

Agenda for a meeting of the Raglan Community Board to be held in the Town Hall, Supper Room, Bow Street, Raglan on **WEDNESDAY 29 NOVEMBER 2023** commencing at **1.30pm**.

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

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5. PUBLIC FORUM

6. REPORTS

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GJ Ion
CHIEF EXECUTIVE

To	Raglan Community Board
Report title	Confirmation of Minutes
Date:	Tuesday, 21 November 2023
Report Author:	Robyn Chisholm, Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Manager

1. Purpose of the report

Te Take moo te puurongo

To confirm the minutes for a meeting of the Raglan Community Board (RCB) held on Wednesday, 18 October 2023.

2. Staff recommendations

Tuutohu-aa-kaimahi

THAT the minutes for a meeting of the Raglan Community Board held on Wednesday, 18 October 2023 be confirmed as a true and correct record.

3. Attachments

Ngaa taapirihanga

Attachment 1 – RCB Minutes – 18 October 2023

MINUTES for a meeting of the Raglan Community Board held in the Supper Room, Bow Street, Raglan **WEDNESDAY, 18 OCTOBER 2023** commencing at **1.36pm**.

Present:

Mr C Rayner (Deputy Chairperson)
 Cr L Thomson
 Mr R Wallis
 Mr T Oosten

Attending:

Ms A Diaz (Chief Financial Officer)
 Ms R Chisholm (Democracy Advisor)

4 members of the public

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Thomson/Turner)

THAT the apologies from:

- a. **Mr D Amoores for non-attendance and Mr S Bains for lateness be accepted.**

CARRIED

RCB2310/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mr T Oosten /Mr R Wallis)

THAT the agenda for a meeting of the Raglan Community Board held on Wednesday, 18 October 2023 be confirmed:

- a. **with all items therein being considered in open meeting; and**
- b. **all reports be received.**

CARRIED

RCB2310/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Cr Turner/Mr R Wallis)

THAT the minutes for a meeting of the Raglan Community Board held on Wednesday, 6 September 2023 be confirmed as a true and correct record with following amendments:

- a. correct spelling of Mr Euston to Mr Oosten and Mr Gold to Mr Gould.
- b. Item ??? – it was noted by the Chief Financial Officer that targeted rates are as per the Long-Term Plan (LTP).

CARRIED

RCB2310/03

PUBLIC FORUM

John Lawson

- Clarification was sought on the Wi Neera Walkway and whether it is a shared pathway with cyclists. In discussion that followed, it was noted that the path measurements are defined as 2.5m wide and there is a sign for “cyclists to dismount”.

ACTION: Parks and Reserves Team to confirm pathway widths for Wi Neera walkway is a shared space for both pedestrians and cyclists.

- It was noted that the Raglan Community Board Facebook page address/URL was not working. It was confirmed at the meeting it is still not working and follow up was required.

ACTION: Mr C Rayner to follow up with the Facebook Page Administrator to resolve the issue of the Facebook page not working.

- It was queried how Te Reo signage, as referenced in the Blueprint, is being funded. It was noted that Te Reo signage is not in the Long-Term Plan (LTP) and the Board agreed the appropriate conduit to support Te Reo signage would be Raglan Naturally to support them in achieving this.

REPORTS

Works, Actions & Issues Report: Status of Items July 2023

Agenda Item 6.1

The report was received [*RCB2310/02 refers*], and the following discussion was held:

- Updates relating to discretionary funding items in works and issues were noted including:
 - the Lions Club have now received the invoice from traffic management and it has been paid. They are now working on raising the invoice for the discretionary fund portion that was approved.
 - It was noted that Discretionary Fund payments to Raglan Surf Lifesaving and Raglan Museum have been paid since the last meeting.

SoundSplash update

- It was confirmed that management plans have been received from applicants and timeframes are being met. There will be a further update and discussion at the November Community Board meeting.
- It was queried whether the Community Board would get an insight of the applications before Land User Consent is granted and there was discussion regarding Land User Consent versus Resource Consent and clarification of what consent had been granted already.

ACTION: The Chief Financial Officer to check on Land User Consent status in relation to management plans for SoundSplash.

Internal Bus Transport

- In response to a query regarding why the buses were being pushed back a year, the response was that the teams were working on the trial and there was funding for it so the reasons for the delay were unclear.

ACTION: The Chief Financial Officer to check in with the Transport Operations Team Leader regarding the roading for bus transport

CCTV Better off Funding update

- It was noted that there have been no further developments and there is no funding currently for the maintenance of cameras. It was further advised that this is a Long-Term Plan (LTP) discussion.

Discretionary Fund Report to 04 October 2023

Agenda Item 6.2

The report was received [RCB23/0/02 refers], and the following discussion was held:

- As the last meeting for 2023 was in early December and the next meeting would not be held till late February 2024, members should encourage the community to get funding requests in as soon as possible.
- Was a Christmas/New Years parade or fireworks going ahead as there is usually applications for these? This would be the responsibility of the funding representative to follow up with the organisers

ACTION: Mr Wallis to follow up the organisers of the annual fireworks display and parade..

- It was agreed that further discussion regarding potential applications and how the Board would like to receive funding applications and communicate with the community as a topic for a future meeting.

ACTION: Mr Wallis to add an item to the next agenda to brainstorm potential opportunities for funding applications.

- It was noted that the Raglan Arts Council had applied for funding from the Creative Communities Scheme but only partial allocation of funding was granted, therefore it was anticipated that the Board would receive applications for the balance of funding requested.

Raglan Naturally Report 2023

Agenda Item 6.3

The report was received [RCB23/0/02 refers], and the following discussion was held:

- It was reported that Raglan Naturally was unable to continue funding the COVID Community Connection through the Ministry Social Development (MSD). Members acknowledged the work done by Raglan Naturally in this area, which was appreciated by both the Board and community.
- It was noted that the remainder of the Discretionary fund grant had been spent on large Civil Defence kits and some smaller individual family kits which helped with community resilience and preparedness.
- It was reported that Raglan Naturally coordinators had a great session with the community groups and preparation of the next annual plan of projects is in progress now.
- It was queried how long the Raglan Naturally funding model lasts and it was advised, that it was a five (5) year contract with the Department of Internal Affairs and there is another 3 years left on the contract.

Chairperson's Report

Agenda Item 6.4

The report was received [RCB2309/02 refers], and no further discussion was held.

Councillors' Report

Agenda Item 6.5

A verbal report was received, and the following discussion was held:

- It was noted that the next Board meeting out in the community has been deferred to early 2024.
- It was noted that Freedom Camping deliberations have gone well and Long-Term Plan (LTP) workshops have been ongoing with tough decisions being made and still a lot of work to be done.
- Civil Defence - as noted in the Chairpersons written report, a community hui has been booked for 6pm on 17 November at the Town Hall. It was noted that the hui was scheduled to be held in the evening due to it being a better time for people to attend. It was further noted that the Emergency Management Advisor will also attend.
- The Emergency Management Advisor would be doing the Raglan Community Board policies around the information for the community when the emergency kits were distributed and training provided.
- Noted that the hui on 17 November was for community members interested and included people already identified by the Board.
- It was noted that through Raglan Naturally, funded by MSD, commitments made to the community included:
 - the Suicide Prevention event that is going ahead at the Raglan Area school
 - the Community 3 Bridges Walk
 - continuing Rainbow youth support
 - work with the Marae collective with Mr M Edmonds
 - support to the Marae clinics
 - Hauora Raglan Medical Centre staff – wellness day
 - Civil Defence roll out of emergency resources received through the Emergency Management Advisor. Including 20 x wheelie bins being distributed to the local marae and schools and to key organisations in town.
- It was celebrated that Raglan Naturally have been awarded MSD Level 3 accreditation.
- Community Board members were encouraged to attend upcoming LTP workshops, where possible. The upcoming workshops were noted to include Activity Management Plans (for operational activities), with the next one scheduled for 8 November.

- It was queried when the Community Board would see what was being put forward for Whaangaroa from Council workshops. It was advised that the process to date has been that Community Boards and Community Committees Chairs are receiving the invites to these meetings and the information is publicly available on Council's website.
- It was noted that information could be found on the public website on what projects are in progress.
- The budgeting perspective of LTP workshops starts next week and a new budgeting tool at Council is being rolled out to assist with this process.
- There were lengthy discussion regarding what stage the Community Board would learn the outcomes of LTP workshops and decisions and it was advised that a draft budget is expected at the end of November 2023 and a more detailed budget early next year which could be shared with Councillors and Community Boards at that time, noting that these workshops were open to the public and Community Board/Committee Chairs.
- It was noted that the infrastructure strategy would have some locality based planning and the level of detail for the strategy comes from the LTP.
- The Chief Financial Officer (CFO) advised that she would be happy to spend time with the Community Board to give more of an overview on the LTP process and the Board agreed this would be very helpful.

ACTION: The CFO to liaise with Activity Management Planners to understand how granular the locality-based information would be.

- The key issues for Raglan were wastewater and unsealed roads, for which the Board requested a workshop in early 2024.

ACTION: The CFO to work with members to schedule a workshop for early 2024.

- There was discussion regarding a Structure Plan for Raglan and it was noted that a structure plan for Raglan has been done before, however because of how Raglan has grown and the type of infrastructure, it did not progress.
- In following discussion it was noted that a Town centre would not come through in a structure plan and the type of planning instrument that would serve Raglan the best needed to be explored.

ACTION: The CFO to send a copy of the Public Realm Plan for Pookeno to Raglan Community Board Members so they have an example of zoning and town planning.

- It was noted that central government or developer support would be required for some infrastructure in Raglan due to costs.
- It was advised that the Papahua Reserve report was deferred and would come back to Council on 25 October 2023.

- In terms of relationships relating to Papahua, it was noted that when the toku whenua took place for Papahua it was between two (2) parties, being the Raglan Town Board and the tribe. In terms of that relationship, that is where those discussions stay, i.e. with Council and the Tribe.
- Cr L Thompson advised that she had previously declared a conflict of interest as Chair of the Board and as a direct descendant of the landowners, additionally, her sister and cousin were the hapu representatives. When it comes to Council she does not speak on this matter.
- The members noted disappointment if the Council part of the relationship was staff or people not from Whaingaroa – something to ask the hapu reps?
- There was extensive discussion regarding relationships and lines of communication and it was noted that the Community Board communicates with Council and Council talk to Ngaati Maahanga. It was noted that the current Joint Management Agreement (JMA) does not have staff appointed, however staff would provide support.
- It was noted that the Papahua Reserve was not a reserve in the traditional sense as it was not our land and therefore the way it is managed going forward needed to be what mana whenua and hapu are comfortable with.
- In further discussion regarding relationships, Cr Turner noted that she sits in the Maaori seat on the Board and these relationships were a large part of her role. The Board were encouraged to consider what does the relationship mean after 100 years.
- Council wanted the relationships to be long lasting. Over the years, since the toku whenua was done, a hundred (100) years ago, there has not been a Maaori voice in that space and that is what Council wants to create, bringing the parties together to talk.
- Cr Turner was given recognition for the intricacies of her role and size of the area she has to cover along with the issues she had to navigate through. In response Cr Turner noted that the Raglan Community Board is easy to deal with.
- Another significant area was the airfield which was discussed and it was noted that in the last triennium, Council made a commitment to return this area to the rightful owner. It was noted that work is progressing and moving forward in this area, however it was a long drawn out process.
- Cr L Thompson extended an invitation to the Board to attend the opening and naming of the new wharenuui at the Motakutaku Marae on Saturday 18 November, likely at dawn. All welcome and she would send a panui once details were finalised.

Resolved: (Mr Oosten/Mr Rayner)

THAT the Raglan Community Board advises Council of their expectation that rates increase be no more than the Government's rate of inflation.

Councillor L Thomson and Councillor Turner abstained from the above motion.

CARRIED

RCB2310/04

Board Member Reports

Agenda Item 6.6

The report was received [RCB2309/02 refers], and the following discussion was held:

- It was noted that the Raglan Arts events start tomorrow, opening at ROAR and Community Board members invitations would go out via their Facebook page/chat.
- Mr Oosten advised that a representative from Rangatahi reached out to the Community Board to share and discuss the private pool that they were looking at building at Rangatahi. They requested a letter of support from the Community Board.
- Members agreed a letter of support should be provided, but it needed to be clear that there was no commitment towards funding as this would have an impact on ratepayers for which consultation would be required.
- Clarified as a privately run community pool.

ACTION: Mr Oosten to draft a letter regarding Rangatahi Pool support and forward for inclusion on the next agenda for consideration.

There being no further business the meeting was declared closed at 3.04pm.

Minutes approved and confirmed this day of 2023.

D Amore
CHAIRPERSON

To	Raglan Community Board
Report title	Discretionary Fund Report to 15 November 2023
Date:	29 November 2023
Report Author:	Jen Schimanski Support Accountant
Authorised by:	Alison Diaz, Chief Financial Officer

1. Purpose of the report **Te Take moo te puurongo**

The purpose of this report is to update the Raglan Community Board on the Discretionary fund spend to date, commitments and balance as at 15 November 2023

2. Staff recommendations **Tuutohu-aa-kaimahi**

That the Raglan Community Board receives the report,

3. Attachments **Ngaa taapirihanga**

Attachment 1 – Discretionary Fund report to 15 November 2023

RAGLAN COMMUNITY BOARD DISCRETIONARY FUND REPORT 2023/24 (July 2023 - June 2024)

As at Date: 15-Nov-2023

		10-2060-0000-00-25904
2023/24 Annual Plan		14,271.00
Carry forward from 2022/23		14,675.00
Total Funding		28,946.00
Income		
Total Income		-
Expenditure		<i>excl GST</i>
14-Dec-2022	Payment for the amount of \$4,000 (exc GST) towards the Raglan Community Charitable Trust New Year's eve fireworks display RCB2212/07	4,000.00
27-Jul-2023	Payment from Raglan Community Board for \$1,954.00 (excluding GST) to the Raglan & District Museum Society towards the cost of a surfboard rack for the museum invoice 301 dated 27/07/2023 RCB2305/05	1,954.00
Total Expenditure		5,954.00
Net Funding Remaining (Before commitments)		22,992.00
Commitments		
14-Dec-2022	Commitment for the amount of \$1,200 (excl GST) towards the cost of traffic management for the Raglan Lions New Years parade Updated to show as excl GST amount RCB2212/08 RCB2307/07	1,200.00
06-Sep-2023	Commitment of \$2,000 (excl GST) to the Raglan Surf Life Saving Club for publication of 50 years surf lifesaving in Raglan books RCB2309/07	2,000.00
Total Commitments		3,200.00
Net Funding Remaining (Including commitments)		19,792.00

To	Raglan Community Board
Report title	Discretionary Fund Applications
Date:	Friday, 3 November 2023
Report Author:	Robyn Chisholm, Senior Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Manager

1. Purpose of the report

Te Take moo te puurongo

The purpose of this report is to provide the Discretionary Funding applications received for consideration by the Raglan Community Board.

2. Staff recommendations

Tuutohu-aa-kaimahi

THAT the Raglan Community Board:

- a. approves/partially approves/declines an allocation of \$1827.00 (plus GST if any) from their Discretionary Funding account to:**
 - i. Raglan Community Arts Council Inc**
 - ii. Nine (9) Pop-up Book Programmes**
 - b. approves/partially approves/declines an allocation of \$6000.00 (plus GST if any) from their Discretionary Funding account to**
 - i. Raglan Community Arts Council Inc**
 - ii. Raglan Film Festival**
 - c. approves/partially approves/declines an allocation of \$4000.00 (plus GST if any) from their Discretionary Funding account to**
 - i. Surfside Church**
 - ii. Christmas event**
-

3. Attachments

Ngaa taapirihanga

- Attachment A - Application For Funding (Raglan Community Arts Festival Inc - Pop-up Book Programmes)
- Attachment B - Application for Funding (Raglan Community Arts Festival Inc – Raglan Film Festival)
- Attachment C Surfside Christian Life Centre – Christmas event
-

DISCRETIONARY FUNDING GUIDELINES

How to make a funding application

Waikato District Council provides discretionary funding to assist community groups, non-commercial groups and voluntary organisations operating within the council's rural wards, community boards and the Te Kauwhata and Meremere Community Committees areas.

Funding Mechanisms

1. Waikato District Council Community Boards / Community Committees
2. Waikato District Council Discretionary and Funding Committee

Who can apply?

Any community group, non-commercial group or voluntary organisation can apply for a grant. Specific criteria for each fund are as follows:

1. Waikato District Council Community Boards and the Te Kauwhata and Meremere Community Committees
Community boards and the Te Kauwhata and Meremere Community Committees allocate grants for events and projects in their areas. Applicants must outline how their event or project will contribute to the community board area and wider community. The relevant community board or committee has responsibility for determining grant applications in their area.
2. Waikato District Council Discretionary & Funding Committee
The Discretionary & Funding Committee allocates grants from the Rural Ward Fund. Rural grants are available for events and projects in rural areas and areas that are not served by Community Boards or the Te Kauwhata and Meremere Community Committees. Applicants must outline how their event or project will contribute to the community Rural area and wider community. The Discretionary & Funding Committee has responsibility for determining grant applications in the Rural area.

3. Criteria for grants

Applications are required to meet the following criteria:

- a) Applications will be accepted from community groups, non-commercial groups and voluntary organisations. Applications from individuals will not be accepted.
- b) Applications will need to be made to the relevant community board or committee, or to Council's Discretionary & Funding Committee.

- c) Applications for Christmas parade/events will need to be made to the relevant community board or community committee.
- d) Applicants need to describe in their application why the event or project is important to the community and how the wider community will benefit by the event or project.
- e) Applicants can have in-kind contributions recognised in terms of the non-grant funding component provided they demonstrate good community engagement.
- f) Applications must detail how the monies sought will specifically be used and how the balance of the monies required for the event or project will be obtained.
- g) Capital expenditure items may be considered for grant applications.
- h) Applicants can make more than one application for a grant within a 12-month period provided that the grant being sought is for a different project or event and an accountability statement has been completed.
- i) Applications may be considered from schools where the Ministry of Education will not fully fund the project and the benefits are for the wider community.
- j) Grants will not be considered for events or projects that have already occurred / projects completed (i.e. no retrospective funding).
- k) Grants will not be given to oppose consent decisions, attend conferences or to contest legal cases.
- l) Applications from commercial entities will not be considered.
- m) All applications will need to provide the relevant template describing the event/project, budget and relevant quotes.
- n) The project or event must take place in the Waikato District Council area of jurisdiction.
- o) Council-owned property i.e. halls managed by hall committees and who receive a targeted rate are not eligible for funding.

Eligibility Criteria

Applications are required to meet the following criteria:

- a) Applicants must be either a community groups, non-commercial groups and voluntary organisations
- b) Successful applicants must complete a project accountability report within 2 months of the completion of the project before being eligible for further funding. This is essential for auditing requirements.
- c) Applicants may be required to attend the community board / community committee and the Discretionary & Funding Committee to present their application.

Funding Rounds

Applications to be presented to the boards/committee's chair or funding representative two weeks prior to the next scheduled meeting.

Presenting your application

Applicants are advised in writing by the community board/committee of the outcome of the funding.

New form response

www.waikatodistrict.govt.nz

Form: [Community Board/Committee Funding Application Form](#)

A new response was submitted on 16 November 2023, 02:58 PM.

Select your Community Board or Committee	Raglan
Name of your organisation and contact person	Raglan Community Arts Council Inc. Jacqueline Anderson Event Coordinator
What is your organisation's purpose/background	We are the arts and creative organisation for the Raglan Whaingaroa area. We have been operating since 1982. Our aim is to nurture and encourage development of the arts in this area.
Phone number	021 157 5812
Email	accounts@raglanartscentre.co.nz
What is your event / project, including date and location?	A series of 9 pop-up book programs promoting Raglan local writers, illustrators and publishers combined with workshop talks, events and artists in residence program. The Raglan Waikato Writers Pop Up program will provide an opportunity for local authors, illustrators and publishers to display and promote their work at the Old School Arts Centre on a regular basis. It is also an opportunity for Raglan residents and visitors to enjoy, engage with and buy local books, and meet local book creators. Alongside and as part of the pop-up, a series of book related events will be delivered for the community – book launches, author and illustrator talks, workshops, and writers in residence drop-in sessions. A flow-on benefit is that the pop-up and its events will enliven the Old School, ensuring there is always something for visitors to see, and draw in a wider range of people. We are planning for the series of events to take place during 2024 at the Raglan Old School Arts Centre, 5 Stewart St, Raglan.
How will the wider community benefit from this event/project?	The initial pilot was organised and run by Old School staff and volunteers with support from Sarah Johnson who is a local childrens author. Eighteen local writers, illustrators and publishers participated, with the genres of their books spanning fiction for adults and children, non-fiction (including educational books, cookbooks and how to books), self-help, poetry, memoir and history. In addition to this starting group, we are aware of numerous other local writers, illustrators and publishers keen to take part. In all, there may be around 30 core participants. In addition, we propose to open the event to other book-related creators in the Waikato, inviting in a writer, illustrator or publisher from further afield each time the pop-up runs. This person will have the opportunity to promote their work, thereby reaching an additional audience and enabling local people to be exposed to and learn from their work. Raglan is – and is known as – a creative town. However, historically literature and writing have enjoyed a lower profile than some of the other art forms, despite the high numbers of writers, illustrators and publishers who live here. There is a need for more

	opportunities for people to take part in book-related events. Past events (such as Word Café writers and readers festival, and recent workshops run by Inkspillers Writers Collective) show there is a large appetite for these events in the community. There is also a need to provide more activities and events for youth. Through the pop up, there is an opportunity to deliver workshops and events for youth to explore expressing themselves through words and art.
Are you GST registered?	Yes (Do NOT include GST in your budget)
GST Number	55 079 161
What is the total cost of your project/event	\$10,458
What is the total amount you are requesting from the Board?	\$1,827
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.	Expected projected income is \$8,631
Project Breakdown (itemised costs of funding being sought)	Writers Program RCB Budget Plan 2024 revised post CCS.pdf
Has/will funding been sought from other funders?	Yes
If 'Yes', please list the funding organisation(s) and the amount of funding sought	Waikato District Council Creative Communities scheme has confirmed funding of \$3k. Raglan Lions additional grant specific for youth/tamariki workshops to be submitted 2024 We are also seeking business sponsorship
Describe any donated material / resources provided for the event/project	Writers and authors will be donating their time as well as their marketing resources

[View response](#)

Attachment A

Budget Plan Writers programme/ Pop up Gallery book Shop 9 pop up gallery book shops Jan-Dec 2024 - REVISED post CCS meeting

Raglan Community Board

EXPENSES

Inc Gst

Ex Gst

Coordinator	Co-ordinate series of 9x pop up gallery books shops with authors/facillitate and support author talks/prepare content/display, manage stock and reconciliation of sales (management/administration fee).		\$6,335
RCAC systems and processes	Use of RCAC systems and processes at 25%		\$1,583.75
OSAC venue gallery hire	2 weeks per pop up @ \$190 x 9		\$1,487
Workshops	A series of four youth workshops @ \$250 per workshop		\$1,000
Printing	Associated print costs including poster print	\$60	\$52
Total Expenses			\$10,458
INCOME			
Commission	Projected gallery book sales @ 30% per pop up @ \$400 x 9 (\$3,600)		\$3,130
Grant additional	Raglan Community Board		\$1,827
Grant additional	Raglan Lions - youth/tamaraki specific workshops (unconfirmed planned 2024)		\$500
Koha	Workshop/event door fees		\$500
Business sponsor/s	Printers/publishers/book stores		\$1,500
CCS funding	Request \$4,327 - confirmed funding received \$3k		\$3,000
Total Income			\$10,457.43
Surplus/Deficit			\$0

New form response

www.waikatodistrict.govt.nz

Form: [Community Board/Committee Funding Application Form](#)

A new response was submitted on 16 November 2023, 02:04 PM.

Select your Community Board or Committee	Raglan
Name of your organisation and contact person	Raglan Community Arts Council Inc. Jacqueline Anderson Event Organiser
What is your organisation's purpose/background	We are the arts and creative organisation for the Raglan Whaingaroa area. We have been operating since 1982. Our aim is to nurture and encourage development of the arts in this area.
Phone number	021 157 5812
Email	accounts@raglanartscentre.co.nz
What is your event / project, including date and location?	<p>We are organising a Raglan Film Festival for the Raglan Whāingaroa community 2023/24 supported by additional technical workshops for all ages participating who are submitting films for the awards evening. 2023 will be the 13th year the Raglan Film Festival has run successfully. The festival has grown steadily, both in number of entries and in film audience participation. Our festival is an integrated programme of supporting events and activities leading up to a final red carpet awards ceremony. The festival encourages local Whāingaroa community members of all ages to express their stories by making a film which is submitted as an entry to the film festival. These films submitted are screened over a period of 2-3 weeks to the community which provides an opportunity for film makers to showcase their films to whānau and friends. The final awards ceremony takes place as a formal (Raglan style) event to celebrate the films and the film makers who have participated in the film festival. Raglan Community Arts Council Inc. (RCAC) consulted with the community to develop a strategic plan for 2023-2027 which identified the following as a priority:</p> <ul style="list-style-type: none"> • To continue to stage a Raglan Arts Film Festival • Key Priority: focus on children and youth Enhance links with schools and students • Provide opportunities for youth connections, mentoring and inclusion to increase their self-esteem, confidence, provide inspiration and open doors to new opportunities and career pathways <p>Our film festival is an event which will link all these priorities together not only for youth but for all age groups in our community and wider district. The film festival is firmly established and celebrated as an annual event within the community, however, additional components supporting the film festival requires funding to build and strengthen film festival capacity for the following additional activities:</p> <ul style="list-style-type: none"> • Develop a program of four film/video craft-based workshops aimed at filmmakers of all levels and to bring in expert filmmakers in this region to develop their skills. These workshops will give participants the opportunity to learn from experienced industry experts they would not otherwise have access to • Support the activities of a new role in the team as a School Connector focused solely on developing relationships with the four local

	<p>district wide schools to provide support to teachers and students for the film festival to be incorporated into the NCEA crediting system as an alternative learning programme. • Provide specific training and additional mentoring support to youth to assist in the technical delivery of an event including set up, execution and breakdown of events as well as technical tasks related to sound, lighting, projection and video setup and troubleshooting under the guidance of experienced film festival team members • Ensure that access to software, technical equipment e.g. microphones is available to all participating filmmakers to ensure that this is an event that is accessible for anyone to be able to participate in • Ensure that all activities are affordable for all to participate • Increase audience participation and strengthen marketing capabilities via social platforms (Facebook, Instagram, mailchimp) including review and analysis of existing RCAC database systems • Design, develop, implement and maintain a new site-specific Raglan Film Festival website with relevant, key and refreshed content Our film festival provides a platform for individuals and groups to share their work with the community whilst also acknowledging their efforts. Previous films have shared knowledge about local history, social and environmental issues. On average each year the number of films submitted to the film festival have ranged between 18-25. We wish to increase this number and ensure that we have the capability and capacity to ensure a successful outcome is achieved and that the event can continue to operate sustainably for the future.</p>
How will the wider community benefit from this event/project?	<p>The Raglan Film Festival encourages all local Raglan Whāingaroa filmmakers to be part of the festival program. We say that "all you need is a phone" to make a video, so that people understand their participation is what we want, rather than high levels of technical expertise. Our application sections are for young and emerging talent with categories for Tamariki (under 12yrs), Rangatahi (13 – 15yrs) as well as open all ages category over 15. With the addition of the fourth category, Open Professional, entries made by professional filmmakers are not competing against youth and emerging filmmakers. We open the film submissions early to assist teachers to incorporate filmmaking into their curriculum planning. We also provide a technical script for teachers and liaise directly with schools and department head teachers to ensure the film making process is also supported within the school environment. We will aim to actively engage with key community groups who are also doing 'good and great' things in our community such as Xtreme Zero Waste, Raglan Karioi Project, Whaingaroa Environment Centre and other associated community groups. We also wish to build capacity and resources so that we can begin engagement and inclusion to the wider Waikato community e.g. Huntly and Ngaruawahia to enable participation in the film festival. Members of the local Raglan community attend the screenings as well as visitors from other parts of the Waikato. Our film festival and supporting events provide a platform for audience participation supporting diversity within our community, building relationships and strengthen connections</p>
Are you GST registered?	Yes (Do NOT include GST in your budget)
GST Number	55 079 161
What is the total cost of your project/event	\$29,365

What is the total amount you are requesting from the Board?	\$6,000
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.	Projected income of \$29,365
Project Breakdown (itemised costs of funding being sought)	RCB RFF budget plan 2023 2024 updated post CCS.pdf
Has/will funding been sought from other funders?	Yes
If 'Yes', please list the funding organisation(s) and the amount of funding sought	Raglan Lions confirmed \$1k Waikato District Council Creative Communities Scheme \$4,500 We are also seeking additional business advertising, community sponsorship and koha donations
Describe any donated material / resources provided for the event/project	Our event is run by a film festival sub committee of volunteers who donate significant volunteers hours.

[View response](#)

Attachment A

RFF Budget plan for Raglan Community Board		16/11/2023	
Excluding GST			
ITEM	\$	NOTE	
TICKET SALES	4300	110 TICKETS	EXCLUDES GST ON PRICE OF \$45
SPONSORSHIP	5000		
BAR SALES	1000		KOHA DONATIONS, EG RAGLAN BREWING
DONATIONS/KOHA	3500		R,M,K,FILM SHOWING KOHA
SEED FUNDING 2022	2500		AS AT 9 AUGUST 2023 FROM RODGER
Raglan Lions	1000	Confirmed	
WDC CCS Funding grant	4500	Confirmed	Original request \$8,693
RAGLAN COMMUNITY BOARD	6000		
COMMUNITY WHANAU SUPPORT	1565	40 TICKETS	EXCLUDES GST ON PRICE OF \$45
	29365		
VENUE HIRE	530	OSAC/TOWN HALL	
ALCOHOL LICENCE	65		
RED CARPET FUNCTION AND SUPPORT CREW	400	20 PEOPLE	SET-UP/CLEAN UP ETC
ADVERTISING	1017		INCLUDES CHRONICLE, RAGLAN SIGNS
EVENT CONTRACT MANAGEMENT+PR MARKETING	10,500		ESTIMATE FROM JACQUELINE
SOUND AND LIGHTING	3670		RAY AS FOR LAST FESTIVAL PLUS ALLOWANCE FOR NIC
SOUND AND LIGHTING ASSISTANT	1080		ASSISTANT MENTORED BY RAY = 40 HOURS*\$27
SCHOOL CONNECTOR	600		ADDITIONAL TO EXISTING 30 HOURS FUNDED
EXPERT WORKSHOPS	2972		MARYANN
WEBSITE AND DATABASE	700		
CATERING	3522	150 PEOPLE	COST IS \$27 INCL GST
VIP COMPLIMENTARY TICKETS	391	10 TICKETS AT \$45	
SCULPTURE/ENGRAVING	500		
MC	200		
PRIZES	1000		
SUNDRY INCIDENTALS	100		TONER ETC/RC TABLE CLOTHS/GILMOURS ETC,
BROCHURE	320		ANDY
RCAC CONTRIBUTION systems/processes	1798		
	29365		
	0		

23.4782609

New form response

www.waikatodistrict.govt.nz

Form: [Community Board/Committee Funding Application Form](#)

A new response was submitted on 07 November 2023, 09:44 AM.

Select your Community Board or Committee	Raglan
Name of your organisation and contact person	Surfside Christian Life Centre (Surfside Church), contact Norris Peart
What is your organisation's purpose/background	To provide spiritual, educational and practical programmes that nurture the wellbeing of the Raglan Community with particular emphasis on the needs of family and the disadvantaged as well as an expression of our faith. To serve our community by also providing programmes that bring life, joy and wellbeing. By helping with and organising events that lift the profile of Raglan as well as "lift the spirits" of our community by the above means.
Phone number	0272208998
Email	norris.peart@surfside.co.nz
What is your event / project, including date and location?	We are planning a Christmas event for families, Christmas @ Wi Neera, that will have music, entertainment, activities, a visit from Santa and we will be providing some food as well. It is happening on Sunday the 10th of December 2023 from approx. 5.30pm to 8.30pm. We have given the use of the vacant sections on Wi Neera St in Raglan between the Council building and the backpackers, opposite the Police Station.
How will the wider community benefit from this event/project?	This is a free event for our whole community to bring a bit of joy and Christmas Spirit. The people of the Raglan Community have the opportunity to experience by observation and participation a variety of performing arts and other activities and a celebration of Christmas in a safe family friendly environment.
Are you GST registered?	Yes (Do NOT include GST in your budget)
GST Number	055420610
What is the total cost of your project/event	\$34,534.80 GST exclusive
Existing funds available for the project. Include any projected income	\$18,326.75 GST exclusive supplied by Surfside Church

i.e. ticket sales, merchandise etc.	
Project Breakdown (itemised costs of funding being sought)	Budget Raglan Community Board.xls
Has/will funding been sought from other funders?	Yes
If 'Yes', please list the funding organisation(s) and the amount of funding sought	Tindall Foundation \$500 Business sponsorship from a large sponsor \$4000 This is being processed at the moment.
Describe any donated material / resources provided for the event/project	We already have discounts from our equipment supplier, and we have some targeted sponsorship in place as well. Surfside Church will provide all the labour for setting up, running and packing down the event. This is detailed in the attached budget. We have employed the Māori Wardens to manage the closure of Wi Neera St. for the event.

[View response](#)

<u>Raglan's Christmas on Wi Neera Budget Dec 2023</u>					
GST # 55 420 610	Budget/Quote				
Project Costs	GST inc	GST excl	Income Source	GST Inc	GST excl
Sound and Light	\$ 4,100.90	\$ 3,566.00	Surfside CLC contribution	\$ 21,075.76	\$ 18,326.75
Generator Hire	\$ 511.75	\$ 445.00	Surfside Volunteers Labour		
Stage	\$ 9,200.00	\$ 8,000.00			
Tech crew	\$ 3,080.62	\$ 2,678.80	Stage Sponsorship	\$ 4,140.00	\$ 3,600.00
LED Screen	\$ 5,054.25	\$ 4,395.00	Sound & lighting discount	\$ 1,206.12	\$ 1,048.80
Banner & Advertising	\$ 517.50	\$ 450.00	Stage discount	\$ 2,760.00	\$ 2,400.00
Family free food	\$ 6,900.00	\$ 6,000.00	Screen Discount	\$ 758.14	\$ 659.25
Decorations etc	\$ 575.00	\$ 500.00			
Childrens activities	\$ 1,150.00	\$ 1,000.00	Business Sponsorship	\$ 4,600.00	\$ 4,000.00
(Includes rides, lollies, sausages					
facepainting materials etc					
Security & Santa	\$ 1,150.00	\$ 1,000.00	Raglan Community Board	\$ 4,600.00	\$ 4,000.00
			Tindal Foundation	\$ 575.00	\$ 500.00
<u>Performing Artists</u>					
Headline acts	\$ 7,475.00	\$ 6,500.00			
Total Cost	\$ 39,715.02	\$ 34,534.80	Total Income	\$ 39,715.02	\$ 34,534.80



Surfside Church

Raglan

Above Productions
PO Box 28114, Rototuna, Hamilton 3256
info@above.co.nz
0800 862 268
www.above.co.nz

Hire Quote: Raglan Christmas Sun 10 Dec

Quote Valid Till	24/11/2023
Quote	Q-05758
Your Reference	
Rental Period	09/12/2023 09:00 to 10/12/2023 22:00

Item	Quantity	Days	List Price (ea)	Discount	Total
Staging					
12M Staging Trailer	1	1	8000.00	30.00%	5600.00
Total for Staging:					\$5,600.00

Equipment

Audio

JBL SRX828SP Powered Sub	4	1	90.00	15.00%	306.00
JBL SRX835P Powered Top	4	1	90.00	15.00%	306.00
JBL SRX712M Monitor	6	1	60.00	15.00%	306.00
Crown Monitor Amp Rack (x6 XT4000)	1	1	200.00	15.00%	170.00
Yamaha CL5 Digital Mixer	1	1	450.00	15.00%	382.50
RIO Stage Rack w/ 2x RIO3224D	1	1	280.00	15.00%	238.00
Cross Stage Multi 6way	2	1	15.00	15.00%	25.50
Standard Mic Kit - Rock and Roll	1	1	0.00	15.00%	0.00
Shure Beta 52A Microphone (<i>component</i>)	1	1	15.00	15.00%	12.75
Shure Beta 91A Microphone (<i>component</i>)	1	1	15.00	15.00%	12.75
Shure Beta 56A Microphone (<i>component</i>)	2	1	15.00	15.00%	25.50
Shure SM94 Microphone (<i>accessory</i>)	2	1	15.00	15.00%	25.50
Shure Beta 181C Microphone (<i>component</i>)	2	1	15.00	15.00%	25.50
AKG C451B Microphone (<i>accessory</i>)	2	1	10.00	15.00%	17.00
Sennheiser e604 (<i>accessory</i>)	3	1	15.00	15.00%	38.25
Shure SM57 Microphone (<i>component</i>)	4	1	15.00	15.00%	51.00
Shure Beta 57A Microphone (<i>component</i>)	4	1	15.00	15.00%	51.00
Shure SM58 Microphone (<i>component</i>)	2	1	15.00	15.00%	25.50
Shure Beta 58A Microphone (<i>component</i>)	2	1	15.00	15.00%	25.50
BSS AR-133 Active DI (<i>component</i>)	8	1	15.00	15.00%	102.00
Microphone Stand - Tall (<i>component</i>)	18	1	5.00	15.00%	76.50
Microphone Stand - Short (<i>component</i>)	7	1	5.00	15.00%	29.75
Sennheiser EW500 Series G3 Radio Kit	4	1	0.00	15.00%	0.00
Sennheiser EW500 Series G3 Radio Receiver (<i>component</i>)	4	1	25.00	15.00%	85.00
Sennheiser EW500 Series G3 Handheld Radio (<i>component</i>)	4	1	25.00	15.00%	85.00

Lighting

Chauvet LED COLORdash Par-Hex 7	8	1	22.00	15.00%	149.60
ShowPro Sunstrip LED	8	1	40.00	15.00%	272.00
MA Lighting GrandMA onPC Command Wing w/ Computer	1	1	250.00	15.00%	212.50



Surfside Church
Raglan

Above Productions
PO Box 28114, Rototuna, Hamilton 3256
info@above.co.nz
0800 862 268
www.above.co.nz

Hire Quote: Raglan Christmas Sun 10 Dec

Item	Quantity	Days	List Price (ea)	Discount	Total
LED screen 5M x 3M					
Outdoor LED screen 5M x 3M @ 4mm pitch	1	1	4200.00	15.00%	3570.00
Graphics Playback System	1	1	195.00	15.00%	165.75
Total for Equipment:					\$6,792.35

Power

Generator 80KVA	1	1	360.00		360.00
Fuel	1 x 1.0		85.00		85.00
*** TBC					
Total for Power:					\$445.00

Crew

Prep	2 x 2.0 Hours		52.50		210.00
Labour 1 - General	2 x 2.0 Hours		52.50		210.00
<i>Show Setup</i>					
Labour 1 - Operator	2 x 1.0 Day		650.00		1300.00
<i>Show Day - FOH/Monitors</i>					
Labour 1 - General	2 x 2.0 Hours		52.50		210.00
<i>Packout Crew</i>					
Return to stock	2 x 1.0 Hour		52.50		105.00
Total for Crew:					\$2,035.00

Transport

Truck Day Rate (inc insurance) 5 Ton	1 x 1.0 Day		174.00		174.00
Truck KM - 5 Ton Rate	1 x 60.0 km		0.50		30.00
<i>26km one way</i>					
Truck KM - 6x4 Semi Tractor Rate - Without Fuel	1 x 60.0 km		2.08		124.80
<i>26km one way</i>					
Fuel	1 x 1.0		60.00		60.00
Toyota Hiace Van	1 x 3.0 Days		85.00		255.00
Total for Transport:					\$643.80

Discount	\$3,598.65
Sub Total	\$15,516.15
GST	\$2,327.42
Total	\$17,843.57

Terms & Conditions Bank account for Direct Credits: ANZ, 01-0450-0041635-00 All goods remain the property of Above Productions Ltd until paid in full. Any costs incurred in collection of overdue accounts are payable by the purchaser. Interest at the rate of 3% per month may be added to overdue accounts. All discounts will become void if payment is not made within 7 days. Standard terms and conditions apply.

Greenslade Road Neighbourhood Playground – Community Board Engagement

(Asanka Meththa)

I am reaching out to all of you with the intention of seeking your valuable input, guidance, and feedback on the proposed conceptual design for the Greenslade Road playground.

The budget allocated for the playground project is \$150K.

After conducting a thorough market analysis and to provide some indicative concepts, we are confident that we can deliver designs similar to the concepts provided below.

We are eager to initiate consultation, receive community feedback, your insights, and expectations regarding the playground design.

We would be delighted to join your upcoming community board meeting to provide a more in-depth presentation and discussion.

In the meantime, can I encourage you to gather your ideas and thoughts for this consultation?





Open – Information only

To	Raglan Community Board
Report title	Works, Actions & Issues Report: Status of Items November 2023
Date:	29 November 2023
Report Author:	Karen Bredesen, EA to the General Manager Service Delivery
Authorised by:	Alison Diaz, Chief Financial Officer

1. Purpose of the report Te Take moo te puurongo

The purpose of this report is to update the Raglan Community Board on actions and issues arising from the previous meeting and works underway in November 2023.

2. Staff recommendations Tuutohu-aa-kaimahi

That the Raglan Community Board Works, Actions & Issues Report: Status of Items for November 2023 be received.

3. Attachments Ngaa taapirihanga

Attachment 1 – Raglan Community Board Actions & Issues Register – November 2023 (within report)

	Actions	To Action	Update/Response
1.	Civil Defence and Raglan Community Response Plan <u>February Update:</u> The Board will organise a community meeting about Civil Defence in the coming months.	The Raglan Community Board	No update.
2.	Sound Splash Update <u>October Update:</u> The Chief Financial Officer to check on Land User Consent status in relation to management plans for Sound Splash.	Emah Lane, Community Venues & Events Team Leader	All management plans requested are now with WDC for review. Great progress has been made and submissions for a Special License, Building Consent and everything have been received and in the process of approval. Landowner approval for SoundSplash is still on track for a November sign off.
3.	Internal Bus Transport Action: September 2023 The CFO to organise a Zoom meeting with the Consultant from Waikato Regional Council.	Alison Diaz, Chief Financial Officer Roothing team	No Update.
4.	CCTV Better Off Funding Update	Asanka Meththa, EPMO	Asanka Meththa will be in attendance at the 29 November 2023 Raglan Community Board meeting to engage with the Community Board to understand where the cameras should be placed.
5.	Wi Neera Walkway Open Spaces to confirm pathway widths for walking and cycling, and if it is a shared walkway.	Glyn Morgan, Open Spaces	The path will be between 2.85m and 3.15m wide, under Recreation NZ Guidelines anything over 2.5m is classified as a shared path.
6.	Flax Removal, Oporu Road, Raglan	Noel Barber, Open Spaces	Staff have had several requests to remove roadside flaxes along Oporu Road, Raglan, due to lack of visibility of oncoming vehicles and overgrown vegetation onto the

	Actions	To Action	Update/Response
			<p>roadside. Approximately 20 plus mature flaxes are to be removed and relocated to the Wainui Reserve and re-planted.</p> <p>The Raglan Community Board is requested to advise Noel Barber if there are other local areas that require flaxes? Staff are happy to allocate flaxes elsewhere if the Board require.</p>
7.	Greenslade Road Reserve Playground (PR-21105)	Asantha Meththa, EPMO	Asanka Meththa will be in attendance at the 29 November 2023 Raglan Community Board meeting to discuss the Greenslade Road Reserve Playground (PR-21105) project.

Further Information:

- If you have noticed a problem in our district that requires our attention (roading, waters, animals, litter etc.), or have questions regarding one of our services (refuse, recycling, billing etc.) you can **log a request via our online Report it tool**. Please do **NOT** contact the Contractor directly.

[Report it here](#)



Capital Projects Update (As of 16 November 2023)

Raglan Wharf Structural Repairs, Pontoons and Walkways

The project will complete the major deliverables before demobilisation on 21 December 2023 (the project work will be offsite and the wharf fully open to the public between 21 December and 12 February).

Smaller items will happen from 12 February – 18 March 2024 (after the two long weekends) to minimise disruption to the public.

Rock revetment is progressing towards the northern end with the toe now completed. Layers of rock and aggregate are building up out of Mean High Water Springs, in conjunction with regular inspections from the Designer. Two tree pits have had insitu pours for their base to seal them from salt water getting in.

Raglan Area School 'Careers Mornings' was hosted onsite Tuesday 17 October and was well attended and received.

Other on-site works completed include the water duct and power duct being installed under garden bed to the drainage fountain, prepping underlayer sculpture and boxing of base and plinth of sculpture, ongoing base prep for tree pit 3 & 4, and drainage 65-40 build-up on northern terrace.

Offsite, catchup with Business Owners on the retractable bollard which will stop non-essential vehicles from the southwestern accessway. The External Project Control Group (PCG) have been able to work with WEL Networks to get the power pole stay removed - this opens up the entrance to the Wharf and will make the Pa Kahawai Sculpture more prominent. Also working with the Designers to find cost efficiencies within the existing agreement.

Wi Neera Walkway

Northern Sea Wall

Contractor to undertake works north of the pedestrian bridge is being onboarded and engaged. This will see the Seawall repaired in late 2023 and a compliant footpath and balustrade constructed in Feb-Apr 2024.

Southern Sea Wall

Works in parallel will begin shortly to tender for design of the seawall repair and footpath/balustrade works south of the pedestrian bridge. Physical works for this will likely be 2024/2025.

Manu Bay Breakwater

The Options Report is complete and the Peer Reviewer will next look at the report and provide their review assessment. All going well we hope to hold a stakeholder meeting in December to present the options and agree on a preferred option. The meeting date will depend on the availability.

If we cannot coordinate everyone's availability before the end of December, then we will aim for the second half of January 2024.

Raglan Rugby Pavilion – Changing Rooms

The exterior works were completed on the 13 November 2023 with no defect's identified by the Facilities Team during final walk over. Project is done.



Completed exterior painting and maintenance.

Raglan Holiday Park

Main Kitchen and Laundry Refurbishment

The contract has been awarded to Cushman Wakefield. Works started on the laundry on 2 October and was completed 27 October with stainless bench being installed.



Laundry alterations completed with all equipment to come.

Main kitchen works are to start April 2024 to avoid the busiest time of the year.

Raglan Holiday Park Stormwater, Water, and Electrical Infrastructure Upgrade

Engagement of consultant for detailed design on all three projects is being finalised. Design is to incorporate and work around having new GIS mapping systems in place for all WDC staff and Contractors to have access.

Early notice for contract works went out to the market via government procurement site GETS in July with responses received from 15 suppliers. Once detailed design is complete, the contract will go out to tender. Works are scheduled to start in March/April 2024.

Raglan Harbour Beacon Replacement

Works are scheduled to start on 20 November 2023 and to be fully completed by 19 January 2024. Two beacon outages are to occur on 11 December for up to 5 hours and the second outage for 12 January 2024 for half a day.

Raglan Arts Centre Carpark Repairs

The carpark repairs will commence on the 20 November 2023, with a 10-day programme, which will impact businesses for 3 days with no access to site, until the bulk of the concrete is poured and allowed to semi-set. Then the remainder of 7 days will be restricted access until the concrete has time to cure, cut and be fully useable.

To	Raglan Community Board
Report title	2024-2034 Long Term Plan Update
Date:	20 November 2023
Report Author:	Robyn Chisholm – Democracy Advisor
Authorised by:	Gaylene Kanawa - Democracy Manager

1. Purpose of the report **Te Take moo te puurongo**

The purpose of this report is to update the Raglan Community Board on the 2024-2034 Long Term.

2. Staff recommendations **Tuutohu-aa-kaimahi**

That the Raglan Community Board receives the 2024-2034 Long-Term Plan update.

3. Attachments **Ngaa taapirihanga**

Attachment 1 – Memo - 2024-2034 Long Term Plan update

MEMORANDUM

To	Community Boards and Committees
From	Nicole Hubbard, Corporate Planning Manager
Subject	2024-2034 Long Term Plan update
Date	20 November 2023

Purpose

To provide an update on the process to date for developing the 2024-2034 Long Term Plan (LTP) and outline the next steps and opportunities for involvement.

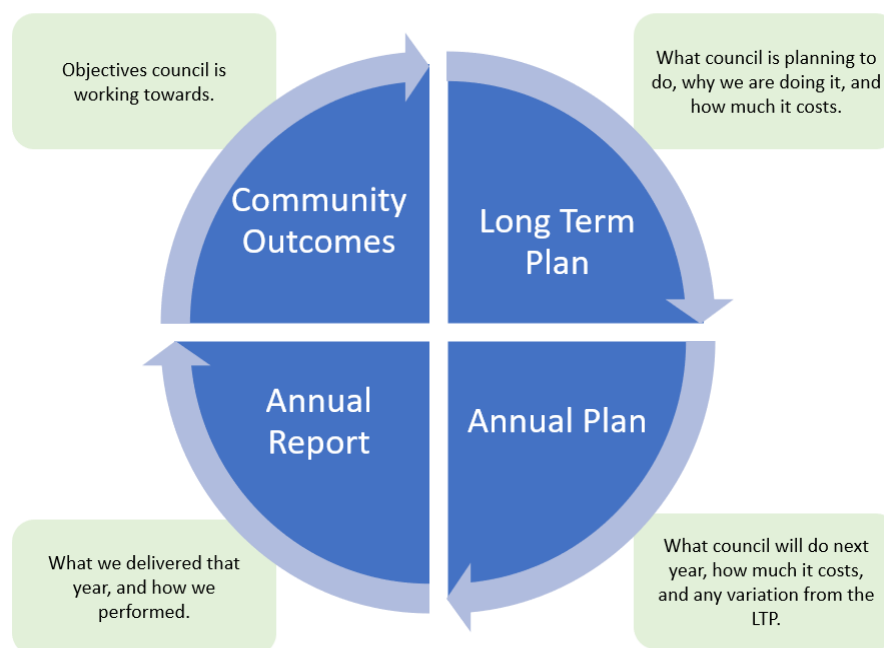
Background

The planning cycle

Every three years Council is required to develop and approve an LTP in consultation with our community. This sets our community outcomes, strategic direction, levels of service, the associated activities/work programmes, and budgets for each of the 10 years covered by the plan.

In each of the two intervening years between LTPs, Council is required to adopt an Annual Plan. The purpose of the Annual Plan is to confirm the assumptions and work programme contained in the LTP for the financial year. It is also the process by which budgets and rates are set.

Finally, at the end of each financial year an Annual Report is produced to show the community whether Council has done what it said it would and what money was spent.



Developing a Long Term Plan

Every three years, all councils are required to develop an LTP in consultation with their communities, with a 10-year horizon.

The LTP is a key strategic planning document, setting out the vision, financial and infrastructure strategies, key financial policies, community outcomes, levels of service, work plans and budgets for the next 10 years.

Through the LTP we can take a planned approach to our activities, balancing the need to provide good quality services and the needs and aspirations of our communities, with the community's willingness and ability to pay.

Formal consultation on the proposed content of the LTP is done using a consultation document (not a full draft of the LTP); the requirements for this are outlined in the LGA Section 93C.

The LTP is subject to an audit process over both the consultation document and wider project deliverables including the final plan.

The LTP is required to describe:

- what we do - the activities/services we undertake and fund, detailing the level of service for each and the key measures we will use to show we are delivering on that service.
- why we do it - what outcomes we intend to achieve, the legislative and community mandate that exists.
- what each activity costs and how it is funded.
- how we manage our finances, our infrastructure, and coordinate our resources.
- the impact on all rates.

Our process and your involvement

The LTP project involves many process and content pieces, many of which overlap or are dependent on each other, before getting to the final LTP document that is adopted at the very end.

The key building blocks for the LTP are described in the table below. A project report is provided to the Performance and Strategy Committee at regular intervals to update the Committee on the key building block outlined below.

Key Building Blocks		Where it's at / what's the plan	Status
I	Community Outcomes and Strategic Direction setting	The Community Outcomes and Strategic Priorities were workshopped with Council, Community Board and Committee Chairs and Mana Whenua representatives in April 2023. After public consultation on the Community Outcomes, Council adopted both the Community Outcomes and Strategic Priorities on 7 June 2023. These will be used to provide direction to staff when planning work programmes and will be included in the LTP proper.	Completed

Key Building Blocks		Where it's at / what's the plan	Status
2	Groups of Activities structure	The Groups of Activities (GOA) structure has been endorsed by ELT. Activities have been presented under the structure at all Activity Management Plan workshops and will be formally adopted by Council in 2024.	On track
3	Significant forecasting assumptions	The significant forecasting assumptions were workshopped with Council on 15 May 2023 to enable staff to use them in their planning and budgeting. A review of the assumptions will be completed post the new Government forming. The assumptions will be formally adopted by Council in 2024.	On track
4	Significance and engagement policy	This policy determines how to assess the level of significance of decisions that Council makes, and also sets out how and when communities can expect to be engaged with. Staff have done a high-level review of the document and at this point no significant changes have been identified, the policy will come to Council for formal adoption by the end of 2023.	On track
5	Budgeting process	<p>The budgeting process will set CAPEX and OPEX for each of the 10 years of the LTP. Budget managers will start inputting budgets in November 2023.</p> <p>There will be many opportunities for elected members alongside community board and committee chairs to feed into the budgeting process, when full budgets are presented in late January 2024.</p>	On track
6	Financial and funding policies	There are various financial and funding policies that will be reviewed through the LTP project. These include a review of Council's fees and charges, the Revenue and Financing Policy and several rates remission policies. A workshop was held with Council on 30 May 2023 and a survey distributed to Councillors in September, with a subsequent workshop held in October.	On track
7	Financial Strategy	The financial strategy describes the significant factors impacting the council that have influenced the strategy (e.g. changes in population and land use, and expected capital expenditure needed to maintain levels of service). It also sets out limits on rates increases and borrowing.	On track

Key Building Blocks		Where it's at / what's the plan	Status
		<p>The review of the financial strategy has begun, and elected members had their first opportunity to input into this at a workshop on 15 May 2023, alongside the infrastructure strategy.</p> <p>Based on the current Annual Plan process, it is clear that delivering existing levels of service will cost more than anticipated (due to inflation, increased in asset values etc.). Any increase to levels of service will need to be offset by reductions/savings in other areas if Council is to stay within rates and debt limits.</p>	
8	Infrastructure Strategy	<p>The infrastructure strategy is a synthesis of the significant infrastructural issues that are likely to arise over the next 30 years, including their financial and non-financial consequences, and the principal options for managing them.</p> <p>A high level workshop was held with elected members on 15 May 2023, alongside the financial strategy, the initial draft of the strategy has been drafted, however capital funding is yet to be populated as this will happen post budgeting.</p>	On track
9	Development contributions policy	<p>The development contributions policy (DCP) enables the council to set charges for new developments to contribute to the growth-related costs of building infrastructure to support the increased demand.</p> <p>The DCP is not a policy required to be reviewed as part of the LTP process, however it is included here as the review will occur alongside the LTP development. The LTP will set in place the CAPEX for the upcoming 10 years, so the DCP levies have strong interdependencies with the LTP.</p> <p>A workshop was held with the Development Agreements Committee on 12 June 2023, followed by a presentation to Council on 20 June. The workshops sought direction from Council on potential options that could be investigated through the review of the policy. This was followed up with an online poll for councillors. The P&R</p>	On track

Key Building Blocks		Where it's at / what's the plan	Status
		<p>Committee formally approved the scope of the review on 22 August 2023.</p> <p>The next milestone is for the draft policy to be workshopped with elected members at end of November.</p>	
10	Activity and asset planning	<p>Activity management plans describe the activities, services and outcomes Council is delivering to the community.</p> <p>Asset management plans focus on the physical assets, covering condition, lifespan, resources needed to manage the assets, cost of replacing the assets.</p> <p>A number of council workshops have been held on asset and activities management plans which community board and community committee chairs have been invited to participate in.</p>	Monitor
11	Consultation and engagement	<p>Formal Consultation</p> <p>Formal consultation on the LTP's consultation document will be undertaken in March-April 2024. Alongside this Council will also consult on the Development Contributions Policy and Fees and Charges, with subsequent hearings and deliberations to be during May 2024.</p> <p>Information will be provided to Councillors, Community Boards and Committees on how they can prompt the engagement activities and encourage their communities to have their say.</p>	On track

Next steps

Key messages about our LTP process and the pressure facing our Council are currently being prepared, once confirmed these will be circulated to Councillors, Community Boards and Community Committees, so that elected officials can begin conversations with their communities about the LTP and encourage the public to participate in the engagement process in early 2024.

To	Raglan Community Board
Report title	Schedule of Meetings - 2024
Date:	17 November 2023
Report Author:	Robyn Chisholm Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Manager

1. Purpose of the report

Te Take moo te puurongo

The purpose of this report is to seek the Board's approval of a proposed schedule of Board meetings for 2024.

2. Executive summary

Whakaraapopototanga matua

The Raglan Community Board have agreed to meet on a six-weekly cycle for the duration of the 2024 year to align with the schedule of meetings for Council and Council Committee meetings.

This meeting cycle will enable staff to have sufficient time between meetings to address actions and fully report back to the next Board meeting.

Following confirmation of availability of Board members in 2024 it is proposed to meet from 1:30pm on the following dates:

- Wednesday, 14 February
 - Wednesday, 27 March
 - Wednesday, 8 May
 - Wednesday, 19 June
 - Wednesday, 31 July
 - Wednesday, 11 September
 - Wednesday, 23 October; and
 - Wednesday, 4 December.
-

The board may wish to meet between each board meeting with a workshop to discuss its work programme and connect with its community.

If approved, staff will arrange for meeting invitations to be circulated to Board members and other stakeholders.

3. Staff recommendations Tuutohu-aa-kaimahi

- a. **THAT the Raglan Community Board approves the schedule of Board meetings for 2024 as follows:**
- **Wednesday, 14 February**
 - **Wednesday, 27 March**
 - **Wednesday, 8 May**
 - **Wednesday, 19 June**
 - **Wednesday, 31 July**
 - **Wednesday, 11 September**
 - **Wednesday, 23 October; and**
 - **Wednesday, 4 December.**
- b. **THAT the Raglan Community Board notes that each meeting will be scheduled to commence at 1:30pm in the Supper Room, Town Hall, Bow Street, Raglan.**

4. Attachments Ngaa taapirihanga

Nil.

Open – Information only

To	Raglan Community Board
Report title	Chairperson's Report
Date:	Wednesday, 22 November 2023
Report Author:	Dennis Amooore, Raglan Community Board Chairperson

1. Purpose of the report

Te Take moo te puurongo

To provide an update on the Raglan Community Board Chairperson's activities since the last board meeting.

2. Executive summary

Whakaraapopototanga matua

The discretionary money given to Raglan Surf Life Saving club for their club history book has seen the book completed and printed

Wharf Project

- Work progresses and Richard and Niall are doing an excellent job in progressing the project through unforeseen challenges. The project is still on program to have all civil works completed by Christmas although this may be a challenge.
- Wharf historical information boards - content has been drafted and passed to Raglan Signs. Photos being sourced.

Civil Defense

- Scott Bult (Emergency Manager WDC) has prepared a draft CD plan based on information provided. Funding was secured for a generator, radios, community response wheelie bins and Grab and Go bags.
 - Community response wheelie bins will be located in locations of community led centres, schools, marae.
 - Meeting with interested parties held in the Supper Room on 17th Nov attended by 11. Reviewed draft of plan reviewed and constructive feedback gathered.
 - Objectives are:
 - To have in place pre-Christmas include:
 - Identify locations for community led centres
-

- Distribute Community wheelie bins
- Confirm names for community-led centres, their interest and what facilities they have.
- Confirm that a list of vulnerable people is held with medical centres.

Wi Neera Walkway

- Plan is that the Jetty end will have remedial work done on it before Christmas, predominantly shoot creting to stabilize bank. This work is planned for 20th November so hopefully almost complete.
- After the holidays Feb March Council will then look to upgrade the walkway to approx 2m wide with handrail new water line and power for lighting will be upgraded. We believe this section can be done without a resource consent.
- The section bridge to fire station will need engineering and a consent as the bank has slumped and will have to be replaced in some places. This section will progress later.

Attended the following meetings:

- Community response planning meeting.
- Affordable Housing - Teams mtg
- Raglan Radio interview
- Waste water public meeting
- Parks and reserves meeting to discuss parking tracks etc - Teams mtg
- Meeting with Park and reserves manager Glyn Morgan re Wainui Reserve

3. Recommendations

Tuutohu

THAT the Chairperson's report for May 2023 be received.

4. Attachments

Ngaa taapirihanga

No attachments
