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**MINUTES** of a meeting of the Raglan Community Board held in the Supper Room, Town Hall, Bow Street, Raglan on **WEDNESDAY 5 AUGUST 2020** commencing at **1.30pm**.

**Present:**

Mrs G Parson (Chairperson)  
Mr B MacLeod (Deputy Chair)  
Mr S Bains  
Mr D Amoore  
Mr T Oosten  
Mr C Rayner  
Cr LR Thomson

**Attending:**

Ms. Pauline Walters (Te Uku Hall Committee)  
Ms. Patti Mitchley (Raglan Hall Committee)  
Mr. Aaron Mooar (Raglan Community Radio)  
Ms. Zoe Timbrell (Institute of Awesome)  
Mr. Rodger Gallagher (Raglan Community Arts Council)  
Mr. Ken Barry (Raglan Sports Fishing Club)  
Members of the public  
Ms Alison Diaz (Chief Financial Officer)  
Mr Nick Johnston (Funding and Partnership Manager)  
Ms Grace Brady (Democracy Advisor)

**APOLOGIES AND LEAVE OF ABSENCE**

All members were present.

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Cr Thomson/Mr Bains)**

**THAT the agenda for a meeting of the Raglan Community Board held on Wednesday 5 August 2020 be confirmed, and all items therein be considered in open meeting;**

**AND THAT all reports be received;**

**AND THAT in accordance with Standing Order 9.4 the order of business for section 7 of the Agenda (Reports) be changed to the following order:**

- **7.1 Discretionary Fund Report – to June 2020**
- **7.4 The Institute of Awesome – Automated External Defibrillators**
- **7.5 Raglan Community Arts Council – Creative Space Building Renovations**
- **7.7 Chairperson’s Report**
- **7.8 Raglan Naturally Report**
- **7.9 Councillor’s Report**
- **7.2 Raglan Works, Actions and Issues Report**
- **7.3 Service Request Report**
- **7.6 Raglan Community Board Appointment to the Raglan Campground Papahua Committee**

**AND FURTHER THAT** the Board resolves that the following item(s) be added to the agenda as advised by the Chairperson:

- **Manu Bay Update (Attachment to Agenda Item 7.2 – Raglan Works, Actions and Issues Report)**

**AND FURTHER THAT** Mr. Ken Barry of Raglan Sports Fishing Club be given speaking rights for the duration of the meeting.

**CARRIED**

**RCB2008/01**

**DISCLOSURES OF INTEREST**

Mr MacLeod advised members of the Board that he would declare a non-financial conflict of interest in item 7.5 - *Raglan Community Arts Council – Creative Space Building Renovations* as a member of the Raglan Arts Council and a stakeholder as President of the Raglan Lion’s club.

**CONFIRMATION OF MINUTES**

**Resolved: (Cr Thomson/Mr Bains)**

**THAT** the minutes of a meeting of the Raglan Community Board held on Tuesday 23 June 2020 be confirmed as a true and correct record of that meeting, subject to the following correction under ‘Public Forum’ in relation to Raglan Football Club:

Delete the words “during these works”.

**CARRIED**

**RCB2008/02**

## **PUBLIC FORUM**

The following issues were discussed during the Public Forum:

- Places for People - (Craig Withers)
  - Strongly disagreed with the approach of restricting car access on Bow Street and Raglan town centre, suggesting that limited access would adversely affect local businesses that were struggling post Covid-19.
  - The Board confirmed that local business access was a key focus of the Places for People plan.

- Rose St - (Anita Lucas)

### *Issue 1: Parking*

- Rose Street had become a parking thoroughfare for vehicles accessing the wharf, with parking on both sides of the street.
- Boat trailers and heavy delivery trucks travelled on the street from both directions.
- Residents were regularly blocked into their driveways.
- No footpath or hard shoulder existed on the street.

### *Issue 2: Speed*

- High speeds by road users was a safety concern, particularly for children.
- Residents would like these issues dealt with ahead of wharf development.
- Residents sought yellow lines on one side of the street and a speed bump. A one-way system would also be preferable. Residents did not want a widening of the road.
- A resident survey was supplied and it was suggested that a service request be lodged with the Council for the requested works.

- Whaingaroa Talent Factory Event - (Aaron Mooar, Raglan Community Radio and Raglan Community House)
  - Funding applications for a local youth band competition were pending.
  - Funding from the Board was sought should other applications to other funders be declined. The Chair stated this would be discussed during Item 7.1 *Discretionary Fund Report*.

- Service Request and Voting System - (John Lawson)
  - The effectiveness of service requests was questioned.

**ACTION:** Staff to follow up on service request effectiveness and report back to the Board.

- Concerned that Maaori were currently underrepresented and Single Transferrable Voting would improve Maaori representation on the Council.

In response, it was noted that Council currently worked with Waikato Tainui via a Joint Management Agreement. Maangai Maaori representatives had recently been appointed

to three of the Council Committees. The Council was also proposing to establish forums with hapuu across the District.

- Concern that Mayoral candidate can be elected from a minority of electors.
- Town Maintenance - (Kathy Gold)
  - A service request to repair lighting had been submitted more than a month ago, which had not been actioned.
  - Regularity of the maintenance of assets and infrastructure in Raglan was queried. Staff responded that contractors had cyclical KPIs for regular maintenance but noted that out-of-hours issues may not be noticed. The public were encouraged to lodge a service request, which would enable staff to track recurring issues.
  - Board members requested access to maintenance contracts to analyse regular maintenance timeframes.

**ACTION:** Staff to investigate maintenance timeframes further before advising the Board.

## **GUEST SPEAKERS**

### Raglan Ward Hall Committees

#### Agenda Item 6.1

Representatives from Raglan Ward Hall Committees were in attendance to address the Board.

#### Pauline Walters - Te Uku Hall Committee

- Raglan's dimensions had changed and matters affecting Te Uku residents were also relevant to Raglan.
- The hall was self-sustaining and was used for a wide range of purposes.
- In May 2019, Heritage New Zealand had contacted the Hall Committee to request Heritage Status. No model of an agreement or information had been provided by HNZ to the Hall Committee.
- The Hall Committee was concerned and sought advice from the Board in relation to this potential status change.

**ACTION:** Cr Thomson to seek further information from Council staff on the Heritage process and report back to Te Uku Hall Committee and the Community Board.

#### Patti Mitchley - Raglan Hall Committee

- The Committee met twice a year, with a focus on the maintenance and improvement of the facility. Raglan town hall was the second most utilised hall in the District.
- The Hall had approached Council for improvements on the building, but no action had been taken.

- Concern expressed about the significant use of targeted rates for depreciation. The Board requested further information on targeted rate changes and the implications of those changes.

**ACTION:** Chief Financial Officer to discuss with Council staff to clarify the issue on the balance of depreciation and process for releasing funds. An update to be provided to the Hall Committee through Mr Oosten, the Board's representative on the Hall Committee.

## **REPORTS**

### **Discretionary Fund Report**

#### **Agenda Item 7.1**

The report was received [*RCB2008/01 refers*] and discussion was held.

- Amendment to be made in the report. Reference to "22 Sept 2020" for the Surfside Christian Life Centre to be changed to "22 Sept 2019".
- The Chief Financial Officer advised the Board that a further \$14,271 would be issued to as part of the Board's funding allocation.

#### **Resolved: (Mr Raynor/Mr Bains)**

**THAT the Raglan Community Board approves payment of \$1000 (inc GST) to Raglan Community Radio from the Board's Discretionary Fund for the Whaingaroa Talent Factory Event to be held on 10 October 2020.**

## **CARRIED**

**RCB2008/03**

### **The Institute of Awesome – Automated External Defibrillators**

#### **Agenda Item 7.4**

The report was received [*RCB2008/01 refers*] and discussion was held. Ms. Zoe Timbrell answered questions of the Board, on behalf of the applicant.

- The defibrillator would be available 24/7 to the public if funded, and accessible via the mobile app. It would be key-pad accessed, connected to the night manager and up to seven other staff members, who could support members of the public.
- The Board recommended that the defibrillator be located close to the road to make it accessible to the public.
- The Board requested the applicant contact the local residents to inform them of the defibrillator's location and accessibility.
- Funding from the Raglan Community Health Trust had not been sought to date.
- Camp Raglan and Surf Life Saving Club defibrillator were also currently available 24/7.

**ACTION:** Mr MacLeod and Mr Amoores to update the defibrillator information on the mobile app for the Camp Raglan and Surf Life Saving Club respectively.

**Resolved: (Mr Bains/Mr Amoores)**

**THAT the Board approves that an allocation of \$2,500 is made to the Institute of Awesome towards the cost of one automated defibrillator at Whale Bay;**

**AND THAT the approved funding to the Institute of Awesome towards the cost of one automated defibrillator is conditional upon the organisation receiving a decline from a funding application to the Raglan Community Health Trust.**

**CARRIED**

**RCB2008/04**

Raglan Community Arts Council – Creative Space Building Renovations  
Agenda Item 7.5

Mr MacLeod declared a non-financial conflict of interest and did not participate in the discussion, or voting, on this item.

The report was received [RCB2008/01 refers] and discussion was held. The applicant, Mr. Rodger Gallagher provided a background to the application.

- On page 78 of the Agenda, the report should read:  
GST Registered YES
- The Arts Council's end of year financial statement for 2019 was referenced.
- SOS funding, Covid 19 recovery and Trust Waikato funding had been awarded to the applicant.

**Resolved: (Mr Oosten/Mr Amoores)**

**THAT the Board approves that an allocation of \$3,500 is made to the Raglan Community Arts Council towards the cost of the community room project to complete the creative space building renovations.**

**CARRIED**

**RCB2008/05**

Manu Bay Update

(Attachment to Agenda Item 7.2 – Raglan Works, Actions and Issues Report)

The Board agreed to discuss this item ahead of Agenda Item 7.2 to accommodate Mr. Ken Barry's, Raglan Sports Fishing Club, and availability.

- As spokesperson for the Club, Mr Barry voiced concern over the decision to remove the rocks.
  - The Club had not been informed that the Point Board riders and Surfbreak Protection Society had requested that Council issue a further report.

- The Club believed the report's findings were surf focussed and did not take fishing activities into account, and that the 6-12 month monitoring timeframe did not factor in safety concerns.
- Discussion on movement of rocks in light of report referencing the rocks naturally moved back to their original location over time.
- The Tonkin Taylor report had not been included in this Manu Bay Update report.

**ACTION:** Chief Financial Officer to speak to Council staff around the next steps, including giving consideration to any expert reports received (Tonkin Taylor/E-Coast report) and report back to the Board.

**ACTION:** Cr Thomson to clarify the placement of the rocks with staff.

### Chairperson's Report Agenda Item 7.7

The report was received [RCB2008/01 refers] and discussion was held.

- Raglan Information Centre - Whaingaroa Destination Management Organisation AGM to be held on 27 August 11-12.30pm in Supper Room, Raglan Town Hall.
- Board's internal planning session - Chair to provide an updated engagement plan at the next Board meeting.
- Website development would happen within the next two weeks.
- LTP Planning meeting
  - The Chair, Councillor Thomson and Mr MacLeod had met recently and agreed further work was required of the Board over the next two weeks.
  - The Chair encouraged other interested Board members to become involved.
  - A report on behalf of the Board would be supplied at the September Board meeting.
- Raglan Wharf Project Update
  - Mr Tom Snaith had been appointed as project manager. Mr. Amoore would be the Board representative on the Steering Group.
  - Safety design barrier would be investigated further.
  - It was noted that some commercial fishermen were not completely satisfied with the proposed gating.
- Places for People
  - Over 100 people attended the public session.
  - Potential designated areas within the Places for People plan confirmed.
  - Staff had agreed to work closely with local business owners, particularly on parking.
  - A series of workshops at Raglan Area School would be held, with next public community meeting to be held mid- September.

## Raglan Naturally Report

### Agenda Item 7.8

The report was received [RCB2008/01 refers] and discussion was held.

- The Board was asked to consider a board member appointment to Raglan Naturally Charitable Trust as a trustee.
- Plan to advertise to the community. An Information day of 22 August 2020 was suggested. Interviews would be required for those interested in the role.
- Clarity on the roles and responsibilities of the trustee role was required. The Trust Deed could detail the roles and responsibilities of the appointee.
- Potential conflict of interest that would need to be noted in the Declaration of Interest of the Board appointee, once appointed.

The Board supported, in principle, that a Raglan Community Board member be appointed as a Raglan Naturally Trustee.

**ACTION:** Mr Oosten to work with Raglan Naturally and Raglan Community Board to review the Community Board Charter and the Raglan Naturally Trust Deed in relation to the new appointment. Mr Oosten to report back to the next Board meeting.

## Councillor's Report

### Agenda Item 7.9

The report was received [RCB2008/01 refers]. Cr Thomson provided a verbal update on current Council issues.

## Raglan Works, Actions & Issues Report: Status of Items August 2020

### Agenda Item 7.2

The report was received [RCB2008/01 refers] and discussion was held.

#### Soundsplash

- Information attached to the report was not prescriptive.
- Resource consent had been approved for Soundsplash 2021.
- Staff would review the Events Strategy, to start within the next two months, with an opportunity for the Board to be involved.

**ACTION:** A report from staff would be presented at the next Board meeting.

- Item to be deleted from the Works & Issues report.

#### Footpath Plan

**ACTION:** Staff to present to the Board, on a quarterly basis, a written report to cover Rooding, Footpaths, Walkways, Cycleways and Parking. The Chair would supply staff with details following the meeting.

- Item to be deleted from the Works & Issues report.



### Harbour Board Lease Funds

**ACTION:** Staff requested to speak to Board members and, based on those discussions, to present a report to the September Board meeting, as an attachment to the Works, Actions & Issues report.

- Wi Neera St utilisation to be included in the report.
- Item to be deleted from the Works & Issues report.

### Freedom Camping

- Staff had been in contact with the President of the Bowling Club to discuss issues.
- The Community Board to address the issue in advance of further communication with staff.
- Item to be deleted from the Works & Issues report.

**ACTION:** Mr Oosten to present a report at the October 2020 Board meeting on recommendations to Council for improvements to Freedom Camping in Raglan.

### Rally and Roads

- The Council Policy would be due for review in 2021
- Majority of the public consulted were opposed to the WRC Rally.
- Item to be deleted from the Works & Issues report.

### Raglan Football Club – Drainage works completion date

**ACTION:** Staff to present a report to the Board at the September meeting.

### Raglan Football Club – Reserve Management Plan

- Item to be deleted from the Works & Issues report.

### Many Bay Toilet Facilities

- Item to be deleted from the Works & Issues report.

### Community Board Website

- Item to be deleted from the Works & Issues report.

### Manu Bay Breakwater

- Item to be deleted from the Works & Issues report.

### Gilmore Street, Raglan – Urban Upgrade

- The upgrade was ongoing. Staff had indicated works were dependent on good weather.

### Raglan Holiday Park Papahua

- Item to be deleted from the Works & Issues report.

### Manu Bay Hillside Planting Proposal

- Proposal made in June referred to the merging of two Coastal Reserve Forest Reserve projects to plant the grassed viewing spot.
- Chair had spoken to members of the public and the feedback indicated that they did not want the area to be fully planted, as it was considered an amenity.
- Possibility that the steeper area would be planted.

**ACTION:** Chair to work with staff and stakeholders to determine the best approach towards the planting proposal.

### Community Board Planning Document Requests

- WDC Climate Action Planning: Staff confirmed that a workshop on Climate Action would be held on 10 August 2020, to which a Community Board representative was welcome to attend.
- The Chair suggested that Community Board members provide a verbal/written report as part of Board Members' reports in future.

### Raglan Works

**ACTION:** Walkways and Cliff St Jetty repair to be added to the quarterly report.

### Calvert Road

- The Chair referenced the long-standing parking issue at Calvert Road.
- The road had become congested due to excessive and illegal parking of cars and buses. This had become a safety concern for residents. A lack of footpaths was also an issue.
- Residents requested the following:
  - a change from angle parking to parallel parking as a key issue
  - a sign with the Council 0800 number
  - increased parking patrolling during busy times
  - longer term planning solution
  - prohibiting of campervan parking
- The Board had met with residents and Council staff to assess the situation and staff planned to erect signage prohibiting the parking of large campervans.
- The Chair had agreed to keep residents updated and encouraged them to complete service requests.

**ACTION:** Staff to include Calvert Road issues in the quarterly roading report, within an issues section specific to each road/street issue.

Service Request Report  
Agenda Item 7.3

The report was received [RCB2008/01 refers] and discussion was held.

- Street lighting maintenance was 50% and water leak issues were below 100%.
- Reference to concerns with efficacy of processing service requests, as noted in the Public Forum.
- Public to be directed to complete a service request report.
- If issues presented were recurring, the Board would complete a service request report on residents' behalf.

Raglan Community Board Appointment to the Raglan Campground Papahua Committee  
Agenda Item 7.6

The report was received [RCB2008/01 refers] and discussion was held.

There being no further business the meeting was declared closed at 4.32pm.

Minutes approved and confirmed this                      day of                      2020.

G Parsons  
**CHAIRPERSON**