Western Bay of Plenty District Council

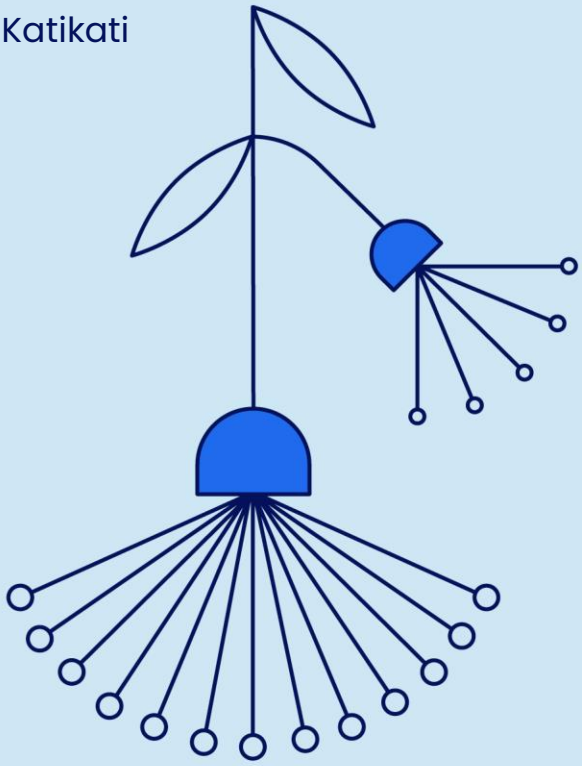
Mā tō tātou takiwā

For our District

Katikati Community Board

Poari ā Hapori o Katikati

KKC24-1
Wednesday, 7 February 2024, 7.00pm
The Centre - Pātuki Manawa, 21 Main Road, Katikati



Katikati Community Board

Membership:

Chairperson	John Clements
Deputy Chairperson	Norm Mayo
Members	Andy Earl Teresa Sage Cr Anne Henry Cr Rodney Joyce
Quorum	3
Frequency	Eight weekly / Workshops as required

Role and Purpose of Community Boards:

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

Delegated Functions:

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

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

Notice is hereby given that a Katikati Community Board Meeting will be held in the The Centre - Pātuki Manawa, 21 Main Road, Katikati on: Wednesday, 7 February 2024 at 7.00pm

Order Of Business

1 Present 4

2 In Attendance 4

3 Apologies 4

4 Consideration of Late Items 4

5 Declarations of Interest 4

6 Public Excluded Items 4

7 Public Forum 4

8 Presentations 5

8.1 Chrome Collective 5

8.2 Project Parore and Permaculture Town concept 6

8.3 Professor Peter Maddison - The Environmental Benefit of Permeable Surfaces in Urban Environments 7

9 Minutes for Confirmation 8

9.1 Minutes of the Katikati Community Board Meeting held on 15 November 2023 8

10 Reports 18

10.1 Workshop Notes - 24 January 2024 18

10.2 Chairperson's Report - February 2024 26

10.3 Katikati Community Board Councillor's Report - February 2024 31

10.4 Katikati Community Board - Grant Applications - February 2024 33

10.5 Projects and Operations Report - February 2024 35

10.6 Katikati Financial Report - December 2023 61

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 PRESENTATIONS

8.1 CHROME COLLECTIVE

File Number: **A5950888**

Author: **Rosa Leahy, Governance Advisor**

Authoriser: **Greer Golding, Governance Manager**

EXECUTIVE SUMMARY

Sharaine Steenberg and Shelly Robinson from the Chrome Collective will be in attendance to provide an update on resource recovery centre project in Katikati.

8.2 PROJECT PARORE AND PERMACULTURE TOWN CONCEPT

File Number: **A5950954**

Author: **Rosa Leahy, Governance Advisor**

Authoriser: **Greer Golding, Governance Manager**

EXECUTIVE SUMMARY

Brodie Davies and Peri St Clair will be in attendance to discuss Project Parore and the Permaculture Town concept.

8.3 PROFESSOR PETER MADDISON - THE ENVIRONMENTAL BENEFIT OF PERMEABLE SURFACES IN URBAN ENVIRONMENTS

File Number: **A5952098**

Author: **Rosa Leahy, Governance Advisor**

Authoriser: **Greer Golding, Governance Manager**

EXECUTIVE SUMMARY

Professor Peter Maddison will be in attendance to discuss the environmental benefit of permeable surfaces in urban environments.

9 MINUTES FOR CONFIRMATION

9.1 MINUTES OF THE KATIKATI COMMUNITY BOARD MEETING HELD ON 15 NOVEMBER 2023

File Number: **A5953385**

Author: **Rosa Leahy, Governance Advisor**

Authoriser: **Greer Golding, Governance Manager**

RECOMMENDATION

1. That the Minutes of the Katikati Community Board Meeting held on 15 November 2023 as circulated with the agenda be confirmed as a true and correct record.
2. That the Chairperson's electronic signature be inserted into the confirmed minutes.

ATTACHMENTS

1. **Minutes of the Katikati Community Board Meeting held on 15 November 2023**

MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL
KATIKATI COMMUNITY BOARD MEETING NO. KKC23-7
HELD IN THE CENTRE - PĀTUKI MANAWA, 21 MAIN ROAD, KATIKATI
ON WEDNESDAY, 15 NOVEMBER 2023 AT 7.00PM

1 PRESENT

Chairperson J Clements, Member N Mayo, Member A Earl, Member T Sage, Cr A Henry and Cr R Joyce

2 IN ATTENDANCE

R Davie (Deputy CEO/General Manager Strategy and Community), A Hall (Transportation Area Engineer) and G Golding (Governance Manager)

OTHERS

4 members of the public including:

Mayor J Denyer

R Goudie (Waihī Beach Community Board Chairperson)

3 APOLOGIES

Nil.

4 CONSIDERATION OF LATE ITEMS

Nil.

5 DECLARATIONS OF INTEREST

Nil.

6 PUBLIC EXCLUDED ITEMS

Nil.

Unconfirmed

7 PUBLIC FORUM

7.1 PAULA GAELIC – WESTERN BAY MUSEUM

Ms Gaelic attended the meeting and provided the Board with an update on the Western Bay Museum:

- Visitor data showed that the museum was attracting visitors from around the world.
- The 'Waka Migration and Ancient Voyages' exhibition had been well received by visitors. The exhibition would be a permanent exhibition and the museum was looking to expand it.
- The next exhibition would be the 'Food Bowl of Plenty'. The museum was currently looking for new or loaned acquisitions for the exhibition. The exhibition aligned with the Flavours of Food Festival in Tauranga.
- The museum was working with Katch Katikati and Tourism Bay of Plenty to put on a market day to integrate with the 'Food Bowl of Plenty' exhibition.

7.2 EWEN LUSKIE – COMMUNITY-LED RETREAT AND ADAPTATION FUNDING SUBMISSION

Mr Luskie attended the meeting to discuss Council's submission on the inquiry into community-led retreat and adaptation funding. The following comments were noted:

- Two Councillors were absent from the Strategy and Policy Committee Meeting where the submission was discussed. Mr Luskie believed that the submission should have been discussed at a meeting when all Councillors were present.
- Mr Luskie was concerned regarding how policy on community-led retreat would impact affected property owners.

Mayor Denyer was in attendance and provided the below clarification in relation to this submission:

- The submission was put forward in response to a Central Government inquiry into community-led retreat and adaptation funding.
- The vote held at the Strategy and Policy Committee meeting was to receive the submission not a vote on the proposal itself.
- The impact of climate change was a complex issue that would require councils to work with Central Government to come up with solutions for those affected.

Unconfirmed

8 PRESENTATIONS

8.1 PROFESSOR PETER MADDISON - THE ENVIRONMENTAL BENEFIT OF PERMEABLE SURFACES IN URBAN ENVIRONMENTS

Professor Maddison was unable to attend the meeting. The Chairperson requested that the presentation be added to the next agenda.

9 MINUTES FOR CONFIRMATION

9.1 MINUTES OF THE KATIKATI COMMUNITY BOARD MEETING HELD ON 20 SEPTEMBER 2023

RESOLUTION KKC23-7.1

Moved: Member T Sage

Seconded: Member N Mayo

1. That the Minutes of the Katikati Community Board Meeting held on 20 September 2023 as circulated with the agenda be confirmed as a true and correct record.
2. That the Chairperson's electronic signature be inserted into the confirmed minutes.

CARRIED

10 REPORTS

10.1 KATIKATI COMMUNITY BOARD WORKSHOP NOTES - 12 OCTOBER 2023

Workshop notes from the Katikati Community Board workshop on 12 October were received with the following comments:

- The Chairperson noted that the addition of workshop notes to the Community Board's agenda enabled greater transparency for the public.

Unconfirmed

10.2 CHAIRPERSON'S REPORT - NOVEMBER 2023

The Board considered a report dated 15 November 2023 from the Chairperson. The report was taken as read, with further discussion on the below items:

- The Chairperson was concerned that Council was not meeting the deadlines for the Katikati Industrial Park, that had been agreed on with the property owners.
- As part of the 'Town Beautification' project, the Board would need to come up with a maintenance plan on how street flower planters would be maintained, as it was not covered under Council's Levels of Service.
- Council staff had approached Katch Katikati regarding the beautifying shop fronts competition. Katch Katikati agreed to assist the Board with running the competition.
- Further consultation on the design of the Katikati shield was needed. At this stage, the Community Board was contributing funds towards the design of the shield rather than approving the design.
- The Community Board should seek advice on the process of establishing a shield before proceeding with the design phase.

RESOLUTION KKC23-7.2

Moved: Member T Sage

Seconded: Member N Mayo

1. That the Chairperson's report dated 15 November 2023, titled 'Chairperson's Report – November 2023', be received.

CARRIED

RESOLUTION KKC23-7.3

Moved: Chairperson J Clements

Seconded: Member N Mayo

2. That the Katikati Community Board approve up to $500 from the Katikati Community Board Contingency Account for costs relating to the 2023 Katikati Community Board Christmas function.

CARRIED

RESOLUTION KKC23-7.4

Moved: Member T Sage

Unconfirmed

Seconded: Member A Earl

3. That the Katikati Community Board approve up to $500 from the Katikati Community Board Contingency Account for costs relating to the competition for beautifying shopfronts in Katikati.

CARRIED

RESOLUTION KKC23-7.5

Moved: Member T Sage

Seconded: Member A Earl

4. That the Katikati Community Board approve up to $1500 from the Katikati Community Board Contingency Account for costs relating to the design of the Katikati shield, conditional upon clarification regarding the process on the establishment of a shield.

CARRIED

10.3 COUNCILLOR'S REPORT - NOVEMBER 2023

The Board considered a report dated 15 November 2023 from Councillor Henry. The report was taken as read, with the following comments noted:

- Council was limited in its ability to establish alternative revenue streams to property rates.
- The Community Board was consulted in relation to the draft Speed Management Plan.
- Council needed to work with Waka Kotahi to simplify the process for changing speed limits on local roads.
- Risk to property from natural hazards was considered through Council's Resource Consent process.
- The escalation of building costs was affecting the affordability of community development projects.

RESOLUTION KKC23-7.6

Moved: Cr A Henry

Seconded: Member T Sage

That Councillor Henry's report dated 15 November 2023, titled 'Councillor's Report – November 2023', be received.

Unconfirmed

CARRIED

10.4 INFRASTRUCTURE SERVICES REPORT KATIKATI COMMUNITY BOARD NOVEMBER 2023

The Board considered a report dated 15 November 2023 from the General Manager Infrastructure Services. The report was taken as read with further discussion on items as listed.

RESOLUTION KKC23-7.7

Moved: Member T Sage

Seconded: Member N Mayo

That the General Manager Infrastructure Services' report dated 15 November 2023, titled 'Infrastructure Services Report Katikati Community Board November 2023', be received.

CARRIED

10.4.1 MARSHALL ROAD WORKS

Members of the community were concerned that potholes were forming in the recently completed roadworks on Marshall Road. The Board requested for the Transportation Area Engineer to have the works on Marshall Road reviewed.

10.4.2 BUS SHELTERS GRAFFITI

There was graffiti on one of the new bus shelters. The Board requested that the graffiti be removed.

10.4.3 RURAL SCHOOL BUS SHELTERS

- The Transportation Area Engineer had met with representatives from Te Rereatukahia Marae to discuss the proposal.
- The demand for bus shelters was higher than originally thought. The Transportation Area Engineer was working with stakeholders to determine requirements that would fit the community's needs.
- The Transportation Area Engineer would provide the Board with updated costings for the project, once finalised.

Unconfirmed

10.4.4 CCTV CAMERAS

CCTV Cameras assisted police when placed in hotspots where opportunistic theft and anti social behaviour occurred.

Council's CCTV Working Party allocated funding towards CCTV cameras across the District.

10.4.5 KATIKATI WASTEWATER ADVISORY GROUP

The Board requested information on the membership of the Katikati Wastewater Advisory Group.

The Chairperson suggested that a Katikati Community Board member be added the membership of the group.

10.4.6 MOORE PARK CONCEPT PLAN

The Board requested an update on the Moore Park concept plan.

External funding opportunities were limited due to there not being a concept plan for Moore Park.

The Board requested that the Katikati Sports and Recreation Society be invited to present at a future Katikati Community Board meeting regarding the Moore Park Concept Plan.

10.5 OPERATIONAL REPORT - NOVEMBER 2023

The Board considered a report dated 15 November 2023 from the Governance Advisor. The report was taken as read, with further discussion on the below items.

RESOLUTION KKC23-7.8

Moved: Chairperson J Clements

Seconded: Member N Mayo

2. That the Governance Advisor's report dated 15 November 2023 titled 'Operational Report – November 2023' be received.

CARRIED

Unconfirmed

10.5.1 SERVICE REQUESTS ON WATER LEAKS IN KATIKATI

The Board requested for information relating to the water leak issue in Katikati, to be included in the next infrastructure report.

10.5.2 SERVICE REQUESTS ON PUBLIC TOILETS (HYGIENE AND TOILET PAPER)

The Board requested information on what the Level of Service was for public toilets in Katikati, including what action was taken to complete the service requests reported on through the Operational Report.

10.6 2024/2025 ANNUAL OPERATING BUDGET

The Board considered a report dated 15 November 2023 from the Senior Governance Advisor. The report was taken as read, noting that Council's Finance Manager and Policy and Planning Manager consulted with the Community Board on their 2024/2025 Annual Operating Budget, through a Community Board workshop earlier in the year.

RESOLUTION KKC23-7.9

Moved: Member T Sage

Seconded: Member N Mayo

1. That the Senior Governance Advisor's report dated 15 November 2023 titled '2024/2025 Annual Operation Budget' be received.
2. That the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.
3. That it be recommended to the Annual Plan and Long Term Plan Committee that the Katikati Community Board 2024/2025 Annual Operating Budget be:

3. OPERATING COSTS	4. 2024/2025	5.
Conference	2,140	
Contingency	10,165	
Grants	8,560	
Milage Allowance	1,070	
Security	0	
Street Decorations	4,815	
Salaries	Determined by Remuneration Authority	

Unconfirmed

Inter Departmental Charges	Determined by Overhead Cost Allocation	
TOTAL OPERATING COSTS		

CARRIED

10.7 KATIKATI FINANCIAL REPORT - SEPTEMBER 2023

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

- The Chairperson suggested that the C.E Millar Estate Reserve fund be used to pay for a table at Noble Johnston Drive.
- The Governance Team would investigate if the fund could be used for that purpose and report back to the Board.

RESOLUTION KKC23-7.10

Moved: Chairperson J Clements

Seconded: Member T Sage

That the Financial Business Advisor's report dated 15 November 2023, titled 'Financial Report Katikati – September 2023', be received.

CARRIED

The Meeting closed at 8.55pm.

The minutes will be confirmed as a true and correct record at the first Katikati Community Board meeting in 2024.

.....

Chairperson J Clements

CHAIRPERSON

Unconfirmed

10 REPORTS

10.1 WORKSHOP NOTES - 24 JANUARY 2024

File Number: **A5953731**

Author: **Rosa Leahy, Governance Advisor**

Authoriser: **Greer Golding, Governance Manager**

EXECUTIVE SUMMARY

The Katikati Community Board workshop notes from 24 January 2024, have been provided as **Attachment 1** for transparency.

ATTACHMENTS

1. **Katikati Community Board - Workshop Notes - 24 January 2024**

KATIKATI COMMUNITY BOARD

WORKSHOP

DATE: Wednesday, 24 January 2024

HELD: Boyd Room, Pātuki Manawa Digital Hub

MEMBERS PRESENT: Chairperson J Clements, Deputy Chairperson N Mayo, Member A Earl and Councillor A Henry

STAFF IN ATTENDANCE: R Leahy (Governance Advisor)

Topic	Discussion	Action	Outcome
Market Square Development	The approximate cost for Market Square was more than $220,000. Concerns were raised about the type of seal that would be used. The surface material needed to be durable. Council should not put in something that isn't good quality. The Board was advised that if they wanted final costings for the	Governance to confirm with Roading Engineer, which seal would be used. The Board requested a recommendation on Market Square be included in the Chairperson's report.	The design is not at the level of detail to determine what seal would be used. The Engineer has suggested that it may cost up to $350,000 any costs above would need to be funded through the Community Board Roading Account or the Katikati Town Centre Development Fund.

Topic	Discussion	Action	Outcome
	project then they would need a detailed design. The Board agreed that the funding for the Market Square project should come from the Town Centre Development Fund.		
Kotahi Lane – Cherry Trees	The Board may wish to seal the carpark area once the cherry trees have been removed. There was some disagreement among the members on whether to tar-seal the top end of the carpark. The cost to tar-seal that carpark could be excessive. It was suggested that there were other projects that were higher priority.	The Board requested a quote for compacted gravel instead of tar-seal, along with cherry trees and stump grinding.	Estimated costs for this work have been included in the Projects and Operations report.
Kotahi Lane - Lower Parking Area	The lower carpark could only become a freedom camping area if there was a bylaw change.	N/a	N/a

Topic	Discussion	Action	Outcome
	A bridge across the river was in the original plan for the development for Highfields. The Board was advised that development of the lower car park area should be done in conjunction with plans for the housing development.		
Kotahi Lane – Native Trees	The Board would like to investigate planting native trees along the corridor behind Kotahi Lane.	N/a	N/a
Town Beautification	Council's plants natives that aren't colourful. Andy is looking at speaking to the local school about a flower maintenance plan for industrial planters in the township. Roadside beautification should be a priority.	N/a	N/a

Topic	Discussion	Action	Outcome
	There was discussion on installing mural panels throughout the town. There is heritage throughout the town that could be enhanced through murals. The bylaw around signage should be clearer to allow heritage in Katikati to be showcased.		
Noble Johnston Drive Picnic Table	The Board was advised that the Reserves Team had advised against installing a table at the suggested location. There may be an opportunity to install a table at the Landing reserve area once the works on the jetty are complete. Residents on Noble Johnston Drive had approached a Community Board Member about installing a table at that location. They felt a	Governance Team to investigate if the C.E Millar was adding interest and if the fund can be cleared. The Board agreed that a recommendation on installing a table at Noble Johnston Drive will be considered once the works at the Landing Jetty are complete.	Governance Team is still investigating this matter. The Board will be informed once the information is available.

Topic	Discussion	Action	Outcome
	table would get more use there than a bench seat. There was some disagreement among the Board on whether the Landing Jetty reserve area was an appropriate location for a table. The Board agreed that there should be cohesiveness with the outdoor furniture and landscaping at the Landing Jetty reserve and Noble Johnston Drive.		
The Landing/ Jetty	Some Community Board Members felt that shade should be provided on the Landing Jetty.	N/a	N/a
Māori Roads/ Rural Bus Shelters	Some Board Members were concerned that the bus shelters would be placed on a private road.	The Board sought clarification on whether Rereatekahia Pa Road was a Māori Road.	An update has been provided in the Chairperson's report and Projects and Operations Report.

Topic	Discussion	Action	Outcome
	There was agreement among the Board that the children using the bus needed shelter. It was suggested that the Board could help the marae with a funding application for a bus shelter.		
Moore Park	Rose Fox had been approached to draw up a concept design for the Netball Courts for Moore Park. Work on the concept plan was expected to begin in the coming months.	N/a	N/a
Katikati Shield	A concern was raised about the logo being used unofficially by Community Board Members. The shield was not passed by the Board as an official design.	N/a	N/a

Topic	Discussion	Action	Outcome
	Consultation by the Community Board showed that most people did not like the design of the shield. There was agreement among the Board to not progress with the Katikati shield.		
Community Board Facebook Page	There was agreement among the Board Members that there should be boundaries on can be posted on the page. The Communications Team had produced a guideline document for the Community Board Facebook page. The Community Board did not wish to compete with Katch Katikati on what they posted.	The Chairperson and Councillor Anne Henry to become administrators of the Katikati Community Board Facebook page.	Governance Advisor emailed the Board the guideline document and Communications Team details of the administrators for the page.

The workshop closed at 7:00pm.

10.2 CHAIRPERSON'S REPORT - FEBRUARY 2024

File Number: **A5948712**

Author: **John Clements, Community Board Chairperson**

Authoriser: **John Holyoake, Chief Executive Officer**

RECOMMENDATION

1. That the Chairperson's report dated 7 February 2024, titled 'Chairperson's Report – February 2024', be received.
2. That the Katikati Community Board endorse the concept plan **(Attachment 1)** and recommend to Council that they approve funding of up to $50,000 from the Katikati Town Centre Development Fund for costs relating to a detailed design for the market square development.
3. That the Katikati Community Board approve up to $6,000 from the Katikati Community Board Roading Account for costs relating to the removal of the cherry trees on Kotahi Lane (upper) car park area.
4. That the Katikati Community Board approve up to $15,000 from the Katikati Community Board Roading Account for costs relating to sealing the Kotahi Lane (upper) car park following the removal of the cherry trees.

General Update

Whilst the Christmas and New Year season saw a great deal of festivities within the town there were lots of activity going on in our community over the last two months. The Christmas Shop competition did not take place as the planning horizon was too tight and this will be planned for Easter. There are a number of projects and or concept plans underway and the board is working hard to bring these to fruition.

Community Feedback Day

A Community Feedback Day was very positive with many people looking at the Market Square and being very supportive. There was also a great deal of interest in the planned development of urban space, and some felt they would like to be involved in conceptual development of Katikati – an initiative that that would be supported by the Community Board.

Market Square Development

The Market Square development is a project that was included in the Katikati Town Centre Plan 2022-2032. The purpose of this project is to develop the carpark behind Main Road buildings, and beside the library to a multi use space that includes a market square. This project has been workshopped by the Board. A concept plan for the project has been included in **Attachment 1**.

The Katikati Community Board Chair discussed the costing obtained by the Roading Engineer to remove the kerbing and potential trip hazards. The plan also allows for a greater connection between the Memorial Hall and The Hub.
The Community Board discussed the Market Square project at our workshop on 24 January 2024. This project can be funded through the Community Board's Roading Account or Council's Town Centre Development Fund.

The WBOPDC Annual Report and Annual Plan
I have studied the Annual Report and Annual Plan to evaluate what funding was available to the Katikati community. The Community Board have several queries that are currently being worked on by Council staff. Information related to these queries will be reported on in the next agenda.

Destination Town
The festivities and events that occur in Katikati annually have continued and good weather has helped. A number of campervans used Kotahi Lane during the festivals, and this is a positive indication that making this a freedom camping site has potential. The grading and re-surfacing of this area would contribute to parking and to Freedom Camping and it is in close proximity to the town and river. Council staff have advised that a concept plan for the enhancement of that carpark should be done alongside the plans for a potential housing development adjacent to the carpark.

Kotahi Lane Cherry Trees and Upper Carpark
The Board discussed removing the cherry trees and sealing the area at our workshop on 24 January 2024. These workshop notes are included in this agenda. The Roading Engineer provided the Board with a quote for $6,000 to remove the cherry trees and estimated pricing of up to $15,000 to seal the area with compacted gravel or concrete. The final cost for resealing the carpark area will depend on what material is used.

Katikati Housing Network

The group met and there was positive engagement to address the housing needs within the community. The Chair met with Council's Operations Manager to look at the future of the Kotahi Lane land. Whilst Council has always viewed this as housing development there is potential for this to be a nature park with a display of native plants and linked to the museum as a natural history reserve. Project Parore has been approached to provide costings to plant native trees along the river front and to label them as part of it being a destination town. It would also provide some shielding from the back of the shops by the Highfield residents if the cherry trees are removed. The Community Board will consult with Project Parore and the Regional Council to discuss next steps, prior to a recommendation being put forward in the next agenda.

The Chair met with Kainga Ora to discuss housing in Katikati including the Macmillan housing development and the development of a housing information hub. On the Kainga Ora web site there is a link to provide information on first home buyers and the idea of developing a local link needs to be considered along with other housing information. The discussions were fruitful.

Kauri Point Reserve

Funding has been allocated in the Annual Plan towards the development of this reserve as it is of historical importance and an important pa and archaeological site. Many artefacts have been found. A cultural assessment of the site was undertaken in 2010 but the site is subject to Treaty claims before development proceeds. The assessment is available from Community Board members if anyone is interested. The Community Board would encourage a public presentation including a talk on its historic relevance.

Bus Shelters at Tuapiro and Te Rereatukahia

The Community Board agreed to fund rural bus shelters at Te Rereatukahia Marae and Tuapiro Marae. It has since come to light that the bus shelters at Te Rereatukahia Marae would be installed on multiple-owned Māori Land. The Community Board followed up with the Roading Engineer and found that Rereatukahia Pa Road is a Māori Road that is not vested to Council. Council sealed Rereatukahia Pa Road approximately two years ago and Council staff expect they will continue to maintain that section of road.

As outlined in the Projects and Operations report, the project requires additional funding from the Community Board Roading Account. Given the complexities of this issue, it has been suggested that the that the recommendation on this project (included in the Projects and Operations Report) be put to a conscience vote.

Dog Parks

There has been mixed reaction to the need for a dog park, its location and expense. Overall residents seem to think there is enough open spaces for dogs and the location is on the fringe of town and not accessible to many except if it was a special trip. All of the people I approached were surprised at the cost and were not supportive of it at that price.

Katikati 150th Anniversary Committee

The Katikati 150th Anniversary Committee is moving forward with an extended programme from Matariki 2025 to Waitangi Day 2026. The Ulster Irish arrived in Katikati on 16th September 1875. Many of the planned activities will be of value to support visitors over this period.

Facebook Page

A Community Board Facebook page has been established to communicate with the community. A link to the Community Board Facebook page can be found here.

Netball Fields for Moore Park – Concept Plan

An approved outdoor architect has offered to develop the concept plan pro bono which is greatly appreciated. She is currently engaged on some other work but is keen to progress this.

Road Marking By-Law

The Community Board would like to review the Road Marking By-Law as it has been suggested that colouring the road markings, as is done in many other towns, would help beautify the town. There appear to be at least four colours in use currently – white, yellow, red and blue but only with a functional purpose. Council staff have advised there would be no by-law review in relation to this matter.

Noble Johnson Drive Table

There has been some feedback from the community about installing a table on Noble Johnson Drive that is not Council's standard picnic table and is reflective of the community. Staff have advised that the proposed location for a table at Noble Johnson Drive was not suitable. It may be more appropriate to install a table at the Landing Jetty reserve area once the jetty is renewed. The Community Board will readdress this matter once the work at the jetty is nearing completion.

ATTACHMENTS

1. **Market Square Concept Plan**

70 Carparks in total.
Plaza and market space to be confirmed when comfortable with Carpark concept.

10.3 KATIKATI COMMUNITY BOARD COUNCILLOR'S REPORT - FEBRUARY 2024

File Number: **A5951574**

Author: **Anne Henry, Councillor**

Authoriser: **John Holyoake, Chief Executive Officer**

RECOMMENDATION

That the Councillor's report dated 7 February 2024 titled 'Katikati Community Board Councillor's Report – February 2024' be received.

Tena Koutou, greetings to all in Katikati, the northern gateway to our beautiful Western Bay of Plenty District. If the summer, we are having so far is anything to go by, we look to be in for a remarkable and potentially, a prosperous year ahead.

2024 Focus for Katikati Community Board:

- Main Road - Commercial Business zone tidy up.
- Market square development - between the War Memorial Hall and Pātuki Manawa Digital Hub and the Library.
- Welcome to Katikati signage.
- Better traffic flow from Beach Road onto SH2.
- Kotahi Lane focus and the carparking.

More on these area during the year, but if you have any creative contributions to share with us, please contact me or any Board Member.

The Elected Members for Katikati Community Board (2022-2025) are:

Chairperson:	John Clements	John.Clements@westernbay.govt.nz
Deputy Chairperson:	Norm Mayo	Norm.Mayo@westernbay.govt.nz
Member:	Teresa Sage	Teresa.Sage@westernbay.govt.nz
Member:	Andy Earl	Andy.Earl@westernbay.govt.nz
Councillor:	Rodney Joyce	Rodney.Joyce@westernbay.govt.nz
Councillor:	Anne Henry	Anne.Henry@westernbay.govt.nz

Community Board Public Forum:

The Katikati Community Board meet every 8 weeks. There is an opportunity for anybody to present to the Board during the 30-minute public forum period, prior to the official board meeting commencing.

If anyone has a great idea for Katikati and the surrounding area, please share this with your Community Board. Just turn up at the Board meeting before 7pm to register yourself as a contributor or contact Chairperson John Clements ahead of the meeting. The Community Board meetings are held in the Boyd Room in the Pātuki Manawa Digital Hub. If you wish to discuss the process, please contact me on 027 6989 275.

Equally each of Council Committees have public forum 30 minutes, prior to official agenda business begins.

For both Council and Community Board meeting forums, presenters are most welcome to stay to listen to the open section of a meeting following public forum.

Long Term Plan (LTP) 2024 – 2034

Council started early community engagement on our Long Term Plan in early 2023, and used a range of methods to connect with our communities.

The Long Term Plan Consultation Document and supporting information is planned to be adopted in May 2024 and to be out for consultation mid May to mid June. The Consultation Document will outline the key proposals, the priorities and projects for the District over the next 10 years, with information on the next 30 years too. Its aim is to engage residents and stakeholders to participate in the development of the Long Term Plan by providing us with feedback.

We received 31,663 pieces of feedback through the various opportunities to give for feedback in the Tō wāhi / Your Place engagement last year. This has helped feed into and inform the upcoming draft Long Term Plan.

10.4 KATIKATI COMMUNITY BOARD - GRANT APPLICATIONS - FEBRUARY 2024

File Number: **A5951983**

Author: **Rosa Leahy, Governance Advisor**

Authoriser: **Greer Golding, Governance Manager**

EXECUTIVE SUMMARY

The purpose of this report is to enable the Katikati Community Board to make a decision regarding the application for Community Board Grant Funding as applied for by Katikati Bowling Club Incorporated.

The applications and supporting information relating to the Community Board Grant has been forwarded to members separate to this agenda.

RECOMMENDATION

1. That the Governance Advisor's report dated 7 February 2024 titled 'Katikati Community Board Grant Applications – February 2024' be received.
2. That the Katikati Community Board **approve** the grant application from Katikati Bowling Club Incorporated for $....., to contribute towards funding the installation of an artificial playing surface. This grant will be funded from the Katikati Community Board Grants Account, subject to all accountabilities being met.

OR

That the Katikati Community Board **do not approve** the grant application from Katikati Bowling Club Incorporated.

BACKGROUND

The Katikati Community Board has funding of $8,616 available for disbursement to community organisations for the 2023/2024 financial year. The balance as of 7 February 2024 is $7,621.

Katikati Bowling Club Incorporated has submitted an application for $20,000.00 to contribute towards funding the installation of an artificial playing surface on one of the club's greens. Katikati Bowling Club has 85 registered playing members and more than 120 twilight bowlers from the business community. Many of the bowlers from Western Bay of Plenty compete in local competition and interclub tournaments.

ENGAGEMENT, CONSULTATION AND COMMUNICATION

Interested/Affected Parties	**Completed/Planned Engagement/Consultation/Communication**
Katikati Bowling Club Inc.	The applicant will be advised of the outcome of their respective Grant Application.

FUNDING/BUDGET IMPLICATIONS

Budget Funding Information	**Relevant Detail**
Community Board Grant Funds	The Community Board will consider applications for distribution of grant funding before the end of the financial year. Annual Budget $8,616 Current Balance $7,621

10.5 PROJECTS AND OPERATIONS REPORT - FEBRUARY 2024

File Number: **A5938631**

Author: **Rosa Leahy, Governance Advisor**

Authoriser: **Cedric Crow, General Manager Infrastructure Services**

EXECUTIVE SUMMARY

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

RECOMMENDATION

1. That the Governance Advisor's report dated 7 February 2024 titled 'Projects and Operations Report – February 2024' be received.
2. That the Katikati Community Board approve additional funding of up to $5000 from the Board's Roading Account towards the cost of installing bus shelters at Rereatukahia Marae and Tuapiro Marae, noting that the bus shelters at Rereatukahia Marae will be on multiple-owned Māori land.

KATIKATI COMMUNITY BOARD PRIORITY PROJECTS		
Project Description	**Staff Comment/Update**	
Develop and implement a plan to enhance the town and improve the roading and footpath network in Katikati.	The Board at a workshop discussed several items and initiatives that could be investigated to implement the town centre plan, to enhance the town centre and to improve the roading and footpath network. The funding sources are the roading budget and the town centre fund. The items that were discussed have been included in the recommendation with two priority levels. The intention is that the investigation and high-level concepts and estimates are undertaken prior to progressing to full design and implementation. The Board have reviewed the existing listed roading account priority list. Council is currently working with the Board to complete this list as resolved on 31 May 2023. Council have resolved to assist the Board in prioritising capital projects, in line with Council's Levels of service and as funding and resources allow.	
PRIORITY	**PROJECT**	**PROGRESS LEVEL**
1	Market Square	On hold
1	Bus Shelters - Park Road	Complete
	Bus Shelters - Rural	On hold
1	Kotahi Lane Sealing	On hold
1	Stage 1 Town Centre Village Pathways Upgrade – Katikati War Memorial Hall to Museum	Has not progressed
2	Uretara Landing Reserve Upgrade	On hold
2	Stage 2 Town Plan – Pedestrian Refuge at the BP Service Station	Has not progressed

2	Mulgan Street to Uretara Bridge Embankment	Has not progressed

ROADING ACCOUNT

Katikati Community Board Roading Current Account		**$**
Current Account Opening Balance 1 July 2023		**$285,789**
Allocation for 2024		$176,028
Interest for 2023/24		$12,861
Subtotal		**$474,678**
Completed Projects		**$**
Park Street Bus Shelters & Beach Road Tactile Pavers		$33,292
Committed Projects	**Status**	**$**
Bus Shelters at Te Rereatukahia Marae and Tuapiro Marae KKC23-6.8	Consultation	$16,000
Forecasted Current Account Closing Balance 30 June 2024		**$425,386**

PROJECT UPDATES – ROADING

MARKET SQUARE		
Project Description	**Staff Comment/Update**	**Progress Level**
Develop the carpark behind Main Road buildings, and beside the library to a multi use space that also includes a market square.	An update on this project and recommendations have been included in then the Chairperson's report.	On hold – concept plan awaiting endorsement from the Board. A decision on this will be made at the 7 February 2024 meeting.

MARSHALL ROAD URBANISATION PROJECT		
Project Description	**Staff Comment/Update**	**Progress Level**
Upgrading of Marshall Road from Middlebrook Drive to Tetley Road including pavement rehabilitation, drainage improvements, retaining walls, new concrete footpaths, and shared paths.	This project is awaiting power relocation and street light installation, which is expected to be complete in the next 2-3 months.	On track

TETLEY ROAD FOOTPATH		
Project Description	**Staff Comment/Update**	**Progress level**
Construction of a 2.5m shared path between Rereatukahia Road and Marshall Road.	This was project was completed at the end of 2023 and will no longer be reported on.	Complete

PARK ROAD BUS SHELTERS		
Project Description	**Staff Comment/Update**	**Progress level**
The Community board have raised the need for bus shelters on Park Road at the Summerset Village and opposite Binnie Road to serve the elderly community in the area.	This project has been completed and will no longer be reported on.	Complete

RURAL SCHOOL BUS SHELTER – TE REREATUKAHIA MARAE AND TUAPIRO MARAE		
Project Description	**Staff Comment/Update**	**Progress level**
The Katikati Community Board resolved to fund the supply and installation of rural standard bus shelters at Te Rereatukahia Marae and Tuapiro Marae.	The Transportation Engineer approached both Te Rereatukahia Marae and Tuapiro Marae, regarding the interest and placement of the rural school bus shelters. After consulting with the Te Rereatukahia Marae and Tuapiro Marae, it was determined that the number of kids using the bus stops was more than originally anticipated, which has widened the scope of the project. The original resolution was $16,000, the costs have now increased and will require an additional $4000 from the Board's Roading Account. A recommendation to increase the funding and approve the location of the bus stops has been included on page 1 of the report.	On hold - awaiting additional funding from the Board's Roading Account. A decision on this will be made at the 7 February 2024 meeting.

KOTAHI LANE – CHERRY TREE REMOVAL AND CARARK ENHANCEMENT		
Project Description	**Staff Comment/Update**	**Progress level**
The Board have requested a cost estimate for the removal of the cherry trees and carpark enhancement.	A quote was provided to the Board for the removal of the cherry trees. At the Community Board workshop on 24 January 2024, the Board discussed removing the cherry trees and filling the area with an appropriate material such as compacted gravel. The Roading Engineer will continue to work with the Board on this project.	On hold, awaiting funding allocation from the Board. A decision on this will be made at the 7 February 2024 meeting.

PROJECT UPDATES – WATER SERVICES

HIGHFIELDS STORMWATER POND DEVELOPMENT TRIAL		
Project Description	**Staff Comment/Update**	**Progress level**
Trial to convert the Highfields Stormwater Pond from a dry pond to a permanent wet pond/lake.	No further update – the resource consent application is still being prepared.	On track

WESTERN WATER RENEWALS		
Project Description	**Staff Comment/Update**	**Progress level**
Renewal and upgrade of water infrastructure.	The construction on the watermain renewal has started on Malta Crescent and the design is complete for Edwards Street.	On track

KATIKATI WASTEWATER TREATMENT PLANT UPGRADE		
Project Description	**Staff Comment/Update**	**Progress level**
Upgrade to the Katikati WWTP to ensure compliance with Council Resource Consent.	The Katikati WWTP MBBR Upgrade is out on the market currently. Once tenders close the team will evaluate and award the contract. Design will commence soon after.	On track

KATIKATI OUTFALL		
Project Description	**Staff Comment/Update**	**Progress level**
Katikati wastewater outfall failure.	A leak was discovered Wednesday 24 January as part of a pressure test. Stakeholders have been notified and staff are investigating the leak. Staff continue to investigate the outfall pipe noting the leaks are more frequent. The cost of a new pipe is estimated at $60m.	On track

PROJECT UPDATES – RESERVES

DAVE HUME POOL PROJECTS		
Project Description	**Staff Comment/Update**	**Progress level**
Enclosing Pool for all season operation.	**Roof Project** The design phase of this project is well underway with the foundation and civil designs almost complete. An architect is now working through how the new structure ties into the existing surface, building and connections. Work has been completed designing the HVAC system. **Bulkhead and liner project** A designer has been engaged for the design of the bulkhead, liner and filtration system for the new learners pool.	On track - design phase

YEOMAN BRIDGE TO PARK ROAD SHARED PATH		
Project Description	**Staff Comment/Update**	**Progress level**
New path to improve accessibly for all weather access between Yeoman Bridge to Park Road.	This project has been completed and will no longer be reported on.	Complete

DONEGAL PLACE DOG PARK		
Project Description	**Staff Comment/Update**	**Progress level**
Council consulted with the community on establishing a dog exercise area in Katikati. Donegal Reserve was considered the most appropriate location for the dog park.	The Donegal Reserve Dog Park concept plan was adopted by Council at the Strategy and Policy Meeting on 9 November 2023. The plan will be implemented in this current financial year.	On track

LANDING RESERVE UPGRADE		
Project Description	**Staff Comment/Update**	**Progress level**
Upgrades to the Landing Jetty and enhancements to the surrounding reserve area.	Council has consulted with the Engineers on the project and a new resource consent application will be lodged in the coming months.	On hold - awaiting resource consent

BEACH ROAD BOAT RAMP		
Project Description	**Staff Comment/Update**	**Progress level**
Proposed development to upgrade the Beach Road Boat Ramp, which include enhancements of open green space, car parking, public restrooms, coastal margin planting, boat ramp, while also celebrating and preserving the cultural and historical identity of the area through informative signage and Waharoa.	Council is developing a concept plan for 294 Beach Road. Stakeholder pre-engagement has concluded, and the next step is to consult the wider community on the draft concept plan that was informed by feedback received through pre-engagement. Approval for formal community consultation on this plan will be considered at the Strategy and Policy Committee on 15 February. If approved, consultation will run from 1 to 29 March 2024.	On track

TAHAWAI RESERVE		
Project Description	**Staff Comment/Update**	**Progress level**
This project is in the pre-engagement phase where Council is working with key stakeholders to develop an initial draft concept plan for Tahawai Reserve. This will identify future use and opportunities for the reserve and celebrate/preserve the historical and cultural identity of the reserve.	Council is developing a concept plan for Tahawai Reserve and the project is currently in the pre-engagement phase with key stakeholders. Council will hold a concept planning workshop with these stakeholders on Tuesday 20 February. Feedback received from this workshop and other completed pre-engagement will inform the development of our first draft concept plan for Tahawai Reserve.	On hold – awaiting stakeholder workshop

PROJECT UPDATES - SOLID WASTE

ESTABLISHING COMMUNITY RESOURCE RECOVERY CENTRES	
Project Description	**Staff Comment/Update**
A feasibility study into Community-led Resource Recovery for the current recycling centres went to Council in 2023. Chrome Collective was working closely with The Seagull Centres' manager to create a business plan that will progress the establishment of a resource rover centre at the Katikati site.	Chrome Collective is preparing to start a six-month resource recovery trial at the Katikati Recycling centre site. The trial will run from 7 March 2024 to end of August 2024, during open days at the KKRC. The centre will be open from 9 am to 4 pm on Thursdays and Saturdays to receive goods. The recycling centre will operate as usual for recycling and greenwaste to be dropped off. Chrome Collective is running the trial with a grant from the Waste Minimisation Levy with the aim to establish what resources are available in the community with a view to set up a retail facility onsite. Chrome Collective have a list of goods and materials that the community will be able to drop off during the trial. Most items can be dropped off for free and others will have a small charge. Chrome Collective is working with the wider resource recovery network that have established CRRC's. Initially the resources will be collected from the KKRC site by the Seagull centre in Thames that will distribute the goods to existing CRRC's. Chrome Collective will also collect materials to upcycle and sell for the benefit of the people with disabilities that they create vocational pathways for. The intention of the trial, and establishment of a CRRC in Katikati is not intended to compete with local Op shops and other community organisations. Goods and resources that are on the list include e-waste, soft plastics. Council is supporting Chrome Collective with the trail and more communication and advertising will follow soon.

NATIONWIDE KERBSIDE STANDARDISATION – 1 FEBRUARY 2024	
Project Description	**Staff Comment/Update**
The Ministry for the Environment is standardising kerbside recycling rules nationally.	From 1 February what does (and doesn't) go in your kerbside recycling will be the same no-matter where you live around the country. The aim is to reduce the amount of recyclable items that end up in landfill because they are contaminated, or they are put in the wrong bin. The good news is, here in the Western Bay, very little has changed because we're ahead of the game and already meeting most of the new requirements. So, what *is* changing? • Aerosol cans must now go in your red lid rubbish bin, as most recycling plants in New Zealand don't have the equipment needed to compact them safely. • Aluminum and tin foil trays also go in the red lid rubbish bin, as their size, shape and weight mean they are often unable to be sorted by machinery. • Another change in the Western Bay is how you line your food scraps bin. Plain brown paper bags are preferred, as the inks in newspapers and other printed materials often contain heavy metals and/or microplastics and we want to keep these out of the food chain. If you've got any questions, see our kerbside webpage, or try our handy recycling search tool.

INFRASTRUCTURE - OPERATIONS

EMERGENCY MANAGEMENT	
Project Description	**Staff Comment/Update**
Support the Katikati Community to be Resilient in the event of an Emergency.	Work is still ongoing in this space. There is no further update to what was reported in the previous agenda.

MINUTE ACTION SHEETS – OPERATIONS

CCTV Applications		
Meeting Date	**Description**	**Latest Update**
10 November 2021	The Board requested to view the CCTV camera applications for Katikati to see if there were any that the Board could help contribute funding towards. The Board had been asked by Council's CCTV working party to contribute 50% of the cost for a CCTV camera on the Corner of State Highway 2 and Tetley Road, Katikati. The Board passed a formal resolution to part fund the requested camera.	The list of CCTV applications was provided to the Katikati Community Board in November 2023. The Board may wish to fund additional cameras that are not funded by the working party.

PROJECT UPDATES - REGULATORY

KATIKATI INDUSTRIAL AREA	
Project Description	**Staff Comment/Update**
A proposal to establish a Katikati Industrial Area has been put forward to Council.	There is no further update to what was provided in the Chairperson's report from 15 November 2023.

SERVICE REQUESTS

This section is to provide an overview of Service Requests for the Katikati Community Board area since the last meeting. There has been one of each of the following subtypes of Service Requests raised and completed:

- Building Act Compliance – Swimming Pool Enquiries
- Building Administration – Inspection Query
- Building Administration – Old/Historic Building Consents
- Compliance & Enforcement – General Enquiry
- District Plan Compliance
- Consents Planning - Resource Consents Enquiries
- Health – General Enquiry
- Health - Liquor Licence
- Health – Premises Hygiene
- Lighting – Replacement/Maintenance
- Corporate Properties – Lease / Rental
- Refuse General (Not Bins or Dumping)
- Park and Playground Equipment
- Reserve Signs
- Footpaths on Local Road – New Asset Requests
- Urban Stormwater General Information Request
- Wastewater – Grinder Pump/ Septic Tank Issue
- Wastewater – Pumpstation Issue or Blockage
- Wastewater – Sewage Overflow/Spill on Ground/Dumpstation
- Water – Emergency Shutdown
- Water – Location of Pipe/Main (not toby)
- Water – General Enquiry

There has been one of each of the following subtypes of Service Requests raised which are under investigation/scheduled:

- Resource Consent Compliance
- Environmental Planning – General Enquiry
- Local Road – Detritus (Loose Chips/Sand/Dead Animal)
- Footpaths on State Highway
- Water – Taste/Smell/Quality of Water

The table below shows Service Request's that are higher in numbers and have a mix of statuses.

Service Request Subtype	Notes	Completed	Under Investigation/ Scheduled
Building Compliance	Queries relating to compliance with the Building Act	1	1
Building Warrant of Fitness Enquiries	Across Katikati and Tahawai	2	1
Building Act Compliance – General Enquiry	Across Katikati and Tahawai	4	0
Building Administration – Build/Portal Enquires	Queries relating to Objective Build	3	0
Building Administration – Code of Compliance Certificates	Queries relating to Code of Compliance Certificates	2	0
Building Administration – General	General queries relating to Building Administration	16	1
Building Counter Enquiry – General, Technical and Vetting	General queries from across the Katikati Community Board area	8	0
Building Inspectors – General Enquiry	General queries from across the Katikati Community Board area	2	0
Building Processing – General Enquiry	General queries from across the Katikati Community Board area	5	0
Katikati Cemetery	Headstone/plaque, interments and plot enquires	10	0
Communications – General Enquiry	Across Katikati	2	0

Abandoned Vehicle	Three reports relating to a car abandoned on Lindemann Road	6	0
Compliance & Enforcement (Smell/Smoke/Vermin/ Insect)	Various reports from Katikati and Tanners Point	2	1
Complaints about Freedom Campers	Various reports across the area	6	0
Noise Complaints	Various reports across area	28	0
Parking Query	General queries relating to parking compliance	5	0
Duty Planner – Resource Consent Queries	Various enquires relating to resource consents.	48	1
Māori Land Enquiries	General enquires relating to Māori Land	2	0
Kerbside – Damaged Bin Replace or Repair	Various reports of damaged bins across the Katikati and Tahawai	15	1
Kerbside – General Enquiry	General enquires from across the area	7	0
Kerbside – Lost/Stolen Bins	Various reports of stolen bins across the area; three on Park Road Katikati and two on Levley Drive	10	0
Kerbside – Missed Collection	Various reports of missed kerbside collection including three on Beach Road	11	0

Kerbside – PAYT Tag Issue	Various enquiries relating to PAYT tags.	3	1
Local Road – Cesspit/ Grill/ Gutters & Drains	Various reports relating of blocked drains	1	5
Footpaths on Local Road – Replacement/Maintenance	Two reports on Main Road, Katikati	1	3
Local Roads - General/Miscellaneous	Various general enquires on matters relating to local roads	8	4
Local Road – Litter Bins Replacement (Shopfront/Carpark/Rest Area)	All reports from Main Road, Katikati	1	2
Local Roads – Request for Non-urgent Tree Trimming or Removal	Various reports from across the area including two from Tanners Point Road	1	10
Local Road Signs Damaged/Graffiti	Various reports from across the area including two on Main Road, Katikati	3	2
Road Surface Defects – Unsealed and Sealed Local Road	Various reports of road defects including five on Main Road, Katikati	7	5
Local Road – Slip/ Flood/ Crash/ Spill/ Trees Down	Various reports across area	0	2
Vegetation (not trees)/ Mowing Local Roads	Various reports from across the area including two from Park Road	3	7
LGOIMA Request	Various requests under the Local Government Official Information and Meetings Act	2	1

Properties – General Enquiry	General Enquiries relating to property matters	2	2
Pensioner Housing – Heron Crescent	General enquiries relating to pensioner housing	2	1
Rates – General Enquiry	General Enquiries relating to rates	13	0
Refuse – Rubbish/ Illegal Dumping & Carcasses	Various reports of illegal dumping across area	6	1
Reserves & Properties - Bollards	Various reports of damaged bollards across area	2	1
Graffiti in Reserves	Various report of graffiti in reserves including two on Main Road, Katikati	4	0
Litter / Litter Bins or Dumping in Reserves	Various reports including six from Middlebrook Drive, three from Main Road, three from Chelmsford Street and three on Tuapiro Road	19	0
Mowing and Vegetation/ Gardens (Not Trees)	Various reports relating to mowing, vegetation and garden maintenance	18	6
Reserves – Plumbing: Toilet/ Taps/ Waitui/ Irrigation	Various reports relating to plumbing issues	5	0
Reserves - Public Toilets (Hygiene/ Paper)	Various reports of issues relating to hygiene and paper	13	1
Reserve Building / Roads/ Tracks/ Furniture	Various reports of maintenance issues	5	0

	related to Council assets		
Reserves – General	General Enquiries from Across the area	41	0
Reserves – Request for Information	General requests for information about reserves	3	0
Reserves - Trees	Various enquiries related to tree maintenance on Council reserves	5	0
Local Roads – Non-urgent requests for tree removal	Various requests from across the Katikati area	5	0
Stormwater – Flooding Open Drain/ Culvert	Various reports from across the area	3	0
Wastewater – Sewer Pipe Block/ Damaged or Broken	Two reports from across area	2	0
Wastewater – General	Various general enquiries relating to wastewater	2	0
Water – All Water Leaks	Various reports of water leaks from across the area	62	0
Water – Meter Toby Issue (Not Leak)	Various Reports from across the area	6	0
Water – No Water	Various reports across area	3	0
Water Pressure too Low or High	Various reports from across the area	3	0
Water Revenue – General Enquiry	General enquiries relating to water	2	1

MATTERS ARISING FROM PREVIOUS COMMUNITY BOARD MEETINGS (NOT MINUTE ACTION SHEETS)

Date raised	Issue	Comment
November 2023	The Board requested that the Katikati Sports and Recreation Society be invited to present at a future Katikati Community Board meeting regarding the Moore Park Concept Plan.	The Chairperson to invite the Katikati Sports and Recreation Society to a future Katikati Community Board meeting.
September 2023	A member of the public requested that Council investigate the conversion of one of the toilets in the Arts Junction, into a public shower.	A service request for this has been raised.
September 2023	A member of the public requested that Council investigate the viability of a rubbish bin at the end of the wharf in Kauri Point	A service request for this was raised. Staff advised against installing a rubbish bin on the wharf as it could result in more fly-away rubbish ending up in the harbour. Additionally, it is not a practical location for the maintenance contractor to service a bin.

COMPLETED/UNCOMPLETED MINUTE ACTION SHEETS (NOT INFRASTRUCTURE RELATED)

Date raised	Issue	Comment
November 2023	The Board requested information on what Level of Service was for public toilets in Katikati, including what action was taken to complete the service requests reported on through the Operational Report.	The Levels of Service for public toilets can be found in Council's Reserve Management Plans. Council staff are working on a report for all service requests over the past year relating to public toilets in Katikati.
	The Governance Team would investigate if the C.E Millar Estate Reserve fund could be used to pay for a table at Noble Johnston Drive	Investigations into this fund are still ongoing.

July 2023	Katikati Market Square	Item left to lie on the table at July 2023 meeting to be workshopped with the Board. The options for the Katikati Market Square have been presented to the Board. An update and recommendation on this project are included in the Chairperson's report.

ATTACHMENTS

1. **Rereatukahia Pa Road Bus Shelters**

Attachment 1: Reretukahia Pa – Rural standard bus shelters

Figure 4: Kiwi Span Typical Rural bus shelter. Stock Photo.

Figure 1: Areial of Reretukahia Pa highlighting the bus stop locations. Where X indicates the approximate location of the proposed bus shelter.

NOT TO SCALE

Figure 2: Wharenui site. Highlighting the approximate location of the proposed bus shelter.

NOT TO SCALE.

Figure 3: Reretukahi Rd - Southern intersection. Highlighting the approximate location of the dual bus shelters.

10.6 KATIKATI FINANCIAL REPORT - DECEMBER 2023

File Number: **A5941919**

Author: **Ezelle Thiart, Financial Business Advisor**

Authoriser: **Allan Carey, Finance Business Partner Lead**

EXECUTIVE SUMMARY

This report provides the Community Board with the first six months monitoring of its operational budget. Attached are the financial statements for the period ended 31 December 2023 **(Attachment 1)**.

Total operational costs are under budget YTD for 2023/24.

RECOMMENDATION

That the Financial Business Advisor's report dated 7 February, titled 'Financial Report Katikati – December 2023', be received.

GRANT PAYMENTS MADE TO DATE:

Resolution	Description	$
KKC23-4.4	The purchase of new Christmas garlands and decorations	995
2023/24 Grants		**995**

C.E. Miller Estate Reserve:

Resolution	Description	$
	2023/24 Opening balance	9,888
	No transactions year to date	0
2023/24 Closing balance		**9,888**

Committed – Operational Expenditure

Resolution	Account	Description	$
K22-4.5	Contingency	Approve up to $1,000 for cost relating to the Katikati Community Plan and Town Centre Plan presentation and celebration evening.	1,000
KKC23-2.4	Street Decorations (2022/23)	Approves up to $2000 from the Street Decorations Account to Katch Katikati for the purchase of additional Christmas decorations for the Community Christmas Tree. *(Spent $1,739)*	261
KK23-4.4	Street Decorations (2023/24)	Approves the funding request of $3,510.00 from the Katikati War Memorial Hall Committee, to contribute towards the purchase of new Christmas garlands and decorations. $2,500.00 will be funded from the Katikati Community Board's Street Decorations budget, and the remaining $1,010.00 funded from the Katikati Community Board Grants budget. *(Spent $2500 from Street decorations budget, and $995 from Grants budget)*	15
Total outstanding operational commitments			**1,276**

2023/24 Reserve Analysis:

Description	$
2023/24 Opening balance	69,365
No transactions year to date	0
2023/24 Closing balance	**69,365**

Committed – Reserves expenditure:

Resolution	Description	**$**
	2023/24 Closing balance before committed expenditure	69,365
K22.4-7	Approve funding of $50,000 towards costs related to the new Katikati Community Sport and Recreation Centre on the Moore Park Sports Ground in Katikati. ($29,625 already spent)	(20,375)
	2023/24 Closing balance after committed expenditure	**48,990**

ATTACHMENTS

1. **Financial Report Katikati – December 2023**

Western Bay of Plenty District Council
Income and Expenditure Statement
For the period ended 31 December 2023

Katikati Community Board

	Year to Date				Full Year	Last Year
	Actual	Budget	Variance (Unfav)/Fav		Budget	Actual
	$	$	$		$	$
Direct Costs						
Conference Expenses	0	1,080	1,080	☑	2,160	0
Contingency - [see breakdown below]	0	1,080	1,080	☑	2,160	30,206
Grants	995	4,308	3,313	☑	8,616	4,400
Mileage Allowance	0	1,080	1,080	☑	2,160	560
Salaries	15,837	14,160	(1,677)	☹	28,320	28,667
Security	0	3,504	3,504	☑	7,008	5,287
Street Decoration	2,500	2,424	(76)	☹	4,848	1,739
Inter Department Charges	21,102	21,102	0	☑	42,204	40,260
Operating Costs	40,435	48,738	8,303	☑	97,476	111,119
Total Operating Costs	**40,435**	**48,738**	**8,303**	☑	**97,476**	**111,119**
Total Direct Costs	**40,435**	**48,738**	**8,303**	☑	**97,476**	**111,119**
Total Costs	**40,435**	**48,738**	**8,303**	☑	**97,476**	**111,119**
Income						
Rate Income	52,502	48,726	3,776	☑	97,452	102,222
Total Direct Income	**52,502**	**48,726**	**3,776**	☑	**97,452**	**102,222**
Net Cost of Service	**12,068**	**(12)**	**12,080**	☑	**(24)**	**(8,897)**

☑ *Favourable Variance*
☹ *Non Favourable Varience*

Contingency - breakdown

Year to date contingency costs	**0**

Community Board Reserves

Opening Balance - Surplus (Deficit)	**69,365**
No transactions to date	
(Decrease) Increase in year	**0**
Closing Balance - Surplus (Deficit)	**69,365**

Town Centre Development Reserves

Opening Balance - Surplus (Deficit)	**473,604**
No transactions to date	0
(Decrease) Increase in year	**0**
Closing Balance - Surplus (Deficit)	**473,604**

CE Miller Estate Restricted Reserves

Opening Balance - Surplus (Deficit)	**9,888**
(Decrease) Increase in year	**0**
Closing Balance - Surplus (Deficit)	**9,888**