-Ride future status
Workshop: Connection Strategy
HCC/WDC Governance meeting
Workshop: Informing a WD Housing Strategy
Risk & Assurance Committee
Risk & Assurance site visit – Raglan Holiday Park
Te Kowhai Community Committee
Sustainability & Wellbeing committee
Infrastructure Committee
Chatter article
Community Board XMAS gathering at council
Council Meeting