



Pokeno Community Facility Group Meeting

Venue/Location:	Pokeno Community Hall
Date:	28 September 2020
Time:	7.00pm – 9.00pm

Chair:	Helen Johnson		
Minutes:	Helen Johnson (HJ)		
Attendees:	Nick Johnston	George Haweria	
	Stephanie Henderson	Kris Hines	
	Brenda Roberts	Helen Clotworthy	
	Jacqui Church	Haupai Montgomery	
	Ric Odom	Andy Adams	
	Ruth	Jason Marconi	
	Bevan Houghton	Blair Johnston	
	James McRobbie	Helen Johnson	
Apologies	Doug Rowe	Duncan MacDougall	
	Paul McPherson		

Meeting Agenda

1. Opening and apologies
2. Review previous meeting minutes and action points
3. Our Vision, Where we are now?
4. Guest Speakers
5. General Discussion
6. Next steps
7. Next meeting



Meeting Minutes

Meeting opened at 1900hrs

1. Opening and apologies

- HJ ran over the timing, agenda and apologies for the meeting.

2. Review of previous meeting minutes and action points

- HJ read minutes as previously circulated. Minutes accepted, no further discussion from the group.
- HJ read action points and confirmed status of each. Nothing further from the group.

3. Our Vision, Where are we now?

- HJ mentioned it would be of beneficial to agree on a vision for the group. The following was tabled as a starting point and it had been mentioned at a previous Pokeno facilities steering group meeting. *To ensure the development of land and facilities match the prospective sport and recreation needs of the Pokeno and surrounding communities in the near and distant future.*
- JM clarified this was intended as a purpose statement and the group supported this.
- HJ did a quick recap on what we know in terms of the Waikato District Council (WDC) service levels at Munro Sport Park, the WDC green spaces in the Pokeno community and works due to take place at the Pokeno Tennis and Recreation Club in Avon Rd. Nothing further added by the group.

4. Guest Speakers

Haupai Montgomery – Chairperson of Te Hau Kainga me Nga Mana Whenua O Pokeno Charitable Trust.

- The trust has been together for two years and been trying to create a community plan.
- The trust is looking to shape how the Pokeno community interacts in the future. They want to see recognition of the history of the land and legacy of its ancestors.
- The trust would like to see a marae and education hut built in the Pokeno community to bring together whānau and support the tamariki and mokopuna in the future. The trust currently lacked land and funds for this.



- Preserving the waterways in our community should be considered a priority in future planning.
- Louis Whiunui, Trustee will represent the Trust in future meeting with Haupai taking an interest in progress of the group.

George Haweria – Internal Affairs

- The group has made a positive start and the people around the table have knowledge and skills at stage one of the project.
- The difference between a goal and an outcome is that an outcome has a date or a point in time for completion. A recommendation would be that the group set some outcomes.
- Numerous funding avenues are available for community projects and it would be worth looking at Crown and Lottery funding. Many of these can be seen on the Internal Affairs website.
- When submitting an application and seeking funds the key is to be creative and how a project is positioned.
- The group could get CLD and CLDP project support from Internal Affairs. George is willing to support the group when crafting an application as well as in building capability.

Nick Johnston – WDC Funding a Partnership Manager

- The role of the Council is to work in partnership with communities on projects. WDC can provide wrap around support for groups as early as now. It would be advantageous if our group got in touch with another community group such as Raglan to see how the support from WDC worked for them and lessons learnt.
- Funders of community projects look favourably on groups that have strong and enduring partnerships. It is also important to have a clear idea on what the group / project is looking to achieve (a vision/ purpose).
- There is a need for a group such as this to have decide on a governance model. There is also the need for an operating model. Nick is experienced in setting up community groups from the start, supporting them ongoing and also around funding projects. He is keen to actively be a part of the group going forward.

Duncan MacDougall – Open Spaces Team Leader

- Absent at meeting, however, information re Avon Rd recreation space shared via KH.
- Duncan MacDougall was approached to see if the WDC would consider using the council owned land on Avon Rd for a recreational space within the next year. Duncan's team has done a rough cost estimate to determine the cost of setting up and then maintaining the site as a basic level sports ground.



- The basic costs to set up would be approximately \$10K and operational costs including mowing, rubbish bins etc would be approximately \$11,500 per annum.
- Further investigation would be required to see what leases or agreements were on the property.
- The group are keen on this proposal and welcomed any progress with this.

Andy Adams – Senior Consultant, Visitor Solutions.

- Visitor Solutions is a consultancy business that works with community groups to help them develop a strategy and step by step process behind community projects. They work with community groups to assist in bringing the community's vision to life.
- The first observation would be that the group needs to agree on a vision. From that point a master plan or 'road map', objectives, terms of reference, feasibility study or needs assessments can be undertaken.
- The group acknowledged there have been at least three community surveys done in the past but it would be prudent to do another one as part of any process going forward. A needs assessment now could help validate the needs previously identified or highlight anything new.
- As part of creating the master plan it would be important for Pokeno to look at what is happening in the surrounding districts. For instance there are projects in progress where Bombay and Visitor Solutions have been working in partnership with the Bombay community on these for close to 10 years.

5. General Discussion

- Joint partnerships between schools and council have been known to work in terms of sharing facilities and space, however, there is a great deal that needs to be worked through if it were to be considered for the Pokeno school and community users. First and foremost the timing and priorities between the school and council need to be aligned.
- Any projects or work within a masterplan need to be factored into the WDC long term plan (LTP) and the cycle of those are 3yrs and 10yrs.
- The Pokeno Community Committee have a community development plan that is WDC supported. When working in partnership with various groups, in particular with WDC it should be determined if parties are leading or co-partnering, and how projects are funded i.e. fully or partially community funded .
- As part of the planning process the group should identify workgroups within the WDC to help build capacity. It would make sense to try to model the same planning process as WDC.
- Examples the group could look at for guidance, advise and lessons learnt on following the WDC planning process might be the Meremere and Raglan communities as they have successfully navigated a similar process.

8. Next Steps / Actions

Who	What	By when
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Nick	<p>Pull together any existing data (historical and planning documents) for Pokeno so the group can better understand what can be achieved in the community.</p> <p>Confirm the council mapping for Pokeno - where are the parcels of land for community development.</p>	2 Nov 2020
Kris	<p>Follow up with Duncan to explore the feasibility of Avon Rd initiative.</p>	2 Nov 2020
Helen	<p>Contact Jim from the Meremere community group to discuss the process they went through to get their facility completed and key contacts / partnerships along the way.</p>	2 Nov 2020
All	<p>Think of a vision for the group and bring those thoughts to the next meeting. Work on the basis the group agreed the purpose was:</p> <p><i>To ensure the development of land and facilities match the prospective sport and recreation needs of the Pokeno and surrounding communities in the near and distant future.</i></p>	2 Nov 2020

6. Next meeting – 7.00pm- 9.00pm, 2 November 2020, Pokeno Community Hall

Meeting closed at 2115hrs