

Agenda for a meeting of the Meremere Community Committee to be held in the Meremere Community Hall, Heather Green Ave, Meremere on **THURSDAY, 10 DECEMBER 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 Thursday, 29 October 2020 2

**5. REPORTS**

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| 5.1. | Meremere Works & Issues Report – 10 December 2020 | 8      |
| 5.2  | Councillor’s Report                               | Verbal |
| 5.3  | Discretionary Fund Report to 24 November 2020     | 12     |
| 5.4  | Year to Date Service Request Report               | 14     |
| 5.5  | Schedule of Meetings 2021                         | 19     |

**6. GENERAL BUSINESS**

GJ Ion  
**CHIEF EXECUTIVE**

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### **Open Meeting**

<b>To</b>	Meremere Community Committee
<b>From</b>	Gavin Ion Chief Executive or General Manager
<b>Date</b>	3 December 2020
<b>Prepared by</b>	Lynette Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	GOV0510
<b>Report Title</b>	Confirmation of Minutes

### **1. EXECUTIVE SUMMARY**

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To confirm the minutes of the Meremere Community Committee meeting held on Thursday, 29 October 2020.

### **2. RECOMMENDATION**

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**THAT the minutes of the meeting of the Meremere Community Committee held on Thursday, 29 October 2020 be confirmed as a true and correct record of that meeting.**

### **3. ATTACHMENTS**

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MMCC Minutes – 29 October 2020

**MINUTES** of a meeting of the Meremere Community Committee held at the Meremere Community Hall, Heather Green Avenue, Meremere on **THURSDAY, 29 OCTOBER 2020** commencing at **7.03pm**.

**Present:**

Mr J Katu (Chairperson)  
Mr J Harman (Deputy Chairperson)  
Ms M Tapiata (Secretary)  
Mrs A Dobby  
Mrs C Heta  
Mrs L Horsfall  
Mr B Brown *[from 7.08pm]*

**Attending:**

Mrs O Rogers  
  
Mr M Balloch (Building Quality Manager)  
Mrs L van der Bemd (Community Development Advisor)  
Mr S Toka (Iwi and Community Partnerships Manager)

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Mr J Harman/Mrs L Horsfall)**

**THAT** an apology be received from Cr J Sedgwick;

**AND THAT** an apology for lateness be received from Mr B Brown.

**CARRIED**

**MMCC2010/01**

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Mr J Harman/Mrs L Horsfall)**

**THAT** the agenda for a meeting of the Meremere Community Committee held on Thursday, 29 October 2020 be confirmed and all items therein be considered in open meeting;

**AND THAT** all reports be received.

**CARRIED**

**MMCC2010/02**

**DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**CONFIRMATION OF MINUTES**

**Resolved: (Mrs C Heta/Mrs A Dobby)**

**THAT the minutes of a meeting of the Meremere Community Committee held on 17 September 2020 be confirmed as a true and correct record of that meeting.**

**CARRIED****MMCC2010/03****REPORTS****Meremere Works & Issues Report – 29 October 2020**

Agenda Item 5.1

The report was received [*MMCC2010/02 refers*] and discussion was held on the following items:

- Tennis Pavillion upgrade could cost 70-80k. The Committee to provide feedback on the demolition of the Pavilion and upgrade of the old ambulance building to form a multi- functional facility. This will be discussed further in general business.
- Library is going to sort staffing contracts as they are currently not required to work Saturday, but will work towards making it happen with the Library staff.
- The entrances will be planted with trees. It was noted that there was a pile of rubbish there that needed to be picked up. The Building Quality Manager advised to put in a Service request online and not to wait for the meeting.
- The Committee has a list of trees to choose from. This will be discussed further in general business.
- Repair to skatepark fences is waiting for the contractor's quote.
- Council want to liaise with the Committee on upgrading the skatepark. This will be discussed further in general business.
- There is no repair to water fountain but a need for a water fountain at the skatepark. Concerns were raised that it will be vandalised, however measures could be put in place to mitigate vandalism.
- Bush behind basketball court to be cleaned. The Chairperson will contact his brother to be the kaumatua to bless the site before cleaning commences.

- A leak down at 13 Te Wheoro was noted. The Building Quality Manager reiterated the importance of making a service request because there are people monitoring it and it will get done quicker that way.
- the footpath at the south entrance of Te Puea Ave needed attention. Since Chorus put the lines in, the footpath has become uneven and sunken. Suggestion that maybe getting a roading inspector to see what needs to be done. The Chairperson would give the Building Quality Manager the addresses of the footpaths that need repair and he will forward these to the Roothing Team. A physical address needs to be given when a service request is done.
- Request from Mrs Heta on behalf of the youth group - funding for an awards night on 20<sup>th</sup> November, also a thank you on behalf of the youth to Irene Mtakwa. No amount given, however any consideration appreciated. Discussion on whether the discretionary fund could be used. The Community Development Advisor advised that the discretionary fund could be used if proper processes are followed; the Council would happily fund youth initiatives so long as proposals are received in advance.

**ACTION:** Community Development Advisor to speak to the Mayor and see what he can do and she will also talk to the Youth Engagement Advisor as he may also be able to help with facilitating some funding.

The Committee to move a motion in general business. Possibility of using council account with the Te Kauwhata greenstone shop as they can do trophies/taonga.

- Request for a laptop to be purchased for the Committee from the discretionary fund. The Community Development Advisor advised it was possible, provided the correct process was followed. The Committee would consider in general business.
- Hall committee asked for a printer for their treasurer. The development committee is the funding arm for the hall so they have to present the committee with a proposal and costings and they will find the money for it.

### Councillor's Report

No report as apologies given by Cr Sedgwick.

Discretionary Fund Report to 12 October 2020

## Agenda Item 5.3

The report was received [MMCC2010/02 refers] and no discussion was held.

**Resolved: (Mr B Brown/Mrs A Dobby)**

**THAT the Meremere Community Committee approves payment:**

- to A Plus Security;
- for the amount of \$2,357.50 (including GST);
- for CCTV maintenance at the Meremere Library.

**CARRIED**

**MMCC2010/04**

**GENERAL BUSINESS**

The following items were discussed:

- Trophies for the youth awards.

**Resolved: (Mr J Harman/Mr B Brown)**

**THAT the Meremere Community Committee commits the sum of \$200.00 (including GST) for 3 trophies for the youth awards.**

**CARRIED**

**MMCC2010/05**

**Resolved: (Mrs L Horsfall/Mr J Harman)**

**THAT the Meremere Community Committee commits the sum of \$1,500.00 (including GST) for the purchase of a laptop for the Committee.**

**CARRIED**

**MMCC2010/06**

- Skate park development - The Chairperson has some plans/designs from skateparks in other towns which he will bring to next meeting. Antonio could advise on a wish list of upgrades as he is the skate club tutor.
- Fruit trees for orchard - the Committee is asking for five of each tree; lemon, lime, orange, tangelo, mandarin, feijoa, plums, avocado, macadamia, persimmon.
- The cleaning on the bush in skatepark. The Chairperson will contact a kaumatua and the extent of cleaning will be removing the weeds and vines.



### **Open Meeting**

<b>To</b>	Meremere Community Committee
<b>From</b>	Sue O’Gorman General Manager Customer Support
<b>Prepared by:</b>	Mervyn Balloch Building Quality Manager
<b>Date</b>	30 November 2020
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0510
<b>Report Title</b>	Meremere Works & Issues Report – 10 December 2020

#### **1. EXECUTIVE SUMMARY**

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To update the Committee and provide information on works and issues raised at previous meetings.

#### **2. RECOMMENDATION**

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**THAT the report from the General Manager Customer Support be received.**

#### **3. ATTACHMENTS**

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- Works and Issues Report



## Works and Issues Report

	Issue	Area	Action
1.	A proposal has been presented to reinvigorate the disused Tennis Pavilion. Members of the Committee agreed in principle to look at the proposal but requested that Council provide a report on the state of the Tennis Pavilion for the September meeting before discussing further.	Service Delivery	<p>A request has been made for a detailed report to be undertaken on the building including re-piling, re-wiring / replacement of the power board, a condition assessment on the weatherboard cladding and repainting the interior/ exterior of the building. This report will be available for the October meeting.</p> <p>Costs will also be provided for the re-surfacing of the tennis court and the re-wiring and renewal of the tennis court lighting.</p> <p>Update: Council has had an estimate of \$70 - \$80k to re-pile and upgrade the tennis pavilion building. we require some feedback from the committee as to the appetite to demolish the tennis pavilion building and up grade the Old Ambulance building to form a multi-functional facility.</p> <p><u>DECEMBER 2020:</u> The report that the Committee refer to above was not completed due to an inspection undertaken by Cushman &amp; Wakefield and advice received from Council building inspectors.</p> <p>Staff have requested seismic and asbestos evaluations to be undertaken on the old ambulance building to ascertain its future life. Reports are expected in December 2020.</p>
2.	Library to trial swapping a weekday opening for a weekend day.	Brian Cathro	<p>Committed to trial of 4 - 6 weeks duration and currently working on how to resource it. Will work directly with Melissa from the community once we get closer to starting and plan to commence in November. Will continue with updates on Facebook page.</p> <p><u>DECEMBER 2020</u> Recruitment of our new staff is complete Saturday trial is beginning Saturday 5<sup>th</sup> Dec. and will run until Christmas Normal hours resuming from Wednesday 2<sup>nd</sup> Dec.</p>

	Issue	Area	Action
			<p>Post was made onto the <b>Meremere Village and surrounding districts</b> Facebook page</p> <p>We will assess how the trial went after Christmas and see what we can learn from it.</p>
3.	Gardens at each entry/exit point at Meremere to be added to the garden maintenance list.	Service Delivery	The gardens will be added into the parks and reserves maintenance contract prior to Christmas.
4.	The committee to advise Council what fruit trees are required for the orchard.	Service Delivery	<p>The Committee can choose from the following: lemon, lime, orange, tangelo, mandarin, feijoa, plums, avocado, macadamia, persimmon. Please provide numbers required. Request will be considered alongside requests from other communities, priority will be given to those communities with no or fewer fruit trees.</p> <p>Staff are waiting for advice from the Community Committee as to which trees they would like and how many.</p>
5.	Council to repair fences surrounding the skatepark.	Service Delivery	<p>Contractor to provide quote for repairs.</p> <p>The contractor is undertaking fence repairs where feasible (replacing palings, repairing wire mesh).</p>
6.	Repairs to the water fountain	Service Delivery	<p>Suitability of location and cost to be assessed.</p> <p>This issue has been recorded incorrectly. There is no existing water fountain, the community would like one installed. Suitability of location and cost to be assessed before the end of year.</p>
7.	Bush behind the basketball courts would be cleaned up.	Service Delivery	<p>Kaumatua approval required. Work to be programmed for next April, weather dependent.</p> <p>Staff are waiting for the Committee to advise Kaumatua for Open Spaces to liaise with.</p>

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	Issue	Area	Action
8.	Garden at the front of the Meremere Hall would be added to the maintenance list.	Service Delivery	The gardens will be added into the parks and reserves maintenance contract prior to Christmas.
9.	Steps to be added to the front of the Meremere Hall to enable easier access.	Service Delivery	Suitability of location to be reassessed, this was considered during construction of car park but did not go ahead.  Reassessment to be undertaken before the end of the year.
10.	Footpath at Naho Place was torn up, will this be replaced?	Service Delivery	Staff to investigate and Council representative will provide a verbal update at the meeting.
11.	The footpaths where the water meters were put in have sunk and need to be looked at	Service Delivery	Staff have been out and had a look at watermain renewal sites from recent years as well as adjacent streets but did not identify any sunken footpaths. Staff would be happy to meet with the Meremere Community Committee member to identify the problem areas and arrange for any repairs needed. Contact Paul McPherson, Community Projects Manager, 027 404 1686 or email <a href="mailto:paul.mcperson@waidc.govt.nz">paul.mcperson@waidc.govt.nz</a> .

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**Open Meeting**

<b>To</b>	Meremere Community Committee
<b>From</b>	Alison Diaz Chief Financial Officer
<b>Date</b>	24 November 2020
<b>Prepared by</b>	Jean de Abreu Support Accountant
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0502
<b>Report Title</b>	Discretionary Fund Report to 24 November 2020

**1. EXECUTIVE SUMMARY**

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To update the Committee on the Discretionary Fund Report to 24 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 24 November 2020

**MEREMERE COMMUNITY COMMITTEE DISCRETIONARY FUND REPORT 2020/21 (July 2020 - June 2021)**
**As at Date: 24-Nov-2020**

	<b>GL</b>	<b>1.209.1704</b>
<b>2020/21 Annual Plan (including Salaries)</b>		1,550.00
<b>Carry forward from 2019/20</b>		15,247.00
<b>Total Funding</b>		<u><u>16,797.00</u></u>
<b>Income</b>		
<b>Total Income</b>		<u><u>-</u></u>
<b>Expenditure</b>		
01-Sep-20     Payment to A Plus Security for CCTV maintenance at the Meremere Library	MMCC2010/04	2,050.00
<b>Total Expenditure</b>		<u><u>2,050.00</u></u>
<b>Net Funding Remaining (Excluding commitments)</b>		<u><u>14,747.00</u></u>
<b>Commitments</b>		
09-Mar-17     Reconnection of power for the Tennis Pavilion	MMCC1703/04/2	to be confirmed
08-Aug-19     Purchase of a gift for Mr Creed in acknowledgment of his services to the community	MMCC1906/04	200.00
12-Dec-19     Meremere Hall Committee to purchase petrol vouchers for \$200 including GST	MMCC1912/03	173.91
17-Sep-20     Reimburse Mr James Harmen for the amount of \$69.96 including GST, for the purchase of two new 30 metre hoses and attachments from Mitre 10 MEGA Hamilton for the Committees water blaster.	MMCC2009/04	69.96
29-Oct-20     Meremere Community Committee commits the sum of \$200.00 (including GST) for 3 trophies for the youth awards.	MMCC2010/05	173.91
29-Oct-20     Meremere Community Committee commits the sum of \$1,500.00 (including GST) for the purchase of a laptop for the Committee.	MMCC2010/06	1,304.35
<b>Total Commitments</b>		<u><u>1,922.13</u></u>
<b>Net Funding Remaining (Including commitments)</b>		<u><u>12,824.87</u></u>

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**Open Meeting**

<b>To</b>	Meremere Community Committee
<b>From</b>	Tony Whittaker Chief Operating Officer
<b>Date</b>	23 November 2020
<b>Prepared by</b>	Sharlene Jenkins Executive Assistant
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0510
<b>Report Title</b>	Year to Date Service Request Report

**1. EXECUTIVE SUMMARY**

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To update the Committee 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**

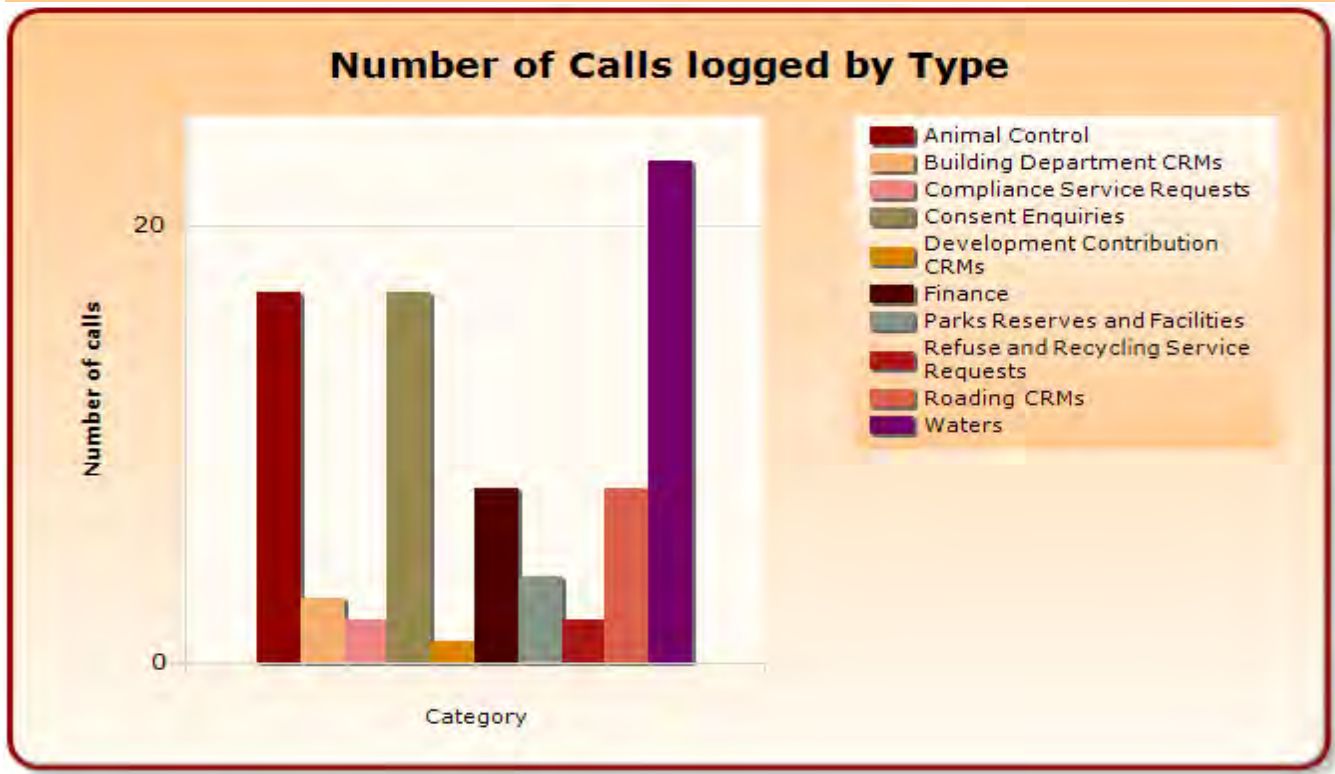
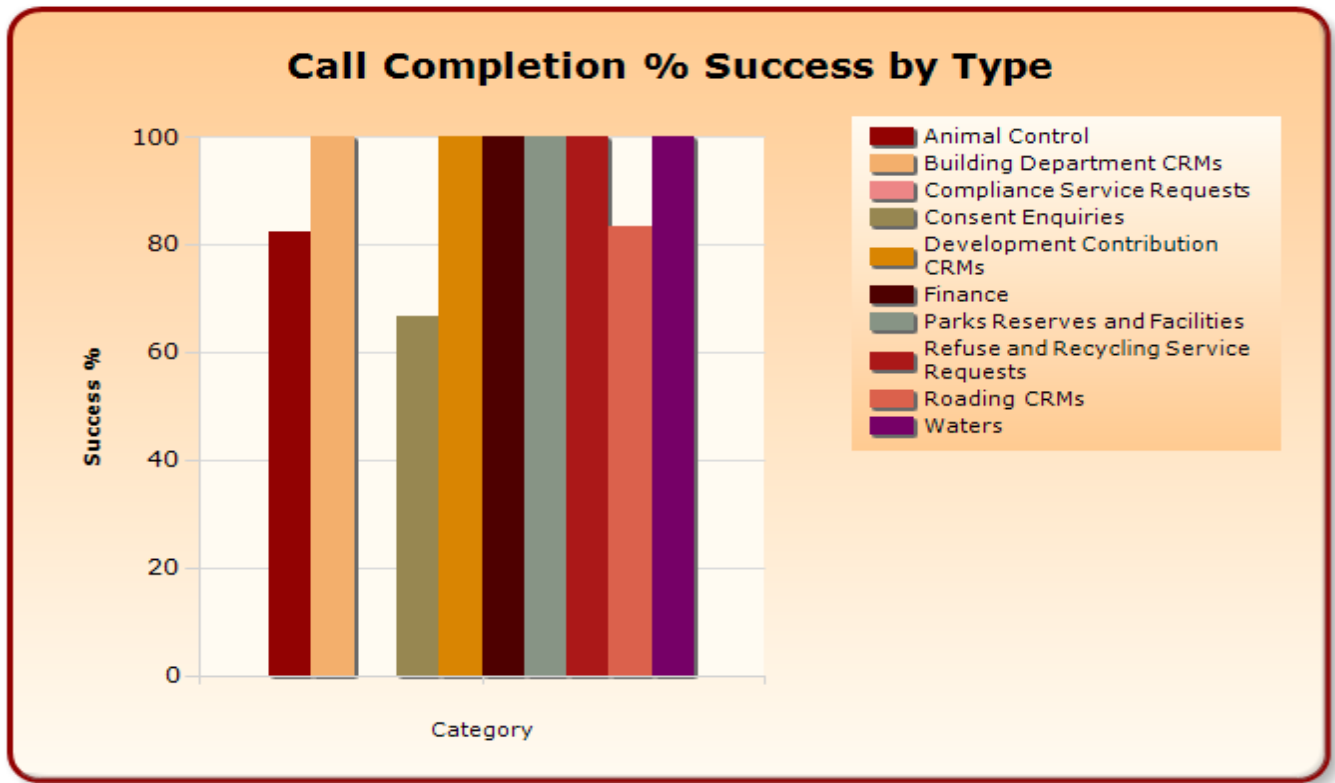
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Year to Date Service Request Report for Meremere Community Committee

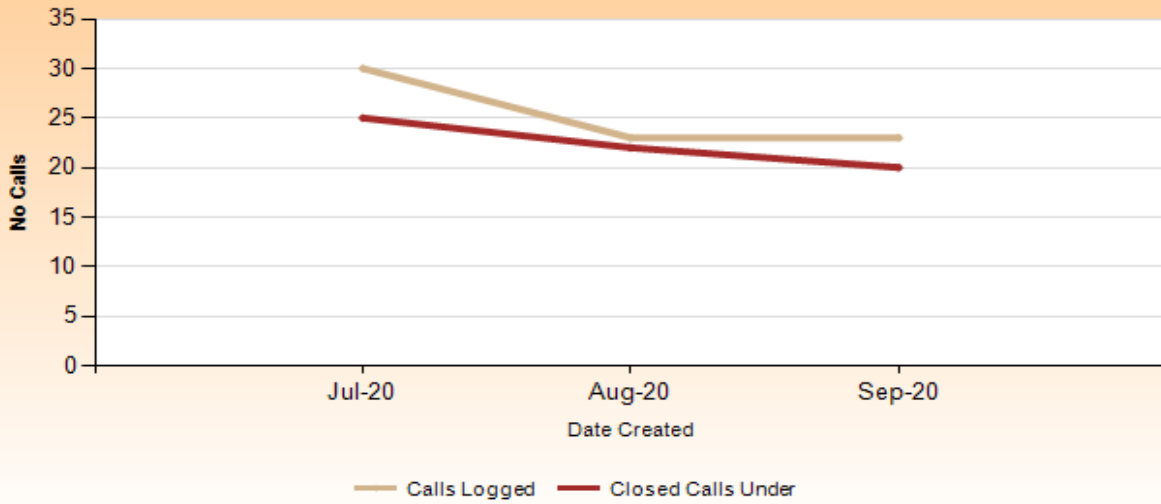
Date Range: 01/07/2020 to 30/09/2020

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

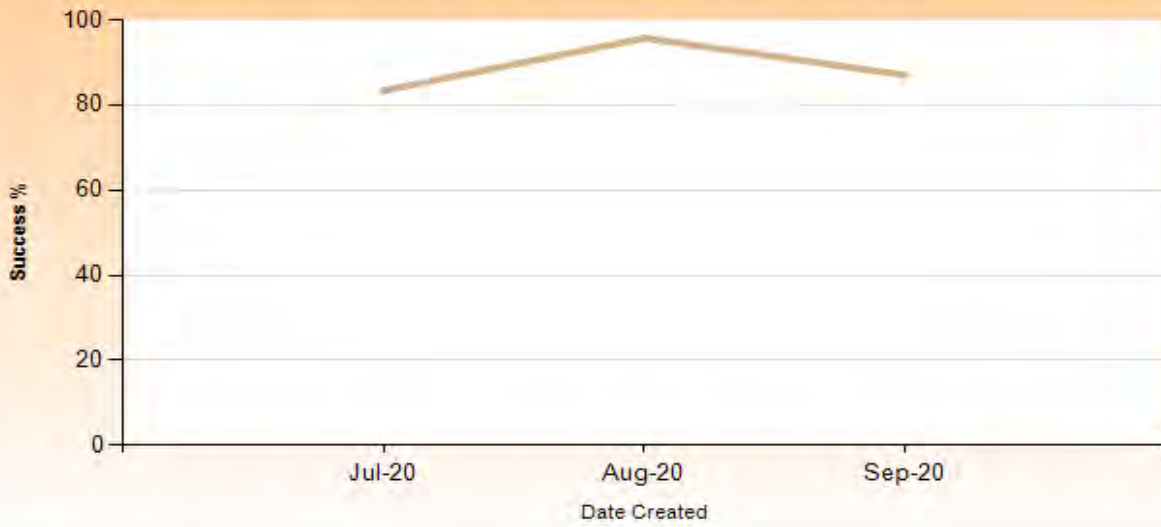
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### Volume of Calls Closed vs Calls Closed in Time



### 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 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>Animal Control</b>							
	<b>Summary</b>	<b>17</b>			<b>3</b>	<b>14</b>	<b>82.35%</b>
	Animal Charges	1				1	100.00%
	Dog Property Visit	2				2	100.00%
	Dog Straying - Current	5			2	3	60.00%
	Dog Straying - Historic	2				2	100.00%
	Dogs Aggression - Current	2			1	1	50.00%
	Dogs Aggression - Historic	1				1	100.00%
	Dogs Barking Nuisance	2				2	100.00%
	Livestock Trespassing - Current	2				2	100.00%
<b>Building Department CRMs</b>							
	<b>Summary</b>	<b>3</b>				<b>3</b>	<b>100.00%</b>
	PEO General Enquiry	3				3	100.00%
<b>Compliance Service Requests</b>							
	<b>Summary</b>	<b>2</b>		<b>2</b>			<b>0%</b>
	Compliance - Unauthorised Activity	2		2			0%
<b>Consent Enquiries</b>							
	<b>Summary</b>	<b>17</b>		<b>2</b>	<b>5</b>	<b>10</b>	<b>66.67%</b>
	Planning Process	1			1		0%
	Property Information Request	4				4	100.00%
	Rural Rapid Number assignment & purchase of plates	1				1	100.00%
	Zoning and District Plan Enquiries	11		2	4	5	55.56%
<b>Development Contribution CRMs</b>							
	<b>Summary</b>	<b>1</b>				<b>1</b>	<b>100.00%</b>
	Development Contribution Enquiries	1				1	100.00%
<b>Finance</b>							
	<b>Summary</b>	<b>8</b>				<b>8</b>	<b>100.00%</b>
	Rates query	8				8	100.00%
<b>Parks Reserves and Facilities</b>							
	<b>Summary</b>	<b>4</b>		<b>1</b>		<b>3</b>	<b>100.00%</b>
	Parks & Reserves - Graffiti	1				1	100.00%
	Parks & Reserves - Reserve Issues	3		1		2	100.00%
<b>Refuse and Recycling Service Requests</b>							
	<b>Summary</b>	<b>2</b>				<b>2</b>	<b>100.00%</b>
	Recycling Not Collected	2				2	100.00%
<b>Roading CRMs</b>							
	<b>Summary</b>	<b>8</b>		<b>2</b>	<b>1</b>	<b>5</b>	<b>83.33%</b>
	Footpath Maintenance - Non_Urgent	1				1	100.00%
	New Vehicle Entrance Request	2				2	100.00%
	Request 4 new street light path sign etc	2		2			0%
	Street Light Maintenance	2			1	1	50.00%
	Vegetation Maintenance	1				1	100.00%

<b>Waters</b>							
<b>Summary</b>		<b>23</b>		<b>2</b>		<b>21</b>	<b>100.00%</b>
3 Waters Enquiry		3				3	100.00%
Drinking Water Final Meter Read		6		2		4	100.00%
Drinking Water Major Leak		1				1	100.00%
Drinking Water minor leak		1				1	100.00%
Drinking Water quality		1				1	100.00%
Drinking Water Quantity/Pressure		1				1	100.00%
Fix Water Toby		2				2	100.00%
New Drinking Storm Waste water connections		4				4	100.00%
No Drinking Water		2				2	100.00%
Stormwater Blocked pipe		1				1	100.00%
Wastewater Overflow or Blocked Pipe		1				1	100.00%
<b>Total</b>		<b>85</b>		<b>9</b>	<b>9</b>	<b>67</b>	<b>88.16%</b>

### **Open Meeting**

<b>To</b>	Meremere Community Committee
<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 Committee's approval to the proposed schedule of Board meetings for 2021.

The Meremere 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. 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 Committee may wish to meet between each Committee 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 Meremere Community Committee continues to hold its meetings at 7.00pm in 2021, on the following dates:

- **Thursday 18 February 2021**
- **Thursday 1 April 2021**
- **Thursday 13 May 2021**
- **Thursday 24 June 2021**
- **Thursday 5 August 2021**
- **Thursday 16 September 2021**
- **Thursday 28 October 2021**
- **Thursday 9 December 2021**

- **ATTACHMENTS**

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

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 MMCC		3			2		4	2
Fri	1 New Year's Day	5	5	2 Good Friday		4			3	1	5	3
Sat	2	6 Waitangi Day	6	3	1	5			4	2	6	4
Sun	3	7	7	4	2	6		1	5	3	7	5
Mon	4	8 Waitangi Day Observed	8	5 Easter Monday	3	7 Queen's Birthday	Mon	5	2	6	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	15	12	10	14	Mon	12	9	13	15	13
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 MMCC	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	19	17	21	Mon	19	16	20	22	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	Mon	26	23	27	29	27
Tue	26		30		25	29	Tue	27	24	28	30	28
Wed	27		31		26	30	Wed	28	25	29	31	29
Thur	28				27		Thur	29	26	30		30
Fri	29				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