

Mā tō tātou takiwā
For our District

Te Puke Community Board

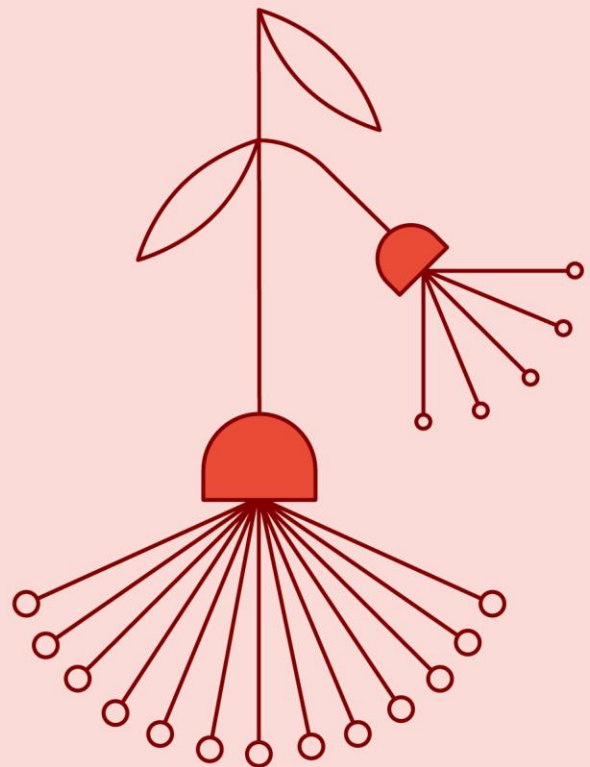
Poari ā Hapori o Te Puke

TPC24-1

Thursday, 15 February 2024, 7.00pm

Te Puke Library and Service Centre,

130 Jellicoe Street, Te Puke



Te Puke Community Board

Membership:

Chairperson	Kassie Ellis
Deputy Chairperson	To be confirmed
Members	Dale Snell Karen Summerhays Neena Chauhan Cr Grant Dally Cr Andy Wichers
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 Te Puke Community Board Meeting will be held in the Te Puke Library and Service Centre, 130 Jellicoe Street, Te Puke on:
Thursday, 15 February 2024 at 7.00pm

Order Of Business

1	Present	4
2	In Attendance.....	4
3	Apologies	4
4	Consideration of Late Items.....	4
5	Declarations of Interest	4
6	Public Excluded Items	4
7	Public Forum.....	4
8	Minutes for Confirmation	5
8.1	Minutes of the Te Puke Community Board Meeting held on 23 November 2023.....	5
9	Reports	18
9.1	Te Puke Community Board – Chairperson's Report – February 2024.....	18
9.2	Te Puke Community Board – Councillor's Report – February 2024	32
9.3	Te Puke Community Board – Grant Applications – February 2024	35
9.4	Te Puke Community Board – ANZAC Day Commemoration 2024.....	39
9.5	Te Puke Community Board – Projects and Operations Report – February 2024	42
9.6	Te Puke Community Board – Financial Report December 2023	63

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 TE PUKE COMMUNITY BOARD MEETING HELD ON 23 NOVEMBER 2023

File Number: A5933305

Author: Carolyn Irvin, Senior Governance Advisor

Authoriser: Greer Golding, Governance Manager

RECOMMENDATION

1. That the Minutes of the Te Puke Community Board Meeting held on 23 November 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 Te Puke Community Board Meeting held on 23 November 2023**

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL
TE PUKE COMMUNITY BOARD MEETING NO. TPC23-7
HELD IN THE TE PUKE LIBRARY AND SERVICE CENTRE, 130 JELlicoe STREET, TE PUKE
ON THURSDAY, 23 NOVEMBER 2023 AT 7.00PM**

KARAKIA

Councillor Wichers opened the meeting with a karakia.

1 PRESENT

Chairperson K Ellis, Member N Chauhan, Member D Snell, Member K Summerhays, Cr G Dally and Cr A Wichers

2 IN ATTENDANCE

C Crow (General Manager Infrastructure Group), S Prendergast (Transportation Area Engineer), G Golding (Governance Manager), and J Osborne (Governance Advisor)

3 APOLOGIES

Nil

4 CONSIDERATION OF LATE ITEMS

Nil

5 DECLARATIONS OF INTEREST

Members were advised that if they had an interest (actual, potential, pecuniary or nonpecuniary interest) in any item on the agenda, then they must declare this interest and refrain from discussing or voting on this item and were advised to withdraw from the meeting table for the item. [As per the Local Authorities (Member's Interest) Act 1968].

- Chairperson Ellis advised the Board that she had a declaration of interest regarding report 9.3 of the agenda – *Te Puke Community Board - Grant Applications - November 2023* – due to her association with the Lion Brothers Club in Te Puke, which supported Dashmesh Sports and Cultural Society 2007 Incorporated.

6 PUBLIC EXCLUDED ITEMS

Nil

7 PUBLIC FORUM

7.1 PAUL HUNT - FAIRHAVEN SCHOOL

- Mr Hunt (Principal of Fairhaven School) thanked the Te Puke Community Board for the money granted towards the school's fireworks gala.
- He noted that the advertisement in the paper thanked Western Bay of Plenty District Council, but this would be corrected to thank the Community Board specifically.
- There were approximately 8,000 people in attendance at the fireworks gala.
- The Community Board grant was put towards the organisation of the event.
- A small group of parents planned the event during the year, and a larger group were engaged at the time of the event for set up.
- The event fundraised towards a new school van.

The Board congratulated Fairhaven School on a successful fireworks gala.

7.2 LORNA COOPER - NO 1 ROAD

- Vehicles and large trucks travelled down No 1 Road at high speeds.
- When these vehicles travelled through the roadworks, Ms Cooper's house shook, which had caused damage to Ms Cooper's property, and shook belongings in the house.
- She asked that the roadworks be completed properly, and that something be done about the speed at which trucks travelled.
- The road was not fit for the volume of traffic.
- Ms Cooper queried who would pay for the damage done to her home.
- Repairs that had been completed in the past had exasperated the issue.

The General Manager Infrastructure Group advised that stormwater and utility work would commence in the 2023 construction season, and paving would start in 2024. He advised that staff would attend Ms Cooper's property to inspect the damage, and assess what could be done to ease the vibration.

8 MINUTES FOR CONFIRMATION

8.1 MINUTES OF THE TE PUKE COMMUNITY BOARD MEETING HELD ON 28 SEPTEMBER 2023

RESOLUTION TPC23-7.2

Moved: Member D Snell

Seconded: Cr A Wichers

1. That the Minutes of the Te Puke Community Board Meeting held on 28 September 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 TE PUKE COMMUNITY BOARD - CHAIRPERSONS REPORT - NOVEMBER 2023**

The Board considered a report dated 23 November 2023 from the Chairperson. The report was taken as read, with further discussions below.

RESOLUTION TPC23-7.3

Moved: Member D Snell

Seconded: Member K Summerhays

1. That the Chairperson's report dated 23 November 2023 titled 'Te Puke Community Board - Chairperson's Report - November 2023' be received.
2. That the Te Puke Community Board approve up to \$300.00, from the Te Puke Community Board Contingency Account, for costs relating to the 2023 Te Puke Community Board end of year Christmas dinner.
3. That the Te Puke Community Board approve the amendments made to, and adopt, the Te Puke Community Board Strategic Direction, and that this be published on the Council website.

CARRIED

9.1.1 TE PUKE COMMUNITY BOARD STRATEGIC DIRECTION

Member Summerhays put forward amendments to the Te Puke Community Board Strategic Direction document (**Attachment 1** of the Chairpersons Report). These proposed amendments were discussed by the Board, and put and carried. The final document can be found in the Minute Attachment (Item 10) of the minutes – "Attachment – Te Puke Community Board Strategic Direction 2022-2025".

9.1.2 TRANSPORT CHOICES TE PUKE CYCLEWAY PROPOSAL – PUMP TRACK

- The pump track was no longer being funded through the Waka Kotahi funding.
 - The track was set to be installed before the end of 2023, and would be maintained in the same manner as similar Council assets.
 - There would be an opportunity for the Community Board to meet with Council staff to discuss the placement and details of the track.
 - Staff would investigate whether Council could benefit from the Eastern Bay of Plenty Road Safety Programme, or whether there was a similar programme that could be implemented in the Western Bay of Plenty.
-

9.1.3 THE REFURBISHMENT OF THE HERITAGE PLAZA

- The Transportation Area Engineer advised that the original plan for the deck was ready to be implemented, however, this was not the desire of the Board, and it was suggested that other options be explored.
 - The deck would be funded through Council, but anything extra would need to be funded by the Board.
 - Heritage Plaza was a focal point within the town, and should be uniquely designed to incorporate and represent the town, in line with the Te Puke Community Board Strategic Direction of 'place-making'.
 - The Board agreed that they did not support the implementation of the deck at this time.
 - It was agreed that this should be workshopped with the Senior Environmental Planner: Urban Design, at a future Te Puke Community Board workshop.
 - It was suggested that a local designer/architect be involved in the design of this site, to ensure that there was community input into the project.
-

9.1.4 CLEANING REQUIRED FOR ROAD SIGNAGE IN THE TE PUKE AREA

- The front of road signs had been cleaned within Te Puke, but the backs of the signs were yet to be completed.
 - The General Manager Infrastructure Group confirmed the backs of signs are included in the cyclic teams scope of works
 - Signs were cleaned as needed, when the reflectivity of the sign was compromised.
 - Staff were working through replacement of out-of-date signs in Te Puke.
 - There was opportunity to add 'pointer signs' throughout the town, for key locations such as Jubilee Park and Plunket. Staff would investigate options for this and report back to the Board.
-

9.1.5 THE HISTORY BOARD PROJECT

The designs for the Stock Route and Crete Memorial signs were completed, but needed to be reviewed by Council's design team.

9.1.6 COMMERCE LANE SAFETY REPORT AND PROPOSAL

- As the WestLink roading contract with Council had ended, the work was no longer being undertaken by them, and this project had not progressed.
 - The design updates would now likely be undertaken by the Transportation Area Engineer, who would provide the updated design to the Board.
 - A parking survey involved a physical count of parked vehicles.
 - The upgrades would remove three carparks on the South side of Commerce Lane.
-

9.1.7 CBD MAIN STREET/FOOTPATH CLEAN REVIEW

- A scrub/washer had been organised for the town, and was programmed for early December.
 - Staff were in the process of exploring options for removing the gum, including the potential for using liquid nitrogen to freeze it off.
 - The EPIC Te Puke Street Cleanup had been completed for 2023.
 - The General Manager Infrastructure Group noted that it would be proposed to Council that the Levels of Service be reviewed to align with similar districts, and to engage social groups for 'one-off services'.
 - There was potential for a community group or groups to take on the 'townsman' role for general cleanup/maintenance where possible. This would be investigated through Council's assessment of service contracts over the coming year.
-

9.2 TE PUKE COMMUNITY BOARD - COUNCILLOR'S REPORT - NOVEMBER 2023

The Board considered a report dated 23 November 2023 from Councillor Dally. The report was taken as read, with further discussion on the below:

- Council approved the delay of the Long Term Plan (LTP) on 23 November 2023, to be delayed until 30 September 2024 at the latest.
 - The first Te Puke Spatial Plan Subcommittee meeting was held on 22 November 2023.
 - The date of the next Maketu-Te Puke Forum has been scheduled for 6 December 2023, in the Te Puke War Memorial Hall (Settler's Lounge) at 7pm. The forum would focus on providing information to the public.
 - The No 1 Road rehabilitation had begun, with stormwater/utilities being installed in the 2023 construction season. A media release was scheduled to be published over the coming week.
-

- Submissions for the Speed Management Plan closed at 5pm on 23 November 2023. Submissions were considered by the Strategy and Policy Committee, and then referred to Waka Kotahi for endorsement.
 - The adoption of the Annual Report had been delayed until 14 December 2023.
 - Options were being investigated for new Service Delivery Contracts, with significant consideration for social procurement and sustainable outcomes.
-

RESOLUTION TPC23-7.4

Moved: Cr G Dally

Seconded: Cr A Wichers

That Councillor Dally's report dated 23 November 2023 titled 'Te Puke Community Board - Councillor's Report - November 2023' be received.

CARRIED

9.3 TE PUKE COMMUNITY BOARD - GRANT APPLICATIONS - NOVEMBER 2023

Chairperson Ellis declared an interest in this item and took no part in the voting thereon.

The Board considered a report dated 23 November 2023 from the Governance Advisor. The report was taken as read, with further discussion on the below:

- Everyone in the community was invited to attend the event.
 - The trophies awarded at the Kabaddi Tournament were kept by the winners.
 - Approximately 4,000 people attended the tournament from outside of Te Puke.
 - Dashmesh Sports and Cultural Society was an incorporated society.
-

RESOLUTION TPC23-7.5

Moved: Member N Chauhan

Seconded: Member D Snell

1. That the Governance Advisor's report dated 23 November 2023 titled 'Te Puke Community Board Grant Applications - November 2023' be received.
2. That the Te Puke Community Board **approve** the grant application from Dashmesh Sports and Cultural Society 2007 Incorporated for \$2,000.00, to contribute towards an invoice for funding of the trophies for the annual Kabaddi Tournament. This grant will be funded from the Te Puke Community Board Grants Account, subject to all accountabilities being met.

CARRIED

9.4 ELECTION OF DEPUTY CHAIRPERSON FOR THE TE PUKE COMMUNITY BOARD

The Board considered a report dated 23 November 2023 from the Governance Advisor. The report was taken as read, with further discussion on the below:

- The Chairperson nominated Member Snell to be the Deputy Chairperson.
-

RESOLUTION TPC23-7.6

Moved: Member K Summerhays

Seconded: Member N Chauhan

1. That the Governance Advisor's report dated 23 November 2023 titled 'Election of the Deputy Chairperson of the Te Puke Community Board' be received.

CARRIED

RESOLUTION TPC23-7.7

Moved: Chairperson K Ellis

Seconded: Member K Summerhays

2. That the Te Puke Community Board elects Member Dale Snell as the Deputy Chairperson of the Te Puke Community Board.

CARRIED

9.5 APPOINTMENTS OF TE PUKE COMMUNITY BOARD MEMBERS TO OUTSIDE BODIES

The Board considered a report dated 23 November 2023 from the Governance Advisor. The report was taken as read.

RESOLUTION TPC23-7.8

Moved: Cr A Wichers

Seconded: Member K Summerhays

1. That the Governance Advisor's report dated 23 November 2023 titled 'Appointments of Te Puke Community Board Members to Outside Bodies' be received.

CARRIED

RESOLUTION TPC23-7.9

Moved: Cr A Wichers

Seconded: Cr G Dally

2. That the following Te Puke Community Board Members be appointed as a representative to the following committees and organisations:

Bay of Plenty Te Puke Indian Migrant Women's Group	Member N Chauhan
Te Puke Economic Development Group	Chairperson K Ellis
Te Puke Community Charitable Trust	Member K Summerhays

CARRIED

9.6 TE PUKE COMMUNITY BOARD - 2024/2025 ANNUAL OPERATING BUDGET

The Board considered a report dated 23 November 2023 from the Senior Governance Advisor. The report was taken as read, with further discussion on the below:

- The 2024/2025 Operating Costs were determined through a workshop held between the Te Puke Community Board and Finance Manager.
 - The Board were advised that if the Long Term Plan (LTP) budgets were to change during the LTP process, the Community Board's annual operating budget may be altered.
 - It was clarified that the table on page 47 of the agenda should be completed as per Recommendation 3 of the report.
-

RESOLUTION TPC23-7.10

Moved: Cr A Wichers

Seconded: Cr G Dally

1. That the Senior Governance Advisor's report dated 23 November 2023 titled 'Te Puke Community Board 2024/2025 Annual Operation Budget' 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 it be recommended to the Annual Plan and Long Term Plan Committee that the Te Puke Community Board 2024/2025 Annual Operating Budget be:

OPERATING COSTS	2024/2025	
Conference	0	
Contingency	21,650	
Grants	13,475	
Mileage Allowance	1056	
Security	0	
Street Decorations	0	
Salaries	<i>Determined by Remuneration Authority</i>	
Inter Departmental Charges	<i>Determined by Overhead Cost Allocation</i>	

CARRIED

9.6.1 RATING IMPACT ASSESSMENT

The Board requested that a rating impact assessment be circulated to Board members.

9.7 INFRASTRUCTURE GROUP REPORT TE PUKE COMMUNITY BOARD NOVEMBER 2023

The Board considered a report dated 23 November 2023 from the Executive Assistant Infrastructure Group. The report was taken as read, with further discussions below.

RESOLUTION TPC23-7.11

Moved: Member K Summerhays

Seconded: Member D Snell

That the Executive Assistant Infrastructure Group's report dated 23 November 2023 titled 'Infrastructure Group Report Te Puke Community Board November 2023' be received.

CARRIED

9.7.1 LAWRENCE OLIVER DOG PARK

- The hinges on the main gates of the Lawrence Oliver Park Dog Exercise Area were loose, and there was a hole under one of the other gates, resulting in an escaped dog. It was noted that these concerns had already been reported to Council and had been fixed.
 - The frequency of emptying the waste bin at the park needed to be increased.
-

9.7.2 REMOVAL OF STREET TREES

- At a previous meeting, it was stated that the cost to remove a street tree would be covered by Council's operational budget. It was clarified that this was incorrect, and costs would be sourced from the property owner unless it was within Council's level of service (such as a dead tree or visibility concerns).
 - Due to this confusion, Council would cover the cost of the tree on Beatty Avenue that needed to be removed, however, this would not apply going forward.
-

9.7.3 SPEED BUMPS ON BOUCHER AVENUE/CAMERON ROAD, AND BOUCHER AVENUE/HOOKEY DRIVE

- Direction was sought on the painting of the speed bumps on Boucher Avenue/Cameron Road and Boucher Avenue/Hookey Drive. The cost of this would be covered by Council.
 - The Board agreed to proceed with the painting of the speed bumps as planned.
 - There should be signs stating "Speed Bump Ahead" at each of these speed bumps. Council staff would check that these were in place.
-

9.8 TE PUKE COMMUNITY BOARD – FINANCIAL REPORT OCTOBER 2023

The Board considered a report dated 23 November 2023 from the Financial Business Advisor. The report was taken as read, with further discussions below.

RESOLUTION TPC23-7.12

Moved: Member D Snell

Seconded: Member K Summerhays

1. The Financial Business Advisor's report dated 23 November 2023 titled 'Te Puke Community Board – Financial Report October 2023' be received.

CARRIED

9.8.1 INSTALLATION OF POWER FOR SECOND CHRISTMAS TREE

- It was queried how the installation of power for the Christmas tree was progressing.
 - The concrete work and electricity of the tree itself was ready to begin when requested, but the project was awaiting connection to power supply through PowerCo.
 - The General Manager Infrastructure Group would investigate the matter with PowerCo, using the site plan, and report back to the Board.
 - In addition to the Christmas tree, the powered site could be used for other signage as required.
-

9.8.2 JUBILEE PARK WI-FI

The Chairperson was yet to confirm the second funder for the Wi-Fi in Jubilee Park, however, an updated quote had been received for this work.

9.9 TE PUKE COMMUNITY BOARD – OPERATIONAL REPORT – NOVEMBER 2023

The Board considered a report dated 23 November 2023 from the Governance Advisor. The report was taken as read, with further discussions below.

RESOLUTION TPC23-7.13

Moved: Member N Chauhan

Seconded: Cr A Wichers

That the Governance Advisor's report dated 28 September 2023 titled 'Operational Report – September 2023' be received.

CARRIED

9.9.1 FREEDOM CAMPING LEGISLATION

- It was raised that there was new legislation around freedom campers, and the rights Council had to move them along.
 - It was agreed that this would be discussed at a future Te Puke Community Board workshop, as this had not yet been explored by Council.
-

9.9.2 DOG PARK SERVICE REQUESTS

The Board requested that there be a service request category added for service requests related to the Lawrence Oliver Park Dog Exercise Area.

9.9.3 QUEEN PALMS FRONTAGE

- The Transportation Area Engineer clarified that the Queen Palms frontage on Queen Street was within Council jurisdiction, however, maintenance of urban berms were the responsibility of the property owners.
 - The Transportation Area Engineer would contact the developer about this matter.
-

10 ATTACHMENT – TE PUKE COMMUNITY BOARD STRATEGIC DIRECTION 2022–2025

ATTACHMENTS

- 1 Te Puke Community Board Strategic Direction 2022–2025
-

The Meeting closed at 9.09pm.

Confirmed as a true and correct record at the Te Puke Community Board meeting held on 15 February 2024.

.....
Chairperson K Ellis

CHAIRPERSON

9 REPORTS

9.1 TE PUKE COMMUNITY BOARD – CHAIRPERSON'S REPORT – FEBRUARY 2024

File Number: A5933269

Author: Kassie Ellis, Community Board Chairperson

Authoriser: Cedric Crow, General Manager Infrastructure Services

EXECUTIVE SUMMARY

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

RECOMMENDATION

1. That the Chairperson's report dated 15 February 2024 titled 'Te Puke Community Board – Chairperson's Report – February 2024' be received.
2. That the Te Puke Community Board approve the amount of \$3,060.07 from the Te Puke Community Board Contingency Account for the cost of the installation of Wifi in Jubilee Park, as per the cost estimate provided by Rexnetworks (**Attachment 1** of this report).
3. That the Te Puke Community Board approve the amount of \$1,544.43 from the Te Puke Community Board reserves account for the cost of the installation of a shade sail for the Te Puke Dog Park as per the cost estimate provided by Coolaroo (**Attachment 2** of this report).
4. That the Te Puke Community Board approve the amount of \$2,300.00 from the Te Puke Community Board contingency account to fund the painting of a mural Rangiuuru Sports Club fence line, to be done by Millie Olive Pidwell.

The Te Puke Community board is back for another year of community engagement, strategic planning, and community led projects. We plan to meet the needs of our community by collaborating with organisations within our community, holding authentic workshops to build genuine rapport with others for our community as a whole.

1. Installation of Wi-Fi in Jubilee Park, Te Puke

Attachment 1 of this report provides a current estimate of \$3,060.07 from Rexnetworks for the cost of the installation of Wifi in Jubilee Park. **Attachment 2** provides a 'Coolaroo Shade Sail Planning Guide'.

At the Te Puke Community Board meeting on 8 June 2023, the following resolutions were put and carried:

RESOLUTION TPC23-4.1

Moved: Member K Summerhays

Seconded: Member D Snell

- 1. That the Te Puke Community Board approves the installation of public Wi-Fi in Jubilee Park at an estimated cost of \$3,000, funded from the contingency account.*
- 2. That the Te Puke Community Board thanks EastPack for the commitment to three years of funding to meet the operational costs of the Wi-Fi in Jubilee Park, ending 2026.*
- 3. That the Te Puke Community Board makes a submission to the Draft Long Term Plan for Council to fund the public Wi-Fi in Jubilee Park on an ongoing basis.*

CARRIED

The Board wishes to amend the resolution for the installation of WiFi in Jubilee Park to reflect the updated cost estimate of \$3,060.07 (see recommendation 2).

2. Installation of a Shade Sail in the Te Puke Dog Park

The Te Puke Community Board would like to discuss and put forward a recommendation to purchase a shade sail needed for the dog park, in the amount of \$1,544.43, from their reserves account (see recommendation 3).

Attachments 1 and 2 provide for an installation costing as of January 2024 and a Coolaroo Shade Sail Planning Guide.

3. Implementation of a Jellicoe Street Maintenance Program

The Te Puke Community Board would like to implement a Jellicoe Street maintenance program, to include levels of service such as deep cleaning of footpaths and roundabouts to remove chewing gum, moss, and graffiti.

We intend to collaborate with local contractors and local organisations like Epic Te Puke who organize the main street cleanup annually. We hope this will enable us to move forward in a more constructive way with this project.

The Board would also like to discuss the possibility of engaging with the Ministry of Justice and Corrections to enquire whether this was something they could implement within their programs for the community.

Staff Comment:

Staff support this approach and want to participate in the development of this programme. Any work carried out within the road corridor needs to be done by a suitably qualified person with the appropriate Traffic Management Qualification and, depending on the activity, traffic management may be required. This should not be seen as a barrier, but needs to be well considered. Further to this, Staff are also reviewing the levels of service for CBD and Urban Street cleaning. This will need to be included in the conversation above, noting there will be a future contract that underpins street cleaning for high amenity areas.

4. Mural for the Rangioru Sports Club Fenceline

I would like to discuss with the Board the idea of a mural being painted on the Rangioru Sports Club fence line, to be done by Millie Olive Pidwell who is an experienced local artist.

Recommendation:

That the Te Puke Community Board approve the amount of \$2,300.00 from the Te Puke Community Board contingency account to fund the painting of a mural Rangioru Sports Club fence line, to be done by Millie Olive Pidwell.

5. Previous Items that Require Further Board Discussion

- A. The Heritage Plaza – making local contractors a priority.
- B. Implementation of shade sails for Jubilee Park, Donovan Park, Hayward Park, and Fairhaven Park.
- C. Update on powered site – north end of Jellicoe Street Te Puke.
- D. Long Term Plan submissions – needs of the community and the Community Board Strategic plan implemented into submissions.

ATTACHMENTS

- 1. Estimate for installation of WiFi in Jubille Park**  
- 2. Te Puke Dog Park Shade Sail Installation Costing**  
- 3. Coolaroo Shade Sail Planning Guide**  

REXNETWORKS

Contact Us

0508 REX NET
support@rexnetworks.co.nz
accounts@rexnetworks.co.nz

ESTIMATE

RexNetworks Limited

12 Roydon Downs Road
Paengaroa, 3189
New Zealand

To	Quote Number	QU-0099
	Issued Date	11 Jan 2024
Te Puke Community Board - Jubilee Park WiFi	Expiry Date	10 Feb 2024
	TOTAL	\$3060.07

Description	Quantity	Unit Price	Amount
CIVIL Tuatahi First Fibre - New connection fee for NBAP (Same quote. No change in their price, RexNetworks to plow ABF tube in park)	1.00	\$949.82	\$949.82
PART MikroTik Router	1.00	\$154.00	\$154.00
PART Ubiquiti UniFi U6-Mesh Dual-Band AX5300 Indoor/Outdoor Wi-Fi 6 Access Point, 1 x Gigabit LAN, 48V Passive PoE / 802.3af - 12W	1.00	\$345.00	\$345.00
FREIGHT Freight	1.00	\$15.00	\$15.00
PART PlasticKote spray paint (Colour TBA)	1.00	\$25.00	\$25.00
PART Cat5e STP Cabling for AP	1.00	\$150.00	\$150.00
PART Conduit Allowance	1.00	\$120.00	\$120.00
LABTECH Technician Labour - Caleb (8 hours onsite, 3 hours prep offsite)	11.00	\$95.00	\$1045.00
LABTECH Technician Labour - Elijah	8.00	\$95.00	\$760.00
TRAVEL Travel	20.00	\$1.30	\$26.00
CIVIL Vibratory Plow @ 400mm ABF Tube per/m	60.00	\$5.82	\$349.20
PART Hexatronic 7/3.5mm Tube per/m	60.00	\$1.90	\$114.00
TRAVEL Travel	20.00	\$1.30	\$26.00

LABTECH			
Technician Labour - Radio detection of existing electrical services	2.00	\$95.00	\$190.00
<hr/>			
TRAVEL			
Travel	20.00	\$1.30	\$26.00
<hr/>			
RexNetworks Discount	1.00	(1879.20)	(1879.20)
<hr/>			
		Subtotal	\$2415.82
		Tax (GST 15%)	\$644.25
		Total	\$3060.07

**Te Puke Dog Park Shade Sail Installation Costing
January 2024**

Item	Size/Units	Qty	Cost	Total
1 Coolaroo Commercial Shade Sail 340gsm HDPE	5.4m x 5.4m	1	\$336.00	\$336.00
2 Post - 180mmSED H5	3.6m	4	\$100.00	\$400.00
3 Concrete	Total	1	\$80.00	\$80.00
4 Labour - Peter Boomen	Hours	7	\$50.00	\$350.00
Sub-Total				<u>\$1,166.00</u>
Attachment Fittings				
5 Pad Eye - Stainless Steel	Each	4	\$8.60	\$34.40
6 D Shackle - Stainless Steel	Each	4	\$7.89	\$31.56
7 Turnbuckle - 8mm S/S Hook & Eye	Each	3	\$31.15	\$93.45
8 Screws - Stainless Steel (10Gx65mm)	14 Pack	2	\$9.51	\$19.02
Sub-Total				<u>\$178.43</u>
9 Contingency	Each	1	\$200.00	\$200.00
Total (Inc.GST)				<u><u>\$1,544.43</u></u>



SHADE SAIL

PLANNING GUIDE

Use this guide to help plan, choose and install your Coolaroo shade sail.

9.2 TE PUKE COMMUNITY BOARD – COUNCILLOR’S REPORT – FEBRUARY 2024**File Number:** A5933277**Author:** Andy Wichers, Councillor**Authoriser:** Cedric Crow, General Manager Infrastructure Services**EXECUTIVE SUMMARY**

The purpose of this report is for Councillor Wichers to provide the Board with updates on the items listed below.

RECOMMENDATION

That Councillor Wichers’ report dated 15 February 2024 titled ‘Te Puke Community Board – Councillor’s Report – February 2024’ be received.

LOOKING AHEAD FOR 2024:**1. Long Term Plan Update (LTP)**

The decision to delay the LTP process was made on 23 November 2023. This was in consideration of the change of government and the strong messages around legislation repeals and changes that could have a significant effect on council planning. It was decided that it was better to wait and see what the detail of the changes were.

Council typically adopts its consultation document and supporting information in February, with consultation generally taking place in March, preceding LTP adoption in by end of June. Considering the uncertainty noted above, the risk for this LTP is that we adopt a consultation document with information that is then incorrect and based on the wrong assumptions. It was felt it was not a good idea to ask the community for their views when things are likely to change.

This being the case, the LTP will be adopted no later than 30 September 2024.

2. Representation Review

At least every six years, Council must carry out a ‘Representation Review’ to ensure residents have fair and effective representation at local election. The main body of work is underway this year.

The Representation Review decides:

- The number of Elected Members;
- What the ward boundaries are;
- Whether to have community boards and if so, where; and
- How many members community board should have.

The underlying principle is to achieve representation that is 'fair and effective'. A key consideration in the ward's discussion is identifying 'communities of interest'. Although most wards are traditionally geographic, this is not the only form of a ward. An example of a different form is Maori wards. Our Council made the decision to establish this type of ward in the next local body elections.

The fair representation requirement of having each elected member representing a similar number of constituents within a ward (within +/- 10%) is designed to achieve approximate equality of population representation by each member of a council or board.

Initial feedback on the current arrangement has been received through various channels over the last six months.

What Council initially proposes will be notified in the middle of the year, providing time for any public submissions to be received and feedback to be considered.

3. Te Puke Spatial Plan Update

The following objectives are sought to be achieved during the development of the Te Puke Spatial Plan:

- To clearly understand the aspirations of growth for the Te Puke community;
- To clearly articulate what infrastructure is required for the Te Puke community;
- To develop a spatial plan and implementation plan that is more likely to assist in achieving community outcomes and aspirations;
- Identify funding required for the actions;
- Development of community relationships to assist with the success of the implementation plan;
- Alignment of the spatial plan content with the Spatial Planning Bill requirements.

This work is scheduled to run over the next 11 months, to be finalised and adopted by the end of the year.

4. Community Forums

Three forums have been scheduled for 2024, with the first being held in Maketu, 7pm 28 February 2024. The venue is still to be confirmed. The forums were well received and attended last year. They offer an opportunity to raise ideas/concerns in an informal setting and hear about information relating to our specific area.

5. Speed Management Plans

As part of the New Zealand Transport Agency/Waka Kotahi 'Road to Zero' plan, local councils were required to submit a plan on how we will implement the criteria they had developed. The new government has removed the mandatory requirement to develop the plan.

However, it is likely that we will be making speed limit changes based on feedback we have received through the consultation period and through other channels where the public have identified areas that need the speeds to be investigated.

6. Transport Choices Update

Although the proposed cycleways did not go ahead due to significant rejection by the community, Te Puke did gain a 'pump track' that has been installed in Donovan Park and has been well received. This was part of the deal from NZTA. Thanks to Council's transport team.

9.3 TE PUKE COMMUNITY BOARD – GRANT APPLICATIONS – FEBRUARY 2024

File Number: A5966460

Author: Jahneisha Osborne, Governance Advisor

Authoriser: Greer Golding, Governance Manager

EXECUTIVE SUMMARY

The purpose of this report is to enable the Te Puke Community Board to make a decision regarding the application for Community Board Grant Funding as applied for by Citizens RSA Te Puke ANZAC Committee, and Youth Encounter Ministries Trust.

RECOMMENDATION

1. That the Governance Advisor's report dated 15 February 2024 titled 'Te Puke Community Board Grant Applications – February 2024' be received.
2. That the Te Puke Community Board **approve** the grant application from Citizens RSA Te Puke ANZAC Committee for \$....., to contribute towards catering and other operating expenses for the annual Te Puke Civic ANZAC Day Commemoration. This grant will be funded from the Te Puke Community Board Grants Account, subject to all accountabilities being met.

OR

That the Te Puke Community Board **do not approve** the grant application from Citizens RSA Te Puke ANZAC Committee.

3. That the Te Puke Community Board **approve** the grant application from Youth Encounter Ministries Trust for \$....., to contribute towards funding to offer 10 counselling sessions for youth that need the service but are unable to pay for it. This grant will be funded from the Te Puke Community Board Grants Account, subject to all accountabilities being met.

OR

That the Te Puke Community Board **do not approve** the grant application from Youth Encounter Ministries Trust.

BACKGROUND

The Te Puke Community Board has funding of \$11,000 available for disbursement to community organisations for the 2023/2024 financial year. The balance as of 15 February 2024 is \$5,000.00.

Citizens RSA Te Puke ANZAC Committee

Citizens RSA Te Puke ANZAC Committee has submitted an application for \$1,000.00 to contribute towards catering and other operating expenses (such as equipment hire and koha) for the annual Te Puke Civic ANZAC Day Commemoration.

The Community Board have received the Committee's bank statement.

Youth Encounter Ministries Trust

Youth Encounter Ministries Trust has submitted an application for \$1,500.00 to enable the Trust to offer 10 counselling sessions for youth that need the service but are unable to pay for it. The trust can assist youth in accessing much needed help, without having to wait on a long waiting list elsewhere.

The Community Board have received the Trust's budget, performance report, financial information, and Impact Snapshot (**Attachment A**).

ENGAGEMENT, CONSULTATION AND COMMUNICATION

Interested/Affected Parties	Completed/Planned Engagement/Consultation/Communication
Youth Encounter Ministries Trust.	The applicant will be advised of the outcome of their respective Grant Application.
Citizens RSA Te Puke ANZAC Committee	The applicant will be advised of the outcome of their respective Grant Application.

FUNDING/BUDGET IMPLICATIONS

Budget Funding Information	Relevant Detail
Community Board Grant Funds	The Community Board will consider applications for distribution of grant funding before the end of the financial year.
	Annual Budget \$11,000
	Current Balance \$5,000

	Balance if Grant Applications are approved \$2,500
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ATTACHMENTS

- 1. Attachment A - Youth Encounter Ministries Trust - Impact Statement** 

9.4 TE PUKE COMMUNITY BOARD – ANZAC DAY COMMEMORATION 2024

File Number: A5954577

Author: Jahneisha Osborne, Governance Advisor

Authoriser: Greer Golding, Governance Manager

EXECUTIVE SUMMARY

The Te Puke Community Board is required to make a decision regarding attendance and presentation of a wreath at the ANZAC Service in Te Puke on ANZAC Day, Thursday 25 April 2024.

RECOMMENDATION

1. That the Governance Advisor's report dated 15 February 2024, titled 'Te Puke Community Board – ANZAC Day Commemoration 2024', 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 provide a wreath for the ANZAC Day Service, to be paid from the Te Puke Community Board Contingency Account (up to the value of \$200).

OR

That the Te Puke Community Board do not provide a wreath for the ANZAC Day Service.

4. That represents the Te Puke Community Board at the ANZAC Day Service in Te Puke on 25 April 2024.

BACKGROUND

Community Boards participate in ANZAC Day Services in their respective areas. Community Board Chairpersons are requested to liaise with their appointed Board Councillors to co-ordinate the representation at services across the Western Bay of Plenty District Council region on Thursday 25 April 2024.

SIGNIFICANCE AND ENGAGEMENT

1. The Local Government Act 2002 requires a formal assessment of the significance of matters and decision in this report against Council's Significance and Engagement Policy. In making this formal assessment there is no intention to assess the importance of this item to individuals, groups, or agencies within the community

and it is acknowledged that all reports have a high degree of importance to those affected by Council decisions.

2. The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.
3. In terms of the Significance and Engagement Policy this decision is considered to be of low significance because it does not meet the threshold of the significance policy.

ENGAGEMENT, CONSULTATION AND COMMUNICATION

Interested/Affected Parties	Completed/Planned Engagement/Consultation/Communication
Te Puke Returned Services Association	Governance Services will inform the Te Puke Returned Services Association of the Te Puke Community Board representatives attending the Te Puke ANZAC Services to be held on 25 April 2024.
General Public	No consultation is planned. The report recommendation and Community Board decision are publicly available.

ISSUES AND OPTIONS ASSESSMENT

Option A To fund an ANZAC Wreath	
<p>Assessment of advantages and disadvantages including impact on each of the four well-beings</p> <ul style="list-style-type: none"> • Economic • Social • Cultural • Environmental <p>Costs (including present and future costs, direct, indirect and contingent costs).</p>	<p>Each Community Board has funded the cost of an ANZAC Day Wreath in previous years. The cost of a wreath is considered to be minor and provides economic, social and cultural support to the community for this event. The wreath will be prepared by a local florist. There would be no environmental impact.</p>
Option B To not fund an ANZAC Wreath	

<p>Assessment of advantages and disadvantages including impact on each of the four well-beings</p> <ul style="list-style-type: none"> • Economic • Social • Cultural • Environmental <p>Costs (including present and future costs, direct, indirect and contingent costs).</p>	<p>The Community Board may choose to not fund an ANZAC Day Wreath. This would not provide the same level of economic, social and cultural support to the community for this event. There would be no environmental impact.</p>
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STATUTORY COMPLIANCE

The Board has delegation to allocate funding from their Corporate Budget – Contingency Account.

FUNDING/BUDGET IMPLICATIONS

Budget Funding Information	Relevant Detail
<p>Up to \$200.00 allocated from the Board Contingency Account.</p>	<p>The funding of up to \$200.00 for a wreath to be laid by Te Puke Community Board Representatives on ANZAC Day 2024.</p>

9.5 TE PUKE COMMUNITY BOARD – PROJECTS AND OPERATIONS REPORT – FEBRUARY 2024**File Number: A5946830****Author: Jahneisha Osborne, Governance Advisor****Authoriser: Cedric Crow, General Manager Infrastructure Services****EXECUTIVE SUMMARY**

The purpose of this report is to provide the Te Puke Community Board with an overview of the Infrastructure Projects currently being undertaken in the Te Puke area, as well as to provide an overview of the operational matters from across Council that relate to the Te Puke area.

RECOMMENDATION

That the Governance Advisor's report dated 15 February 2024 titled 'Te Puke Community board – Projects and Operations Report – February 2024' be received.

ROADING ACCOUNT

Te Puke Community Board Roding Current Account			\$
Current Account Opening Balance 1 July 2023			\$815,534
Allocation for 2023/24			\$314,028
Interest for 2023/2024			\$38,738
Subtotal			\$1,168,300
Approved Projects	Status		\$
Commerce Lane Pedestrian Safety	Design of traffic calming scheme - Actuals 2023/24 \$15K		\$20,000
Jellicoe Street – Industrial Service Lane	Completed.		\$61,309
Cycleway Footpath Extensions to Improve Connectivity	Stock Road Footpath - Actuals 2023/24 \$18.7K		\$100,000
Subtotal			\$181,309
Proposed Projects	Priority	Status	\$
Te Puke Intermediate School / Speed Bump	1	Speed bump removed. \$11,259 of \$80,000 budget paid 2022. Further safety improvements under consideration.	\$68,741
Forecasted Current Account Closing Balance 30 June 2024			\$918,250

PROJECT UPDATES – ROADING

SAFETY IMPROVEMENTS ON CAMERON ROAD		
Project Description	Staff Comment/Update	Progress Level
<p><i>With the Board resolving to remove the Speed Bump outside Te Puke Intermediate School on Cameron Road, it has been identified that there would need to be safety improvements made to this stretch of road.</i></p>	<p>Latest Update: Transportation Area Engineer has requested a copy of the Transport choices design from the Project Manager so that the Pedestrian crossing on Cameron Road section of the design can be progressed as a community board safety improvement project.</p> <p>Engagement: This will be determined if the project is to go ahead.</p>	<p>In progress.</p>

SPEED BUMPS – BOUCHER AVENUE/CAMERON ROAD AND BOUCHER AVENUE/HOOKEY DRIVE		
Project Description	Staff Comment/Update	Progress Level
<p><i>At the Community Board meeting held 13 April 2023 the Board requested for staff to investigate whether the raised threshold at the intersections of Boucher Avenue and Cameron Road and Boucher Avenue and Hookey Drive in Te Puke could be improved as part of the</i></p>	<p>Latest Update: This was raised at the November 2023 for the Board to decide to go ahead with the line marking, instead of the removal of the speed bumps. The Board advised that they would like to progress this and is now with the Transportation Area Engineer to progress. The cost of this will not come out of the Community Board Roding Account.</p>	<p>In progress</p>

<i>Transport Choices Project and report back to the Board.</i>		
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HERITAGE PLAZA		
Project Description	Staff Comment/Update	Progress Level
<i>Refurbishment of the Heritage Plaza and procurement of local services.</i>	The Board agreed to invite the Senior Environmental Planner: Urban Design to a future Community Board workshop to discuss procuring local services.	In progress

MINUTE ACTION SHEETS – ROADING

SHARED PATH ENHANCEMENTS		
Meeting Date	Description	Latest Update
September 2023	That the Te Puke Community Board approve up to \$9,000.00 (excluding GST) from the Te Puke Community Board roading budget, for the refurbishment of 20 bench seats along the main street of Te Puke, to be carried out by the MenzShed, and the removal and installation of these seats	This project is in progress, with work commencing at the end of 2023.

COMMERCE LANE SAFETY PROPOSALS		
Meeting Date	Description	Latest Update
September 2023	That the Te Puke Community Board approve additional funding of \$7,000 (excluding GST) that is required to progress the plans for public consultation relating to the Commerce Lane safety proposal upgrades, to be funded from the Te Puke Community Board Roding Account.	The Roding team are still working on procuring new professional services to complete this work following the end of the WestLink contract.

DEEP SPRING CLEAN		
Meeting Date	Description	Latest Update
August 2023	That Board agree that the Te Puke Community Board Chairperson meet with the Roding Engineer East to determine a scope and review current levels of service for a deep spring clean, in particular along the Te Puke main street.	Rough order costs were provided at the September 2023 meeting. The Board is yet to decide on what work should be undertaken/included in the Levels of Service.

ALTERNATIVE OPTIONS FOR SPRAYING		
Meeting Date	Description	Latest Update
June 2023	That Council staff explore alternative options for spraying in Te Puke before the new spraying contract begins.	Glyphosate is a product that has been regulated for use in New Zealand by the Environmental Protection Authority (EPA). Please refer to:

		<p>https://www.epa.govt.nz/everyday-environment/gardening-products/glyphosate/.</p> <p>It is highly effective in the management of weeds and pest plants and is what elected members have approved to use district wide previously. Unfortunately, as spraying of weeds is a maintenance activity, the community board is unable to fund a change in spray product.</p> <p>Individuals can apply for spray free zones adjacent to their property, however, they would then need to control the weeds to council standards and must sign an agreement form.</p> <p>Staff feel the best way forward with this is to look at the possibility of using other options when a new maintenance contract is procured for the district (West Link’s replacement). Staff are working through the process around this now and this will continue over the next 20 months.</p>
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REMOVAL OF SPEED BUMPS – BOUCHER AVENUE/HOOKEY DRIVE AND BOUCHER AVENUE/CAMERON ROAD		
Meeting Date	Description	Latest Update
April 2023	That staff investigate whether or not the raised thresholds at the intersections of Boucher Avenue and Cameron Road and Boucher Avenue and	Refer to item above: “Speed bumps – Boucher Avenue/Cameron Road and Boucher Avenue/Hookey Drive”

	Hookey Drive in Te Puke could be improved as part of the Transport Choices Project and report back to the Board.	
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SPEED BUMP ON CAMERON ROAD		
Meeting Date	Description	Latest Update
June 2023	<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>	Refer to item above: "Safety improvements on Cameron Road."

HERITAGE WALKWAY CROSSING – COMMERCE LANE/JUBILEE PARK		
Meeting Date	Description	Latest Update
Dec 2020	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.	The Roding team are still working on procuring new professional services to complete this work following the end of the WestLink contract.

PROJECT UPDATES – WATER SERVICES

WASTEWATER – TE PUKE RENEWALS AND CAPITAL UPGRADES		
Project Description	Staff Comment/Update	Progress Level
<i>Asset renewals and capital upgrades for the Te Puke Wastewater Treatment Plant and water reticulation network.</i>	<p>Designs have been completed for the following areas:</p> <ul style="list-style-type: none"> • Dunlop Road • Kowhai Street • No.1 Road (Hoopers Pump Station to No.2 Road) <p>The pipe renewal from Te Matai to Rangioru Business Park has started construction.</p>	In progress

TE PUKE WASTEWATER TREATMENT PLANT UPGRADE		
Project Description	Staff Comment/Update	Progress Level
<i>Upgrade of the Te Puke WWTP to meet more stringent limits on nutrients by conditions of consent requires improved treatment processes.</i>	There are no updates on this project since the previous meeting.	Off track

WASTEWATER RETICULATION NETWORK		
Project Description	Staff Comment/Update	Progress Level
Two projects are included: the design of a new main to the WWTP and upgrading of the pipeline from Station Road to Stock Road.	Staff are reprioritising wastewater reticulation upgrades and aligning this with the recently calibrated model. Further work will likely begin next financial year. No further updates this financial year.	On hold

MUTTONS WATER TREATMENT PLANT UV UPGRADE		
Project Description	Staff Comment/Update	Progress Level
Council has a treatment plant on No. 1 Road, Te Puke, that supplies Te Puke and the surrounding area with water.	For the UV to operate efficiently an additional upgrade is needed at the water treatment plant. A filtration upgrade is planned for later this year and is planned to be implemented next financial year.	In progress.

MINUTE ACTION SHEETS – WATER SERVICES

Nil

PROJECT UPDATES – RESERVES

NATURAL BURIALS FOR TE PUKE CEMETERY		
Project Description	Staff Comment/Update	Progress Level
Natural burials for Te Puke Cemetery	Reserves and Facilities Officer East working through engagement with the Te Puke Cemetery Care Group, and local iwi/hapū.	In progress.

MINUTE ACTION SHEETS – RESERVES

Nil

PROJECT UPDATES – OPERATIONS

ESTABLISHING COMMUNITY RESOURCE RECOVERY CENTRES (CRRC)		
Project Description	Staff Comment/Update	Progress Level
<p><i>Establishing community resource recovery centres at the Te Puke Recycle Centre, working with Iwi and community groups.</i></p>	<p>A scoping meeting was held with Tapuika, Cath De Monchy and Western Bay staff on 22 January 2024.</p> <p>This has resulted in a funding offer being made with a proposed start date for a 6 month trial period being 1 May 2024.</p> <p>Prior to this during February Tapuika will –</p> <ul style="list-style-type: none"> • Establish relationships with community groups including those that showed initial interest in the establishment of the Te Puke CRRC like Vincent House and The Daily Café. • Identify resources and materials that will be collected, how these will be stored and transported, what will be required from the groups involved, and other logistics for the implementation of the trial. • Meet with Council staff to work out operational changes required onsite to prepare for the intended trial. <p>By 1 March 2024:</p> <ul style="list-style-type: none"> • Identified the community groups Tapuika Group will be working with during the trial. • Provide a draft operational and implementation plan for the trial to Council for approval. This plan will cover the types of resources and materials that will be collected initially, how they will be stored, processed, and distributed or transported off site. <p>By 1 April 2024:</p> <ul style="list-style-type: none"> • Liaise with Council, including recycle centre staff and any other organisations involved, to prepare a communications plan, signage, advertising etc. for the start of the trial – (the who, where, what, how and when?) 	<p>50%</p> <p>In progress.</p>

SERVICE REQUESTS

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

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

<ul style="list-style-type: none"> • Water Leaks – Known Issue • Cemeteries • Graffiti in reserves • Liquor License • Meter/Toby Issue (not leak) • Pumpstation Issue or Blockage • Sewer Pipe Block/Damage 	<ul style="list-style-type: none"> • Reserves – Any lighting and CCTV matters. • Stormwater Flooding (Open drains/Culverts) • Premises Hygiene • Sealed Road Defect – Bleeding Tar
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There has been one of each of the following subtypes of Service Requests raised, which are **under investigation**.

<ul style="list-style-type: none"> • Cycleways on Reserves • Road network – Overweight Vehicles 	<ul style="list-style-type: none"> • Kerbside Additional Bins
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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
Abandoned Vehicles	Across Te Puke – multiple reports on Muir Place.	9	2
Building Process Queries	Ranges of reports including requests for inspections, CCC enquiries, and general building information requests.	50	0
Cesspit/Grills/Gutter s Drains	Across Te Puke – queries include maintenance and clearing of drains.	2	4
All Water Leaks	Across Te Puke – multiple reports on Jellicoe Street, Te Puke Highway, and Te Puke Quarry Road.	24	0
Local Roads – Barriers and Rails	Damage to guardrails/barriers	1	1
Building Compliance	Concerns with dwelling building compliance.	4	1
Compliance and Enforcement General	Across Te Puke – reports including signage, food license, vehicles, noise, and pollution.	8	1
Complaints about Freedom Camping affecting roads/reserves.	Multiple reports on Jocelyn Street.	4	0
Damaged Bin – Replace/Repair	Across Te Puke	11	2
Local Road – Detritus	Reports including cleanup needed, and road blockages.	2	1
Cemeteries – Plot Enquiry	Queries related to cemetery plots.	2	1

Emergency Water Shutdowns	Across Te Puke	3	0
Footpaths on Local Road – Replacement/Maintenance	Across Te Puke – multiple reports on Boucher Avenue and Jellicoe Street	4	4
Duty planner Queries	Range of queries including resource consents, complaints, request for information and District Plan rules.	39	2
General Health Matters	Most reports on Jellicoe Street – range of queries relating to food operation.	3	4
Local Road – General/Miscellaneous	Across Te Puke – reports relating to maintenance, flood damage, pot holes, roadworks, and speed limits.	11	12
Kerbside General Enquiry	Across Te Puke – reports including missed collections, PAYT queries, and complaints relating to collection.	16	1
Kerbside New Property	Across Te Puke	15	1
Local Road – Lighting Replacement/Maintenance	Across Te Puke	2	0
Local Road Litter/Bins/Shopfront /Carpark	Both reports on Jellicoe Street	0	2
Reserves – Litter Bins/Dumping	All reports on Atuaroa Avenue	0	3
Local Roads – Non Urgent Tree Requests	Multiple reports on Cameron Road – Reports relating to maintenance/removal of trees.	5	10

Local Road Marking – Requests	Jellicoe Street and Boucher Avenue	0	2
Local Road Signs – Requests for Additional Signs	Across Te Puke	4	1
Local Road Signs – Damaged/Graffiti	Multiple reports on Cameron Road, Boucher Avenue, Te Puke Highway, and Raymond Avenue.	13	12
Kerbside Lost/Stolen Bins	Across Te Puke	6	0
Kerbside Missed Collection – Investigations	Across Te Puke – multiple reports on King Street, Cutwater Road, and Raymond Avenue.	18	0
Reserves – Mowing/Vegetation (not trees)	Across Te Puke – reports relating to maintenance, noxious weeds, and cleanup required.	7	2
No Water	Multiple reports on Manoeka Road and Jellicoe Street	7	0
No Water – Known Issue	Across Te Puke	2	0
Noise Complaint – Afterhours	Across Te Puke.	32	0
Noise Complaint – Daytime	Across Te Puke	2	1
Wastewater – Odour Complaint	Both reports in Town Centre.	2	0
Parking Queries	Most reports on Jellicoe Street	10	0
PAYT Tag Issues	Across Te Puke – concerns with stolen tags or tags not honoured.	10	0
Pensioner Housing – Lee Steet	Reports for Maintenance	7	0
Pensioner Housing – Slater Place	Reports for Maintenance	7	1

Reserves Public Toilets (Hygiene Paper)	Multiple reports on Jocelyn Street and Jellicoe Street	5	0
Refuse General (not bins or dumping)	Both reports on Station Road	2	0
Reserve Buildings / Roads / Tracks / Furniture	Across Te Puke – reports relating to maintenance and cleanup	4	2
Reserves General	Across Te Puke – multiple reports on Jellicoe and Jocelyn Streets. Reports relating to signages, mowing, maintenance, pathways, suggestions, dog queries, and cleanliness of public facilities.	17	8
Local Road Sealed Defects	Multiple reports on Te Puke Highway. Reports including maintenance, repairs after weather events, potholes, and issues with seal.	6	8
Refuse – Rubbish/Illegal Dumping	Multiple reports on Jocelyn Street and No 4 Road.	16	0
Local Road – Shoulders/Edgebreak/Dropout	Multiple reports on Dudley Vercoe Drive	2	1
Compliance and Enforcement – Signs	Multiple reports on Beatty Avenue.	4	0
Local Road – Slip/Flood/Crash/Spill/Trees Down	Across Te Puke relating to trees down.	3	0
Water – Taste/Smell/Quality	Across Te Puke – multiple reports on Boucher Avenue.	4	1
Te Puke Cemetery Queries	Queries relating to plots, internments, and headstones/plaques.	18	4
Reserves (trees)	Queries relating to maintenance and pruning.	3	2

Local Road – Vegetation/mowing (not trees)	Across Te Puke – reports including	16	1
Wastewater General	Most reports on No 1	3	0
Water General	Reports about water pipes, water filters, pressure, and fire hydrants.	6	0
Water pressure too high or low	Across Te Puke – multiple reports on Cooney Place, Jellicoe Street, Edgehill Place	18	0

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.

Date raised	Matter/Issue	Comment
23 November 2023	History Board Project	The Communications and Engagement Manager provided some further ideas for this project. Further discussion is needed by the Board.
23 November 2023	Installation of power for a second Christmas tree.	Staff are waiting on costings from PowerCo for the connection to the existing transformer. This is expected in February.
23 November 2023	Dog Park Service Requests	Dog park requests are typically split into 3 categories. <ul style="list-style-type: none"> • Maintenance of the dog park • New dog park requests • Dog/Owner behaviour <p>The below maintenance examples are contracted to Downer Reserves:</p> <ul style="list-style-type: none"> • Dog poo bag dispensers • Water fountains • Fencing

23 November 2023	Eastern Bay of Plenty Road Safety Programme	<p>The Eastern Bay of Plenty Road Safety Programme is an educational programme to raise awareness in the community about road safety.</p> <p>They organise events and provide information to the community on road hazards etc.</p> <p>Western Bay of Plenty District Council (WBOPDC) tends to use Travel Safe. See link here for more info: https://www.tauranga.govt.nz/exploring/transportation-and-roads/road-safety/travel-safe)</p> <p>Travel Safe are a division of Tauranga City Council. They do a lot of work with the schools in the Western Bay around educating kids in road safety. WBOPDC staff have worked with them specifically around this. They provide cool initiatives to get children thinking about getting to school safely. They also sometimes do wider community events that are usually located around the Tauranga area and have some cool initiatives for the wider Tauranga and Western Bay population.</p>
23 November 2023	Queen Palms Frontage on Queen Street, Te Puke	Contractors have been requested to grass the area. Staff are continuing to try to contact the developer.

23 November 2023	Cleaning Required for Road signage in the Te Puke Area	Staff were continuing to investigate options to add 'pointer signs' throughout the town and will report back to the Board in due course.
23 November 2023	Rating impact assessment document	Staff are in the process of providing this document to the Board in a readable format.

COMPLETED/OUTSTANDING MINUTE ACTION SHEETS (NOT INFRASTRUCTURE RELATED)

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.

Date raised	Matter/Issue	Comment
23 November 2023	Grant Applications November 2023	Staff are currently waiting on the invoice to be supplied from Dashmesh Sports, to then pay the invoice.
23 November 2023	Strategic Direction	The Strategic Direction final document was circulated to Board members and published on the Council website. This can be found in the following link: https://www.westernbay.govt.nz/council/committees-community-boards-forums/te-puke-community-board
23 November 2023	Approval of up to \$300.00, from the Te Puke Community Board Contingency Account, for costs relating to the 2023 Te Puke Community Board end of year Christmas dinner.	Staff are awaiting claim from the Board for this event.
23 November 2023	Approval of the Te Puke Community Board Annual Operating Budget	This budget has been referred to the Long Term Plan.
23 November 2023	Appointment of members to external committees	Letters have been sent to external organisations advising of the Board's appointments.

9.6 TE PUKE COMMUNITY BOARD – FINANCIAL REPORT DECEMBER 2023**File Number:** A5954525**Author:** Ezelle Thiart, Finance Business Partner**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 31 December 2023 (**Attachment 1**).

Total operational costs are under budget year to date.

RECOMMENDATION

The Financial Business Advisor's report dated 15 February 2024 titled 'Te Puke Community Board – Financial Report December 2023' be received.

Grant payments made to date:

Resolution	Description	\$
TPC23-6.13	Te Puke War Memorial Hall Society – to contribute towards the purchase of new trestle tables for the hall	1,000
TPC23-6.12	Fairhaven School – to contribute to the Fairhaven School Fireworks Gala	2,000
TPC23-6.11	Te Puke Scout Group – contribute towards an invoice for anti-graffiti paint for the Scout Den.	900
	2023/24 Total grants paid to date	3,900

Committed – Operational expenditure:

Resolution	Description	\$
TP22-4.8	Allocate up to \$5,500 from the Street Decoration account for street flag designs and installation. (Spent \$5,451)	49
TPC23-2.4	Approve the funding for the installation of power for a second Christmas tree at the Te Puke west entrance at an estimated cost of \$15,000 to be funded from their Street Decoration account	15,000

TPC23-4.4	Approves the installation of public Wi-Fi in Jubilee Park at an estimated cost of \$3,000, funded from the contingency account.	3,000
	2023/24 Total operational commitments	18,049

2023/24 Reserve analysis:

Resolution	Description	\$ (Payments made)
	2023/24 Opening balance	132,994
	<i>No transactions year to date</i>	0
	2023/24 Closing Reserve balance before commitments	132,994

Remaining commitments from Te Puke Community Board Reserve Account

Resolution	Description	\$ (Remaining funds)
	2023/24 Closing balance before committed expenditure	132,994
TP22-4.5	Approve up to \$30,000 to be paid from Te Puke Community Board Reserve Account for costs relating to the Te Puke Story Boards Project.	(30,000)
TP22-4.6	Approve up to \$20,000 to be paid from the Te Puke Community Board Reserve Account for costs relating to the new dog park at Laurence Oliver Park, Te Puke.	(20,000)
	2023/24 Closing balance after the committed expenditure	82,994

ATTACHMENTS

- Te Puke Community Board – Financial Report December 2023**  

