



**Far North
District Council**



Te Kaunihera o Tai Tokerau ki te Raki

AGENDA

Kaikohe-Hokianga Community Board Meeting

Wednesday, 30 August 2023

Time: 10:00 am
Location: Council Chamber
Memorial Avenue
Kaikohe

Membership:

Member Chicky Rudkin - Chairperson
Member Tanya Filia – Deputy Chairperson
Member Mike Edmonds
Member Trinity Edwards
Member Harmonie Gundry
Member Jessie McVeagh
Member John Vujcich

The Local Government Act 2002 states the role of a Community Board is to:-

- A. Represent, and act as an advocate for, the interests of its community.
- B. Consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board.
- C. Maintain an overview of services provided by the territorial authority within the community.
- D. Prepare an annual submission to the territorial authority for expenditure within the community.
- E. Communicate with community organisations and special interest groups within the community.
- F. Undertake any other responsibilities that are delegated to it by the territorial authority

Council Delegations to Community Boards - January 2013

The "civic amenities" referred to in these delegations include the following Council activities:

- Amenity lighting
- Cemeteries
- Drainage (does not include reticulated storm water systems)
- Footpaths/cycle ways and walkways.
- Public toilets
- Reserves
- Halls
- Swimming pools
- Town litter
- Town beautification and maintenance
- Street furniture including public information signage.
- Street/public Art.
- Trees on Council land
- Off road public car parks.
- Lindvart Park – a Kaikohe-Hokianga Community Board civic amenity.

Exclusions: *From time to time Council may consider some activities and assets as having district wide significance and these will remain the responsibility of Council. These currently include: The roading network, Hundertwasser toilets, District Library Network, Baysport, the Kerikeri, Kaikohe & Kaitaia Airports, Hokianga Vehicle Ferry, i-Site network, Far North Community Centre, Kerikeri Domain, Kawakawa Heated Swimming Pool, Kaikohe Cemetery, Kerikeri Sports Complex, The Centre at Kerikeri, the Bay of Islands/Hokianga Cycle Trail.*

Set local priorities for minor capital works in accordance with existing strategies,

1. Recommend local service levels and asset development priorities for civic amenities as part of the Annual Plan and Long Term Plan processes.
2. Reallocate capital budgets within the Annual Plan of up to 5% for any specific civic amenity, provided that the overall activity budgetary targets are met.
3. Make grants from the allocated Community Funds in accordance with policy 3209, and the SPARC/Sport Northland Rural Travel fund in accordance with the criteria set by the respective body, and, for the Bay of Islands-Whangaroa Community Board, the power to allocate the Hundertwasser Donations Account.
4. Provide comment to council staff on resource consent applications having significance within the Community, including the provision of land for reserves or other public purposes.
5. To hold, or participate in hearings, as the Council considers appropriate, in relation to submissions pertinent to their community made to plans and strategies including the Long Term Plan and Annual Plan, and if appropriate recommend decisions to the Council.

6. To hold hearings of submissions received as a result of Special Consultative Procedures carried out in respect of any matter other than an Annual or Long Term Plan, and make recommendations to the Council.
7. Where recommended by staff to appoint management committees for local reserves, cemeteries, halls, and community centers.
8. To allocate names for previously unnamed local roads, reserves and other community facilities, and recommend to Council name changes of previously named roads, reserves, and community facilities subject to consultation with the community.
9. To consider the provisions of new and reviewed reserve management plans for recommendation to the Council in accordance with the Reserves Act 1977, and hear or participate in the hearing of submissions thereto, as considered appropriate by the Council.
10. To provide recommendations to the Council in respect of applications for the use and/or lease of reserves not contemplated by an existing reserve management plan.
11. Prohibit the use of skateboards in specified locations within their communities, in accordance with Council's Skating Bylaw 1998.
12. Recommend new bylaws or amendments to existing bylaws.
13. Prepare and review management plans for local cemeteries within budget parameters and in a manner consistent with Council Policy.
14. Exercise the following powers in respect of the Council bylaws within their community:
 - a) Control of Use of Public Spaces – Dispensations on signs
 - b) Mobile Shops and Hawkers – Recommend places where mobile shops and/or hawkers should not be permitted.
 - c) Parking and Traffic Control – Recommend parking restrictions, and areas where complying camping vehicles may park, and consider and grant dispensations in accordance with clause 2007.2
 - d) Public Places Liquor Control – Recommend times and places where the possession or drinking of alcohol should be prohibited.
 - e) Speed Limits – Recommend places and speed limits which should be imposed.
15. To appoint Community Board members to speak on behalf of their community in respect of submissions or petitions.
16. Specific to the Bay of Islands-Whangaroa Community Board – consider any recommendations of the Paihia Heritage Working Group and make appropriate recommendations to Council on the development of a draft Plan Change and a Section 32 analysis on heritage provisions for Paihia.
17. To set schedule of meeting dates, times and venues, subject to the meetings not conflicting with meetings of the Council and satisfying the provisions of the Local Government Official Information and Meetings Act 1987.
18. To review all proposed public art projects on a project-by project basis to ensure they comply with policy #5105 Art in Public Places, including approval of the aesthetic appearance, maintenance programme, insurance and appropriate location, and to agree to their installation.
19. In respect of applications from food establishments for permission to establish tables and chairs on a public place, i.e. Alfresco dining in accordance with Policy 3116, to consider and decide on any application which does not meet all criteria of the policy, and any application which staff recommend to be declined.
20. Subject to a report from the appropriate managers and the appropriate budgetary provision, to make decisions in respect of civic amenities including the levels of service, and the provision or removal of an amenity not provided for elsewhere in these delegations.

Terms of Reference

In fulfilling its role and giving effect to its delegations, Community Boards are expected to:

1. Comment on adverse performance to the Chief Executive in respect of service delivery.
2. Assist their communities in the development of structure plans, emergency management community response plans, and community development plans.
3. Assist their communities to set priorities for Pride of Place programmes.
4. Have special regard for the views of Māori.
5. Have special regard for the views of special interest groups, e.g. disabled, youth, aged, etc.
6. Actively participate in community consultation and advocacy and keep Council informed on local issues.
7. Seek and report to Council community feedback on current issues by:
 - a) Holding a Community forum prior to Board meetings
 - b) Varying the venues of Board meetings to enable access by members of the community
8. Monitor and make recommendations to Council to improve effectiveness of policy.
9. Appoint a member to receive Annual Plan\Long Term Council Community Plan submissions pertinent to the Board area, attend hearings within the Board area, and attend Council deliberations prior to the Plan adoption.

Protocols

In supporting Community Boards to fulfil their role, the Council will:

1. Provide appropriate management support for the Boards.
2. Organise and host regular workshops with the Community Boards I to assess the 'State of the Wards & District' to establish spending priorities.
3. Prior to decision-making, seek and include 'Community Board views' in Council reports in relation to:
 - a) the disposal and purchase of land
 - b) proposals to acquire or dispose of reserves
 - c) representation reviews
 - d) development of new maritime facilities
 - e) community development plans and structure plans
 - f) removal and protection of trees
 - g) local economic development initiatives
 - h) changes to the Resource Management Plan
4. Organise and host quarterly meetings between Boards, the CEO and senior management staff.
5. Prepare an induction/familiarisation process targeting new members in particular early in the term.
6. Support Board members to arrange meetings with local agencies and service clubs to place more emphasis on partnerships and raising profile of the Boards as community leaders.
7. Permit Board chairperson (or nominated member) speaking rights at Council meetings.
8. Help Boards to implement local community projects.
9. Arrange for Infrastructure and Asset Management Staff to meet with the Community Boards in September each year to agree the capital works for the forthcoming year for input into the Annual or Long Term Plan.
10. Provide information.

Far North District Council
Kaikohe-Hokianga Community Board Meeting
will be held in the Council Chamber, Memorial Avenue, Kaikohe on:
Wednesday 30 August 2023 at 10:00 am

Te Paeroa Mahi / Order of Business

1	Karakia Timatanga / Opening Prayer	7
2	Ngā Whakapāha Me Ngā Pānga Mema / Apologies and Conflicts of Interest	7
3	Te Wāhanga Tūmatanui / Public Forum.....	7
4	Ngā Tono Kōrero / Deputation.....	7
5	Ngā Kaikōrero / Speakers	7
6	Te Whakaaetanga o Ngā Meneti o Mua / Confirmation of Previous Minutes.....	8
6.1	Confirmation of Previous Minutes	8
7	Ngā Pūrongo / Reports.....	17
7.1	Chairperson and Members Reports	17
7.2	Road Naming - 8113 State Highway 1, Omapere	27
7.3	Road Naming - Lot 19, 90 Wehirua Road, Okaihau	38
7.4	Project Funding Reports	44
7.5	Funding Applications.....	48
8	Ngā Pūrongo Taipitopito / Information Reports	77
8.1	Kaikohe-Hokianga Statement of Community Board Fund Account as at 31 July 2023	77
8.2	Rawene Campus - Te Puna o Kupenuku Update.....	83
8.3	Kaikohe-Hokianga Community Board Action Sheet Update August 2023	118
9	Karakia Whakamutunga / Closing Prayer	120
10	Te Kapinga Hui / Meeting Close	120

1 KARAKIA TIMATANGA / OPENING PRAYER

Pou hihiri.	May clarity be yours.
Pou rarama.	May understanding be yours.
Pou te whakaaro	Through reflection.
Pou te tangata.	Through personal endeavour.
Pou o te aroha.	Through our love
Te pou e here nei i ā tātou.	The pillar that binds us.
Mauri ora ki ā tātou	Give us life.
Haumi e, hui e, tāiki e!	Invest and join together.

2 NGĀ WHAKAPĀHA ME NGĀ PĀNGA MEMA / APOLOGIES AND CONFLICTS OF INTEREST

Members need to stand aside from decision-making when a conflict arises between their role as a Member of the Community Board and any private or other external interest they might have. This note is provided as a reminder to Members to review the matters on the agenda and assess and identify where they may have a pecuniary or other conflict of interest, or where there may be a perception of a conflict of interest.

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the meeting or of the relevant item of business and refrain from participating in the discussion or voting on that item. If a Member thinks they may have a conflict of interest, they can seek advice from the Chief Executive Officer or the Manager - Democracy Services (preferably before the meeting).

It is noted that while members can seek advice the final decision as to whether a conflict exists rests with the member.

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

To be confirmed on the day.

4 NGĀ TONO KŌRERO / DEPUTATION

No requests for deputations were received at the time of the Agenda going to print.

5 NGĀ KAIKŌRERO / SPEAKERS

6 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A4145371

Author: Marlema Baker, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Democracy Services

PURPOSE OF THE REPORT

The minutes are attached to allow the Kaikohe-Hokianga Community Board to confirm that the minutes are a true and correct record of the previous meeting.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board confirms the minutes of the meeting held 2 August 2023 as a true and correct record.

1) BACKGROUND

Local Government Act 2002 Schedule 7 clause 28 states that a local authority must keep minutes of its proceedings. The minutes of these proceedings duly entered and authenticated as prescribed by a local authority are prima facie evidence of those meetings.

2) DISCUSSION AND OPTIONS

The unconfirmed minutes of the meeting are attached.

The Kaikohe-Hokianga Community Board Standing Orders Section 3.17.3 states that “no discussion may arise on the substance of the minutes at any succeeding meeting, except as to their correctness”.

Reason for the recommendation

The reason for the recommendation is to confirm the minutes as a true and correct record of the previous meeting.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or the need for budgetary provision.

ATTACHMENTS

1. **2023-08-02 Kaikohe-Hokianga Community Board Minutes - A4319768** [↓](#) 

**MINUTES OF
KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE
ON WEDNESDAY, 2 AUGUST 2023 AT 10:02 AM**

PRESENT: Chairperson Chicky Rudkin, Deputy Chairperson Tanya Filla, Member Mike Edmonds, Member Trinity Edwards, Member Harmonie Gundry, Member Jessie McVeagh.

IN ATTENDANCE: Cr Babe Kapa.

STAFF PRESENT: Rhonda-May Whiu - Democracy Advisor, Melissa Wood – Community Board Co-ordinator, Kathryn Trewin – Funding Advisor, Eden Ramsey - Finance and Customer Administrator, Janie Little – Programme Coordinator - MTFJ, Rochelle Dean – Manager – Compliance.

1 KARAKIA TIMATANGA / OPENING PRAYER

Chairperson Chicky Rudkin opened the meeting with a karakia.

2 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

Linda Bracken from Kaikohe Business Association regarding anti-tagging and Recreation Road planter boxers.

Ross Killen regarding concerns with the new southern dog pound and rubbish on main road.

3 NGĀ TONO KŌRERO / DEPUTATIONS

Nil

4 NGĀ KAIKŌRERO / SPEAKERS

Anita Warren from Otaua Sports Club regarding agenda item 7.6a funding application.

Shane Watts regarding 5 July 2023 agenda item 7.2g funding application.

At 10:27 am, Member Mike Edmonds left the meeting.

At 10:28 am, Member Mike Edmonds returned to the meeting.

5 NGĀ WHAKAPĀHA ME NGĀ PĀNGA MEMA / APOLOGIES AND CONFLICTS OF INTEREST

An apology was received from Member John Vujcich and is accepted as he is absent on other Council business.

6 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item document number A4145320, pages 8 - 15 refers.

RESOLUTION 2023/47

Moved: Member Jessie McVeagh

Seconded: Member Tanya Filia

That the Kaikohe-Hokianga Community Board confirms the minutes of the meeting held 5 July 2023 as a true and correct record.

CARRIED

7 NGĀ PŪRONGO / REPORTS

7.1 CHAIRPERSON AND MEMBERS REPORTS

Agenda item document number A4144352, pages 16 - 24 refers.

RESOLUTION 2023/48

Moved: Member Harmonie Gundry

Seconded: Member Jessie McVeagh

That the Kaikohe-Hokianga Community Board note the July 2023 reports from Chairperson Chicky Rudkin and Member Trinity Edwards, Deputy Chairperson Tanya Filia, and Member Jessie McVeagh.

CARRIED

7.2 ROAD RE-NAMING - PERA ROAD WAIMA BACK TO PERAS ROAD

Agenda item document number A4306541, pages 25 - 36 refers.

MOTION

Moved: Member Mike Edmonds

Seconded: Member Harmonie Gundry

That Kaikohe-Hokianga Community Board, pursuant to Council's Naming Policy, re-name Pera Road, Peras Road.

RESOLUTION 2023/49

Moved: Member Jessie McVeagh

Seconded: Member Chicky Rudkin

That Kaikohe-Hokianga Community Board leave the report re-name Pera Road, Peras Road to **lie on the table.**

Abstained: Member Mike Edmonds

CARRIED

7.3 ROAD NAMING - LOT 19, 90 WEHIRUA ROAD, OKAIHAU

Agenda item document number A4306808, pages 37 - 47 refers.

RESOLUTION 2023/50

Moved: Member Mike Edmonds

Seconded: Member Chicky Rudkin

That the Kaikohe-Hokianga Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private road, Toka Puia Lane that is currently addressed at Lot 19, 90 Wehirua Road, Okaihau as per map (A4000790).

CARRIED

7.4 ALFRESCO DINING APPLICATIONS

Agenda item document number A4272366, pages 48 - 56 refers.

RESOLUTION 2023/51

Moved: Member Mike Edmonds

Seconded: Member Chicky Rudkin

That the Kaikohe-Hokianga Community Board pursuant to the Council resolution passed on 30 June 2022, provide comment on the renewal of alfresco dining approval applications from Kaikohe Bakehouse Café and A New Era Cafe to assist with the final decision on the renewal applications.

CARRIED

7.4b ALFRESCO DINING APPLICATIONS COMMENT**MOTION**

Moved: Member Jessie McVeagh

Seconded: Member Chicky Rudkin

That the Kaikohe-Hokianga Community Board support both of the alfresco dining applications and request that the condition be added to the application that the area be a non-smoking area

Abstained: Member Tanya Filia

LOST

7.4c ALFRESCO DINING APPLICATIONS COMMENT**RESOLUTION 2023/52**

Moved: Member Mike Edmonds

Seconded: Member Chicky Rudkin

That the Kaikohe-Hokianga Community Board support both alfresco dining applications.

Abstained: Member Jessie McVeagh and Member Tanya Filia

CARRIED

At 10:55 am, Member Tanya Filia left the meeting.

At 10:58 am, Member Tanya Filia returned to the meeting.

7.5 INITIATION OF PUBLIC CONSULTATION FOR GROUND LEASE TO HOKIANGA BOWLING CLUB OVER 61 CLENDON ESPLANADE, RAWENE

Agenda item document number A4261098, pages 57 - 62 refers.

MOTION

Moved: Member Jessie McVeagh

Seconded: Member Tanya Filia

That the Kaikohe – Hokianga Community Board recommends to Council:

- a) that the public consultation process is commenced on the granting of a new ground lease to Hokianga Bowling Club Incorporated, over approximately 2700.9m² of land being Sections

7 NGĀ PŪRONGO / REPORTS

7.1 CHAIRPERSON AND MEMBERS REPORTS

File Number: A4161215

Author: Melissa Wood, Community Board Coordinator

Authoriser: Scott May, Manager - Stakeholder Relationships

TE TAKE PŪRONGO / PURPOSE OF THE REPORT

The report provides feedback to the community on matters of interest or concern to the Community Board.

NGĀ TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board note the reports from Chairperson Rudkin and Member Trinity Edwards, Deputy Chair Filia, Member Harmonie Gundry, and Member Jessie McVeagh.

TE TĀHUHU KŌRERO / BACKGROUND

The Local Government Act 2002 Part 4 Section 52 states that the role of a Community Board is to represent, and act as an advocate for the interests of its community.

TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Community Boards are required to consider and report on any matters of concern or interest to the Community Board, maintain an overview of services provided to the community and communicate with community organisations and special interest groups within the community.

The reports from the Chairperson and Members provide information to community on these requirements. They also provide Request for Service (RFS) information on issues of interest or concern to the Community Board, providing a reference for further enquiry on the progress of the matters raised. The report from the Chairperson and members are attached.

Resource Consents have been emailed to community board members. Members have five days to send feedback in relation to a resource consent. Members will be expected to include these details in their member reports going forward.





REASON FOR THE RECOMMENDATION

The reason for the recommendation is to provide information to the Community on the work that has been undertaken by the Chairperson and Members on its behalf.

NGĀ PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or the need for budgetary provision as a result of this report.

NGĀ ĀPITIHINGA / ATTACHMENTS

1. KHCB Chair Rudkin_Member Edwards report Aug 23 - A4335458 [↓](#) 
2. KHCB Deputy Chair Filia report Aug '23 - A4334218 [↓](#) 
3. KHCB Member Gundry report Aug '23 - A4336401 [↓](#) 
4. KHCB Member McVeagh report Aug '23 - A4334219 [↓](#) 

7.2 ROAD NAMING - 8113 STATE HIGHWAY 1, OMAPERE

File Number: A4328503

Author: Eden Ramsay, NTA - Finance and Customer Services Administrator

Authoriser: Andy Finch, District Engineer

TAKE PŪRONGO / PURPOSE OF THE REPORT

To seek approval from the Kaikohe-Hokianga Community Board to officially name a public road.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

Council has received a Road Naming application to name a public road addressed at 8113 State Highway 1, Omapere. Community Boards have delegated authority to name roads.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a public road, Te Hekenga Road that is currently addressed at 8113 State Highway 1, Omapere.

1) TĀHUHU KŌRERO / BACKGROUND

Mrs Raewyn Klaricich advised that this is a private road, however after communication with Council's property team it has come to light that this is a public road.

This report was put forward to the Kaikohe-Hokianga Community Board on the 12th April 2023 incorrectly stating the road was private. The resolution was carried to name the road Te Hekenga Road as per attachment 1. This report has now been rectified and states the road is public.

This is a public road which follows the line surveyed to ascend the steep hill now known as Pakia. This name was placed on Pakia by Chief Tohe of Spirits Bay in the Far North. The naming marks his journey from the North Southward.

His journey, in the company of his attendant Ariki, left a strand of ancestral names extending from Kapo-Wairua to the northern ridgeline of the Maunganui Bluff where he died. The purpose of his journey was to see his daughter, Ra-Nini Kura, who lived on the eastern side of the Waioara River at Tokatoka.

From the beach end of Pioneer Walk, Tohe climbed the Te Pikinga Reserve hill in the rain, to the summit of Pakia where he and Ariki rested. The pair then proceeded southward downhill reaching the stream which was in flood. They put together bundled flax and crossed the river, hence the name Waiwhatawhata.

There are numerous other place names given by Tohe along this ancient Coastal Walkway, Waimamaku, Wairau, Kawerua, Waipoua. His journey was conducted during heavy and consistent rain and flooding this is reflected in the names.

The background for these names is given also as per the Road Naming application attached

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Their suggestions is as follows:

1. Te Hekenga Road

The Roding team and Land Information NZ (LINZ) have no objections to the names suggested above.







Take Tūtohunga / Reason for the recommendation.

The road names recommended in this report are not duplicates of any other road names in the District, therefore meeting the criteria set down in the Council's Road Naming and Property Numbering Policy and the Australian/New Zealand Addressing Standard - AS/NZS 4819.2011.

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There will be no financial implications to Council relating to the installation of the road name sign (white on blue background name blade). The cost of the road signage and installation will be met by the applicant.

ĀPITIHINGA / ATTACHMENTS

1. Resolution - A4328589 [↓](#) 
2. LINZ Email - A4328598 [↓](#) 
3. Application - A4152353 [↓](#) 
4. Map - A4061170 [↓](#) 
5. History - A4054613 [↓](#) 
6. Iwi-Hapu support letter - A4152354 [↓](#) 

Hōtaka Take Ōkawa / Compliance Schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is the naming of a public road and is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Road Naming and Property Numbering Policy #2125 and Australia/New Zealand Urban and Rural Addressing Standards 4819.2011.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	No district wide relevance and the Community Board have the delegated authority to approve road names.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	Matua John Klaricich has written the history of why this name has been requested as per attached (A4054613) and there is also a support letter from the Te Roroa Whatuora & Manawhenua Trusts as per attached (A4152354).
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	Not applicable
State the financial implications and where budgetary provisions have been made to support this decision.	There will be no financial implications to Council relating to the installation of the road name sign (blue on white background name blade). The cost of the road signage and installation will be met by the applicant.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report

7.2 ROAD NAMING - 8113 STATE HIGHWAY 1, ŌMĀPERE

Agenda item 7.2 document number A4061546, pages 27 - 36 refers.

RESOLUTION 2023/4

Moved: Member Jessie McVeagh

Seconded: Member Tanya Filia

That the Kaikohe-Hokianga Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private road, Te Hekenga Road that is currently addressed at 8113 State Highway 1, Ōmāpere as per map (A4061170).


CARRIED

FW: New Road Name - Te Hekenga Road, Omapere

 Alexine Tukutama <Alexine.Tukutama@fdcc.govt.nz>
To: Eden Ramsay
Cc: Property Information

 Reply  Reply All  Forward  

Mon 11/07/2023 3:29 PM

 Follow up. Start by Monday, 31 July 2023. Due by Monday, 31 July 2023.
You forwarded this message on 11/07/2023 3:50 PM.

 3. Mapping 42 KB	 FW: New road name at 8113 SH1 - Te Hekenga Road Outlook item	 SQ_87703 - Te Hekenga Road.pdf 100 KB
 SQ_87703_Title_Plan.pdf 79 KB		

Hi Eden,

Not sure what should happen here but this road was submitted to the community board as private however it should've been submitted as public.

Can you please look into getting this corrected for our records and future clarification please?

Thanks,



Alexine Tukutama
Team Leader - Property Information
Corporate Services, Far North District Council | 24-hour Contact Centre 0800 920 828



7.3 ROAD NAMING - LOT 19, 90 WEHIRUA ROAD, OKAIHAU

File Number: A4344518

Author: Eden Ramsay, NTA - Finance and Customer Services Administrator

Authoriser: Andy Finch, District Engineer

TAKE PŪRONGO / PURPOSE OF THE REPORT

To seek approval from the Kaikohe-Hokianga Community Board to revoke resolution 2023/50 and to accept a corrected map.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

Council received a Road Naming application to name a **public road** addressed at Lot 19, 90 Wehirua Road, Okaihau. Community Boards have delegated authority to allocate names for previously unnamed local roads, reserves and other community facilities. Corrective actions need to be taken to rectify mistakes included in previous reports for this Road Naming application.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board;

- a) revoke resolution 2023/50 which incorrectly states the road is private; and
- b) receive the map showing the correct location of the road.

1) TĀHUHU KŌRERO / BACKGROUND

Lynley Newport of Thomson Surveyors has advised that this is a public road created by a subdivision addressed at Lot 19, 90 Wehirua Road, Okaihau. The application was lodged on the 14th of September 2022.

The application was processed, and this report was on the Kaikohe-Hokianga Community Board agenda on the 15th of May, 2023. The resolution was carried to name the road Toka Puia Lane.

Property Information notified the Roding team that the road shown on the map was a private road. This report was updated to state that the road was private and was put forward to the Kaikohe-Hokianga Community Board agenda on the 2nd of August, 2023.

The applicant has since notified that the maps that were included in the reports were showing the wrong location of the road. The road in the updated map is a public road.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The August resolution stating that the road is private should be revoked.

This report is now requesting that the correct map is accepted into the March resolution, which correctly stated the road is public.




Take Tūtohunga / Reason for the recommendation.

The property where the subdivision is located is over a large area and has boundaries on Wehirua Road and the State Highway. When the application was submitted, a staff member of the roading team assumed it was Wehirua Road that was being named, however it has since come to light that it is the road off the State Highway.

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There will be no financial implications to Council.

ĀPITIHINGA / ATTACHMENTS

1. **Incorrect Map - A4000790** [↓](#) 
2. **Correct Location - A4344282** [↓](#) 
3. **Resource Consent Map - A4344283** [↓](#) 

Hōtaka Take Ōkawa / Compliance Schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is the rectifying of incorrect resolutions of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Road Naming and Property Numbering Policy #2125 and Australia/New Zealand Urban and Rural Addressing Standards 4819.2011.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	No district wide relevance and the Community Board have the delegated authority to approve road names.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	No implications to Māori as this is only rectifying previous reports.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	Owners are affected by the incorrect report.
State the financial implications and where budgetary provisions have been made to support this decision.	No financial implications.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report



7.4 PROJECT FUNDING REPORTS

File Number: A4337834
Author: Kathryn Trewin, Funding Advisor
Authoriser: Scott May, Manager - Stakeholder Relationships

TAKE PŪRONGO / PURPOSE OF THE REPORT

Recipients of funds from the Community Board's Local Grant Fund must complete and submit a project report no later than two months after the completion of their project.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board note the project report received from Wonderland Glow Show.

1) TĀHUHU KŌRERO / BACKGROUND

Clause 15 of the Community Grant Policy states that: "At the completion of a project that received community funding, recipients are required to complete a Project Report. These reports must be received no later than two months after the completion of the project, or, if the activity is ongoing, within two months of the funding being spent. Recipients who do not complete this form are ineligible for Council funding for a period of five years."

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Copies of the project reports are attached for the Board's information. Should Board members have concerns or issues with these reports, these should be discussed at this part of the meeting.

Take Tūtohunga / Reason for the recommendation

To receive the project reports from funding applicants in accordance with the Community Grant Policy.

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or budgetary requirements.

ĀPITIHINGA / ATTACHMENTS

1. **Wonderland Glow Show - A4339519** [↓](#) 

Hōtaka Take Ōkawa / Compliance Schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Grant Policy.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	It is the responsibility of each Community Board to confirm the funding that they allocated has been spent correctly.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications on Māori in confirming the project reports. Any implications on Māori arising from matters included in project reports should be considered as part of the relevant report.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	This report is asking for the project reports to be approved, any interests that affect other people should be considered as part of the individual reports.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for budgetary provision.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

7.5 FUNDING APPLICATIONS

File Number: A4337830
Author: Kathryn Trewin, Funding Advisor
Authoriser: Scott May, Manager - Stakeholder Relationships

TAKE PŪRONGO / PURPOSE OF THE REPORT

This report summarises the applications received for the Local Community Grant funding to enable the Kaikohe-Hokianga Community Board to determine which applications will receive funding at the May 2023 meeting.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Board has **\$73,071** available to be granted from its Community Grant Funding.
- The Board also has **\$102,150** of Placemaking Funding to allocate during the 2023/24 financial year
- 3 applications for funding have been received, requesting a total of \$9,315

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board

- a) approves the sum **\$xxx** (plus GST if application) to be paid from the Board's Community Fund account to Hokianga Community Education Trust for publication of the book *Resident Alien*, to support the following Community Outcomes:
- i) Proud, vibrant communities.
 - ii) Communities that are healthy, safe, connected and sustainable.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board:

- b) approves the sum of **\$xxx** (plus GST if applicable) be paid from the Board's the Board's Placemaking Fund to Hokianga Country Music Club for the 2023 Hokianga Country Music Festival to support the following Community Outcomes:
- i) Proud, vibrant communities
 - ii) Communities that are healthy, safe, connected and sustainable.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board:

- c) approves the sum of **\$xxx**(plus GST if applicable) be paid from the Board's Community Grant Fund account to Helping Paws Charitable Trust for the rescue of wild horses in the Hokianga to support the following Community Outcomes:
- i) Proud, vibrant communities
 - ii) Communities that are healthy, safe, connected and sustainable.

1) TĀHUHU KŌRERO / BACKGROUND

Each application has been checked by staff for completeness and complies with the conditions of the Community Grant Policy, Community Outcomes as stated in the Long-Term Plan (LTP) and all provisions listed on the application form.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Applicant and Project	Requested	Recommend	Comments	Type
Hokianga Community Education Trust	\$3450	\$3000	The Hokianga Community Education Trust is known for helping local authors in the Hokianga publish their books. The initial costs for publishing a book can be high, with reprinting costs being more likely to be able to be covered by the sales of the initial print run	Community
Hokianga Country Music Festival	\$2865	\$2865	This is an annual event that has been hit hard by the Covid lockdowns. The applicant is asking for assistance with the cost of ferry crossings for the bands.	Event
Helping Paws Charitable Trust	\$3000	\$3000	This organisation is helping deal with a herd of horses that are causing problems to the west of Kaikohe after the initial animals were abandoned by their owner. A number of organisations have been unable to help with this issue, but Helping Paws has already rescued and removed 7 horses from the area and is working on additional animals.	Community

Take Tūtohunga / Reason for the recommendation

The applicants are required to complete a standard application form and provide supporting information.

For each application the Board has three options.

Option 1 Authorise funding for the full amount requested.

Option 2 Authorise partial funding.

Option 3 Decline funding.

Each application has been assessed and meets the criteria of the Community Grant Policy, Community Outcomes as listed in the LTP and the conditions listed on the application form.

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

Budgetary Provisions has been made and the grant is allocated in accordance with the Community Grant Policy.

ĀPITIHINGA / ATTACHMENTS

1. Hokianga Community Education Trust - A4339520 [↓](#) 
2. Hokianga Country Music Festival - A4339518 [↓](#) 
3. Helping Paws Charitable Trust - A4339521 [↓](#) 

Hōtaka Take Ōkawa / Compliance Schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Grant Policy.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report does not have district-wide relevance.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	There are no implications for Māori in relation to land and/or water.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	Considered in the application.
State the financial implications and where budgetary provisions have been made to support this decision.	Budgetary provision has been made and the grant is allocated in accordance with the Community Grant Policy.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

8.1 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 JULY 2023

File Number: A4347157

Author: Segun Rotimi, Accounting Support Officer

Authoriser: Jonathan Slavich, Chief Financial Officer

PURPOSE OF THE REPORT

The Community Fund account provides information on financial matters relating to the Kaikohe-Hokianga Community Board's Community Fund which is allocated in accordance with the Community Grant Fund Policy.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Community Board Fund Account as at 31 July 2023

BACKGROUND

The statement is attached for the Board's information and to provide sufficient information to enable the Board to allocate funds in accordance with the funds available.

	Community Board	Placemaking Fund
Community Fund Account balance as at 1 July 2023	\$103,211.00	\$100,000.00
• Plus, unused funds from 2021-2023	\$7,819.57	\$97,607.85
Less funds granted and uplifted to 31 July 2023	\$30,072.70	\$8,627.30
• Less funds not uplifted from previous community meetings (committed to projects)	\$6,326.00	\$91,480.55
Community Fund Account balance as at 31 July 2023	\$74,631.87	\$97,500.00

DISCUSSION AND NEXT STEPS

Board members will consider the applications on the agenda and decide on what level of funding to allocate. The balance as at 31 July 2023 in the Community Fund account is \$74,631.87 and the balance in the Placemaking Fund account is \$97,500.00.

Recent amendments to the Community Grant Fund Policy allow the Community Board to allocate, by resolution, funding directly to key projects identified in their strategic plan to the maximum amount of \$20,000 in any financial year.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Far North District Council has delegated the allocation of relevant community board funds to the Kaikohe-Hokianga 31 July 2023 is attached.

ATTACHMENTS

1. **Statement of Community Fund Account Kaikohe-Hokianga as at 31 July 2023 - A4347026**



8.2 RAWENE CAMPUS - TE PUNA O KUPENUKU UPDATE

File Number: A4353825

Author: Tania Steen, Manager – Property & Facilities Management

Authoriser: Kevin Johnson, Group Manager - Delivery and Operations

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide an update to the Kaikohe–Hokianga Community Board (KHCB), as requested by the Kaikohe – Hokianga Board Chairperson, on the status of the lease to Te Puna o Kupenuku (TPoK) located at 78 Parnell Street, Rawene.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- At the 10 December 2020 Council meeting, Council passed resolution to grant a 5-year lease with a right to renew for a further 5 years to Te Puna O Kupenuku (TPoK) over 78 Parnell Street, Rawene.
- A Memorandum of Understanding (MoU) between Far North District Council (FNDC) and TPoK is in place with expiry 31 December 2023.
- Following request from Elected Members in December 2022 to liaise more closely with the TPoK committee, staff have been meeting regularly with the TPoK committee since January 2023.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board receive the report Rawene Campus - Te Puna o Kupenuku Update.

TĀHUHU KŌRERO / BACKGROUND

On 10 December 2020, Council resolved to grant a lease to TPoK over 78 Parnell Street Rawene, known as Rawene Campus.

<p>The amendment became the substantive motion.</p> <p>RESOLUTION [2020/89]</p> <p>Moved: Deputy Mayor Ann Court Seconded: Cr John Vujcich</p> <p>That the Far North District Council agree:</p> <p>Pursuant to the Reserves Act 1977 the Far North District Council consents to a new lease over the local purpose (educational facilities) reserve (Sections 154 - 156 and 159 - 166 Town of Rawene Block XIV Mangamuka Survey District) to Te Puna o Kupenuku subject to the following conditions:</p> <p>i) Rental - \$1 plus GST</p> <p>ii) Term of lease - 5 years</p> <p>iii) Right of Renewal - 5 years</p> <hr/> <p>iv) Rent Review - On renewal</p> <p>v) Authorise the General Manager Infrastructure and Asset Management to negotiate and agree the final terms and conditions of the lease.</p> <p style="text-align: right;">CARRIED</p>

A lease for land and buildings between FNDC and TPoK was agreed and executed on 6 April 2021. The initial term is for 5 years with an option of renewal for a further 5 years. The lease was not publicly notified as it was not required under the Reserves Act 1977 due to the status being Local Purpose (Education) Reserve and is being used for the purpose for which it is reserved.

In October 2020 TPoK requested funding from the KHCB for establishing and furnishing the Rawene Campus, a sum of \$ 17,291 (plus GST if applicable) was approved subject to entering a Memorandum of Understanding (MoU) with FNDC.

The MoU was drawn up on 1 November 2020 between FNDC and TPoK, and whilst not legally binding, it is a relationship agreement which sits within the Deed of Lease. The MoU informs and guides both parties expectations, with the purpose of enabling TPoK to manage the Rawene Campus on behalf of and in the interests of the community of the Hokianga.

In December 2022 the Kaikohe–Hokianga Community Board was made aware of community concerns regarding the Rawene Campus and the management of it. Council staff were consulted regarding clarity around the lease status and its obligations.

Staff reviewed the lease and the accompanying MoU and identified areas of the MoU that had not been upheld by both parties. Staff's recommendation was to reconnect with TPoK to find a common way forward for the remainder of the lease term.

The following meetings have been held with TPoK since December 2022:

January 2023

A meeting with TPoK committee, Elected Members and FNDC staff with the intent to engage with TPoK in order to build a good working relationship moving forward. The following was discussed:

- Initial purpose and intention of the lease: to ensure the site was looked after and maintained whilst providing education opportunities to the community. TPoK required clarification of their roles and responsibilities in accordance with the lease.
- Number of TPoK committee members resigning and community concerns.
- TPoK requested that a Māori representative join meetings going forward.

13 March 2023

A further meeting with TPoK Committee and FNDC staff was held to discuss the Lease and its obligations in more detail, giving the committee the opportunity to ask questions and for FNDC staff to carry out a visual building assessment (attached).

It was discussed that a report would be emailed to FNDC staff with information around how the campus is running, occupancy and maintenance tasks carried out since the last report. While this was an optional suggestion FNDC staff made it clear that it would help in understanding the progress of the campus.

As per MoU - Meetings were scheduled every 3 months to assess progress.

12 July 2023

Quarterly meeting took place on site with the TPoK Committee and FNDC Staff.

Progress had been made on the garden maintenance but very little had been completed regarding building maintenance. Staff expressed the need to address these as priority and encouraged getting a qualified builder to address and provide advice. The committee made note that the repairs required funding they did not have but were looking into various funding streams.

During the meeting it was noted that the Adobe Brick Reception Area appeared to be in use. Staff raised this with the committee and reiterated that it was not to be used and that if TPoK wished to use this building, they were required, under Schedule 2 of the lease, to make it fit for purpose including meeting all requirements of Clause 16: Building Work and obtain a completed Code of Compliance.

The same applied to the stairway and mezzanine floor, though it was clear that those areas were not being used.

40 Solar Panels have been installed but are awaiting connection.

During this meeting TPoK staff advised they were working on a new website and improving their Facebook page to promote courses offered at the campus. They mentioned the community are

asking for more information on what is available and explained they are receptive to members of the public visiting and seeking information directly from the campus.

On 2 August 2023, it was brought to the Community Board's attention that heritage fruit trees on the campus had been felled. No clause addressing the long-term maintenance of heritage fruit trees was included in the lease however there is mention of heritage plantings in the MoU, which the community is interested in preserving.

There are no registered Heritage Trees located in Rawene in the District Plan.

The community's concerns were raised with TPoK who advised that the following works had been carried out and the reasons for the action.

They;

- Pruned bottom branches of the Macadamia trees around the studio, which included cutting back banana trees after they had finished fruiting. Other banana trees are ornamental. Cleared away all Pampas and undergrowth around the studio. A lot of small macadamia and loquat trees were removed and given away to others to take away.
- Dead and diseased apple trees in the nursery area were felled, including trees that were affected by cyclone Gabrielle. Healthy trees were pruned right back as they were getting too big and cramped. A number of apple trees were diseased, two trees had bugs in the fruit, had brown rot, fruit was sour and other trees nearby were affected.
- Uprooted those with healthy roots and will transfer to the edges to open up the beds for the Māramataka course to increase learning by planting, seedlings, propagation of sweeter and better heritage plum and apple from communities. The course will be doing research to combat climate changes that is affecting food stocks. This is opening areas for the courses to take place on the campus.
- Clean up after the cyclone left trees in a dangerous situation and also begun addressing the German Ivy that as identified during the visual building inspection.

The community also raised concern that there has been no opportunity to understand what is being offered at the campus and find out more about plans for the campus since its opening in 2021.

Council staff want to note that the TPoK committee have been very open and engaging in the quarterly meetings, responding promptly to emails and are making a conscious effort to progress with the educational programmes offered at the Campus.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Rawene Community along with KHCB have expressed concerns around the management of Rawene Campus by TPoK.

With further concerns over the rundown state of the land, noting overgrown grass and weeds and limited maintenance carried out on the buildings.

FNDC staff have engaged Hoskin Civil to prepare a current condition assessment. This assessment with help inform Council and TPoK to understand the level of maintenance/ renewal required for the buildings.

TPoK may request to renew the lease for a further 5-year term in April 2026. The decision whether to continue the lease or terminate for any breach or non-performance of Essential Terms can be made by Council staff and does not require Council resolution.

- The parties may renew the lease for one further period of 5 years.
- There is no obligation on either party to renew – it is discretionary.
- If we do not renew but allow the Lessee to remain in occupation, the Lessee will become a monthly tenant.




- Prior to entering a new lease, a further report will be presented to the Kaikohe-Hokianga Community Board seeking a recommendation to Council.

PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

Under the terms of the lease, FNDC have no financial obligation in regard to building improvements. The lease is for a total of \$1 per annum (if invoiced).

If Council renews the lease, the lease allows for a market rent review to be carried out at this time.

ĀPITIHINGA / ATTACHMENTS

1. **Memorandum of Understanding - Rawene Campus - FNDC and TPoK Nov 2020- Dec 2023 - A4123213** [↓](#) 
2. **Final Signed Lease Rawene Campus - Te Puna o Kupenuku 4-2021 to 4-2026 - A3756638** [↓](#) 
3. **TPoK Visual Building Condition Assessment 13 March 2024 - A4330513** [↓](#) 

8.3 KAIKOHE-HOKIANGA COMMUNITY BOARD ACTION SHEET UPDATE AUGUST 2023**File Number:** A4334734**Author:** Marlema Baker, Democracy Advisor**Authoriser:** Casey Gannon, Manager - Democracy Services**TAKE PŪRONGO / PURPOSE OF THE REPORT**

To provide the Kaikohe-Hokianga Community Board with an overview of outstanding actions from decisions dated from 1 January 2020.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Action sheets are a mechanism to communicate progress against decisions/resolutions.
- Action sheets are also in place for all formal elected member meetings.
- There are no action items for the Kaikohe-Hokianga Community Board this month.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board receive the report Kaikohe-Hokianga Community Board Action Sheet August 2023.

TĀHUHU KŌRERO / BACKGROUND

Any resolution or decision from a meeting is compiled on an action sheet, to capture actions triggered by Board decisions. Staff provide updates on progress against tasks that are not yet completed.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Community Board coordinators assist in following up outstanding action points with staff where appropriate, and occasionally, may be in a position to provide a further verbal update at meetings following the printing of an agenda.

The outstanding tasks are often multi-facet projects that take longer to fully complete.

Where a decision differs to the recommendation of staff there may be unintended consequences or challenges that take longer for staff to work through.

PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or need for budgetary provision in receiving this report.

ĀPITI HANGA / ATTACHMENTS

1. **KHCB Action Sheet - August 2023 - A4343006** [↓](#) 

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

10 TE KAPINGA HUI / MEETING CLOSE