



**Far North
District Council**



Te Kaunihera o Te Hiku o te Ika

AGENDA

Te Hiku Community Board Meeting

Tuesday, 19 March 2024

Time: 10:00am

**Location: Conference Room - Te Ahu
Cnr State Highway 1 and Mathews
Avenue
Kaitaia**

Membership:

Chairperson Adele Gardner
Deputy Chairperson John Stewart
Councillor Felicity Foy
Member Darren Axe
Member Sheryl Bainbridge
Member William (Bill) Subritzky
Member Rachel Baucke

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. Specific to Te Hiku Community Board – the Kaitaia Drainage Area Committee, Waiharara and Kaikino Drainage Area Committee and Motutangi Drainage Area Committee.
18. 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.
19. 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.
20. 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.
21. 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
Te Hiku Community Board Meeting
will be held in the Conference Room - Te Ahu, Cnr State Highway 1 and
Mathews Avenue, Kaitia on:
Tuesday 19 March 2024 at 10:00am

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1 KARAKIA TIMATANGA / OPENING PRAYER

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

Nil.

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

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A4591516

Author: Ellie Greenwood, Democracy Advisor

Authoriser: Casey Gannon, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

The minutes are attached to allow Te Hiku Community Board to confirm that the minutes are a true and correct record of the previous meetings.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board confirm the minutes of the meeting held 13 February 2024 and the Extraordinary meeting held 19 February 2024, to be a true and correct record.

1) TĀHUHU KŌRERO / BACKGROUND

Local Government Act 2002 Schedule 7 Section 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) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The minutes of the meetings are attached.

The Te Hiku Community Board Standing Orders Section 27.3 states that no discussion may arise on the substance of the minutes at any succeeding meeting, except as to their correctness.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

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

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

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

ĀPITIHINGA / ATTACHMENTS

1. 2024-02-13 Te Hiku Community Board Minutes - A4570819 [↓](#) 
2. 2024-02-19 Te Hiku Community Board Minutes - A4577788 [↓](#) 

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.	This report complies with the Local Government Act 2002 Schedule 7 Section 28.
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 meeting to confirm their minutes therefore the views of another meeting are not relevant.
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 on Māori in confirming minutes from a previous meeting. Any implications on Māori arising from matters included in meeting minutes 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 minutes to be confirmed as true and correct record, 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 arising from this report.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

**MINUTES OF
TE HIKU COMMUNITY BOARD MEETING
HELD AT THE CONFERENCE ROOM - TE AHU, CNR STATE HIGHWAY 1 AND MATHEWS
AVENUE, KAITAIA
ON TUESDAY, 13 FEBRUARY 2024 AT 10:00 AM**

PRESENT: Chairperson Adele Gardner, Deputy Chairperson John Stewart, Councillor Felicity Foy, Member Darren Axe, Member Sheryl Bainbridge, Member William (Bill) Subritzky, Member Rachel Baucke

IN ATTENDANCE: Councillor Hilda Halkyard-Harawira

STAFF PRESENT: Kathryn Trewin (Funding Advisor - Stakeholder Relationships), Beverly Mitchell (Community Board Coordinator – Stakeholder Relationships), Ellie Greenwood (Democracy Advisor – Democracy Services), Imrie Dunn (Democracy Advisor – Democracy Services), Maria Bullen (Support Officer – Strategic Relationships), Peggy Veen (Principal Advisor – Strategic Relationships), Katie May (virtual) (Asset Manager – District Facilities), Peter Marselos (virtual) (Facilities Technical Officer) Dena-Maree (virtual) (Kaiarahi Kaupapa Māori – Te Hono), Marlema Baker (Te Kuaka – Te Ao Māori Coordinator)

1 KARAKIA TIMATANGA / OPENING PRAYER

Chairperson Adele Gardner commenced the meeting at 10:00am and Member Rachel Baucke opened with a karakia.

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

Nil.

2 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

Nil.

3 NGĀ TONO KŌRERO / DEPUTATIONS

- Fiona King regarding drainage updates.

4 NGĀ KAIKŌRERO / SPEAKERS

- Charlotte Nightingale representing Glass Ceiling Collective item 7.5, page 42 refers (virtually)
- Gary Lees and John Drew representing Mangonui Cemetery Committee item 7.5, page 53 refers
- Pat Millar representing Mangonui Community Patrol item 7.5, page 59 refers
- John Haines regarding Paewhenua Boardwalk item 7.5, page 70 refers
- Haylee Koroī representing Toi Tangata item 7.5, page 89 refers (virtually)

The meeting was adjourned from 11.12am to 11.26am.

5 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES**6.1 CONFIRMATION OF PREVIOUS MINUTES**

Agenda item 6.1 document number A4535859, pages 8 - 14 refers.

RESOLUTION 2024/1

Moved: Member Darren Axe
Seconded: Member William (Bill) Subritzky

That Te Hiku Community Board confirm the minutes of the meeting held 12 December 2023, to be a true and correct record.

CARRIED**6 NGĀ PŪRONGO / REPORTS****7.1 ROAD NAMING - 1000 SANDHILLS ROAD, AHIPARA**

Agenda item 7.1 document number A4510253, pages 15 - 20 refers.

RESOLUTION 2024/2

Moved: Deputy Chairperson John Stewart
Seconded: Member Darren Axe

That the Te Hiku Community Board, pursuant to Council's Naming Policy, name a private road Tiromoana Way, currently addressed at 1000 Sandhills Road, Ahipara

CARRIED**7.2 GROUND LEASE TO DOUBTLESS BAY SEA SCOUTS - EAST STREET TAIPA**

Agenda item 7.2 document number A4520101, pages 21 - 28 refers.

RESOLUTION 2024/3

Moved: Chairperson Adele Gardner
Seconded: Member Rachel Baucke

That Te Hiku Community Board recommends that Council:

- a) **approve a new ground lease to Scouts Aotearoa over part of the Recreation Reserve being approximately 860 square metres of Part Allot 5 PSH OF Taipa, held in New Zealand Gazette 1984 page 104.**

The terms of the proposed lease shall be:

Term: 15 Years (5+5+5)

Rental: As per FNDC Fees and Charges Schedule for a Community lease.

- **\$113 plus GST for 2022/23 and reviewed annually in conjunction with the FNDC Fees and Charges Schedule.**

- b) **approve further conditions to be negotiated and agreed upon by the Group Manager Delivery and Operations.**

CARRIED

7.3 DEFERRAL OF NORTH PARK TOILET CONSTRUCTION

Agenda item 7.3 document number A4543612, pages 29 - 31 refers.

RESOLUTION 2024/4

Moved: Member Sheryl Bainbridge
Seconded: Deputy Chairperson John Stewart

That Te Hiku Community Board leave the item Deferral of North Park Toilet Construction to lie on the table.

CARRIED

Note: The Board request further enquiry by staff into alternative locations for the toilet.

7.4 PROJECT FUNDING REPORTS

Agenda item 7.4 document number A4553587, pages 32 - 35 refers.

RESOLUTION 2024/5

Moved: Member William (Bill) Subritzky
Seconded: Member Darren Axe

That Te Hiku Community Board note the project report received from Te Rūnanga o Te Rarawa.

CARRIED**7.5 FUNDING APPLICATIONS**

Agenda item 7.5 document number A4553594, pages 36 - 96 refers.

RESOLUTION 2024/6

Moved: Deputy Chairperson John Stewart
Seconded: Member Rachel Baucke

That Te Hiku Community Board approve the sum of \$2,500 (plus GST if application) to be paid from the Board's Community Grant Fund account to Glass Ceiling Arts Collective for SparkLive at Te Ahu Centre, with the provision that up to \$1,200 of this money covers the \$15 entry fee to the event for the first 80 Te Hiku locals, to support the following Community Outcomes:

- a) **Proud, vibrant communities.**
- b) **Communities that are healthy, safe, connected and sustainable.**

CARRIED**7.5 FUNDING APPLICATIONS**

Agenda item 7.5 document number A4553594, pages 36 - 96 refers.

RESOLUTION 2024/7

Moved: Councillor Felicity Foy
Seconded: Member William (Bill) Subritzky

That Te Hiku Community Board

- a) **approve the sum of \$5,280 (plus GST if application) to be paid to from the Board's**

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Community Grant Fund account to Mangonui Cemetery Committee for the works quoted in the supporting information tabled at the meeting to support the following Community Outcomes:

- i) Proud, vibrant communities.
 - ii) Communities that are healthy, safe, connected and sustainable; and,
- b) request a report to Te Hiku Community Board outlining the financial, rating and operational background relating to the Cemetery and other Council owned, volunteer-managed Cemeteries in the District.**

CARRIED

Attachments tabled at meeting

- 1 14 Feb Tabled Document (MC Quote)
- 2 14 Feb Tabled Document (Map1)
- 3 14 Feb Tabled Document (Map2)
- 4 14 Feb Tabled Document (Map3)

7.5 FUNDING APPLICATIONS

Agenda item 7.5 document number A4553594, pages 36 - 96 refers.

RESOLUTION 2024/8

Moved: Member Sheryl Bainbridge

Seconded: Deputy Chairperson John Stewart

That Te Hiku Community Board

- a) **approve the sum of \$4,680 (plus GST if application) to be paid from the Board's Community Grant Fund account for the 2023/24 financial year to Mangonui Community Patrol for secure storage or vehicle and safety equipment, to support the following Community Outcomes:**
 - i) **Proud, vibrant communities.**
 - ii) **Communities that are healthy, safe, connected and sustainable; and,**
- b) **approve the sum of \$4,680 (plus GST if application) to be paid from the Board's Community Grant Fund account for the 2024/25 financial year.**

CARRIED

7.5 FUNDING APPLICATIONS

Agenda item 7.5 document number A4553594, pages 36 - 96 refers.

RESOLUTION 2024/9

Moved: Member Sheryl Bainbridge

Seconded: Chairperson Adele Gardner

That Te Hiku Community Board leave the application from John Haines for the construction of a boardwalk at Paewhenua to lie on the table pending further information from staff regarding the consent requirements of a boardwalk, to support the following Community Outcomes:

- a) **Proud, vibrant communities.**
- b) **Communities that are healthy, safe, connected and sustainable.**

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CARRIED**7.5 FUNDING APPLICATIONS**

Agenda item 7.5 document number A4553594, pages 36 - 96 refers.

RESOLUTION 2024/10

Moved: Deputy Chairperson John Stewart
 Seconded: Member Darren Axe

That Te Hiku Community Board approve the sum of \$434 (plus GST if application) to be paid from the Board's Community Grant Fund account to Te Whakaora Tangata for graduation ceremony at Te Ahu Centre to cover the cost of hiring the venue at Te Ahu, to support the following Community Outcomes:

- a) **Proud, vibrant communities.**
- b) **Communities that are healthy, safe, connected and sustainable.**

CARRIED**7.5 FUNDING APPLICATIONS****MOTION**

Moved: Deputy Chairperson John Stewart
 Seconded: Member Darren Axe

That Te Hiku Community Board approve the sum of \$1,400 (plus GST if application) to be paid from the Board's Community Grant Fund account to Toi Tangata – Te Hotu Manawa Māori for Māori kai wānanga to cover venue hire, to support the following Community Outcomes:

- a) Proud, vibrant communities.
- b) Communities that are healthy, safe, connected and sustainable.

AMENDMENT

Moved: Councillor Felicity Foy
 Seconded: Member William (Bill) Subritzky

That Te Hiku Community Board approve the sum of \$3,000 (plus GST if application) to be paid from the Board's Community Grant Fund account to Toi Tangata – Te Hotu Manawa Māori for Māori kai wānanga, to support the following Community Outcomes:

- a) Proud, vibrant communities.
- b) Communities that are healthy, safe, connected and sustainable.

LOST**RESOLUTION 2024/11**

Moved: Deputy Chairperson John Stewart
 Seconded: Member Darren Axe

That Te Hiku Community Board approve the sum of \$1,400 (plus GST if application) to be paid from the Board's Community Grant Fund account to Toi Tangata – Te Hotu Manawa Māori for Māori kai wānanga to cover venue hire, to support the following Community Outcomes:

- a) **Proud, vibrant communities.**
- b) **Communities that are healthy, safe, connected and sustainable.**

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CARRIED**7 NGĀ PŪRONGO TAIPI TOPITO / INFORMATION REPORTS****8.1 SUMMARY OF APPLICATIONS JULY - DECEMBER 2023**

Agenda item 8.1 document number A4553655, pages 97 - 100 refers.

RESOLUTION 2024/12Moved: Chairperson Adele Gardner
Seconded: Member William (Bill) Subritzky**That Te Hiku Community Board note the report Summary of Applications July – December 2023.****CARRIED****8.2 TE HIKU COMMUNITY BOARD FEBRUARY 2024 OPEN RESOLUTION REPORT**

Agenda item 8.2 document number A4535910, pages 101 - 108 refers.

RESOLUTION 2024/13Moved: Member Rachel Baucke
Seconded: Deputy Chairperson John Stewart**That Te Hiku Community Board receive the report Te Hiku Community Board February 2024 Open Resolution Report.****CARRIED****8.3 CHAIRPERSON AND MEMBER REPORTS**

Agenda item 8.3 document number A4547957, pages 109 - 119 refers.

RESOLUTION 2024/14Moved: Chairperson Adele Gardner
Seconded: Member William (Bill) Subritzky**That Te Hiku Community Board note the February 2024 reports from Chairperson Adele Gardner and Members Darren Axe, Sheryl Bainbridge and Rachel Baucke.****CARRIED***Note verbal report received from Deputy Chairperson John Stewart***9 RESOLUTION TO MOVE INTO PUBLIC EXCLUDED****RESOLUTION 2024/15**Moved: Chairperson Adele Gardner
Seconded: Member William (Bill) Subritzky**That the Te Hiku Community Board move into Public Excluded to allow free and frank discussion.****CARRIED**

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10 RESOLUTION TO READMIT THE PUBLIC

RESOLUTION 2024/16

Moved: Chairperson Adele Gardner
Seconded: Member Rachel Baucke

That the Te Hiku Community Board move out of Public Excluded and back readmit the public.

CARRIED

11 TE KAPINGA HUI / MEETING CLOSE

The meeting closed at 12.56pm and Councillor Hilda Halkyard-Harawira closed with a karakia.

The minutes of this meeting will be confirmed at the Te Hiku Community Board Meeting held on 19 March 2024.

.....
CHAIRPERSON

7 NGĀ PŪRONGO / REPORTS

7.1 FUNDING APPLICATIONS

File Number: A4597560

Author: Kathryn Trewin, Funding Advisor

Authoriser: Scott May, Manager - Stakeholder Relationships

TAKE PŪRONGO / PURPOSE OF THE REPORT

This report summarises applications for the Local Community Grant funding to enable the Te Hiku Community Board to determine which application/s will receive funding at the March 2024 meeting.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- One application was received for funding, requesting a total of **\$2,967**
- The Community Board has an available total of **\$71,963.56** in **Community Grant** Funding for the 2023/24 financial year.
- The Community Board has an available total of **\$61,260.39** in **Placemaking** Funding for the 2023/24 financial year.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board approve the sum of **\$2,967** (plus GST if application) to be paid from the Board's Community Grant Fund account to Ahipara Aroha for installation of a digital sign, to support the following Community Outcomes:

- a) Proud, vibrant communities.
- b) Communities that are healthy, safe, connected and sustainable.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board amend resolution 2023/110 of November 21 2023 which granted funding to Rongopai House Community Trust for the purchase of a fridge/freezer and allow the Trust to use any remaining funds from the amount already granted towards the purchase/replacement of a steriliser and/or dishwasher, to support the following Community Outcomes:

- a) Proud, vibrant communities.
- b) Communities that are healthy, safe, connected and sustainable.

1) TĀHUHU KŌRERO / BACKGROUND

The applications have 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
Ahipara Aroha, Digital Sign	\$2,967	\$2,967	Ahipara Aroha have recently completed a successful CCTV installation with assistance from THCB. They are now wanting to install a digital sign, which will be used to share community messages (including safety and civil defence) and be subsidised by funding from advertising by local businesses.	Infrastructure
Rongopai House Community Trust, purchase of fridge/freezer	n/a	n/a	At the November 2023 meeting, the Board granted Rongopai House Community Trust \$4,235 to purchase a fridge/freezer for their community support projects. They were able to get a deal in the summer sales, and were able to get a deal that saved them almost \$1900 on the estimated cost. They have asked if they would be able to use the savings towards the purchase sterilizer/dishwasher, as their current one is leaking and requires replacement. They are currently seeking quotes, but it will be in excess of the \$1900 remaining, as it will need to be of a commercial grade for their kitchen.	Social

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

The applicant/s is 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 Provision has been made and the grant is allocated in accordance with the Community Grant Policy.

ĀPITIHINGA / ATTACHMENTS

1. Ahipara Aroha - A4597565 [↓](#) 

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.	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.

7.2 PROJECT FUNDING REPORTS

File Number: A4597572
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 Te Hiku Community Board note the project reports received from:

- a) Ahipara Aroha (CCTV)
- b) Alzheimers Northland
- c) Oruaiti School
- d) Te Hapua Sports and Recreation Club
- e) Waipapakauri JMB Hunting and Fishing Competition

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. Ahipara Aroha - CCTV - A4597564 [↓](#) 
2. Alzheimers Northland - A4597562 [↓](#) 
3. Oruaiti School - A4597563 [↓](#) 
4. Te Hapu Sports and Recreation Club - A4597566 [↓](#) 
5. Waipapakauri JMB - Hunting and Fishing Competition - A4597567 [↓](#) 

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.

8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

8.1 PUKENUI PEDESTRAIN CROSSING - RESPONSE TO PETITION

File Number: A4596356

Author: Elizabeth Stacey, NTA Road Safety and Traffic Engineer

Authoriser: Tanya Proctor, Head of Infrastructure Strategy

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is a staff response to the petition received by the Te Hiku Community Board for a raised pedestrian crossing on Far North Road (SH 1) in Pukenui.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

Te Hiku Community Board have received [a petition from the Pukenui community](#) requesting a safe crossing for pedestrians on Far North Road (SH 1) just south of the Lamb Road Intersection. The Board has accepted the petition and requested staff complete and investigation. The results of the on site investigation are detailed in the following report and can be shared with petitioners.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board receive the report Pukenui Pedestrian Crossing - Response to Petition.

TĀHUHU KŌRERO / BACKGROUND

At the 12 December, 2023 the Te Hiku Community Board received a petition, signed by residents of Pukenui, requesting a safe crossing on Far North Road (SH 1) in Pukenui. The Board accepted the petition and requested staff to conduct an investigation.

On 2 February, 2024 an onsite meeting was held with council staff, Waka Kotahi, Board member Darren Axe, local police and the petition author. Discussion centered around community desire for both a safe crossing opportunity and slowing of traffic through Pukenui. It was suggested a raised crossing point could provide this outcome.

The proposed crossing is located on the state highway and the New Zealand Transport Agency, Waka Kotahi, is the road controlling authority. Tim Elliott, Waka Kotahi Safety Engineer, described the process of establishing new crossing points and the steps to achieving a raised crossing. Those steps include first establishing a crossing point. This could be through a combination of treatments which may include a pram crossing with built out kerb extensions and possible a centre refuge island. Once pedestrian patterns are established and demand for the crossing can be documented the next step may be a raised crossing.

On the local road system, an extension of the footpath on Lamb Road to the crossing point would provide better pedestrian access to the crossing point and would direct pedestrians to the correct crossing location.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

NZTA Waka Kotahi will put the crossing project forward in their application for funding in the 2024-2027 National Land Transport Plan (NLTP). The inclusion of a request for funding does not guarantee funds as the project will compete with other road safety and walking & cycling projects both regionally and nationally.

To encourage safe pedestrian movements to the crossing point, the Board is encouraged to

prioritise the missing section of footpath on Lamb Road between the existing footpath and the state highway as part of the 2028-2031 footpath programme.

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

There are no financial implications as a result of this report.

ĀPITIHINGA / ATTACHMENTS

Nil

8.2 TE HIKU COMMUNITY BOARD MARCH 2024 OPEN RESOLUTION REPORT

File Number: A4593228

Author: Ellie Greenwood, Democracy Advisor

Authoriser: Casey Gannon, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide Te Hiku Community Board with an overview of outstanding resolutions from decisions dated from 1 January 2021.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Open resolutions are a mechanism to communicate progress against decisions/resolutions.
- Open resolutions are also in place for all formal elected member meetings.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board receive the report Te Hiku Community Board March 2024 Open Resolution Report.

TĀHUHU KŌRERO / BACKGROUND

Any resolution or decision from a meeting is compiled on an open resolution status report 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 resolutions 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.

ĀPITIHINGA / ATTACHMENTS

1. Open Resolution Report - A4607149 [↓](#) 

8.3 CHAIRPERSON AND MEMBERS REPORTS

File Number: A4598781

Author: Beverly Mitchell, 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 Te Hiku Community Board note the March 2024 member report from Chairperson Adele Gardner, and Members Darren Axe, Rachel Baucke, Sheryl Bainbridge, and Bill Subritzky

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. Chair Report [Adele Gardner] - A4599435  
2. Member Report [Darren Axe] - A4599442  
3. Member Report [Rachel Baucke] - A4599444  
4. Member Report [Sheryl Bainbridge] - A4599450  
5. Member Report [Bill Subritzky] - A4599452  

RESOLUTION TO EXCLUDE THE PUBLIC

RECOMMENDATION

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
9.1 - Confirmation of Public Excluded Previous Minutes	<p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

10 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

8 TE KAPINGA HUI / MEETING CLOSE