

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL  
MAKETU COMMUNITY BOARD MEETING NO. MC21-5  
HELD VIA ZOOM (AUDIO / VISUAL LINK) UNDER COVID-19 LEVEL 2  
AND LIVESTREAMED ON TUESDAY, 16 NOVEMBER 2021 AT 7.00PM**

**1 PRESENT**

Chairperson S Beech, Member L Rae, Member W Ra Anaru, Member S Simpson, Cr K Marsh and Deputy Mayor J Scrimgeour.

**2 IN ATTENDANCE**

K Perumal (Group Manager Finance and Technology Services), C McLean (Senior Transportation Engineer), J Osborne (Governance Support Administrator) and P Osborne (Senior Governance Advisor).

**3 APOLOGIES**

Nil

**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 Maketu Community Board. Attending members of the public were invited to take part in the public forum.

**PUBLIC FORUM ADJOURN MEETING**

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**RESOLUTION MC21-5.1**

Moved: Member S Simpson

Seconded: Deputy Mayor J Scrimgeour

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

**CARRIED**

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There was no one in attendance via Zoom who wished to speak in public forum, therefore the Board moved straight back into formal session.

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## **PUBLIC FORUM MEETING RECONVENED**

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### **RESOLUTION MC21-5.2**

Moved: Member S Simpson  
Seconded: Deputy Mayor J Scrimgeour

That the meeting reconvene in formal session at 7.02pm.

**CARRIED**

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## **8 MINUTES FOR CONFIRMATION**

### **8.1 MINUTES OF THE MAKETU COMMUNITY BOARD MEETING HELD ON 27 JULY 2021**

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#### **RESOLUTION MC21-5.3**

Moved: Cr K Marsh  
Seconded: Member S Simpson

That the Minutes of the Maketu Community Board Meeting held on 27 July 2021, as circulated with the agenda, be confirmed as a true and accurate record.

**CARRIED**

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Member Rae entered the meeting at 7.03pm.

## **9 REPORTS**

### **9.1 MAKETU COMMUNITY BOARD CHAIRPERSON REPORT - NOVEMBER 2021**

The Board considered a report from the Chairperson, who provided the Board with an overview of his written report.

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#### **RESOLUTION MC21-5.4**

Moved: Chairperson S Beech  
Seconded: Member L Rae

That the Chairperson's report dated 16 November 2021, titled 'Maketu Community Board Chairpersons Report – November 2021', be received.

**CARRIED**

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## 9.2 MAKETU COMMUNITY BOARD COUNCILLOR'S REPORT – NOVEMBER 2021

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

The Senior Governance Advisor noted Councillor Marsh's comments regarding amendments to his report, and confirmed she would advise the appropriate staff. Councillor Marsh provided the Board with an additional report outlining his concerns regarding this.

### RESOLUTION MC21-5.5

Moved: Cr K Marsh  
 Seconded: Chairperson S Beech

That the Councillor's report dated 16 November 2021, titled 'Maketu Community Board Councillor's Report – November 2021', be received.

**CARRIED**

Member Ra Anaru entered the meeting at 7.12pm.

## 9.3 2022/23 ANNUAL OPERATING BUDGET

The Board considered a report from the Financial Business Advisor. The report was taken as read.

### RESOLUTION MC21-5.6

Moved: Member S Simpson  
 Seconded: Member W Ra Anaru

1. That the Financial Business Advisor's report dated 16 November 2021, titled '2022/23 Annual Operating Budget', be received.
2. That it be recommended to the Annual Plan and Long Term Plan Committee that the Maketu Community Board 2022/23 Annual Operating Budget be:

OPERATING COSTS	2022/23	
Contingency	17,000	
Grants	5,000	
Mileage Allowance	1,000	
Security	4,020	
Salaries	<i>Determined by Remuneration Authority</i>	
Inter Departmental Charges	<i>Determined by Overhead Cost Allocation</i>	
TOTAL OPERATING COSTS		

3. That this report relates to issues which are not considered significant in terms of Council's Policy on Significance.

**CARRIED**

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#### **9.4 INFRASTRUCTURE SERVICES REPORT MAKETU COMMUNITY BOARD NOVEMBER 2021**

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

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##### **RESOLUTION MC21-5.7**

Moved: Chairperson S Beech

Seconded: Member W Ra Anaru

That the Deputy Chief Executive's Report, dated 16 November 2021 and titled 'Infrastructure Services Report Maketu Community Board November 2021', be received.

**CARRIED**

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##### **9.4.1 TRANSPORTATION - ROAD IMPROVEMENTS LED LIGHTING**

The Board noted that the LED lights had not yet been installed outside the Maketu Surf Club, and requested that this was done as soon as possible.

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##### **9.4.2 MAKETU CYCLEWAY**

The Board requested a more detailed update, including a rationale, regarding the delays of Stage 2 of the cycleway.

The Board asked what the Levels of Service for Stage 1 of the cycleway were, noting that there was overgrown grass, weeds and loose gravel currently inhibiting the cycleway path. It was noted that a Service Request (CCR) had been raised however, the issue was yet to be addressed. The Senior Transportation Engineer advised that he would follow this up.

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### **9.4.3 EMERGENCY MANAGEMENT**

The Board sought clarification on the recently appointed role of the Emergency Planner position within the Hauora, querying if they would be working with, or alongside, the Community Board.

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### **9.4.4 SURF CLUB CAR PARK ROCK REVETMENT**

The Board expressed their frustration over the timeline of this item, noting that a resolution at an Operations and Monitoring Committee meeting held in February 2019 was passed to proceed to a hearing with Regional Council. The Board would like to know what the approved funding amount was in 2019 to undertake this process

The Board also requested that a Service Request (CCR) was raised to address the required sandbag repairs and temporary steps, as they saw it as a Health and Safety issue and would like it addressed prior to Christmas.

A CCR for the sandbag repairs had been raised prior to the meeting. (CCR334118)

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### **9.4.5 SPENCER AVENUE RESERVE LEVELLING**

The Board requested more information regarding potential additions to the Reserve once the work had been completed. They noted that any good 'clean fill' from projects around Maketu would be ear-marked to be dumped in the Spencer Avenue Reserve area.

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### **9.4.6 ON-SITE MEETING REQUESTS**

The Board expressed frustration relating to a few on-going projects they were trying to progress, and asked for an on-site meeting with Reserves and Facilities staff to discuss the below projects:

- Surf Club Car Park Rock Revetment; and
- Spencer Avenue Reserve Levelling

The Senior Transportation Engineer advised that he would touch base with the Chairperson to organise a walk around with the Board in the coming week, following an update request on the water swale on Church Road / Wilson Road (North).

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#### **9.4.7 MAKETU COMMUNITY CENTRE REFURBISHMENT**

The Chairperson gave the Board an update on the progress of this project, noting that the Board could look at adding extra decking around the Community Centre in the New Year.

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#### **9.4.8 RESERVE MANAGEMENT PLAN (RMP)**

The Board would like an update on when the Reserve Management Plan would be completed and what they were able to progress with Reserve Projects in the meantime.

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#### **9.5 MAKETU COMMUNITY BOARD FINANCIAL REPORT – SEPTEMBER 2021**

The Board considered a report from the Financial Business Advisor. The report was taken as read, noting the below query.

##### **RESOLUTION MC21-5.8**

Moved: Cr K Marsh

Seconded: Member L Rae

That the Financial Business Advisor's report dated 16 November 2021 and titled 'Maketu Community Board Financial Report – September 2021', be received.

**CARRIED**

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#### **9.5.1 ENTRANCE SIGNS TO MAKETU**

The Board sought clarification as to whether all payments to WTF – Print had been captured in the report. The Senior Governance Advisor would follow this up.

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#### **9.6 COUNCIL, STANDING COMMITTEES AND COMMUNITY BOARD MEETINGS**

The Board considered a report from the Senior Governance Advisor – Community Boards. The report was taken as read.

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**RESOLUTION MC21-5.9**

Moved: Deputy Mayor J Scrimgeour

Seconded: Member W Ra Anaru

That the draft schedule of meetings for November 2021, December 2021, January 2022 and February 2022, be received.

**CARRIED**

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**9.6.1 NEW BRANDING**

The Board was advised that the former Western Bay of Plenty District Council logo was still appearing on the agenda, as all templates were still in the process of being updated. It was understood that the logo on clothing could still be used, however this query would be followed up and fed back to the Board if incorrect.

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**The Meeting closed at 7.42pm.**

**The minutes of this meeting were confirmed at the Maketu Community Board held on 15 February 2022.**

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Chairperson S Beech

**CHAIRPERSON**