



**Far North
District Council**



Te Kaunihera o Te Hiku o te Ika

AGENDA

Te Hiku Community Board Meeting

Tuesday, 13 August 2024

Time: 10:00am

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

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, Kaitia on:
Tuesday 13 August 2024 at 10:00am

Te Paeroa Mahi / Order of Business

1	Karakia Timatanga / Opening Prayer	7
2	Ngā Whakapāha Me Ngā Pānga Mema / Apologies and Conflicts of Interest	7
3	Te Wāhanga Tūmatanui / Public Forum.....	7
4	Ngā Tono Kōrero / Deputation.....	7
5	Ngā Kaikōrero / Speakers	7
6	Te Whakaaetanga o Ngā Meneti o Mua / Confirmation of Previous Minutes.....	8
6.1	Confirmation of Previous Minutes	8
7	Ngā Pūrongo / Reports.....	16
7.1	Funding Applications.....	16
7.2	Top Energy Easement Over Reserve Moerua Park	34
8	Ngā Pūrongo Taipitopito / Information Reports	62
8.1	Te Hiku Community Board August 2024 Open Resolution Report	62
8.2	Chairperson and Members Reports	70
9	Karakia Whakamutunga / Closing Prayer	76
10	Te Kapinga Hui / Meeting Close	76

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

Nil

4 NGĀ TONO KŌRERO / DEPUTATION

Nil

5 NGĀ KAIKŌRERO / SPEAKERS

- Annie Tohill regarding item 7.1a, funding application for Artisans Affair, pages 20-25 refers.

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

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A4666787

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 to 16 July 2024 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.

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. 2024-07-16 Te Hiku Community Board Minutes - A4780959 [↓](#) 

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.

Te Hiku Community Board Meeting Minutes

16 July 2024

**MINUTES OF
TE HIKU COMMUNITY BOARD MEETING
HELD AT THE CONFERENCE ROOM - TE AHU, CNR STATE HIGHWAY 1 AND MATHEWS
AVENUE, KAITAIA
ON TUESDAY, 16 JULY 2024 AT 10:00AM**

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

IN ATTENDANCE: Cr Hilda Halkyard-Harawira

STAFF PRESENT: Kathryn Trewin (Funding Advisor), Peggy Veen (Principal Advisor), Maria Bullen (Democracy Advisor), Aisha Huriwai (Manager - Democracy Services), Marysa Maheno (Democracy Advisor), Beverly Mitchell (Community Board Co-ordinator)

1 KARAKIA TIMATANGA / OPENING PRAYER

Member Baucke commenced the meeting with a karakia at 10:00am.

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

APOLOGY

RESOLUTION 2024/16

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

That the apology received from Cr Felicity Foy be accepted and leave of absence granted.

CARRIED

Member Sheryl Bainbridge declared a conflict of interest in relation to item 7.2b, as secretary of Doubtless Bay Promotions Incorporation. and advised she would be available to answer questions but abstain from voting.

Deputy Chairperson John Stewart declared a conflict of interest in relation to item 7.2a, as the owner of a business that will be paid from the grant if approved. He advised he would participate in discussion but abstain from voting.

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

There was no public forum.

4 NGĀ TONO KŌRERO / DEPUTATIONS

There were no deputations.

5 NGĀ KAIKŌRERO / SPEAKERS

- April Atkinson representing Circability Trust, item 7.2A refers.
- Tracey Mold and Mark Thompson representing Houhora Big Game and Sports Fishing Club Inc, item 7.2D, page 75 refers.

Page 1

- Andrea Panther representing Kaitaia Business Association, item 7.2e, page 81 refers.

At 10:12am Cr Hilda Halkyard-Harawira arrived to the meeting.

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

6.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A4666773, pages 8 - 19 refers.

RESOLUTION 2024/17

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

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 subject to following amendments to the

- a) Spelling of Dean Radojkovich's name**
- b) Resolution numbers to each item**
- c) Outcome of item 7.1d funding application**

CARRIED

7 NGĀ PŪRONGO / REPORTS

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

Agenda item 7.1 document number A4704455, pages 20 - 49 refers.

RESOLUTION 2024/18

Moved: Member William (Bill) Subritzky

Seconded: Member Rachel Baucke

That Te Hiku Community Board recommends that Council:

- a) approve 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

CARRIED

7.2A FUNDING APPLICATIONS

Agenda item 7.2 document number A4770847, pages 50 - 58 refers.

RESOLUTION 2024/19

Moved: Member William (Bill) Subritzky

Seconded: Member Rachel Baucke

That Te Hiku Community Board approve the sum of \$521.73 (plus GST if applicable) be paid from the Board's Community Grant Fund account to Circability Trust to fund the venue hire for Kanohi Kitea 2024.

Abstained: Member John Stewart

CARRIED

7.2B FUNDING APPLICATIONS

Agenda item 7.2 document number A4770847, pages 59 - 65 refers.

RESOLUTION 2024/20

Moved: Member William (Bill) Subritzky

Seconded: Member Darren Axe

That Te Hiku Community Board approve the sum of \$8,000 (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.

Abstained: Member Sheryl Bainbridge

CARRIED

7.2C FUNDING APPLICATIONS

Agenda item 7.2 document number A4770847, pages 66 - 74 refers.

RESOLUTION 2024/21

Moved: Member Sheryl Bainbridge

Seconded: Deputy Chairperson John Stewart

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.

CARRIED

7.2D FUNDING APPLICATIONS

Agenda item 7.2 document number A4770847, pages 75 - 80 refers.

RESOLUTION 2024/22

Moved: Chairperson Adele Gardner

Seconded: Deputy Chairperson John Stewart

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.

Page 3

Te Hiku Community Board Meeting Minutes

16 July 2024

CARRIED**7.2E FUNDING APPLICATIONS**

Agenda item 7.2 document number A4770847, pages 81 - 88 refers.

RESOLUTION 2024/23Moved: Chairperson Adele Gardner
Seconded: Member William (Bill) Subritzky

That Te Hiku Community Board leave the application from the Kaitaia Business Association for funding towards Kaitaia Street Maintenance to lie on the table pending confirmation of excess funding from previous grants.

CARRIED**7.2F FUNDING APPLICATIONS**

Agenda item 7.2 document number A4770847, pages 89 - 94 refers.

RESOLUTION 2024/24Moved: Member Darren Axe
Seconded: Member William (Bill) Subritzky

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.

CARRIED**7.2G FUNDING APPLICATIONS**

Agenda item 7.2 document number A4770847, pages 95 - 103 refers

RESOLUTION 2024/25Moved: Deputy Chairperson John Stewart
Seconded: Member Rachel Baucke

That Te Hiku Community Board approve the sum of \$939.12 (plus GST if applicable) be paid from the Board's Community Grant Fund account to Te Whakaora Tangata to fund the venue hire for Free Women 2024 Wananga.

CARRIED**7.3 PROJECT FUNDING REPORTS**

Agenda item 7.3 document number A4770853, pages 104 - 109 refers.

RESOLUTION 2024/26Moved: Deputy Chairperson John Stewart
Seconded: Member Darren Axe

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

Page 4

Te Hiku Community Board Meeting Minutes

16 July 2024

CARRIED

8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS**8.1 TE HIKU COMMUNITY BOARD JULY 2024 OPEN RESOLUTION REPORT**

Agenda item 8.1 document number A4667366, pages 110 - 116 refers.

RESOLUTION 2024/27

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

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

CARRIED

8.1a KAITAIA AIRPORT UPDATE**RESOLUTION 2024/28**

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

That Te Hiku Community Board request a regular update report on the Kaitaia Airport.

CARRIED

8.2 CHAIRPERSON AND MEMBERS REPORTS

Agenda item 8.2 document number A4768937, pages 117 - 126 refers.

RESOLUTION 2024/29

Moved: Member William (Bill) Subritzky
 Seconded: Member Rachel Baucke

That Te Hiku Community Board note the July 2024 member reports from Chairperson Gardner and Members Axe, Baucke, Subritzky and Bainbridge be accepted.

CARRIED

Note: Verbal reports given by Deputy Chairperson John Stewart and Cr Hilda Halkyard-Harawira.

Note: Members voiced frustrations around lack of communication around the flooding issues with Marreine Place in Whatuwhiwhi.

8.2a MOTION**RESOLUTION 2024/30**

Moved: Member Sheryl Bainbridge
Seconded: Chairperson Adele Gardner

That Te Hiku Community Board request a report on;

- a) **Operational budget and timelines for regular maintenance of channels, culverts, and floodgates in the Kaitaia area,**
 - i. **Are those assets insured and is there public liability insurance if they fail and private property is damaged.**
- b) **Wastewater resource consents and discharge to land noting there is nothing in the LTP for Kaitaia.**

Note: Also a request for timeframes for when reports are expected to be received.

CARRIED

8 TE KAPINGA HUI / MEETING CLOSE

The meeting was closed at 11:34am with a karakia by Cr Hilda Halkyard-Harawira.

The minutes of this meeting will be confirmed at Te Hiku Community Board Meeting held on 13 August 2024.

.....
CHAIRPERSON

7 NGĀ PŪRONGO / REPORTS

7.1 FUNDING APPLICATIONS

File Number: A4809963

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 Te Hiku Community Board to determine which application/s will receive funding at the June 2024 meeting.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- One application has been received, requesting a total of **\$2,630**
- The Community Board has an available total of **\$122,465.15** in **Community Grant** Funding for the 2024/25 financial year.
- The Community Board has an available total of **\$93.486** in **Placemaking** Funding for the 2024/25 financial year.

TŪTOHUNGA / RECOMMENDATION

- a) That Te Hiku Community Board approve the sum of **\$2,300** (plus GST if applicable) be paid from the Board's Community Grant Fund account to Annie Tohill for Artisans Affair 2024.

TŪTOHUNGA / RECOMMENDATION

- a) That Te Hiku Community Board approve the sum of **\$7095.49** (plus GST if applicable) be paid from the Board's Community Grant Fund account to Kaitaia Business Association for Kaitaia Street Cleanup; and
- b) That Te Hiku Community Board approve the sum of **\$5,719.51** (plus GST if applicable), being the remainder for funds allocated by resolution 2022/51 on 21 June 2022, for use by the applicant towards the Kaitaia street cleaning project.

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
Annie Tohill – Artisans Affair	\$2,630	\$2,300	This applicant is seeking funding towards the costs of running the 2024 Artisans Affair craft event in September 2024. This meets community outcomes 1, 2 and 3	Event

Applicant and Project	Requested	Recommend	Comments	Type
Kaitaia Business Association – Kaitaia Street Cleanup	\$12,815	\$7095.49	<p>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.</p> <p>The applicant advises that they have \$5,719.51 remaining from the funding granted to them in August 2022 that is unspent. The recommendation is that the Board allow the applicant to use the remaining funds towards this project and allocate the balance required for this project.</p> <p>This meets community outcomes 1, 3 and 6</p>	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.

ĀPITIHANGA / ATTACHMENTS

1. **Artisans Affair - A4809950**  
 2. **Kaitaia Business Association - A4770833**  
- Hōtaka Take Ōkawa / Compliance Schedule:**

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

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

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

Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.
---------------------------------	---

7.2 TOP ENERGY EASEMENT OVER RESERVE MOERUA PARK

File Number: A4801888

Author: Michelle Rockell, Team Leader - Property Management

Authoriser: Kevin Johnson, Group Manager - Delivery and Operations

TAKE PŪRONGO / PURPOSE OF THE REPORT

To seek Te Hiku Community Boards recommendation to Council on the approval to grant an easement in gross in favour of Top Energy Limited pursuant to section 48 of the Reserves Act 1977 on Part Lot 27 Deposited Plan 405 comprised in record of title NA19A/1151 being part of recreation reserve Moerua Park, Kaitāia now better known as Te Hiku Sports Hub and netball courts located at 74 South Road Kaitāia ("Land"). The easement is required to enable Top Energy to convey electricity and telecommunications over the easement area as a result of an infrastructure upgrade to enable larger capacity or volume.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- To ensure that power supply is sufficient for the surrounding area, Top Energy needs to upgrade its infrastructure currently located on the road corridor in the vicinity of 74 South Road Kaitāia. The upgrade requires relocation from the road corridor to the easement area as defined and shown in the Agreement to Grant Easement attached.
- Accordingly, Top Energy has approached Council seeking Council's consent to relocate the upgraded infrastructure to the easement area and to register an easement on the record of title for the Land.
- Section 48 of the Reserves Act 1977 provides a mechanism and statutory power for Council to consider and approve grants of easements on any part of a reserve for any public purpose or an electrical installation or work, as defined in section 2 of the Electricity Act 1992.
- No public consultation is required as the reserve Land is not likely to be materially altered or permanently damaged and the rights of the public in respect of the reserve are not likely to be permanently affected as a result of the easement sought.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board recommend to Council the granting of an easement in gross in favour of Top Energy Limited for a right to convey electricity and telecommunications pursuant to section 48(1)(a) and (d) of the Reserves Act 1977 on Part Lot 27 Deposited Plan 405 contained in Record of Title NA19A/1151 being part of Moerua Park, Kaitāia on the terms set out in the form of easement instrument (Attachment 1 Schedule 2).

1) TĀHUHU KŌRERO / BACKGROUND

- Council is the owner and administrating body of the Moerua Park recreation reserve forming the premises of the sports hub.
- Far North District Council does not own the buildings and structures other than the netball courts on the reserve Land.
- On 26 April 2018 Far North District Council passed a resolution granting a long-term lease of the Moerua Park recreation reserve to Te Hiku Sports Hub Inc. This lease was signed 1 November 2023.
- Te Hiku Sports Hub was officially opened to the public in early June 2024.
- In January 2024, Top Energy Ltd approached Council staff to discuss the granting of an easement to upgrade the transformer located outside the newly developed Te Hiku Sports Hub. This would involve moving it from its current location within the road corridor to the

boundary of the reserve as shown in the Agreement to Grant Easement (Attachment 1 Schedule 1).

- The appropriate legal mechanism for Council to legalise installation of electricity infrastructure on the Land and associated works is to grant an easement in gross under the Reserves Act 1977. Section 48(1) (a) and (d) states:

Section 48(1) Subject to subsection (2) and to the Resource Management Act 1991, in the case of reserves vested in an administering body, the administering body, with the consent of the Minister and on such conditions as the Minister thinks fit, may grant rights of way and other easements over any part of the reserve for;

(a) any public purpose; or

(d) an electrical installation or work, as defined in section 2 of the Electricity Act 1992

- In accordance with section 48(3), public notification is not required if the Reserve is not likely to be materially altered or permanently damaged and the rights of the public (in respect of the reserve) are not likely to be permanently affected by the establishment and lawful exercise of the easement.
- In accordance with section 48(1) and the subsequent Minister of Conservation's 2013 instrument of delegation for Territorial Authorities, a Territorial Authority as an administering body of a reserve, maintains the delegated authority (by the Minister of Conservation) to grant easements pursuant to section 48(1) of the Reserves Act 1977.
- Therefore, the Council can consider and approve to grant easement in gross under the Reserves Act 1977 for the purpose of allowing Top Energy Ltd to carry out installation of electricity infrastructure and the associated works and to convey electricity and telecommunications in perpetuity until the easement is surrendered, should the Council see fit to do so.



The proposed easement is over part Recreation Reserve New Zealand Gazette 1881 p 2341, also known as Moerua Park. The proposed area can be seen in blue in the attached agreement.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Option 1 – Recommended

That Te Hiku Community Board recommend to Council the granting of an easement in gross in favour of Top Energy Limited for a right to convey electricity and telecommunications pursuant to section 48(1)(a) and (d) of the Reserves Act 1977 on Part Lot 27 Deposited Plan 405 contained in Record of Title NA19A/1151 being part of Moerua Park, Kaitiāia on the terms set out in the form of easement instrument (Attachment 1 Schedule 2).

Option 2 – Recommend to not approve to grant easement in gross in favour of Top Energy subsequently not allowing and preventing Top Energy Ltd from upgrading its infrastructure.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

Upgrades to the transformer will ensure sufficient electricity is provided to nearby area(s) and users including Te Hiku Sports Hub and local residents.

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

Cost of easement, easement agreement, survey and registration will be incurred solely by Top Energy Limited:

- Top Energy will be responsible for all costs relating to the completion of the Works, the survey, preparation and deposit of the Land Transfer Plan, and the registration of the Easement.
- Top Energy shall reimburse the Council for its reasonable legal costs in connection with the perusal, negotiation, execution and performance of this agreement and the registration of the Easement.

ĀPITIHINGA / ATTACHMENTS

1. **Easement agreement Top Energy - FNDC - A4801878** [↓](#) 
2. **Record of title - A4821730** [↓](#) 

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	Low
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Section 48 (1) Reserves Act 1977.
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 proposal does not have district wide relevance. Te Hiku Community Board does not have delegation to grant easements pursuant to section 48(1) of the Reserves Act 1977. However, their views have been sought through this report.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	No implications to Māori on the granting of this easement.
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).	No people have been identified as affected on the granting of this easement.
State the financial implications and where budgetary provisions have been made to support this decision.	None. All cost to be incurred by Top Energy.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

8.1 TE HIKU COMMUNITY BOARD AUGUST 2024 OPEN RESOLUTION REPORT

File Number: A4667377

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 August 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 August - A4826667 [↓](#) 

8.2 CHAIRPERSON AND MEMBERS REPORTS

File Number: A4810950

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 August 2024 member reports from Chairperson Adele Gardner and Members Darren Axe, John Stewart and Bill Subritzky

TE TĀHUHU KŌRERO / BACKGROUND

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

TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

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

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

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









REASON FOR THE RECOMMENDATION

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

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

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

NGĀ ĀPITIHINGA / ATTACHMENTS

1. **Chair Gardner Report 2024-08-13 - A4811312**  
2. **Member Axe Report 2024-08-13 - A4811314**  
3. **Member Stewart Report 2024-08-13 - A4811316**  
4. **Member Subritzky Report 2024-08-13 - A4811318**  

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

10 TE KAPINGA HUI / MEETING CLOSE