Western Bay of Plenty District Council

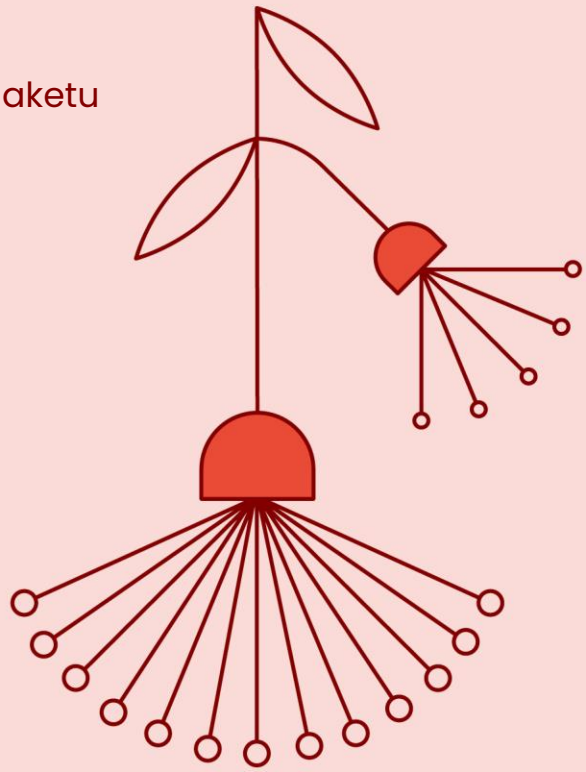
Mā tō tātou takiwā

For our District

Maketu Community Board

Poari ā Hapori o Maketu

MKC24-2
Tuesday, 16 April 2024, 7.00pm
Maketu Community Centre, Wilson Road, Maketu



Maketu Community Board

Membership:

Chairperson	Laura Rae
Deputy Chairperson	Rewi Boy Corbett
Members	Tippany Hopping Donna Walters TBC Deputy Mayor John Scrimgeour
Quorum	3
Frequency	Eight weekly / Workshops as required

Role and Purpose of Community Boards:

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

Delegated Functions:

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

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

Notice is hereby given that a Maketu Community Board Meeting will be held in the Maketu Community Centre, Wilson Road, Maketu on:
Tuesday, 16 April 2024 at 7.00pm

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1 PRESENT

2 IN ATTENDANCE

3 APOLOGIES

4 CONSIDERATION OF LATE ITEMS

5 DECLARATIONS OF INTEREST

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

6 PUBLIC EXCLUDED ITEMS

7 PUBLIC FORUM

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

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

8 MINUTES FOR CONFIRMATION

8.1 MINUTES OF THE MAKETU COMMUNITY BOARD MEETING HELD ON 20 FEBRUARY 2024

File Number: **A6121454**

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

Authoriser: **Greer Golding, Governance Manager**

RECOMMENDATION

1. That the Minutes of the Maketu Community Board Meeting held on 20 February 2024 as circulated with the agenda be confirmed as a true and correct record.
2. That the Chairperson's electronic signature be inserted into the confirmed minutes.

ATTACHMENTS

1. **Minutes of the Maketu Community Board Meeting held on 20 February 2024**

MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL
MAKETU COMMUNITY BOARD MEETING NO. MKC24-1
HELD IN THE MAKETU COMMUNITY CENTRE, WILSON ROAD, MAKETU
ON TUESDAY, 20 FEBRUARY 2024 AT 7.00PM

1 PRESENT

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

2 IN ATTENDANCE

E Watton (Acting General Manager Strategy and Community/Strategic Policy and Planning Programme Director), S Prendergast (Transportation Area Engineer) and G Golding (Governance Manager)

3 APOLOGIES

Nil

4 CONSIDERATION OF LATE ITEMS

Nil

5 DECLARATIONS OF INTEREST

Nil

6 PUBLIC EXCLUDED ITEMS

Nil

7 PUBLIC FORUM

7.1 MAX JOHNSTON - VARIOUS ITEMS

Mr Johnston was in attendance to discuss various issues and requested updates on the Urupa and Wilson Road:

The Chairperson provided the following updates on the Urupa:

Unconfirmed

- The Chairperson advised that the Urupa Taskforce hui would be held in March, it wasn't acceptable that the issues at the Urupa hadn't been addressed.
- The Board had passed a resolution in 2023 to fund the installation of handrailing at the Urupa, however, the project was yet to progress. Staff had advised they would follow up on the project.
- The Urupa Taskforce leader would work with staff to inform next of kin for graves affected by flooding in the Urupa.
- It was decided that the works on the Urupa would start after the Christmas holiday period, the work was still expected to place during the summer period.

The Chairperson provided the following updates on Wilson Road:

- The Community Board did not have enough funding in their Roading Account to fix Wilson Road and the road was scheduled to be rehabilitated by Council.
- Due to the contract ending with Westlink, the Wilson Road rehabilitation had been delayed.
- The schedule for drainage clearing across Maketu had been provided to the Board.

Mr Johnston raised a concern about the lack of mowing across Maketu particularly over the summer period.

The Chairperson provided the following comments:

- Maketu missed out on mowing prior to the busy Christmas period compared to other areas in the District.
- Staff had acknowledged that the mowing in Maketu was unacceptable and did not meet the level of service in the mowing contract.
- It should not be up to the residents of Maketu to be mow the reserves.

7.2 LARISSA WHAREPOURI - VARIOUS TOPICS

Ms Wharepouri was in attendance and spoke on various topics:

- The name of the Urupa Taskforce should be changed to remove taskforce from it and be more reflective of the community.
- There should be consideration to balancing the ecosystem of the drains alongside the cleaning/dredging.
- Ms Wharepouri was advised that the drains are cleared under certain conditions stipulated in the resource consent. For example, the drains would not be dredged during whitebait spawning season.

Unconfirmed

8 MINUTES FOR CONFIRMATION

8.1 MINUTES OF THE MAKETU COMMUNITY BOARD MEETING HELD ON 28 NOVEMBER 2023

RESOLUTION MKC24-1.1

Moved: Deputy Mayor J Scrimgeour

Seconded: Member T Hopping

1. That the Minutes of the Maketu Community Board Meeting held on 28 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.

CARRIED

9 REPORTS

9.1 MAKETU COMMUNITY BOARD - CHAIRPERSON'S REPORT - FEBRUARY 2024

The Board considered a report dated 20 February 2024 from the Chairperson. The report was taken as read with further discussion as per below:

- The Chairperson acknowledged and congratulated the Chairperson of Te Puke Community Board Kassie Ellis on being nominated for the Young Elected Member of the year at the LGNZ Young Elected Members Conference.
- The civil defence launch day was well attended and a successful event.
- The Chairperson noted that the Urupa Taskforce hui would be held on 12 March at 6pm.
- It was important to hear feedback from the community about what managed retreat looked like for them.

RESOLUTION MKC24-1.2

Moved: Chairperson L Rae

Seconded: Deputy Mayor J Scrimgeour

That the Chairperson's report dated 20 February 2024 titled 'Maketu Community Board – Chairperson's Report – February 2024' be received.

CARRIED

Unconfirmed

9.1.1 MOWING RESERVES

The Community Board was concerned that contractors were not meeting the level of service for mowing reserves.

The Board was advised that staff were meeting with Downer to discuss their deliverables and performance in relation to mowing. Downer were bringing in additional resource bring the entire district up to standard.

The Board requested an update from staff on the outcome of the meeting with Downer.

9.1.2 MAKETU BOOK SHARING SHELTER

The Chairperson had received a quote from the contractor Ben Boucher for up to $15,000 to build a book sharing shelter, depending on what materials were used.

If the book sharing shelter was built near the Maketu Hauora then it should have a similar colour scheme and materials.

The shelter would be built on reserve land, the Board would seek permission for the shelter from Council's Reserves Team.

The Board would consider an appropriate name and the design for the shelter at their next workshop.

RESOLUTION MKC24-1.3

Moved: Cr R Crawford

Seconded: Member T Hopping

That the Maketu Community Board approve up to $15,000 from the Maketu Community Board Reserves Account, for costs relating to the Book Sharing Shelter subject to approval from the Reserves and Facilities Manager.

CARRIED

9.1.3 MAKETU INFORMATION CENTRE MURAL

The Board had approached a local artist to paint a mural on the side of the information centre.

The artist would require an upfront payment to cover the cost of the paint. The Chairperson advised that graffiti resistant paint would be used for the mural.

The location of the mural was in view of a CCTV camera which reduced the risk of graffiti.

The Board would require written approval from the Operations Manager before the mural was painted.

Unconfirmed

A detailed quote and design for the mural would be considered at the Board's next workshop.

RESOLUTION MKC24-1.4

Moved: Deputy Mayor J Scrimgeour

Seconded: Chairperson L Rae

That the Maketu Community Board approve up $8,000 from the Maketu Community Board Reserves Account, for costs relating to the Maketu Information Centre mural, subject to a detailed design and quote being approved by the Board.

CARRIED

9.2 MAKETU COMMUNITY BOARD - COUNCILLOR'S REPORT - FEBRUARY 2024

The Board considered a report dated 20 February 2024 from Councillor Crawford. The report was taken as read with further discussion on the below:

- Councillor Crawford acknowledged the work that emergency services did over the summer period.
- There was a concern that tourists were unaware of rips and currents at the beach and harbour. It was suggested that signage be installed to identify hazard areas.

RESOLUTION MKC24-1.5

Moved: Member T Hopping

Seconded: Chairperson L Rae

That Councillor Crawford's report dated 20 February 2024 titled 'Maketu Community Board - Councillor's Report - February 2024' be received.

CARRIED

9.3 MAKETU COMMUNITY BOARD - ANZAC DAY COMMEMORATION 2024

The Board considered a report dated 20 February 2024 from the Governance Advisor. The report was taken as read with further discussion on the below:

- The Board suggested that staff engage with a local artist to make the sustainable ANZAC day wreath.

Unconfirmed

RESOLUTION MKC24-1.6

Moved: Cr R Crawford

Seconded: Member T Hopping

1. That the Governance Advisor's report dated 20 February 2024, titled 'Maketu Community Board – ANZAC Day Commemoration 2024', be received.
2. That the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.
3. That Maketu Community Board provide a reusable wreath for the ANZAC Day Service, to be paid from the Maketu Community Board Contingency Account (up to the value of $350).

CARRIED

RESOLUTION MKC24-1.7

Moved: Chairperson L Rae

Seconded: Deputy Mayor J Scrimgeour

4. That Laura Rae and Tippany Hopping represents the Maketu Community Board at the ANZAC Day Service in Maketu on 25 April 2024.

CARRIED

9.4 MAKETU COMMUNITY BOARD - PROJECTS AND OPERATIONS REPORT - FEBRUARY 2024

The Board considered a report dated 20 February 2023 from the Governance Advisor. The report was taken as read with further discussion on the below:

- The Board requested that the project updates on Midway Park and Establishing Community Resource Recovery Centres (CRRC) be removed from future reports as they were not relevant to the Maketu Community Board area.
- The Board received a second quote for a rubbish bin at Arawa Avenue which was more expensive than the first. Staff advised the Board that maintenance for this bin would need to be submitted under the Long-Term Plan.
- The Board would discuss options for a bin at Arawa Avenue at their next workshop.
- The Board raised concerns about an abandoned vehicle in Maketu. Staff advised the Board of Council's process to remove abandoned vehicles.

Unconfirmed

RESOLUTION MKC24-1.8

Moved: Deputy Mayor J Scrimgeour

Seconded: Chairperson L Rae

That the Governance Advisor's report dated 15 February 2024 titled 'Maketu Community Board – Projects and Operations Report – February 2024' be received.

CARRIED

9.5 MAKETU COMMUNITY BOARD - FINANCIAL REPORT DECEMBER 2023

The Board considered a report dated 20 February 2023 from the Financial Business Advisor. The report was taken as read with no further discussion.

RESOLUTION MKC24-1.9

Moved: Deputy Mayor J Scrimgeour

Seconded: Cr R Crawford

That the Financial Business Advisor's report dated 20 February 2024 titled 'Maketu Community Board – Financial Report December 2023' be received.

CARRIED

The Meeting closed at 8:44pm.

Confirmed as a true and correct record at the Maketu Community Board meeting held on 16 April 2024.

.....

Chairperson L Rae

CHAIRPERSON

Unconfirmed

9 REPORTS

9.1 MAKETU COMMUNITY BOARD WORKSHOP NOTES - 26 MARCH 2024

File Number: **A6105992**

Author: **Parehuia Buchanan, Governance Advisor**

Authoriser: **Greer Golding, Governance Manager**

EXECUTIVE SUMMARY

The Maketu Community Board workshop notes from 26 March 2024, have been provided as **Attachment 1** for transparency.

ATTACHMENTS

1. **Maketu Community Board - Workshop Notes - 26 March 2024 - PDF**

MAKETU COMMUNITY BOARD WORKSHOP

DATE: 6:00pm, Tuesday 26 March 2024

HELD: Maketu Community Centre

FORUM MEMBERS PRESENT: L Rae (Maketu Community Board Chairperson), T Hopping, Cr R Crawford and Cr J Scrimgeour

STAFF IN ATTENDANCE: G Golding (Governance Manager), E Logan (Governance Advisor), P Buchanan (Governance Advisor),

Topic	Discussion	Action
Representation Review	• The Governance Manager provided an overview of the Representation Review process. • There would be a community workshop in the Te Puke and Maketu region on the 8 April 2024. • Some members of the Board expressed a preference to submit both a joint Board submission, and individual submissions. • Some members of the Board felt that they would have liked to have received more information on the Representation Review. They suggested that for any similar future projects they would like to be engaged earlier in the process. • The Board expressed a desire to keep the Maketu Community Board as it provided a valuable service and voice for the local community.	• The Governance Team would review their process for updating the Community Board on Council projects that impacted them. • The Governance Advisor would share a link to the previous Representation Review report with the Board.
Roading Budget	• The Governance Manager provided an update on proposed changes to the Community Board roading budget from the most recent Annual Plan Long Term Plan (APLTP) Council meeting.	

	• Council had passed a motion to go out to consultation to propose reducing the community board roading budget to 0 for year 1 of the APLTP. • The Board generally agreed that if the proposed change to reduce the roading budget to 0 for year 1, then it could be a good stimulus to use existing roading funds. • Under the proposed change existing funds in the community roading budget would remain unaffected. • The Board acknowledged past difficulties in spending from the roading budget, attributed to meeting requirements and a lengthy process.	
Te Arawa Monument	• The Governance Manager provided an update that alternative funding options were discussed for the Te Arawa Monument in the Annual Plan Long Term Plan Council meeting the previous week. • The Governance Manager has been communicating with a potential external funding provider to obtain more information on potential funding. • The Chairperson highlighted that it would be important to consult with the community, particularly local iwi when reviewing potential funding options. • The Chairperson expressed a desire to be involved in the meeting with the potential external funder.	• The Governance Advisor would provide an update on alternative funding options for the Te Arawa monument. • The Governance Manager would organise a meeting with the alternative funding partner to discuss feasibility.
Community Grant Fund	• The Board discussed that there were only two Community Board meetings left in the financial year. At the end of the financial year, any funds left in the grant account would be transferred into the reserves account. • The Board members would continue to engage with local	• The Governance Advisor would follow-up on the RSA grant application. • The Governance Manager would investigate whether the

	community groups to spread awareness of the community grant account. • The Governance Advisor was available to help community members to understand and complete the grant submission process.	marae would be eligible for the community grant.
Information Centre Mural	• The local artist who had been engaged with on the mural attended the Community Board workshop and presented some initial design ideas. • The concept of the mural was based off the 3 kete (baskets) of knowledge. The Board agreed that this concept tied in nicely with the location of the mural, the information centre. • The Board thought that the mural concepts looked great, and they were keen to progress with the project. • The Governance Advisor updated the Board that they had liaised with the Operations Manager who had confirmed that the information centre was a strategic property owned by the council. • The Operations Manager did not have any concerns with a mural being painted on the side of the building, but pointed out that it was an old building and would need future repairs. • The Board agreed that they were aware that the information centre was an old building, and they had briefed the artist to put measures in place to account for this, this was factored into budgeted cost. • The artist advised that measures would be put in place to protect the mural such as graffiti proof UV sealant. • The Chairperson had spoken to Clester who was the main user of the information centre to inform them of the mural project and to	• The Chairperson would include the mural concepts that were presented in workshop in their April Community Board Meeting Chairperson's report. • An invoice would be shared with the Governance Advisor to raise. The standard process was to pay 50% of the invoice in advance of the work being started so that the artist could purchase materials. • The Governance Advisor would investigate the process to create a QR code for the mural.

	see if Clester had any objections to be mural being painted on the side of the information centre building. From this discussion the Chairperson confirmed that Clester hadn't raised any objections to the mural. • The Board suggested using a QR code to link to the story of the artwork.	

The workshop closed at 7:30pm.

9.2 MAKETU COMMUNITY BOARD - CHAIRPERSON'S REPORT - APRIL 2024

File Number: **A5970687**

Author: **Laura Rae, Community Board Chairperson**

Authoriser: **Rachael Davie, Deputy CEO/General Manager Strategy and Community**

EXECUTIVE SUMMARY

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

RECOMMENDATION

1. That the Chairperson's report dated 16 April 2024 titled 'Maketu Community Board – Chairperson's Report – April 2024' be received.

Firstly, it is with great sadness that we heard the news that one of our Te Puke-Maketu Ward Councillors passed away unexpectedly over the weekend. Cr Crawford was an amazing man with many talents, one of them being his love for his community and the urge to help and give without anything in return. We thank Richard for the things he has done for Maketu and its surrounding area. We send our deepest condolences to his family at this time. Aroha mai, aroha atu.

It's a reminder that our time here is never promised nor guaranteed, always live life to the fullest as you never know quite what tomorrow will bring. If we could please spend a moment in silence in memory of Cr Crawford and his time on our Board.

Rest in peace Richard..... and thank you.

Maketu Sports Field

Our Board is absolutely stoked and overwhelmed that our rugby facilities are being regularly used this season by Te Paamu Club while they wait for the creation of their own field.

In response to a request from our Board, Council staff have organised to have the shower facilities at the sports field to be connected to water. This has been scheduled for the 11 April 2024, the showers will be cold water only.

Managed Retreat Update

Maketu held a highly successful managed retreat meeting, where Mayor Denyer provided our community with much needed reassurance, debunking some of the misconceptions portrayed by the media. The meeting was a success in that even individuals that had been staunch opponents of the proposal reconsidered their stance after they had the opportunity to hear the why, who, when and how of the matter at hand.

Te Runanga o Ngāti Whakaue will host a Maketu Community Day on 20 April 2024 at Whakaue Marae. The event will centre on climate change and the Maketu climate plan, we encourage members of the public to attend, NIWA will be in attendance with their managed retreat model games and practical exercises to help get attendees thinking seriously about the matter.

Any assistance from Council for this event would be greatly appreciated.

Staff Comment: The Climate Change Programme Lead will reach out to the Regional Climate Change Working Group Advisor to discuss the event and what's happening.

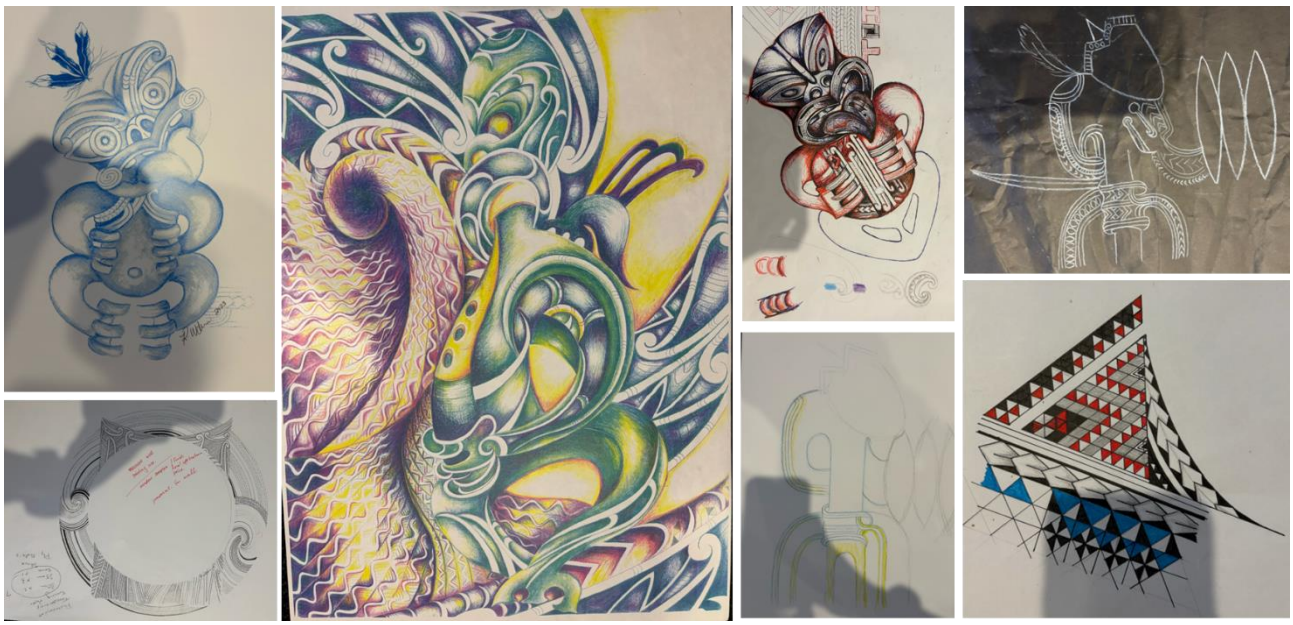
Mural

The Board has worked with local artist Robyn Williams to workshop a beautiful draft mural which will be displayed on the east facing currently blank white wall of the Council owned information centre building. We believe that the mural will enhance our CBD area, making it more inviting by adding colour and illustrating meaningful history.

The design brief we gave to Robyn was the baskets of knowledge. Robyn took our brief and created beautiful meaningful design concepts pictured below. Our Board was happy to leave the design work to Robyn, trusting that she will bring to life exactly what we asked for.

The Board has discussed the building's condition and substrate and the paint being used. An anti-graffiti paint will be used as an overcoat as a precautionary preventative measure. The highly visible location of the mural and the fact that there are CCTV cameras is in the area will be a deterrent to the mural being graffitied.

The Board would love to continue the process of part payment to Robyn to purchase materials so that work can commence as soon as possible, any delay will potentially cause other issues as we move into winter. We thank Council facilities and infrastructure staff for allowing this to happen. We have already committed funds to the project in a previous formal meeting which was subject to the design being accepted etc.



Representation Review

A Council Representation Review occurs every six years. It is used to ensure that the Council retains effective and fair representation for the community. It also requires a review of the Council's representative arrangements, including the shape of the districts voting wards, the number of elected councillors and to ensure that individuals and communities are democratically represented.

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

Urupā

Our Wharekahu Urupā hui didn't go as well as we could have hoped, the Urupā Rōpū is extremely frustrated at the time it has taken to have what they believe is next to nothing achieved. They are currently in the process of writing a formal letter addressed to parks and reserve staff around their frustration. The leader of the Urupā Rōpū recommended that hearing directly from the people impacted may help the project gain traction.

The full costing of handrailing has been received, we hope to finally be able to progress with what we originally asked for which was to have handrailing installed on both sides of the existing part, steal on steal for longevity, in the steep incline of the driveway so people can better access their loved ones' graves. Having waited six months with nothing after the money was approved by the Board is unacceptable, it's something we hope to see completed in April.

There are two families left to engage from the eight who are affected by the drainage proposal. The others are in agreeance with the work but have asked that they be onsite when they are removed and for a karakia to be done with culturally competent contractors at the time of removal.

Infrastructure Services Update

The GM Infrastructure Services and Governance Manager provided an update on transportation activity and transportation engineers. With changes made to the roading contract on 1 November 2023, staff have been reviewing how they can better manage and deliver Community Board roading projects, and the best use of the transportation engineer's time. Upon completion of this review, it was determined that a team approach would be more effective and efficient, when comparing against the current approach. This would see transportation engineers only attending workshops moving forward, and a more robust approach to resourcing Community Board projects. The Governance Team will take project requests and provide a summary to the Transportation Team, a project manager will then be assigned, and they will make contact and liaise with the Community Board Chair.

Service Request and Outstanding Maintenance.

Unfortunately, some of our requests are still taking far too long to be actioned, some never being actioned with little to no response as to why. I personally know of two requests that have not been dealt with as they should be, one is a roading

hazard/obstruction while the other is simply wasting our precious valuable resource, water. I understand that the Council probably receive a significant number of requests daily, some urgent some not but when there is no response or action taken for 2-3 months you start to wonder if its even worth it to bother placing a request. I understand also the issues relating to the roading contractor and the various other important things going on within Council at this time such as long-term plan consultation, but we cannot let these matters fall through the cracks.

Staff Comment: The Customer Services Team have had some recent technical issues with customer requests that have been submitted via the Antenno app which has meant that some customers haven't received progress updates on their requests. The Customer Services Manager has implemented a new process to ensure that customers receive a response via Antenno.

9.3 MAKETU COMMUNITY BOARD COUNCILLOR'S REPORT - APRIL 2024

File Number: **A6072776**

Author: **John Scrimgeour, Deputy Mayor**

Authoriser: **Rachael Davie, Deputy CEO/General Manager Strategy and Community**

EXECUTIVE SUMMARY

The purpose of this report is for the Maketu Community Board's Councillor to provide the Board with updates on the items listed below.

RECOMMENDATION

That Deputy Mayor's report dated 16 April 2024 titled 'Maketu Community Board Councillor's Report – April 2024' be received.

ITEMS FOR UPDATE AND DISCUSSION

1. Long Term Plan including Kio Kio Reserve and wastewater disposal field;
2. Representation Review;
3. Three Waters uncertainty;
4. Kaituna/Waiari River access;
5. Te Puke Wastewater upgrade;
6. Rangiuru Business Park.

9.4 MAKETU COMMUNITY BOARD GRANT APPLICATIONS - APRIL 2024

File Number: **A6090455**

Author: **Parehuia Buchanan, Governance Advisor**

Authoriser: **Greer Golding, Governance Manager**

EXECUTIVE SUMMARY

The Maketu Board is required to make a decision regarding an application for Community Board Grant Funding.

The application and supporting information relating to the Community Board Grant has been provided by the Chairperson.

RECOMMENDATION

1. That the Governance Advisor's report dated 16 April 2024 titled 'Maketu Community Board Grant Applications – April 2024' be received.
2. That the Maketu Community Board approve the grant application from Maketu ANZAC Committee for $1,000 to contribute towards the Maketu ANZAC dawn commemorations 2024. This grant will be funded from the Maketu Community Board Grants Account, subject to all accountabilities being met.

   Or

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

BACKGROUND

1. The Maketu Community Board has funding of $5,000 available for disbursement to community organisations for the 2023-2024 financial year. The balance as of 16 April 2024 is $5,000.
2. Community Boards participate in ANZAC Day Services in their respective areas. Community Board Chairpersons are requested to liaise with their appointed Board Councillors to co-ordinate the representation at services across the Western Bay of Plenty District Council region on Thursday 25 April 2024.
3. **The Maketu ANZAC Committee** has submitted an application for funding of for the ANZAC commemorations 2024 for costs associated with hiring the Maketu ANZAC commemoration venue and catering.

ENGAGEMENT, CONSULTATION AND COMMUNICATION

Interested/Affected Parties	Completed/Planned Engagement/Consultation/Communication
Maketu ANZAC Committee	The applicant will be advised of the outcome of their 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 $5,000 Current Balance $5,000

9.5 MAKETU COMMUNITY BOARD - PROJECTS AND OPERATIONS REPORT - APRIL 2024

File Number: **A6053138**

Author: **Parehuia Buchanan, Governance Advisor**

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

EXECUTIVE SUMMARY

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

RECOMMENDATION

That the Governance Advisor's report dated 16 April 2024 titled 'Maketu Community Board – Projects and Operations Report – April 2024' be received.

ROADING ACCOUNT

Maketu Community Board Roading Current Account		**$**
Current Account Opening Balance 1 July 2023		**$168,073**
Allocation for 2023/24		$72,852
Interest for 2023/24		$7,563
Subtotal		**$248,488**
Approved Projects	**Status**	**$**
Bus Shelter	Awaiting Final Costs	$10,820
Bike Racks	Completed	$4,788
Subtotal		**$15,608**
Forecasted Current Account Closing Balance 30 June 2024		**$232,880**

PROJECT UPDATES – ROADING

IMPROVEMENT TO CULVERT CAPACITY - SPENCER AVENUE		
Project Description	**Staff Comment/Update**	**Progress Level**
The Board was advised that the parallel pipe with fish friendly flaps was being assessed before approaches were made to the Bay of Plenty Regional Council with a proposal for consideration of funding options.	We have received the outputs from WSP, however, are currently severely understaffed.	On hold.

WILSON ROAD NORTH WIDENING		
Project Description	**Staff Comment/Update**	**Progress Level**
Widening of Wilson Road North.	With the Westlink contract coming to an end, staff have been unable to acquire the design outputs from WSP to progress the work.	On hold.

MAKETU CYCLEWAY		
Project Description	**Staff Comment/Update**	**Progress Level**
The Board requests that Council approach Te Arawa Lakes Trust, regarding the possibility of the end of the existing cycleway extending through Te Arawa Lakes Trust land onto Spencer Avenue reserve land.	The Cycleway Manager has reached out to Te Arawa Lakes Trust staff but has been unsuccessful in receiving any response. The Chairperson has a contact on the Te Arawa Lakes Trust Board, who they have requested an update from.	In progress.

MINUTE ACTION SHEETS – ROADING

LITTLE WAIHI FOUR WHEEL DRIVE TRACK		
Meeting Date	**Description**	**Latest Update**
November 2023	The Board would like to know who had been working on the alternative exit, four-wheel drive track in Little Waihī and to explore facilitating some work, or assisting to finance, the stabilisation of it.	The land is owned by Te Arawa. It has been confirmed by Council's transport team that there are no plans to upgrade or stabilise this accessway as it is private property. The four-wheel drive track/accessway is not suitable to be used in an emergency because there is swamp land at the bottom. The Roading Team can't support this project at this time. However, the Emergency Management Team would get advice from the Kaupapa Team on engaging with Te Arawa to see if they would be open to discussing the project further.

WILSON ROAD NORTH WORKSHOP		
Meeting Date	**Description**	**Latest Update**
October 2023	The Board requested an onsite workshop with the Transportation Area Engineer to discuss the Wilson Road North project. The Transportation Area Engineer would discuss the project with the designers prior to the workshop.	A Project Manager will organise a workshop with the Board once new designers are procured.

TE ARAWA AVENUE RUBBISH BIN		
Meeting Date	**Description**	**Latest Update**
October 2023	The Board requested a quote for an additional rubbish bin to be installed at the bus shelter on Arawa Avenue.	The contractor has provided the following breakdown for the initial quote (GST inclusive): • Bin cost: $2,250 • Installation: $2,250 • Total: $4,500 A second quote was requested and received from an alternative supplier. This quote was more expensive. Because the work is within a road corridor, suitably qualified TTM trained people are required, as well as traffic management. Given the cost, the Board may wish to look at other options that would meet the outcomes they are wanting. It is suggested that the

		Contract Manager Solid Waste be contacted for comment. Note: Due to the ongoing maintenance of the bin (it would need to emptied daily), this project would need to be added as a Long-Term Plan submission due to the cost of ongoing maintenance. The Board will discuss options for a bin at Arawa Avenue at their next workshop.

PROJECT UPDATES – WATER SERVICES

Project Description	Staff Comment/Update	Progress Level
Maketu Wastewater Treatment Plant – Irrigation Field	The WWTP disposal field is currently non-compliant and needs to be renewed as soon as possible. The team are optioneering the best way forward for renewing the disposal field. The Board has requested that the proposed design is shared with them before work is commenced.	On track
Maketu Water Reticulation Renewals.	The team are working on renewing watermains in Maketu, scoping is complete, and the design continues to be developed. Upon completion of the design, staff will undertake procurement to enable construction at the start of the season.	On track

PROJECT UPDATES – RESERVES

COASTAL RENEWALS IN FRONT OF SURF CLUB		
Project Description	**Staff Comment/Update**	**Progress Level**
Coastal Erosion protection.	A drone survey was carried out in November to show the progress of this project. The site was deemed to be fit for purpose following the depositing of sand.	Complete.

MAKETU CEMETERY		
Project Description	**Staff Comment/Update**	**Progress Level**
Maketu Cemetery/Urupā extension.	Staff have received the survey results for the extension area and the lower section of the cemetery. The survey identifies some low spots that are causing ponding during heavy rain events. The intention is to add some soil to these low spots which will divert any stormwater away from the plots towards the drainage swale at the bottom of the cemetery. At the previous Board meeting, it was agreed that this work would be undertaken early in 2024. It is recommended that the Community Board Chair work with the Reserves and Facilities Manager to engage with the next of kin to inform them of the proposed work to be undertaken to better manage the stormwater in the lower part of the cemetery.	In progress.

SPENCER ROAD RESERVE		
Project Description	**Staff Comment/Update**	**Progress Level**
Implement Concept Design plan.	Seating is being made by the Menz shed, and Maketu Ongataro Wetland Society have been engaged to complete the maintenance around the fruit trees, wetland and accessway.	In progress.

MAKETU BOOK SHARING SHELTER		
Project Description	**Staff Comment/Update**	**Progress Level**
To create a small central reading space within the village.	At the last Board meeting on the 20 February 2024, the Board approved funding of up to $15,000 to build a book sharing shelter in Maketu. The Board would consider a name and design for the shelter at their next workshop on 21 May 2024.	In progress.

MAKETU INFORMATION CENTRE MURAL		
Project Description	**Staff Comment/Update**	**Progress Level**
A local artist to paint a mural on the side of the information centre.	At the last Board meting on the 20 February 2024 the Board approved funding of up to $8,000 towards the project.	In progress.

	The Board has engaged with a local mural artist who presented several potential concepts at the Board's workshop on the 26 March. The Chairperson would provide an update on the mural in the 16 April Chairperson's report.	

MINUTE ACTION SHEETS – RESERVES

MAKETU URUPĀ		
Meeting Date	**Description**	**Latest Update**
November 2023	Maketu Urupā - Photos/visuals to of the proposed maintenance and upgrade of the Urupā.	Staff will organise to meet with the Urupā Rōpū in the coming months via the Community Board. On 12 March, the Reserves & Facilities Manager shared a draft concept with the Chairperson. The proposal suggests using a digger to create a small bench line to improve access from the roadway to the cemetery berms in the new section.

FUNDING FOR INSTALLATION OF HANDRAILS AT CEMETERY		
Meeting Date	**Description**	**Latest Update**
June 2023	That the Board approves expenditure of up to $26,000, funded from the Board's Reserve Account, for the purpose of installing handrails at the Maketu Cemetery (Wharekahu), provided that a second quote is sought in a timely manner by Council staff, and the Board reserves the right to engage on the final design with the Urupā Task Force.	The Reserves & Facilities Manager shared a project progress update with the Chairperson on 6 March. A different handrail fabricator has been engaged, resulting in a reduced cost of $19,650 and approx. $6,000 in savings. The installation is scheduled for mid-April. Listed specifications, dimensions and costs are based on the following; **Stainless Steel Handrails x 5 – 1 side of drive** Approx 15.7 lineal meters @ 900mm above drive, to the following areas: From expansion crack by blue grave at top of hill – to wooden steps at bottom of hill 5 x sets of handrails 1200mm gaps between ends of handrails Ends of handrails overhang posts by 250mm Handrails to finish approximately in line with edge of retaining walls 40mm diameter 316 polished stainless steel round tube for posts & handrails Pedestals at top of posts, sitting on baseplates, bolted to concrete Handrails to have rounded welded endcaps Stainless-steel fixings **Supply & Install** **$9,825.00 + GST** Similar to photo

		Maketu Cemetery s/s handrail location Lat: 37.763° S Lon: 176.451° E Scale 1: 250 Go 0 3 6m

PROJECT UPDATES – OPERATIONS

EMERGENCY MANAGEMENT		
Project Description	**Staff Comment/Update**	**Progress Level**
Support the Maketu Community to be Resilient in the event of an Emergency.	Council Emergency Management staff supported a community-led Disability Information Open Day at Maketu Community Centre on 21 March to help educate those living with a disability and to increase their emergency preparedness. There were a number of community organisations and agencies exhibiting information and a successful attendance of locals looking for information. This project is now closed, but ongoing support is available from the Council's Community Resilience Advisor to the Maketu/Little Waihi Community to promote community resilience.	Complete.

SERVICE REQUESTS

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

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

• Local Roads – Cesspit/Grill/Gutters and Drains • Local Roads – Barriers and Rails – Replacement/Repair • Building Act Compliance – Building Compliance • Water – Connection/Meter/Toby (Location) • Reserve and Property – Cycleways on Reserves not Roads • Customer Service Planning – Property Enquiries • Wastewater – Sewage overflow/spill on ground • Wastewater General Enquiry	• Building Admin – Exemptions • Health – Food Cars Follow-ups • Water Revenue – General Enquiry • Consents Administrations – General Enquiries • Kerbside Collection – General Enquiry • Kerbside Collection – Kerbside Litter • Health – Liquor License • Local Road Signs – Damaged/Graffiti Replacement/Maintenance • Kerbside Collection – Missed Collection • Swimming Pool Enquiries • Water – Taste/Smell/Quality • Building Counter Enquiry – Technical Enquiry

There has been one of each of the following subtypes of Service Requests raised, which are **under investigation**.

- Compliance and Enforcement – District Plan Compliance
- Local Roads – Footpaths on Local Roads – Replacement/Repairs
- Roads Network Management – Local Roads Non-Urgent Tree Requests
- Local Roads – Vegetation (Not trees) Mowing

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

Service Request Subtype	Notes	Completed	Under Investigation/ Scheduled for Completion
Abandoned Vehicle	Reports for abandoned vehicles across the Maketu Community	8	1
Water Leaks	Leaks across the Maketu Area	12	0
Building Admin	Callback and General Enquiries from the Maketu Area	2	0
Compliance and Enforcement General Enquiries	Enquiries from Maketu Road, Park Road and Taupata Street	3	4
Freedom Camping Complaints	Complaints across the Maketu area affecting Roads and/or Reserves	21	2
Damaged Bin – Replace/Repair	Reports from across the Maketu Community	6	0
Detritus – Loose Chips/Sand/Dead Animals	Reports from Old Coach Road, Sunset Drive, Benner Road and Gardiner Place	4	2
Water – Emergency Shutdowns	Reports from Wilson Road North	1	0
Properties – General Enquiries	Enquiries from Ford Road and Little Waihi Road	2	0
Kaupapa Māori – General Enquiries	Enquiries from Otimi Street and Showground Road	2	0
Building – General Enquiries	Enquiries relating to processing, inspectors, consents, applications, and admin.	20	6
Rates – General Enquiries	Enquiry callbacks from across the Maketu Area.	9	3

Customer Service Planning - General Enquiries	Enquiries from across the Maketu Area.	12	1
Local Roads – Miscellaneous	Enquiries from across the Maketu area.	2	2
Grinder Pump/Septic Tank Issues	Reports from across the Maketu area	12	5
Health – General Health Matters/Enquiries	Enquiries from across the Maketu area.	2	0
Local Road Non-Urgent Tree Request for removal	Requests from Taupata Street and Maketu Road	1	1
Lost/Stolen Bins	Reports from Spencer Ave and Pipi Lane	2	0
Cemetries – Maketu Cemetery	Enquiries regarding plots in Maketu	4	0
Kaupapa Māori – Land Enquiries	Land enquiries within the Maketu Community	5	1
Noise Complaints – Afterhours	Reports from the Maketu Community Area	6	0
Parking Enquiry	Reports from Maketu Road, and Spencer Ave	4	0
Premises Hygiene	Reports from Waewaetutuki Road and Little Waihi Road	1	1
Reserves General Enquiries	Reports from across the Maketu Area	4	4
Resource Consents – General Enquiries	Enquiries from Showground Road and Wilson Road South	2	2
Road Surface Defects – Sealed Local Roads	Roads across the Maketu Community Area	2	2
Local Roads – Slip/Flood/Crash/Spill/Tree Down	Reports from across the Maketu Area	4	0

Urban Stormwater – General Enquiries	Enquiries from Little Waihi Road and Wilson Road South	3	0
Water – General Enquiries	Reports from Bledisloe Park Avenue and Little Waihi Road	2	1

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

This section relates to any matters arising from prior Community Board meeting where a Minute Action Sheet was not raised.

Date raised	Matter/Issue	Comment
February 2024	A member of the public suggested that the name of the Urupā Taskforce be changed.	The name of the group will be changed to the Urupā Rōpū.
	Staff were meeting with Downer to discuss their deliverables and performance in relation to mowing. The Board requested an update from staff on the outcome of the meeting.	Council staff met with senior Downer members to discuss the problem. As a result, Downer sent their Marlborough mowing crew to help with the backlog of mowing in Maketu to bring it up to standard. Going forward, the local Downer contractors will maintain the mowing to an approved standard.
	The Board suggested staff engage with a local artist to make the sustainable ANZAC day wreath.	Megan Verney, a local artist has created an ANZAC wreath which has been delivered to the Chairperson in advance of the ANZAC event.

COMPLETED/OUTSTANDING MINUTE ACTION SHEETS (NOT INFRASTRUCTURE RELATED)

This section relates to any Minute Action Sheets that are currently outstanding, as well as competed Minute Action Sheets since the last Community Board meeting.

Date raised	Matter/Issue	Comment
November 2023	Approval of the Maketu Community Board Annual Operating Budget	This budget has been referred to the Long Term Plan.

9.6 MAKETU COMMUNITY BOARD - FINANCIAL REPORT FEBRUARY 2024

File Number: **A6048825**

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

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

EXECUTIVE SUMMARY

This report provides the Community Board with two-monthly monitoring of its operational budget. Attached are the financial statements for the period ended 29 February 2024 **(Attachment 1).**

Total operational costs are under budget YTD.

RECOMMENDATION

1. That the Financial Business Advisor's report dated 16 April 2024 titled 'Maketu Community Board – Financial Report February 2024' be received.
2. That the Maketu Community Board approve for the remaining funds from the below resolution, to be released back into the Contingency Account:
   a. MKC23-5.5 with remaining funds of $600.00

Grant payments made to date:

Resolution	Description	$
	No transactions year to date	0
	2023/24 Total grants paid to date	**0**

Committed – Operational expenditure:

Resolution	Description	$
MKC23-5.5	Approve up to $600 (excluding GST) from the contingency account for the purchase of a Maketu Community Board tear drop flag with Western Bay of Plenty District Council Brand	600
MKC24-1.7	Approve up to $350 (excluding GST) from the contingency account for the purchase of a reusable wreath for the ANZAC Day service.	350
	2023/24 Total operational commitments	**950**

2023/24 Reserve analysis:

Resolution	Project/Description	**$ (Payments made)**
	2023/24 Opening Reserve balance	157,363
	No transactions year to date	0
	2023/24 Closing Reserve balance before commitments	**157,363**

Remaining commitments from Maketu Community Board Reserve Account

Resolution	Description	**$ (Remaining Funds)**
	Opening balance before commitments	157,363
MC20-6.7	Up to $30,000 for the installation of an additional BBQ by the Surf Club. (Note: The project received approval and is going ahead)	(30,000)
MKC23-4.9	Approves expenditure of up to $26,000, for the purpose of installing handrails at the Maketu Cemetery (Wharekahu), provided that a second quote is sought in a timely manner by Council staff, and the Board reserves the right to engage on the final design with the Urupā Task Force.	(26,000)
MKC23-5.4	Approve the funding for the new bus shelter on Arawa Avenue for $7,500.	(7,500)
MKC24-1.4	Approve up $8,000 for costs relating to the Maketu Information Centre mural.	(8,000)
MKC24-1.3	Approve up to $15,000 for costs relating to the Book Sharing Shelter subject to approval from the Reserves and Facilities Manager.	(15,000)
	2023/24 Closing balance after the committed expenditure	**70,863**

ATTACHMENTS

1. **Maketu Community Board – Financial Report February 2024**

Western Bay of Plenty District Council
Income and Expenditure Statement
For the period ended 29 February 2024

Maketu Community Board

	Year to Date				Full Year	Last Year
	Actual	Budget	Variance (Unfav)/Fav		Budget	Actual
	$	$	$		$	$
Direct Costs						
Additional Levels of Service	0	0	0	☑	0	0
Contingency - [see breakdown below]	3,493	12,208	8,715	☑	22,332	24,336
Grants	0	3,592	3,592	☑	5,388	5,360
Mileage Allowance	0	720	720	☑	1,080	1,878
Salaries	11,013	10,000	(1,013)	☹	15,000	15,216
Security	0	2,888	2,888	☑	312	239
Inter Department Charges	24,152	24,152	0	☑	36,228	34,572
Operating Costs	38,658	53,560	14,902	☑	80,340	81,601
Total Operating Costs	**38,658**	**53,560**	**14,902**	☑	**80,340**	**81,601**
Total Direct Costs	**38,658**	**53,560**	**14,902**	☑	**80,340**	**81,601**
Total Costs	**38,658**	**53,560**	**14,902**	☑	**80,340**	**81,601**
Income						
Rate Income	53,552	53,552	0	☑	80,328	69,085
Total Direct Income	**53,552**	**53,552**	**0**	☑	**80,328**	**69,085**
Net Cost of Service	**14,894**	**(8)**	**14,902**	☑	**(12)**	**(12,516)**

Contingency - breakdown

MKC23-4.4 Invoice to trim the Macrocarpa tree, to be paid out of the Board's contingency account.	3,493
Year to date contingency costs	**3,493**

☑ ***Favourable Variance***

☹ ***Unfavourable Variance***

Community Board Reserves

Opening Balance - Surplus (Deficit)	**157,363**
No transactions year to date	0
(Decrease) Increase in year	**0**
Closing Balance - Surplus (Deficit)	**157,363**