

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 DECEMBER 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 7 November 2018

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5. REPORTS

5.1 Te Kauwhata Works & Issues Report December 2018

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5.2 Councillor's Report

Verbal

5.3 Discretionary Fund Report to 22 November 2018

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5.4 Chairperson's Report

Verbal

GJ Ion
CHIEF EXECUTIVE

Open Meeting

To	Te Kauwhata Community Committee
From	Gavin Ion Chief Executive
Date	20 November 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 7 November 2018.

2. RECOMMENDATION

THAT the minutes of the meeting of the Te Kauwhata Community Committee held on **Wednesday 7 November 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 7 NOVEMBER 2018** commencing at **7.00pm**.

Present:

Ms T Grace (Chairperson)
Cr JD Sedgwick
Mrs C Berney (Secretary)
Mr J Cunningham
Mr K Dawson [from 7.07pm]
Mr D Hardwick
Mr T Hinton
Mr C Howells
Mr B Weaver

Attending:

Mr T Whittaker (Chief Operating Officer)
Mr V Ramduny (Strategy & Planning Manager)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Mr J Cunningham/Mr D Hardwick)

THAT an apology for lateness be received from Mr Dawson.

CARRIED on the voices

TKCCI811/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mr J Cunningham/Mrs C Berney)

THAT the agenda for a meeting of the Te Kauwhata Community Committee held on Wednesday 7 November 2018 be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received.

CARRIED on the voices

TKCCI811/02

DISCLOSURES OF INTEREST

Ms T Grace advised members of the Board that she would declare a financial conflict of interest in Agenda item 6.3 [*Discretionary Fund Report to 29 October 2018*].

CONFIRMATION OF MINUTES

Resolved: (Mr B Weaver/Mr D Hardwick)

THAT the minutes of a meeting of the Te Kauwhata Community Committee held on Wednesday 5 September 2018 be confirmed as a true and correct record.

CARRIED on the voices

TKCC1811/03

REPORTS

Te Kauwhata Works & Issues Report: November 2018
Agenda Item 6.1

The report was received [*TKCC1811/02 refers*] and discussion was held.

Councillor's Report
Agenda Item 6.2

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

- Updated us on the Transport Plan and the relevance for Te Kauwhata
- Update on other matters pertaining to Te Kauwhata

Discretionary Fund Report to 29 October 2018
Agenda Item 6.3

The report was received [*TKCC1811/02 refers*] and discussion was held.

Ms Grace declared a conflict of interest and did not take part in discussion or voting of this item.

Resolved: (Mr B Weaver/Mr T Hinton)

THAT two St John's invoices be paid: Invoice 18924560 for \$258.75 and Invoice 20900740 for \$138.00;

AND THAT Ms Grace be reimbursed for website costs of \$171.35 (refer Freeparking online receipt).

CARRIED on the voices

TKCC1811/04

Open Meeting

To	Te Kauwhata Community Committee
From	Clive Morgan General Manager Community Growth
Date	26 November 2018
Prepared by	Sharlene Jenkins Executive Assistant
Chief Executive Approved	Y
DWS Document Set #	GOV0509 / 2116083
Report Title	Te Kauwhata Works & Issues Report: December 2018

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

THAT the report from the **General Manager Community Growth** be received.

3. ATTACHMENTS



Te Kauwhata Works & Issues Report: December 2018.

**TE KAUWHATA COMMUNITY COMMITTEE
WORKS & ISSUES REGISTER – 2018
UPDATE FOR DECEMBER 2018**

	Issue	Area	Comment	Action
1.	Dog exercise area	Service Delivery (Parks & Facilities)	FEBRUARY 2017: 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>NOVEMBER 2018: Some free trees have been planted in the park. Dog shapes have been painted. Table will be installed in dry weather.</p> <p>DECEMBER 2018: Tim Hinton has been in conversation with Council's Maintenance and Contracts Officer. The table is to be installed before Christmas.</p>
2.	Basketball backboard and pole + concrete slab	Service Delivery (Parks & Facilities)	<p>FEBRUARY 2017: 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>NOVEMBER 2018: Earthworks done and concrete laid. Only the hoop to be mounted. Tim Hinton to contact Sport Waikato re: markings on the court.</p> <p>DECEMBER 2018: Tim has contacted Sport Waikato and is waiting for them to get back to him re: court markings.</p>

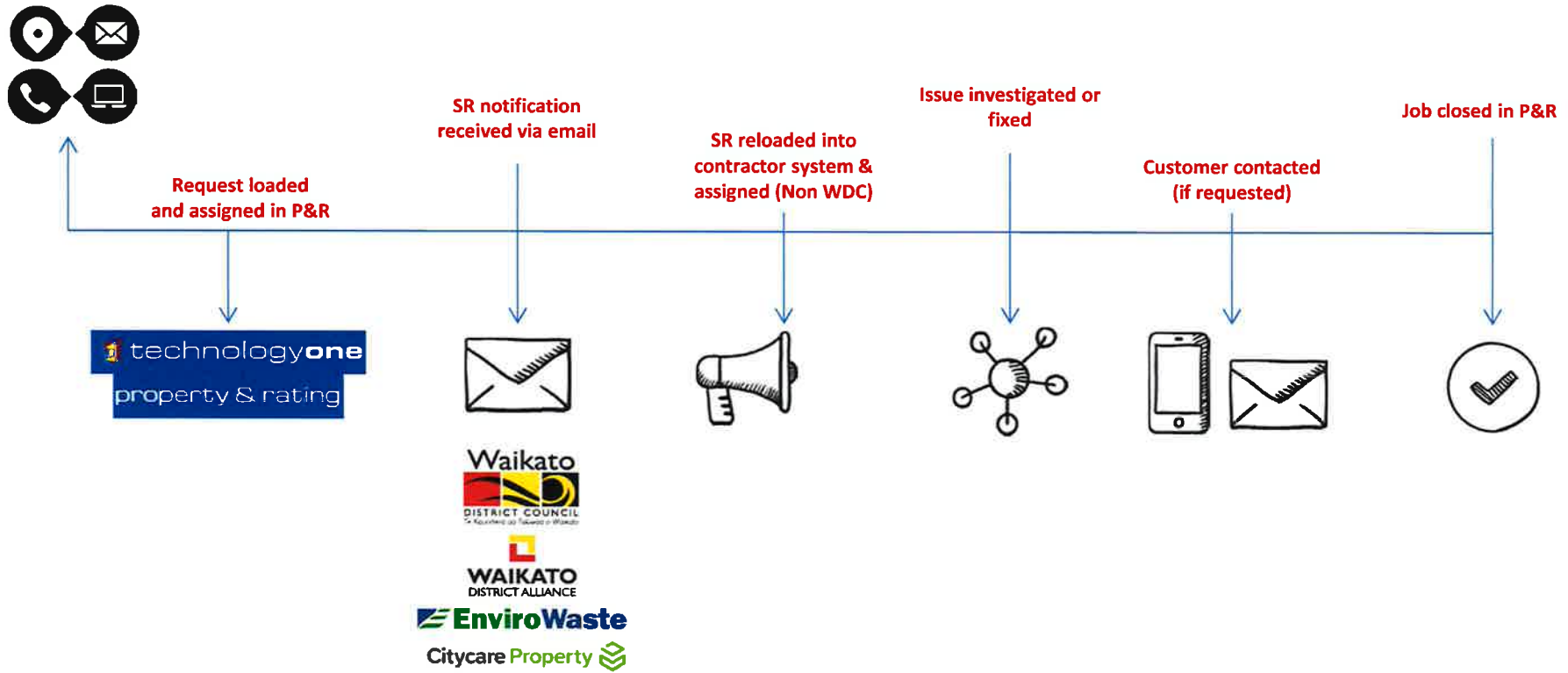
	Issue	Area	Comment	Action
3.	Te Kauwhata Walkway – Unauthorised activity on property at the end of Blunt Road.	Service Delivery	<p>NOVEMBER 2017: Waikato Regional Council investigation in respect of any Resource Management Act breaches underway.</p> <p>In the meantime Waikato District Council has received approval from the Regional Council to commence a clean up of the site.</p>	<p>NOVEMBER 2018: Waikato District Council surveyors have installed pegs as requested to show the eastern limits of the Flood Zone as shown in the District Plan (need to boardwalk through this zone to avoid applying for consent).</p> <p>Defining a suitable Frame Group design for situations where the required pile end resistance is not met, involving a raft pile support.</p> <p>Once a suitable detail is found the drawing set will be updated.</p> <p>DECEMBER 2018: Council's Acting Programme Delivery Manager emailed John Cunningham on 08 November confirming the length of the boundary markings, being 24.58 metres.</p> <p>A meeting with the landowner will need to be arranged by Council and involve the Walkway Committee.</p>
4.	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>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> <p>NOVEMBER 2018: Rimu Street and school crossing: Footpath and crossing is to be constructed this financial year under the low cost low risk safety programme, scoping project stage at this time.</p> <p>Roto Street: design has been scoped out, awaiting cost estimates from Waikato District Alliance.</p> <p>DECEMBER 2018: Rimu Street: design has yet to be completed but is programmed to be complete this financial year (budget already locked in).</p> <p>Roto Street: cost estimates received, construction to be programmed.</p>

	Issue	Area	Comment	Action
5.	Te Kauwhata Domain Plan	TKCC		<p>NOVEMBER 2018: Tim Hinton is still working on this.</p> <p>DECEMBER 2018: Tim Hinton has advised that a draft plan has been done and shared with Council's Parks team. The draft plan will be tabled at the next Committee meeting for further input.</p>
6.	Walkway / Cycleway Tender	Service Delivery	NOVEMBER 2018: Travers Road and Wayside Road.	<p>NOVEMBER 2018: The estimate for construction of Travers Road to Wayside Road sections has been received from Waikato District Alliance and is in excess of the budget.</p> <p>We are now working to identify issues/risks that may be triggering high estimate rates on some of the items in the schedule.</p> <p>Also investigating construction timing to see if this is substantially affecting the rates. The high season of the construction market will be reflected by high prices. A shoulder season construction may bring the estimate back into the budget range.</p> <p>This value engineering is ongoing.</p> <p>DECEMBER 2018: It was confirmed that New Zealand Transport Agency ("NZTA") funding for the walkway is available to use on this project.</p> <p>Negotiations continue with the Waikato District Alliance to undertake these works, starting on Travers Road near Moorfield Road, while land purchase discussions continue with NZTA to acquire necessary land along Wayside Road.</p> <p>Further meetings with a sub-group of the Te Kauwhata Community Committee to discuss the Te Kauwhata walkway/cycleway are planned before any construction commences.</p>

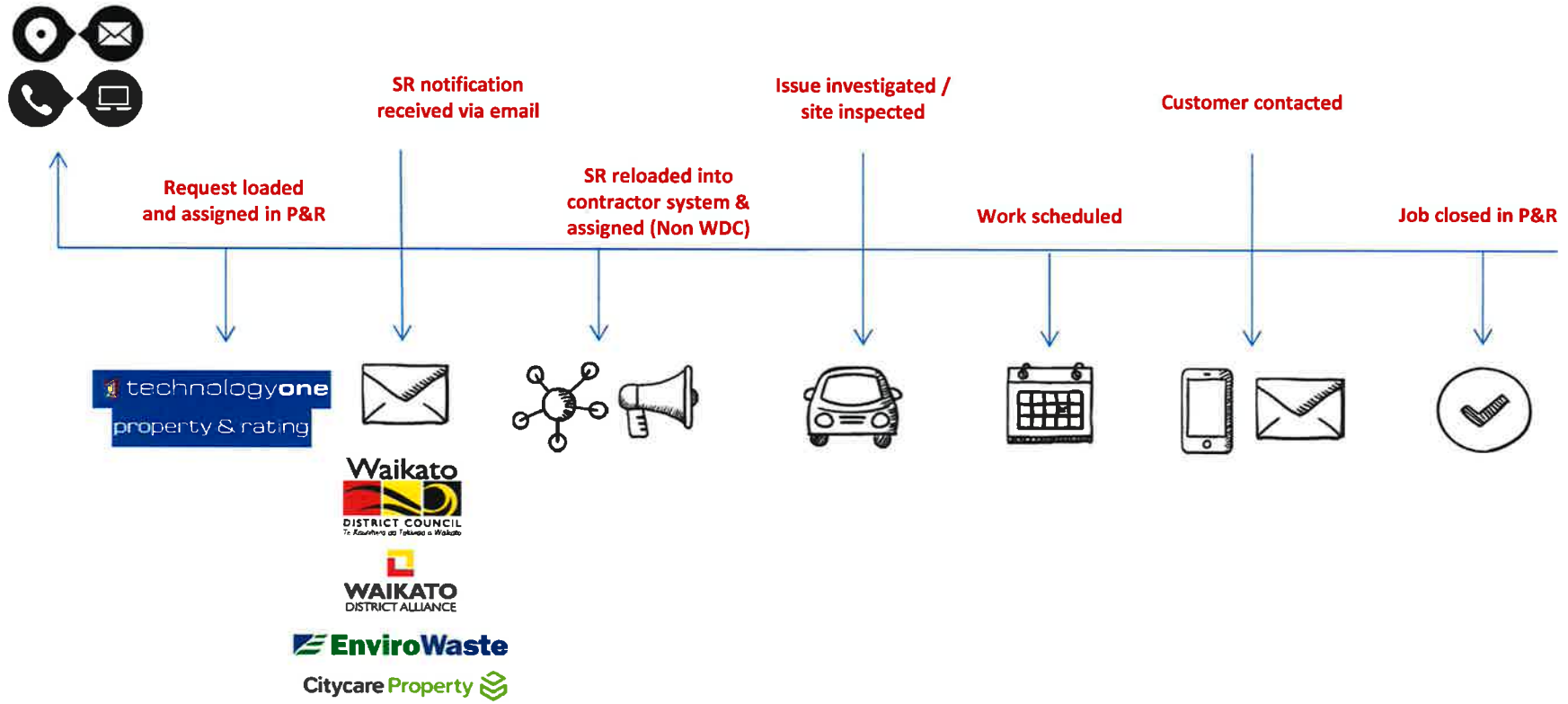
	Issue	Area	Comment	Action
7.	Mobility parking, 12 Main Road, Te Kauwhata	Service Delivery	SEPTEMBER 2018: Incorrect placement of the disabled parking space. Awaiting rectification by the road marking team.	<p>NOVEMBER 2018: A correction was made in October 2018. Can the Community Committee please confirm that this is now correct – or – if there is still an issue that needs rectifying? See pics below.</p>  <p>2012 Photo with old mobility parking markings</p>  <p>October 2018 Photo with correction to mobility parking markings</p> <p>DECEMBER 2018: The Committee would like the parking to be changed to how it was in 2012 so that no one can park in the bay (currently marked for disabled parking) next to the pedestrian crossing. Waikato District Alliance have been authorised to undertake this work.</p>
8.	Conflict of Interest Register	Strategy & Support	NOVEMBER 2018: Copy of Conflicts of Interest Register to be provided to Committee Chair.	DECEMBER 2018: Copy sent to Toni Grace – completed.
9.	Service Request Report	Strategy & Support	NOVEMBER 2018: It was noted that the Service Request report needs to be about when jobs requested will be undertaken / or an update on status.	DECEMBER 2018: This is under review. Attached is a presentation that Council's Customer Quality Coordinator gave to the Executive Leadership Team recently.

Service Request Summary

Service Request Process – without scheduled work



Service Request Process





Service Request Onsite - Urgent

Wastewater Overflow or Blocked Pipe	Onsite 1 hour
Drinking Water Major Leak	Onsite 1 hour
3 Waters Safety Complaint	Onsite 1 hour
Storm water Property Flooding Urgent	Onsite 1 hour
Urgent roading work	4 Hour Resolution
Road Emergency Event	4 Hour Resolution
Dog aggression	4 Hour Resolution
Stray stock	4 Hour Resolution
Dog Welfare - Immediate threat to life	4 Hour Resolution

Onsite 1 hour

4 Hour Resolution

8 Hour Resolution





Service Request – 4 Hour Onsite Commitment

- Urgent roading work
- Footpath Maintenance - Urgent
- No Drinking Water
- Drinking Water Quality Urgent
- Wastewater Pump Alarm
- Dog Straying - Current



8 Hour Resolution



Service Request Onsite Assessment Time Frames

Roading Maintenance

- Defects
- Street lights
- Vegetation

Health

- Dead Animals
- Effluent
- Flies & Insects
- Food complaints
- Housing
- Other

Waters

- Wastewater Pump Alarm
- Drinking water minor leak
 - Drinking water bill
 - 3 Water enquiry
 - Fix water toby
- Drinking water quality
- Waste water odour

Waters Non urgent

- SW blocked pipe
- SW open drain
- SW property flooding
- New connections

Others

- Consents
- Rates

Job completion by 5WD



Onsite Assessment 5 working day

Roading CRM volume

Month	Total SR's received	Call Back Requested	Percentage requiring call back
June 2018	402	206	51%
July 2018	490	204	42%
August 2018	419	200	48%
September 2018	310	126	40%
October 2018	255	109	42%



Main Challenges

- Nonautomation between P&R and other group systems
- Meeting customers call back expectations
 - Original call-back
 - Update of when work will occur
 - Communicating changes in programmed work to customers
- Ability to get a hold of customers
- Having a quick and effective communication method

Open Meeting

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

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

THAT the report from the Chief Operating Officer be received.

3. ATTACHMENTS

Discretionary Fund Report to 22 November 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		<u><u>55,032.00</u></u>
Expenditure		
01-Aug-18 Marion Handcock - refund for sheep pellet used for Main St. planter box		79.21
18-Oct-18 Earthcare System - Village Green basketball court		14,649.00
18-Oct-18 Jackson Engineering - fabrication of basketball hoop		4,587.00
Total Expenditure		<u>19,315.21</u>
Net Funding Remaining (excluding commitments)		<u><u>35,716.79</u></u>
Commitments		
06-May-09 Further development of playground		5,000.00
07-Oct-15 Commitment for security cameras	9,436.00	
Less: Expenses	<u>(6,247.45)</u>	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	<u>(3,800.00)</u>	1,200.00
06-Sep-17 Commitment for replacement of TK Christmas lights		5,000.00
07-Nov-18 St John's Invoice 18924560		258.75
07-Nov-18 St John's Invoice 20900740		138.00
07-Nov-18 Ms Grace - website costs (refer Freeparking online receipt)		171.35
Total Commitments		<u><u>24,956.65</u></u>
Net Funding Remaining (Including commitments) as of 22 November 2018		<u><u>10,760.14</u></u>