



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 **TUESDAY 14 MAY 2019** commencing at **7.00PM**.

Information and recommendations are included in the reports to assist the committee in the decision making process and may not constitute Council's decision or policy until considered by the committee.

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

3. DISCLOSURES OF INTEREST

4. CONFIRMATION OF MINUTES

Meeting held on Tuesday 9 April 2019 2

5. REPORTS

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| 5.1 | NZTA presentation | Verbal |
| 5.2 | Civil Defence Update | Verbal |
| 5.3 | Pokeno Community Committee Schedule | 7 |
| 5.4 | Pokeno Works & Issues: Status of Items April 2019 | 9 |
| 5.5 | Year to Date Service Request Report | 16 |
| 5.6 | Councillor's Report | Verbal |
| 5.7 | Committee Reports | Verbal |
| 5.8 | Next Meeting's Agenda Items | |
| 5.9 | General Business | |

GJ Ion
CHIEF EXECUTIVE

Open Meeting

To	Pokeno Community Committee
From	Gavin Ion Chief Executive
Date	6 May 2019
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 Tuesday 9 April 2019.

2. RECOMMENDATION

THAT the minutes of the meeting of the Pokeno Community Committee held on Tuesday 9 April 2019 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

PCC Minutes – 9 April 2019



Pokeno

POKENO COMMUNITY COMMITTEE

MINUTES of the monthly Pokeno Community Committee meeting held in the Pokeno Hall, Pokeno, on Tuesday 9th April 2019 commencing at 7.00pm.

Committee Members Present: Helen Clotworthy, Janet McRobbie. Lance Straker, Doug Rowe, Maurice Roberts ,Paul Heta,Charles Hackett

Guests in Attendance: Kevin Stoke,W.D.C,Sam Toka,WDC,Gavin DonaldGDC
Jason Marconi,Sport Waikato,

Councillors in Attendance: C Cr S Henderson

Community Members Attending: Community Members attended.

1. Apologies and leave of absence: Apologies were received from Cr Jacqi Church,Tricia Graham, Rick Odom, Todd Miller, Kris Hines,Wayne Rodgers

Moved that the apologies be accepted: Helen Clotworthy

Seconded: Paul Heta

2 CONFIRMATION OF THE STAUS OF THE AGENDA.

Moved ,Helen Clotworthy, Seconded Janet Mc Robbie

3 DISCLOSURE OF INTEREST

There was no disclosure of interest



4 CONFIRMATION OF PREVIOUS MINUTES meeting held 12TH February 2019

Moved that the minutes be accepted: Helen Clotworthy
Seconded Doug Rowe

5 . REPORTS

5.1 POKENO WORKS &ISSUES:

Gavin Donald update to the community regarding North Waikato Sport and Recreation Needs Assessment.

Gavin presented that North Waikato Sport had talked and consulted with schools and clubs about the need to access space and good facilities. The recommendation was for Pokeno that the ‘Munro’ road block was essential as a hub and to promote future sports club growth. Currently Pokeno had approx. 11 hectares allocated space, but in fact needs by 2045, 33 hectares of accessible space.

Key to this was the Munro block in the medium term, for possible cricket and football activities.

Kevin Stokes added that currently Council was seeking a stormwater report, re flooding and accessibility to the Munro block.

Kevin said if the Munro Block was deemed unsuitable for purpose, then the alternatives are 3 years away, in the interim maybe Tennis club revival, with similar multi type sports within a small facility!

The stormwater report will be available for the May meeting as will the OPUS report.

Jason Marconi, presentation Volunteer Recognition Award .

Jason is the District Coordinator for Sport Waikato ,his role is help council set up facilities for communities and to connect .He presented Marlene Lynarn with a Sports Jacket/top in honour of her commitment setting up a ‘hiking club ‘in Pokeno .He said Marlene was an incredible hostess, organiser and she went out of her way to involve ‘all’ levels of walkers and walks within an hour or so of Pokeno.

Foot path ZIGZAG

Kevin informed the meeting that council have made numerous attempts to contact Mr Russell Parkinson from Dines Group to get the pathway ‘quoted’ and sorted out for the residents. It is now some 4 months since the developers were again approached and 12 months since Mr Parkinson was getting costings together ! It was suggested that the WDC contact Colin Botica to follow up.

Double Yellow Lines Helenslee Road ‘bend’

Kevin will follow up as these lines were supposed to have been painted in March. Council waiting for surveyors reports re property boundaries before any tree trimming can take place on this bend.



Toilets

Kevin informed the meeting that cubicle screens (between Men's/Women's entrances) were to be installed and that there was also a paint upgrade. Helen suggested we look at those colour options at our May meeting.

Cemetery Design

Nothing yet re design. Pokeno, Tuakau, Onewhero, residents and Community groups will be consulted via a WDC community projects team workshops at some stage in the future.

Bus Stops.

Kevin tabled the 'route' Map for the new Pokeno, Tuakau, Pukekohe bus service. The Bus route is to start in September and will have Buses every 45 minutes during Peak hours, every 3 hours non-Peak and on Saturdays and Sundays every 6 hours each way.

Street Lights (Main Street)

Kevin informed the PCC that all the main street lights will be replaced by LED's and that Banner poles would be erected on the right hand roadside. To be completed new season October.

Supermarket Update

The supermarket submissions go to council in late April and will be publicly notified. Kevin informed PCC that Wellington street is the preferred entrance, not Great South Road. Full set of visuals at next meeting in May. Proposed start date is October 2019 at this stage.

Community Projects

Tata Developments are proposing an upgrade to the boat ramp at Mercer. Kevin informed us. It is only at the 'infancy' stage, more funding is required and additional contribution probably needed. Work in progress continues with all groups involved.

Moved Helen Clotworthy, seconded Janet Mc Robbie.



5.2 POKENO COMMUNITY SCHEDULE

Helen will contact Colin Botica for updates. May, supermarket visuals to be presented. Toilet block colours to be discussed.

5.3 IWI AND PARTNERSHIP MANAGER.

Sam Toku ,WDC Iwi and Community Partnership Manager.

Sam was welcomed to our meeting by Paul Heta on behalf of local Iwi and the community.

Sams role is to work with local Iwi groups and consult with council and known developers.

Sam raised the point that there were seven steps to name streets and that he had been informed no streets were in Maori in Pokeno! Given the historical past of Pokeno he thought this was odd ! Helen Clotworthy informed him that as a community, we were very involved in our street naming and our history. The process of street naming was explained and that the community was involved

5.4 COUNCILLORS REPORT

Councillor Stephanie Henderson, reported that the Railway bridge railing on Whangaratta road was finally being replaced as soon as NZTA and rail could arrange it !

5.5 COMMITTEE REPORT. 5.7 GENERAL BUSINESS

Doug informed the PCC that the meet and greet was going really well and 29 people attended the last meet.

Someone had broken/smashed the 'little' library door by the toilet block. Wayne and Doug fixed and replaced it .

The community patrol has been funded with laptop tablets to enable more efficient reporting and recordings for the appropriate authority.

The 'poppies' will be erected for the ANZAC service/parade at 2pm on the 18th .Janet Mc Robbie commented that it would be nice if WDC staff could get the planning timeline correct for planting the gardens to correspond with the service of commemoration at the memorial

5.6 NEXT MEETINGS AGENDA

THIS WAS COVERED IN 5.1 AND 5.2, Helen Clotworthy thanked the visitors for their attendance and contribution. There being no **further business the meeting was closed at 8.45 pm.**

NEXT MEETING MAY 14TH 7PM. at the Pokeno Hall

Open Meeting

To	Pokeno Community Committee
From	Ian Cathcart General Manager Service Delivery
Date	6 May 2019
Prepared by	Karen Bredesen PA to General Manager Service Delivery
Chief Executive Approved	Y
Reference #	GOV0516
Report Title	Pokeno Community Committee Schedule

1. EXECUTIVE SUMMARY

The purpose of this report is to provide an updated Pokeno Community Committee Schedule to discuss and populate.

It is intended that the Committee will develop a schedule as a guide for Council support and community information and engagement.

2. RECOMMENDATION

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

3. ATTACHMENTS

Pokeno Community Committee Schedule

January 2019	February 2019	March 2019
No meeting	Early in 2019, the Committee to schedule a workshop to provide more street names. Transit to be invited to meeting.	Blue Print drop in session
April 2019	May 2019	June 2019
Gavin Donald & Jason Marconi from Sport Waikato to provide an update.	OPUS Stormwater Report NZTA invite Supermarket visuals to be presented Toilet block colours to be discussed	
July 2019	August 2019	September 2019
No meeting		
October 2019	November 2019	December 2019
No meeting		

Open Meeting

To	Pokeno Community Committee
From	Roger MacCulloch Acting General Manager Service Delivery
Date	6 May 2019
Prepared by	Karen Bredesen PA to the General Manager Service Delivery
Chief Executive Approved	Y
Reference/Doc Set #	PCC2018; GOV0516
Report Title	Pokeno Works & Issues: Status of Items April 2019

1. EXECUTIVE SUMMARY

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


2. RECOMMENDATION


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

3. ATTACHMENTS

Pokeno Works & Issues: Status of Items March 2019

REPORT

Issue	Area	Action	Comments
Footpath	Megan	<p>Need to investigate footpath 30 metres between Zig Zag Hillpark Drive (?) and Mill Hill Crescent (?) behind the wetlands.</p>  <p>As per last month Zig Zag Hillpark Drive and Mill Hill Crescent Behind Wetlands.</p> <p>There is no footpath linking the Zig Zag path to the other concrete path, is this to be formed by the developer? Could this be a boardwalk?</p>	<p>This walkway was created by the developer. Investigations are needed to determine if it should have been concrete but due to the terrain it is on, concreting it may not have been feasible.</p> <p>Further investigation will occur.</p> <p>NOVEMBER: Staff have looked into the area between the zigzag hill path and the walkway detailed on the map.</p> <p>Due to the terrain and access issues, the cost to install and maintain a walkway in this area will likely be very expensive. Staff will have this job quoted and once received will determine if this path is the best use of ratepayers money or if there are other walkways that would be more beneficial to the community and therefore will have a higher priority.</p> <p>DECEMBER: Council staff have met with developers to look at options for walkway development. Currently awaiting quotes for different options and depending on pricing, may result in one of the following:</p> <ul style="list-style-type: none"> • Retaining wall installed, grass path widened and will be maintained by being mown • Boardwalk built to widen the path • Gravel walkway widened <p>An update will be provided once quotes are received.</p>

Issue	Area	Action	Comments
			<p><u>January</u> Council staff have still not received the quote for this work despite following up with the developer. An update will be provided as soon as more information is available.</p> <p><u>March</u> Staff met with Russell Parkinson from Dines Group on 20 November 2018, and he was going to get a price for spraying and clearing of the reserve path area.</p> <p>Staff have contacted Russell Parkinson asking for costings to develop the zig zag walkway on several occasions (22 January and 20 February). Staff are still waiting to receive a quote.</p> <p><u>April</u> Staff are still waiting for quotes but will continue to follow up with the developer.</p> <p><u>May</u> Staff are waiting for a quote from another contractor to complete this work. It is likely to be completed as a gravel path as it is not feasible to get concrete to the site.</p>
Double Yellow Lines	Gareth	Helen Clotworthy (helen@pokenobacon.co.nz , 027 248 4275, 09 239 2086) has asked if a double yellow line be painted when you head north on Helenslee Rd between Gateshead Rd and Hillpark Rd. There is a sharp bend veering right, cars heading north often cut the corner forcing oncoming vehicles into the scrub and ditch.	<p><u>February</u> The Road Safety Engineer, Gareth Bellamy, updated Helen Clotworthy on 12 December 2018.</p> <p>The road is due for upgrade long term. In the short term, trees are being trimmed.</p> <p><u>March</u></p> <ul style="list-style-type: none"> ▪ Yellow lines are going to be painted by the end of March on the sharp bend. ▪ The boundary location needs to be checked before the trees can be trimmed, as they may be on private property.

Issue	Area	Action	Comments
			<p>This will take time as a surveyor has to be engaged to undertake this work.</p> <ul style="list-style-type: none"> The upgrade of the road will happen when the development on the west side is confirmed. This could take up to two years.
NZTA Plans for SH1, SH2 and Rail in the area	Ian	NZTA plans for SH1, SH2 and Rail in the area.	Gareth Bellamy, Road Safety Engineer will be in attendance to discuss this matter.
Opus Stormwater Report	Kevin	See below report from Paul McPherson.	

Community Project Update

Boat Ramps

Mercer

Meeting with contractor to discuss extent of works required to enable a quote to be received as agreement with developer has yet to be confirmed. Intention is for works to be completed to take advantage of low river levels at present.

Pokeno Rd Urban Upgrades

Pokeno Road Urban Upgrade

The first upgrade section runs from outside the school on Pokeno Road to the intersection with Great South Road. Currently preparing information for consultation, and obtaining pricing for the stormwater system construction.

Pokeno Wastewater Connections Stage 3

A contractor to complete the remainder of the works has indicated they would like to submit a quote for the work as they will have some availability. Inspection undertaken, quote to be received shortly.

Toilets

Pokeno Toilet

Schedules have been developed for the refurbishment of the toilet block to go to market for costing and award of contract. The refurbishment is expected to increase the useful life of the existing public toilet block by 5-10 years to allow for further planning around Pokeno town centre.

Pokeno Catchment Management Plan

WSP Opus have provided the draft Catchment Management Plan and provided a presentation to go through the document. Staff are providing comments and requests for any additional information needed.

Sportsgrounds

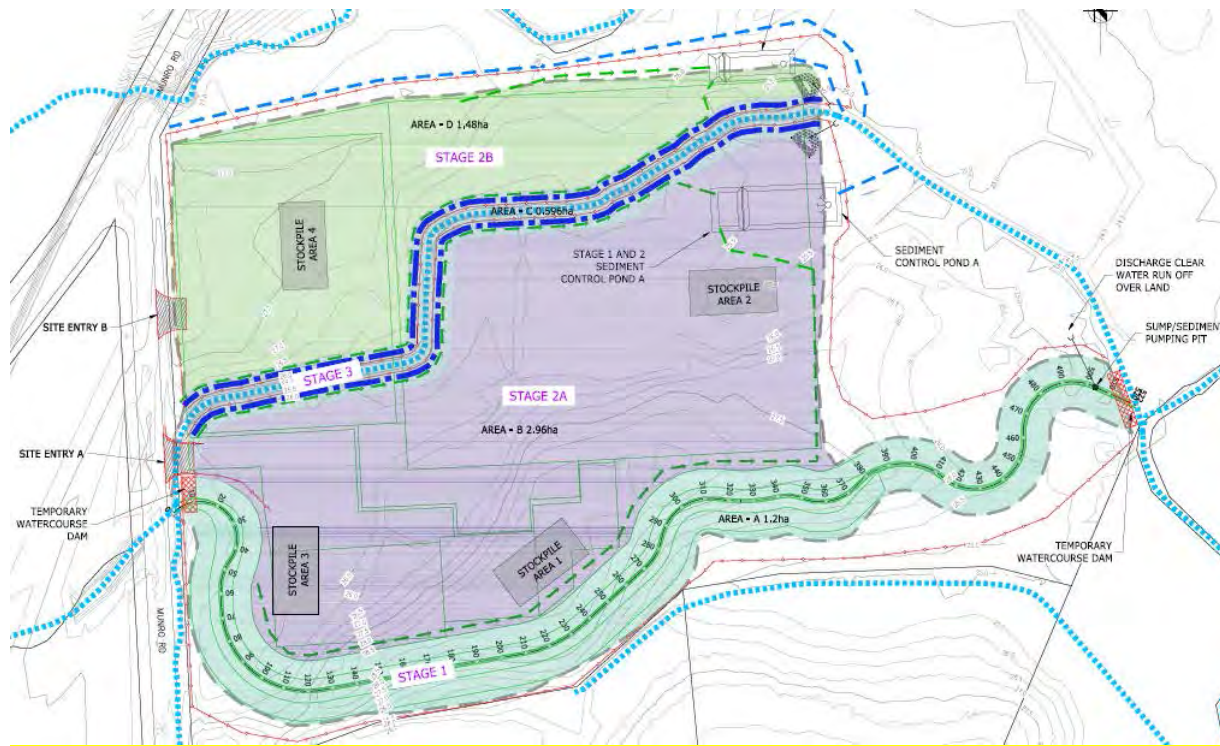
Munro Road Sportsground

Resource consent was approved February 2017 to carry out the earthworks to re-align the stream and create a flat mowable surface in which sports fields can be constructed along with hardcourt areas.

Work on this project was put on hold due to concerns that development of this area along with other significant residential developments underway will have a significant effect on stormwater management within the catchment. Following the receipt of the draft Catchment Management Plan report from Opus confirming that the sportspark construction designed by Harrison Grierson will have no significant impact on the stormwater management in that catchment, work is underway to progress this project.

The design drawings will now be reviewed with a view to advertising an earthworks contract in two stages. Stage 1 will be to strip and stockpile the topsoil for later use, construct the new stream alignment (all cut material to be placed in areas requiring fill) and plant establishment before making this stream diversion live at final completion. Stage 2A will be to continue to cut all high areas and place material in areas requiring fill between the existing stream and new stream alignments.

The contract will exclude stage 2B which is currently being investigated, whether an appropriate solution to provide the needed imported material is by implementation of a commercial clean fill site. Once all imported material has been placed to the final design level the new stream alignment will be made operational and the old stream bed infilled under stage 3.



Cemeteries

Whangarata Road Cemetery

The design for consent has been lodged for assessment and is currently being reviewed. Consent on the current design was lodged within WDC as there is a pending District Plan review which if passed will see the status for the construction of Cemeteries heightened from “Controlled Activity” to “Discretionary Activity” meaning that all previous consultation will be invalidated, and there is the potential for Discretionary Activities to be declined completely.

It has been noted that further consultation may be required however WDC do not feel this will effect Stage I of the cemetery construction. Consultation is believed to be targeted at types and locations of burial plots which has no effect on consents, as well as the possibility of a future privately owned crematorium. Crematoriums are not part of WDC’s strategic planning and operations and would only be undertaken by a private investor. Consent to operate such a facility will therefore require the private investor to obtain their own consent and consideration of location agreed with WDC. This may be carried out under the future Stage II.

WDC have undertaken road widening and safety improvements of this intersection in conjunction with the Waikato District Alliance (WDA) rehabilitation works on a cost share basis. This was to reduce the overall cost to the cemetery project and minimise the risk of later re-work being required. Some minor changes to the linemarking layout may be required pending consent conditions however this will coincide with the WDA reseal programme during their scheduled second coat seal.



Open Meeting

To	Pokeno Community Committee
From	Tony Whittaker Chief Operating Officer
Date	03 May 2019
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 31 March 2019.

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

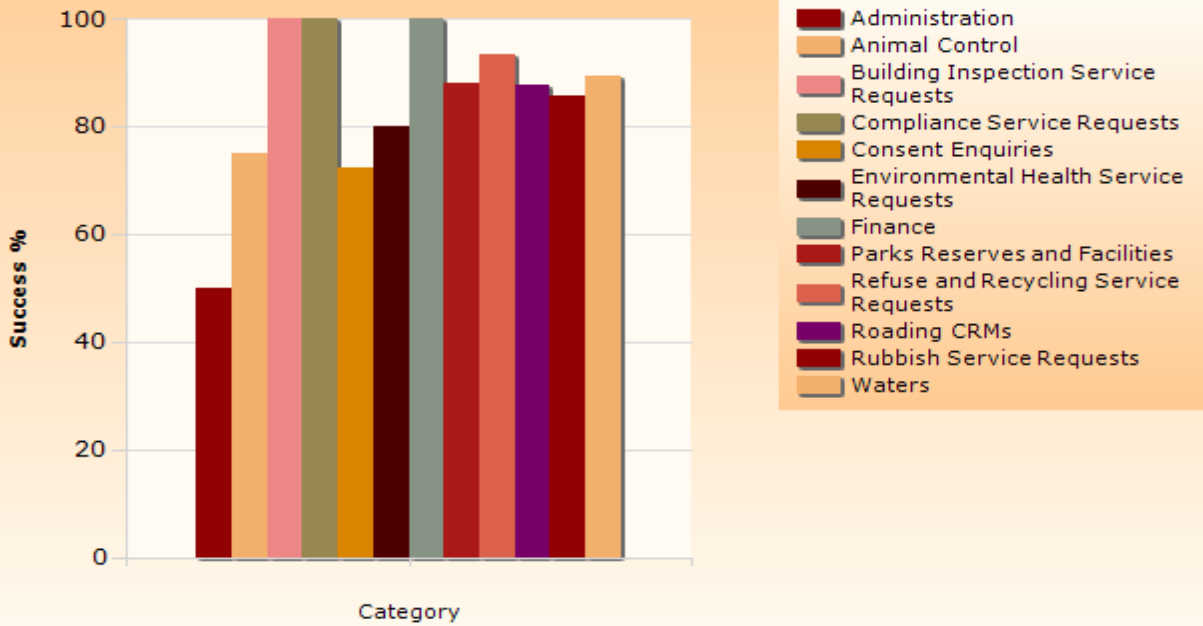


Date Range: 01/01/2019 to 31/03/2019

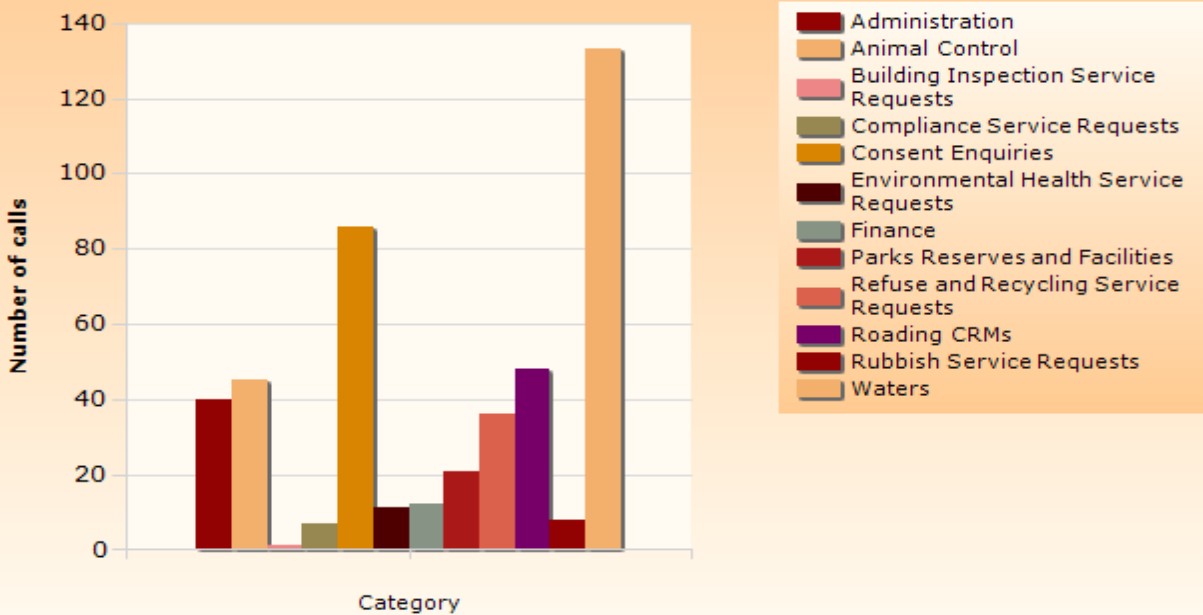
The success rate excludes Open Calls as outcome is not yet known.

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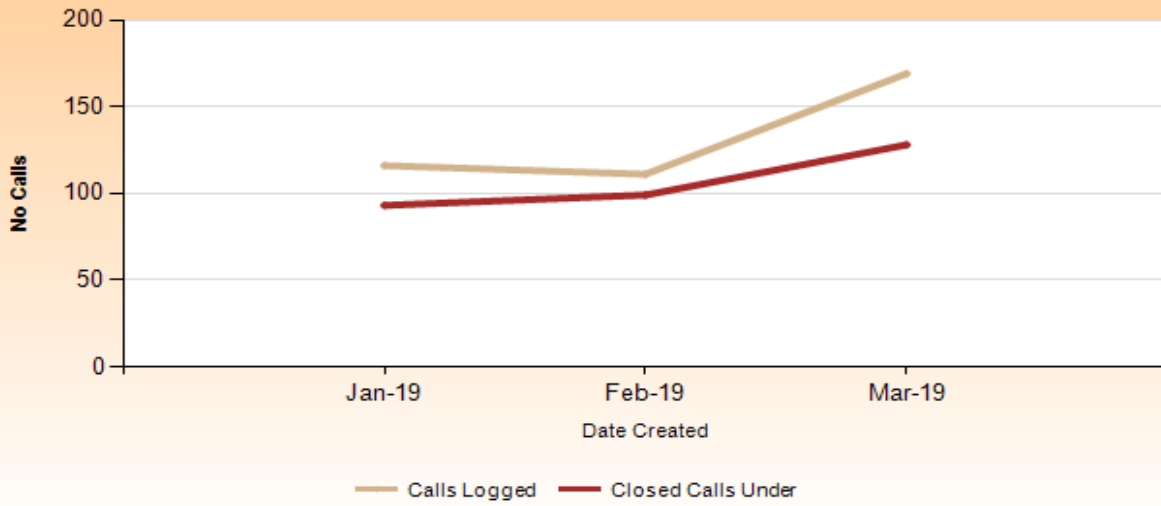
Call Completion % Success by Type



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 for the ward 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	40			20	20	50.00%
	Pro rated rates for the period xx to xx	40			20	20	50.00%
Animal Control							
	Summary	45	6	3	9	27	75.00%
	Animal Charges	3				3	100.00%
	Dog Property Visit	3			2	1	33.33%
	Dog Straying - Current	10			3	7	70.00%
	Dog Straying - Historic	7	3		1	3	75.00%
	Dogs Aggression - Current	4	1			3	100.00%
	Dogs Aggression - Historic	2	1		1		0.00%
	Dogs Barking Nuisance	12		3	1	8	88.89%
	Livestock Trespassing - Current	3	1		1	1	50.00%
	Livestock Trespassing - Historic	1				1	100.00%
Building Inspection Service Requests							
	Summary	1				1	100.00%
	Building Inspection Service Requests	1				1	100.00%
Compliance Service Requests							
	Summary	7	1	1		5	100.00%
	Compliance - Unauthorised Activity	5	1	1		3	100.00%
	DNU - Illegal parking	2				2	100.00%
Consent Enquiries							
	Summary	86		3	23	60	72.29%
	Onsite Services	2			1	1	50.00%
	Planning Process	15		1	4	10	71.43%
	Property Information Request	26		2		24	100.00%
	Rural Rapid Number assignment & purchase of plates	2				2	100.00%
	Zoning and District Plan Enquiries	41			18	23	56.10%
Environmental Health Service Requests							
	Summary	11		1	2	8	80.00%
	Environmental Health Complaint	2			2		0.00%
	Noise Complaint - Environmental Health	2		1		1	100.00%
	Noise complaints straight to contractor	7				7	100.00%
Finance							
	Summary	12				12	100.00%
	Rates query	12				12	100.00%

Parks Reserves and Facilities	Summary	21		4	2	15	88.24%
	Parks & Reserves - Boat Ramp and Jetty issues	1		1			NaN
	Parks & Reserves - Buildings	1		1			NaN
	Parks & Reserves - Council owned land	2				2	100.00%
	Parks & Reserves - Reserve Issues	15		2		13	100.00%
	Parks & Reserves - Urgent Public Toilet Issues	2			2		0.00%
Refuse and Recycling Service Requests	Summary	36	3	2	2	29	93.55%
	New collections	4	1			3	100.00%
	Recycling Not Collected	16	2	1		13	100.00%
	Refuse - Non-Collection	14		1		13	100.00%
	Refuse & Recycling Enquiries	2			2		0.00%
Roading CRMs	Summary	48		7	5	36	87.80%
	New Vehicle Entrance Request	32		3		29	100.00%
	Request 4 new street light path sign etc	1		1			NaN
	Road Marking Sign & Barrier Maint Marker Posts	1				1	100.00%
	Road Safety Issue Enquiries	2		1		1	100.00%
	Roading Work Assessment Required - OnSite 5WD	6		2	2	2	50.00%
	Routine Roding Work Direct to Contractor 5WD Comp	2			1	1	50.00%
	Street Light Maintenance	2			1	1	50.00%
	Urgent - Footpath Maintenance	1				1	100.00%
	Vegetation Maintenance	1			1		0.00%
Rubbish Service Requests	Summary	8		1	1	6	85.71%
	Abandoned Vehicle	2		1		1	100.00%
	Illegal Rubbish Dumping	6			1	5	83.33%
Waters	Summary	133		20	12	101	89.38%
	3 Waters Enquiry	4			1	3	75.00%
	3 Waters Safety Complaint - Non Urgent	1		1			NaN
	3 Waters Safety Complaint - Urgent	1				1	100.00%
	Drinking water billing	30		9		21	100.00%
	Drinking Water Final Meter Read	44		9	1	34	97.14%
	Drinking Water Major Leak	9			2	7	77.78%
	Drinking Water minor leak	9		1	2	6	75.00%
	Drinking Water Quantity/Pressure	1			1		0.00%
	Fix Water Toby	4			2	2	50.00%
	New Drinking Storm Waste water connections	4				4	100.00%
	No Drinking Water	19			3	16	84.21%
	Stormwater Property Flooding	2				2	100.00%
	Wastewater Odour	1				1	100.00%
	Wastewater Overflow or Blocked Pipe	3				3	100.00%
	Wastewater Pump Alarm	1				1	100.00%
Total		448	10	42	76	320	80.81%