



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 **MONDAY, 10 FEBRUARY 2020** commencing at **7.00PM**.

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

3. PUBLIC FORUM

3.1 Presentation by Yashili

3.2 Presentation by Counties Power

4. DISCLOSURES OF INTEREST

5. CONFIRMATION OF MINUTES

Meeting held on Monday, 9 December 2020

3

6. REPORTS

6.1 Pokeno Works & Issues Report – January 2020

10

6.2 LTP Update

Verbal

6.3 Chairperson's Report

Verbal

6.3.1 Pokeno Community Committee Schedule

6.3.2 Neighbouring Community Committees/Boards – Mercer & Onewhero-Tuakau

6.3.3 Other Community Notices

6.4 Subcommittee Reports

Verbal

6.4.1 Strategy & Growth

6.4.2 Finance

6.4.3 Facilities

6.4.4 Events

6.4.5 Communications

| | | |
|-----|-------------------------------------|---------------|
| 6.5 | Proposed Changes to Meeting Dates | 14 |
| 6.6 | Year to Date Service Request Report | 16 |
| 6.7 | Councillors' Report | <i>Verbal</i> |

7. **ACTION LIST**

GJ Ion
CHIEF EXECUTIVE

Open Meeting

| | |
|---------------------------------|---|
| To | Pokeno Community Committee |
| From | Gavin Ion Chief Executive |
| Date | 3 February 2020 |
| Prepared by | Lynette Wainwright Committee Secretary |
| Chief Executive Approved | Y |
| Reference # | GOV0516 |
| Report Title | Confirmation of Minutes |

1. EXECUTIVE SUMMARY

To confirm the minutes of the Pokeno Community Committee meeting held on Monday, 9 December 2019.

2. RECOMMENDATION

THAT the minutes of the meeting of the Pokeno Community Committee held on Monday, 9 December 2019 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

PCC Minutes – 9 December 2019



POKENO COMMUNITY COMMITTEE

MINUTES of the monthly Pokeno Community Committee meeting held in the Pokeno Hall, Pokeno, on Monday 9th December 2019 commencing at 7.00pm.

Committee Members Present: Ric Odom, Helen Clotworthy, James McRobbie. Lance Straker, Doug Rowe, Brenda Roberts, Kris Hines, Allan Grainger, Peter Koizumi, Helen Johnson, Todd Miller, Subha Narasimhan

Guests in Attendance: Joe Wilson, Youth Engagement adviser WDC; Jason Marconi, Sport Waikato

Councillors in Attendance: Mayor A Sanson
Cr J Church
Cr S Henderson

Community Members Attending: Community Members attended.

1. Apologies and leave of absence: Apologies were received from Clive Morgan WDC

Moved that the apologies be accepted:

Moved: Allen Grainger

Seconded: Kris Hines

2 CONFIRMATION OF THE STATUS OF THE AGENDA.

Chair Ric Odom, welcomed members of the public and asked that everyone in attendance, respects the opinion of others, stick to facts not fiction, and to be respectful. Public members were allocated 5 minutes per speaker (and topic) to put to the PCC any concern they had. Pokeno Community members then introduced themselves briefly to those in attendance.

Moved, Ric Odom

Seconded Subha Narasimhan



3 DISCLOSURE OF INTEREST

There was no disclosure of interest.

4 PUBLIC FORUM

Community Garden placement concerns were raised by a Mrs Hill, over a letter circulating that it would possible be placed at Mark Ball Reserve. Jason Marconi WDC ,advised that the Mark Ball Reserve placement idea had been shelved and alternative areas would be looked into in the future whereby further consultation with PCC and community would take place.

The public also commented on the following .

Positive news re supermarket and press release by Woolworths.

Dog Park: Notice board not written up ?

Rumour that there was to be a waste dump in Pokeno! Cr Henderson advised that there no plans for a Waste dump in Pokeno.

Public concerns over speeding in ‘all’ restricted areas of Pokeno.(school zones etc)

5 CONFIRMATION OF PREVIOUS MINUTES

Extraordinary meeting Tuesday 29th October 2019

Inaugural meeting held Tuesday 12th November 2019 be accepted with a note that the recommendation that the **triennial** minutes be corrected to **BIANNUAL** meeting of PCC .

Moved that the minutes be accepted:

Moved: Kris Hines

Seconded: Lance Straker

6. REPORTS

6.1 Establishing Pokeno Governance Committee in relation to Munro ports field.



Joe Wilson Youth Engagement Advisor WDC, introduced himself and reiterated that council wants to get on with the Munro Sports field development land and facilities. Collectively with a Pokeno Governance committee Councils team can begin planning towards the potential usage of the site. Earthworks should take place over the next 2 years and then usage of the land can be shaped with community involvement. Jason Marconi Sports Waikato along with Joe Wilson will foster the relationships in the sport and recreational sectors and various groups to get the best outcome for Pokeno.

Sub committees to be formed amongst PCC as outlined later in these minutes.

Moved: Ric Odom

Seconded: Doug Rowe

6.2 Schedule of meetings.

WDC had requested that PCC hold 6 weekly meetings to bring the meeting cycle in line with WDC and other Community boards. This would allow WDC staff more time to dedicate to needs of the various local communities. Brenda Roberts commented she wants the council to be more proactive in the extended period from our Actions lists.

The PCC passed this amendment to go to 6 weekly meetings unanimously,

Meetings Schedule:

- Monday 10th February 2020
- Monday 16th March 2020
- Monday 27th April 2020
- Monday 8th June 2020
- Monday 20th July 2020
- Monday 31st August 2020
- Monday 12th October 2020
- Monday 23rd November 2020

Moved to go to 6 weekly meetings commencing February 2020:

Moved: Ric Odom

Seconded: Allen Grainger

6.3 Application for funding to WDC.

PCC will apply for funding for various projects in 2020 with examples to include

- a. ANZAC Day, Cenotaph upgrade refurbishing ,names, painting etc



- b. Christmas parade., Street bunting traffic management, signage.
- c. Web site maintenance and hosting.

6.4 Submission, response to Draft Growth and Economic Development Strategy.

It is proposed that PCC potentially hold meetings jointly with Tuakau ,Meremere, Mercer etc to put together a submission to WDC for the planned 10 to 30 years strategy outlined for Growth and Development in pour Districts.

Chair Ric Odom to follow up in New Year as to timeframe for submissions.

6.5 Street Lighting

This ongoing issue is budget restrained Cr Church reported.

It is Proposed that we invite Counties Power in February to give us an update on the Pokeno Strategy and the new Substation. Chair to invite Counties Power.

6.6 Civil Defence.

Todd Miller presented an update. Civil Defence is now known as “ NATIONAL EMERGENCY MANAGEMENT AGENCY” NEMA.

He issued a Pokeno Civil Defence update plan for December 2019, which is attached to the minutes for inclusion.

6.7 Christmas Parade.

Allen Grainger reported Friday 13th 5 pm to 7pm was confirmed.

Traffic management was in place, main street, Hitchen Road to School sealed off to facilitate parade.

Santa had a new sleigh.

Allen thanked all participating and organisers in the community for their help and support.

6.8 Pokeno Committee Schedule.

Meetings Schedule:

- Monday 10th February 2020

Workshop to consider street names.

Invite Counties Power



Invite Fire Chief.

- Monday 16th March 2020

Colin Botica, update on Hitchens blocks and Sports field development?

Solid Waste Review. Melissa Russo

Public transport Hamilton to Auckland Spatial Plan.

- Monday 27th April 2020

Invite local Police

Update on Growth Strategy

- Monday 8th June 2020
- Monday 20th July 2020
- Monday 31st August 2020
- Monday 12th October 2020
- Monday 23rd November 2020

6.9 Pokeno Works and Issues Status October 2019

Joe Wilson with Jason Marconi WDC will link up and engage with ‘youth’ 14 to 18 year olds to form a group for skate park discussion. They want working groups and PCC to vest time and plan for future skate park. Cr Church will put forward names of various groups who can assist e.g. schools

It was proposed that the ‘Urban Designer’ currently working on the Tuakau sports facilities be approached for advice. Facilities subcommittee to follow up. Solid waste report March update

- Public transport update March
- Hamilton to Auckland spatial update March
- Community garden ,deferred see public forum notes
- Munro sports as civil defence facility. Joe Wilson advised not feasible, land and proposed buildings need to be fit for purpose .
- Urban development plan. see note 6.4
- Trucks parking anywhere. Mayor Sanson advised WDC were talking to RTA, no trucks to be parked in Urban streets. PCC propose to write to Gavin Ion Chief Executive WDC before any intervention..

6.10 Street naming

Deferred to workshop February 2020 PCC

6.11. Councillors report.



Cr Henderson reported that the Whangarata rail bridge guard rails are being upgraded 3rd week January 2020

Cr Church had reported and commented 'in meeting'

7: Sub Committees

Sub committees to be formed amongst PCC in New Year for,

- a. Events
- b. Finance
- c. Facilities
- d. Communications
- e. Strategy & Growth

8 Action List.

See 6.9 Works and Issues

9 General Business

Lance Straker presented the Expert Web Services, Web hosting annual account invoice for services, design updates etc be paid for the Pokeno website.

Additionally that personal expenses incurred by Patricia Graeme and Helen Clotworthy on behalf of the PCC also be paid from the Pokeno Community Bank account

The PCC agreed unanimously agreed.

Moved: Lance Straker

Seconded: Brenda Roberts

Chair Ric Odom thanked the visitors and public for their attendance and contribution. There being no **further business the meeting was closed at 9.28pm.**

NEXT MEETING Monday 10th February 2020 7pm at the Pokeno Hall

Open Meeting

| | |
|---------------------------------|--|
| To | Pokeno Community Committee |
| From | Jim Ebenhoh Acting General Manager Community Growth |
| Date | 23 January 2020 |
| Prepared by | Sandy Mason PA to General Manager Community Growth |
| Chief Executive Approved | Y |
| Reference/Doc Set # | GOV0516 / 2460814 |
| Report Title | Pokeno Works & Issues Report – January 2020 |

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

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

3. APPENDUM

Works & Issues Report – January 2020

WORKS & ISSUES REPORT – JANUARY 2020

| Issue | Area | Action | Comments |
|----------------------------------|-------------|---------------|---|
| Munro Sports field development | Joe Wilson | Investigate | Potential Civil Defence Facility – Currently, land and building not fit for this purpose. |
| Urban development plan | Ric Odom | Follow up | Joint meeting with Tuakau, Meremere, Mercer etc – put together a submission to WDC for planned 10 – 30 year strategy outlined for Growth and Development in four districts. |
| Trucks parking on Hillpark Drive | Ric Odom | Follow up | Mayor Sanson advised WDC were talking to RTA, no trucks to be parked in urban streets. PCC propose to write to Gavin Ion, Executive WDC before any intervention. |

WORKS & ISSUES REPORT – MARCH 2020

| | | | |
|-----------------------------------|---------------|--------------------|---|
| Solid Waste Review | Melissa Russo | Required for March | The review has started, with planning for consultation with the community around March. |
| Public Transport | Vishal | Required for March | Update |
| Hamilton to Auckland Spatial Plan | Vishal | Required for March | Update |

COMMUNITY PROJECTS UPDATE

Parks

Munro Road Sports Park

Harrison Grierson consultants, who carried out the preliminary design, have been engaged to assist with project management of the sportspark.

The earthworks for initial phase of earthworks of the project went out to public tender in December to be awarded at the end of January:

- The stream diversion contract was advertised on Government Electronic Tender Service (GETS) from Monday 16 December 2019 – Tenders close Friday 31 January 2020.
- Tender award is scheduled for Friday 14 February 2020.
- Contract start date is scheduled for Monday 2 March 2020 – target completion Thursday 30 April.
- Contract is being fast-tracked to ensure planting for vegetation establishment can start in May, to enable the stream diversion to be made live next summer. This will enable the filling of the old stream bed and ongoing earthworks next summer.

Work is underway with Community Projects, Community Development and Sport Waikato staff to promote the forming of a Pokeno Sports Forum to be made up of representatives from local sporting clubs and groups, Pokeno School, Pokeno Community Committee and other key stakeholders. The forum is intended to provide a community voice into the development of the Munro Sportspark, as well as having a holistic overview of the sports groups and recreational facilities serving Pokeno.

Wastewater

Pokeno Wastewater Reticulation Scheme, Phase 3 (expected completion March 2020).

The contract (17/224) is for the completion of the scheme-subsidised private drainage connections in Pokeno. The contract was advertised in October and closed 29 November. The contract was awarded to Pipescape NZ 16 December 2019 for a tendered sum of \$145,205. Works are expected to get underway in January and completed in March 2020.

Toilets

Pokeno

Contract 18/213 to refurbish toilet facilities at Great South Road, Pokeno and at The Point, Ngaruawahia was awarded to ESN Construction on 3 December 2019 for the tendered sum of \$280,987. The construction period is 16 weeks and all works are to be completed by end of June 2020.

Urban Upgrades

Pokeno Main St Urban Upgrade

Design for the upgrading of parking on unformed Wellington Street (west) is continuing. The approach is to provide an interim extended sealed carpark to maximise marked carparks to cater for the five year time horizon. The carpark will be constructed and marked prior to the supermarket development closing off the current carparks opposite the shops (apart from 4 parks as per the supermarket agreement for site access).

Preliminary design will be provided to the Pokeno Community Committee for review and feedback.

Cemeteries

Whangarata Cemetery Development (expected completion May 2020)

The contract for Whangarata Cemetery is currently being developed. Munro Sportspark stream diversion has been prioritised over this, due to the criticality of the stream diversion earthworks timing in order to establish plants in autumn, so the stream diversion can take place next summer.

COMMUNITY CONNECTIONS UPDATE

The Community Connections team would like to propose the planting of fruit trees in parks and reserves in Pokeno for the benefit of the community.

Benefits include access to healthy, free food that is easily accessible and the opportunity for developing relationships within the community in the planting of the trees and harvesting of the fruit.

We are proposing to initially plant between 10 and 30 fruit trees in the central wetland/reserve area in the Helenslee subdivision, in locations suited to the growing requirements of the fruit trees.

Open Meeting

| | |
|---------------------|-----------------------------------|
| To | Pokeno Community Committee |
| From | Ric Odom Chairperson |
| Date | 22 January 2020 |
| Reference # | GOV0516 |
| Report Title | Proposed Changes to Meeting Dates |

I. EXECUTIVE SUMMARY

Meeting dates for 2020 for the Pokeno Community Committee were set at the Committee meeting on 9 December 2019. Subsequent to the meeting, it was determined that these dates clashed with those of the Onewhero-Tuakau Community Board from March 2019 onwards.

It is proposed that the meeting dates of the Pokeno Community Committee be changed to:

- a. 23 March,
- b. 4 May,
- c. 15 June,
- d. 27 July,
- e. 7 September,
- f. 19 October, and
- g. 30 November.

The changes are proposed for the following reasons:

- The Pokeno Community Committee is keen to work more closely with our neighbouring Community Committee (Mercer) and Community Board (Onewhero-Tuakau) including suggesting that committee/board members attend one another's meetings periodically.
- The two Councillors (Church and Henderson) attend the meetings at Pokeno and Tuakau. Unless the dates are changed, they will not be able to attend both.

2. RECOMMENDATION

THAT the report from the Chairperson be received;

AND THAT the remaining meeting dates for 2020 for the Pokeno Community Committee be changed to:

- a. 23 March,
- b. 4 May,
- c. 15 June,
- d. 27 July,
- e. 7 September,
- f. 19 October, and
- g. 30 November.

3. ATTACHMENTS

Nil

Open Meeting

| | |
|---------------------------------|---|
| To | Pokeno Community Committee |
| From | Tony Whittaker Chief Operating Officer |
| Date | 24 January 2020 |
| Prepared by | Sharlene Jenkins Executive Assistant |
| Chief Executive Approved | Y |
| Reference/Doc Set # | GOV0516 |
| Report Title | Year to Date Service Request Report |

1. EXECUTIVE SUMMARY

To update the Committee on the Year to Date Service Request Report to 31 December 2019.

2. RECOMMENDATION

THAT the report from the Chief Operating Officer be received.

3. ATTACHMENTS

Year to Date Service Request Report for Pokeno Community Committee

Service Request Time Frames for POKENO Community Committee

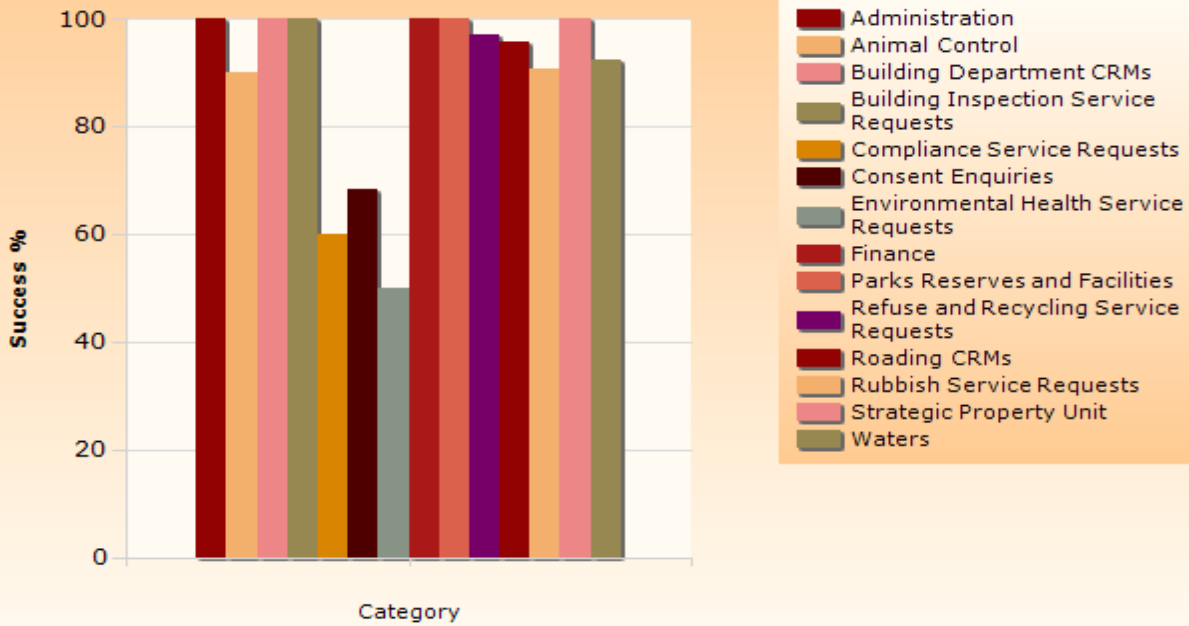
Date Range: 01/10/2019 to 31/12/2019



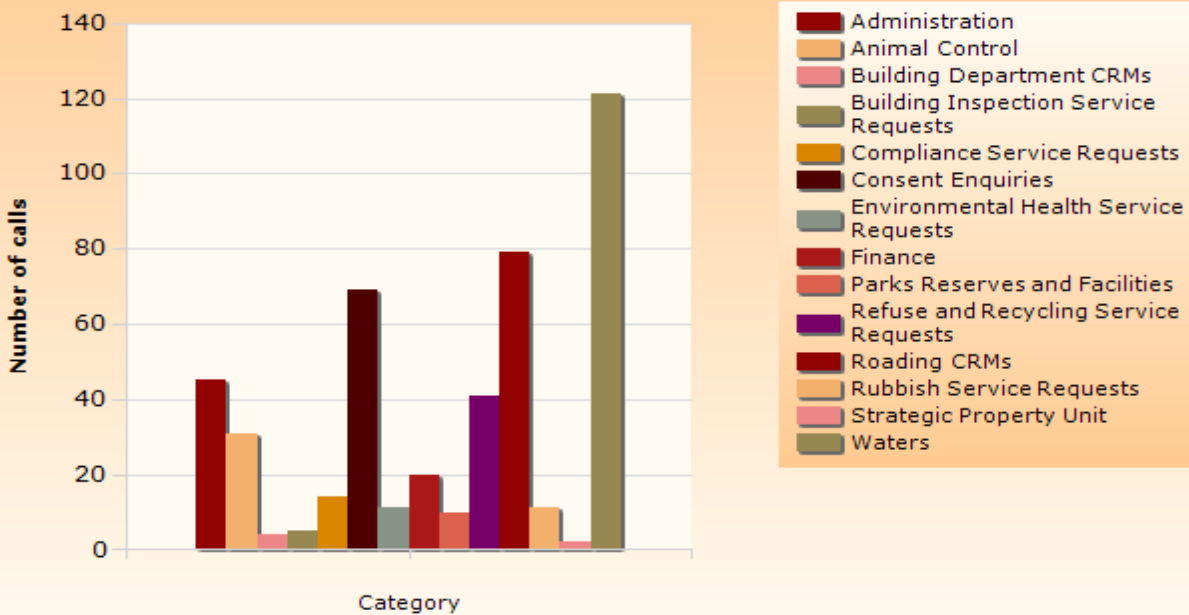
The success rate excludes Open Calls as outcome is not yet known.

1/24/2020 8:40:56 AM

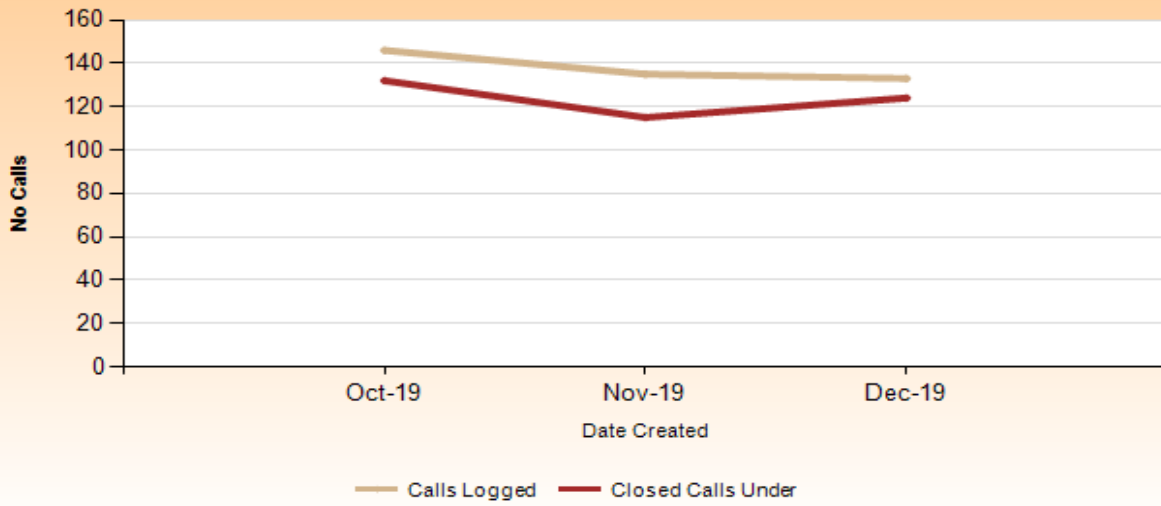
Call Completion % Success by Type



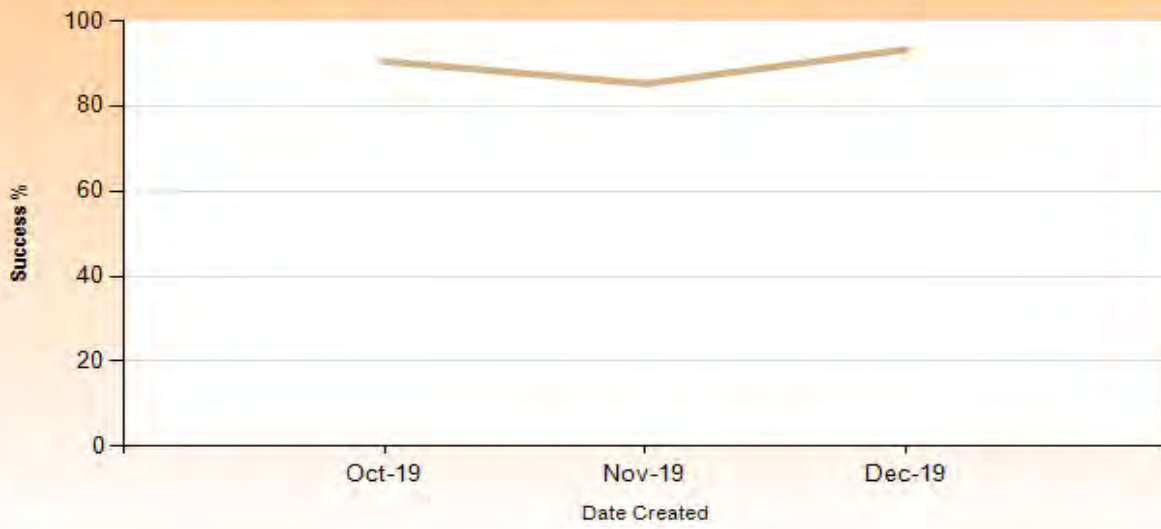
Number of Calls logged by Type



Volume of Calls Closed vs Calls Closed in Time



Completion Success per month



| | | | Open | | Closed | | |
|--|--|------------------------|------------------------|-------------------------|--------------------------|---------------------------|---------------------|
| Closed Calls are those calls logged during the time period that are now closed. | Open Calls are all the calls open and may have been logged at any time. | Number of Calls | Open Calls Over | Open Calls Under | Closed Calls Over | Closed Calls Under | Success Rate |
| Administration | | | | | | | |
| | Summary | 45 | | | | 45 | 100.00% |
| | Pro rated rates for the period xx to xx | 45 | | | | 45 | 100.00% |
| Animal Control | | | | | | | |
| | Summary | 31 | 1 | | 3 | 27 | 90.00% |
| | Animal Charges | 2 | | | | 2 | 100.00% |
| | Dog Property Visit | 5 | | | 2 | 3 | 60.00% |
| | Dog Straying - Current | 6 | | | | 6 | 100.00% |
| | Dog Straying - Historic | 4 | | | | 4 | 100.00% |
| | Dog Welfare - Not immediate threat to life | 3 | | | | 3 | 100.00% |
| | Dog/Animal Missing | 2 | | | | 2 | 100.00% |
| | Dogs Aggression - Current | 1 | | | | 1 | 100.00% |
| | Dogs Aggression - Historic | 2 | | | | 2 | 100.00% |
| | Dogs Barking Nuisance | 5 | | | 1 | 4 | 80.00% |
| | Livestock Trespassing - Current | 1 | 1 | | | | NaN |
| Building Department CRMs | | | | | | | |
| | Summary | 4 | | | | 4 | 100.00% |
| | Building near any Pipe/Infrastructure may req CCTV | 2 | | | | 2 | 100.00% |
| | Onsite Services | 2 | | | | 2 | 100.00% |
| Building Inspection Service Requests | | | | | | | |
| | Summary | 5 | | | | 5 | 100.00% |
| | Building Inspection Service Requests | 5 | | | | 5 | 100.00% |
| Compliance Service Requests | | | | | | | |
| | Summary | 14 | 2 | 7 | 2 | 3 | 60.00% |
| | Compliance - Animal By Law | 1 | | 1 | | | NaN |
| | Compliance - Unauthorised Activity | 9 | 2 | 5 | | 2 | 100.00% |
| | Illegal parking | 2 | | | 1 | 1 | 50.00% |
| | Non-animal bylaws | 2 | | 1 | 1 | | 0.00% |
| Consent Enquiries | | | | | | | |
| | Summary | 69 | | 6 | 20 | 43 | 68.25% |
| | Planning Process | 7 | | | 2 | 5 | 71.43% |
| | Property Information Request | 19 | | 1 | 1 | 17 | 94.44% |
| | Rural Rapid Number assignment & purchase of plates | 2 | | 1 | | 1 | 100.00% |
| | Zoning and District Plan Enquiries | 41 | | 4 | 17 | 20 | 54.05% |
| Environmental Health Service Requests | | | | | | | |
| | Summary | 11 | | 1 | 5 | 5 | 50.00% |
| | Environmental Health Complaint | 4 | | | 3 | 1 | 25.00% |
| | Noise Complaint - Environmental Health | 3 | | 1 | 2 | | 0.00% |
| | Noise complaints straight to contractor | 4 | | | | 4 | 100.00% |
| Finance | | | | | | | |
| | Summary | 20 | | 2 | | 18 | 100.00% |
| | Rates query | 20 | | 2 | | 18 | 100.00% |

| | | | | | | | |
|--|---|----------------|-----------|-----------|-----------|------------|----------------|
| Parks Reserves and Facilities | Summary | 10 | | 2 | | 8 | 100.00% |
| | Parks & Reserves - Non-urgent Public Toilet Issues | 1 | | | | 1 | 100.00% |
| | Parks & Reserves - Reserve Issues | 9 | | 2 | | 7 | 100.00% |
| Refuse and Recycling Service Requests | Summary | 41 | 1 | 4 | 1 | 35 | 97.22% |
| | New collections | 7 | | | | 7 | 100.00% |
| | Recycling Not Collected | 20 | | 2 | | 18 | 100.00% |
| | Refuse - Non-Collection | 10 | 1 | 2 | | 7 | 100.00% |
| | Refuse & Recycling Contractor Complaints | 2 | | | | 2 | 100.00% |
| | Refuse & Recycling Enquiries | 2 | | | 1 | 1 | 50.00% |
| Roading CRMs | Summary | 79 | 1 | 9 | 3 | 66 | 95.65% |
| | New Vehicle Entrance Request | 69 | | 9 | | 60 | 100.00% |
| | Request 4 new street light path sign etc | 1 | | | | 1 | 100.00% |
| | Road Safety Issue Enquiries | 1 | | | 1 | | 0.00% |
| | Roading Work Assessment Required - OnSite 5WD | 3 | | | 1 | 2 | 66.67% |
| | Routine Roothing Work Direct to Contractor 5WD Comp | 2 | | | | 2 | 100.00% |
| | Street Light Maintenance | 1 | | | 1 | | 0.00% |
| | Urgent - Footpath Maintenance | 1 | 1 | | | | NaN |
| | Urgent Roothing Work 4Hr Response | 1 | | | | 1 | 100.00% |
| | Rubbish Service Requests | Summary | 11 | | | 1 | 10 |
| Illegal Rubbish Dumping | | 11 | | | 1 | 10 | 90.91% |
| Strategic Property Unit | Summary | 2 | | | | 2 | 100.00% |
| | Council owned land CRMs | 2 | | | | 2 | 100.00% |
| Waters | Summary | 121 | 3 | 10 | 8 | 100 | 92.59% |
| | 3 Waters Enquiry | 8 | | | | 8 | 100.00% |
| | 3 Waters Safety Complaint - Urgent | 1 | | | 1 | | 0.00% |
| | Drinking water billing | 10 | | | | 10 | 100.00% |
| | Drinking Water Final Meter Read | 68 | | 8 | | 60 | 100.00% |
| | Drinking Water Major Leak | 1 | | | | 1 | 100.00% |
| | Drinking Water minor leak | 10 | 1 | | 3 | 6 | 66.67% |
| | Drinking Water quality | 3 | 1 | | | 2 | 100.00% |
| | Fix Water Toby | 7 | | | 3 | 4 | 57.14% |
| | New Drinking Storm Waste water connections | 10 | | 2 | | 8 | 100.00% |
| | Wastewater Odour | 3 | 1 | | 1 | 1 | 50.00% |
| | Total | 463 | 8 | 41 | 43 | 371 | 89.61% |