

Agenda for a meeting of the Meremere Community Committee to be held in the Meremere Community Hall, Heather Green Ave, Meremere on **THURSDAY 8 DECEMBER 2016** commencing at **7.00pm**.

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

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

3. DISCLOSURES OF INTEREST

4. CONFIRMATION OF MINUTES

Meeting held on 10 November 2016

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5. REPORTS

5.1. Works & Issues Report

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5.2. Community Plan Template and Identification of LTP Priority Projects

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5.3. Community Board/Committee Annual Workshop

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5.4. Councillor's Report

Verbal

5.5. Discretionary Fund Report to 21 November 2016

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GJ Ion

CHIEF EXECUTIVE

Agenda2016\MMCC\161208 MMCC OP.dot

Open Meeting

To	Meremere Community Committee
From	Gavin Ion Chief Executive or General Manager
Date	13 July 2016
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
DWS Document Set #	GOV0510
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes of the triennial Meremere Community Committee meeting held on Thursday 10 November 2016.

2. RECOMMENDATION

THAT the minutes of the triennial meeting of the Meremere Community Committee held on Thursday 10 November 2016 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

MMCC Minutes

MINUTES of the Triennial Meeting of the Meremere Community Committee held at the Meremere Community Hall, Heather Green Avenue, Meremere on **THURSDAY 10 NOVEMBER 2016** commencing at **7.00pm**.

Present:

Mr J Katu (Chair)
Cr JD Sedgwick
Mr D Creed
Mrs A Dobby
Mr J Harman
Ms N Jenkin
Ms C Heta

Attending:

Mr AM Sanson (His Worship the Mayor)
Mr GJ Ion (Chief Executive)
Mrs RJ Gray (Council Support Manager)
Mrs W Wright (Committee Secretary)
Mrs L van den Bemd (Community Development Advisor)
Ms J Harrison (Good Seed Trust)
Ms G Ikiua (Good Seed Trust)
Members of the Public

The Chief Executive welcomed everyone present and advised that he would conduct the meeting until the election of a Chairperson. He also thanked the previous Committee for their efforts over the past three years.

NOMINATIONS AND ELECTION OF MEMBERS

Agenda Item 1

The Chief Executive called for nominations for membership of the Meremere Community Committee.

Eight nominations were received:

Mr Dudley Creed	nominated by	Mr Jim Katu	seconded by	Mr James Harman
Mr Jim Katu	nominated by	Mr James Harman	seconded by	Cr Sedgwick
Ms Nicola Jenkin	nominated by	Mr Dudley Creed	seconded by	Mr Jim Katu
Ms Angela Dobby	nominated by	Mr Jim Katu	seconded by	Cr Sedgwick
Mr James Harman	nominated by	Cr Sedgwick	seconded by	Mr Jim Katu
Mr Ben Brown	nominated by	Mr James Harman	seconded by	Ms Pat Carr
Mr John Ngatai	nominated by	Mr Jim Katu	seconded by	Cr Sedgwick
Ms Cecilia Heta	nominated by	Mrs Janice Harman	seconded by	Mr Jim Katu

Resolved: (Mr Katu/Ms Dobby)

THAT nominations for membership to the Committee be closed.

CARRIED on the voices

MMCCI611/01/1

Resolved: (Mr Katu/Cr Sedgwick)

THAT Mr Brown, Mr Creed, Ms Dobby, Mr Harman, Ms Heta, Mr Ngatai, Ms Jenkin and Mr Katu be elected members of the Meremere Community Committee.

CARRIED on the voices

MMCCI611/01/2

APOLOGIES AND LEAVE OF ABSENCE

Agenda Item 2

Resolved: (Mr Katu/Mr Creed)

THAT an apology be received from and leave of absence granted to Mr Brown and Mr Ngatai.

CARRIED on the voices

MMCCI611/02

VOTE OF THANKS

A letter of resignation was received from Mrs Pat Carr. The Chief Executive wanted to thank her for her outstanding service to this Committee for the past eleven and a half years.

Resolved: (Mr Katu/Mr Creed)

THAT a vote of thanks will be recorded for Mrs Carr's exceptional support and service to the Meremere Community Committee for eleven and a half years.

Resolved: (Mr Katu/Mr Creed)

CARRIED on the voices

MMCCI611/03

CONFIRMATION OF STATUS OF AGENDA ITEMS

Agenda Item 3

Resolved: (Mr Harman/Mr Katu)

THAT the agenda for a meeting of the Meremere Community Committee held on Thursday 10 November 2016 be confirmed and all items therein be considered in open meeting.

CARRIED on the voices

MMCCI611/04

STATUTORY REQUIREMENTS

Agenda Item 4

Resolved: (Mr Katu/Mr Harman)

THAT the report from the Chief Executive be received;

AND THAT Council 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

MMCCI611/05

APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON

Agenda Item 5

The Chief Executive called for nominations for the position of Chairperson of the Meremere Community Committee.

One nomination was received: Mr J Katu nominated by Mr Creed seconded by Cr Sedgwick.

Resolved: (Cr Sedgwick/Mr Harman)

THAT nominations for the position of Chairperson of the Meremere Community Committee be closed.

CARRIED on the voices

MMCCI611/06/1

The Chief Executive duly declared Mr Katu elected as Chairperson on the Meremere Community Board.

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

One nomination was received: Mr Harman nominated by Mr Katu seconded by Mr Creed.

Resolved: (Mr Katu/Cr Sedgwick)

THAT nominations for the position of Deputy Chairperson of the Meremere Community Committee be closed.

CARRIED on the voices

MMCCI611/06/2

Resolved: (Cr Sedgwick/Mr Creed)

THAT the report from the Chief Executive be received;

AND THAT Mr Katu is appointed Chairperson of the Meremere Community Committee;

AND FURTHER THAT Mr Harman is appointed Deputy Chairperson of the Meremere Community Committee.

CARRIED on the voices

MMCCI611/06/3

APPOINTMENT OF SECRETARY

Agenda Item 6

The Chairperson called for nominations for the position of Secretary.

One nomination was received: Ms Jenkin was nominated by Mr Creed seconded by Mr Katu.

Resolved: (Mr Katu/Mr Harman)

THAT nominations for the position of Secretary of the Meremere Community Committee be closed.

CARRIED on the voices

MMCCI611/07

The Chief Executive duly declared Ms Jenkin elected as Secretary of the Meremere Community Board.

Resolved: (Cr Sedgwick/Mr Creed)

THAT the report from the Chief Executive be received;

AND THAT Ms Jenkin be appointed Secretary of the Meremere Community Committee.

CARRIED on the voices

MMCCI611/08

DATE AND TIME OF MEETINGS

Agenda Item 7

Resolved: (Mr Katu/Mr Harman)

THAT the report from the Chief Executive be received;

AND THAT the Meremere Community Committee holds its meetings on the second Thursday of each month commencing at 7.00pm;

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

CARRIED on the voices

MMCCI611/09

COMMUNITY COMMITTEE CHARTER

Agenda Item 8

Resolved: (Mr Katu/Mr Harman)

THAT the report from the Chief Executive be received;

AND THAT the Meremere Community Committee confirms the Community Committee Charter as attached to the Agenda.

CARRIED on the voices

MMCCI611/10

CODE OF CONDUCT

Agenda Item 9

Resolved: (Mr Katu/Mr Harman)

THAT the report from the Chief Executive be received.

CARRIED on the voices

MMCCI611/11

REMUNERATION OF MEMBERS

Agenda Item 10

Resolved: (Mr Katu/Mr Harman)

THAT the report from the Chief Executive be received;

AND THAT the Meremere Community Committee resolves not to accept the salary budget but to transfer this to the Discretionary fund for the benefit of the community.

CARRIED on the voices

MMCCI611/12

STANDING ORDERS FOR MEETINGS OF LOCAL AUTHORITIES AND COMMUNITY COMMITTEES

Agenda Item 11

Resolved: (Mr Creed/Mr Katu)

THAT the report from the Chief Executive be received;

AND THAT Meremere Community Committee conduct its meetings using these Standing Orders.

CARRIED on the voices

MMCCI611/13

USE OF COMMUNITY BOARD AND COMMUNITY COMMITTEE DISCRETIONARY FUNDS

Agenda Item 12

Resolved: (Ms Jenkin/Mr Creed)

THAT the report from the Chief Executive be received.

CARRIED on the voices

MMCCI611/14

SERVICE REQUESTS

Agenda Item 13

Resolved: (Mr Katu/Ms Dobby)

THAT the report from the Chief Executive be received.

CARRIED on the voices

MMCCI611/15

RECEIPT OF MINUTES

Agenda Item 14

Resolved: (Mr Katu/Cr Sedgwick)

THAT the minutes of the meeting of the Meremere Community Committee held on Thursday 8 September 2016 be received.

CARRIED on the voices

MMCCI611/16

REPORTS

Works and Issues Report

Agenda Item 15.1

Additional items discussed:

- Condition of the Community Centre Hall floor

Resolved: (Mr Katu/Mr Creed)

THAT the report from the Chief Executive be received.

CARRIED on the voices

MMCCI611/17/1

Discretionary Fund Report to 25 October 2016
Agenda Item 15.2

It was noted that \$200 will be donated from the Mayoral Fund towards the Hip Hop event.

Resolved: (Mr Katu/Mr Harman)

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

AND THAT the commitment for a gift pack for Shirley Wikaire of \$50 (dated 11 February 2016) be returned to the Discretionary Fund pool;

AND FURTHER THAT the Community Committee reimburse Mrs Carr for 5 months' worth of petrol usage (200 kms) at 74 cents per kilometre;

AND FURTHER THAT \$200 be granted to the Hip Hop (NRG pride) upcoming event at the end of the year.

CARRIED on the voices

MMCC1611/17/2/1

Resolved: (Mr Katu/Ms Heta)

THAT the amount of \$1,600.00 be granted to the Meremere Community Development Committee for the opening of the skateboard park and the Christmas Party.

CARRIED on the voices

MMCC1611/17/2/2

Discretionary Funding Guidelines
Agenda Item 15.3

Resolved: (Mr Katu/Mr Harman)

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

CARRIED on the voices

MMCC1611/17/3

The Chief Executive vacated the Chair and Mr Katu presided for the remainder of the meeting.

The Chief Executive, His Worship the Mayor and Cr Sedgwick retired from the meeting at 7.59pm.

Application for Funding – Good Seed Trust
Agenda Item 15.4

The Community Development Advisor introduced the applicants. Ms Jasmine Harrison and Ms Grace Ikiua answered questions of the board.

Resolved: (Mr Katu/Ms Heta)

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

AND THAT an allocation of \$800.00 be granted to the Good Seed Trust towards the cost of the Meremere Youth Programme.

CARRIED on the voices

MMCCI611/17/4

There being no further business the meeting was declared closed at 8.41pm.

Minutes approved and confirmed this day of 2016.

J Katu

CHAIRPERSON

Minutes2016/MMCC/161110 MMCC Triennial Minutes

Open Meeting

To	Meremere Community Committee
From	Gavin Ion Chief Executive
Date	30 November 2016
Chief Executive Approved	Y
Reference/Doc Set #	1645715
Report Title	Works and Issues Report

1. EXECUTIVE SUMMARY

To update the Board and provide information on works and issues raised at previous meetings.

2. RECOMMENDATION

THAT the report from the Chief Executive be received.

3. ATTACHMENTS

Works and Issues report.

Works and Issues Report

1.	Update on Library relocation required next meeting and prior to any decisions.	Service Delivery	<p>Detailed engagement has been undertaken with stakeholders and funding organisations in regards to the concept of a recreational hub, including Library services, being established by the Hall site. Currently concept drawings are being put together of what this could look like and these drawings will assist with understanding any funding implications.</p> <p>A report will encompass all engagement findings, concept drawings and funding streams and will be presented to the Community Board and then Council in the New Year.</p>
2.	Gorse on the roadside on Springhill Road leading to the village. This is on Council land, could we please address the gorse.	Service Delivery	<p>Staff are working with adjacent land owner and Waikato Regional Council to control gorse in this area, as control work needs to occur on both properties to be effective.</p> <p>Due to recent poor weather conditions, spraying has still not yet occurred, but will do so once weather conditions improve.</p>
3.	Te Puea Avenue at the Island Block Road end. There are still issues around pooling of water.	Service Delivery	<p>Due to the complexity and condition of the stormwater system within the redundant powerstation, the option to connect to it has been discounted.</p> <p>The current proposal is to install an additional 60m, of stormwater piping & two new manholes, which will connect the existing system. This solution will ensure that road drainage is independent to both the powerstation site and adjacent state highway road reserve.</p> <p>Funding for this solution is presently being sought.</p>

4.	APlus have not been paid for the cameras.	Finance	Invoices were paid on the 20 th September. There are no invoices awaiting payment on their account.
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Open Meeting

To	Meremere Community Committee
From	Tony Whittaker General Manager Strategy & Support
Date	22 November 2016
Prepared by	Melissa Russo Corporate Planner
Chief Executive Approved	Y
Reference/Doc Set #	GOV0510
Report Title	Community Plan Template and Identification of Long Term Plan Priority Projects

I. EXECUTIVE SUMMARY

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

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

AND THAT the Community Committee 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

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

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) 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

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

Attachment I – Community plan template

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

(Insert community logo if available)

Name of community	e.g. Pokeno
Ownership	e.g. Pokeno Community Committee

<p>Objective(s) of this plan</p> <p><i>State what this plan is seeking to achieve.</i></p>	
<p>Community snapshot (status quo)</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>Key issues/problems</p> <p><i>What are the key issues faced by the community that this plan is seeking to address?</i></p>	
<p>Key stakeholders</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.

Open Meeting

To	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
From	Tony Whittaker General Manager Strategy & Support
Date	23 November 2016
Prepared by	Rose Gray Council Support Manager
Chief Executive Approved	Y
Reference/Doc Set #	GOV0515
Report Title	Community Board/Committee Annual Workshop

I. EXECUTIVE SUMMARY

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

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

3. ATTACHMENTS

Nil

Open Meeting

To	Meremere Community Committee
From	Tony Whittaker General Manager Strategy & Support
Date	21 November 2016
Prepared by	Julienne Calambuhay Management Accountant
Chief Executive Approved	Y
Reference/Doc Set #	GOV0510
Report Title	Discretionary Fund Report to 21 November 2016

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

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

3. ATTACHMENTS

Discretionary Fund Report to 21 November 2016

MEREMERE COMMUNITY COMMITTEE DISCRETIONARY FUND 2016/2017

GL 1.209.1704

Commitments from Committee Meeting Minutes & Other Information

2016/17 Annual Plan (including Salaries)

6,325.00

Carry forward from 2015/16

5,871.00

Total Funding

12,196.00

Expenditure

27-Jul-16	Contact Energy		54.44
15-Aug-16	Contact Energy		72.84
13-Sep-16	Contact Energy		50.86
11-Oct-16	Contact Energy		36.56
10-Nov-16	Hip Hop (NRG pride) - upcoming event at the end of year	MMCC1611/17/2/1	200.00
10-Nov-16	Contact Energy		11.25
10-Nov-16	Contact Energy - credit for July 2016		(54.44)

Total Expenditure

371.51

Income

Total Income

-

Net Expenditure

371.51

Net Funding Remaining (Excluding commitments)

11,824.49

Commitments

13-Nov-14	Cost of toner and drum kit for printing of newsletter	MMCC14/11/07/1	ongoing
11-Jun-15	Purchase 50m of 6x2 retaining timber for boxing of vegetable garden	MMCC15/06/07/1	to be confirmed
10-Mar-16	A Plus Security - upgrade two cameras located at the Library	MMCC1603/07/1	600.00
08-Sep-16	Patricia Carr - reimbursement for gift pack for Shirley Wikaire	MMCC1609/05/1	40.00
08-Sep-16	Freezer for village hall use	MMCC1609/05/2	300.00
08-Sep-16	Purchase 6 x locks and 6 x hasp & staple sets for the pantry cupboards	MMCC1609/05/2	to be confirmed
10-Nov-16	Good Seed Trust - cost of Meremere Youth Programme	MMCC1611/17/4	800.00
10-Nov-16	Patt Carr - reimbursement of 5 months worth of petrol usage (200kms) at 74 cents per kilometre	MMCC1611/17/2/1	148.00
10-Nov-16	Meremere Community Development Committee - opening of skateboard park and Christmas party	MMCC1611/17/2/2	1,600.00

Total Commitments

3,488.00

Net Funding Remaining (Including commitments) as of 21 November 2016

8,336.49