

Agenda for a meeting of the Te Kauwhata Community Committee to be held in the St John Hall, 4 Baird Avenue, Te Kauwhata on **WEDNESDAY, 5 AUGUST 2020** commencing at **7.00pm**.

**1. APOLOGIES AND LEAVE OF ABSENCE**

**2. CONFIRMATION OF STATUS OF AGENDA**

**3. DISCLOSURES OF INTEREST**

**4. CONFIRMATION OF MINUTES**

Meeting held on Wednesday, 3 June 2020

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**5. SPEAKER**

**6. REPORTS**

6.1 Te Kauwhata Works and Issues Report

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6.2 Councillor's Report

*Verbal*

6.3 Discretionary Fund Report – to June 2020

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6.4 Te Kauwhata Events Committee - Christmas Parade

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6.5 Chairperson's Report

*Verbal*

GJ Ion  
**CHIEF EXECUTIVE**

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### **Open Meeting**

<b>To</b>	Te Kauwhata Community Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	23 July 2020
<b>Prepared by</b>	Grace Brady Democracy Advisor
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0509
<b>Report Title</b>	Confirmation of Minutes

#### **1. EXECUTIVE SUMMARY**

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To confirm the minutes of the Te Kauwhata Community Committee meeting held on Wednesday 3 June 2020.

#### **2. RECOMMENDATION**

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**THAT** the minutes of the meeting of the Te Kauwhata Community Committee held on Wednesday 3 June 2020 be confirmed as a true and correct record of that meeting.

#### **3. ATTACHMENTS**

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TKCC Minutes – 3 June 2020

**MINUTES** of a meeting of the Te Kauwhata Community Committee held by Audio-Visual Conference on **WEDNESDAY, 3 JUNE 2020** commencing at **7.00pm**.

**Present:**

Ms T Grace (Chairperson)  
Cr JD Sedgwick  
Mrs C Berney (Secretary)  
Mr J Cunningham  
Mr T Hinton  
Mr B Weaver

**Attending:**

Mr V Ramduny (Strategic Projects Manager)

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Cr Sedgwick/Mr Cunningham)**

**THAT** an apology be received from **Ms A Van de Munckhof** and **Mr C Howells**.

**CARRIED**

**TKCC2005/01**

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Mr Weaver/Cr Sedgwick)**

**THAT** the agenda for a meeting of the Te Kauwhata Community Committee held on **Wednesday, 3 June 2020** be confirmed and all items therein be considered in open meeting;

**AND THAT** all reports be received.

**CARRIED**

**TKCC2005/02**

**DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**CONFIRMATION OF MINUTES**

**Resolved: (Mrs Berney/Mr Cunningham)**



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**Open Meeting**

<b>To</b>	Te Kauwhata Community Committee
<b>From</b>	Clive Morgan General Manager Community Growth
<b>Date</b>	13 July 2020
<b>Prepared by</b>	Sandy Mason PA to General Manager Community Growth
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0509 / 2684563
<b>Report Title</b>	Te Kauwhata Works & Issues Report – July 2020

**1. EXECUTIVE SUMMARY**

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

**2. RECOMMENDATION**

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**THAT** the report from the General Manager Community Growth be received.

**3. ATTACHMENT**

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Works & Issues Report – July 2020

**TE KAUWHATA COMMUNITY COMMITTEE  
WORKS & ISSUES REPORT – JULY 2020**

	<b>Works/Initiative</b>	<b>Responsible Council team</b>	<b>Timeline and progression of works and issues</b>	<b>Status update for 5 August TKCC meeting</b>
I.	<p>Dog exercise area</p> <ul style="list-style-type: none"> <li>- Seats</li> <li>- Dog agility equipment</li> </ul> <p>Water meter for the dog bowl/fountain</p>	Andrew Brown and Duncan MacDougall	<p><b>2020</b></p> <p>Committee seek to implement seating in the dog exercise area and a water tap to hydrate dogs. Tap cost \$1,509, mains water line to be done under current works schedule.</p> <p><b>4 March</b></p> <p>Update from Tim Hinton: Tim liaised with College regarding working bee initiative; advised installation of dog agility equipment delivered to College. Tim Hinton and Mark Jansen caught up on this matter. Equipment to be progressively installed circa August. A member of the community placed a table, with seats, at the park (out of frustration at slow pace of delivery). Concrete pad needs to be installed. Tim advised that Andrew Brown (WDC) has indicated that Council will provide table with seats. New water connection requested through Watercare. Staff are waiting for confirmation and installation date (Duncan McDougal). Watercare advised once credit is applied to charge WDC, then network team to install circa 20 working days from paid date. Seats installed through community working bee initiative. Dog exercise agility equipment to be upgraded by College.</p> <p><b>3 June</b></p> <p>Mark and Tim meeting delayed due to COVID-19</p>	<p>Open Spaces (Duncan MacDougall) awaiting plans from Tim Hinton and Te Kauwhata High School, who are designing the layout a schedule of hardware is needed. Once this is known and the costs can be assessed, sources of funding will need to be investigated (currently no budget available).</p> <p>The tap has been installed - project complete.</p> <p>Staff have spoken with Tim regarding a bench. Council will supply a refurbished second-hand bench when available for installation in the park. Tim to provide a verbal update from his side.</p>

	<b>Works/Initiative</b>	<b>Responsible Council team</b>	<b>Timeline and progression of works and issues</b>	<b>Status update for 5 August TKCC meeting</b>
			lockdown. Tim to propose a design for location of equipment and tables, along with list of what extra materials (ie concrete pads) are required. Then, Mark will discuss with Open Spaces team to see if a budget can be found. Andrew is not aware of the table and chairs issue. Next week, Mark returns to work following seven weeks seconded to the Emergency Operations Centre (EOC), he will then make contact with Tim. Water connection to mains supply has been installed. Awaiting plumber to run pipe to entrance and install push button tap.	
	Te Kauwhata walkway at the end of Blunt Road	Paul McPherson	<p><b>2020</b></p> <p>A design solution for the walkway is required at the end of Blunt Road adjacent to the Whangamarino Wetlands.</p> <p><b>5 February</b></p> <p>Paul McPherson discussed solution with Council's Property team, identifying best way forward is an Agreement to Easement.</p> <ul style="list-style-type: none"> <li>▪ The legal easement would go in once the construction is complete. If funding was not achieved or construction did not go ahead for any reason the agreement would just lapse without incurring the cost of survey and LINZ fees.</li> <li>▪ Construction would not start until the all funding is in place.</li> <li>▪ Once the construction is complete Council's parks staff would inspect it to ensure it's as per the design/plans (to standard and in correct</li> </ul>	<p>Paul McPherson (WDC) has advised John Cunningham (TKCC) that Council's property team has indicated that the value of the easement would be calculated at \$20,790. This is taken from land size of 38.3984ha at land value GV \$8,290,000 equating to \$21.59/m<sup>2</sup>. The easement is 963m<sup>2</sup>, at \$21.59 is \$20,790.</p> <p>When/if the owner develops the land as an urban development, the footprint the easement will sit in road reserve, no longer needing an easement for the walkway. This easement and its costs will only be to get through the period until it becomes an urban subdivision. The Proposed District Plan has it becoming residential. Could only be a year or two or the owners could land bank it for decades.</p> <p>If easement negotiations proceed and a price is agreed with the landowner and once the committee has raised the funds for the easement costs, the</p>

	<b>Works/Initiative</b>	<b>Responsible Council team</b>	<b>Timeline and progression of works and issues</b>	<b>Status update for 5 August TKCC meeting</b>
			<p>location for the permitted activity rules, etc) and sign it off to accept.</p> <ul style="list-style-type: none"> <li>▪ The land would then be surveyed for the easement and processed through LINZ (\$8-12k for survey and fees in the project cost). The easement would be in Council's name. At that point Council would accept it as an asset and would take over maintenance of the track and boardwalk.</li> <li>▪ Any legal work for the agreement and the easement can be done in-house by the WDC legal team.</li> <li>▪ If the property is subdivided in the future the land would become road reserve as per the indicative road shown on the district plan.</li> </ul> <p><b>4 March</b></p> <p>John Cunningham met with Mr Hsu (representative for the three owners of property adjacent to the walkway at Blunt Road). Unfortunately, Coronavirus self-isolation of two of the property owners has affected Mr Hsu's ability to meet with them. John to advise Paul McPherson (WDC) as soon as Mr Hsu has met with the property owners. TKCC recommended to John to look into whether the community could still use the completed section of the walkway in the meantime.</p> <p><b>3 June</b></p> <p>John Cunningham to provide an update on progress at the meeting on 6 May 2020. Paul McPherson provided John with a draft plan showing the</p>	<p>property team can then get involved to take the landowner through the easement contract and can sign-off on behalf of Council.</p>



	<b>Works/Initiative</b>	<b>Responsible Council team</b>	<b>Timeline and progression of works and issues</b>	<b>Status update for 5 August TKCC meeting</b>
			boundaries of the proposed easement needed to complete the walkway and is in discussions with the property team about the expected value of compensation for the easement.	
3.	Walkway loop via Travers Road, Wayside Road and Te Kauwhata Road	Reuben Rink	<p><b>2020</b> First stage up to Moorefield Road is complete. Assessment of remaining sections will prioritise next stage (upgrade old metalled section opposite Green Acres Dr or extend from Moorefield Rd towards Wayside Rd) WDC staff were advised by committee of preference for extension from Moorefield Road towards Wayside Road, rather than an upgrade to the old metalled section opposite Green Acres Drive.</p> <p><b>4 March</b> Staff acknowledged committee's preferred path route and will continue designing Travers Road shared path up to Wayside Road.</p> <p><b>3 June</b> Design and consultation continues to connect existing path to Wayside Road. Once design issues are resolved sufficiently, the construction works will be bundled with other footpath construction projects to create efficiencies and the contract will be advertised for public tender. Construction will be carried out in summer to avoid winter earthworks.</p>	No change from 3 June.
4.	Te Kauwhata Domain Plan	TKCC Rugby Club	<p><b>2020</b> Lighting at domain is sub-optimal and poses a safety</p>	Mario Vodanovich to attend committee meeting and

	<b>Works/Initiative</b>	<b>Responsible Council team</b>	<b>Timeline and progression of works and issues</b>	<b>Status update for 5 August TKCC meeting</b>
			<p>risk. Tim Hinton and Cr Sedgwick engaged with Sport Waikato on a lighting master plan for the domain. Rugby Club was engaged to work on the lighting plan.</p> <p><b>4 March</b> Cr Sedgwick advised, Mario (from Rugby Club) has indicated development of lighting plan is progressing and it will come to the committee in due course.</p> <p><b>3 June</b> Mario Vodanovich to attend committee meeting and provide draft plan.</p>	provide the draft plan.
5.	Te Kauwhata Domain – Freedom Camping Signs	Nick Johnston	<p><b>2020</b> Car park markings were installed (February 2020). Signage required to direct freedom campers away from using Rugby Club facilities.</p> <p><b>4 March</b> Cr Sedgwick met with Council's Funding and Partnership Manager, Nick Johnston, who advised there is residual funding from freedom camping fund, which can be used to put up signs as last stated.</p> <p><b>6 May</b> Cr Sedgwick to report back on her meeting with Nick Johnston.</p>	Nick Johnston, Council's Funding and Partnership Manager, will be in attendance to provide an update on this.
6.	Proposed site for an additional Freedom Camping facility (Okaeria	Julie Dolan	<p><b>2020</b> TKCC indicated a preliminary interest in an additional site (Okaeria Reserve) for freedom campers. Committee also requested existing site at</p>	Under consideration. May not be a priority at this stage due to the impact of COVID-19 on tourism.

	<b>Works/Initiative</b>	<b>Responsible Council team</b>	<b>Timeline and progression of works and issues</b>	<b>Status update for 5 August TKCC meeting</b>
	Reserve)		<p>Domain should not be closed down and that Council staff should seek input from freedom campers at the Domain on a proposed additional site. There is a need for an intersection connecting SH2 to Okaeria Road as the existing set-up is a safety risk.</p> <p><b>4 March</b> This matter has been referred to the Economic and Development Team in the first instance to scope and identify issues and opportunities.</p>	
7.	Te Kauwhata Main Street Garden Renewals		<p><b>DATE 2020</b> Shrub gardens in main street of Te Kauwhata are due for renewal.</p> <p><b>4 March</b> Council staff set up a display in the Te Kauwhata Library, which includes a range of plants the community can 'vote' for and a suggestion box they can put any ideas in. The display will be in place for a month. Committee requested this be extended to the end of April and that it be supported by appropriate communications.</p> <p><b>3 June</b> Facebook has been updated extending the date of the display to 30 June 2020.</p>	Feedback from the community has been received regarding planting suggestions. Planting will be undertaken based on this feedback in April 2021, weather permitting.

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**Open Meeting**

<b>To</b>	Te Kauwhata Community Committee
<b>From</b>	Tony Whittaker Chief Operating Officer
<b>Date</b>	30 June 2020
<b>Prepared by</b>	Jean de Abreu Management Accountant
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0509
<b>Report Title</b>	Discretionary Fund Report to 30 June 2020

**1. EXECUTIVE SUMMARY**

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To update the Committee on the Discretionary Fund Report to 30 June 2020.

**2. RECOMMENDATION**

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**THAT the report from the Chief Operating Officer be received.**

**3. ATTACHMENTS**

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Discretionary Fund Report to 30 June 2020

<b>TE KAUWHATA COMMUNITY COMMITTEE DISCRETIONARY FUND 2019/2020 (July 2019 - June 2020)</b>
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<b>As at Date: 30-Jun-2020</b>
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		<b>GL</b>	<b>1,207,170.4</b>
<b>Commitments from Committee Meeting Minutes &amp; Other Information</b>			
<b>2019/20 Annual Plan</b>			
			11,506.00
<b>Carry forward from 2018/19</b>			
			34,251.00
	<b>Total Funding</b>		<b>45,757.00</b>
<b>Income</b>			
06-Sep-19	Donation from ex Te Kauwhata Business Association - to be used for playground equipment on the Village Green		3,727.75
<b>Total Income</b>			
			<b>3,727.75</b>
<b>Expenditure</b>			
10-Jul-19	Marion Handcock - reimbursement for sheep pallets for town planter box	TKCC1906/04	36.00
16-Oct-19	Towards the cost of the Christmas Parade	TKCC1908/04	2,021.50
04-Dec-19	Renewal of Domain name "Te KauwhataVillage.co.nz"	TKCC1912/05	189.31
04-Nov-19	Toni Grace - reimburse two gift baskets for retiring members. (\$90 less GST)	TKCC1911/13	78.26
31-Mar-20	9999 Cornerstone Security 69 Ina Ville D - Install Camera for view on TK Library	TKCC1912/05	4,970.76
<b>Total Expenditure</b>			
			<b>7,295.83</b>
<b>Net Funding Remaining (excluding commitments)</b>			
			<b>42,188.92</b>
<b>Commitments</b>			
13-Feb-19	Further development of playgrounds	TKCC1902/04	5,000.00
04-Sep-19	Playground equipment on the Village Green	TKCC1909/04	3,727.75
05-Feb-20	Further development of playgrounds	TKCC2002/04	3,000.00
<b>Total Commitments</b>			
			<b>11,727.75</b>
<b>Net Funding Remaining (Including commitments)</b>			
			<b>30,461.17</b>

### **Open Meeting**

<b>To</b>	Te Kauwhata Community Committee
<b>From</b>	Clive Morgan General Manager Community Growth
<b>Date</b>	15 July 2020
<b>Prepared by</b>	Lianne van den Bemd Community Development Advisor
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0514 / 2660534
<b>Report Title</b>	Te Kauwhata Events Committee - Christmas Parade

## **1. EXECUTIVE SUMMARY**

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The purpose of this report is to present an application for funding from Te Kauwhata Events Committee, towards the cost of their annual Te Kauwhata Christmas Parade to be held in December 2020.

## **2. RECOMMENDATION**

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**THAT the report from the General Manager Community Growth be received;**

**AND THAT an allocation of \$..... is made to Te Kauwhata Events Committee for the cost of their Te Kauwhata Christmas Parade 2020;**

**OR**

**AND THAT the request from Te Kauwhata Events Committee for the cost of their Te Kauwhata Christmas Parade 2020 is declined / deferred until ..... for the following reasons:**

## **3. BACKGROUND**

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Te Kauwhata Events Committee is hosting their annual Christmas parade event for Te Kauwhata and surrounding communities. The committee consists of approximately 50 local volunteers who support and organise events in Te Kauwhata.

The Christmas parade is a favourite for young and old that brings together the wider rural community to meet for social connections while enjoying a family friendly event.

The event will have music, food, entertainment and most of the community groups enter a float. It will take place on 18 December 2020 and is a free event open to all ages.

#### **4. OPTIONS CONSIDERED**

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- 4.1 That the application is approved and an allocation of partial or full funding requested by made.
- 4.2 That the application is declined.
- 4.3 That the application is deferred.

#### **5. FINANCIAL**

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Funding is available to allocate for the year.

The project is noted to cost \$3,950.80. Te Kauwhata Events Committee is seeking funding of \$2,020.00 towards the cost of their annual Te Kauwhata Christmas Parade 2020.

GST Registered	No
Set of Accounts supplied	No
Previous funding has been received by this organisation	Yes

#### **6. POLICY**

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The application meets the criteria set in the Discretionary Grants Policy, one of which is that grants of \$5,000.00 can be funded up to 100 percent at the discretion of the relevant community board or committee or Council's Discretionary and Funding Committee.

For grants above \$5,000.00, a funding cap of 75 percent of the total project cost applies and other funding needs to be sought.

Funds cannot be uplifted until all sufficient funds for the project are approved.

#### **7. CONCLUSION**

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Consideration by the Te Kauwhata Community Committee is required with regards to this funding request.

#### **8. ATTACHMENT**

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Te Kauwhata Events Committee – Christmas Parade



## DISCRETIONARY FUNDING APPLICATION FORM

### Important notes for applicant:

- Prior to submitting your application, please contact the Waikato District Council's community development advisor, on 0800 492 452 Ext 5732, to discuss your application requirements and confirm that your application meets the eligibility criteria.
- Have you discussed your application with the Waikato District Council community development advisor  
Yes  No
- Application form must be completed in full and emailed to Funding [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)
- Please ensure you have read the **Guidelines** on [Waikato District Council Discretionary Grants Fund](#) prior to completing the application form (these are updated from time to time).
- I have read and understood the guidelines for funding application form  
Yes  No
- All parts of the application need to be completed and all supporting information supplied.

**PLEASE NOTE:** Incomplete applications **WILL NOT** be considered and will be returned.

Contact email: (Correspondence will be emailed from [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz) )

Which of the 2 funds are you applying for: (please tick **one** appropriate box.)

1. Discretionary and Funding Committee

Project Fund (Rural Ward Areas)

Event Fund

OR

2. Community Board / Committee Discretionary Fund for local Town / Village, Projects / Events

Raglan

Taupiri

Onewhero-Tuakau

Ngaruawahia

Huntly

Te Kauwhata

Meremere

### Section 1 – Your details

#### 1. Name of your organisation and contact person

Te Kauwhata Events Committee. Michelle Croucher

#### 2. What is your organisation's purpose/background (who are you? what do you do?)

The committee are a group of local volunteers working to support and organise events in Te Kauwhata



Please complete all of the following sections	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
What is the <u>total</u> cost of your project/event	\$ 3950.80	\$
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		
<b>Total A</b>	\$ 1930.80	\$

2. Only include the Funding being sought from Waikato District Council below:

Project Breakdown (itemised costs of funding being sought)	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
Ice Blocks	\$ 750.00	\$
Band	\$ 500.00	\$
Advertising	\$ 470.00	\$
Pipe Band	\$ 300.00	\$
	\$	\$
	\$	\$
<b>Total Funds being sought from WDC</b> <b>Total B</b>	\$ 2020.00	\$

3. Has / will funding been sought from other funders?    Yes       No

If 'Yes', please list the funding organisation(s) and the amount of funding sought

a)	\$ 2020.00	\$
b)	\$	\$
c)	\$	\$
d)	\$	\$
<b>Total of other funds being sought</b> <b>Total C</b>	\$	\$

4. Describe any donated material / resources provided for the event/project:



## CERTIFICATE OF INCORPORATION

### TE KAUWHATA COMMUNITY EVENTS INCORPORATED 2308664

This is to certify that TE KAUWHATA COMMUNITY EVENTS INCORPORATED was incorporated under the Incorporated Societies Act 1908 on the 21st day of August 2009.

*Mandy McDonald*

Registrar of Incorporated Societies  
8th day of November 2013



For further details visit [www.societies.govt.nz](http://www.societies.govt.nz)

Certificate printed 8 Nov 2013 11:38:18 NZT.

## TE KAUWHATA Events committee

## PROFIT AND LOSS STATEMENT TO 1 April 2019 to 31 March 2020

Balance at 1 April 2019	\$4,598.15		
<b>INCOME</b>		<b>EXPENDITURE</b>	
		Rides at 2018 Parade	\$2,795.00
Grant, WDC	\$2,021.50	Chatter	\$471.50
		Band	\$500.00
		Pipe Band	\$300.00
		Ice Blocks	\$750.00
Grant, Tavern Fund	\$3,000.00	Rides	\$4,197.50
Sponsor, Doctors	\$100.00		
Sponsor, Golden Homes	\$500.00		
Sponsor, Waikare Estates	\$500.00		
Rides	\$134.00		
Raffle	\$1,164.00	Float Prizes	\$1,300.00
Stall Fees	\$225.00		
Interest Received	\$2.15		
<b>Total Income</b>	<b>\$7,646.65</b>	<b>Total Expenditure</b>	<b>\$10,314.00</b>
Total Profit on 2019 Parade	\$127.65		
Balance in Account 31 March 2020	\$1,930.80		



**Quote For Te Kauwhata Christmas Parade:**

**Esther Pilbrow**

**54 Scott Road**

**R.D.2**

**Te Kauwhata 3782**

**Ice Blocks will be charged at 75 cents per Ice Block.**

**Total \$750.00 Including GST.**

# **Chatter** Community Newspaper

Te Kauwhata Community Events

Atten: Esther Pilbrow

12/06/2020

Hi Esther

Thanks for your email regarding this years Christmas Parade.

Price for a half page is \$470+ GST published as supplied in full colour.

Price quoted is for one insertion.

As with previous years we will publish any editorial that you may wish to send in along with photo's that we usually take to thank the community etc.

Please don't hesitate in asking if there is any more info required.

Regards Jim & Karen

Chatter Newspaper.

G.S.T 55 796 874