



**POKENO COMMUNITY COMMITTEE
MONTHLY MEETING**

**Tuesday, 14 February 2017 – 7.30pm
Pokeno Community Hall, Cnr Great South Road and Market Street**

AGENDA

1. Apologies
2. Confirmation of Status of Agenda
3. Disclosure of Interest
4. Confirmation of Minutes 13 December 2016
 - Chair End of Year Report 2016
5. Matters arising from the minutes
6. Pokeno Community Plan
7. Pokeno Street Lighting Oclyte Investigation
8. Pokeno Works & Issues
9. Draft Community Committee Schedule
10. Councillors
11. Next Meeting's Agenda Items
12. General

Council Staff in Attendance: Tony Whittaker



POKENO COMMUNITY COMMITTEE

MINUTES of the monthly Pokeno Community Committee meeting held in the Pokeno Hall, Pokeno, on 13 December 2016, commencing at 7.30pm.

Committee Members Present: Helen Clotworthy, Kris Hines, Janet McRobbie, Lance Straker, Rick Odom, Doug Rowe, Wayne Rodgers, Charles Hackett, Maurice Roberts

Guests in Attendance: Tony Whittaker WDC

Councillors in Attendance: Cr J Church, Cr S Henderson

Community Members Attending: Community Members attended.

1. APOLOGIES

Apologies were received from Tricia Graham

2. DISCLOSURES OF INTEREST

There was no disclosure of interest.

3. CONFIRMATION OF THE STATUS OF THE AGENDA

Moved: Helen Clotworthy

Seconded: Doug Rowe

Carried

4. CONFIRMATION OF PREVIOUS MINUTES

That the minutes of the meeting held on 08 November 2016 be confirmed as a true and correct record of that meeting.

Moved: Helen Clotworthy

Seconded: Doug Rowe

Carried

5. MATTERS ARISING FROM THE MINUTES

Website going 'live'. More local content and contributions needed.

Community planning, look ahead.

Community Plan 2016 to 2026.

Pokeno School, 'permission to link 'Focus''.

6. POKENO COMMUNITY COMMITTEE PRIORITY PROJECTS

At a meeting held on the 15th November the PCC members prepared a list of projects for consideration based on the Communities wishes after an open community workshop weekend was held. In no particular order:

- Toilet upgrades.
- New foot paths, cycleways
- Bus services, public transport
- Develop a theme for Pokeno
- Emergency services
- Sports/Recreation, open fields
- Ford Street closure /creation of open space ?
- Market Square development
- I Site
- Main road 'big truck' issues!

That the report from the Acting Chief Executive be received.

AND THAT the following Pokeno Community Committee Priority Projects be included in the Long Term Plan.

Moved: Helen Clotworthy
Seconded: Doug Rowe
Carried

7. COMMUNITY PLAN TEMPLATE AND IDENTIFICATION OF LONG TERM PLAN PRIORITY PROJECTS

To be read in conjunction with 5.1.

PCC needs to Develop as a matter of urgency its Long Term Plan for the community. February is 'discussion' date line.

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 by submitted to Council's Corporate Planner by 31 March 2017.

Moved: Helen Clotworthy
Seconded: Lance Straker
Carried

8. COMMUNITY BOARD / COMMITTEE ANNUAL WORKSHOP

Tony Whittaker, discussed terms of Reference for Community Boards.

What is the role of PCC.

What could it be in our community, how do we encourage engagement?

Tony extended an invitation to Pokeno Community Committee members to attend and socialise with other Community Board members on the 15th February at Ngaruawahia. He stated it was an opportunity to mix and mingle with other Community boards from Huntly and elsewhere in WDC.

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

Moved: Helen Clotworthy
Seconded: Kris Hines
Carried

9. POKENO COMMUNITY COMMITTEE YEAR IN REVIEW

Helen Clotworthy presented a very thorough review of the PCC first 8 months. See attached.

That the report from the Acting Chief Executive be received.

Moved: Janet McRobbie

Seconded: Lance Straker

Carried

10. POKENO WORKS & ISSUES: STATUS OF ITEMS DECEMBER 2016

Toilets, huge issue, along with the 'rubbish' bins overflowing! Large influx of tourist buses!

That the report from the Acting Chief Executive be received.

Moved: Helen Clotworthy

Seconded: Charles Hackett

Carried

11. POKENO COMMUNITY COMMITTEE SCHEDULE

Tony Whittaker presented that he would like the Community to contribute information that is of interest to the WDC.

This can then be 'ADDED' into the WDC Annual plan.

That the report from the Acting Chief Executive be received.

Moved: Helen Clotworthy

Seconded: Wayne Rodgers

Carried

12. COUNCILLORS REPORT

Jacqui Church, presented that she had been on a 'road' trip to Ngaruawahia to meet 6 new Councillors elected to represent WDC communities.

She attended a Transport workshop. It was discussed that at present there is not a bus stop in Pokeno.

It was presented that there used to be one and now?

There was a disclosure by Tony and Jacqui to the PCC that our community will see significant change/policy regarding Rating for the 2017/18 years. This is apparently due to increased 'wastewater' costs, compliance etc.

This needs to be part of discussion around the 'long term' plan for Pokeno.

Some serious debate to be held in the future.

That the report from the Acting Chief Executive be received.

Moved: Helen Clotworthy

Seconded: Wayne Rodgers

Carried

13. NEXT MEETINGS AGENDA ITEMS

Pokeno Long Term Plan.

Defibrillator at motel, access etc.

14. OPENING OF THE "LITTLE LIBRARY"

We all had the chance to experience first-hand the WDC Place Makers and the PCC groups 'top' efforts. Our little library was declared 'OPEN'.

Big thankyou to Doug, Marian, Denise, Helen, Paul Wood, Neil and Karen Leatham for the collage. Also, the WDC placemaking team and Tony for his building skills and contribution.

That the report from the Acting Chief Executive be received.

Moved: Helen Clotworthy

Seconded: Wayne Rodgers

Carried

CLOSURE

Helen Clotworthy thanked the visitors for their attendance and their contribution. There being no further business, the meeting was declared closed at 8pm.

The community in attendance and PCC and WDC staff enjoyed a very special Christmas celebratory refreshment and nibbles. Thank you to everyone.

The next meeting of the Pokeno Community Committee will be held on ST Valentine's Day the 14th February 2017 at 7.30pm in the Pokeno Hall.



End of Year Report

Helen Clotworthy Chair Pokeno Community Committee

April 2016 saw the establishment of Pokeno Community Committee, since then we have enjoyed presentations from:

Colin Botcia, Dines Group, which areas have been developed and their upcoming staged development.

Jane McCartney, W.D.C. talked about the Pokeno Structure Plan and Pokeno Town Square

Todd Millar advises us there is a Defibrillator available to be installed here in Pokeno.

Andrew Corkill, W.D.C. Parks and Facilities explained the development of areas like the Pokeno Sports Park, Pokeno Domain, a Library, Council Services, and an I site Location.

Clive Morgan outlined opportunities at the Pokeno Business Park.

Shannon Kelly representing Youth Groups, which is a new Council initiative to assist setting up Youth Groups in Local Communities.

David Totman encouraged us to "Have Your Say", it was a successful information gathering workshop at Pokeno Hall, from that we have identified our Top 10, Pokeno Community Priority Project Plan.

These presentations have given our new Pokeno Community Committee members an insight on how to collaborate with W.D.C and what it takes to grow, and develop and mould a Community into the special and unique area which Pokeno is.

I have attended workshops on Placemaking and Planning for the Nth Waikato Transport initiative.

2017 is shaping up nicely.

Would we like a Seniors Club? and Youth Facilities?

Placemaking Projects could include a Defibrillator Centre and a Community workshop on how to use the Defibrillator. Banners for the Main St, the gardens around Pokeno Hall upgraded. Whatever our Community would like to see.

Our Market Square and Main St plans need implementing, it's time to spruce up our Pokeno Village, we're getting left behind with all the new developments around Pokeno.

We are also developing our Pokeno Community Plan and Pokeno Civil Defence Plan.

Thank you to W.D.C. staff for steering us in the right direction and our Community Committee, together we can create a vibrant Pokeno Community of which we are all proud to be part of.

Open Meeting

To	Pokeno Community Committee
From	Tony Whittaker General Manager Strategy & Support
Date	09 February 2017
Chief Executive Approved	Y
Reference #	GOV0516
Report Title	Pokeno Community Plan

1. EXECUTIVE SUMMARY

The purpose of this report is for the Community Committee to further progress discussion on community priorities with the purpose of developing a community plan.

2. RECOMMENDATION

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

3. ATTACHMENTS

- Minutes of 15 November 2016 – Top Ten Priorities
- Pokeno Community Committee Priority Projects Template



POKENO COMMUNITY COMMITTEE

Meeting held 15/11/16 to discuss top ten ideas for Pokeno resulting from recent workshop

Apologies: Wayne Rodgers, Lance Straker

The members present considered the following ideas the most important.

1 Toilets

An upgrade of the toilet block. That there should be consistent opening time, it was reported that at times it wasn't open at 9.30am

2 Public Transport to Pukekohe and Auckland

Although trains were considered to be the ideal solution it was realised that this may be a long time coming. An interim solution was proposed that there should be regular transport to coincide with the trains in Pukekohe – this could be a shuttle bus that left every hour to coincide with the arrival and departure of every second train. It would serve also as a shopping bus to Pukekohe.

3 Sports and Recreation

The need for open spaces in the area. What is happening? Where are they? How are they being developed?

4 Emergency Services

The need for a location for fire, ambulance and Civil Defence in Pokeno.

5 Footpaths

These need to be developed for safer walking around Pokeno.

6 Ford Street

The closure of Ford Street so it is no longer a short cut for trucks. It was suggested that an open space for our community be developed to replace the proposed loss of the berm along Pokeno Road which will occur with the proposed new overbridge and road exit into Pokeno Road from the Hitchen Block.

7 Development of a theme for Pokeno

8 Market Square

What is the time line for this development? The road, the square, the monument, the planting?

9 Getting the trucks out of the main road

10 I Site

This would be to link Pokeno to New Zealand's growing tourism industry.

(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	Pokeno Community Committee
From	Tony Whittaker Acting Chief Executive
Date	09 December 2016
Prepared by	Karen Cousins Marketing Officer, Economic Development Team
Chief Executive Approved	Y
Reference/Doc Set #	GOV1516
Report Title	Pokeno Street Lighting Oclyte Investigation

I. EXECUTIVE SUMMARY

We received a request for an oclyte to be installed on main street lighting at the Pokeno Open Day from a member of the Pokeno community.

There are two types of street lighting in Pokeno:

1. Standard lighting – shearbase style, 2mm base thickness located on either side of the main business precinct – previous ‘S.H.I’ road lighting.
2. Non-standard lighting – Cast iron/steel variation located along Great South Road along the main business precinct road.

A suitable base thickness to support the weight of flags/banners is 4mm-5mm (currently used by Auckland Council). The structural strength of the current standard street lighting is inadequate to support the weight of additional hardware and may compromise the IP rating if any additional hardware was to be added to the current street lighting.

The non-standard street lighting mode of failure is different to that of standard street lighting. Due to the rarity of replacement parts, and the lack of information available as to maximum wind loading conditions, installing additional hardware would not be recommended. Where an oclyte would gradually buckle under additional loading, these would fail as a result of repetitive flexing and could form hidden (to the naked eye) stress cracks which could result in what we call catastrophic failure. *Effectively the light could be standing straight up one minute and on the ground next minute with no warning of impending failure.*

As can be appreciated, this poses significant safety issues and especially when there are often large numbers of people gathered in this area waiting to get their ice creams.

We have commenced a district wide pole testing programme and have started in our coastal zones and will move to the area surrounding the Huntly Power station due to the corrosive effects of the wind borne coal dust in the area.

We hope to have checked every aged or “condition unknown” pole within the next 12 months to give us a better picture of what we are facing with regards to a pole replacement programme but more importantly, to ensure that our ratepayers and/or roadusers are not exposed to risk from a dedicated streetlight pole failing without warning.

As a result of our investigation, the current standard and non-standard street lighting options located in Pokeno would not be suitable for installation of an oclyte.

We recommend that future updated/replacement street lighting in Pokeno have a 4mm-5mm base requirement and an oclyte attached as per pole replacement programme needs.

2. RECOMMENDATION

THAT the report from the Acting Chief Executive be received.

3. ATTACHMENTS

Email correspondence

From: Peter Foote [mailto:Peter.Foote2@downer.co.nz]
Sent: Thursday, 8 December 2016 9:49 a.m.
To: Karen Cousins
Subject: RE: Poles erected on Pokeno Streetlights

Hi Karen

These are non – standard lights and are very hard to find replacement parts for.

As such, we would probably be even more reluctant to install additional hardware as we have no information available as to the maximum windloading allowable on these assets.

Without doing a site investigation, these lights appear to be made of cast iron/steel so the mode of failure is different from the standard oclyte.

Where an oclyte would gradually buckle under additional loading, these would fail as a result of repetitive flexing and could form hidden (to the naked eye) stress cracks which could result in what we call catastrophic failure.

Effectively the light could be standing straight up one minute and on the ground next minute with no warning of impending failure.

As can be appreciated, this poses significant safety issues and especially when there are often large numbers of people gathered in this area waiting to get their ice creams.

We have commenced a district wide pole testing programme and have started in our coastal zones and will move to the area surrounding the Huntly Power station due to the corrosive effects of the wind borne coal dust in the area.

We hope to have checked every aged or “condition unknown” pole within the next 12 months to give us a better picture of what we are facing with regards to a pole replacement programme but more importantly, to ensure that our ratepayers and/or roadusers are not exposed to risk from a dedicated streetlight pole failing without warning.

Regards

Peter Foote

Non Civil Maintenance Engineer
New Zealand



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Hi Karen,

Please see the response from my Street Lighting Project Manager.



Essentially, the light poles in Pokeno do not have the required structural strength for us to attach any further hardware to them.

As such, there is no process to follow as we would not approve the installation of these outrigger poles.

I realise that this is not the response the community would be hoping for but we need to protect our (the ratepayers) assets and cannot compromise safety of the road user or general public.

Regards

Peter Foote
Non Civil Maintenance Engineer
New Zealand



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From: Paul Griffiths
Sent: Thursday, 8 December 2016 7:55 a.m.
To: Peter Foote
Subject: RE: Poles erected on Pokeno Streetlights

Hi Peter,

I agree that I would also be reluctant to hang banners / flags on existing street light poles as we could compromise the IP rating of the poles as far as wind loading especially if the street light pole is a shearbase style like the ones shown in the picture below?

I have not had any involvement with installing flags on street light poles in my history of street lighting?

I know that Auckland Council have to install street light poles with 4mm-5mm thick metal base sections to allow these street lights to carry flags/ banners.

Please note that the street light poles in Pokeno with only have 2mm thick bases,

Hope this helps,



Paul Griffiths | Project Manager
Downer ITS
16 Manchester Place, PO Box 20048, Hamilton 3200
W www.its.org.nz

Think before you print



From: Peter Foote
Sent: Thursday, 8 December 2016 7:41 a.m.
To: Paul Griffiths
Cc: Todd Mylchreest
Subject: FW: Poles erected on Pokeno Streetlights

Hi Paul,

Not sure exactly what they are after but guessing it is something similar to what is already in place in Ngaruawahia (see below).

Did you have any involvement in attaching these to the Oclytes along what was S.H 1 and what is your feeling on this?

Personally I would be reluctant to attach anything to our asset as we could compromise the IP rating of the pole as far as wind loading goes and we have no way of knowing who will be doing the flag placement work as it is not core business for us.

Feedback welcomed.

Thanks

Peter Foote
Non Civil Maintenance Engineer
New Zealand



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Open Meeting

To	Pokeno Community Committee
From	Tony Whittaker General Manager Strategy & Support
Date	03 February 2017
Prepared by	Sharlene Jenkins PA General Manager Strategy & Support
Chief Executive Approved	Y
Reference/Doc Set #	GOV0516
Report Title	Pokeno Works & Issues: Status of Items February 2017

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

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

3. ATTACHMENTS

Pokeno Works & Issues: Status of Items February 2017

**POKENO COMMUNITY COMMITTEE
ISSUES REGISTER – 2017**

Issue	Area	Action	Comments
Compacting Rubbish Bins	Service Delivery	Please consider a sensible distribution of rubbish bins around the town area e.g. by truck stop and the hall – not all by the shops.	To be reported on in March.
Forward Work Plan	Service Delivery	Please provide a Forward Work Plan for Pokeno	<p>The forward works programme can be found at:</p> <p><u>Programme Delivery Projects</u> https://www.google.com/maps/d/viewer?mid=17xLvEAYHNRli6vhkxKejLc5z6JE&ll=-37.533917736799545%2C175.09939685000006&z=10</p> <p><u>Roading Projects</u></p> <p>https://www.google.com/maps/d/viewer?mid=1_Z3x2rVXNQzUqxQVxlnDvsfXep8&ll=-37.51860014399512%2C175.10095550000005&z=9</p> <p>Please note that the web link is updated as projects progress.</p>

Open Meeting

To	Pokeno Community Committee
From	Tony Whittaker General Manager Strategy & Support
Date	03 February 2017
Prepared by	Sharlene Jenkins PA General Manager Strategy & Support
Chief Executive Approved	Y
Reference/Doc Set #	GOV0516
Report Title	Pokeno Community Committee Schedule

1. EXECUTIVE SUMMARY

The purpose of this report is to provide an updated Pokeno Community Committee Schedule to discuss and populate.

It is intended that the Committee will develop a schedule as a guide for Council support and community information and engagement.

2. RECOMMENDATION

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

3. ATTACHMENTS

Draft Pokeno Community Committee Schedule

**POKENO COMMUNITY COMMITTEE
SCHEDULE**

	May 2016 – Extraordinary Meeting 23 May 2016	June 2016
	<ul style="list-style-type: none"> ▪ Less Waste Saves More 	<ul style="list-style-type: none"> ▪ Placemaking (Lianne van den Bemd/ Betty Connolly)
July 2016	August 2016	September 2016
<ul style="list-style-type: none"> ▪ Review of Public Transport Services in North Waikato ▪ Chris Clarke, Vincent Kuo, Waikato Regional Council ▪ Roading ▪ Chris Clarke, Waikato District Alliance Staff ▪ Road Naming Chris Clarke 	<ul style="list-style-type: none"> ▪ Pokeno Community Plan (David Totman/Jenni Vernon) ▪ Pokeno Structure Plan (Jane McCartney) ▪ Town Square (Jane McCartney) 	<ul style="list-style-type: none"> ▪ Economic Development Update (Clive Morgan) ▪ Facilities / Sports Park (Andrew Corkill)
July 2016 – Workshop 19 July 2016	August 2016 – Workshop 09 August 2016	
<ul style="list-style-type: none"> ▪ Road Naming Workshop 	<ul style="list-style-type: none"> ▪ Placemaking 	
October 2016	November 2016	December 2016
<ul style="list-style-type: none"> ▪ Pokeno Community Committee Priority Projects (Melissa Russo) ▪ Youth Engagement (Shannon Kelly) 	<ul style="list-style-type: none"> ▪ Pokeno Land Consortium (Colin Botica) ▪ Pokeno Community Committee Priority Projects Brainstorm (Melissa Russo) 	<ul style="list-style-type: none"> ▪ Pokeno Community Committee Priority Projects Completion ▪ Year in Review ▪ Year-end celebration
October 2016 – Workshop 28 October 2016	November 2016 – Workshop 15 November	
<ul style="list-style-type: none"> ▪ “Growth of Pokeno” Community Drop in Meeting 	<ul style="list-style-type: none"> ▪ Pokeno Community Committee Priority Projects – Discuss top ten Priorities 	

January 2017	February 2017	March 2017
<ul style="list-style-type: none"> ▪ NO MEETING 	<ul style="list-style-type: none"> ▪ Pokeno Community Plan (Tony Whittaker) 	<ul style="list-style-type: none"> ▪ ▪ ▪
	February 2017 – Council Workshop 15 February	
	<ul style="list-style-type: none"> ▪ Waikato District Council Annual Community Board / Community Committee Workshop 	
April 2017	May 2017	June 2017
<ul style="list-style-type: none"> ▪ ▪ ▪ 	<ul style="list-style-type: none"> ▪ Pokeno Land Consortium (Colin Botica) ▪ 	<ul style="list-style-type: none"> ▪ ▪ ▪
July 2017	August 2017	September 2017
<ul style="list-style-type: none"> ▪ ▪ ▪ 	<ul style="list-style-type: none"> ▪ Pokeno Land Consortium (Colin Botica) ▪ ▪ 	<ul style="list-style-type: none"> ▪ ▪ ▪
October 2017	November 2017	December 2017
<ul style="list-style-type: none"> ▪ ▪ ▪ 	<ul style="list-style-type: none"> ▪ Pokeno Land Consortium (Colin Botica) ▪ 	<ul style="list-style-type: none"> ▪ ▪ ▪
January 201		
<ul style="list-style-type: none"> ▪ NO MEETING 		

Open Meeting

To	Pokeno Community Committee
From	Tony Whittaker General Manager Strategy & Support
Date	03 February 2017
Prepared by	Sharlene Jenkins PA General Manager Strategy & Support
Chief Executive Approved	Y
DWS Document Set #	GOV0516
Report Title	Councillor's Report

1. EXECUTIVE SUMMARY

The purpose of this report is for Pokeno's local Councillors to provide an update to the Committee on relevant issues.

2. RECOMMENDATION

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

3. ATTACHMENTS

NIL