



**Far North  
District Council**



**Te Kaunihera o Te Hku o te Ika**

# **AGENDA**

## **Bay of Islands-Whangaroa Community Board Meeting**

**Thursday 18 April 2024**

**Time: 10.00am**

**Location: Turner Centre, Kerikeri**

### **Membership:**

Member Belinda Ward - Chairperson  
Member Lane Ayr  
Councillor Ann Court  
Member Bruce Mills  
Member Amy Slack  
Member Roddy Hapati-Pihema  
Member Jane Hindle  
Member Tyler Bamber



**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 stormwater 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 centres.
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**  
**Bay of Islands-Whangaroa Community Board Meeting**  
**will be held in the Turner Centre on:**  
**Thursday 18 April 2024 at 10.00am**

---

**Te Paeroa Mahi / Order of Business**

<b>1</b>	<b>Karakia Timatanga / Opening Prayer .....</b>	<b>7</b>
<b>2</b>	<b>Ngā Whakapāha Me Ngā Pānga Mema / Apologies and Conflicts of Interest .....</b>	<b>7</b>
<b>3</b>	<b>Te Wāhanga Tūmatanui / Public Forum.....</b>	<b>7</b>
<b>4</b>	<b>Ngā Tono Kōrero / Deputation.....</b>	<b>7</b>
<b>5</b>	<b>Ngā Kaikōrero / Speakers .....</b>	<b>7</b>
<b>6</b>	<b>Te Whakaaetanga o Ngā Meneti o Mua / Confirmation of Previous Minutes .....</b>	<b>8</b>
6.1	Confirmation of Previous Minutes .....	8
<b>7</b>	<b>Ngā Pūrongo / Reports.....</b>	<b>15</b>
7.1	Chairperson and Members Report.....	15
7.2	Paihia Village Green Arts and Crafts Guidelines 2024-2025 .....	26
7.3	Road Naming - 208 Waipapa Road, Waipapa.....	37
7.4	Alfresco Dining Application - Cellini's Café.....	41
7.5	Funding Applications.....	47
7.6	Project Funding Reports .....	85
7.7	Winter 2024 Rural Travel Funding Applications .....	93
<b>8</b>	<b>Ngā Pūrongo Taipitopito / Information Reports .....</b>	<b>97</b>
8.1	Bay of Islands-Whangaroa Community Board April Open Resolution Report.....	97
<b>9</b>	<b>Karakia Whakamutunga / Closing Prayer .....</b>	<b>99</b>
<b>10</b>	<b>Te Kapinga Hui / Meeting Close .....</b>	<b>99</b>

## **1 KARAKIA TIMATANGA / OPENING PRAYER**

Ki te mahi me te ngākau auaha me te whakamahi i ngā pūkenga me te mātauranga i roto i ngā wānanga me ngā whakataunga kia whakatūria ai tētahi Hapori e matatika ana, e tū kotahi ana ka mutu ka whakapiki anō i te oranga o tō tātou rohe, ka whakatau anō i ngā take o te rohe i runga i te tika me te pono.

We ask that through the boards discussions and decisions the representatives elected may advocate on behalf of the Bay of Islands-Whangaroa community with aroha, imagination, skill and wisdom to achieve a fairer and more united community that enhances the wellbeing of the community and solves the community's problems efficiently and effectively.

## **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**

- Steph Godsiff representing Business Paihia in relation to funding application for Matariki 2024.
- Greg Allan representing Kawakawa Bowling Club in relation to funding application for Installation of Sun Shelters.
- Teresa Wakelin representing Kerikeri Theatre Company in relation to funding application for Little Shop of Horrors.
- Rowena Tana representing Nga Tanagariki o Ngati Hine Trust in relation to funding application for Walkway Access and Beautification.

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

### 6.1 CONFIRMATION OF PREVIOUS MINUTES

**File Number:** A4646843

**Author:** Fleur Beresford, Democracy Advisor

**Authoriser:** Casey Gannon, Manager - Democracy Services

#### TE TAKE PŪRONGO / PURPOSE OF THE REPORT

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

#### NGĀ TŪTOHUNGA / RECOMMENDATION

That Bay of Islands-Whangaroa Community Board confirm the minutes of the meeting held on 21 March 2024 are a true and correct record.

#### 1) TE TĀHUHU KŌRERO / BACKGROUND

Local Government Act 2002 clause 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) TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The minutes of the meeting are attached.

The Bay of Islands-Whangaroa 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”.

#### TE 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 meeting.

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

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

#### NGĀ ĀPITIHINGA / ATTACHMENTS

1. 2024-03-21 Bay of Islands-Whangaroa Community Board Minutes [A4619214] - A4619214 [↓](#) 



**TE 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.

<b>He Take Ōkawa / Compliance requirement</b>	<b>Te Aromatawai Kaimahi / Staff assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	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.	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 a true and correct record, any interest that affect other people should be considered as part of the individuals report.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications requiring input from the Chief Financial Officer.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

Bay of Islands-Whangaroa Community Board Meeting Minutes

21 March 2024

**MINUTES OF  
BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD MEETING  
HELD AT THE TURNER CENTRE, KERIKERI  
ON THURSDAY, 21 MARCH 2024 AT 10.00AM**

**PRESENT:** Member Belinda Ward, Member Lane Ayr, Councillor Ann Court, Member Bruce Mills, Member Amy Slack, Member Roddy Hapati-Pihema, Member Jane Hindle, Member Tyler Bamber

**STAFF PRESENT:** Kim Hammond (Community Board Co-ordinator – Stakeholder Relationships), Kathryn Trewin (Funding Advisor – Stakeholder Relationships), Harley Alexander (Multimedia Strategy and Communications Advisor - Communications and Engagement), Lawrence Wharerau (Virtually) (Kaiarahi Kaupapa Māori - Te Hono), Peggy Veen (Principal Advisor – Strategic Relationships), Ellie Greenwood (Democracy Advisor – Democracy Services, Fleur Beresford (Democracy Advisor - Democracy Services).

**1 KARAKIA TIMATANGA / OPENING PRAYER**

At 10.08am Member Jane Hindle commenced the meeting with a Karakia.

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

Nil

**3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM**

Nil

**4 NGĀ TONO KŌRERO / DEPUTATIONS**

Nil

**5 NGĀ KAIKŌRERO / SPEAKERS**

- Magnus O’Grady representing the R Tucker Thompson Sail Training Trust in relation to funding for drowning prevention training for staff.
- Siobhan Marshall and Sophie Westenra (virtually) representing Longline Productions in relation to funding to make short film “Molly Malone”.
- Gerry Paul representing The Turner Centre in relation to funding for adult Kapa Haka classes.

Bay of Islands-Whangaroa Community Board Meeting Minutes

21 March 2024

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

Agenda item 6.1 document number A4605621, pages 8 - 14 refers.

**RESOLUTION 2024/12**Moved: Chairperson Belinda Ward  
Seconded: Member Bruce Mills**That Bay of Islands-Whangaroa Community Board confirm the minutes of the meeting held on 15 February 2024 are a true and correct record.****CARRIED****7 NGĀ PŪRONGO / REPORTS****7.1 CHAIRPERSON AND MEMBERS REPORT**

Agenda item 7.1 document number A4601581, pages 15 - 27 refers.

**RESOLUTION 2024/13**Moved: Member Jane Hindle  
Seconded: Member Tyler Bamber**That the Bay of Islands-Whangaroa Community Board note the reports from Chairperson Belinda Ward and Members Lane Ayr, Amy Slack, Bruce Mills and Jane Hindle.****CARRIED****7.2 ROAD NAMING - 119 REDCLIFFS ROAD, KERIKERI**

Agenda item 7.2 document number A4598191, pages 28 - 31 refers.

**RESOLUTION 2024/14**Moved: Member Lane Ayr  
Seconded: Member Tyler Bamber**That Bay of Islands-Whangaroa Community Board name the private road currently addressed at 119 Redcliffs Road, as Meridian Drive.****CARRIED****7.3 ROAD NAMING - 4999 - 5001 STATE HIGHWAY 1, KAWAKAWA**

Agenda item 7.3 document number A4603360, pages 32 - 35 refers.

**RESOLUTION 2024/15**Moved: Member Jane Hindle  
Seconded: Member Lane Ayr**That Bay of Islands-Whangaroa Community Board name the new road currently addressed at 4999 – 5001 State Highway 1, Kawakawa, as “Te Waerenga Drive”.****CARRIED**

Page 2

**7.4 ROAD NAMING - 66 ACCESS ROAD, KERIKERI**

Agenda item 7.4 document number A4604611, pages 36 - 39 refers.

**RESOLUTION 2024/16**

Moved: Member Bruce Mills

Seconded: Member Tyler Bamber

**That Bay of Islands-Whangaroa Community Board name the road currently addressed at 66 Access Road, Kerikeri, as "Oak Rise".**

**CARRIED**

**7.5 PROJECT FUNDING REPORTS**

Agenda item 7.5 document number A4602124, pages 41 - 50 refers.

**RESOLUTION 2024/17**

Moved: Member Amy Slack

Seconded: Member Jane Hindle

**That Bay of Islands-Whangaroa Community Board note the project reports received from:**

- 1. Northland Floral Art Society;**
- 2. Turner Centre – Reuben Rameka;**
- 3. Kawakawa Business Association – Christmas 2023;**
- 4. Te Kamura Kura – Whangaroa Arts Festival.**

**CARRIED**

**7.6 a) FUNDING APPLICATIONS**

Agenda item 7.6 document number A4602361, pages 51 - 83 refers.

**RESOLUTION 2024/18**

Moved: Member Lane Ayr

Seconded: Member Tyler Bamber

**That Bay of Islands-Whangaroa Community Board approve the sum of \$850.00 (plus GST if applicable) be paid from the Boards Community Fund account to Bay of Islands Walkways Trust towards the costs for printing of the Kerikeri Waterfall Walkways brochure.**

Abstained: Cr Ann Court

**CARRIED**

Bay of Islands-Whangaroa Community Board Meeting Minutes

21 March 2024

**7.6 b) FUNDING APPLICATIONS**

Agenda item 7.6 document number A4602361, pages 52 - 83 refers.

**RESOLUTION 2024/19**

Moved: Member Bruce Mills

Seconded: Member Lane Ayr

**That Bay of Islands-Whangaroa Community Board approve the sum of \$1,500.00 (plus GST if applicable) be paid from the Boards Community Fund account to R Tucker Thompson Youth Sailing Trust towards the cost of drowning prevention training for staff.**

In Favour: Member Amy SlackAbstained: Councillor Ann Court**LOST****7.6 c) FUNDING APPLICATIONS**

Agenda item 7.6 document number A4602361, pages 52 - 83 refers.

**RESOLUTION 2024/20**

Moved: Member Bruce Mills

Seconded: Member Jane Hindle

**That Bay of Islands-Whangaroa Community Board approve the sum of \$10,000.00 (plus GST if applicable) be paid from the Boards Community Fund account to Longline Productions towards the costs of filming the short film “Molly Malone” in Whangaroa.**

Abstained: Councillor Ann Court, Members Amy Slack and Lane Ayr**CARRIED****7.6 d) FUNDING APPLICATIONS**

Agenda item 7.6 document number A4602361, pages 52 - 83 refers.

**RESOLUTION 2024/21**

Moved: Member Amy Slack

Seconded: Member Roddy Hapati-Pihema

**That Bay of Islands-Whangaroa Community Board approve the sum of \$3,200.00 (plus GST if applicable) be paid from the Boards Community Fund account to The Turner Centre towards the costs of adult Kapa Haka classes.**

Abstained: Councillor Ann Court and Member Lane Ayr**CARRIED****7.6 e) FUNDING APPLICATIONS**

Agenda item 7.6 document number A4602361, pages 52 - 83 refers.

**RESOLUTION 2024/22**

Moved: Chairperson Belinda Ward

Seconded: Member Lane Ayr

Page 4

Bay of Islands-Whangaroa Community Board Meeting Minutes

21 March 2024

**That Bay of Islands-Whangaroa Community Board:**

- a) rescind resolution 2022/10 of 3 March 2022 to Rangitane Residents and Ratepayers Association for CCTV, as the funds have not been uplifted and the applicant has not responded to attempts to contact them; and
- b) direct the amount of \$5,149.00 be returned to the Community Fund for reallocation.

Abstained: Councillor Ann Court

**CARRIED****8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS****8.1 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD FEBRUARY OPEN RESOLUTION REPORT**

Agenda item 8.1 document number A4606613, pages 84 - 85 refers.

**RESOLUTION 2024/23**

Moved: Chairperson Belinda Ward

Seconded: Member Tyler Bamber

**That Bay of Islands-Whangaroa Community Board receive the Bay of Islands-Whangaroa Community Board February Open Resolution Report.**

**CARRIED****9 TE KAPINGA HUI / MEETING CLOSE**

At 11.45am Member Amy Slack closed the meeting with a karakia.

**The meeting closed at 11.46am.**

**The minutes of this meeting will be confirmed at the Bay of Islands-Whangaroa Community Board Meeting held on 18 April 2024.**

.....  
**CHAIRPERSON**

## 7 NGĀ PŪRONGO / REPORTS

### 7.1 CHAIRPERSON AND MEMBERS REPORT

**File Number:** A4648487

**Author:** Kim Hammond, Community Board Coordinator

**Authoriser:** Scott May, Manager - Stakeholder Relationships

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

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

#### TŪTOHUNGA / RECOMMENDATION

**That the Bay of Islands-Whangaroa Community Board note the reports from Chairperson Belinda Ward and Members Lane Ayr and Jane Hindle.**

#### 1) 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.

#### 2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

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 report from the Chairperson and members are attached.

Resource Consents are available on the Council's website and when going through a public notification process will be 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 to provide transparency.

#### TAKE TŪTOHUNGA / 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.

#### 3) 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.

#### ĀPITIHINGA / ATTACHMENTS

1. **Members Report - Chairperson Belinda Ward - A4648120**  
2. **Members Report - Jane Hindle - A4648174**  
3. **Deputy Chairperson Ayr Report 10.04.24 - A4658584**  

























## 7.2 PAIHIA VILLAGE GREEN ARTS AND CRAFTS GUIDELINES 2024-2025

**File Number:** A4634040

**Author:** Victoria Neki, Team Leader - Technical Operations

**Authoriser:** Jonathan Slavich, Chief Financial Officer

### TAKE PŪRONGO / PURPOSE OF THE REPORT

This report seeks Bay of Islands-Whangaroa Community Board to approve the Focus Paihia Village Green Arts and Crafts Market Guidelines.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Paihia Village Green is managed in accordance with the Paihia Village Green Management Plan, which includes the market guidelines as an appendix.
- The Paihia Village Green Management Plan was adopted by Council in 1999.
- Council adopted the Paihia Village Green Market Guidelines in 2004, as recommended by the Bay of Islands-Whangaroa Community Board.
- Each year the Bay of Islands-Whangaroa Community Board is required to adopt the Paihia Village Green Arts and Craft Market Guidelines.
- On 18 March 2024, Council staff met with representatives from Focus Paihia Community Trust, Far North Holdings Limited and Chairperson Ward to update and agree to guidelines before presenting them to Community Board for final sign off.

### TŪTOHUNGA / RECOMMENDATION

**That Bay of Islands-Whangaroa Community Board approve the Paihia Village Green Art and Crafts Market Guidelines 2024-2025.**

### 1) TĀHUHU KŌRERO / BACKGROUND

The Paihia Village Green (PVG) is located at the corner of Marsden Road and School Road Paihia. It is the main open piece that links the wharf and maritime area with the commercial car parking areas of Paihia. The PVG is often used for events or activities that 'add to the festive atmosphere of a seaside resort'.

In 1999 the Paihia Memorial Hall Committee managed the PVG, as part of this agreement the Paihia Memorial Hall Committee received any payment for the use of the PVG and made any decisions regarding who or what activity could use the PVG.

Also in 1999, the Kerikeri Community Board resolved that a Community Board member and a Councillor be appointed to work with staff to determine an up-to-date policy and/or management plan for the PVG. Council adopted the Paihia Village Green Management Plan (PVGMP). The PVGMP provided for a craft market to be held on the green when cruise ships are in the bay, which was managed by the local Art and Craft Society. The PVGMP in 1999 stated that the management plan would be reviewed every five years if necessary and the scale of fees and charges would be reviewed yearly.

As part of this PVGMP the Paihia I-Site would take bookings for both the PVG and Craft market and would retain 10% of the income.

A report was presented to the Bay of Islands-Whangaroa Community Board in June 2011, recommending that the Community Board discuss with Focus Paihia the potential for Focus Paihia to manage the PVG, including the art and crafts market. The discussion included - how the management of the PVG might work, changes to the way that it is managed and what payment arrangement is appropriate. The reason for this report was that over 2010-2011 there were a higher number of complaints. A summary of the complaints include:

- There is a perception that the stall holders have an unfair commercial advantage over the retailers in the “high” street.
- The quality or quantity of the art and craft market is not managed.
- There is no official point of contact for managing site allocation, collecting fees and managing cancellations.
- Charging of fees is inconsistent – Farmers Market stall holders don’t pay, and IT Festival did not pay any significant amount.

One of the options provided to the community was to appoint Focus Paihia to manage the PVG - including the art and crafts market.

In 2014 the day-to-day management of the PVG continued to be managed by Focus Paihia, as part of this agreement Focus Paihia worked collaboratively with market stall holders and the business community to develop new market guidelines aimed to ensure a successful and vibrant market. Council adopted the Paihia Village Green Art and Craft Market Guidelines and amended the PVGMP.

Since Focus Paihia took over the management of the PVG and art and crafts market, several changes have been made to the Paihia Village Green Art and Craft Market Guidelines, including:

- Originally a market would be held if the cruise ship carrying more than 220 passengers was in the Bay of Islands port. This was then increased to ships carrying more than 1000 passengers. The current agreement is that markets will only be held if the cruise ship is carrying more than 1750 passengers. At the time of writing this report, the cruise ship season for 2024/2025 has not been confirmed.
- In previous years the number of stalls went from 35 originally, down to 20 and it is now requested that it goes back up to a maximum 35. 10 of these sites will also be set aside for local retailers free of charge.

On the 18 March 2024, Focus Paihia organised a meeting to discuss changing the Paihia Village Green Art and Craft Guidelines to enable them to support applications for artisan stall holders easier, such as:

- It is recommended that the wording to define “artisan”, *“Product that is commercially formed/produced and then ‘finished’ by the seller will not be accepted”* is replaced with the wording *“Products produced by artisans, either completely by hand, or with the help of hand tools or even mechanical means, as long as the direct manual contribution of the artisan remains the most substantial component of the finished product will be accepted”*.
- It is recommended that Guideline 6 “Certification Criteria” which shows list of specific examples and criteria is removed. The reason for this, is so that the list does not limit the stall holders in regard to what is “artisan” and keeps the guideline broad. The information will still be used as a sheet of examples so those who are unsure, can refer to it.
- It is recommended that the Retailers guidelines are completely removed as it is not necessary, due to there being no current retailers involved and not fitting the criteria of “artisan”.

## **2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS**

It is recommended to make these changes to the guidelines so that Focus Paihia are able to make better informed decisions around what applications fit the criteria “artisan”.

Attached are the Artisans and Retailers 2024-2025 Paihia Village Green Art and Craft Market Guidelines and the Village Green site map. These guidelines are required to be presented to the Bay of Islands-Whangaroa Community Board for approval and then attached to the PVGMP.

## **TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION**

Focus Paihia works with market stall holders and businesses in Paihia and asks for feedback on changes that they would like to be made to the upcoming market season. Focus Paihia, a Community Board Representative and council staff have met to discuss the changes that were requested to be made to the Paihia Village Green Art and Craft Market Guidelines.

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

There are no financial implications in approving the Paihia Village Green Art and Crafts Market Guidelines.

#### **ĀPITIHINGA / ATTACHMENTS**

1. **Market Guidelines Artisans - Paihia Art Craft 2024-2025 - A4641035** [↓](#) 
2. **Council Site Plan - Paihia Arts and Crafts Market - A4638480** [↓](#) 

**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.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	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.	Reserves Act 1977. Paihia Village Green Management Plan.
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 matter has been referred to the Community Board as 'reserves' are one the civic amenities referred to in the delegations of the Community Board.
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.	Possible implications for Māori have been considered as part of the Paihia Village Green Management Plan.
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).	Focus Paihia have worked in consultation with stall holders and local business in developing the guidelines.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications with this report.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

















**7.3 ROAD NAMING - 208 WAIPAPA ROAD, WAIPAPA**

**File Number:** A4610683  
**Author:** Trinity Lane, Finance and Customer Services Administrator  
**Authoriser:** Andy Finch, District Engineer

**TAKE PŪRONGO / PURPOSE OF THE REPORT**

That the Bay of Islands-Whangaroa Community Board name the Private Road currently addressed at 208 Waipapa Road, Waipapa.

**WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY**

- A road naming application to name a private road addressed at 208 Waipapa Road, Waipapa was received.
- Community Boards have the delegated authority to allocate names for previously unnamed private road, reserves and other community facilities.

**TŪTOHUNGA / RECOMMENDATION**  
**That Bay of Islands-Whangaroa Community Board name the road currently addressed at 208 Waipapa Road, Waipapa as “Greenfields Way”.**

**1) TĀHUHU KŌRERO / BACKGROUND**

An application was made by Neil and Patricia Wilson on the 22<sup>nd</sup> of February 2024 to name a road in which 7 dwellings reside.

The applicant proposed Greenfields Lane as they are surrounded by Greenfields.

The suggested names were sent to Land Information New Zealand for approval. A response was received confirming 1/2 suggested names were acceptable for use in this area and can be approved as per the Addressing Standards 2011. Greenfields Lane was not acceptable unless the road type was changed as “Green Lane” in Kaeo is too similar.

Greenfields Way was then approved as acceptable for use in this area and can be approved as per the Addressing Standards 2011.

Te Hono consulted with Ngāti Rēhia when choosing the names for this road. Ngāti Rēhia approved the suggested names for this area.

Road Naming: 208 <u>Waipapa Road, Waipapa</u>	
LINZ Approval	YES
Hapu Consultation	Ngāti <u>Rēhia</u>
Map Attached	YES
Owner Consent	YES

<b>Consultation: Road Name</b>			
<b>Choices:</b>	<b>GreenFields Way</b>	<b>Rakau Lane</b>	
<b>Residents In Favour:</b>	11	11	

**2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS**

The proposed names are as follows:

1. Greenfields Way;
2. Rākau Lane.

**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 signs (blue on white background name blade). The cost of the road signage and installation will be met by the applicant.

**ĀPITIHINGA / ATTACHMENTS**

1. **Map - A4589021** [↓](#) 

**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.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This is the naming of a Private 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.	Hapu/Iwi were asked for their feedback by the applicant.  Ngāti Rēhia approved the proposed names.
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).	The property owners of 208 Waipapa Road have given consent to name the road Greenfields Way as per the road naming application and approval form attached
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 signs (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 as not reviewed this report.





## 7.4 ALFRESCO DINING APPLICATION - CELLINI'S CAFÉ

**File Number:** A4640538

**Author:** Ken Ward, Team Leader - Monitoring

**Authoriser:** Rochelle Deane, Manager – Compliance

### TAKE PŪRONGO / PURPOSE OF THE REPORT

To allow the Bay of Islands – Whangaroa Community Board the ability to comment on a new Alfresco dining licence from Cellini's Café, 68 Marsden Road, Paihia.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Cellini's Café have applied for a new Alfresco dining licence and paid the requisite fee.

### TŪTOHUNGA / RECOMMENDATION

**That pursuant to Council Resolution passed on 30 June 2022, Bay of Islands-Whangaroa Community Board provide comment on a new application for alfresco dining from Cellini's Café, Paihia.**

### 1) TĀHUHU KŌRERO / BACKGROUND

On 30<sup>th</sup> June 2022, Council passed a resolution that delegates authority to Community Boards to comment on alfresco dining applications.

Prior to 30<sup>th</sup> June 2022 alfresco dining applications were assessed against the 'Alfresco Dining Policy 2014' and only applications that were declined were considered by the relevant Community Board. This policy was revoked by Council on 30<sup>th</sup> June 2022.

On 19<sup>th</sup> May 2022, Council adopted the 'Road Use Bylaw 2022'. The purpose of the Bylaw is to regulate or control the use of roads and adjoining land by –

- a) Vehicles;
- b) Stands, stalls or mobile shops
- c) Animals and
- d) Structures, vegetation and other things that may affect road safety or the environment.

Part 4, clause 13 of the 'Road Use Bylaw 2022' requires a person to obtain written approval from Council to occupy any part of a road with structures to providing food or beverages services.

Part 7 of the 'Road Use Bylaw 2022' outlines the application, assessment and approval process. In particular clause 20 outlines the conditions that can be imposed on all approvals granted under Part 7 of the Bylaw.

Alfresco dining applications expire 30<sup>th</sup> June each year. Approval holders are required to renew their approval before it expires each year.

Cellini's Café have applied for a new alfresco dining application and propose to utilise two tables and eight chairs. They have paid the requisite application fee. A copy of the draft approval can be found as attachment A.

**2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS**

On 30<sup>th</sup> June 2022 Council delegated to Community Board to comment on alfresco dining approvals.

Option No.	Option Description	Advantages	Disadvantages
1	Provide comment on the alfresco dining new approval applications from Cellini's Café, Pahia as per attachment A.	Applications comply with the "Road Use Bylaw 2022".	There are no disadvantages.

**TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION**

There is only one option to enable the Bay of Islands-Whangaroa Community Board to provide comment on the new alfresco dining approval which will contribute towards the final decision on the alfresco dining applications.

**3) 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. The applicants have paid the required application fee for the renewal of alfresco dining approval

**ĀPITIHINGA / ATTACHMENTS**

1. **Alfresco Dining Application - Cellinis - A4653236** [↓](#) 

**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.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	The Alfresco Dining Policy 2014 was revoked on 30 June 2022. Regulation of alfresco dining is outlined in the Road Use Bylaw 2022.  The rules around approvals for alfresco dining are essentially unchanged, and therefore the level of significance for the recommendation to comment on the renewal of alfresco dining applications or new alfresco dining application is considered low.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	2022 – Part 4 clause 13 and Part 7.
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.	The Bay of Islands-Whangaroa Community Board have delegation over activities on reserves but also has delegation to comment on alfresco dining applications.
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.	Māori had an opportunity to contribute during the consultation process on the new Road Use Bylaw 2022. The Road Use Bylaw 2022 was adopted on 19 May 2022.
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).	Regulation of alfresco dining is of relevance to hospitality businesses, their employees, and all community members and visitors to the Far North District. However, the rules around licenses for alfresco dining have not changed in their effect, and therefore the level of significance of this decision is low.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications to this decision.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.







## 7.5 FUNDING APPLICATIONS

**File Number:** A4645271

**Author:** Kathryn Trewin, Funding Advisor

**Authoriser:** Scott May, Manager - Stakeholder Relationships

### TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is to allow the Bay of Islands-Whangaroa Community Board (the Board) to consider the application/s received for the Community Grant Fund/Placemaking Fund.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Board has **\$68,302.52** to allocate for the Community Board Fund in the 2023/2024 financial year.
- The Board also has **\$100,060.00** to allocate for the Placemaking Fund for the 2023/2024 financial year.
- Four new applications have been received, requesting \$54,845.00.

#### TŪTOHUNGA / RECOMMENDATION

That Bay of Islands-Whangaroa Community Board approve the sum of **\$10,000.00** (plus GST if applicable) be paid from the Boards Community Fund account to Business Paihia towards the costs for Matariki 2024 celebrations.

#### TŪTOHUNGA / RECOMMENDATION

That Bay of Islands-Whangaroa Community Board approve the sum of **\$2,500.00** (plus GST if applicable) be paid from the Boards Community Fund account to Kawakawa Bowling Club towards the installation of sun shelters.

#### TŪTOHUNGA / RECOMMENDATION

That Bay of Islands-Whangaroa Community Board approve the sum of **\$5,000.00** (plus GST if applicable) be paid from the Boards Community Fund account to Kerikeri Theatre Company towards the production costs of the Little Shop of Horrors.

#### TŪTOHUNGA / RECOMMENDATION

That Bay of Islands-Whangaroa Community Board approve the sum of **\$5,000.00** (plus GST if applicable) be paid from the Boards Placemaking Fund account to Nga Tangariki o Ngati Hine Trust towards the walkway access and beautification.

### 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 and all provisions listed on the application form.

Each application must meet at least one community outcome from the Council's Long Term Plan. The six community outcomes are as follows:

1. Proud, vibrant communities;
2. Prosperous Communities supported by a sustainable economy;
3. Communities that are safe, connected and sustainable;
4. Communities that are prepared for the unexpected;

5. A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki;
6. We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride.

## 2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Applicant	Requested	Recommend	Comments	Type
Business Paihia – Matariki 2024	\$30,000	\$10,000	The applicant is seeking funding towards the 2024 Matariki celebrations in Paihia.  This meets community outcomes 1, 3, 6	Arts, Culture and Heritage/Event
Kawakawa Bowling Club – Sunshelter	\$4,485	\$2,500	The applicant is seeking funding to install sun shelters to protect those using the facility during the hours when UV rates are highest. They have raised \$500 already and have the opportunity to continue to raise funds for the balance of costs.  This meets community outcomes 1 and 3	Infrastructure
Kerikeri Theatre Co – Little Shop of Horrors	\$15,860	\$5,000.00	The applicant is seeking assistance in funding their next show – Little Shop of Horrors. They have been granted \$2,000 from the local Creative Communities Committee.  This meets community outcomes 1, 3, 6	Arts, Culture and Heritage
Nga Tangariki o Ngati Hine Trust	\$5,000.00	\$5,000.00	The applicant is working with the Department of Conservation to create better access to the Kawakawa swamp. They are seeking funding to improve the access and beautification of the area.  This meets community outcomes 1, 3, 5, 6	Infrastructure

### TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

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

For each application, the Board has three options.

**Option One:** Authorise funding for the full amount requested.

**Option Two:** Authorise partial funding.

**Option Three:** Decline funding the application.



**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. **Business Paihia - Matariki 2024 - A4645260** [↓](#) 
2. **Kawakawa Bowling Club - Sun shelters - A4645264** [↓](#) 
3. **Kerikeri Theatre Co - Little Shop of Horrors - A4645263** [↓](#) 
4. **Nga Tangariki o Ngati Hine Trust - A4645258** [↓](#) 

**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.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	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.	Applications received are assessed against the Community Grants 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 the applications received in relation to whenua and/or wai.
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.













































































## 7.6 PROJECT FUNDING REPORTS

**File Number:** A4645269

**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 Bay of Islands-Whangaroa Community Board note the project reports received from:

1. Northland Dance - Alice in Wonderland
2. Business Paihia - Christmas 2023
3. Kerikeri Business Association - Main Street Flower Baskets

### 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. Alice in Wonderland - A4645262 [↓](#) 
2. Business Paihia - Christmas 2023 - A4645259 [↓](#) 
3. Kerikeri Business Association - A4645261 [↓](#) 

**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.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	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.















**7.7 WINTER 2024 RURAL TRAVEL FUNDING APPLICATIONS****File Number: A4645267****Author: Kathryn Trewin, Funding Advisor****Authoriser: Scott May, Manager - Stakeholder Relationships****TAKE PŪRONGO / PURPOSE OF THE REPORT**

To allocate Rural Travel Funding for the 2023/24 winter sporting season.

**TŪTOHUNGA / RECOMMENDATION****That Bay of Islands-Whangaroa Community Board allocates Rural Travel Grant funding in accordance with the recommendations received from Sport Northland as follows:**

<b>a) Bay Cosmos AFC, Kawakawa</b>	<b>\$1,400.00</b>
<b>b) Bay of Islands College</b>	<b>\$2,000.00</b>
<b>c) Karetu School</b>	<b>\$1,000.00</b>
<b>d) Kerikeri Football Club</b>	<b>\$2,000.00</b>
<b>e) Kerikeri High School</b>	<b>\$1,000.00</b>
<b>f) Matauri Bay School</b>	<b>\$570.00</b>
<b>g) Moerewa Rugby Club</b>	<b>\$600.00</b>
<b>h) Moerewa Rugby Club Juniors</b>	<b>\$1,200.00</b>
<b>i) United Kawakawa Rugby Club</b>	<b><u>\$1,000.00</u></b>
	<b>\$10,770.00</b>

**1) TĀHUHU KŌRERO / BACKGROUND**

The Rural Travel Fund was developed in response to concerns raised by Councils throughout the country about the lack of participation in sport by young people living in rural communities. The Fund was introduced as an interim measure until a rural participation strategy was fully developed and implemented by central government. The strategy is yet to be developed.

Council receives funding based on a per capita basis and gave the three Community Boards delegated authority to allocate the funding. Each Board receives a sum based on the number of people between ages five and nineteen living in their respective areas. Figures are based on the 2013 census results. This funding round is the second of two funding rounds for the current financial year, for sporting activities taking place in winter, or until approximately November 2024 when the next round of funding is allocated.

Council advertises that funding is available approximately one month before applications close online (including on Council's Facebook page), with the closing dates notified on the Rural Travel Funding page at the start of each calendar year (when the Community Board meetings dates are set). The Sport Northland representatives also forward information of the fund to clubs and schools that they work with as a more targeted approach to advertise the funding is available.

**2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS**

It is each Community Board's role to determine which applications best meet the criteria and will have the most positive broad effect in their communities. The following table is a guide to the funding criteria.

Funding is available for activities taking place within the district. It is understood, that in some cases, competitions do not exist within the district and travel is required in which case the Community Boards may use their discretion.

Project reports for any previous grants have been received from all the current applicants. The funding recommendation summary is attached, with applications being provided under separate cover to the Board.

	<b>Sport New Zealand (Rural Travel)</b>
<b>What are the Objectives?</b>	Subsidise travel for junior teams participating in local sport competition.
<b>How much is available?</b>	\$39,638.00 across the Far North District (including a one-off grant of \$10,275.00)
<b>Funding is not available for</b>	Activities taking place during school hours, coaches, referees, club/school sport administration, travel to training.
<b>Who can apply?</b>	Schools and clubs.
<b>What age group is funding for?</b>	Funding is available for youth/children aged 5 - 19 years of age.
<b>Eligible Sports</b>	Sports that have regular grass roots competitions such as netball, hockey, rugby, rugby league, softball, football, touch rugby, basketball.

Applicants are advised, when granted funds, that the funds are to be uplifted within three months and that a project report form is required if they wish to be eligible to apply for future funding.

### **TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION**

To fulfil the requirements of the Sport NZ Rural Travel Fund agreement with Sport New Zealand to increase participation in sport by young people living in rural communities.

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

Council now receives one grant annually from Sport New Zealand. Sport Northland no longer offer Tu Manawa funding through Councils and undertake granting of this funding themselves.

The total budget for rural travel funding for the 2023/24 financial year is \$39,268. The percentage of youth throughout the district is translated into percentages to calculate the percentage of funding each Board can allocate. \$4,800 was allocated by the Board for the summer round of applications. The amount the board has available to grant for the Winter travel round is \$11,237.36, which includes unallocated funding from the summer travel round.

### **ĀPITIHINGA / ATTACHMENTS**

- 1. BOIWCB - RTF Winter Sport Funding Breakdown - A4645265**  

**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.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	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 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD APRIL OPEN RESOLUTION REPORT

**File Number:** A4647324

**Author:** Fleur Beresford, Democracy Advisor

**Authoriser:** Casey Gannon, Manager - Democracy Services

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Bay of Islands-Whangaroa Community Board with an overview of outstanding decisions from 1 January 2021.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Council staff have reintroduced open resolution reports as a mechanism to communicate progress against decisions/resolutions and confirm when decisions have been implemented.
- Open resolution reports are in place for Council, Committees and Community Boards.

#### TŪTOHUNGA / RECOMMENDATION

**That Bay of Islands-Whangaroa Community Board receive the Bay of Islands-Whangaroa Community Board April Open Resolution Report.**

#### TĀHUHU KŌRERO / BACKGROUND

Open resolution reports provide regular updates on progress against decisions made at meetings.

Open resolution reports have been designed as a way to close the loop and communicate with elected members on the decisions made by way of resolution at formal meetings.

#### MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

The Democracy Services staff are working with staff to ensure that the project completion times are updated so that open resolution reports provided to members differentiate between work outstanding and work in progress.

#### 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. **BOIW CB Open Resolution Report 18.04.24 - A4653326** [↓](#) 



**9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER**

**10 TE KAPINGA HUI / MEETING CLOSE**