



**Te Kaunihera
o Te Hiku o te Ika**
Far North District Council



AGENDA



Thursday, 20 February 2025

Time: 10:00 AM

Location: Turner Centre, Kerikeri

Membership:

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

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

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

Council Delegations to Community Boards - January 2013

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

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

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

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

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

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

20. Subject to a report from the appropriate managers and the appropriate budgetary provision, to make decisions in respect of civic amenities including the levels of service, and the provision or removal of an amenity not provided for elsewhere in these delegations.

Terms of Reference

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

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

Protocols

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

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

Far North District Council
Bay of Islands-Whangaroa Community Board Meeting
will be held in the Turner Centre, 43 Cobham Road, Kerikeri on:
Thursday 20 February 2025 at 10:00 AM

Te Paeroa Mahi / Order of Business

1	Karakia Timatanga / Opening Prayer	7
2	Ngā Whakapāha Me Ngā Pānga Mema / Apologies and Conflicts of Interest	7
3	Te Wāhanga Tūmatanui / Public Forum.....	7
4	Ngā Tono Kōrero / Deputation.....	7
5	Ngā Kaikōrero / Speakers	7
6	Te Whakaaetanga o Ngā Meneti o Mua / Confirmation of Previous Minutes	8
6.1	Confirmation of Previous Minutes	8
7	Ngā Pūrongo / Reports.....	15
7.1	New Road Name: 65 A-F Kerikeri Inlet Road, Kerikeri	15
7.2	Application for easement over Waipapa esplanade reserve	19
7.3	Application for easement and licence to occupy over Russell esplanade reserve ...	37
7.4	Chairperson and Members Report	49
7.5	Funding Applications.....	63
7.6	Project Funding Reports	141
8	Ngā Pūrongo Taipitopito / Information Reports	157
8.1	Bay of Islands-Whangaroa Community Board Open Resolution Report.....	157
9	Karakia Whakamutunga / Closing Prayer	159
10	Te Kapinga Hui / Meeting Close	159

1 KARAKIA TIMATANGA / OPENING PRAYER

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

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

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

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

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

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

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

To be confirmed on the day.

4 NGĀ TONO KŌRERO / DEPUTATION

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

5 NGĀ KAIKŌRERO / SPEAKERS

- Alison Black representing Youthline Auckland Charitable Trust, speaking in relation to funding application item 7.5e, page 64.
- Nickie Mouncey representing Road Safety Education Ltd, speaking in relation to funding application item 7.5c, page 64.
- Denise Turner representing Ōpononi Area School, speaking in relation to funding application item 7.5b, page 64.
- Gerry Paul representing Turner Centre, speaking in relation to funding application item 7.5f, page 65.

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

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A5044371

Author: Maria Bullen, Democracy Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TE TAKE PŪRONGO / PURPOSE OF THE REPORT

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

NGĀ TŪTOHUNGA / RECOMMENDATION

That Bay of Islands-Whangaroa Community Board confirm the minutes of the meeting held on 17 December 2024 are a true and correct record.

1) TE TĀHUHU KŌRERO / BACKGROUND

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

2) TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The minutes of the meeting are attached.

The Bay of Islands-Whangaroa Community Board Standing Orders Section 27.3 states that “no discussion may arise on the substance of the minutes at any succeeding meeting, except as to their correctness”.

TE TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

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

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

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

NGĀ ĀPITIHINGA / ATTACHMENTS

1. 2024-12-17 Bay of Islands-Whangaroa Community Board Minutes - A5026683 [↓](#) 

TE HŌTAKA TAKE ŌKAWA / COMPLIANCE SCHEDULE:

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

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

He Take Ōkawa / Compliance requirement	Te 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.	There are no implications on Māori in confirming minutes from a previous meeting. Any implications on Māori arising from matters included in meeting minutes should be considered as part of the relevant report.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	This report is asking for the minutes to be confirmed as a true and correct record, any interest that affect other people should be considered as part of the individuals report.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications requiring input from the Chief Financial Officer.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

UNCONFIRMED

Bay of Islands-Whangaroa Community Board Meeting Minutes

17 December 2024

**MINUTES OF
BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD MEETING
HELD AT THE TURNER CENTRE, 43 COBHAM ROAD, KERIKERI
ON TUESDAY, 17 DECEMBER 2024 AT 10:04 AM**

PRESENT: Chairperson Belinda Ward, Deputy Chairperson Lane Ayr, Member Bruce Mills, Member Amy Slack, Member Roddy Hapati-Pihema, Member Jane Hindle, Member Tyler Bamber.

IN ATTENDANCE: Councillor Babe Kapa.

STAFF PRESENT: Kim Hammond (Community Board Coordinator), Maria Bullen (Democracy Advisor), Trinity Lane (Finance and Customer Services Administrator), Victoria Neki (Team Leader - Technical Operations).

1 KARAKIA TIMATANGA / OPENING PRAYER

At 10:04am, Chair Belinda Ward commenced the meeting and Cr Babe Kapa opened with a karakia.

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

APOLOGY

RESOLUTION 2024/147

Moved: Chairperson Belinda Ward

Seconded: Member Tyler Bamber

That the apology received from Cr Ann Court be accepted and leave of absence granted.

CARRIED

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

- Shane Savill representing Pitchford Properties, speaking in relation to item 7.2 Peacock Gardens Reserve.

4 NGĀ TONO KŌRERO / DEPUTATIONS

- There were no deputations.

5 NGĀ KAIKŌRERO / SPEAKERS

- Trista Raharuhi representing Te Waka Taua o Te Rāngimarie, speaking in relation to funding application item 7.6b.

UNCONFIRMED

Bay of Islands-Whangaroa Community Board Meeting Minutes

17 December 2024

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

Agenda item 6.1 document number A5006273, pages 8 - 18 refers

RESOLUTION 2024/148

Moved: Deputy Chairperson Lane Ayr

Seconded: Member Jane Hindle

That Bay of Islands-Whangaroa Community Board confirm the minutes of the meeting held on 21 November 2024 are a true and correct record.**CARRIED****7 NGĀ PŪRONGO / REPORTS****7.1 NEW ROAD NAME - 354 OLD BAY ROAD, WAIMATE NORTH**

Agenda item 7.1 document number A4977068, pages 19 - 22 refers

RESOLUTION 2024/149

Moved: Member Bruce Mills

Seconded: Member Jane Hindle

That Bay of Islands-Whangaroa Community Board name a private road "Ngaungau Lane" that is currently located at 354 Old Bay Road, Waimate North.**CARRIED****7.2 PEACOCK GARDENS RESERVE - REQUEST FOR THE REMOVAL OF TREES**

Agenda item 7.2 document number A5007063, pages 23 - 98 refers

RESOLUTION 2024/150

Moved: Deputy Chairperson Lane Ayr

Seconded: Member Tyler Bamber

That the Bay of Islands-Whangaroa Community Board support the removal of trees #4, #5, #6 and #7 identified in the arborist report from Peacock Gardens Reserve, Kerikeri at the cost of the developer.

- a) **That the developer replaces the trees by planting native species, in partnership with Ngāti Rēhia.**

CARRIED**7.3 REMOVAL OF TREES AT FAIRY POOLS RESERVE KERIKERI**

Agenda item 7.3 document number A5007814, pages 99 - 111 refers

RESOLUTION 2024/151

Page 2

UNCONFIRMED

Bay of Islands-Whangaroa Community Board Meeting Minutes

17 December 2024

Moved: Deputy Chairperson Lane Ayr
 Seconded: Member Bruce Mills

That the Bay of Islands – Whangaroa Community Board support the recommendation to remove the trees located in three areas on Fairy Pools Reserve, as identified in the arborist report.

- a) **That established native trees, located in area three and identified in the arborist report, remain standing.**

CARRIED

7.4 NEW KERIKERI MOTORHOME & CARAVAN DUMP STATION

Agenda item 7.4 document number A5001478, pages 112 - 114 refers

TŪTOHUNGA / RECOMMENDATION

That Bay of Islands-Whangaroa Community Board leave to lie awaiting additional information.

- a) **receive the New Kerikeri Motorhome & Caravan Dump Station Report; and**
 b) **support the installation of a new motorhome and caravan dump station at Julian Carpark, Kerikeri.**

7.5 CHAIRPERSON AND MEMBERS REPORT

Agenda item 7.5 document number A5009018, pages 115 - 125 refers

RESOLUTION 2024/152

Moved: Chairperson Belinda Ward
 Seconded: Member Bruce Mills

That the Bay of Islands-Whangaroa Community Board note the reports from Chairperson Ward and Members Bruce Mills and Jane Hindle.

CARRIED

7.6a FUNDING APPLICATIONS

Agenda item 7.6 document number A5009963, pages 126 – 150 refers

MOTION

Moved: Member Roddy Hapati-Pihema
 Seconded: Member Jane Hindle

- a) That Bay of Islands-Whangaroa Community Board approve the sum of \$4,000 (plus GST if applicable) be paid from the Boards Community Fund account to the Te Waka Taua o Te Rangimārie for accommodation costs towards participating in Waitangi week waka events in 2025.

LOST

UNCONFIRMED

Bay of Islands-Whangaroa Community Board Meeting Minutes

17 December 2024

7.6b FUNDING APPLICATIONS

Agenda item 7.6 document number A5009963, pages 126 - 150 refers

RESOLUTION 2024/153

Moved: Deputy Chairperson Lane Ayr

Seconded: Member Tyler Bamber

That Bay of Islands-Whangaroa Community Board LEAVE TO LIE the following:

- b) Approve the sum of \$3,000 (plus GST if applicable) be paid from the Boards Community Fund account to the Road Safety Education Limited for costs towards running road safety education classes at Kerikeri High School.

CARRIED**8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS****8.1 CONDITION ASSESSMENT SUMMARY FOR COUNCIL HALLS**

Agenda item 8.1 document number A4990021, pages 151 - 153 refers

RESOLUTION 2024/154

Moved: Chairperson Belinda Ward

Seconded: Member Bruce Mills

That the Bay of Islands-Whangaroa Community Board receive the report Condition Assessment Summary for Council Halls.**CARRIED***At 12:16pm, Member Jane Hindle left the meeting.***8.2 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD OPEN RESOLUTION REPORT**

Agenda item 8.2 document number A5003381, pages 154 - 155 refers

RESOLUTION 2024/155

Moved: Member Bruce Mills

Seconded: Member Tyler Bamber

That Bay of Islands-Whangaroa Community Board receive the Bay of Islands-Whangaroa Community Board December Open Resolution Report.**CARRIED****9 TE KAPINGA HUI / MEETING CLOSE**

At 12:18pm, Chair Belinda Ward concluded the meeting and Member Roddy Hapati-Pihema closed with a karakia.

The minutes of this meeting will be confirmed at the Bay of Islands-Whangaroa Community Board Meeting held on 19 December 2024.

Page 4

UNCONFIRMED

Bay of Islands-Whangaroa Community Board Meeting Minutes

17 December 2024

.....
CHAIRPERSON

7 NGĀ PŪRONGO / REPORTS

7.1 NEW ROAD NAME: 65 A-F KERIKERI INLET ROAD, KERIKERI

File Number: A5018050

Author: Trinity Lane, Finance and Customer Services Administrator

Authoriser: Tanya Proctor, Head of Infrastructure

TAKE PŪRONGO / PURPOSE OF THE REPORT

That Bay of Islands-Whangaroa Community Board name the right of way that is currently located at 65 A-F Kerikeri Inlet Road, Kerikeri.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- A road naming application to name a right of way located at 65 A-F Kerikeri Inlet Road, Kerikeri was received on the 15th of October 2024.
- Community Boards have the delegated authority to allocate names for previously unnamed private roads, reserves and other community facilities.

TŪTOHUNGA / RECOMMENDATION

That Bay of Islands-Whangaroa Community Board name the right of way currently located at 65 A-F Kerikeri Inlet Road, Kerikeri, "Awa Lane".

1) TĀHUHU KŌRERO / BACKGROUND

An application was received by Mal and Sue McBain on the 15th of October 2024 to name a new right of way in which 2 additional lots will be created bringing the total number of lots in this area to 8.

The applicant proposed "Awa Lane" as "Awa" translates to "river" and there is a river adjoining at the rear of the properties.

The proposed names were forwarded to Land Information New Zealand for approval. A response was received confirming all three proposed road names were approved for use in this area and can be approved as per the Addressing Standards 2011.

The road names were forwarded to Ngāti Rēhia for feedback. A response was received confirming all three proposed road names were approved for use in this area.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The proposed names are as follows:

Preferred choice: Awa Lane

Second choice: Waipuke Lane

Third Choice: Palm Cottages Lane

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

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

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

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

ĀPITIHINGA / ATTACHMENTS

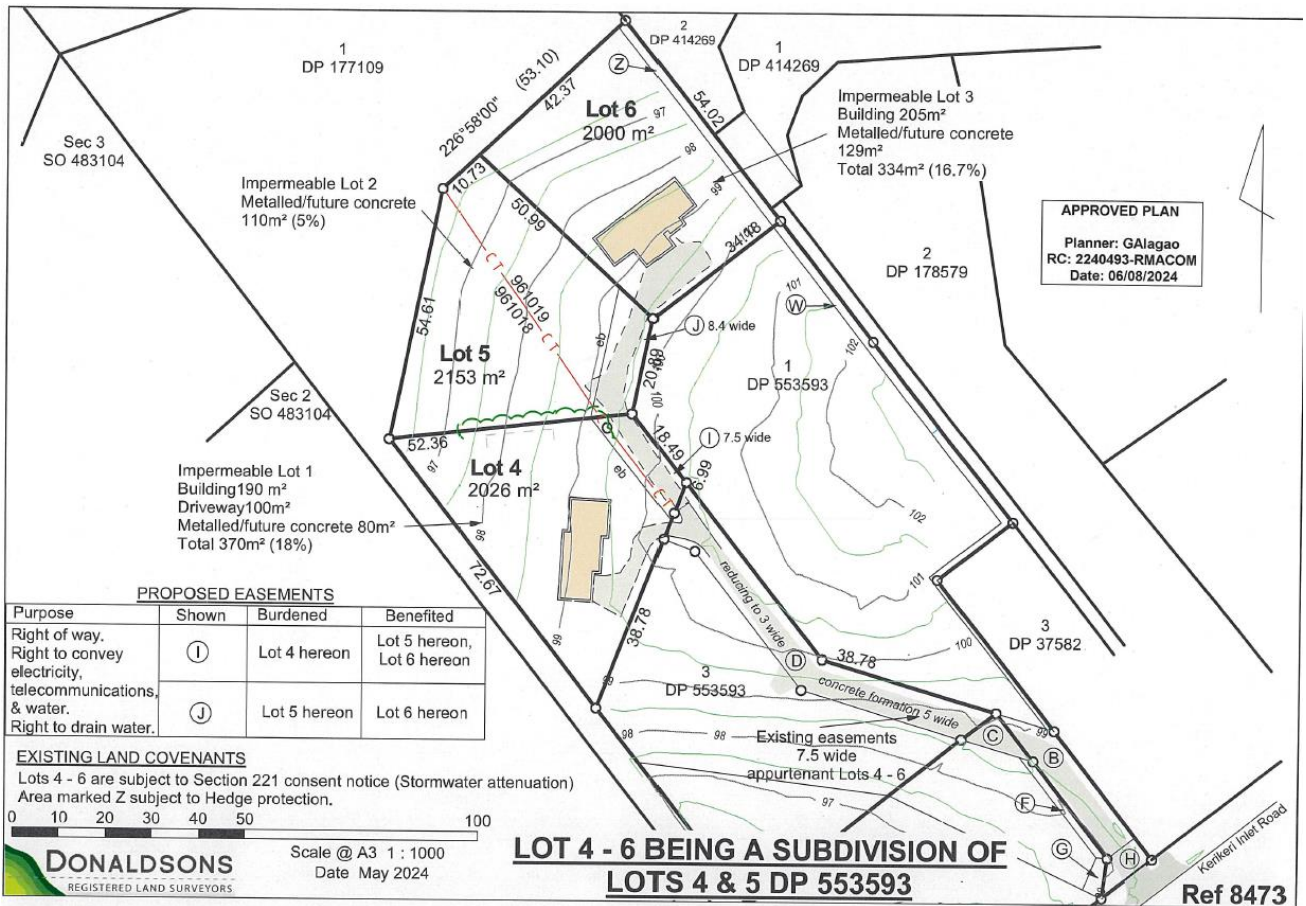
1. **Map - A5018182** [↓](#) 

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is the naming of a right of way and is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Road Naming and Property Numbering Policy #2125 and Australia/New Zealand Urban and Rural Addressing Standards 4819.2011.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	No district wide relevance and the Community Board have the delegated authority to approve road names.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	The road names were forwarded to Ngāti Rēhia for feedback. A response was received confirming all three proposed road names were approved for the use in this area.
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).	All lots in this subdivision are owned by the applicant.
State the financial implications and where budgetary provisions have been made to support this decision.	There will be no financial implications to Council relating to the installation of the road name signs (blue on white background name blade). The cost of the road signage and installation will be met by the applicant.
Chief Financial Officer review.	The Chief Financial Officer as not reviewed this report.



7.2 APPLICATION FOR EASEMENT OVER WAIPAPA ESPLANADE RESERVE

File Number: A5051196

Author: Robin Rawson, Parks & Reserves Planner

Authoriser: Roger Ackers, Group Manager - Planning & Policy

TAKE PŪRONGO / PURPOSE OF THE REPORT

This report seeks a recommendation from the Bay of Islands-Whangaroa Community Board to Council for agreement to grant a stormwater drainage easement without public notification pursuant to the Reserves Act 1977, over a portion of local purpose (esplanade) reserve at Waipapa (Lot 3 DP 376253).

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Waipapa Pine Limited have requested an easement over a local purpose (esplanade) reserve to legalise an existing stormwater discharge.
- The existing stormwater discharge and open drain have been in place since 1980.
- No further physical works are proposed at this time.
- The requested easement is for a strip of land with a maximum width of 7.7m over the 20-metre wide reserve.
- The reserve is isolated and does not connect to other esplanade reserve or public land, so access is currently from one adjoining site only.
- Easement conditions will ensure that if this reserve becomes part of an accessible network that an access structure will be constructed by the landowner.
- The Reserves Act 1977 provides a mechanism for Council to consider consenting to the granting of an easement over a local purpose reserve vested in Council.
- It is recommended that no public consultation is undertaken as the reserve will not be materially altered and there is no public access.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board:

a) Recommend to Council as follows:

That the Far North District Council in its role as the administering body of the local purpose (esplanade) Reserve, Lot 3 DP 376253 (held in CFR 318792) and pursuant to its powers under section 48(1) Reserves Act 1977:

the granting of a stormwater drainage easement (shown as A on LT Plan 605935) over the local purpose reserve, subject to it:

- meeting Reserves Act 1977 requirements, at no cost to Council**
- including a condition that requires the landowner benefiting from the easement to provide at their costs an access structure over the drain, if the reserve becomes part of an accessible network.**

b) Pursuant to Council powers under section 48(3) Reserves Act 1977 public notice is not required as the reserve will not be materially altered, and public access is not currently available.

1) TĀHUHU KŌRERO / BACKGROUND

The presence of a stormwater channel across the esplanade reserve was identified during enquiries related to a 2024 resource consent application to expand operations at the Waipapa Pine sawmill site (RMALUC-2250036). Works proposed as part of this application include upgrades to the existing

timber treatment plant, installing a second treatment plant and upgrades to private stormwater and wastewater management systems. The CFR of the esplanade reserve is included as Appendix 4.

The application stated that:

The proposed stormwater infrastructure upgrades, and particularly the incorporation of constructed wetlands and a vegetated swale, have been designed in accordance with best practice and industry standards, and will further enhance the quality and reduce the peak flows of stormwater discharges from the site. The upgrades will achieve the stormwater quantity and quality objectives of the Council's Engineering Standards and the NRP.

The stormwater channel was created in 1980 before the creation of the esplanade reserve in 2006 and an easement was not reserved when the esplanade reserve was created. An application has now been received for an easement with a maximum width of 7.7m to legalise the existing stormwater channel, (refer Appendix 1). The proposed easement is included as Appendix 2.

The esplanade reserve is unlikely to be connected to other public land to the north as the adjoining land parcel forms part of the Waipapa Pine site and subdivision of this site is unlikely in the medium term or longer as the entire site is occupied by Waipapa Pine activities. An esplanade reserve could be created on subdivision of the land parcel to the south (Lot 5 DP 69740), and this would create continuous legal access from to State Highway 10 by an existing esplanade reserve and strip, (refer Appendix 3). It is not known whether this would provide physical access without improvements, and demand for a walkway in this location is not known. The likelihood and timeframe of a subdivision of Lot 5 DP 69740 are not known.

Waipapa Pine have offered a condition of easement that should the reserve become part of a connected network that public access will be facilitated by either a bridge over the channel or underground piping of the discharge. The applicant has stated that the estimated cost for either of these options is in the vicinity of \$40,000 to \$45,000. Legal Services have advised that the degree of risk associated with deferred provision of a footbridge to provide for public access is manageable with conditions.

Decisions under the Reserves Act are required to be approved by Council, with Community Boards delegated to consider and report on matters including reserves.

The applicant has been advised that proof of agreement from Ngāti Rēhia is required for approval of the easement. The applicant undertook consultation with Ngāti Rēhia over the expansion of the existing timber facilities (RMALUC-2250036). We are not aware of any issues raised from that consultation.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Private Stormwater easements through reserves are expected where Council reticulated services do not exist because esplanade reserves are at the lowest levels in a water catchment. Reserves Act provisions allow for easements to be established. An easement would make the use explicit in land management records and would give assurance of continued drainage to Waipapa Pine.

Council has options to publicly notify the application if it is considered that this would assist in understanding the effects, or not where it agrees with the assessment that public use of the reserve will not be affected.

In considering the recommendation to Council, the following options can be considered by the Bay of Islands-Whangaroa Community Board:

Option 1 –

1. the granting of a stormwater drainage easement (shown as A on LT 605953) over the local purpose reserve, subject to meeting Reserves Act requirements, at no cost to Council.
2. a condition of easement requiring the landowner at any time at Council request, to upgrade the open drain to a standard that allows the public to pass and repass over the esplanade reserve by foot and ensures public safety of all structures.

3. Pursuant to Council powers under section 48(3) Reserves Act 1977 public notice is not required as the reserve will not be materially altered, there is no existing public access.

Option 2 –

1. the granting of a stormwater drainage easement (shown as A on LT 605953) over the local purpose reserve subject to meeting Reserves Act requirements, at no cost to Council.
2. a condition of easement requiring the landowner at any time at Council request to upgrade the open drain to a standard that allows the public to pass and repass over the esplanade.
3. Pursuant to section 48(2) Reserves Act 1977 Public Notice shall be undertaken.

Option 3 –

1. Not approve the granting of an easement for the purpose of stormwater drainage on Local Purpose (Esplanade) Reserve Lot 3 DP 376253.
2. Direct the landowner to consider other options for the stormwater discharge including re-routing the discharge point to the north where the parcel has river frontage.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

Option 1, for Council to grant the easement without public notification is recommended for the following reasons:

- The outflow is existing and has relevant consents from Northland Regional Council
- The esplanade reserve is a short section that does not form part of a network and so does not have existing public access
- An easement condition is proposed so that if public access links are created that Waipapa Pine or a later owner are required to facilitate access through this area.

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

A fee of \$476 has been received for the easement application, and disbursements will be charged at cost. Expenses including legal costs, costs for a valuation of the land underlying the easement and the value of the land will be paid by the applicant.

ĀPITIHINGA / ATTACHMENTS

1. **Appendix 1 Reserve Easement Application - Waipapa - A5053432** [↓](#) 
2. **Appendix 2 Proposed easement plan - Waipapa - A5053213** [↓](#) 
3. **Appendix 3 Open Space Context - Waipapa - A5053214** [↓](#) 
4. **Appendix 4 CFR - Waipapa - A5053215** [↓](#) 

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	The proposed easement is for a channel across a section of reserve that is not accessible to the public. Easement conditions will ensure that when this reserve becomes part of an accessible network that an access structure will be constructed by the owner. There are no identified walkways in the vicinity of the site. The level of significance is assessed as being very low.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The proposed easement is for drainage and, with easement conditions, will be consistent with the Reserves Act and Council's Parks and Reserves 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.	Stormwater easements across esplanade reserves are common around the district and nation, however the specifics of this application relate to the Waipapa site, and comment from the local Community Board is being requested.
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.	Ngāti Rēhia were consulted as part of the application to expand the timber mill facilities. No issues were raised were raised during that process. The applicant has been advised that proof of agreement from Ngāti Rēhia is required for approval of the 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).	The only persons with legal access to the reserve are the owners to the south, and there is no formed walkway within the esplanade reserve,
State the financial implications and where budgetary provisions have been made to support this decision.	A fee of \$476 has been received for the easement application, and disbursements will be charged at cost. Expenses including legal costs, costs for a valuation of the land underlying the easement and the value of the land will be paid by the applicant.

Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.
---------------------------------	---

SLR Consulting New Zealand

201 Victoria Street West Auckland 1010, New Zealand



6 September 2024

SLR Ref No.: Reserve Easement Application - Waipapa Pine Limited

Attention: Property Legalisation Officer
Far North District Council
Private Bag 752
Kaikohe 0440

By email: propertylegalisation@fndc.govt.nz

SLR Project No.: 810.V16525.00001

RE: Application for a stormwater discharge easement over a Local Purpose (Esplanade) Reserve under s 48 of the Reserves Act 1977

Introduction

Waipapa Pine Limited (**Waipapa Pine**) seeks a stormwater discharge easement over a Local Purpose (Esplanade) Reserve from the administering body, the Far North District Council (**the Council**), under the Reserves Act 1977 (**the Act**). Section 48(1) of the Act enables the granting of easements over any part of a reserve vested in an administering body for a range of activities including the drainage of land not forming part of the reserve (subs (1)(f)).

Waipapa Pine requires an easement for an existing stormwater discharge from its property located at 1945B State Highway 10, Waipapa as it flows over the Local Purpose (Esplanade) Reserve before it reaches the Kerikeri River. No physical works are proposed; the application simply seeks to authorise the existing discharge. This letter, and the attached plans and documents, sets out Waipapa Pine's application.

The Site, Reserve and Surrounding Environment**The Site**

Waipapa Pine is among the biggest employers in the Waipapa-Kerikeri area and produces timber products for the Northland and Auckland regions. Waipapa Pine's property (**the site**) is located at 1945B State Highway 10. It comprises three lots, legally described as Lots 1 and 2 DP 376253 and Lot 3 DP 343062 and has an area of approximately 10.75 ha. The site is occupied by an existing sawmill which includes a range of associated buildings, yards, infrastructure, and vehicle access, loading and parking areas. The eastern half of the site on Lot 1 DP 343062 is currently an undeveloped paddock.

The Reserve

The Local Purpose (Esplanade) Reserve subject of this application (**the reserve**) adjoins the western boundary of the site. The reserve is legally described as Lot 3 DP 376253 and has a surveyed area of approximately 0.27 ha. Most of the reserve is comprised of grassed and vegetated areas. The reserve slopes down towards its western boundary adjoining the Kerikeri River. From aerial imagery, the lot appears to include part of the Kerikeri River and its riparian margins. The reserve is isolated and does not connect to other esplanade

Far North District Council
 Application under the Reserves Act 1977

6 September 2024
 SLR Project No.: 810.V16525.00001
 SLR Ref No.: Reserve Easement Application -
 Waipapa Pine Limited

reserves or public land; its northern boundary adjoins the site while its southern boundary adjoins private land used for a range of industrial and commercial activities. The closest esplanade reserve, legally described as Lot 4 DP 321759, is located approximately 300 m south-east of the reserve. There is currently no formal means of land-based access to the reserve without going through private land. There are no known public infrastructure nor public use of the reserve.

Photographs of the site and reserve are provided in Figure 1 and Figure 2 below. Copies of the records of title are included as **Attachment A**.



Figure 1: Aerial photograph of the site outlined in yellow (Source: Waipapa Pine).



Figure 2: Aerial photograph of the reserve outlined in yellow (Source: Waipapa Pine).



Far North District Council
Application under the Reserves Act 1977

6 September 2024
SLR Project No.: 810.V16525.00001
SLR Ref No.: Reserve Easement Application -
Waipapa Pine Limited



Figure 3: Aerial photograph of the reserve (northern lot outlined yellow) and the closest esplanade reserve (southern lot outlined yellow).

The Surrounding Environment

Land immediately north and south is used for heavy and light industrial activities while land immediately west is pasture. The wider surrounding environment is predominantly characterised by a mixture of other industrial activities, warehouses, small and large retail shops, farmland and rural lifestyle blocks.

Under the Operative Far North District Plan, the site and reserve are zoned Rural Production. Surrounding land is either zoned Rural Production or Industrial. Under the Proposed Far North District Plan, however, the site and surrounding developed land are proposed to be zoned Heavy Industrial while the reserve is proposed to be zoned Natural Open Space.

Stormwater Discharge

Background

The reserve was created as part of the site's subdivision consent 2061247-RMA in 2006. Waipapa Pine purchased the site in 2012 and obtained a land use consent 2150320-RMALUC in 2016 (and subsequently varied by 2150320-RMAVAR/A in 2022) in to expand the existing sawmill. A copy of the consent documents of these resource consents are included as **Attachment B**.

Waipapa Pine has obtained two Deemed Permitted Activity Notices from the Northland Regional Council (**the NRC**) authorising the diversion and discharge of stormwater from the site to the Kerikeri River: AUT.201634.01.01 (granted 12 April 2023, covering stormwater from Lot 3 DP 343062 and Lot 2 DP 37625) and AUT.202504.01.01 (granted 23 August 2024, covering stormwater from Lot 1 DP 376253).

Water quality monitoring has been undertaken from the Kerikeri River, both upstream and downstream of the site, on a regular basis since 2012. The monitoring reports have been



Far North District Council
 Application under the Reserves Act 1977

6 September 2024
 SLR Project No.: 810.V16525.00001
 SLR Ref No.: Reserve Easement Application -
 Waipapa Pine Limited

submitted to the NRC and concludes that water quality is not impacted by the site and there are no contaminant levels of concern.

Stormwater Discharge

The discharge is discussed in the Stormwater Discharge letter, included as **Attachment C**, prepared by Haigh Workman Limited and summarised below.

Following a review of historic aerial photographs, Haigh Workman states that an open drain through the site was straightened and aligned with the southern boundary at some point between 1979 and 1981.

Today, the site’s drain leads to an existing pond, Pond A, on the south-western corner of the site. Pond A’s outlet is via an open drain that goes through the reserve and into the Kerikeri River. A plan showing the discharge is provided in Figure 4 below.

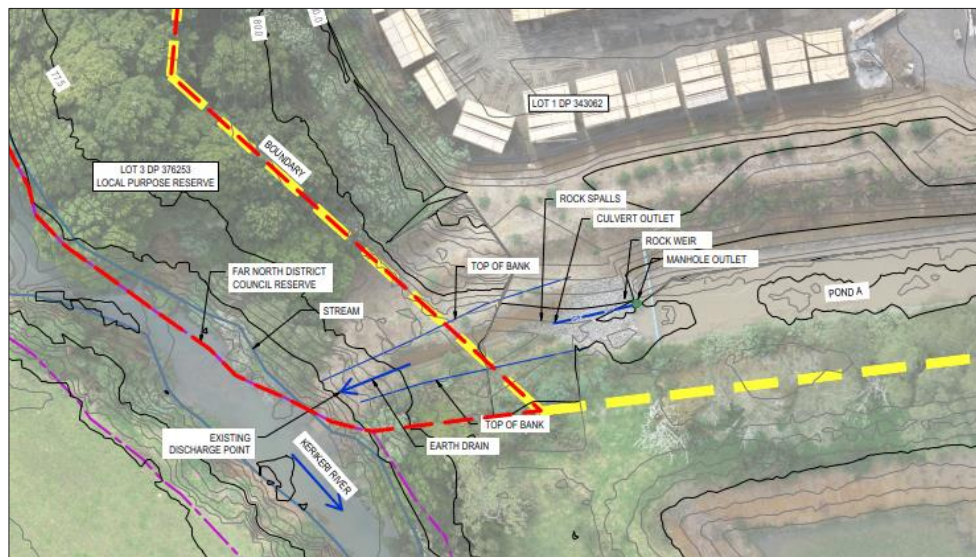


Figure 4: Plan showing the stormwater discharge (Source: Haigh Workman)



Far North District Council
Application under the Reserves Act 1977

6 September 2024
SLR Project No.: 810.V16525.00001
SLR Ref No.: Reserve Easement Application -
Waipapa Pine Limited

Figure 5 below provides the following photographs with the site: Pond A (#1), the Pond A drain (#2), the Pond A rock weir (#3) and the Pond A culvert outlet to the reserve (#4).



Figure 5: Photographs of the site's existing stormwater pond and culvert outlet
(Source: Haigh Workman)



Far North District Council
 Application under the Reserves Act 1977

6 September 2024
 SLR Project No.: 810.V16525.00001
 SLR Ref No.: Reserve Easement Application -
 Waipapa Pine Limited

Figure 6 below provides the following photographs within the reserve: the open drain (#5 and #6), the open drain's outlet to the Kerikeri River (#7) and the Kerikeri River (#8).



Figure 6: Photographs of the open drain through the reserve and the Kerikeri River (Source: Haigh Workman)

Waipapa Pine plans to develop a new dispatch yard and boron treatment building on the undeveloped paddock on the eastern part of its site and, to mitigate additional stormwater runoff, the site's stormwater management system will be upgraded. The boron treatment building will be fully bunded and the process will not be exposed to rain. Treated timber on the site is fully wrapped so that it is also not exposed to rain and contaminants cannot be entrained in stormwater. Waipapa Pine will follow the requirements for the use, storage and management of hazardous substances including under the FNDC, Hazardous Substances and New Organisms Act 1996 and Health and Safety at Work Act 2015. No process water or trade waste discharges are proposed.

Relevant to the discharge over the reserve is the reconfiguration of Pond A as a constructed wetland, providing additional storage by upgrading the existing drain along the southern boundary into a vegetated swale and reconfiguring outlet arrangements in the discharge manhole. Haigh Workman assesses that the upgrades will attenuate flow rates to below pre-development scenarios during the 2, 5 and 10 year average recurrence interval (ARI) storms, as shown by the flow rates (in litres per second (l/s)) summarised in Table 1 below. Haigh Workman states that attenuation for the 100 year ARI storm is not possible as the Kerikeri River spills into the site during that event.



Far North District Council
Application under the Reserves Act 1977

6 September 2024
SLR Project No.: 810.V16525.00001
SLR Ref No.: Reserve Easement Application -
Waipapa Pine Limited

Table 1: Comparison of flow rates during the 2, 5 and 10 year ARI storms

ARI storm	Pre-development	Post-development (unattenuated)	Post-development (attenuated)
2 year	101 l/s	517 l/s	83 l/s
5 year	227 l/s	743 l/s	168 l/s
10 year	334 l/s	891 l/s	325 l/s

Proposed Easement

Harrison Grierson Limited has prepared a draft easement plan, included as **Attachment D**, showing the proposed easement through the reserve. An excerpt is in the figure below.

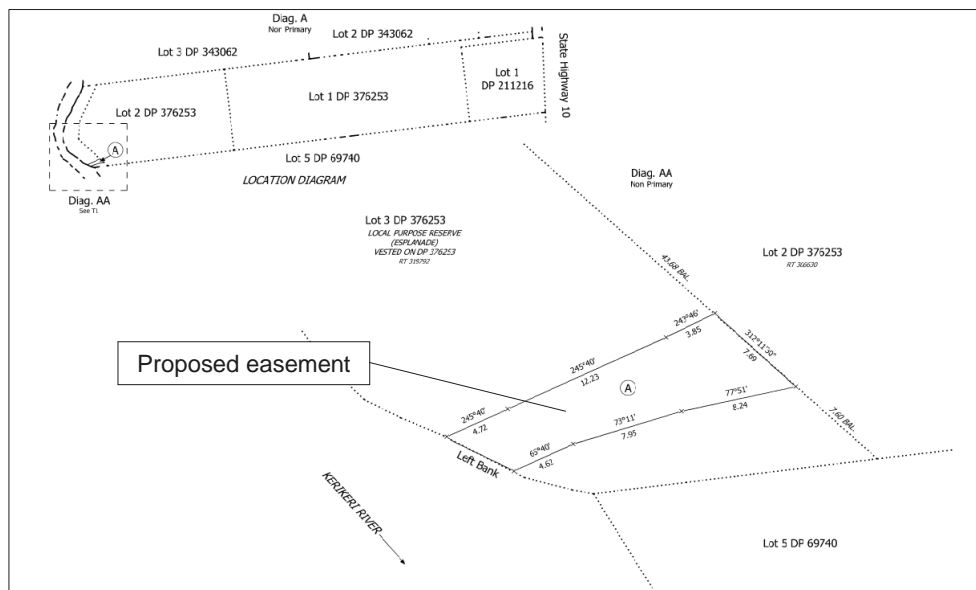


Figure 7: Draft easement plan of the proposed easement (Source: Harrison Grierson)

Purpose of Local Purpose Reserves

Section 23(1) of the Act states that local purpose reserves are “provided for the purpose of providing and retaining areas for such local purpose or purposes as are specified in any classification of the reserve”. Under s 23(2) of the Act, reserves must be administered and maintained for the purpose specified in each reserve’s classification and subs (2)(a) specifically seeks that the right of the public to freely pass and repass esplanade reserves on foot is not impeded¹. In that regard, to provide assurance, Waipapa Pine is open to a condition that, by working collaboratively with the Council and if it is determined necessary, would require drain piping or a footbridge at such a time that the Council intends to establish

¹ Unless the administering body determines that access should be prohibited or restricted to preserve the stability of the land or the biological values of the reserve.



Far North District Council
Application under the Reserves Act 1977

6 September 2024
SLR Project No.: 810.V16525.00001
SLR Ref No.: Reserve Easement Application -
Waipapa Pine Limited

a public walkway on the reserve. Waipapa Pine requests the opportunity to review and discuss any conditions with the Council prior to finalisation.

Public Notice Assessment

Sections 48(2) and 48(3) of the Act state the following:

- 2) *Before granting a right of way or an easement under subsection (1) over any part of a reserve vested in it, the administering body shall give public notice in accordance with section 119 specifying the right of way or other easement intended to be granted, and shall give full consideration, in accordance with section 120, to all objections and submissions received in respect of the proposal under that section.*
- 3) *Subsection (2) shall not apply in any case where—*
 - (a) *the reserve is vested in an administering body and is not likely to be materially altered or permanently damaged; and*
 - (b) *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 right of way or other easement.*

The following comments are made:

- 1 No physical works in the reserve are proposed as part of this application; the application only seeks to authorise the existing discharge.
- 2 No additional discharge in the reserve is proposed; the planned upgrades to the site's stormwater management system is calculated to attenuate post-development flows to below pre-development levels, which is an improvement, in addition to the upgrading of the existing pond and drain into a constructed wetland and vegetated swale, respectively.
- 3 The reserve does not currently connect to other esplanade reserves or public land; its northern boundary adjoins the site while its southern boundary adjoins private land used for a range of industrial and commercial activities. The closest esplanade reserve is located approximately 300 m south-east of the reserve. The western side of the Kerikeri River is also private farmland. There is currently no formal means of land-based access to the reserve without going through private land. There are no known public infrastructure nor public use of the reserve.
- 4 Notwithstanding point (3), as discussed in the previous assessment of s 23 of the Act, Waipapa Pine is open to a condition that, by working collaboratively with the Council and if it is determined necessary, would require drain piping or a footbridge at such a time that the Council intends to establish a public walkway on the reserve.

Based on these reasons, public notice of the application is not considered necessary.

Conclusion

Under s 48(1) of the Act, Waipapa Pine seeks an easement from the Council to authorise an existing stormwater discharge from its site at 1945B State Highway 10, Waipapa over an esplanade reserve (Lot 3 DP 376253) before flowing into the Kerikeri River. For the reasons discussed in this letter, it is concluded that the reserve easement can be granted without public notice. Waipapa Pine requests the opportunity to review and discuss any conditions with the Council prior to finalisation.

Please contact us should the Council require any further information or clarification.



Far North District Council
Application under the Reserves Act 1977

6 September 2024
SLR Project No.: 810.V16525.00001
SLR Ref No.: Reserve Easement Application -
Waipapa Pine Limited

Regards,
SLR Consulting New Zealand



Thomas Trevilla
Senior Project Consultant – Planning
thomas.trevilla@slrconsulting.com



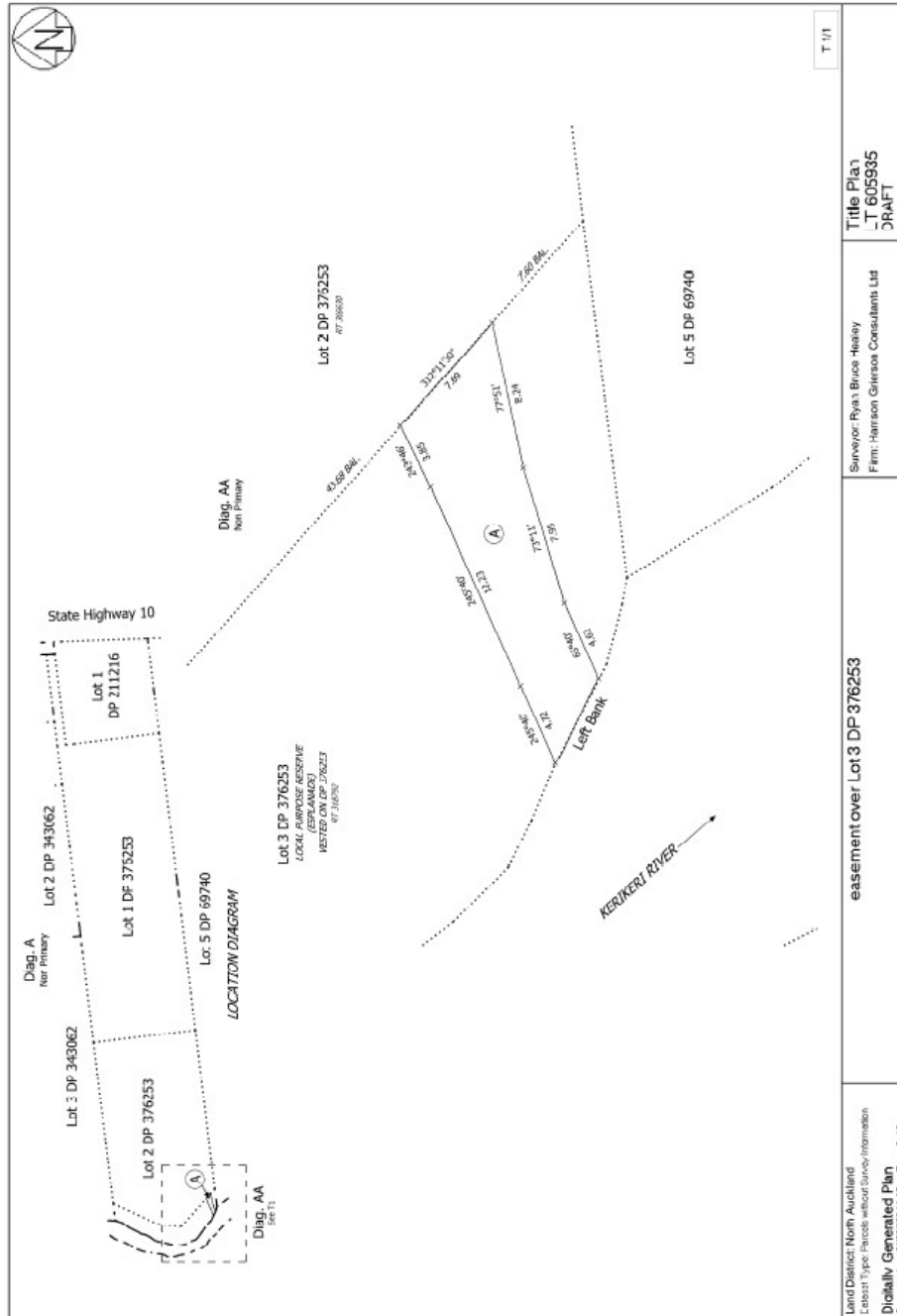
Ben Lee
Northland Planning Manager
ben.lee@slrconsulting.com

Attachments Attachment A: Records of Title
Attachment B: Previous Consent Documents
Attachment C: Stormwater Discharge Letter
Attachment D: Draft Easement Plan

CC Scott Williams, Fletcher Building Limited: Scott.Williams@fbu.com
Maddie Dillon, Fletcher Building Limited: Maddie.Dillon@fbu.com
John Papesch, Haigh Workman Limited: johnp@haighworkman.co.nz



Appendix 2: Proposed easement plan



Appendix 3: Open Space Context

Open space context showing existing Council esplanade reserves outlined in green, the Waipapa Pine site outlined in turquoise and the proposed outfall shown as an orange line.



Appendix 4: CFR for Local Purpose (esplanade) reserve



**RECORD OF TITLE
UNDER LAND TRANSFER ACT 2017
FREEHOLD
Search Copy**



R. W. Muir
Registrar-General
of Land

Identifier 318792
Land Registration District North Auckland
Date Issued 08 December 2006
Prior Reference:
 NA136C/332

Estate Fee Simple
Area 2700 square metres more or less
Legal Description Lot 3 Deposited Plan 376253
Purpose Local Purpose (Esplanade) Reserve
Registered Owners:
 For North District Council

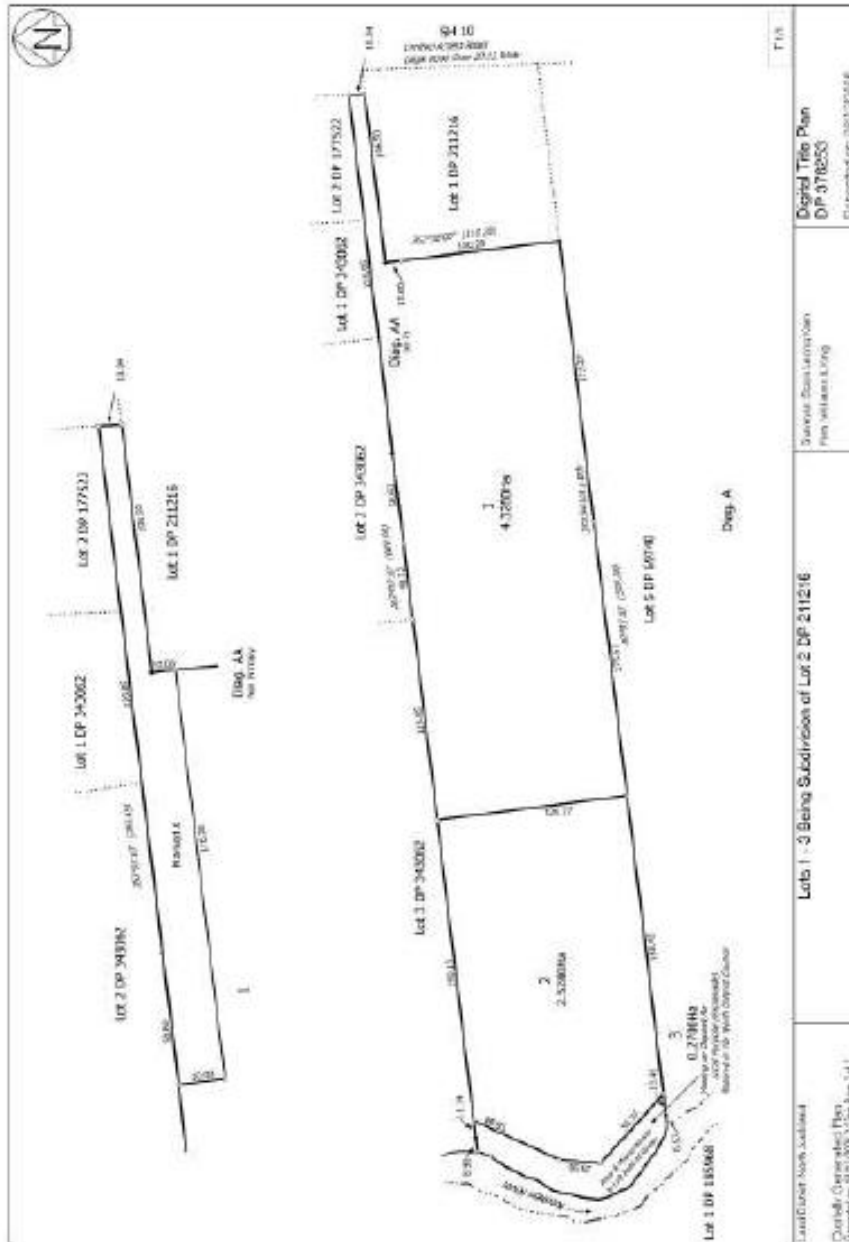
Interests:
 Subject to the Reserves Act 1977

*Transaction ID: 3739573
 Client Reference: S10716325.00001, Phase 11*

*Search Copy Dated 28/08/24 12:33 pm, Page 1 of 2
 Register Only*

Identifier

318792



Transaction ID: 3799873
Client Reference: 8198716022.00001.Phase 11

Search Copy Dated 19/03/2024 11:03 pm, Page 2 of 2
Register Only

7.3 APPLICATION FOR EASEMENT AND LICENCE TO OCCUPY OVER RUSSELL ESPLANADE RESERVE

File Number: A5053486

Author: Robin Rawson, Parks & Reserves Planner

Authoriser: Roger Ackers, Group Manager - Planning & Policy

TAKE PŪRONGO / PURPOSE OF THE REPORT

This report seeks a recommendation from the Bay of Islands-Whangaroa Community Board to Council to grant a stormwater drainage easement over a portion of local purpose (esplanade) reserve near Russell (Lot 5 DP 79476) without public notification pursuant to the Reserves Act 1977. Comment on a licence to occupy part of the local purpose (esplanade) reserve for the purposes of boat manoeuvring and including a section of concrete driveway is also sought.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The owner of 439A Manawaora Road has requested an easement over part of a local purpose (esplanade) reserve to legalise a proposed diverted stormwater pipe and discharge which will reduce coastal erosion.
- The owner also seeks a licence to occupy to include an area where there is boat manoeuvring between the existing boat shed, an existing driveway and the bay, and this area includes a section of concrete paving.
- Access to the reserve from the road is down a steep bank in an area where there is no on-road parking, and public use is generally limited to adjoining neighbours
- Easement conditions would be imposed regarding construction materials and form to protect amenity values of the beach area.
- It is recommended that public consultation is not undertaken, as the reserve would not be materially altered, and public access would not be affected, and this option is provided for in the Reserves Act.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board:

a) Recommend to Council as follows:

That the Far North District Council in its role as the administering body of the Local Purpose (esplanade) Reserve, Lot 5 DP 79476, (without title) and pursuant to its powers under section 48(1) Reserves Act 1977:

the granting of a stormwater drainage easement (shown as B on Plan 24495) over the local purpose reserve, subject to it:

- meeting Reserves Act 1977 requirements, at no cost to Council**
- having a condition imposed that requires the applicant to use materials and design that protect the amenity values of the beach area were the structure is visible.**

b) Pursuant to Council powers under section 48(3) Reserves Act 1977 public notice is not required as the reserve will not be materially altered, and public use and access is not affected.

1) TĀHUHU KŌRERO / BACKGROUND

The owner of 439A Manawaora Road, Russell commissioned a report by Haigh Workman Engineers on Coastal Erosion as the esplanade reserve adjoining their land has been eroding. One of the recommendations of the engineering report is the relocation of a stormwater culvert and associated pipe through the adjoining esplanade reserve, (Lot 5 DP 79476 shown as B on Plan 24495). Stormwater flow to be diverted includes discharge from the road formation within Manawaora Road, and the engineering report notes that this has resulted in loss of sand on the beach. The proposal is assessed in the application as being the most relatively nature-based solution available to restore the coastal edge and prevent further erosion.

The applicant is also applying for a resource consent due to an impermeable surface and coastal marine area setback breaches. The resource consent application notes that:

The proposed solution is of sound engineering practice. As the stormwater from the road and upper catchment is still being accommodated, with just the outlet being relocated it is not anticipated to create any wider hydrological or environmental effects, especially given that the existing situation involves a piped system. Relocating the stormwater outlet will assist in enabling the beach to naturally replenish itself with sand once again...

The esplanade reserve can be accessed from Manawaora Road, however there is no parking in the vicinity of the reserve and public use is generally limited to neighbours and their visitors.

The stormwater pipe is largely underground except for the culvert outfall and will not affect public access or recreation within the esplanade reserve which allows Council the option under Section 48(3) of the Reserves Act to decide that public notification is not required for decision-making. Conditions can be imposed so there is control over materials and colours of the culvert to maintain the amenity values of the beach.

The easement application is included as Appendices 2 and 3, and a letter of support for the project from Ngāti Kuta hapu is included as Appendix 3. Ngāti Kuta has provided a signed plan of the proposed easement.

The applicant is now seeking a signed plan of the proposed easement or covering correspondence required for the applications to be processed.

The boat shed on 439A Manawaora Road is located within the site and adjoining the Council esplanade reserve. Boats are taken across the esplanade to the bay, and at times vehicles and boats are taken up a steep driveway within the property at 439A Manawaora Road. A narrow turn connecting the boat shed to the driveway within the reserve is proposed to be constructed in concrete because of the gradient and landform.

A resource consent application is currently being processed to construct the section of sealed driveway which exceeds 600m² of site coverage and is within 30m of Mean High Water Springs (MHWS), (RMALUC-2250236). In addition to consent approvals, landowner approval would be required from Council for any part of the sealed driveway located in the reserve. The owner seeks landowner approval as a licence to occupy area 'A' of the reserve. A licence to occupy is an approval that can be rescinded at any time by Council.

Decisions under the Reserves Act need to be approved by Council, with Community Boards delegated to consider and report on matters including reserves. Staff are delegated to approve licences to occupy and seek comment where this is considered useful.

The Reserves Act anticipates that easements will be publicly notified except where the rights of the public to use the reserve are not likely to be permanently affected. In this situation it is not assessed that the reserve would not be permanently affected by the proposed easement.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Easement

Private Stormwater easements through reserves are expected where Council reticulated services do not exist because esplanade reserves are at the lowest levels in a water catchment. Provisions in the Reserves Act allow for easements to be made. Redesign of the stormwater system in this catchment will have positive effects by allowing sand to rebuild the beach and preventing further erosion of the reserve. This is assessed by the applicant's consultant engineer as the best option for this site, and no other realistic options exist with the same benefits. An easement would make the stormwater function through this area explicit in land records.

Council has options to publicly notify the application if it is considered that this would assist in understanding the effects, or not where it agrees with assessment that the proposal will not materially affect public use of the reserve.

The amenity of the beach can be retained through easement conditions over construction materials and form. These will be imposed as part of any easement granted.

In considering the recommendation to Council, the following options can be considered by the Bay of Islands-Whangaroa Community Board:

Option 1 –

1. That the Bay of Islands-Whangaroa Community Board does not support the granting of an easement for the purpose of stormwater drainage on Local Purpose (Esplanade) Reserve Lot 5 DP 79476.

Option 2 –

1. That the Bay of Islands-Whangaroa Community Board supports initiation of public consultation to provide background to consideration of the granting of an easement for the purpose of stormwater drainage on Local Purpose (Esplanade) Reserve Lot 5 DP 79476.

Option 3 –

1. That the Bay of Islands-Whangaroa Community Board supports the granting of a stormwater drainage easement (shown as B on Plan 24495) over the local purpose reserve, subject to meeting Reserves Act requirements, at no cost to Council.

A condition is imposed that requires controls over design and materials where the drainage structure is visible.

Pursuant to Council powers under section 48(3) Reserves Act 1977 public notice is not required as the reserve will not be materially affected.

Licence to Occupy

Comment on the proposed licence to occupy is welcomed to help inform Council staff prior to any decision being made. Boat access is an expected activity in many local purpose (esplanade) reserves, and boat ramps are often constructed in concrete, however sealed access driveways are less common.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

Option 3, for Council to grant the easement application without public notification is recommended for the following reasons:

- The stormwater pipe and culvert will reduce erosion of the adjoining esplanade
- The stormwater pipe and outfall is largely underground except for the culvert and will not affect public access and recreation

- The amenity of the beach can be retained through easement conditions over construction materials and form, and the rights of the public to use the reserve will not be materially affected.

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

A fee of \$476 has been received for the easement application, and disbursements will be charged at cost. Expenses including legal costs, costs for a valuation of the land underlying the easement and the value of the land will be paid by the applicant.

A processing charge of \$121 applies to applications for new licences to occupy.

ĀPITIHINGA / ATTACHMENTS

1. **Appendix 1 - Easement Application Manawaora - A5052350**  
2. **Appendix 2 - Proposed easement Manawaora - A5059899**  
3. **Appendix 3 - Ngati Kuta Hapu Support Letter Manawaora - A5052352**  

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	Proposed easement is for an underground pipe that will not materially affect activities on the reserve. Private stormwater pipes through esplanade are expected and needed where Council services do not exist. Easements for stormwater services are common practice, and the level of significance is assessed as being very low.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The proposed easement is for an underground pipe and processes will be consistent with the Reserves Act and Parks and Reserves 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.	Stormwater easements across esplanade reserves are common around the district and nation, however the specifics of this application relate to the site at Manawaora Bay, and comment from the local Community Board is being requested.
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.	The applicant has provided a letter of support for the proposed activities and for the proposed easement from Ngāti Kuta.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	The amenity of the beach can be retained through easement conditions over construction materials and form, and the rights of the public to use the reserve will not be materially affected.
State the financial implications and where budgetary provisions have been made to support this decision.	A fee of \$476 has been received for the easement application, and disbursements will be charged at cost. Expenses including legal costs, costs for a valuation of the land underlying the easement and the value of the land will be paid by the applicant.

	A processing charge of \$121 applies to applications for new licences to occupy
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

Application for Easement over Reserve Land

Philip Yates

439D Manawaora Road, Parekura Bay

Date: 12 December 2024

Attention: Robin Rawson

1 – Applicant Details

Property owner - Philip S Yates

Postal Address – 23 Kokinga Point Road, Parekura Bay, Rawhiti

Phone – 021 927830

Email – pyates@genetic.co.nz

2 – Project Details

An easement is sought over the Esplanade Reserve legally described as Lot 5 DP 79476.

The easement is sought to convey stormwater from Lot 1 DP 79476 through to the Coastal Marine Area. At present stormwater flows from Manawaora Road through Lot 1 DP 79476, into the Esplanade Reserve and out to the coast. It is proposed that the location of the pipeline be redirected to mitigate the adverse effects the location of the existing stormwater outlet has on the beach. The pipeline through the esplanade was originally put in place by the Council, and no formal easement was provided for it at this time.

Recently in October 2024, Council released an interim guide on information required when seeking approval for a new coastal structure. This document details a series of information requirements which should be covered when seeking Council approval for an easement. Each of these items will be covered in detail below.

Sufficient information provided on plans including property boundaries and location of MHWS

- 1.1.1. Refer to the attached Survey Plan, Development Plans and Coastal Hazard Mitigation Report. These plans and report include detail on the property boundaries, MHWS, where the proposed stormwater infrastructure (pipeline, outlet and revetment) will be located and the portion of driveway to be sealed within 30m of the Coastal Marine Area / MHWS.

Clear need for works including degree of risk

- 1.1.2. This is outlined within the Coastal Hazard report. Please refer to the following sections for detail. Section 1.5 where the details of what is recommended is outlined. I note that some of the works includes the need for Regional Consent which is also being sought

concurrently with this application. Section 2.2 details how the erosion that is occurring is non-reversible acute erosion that is considered permanent. Section 2.4 discusses the wave setting and sand replenishment. Section 3.1.1 discusses the requirement for the hard protection structure and the design considerations that have been made. Section 3.4 details the proposed Revetment and the requirement for this to be installed. Section 4 discusses where the stormwater which is currently piped through the site originates from.

Proposed Solution

- 1.1.3. As detailed within the Coastal Hazard Mitigation report the mixture of the pipe relocation and sand replenishment is the best practical option to address the development overall. The pipe relocation is the trigger for the Easement.
- 1.1.4. The outlet structure will not preclude sand replenishment.
- 1.1.5. The loss of sand on the beach is a permanent issue being driven by the placement of the exiting stormwater outlet. The proposal seeks to work with the most nature-based solution that is available.

Sound Coastal Engineering practice, no wider adverse hydrological or environmental effects or increased risk to others

- 1.1.6. The proposed solution is of sound engineering practice. As the stormwater from the road and upper catchment is still being accommodated, with just the outlet being relocated it is not anticipated to create any wider hydrological or environmental effects, especially given that the existing situation involves a piped system.

Does not have effect on public access to CMA

- 1.1.7. Public Access will not be impacted as the infrastructure will be located underground.

Will not affect the amenity of surrounding areas

- 1.1.8. The proposal seeks to relocate the stormwater pipe further west of the existing location. The outlet structure is small to ensure that the amenity of the surrounding area is not compromised.

Will not affect use and enjoyment of public space

- 1.1.9. The infrastructure is located largely underground, with the exception of the manhole and the outlet structure. It is not anticipated that these will impact upon the use and enjoyment of the public space, especially if the sand on the beach is able to be replenished.

Will not affect Council infrastructure

- 1.1.10. The stormwater from the Council Road is directed down through the subject site. This proposal will enhance the infrastructure that conveys the stormwater originating from a council asset. This is a positive effect.

Demonstrates consultation with major stakeholders, hapu?

- 1.1.11. Written Approval from the local hapu has been received as part of this proposal. FND's Reserves Planner was consulted during the early planning stages of this project and throughout the reporting stage.

Consistency with plans including reserve management plans and Reserves Act classification

- 1.1.12. There is no reserve management plan for the esplanade. The proposal is considered consistent with the Reserves Act classification.

3 – Details of the property requiring easement

Physical address - 439D Manawaora Road, Parekura Bay

Legal Description – Lot 5 DP 79476

4 – Applicable Building or Resource Consents

Yes, RC 2250236 is applicable to the application.

5- Does the application relate to an application for, or approved connection to Council infrastructure

No.

6 – Information requirements

Certificate of title – Refer Appendix A

Site Plan – Refer Appendix B

Description of how the connection will be constructed and the impacts the proposal may have on the reserve – Refer Appendix C Engineering Report and Appendix D Resource Consent AEE.

A statement from a Suitably Qualified person outlining other options that have been considered for providing the connection – Refer Appendix C Engineering Report

7 – Declaration of Applicant or Authorised Agent**Fees and Charges:**

You will be responsible for payment all actual and reasonable costs of processing the application. The processing charge covers tasks such as site visits, report preparation, information searches, and input from other Council staff. Mileage is also charged. You will also be required to cover any surveying and legal costs associated with the application. Compensation for use and occupation

for the land may also be chargeable.

You will be invoiced for costs associated with processing the application when a decision on your application is issued. In some cases, interim billing for processing costs may also occur.

Privacy Information:

Council requires the information you have provided on this form to process your application and to collect statistics. Council will hold and store the information, including all associated reports and attachments, on a public register. The details may also be made available to the public on Council's website. These details are collected to inform the general public and community groups about all consents which have been processed or issued through Council. If you would like to request access to, or correction of any details, please contact Council.

Applicant Declaration:

I / we confirm that I / we have read and understood the above.

I undertake to pay all costs associated with this application. I also agree to pay all the costs (including debt collection or legal fees) of recovering any unpaid costs.

Applicant name: Philip Yates

Applicant signature:

Date: 16/12/24

8 – Address for Service

Name: Northland Planning and Development 2020 Limited c/o – Rochelle Jacobs

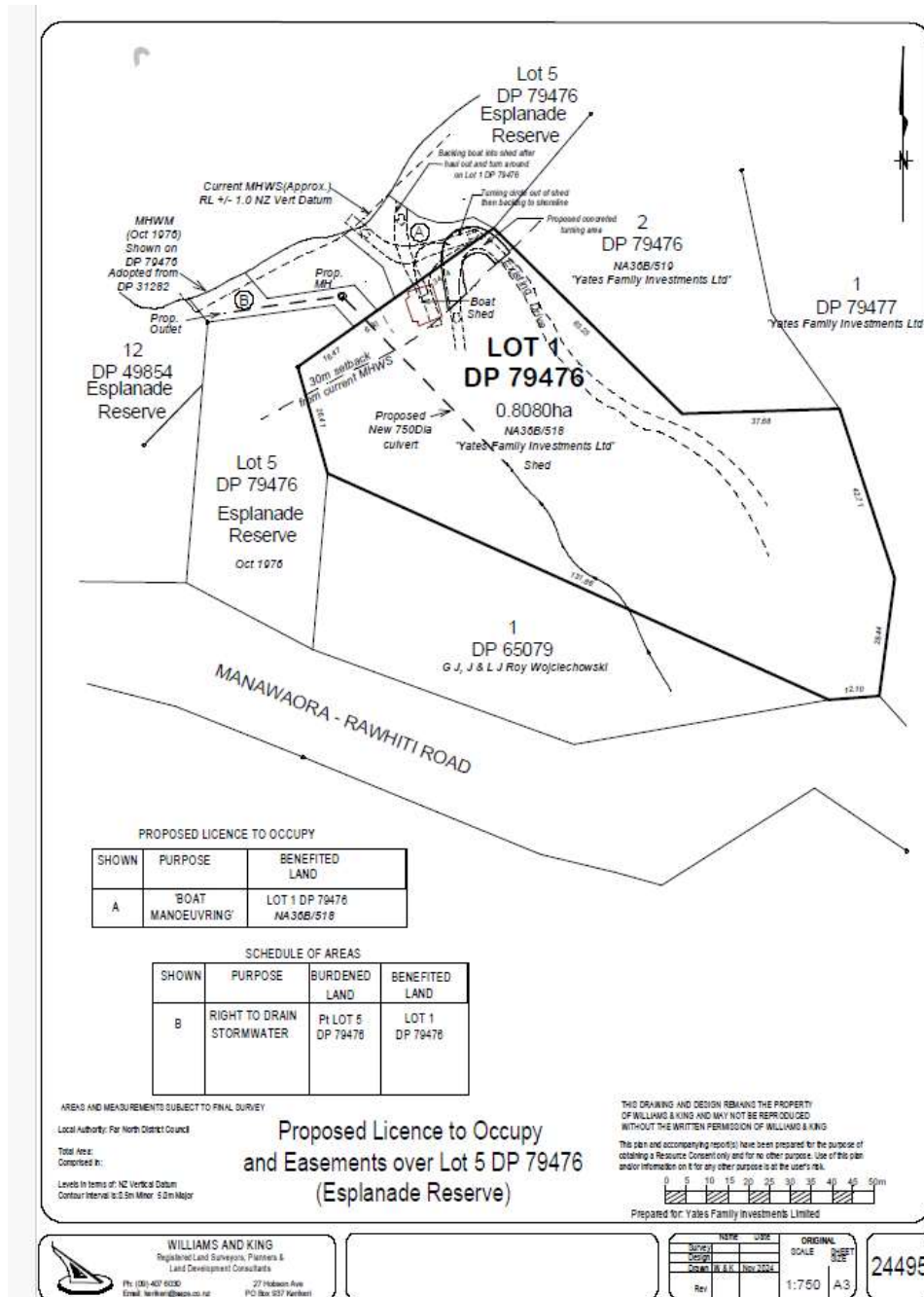
Physical Address: 9/6 Fairway Drive, Kerikeri 0230

Email: info@northplanner.co.nz

Phone: 0274498813

Preferred method of contact: Email

Appendix 2: Plan of proposed easement (area 'B') and licence to occupy (area 'A')



**Ngati Kuta | Hapu**

Te Rawhiti, Ipipiri

www.ngatikuta.maori.nzngatikutahapu@gmail.com

Ko Rakaumangamanga te maunga

Ko Ipipiri te moana

Ko Te Rawhiti te marae

Ko Ngāti Kuta te hapu

Ko Ngapuhi te Iwi

Ngā kaitiaki o nga taonga tuku iho

13.11.2024

Tēnā tātou katoa,

Recently members of our trust met with Philip Yates to discuss his upcoming proposals at Te Uenga Bay and Waipiro Bay.

We discussed the proposal, acknowledging the impacts of Coastal Erosion in the bay and the extensive native revegetation works Philip has been undertaking on his properties. We spoke about the archaeological assessment that has been completed for the project, and specifically the investigation into the new culvert, manhole and the associated earthworks.

Given that there is the potential for disturbance to an archaeological site (shell middens), Philip has offered for us to be on site during the time in which the earthworks are being completed.

I can confirm that we as a trust are satisfied with the works planned by Philip and we have no objections to the proposal.

We thank Philip for the early engagement with our hapu trust and look forward to working with him in the future.

Ngā mihi nui

Glenys Papuni

On behalf of Ngāti Kuta Hapu Trustees

A handwritten signature in black ink, appearing to be 'Glenys Papuni', written over a horizontal line.

7.4 CHAIRPERSON AND MEMBERS REPORT

File Number: A5060852
Author: Kim Hammond, Community Board Coordinator
Authoriser: Scott May, Manager - Stakeholder Relationships

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board note the reports from Chairperson Ward and Members Jane Hindle and Roddy Pihema.

1) TĀHUHU KŌRERO / BACKGROUND

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

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

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

The report from the Chairperson and members are attached.

Resource Consents are available on the Council's website and when going through a public notification process will be emailed to community board members. Members have five days to send feedback in relation to a resource consent. Members will be expected to include these details in their member reports to provide transparency.






TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

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

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

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

ĀPITIHINGA / ATTACHMENTS

1. Chairperson Report - Belinda Ward - A5061011 [↓](#) 
2. Chairperson Report Belinda Ward, Resource Consent Feedback - A5061012 [↓](#) 
3. Members Report - Jane Hindle - A5074970 [↓](#) 
4. Members Report - Roddy Pihema - A5074955 [↓](#) 
5. Members Report - Roddy Pihema, Kawakawa Domain Reserve Committee Minutes - A5064679 [↓](#) 



Member's Report

Name: Belinda Ward

Subdivision: Paihia Subdivision

Date: 1st December 2024 – 23 January 2025

Meetings Attended

Date	Meeting	Comments
01/12/24	Caulerpa Information Meeting	Presentation & questions from the Public BOI Yacht Club - Waitangi.
03/12/24	Paihia Waterfront Working Group Mtg	Stage 3 progress & next steps. PWM Hall Conference Room.
03/12/24	Friends of the Williams House, Paihia Library	End of year celebration & presentation to long serving volunteer Ann Corbett. Paihia Library.
05/12/24	Viewed weekly Business Call Meeting	Virtual - Teams.
06/12/24	Paihia Christmas Parade	This year's theme: Movies. Williams Road Paihia
09/12/24	Opening of BOI-W CB funded exhibition "This Is Us Here Now"	24m long community artwork in 8 sections. Turner Centre - Kerikeri.
09/12/24	BOI-W CB Agenda Preview	Virtual - Teams.
10/12/24	Te Patukurea Kerikeri / Waipapa Spatial Plan Presentation	Identifying a preferred growth scenario. FNDC - Kaikohe
10/12/24	Annual Plan Workshop 2025/2026	FNDC - Kaikohe
10/12/24	Benefit of Community Water Fluoridation	External presentation - Virtual Teams.
11/12/24	Te Kuaka Committee Meeting	Signing of Te Aro Manatu MOU with Ngāti Rēhia. FNDC - Kaikohe.
12/12/24	FNDC Meeting	Virtual - Teams.
16/12/24	Attended Doug Turners Farewell	Family shared a celebration of Doug's life. Turner Centre - Kerikeri
16/12/24	CB Chairs catch up with Mayor	Virtual - Teams.
17/12/24	BOI-W CB Meeting	Turner Centre - Kerikeri
17/12/24	CB Chairs meeting with Strategic Relationships Manager	Discussion re CE/CB KPI Development. Virtual - Teams

7.5 FUNDING APPLICATIONS

File Number: A5062102

Author: Kathryn Trewin, Funding Advisor

Authoriser: Scott May, Manager - Stakeholder Relationships

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Six new applications have been received, as well as one that was left to lie at the end of the December meeting, requesting **\$32,147**.
- The Board has **\$86,138** to allocate for the Community Board Fund in the 2024/2025 financial year.
- The Board has **\$100,000** to allocate for the Placemaking Fund in the 2024/2025 financial year.

TŪTOHUNGA / RECOMMENDATION

- a) That Bay of Islands-Whangaroa Community Board approve the sum of **\$610** (plus GST if applicable) be paid from the Boards Community Fund account to the ArtsXL Charitable Trust for costs towards the 100 x 100 art show.

TŪTOHUNGA / RECOMMENDATION

- b) That Bay of Islands-Whangaroa Community Board approve the sum of **\$10,000** (plus GST if applicable) be paid from the Boards Community Fund account to the Ōpononi Area School for costs towards the 50th anniversary Te Tai Tokerau Secondary Schools Kapa Haka Festival.

TŪTOHUNGA / RECOMMENDATION

- c) That Bay of Islands-Whangaroa Community Board approve the sum of **\$3,000** (plus GST if applicable) be paid from the Boards Community Fund account to the Road Safety Education Limited for costs towards running road safety education classes at Kerikeri High School.

TŪTOHUNGA / RECOMMENDATION

- d) That Bay of Islands-Whangaroa Community Board approve the sum of **\$1,460** (plus GST if applicable) be paid from the Boards Community Fund account to the Te Whare Pora o Whangaroa for costs towards Heti and Hope concert.

TŪTOHUNGA / RECOMMENDATION

- e) That Bay of Islands-Whangaroa Community Board approve the sum of **\$8,000** (plus GST if applicable) be paid from the Boards Community Fund account to the Youthline Auckland Charitable Trust for costs towards helpline services.

TŪTOHUNGA / RECOMMENDATION

- f) That Bay of Islands-Whangaroa Community Board approve the sum of **\$6,500** (plus GST if applicable) be paid from the Boards Community Fund account to the Centre (Turner Centre) Kerikeri for costs towards community kapa haka classes.

TŪTOHUNGA / RECOMMENDATION

- g) That Bay of Islands-Whangaroa Community Board approve the sum of **\$1,737** (plus GST if applicable) be paid from the Boards Community Fund account to the Whangaroa County Museum and Archive for costs towards promotion and a scenic tourist map.

1) TĀHUHU KŌRERO / BACKGROUND

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

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

1. A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki;
2. We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride.
3. Proud, vibrant communities;
4. Prosperous Communities supported by a sustainable economy;
5. Communities that are safe, connected and sustainable;
6. Communities that are prepared for the unexpected;

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Applicant	Requested	Recommend	Comments	Type
ArtsXL Charitable Trust – 100x100 Art Show	\$610	\$610	The applicant is seeking funding towards costs for the 100 x 100 arts show to be held at the Turner Centre in 2025. This meets community outcomes 2 and 3.	Art, Culture and Heritage/Event

Applicant	Requested	Recommend	Comments	Type
Ōpononi Area School – 50 th anniversary Te Tai Tokerau Kapa Haka Festival	\$10,000	\$10,000	<p>The applicant is seeking funding for the 50th anniversary Te Tai Tokerau Kapa Haka Festival.</p> <p>They have applied to all three community boards, as this involves participants from across the district, as well as the Far North Creative Communities committee. They received \$5,000 from Creative Communities and \$10,000 from Kaikohe-Hokianga Community Board.</p> <p>This meets community outcome 2, 3 and 5.</p>	Art, Culture and Heritage/Event
Road Safety Education – Education Classes	\$3,000	\$3,000	<p>The applicant is seeking funding towards the costs of holding road safety education classes at Kerikeri High School. This was left to lie at the December 2024 meeting as the Board had questions to ask of the applicant.</p> <p>This meets community outcomes 1, 3 and 4</p>	Community Development
Te Whare Pora o Whangaroa – Heti and Hope	\$1,460	\$1,460	<p>The applicant is seeking funding to host a concert in Whangaroa featuring the touring artists Heti and Hope. They have also received funding from Creative Communities in the amount of \$1290.</p> <p>This meets community outcomes 2, 3 and 5.</p>	Art, Culture and Heritage/Event
Youthline Auckland Charitable Trust – Helpline service costs	\$8,000	\$8,000	<p>The applicant is seeking funding for costs associated with operating the national Youthline call centre.</p> <p>The supporting information outlines support given to rangitahi and Tamariki in the Auckland region. On page 5 of their application, they indicate that they expect to help at least 313 rangitahi in the Bay of Islands-Whangaroa ward.</p> <p>Identical applications have been made to the other Community Boards</p> <p>This meets community outcome 1 and 3.</p>	Community Development

Applicant	Requested	Recommend	Comments	Type
The Centre – Ngāti Rehia Community Kapa Haka	\$6,500	\$6,500	The applicant is seeking funds to run a second series of community kapa haka classes with Ngāti Rehia. It is noted that \$1,500 granted previously for the Kapa Haka group to perform during Waitangi week is being returned for the Board to redistribute as they were unable to participate in events as planned. This meets community outcome 1, 2, 3 and 5	Art, Culture and Heritage/Event
Whangaroa County Museum and Archives – promotion and visitor map	\$1,737	\$1,737	The applicant missed being considered for funding at the end of 2024 and has delayed their project (due to start in December 2024) until the Board has time to consider their application. They are seeking funding to promote the museum and turn the current map into one visitors can use to see sites of interest. This meets community outcome 2, 3 and 5	Art, Culture and Heritage/Event

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

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

For each application, the Board has three options.

Option One: Authorise funding for the full amount requested.








Option Two: Authorise partial funding.

Option Three: Decline funding the application.

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

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

ĀPITIHINGA / ATTACHMENTS

1. ArtsXL - A5069709 [↓](#) 
2. Ōpononi Area School - A5069713 [↓](#) 
3. Road Safety Education - A5069707 [↓](#) 
4. Te Whare Pora o Whangaroa - A5069703 [↓](#) 
5. Youthline - A5069710 [↓](#) 
6. Turner Centre Kapa Haka - A5071116 [↓](#) 
7. Whangaroa Museum - A5071077 [↓](#) 

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.	Applications received are assessed against the Community Grants Policy.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report does not have district wide relevance.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	There are no implications for Māori in relation to the applications received in relation to whenua and/or wai.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	Considered in the application.
State the financial implications and where budgetary provisions have been made to support this decision.	Budgetary provision has been made and the grant is allocated in accordance with the Community Grant Policy.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

7.6 PROJECT FUNDING REPORTS

File Number: A5070308

Author: Kathryn Trewin, Funding Advisor

Authoriser: Scott May, Manager - Stakeholder Relationships

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

TŪTOHUNGA / RECOMMENDATION

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

- a) Our Kerikeri – 2024 Chess Competition
- b) Foster Hope Northland
- c) Kawakawa Christmas Event
- d) Turner Centre – This is Us Here Now
- e) Whangaroa Arts Festival
- f) Whangaroa Recreation and Community Centre

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. Our Kerikeri - 2024 Chess - A5069705  
2. Foster Hope Northland - A5069711  
3. Kawakawa Christmas Event - A5069706  
4. This is Us Here Now - A5069704  
5. Whangaroa Arts Festival - A5069712  
6. Whangaroa Pool - A5069708  

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.

8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

8.1 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD OPEN RESOLUTION REPORT

File Number: A5044352

Author: Maria Bullen, Democracy Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

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

TŪTOHUNGA / RECOMMENDATION

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

TĀHUHU KŌRERO / BACKGROUND

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

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

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

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

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

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

ĀPITIHINGA / ATTACHMENTS

1. **Open Resolution Report - A5064676**  

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

10 TE KAPINGA HUI / MEETING CLOSE