

Agenda for a meeting of the Meremere Community Committee to be held in the Meremere Community Hall, Heather Green Ave, Meremere on **THURSDAY 14 FEBRUARY 2019** commencing at **7.00pm**.

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

**1. APOLOGIES AND LEAVE OF ABSENCE**

**2. CONFIRMATION OF STATUS OF AGENDA**

**3. DISCLOSURES OF INTEREST**

**4. CONFIRMATION OF MINUTES**

Meeting held on Thursday 8 November 2018

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**5. REPORTS**

5.1. Meremere Works & Issues Report - 1 February 2019

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5.2 Councillor's Report

Verbal

5.3 Discretionary Fund Report to 30 January 2019

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5.4 Blueprint Update

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5.5 Year to Date Service Request Report

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**6. GENERAL BUSINESS**

GJ Ion  
**CHIEF EXECUTIVE**

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**Open Meeting**

<b>To</b>	Meremere Community Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	29 November 2018
<b>Prepared by</b>	Wanda Wright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0510
<b>Report Title</b>	Confirmation of Minutes

**1. EXECUTIVE SUMMARY**

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To confirm the minutes of the Meremere Community Committee meeting held on Thursday 8 November 2018.

**2. RECOMMENDATION**

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**THAT** the minutes of the meeting of the Meremere Community Committee held on Thursday 8 November 2018 be confirmed as a true and correct record of that meeting.

**3. ATTACHMENTS**

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MMCC Minutes

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**MINUTES** of a meeting of the Meremere Community Committee held at the Meremere Community Hall, Heather Green Avenue, Meremere on **THURSDAY 8 NOVEMBER 2018** commencing at **7.05pm**.

**Present:**

Mr J Katu (Chairperson)  
Mrs V Milton (Secretary)  
Mr J Ngatai

**Attending:**

Mr M Balloch (Building Quality Manager)

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Mr Katu/Mr Ngatai)**

**THAT** an apology be received from Cr J Sedgwick , Mr D Creed, Mr J Harman and Ms C Heta.

**CARRIED**

**MMCC1811/01**

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Mr Katu/Mr Ngatai)**

**THAT** the agenda for a meeting of the Meremere Community Committee held on Thursday 8 November 2018 be confirmed and all items therein be considered in open meeting;

**AND THAT** all reports be received.

**CARRIED**

**MMCC1811/02**

**DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**CONFIRMATION OF MINUTES**

**Resolved: (Mrs Milton/Mr Katu)**

**THAT the minutes of a meeting of Meremere Community Committee held on Thursday 13 September 2018 be confirmed as a true and correct record of that meeting.**

**CARRIED**

**MMCC1811/03**

**REPORTS**

Meremere Works & Issues Report  
Agenda Item 5.1

The report was received [*MMCC1811/02 refers*] and discussion was held.

Councillor's Report  
Agenda Item 5.2

Cr Sedgwick was absent from the meeting.

Discretionary Fund Report to 29 October 2018  
Agenda Item 5.3

The report was received [*MMCC1811/02 refers*] and discussion was held.

Year to Date Service Request Report  
Agenda Item 5.4

The report was received [*MMCC1811/02 refers*] and discussion was held.

There being no further business the meeting was declared closed at 8:15 pm.

Minutes approved and confirmed this                                  day of                                  2019.

**J Katu**  
**CHAIRPERSON**

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### **Open Meeting**

<b>To</b>	Meremere Community Committee
<b>From</b>	Mervyn Balloch Building Quality Manager
<b>Date</b>	1 February 2019
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	MMCC2018; GOV0510
<b>Report Title</b>	Meremere Works & Issues Report – 1 February 2019

## **1. EXECUTIVE SUMMARY**

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

## **2. RECOMMENDATION**

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**THAT the report from the General Manager Customer Support be received.**

## **3. ATTACHMENTS**

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- Works and Issues Report

## Works and Issues Report

	Issue	Area	Action
1.	What is going to happen to the NZ post boxes currently attached to the library?	Service Delivery	With regard to the Amenities (Library) Building, it is intended that Council's Property Team will undertake a public notification process (in March 2019) calling for <i>Expressions of Interest</i> for the community use of this space – depending on what expressions of interest are received, it may be possible to retain the post boxes at this location if that is still the communities preference.
2.	A proposal was tabled in respect to the use of the existing library once it is vacated.  Council to provide information on what they intend to do with the existing library once new library is in operation.	Service Delivery/Megan May	
3.	Meremere Library Update	Programme Delivery/Paul McPherson	The construction works contract has been awarded to Thorburn Builders Limited. Construction on the new building is to start in February. Construction of the building expected to take four months.  Initial works associated with re alignment of the rising main has started and will improve flows. Re-establishment of the Doctor's practice to the Community Hall requires final touch's to be implemented. The date for relocation of the Doctor's practice is still to be confirmed.
4.	CRM PRK0661/19 raised to clean the hall gutters.	Service Delivery/Facilities	Completed by contractor, Green Agenda, November 2018.

### COMMUNITY PROJECTS

The Programme Delivery team is now the Community Projects team with a new structure and staff. The team are gearing up to project manage most of Councils capital works projects, including providing a Centre of Excellence for procurement and contracts.

The Community Projects team consists of:

- Paul McPherson (Community Projects Manager),
- the Project Development team comprising Donna Rawlings leading Project Managers Paul White and Mark Janssen (Mark moved recently from Open Spaces) and Project Coordinator Cory Cullen,
- Project Delivery team lead by Reuben Rink with Contract Engineers Richard Clark and Ryan Laurenson and assistance from Nick Mounsey (Contractor),

- and a new Project Design team with a Team Leader and Design Engineer (both vacant - advertising 1 - 17 Feb), and draughtsperson (Contractor).
- Also reporting to the manager will be a Contract Assistant Engineer role (vacant) to assist the whole team with contract administration.

## **COMMUNITY PROJECT UPDATES**

### 18/19 District Wide Water Reticulation Renewals - Contract 18/055

This contract provides the opportunity to undertake the construction of the 2018/19 District Wide Water Reticulation Renewals, which will offer a proactive response to the rapid growth throughout the communities within the Waikato District.

The growth of the local communities and supply of these essential amenities is to be achieved by constructing new watermain pipelines in replacement of the existing network which is ageing, undersized and in some cases in poor condition.

Construction for the proposed renewals sites is set to start March 2019 and includes Meremere Site 1, Te Pua Avenue, Meremere.

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**Open Meeting**

<b>To</b>	Meremere Community Committee
<b>From</b>	Tony Whittaker Chief Operating Officer
<b>Date</b>	30 January 2019
<b>Prepared by</b>	Julienne Calambuhay Management Accountant
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0502
<b>Report Title</b>	Discretionary Fund Report to 30 January 2019

**1. EXECUTIVE SUMMARY**

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To update the Committee on the Discretionary Fund Report to 30 January 2019.

**2. RECOMMENDATION**

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**THAT** the report from the Chief Operating Officer be received.

**3. ATTACHMENTS**

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Discretionary Fund Report to 30 January 2019



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**MEREMERE COMMUNITY COMMITTEE DISCRETIONARY FUND 2018/2019**

	<b>GL</b>	<b>1.209.1704</b>
<b>Commitments from Committee Meeting Minutes &amp; Other Information</b>		
<b>2018/19 Annual Plan (including Salaries)</b>		6,499.00
<b>Carry forward from 2017/18</b>		11,763.00
<b>Total Funding</b>		<b>18,262.00</b>
<b>Expenditure</b>		
19-Nov-18 Purchase 20 tables for the Community Centre to be paid to the Youth Account	MMCC1809/05	1,000.00
19-Nov-18 Purchase of feet for the new chairs in the Hall to be paid to the Youth Account	MMCC1809/05	300.00
30-Nov-18 Meremere Community Development Committee Inc - cost of producing five new signage boards for the Meremere Village community	MMCC1803/04	1,704.97
<b>Total Expenditure</b>		<b>3,004.97</b>
<b>Net Funding Remaining (Excluding commitments)</b>		<b>15,257.03</b>
<b>Commitments</b>		
09-Mar-17 Reconnection of power for the Tennis Pavillion	MMCC1703/04/2	to be confirmed
<b>Total Commitments</b>		-
<b>Net Funding Remaining (Including commitments) as of 30 January 2019</b>		<b>15,257.03</b>

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### **Open Meeting**

<b>To</b>	Meremere Community Committee
<b>From</b>	Clive Morgan General Manager Community Growth
<b>Date</b>	29 January 2019
<b>Prepared by</b>	Jim Ebenhoh Planning & Policy Manager
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0510
<b>Report Title</b>	Blueprint Update

## **I. EXECUTIVE SUMMARY**

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Following dozens of community workshops in 2018, consultants Urbanism Plus have produced a draft Blueprint report, including a proposed Districtwide Blueprint as well as 15 proposed Local Area Blueprints. These documents, which are currently being proofread, will be presented to the 27 February meeting of Council's Strategy & Finance Committee, for approval to release for a one-month round of public feedback (proposed to be 08 March – 08 April). During this time, a number of drop-in sessions throughout the District will be held for anyone who has questions. The availability of the reports, feedback period and drop-in sessions will be well-publicised, and communicated to all Community Boards and Committees in advance.

Following feedback, the reports are expected to be revised, then presented back to the Strategy & Finance Committee in May, and to full Council for approval in June. An implementation committee is likely to be established to work on incorporating the Blueprint documents into Council's future strategic and operational planning.

## **2. RECOMMENDATION**

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

## **3. ATTACHMENTS**

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NIL

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**Open Meeting**

<b>To</b>	Meremere Community Committee
<b>From</b>	Tony Whittaker Chief Operating Officer
<b>Date</b>	14 January 2019
<b>Prepared by</b>	Sharlene Jenkins Executive Assistant
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0510
<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 2018.

**2. RECOMMENDATION**

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**THAT** the report from the Chief Operating Officer be received.

**3. ATTACHMENTS**

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Year to Date Service Request Report for Meremere Community Committee

# Service Request Time Frames for MEREMERE Community Board

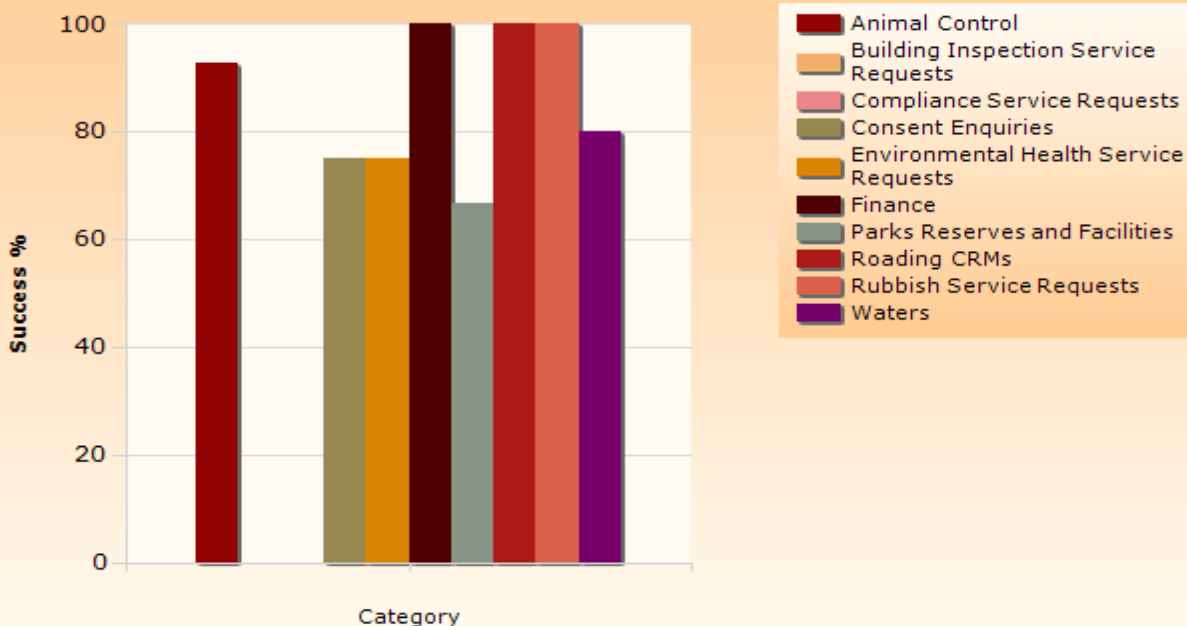
Date Range: 01/10/2018 to 31/12/2018



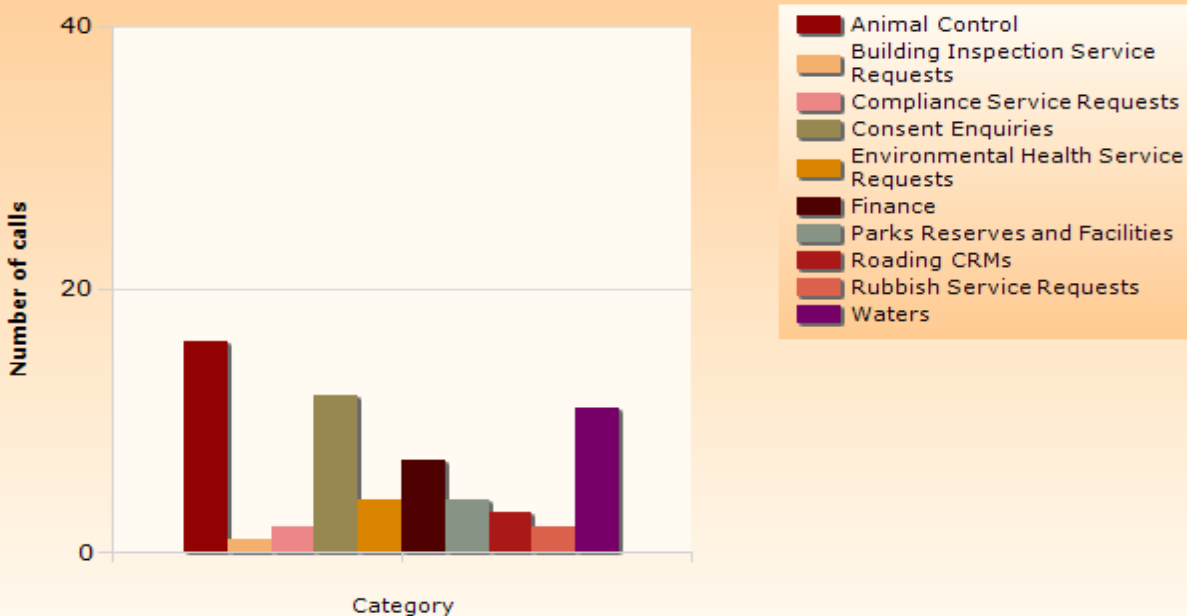
The success rate excludes Open Calls as outcome is not yet known.

1/11/2019 3:09:18 PM

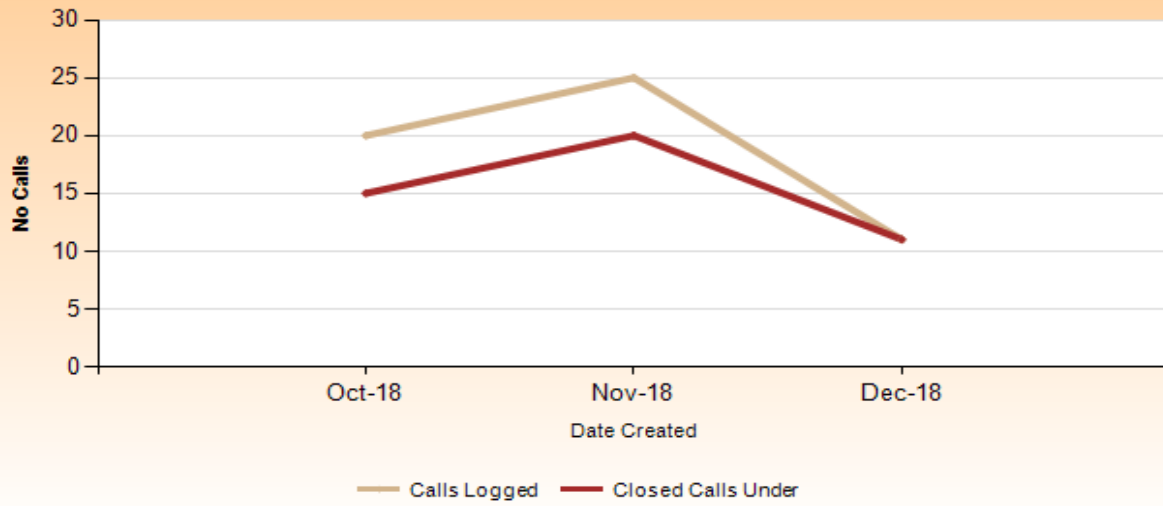
## Call Completion % Success by Type



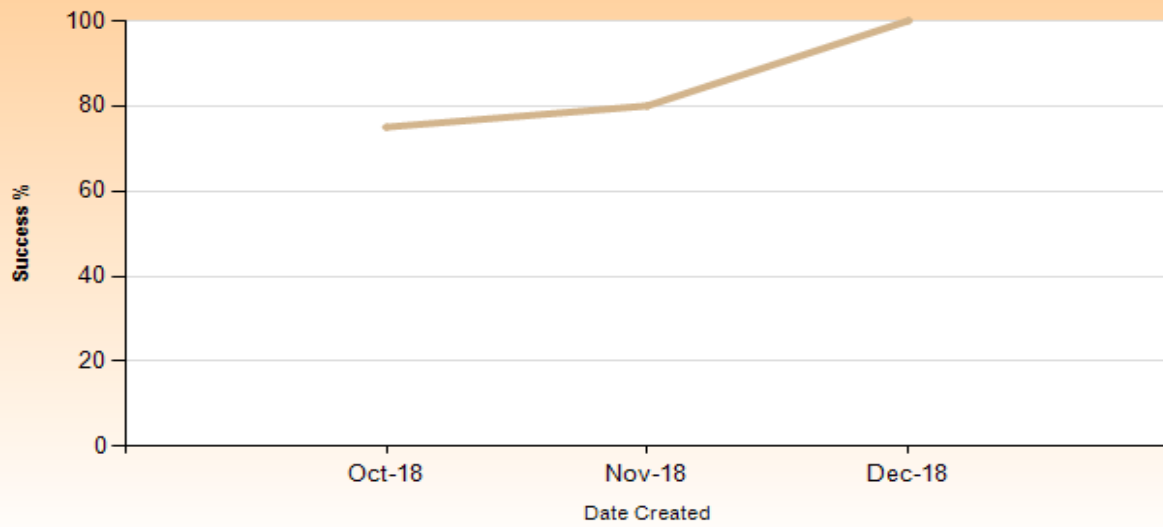
## Number of Calls logged by Type



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



### Completion Success per month



		Open			Closed		
Closed Calls are those calls logged during the time period that are now closed.	Open Calls are all the calls open for the ward and may have been logged at any time.	Number of Calls	Open		Closed		Success Rate
			Open Calls Over	Open Calls Under	Closed Calls Over	Closed Calls Under	
<b>Animal Control</b>							
	<b>Summary</b>	<b>16</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>13</b>	<b>92.86%</b>
	Animal Charges	2	1			1	100.00%
	Dog Property Visit	5				5	100.00%
	Dog Straying - Current	2				2	100.00%
	Dog Straying - Historic	2				2	100.00%
	Dog Surrender	1				1	100.00%
	Dog/Animal Missing	2		1		1	100.00%
	Dogs Aggression - Current	1			1		0.00%
	Dogs Barking Nuisance	1				1	100.00%
<b>Building Inspection Service Requests</b>							
	<b>Summary</b>	<b>1</b>			<b>1</b>		<b>0.00%</b>
	Building Inspection Service Requests	1			1		0.00%
<b>Compliance Service Requests</b>							
	<b>Summary</b>	<b>2</b>		<b>1</b>	<b>1</b>		<b>0.00%</b>
	Compliance - Animal By Law	1			1		0.00%
	Compliance - Unauthorised Activity	1		1			NaN
<b>Consent Enquiries</b>							
	<b>Summary</b>	<b>12</b>			<b>3</b>	<b>9</b>	<b>75.00%</b>
	Planning Process	3			1	2	66.67%
	Property Information Request	5			2	3	60.00%
	Zoning and District Plan Enquiries	4				4	100.00%
<b>Environmental Health Service Requests</b>							
	<b>Summary</b>	<b>4</b>			<b>1</b>	<b>3</b>	<b>75.00%</b>
	Environmental Health Complaint	1			1		0.00%
	Noise complaints straight to contractor	3				3	100.00%
<b>Finance</b>							
	<b>Summary</b>	<b>7</b>				<b>7</b>	<b>100.00%</b>
	Rates query	7				7	100.00%
<b>Parks Reserves and Facilities</b>							
	<b>Summary</b>	<b>4</b>	<b>1</b>		<b>1</b>	<b>2</b>	<b>66.67%</b>
	Parks & Reserves - Buildings	2			1	1	50.00%
	Parks & Reserves - Graffiti	1	1				NaN
	Parks & Reserves-Council owned buildings on reserv	1				1	100.00%
<b>Roading CRMs</b>							
	<b>Summary</b>	<b>3</b>				<b>3</b>	<b>100.00%</b>
	New Vehicle Entrance Request	1				1	100.00%
	Roading Work Assessment Required - OnSite 5WD	2				2	100.00%

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<b>Rubbish Service Requests</b>								
	<b>Summary</b>	<b>2</b>		<b>1</b>		<b>1</b>	<b>100.00%</b>	
	Abandoned Vehicle	2		1		1	100.00%	
<b>Waters</b>								
	<b>Summary</b>	<b>11</b>		<b>1</b>	<b>2</b>	<b>8</b>	<b>80.00%</b>	
	3 Waters Enquiry	1				1	100.00%	
	Drinking Water Final Meter Read	4		1		3	100.00%	
	Drinking Water minor leak	1				1	100.00%	
	New Drinking Storm Waste water connections	1				1	100.00%	
	No Drinking Water	1			1		0.00%	
	Waters Pump Station jobs - only for internal use	3			1	2	66.67%	
<b>Total</b>		<b>62</b>		<b>2</b>	<b>4</b>	<b>10</b>	<b>46</b>	<b>82.14%</b>