

Mā tō tātou takiwā
For our District

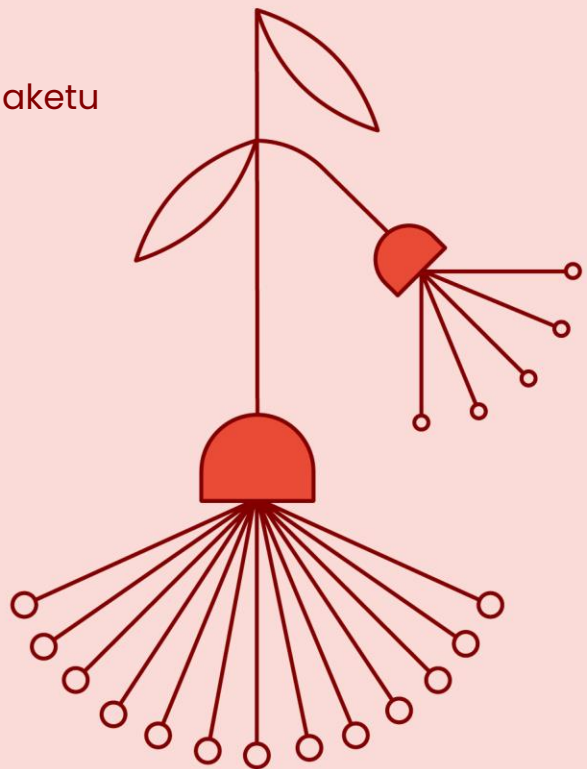
Maketu Community Board

Poari ā Hapori o Maketu

MKC23-5

Tuesday, 8 August 2023, 7.00pm

Maketu Community Centre, Wilson Road, Maketu



Maketu Community Board

Membership:

Chairperson	Laura Rae
Deputy Chairperson	Rewi Boy Corbett
Members	Tippany Hopping Donna Walters Cr Richard Crawford Deputy Mayor John Scrimgeour
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 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 the 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 have input into Council and its Committees on issues, services, plans and policies that affect communities within the Community Board Area.
- To provide an effective mechanism for community feedback to Council.
- To receive reports from Council appointees on Council matters relevant to the Community Board.
- 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.

Notice is hereby given that a Maketu Community Board Meeting will be held in the Maketu Community Centre, Wilson Road, Maketu on:
Tuesday, 8 August 2023 at 7.00pm

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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 relationship management system as a service request, while those requiring further investigation will be referred to the Chief Executive.

8 MINUTES FOR CONFIRMATION

8.1 MINUTES OF THE MAKETU COMMUNITY BOARD MEETING HELD ON 13 JUNE 2023

File Number: A5561532

Author: Jahneisha Osborne, Governance Advisor

Authoriser: Greer Golding, Governance Manager

RECOMMENDATION

1. That the Minutes of the Maketu Community Board Meeting held on 13 June 2023 as circulated with the agenda be confirmed as a true and correct record.
2. That the Chairperson's electronic signature be inserted into the confirmed minutes.

ATTACHMENTS

1. Minutes of the Maketu Community Board Meeting held on 13 June 2023

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL
MAKETU COMMUNITY BOARD MEETING NO. MKC23-4
HELD IN THE MAKETU COMMUNITY CENTRE, WILSON ROAD, MAKETU
ON TUESDAY, 13 JUNE 2023 AT 7.00PM**

1 PRESENT

Chairperson L Rae, Deputy R Corbett, Member T Hopping, Cr R Crawford and Deputy Mayor J Scrimgeour.

2 IN ATTENDANCE

R Davie (General Manager Strategy and Community), C McLean (Senior Transportation Engineer) and C Irvin (Senior Governance Advisor).

KARAKIA

The Chairperson opened the meeting with a karakia.

3 APOLOGIES

APOLOGY

RESOLUTION MKC23-4.1

Moved: Cr R Crawford

Seconded: Member T Hopping

That the apology for absence from Member D Walters be accepted.

CARRIED

4 CONSIDERATION OF LATE ITEMS

Nil

5 DECLARATIONS OF INTEREST

Nil

6 PUBLIC EXCLUDED ITEMS

Nil

7 PUBLIC FORUM

Nil

8 MINUTES FOR CONFIRMATION

8.1 MINUTES OF THE MAKETU COMMUNITY BOARD MEETING HELD ON 18 APRIL 2023

RESOLUTION MKC23-4.2

Moved: Member T Hopping

Seconded: Deputy Mayor J Scrimgeour

1. That the Minutes of the Maketu Community Board Meeting held on 18 April 2023 as circulated with the agenda be confirmed as a true and correct record.
2. That the Chairperson's electronic signature be inserted into the confirmed minutes.

CARRIED

9 REPORTS

9.1 MAKETU COMMUNITY BOARD – CHAIRPERSON'S REPORT – JUNE 2023

The Board considered a report dated 13 June 2023 from the Chairperson. The report was taken as read.

Maketu/Te Puke Community Forum (4 April 2023):

- The Chairperson wished to thank Council staff for organising this meeting, and in particular, the Network Drainage Engineer for his engagement at the meeting.

Macrocarpa Tree:

- It was good to have the tree trimmed, with a blessing held beforehand.

Civil Defence:

- The hui for June 2023 had to be postponed and was yet to be rescheduled. However, this was progressing well.
-

Deputy Mayor Scrimgeour advised that Mayor James Denyer wished to pass on his commendation to the Chairperson for a very good report.

RESOLUTION MKC23-4.3

Moved: Chairperson L Rae

Seconded: Deputy Mayor J Scrimgeour

That the Chairperson's report dated 13 June 2023 titled 'Maketu Community Board Chairperson's Report – June 2023' be received.

CARRIED

9.1.1 PAYMENT OF INVOICE TO TRIM MACROCARPA TREE

RESOLUTION MKC23-4.4

Moved: Member T Hopping

Seconded: Deputy R Corbett

That the Maketu Community Board agree to pay the invoice to trim the Macrocarpa tree (**Attachment 1** of the report), to be paid out of the Board's contingency account.

CARRIED

9.2 MAKETU COMMUNITY BOARD – COUNCILLOR'S REPORT – JUNE 2023

The Board considered a report dated 13 June 2023 from Councillor Crawford, who took the report as read, summarised the main points, and discussed the following items:

- Concern was expressed regarding the actions from the first Maketu/Te Puke Community Forum not being completed. Councillor Crawford advised he was asking for clarification around closing the loop from an Elected Members perspective and staff follow up/responses. This was a new meeting process and as such was a learning curve.
 - The Chairperson advised she felt the Community Forum was a much more connected process than the previous Ward Forum meetings, which allowed for more direct networking with the community.
-

RESOLUTION MKC23-4.5

Moved: Cr R Crawford

Seconded: Deputy Mayor J Scrimgeour

That Councillor Crawford's report dated 13 June 2023 titled 'Maketu Community Board – Councillor's Report – June 2023' be received.

CARRIED

9.3 ADOPTION OF MAKETU COMMUNITY BOARD STANDING ORDERS FOR THE 2022-2025 TRIENNIUM

The Board considered a report dated 13 June 2023 from the Senior Governance Advisor. The report was taken as read.

RESOLUTION MKC23-4.6

Moved: Chairperson L Rae

Seconded: Member T Hopping

1. That the Senior Governance Advisor's report dated 13 June 2023 titled 'Adoption of Maketu Community Board Standing Orders for the 2022-2025 Triennium' 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, pursuant to Clause 27 of Schedule 7 of the Local Government Act 2002, the Maketu Community Board adopts the Western Bay of Plenty District Council Community Board Standing Orders for the 2022-2025 triennium as per **Attachment 1** of this report by a vote in support of not less than 75% of members present and voting.

CARRIED

9.4 MAKETU COMMUNITY BOARD – FINANCIAL REPORT APRIL 2023

The Board considered a report dated 13 June 2023 from the Financial Business Advisor. The report was taken as read.

- The Chairperson confirmed that, in terms of the funds committed to the Maketu Surf Lifesaving Club and BBQ, staff were waiting for an archaeological report before being able to continue with these items.
-

RESOLUTION MKC23-4.7

Moved: Chairperson L Rae

Seconded: Member T Hopping

1. That the Financial Business Advisor's report dated 13 June 2023 titled 'Maketu Community Board – Financial Report April 2023' be received.

CARRIED

9.5 INFRASTRUCTURE GROUP REPORT MAKETU COMMUNITY BOARD JUNE 2023

The Board considered a report dated 13 June 2023 from the Deputy Chief Executive/Group Manager Infrastructure. The report was taken as read, with the following points noted:

Maketu Cycleway:

- The Chairperson advised she had replied to the email she received from the Cycleways Manager and that the next step would be for this to be taken to the Trust for consideration to use their land.

WestLink Contracts:

The Senior Transportation Engineer advised the following:

- The WestLink contract was complicated. To receive full payment of their tendered Lump Sum at the end of every month, WestLink had to meet a series of Key Performance Measures (KPMs) and Operational Performance Measures (OPMs). Currently, WestLink was not meeting all OPMs and was therefore being financially penalised.
 - The drainage OPMs did not require that drainage assets be 100% clear e.g., some culverts may be 50% blocked, but still meet the relevant OPMs.
 - One of the issues for WestLink was sourcing Temporary Traffic Management (TTM) labour. In the Western Bay of Plenty, a large amount of TTM resource was dedicated to major capital work projects, meaning that resource was not always available for maintenance activities.
 - Sourcing alternative contractors to undertake road maintenance activities was difficult because most local road contractors had a full workload at present.
 - The overriding issue of OPM breaches by WestLink was currently being addressed by Council through the contract extension negotiation process.
 - WestLink had done an excellent job keeping communities connected and road users safe during and after the extreme weather events experienced over the past twelve months.
-

The General Manager Strategy and Community advised the Chairperson that ratepayers could be informed that Council was aware of the WestLink issues around contracts not being fulfilled, and that this was a primary focus for them in their contract extension negotiation process.

Mowing Services:

The General Manager Strategy and Community advised the following:

- The district-wide issue of mowing had been discussed at the Community Committee meeting held on 4 May 2023 and at a subsequent workshop, where mowing contractors attended and presented on the issues that they were facing. The Audit, Risk and Finance Committee was organising a workshop to review Council's procurement policies, to look at where local and social procurement fitted in, and how to navigate the Health and Safety implications that would arise from this.

RESOLUTION MKC23-4.8

Moved: Chairperson L Rae

Seconded: Deputy R Corbett

That the Deputy Chief Executive/Group Manager Infrastructure's report dated 13 June 2023 titled 'Infrastructure Group Report Maketu Community Board June 2023' be received.

CARRIED

9.5.1 NEW RUBBISH BIN TAGS

- The Chairperson advised she had received multiple complaints from the community that the new tags had easily broken and become unusable, resulting in them losing money.
- The General Manager advised that it had become apparent that something was not quite right with the new tags as the Customer Service team had also received complaints from people across the district. This needed to be investigated.
- The Chairperson requested that another video demonstration be created to show people how to correctly use the new tags.

New Rubbish Bin Tags

That Staff investigate the issue with the new rubbish bin tags, which were breaking before being used, and that staff create another demonstration video for the community of how to correctly use the new tags.

9.5.2 ROCK REVETMENT

Rock Revetment

- That staff merge the two Minute Action Sheets (pages 113 and 129) for this item into one single Minute Action Sheet.
-

9.5.3 FUNDING FOR THE INSTALLATION OF HANDRAILS AT THE CEMETERY

RESOLUTION MKC23-4.9

Moved: Member T Hopping

Seconded: Deputy Mayor J Scrimgeour

That the Board approves expenditure of up to \$26,000, funded from the Boards Reserve account, for the purpose of installing handrails at the Maketu Cemetery (Wharekahu), provided that a second quote is sought in a timely manner by Council staff, and the Board reserves the right to engage on the final design with the Urupa Task Force.

CARRIED

9.5.4 QUOTE FROM WESTLINK TO TRIM POHUTUKAWA TREES

RESOLUTION MKC23-4.10

Moved: Chairperson L Rae

Seconded: Cr R Crawford

That the quote from WestLink for the trimming of the Pohutukawa trees at the entrance to Maketu be cancelled.

CARRIED

9.5.5 WESTLINK ROADING CONTRACT

Westlink Roading Contract

That staff advise the Board the total spend from roading operational budgets within the Board boundaries for the financial year 2022/2023.

9.5.6 MAKETU ASSET LIST

Maketu Asset List

That Council's infrastructure staff provide a list of Council-owned buildings (above ground infrastructure) to the Maketu Community Board (excluding obvious assets such as playgrounds and BBQs).

9.5.7 WILSON ROAD NORTH

The Senior Transportation Engineer advised:

- Widening Wilson Road North would increase speed along the road. Speed was the number one killer on roads.
 - There would be a speed limit review in 2024. The process for setting speed limits now had to be set using Central Government guidelines.
 - Council was working on improving the quality of Wilson Road North, including finding solutions to the pooling of water that occurred as a result of heavy rainfall.
-

Site Visit To Wilson Road North

That staff organise a site visit to Wilson Road North with the Maketu Community Board.

9.6 MAKETU COMMUNITY BOARD OPERATIONAL REPORT

The Board considered a report dated 13 June 2023 from the Governance Support Administrator. The report was taken as read.

RESOLUTION MKC23-4.11

Moved: Member T Hopping

Seconded: Cr R Crawford

2. That the Governance Support Administrator's report dated 13 June 2023 titled 'Maketu Community Board Operational Report' be received.

CARRIED

The Chairperson closed the meeting with a karakia.

The Meeting closed at 8:39pm.

Confirmed as a true and correct record at the Maketu Community Board meeting held on 8 August 2023.

.....
Chairperson L Rae

CHAIRPERSON

Unconfirmed

9 REPORTS

9.1 MAKETU COMMUNITY BOARD – CHAIRPERSON'S REPORT – AUGUST 2023

File Number: A5572323

Author: Laura Rae, Community Board Chairperson

Authoriser: Rachael Davie, General Manager Strategy and Community

EXECUTIVE SUMMARY

The purpose of this report is for the Maketu Community Board's Chairperson to provide the Board with information and updates on events and matters within the community.

RECOMMENDATION

PART 1

That the Chairperson's report dated 8 August 2023 titled 'Maketu Community Board Chairperson's Report – August 2023' be received.

PART 2

That the Maketu Community Board approve the funding for the new bush shelter on Arawa Avenue for \$7,500, to come from the account.

PART 3

That the Maketu Community Board approve the funding for a new tear drop flag with 'Maketu Community Board' printed with Western Bay of Plenty District Council branding at a cost of \$600 excluding GST , to come from the contingency account.

Kia Ora everyone and welcome,

July already, wow it has gone by quickly,

1. Long Term Plan

Stage one of our Long Term Plan engagement was a huge success. Thank you to all Council staff involved in this process, and to the Maketu Surf Lifesaving Club for facilitating on behalf of our community. It was my pleasure to be a part of this. It was an absolute joy to see all the whānau engaging and having fun at the same time.

The Board added the following items to its formal submission:

- The restoration of the Te Arawa monument;
- The reinstatement/ full refurbishment of the rock wall/sea wall;
- Park upgrades and new developments in our reserves;
- A stormwater culvert upgrade on Little Waihi Road;
- A discharge water treatment wet land at the Wastewater Treatment Plant;
- The Maketu skip bin service;
- Upgrades to Maketu recycling services; and
- Levels of service.

2. Rainfall

The weather, however, was our only downfall of the day. It completely hosed down in Maketu - one of the heaviest rainfall events I've seen in my 30-year lifetime. As to be expected, it caused a significant amount of damage to some of our infrastructure/assets, including: the sand nourishment project at the Maketu Surf Lifesaving Club carpark/beach front, slips in multiple areas of the village, power outages, damage to grave sites in our Urupa, and surface water everywhere, making it not entirely safe to leave the comfort of our homes. We would like to thank first responders, Scott Parker and Jo Lynskey, for their help with immediate action on the ground, and to Scott for the very fast repair works. All of the issues that occurred have now be sorted, and we are truly grateful for this. We do however sympathize with the five known homes who had water damage inside their homes.

3. Stormwater Drains

The Board would also like to thank Charles Tapsell, Council's Network Drainage Engineer, and those involved in getting some of our much-needed stormwater drains dug out. It was an overwhelming moment to see the digger onsite after nine months of requesting this work. It's something so small but means everything to our community. We have a few more to go but we are confident they will be done in due time.

4. Spencer Avenue Upgrade

The first part of our Spencer Avenue reserve upgrade is underway - thank you to Peter Watson (Reserves and Facilities Manager) and Sue Hammond (Reserves and Facilities Officer East) firstly for organising local contractors where possible and keeping me informed this far. We cannot wait to see the next stage progress.

5. Wilson Road North

Next up is a thank you to Calum McLean (Senior Transportation Engineer) for taking the time to meet with us onsite, and work through the issues pertaining to Wilson Road North in Maketu, near the school. We look forward to seeing the quotes for the purposed job, putting an end to the surface water that currently pools onto the roadway every time it rains.

MAS July 2023:

Price sought from WestLink to construct 225m length of kerb and channel on eastern side of road.

6. Maketu Sea Wall

I felt privileged to be invited, alongside Petera Tapsell and Tangata Whenua, to meet with Calum McLean and Council's contractor, WSP, with regards to the long and short-term fixes to the sea wall. It very much marked the beginning of a very important relationship between iwi and hapu representatives, and the Maketu Community Board. Another important thing to note is that most of our values and wishes for our beautiful village all align as one, making it potentially a very strong and desirable partnership going forward.

7. Clearing Roadway Slips

Lastly a big thank you from the Little Waihi residents and wider community to Rachael Davie (Deputy Chief Executive Officer/General Manager Strategy & Community), our General Manager who attends our Board meetings, for her work to help get the slips cleared from the roadway. It was starting to become a Health and Safety nightmare, but Rachael helped to sort this out in a very professional and timely manner.

8. Te Kete O Matariki Te Puke

I would also like to mention how extremely successful the Te Kete O Matariki Te Puke festival was for our people. Big thank you to Kassie Ellis and her team, as well as Council staff who helped to make this a day one not to be forgotten.

BOARD REQUESTS

9. Spencer Avenue Reserve:

- Can we please have a Council staff member attend and present to the Board regarding Council's plan for Spencer Avenue Reserve. Obviously, we have seen the map and design, but we would like to ask questions around possible monetary contributions the Board may or may not need to make in the future, as it progresses and is finished. This is mainly for clarification of the job in order to stay fully informed when asked by the public.

Council's Reserves and Facilities Assets Manager will provide a presentation on this at the meeting.

10. New Bus Shelter on Arawa Avenue:

- We would like to pass a resolution tonight regarding a new bus shelter on Arawa Avenue, for our Bus 5 tamariki. A new shelter is long overdue.
- Costs below were provided by the Senior Transportation Engineer as follows:

Totalspan Bus Shelter	1.6m wide X 2.4m long x 2.4m high	\$3500
Reinforced Concrete Pad	1.8m wide x 2.6m long x 150mm thick	\$1000
Temporary Traffic Management		\$3000
Total Shelter Install		\$7500

11. New Hand Railing for our Urupa:

- We would love to know if Council's Reserves and Facilities Manager has managed to obtain a second quote yet for the new hand railing in our Urupa, so we can progress further with interested task force members and set up to work through issues relating to the cemetery.

Staff Comment:

Staff are working through a procurement process to obtain further pricing for this project and will advise the Board the results of the procurement process. Staff will bring back to the Board the proposed design and pricing options that meet the procurement criteria where the Board can then engage with the Urupa Task Force as appropriate.

12. Drainage at Maketu Skate Park:

- An investigation into drainage options, or a complete do-over, of the skate park in Maketu. We had asked at the last Board meeting, and its something that our community really would like to see happen, as its almost become unusable especially given the amount of rain we have had in the last few months.

Staff Comment:

The drainage has been improved by adding 2 additional soak holes. Unfortunately, the skatebowl is now below mean high water level on some tides (apparently as a

result of the Kaituna rediversion). This is exasperated when it rains, however the pooling quickly drains.

13. Lease Agreement for Maketu Sportsfield:

- Sitting alongside that is our previous request for an investigation into the lease agreement of the Maketu Sports Field, and the potential to have the netball court reinstated as per the lease agreement.

14. New Tear Drop Flag for Maketu Community Board:

- The Board would like to replace its tear drop flag with one that has the current branding on it.

9.2 MAKETU COMMUNITY BOARD – COUNCILLOR'S REPORT – AUGUST 2023**File Number:** A5572352**Author:** John Scrimgeour, Deputy Mayor**Authoriser:** Rachael Davie, General Manager Strategy and Community**EXECUTIVE SUMMARY**

The purpose of this report is for the Maketu Community Board's Councillor to provide the Board with updates on the items listed below.

RECOMMENDATION

That Deputy Mayor Scrimgeou'r report dated 8 August 2023 titled 'Maketu Community Board – Councillor's Report – August 2023' be received.

ITEMS FOR DISCUSSION

- Annual Plan
- Long Term Plan – Tō Wāhi
- Mayoral Relief Fund
- District Revaluations
- Community Forum

9.3 OPERATIONAL REPORT – AUGUST 2023

File Number: A5598013

Author: Jahneisha Osborne, Governance Advisor

Authoriser: Greer Golding, Governance Manager

EXECUTIVE SUMMARY

This report is an operational update from across Council for matters that relate to the Maketu Community Board area.

RECOMMENDATION

That the Governance Advisor's report dated 8 August 2023 titled 'Operational Report – August 2023' be received.

SERVICE REQUESTS

This section is to provide an overview of Service Requests for the Maketu Community Board area since the last meeting.

There has been one of each of the following subtypes of Service Requests raised and **completed**.

- Barriers and Rails – Local Roads
- Cemeteries
- Corporate Properties
- Duty Planner
- Local Road General/Miscellaneous
- Litter Bins / Dumping on Reserves
- Kerbside Missed Collection
- Reserve Buildings/Roads/Tracks/Furniture
- Sealed Local Road Surface Defects
- Local Road – Slip/Flood/Crash/Spill (urgent)
- Wastewater General Query

There has been one of each of the following subtypes of Service Requests raised and is **under investigation**.

- Sewer Pipe Block/Damage/Broken

The table below shows Services Request's that are higher in numbers and have a mix of statuses.

Service Request Subtype	Notes	Completed	Under Investigation/Scheduled for Completion
All Cesspit/Grill/Gutters & Rural Drains	Across Maketu – stormwater drain issues	1	1
All Water Leaks	Across Maketu – water leaks and water main issues.	1	7
Freedom Camping Reserves Complaints	All on Beach Road – same concern regarding Freedom Camping.	4	0
Damaged Bin – Replace/Repair	Across Maketu	2	2
Flooding Open Drain/Culvert (raining)	Blocked drains	2	0
Grinder Pump/Septic Tank Issue	Across Maketu – grinder pump issues. 33 reports on Town Point Road.	130	0
Kerbside General Enquiry	New bins / PAYT issues	2	0
Māori Land Enquiries	Town Point Road	4	1
Meter/Toby Issue (not leak)	Connection/usage issues	3	0
No water – unknown issue	Across Maketu	0	2
No water – known issue	Pipi Lane & Lyndhurst Avenue	3	0
Reserves General	Four on Spencer Avenue – reports regarding cemetery	6	0

	flooding/carpark issues/suggestions.		
Sewage Overflow/Spill on Ground	Across Maketu.	2	5
Urban Stormwater General/info	Across Maketu – drain queries/blocked pipes	5	1

MATTERS ARISING FROM PREVIOUS COMMUNITY BOARD MEETINGS (NOT MINUTE ACTION SHEETS)

This section relates to any matters arising from prior Community Board meeting where a Minute Action Sheet was not raised.

Nil

COMPLETED/UNCOMPLETED MINUTE ACTION SHEETS (NOT INFRASTRUCTURE)

This section relates to any Minute Action Sheets that are currently outstanding, as well as completed Minute Action Sheets since the last Community Board meeting. This list excludes Minute Action Sheets that are included in the Infrastructure Report.

Date raised	Issue	Comment
June 2023	MKC23-4: That the quote from WestLink for the trimming of the Pohutukawa trees at the entrance to Maketu be cancelled.	WestLink informed that no action is necessary. Action is completed. This Minute Action Sheet has been closed.
	Adoption of Community Board Standing Orders.	Standing Orders adopted by Community Board will be published to Council website once all Community Board's have adopted the Community Board Standing Orders. This Minute Action Sheet is still in progress.
	MKC23-4.4	Staff will pay the invoice once it has been provided.

	<p>That the Maketu Community Board agree to pay the invoice to trim the Macrocarpa tree (Attachment 1 of the report), to be paid out of the Board's contingency account.</p>	<p>This Minute Action Sheet is still in progress.</p>
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9.4 INFRASTRUCTURE GROUP REPORT MAKETU COMMUNITY BOARD AUGUST 2023

File Number: A5566875

Author: Tracy Harris, Executive Assistant, Infrastructure Group

Authoriser: Gary Allis, General Manager Infrastructure

EXECUTIVE SUMMARY

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

RECOMMENDATION

That the General Manager Infrastructure Group's report dated 8 August 2023 titled 'Infrastructure Group Report Maketu Community Board August 2023' be received.

ROADING**Transportation – Maketu Community Roading**

Description: Develop and implement the community roading plan approved by the Maketu Community Board.

Maketu Community Board Roading Current Account	Maketu Community Board \$	Status
Current Account:		
Current Account Opening Balance 1 July 2022	\$95,377	
Interest 2020/21	\$3,324	
Allocation for 2020/21	\$69,372	
Subtotal	\$168,073	
Approved Projects		
Nil	-	
Subtotal	-	
Proposed Projects		
Nil	-	
Subtotal	-	
Forecasted Current Account Closing Balance 30 June 2023	\$168,073	

Maketu Cycleway

Description: Construct a 2.5m wide cycleway between Kaituna Road and the Maketu Township.

What's Happened:

Stage 1 (Rural Section) of the cycleway is complete.

Stage 2: The Urban section is still currently in the design phase. Public consultation will occur with residents in due time. Timing is subject to prioritisation of funding.

Consenting issues have been addressed and WestLink has been asked to finalise the design.

What's Next:

WestLink Have been instructed to extend the cycle path between the Spencer Avenue intersection and Tapiti Marae. Construction expected to start mid-September.

Improvement to Culvert Capacity – Spencer Avenue – Minute Action Reference MC12 18 5.2

Description: The Board was advised that the parallel pipe with fish friendly flaps was being assessed before approaches were made to the Bay of Plenty Regional Council with a proposal for consideration of funding options.

The Board was clear that they wanted to see the increased capacity to remove accumulated stormwater (meaning increased culvert capacity) specifically for the management of Spencer Avenue stormwater and flood protection agreed and installed as soon as possible.

The Reserves and Facilities Manager advised that the Kaituna Catchment Manager was waiting for further input from the Western Bay of Plenty Utilities Manager with progress on this matter reported back to the Board.

The Board are seeking an update to ensure that this project had not been left unfinished.

What's Happened:

Cone Penetration Testing (CPT) has been carried out to determine the properties of the ground beneath the culvert.

What's Next:

WestLink have evaluated the geotechnical investigation findings and confirmed that a bridge is not necessary. Work is now focussed on designing a solution that will include a new culvert and extension of the existing culvert, to provide additional road width for a shared path. A concept design has been developed and will be included in the (BoPRC) consent application, which is currently being compiled and includes the following:

- Application form
- Construction drawings
- Record of Consultation (with key stakeholders)
- Construction Methodology
- Construction Noise and Vibration Mitigation Plan
- Construction Erosion and Sediment Control Plan
- Ecological assessment

OPERATIONS

Emergency Management

Description: Support the Maketu Community to be Resilient in the event of an Emergency.

What's Happened:

Provided the Community Response Team with hi vis vests.

Staff continue to keep the Maketu Community updated with Emergency Response information.

What's Next:

Continued communication between council and the Community Response team to deliver preparedness messages to the community and offer support where necessary.

Work on roll out of new tsunami maps for the community will take place in the coming months along with a public education campaign of what to do and where to go in a tsunami response.

An updated box of resources is being created to support the Community Response Team who may end up operating in a Community Emergency Hub which includes signage.

Maps of the area to be provided with the resource box.

Solid Waste

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

PAYT Tag

The newly designed PAYT (Pay as you Throw) tag has been introduced. The tag is performing well in the adverse weather conditions we experienced lately and break off in the designed place and fall into the hopper. A small number of customers are still getting used to attaching the tag correctly. The price increase from \$3.95 to \$4.30 from 1 July 2023 is due to increased transport and disposal cost.

Mobile Recycling Trailers

What Happened:

Two mobile recycling trailers continue to make their rounds in the rural part of the District on a rostered basis. The trailers visit Omanawa Hall, Te Ranga School and BP Pongakawa. The next outing and what can be recycled can be found [here](#).

What's Next:

Mobile trailers continue with their regular outing to designated sites using the winter hours.

Recycling & Greenwaste Centres

What's Happened:

The three recycle centres continue to operate with business as usual.

WBOPDC Kerbside Tonnes	Jul- 22	Aug- 22	Sep- 22	Oct- 22	Nov- 22	Dec- 22	Jan- 23	Feb- 23	Mar- 23	Apr- 23	May- 23	June- 23	Total Tonnes
Waste Tonnes	359	415	394	386	402	515	496	415	433	395	404	456	5070
Recycle Tonnes	125	135	124	117	158	182	168	145	194	142	146	143	1779
Glass Tonnes	75	97	101	105	103	150	191	144	147	117	112	116	1458
Food Tonnes	32	37	47	31	45	42	53	57	42	37	27	37	487
Total tonnes diverted from landfill – 3724													
Percentage of tonnes diverted from landfill – 42%													

Establishing Community Resource Recovery Centres

What Happened:

The feasibility study into Community-led Resource Recovery for the current recycling centres went to Council on 7 March 2023.

What's Next:

Establishing a partnership with Tapuika Iwi Authority to establish a Community Resource Recovery Centre.

ATTACHMENTS

- 1. MAS Maketu Community Board July 2023**  

Action Sheets Report	Division: Infrastructure Services Group Committee: Maketu Community Board	Updated: July 2023
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Meeting	Officer/Director	Section	Subject
Maketu Community Board 17 October 2017	Scott Parker	Reports	Surf Club Car Park Reserve Rock Revetment – MAS Reference MC20 16 2.1

July 2023:

The sand has since been replaced, following the 29 May 2023 weather event, which stripped a lot of the beach away from the carpark, A Service request was also generated for the clearing of the nearby stormwater infrastructure to ensure drainage is functioning correctly. Consultants have not yet completed a higher spec sandbag steps design (to replace the damaged bags at the eastern end of the carpark).

Staff note that the Board have also requested the history to this MAS be contained to just one page.

May 2023:

Design work is underway to address replacement of the sandbag steps onto the beach with new and improved sand containers. Works will be scheduled once the design is ready, but we cannot predict when that will be at this stage. Works also aim to repair/improve the storm water outlet adjacent to the sand containers, in liaison with Utilities staff.

It appears that the beach nourishment undertaken prior to Christmas 2022 has not been adversely affected by the recent bad weather. However, staff will continue to monitor, program repairs, and replenish beach sand as and when required.

An information pack involving previous reports and direction from Council on this topic is being prepared and will be provided to the Board members once available.

April 2023:

Staff continue to monitor the site following the recent cyclones and will program repairs as and when required.

February 2023:

Beach sand nourishment was undertaken just prior to Christmas 2022 as a temporary solution along the front of the carpark and for the damaged sandbags until their replacement. This seems to have held up quite well over the recent storm/rain events. Repairs and improvements to the stormwater outfall infrastructure that is contributing to the undermining and erosion at the café end of the carpark are also required, which will be co-ordinated through Utilities staff.

November 2022:

Beach sand nourishment is being arranged as a temporary solution along the front of the carpark and for the damaged sandbags until their replacement in the new year. Repairs and improvements to the stormwater outfall infrastructure that is contributing to the undermining and erosion at the café end of the carpark are also required, which will be co-ordinated through Utilities staff.

Action Sheets Report	Division: Infrastructure Services Group Committee: Maketu Community Board	Updated: July 2023
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Meeting	Officer/Director	Section	Subject
Maketu Community Board 21/02/2023	Scott Parker	New Item	Cycleway

RESOLUTION MKC23-2.11

That the Maketu Community Board requests that Council approach the landowner (Te Arawa Lakes Trust), regarding the possibility of the end of the existing cycleway extending through Te Arawa Lakes Trust land onto Spencer Avenue reserve land.

July 2023:

The Board has confirmed the proposed route options for staff to consult with Te Arawa Lakes Trust as shown below:



Staff will contact Te Arawa Lakes Trust about this soon.

May 2023:

An email request has been made to the Board Chair requesting confirmation of the route described in the resolution. No inquiries to Te Arawa Lakes Trust have been made at this stage. Staff have had some preliminary discussion with BOP Regional Council staff who were involved with the wetlands project about connecting the cycleway to the wetlands.

April 2023:

The Cycleways Manager will contact Te Arawa Lakes Trust

Action Sheets Report	Division: Infrastructure Services Group Committee: Maketu Community Board	Updated: July 2023
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Meeting	Officer/Director	Section	Subject
Maketu Community Board 1 December 2020	Sue Hammond	Reports	Maketu Community Board Annual Plan 2020 Requests

That the Maketu Community Board approve funding of up to \$30,000 from the Maketu Community Board Reserve Account for the installation of an additional BBQ by the Surf Club.

July 2023:

The Archaeological Authority is still in the process of being progressed in preparation for lodgement.

May 2023:

The Archaeological Authority is being progressed in preparation for lodgement.

April 2023:

Unfortunately, the project has been delayed by the need to obtain an Archaeology Authority. The Archaeological Authority process is underway and once completed the project will proceed.

February 2023:

The BBQ has been ordered and a site visit with a contractor completed. It is expected this project will commence early March 2023

November 2022:

The conditions and terms from received from Te Arawa Lakes have been questioned, Council is waiting for a response. Staff have suggested to the Board that a shelter should be constructed to cover the BBQ, which was agreed. Staff are waiting on quotes from suppliers for the shelter and installation of the BBQ.

July 2022:

Approval (with conditions) has been received. Site visit completed. Planning to follow.

May 2022:

There has been no change from previous update. Council has yet to receive approval from Te Arawa Lakes.

March 2022:

There has been no change from previous update. Council has yet to receive approval from Te Arawa Lake.

January 2022:

There has been no change since the update in July 2021. The Board are waiting on approval from Te Arawa Lakes.

Action Sheets Report	Division: Infrastructure Services Group Committee: Maketu Community Board	Updated: July 2023
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November 2021:

There is no change from the previous update.

September 2021:

There has been no change since the previous update in July 2021.

July 2021:

The Maketu Board Chairperson has advised that the Board are waiting on approval from Te Arawa Lakes.

Jan 2021:

Added to committed reserve expenditure for December 2020 report.

Action Sheets Report	Division: Infrastructure Services Group Committee: Maketu Community Board	Updated: July 2023
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Meeting	Officer/Director	Section	Subject
Maketu Community Board 15/02/2022	Sue Hammond	New Item	Cemetery Development / Pest Control

The Board requested an update on where this project was at, noting that several members of the community had noted a high number of pests in this area. The Board would like to see what Council may be able to do, to help remedy this issue for locals.

July 2023:

Rubbish bins have been installed.

Prices are still being sought for the handrail and water pipe installation.

No change to the status of the boundary fence.

May 2023:

A site meeting was held with adjoining property owner, Max Johnstone on 5 May 2023 to look at a potential 'Give and Take' boundary alignment for a replacement fence that could facilitate better access down to the lower section of the cemetery/urupa. Staff will prepare a 'Give and Take' boundary agreement and continue to work through the process with Mr Johnstone.

Staff are also seeking further quotes for the installation of a handrail beside the driveway and for an extension to the water line to the bottom of the cemetery. The initial quotes are quite high and there is insufficient budget to cover these costs.

A new additional rubbish bin is being installed and the old bin replaced with a new bin. i.e. two new bins

Staff are happy to meet with the taskforce that was being set up to progress improvements to the cemetery /urupa.

April 2023:

After meeting with locals one of the child's beams has subsequently been removed. Investigations have commenced with regards a water tap and rubbish bin in the new area. The new area is transferring from the construction contractor and will now be added to the Reserves Maintenance contract for ongoing maintenance.

Investigations are also underway for a design for a handrail to be installed on the steep section of the driveway. The handrail will assist people going up and down the steep part of the driveway.

February 2023:

Concrete and seat are completed. Final site completion in progress.

Action Sheets Report	Division: Infrastructure Services Group Committee: Maketu Community Board	Updated: July 2023
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November 2022:
 Earthworks are mostly complete with concrete to be finished and a seat installed.

Staff confirm that there has not been any evidence of pest issues, should this occur, it will be dealt with on a case by case basis through regular maintenance of the cemetery.

July 2022:
 The project is still at earthworks stage.

May 2022:
 Earthworks are continuing. Archaeologists and cultural monitors on site.

March 2022:
 The blessing has been completed with earthworks starting over the next few weeks.

9.5 MAKETU COMMUNITY BOARD – FINANCIAL REPORT JUNE 2023**File Number:** A5583379**Author:** Ezelle Thiart, Financial Business Advisor**Authoriser:** Allan Carey, Finance Business Partner Lead**EXECUTIVE SUMMARY**

This report provides the Community Board with two-monthly monitoring of its operational budget. Attached are the financial statements for the period ended 30 June 2023 (**Attachment 1**).

Total operational costs are under budget YTD.

RECOMMENDATION

That the Financial Business Advisor's report dated 8 August 2023 titled 'Maketu Community Board – Financial Report June 2023' be received.

Grant payments made to date:

Resolution	Description	\$
MC22-4.6	Maketu Volunteer Coastguard	1,500
MC22-4.8	Maketu Community Led Development	1,000
MKC22-1.5	Maketu ANZAC Services Committee	700
MKC23-2.8	Maketu Surf Lifesaving Club Grant	2,160
	2022/23 Total grants paid to date	5,360

Committed – Operational expenditure:

Resolution	Description	\$
MKC23-4.4	Agree to pay the invoice to trim the Macrocarpa tree, to be paid out of the Board's contingency account.	4,017
	2022/23 Total operational commitments	4,017

2022/23 Reserve analysis:

Resolution	Project/Description	\$ (Payments made)
	2022/23 Opening Reserve balance	183,174
MC21-3.6	Up to \$50,000 as contribution to the refurbishment of the Maketu Community Building. (Note: project completed)	(50,000)
MC22-1.3	Up to a further \$8,000 for the completion of the refurbishment of the Maketu Community Building. (Note: Project completed)	(8,000)
	2022/23 Closing Reserve balance before commitments	125,174

Remaining commitments from Maketu Community Board Reserve Account

Resolution	Description	\$ (Remaining Funds)
	Opening balance before commitments	125,174
MC20-6.7	Up to \$30,000 for the installation of an additional BBQ by the Surf Club. (Note: Project received approval and is going ahead)	(30,000)
MKC23-4.9	Approves expenditure of up to \$26,000, for the purpose of installing handrails at the Maketu Cemetery (Wharekahu), provided that a second quote is sought in a timely manner by Council staff, and the Board reserves the right to engage on the final design with the Urupa Task Force.	(26,000)
	2022/23 Closing balance after the committed expenditure	69,174

ATTACHMENTS**1. Maketu Community Board – Financial Report June 2023** 