

Agenda for a meeting of the Ngaruawahia Community Board to be held in the Committee Rooms 1 & 2, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 1 DECEMBER 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**

*Representatives from Kiwi Rail will be in attendance from to discuss item bridge safety.*

**3. DISCLOSURES OF INTEREST**

**4. CONFIRMATION OF MINUTES**

Meeting held on Tuesday, 20 October 2020

2

**5. PUBLIC FORUM**

**6. REPORTS**

6.1	Discretionary Fund Report – to 12 November 2020	8
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6.3	Year to Date Service Request Report to 30 September 2020	18
6.4	Schedule of Meetings 2021	24
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6.6	Councillors' Report	Verbal
6.7	Community Board Members' Reports	Verbal

GJ Ion

**CHIEF EXECUTIVE**

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### **Open Meeting**

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

### **1. EXECUTIVE SUMMARY**

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To confirm the minutes of a meeting of the Ngaruawahia Community Board held on Tuesday, 20 October 2020.

### **2. RECOMMENDATION**

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**THAT the minutes of a meeting of the Ngaruawahia Community Board held on Tuesday, 20 October 2020 be confirmed as a true and correct record of that meeting.**

### **3. ATTACHMENTS**

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NCB Minutes – Tuesday, 20 October 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 20 OCTOBER 2020** commencing at **6.00pm**

**Present:**

Mr G Wiechern (Chairperson)  
Ms K Morgan  
Mr J Ayers  
Ms D Firth  
Ms R Kirkwood  
Ms V Rice  
Cr E Patterson

**Attending:**

Mr K Abbot (Projects & Innovation Manager)  
Ms N Armstrong-Nield (Iwi and Community Partnerships Advisor)  
Ms K Jenkins (Risk Advisor - Project Management Advisor)  
Ms G Brady (Democracy Advisor)  
Members of the public

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Ms Morgan/Ms Rice)**

**THAT** an apology be received from Cr Gibb.

**CARRIED**

**NCB2010/01**

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Ms Morgan/Cr Patterson)**

**THAT** the agenda for a meeting of the Ngaruawahia Community Board held on Tuesday, 20 October 2020 be confirmed and all items therein be considered in open meeting;

**AND THAT** all reports be received.

**CARRIED**

**NCB2010/02**

## **DISCLOSURES OF INTEREST**

Ms V Rice advised members of the Board that she would declare a financial conflict of interest in item 6.2 [*Ngaruawahia Community House – Christmas Market Event 2020*].

Ms D Firth advised members of the Board that she would declare a non financial conflict of interest in item 6.2 [*Ngaruawahia Community House – Christmas Market Event 2020*].

## **CONFIRMATION OF MINUTES**

- Security Cameras – Ms Rice gave an update. Cornerstone Security had provided a quote of \$40,000 to upgrade the hardware. Local police supported the upgrade. Maintenance of the cameras would be the Camera Trust's responsibility. Police would monitor footage.

**ACTION:** Ms Rice to circulate further details of the cameras at the Board's workshop on 3 November 2020.

**Resolved: (Ms Morgan/Mr Ayers)**

**THAT the minutes of a meeting of the Ngaruawahia Community Board held on Tuesday 8 September 2020 be confirmed as a true and correct record of that meeting.**

**CARRIED**

**NCB2010/03**

## **PUBLIC FORUM**

Agenda Item 5

The following items were discussed at the Public Forum:

- Uncollected rubbish bags on Martin Street

**ACTION:** Cr Patterson to follow up with staff on the uncollected rubbish bags on Martin Street.

## **REPORTS**

### Discretionary Fund Report – to 1 October 2020

#### Agenda Item 6.1

The report was received [*NCB2010/02 refers*] and discussion was held.

- Discussion of D&F funding commitments towards the cost of security cameras would be held at the upcoming Board's workshop on 3 November 2020.

**Resolved: (Ms Morgan/Ms Firth)**

**THAT the commitment of \$40 for catering for the NCB 2019 meetings [*NCB1902/04*] be returned to expenditure pool.**

**CARRIED**

**NCB2010/04**

### Ngaruawahia Community House – Christmas Market Event 2020

#### Agenda Item 6.2

The report was received [*NCB2010/02 refers*] and the following additional items were discussed:

- Appreciation expressed for the Community House and its work.

**Resolved: (Ms Morgan/Mr Ayers)**

**THAT the Ngaruawahia Community Board approves payment to the Ngaruawahia Community House for the amount of \$1000 (excluding GST) towards their Christmas Market Event 2020.**

**CARRIED**

**NCB2010/05**

### Ngaruawahia Works and Issues Report – October 2020

#### Agenda Item 6.3

The report was received [*NCB2010/02 refers*] and discussion was held.

- Playground equipment at the Point – School staff planned to attend the next Board meeting.
- Speed limits Schools – Confirmed all schools in the Waikato District were being assessed.
- Daffodil Volunteer Planting Day 2021 – 3 November workshop would provide an opportunity to discuss and decide on potential locations.

- Point Toilets – Cr Patterson had followed up with staff. Due for completion the first week in November. Delay was as a result of a contractor change.
- Board’s next workshop date set for Tuesday 3 November at 6pm at the Ngaruawahia Community House.

**ACTION:** Staff requested to attend the Board’s workshop on 3 November to provide an update on Te Mana O Te Rangi Reserve.

### Chairperson’s Report Agenda Item 6.4

The Chair gave a verbal update on LTP workshops, earthquake reporting and policy reviews.

### Councillors’ Report Agenda Item 6.5

Cr Patterson gave a verbal overview on current Council issues.

- Earthquake and asbestos reports had been published. A workshop specific to this would need to be set – to be decided at the next Board meeting.
- River safety day would be upcoming in November 2020.

### Community Board Members’ Report Agenda Item 6.6

Members provided a verbal report on the following issues:

- Ms Rice – Skatepark – Public interest had increased across ages.
- Ms Firth – There was a new manager at BP garage. Historical photos of Ngaruawahia town on noticeboards at the BP garage had not been placed back after works. Discussion was being held to facilitate their reinstallation.
- Horotiu industrial park bridge – Walkway was overgrown. A service request had been placed and Ms Firth was told by staff that it would be part of regular maintenance.

**ACTION:** Cr Patterson to confirm if the land at the Horotiu industrial park bridge belongs to Council or is private land, confirm its associated maintenance and report back to the Board.

- Ms Kirkwood – Picnic tables at the Point required upgrading. Bilingual signage required.

**ACTION:** Cr Patterson to update Board on signage and facility updates at the Point.



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**Open Meeting**

<b>To</b>	Ngaruawahia Community Board
<b>From</b>	Alison Diaz Chief Financial Officer
<b>Date</b>	18 November 2020
<b>Prepared by</b>	Jean de Abreu Support Accountant
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0506
<b>Report Title</b>	Discretionary Fund Report to 12 November 2020

**1. EXECUTIVE SUMMARY**

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To update the Board on the Discretionary Fund Report to 12 November 2020.

**2. RECOMMENDATION**

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**THAT** the report from the Chief Financial Officer be received.

**3. ATTACHMENTS**

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Discretionary Fund Report to 12 November 2020



**NGARUAWAHIA COMMUNITY BOARD DISCRETIONARY FUND REPORT 2020/21 (July 2020 - June 2021)**
**As at Date: 12-Nov-2020**

			<b>GL 1.205.1704</b>
<b>2020/21 Annual Plan</b>			20,999.00
<b>Carry forward from 2019/20</b>			63,721.00
<b>Total Funding</b>			<u><u>84,720.00</u></u>
<b>Income</b>			-
<b>Total Income</b>			<u>-</u>
<b>Expenditure</b>			-
<b>Total Expenditure</b>			<u>-</u>
<b>Net Funding Remaining (Excluding commitments)</b>			<u><u>84,720.00</u></u>
<b>Commitments</b>			
13-Nov-18	Te Mana o Te Rangi Reserve - includes \$500 commitment for an opening ceremony (NCB1906/04). 08/09/20 Commitment increased by \$20,000 (NCB2009/04)	NCB1811/04 NCB1906/04 NCB2009/04	40,000.00
04-Nov-19	Ngaruawahia Railway Bridge commitment: 50% subsidy of Ngaruawahia pool 18/19 (NCB1811/04) & 19/20. (NCB1911/09) <i>Less : Payments made to Belgravia Leisure for Pool Admissions (23/01/2020)</i> <i>Less : Payments made to Belgravia Leisure for Pool Admissions (28/02/2020)</i> <i>Less : Payments made to Belgravia Leisure for Pool Admissions (26/03/2020)</i>	NCB1811/04 NCB1911/09  NCB2006/04 NCB2002/01	10,000.00  <i>(1,309.74)</i> <i>(903.97)</i> <u><i>(334.78)</i></u> 7,451.51
20-Oct-20	Payment to the Ngaruawahia Community House is approved for the amount of \$1000 (excluding GST) towards their Christmas Market Event 2020.	NCB2010/05	1,000.00
<b>Total Commitments</b>			<u><u>48,451.51</u></u>
<b>Net Funding Remaining (Including commitments)</b>			<u><u>36,268.49</u></u>

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### **Open Meeting**

<b>To</b>	Ngaruawahia Community Board
<b>From</b>	Kurt Abbot Projects & Innovation Manager
<b>Date</b>	19 November 2020
<b>Prepared by</b>	Sharlene Jenkins Executive Assistant
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0508 / 2922620
<b>Report Title</b>	Ngaruawahia Works & Issues Report: Status of Items December 2020

## **1. EXECUTIVE SUMMARY**

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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**

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

## **3. ATTACHMENTS**

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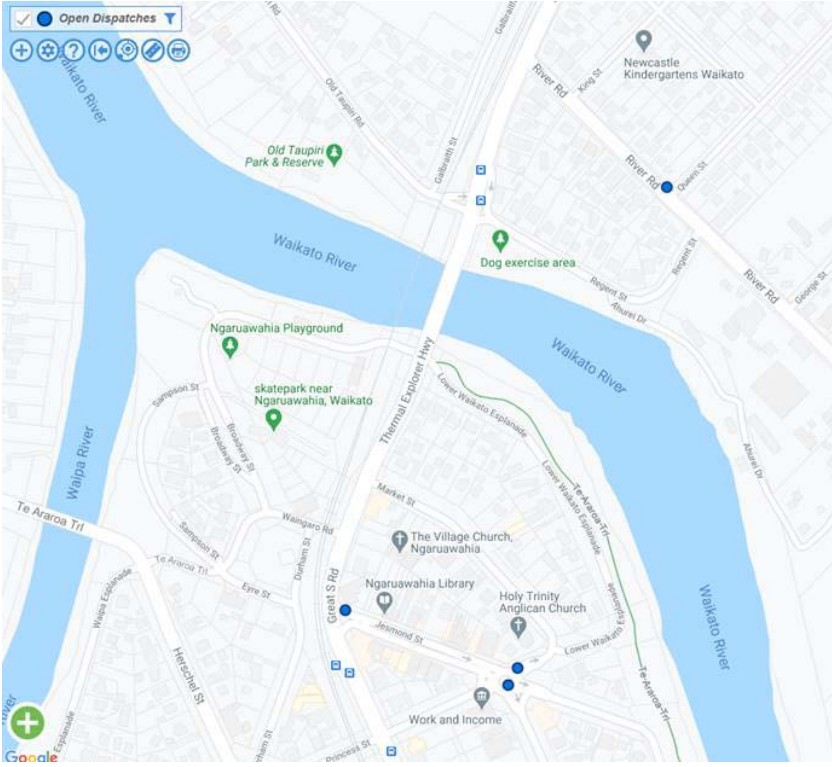
- Ngaruawahia Community Board Issues Register – December 2020
- Ngaruawahia Works as at 17 November 2020

## NGARUAWAHIA COMMUNITY BOARD ISSUES REGISTER – December 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>JULY 2020: Staff to continue to make efforts to contact the school and report back to the Board.</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 sought 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> <p>JULY 2020: Staff have made a number of attempts to contact the Lead Teacher and School Office but have not had any response. Staff will visit the school at the beginning of Term 3 to enquire if the project is still part of the Schools plan for students to earn NCEA credits, or if the project is on hold.</p> <p>SEPTEMBER 2020: Staff will be in attendance at the September meeting to update the Board.</p> <p>OCTOBER 2020: The Ngaruawahia High School project lead teacher will be in attendance at the December Community Board meeting to update the Board.</p> <p>DECEMBER 2020: Ngaruawahia High School Lead Project teacher Adrian Reeves will be in attendance at the December Board meeting to discuss 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 wreathes/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 wreathes.</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 wreathes 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 wreathes 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 wreathes installed and the stonework repaired.</p> <p>JULY 2020: The stone has been milled and the wreaths are ready to go so repairs will begin as soon as the contractor is available to travel down.</p> <p>SEPTEMBER 2020: Waiting for contractor who has a backlog of work.</p> <p>OCTOBER 2020: The contractor has attended to undertake the repairs but discovered that a plaque had been attached where it did not belong. The plaque couldn't be removed until we confirmed how it was attached. This has now been confirmed and will be removed next week. The contractor will return once the plaque has been removed.</p> <p>DECEMBER 2020: The plaque has been removed. Awaiting contractor availability to complete the work.</p>

Issue	Area	Action	Comments
Speed Limits – Schools	Service Delivery, Rooding	JULY 2020: Staff to check the accuracy of District Mapping, in particular Glen Massey School on Waingaro Road and follow up on 40km school limit signage in Ngaruawahia.	<p>SEPTEMBER 2020: Permanent speed limit changes for all Waikato district schools are being considered to ensure consistency across the district. We are waiting on guidance from the Ministry of Transport before presenting a report to Council for resolution change to the bylaw (likely to be October).</p> <p>OCTOBER 2020: A paper is being prepared for the November Policy &amp; Regulatory meeting for speed limit changes around all schools in the district.</p> <p>DECEMBER 2020: This report has been deferred until the New Year. Staff will provide a link to the report for the Board's information once it is presented to Policy &amp; Regulatory.</p>
Damaged Light Post – Patterson Park	Service Delivery, Rooding	SEPTEMBER 2020: Light Post at Patterson Park was not secured to the ground due to damaged bolts and was in need of urgent repair	<p>OCTOBER 2020: A service request has been raised for this matter (RDG01015/21). Waikato District Alliance advise that the traffic management team have scheduled the following x4 locations in Ngaruawahia in their next street light maintenance run in November 2020:</p> <ul style="list-style-type: none"> <li>- River Road / Queen Street, Ngaruawahia – Medium / High Priority – 1x street light out</li> <li>- Jesmond Street, Ngaruawahia – 3x street lights out</li> </ul>

Issue	Area	Action	Comments
			 <p data-bbox="1234 967 2063 1088">Staff have inspected the lights and identified some areas of concern. Staff will engage a structural engineer to undertake an assessment of the light poles and foundations. Any work identified will be reported back to the Community Board in the New Year.</p>

Issue	Area	Action	Comments
Te Mana O Te Rangi Reserve Update	Service Delivery, Open Spaces	<p>SEPTEMBER 2020: Update requested by the Chair.</p> <p>OCTOBER 2020: Staff requested to attend the Board's workshop on 03 November to provide an update on Te Mana O Te Rangi Reserve.</p>	<p>OCTOBER 2020: Survey and drone photos are complete. We now need to stitch the aerials together and overlay on the survey before we are ready for another hui to discuss engaging the specialist from Waikato Regional Council. This should be completed in the next couple of weeks.</p> <p>DECEMBER 2020: A Waikato Regional Council advisor has been engaged to provide development guidelines.</p>
Daffodil Volunteer Planting Day 2021	Community Board / Service Delivery Open Spaces	<p>OCTOBER 2020: The Community Board would like to organise a daffodil volunteer planting day in 2021.</p>	<p>Staff would like to know if the Community Board is interested in organising a daffodil volunteer planting day for around April next year?</p> <p>The Community Board would need to commit approximately 2hours for 30 people (or break this down into a smaller group over a couple of days).</p> <p>Waikato District Council will supply 1500 bulbs if the community supplies the volunteers. 1500 daffodils is approximately 60m2.</p> <p>Open Spaces will confirm locations closer to the time, but it would likely be Waipa or Waikato Esplanade. If the Community Board is keen, Council will also get the approval of iwi and mana whenua.</p> <p>DECEMBER 2020: Staff are still to contact iwi and mana whenua.</p>

## **NGARUAWAHIA WORKS – As at 17 November 2020**

### **Sportsgrounds**

#### **Ngaruawahia Cricket Nets**

A successful Grassroots Trust Grant application has seen funding obtained for the development of a dual cricket net system at the southern end of Centennial Park, Ngaruawahia.

Teamturf Ltd has commenced construction of the dual cricket net system mid-October with the full scope of works intended for completion prior to the Christmas break.

Physical works to date has seen significant progress with full foundation preparation and concrete pour completed – following a concrete ‘setting period’ of 4 to 5 weeks, the remaining installation of artificial turf and netting system will be undertaken to conclude the project scope of works.



### **Toilets**

#### **The Point, Ngaruawahia**

Cushman Wakefield have completed the upgraded water supply to ensure sufficient flow for the specified flush mechanisms.

ESN contractors have completed the last of the issues identified by the final inspection.

The building inspectors have completed their inspection and the Code Compliance Certificate (“CCC”) has been issued.

The toilets have been opened to the public and the temporary toilets have been removed.



## Centennial Park, Ngaruawahia



Due to the long lead item (toilet block manufacture), Allens United have been restricted to completing only 90% of the scope of works for the 18/226 Toilet Installation Contract with the exception of re-establishing at Centennial Park, Ngaruawahia to complete the installation of the toilet block.

Manufacture of the toilet block is now being completed by Permaloo Ltd and is scheduled for delivery to site on 23 November.

Enabling works have seen footpaths and pipeline installation within the road corridor completed with final site preparation commencing from 16 November with completion dates indicated for early to mid-December ready for summer and the Christmas holiday period.



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### **Open Meeting**

<b>To</b>	Ngaruawahia Community Board
<b>From</b>	Tony Whittaker Chief Operating Officer
<b>Date</b>	19 November 2020
<b>Prepared by</b>	Sharlene Jenkins Executive Assistant
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0508
<b>Report Title</b>	Year to Date Service Request Report

### **1. EXECUTIVE SUMMARY**

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To update the Board on the Year to Date Service Request Report to 30 September 2020.

### **2. RECOMMENDATION**

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**THAT** the report from the Chief Operating Officer be received.

### **3. ATTACHMENTS**

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Year to Date Service Request Report for Ngaruawahia Community Board

# Service Request Time Frames By Ward for<sup>19</sup>

NGA

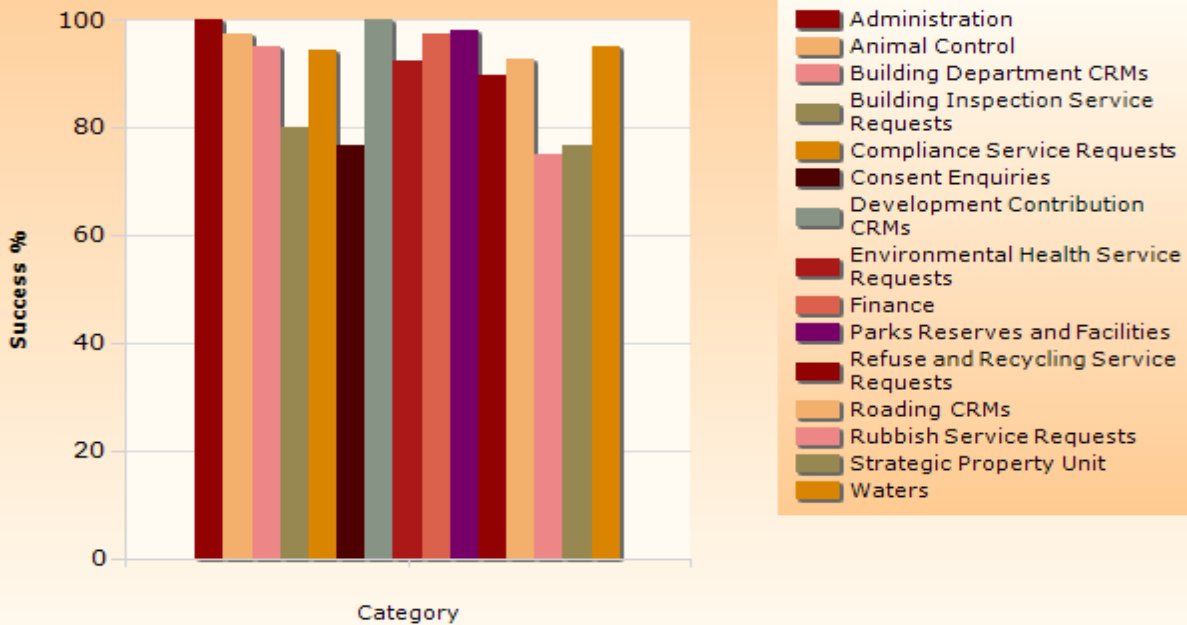


Date Range: 01/07/2020 to 30/09/2020

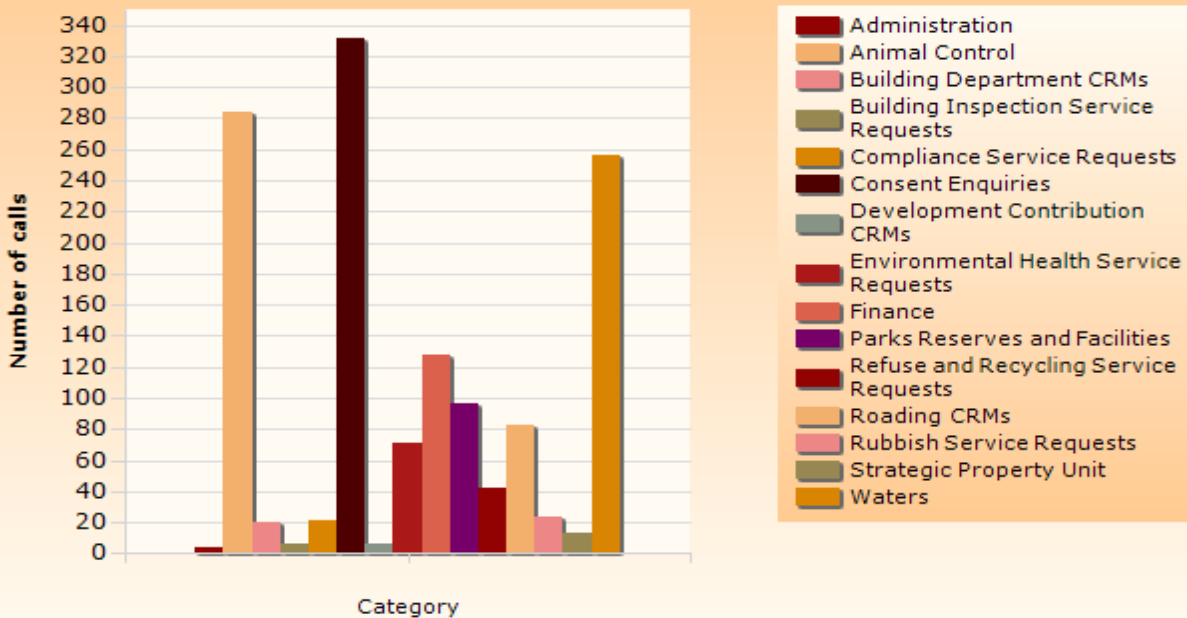
The success rate excludes Open Calls as outcome is not yet known.

11/19/2020 2:11:05 PM

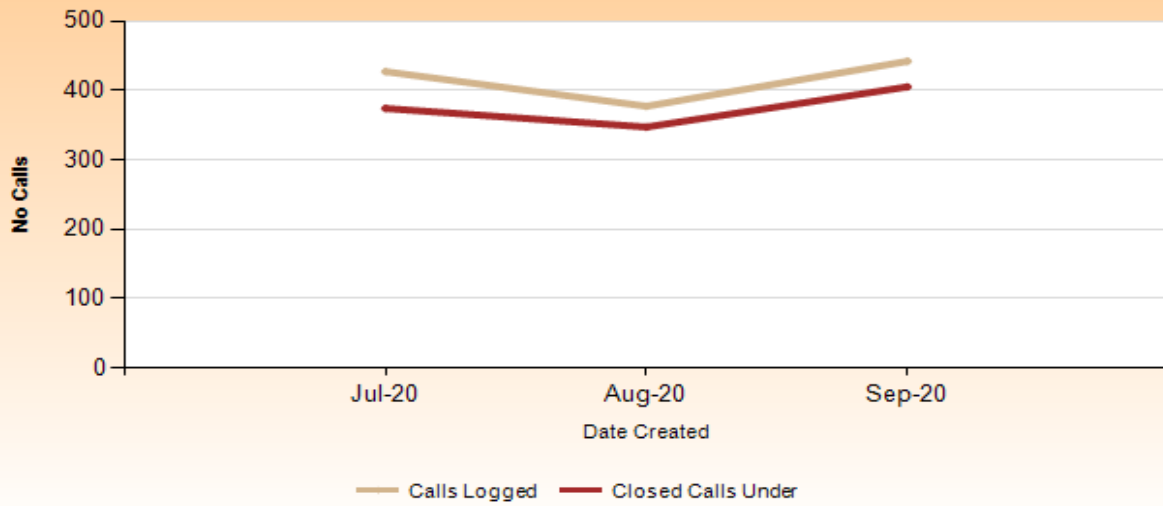
## Call Completion % Success by Type



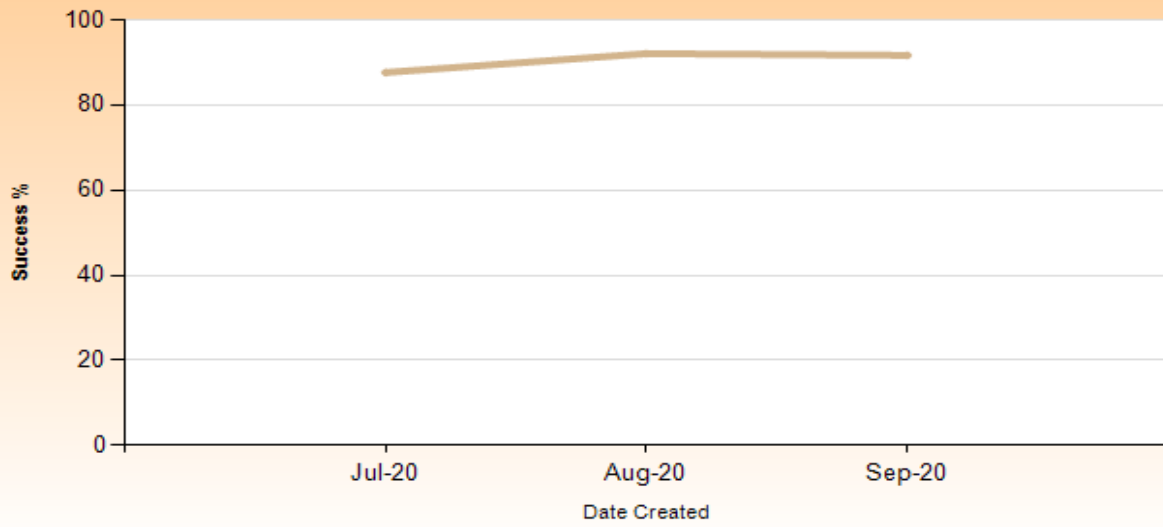
## Number of Calls logged by Type



### Volume of Calls Closed vs Calls Closed in Time



### Completion Success per month



		Open			Closed		
<b>Closed Calls</b> are those calls logged during the time period that are now closed.	<b>Open Calls</b> are all the calls open for the ward and may have been logged at any time.	<b>Number of Calls</b>	<b>Open Calls Over</b>	<b>Open Calls Under</b>	<b>Closed Calls Over</b>	<b>Closed Calls Under</b>	<b>Success Rate</b>
<b>Administration</b>							
	<b>Summary</b>	<b>4</b>				<b>4</b>	<b>100.00%</b>
	Pro rated rates for the period xx to xx	4				4	100.00%
<b>Animal Control</b>							
	<b>Summary</b>	<b>284</b>	<b>6</b>	<b>12</b>	<b>7</b>	<b>259</b>	<b>97.37%</b>
	Animal Charges	95	1		1	93	98.94%
	Dog / Cat Trap Required	2		1		1	100.00%
	Dog Property Visit	31	1		2	28	93.33%
	Dog Straying - Current	59	1		3	55	94.83%
	Dog Straying - Historic	20		1		19	100.00%
	Dog Surrender	5	1			4	100.00%
	Dog/Animal Missing	22		2		20	100.00%
	Dogs Aggression - Current	12			1	11	91.67%
	Dogs Aggression - Historic	9	1	1		7	100.00%
	Dogs Barking Nuisance	20		7		13	100.00%
	Livestock Trespassing - Current	8	1			7	100.00%
	Livestock Trespassing - Historic	1				1	100.00%
<b>Building Department CRMs</b>							
	<b>Summary</b>	<b>20</b>			<b>1</b>	<b>19</b>	<b>95.00%</b>
	Building near any Pipe/Infrastructure may req CCTV	1				1	100.00%
	PEO General Enquiry	19			1	18	94.74%
<b>Building Inspection Service Requests</b>							
	<b>Summary</b>	<b>6</b>		<b>1</b>	<b>1</b>	<b>4</b>	<b>80.00%</b>
	Building Inspection Service Requests	6		1	1	4	80.00%
<b>Compliance Service Requests</b>							
	<b>Summary</b>	<b>21</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>17</b>	<b>94.44%</b>
	Compliance - Animal By Law	5		1		4	100.00%
	Compliance - Unauthorised Activity	6	2			4	100.00%
	Illegal parking	8				8	100.00%
	Non-animal bylaws	2			1	1	50.00%
<b>Consent Enquiries</b>							
	<b>Summary</b>	<b>331</b>		<b>18</b>	<b>73</b>	<b>240</b>	<b>76.68%</b>
	Planning Process	37		1	9	27	75.00%
	Property Information Request	90		9	13	68	83.95%
	Rural Rapid Number assignment & purchase of plates	4		1		3	100.00%
	Zoning and District Plan Enquiries	200		7	51	142	73.58%
<b>Development Contribution CRMs</b>							
	<b>Summary</b>	<b>6</b>				<b>6</b>	<b>100.00%</b>
	Development Contribution Enquiries	6				6	100.00%

<b>Environmental Health Service Requests</b>	<b>Summary</b>	<b>71</b>	<b>2</b>	<b>4</b>	<b>5</b>	<b>60</b>	<b>92.31%</b>
	Environmental Health Complaint	6	1		3	2	40.00%
	Noise Complaint - Environmental Health	6	1	4		1	100.00%
	Noise complaints straight to contractor	59			2	57	96.61%
<b>Finance</b>	<b>Summary</b>	<b>128</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>123</b>	<b>97.62%</b>
	Rates query	128	1	1	3	123	97.62%
<b>Parks Reserves and Facilities</b>	<b>Summary</b>	<b>97</b>	<b>5</b>	<b>40</b>	<b>1</b>	<b>51</b>	<b>98.08%</b>
	Parks & Reserves - Buildings	28	3	1		24	100.00%
	Parks & Reserves - Graffiti	1				1	100.00%
	Parks & Reserves - Lake Access	24		24			0%
	Parks & Reserves - Park Furniture	3	2	1			0%
	Parks & Reserves - Reserve Issues	37		14		23	100.00%
	Parks & Reserves - Reserves Event Bookings	1				1	100.00%
	Parks & Reserves - Urgent Public Toilet Issues	2			1	1	50.00%
	Parks & Reserves-Council owned buildings on reserv	1				1	100.00%
	<b>Refuse and Recycling Service Requests</b>	<b>Summary</b>	<b>42</b>		<b>3</b>	<b>4</b>	<b>35</b>
Inorganic Non-Collection		11			3	8	72.73%
New collections		2		1	1		0%
Recycling Not Collected		4				4	100.00%
Refuse - Non-Collection		15		2		13	100.00%
Refuse & Recycling Enquiries		3				3	100.00%
Rubbish bag sticker/tag orders - internal use only		7				7	100.00%
<b>Roading CRMs</b>	<b>Summary</b>	<b>83</b>		<b>15</b>	<b>5</b>	<b>63</b>	<b>92.65%</b>
	Emergency Events - 1 Hr Response	2				2	100.00%
	Footpath Maintenance - Non_Urgent	6			2	4	66.67%
	New Vehicle Entrance Request	17		1		16	100.00%
	Request 4 new street light path sign etc	2				2	100.00%
	Road Culvert Maintenance	2				2	100.00%
	Road Marking Sign & Barrier Maint Marker Posts	2		1		1	100.00%
	Road Safety Issue Enquiries	12		6		6	100.00%
	Roading Work Assessment Required - OnSite 5WD	16		5	2	9	81.82%
	Routine Roding Work Direct to Contractor 5WD Comp	7				7	100.00%
	Street Light Maintenance	2			1	1	50.00%
	Urgent - Footpath Maintenance	2				2	100.00%
	Urgent Roding Work 4Hr Response	7				7	100.00%
	Vegetation Maintenance	6		2		4	100.00%

<b>Rubbish Service Requests</b>	<b>Summary</b>	<b>24</b>	<b>1</b>	<b>3</b>	<b>5</b>	<b>15</b>	<b>75.00%</b>	
	Abandoned Vehicle	2		1		1	100.00%	
	Illegal Rubbish Dumping	18	1	2	2	13	86.67%	
	Inorganic Non-Collection	4			3	1	25.00%	
<b>Strategic Property Unit</b>	<b>Summary</b>	<b>13</b>			<b>3</b>	<b>10</b>	<b>76.92%</b>	
	Council owned land CRMs	7			1	6	85.71%	
	Paper Roads Enquiries CRM	6			2	4	66.67%	
<b>Waters</b>	<b>Summary</b>	<b>256</b>	<b>3</b>	<b>22</b>	<b>11</b>	<b>220</b>	<b>95.24%</b>	
	3 Waters Enquiry	38	1		6	31	83.78%	
	3 Waters Safety Complaint - Non Urgent	1				1	100.00%	
	3 Waters Safety Complaint - Urgent	1			1		0%	
	Drinking water billing	16				16	100.00%	
	Drinking Water Final Meter Read	117		21		96	100.00%	
	Drinking Water Major Leak	6			1	5	83.33%	
	Drinking Water minor leak	23			1	22	95.65%	
	Drinking Water quality	3				3	100.00%	
	Drinking Water Quantity/Pressure	17				17	100.00%	
	Fix Water Toby	7	1		1	5	83.33%	
	New Drinking Storm Waste water connections	6				6	100.00%	
	No Drinking Water	8	1			7	100.00%	
	Stormwater Blocked pipe	2			1	1	50.00%	
	Stormwater Open Drains	1		1			0%	
	Stormwater Property Flooding	2				2	100.00%	
	Wastewater Odour	1				1	100.00%	
	Wastewater Overflow or Blocked Pipe	7				7	100.00%	
	<b>Total</b>		<b>1386</b>	<b>20</b>	<b>120</b>	<b>120</b>	<b>1126</b>	<b>90.37%</b>

### **Open Meeting**

<b>To</b>	Ngaruawahia Community Board
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	16 October 2020
<b>Prepared by</b>	Grace Brady Democracy Advisor
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0507
<b>Report Title</b>	Schedule of Meetings 2021

## **I. EXECUTIVE SUMMARY**

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

The Ngaruawahia Community Board, at its inaugural meeting in [November 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. This meeting cycle has enabled staff to have sufficient time between meetings to address actions and fully report back to the next Board meeting, which leads to better decision-making by the Board 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. The Board may wish to continue to meet between each board meeting with a workshop, to discuss its work programme and connect with its community.



## **2. RECOMMENDATION**

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**THAT** the report from the Chief Executive be received;

**AND THAT** the Ngaruawahia Community Board continues to hold its meetings at 6.00pm on a six-weekly cycle in 2021, on the following dates:

- **Tuesday 9 February 2021**
- **Tuesday 23 March 2021**
- **Tuesday 4 May 2021**
- **Tuesday 15 June 2021**
- **Tuesday 27 July 2021**
- **Tuesday 7 September 2021**
- **Tuesday 19 October 2021**
- **Tuesday 30 November 2021**

## **3. ATTACHMENTS**

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Attachment 1 – Proposed 2021 Calendar - Community Board Schedule of Meetings (NCB)

Waikato District Council - Schedule of Meetings 2021

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

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

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### **Open Meeting**

<b>To</b>	Ngaruawahia Community Board
<b>From</b>	Greg Wiechern Ngaruawahia Community Board Chair
<b>Date</b>	4 November 2020
<b>Prepared by</b>	Grace Brady Democracy Advisor
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	GOV0507
<b>Report Title</b>	Chairperson's Report

### **1. EXECUTIVE SUMMARY**

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The Chairperson's report is attached for the Board's information.

### **2. RECOMMENDATION**

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**THAT** the report from the Chairperson be received.

### **3. ATTACHMENTS**

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Chairperson's report – Tuesday, 1 December 2020

## **Ngaruawahia Community Board Chairpersons Report December 2020**

### **Ngaruawahia Community Board informal workshop 3 November 2020.**

Our informal workshop was attended by Venessa, Jack, Dianne, Greg, Janet & Eugene along with WDC staff member Kim Hill. Apologies from Rongo and Kiri.

The following issues were discussed:

Kim Hill reported to the Board on progress for the Te Mana O Te Rangi reserve. She is organising a meeting with a Regional Council representative now that we have topographic survey information on the reserve area.

The Ngaruawahia Swimming Pools are to be repainted and a new fence installed along Market Street

The Te Huia rail link set to start Hamilton to Papakura has been delayed until February.

Rail safety week with schools has been delayed until March 2021, more details to come.

### **Board Chairpersons workshop, 10 November 2020**

Board chairs from all five Council Community Boards, along with former Board chair Bob MacLeod met in Ngaruawahia to discuss the first year of the triennium and progress within their Board areas.

There are many common issues within the Boards.

Cr Eugene Paterson also attended for part of the evening. A follow up session is planned for early in the new year

### **Ngaruawahia Community Board informal workshop 17 November 2020, Horotiu Primary School**

Our workshop was attended by Jack, Rongo, Greg, Kiri, Janet & Eugene from the Board along with 11 members of the public from the Horotiu area and the Horotiu School Principal. Apologies from Venessa and Dianne.

The Horotiu residents have a number of issues in their part of the Board area and a list has been compiled and will be followed up by Janet and Eugene. These include safety issues for school children, open drain and development issues. A follow up workshop meeting at Horotiu is planned for 7 December 2020.

### **Te Mana O Te Rangi reserve Hui 20 December 2020**

I will be attending a hui on site this afternoon, a verbal report to follow.

Greg Wiechern