

MEETING – AGENDA –

Ngā Take



TE PUKE COMMUNITY BOARD Komiti Taiwhenua

TP21-4

Thursday, 29 July 2021

Te Puke Library and Service Centre

7.00pm



***Western Bay of Plenty
District Council***

Te Puke Community Board

Membership

Chairperson	Richard Crawford
Deputy Chairperson	Tupaea Rolleston
Members	Kassie Ellis Dale Snell Cr Grant Dally Cr Monique Gray
Quorum	3
Frequency	Eight weekly / Workshops as required

Role and Purpose of Community Boards:

- To represent, and act as an advocate for, the interests of their communities.
- To provide an effective mechanism for community feedback to Council.
- To consider and report on all matters referred by Council and its Committees, or any matter of interest or concern to the Community Board.
- To maintain an overview of services provided by Council within the community.
- To prepare an annual submission to Council for expenditure within the community.
- To communicate with community organisations and special interest groups within the community.
- To undertake responsibilities as delegated by Council or its Committees.

Delegated Functions:

Subject to compliance with Council strategies, policies, plans and legislation:

- To maintain an overview of road works, water supply, sewage, stormwater, parks, recreational facilities, community activities and traffic management within the community and make recommendations to Council and its Committees in accordance with their delegated functions.
 - To report and make recommendations to Council and its Committees in accordance with their delegated functions on issues facing the respective communities to promote public participation and communication within respective communities.
 - To undertake tasks, powers and functions delegated by Council or its Committees in accordance with their delegated functions from time to time.
 - To control, expend and monitor funds as allocated by Council.
 - To allocate Community Board reserve funds to specific capital non-recurring projects for council assets on council land, or in accordance with allocations which have been approved through the annual plan process.
 - To receive reports from Council appointees on Council matters relevant to the Community Board.
1. To have input into Council and its Committees on issues and plans that affect communities within the Community Board area.

Notice is hereby given that a Te Puke Community Board Meeting will be held
in the Te Puke Library and Service Centre on:
Thursday, 29 July 2021 at 7.00pm

Order Of Business

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1 PRESENT**2 IN ATTENDANCE****3 APOLOGIES****4 CONSIDERATION OF LATE ITEMS****5 DECLARATIONS OF INTEREST**

Members are reminded of the need to be vigilant and to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest that they may have.

6 PUBLIC EXCLUDED ITEMS**7 PUBLIC FORUM**

A period of up to 30 minutes is set aside for a public forum. Members of the public may attend to address the Board for up to five minutes on items that fall within the delegations of the Board provided the matters are not subject to legal proceedings, or to a process providing for the hearing of submissions. Speakers may be questioned through the Chairperson by members, but questions must be confined to obtaining information or clarification on matters raised by the speaker. The Chairperson has discretion in regard to time extensions.

Such presentations do not form part of the formal business of the meeting, a brief record will be kept of matters raised during any public forum section of the meeting with matters for action to be referred through the customer contact centre request system, while those requiring further investigation will be referred to the Chief Executive.

8 MINUTES FOR CONFIRMATION

8.1 MINUTES OF THE TE PUKE COMMUNITY BOARD MEETING HELD ON 3 JUNE 2021

File Number: A4111635

Author: Pernille Osborne, Senior Governance Advisor - Community Boards

Authoriser: Barbara Whitton, Customer Services and Governance Manager

RECOMMENDATION

That the Minutes of the Te Puke Community Board Meeting held on 3 June 2021, as circulated with the agenda, be confirmed as a true and accurate record.

ATTACHMENTS

- 1. Minutes of the Te Puke Community Board Meeting held on 3 June 2021**

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL
TE PUKE COMMUNITY BOARD MEETING NO. TP21-3
HELD IN THE TE PUKE LIBRARY AND SERVICE CENTRE
ON THURSDAY, 3 JUNE 2021 AT 7.00PM**

1 PRESENT

Member R Crawford (Chairperson), Member T Rolleston, Member K Ellis, Member D Snell, Cr G Dally and Cr M Gray

2 IN ATTENDANCE

G Allis (Deputy CEO/Group Manager Infrastructure Services), S Harvey (Roading Engineer – East) and P Osborne (Senior Governance Advisor)

4 members of public, including 1 member of the press

3 APOLOGIES

APOLOGY

RESOLUTION TP21-3.1

Moved: Cr M Gray

Seconded: Member K Ellis

That the apology for lateness from Member Rolleston be accepted.

CARRIED

4 CONSIDERATION OF LATE ITEMS

Nil

5 DECLARATIONS OF INTEREST

Nil

6 PUBLIC EXCLUDED ITEMS

Nil

7 PUBLIC FORUM

The Chairperson outlined the protocols relating to the Public Forum section of the meeting as set out in the Standing Orders for the Te Puke Community Board. Attending members of the public were invited to take part in the public forum.

PUBLIC FORUM ADJOURN MEETING

RESOLUTION TP21-3.2

Moved: Cr G Dally

Seconded: Member D Snell

That the meeting adjourn for the purpose of holding a public forum.

CARRIED

Murray Howell and Lisa Rowe – Te Puke “Plaza”

Mr Howell (Te Puke Florist) and Ms Rowe (Te Puke Pharmacy) were in attendance to speak to the Board about an area that they believe is lacking interest – the “Plaza”. The following points were made:

- There is an opportunity to connect the existing walkway design to help make this space more inviting;
- There is an opportunity for additional planting;
- There is the potential to create a story through the town;
- With the re-positioning of seating and hedging, the space could become more useable;
- Incorporating sculptures that represent both the Māori culture and Kiwifruit industry;
- An opportunity to approach Kiwifruit industries for potential funding; and
- All existing pieces could be re-used.

The Board was provided with some inspirational photos of similar projects in different areas, noting that with some work the “Plaza” could become a centre point for the town.

Councillor Dally noted that the Board was having a workshop on opportunities to tell stories throughout the town, which both Mr Howell and Ms Rowe were happy to attend.

PUBLIC FORUM MEETING RECONVENED

RESOLUTION TP21-3.3

Moved: Cr M Gray

Seconded: Member K Ellis

That the meeting reconvene in formal session at 7.19pm.

CARRIED

Member Rolleston entered the meeting at 7.20pm.

8 MINUTES FOR CONFIRMATION

8.1 MINUTES OF THE TE PUKE COMMUNITY BOARD MEETING HELD ON 8 APRIL 2021

RESOLUTION TP21-3.4

Moved: Member D Snell

Seconded: Member T Rolleston

That the Minutes of the Te Puke Community Board Meeting held on 8 April 2021, as circulated with the agenda, be confirmed as a true and accurate record.

CARRIED

9 REPORTS

9.1 TE PUKE COMMUNITY BOARD CHAIRPERSONS REPORT - JUNE 2021

The Board considered a report from the Chairperson. The report was taken as read with further discussion on the below items.

Youth Issues

The Board was advised that 15 of the 'taggers' had been identified, and that Youth Aid will be working with the parents and youth, one on one, to help educate and address the issue moving forward.

There was also a discussion around a potential fund that the Daily Charitable Trust are looking at maintaining. This fund will help community volunteers pay for the gear to remove graffiti around town. Kiwirail had also been contacted for permission to remove the graffiti on the Walk/Cycleway Bridge.

Resilience Coordinator

CoLab is currently looking at hiring a 'Resilience Coordinator' to help identify groups throughout the town that need help building resilience, e.g. youth.

The Chairperson noted that it was great to see that the 'Graeme Dingle Foundation' was coming to Te Puke, and that Western Bay of Plenty District Council's Chief Executive Officer was a mentor.

Girl Guide Building

The Board was provided with some clarification around the Expressions of Interest (EOI) process, and what the Board's role would be in this process, noting that it would be a recommendation to the Performance and Monitoring Committee. The Deputy Chief Executive also noted that he would make sure the Board was informed when the EOI's had been opened.

Town Project

The Board will workshop with members of the public and tangata whenua in the next couple of weeks, in regards to creating 'Storyboards' throughout the town.

RESOLUTION TP21-3.5

Moved: Member D Snell
Seconded: Cr M Gray

That the Chairperson's report dated 3 June 2021, titled 'Te Puke Community Board Chairpersons Report – June 2021', be received.

CARRIED

9.2 TE PUKE COMMUNITY BOARD COUNCILLOR REPORT - JUNE 2021

The Board considered a report from Councillor Dally. The report was taken as read.

RESOLUTION TP21-3.6

Moved: Member T Rolleston
Seconded: Member K Ellis

That the Councillor's report dated 3 June 2021, titled 'Te Puke Community Board Councillor Report – June 2021', be received.

CARRIED

9.3 INFRASTRUCTURE SERVICES REPORT TE PUKE COMMUNITY BOARD JUNE 2021

The Board considered a report from the Deputy Chief Executive. The report was taken as read with positive feedback on the below projects:

- The Board thanked the Road Engineering (East) for the brick replacements on the roundabouts, noting that they looked great.
- It was also noted that feedback from parents in regards to the Boucher Avenue / Fenton Terrace Walkway was very positive.

The Board carried out further discussion on the items listed below.

RESOLUTION TP21-3.7

Moved: Member K Ellis
Seconded: Cr M Gray

That the Deputy Chief Executive's Report, dated 3 June 2021 and titled Infrastructure Services Report Te Puke Community Board June 2021 be received.

CARRIED

9.3.1 TACTILE PEDESTRIAN MARKINGS

The Road Engineering (East) advised the Board that, as far as he was aware, the materials were in the country, so works are due to start in June 2021.

9.3.2 DUDLEY VERCOE FOOTPATH AND DRAINAGE

The Board noted that construction on this project has not yet begun. The Roding Engineer (East) will check with the Construction Manager in regards to the start date for this project.

9.3.3 TREE BLOCKING SIGNAL – WASHER ROAD

There was a discussion around a Service Request (CCR) that was raised in relation to the tree by Washer Road and Bainbridge Avenue affecting Kiwirails' signal. The Roding Engineer (East) will check the status of the CCR.

9.3.4 TE PUKE QUARRY ROAD FOOTPATH & BRIDGE

The Board was advised that WestLinks' Safety Engineer (East) did not agree with the assumptions made during the initial walkover, noting that the estimated cost for the work required would be between \$700,000-\$900,000. There was a discussion around the ability to break this project into two parts, due to the cost. The Roding Engineer noted that he would get a break down of this estimated cost for the Board.

The Roding Engineer (East) also noted that he would approach EastPack to see if they would like to contribute to the cost of this project.

The Board agreed that this was an important project, creating a footpath for the people who reside on Manoeka Road.

There was a discussion around similar projects in other towns in the district, for example Te Puna and Maketu.

The Board confirmed that this project included the installation of up to two streetlights outside of EastPack.

RESOLUTION TP21-3.8

Moved: Member K Ellis

Seconded: Member T Rolleston

The Te Puke Community Board approve Stage One (Corner of Jellicoe Street to EastPack Packhouse) of the Te Puke Quarry Road Footpath and Bridge project, noting that the Board would like to see Stage Two (EastPack to Manoeka Road) explored in the future.

CARRIED

9.3.5 BEATTY AVENUE ROAD CROSSING

The Board noted that this project was not an approved project at this stage.

An update to the Roding Budget will be made.

9.3.6 SPEED BUMP ON CAMERON ROAD

The Board agreed that, despite import delays with the Digital Speed Signs, the Board would like to proceed with the removal of the speed bump prior to the Digital Speed Signs being installed. The current update provided by WestLink was that the signs should be installed late July 2021, noting that this is subject to change due to the delays occurring.

The Roding Engineer (East) advised the Board that a pedestrian crossing outside Te Puke Primary School is one of the safety improvements that could be considered in the future.

9.3.7 FUNDING TOWARDS THE TE PUKE RANGIURU BUSINESS PARK (RBP) ROUTE

The Walking and Cycling Team is currently working on this route, so the Board was presented this as a project they could consider contributing to.

9.3.8 ROADING ACCOUNT REVIEW

The Deputy Chief Executive advised the Board that, through the Long Term Plan (LTP) process, there was a discussion around the Community Roding Budget being reviewed. There are multiple factors to be considered through the formula that determines these budgets, however it is something currently being deliberated.

9.3.9 TE PUKE GENEALOGY GROUP - REQUEST FOR INFORMATION SIGN BOARDS

The Board was advised that Council was still waiting on quotes, noting that at this stage they had received one from MenzShed.

9.3.10 HERITAGE WALKING CROSSING - COMMERCE LANE / JUBILEE PARK

The Board agreed that they will not be proceeding any further with this project, but will review again in the future.

9.3.11 POOLS - TE PUKE AQUATIC CENTRE

There was a discussion around the contractors used to complete the work required at the Te Puke Aquatic Centre. Councillor Dally asked about Council's tendering process, as he was of the belief that there were locals Council could be supporting in completing the work.

The Deputy Chief Executive requested that concerns like these are raised with Council immediately, so that Council could clarify the tender process they undertake.

9.4 TE PUKE COMMUNITY BOARD - FINANCIAL REPORT APRIL 2021

The Board considered a report from the Management Accountant. The report was taken as read, with confirmation given to the Board that the 'Security' budget line would be manually change to 'Public Safety' for the next financial year.

There was clarification that the grants budget, which currently showed as an overspend, was 'Year to Date' and that the Board was still under budget for the full financial year.

RESOLUTION TP21-3.9

Moved: Member D Snell

Seconded: Cr G Dally

That the Management Accountant's report dated 3 June 2021 and titled 'Te Puke Community Board – Financial Report April 2021', be received.

CARRIED

9.5 COUNCIL, STANDING COMMITTEES AND COMMUNITY BOARD MEETINGS

RESOLUTION TP21-3.10

Moved: Cr M Gray

Seconded: Member D Snell

That the draft schedule of meetings for June, July and August 2021, be received.

CARRIED

The Meeting closed at 8.22pm.

The minutes of this meeting were confirmed at the Te Puke Community Board held on 29 July 2021.

.....
Member R Crawford
CHAIRPERSON

9 REPORTS

9.1 TE PUKE COMMUNITY BOARD CHAIRPERSONS REPORT - JULY 2021

File Number: A4274876

Author: Richard Crawford, Community Board Member

Authoriser: Kumaren Perumal, Group Manager Finance and Technology Services

RECOMMENDATION

1. That the Chairperson's report dated 29 July 2021, titled 'Te Puke Community Board Chairpersons Report – July 2021', be received.
2. That the Te Puke Community Board confirm the designs and approve the payment of \$4,025.00 to OneSource for 50 street flags from their Street Decoration Account.

BACKGROUND

Youth issues

We still are having major youth issues in the Te Puke area, especially with graffiti being painted on to both council and private property. Our Board called a meeting on Monday 12 July with Police, Councils' Reserves and Facilities staff and members of the public, in hope of coming up with a strategy to help remedy the current issues, as this needs to be a community joint effort.

Police are keen to work alongside Council and other groups, to increase security and identify the culprits responsible. This will allow us to expose them, allowing them to become a part of the solution for cleaning up the graffiti. The Board is also keen to support some form of program that would help direct youth into more productive ways of graffiti art, including the establishment of a task force to help coordinate strategies for positive outcomes in this area with our youth.

CoLab

This Community Led Development Group is continually developing momentum in the social sector, especially in regards to:

- Food resilience;
- Housing needs;
- Cohesion and connectivity;
- Cultural inclusiveness and engagement; and
- Youth.

Recently they have received the Community Led Development Programme (CLDP) funding from the Department of Internal Affairs (DIA), for the next five years. This is good news for our town and area, as the fund comes with a significant amount of continuous funding and support, allowing CoLab to become more effective in what it is set up to do.

Town Flags

At the Te Puke Community Board meeting held 20 August 2020 the Board resolved the following: *"The Te Puke Community Board allocate up to \$4,000 from the Te Puke Community Board Street Decoration Account, subject to the unanimous approval, at a workshop, of the street flag designs for installation along Te Puke Main Street."*

The Board has now received the new flags, along with the invoice for \$4,025.00 (**Attachment 1**).

Recommendation:

That the Te Puke Community Board confirm the designs and approve the payment of \$4,025.00 to OneSource for 50 street flags from their Street Decoration Account.

Mosaic Artwork outside the Library and Memorial Hall

It has come to our attention that the mosaic-tiled artwork has become a trip hazard, due to lifting tiles. The Board has come up with three potential options for resolving this:

1. Removal of the tiles and replace with tar seal;
2. Uplift and reinstate the tiles; or
3. Remove the tiles and reinstate the metal grate that was originally was there.

Information relating to this item is included in the Infrastructure Report of this agenda.

Padlocks on the Main Street Rubbish Bins

An update relating to this item can be found in the Infrastructure Report of this agenda.

Main Street Plant Removal

An update relating to this item can be found in the Infrastructure Report of this agenda.

Te Ara Kahikatea Pathway (TAKP) Group

The Board had members of the TAKP group present their 'Urban Cycleway and Walkway Strategy' to a recent workshop. The Board is happy to support the strategy, however urged the group to consult with the wider community, especially local Tangata Whenua, before they finalise the plan and carry out any work.

Town Story Boards

The Board is running a workshop on Monday 19 July, around developing the story telling of Te Puke's history by using storyboards that will be erected around town in selected areas. This is a community board project that will include both Māori and European history.

Local Business Awards

Recently we celebrated the town's annual business awards, which was organised by the Te Puke Economic Development Group (EDG). This was a great night with 300 attending and 50 support staff making it a spectacular event, with over 100 nominations. The awards have not been held since 2018 so many people were keen to participate this year. With Te Puke EDG promoting "Keep it Local", the evening attendance reflected how the town has chosen to support our town by buying local. It was great to see His Worship the Mayor, Councillors and Board members in attendance.

Matariki Festival

On Saturday 10 July 2021, we celebrated Matariki at Jellicoe Park. Due to COVID-19, we were not able to hold this last year, but are glad to report that with over 1500 people attending over the day, the day was a huge success. There was a big celebration of Māori culture and food, especially the Kapa Haka groups from the schools. A big congratulations to Member Ellis and Made in Te Puke Trust, with the major support from CoLab and other local businesses. Next year will be a bigger event, as Matariki will be celebrated as an official public holiday.

ATTACHMENTS

1. **Attachment 1 - OneSource Invoice and Flag Proofs**  

Tax Invoice /Statement Date 25th/June/2021 Invoice No 19213



GST No 112817980

Accounts C/O Te Puke Community Board Western Bay of Plenty 1484 Cameron road Greerton Tauranga	Customer Code Salesperson Client Order Number Supplier number	Te puke Bernie Grant Dally
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Qty	Description of services	
50	FLAGTRAX Small - flag only - 950mm (w) x 1750mm (h), TA700T - Heat-sealed - ALL RIGHT HANGING Te Puke Flags various designs	\$3500
Terms of Payment 20 th of July Thank you		Total Ex GST: \$3500
		Total GST 15%: \$525
		Total Amount Due: \$4025

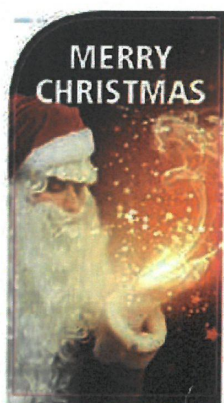
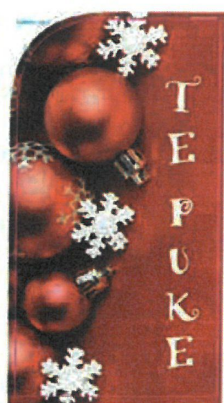
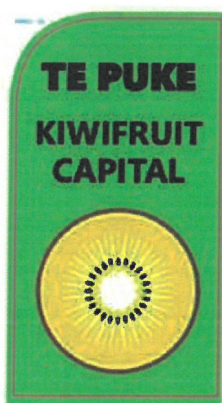
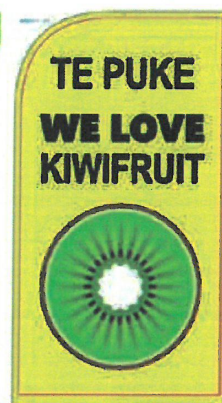
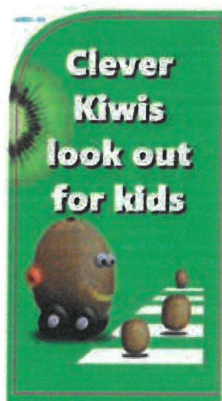
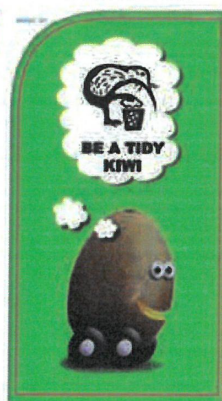
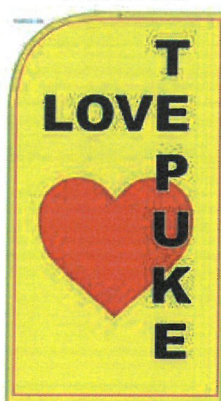
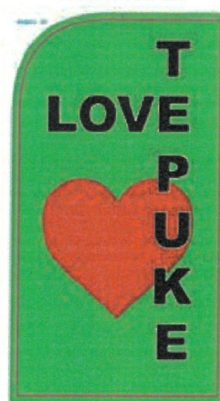
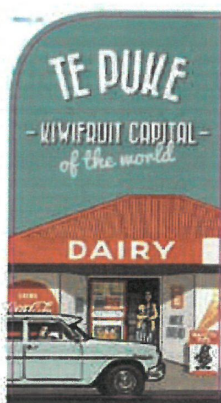
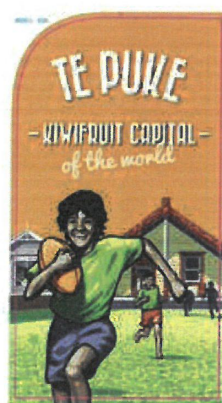
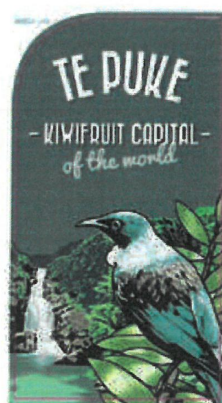
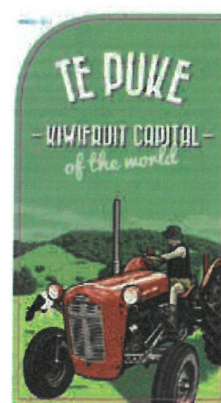
Please Note our preferred method of payment is by direct credit. Our bank account details as follows: **ANZ 06-0689-0918590-00** OneSource 4 Waka Lane, Martinborough.5711
Remittance.to Bernie@OneSourcenz.co.nz
Tel 021 841 349 Please put your Company's name and or invoice number as a reference.

OneSource, Thanks you for your Business
Providing you with Visual Solutions

EMAIL PROOF

*new or edited designs

magenta line = finished visual area

Product Name **Right Hanging Flagtrax**Size (excluding mounting hardware) **950 x 1750mm**Fabric **TA700** Quantity **x50 from 14 designs*****DESIGN 14 x3*****DESIGN 13 x3*****DESIGN 2 x4*****DESIGN 1 x4*****DESIGN 3 x4****DESIGN 8 x4****DESIGN 7 x2****DESIGN 6 x3****DESIGN 5 x3****DESIGN 4 x4****DESIGN 9 x4****DESIGN 10 x4****DESIGN 12 x4****DESIGN 11 x4**

9.2 TE PUKE COMMUNITY BOARD COUNCILLOR'S REPORT - JULY 2021**File Number: A4273914****Author: Monique Gray, Councillor****Authoriser: Jan Pedersen, Group Manager People And Customer Services****RECOMMENDATION**

That the Councillor's report dated 29 July 2021, titled 'Te Puke Community Board Councillor's Report – July 2021', be received.

BACKGROUND**Chambers**

- We have recently signed off the Long Term Plan (LTP), which has been a momentous journey, and congratulations to staff for all the work and info put together. I would like to make a special mention to the directive of the Family fun days. This approach saw a huge variety of our communities who would not normally engage and gave a variable that was a voice from our district, long may initiatives like this continue.
- On Monday 19 July, we welcomed our new CEO John Holyoake. It has been a process that I have enjoyed being a part of and developing my own knowledge of the recruitment process. We all wish Miriam the best on her next path and knowing the woman she is that will be a challenging and rewarding one. I have appreciated her guidance in council matters and navigating my way through local government process.
- Roll out for waste and recycling started last week. We hope the few hiccups and confusion experienced initially will be ironed out and any changes will happen once the review takes place.

Tangata Whenua

- Our rohe has experienced a sad loss with the passing of two distinct tangata whenua who were well known in the environment and council arena. I just wanted to acknowledge and convey our deepest condolences for the whānau, hapū and iwi of Tapua Te Amo and Whareoteriri Rahiri, but also to the other families that have suffered loss over the last few weeks.

*Kua hinga te tōtara i Te Waonui-a-Tāne
The tōtara tree has fallen in Tāne's great forest.*

- It was momentous to have the first hui for the Waiari Waste Water Kaitiaki Advisory Group. The group has been formed as part of the resource consent, and I look forward to being a part of the mahi and Kaupapa for this group.
- Fantastic to hear next year we will as a nation get to celebrate our new public holiday for Matariki. As a community we were able to celebrate this in Jubilee Park on Saturday 10th of July. It was a festival of performances from our local schools, food and craft, carving, poi and kite making, community groups not to mention live entertainment into the evening including the wonderful and hapū Ria Hall. I would have to say one of the largest collaborative kaupapa I have seen. I want to make a special thank you to Kassie Ellis, while all of our board helped in some way shape or form Kassie along side of Tatai Takuira-Mita and Sam Hema as lead

co-ordinators, with mahi from Kāhui Ako o Te Puke, Made in Te Puke Trust and Hemisphere Ltd, with many volunteers and whanau supporting, this event was incredible. Well done to all involved and I look forward to next year.

Community groups

- Great to hear from the Te Ara Kahikatea Pathway group with an update on some ideas of connections I look forward to the development of these alongside key stakeholders.
- Updates from the Ward forum included the Pukehina Surf Lifesaving club who are going great strides in their new building and have finally got consent for their new build.
- The outcomes of the community matching fund will see a flurry of activity from our community groups I look forward to seeing projects come to life.
- Being a part of the committee for the Creative Communities Western Bay grant has given me the opportunity to see the amazing creative projects underway in our entire district and we were able to share the latest round with recipients from across the rohe. I look forward in particular to the student lead art exhibit from the Te Puke High School that will be coming up.
- Congratulations to the local Te Puke boys who took out the Tai Mitchell trophy on the weekend - well done!

Word on the street

- Great to see the grasses removed by the crossing on Jellicoe Street, I know this has been an ongoing saga for our Community Board we have taken a lot of abuse and criticism while waiting for the process.
- There are a few footpaths in the area causing concern. It has always been on my agenda to help make Te Puke a more accessible community for the most vulnerable and most of the work around this is physical. Te Puke is notorious for footpath anomalies and trip hazards so it is good to follow up on those reported and make sure the hazard is removed once it has been notified. In most cases, this happens but in a few cases, contractors have had to return to redo work or customers need assistance in reporting. While on footpaths its great to just take stock of the footpaths our Community Board have input. These have been welcomed and I hope our list will continue to be completed in the future. I am also currently discussing lighting issue on Lee Street outside our pensioner housing as there is a spot that makes it a bit hard to navigate in the dark.
- Good to see the braille strips at all crossings have now been completed.
- Finally, the bricks have been placed back on the roundabouts on Queen Street.

Coming up

- Three Waters Reform, and what it means for our residents
- Local Government Review
- Reserve Management Plan Review for Maketu-Te Puke Ward
- Community Board project engagement

9.3 EXPRESSIONS OF INTEREST SOUGHT FOR A NEW LESSEE OF THE OLD GIRL GUIDES HALL ON TE PUKE DOMAIN

File Number: A4273427

Author: Peter Watson, Reserves and Facilities Manager

Authoriser: Gary Allis, Deputy Chief Executive & Group Manager Infrastructure Services

EXECUTIVE SUMMARY

This report seeks the Community Board to assess the sole application received in response to public advertising seeking expressions of interest for a lease of the old Girl Guides Hall situated on Te Puke Domain and to make a recommendation to Council regarding entering into a new lease.

RECOMMENDATION

1. That the Reserve and Facilities Manager's report dated 15 July 2021, titled 'Expressions of Interest sought for a new lessee of the old Girl Guides Hall on Te Puke Domain', be received.
2. That the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.
3. That the Te Puke Community Board recommends to Council that the Expression of Interest from The Te Puke MenzShed Trust for a new lessee of the old Girl Guides Hall on Te Puke Domain be accepted;

And

That the Te Puke Community Board recommends to Council to exercise the powers conferred on it as the administering body of the reserve by delegation from the Minister of Conservation under the Reserves Act 1977 and grant The Te Puke MenzShed Trust the right to lease up to 5 years, with provision for further rights of renewal, the 154m² building situated on Part Section 50 SO 51580 to allow for the operation of a MenzShed.

BACKGROUND

As of June 2020 Te Puke Girl Guides surrendered their lease they held since 1982 for a portion of Te Puke Domain of 400m² more or less, classified as Local Purpose (site for Girl Guide hall) Reserve. The surrender was a result of the Te Puke Girl Guide Chapter winding up.

As part of the lease conditions, the building ownership was passed on to Council from the Girl Guides Association New Zealand Incorporated.

Council subsequently directed that staff seek expressions of interest from community groups who may wish to enter into a new lease of the building (**Attachment 1**). Two advertisements were placed in the Te Puke Times on 26 June and 1 July 2021 (**Attachment 2**).

One expression of interest was received from The Te Puke MenzShed Trust by the due date (**Attachment 3**).

Staff consider that the intended use by the MenzShed will serve a community purpose, which fits well with the Local Purpose Reserves classification.

Leases under Section 61(2A)(a) of the Reserves Act 1977 for Local Purpose Reserves do not require public consultation under the Act.

The current site for the MenzShed activities have now been outgrown and Council's building at the Domain is a practical site for use by the members, having a storage area beneath the building and room for expansion.

The presence of the MenzShed operations in the park will also provide an increased level of passive surveillance throughout the daytime.

There will be no costs for ratepayers, as the MenzShed will be funding the ongoing maintenance that will be required as a condition of the lease

While the MenzShed cannot accommodate the Girl Guides should they resurrect their Te Puke group, Council staff will endeavour to accommodate their needs on a share basis with another community group within an existing council lease structure such as the Scouts at Jubilee Park.

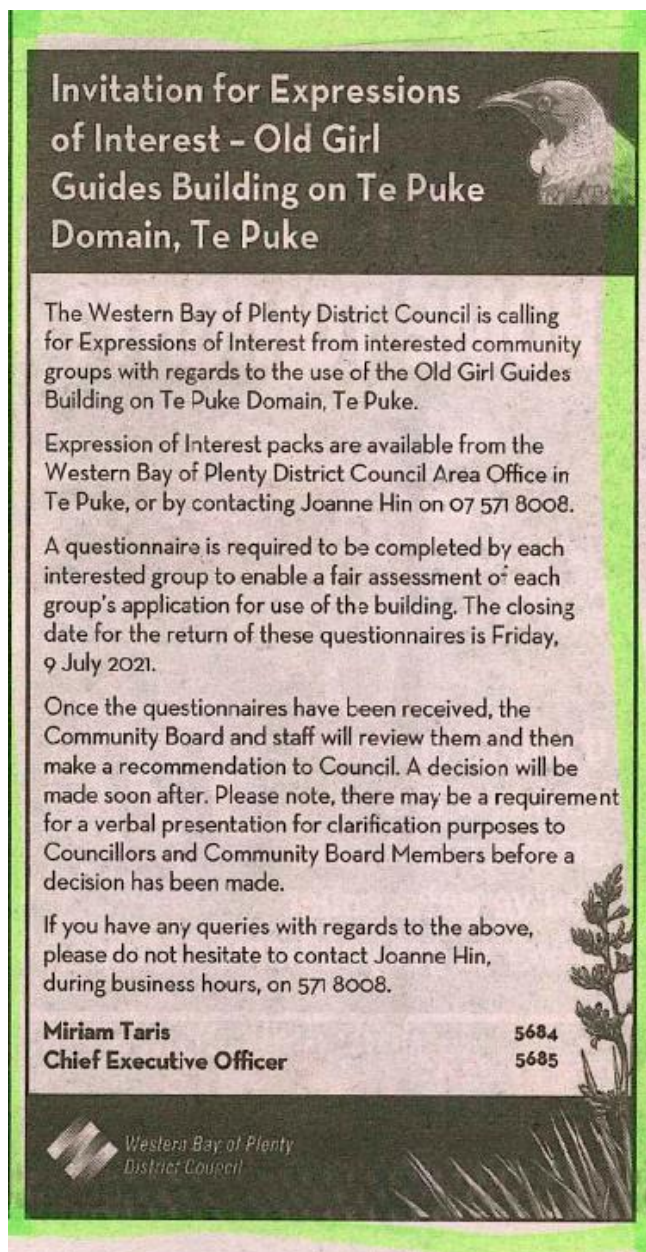
REMIT FROM THE COMMITTEE

That the Te Puke Community Board recommends to Council to exercise the powers conferred on it as the administering body of the reserve by delegation from the Minister of Conservation under the Reserves Act 1977 and grant The Te Puke MenzShed Trust the right to lease up to 5 years, with provision for further rights of renewal, the 154m² building situated on Part Section 50 SO 51580 to allow for the operation of a MenzShed.

ATTACHMENTS

1. **Advertisement 24 June and 1 July 2021** [↓](#) 
2. **Information Pack** [↓](#) 
3. **Application for lease of Community Building Te Puke Domain** [↓](#) 

Advertisement Te Puke Times 24 June and 1 July 2021



Invitation for Expressions of Interest - Old Girl Guides Building on Te Puke Domain, Te Puke

The Western Bay of Plenty District Council is calling for Expressions of Interest from interested community groups with regards to the use of the Old Girl Guides Building on Te Puke Domain, Te Puke.

Expression of Interest packs are available from the Western Bay of Plenty District Council Area Office in Te Puke, or by contacting Joanne Hin on 07 571 8008.


A questionnaire is required to be completed by each interested group to enable a fair assessment of each group's application for use of the building. The closing date for the return of these questionnaires is Friday, 9 July 2021.

Once the questionnaires have been received, the Community Board and staff will review them and then make a recommendation to Council. A decision will be made soon after. Please note, there may be a requirement for a verbal presentation for clarification purposes to Councillors and Community Board Members before a decision has been made.

If you have any queries with regards to the above, please do not hesitate to contact Joanne Hin, during business hours, on 571 8008.

Miriam Taris
Chief Executive Officer

5684
5685

 Western Bay of Plenty
District Council

Old Girl Guides Building, Te Puke Domain

Expressions of Interest Pack



Contact Details:			
Group's Name:			
Contact Person:			
Address:			
Phone:		Mobile Phone:	
Email:			

Expressions of Interest Close Friday, 9 July 2021.

Preamble

Size of building

147m²

Location

Part Section 50 Block II Maketu SD (SO 51580)

Background Information:

Expressions of interest are being sought on the following basis:

1. Council owns a parcel of land on the Te Puke Domain which in 1982 400m² was gazetted as local purpose reserve for the use of the Girl Guides in Te Puke (the "Land"). On the Land is a 147m² building, which is now available for lease.
2. Council resolved to make the land and the building available for lease or alternatively lease the land and vest the building in the interested community group.
3. A condition of any lease arrangement will include the provision to make the building available, if required, for use by the Girl Guides.
4. The lease term will be determined by Council but that term shall not exceed 33 years. The lease will be subject to the Section 61(2A)(a) of the Reserves Act 1977:
 "In addition to the powers of leasing conferred by subsection (2), the administering body, in the case of a local purpose reserve that is vested in the administering body, may lease all or any part of the reserve to any person, body, voluntary organisation, or society (whether incorporated or not) for any of the following purposes:
 (a) community building, playcentre, kindergarten, plunket room, or other like purposes."

5. Council's ground rental policy for Sport and Recreation Club buildings on Council land is calculated as follows:

Annual administration fee:	\$250.00
Exclusive ground rental	\$0.80/m ²
Exclusive land rental	\$0.10/m ²

The estimated rental is approximately \$400 per annum.

In addition to the ground rental, the Lessee will also be responsible for the payment of pan charges as a contribution towards the wastewater network. There are two toilet pans in the building with a charge of \$791.92 plus GST each.

The Lessee will also be responsible for the water connection/availability charge of \$97.96 plus GST, along with the usage of water.

Expression of Interest

Expressions of Interest are sought from community groups interested in utilising the building provided the use by the group meets one of the purposes described in 4. above.

The attached questionnaire needs to be completed to enable an objective assessment of the suitability of accommodating your group in the building.

Please complete the questionnaire as fully as possible to ensure that an informed assessment of your group criteria for accommodation can be assessed.

In the event incomplete information is received the assessment could include a request for further information, a presentation, or the decision not to pursue the matter with that group.

Attachments

- A. Aerial Map
- B. Building Plan

Queries

Please contact Joanne Hin Joanne.Hin@westernbay.govt.nz should you have any queries or want to clarify anything in this Expressions of Interest Pack.

Evaluation

Submissions will be evaluated by staff and the Te Puke Community Board. The evaluation will be on the basis of the submission received and by a verbal interview if necessary. The Community Board will then make a recommendation to Council.

Interviews are likely to take place in early July 2021, with a recommendation report to the Te Puke Community Board on 29 July. In the event this timetable is not achievable applicants will be communicated with directly to inform them of this.



OLD GIRL GUIDES BUILDING, TE PUKE DOMAIN

Expression of Interest



JUNE 1, 2021
TE PUKE MENZSHED
86b No.3 Road, Te Puke

Questionnaire:

Group Descriptor

- 1.(a) Please tell us a little about your organisation; and
- (b) How the service your organisation provides fits into the town's Community Development Plan; <https://www.westernbay.govt.nz/community/community-plans> and
- (c) What community benefit you see as a result of being accommodated on the Te Puke Domain?

The Menzshed is involved in activities such as refurbishing of rubbish bins, construction of BBQ benches and repairing park benches for the Western Bay of Plenty District Council. Repairs toys for the Toy Library. Making white crosses for the returning servicemen to be used at the cemetery and toys for the Shoe Box appeal. Undertakes work for Kindergartens, Play Centres and Schools as and when required. The Shed also undertakes the restoration of furniture and other items brought in by members of the public.

2. Has your organisation undertaken a feasibility study or any other form of needs assessment / background research in support of your application?

A feasibility study has been undertaken and has been established that the building is suitable for purpose. The building has amenities, wheelchair access and space to accommodate woodworking equipment and storage of timber.

3. What are you proposing to use the building for? (please attach plans to this questionnaire)

To run and accommodate the Menzshed and its activities.
The Menzshed provides;

- A place to meet and work together.
- To create a safe, supportive, caring and respectful environment.
- To create an active environment in which skills, talents and knowledge can be shared with others while fostering relationships.

Community Support

4. What is the level of community support for your location on the Te Puke Domain? How has this been assessed?

The Menzshed is well recognised by the Western Bay of Plenty District Council and the Te Puke Community Board, Kindergartens, Play Centres, Schools and by the public for the work it undertakes and the services it provides.

5. Which other community organisations do you work with / collaborate with that may consider co-locating on the Building?

Collaboration with other organisations would be difficult because of the nature of the work undertaken such as, health & safety and the use of dangerous equipment.

6. What other places have you investigated for accommodating your organisation? Why haven't you taken the accommodation up? Is there alternative accommodation for your organisation elsewhere in Te Puke?

Over the past two years other accommodation has been investigated, such as store sheds, pack houses etc., but where found to be unsuitable and very costly. The shed has become very cramped for space.

7. Please state how many paid up members your organisation has?

30 members. This number will increase over time.

8. On an annual basis, how many people will use the facility?

860 per year.

Financial Data

9. Please provide a set of Financial Accounts for your organisation.

See attached Account.

10. Please provide a copy of your last bank statement.

See attached bank statement.

Accommodation Data

11. How much space do you need for a building? Do you have a preference as to where you go? (Highlight area on attached plan)

From the plan provided, the lower floor would be used to accommodate the heavier/larger machinery and provide timber storage.

The upper floor would be used for lighter machinery, work benches and social meetings. The premises would also allow for future growth.

Refer attached diagrams.

12. Would you need / use outdoor space? (What for? How would you use it?)

No

13. Can you share space? If so, how do you see this working?

No, due to Health & Safety issues.

14. What amenities do you need (e.g., Wi-Fi, toilets, air-conditioning, power points, Physical changes to floor level etc.)

Would require use of kitchen, power points, store room and toilets. No change is required to the floor level.

15. Would you have fixed times that you would occupy the building? i.e., daily at 5.00pm, weekends etc.

Shed times would be 8.30am to 1.0pm Monday to Friday, but want to extend to include certain evenings.

16. Other information you may wish to supply in support of your expression of interest. Please use another sheet of paper if you need to.

The shed will undertake repair work of the spouting, security screens and general maintenance as required. The new site will provide more space to accommodate our machinery/equipment and provide kitchen and toilet facilities. It will provide more exposure to the community which will help to increase membership. It will also provide better access for people with wheelchairs and disabilities.

17. Is your group interested in leasing the building and land or alternatively leasing the land and take ownership of the building?

The shed would be interested in leasing the building and land initially, with the intension of leasing the land and take ownership of the building.

Balance Sheet

The Te Puke Community Menzshed Trust As at 31 March 2021

31 MAR 2021

Assets

Bank

ANZ - 00	97.41
Westpac Card Account	169.93
Westpac Trading Account	6,285.60
Total Bank	6,552.94

Current Assets

Accounts Receivable (Xero)	2,859.54
Cash on Hand	150.00
Transfer Between Accounts	(150.00)
Total Current Assets	2,859.54

Fixed Assets

Tool and Machinery Purchase	9,527.82
Total Fixed Assets	9,527.82

Total Assets

18,940.30

Liabilities

Current Liabilities

GST	(2,272.15)
Resident Withholding Tax (BS)	(7.06)
Rounding	12.03
Total Current Liabilities	(2,267.18)

Non-current Liabilities

Loan Repayment	(908.36)
Total Non-current Liabilities	(908.36)

Total Liabilities

(3,175.54)

Net Assets

22,115.84

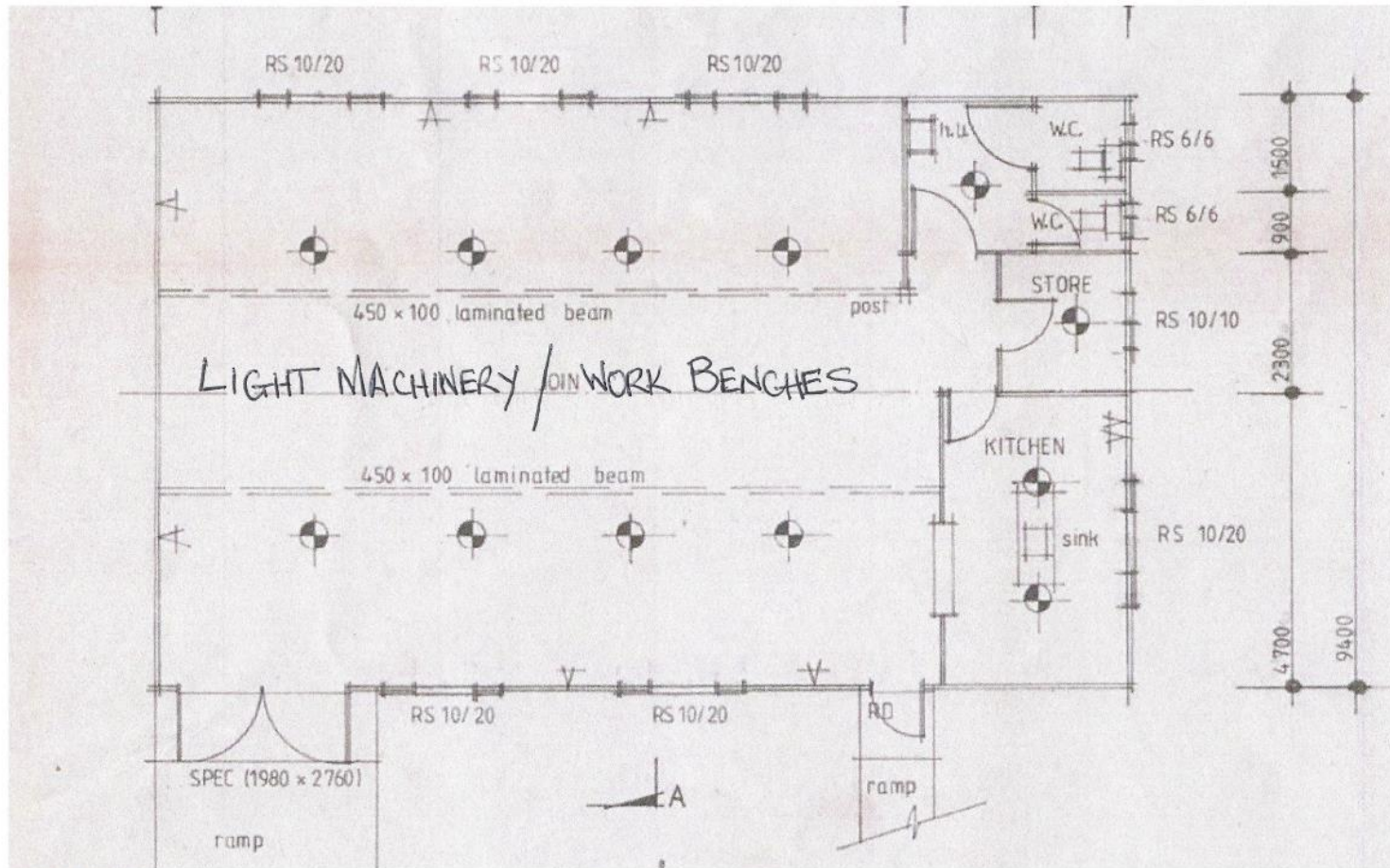
Equity

Current Year Earnings	(2,578.18)
Retained Earnings	24,694.02
Total Equity	22,115.84

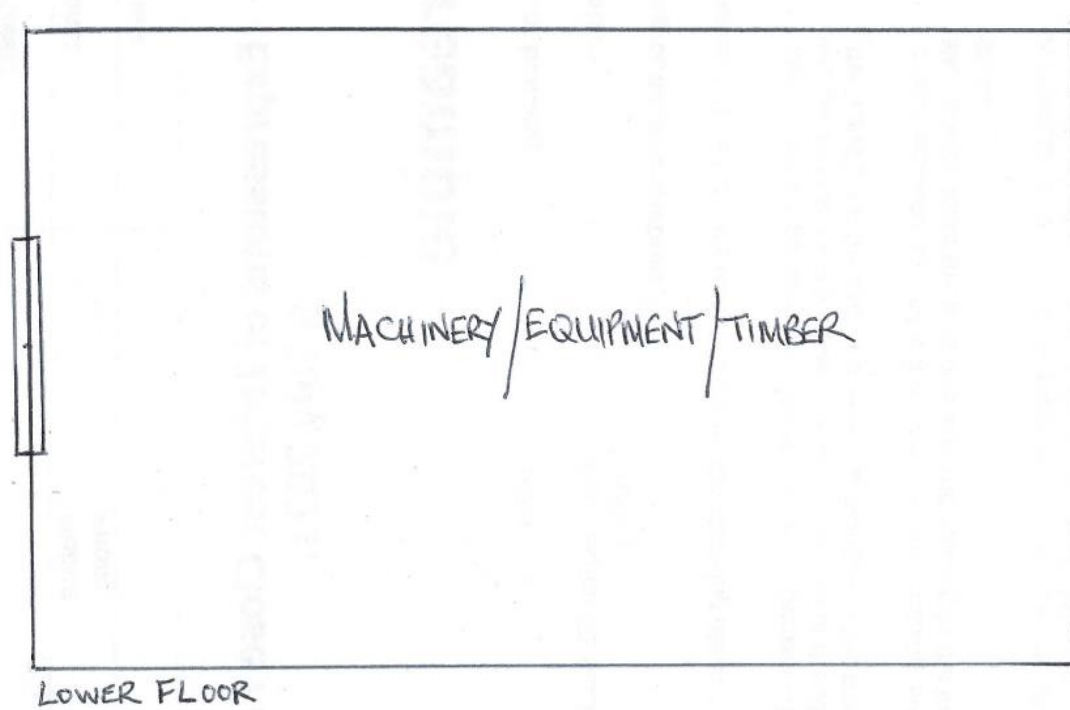
Profit and Loss

The Te Puke Community Menzshed Trust For the year ended 31 March 2021

	2021
Trading Income	
Membership Subscriptions	660.00
Menzshed Uniform	21.00
Sales	377.34
Total Trading Income	1,058.34
Gross Profit	1,058.34
Other Income	
Interest Received	4.54
Project Donations	4,577.39
Project Goods Sales	2,581.00
Tea, Coffee contributions	1,137.00
Total Other Income	8,299.93
Operating Expenses	
Accountancy Xero	869.40
Cafeteria consumables	450.00
Entertainment	465.72
Insurance	316.25
Lease and Power	8,210.88
Membership Welfare	132.98
Plant & Equipment (R&M)	127.19
Printing & Stationery	40.81
Project Materials and Consumables	303.51
Protective Clothing	159.62
Repairs & Maintenance	658.89
Subscriptions Menzshed NZ	25.00
Tool Replacements	107.96
Uniforms	53.30
Workshop consumables and materials	14.94
Total Operating Expenses	11,936.45
Net Profit	(2,578.18)



Upper Floor 1



Lease site highlighted in blue



9.4 INFRASTRUCTURE SERVICES REPORT TE PUKE COMMUNITY BOARD JULY 2021**File Number:** A3942756**Author:** Gary Allis, Deputy Chief Executive**Authoriser:** Kumaren Perumal, Group Manager Finance and Technology Services**EXECUTIVE SUMMARY**

This report provides specific information on Infrastructure activities of interest to the Board.

RECOMMENDATION

That the Deputy Chief Executive's Report, dated 29 July 2021 and titled 'Infrastructure Services Report Te Puke Community Board July 2021', be received.

ROADING**Transportation - Road Improvements LED Lighting**

Description: Council owns and operates 2,500 streetlights on local roads. Close to 100 of these are LED. Installation of LED lights reduces power consumption by 60%. Cost reduction is on the energy charges as line charges are a fixed fee. Waka Kotahi are offering an 85% subsidy to invest in the street light conversion conditional upon it being completed by June 2021. Council has decided to participate in this.

What's Happened:

Works to install LED luminaires in the west and east sections of the District is complete.

What's Next:

Upgrading of decorative lighting, mainly recent subdivisions, has been delayed by material supply issues and is likely to commence early 2022.

Specific lighting design, which is required for "V" category lighting on high volume roads, such as Te Puke Highway and Omokoroa Road, will be considered once the installation of decorative lighting is complete.

Bus Stop for Hopper Buses on Cameron Road

Description: The principal of Te Puke High School asked the Board if the bus stop on Cameron Road by the High School could be clearly marked on the road.

What's Happened

It is believed there is a safety issue with the number of students from Papamoa being dropped off by the bus and the increase in traffic along Cameron Road. This has been conveyed to Travel Safe. The Roading Engineer (East) has discussed this issue with Travel Safe who have contacted the school to further discuss.

What's Next

Staff are waiting to hear from WestLink who will advise staff when the bus stops will be marked.

Mosaic Artwork outside the Library and Memorial Hall

Description: The Board have identified a trip hazard outside the Library and Memorial Hall, due to some of the tiles from the mosaic artwork lifting.

What's Happened

The Board has come up with three potential options for resolving this, which they will discuss and decide on at the 29 July 2021 meeting. Council staff added a fourth option for consideration. The options, along with estimated costings are shown in the below table.

Option	Estimated Cost
Removal of the tiles and replaced with tar seal	\$3,000
Uplift and reinstate the tiles	\$6,000
Remove the tiles and reinstate the metal grate that was originally was there	\$6,000
Filling the sunken tiles with cement grout to provide a surface level with the surrounding area	\$0

What's Next

The Board can resolve to fund the repair work from the Te Puke Community Board Roding Account.

Padlocks on Rubbish Bins

Description: At the Te Puke Community Board meeting held 8 April 2021 the Board requested for the rubbish bins on the main street to have locks installed. The Roding Engineer (East) was looking into the possibility of having this done.

What's Happened

Due staff resignation, this request has not progressed to date.

What's Next

Council staff will continue to investigate the possibility to have locks installed on the rubbish bins, including any related costs.

Main Street Plant Removal

Description: The Te Puke Community Board requested to have the long grasses (specifically around Palmer Place) removed due to it affecting the vision of drivers at intersections and pedestrian crossings.

What's Happened

The plants have been removed.

Transportation - Te Puke Community Roading

Description: Funding for the development and implementation of the Community Roading Plan approved by Te Puke Community Board.

Te Puke Community Board Roading Current Account	Project Cost \$	NZTA Funding MIP LC/LR \$	Te Puke Community Board \$	Status
Current Account:				
Current Account Opening Balance 1 July 2020			416,161	
Interest 2020/21			13,359	
Allocation for 2020/21			289,802	
Subtotal			719,322	
Approved Projects				
Station Road Footpath	110,000		110,000	Complete
Stock Road Footpath	21,000		21,000	Complete
TP20-5.6 22-10-20 Queen and Jellicoe CCTV hardware and installation	7,952		7,952	Complete – finalising costs
Tactile pedestrian marking at Jellicoe Street crossings	27600		27600	Works to start June 2021
TP20-5.14 22-10-20 Boucher Avenue / Fenton Terrace Walkway	7000		7000	Complete – finalising costs
Dudley Vercoe Footpath and Drainage	120,000		120,000	Works to start May 2021
Subtotal			293,552	
Proposed Projects				
		Priority		
Te Puke Intermediate School / Speed Bump	80,000	1	80,000	Board Approved
Te Puke Quarry Road Footpath & Bridge (Stage 1 Cnr Jellicoe to EastPack Packhouse)	To be discussed with CB	2	300,000	Board Approved
Better Street lighting - cnr Quarry Road and Jellicoe Street	TBC	2		Board Approved
Commerce Lane Pedestrian Safety	20,000	3	20,000	Board Approved
Jellicoe Street – Industrial Service Lane	120,000	4	120,000	Board Approved
King Street Pedestrian Improvements	50,000	4	50,000	Board Approved
Cycleway Footpath Extensions to improve connectivity	100,000	-	-	Under Review
Redesign of Queen and Jocelyn St Roundabout	TBC	-	-	Under Review
Beattie Ave Road Crossing	TBC	-	-	Under Review
Subtotal	370,000		570,000	
Forecasted Current Account Closing Balance 30 June 2021			(144,230)	
Allocation for 2021/22			289,800	
Forecasted Current Account Closing Balance 30 June 2022			145,570	

The 2021/22 funding will be added to the next schedule.

ASSET & CAPITAL

Wastewater - Te Puke Renewals and Capital Upgrades

Description: Asset renewals and capital upgrades for the Te Puke Wastewater Treatment Plant and water reticulation network.

What's Happened

Te Puke WWTP upgrade: A Request for Proposals (RFP) has been sent to selected consultants to ensure that the right professional team is taken on board for the design of the upgrade.

Mott MacDonald has been appointed for the design of the Wastewater Treatment Plant on 3 May 2021.

Te Puke WWTP Upgrade: Mott MacDonald is busy with the design of the upgrade for the WWTP. The Basis of Design Report was scheduled for 18 June, but has been delayed due to errors in the sampling of the incoming flows.

What's Next

Te Puke WWTP Upgrade: It is expected that the design will take Mott MacDonald 8 months to complete, after which tenders will be called for construction. The target date for commissioning of the new plant is January 2024.

Te Puke WWTP: The Basis of Design Report is the next deliverable and is expected in the next two weeks. The Process Modelling Report will follow immediately thereafter.

UTILITIES

Eastern Solid Waste

Description: Waste management that meets the needs of the community and protects the environment for present and future generations.

What's Happened:

The new Council-led Kerbside Rubbish and Recycling Service commenced on 1 July 2021. A Pay as you throw (PAYT) user-pays tag system applies for rubbish collection. Collection of red lid rubbish bins will be available each week - bins need to be put out at 7am on collection day with a PAYT tag correctly attached through both the red handle and black lug.

Waste Management Ltd stopped collecting pre-paid green rubbish bags on 30 June 2021 throughout the District. Bags presented at the kerbside on or after 30 June 2021 will not be collected.

What's Next:

Customers can still take excess glass, cardboard and plastics #1 & #2 to the Council's Recycle Centres. Any leftover pre-paid green bags can be taken to our recycling centres for disposal. Bins will be there for July and August only and will be removed straight after.

If unsure of a collection day for the new service, residents can find their collection day printed on the side of their red lid rubbish bin or yellow lid recycling bin once delivered or use the online tool to see what bins to put out. For more information visit www.kerbside.co.nz/collection-day/

Single use PAYT tags are available for purchase at Council's service centres and selected outlets from 1 June 2021. For more information visit www.kerbsidecollective.co.nz

RESERVES

Reserves - Pools Te Puke Aquatic Centre

Description: Implement the pool facility health & safety improvements.

What's Happened:

The 2020/21 summer season has finished and the pool is closed.

Council, via a consultancy is currently implementing a range of plant improvement health & safety items including:

- a portico style building is being installed to provide disability ablutions;
- The old storage shed is being modified to make it compliant for storing onsite water treatment chemicals
- The underground plant room is being decommissioned and replaced with an above ground shed including new water treatment plant (filtration and sanitation equipment). This will improve the water quality substantially.

Staff have also been working with Friends of the Te Puke Memorial Pool (FOTTMP) to advance other improvements including improved pool cover handling arrangements and a higher performing heat exchanger (for heating pool water).

The Te Puke High School has agreed for the old seating bleachers to be removed, which will provide space for the new plant room shed and recreation space for portable seating and shade (FOTTMP to supply).

Note, all of the new plant facilities installed are 95% recoverable for use elsewhere when the old pool is eventually decommissioned.

What's Next

Staff will continue to work with Friends of the Te Puke Memorial Pool to implement pool heating and pool cover improvements and to assist the consultant with the plant improvements ready for the 2021/22 summer swim season.

ENGINEERING / SPECIAL PROJECTS

Te Puke Highways - Pah Road Slip Reinstatement

Description: Update on Te Puke Highways - Pah Road Slip Reinstatement to Community Boards and Operations & Monitoring Committee.

What's Happened

NZTA has awarded a contract for the reinstatement of Pah Road slip work. However, the project has been delayed due to the relocation of underground Chorus services and is now not expected to start prior to October 2021.

What's Next

This is a Waka Kotahi project. Chorus will start relocating their services in October 2021. The reinstatement of the Pah Road slip will start again once Chorus services are relocated.

ATTACHMENTS

1. **MAS Te Puke Community Board July 2021**  

Action Sheets Report		Division: Infrastructure Services Group Committee: Te Puke Community Board Officer:	Date From: Date To: Printed: July 2021
Meeting	Officer/Director	Section	Subject
Te Puke Community Board 8/08/2019	Webb, Julie	Reports	Te Puke Genealogy Group - Request for Information Sign Board
<p>July 2021: The quote and construction design have been received.</p> <p>May 2021: Staff are still in the process of organisation a construction design.</p> <p>March 2020: Staff will continue with organising a construction design and researching with the cemetery name.</p> <p>January 2021: Staff have confirmed a design style for the Information Sign Board. Construction design is to be drawn up and quoted. Staff are investigating the history behind the naming of the Old Te Puke Cemetery name, to determine if the cemetery can be renamed.</p> <p>November 2020: Staff have been in contact with the Te Puke Genealogy Group and are currently investigating the history behind the naming of the Old Te Puke Cemetery, to be determine if the cemetery can be renamed. Investigating construction costs and design options for an Information Sign Board/Interpretation Panel.</p> <p>July 2020: Staff are in the process of contacting the Te Puke Genealogy Group to discuss the establishment of an interpretation panel.</p> <p>June 2020: Now that we have moved down through the Covid-19 alert levels staff will follow up with the Genealogy Group.</p> <p>April 2020: Staff to follow up with Genealogy Group on progress.</p>			

Action Sheets Report		Division: Infrastructure Services Group Committee: Te Puke Community Board Officer:	Date From: Date To: Printed: July 2021
Meeting	Officer/Director	Section	Subject
Te Puke Community Board 3/12/2020	McLean, Calum	New Item	Sheryl Gibney, Peter Dell and Huge Gibney – Speed Bump on Cameron Road
<p>Ms Gibney advised the Board of the on-going issues relating to the speed bump on Cameron Road, including her communication with Council. Ms Gibney expressed concern regarding the duration of this issue and the lack of feedback and correspondence to the effected community members.</p> <p>Mr Dell spoke in support of Ms Gibney's concerns, giving the Board some examples of the effect the speed bump has had on the surrounding houses. Mr Dell believes that the vibrations caused by trucks passing over the speed bump is the biggest contributing factor for the issues effecting his house.</p> <p>It is believed that the speed bump was installed for the safety of kids during school hours, however it was noted that traffic during these times is so busy that it would be impossible to speed.</p> <p>Mr Gibney added to the discussion, informing the Board that initially two speed bumps had been installed, but the other was removed due to the same issues occurring to the surrounding houses.</p> <p>Mr and Ms Gibney currently reside at 135 Cameron Road, and Mr Dell currently resides at 136 Cameron Road.</p> <p>The Board advised the concerned residents that they would ensure Council staff would provide them with some feedback.</p>			
<p>July 2021: The speed bump is programmed for removal week commencing 19 July 2021.</p> <p>This MAS has been closed out as it is now being reported in the MAS titled "Speed Bump on Cameron Road"</p>			
<p>May 2021: Continual feedback has been provided to Mr Dell and Mrs Gibney about track vibration.</p> <p>The Roding Engineer and WestLink are meeting with Te Puke Intermediate School to discuss safety options.</p> <p>The speed bump will be removed in conjunction with the installation of electronic school signs.</p>			
<p>March 2021: The Community Board Roding Programme includes a road safety improvement plan, which could be carried out at this area to support the removal of the speed hump.</p>			

Action Sheets Report	Division: Committee: Officer:	Infrastructure Services Group Te Puke Community Board	Date From: Date To: Printed: July 2021
January 2021: Staff have received roading design options from WestLink and will review with the Board to clarify risks and benefits of removing the speed hump.			

Action Sheets Report		Division: Infrastructure Services Group Committee: Te Puke Community Board Officer:	Date From: Date To: Printed: July 2021
Meeting	Officer/Director	Section	Subject
Te Puke Community Board 3/12/2020	McLean, Calum	New Item	HERITAGE WALKING CROSSING – COMMERCE LANE / JUBILEE PARK
<p>The Board has requested a review of the Heritage walking crossing, to see if there is a possibility of turning this into a designated pedestrian crossing.</p>			
<p>July 2021: There has been no progress on this action due to the resignation of the Roding Engineer (East). Staff are in the process of familiarising themselves with current projects and will provide an update at the next meeting.</p>			
<p>May 2021: The Board have requested that the Heritage Crossing be changed into a Zebra Crossing. It was explained to the Board that isolated activities do not result in lower average speeds or overall road safety improvements. The Board have asked for road safety ideas and staff advise that changing the Heritage Walkway to a pedestrian crossing would not be a simple process. There will be public consultation as part of the review and \$20,000 for alternative options.</p>			
<p>March 2021 The Community Board Roding Programme includes the option of a Commerce Lane Road Safety Project to be approved by the Board, which would address this issue.</p>			
<p>January 2021: The Heritage Crossing should be discussed with staff (Roding Engineer) to understand special expectations, before any changes are made.</p>			

Action Sheets Report	Division:	Infrastructure Services Group	Date From:
	Committee:	Te Puke Community Board	Date To:
	Officer:		Printed: July 2021

Meeting	Officer/Director	Section	Subject
Te Puke Community Board 3/06/2021	McLean, Calum	New Item	Tree blocking signal – Washer Road
There was a discussion around a Service Request (CCR) that was raised in relation to the tree by Washer Road and Bainbridge Avenue affecting KiwiRail's signal. The Roading Engineer (East) will check the status of the CCR.			
July 2021: Council has granted KiwiRail permission to trim or remove the tree.			

<div>Division: Infrastructure Services Group</div> <div>Committee: Te Puke Community Board</div> <div>Officer:</div> <div>Date From:</div> <div>Date To:</div> <div>Printed: July 2021</div> <div>Action Sheets Report</div>			
Meeting	Officer/Director	Section	Subject
Te Puke Community Board 3/06/2021	McLean, Calum	New Item	Te Puke Quarry Road Footpath & Bridge
The Te Puke Community Board approve Stage One (Corner of Jellicoe Street to EastPack Packhouse) of the Te Puke Quarry Road Footpath and Bridge project, noting that the Board would like to see Stage Two (EastPack to Manoeka Road) explored in the future.			
July 2021: WestLink have been instructed to develop a street light design for stage one. Staff have noted the Board's comments regarding stage 2.			

Action Sheets Report	Division:	Infrastructure Services Group	Date From:
	Committee:	Te Puke Community Board	Date To:
	Officer:		Printed: July 2021

Meeting	Officer/Director	Section	Subject
Te Puke Community Board 3/06/2021	McLean, Calum	New Item	Beattie Avenue Road Crossing
<p>The Board noted that this project was not an approved project at this stage. An update to the Roading Budget will be made.</p>			
<p>July 2021: Staff have noted the Board's comments and amended the Te Puke Community Board Roading Current Account. This MAS has now been closed.</p>			

Action Sheets Report		Division: Infrastructure Services Group Committee: Te Puke Community Board Officer:	Date From: Date To: Printed: July 2021
Meeting	Officer/Director	Section	Subject
Te Puke Community Board 3/06/2021	McLean, Calum	New Item	Speed Bump on Cameron Road
<p>The Board agreed that, despite import delays with the Digital Speed Signs, the Board would like to proceed with the removal of the speed bump prior to the Digital Speed Signs being installed. The current update provided by WestLink was that the signs should be installed late July 2021, noting that this is subject to change due to the delays occurring.</p> <p>The Roding Engineer (East) advised the Board that a pedestrian crossing outside Te Puke Primary School is one of the safety improvements that could be considered in the future.</p>			
<p>July 2021: The speed bump is programmed for removal week commencing 19 July 2021.</p>			

9.5 TE PUKE COMMUNITY BOARD - FINANCIAL REPORT JUNE 2021**File Number:** A4211980**Author:** Sarah Bedford, Management Accountant**Authoriser:** Maria Palmer, Acting - Financial Controller**EXECUTIVE SUMMARY**

This report is a financial report for the year ended 30 June 2021.

This report provides the Community Board with two-monthly monitoring of its operational budget.

Attached are the financial statements for the year ended 30 June 2021 (**Attachment 1**).

Total operational costs are under full year budget. Conference expenses and Public Safety were over budget for the year.

Grant payments made to date:

Resolution	Description	\$
TP20-4.15	Te Puke War Memorial Hall Society Inc.	1,052
TP20-4.14	House of Science Tauranga Charitable Trust	1,000
TP20-4.13	Made in Te Puke Trust	1,000
TP20-3.21	Youth Encounter Ministries Trust	720
TP21-2.6	Youth Encounter Ministries Trust	950
TP20-5.10	Te Puke Gym Sport	600
TP20-5.11	Te Kura Kaupapa Maori o te Matai	1,783
TP20-5.12	Hapai Mama	1,016
TP21-1.7(2)	Te Puke Swimming Club	575
TP21-1.7(3)	Te Puke Memorial Pool Contractors	900
	2020/21 Total grants paid to date	9,596

Committed – Operational expenditure

Resolution	Account	Description	\$
TP20-4.9 (4)	Street Decoration	Allocate up to \$4,000 from the Street Decoration account for street flag designs and installation.	4,000
		2020/21 Total operational commitments	4,000

2020/21 Reserve analysis:

Resolution	Description	\$
	2020/21 Opening balance	146,019
TP20-4.7	Fund \$5,000 for the installation of a Type 2 Fire Alarm at the Te Puke Cricket Club	(5,000)
	2020/21 Closing balance as at 30 April 2021	141,019

Committed – Reserves expenditure

Resolution	Description	\$
	2020/21 Opening balance before committed expenditure	141,019
TP6.6.4	Fund up to \$45,000 required for Jubilee Park Skate Park development. (Note:\$25,901 funded in 2017-18)	(19,099)
C22.5	Fund up to \$60,000 for Te Puke Sports and Recreation Grandstand project.	(60,000)
	2020/21 Closing balance after committed expenditure	61,920

The decision by the Te Puke Board to retain a minimum reserve balance of \$50,000 [TP1.11] now no longer applies [TP8.5.1].

RECOMMENDATION

That the Management Accountant's report dated 29 July 2021 and titled 'Te Puke Community Board – Financial Report June 2021', be received.

ATTACHMENTS

1. Te Puke Community Board - Financials June 2021 [!\[\]\(b7e1c8bc060ab2af8bc42ce81bfcf3c4_img.jpg\)](#) 

Western Bay of Plenty District Council Income and Expenditure Statement For the period ended 30 June 2021						
Te Puke Community Board						
	Year to Date				Full Year	Last Year
	Actual \$	Budget \$	Variance (Unfav)/Fav \$		Budget \$	Actual \$
Direct Costs						
Additional Levels of Service	0	0	0	☑	0	0
Conference Expenses	2,025	2,000	(25)	⊗	2,000	0
Contingency - [see breakdown below]	664	5,000	4,336	☑	5,000	933
Grants	9,596	11,000	1,404	☑	11,000	1,149
Salaries	27,520	28,070	550	☑	28,070	27,547
Public Safety	15,204	7,560	(7,644)	⊗	7,560	11,061
Street Decoration	0	10,000	10,000	☑	10,000	3,450
Inter Department Charges	43,252	47,181	3,929	☑	47,181	47,184
Total Operating Costs	98,261	110,811	12,550	☑	110,811	92,662
Interest Expense	0	0	0	☑	0	0
Depreciation	0	0	0	☑	0	0
Total Direct Costs	98,261	110,811	12,550	☑	110,811	92,662
Costs Allocated	0	0	0	☑	0	0
Costs Recovered	0	0	0	☑	0	0
Total Costs	98,261	110,811	12,550	☑	110,811	92,662
Income						
Financial Contributions	0	0	0	☑	0	0
Interest Received	0	0	0	☑	0	0
Other Income	0	0	0	☑	0	0
Rate Income	112,088	110,811	1,277	☑	110,811	113,593
Service Charges	0	0	0	☑	0	0
Subsidies & Grants	0	0	0	☑	0	0
User Fees	0	0	0	☑	0	0
Total Direct Income	112,088	110,811	1,277	☑	110,811	113,593
Net Cost of Service	13,827	0	13,827	☑	0	20,931
Contingency - breakdown						
Te Puke Times public notices x2	116			☑	Favourable Variance	
Te Puke War Memorial Society - hall hireage	56			⊗	Unfavourable Variance	
Kassie Ellis - reimburse for refreshments	16					
The Search Party Charitable Trust - food from Daily Café	39					
Neonlogic - Te Puke Times public notices x2	116					
Te Puke Florist - flowers for Alan Cotter funeral	96					
Te Puke Florist - Anzac Day Wreath	174					
Year to date contingency costs	612					
Community Board Reserves						
Opening Balance - Surplus (Deficit)	146,019					
TP20-4.7 Fund \$5,000 for the installation of a Type 2 Fire alarm at Te Puke cricket club	(5,000)					
(Decrease) Increase in year	(5,000)					
Closing Balance - Surplus (Deficit)	141,019					

9.6 COUNCIL, STANDING COMMITTEES AND COMMUNITY BOARD MEETINGS

File Number: A4111720

Author: Pernille Osborne, Senior Governance Advisor - Community Boards

Authoriser: Barbara Whitton, Customer Services and Governance Manager

RECOMMENDATION

That the draft schedule of meetings for August, September and October 2021, be received.

ATTACHMENTS

1. Meeting Dates for Community Board Agendas - July [!\[\]\(2cbb40928a34ecf5ce700a63c52aa374_img.jpg\)](#) 

**Western Bay of Plenty District Council
Draft Meeting Schedule 2021**

AUGUST 2021			
Meeting	Date	Time	Venue
Omokoroa Community Board	3 August	7.00pm	Omokoroa Library and Service Centre
Regional Transport Committee	6 August	9.30am	BOPRC Tauranga
Māori Partnership Forum (TBC)	9 August	10.00am	Chambers
Waihi Beach Community Board	9 August	6.30pm	Waihi Beach Community Centre
Council	12 August	9.30am	Chambers
Audit and Risk Committee	12 August	1.30pm	Chambers
District Plan Committee (if required)	17 August	9.30am	Chambers
Regulatory Hearings Committee (if required)	18 August	9.30am	Chambers
Zone 2	19 August	TBC	TBC
Zone 2	20 August	TBC	TBC
Citizenship Ceremony	24 August	10.00am	Chambers
Public Transport Committee	26 August	9.30am	BOPRC Tauranga
Te Maru o Kaituna River Authority	27 August	9.30am	TBC
Performance and Monitoring Committee	31 August	9.30am	Chambers
Katikati/Waihi Beach Ward Forum	31 August	7.00pm	TBC
SEPTEMBER 2021			
Meeting	Date	Time	Venue
Policy Committee	7 September	9.30am	Chambers
Policy Workshop	7 September	1.00pm	Chambers
Audit and Risk Workshop (TBC)	8 September	9.30am	Chambers
Kaimai Ward Forum	9 September	7.00pm	TBC
Maketu/Te Puke Ward Forum	14 September	7.00pm	TBC
Waiāri Kaitiaki Advisory Group	15 September	9.30am	TCC Chambers
Katikati Community Board	15 September	7.00pm	Katikati Library and Service Centre

Tauranga Moana Advisory Group	17 September	9.30am	BOPRC Tauranga
SmartGrowth Leadership Group	17 September	1.00pm	TCC Chambers
Citizenship Ceremony	21 September	10.00am	Chambers
Maketu Community Board	21 September	7.00pm	Maketu Community Centre
Council	23 September	9.30am	Chambers
Te Puke Community Board	23 September	7.00pm	Te Puke Library and Service Centre
District Plan Committee (if required)	28 September	9.30am	Chambers
Omokoroa Community Board	28 September	7.00pm	Omokoroa Library and Service Centre
District Plan Committee (if required)	29 September	9.30am	Chambers
OCTOBER 2021			
Meeting	Date	Time	Venue
Māori Partnership Forum (TBC)	4 October	10.00am	Chambers
Waihi Beach Community Board	4 October	6.30pm	Waihi Beach Community Centre
Performance and Monitoring	12 October	9.30am	Chambers
Policy Committee	19 October	9.30am	Chambers
Policy Workshop	19 October	1.00pm	Chambers
Citizenship Ceremony	20 October	10.00am	Chambers
Labour Day – 25 October			
District Plan Committee (if required)	26 October	9.30am	Chambers
Regulatory Hearings Committee (if required)	27 October	9.30am	Chambers
Zone 2	29 October	TBC	TBC