



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 **MONDAY, 28 MARCH 2022** commencing at **7.00PM**.

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

3. 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.

4. CONFIRMATION OF MINUTES

Meeting held on Monday, 28 February 2022

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5. PUBLIC FORUM

6. CORRESPONDENCE

6.1 Inwards

6.2 Outwards

7. REPORTS

7.1 Works & Issues Report

7

- 7.2 Subcommittee Reports *Verbal*
- 7.2.1 Strategy & Growth
- 7.2.2 Finance
- 7.2.3 Facilities – update of Facilities Committee Helen Johnson
- 7.2.4 Events
- 7.2.5 Communications
- Website/Communications
 - Pokeno Community Facebook page
 - Contacting the Committee
- 7.3 Neighbouring Community Committees/Boards
- Mercer
 - Onewhero-Tuakau
- 7.4 Councillors' Report *Verbal*
- 7.5 Waikato District Plan changes, submissions processes, implications, actions *Verbal*
- 7.6 Other Business
- 8. PCC ACTION LIST**

Gj Ion
CHIEF EXECUTIVE

To | **Pokeno Community Committee**
Report title | **Confirmation of Minutes**

1. Purpose of the report
Te Take moo te puurongo

To confirm the minutes for the meeting of the Pokeno Community Committee held on Monday, 28 February 2022.

2. Staff recommendations
Tuutohu-aa-kaimahi

THAT the minutes for the meeting of the Pokeno Community Committee held on Monday, 28 February 2022 be confirmed as a true and correct record.

3. Attachments
Ngaa taapirihanga

Attachment 1 – PCC Minutes, Monday, 28 February 2022

| | |
|----------------|---|
| Date: | 28 March 2022 |
| Report Author: | Grace Shaw |
| Authorised by: | Gaylene Kanawa Democracy Team Leader |

POKENO COMMUNITY COMMITTEE

Minutes of the meeting of Pokeno Community Committee held on Monday 28 February 2022 at 7.15 pm at Pokeno Hall.

Present:

Allen Grainger, Helen Clotworthy, Ginny Bullock, Ric Odom, Trisha Burns, Ian Davis, Cecelia Heta, Barry Birchall, Crystal Cherrington, Paihere Clark,

Councillors in Attendance: Jacqui Church and Stephanie Henderson

Visitors: Clive Morgan WDC, Tony Whittaker WDC, Emma Edgar WDC

Apologies

Janet Baillie
 Moved: Cecelia Heta
 Seconded: Ric Odom

Election of officers (earlier meeting and separate minutes)

Moved: Barry Birchall
 Seconded Crystal Cherrington

Introduction

Chairman asked each member to briefly introduce themselves as there is a number of new members.

Confirmation of previous minutes AGM 14 February

Moved: Helen Clotworthy
 Seconded: Allen Grainger

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

Cecelia Heta advised she has a trusteeship

Crystal Cherrington declared an interest as Mana Whenua for Pokeno and as Taiao Manager for the Ngati Naho Trust. The member disclosed these roles not only for transparency but believed they would be complimentary to the Committee, Iwi and Council going forward

Correspondence

In: Various emails from WDC forwarded by Ric Odom to committee members
 Out: None

Communications

Emma Edgar, Communications, Marketing and Engagement will support improvement of Community Page and Facebook Page is also acknowledged
 \$5000 being held by WDC for website development. Discussion to take place between

Emma and Helen Clotworthy

Helen today received communication from original web designer and will talk to Emma Clive Morgan advised to use 0800 number for council business and ensure you get a number from operator. Alternatively you can contact WDC on website and get reference number. Afterhours is looked after by Hamilton City Council.

Chairman's Report

No chairman's report. This will be forthcoming next meeting by new Chair Allen Grainger

Reports

Clive Morgan WDC Executive Team gave his thanks to the previous committee and in particular to outgoing chair

He is committed to the PCC and we can "hold him to account" over any issues

It was acknowledged that WDC can improve involvement issues for Pokeno CC.

Totara Park

The committee was given an update

Bin replacements to be advised

BBQ's are not gas, but electric and Counties Power advise \$12000 to connect them

Much more to be done including carving at entrance

Doug Howe to follow up

Harriet Johnson Park

Bin(s) to be installed

Town Centre Plan

This has been ongoing since 3rd October 2011 and very little appears to have been done apart from 2 plans which have not been followed up by WDC

WDC will come up with a new plan to use as a starter point and will present to PCC as soon as possible.

There must be engagement with public on the agenda, such as "Community Hub", encapsulating all previous discussions including railway station etc

Explanation by Allen Grainger of LTP to new committee members

Whangarata

New Cemetery is approximately 37 hectares in size.

Strong opposition on proposal to use area for dog walkers, food consumption by Manua Whenua. Discussion on how to use the green space until cemetery is opened in 3-4 years.

New dog By-Law submissions closed 23 February 2022

Kowhai Downs

Reeds planted for flooding are not up to standard, not maintained and in some cases have been removed altogether

Zoom meeting held on 15th February with Jacqui Church chairing regarding improvements.

Police (Const. Lorraine Borrell) requested 24 liquor ban.

Committee **RESOLVES** to ask WDC for a 24 hour Liquor Ban for Kowhai Downs Waterfall and environs

Moved: Ric Odom

Seconded: Allen Grainger

Carried unanimously

WDC to process liquor ban and produce signage and increase rubbish bins and collection days per week

Street Names

Helen Clotworthy is happy to continue with this item.

Replacement toilets on Main Road

Cr Church said that 8 pan replacement toilets (including disability toilets) are not sufficient for purpose. The original investigation was done at the beginning of the lockdowns when there were no tourist buses. Now that tourists are returning to Pokeno and she asked the committee to follow up with WDC to look at increasing the toilets to at least 10 or 12

Finance Committee

Trust development tabled for next meeting

Other Business:

WDC has funds for Wheelchair access for community use

Anzac Day

WDC has funding for wreaths, pipebands etc

Planting should be done in plenty of time so that cenotaph area attractive on the day

WDC to provide a list of wreath donors

Road closures to be discussed with police by WDC

Munro Park

Where are we at with consultation now Covid lockdowns are over? Presentation/consultation for Plan done last year but nothing has happened since

Next Meeting:

Meetings for 2022 are 6 weekly, not 4 weekly and will take place on a Monday evening at Pokeno Hall

The next meeting of the Pokeno Community Committee to be confirmed by WDC

Meeting closed at 8.45 pm after karakia

To | **Pokeno Community Committee**
Report title | **Pokeno Works and Issues Report – March 2022**

1. Purpose of the report
Te Take moo te puurongo

To provide an update on issues arising from the previous meeting and works underway.

2. Staff recommendations
Tuutohu-aa-kaimahi

THAT the Works and Issues report from the General Manager Community Growth be received.

3. Attachments
Ngaa taapirihanga

1. Pokeno Community Committee Works and Issues Report – March 2022

| | |
|----------------|---|
| Date: | 28 March 2022 |
| Report Author: | Sandy Mason, Personal Assistant to Clive Morgan |
| Authorised by: | Clive Morgan, General Manager Community Growth |

Pokeno Community Committee's Works and Issues Report – March 2022

| # | Issue and Action | Area | Status Update |
|---|---|---|--|
| 1 | <p>Works Programme Pokeno Community Committee (PCC) happy for communications to be digital so it can be kept current.</p> <p>Action: 18 October 2021 John Brown to decide what digital platform.</p> <p>December status update There will be a Pokeno Urban Upgrade page on the website set up.</p> <p>February status update Pokeno Urban Upgrade page not on website yet, as Communications team still waiting on the most up-to-date information regarding the different roading projects which may have been impacted by funding etc.</p> | John Brown – Service Delivery | Verbal update to be provided at the meeting 28 March. |
| 2 | <p>Totara Park completion Keen to ensure proposed park is to deliver on the original plan agreed by the community Keen to have half basketball court Carving for entranceway BBQ functioning, rubbish bins, playground equipment</p> <p>December status update Tony to send PCC Totara Park 'fitout' consultation documentation. Completed – sent 30 October.</p> | <p>Service Delivery</p> <p>Kim Wood</p> <p>Megan May</p> <p>Jackie Bishop</p> | Verbal updates to be provided at the meeting 28 March. |

| # | Issue and Action | Area | Status Update |
|---|--|------|---------------|
| | <p>The Munro Road Sports Park study will provide options on design and functionality. This study is imminent - the PRAG and Ward Councillors are abreast of status.</p> <p>An audit of rubbish bins is being done as we currently have different contractors emptying different bins, depending on the location – parks, road reserve, footpath. To create efficiencies, we need to know where all the bins are, and which contractors are emptying them to ensure there is no duplication and create a more efficient service. Due to border restrictions, this has been delayed.</p> <p>However, Council will provide a bin for this park given there is a BBQ there. This is now in progress.</p> <p>The broader bin strategy is that users of parks are responsible for their own rubbish and therefore should be taking it home with them if there is no bin available. Hence please don't expect a proliferation of bins across all parks.</p> <p>February status update A bin has been installed.</p> <p>The final draft report has been received and is currently being reviewed. Council staff will be meeting with the consultant in the coming weeks and anticipate that it will be shared by the next PCC meeting, if not before.</p> | | |

| # | Issue and Action | Area | Status Update |
|---|--|-------------------------------------|--|
| | <p>Cushman & Wakefield (a commercial real estate company) will be conducting a litter bin audit of the district, covering where the bins are situated; a condition assessment of them and contractors emptying them to prioritise a programme for replacement.</p> | | |
| 3 | <p>Pokeno Main Street Proposed that staff prepare one option based on road safety review etc such that this could potentially be added to or deducted from – rather than 2 options.</p> <p>Action: 6 September 2021: In February 2022, Service Delivery to provide update regarding preferred option for communication with the community, as currently progressing design to a more developed stage.</p> <p>February status update The Christmas break and work being done on the Market Square development has changed how we present this information.</p> | Ross Bayer – Service Delivery | Verbal update to be provided at the meeting 28 March. |
| 4 | <p>Whangarata Cemetery Keen to understand whether the cemetery could be used as a rec space for walking, etc while not needed as cemetery – appreciate this could be culturally insensitive Keen for gates to stop inappropriate vehicle use</p> | Megan May – Service Delivery | Verbal updates to be provided at the meeting 28 March. |

| # | Issue and Action | Area | Status Update |
|---|--|---|---------------|
| | <p>Action: 18 October 2021 Megan May to come up with plan for leashed dog walkers, general activities and other suggestions – Request to be advised of suggestions at next meeting.</p> <p>December status update The Dog Control Bylaw is currently being reviewed and would be the appropriate mechanism to introduce this location as an exercise area for dog.</p> <p>This review and consultation is undertaken by the Animal Control team and Corporate Planners.</p> <p>The Community Connections team support the utilisation of this space for an alternate purpose until such time the area is required for cemetery purposes.</p> <p>February status update Megan May - Until the consultation is complete (refer to comment below for dates), staff are not in a position to make any decisions.</p> <p>Melissa Russo - This has been a consideration in the review of the Dog Control Bylaw and Policy. Submissions are open until 26 January and hearings are scheduled for 22-24 February. It is anticipated Council will make a decision on the Bylaw before May.</p> | <p>Melissa Russo – Corporate Planning Team Leader</p> | |

| # | Issue and Action | Area | Status Update |
|---|--|--------------------------------|---|
| 5 | <p>Street/Road Names Community can check road naming process directly with LINZ.</p> <p>Action: 18 October 2021 PCC still frustrated with opportunity to have names rejected based on conflict with a name seemingly 'a long way away'. Is there someone who could explain 'rejection' criteria to help inform their future road name thinking. They don't want to waste time on justification etc to only have it rejected. Ross Bayer - Could LINZ present?</p> <p>December status update LINZ would not be available to do a presentation.</p> <p>The Criteria is set out both in the policy and in LINZ rules. As set out, these checks are to be made by the Community Groups</p> <p>A copy of WDC Road Naming policy can be found on Council's website.</p> | Service Delivery | All actions complete - Does PCC wish to remove this item? |
| 6 | <p>Committee Funding Wanting confirmation that committee administration funding is now available as supported by Mayor in LTP.</p> | Julie Dolan - Community Growth | All actions complete - Does the PCC wish to remove this item? |

| # | Issue and Action | Area | Status Update |
|---|---|--|--|
| | <p>October 2021 This is work in progress.</p> <p>December status update District administration fund is available.</p> | | |
| 7 | <p>Website Agreed \$5000 subscription available to support the committee for establishment of community website. This is currently with Helen Clotworthy re way forward.</p> <p>December status update Pokeno Community Committee are in the early stages of engaging with a web designer, communication remains challenging, will access funds from Council in due course.</p> | PCC - Helen Clotworthy | Verbal update to be provided at the meeting. |
| 8 | <p>Kowhai Downs Concerned with LOS – Allen to send detail of issues for staff to explore.</p> <p>Action: 18 October 2021 Tony to follow up on issues regarding storm water, drainage and other related matters.</p> <p>December status update The onsite meeting once able will address all issues.</p> | <p>Ross Bayer – Service Delivery</p> <p>Peter Henderson – Service Delivery</p> | Verbal updates to be provided at the meeting 28 March. |

| # | Issue and Action | Area | Status Update |
|----|--|------------------------------------|---|
| | <p>February status update Spoke to Allen Grainger about his concerns re McIntosh Drive.</p> <p>Contacted Allen Grainger. A handout to residents around swale maintenance will be put together and shared with Allen prior to distribution.</p> | | |
| 9 | <p>Street Lights Needed at the top of Helenslee and turning down Munro Road towards Sports Park – consider this is a Council oversight</p> <p>December status update Council have paid for these lights to be installed and we are waiting for the contractor to complete the work.</p> <p>February status update The contract was not paid in last financial year, as requested and therefore the project has to be requoted. We will advise likely project timelines when the re-quote is received.</p> | Ross Bayer - Service Delivery | Verbal update to be provided at the meeting 28 March. |
| 10 | <p>Signage re Town Centre Plan</p> <p>Action: 18 October 2021 PCC keen to see some form of signage to show the community what is coming, particularly if it is staged eg Main St if entire Main St not being upgraded at once. They want</p> | Paul MacPherson – Service Delivery | The Strategic Planning Team will be presenting the Pokeno Public Realm Concept Plan at the March meeting. |

| # | Issue and Action | Area | Status Update |
|----|---|------------------------------------|---|
| | <p>Main St upgrade to be from Pokeno Road down as far as Selby St.</p> <p>December status update Council is currently looking at options regarding the signage.</p> <p>February status update Urban Design consultants Isthmus are currently completing their draft Public Realm Concept Plans for the Pokeno town centre and adjacent areas with inputs from Blueprinting, various departments in Council Iwi and Community Board representation. The Concept Plan will provide options for the transport network layouts, streetscape dimensions, as well as recommendations for retail and hospitality areas, community hub, railway station, bus routes and stops.</p> <p>The deliverables are due at the end of January. More information will be provided to the committee once the deliverables have been received and reviewed.</p> | | |
| 11 | <p>Town Centre Plan</p> <p>Action: 18 October 2021 The Committee want to know what the Town Centre Plan will include, ie Market Square, Train Station, and what timeframes are known.</p> | Donna Tracey - Community Growth | The Strategic Planning Team will be presenting the Pokeno Public Realm Concept Plan at the March meeting. |

| # | Issue and Action | Area | Status Update |
|----|--|---|---|
| | <p>December status update The Waikato District Growth and Economic Development Strategy 2070 (Waikato 2070) adopted by Council in May 2020 considers the matter of the Town Centre. Waikato 2070 includes a Pokeno Town Centre Development Plan, which identifies the location of the market square, future train station and future residential growth cells. Council is currently in the process of engaging an Urban Design consultant to develop a Public Realm Concept Plan and Streetscape Design for Pokeno.</p> <p>February status update Progress has been made with the consultants, Isthmus and Flow to work on the draft Public Realm Concept Plan of the Pokeno CBD.</p> <p>Multiple workshops have been held with staff along with a Community Board representative and a local Mana Whenua representative. Donna and team would be more than happy to present to the Committee at the next best meeting.</p> <p>Community consultation process to be finalised.</p> | | |
| 12 | <p>Pokeno Consenting Activity</p> <p>Action: 18 October 2021 PCC requests to obtain regular copies of consenting activities which will inform them.</p> | Sue O’Gorman - General Manager Customer Support | All actions complete - Does the PCC wish to remove this item? |

| # | Issue and Action | Area | Status Update |
|----|---|-----------------------------|---|
| | <p>December status update Pokeno Community Committee is now receiving weekly consenting reports.</p> | | |
| 13 | <p>Cenotaph Cenotaph (Development Adjacent to) – The Committee has real concerns about the development of the ‘Pokeno Plaza’ adjacent to the cenotaph.</p> <p>Action:18 October 2021 (from minutes) Market Square – Urgent investigation request, as to why vehicles are allowed to park on the ‘grass’ area under the trees by the Cenotaph, stating this is a place of particular significance to the community and the level of destruction is extreme. Wants the illegally installed truckload of gravel removed and grass reinstalled, then wooden bollards installed with a gate to enable grass mowing to stop ongoing damage from vehicles.</p> <p>Additional notes Has left Cenotaph area in a very poor state of repair and cars continue to park on area which now includes gravel/mud. PCC want area sectioned off urgently to eliminate further damage and keep the cars out. Bollards are long term but something temporary is needed in interim. Area to be remediated back to original grass. PCC has suggested that the ‘Plaza’ has insufficient car parks and/or less than consented.</p> | Kim Wood - Service Delivery | Verbal update to be provided at the meeting 28 March. |

| # | Issue and Action | Area | Status Update |
|----|--|---|---|
| | <p>PCC believes they have been raising these issues since March and keen to see whether Alliance might help.</p> <p>December status update Staff have spoken to the developers and advised that this area is not a car park.</p> <p>Temporary concrete wheel stops have been installed to stop vehicles from driving onto this area.</p> <p>Once border restrictions are eased, staff will be in a position to assess the site and determine where bollards can be placed to avoid any detrimental effects on the root system of the notable trees in this area. Once this is completed, the area will be reinstated with grass.</p> <p>February status update The Open Spaces Project Coordinator is meeting with Helen Clotworthy and Vik Goel on 25 January to determine bollard placement and discuss grass reinstatement and further potential desired outcomes for this space.</p> | | |
| 14 | <p>Toilets</p> <p>December status update Consultation will happen with the Community Committee before construction commences. At this stage, there will be an opportunity for this to be discussed with the Projects team.</p> | Reuben Rink / Peter Clark - Service Delivery | Verbal update to be provided at the meeting 28 March. |

| # | Issue and Action | Area | Status Update |
|----|---|---|---|
| | <p>February status update Total number of pans proposed for Pokeno is eight.</p> <p>Consultation documents will be supplied to the Community Board in February to work through the location, design and colour schemes for the replacement toilet buildings.</p> | | |
| 15 | <p>Second bottle store permitted and car parks</p> <p>December status update A decision was made by the District Licensing Committee to approve the licence for the Bottle-O Pokeno at 25 Market Street Pokeno on 2 March 2021. In part this would be based on the activity being suitable to the zoning criteria in the District Plan. No objections to the public notification of the application were received as part of that process. Consideration is given during the application process to the amenities of the area and issues that could result in harm from the sale and consumption of alcohol, such as, any behavioural issues that the police may identify. Any complaints of issues arising from the sale of alcohol can be made by the public to the Council and incorporated in future licensing renewal process and any public disorder issues involving alcohol should be referred to the Police.</p> | Sue O’Gorman - General Manager Customer Support | All actions complete - Does the PCC wish to remove this item? |

| # | Issue and Action | Area | Status Update |
|----|--|-------------|---|
| | The consent for 25 Market Street 'Pokeno Mall' (an 8 retail unit) does not specifically provide conditions as to the numbers of car parks. | | |
| 16 | Kowhai Downs Walkway Safety Rail | Cory Cullen | Works onsite of installing a Health and Safety handrail (by the old flour mill) at Kowhai Downs Walkway will start on Thursday 24 March. The walkway will be closed for approximately seven days. |

COMMUNITY PROJECTS TEAM UPDATE

(as at 7 March 2022)

Munro Road Sports Park – Stage 2 Earthworks

Three Contractors have been invited to tender for the contract to enliven the new stream formed last year as part of Stage 1 earthworks. Tenders close 4pm 11 March 2022. The goal is to have the works completed in the current earthworks season ending 30 April.



Upstream end of stream diversion. The existing live stream can be seen upper right.

Pokeno Toilet Replacement

Consultation on selection of toilet roofline, cladding, and colour about to get underway with the Community Committee. The Project Manager will send out details on the options in the coming weeks.



Monopitch option



Gable roof option

Pokeno Main Street Upgrade

Preliminary and investigation works are continuing. Public Realm Concept Plan is being incorporated into design options.