



Agenda for a meeting of the Pōkeno Community Committee to be held in the Pookeno Community Hall, Corner Great South Road and Market Street, Pookeno on **MONDAY, 9 FEBRUARY 2026** commencing at **7.30PM**.

## **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

Meeting held on Wednesday, 26 November 2025 & Tuesday, 2 December 2025 Y

## 5. PUBLIC FORUM

## 6. CORRESPONDENCE

- 6.1 Inwards
- 6.2 Outwards

## **7. REPORTS**

- 7.1 Councillors Report *Written*
- 7.2 Final Sports Park Masterplan

## **8. PCC COMMUNITY WORKS PROGRAMME – (ALL PROJECTS)**

8.1 Works & Issues Report – January 2026 Y

## **9. GENERAL BUSINESS**

CL Hobbs  
**CHIEF EXECUTIVE**

<b>To</b>	<b>Pōkeno Community Committee</b>
<b>Report title</b>	<b>Confirmation of Minutes</b>
Date:	Monday, 2 February 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 held on Wednesday, 26 November 2025 and Tuesday, 2 December 2025.

---

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

**THAT the minutes for a meeting of the Pōkeno Community Committee held on Wednesday, 26 November and Tuesday, 2 December 2025 be confirmed as a true and correct record.**

---

## **3. Attachments** **Ngaa taapirihanga**

Attachment 1 – PCC Minutes, Wednesday, 26 November & Tuesday, 2 December 2025

MINUTES of a meeting of the Pōkeno Community Committee held at the Pookeno Community Hall, Corner Great South Road and Market Street, Pookeno on **WEDNESDAY, 26 NOVEMBER 2025** commencing at **7.30pm**.

**Present:**

His Worship the Mayor, Mr Aksel Bech  
Councillor E Patterson (Deputy Mayor)  
Councillor F Rodrigues  
Councillor V Reeve  
Councillor P Thomson

**Staff attending:**

Mr C Hobbs (Chief Executive)  
Mr W Gauntlett (General Manager – Strategy & Growth)  
Ms T Theys (Strategic Advisor – Communications)  
Mrs D Thurlow (Community Led Development Advisor)  
Ms E Saunders (Senior Democracy Advisor)

**Public attending:**

Mr A Grainger  
Mrs H Clotworthy  
Mrs G Bullock  
Mrs J Baillie  
Mr J Singh  
Ms D Humayn  
Mr R Chester  
Mr H Montgomery  
Mr R Barber  
Mr P Kalra  
Mr G Hutton  
Ms N Leman

175 - 200 Members of the Public.

*The meeting opened with a karakia from Mana whenua.*

## **APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Mr Grainger/Mrs Bullock)**

**THAT the Pōkeno Community Committee accepts the apologies from Ms S Baker & Ms B Heath for non-attendance.**

**CARRIED**

**PCC2512/1**

## **TERMS OF REFERENCE & EXPECTATIONS OF MEMBERS**

- His Worship addressed the members of the public and outlined his vision for the next three (3) years of the 2025-2028 triennium.
- The Chief Executive outlined the Terms of Reference and expectations to the members of the public present.
- It was acknowledged that currently Pōkeno is a community that is divided however the number of people in attendance is a positive step forward as the new Committee is elected.
- The Chief Executive noted that whilst he is taking nominations of Committee members there is to be no comments or objections from the floor and his acceptance of a nomination is final.
- It was confirmed that voting for the Committee will only be required if nominations exceed 12 members. If there are only 12 nominations received than all candidates will be duly elected to the Committee.

**Resolved: (Mr Singh/Mr Montgomery)**

**THAT the Pōkeno Community Committee notes the expectations and requirements of Community Committees and their members for the 2025-2028 term.**

**CARRIED**

**PCC2512/2**

### **3. ELECTION OF COMMITTEE**

#### ***Nominations:***

**Name:** Janet Baillie

**Nominated by:** Ginny Bullock

**Seconded by:** Jay Singh

**Name:** Sarah Baker

**Nominated by:** Ginny Bullock

**Seconded by:** Allen Grainger

**Name:** Rick Barber

**Nominated by:** Jay Singh

**Seconded by:** Allen Grainger

**Name:** Ginny Bullock

**Nominated by:** Janet Baillie

**Seconded by:** Allen Grainger

**Name:** Robert Chester

**Nominated by:** John Lawrence

**Seconded by:** Cathy Duder

**Name:** Helen Clotworthy

**Nominated by:** Allen Grainger

**Seconded by:** Ginny Bullock

**Name:** Allen Grainger

**Nominated by:** Ginny Bullock

**Seconded by:** Janet Baillie

**Name:** Bronwyn Heath

**Nominated by:** Allen Grainger

**Seconded by:** Janet Baillie

**Name:** Dhanak Humayun  
**Nominated by:** Allen Grainger  
**Seconded by:** Jay Singh

**Name:** Gordon Hutton  
**Nominated by:** Cathy Duder  
**Seconded by:** John Lawrence

**Name:** Prince Kalra  
**Nominated by:** Allen Grainger  
**Seconded by:** Helen Clotworthy

**Name:** Nicola Leman  
**Nominated by:** Nicola Leman  
**Seconded by:** Ashlee James

**Name:** Haupai Montgomery  
**Nominated by:** Ginny Bullock  
**Seconded by:** Allen Grainger

**Name:** Jatinder Singh (Jay)  
**Nominated by:** Ginny Bullock  
**Seconded by:** Janet Baillie

**Name:** Lynda Spicer  
**Nominated by:** Allen Grainger  
**Seconded by:** Ginny Bullock

- As there were more than 12 candidates nominated for the Committee (15 candidates total), members of the public were advised that a vote for Committee members would be undertaken.
- It was noted that as per Local Government elections members of the public are able to vote for 'up to' 12 candidates or less if they prefer.
- If any voting papers have more than 12 candidates listed than the vote will be declared invalid.
- Once voting is completed the ballot paper can be folded and placed into the orange Ballot Box.

### **3.2 VOTING OF THE COMMITTEE**

- Staff commenced handing out ballot papers to all members of the public present.
- As ballot papers were being distributed it became apparent that members of the public were taking more than one ballot paper each.
- The Senior Democracy Advisor noted that there were still a large number of members of the public who had not received a ballot paper.
- Staff proceeded to hand out blank pieces of paper to those members of the public who had not received a ballot paper to allow them to vote.
- As ballots were being placed into the ballot box it was brought to the attention of the Senior Democracy Advisor and the Chief Executive that some members of the public were voting twice.
- The number of ballot papers on site was sufficient for the members of the public present in the hall and concerns were raised that the vote had been compromised.
- As the last of the ballot papers were collected in the ballot box Council staff adjourned to the Supper Room to enable the votes to be counted.
- Before the vote count began, staff discussed the possibility of the vote being contaminated with some members of the public voting more than once.
- The Chief Executive along with Council staff determined that the integrity of the vote is now questionable and the vote count could not be completed.
- The decision was made to adjourn the meeting for one week and reconvene on Tuesday, 2 December 2025 to complete the election of the Committee.
- Once the decision had been made to reconvene the meeting Council staff notified the 15 candidates and appointed Council members of the outcome and confirmed the vote could not proceed further as it had been compromised.
- It was confirmed by the Chief Executive that even though the meeting is being adjourned the nominations for candidates has closed and no further nominations will be received.
- The candidates agreed to reconvene on Tuesday, 2 December at 7.30pm once it had been confirmed the hall would be available to use.
- The process for the reconvened meeting was briefly outlined to the candidates and it was confirmed that they would each be able to:
  - i. submit a 150 – 200 word candidate profile which would be uploaded on the Council website for members of the public to view;
  - ii. have the opportunity to speak for one (1) minute each at the reconvened meeting to speak to members of the public present.

- The Senior Democracy Advisor and the Strategic Advisor – Communications advised the candidates that an email would be sent to each of them the following morning (Thursday, 27<sup>th</sup> November) with the process outlined and the correct contact details to send their candidate profiles to for display on the website.
- The Chief Executive and Council acknowledged and apologised to the candidates for the breakdown of the voting process and the lack of adequate resourcing for the magnitude of community members who were in attendance.
- Council staff and the Committee candidates then vacated the Supper Room and the Chief Executive notified the community members present that the meeting would be adjourned due to the breakdown of the voting process and inadequate staff resourcing for the elections.
- The Chief Executive apologised to the community members for the disorder of the voting process and noted that when the meeting reconvened there would be a more robust process in place and more staff members present to oversee the process.
- In closing the Chief Executive called for all community members present to view the Pōkeno Community Committee webpage on the Council website in the coming days to see a full list of all the candidates and their profiles in preparation for the upcoming vote.
- The process for the voting on Tuesday, 2 December will also be displayed on the Council website for community members information.

*The meeting finished with a karakia.*

***The meeting adjourned at 9.23pm on Wednesday, 26 November 2025 and reconvened on Tuesday, 02 December 2025 at 7.30pm.***

**MINUTES** of a reconvened meeting of the Pōkeno Community Committee held at the Pookeno Community Hall, Corner Great South Road and Market Street, Pookeno on **TUESDAY, 2 DECEMBER 2025** commencing at **7.30pm**.

**Present:**

His Worship the Mayor, Mr Aksel Bech  
Councillor E Patterson (Deputy Mayor)  
Councillor M Raumati  
Councillor F Rodrigues  
Councillor V Reeve  
Councillor P Thomson

**Staff attending:**

Mr C Hobbs (Chief Executive)  
Mrs G Kanawa (Democracy Manager & Deputy Electoral Officer)  
Ms T Heke (Electoral Official)  
Mrs K Brotherston (Electoral Official)  
Mr T Rowland (Electoral Official)  
Mr K Chan (Electoral Official)  
Ms S Clark (Electoral Official)  
Ms T Theys (Strategic Advisor; Communications & Electoral Official)  
Ms E Saunders (Senior Democracy Advisor & Electoral Official)  
Mrs D Thurlow (Community Led Development Advisor)

**Public attending:**

Mr A Grainger	Mr P Kalra
Mrs H Clotworthy	Mr G Hutton
Mrs G Bullock	Ms N Leman
Mrs J Baillie	Ms S Baker
Mr J Singh	Ms B Heath
Ms D Humayn	Mr R Chester
Mr H Montgomery	Mr R Barber
Ms L Spicer	

240 – 250 Members of the Public.

*The meeting opened with a karakia from Council staff.*

### **3.2 VOTING OF THE COMMITTEE (Continued)**

- The Chief Executive welcomed both the Committee candidates and all members of the public present in the hall and thanked the community of Pōkeno for attending a second night.
- The Chief Executive outlined for the public the process of electing the Committee and welcomed the candidates onto the stage to address the members of the public.
- It was advised that following the candidates one minute address to the public voting would commence with voting documents handed out by the electoral officials present.
- It was further noted that the counting of votes would be overseen by the local Police Sergeant who was present in the hall.
- The candidates each had one minute to address the public and advise why they should be elected.
- Voting documents were then distributed to all members of the public present by the electoral officials and the public were given 15 minutes to cast their votes.
- All votes were collected in the ballot boxes and the electoral officials then adjourned to the supper room kitchen to count the votes with the local Police Sergeant present.
- At the conclusion of the vote count the results were then read out by the Chief Executive and the elected members were as follows:

#### **Elected Committee:**

- Allen Grainger
- Prince Kalra
- Ginny Bullock
- Haupai Montgomery
- Helen Clotworthy
- Janet Baillie
- Dhanak Humayn
- Bronwyn Heath
- Jay Singh
- Sarah Baker
- Rick Barber
- Lynda Spicer

The successful candidates then assumed seats at the Committee table and the unsuccessful candidates were thanked by the Chief Executive for putting their names forward and standing for election.

The meeting then resumed the remaining business of the agenda and the Chief Executive welcomed the members of the public to stay for the remainder of the meeting.

#### **4. ELECTION OF OFFICERS**

**Resolved: (Mr Grainger/Mr Montgomery)**

**THAT the Pōkeno Community Committee resolves to use system b for the election of chairperson and deputy chairperson as detailed in Clause 25, Schedule 7 of the Local Government Act 2002.**

**CARRIED**

**PCC2512/3**

***Nominations (Chairperson):***

- Mrs Bullock nominated Mr Allen Grainger for the role of chairperson which was seconded by Mrs Heath.
- As there were no further nominations received Mr Grainger was duly elected as Chairperson of the Pōkeno Community Committee for the 2025-2028 triennium.

**Resolved: (Mrs Bullock/Mrs Heath)**

**THAT Mr Allen Grainger is appointed Chairperson of the Pōkeno Community Committee for the 2025-2028 triennium.**

**CARRIED**

**PCC2512/4**

*The Chief Executive then vacated the Chair and Mr Grainger assumed the Chairperson role for the remainder of the meeting.*

***Nominations (Deputy Chairperson):***

**Name:** Prince Kalra

**Nominated By:** Janet Baillie

**Seconded By:** Helen Clotworthy

**Name:** Sarah Baker

**Nominated By:** Bronwyn Heath

**Seconded By:** Lynda Spicer

- Two nominations were received for Deputy Chairperson for Mr P Kalra and Ms S Baker respectively.
- A vote by a show of hands for the Deputy Chairperson was undertaken by the Committee with Mr P Kalra receiving 7 votes and Ms Baker receiving 6 votes.
- Therefore Mr Kalra was duly elected as the Deputy Chairperson of the Pōkeno Community Committee for the 2025-2028 triennium.

***Resolved: (Mrs Baillie/Mrs Clotworthy)***

**THAT Prince Kalra is appointed Deputy Chairperson of the Pōkeno Community Committee.**

**CARRIED**

**PCC2512/5**

***Nominations (Secretary)***

- Mrs Baillie nominated Mrs Bullock for the role of Committee Secretary which was seconded by Mr Montgomery.
- As there were no further nominations were received Mrs Bullock was duly elected as Secretary of the Pōkeno Community Committee for the 2025-2028 triennium.

***Resolved: (Mrs Baillie/Mr Montgomery)***

**THAT Ginny Bullock is appointed Secretary of the Meremere Community Committee.**

**CARRIED**

**PCC2512/6**

***Nominations (Treasurer/Funding Representative)***

- Mrs Heath nominated Ms Lynda Spicer for the role of Committee Treasurer/Funding Representative which was seconded by Mr Montgomery.
- As there were no further nominations were received Ms Spicer was duly elected as Treasurer/Funding Representative of the Pōkeno Community Committee for the 2025-2028 triennium.

**Resolved: (Mrs Heath/Mr Montgomery)**

**THAT Lynda Spicer is appointed Treasurer/Funding Representative of the Pōkeno Community Committee.**

**CARRIED**

**PCC2512/7**

**5. CONFIRMATION OF MINUTES**

- The Senior Democracy Advisor noted the process for confirmation of the minutes for the last meeting held before the Local Government Elections which was approved under delegated authority by the Chief Executive and the Chairperson Mr Grainger.

**9. SCHEDULE OF MEETINGS – 2026**

- The report was received by the Committee and the Senior Democracy Advisor noted the Committees preference to have their meetings on Monday evenings rather than Tuesdays.
- It was confirmed that no meetings will be taking place in the month of July 2026 so the next meeting after the 15<sup>th</sup> of June will be held on Monday, 3<sup>rd</sup> August.

**Resolved: (Mr Singh/Ms Hughes)**

**THAT the Pōkeno Community Committee approves the schedule of Committee meetings for 2026 as follows:**

- **Monday, 9-+-**
- **February 2026,**
- **Monday, 23 March 2026,**
- **Monday, 4 May 2026,**
- **Monday, 15 June 2026,**
- **Monday, 3 August 2026,**
- **Monday, 14 September 2026,**
- **Monday, 26 October 2026 and**
- **Monday, 7 December 2026**

**noting that each meeting will be scheduled to commence at 7.30pm.**

**CARRIED**

**PCC2512/8**

**9. GENERAL BUSINESS**

- The Committee had no further general business for discussion.

**10. CLOSE OF MEETING**

There being no further business for discussion the meeting was declared closed at 9.01pm.

*The meeting finished with a karakia.*

Minutes confirmed and approved on ..... day of ..... 2026.

Mr Allen Grainger  
**CHAIRPERSON**

**To** **Pookeno Community Committee**  
**Report title** **Works and Issues Report – February 2026**

Date: 9 February 2026  
Report Author: Soroya McGall, EA to General Manager Strategy & Growth  
Authorised by: Will Gauntlett, General Manager Strategy & Growth

---

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

---

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

---

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

---

**That the Works and Issues report from the General Manager, Strategy & Growth be received.**

---

**3. Attachments**  
**Ngaa taapirihanga**

---

1. Works and Issues Report February 2026

## Pōkeno Community Committee Works and Issues Report – February 2026

	<b>Issue and Action</b>	<b>Area</b>	<b>Status Update</b>
1.	<b>Roading (August 2025):</b> Query was raised as to whether a plan can be provided showing roadside maintenance responsibilities between NZTA and WDC particularly at on/off ramp areas around State highway 1.	Transport Operations Manager	<b>February 2026:</b> A map of the area will be provided

## **Works Programme Update** (as of January 2026)

### **Pookeno Sports Park, Munro Road**

#### **Playground & Amenities:**

- Brodchie Hailwood Studio (BHW), commissioned for the masterplan, is now engaged to deliver the destination playground and surrounding amenities concept design.
- A draft community consultation plan has been developed by BHW and supplied to WDC to format into a community survey. The survey will be live on Council's website on 9 February.
- Community Open day planned for mid-February to review playground & skate park feedback.
- Procurement plan for a two-pan public toilet has been and approved and is currently out for tender. Tenders close on 4 March.

#### **Skatepark:**

- Skatepark design has been awarded to 'Wrong Skate'.
- Draft concept design, with associated cost estimate, received on 30 January.
- BHW to confirm skatepark location and connectivity.
- Munro Sports Park Working Group (led by Pookeno Community Committee) was consulted on 17 December and provided a high-level project update.
- A community and school consultation plan will be developed alongside the playground engagement.
- Consenting and service requirements are being progressed.

#### **Next Steps:**

- Coordinate skatepark and playground consultation with communications and design teams.
- Engage planner to confirm requirements for the site.
- Engage designer for enabling services (water, power, wastewater).

#### **Key Issues:**

- Contractors are experiencing difficulty sourcing clean topsoil for field improvements. This is being actively managed through the project management team.
- Windows for completing field works to be advised by contractors.

### **CCTV Cameras**

All physical works have now been completed. We are awaiting the fibre connection from Chorus, and then final inspection from Counties Energy. Following the fibre connection and final inspection, installation of the three cameras will take place.

#### **Market Street Hub**

Following community consultation held in December, detailed design of the Hub is nearly complete. Resource consent has been approved and building consent lodgement will follow.

An enabling civil works package has been approved. We have undertaken a closed market request for tender process, inviting the top five suppliers, based on price and quality, to tender competitively for this package. The tender process will close on 18 February.

## **Capital Projects Update (as of January 2026)**

### **Roading**

#### **Helenslee Road Urban Upgrade:**

Design of this section of road to a “shovel ready” state, with completed construction drawings and resource consents, has been completed, with the exception of stormwater.

The project has been paused until funding can be confirmed to complete stormwater design work.

The project must work closely with Water Care to understand what infrastructure will be installed in the piece of land recently acquired from 179 Helenslee Road, namely proposed power and pipes to understand impacts on road design.

Any future design needs to consider what future development looks like for 179 Helenslee Road. If this becomes full residential with lots accessing straight from Helenslee Road, it needs to be considered what work is completed now versus what should be contributed from the development.

#### **Dean Road /Fraser Rd Roundabout:**

The scope of this project currently is to complete design to a “shovel ready” state, until funding is available.

The intersection design is complete as is the separate footpath, with some minor work remaining on the stormwater for the footpath, and the footpath lighting design.

Once the design is complete the Safe Systems Audit will be carried out. Any issues identified will be resolved, and the design finalised.

Completion of the resource consent application is underway, with some consultation to be completed before submitting the application for processing.

#### **Pokeno Road Urban Upgrade and Bridge Replacement:**

The scope of this project currently is to complete design to a “shovel ready” state, until funding is available.

The concept design of the future bridge replacement is well advanced, and the initial bridge flow modelling has been completed successfully. We are now working through the shape of the batters and are discussing an area of land purchase with an adjacent landowner, to accommodate the future raised bridge approaches.

Working with Water Care is critical as the design of both road and bridge progress. There are three wastewater rising mains on Pokeno Road and these need to be taken into account and modified if required.

There is a pinch point at the Educare Childcare intersection, and we are discussing access layout changes with the landowner at this entranceway.

It is expected that the road bridge will be retained until the end of its structural life, which may be some decades away. Until that time, to enable a footpath connection along Pokeno Road, a separate pedestrian bridge will be designed as part of the “shovel ready” project. This will then be ready to be constructed as soon as the urban upgrade project funding is confirmed.

#### **Pokeno Road / Munro Road Roundabout:**

The scope of this project currently is to complete design to a “shovel ready” state, until funding is available.

The roundabout design is well advanced with only barriers, retaining walls, and lighting design to be completed.

This project has a significant land purchase issue, which Council’s Strategic Property team are working through. Signed agreement has been reached with another property owner involved in this project.

Counties Energy underground cables run under Munro Road and are proving to be an issue for all Munro Road projects. Discussions are ongoing with Counties Energy to find an affordable solution.

#### **Munro Road Urban Upgrade and Culverts:**

The section of Munro Rd from the future roundabout on Pokeno Road through to Huia Rd intersection is being designed. This is scheduled for construction starting in approximately October 2026. Funding is approved and the design and consenting is progressing to meet the construction start timeline.

As mentioned, there is an ongoing issue with four Counties Energy 22kV buried power cables running along Munro Rd and crossing the road in several places. Minor changes to the design of this section have enabled the detailed design to proceed.

The proposal to raise the road to achieve stormwater control of the upstream catchment and ensure the road remains above flood waters in a 100-year event, initially adversely affected the cables, reducing their ability to dissipate heat, causing a reduction in power capacity. The small design changes now avoid using fill over the existing cables on this section, however without significant design changes, the issue will be similar on the adjoining Munro Rd Bridge project.

**Munro Rd Bridge Replacement:**

The scope of this project currently is to complete “shovel ready” construction documents and resource consenting for the future replacement of the one-lane bridge on Munro Rd.

This project is also affected by the Counties Energy cables, and options are being developed to understand the costs and time implications to replace this structure.

The Munro Rd one-lane bridge was an enabler to provide a construction bypass route so the Pokeno Rd bridge could be replaced. With the decision to defer the Pokeno Rd bridge replacement until the end of its structural life, the timing of the Munro Rd replacement is no longer linked to Pokeno Rd Bridge replacement requirements.

The funding timeline is dependent on Waka Kotahi funding approval, and therefore not known at this time.