

Agenda for a meeting of the Ngaruawahia Community Board to be held in the Committee Rooms 1 & 2, District Office, 15 Galileo Street, Ngaruawahia **TUESDAY 16 JUNE 2020** commencing at **6.00pm**.

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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Meeting held on Tuesday 11 February 2020

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6. PRESENTATIONS

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Verbal

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Verbal

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Verbal

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Verbal

GJ Ion
CHIEF EXECUTIVE

Open Meeting

To	Ngaruawahia Community Board
From	Gavin Ion Chief Executive
Date	4 June 2020
Prepared by	Grace Brady Democracy Advisor
Chief Executive Approved	Y
Reference #	GOV0508
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes of a meeting of the Ngaruawahia Community Board held on Tuesday 11 February 2020.

2. RECOMMENDATION

THAT the minutes of a meeting of the Ngaruawahia Community Board held on Tuesday 11 February 2020 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

NCB Minutes - Tuesday 11 February 2020

MINUTES of a meeting of the Ngaruawahia Community Board held in the Committee Rooms 1 & 2, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 11 FEBRUARY 2020** commencing at **6.02pm**

Present:

Mr G Wiechern (Chairperson)
Ms K Morgan
Mr J Ayers
Ms D Firth
Ms R Kirkwood [*until 7:32pm*]
Ms V Rice
Cr E Patterson

Attending:

Sergeant Brendon Bland, NZ Police
Constable Amber Lee NZ Police

Ms M May (Community Connections Manager)
Mr B Stringer (Democracy Manager)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Cr Patterson/Ms Morgan)

THAT an apology be received from Cr Gibb.

CARRIED

NCB2002/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Cr Patterson/Ms Kirkwood)

THAT the agenda for a meeting of the Ngaruawahia Community Board held on Tuesday, 11 February 2020 be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received.

CARRIED

NCB2002/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Ms Morgan/Ms Rice)

THAT the minutes of a meeting of the Ngaruawahia Community Board held on Monday, 4 November 2019 be confirmed as a true and correct record of that meeting.

CARRIED

NCB2002/03

PUBLIC FORUM

The NZ Police representatives updated the Board, and the following matters were discussed:

- Trail bikes and wheel spinning incidents.
 - Important the public notified police of where incidents occurred so they could respond accordingly.
 - Community Board members supportive of installation of new cameras to identify vehicle registration plates.
- Public encouraged to phone 105 to report non-urgent incidents.
- Need to meet with Kiwi Rail as to what action it was taking around young people jumping from the rail bridge; whether surveillance was required.

ACTION: Chairperson to contact Mr James Whetu to attend a workshop or the next Board meeting to discuss work previously undertaken on options to mitigate rail bridge jumping.

The Board thanked police representatives for attending the meeting.

REPORTS

Discretionary Fund Report Agenda Item 6.1

The report was received [*NCB2002/02 refers*] and discussion was held.

ACTION: Staff to follow up on the commitments for the Horotiu Playcentre and the feedback to be provided by the Graeme Dingle Foundation.

- Te Mana o Te Rangi Reserve – Mr James Whetu had been working on concept designs and had the background information. It was suggested Mr Whetu also update the Board on this matter.
- Swimming pool subsidies – Belgravia had advised \$1506 was the subsidised amount for the 2019/20 summer as at 26 January 2020.

ACTION: Staff to contact Belgravia to assist payment of subsidy on behalf of the Board, and follow up on the 2018/19 invoice payment.

Community Board Code of Conduct Agenda Item 6.2

The report was received [*NCB2002/02 refers*] and the Democracy Manager provided an overview of the report.

Resolved: (Ms Morgan/Mr Ayers)

THAT the Ngaruawahia Community Board adopt the attached Code of Conduct (Attachment 1 to the staff report) ('the Code') in accordance with clause 15(6), Schedule 7, Local Government Act 2002;

AND FURTHER THAT the Community Board notes the newly adopted Code will replace the current Code of Conduct for the Community Board with immediate effect.

CARRIED

NCB2002/04

Ngaruawahia Works & Issues Report: Status of Items February 2020
 Agenda Item 6.3

The report was received [NCB2002/02 refers] and discussion was held.

The Community Connections Manager updated the Board on the following matters:

- Playground equipment at The Point – staff had worked with high school students on design concept; excess equipment had been passed to Ngaruawahia Christian Youth Camp.
- Cenotaph – it had taken longer than expected to source stone and supplier for bronze plaque to rectify damage. Stonework repair would be undertaken first; all work expected to be completed before ANZAC day.
- Centennial Park – endeavour to find budget from other Ngaruawahia projects that would not proceed in order to meet financial shortfall. A report would be presented to Council in April to confirm change to budgets.

The following matters were also discussed:

- Board members were encouraged to register CRMs for work required in Ngaruawahia.

ACTION: Staff to update the Board on the following issues:

- Repair to sign outside the Community House;
 - Signage to reflect change in permitted parking times following recent change to bylaw;
 - Repair of light in pedestrian crossing on River Road following 2019 incident.
- Parking in town to be a future item for the Board's discussion; particularly in relation to the impact of Council staff parking on local retailers. Council would need to be involved in exploring options with the Board.

The Board confirmed it wanted the Works & Issues report to continue.

Ngaruawahia Community Board Resolution/Action Register
Agenda Item 6.4

The report was received [NCB2002/02 refers] and discussion was held on whether to continue with the Register.

ACTION: The Youth Engagement Advisor requested to attend the March 2020 Board meeting.

Resolved: (Mr Wiechern/Cr Patterson)

THAT the Community Board agrees that the Resolution/Action Register be reported to the Board on a six-monthly basis and that completed matters in the Register be removed.

CARRIED

NCB2002/05

Year to Date Service Request Report
Agenda Item 6.5

The report was received [NCB2002/02 refers] and discussion was held.

ACTION: Staff to clarify reference to “Ward” in the report; specifically whether the data related to the Community Board area only.

- Community Connections Manager noted that there was not a consistent approach to how teams recorded when CRMs were closed; staff would continue to review.

Chairperson’s Report
Agenda Item 6.6

The report was received [NCB2002/02 refers] and the Chair summarised his report. The following matters were discussed:

- Workshops to be held between each public Board meeting.

ACTION: Staff to investigate whether quarterly Community Board/Committee sessions would continue this triennium.

- Projects the Board would take forward (including the library and Memorial Hall), in consultation with the community.

Councillors' Report
Agenda Item 6.7

Cr Patterson updated the Board on the following matters:

- The Solid Waste review - a steering group with Councillors and staff would meet next week; Cr Patterson would bring this issue back to the Board for discussion.
- Inorganic collection May 2020 – Board members requested that there be clear communication to the community about the current and future collections.

Community Board Members' Report
Agenda Item 6.8

Members provided a verbal report on the following issues:

- Ms Kirkwood would attend a Te Maruata (LGNZ) hui in May 2020.
- Current water restrictions – the connection between Ngaruawahia, Taupiri and Huntly to assist with movement of water to meet demand, as required.
- Mr Ayers would make enquiries with Waikato Regional Council in relation to the proposed pontoon.
- The Board's Ngaruawahia Pool Fun Day on Sunday, 16 February 2020 – support from local retailers appreciated.
- The upcoming Waikato Tainui Games and Regatta events were significant national events for the community.

Ms Kirkwood retired from the meeting at 7.32pm during discussion on the above item.

There being no further business the meeting was declared closed at 7.54pm.

Minutes approved and confirmed this _____ day of _____ 2020.

Mr G Wiechern
CHAIRPERSON

Open Meeting

To	Ngaruawahia Community Board
From	Tony Whittaker Chief Operating Officer
Date	05 March 2020
Prepared by	Jean de Abreu Support Accountant
Chief Executive Approved	Y
Reference/Doc Set #	GOV0508
Report Title	Discretionary Fund Report to 28 May 2020

1. EXECUTIVE SUMMARY

To update the Board on the Discretionary Fund Report to 28 May 2020.

2. RECOMMENDATION

THAT the report from the Chief Operating Officer be received.

3. ATTACHMENTS

Discretionary Fund Report to 28 May 2020

NGARUAWAHIA COMMUNITY BOARD DISCRETIONARY FUND 2019/2020 (01 July 2019 - 30 June 2020)

				GL 1.205.1704
2019/20 Annual Plan				20,999.00
Carry forward from 2018/19				50,435.00
				<u>71,434.00</u>
Expenditure				
13-Aug-19	Ngaruawahia Senior Citizens and Friendship Club towards the cost of their Land to Sea event	NCB1908/04		1,525.00
06-Mar-20	HOROTIU PLAYCEN Heat Pump funding grant	NCB1903/05		2,000.00
26-Mar-20	BELGRAVIA LEISURE - Aquatic Entry Ngaruawahia Pool March			334.78
				<u>3,859.78</u>
Total Expenditure				<u>3,859.78</u>
Net Funding Remaining (Excluding commitments)				<u>67,574.22</u>
Commitments				
13-Nov-18	Te Mana o Te Rangi Reserve - includes \$500 commitment for an opening ceremony (NCB1906/04)	NCB1811/04		20,000.00
13-Nov-18	Ngaruawahia Entranceways	NCB1811/04		10,000.00
04-Nov-19	Ngaruawahia Railway Bridge commitment: 50% subsidy of Ngaruawahia pool 18/19 (NCB1811/04) & 19/20. (NCB1911/09)	NCB1811/04 NCB1911/09		10,000.00
14-Feb-19	Catering for NCB 2019 meetings (\$10 per meeting)	NCB1902/04	80.00	
	Less: Expenses		<u>40.00</u>	40.00
16-May-19	Graeme Dingle Foundation Waiakto - cost of developing a Youth led Community Project on proviso that feedback will be given to the board once projects are completed	NCB1905/06		1,885.00
				<u>41,925.00</u>
Total Commitments				<u>41,925.00</u>
Net Funding Remaining (Including commitments) as of 28 May 2020				<u>25,649.22</u>

Note: Commitments are as at last meeting held in February 2020 - no Meetings in March & May due to Lockdown.

Open Meeting

To	Ngaruawahia Community Board
From	Kurt Abbot Projects & Innovation Manager
Date	04 June 2020
Prepared by	Sharlene Jenkins Executive Assistant
Chief Executive Approved	Y
Reference/Doc Set #	GOV0508 / 2628419
Report Title	Ngaruawahia Works & Issues Report: Status of Items June 2020

1. EXECUTIVE SUMMARY

The purpose of this report is to update the Ngaruawahia Community Board on issues arising from the previous meeting and works underway in Ngaruawahia.

2. RECOMMENDATION

THAT the report from the Projects & Innovation Manager be received.


3. ATTACHMENTS

- Ngaruawahia Community Board Issues Register – June 2020
- Ngaruawahia Ward Map
- Ngaruawahia Works as at 04 June 2020

NGARUAWAHIA COMMUNITY BOARD ISSUES REGISTER – June 2020

Issue	Area	Action	Comments
Playground equipment at the Point	Operations Group / Service Delivery	<p>2019: The Community Board would like the old playground equipment to be repurposed for the Ngaruawahia Dog Run as dog agility equipment.</p> <p>There are plans to recycle what we can from the Ngaruawahia Playground and reuse some of it at the dog park on Ellery Street. There are some additional items that will need to be purchased to complete the project but this will be done in the near future.</p>	<p>SEPTEMBER 2019: WDC staff are working with Ngaruawahia High School who have taken on the design, build and installation project of the dog agility equipment at Ngaruawahia Dog Park. This will earn them a large amount of their NCEA standards for this year. They will be engaging with the Community Board in the near future to progress this project.</p> <p>In addition to this, staff have been approached by the Ngaruawahia Christian Youth Camp regarding any remaining surplus equipment (old metal monkey bars etc) that are not able to be repurposed at the dog parks. Subject to Council resolution, it is planned that this equipment will be gifted to them in the near future rather than disposing of through scrap metal.</p> <p>FEBRUARY 2020: The Ngaruawahia High project is progressing well, but has been on hold due to the school holidays.</p> <p>The students have designed and mapped out their course and seeked feedback from Council on any amendments needed prior to approval. This project should pick up momentum now that students have returned to school for Term 1.</p> <p>JUNE 2020: Our Project Development Team have provided feedback on the Ngaruawahia High design and requested more details.</p> <p>As Terms 1 and 2 were disrupted by COVID-19 restrictions, we have not yet received the details requested. We are re-engaging with Ngaruawahia High to support them to progress the project.</p>

Issue	Area	Action	Comments
Cenotaph Vandalism	Service Delivery	<p>Staff were notified of the damage to the cenotaph on Tuesday April 23rd and despite us speaking to contractors straight away, we were unable to get it fully repaired in time for Anzac Day.</p> <p>To ensure that there was no disruption to the ceremony on the day contractors repaired the cracks and reinstated the plaque. The marble slab was removed and the mess was tidied up.</p> <p>Contact was made with the RSA to let them know what had happened and they provided us with photographs of the cenotaph from before the damage. Through this we discovered that two brass wreaths had also been stolen.</p> <p>Since then, we have been contacted by Chris Allen from Architectural Building Conservation Ltd. They have offered to repair the damage for free. The remaining pieces of Marble have been delivered to him in Paeroa. There was extensive damage to the stone and therefore we no longer have large enough pieces to be able to "glue" it all back together. Chris said that the quarry that supplied the stone for these types of monuments around the country closed and it has been a struggle to match the marble since then.</p> <p>He will do some investigating, contact his suppliers and will let us know if he is able to source it, if the slab is repairable and if so, how long it will take. He is also going to find a supplier of the wreaths and will let us know the cost.</p>	<p>SEPTEMBER 2019: This is still ongoing. Staff are working with contractors to source stone and organise installation.</p> <p>FEBRUARY 2020: Due to the specialist nature of the work required to repair the cenotaph we have engaged a company, Architectural Building Conservation, to undertake this work.</p> <p>The stonework is relatively simple to repair, it took some investigation to source stone that matches. They are having issues finding someone to recreate the bronze wreaths/plaques, they have been waiting on their contact to return from holiday.</p> <p>We have decided to proceed with the repairs to the stonework while we continue to work with the contractor to find a solution to the replacement of the bronze wreaths.</p> <p>We were hoping that a historical or heritage organisation or museum have an existing wreath that is similar that we are able to make a mould of, but we are rapidly running out of places that may be able to provide this. We are now looking into having a sculptor create new wreaths with the old photos as reference.</p> <p>We are hoping that the new wreaths will be in place before Anzac Day.</p> <p>MARCH 2020: Replica bronze wreaths are being sculpted and cast. Still waiting on a quote to repair the stone work. Stone has been sourced.</p> <p>JUNE 2020: Replica bronze wreaths are now made, despite COVID-19 causing delays. The sculptor will deliver them to us once payment has been received. Once delivered we can obtain a quote for the stone work and get both the wreaths installed and the stonework repaired.</p>
Parking Sign	Service Delivery	MARCH 2020: Staff to update the Community Board on repairs to parking sign outside of the Ngaruawahia Community House.	MARCH 2020: Completed, sign has been re-installed.

Issue	Area	Action	Comments
Permitted Parking Signs	Service Delivery	MARCH 2020: Staff to update the Community Board on signage to reflect change in permitted parking following recent change to bylaw.	<p>MARCH 2020: Update to be provided at the meeting.</p> <p>JUNE 2020: Completed. 30 minute parking has been installed on Martin Street outside of the Ngaruawahia Post Shop.</p> 
River Road Pedestrian Crossing	Service Delivery	MARCH 2020: Staff to update the Community Board on repairs of light in pedestrian crossing on River Road following 2019 incident.	MARCH 2020: Completed, the light has been replaced/repaired.
Youth Representation	Community Growth	MARCH 2020: The Youth Engagement Advisor requested to attend the March 2020 Community Board Meeting	<p>MARCH 2020: The Youth Engagement Advisor will be in attendance at the March 2020 Community Board meeting.</p> <p>JUNE 2020: As the March Community Board meeting was cancelled, the Youth Engagement Advisor will now be in attendance at the June 2020 Community Board meeting</p>
Resolution / Action Register	Operations Group	MARCH 2020: Resolution / Action Register to be reported on six-monthly. Completed matters to be removed.	MARCH 2020: Updated Resolution / Action Register scheduled as a standing item to be presented to the Community Board in February and July.
Year to Date Service Request Report	Operations Group	MARCH 2020: Staff to clarify reference to “Ward” in the report, specifically whether the data related to the Community Board area only.	MARCH 2020: The Year to Date Service Request report pulls through all service requests raised within the Ngaruawahia Ward (as per the attached map).
Quarterly Community Board / Committee Meetings	Operations Group	MARCH 2020: Staff to investigate whether quarterly Community Board / Committee sessions would continue this triennium.	MARCH 2020: Yes, Joint Community Board / Committee meetings will be held this triennium. They will be scheduled shortly.

NGARUAWAHIA WORKS – As at 04 June 2020

COMMUNITY PROJECTS

Toilets

The Point, Ngaruawahia

Contract 18/213 to refurbish toilet facilities at Great South Road, Pokeno and at The Point, Ngaruawahia was advertised for tender and two tenders were received. One of the tenderers was rejected due to insufficient Health and Safety systems. The contract was awarded to the remaining tenderer.

Unfortunately Council were unable to get a complying Site Specific Safety Management Plan (SSSMP) from the Contractor. To move these works forward WDC offered to provide a staff member as needed throughout the contract period to assist with their Health and Safety systems under the contract. This was initially accepted, however several days into the contract the Contractor requested to terminate the contract. Discussions are now underway to confirm the contract termination formally.

Once resolved these works will be bundled with other similar works to increase the contract value. The Pokeno and Ngaruawahia sites will have priority. By bundling, it is expected that the larger contract package will attract larger organisations with Health and Safety systems more compatible with Councils contract requirements.

Centennial Park, Ngaruawahia *(Pre-COVID expected completion June 2020)*

The funding solution recommendation was approved by Council 24 February.

Contracts are in place for the works with Allens United Earthworks & Drainage Ltd for services and installation, and with Permaloo Ltd for toilet building supply.

The Projects Team are awaiting the new work schedule from the supplier and contractor following delays caused by the COVID-19 event.

Cemeteries

Jackson Street Cemetery *(Expected completion August 2020)*

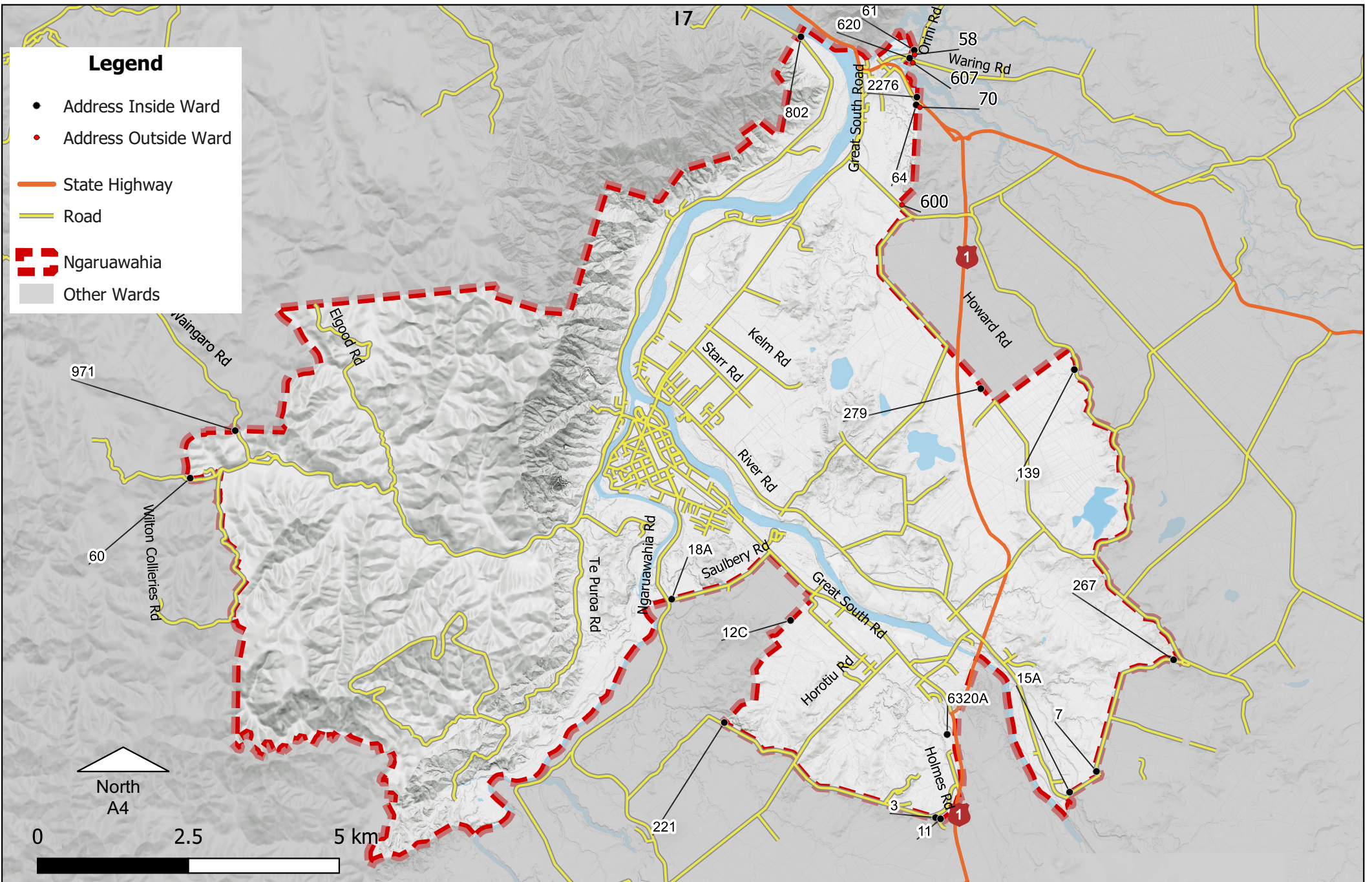
Contract 18/153 Ngaruawahia Cemetery Access Road Upgrade has been advertised and following tender period extensions due to the COVID-19 event, closed at 4pm Friday, 01 May.

There were 11 tenders submitted and the tender evaluation process is currently underway to select the successful tenderer.

The tender is expected to be awarded in early June. The contract period for construction is seven weeks.



Jackson Street Cemetery Access



Open Meeting

To	Ngaruawahia Community Board
From	Greg Wiechern Chairperson
Date	8 June 2020
Reference #	Gov0508
Report Title	Chairperson's Report

1. EXECUTIVE SUMMARY

The purpose of this report is for the Chairperson to update the Board.

2. RECOMMENDATION

THAT the Chairperson's report be received.

3. ATTACHMENTS

Chairperson's Report – June 2020

Ngaruawahia Community Board Chairpersons Report June 2020 (including March 2020 report)

First LTP meeting. 2 March 2020. Greg attended. Promoted the fact that Residents are paying \$60/week in rates and they have no way of making any savings as this is a fixed cost to each household. All Community Chairs have similar concerns for their urban areas. Any growth in the District should be paid for by those creating the need of extensions to services, not by existing residents.

Ngaruawahia Community Board informal workshop 10 March 2020. Our third informal workshop was attended by Kiri, Venessa, Jack Greg & Eugene. Apologies from Rongo, Dianne and Janet

Discussion regarding Ngaruawahia and Horotiu blueprints. A number of items from the proposed initiatives were discussed. Further discussion needs to be held to formally identify items that pertain to Council and in particular the Ngaruawahia Community Board and re-evaluate the priority. Consideration whether items that fall outside WDC & NCB should be removed from the blueprint.

Items NG4.1 (Council owned land and halls) and NG4.2 ((Te Mana o te Rangi reserve) were discussed in more detail.

Also discussed:

Increased concerns about wandering/insecure dogs in the town. Eugene to follow up

Successful Fun day at the swimming pool on Sunday 15 March. Kiri organised the BBQ

Speeding vehicles past Bernard Ferguson School. Kiri and Greg to follow up

Swimming pool contract, concern about cleanliness of changing areas etc. Eugene to follow up what is required under the contract.

NCB resolution/ action register. Kiri to review the spreadsheet and suggest condensing items/actions

Chairpersons training. 13 March 2020. Greg attended

Due to the Covid-19 pandemic, a number of activities including the Board meetings for 24 March 2020 and 5 May 2020, along with those listed below were cancelled:

Turangawaewae Regatta, 21 March.

Horotiu School Gala, 5 April 9am – 1 pm.

Starting from the 17th April, Zoom meetings were held for LTP workshops and weekly Executive Leadership Team/Elected Councillors and Chairpersons updates.

The ELT/elected member Zoom meetings gave an update on how Council continued working along with the Civil Defence teams that were operating during the lockdown period. Kiri attended one zoom meeting due to my work commitments, with the ELT. Kiri also attended a zoom meeting for the Representation Review Briefing looking at the elected member requirements for the next local body election

The board also met on Zoom twice to have workshops to keep in touch with each other in the unusual circumstances brought about by the pandemic.