
Agenda for a meeting of the Pōkeno Community Committee to be held in the Pookeno Hall, cnr Market Road and Gt South Road, Pookeno on **MONDAY, 7 SEPTEMBER 2026** commencing at **7:00 PM.**

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.

The meeting will be opened with a karakia.

1. PRESENT

2. APOLOGIES AND LEAVE OF ABSENCE

3. CONFIRMATION OF STATUS OF AGENDA

4. DISCLOSURES OF INTEREST

The register of interests is no longer included on agendas, however members still have a duty to disclose any interests under this item.

5. MINUTES FOR CONFIRMATION

Minutes for confirmation for a meeting held on Monday, 27 July 2026

6. PUBLIC FORUM

7. REPORTS

7.1 Works and Issues Report September 2026

7.2 Communications Update (*Verbal*)

7.3 Finance Update (*Verbal*)

7.4 Economic Wellbeing Tourism (*Verbal*)

7.5 Sports Park/Pookeno Hub Update (*Verbal*)

7.6 Cultural Update (*Verbal*)

7.7 Councillors Report (*Verbal*)

8. CLOSE OF MEETING

CL Hobbs
CHIEF EXECUTIVE

TERMS OF REFERENCE

PŌKENO COMMUNITY COMMITTEE

Chairperson:	Allan Grainger
Deputy Chairperson:	Prince Kalra
Membership:	Two Ward Councillors (Vern Reeve and Fabio Rodrigues) Ten community representatives (Ginny Bullock, Lynda Spicer, Janet Baillie, Sarah Baker, Rick Barber, Helen Clotworthy, Bronwyn Heath, Dhanak Humayn, Amanda Rutherford, Jay Singh)
Meeting frequency:	Six weekly
Quorum:	Half of the members if even or + 1

It is noted that the community committee terms of reference (TOR) are being reviewed at present and are likely to be revised again, as part of the representation review, in early 2027. In the interim these TOR apply to the four community committees listed on page 51.

Election and election process

1. Members of community committees shall be elected on a three-year cycle, following the local body elections and after the establishment of a governance structure with TOR.
2. Elections shall be held by public meeting conducted by the chief executive of Council or their nominee, at which candidates will be nominated and elected (the elections meeting). The elections meeting shall be conducted in a manner deemed appropriate by the chief executive.
3. Council will advertise the public meeting and call for nominations to the committee.
4. Any vacancies occurring during the term shall be filled as deemed appropriate by both Council and the committee. The committee may, by resolution, co-opt members to assist as required if the number of members does not exceed the maximum specified in paragraph 1 of the membership of community committee section (see below).
5. Council may assist in filling vacancies as appropriate.

Purpose

The Pōkeno Community Committee (the Community Committee) is set up by the Waikato District Council (Council) to deal with local issues on behalf of Council in the township and surrounds of Pookeno.

Roles and delegations

The community committee's role shall be as follows:

1. Represent and act as an advocate for the interests of its community.
2. The consideration of and reporting on all matters referred by Council or any matter of interest or concern to the community committee.
3. Maintain an overview of services (e.g., road works, parks, recreational facilities, community activities, and traffic management) provided by Council within the community of Pokeno
4. The preparation of an annual submission to the budgetary process of the Waikato District Council for expenditure within the community of Pokeno
5. Communication with community organisations and special interest groups within the community of Pokeno
6. In the event that the committee that doesn't have specific discretionary funding to allocate, the committee can make an application to Council's Rural Ward Discretionary Fund for the funding of specific projects or events. These grants are available for projects and initiatives in rural areas and areas that are not served by a community board or other committee that receives discretionary funding.
7. To work with the elected hall committee to ensure the management and administration of halls within the Pokeno area.
8. Any other function and duties may be delegated from time to time to the community committee by Council.
 - a. Pursuant to sch 7, cl 32(3) of the LGA, any sub-delegation of these responsibilities, duties and powers by community committee is hereby expressly prohibited.

Membership of community committee

1. The membership of the community committee shall consist of not fewer than three and no more than 12 elected members plus appointed member(s) from Council.
2. In line with representation reviews and any applicable Local Government Commission determinations, councillor(s) elected in the ward representing the community committee area shall be community committee members either by election or appointment.
3. The role of the appointed councillor(s) shall be the liaison link between Council and the community committee.
4. Community Committee members (of the four committees stated on page 51) are expected to act in accordance with Council's code of conduct and standing orders at all times. This includes the obligation to declare any actual, potential, or perceived conflicts of interest in relation to matters under consideration.

Chairperson

1. The community committee shall appoint a chairperson from within its membership.
2. The community committee shall appoint a deputy chairperson from within its membership.
3. The community committee shall appoint a secretary from within its membership.
4. For community committees with the delegation of discretionary funding, they will need to appoint a funding representative to work with council staff.

Meeting procedures

1. The community committee shall follow the general principles of the New Zealand Standards (NZS 9202:2003) Model Standing Orders including Amendment 1 for Meetings of Local Authorities and other public bodies.
2. Any variance to the standing orders can be decided by a simple majority vote of those members present at a meeting.
3. A quorum of members of the committee shall consist of no fewer than five members.
4. The committee will be responsible for completing, and submitting to Council's Democracy team, minutes for each committee meeting in accordance with guidance provided by Council.
5. Members of the public and external presenters (including Council staff) will be treated with respect and courtesy by committee members.
6. All councillors are entitled to attend community committee meetings and are granted 58 speaking rights on agenda items and general matters. Aside from those formally appointed as members of the committee, attending councillors do not hold voting rights.

Communication

1. The objective is to retain quality relationships between Council and the community committee and the community committee and the public.

Responsibilities of Council

1. Council agrees to hold at least one combined workshop per annum, at which Council will participate with all community committees in discussing issues of mutual interest and clarification will be given on future Council direction.
2. Council may accept representations from the community committee at its ordinary meetings on issues of significance contained within the community board minutes.
3. Council employs the chief executive, and the chief executive employs all staff. The chief executive is accountable to Council, not to the community committee.

Winding-up of the committee

1. The committee may be wound up by resolution of Council in consultation with, or as a result of a request from the committee.

To	Pōkeno Community Committee
Report title	Minutes for confirmation for a meeting held on Monday, 27 July 2026
Date:	7 September 2026
Report Author:	Joanne Gread, Principal Democracy Advisor
Authorised by:	Gaylene Harvey, Democracy Manager

1. Purpose of the report

Te Take moo te puurongo

To confirm the minutes for a meeting of the Pōkeno Community Committee (PCC) on Monday, 27 July 2026.

2. Staff recommendations

Tuutohu-aa-kaimahi

THAT the Pōkeno Community Committee confirms the minutes for a meeting held on Monday, 27 July 2026 as a true and correct record.

3. Attachments

Ngaa taapirihanga

1. PCC Minutes Monday 27 July 2026

POKENO COMMUNITY COMMITTEE

Minutes of meeting of Pokeno Community Committee held at 7.30 pm at Pokeno Hall on Monday 27 July 2026

Present

Allen Grainger (Chair), Helen Clotworthy, Ginny Bullock, Lynda Spicer (Treasurer), Rick Barber, Jay Singh, Bronwyn Heath
Councillors: Vern Reeve, Peter Thompson
Visitors: Liz Saunders (WDC), various members of the public

Apologies

Amanda Rutherford, Sarah Baker, Prince Kaira, Dhanak Hamayan, Will Gauntlett (WDC), Cr Endine Dixon-Harris

Moved: Ginny Bullock

Seconded: Vern Reeve

Chair Allen Grainger welcomed everyone to the meeting and advised that as per last meeting, it will be live streamed and can be watched online

Confirmation of Status of Agenda

Moved Allen Grainger

Seconded Bronwyn Heath

Confirmation of previous minutes 15 June 2026

Moved Allen Grainger

Seconded Lynda Spicer

Disclosures of interest

The register of disclosures of interests is no longer included on agendas but PCC members still have a duty to disclose any interests under this item to the Chairman

NEIGHBOURING COMMITTEE REPORTS

None

PUBLIC FORUM

A presentation was made by Stelios (Stel) Simpson regarding Sheep Valley, an agri-tourism business which is being built on 42a Potter Road.

It is due to open end of August 2026 and hopefully will have their own buses by October.

There will be community days for local residents and they hope to have 56000 visitors in the first year with a 5 year plan of 300000 visitors per year.

Aimed at Korean and ultimately Chinese visitors at first but open to all over the next couple of years. It is important to have Qualmark accreditation so application is under way

It will include tractor-trailer rides, animal interaction, sheep and dog demonstrations and baby animal feeding.

A large auditorium to be built for sheep shearing, etc. Food trucks to be introduced with souvenir shop and a night market, etc

Eventually overnight accommodation in campervans by the end of the year.

Plan to hire 6 local residents now and 10 more by August

5 year plan has up to 1000 employees

CORRESPONDENCE

In: Various emails from WDC forwarded to all committee members.

REPORTS

Councillor's report

Cr Fabio Rodrigues

None received from Cr Rodrigues

Cr Vern Reeve

Vern advised that designs have been made for the bridge over swampy area on Pokeno Road to allow safe transit for children to school from Lakeside development

No funding is available at the moment

Most children have been provided with safety vests but more are needed

Skate Park/Destination Playground

Some money is held by council but there will still be a shortfall of approximately \$350000 so fundraising will be required. Contractor is being sourced

Finance update

Helen advised that Pokeno has not received their WDC grant for the last 2 years and after chasing this for a number of months, we have now received \$10000 as a one-off grant

Lynda advised that balances are \$8282 in business account and \$3015 in savings account excluding about grant

Economic wellbeing/Tourist

Bronwyn reported on Council awards to Ray Knight from MenzShed and Andre van der Merwe, Pastor at services in the hall on Friday evenings

Sports Park/Pokeno Hub update

Sports Park toilets are out for tender. WDC has decided that they will not be similar to those installed in the town centre. A pipe for waste water will be installed. Hopefully by 2027

Rick Barber asked that WDC provide a map of the waste water pipes within the Pokeno area including West Helenslee development and whether that development will have waste water connection

Playground/skatepark

Ground work for playground will start late 2026 aiming for completion 2026/2027

Plans for skatepark to ensure it is shovel ready when funding becomes available

Rubbish bins

The current servicing frequency already represents a relatively high level of service. However, staff recognise there may be benefit in providing additional bin infrastructure as the township continues to grow

Cost of an extra double/twin bin will need to be confirmed but is approximately \$3915 plus GST plus installation per bin

Road maintenance/roading report

A discussion took place about maintenance of road berms and roundabouts in Pokeno. It was emphasised that this was for roads within Pokeno and not on-off ramps which are maintained by NZTA

Helenslee Road Urban Upgrade (No further updates at this stage) The project to design this section of road to a "shovel ready" state with completed

construction drawings and resource consents completed is on hold awaiting additional funding. Link here: (Helenslee road minor improvements design) Dean Road /Fraser Rd Roundabout Footpath lighting design is complete, and the Safe System Audit of the design is underway. Following that any changes from the audit will be made to the design, and the resource consenting completed bringing it to “shovel ready” status while awaiting construction funding.

Pokeno Road Urban Upgrade and Bridge Replacement Design work is continuing to match the adjacent urban upgrade design from Munro Road Intersection future roundabout to the existing Pokeno Road Bridge western abutment for construction next summer. The design for the timber truss pedestrian bridge is complete with design of footpath connections and timber boardwalk bridge approaches yet to be completed. Consenting work is underway.

Pokeno Road / Munro Road Roundabout Design for this project is nearing completion ready for Safe System Audit. Work on resource consenting is ongoing. Consenting will complete the work to “shovel ready” status.

The section of Munro Rd from the future roundabout on Pokeno Road through to intersection is in the detailed design phase and is scheduled for construction starting around October 2026.

Munro Rd Bridge Replacement This work is to provide “shovel ready” construction documents and resource consenting for the future replacement of the one-lane bridge on Munro Rd. The funding timeline is unknown at this stage and dependant on Waka Kotahi funding approval. The design is on pause while the Counties Energy cable requirements are assessed as this will affect the design options.

Hub and library

Allen Grainger read out following report from WDC

Temporary fencing has been erected around the site and enabling works have commenced

Enabling works are progressing well, with the contractor currently forecasting completion up to 4 weeks ahead of schedule due to favourable weather conditions

Preload works for the future carpark area are expected to commence shortly as part of ongoing site preparation activities

The tender process for the main construction contract has been completed and a preferred contractor has been identified. WDC did not advise which contractor

Facilities are seeking Council approval at the next Asset and Infrastructure Committee to proceed with the main construction contract and enter into final contract negotiations

The project budget remains on track, with competitive tender pricing providing increased confidence in the overall financial position of the project

Progress continues on the cultural design elements with positive discussions held regarding material selection that supports both the project vision and budget objectives

Overall the project is progressing well and remains on course to move into the main construction phase subject to council approval

Cultural update

Haupai Montgomery advised that Matariki celebrations were very successful and enjoyed by many in the community.

As a Farewell to Matariki there will be a special dinner on 26 September at the Hall. Tickets are \$100 each to a maximum of 100 people and tables of up to a maximum of 10 persons are available

There will be a café at the Crafty Cows market day for fundraising

Also have had 2 Housie afternoons which were very successful and an ongoing car boot sale.

Jay Singh advised a very good celebration of Chinese New Year earlier this year
There will be a ladies' cultural event at the hall on 13 September and Diwali will be celebrated on 17 October, again at the hall

General business

Condolences were offered to Vern Reeve on the death of his father in law and a one minute silence was held

Appreciation was given to Dominique Thurlow who has moved on from WDC to IEWAI for all her input to the Committee in training and advice

HEADSTART

A video was shown from Mayor Aksel regarding the Government's proposal to merge local councils and remove Regional Councils, having new integrated councils look after all issues.

He advised that WDC is looking at a whole of river approach for the Waikato River which would include Taupo, Waipa, Hamilton, South Waikato etc.

1300 submissions were received across the region. He is to have meetings with Taupo mayor

Allen Grainger attends most WDC meetings (unlike most other board/committee chairs) and so has a good knowledge of what is being discussed in the meetings although he is not permitted to take part in any discussions/decisions

Helen Clotworthy asked Rob Chester if he had received any response from WDC regarding specific questions he had asked at a previous meeting. He was unable to advise if he had received a response as there was a lot of correspondence

He spoke on behalf of Residents and Ratepayers regarding their proposal to move Pokeno/Tuakau from Waikato to Auckland

They have received about 800 submissions regarding the merger, most of them favourable, to moving north Waikato back to Auckland

He said that 3 steps are needed to succeed in this transfer and meeting with the Minister is the final stage as closing date has passed for submissions.

He did not say whether Auckland Council was agreeable to the transfer but did say that with the number of homes in the Pokeno/Tuakau area paying high rates, WDC is not in favour of the change because of loss of income

Average rates in Pokeno will be over \$6000 per annum in the next financial year. Council cannot provide a total rate income but can advise that the rates for Pokeno/Tuakau ward for 2026/26 year were \$33,067,490 including GST

Allen Grainger thanked everyone for coming and closed the meeting at 8.45 pm

MEETING DATES 2026

Monday 14 September 2026

Monday 26 October 2026

Monday 07 December 2026

To	Pōkeno Community Committee
Report title	Works and Issues Report September 2026
Date:	7 September 2026
Report Author:	Soroya McGall, Executive Assistance to General Manager Strategy & Growth
Authorised by:	William Gauntlett, General Manager - Strategy & Growth

1. Purpose of the report

Te Take moo te puurongo

To provide an update to the Pōkeno Community Committee on actions and issues arising from the previous meeting and works underway.

2. Staff recommendations

Tuutohu-aa-kaimahi

THAT the Pōkeno Community Committee receive the Works and Issues report for September 2026.

3. Attachments

Ngaa taapirihanga

1. Pokeno Works and Issues Report September 2026

Pōkeno Community Committee Works and Issues Report – September 2026

	Issue and Action	Area	Status Update
1.	Waste Water Maps Committee member Rick Barber requested a map of the wastewater pipes within the Pookeno area including West Helenslee development and queries whether that development will have wastewater connection.		This information can be found under maps on the Waikato District Council website intramaps. IAWAI now manage all water services across the Waikato district. In time, they will set up their own geospatial information. In relation to whether new development will have wastewater connection, all developments are required to have wastewater connections. The whole of Pookeno-Tuakau wastewater capacity is currently constrained. More information can be found here.

Capital Projects Update (as of 25 August 2026)

Playgrounds and Sports Parks

Pookeno Sports Park Toilet

The Public Toilet contract is in place, and fabrication is underway, with construction to align with the playground and pedestrian bridge from Waikaha St in late 2026, commissioning of wastewater services early 2027.

Pookeno Sports Park Playground

Developed design is complete. Tender evaluations underway. Construction is planned for late 2026. Aiming for March/April 2027 completion.

Pookeno Skatepark

The project team is working to deliver “street section” with current WDC budget. Tender is currently live. Construction is planned for late 2026. Aiming for March/April 2027 completion.

Pookeno Sports Park Pedestrian Bridge

Contract negotiations / value engineering underway with preferred supplier. Construction is planned for late 2026. Aiming for March/April 2027 completion.

Roading

Project names from [Waikato District Council projects page](#) indicated in **blue**.

Helenslee Road Urban Upgrade

(No further updates at this stage)

The project to design this section of road to a “shovel ready” state with completed construction drawings and resource consents completed is on hold awaiting additional funding.

Link here: ([Helenslee road minor improvements design](#))

Dean Road /Fraser Rd Roundabout

Minor changes are being made to the design as the resource consenting reports are completed bringing it to “shovel ready” status while awaiting construction funding.

Link here: ([Dean Road/Fraser Road Intersection upgrade design](#))

Pokeno Road / Munro Road Roundabout

Work on resource consenting is ongoing. Consenting will complete the work to “shovel ready” status.

Link here: ([Pookeno Road / Munro Road – Intersection Upgrade – Roundabout design](#))

Pokeno Road Urban Upgrade

The section of Pokeno Road from the intersection of Munro road upto the road bridge western abutment, also has detailed design complete and similar as the Munro Road Upgrade is in its procurement and shovel ready stage. This project is to be constructed at the same time as Munro Road for a mid-September to early October 2026 start. Please expect some delays from this time onwards.

Council will provide further information about construction timing, traffic management and potential disruption as planning progresses.

For any reports of road damage and maintenance request please use your Antenno App [link here](#), our website [link here](#), email info@waidc.govt.nz, or call our free 0800 492 452 number.

The community and road users will be updated by WDC before work begins [link here](#)

Link here: [Pookeno Road Resilience – Road upgrade from Bridge to Munro Road Design](#)

Munro Road Urban Upgrade and Culverts

This section of Munro Rd from the intersection of Pokeno (future roundabout) through to Huia Road Intersection, has detailed design complete and finalising consenting and approvals. This project is currently in its procurement and shovel ready stage. This project

is to be constructed for a scheduled start, mid-September to early October 2026 along Munro Rd only. Please expect some delays from this time onwards.

Link here: [Munro Road Resilience and Footpath design](#)

Munro Rd Bridge Replacement

This work is to provide “shovel ready” construction documents and resource consenting for the future replacement of the one-lane bridge on Munro Rd.

The design is on pause while the Counties Energy cable requirements are assessed as this will affect the design options.

Link here: [\(Pookeno Road Resilience – Road Upgrade from Bridge to Munro Road design\)](#)

IAWAI Projects Update

Elevated E. coli Levels Identified Upstream and Downstream of Pookeno Waterfall

In late July, water quality testing detected elevated levels of E. coli upstream and downstream of Pookeno Waterfall. Watercare has reported the results to Waikato District Council, Waikato Regional Council and IAWAI, and further investigations are currently underway to identify the source of the contamination.

Water quality monitoring will continue to assess conditions and support public health measures. As an immediate precaution, public notice boards have been installed near the waterfall to advise visitors of the potential health risk while investigations are ongoing.



Pookeno Dam Baseflow Monitoring

As part of the discharge consent conditions, an investigation was undertaken to assess the Pookeno Dam baseflow. The initial investigation identified that the required baseflow is not currently being achieved due to sediment build-up around the outlet cage structure inside the dam.

The current measured baseflow is approximately 40mm, while the consent requires a baseflow of 80mm. Sediment removal and maintenance of the outlet structure are required to restore the baseflow to the required level and support ongoing compliance with the discharge consent. A programme will be developed to monitor the baseflow level.

Completed Catchment Assessment and Hydraulic Pipe Sizing

