

Agenda for a meeting of the Raglan Community Board to be held in the Supper Room, Town Hall, Bow Street, Raglan on **TUESDAY 6 DECEMBER 2016** commencing at **2.00pm**. A Public Forum will be held at 1.30pm.

*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**

**4. CONFIRMATION OF MINUTES**

Triennial Meeting held on Tuesday 8 November 2016 3

**5. SPEAKER**

Acting Senior Sergeant Mike Henwood of Waikato NZ Police will be in attendance to address the Board regarding the summer policing model in Raglan.

**6. REPORTS**

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7. **BOARD MEMBERS' REPORTS**

GJ Ion

**CHIEF EXECUTIVE**

Agenda2016\RCB\161206 RCB OP.dot

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**Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	Tony Whittaker General Manager Strategy & Support
<b>Date</b>	24 November 2016
<b>Prepared by</b>	Rose Gray Council Support Manager
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	GOV0507
<b>Report Title</b>	Confirmation of Minutes

**1. EXECUTIVE SUMMARY**

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To confirm the minutes of a meeting of the Raglan Community Board held on Tuesday 8 November 2016.

**2. RECOMMENDATION**

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**THAT the minutes of the Raglan Community Board held on Tuesday 8 November 2016 be confirmed as a true and correct record of that meeting.**

**3. ATTACHMENTS**

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RCB Minutes

**MINUTES** of the Triennial Meeting of the Raglan Community Board held in the Supper Room, Town Hall, Bow Street, Raglan on **TUESDAY 8 NOVEMBER 2016** commencing at **2.01pm**.

**Present:**

Mr R MacLeod (Chairperson)  
Cr L Thomson  
Mr PJ Haworth  
Mrs R Kereopa  
Mr A Oosten  
Mrs G Parson  
Mr A Vink

**Attending:**

Mr AM Sanson (His Worship the Mayor)  
Mr GJ Ion (Chief Executive)  
Mr TG Whittaker (General Manager Strategy & Support)  
Mrs R Gray (Council Support Manager)  
Mrs L van den Bemd (Community Development Officer)  
Mrs I Huirama (Team Administrator)  
Mr D De Ruysscher (Raglan Mountain Bike Club)  
Mrs J Penn (Whaingaroa Environment Centre)  
Mr C Young (Raglan Lions Club)  
Mr R Gemmell (Raglan Community Arts Council)  
Mrs S Prinz (Raglan Community Arts Council)  
Mr R Gallagher (Raglan Community Arts Council)  
Mr D Hannah (Raglan Chamber of Commerce)  
16 Members of the public

The Chief Executive opened the meeting and welcomed Community Board Members to the meeting. He explained that as this was the first triennial meeting of the Board following the 2016 Elections, he would Chair the meeting until agenda item 11 where members would appoint a new Chairperson. Once he had undertaken those duties he would hand over to the new chairperson.

**DECLARATION BY MEMBERS' PURSUANT TO SCHEDULE 7 CLAUSE 14 OF THE LOCAL GOVERNMENT ACTS 2002**

Agenda Item 1

Members made and signed their declarations in accordance with Schedule 7 Clause 14 of the Local Government Act 2002.

**APOLOGIES AND LEAVE OF ABSENCE**

Agenda Item 2

There were no apologies.

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

Agenda Item 3

**Resolved: (Cr Thomson/Mr MacLeod)**

**THAT** the agenda for the triennial meeting of the Raglan Community Board held on Tuesday 8 November 2016 be confirmed and all items therein be considered in open meeting;

**AND THAT** the Board resolves that the following item be added to the agenda as a matter of urgency as advised by the Chief Executive:

- Inspiring Communities/LGNZ Workshop;

**AND FURTHER THAT** the Board resolves that the following item be withdrawn from the agenda:

- Item No 12.8 [*Appointment for Funding – ZU Entertainment Ltd*].

**CARRIED on the voices**

RCBI611/01

**DISCLOSURES OF INTEREST**

Agenda Item 4

Mr MacLeod advised members of the Board that he would declare a non financial conflict of interest in item 12.5 [*Application for Funding – Raglan Lions Club*].

Cr Thomson advised members of the Board that she would declare a non financial conflict of interest in item 12.3 [*Application for Funding – Raglan Mountain Bike Club*] and item 12.6 [*Application for Funding – Raglan Chamber of Commerce*].

**STATUTORY REQUIREMENTS**

Agenda Item 5

**Resolved: (Mr MacLeod/Mr Haworth)**

**THAT** the report from the Chief Executive be received;

**AND THAT** the Raglan Community Board acknowledge the report as a general explanation of the statutory requirements under schedule 7 clause 21 of the Local Government Act 2002.

**CARRIED on the voices**

RCBI611/02

**STANDING ORDERS FOR MEETINGS OF LOCAL AUTHORITIES AND COMMUNITY BOARDS**

Agenda Item 6

**Resolved: (Cr Thomson/Mr MacLeod)**

**THAT** the report from the Chief Executive be received;

**AND THAT** the Raglan Community Board cease conducting its meetings under the NZ Model Standing Orders NZS 9202:2003 incorporating Amendment No. 1;

**AND FURTHER THAT** the Raglan Community Board adopt the new Waikato District Council Standing Orders (Community Boards) with the amendment to clause 21.3 Option B, fourth bullet point to read: *'Members can speak to any amendment.'* and conduct its meetings using those Standing Orders.

**CARRIED on the voices**

**RCBI611/03**

**APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON**

Agenda Item 7

Prior to calling for nominations, the Chief Executive clarified that Community Board members and Councillors were eligible to stand for the role of Chairperson and that a member could nominate, second and vote for themselves. He explained that if there was more than one nomination, an election by show of hands would be held.

One nomination was received; Mr MacLeod was nominated by Mr Oosten and seconded by Mrs Kereopa.

**Resolved: (Cr Thomson/Mr Haworth)**

**THAT** nominations for the position of Chairperson of the Raglan Community Board be closed.

**CARRIED on the voices**

**RCBI611/04**

The Chief Executive duly declared Mr MacLeod elected as Chairperson of the Raglan Community Board.

The Chief Executive then called for nominations for the position of Deputy Chairperson.

One nomination was received; Mrs Parson was nominated by Cr Thomson and seconded by Mr MacLeod.

**Resolved: (Mr Oosten/Mrs Kereopa)**

**THAT nominations for the position of Deputy Chairperson of the Raglan Community Board be closed.**

**CARRIED on the voices**

**RCBI611/05**

The Chief Executive duly declared Mrs Parson elected as Deputy Chairperson of the Raglan Community Board.

**Resolved: (Mr Oosten/Mrs Kereopa)**

**THAT the report from the Chief Executive be received;**

**AND THAT Mr MacLeod be appointed Chairperson of the Raglan Community Board;**

**AND FURTHER THAT Mrs Parson be appointed Deputy Chairperson of the Raglan Community Board.**

**CARRIED on the voices**

**RCBI611/06**

### **COMMUNITY COMMITTEE CHARTER**

Agenda Item 8

His Worship the Mayor spoke of his expectations of the Board in prioritising up to three projects for completion over the next three to six years. These could be considered at a workshop and focus be given to what can be achieved for the community.

**Resolved: (Mr MacLeod/Mrs Parson)**

**THAT the report from the Chief Executive be received;**

**AND THAT the Raglan Community Board confirms the Community Committee Charter as attached to the agenda report;**

**AND FURTHER THAT the charter be customised to include the name of Raglan Community Board.**

**CARRIED on the voices**

**RCBI611/07**

**CODE OF CONDUCT**

Agenda Item 9

**Resolved: (Mr MacLeod/Mr Vink)**

**THAT the report from the Chief Executive be received.**

**CARRIED on the voices**

**RCBI611/08**

**USE OF COMMUNITY BOARD AND COMMUNITY COMMITTEE  
DISCRETIONARY FUNDS**

Agenda Item 10

**Resolved: (Mr Vink/Mr Haworth)**

**THAT the report from the Chief Executive be received.**

**CARRIED on the voices**

**RCBI611/09**

**DATE AND TIME OF MEETINGS**

Agenda Item 11

**Resolved: (Mr MacLeod/Mrs Parson)**

**THAT the report from the Chief Executive be received;**

**AND THAT the Raglan Community Board holds its meetings on the second Tuesday of each month commencing at 2.00pm with a Public Forum commencing at 1.30pm prior to each meeting;**

**AND FURTHER THAT it is suggested no meeting be held in the months of January, April, July and October in line with Council practice.**

**CARRIED on the voices**

**RCBI611/10**

**REPORTS**

Discretionary Funding Guidelines

Agenda Item 12.1

**Resolved: (Mr MacLeod/Cr Thomson)**

**THAT the report from the General Manager Strategy & Support be received.**

**CARRIED on the voices**

**RCBI611/11/1**



The Chief Executive vacated the Chair and Mr MacLeod presided.

His Worship the Mayor and the Chief Executive retired from the meeting at 2.54pm.

Discretionary Fund Report to 25 October 2016

Agenda Item 12.2

**Resolved: (Mr MacLeod/Mr Oosten)**

**THAT the report from the General Manager Strategy & Support be received.**

**CARRIED on the voices**

**RCB1611/11/2**

Application for Funding – Raglan Mountain Bike Club

Agenda Item 12.3

Cr Thomson declared a conflict of interest, withdrew to the gallery and took no part in discussion or voting on this item.

Mr De Ruyscher provided an overview and answered questions of the members. Consideration was to be given for the Community Board logo to be included on the map and entrance sign.

**Resolved: (Mr MacLeod/Mr Vink)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT an allocation of \$787.75 be made to the Raglan Mountain Bike Club towards the cost of Wainui Reserve mountain bike track maps.**

**CARRIED on the voices**

**RCB1611/11/3**

Application for Funding – Whaingaroa Environment Centre

Agenda Item 12.4

Mrs Penn provided an overview and answered questions of the members.

**Resolved: (Mr Oosten/Mr Haworth)**

**THAT the report from the General Manager Strategy & Support be received;**

**THAT an allocation of \$3,137.00 be made to the Whaingaroa Environment Centre towards the cost of Plastic Free Raglan project.**

**CARRIED on the voices**

**RCB1611/11/4**

As the Chair, Mr MacLeod, declared a conflict of interest in the following item he vacated the chair and the Deputy Chair, Mrs Parson presided for the item.

Application for Funding – Raglan Lions Club  
Agenda Item 12.5

Mr MacLeod disclosed a conflict of interest, withdrew to the gallery and took no part in discussion or voting on this item.

Mr Young provided an overview and answered questions of the members.

**Resolved: (Mr Haworth/Mrs Kereopa)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT an allocation of \$1,775.00 be made to the Raglan Lions Club towards the cost of the 2016 New Year's Eve parade.**

**CARRIED on the voices**

**RCB1611/11/5**

The Deputy Chair, Mrs Parson, vacated the Chair. Mr MacLeod assumed the Chair and presided for the remainder of the meeting.

Application for Funding – Raglan Community Arts Council  
Agenda Item 12.6

Mr Gemmell, Ms S Prinz and Mr Gallagher provided an overview and answered questions of the members.

**Resolved: (Mr Vink/Mr MacLeod)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT the board supports an allocation of \$2,500 towards the creative space upgrade;**

**AND FURTHER THAT a further \$5,000 commitment be made to the project subject to funding available from Council.**

**CARRIED on the voices**

**RCB1611/11/6**

Application for Funding – Raglan Chamber of Commerce  
Agenda Item 12.7

Ms Thomson declared a conflict of interest, withdrew to the gallery and took no part in discussion or voting on this item.

Mr Hannah provided an overview and answered questions of the members.

**Resolved: (Mr MacLeod/Mr Vink)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT the amount previously allocated for the Matariki Festival of \$1,000.00 be returned to the pool [RCB1605/07/3 refers];**

**AND FURTHER THAT an allocation of \$1,000.00 be made to the Raglan Chamber of Commerce towards the cost of the Christmas light competition for the community of Raglan.**

**CARRIED on the voices**

**RCB1611/11/7**

Application for Funding – ZU Entertainment Ltd  
Agenda Item 12.8

This item was withdrawn from the agenda.

Project Accountability Form  
Agenda Item 12.9

**Resolved: (Mr MacLeod/Cr Thomson)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT the Board notes that the following amounts have been spent:**

- \$5,548.75 Whaingaroa Environment Centre – Plastic Bag Free Raglan project;**
- \$3,500.00 funded, \$2,921.46 spent Whaingaroa Environment Centre – Tool Library Project.**

**CARRIED on the voices**

**RCB1611/11/8**

Service Requests  
Agenda Item 12.10

Cr Thomson agreed to include an article in the Raglan Chronicle to inform the public of the process to request a service via the Council website. Other options were to phone in or advise the Raglan Office.

**Resolved: (Mr MacLeod/Mr Oosten)**

**THAT the report from the Chief Executive be received.**

**CARRIED on the voices**

**RCB1611/11/9**

Works & Issues Report November 2016  
Agenda Item 12.11

Additional items discussed:

- berm mowing zones – board wanted to understand the exemption process and how often the berms would get mown particularly in those public profile areas. Staff to attend the next meeting and provide a report to explain.
- Maintenance of Christmas Lighting - some lights not working.

**Resolved: (Mr MacLeod/Mr Haworth)**

**THAT the report from the General Manager Customer Support be received.**

**CARRIED on the voices**

**RCB1611/11/10**

Waters Performance Dashboard  
Agenda Item 12.12

It was agreed that the Infrastructure Report for November would be provided to the board for their next meeting.

**Resolved: (Mr MacLeod/Mr Vink)**

**THAT the report of the General Manager Service Delivery be received.**

**CARRIED on the voices**

**RCB1611/11/11**

Placemaking in the District  
Agenda Item 12.13

Cr Thomson spoke briefly on the proposed hand rail at the wharf and provided a draft design for the members to view of the seating and bike racks.

**Resolved: (Mr MacLeod/Mr Oosten)**

**THAT the report of the General Manager Customer Support be received.**

**CARRIED on the voices**

**RCB1611/11/12**

Raglan Naturally Interim Steering Group  
Agenda Item 12.14

Cr Thomson advised that Tony Mayow provided a presentation on Raglan Naturally to the steering group today and those members were enthused at moving forward with re-establishing the relationship with Council. A presentation will be made to the December meeting from a member of the Interim Steering Group.



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### **Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	Bob MacLeod Chairperson
<b>Date</b>	29 November 2016
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0507
<b>Report Title</b>	Raglan 23 Bus Contract

## **I. EXECUTIVE SUMMARY**

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The Manager – Public Transport Operations Waikato Regional Council, Mr Andrew Wilson, will be in attendance to provide information on the Raglan Bus improvements planned for April 2017.

Key points for discussion are:

- An additional trip every weekday between Raglan and Hamilton,
- The return of Sunday and public holiday services (we currently only provide a service Monday to Saturday)
- More services to Manu Bay during the summer school holidays
- All three buses used to deliver the Raglan contract will be brand new, with more overall capacity than the current buses
- Improved on-board storage for luggage, including surfboard racks
- Coach style seating
- On-board CCTV cameras
- Free passenger wifi
- Bike racks on all buses.

A draft bus timetable for the changes will be presented at the meeting. A request is made for feedback from passengers and the wider Raglan community on the draft timetable, as well as the route the bus takes within Raglan to ensure the service best meets the needs of users.

## **2. RECOMMENDATION**

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**THAT the report from the Chairperson be received.**

## **3. ATTACHMENTS**

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Nil

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**Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	Tony Whittaker General Manager Strategy & Support
<b>Date</b>	21 November 2016
<b>Prepared by</b>	Julienne Calambuhay Management Accountant
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0507
<b>Report Title</b>	Discretionary Fund Report to 21 November 2016

**1. EXECUTIVE SUMMARY**

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To update the Board on the Discretionary Fund Report to 21 November 2016.

**2. RECOMMENDATION**

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**THAT the report from the General Manager Strategy & Support be received.**

**3. ATTACHMENTS**

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Discretionary Fund Report to 21 November 2016

**RAGLAN COMMUNITY BOARD DISCRETIONARY FUND 2016/2017**

		<b>1,206,170.4</b>
<b>2016/17 Annual Plan</b>		14,271.00
<b>Carry forward from 2015/16</b>		6,718.00
<b>Total Funding</b>		<b>20,989.00</b>
<b>Expenditure</b>		
24-Jun-2016 Raglan House - towards the cost of hosting a two-day workshop on suicide prevention and awareness	RCB1603/06/3	2,000.00
29-Aug-2016 Raglan Naturally celebration - Raglan Ink Ltd advertising	RCB1608/04/1	166.00
30-Aug-2016 Raglan Naturally celebration - True Food Ltd catering	RCB1608/04/1	695.65
31-Aug-2016 Raglan Naturally celebration - projector hire	RCB1608/04/1	21.74
17-Nov-2016 Raglan Mountain Bike Club - Wainui Reserve mountain bike tracks	RCB1611/11/3	787.75
08-Nov-2016 Raglan Community Arts Council - creative space upgrade	RCB1611/11/6	2,500.00
21-Nov-2016 Whaingaroa Environment Centre - Plastic Free Raglan project	RCB1611/11/4	3,137.00
<b>Total Expenditure</b>		<b>9,308.14</b>
<b>Income</b>		
<b>Total Income</b>		-
<b>Net Expenditure</b>		<b>9,308.14</b>
<b>Net Funding Remaining (Excluding commitments)</b>		<b>11,680.86</b>
<b>Commitments</b>		
09-Aug-2016 Raglan Naturally celebration (RCB1608/04/1)	1,000.00	
Less: Expenses	883.39	116.61
08-Nov-2016 Raglan Lions Club - 2016 New Year's Eve parade (RCB1611/11/5)		1,775.00
08-Nov-2016 Raglan Community Arts Council - commitment to a project subject to funding available from Council (RCB1611/11/6)		5,000.00
08-Nov-2016 Raglan Chamber of Commerce - Christmas light competition (RCB1611/11/7)		1,000.00
<b>Total Commitments</b>		<b>7,891.61</b>
<b>Net Funding Remaining (Including commitments) as of 21 November 2016</b>		<b>3,789.25</b>



### **Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	Tony Whittaker General Manager Strategy & Support
<b>Date</b>	22 November 2016
<b>Prepared by</b>	Melissa Russo Corporate Planner
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0507
<b>Report Title</b>	Community Plan Template and Identification of Long Term Plan Priority Projects

## **I. EXECUTIVE SUMMARY**

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Every three years Council must prepare and adopt a Long Term Plan (LTP). The purpose of the LTP is to set the budgets and projects for the next 10 years.

Through this process, Council would like to give our communities the opportunity to think about projects that could be considered for funding through the LTP.

Ideally these should be projects that support the community vision and the issues within the community that need to be addressed. For this reason, and to ensure that Community Boards and Community Committees take ownership for developing community-level plans, Council staff have developed a simple one-page template for assisting Community Boards and Committees for developing their respective community plans and coming up with projects that can be considered through the LTP.

## **2. RECOMMENDATION**

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**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT the Community Board develops its community plan and identifies key projects to give effect to the plan and for consideration through Council's Long Term Plan process by using the template provided.**

**AND FURTHER THAT the completed community plan template be submitted to Council's Corporate Planner by 31 March 2017.**

### **3. BACKGROUND**

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Every three years Council must prepare and adopt a Long Term Plan (LTP). The purpose of the LTP is to set the budgets and projects for the next 10 years.

Community Boards and Committees are also required to develop community plans. Some Community Boards and Committees already have these but some need to be reviewed.

Council is also cognisant of the time it can take for Community Boards and Committees to develop a community plan the last time (often up to a year). To help make the process more efficient and less resource-intensive and to ensure that the projects in the community plan are also considered for funding through Council's LTP, staff have developed a simple one page community plan template for use by Community Boards and Committees.

This template is to be used for the Community Board/Committee to firm up its vision for the community, identify key issues that are affecting the community and to come up with projects/initiatives to address these.

Since Council is not the only provider of services, it is conceivable that some community projects may be the responsibility of other government agencies (like the New Zealand Transport Agency (NZTA)). It is important therefore for all these to be listed in the community plan if it supports the vision for the community and addressing the issues afflicting it.

### **4. DISCUSSION AND ANALYSIS OF OPTIONS**

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#### **4.1 DISCUSSION**

Through the LTP process Council will provide an opportunity for communities to submit community projects for consideration in the 2018-28 LTP. In order to streamline the process and ensure that projects relate to the vision for the community and address the issues afflicting it, a community plan template has been developed by Council staff. Through this, Community Boards/Committees can come up with projects that can be considered through the LTP process. The community plan (including associated projects) must be submitted to the Corporate Planner ([melissa.russo@wairarapa.govt.nz](mailto:melissa.russo@wairarapa.govt.nz)) by 31 March 2017 using the community plan template that is attached to this report.

Following the submission of the community plan by the Community Board/Committee to the Corporate Planner, the projects will be considered by Council through the LTP process.

Staff will report back to the Community Boards/Committees on those projects that have received funding through the LTP process following its adoption in June 2018.

It is the responsibility of the Community Boards/Committees to engage with their communities on the projects they would like to be submitted for consideration through the LTP process.

## 5. CONSIDERATION

### 5.1 FINANCIAL

The financial impact of the priority projects will not be realised until the projects have received confirmation of funding from Council through the LTP process.

### 5.2 LEGAL

Council's Long Term Plan is developed in accordance with requirements of the Local Government Act.

### 5.3. STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Projects derived from the community plan will be considered for inclusion in the Long Term Plan.

### 5.3 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	<p>Community Boards and Committees are being empowered to develop their community plans and to use this to identify projects for consideration in Council's Long Term Plan 2018-2028.</p> <p>Community engagement could also extend to the 'empower' level of engagement, if the community choose to deliver the project with little Council involvement.</p>				

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
Y			Internal
Y			Community Boards/Community Committees
			Waikato-Tainui/Local iwi
Y			Households
			Business
			Other Please Specify

It will be the responsibility of the Community Boards to engage with their communities on those projects that the community would like to submit for consideration.

## **6. CONCLUSION**

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Community Boards and Community Committees are to engage with their communities on those projects they would like to see delivered over the next three years as part of the development of their respective community plans. Community plan (with projects) must be submitted for consideration by Council alongside the LTP 2018-18 process by 31 March 2017.

## **7. ATTACHMENTS**

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Attachment I – Community plan template

# (Name of town/village) Community Plan 2016-2026

(Insert community logo if available)

<b>Name of community</b>	e.g. Pokeno
<b>Ownership</b>	e.g. Pokeno Community Committee

<p><b>Objective(s) of this plan</b></p> <p><i>State what this plan is seeking to achieve.</i></p>	
<p><b>Community snapshot (status quo)</b></p> <p><i>State a few facts about the community e.g. demographics, growth, key attractions etc. (some of this information can be provided by council on request)</i></p>	
<p><b>Key issues/problems</b></p> <p><i>What are the key issues faced by the community that this plan is seeking to address?</i></p>	
<p><b>Key stakeholders</b></p> <p><i>Who are the key stakeholders in the community that have been/will be engaged in developing and implementing this plan.</i></p>	

## Key Actions ranked in order of priority (to be used to inform Council's Long Term Plan 2018-2028)

Action	Estimated cost	Funding source	Responsibility	By when

*Note: It is the responsibility of the community board or committee to report on implementation. It is suggested that this be done on a two-monthly basis at the board or committee meeting.*

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**Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	Tony Whittaker General Manager Strategy & Support
<b>Date</b>	09 November 2016
<b>Prepared by</b>	Sharlene Jenkins PA to General Manager Strategy & Support
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	GOV0507
<b>Report Title</b>	Raglan Works & Issues Report: Status of Items November 2016

**1. EXECUTIVE SUMMARY**

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To update the Board on issues arising from the previous meeting.

**2. RECOMMENDATION**

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**THAT** the report from the **General Manager Strategy & Support** be received.

**3. ATTACHMENTS**

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Raglan Works & Issues Report: Status of Items November 2016

**RAGLAN COMMUNITY BOARD  
WORKS & ISSUES REGISTER – 2016**

Issue	Area	Action	Comments
Traffic Count	Service Delivery	<ol style="list-style-type: none"> <li>1. Is there a plan regarding which roads Council is planning to have traffic counts on?</li> <li>2. Does Council analyse and plan the counts?</li> </ol>	District-wide strategy has been developed in draft, which details locations and frequency of collection (currently under review). Data collected is utilised both during the development of a forwards works programme and during any projects subsequent design stage.
Forward Works Report	Service Delivery	Raised again. This is really important to this Committee. They want to understand what Council is going to be doing in their Community such that they can engage with their Community about what's coming up.	See attachment – Service Delivery Projects.
Annual Plan Projects	Service Delivery	<p>Please provide a report to the Board's December meeting on the below projects so as to keep members up to date with this planned work:</p> <ul style="list-style-type: none"> <li>▪ 3.7km of road resurfacing</li> <li>▪ 1k of pavement renewal</li> <li>▪ Vehicle pad replacement at Raglan Transfer Station</li> <li>▪ Stormwater network extension and upgrade</li> <li>▪ Upgrading the Wastewater Treatment Plant at Raglan</li> <li>▪ Maintenance work to Raglan Wharf (under action with Cr Thomson)</li> <li>▪ \$100,000 of lighting improvement</li> </ul>	<p><u>3.7km of road resurfacing and 1k of pavement renewal</u> Refer above.</p> <p><u>Vehicle pad replacement at Raglan Transfer Station</u> These works will be planned by Xtreme Zero Waste to suit their business with WDC being part of any decisions.</p> <p><u>Stormwater network extension and upgrade</u> These works are in the investigation and planning phase and include a day lighting project. Physical works are not expected until March.</p> <p><u>Upgrading the Wastewater Treatment Plant at Raglan</u> These works are in the investigation phase to improve the Suspended Solids performance of the plant.</p> <p><u>Maintenance work to Raglan Wharf</u> Completed.</p> <p><u>\$100,000 of lighting improvement</u> Physical works are complete. WEL Networks are planning to connect the lights on the 15th &amp; 16th December.</p>

Issue	Area	Action	Comments
Designated park for electric charging station	Customer Support	Could car parking lines be painted in the Plunket carpark? Aaron to provide a map of the current parking configuration	To allow for the best utilisation of this area it is proposed that no markings are put in except for the one to identify the electric parking area. This has been discussed with Aaron and he has been provided with a schematic of the proposed parking bay.
Grass Verges	Service Delivery	The Board would like the appropriate staff member to come and explain how the policy now works, who is eligible for an exemption, and where Council gets the berms mowed and how regularly, in those community profile areas that look untidy.	The General Manager Service Delivery can attend meeting, if required.
T-Bar Swing in Playgrounds	Service Delivery	Can the replacement be available for the children over the Summer i.e. before Christmas?	No availability of swings due to national recall.
PRK0184/17 Kopua Domain Park newly installed lights concrete bases lodged by Kelly Murphy	Service Delivery	Completed by Contractor 25/08/16, however the concrete needs to be lowered as it is a safety risk.	The concrete surround has been programmed to be removed before the end of November.
Decorative Lights, Bow Street	Service Delivery	Some are dangling down and not working.	Work completed to date was to connect them safely into the lighting column, however the light fittings are not suited to the environment and are subsequently failing. No replacement funding is available within the roading budget.
Lorenzen Bay Road	Service Delivery	The Board understands a pipe recently burst as a result of contractor activity. Keen to understand that ratepayers don't pay for that type of thing.	Costs associated with this repair will be invoiced to the contractor.
Dashboard Report	Service Delivery	Would like some commentary around significant measures. For example: Wastewater odour, overflow and p/station.	Please supply further feedback unclear on the requirement. Happy to meet to discuss.
Raglan Kopua Camp	Service Delivery	Why don't the Minutes go to the Community Board?	The Raglan Community Board Chair is on the Kopua Board and provides the connection between both governance groups.



## **WORKS**

### **SERVICE DELIVERY**

#### **Parks & Facilities**

##### Boat Ramps

A study is underway to assess use and upgrade requirements of district boat ramps. Part of this work has been a public survey process. This work will be used to inform funding required for this activity within the Long Term Plan 2018-28 to meet the needs of boat ramp users.

##### Natural Area Reserves Management Plan

Staff are currently gathering information on the District's natural reserves to inform production of a management plan to govern their use, management and development. This is the next management plan that gives effect to the Parks Strategic Framework which was adopted by Council in 2014.

#### **Programme Delivery**

##### Raglan Wharf

Working with stakeholders on look and feel of replacement fencing and handrails required to meet building code and health and safety standards.

#### **Waters**

##### General Update

Recruitment continues to be an issue with vacancies in the Asset, Treatment and Operations teams.

The Operations team continue to be busy with out of hours calls for wastewater issues.

Procedures for all teams are currently being reviewed and updated as required.

The Continuous Improvement Programme Just Do Its are mostly complete with the exception of the Education Programme and Downers contract.

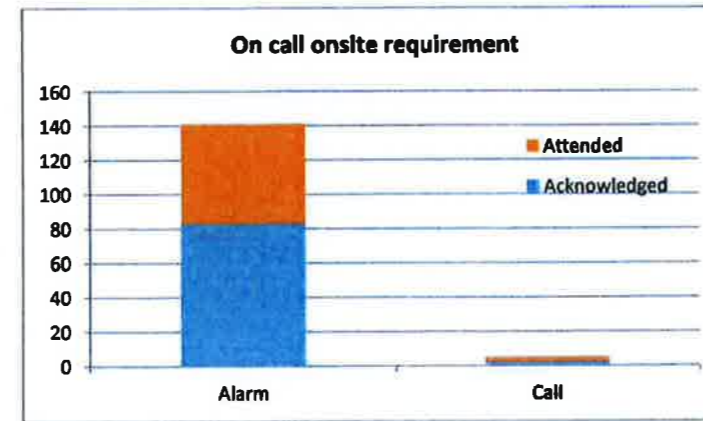
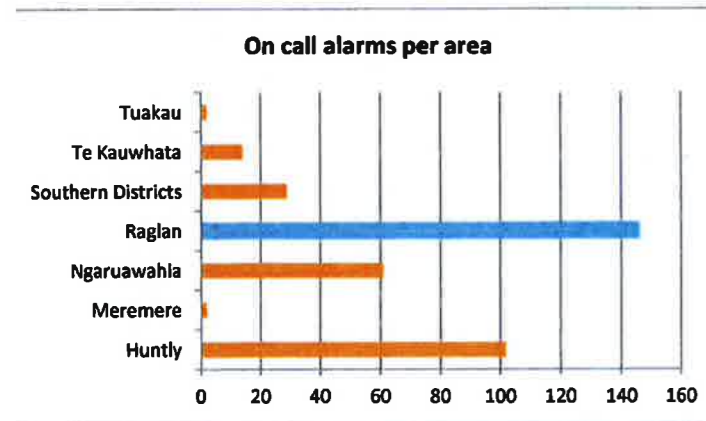
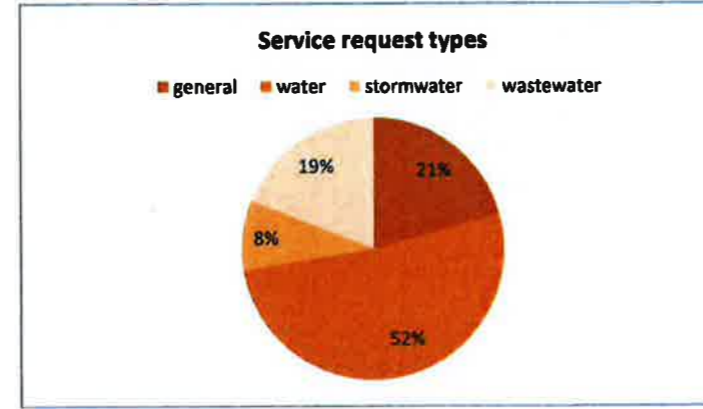
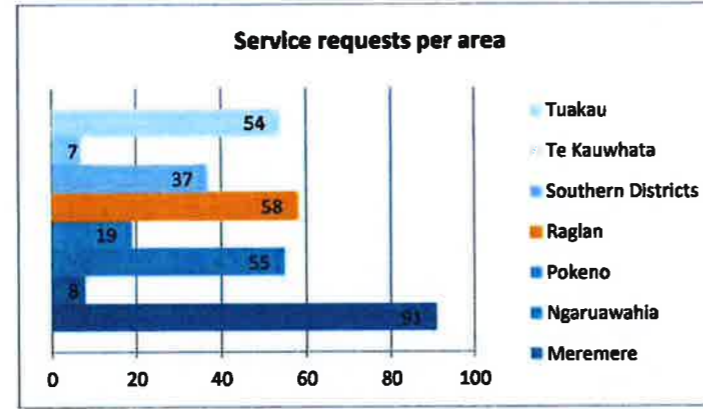
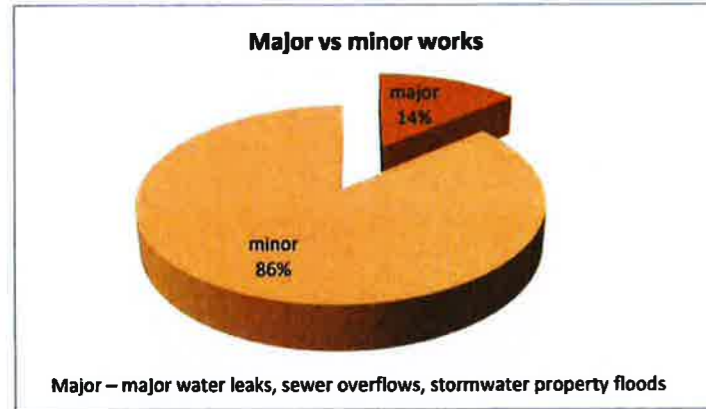
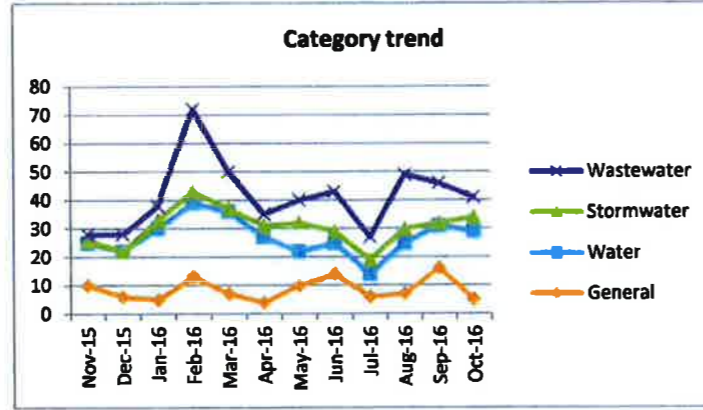
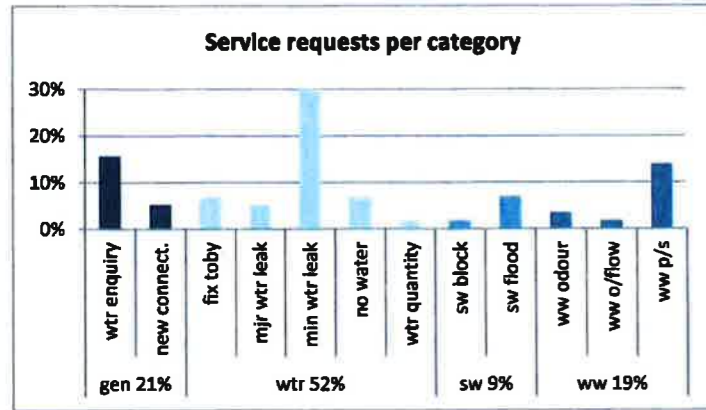
Good progress is being made on the Waters Treatment Plant renewals programme, the Asset condition assessment programme, district-wide water and wastewater modelling programme and the Raglan Inflow and Infiltration programme.

Waters staff are working closely with the Strategic Planning team on the District Plan Review to ensure positive infrastructure outcomes and in particular the inclusion of Low Impact Urban design for stormwater.

Programme: Waters – Raglan  
Manager: Martin Mould

Date: September – October 16  
Version: Draft

Service Requests Breakdown



Mandatory Performance Measures

Measure	September (16 <sup>th</sup> -)	October		
			Measure	
Water	The number of complaints received by WDC about drinking water clarity, taste, odour, pressure, flow, continuity of supply	< 17 per 1000 connections	0.49 per 1000 connections (7 complaints)	2.58 per 1000 connections (37 complaints)
	Fault Response Times for Urgent call outs	60 minutes median	50 minutes	91.42 minutes
	Fault Completion Times for Urgent call outs	240 minutes median	99.6 minutes	166.6 minutes
	Fault Response Times for Non-Urgent call outs	1 day median	1.27 days	1 day
Wastewater	Fault Completion Times for Non-Urgent call outs	5 day median	3.36 days	1.23 days
	The number of dry weather sewerage overflows from WDC wastewater system	< 5 per 1000 connections	0	0
	The total number of complaints received by WDC about the waste water system	< 25 per 1000 connections	0.36 per 1000 connections (4 complaints)	0.45 per 1000 connections (5 complaints)
	Fault Response Times for Sewerage Overflows	60 minutes median	16.5 minutes	NA
Stormwater	Fault Completion Times for Sewerage Overflows	240 minutes median	59 minutes	NA
	The number of flooding events (affecting habitable floors)	< 0.3 per 1000 connections	0	0
	The number of complaints received by WDC about the stormwater system	< 4 per 1000 connections	0 per 1000 connections (0 complaints)	0.22 per 1000 connections (3 complaints)
	Median Fault Response Times to attend a flooding event	8 hours	NA	NA

Number of Service Requests

	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	YTD
Wtr enquiry	8	4	4	10	5	2	8	8	4	4	15	2	87
New connect.	1	1	1	3	2	1	1	5	2	2		3	25
Safety	1	1				1	1	1	1	1	1		8
Toby repair	1		3	4	5	3	1	1	1	2	2	4	30
Major wtr leak	2	2	1	2	2	3				4		3	21
Minor wtr leak	9	10	19	17	18	14	7	8	5	8	9	14	157
No water	1	2	2	2	2	3	3	2		2	2	3	25
Wtr quality	2	1		1	1				1	1			8
Wtr quantity		1			1				1	1	2		7
SW block					1	1	3	3	3	2	1	1	16
SW drain	1		2	3		2	2		1	1			15
SW flood			1	1		1	5	1	1	2		4	19
WW odour			1	1	2			2	1			2	9
WW overflow		1	1	4	1			2		3	2		19
WW p/station	2	5	3	24	10	4	8	10	7	16	12	5	114

Continuous Improvement Projects

Prog Components	Project	Comments	Budget	Sept	Oct	Nov	Dec	Jan
Early Works	SMS Backup	In Progress	\$55,000					
Early Works	Generator Plugs	In Progress	\$50,000					
Early Works	Backup Generator - Greenslade	Prog for Sept	\$75,000					
Early Works	City Care Support		\$50,000					
Early Works	Public Education Programme - Plan							
Early Works	Public Education Programme - Implement		\$15,000					
CIP - Capital	Causal Analysis	Complete	\$5,000					
CIP - Capital	Enhanced Plan - Costed		TBD					
CIP - Capital	Enhanced Plan - Implementation		TBD					



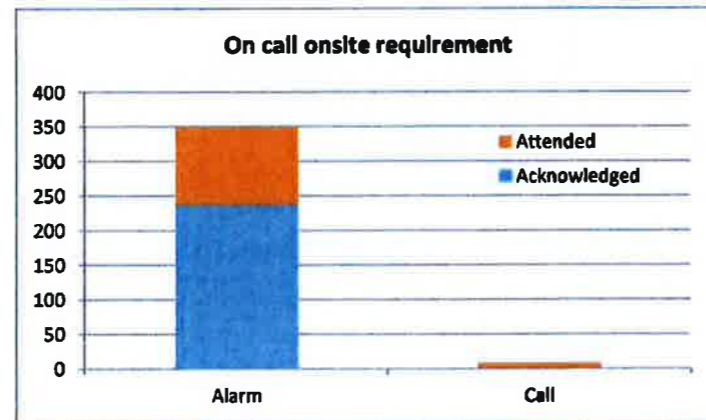
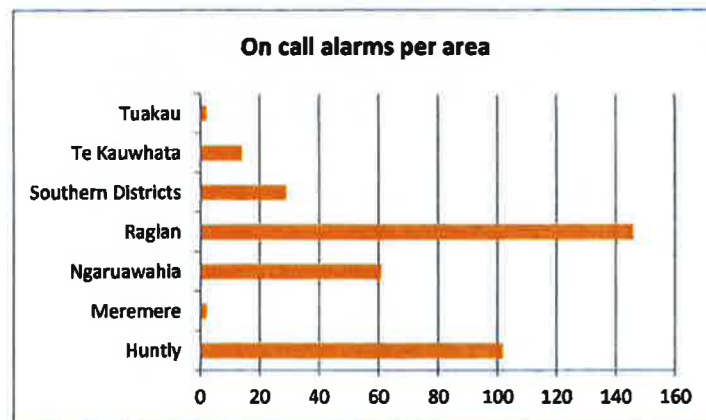
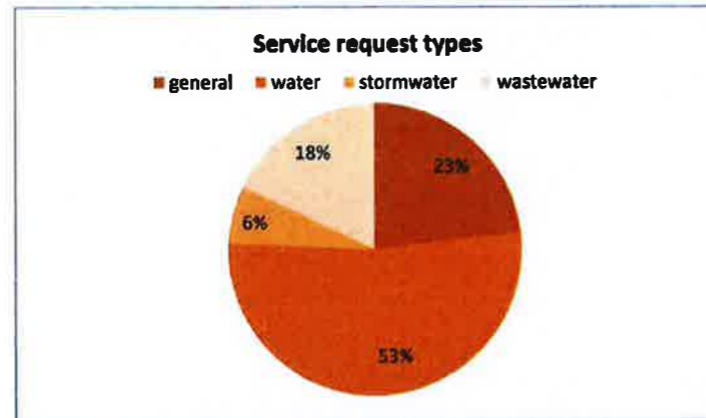
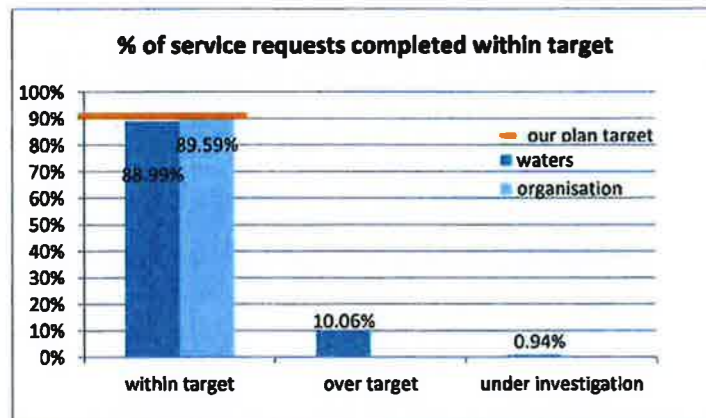
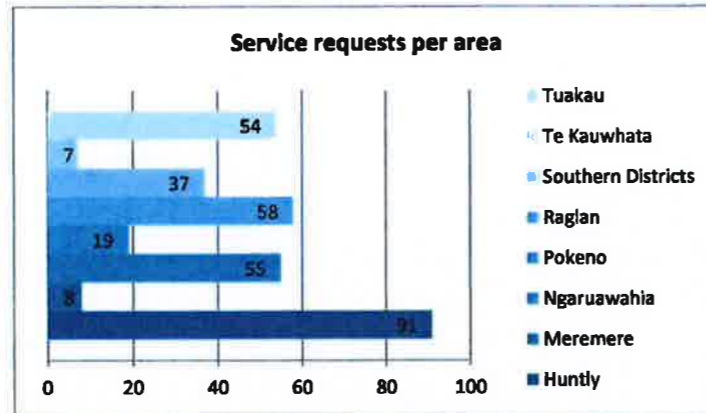
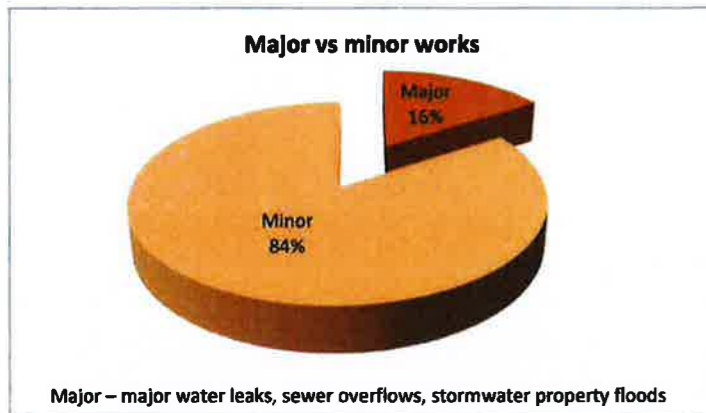
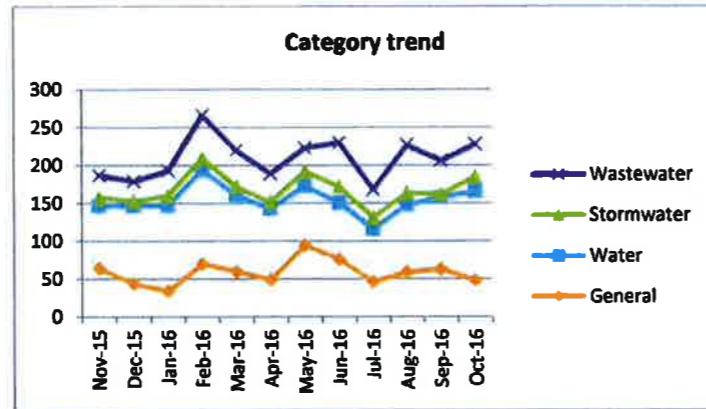
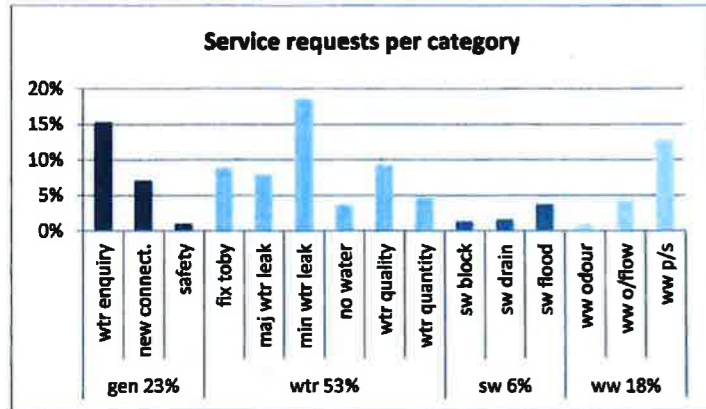
Programme: Waters – District Wide

Manager: Martin Mould

Date: September – October 16

Version: Draft

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Number of Service Requests

	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-15	YTD
Wtr enquiry	44	30	24	32	36	27	67	47	35	37	45	31	579
New connect.	17	9	8	32	20	20	23	24	7	16	14	14	250
Safety	3	5	2	6	4	2	4	5	4	6	4	3	52
Toby repair	12	9	10	15	18	6	18	17	11	9	24	12	194
Major wtr leak	5	10	13	9	10	13	7	9	4	10	6	21	162
Minor wtr leak	51	55	53	64	57	54	30	34	25	36	38	42	648
No water	6	8	13	8	8	10	17	11	5	6	4	9	142
Wtr quality	5	10	13	20	3	2	1	4	16	13	12	25	143
Wtr quantity	4	11	11	8	5	9	6		9	7	11	9	105
SW block	4	3	2	2	4	2	8	11	5	6	1	4	61
SW drain	5	2	6	8	3	5	5	5	5	6		5	70
SW property flood	2	1	5	6	4	2	6	5	5	10	3	10	84
WW odour	1	1	3	5	5	2	2	4	2	1	3	3	37
WW overflow	6	6	7	16	10	5	5	14	7	12	12	9	154
WW p/station	22	19	23	35	33	30	24	40	28	4	29	31	381

Continuous Improvement Projects

Prog Components	Project	Comments	Budget	Sept	Oct	Nov	Dec	Jan
Early Works	SMS Backup	In Progress	\$55,000					
Early Works	Generator Plugs	In Progress	\$50,000					
Early Works	Backup Generator - Greenslade	Prog for Sept	\$75,000					
Early Works	City Care Support		\$50,000					
Early Works	Public Education Programme - Plan							
Early Works	Public Education Programme - Implement		\$15,000					
CIP - Capital	Causal Analysis	Complete	\$5,000					
CIP - Capital	Enhanced Plan - Costed		TBD					
CIP - Capital	Enhanced Plan - Implementation		TBD					

## Service Delivery Projects

### Project Delivery Projects Raglan

- Raglan Wharf – Handrails and Dolphin Pier – currently working through costs as per discussions with Wharf Tenants, Board Chair and Councillor Thomson.
- Kopua Domain carpark reseal – underway.
- Raglan Sports Ground Lighting – awaiting favourable ground conditions to undertake this work.
- Boat ramp repairs – Wharf ramp and Wainui Road ramp (currently under design )
- Raglan Wharf (Dolphin Pier) Structural Report.
- Wastewater Treatment Plant entranceway upgrade and rainwater detention tank installation – Entranceway week beginning 28.11.16 (weather dependent).
- Pump Station Renewals – programme may include Raglan - however the programme being confirmed currently.
- Various 3 waters renewal works.

### Roading

#### Pavement Reconstruction Projects

- Wainui Road Rehabilitation (0.9km) – In progress.

#### Resurfacing Projects, planned to be completed during March:

- Greenslade Road
- Main Road
- Marine Parade
- Marine Parade Reserve
- Maungatawhiri Road
- Plateau Road
- Te Mata Road
- Wainui Road

\* Total resurfacing length 5.7km

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**Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	Tony Whittaker General Manager Strategy & Support
<b>Date</b>	25 November 2016
<b>Prepared by</b>	Sharlene Jenkins PA to General Manager Strategy & Support
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0507
<b>Report Title</b>	Year to Date Service Request Report

**1. EXECUTIVE SUMMARY**

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To update the Board on the Year to Date Service Request Report for Raglan.

**2. RECOMMENDATION**

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**THAT** the report from the **General Manager Strategy & Support** be received.

**3. ATTACHMENTS**

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Year to Date Service Request Report for Raglan.



# Service Request Time Frames By Ward for <sup>30</sup> RAGLAN

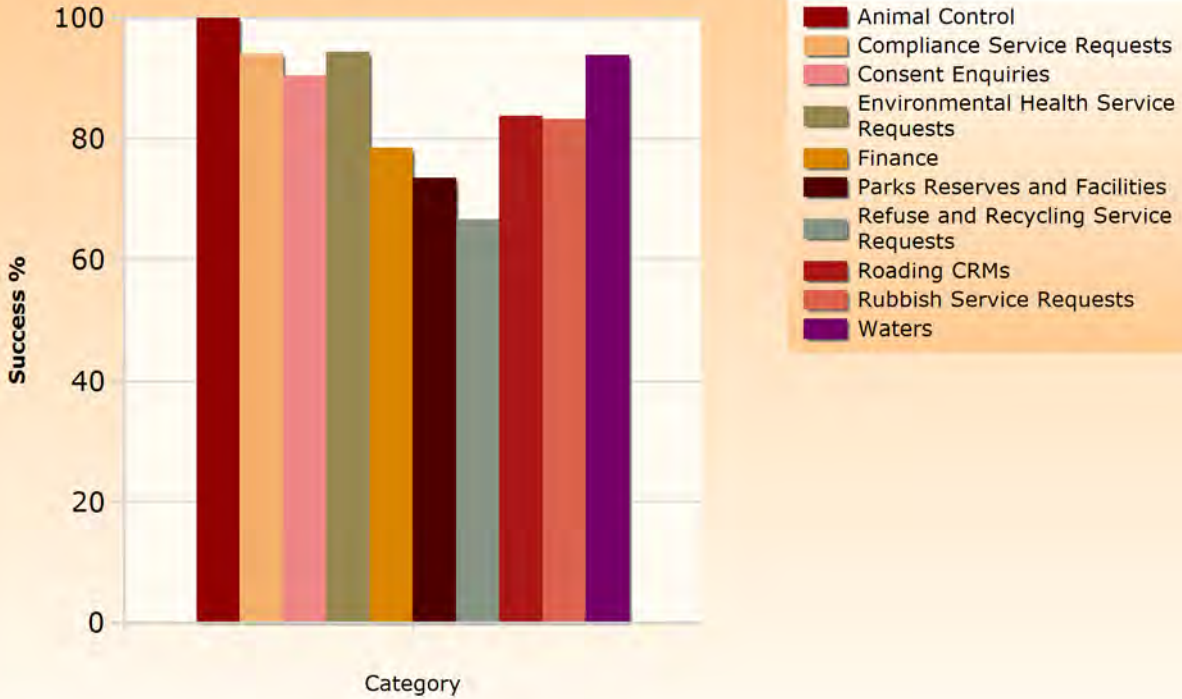
Date Range: 01/07/2016 to 31/10/2016



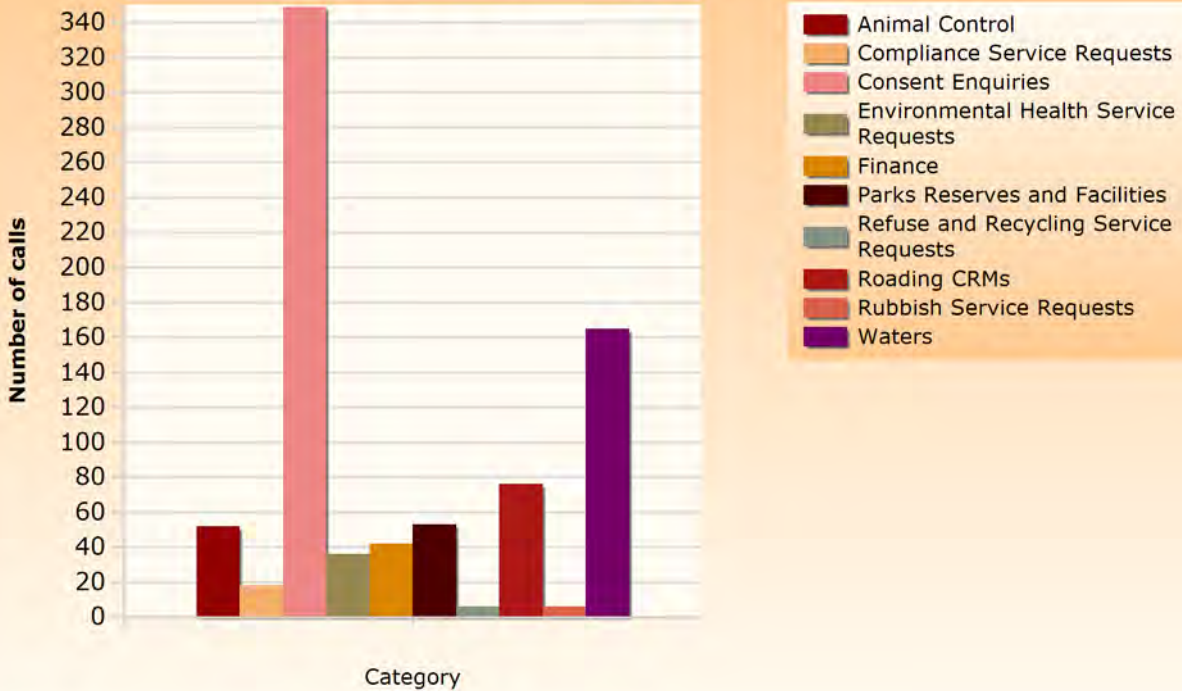
The success rate excludes Open Calls as outcome is not yet known.

11/30/2016 11:40:23 AM

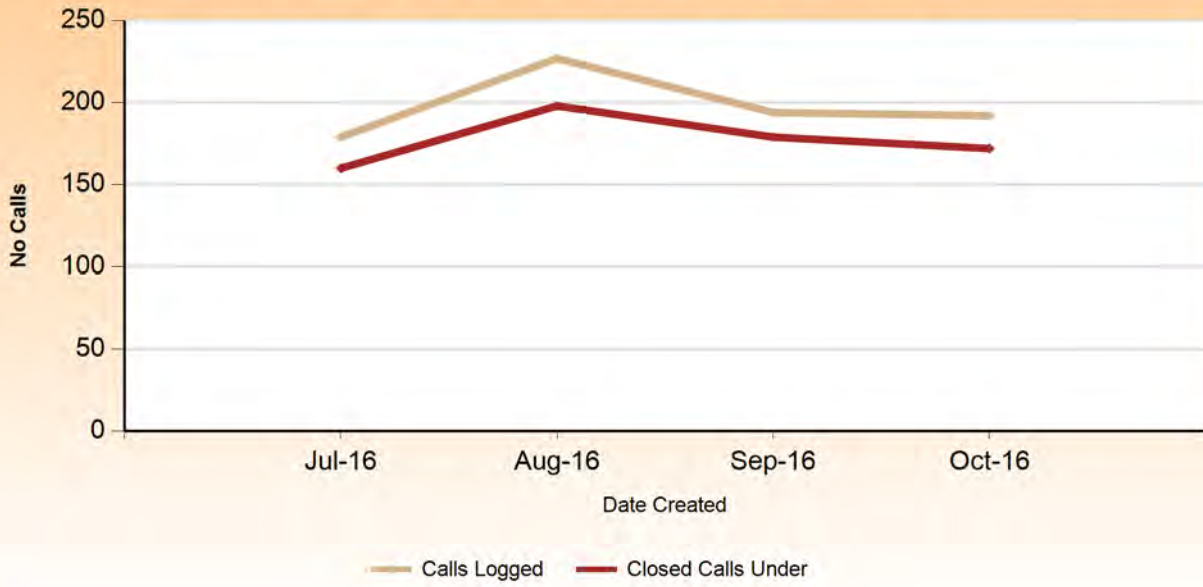
## Call Completion % Success by Type



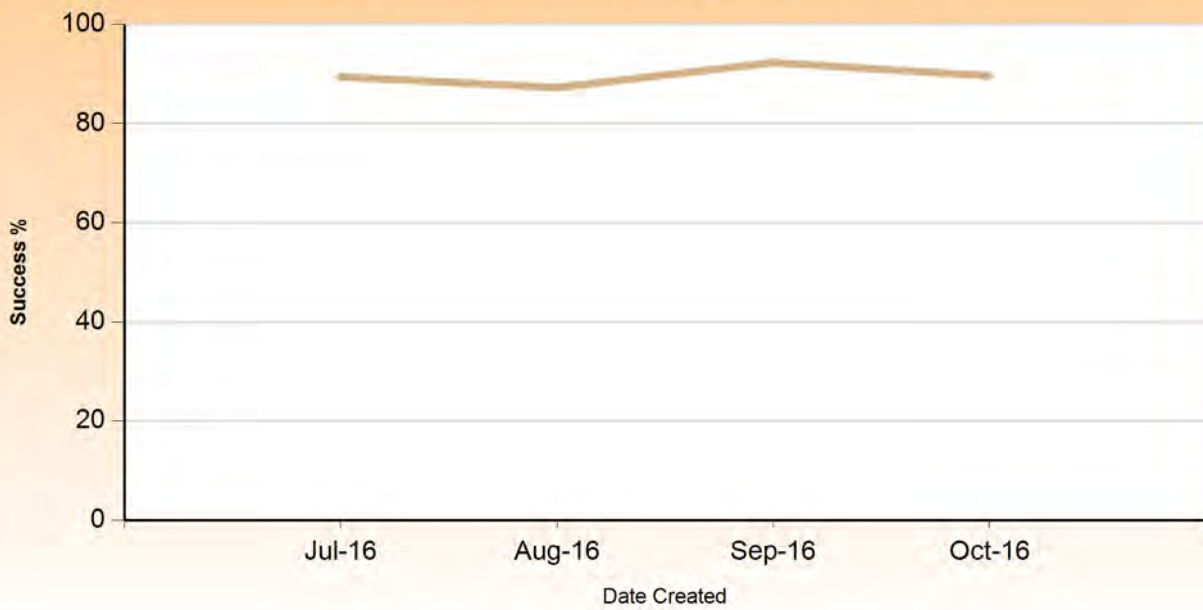
## Number of Calls logged by Type



### Volume of Calls Closed vs Calls Closed in Time



### Completion Success per month



		Calls Logged	Open		Closed		Success Rate	
			Open Calls Over	Open Calls Under	Closed Calls Over	Closed Calls Under		
<b>Animal Control</b>	<b>Summary</b>	<b>52</b>				<b>52</b>	<b>100.00%</b>	
	Animal Charges	6				6	100.00%	
	Dog Property Visit	7				7	100.00%	
	Dog Straying - Current	6				6	100.00%	
	Dog Straying - Historic	12				12	100.00%	
	Dog/Animal Missing	7				7	100.00%	
	Dogs Aggression - Current	6				6	100.00%	
	Dogs Aggression - Historic	3				3	100.00%	
	Dogs Barking Nuisance	4				4	100.00%	
	Livestock Trespassing - Current	1				1	100.00%	
	<b>Compliance Service Requests</b>	<b>Summary</b>	<b>18</b>		<b>1</b>	<b>1</b>	<b>16</b>	<b>94.12%</b>
		Compliance - Unauthorised Activity	16		1		15	100.00%
Illegal parking		2			1	1	50.00%	
<b>Consent Enquiries</b>	<b>Summary</b>	<b>349</b>		<b>1</b>	<b>33</b>	<b>315</b>	<b>90.52%</b>	
	Land Hazard Enquiries	2				2	100.00%	
	Onsite Services	19			6	13	68.42%	
	Planning Process	22			4	18	81.82%	
	Property Information Request	136				136	100.00%	
	Zoning and District Plan Enquiries	170		1	23	146	86.39%	
<b>Environmental Health Service Requests</b>	<b>Summary</b>	<b>36</b>			<b>2</b>	<b>34</b>	<b>94.44%</b>	
	Environmental Health Complaint	3			1	2	66.67%	
	Noise Complaint - Environmental Health	3				3	100.00%	
	Noise complaints straight to contractor	30			1	29	96.67%	
	<b>Finance</b>	<b>Summary</b>	<b>42</b>			<b>9</b>	<b>33</b>	<b>78.57%</b>
Rates query		42			9	33	78.57%	
<b>Parks Reserves and Facilities</b>	<b>Summary</b>	<b>53</b>			<b>14</b>	<b>39</b>	<b>73.58%</b>	
	Parks & Reserves - Beach Issues	2				2	100.00%	
	Parks & Reserves - Buildings	3			3		0.00%	
	Parks & Reserves - Cemetery Complaints (not mowing)	1			1		0.00%	



		Open		Closed			
		Calls Logged	Open Calls Over	Open Calls Under	Closed Calls Over	Closed Calls Under	Success Rate
<b>Parks Reserves and Facilities</b>	Parks & Reserves - Council owned land	2			1	1	50.00%
	Parks & Reserves - Graffiti	2				2	100.00%
	Parks & Reserves - Non-urgent Public Toilet Issues	1				1	100.00%
	Parks & Reserves - Park Furniture	3			1	2	66.67%
	Parks & Reserves - Raglan Wharf Issues	1			1		0.00%
	Parks & Reserves - Reserve Issues	31			5	26	83.87%
	Parks & Reserves - Urgent Public Toilet Issues	4			2	2	50.00%
	Parks & Reserves-Council owned buildings on reserv	3				3	100.00%
<b>Refuse and Recycling Service Requests</b>							
	<b>Summary</b>	<b>6</b>			<b>2</b>	<b>4</b>	<b>66.67%</b>
	New collections	1			1		0.00%
	Refuse - Non-Collection	2			1	1	50.00%
	Refuse & Recycling Enquiries	3				3	100.00%
<b>Roading CRMs</b>							
	<b>Summary</b>	<b>76</b>	<b>1</b>	<b>7</b>	<b>11</b>	<b>57</b>	<b>83.82%</b>
	Footpath Maintenance - Non_Urgent	7			2	5	71.43%
	New Vehicle Entrance Request	1				1	100.00%
	Request 4 new street light path sign etc	5			4	1	20.00%
	Road Culvert Maintenance	16		3		13	100.00%
	Road Marking Sign & Barrier Maint Marker Posts	4				4	100.00%
	Roading Work Assessment Required - OnSite 5WD	20		4	1	15	93.75%
	Routine Rooding Work Direct to Contractor 5WD Comp	7	1			6	100.00%
	Street Light Maintenance	3				3	100.00%
	Urgent - Footpath Maintenance	2				2	100.00%
	Urgent Rooding Work 4Hr Response	4			1	3	75.00%
	Vegetation Maintenance	7			3	4	57.14%
<b>Rubbish Service Requests</b>							
	<b>Summary</b>	<b>6</b>			<b>1</b>	<b>5</b>	<b>83.33%</b>
	Abandoned Vehicle	3			1	2	66.67%
Illegal Rubbish Dumping	3				3	100.00%	
<b>Waters</b>							
	<b>Summary</b>	<b>165</b>		<b>1</b>	<b>10</b>	<b>154</b>	<b>93.90%</b>
	3 Waters Enquiry	26			3	23	88.46%

		Open		Closed		Success Rate	
		Calls Logged	Open Calls Over	Open Calls Under	Closed Calls Over		Closed Calls Under
<b>Waters</b>	3 Waters Safety Complaint - Non Urgent	2				2	100.00%
	Drinking water billing	3				3	100.00%
	Drinking Water Final Meter Read	4				4	100.00%
	Drinking Water Major Leak	5				5	100.00%
	Drinking Water minor leak	38			1	37	97.37%
	Drinking Water quality	2			1	1	50.00%
	Drinking Water Quantity/Pressure	3			1	2	66.67%
	Fix Water Toby	8			1	7	87.50%
	New Drinking Storm Waste water connections	7				7	100.00%
	No Drinking Water	6				6	100.00%
	Stormwater Blocked pipe	7		1	1	5	83.33%
	Stormwater Open Drains	2				2	100.00%
	Stormwater Property Flooding	7				7	100.00%
	Wastewater Odour	3				3	100.00%
	Wastewater Overflow or Blocked Pipe	5			1	4	80.00%
	Wastewater Pump Alarm	4			1	3	75.00%
	Waters Pump Station jobs - only for internal use	33				33	100.00%
	<b>Total</b>		<b>803</b>	<b>1</b>	<b>10</b>	<b>83</b>	<b>709</b>

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### **Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	Bob MacLeod Chair Raglan Community Board
<b>Date</b>	25 November 2016
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0507
<b>Report Title</b>	Raglan Naturally

## **I. EXECUTIVE SUMMARY**

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The Interim Steering Group (ISG) of Raglan Naturally reported on progress at the Community Board November meeting.

The ISG can now further report that, following a presentation to the Raglan Chamber of Commerce, Stephanie Philips has been delegated by the Chamber of Commerce to join the group.

We also note that there has been an intention stated to incorporate the Tourism Action Plan under the Raglan Naturally Plan.

We further note that Mayor Allan Sanson has advised Community Boards to: “get up in a helicopter to look at what the community wanted”, and “...identify the projects you want to work on.”(Raglan Chronicle 17<sup>th</sup> Nov.)

In view of the abovementioned developments, the ISG recommend that the community board request that Council’s Economic Development Manager provide the Raglan Naturally Interim Steering Group with a briefing on Council’s Economic Development Strategy and Planning processes, to ensure the Raglan Plan fits with and complements the broad direction and requirements of Council strategies.

## **2. RECOMMENDATION**

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**THAT the report from the Raglan Community Board Chairperson be received;**

**AND THAT the Raglan Community Board invites the Economic Development Manager to a meeting of the Interim Steering Group to provide a briefing on the Economic Development Strategy.**

## **3. ATTACHMENTS**

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Nil

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### **Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	Bob MacLeod Chairperson
<b>Date</b>	29 November 2016
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0507
<b>Report Title</b>	Raglan Destination Action Plan

## **I. EXECUTIVE SUMMARY**

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Attached is the Hamilton & Waikato Tourism Destination Action Plan Raglan for discussion.

## **2. RECOMMENDATION**

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**THAT** the report from the Chairperson be received.

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# Destination Action Plan

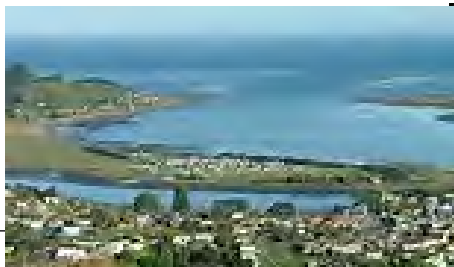
# Raglan

VERSION 3.0 – 16 November 2016

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**Finalised for community completion**

*(NOTE: bilingual version will be developed for the final plan)*



### 3. INTRODUCTION

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The Hamilton & Waikato Tourism Opportunities Plan provides a framework and direction for delivering new and improved tourism experiences across the region over the next 10 years. It has the potential to drive growth in the tourism sector and contribution to the regional economy.

This Destination Action Plan for Raglan identifies the priority strategies and actions that if implemented, will improve the competitiveness of the area as a visitor destination within the region.

The plan has been prepared by the community.

### 4. THE VISITOR ECONOMY

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*Summary of what is known about current tourism to Raglan  
(TO BE COMPLETED BY RAGLAN GROUP)*

- Visitor numbers
- Market breakdown
- Trends over time

If data doesn't exist, add a description from an anecdotal viewpoint

### 5. OUR VISION AND ASPIRATIONS

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**“Within ten years, we will be widely recognised as the eco-friendly heart of New Zealand, and a leading example of responsible and sustainable tourism.”**

**We will achieve this by:**

- Developing connectivity for people to be able to walk or ride between town locations (eg: water, bikes, walks, boats, etc)
- Ensuring a range of authentic experiences that showcase our people, our landscape, our stories, our history and our place
- Retaining the character of the town, known for good times; its great vibe; a happy place to relax and create memories
- Implementing eco-friendly practices and policies across all operators and the community

## 6. OBJECTIVES FOR TOURISM

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1. To grow awareness of Raglan as an eco-friendly destination and attract growth in visitors that respect this philosophy
2. To increase visitor numbers during shoulder periods
3. To increase visitor length of stay
4. To create additional businesses and employment in the visitor economy
5. To grow participation of local iwi in the visitor economy
6. To ensure local people are the greatest ambassadors for Raglan

## 7. OUR LOCAL TOURISM STRENGTHS

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- Our people - bohemian, inclusive, alternative
- Our town character - surf town, family friendly, evening vibe
- Our stories
- Our natural environment
- Our surf and coast
- Our iwi culture and stories
- Our sense of community

## 8. OUR LOCAL CHALLENGES

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Challenge	Action required
One vision for the future	<ul style="list-style-type: none"> <li>• Integrate Destination Action Plan with “Raglan Naturally” Plan</li> </ul>
Seasonality impacts on labour force availability	<ul style="list-style-type: none"> <li>• More events</li> <li>• Investigate sharing staff with alternate season destinations/share staff amongst local businesses</li> <li>• Offering training to local people (eg Cert Tourism)</li> </ul>
One-way destination – road connection	<ul style="list-style-type: none"> <li>• Investigate touring journeys and maps</li> </ul>
Attracting high value customers	<ul style="list-style-type: none"> <li>• Development of experiences suited to higher yield markets</li> </ul>
Keep community alive – growth for the future	<ul style="list-style-type: none"> <li>• Active engagement of community in “Raglan Naturally” planning</li> </ul>
Limited commercial space and high rental rates	
Sustainability – sewage/rubbish vs	<ul style="list-style-type: none"> <li>• Implement appropriate sustainable practice for</li> </ul>

recycle	<p>residents and visitors – plastic-bag-free Raglan, effective recycling</p> <ul style="list-style-type: none"> <li>• Implementation of the “Raglan Naturally” plan</li> </ul>
Consistent customer service across the board	<ul style="list-style-type: none"> <li>• Develop and promote a Raglan Customer Charter that underpins exceptional service to all customers regardless of business</li> </ul>
Lack of parking	<ul style="list-style-type: none"> <li>• Investigate parking out of town</li> <li>• Introduce bike hire</li> <li>• Encourage walking</li> <li>• Introduce Uber into town</li> </ul>
Engaging iwi in the visitor economy	<ul style="list-style-type: none"> <li>• Open dialogue with iwi on aspirations for tourism, and engaging in partnerships</li> </ul>
Funding	<ul style="list-style-type: none"> <li>• Investigate local and regional grant sources for targeted projects</li> </ul>

## 9. OUR OPPORTUNITIES

Opportunity	Action required
Events	<p>Develop and deliver an annual calendar of events to encourage greater visitation outside peak periods.</p> <p>Support existing events (eg: Soundsplash) to further develop.</p> <p>New possibilities include:</p> <ul style="list-style-type: none"> <li>• Cultural event with connections to Iwi/Marae</li> <li>• Celebration of local produce (eg fish, whitebait)</li> <li>• Classic car events</li> <li>• Harvest festival</li> <li>• Spring festival</li> <li>• Music festivals during winter (eg. roots, reggae, blues, etc)</li> </ul>
Drive journey	<p>Work with Hamilton &amp; Waikato Tourism to integrate the west coast into the regional drive journeys program with appropriate experience development and promotion</p>
Icon walk	<p>Work with DOC to investigate the potential of an overnight high quality walk including a new hut at Mt Karioi</p>
Voluntourism	<p>Promotion of conservation projects such as Toreparu Wetland Restoration and potential for voluntourism</p>
Cultural tourism	<p>Initiate conversations with local iwi to understand their aspirations for tourism and how the business community can work with iwi to enrich the cultural tourist experience</p>



Cycling	Improve the cycle network to provide connectivity between different local hubs and to the mountain bike park
Arts Trail	Continue to extend the experiences on the Arts Trail through experience development between businesses and generation of new ideas
Local produce	Expand the range of local produce that is available for purchase Ensure local restaurants use local produce and make it clear to the visitor that it is local
Personalise the experience	Make Raglan the most visitor friendly destination in New Zealand with 'everyone an ambassador' for the town and able to tell visitors where to go and what to do regardless of where they meet them
Experience development	Get operators working together to bundle new products for visitors with a focus on non-summer packages and deals. The concept could extend to the "Raglan Card" offering incentives for visitors.

## 10. CAPACITY

### 11. AREAS WE NEED TO DEVELOP CAPACITY AS A DESTINATION

Industry research has established that the following factors are present in successful destinations that are achieving their tourism objectives:

Characteristics	Actions required
1. Strong local organisations focused on their core role of visitor servicing	Ensure a strong ongoing group focusing on the visitor economy and this Destination Action Plan
2. Strong, consistent and effective leadership by individuals or organisations	Suggest the need for formalisation of the local tourism group with an executive and effective channels of communication
3. Strong regional organisations focused on their core role of regional marketing and development	Continue to work closely with Hamilton & Waikato Tourism
4. Local Government support	Working closely with Waikato District Council to ensure common goals and actions
5. Consistent visitor service excellence	Implement standards and awards for excellence in visitor servicing, and encourage new innovation in the way it is done

6. Research driven cooperative marketing	Work with Hamilton & Waikato Tourism to ensure effective promotion of the values and to the visitors you are seeking
7. A breadth and depth of tourism infrastructure, experiences and events matched to market demand	Implementation of this plan and close working relationships between operators
8. Supportive communities which understand the value of tourism.	Effective local communication as part of “Raglan Naturally” and the DAP

## 12. ACTION PLAN

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### (TO BE COMPLETED BY RAGLAN GROUP)

The following Action Plan outlines priorities and actions as a guide to collaboratively and cooperatively implementing the Plan.

One key consideration will be the availability and securing of resources to progress the implementation of the Plan in a timely manner. It may also be appropriate and necessary to involve other organisations and to seek funding for specific projects.

The Plan should not commit any organisation to the actions proposed but is a guide to pursuing priorities and actions which will make a positive difference to the achievement of the tourism objectives noted above.

The priority actions need to be assigned a KPI priority rating as a guide. These ratings are:

- **HIGH** within the first year
- **MEDIUM** within one to two years
- **LOW** within three years

The progress of the plan implementation should be undertaken every six months. This may result in revision and updating of the Plan. Regardless, a new plan should be prepared in three years.

**Note:**

*Carry forward the actions from earlier in this plan (Under Challenges, Opportunities, Capacity) into the following table and assign a priority rating and responsibility to each one. Where a budget is known, include this.*

## Raglan Destination Action Plan

DISTRICT PRIORITIES:	ACTIONS	PRIORITY	RESPONSIBILITY	BUDGET
<b>Collect data &amp; evidence to assess current &amp; future tourism opportunities.</b>	<b>Research and data collection on local and visitor tourism perceptions</b> <i>(Note: this research is already planned to be undertaken during summer 2016-2017).</i>	<b>HIGH</b>	University of Waikato / Chamber of Commerce	Covered by use of students & UNWTO project funding
	<b>Assessment of current data collected for Raglan</b> <i>Collate a list of all historic, current and future data collected, including from the Ministry for Business, Innovation &amp; Employment (MBIE) around spend data, Paymark, NZ Transport Agency, Waikato District Council, Raglan i-SITE, and any other data sources</i>	<b>HIGH</b>	Waikato District Council / Hamilton & Waikato Tourism	Staff time only
	<b>Regularly share data and research within stakeholders</b> <i>Establish DropBox link for all parties to upload and access monthly data figures for use</i>	<b>MEDIUM</b>	Waikato District Council / Hamilton & Waikato Tourism	Staff time only
	<b>Sustainable tourism impacts</b> <i>Desktop assessment of sustainable tourism impacts, studies and research</i>	<b>MEDIUM</b>	Waikato District Council / Hamilton & Waikato Tourism	Staff time only
<b>Develop</b>	<b>Marketing of the new Mountain Bike Track (MTB)</b> <i>Develop a collective marketing approach to the new Raglan MTB</i>	<b>HIGH</b>	Raglan MTB Club	???

<b>destination marketing framework for Raglan.</b>	<i>opening in summer 2016</i>		Governance Group	
	<b>Adopt the ‘Raglan Naturally’ destination brand</b> <i>Assess the buy-in of the ‘Raglan Naturally’ brand with the community and adopt for destination marketing / place making / story telling initiatives / signage</i>	<b>MEDIUM</b>	Raglan Community Board / Chamber of Commerce	???
	<b>Explore developing “Destination Tourism Organisation” (DTO) entity for Raglan; apply for funding</b>	<b>HIGH</b>	Raglan Community Board / Chamber of Commerce	
<b>Develop destination marketing framework for Raglan.</b>	<b>Customer Charter / Code of Conduct</b> <i>Develop a customer charter / code of conduct promoting the Raglan Way (ie. Raglan Naturally, etc)</i>	<b>MEDIUM</b>		
	<b>Raglan Wayfinding Signage</b> <i>Develop bilingual wayfinding signage for Raglan which includes cultural &amp; heritage interpretation, coast/surf care, beach access, connection between Raglan central &amp; Raglan Wharf</i>	<b>LOW / MEDIUM</b>		
	<b>Marketing of music experiences</b> <i>Provide marketing and information on live music venues, acts &amp; events within the Raglan area</i>	<b>MEDIUM</b>		
	<b>Assessment of support for destination marketing</b> <i>Assess support available for destination marketing from Waikato District Council, Chamber of Commerce, I-SITE and Hamilton &amp; Waikato Tourism</i>	<b>MEDIUM</b>	Chamber of Commerce	
<b>Community engagement.</b>	<b>Engagement with local iwi</b> <i>Engage with local iwi around the tourism proposition &amp; develop protocol around protected sites of significance</i>	<b>HIGH</b>	Raglan Community Board	

	<p><b>Engagement with Community Board</b>  <i>Work closely with the new Community Board &amp; Waikato District Council to prioritise visitor and tourism infrastructure, including advocacy &amp; funding for 2017 Long Term Plan (LTP). Example projects include signage, rubbish bins, parking, public transport, etc</i></p>	<b>HIGH</b>	Raglan Community Board	
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**Other possible actions which relate to other areas or plans include:**

- Sunday bus transport services between Raglan & Hamilton (Waikato Regional Council & Raglan Community Board)
- Making the surf break a site of regional / national significance (Waikato Regional Council)
- Rental and short-term housing shortage (issues for seasonal workers, new and current residents, etc)
- Investing in social enterprise (eg. Zero Extreme Waste, incentives for not-for-profits, etc)

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**Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	Chairperson Raglan Community Board
<b>Date</b>	25 November 2016
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0507
<b>Report Title</b>	Engagement Plan 2016/2017

**1. EXECUTIVE SUMMARY**

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The Engagement Plan is attached for discussion and approval at this meeting.

**2. RECOMMENDATION**

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**THAT** the report from the Raglan Community Board Chairperson be received;  
**AND THAT** the Raglan Community Board Engagement Plan be approved.

**3. ATTACHMENTS**

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Raglan Community Board Engagement Plan 2016/2017

**Raglan Community Board Engagement Plan 2016/2017**

Objective	Target Audience	Tactics	Time Schedule	Persons Involved	Budget	Evaluation
<b>CHANGE THE NARRATIVE</b> The RCB to be viewed in a positive and proactive light.	Raglan Community, WDC, the board itself	<ul style="list-style-type: none"> <li>• Positive team work</li> <li>• Celebrate and communicate achievements/contributions/partnerships               <ul style="list-style-type: none"> <li>- Radio interviews, Chronicle, FB, Raglan 23</li> </ul> </li> <li>• Be accessible               <ul style="list-style-type: none"> <li>- Area representatives (Business, Environment, Iwi etc)</li> <li>- Increase avenues of feedback</li> <li>- Monthly informal community meeting</li> </ul> </li> <li>• Advertise FB, radio, Chronicle, Raglan23</li> <li>• Have a presence               <ul style="list-style-type: none"> <li>- Attend local events/photos to FB/inform pre event if RCB member there to chat</li> <li>- Attend Creative markets with WDC</li> <li>- Use and distribute RCB logo for use/for discretionary funding etc</li> </ul> </li> </ul>	12 months (November 2017)	<b>All Board members</b>		
<b>BE THE EARS AND VOICE</b> Inform and Collect information effectively	Raglan Community and WDC	<ul style="list-style-type: none"> <li>• Summarise key info to be easily understood</li> <li>• Utilise Social Media               <ul style="list-style-type: none"> <li>- Facebook page</li> <li>- Mail chimp (create email database), area reps. to collect info</li> </ul> </li> <li>• Newsletter               <ul style="list-style-type: none"> <li>- Quarterly/take turns writing</li> <li>- Print, post (Chronicle delivery) and Mail Chimp</li> </ul> </li> <li>• Area Representatives</li> <li>• Increase avenues of feedback               <ul style="list-style-type: none"> <li>- Official RCB meetings and unofficial public meetings/workshops (feedback</li> </ul> </li> </ul>	12 months (November 2017)	<b>All Board members</b>		<ul style="list-style-type: none"> <li>• Increase of people at meetings and overall online channels (web stats, social media 'likes' and followers), email database (?%)</li> <li>• Increase in formal feedback (?%)</li> </ul>



		<p>forms on seats and contacts list/topics raised), social media, comments box at Library/Council office</p> <ul style="list-style-type: none"> <li>• Distribute Link Newsletter</li> <li>• Submissions <ul style="list-style-type: none"> <li>- Templates</li> <li>- Workshops, planner or writer to monthly informal meeting or workshop – in time for community input</li> </ul> </li> </ul>				
<b>MARKS ON THE BOARD</b>	Raglan Community and WDC	<ul style="list-style-type: none"> <li>• RCB 3 Year Plan <ul style="list-style-type: none"> <li>- Raglan Naturally</li> <li>- Top 5 (from recent community survey) Footpaths, Heated Swimming Pool, CBD Parking, Footpath Whale Bay to Manu Bay, Public Transport)</li> <li>- Environment</li> <li>- Water Meters</li> <li>- CBD</li> <li>- Place making</li> <li>- Communications</li> <li>- Training</li> </ul> </li> </ul>	12 months (November 2017)	<b>All Board members</b>		<ul style="list-style-type: none"> <li>• Use the Work Plan to set out Deliverables and Actions/Key Tasks and keep track of projects</li> <li>• Items completed to be communicated via strategy set out in engagement plan</li> </ul>
<b>DUE PROCESS</b>	Raglan Community and WDC	<ul style="list-style-type: none"> <li>• Follow Charter eg. On Site Meetings Community Board Charter 8 (f) The Community Board members will be invited to participate in all community or roadside meetings held in the Community Board area on proposed work projects</li> </ul>	12 Months (November 2017)	<b>All Board members</b>		<ul style="list-style-type: none"> <li>• We are a functioning proactive board.</li> </ul>

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### Open Meeting

<b>To</b>	Raglan Community Board
<b>From</b>	Bob MacLeod Chairperson
<b>Date</b>	29 November 2016
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0507
<b>Report Title</b>	Delegations Update

## I. EXECUTIVE SUMMARY

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The following extract has been taken from the minutes of the Council meeting held on Monday 1 November 2016 confirming appointments to committees for Cr Thomson as follows:

*'Raglan Community Board – Cr Lisa Thomson*

*Raglan Coastal Reserves Committee – Cr Lisa Thomson and Chair of Raglan Community Board*

*Raglan Kopua Holiday Park Board of Management – Cr Lisa Thomson and Chair of Raglan Community Board*

*West Coast Liaison Zone Subcommittee – Cr Lisa Thomson*

*Waikato-Tainui and Waikato District Council Joint Committee – Cr Lisa Thomson.'*

## 2. RECOMMENDATION

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**THAT** the report from the Chairperson be received.

## 3. ATTACHMENTS

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Nil

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### **Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	Bob MacLeod Chairperson
<b>Date</b>	29 November 2016
<b>Prepared by</b>	Rose Gray Council Support Manager
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0507
<b>Report Title</b>	Raglan Community Board Charter

## **1. EXECUTIVE SUMMARY**

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At the board meeting held on 1 November 2016, the Charter was adopted, however, it was requested that the Charter be customised to include the name of Raglan Community Board, refer RCBI611/07.

Attached is a copy of the updated Charter.

## **2. RECOMMENDATION**

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**THAT the report from the Chairperson be received.**

## **3. ATTACHMENTS**

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Raglan Community Board Charter

## **RAGLAN COMMUNITY BOARD CHARTER**

The Waikato District Council has adopted the Community Board Charter as shown below:

### **COMMUNITY BOARD CHARTER**

#### **1 Purpose**

The Raglan Community Board is set up by the Waikato District Council to assist the Council in dealing with local issues in the community of Raglan.

#### **2 Roles and Delegations**

- (a) The Council's roles are:
- i) To give effect to local identity and preferences.
  - ii) To make the local authority more responsive to the community's preferences and more accountable for their actions.
  - iii) To increase efficiency.
- (b) The Community Board's role is to express the community's views on local issues to the Council. In order to achieve this, the legislative guidelines for the Community Board shall be as follows:
- i) Represent, and act as an advocate for, the interests of its community.
  - ii) Consider and report on of all matters referred to it by the Council or any matter of interest or concern to the Community Board.
  - iii) Maintain an overview of services provided by the Council within the community of Raglan.
  - iv) Prepare an annual submission to the budgetary process of the Waikato District Council for expenditure within the community of Raglan.
  - v) Communicate with community organisations and special interest groups within the community of Raglan.
  - vi) To disburse within the community of Raglan any discretionary funds allocated by the Council as part of its Annual Plan or Long Term Plan budget.
  - vii) Any other function and duties as may be delegated from time to time to the Community Board by the Council.
  - viii) To oversee and provide governance support to projects as agreed with council.
  - ix) To ensure appropriate health and safety systems are in place and operating for any works undertaken at the direction of the Community Board.
  - x) Promote and encourage Placemaking activities that reflect pride in our community.

- (c) Pursuant to Schedule 7 Clause 32 of the Local Government Act 2002 and recognising the role of Community Boards as defined in section 52 of that Act, the Waikato District Council delegates responsibilities, duties and powers to the Raglan Community Board as follows:
- i) To liaise as necessary with any appointed Hall Committee to ensure that hire rates and charges are set for Council-owned halls and community centres within the Raglan Community Board area.
  - ii) To consider applications for, and to distribute any Discretionary Fund grants within the Raglan Community Board area, in a fair and equitable fashion.
  - iii) To grant exemptions from Council bylaws for areas within their jurisdiction, where those bylaws so provide for an exemption or variation by consent of Council.
- (d) Pursuant to Schedule 7 Clause 32(3) of the Local Government Act 2002, any sub-delegation of these responsibilities, duties and powers by the Raglan Community Board is hereby expressly prohibited except the power to appoint sub-committees to administer Council-owned halls and community centres within their Community Board area.

### **3 Membership of the Community Board**

- (a) The membership of the Raglan Community Board shall be as determined by the review of boundaries and membership procedure as set out in the Local Government Act 2002 and as confirmed prior to each Local Government Triennial Elections.
- (b) In line with representation reviews and any applicable Local Government Commission determinations, Councillor(s) elected in the Ward representing the Community Board area shall be Community Board members either by election or appointment. (Note that the Local Government Commission determination does not permit both elected Councillors from the Awaroa ki Tuakau Ward to be appointed to the Onewhero-Tuakau Community Board).
- (c) The role of the appointed Councillor shall be the liaison link between the Council and the Community Board, in particular accepting the responsibilities as set out in clause 8 of this Charter.
- (d) Where applicable, the role of the appointed Youth Action Group Representative/s shall be the liaison link between the Youth Action Group and the Community Board. This is with respect to the Youth issues within the board's jurisdiction.

### **4 Chairperson**

- (a) The Community Board shall appoint a Chairperson from within its membership. The Chairperson may be an elected board member or a Councillor appointed to the Board.

- (b) The Community Board shall appoint a Deputy Chairperson from within its membership. The Deputy Chairperson may be an elected board member or a Councillor appointed to the Board.

## **5 Remuneration**

- (a) Remuneration to individual members shall be as resolved by the Remuneration Authority in consultation with the Council and Community Board from time to time.
- (b) Community Board members must comply with current Council policies and procedures for submitting claim forms.

## **6 Meeting Procedures**

- (a) The Community Board shall follow the general principles of the Standing Orders for Community Board meetings.
- (b) At each Community Board meeting there shall be an opportunity for informal discussion on matters of mutual interest to the Community Board and the Council, not covered by an agenda item. This general forum will enable:
  - i) matters to be raised in order that, if the Council agrees, they may be the subject of a staff report for inclusion in the subsequent agenda.
  - ii) concerns with Council operations to be discussed.
  - iii) Ward Councillors to report back to the meeting on Council discussions and decisions
  - iv) Community Board members to provide any relevant updates.
- (c) Prior to each meeting, the Community Board must provide a public forum for members of the public to engage with the Board on local issues.

## **7 Communication**

The objective is to retain quality relationships between the Council and the Community Board and the Community Board and the public.

## **8 Responsibilities of Ward Councillors and Staff**

The Council, through the Ward Councillor(s) and the staff, will ensure that:

- (a) The Community Board is consulted in the November/December period on requests for works or projects to be included in the following year's Draft Annual Plan and/or draft Long-Term Plan (if applicable).
- (b) The Community Board is consulted by way of detailed presentation on the contents of the Draft Annual Plan or draft Long-Term Plan (whichever is appropriate) in sufficient time to allow the Community Board to make representations to Council.

- (c) The Community Board participates in the prioritising of capital works projects in the Community Board area such as:
  - street lighting upgrades
  - footpath development
  - roading upgrade
  - utilities works
  - playground works
- (d) The Community Board members will be kept up to date with planned works.
- (e) The Community Board will be consulted by way of a detailed presentation on major policy issues initiated by the Council that have an effect on the Community Board area. The consultation and presentation will either be made prior to the public submission process to enable the Community Board to have input into draft documents, or be made in sufficient time to allow the Community Board to make a submission.
- (f) The Community Board members will be invited to participate in meetings held in the Community Board area on proposed works projects.

## **9 Responsibilities of Community Board Members**

- (a) The Community Board members will contact the Ward Councillor(s), Chief Executive or General Managers prior to the Community Board meeting if sufficient detail is not available in the agenda to make the correct or appropriate decision.
- (b) The Community Board members will undertake or recommend to the Council promotion of local cultural, sporting and enterprise initiatives or community events.
- (c) The Community Board members will ensure that Discretionary Fund grants are distributed in a fair and equitable manner.
- (d) The Community Board members have a responsibility to be active members of the Community Board, adhering to relevant Council policies and procedures in the discharge of their duties.
- (e) The Community Board members will take part in any training or workshop sessions arranged by Council to promote a greater understanding of their role on behalf of the community so as to enhance performance.
- (f) Provide leadership and oversight of local projects agreed with Council.
- (g) Ensure appropriate health and safety systems are in place and operating for any works undertaken at the direction of the Community Board.
- (h) Promote and encourage placemaking activities that reflect pride in our community.

## **10 Responsibilities of the Council**

- (a) The Council agrees to hold at least one combined workshop per annum, at which the Council will participate with all Community Boards in discussing issues of mutual interest and clarification will be given on future Council direction.
- (b) The Council may accept representations from the Community Board at its meetings on issues of significance contained within the Community Board Minutes.
- (c) The Council employs the Chief Executive and the Chief Executive employs all staff. The Chief Executive is accountable to the Council not to the Community Board.

The Waikato District Council will appoint Ward Councillors to its respective Community Boards in line with the Local Government Commission determination.

Pursuant to section 50(b) of the Local Government Act 2002 and section 19F of the Local Electoral Act the Waikato District Council makes the following appointment to the Raglan Community Board:

Appointments confirmed 1 November 2016

**Raglan Community Board**  
Raglan Ward Councillor



### **Open Meeting**

<b>To</b>	Raglan Community Board Ngaruawahia Community Board Taupiri Community Board Huntly Community Board Onewhero-Tuakau Community Board Te Kauwhata Community Committee Meremere Community Committee Pokeno Community Committee Tamahere Community Committee
<b>From</b>	Tony Whittaker General Manager Strategy & Support
<b>Date</b>	23 November 2016
<b>Prepared by</b>	Rose Gray Council Support Manager
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0515
<b>Report Title</b>	Community Board/Committee Annual Workshop

## **I. EXECUTIVE SUMMARY**

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A inaugural workshop was held on 22 March 2016 that included discussion on the role of the community boards/committees, health and safety, growth nodes and economic development within the district, and the interface of boards/committees with Council.

This year's workshop is planned to be held at Council on 15 February 2017 at 5.30pm. His Worship the Mayor, Councillors and members of the Executive Team will again be in attendance. The Chief Executive will facilitate the workshop.

Members are requested to provide topics for the agenda to the Council Support Team Manager by Wednesday 1 February 2017.

The following topics have been identified for discussion:

- Zero Harm
- Community Board and Community Committee Charter.

## **2. RECOMMENDATION**

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**THAT the report from the General Manager Strategy & Support be received.**

**3. ATTACHMENTS**

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Nil

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### **Open Meeting**

<b>To</b>	Raglan Community Board
<b>From</b>	Tim Harty General Manager Service Delivery
<b>Date</b>	7 November 2016
<b>Prepared by</b>	Karen Bredesen Business Support Team Leader/PA
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	1634775; CDR0901
<b>Report Title</b>	Raglan Coastal Reserves Advisory Meeting Minutes, 12 September 2016, 10 October 2016 and 14 November 2016

## **1. EXECUTIVE SUMMARY**

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The minutes of the Raglan Coastal Reserves Advisory Committee meeting dated 12 September 2016, 10 October 2016 and 14 November 2016 are attached for the Board's information. The Raglan Community Board representative will confirm the minutes have been approved at the meeting.

## **2. RECOMMENDATION**

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**THAT the report from the General Manager Service Delivery be received.**

## **3. ATTACHMENTS**

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- Raglan Coastal Reserves Advisory Committee Minutes – 12 September 2016
- Raglan Coastal Reserves Advisory Committee Minutes – 10 October 2016
- Raglan Coastal Reserves Advisory Committee Minutes – 14 November 2016

**Minutes Record  
Raglan Coastal Reserves Advisory Committee Meeting  
12 September 2016**

**Present:**

- Shayne Gold (Chair)
- Ross Hodder
- Frank Turner
- Clint Baddeley
- Sheryl Hart
- Alan Vink
- Anne Snowden
- Angeline Greensill
- Debbie Phillips-Morgan
- John Lawson
- Jade Hyslop (Minutes)

**Attendees:**

- Ken Barry (President Raglan Sports Fishing Club)
- Tim Harty (Waikato District Council)

**Apologies:**

- Deane Hishon

**ACTIONS:**

1. Wainui Reserve Car Park - has gained 5 car parks but the design never came to RCC as requested. Would like to meet with Council representative at next meeting to discuss plans.
2. Soundsplash - Karen requested to invite Soundsplash representatives to attend next meeting to discuss plans/concerns.
3. Commercial surf schools at Manu Bay – Cr Baddeley will get planners to look at the issue and discuss at next meeting.

**Confirmation of previous minutes - 11/07/16:**

- Change to Ongoing Matter #3 - "Matariki 18<sup>th</sup> July - Frank spoke with Lisa who assured there will be **no** nails in wood".
- Minutes approved (Sheryl) and carried (Anne).

**Events:**

1. Rec Airfield Fly-in – Approved.
2. Boardriders Surf Comp – Approved.
3. Equippers Church Young Adults Camp Marine Parade Reserve - No application or information provided - turned down on basis of nearby established camping ground and event proposed for busy season - more info is requested.
4. Weddings – Approved.
5. Sport Fishing Club Tournament - Approved and date confirmed.

All in favour

**General Business:****Manu Bay Breakwater (Ken Barry):**

- Raglan Sport Fishing Club (Ken Barry) presented response to Council re upgrade of

Manu Bay breakwater. Club believes the new breakwater performance is substandard and poses health and safety concerns. Club wants to modify breakwater to its previous standard (outlined in report). Furthermore, local rock was not sourced.

- Council Rep. (Alan Vink) noted there are differing views by user groups on the issue but according to council position, the product is certified and meets regulations and the issue is therefore concluded. Local rock was looked at but discounted based on expert opinion. Local iwi in Taumarunui where the rock was sourced did not wish to bless the rock. Alan suggested that if the Fishing Club is not happy they will need to go through the planning process 2017.
- Ross suggested the Fishing Club could undertake an external engineers valuation and present this to council which may hold more weight than layman opinion.
- This issue was aired by the Raglan Sport Fishing Club, challenged by the Council representative and discussed around the table.
- Not concluded.

#### **Traffic Management, Wainui Reserve (Frank):**

- Two judder bars have been placed to slow traffic - ineffective
- Boulders have been moved - more needed on corners
- Carpark at bottom gained 5 carparks - the design never came to RCC as requested (see June minutes). Would like to meet with council rep. at next meeting to discuss plans.
- Gates still not being locked - should be locked every night. RCC could have a roster to lock gates.
- Cars/quads are accessing beach via Riri Kereopa Drive and the campground. Suggested bollards to block access.
- Horses - North End Track - pug grass areas becoming a H&S issue. Council Rep (Alan) - stated horses are a permitted activity in the Reserve Management Plan. Idea floated to put posts back in to deter horses / motorised vehicles.

#### **Soundsplash:**

- RCC not informed - hasn't approved anything.
- Issue posed by Frank - campers/cars parked at Wainui Reserve made access difficult for public not involved in Soundsplash - suggested no parking at bottom right-hand side of reserve.
- Angeline suggested inviting Soundsplash reps to discuss @ next RCC meeting - all approved - Karen asked to write invitation to Soundsplash reps to attend next meeting.

#### **Surf n' Turf:**

- Council have been asked to increase number of surf schools at Manu Bay but disagree. They agree to renew the current contract but not more (Clint).
- Some members of RCC disagreed to playing favourites - either no commercial businesses allowed OR open to tender process and select from an even playing field.
- Clint will get planners to look at the issue and discuss at next meeting.

**Minutes Record**  
**Raglan Coastal Reserves Advisory Committee Meeting**  
**10 October 2016**

**Present:**

- Shayne Gold (Chair)
- Ross Hodder
- Frank Turner
- Sheryl Hart (Minute Taker)
- Alan Vink
- Anne Snowden
- Angeline Greensill
- Debbie Phillips-Morgan
- Deane Hishon

**Apologies:**

- Jade Hyslop (Minutes)
- Clint Baddeley
- Tim Harty, Waikato District Council

**Moved** the apologies be accepted Frank Turner      **Seconded** Shayne Gold

**Minutes true and correct record**

**Moved** Frank Turner      **Seconded** Debbie Phillips/Morgan

**Matters arising from Minutes**

- There is a disassociation between Council staff and this Committee. Actions moved and past are not acted upon.
- The minutes need to be forwarded to the Community Board and their views reported back to the Advisory Committee.

**Agenda Items**

- Sound Splash were not in attendance.
- Surf School discussion to be held over until November meeting.

As no Council representatives were present the discussion on commercial activities on Council reserves was not held.

**Friends of Wainui**

- The paths, bridges and signage have been upgraded.
- 2 benches are on the lookout.
- Shed for the Friends of Wainui is no longer required. They are to meet with Noel Barber to discuss future plans, the group are working towards their AGM.

### **Manu Bay**

- Boat ramp is not working for the boat owners at least 30% if not more less operational than before. The Raglan Sport Fishing Club do not want to see lives lost. They will be contracting an engineer to do a report on the functionality of the ramp and what can be done to fix it.
- Queries over the paddock boulders being cemented in.
- The ramp is still to be resolved.

### **Events**

- Waikato Rocks Trust event – the Committee need more information before approval can be given.
- Raglan Sport Fishing Clubs - 3 events are approved.
- All weddings have been approved.
- Equippers Church Young Adults Camp on the domain is a no. They can camp at the Kopua Camping Ground next door.

### **General Business**

#### **Mountain Bike Track**

- Building the track is on task and they are hoping for good weather. They are hoping to hold an opening event the 1<sup>st</sup> week in December.
- There needs to be good signage showing it is a construction site.
- No horses to be on the mountain bike track, a lot of damage has been done.
- The Mountain Bike Club to talk to Noel Barber in regards to horses and signage. Local Iwi to attend this meeting.

### **Members Concerns**

Frank Turner Road to Wainui Reserve traffic calming devices have not worked. Horses on the reserve are doing a lot of damage to the walking tracks. Frank will talk to Noel Barber about maintenance on the reserve.

Angeline Greensill would like bollards installed in the bottom car park Riri Keropa Memorial Drive to stop vehicles assessing the beach.

Sheryl Hart - can we have a work in progress report tacked on to the minutes each month.

Meeting finished at 6.35 pm.

## **Raglan Coastal Reserves Advisory Committee Meeting Minutes Monday, 14 November 2016, 5.30pm at the Town Hall**

**Apology:** Tim Harty, General Manager Service Delivery

**Present:** Shayne Gold, Raglan Sports Fishing Club and Raglan Coastal Reserves Advisory Committee Co-Chairperson  
Angeline Greensill, Tainui Awhiro Ngunguru Te Po, Ngunguru Te Ao and Raglan Coastal Reserves Advisory Committee Co-Chairperson  
Frank Turner, Community Representative  
Deane Hishon, Point Board Riders Club Inc  
Anne Snowden, Surf Club, Minute Taker  
Ross Hodder, Friends of Wainui  
Debbie Phillips-Morgan, Surf Club  
Sheryl Hart, Raglan Sports Fishing Club  
Cr Lisa Thomson

Martin Mould, Waters Manager, Waikato District Council  
Marie McIntyre, Operations Engineer, Waters

**In Attendance:** Naomi Tuaepepe, Brian Ruawai (Sound Splash)  
Charlie Young, Erin Rogers, Shelley Cooper (Raglan Surfing School)  
John Lawson

### **Sound Splash (Naomi and Brian)**

- The date has been changed to 20th, 21st and 22nd January 2016.
- The affected parties surrounding the Reserve have been spoken to and are signed off for the event.
- Sound Splash are going through the process of gaining a 5 year resource consent.
- Police have concerns re parking on the outside of the fenced area next to the event. Naomi talked about the possibility of a security fence being put up.
- Discuss traffic management with Council at a Council level.
- Times put on gates on our Reserves for when they will be closed.
- Sound Splash bus being put on from town to the reserve,
- A suggestion was made that concert goes park at the Rugby field and then onto buses. Naomi and Brian stated that if they do that they need to get another resource consent.
- Thursday is a set up day only, not as previously thought a camping day.
- Council is not to give out the phone numbers of the Reserve Advisory so we can be harassed
- Sound Splash to talk to Council about putting up an advertising sign on the Reserve.
- Motion that "Reserve Advisory Board agrees that the Sound Splash event takes place"

**Moved:** Angeline     **Seconded:** Frank

**Carried**



**Raglan Surfing School** (Charlie Young, Erin Rogers and Shelley Cooper)

Discussion took place on the following:

- Angeline shared her concerns on the erosion issues that are caused by large numbers of people using the one area.
- How many commercial activities does the Reserves Advisory want on Reserves?
- Raglan Surfing School have a contract with WDC from October 2016 to October 2017 so any new process will go forward from there.
- The Advisory Committee will take back to their own groups ideas for a tender process and come up with what requirements each group would require in such a document. These will be brought to the next meeting and discussed further.
- Charlie stated that his thoughts were that we had no need for a tender process as the present surf school has been a success for many years and it would seem like they are being targeted if such a tender process went ahead. He also stated that he would be really keen to answer any further questions and be involved in any discussions on the process.

**Minutes of the meeting 10 October 2016 read.****Matters Arising:**Changes to Minutes:

- Angeline's name followed by (Co-Chairperson).
- Friends of Wainui (point 1) should read "The paths bridges and signage are to be upgraded.
- Manu Bay
  - (Point 1) should read "Boat ramp is ..... They will be contracting an engineer to do a report on the functionality of the ramp and the break water and what can be done to fix it"
  - (Point 2) should read "Queries over the paddock boulders being cemented in and the height of the rocks on the western side.
  - (Point 3) deleted completely.

With these changes the Minutes were approved.

**Moved:** Frank    **Seconded:** Anne

**Carried**

**General Business:**

- Memorandum from WDC re: Service Delivery. Our new contact at WDC for any issues or information sharing is Duncan MacDougall. He will be attending Advisory meetings and if not available a WDC representative will be here. For phone discussions the Advisory will be represented by Shane and Angeline and anyone else can use e-mails. Duncan's Mobile 027 836 2778, e-mail [duncan.macdougall@waidc.govt.nz](mailto:duncan.macdougall@waidc.govt.nz).
- Memorandum from WDC re: commercial activities. Everyone to take information back to their own groups for discussion before Advisory meets next. This should include the idea that any tender funds needs to go straight back into upgrading of the Reserve.
- Green Wave Raglan's application on hold. Letter to be sent from Council.
- Sheryl shared that by the time she got home from the last meeting the events had already been approved. Council to look at this timing.

Traffic Management

- Speed bumps are not functional and need to be altered to slow people down.
- Service water drains need cleaning out.
- Gate on Wainui Reserve needs to be altered so that it can be locked. What is happening to the gates getting locked?
- Catchment drain to the tower needs attention.
- Boulders need to be repositioned to stop traffic cutting the corners on the reserve.
- Frank Turner to contact Duncan and progress on these service requests.
- As previously minuted the gates by the Waka Ama need to be moved for access.

Events

- Atomic Coffee - not on the Reserves.
- Piako Gliding Club - Yes as requested.
- Point Board Riders- Yes, clash with Fishing Club on 18th February but this can be worked through and not an issue. Surf NZ need to get their dates in or they will miss out.
- Green Wave Raglan –On Hold, letter to be sent from WDC.
  
- Manu Bay is still an ongoing issue.
  
- Opening of mountain bike track on 3 December. Everyone welcome, information closer to the time.

**NEXT MEETING - 12 DECEMBER 2016**

### Open Meeting

<b>To</b>	Raglan Community Board
<b>From</b>	Chairperson Raglan Community Board
<b>Date</b>	25 November 2016
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0507
<b>Report Title</b>	Chairperson's Report for December

## I. EXECUTIVE SUMMARY

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Firstly I would like to thank my team for the appointment to Chair and our Deputy to this term on the Board. In the first week of my appointment we (Cr Thomson) had to deal with our water supply being comprised.

- I.1 **Onsite meetings** – Wainui Road, footpath and drainage issues
  - I.1.1 Raglan Wharf - handrail solutions
  - I.1.2 Breakwater Mauna Bay - familiarisation
- I.2 **Community participation**- Raglan Destination Action-planning group
  - I.2.1 Community Response - delivering Boil Water Notices with Cr Thomson
- I.3 **Informal Meetings**- Board Workshops- communication strategy, planning, timetabling
  - I.3.1 Raglan Sports & Fishing Club
  - I.3.2 Raglan Police
- I.4 **Training** – Community Board Workshop – ½ day at Wintec LGNZ Equip with Gabrielle Parson & Tony Oosten
  - I.4.1 Community Response overview - Raglan Community Patrol
- I.5 **Council Committee** - attended Infrastructure Committee - Service Delivery Monthly Report
  - I.5.1 Attended Strategy & Finance Committee - Youth engagement, Community engagement, Plan Change 14 and Economic Development update.
- I.6 **Works projects**- Parking at Kopua Park- staff briefing
- I.7 **Council delegated role**- Raglan Kopua Holiday Park Board of Management meeting.

We will now plan to build on our communication strategy with actions and responsibilities so we are seen as a seamless coordinated Board that is easy to engage with.

## 2. RECOMMENDATION

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**THAT the report from the Raglan Community Board Chairperson be received.**

### Open Meeting

<b>To</b>	Raglan Community Board
<b>From</b>	Cr Lisa Thomson
<b>Date</b>	28 November 2016
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0507
<b>Report Title</b>	Councillor's Report

## I. EXECUTIVE SUMMARY

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Kia ora koutou

I just want to take a moment to say thank you to everyone who voted in our local body elections, we appreciate the time and energy you took to participate. Also, I would like to congratulate our Raglan Community Board candidates who stood, and who now represent our wonderful community, I am looking forward to working alongside you over the next three years.

I would also like to acknowledge our community, council staff and our Civil Defence team for working tirelessly around the clock to ensure that we were taken care of after the recent quake activity.

### **Council Induction:**

Our first Inaugural Council meeting took place on Thursday 27<sup>th</sup> October, where the Mayor Allan Sanson, and all Councillors were sworn in, since then we have been undertaking a comprehensive induction programme. I have found this very helpful, and have enjoyed new learnings, and getting to know the Mayor, Councillors and staff at WDC, as a result my understanding of council processes and business has broadened considerably.

The induction process has included:

- Standing orders, Conflicts of Interest
- Governance and Management
- Code of Conduct
- Ward Councillor – community board/committee
- Community Engagement
- WDC Partnerships
- Zero Harm
- The Local Government Act
- Annual Plan
- Audit New Zealand
- The Resource Management Act

- District Plan Review
- Consents and consenting
- Regional and Sub-regional context
- Water billing
- Easter Trading
- Bus Tour – Ngaruawahia water treatment plant and our very own wastewater
- Nga Kaupapa Maori
- Sub-regional Council briefing: Waikato District Council, Waipa District Council, Hamilton City Council

As Councillor I have delegated roles on the following:

- Raglan Community Board
- Te Kopua Holiday Park Board
- Wainui Reserve Advisory Committee
- Discretionary and Funding Committee
- Joint Management Agreement Council/Waikato Tainui
- West Coast Zone Committee

Projects:

- Raglan Naturally – an interim steering committee has been established and they will continue to engage with community on updating our community plan
- Raglan Daylighting Project – looking at storm water pipes and how they could be used to create planted areas
- Raglan Destination Action Plan – working with council/business/community/Hamilton Waikato Tourism to create a Raglan specific plan around tourism – RCB chair Bob MacLeod
- Raglan Mountain Bike Park – Te Ara Kakariki opening Saturday 3<sup>rd</sup> December 2016
- Placemaking – Memorial seating Raglan jetty
- Wi Neera path project – proposed walkway/footpath
- Community Education programme waste water – RCB Tony Oosten
- On site meetings:
- Raglan Wharf Handrail Replacement - council staff and tenants to discuss options – RCB chair Bob MacLeod
- Manu Bay breakwater familiarisation – RCB chair Bob MacLeod
- Wainui Road upgrade to discuss drainage and footpath access for pedestrians attended with RCB chair Bob MacLeod
- Otonga Valley Road council and community – discussed the damage to the bridge and installation of a temporary bridge.

**Information Meetings:**

- Raglan Sports Fishing Club – RCB chair Bob McLeod
- Waste water management – Fiona McNabb Xtreme Zero Waste – RCB chair Bob McLeod
- Poihakena Marae chairperson – Tui Kaa
- Iwi representative Angeline Greensill
- Whaingaroa Environment Centre – Beth Pearsell
- Sea wall @ Lorenzen Bay – Tom Jowsey

**2. RECOMMENDATION**

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**THAT the report from Cr Thomson be received.**