



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, 30 NOVEMBER 2020** commencing at **7.00PM**.

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

3. DISCLOSURES OF INTEREST

4. CONFIRMATION OF MINUTES

Meeting held on Monday, 19 October 2020

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5. CORRESPONDENCE

5.1 Inwards

5.2 Outwards

6. PUBLIC FORUM

7. REPORTS

7.1 Pokeno Works & Issues Report – November 2020

8

7.2 LTP Update

Verbal

7.3 Schedule of Meetings 2021

23

7.4 Year to Date Service Request Report

26

7.5 Pokeno Community Committee Schedule

Verbal

7.6 Subcommittee Reports

Verbal

7.6.1 Strategy & Growth

7.6.2 Finance

7.6.3 Facilities – update of Facilities Committee

7.6.4 Events

7.6.5 Communications

- Pokeno Community Facebook page
- Contacting the Committee

7.7 Neighbouring Community Committees/Boards

Verbal

- Mercer
- Onewhero-Tuakau

7.8 Councillors' Report

Verbal

7.9 Other Business

8. **ACTION LIST**

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9. **NEXT MEETING**

GJ Ion
CHIEF EXECUTIVE

Open Meeting

To	Pokeno Community Committee
From	Gavin Ion Chief Executive
Date	19 November 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, 19 October 2020.

2. RECOMMENDATION

THAT the minutes of the meeting of the Pokeno Community Committee held on Monday, 19 October 2020 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

PCC Minutes – 19 October 2020



POKENO COMMUNITY COMMITTEE

Minutes of the six-weekly Pokeno Community Committee meeting held at Pokeno Community Hall on Monday 19 October 2020 commencing at 7.00pm.

Committee Members Present Ric Odom (Chair), Helen Clotworthy (Deputy Chair), Lance Straker (Secretary), James McRobbie, Doug Rowe, Brenda Roberts, Kris Hines, Allen Grainger, Helen Johnson, Peter Koizumi

Guests in Attendance Clive Morgan (WDC), Andrew Wilson (WRC), Ross Bayer (WDC), Constable Kevin Smith, Tina Yakas (HR Manager, Yashili)

Councillors in Attendance Cr Jacqui Church

1. Apologies and Leave of Absence

Apologies were received from Cr Stephanie Henderson.

Moved that the apologies be accepted.

Moved: Lance Straker

Seconded: Doug Rowe

2. Confirmation of the Status of the Agenda

Moved: Lance Straker

Seconded: Doug Rowe

3. Disclosure of Interest

There was disclosure of interest.

Helen Clotworthy, noted 'urban upgrade' Pokeno main street / car parks under Pokeno Works and Issues report was a potential conflict of interest.

4. Public Forum

Constable Kevin Smith presented that he has been in the Police for 10 years. He is the Community Constable for Pokeno, Monday to Friday based at Community Patrol Base, he covers out to Mercer and Kaiua. He asked if PCC would be in agreement that an ANPR camera (car number plate reader) be put in place. The committee agreed with the idea in principal and it will be placed on the community wish list.

ACTION: Chair, Ric Odom to follow up with Constable Smith for a report at a later date as to costs, etc.



Tina Yakas (HR Manager, Yashili), invited the community to an Open Day, 21 November, with factory tour. They will have other activities, face painting, bouncy castle, sausage sizzle etc - any money raised is for the benefit of the Pokeno community.

5. Confirmation of Previous Minutes

Meeting held Monday 7 September 2020 at Pokeno Community Hall.

Moved that the minutes be accepted: Kris Hines

Seconded: Helen Johnson

Carried.

6. Correspondence

6.1. Inwards - no correspondence.

6.2. Outwards

- Reshape Waikato submission, available online at WDC.
- Natural Hazards and Climate Change submission copies also available online at WDC.

7. Public Forum

7.1. Andrew Wilson, WRC Manager

Public Transport

Presented the Bus Service Tenders would be awarded the coming week for the seven-day service (buses two-hourly) servicing three townships (via Pokeno / Tuakau / Buckland / Pukekohe). A three-hourly service would operate at weekends. December is the preferred start date or by 10 January 2021.

Customer Services will issue timetables imminently to the community. All buses will have wheelchair access. The service is a WRC commitment to a three-year period.

7.2. Ross Bayer, WDC

Proposed Roothing Works Pokeno

The LTP process for WDC has some 250 projects on the go. Ross explained that WDC needs to prioritise these projects and an updated prioritised list would be provided by WDC to the communities. For Pokeno, this means in the short-term, restructure from Helenslee Road, past the School to the town centre on Great South Road. This work is to commence soon. In the next three weeks a plan is to be provided for the update of Pokeno Road.

ACTION: PCC to ensure that they put into Council, for LTP funding of roading projects by NZTA/WDC, for work to commence in the next construction period i.e. October 2021. Important this is done in next three weeks, so projects can be prioritised. It is ideal PCC identify and prioritise projects that are 'safety' orientated.



7.3. Helen Clotworthy

Great South Road Traffic Plan

Helen has requested from WDC the road traffic plan for when the supermarket (Countdown) opens. What is the plan and is there one? What is happening around the truck stop, HGV, service vehicles and usage of Wellington Street? Safety is a big concern for 'all' road users. Ross Bayer communicated to Helen that he would arrange a walk by, to view the issues around the truck stop. Ross also informed the PCC that the car park between the truck stop and the shops would be resealed by/in December.

ACTION: Ross Bayer to respond to Helen's questions, confirm date of reseal in December and arrange a walk by for Helen to view the issues around the truck stop.

8. Reports

8.1. Pokeno Works and Issues Report – October

Clive Morgan gave an update on progress. The report to be taken as written, plus:

- **Community Connections team re planting of fruit trees project**
Kim Wood, WDC, has liaised with Kris Hines to scope out options for planting 1500 Daffodil bulbs.

ACTION: PCC to work with WDC on a plan for planting.

8.2. LTP update

Nothing to add.

Moved: Lance Straker

Seconded: Peter Koizumi

Carried.

8.3. Pokeno Community Committee Schedule.

No update, but this will be an ongoing agenda item.

8.4. Subcommittee reports

Events

- Allen Grainger stated that a working bee arranged for 28 September, replanting, garden mulching, etc, worked well. Special thanks to Central Landscapes, Drury, who donated mulch and soil.
- Political candidates meeting 24 September at Pokeno Hall was well received.
- Yashili Open Day, community invited Sunday 22 November 10am to 1pm.
- Christmas Parade confirmed, Friday 11 December 6pm.



Communications

PCC need to update the website, in the meantime Pokeno Facebook page is useful for community to interact with PCC.

Facilities

A meeting took place on 28 September, reports available online at WDC website. Next meeting 2 November, 7pm to 9pm, Pokeno Community Hall.

8.5. Mercer Community Committee

No report.

8.6. Councillors Reports

Cr Church gave her report which included:

- Tuakau Library closed for refurbishment 2 to 7 November.
- Totara park does not invest to Council from developers for two years, so services can be wanting! BBQs and benches have been installed lately.

ACTION: Cr Church to provide an agenda of infrastructure projects to PCC Chair.

8.7. Other business

- Helen Clotworthy has a list of street names for WDC to review.
- Pamela Storey, WRC Councillor, introduced herself for our district. She is one of our two representatives on the WRC.

Chair, Ric Odom thanked the visitors and public for their attendance and contribution. There being no further business the meeting was closed at 9.10pm.

Next Meeting: The next meeting of the Pokeno Community Committee is Monday 30 November 2020, 7.00pm at the Pokeno Community Hall.

Open Meeting

To	Pokeno Community Committee
From	Clive Morgan General Manager Community Growth
Date	4 November 2020
Prepared by	Sandy Mason PA to General Manager Community Growth
Chief Executive Approved	Y
Reference/Doc Set #	GOV0516 / 2943243
Report Title	Pokeno Works and Issues Report – November 2020

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

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

3. ATTACHMENT

Pokeno Community Committee's Works and Issues Report – November 2020

PCCs Works and Issues Report – November 2020

#	Issue	Item and Action	Area	Status Update
1	Community Connections - Planting of fruit trees in Pokeno reserves and parks	<p>July meeting This is not work that WRC would consider within their scope. Kim understands a subcommittee was set up and reached out to set up a meeting, however COVID has caused unexpected delays. Kim suggests meeting onsite, to discuss a plan with potential options, investigate implementation, etc. However, advises this needs to be a community driven initiative.</p> <p>September meeting Kim has arranged to meet with Kris Hines and this is due to happen within the next two weeks.</p> <p>Action: Clive to speak to Kim to liaise with Kris Hines in next few weeks to scope out options for planting.</p> <p>October meeting Kim met with Kris Hines, regarding the fruit trees in Pokeno and provided Kris with suggested locations.</p> <p>PCC to confirm which locations they are happy with and provide a list of fruit trees they would like.</p>	PCC / Kim Wood	PCC to work with WDC on a plan for planting. Kim has yet to hear from PCC.

#	Issue	Item and Action	Area	Status Update
2	LTP Update	<p>July meeting Item 6.1 Resolution 1 Staff are requested to put into the next LTP, funding to Scope and Build a Skatepark in Pokeno.</p> <p>Item 6.2 Resolution 2 Staff to consider cost of scoping of the connectivity in Pokeno - walking, cycling and roading, North - South - West - and East including Pokeno Recreation, with a view to include next LTP as identified in the Pokeno Town Centre Plan.</p> <p>September meeting Our Playgrounds Strategy does not reference any skate parks in the Pokeno area. However, it does identify the need for a destination playground close to the town centre in 2022/23, estimated cost is \$300k. A modest size skate park is approximately \$600k - \$800k.</p> <p>There is a need for the strategy to be reviewed at some point and we would recommend providing a skate park in Pokeno, provided the community sought some external funding.</p> <p>Item 6.2 Resolution 2 – verbal update to be provided.</p>	PCC	Does PCC wish to remove this item?

#	Issue	Item and Action	Area	Status Update
		<p>October meeting Further to Mayor Allan Sanson's verbal update, the LTP process is on track for consultation to take place in March 2021. Council is currently working on asset and activity management plans and budgets.</p> <p>Workshops will be continuing through the remainder of the year.</p>		
3	Pokeno intersections	<p>July meeting These relate to the Beca work carried out for Asset Management Plans. According to PCC there were intersection designs carried out 2-3 years ago.</p> <p>Share with PCC the intersection designs for Pokeno town centre and those which need improvement as per the Beca work Determine why the previous intersection designs were not progressed.</p> <p>September meeting Detailed in the LTP with a timeline and a rough scope.</p> <p>October meeting To be included in November update to PCC – Service Delivery representative attending meeting 19 October 2020.</p>	Service Delivery	<p>The Roothing Team Leader, Ross Bayer, provided a verbal update to the Committee at the 19 October 2020 meeting.</p> <p>All intersections across the Pokeno area have gone into a list of capital projects for the next LTP. They have all be prioritised and that information will be available through the LTP process.</p>

#	Issue	Item and Action	Area	Status Update
4	Schedule of timing for works in Pokeno	<p>July meeting Share schedule with PCC.</p> <p>September meeting Detailed in the LTP with a timeline and a rough scope.</p> <p>October meeting To be included in November update to PCC – Service Delivery representative attending meeting 19 October 2020.</p>	Service Delivery	Further to the October meeting verbal update from Ross Bayer, the upgrade from the start of Pokeno Road past the school will be undertaken in February 2021. Upgrade of the main street will be undertaken in the next financial year. Staff will be discussing the main street concepts with PCC prior to April 2021.
5	Public transport – Hamilton to Auckland Spatial Plan	<p>July meeting WDC Strategic Projects Manager is preparing a Hamilton to Auckland Corridor update for Community Boards and Committees. This will likely be via Zoom and invitations will be forwarded in due course.</p> <p>Public transport update regarding Pokeno Service.</p> <p>Update regarding the North Waikato PT Business Case.</p> <p>September meeting Update on H2A Corridor Initiative: A Zoom session for Community Boards and Committees is being planned for Wednesday 16 September from 7pm to 8pm. The official invite will be sent to the Board and Committee Chair's by Teresa Hancock (Council Communications team).</p>	PCC / Vishal Ramduny	<p>Pokeno-Tuakau-Pukekohe bus service:</p> <p>A date of 10 January 2020 has been set for the start of the service.</p> <p>North Waikato Transport Connections Business Case:</p> <p>The draft strategic case has been finalised. A presentation (including the next steps) will be provided to the Pokeno Community Committee in February 2021.</p> <p>Does the committee wish to remove this item from report?</p>

#	Issue	Item and Action	Area	Status Update
		<p>Pokeno-Tuakau-Pukekohe bus service: Andrew Wilson (Manager for Public Transport at the Waikato Regional Council) will be in attendance to provide the latest on the Pokeno-Tuakau-Pukekohe bus service, verbally.</p> <p>North Waikato Transport Connections Business Case: Underway. A Point of Entry Statement for southern Auckland/northern Waikato was approved by the Waka Kotahi (NZTA) Delegations Committee on 14 May 2020 to kickstart this work. Waka Kotahi is the lead agency for this work with support from Waikato District Council, Waikato Regional Council, Auckland Transport, Auckland Council and the Ministry for Housing and Urban Development. The first Investment Logic Mapping workshop of staff from the partnership took place on 21 July 2020. Outputs from this workshop are presently being consolidated and will be refined by a further staff workshop. This is a necessary step prior to the development of the business case.</p> <p>October meeting Update on H2A Corridor Initiative: A Zoom session for community boards and committees which provided an update on the Hamilton to Auckland Corridor Initiative was</p>		

#	Issue	Item and Action	Area	Status Update
		<p>done on Wednesday 16 September by Vishal Ramduny, Council's Strategic Projects Manager. The link to the session can be found here: https://www.youtube.com/watch?v=Odc68FCFvek</p> <p>Pokeno-Tuakau-Pukekohe bus service: Waikato Regional Council staff have advised that the service is on track to be operational by the end of the year. Andrew Wilson (Manager for Public Transport at the Waikato Regional Council) will be in attendance at the meeting via Zoom to provide an update.</p> <p>North Waikato Transport Connections Business Case: A draft Strategic Case has been circulated to the partner organisations for comment. Comments are currently being collated.</p>		
6	Munro Sports Park – design and construction	<p>July meeting PCC wish to have a number of assets in the Munro Sports Park precinct which likely exceed Councils level of service.</p> <p>Additional assets/ bespoke design like Tamahere will come at additional cost for the community and alternate funding will need to be looked at for this, for example a targeted rate.</p>	PCC	Does PCC wish to remove this item from the report?

#	Issue	Item and Action	Area	Status Update
		<p>Share design and construction programme with committee.</p> <p>Engage the PCC on the design and assets and determine if they would like to seek a higher level of service and therefore a targeted rate (LTP discussion).</p> <p>September meeting</p> <p>At this stage Council has a contract for the realignment of the central stream with earthworks starting in October. Once the new stream is live, the current streambed can be filled and the northern half of the site developed. Currently that is planned as a controlled commercial clean fill site, and is expected to take several years to complete.</p> <p>A Pokeno Steering Group has been formed, Chair is Jason Marconi from Sport Waikato. The group was formed to provide feedback from the Pokeno community specifically regarding the development of Munro Sports Park and what facilities would be best provided, as well as provide direction and an overview for all the sports and recreational facilities in the Pokeno area. At this stage, a concept plan has not been confirmed to determine what services will be provided. When this is complete, PCC would be better placed to determine if there were additional assets they would like added.</p>		

#	Issue	Item and Action	Area	Status Update
		If not already working closely together, it would be beneficial for PCC and the steering group to meet to identify a common understanding of the wants/needs of the community.		
7	Street names	<p>July meeting How many names do WDC currently have for roads? Are more names required? If so, by when?</p> <p>September meeting Pokeno Community Committee currently have two approved road names:</p> <ul style="list-style-type: none"> • Coptic Way • De Velega 	PCC	<p>Report to be submitted to Council Infrastructure Committee for approval of names identified in September meeting.</p> <p>Does PCC wish to remove this item from the report?</p>
8	Mercer wharf	<p>July meeting Mercer Community committee wish to re-establish the wharf to promote tourism in Mercer.</p> <p>Item 6.6 Neighbouring Community Committee Staff to confirm who has ownership of Mercer jetty.</p> <p>What are the opportunities for the community to raise funds to carry out necessary works on the wharf?</p>	PCC	Does PCC wish to remove this item from the report?

#	Issue	Item and Action	Area	Status Update
		<p>September meeting</p> <p>It has been established that the Mercer Wharf is an abandoned asset that was constructed by a sand mining company who used it to load barges onto the Waikato river. As it was not a Council owned asset, it was never recorded on an asset register and therefore no depreciation/renewal funding has never been allocated to carry out work.</p> <p>As the previous business owner is no longer in operation, the ownership and responsibility, by default, has reverted to Council (purely due to the lack of any other body being in a position to do so). As it abuts to a Road reserve, it has been determined by Council staff that it is appropriate for it to become a roading owned asset.</p> <p>Further investigations need to be undertaken to determine the sustainability of the structure and any treatments needed.</p> <p>Once this is done, if future works are identified, the community may be in a position to raise additional funds to fast track the repairs or fund an improved level of service at this site.</p> <p>In the interim, a permanent fence will be erected to replace the temporary one.</p>		

#	Issue	Item and Action	Area	Status Update
		Mercer Community Committee met Council staff to discuss jetty and other matters on 22 September 2020.		
9	Kowhai Downs Waterfall amenities	<p>July meeting This has been vested with WDC and is maintained by the Open Spaces team under our parks maintenance contract.</p> <p>September meeting Chair advises this can remain on report for now.</p>	Chair	No update – item to remain on report.
10	Community Connections – Pest Control	<p>July meeting Suggest WRC invited to next meeting for an update on WRC related matters.</p> <p>October meeting Chair advises this is to remain on report for now.</p>	Chair	No update – item to remain on report.
11	New sub-division at end of Dean Road narrow and dangerous	<ol style="list-style-type: none"> 1. New sub-division at end of Dean Road is a concern, as Dean Road is very narrow and not made for construction traffic. Will it be widened to accommodate larger vehicles. 2. The corner of Dean and Fraser Roads will become a very dangerous corner, so Road Marking will need to change it to bring traffic further up Dean Road before 	Service Delivery	The Roding Team Leader, Ross Bayer, is meeting with the developer prior to Christmas to discuss intersection improvements on Dean Road.

#	Issue	Item and Action	Area	Status Update
		<p>turning into Fraser, so on-coming traffic can be identified from Dean Road East.</p> <p>October meeting Verbal update to be provided by a Service Delivery representative attending meeting 19 October 2020.</p>		
12	Baird Road owners not consulted about road widening	<p>Two proposed new sub-divisions on Avon Road, one in place of Kiwi Fruit Orchard appears straight forward (26 sites), but the one that has Residents worried is the one by Birch Surveyors, where Guiland Road becomes a full road and joins Baird Road, taking land off property owners on Baird Road, where they appear not to have been consulted.</p> <p>October meeting Verbal update to be provided by a Service Delivery representative attending meeting 19 October 2020.</p>	Service Delivery	Negotiations are taking place between developers and Council staff. At this stage there is no information that is publicly available. The Roding Team is aware of the issues and are looking at developing solutions for all safety problems.
13	Great South Road Traffic Plan	<p>October meeting Helen has requested from WDC the road traffic plan for when the supermarket (Countdown) opens. What is the plan and is there one? What is happening around the truck stop, HGV, service vehicles and usage of Wellington Street? Safety is a big concern for 'all' road users. Ross Bayer communicated to Helen that he would arrange a walk by, to view the issues around the truck stop. Ross</p>	Ross Bayer	<p>The Roding Team Leader, Ross Bayer, provided a verbal update to the Committee at the 19 October 2020 meeting.</p> <p>The Roding team is in the process of arranging meetings with some of the business owners who we believe are contributing to the safety issues in the main Street. Our expectation is that these meetings will occur by the end of December.</p>

#	Issue	Item and Action	Area	Status Update
		also informed the PCC that the car park between the truck stop and the shops would be resealed by/in December.		
14	Proposed Roothing Works Pokeno	The LTP process for WDC has some 250 projects on the go. Ross explained that WDC needs to prioritise these projects and an updated prioritised list would be provided by WDC to the communities. For Pokeno, this means in the short-term, restructure from Helenslee Road, past the School to the town centre on Great South Road. This work is to commence soon. In the next three weeks a plan is to be provided for the update of Pokeno Road.	Ross Bayer / PCC	<p>PCC to ensure that they put into Council, for LTP funding of roading projects by NZTA/WDC, for work to commence in the next construction period i.e. October 2021. Important this is done in next three weeks, so projects can be prioritised. It is ideal PCC identify and prioritise projects that are 'safety' orientated.</p> <p>List of projects is available including blueprint projects is available through the LTP Process.</p>

COMMUNITY PROJECTS UPDATE

As at 16 November 2020

Parks - Munro Road Sports Park

The Contractor establishment is complete at the site. An Iwi blessing was held on Tuesday 29 October and some testing was carried out to identify areas of unsuitable site material during the rest of that week. Earthworks are now underway.



Drone image from 12 November 2020 looking east from above Munro Road.



Drone image from 12 November 2020 looking west from above Helenslee Road.

Toilets - Pokeno

Works are on hold while options are identified, costed, and discussed with the community. A memo has been circulated to the PCC, Cr Church, and Cr Henderson.

Cemeteries - Whangarata Cemetery Development

In order to accelerate the programme for this project, negotiations are underway with the contractor currently constructing the Munro sports park stream diversion earthworks. If an acceptable price can be agreed on the contractor will establish directly to the Whangarata site at the completion of the Munro earthworks in December. This would enable a January commencement of works.

The pavement components of the project would then be incorporated into a contract with similar work types.

Open Meeting

To	Pokeno Community Committee
From	Gavin Ion Chief Executive
Date	16 October 2020
Prepared by	Grace Brady Democracy Advisor
Chief Executive Approved	Y
Reference #	GOV0507
Report Title	Schedule of Meetings 2021

I. EXECUTIVE SUMMARY

The purpose of this report is to seek the Committee's approval to the proposed schedule of Board meetings for 2021.

The Pokeno Community Committee, at its meeting in [December 2019](#), agreed to meet on a six-weekly meeting cycle for the duration of the 2019-2022 triennium, to align with the schedule of meetings for Council and Council committee meetings. The meeting cycle has enabled staff to have sufficient time between meetings to address actions and fully report back to the next Committee meeting, which leads to better decision-making by the Committee and better outcomes for the community.

Attached to this report is the proposed schedule of meetings for 2021, which is based on the 2020 meeting cycle. As Waitangi Day will be observed on Monday, 8 February 2021, it has been suggested that the first meeting be held on Monday, 15 February instead.

The Committee may wish to meet between each Committee meeting with workshops or subcommittee meetings, to discuss its work programme and connect with its community.

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

AND THAT the Pokeno Community Committee continues to hold its meetings on a six-weekly cycle at 7.00pm during 2021, on the following dates:

- **Monday 15 February 2021**
- **Monday 22 March 2021**
- **Monday 3 May 2021**
- **Monday 14 June 2021**
- **Monday 26 July 2021**
- **Monday 6 September 2021**
- **Monday 18 October 2021**
- **Monday 29 November 2021**

3. ATTACHMENTS

Attachment 1 – Proposed 2021 Calendar - Community Committee Schedule of Meetings (PCC)

Waikato District Council - Schedule of Meetings 2021

	January	February	March	April	May	June	July	August	September	October	November	December
Mon		1	1				Mon				1 Council	
Tue		2	2			1	Tue				2	
Wed		3	3			2	Wed		1		3	1
Thur		4	4	1		3	Thur	1	2		4	2
Fri	1 New Year's Day	5	5	2 Good Friday		4	Fri	2	3	1	5	3
Sat	2	6 Waitangi Day	6	3	1	5	Sat	3	4	2	6	4
Sun	3	7	7	4	2	6	Sun	4	1	3	7	5
Mon	4	8 Waitangi Day Observed	8	5 Easter Monday	3 PCC	7 Queen's Birthday	Mon	5	2	6 PCC	8	6
Tue	5	9	9	6 Council	4	8	Tue	6	3	7	9	7
Wed	6	10	10	7	5	9	Wed	7	4	8	10	8
Thur	7	11	11	8	6	10	Thur	8	5	9	11	9
Fri	8	12	12	9	7	11	Fri	9	6	10	12	10
Sat	9	13	13	10	8	12	Sat	10	7	11	13	11
Sun	10	14	14	11	9	13	Sun	11	8	12	14	12
Mon	11	15 PCC	15	12	10	14 PCC	Mon	12	9 Council	13	15	13 Council
Tue	12	16	16	13	11	15	Tue	13	10	14	16	14
Wed	13	17	17	14	12	16	Wed	14	11	15	17	15
Thur	14	18	18	15	13	17	Thur	15	12	16	18	16
Fri	15	19	19	16	14	18	Fri	16	13	17	19	17
Sat	16	20	20	17	15	19	Sat	17	14	18	20	18
Sun	17	21	21	18	16	20	Sun	18	15	19	21	19
Mon	18	22 Council	22 PCC	19	17 Council	21	Mon	19	16	20 Council	22 PCC	20
Tue	19	23	23	20	18	22	Tue	20	17	21	23	21
Wed	20	24	24	21	19	23	Wed	21	18	22	24	22
Thur	21	25	25	22	20	24	Thur	22	19	23	25	23
Fri	22	26	26	23	21	25	Fri	23	20	24	26	24
Sat	23	27	27	24	22	26	Sat	24	21	25	27	25
Sun	24	28	28	25 ANZAC Day	23	27	Sun	25	22	26	28	26
Mon	25		29	26 ANZAC Day Observed	24	28 Council	Mon	26 PCC	23	27	29 Labour Day	27 PCC
Tue	26		30	27	25	29	Tue	27	24	28	30	28
Wed	27		31	28	26	30	Wed	28	25	29	31	29
Thur	28			29	27		Thur	29	26	30		30
Fri	29			30	28		Fri	30	27			31
Sat	30				29		Sat	31	28			
Sun					30		Sun		29			
Mon					31		Mon		30			
Tue							Tue		31			

KEY
Public Holiday
No Meetings
Council -
Every 6th Monday
Workshops

Open Meeting

To	Pokeno Community Committee
From	Tony Whittaker Chief Operating Officer
Date	17 November 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 30 September 2020.

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

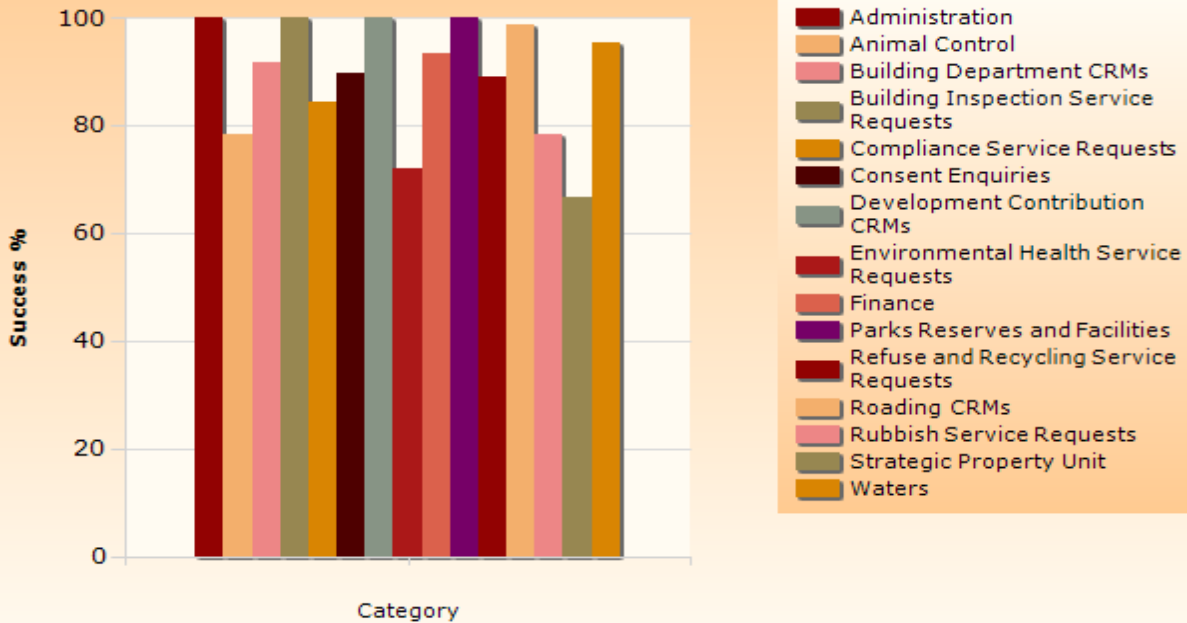
Date Range: 01/07/2020 to 30/09/2020



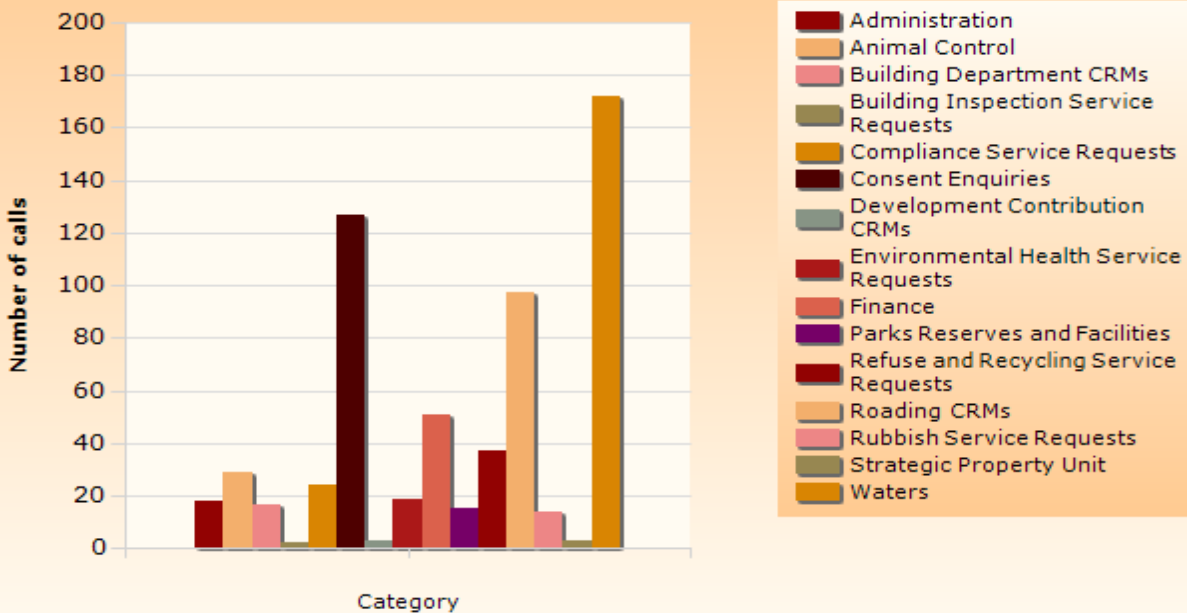
The success rate excludes Open Calls as outcome is not yet known.

11/17/2020 11:54:32 AM

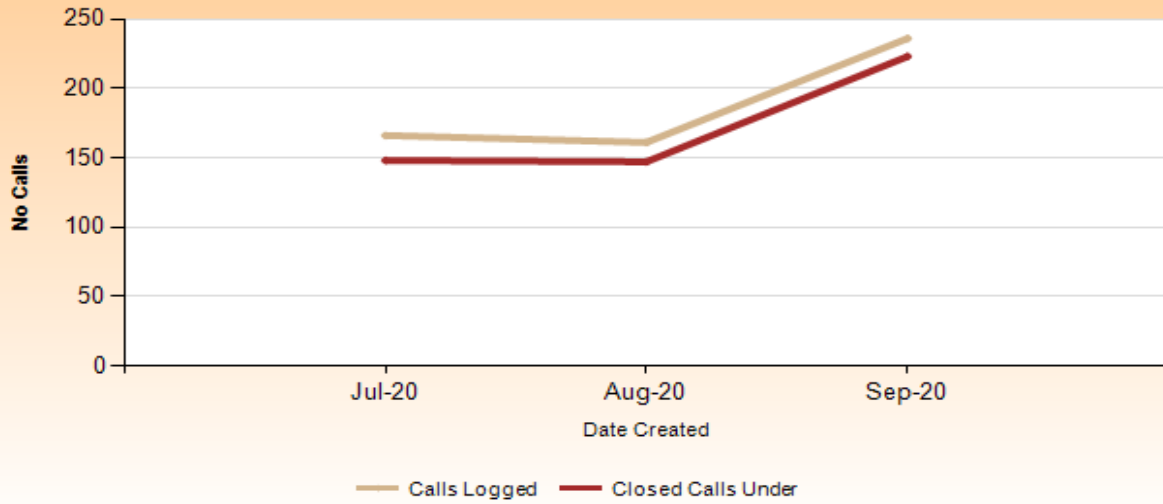
Call Completion % Success by Type



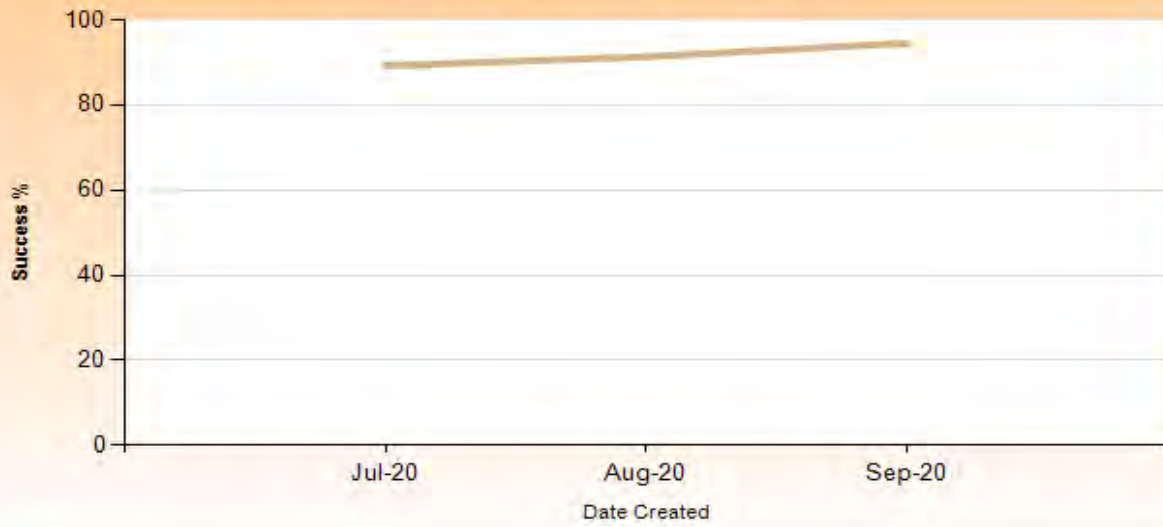
Number of Calls logged by Type



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	18				18	100.00%
	Pro rated rates for the period xx to xx	18				18	100.00%
Animal Control							
	Summary	29		1	6	22	78.57%
	Animal Charges	1				1	100.00%
	Dog Property Visit	9			4	5	55.56%
	Dog Straying - Current	6			2	4	66.67%
	Dog Straying - Historic	2				2	100.00%
	Dogs Aggression - Historic	1				1	100.00%
	Dogs Barking Nuisance	7		1		6	100.00%
	Livestock Trespassing - Current	3				3	100.00%
Building Department CRMs							
	Summary	17		5	1	11	91.67%
	Building near any Pipe/Infrastructure may req CCTV	6		4		2	100.00%
	PEO General Enquiry	11		1	1	9	90.00%
Building Inspection Service Requests							
	Summary	2		1		1	100.00%
	Building Inspection Service Requests	2		1		1	100.00%
Compliance Service Requests							
	Summary	24	5	6	2	11	84.62%
	Compliance - Animal By Law	2			2		0.00%
	Compliance - Unauthorised Activity	20	5	5		10	100.00%
	Illegal parking	1				1	100.00%
	Non-animal bylaws	1		1			0.00%
Consent Enquiries							
	Summary	127		8	12	107	89.92%
	Planning Process	12			2	10	83.33%
	Property Information Request	29		2	2	25	92.59%
	Rural Rapid Number assignment & purchase of plates	1				1	100.00%
	Zoning and District Plan Enquiries	85		6	8	71	89.87%
Development Contribution CRMs							
	Summary	3				3	100.00%
	Development Contribution Enquiries	3				3	100.00%
Environmental Health Service Requests							
	Summary	19		1	5	13	72.22%
	Environmental Health Complaint	3			3		0.00%
	Noise Complaint - Environmental Health	3		1	1	1	50.00%
	Noise complaints straight to contractor	13			1	12	92.31%
Finance							
	Summary	51		5	3	43	93.48%
	Rates query	51		5	3	43	93.48%

Parks Reserves and Facilities	Summary	15		7		8	100.00%
	Parks & Reserves - Buildings	1				1	100.00%
	Parks & Reserves - Reserve Issues	14		7		7	100.00%
Refuse and Recycling Service Requests	Summary	37			4	33	89.19%
	Inorganic Non-Collection	9			3	6	66.67%
	New collections	4				4	100.00%
	Recycling Not Collected	9				9	100.00%
	Refuse - Non-Collection	11				11	100.00%
	Refuse & Recycling Contractor Complaints	2				2	100.00%
	Refuse & Recycling Enquiries	2			1	1	50.00%
Roading CRMs	Summary	97		10	1	86	98.85%
	Emergency Events - 1 Hr Response	1				1	100.00%
	New Vehicle Entrance Request	80		10		70	100.00%
	Road Culvert Maintenance	2				2	100.00%
	Roading Work Assessment Required - OnSite 5WD	7			1	6	85.71%
	Routine Roding Work Direct to Contractor 5WD Comp	2				2	100.00%
	Street Light Maintenance	3				3	100.00%
	Urgent Roding Work 4Hr Response	1				1	100.00%
	Vegetation Maintenance	1				1	100.00%
	Rubbish Service Requests	Summary	14			3	11
Abandoned Vehicle		2			2		0.00%
Illegal Rubbish Dumping		11				11	100.00%
Inorganic Non-Collection		1			1		0.00%
Strategic Property Unit	Summary	3			1	2	66.67%
	Council owned land CRMs	2			1	1	50.00%
	Paper Roads Enquiries CRM	1				1	100.00%
Waters	Summary	172	1	15	7	149	95.51%
	3 Waters Enquiry	53			2	51	96.23%
	Drinking water billing	1				1	100.00%
	Drinking Water Final Meter Read	89		15		74	100.00%
	Drinking Water Major Leak	7			3	4	57.14%
	Drinking Water minor leak	9	1		1	7	87.50%
	Drinking Water quality	2				2	100.00%
	Fix Water Toby	4				4	100.00%
	New Drinking Storm Waste water connections	1				1	100.00%
	No Drinking Water	6			1	5	83.33%
	Total	628	6	59	45	518	92.01%

Open Meeting

To	Pokeno Community Committee
From	Clive Morgan General Manager Community Growth
Date	17 November 2020
Prepared by	Sandy Mason Personal Assistant
Chief Executive Approved	Y
Reference #	GOV0506 / ECM number
Report Title	Pokeno Community Committee Action Register – November 2020

1. EXECUTIVE SUMMARY

Purpose of this report is to provide the Pokeno Community Committee with an update on Actions arising the previous meeting.

2. RECOMMENDATION

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

3. ATTACHMENT

Pokeno Community Committee's Action Register – November 2020

Pokeno Community Committee's Action Register – November 2020

Meeting Date	Action	PCC / Person responsible	Status Update
19 October 2020	<p>Agenda item 4 Public Forum</p> <p>Constable Kevin Smith presented that he has been in the Police for 10 years. He is the Community Constable for Pokeno, Monday to Friday based at Community Patrol Base, he covers out to Mercer and Kaiaua. He asked if PCC would be in agreement that an ANPR camera (car number plate reader) be put in place. The committee agreed with the idea in principal and it will be placed on the community wish list.</p> <p>Action: Chair, Ric Odom to follow up with Constable Smith for a report at a later date as to costs, etc.</p>	Chair	
	<p>Agenda item 7.2 Ross Bayer, WDC Proposed Roding Works Pokeno</p> <p>The LTP process for WDC has some 250 projects on the go. Ross explained that WDC needs to prioritise these projects and an updated prioritised list would be provided by WDC to the communities. For Pokeno, this means in the short-term, restructure from Helenslee Road, past the School to the town centre on Great South Road. This work is to commence soon. In the next three weeks a</p>	PCC	

	<p>plan is to be provided for the update of Pokeno Road.</p> <p>Action: PCC to ensure that they put into Council, for LTP funding of roading projects by NZTA/WDC, for work to commence in the next construction period i.e. October 2021. Important this is done in next three weeks, so projects can be prioritised. It is ideal PCC identify and prioritise projects that are 'safety' orientated.</p>		
	<p>Agenda item 8.1 Pokeno Works and Issues Report – October</p> <p>Clive Morgan gave an update on progress. The report to be taken as written, plus:</p> <ul style="list-style-type: none"> • Community Connections team re planting of fruit trees project <p>Kim Wood, WDC, has liaised with Kris Hines to scope out options for planting 1500 Daffodil bulbs.</p> <p>Action: PCC to work with WDC on a plan for planting.</p>	PCC	
	<p>Agenda item 8.6 Councillors Reports</p> <p>Cr Church gave her report which included:</p> <ul style="list-style-type: none"> • Tuakau Library closed for refurbishment 2 to 7 November. • Totara park does not vest to Council from developers for two years, so services can be 	Cr Church	

	<p>wanting! BBQs and benches have been installed lately.</p> <p>Action: Cr Church to provide an agenda of infrastructure projects to PCC Chair.</p>		
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