



Agenda for a meeting of the Pokeno Community Committee to be held in the Pokeno Community Hall, Cnr Great South Road and Market Street, Pokeno on **TUESDAY 8 OCTOBER 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 Tuesday 10 September 2019 2

**5. REPORTS**

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| 5.1 | Pokeno Works & Issues: Status - September 2019       | 10     |
| 5.2 | LTP Update   | Verbal |
| 5.3 | Pokeno Community Committee Schedule                  | 14     |
| 5.4 | Pokeno Community Committee Charter - September 2019  | 16     |
| 5.5 | Civil Defence Update                                 | Verbal |
| 5.6 | Update on Christmas Parade ( <i>Alan Johnstone</i> ) | Verbal |
| 5.7 | Councillor's Report                                  | Verbal |
| 5.7 | Committee Reports                                    | Verbal |
| 5.9 | General Business                                     |        |

GJ Ion  
**CHIEF EXECUTIVE**

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**Open Meeting**

<b>To</b>	Pokeno Community Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	1 October 2019
<b>Prepared by</b>	Lynette Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0516
<b>Report Title</b>	Confirmation of Minutes

**1. EXECUTIVE SUMMARY**

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To confirm the minutes of the Pokeno Community Committee meeting held on Tuesday 10 September 2019.

**2. RECOMMENDATION**

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**THAT the minutes of the meeting of the Pokeno Community Committee held on Tuesday 10 September be confirmed as a true and correct record of that meeting.**

**3. ATTACHMENTS**

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PCC Minutes – 10 September 2019




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## POKENO COMMUNITY COMMITTEE

**MINUTES** of the monthly Pokeno Community Committee meeting held in the Pokeno Hall, Pokeno, on 10<sup>th</sup> September 2019, commencing at 7.00pm.

**Committee Members Present:** Helen Clotworthy, Todd Miller, Janet McRobbie, Wayne Rodgers, Morris Roberts, Doug Rowe, Kris Hines, Ric Odom

**WDC Staff in Attendance:** Clive Morgan

**WRC Staff in Attendance:** Andrew Wilson  
Cr Stephanie Henderson (arrived 1950)

1. **APOLOGIES:** Apologies received from Charles Hackett, Tricia Graham, Lance Straker, Cr Jacqui Church

**Moved that the apologies be accepted:** Helen Clotworthy

**Seconded:** Ric Odom

### 2. CONFIRMATION OF THE STATUS OF THE AGENDA

Changes to agenda 5.1, 5.2 as below

**Moved:** Helen Clotworthy

**Seconded:** Kris Hines

### 3. DISCLOSURE OF INTEREST

Helen Clotworthy declared conflict of interest with regards to the Supermarket build and Pokeno Bacon.

### 4. CONFIRMATION OF THE MINUTES

Moved Helen Clotworthy

Seconded Janet McRobbie

### 5. REPORTS

#### 5.1. Public Transport presentation from WRC: Andrew Wilson

Andrew discussed: Service improvements for this area, with further improvements planned for the future.

Several years ago, a business case was engaged with WDC, communities and NZTA. A clear need for public transport needs were identified.

First tranche was decided to be public transport between Hamilton and Auckland, which is up and coming, which is being engaged with.

Next tranche is to develop a service between Pukekohe, Tuakau, and Pokeno 7 days, every 40 minutes during peak time and 2 hours off-peak. Mid next year that this service is anticipated to start.

Detailed map/plan at Annex A.

Delays involve concerns and deconflicting the Ministry of Education bus service and the capacity for the public service to absorb or operate alongside. MoE have agreed to support a transitional process to measure and quantify the two service needs. Tender documents will be issued shortly.

Question raised about the supporting infrastructure for “park and ride” integration into the bus service. This was deferred to Clive from WDC due to their mandate for infrastructure. Clive discussed the potential of MERCER being a park and ride for future rail. Trigger points would be Central Govt strategic plan for rail as the driver. Plan informed by the metro corridor plan (Hamilton/Auckland), an amalgamation of 17 agencies.

Clive stated that WDC will come to the Community Committee to consult on the urban development and long-term plan for Pokeno and wider WDC.

## **5.2. Franklin Family Support Services: Louise Edwards**

Louise greeted the committee and gathering.

Louise works out of the Pokeno Hall each Friday 0900-1200. Louise’s work is around family violence.

25% of Franklin case load is from Pokeno area.

Social Service centre has been running for 40 years. Has a transport system funded by Counties Manukau DHB, services include counselling, budgeting services.

Helen and the Committee thanked Louise for her support of the community.

## **5.3. Pokeno Works & Issues Report**

Clive passed that the report be received.

Clive has asked that the Committee select a person as the primary POC for discussion proceeding forward with the Skatepark project. Wayne Rodgers has previously engaged with Hynes Pipes supporting the project. Committee will discuss who to be the POC from the community.

See Annex B for examples of other skateparks.

Helen to lodge a service request for road service issue around the off-ramp/Great South Road/Dean Road.

Munro Road Sports Park: presentation October meeting.

## **5.4. Proposed Changes to the Committee Charter**

Ric to send to Clive additional wording around a length of absence that would deem a person as an unviable member without valid reason

## **5.5. LTP Update Verbal**

Solid waste contract is under review, which will impact LTP planning. High level analysis is underway on the strategic environment that may impact council which will inform the consideration on the LTP itself.

**5.6. Pokeno Community Committee Schedule**

Munro Block discussion October (see action list)

**5.7. Update on Christmas Parade (Allen Grainger)**

13 December 1800 is planned for the 2019 Pokeno Christmas plan.

Allen is completing the documentation required by Council.

Lots of interest expressed early.

Funding request will be submitted to council. Allen stated that they hope to reduce the float fee to encourage wider engagement.

**5.8. Street Naming (3 monthly report)**

Some names have been approved

**5.9. Councillor's Report Verbal**

Cr Henderson discussed the damaged handrail on the rail handrail and is following it up. Crs Henderson and Church are attending a meeting tomorrow to find out more about waste water stage 3.

**5.10. Committee Reports Verbal**

Doug reported on the Community Patrol. Two members, Pat and Jim Bergersen retired from the patrol. The Patrol are continuing to fundraise to keep this asset viable. Doug reminded the committee about security leading up to Christmas. The meet and greet is going well. With communal food sharing and the surplus going into the food store

**5.11. General Business**

Update from Ric Odom: Woolworths submission from Committee in support for the supermarket build process:

- Concerns raised around the impact of the community and existing shopping/businesses, during construction.
- The angled parking will be removed during STAGE 2 construction. This will have a significant impact on existing businesses.
- Woolworths stated they would provide 10 parallel carparks for public during the build process (potentially during STAGE 2). This proposal will require a road safety audit. Concerns around the safe alighting from vehicles parked here.
- The other area of concern was the traffic flow to the truck stop, which already impact traffic flow through the main street.
- Concern raised around the poor engagement with the planning sessions that have previously been held in the community, which has repeatedly voiced the above points.

Question raised by community member about where the strategic plan can be seen. Feedback given about the community main street plan journey, and the frustration experienced in attempting to gain a concrete Council Pokeno Strategic Plan.

Member of the Community has raised concerns about multiple large trucks and/or trailers parking on Hillpark Drive. These are parked by residents who leave them there overnight when going home. Requested Council to investigate, an appropriate response to remove this hazard.

Concern raised by Doug about horses defecating on footpaths around Pokeno, asked Cr Henderson if any actions can be taken to manage this situation

#### **ACTION LIST**

- Regular updates from WDC and WRC re the public transport plan and corridor spatial work (see 5.1).
- Parking Spaces be provided to enable appropriate use of the Bus services being provided.
- Clive to confirm the community rubbish contract will include the WATERFALL rubbish bin that is being installed (listed in works and issues).
- Flooding under the motorway needs to be directed by the community to NZTA
- Tangible information and base concept/plan of Munro recreation area to be presented in October meeting.
- Council to investigate an appropriate response to remove trucks routinely parking on Hillpark Drive. The community have identified this as a significant hazard.

There being no further business Helen thanked our visitors declared the meeting closed at 20:56. The next meeting to be held on 08 October 2019 at 19:00

## Annex A.

## Planned Services



### Daily return trip Monday to Friday

- Leave Huntly at 9am and return from Pukekohe at 1.30pm
- Travel time 1.5 hours each way
- Enables community connectivity between towns and broader access to essential services and social opportunities
- Implemented January 2019

## Planned Services



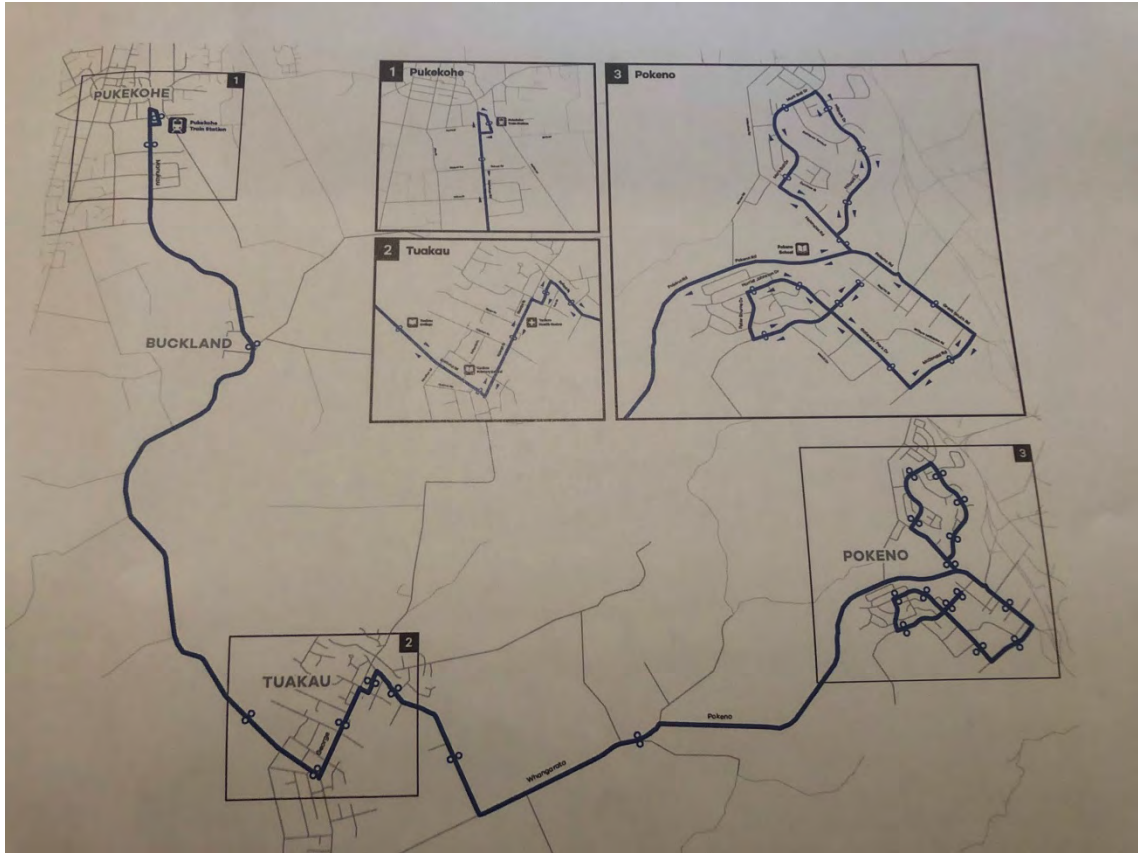
### Weekdays

40-min peak and 2 hourly off-peak – 6am to 8pm

### Weekends

2 hourly all day - 7am to 8pm

To be implemented July 2020.





Annex B



Blend into existing bank  
 Hip  
 Hip  
 Transfer Gap  
 Transition extension to form miniramp  
 Rising Transition with coping  
 Curved Ledge with Coping  
 Seating  
 Feature Rocks  
 Rising Transition  
 Banked Gap (1.4m Wide)  
 Transition extension with Coping  
 Seating

**INSPIRATION**  
 [Five small images showing different skatepark features and designs.]

Ngaruawahia Skatepark  
 Extension  
 Plan of Proposed Skatepark  
 Extension  
 DATE: 08/07/13 PAGE: 1 - 5  
 SCALE: 1:200 @ A3 JOB NO: 1106  
 DESIGN: [Name]

**Premium**  
 skate park designs

The drawing and design is subject to copyright and may not be reproduced without prior written consent. Contractor to verify all dimensions onsite before commencing work, report all discrepancies to the manager prior to construction. Figure dimensions to be taken in preference to scaled drawings. Premium skate designs 2013

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***Open Meeting***

<b>To</b>	Pokeno Community Committee
<b>From</b>	Clive Morgan General Manager Community Growth
<b>Date</b>	26 September 2019
<b>Prepared by</b>	Sandy Mason PA to the General Manager, Community Growth
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0516 / 2361626
<b>Report Title</b>	Pokeno Works & Issues: Status - September 2019

**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 Community Growth be received.**

**3. ATTACHMENTS**

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Pokeno Community Committee Charter (Proposed Changes) – September 2019

## WORKS &amp; ISSUES REGISTER – SEPTEMBER 2019

Issue	Area	Action	Comments
Munro recreation area	Service Delivery - Paul McPherson - Richard Clark	Tangible information and base concept/plan of Munro recreation area to be presented in October meeting.	Richard to attend 8 <sup>th</sup> October meeting to provide update on Munro sports Park.
Rubbish bin at the waterfall	Service Delivery - Megan May - Duncan MacDougall	Confirm community rubbish contract will include the waterfall bin.	26 Sep – Rubbish pickup being added to Parks rubbish bin clearing contract today; bin to be emptied today and will be added to regular schedule (2-3 times a week).
Trucks parking on Hillpark Drive	Service Delivery - Gareth Ballamy - Ross Bayer	Council to investigate an appropriate response to remove trucks from routinely parking on Hillpark Drive – community have identified this as a significant hazard.	<p>To restrict trucks accessing roads would require a change to the public spaces bylaw, otherwise if a vehicle is legally roadworthy it can access any public road.</p> <p>To undertake a restriction to HCVs:</p> <ul style="list-style-type: none"> <li>• To identify class of HCV to be restricted, any timing restrictions (so that daytime activities can continue).</li> <li>• To consult (including the Road Transport Association who would be expected to strongly resist parking restrictions for heavy vehicles).</li> <li>• As we have a bus service and construction traffic with the existing growth patterns, it becomes very complicated.</li> </ul> <p>To restrict parking (no stopping lines) will require a delegation by the Roding Team Leader, however this will restrict all vehicles.</p> <p>Could supporting info, such as photos be provided so the Roding team can see the extent of issues.</p>
Flooding under expressway	Service Delivery	WDC to identify who the appropriate contact person at NZTA is for the Committee to engage with.	The contact would be the Waikato District Alliance: Todd Mylchreest - Maintenance Manager. Email: <a href="mailto:todd.mylchreest@waikatoalliance.co.nz">todd.mylchreest@waikatoalliance.co.nz</a> Phone: 027 836 7901.

Issue	Area	Action	Comments
Park and ride infrastructure to support bus services and train station / Public transport and corridor spatial work	Vishal Ramduny Paul McPherson	Confirm the planned parking for the new bus service and any future rail service.	<p>Discussion on a future rail station in Pokeno will be happening, as part of a wider Hamilton to Auckland Transport initiatives discussion, being led by the Ministry of Transport.</p> <p>Central government support for a 'northern corridor' passenger train service connecting Pokeno (through Tuakau) to Pukekohe will be subject to a business case being developed. No decision on the development of a business case has yet been made.</p> <p>In the meantime, the bus service from Pokeno through to Tuakau and terminating at the Pukekohe train station will be operational in the second quarter of 2020. If a train station at Pokeno is constructed in the near future it will be built with consideration given to buses being able to stop adjacent to the train station.</p> <p>Council will identify additional land for a Park and Ride facility.</p>
Urban Development Plan	Donna Tracey Mark Davey	Confirm consultation process to develop an urban centre plan for Pokeno town centre.	<p>Consultation on this is due November/December 2019 as part of the broader growth strategy consultation with the Pokeno committee and wider community.</p> <p>The form of this consultation is to be confirmed, likely to be meetings / workshops / drop-in sessions.</p>
Charter rewording	WDC Democracy Manager Brendan Stringer	Removal of Charter wording that references Local Government Act (LGA) and update to reflect.	Refer to attachment for proposed changes – highlighted.

## COMMUNITY PROJECTS UPDATE

### Pokeno Community Committee Charter

Ric to send Clive additional wording around length of absence that would deem a person as an unviable member without valid reason.

### LTP

Solid waste contract is under review, which will impact LTP planning. High level analysis is underway on the strategic environment that may impact council which will inform the consideration on the LTP itself.

### Christmas Parade

13 December 1800 is planned for the 2019 Pokeno Christmas plan. Allen Grainer is completing the documentation required by Council. Lots of interest expressed early. Funding request will be submitted to council. Allen stated that they hope to reduce the float fee to encourage wider engagement.

### Street Naming

Three-monthly report advises, some names have been approved

### Councillor's Report

Cr Henderson discussed the damaged handrail on the rail handrail and is following it up. Crs Henderson and Church are attending a meeting tomorrow to find out more about waste water stage 3.

### Committee Reports

Doug reported on the Community Patrol. Two members, Pat and Jim Bergersen retired from the patrol. The Patrol are continuing to fundraise to keep this asset viable. Doug reminded the committee about security leading up to Christmas.

The meet and greet is going well. With communal food sharing and the surplus going into the food store.

### General Business

#### Update

Woolworths submission from Committee in support for the supermarket build process:

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**Open Meeting**

<b>To</b>	Pokeno Community Committee
<b>From</b>	Clive Morgan General Manager Community Growth
<b>Date</b>	30 September 2019
<b>Prepared by</b>	Lynette Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0516
<b>Report Title</b>	Pokeno Community Committee Schedule

## **1. EXECUTIVE SUMMARY**

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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**

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

## **3. ATTACHMENTS**

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Pokeno Community Committee Schedule

January 2019	February 2019	March 2019
No meeting	Early in 2019, the Committee to schedule a workshop to provide more street names.  Transit to be invited to meeting.	Blue Print drop in session
April 2019	May 2019	June 2019
Gavin Donald & Jason Marconi from Sport Waikato to provide an update.	OPUS Stormwater Report NZTA invite	Update on Munro Block and recreation possibilities Colin Botica, Dines Group, to provide an update with regards to progress with Totara Park
July 2019	August 2019	September 2019
Julie Dolan - local employment opportunities Helenslee Road/Pokeno Road intersection update	August meeting – Ernst and Vishal (Future Planning); Peter Clark (Roading)	September meeting -Richard Clark (Munroe Sports Park)
October 2019	November 2019	December 2019
Munro Road Sports Park		

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**Open Meeting**

<b>To</b>	Pokeno Community Committee
<b>From</b>	Clive Morgan General Manager Community Growth
<b>Date</b>	30 September 2019
<b>Prepared by</b>	Sandy Mason PA to the General Manager Community Growth
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0516 / 2361627
<b>Report Title</b>	Pokeno Community Committee Charter - September 2019

## **1. EXECUTIVE SUMMARY**

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At its meeting held on Tuesday, 10 September 2019, the Pokeno Community Committee discussed proposed changes to the Community Committee Charter. The charter document is attached to this report to assist the Committee in their discussions.

## **2. RECOMMENDATION**

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

## **3. ATTACHMENTS**

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Pokeno Community Committee Charter – September 2019



## POKENO COMMUNITY COMMITTEE CHARTER

### 1. Purpose

The Pokeno Community Committee (the 'Committee') is set up jointly by the Waikato District Council ('the Council') and the Pokeno community to work collaboratively in dealing with local issues in the township of Pokeno and its surrounding rural area.

### 2. Roles and Responsibilities

The role of the Committee shall be as follows:

(a) The Council's roles are:

- i) To give effect to local identity and preferences.
- ii) To make the Council more responsive to the community's preferences and more accountable for their actions.
- iii) To increase efficiency.

(b) The Committee's role is to express the community's views on local issues to the Council. In order to achieve this, the Committee will:

- i) Represent and act as an advocate for the interests of the Pokeno community.
- ii) Consider and report on of all matters referred to it by the Council or any matter of interest or concern to the Committee.
- iii) Maintain an overview of services provided by the Council within Pokeno
- iv) Prepare and send submissions to the budgetary process of the Council for expenditure within Pokeno through the Long Term Plan or Annual Plan (whichever is applicable).
- v) Engage with community organisations and interest groups within Pokeno.
- vi) Exercise any other powers, functions and duties as may be delegated from time to time to the Committee by the Council.

### 3. Delegations

- (a) Any delegation of powers, functions or duties to the Committee by the Council can be withdrawn by resolution of the Council, or by the relevant delegated authority (as appropriate) at any time, without reference to the Committee.
- (b) The Committee must not sub-delegate any delegated powers, functions or duties (Clause 32(3) of Schedule 7 of the Local Government Act 2002).

### 4. Membership

- (a) The Committee shall consist of not fewer than five elected members nor more than twelve elected members plus the relevant appointed member/s from the Council.
- (b) The Council-appointed member should be, in the first instance, the councillor/s elected to the Awaroa ki Tuakau Ward or such other person that the Council may from time to time appoint at its discretion.
- (c) The Committee's elected members must comply with the Council's processes and complete documentation as required, in relation to declaring conflicts of interest.
- (d) A person ceases to be an elected member of the Committee, if that person is absent without leave of the Committee from 3 consecutive meetings (other than workshops) of the Committee.

*Continued...*

## 5. Election and Election Process

- (a) The elected members shall be elected on a two-yearly cycle. However, as a transitional provision, the initial term for the Committee would be through to the 2019 local body elections.
- (b) The elections shall be held by public meeting conducted by the Chief Executive of the Council or a nominee, at which candidates will be nominated and elected ('the elections meeting'. The elections meeting shall be conducted in a manner deemed appropriate by the Chief Executive.
- (c) Council will advertise the public meeting and call for nominations to the Committee.
- (d) Any vacancies occurring during the term shall be filled as deemed appropriate by both the Council and the Committee. The Committee may, by resolution, co-opt members to assist it as required as long as the number of members does not exceed the maximum specified in paragraph 4(a).
- (e) The Council may assist in filling vacancies as appropriate.
- (f) This section 5 applies to any vacancies of an elected member position arising at any time.

## 6. Chairperson

The Committee shall appoint a Chairperson and a Deputy Chairperson from within its membership.

## 7. Funding

- (a) The Committee can make an application to Council's Discretionary & Funding Committee (or that Committee's successors) for accessing the Rural Ward Discretionary Fund and the Events Fund for the funding of specific projects or events. These grants are available for projects and initiatives in rural areas and areas that are not served by a community board.
- (b) Council allocation of \$1,000, towards the cost associated with running the Committee, for which any community committee can apply to.

## 8. Meeting Procedures

- (a) The Committee will follow the general principles of the Council's Standing Orders for Meetings, as adopted by the Council.
- (b) Any variance to the Standing Orders can be decided by a simple majority vote of those members present at a meeting.
- (c) A quorum of members of the Committee shall consist of no fewer than five members.
- (d) The Committee will be responsible for completing, and submitting to Council's Democracy Team, minutes for each Committee meeting in accordance with guidance provided by the Council.
- (e) Members of the public and external presenters (including Council staff) will be treated with respect and courtesy by Committee members.

## 9. Winding-up of the Committee

The Committee may be wound-up by resolution of Council in consultation with or as a result of a request from the Committee.

End