

Agenda for a meeting of the Te Kauwhata Community Committee to be held in the St John Hall, 4 Baird Avenue, Te Kauwhata on **WEDNESDAY 7 FEBRUARY 2018** 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 Wednesday 1 November 2017

2

**5. SPEAKER**

Mr G Barnes from the NZ Police will be in attendance to provide an update to the Board regarding current issues.

**6. REPORTS**

6.1 Te Kauwhata Works and Issues Report: February 2018

7

6.2 Councillor's Report

Verbal

6.3 Request to Appoint 2018 Youth Representatives

12

6.4 Discretionary Fund Report to 23 January 2018

14

6.5 Year to Date Service Request Report

16

6.6 Chairperson's Report

Verbal

**7. PROJECTS UPDATE**

7.1 Wetlands Walkway

Verbal

7.2 Dog Park

Verbal

GJ Ion

**CHIEF EXECUTIVE**

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**Open Meeting**

<b>To</b>	Te Kauwhata Community Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	27 November 2017
<b>Prepared by</b>	Wanda Wright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0509
<b>Report Title</b>	Confirmation of Minutes

**1. EXECUTIVE SUMMARY**

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To confirm the minutes of the Te Kauwhata Community Committee meeting held on Wednesday 1 November 2017.

**2. RECOMMENDATION**

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**THAT** the minutes of the meeting of the Te Kauwhata Community Committee held on **Wednesday 1 November 2017** be confirmed as a true and correct record of that meeting.

**3. ATTACHMENTS**

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TKCC Minutes

**MINUTES** of a meeting of the Te Kauwhata Community Committee held at the St John Ambulance Rooms, 4 Baird Avenue, Te Kauwhata on **WEDNESDAY 1 NOVEMBER 2017** commencing at **7.00pm**.

**Present:**

Ms T Grace (Chairperson)  
Cr JD Sedgwick  
Mrs C Berney (Secretary)  
Mr J Cunningham  
Mr K Dawson [*from 7.08pm*]  
Mr D Hardwick  
Mr T Hinton  
Mr C Howells  
Mrs M Raumati  
Mr B Weaver

**Attending:**

Mr V Ramduny (Manager Strategy & Planning)  
Mrs T Hancock (Communications Adviser)  
Mr S Pandey (Corporate Planning Team Leader)  
Mr G Barnes (NZ Police)  
Miss S Hall (Youth Action Group Representative)

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Cr Sedgwick/Mrs Berney)**

**THAT** an apology for lateness be received from **Mr Dawson**.

**CARRIED on the voices**

**TKCCI711/01**

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Mrs Berney/Mr Hinton)**

**THAT** the agenda for a meeting of the Te Kauwhata Community Committee held on **Wednesday 1 November 2017** be confirmed and all items therein be considered in open meeting;

**AND THAT** all reports be received.

**CARRIED on the voices**

**TKCCI711/02**

**DISCLOSURES OF INTEREST**

Ms Grace advised members of the committee that she would declare a financial conflict of interest in item 5.6 [Discretionary Fund Report].

**CONFIRMATION OF MINUTES**

**THAT the minutes of a meeting of the Te Kauwhata Community Committee held on Wednesday 6 September 2017 be confirmed as a true and correct record of that meeting.**

**CARRIED on the voices**

**TKCCI711/03**

**REPORTS**

Youth Engagement Update November 2017  
Agenda Item 5.1

The report was received [TKCCI711/02 refers] and discussion was held.

**Resolved: (Mr Hardwick/Mr Weaver)**

**THAT if there are any issues identified in the Te Kauwhata Youth Action Group's Quarterly Report that the Committee wishes to progress, that these be added to the Committee's Works and Issues report so that progress on implementation can be monitored.**

**CARRIED on the voices**

**TKCCI711/04**

Update on Housing Infrastructure Fund  
Agenda Item 5.2

The report was received [TKCCI711/02 refers] and discussion was held.

Wastewater Overflow CIP Education Programme Update  
Agenda Item 5.3

The report was received [TKCCI711/02 refers] and discussion was held.

**Resolved: (Ms Grace/Mrs Berney)**

**THAT the report on the wastewater education programme be received and the collateral 'wish list' be completed by the Te Kauwhata Community Committee and returned to Teresa Hancock in the WDC Communications Team.**

**CARRIED on the voices**

**TKCCI711/05**

Te Kauwhata Works & Issues Report: August 2017  
Agenda Item 5.4

The report was received [TKCC1711/02 refers] and discussion was held.

Councillor's Report  
Agenda Item 5.5

Cr Sedgwick gave a verbal report and answered questions of the Committee.

Discretionary Fund Report to 19 October 2017  
Agenda Item 5.6

Ms Grace declared a conflict of interest and did not speak to or vote on this item.

The report was received [TKCC1711/02 refers] and discussion was held.

**Resolved: (Mr Hinton/Mr Cunningham)**

**THAT the Discretionary Fund reimburse Marion Handcock the sum of \$27.98 for purchase of sheep pellets for the main street planter boxes;**

**AND THAT the Discretionary Fund reimburse Ms Grace the sum of \$171.35 for payment of the annual Freeparking invoice for the Te Kauwhata Village website.**

**CARRIED on the voices**

**TKCC1711/06**

Joint Community Board and Community Committee December Meeting  
Agenda Item 5.7

The report was received [TKCC1711/02 refers] and discussion was held.

**Resolved: (Ms Grace/Mr Hinton)**

**THAT the Te Kauwhata Community Committee agrees to support the joint meeting of Community Boards and Community Committees on Tuesday, 19 December;**

**AND THAT the Te Kauwhata Community Committee supports not having an individual meeting in December.**

**CARRIED on the voices**

**TKCC1711/07**

Year to Date Service Request Report  
Agenda Item 5.8

The report was received [TKCC1711/02 refers] and discussion was held.

Chairperson's Report  
Agenda Item 5.9

The chair gave a verbal report and answered questions of the committee.

**PROJECTS UPDATE**

Dog Park  
Agenda Item 6.1

Drainage is being addressed. Looking in to getting a seat installed as well. Signs are going up next week.

Wetlands Walkway  
Agenda Item 6.2

Progress is being made. Weather is looking good.

Security Cameras  
Agenda Item 6.3

Mr G Barnes updated us on the security cameras operating in town and the Whangamarino District. He shared information on new cameras that are currently available and recommended a location for a new upgraded camera. Marlene Raumati will apply for funding from the The Trusts Charitable Foundation using costings supplied by Mr G Barnes of the NZ Police. This will be completed on behalf of the Te Kauwhata Community Events Committee.

There being no further business the meeting was declared closed at 9.04pm.

Minutes approved and confirmed this                          day of                          2017.

T Grace  
**CHAIRPERSON**  
Minutes2017/TKCC/171101TKCC Minutes

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### **Open Meeting**

<b>To</b>	Te Kauwhata Community Committee
<b>From</b>	Tony Whittaker General Manager Strategy & Support
<b>Date</b>	18 January 2018
<b>Prepared by</b>	Sharlene Jenkins PA to General Manager Strategy & Support
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	GOV0507 / 1887597
<b>Report Title</b>	Te Kauwhata Works & Issues Report: February 2018

### **1. EXECUTIVE SUMMARY**

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To update the Committee 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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Te Kauwhata Works & Issues Report: February 2018

**TE KAUWHATA COMMUNITY COMMITTEE  
WORKS & ISSUES REGISTER – 2017**

	<b>Issue</b>	<b>Area</b>	<b>Comment</b>	<b>Action</b>
1.	Dog exercise area	Service Delivery (Parks & Facilities)	The Community Committee would like some seating to be provided in the dog exercise area. The Community Committee is willing to put in some simple posts and plank seats x3 but would like to understand what Council's approved design for such.	<p>AUGUST 2017: Staff have met with Tim Hinton and Toni Grace and have come up with a list of agreed actions.</p> <p>An overall plan for the dog park area is requested from the Community Committee.</p> <p>NOVEMBER 2017: Tim Hinton to provide an update at the November Committee meeting.</p> <p>FEBRUARY 2018: Tim Hinton to provide an update on progress.</p>
2.	Basketball backboard and pole + concrete slab	Service Delivery (Parks & Facilities)	<p>The Community Committee has requested specifications for this from Council.</p> <p>A basketball hoop and half court is an activity promoted by the Council's play strategy. However, there is no allocated budget in the upcoming financial year to fund the construction.</p> <p>It is recommended that either the committee fundraise to start the project or that a submission be made to the Long-Term Plan (LTP).</p>	<p>AUGUST 2017: Staff have been working with the Community Committee to find an appropriate location. Several actions were agreed and the location was agreed. Proximity to war memorial was a possible issue.</p> <p>The Community Committee are to keep Parks staff informed of any decisions made around the landscaping of the half court. However, the general location was agreed.</p> <p>NOVEMBER 2017: Community Board members have been keeping parks staff informed about the progress of the basketball court and staff are happy.</p> <p>FEBRUARY 2018: Tim Hinton to provide an update.</p>



	Issue	Area	Comment	Action
3.	Blue and yellow lights outside library not working	Service Delivery	Lights on the eastern side of the library have 1 blue light and no other colours, lights on the western side ( i.e. the park side) have 3 out of 4 not working properly (blue) and no other colour lights showing.	<p>AUGUST 2017: Te Kauwhata Community Committee to lodge a service request.</p> <p>SEPTEMBER 2017: A complete review of the lighting on the building is required as there have been multiple failures of these lights. This will be completed over the next 2-3 months and further information provided to map next steps. The Committee will be provided with a copy of the review, once completed and prior to undertaking any further works.</p> <p>NOVEMBER 2017: A proposal has been received and will be reviewed over the next month. The Committee will be provided with a copy of the review, once completed and prior to undertaking any further works. The review should be available for the Committee's December meeting.</p> <p>DECEMBER 2017: Council received a quotation from Cushman and Wakefield to achieve a final solution to the on- going lighting issues at the Te Kauwhata Library (\$21,747).</p> <p>The current in-ground lights are of poor quality and have been unreliable for a very long time , the recommendation is to replace the light fittings .</p> <p>The underground power cables feeding the lights are not encapsulated in conduit, while this is compliant the insulation on the cable is showing signs of water penetration, the recommendation is to re-new the cable and encapsulate in conduit to provide a long term reliable power supply to the lights.</p>

	Issue	Area	Comment	Action
				Gavin Benseman has since obtained a second quote. FEBRUARY 2018: Vishal Ramduny to provide a verbal update at the February Committee meeting.
4.	Te Kauwhata Walkway – Unauthorised activity on property at the end of Blunt Road.	Service Delivery	Waikato Regional Council investigation in respect of any Resource Management Act breaches underway.  In the meantime Waikato District Council has received approval from the Regional Council to commence a clean up of the site.	FEBRUARY 2018: Waikato District Alliance have scheduled the cleanup work for March. Currently sourcing an appropriate dump site.
5.	Te Kauwhata Service Request Report	Strategy & Support		FEBRUARY 2018: This is included in the February Committee agenda.
6.	Squash Club Trees	Service Delivery	 <p>The photo above provides a very good visual of how close the remaining tree(s) are to the building, and as you can see, the possibility of major damage to the building if one or other was to topple as their neighbour did!</p>	FEBRUARY 2018: The removal of the Poplar tree to the east side of the Squash club is not considered a high priority at this stage as there are other major tree removals required from along the hedgerow of Poplar trees to the approximate north side and parallel with the rugby fields. In addition to other programme tree work in the district and as budget permits consideration will be given to programming the removal of the one (1) Poplar tree adjacent the squash club.

II

	Issue	Area	Comment	Action
			Hence one of the reasons the Squash Club committee are very keen to see the tree(s) removed, (preferably by an arborist rather than a weather event!) so as to protect our club asset.	

### **Open Meeting**

<b>To</b>	Te Kauwhata Community Committee
<b>From</b>	Tony Whittaker General Manager Strategy & Support
<b>Date</b>	16 January 2018
<b>Prepared by</b>	Shannon Kelly Youth Engagement Advisor
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0509 / 1887528
<b>Report Title</b>	Request to Appoint 2018 Youth Representatives

## **I. EXECUTIVE SUMMARY**

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This report will ask the Te Kauwhata Community Committee (“the Committee”) to consider and appoint two youth representatives to the Committee for the 2018 year.

In 2016 and 2017, the Committee encouraged the participation of young people in local community governance and leadership by supporting the creation of a youth representative position on the Committee. Since then, young people have had an opportunity to participate in local governance matters, and influence and inform matters relating to young people in Te Kauwhata. As a result, young people from Te Kauwhata helped develop the recent additions to the skate park, ran key events with support from local Committee members, and received valuable mentoring from many members of the Committee.

In 2017 Sarah Hall was appointed as the Youth Action Group Co-ordinator and the Youth Representative for Te Kauwhata. Sarah has now stood down from her role as Youth Action Group Co-ordinator but will continue her role as a Youth Representative on the Committee.

Ocean Herewini has now been appointed as the Te Kauwhata Youth Action Group Coordinator. The purpose of this report is to ask the Committee to appoint Ocean as the Youth Representative on the Committee alongside Sarah.

The Waikato District Council is able to offer a \$20 gift card to each Youth Representative a month as a reward for their attendance and contribution to the Committee for the 2018 year. This will be coordinated by Council’s Youth Engagement Advisor.

**2. RECOMMENDATION**

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

**AND THAT** **Ocean Herewini** be appointed as a **Youth Representative** to the **Te Kauwhata Community Committee** together with **Sarah Hall**.

**3. ATTACHMENTS**

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NIL

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**Open Meeting**

<b>To</b>	Te Kauwhata Community Committee
<b>From</b>	Tony Whittaker General Manager Strategy & Support
<b>Date</b>	23 January 2018
<b>Prepared by</b>	Julienne Calambuhay Management Accountant
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0509 / 1886660
<b>Report Title</b>	Discretionary Fund Report to 23 January 2018

**1. EXECUTIVE SUMMARY**

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To update the Committee on the Discretionary Fund Report to 23 January 2018.

**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 23 January 2018

## TE KAUWHATA COMMUNITY COMMITTEE DISCRETIONARY FUND 2017/2018

GL 1.207.1704

## Commitments from Committee Meeting Minutes &amp; Other Information

## 2017/18 Annual Plan

11,278.00

## Carry forward from 2016/17

57,105.16

## Total Funding

68,383.16

## Expenditure

06-Sep-17 Transfer of funds to Whangamarino Walkway account 15,000.00

01-Nov-17 Toni Grace - reimbursement cost of TK website fees 149.00

01-Nov-17 Marion Handcock - reimburse for sheep pellets 24.33

## Total Expenditure

15,173.33

## Total Income

-

## Net Expenditure

15,173.33

## Net Funding Remaining (excluding commitments)

53,209.83

## Commitments

06-May-09 Further development of playground 5,000.00

07-Oct-15 Commitment for security cameras 9,436.00

Less: Expenses 2,310.00 7,126.00

07-Mar-12 Railway Cottage Community Park 10,000.00

03-Sep-14 Ken Knobbs memorial garden 5,000.00

Less: Expenses 3,800.00 1,200.00

07-Oct-15 TK Youth Action Group - basketball area project at Village Green 7,500.00

Less: Expenses 220.00 7,280.00

06-Sep-17 Commitment for replacement of TK Christmas lights 5,000.00

## Total Commitments

35,606.00

## Net Funding Remaining (Including commitments) as of 23 January 2018

17,603.83

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**Open Meeting**

<b>To</b>	Te Kauwhata Community Committee
<b>From</b>	Tony Whittaker General Manager Strategy & Support
<b>Date</b>	24 January 2018
<b>Prepared by</b>	Sharlene Jenkins PA to General Manager Strategy & Support
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0509 / 1887223
<b>Report Title</b>	Year to Date Service Request Report

**1. EXECUTIVE SUMMARY**

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To update the Committee on the Year to Date Service Request Report to 31 December 2017.

**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 Te Kauwhata Community Committee



# Service Request Time Frames for TE KAUWHATA Community Board

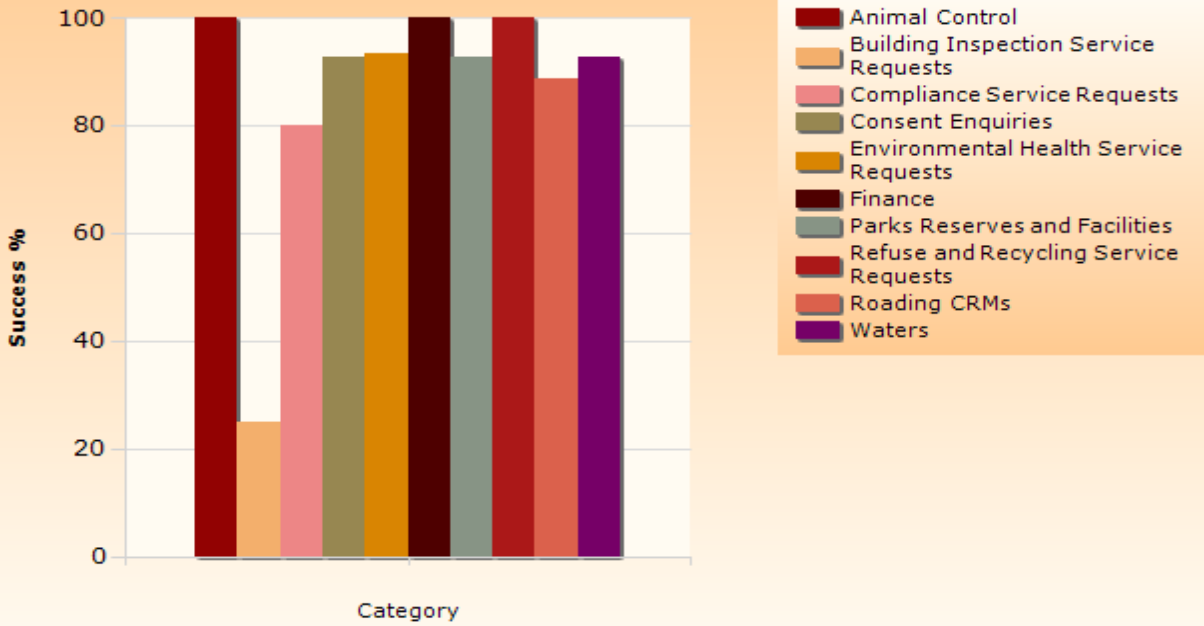
Date Range: 01/10/2017 to 31/12/2017



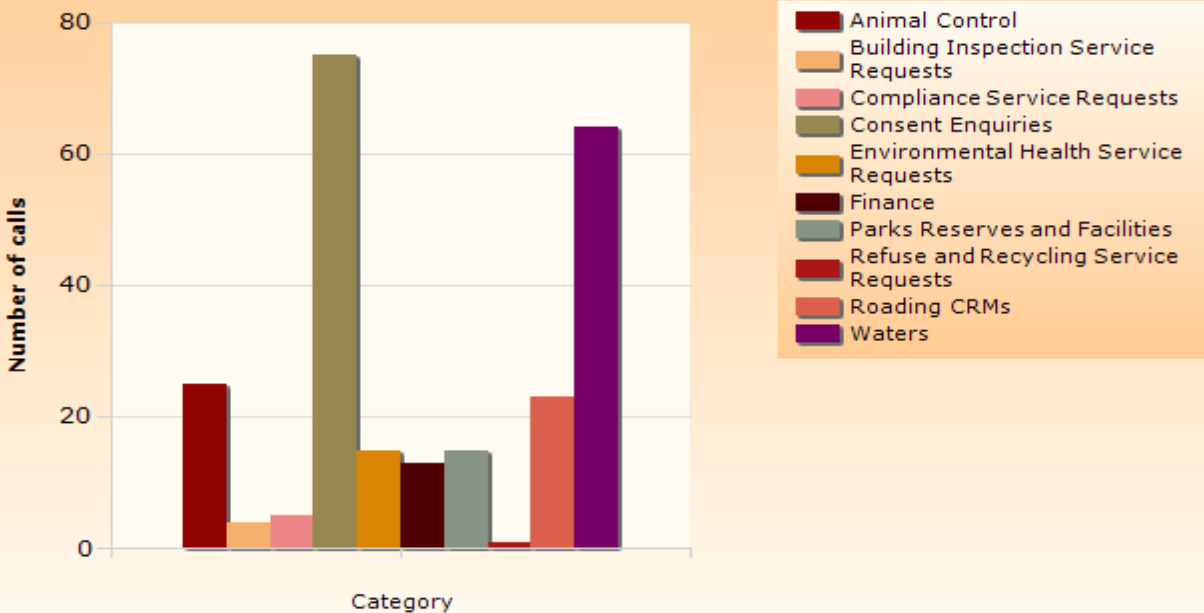
The success rate excludes Open Calls as outcome is not yet known.

1/24/2018 11:53:09 AM

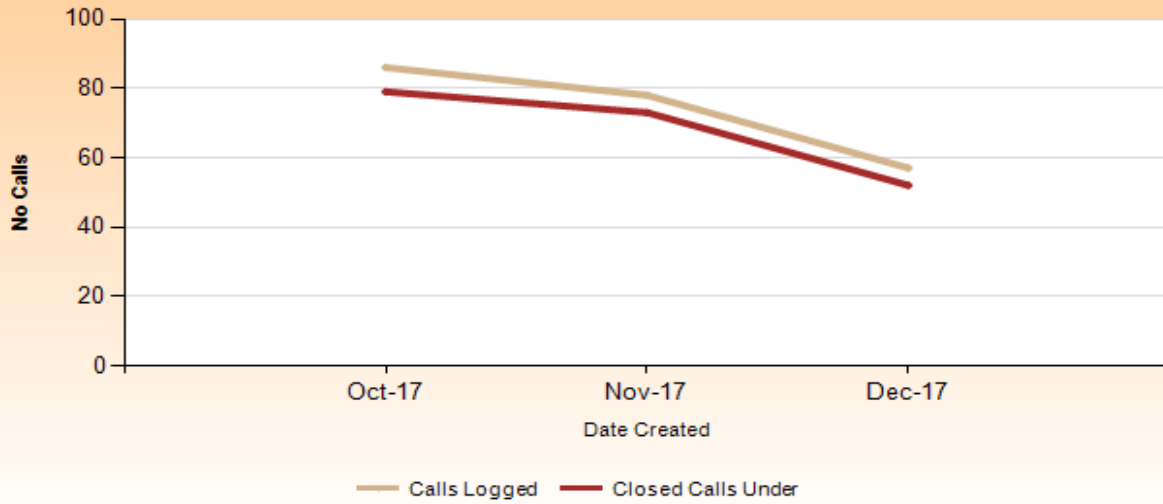
## Call Completion % Success by Type



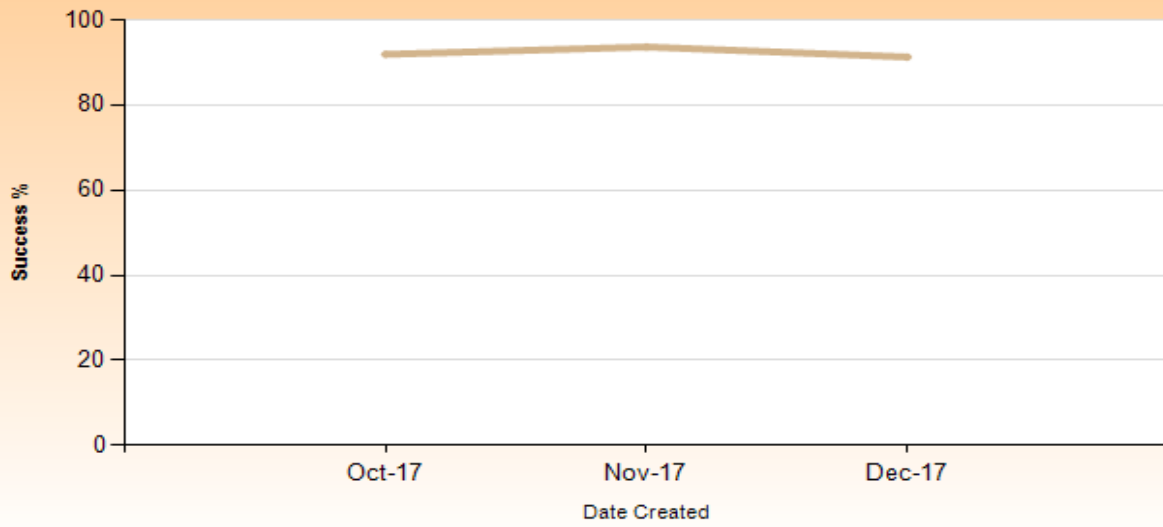
## Number of Calls logged by Type



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



### Completion Success per month



			Open		Closed		
<b>Closed Calls</b> are those calls logged during the time period that are now closed.	<b>Open Calls</b> are all the calls open for the ward and may have been logged at any time.	<b>Number of Calls</b>	<b>Open Calls Over</b>	<b>Open Calls Under</b>	<b>Closed Calls Over</b>	<b>Closed Calls Under</b>	<b>Success Rate</b>
<b>Animal Control</b>							
	<b>Summary</b>	<b>25</b>	<b>1</b>			<b>24</b>	<b>100.00%</b>
	Animal Charges	3				3	100.00%
	Dog Property Visit	10	1			9	100.00%
	Dog Straying - Current	2				2	100.00%
	Dog Straying - Historic	1				1	100.00%
	Dog Surrender	1				1	100.00%
	Dog Welfare - Immediate threat to life	2				2	100.00%
	Dog/Animal Missing	1				1	100.00%
	Dogs Aggression - Historic	1				1	100.00%
	Dogs Barking Nuisance	3				3	100.00%
	Livestock Trespassing - Current	1				1	100.00%
<b>Building Inspection Service Requests</b>							
	<b>Summary</b>	<b>4</b>			<b>3</b>	<b>1</b>	<b>25.00%</b>
	Building Inspection Service Requests	4			3	1	25.00%
<b>Compliance Service Requests</b>							
	<b>Summary</b>	<b>5</b>			<b>1</b>	<b>4</b>	<b>80.00%</b>
	Compliance - Unauthorised Activity	4				4	100.00%
	Compliance - Urban Fire Hazard (Dry conds only)	1			1		0.00%
<b>Consent Enquiries</b>							
	<b>Summary</b>	<b>75</b>		<b>4</b>	<b>5</b>	<b>66</b>	<b>92.96%</b>
	Land Hazard Enquiries	1		1			NaN
	Onsite Services	7		1	1	5	83.33%
	Planning Process	11			1	10	90.91%
	Property Information Request	28				28	100.00%
	Rural Rapid Number assignment & purchase of plates	1				1	100.00%
	Zoning and District Plan Enquiries	27		2	3	22	88.00%
<b>Environmental Health Service Requests</b>							
	<b>Summary</b>	<b>15</b>			<b>1</b>	<b>14</b>	<b>93.33%</b>
	Environmental Health Complaint	4				4	100.00%
	Noise complaints straight to contractor	11			1	10	90.91%
<b>Finance</b>							
	<b>Summary</b>	<b>13</b>				<b>13</b>	<b>100.00%</b>
	Rates query	13				13	100.00%
<b>Parks Reserves and Facilities</b>							
	<b>Summary</b>	<b>15</b>		<b>1</b>	<b>1</b>	<b>13</b>	<b>92.86%</b>
	Parks & Reserves - Buildings	3			1	2	66.67%
	Parks & Reserves - Council owned land	1				1	100.00%
	Parks & Reserves - Non-urgent Public Toilet Issues	1				1	100.00%
	Parks & Reserves - Reserve Issues	10		1		9	100.00%

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<b>Refuse and Recycling Service Requests</b>							
<b>Summary</b>	<b>1</b>					<b>1</b>	<b>100.00%</b>
Refuse - Non-Collection	1					1	100.00%
<b>Roading CRMs</b>							
<b>Summary</b>	<b>23</b>		<b>5</b>	<b>2</b>		<b>16</b>	<b>88.89%</b>
Footpath Maintenance - Non_Urgent	1					1	100.00%
New Vehicle Entrance Request	3					3	100.00%
Request 4 new street light path sign etc	1					1	100.00%
Road Culvert Maintenance	2					2	100.00%
Roading Work Assessment Required - OnSite 5WD	3		2			1	100.00%
Routine Roding Work Direct to Contractor 5WD Comp	1					1	100.00%
Street Light Maintenance	10		2	1		7	87.50%
Urgent - Footpath Maintenance	1			1			0.00%
Vegetation Maintenance	1		1				NaN
<b>Waters</b>							
<b>Summary</b>	<b>64</b>	<b>3</b>	<b>5</b>	<b>4</b>		<b>52</b>	<b>92.86%</b>
3 Waters Enquiry	10	1		2		7	77.78%
3 Waters Safety Complaint - Urgent	1			1			0.00%
Drinking water billing	4					4	100.00%
Drinking Water Final Meter Read	22		5			17	100.00%
Drinking Water minor leak	7					7	100.00%
Drinking Water quality	1					1	100.00%
Drinking Water Quantity/Pressure	2					2	100.00%
Fix Water Toby	4	1				3	100.00%
New Drinking Storm Waste water connections	3					3	100.00%
No Drinking Water	7	1				6	100.00%
Wastewater Odour	1					1	100.00%
Wastewater Overflow or Blocked Pipe	2			1		1	50.00%
<b>Total</b>	<b>240</b>	<b>4</b>	<b>15</b>	<b>17</b>		<b>204</b>	<b>92.31%</b>