
Agenda for a meeting of the Pōkeno Community Committee to be held in the Pookeno Hall, cnr Market Road and Gt South Road, Pookeno on **MONDAY, 27 JULY 2026** commencing at **7:30 PM.**

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

The meeting will be opened with a karakia.

1. PRESENT

2. APOLOGIES AND LEAVE OF ABSENCE

3. CONFIRMATION OF STATUS OF AGENDA

4. DISCLOSURES OF INTEREST

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

5. MINUTES FOR CONFIRMATION

Minutes for confirmation for a meeting held on Monday, 15 June 2026

6. PUBLIC FORUM

7. REPORTS

7.1 Works and Issues Report July 2026

7.2 Communications Update (*Verbal*)

7.3 Finance Update (*Verbal*)

7.4 Economic Wellbeing Tourism (*Verbal*)

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

7.6 Cultural Update (*Verbal*)

7.7 Councillors Report (*Verbal*)

8. CLOSE OF MEETING

CL Hobbs
CHIEF EXECUTIVE

TERMS OF REFERENCE

PŌKENO COMMUNITY COMMITTEE

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

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

Election and election process

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

Purpose

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

Roles and delegations

The community committee's role shall be as follows:

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

Membership of community committee

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

Chairperson

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

Meeting procedures

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

Communication

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

Responsibilities of Council

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

Winding-up of the committee

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

To	Pōkeno Community Committee
Report title	Minutes for confirmation for a meeting held on Monday, 15 June 2026
Date:	27 July 2026
Report Author:	Elizabeth Saunders, Senior 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 Pōkeno Community Committee (PCC) on Monday, 15 June 2026.

2. Staff recommendations

Tuutohu-aa-kaimahi

THAT the Pōkeno Community Committee confirms the minutes for a meeting held on Monday, 15 June 2026 as a true and correct record.

3. Attachments

Ngaa taapirihanga

1. PCC Minutes Monday 15 June 2026

POKENO COMMUNITY COMMITTEE

Minutes of a meeting of the Pokeno Community Committee held in the Pookeno Hall, cnr Market St & Great South Rd on **Monday, 15 June 2026** at **7.30pm**.

Present

Committee:

Allen Grainger (Chair), Prince Kaira (Deputy Chair), Helen Clotworthy, Jay Singh, Lynda Spicer (Treasurer), Sarah Baker, Bronwyn Heath, Janet Baillie, Dhanak Humayun, Fabio Rodrigues, Vern Reeve.

Mayor:

Aksel Bech

Visitors:

Cr Peter Thompson, Will Gauntlett (WDC), Liz Saunders (WDC), Jenni Wilde (Waka Kotahi), Helen Jansen (WDC), various members of the public

Apologies

Cr Endine Dixon-Harris
Ginny Bullock
Rick Barber

Moved: Janet Baillie **Seconded:** Bronwyn Heath

CARRIED – PCC266/1

Welcome:

Chair Allen Grainger welcomed everyone to the meeting and advised that as per last meeting, it will be live streamed and can be watched online.
(Apology from Chair for Heaters not working to warm up Hall)

Confirmation of Status of Agenda

Moved: Allen Grainger **Seconded:** Janet Baillie

CARRIED – PCC266/2

Confirmation of previous minutes 04 May 2026

Moved: Jay Singh **Seconded:** Bronwyn Heath

CARRIED – PCC266/3

Disclosures of interest

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

PUBLIC FORUM

Jenni Wilde – NZTA:

- i. Jenni Wilde from Waka Kotahi, presented a detailed report on the developments and progress of the on-going upgrade of SH1 at Papakura to Drury.
- ii. As was pointed out when driving this corridor, you can see the height of the New sections being established to future proof the Climate Change possibilities of a rise in water tables.
- iii. The extra height of the new bridge over Rail lines is to allow for the clearance needed for Electric trains in an allowable Health and Safety function.

Head Start Pathway:

- i. Mayor Aksel Bech gave a comprehensive presentation on the future of Waikato District Council, Head Start Pathway.
- ii. Amalgamation of Councils around New Zealand is a directive from the Government in trying to lower costs and have less bureaucracy.
- iii. Basically Councils were given a three month time frame to come up with solutions or accept the Governments outcome.
- iv. Council submissions must be made to Parliament by August 9th 2026.
- v. Four Suggested options have been identified by WDC:
 1. Waikato Region which would basically cover the existing Waikato Regional Council area
 2. Hamilton Metro and Waikato Towns and Rural (existing WDC
 3. Hamilton-Waikato and Waipa
 4. Do nothing. Council would not put forward a proposal, but take the direction Government chooses for them.
- vi. In question time from the floor, it was asked had it been considered that the North Waikato area be returned to the old Franklin catchment, and therefore become part of the Auckland Super City Council.
- vii. Many ideas for and against, and whilst not on the table currently, would need some ground swell from this area to even approach Auckland and discuss.

- viii. To that end two local meetings arranged by WDC will be held to allow residents and ratepayers to put their views forward.

1. Tuesday 30th June 7.00pm

2. Sunday 5th July 10.00am

CORRESPONDENCE

In:

- i. Various emails from WDC forwarded by Ginny Bullock to all committee members.
- ii. Correspondence was received from Mr Rob Chester, which had prior to the meeting been circulated to all Committee Members and WDC Mayor, CE and Senior Business Manager. This correspondence has therefore been received and noted.
- iii. The matters raised are already the subject of existing Pokeno Community Committee requests to Council.
- iv. As there is no new action required from the PCC at this stage it is proposed that the correspondence is recorded in summary form in the Minutes rather than reproduced in full.

Moved: Allen Grainger **Seconded:** Jay Singh

CARRIED – PCC266/4

REPORTS

Adoption of Standing Orders

- i. The Standing Orders (Terms of Reference) Document was presented back to the PCC following discussion from the 4th May meeting, by Elizabeth Saunders (WDC) for confirmation.
- ii. The meeting agreed that the Chair should have a casting vote, as per the document.
- iii. An amendment was requested in the Membership section, that Haupai Montgomery be deleted and replaced with Amanda Rutherford
- iv. The document was then tabled and approved.

Moved Allen Grainger **Seconded** Janet Baillie.

THAT the Pōkeno Community Committee adopts the Waikato District Council 2025 Standing Orders, with the following amendments:

- a. **Incorporate SO 13.7 "Right to attend by audio or audio-visual link" into the Waikato District Council Standing Orders; and**
- b. **resolves the casting vote provisions are left as they are in the default standing orders (Option 1 – Chairperson to have casting vote); and**
- c. **chooses Option C as the default option for speaking and moving motions, for all Waikato District Council and Committee meetings.**

CARRIED – PCC266/5

Councillor's Report

Cr Fabio Rodrigues

Councillor's Report – Pōkeno–Tuakau Ward

- i. Council has been incredibly busy. The Government's local government reform work is underway, and a public survey is now open for feedback.
- ii. Mayor Aksel will be providing further information as this progresses.
- iii. Cr Vern Reeve and I are trialling a new approach to community engagement. We have begun meeting directly with local businesses and residents to hear concerns face-to-face. If you would like to discuss an issue or arrange a meeting, please reach out to us via our councillor email addresses — we are more than happy to connect.
- iv. Council has formally adopted the Annual Plan.
- v. Cr Reeve and I have requested an update on the timelines for footpath, drainage, and road upgrades on Regina Street and Market Street West, including whether these projects need to be incorporated into the upcoming Long-Term Plan (LTP).
- vi. As a council, we remain focused and committed to working on your behalf. Thank you to everyone who continues to stay engaged with your community and with us as elected representatives.

Financial Report

- i. Lynda Spicer advised that there has been an additional thirteen cents added to the balances in way of interest since the last meeting.
- ii. Helen Clotworthy advised that the balances are \$8252.89 for the business account and \$3015.94 for the savings account.
- iii. PCC have also raised an Invoice to WDC for a payment of \$10000.00 as advised from Finance at WDC.

Communications

- i. Helen advised that she has further discussed with the original Website designer Ferd, re the upgrade of this service. On-going discussion on how this will be activated, so as Website can be modernised.
- ii. Amanda also offered her assistance if required.

Pokeno Sports Park (Skate Park/Destination Playground)

- i. WDC have entered this project for more Funding in 2027 LTP Budget.
- ii. On the Project grass has been laid on the area for fields that will be used for activities.
- iii. Fields will hopefully be available around October/November depending on weather and growing conditions.
- iv. An on-site meeting has been held with the new Pokeno Cricket Club under Kiran Kumar, to discuss a practise area setup in summer time.
- v. Designs for the Skate Park area have been received and costed, and as per previous minutes that more funding will be required in the next LTP along with DIA Funding.
- vi. Destination Playground equipment has been viewed by Council representatives and should be procured in time for summer installation.
- vii. Toilets are currently being sourced.
- viii. It is not known if Septic Tanks will be required as this is still in Munro upgrade plan, with sewage connection to the Park.

Community HUB Market Street.

- i. The ground breaking and Blessing for this new facility will take place within the next two weeks. Date to be advised.
- ii. This will then allow Contractors to commence work on this much awaited Project.
- iii. The Community looks forward to a “new” piece of Pokeno.

Economic Wellbeing Tourism

- i. Bronwyn Heath commented on discussions that have been held by this sub committee.
- ii. A request was made to give Sheep Valley, a new development, a presentation spot at next PCC meeting.

Sub Committee.

- i. A new Sub Committee has been added to the PCC list under the heading of Transport and Roothing.
- ii. Included in brief would be looking at suggestion to re-route traffic off Great South Road and up Hitchens into Gateway Park Drive and MacDonald Road.
- iii. And as per report further on in minutes would include Pokeno Road Great South Road Round-a-bout.
- iv. General Roothing in Pokeno and surrounding areas.

NEIGHBOURING COMMITTEE REPORTS

None

Upcoming events

Matariki Day at Hall on Friday 10th July

KEY WORKS PROGRAMMES - Will Gauntlett

Capital Works Programme

- i. As per normal details can be found on the WDC website including LTP consultations.
- ii. Will advised that most of Capital Works had previously been discussed earlier.
- iii. Again asked that Residents use the Antenno app for council enquiries/complaints/or raising requests.
- iv. As per previous meeting minutes the PCC enquiry that at a future date the current Hall and Land may be sold to help create a New Community Centre at Sports Park, has been moved in the LTP process for consideration.
- v. Gazebo type construction suggested at Hitchens Road Park is progressing with a further meeting held with Council rep, PCC Chair and local residents to work out design and costings.
- vi. The Pokeno Road Great South Road Round-a-bout is being re-visited as it appears not to fit the requirements that are currently in place.

General Business.

- i. From the floor question was again raised, why has no work been done on the On/Off Ramps leading to and from Pokeno.

- ii. We look like a “third world” at our entrance points.
- iii. No where else in the WDC does this appear to happen, so why is Pokeno not getting regular maintenance?
- iv. Awaiting from previous request the full Maintenance and Services programme for Pokeno, to try and overcome this problem.

Dhanak Humayun thanked people for their support in getting her to Cannes where she was able to show her Nine Stars of Matariki to a famed and world wide audience on the red carpet.

Remaining on Minute Items from previous meetings

- i. Council advise that of the rates received from Pokeno area, how much is returned to the Community and in what capacity.
- ii. A review of the placement of rubbish bins within the Main Street of Pokeno.
- iii. Maintenance of roadsides within Pokeno.

Meeting closed at 9.15 pm

MEETING DATES 2026

Monday 03 August 2026

Monday 14 September 2026

Tuesday 27 October 2026

Monday 07 December 2026

To	Pōkeno Community Committee
Report title	Works and Issues Report July 2026
Date:	27 July 2026
Report Author:	Soroya McGall, Executive Assistance to General Manager Strategy & Growth
Authorised by:	William Gauntlett, General Manager - Strategy & Growth

1. Purpose of the report

Te Take moo te puurongo

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

2. Staff recommendations

Tuutohu-aa-kaimahi

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

3. Attachments

Ngaa taapirihanga

1. Pokeno Works and Issues Report July 2026

Pōkeno Community Committee Works and Issues Report – July 2026

	Issue and Action	Area	Status Update
1.	Financial Report A question was raised regarding the \$1000 grant from Waikato District Council which was not received in 2025 or 2026. June 2026: Democracy confirms a one-off payment of \$10,000.00 is available to the Pōkeno Community Committee which is carry forward budget from the 2024/25 Financial Year. Information on how to process this has been provided to the Committee Secretary.	Democracy Manager	July 2026: Council is processing the one-off payment for the committee. Now that this item has been actioned, it will be removed from the Works and Issues Report.
2.	Funding for Pokeno Road pedestrian Bridge: June 2026: Council is aware of community concerns regarding pedestrian safety on the existing Pokeno Road Bridge, particularly the interaction between pedestrians and vehicles within the constrained bridge environment. Preliminary investigations and design work for a pedestrian connection are being undertaken, with officers exploring alignment opportunities with wider Pōkeno Road rehabilitation works.	Transport Operations Manager	July 2026: Council continue to explore options for funding. No further updates are available at this time.

	Issue and Action	Area	Status Update
	At this stage, the project is not currently funded within the adopted Long-Term Plan (LTP), and there is no confirmed NZTA funding allocation in place. Council is exploring options for funding.		
Remaining on minute items from previous meetings			
1.	Rates received for Pookeno: Can the Council advise of the Rates received from Pokeno area, how much is returned to the Community and in what capacity. June 2026: The average house in Pookeno will pay rates of \$6,154.93 per annum for 2025/26. Council can't provide a total rate income for Pookeno township but can advise the rates invoiced for the Pokeno-Tuakau Ward for the 2025/2026 year were \$33,067,490 (\$28,754,339 after GST). Some spending on projects can be locally identified to the Pōkeno-Tuakau Ward, but a lot of spending comes out of district wide budgets. Capital expenditure is harder to breakdown as there may be a large investment one year and less the next. Therefore, rates received for one area is	Financial Controller	July 2026: Waikato District Council staff further confirm that due to district wide budget allocations, they are unable to give a full breakdown of the rates returned specifically to the Pookeno community. Projects which are budgeted for in the Long Term Plan, Annual Plan and Annual Report are available on the Waikato District Council website. When looking at areas, Council use voting wards as a tag on properties rather than townships, as the definition of a township is subjective. Example 1: Can we split by postcode Each property has a legal address attached to it, but that does not include postcodes. Postcodes are only added to the postal address, which can either be the property, or a different address depending on where the homeowner want notifications to be sent to. Therefore, postcodes may not be accurate. Example 2: Can we split by address name

	Issue and Action	Area	Status Update
	often not proportionate to the spend in that area for the same year. Information relating to rates spending on each of Council's significant activity areas (transport, waste services, facilities etc) can be found in the Prospective Funding Impact Statement, in Section 3 of our Long Term Plan here. It is important to note that not just rates fund our expenditure and roading, funding is also received through NZTA grants and development contributions.		Searching any address with Pokeno in it, may not match up with the township, as much of the surrounding areas include Pokeno in the address. No further updates can be provided. This item is considered closed and will now be removed from the actions register.
2.	Rubbish Bins on Main Street: A review of the placement of Rubbish Bins within the Main Street of Pokeno. June 2026: The contractor currently empties the bins once per day. During holiday periods, collections have been increased to twice daily to accommodate the higher demand. The roading team can investigate the possibility of either maintaining twice-daily collections throughout the year or installing additional bins at the site. They will discuss with the contractor at the next monthly	Transport Operations Manager	July 2026: Council acknowledges community feedback regarding bin capacity on Main Street. The current servicing frequency already represents a relatively high level of service. However, staff recognise there may be benefit in providing additional bin infrastructure as the township continues to grow. Should the Pōkeno Community Board wish to explore the installation of additional bins, it needs to be through LTP process in the 2027-2037 LTP. For immediate need, Council staff can investigate funding opportunities and delivery options. A potential approach could include a partnership funding arrangement, with support from Community Board discretionary funding alongside prioritised transport budgets. Further discussions

	Issue and Action	Area	Status Update
	meeting, following this discussion, a further update will be provided.		with our contractor and internal teams will help inform future recommendations. If the Committee wish to investigate a partnered funding arrangement through discretionary funding, the cost of a double/twin bin will need to be confirmed but is approximately \$3,195 + installation.
3.	Maintenance of roadsides within Pookeno: Particularly On / Off ramps leading to and from Pookeno.	Transport Operations Manager	July 2026 The State Highway 1 on/off ramps are owned and maintained by NZ Transport Agency Waka Kotahi (NZTA), rather than Waikato District Council. As such, Council is unable to directly programme or undertake maintenance activities on these sections of the network. Where the community has concerns regarding vegetation control, litter, pavement condition, or general maintenance on the ramps, these should be raised with NZTA through their customer service request process. Council will continue to work collaboratively with NZTA where appropriate and can assist in directing enquiries to the correct agency.

Capital Projects Update (as of 14 July 2026)

Playgrounds and Sports Parks

Pookeno Sports Park Toilet

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

Pookeno Sports Park Playground

Developed design is complete. Tender to go live mid-July. Construction is planned for late 2026. Aiming for late Q3 / mid Q4 completion.

Pookeno Skatepark

Detailed design for Skate Park will proceed in June to ensure park is “shovel ready”. The project team is working to deliver “street section” with current WDC budget.

Tender for construction of street section go live late July. Construction is planned for late 2026. Aiming for late Q3 / mid Q4 completion.

Pookeno Sports Park Pedestrian Bridge

Contract negotiations / value engineering underway with preferred supplier. Construction is planned for late 2026. Aiming for late Q3 / mid Q4 completion.

Roading

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

Helenslee Road Urban Upgrade

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

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

Dean Road /Fraser Rd Roundabout

The Safe System Audit of the design is complete. Changes from the audit will be made to the design, and the resource consenting completed bringing it to “shovel ready” status while awaiting construction funding.

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

Pokeno Road Urban Upgrade and Bridge Replacement

Design work is complete and a “Tender Set” is being priced. Consenting work is underway.

Link here: ([RI POK Pokeno Road Traffic Bridge design](#))

Pokeno Road / Munro Road Roundabout

Design for this project is with the consultant carrying out the Safe System Audit. Work on resource consenting is ongoing. Consenting will complete the work to “shovel ready” status.

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

Munro Road Urban Upgrade and Culverts

The section of Munro Rd from the future roundabout on Pokeno Road through to Huia Rd intersection is complete.

A “For Tender” set is being priced. Consenting work is underway.

Purchase of 23 Munro Rd for land needed for the project has been completed.

Link here: ([Huia road resilience improvement designs](#))

Munro Rd Bridge Replacement

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

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

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