



## POKENO COMMUNITY COMMITTEE MONTHLY MEETING

**Tuesday 10 July 2018 – 7.00pm**

Pokeno Community Hall, Cnr Great South Road and Market Street

### AGENDA

**NOTE: A pre meeting will be held at 6.00pm to discuss Market Square.**

1. Apologies
2. Confirmation of Status of Agenda  
*Lianne van den Bemd, Community Development Advisor will be in attendance to give a presentation regarding funding.*
3. Disclosures of Interest
4. Confirmation of Minutes  
- Meeting held on 12 June 2018 2
5. Graffiti on Pioneer Road Underpass (Catherine Bircher to speak) Verbal
6. Synlait (John Roberts to speak) Verbal
7. Funding presentation (Lianne van den Bemd) Verbal
8. Pokeno Playcentre 12
9. Infrastructure Project overview Verbal
10. Pokeno Works & Issues Status of Items July 2018 13
11. LTP Update Verbal
12. Update on Christmas Parade (Alan Johnstone) Verbal
13. Councillor's Report Verbal
14. Committee Reports Verbal
15. Next Meeting's Agenda Items
16. General Business

Council staff in attendance: Ian Cathcart

GJ Ion  
**CHIEF EXECUTIVE**

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**Open Meeting**

<b>To</b>	Pokeno Community Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	28 June 2018
<b>Prepared by</b>	Rose Gray Council Support Manager
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0516
<b>Report Title</b>	Confirmation of Minutes

**1. EXECUTIVE SUMMARY**

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To confirm the minutes of the Pokeno Community Committee meeting held on Tuesday 12 June 2018.

**2. RECOMMENDATION**

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**THAT the minutes of the meeting of the Pokeno Community Committee held on Tuesday 12 June 2018 be confirmed as a true and correct record of that meeting.**

**3. ATTACHMENTS**

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Minutes



## **POKENO COMMUNITY COMMITTEE**

**MINUTES** of the monthly Pokeno Community Committee meeting held in the Pokeno Hall, Pokeno, on 12<sup>th</sup> June 2018, commencing at 7.00pm.

**Committee Members Present:** Helen Clotworthy, Tricia Graham, Lance Straker  
Ric Odom, Todd Miller, Janet McRobbie, Charles Hackett,  
Kris Hines, Wayne Rodgers,

**WDC Staff in Attendance:** Jason Marconi, Ian Cathcart

**Councillors in Attendance** Cr J Church Cr S Henderson

**Community Members** Community Members attended.

**1 APOLOGIES:** Apologies received from Sue o’Gorman, Doug Rowe, Blair Johnstone

**Moved that the apologies be accepted:** Helen Clotworthy

**Seconded:** Lance Straker

### **2 CONFIRMATION OF THE STATUS OF THE AGENDA**

This was confirmed

**Moved** Helen Clotworthy

**Seconded** Kris Hines

### **3 DISCLOSURE OF INTEREST**

There was no disclosure of interest

### **4. CONFIRMATION OF THE MINUTES**

**Moved** Helen Clotworthy

**Seconded** Todd Miller

### **5 CIVIL DEFENCE UPDATE**

Todd Miller has been working on this for some year and is producing a comprehensive document to help our resilience as a community.

In the recent month or so he has met with the local doctor, St Johns, Yashili (who have an onsite emergency team), and the principal of the local school. These people have all been supportive and have made generous offers of their expertise and facilities.

It was noted that ambulance support can be patchy and Todd told us that there was a 1<sup>st</sup> Response Hub in Pukekohe which is probably a better bet. There is however problems getting trained volunteers for 1<sup>st</sup> Response as there are many physical and political barriers.

Todd's document should be ready for distribution in the next month or so.

## **6. SPORTS WAIKATO**

Jason reported on a number of initiatives

### *Pokeno Tramping Club*

There has been a good response to this and the first tramp is organised. It is to be a family friendly group open to all ages.

### *Tennis Club*

This was originally formed in 1930 and Jason circulated the founding document. At the moment it is not an incorporated body.

Jason met with Brian Wallace to see what needs to be done and there was an extensive list of jobs. He drew up a work plan and how far this goes will depend on Community interest. The first thing would be to have a working bee to tackle some of the outstanding jobs. It is envisaged that free tennis lessons would be giving in the spring starting at the school.

Jason sees the Tennis Club being a multi-sport facility. Chris Hines offered to become involved and Brian Wallace agreed to remain as a mentor.

### *Pole Performance Club*

There was some initial interest in forming this

## **7. APPROVAL OF PROPOSED NAMES**

Of the list provided only Frankfield Road, Noble Lane and McLean St have been approved by the committee. A new list of road names has been prepared which reflects the history of the early farming on the Hitchen side of the railway line.

## **8. POKENO WORKS AND ISSUES**

### *Footpaths*

Following last month's discussion Ian has produced a comprehensive document

Helenslee Road North. There is at present insufficient road reserve for a footpath. We await adjacent development to make more space available

Helenslee Rd / Munroe Rd Intersection. With plans for development on the western side so in the meantime a narrow limestone path will be constructed in June

Helenslee Rd / Pokeno Intersection. The path requested by the school from the new Kea crossing to their entrance will be a limestone one and constructed in the next few weeks

There is also a demand for a footpath on the other side

### *Bins*

We were given assurance movement of the compactor bin from outside the dairy on the Northern part of the town to outside the toilets is programmed. Because of the large number of foreign tourists using it these should have international symbols on all sides not just the front.

### *Ford Street*

The concern is the loss of the large berm that the houses on Pokeno Rd adjacent to Ford St. This has historically been used as a play area for the children in these houses. With the opening of the overbridge projected for December this will be lost, the solution would be the closing of Ford St at the Pokeno Rd end so this could become a replacement play area

*Funding*

At present this committee has no council funding at all. With the start of the new financial year on July 1<sup>st</sup> this must be remedied

**RESOLUTION**

**The Pokeno Community Committee requests the following**

**1 We wish to apply for \$950/yr. for administration**

**Moved Wayne Rodgers**

**Seconded Chris Hines**

**Carried**

**2 We wish to apply for \$950/yr. for placemaking and general beautification**

**Moved Ric Odom**

**Seconded Charles Hackett**

**Carried**

**9. POKENO FOOTPATHS**

See works and issues

**10 LTP UPDATE**

This goes for formal council approval on 27<sup>th</sup> June

**11 COUNCILLORS REPORTS**

The new map showing proposed wards is available. Submissions open on 20<sup>th</sup> June

**12 COMMITTEE REPORTS**

There were none

**13 NEXT MEETING'S AGENDA**

Updates on the LTP

Updates on Funding

Ian to report back on matters discussed

An update from Sports Waikato

There being no further business Helen thanked our guests and declared the meeting close at 9.15pm the next meeting to be held on July 10th at 7pm



## Waikato District Community Committee Plan and Administration Funding Criteria

Funding is available for community committees to assist with the cost associated with the development of community plans and general administration of the committee.

The following general criteria apply for funding decisions:

### Eligible

- Applications will only be accepted from community committees and resident & ratepayer associations.
- Funding sought must benefit the wider community. Applicants need to describe why the application is important to the community and how the wider community will benefit.
- Applications can be funded up to 100 percent of the total cost of the each application.
- Applications must be made on the prescribed form.
- Only one application per community plan and/or general administration can be made each financial year.
- Funds must be expended by 30 June each financial year in which the fund was granted. (exception may be granted to community committees who require further time to develop community plans).

### Grant Administration

- For grants associated with the development of community plans applications will need to be made to the Strategy & Finance Committee.
- For general administration of the community committee i.e. printing, stationary, advertising costs) a grant of up to \$300 can be applied for. Staff will have delegated authority to administer the request. This delegation authority will be included in Council's delegations register.

### Non Eligible

- Applications from individuals or commercial entities will not be accepted.
- Grants will not be given to oppose consent decisions or to contest legal cases.

### Accountability

- A project accountability report must be completed within 2 months of the completion of the project.
- Publicly acknowledge Council support received where appropriate.

### **GST**

- Applicants who are not GST registered need to provide budget figures that include GST.
- Applicants who are GST registered need to provide budget figures that exclude GST. They will also need to provide:
  - their GST number; and
  - a separate GST invoice if their application is successful.

Attached to the criteria is a list containing the names and types of community committees / groups within the district potentially eligible for administration expenses funding.

## DISCRETIONARY FUNDING ADMINISTRATION SUPPORT FORM

Name of community committee

What is your or committee's purpose?

### Your project details

What is the purpose of the project that the community committee is requesting funding for?

### Funding requirements

Funding costs being sought from Waikato District Council

Project Breakdown ( <i>itemised/estimated costs of funding being sought</i> )	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total Funds being sought from WDC</b> <b>Total</b>	\$

I certify that the funding information provided in this application is correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position in organisation (*tick which applies*)

Chairman

Secretary

Treasurer



Fund	Purpose	Funding Rounds	Decision made by:
Waikato District Council Discretionary Grants Fund	This funding is available for projects and events happening in Huntly, Taupiri, Raglan, Tuakau or Ngaruawahia and the rural wards of the Waikato district.	<p>Four rounds during the year.</p> <p>Round 1 - opens 1 December 2017, closes 2 February 2018</p> <p>Round 2 - opens 26 January 2018, closes Friday 6 April 2018</p> <p>Round 3 - opens 4 May 2018, closes 6 July 2018</p> <p>Round 4 - opens 10 August 2018, closes 5 October 2018</p>	The appropriate Community Board or Committee and the Discretionary & Funding Committee
Waikato District Community Wellbeing Trust Fund	This funding is available for capital projects throughout the Waikato district. The application must also demonstrate broad community support for the project. .	<p>Funding is considered annually.</p> <p>Closed for 2018</p>	Wellbeing Trust Board
Heritage Assistance Fund	The Waikato District Council provides the Heritage Assistance Fund to assist with the conservation, restoration and protection of listed heritage items and that are not council-owned.	<p>Three yearly cycles.</p> <p>The fund will open for application late November 2019.</p>	Strategy & Finance Committee.

Heritage Project Fund	The heritage fund is for projects that align with the Waikato District Council Heritage Strategy and promote heritage that is for the betterment of the wider community.	Three rounds during the year.  Round one - opens Friday 19 January 2018, closes Friday 23 February 2018  Round two - opens Friday 4 May 2018, closes Friday 15 June 2018  Round three - opens Friday 7 September 2018, closes Friday 26 October 2018	Assessment Committee
Waikato District Community Committee Plan and Administration Funding Criteria	Funding is available for community committees to assist with the cost associated with the development of community plans and general administration of the committee.	Applications can be submitted all year round.	Strategy & Finance
Creative Communities Fund (Council administered on behalf of CNZ )	This funding is available for art based projects happening in the Waikato District Council rating area.  The policy is set by Creative New Zealand.	Two rounds during the year.  Round One - closed  Round Two – opens Friday 15 June 2018 and closes Friday 27 July 2018.	Assessment Committee

Conservation Fund	The Waikato District Council provides the Conservation Fund to assist private land owners undertaking conservation projects on their properties that are within the Waikato district boundaries.	Applications can be submitted all year round	Strategy & Finance Committee
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# Playcentre<sup>12</sup>



Pokeno Community Committee  
Waikato District Council

01 June 2018

**Re: Pokeno Playcentre**

Dear Helen Clotworthy,

My name is Anna, and I am Auckland Regional Manager for New Zealand Playcentre Federation. We have a number of Playcentres located in the Waikato District Council area, including Pokeno Playcentre, which is located on the grounds of Pokeno school. This Playcentre has been a part of the community for 53 years, delivering early childhood education to children aged 0-6, whānau support to parents and free adult education for its members.

Due to increasing roll numbers, Pokeno school has been granted the go ahead from the Ministry of Education to begin a building development which will see some much needed new classrooms being built for the school. Unfortunately, the location of these new buildings has been determined to be the Playcentre site. The Playcentre was informed on 23 May 2018, via a letter from the school board chairperson, that the MoE are expecting to be building on the current Playcentre site by the middle of next year. While we understand the necessity of this extension to enable Pokeno school to meet the needs of its growing community, it means that the Playcentre will have to close its doors at the end of this year. No provision has been made by the MoE to provide land for the Playcentre to relocate.

I am writing to see if the Pokeno Community Committee can offer any support for the Playcentre as we currently look at our options for relocation. Pokeno is a community currently undergoing huge growth, and we firmly believe that Playcentre can play a positive role in supporting new families to learn, play and grow in their local community. Playcentre parents often go on to take on many community leadership roles throughout their parenting journey, from school boards, to sports coaches and beyond.

I would welcome a discussion with yourself, or other committee member about this matter.

Ngā mihi nui,

Anna Fleet  
Auckland Regional Manager

[anna.RM@Playcentre.org.nz](mailto:anna.RM@Playcentre.org.nz)

027 808 6407

[www.Playcentre.org.nz](http://www.Playcentre.org.nz)

“Whānau tupu ngātahi – families growing together”

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**Open Meeting**

<b>To</b>	Pokeno Community Committee
<b>From</b>	Ian Cathcart General Manager Service Delivery
<b>Date</b>	27 June 2018
<b>Prepared by</b>	Karen Bredesen PA General Manager Service Delivery
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0516
<b>Report Title</b>	Pokeno Works & Issues: Status of Items July 2018

**1. EXECUTIVE SUMMARY**

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

**2. RECOMMENDATION**

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**THAT the report from the General Manager Service Delivery be received.**

**3. ATTACHMENTS**

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- Pokeno Works & Issues Report

**REPORT:**

Issue	Area	Action	Comments
Rubbish / Recycling Bins in Main Street	Service Delivery/ Luke M	<u>Rubbish Bins</u> <ol style="list-style-type: none"> <li>1. Relocate compactor bin at the south end of Pokeno and replace with smaller bin.</li> <li>2. International symbol on big belly bins.</li> </ol>	<p>A concrete pad has been poured outside the toilets. The compactor bin will be moved from the dairy to the toilets by a specialised bin company. A smaller bin will be installed in its place.</p> <p>Pat Cronin, Council's Waste Minimisation Officer, is working with Cr Church regarding this matter.</p>
12/12/2017 - WTR1800/18 Stormwater downpipe outside the community hall	Service Delivery		<p>The Pokeno Hall drainage is currently being investigated by our Repairs and Maintenance contractors Cushman and Wakefield.</p> <p>Staff are trying to determine whether new soakage pits are required so they are scoping that for us at present.</p> <p><b>APRIL:</b> Staff are currently waiting on a quotation to install new soak pits; we are also investigating the option of connecting into the council stormwater system.</p> <p><b>MAY:</b> An investigation is being undertaken currently. A detailed update will be provided in May.</p> <p><b>JUNE:</b> The investigation is still being undertaken, however it has been delayed due to staffing levels with the contractor.</p> <p>Staff are also checking with the Consents team to see whether we can connect to Council's stormwater or need to put new soak pits in.</p>

Issue	Area	Action	Comments
			<p>JULY: The investigation is still being undertaken. There are three options to consider:</p> <ol style="list-style-type: none"> <li>1. Connect to mains stormwater- fall issues and also consent - best and most likely most cost effective option but may not be possible.</li> <li>2. New soak pits- most expensive option and need to undertake flow rate studies and engineers to determine if this is feasible.</li> <li>3. Add a grey-water tank system to catch excess and use for toilets - probably will not alleviate as huge expanse of roof.</li> </ol> <p>Staff are awaiting quotes for soakage pits.</p>
14/05/2018 Information on Funding	Strategy & Support/ Lianne Van Den Bemd	Funding sources available	Please see attached information regarding the different sources of funding that the Committee can apply for. The Community Development Advisor, Lianne Van Den Bemd will be in attendance at the meeting to give a presentation and answer any questions.
14/05/2018 Lights	Service Delivery	June Hitchen I block is now complete – who is responsible for turning the lights on? Counties Power or Alliance?	The Developer, Dines Group, have been advised that the lights are working. Helen to do another drive-by to confirm the lights are working.
14/05/2018 Ford Street	Service Delivery	Footpaths	JULY: Ian Cathcart, General Manager Service Delivery updated the Committee at the last meeting re footpaths.