



**POKENO COMMUNITY COMMITTEE
MONTHLY MEETING**

Tuesday, 13 February 2018 – 7.00pm

Pokeno Community Hall, Cnr Great South Road and Market Street

AGENDA

1. Apologies
2. Confirmation of Status of Agenda
3. Disclosure of Interest
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11. Councillor's Report *Verbal*
12. Committee Reports *Verbal*
13. Next Meeting's Agenda Items
14. General Business

Council Staff in attendance: Sue O’Gorman

Open Meeting

To	Pokeno Community Committee
From	Gavin Ion Chief Executive
Date	18 January 2018
Prepared by	Wanda Wright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV0516
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes of the Pokeno Community Committee meeting held on Tuesday 12 December 2017.

2. RECOMMENDATION

THAT the minutes of the meeting of the Pokeno Community Committee held on Tuesday 12 December 2017 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

PCC Minutes

POKENO COMMUNITY COMMITTEE

MINUTES of the monthly Pokeno Community Committee meeting held in the Pokeno Hall, Pokeno on 12 December 2017, commencing at 7.00pm.

Committee Members Present: Helen Clotworthy, Ric Odom, Janet McRobbie, Kris Hines, Todd Miller, Paul Heta, Wayne Rodgers, Doug Rowe

Guests In Attendance: Sue O’Gorman (Waikato District Council)

Councilors In Attendance: Cr S Henderson

Community Members Community members were present

Attending

1. APOLOGIES

Apologies were received from Tricia Graham, Lance Straker and Cr Jacqui Church

Moved: Helen Clotworthy

Seconded: Kris Hines

Carried

2. DISCLOSURES OF INTEREST

There were no disclosures of interest.

3. CONFIRMATION OF THE STATUS OF THE AGENDA

Item 5 of the agenda – the Pokeno CBD Concept Plan Update – was moved to the meeting being held on 14 December.

Moved: Helen Clotworthy

Seconded: Kris Hines

Carried

4. CONFIRMATION OF PREVIOUS MINUTES

THAT the minutes of the meeting held on 14 November 2017 be confirmed as a true and correct record of that meeting.

Moved: Janet McRobbie

Seconded: Doug Rowe

Carried

5. MATTERS ARISING FROM THE MINUTES

There were no matters arising.

6. PUBLIC WORKS & ISSUES: STATUS OF ITEMS NOVEMBER 2017

Sue O’Gorman spoke to the update.

- The footpath at Pokeno will be completed – probably in March or April 2018.
- The new rubbish bin has been installed in the village but overflows daily. Looking to replace with a compacting bin.
- The concept plan for the Pokeno Village will be outlined on Thursday 14 December.
- Issues around the Helenslee Estate walkway will be followed up.
- A new footpath outside the cemetery will be constructed in February while the Whangarata Cemetery Project will be considered as part of the 2018-2028 LTP.
- The Pokeno Honours Board will be returned to Pokeno from Tuakau while the clock has already been returned and installed in the Pokeno Hall.
- A request was made to trim the hedge at the Pokeno Hall.
- Thanks were expressed to the WDC roading team for their work in re-sealing the main road.

THAT the report from the General Manager Service Delivery be received.

Moved: Helen Clotworthy

Seconded: Kris Hines

Carried

7. LTP UPDATE

LTP workshops have been postponed to February 2018 with indications that councilors will be trying to limit rate rises.

8. POKENO COMMUNITY COMMITTEE SCHEDULE

As the February meeting to focus on animal control issues with WDC Animal Control staff present, the Lions Club to be asked to present at the March meeting.

Moved: Helen Clotworthy

Seconded: Janet McRobbie

Carried

9. COUNCILLORS REPORT

Cr Henderson advised that a decision on changes to the speed by-law has been deferred as more information has been requested.

10. COMMITTEE REPORTS

Doug Rowe provided an update from the community patrol noting that most burglaries occur between 9.00am and 3.00pm.

11. NEXT MEETING AGENDA ITEMS

Already discussed.

12. GENERAL BUSINESS

Helen Clotworthy tabled and delivered a Pokeno Review 2017 Report which was accepted.

Moved: Helen Clotworthy

Seconded: Ric Odom

Carried

A member present noted that the original section of Helenslee Road by the sharp bend is eroding and needs repairing and that the Munro Road/Helenslee Road intersection is becoming increasingly dangerous as drivers cut the corner.

A member asked if more posts containing bags for dog excrement could be provided as increasing levels of dog fouling has been noticed.

CLOSURE

Helen Clotworthy thanked the visitors for their attendance and contribution. There being no further business, the meeting was declared closed at 7.40pm.

The next meeting of the Pokeno Community Committee will be held on Tuesday 13 February 2018 at 7.00pm in the Pokeno Hall

Open Meeting

To	Pokeno Community Committee
From	Sue O’Gorman General Manager Customer Support
Date	1 February 2018
Prepared by	Evonne Miller PA General Manager Customer Support
Chief Executive Approved	Y
Reference #	GOV0516
Report Title	Community Education and Engagement – Animal Control

1. EXECUTIVE SUMMARY

To update the Committee on Animal Control Education and Engagement. The Animal Control Team will be in attendance to speak to this item.

2. RECOMMENDATION

THAT the report from the **General Manager Customer Support** be received.

3. ATTACHMENTS

N/A

Open Meeting

To	Pokeno Community Committee
From	Sue O’Gorman General Manager Customer Support
Date	1 February 2018
Prepared by	Evonne Miller PA General Manager Customer Support
Chief Executive Approved	Y
Reference #	GOV0516
Report Title	Pokeno Works & Issues: Status of Items February 2018

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

THAT the report from the **General Manager Customer Support** be received.

3. ATTACHMENTS

Pokeno Works & Issues: Status of Items February 2018

**POKENO COMMUNITY COMMITTEE
ISSUES REGISTER – 2017**

Issue	Area	Action	Comments
Helenslee Road Footpath	Service Delivery	<p>Can we get the Helenslee Road footpath connected to the school? This is currently a Health & Safety issue for the children.</p> <p>The committee understood the footpath was already in the 2017 budget and was supposed to have been connected in the Sept-March season.</p>	<p>JUNE: The Committee have made application to Council via the unfunded projects list (<u>attached</u>). This will be considered at the Strategy & Finance Committee meeting on 28 June. The footpath priority list is also in the process of review.</p> <p>JULY: The proposal on the agenda last month has been included on Council's unfunded projects list. This means that it will be considered by Waikato District Community Wellbeing Trust.</p> <p>AUGUST: The footpath programme for 2017/18 is currently under development. This footpath is being considered as part of this review.</p> <p>SEPTEMBER: The footpath programme for 2017/18 is currently under development. This footpath is being considered as part of this review. An application to the Wellbeing Trust will also be made.</p> <p>OCTOBER: Roading is organising a workshop with Councillors for late in October. Staff will present our forward works programme for 2017/18 for consideration and approval by the Councillors. Helenslee Road footpath proposals will be part of those discussions but has yet to be confirmed as part of the 2017/18 programme. Other Long Term Plan options for footpaths will also be discussed at the workshop.</p> <p>NOVEMBER: Councillors workshop is scheduled for 7 November 2017. This section of footpath is on the</p>

Issue	Area	Action	Comments
	Service Delivery		<p>proposed schedule and will be considered through the upcoming LTP.</p> <p>DECEMBER: At the Long Term Plan workshop on 7 November 2017 Councillors gave a verbal approval to include a short section of footpath on Helenslee Road to link the existing footpath with the school crossing in the 2017/18 footpath programme.</p> <p>FEBRUARY: Kea Crossing has been installed on Helenslee Road. Other work is on hold pending Pokeno Road street upgrade.</p>
Rubbish / Recycling Bins in Main Street	Service Delivery	Can Pokeno have a rubbish bin outside the toilets? Is it possible to get recycling bins next to the main rubbish bins in Main Street?	<p>AUGUST: Yes – will be addressed as part of the redevelopment of the toilet block.</p> <p>SEPTEMBER: A rubbish bin is being incorporated into the Toilet Project.</p> <p>OCTOBER: A preliminary scope of works is underway for the proposed toilets in Pokeno and is expected to be completed by mid-December. Once that work has been completed staff will be in a position to provide an update to the Community Committee on a timeline.</p> <p>NOVEMBER: A compactor bin is proposed for the site. Staff are working with contractors and suppliers to have the bin installed outside the existing toilets before mid-December. Consideration has also been given around locating the bin so it does not interfere with the proposed toilet project.</p> <p>DECEMBER: A rubbish bin has been installed. WDA have provided Parks and Reserves prices for installation of a compactor bin.</p>

Issue	Area	Action	Comments
			<p>FEBRUARY: The compactor bin outside the Dairy which is underutilised is going to be swapped with the bin outside the toilets.</p>
Main Street	Roading	Main Street, can the road surface (pot holes / repair work) be checked as its pretty rough.	<p>AUGUST: The current repairs are only temporary in nature to hold the pavement until permanent repairs can be completed in more suitable weather conditions. It is anticipated that this will be undertaken by the end of September 2017. In the meantime, Waikato District Alliance staff will continue to monitor the performance of the temporary repairs.</p> <p>SEPTEMBER: The road surface condition is acknowledged. The Alliance want to progress some work. However, the planning of this will have regard to development in the Main Street. To be discussed as part of the Village Concept Plan.</p> <p>OCTOBER: Due to uncertainty surrounding the timings of the market square and supermarket projects, short term holding repairs are in the process of being programmed and at this stage are planned to occur in November. As it is likely that the form and function of Great South Road will change in the medium term, full rehabilitation of the pavement and any required associated improvements, will be coordinated as part of the wider central village project.</p> <p>NOVEMBER: A letter drop and consultation with the motel and other business owners and residents, for the section to be reconstructed is currently underway. Planned timing of the pavement works is currently the second week of November (weather dependent).</p> <p>DECEMBER: WDA have completed the Great South</p>

Issue	Area	Action	Comments
			Road Rehabilitation. CLOSED
Village Concept Plan	Strategy & Support		<p>OCTOBER: Staff have started making contact with key property owners and stakeholders regarding their individual aspirations. The intention is to summarise some of this thinking, together with initial aspirations from stakeholders such as the District Health Board, before it is shared with the community via the Community Committee. It is thought that between three to four property owners, including Council, there is a basis to move forward. This is a work stream now, getting focused attention. We will report to you further next month.</p> <p>NOVEMBER: Staff are currently working on the mapping of Pokeno and overlaying known projects. Key meetings to be held in the next few weeks with significant land owners in the CBD.</p> <p>DECEMBER: A community workshop and presentation has been arranged for Thursday, 14 December @ 5.00pm at the Pokeno Hall. Fliers have been sent to the Chair for distributing throughout the community and an invite has been sent to Committee Members.</p> <p>FEBRUARY: An update will be provided at the meeting on the Village Concept Plan.</p>
Sports & Recreation Plan	Service Delivery		NOVEMBER: Staff are meeting with Sport Waikato on 29 November, and will update the committee at the next meeting.
Helenslee Estate walkways	Service Delivery	PRK0611/18 Two of the tracks are almost unwalkable/or unable for mothers to push a pram/pushchair through due to the	Council have received and accepted a quote from City Care for subject work and a works order has subsequently been provided to CC. Thereafter, the sub-contractor engaged by CC to undertake the work, being

Issue	Area	Action	Comments
		<p>over growth of the flaxes and the gouges caused by the ride on mowers/rain water. These tracks start 1. From Galston Court Bridge through to Mark Ball Drive. 2. from Canmore Place through to Mark Ball Drive.</p>	<p>Inform landscapes have received a verbal instruction from CC and are now organising resources to undertaken and complete work by end of December 2017.</p> <p>FEBRUARY: Grant Sirl, Arborist/Contracts Maintenance Officer is currently liaising with the contractor to initiate works to compile a forward works programme.</p>
Cemeteries	Service Delivery	<p>1. No footpath by original Pokeno cemetery Please see Issue 1, the Helenslee Road Footpath. Consider this before Cemetery footpath</p> <p>2. New cemetery project (in between Tuakau and Pokeno) Update in accordance with draft LTP.</p>	<p>1. WDA have completed design and a footpath has been included. Work is programmed for commencement in mid-February 2018.</p> <p>FEBRUARY: Design complete, job on hold pending decision on proposed adjacent development and impact of intersection design.</p> <p>The project will still proceed this year.</p> <p>2. The Whangarata Cemetery Project will be considered as part of the 2018-2028 LTP.</p>
Honours Board	Service Delivery	Pokeno Honours board on Tuakau Memorial Hall wall returned to Pokeno Hall before next Anzac celebrations.	<p>It would be appropriate that the 2 Community Committee/Board arrange removal and installation. Council is happy to provide contact details should that be required.</p> <p>CLOSED (Lionel Petersen, Tuakau, liaising with Janet McRobbie)</p>
12/12/2017 - WTR1800/18 Stormwater downpipe outside the community hall	Service Delivery, Parks & Reserves		<p>The Pokeno Hall drainage is currently being investigated by our Repairs and Maintenance contractors Cushman and Wakefield.</p> <p>We are trying to determine whether new soakage pits are required so they are scoping that for us at present.</p>

Issue	Area	Action	Comments
12/12/2017 – PRK0897/18 Garden, community hall	Service Delivery, Parks & Reserves		We have requested for hedge trimming to be programmed to be undertaken in an acceptable time frame and also for vegetation to be cleared from traffic signage on road edge.

Open Meeting

To	Pokeno Community Committee
From	Tony Whittaker General Manager Strategy & Support
Date	24 January 2018
Prepared by	Sharlene Jenkins PA to General Manager Strategy & Support
Chief Executive Approved	Y
Reference/Doc Set #	GOV0516
Report Title	Year to Date Service Request Report

1. EXECUTIVE SUMMARY

To update the Committee on the Year to Date Service Request Report to 31 December 2017.

2. RECOMMENDATION

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

3. ATTACHMENTS

Year to Date Service Request Report for Pokeno Community Committee

Service Request Time Frames for POKENO Community Board

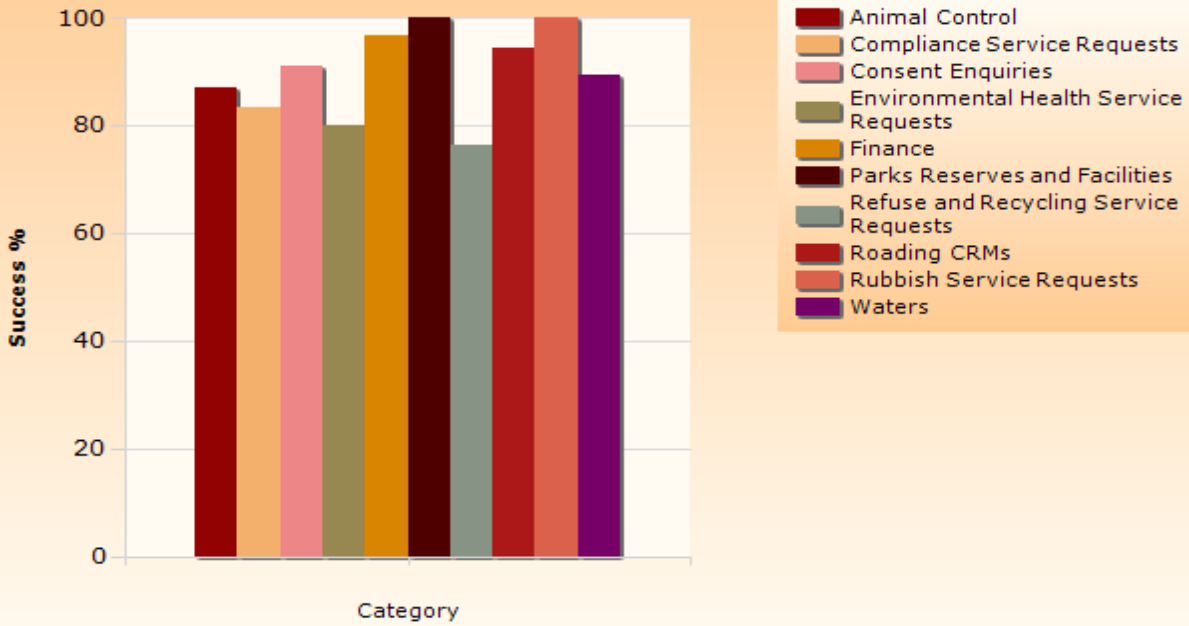
Date Range: 01/10/2017 to 31/12/2017



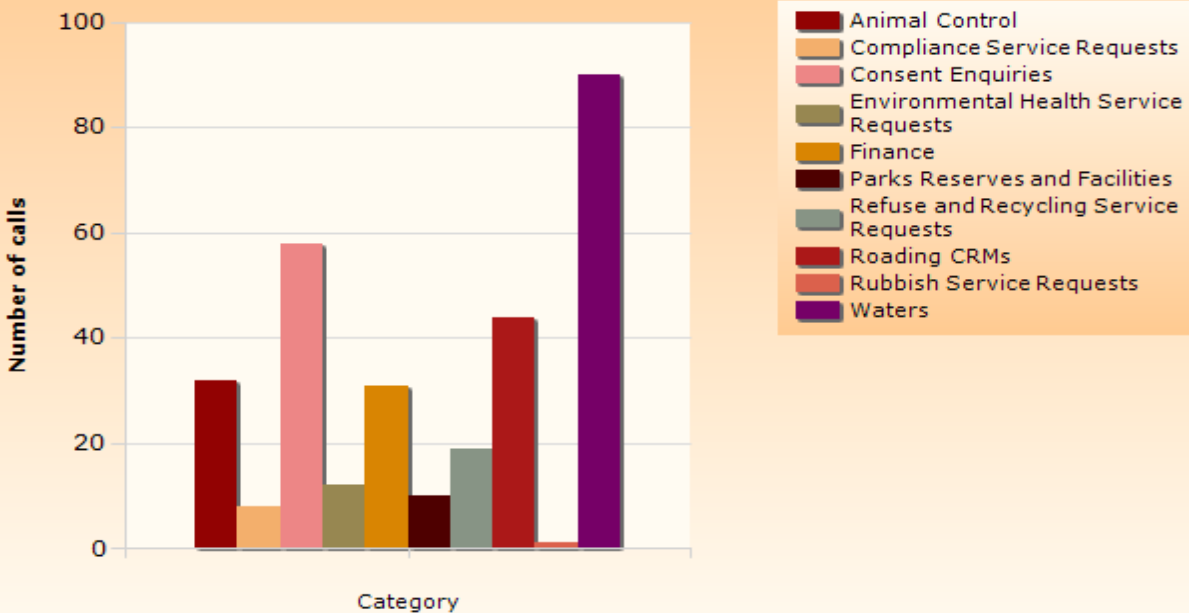
The success rate excludes Open Calls as outcome is not yet known.

1/24/2018 4:18:04 PM

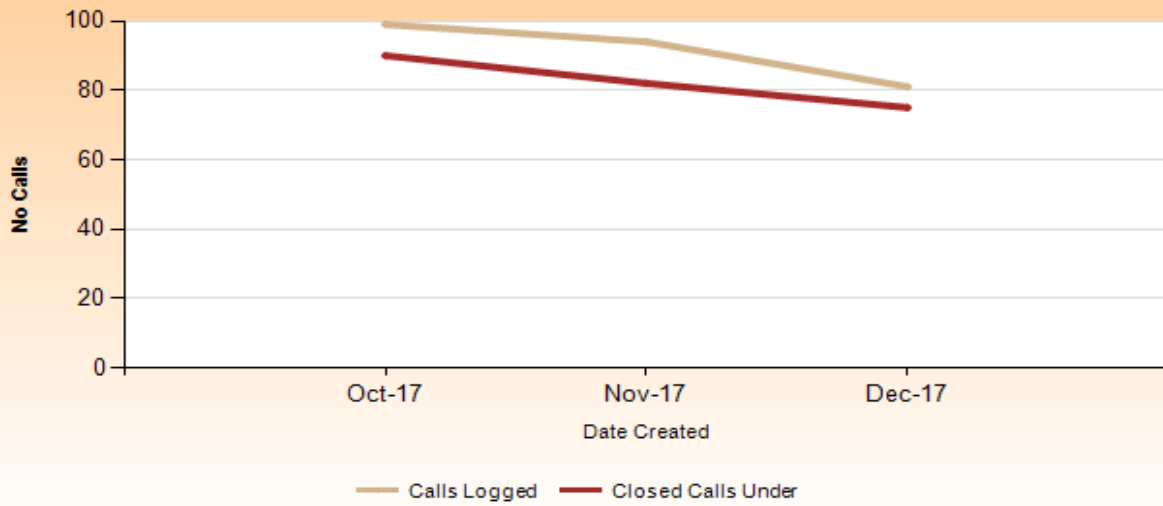
Call Completion % Success by Type



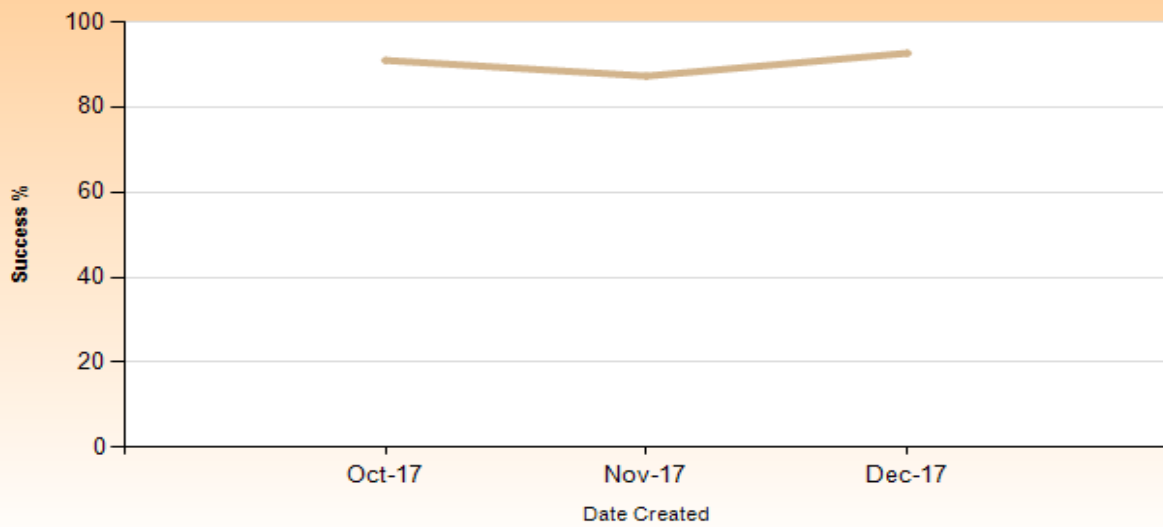
Number of Calls logged by Type



Volume of Calls Closed vs Calls Closed in Time



Completion Success per month



			Open		Closed		
Closed Calls are those calls logged during the time period that are now closed.	Open Calls are all the calls open for the ward and may have been logged at any time.	Number of Calls	Open Calls Over	Open Calls Under	Closed Calls Over	Closed Calls Under	Success Rate
Animal Control							
	Summary	32		1	4	27	87.10%
	Animal Charges	6				6	100.00%
	Dog Property Visit	5			1	4	80.00%
	Dog Straying - Current	7			2	5	71.43%
	Dog Surrender	1				1	100.00%
	Dog Welfare - Not immediate threat to life	2				2	100.00%
	Dog/Animal Missing	3				3	100.00%
	Dogs Aggression - Current	2			1	1	50.00%
	Dogs Barking Nuisance	4		1		3	100.00%
	Livestock Trespassing - Current	1				1	100.00%
	Livestock Trespassing - Historic	1				1	100.00%
Compliance Service Requests							
	Summary	8	1	1	1	5	83.33%
	Compliance - Animal By Law	1				1	100.00%
	Compliance - Unauthorised Activity	6	1	1		4	100.00%
	Compliance - Urban Fire Hazard (Dry conds only)	1			1		0.00%
Consent Enquiries							
	Summary	58		2	5	51	91.07%
	Land Hazard Enquiries	1				1	100.00%
	Onsite Services	2				2	100.00%
	Planning Process	7			1	6	85.71%
	Property Information Request	18				18	100.00%
	Zoning and District Plan Enquiries	30		2	4	24	85.71%
Environmental Health Service Requests							
	Summary	12	1	1	2	8	80.00%
	Environmental Health Complaint	4	1	1	2		0.00%
	Noise complaints straight to contractor	8				8	100.00%
Finance							
	Summary	31		1	1	29	96.67%
	Rates query	31		1	1	29	96.67%
Parks Reserves and Facilities							
	Summary	10				10	100.00%
	Parks & Reserves - Cemetery Complaints (not mowing)	1				1	100.00%
	Parks & Reserves - Council owned land	2				2	100.00%
	Parks & Reserves - Non-urgent Public Toilet Issues	1				1	100.00%
	Parks & Reserves - Reserve Issues	6				6	100.00%

Refuse and Recycling Service Requests	Summary	19	1	1	4	13	76.47%	
	New collections	1			1		0.00%	
	Recycling Not Collected	8	1	1	1	5	83.33%	
	Refuse - Non-Collection	8			1	7	87.50%	
	Refuse & Recycling Contractor Complaints	1				1	100.00%	
	Refuse & Recycling Enquiries	1			1		0.00%	
Roading CRMs	Summary	44		7	2	35	94.59%	
	New Vehicle Entrance Request	28		1		27	100.00%	
	Request 4 new street light path sign etc	1				1	100.00%	
	Road Culvert Maintenance	3		3			NaN	
	Road Marking Sign & Barrier Maint Marker Posts	1		1			NaN	
	Road Safety Issue Enquiries	1		1			NaN	
	Roading Work Assessment Required - OnSite 5WD	5		1	2	2	50.00%	
	Routine Roding Work Direct to Contractor 5WD Comp	2				2	100.00%	
	Street Light Maintenance	1				1	100.00%	
	Vegetation Maintenance	2				2	100.00%	
	Rubbish Service Requests	Summary	1				1	100.00%
Illegal Rubbish Dumping		1				1	100.00%	
Waters	Summary	90	3	11	8	68	89.47%	
	3 Waters Enquiry	12	1		1	10	90.91%	
	3 Waters Safety Complaint - Urgent	1			1		0.00%	
	Drinking water billing	11				11	100.00%	
	Drinking Water Final Meter Read	32		8		24	100.00%	
	Drinking Water Major Leak	2	2				NaN	
	Drinking Water minor leak	15		1	2	12	85.71%	
	Drinking Water quality	1				1	100.00%	
	Fix Water Toby	6			3	3	50.00%	
	New Drinking Storm Waste water connections	3		1		2	100.00%	
	No Drinking Water	1				1	100.00%	
	Stormwater Blocked pipe	1			1		0.00%	
	Stormwater Open Drains	3		1		2	100.00%	
	Wastewater Overflow or Blocked Pipe	2				2	100.00%	
	Total		305	6	25	27	247	90.15%

Open Meeting

To	Pokeno Community Committee
From	Sue O’Gorman General Manager Customer Support
Date	1 February 2018
Prepared by	Evonne Miller PA General Manager Customer Support
Chief Executive Approved	Y
Reference #	GOV0516
Report Title	LTP Update

1. EXECUTIVE SUMMARY

The purpose of this report is to provide an update to the Committee on the LTP.

2. RECOMMENDATION

THAT the report from the **General Manager Customer Support** be received.

3. ATTACHMENTS

NIL

Open Meeting

To	Pokeno Community Committee
From	Sue O’Gorman General Manager Customer Support
Date	1 February 2018
Prepared by	Evonne Miller PA General Manager Customer Support
Chief Executive Approved	Y
Reference #	GOV0516
Report Title	North Waikato Sport Facility Study

1. EXECUTIVE SUMMARY

To update the Committee on the undertaking of a collaborative study of Sports and Recreation needs in North Waikato.

2. RECOMMENDATION

THAT the report from the **General Manager Customer Support** be received.

3. ATTACHMENTS

n/a

Open Meeting

To	Pokeno Community Committee
From	Sue O’Gorman General Manager Customer Support
Date	1 February 2018
Prepared by	Evonne Miller PA General Manager Customer Support
Chief Executive Approved	Y
Reference #	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 General Manager Customer Support be received.

3. ATTACHMENTS

Draft Pokeno Community Committee Schedule

**POKENO COMMUNITY COMMITTEE
SCHEDULE**

January 2018	February 2018	March 2018
<ul style="list-style-type: none"> ▪ NO MEETING 	<ul style="list-style-type: none"> ▪ Pokeno Community Plan (Sue O’Gorman) ▪ Animal Control Engagement (Megan May/Helen Williams) ▪ LTP Update (Sue O’Gorman) 	<ul style="list-style-type: none"> ▪ Lions Club ▪ LTP Update (Sue O’Gorman) ▪
April 2018	May 2018	June 2018
July 2018	August 2018	September 2018
October 2018	November 2018	December 2018
		<ul style="list-style-type: none"> ▪ Christmas Party
		<ul style="list-style-type: none"> ▪ Pokeno Pride day ▪ Friday Feast ▪ Community Parade Mar/Apr