



POKENO COMMUNITY COMMITTEE

AGENDA 13 DECEMBER 2016

- Apologies
- Confirmation of Status of Agenda
- Disclosure of Interest
- Confirmation of Minutes 08 November 2016
- Matters arising from the minutes
- Pokeno Community Committee Priority Projects
- Community Plan Template and Identification of Long Term Plan Priority Projects
- Community Board/Committee Annual Workshop
- Year in Review
- Pokeno Works & Issues
- Draft Community Committee Schedule
- Councillors
- Next Meeting's Agenda Items
- Opening of the "Little Library"
- Year-end Celebration



POKENO COMMUNITY COMMITTEE

MINUTES of the monthly Pokeno Community Committee meeting held in the Pokeno Hall, Pokeno, on 08 November 2016, commencing at 7.30pm.

Committee Members Present: Helen Clotworthy, Doug Rowe, Kris Hines, Todd Miller, Tricia Graham, Lance Straker, Paul Heta, Maurice Roberts, Charles Hackett, Janet McRobbie.

Guests in Attendance: Tony Whittaker WDC
Colin Botica Pokeno Land Consortium

Councillors in Attendance: Cr S Henderson

Community Members Attending: Community Members attended.

Apologies and leave of absence: Apologies were received from Wayne Rodgers, Cr J Church

Moved that the apologies be accepted: Helen Clotworthy
Seconded: Doug Rowe

1. DISCLOSURES OF INTEREST

There was no disclosure of interest.

Moved: Helen Clotworthy
Seconded: Tricia Graham
Carried

2. CONFIRMATION OF THE STATUS OF THE AGENDA

Moved: Helen Clotworthy
Seconded: Tricia Graham
Carried

3. CONFIRMATION OF PREVIOUS MINUTES

That the minutes of the meeting held on 11 October 2016 be confirmed as a true and correct record of that meeting.

Moved: Helen Clotworthy

Seconded: Doug Rowe

Carried

4. MATTERS ARISING FROM THE MINUTES

Patrol Report – they have met, there are about 30 members but they need more. They will be soon underway operating on Friday, Saturday and Sunday nights.

Shannon has had a meeting at Tuakau College and there are around 5 students interested, but they will start with the Onewhero-Tuakau Community Board. Hope to get students to our Christmas function.

5. POKENO DEVELOPMENT UPDATE – Colin Botica

Helenslee Block – Work on this has largely finished with 704 sections sold with only a few left to sell in Stage 11.

Hitchen Block – about half the earth works are completed. Stage 1 and 2a and 2b have been sold. Another 110 lots were released on 07 November 2016.

The Pokeno Land Consortium have bought the 44Ha of Graham land that abuts the Hitchen Block – about a quarter of this is residential and the rest rural.

Industrial Land – there has been a lot of interest in this this year. The industries interested are largely food based.

Railway Overbridge – Colin showed the proposed plans and there was considerable discussion on the safety issues for the people living in the houses where the new Hitchen Road will meet Pokeno Road.

The possibility of a full interchange with the Waikato Express way at the south end of Pokeno was discussed.

Consultation with Iwi on Reserves and their naming is continuing.

That the report from the General Manager Strategy & Support be received.

Moved: Helen Clotworthy

Seconded: Doug Rowe

Carried

6. POKENO COMMUNITY COMMITTEE PRIORITY PROJECTS – Tony Whitaker

The recent planning day was a great success with about 90 attending. The Council have collated the results and these will be sent to attendees and they will be invited to the December meeting to discuss them further.

The Committee to meet on 15 November at 7pm to discuss their 10 top ideas.

That the report from the General Manager Strategy & Support be received.

Moved: Tricia Graham

Seconded: Janet McRobbie

Carried

7. WORKS AND ISSUES – Tony Whittaker

An update was given and it was noted that those involved in the Youth Project be invited to the December Meeting.

That the report from the General Manager Strategy & Support be received.

Moved: Tricia Graham

Seconded: Kris Hines

Carried

8. DRAFT COMMUNITY COMMITTEE SCHEDULE

It was proposed that at the December meeting Priority Projects work be completed. The meeting agenda will also include:

- Year in Review
- Year-end celebration

That the report from the General Manager Strategy & Support be received.

Moved: Charles Hackett

Seconded: Maurice Roberts

Carried

9. COUNCILLORS REPORT- Cr S Henderson

Councillor Henderson reported that swearing in had occurred on 27 October 2016. That the street names that had been suggested by the Committee had been considered and some accepted.

That the report from the General Manager Strategy & Support be received.

Moved: Todd Miller

Seconded: Maurice Rodgers

Carried

10. NEXT MEETINGS AGENDA ITEMS

The state of the Public Toilets was discussed and this is to be brought up at the next meeting. The tiny Library is to be opened at the next meeting.

CLOSURE

Helen Clotworthy thanked the visitors for their attendance and their contribution. There being no further business, the meeting was declared closed at 9.15 pm.

The next meeting of the Pokeno Community Group will be held on 13 December 2016 at 7.30pm in the Pokeno Hall. The agreement was that Committee members should be in attendance from 7.00pm for general informal discussion.

Open Meeting

To	Pokeno Community Committee
From	Tony Whittaker Acting Chief Executive
Date	06 December 2016
Prepared by	Sharlene Jenkins PA General Manager Strategy & Support
Chief Executive Approved	Y
Reference/Doc Set #	GOV0516
Report Title	Pokeno Community Priority Projects

I. EXECUTIVE SUMMARY

Every three years Council must prepare and adopt a Long Term Plan. The next Long Term Plan will be adopted for the years 2018-28. As a part of this Long Term Plan we want to engage with our communities to find out what projects they would like to see occur in their communities.

The Pokeno Community Committee has the opportunity to develop a list of projects for their community that they would like to be included in the Long Term Plan.

The Committee hosted a “Growth of Pokeno” Community Drop in Meeting on 28 October 2016. Feedback was received from the community and summarised in a document which was then circulated to everyone that attended the drop in meeting.

The Committee subsequently met on 15 November to prioritise their top ten community projects from that feedback.

Attached to this report is the Committees top ten community projects.

2. RECOMMENDATION

THAT the report from the Acting Chief Executive be received;

AND THAT the following Pokeno Community Committee Priority Projects be included in the Long Term Plan.

3. ATTACHMENTS

Pokeno Community Committee’s Top Ten Priority Projects



POKENO COMMUNITY COMMITTEE

Meeting held 15/11/16 to discuss top ten ideas for Pokeno resulting from recent workshop

Apologies: Wayne Rodgers, Lance Straker

The members present considered the following ideas the most important.

1 Toilets

An upgrade of the toilet block. That there should be consistent opening time, it was reported that at times it wasn't open at 9.30am

2 Public Transport to Pukekohe and Auckland

Although trains were considered to be the ideal solution it was realised that this may be a long time coming. An interim solution was proposed that there should be regular transport to coincide with the trains in Pukekohe – this could be a shuttle bus that left every hour to coincide with the arrival and departure of every second train. It would serve also as a shopping bus to Pukekohe.

3 Sports and Recreation

The need for open spaces in the area. What is happening? Where are they? How are they being developed?

4 Emergency Services

The need for a location for fire, ambulance and Civil Defence in Pokeno.

5 Footpaths

These need to be developed for safer walking around Pokeno.

6 Ford Street

The closure of Ford Street so it is no longer a short cut for trucks. It was suggested that an open space for our community be developed to replace the proposed loss of the berm along Pokeno Road which will occur with the proposed new overbridge and road exit into Pokeno Road from the Hitchen Block.

7 Development of a theme for Pokeno

8 Market Square

What is the time line for this development? The road, the square, the monument, the planting?

9 Getting the trucks out of the main road

10 I Site

This would be to link Pokeno to New Zealand's growing tourism industry.

Open Meeting

To	Pokeno Community Committee
From	Tony Whittaker General Manager Strategy & Support
Date	22 November 2016
Prepared by	Melissa Russo Corporate Planner
Chief Executive Approved	Y
Reference/Doc Set #	GOV0514
Report Title	Community Plan Template and Identification of Long Term Plan Priority Projects

I. EXECUTIVE SUMMARY

Every three years Council must prepare and adopt a Long Term Plan (LTP). The purpose of the LTP is to set the budgets and projects for the next 10 years.

Through this process, Council would like to give our communities the opportunity to think about projects that could be considered for funding through the LTP.

Ideally these should be projects that support the community vision and the issues within the community that need to be addressed. For this reason, and to ensure that Community Boards and Community Committees take ownership for developing community-level plans, Council staff have developed a simple one-page template for assisting Community Boards and Committees for developing their respective community plans and coming up with projects that can be considered through the LTP.

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support be received;

AND THAT the Community Committee develops its community plan and identifies key projects to give effect to the plan and for consideration through Council's Long Term Plan process by using the template provided.

AND FURTHER THAT the completed community plan template be submitted to Council's Corporate Planner by 31 March 2017.

3. BACKGROUND

Every three years Council must prepare and adopt a Long Term Plan (LTP). The purpose of the LTP is to set the budgets and projects for the next 10 years.

Community Boards and Committees are also required to develop community plans. Some Community Boards and Committees already have these but some need to be reviewed.

Council is also cognisant of the time it can take for Community Boards and Committees to develop a community plan the last time (often up to a year). To help make the process more efficient and less resource-intensive and to ensure that the projects in the community plan are also considered for funding through Council's LTP, staff have developed a simple one page community plan template for use by Community Boards and Committees.

This template is to be used for the Community Board/Committee to firm up its vision for the community, identify key issues that are affecting the community and to come up with projects/initiatives to address these.

Since Council is not the only provider of services, it is conceivable that some community projects may be the responsibility of other government agencies (like the New Zealand Transport Agency (NZTA). It is important therefore for all these to be listed in the community plan if it supports the vision for the community and addressing the issues afflicting it.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

Through the LTP process Council will provide an opportunity for communities to submit community projects for consideration in the 2018-28 LTP. In order to streamline the process and ensure that projects relate to the vision for the community and address the issues afflicting it, a community plan template has been developed by Council staff. Through this, Community Boards/Committees can come up with projects that can be considered through the LTP process. The community plan (including associated projects) must be submitted to the Corporate Planner (melissa.russo@wairarapa.govt.nz) by 31 March 2017 using the community plan template that is attached to this report.

Following the submission of the community plan by the Community Board/Committee to the Corporate Planner, the projects will be considered by Council through the LTP process.

Staff will report back to the Community Boards/Committees on those projects that have received funding through the LTP process following its adoption in June 2018.

It is the responsibility of the Community Boards/Committees to engage with their communities on the projects they would like to be submitted for consideration through the LTP process.

5. CONSIDERATION

5.1 FINANCIAL

The financial impact of the priority projects will not be realised until the projects have received confirmation of funding from Council through the LTP process.

5.2 LEGAL

Council's Long Term Plan is developed in accordance with requirements of the Local Government Act.

5.3. STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

Projects derived from the community plan will be considered for inclusion in the Long Term Plan.

5.3 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	<p>Community Boards and Committees are being empowered to develop their community plans and to use this to identify projects for consideration in Council's Long Term Plan 2018-2028.</p> <p>Community engagement could also extend to the 'empower' level of engagement, if the community choose to deliver the project with little Council involvement.</p>				

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
Y			Internal
Y			Community Boards/Community Committees
			Waikato-Tainui/Local iwi
Y			Households
			Business
			Other Please Specify

It will be the responsibility of the Community Boards to engage with their communities on those projects that the community would like to submit for consideration.

6. CONCLUSION

Community Boards and Community Committees are to engage with their communities on those projects they would like to see delivered over the next three years as part of the development of their respective community plans. Community plan (with projects) must be submitted for consideration by Council alongside the LTP 2018-18 process by 31 March 2017.

7. ATTACHMENTS

Attachment I – Community plan template

(Name of town/village) Community Plan 2016-2026

(Insert community logo if available)

Name of community	e.g. Pokeno
Ownership	e.g. Pokeno Community Committee

<p>Objective(s) of this plan</p> <p><i>State what this plan is seeking to achieve.</i></p>	
<p>Community snapshot (status quo)</p> <p><i>State a few facts about the community e.g. demographics, growth, key attractions etc. (some of this information can be provided by council on request)</i></p>	
<p>Key issues/problems</p> <p><i>What are the key issues faced by the community that this plan is seeking to address?</i></p>	
<p>Key stakeholders</p> <p><i>Who are the key stakeholders in the community that have been/will be engaged in developing and implementing this plan.</i></p>	

Key Actions ranked in order of priority (to be used to inform Council's Long Term Plan 2018-2028)

Action	Estimated cost	Funding source	Responsibility	By when

Note: It is the responsibility of the community board or committee to report on implementation. It is suggested that this be done on a two-monthly basis at the board or committee meeting.

Open Meeting

To	Raglan Community Board Ngaruawahia Community Board Taupiri Community Board Huntly Community Board Onewhero-Tuakau Community Board Te Kauwhata Community Committee Meremere Community Committee Pokeno Community Committee Tamahere Community Committee
From	Tony Whittaker General Manager Strategy & Support
Date	23 November 2016
Prepared by	Rose Gray Council Support Manager
Chief Executive Approved	Y
Reference/Doc Set #	GOV0515
Report Title	Community Board/Committee Annual Workshop

I. EXECUTIVE SUMMARY

A inaugural workshop was held on 22 March 2016 that included discussion on the role of the community boards/committees, health and safety, growth nodes and economic development within the district, and the interface of boards/committees with Council.

This year's workshop is planned to be held at Council on 15 February 2017 at 5.30pm. His Worship the Mayor, Councillors and members of the Executive Team will again be in attendance. The Chief Executive will facilitate the workshop.

Members are requested to provide topics for the agenda to the Council Support Team Manager by Wednesday 1 February 2017.

The following topics have been identified for discussion:

- Zero Harm
- Community Board and Community Committee Charter.

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support be received.

3. ATTACHMENTS

Nil

Open Meeting

To	Pokeno Community Committee
From	Tony Whittaker Acting Chief Executive
Date	06 December 2016
Prepared by	Sharlene Jenkins PA General Manager Strategy & Support
Chief Executive Approved	Y
Reference/Doc Set #	GOV0516
Report Title	Year in Review

1. EXECUTIVE SUMMARY

The purpose of this report is to give the Committee an opportunity to reflect on the last nine months, determine whether or not things could be done differently and to develop a programme of work.

2. RECOMMENDATION

THAT the report from the Acting Chief Executive be received.

3. ATTACHMENTS

NIL

Open Meeting

To	Pokeno Community Committee
From	Tony Whittaker Acting Chief Executive
Date	06 December 2016
Prepared by	Sharlene Jenkins PA General Manager Strategy & Support
Chief Executive Approved	Y
Reference/Doc Set #	GOV0516
Report Title	Pokeno Works & Issues: Status of Items December 2016

1. EXECUTIVE SUMMARY

To update the Committee on issues arising from the previous meeting.

2. RECOMMENDATION

THAT the report from the Acting Chief Executive be received.

3. ATTACHMENTS

Pokeno Works & Issues: Status of Items December 2016

**POKENO COMMUNITY COMMITTEE
ISSUES REGISTER – 2016**

Issue	Area	Action	Comments
Roading Issues	Service Delivery	<ol style="list-style-type: none"> 1. Opportunities for getting heavy traffic out of the main street. 2. To work with PLC and affected members of the community re: Northern Bridge traffic safely getting on to the Northern Motorway. 3. Talk about a Ford Street cul-de-sac. 4. Want NZTA response to a Diamond Interchange South of the Township. 	<ol style="list-style-type: none"> 1. The new rail overbridge will provide an alternate route for heavy vehicles from the industrial area. But the truck stop and food retail will continue to attract trucks to Great South Road. 2. Traffic Engineers are currently working through options for the intersections. Overbridge/Pokeno Road is likely to be a Give Way or Stop initially with signals in the longer term. Pokeno Road/Great South Road is likely to be a roundabout. 3. Ford Street will be a cul de sac, preferably closed at the southern end. Engagement with affected property owners is required. 4. Staff will work with NZTA to consider options for the south interchange.
Toilet Upgrade	Service Delivery	When tourist buses turn up the toilets are a major bottle neck. Any opportunities for an upgrade.	Pokeno Toilets are not currently scheduled for an upgrade through Council's Toilet Strategy (adopted in 2015). However, the strategy will be reviewed for input into the 2018 Long Term Plan. The Pokeno Community Committee will input into this. Council request Service Requests be lodged re: the toilet "cleanliness etc" so this can inform changes to Councils service needs.

Open Meeting

To	Pokeno Community Committee
From	Tony Whittaker Acting Chief Executive
Date	06 December 2016
Prepared by	Sharlene Jenkins PA General Manager Strategy & Support
Chief Executive Approved	Y
Reference/Doc Set #	GOV0516
Report Title	Pokeno Community Committee Schedule

1. EXECUTIVE SUMMARY

The purpose of this report is to provide an updated Pokeno Community Committee Schedule to discuss and populate.

It is intended that the Committee will develop a schedule as a guide for Council support and community information and engagement.

2. RECOMMENDATION

THAT the report from the Acting Chief Executive be received.

3. ATTACHMENTS

Draft Pokeno Community Committee Schedule

**POKENO COMMUNITY COMMITTEE
SCHEDULE**

	May 2016 – Extraordinary Meeting 23 May 2016	June 2016
	<ul style="list-style-type: none"> ▪ Less Waste Saves More 	<ul style="list-style-type: none"> ▪ Placemaking (Lianne van den Bemd/ Betty Connolly)
July 2016	August 2016	September 2016
<ul style="list-style-type: none"> ▪ Review of Public Transport Services in North Waikato ▪ Chris Clarke, Vincent Kuo, Waikato Regional Council ▪ Roading ▪ Chris Clarke, Waikato District Alliance Staff ▪ Road Naming Chris Clarke 	<ul style="list-style-type: none"> ▪ Pokeno Community Plan (David Totman/Jenni Vernon) ▪ Pokeno Structure Plan (Jane McCartney) ▪ Town Square (Jane McCartney) 	<ul style="list-style-type: none"> ▪ Economic Development Update (Clive Morgan) ▪ Facilities / Sports Park (Andrew Corkill)
July 2016 – Workshop 19 July 2016	August 2016 – Workshop 09 August 2016	
<ul style="list-style-type: none"> ▪ Road Naming Workshop 	<ul style="list-style-type: none"> ▪ Placemaking 	
October 2016	November 2016	December 2016
<ul style="list-style-type: none"> ▪ Pokeno Community Committee Priority Projects (Melissa Russo) ▪ Youth Engagement (Shannon Kelly) 	<ul style="list-style-type: none"> ▪ Pokeno Land Consortium (Colin Botica) ▪ Pokeno Community Committee Priority Projects Brainstorm (Melissa Russo) 	<ul style="list-style-type: none"> ▪ Pokeno Community Committee Priority Projects Completion ▪ Year in Review ▪ Year-end celebration
October 2016 – Workshop 28 October 2016	November 2016 – Workshop 15 November	
<ul style="list-style-type: none"> ▪ “Growth of Pokeno” Community Drop in Meeting 	<ul style="list-style-type: none"> ▪ Pokeno Community Committee Priority Projects – Discuss top ten Priorities 	

January 2017	February 2017	March 2017
<ul style="list-style-type: none"> ▪ NO MEETING 	<ul style="list-style-type: none"> ▪ Pokeno Land Consortium (Colin Botica) ▪ Pokeno Community Plan 	<ul style="list-style-type: none"> ▪ ▪ ▪
	February 2017 – Council Workshop 15 February	
	<ul style="list-style-type: none"> ▪ Waikato District Council Annual Community Board / Community Committee Workshop 	
April 2017	May 2017	June 2017
<ul style="list-style-type: none"> ▪ ▪ ▪ 	<ul style="list-style-type: none"> ▪ Pokeno Land Consortium (Colin Botica) 	<ul style="list-style-type: none"> ▪ ▪ ▪

Open Meeting

To	Pokeno Community Committee
From	Tony Whittaker Acting Chief Executive
Date	06 December 2016
Prepared by	Sharlene Jenkins PA General Manager Strategy & Support
Chief Executive Approved	Y
DWS Document Set #	GOV0516
Report Title	Councillor's Report

1. EXECUTIVE SUMMARY

The purpose of this report is for Pokeno's local Councillors to provide an update to the Committee on relevant issues.

2. RECOMMENDATION

THAT the report from the Acting Chief Executive be received.

3. ATTACHMENTS

NIL

Open Meeting

To	Pokeno Community Committee
From	Tony Whittaker Acting Chief Executive
Date	06 December 2016
Prepared by	Sharlene Jenkins PA General Manager Strategy & Support
Chief Executive Approved	Y
Reference/Doc Set #	GOV0516
Report Title	Opening of the “Little Library”

1. EXECUTIVE SUMMARY

In June the “Little Library” was presented to the Committee as it’s first placemaking project. The Committee will officially open the “Little Library” at today’s meeting.

2. RECOMMENDATION

THAT the report from the Acting Chief Executive be received.

3. ATTACHMENTS

NIL