

Mā tō tātou takiwā
For our District

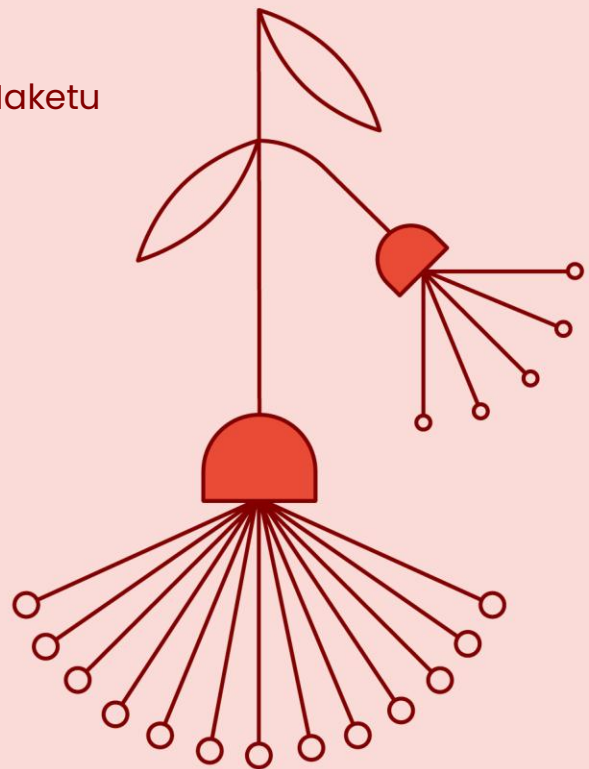
Maketu Community Board

Poari ā Hapori o Maketu

MKC24-7

Tuesday, 19 November 2024, 7.00pm

Maketu Community Centre, Wilson Road, Maketu



Maketu Community Board

Membership:

Chairperson	Tippany Hopping
Deputy Chairperson	Rewi Boy Corbett
Members	Donna Walters Brett Waterhouse (member – elect) Cr Laura Rae Deputy Mayor John Scrimgeour
Quorum	3
Frequency	Eight weekly / Workshops as required

Role and Purpose of Community Boards:

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

Delegated Functions:

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

- To have input into Council and its Committees on issues, services, plans and policies that affect communities within the Community Board Area.
- To provide an effective mechanism for community feedback to Council.
- To receive reports from Council appointees on Council matters relevant to the Community Board.
- To control, expend and monitor funds as allocated by Council.
- To allocate Community Board reserve funds to specific capital non-recurring projects for council assets on council land.

Notice is hereby given that a Maketu Community Board Meeting will be held in the Maketu Community Centre, Wilson Road, Maketu on:
 Tuesday, 19 November 2024 at 7.00pm

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

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

6 PUBLIC EXCLUDED ITEMS**7 PUBLIC FORUM**

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

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

8 MINUTES FOR CONFIRMATION

8.1 MINUTES OF THE MAKETU COMMUNITY BOARD MEETING HELD ON 1 OCTOBER 2024

File Number: A6533101

Author: Ella Logan, Governance Advisor

Authoriser: Robyn Garrett, Governance Manager

RECOMMENDATION

1. That the Minutes of the Maketu Community Board Meeting held on 1 October 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 Maketu Community Board Meeting held on 1 October 2024**

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL
MAKETU COMMUNITY BOARD MEETING NO. MKC24-6
HELD IN THE MAKETU COMMUNITY CENTRE, WILSON ROAD, MAKETU
ON TUESDAY, 1 OCTOBER 2024 AT 7.00PM**

1 PRESENT

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

ABSENT

Member D Walters

2 IN ATTENDANCE

A Curtis (General Manager Regulatory Services) and E Logan (Governance Advisor)

3 APOLOGIES

Nil

4 CONSIDERATION OF LATE ITEMS

Nil

5 DECLARATIONS OF INTEREST

Nil

6 PUBLIC EXCLUDED ITEMS

Nil

7 PUBLIC FORUM

7.1 HARIATA REWI - VARIOUS TOPICS

Ms Rewi was in attendance to request updates on the Urupā and the Wilson Road North, she noted that the new handrailing at the Urupā had been helpful and had enhanced the safety of those using the pathway.

The Board provided the following updates on the Urupā:

- Additional handrailing would be installed below the existing handrails. However, the Board had decided to hold off from installing handrailing on the opposite side of the path, due to concerns that it would make the pathway too narrow for vehicles/hearse. If in future it was recognised that handrailing on the opposite side was needed, the Board would explore that.
- The Board were waiting on confirmation from Council staff for the timing of this project.
- Councillor Rae would organise a separate hui with the affected whānau at the Urupā.

The Governance Advisor would seek an update on the earthworks from Councils Reserves and Facilities Manager to feed back to the Board.

The Board provided the following updates on the rehabilitation of Wilson Road North:

- The Board had requested Council to carry out holding maintenance on the road until the rehabilitation began.
- The design for the rehabilitation was in progress and construction was estimated to begin in the 2024/25 construction season.
- The Board was exploring a footpath extension project that could be installed alongside the rehabilitation work.

8 MINUTES FOR CONFIRMATION

8.1 MINUTES OF THE MAKETU COMMUNITY BOARD MEETING HELD ON 6 AUGUST 2024

RESOLUTION MKC24-6.1

Moved: Cr L Rae

Seconded: Deputy Mayor J Scrimgeour

1. That the Minutes of the Maketu Community Board Meeting held on 6 August 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.

CARRIED

9 REPORTS

9.1 MAKETU COMMUNITY BOARD – CHAIRSPERSON REPORT – OCTOBER 2024

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

-
- The planting for the nourishment work on the spit had been completed.
-

RESOLUTION MKC24-6.2

Moved: Cr L Rae

Seconded: Deputy R Corbett

That the Chairperson's report dated 1 October 2024 titled 'Maketu Community Board – Chairperson's Report – October 2024' be received.

CARRIED

9.2 MAKETU COMMUNITY BOARD – COUNCILLORS REPORT – OCTOBER 2024

The Board considered a report from Councillor Rae. The report was taken as read, with further discussion on the below:

- It was noted that the CCTV Fund had \$50,000 to put towards CCTV Cameras across the district not \$5,000 as stated in the report.
-

RESOLUTION MKC24-6.3

Moved: Cr L Rae

Seconded: Deputy Mayor J Scrimgeour

That Councillor Rae's report dated 1 October 2024 titled 'Maketu Community Board – Councillors Report – October 2024' be received.

CARRIED

9.3 MAKETU COMMUNITY BOARD – PROJECTS AND OPERATIONS REPORT – OCTOBER 2024

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

- A discussion was had regarding the feasibility of a footpath extension along Wilson Road North.
 - The Governance Advisor explained that Councils Communications Team was in the process of updating Councils existing 'Have your Say Western Bay' online community engagement platform to 'Your Place Tō wāhi' to provide the community with real-time updates and visible delivery of Council-led projects.
 - There had been new seats installed at the Spencer Road Reserve.
-

RESOLUTION MKC24-6.4

Moved: Deputy R Corbett

Seconded: Cr L Rae

1. That the Governance Advisor's report dated 1 October 2024, titled 'Maketu Community Board – Projects and Operations Report – October 2024' be received.

CARRIED

RESOLUTION MKC24-6.5

Moved: Deputy Mayor J Scrimgeour

Seconded: Cr L Rae

2. That the Maketu Community Board request the design and costings of the Wilson Road North Footpath Extension.

CARRIED

RESOLUTION MKC24-6.6

Moved: Deputy R Corbett

Seconded: Cr L Rae

3. That the Maketu Community Board approve to release the unspent funds from outstanding operational commitments from the following resolutions into the Reserves Account:
 - MKC23-6.5 - \$350
 - MKC23 - 6.4 - \$712

CARRIED

9.4 MAKETU COMMUNITY BOARD – FINANCIAL REPORT AUGUST 2024

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

RESOLUTION MKC24-6.7

Moved: Cr L Rae

Seconded: Deputy R Corbett

That the Financial Business Advisor’s report dated 1 October 2024 titled ‘Maketu Community Board – Financial Report August 2024’ be received.

CARRIED

9.5 WHAREKAHU URUPĀ LAND OWNERSHIP

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

The Meeting closed at 8.46pm.

Confirmed as a true and correct record at the Maketu Community Board meeting held on 19 November 2024.

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Chairperson T Hopping

CHAIRPERSON

9 REPORTS

9.1 MAKETU COMMUNITY BOARD - WORKSHOP NOTES - NOVEMBER 2024

File Number: A6532963

Author: Ella Logan, Governance Advisor

Authoriser: Robyn Garrett, Governance Manager

EXECUTIVE SUMMARY

1. The Maketu Community Board workshop notes from 10 September and 29 October 2024 have been provided as **Attachments 1** and **2** for transparency.

ATTACHMENTS

1. **Maketu Community Board - Workshop Notes - 10 September 2024**  
2. **Maketu Community Board - Workshop Notes - 29 October 2024**  

MAKETU COMMUNITY BOARD WORKSHOP

- DATE:** 6:00pm, Tuesday 10 September, 2024
- HELD:** Maketu Community Centre
- FORUM MEMBERS PRESENT:** Chairperson T Hopping, Deputy R Corbett, Member D Walters, Cr L Rae, Deputy Mayor J Scrimgeour
- APOLOGIES** Nil
- STAFF IN ATTENDANCE:** D Elvin (Compliance and Monitoring Manager), S Prendergast (Project Engineer Transportation), E Logan (Governance Advisor)

Topic	Discussion	Action
Wilson Road North Rehabilitation and Footpath Extension	<ul style="list-style-type: none"> • The Board raised concern regarding the state of Wilson Road North. • It was anticipated that Storm Water mitigation would be incorporated into the design of the rehabilitation. • The installation of a gravel footpath would make further on-going maintenance and safety issues on the road. • It was estimated that the rehabilitation design would be implemented during the 2025/26 construction season. 	<ul style="list-style-type: none"> • The Project Engineer Transportation would ask inspectors to look at implementing holding maintenance. • The Project Engineer Transportation would check if curb and channel was to be incorporated into the design and feed this information back to the Board.
Maketu School Carpark	<ul style="list-style-type: none"> • The Project Engineer Transportation had received a quote of \$15,000 for the work and was hoping to fund it out of Councils Roothing 	<ul style="list-style-type: none"> • N/A

Maketu Community Board – Workshop Notes

	Budget.	
Wharekahu Urupa	<ul style="list-style-type: none"> The Board wanted to progress with the installation of additional handrailing. 	N/A
Book Sharing Shelter	<ul style="list-style-type: none"> Before the project could progress, the Board would need to agree on a location for the shelter. 	<ul style="list-style-type: none"> The Board would decide on a location and feed this back to the Governance Advisor.
Rubbish Bins and Level of Service	<ul style="list-style-type: none"> The Board discussed the feasibility of installing a rubbish bin at the Maketu Sports Field. A local member of the community had created anti-littering signage that would be put throughout the village. It was suggested that Maketu become part of the mobile rubbish bin rotation. 	<ul style="list-style-type: none"> The Governance Advisor would seek guidance from Councils Reserves and Facilities Team about installing a rubbish bin at the Maketu Sports Field by the Skate Bowl. The Governance Advisor would discuss different bin options with Councils Reserves and Facilities Team. The Project Engineer Transportation would investigate the Service Level Agreement on litter collection.
Mowing Level of Service	<ul style="list-style-type: none"> The mowing level of service frequency changed through the seasons. 	<ul style="list-style-type: none"> The Governance Advisor would provide the Board with clarification on the mowing level of service.
Dog Control Compliance	<ul style="list-style-type: none"> Individuals were able to report roaming dogs by calling Council, logging a roaming dog into Antenno or through Councils website. However, locating roaming dogs without images etc of the dog, was difficult. The Compliance and Monitoring Manager outlined the role of Council Animal Control 	<ul style="list-style-type: none"> Councils Compliance Team would attend the Maketu Market Day to talk to the community about dog control compliance.

	Officers.	
Hapimana Road Culvert	<ul style="list-style-type: none"> It was suggested that the Board create a proposal that could be presented to Council and potentially included into the long-term plan. 	<ul style="list-style-type: none"> Board to create a proposal for Storm Water Mitigation at Hapimana Road.

The workshop closed at 8.15pm.

MAKETU COMMUNITY BOARD WORKSHOP

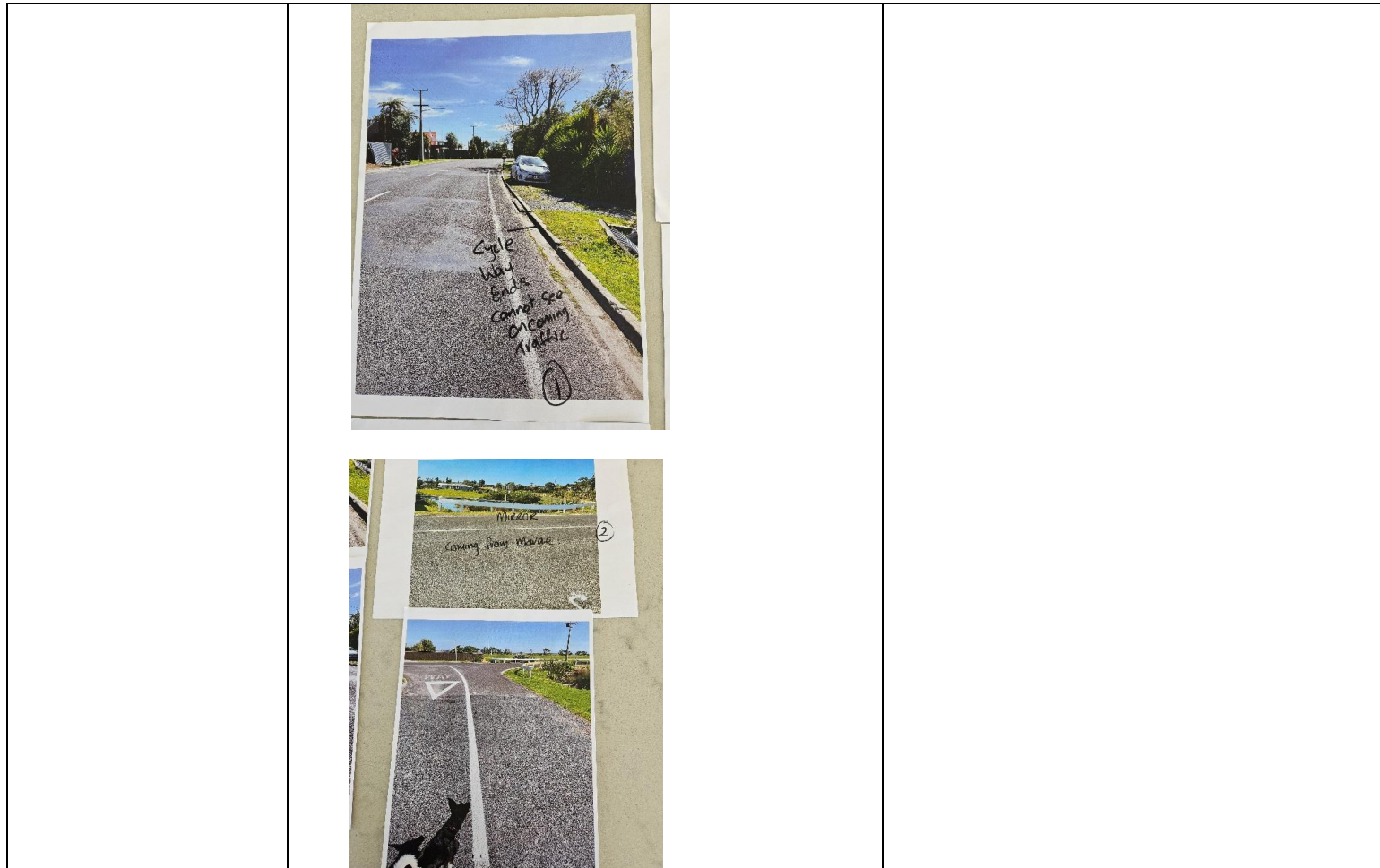
- DATE:** 6:00pm, Tuesday 29 October, 2024
- HELD:** Maketu Community Centre
- FORUM MEMBERS PRESENT:** Chairperson T Hopping, Deputy R Corbett, Member D Walters, Cr L Rae, Deputy Mayor J Scrimgeour
- APOLOGIES** Nil
- STAFF IN ATTENDANCE:** S Prendergast (Project Engineer Transportation), E Logan (Governance Advisor)

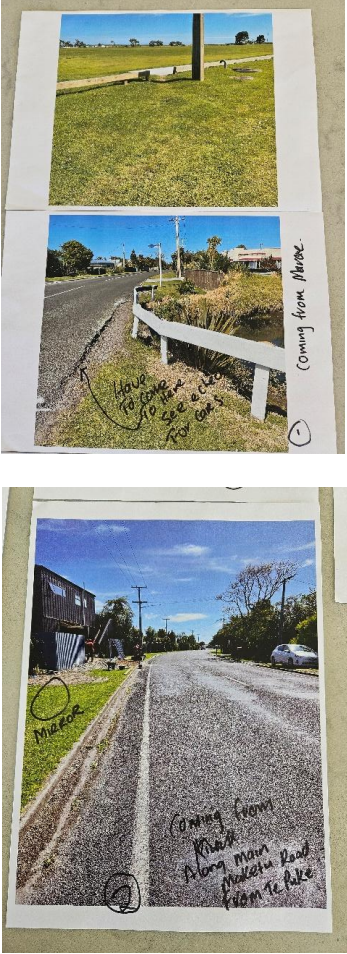
Topic	Discussion	Action
Book Sharing Shelter	<ul style="list-style-type: none"> The Board confirmed that the location of the book sharing shelter 	N/A
Basket of Knowledge Mural	<ul style="list-style-type: none"> Councillor Rae provided the Board with an update on the timing for the completion of the project. 	N/A
Skate Park	<ul style="list-style-type: none"> The Board raised concern regarding the on-going flooding issues at the skatepark. To mitigate the risk of flooding, it was suggested that the skate bowl be filled in and a more modern skate park design be installed on top, using the input of local skaters for the design. It was likely that external funding would be required for this project. 	<ul style="list-style-type: none"> The Governance Advisor would investigate what remedial repairs had been discussed previously and feed this back to the Board. The Governance Advisor would enquire about putting up signage that would encourage residents to log Antenno requests. Councillor Rae would get in touch with a local skater to discuss a vision

Maketu Community Board – Workshop Notes – 29 October 2024

		for the skatepark project.
Community Centre Custodian	<ul style="list-style-type: none"> The Board brainstormed different ways they could promote the role. 	<ul style="list-style-type: none"> The Board would put together a description of the role and put it up on Mai Maketu.
Hapimana Culvert Upgrade	<ul style="list-style-type: none"> The Board discussed their appetite for creating a wetlands proposal to present to Regional Council. It was noted that once an initial draft proposal had been created by the Board, Council staff would be available to help shape the proposal into its final form. 	<ul style="list-style-type: none"> Board members would begin drafting a wetlands proposal.
Rubbish	<ul style="list-style-type: none"> The Board discussed the installation of a rubbish bin at the Maketu Skatepark. 	<ul style="list-style-type: none"> The Governance Advisor would request a cost estimate for the installation of a rubbish bin at Maketu Skatepark and feed this back to the Board.
Wilson Road North Rehabilitation and Holding Maintenance	<ul style="list-style-type: none"> The Project Engineer Transportation the Board with an update on the rehabilitation of the road. Wilson Road North was at the end of its economic life which meant that patch work on the road had the potential to make the condition of the road worse. 	<ul style="list-style-type: none"> The Project Engineer Transportation would continue to advocate, on behalf of the Board, for holding maintenance to be carried out on Wilson Road North.
Wilson Road North Footpath Extension	<ul style="list-style-type: none"> The footpath extension could be completed within the road rehabilitation, or it could be completed separately. It was noted that if the project was completed separately to the road 	<ul style="list-style-type: none"> The Project Engineer Transportation would endeavour to obtain cost estimates from contractors and feed these back to the Board prior to the Boards next formal meeting.

	<p>rehabilitation, the Project Engineer Transportation did not expect it to cause a major cost increase in the project.</p> <ul style="list-style-type: none"> • The revised cost estimate for the footpath extension project that was provided by staff was \$50,000. • The extension of the footpath to the junction was not a feasible option due to the costs that would be involved in creating a retaining wall. 	<ul style="list-style-type: none"> • Board members would discuss the project with Wilson Road North residents. • The Board, accompanied by staff, would organise an onsite hui with Wilson Road North residents closer to the time of earthworks if the project is to go ahead.
<p>Pedestrian Safety Improvements on Maketu Road</p>	<ul style="list-style-type: none"> • Concerns had been raised by a member of the community regarding the safety of pedestrians on the footpaths along Maketu Road (upon entrance to the village). The below images were provided to the Board to outline concerns and a proposed solution: 	<ul style="list-style-type: none"> • The Project Engineer Transportation would provide the Board with cost estimates and guidance on how to proceed.



	 <ul style="list-style-type: none">• The Board discussed the possibility of	
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	<p>installing traffic/convex mirrors to improve the safety of pedestrians.</p> <ul style="list-style-type: none">• It was noted that engagement with residents would need to be carried out if the project were to go ahead.	
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The workshop closed at 8.04pm.

9.2 MAKETU COMMUNITY BOARD – CHAIRPERSON’S REPORT – NOVEMBER 2024**File Number:** A6517609**Author:** Tippy Hopping, Maketu Community Board Chair**Authoriser:** Alison Curtis, General Manager Regulatory Services**EXECUTIVE SUMMARY**

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

RECOMMENDATION

1. That the Chairperson’s report dated 19 November 2024 titled ‘Maketu Community Board – Chairperson’s Report – November 2024’ be received.

Wilson Road North Rehabilitation and Footpath Extension

The Board have discussed this project further and have requested Council’s support to achieve the following:

- Holding maintenance to improve the road quality in the section closest to Te Arawa Lakes Trust dairy farm, just past the 70km/h zone as soon as possible.
- Improve the road to a safer width to support the safe travel on this road, especially when heavy/large vehicles are using the road.
- Installation of curbing and channelling to encourage water drainage to better prepare for significant weather events and help prevent surface flooding.
- Improve safety for our people by implementing a new section of footpath. Aligning with our long-term vision of having a complete footpath around our village.

The next step is to receive cost estimates from Council’s contractors which will then support the decision making at our formal meeting. The Board look forward to Council’s roading team obtaining further internal resources soon as this will help formally kick start the design process for the road rehabilitation.

Wharekahu Urupā

Thank you to the Council team for completing the installation of the new boundary fence, implanting the lower section of handrailing and for resolving the Urupā title and boundaries.

Next steps are completing earthworks in the lower section of the old Urupā that flooded in the 2023 weather events and making the decision for earthworks in the new section of the Urupā.

Mowing

Since the contract change, the mowing has become patchy in the quality of mowing. Wilson Road North had one side of the road mowed, but not the other side; Maketu Road (along the straight) had one mower pass instead of multiple passes in the Rural zone. Feedback has been provided to the roading team.

Taking learnings from last year, the Board would like to confirm that Maketu's Urban zones and Reserves will be conducted before the Christmas Festive season begins.

Pedestrian or Cyclist Safety Improvement

The community are grateful for the footpaths that have been implemented. Improving the pedestrian or cyclist safety when exiting the footpaths to cross Maketu Road has been requested multiple times. The Board are investigating implementing reflective traffic mirrors at key locations to facilitate the safe crossing of the road.

Next steps are investigating options and decide location to support generation of quotes.

Beautification Projects

Our 'Baskets of Knowledge' mural that is being created by local artist Robyn Williams, is still in progress on the information Centre.

The Board have confirmed a location for the book swap shelter and are looking forward to progressing this project.

9.3 MAKETU COMMUNITY BOARD – COUNCILLOR’S REPORT – NOVEMBER 2024**File Number:** A6517856**Author:** John Scrimgeour, Deputy Mayor**Authoriser:** Alison Curtis, General Manager Regulatory Services**EXECUTIVE SUMMARY**

1. The purpose of this report is for the Deputy Mayor Scrimgeour to provide the Board with updates on items listed below.

RECOMMENDATION

1. That the Deputy Mayor’s report dated 19 November 2024 titled ‘Maketu Community Board – Councillor’s Reports – November 2024’ be received.

ITEMS FOR UPDATE AND DISCUSSION

- Representation Review
- Local Water Done Well
- Easter Trading By-Law
- Community Matching Fund Outcomes
- District Plan

9.4 MAKETU COMMUNITY BOARD – PROJECTS AND OPERATIONS REPORT – NOVEMBER 2024

File Number: A6517792

Author: Cedric Crow, General Manager Infrastructure Services

Authoriser: Alison Curtis, General Manager Regulatory Services

EXECUTIVE SUMMARY

The purpose of this report is to provide the Maketu Community Board with an overview of the Community Board infrastructure Projects currently being undertaken in the Maketu area as well as to provide an overview of engagement and operational matters from across the Council that relate to the Maketu Community Board.

RECOMMENDATION

1. That the Governance Advisor's report dated 19 November 2024 titled 'Maketu Community Board – Projects and Operations Report – November 2024.
2. That the Maketu Community Board approve a budget of up to \$49,500 from the Roothing Account for the installation of a 1.5 metre wide, 250-metre-long footpath extension on Wilson Road North as shown in **Attachment 1**, that will be completed within the road rehabilitation work on Wilson Road North subject to the rehabilitation design.

COUNCIL LED PROJECTS

Work has been done to create an online engagement platform 'Your Place Tō wāhi' which communities can access to find out information on Council-led projects in their area. For Maketu, this includes the Maketu Community Board by-election and Local Water Done Well.

Your Place Tō wāhi

In response to the successful creation of Western Bay's 12 communities (through the recent Long-Term Plan and District Plan Review processes), and community desire for real-time updates and visible deliver of mahi, Council has updated its existing 'Have Your Say Western Bay' online community engagement platform to 'Your Place Tō wāhi'.

Your Place Tō wāhi serves as a holistic, one-stop digital hub where communications about key projects, community details, and Council services are seamlessly integrated with community consultation efforts. The dual approach not only clarifies Council's role and contributions but also enhances the community pride and strengthens community connections.

This has been achieved through the creation of 12 standalone 'community hubs' allowing for Council to prioritise and manage projects and community updates directly within their respective communities rather than on Council's main website. Doing so allows a wider understanding of what's happening in their community and provide a layer of education about Council's role in the community, while allowing the opportunity to add in community engagement tools such as quick polls, blogs, ideas boards and surveys all in one place.

Communities

- Waihi Beach/Athenree
- Katikati/Aongatete
- Matakana Island
- Ōmokoroa
- Whakamarama
- Te Puna/Minden
- Omanawa/Lower Kaimai
- Oropi/Ohauti/Pyes Pa
- Te Puke
- Paengaroa
- Pukehina/Pongakawa
- Maketu

By updating this platform, we believe that we can foster a deeper connection between Council and the community through accessible, meaningful, and effective communications and engagement. This approach will make Council more understood and supported, allowing us to better serve the community efficiently.

What success looks like

- **Neighbourhood recognition and engagement:** increased levels of community engagement – digital and kanohi ki te kanohi – and subscriptions to our 'stay informed' widget, allowing people to receive regular updates and actively participate in their specific neighbourhoods and projects.
- **Digital footprint expansion:** a consistent rise in impressions and click-through rates not only to the main Your Place Tō wāhi page but also to the unique URLs dedicated to each of the 12 communities and their specific project pages.
- **Community pride and trust:** people take pride in their local areas and consistently turn to Your Place Tō wāhi as their primary resource for local information – deepening their trust and connection with the Council.

Timing

Your Place Tō wāhi was launched 17 October 2024: [Your Place Western Bay of Plenty](#)

ROADING ACCOUNT

MAKETU COMMUNITY BOARD ROADING CURRENT ACCOUNT						
AS AT 31 AUGUST 2024				MAKETU COMMUNITY BOARD 2025		
CURRENT ACCOUNT:						STATUS
CURRENT ACCOUNT OPENING BALANCE 1 JULY 2024				248,488		<i>Pending finalisation of 2024 financial results.</i>
Interest 2025						<i>Pending finalisation of 2024 financial results.</i>
Allocation for 2025						<i>No allocation for the 2025 financial year</i>
Subtotal				248,488		
Less: Completed Projects		Total committed	Total project spent	Spent in 2025 financial year	Balance remaining	Status
MKC23-5.4	That the community Board approve funding for the new bus shelter on Arawa Avenue for \$7,500, to come from the Maketu Community Board Roding Account	7500	(7,500)			<i>These resolutions are related to the same project and the total cost was \$10,470. The remaining \$350 can be released back to the reserve account.</i>
MKC23-6.5	That the Maketu Community Board approve a further \$3,320 of additional funding for the installation of the new bus shelter on Arawa Avenue, to be funded from the Maketu Community Board Roding Account	3320	(2,970)		350	
MKC23-6.4	That the Maketu community Board approve up to \$5,500 for an upgrade to the Beach Road Carpark bike rack to be funded from the Maketu Community Board Roding Account	5500	(4,788)		712	
Subtotal					1,062	
Less Projects in progress		Total committed	Total Project Spent	Spent in 2025 Financial Year	Balance Remaining	Status
	No projects in progress currently					
Subtotal						
Current Account Closing Balance				248,488		
Less: Approved Projects						

	No approved projects currently					
Total Commitments						
Less: Committed Funds Unspent				(1,062)		
Add: Balance Remaining of Completed Projects				1,062		
Total Uncommitted Funds Available for Future Projects				248,488		

PROJECT UPDATES – ROADING

MAKETU CYCLEWAY		
Project Description	Staff Comment/Update	Progress Level
<i>The Board requests that Council approach Te Arawa Lakes Trust, regarding the possibility of the end of the existing cycleway extending through Te Arawa Lakes Trust land onto Spencer Avenue reserve land.</i>	This project is on hold as staff have been unable to receive a response from Te Arawa Lakes Trust.	On hold.

MINUTE ACTION SHEETS – ROADING

WILSON ROAD FOOTPATH EXTENSION		
Meeting Date	Description	Latest Update
June 2024	Extension of Wilson Road North Footpath.	<p>The scope of this project is to install a footpath down Wilson Road North from the existing footpath to the end of the houses (shown in Attachment 1).</p> <p>The path will need to match the existing footpath width of 1.5 metre. As there are powerlines and because of the geometry in the road, it will be located behind the power poles, centred between the adjacent property boundary and the power poles for half of the distance and then on the roadside of the power poles for the other half, (where it best fits).</p> <p>The path will stop on either side of each vehicle crossing/driveway as it is not feasible to seal the driveways.</p> <p>At current, the scope for the rehabilitation project has not been completed but will be worked through in the coming months and staff will provide updates to the Board as they are available. However, staff have advised that the Board have an option to progress the footpath extension project within the rehabilitation of the road. If this option is chosen, it is important to note the separation of the two projects will remain: the road rehabilitation</p>

		<p>being a Council project and the footpath extension being a Community Board project.</p> <p>Alternatively, the project can be done prior to the rehabilitation of the road within its own timeline. It is up to the Board when and if this project is progressed.</p>
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PROJECT UPDATES – RESERVES

MAKETU CEMETERY		
Project Description	Staff Comment/Update	Progress Level
Maketu Cemetery/Urupā concerns.	Staff have provided the Urupa Rōpū with a boundary map and land title report. Councillor Rae and Council staff had an onsite hui on Monday 21 October 2024 with the affected whānau to discuss the earthworks. Earthworks are expected to begin in November 2024.	In progress.

MAKETU BOOK SHARING SHELTER		
Project Description	Staff Comment/Update	Progress Level
To create a small central reading space within the village.	The location of the book sharing shelter will be next to the community notice board.	In progress.

MAKETU INFORMATION CENTRE MURAL		
Project Description	Staff Comment/Update	Progress Level
A local artist to paint a mural on the side of the information centre.	The local mural artist is in the process of completing the mural.	In progress.

INSTALLATION OF HANDRAILS AT CEMETERY		
Project Description	Staff Comment/Update	Progress Level
Installation of handrails along the pathway through the Maketu Cemetery.	This project has been completed.	Completed

MINUTE ACTION SHEETS – RESERVES

Nil

PROJECT UPDATES – OPERATIONS

Nil

SERVICE REQUESTS

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

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

<ul style="list-style-type: none"> • Animal Services - Dog Aggressive/Rushed towards • Animal Services - LOST DOG • Building Counter Enquiry - General enquiry/Call back • Cemeteries - Maketu Cemetery - Headstone/Plaque • Customer Service Planning - Property queries • Kerbside Collective - Damaged Bin - Replace/Repair • Reserves and Facilities - Plumbing: Toilets/Taps/Waitui/Irrigation • Stormwater - Urban Stormwater General/Info Request • Water - Emergency Shutdown 	<ul style="list-style-type: none"> • Animal Services - FOUND/PICK-UP • Building Admin - General enquiry/Call back • Cemeteries - District Wide Cemetery - Plot Enquiry • Compliance and Enforcement - Compliance & Enforcement General • Compliance and Enforcement - Noise Complaint (After Hours - Watchdog) • Refuse - Illegal Dumping + Carcasses • Reserves and Facilities - Public Toilets (Hygiene/Paper ONLY) • Wastewater - Sewer pipe block/damaged/broke • Water - No Water
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There has been one of each of the following subtypes of Service Requests raised, which are **under investigation**.

- Animal Services - Dog Barking (address of dog required)
- Animal Services - PERSON - Dog aggressive/ Rushed towards
- Building Inspectors - General enquiry/Call back
- Customer Service Planning - Pre Application

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
Animal Services - Dog Roaming	Multiple reports from Little Waihi Road	2	2
Compliance and Enforcement - Complaints about Freedom Camping affecting Reserves or Roads	Multiple reports from Park Road in the Maketu Community	7	0
Customer Service Planning – Enquiries	General enquiries or call back requests from across the Maketu Community	3	1
Kaupapa Maori – Land Enquiries	Enquiries from Wilson Road North and Maketu Road	4	0
Local Roads – General	Enquiries from Williams Crescent, Little Waihi Road and Maketu Road	1	2
Road Surface Defects - SEALED LOCAL RD	Reports from Spencer Avenue and Ngaroma Lane	0	2
Vegetation(not trees)/mowing Local Roads	Reports from across the Maketu Community Board Area	3	2
Rates – General	Enquiries and call back requests from across the Maketu Community	4	1
Reserves and Facilities – General	Enquiries and call back requests from across the Maketu Community	5	1
Wastewater - Grinder Pump/Septic Tank issue	Reports from across the Maketu Community	10	1

Wastewater General	Enquiries and callback requests from Spencer Road and Kiokio Place	2	0
Wastewater Manhole lost lid or repair WHITE	Reports from Te Awhe Road	2	0
Water Leaks	Reports from across the Maketu Community	5	1
No Water – Known Issue	Reports from Town Point Road	2	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
April 2024	Mowing quality control	Staff continue to monitor the mowing quality within the Maketu area.
June 2024	Extension of Wilson Road Footpath	An estimated cost has been provided to the Board. It is up to the Board how the project is progressed.
June 2024	School Road	This project has been completed.

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
November 2023	Approval of the Maketu Community Board Annual Operating Budget	This budget has been referred to the Long-Term Plan.

ATTACHMENTS

1. Wilson Road North Footpath Extension Design









9.5 MAKETU COMMUNITY BOARD – FINANCIAL REPORT – OCTOBER 2024**File Number:** A6537549**Author:** Ezelle Thiart, Financial Business Advisor**Authoriser:** Allan Carey, Finance Business Partner Lead**EXECUTIVE SUMMARY**

This report provides the Community Board with two-monthly monitoring of its operational budget. Attached are the financial statements for the period ended 31 October 2024 (**Attachment 1**).

Total operational costs are under budget YTD.

RECOMMENDATION

1. That the Financial Business Advisor's report dated 19 November 2024 titled 'Maketu Community Board – Financial Report – October 2024' be received.

Grant payments made to date:

Resolution	Description	\$
MKC24-4.3	Approve the grant application from the Maketu Surf Life Saving Club for \$6,000.00, to contribute to the costs of a detailed seismic assessment and concrete scanning of the building.	6,000
	2024/25 Total grants paid to date	6,000

Committed – Operational expenditure:

Resolution	Description	\$
	<i>No commitments year to date</i>	0
	2024/25 Total operational commitments	0

2024/25 Reserve analysis:

Resolution	Project/Description	\$ (Payments made)
	2024/25 Opening Reserve balance	141,369
MKC23-4.9	Approves expenditure of up to \$26,000, for the purpose of installing handrails at the Maketu Cemetery	(4,230)
	2024/25 Closing Reserve balance before commitments	137,139

Remaining commitments from Maketu Community Board Reserve Account

Resolution	Description	\$ (Remaining Funds)
	Opening balance before commitments	137,139
MC20-6.7	Up to \$30,000 for the installation of an additional BBQ by the Surf Club. (Note: The project received approval and is going ahead)	(30,000)
MKC23-4.9	Approves expenditure of up to \$26,000, for the purpose of installing handrails at the Maketu Cemetery (Wharekahu), provided that a second quote is sought in a timely manner by Council staff, and the Board reserves the right to engage on the final design with the Urupā Task Force. (Spend: \$4,230)	(21,770)
MKC23-5.4	Approve the funding for the new bus shelter on Arawa Avenue for \$7,500.	(7,500)
MKC24-1.4	Approve up \$8,000 for costs relating to the Maketu Information Centre mural.	(8,000)
MKC24-1.3	Approve up to \$15,000 for costs relating to the Book Sharing Shelter subject to approval from the Reserves and Facilities Manager.	(15,000)
	2024/25 Closing balance after the committed expenditure	54,869

ATTACHMENTS

- Maketu Community Board – Financial Report – October 2024**  

Western Bay of Plenty District Council						
Income and Expenditure Statement						
For the period ended 31 October 2024						
Maketu Community Board						
	Year to Date				Full Year	Last Year
	Actual	Budget	Variance (Unfav)/Fav		Budget	Actual
	\$	\$	\$		\$	\$
Direct Costs						
Contingency - [see breakdown below]	0	8,008	8,008	<input checked="" type="checkbox"/>	24,024	3,753
Grants	6,000	796	(5,204)	<input checked="" type="checkbox"/>	5,001	1,000
Mileage Allowance	0	332	332	<input checked="" type="checkbox"/>	996	0
Salaries	5,042	5,392	350	<input checked="" type="checkbox"/>	16,176	15,619
Inter Department Charges	11,524	11,524	0	<input checked="" type="checkbox"/>	34,572	36,228
Total Operating Costs	22,566	26,052	3,486	<input checked="" type="checkbox"/>	80,769	56,601
Total Direct Costs	22,566	26,052	3,486	<input checked="" type="checkbox"/>	80,769	56,601
Total Costs	22,566	26,052	3,486	<input checked="" type="checkbox"/>	80,769	56,601
Income						
Rate Income	26,921	26,920	1	<input checked="" type="checkbox"/>	80,760	70,606
Total Direct Income	26,921	26,920	1	<input checked="" type="checkbox"/>	80,760	70,606
Net Cost of Service	4,355	868	3,487	<input checked="" type="checkbox"/>	(9)	14,006
<u>Contingency - breakdown</u>						
No transactions year to date	0					
Year to date contingency costs	0					
<i>Check</i>	<i>0</i>					
<u>Community Board Reserves</u>						
Opening Balance - Surplus (Deficit)	141,369					
MKC23-4.9 Approves expenditure to install handrails at the Maketu Cemetery	(4,230)					
(Decrease) Increase in year	(4,230)					
Closing Balance - Surplus (Deficit)	137,139					
<u>Town Centre Development Reserves</u>						
Opening Balance - Surplus (Deficit)	118,227					
No transactions to date	0					
(Decrease) Increase in year	0					
Closing Balance - Surplus (Deficit)	118,227					

Favourable Variance

Unfavourable Variance