

Mā tō tātou takiwā  
**For our District**

## **Te Puke Community Board**

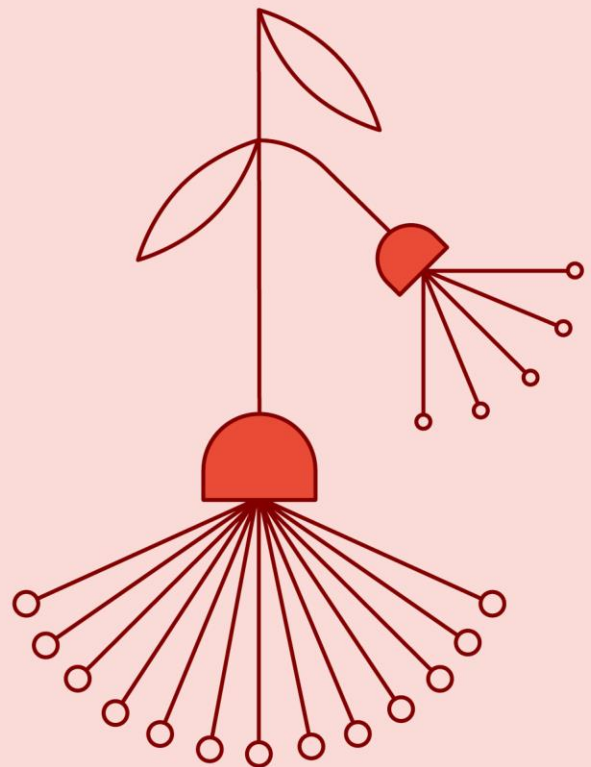
Poari ā Hapori o Te Puke

TPC24-2

Thursday, 11 April 2024, 7.00pm

Te Puke Library and Service Centre,

130 Jellicoe Street, Te Puke



# Te Puke Community Board

## Membership:

<b>Chairperson</b>	Kassie Ellis
<b>Deputy Chairperson</b>	Dale Snell
<b>Members</b>	Karen Summerhays Neena Chauhan Cr Grant Dally Cr Andy Wichers
<b>Quorum</b>	3
<b>Frequency</b>	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, 11 April 2024 at 7.00pm

## Order Of Business

<b>1</b>	<b>Present .....</b>	<b>4</b>
<b>2</b>	<b>In Attendance.....</b>	<b>4</b>
<b>3</b>	<b>Apologies .....</b>	<b>4</b>
<b>4</b>	<b>Consideration of Late Items.....</b>	<b>4</b>
<b>5</b>	<b>Declarations of Interest.....</b>	<b>4</b>
<b>6</b>	<b>Public Excluded Items.....</b>	<b>4</b>
<b>7</b>	<b>Public Forum.....</b>	<b>4</b>
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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 TE PUKE COMMUNITY BOARD MEETING HELD ON 15 FEBRUARY 2024**

**File Number:** A6108641

**Author:** Ella Logan, Governance Advisor

**Authoriser:** Greer Golding, Governance Manager

#### **RECOMMENDATION**

1. That the Minutes of the Te Puke Community Board Meeting held on 15 February 2024 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 15 February 2024**

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL  
TE PUKE COMMUNITY BOARD MEETING NO. TPC24-1  
HELD IN THE TE PUKE LIBRARY AND SERVICE CENTRE, 130 JELICOE STREET, TE PUKE  
ON THURSDAY, 15 FEBRUARY 2024 AT 7.00PM**

**KARAKIA**

Cr Wichers opened the meeting with a karakia.

**1 PRESENT**

Chairperson K Ellis, 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)

2 members of the public.

Councillor R Crawford (Maketu-Te Puke Ward)

**3 APOLOGIES**

**APOLOGY**

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**RESOLUTION TPC24-1.1**

Moved: Member K Summerhays

Seconded: Cr A Wichers

That the apologies for absence from Member Snell and Member Chauhan be accepted.

**CARRIED**

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**4 CONSIDERATION OF LATE ITEMS**

Nil

**5 DECLARATIONS OF INTEREST**

Nil

## 6 PUBLIC EXCLUDED ITEMS

Nil

## 7 PUBLIC FORUM

### 7.1 MARK BOYLE – TE PUKE ECONOMIC DEVELOPMENT GROUP (TPEDG)

Mr Boyle was in attendance to provide an update on Te Puke Economic Development Group (TPEDG), and the themes of what the Group was doing in 2024. The following points were raised:

- TPEDG was working on digital marketing and information sharing, which included the creation of hashtags, two websites, social media, and an annual video.
- In 2023, TPEDG had a Te Puke Times column, which would be run again late 2024/into 2025.
- A digital enterprise was established last year, which involved making short documentary videos about Te Puke, including a story about Charlie Wilson, a Māori artist and carver, and a story about the new mural in Commerce Lane.
- The Business Excellence Awards would take place in 2025, with it being advertised throughout 2024.
- TPEDG had submitted a detailed SmartGrowth strategy submission and facilitated a tour with the SmartGrowth strategy panel.
- Ongoing engagement was happening with NKGI and Zespri on what was important for the kiwifruit industry.
- There was an specific focus on economic growth around the kiwifruit industry, as it creates jobs and is critical for social infrastructure.
- TPEDG developed a campaign called 'Lets Keep it Local' which would be promoted in 2024. It focussed on the importance of local spend.
- 300 people attended the last Te Puke Business Excellence Awards, including Mayor Denyer.
- Environmental responsibility was a focus, which included the promotion of the natural environment, in connection with Bay of Plenty Alliance, to educate businesses on the environment and their impact.
- The town centre and kiwifruit slice sculptures were looking good, due to efforts from the Council and Community Board to clean up these areas.
- There needed to be something done about the Heritage Plaza area.
- TPEDG had created a concept to promote stories around Te Puke's kiwifruit industry and would be seeking funding for this during 2024.
- Responses to Questions/Comments from the Board:

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- TPEDG had created its own SmartGrowth Forum, as there were no official forums. Anyone that wishes to be part of this could contact TPEDG.
  - It was suggested to TPEDG that Bay of Plenty Regional Council (BOPRC) be contacted about its cleaner reduction programme, for the industries in Te Puke. BOPRC had funding available for this.
  - Concern was raised from a member of the Board that Te Puke is the area that gets all the industries and social services that are not wanted in other areas of the District, and there was a need for TPEDG to be aware and vigilant about this.
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## **7.2 LORNA COOPER - NO 1 ROAD**

Ms Cooper was in attendance to raise her concerns with No 1 Road, and to seek an update on the matter.

The General Manager Infrastructure Services had visited Ms Coopers home to inspect the concerns and discuss a solution. Ms Cooper wanted to know what the outcome of this was.

General Manager Infrastructure Services:

- Threshold fencing was going up next week, and signs for this had also been ordered. Traffic calming was the primary solution.
  - A reseal of the road was planned for March 2024.
  - Other residents had been consulted and were experiencing the same issues.
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## **7.3 RICHARD CRAWFORD - COMMUNITY RESPONSE**

An update had already been provided to the Community Board on the Community Response Team, however, Cr Crawford made the following points:

The Community Response plan would hopefully be finalised and rolled out soon.

Chairperson Ellis would be involved in this on behalf of the Community Board, however, any one on the Community Board was able to be involved.

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## **8 MINUTES FOR CONFIRMATION**

### **8.1 MINUTES OF THE TE PUKE COMMUNITY BOARD MEETING HELD ON 23 NOVEMBER 2023**

The Board considered a report dates 15 February 2024 from the Governance Advisor. The report was taken as read, with clarification on the below:

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An invoice has been received from Dashmesh Sports and Cultural Society, for the grant application in November 2023.

Item 9.4: Election of Deputy Chairperson – the election of Member Snell to Deputy Chairperson needed to be reflected in the Community Board’s Terms of Reference.

Item 9.9.3: Queen Palms Frontage – it was the responsibility of the developer to plant the area with grass, but this had not been done. Subsequently, Council would be completing these works.

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### RESOLUTION TPC24-1.2

Moved: Cr A Wichers

Seconded: Member K Summerhays

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, with the following amendment:

Item 9.1.2 on page 3 of the minutes, should read: *“The pump track was no longer being funded through the Waka Kotahi Transport Choices funding, and was now funded through the funding assistance rate.”*

2. That the Chairperson’s electronic signature be inserted into the confirmed minutes.

**CARRIED**

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## 9 REPORTS

### 9.1 TE PUKE COMMUNITY BOARD – CHAIRPERSON’S REPORT – FEBRUARY 2024

The Board considered a report dated 15 February 2024 from Chairperson Ellis. The report was taken as read, with further discussion on items as follows.

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**RESOLUTION TPC24-1.3**

Moved: Member K Summerhays

Seconded: Cr A Wichers

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 an additional \$60.07, for a total amount of \$3,060.07 (see TPC23-4.4), to be funded from the Te Puke Community Board Reserves 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 \$1,550.00 from the Te Puke Community Board reserves account to put towards the cost of the installation of a shade sail for the Te Puke Dog Park, with an upgraded design being sought to include steel poles, which will be confirmed by the Community Board once received.
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 on the Rangioru Sports Club fence line, to be done by Millie Olive Pidwell.

**CARRIED**

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**9.1.1 WI-FI IN JUBILEE PARK**

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The Wi-Fi was ready to be installed on 27 February 2024.

The maintenance of the asset would be covered by the provider, as it would remain their asset.

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**9.1.2 SHADE SAIL FOR TE PUKE DOG PARK**

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Concern was raised over the wooden poles, as well as the shape of the sail, and the ability for people to climb up and sit on the sail.

There was concern about the heat of the pump-track concrete, as it was too hot to walk on in warmer temperatures.

Neighbouring areas had shade sails with steel poles, and it was felt the Te Puke Dog Park one should match the quality of these.

Council staff would seek a quote for a steel pole option, and Council would fund the difference between the cost for this and the Community Board's committed funding.

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The updated design would be provided to the Community Board, to be confirmed outside of a formal setting between Community Board members and will be made publicly available through the next agenda.

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### **9.1.3 RANGIURU SPORTS CLUB MURAL**

The artist, Millie Olive Pidwell, had completed other murals in the area, and was local to Te Puke.

The Public Art Policy had just been approved by Council for consultation, however, this did not apply to this decision.

The mural design would be provided to the Community Board, to be confirmed outside of a formal setting between Community Board members and will be made publicly available through the next agenda.

The Rangiuru Sports Club would pay for any extra cost on top of the Community Board funding.

The mural concept plan would be brought to the next Community Board meeting for information.

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### **9.1.4 HERITAGE PLAZA**

This item will be workshopped with the Community Board and relevant staff, at a future Community Board workshop.

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### **9.1.5 POWERED SITE ON JELLCOE STREET (ITEM 5C IN REPORT)**

Staff were waiting on a cost for the connection into the power box.

Once a cost estimate has been obtained, PowerCo would need to be engaged to carry out this work.

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## **9.2 TE PUKE COMMUNITY BOARD - COUNCILLOR'S REPORT - FEBRUARY 2024**

The Board considered a report dated 15 February 2024 from Cr Wichers. The report was taken as read, with further discussion on the below:

- A concern was raised that the Deputy Chair position for the Te Puke Spatial Plan was not offered to a Tangata Whenua representative. It was agreed that this was a conversation that needed to take place at a Te Puke Spatial Plan Subcommittee meeting.
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- The next Maketu-Te Puke Community Forum was scheduled for 28 February 2024. The venue was yet to be confirmed.

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#### RESOLUTION TPC24-1.4

Moved: Cr A Wichers

Seconded: Chairperson K Ellis

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

**CARRIED**

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#### 9.2.1 NEW RATES STRIKE

The Long Term Plan was progressing, and a key focus was inflation and rates.

The background to the draft consultation document was being worked on, and would be released mid-May to June 2024.

It was queried when residents would be informed of their new rates, and whether it would be a retrospective charge when the rates invoices were released in September 2024. This would be investigated and reported back to the Board.

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#### 9.3 TE PUKE COMMUNITY BOARD – GRANT APPLICATIONS – FEBRUARY 2024

The Board considered a report dated 15 February 2024 from the Governance Advisor. The report was taken as read, with further discussion on the below:

- Youth Encounter Ministries Trust had a grant application approved in April 2023.
  - It was agreed that the application from Youth Encounter Ministries Trust did not fit with the Community Board's Strategic Direction, and that there were more suitable avenues of funding for this.
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#### RESOLUTION TPC24-1.5

Moved: Member K Summerhays

Seconded: Chairperson K Ellis

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 \$1,000.00, to contribute towards catering and other operating expenses for the annual Te Puke Civic ANZAC Day
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Commemoration. This grant will be funded from the Te Puke Community Board Grants Account, subject to all accountabilities being met.

**CARRIED**

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### RECOMMENDATION

Moved: Member K Summerhays

Seconded: Chairperson K Ellis

3. That the Te Puke Community Board **do not approve** the grant application from Youth Encounter Ministries Trust.
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### 9.4 TE PUKE COMMUNITY BOARD – ANZAC DAY COMMEMORATION 2024

The Board considered a report dated 15 February from the Governance Advisor. The report was taken as read, with further discussion on the below items.

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### RESOLUTION TPC24-1.6

Moved: Chairperson K Ellis

Seconded: Member K Summerhays

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 \$350).

**CARRIED**

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### RESOLUTION TPC24-1.7

Moved: Chairperson K Ellis

Seconded: Member K Summerhays

4. That all members of the Te Puke Community Board represent the Te Puke Community Board at the ANZAC Day Service in Te Puke on 25 April 2024.

**CARRIED**

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**9.4.1 REUSABLE FLAX ANZAC DAY WREATH**

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It was proposed to the Board to approve more funding to purchase a reusable wreath, rather than a floral wreath, in order to provide a more sustainable option every year at the Anzac Day service in Te Puke. This wreath could be used for years to come.

The Board requested that the flax artist's portfolio be circulated to Board members before confirming the reusable wreath.

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**9.5 TE PUKE COMMUNITY BOARD - PROJECTS AND OPERATIONS REPORT - FEBRUARY 2024**

The Board considered a report dated 15 February 2024 from the Governance Advisor. The report was taken as read, with further discussion on the below items.

Member Dally congratulated the Transportation Area Engineer and the General Manager Infrastructure Services for the completion of the Jellicoe Street industrial service lane footpath.

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**RESOLUTION TPC24-1.8**

Moved: Cr G Dally

Seconded: Member K Summerhays

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

**CARRIED**

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**9.5.1 COMMERCE LANE SAFETY IMPROVEMENTS**

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The Commerce Lane Pedestrian Safety allocation of \$20,000 was just for the design, and the Transportation Area Engineer was working with a new consultant on the design due to the contract with WestLink ending.

New consultants had also been engaged for the Te Puke Intermediate School speed bump project.

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**9.5.2 BRIDGE ENHANCEMENTS**

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The Board agreed to workshop the safety concerns raised over bridges in the area to discuss some bridge enhancements.

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### 9.5.3 HERITAGE PLAZA

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The General Manager Infrastructure Services noted that there was \$70,000 remaining allocated from the revivification of the Heritage Plaza that could now be contributed to the Heritage Plaza refurbishment project.

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### 9.5.4 GLYPHOSATE SPRAYING

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The main concern with glyphosate spraying was not what was used, it was how it was used. There needed to be some thought put into what was sprayed, rather than blanket spraying.

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### 9.5.5 TE PUKE WASTEWATER TREATMENT PLANT

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The designs for the Te Puke Wastewater Plant would be completed in March 2024, and ordering for equipment could begin.

Council was working with Te Ohu Parawai o te Waiāri.

Council was working closely with Quayside Holdings to ensure the plant was operating when they began their first build.

Modelling had been completed to determine the growth numbers and the capacity of the plant.

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### 9.5.6 FLUORIDATION

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Cr Wichers provided a brief update on the fluoride situation and the high court ruling.

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### 9.5.7 EASTERN BAY SAFETY PROGRAMME

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Concern was raised that there was not a presence of this programme in Te Puke. There was a view that there needed to be more scrutiny on what Council was getting for the money put into the programme. This would be investigated and reported back to the Board.

The Transportation Area Engineer noted that she was working with this programme specifically around school road safety.

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## 9.6 TE PUKE COMMUNITY BOARD - FINANCIAL REPORT DECEMBER 2023

The Board considered a report dated 15 February 2024 from the Financial Business Advisor. The report was taken as read, with further discussion on the below:

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- The power supply for the Christmas tree was projected to be \$10,000, plus an additional cost for the foundations of the project. The Community Board had committed \$15,000.

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**RESOLUTION TPC24-1.9**

Moved: Chairperson K Ellis

Seconded: Member K Summerhays

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

**CARRIED**

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**The Meeting closed at 9.00pm.**

**Confirmed as a true and correct record at the Te Puke Community Board meeting held on 11 April 2024.**

.....  
Chairperson K Ellis

**CHAIRPERSON**



## 9 REPORTS

### 9.1 TE PUKE COMMUNITY BOARD WORKSHOP NOTES – MARCH 2024

**File Number:** A6108676

**Author:** Ella Logan, Governance Advisor

**Authoriser:** Greer Golding, Governance Manager

#### EXECUTIVE SUMMARY

1. The Te Puke Community Board workshop notes from 22 March 2024, have been provided as **Attachment 1** for transparency.

#### ATTACHMENTS

1. **Te Puke Community Board Workshop Notes March 2024**  

**Te Puke COMMUNITY BOARD  
WORKSHOP**

**DATE:** Thursday, 22 March 2024 at 5.00pm

**HELD:** Te Puke Board Room

**MEMBERS PRESENT:** K Ellis (Chairperson), N Chauhan, Cr G Dally, Cr A Wichers, K Summerhays, D Snell

**APOLOGIES:** Nil

**STAFF IN ATTENDANCE** G Golding (Governance Manager), S Prendergast (Transportation Area Engineer), C Crow (Infrastructure Services, General Manager)

Topic	Discussion	Action
<p><b>Representation Review</b></p>	<ul style="list-style-type: none"> <li>• An overview of the Representation Review was provided, including the next steps for Council.</li> <li>• Board Members expressed concern regarding the wording of the pre-engagement document.</li> <li>• Staff outlined Council’s legislative requirements, including an explanation of pre-determination.</li> <li>• The costs to run a Community Board were included in the pre-engagement document to ensure communities without a</li> </ul>	<ul style="list-style-type: none"> <li>• Community board to submit to pre-engagement process as a Board. This would be included in the next Chairs Report.</li> </ul>

Te Puke Community Board - Workshop Notes – 22 March 2024

	<p>Community Board had a strong understanding of the cost implications.</p> <ul style="list-style-type: none"> <li>• Development of initial proposal followed pre-engagement, noting that this would then go out for formal consultation, which was prescribed through legislation.</li> </ul>	
<p><b>Transportation Activity Update</b></p>	<ul style="list-style-type: none"> <li>• The General Manager of Infrastructure Services and Governance Manager provided an update on the transportation activity and Transportation Engineers.</li> <li>• With changes to the roading contract 1 November 2023, staff have been reviewing how they can better manage and deliver community board roading projects, and best use of the transportation engineer’s time.</li> <li>• Upon completion of this review, it was determined that a team approach would be more effective and efficient, when comparing against the current approach.</li> <li>• This would see Transportation Engineers only attending workshops moving forward, and a more robust approach to resourcing community board projects.</li> </ul>	<p>The Governance team will take project requests and provide a summary to the Transportation team, a project manager will then be assigned, and they will make contact and liaise with the Community Board Chair.</p>
<p><b>Roading Projects/Priorities</b></p>	<p>The Board discussed potential roading projects, including:</p>	<ul style="list-style-type: none"> <li>• Cr G Dally to send map details to Transport Area Engineer for costings.</li> </ul>

	<ul style="list-style-type: none"> <li>• Installation of clip-ons for the Waiari Road Bridge.</li> <li>• Makahae Marae had fully endorsed a connection from Number 1 Road to the Marae on the southside of the road.</li> <li>• Establish a separate cycle lane over the Waiari bridge away from the road, and a separate cycle lane under the bridge to connect to the Te Ara Kahikatea walkway.</li> <li>• The Board considered building a footpath from Quarry Road to the Manoeka bridge and the costs behind this.</li> <li>• There were road safety issues with Bramble bridge that needed to be addressed.</li> <li>• Improving the walkway through Landscape Road and the current traffic issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Cr G Dally to prepare a document that includes graphics of roading projects.</li> <li>• General Manager Infrastructure Services to consider the costings and feasibility for these potential roading projects and provide information to the Board in the following meeting.</li> </ul>
<b>Community Board Roading Funding</b>	<ul style="list-style-type: none"> <li>• Staff provided an explanation of the Long-Term Plan Proposal on Community Board Road funding arrangements.</li> </ul>	N/A
<b>Te Puke Community Board Rate</b>	<ul style="list-style-type: none"> <li>• The Board discussed a Targeted Rate in the Long-Term Plan and the balance of the Town Centre Development Fund.</li> </ul>	<ul style="list-style-type: none"> <li>• Governance Manager to follow up on the what the Board proposed targeted Community Board rate.</li> <li>• Governance Manager to follow up on balance on the Boards Town Centre Development Fund.</li> </ul>

		<ul style="list-style-type: none"><li>• Infrastructure Services General Manager to provide an update on allocation of development fees.</li></ul>
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The workshop closed at 6.30pm.

Te Puke Community Board Workshop Notes – 22 March 2024

**9.2 TE PUKE COMMUNITY BOARD – CHAIRPERSON'S REPORT – APRIL 2024****File Number:** A5970682**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 11 April 2024 titled 'Te Puke Community Board – Chairperson's Report – April 2024' be received.
2. That the Te Puke Community Board endorse the Representation Review submission.
3. That the Te Puke Community Board approve an additional \$300.00 for the total amount of \$2,600 (see TPC24-1.3), for the painting of a mural on the Rangioru Sports Club fence line, to be done by Millie Olive Pidwell.

Firstly, I would like to acknowledge the passing of Cr Richard Crawford.

Richard was the epitome of a community champion. A man tireless in wanting the best for his town, someone who didn't just talk it, he went about assisting any change. Nothing seemed impossible to Richard, he just needed the right combination of people, passion, and resources. It was as simple as that for him. Richard had the empowering ideology to never give up, he wanted to leave this world a better place. Richard, it has been a privilege, for now, goodbye our strong leader, community navigator, empathetic listener, and friend.

The Te Puke Community Board strives to deliver better outcomes for the community it serves.

**1. The Representation Review**

The Representation Review occurs every six years. It is used to ensure that the Council retains effective and fair representation for the community. It also requires a review of the Council's representative arrangements, including the shape of the

districts voting wards, the number of elected councillors and to ensure that individuals and communities are democratically represented.

The Te Puke Community Board wishes to provide a joint submission during the pre-engagement phase of the Representation Review.

## **2. Rangioru Sports Club Mural**

At the Te Puke Community Board meeting on 15 February 2024, the following resolutions were put and carried:

### **RESOLUTION TPC24.1**

Moved: Member k Summerhays

Seconded: Cr A Wichers

- 1. That the Te Puke Community Board approves the \$2,300.00 from the Te Puke Community Board contingency account to fund a painting of a mural on the Rangioru Sports Club fence line.*

**CARRIED**

The Board wishes to amend the resolution for the Rangioru Sports Club Mural to reflect an additional \$300.00 required for the design element of the mural (see recommendation 3).

## **4. Service Request “Antenno” App**

More accountability is needed when submitting a “service request” through the Council Antenno app. I have found that the follow-up information isn’t sufficient and having to contact customer service after the fact isn’t constructive.

Staff Comment:

Customer Services Manager has advised their team to follow a different process to ensure that if customers post via Antenno that the response is sent via Antenno to the customer.

## **5. Installation of Wi-Fi in Jubilee Park, Te Puke**

The installation of Wi-Fi in Jubilee Park was ready to be installed on 27 February 2024. The Wi-Fi has now been installed and is operational. This installation has been a great addition for the community.

## **6. Long Term Plan Consultation Process**

On 19 March 2024 the Revenue and Financing Policy, Adoption of Interest Rates and Inflation Assumptions and supporting information was adopted at the Annual Plan Long Term Plan Committee. The adoption of these documents will inform and make up the Consultation Document that will be consulted on in May/June 2024.

The Te Puke Community Board will be making a submission to this process when it comes time to do so.

## **7. Heritage Plaza**

A site visit was undertaken as part of the last Community Board workshop. Due to staff availability, it is anticipated that the Board will receive an update on the concept designs for the Heritage Plaza at the next meeting in June 2024.

## **8. Transportation Engineers**

Staff have been reviewing how they can better manage and deliver Community Board roading projects, and best use of the transportation engineer's time. It has been determined that a team approach will be more effective and efficient over the current approach.

With the intention to provide a more robust approach to resourcing Community Board projects going forward, Transportation Engineers will now only be attending workshops.

At Community Board meetings moving forward, the Governance Advisor will take project requests and provide a summary to the Transportation team. This will allow for the appropriate subject matter expert to be assigned as the project manager. The project manager will then get in contact with the Chairperson to progress the project.



**9.3 TE PUKE COMMUNITY BOARD – COUNCILLOR'S REPORT – APRIL 2024****File Number: A5970713****Author: Grant Dally, Councillor****Authoriser: Cedric Crow, General Manager Infrastructure Services****EXECUTIVE SUMMARY**

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

**RECOMMENDATION**

That Councillor Dally's report dated 11 April 2024 titled 'Te Puke Community Board – Councillor's Report – April 2024' be received.

The news on Monday morning March 31 of Richard Crawford's sudden passing while out cycling with friends was met with great sadness and disbelief. I met Richard in 2012 while establishing a community group to create a new cycle/walkway in Te Puke. We were looking for volunteers and Richard was invited as a recreational cyclist. He was very keen and elected chairman in March 2014. He held this role for 6 years and over saw the official opening on April 20, 2018. Te Ara Kahikatea Pathway was born, and it continues to grow in popularity. Richard was a vocal advocate for more safer, separated cycleways in and out of Te Puke.

We also teamed up on the new Te Puke Skatepark as both of our sons were active skaters. We achieved a great outcome by forming a youth feedback group that worked with Council and the skatepark designer, as well as raised additional funds to get it over the line. The Skatepark was officially open May 2017.

I nominated Richard for the Te Puke Community Board in the 2019 election, knowing he would be perfect for the job. He was duly elected and made Chairman. This was a role he relished in and adapted to quickly. He was an empathetic and inclusive leader who was keen to reach out to the wider community, including mana whenua and ethnic communities, to forge better working relationship to make interacting with the Board a more welcoming, less intimidating experience.

Once elected to Council in 2022, Richard was quick to come up to speed. After 16 months in the job, he had mastered the formalities and became effective and influential in Council debates. He was respected by colleagues and council staff and brought considerable lived experiences to the table.

Richard will be remembered as a rare human being who cared a great deal for those less fortunate in the community. If he saw a need and visualised a solution, he could muster the right people and resources, get stuck in, and create sustainable social

enterprise to satisfy the need. He was very good at this. And as you would have heard by now, he had so many more strings to his bow. His charismatic personality and big smile will not be forgotten anytime soon. His contribution to our community was unique and may never be replicated. We will miss him.

### **1. Long-Term Plan 2024-2034 (LTP)**

At the Annual Plan Long-Term Plan meeting on March 19 councillors adopted 'Interest Rates and Inflation Assumptions' used to prepare our Long-Term Plan 2024 (LTP). We also adopted 'draft activity plans' as part of the supporting information and decided on the 'Issues and Options Papers' which we will go out for public consultation to inform our Long-Term Plan 2024-34. The average indicative rates rise based on the assumption and preferred options is 13.2%. The LTP consultation period is planned to run from 17 May to 17 June 2024. The agenda for the LTP meeting can be accessed here: [Annual Plan and Long Term Plan Committee Agenda 19-3-2024](#)

### **2. Speed Management Plan (SMP)**

Western Bay of Plenty District Council's (WBOPDC) Speed Management Plan was adopted at the Council meeting on April 4<sup>th</sup>, 2024. While the plan was initially developed using Waka Kotahi's 'Safe and Appropriate Speed Limit' guidelines to deliver on the previous government's 'Road to Zero' plan, it was quickly apparent that this proposal would cause a lot of upset with our residents. Fortunately, we were able to push back with pragmatic speed limit changes that addressed locally identified issues, while maintaining a common-sense approach to road safety and travel time protection.

We have agreed to a permanent speed limit for rural schools, when the variable speed limit is not operating, of 80kph unless a lower speed limit is in place. Waihi Beach, Ōmokoroa and Te Puke town centers will be reduced to 40kph unless currently lower (e.g Commerce Lane). There will be ongoing consultation with marae communities on a case-by-case basis to resolve their concerns. Changes to community-identified areas with good support have been approved and will now be implemented. Our Speed Management Plan will be recorded in a national speed limit register and reviewed by the Council every three years as per the new government direction. The Council meeting agenda with all the details of the adopted Speed Management Plan can be found here: [Council Agenda 4-4-2024](#)

### **3. Facilities in the Community Fund**

The Council established the 'Facilities in the Community Fund'; which is a contestable fund of \$100,000 let every two years. The fund is enabled through the collection of Financial Contributions (Finco's) for Reserves which are calculated at 2% p.a. The fund will be open for applications from April 15 until May 19, 2024. Eligibility for funding has strict requirements, as below:

- a. The proposed recreational facility must be available to the public.
- b. If there is any limit to public access, such as during school hours, this must be agreed by Council and clearly stated on any signs.

- c. The facility must be a significant response to population growth.
- d. The facility must not duplicate existing or proposed facilities on Council land in the locality.
- e. The facility does not replace an existing facility within the local community.
- f. The facility is vital to recreational activities.
- g. The facility will be identified by WBOPDC signage that is easily visible from the road.
- h. For a facility development worth more than \$100,000, a Feasibility Study will be required to demonstrate the viability of the proposal.

**Note:** The proposed facility development will not be owned or operated by Council.

#### **4. Representation Review**

A Representation Review must be carried out at least every 6 years to reconsider whether residents and communities of interest in the district have effective and fair representation from elected members and administrative bodies such as community boards. The pre-engagement period for the latest review is 15 March to 15 April. From the initial feedback received, staff and councilors will prepare an initial proposal over May/June 2024. This will go out for formal public consultation in July/August 2024.

Māori Wards have come under scrutiny again after all 3 parties in the Coalition Government campaigned against them and how they could be initiated, as our Council did last year, without formal public consultation and without the possibility of recourse to a public referendum. The Minister for Local Government released a letter of intent on April 4, 2024, indicating that the Government will introduce a Bill shortly that will restore binding polls (as they were prior to 2021 including the 5% threshold for petitions calling for a poll) on the establishment of Māori wards, to take effect at the 2025 local elections.

However, even if a Council has already decided to establish a Māori ward, it seems they will not be able to establish the Māori ward until the 2028 local elections and only if it is endorsed by the referendum (if required by 5% petition).

#### **5. Te Puke Spatial Plan Review**

The Te Puke Spatial Plan committee is now up to speed, and two baseline reports have been prepared to inform the review. They are 'Te Puke Spatial Plan Baseline Report' and 'Economic Assessment of Te Puke and Surrounding Areas' which will be endorsed by the committee at the next meeting on April 18, 2024.

## **6. Community Forums Outcomes**

The Community Forums continue to throw up issues identified by residents. Similar themes have emerged raised by different people in different areas. Staff have generally been able to deal successfully with many of the issues through staff-initiated service requests after the forums. However, issues or requests that can't be solved by service request require a different approach. The idea being that the Community Committee should be the avenue for addressing some of these. Chair Cr Margaret Murray-Benge and myself as Deputy Chair of this committee have been attempting to refine this process. It is a work in progress, but I think we are starting to make some headway.

A case in point being requests for new locations for the temporary 'Speed Indication Device' (SID) that is supposed to be moved around known hotspots in the district on a regular basis. At the latest Community Committee meeting on April 3, 2024, we recommended establishing new location points on lower No.1 Rd, Wilson Rd South in Paengaroa, and Pukehina Beach Rd (at the transition point from 100kph to 50kph).

**9.4 TE PUKE COMMUNITY BOARD – PROJECTS AND OPERATIONS REPORT – APRIL 2024****File Number:** A6066926**Author:** Ella Logan, 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 11 April 2024 titled 'Te Puke Community board – Projects and Operations Report – April 2024' be received.

**ROADING ACCOUNT**

<b>Te Puke Community Board Roading Current Account</b>			<b>\$</b>
<b>Current Account Opening Balance 1 July 2023</b>			<b>\$815,534</b>
Allocation for 2023/24			\$314,028
Interest for 2023/2024			\$38,738
<b>Subtotal</b>			<b>\$1,168,300</b>
<b>Approved Projects</b>	<b>Status</b>		<b>\$</b>
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
Street Chair Refurbishment	In Progress- Actuals \$1,259.09		\$9,000
<b>Subtotal</b>			<b>\$190,309</b>
<b>Proposed Projects</b>	<b>Priority</b>	<b>Status</b>	<b>\$</b>
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
<b>Forecasted Current Account Closing Balance 30 June 2024</b>			<b>\$909,250</b>

**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><b>Latest Update:</b> Speed bump on Cameron Road had been removed. However, it was recognised that more safety improvements would be needed, including a pedestrian crossing outside Te Puke Intermediate.</p> <p>The Board received an estimated cost from the Transportation Area Engineer for the design on 14 March 2024. They now need to create a resolution to progress with this project.</p> <p><b>Engagement:</b> 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</i></p>	<p><b>Latest Update:</b> The Transportation Area Engineer has contacted contractors to line marker the speedbumps as discussed with the Board in November 2023. This has not been actioned by the contractors yet, however, it has been programmed by the Transportation Area Engineer.</p>	<p>In progress</p>

<p><i>Road and Boucher Avenue and Hookey Drive in Te Puke could be improved as part of the Transport Choices Project and report back to the Board.</i></p>		
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HERITAGE PLAZA		
Project Description	Staff Comment/Update	Progress Level
<p><i>Refurbishment of the Heritage Plaza and procurement of local services.</i></p>	<p><b>Latest Update:</b> A site visit was undertaken as part of the Community Board workshop. Feedback was documented from community board members and wider community. Senior Environmental Planner to review the feedback and develop 3 concepts and options for community board to progress.</p>	<p>In progress</p>

SHARED PATH ENHANCMENT		
Project Description	Staff Comment/Update	Progress Level
<p><i>Refurbishment of 20 bench seats along the main street of Te Puke being carried out by the MenzShed, and the removal and installation of these seats.</i></p>	<p><b>Latest Update:</b> Project is a quarter of the way through.</p>	<p>In progress</p>



COMMERCE LANE SAFETY PROPOSALS		
Project Description	Staff Comment/Update	Progress Level
Safety upgrades to Commerce Lane.	<p><b>Latest Update:</b></p> <p>The Board needs to approve extra funding that is needed to make safety improvements.</p> <p>Amendments for design have been passed on to the new designers. Designers are now working on making these updates. It is expected that these designs will be finished by end of April 2024.</p>	In progress

**MINUTE ACTION SHEETS – ROADING**

DEEP SPRING CLEAN		
Meeting Date	Description	Latest Update
August 2023	That Board agree that the Te Puke Community Board Chairperson meet with the Roading 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.	No update – Community Board to decide whether it wants to progress.

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.	No further update.

**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>	Watermain upgrade designs are completed and with contractor for pricing: <ul style="list-style-type: none"> <li>• No.1 Road (Hoopers Pump Station to No.2 Road)</li> <li>• Dunlop Road</li> <li>• Kowhai Street</li> </ul> Pending Contractor  The pipe renewal from Te Matai to Rangjiuru Business Park has started construction.	In progress

<b>TE PUKE WASTEWATER TREATMENT PLANT UPGRADE</b>		
<b>Project Description</b>	<b>Staff Comment/Update</b>	<b>Progress Level</b>
<i>Upgrade of the Te Puke WWTP to meet more stringent limits on nutrients by conditions of consent requires improved treatment processes.</i>	Both resource consents have been issued for the earthworks.  The detail design is due June 2024. Early procurement of long lead items to follow.  On-going work with Tangata Whenua to improve the relationship.	In progress

<b>WASTEWATER RETICULATION NETWORK</b>		
<b>Project Description</b>	<b>Staff Comment/Update</b>	<b>Progress Level</b>
Two projects are included: the design of a new main to the WWTP and upgrading of the pipeline from Station Road to Stock Road.	No further updates this financial year.	In progress.

<b>MUTTONS WATER TREATMENT PLANT UV UPGRADE</b>		
<b>Project Description</b>	<b>Staff Comment/Update</b>	<b>Progress Level</b>
Council has a treatment plant on No. 1 Road, Te Puke, that supplies Te Puke and the surrounding area with water.	No change or update. 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 in the next financial year.	In progress.

**MINUTE ACTION SHEETS – WATER SERVICES**

Nil

**PROJECT UPDATES – RESERVES**

<b>NATURAL BURIALS FOR TE PUKE CEMETERY</b>		
<b>Project Description</b>	<b>Staff Comment/Update</b>	<b>Progress Level</b>
Natural burials for Te Puke Cemetery	Currently sitting in Year 4 of the proposed Long-Term Plan for further consideration.	In progress.

**MINUTE ACTION SHEETS – RESERVES**

Nil

**PROJECT UPDATES – OPERATIONS**

<b>ESTABLISHING COMMUNITY RESOURCE RECOVERY CENTRES (CRRC)</b>		
<b>Project Description</b>	<b>Staff Comment/Update</b>	<b>Progress Level</b>
<i>Establishing community resource recovery centres at the Te Puke Recycle Centre, working with Iwi and community groups.</i>	<p>On 19 March 2024 Tapuika provided Council a project plan for establishing a CRRC in Te Puke. Staff is currently studying the proposal. Some of the proposed dates for the start of certain activities may not be possible – for example, a trial starting on 1 April 2024 with retail onsite at Te Puke is not attainable due to consenting that is required.</p> <p>Staff is working with Council’s consent planners to enable retail onsite at the Te Puke Recycling Centre.</p> <p>Cath De Monchy, Project Manager for Tapuika is also collaborating with industry and interest groups with the aim of establishing income streams for local community groups for the dismantling or processing resources locally in Te Puke.</p>	<p>55%</p> <p>In progress.</p>

<b>BELL ROAD BOAT RAMP AREA</b>		
<b>Project Description</b>	<b>Staff Comment/Update</b>	<b>Progress Level</b>
<i>Beautification of the Bell Road Boat Ramp area.</i>	<p>The Solid waste and Reserves team have collaborated to enhance the boat ramp area at the end of Bell Road. The area was a site that attracted illegal dumping and unsociable behaviour. The site was opened with boulders placed in strategic areas, picnic tables and speed bumps added. All these actions and a CCTV camera have significantly reduced illegal dumping and unsociable behaviour.</p>	<p>Complete</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"> <li>• Water Leaks – Known Issue</li> <li>• Cemeteries</li> <li>• Graffiti in reserves</li> <li>• Liquor License</li> <li>• Meter/Toby Issue (not leak)</li> <li>• Pumpstation Issue or Blockage</li> <li>• Sewer Pipe Block/Damage</li> </ul>	<ul style="list-style-type: none"> <li>• Reserves – Any lighting and CCTV matters.</li> <li>• Stormwater Flooding (Open drains/Culverts)</li> <li>• Premises Hygiene</li> <li>• Sealed Road Defect – Bleeding Tar</li> </ul>
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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"> <li>• Cycleways on Reserves</li> <li>• Road network – Overweight Vehicles</li> </ul>	<ul style="list-style-type: none"> <li>• Kerbside Additional Bins</li> </ul>
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The table below shows Services Request's that are higher in numbers and have a mix of statuses.

<b>Service Request Subtype</b>	<b>Notes</b>	<b>Completed</b>	<b>Under Investigation/ Scheduled for Completion</b>
Abandoned Vehicles	Across Te Puke – Multiple reports on NO1 and NO3 Road.	6	0
Building Admin	Ranges of reports including requests for inspections, CCC enquiries, general building information requests.	57	0
Cesspit/Grills/Gutters Drains	Across Te Puke – queries include maintenance and clearing of drains.	3	6
All Water Leaks	Across Te Puke – multiple reports on Whitehead Avenue and King Street	12	8
Local Roads – Barriers and Rails	Damage to guardrails/barriers	1	1
Building Compliance	Building Warrant of Fitness Enquiries	3	0
Compliance and Enforcement General	Across Te Puke – reports including signage, food license, vehicles, noise, and pollution.	6	4
Complaints about Freedom Camping affecting roads/reserves.	Reports on Jocelyn Street, NO4 Road and Beatty Avenue	3	0
Damaged Bin – Replace/Repair	Across Te Puke	11	2
Local Road – Detritus	Reports including cleanup needed, and road blockages.	1	1
Cemeteries – Plot Enquiry	Queries related to cemetery plots.	2	1
Customer Service Planning	District Plan advice enquiries from across the Te Puke Area	2	0



Footpaths on Local Road – Replacement/Maintenance	Across Te Puke – multiple reports on Boucher Avenue and Jellicoe Street	3	3
Kaupapa Maori	General enquiries from across the Te Puke Community	2	1
General Health Matters	Most reports on Jellicoe Street – range of queries relating to food operation.	2	3
Local Road – General/Miscellaneous	Across Te Puke – reports relating to maintenance, flood damage, roadworks, and speed limits.	3	13
Kerbside General Enquiry	Across Te Puke – reports including missed collections, PAYT queries, and complaints relating to collection.	16	1
Rates – General Enquiries	Across Te Puke	10	8
Local Road – Lighting Replacement/Maintenance	Across Te Puke	2	0
Customer Service Planning – General Enquiries	Across the Te Puke Community	20	1
Water – Taste/Smell/Quality of Water	Reports from across Te Puke	3	2
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	Reports from Boucher Avenue and Jellicoe Street	3	0
Privacy and LGOIMA	Requests from Jellicoe Street and Shearer Road	2	0
Kerbside General Enquiries	Across the Te Puke Area, including additional bins	8	1
Kerbside Missed Collection – Investigations	Across Te Puke Community	21	0
Local Roads– Mowing/Vegetation (not trees)	Across Te Puke – reports relating to maintenance, noxious weeds, and cleanup required.	2	8
Reserve and Property– Trees Only	Multiple reports across Jocelyn Street	5	0
No Water – Known Issue	Across Te Puke	2	0
Noise Complaint – Afterhours	Across Te Puke.	13	0
Te Puke Cemetery Queries	Queries relating to plots, internments, and headstones/plaques.	21	4
PAYT Tag Issues	Across Te Puke – concerns with stolen tags or tags not honoured.	2	0
Pensioner Housing – Lee Steet	Reports for Maintenance	3	1
Pensioner Housing – Slater Place	Reports for Maintenance	3	0
Reserves Public Toilets	Reports on Jocelyn Street and Jellicoe Street	1	1
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 and across the Te Puke Area	9	2
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

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Water pressure too high or low	Across Te Puke – multiple reports on Cooney Place, Jellicoe Street, Edgehill Place	18	0
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**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.

<b>Date raised</b>	<b>Matter/Issue</b>	<b>Comment</b>
15 February 2024	The Board requested that the flax artist's portfolio be circulated to the Board members before confirming the reusable wreath.	The Board approved the flax artist portfolio and have received reusable wreath to use at the Te Puke Anzac Day ceremony.
15 February 2024	It was queried when residents would be informed of their new rates, and whether it would be a retrospective charge when the rates invoices were released in September 2024. This would be investigated and reported back to the Board.	This is being investigated and will be reported back to the Board.
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	<p>Dog park requests are typically split into 3 categories.</p> <ul style="list-style-type: none"> <li>• Maintenance of the dog park</li> <li>• New dog park requests</li> <li>• Dog/Owner behaviour</li> </ul> <p>The below maintenance examples are contracted to Downer Reserves:</p> <ul style="list-style-type: none"> <li>• Dog poo bag dispensers</li> <li>• Water fountains</li> <li>• Fencing</li> </ul>
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:</p> <p><a href="https://www.tauranga.govt.nz/exploring/transportation-and-roads/road-safety/travel-safe">https://www.tauranga.govt.nz/exploring/transportation-and-roads/road-safety/travel-safe</a> )</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</p>

		have some cool initiatives for the wider Tauranga and Western Bay population.
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.

<b>Date raised</b>	<b>Matter/Issue</b>	<b>Comment</b>
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: <a href="https://www.westernbay.govt.nz/council/committees-community-boards-forums/te-puke-community-board">https://www.westernbay.govt.nz/council/committees-community-boards-forums/te-puke-community-board</a>
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.



**9.5 TE PUKE COMMUNITY BOARD – FINANCIAL REPORT FEBRUARY 2024****File Number:** A6047746**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 29 February 2024 (**Attachment 1**).

Total operational costs are under budget year to date.

**RECOMMENDATION**

The Financial Business Advisor's report dated 11 April 2024 titled 'Te Puke Community Board – Financial Report February 2024' 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
TPC23-7.5	Dashmesh Sports and Cultural Club - Kabaddi Tournament 2023	2,000
	<b>2023/24 Total grants paid to date</b>	<b>5,900</b>

**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	15,000

	at an estimated cost of \$15,000 to be funded from their Street Decoration account	
TPC23-4.4	Approves the installation of public Wi-Fi in Jubilee Park at an estimated cost of \$3,060.7, funded from the contingency account.	3,060.7
TPC24-1.5	Citizens RSA Te Puke ANZAC Committee – to contribute towards catering and other operating expenses for the annual Te Puke Civic ANZAC Day Commemoration.	1,000
	<b>2023/24 Total operational commitments</b>	<b>19,109.7</b>

**2023/24 Reserve analysis:**

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

**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)
	<b>2023/24 Closing balance after the committed expenditure</b>	<b>82,994</b>

**ATTACHMENTS**

- Te Puke Community Board – Financial Report February 2024**  

Western Bay of Plenty District Council						
Income and Expenditure Statement						
For the period ended 29 February 2024						
Te Puke Community Board						
	Year to Date				Full Year	Last Year
	Actual	Budget	Variance (Unfav)/Fav		Budget	Actual
	\$	\$	\$		\$	\$
<b>Direct Costs</b>						
Additional Levels of Service	0	0	0	☑	0	0
Contingency - [see breakdown below]	0	3,592	3,592	☑	5,388	3,866
Grants	5,900	7,904	2,004	☑	11,856	7,910
Mileage Allowance	0	1,440	1,440	☑	2,160	345
Salaries	20,279	18,880	(1,399)	⊗	28,320	28,239
Public Safety	945	5,432	4,487	☑	8,148	1,472
Street Decoration	5,451	6,104	653	☑	10,656	0
Inter Department Charges	33,888	33,888	0	☑	50,832	48,504
<b>Total Operating Costs</b>	<b>66,463</b>	<b>77,240</b>	<b>10,777</b>	☑	<b>117,480</b>	<b>90,336</b>
<b>Total Direct Costs</b>	<b>66,463</b>	<b>77,240</b>	<b>10,777</b>	☑	<b>117,480</b>	<b>90,336</b>
<b>Total Costs</b>	<b>66,463</b>	<b>77,240</b>	<b>10,777</b>	☑	<b>117,480</b>	<b>90,336</b>
<b>Income</b>						
Rate Income	85,169	78,312	6,857	☑	117,468	122,228
<b>Total Direct Income</b>	<b>85,169</b>	<b>78,312</b>	<b>6,857</b>	☑	<b>117,468</b>	<b>123,728</b>
<b>Net Cost of Service</b>	<b>18,706</b>	<b>1,072</b>	<b>17,634</b>	☑	<b>(12)</b>	<b>33,391</b>
<b>Contingency - breakdown</b>						
No transactions year to date	0					
<b>Year to date contingency costs</b>	<b>0</b>					
<b>Community Board Reserves</b>						
<b>Opening Balance - Surplus (Deficit)</b>	<b>132,994</b>					
No transactions year to date	0					
<b>(Decrease) Increase in year</b>	<b>0</b>					
<b>Closing Balance - Surplus (Deficit)</b>	<b>132,994</b>					

☑ Favourable Variance  
⊗ Unfavourable Variance