

**MEETING**  
— **AGENDA** —

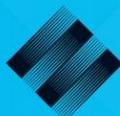
Ngā Take



**KATIKATI**  
**COMMUNITY BOARD**  
Poari Hapori

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**K21-4**  
**Wednesday, 21 July 2021**  
**The Centre. Pātuki Manawa**  
**21 Main Road, Katikati 3129**  
**7.00pm**



**Western Bay of Plenty**  
**District Council**

# Katikati Community Board

## Membership

<b>Chairperson</b>	Ben Warren
<b>Deputy Chairperson</b>	Neil Harray
<b>Members</b>	John Clements Kate Sutherland Cr James Denyer Cr Allan Sole
<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 provide an effective mechanism for community feedback to Council.
- 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 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 maintain an overview of road works, water supply, sewage, stormwater, parks, recreational facilities, community activities and traffic management within the community and make recommendations to Council and its Committees in accordance with their delegated functions.
  - To report and make recommendations to Council and its Committees in accordance with their delegated functions on issues facing the respective communities to promote public participation and communication within respective communities.
  - To undertake tasks, powers and functions delegated by Council or its Committees in accordance with their delegated functions from time to time.
  - 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, or in accordance with allocations which have been approved through the annual plan process.
  - To receive reports from Council appointees on Council matters relevant to the Community Board.
1. To have input into Council and its Committees on issues and plans that affect communities within the Community Board area.

Notice is hereby given that a Katikati Community Board Meeting will be held in the The Centre. Pātuki Manawa, 21 Main Road, Katikati 3129 on:  
Wednesday, 21 July 2021 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>
<b>8</b>	<b>Minutes for Confirmation</b> .....	<b>5</b>
8.1	Minutes of the Katikati Community Board Meeting held on 26 May 2021 .....	5
<b>9</b>	<b>Reports</b> .....	<b>13</b>
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9.3	33 Middlebrook Drive .....	18
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9.5	Infrastructure Services Report Katikati Community Board July 2021 .....	31
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9.7	Council, Standing Committees and Community Board Meetings .....	41

**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 contact centre request system, while those requiring further investigation will be referred to the Chief Executive.

## **8 MINUTES FOR CONFIRMATION**

### **8.1 MINUTES OF THE KATIKATI COMMUNITY BOARD MEETING HELD ON 26 MAY 2021**

**File Number: A4111629**

**Author: Pernille Osborne, Senior Governance Advisor - Community Boards**

**Authoriser: Barbara Whitton, Customer Services and Governance Manager**

#### **RECOMMENDATION**

That the Minutes of the Katikati Community Board Meeting held on 26 May 2021, as circulated with the agenda, be confirmed as a true and accurate record.

#### **ATTACHMENTS**

- 1. Minutes of the Katikati Community Board Meeting held on 26 May 2021**

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL  
KATIKATI COMMUNITY BOARD MEETING NO. K21-3  
HELD IN THE CENTRE. PĀTUKI MANAWA, 21 MAIN ROAD, KATIKATI 3129  
ON WEDNESDAY, 26 MAY 2021 AT 7.00PM**

## **1 PRESENT**

Member B Warren (Chairperson), Member N Harray, Member J Clements, Member K Sutherland, Cr J Denyer and Cr A Sole

## **2 IN ATTENDANCE**

J Pedersen (Group Manager People and Customer Services), A Hall (Roading Engineer – West) and P Osborne (Senior Governance Advisor)

4 Members of the Public

The Chairperson congratulated and welcomed Councillor Sole onto the Katikati Community Board.

## **3 APOLOGIES**

Nil

## **4 CONSIDERATION OF LATE ITEMS**

The Chairperson advised there was one late item for the Board to consider for inclusion in the open section of the agenda, being Katikati Community Board Additional Grant Applications.

The reason that this item was not included on the agenda was due to the applications not being received in time and it could not be delayed to the next scheduled Board meeting because the Katikati Community Board wished to consider the grants within the 2020/2021 financial year.

The Board noted that the late item agenda should read 9.7 instead of 1.1.

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### **RESOLUTION K21-3.1**

Moved: Member B Warren

Seconded: Member N Harray

That in accordance with Section 46A (7) of the Local Government Official Information and Meetings Act the following item be considered as a late item of open business:

9.7 Katikati Community Board Additional Grant Applications

**CARRIED**

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## **5 DECLARATIONS OF INTEREST**

- Member Warren declared an interest in item 9.7 Katikati Community Board Additional Grant Applications
- Member Harray declared an interest in item 9.7 Katikati Community Board Additional Grant Applications
- Member Sutherland declared an interest in item 9.7 Katikati Community Board Additional Grant Applications

## 6 PUBLIC EXCLUDED ITEMS

Nil

## 7 PUBLIC FORUM

The Chairperson outlined the protocols relating to the Public Forum section of the meeting as set out in the Standing Orders for the Katikati Community Board. Attending members of the public were invited to take part in the public forum.

### PUBLIC FORUM ADJOURN MEETING

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#### RESOLUTION K21-3.2

Moved: Member B Warren

Seconded: Cr J Denyer

That the meeting adjourn for the purpose of holding a public forum.

**CARRIED**

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#### Thys Polstra – Various Items

Mr Polstra was in attendance to ask the Board for some further information relating to the Community Plan and the Community Board's submission to the Long Term Plan (LTP). The Board noted that the Katikati Community Boards submission was accepted by Council and the Chairperson spoke to the submission at Council's formal 'Have Your Say' opportunity in Chambers.

It was agreed that the Chairperson would forward Mr Polstra a copy of the Community Board's submission to the LTP.

The Community Plan is still undergoing revision and review, however Mr Polstra was encouraged to let the Community Board know if there is anything that he believes should be included.

Mr Polstra also noted that the town does not look as "polished" as it use to be, and was advised that this is something that the Community Board addressed within their submission to the LTP.

There was a discussion around the COVID-19 vaccinations and how these could be made available to members of the community in Katikati itself, rather than having to travel to Tauranga City. The Group Manager People and Customer Services advised the Board that Council has been in contact with the Bay of Plenty District Health Board (BOPDHB) to offer assistance where needed.

Jacqui Knight, who was also in attendance, noted that members of the Katikati Health Trust are currently in negotiations with the DHB to get the Katikati RSA set up as a venue to provide COVID-19 vaccinations.

Lastly, a discussion was had around the new Kerbside Collection, quering how those unable to put their bins out can seek assistance. The Group Manager People and Customer Services advised the Board that Council has been advertising the new assisted service that is available to those who meet the criteria.

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**PUBLIC FORUM MEETING RECONVENED**

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**RESOLUTION K21-3.3**

Moved: Cr A Sole

Seconded: Member K Sutherland

That the meeting reconvene in formal session at 7.15pm.

**CARRIED**

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**8 MINUTES FOR CONFIRMATION****8.1 MINUTES OF THE KATIKATI COMMUNITY BOARD MEETING HELD ON 31 MARCH 2021**

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**RESOLUTION K21-3.4**

Moved: Cr J Denyer

Seconded: Member J Clements

That the Minutes of the Katikati Community Board Meeting held on 31 March 2021, as circulated with the agenda, be confirmed as a true and accurate record.

**CARRIED**

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**9 REPORTS****9.1 KATIKATI COMMUNITY BOARD CHAIRPERSONS REPORT - MAY 2021**

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

**Waka Kotahi (NZTA) Open Days**

The Chairperson noted that Waka Kotahi was wanting to organise another open day in Katikati to provide some clarification to members of the community around the State Highway, roundabouts and median barriers.

It was noted that, when the details of the open day are confirmed, the Community Board will inform community groups to allow them to notify members in the community to help spread the word.

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**RESOLUTION K21-3.5**

Moved: Member B Warren

Seconded: Cr J Denyer

That the Chairperson's report dated 26 May 2021, titled 'Katikati Community Board Chairpersons Report – May 2021', be received.

**CARRIED**

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## 9.2 KATIKATI COMMUNITY BOARD COUNCILLOR'S REPORT - MAY 2021

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

### **Kerbside Rubbish Collection**

There was a discussion around the assisted service that Council is offering in regards to the new Kerbside Rubbish Collection. There was concern raised that, despite extensive advertising of this service, members of the community were unaware this was available. The Group Manager People and Customer Service encouraged Board members to inform those who have concerns to ring the contact centre.

### **Community Matching Fund**

The Board noted that the Community Matching Fund Panel would be Deputy Mayor John Scrimgeour, Councillor Denyer and Councillor Dean.

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### **RESOLUTION K21-3.6**

Moved: Member B Warren

Seconded: Cr A Sole

That the Councillor's report dated 26 May 2021, titled 'Katikati Community Board Councillor's Report – May 2021', be received.

**CARRIED**

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### **CHANGE TO THE ORDER OF BUSINESS**

The Chairperson requested that item 9.7 be considered with the next item of business, in order to consider all of the grant applications together.

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### **RESOLUTION K21-3.7**

Moved: Member B Warren

Seconded: Member K Sutherland

That, in accordance with Standing Orders, the order of business be changed and that item 9.7 be dealt with alongside item 9.3 as the next item of business.

**CARRIED**

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### 9.3 KATIKATI COMMUNITY BOARD GRANT APPLICATION

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

#### **Katikati Open Air Art Grant Application**

Jacqui Knight was in attendance to provide the Board with some clarification around the amount of funding that Katikati Open Air Art sought in order to put on this event. The Board noted that the festival will be taking place over a month, to allow community members to take part in the many events that contribute to the festival.

It was clarified that the prize money comes from corporate sponsorship and reserve funds from Katikati Open Air Art.

Councillor Sole spoke in support of the Katikati Open Air Art Festival.

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#### **RESOLUTION K21-3.8**

Moved: Cr J Denyer

Seconded: Cr A Sole

1. That the Senior Governance Advisor's report dated 26 May 2021, titled 'Katikati Community Board Grant Application', be received.
2. That the Katikati Community Board approve the Grant application from Katikati Open Air Art for \$5,000, to be funded from the Katikati Community Board Grants account, subject to all accountabilities being met.

**CARRIED**

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### 9.4 KATIKATI COMMUNITY BOARD ADDITIONAL GRANT APPLICATIONS

The Board considered a report from the Senior Governance Advisor. The report was taken as read, with a brief overview of each of the community groups that sought grant funding.

Councillor Denyer spoke in support of all three applications, noting that all three were worthy causes and deserved the Boards support.

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#### **RESOLUTION K21-3.9**

Moved: Cr J Denyer

Seconded: Cr A Sole

1. That the Senior Governance Advisor's report dated 26 May 2021, titled 'Katikati Community Board Additional Grant Applications', be received.
2. That the Katikati Community Board approve the Grant application from Katikati Sea Scouts for \$1,000 to be funded from the Katikati Community Board Grants account, subject to all accountabilities being met.
3. That the Katikati Community Board approve the Grant application from Katikati Football Club for \$995.90 to be funded from the Katikati Community Board Grants account, subject to all accountabilities being met.

**CARRIED**

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## 9.5 INFRASTRUCTURE SERVICES REPORT KATIKATI COMMUNITY BOARD MAY 2021

The Board considered a report from the Deputy Chief Executive. The report was taken as read with further discussion on the below items.

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### RESOLUTION K21-3.10

Moved: Cr A Sole

Seconded: Member N Harray

That the Deputy Chief Executive's report dated 26 May 2021, titled 'Infrastructure Services Report Katikati Community Board May 2021', be received.

**CARRIED**

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### 9.5.1 KATIKATI COMMUNITY ROADING

The Board noted that the Roothing Engineer (West) will create a list of roading requests that the Board can prioritise during a walk-around.

There was a discussion around the footpaths/pavements in Katikati and where the money to complete these projects would come from. The Roothing Engineer (West) provided some clarification, in that any footpath that was deemed unfit for purpose, would fall under the contract with WestLink. If the Board was seeking a new footpath, then this would need to be funded by the Community Board.

The Roothing Engineer (West) is continuing to look into options for coloured sealant being applied to the asphalt on the main road through the town centre.

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### 9.5.2 SCHOOL SPEED SIGNS

Member Clements asked for an update regarding the installation of the new school speed signs, noting that there have been several near misses of late. The Board was advised that the signs have been ordered, but there have been shipping/import delays. At this stage there is no estimated arrival date. The signs that have been ordered were electronic variable speed signs.

The Board noted that Middlebrook Drive is having similar problems with speeding.

There was a discussion around options the Board could look at to help reduce the speed in these areas.

The Board agreed these options would be considered at a workshop, and that it will be interesting to see if the new speed signs make a difference.

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### 9.5.3 HEALTH AND SAFETY ISSUE - SLOPING FOOTPATH

A member of the public noted that there is still an on-going health and safety issue due to the sloping footpath on the right-hand side of the Library and Service Centre.

The Roothing Engineer (West) advised the Board that this has been raised with Council's Strategic Property Manager and he is aware of the issue.

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#### 9.5.4 BIRD WALK EROSION

The Board has asked for an update on this project, as they are of the belief there has been a hold up due to the bridges needing to be re-designed.

The Roading Engineer (West) noted that he will follow this up for the Board, following the meeting.

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#### 9.5 FINANCIAL REPORT KATIKATI - APRIL 2021

The Board considered a report from the Management Accountant. The report was taken as read.

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##### RESOLUTION K21-3.11

Moved: Cr J Denyer

Seconded: Member K Sutherland

That the Management Accountant's report dated 26 May 2021, titled 'Financial Report Katikati – April 2021', be received.

**CARRIED**

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#### 9.6 COUNCIL, STANDING COMMITTEES AND COMMUNITY BOARD MEETINGS

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##### RESOLUTION K21-3.12

Moved: Member B Warren

Seconded: Cr A Sole

That the draft schedule of meetings for June, July and August 2021, be received.

**CARRIED**

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**The Meeting closed at 8.00pm.**

**The minutes of this meeting were confirmed at the Katikati Community Board held on 21 July 2021.**

.....  
Member B Warren  
**CHAIRPERSON**

## 9 REPORTS

### 9.1 KATIKATI COMMUNITY BOARD CHAIRPERSONS REPORT - JULY 2021

**File Number:** A4230700

**Author:** Ben Warren, Community Board Member

**Authoriser:** Miriam Taris, Chief Executive Officer

#### RECOMMENDATION

That the Chairperson's report dated 21 July 2021, titled 'Katikati Community Board Chairpersons Report – July 2021', be received.

#### BACKGROUND

##### **Katikati Town Centre and Katikati Community Plans**

Katikati Community Board and Boffa Miskell Ltd.

The Draft Community Plan now sits with Boffa Miskell to finalise and return. The plan has been considerably delayed, firstly by COVID-19 restrictions and for the past 6 months due to the lack of resolution through engagement with local iwi. The Town Plan, which has been progressed by the consultants will close out the planning process after the community plans completion.

*Further information relating to this item can be found in the Infrastructure Report of this agenda.*

##### **Waka Kotahi Open Day**

The recent open day allowed the public to provide further feedback regarding the proposed median barriers and roundabouts. Feedback appeared to be in favour of no or limited median barriers and minimal roundabouts. More concern was expressed about the need to replace the dangerous and small State Highway 2 bridges. Waka Kotahi is limited by their safety directives and will not be considering economic efficiency.

##### **Council Long Term Plan (LTP) decision**

The Community Board and greater community are currently expressing considerable concerns with the decision to adopt the double figure rates increase and the proposed financial planning to have more than \$270m in debt in the future. The process to adopt the LTP when reviewing the consultation responses filed do not appear to reflect what appears to be a clear mandate for how Councillors should have voted. The Community Board stands by its original advice to Councillors to not support a 12% rate increase.

*Further information relating to this item can be found in the Councillor's Report of this agenda.*

##### **C E Miller Fund**

Miss Catherine Miller (C E Miller), who lived in Katikati, passed away on 15 June 2005. The Public Trust was the executor of Miss Miller's last Will. After making a number of bequests to her family and friends, she requested that half of the residual funds left over be given to Council to be used for the beautification of the Katikati township and the other half be distributed to the Katikati Open Air Art Incorporated for the same purpose.

The funds are restricted in use to the purpose of beautification projects within the Katikati township. There is no specific criteria identifying what a 'Beautification project' is. It is recommended that the Community Board use their due diligence and discretion when determining the best use and allocating the funds.

The Community Board will be deliberating over the use of the CJ Miller fund for beautification in the district. Further tree planting in parks, town entrance area development and requests from Katch Katikati, are being taken into consideration. The fund provides only a limited ability to improve areas due to the funds available and projects are preferred to be long term.

### **Local Roading Budget**

Discussion during the Community Board meeting and subsequent workshops are to be held in regards to the annual use of roading budget.

### **School Zone**

The Community Board recommends Council review the maintenance program for the school zone area. The Katikati Community Board would like to see the Zebra crossing outside the school painted red to further promote safety in the zone.

Staff Comment:

Red is not Council's Level of Service for Zebra Crossings. The Roading Engineer will discuss options with Infrastructure and Transportation Managers. The Zebra crossing and associated road markings are subject to annual repaint. The repaint date for 2021 is yet to be scheduled but likely to occur prior to Summer.

### **Avocado Festival Events Management**

The Community Board are organising a meeting with Council Community Team, to discuss addressing the Council contribution and cooperation with the Annual Avocado Festival and the current alcohol licensing restrictions. These are important issues that have a significant effect on the success of the Food and Wine Festival. The Community Board would also like to encourage the Avocado Industry to be more actively involved in the festival.

### **Three Waters Reform – Community Conversation**

The Community Board would like to hear from the community regarding their views on the Three Waters Reform proposal. This will allow the Community Board to take a community wide position and convey this to the respective parties.

### **Park Road Walkway**

The Community Board members have once again been approached by residents believing this project has been approved without adequate consultation. Residents directly affected, expressed that there appears to be little transparency in the decision-making process.

The Community Board will be asking whether further consultation will occur, and suggest having this matter addressed directly at a Community Board meeting, so residents have the opportunity to attend and listen.

Staff Comment:

Following the recent adoption of the 2021/31 Long Term Plan, Council has increased its investment into walkways/cycleways across the district.

One of the new walkways/cycleways being considered now that increased funding is in place, is the link between the recently installed Yeoman Walkway bridge and Park Road reserve opposite the Summerset Retirement Village.

This proposed walkway /cycleway is contemplated in both the Katikati/Waihi Beach Ward Reserve Management Plan and Council's Walking and Cycling Action Plan.

Pages 247 to 249 of the Katikati/Waihi Beach Ward Reserve Management Plan provide more details around Council's intention for a walkway/cycleway in this area. (Refer to extract below from RMP).

- 6.82.4 Consistent with the protection of the above values provide for continuous pedestrian/cycleway linkage around the Katikati Peninsula.
- 6.82.5 Develop a walkway/cycleway between the Yeoman Walkway, Riverlea Drive Reserve, Levley Lane Reserve, Francis Drive Reserve and Park Road Reserve next to the retirement village.

There are many varying views within the community about a walkway/cycleway, therefore, Council will be engaging with property owners along the reserve(s) immediately adjoining the Uretara stream, along with other interested parties to seek their feedback before any further progress is initiated.

### **Public Toilets at Moore Park**

Katikati Community Board members have received a constant flow of feedback from users and visitors, regarding the lack of toilet facilities available at Moore Park over the past six months. There is currently only one public toilet at Moore Park, as the Sports Club toilet that is only open when rugby club events are on. The proposed Recreation Centre build with new public toilets is more than three years away.

The Community Board are making the recommendation to Council to investigate placement of temporary toilets in the interim, to service the public need identified. These toilets would also help service the transport hub at Moore Park.

In doing so this will prevent the public urination in the park, and alleviate inconvenient issues that female users are having driving into town to use public toilets on many occasions. This also is a public health issue.

Staff Comment:

Staff will need to investigate and cost up the options and required funding for a standalone toilet to service the football and cricket area of Moore Park before reporting back to the Board.

**9.2 KATIKATI COMMUNITY BOARD COUNCILLOR'S REPORT - JULY 2021****File Number:** A4237567**Author:** Allan Sole, Councillor**Authoriser:** Miriam Taris, Chief Executive Officer**RECOMMENDATION**

That the Councillor's report dated 21 July 2021, titled 'Katikati Community Board Councillor's Report – July 2021', be received.

**BACKGROUND****Long Term Plan (LTP)**

The LTP was adopted by Council on June 28 2021, and has come into effect as of the 1 July 2021.

The process has taken 18 months to complete and has a total rate increase for the year 2021-22 of 12.51%.

There are many projects being funded this year over the whole range of Council services. The most noticeable and immediate is the rate funded, Kerbside Rubbish and Recycling Service.

**Omokoroa Structure Plan**

Stage 3 of the Omokoroa Structure plan is being brought together for further consultation and presentation to the Minister for the Environment. This is so Council can ask for it to be streamlined through the Resource Management Act (RMA). The benefits of this are manifold in time saved and associated costs.

**Waka Kotahi Open day**

Waka Kotahi held an open day at Pātuki Manawa on the 5 July 2021. They had a large number of staff, and information available to view, discuss and gather the thoughts of the community, regarding centre line wire fence opposing lane separation and the associated roundabouts. There were a large number of people who attended and a lot of information has been gathered from the public.

**Community Matching Fund**

Applications for this have closed and applications have oversubscribed the fund available.

The applications are now being assessed and the recommendations should be confirmed by Council on 12 August 2021.

**Three Waters Reform**

The Three Waters program being driven by Central Government is starting to unfold. There will be consultation on this program in the near future and we will all be able to have our say.

This is likely to have a major affect on Local Government and in our case it is about a third of our Council's business.

Western Bay of Plenty District Council's CEO, Miriam Taris, spoke to a number of people who attended the Katikati-Waihi Beach Community Forum. Miriam has been involved in the process at a national level and she answered a number of questions from members of the public.

### **Future of Local Government**

Workshops have been conducted throughout the country. This is to encourage elected members to assess and help determine the shape and work undertaken by Local Government in the years to come.

### **Farewell to Miriam**

It will be with a lot of sadness that we will say goodbye to Miriam as she has been with us for many years and guided the team (both staff and elected members) as CEO since 2014. Her knowledge and wisdom has helped us through many situations and we wish her the best as she opens a new page in her life.

### **Welcome the new CEO**

The new CEO will be greeted with a Powhiri on the Monday 19 July 2021. It is an exciting time for all staff and elected members as we get ready for a new person at the top of the organisation.

### 9.3 33 MIDDLEBROOK DRIVE

**File Number:** A4086235

**Author:** Blaise Williams, Strategic Property Manager

**Authoriser:** Gary Allis, Deputy Chief Executive & Group Manager Infrastructure Services

#### EXECUTIVE SUMMARY

Council owns a property at 33 Middlebrook Drive, Katikati also known as Section 8 SO 453028 contained in record of title 848931 (the "Land").

Part of the property is leased by the Red Cross but the remainder of the property is vacant land ready for development.

Council sought expressions of interest from the community for parties interested in leasing the land and developing it for community purposes.

Council received one joint expression of interest from multiple community groups seeking to develop the Land together, the parties were Western Bay Museum, Katikati MenzShed, Katikati Community Van, Katikati Community Patrol and Nga Tamawhariua Rununga (the "Interested Parties").

The Interested Parties along with Council staff have received a preliminary design for the development of the Land, refer Attachment 1.

The board is being asked to make a recommendation to Council either to lease the Land to the Interested Parties or recommend to Council to not lease the Land to the Interested Parties.

#### RECOMMENDATION

1. That the Strategic Property Manager's report dated 21 July 2021, titled '33 Middlebrook Drive', 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 Board recommends to Council that the land be leased to the Interested Parties for the purpose of building suitable accommodation for all Interested Parties' purposes.

##### **Interested Parties:**

- Western Bay Museum
- Katikati MenzShed
- Katikati Community Van
- Katikati Community Patrol
- Nga Tamawhariua Rununga

And

4. That the Lease is conditional upon the Interested Parties receiving funding for the development within two years.

Or

5. That the Board **does not** recommend to Council that the land be leased the to the Interested Parties for the purpose of building suitable accommodation for all Interested Parties purposes.

**BACKGROUND**

Council purchased the land for the reserve prior to Middlebrook Drive being constructed, the Land is now owned in fee simple by Council.

Following multiple community groups who approached Council for vacant land or facilities in Katikati, Council sought formal expressions of interest from community groups, particularly if they were prepared to work together and develop the site.

Staff have had multiple meetings and discussions with the Interested Parties regarding the possible design of the buildings and each parties’ requirements.

Staff believe the Interested Parties are able to work together and maximise utilisation of the site.

It is noted that not all the Interested Parties named would necessarily be accommodated on the site.

**SIGNIFICANCE AND ENGAGEMENT**

In terms of the Significance and Engagement Policy, this decision is considered to be of low significance because there is no capital spending, general Community Board support and level of engagement to date.

**ENGAGEMENT, CONSULTATION AND COMMUNICATION**

<b>Interested/Affected Parties</b>	<b>Completed Engagement/Consultation/Communication</b>		
Name of interested parties/groups	Western Bay Museum Katikati MenzShed Katikati Community Van Katikati Community Patrol Nga Tamawhariua Rununga	Planned	Completed
Tangata Whenua	Expressions of Interest have been invited from interested community groups.		
General Public	Expressions of Interest have been invited from interested community groups.		

**ISSUES AND OPTIONS ASSESSMENT**

<p><b>Option A</b></p> <p>That the Board <b>recommends</b> to Council that the land be leased to the Interested Parties for the purpose of building suitable accommodation for all Interested Parties’ purposes.</p> <p><b>Interested Parties:</b></p> <ul style="list-style-type: none"> <li>• Western Bay Museum</li> <li>• Katikati MenzShed</li> <li>• Katikati Community Van</li> <li>• Katikati Community Patrol</li> <li>• Nga Tamawhariua Rununga</li> </ul> <p>And</p> <p>That the Lease is conditional upon the Interested Parties receiving funding for the development within two years.</p>	
<p><b>Assessment of advantages and disadvantages including impact on each of the four well-beings</b></p> <ul style="list-style-type: none"> <li>• <b>Economic</b></li> <li>• <b>Social</b></li> <li>• <b>Cultural</b></li> <li>• <b>Environmental</b></li> </ul>	<p>The use of vacant council land being utilised by multiple community groups.</p> <p>If successful, setting a precedent for community groups to work together to help each other met the needs of the community.</p> <p>Accommodation of community groups would add to the community fabric of Katikati.</p> <p>Groups are seeking third party funding with little ongoing cost to Council.</p>
<p><b>Costs (including present and future costs, direct, indirect and contingent costs).</b></p>	<p>The Interested Parties to bear all costs for development of the Land</p> <p>Excess of \$500,000.00 required</p> <p>Funds will be sought from external providers</p>
<p><b>Other implications and any assumptions that relate to this option (Optional – if you want to include any information not covered above).</b></p>	<p>Council to give the parties 2 years to receive enough funding to develop the Land</p>
<p><b>Option B</b></p> <p>That the Board <b>does not</b> recommend to Council that the land be leased the to the Interested Parties for the purpose of building suitable accommodation for all Interested Parties’ purposes.</p>	
<p><b>Assessment of advantages and disadvantages including impact on each of the four well-beings</b></p> <ul style="list-style-type: none"> <li>• <b>Economic</b></li> <li>• <b>Social</b></li> <li>• <b>Cultural</b></li> <li>• <b>Environmental</b></li> </ul>	<p>The vacant land will not be utilised, no other community groups submitted interest in the Land</p> <p>Community groups will continue to seek support from Council by use of Council land or facilities</p>
<p><b>Costs (including present and future costs, direct, indirect and contingent costs).</b></p>	<p>No costs</p>

**STATUTORY COMPLIANCE**

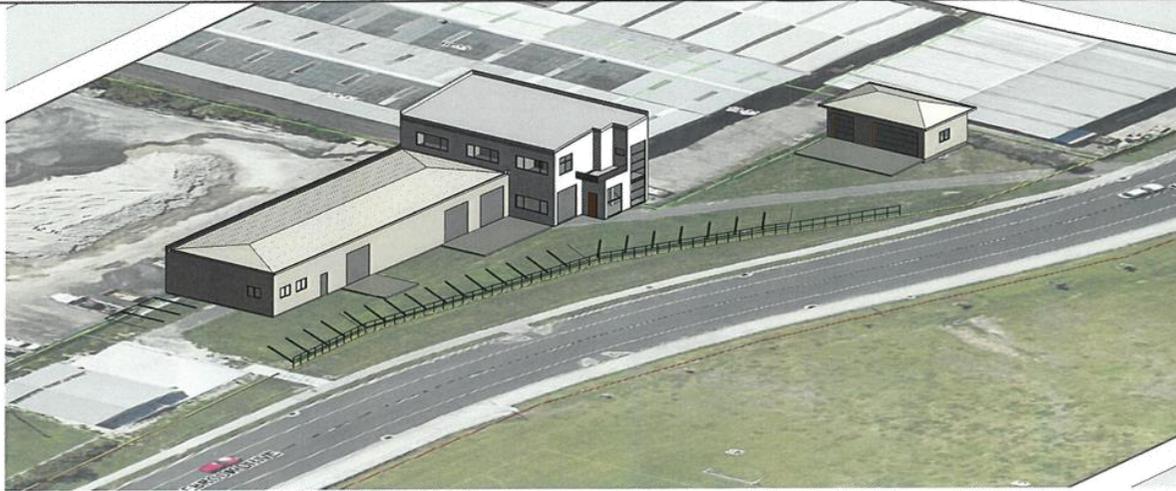
Council will comply with all legislative requirements when granting a lease of the Land, the lease will be on similar terms as required by Council policy for community groups.

**FUNDING/BUDGET IMPLICATIONS**

Budget Funding Information	Relevant Detail
	No costs other than some incidental operational costs would be incurred.

**ATTACHMENTS**

1. Katikati MenzShed & Museum Store [!\[\]\(7020974a1fd2d9421514c30c8c2afc72\_img.jpg\)](#) 



3D VIEW 1  
@A1, 1:400@A3



3D VIEW 2  
@A1, 1:400@A3

Sheet List	
Sheet Name	Sheet No
3D VIEW	A0-00
FLOOR PLANS	A1-01
GARAGE LAYOUT	A1-02
ELEVATIONS	A2-01
SECTIONS	A3-01
SECTIONS	A3-02
SITE PLAN	SP-01

RECEIVED  
03 SEP 2020  
WBOPDC  
KATIKATI

2	DRAWING UPDATE	RL	IB	06.08.20
1	FOR COMMENT	RL	IB	06.08.20
Issue Details		By	Chkd	Date

**stilesandhooker**  
ARCHITECTS + ENGINEERS  
Telephone: 07 839 1254 Fax: 07 839 1255  
Email: admin@stiah.co.nz  
Address: 214 Collingwood St, PO Box 718, Hamilton 3201,  
New Zealand  
www.stilesandhooker.co.nz  
TELARC REGISTERED SUPPLIER ISO 9001

Client  
INPUT CLIENT NAME

Project  
KATIKATI MENZSHED &  
MUSEUM STORE

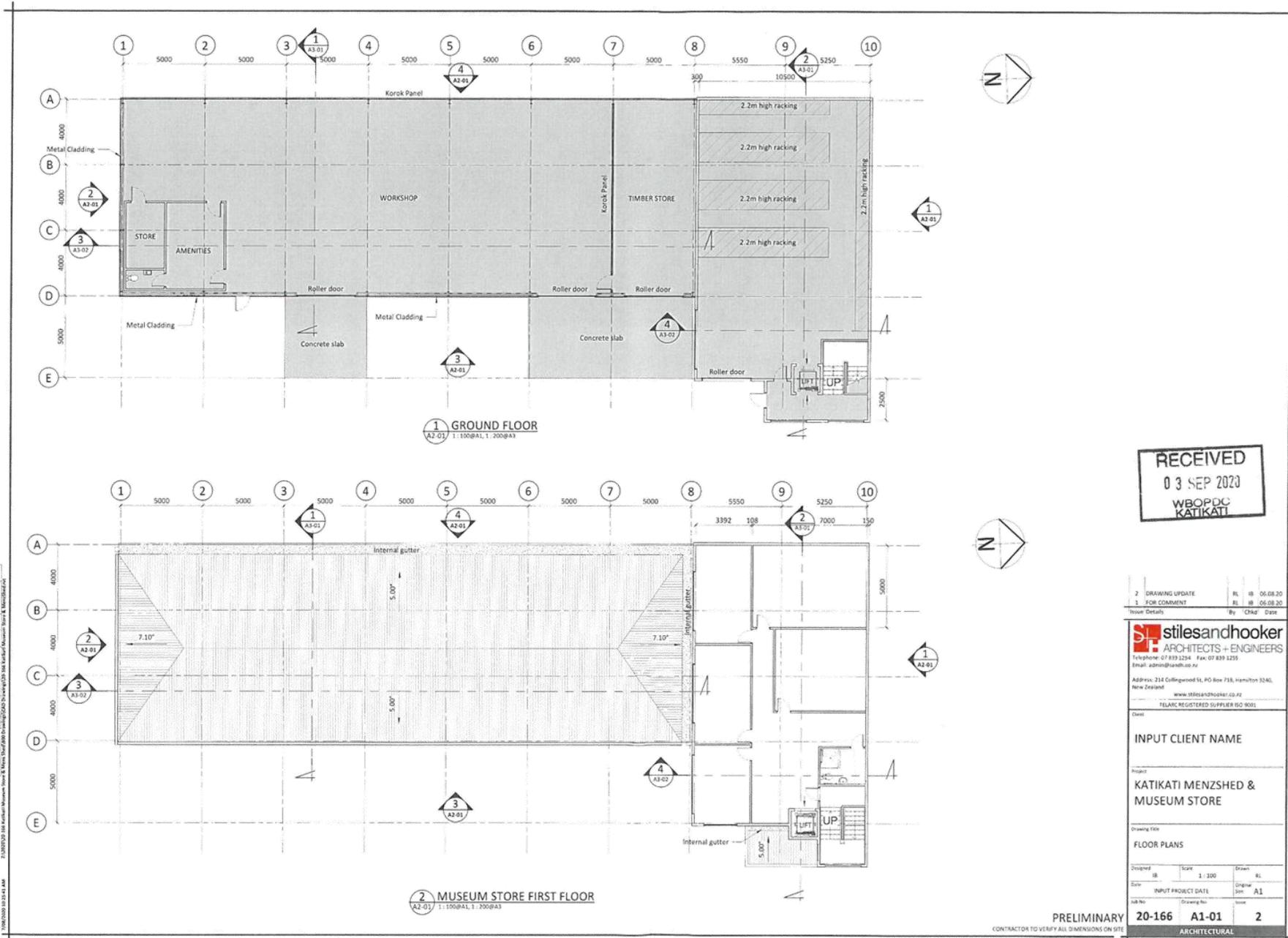
Drawing Title  
3D VIEW

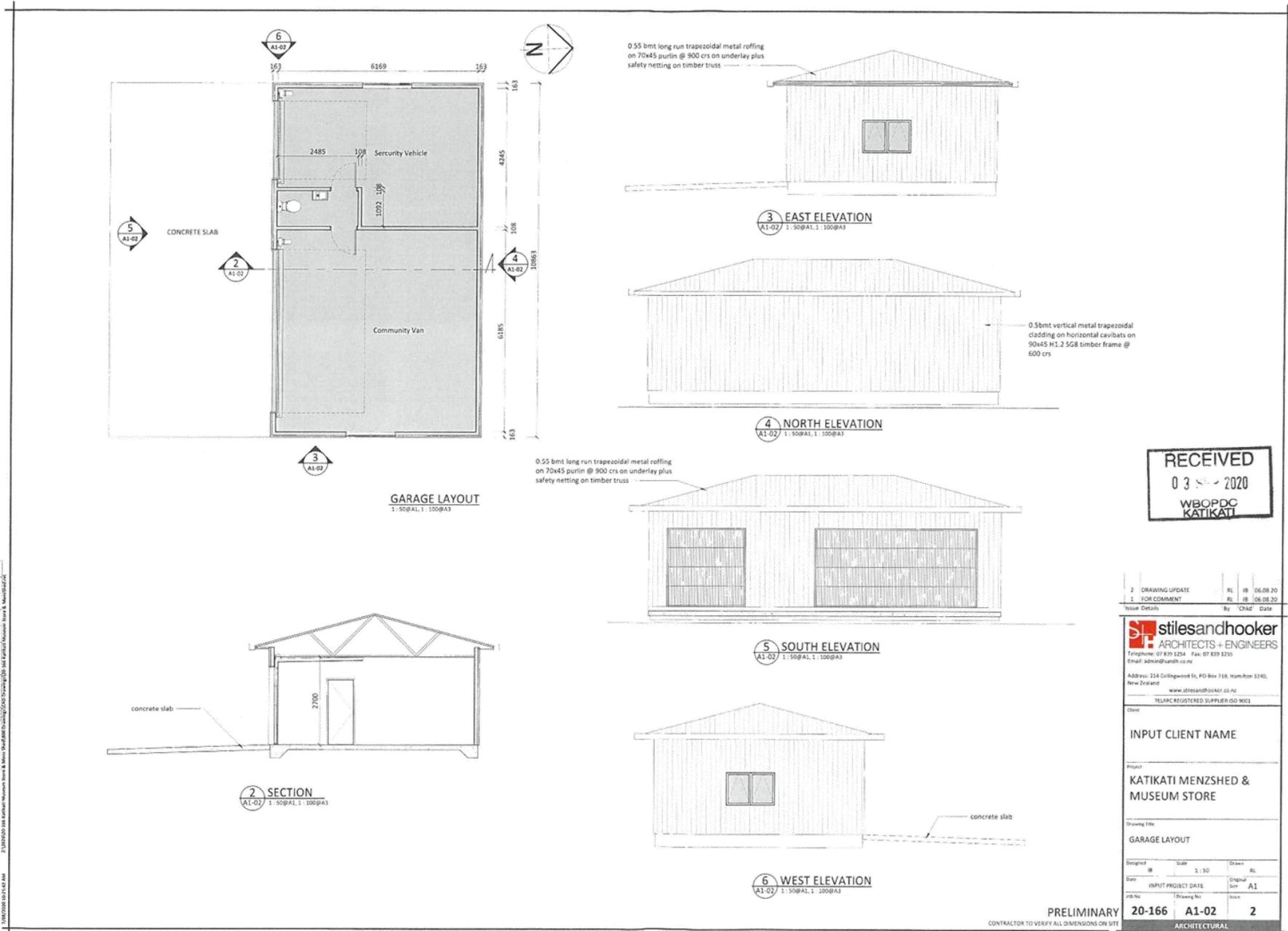
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Job No	20-166	Drawing No	A0-00	Issue
				2

PRELIMINARY  
CONTRACTOR TO VERIFY ALL DIMENSIONS ON SITE

ARCHITECTURAL







RECEIVED  
03 SEP 2020  
WBOPDC  
KATIKATI

2	DRAWING UPDATE	RL	18	06.08.20
1	FOR COMMENT	RL	18	06.08.20
Issue Details		By	Chkd	Date

**stilesandhooker**  
ARCHITECTS + ENGINEERS  
Telephone: 07 839 1254 Fax: 07 839 1255  
Email: admin@stilesandhooker.co.nz  
Address: 234 Collingwood St, PO Box 718, Hamilton 3240, New Zealand  
www.stilesandhooker.co.nz  
TELARC REGISTERED SUPPLIER ISO 9001

Client			
INPUT CLIENT NAME			
Project			
KATIKATI MENZSHED & MUSEUM STORE			
Drawing Title			
GARAGE LAYOUT			
Designed By	Scale	Drawn By	RL
	1:50		
Date	INPUT PROJECT DATE	Original	Ser A1
Job No	20-166	Drawing No	A1-02
		Issue	2
PRELIMINARY ARCHITECTURAL			

PRELIMINARY  
CONTRACTOR TO VERIFY ALL DIMENSIONS ON SITE



RECEIVED  
03 SEP 2020  
WBOPDC  
KATIKATI

2	DRAWING UPDATE	RL	06.08.20
1	FOR COMMENT	RL	06.08.20
	Issue Details	By:	Crtd: Date

**stilesandhooker**  
ARCHITECTS + ENGINEERS  
Telephone: 07 839 1254 Fax: 07 839 1255  
Email: admin@stiles.co.nz  
Address: 214 Collegewood St, PO Box 718, Hamilton 3246,  
New Zealand  
www.stilesandhooker.co.nz  
TEAR REGISTERED SUPPLIER ISO 9001

Client: \_\_\_\_\_

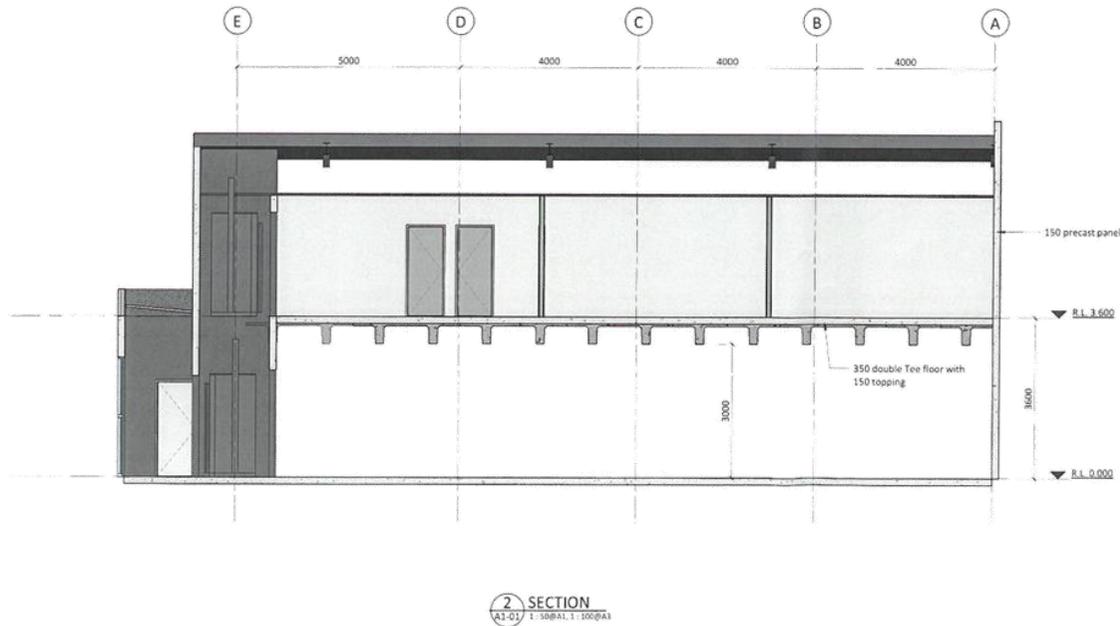
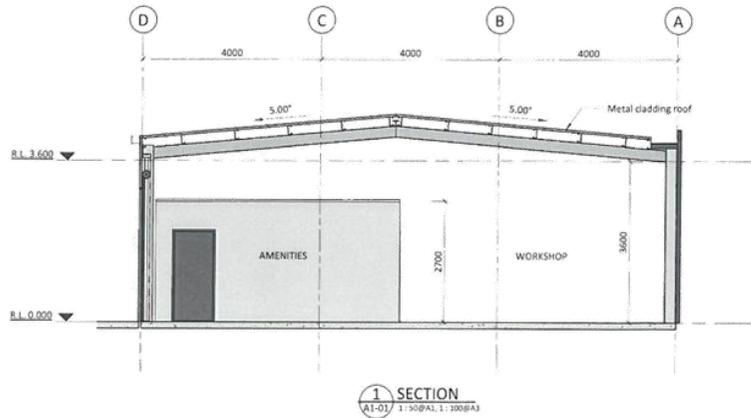
Project: **KATIKATI MENZSHED & MUSEUM STORE**

Drawing Title: **ELEVATIONS**

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Job No	Drawing No	Issue		
	<b>20-166 A2-01</b>	<b>2</b>		

PRELIMINARY  
CONTRACTOR TO VERIFY ALL DIMENSIONS ON SITE

ARCHITECTURAL



RECEIVED  
03 SEP 2020  
WBOPUC  
KATIKATI

2	DRAWING UPDATE	RL	IB	06.08.20
1	FOR COMMENT	RL	IB	06.08.20
Issue Details		By	Chkd	Date

**stilesandhooker**  
ARCHITECTS + ENGINEERS  
Telephone: 07 839 1254 Fax: 07 839 1253  
Email: admin@stiles.co.nz  
Address: 214 Collingwood St, PO Box 718, Hamilton 3240, New Zealand  
www.stilesandhooker.co.nz  
TELARC REGISTERED SUPPLIER ISO 9001

Client: \_\_\_\_\_

Project: **KATIKATI MENZSHED & MUSEUM STORE**

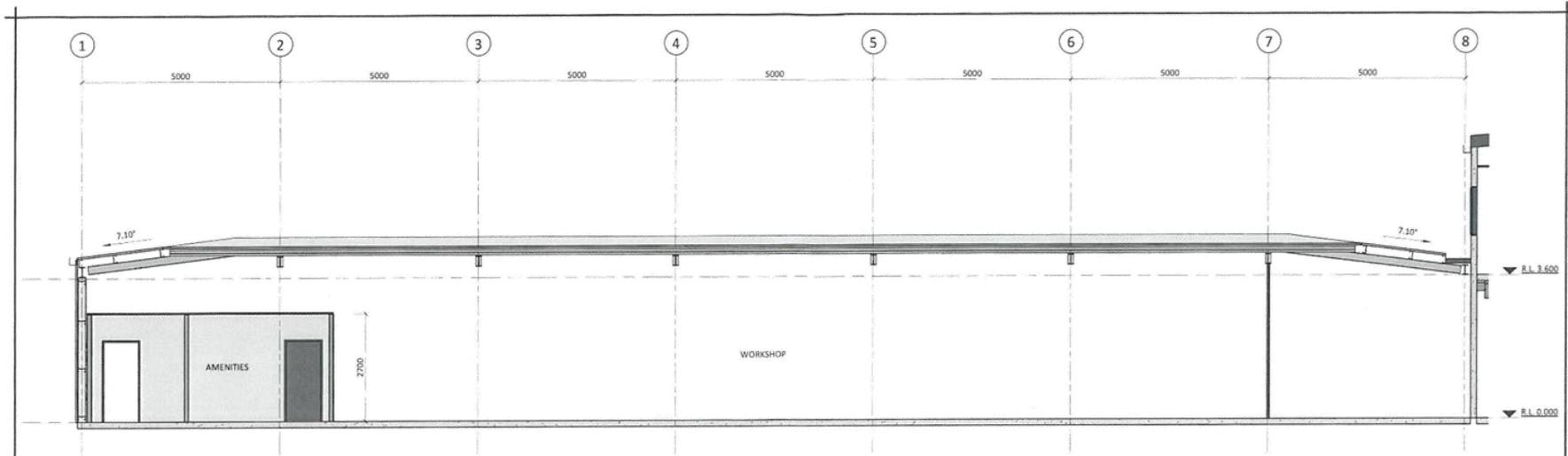
Drawing Title: \_\_\_\_\_

SECTIONS

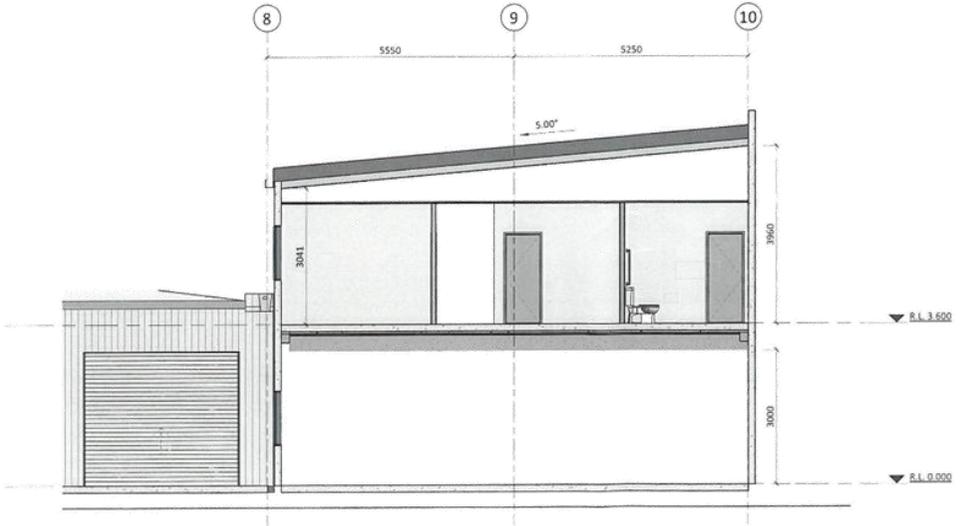
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Job No	20-166	Drawing No	A3-01	Issue	2

PRELIMINARY  
CONTRACTOR TO VERIFY ALL DIMENSIONS ON SITE

ARCHITECTURAL



3 SECTION  
A1-01 1:500 A1, 1:100 (B/A)



4 SECTION  
A1-01 1:500 A1, 1:100 (B/A)

RECEIVED  
03 SEP 2020  
WBOPDC  
KATIKATI

2	DRAWING UPDATE	AL	IB	06.08.20
1	FOR COMMENT	AL	IB	06.08.20
Issue Details:		By	Chkd	Date

**stilesandhooker**  
ARCHITECTS + ENGINEERS  
Telephone: 07 839 1214 Fax: 07 839 1215  
Email: a.shroff@stilesandhooker.co.nz  
Address: 214 Collingwood St, PO Box 715, Hamilton 3210, New Zealand  
www.stilesandhooker.co.nz  
TELARC REGISTERED SUPPLIER ISO 9001

Client:

INPUT CLIENT NAME

Project:

KATIKATI MENZSHED & MUSEUM STORE

Drawing Title:

SECTIONS

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Job No	20-166	Drawing No	A3-02	Issue	2

PRELIMINARY ARCHITECTURAL  
CONTRACTOR TO VERIFY ALL DIMENSIONS ON SITE

#### 9.4 KATIKATI COMMUNITY BOARD GRANT APPLICATION

**File Number:** A4081154

**Author:** Pernille Osborne, Senior Governance Advisor - Community Boards

**Authoriser:** Barbara Whitton, Customer Services and Governance Manager

#### EXECUTIVE SUMMARY

1. The Katikati Community Board is required to make a decision regarding an application for Community Board Grant Funding. One application has been received.
2. The application and supporting information relating to the Community Board Grants has been forwarded to members, separate to this agenda.

#### RECOMMENDATION

1. That the Senior Governance Advisor's report dated 21 July 2021, titled 'Katikati Community Board Grant Application', be received.
2. That the Katikati Community Board approve / not approve the Grant Application from Katikati Boating Club for \$... to be funded from the Katikati Community Board Grants account, subject to all accountabilities being met.

#### BACKGROUND

3. The Katikati Community Board has funding of \$8,000 available for disbursement to community organisations for the 2020/2021 financial year. The balance as of 21 July 2021 is \$8,000.
4. **Katikati Boating Club** has submitted an application for funding of \$1,128 for the costs relating to the annual insurance premium for boats and equipment.

#### ENGAGEMENT, CONSULTATION AND COMMUNICATION

Interested/Affected Parties	Completed/Planned Engagement/Consultation/Communication
Katikati Boating Club	The applicant will be advised of the outcome of their respective Grant application.

#### FUNDING/BUDGET IMPLICATIONS

Budget Funding Information	Relevant Detail
Community Board Grant Funds	<p>The Community Board will consider applications for the distribution of funding, before the end of the financial year.</p> <p>Annual Budget \$8,000.00</p> <p>Current Balance \$8,000.00</p>



**9.5 INFRASTRUCTURE SERVICES REPORT KATIKATI COMMUNITY BOARD JULY 2021****File Number:** A4093300**Author:** Gary Allis, Deputy Chief Executive**Authoriser:** Miriam Taris, Chief Executive Officer**EXECUTIVE SUMMARY**

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

**RECOMMENDATION**

That the Deputy Chief Executive's report dated 21 July 2021, titled 'Infrastructure Services Report Katikati Community Board July 2021', be received.

**ROADING****Transportation - Katikati Community Roading**

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

Katikati Community Board Roading Current Account	Project Cost \$	NZTA Funding MIP LC/LR \$	Katikati Community Board \$	Status
<b>Current Account Opening Balance 1 July 2020</b>			<b>\$66,414</b>	
Allocation for 2020/21			\$162,442	
Interest 2021			\$6,084	
<b>Subtotal</b>			<b>\$234,940</b>	
<b>Completed Projects</b>				
Henry Road Footpath with Kerb & Channel Option 2	\$124,099	-	\$124,099	2.5m footpath with kerb & channel
Earl Drive Parking Improvements (2018/19/20/21)	\$325,000	-		Parking footpath, kerb & channel
Less Paid to date 30/6/2020 \$223,364.70	\$(223,365)		\$101,635	
<b>Subtotal</b>			<b>\$225,734</b>	
<b>Committed Projects (for 2021)</b>				
<b>Nil</b>			-	
<b>Total Committed Projects</b>			-	
<b>Forecasted Current Account Closing Balance 30 June 2021 (Deficit)</b>			<b>\$9,206</b>	
Allocation for 2021/22			\$162,444	
Interest 2022			\$304	
<b>Forecast Current Account Closing Balance 30 June 2022</b>			<b>\$171,953</b>	

### **Transportation - Road Improvements LED Lighting**

*Description:* Council owns and operates 2,500 streetlights on local roads. Close to 100 of these are LED. Installation of LED lights reduces power consumption by 60%. Cost reduction is on the energy charges as line charges are a fixed fee. Waka Kotahi are offering an 85% subsidy to invest in the street light conversion conditional upon it being completed by June 2021. Council has decided to participate in this.

*What's Happened:*

Works to install LED luminaires in the west and east sections of the District is complete.

*What's Next:*

Upgrading of decorative lighting, mainly recent subdivisions, has been delayed by material supply issues and is likely to commence early 2022.

Specific lighting design, which is required for "V" category lighting on high volume roads, such as Te Puke Highway and Omokoroa Road, will be considered once the installation of decorative lighting is complete.

### **ASSET & CAPITAL**

#### **Highfields Stormwater Pond Development Trial**

*Description:* Trial to convert the Highfields Stormwater Pond from a dry pond to a permanent wet pond/lake.

*What's Happened:*

Groundwater monitoring has been extended for another 12-month period. The outlet to the pond has had further modification to improve how the pond will function. It is noted that further maintenance of the pond is required.

*What's Next:*

Testing of pond to occur following heavy rain periods. Continual monitoring of the pond and the surrounding groundwater and clearing of excess plant growth in the pond.

### **UTILITIES**

#### **Western Solid Waste**

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

*What's Happened:*

A new Council-led Kerbside Rubbish and Recycling Service is being introduced for 80% of the District with collection day changes for some areas in the district. A Pay as you throw (PAYT) user-pays tag system will apply for rubbish collection. Collection of red lid rubbish bins will be available each week - bins need to be put out with an attached PAYT tag.

*What's Next:*

Collection day changes will apply to parts of the Western Bay when Council's new kerbside rubbish and recycling service begins on 1 July.

Katikati and Aongatete and Maketu, Paengaroa, Pongakawa and Pukehina will see changes in their collection days from 1 July in efforts to streamline Western Bay of Plenty District Council's new kerbside collection service, being delivered to 17,000 eligible households across the District.

Council's new collection day schedule sees Katikati and Aongatete move from a Friday collection to a Tuesday collection. If unsure of a collection day for the new service, residents can find their collection day printed on the side of their red lid rubbish bin or yellow lid recycling bin once delivered.

PAYT tags will be available for purchase at Council's service centres and selected outlets from 1 June 2021. For more information visit [www.kerbsidecollective.co.nz](http://www.kerbsidecollective.co.nz)

## RESERVES

### **Reserves - Cemetery Katikati Hot Springs Road**

*Description:* Develop cemetery to meet demand.

*What's Happened*

Staff still continue to work with Ngai Tamawhariua on planning processes for new Urupa/Cemetery land adjoining Sapphire Springs.

*What's Next*

A report is in the process of being prepared for Council's consideration on the uplifting of the reserve classification of the land, which will be subject to statutory processes to enable the land to be used for urupa/cemetery purposes.

## STRATEGIC PROPERTY

### **Property - Town Centre Katikati**

*Description:* Development of Katikati in terms of the Town Centre Plan.

*What's Happened:*

The consultants have delivered the draft Town Centre Plan to the Board.

*What's Next:*

A further workshop is yet to be held with Waka Kotahi to finalise the potential state highway interventions. Funding has been allocated to Boffa Miskell to continue to enable them to continue the discussion on Town Centre development with Waka Kotahi.

The Board is currently seeking Tangata Whenua feedback to enable progress to be made.

## ATTACHMENTS

1. **MAS Katikati Community Board July 2021** [↓](#) 

<p><b>Division:</b> Infrastructure Services Group  <b>Committee:</b> Katikati Community Board  <b>Officer:</b></p>	<p><b>Date From:</b>  <b>Date To:</b></p>
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**Action Sheets Report** **Printed: 15 January 2021**

Meeting	Officer/Director	Section	Subject
<b>Katikati Community Board 11/10/2017</b>	<b>Watson, Peter</b>	<b>Reports</b>	<b>Bird Walk Erosion</b>
<p><b>July 2021</b>                      The Rock Rip-Rap and the bridge has been installed. The trail will be reopened when the bridge approaches and hand railings have been completed, weather permitting by the end of July.</p> <p><b>May 2021:</b>                      Work has commenced on-site. Rock-Rip-Rap is being installed and when tides permit as some of the work is subject to working around low tide.</p> <p><b>March 2021:</b>                      The Resource Consent has been issued. The installation of the new bridge is being programmed. The public will be notified when the site will be closed for the construction period estimated to be in in April/May 2021.</p> <p><b>January 2021:</b>                      The resource consent application submitted to Regional Council is still under review. Staff are waiting on approval, once the Regional Council has approved the consent, works will then be priced to meet the current market.</p> <p><b>November 2020:</b>                      No changes to the previous update. Council are continuing to pursue the matter.</p> <p><b>September 2020:</b>                      Staff have written to the Regional Council on several occasions seeking an update on the issuing of the Resource Consent. To date, there has been no timeframe given. Staff will continue to pursue the matter.</p> <p><b>July 2020:</b>                      Staff are conscious there has been some misinterpretation of the status of the Resource Consent for this project. Staff can confirm that good progress is being made to satisfy the BOP Regional Council's requirements for the engineering design of the "Rock-Rip-Rap", which is required to prevent scour around the bridge foundations during the ebb and flow of the tide.</p> <p>The flood modelling has been completed at Regional Council's cost. The modelling outcome identifies that the proposed new bridge does not exacerbate any existing flood issues.</p> <p>As previously reported, staff note the following:</p> <ul style="list-style-type: none"> <li>• The flat track bridge has been ordered</li> <li>• The rock protection works to prevent scour by the tide has been scoped up and priced</li> <li>• The Regional Council are assisting with the Resource Consent process (Note: Resource Consent is required as the site is in the Coastal Marine area)</li> <li>• Work can commence once the Resource Consent has been granted by Bay of Plenty Regional Council</li> <li>• It is difficult to provide a specific timeframe</li> <li>• Staff are conscious of the Board's concerns around further erosion and risk to the walkway.</li> </ul>			

<b>Division:</b> Infrastructure Services Group <b>Committee:</b> Katikati Community Board <b>Officer:</b>	<b>Date From:</b> <b>Date To:</b> <b>Printed:</b> 15 January 2021
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**Action Sheets Report****July 2019:**

The Resource Consent is being lodged.

**May 2019:**

The Resource Consent is being finalised ready for submission to Bay of Plenty Regional Council.

**April 2019:**

The adjoining owner's planning consultant has now written to Council raising a number of issues relating to the proposal. Staff are working through the issues with the planning consultant.

**March 2019:**

Staff have been in discussion with the adjoining owner, who has advised that they have no objection to the proposed bridge installation.

With regards to timeframe, staff comments as follows:

- The flat track bridge has been ordered
- The rock protection works to prevent scour by the tide has been scoped up and priced
- The Regional Council are assisting with the Resource Consent process (Note: Resource Consent is required as the site is in the Coastal Marine area)
- Work can commence once the Resource, Consent has been granted by Bay of Plenty Regional Council
- It is difficult to provide a specific timeframe
- Staff are conscious of the Board's concerns around further erosion and risk to the walkway.

**Jan 2019:**

A draft design of the structure is underway and will be provided to the adjoining owner for comment as part of the consenting process.

**Nov 2018:**

The site meeting took place in October with the preferred outcome being to install a bridge as opposed to culverts.

Staff are currently liaising with the adjoining property owner, who, as an affected party for any consent, will need to agree to the bridge option.

Subject to neighbours' approval, work can then commence on applying for the necessary consents.

**Sept 2018:**

A site meeting has been scheduled for early October 2018.

**August 2018:**

Staff have had a preliminary meeting with the owner of the adjoining wetland to discuss the need to manage the erosion issued.

A site meeting is being arranged with the Board Chair, Uretara Estuary Managers Group, WBODC and BOPRC staff to consider the best solution.

<b>Action Sheets Report</b>	<b>Division:</b> Infrastructure Services Group <b>Committee:</b> Katikati Community Board <b>Officer:</b>	<b>Date From:</b> <b>Date To:</b> <b>Printed:</b> 15 January 2021
<p><b>June 2018:</b> Council have adopted the 2018/28 Long Term Plan (LTP), which includes \$75k of project funding. WBOPDC staff will work with BOPRC staff in obtaining the necessary Consents required for the proposed work. An update on the draft design will be provided to the Board in due course.</p> <p><b>May 2018:</b> Email update from the Reserves &amp; Facilities Manager provided to the Community Board on 2 May 2018 advising of the current situation of the culvert and erosion issues.  Staff have subsequently prepared an internal submission to the 2018/28 Long Term Plan for \$75k to be budgeted to obtain the required Consents and to install two culverts.</p> <p><b>April 2018:</b> Staff continue to work with the Bay of Plenty Regional Council staff on erosion issues. Consideration is being given to put a floodgate on the culvert.</p> <p><b>Feb 2018:</b> A site meeting is still being arranged.</p> <p><b>January 2018:</b> No change to previous update.</p> <p><b>Nov 2017:</b> Staff have met with the BOP Regional Council to discuss the proposed erosion protection works. It was concluded, based on water flow modelling, that the existing pipe was undersized and needed to be replaced with two larger pipes in order to reduce the water velocity as it flows with the tides. Reducing the velocity of flow ultimately reduces the erosion. WBOPDC and BOPRC staff are arranging to meet the owner of the adjoining wetland to discuss the matter further.</p>		

<p><b>Division:</b> Infrastructure Services Group  <b>Committee:</b> Katikati Community Board  <b>Officer:</b></p>	<p><b>Date From:</b>  <b>Date To:</b></p>
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Action Sheets Report

Printed: 15 January 2021

Meeting	Officer/Director	Section	Subject
Katikati Community Board 12/08/2020	Watson, Peter	Reports	Haiku Park – Develop Leased Area between Haiku Reserve, Donogal Place and Henry Road Cycle Trail (Infrastructure Services Report Katikati Community Board August 2020)
<b>Haiku Park – Develop Leased Area between Haiku Reserve, Donogal Place and Henry Road Cycle Trail</b>			
Councillor Henry advised the Board that the Reserves and Facilities Manager would consult with residents in the street and owners of the houses whose fences are affected.			
<p><b>July 2021</b>                      Staff have received fee back from Tangata Whenua to input to the draft concept plan. A draft concept plan is expected to be ready for Board and stakeholder feedback by October 2021.</p> <p><b>May 2021:</b>                      Staff note that the Board have requested a copy of the concept plan for the site.</p> <p>Staff have recently met with Tangata Whenua to seek their input to the Concept Plan. A copy of the “draft” concept plan will be provided to the Board once it has been prepared.</p> <p><b>March 2021:</b>                      Initial engagement with Tangata Whenua has been undertaken. Engagement with other community groups is planned. In the meantime, the site will be mowed with a flail mower where this is achievable.</p> <p><b>January 2021:</b>                      Council have completed a basic concept plan for discussion with the surrounding property owners. Staff will advise the adjoining property owners and the programme works.</p> <p><b>November 2020:</b>                      The preliminary engagement is planned to take place in January/February 2021.</p> <p><b>September 2020:</b>                      Haiku Park - Develop Leased Area between Haiku Reserve, Donegal Place and Henry Road Cycle Trail;</p> <p>Due to other project workload, the concept plan implementation has been delayed until Autumn 2021, subject to project funds being approved.</p> <p>In the meantime, staff intend on undertaking some preliminary engagement with Tangata Whenua, the Estuary Managers and Katikati Taio as part of the development of a draft concept plan for Donegal Place Reserve (also known as the Mills Block).</p> <p>The adjoining property owners will be involved in the preliminary engagement process.</p> <p>A 'Draft' concept plan will be prepared based upon the preliminary feedback, before seeking wider public feedback.</p>			

**9.6 FINANCIAL REPORT KATIKATI - JUNE 2021****File Number:** A4107597**Author:** Sarah Bedford, Management Accountant**Authoriser:** Maria Palmer, Acting - Financial Controller**EXECUTIVE SUMMARY**

This report provides the Community Board with a two-monthly monitoring of its operational budget. Attached are the financial statements for the year ended 30 June 2021 (**Attachment 1**).

Total operational costs are under full year budget. One budget line is over full year budget being Security.

**Grant payments made to date:**

Resolution	Description	\$
K21-3.8	Katikati Open Air Art	5,000
	<b>2020/21 Grants</b>	<b>5,000</b>

**C.E. Miller Estate reserve:**

Description	\$
2020/21 Opening balance	14,888
No transactions to date	0
<b>2020/21 Closing balance</b>	<b>14,888</b>

**Committed – Operational expenditure**

Resolution	Account	Description	\$
K21-3.9(2)	Grants	Katikati Sea Scouts	1,000
K21-3.9(3)	Grants	Katikati Football Club	996
	<b>Total outstanding operational commitments</b>		<b>1,996</b>

**2020/21 reserve analysis:**

Resolution	Description	\$
C20-10.21	2020/21 Opening balance	75,424
	Engage an independent contractor (Boffa Miskell) to review the Katikati Community and Town Plan – In progress.	49,000
	<b>2020/21 Closing balance</b>	<b>26,424</b>

**Committed - Reserve expenditure**

Resolution	Description	\$
	Opening balance before committed expenditure	26,424
	No further commitments	0
	<b>2020/21 Closing balance after committed expenditure</b>	<b>26,424</b>

**RECOMMENDATION**

That the Management Accountant's report dated 21 July 2021, titled 'Financial Report Katikati – June 2021', be received.

**ATTACHMENTS**

1. **Katikati Community Board - Financials June 2021** [↓](#) 

Western Bay of Plenty District Council Income and Expenditure Statement For the period ended 30 June 2021						
Katikati 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
Conference Expenses	0	2,000	2,000	☑	2,000	0
Contingency - [see breakdown below]	472	2,000	1,528	☑	2,000	508
Grants	5,000	8,000	3,000	☑	8,000	4,000
Mileage Allowance	0	2,000	2,000	☑	2,000	1,789
Salaries	27,134	28,070	936	☑	28,070	28,222
Security	6,996	6,500	(496)	⊗	6,500	5,912
Street Decoration	0	4,500	4,500	☑	4,500	2,630
Inter Department Charges	39,169	39,169	0	☑	39,169	39,168
<b>Total Operating Costs</b>	<b>78,771</b>	<b>92,239</b>	<b>13,468</b>	☑	<b>92,239</b>	<b>82,229</b>
Interest Expense	0	0	0	☑	0	0
<b>Depreciation</b>	0	0	0	☑	0	0
<b>Total Direct Costs</b>	<b>78,771</b>	<b>92,239</b>	<b>13,468</b>	☑	<b>92,239</b>	<b>82,229</b>
Costs Allocated	0	0	0	☑	0	0
Costs Recovered	0	0	0	☑	0	0
<b>Total Costs</b>	<b>78,771</b>	<b>92,239</b>	<b>13,468</b>	☑	<b>92,239</b>	<b>82,229</b>
<b>Income</b>						
Financial Contributions	0	0	0	☑	0	0
Interest Received	0	0	0	☑	0	0
Other Income	0	0	0	☑	0	0
Rate Income	93,843	92,239	1,604	☑	92,239	94,491
Service Charges	0	0	0	☑	0	0
Subsidies & Grants	0	0	0	☑	0	0
User Fees	0	0	0	☑	0	0
<b>Total Direct Income</b>	<b>93,843</b>	<b>92,239</b>	<b>1,604</b>	☑	<b>92,239</b>	<b>94,491</b>
<b>Net Cost of Service</b>	<b>15,072</b>	<b>0</b>	<b>15,072</b>	☑	<b>0</b>	<b>12,262</b>
<b>Contingency - breakdown</b>						
KK20-5.5 Graphic Design relating to Katikati Town and Community Plan	286			☑	<i>Favourable Variance</i>	
Community Board Grants advertisement	116					
Anzac Day Wreath	70					
<b>Year to date contingency costs</b>	<b>472</b>			⊗	<i>Non Favourable Variance</i>	
<b>Community Board Reserves</b>						
<b>Opening Balance - Surplus (Deficit)</b>	<b>75,424</b>					
C20-10.21 - Katikati Community Town Plan contractor - Boffa Miskell	(49,000)					
<b>(Decrease) Increase in year</b>	<b>(49,000)</b>					
<b>Closing Balance - Surplus (Deficit)</b>	<b>26,424</b>					
<b>Town Centre Development Reserves</b>						
<b>Opening Balance - Surplus (Deficit)</b>	<b>389,445</b>					
No transactions to date	0					
<b>(Decrease) Increase in year</b>	<b>0</b>					
<b>Closing Balance - Surplus (Deficit)</b>	<b>389,445</b>					
<b>CE Miller Estate Restricted Reserves</b>						
<b>Opening Balance - Surplus (Deficit)</b>	<b>14,888</b>					
No transactions to date	0					
<b>(Decrease) Increase in year</b>	<b>0</b>					
<b>Closing Balance - Surplus (Deficit)</b>	<b>14,888</b>					

**9.7 COUNCIL, STANDING COMMITTEES AND COMMUNITY BOARD MEETINGS****File Number: A4111690****Author: Pernille Osborne, Senior Governance Advisor - Community Boards****Authoriser: Barbara Whitton, Customer Services and Governance Manager****RECOMMENDATION**

That the draft schedule of meetings for August, September and October 2021, be received.

**ATTACHMENTS**

1. **Draft Meeting Schedule - Council, Standing Committee and Community Board Meetings**



**Western Bay of Plenty District Council  
Draft Meeting Schedule 2021**

AUGUST 2021			
Meeting	Date	Time	Venue
Omokoroa Community Board	3 August	7.00pm	Omokoroa Library and Service Centre
Regional Transport Committee	6 August	9.30am	BOPRC Tauranga
Māori Partnership Forum (TBC)	9 August	10.00am	Chambers
Waihi Beach Community Board	9 August	6.30pm	Waihi Beach Community Centre
Council	12 August	9.30am	Chambers
Audit and Risk Committee	12 August	1.30pm	Chambers
District Plan Committee (if required)	17 August	9.30am	Chambers
Regulatory Hearings Committee (if required)	18 August	9.30am	Chambers
Zone 2	19 August	TBC	TBC
Zone 2	20 August	TBC	TBC
Citizenship Ceremony	24 August	10.00am	Chambers
Public Transport Committee	26 August	9.30am	BOPRC Tauranga
Te Maru o Kaituna River Authority	27 August	9.30am	TBC
Performance and Monitoring Committee	31 August	9.30am	Chambers
Katikati/Waihi Beach Ward Forum	31 August	7.00pm	TBC
SEPTEMBER 2021			
Meeting	Date	Time	Venue
Policy Committee	7 September	9.30am	Chambers
Policy Workshop	7 September	1.00pm	Chambers
Audit and Risk Workshop (TBC)	8 September	9.30am	Chambers
Kaimai Ward Forum	9 September	7.00pm	TBC
Maketu/Te Puke Ward Forum	14 September	7.00pm	TBC
Waiāri Kaitiaki Advisory Group	15 September	9.30am	TCC Chambers
Katikati Community Board	15 September	7.00pm	Katikati Library and Service Centre

Tauranga Moana Advisory Group	17 September	9.30am	BOPRC Tauranga
SmartGrowth Leadership Group	17 September	1.00pm	TCC Chambers
Citizenship Ceremony	21 September	10.00am	Chambers
Maketu Community Board	21 September	7.00pm	Maketu Community Centre
Council	23 September	9.30am	Chambers
Te Puke Community Board	23 September	7.00pm	Te Puke Library and Service Centre
District Plan Committee (if required)	28 September	9.30am	Chambers
Omokoroa Community Board	28 September	7.00pm	Omokoroa Library and Service Centre
District Plan Committee (if required)	29 September	9.30am	Chambers
<b>OCTOBER 2021</b>			
<b>Meeting</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
Māori Partnership Forum (TBC)	4 October	10.00am	Chambers
Waihi Beach Community Board	4 October	6.30pm	Waihi Beach Community Centre
Performance and Monitoring	12 October	9.30am	Chambers
Policy Committee	19 October	9.30am	Chambers
Policy Workshop	19 October	1.00pm	Chambers
Citizenship Ceremony	20 October	10.00am	Chambers
<b>Labour Day – 25 October</b>			
District Plan Committee (if required)	26 October	9.30am	Chambers
Regulatory Hearings Committee (if required)	27 October	9.30am	Chambers
Zone 2	29 October	TBC	TBC