

Mā tō tātou takiwā  
**For our District**

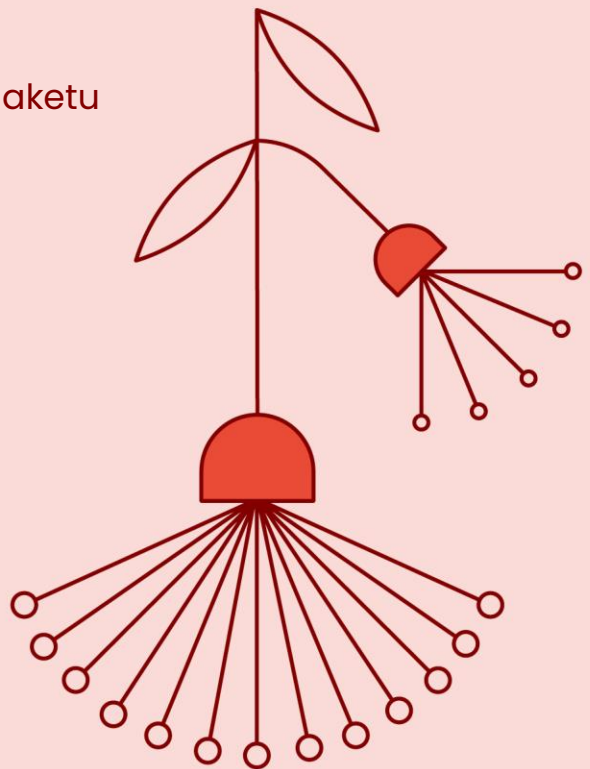
## Maketu Community Board

Poari ā Hapori o Maketu

MKC25-1

Tuesday, 4 March 2025, 7.00pm

Maketu Community Centre, Wilson Road, Maketu



# Maketu Community Board

## Membership:

<b>Chairperson</b>	Tippany Hopping
<b>Deputy Chairperson</b>	Rewi Boy Corbett
<b>Members</b>	Donna Walters Brett Waterhouse Cr Laura Rae Deputy Mayor John Scrimgeour
<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 Maketu Community Board Meeting will be held in the Maketu Community Centre, Wilson Road, Maketu on:  
 Tuesday, 4 March 2025 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>
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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 19 NOVEMBER 2024**

**File Number:** A6656672

**Author:** Horowai Wi Repa, Governance Systems Advisor

**Authoriser:** Robyn Garrett, Governance Manager

#### **RECOMMENDATION**

1. That the Minutes of the Maketu Community Board Meeting held on 19 November 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 19 November 2024**

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL  
MAKETU COMMUNITY BOARD MEETING NO. MKC24-7  
HELD IN THE MAKETU COMMUNITY CENTRE, WILSON ROAD, MAKETU  
ON TUESDAY, 19 NOVEMBER 2024 AT 7.00PM**

## **1 PRESENT**

Chairperson T Hopping, Deputy R Corbett, Cr L Rae, Deputy Mayor J Scrimgeour, Member B Waterhouse (Not yet sworn in).

## **2 IN ATTENDANCE**

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

## **OTHERS IN ATTENDANCE**

5 members of the public

## **3 APOLOGIES**

### **3.1 APOLOGIES**

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#### **RESOLUTION MKC24-7.1**

Moved: Cr L Rae

Seconded: Deputy R Corbett

That the apology for absence from Member Walters 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 SUE MATTHEWS – TE PUKE HERITAGE HUB

Ms Matthews was in attendance on behalf of the Western Bay Heritage Trust to speak to the Board about the Te Puke Heritage Hub. She noted the following points:

- She presented the Te Puke Heritage Hub concept to the Board for their information.
- Funding of \$52,000 had been sourced, however, \$100,000 was required to get the project up and running. Ms Matthews noted that there were 30 donors waiting to provide funding to the project once a building had been secured.
- The Te Puke Heritage Hub would follow the same policy, procedures and professional modelling as the Heritage Hub in Katikati.
- The Te Puke Heritage Hub would utilise Katikati Heritage Hub's connections with external organisations such as Te Papa Museum.
- It was anticipated that the Heritage Hub would have interactive aspects to it.
- Ms Matthews noted that there would be engagement with Tangata Whenua to ensure their stories were shared within the Heritage Hub as well.
- To ensure the project was financially manageable, the intention was to start the Heritage Hub small and build it over time.

### 7.2 MARU TAPSELL – TE PUKE HERITAGE HUB

Matua Tapsell was in attendance to speak to the Board regarding the Te Puke Heritage Hub. He noted the following points:

- He expressed his support for the Te Puke Heritage Hub proposal.
- He explained that Maketu held a lot of historical importance. He noted that Maketu had many stories that needed to be told, and the Heritage Hub was a tool that could be used to tell these stories.
- He acknowledged that there was an economic factor that was linked with the heritage of Maketu.
- He noted that it was important to support sustainability and the environment through the Heritage Hub.

### 7.3 HARIATA REWI – VARIOUS TOPICS

Whaea Rewi was in attendance to speak to the Board regarding the below topics:

#### Wharekahu Urupā

- She extended her gratitude to the Board and Council staff for the work that was taking place, noting that the progress was looking good.

- She also noted that signage was needed next to the handrails, to prevent individuals from leaning on them.
- Concern was raised regarding the pile of rubbish that was accumulating.

The Board advised that discussions with Council's Reserves and Facilities staff had taken place, regarding the potential for a large kiwifruit bin to be placed at the urupā. This would allow residents/whānau to place the belongings from the graves into it while the earthworks were in progress.

It was also noted that Council's Reserves and Facilities Team was in the process of exploring different options for the water installation.

#### Wilson Road North Rehabilitation

Whaea Rewi raised concern regarding the state of Wilson Road North and the damage it had caused to her house.

She noted that signage was needed to reduce the speeding up and down the road.

The General Manager Regulatory Services advised that the rehabilitation was on Council's Transportation Team's work programme for the 2025/26 construction season.

In regard to the rehabilitation of No 1 Road in Te Puke, the General Manager Infrastructure Services had assured the residents that once the base of the road was re-done, the shaking and rumbling of the houses would be reduced. The Board assumed that this would be the same for the Wilson Road North Rehabilitation.

#### Representation Review

Whaea Rewi raised concern about what would happen to the Maketu Community Board through the process of the Representation Review, and noted that she wanted to ensure that Maketu was looked after.

The Board provided the following comments:

- Council would adopt the Representation Review 20 November 2024.
- Council had to consider what was the fairest way to represent the entire district, noting that with the status quo, a large portion of the district was not represented by a Community Board.
- Following Council's decision on the Representation Review, appeals/objections to the proposal could be made to the Local Government Commission.

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#### **7.4 TERRY MAIKA - COMMUNITY CENTRE CUSTODIAN**

Matua Maika was in attendance to introduce himself to the Board. He expressed his interest in becoming the new custodian of the Maketu Community Centre.

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## 7.5 TANIA REWI – VARIOUS TOPICS

Whaea Rewi was in attendance to speak to the Board regarding the following topics:

### Wharekahu Urupā

She queried the Board about the kōrero that was had with staff regarding the water installation.

The Board explained that a cost had been received for direction drilling under the ground, however, this option was very costly. Council's Reserves and Facilities Team was looking at alternative options that had a lower cost.

### Wilson Road North Rehabilitation

Whaea Rewi noted that the trucks that went up and down the road made her house shake. It was queried whether the Board knew if the rehabilitation would fix this problem.

The Board reiterated that during the leadup to the rehabilitation of No 1 Road in Te Puke, the General Manager Infrastructure Services had assured the residents that once the base of the road was re-done, the shaking and rumbling of the house would be reduced. They assumed that this would be the same for the Wilson Road North rehabilitation.

### Community Centre Custodian

Whaea Rewi had heard about the role through the out-going Community Centre Custodian. She introduced herself to the Board and offered her services to be the new Community Centre Custodian.

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## 8 MINUTES FOR CONFIRMATION

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

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#### RESOLUTION MKC24-7.2

Moved: Cr L Rae

Seconded: Deputy R Corbett

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 subject to the below amendment being made:

That the following amendment be made to item 7.1:

“Change the estimated time frame for the Wilson Road North Rehabilitation from the 2024/25 construction season to the correct timeframe of the 2025/26 construction season.”

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

**CARRIED**

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## **9 REPORTS**

### **9.1 MAKETU COMMUNITY BOARD – WORKSHOP NOTES – NOVEMBER 2024**

The workshop notes were received with no further discussion.

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### **9.2 MAKETU COMMUNITY BOARD – CHAIRPERSON'S REPORT – NOVEMBER 2024**

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

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#### **RESOLUTION MKC24-7.3**

Moved: Cr L Rae

Seconded: Deputy R Corbett

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

**CARRIED**

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#### **9.2.1 WHAREKAHU URUPĀ**

- A karakia had taken place on site, following this, the headstones were uplifted. These would be returned on 13 December 2024.
  - Temporary signage would be installed to ensure that local residents were aware of the earthworks in progress.
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#### **9.2.2 MOWING WITHIN MAKETU CONCERNS**

- The Board expressed further concern regarding the quality of mowing within Maketu.
  - The General Manager Regulatory Services noted that Council staff were reviewing the level of service for various maintenance items. A workshop would be held with Elected members as part of the review. The level of service of mowing across the district would be included within this process.
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- The Board encouraged Council staff to utilise local contractors that were able to do the local work within the village, rather than sourcing contractors from other areas of the district.
  - The Governance Advisor would endeavour to obtain a map that highlighted the urban mowing areas vs the rural mowing areas.
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### **9.2.3 PEDESTRIAN SAFETY IMPROVEMENTS**

- The community member that proposed the installation of traffic mirrors at the corner of Maketu Road and Spencer Avenue had engaged with residents that lived next to the proposed location and consent had been provided.
  - The Project Engineer Transportation had advised the Board not to use traffic mirrors and to ultimately not proceed with this project as traffic mirrors often caused more of a safety concern, were hard to maintain, and therefore often ineffective.
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### **RESOLUTION MKC24-7.5**

Moved: Cr L Rae

Seconded: Deputy Mayor J Scrimgeour

That the Maketu Community Board requests a cost estimate for the installation of two traffic mirrors at the corner of Maketu Road and Spencer Avenue to improve the safety of pedestrians and cyclists.

**CARRIED**

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### **9.2.4 SPENCER AVENUE CULVERT UPGRADE**

The Board requested an updated progress report on the 'Spencer Avenue culvert upgrade' project and the related cycleway extension over and across the culvert.

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### **9.2.5 WILSON ROAD NORTH REHABILITATION**

- The Board noted that Wilson Road North rehabilitation work needed to provide the road with the capability of being a by-pass road to accommodate for large trucks.
  - They also raised concern that the Rangiuuru Business Park would inevitably make the road busier.
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### 9.3 MAKETU COMMUNITY BOARD – COUNCILLOR'S REPORT – NOVEMBER 2024

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

#### Representation Review:

- The decision on the Representation Review was planned to be made in a Council meeting on 20 November 2024.

#### Local Waters Done Well

- Council had approved staff to engage with Tauranga City Council staff to discuss potential opportunities to align and work collaboratively.
- Council had engaged external consultants MartinJenkins to do a detailed review of Council assets.

#### Easter Trading By-Laws

- It was noted that there would be no changes made to the Easter Trading By-Laws.

#### Community Matching Fund

- The Maketu Surf Club Life Saving Club had been granted funding from the Community Matching Fund. This funding would go towards foam boards and hi-vis rash shirts for their junior surf programme. The programme taught surf safety to kids under 14, engaging them to pursue Surf Life Saving and community volunteerism.

#### District Plan

- The Te Puke Spatial Plan Sub-Committee had a design-led workshop in October 2024. Staff were in the process of developing the Spatial Plan proposal.
- The General Manager Regulatory Services outlined the process for District Plan Hearings, and noted that the District Plan Committee would meet on 20 November 2024 to appoint commissioners for upcoming hearings.

#### Town Point Road

- Concern was raised regarding the loose gravel on Town Point Road. The gravel was consistently moving from private driveways onto the road and was a safety hazard for cyclists.
- It was noted that this topic would be moved to the Board's first workshop of 2025.

### **RESOLUTION MKC24-7.6**

Moved: Cr L Rae

Seconded: Deputy R Corbett

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

**CARRIED**

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

The Board considered a report from the General Manager Infrastructure Services. The report was taken as read, with further discussion on the below.

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##### **RESOLUTION MKC24-7.7**

Moved: Cr L Rae

Seconded: Deputy R Corbett

1. That the General Manager Infrastructure Services' report dated 19 November 2024 titled 'Maketu Community Board – Projects and Operations Report – November 2024'.

**CARRIED**

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##### **RESOLUTION MKC24-7.8**

Moved: Deputy Mayor J Scrimgeour

Seconded: Deputy R Corbett

2. That the Maketu Community Board approves 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**.

**CARRIED**

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#### **9.4.1 SERVICE REQUESTS ON ROAMING DOGS**

The Board requested an updated report on the Service Requests that had been made in regard to roaming dogs.

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#### **9.5 MAKETU COMMUNITY BOARD – FINANCIAL REPORT – OCTOBER 2024**

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

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**RESOLUTION MKC24-7.9**

Moved: Cr L Rae

Seconded: Deputy R Corbett

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

**CARRIED**

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**The Meeting closed at 8.53pm.**

**Confirmed as a true and correct record at the Maketu Community Board meeting held on 4 March 2025.**

.....  
Chairperson T Hopping

**CHAIRPERSON**

## 9 REPORTS

### 9.1 MAKETU COMMUNITY BOARD – CHAIRPERSON’S REPORT – MARCH 2025

**File Number:** A6647996

**Author:** Tippy Hopping, Community Board Chairperson

**Authoriser:** Alison Curtis, General Manager Regulatory Services

#### EXECUTIVE SUMMARY

1. 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 4 March 2025 titled ‘Maketu Community Board – Chairperson’s Report – March 2025’ be received.
2. That the Maketu Community Board approve a budget of \$100.00 from the Contingency Account for the purchase of a thank you gift for Wendy McFadyen, the departing custodian of the Maketu Community Centre, for her service to the Maketu Community.

#### Maketu community centre custodian – Updates

On behalf of the Maketu community, the Board would like to thank Wendy McFadyen for her countless hours of volunteer work completed over the past several years as the custodian of the Maketu Community Centre. We have all greatly appreciated the ease and effort Wendy put into making sure bookings were organised and that the centre remained easily accessible to a wide variety of users. We wish Wendy and Peter well on their retirement journey and relocation to Papamoa.

After advertising the position locally, the Board are please to announce that Tania Rewi has kindly accepted the volunteer role as kaitiaki of our Community Centre. Tania has a clear vision of ensuring this centre remains at a good standard for many years to come. The Council team are working with Tania to get some repairs and maintenance conducted in the next few months to ensure the centre continues to present well.

#### Maketu Community Projects – Council Update

Senior Council staff have pledged to provide the community with an active projects plan by the end of February. One of the key priority projects for our community is the rehabilitation of Wilson Road North, and the Board look forward to hearing more on the status or direction of this project.

### Wharekahu Urupā

Thank you to the Council team for completing the remedial work to the lower section of the Urupā. The next phase for this project is the decision on the finish required for the new section of the Urupā.

### Mowing

Our locals have been complementary of the mowing completed by contractors prior to Christmas. Overall, the village, reserves and the roads into Maketu are being mown well. It has also been noted since Christmas that further gains have been made with the roadside mowing progressively tackling some of the longstanding overgrown areas.

### Sport and Recreation

On 14 November 2024, Sport Bay of Plenty held a community workshop to discuss ideas for wellbeing in our community. We are eager to see what opportunities there are to help support and develop our local sporting talent.

Whakaue Sports Field was selected as one of the top ten voted locations in New Zealand to receive a Basketball refresh in the Schick Neighbourhoops competition. This will be a much-needed refresh to this area of the sports field. We look forward to this being implemented in due course.



**9.2 MAKETU COMMUNITY BOARD – COUNCILLORS REPORT – MARCH 2025****File Number:** A6656182**Author:** Laura Rae, Councillor**Authoriser:** Alison Curtis, General Manager Regulatory Services**EXECUTIVE SUMMARY**

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

**RECOMMENDATION**

That Councillor Rae's report dated 4 March 2025 titled 'Maketu Community Board – Councillors Report – March 2025' be received.

**BACKGROUND**

I would like to officially welcome everyone to another year of busy times and fast-moving changes from both the Western Bay of Plenty District Council (Council) and Central Government, as we head into the end of the triennium later this year.

There are four major Central Government reforms that I would like to highlight:

- Local Waters Done Well;
- Resource Management Act Reform;
- Local Government Act Reform; and
- Potential projects through fast track legislation with our closest project being the Bell Road Development.

There have been multiple concerns expressed about just how sensible the Bell Road Development really is. The need for housing is great, however, we cannot put people at risk by building in flood plans next to our river. I've previously used the analogy that our people are the river, if the river is unhealthy, then so are we. Greater protections are necessary, especially with the Rangiuru Business Park being not far up the road.

**Local Waters Done Well**

As directed by Central Government, Council is exploring new models for its water service delivery. These options include the following:

- Continuing with the status quo;
- creating a standalone independent water entity;
- creating a standalone water entity in collaboration with neighbouring councils.

The third option aims to ensure the financial and operational sustainability of water services while maintaining local control.

### **Appointment of an Interim Chief Executive Officer**

Our Chief Executive Officer (CEO) John Holyoake formally resigned from Council early this year. I would like to thank John for his contribution to our Council. Being the leader of such a large organisation must be an extremely intense job and anyone in that space should be commended highly for their work.

On 18 February 2025, Council made the decision to appoint Miriam Trais to the role of interim CEO. Miriam will take up the position on 31 March 2025 and will continue through to early 2026 after the full recruitment process commences following completion of the local elections in October 2025.

Miriam was Council's CEO when I began my journey in Local Government and she brings a wealth of knowledge. Welcome back Miriam, even if for a short time, we look forward to working with you.

### **Annual plan**

On 18 February 2025, Council adopted the Annual Report 2023-24. The report can be found within the Council agenda on Council's website.

Council staff have begun working on the Annual Plan 2025-26, which is Year Two of the Long-Term Plan.

### **By-Law Reviews**

In early February, Council went through multiple by-law reviews including, livestock movement, cemeteries and animals (excluding dogs). There were minor changes made to these to better reflect the true cost of the service provided which are all available through Council's website if you are interested in more detail. The public consultation for the traffic and parking enforcement by-law is currently up on our website.

### **Representation Review**

Council's decision on the Representation Review is well known to our communities by now. My understanding is that all submitters who placed an appeal or objection have been notified by the Local Government Commission (LGC) and been provided with a date to speak at the hearings.

This is the final part of the process before the public is notified of the LGC's decision. The final decision will come into effect after the 2025 local election.

### **Elections**

We are closely approaching the end of the triennium, with the 2025 Local Elections beginning in September this year. I'm hoping that members of our community are

looking to put their hands up to be the ones to advocate for our people in the next triennium.

### 9.3 MAKETU COMMUNITY BOARD – GRANT APPLICATIONS – MARCH 2025

**File Number:** A6656162

**Author:** Ella Logan, Governance Advisor

**Authoriser:** Robyn Garrett, Governance Manager

#### EXECUTIVE SUMMARY

1. The purpose of this report is to enable the Maketu Community Board to make a decision regarding the applications for Community Board Grant Funding as applied for by the Maketu ANZAC Dawn Committee.

#### RECOMMENDATION

1. That the Governance Advisor's report dated 4 March 2025 titled 'Maketu Community Board – Grant Applications – March 2025' be received.
2. a. That the Maketu Community Board **approves** the grant application from the Maketu ANZAC Dawn Committee for \$....., to cover the costs of breakfast after the dawn parade service and commemorations for ANZAC Day. This grant will be funded from the Maketu Community Board Grants Account, subject to all accountabilities being met.

OR

That the Maketu Community Board does not approve the grant application from the Maketu ANZAC Dawn Committee.

#### BACKGROUND

2. The Maketu Community Board has funding of \$5,000 for disbursement to community organisations for the 2024/25 financial year. The balance as of 4 March 2025 is \$5,000.

3. **Maketu ANZAC Dawn Committee**

The Maketu ANZAC Dawn Committee has submitted an application for funding of \$1,200 to contribute to the costs of breakfast after the dawn parade service and commemorations for ANZAC Day.

**ENGAGEMENT, CONSULTATION AND COMMUNICATION**

<b>Interested/Affected Parties</b>	<b>Completed/Planned Engagement/Consultation/Communication</b>	
Maketu ANZAC Dawn Committee	The applicant will be advised of the outcome of their respective Grant Application	Planned

**FUNDING/BUDGET IMPLICATIONS**

<b>Budget Funding Information</b>	<b>Relevant Detail</b>	
Community Board Grant Funds	The Community Board will consider applications for distribution of grant funding before the end of the financial year.	
	Annual Budget	\$5,000
	Current Balance	\$5,000
	Balance if Grant Applications are approved	\$3,800

#### **9.4 MAKETU COMMUNITY BOARD – PROJECTS AND OPERATIONS REPORT – FEBRUARY 2025**

**File Number:** A6618062

**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**

That the General Manager, Infrastructure Service's report dated 4 March 2025 titled 'Maketu Community Board – Projects and Operations Report – February 2025' be received.

##### **MAKETU COMMUNITY BOARD ROADING ACCOUNT**

The Maketu Community Board Roading Account information has been removed from the Boards Projects and Operations Report and is now included within the Boards Finance Report.

**PROJECT UPDATES – ROADING**

<b>MAKETU CYCLEWAY</b>		
<b>Project Description</b>	<b>Staff Comment/Update</b>	<b>Progress Level</b>
<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.

<b>WILSON ROAD NORTH FOOTPATH EXTENSION</b>		
<b>Project Description</b>	<b>Staff Comment/Update</b>	<b>Progress Level</b>
Installation of a footpath extension along Wilson Road North	<b>Latest Update:</b> A Heritage New Zealand Archaeology Authority is required to undertake works in this location. This has been applied for and is expected to be approved in March 2025.	In progress.

**MINUTE ACTION SHEETS – ROADING**

<b>Pedestrian Safety Improvements on Maketu Road</b>		
<b>Meeting Date</b>	<b>Description</b>	<b>Latest Update</b>
19 November	The Board requested a cost estimate for the installation of two traffic mirrors at the corner of Maketu Road and Spencer Avenue to improve the safety of pedestrians and cyclists.	The Transportation Director has declined this request on the basis that the requested mirrors would be a hazard to road users.  A letter will be sent to relevant community members to notify them on this outcome.

<b>Mowing Boundary Areas within Maketu</b>		
<b>Meeting Date</b>	<b>Description</b>	<b>Latest Update</b>
19 November	The Board requested a map identifying the urban and rural mowing boundaries of Maketu.	The Governance Advisors has requested this from the Transportation Team. This information is yet to be received.

<b>Spencer Avenue Culvert Upgrade</b>		
<b>Meeting Date</b>	<b>Description</b>	<b>Latest Update</b>
19 November	The Board requested an updated progress report on the 'Spencer Avenue culvert upgrade' project and the related cycleway extension over and across the culvert.	The Governance Advisor has requested this information from the Transportation Team. This information is yet to be received.



**PROJECT UPDATES – RESERVES**

<b>MAKETU CEMETERY</b>		
<b>Project Description</b>	<b>Staff Comment/Update</b>	<b>Progress Level</b>
Maketu Cemetery/Urupā concerns.	<p>The upgrade work on the lower western side of the cemetery to prevent future flooding was completed early December 2024.</p> <p>Planning is now underway to recontour the eastern side (new area) to improve access and better utilisation of the available space.</p> <p>Staff will work with the Community Board and local interest group prior to any work proceeding. A site meeting is being planned.</p> <p>Physical works will be undertaken in late March/April 2025</p>	In progress

<b>MAKETU BOOK SHARING SHELTER</b>		
<b>Project Description</b>	<b>Staff Comment/Update</b>	<b>Progress Level</b>
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.

<b>MAKETU INFORMATION CENTRE MURAL</b>		
<b>Project Description</b>	<b>Staff Comment/Update</b>	<b>Progress Level</b>
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.

### MINUTE ACTION SHEETS – RESERVES

<b>Rubbish Bin Installation at the Skate Park</b>		
<b>Meeting Date</b>	<b>Description</b>	<b>Latest Update</b>
19 November	The Board wanted to be provided with cost estimates for the installation of a new rubbish bin at the skate park to improve the issue of littering.	Reserves and Facilities Manager has agreed to install the rubbish bin on a trial basis. The Governance Advisor is awaiting cost estimates.

### 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"> <li>• Animal Services – Person – Dog Attacked and made contact</li> <li>• Building Admin – General Enquiry/Callback</li> <li>• Compliance and Enforcement – Abandoned Vehicle</li> <li>• Compliance and Enforcement – General</li> <li>• Kerbside Collective – Damaged Bin – Replace/Repair Damaged Bin – Replace/Repair</li> <li>• Local Road – Road Surface Defects – Sealed Local Road</li> <li>• Properties – General Enquiry</li> <li>• Refuse – Illegal Dumping + Carcasses</li> <li>• Reserves and Facilities – Cemeteries</li> <li>• Reserves and Facilities – Litter/Litter Bins or dumping in Reserves</li> <li>• Water – All water leaks</li> </ul>	<ul style="list-style-type: none"> <li>• Building Counter Enquiry – General Enquiry/Callback</li> <li>• Building Processing – General Enquiry/Callback</li> <li>• Cemeteries – Maketu Cemetery – Plot Enquiry</li> <li>• Compliance and Enforcement – Noise Complaint (After Hours – Watchdog)</li> <li>• Land Development Engineering – General Enquiry/Callback</li> <li>• Local Roads – Slip/Flood/Crash/Spill/Trees Down on Local Road</li> <li>• Reserves and Facilities – BBQ’s/Switches/PowerPoints</li> <li>• Reserves and Facilities – Bollards</li> <li>• Reserves and Facilities – Reserve buildings/ Roads/Tracks/Furniture</li> </ul>
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There has been one of each of the following subtypes of Service Requests raised, which are **under investigation**.

- Local Road – Lighting – Replacement/Maintenance Asset Requests
- Local Road – Signs (Damaged/Graffiti) Replacement/Maintenance Asset Requests

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>
Animal Services – Lost Dogs	Reports from Arawa Avenue and Town Point	3	0
Building Warrant of Fitness Enquiries	Reports from Little Waihi Road	2	0
Certificate of Compliance applications	Reports from Ngaroma Lane	1	1
Complaints about Freedom Camping affecting Reserves or Roads	Multiple reports from Park Road	5	0
Customer Service Planning – General	Reports from Little Waihi Road, Town Point Road and Wilson Road	4	0
Kerbside Collective – Lost/Stolen Bin	Reports from Williams Crescent, Te Awhe Road and Ngaparaoa Drive	1	2
Local Roads – ALL Cesspit/Grill/Gutters & Drains (sealed road)	Replacement/Maintenance Asset Requests from Kaituna Road and Beach Road	2	0
Local Roads – General	Reports from Town Point Road and Park Road	2	0
Vegetation(not trees)/mowing Local Roads	Reports from across the Maketu Community	4	0
Rates – General	Enquiries from across the Maketu Community	4	0
Reserves and Facilities – General	Enquiries and call back requests from Town Point Road and Wilson Road North	2	0
Wastewater – Grinder Pump/ Septic Tank issue	Reports from across the Maketu Community	8	0

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Water Revenue – General	Enquiries and call back requests from Spencer Avenue and School Road	2	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>
April 2024	Mowing quality control	Staff continue to monitor the mowing quality within the Maketu area.
June 2024	Extension of Wilson Road Footpath	This action has been closed off and moved to the project list of this report.
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.

**NIL**

**9.5 MAKETU COMMUNITY BOARD – FINANCIAL REPORT – DECEMBER 2024****File Number:** A6642389**Author:** Allan Carey, Finance Business Partner Lead**Authoriser:** Sarah Bedford, Finance Manager**EXECUTIVE SUMMARY**

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

Total operational costs are under budget year-to-date.

Details of the Maketu Community Board Roding Current Account has now been included in the financial report. The opening balance of \$248,488, has not changed as at December 2024, this excludes commitments. There is a balance available for future projects of \$198,988 after allowing for commitments for current approved projects. These details are attached for the period ended December 2024 (**Attachment 2**).

On June 27, 2024, the Maketu Community Board approved a grant payment of \$6,000 to be made from the Maketu Community Board Grants Account to the Maketu Surf Life Saving Club. This June meeting was organised to use the balance of the Board's grant funding before the end of the financial year. However, the funds available in the Grants Account at the end of the financial year (30 June 2024) were unfortunately not accrued and were consolidated into the Board's Reserves Accounts. To make sure that the previously allocated funds are used for the payment to the Surf Life Saving Club, it is recommended that the Board amends its previous resolution to change the payment from the Grants Account to the Reserves Account. This will avoid the funds being taken from the grant's allocation from this financial year. A suggested recommendation has been included into this report for consideration.

**RECOMMENDATION**

1. That the Financial Business Partner Lead's report dated 4 March 2025 titled 'Maketu Community Board – Financial Report – December 2024' be received.
2. That the Maketu Community Board approve to amend recommendation MKC24-4.3 as follows:

*That the Maketu Community Board 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. That this grant will be funded from the Maketu Community Board Reserves Account, subject to all accountabilities being met.*

**Grant payments made to date:**

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

**Committed – Operational expenditure:**

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

**2024/25 Reserve analysis:**

Resolution	Project/Description	\$ (Payments made)
	2024/25 Opening Reserve balance	171,369
MKC23-4.9	Approves expenditure of up to \$26,000, for the purpose of installing handrails at the Maketu Cemetery	(4,230)
	<b>2024/25 Closing Reserve balance before commitments</b>	<b>167,139</b>

**Remaining commitments from Maketu Community Board Reserve Account**

Resolution	Description	\$ (Remaining Funds)
	Opening balance before commitments	167,139
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	(21,770)



	the right to engage on the final design with the Urupā Task Force. (Spend: \$4,230)	
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)
	<b>2024/25 Closing balance after the committed expenditure</b>	<b>84,869</b>

### ATTACHMENTS

1. **Maketu Community Board Financial Report – December 2024**  
2. **Maketu Community Board Roading Account – December 2024**  

Maketu Community Board Roading Current Account as at 31 December 2024					Status
Current Account Opening Balance 1 July 2024				248,488	
Interest 2025				-	To be calculated at the end of the financial year
Allocation for 2025				-	No allocation for the 2025 financial year
<b>Subtotal</b>				<b>248,488</b>	
Less: Completed projects	Total committed for project:	Total spent over life of project:	Total spent in current 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 reserves account	7,500	(7,500)	-	Completed
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 Reserve Account.	3320	(2,970)	-	Completed
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 Makety Community Board Reserves Account	5,500	(4,788)	-	Completed
<b>Subtotal</b>	<b>16,320</b>	<b>(15,258)</b>	<b>-</b>	<b>-</b>	
Less: Projects in progress	Total committed for project:	Total spent over life of project:	Total spent in current financial year:	Balance remaining:	Status:
<i>No projects in progress currently</i>					
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Net Balance Roading Current Account excluding Commitments</b>				<b>248,488</b>	
Less: Approved projects					
MKC24-7.8	Approved up to \$49,500 from the Roading Account for the installation of a 15 metre wide, 250-metre-long footpath extension on Wilson Road North	49,500			
<b>Total commitments</b>	<b>49,500</b>				
<b>Less: Committed funds on Started Projects unspent</b>				-	
<b>Less: Committed funds on Unstarted Projects</b>				(49,500)	
<b>Closing Balance Roading Current Account</b>				<b>198,988</b>	Total uncommitted funds available for future projects