



**Far North
District Council**



Te Kaunihera o Te Hiku o te Ika

AGENDA

Te Hiku Community Board Meeting

Tuesday, 16 July 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 & Kaitia 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, Kaitaia on:
Tuesday 16 July 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

Nil

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: A4666773

Author: Marysa Maheno, Democracy Advisor

Authoriser: Aisha Huriwai, 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 18 June 2024 and the Extraordinary meeting held 24 June 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. 2024-06-18 Te Hiku Community Board Minutes - A4752113 [↓](#) 
2. 2024-06-24 Te Hiku Community Board Minutes - A4760637 [↓](#) 

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, 18 JUNE 2024 AT 10:00AM**

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: Cr Hilda Halkyard-Harawira

STAFF PRESENT: Beverly Mitchell (Community Board Co-ordinator – Stakeholder Relationships), Peggy Veen (Principle Advisor – Strategic Relationships), Marysa Maheno (Democracy Advisor – Democracy Services), Maria Bullen (Democracy Advisor – Democracy Services)

1 KARAKIA TIMATANGA / OPENING PRAYER

At 10:00AM Chairperson Adele Gardner commenced the meeting and member Rachel Baucke opened with a karakia.

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

CONFLICTS OF INTEREST

RESOLUTION 2024/1

Moved: Member William (Bill) Subritzky

Seconded: Chairperson Adele Gardner

That the following conflicts of interest and abstention from voting be noted:

- a) **Member Sheryl Bainbridge declared a conflict of interest in relation to item 7.1 – Funding Application - Doubtless Bay Promotions Inc; and**
- b) **Deputy Chairperson John Stewart declared a conflict of interest in relation to item 7.1, Funding Application - Mangonui Waterfront Working Group.**

CARRIED

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

- Carolyn Saulo representing Tahaawai ki Kaitaia/Pukepoto

DOCUMENTS TABLED AT MEETING**Attachments tabled at meeting**

- 1 Carolyn Saulo - Tahaawai ki Kaitaia/Pukepoto letter to the Te Hiku Community Board

4 NGĀ TONO KŌRERO / DEPUTATIONS

- Lesley Wallace representing Sport Northland

5 NGĀ KAIKŌRERO / SPEAKERS

- Paula Ireland and Dean representing Waiharara Hall item 7.1, page 106 refers
- Margaret Aydon representing Doubtless Bay Promotions Inc item 7.1, page 83 refers
- Zoe Williams (Manaia Tuwhare-Hoani & Ramon Narayan spoke on her behalf) representing Action Education item 7.1, page 24 refers.
- Hanna Rio da Silva representing Collaborative Team Covered Green Initiative item 7.1, page 33 refers.
- George Vucjich representing Far North Cricket Club Inc item 7.1, page 53 refers
- Eddie Aickin representing Mangonui Waterfront Working Group item 7.1, page 92 refers
- Mandi Lynn representing Every Body is a Treasure item 7.1, page 41 refers
- Eddie Bellas representing Far North Torpedo Fishing Competition item 7.1, page 61 refers

At 11:24am the meeting adjourned.

At 11:34am Cr Hilda Halkyard-Harawira left during adjournment.

At 11:38am the meeting resumed.

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

Agenda item 6.1 document number A4666767, pages 10 - 11 refers

COMMITTEE RECOMMENDATION

Moved: Chairperson Adele Gardner
Seconded: Member William (Bill) Subritzky

That Te Hiku Community Board confirm the minutes of the meeting held 14 May 2024 to be a true and correct record.

CARRIED

7 NGĀ PŪRONGO / REPORTS**7.1A FUNDING APPLICATIONS**

Agenda item 7.1 document number A4731638, pages 18 - 25 refers

COMMITTEE RECOMMENDATION

Moved: Member Rachel Baucke
Seconded: Deputy Chairperson John Stewart

That Te Hiku Community Board approve the sum of **\$2,658.95** (plus GST if applicable) be paid from the Board's Community Grant Fund account to Action Education for a series of poetry workshops with rangatahi.

LOST

7.1b FUNDING APPLICATION

Agenda item 7.1 document number A4731638, pages 18-25 refers.

COMMITTEE RECOMMENDATION

Moved: Member Sheryl Bainbridge
Seconded: Chairperson Adele Gardner

That Te Hiku Community Board approve the sum of **\$8,434** (plus GST if applicable) be paid from the Board's Placemaking Fund account to Covered Green Collaborative Team for Geotech investigations at the Coopers Beach Bowling Club.

CARRIED

7.1c FUNDING APPLICATIONS

Agenda item 7.1 document number A4731638, pages 18-25 refers.

COMMITTEE RECOMMENDATION

Moved: Member Sheryl Bainbridge
Seconded: Member William (Bill) Subritzky

That Te Hiku Community Board approve the sum of **\$1,847** (plus GST if applicable) be paid from the Board's Community Grant Fund account to Doubtless Bay Floral Art Society for hosting the 2024 Floral Art Designer of the Year.

CARRIED

7.1d FUNDING APPLICATIONS

Agenda item 7.1 document number A4731638, pages 18-25 refers.

COMMITTEE RECOMMENDATION

Moved: Member Sheryl Bainbridge

7 NGĀ PŪRONGO / REPORTS

7.1 NEW GROUND LEASE TO TE RARAWA RUGBY CLUB INCORPORATED OVER RARAWA MEMORIAL DOMAIN RECREATION RESERVE

File Number: A4704455

Author: Michelle Rockell, Team Leader - Property Management

Authoriser: Kevin Johnson, Group Manager - Delivery and Operations

TAKE PŪRONGO / PURPOSE OF THE REPORT

To seek the Te Hiku Community Board recommendation on the granting of a new ground lease over recreation reserve, under Section 54 Reserves Act 1977 being Section 151 Block IV Ahipara SD and Lot 4 DP 366836 to Te Rarawa Rugby Club Incorporated.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Te Rarawa Rugby Club Incorporated have been established at the Rarawa Memorial Domain Recreation Reserve since 1st December 1985.
- In September 2023 Te Rarawa Rugby Club Incorporated formally and requested a new lease.
- There is no existing Reserve Management Plan for Rarawa Memorial Domain Recreation Reserve.
- The Reserves Act 1977 requires public consultation on the issuing of a lease over a Recreation Reserve when no Reserve Management Plan is in place.
- This report was presented to the Te Hiku Community Board on 12th December 2023 who resolved to recommend the initiation of public consultation. Resolution 2023/119.
- Council approved public consultation on 8th February 2024, which ran from 2nd to 30th April 2024.
- A total of 100 submissions were received. 99 were in support of the proposal and 1 was against the proposal. One person was heard at the 21st June 2024 Te Hiku Community Board meeting to voice their support of the lease.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board recommends that Council:

- A) **approves a new ground lease to Te Rarawa Rugby Club Incorporated over part of the Rarawa Memorial Domain Recreation Reserve being section 151 Block IV Ahipara SD, approximately 40,468 square metres, held in New Zealand Gazette 1979, page 1202 and recreation reserve held in Record of Title 308444, being of lot 4 dp 366836, approximately 6010 square metres.**

The terms of the proposed lease shall be:

- **Term: 30 years (15+15);**
- **Rental: as per FNDC fees and charges schedule for a community lease;**
- **\$118 plus gst for 2023/24 and reviewed annually in conjunction with the FNDC fees and charges schedule;**

b) with further conditions negotiated and agreed upon by the Group Manager Delivery and Operations, and Te Rarawa Rugby Club Incorporated

1) TĀHUHU KŌRERO / BACKGROUND

On 12 December 2023, Te Hiku Community Board passed the following resolution:

7.2 NEW GROUND LEASE TO TE RARAWA RUGBY CLUB INCORPORATED OVER RARAWA MEMORIAL DOMAIN RECREATION RESERVE

Agenda item 7.2 document number A4464595, pages 109 - 119 refers.

RESOLUTION 2023/119

Moved: Member Darren Axe

Seconded: Deputy Chairperson John Stewart

That the Te Hiku Community Board:

- a) recommends to Council that the public consultation process is commenced on the granting of a new ground lease to Te Rarawa Rugby Club Incorporated over part of the Rarawa Memorial Domain Recreation Reserve being Section 151 Block IV Ahipara SD, approximately 40,468 square metres, held in New Zealand Gazette 1979 page 1202 and Recreation Reserve held in Record of Title 308444, being of Lot 4 DP 366836, approximately 6010 square metres.

The terms of the proposed lease shall be:

- Term: 30 Years (15+15)
- Rental: As per FNDC Fees and Charges Schedule for a Community lease.
- \$118 plus GST for 2023/24 and reviewed annually in conjunction with the FNDC Fees and Charges Schedule.

- b) is appointed to hear any submissions received in response to the consultation process and to make recommendations to Council.

CARRIED

Rarawa Memorial Domain Recreation Reserve is vested in Council and has been occupied by Te Rarawa Rugby Club Incorporated, since 1985.

Te Rarawa Rugby Club Incorporated occupy the site in conjunction with Te Rarawa Football Club.

In September 2023, Te Rarawa Rugby Club Incorporated approached Council formally seeking a new ground lease.

Te Rarawa Rugby Club Incorporated is a well-established group with 38 years of service to the local community. Their main objective is to provide sport (primarily rugby but not limited) to the Community of Ahipara and surrounding areas.

Te Rarawa Rugby Club Incorporated currently has 4 Junior Rugby Teams, 1 Young Adult team and a Senior Mens & Senior Women's Team. Their total membership is approximately 180 with the expectation of growth in 2024 with the addition of another Young Adult team.

With 2 playing fields, Te Rarawa Rugby Club Incorporated provide the option of year-round training. Te Rarawa Rugby Club Incorporated are seeking funding to upgrade and add new lights over the fields and courts.

Te Rarawa Rugby Club Incorporated provide a Touch module over the summer period hosting 8-10 teams comprised mainly of local Whanau of all ages. Te Rarawa Rugby Club Incorporated also care for and maintain the two courts (netball/tennis and basketball) as well as the cricket pitch located between the second field & the Te Rarawa Football Club grounds.

Te Rarawa Rugby Club Incorporated club is the unofficial Community Hall of Ahipara. It is used by the Ahipara School as an indoor venue for major events, presentations, and Kapa Haka trainings.

The field and lights are essential for Emergency Services (such as safe landing of helicopters) and the venue is utilised by the community as a Civil Defence hub.

Other local groups and organisations, including Te Hiku Community Board, also utilise the space to provide activities for the community. These activities range from Te Rarawa's Relay for Life, Ahipara Aroha's Matariki Festival and Inter-School sports events.



Aerial view of proposed leased area in red.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The 2013 Minister of Conservation Reserves Act Delegations provide for Local Authorities to wear the hat of the Minister for delegated actions over vested recreation reserves.

Section 54(1) of the Reserves Act 1977 (“the Act”) provides for Council, with the prior consent of the Minister, to grant leases over recreation reserves. From 2013, prior consent of the Minister is delegated to Council.

Section 54(2) Reserves Act 1977 requires public notification of the proposed lease action where no current reserve management plan is in place for the vested recreation reserve. There is no current reserve management plan for the Rarawa Memorial Domain Recreation Reserve.

Council resolution to commence public consultation satisfies the prior consent of the Minister and the public notice requirements.

Council delegations: the role of the Board vs the role of the Council

Community Boards are delegated to provide recommendations to Council in respect to applications for the use and/or lease of reserves not contemplated by an existing reserve management plan.

The Te Hiku Community Board is therefore now required to deliberate upon the submissions received (see attached list of submissions), and then make a recommendation to Council in respect of the proposal.

Public Notification

Public Notice was advertised in the Northern Advocate and ran from 1st April – 30th April 2024 as required under the Reserve Act.

A total of 100 submissions were received. 99 submissions were in support of the proposal, one was against the proposal and one was heard to voice their support of the lease at the 21st June 2024 Te Hiku Community Board meeting.

Section 54 of the Act (Leasing powers in respect of recreation reserves) delegates to Council the the options available for this site are:

Option 1: Recommended

That the Te Hiku Community Board recommends that Council:

- a) **approves a new ground lease to Te Rarawa Rugby Club Incorporated over part of the Rarawa Memorial Domain Recreation Reserve being Section 151 Block IV Ahipara SD, approximately 40,468 square metres, held in New Zealand Gazette 1979, page 1202 and Section 151 Block IV Ahipara SD, held in Record of Title 308444, being of Lot 4 DP 366836, approximately 6010 square metres.**

The terms of the proposed lease shall be:

- **Term: 30 Years (15+15)**
- **Rental: As per FNDC Fees and Charges Schedule for a Community Lease.**
- **\$118 plus GST for 2023/24 and reviewed annually in conjunction with the FNDC Fees and Charges Schedule.**

- b) **with further conditions negotiated and agreed upon by the Group Manager Delivery and Operations, and Te Rarawa Rugby Club Incorporated**

Option 1 will allow Te Rarawa Rugby Club Incorporated to continue providing their service to the community.

Option 2:

- a. Decline Te Rarawa Rugby Club Incorporated request for a new ground lease
- b. Ask Te Rarawa Rugby Club Incorporated to remove any existing building(s) and associated assets from the reserve and reinstate the recreation reserve at their cost.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

Te Rarawa Rugby Club Incorporated provide a beneficial service to the community and requiring them to vacate the land will be detrimental to the Community, Whānau and Tamariki of the area.

Te Rarawa Rugby Club Incorporated require certainty of a long-term lease for funding purposes to carry out development projects over the Domain.

As per the FNDC Parks and Reserves Policy 2022, Council can grant exclusive leases to part or all of a reserve for a maximum term of 15 years with a further right of renewal for 15 years if it deems such terms to be appropriate.

Public consultation enabled Te Hiku Community Board to assess the community's engagement with the Te Rarawa Rugby Club Incorporated proposal and to determine if the granting of this lease is the best option for the community.

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

The lease will provide for the lessee to continue to be responsible for all ongoing maintenance of the associated green space.

The lease will provide for the lessee to be responsible for the payment of all utility charges, rates and insurances.

Should a lease not be provided to Te Rarawa Rugby Club Incorporated, and the land reinstated to reserve, Council will become responsible for any ongoing maintenance of the site, placing more pressure on the Reserve's maintenance budget.

ĀPITIHINGA / ATTACHMENTS

1. **Public consultation results - A4762782** [↓](#) 

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	Medium
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	FNDC Reserves Policy: The Policy supports a long-term lease being offered to community orientated groups wanting a permanent base. The Reserves Act 1977: Section 119 and 120 require that public consultation be initiated prior to the granting of a lease
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 does not have District wide relevance. Delegation to the relevant Community Board 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.
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.	Far North District Council recognises the significant role of tangata whenua as set out in the Working with Māori chapter in the Long-Term Plan 2021-2031. It is important to notify tangata whenua in the Ahipara locality of the lease proposal prior to the public consultation. Te Hono was approached to provide advice on who the main contacts were in the first instance. A letter was sent via email to Te Runanga o Te Rarawa Chief Executive and Personal Assistant to inform the public consultation process. Their Personal Assistant confirmed the receipt of this letter.
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).	Public consultation and Iwi consultation was progressed as per the Reserves Act 1977 and the FNDC Engagement Policy. This will allowed us to identify any people or groups who may be affected or have interest in the matter.
State the financial implications and where budgetary provisions have been made to support this decision.	All upgrade and maintenance costs fall to the lessee. The appropriate community rent for the land is set by the FNDC Fees Charges Schedule.

Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.
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7.2 FUNDING APPLICATIONS

File Number: A4770847

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 June 2024 meeting.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Seven applications have been received, requesting a total of **\$39,221**
- The Community Board has an available total of **\$134,631** in **Community Grant** Funding for the 2023/24 financial year.
- The Community Board has an available total of **\$100,000** in **Placemaking** Funding for the 2023/24 financial year.
- The figure available for Community Grant funding takes into account two grants made in the previous financial year for Kaitaia Business Association (CCTV - \$7500) and Mangonui Community Patrol (storage - \$4680)

TŪTOHUNGA / RECOMMENDATION

- a) That Te Hiku Community Board approve the sum of **\$3,000** (plus GST if applicable) be paid from the Board's Community Grant Fund account to Circability Trust for Kanohi Kitea 2024.

TŪTOHUNGA / RECOMMENDATION

- b) That Te Hiku Community Board approve the sum of **\$10,000** (plus GST if applicable) be paid from the Board's Community Grant Fund account to Doubtless Bay Promotions for set-up and operations for the new information centre for one year.

TŪTOHUNGA / RECOMMENDATION

- c) That Te Hiku Community Board approve the sum of **\$975** (plus GST if applicable) be paid from the Board's Community Grant Fund account to Friends of Rangikapiti Reserve for reserve weeding and pest control.

TŪTOHUNGA / RECOMMENDATION

- d) That Te Hiku Community Board approve the sum of **\$6,514** (plus GST if applicable) be paid from the Board's Placemaking Fund account to Houhora Big Game and Sports Fishing Club Inc for construction of a concrete pedestrian ramp.

TŪTOHUNGA / RECOMMENDATION

- e) That Te Hiku Community Board leave the application from the Kaitaia Business Association for funding towards Kaitaia Street Maintenance to lie on the table while the new CityCare contract is settled, as the application appears to cover items that will be covered in the new contract.

TŪTOHUNGA / RECOMMENDATION

- f) That Te Hiku Community Board approve the sum of **\$1,730** (plus GST if applicable) be paid from the Board's Community Grant Fund account to Kaitaia Croquet Club for club centenary celebrations.

TŪTOHUNGA / RECOMMENDATION

- g) That Te Hiku Community Board approve the sum of **\$2,139** (plus GST if applicable) be paid from the Board's Community Grant Fund account to Te Whakaora Tangata for Free Women 2024 Wananga.

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
Circability Trust – Kanohi Kitea 2024	\$5,048	\$3,000	The applicant is seeking funding for their annual circability community day with involvement from local iwi. This meets community outcomes 1, 3, 5 and 6	Arts, culture and heritage
Doubtless Bay Promotions – 2024/25 lease and operating costs	\$10,000	\$10,000	The Mangonui Information centre has been community owned and operated for a number of years. Council has provided funding in the past (one year only through a Long Term Plan, then subsequent funding through other budgets). Those budgets no longer exist, so no funding is available in this financial year. Staff are working with the applicant on options for the future, including the possibility of a mobile site, or (at worst) the shutting of the centre. It is recommended funding be granted for this financial year to allow a grace period for the centre to seek additional funding outside of Council for future operations. This meets community outcomes 1 and 3	Community
Friends of Rangikapiti Reserve – Weeding and pest eradication	\$975	\$975	The applicant is seeking funding towards the costs of weeding and pest eradication in the Rangikapiti Reserve. This meets community outcomes 1, 3	Community

Applicant and Project	Requested	Recommend	Comments	Type
Houhora Big Game and Sports Fishing Club Inc – pedestrian ramp	\$6,514	\$6,514	The applicant is seeking funding to replace the concrete pedestrian access, as the current accessway needs replacing. They are actively seeking external funding for the balance of the project. This meets community outcomes 1, 3	Infrastructure
Kaitaia Business Association – Kaitaia Street Cleanup	\$12,815	Leave to lie	The applicant is seeking funding towards maintenance of the gardens and installations. The applicant appears to be applying for funding for works that fall under the responsibility of the new CityCare contract. It is recommended that this is left to lie while the details of the new contract are ascertained. This meets community outcomes 1, 3 and 6	Community
Kaitaia Croquet Club – Centenary Celebrations	\$1,730	\$1,730	This applicant is seeking funding towards the costs of celebrating the centenary celebrations of the club This meets community outcomes 1, 2 and 3	Event
Te Whakaora Tangata – Free Women 2024 Wananga	\$2,139	\$2,139	The applicant is seeking funding to hold a 2 day course for women who may be affected by domestic violence and similar issues. This meets community outcomes 1, 3,4	Community

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.

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.

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. **Circability Trust - A4770838** [↓](#) 
2. **Doubtless Bay Promotions - A4770834** [↓](#) 
3. **Friends of Rangikapiti Reserve Society Inc - A4770839** [↓](#) 
4. **Houhora Big Game and Sport Fishing Club - A4770836** [↓](#) 
5. **Kaitaia Business Association - A4770833** [↓](#) 
6. **Kaitaia Croquet Club - A4770837** [↓](#) 
7. **Te Whakaora Tangata - A4770841** [↓](#) 

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.

7.3 PROJECT FUNDING REPORTS

File Number: A4770853

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 – Community sign repair
- b) Kaitaia Business Association – Te Hiku Revitalisation extras

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 - Sign Repair - A4770840  
2. Te Hiku Revitalisation - A4770835  

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 TE HIKU COMMUNITY BOARD JULY 2024 OPEN RESOLUTION REPORT

File Number: A4667366

Author: Marysa Maheno, Democracy Advisor

Authoriser: Aisha Huriwai, 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 July 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.

ĀPITI HANGA / ATTACHMENTS

1. Open Resolution Report July 2024 - A4779961 [↓](#) 

8.2 CHAIRPERSON AND MEMBERS REPORTS

File Number: A4768937

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 July 2024 member reports from Chairperson Adele Gardner and Members Darren Axe, Rachel Baucke, Bill Subritzky and Sheryl Bainbridge.

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 Gardner Report 2024-07-16 - A4772097**  
2. **Member Axe Report 2024-07-16 - A4772105**  
3. **Member Baucke Report 2024-07-16 - A4772107**  
4. **Member Subrtizky Report 2024-07-16 - A4772099**  
5. **Member Bainbridge Report 2024-07-16 - A4773048**  

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

10 TE KAPINGA HUI / MEETING CLOSE