

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 5 SEPTEMBER 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

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6. PROJECTS UPDATE

6.1 Wetlands Walkway *Verbal*

6.2 Dog Park *Verbal*

GJ Ion
CHIEF EXECUTIVE

Open Meeting

To	Te Kauwhata Community Committee
From	Gavin Ion Chief Executive
Date	23 August 2018
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV0509
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes of the Te Kauwhata Community Committee meeting held on Wednesday 1 August 2018.

2. RECOMMENDATION

THAT the minutes of the meeting of the Te Kauwhata Community Committee held on **Wednesday 1 August 2018** be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

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 AUGUST 2018** commencing at **7.00pm**.

Present:

Ms T Grace (Chairperson)
 Cr JD Sedgwick
 Mrs C Berney (Secretary)
 Mr J Cunningham
 Mr K Dawson
 Mr D Hardwick
 Mr T Hinton
 Mr C Howells
 Mr B Weaver

Attending:

Cr S Lynch
 Mr V Ramduny (Planning & Strategy Manager)
 Mrs G McNabb
 Mr S McNabb

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Mr Weaver/Ms Grace)

THAT an apology be received from Mrs Raumati.

CARRIED on the voices

TKCCI808/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mrs Berney/Mr Cunningham)

THAT the agenda for a meeting of the Te Kauwhata Community Committee held on Wednesday 1 August 2018 be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received.

CARRIED on the voices

TKCCI808/02

DISCLOSURES OF INTEREST

Cr Jan Sedgwick advised members of the Board that she would declare a non financial conflict of interest in item 5.8 [*Chairperson's Report – District Plan*].

Keith Dawson advised members of the Board that he would declare a financial conflict of interest in item 6.1 [*Dog Park*].

CONFIRMATION OF MINUTES

Resolved: (Mr Hardwick/Mr Hinton)

THAT the minutes of a meeting of the Te Kauwhata Community Committee held on Wednesday 6 June 2018 be confirmed as a true and correct record.

CARRIED on the voices

TKCCI808/03

REPORTS

Te Kauwhata Works & Issues Report: August 2018
Agenda Item 5.1

The report was received [*TKCCI808/02 refers*] and discussion was held.

Councillor's Report
Agenda Item 5.2

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

- Talked to the importance of the Blueprint meeting
- Disabled parking spaces – road markings on the Main St that were put in wrongly will be revised. The New World will have 49 parking spaces with one disabled parking space at present. Requirements are 1 per 50 carparks provided. Council currently have 101 carparks with 3 disabled carparks.
- Community Patrol - this AGM was not well attended by new members. Potential for the Community Committee to help support the Community Patrol.
- Business Association – Cr Sedgwick has met with local businesses to start a business association.

Discretionary Fund Report to 18 July 2018
Agenda Item 5.3

The report was received [TKCC1808/02 refers] and discussion was held.

Resolved: (Mr Dawson/Mr Cunningham)

THAT Ms Marion Handcock be refunded \$91.09 for sheep pellets used for the Main Street planter boxes.

CARRIED on the voices

TKCC1808/04

Youth Engagement Update August 2018
Agenda Item 5.4

The report was received [TKCC1808/02 refers] and discussion was held.

Revised Discretionary Grants Policy
Agenda Item 5.5

The report was received [TKCC1808/02 refers] and discussion was held.

Resolved: (Mr Weaver/Mr Hinton)

THAT the Te Kauwhata Community Committee applies the revised Discretionary Grants Policy with immediate effect.

CARRIED on the voices

TKCC1808/05

Year to Date Service Request Report
Agenda Item 5.6

The report was received [TKCC1808/02 refers] and discussion was held.

Speed Limit Bylaw Changes 2018
Agenda Item 5.7

The report was received [TKCC1808/02 refers] and discussion was held.

The committee suggested that Waerenga School gets flashing lights and a 40km school zone or similar to get cars to slow down during school hours. If someone in council (safety engineer) can liase with the school.

Chairperson's Report
Agenda Item 5.8

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

- On behalf of the committee Toni submitted a response on the WDC Representation Review.
- Toni attended the joint community workshop and shared some information on that.
- Putting in a submission on the Gambling Policy was discussed. We would like the current number maintained as there is growth in the area and a number of community projects rely on the funding provided.
- Talk on reviewing the character statement of the town as part of our District Plan Submission
- Toni read out Marlene Raumati's letter of resignation.

PROJECTS UPDATE

Dog Park
Agenda Item 6.1

- More signs are coming for the dog park

Wetlands Walkway
Agenda Item 6.2

- The walkway has never been in the wetlands.
- Talk around the options to construct the walkway. Will come up with the final costs of construction so that funding can be sought.
- Travers Rd Walkway/Cycleway is going to start construction soon.

There being no further business the meeting was declared closed at 9.16pm.

Minutes approved and confirmed this day of 2018.

T Grace
CHAIRPERSON

Open Meeting

To	Te Kauwhata Community Committee
From	Tony Whittaker General Manager Strategy & Support
Date	24 August 2018
Prepared by	Sharlene Jenkins PA to General Manager Strategy & Support
Chief Executive Approved	Y
DWS Document Set #	GOV0509 / 2050509
Report Title	Te Kauwhata Works & Issues Report: September 2018

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

Te Kauwhata Works & Issues Report: September 2018.

**TE KAUPHATA COMMUNITY COMMITTEE
WORKS & ISSUES REGISTER – 2018
UPDATE FOR SEPTEMBER 2018**

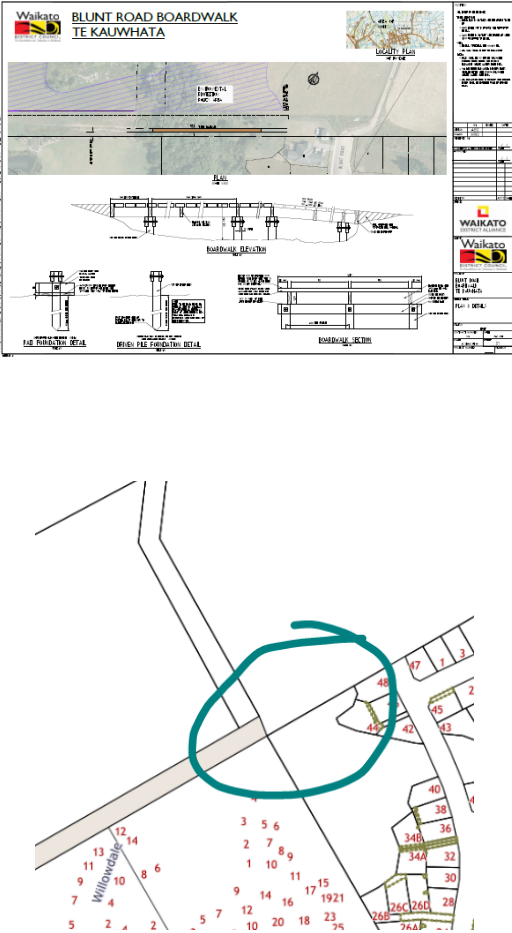
	Issue	Area	Comment	Action
I.	Dog exercise area	Service Delivery (Parks & Facilities)	The Community Committee would like some seating to be provided in the dog exercise area. The Community Committee is willing to put in some simple posts and plank seats x3 but would like to understand what Council's approved 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> <p><i>Shapes installed, more to collect from prison. Drainage for inclusion in LTP.</i></p> <p>MARCH 2018: Tim Hinton to provide an update on progress.</p> <p>APRIL 2018: The Committee has asked for Council to provide the specifications for the drainage system in the TK dog park and its associated costs. Mark Jansen to provide this information.</p> <p>MAY 2018: Preliminary investigation has been completed. There are a few complicating issues including the topography of the site and required consents. Further work on this has been factored into existing resource availability and has been programmed for the new financial year. Note that the completion of any physical works on site will be subject to budget allocation.</p> <p>JUNE 2018: Seats and table are to be installed by the Community Committee. There is a table at the village green that will be replaced. Keith Dawson will make the seats to ensure that they comply with Council specifications. Tim Hinton to run these pass Mark Jansen.</p> <p>AUGUST 2018: Keith and Tim have met. Mark is comfortable with the seats and table as long as Health & Safety requirements are met. Drainage solution is being investigated further. Painting of shapes will be finished soon. Keith to update at the next meeting.</p>

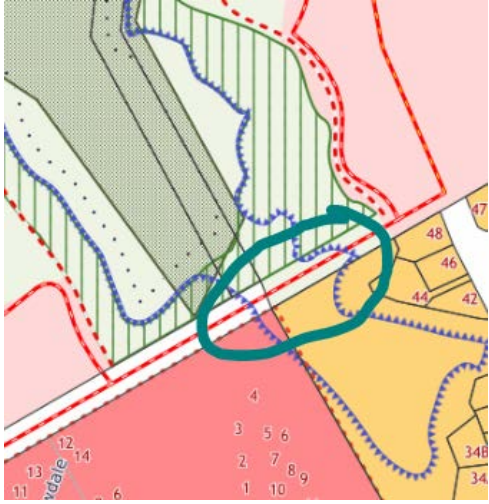
	Issue	Area	Comment	Action
				SEPTEMBER: Dog exercise area still wet. Table acquired but will only be installed when the weather improves.
2.	Basketball backboard and pole + concrete slab	Service Delivery (Parks & Facilities)	<p>The Community Committee has requested specifications for this from Council.</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> <p><i>Location – Northern side of skate park. Job can start immediately. Funding from TKCC.</i></p> <p>MARCH 2018: Tim Hinton to provide an update on progress.</p> <p>APRIL 2018: Keith Dawson and Tim Hinton working on a pricing for the concrete slab. Update to be provided verbally in April by Keith and Tim.</p> <p>JUNE 2018: Basketball hoop priced at \$4,595.00. Tim and Keith working on getting a price for the concrete slab. These will be paid out of the Community Committee's budget.</p> <p>AUGUST 2018: Keith and Tim have come up with a plan which will help with the drainage. Mark Jansen is comfortable with the proposal and will visit the site when the construction starts. Construction is weather dependent. Tim to provide a further update at the next meeting.</p> <p>SEPTEMBER 2018: Tim to provide a further update at the next meeting.</p>

	Issue	Area	Comment	Action
3.	Blue and yellow lights outside library not working	Service Delivery	<p>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> <p>FEBRUARY 2018: Is it possible to install lights from the top – not in ground? David Harwick (TKCC) available to assist if needed.</p>	<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. Gavin Benseman has since obtained a second quote.</p> <p>FEBRUARY 2018: Council are sourcing a second quote for the replacement of the in-ground lights and the repair of the coloured strip lighting. Two companies have declined providing a quotation. Council aim to provide a quotation along with a recommendation for the replacement light fittings and associated ground works for the March meeting.</p>

	Issue	Area	Comment	Action
				<p>MARCH 2018: Ground lighting will continue to be an issue and require ongoing maintenance. A quote and recommendation on how to achieve a more robust system is underway. Staff expect to have further information by the time of the March meeting.</p> <p>MAY 2018: A Lighting Designer has been on site and is currently preparing a proposal for the design and a quotation to install a new lighting system. This information was expected in early April 2018. A request has been made to provide this information urgently.</p> <p>JUNE 2018: Gavin Benseman met with members of the Community Committee on 23 May 2018 to present and discuss the proposed lighting system. There was general agreement that the new lighting should be roof (parapet) mounted and that the lighting effect should be the same or similar to the existing system. Gavin has emailed photos of the library to Cr Sedgwick and Toni Grace which shows the original lighting effect. It should be noted that there is a lead time of 8 to 10 weeks on the delivery of the lights from the time of ordering.</p> <p>AUGUST 2018: A purchase order had been raised for purchase of these lights and the installation. There is a 6–8 week lead in time so we are hoping that these will be installed in late August, early September. Staff have requested information from the Architect on the solar panels in regards to what the solar energy is used for.</p> <p>SEPTEMBER 2018: Lights are expected to be installed by end September.</p>

	Issue	Area	Comment	Action
4.	Te Kauwhata Walkway – Unauthorised activity on property at the end of Blunt Road.	Service Delivery	<p>Waikato Regional Council investigation in respect of any Resource Management Act breaches underway.</p> <p>In the meantime Waikato District Council has received approval from the Regional Council to commence a clean up of the site.</p>	<p>FEBRUARY 2018: Waikato District Alliance have scheduled the clean up work for March. Currently sourcing an appropriate dump site.</p> <p>MARCH 2018: Vishal Ramduny spoke to Nick Young (Investigations & Incident Response at Waikato Regional Council) to arrange a meeting to ascertain the way forward for the walkway. Nick has confirmed that the investigation has not concluded as yet, and he has since met with John Cunningham. Council to now advise on a dedicated project manager for this matter. Waikato District Alliance still has the clean up work scheduled for March 2018. If the fill is removed then the committee needs to look at alternative options with Council's Service Delivery team.</p> <p>APRIL 2018: Meeting between Paul McPherson, John Cunningham and Keith Dawson on 9 March 2018. A follow up meeting with Ian Boddington is taking place on Wednesday, 14 March. Update to be provided after this meeting.</p> <p>MAY 2018: Follow up meeting with Ian Boddington took place. Ian Boddington will confirm with landowners that their contact details can be provided to John Cunningham so contact can be made to discuss possible access consents.</p> <p>Removal of the fill is underway, initially to a commercial cleanfill site, and now to the Te Onetea Rail Crossing Upgrade project in Rangiriri.</p> <p>Permission is required from the landowner for removal of the fill (monitoring) and will be needed for the proposed walkway (construction) which may require an encumbrance.</p> <p>Council (Paul McPherson) will help with the design, and is investigating previous walkway projects for suitable design details. TKCC will need to do the costing/quotes and source funding.</p> <p>Construction will not require consents so long as specific conditions are met (includes location, design, and methodology constraints from district and regional plans).</p> <p>Alliance have started site works and clearing the fill, these works are still on-going.</p>

	Issue	Area	Comment	Action
			 <p><i>Boundaries showing shaded road reserve (the proposed boardwalk site is circled).</i></p>	<p>JUNE 2018: Council has completed the removal process in Blunt Road. Paul McPherson and the Alliance design team have modified a generic WDC 1.5m wide boardwalk design to suit the a 2.25m width to overcome the problem of a timber boardwalk over the wetland section. The drawing has been forwarded to John Cunningham and Keith Dawson for review. Keith will look to develop a construction methodology to comply with permitted activity rules, and the design may need minor changes to accommodate the final methodology. Paul will continue to assist as needed, ensuring the location and construction methodology complies with District Council and Regional Council rules. No consent will be required for construction as long as specific conditions (location, design and compliance) are met.</p> <p>Committee are to source funding for construction of the remaining works.</p> <p>AUGUST 2018: Query: Where is the Environmental Protection Policy Area Boundary (“EPPA”) and does it follow the paper road?</p> <p>The EPPA boundary is the inferred extension of the road reserve to the west. The road reserve does not actually extend all the way to Blunt Road, but the EPPA southern boundary is applied as if it did.</p>

	Issue	Area	Comment	Action
			 <p><i>EPPA is the green hatched area (the proposed boardwalk site is circled)</i></p>	<p>The EPPA is shown (left) as the green vertically-hatched area.</p> <p>The southern EPPA boundary is a line offset 20m from the southern property boundary.</p> <p>The eastern EPPA boundary runs along the edge of the wetland area. This area is outside of the boardwalk works area so will not need to be further clarified for these works.</p> <p>Community Committee will need to look at the construction costs and ascertain easement.</p> <p>The Regional Council visited the walkway site during the week 09 July. The Regional Council has advised that Waikato District Council will be issued with a formal warning regarding this breach. Once the warning has been issued, the investigation will be closed.</p> <p>On 22 August 2018 Council received a copy of a letter from Mr Cunningham, that the Committee has sent to the Regional Council regarding the findings of their investigation.</p>

	Issue	Area	Comment	Action
5.	Footpaths	Service Delivery	<p>FEBRUARY 2018:</p> <p>Roto Street: TKCC has had this street as an Annual Plan and LTP priority for more than 8 years. It dropped off because we were told there was no budget. This is a residential street in TK, with more than 26 houses on it. The footpath stops just around the corner from Mahi Rd. So residents (yes, school children too) are walking up the road as there is no footpath on either side. This as a high priority for TK.</p> <p>Rimu Street: Same as above – this is a TKCC priority. This is a footpath in a residential street finishing short of the road by the width of a grass verge, right opposite the TK College. Prefer any small pockets of funding that you might have allocated for ‘footpaths’ were used on this stretch, where there is no footpath alternative on the other side of the road.</p>	<p>MARCH 2018: The Roto and Rimu Street footpaths have been placed on the footpaths list and prioritised. The footpaths will be discussed by Councillors as part of the district wide footpath programme. Any additional footpaths for consideration can be added by the respective ward councillors then. The draft Long Term Plan programme out for consultation this year has an increased level of funding. The funding level will be finalised in this financial year.</p> <p>APRIL 2018: Gareth Bellamy has indicated to Cr Sedgwick that there is so some funding for the Rimu Street footpath. Roto Street is not a high priority but will be considered as part of the district wide footpath Programme.</p> <p>MAY 2018: The extension of the footpath at Rimu Street will require connectivity across two local roads. The Safety Engineer is undertaking investigation for the linking of footpaths on the opposite sides of the road and crossing locations in conjunction with the school. At Mahi Road it is proposed as an interim measure to add a shared footpath marking along the right side of the road as there is a significant pavement width that would safely accommodate on the road.</p> <p>JUNE 2018: Waikato District Alliance will be carrying out on road footpath markings on Mahi Road scheduled to be completed by mid-June.</p> <p>AUGUST 2018: Delayed to beginning of August due to weather and Road Safety Engineer to set out locations and extents with Waikato District Alliance.</p> <p>SEPTEMBER 2018: Undertaken site measurements to install a gravel footpath with timber edging down western side of the road in place of road markings, as it was deemed more safe to have pedestrians separated from road traffic. Waikato District Alliance to provide a quotation to complete the works by 14 September 2018.</p>

	Issue	Area	Comment	Action
6.	Discretionary Funding	Strategy & Support	Query if Community Boards and Community Committees are responsible for funding Christmas Parades, what happens if there are not enough funds to cover the parade?	SEPTEMBER 2018: All community groups in our district can contact the Community Development Advisor at Council for advice on seeking funding for their community projects / events. In the case of a community Christmas Parade, the community group driving the project could seek funding from numerous sources i.e. sponsorships, grants and the Te Kauwhata Community Committee. Waikato District Council funds Traffic Managements Plans for Christmas Parades, therefore funds do not need to be sought for this expenditure.

Open Meeting

To	Te Kauwhata Community Committee
From	Tony Whittaker Chief Operating Officer
Date	22 August 2018
Prepared by	Julienne Calambuhay Management Accountant
Chief Executive Approved	Y
Reference #	GOV0509
Report Title	Discretionary Fund Report to 22 August 2018

1. EXECUTIVE SUMMARY

To update the Committee on the Discretionary Fund Report to 22 August 2018.

2. RECOMMENDATION

THAT the report from the Chief Operating Officer be received.

3. ATTACHMENTS

Discretionary Fund Report to 22 August 2018

TE KAUWHATA COMMUNITY COMMITTEE DISCRETIONARY FUND 2018/2019

	GL	1.207.1704
Commitments from Committee Meeting Minutes & Other Information		
2018/19 Annual Plan		11,391.00
Carry forward from 2017/18		43,641.00
Total Funding		55,032.00
Expenditure		
Total Expenditure		-
Net Funding Remaining (excluding commitments)		55,032.00
Commitments		
06-May-09 Further development of playground		5,000.00
07-Oct-15 Commitment for security cameras	9,436.00	
Less: Expenses	(6,247.45)	3,188.55
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	
02-May-18 Additional costs committed for basketball court (TKCC1805/04)	5,000.00	
Total commitment for basketball court	12,500.00	
Less: Expenses	(220.00)	12,280.00
06-Sep-17 Commitment for replacement of TK Christmas lights		5,000.00
01-Aug-18 Marion Handcock - refund for sheep pellet use for Main St. planter box (TKCC1808/05)		91.09
Total Commitments		36,759.64
Net Funding Remaining (Including commitments) as of 22 August 2018		18,272.36