



**Far North
District Council**



Te Kaunihera o Tai Tokerau ki te Raki

AGENDA

Bay of Islands-Whangaroa Community Board Meeting

Thursday, 2 December 2021

Time: 10.00 am
Location: Baysport Complex
Harmony Lane
Waipapa

Membership:

Chairperson Belinda Ward
Deputy Chairperson Frank Owen
Member Lane Ayr
Member Manuela Gmuer-Hornell
Member Bruce Mills
Member Manuwai Wells
Member Dave Hookway-Kopa
Member Rachel Smith

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 & Kaitia Airports, Hokianga Vehicle Ferry, i-Site network, Far North Community Centre, Kerikeri Domain, Kawakawa Heated Swimming Pool, Kaikohe Cemetery, Kerikeri Sports Complex, The Centre at Kerikeri, the Bay of Islands/Hokianga Cycle Trail.*

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

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

6. To hold hearings of submissions received as a result of Special Consultative Procedures carried out in respect of any matter other than an Annual or Long Term Plan and make recommendations to the Council.
7. Where recommended by staff to appoint management committees for local reserves, cemeteries, halls, and community 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 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.

BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD MEMBERS REGISTER OF INTERESTS

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Belinda Ward	Ward Jarvis Family Trust	Trustee		
	Kenneth Jarvis Family Trust	Trustee		
	Residence in Watea			
Belinda Ward (Partner)	Ward Jarvis Family Trust	Trustee and beneficiary		
	Kenneth Jarvis Family Trust	Trustee and beneficiary		
	Residence in Watea	Trustee		
Lane Ayr	Retired			
	Home			
	Residence in Kerikeri			
Lane Ayr (Partner)	Riverview School			
	Home			
	Residence in Kerikeri			
Bruce Mills	Galloquine Trust / Galloquine Limited	Director		
	Whangaroa Community Trust	Trustee		
Manuwai Wells	No form received			
Frank Owen	Retired			Step aside from decisions that arise, that may have conflicts
	House Property in Kerikeri			Step aside from decisions that arise, that may have conflicts
Frank Owen (Partner)	House Property in Kerikeri			
Manuela Gmuer Hornell	Bay of Islands Sailing week Incorporated	Chair	Funding for events	Step aside from decisions that arise, that may have conflicts
	Te Au Mārie 1769 Sestercennial Trust	Trustee		Step aside from decisions that arise, that may have conflicts
	Chris Hornell and Manuela Gmuer-Hornell Partnership	Partner		Step aside from decisions that arise, that may have conflicts
	Hornell-Gmuer Trust	Trustee and Beneficiary		Step aside from decisions that arise, that may have conflicts
	Russell Contracting Limited	Family Business		Step aside from decisions that arise, that may have conflicts
	Russell Volunteer Fire Brigade	Secretary		Step aside from decisions that arise, that may have conflicts

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Dave Hookway-Kopa	Manu Hapori Hauora – Community Wellbeing Advisor Northland DHB	Employee	Possibility of joint working groups with FNDC	Consider each situation on merit and declare any potential conflict
	Property on Waipapa West Road	Property owner	Issues to do with the street	Declare as appropriate
Rachel Smith	Friends of Rolands Wood Charitable Trust	Trustee		
	Mid North Family Support	Trustee		
	Property Owner	Kerikeri		
	Friends who work at Far North District Council			
	Kerikeri Cruising Club	Subscription Member		
	Vision Kerikeri	Financial Member		
Rachel Smith (Partner)	Property Owner	Kerikeri		
	Friends who work at Far North District Council			
	Kerikeri Cruising Club	Subscription Member and Treasurer		
	Vision Kerikeri	Financial Member		
	Town and General Groundcare Limited)	Director/Shareholder		

Far North District Council
Bay of Islands-Whangaroa Community Board Meeting
will be held in the Baysport Complex, Harmony Lane, Waipapa on:
Thursday 2 December 2021 at 10.00 am

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1 KARAKIA TIMATANGA / OPENING PRAYER

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 NGA 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 Team Leader Democracy Support (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

Richard Lawty, Cherry Park Committee Chair.

4 TE TONO KŌRERO / DEPUTATION

WAKA KOTAHI – KERRY THOMAS AND KATHRYN O'REILLY UPDATE ON CURRENT AND NEW PROJECTS.

5 NGA KAIKORERO / SPEAKERS

Kerikeri Croquet Club Inc speaking in regard to Item 8.3 Funding Applications.

The Magic Playhouse speaking in regard to Item 8.3 Funding Applications.

Russell Tennis Club Inc speaking in regard to Item 8.3 Funding Applications.

6 NOTICE OF MOTION**6.1 NOTICE OF MOTION - CHERRY PARK HOUSE****File Number: A3492143**

I, Deputy Chairperson Frank Owen, give notice that at the next Bay of Islands-Whangaroa Community Board meeting to be held on 2 December 2021, I intend to move the following motion:

MŌTINI / MOTION

That the Bay of Islands – Whangaroa Community Board receive the Cherry Park House Management Committee report and refer it to Council staff requesting their advice as to steps that can be taken to address the issues raised in the report.

TAKE / RATIONALE

Control of Cherry Park House is vested in the Bay of Islands – Whangaroa Community Board by the Far North District Council. The Board has in turn delegated the management of the facility to the Cherry Park House Management Committee. There are a number of issues with the House that the Management Committee wishes to bring to the attention of the Board.

I commend this Notice of Motion to the Board.

ĀPITI HANGA / ATTACHMENTS

1. **Cherry Park House Report - Bay of Islands-Whangaroa Community Board December 2021 - A3493306** [↓](#) 

**CHERRY PARK HOUSE
MANAGEMENT COMMITTEE REPORT TO
BAY OF ISLANDS WHANGAROA COMMUNITY BOARD
November 2021.**

INTRODUCTION

Cherry Park House was bequeathed to the Bay of Islands County Council in the mid 1980's. The control of the house was delegated to the Kerikeri Community Council. Cherry Park House is located at 160 Landing Road; the house itself has a floor area of 310sq metres, and is situated on 9,141 sq. metre [2.2 acres] section which is officially described as Pt Lot 2 DP 37646 – RESERVE. It has a capital value of \$244,000. Whereas this may seem low it has to be remembered that the land is subject to flooding and its uses are therefore limited.

The purpose of Cherry Park House is

*“to provide a venue for the furtherance and culture of Arts and crafts and associated interests, for the residents of Kerikeri and immediate environs. To this end facilities are provided for the holding of meetings, symposiums, workshops, displays and exhibitions relating to the interests of the user tenants.”**

The day to day administration of the house was delegated by the Community Council to a Management Committee which was to be made up of

“a representative of each tenant group and two members of the Community Council.”

A copy of what is believed to be the original Constitution and Rules of the house is attached as Appendix One to this letter.

The house is now also used by the Croquet Club as its club rooms, an arrangement agreed by the Council and the Croquet Club at some stage in the past

THE CURRENT POSITION.

Cherry Park House has now been operating for close to 40 years since its establishment as an Arts Centre in the mid-1980s. There are 21 groups regularly using the facilities, a variety of one off users, and over 200 people using the facility on a regular basis.

During the past 40 years there have been changes to its operation and management. The facility is now owned by the Far North District Council, the control is now vested in the Bay of Islands Community Board. The Community Board has in turn delegated the management of the facility to the Cherry Park House Management Committee.

The Management Committee is now elected at an annual general meeting each year. One additional member of the Management Committee is appointed by the Bay of Islands Community Board.

CURRENT ISSUES**The constitution and management.**

For some time there have been concerns expressed by Management Committee members as to the appropriate management and control of the property, its rules, its modus operandi, and responsibilities in respect of the property. At the 2018 Annual Meeting a new constitution was adopted. A copy of this constitution is attached as Appendix Two to this letter.

There is now some doubt as to the validity of the new constitution. It has been suggested that the new constitution should have been approved by Council before it could come into effect. That aside, the FNDC has in place a policy for halls. This is set out in Appendix Three to this letter. The policy is clear on the role of Council, Community Boards, and Hall Management Committees in the management and running of community halls. Cherry Park House is listed on the FNDC website as a hall. This would suggest that Cherry Park House does not need a constitution.

Procedures for Hall Committees

The Council policy provides that when Community Boards have a Hall Committee under delegated authority to oversee the hall's operation, the following procedures will apply:

- a) The Committee will have a minimum of 5 elected members. In addition, a Community Board Member will be seconded to the committee to provide a liaison and advisory role, but shall not hold an office on the Committee.
- b) The Committee will hold an Annual General Meeting every 12 months; this meeting must be publicly notified. Elections will take place at the Annual General Meeting. As Council's financial year starts in July, this is the suggested month for elections.
- c) The Committee will produce annual audited accounts and statistical information on the usage of the hall, income received and any investments made in the hall.
- d) The Committee is responsible for all bookings, fee collections and resolving any operational issues.
- e) The Committee is responsible for all operational expenditure, including water, pan charges, power, phone, and cleaning.
- f) Public halls owned by Council are non-rateable, except for water and sewerage charges.
- g) The Committee is responsible for internal maintenance, refurbishments, and purchase of replacement equipment, but not for building renewals.
- h) The Committee is responsible for insurance of the hall committee's chattels, such as chairs, tables, and crockery. Council will insure the facility, which will include fixtures such as stoves and zip water heaters.
- i) Where fee income does not meet expenses, an approach can be made through the Community Board for a one-off grant or for the Community Board to fund a specific shortfall each financial year. The Committee's Community Board Member will advise if fees may need to be increased or if a hall may no longer meet the community's needs

In general it would seem the policies are being followed by the Management Committee.

Health and Safety - Legal liability

It is noted that the Council Policy in respect of Halls is silent on the question of Health and Safety. This is an issue for the Management Committee and centres on legal liability. As will be discussed later in this report there are a number of issues with Cherry Park House that have significant health and safety implications. Concern has been raised by Management Committee members as to their potential liability in the event of serious injury to any person using the House. Logic suggests that in

terms of the respective roles of the Council, the Community Board, and the Management Committee as set out in the Policy, the responsibilities could be as follows :-

- a. The safety of the building itself in a generic sense, - Council
- b. Health and safety aspects relating to activities being carried out, - The Management Committee

The Committee would appreciate the Council clearly spelling out the responsibility(ies) the members of the Management Committee may, or may not, have in this respect.

Building Warrant of Fitness.

A secondary consideration in respect of the health and safety considerations is the question of a building Warrant of Fitness.

Building owners are required to issue a Building Warrant of Fitness once a year. The following requirements are set out on the FNDC website:-

A Building Warrant of Fitness (BWOF) is a certificate issued by the building owner confirming that all of the specified systems contained within the building have been inspected and maintained and are performing in accordance with the compliance schedule. A BWOF verifies that the inspection, maintenance and reporting procedures for all the specified systems within a building have been carried out in accordance with the compliance schedule for the previous 12 months.

Issuing of the BWOF certificate is the owner's responsibility; this document must be issued annually. The owner is required to display a copy of the BWOF certificate in a visible location in the building where it can be seen and to which the public have access.

The building owner's responsibilities are clear, whether or not the building is tenanted. A building owner may delegate his / her responsibility to a tenant. This does not alleviate the owner from liability if the tenant fails to fulfil obligations. A building owner or anyone acting on the building owner's behalf in signing a BWOF may be liable if they make a false or misleading statement in the BWOF.

The Management Committee would appreciate Council clarification of the status of Cherry Park House in this respect, and clarification on any responsibilities the Committee or Council may have in this respect. In this context it is understood that Council has available a contractor who undertakes property inspections and provides reports on building warrant of fitness issues. This could be a first step in resolving this issue.

SPECIFIC REPAIRS, MAINTENANCE, HEALTH AND SAFETY ISSUES.

The Management Committee notes the following issues of concern:-

The kiln room

The kiln is located on the lower floor of the house. Access is by way of a steep and narrow staircase. This is not good for people with reduced mobility. The kiln reaches temperatures up to 1300 degrees. It has been installed by a registered electrician and the construction of the kiln means it poses no fire risk. The committee has also had the kiln inspected by the Fire Service and they have advised that they were satisfied that everything was in order. However, heat and fumes from firings

do affect the windows – heat and fumes have affected the opacity of the kiln room windows – and the air quality within Cherry Park House while the kiln is operating. It is the view of the committee that there is a need for an adequate ventilation system for when the kiln is in operation.

Whereas the kiln itself seems not to pose a fire risk, in the event of fire in the building which prevented exit via the staircase the only exit from the kiln room would involve climbing out a window and walking up a set of steps.

An added issue is the fact that the kiln room is below ground level.

This raises a flooding issue. There has been flooding in the area in the past resulting in the loss of a kiln and other equipment. The risk of flooding has been mitigated in the past with an outside pump installed in the moat. The problem has been accentuated by the theft of the pump. The Committee has purchased a portable pump from its own resources but this is not an ideal situation however as it requires committee members to monitor the weather and if needed go to the property to activate the pump.

Hot water facilities

The hot water system was gas. However the gas califont has been stolen. This was apparently reported to Council when the theft occurred about two to three years ago. Since then the only source of hot water is a zip in the kitchen. The committee has obtained quotes to replace the stolen hot water system, and has spoken to Andrew Cassell from FNDC in this regard. The Management Committee would like to discuss this matter with Council with a view to ensuring a good supply of hot water.

Access

The Management Committee has concerns over access to the building.

Access from the car park on the road frontage is by way of a set of steps. There have been two known recent cases of a person slipping and falling on these steps. One of those incidents requiring ambulance attendance.

The entry from the rear of the building, not the street frontage, is via a path from the carpark around the side of the building and up a ramp. There have been issues around a 'trip' hazard in this doorway. Some work has been undertaken by Council on this hazard, but there are remaining issues and it is suggested that a ramp inside this door is also required.

SUMMARY

The Management Committee would appreciate the assistance of the Community Board in clarifying and resolving the issues raised above. The chair and other members of the Management Committee would be happy to attend a Board meeting to further discuss issues raised in this report.

For and on behalf of the Cherry Park Management Committee;

Richard Lawty

Chair

Cherry Park House Management Committee

Frank Owen

Board appointee

Cherry Park House Management Committee

APPENDIX ONE

firefox

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copy of C&F
from 1984-1986
unrecorded

CONSTITUTION & RULES OF CHERRY PARK HOUSE
KERIKERI

<u>NAME</u>	The Name of the Building shall be CHERRY PARK HOUSE.
<u>LOCATION</u>	The location is on Landing Road on the Northern side of the road, and immediately opposite the Boat Launching Ramp, bounded by the Waipapa River.
<u>DESCRIPTION</u>	The legal description of the Property is Part Lot 2 DP 37646.
<u>OWNER</u>	The property and house thereon are owned by the Bay of Islands County Council.
<u>CONTROL</u>	Control is vested in the Kerikeri Community Council.
<u>ADMINISTRATION</u>	The Day by Day Administration is managed by a Committee comprised of: 1 Representative of each Tenant Group. 2 Members of the Community Council. This Committee is hereafter referred to as 'The Administrative Committee'.
<u>PURPOSE</u>	The purpose of the Cherry Park House is to provide a venue for the furtherance and culture of Arts and Crafts and associated interests, for the residents of Kerikeri and immediate environs. To this end facilities are provided for the holding of Meetings, Symposiums, Workshops, Displays and Exhibitions relating to the interests of the User Tenants.
<u>MAINTENANCE AND/OR IMPROVEMENTS</u>	to the Grounds of the Park are the responsibility and under the control of the Kerikeri Community Council, and will be maintained in similar manner to other Parks and Reserves.
<u>MAINTENANCE OF AND/OR IMPROVEMENTS</u>	to the House will be the responsibility and liability of the Administrative Committee, and it will be maintained in good order and condition internally and externally at all times.
<u>CHARGES</u>	Annual charges for Rates, Water, Insurance for the House and Contents (excluding plant and equipment belonging to the Tenants) will be met by the Bay of Islands County Council. The Administrative Committee shall meet charges for Power and ensure that all User Tenants carry their own Insurance Cover for their Plant and Equipment.
<u>THE ADMINISTRATIVE COMMITTEE</u>	shall comprise one Nominated Representative from each User Tenant, Two Community Council Representatives.
<u>EXECUTIVE</u>	The Executive Members of the Committee shall be 3, Chairman, Secretary, Treasurer, and shall be appointed at A.C.M. as non voting Executive members.

INELIGIBILITY The Two Community Council Representatives shall not hold office.

ANNUAL GENERAL MEETING The date of the ANNUAL GENERAL MEETING shall be set as close as possible to the 22nd day of May.

MEETINGS FREQUENCY Normal Administrative Meeting shall be held at monthly intervals, on a regular basis, the dates to be decided upon by the newly elected Committee at the A.G.M. always providing that these dates may be changed during the year by a majority vote of Members.

DUTIES OF EXECUTIVE OFFICERS

The CHAIRPERSON will preside over Meetings of the Administrative Committee and will conduct the business in accordance with the STANDING ORDERS FOR THE CONDUCT OF MEETINGS OF CHERRY PARK HOUSE ADMINISTRATIVE COMMITTEE, a copy of which is appended. He/She will also prepare an Annual Report for presentation at the A.G.M.

The SECRETARY will

1. In consultation with the CHAIRPERSON prepare an agenda for each meeting.
2. Keep the Chairperson fully informed of all Correspondence pertaining to the Committee.
3. Ensure that all members are advised of the dates and times of the Meetings.
4. Keep Minutes of all Meetings of the Committee, and either dispatch a copy of the Minutes to all Members, or remind them of any action they are required to undertake.
5. The preparation of the Annual Report, although the Chairman's responsibility, will require the assistance of the Secretary.
6. Maintain an Inventory of all Furniture, Fixtures and Fittings which are the property of Cherry Park House, showing also the date of purchase or acquisition, and the value.

TREASURER The Treasurer's Duties include:

1. Keeping up-to-date record of all Financial Transactions of the Committee, and to ensure that an Auditor is appointed to make an Annual audit of the Committee's books and accounts.
2. Prepare a financial report, which includes the annual accounts of the Committee, to be presented to the Annual General Meeting.

USER TENANTS

Each Group, Club, Society, etc availing themselves of the use of Cherry Park House for the furtherance of their interests, shall be known as a USER TENANT, and shall pay an Annual Charge, set from time to time by the Administrative Committee, to the Administrative Committee Treasurer, not later than the date advised. A User Tenant shall be defined as a group of people sharing common interests who have formed a named organisation, and have elected a steering Committee.

FIREFOX

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REPRESENTATION Each User Tenant shall be required to nominate one of its members (preferably an Executive Member) for inclusion on the Administrative Committee, such member to have full voting rights and powers in the Management of Cherry Park House, and to liaise directly with, and act as voice of, their specific Group. In addition, the User Tenant Representative may be accompanied by ONE other member of their Group as OBSERVER. Such a member may be invited to speak on issues but does not possess voting rights. In the event of the Nominated Representative being unable to attend any Meeting due to illness or absenteeism, then the User Tenant may nominate a substitute representative with voting rights, for that specific Meeting.

KEYS Each User Tenant will be provided with a key to Cherry Park House and will be responsible for the issue and control of their Key.

APPENDIX TWO**CONSTITUTION OF THE CHERRY PARK HOUSE MANAGEMENT COMMITTEE ,
KERIKERI. (July 2018)****1. Contents:**

2.
 1. Description
 2. Cherry Park House Management Charter
 3. Definitions
 4. Committee
 5. Committee Meetings
 6. Role of the Committee
 - 3.7. Annual General Meetings
 - 4.8. Special General Meetings
 - 5.9. Conduct of the Meetings
 - 6.10. Altering the Constitution
 - 7.11 . Money and other Property
 - 8.12. Finances
 - 13 Winding Up

9.

1. Description:

10.

11.
 - 1.1 The name of the building shall be CHERRY PARK HOUSE

12. 1.2 The location is 160 Landing Road, Kerikeri, 0230.

13. 1.3 The legal description of the property is Part Lot 2 DP 37646.

14. 1.4 The property and House is owned by the FAR NORTH DISTRICT COUNCIL.

16. 1.5 Control is vested in the BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD

18. 1.6 The community board has delegated the authority to oversee the house's

19. operation to the CHERRY PARK HOUSE MANAGEMENT COMMITTEE on behalf of the Far North District Council.

20.

21.

22.

2. Cherry Park House Charter:

Cherry Park House is a learning and meeting facility, established as a venue to provide educational and activity programmes, for people with a wish to enlarge their horizons and to share with others.

23. The purpose of the CHERRY PARK HOUSE is to provide a venue for the furtherance and culture of Arts and Crafts and Associated interests, for the residents of Kerikeri and immediate environs.

24.

25. To this end, facilities are provided for the holding of Meetings, Symposia, Workshops, Displays and Exhibitions relating to the interests of the community.

3. Definitions:

3.1 The end of the financial year is 31st MARCH.

3.2 A business meeting is a Committee, Annual General or Special General meeting of CHERRY PARK HOUSE MANAGEMENT COMMITTEE at which formal business is conducted that may require a vote.

3.3 For any of the voting entitlements at an AGM or Special General Meeting a member is defined as anyone who is a resident of Kerikeri or its immediate environs.

3.4 Majority vote means a vote made by more than half of the members who are present at the meeting and entitled to vote.

3.5 Written notice means any communication by post, electronic means (including email and website posting), and must include an advertisement in local periodical when notifying members about the AGM.

4.0 Management Committee

4.1 The management of the operation of Cherry Park House shall be vested in a committee consisting of no less than 5 (five) or more than 7 (seven) members, all of whom shall be elected annually.

4.2 The Officers of the Cherry Park House Management Committee shall be the Chair, the Secretary, and the Treasurer.

The officers shall be appointed from the elected members of the committee by a unanimous vote of that committee.

In addition, a Community Board member will be seconded to the committee to provide a liaison and advisory role, but shall not hold an office on the committee, but has voting rights.

4.3 The appointed Chair shall hold that office for no more than four (4) consecutive years, and all members of the committee shall serve for no more than six (6) consecutive years.

4.4 The committee shall be elected at an AGM and shall hold office until the conclusion of the election of officers at the next succeeding AGM.

4.5 If a vacancy exists on the committee then a member can be co-opted by the committee to serve *as a member of the committee with full voting rights* and their term of service shall expire at the following AGM.

4.6 Nominations to the committee duly agreed by the nominee, when proposed and seconded shall be delivered in writing to the *Returning Officer* at least fourteen (14) days before the date specified for the AGM. *The nominee, proposer and seconder must be anyone who is a resident of Kerikeri or its immediate environs.*

4.7 Committee members may resign office by giving not less than twenty-one (21) days' written notice to the committee.

5. Committee Meetings

5.1 There shall be no fewer than four (4) committee meetings a year.

5.2 If any members of the committee absent themselves from two (2) consecutive committee meetings without prior notification to the committee, they shall be deemed to be no longer a committee member.

5.3 At committee meetings matters shall be decided by a simple majority of votes of the eligible committee members present.

5.4 In the absence of the Chair from a committee meeting, the Chair for the meeting is to be elected by the committee members present.

5.5 Special committee meetings may be called at any time by the Chair or by any three (3) members of the committee upon seven (7) days' prior notice being given to all committee members with details of all matters proposed to be discussed.

5.6 A quorum for a Committee meeting is *four (4)* committee members.

6. Role of the Committee:

6.1 The Secretary shall ensure that minutes are kept of all annual general, special general and committee meetings.

6.2 The secretary shall maintain an Inventory of all furniture, fixtures and fittings which are the property of Cherry Park House , showing also date of purchase or acquisition, and the value.

6.3 The secretary shall post the minutes of all committee meetings on the Cherry Park House Notice Board for the benefit of all user groups.

6.4 The committee will be responsible for all bookings, fee collections and resolving any operational issues

6.5 The committee is responsible for all operational expenditure, including water, power and cleaning.

6.6 The committee is responsible for internal maintenance, refurbishments, and purchase of replacement equipment but not for building renewals.

6.7 The committee is responsible for insurance (if needed) of the House committee's chattels, such as chairs, tables, and crockery.

6.8 The committee shall ensure that a record is kept of all user groups, with contact information, which shall be made available, if requested, from any other user groups.

6.9 All matters relating to the operation of Cherry Park House not otherwise provided for in this Constitution shall be dealt with by the committee in consultation with the Far North District Council.

Meetings

7. Annual General Meetings:

7.1 The Annual General Meeting (AGM) shall be held once in each year, not later than twelve weeks after the end of the financial year. At least twenty-eight (28) days' written notice shall be given to all members.

7.2 The business of the AGM shall include:

- Confirming the minutes of the last AGM and of any special general meeting held after it;
- Receiving and approving the Annual Report of the Chair;
- Receiving and approving the Treasurer's *reviewed* accounts and reviewers report;
- Appointing a financial reviewer to check the accounts for the following financial year;
- Considering and approving the charges applied to user groups for the use of Cherry Park House;
- Considering and determining proposals to alter this Constitution.
- Electing the members of the Cherry Park House Management Committee.

7.3 Quorum for an Annual General meeting is twelve (12) members

8. Special General Meetings

8.1 A Special General meeting may be convened at any time upon a resolution of the committee.

8.2 At least twenty-eight (28) days' notice of the meeting including details of any proposed resolutions shall be given to all members.

8.3 Quorum for Special General Meeting is twelve (12) members

9. Conduct of the Meetings:

9.1 The Chair shall preside over all annual general, special general and general meetings. In the absence of the Chair, a chair shall be selected by and from those committee members in attendance.

9.2 Each member has the right to one vote on each motion that has been formally proposed and seconded at annual general or special general meetings.

9.3 All matters except for changes to the constitution shall be decided by a simple majority vote.

9.4 Voting on changes to the constitution is governed by Clause 10 Alterations to the Constitution.

9.5 At the discretion of the Chair, except where directed otherwise by a resolution of the meeting, voting at meetings shall be by voice, show of hands or secret ballot. There shall be no provision for proxy votes.

10. Alterations to the Constitution:

10.1 This Constitution may be amended with the assent of not less than two thirds (2/3) of those members present and voting at an annual general or special general meeting.

10.2 Twenty-eight (28) days' notice shall be given to members stating the intention to put forward such a resolution provided, however, that any alterations to the constitution of the Cherry Park Management Committee do not change the purpose of the facility.

10.3 No additions to or alterations of the aims, personal benefit clause or winding up clause shall be made which affect the non-profit body status of the organisation. The provisions and effect of this clause shall not be removed from this document and shall be included and implied in any document replacing this document.

11. Money and other Property:

11.1 Money or other assets means any real or personal property or any interest therein owned or controlled to any extent by the Cherry Park Management Committee.

11.2 All of the income and property of Cherry Park Management shall be applied solely towards the objectives of Cherry park House and none of it shall be paid or transferred in any way to its committee members, except as provided by the constitution.

11.3 Payment in good faith of reasonable expenses to any member (other than a committee member) may be made and repayment may be made of out of pocket expenses properly incurred by members including committee members in the course of the work of Cherry Park House Management.

11.4 The organisation does not have the purpose of making a profit for the Far North District Council, or member and prohibits a distribution of property in any form to a member, and has a constitution that prohibits a distribution of property in any form to a member.

12. Finances:

12.1 All costs, charges and expenses authorised by the committee incidental to the management of Cherry Park House may be defrayed from the funds of the organisation.

12.2 The committee may use email or other electronic means to consult and make decisions by majority vote between committee meetings. Any decisions must be recorded, by resolution, in the minutes of the next regular committee meeting.

12.3 The Treasurer shall keep records of all money received and expended on behalf of the Cherry Park House Management Committee and shall prepare and publish the *Financial Statement and the Reviewer's report* for discussion at the AGM. All monetary transactions shall be made through properly authorised accounts in accordance with the requirements and direction of the committee.

12.4 The treasurer will prepare statistical information on the usage of the House, income received and any investments made in the house.

12.5 The committee shall appoint three (3) of its members as the authorised signatories for all monetary transactions. Any two of the three must sign to authorise each transaction.

12.6 No committee member shall be held responsible for any loss caused by his or her action, or by the action of any agent employed by that member or other committee members on behalf of the committee, if such action is properly authorised, is carried out in good faith within the confines of the authorisation, and if no fraud or wrong doing on the part of the committee member, is involved.

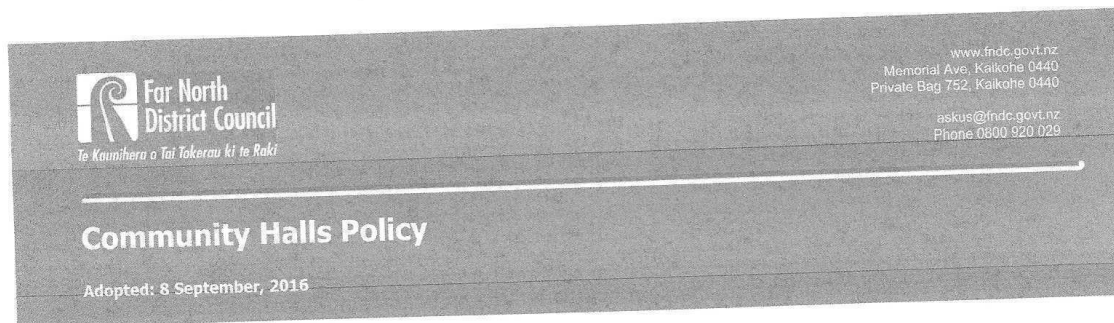
12.7 Approval at an AGM or special general meeting is required for any expenditure for any item or group of items over the sum of \$2000 (two thousand dollars).

13. Winding Up

13.1 The Cherry Park House Management Committee may at any time be wound up by a resolution to that effect carried by a simple majority of members present and voting at a special general meeting convened for that sole purpose.

26. 13.2 In the event that the Cherry Park House Management Committee is wound up, after all its liabilities have been met any surplus assets shall be handed over to the BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD.

APPENDIX THREE



Background

Each Community Board has delegated responsibility for community buildings that provide a space for social interaction. These facilities (hereafter referred to as 'halls') may be used for leisure, arts, cultural, educational, sporting and other community activities. They may accommodate community groups and organisations.

The policy gives effect to the **Far North District Council - Halls and Facilities Strategy 2015**. It provides additional guidance on the management of community halls either owned by the Council or situated on Council land.

As at May 2016, there were 16 Council owned halls on Council land, 4 Council owned halls on Crown land and 2 community owned halls on Council land. See Appendix 1 for a schedule of facilities.

Objective

A network of fit for purpose affordable community facilities that connect and support resilient, healthy and vibrant communities.

Policies

1. Ensure that communities' current and future needs for halls or similar facilities are met.
 - a. Council aims to have a network of community venues across the district so people can meet and participate in the life of their communities. The network consists of both Council and non-Council owned facilities. It is important that the community has access to a variety of spaces and venues. Who owns those facilities is secondary to their existence and function.
 - b. Halls will not be acquired unless it can be demonstrated that they are fit for purpose, with affordable facilities to meet current and projected community needs.
2. Ensure that communities take active roles in facilitating the provision of an appropriate number of accessible, safe and well maintained facilities.
 - a. Community Boards support communities in achieving their goals for facilities by providing expertise, supporting establishment of a Community Trust, and, if appropriate, contributing funds. Ownership of new facilities may remain with the community, usually managed by a community not-for-profit entity.
 - b. Council will actively encourage and support organisations to provide community access to existing venues, such as school halls and church meeting spaces.
 - c. Council will consider innovative types of facilities in response to diverse community needs and to changing trends in community and leisure activities. These could include multi-purpose facilities and facilities as part of commercial, retail, or residential developments.
3. Adopt preferred frameworks for the Council's involvement in community halls and for partnership arrangements.
 - a. The Council leases land, buildings, or land and buildings to community groups for a wide range of activities. It may transfer ownership of a hall to a community not-for-profit organisation where the community wants to take a greater role.
 - b. Council has a partnership approach to community facilities consistent with the Community Grant Policy.

- c. If Council is building a new facility or developing an existing facility, it will actively seek opportunities to do so in partnership with other organisations, such as schools or churches.
 - d. Where no community organisation or committee can be formed within the community, the facility may be managed by the Community Board (or by the Council in exceptional instances, such as the Kaikohe Memorial Hall).
 - e. Community Boards, through consultation with their community, may retain ownership and have a Hall Committee under delegated authority to oversee the hall's operation.
4. Encourage and enhance the capability of communities to improve their facilities.
- a. The Council will consider community-empowered management and community-led divestment.
 - b. Communities will be encouraged to upgrade halls by their own resources, including through seeking external funding and voluntary work.

Procedures for Hall Committees

1. When Community Boards have a Hall Committee under delegated authority to oversee the hall's operation, the following procedures will apply:
- a. The Committee will have a minimum of 5 elected members. In addition, a Community Board Member will be seconded to the committee to provide a liaison and advisory role, but shall not hold an office on the Committee.
 - b. The Committee will hold an Annual General Meeting every 12 months; this meeting must be publicly notified. Elections will take place at the Annual General Meeting. As Council's financial year starts in July, this is the suggested month for elections.
 - c. The Committee will produce annual audited accounts and statistical information on the usage of the hall, income received and any investments made in the hall.
 - d. The Committee is responsible for all bookings, fee collections and resolving any operational issues.
 - e. The Committee is responsible for all operational expenditure, including water, pan charges, power, phone, and cleaning.
 - f. Public halls owned by Council are non-rateable, except for water and sewerage charges.
 - g. The Committee is responsible for internal maintenance, refurbishments, and purchase of replacement equipment, but not for building renewals.
 - h. The Committee is responsible for insurance of the hall committee's chattels, such as chairs, tables, and crockery. Council will insure the facility, which will include fixtures such as stoves and zip water heaters.
 - i. Where fee income does not meet expenses, an approach can be made through the Community Board for a one-off grant or for the Community Board to fund a specific shortfall each financial year. The Committee's Community Board Member will advise if fees may need to be increased or if a hall may no longer meet the community's needs.

The table below gives a summary of the relative responsibilities of Council, Community Board and Hall Committee:

Council Responsibility	Community Board Responsibility	Hall Committee Responsibility
Asset management	Governance	Operation
Delegations	Appointment of Committee Advisor	AGM & appointment of Committee and Officers
Renewals and upgrades planning and delivery	Reporting of income, expenditure & usage	Bookings management
To maintain the external building envelope		Internal maintenance of building and equipment
Water & wastewater infrastructure provision and maintenance		Replacement of internal equipment
Insurance payments		Water & wastewater rates
Car park & grounds control, maintenance and upgrades		Services & utilities payments
Fences control, maintenance and upgrades		Cleaning

7 CONFIRMATION OF PREVIOUS MINUTES

7.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A3489027

Author: Casey Gannon, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader 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 the Bay of Islands-Whangaroa Community Board confirm the minutes of the Bay of Islands-Whangaroa Community Board meeting held 11 November 2021 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. 2021-11-11 Bay of Islands-Whangaroa Community Board Minutes - A3467155**  

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 art 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.

**MINUTES OF
BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD MEETING
HELD VIRTULLY VIA MICROSOFT TEAMS, HARMONY LANE, WAIPAPA
ON THURSDAY, 11 NOVEMBER 2021 AT 10.00 AM**

PRESENT: Chairperson Belinda Ward, Deputy Chairperson Frank Owen, Member Lane Ayr, Member Manuela Gmuer-Hornell, Member Bruce Mills, Member Dave Hookway-Kopa, Member Rachel Smith

IN ATTENDANCE: Councillor David Clendon

1 KARAKIA TIMATANGA / OPENING PRAYER

Chairperson Belinda Ward opened with a karakia.

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

APOLOGY

RESOLUTION 2021/101

Moved: Member Manuela Gmuer-Hornell

Seconded: Member Frank Owen

That the apology received from Member Mauwai Wells be accepted and leave of absence for Member Rachel Smith between 12:30-1:30pm be granted; and,

- a) Manuela Gmuer Hornell notes conflict of interest for the Kororareka Marae funding application for Toitu Te Hohourongo – Toitu Te Whenua as she is a member of Te Au Marie Trust.**

In Favour: Belinda Ward, Lane Ayr, Manuela Gmuer-Hornell, Bruce Mills, Frank Owen and Dave Hookway-Kopa

Against: Nil

Abstained: Rachel Smith

CARRIED

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

Hannah Hunter, Matt Jordan, Paul Hayward spoke in regard to proposed Kaeo Pump Track. Kath Keremete, Tawhi Tua, and Sophie McCarthy spoke in regard to Healthy Families Far North update.

4 NGĀ TONO KŌRERO / DEPUTATIONS

Nil.

5 NGĀ KAIKŌRERO / SPEAKERS

1. Louise Irvine on behalf of Duffus Trust spoke in regard to item 8.4 Funding Applications.
2. At 10:46 am, Member Lane Ayr left the meeting. At 10:47 am, Member Lane Ayr returned to the meeting.
3. Jenny Jackson on behalf of Busy Bees (Kairos Trust) speaking in regard to item 8.4 Funding Applications.

4. Dame Jenny Shipley and Richard Robbins on behalf of Kororareka Marae speaking in regard to item 8.4 Funding Applications.
5. Cheryl Smith on behalf of Sport Northland item 8.5 Rural Travel Funding Applications.

6 NOTICE OF MOTION

6.1 NOTICE OF MOTION - OPITO BAY RESERVE

Agenda item 6.1 document number A3464218, pages 12 - 20 refers.

RESOLUTION 2021/102

Moved: Member Frank Owen

Seconded: Member Lane Ayr

That the Bay of Islands-Whangaroa Community Board receive the Opito Bay Visit report noting the request for a playground in the Bay of Islands-Whangaroa Community Boards Strategic Priorities under Community Recreational Space for public enjoyment.

In Favour: Belinda Ward, Lane Ayr, Manuela Gmuer-Hornell, Bruce Mills, Frank Owen and Dave Hookway-Kopa

Against: Nil

Abstained: Rachel Smith

CARRIED

7 CONFIRMATION OF PREVIOUS MINUTES

7.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 7.1 document number A3452312, pages 21 - 32 refers.

RESOLUTION 2021/103

Moved: Chairperson Belinda Ward

Seconded: Member Manuela Gmuer-Hornell

That the Bay of Islands-Whangaroa Community Board confirm the minutes of the Bay of Islands-Whangaroa Community Board meeting held 7 October 2021 are a true and correct record with the following amendments:

- **Item 7.6 - add Chairperson Belinda Ward left and returned to the meeting due to technical difficulties.**
- **Item 7.6 - spelling correction on Member Hooway-Kopa's name.**

In Favour: Belinda Ward, Lane Ayr, Manuela Gmuer-Hornell, Bruce Mills and Dave Hookway-Kopa

Against: Nil

Abstained: Rachel Smith

CARRIED

At 11:33 am, Member Frank Owen left the meeting. At 11:40 am, Member Frank Owen returned to the meeting.

8 REPORTS

8.1 CHAIRPERSON AND MEMBERS REPORT

Agenda item 8.1 document number A3452304, pages 33 - 38 refers.

RESOLUTION 2021/104

Moved: Member Manuela Gmuer-Hornell

Seconded: Member Bruce Mills

That the Bay of Islands-Whangaroa Community Board note the reports from Chairperson Belinda Ward, Member Manuela Gmuer-Hornell, and Member Bruce Mills.

In Favour: Belinda Ward, Lane Ayr, Manuela Gmuer-Hornell, Bruce Mills, Frank Owen and Dave Hookway-Kopa

Against: Nil

Abstained: Rachel Smith

CARRIED

8.2 STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 30 SEPTEMBER 2021

Agenda item 8.2 document number A3443075, pages 39 - 42 refers.

RESOLUTION 2021/105

Moved: Member Dave Hookway-Kopa

Seconded: Member Lane Ayr

That the Bay of Islands-Whangaroa Community Board receives the report entitled "Statement of the Bay of Islands-Whangaroa Community Board Community Fund account as at 30 September 2021".

In Favour: Belinda Ward, Lane Ayr, Manuela Gmuer-Hornell, Bruce Mills, Frank Owen and Dave Hookway-Kopa

Against: Nil

Abstained: Rachel Smith

CARRIED

8.3 BAY OF ISLANDS-WHANGAROA STATEMENT OF FINANCIAL PERFORMANCE ACTIVITIES BY WARD FOR THE PERIOD ENDING 30 SEPTEMBER 2021

Agenda item 8.3 document number A3451325, pages 43 - 44 refers.

RESOLUTION 2021/106

Moved: Chairperson Belinda Ward

Seconded: Member Manuela Gmuer-Hornell

That the Bay of Islands-Whangaroa Community Board receive the report Bay of Islands-Whangaroa Statement of Financial Performance Activities by Ward for the period ending 30 September 2021.

In Favour: Belinda Ward, Lane Ayr, Manuela Gmuer-Hornell, Bruce Mills, Frank Owen and Dave Hookway-Kopa

Against: Nil

Abstained: Rachel Smith

CARRIED

8.4 FUNDING APPLICATIONS

Agenda item 8.4 document number A3450842, pages 45 - 100 refers.

Staff advised that the following applicants had been in contact since the printing of the agenda to advise that their applications were withdrawn:

1. 8.4c Kaeo Christmas Parade And Festival Organising Committee
2. 8.4g Toi Ngāpuhi Ltd for costs towards Te Toi Mahara Ngāpuhi Arts Summit

RESOLUTION 2021/107

Moved: Chairperson Belinda Ward

Seconded: Member Manuela Gmuer-Hornell

- a) **That the Bay of Islands-Whangaroa Community Board approves the sum of \$2,500 (plus GST if applicable) be paid from the Board's Community Fund account to Business Paihia for costs towards 2021 Paihia Christmas Celebrations to meet Community Outcomes.**

In Favour: Belinda Ward, Lane Ayr, Manuela Gmuer-Hornell, Bruce Mills, Frank Owen and Dave Hookway-Kopa

Against: Nil

Abstained: Rachel Smith

CARRIED

8.4b FUNDING APPLICATIONS

MOTION

Moved: Member Manuela Gmuer-Hornell

Seconded: Member Dave Hookway-Kopa

- b) That the Bay of Islands-Whangaroa Community Board approves the sum of \$10,000 (plus GST if applicable) be paid from the Board's Community Fund account to Duffus Memorial Trust for costs towards exterior maintenance of pensioner housing at Long Beach Road to meet Community Outcomes:
- i) Communities that are healthy, safe, connected and sustainable
 - ii) Proud, vibrant communities

AMENDMENT

Moved: Chairperson Belinda Ward

Seconded: Member Manuela Gmuer-Hornell

That the Bay of Islands-Whangaroa Community Board approves the sum of \$10,000 (plus GST if applicable) be paid from the Board's Community Fund account to Duffus Memorial Trust for costs towards exterior maintenance of pensioner housing at Long Beach Road subject to further confirmation that Council will not be funding the refurbishment in the next 12 months.

In Favour: Belinda Ward and Manuela Gmuer-Hornell

Against: Lane Ayr, Bruce Mills, Frank Owen and Dave Hookway-Kopa

Abstained: Rachel Smith

LOST

RESOLUTION

Moved: Member Manuela Gmuer-Hornell

Seconded: Member Dave Hookway-Kopa

- b) That the Bay of Islands-Whangaroa Community Board approves the sum of \$10,000 (plus GST if applicable) be paid from the Board's Community Fund account to Duffus Memorial Trust for costs towards exterior maintenance of pensioner housing at Long Beach Road to meet Community Outcomes.**

In Favour: Manuela Gmuer-Hornell

Against: Lane Ayr, Bruce Mills, Frank Owen and Dave Hookway-Kopa

Abstained: Belinda Ward and Rachel Smith

LOST

8.4d FUNDING APPLICATIONS

RESOLUTION 2021/109

Moved: Member Dave Hookway-Kopa

Seconded: Member Lane Ayr

- d) That the Bay of Islands-Whangaroa Community Board approves the sum of \$4,000 (plus GST if applicable) be paid from the Board's Community Fund account to Kairos Connection Trust – Busy Bees costs towards knitting for newborns and those in need to meet Community Outcomes, subject to the project report received being verified.**

In Favour: Belinda Ward, Lane Ayr, Manuela Gmuer-Hornell, Bruce Mills, Frank Owen and Dave Hookway-Kopa

Against: Nil

Abstained: Rachel Smith

CARRIED

At 12:21 pm, Member Rachel Smith left the meeting.

The meeting adjourned for lunch from 12:21 pm to 1:00 pm.

8.4e FUNDING APPLICATIONS

RESOLUTION 2021/110

Moved: Member Dave Hookway-Kopa

Seconded: Member Bruce Mills

- e) That the Bay of Islands-Whangaroa Community Board approves the sum of \$1,000 (plus GST if applicable) be paid from the Board's Community Fund account to Kerikeri Community Cadet Unit costs towards 2021 Regimental Dinner to meet Community Outcomes.**

In Favour: Belinda Ward, Lane Ayr, Manuela Gmuer-Hornell, Bruce Mills, Frank Owen and Dave Hookway-Kopa

Against: Nil

CARRIED

8.4f FUNDING APPLICATIONS

MOTION

Moved: Member Manuela Gmuer-Hornell

Seconded: Chairperson Belinda Ward

- f) That the Bay of Islands-Whangaroa Community Board approves the sum of \$10,000 (plus GST if applicable) be paid from the Board's Community Fund account to Kororareka Marae costs towards Toitu Te Hohourongo – Toitu Te Whenua to meet Community Outcomes.**

In Favour: Belinda Ward

Against: Lane Ayr, Bruce Mills and Dave Hookway-Kopa

Abstained: Manuela Gmuer-Hornell and Frank Owen

LOST

NOTE: Member Manuela Gmuer-Hornell abstained due to conflict of interest with Te Au Marie Trust.

8.4h FUNDING APPLICATIONS

MOTION

Moved: Member Lane Ayr

Seconded: Member Manuela Gmuer-Hornell

That the Bay of Islands-Whangaroa Community Board:

- h) acknowledges that COVID-19 has affected applicants who received funding for events from the Community Board and that events may have been unable to run as scheduled and:
- i) grants an extension for events to be rescheduled to take place prior to 30 June 2023 if the applicant is able to reschedule or alter their event to run (with no additional funding application being made).
 - ii) agrees if the applicant is unable to reschedule or restructure their event to take place before 30 June 2023, or do not wish to do so, applicants must return any unspent funds and provide a project report outline the expenditure made.
 - iii) agrees any applicant affected by this resolution must notify the Funding Advisors of their decision by 31 December 2021.

AMENDMENT

Moved: Chairperson Belinda Ward

Seconded: Member Dave Hookway-Kopa

That the Bay of Islands-Whangaroa Community Board:

- h) acknowledges that COVID-19 has affected applicants who received funding for events from the Community Board and that events may have been unable to run as scheduled and:

- i) grants an extension for events to be rescheduled to take place prior to 30 September 2022 if the applicant is able to reschedule or alter their event to run (with no additional funding application being made).
- ii) agrees if the applicant is unable to reschedule or restructure their event to take place before 30 September 2022, or do not wish to do so, applicants must return any unspent funds and provide a project report outline the expenditure made.
- iii) agrees any applicant affected by this resolution must notify the Funding Advisors of their decision by 28 February 2022.

In Favour: Belinda Ward, Lane Ayr, Manuela Gmuer-Hornell, Bruce Mills, Frank Owen and Dave Hookway-Kopa

Against: Nil

CARRIED

The amendment became the substantive motion.

RESOLUTION 2021/111

Moved: Chairperson Belinda Ward

Seconded: Member Lane Ayr

That the Bay of Islands-Whangaroa Community Board:

- h) acknowledges that COVID-19 has affected applicants who received funding for events from the Community Board and that events may have been unable to run as scheduled and:**
 - i) grants an extension for events to be rescheduled to take place prior to 30 September 2022 if the applicant is able to reschedule or alter their event to run (with no additional funding application being made).
 - ii) agrees if the applicant is unable to reschedule or restructure their event to take place before 30 September 2022, or do not wish to do so, applicants must return any unspent funds and provide a project report outline the expenditure made.
 - iii) agrees any applicant affected by this resolution must notify the Funding Advisors of their decision by 28 February 2022.

In Favour: Belinda Ward, Lane Ayr, Manuela Gmuer-Hornell, Bruce Mills, Frank Owen and Dave Hookway-Kopa

Against: Nil

CARRIED

8.5 SUMMER 2021/22 RURAL TRAVEL FUNDING APPLICATIONS

Agenda item 8.5 document number A3440112, pages 101 - 133 refers.

RESOLUTION 2021/112

Moved: Chairperson Belinda Ward

Seconded: Member Bruce Mills

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

- | | |
|----------------------------------|-------------------|
| a) Bay of Islands College | \$1,070.00 |
| b) Kerikeri High School | \$918.00 |

c)	Mid North United Sports Incorporated	\$570.00
d)	Motatau Bilingual Primary School	\$3,500.00
e)	Taitokerau Rugby League	\$1,850.00
f)	Special Olympics – Bay of Islands	\$500.00

In Favour: Belinda Ward, Lane Ayr, Manuela Gmuer-Hornell, Bruce Mills, Frank Owen and Dave Hookway-Kopa

Against: Nil

CARRIED

8.6 RURAL TRAVEL FUNDING PROJECT REPORTS

Agenda item 8.6 document number A3452691, pages 134 - 145 refers.

RESOLUTION 2021/113

Moved: Chairperson Belinda Ward

Seconded: Member Manuela Gmuer-Hornell

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

- a) **Bay of Islands Amateur Swimming Club**
- b) **Kerikeri Cricket Club**
- c) **Kerikeri High School**

In Favour: Belinda Ward, Lane Ayr, Manuela Gmuer-Hornell, Bruce Mills, Frank Owen and Dave Hookway-Kopa

Against: Nil

CARRIED

9 INFORMATION REPORTS

9.1 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD ACTION SHEET UPDATE NOVEMBER 2021

Agenda item 9.1 document number A3379221, pages 146 - 162 refers.

RESOLUTION 2021/114

Moved: Member Manuela Gmuer-Hornell

Seconded: Member Lane Ayr

At 1:33 pm, Member Rachel Smith returned to the meeting.

That the Bay of Islands-Whangaroa Community Board receive the report Bay of Islands-Whangaroa Community Board Action Sheet Update November 2021;

And formally note the following comments in the minutes for staff consideration:

- **RESOLUTION 2021/65 – do not remove action until evidence that unbudgeted funds for Tree Management is not effecting levels of services;**

- **RESOLUTION 2021/33 - request urgent follow up with Redwood Trees;**
- **RESOLUTION 2021/88 – remove as action is complete;**
- **request “community board member recommendations” be included as part of member reports;**
- **request font on financial reports is increased;**
- **request ongoing lack of expediency and compliance related to health and safety concerns throughout the ward be rectified as a matter of urgency;**
- **request timeframes of response be closely monitored in the RFS system and captured as part of Customer Service reporting.**

In Favour: Belinda Ward, Lane Ayr, Manuela Gmuer-Hornell, Bruce Mills, Frank Owen and Dave Hookway-Kopa

Against: Nil

Abstained: Rachel Smith

CARRIED

Member Hookway-Kopa closed with a karakia.

8 TE KAPINGA HUI / MEETING CLOSE

The meeting closed at 2:09 pm.

The minutes of this meeting will be confirmed at the Bay of Islands-Whangaroa Community Board Meeting held on 2 December 2021.

.....
CHAIRPERSON

8 REPORTS

8.1 CHAIRPERSON AND MEMBERS REPORT

File Number: A3489034

Author: Casey Gannon, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Democracy Services

TE TAKE PŪRONGO / PURPOSE OF THE REPORT

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

NGĀ TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board note the reports from Chairperson Belinda Ward, Deputy Chair Frank Owen, Member Lane Ayr, Member Manuela Gmuer-Hornell, and Member Bruce Mills.

TE TĀHUHU KŌRERO / BACKGROUND

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

Resource Consents for the Bay of Islands-Whangaroa Ward have been emailed to members.

TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

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

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

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

[2220242-RMALUC](#) - (40 McKenzie Road, Kerikeri 0294)

To construct a single story residential dwelling in the Coastal Zone and Vary a Consent Notice Condition.

[2220245-RMASUB](#) - (156 Stanners Road, Kerikeri 0295)

To subdivide two titles to create 5 lots, in the Rural Production Zone as a non-complying activity.

[2220252-RMALUC](#) - (81 Ruapekapeka Road, Towai)

To widen the carriageway of Ruapekapeka Road and includes excavation/fill and retaining wall construction outside of road designation. Land use consent is sought in lieu of alteration to design in the Rural Production Zone as a Discretionary Activity.

[2220259-RMALUC](#) - (3 Tikitiki Lane, Russell 0272)

Proposed relocated dwelling in the Coastal Living Zone, breaching rules for vehicle access, fire risk to residential unit, earthworks and visual amenity as a Discretionary Activity.

2220233-RMALUC

The application is to re-open an establish cafe and to create commercial offices in the Rural Living Zone breaching the residential intensity rule as a Restricted Discretionary Activity.

Reason for the recommendation

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

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

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

NGĀ ĀPITIHINGA / ATTACHMENTS

1. Belinda Ward - Chairperson Report November 2021 - A3489234 [↓](#) 
2. Paihia War Memorial Hall 1 001 - A3489236 [↓](#) 
3. Paihia War Memorial Hall 2 001 - A3489238 [↓](#) 
4. Frank Owen - Deputy Chairperson Report November 2021 - A3489222 [↓](#) 
5. Lane Ayr - Members Report November 2021 - A3489146 [↓](#) 
6. Kerikeri Domain Working Group Meeting 26 July 2021 Minutes - A3489170 [↓](#) 
7. Kerikeri Domain Working Group Meeting 9 August 2021 Minutes - A3489174 [↓](#) 
8. Kerikeri Domain Working Group Meeting 23 August 2021 Minutes - A3489179 [↓](#) 
9. Kerikeri Domain Working Group Meeting 27 September 2021 Minutes - A3489185 [↓](#) 
10. Kerikeri Domain - Masterplan Concept - A3489186 [↓](#) 
11. Kerikeri Skate Park - 1 Nov 2021 - A3489202 [↓](#) 
12. Kerikeri Skate Park - 1 Nov 2021 a - A3489206 [↓](#) 
13. Manuela Gmuer-Hornell - Members Report November 2021 - A3489213 [↓](#) 
14. Bruce Mills - Members Report November 2021 - A3489110 [↓](#) 

COMMUNITY BOARD MEMBER'S REPORT

Report to Community Board: Bay of Islands-Whangaroa Community Board

Member Name: Belinda Ward

Subdivision: Paihia

Date: 27th October 2021 - 15th November 2021

REPORT

1) Meetings

Date:

27/10/21 FNDC Annual Plan Workshop - Kaikohe

29/10/21 BOI-W CB agenda preview - Virtual

03/11/21 Additional BOI-W CB agenda preview - Virtual

04/11/21 FNDC Meeting - Virtual

08/11/21 Paihia War Memorial Hall Committee Meeting - PWMH

10/11/21 Annual Plan OPEX Workshop - Virtual

11/11/21 BOI-W CB Meeting - Virtual

2) Issues

09/11/21 Ongoing discussions with Wharau Road encroachment of reserve areas. Staff due to meet on-site.

08/11/21 Focus Paihia Inc. presented to the Paihia War Memorial Hall committee a landscaping proposal to upgrade the Hall Forecourt area. The Placemaking driver is local retiree Elizabeth Killen who attended with presenters Grant Harnish & Patrick Crawshaw. The aim is to add beauty, symmetry, connect pathways, provide a resting shaded area, remedy accessibility & flooding issues & enhance the foyer steps with a non-skid surface. The plan is to be completed by Anzac Day.

The project was unanimously supported by the committee who are seeking CB endorsement. Concept drawings attached. Also refer historic **RFS 3795613** below.

3) Resources Consents

NIL

4) Requests for Service

28/10/21 4083512 Property cnr. Davis Cres & Marsden Rd Paihia has had sewage spills through gully traps pouring over lawn & paths into stormwater.

Re-assigned to Ventia.

10/11/21 RFS re balance of CB reserve funds.

18/08/21 407499 Pedestrian safety issues in Williams Rd Paihia between PWMH & FNHL car park entrance on road reserve. A woman fell on the muddy grassed area & a man hit his head on the low tree branches. **In Progress**

15/09/21 Additional query via Focus Paihia for the above area in front of the PWMH to include a Disability Park (already identified by DAG)

18/12/19 3975787 Bledisloe Domain Lighting - Renewal works programmed for this financial year end June 2020. **Maybe stalled due to Waitangi Estate Future Plan underway. \$ for lights not carried over to this years budget? I will follow up.**

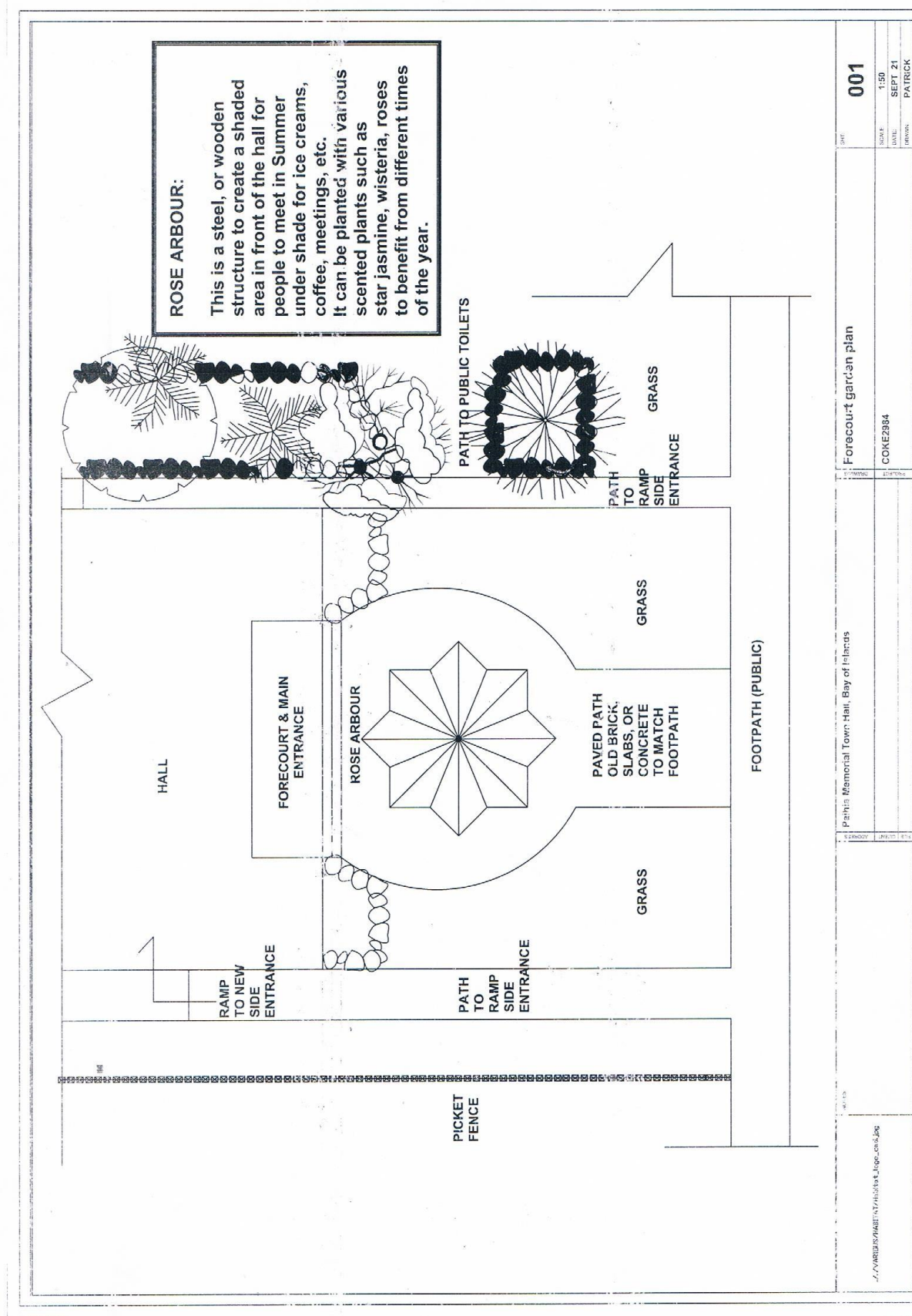
RFS:4059162 Slippery tiled foyer at Williams Road carpark toilets. Two incidents reported & site meeting requested. **No response to date.**

All residents advised how to lodge RFS's themselves.

RFS's are either work in progress or outstanding.

RFS: 3795613 18/04/18 Follow up on flooding issues in front apron of Paihia War Memorial Hall. **Closed but not resolved - I will follow up.**

01/10/15 3717930 Pedestrian safety issues & parking in front of Heritage Boutique Hotel (The Waterfront) Marsden Road Paihia - Pending NZTA response. **Closed but not resolved - I will follow up.**



11/8/21, 5:02 PM

Screenshot 2021-10-10 at 13.11.08.png



[https://mail.google.com/mail/u/0/?hl=en&shva=1&zx=9c1gjsz7q1pu#search/PATRICK/FMfcgzGkPQ\\\$_sXrSNMStChcgQbnXMPIf?projector=1](https://mail.google.com/mail/u/0/?hl=en&shva=1&zx=9c1gjsz7q1pu#search/PATRICK/FMfcgzGkPQ\$_sXrSNMStChcgQbnXMPIf?projector=1)

1/1

COMMUNITY BOARD MEMBER'S REPORT

Report to: Bay of Islands-Whangaroa Community Board
Member Name: Frank Owen
Subdivision: Kerikeri
Date: Period 22 June 2021 to 15 November 2021

Meetings

Date	Meeting
23 June	Representation Review meeting
24 June	Kerikeri Domain Business case interviews
28 June	Kerikeri Domain Working Group
29 June	Community Board Working Group Meeting
1 July	Council Meeting Kaikohe
5 July	Cherry Park House AGM
7 July	Cancer Society Daffodil Day Committee Meeting
8 July	BOIW Community Board Meeting
9 July	Meeting with Community Board Working Group Chair
12 July	Kerikeri Domain Working Group
13 July	Northland Manufactures and Employers Meeting Kerikeri.
15 July	Cancer Society Daffodil Day Committee Meeting
22 July	Meeting with Kerikeri Rotary re assistance required
23 July	Meeting with Chair re Board Agenda
26 July	Kerikeri Domain Working Group
27 July	Russell Meeting with Board Chair & Russell Opua Member
28 July	Kerikeri Ratepayers Association AGM
4 August	Cherry Park Committee Meeting
5 August	Community Board Meeting
9 August	Kerikeri Domain Working Group
12 August	Council Meeting Kaikohe
16 August	Kerikeri Domain blessing
20 August	Meeting with Chair re Board Agenda
23 August	Kerikeri Domain Working Group meeting
2 September	Community Board Meeting
17 September	Opito Bay meeting with member Ayr at Opito Bay
21 September	Council Meeting
24 September	Meeting with Chair re Board Agenda
27 September	Kerikeri Domain Working Group meeting

28 September	Community Board Working Group meeting
27 October	Meeting with Cr. Court re 'issues'
1 October	Discussion with Stephen Findlay re Local Government Reform.
7 October	Community Board Meeting
11 October	Council zoom meeting
12 October	Kerikeri Domain Working Group meeting
26 October	Hosted Daffodil Day Lunch
27 October	Hosted Daffodil Day Lunch and Dinner
28 October	Kerikeri Domain Working Group elected members meeting
29 October	Meeting with Chair re Board Agenda
8 November	Kerikeri Domain Working Group meeting
11 November	Community Board meeting

Cherry Park House.

As members will be aware I am of the view that Cherry Park House is not fit for purpose and in fact, is a significant Health and Safety issue given its current use. The council owns a significant piece of land where Cherry Park House is located and I believe there needs to be a robust discussion on the future needs of the current tenants and thought given to a more appropriate use for the land

A Report is being finalised by the Management Committee for submission to the Board. Given my concern over significant health and safety issues, I plan to give notice of a motion at the next meeting that the Board note the report, and that it be forwarded to Council staff for them to consider and report back to the Board on the issues raised.

Kerikeri Domain Working Group

This has been a frustrating exercise at times and it needs to be placed on record the time and effort member Lane Ayr as Chair of the group has put into this project. Despite the frustrations there is no doubt that the Domain will be a better place as a result of the work being carried out.

Daffodil Day 2021

As members are aware for my sins I have been the Kerikeri Convenor for the Cancer Society's Daffodil Day for the past two years. This year Daffodil Day on 27 August was cancelled due to lockdown. Despite that the local organising committee managed to run two fund raising lunches and a dinner after they were rescheduled three times. A great example of what our community can achieve with strong participation by enthusiastic volunteers.

FRANK OWEN

15 November 2021

COMMUNITY BOARD MEMBER'S REPORT

Report to: Bay of Islands-Whangaroa Community Board
Member Name: Lane Ayr
Subdivision: Kerikeri
Date: AUG 13/21 NOV12/21

REPORT

Meetings

16/08/21	Blessing for start of skate park Kerikeri
18/08/21	Waipapa Hall AGM
20/08/21	Opito Bay re playground
23/08/21	Teams meeting of KDWG
02/09/21	BOI-Whangaroa Community Board Workshop (9-10)
02/09/21	BOI-Whangaroa Community Board Meeting Teams (10-3)
06/09/21	ByLaw Discussion via Teams
15/09/21	Waipapa Hall
17/09/21	Community Catch Up kerikeri
20/09/21	Meeting at Kerikeri Domain re Top Soil
27/09/21	KDWG via Teams
29/09/21	Kerikeri Domain Re RSA wall
07/10/21	BOI-Whangaroa Community Board Workshop (9-10)
07/10/21	BOI-Whangaroa Community Board Meeting Teams (10-3)
12/10/21	KDWG teams
15/10/21	KDWG budget meeting
20/10/21	Waipapa Hall
08/11/21	KDWG teams
11/11/21	BOI-Whangaroa Community Board Workshop (9-10)
11/11/21	BOI-Whangaroa Community Board Meeting Teams (10-3)

Resource Consents

As noted in several of my previous reports, it appears that the process of supplying RC's to the CB has changed, to save all parties time and energy I will cease any further comments on RC's.

Requests for Service/information

I submit few RFS, while encouraging community members to do so directly, several that I did submit have not, in my opinion elicited any real action the following are the last two.

Re: Mission Road and Landing Road Parking still an issue additional photo supplied.

Re: Repainting parking lot directions signs Kerikeri Parking lot no action.

I would not like to see RFS's become the default inspection process, for instance the vegetation on the roundabout at the Bypass and Waipapa now restricts view of traffic turning (If your proceeding now on Waipapa you cannot see traffic turning right to go down the bypass) This should not require an RFS.

In progress

Kerikeri Domain Working Group

As most will be aware construction has started on the Skate Board Park.

Basketball Court and Playground which form the major module of the project

The project may be over budget, and that to provide the project as presented to the community, the Working Group may be required to seek additional funding.

The KDWG is currently awaiting detailed to-date costs so that we can prioritize outstanding items in the design, within budgetary limits.

There is little purpose at this time in analyzing the cause of any "over run" but it may well be of assistance in future projects.

I had promised a presentation to the Board which has not proved possible at this time. WG's recent meeting minutes and pic's are attached.

Comments

Given the current COVID restrictions I believe that the staff and in general the organization are to be congratulated on maintaining services.

I admit to a general naivety regarding both Politics and Cronyism, both of which I find distasteful.

A colleague and I were delegated to provide a report on a submission to the Board, which we did.

Given the parties making the submission and the topic, one would have had to been credulous not to observe the potential for interference.

But as stated I'm naive, suffice it to say I strongly object to having my time wasted, also the waste of resources in re wording the report.

As Chairman of the KDWG I was made aware that the “Ramps” being removed from the Domain had been constructed in a modular method which lent itself to being disassembled. In contact with a fellow Board member from one of our other communities, there was an interest in having the “Ramps”
It was arranged to disassemble the ramps and transport to the other community this was achieved despite Covid lockdowns/restrictions etc. no small feat.

However, no good deed goes unpunished, as I was to discover, an unrequested press release elicited some negative comments from the community, these were handled by my Board colleague, I’m also informed that the community has raised significant funds for the re assembly of the “ramps”.

I received various communications from senior staff and am aware of other senior members all finding fault in the “process” used, I received no comments regarding assistance with the project. They were FNDC assets on FNDC property moved to another FNDC property, probably fully depreciated and I would be surprised to see any expenditure on maintenance.

It is extremely sad when our emphasis is placed on process rather than an objective.



HE ARA TĀMATA
CREATING GREAT PLACES
Supporting our people

Kerikeri Domain – Working Group - Meeting Minutes

26 July 2021 @ 10:30am - JBC Level 2 – Tane Mahuta

ATTENDEES

- CB Lane Ayr (Chair)
- Cllr. Rachel Smith (FNDC)
- Cllr. David Clendon (FNDC)
- CB Frank Owen
- Tanya Heath (minutes)
- Jed Whitaker (Stellar)
- Suzy McCall (FNDC)
- Briar Corbett (FNDC)
- Luke (PlayCo)

APOLOGIES

- CB Dave Hookway-Kopa
- Natalie Donzé (Stellar)
- Benji Potvin (Stellar)
- David Clamp (FNDC)
- Sheryl Gavin (FNDC)
- Jeanette England (FNDC)
- Christine Hawthorn (Landscape Architect)

ATTACHMENTS

Skatepark Images

- KerikericonceptLegend.jpg
- ViewCapturetake2grass6.jpg
- ViewCapturetake2grass13.jpg

MEETING MINUTES – 26 JULY 2021

1. Welcome & apologies

CHAIR: CB Lane Ayr

Motion 1 - that the apologies be accepted.

Moved: CB Frank Owen **Seconded:** All **Carried**

2. Previous Meeting Minutes

Motion 2 - that the previous minutes recorded 12 July 2021 be accepted as true and correct

Moved: Cllr. Smith **Seconded:** All **Carried**

AGENDA ITEMS:

3. Playground Discussion (PlayCo)

Playground

Jed introduced Luke Spratt from PlayCo. Per previous meeting, PlayCo have been awarded contract for the KKE Domain Playground.

Luke (Concept designer) reviewed the concepts (Kerikeri Domain Northland presentation dated 28 06 2021) in more detail. There was an opportunity for the WG to ask questions regarding equipment (maintenance, longevity etc), and for Luke to get an idea of what they should be including or excluding going forward.

The main difference between Concept 1 & 2 is the different central towers, and Concept 2 uses more natural wood material (*Ribinea*)

General design was based on brief, with particular focus on gardening, gathering and outdoor theme.

- Tower is the iconic (wow) piece
 - Based on buckets for gathering food
 - Enclosed for safety
 - Each platform has a Shock Impact Attenuation surface for a soft landing.
- Separate areas for movement play, toddler play, senior play areas, and inter-generational play
 - Flying Fox
 - Swings – green pathway to give accessibility for wheelchairs, crutches etc. Big basket swing for multiple people or someone who needs to be lifted into it
 - Musical flowers and tramps
 - Mound near the centre point. There is a tunnel under the slide
 - Toddler area – picket fence (not fully fenced in design), but good visibility
 - Garden fence is a suggestion (maintenance might be an option)
 - Shade Sails (optional), but good for toddler area
 - Informal seating (boulders – which double as a play element)
 - Pathway through the middle makes for easy access
 - Sand play area
- Traffic flow through and around area – includes a loop, path going through the play areas, a roundabout allowing people to move freely around a central shade tree and seating
 - Visibility from the central seating area for parents to supervise children in the different areas
 - Pathway from central roundabout to the existing toilet block
 - JW to brief Luke on the additional module (disabled access, parent) to the toilet block, and PlayCo to update the design accordingly.

Materials

- Natural (ish) colour palette
 - Galvanised steel posts are powder coated with a clear topcoat to mitigate graffiti.
 - HPL (High Pressure Laminate) which is very strong, and graffiti resistant
 - Polyester rope
 - Plastic slides (general approval that plastic is better than Steel), recyclable
 - Wood chip on ground surface.
-

CB Frank Owen advised that the Working Group had previously unanimously decided that of the two options provided, Concept 1 was the preferred option.

General discussion points included:

2 Entry points to the tower to avoid congestion. Additionally, everything is designed to cope with an adult (in event of a stranded child needing assistance by a carer)

Mound over the 2-metre tunnel – to include rock-climbing wall options. Cllr. Clendon sought clarification that there was sufficient distance between it and the tree to allow for root spread. Luke confirmed that was the case.

Pushchair / wheelchair parking for the toddler area. **Action: JW / LS to incorporate into the design.**

Slackline – (low tightrope), **Action: JW / LS to incorporate into the design.**

Where possible, add extra climbing elements.

Sandpit area, concerns raised regarding the potential health and safety issues around animal fouling, and on-going maintenance. A general discussion took place regarding the level of risk of animal access and fouling. While it was acknowledged that there is some risk, the WG agreed that the play benefit is significant and worth revisiting mitigation at a future meeting.

WG agreed it would be a good idea to add a toddler swing in the main swing area. **Action: JW/LS to incorporate in design.**

LA – sought (and received) confirmation that we are not reusing anything from the existing playground. **Action: Community Board to take offline and discuss where it could be repurposed.**

As the equipment comes from Europe LS advised we need contract sign off, deposit (40%) **by early August. Stellar to take offline and progress.**

- DClamp asked for clarification about whether the lead times in the PlayCo programme were typical (and / or verified with the supplier in France). LS said they were confident they could meet the timelines.

Dependencies in other areas of the Domain - ND/BP advised the playground construction doesn't have any conflict or clashes with other areas in the programme.

LA recommended that the **Working Group formally accept the general layout and design of Concept 1** (taking into consideration points raised in today's meeting).

Moved: CB Frank Owen

Seconded: Cllr. Smith

Working Group gives authority to proceed. (No Objections)

4. Project & Programme Update

BP apologised for early release of information regarding the approval of Skatepark design to the Weekender.

Resource Consent

Application submitted. Received the Section 92 questions, responded, resubmitted. Still awaiting response from FNDC, expected next week.

Confirmed we have Building Exemption for the Skatepark, exception is the Skate Ramp (due the height). Stellar to submit a detailed plan of how the skate ramp will be constructed with PS1s / PS2s. Currently in work.

JW advised consent not required for the playground tower as it's been designed with enclosed 'baskets' to prevent falls.

Demolition

Project team need to take ownership prior to demolition.

- Fencing to go up in advance of demolition, and
- Decommissioning of the skate ramps (Dave Crabb to assist with decommission)

Demo is scheduled to begin mid-August, however we have yet to finalise procurement and award the contract (due next week) and *subject to Tender Panel Approval*.

Skatepark

JW confirmed the Skatepark is approximately 25% larger than the current one, and that some of the elements of the Skatepark are above ground level (as opposed to below).

ND confirmed this is the first time the WG has seen the Skatepark design.

Build estimated to **start mid-Sept**, 5 months (subject to weather).

Cllr. Smith expressed concern regarding incorporating a fixed shade sail or similar into the Skatepark design (transition point / entrance area). **Action: JW to incorporate shade elements into the design later along with seating.**

JW reviewed the Skatepark Concept (refer attachments) which was generally designed to include different levels of ability (beg, int, adv) and to be used as a training facility. Skate bowl, urban 'street' skating ideal for learners (+ ability for skaters to also use Basketball court when not in use). Material for Basketball court is Asphalt with Concrete underneath which is the highest spec which is suitable to skate on. Large ramp area at the bottom which is designed for lots of people using it at the same time. Vert ramp (similar to existing one).

Dave Crabb has submitted pricing, which is generally in line with the budget. Currently going through the procurement process. JW advised the benefit of Dave Crabb doing the build is that he is the designer, so it should be relatively accurate, and we should recognise if there is an issue early in the process.

Beautification of Skate ramp area transition with the rest of the domain. BP advised that he is not able to commit to funding for this. JW advised it will be timber clad and closed it. DClamp suggested WG discuss with Jeanette England at next meeting to see if there is money in the LTP for beautification. **Action: TH to add to next meeting agenda**

Community Board might have 'placemaking' money available. **Action: Community Board member/s to take offline and discuss at next CB meeting.**

Basketball Court

LA suggested we make provision for adding additional hoops in the future. BP advised it is easy to add later.

JW advised it would be Asphalt base. No artwork currently included (Hone and Akau have not submitted designs yet, but they have been asked to provide it as a potential future option).

Construction contract is subject to Tender Panel Approval.

Lighting Design

After reviewing earlier minutes, JW advised the decision had previously been made not to light Basketball court at night.

JW talked to S&T. Received drawings, awaiting pricing. Then would be seeking a Council directive regarding lighting times (including a cut-off time at night).

JW researched the solar panel kits for the basketball hoops (circa \$2K each). WG generally agreed the solar panel kits would be an acceptable solution.

DClamp reminded everyone that there is currently temporary lighting provided for League, where the wiring could potentially be repurposed.

Programme Update

Stellar will keep Dawn (Domain bookings) informed.

Procurement / Budget

Skatepark – Dave Crabb, awaiting approval from FNDC Tender Panel.

Demolition – out for pricing, due to close this week, decision next week.

Basketball Court – local (Māori) firm, still waiting for pricing from them (however, QS have given an approximate cost).

Playground – (\$400K equipment, \$150K installation + \$200K shade sails on a separate budget) finalising design with PlayCo, then will go out to market to find a contractor to install

Landscape Plan – finalising design (loop path, planting, lighting) construction drawing set is due this week, then will go out to market to find a contractor to install

Other items –

- Fitness / exercise equipment, PlayCo will provide a list of equipment which the WG can select from
- Shade Sails – have requested pricing from 3 suppliers (2 local, 1 Auckland) as part of wider procurement. Playco also provides shade sails which may be explored for time efficiencies.

5. Community and Stakeholder Engagement

Blessing (pre-demolition)

Likely we will have an event prior to demolition. **Action: ND to get a date in the diary and liaise with the WG directly.**

Communication and Engagement Update

CLlr. Smith sought clarification of when the Domain would be 'out of service' from mid-Aug through to Feb 2021, and reiterated WG requirement to keep it as much as is safe and practical (particularly the footpath) open as much as possible. If /when this is not possible, we need good communications to manage expectations.

Communications materials (including FAQs), press release, updated signage and website updates are in process, and focus on messaging of short term pain for long term gain. Letter drops to surrounding businesses (currently in draft, to be circulated to WG). Will also use other channels (like Dave Crabbs)

Email to key stakeholder group and those who elected to receive updates.

Confidentiality. BP advised we need to keep Tender information confidential until contract is signed. At this stage, Skatepark and Basketball court designs okay to discuss, but not the Playground. JW suggested we might be able to share the 'main tower' image as that is likely to change (PlayCo could provide additional imagery for use in communications materials).

6. Entrance 'Brief' Discussion

ND suggested we push this forward to another meeting (we have not progressed it yet). **Action: TH to add to next Stellar meeting.**

Cllr. Smith feedback regarding Entrance area is that the story-telling / identity is an important aspect (cultural narrative).

ND advised the Entrance area is part of the wider budget. **Action: ND to confirm how much of it would be allocated to it.**

7. Feasibility Study Update

Recommendation to engage Jane Johnston was accepted.

DClamp to provide JJ with a SFA prior to next KDWG meeting.

Action: TH to invite JJ to next meeting and focus on the scope of her works.

8. General Discussion

Centenary Plaque needs to be relocated from Riverview School. **Action: LA to provide the dimensions. ND to ensure it's incorporated into the design somewhere.**

RSA memorial wall is progressing well. **Action: ND will check in with the RSA and Christine Hawthorn.**

LA asked about sandblasting images or designs into the footpath, to be included as part of the landscape design budget.

Meetings – start going to monthly meetings (Stellar). Alternate fortnightly with JJ, Stellar to provide a written update for these meetings.

DClamp – expressed concern about Skaters continuing to use Skatepark during the decommission and construction. Fencing will not be sufficient to them out. JW advised first day of demo will put holes in bottom of the skatepark and make it unusable. **Action: JW to discuss further with Dave Crabb to see if there's a way to manage it during construction.**

Action: BP to consider if it's possible to temporarily install the skate ramp elsewhere and report back at next Stellar meeting. DClamp suggested Rugby club (unused carpark), and will follow up with discussion with rugby club.

DHK – reiterated that we really need to see an overall design incorporating all the different pieces (4 x drinking fountains with canine rehydration station), especially anything that falls in the transitional areas. **Action: ND to liaise with Hawthorn.**

WG discussed that since we don't separate or sort our recycling, the dual bin is probably the best option for general rubbish (the more aesthetically pleasing, the better) located near the toilets.

JW confirmed he had discussed the berry dropping tree with Dave Crabb – so there will be no deciduous trees in the Skatepark area.

One tree Gleditsia will be removed.

ACTIONS:

1.	Playground (JW and LS) – include following elements in design: <ul style="list-style-type: none"> • Pushchair / stroller parking • Slackline • Climbing (more climbing opportunities generally, and specifically on the mound over the tunnel) • Toddler swing in main swing area 	Stellar / PlayCo
2.	Landscape Plan to be updated to incorporate missing elements, remove those no longer needed, and incorporate other design aspects <ul style="list-style-type: none"> • LA to provide Plaque details to ND • Check RSA wall progress • Drinking Fountains • Rubbish Bins 	ND LA ND
3.	Skatepark <ul style="list-style-type: none"> • Incorporate / update shade for spectators • JW / Dave Crabb to discuss options to prevent skaters using equipment while being decommissioned or under construction • BP to investigate potential to temporarily provide equipment elsewhere 	JW BP
4.	Disability Toilets funding request submitted, awaiting response	LA
5.	Reuse Playground equipment – CB members to discuss at next CB Meeting	LA
6.	Future Meeting agenda items: <ul style="list-style-type: none"> • Funding for beautification of Skate ramp – LTP or CB? • Entrance Areas – brief for Ngati Rehia and / or Ngapuhi 	JE/CB ND
7.	Pre- demo blessing	ND
8.	Feasibility Study – invite JJ to next meeting to discuss brief	TH

Next meeting date: 9 August 2021 @ 10:30am

Meeting Venue: FNDC KKE, Lvl 2 – Tane Mahuta meeting room

Meeting closed: 12:24pm



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Kerikeri Domain – Working Group - Meeting Minutes

9 August 2021 @ 10:30am - JBC Level 2 – Tane Mahuta

ATTENDEES

- CB Lane Ayr (Chair)
- Cllr. Rachel Smith (FNDC)
- CB Frank Owen
- Jane Johnston (Guest)
- Tanya Heath (minutes)
- Briar Corbett (FNDC)
- David Clamp (FNDC)

APOLOGIES

- CB Dave Hookway-Kopa
- Suzy McCall (FNDC)
- Jeanette England (FNDC)

- Sheryl Gavin (FNDC)
- Cllr. David Clendon (FNDC)

Note: Stellar projects were not asked to attend this meeting

ATTACHMENTS

See proposal from Jane Johnston, attached as appendix to minutes

MEETING MINUTES – 9 AUGUST 2021

1. Welcome & apologies

CHAIR: CB Lane Ayr

Motion 1 - that the apologies be accepted. All agreed.

2. Previous Meeting Minutes

Motion 2 - that the previous minutes recorded 26 July 2021 be accepted as true and correct

Moved: Cllr. Smith

Seconded: All

Carried

AGENDA ITEMS:

3. Jane Johnston – Feasibility for a Structure on the Domain

Discussion regarding what should be included in the brief.

Do we need a structure, or not?

If we do, what kind of structure should it be, and why?

Business Case or Feasibility Study for a structure if one is required.

Jane referred to her proposal (see appendix). This proposal has yet to be accepted as a deliverable.

Points raised by WG members

- There should be no 'organised' sport on the Domain

- There may be planned or organised events (existing ones, as well as future ones)
- Casual activities like a band, concert, car shows, festivals etc
- The main day to day users will be 'public', dog-walkers, skatepark, basketball, playground users
- Area of benefit (the Domain is district-wide facility), and feedback should be sought from broader community groups including those outside of KKE who may come to use the Domain in an informal way
- 'Equity' should be part of the framework (multi-criteria analysis)
- It may be that the feasibility study finds there is no longer a need for a building as the various clubs and users have moved on to other areas
- Targeted engagement versus broader engagement
 - Targeted engagement is to get a feel for what the structure might look like, a high-level concept (mock-ups and graphics so people can offer comment on it)
 - Broader engagement is to get proof the concept, validating it's okay for 'everyone'
- Suggestion to use active youth councillors in Kerikeri, as they would be happy to work on it (KKHS Student Leaders, but also other groups (e.g., skateboards, other towns)
- Strategic direction of other facilities needs to be considered, including but not limited to the Turner Centre, the Cornerstone, the planned Waipapa Sports Complex
- Community feedback should incorporate ideas from other places to make this a vibrant community space
- How do we stretch the active part near the road to extend around the Domain?
- The Working Group should provide input based on feedback from their contacts but should not influence the outcome of the survey.

Action: JJ to send a copy of the proposal to TH, and TH to share with the next meeting minutes

Action: TH to invite JJ to the KDWG meetings going forward

Action: DC to provide an SFA (timings are dependent on date of appointment) appointing JJ.

Action: LA to arrange a documentation pack for JJ

4. Project & Programme Update (written – pasted below)

See written update distributed prior to meeting – taken as read

Site Fencing

Awarded to local contractor Darrel Robb Contractors. Site fencing will be installed on Tuesday/Wednesday weather permitting.

Skate Ramp Decommissioning

Awarded to local contractor Construct Northland. Decommissioning to commence Thursday – Saturday weather permitting. Dave Crab to meet contractor onsite for briefing

Blessing

Project team have inquired with Ngāti Rēhia and CE's office on a date to acknowledge kick-off of works Monday onsite. Suggestion to keep blessing low key as there will be other milestones throughout that we will also need to acknowledge (as mentioned by Kipa). Looking at Monday 16th August from 7am. An invite will be sent shortly.

Demolition

Demolition contract awarded to local contractor TarMac. Prestart site walk taking place on Monday the 9th August. Site establishment to commence Monday 16th August

Skatepark Construction

Circle D Construction (Dave Crabb) awarded contract to start Mid-September

Basketball

Local Contractor Buildflex to start construction Early October

Playground

PLAYCO refining design to working party comment and site constraints. Updated concept to be provided to working party as soon as possible.

Park path and softscape

Christine Hawthorne Landscape DRAFT drawings received. Currently being reviewed for amendment and final issue

BBQ areas

Stellar in direct contact with Urban Effects for supply. Urban effects supplying northland BBQ contracts so consistency in product selection

Fitness Equipment

PLAYCO to provide options to the Working Party Group with final playground layout

Finalised Overall Landscape plan

Christine Hawthorne's work received late due to illness. Combined landscape plan to be created before next working party meeting

Lighting

Draft lighting package received and reviewed. Extra light pole to bowling car park introduced as requested. Awaiting final drawings

5. General Discussion / AOB

DClamp – email to WG members was sent from ND dated 2 August, outlining the communication update.

Toilet module – no funding available after all. LA suggested we leave the space allocated to it available to add on a module in the future. While we haven't got funding now, we should make allowance for it in the future.

Sat 14 Aug – Alleyway opening in Kaitia on the weekend. Artists will be there as well as Elected Members. If anyone is interested, DClamp can provide the details.

JE – asked if a decision had been made as to where the skatepark equipment (2 x ramps) will go. It was agreed that CB needs to make the decision about where it should go, and that the recipient would need to arrange & pay for storage, and reinstallation. LA indicated there were only two options available, either Kawakawa or Moerewa. Whangaroa have removed themselves from the running as they have nowhere to put it. Where it should go is not a WG decision.

Action: LA to follow up on it the CB leaders/ DCrabb regarding removal, storage, and location of reinstallation of skatepark.

FO – playground equipment – raised the same issue. As above. Community Boards to discuss and decide where it should go.

Action: LA to follow up on it the CB leaders/ DCrabb regarding removal, storage, and location of reinstallation of playground equipment.

Can we now share the Playground images yet? As PlayCo is updating the design based on feedback from the last KDWG meeting, we can't share yet. Hopefully, we will be able to after the next KDWG meeting.

BC – mentioned that comms is working on a press release at the moment, and a feature in this week's Weekender. Also, a FB post regarding the (lack of) access to the Skatepark from this weekend.

Action: DClamp to request Stellar keep Briar informed of specific dates

RS – info boards for informal sausage sizzle. What is the plan for installation of the signage? She wanted to know where and when the fences were going up.

Action: DClamp to request Stellar keep RS informed.

LA – advised he has requested final drawings for Planting / Landscape layout, path, playground etc from Stellar for the next KDWG meeting

ACTIONS:

1.	Playground (JW and LS) – include following elements in final design: <ul style="list-style-type: none"> • Pushchair / stroller parking • Slackline • Climbing (more climbing opportunities generally, and specifically on the mound over the tunnel) • Toddler swing in main swing area • Updated concept to be shared with WG as soon as possible 	JW / PlayCo
2.	Landscape Plan to be updated to incorporate missing elements, remove those no longer needed, and incorporate other design aspects <ul style="list-style-type: none"> • LA to provide Plaque details to ND • Check RSA wall progress • Drinking Fountains • Rubbish Bins • Updated concept to be shared with WG as soon as possible 	ND LA ND
3.	Skatepark <ul style="list-style-type: none"> • Incorporate / update shade for spectators • JW / Dave Crabb to discuss options to prevent skaters using equipment while being decommissioned or under construction • BP to investigate potential to temporarily provide equipment elsewhere • Community Board to determine where deconstructed skate ramps should go, and advise who will pay for storage and installation 	JW BP LA
4.	Disability Toilets funding request submitted; funding not available. Stellar to ensure the footprint remains in event funding is identified in the future	JW
5.	Reuse Playground equipment – CB to discuss at next CB Meeting	LA
6.	Future Meeting agenda items: <ul style="list-style-type: none"> ○ Community Board to submit a funding request for the relocation and installation of the skate ramp through the Annual Plan process 	LA
7.	Pre- demo blessing – ND to confirm date and send invitation	ND
8.	Feasibility Study <ul style="list-style-type: none"> • JJ to share Proposal with TH, TH to distribute to WG with mins • DC to arrange SFA to engage JJ • LA to arrange project info pack for JJ 	JJ/TH DClamp LA
9.	Communications <ul style="list-style-type: none"> • Comms team to arrange Media release once overall landscape plan incorporating all the elements is available • Comms team to post on FB regarding Skatepark decommissioning (DClamp to make sure BC is kept information) 	BC/ND BC/ND
10.	Entrance Area – future agenda item <ul style="list-style-type: none"> • Brief for Ngati Rehia and / or Ngapuhi 	ND

Next meeting date: 23 August 2021 @ 10:30am

Meeting Venue: FNDC KKE, Lvl 2 – Tane Mahuta meeting room

Meeting closed: 11:34am



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Kerikeri Domain – Working Group - Meeting Minutes

23 August 2021 @ 10:30am – MS Teams Only

ATTENDEES

- CB Lane Ayr (Chair)
- Cllr. Rachel Smith (FNDC)
- Jane Johnston (Guest)
- Tanya Heath (minutes)
- Briar Corbett (FNDC)
- Cllr. David Clendon (FNDC)
- David Clamp (FNDC)

APOLOGIES

- CB Dave Hookway-Kopa
- Suzy McCall (FNDC)
- Jeanette England (FNDC)
- Jane Johnston (Guest)
- Jed Whittaker (Stellar)
- Benji Potvin (Stellar)
- Natalie Donze (Stellar)
- Sheryl Gavin (FNDC)
- CB Frank Owen

ATTACHMENTS

210823_Kerikeri Domain Working Group.pdf

Kerikeri Domain CE Update 23082021.ppt

MEETING MINUTES – 23 AUGUST 2021

1. Welcome & apologies

CHAIR: CB Lane Ayr

Motion 1 - that the apologies be accepted. All agreed.

2. Previous Meeting Minutes

Motion 2 - that the previous minutes recorded 09 August 2021 be accepted as true and correct

JE requested action item 6 be updated to the following:

6.	Future Meeting agenda items: <ul style="list-style-type: none"> • Community Board to submit a funding request for the relocation and installation of the skate ramp through the Annual Plan process 	LA
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Moved:

Seconded:

Carried

AGENDA ITEMS:

3. Jane Johnston – Feasibility for a Structure on the Domain

Update (moved to after the Site / Project Update)

Proposal circulated to the WG. No feedback received so far.

Adjusted timelines to reflect the later start date of 23 August 2021. May require further updates depending on how long the current Covid lockdown lasts.

JJ requested a list of stakeholders and any past consultation relevant to a structure on the Domain.

Action: Stellar (ND) to provide relevant stakeholder communications, drawings etc to JJ

4. Project & Programme Update

Resource Consent

No Update

Site Update – effective 18 August 2021, all works on hold due to Covid Level 4 Lockdown

Skatepark Decommissioning (Construct Northland)

- Decommissioning had commenced, but now on hold until further notice
- Ramps were scheduled for removal (and transfer to Moerewa) on 18 Aug, and will be rescheduled once site works can commence (Level 3, assuming FNDC approval)

Fencing

- Additional fencing was due to be installed 18 Aug, but now on hold until further notice

Demolition – Basketball Court

- Demolition contract awarded to local contractor TarMac, on hold until further notice

Discussion

- Special conditions / clauses relating to future and/or on-going Covid 19 lockdown and levels are included in the various contracts to minimise the cost risk (where possible) to FNDC

Action: Stellar to check if contractors intend to claim for demob/remob, loss of earnings and / or extension of time. While unlikely to be significant, there may be some implication to the budget for WG to consider

Action: Stellar (BP) to prepare notification to MBIE regarding impact of Level 4 Lockdown

Action: Stellar (BP/JW) to contact Lisa Jordan (ITF) to make arrangements for when contractors return to site, specially do with Covid Level HSW restrictions

Playground

PLAYCO refined the design based on previous WG feedback. JW presented updated drawings to the group (see attachments). Please refer to drawings.

Discussion

- Moved footprint towards the green area of the Domain due to concern regarding potential remaining foundation of the old structure. DClamp advised the contractor was instructed to remove foundations to 750mls below surface.
 - Climbing holds have been added to the mound
 - Equipment has been spaced according to HSW requirements regarding fall zones etc
-

Action: JW to arrange for contractor to check for old foundation once mobilised to site

Action: JW – assuming foundation have been removed, move the footprint nearer the road and toilets per the original location.

Action: JW to request further info from PlayCo regarding whether there is further opportunity for climbing on other aspects of the playground (dual purpose play)

BBQ areas

Urban effects supplying northland BBQ contracts so consistency in product selection, maintenance, spares etc. See presentation for images.

See also Shade Structures

Fitness Equipment

Overall Landscape Plan shows the fitness equipment distributed at intervals around the perimeter path. The WG agreed they liked this format. See presentation for options 1 / 2 images.

- Option 2 – not preferred due to expense, complicated (metal) structure harder to maintain, more likely to be damaged or vandalised, aimed at younger users who already have a play space, basketball court and skatepark
- Option 1 – preferred by the WG members. However, concerns were raised regarding the amount of wood in these structures and the resulting maintenance and vandalism issues.
- WG agreed that the Fitness Equipment needs to be useable for our older community as much of the rest of the Domain works are focussed on the younger community
- Budget for Fitness Equipment is just \$15K, with potentially \$5K of that going to foundations / installation

Action: DHK to circulate photos of fitness equipment for consideration.

Action: CB members to investigate other alternatives (Rotary?) and / or funding (Placemaking) for equipment and report back

Overall Landscape plan

See presentation final slide for draft overall landscape plan.

Discussion

JW advised that the mound near where any proposed structure (currently a security concern) would be will be moved to allow for the pathway and lighting. Whilst no budget had specifically been allocated for this, it would fall under the overall landscape plan.

JJ suggested that Our Kerikeri and or Vision Kerikeri (or other interested community groups) could potentially assist with this. Since she will be talking to the in the future regarding the Feasibility Study for the structure, she could discuss with them and report back to the WG.

Action: JJ to discuss with these groups and report back

Shade Structures

Playground Shade Sails (over toddler, younger children's areas) to be provided by PlayCo, which makes sense given they can easily incorporate into the Playground design

- Canvas shade sails will be removed in winter for maintenance

BBQ & Basketball/Skatepark areas, colour steel, all weather (shade in summer, shelter from rain), are permanent

- Concern raised regarding rainfall run off onto the ground.

Action: JW to look into location / surface and drainage options

Action: DClamp to request any drawings or documentation pertaining to utilities / drains from the previous structure from Tanya Proctor

Skatepark Construction

Circle D Construction (Dave Crabb) awarded contract to start Mid-September

Basketball

Local Contractor Buildflex to start construction Early October

Lighting

Draft lighting package received and reviewed. Extra light pole to bowling car park introduced as requested.

Communications and Engagement Update

ND presented Kerikeri Domain CE Update 23082021.ppt, please refer to presentation for details

Discussion

- Stellar to keep stakeholders up to date with developments by email
- Stellar to provide support to JJs Structure Feasibility Study
- BBQ - Rangitahi were well-informed on the project, and appeared to have received more information than WG members in some cases (from Dave Crabb). WE need to ensure everyone is repeating the same messaging with regard to timelines
- Reminder that the Proctor Library team is keen to be involved in on-going communications

Action: ND to arrange updated overall landscape / concept designs to be added to 'skrim'

Action: TH to share Kerikeri Domain CE Update 23082021.ppt with WG via minutes

Action: Stellar (ND) to discuss comms messaging with Dave Crabb

5. General Discussion / AOB

LA – requested a set of current drawings acceptable for sharing with the public be made available to the WG

LA – asked about the Entranceway (and by extension the RSA wall), Nat advised these had been on hold while other elements were

LA – still looking into whether there might be other funding options for the new toilet module. In the meantime, asked if we might be able to give the current toilet block a refresh. JE advised she would need to liaise with her team regarding potential Unbudgeted Operational funds and would get back to the WG (no guarantees). If we can secure some funding, we could potentially paint the existing toilet block.

It was also noted that now we do not have the new toilet module as part of this project, we do need to ensure that users of the Domain can get access to the existing public toilets via a path. The path to the public toilets is currently not up to the minimum standards for disabled (particularly Wheelchair bound) access

The current public toilet itself meets the minimum requirements for disabled access, but no more.

RS – requested a budget update at the next WG meeting, including MBIE funding and deliverables and how we are tracking against the budget. As well as any contingency and unbudgeted items, so we can consider priorities and identify if we need to secure alternative funding

JE – now we are getting to a stage where we are moving from design to construction, requested a list of new assets (e.g park benches, bins, drinking fountains, BBQs)

Action: Stellar (ND) to share full set of most recent drawings / images (incl JJ)

Action: Stellar (ND) to provide a status update on the Entranceway (and RSA wall) at next meeting

Action: JE to investigate Unbudgeted Operational funds for painting the existing toilet block and report back to WG

Action: JE to investigate pricing to update/upgrade fixtures / fittings though there is currently no funding available

Action: JE to liaise with her team regarding when the current footpath is scheduled for an upgrade and report back.

Action: JW to arrange for contractors to provide JE with on-going maintenance costs (incl but not limited to BBQs, Shade Sails etc)

Action: Stellar (BP) to provide JE with a list of assets for her team to include in AP budget

ACTIONS:

1.	<u>General</u> <ul style="list-style-type: none"> ND to arrange a full set of drawings for WG members, should include the overall Landscape Design (with all 'sundry' items – see item 3), Skatepark, Basketball Court, Playground, Entranceway (including RSA wall). JW to arrange for contractors to provide JE with on-going maintenance costs (incl but not limited to BBQs, Shade Sails etc) Action: Stellar (BP) to provide JE with a list of assets for her team to include in AP budget 	Stellar / ND
2.	<u>Covid / Site Update</u> <ul style="list-style-type: none"> Stellar to check if contractors intend to claim for demob/remob, loss of earnings and / or extension of time Stellar (BP) to prepare notification to MBIE regarding impact of Level 4 Lockdown Stellar (BP/JW) to contact Lisa Jordan (ITF) to make arrangements for when contractors return to site, specially do with Covid Level HSW restrictions 	JW BP BP
2.	<u>Playground</u> (JW and LS) – include following elements in final design: <ul style="list-style-type: none"> JW to get further commentary from PlayCo regarding additional climbing opportunities incorporated into other equipment JW to arrange for contractor to check for old foundation once mobilised to site Assuming foundations have been removed, move the footprint nearer the road and toilets per the original location. 	JW
4	<u>Fitness Equipment</u> <ul style="list-style-type: none"> DHK to circulate photos of fitness equipment for consideration. CB members to investigate other alternatives (Rotary - LA) and / or funding (Placemaking -DHK) for equipment and report back 	DHK LA/DHK
3.	<u>Landscape Plan</u> to be updated to incorporate missing elements, remove those no longer needed, and incorporate other design aspects <ul style="list-style-type: none"> LA to provide Plaque details to ND Check RSA wall progress Drinking Fountains 	LA ND

	<ul style="list-style-type: none"> • Rubbish Bins • BBQs • Exercise stations • Removal of mound (near MacDonalds?) a priority. JJ to raise with community groups like Our Kerikeri or Vision Kerikeri to gauge interest in assisting with removal of topsoil (and / or other maintenance like gardening etc) 	JJ
	<u>Shade Structures</u> <ul style="list-style-type: none"> • JW to investigate drainage options (and location in terms of hard surface, grass surface) of Shade structures to ensure rainfall / drainage is adequate • DClamp to request any drawings or information available (from Tanya Proctor) regarding the utilities from the previous structure with a view to seeing if any can be reused 	JW DClamp
4.	Skatepark <ul style="list-style-type: none"> • Demo – currently on hold, pending restart at Covid Level 3 (TBC) 	
5.	Disability Toilets <ul style="list-style-type: none"> • LA continues to investigate other funding options and report back • JE to investigate Unbudgeted Operational funds for painting the existing toilet block and report back to WG • JE to investigate pricing to update/upgrade fixtures / fittings though there is currently no funding available • JE to liaise with her team regarding when the footpath is scheduled for an upgrade and report back 	LA JE
6.	Reuse Playground equipment – CB to discuss at next CB Meeting	LA
8.	<u>Feasibility Study</u> <ul style="list-style-type: none"> • ND to arrange stakeholder info, relevant past consultation info and current drawings for JJ 	ND
9.	Communications <ul style="list-style-type: none"> • Comms team to arrange Media release once overall landscape plan incorporating all the elements is available <ul style="list-style-type: none"> ◦ Also use on 'Skrim' • Comms team to post on FB regarding current status of project with particular focus on construction activity • Stellar to discuss comms alignment with Dave Crabb 	BC/ND BC/ND ND
10.	Future agenda items <ul style="list-style-type: none"> • Entrance Area - brief for Ngati Rehia and / or Ngapuhi <ul style="list-style-type: none"> ◦ Including RSA Wall • Community Board to submit a funding request for the relocation and installation of the skate ramp through the Annual Plan process • CB members to discuss 'reuse' of Playground equipment at next CB meeting and report back to WG 	ND LA LA

Next meeting date: 27 September 2021 @ 10:30am

Meeting Venue: FNDC KKE, Lvl 2 – Tane Mahuta meeting room

Meeting closed: 11:40am



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CREATING GREAT PLACES
Supporting car people

Kerikeri Domain – Working Group - Meeting Minutes

27 September 2021 @ 10:30am – MS Teams Only

ATTENDEES

- CB Lane Ayr (FNDC - Chair)
- Cllr. Rachel Smith (FNDC)
- Cllr. David Clendon (FNDC)
- CB Dave Hookway-Kopa (FNDC)
- CB Frank Owen (FNDC)

APOLOGIES

- Jeanette England (FNDC)
- Briar Corbett (FNDC)
- Darren James (FNDC)
- Suzy McCall (FNDC)
- David Clamp (FNDC)
- Benji Potvin (Stellar)
- Natalie Donze (Stellar)
- Tanya Heath (minutes)
- Jane Johnston (Guest)
- Sheryl Gavin (FNDC)
- Jed Whittaker (Stellar)
-

ATTACHMENTS

KDWG Agenda 27 September 2021.docx

Q) KDWG Meeting 23 August 2021 draft for approval

Provided by Jane Johnston via email while on the call:

- Phase 1_interview.docx
- Targetted survey.docx
- RMP_Mixed use community facility.docx

MEETING MINUTES – 27 SEPTEMBER 2021

1. Welcome & apologies

CHAIR: CB Lane Ayr

Motion 1 - that the apologies (as above) be accepted. All agreed.

2. Previous Meeting Minutes

Motion 2 - that the previous minutes recorded 23 August 2021 be accepted as true and correct

Moved: **Seconded:** **Carried**

AGENDA ITEMS:

3. Jane Johnston – Survey Structure Update

Update (see attachments listed, circulated via email on 27 Sep 2021)

Jane reviewed the phase 1 interview document and proposed 'stakeholders' interview list with team, and made a number of updates at the suggestion of the various WG members.

The term 'structure' was agreed as the best term to use when referring to the asset as it is the most generic and least prescriptive.

Additionally, WG members suggested using a range of images whilst conducting the interviews which could serve to stimulate ideas.

4. Project & Programme Update

Resource Consent

Approved and conditions met.

Site Update

Skatepark Decommissioning (Construct Northland)

Decommissioning commissioning complete and removed to Moerewa.

Discussion points:

JE asked who is the 'owner' of the skate ramp asset now? If the Community now owns it, there is an Asset disposal form that needs to be completed.

JE asked who would be arranging and / or paying for the reinstallation of the skate ramp (also playground – see below). LA advised his *assumption* was that the Kerikeri Domain project would pay for the decommission and removal of the skate ramp, and that the Community or Community Board would arrange for and cover the reinstallation costs. Dave Crabb has quoted \$15-17K for installation and has agreed (*check*) to direct a team of volunteers to assist.

SM offered to support LA efforts due to FNDC policy regarding sustainable procurement meant that reuse of assets to create a vibrant community.

Cllr. Smith suggested the Community involved (Moerewa for skate ramp) should make a deputation to the Community Board outlining their requirement for funding / support to formalise the process.

Demolition – Basketball Court (TarMac)

- Complete

Playground

PLAYCO design has been fixed and final drawings in progress. Equipment and associated shade sails have been ordered but will be delayed due to Covid lockdown (likely after Christmas). Civil and Structure procurement documentation underway.

Existing Playground scheduled for removal only after the new one is installed.

JE asked who would be responsible for paying for the decommissioning and removal of the existing playground (presumably the Project), relocation, and installation to chosen new location (Totara North – discussions are underway, details to be confirmed).

LA advised his *assumption* was that the Kerikeri Domain project would pay for the decommission and removal of the playground, and that the Community or Community Board would arrange for and cover the reinstallation costs.

As with the skate ramp, SM offered to support LA efforts due to FNDC policy regarding sustainable procurement meant that reuse of assets to create a vibrant community.

As with the skate ramp, Cllr. Smith suggested the Community involved (potentially Totara North) should make a deputation to the Community Board outlining their requirement for funding / support to formalise the process.

BBQ areas (Urban Effects)

BBQ type and location approved.

Fitness Equipment (PLAYCO)

Working Group agreed to move forward with the more affordable range

Overall Landscape plan

Christine Hawthorn has provided the draft landscape design to the RSA. Integration of the wall design, with the wider landscape design. RSA finalising timelines for the two options. Feedback from Board due later this week.

Benji advised the 'final' overall design drawings are imminent.

Shade Structures (PlayCo)

Playground Shade Sails (over toddler, younger children's areas) to be provided by PlayCo, ordered

BBQ & Basketball/Skatepark areas, colour steel, all weather (shade in summer, shelter from rain), are permanent

- Concern raised regarding rainfall run off onto the ground.

Skatepark Construction (Circle D)

Construction commenced. First concrete pours due this week. Dave Crabb is optimistic to be complete by Christmas.

Basketball (Buildflex)

Procurement complete. Local Contractor Buildflex to start construction Early October

Lighting

Construction package completed.

Communications and Engagement Update

Awaiting 3D renders for Playground design before doing next community updates.

Stormwater and drainage works on site are likely to require closure of the 'Bowling Club' carpark for 3-4 days. Continue to work with the Bowling Club to find the least disruptive window for the works.

- Public carpark – communications via FNDC comms (signage). Bowling Club will also share with Bridge Club.

Final package (including drawings) to follow after RSA feedback and 3D playground renders are in work, and should be available prior to the next working group meeting.

David Clamp shared the most recent (Aug 2021) Social Procurement dashboard with the WG and talked through the positive broader outcomes of the projects.

John Tiota has provided proposal for street art (street tagging with positive language) that could be incorporated into the Skatepark and Basketball courts. Natalie shared an example on the screen. \$8K in 4 different areas. WG generally supportive of incorporating local art works into the Domain with the following comments

- Budget does not allow for 'nice to have' items like this. Funding could be requested via the Community Board and via the Annual Plan process about to start.
- Consider other cultural groups & community artists

Some discussion around a recent press story about the relocation of the skate ramp to Moerewa which resulted in a small number of negative comments about Moerewa receiving Kerikeri's 'cast offs'. The WG generally agreed that we should not shy away from providing updates or celebrating good news stories for fear of offending someone in the community. In this case, there were a greater number of positive comments via FB.

A reminder that when it comes to external communications, the project team will provide the content and check accuracy, but DClamp should approve prior to distribution.

5. General Discussion / AOB

Budget - \$3M

Elected Members of the working group requested a formal budget update as soon as possible.

High level update from Benji - 3 main elements (playground, basketball court, skate park) committed to. Balance of the budget held back until we are confident, we have enough to complete the 3 main elements.

Discussion points:

- WG expressed concern that we have an agreement with MBIE regarding delivery items, and we need to make sure we honour the agreement.
 - Civil Works could still unearth unforeseen issues below the surface. Have not been able to locate drawings to confirm how far below ground level the previous works went. Project team is trying to be cautious, and not commit any further funds until the extent of the civil works is known.
 - WG expressed concern that pathways, plantings, furniture, water fountains have been communicated as deliverables – so would be very concerned if any of these were removed from the scope.
 - JE - Annual Plan process is about to kick off this week. This would be the vehicle for any 'nice to have's' that the budget will not cover. RS indicated we need to know what we are asking for. So, we need to know the values now. Project team to provide a detailed budget breakdown to assist with this process.
-

LA – requested (again) a set of current drawings acceptable for sharing with the public be made available to the WG

LA – still looking into whether there might be other funding options for the new toilet module. In the meantime, asked if we might be able to give the current toilet block a refresh. JE advised she would need to liaise with her team regarding potential Unbudgeted Operational funds and would get back to the WG (no guarantees). If we can secure some funding, we could potentially paint the existing toilet block.

It was also noted that now we do not have the new toilet module as part of this project, we do need to ensure that users of the Domain can get access to the existing public toilets via a path. The path to the public toilets is currently not up to the minimum standards for disabled (particularly Wheelchair bound) access

The current public toilet itself meets the minimum requirements for disabled access, but no more.

JE – now we are getting to a stage where we are moving from design to construction, requested a list of new assets (e.g park benches, bins, drinking fountains, BBQs)

ACTIONS:

1.	<u>General</u> <ul style="list-style-type: none"> Stellar to arrange a full set of drawings for WG members, should include the overall Landscape Design (with all 'sundry' items – see item 3), Skatepark, Basketball Court, Playground, Entranceway (including RSA wall). JW to arrange for contractors to provide JE with on-going maintenance costs (incl but not limited to BBQs, Shade Sails etc) Action: Stellar (BP) to provide JE with a list of assets for her team to include in AP budget 	Stellar
2.	<u>Playground</u> (JW and LS) – include following elements in final design: <ul style="list-style-type: none"> Stellar to advise WG when existing playground is scheduled for removal once known. JE, D Clamp, BP and CB member (as requested by LA) to discuss & Agree the Asset Disposal Form for the playground (if appropriate). Subsequent to the above items, LA to seek clarification around the ownership of the playground and confirm who will be responsible for paying for the reinstallation in Totara North If appropriate, CB member (LA) to discuss next steps with communities regarding submission of deputation to CBs for installation 	BP/JW JE / DClamp / Stellar/LA LA LA
3.	<u>Fitness Equipment</u> <ul style="list-style-type: none"> CB members to investigate other alternatives (Rotary - LA) and / or funding (Placemaking -DHK) for equipment and report back 	LA/DHK
4.	<u>Landscape Plan</u> to be updated to incorporate missing elements, remove those no longer needed, and incorporate other design aspects (currently on hold) <ul style="list-style-type: none"> LA to provide Plaque details to ND Check RSA wall progress Drinking Fountains Rubbish Bins BBQs Exercise stations Removal of mound (near MacDonalds?) a priority. JJ to raise with community groups like Our Kerikeri or Vision Kerikeri to gauge interest in assisting with removal of topsoil (and / or other maintenance like gardening etc) 	LA ND JJ
5.	<u>Skatepark</u> <ul style="list-style-type: none"> Community Board to submit a funding request for the relocation and installation of the skate ramp through the Annual Plan process JE, D Clamp, BP and CB member (as requested by LA) to discuss/agree the Asset Disposal Form for the Skate Ramp Subsequent to the above item, LA to seek clarification around the ownership of the skate ramp and confirm who will be responsible for paying for the reinstallation in Simson Park CB member (LA) to discuss next steps with communities regarding submission of deputation to CBs for installation 	LA JE / DClamp / Stellar/LA LA LA

6.	<u>Toilets</u> <ul style="list-style-type: none"> LA continues to investigate other funding options and report back JE to investigate Unbudgeted Operational funds for painting the existing toilet block and report back to WG JE to investigate pricing to update/upgrade fixtures / fittings though there is currently no funding available JE to liaise with her team regarding when the footpath is scheduled for an upgrade and report back 	LA JE JE JE
7.	<u>Feasibility Study/Structure Survey</u> <ul style="list-style-type: none"> Working Group members to review and provide additional contacts for stakeholder list provided by JJ 	WG
8.	Communications <ul style="list-style-type: none"> Comms team to arrange Media release once overall landscape plan incorporating all the elements is available (on hold) <ul style="list-style-type: none"> Also use on 'Skrim' Comms team to post on FB regarding current status of project with particular focus on construction activity Stellar to discuss comms alignment with Dave Crabb 	BC/ND BC/ND ND
9.	Future agenda items (suggested) <ul style="list-style-type: none"> Landscape Plan <ul style="list-style-type: none"> Entrance Area - brief for Ngati Rehia and / or Ngapuhi Including RSA Wall 	ND

Next meeting date: 8 November 2021 @ 10:30am

Meeting Venue: MS Teams

Covid level permitting - FNDC KKE, Lvl 2 – Tane Mahuta mtg rm

Meeting closed: 12:22pm



Legend

Additional Toilets

Amphitheater

Basketball Court

Barbecue Pavilion with Furniture

Bike Racks

Drinking Fountains

Exercise Stations

Existing Car Parking

Indicative Future Building Location

History/Korero Interpretation

Lighting

Pavement Loop

Planter Beds

Playground

RSA Memorial Wall

Rubbish Bins

Seating

Shade Canopies

Shade Structures with Seating

Skatepark and Skate Ramp

**MASTERPLAN
CONCEPT
RENDER**

05.11.2021
Scale: 1:400 @ A1





COMMUNITY BOARD MEMBER'S REPORT

Report to: Bay of Islands-Whangaroa Community Board

Member Name: Manuela Gmuer-Hornell

Subdivision: Opuā – Russell

Date: 15 November 2021

Meetings

Date	Meeting
26/10/2021	Russell Community Town Hall Committee Meeting
11/11/2021	Community Board Meeting - Online
15/1/2021	Russell Community Town Hall Committee Meeting

Issues/Feedback

Our Community Board needs to make sure that management doesn't forward difficult decisions to the Community Boards without consulting or informing us in an appropriate timeframe. The no-surprises policy has to be both ways!

Reports tabled at our meetings need to be more in-depth, and if there are geographical issues, staff will benefit from site visits. Online maps hardly ever tell the whole story.

A lack of communication seems to get in the way of positive interaction between ratepayers and FNDC. A personal acknowledgement (after the automatic reply) is seldomly sent out and gets the interaction off on the wrong foot.

There is big angst and uncertainty in all communities over imminent arrival of Covid-19 Delta and the business community is rallying for a busy and prosperous summer season.

Resource Consents

RC2220259-RMALUC - (3 Tikitiki Lane, Russell 0272)

RC2220239-RMALUC – (1 Ashby Street, Russell 0272)

Requests for Service/Information

09/12/2019	RFS-3996575	Petition Okiato Boundary for paper road
11/02/2020	RFS-4001004	Mark Car Parks outside of Tennis Club
21/02/2020	RFS-3997123	Footpath Damage York St
20/05/2020	RFS-4005808	please mark the diesel tank intake at Russell Wharf
10/07/2020	RFS-4014411	two small slips - been semi tidied and cone placed
21/09/2020	RFS-4026086	Russell Sewage Plant Issues

05/10/2020	RFS-4028183	Russell Museum Sister City
06/10/2020	RFS-4028271	Russell township maintenance
19/10/2020	RFS-4029293	tree to be removed Wellington St
27/10/2020	RFS-4031104	Water Mains Breach Russell
19/11/2020	RFS-4034886	Fire Hydrant Marking RSA Russell
06/01/2021	RFS-4046814	eroded track to Opuia Beach
22/03/2021	RFS-4052859	Duffus Estate Land - driveway
02/06/2021	RFS-4063234	Russell Hall - birds nesting inside
02/06/2021	RFS-4063241	Washout Long Beach (far end)
08/08/2021	RFS-4073578	Unconsented structures Russell Strand
29/10/2021	RFS-4084238	Wash out under Aucks Road

In progress

- Opuia Resource Consent non-notified for development Franklin St/Kellett St – petition tabled at CB Meeting 3/2/2020 – this has now gone to a full (over 100 attendees) community meeting 8/3/2020 – and we have just been told FNHL has sold the land to a private developer. The land is now occupied by hapu and locals. This is a community being pushed out of their town.
- Footpath Kellett Street – Opuia School – been approved but not carried out – after being promised to be finished by September, it is now "scheduled" for January 2021. As per this report, this is now FNHL project – I am opposing this decision.
- Petition Okiato Boundary for paper road RFS-3996575 – tabled at CB meeting 9/12.19 – the cost to be carried by petitioners. Motion passed in November 2020 CB meeting
- Include re-doing the FNHL terms of reference/objective in their comments about what the next annual plan and long term plan should cover. – tabled at CB Meeting 3/2/2020
- Speed Limit Review
- Maintenance in Russell Township to be outsourced to a local community group
- Mark boundaries at the "Walls Bay" Opuia reserve clearly with bollards
- Placemaking Russell The Strand
- Smart Bins and Free Public WiFi is coming to Russell

COMMUNITY BOARD MEMBER'S REPORT

Report to: Bay of Islands-Whangaroa Community Board

Member Name: Bruce Mills

Subdivision: Whangaroa

Date: October 2021 – November 2021

Meetings

Date	Meeting
29/10/2021	Sod turning for SH10 Kaeo Bridge (again)
2/11/2021	Lake Manuwai site visit for the placement of new toilet block (at last)
2/11/2021	Shade sail at Kaeo Playground. Installers hit 2 water pipes. Guess who had to run around fixing them.
5/11/2021	Patrick Crawshaw – Discussing projects for Kaeo township
07/11/2021	Kericell – again donated a substantial amount of flowers plants for Kaeo township.
10/11/2021	Planted our gardens with my new neighbours
11/11/2021	CB virtual
15/11/2021	Whispers copy. First edition since the long-standing editor left town

Issues/Feedback

Kaeo playground shadesail erected. It looks amazing. Thank you CB.

Resource Consents

Nil

Requests for Service/Information

RFS 4070342	Overflow carpark at Whangaroa. This was agreed to at a public meeting approx. 5 years ago. Nina has replied to say there is no budget for this in LTP and suggests CB support this project in upcoming Annual Plan.
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8.2 STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 OCTOBER 2021**File Number:** A3484387**Author:** Segun Rotimi, Accounting Support Officer**Authoriser:** William J Taylor MBE, General Manager - Corporate Services**PURPOSE OF THE REPORT**

The Community Fund account provides information on financial matters relating to the Bay of Islands-Whangaroa Community Board's Community Fund which is allocated in accordance with the Community Grant Fund Policy.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receives the report entitled "Statement of the Bay of Islands-Whangaroa Community Board Community Fund account as at 31 October 2021".

1) BACKGROUND

The statement is attached for the Board's information and to provide sufficient information to enable the Board to allocate funds in accordance with the funds available. In accordance with the Community Grant Policy, section 10, *"applications in excess of \$3,000 may require the applicant to attend a Board meeting, subject to the Chairperson's discretion"*.

Community Fund Account balance as at 01 July 2021	\$301,549.00
• Plus unused funds from 2020/21 – BOI Rotary Club 2021 Duck Race	\$1,974.00
• Plus unused funds from 2020/21 – Kerikeri FC Storage Facilities	\$3,000.00
• Plus unused funds from 2020/21 – Kerikeri Gym Club Fitout Facility	\$2,958.00
• Plus unused funds from 2020/21 – Kerikeri Sports Complex for community playground equipment	\$15,000.00
• Plus unused funds from 2020/21 – Russell to Okiato Shared pathway Signage	\$3,000.00
• Plus unused funds from 2020/21 – Kaeo Playground Shade Structure	\$30,000.00
• Plus unused funds from 2020/21 – Kawakawa Community Development Plan	\$10,000.00
• Plus unused funds from 2020/21 – Te Hononga Hub Old Bank Vault Renovation	\$3,077.00
• Refund of unused grant – Guardians of the Bay of Islands Inc – Te Ra nga Tamariki Day 2021	\$360.87

• Less funds granted and uplifted to 31 October 2021	\$93,415.00
• Less funds not uplifted from 4 March 2021 for Bay of Islands Rotary Club for 2021 Duck Race	\$1,974.00
• Less funds not uplifted from 3 June 2021 for Kerikeri Football Club for costs towards storage facilities for equipment	\$3,000.00
• Less funds not uplifted from 2 September 2021 for Kerikeri Sports Complex Management Group for costs towards construction of a playground at the complex	\$5,189.00
• Less funds not uplifted from 7 October 2021 for Kawakawa Hundertwasser Charitable Trust for costs towards facilitate development community plan	\$10,000.00
• Less funds not uplifted from 7 October 2021 for Kawakawa Hundertwasser Charitable Trust for costs towards Te Hononga Booking Office project	\$3,077.00
• Community Fund Account balance as at 31 October 2021	\$254,263.87

2) DISCUSSION AND OPTIONS



Board members will consider the applications on the agenda and make a decision on what level of funding to allocate. The uncommitted balance in the Community Fund account as at 31 October 2021 is \$254,263.87.

Recent amendments to the Community Grant Fund Policy allow the Community Board to allocate, by resolution, funding directly to key projects identified in their strategic plan to the maximum amount of \$20,000 in any financial year.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Far North District Council has delegated the allocation of relevant community board funds to the Bay of Islands-Whangaroa Community Board. The statement of the Community Fund account as at 31 October 2021 is attached.

ATTACHMENTS

1. Statement of Community Fund Account BOI-Whangaroa as at 31 October 2021 - A3483848  

Far North District Council**Bay of Islands - Whangaroa Community Board****Statement of the Community Fund Account as at 31 October 2021**

Allocation Grants & Donations Annual Budget 2020-21	201,549.00	
Community Board Placemaking Fund	100,000.00	
Unspent from 2020/21 - BOI Rotary Club 2021 Duck Race	1,974.00	
Unspent from 2020/21 - Kerikeri FC Storage Facilities	3,000.00	
Unspent from 2020/21 - Kerikeri Gym Club Fitout Facility	2,958.00	
Unspent from 2020/21 - Kerikeri Sports Complex for community playground equipment	15,000.00	
Unspent from 2020/21 - Russell to Okiato Shared pathway Signage	3,000.00	
Unspent from 2020/21 - Kaeo Playground Shade Structure	30,000.00	
Unspent from 2020/21 - Kawakawa Community Development Plan	10,000.00	
Unspent from 2020/21 - Te Hononga Hub Old Bank Vault Renovation	3,077.00	
Refund of unused grant - Guardians of the Bay of Islands Inc - Te Rā nga Tamariki Day 2021	360.87	
		370,918.87

Less Expenditure 2021/22 (Funds Uplifted)**July 21**

Towai Community Market for costs towards gazebo for shelter and community use	2,750.00
Northern Community Family Service for costs towards budget advice and advocacy services	5,325.00
Kerikeri Sports Complex for costs towards community playground equipment	15,000.00

August 21

Bay of Islands Jazz and Blues Festival for costs towards transport and promotion	2,485.00
Kerikeri Gymnastics Club for costs towards venue hire	7,500.00
Kerikeri Gymnastics Club for costs towards fitout of the current facility	2,958.00

September 21

Our Kerikeri Community Charitable Trust for costs towards purchasing a permanent Christmas tree for Kerikeri	10,000.00
Te Puna Aroha for costs towards Moerewa Christmas 2021	5,000.00
Henry & William Williams Memorial Museum Trust for costs towards concept development for Place, Faith & Family: Paihia 1823-2023	4,000.00
Bay of Islands Walkways and Walking Trust for costs towards Russell to Okiato shared pathway signage	3,000.00
Whangaroa Community Trust for costs towards Kaeo playground shade structure	30,000.00

October 21

Youthline Auckland Charitable Trust for costs towards Youthline services	3,000.00
Ngati Rahiri Maori Komiti for costs towards Te Tii Carols in the Park	2,397.00

93,415.00

Balance as at 31 October 2021**\$277,503.87**

**Far North District Council
Bay of Islands - Whangaroa Community Board
Statement of the Community Fund Account as at 31 October 2021**

Less Commitments 2021/22 as at 31 October 2021 (Funds not yet uplifted)

Meeting 04.03.21

Bay of Islands Rotary Club for costs towards 2021 Duck Race	1,974.00
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Meeting 03.06.21

Kerikeri Football Club for costs towards storage facilities for equipment	3,000.00
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Meeting 02.09.21

Kerikeri Sports Complex Management Group for costs towards construction of a playground at the complex	5,189.00
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Meeting 07.10.21

Kawakawa Hundertwasser Charitable Trust for costs towards Te Hononga Booking Office project	3,077.00
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Kawakawa Hundertwasser Charitable Trust for costs towards facilitate development community plan	10,000.00
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\$23,240.00

Balance 31 October 2021 Uncommitted/(Overcommitted)

254,263.87

8.3 FUNDING APPLICATIONS

File Number: A3468332

Author: Kathryn Trewin, Funding Advisor

Authoriser: Ana Mules, Team Leader - Community Development and Investment

TAKE PŪRONGO / PURPOSE OF THE REPORT

This report summarises applications for Local Community Grant funding to enable the Bay of Islands-Whangaroa Community Board to determine which application/s will receive funding at the 2 December 2021 meeting.

WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

- Four new applications for funding have been received, requesting \$51,446.
- The Board has \$151,952 available to allocate.
- The Board also has \$100,000 for placemaking funding to grant in the 2021/22 financial year.

TŪTOHUNGA / RECOMMENDATION

a) That the Bay of Islands-Whangaroa Community Board approves the sum of \$2446 (plus GST if applicable) be paid from the Board's Community Fund account to Kawakawa Business and Community Association for costs towards Christmas in the Park 2021 to meet the following Community Outcomes:

- i) Communities that are healthy, safe, connected and sustainable
- ii) Proud, vibrant communities

TŪTOHUNGA / RECOMMENDATION

b) That the Bay of Islands-Whangaroa Community Board approves the sum of \$3000 (plus GST if applicable) be paid from the Board's Community Fund account to Kerikeri Croquet Club Inc for costs towards assistance with upkeep of greens to meet the following Community Outcomes:

- iii) Communities that are healthy, safe, connected and sustainable
- iv) Proud, vibrant communities

TŪTOHUNGA / RECOMMENDATION

c) That the Bay of Islands-Whangaroa Community Board approves the sum of \$6000 (plus GST if applicable) be paid from the Board's Community Fund account to The Magic Playhouse for costs towards MORPH! Puppet Festival to meet the following Community Outcomes:

- v) Communities that are healthy, safe, connected and sustainable
- vi) Proud, vibrant communities

TŪTOHUNGA / RECOMMENDATION

d) That the Bay of Islands-Whangaroa Community Board approves the sum of \$20,000 (plus GST if applicable) be paid from the Board's Community Fund account to Russell Tennis Club Inc for costs towards construction of a new tennis pavilion to meet the following Community Outcomes:

- vii) Communities that are healthy, safe, connected and sustainable
- viii) Proud, vibrant communities

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 LTP and all provisions listed on the application form.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Applicant	Project	Requested	Recommended	Comments	Community Outcome(s)	Type
Kawakawa Business and Community Association	Christmas in the Park 2021	\$2446 (50%)	\$2446	The Board's Strategic Plan states that the Board will: " <i>Fund one Christmas event or Parade in Kerikeri, Kaeo, Kawakawa, Moerewa, Paihia and Russell of up to \$2500 per annum for the event, plus traffic management costs up to a maximum of \$2500.</i> "	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Event
Kerikeri Croquet Club Inc	Assistance with upkeep of greens	\$3000 (32%)	\$3000 (32%)	The Kerikeri Croquet club has previously received assistance from the Board to maintain their greens so they can host inter-club competitions. The amount they have requested is half the amount granted for their 2018 application.	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Infrastructure
The Magic Playhouse	MORPH! Puppet Festival	\$6000 (3%)	\$6000 (3%)	This is for an event to be hosted during the quieter winter season. Funding will help cover venue hire.	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Event
Russell Tennis Club Inc	Construction of a new tennis pavilion	\$40,000 (40%)	\$20,000 (20%)	This project will provide a social hub that the wider community will be able to utilise, as well as providing facilities that will enable the club to host more tournaments. The club is actively fundraising for the balance of funds required.	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Infrastructure

Take Tūtohunga / Reason for the recommendation

The applicant was required to complete a standard application form and provide supporting information.

For each application, the Board has three options.

Option 1 Authorise funding for the full amount requested

Option 2 Authorise partial funding

Option 3 Decline funding

Each application has been assessed and meets the criteria of the Community Grant Policy, Community Outcomes as listed in the LTP, and the conditions listed on the application form.

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

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

ĀPITI HANGA / ATTACHMENTS

1. Pages from BOI WCB - Application - Kawakawa Business Association Christmas in the Park 2021 - A3485231 [↓](#) 
2. Pages from BOI WCB - Application - Kerikeri Croquet Club - A3484653 [↓](#) 
3. Pages from BOI WCB - Application - Magic Playhouse - Morph - A3485233 [↓](#) 
4. Pages from BOI WCB - Application - Russell Tennis Club - A3485232 [↓](#) 

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.

Local Grant Application Form



Instructions

Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the Community Grant Policy to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website www.fndc.govt.nz
- **Incomplete, late, or non-complying** applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- **If there's anything on this form you're not sure of**, please contact the Community Development team at freephone 0800 920 029, or funding@fndc.govt.nz – we're happy to help.

- **Send your completed form** to funding@fndc.govt.nz or to any Council service centre

The following **must** be submitted along with this application form:

- ☒ Quotes (or evidence of costs) for all items listed as total costs on pg 3
- ☒ Most recent bank statements and (signed) annual financial statements
- ☐ Programme/event/project outline
- ☐ A health and safety plan
- ☐ Your organisation's business plan (if applicable)
- ☐ If your event is taking place on Council land or road/s, evidence of permission to do so
- ☒ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation	KAWAKAWA BUSINESS & COMMUNITY ASSOCIATION	Number of Members	50+
Postal Address	11-13 Gillies St, Kawakawa.	Post Code	0210
Physical Address	AS ABOVE	Post Code	
Contact Person	MALCOLM FRANCIS	Position	CHAIRPERSON
Phone Number		Mobile Number	0277 667767
Email Address	bca@kawakawa.org.nz		

Please briefly describe the purpose of the organisation.

COMMUNITY & BUSINESS ASSOCIATION - PROVIDE & MAINTAIN CCTV, LIGHTING,
HELP MAINTAIN LOCAL PROJECTS- ORGANISE COMMUNITY EVENTS.

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Local Grant Application Form



Project Details

Which Community Board is your organisation applying to (see map Schedule A)?

☐ Te Hiku

☐ Kaikohe-Hokianga

☒ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity CHRISTMAS IN THE PARK Date 10/12/21.

Location HUNDERTWASSER MEMORIAL PARK Time 4.30pm →

Will there be a charge for the public to attend or participate in the project or event? ☐ Yes ☒ No

If so, how much? N/A.

Outline your activity and the services it will provide. Tell us:

- Who will benefit from the activity and how; and
- How it will broaden the range of activities and experiences available to the community.

AN EVENT FOR THE ENTIRE WHANAU OF KAWAKAWA. AN OPPORTUNITY FOR EVERYONE TO GET TOGETHER AND ENJOY A FUN AFTERNOON WITH NO COST TO THEM.

MR WHIPPY VAN w/ FREE CONES

SANTA + LOLLY SCRAMBLE

FREE SAUSAGE SIZZLE

FREE FACE PAINT

EMERGENCY SERVICES INVOLVED WITH COMMUNITY

LOCAL SCHOOLS PROVIDING ENTERTAINMENT.

* IF UNABLE TO GO AHEAD DUE TO COVID LEVELS STILL BEING IN PLACE (LEVEL 2 + ABOVE), WE WILL STILL HOLD THE EVENT WHENEVER POSSIBLE.

Local Grant Application Form



Project Cost

Provide a detailed costs estimate for the activity. Funding requested may not exceed 50% of the total cost.

Total Cost - provide the **total** amount of the estimated quoted cost against the appropriate item.

Amount Requested - provide (against the item) the amount the Board is being requested to contribute.

Please Note:

- You need to provide quotes (or evidence of costs) for everything listed in the total costs column
- If your organisation is GST registered, all requested amounts must be GST exclusive.
- Do not enter cents – round the values up or down to the nearest dollar
- Do not use the dollar sign (\$) – just enter the dollar value
- If you are applying for operating costs of a programme, please attach a programme outline

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion	100 - ink PAPER.	50.
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire	PA SYSTEM TBC - \$1000. ENTERTAINMENT - \$1800	\$1402.
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments	1988	994.
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS		2446.

² If the application is for professional or facilitator fees, a job description or scope of work must be attached.

Local Grant Application Form



Financial Information

Is your organisation registered for GST? ☐ Yes ☒ No GST Number

How much money does your organisation currently have?

How much of this money is already committed to specific purposes?

List the purpose and the amounts of money already tagged or committed (if any):

Purpose	Amount
GENERAL DAY TO DAY	\$13,844
LIONS CLUB DONATION FOR MARKETS + TREES	\$5,414
LIGHTING	\$5205
CCTV	\$139,185
POOL	\$1065
TOTAL	\$164,713

Please list details of all other funding secured or pending approval for this project (minimum 50%):

Funding Source	Amount	Approved
		Yes / Pending
N/A		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

Please state any previous funding the organisation has received from Council over the last five years:

Purpose	Amount	Date	Project Report Submitted
XMAS IN THE PARK	\$2500	2020	(Y) / N
XMAS PARADE	\$5000	2019	(Y) / N
" "	\$5000	2018	(Y) / N
" "	\$5000	2017	(Y) / N

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Local Grant Application Form



Privacy Information

The information you have provided on this form is required so that your application for funding can be processed. Once this application is lodged with the Council it becomes public information and may be made available on the Council's website. **If there is sensitive information in the proposal or personal details you wish to be withheld, please advise.** These details are collected to inform the general public and community groups about all funding applications which have been submitted to the Far North District Council.

Applicant Declaration

This declaration must be signed by two people from your organisation who are 18 years of age or older with the authority to sign on behalf of the organisation. Signatories cannot be an undischarged bankrupt, cannot be immediately related, cannot be partners, and cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.

On behalf of: (full name of organisation)

KAWAKAWA BUSINESS & COMMUNITY ASSOCIATION

We, the undersigned, declare the following:

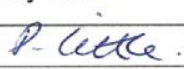
In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisation's most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
 - Two signatories to all bank accounts (if applicable)
 - A regularly maintained and current cashbook or electronic equivalent
 - A person responsible for keeping the financial records of the organisation
 - A regularly maintained tax record (if applicable)
 - A regularly maintained PAYE record (if applicable)
 - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
 - Tracking of different funding, e.g. through a spreadsheet or journal entry
 - Regular financial reporting to every full meeting of the governing body

Signatory One



Signatory Two



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Local Grant Application Form



We agree to the following conditions if we are funded by Local Community Grant Funding:

1. To uplift any funding granted within 3 months of the date on the letter of agreement. Failure to do so will result in loss of the grant money.
2. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month period ends.
3. To spend the funding only for the purpose(s) approved by Far North District Council unless written approval for a change of purpose(s) is obtained **in advance** from the Community Board.
4. To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact Governance Support for digital imagery.
7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
10. To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

Signatory One

Name MALCOLM FRANCIS Position CHAIRMAN
 Postal Address 41-11 GULLBS ST, KAWAKAWA. Post Code 0210
 Phone Number 09-404-0048 Mobile Number 0277667767
 Signature [Signature] Date 2/11/21

Signatory Two

Name PATRICIA LITTLE Position SECRETARY
 Postal Address PO BOX 117, KAWAKAWA Post Code 0243
 Phone Number 02102503169 Mobile Number —
 Signature P. Little Date 3/11/21

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Funding Application from Kawakawa Business Association**Schedule of Supporting Documentation**

Document	Title
1	Bank Statement
2	Financial Report
3	4 Square Invoice
4	Entertainment Invoice
5	Mr Whippy Invoice
6	Bright Sausages Invoice

Local Grant Application Form

FNDC ADMIN
12 NOV 2021



Instructions

Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website www.fndc.govt.nz
- **Incomplete, late, or non-complying** applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- **If there's anything on this form you're not sure of**, please contact the Community Development team at freephone 0800 920 029, or funding@fndc.govt.nz – we're happy to help.
- **Send your completed form** to funding@fndc.govt.nz or to any Council service centre

The following **must** be submitted along with this application form:

- ☒ Quotes (or evidence of costs) for all items listed as total costs on pg 3
- ☒ Most recent bank statements and (signed) annual financial statements
- ☒ Programme/event/project outline
- ☒ A health and safety plan
- ☒ Your organisation's business plan (if applicable) *N/A*
- ☒ If your event is taking place on Council land or road/s, evidence of permission to do so
- ☒ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation	<u>Kerikeri Croquet Club Incorporated</u>	Number of Members	<u>28</u>
Postal Address	<u>61- 58 Ironbark Road, RD2 Kerikeri</u>	Post Code	<u>0295</u>
Physical Address	<u>159 Landing Road</u>	Post Code	
Contact Person	<u>Audrey Childs</u>	Position	<u>Treasurer</u>
Phone Number	<u>0273055808</u>	Mobile Number	<u>0273055808</u>
Email Address	<u>childs.audrey@gmail.com</u>		

Please briefly describe the purpose of the organisation.

Croquet Club where people come and learn to play croquet.

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Local Grant Application Form



Project Details

Which Community Board is your organisation applying to (see map Schedule A)?

☐ Te Hiku ☐ Kaikohe-Hokianga ☒ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity Lawn renovation and upkeep Date Full year

Location 158 Landing Road, Kerikeri Time Full year

Will there be a charge for the public to attend or participate in the project or event? ☒ Yes ☐ No

If so, how much? Non members pay \$5.00 "greenfees" to play

Outline your activity and the services it will provide. Tell us:

- Who will benefit from the activity and how; and
- How it will broaden the range of activities and experiences available to the community.

- Who will benefit: Club members, visiting clubs from all Northland for competitions, all public who play at Twilight games during summer and Northland Regional schools Environmental Education Unit, Kerikeri Highschool use the lawns.
- Broaden activities: Well groomed lawns are essential to playing croquet. Good lawns not only provide a better experience for Club players/members but also enable the club to regularly host tournaments involving other croquet clubs from and throughout Northland, but also host events to encourage public participation e.g. weekly twilight croquet during the summer evenings, which attracts people who cannot attend during week days. Also "have-a-go-days" to encourage new people to try the game, and hopefully attract new members. We host School Competitions in February each year.

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Local Grant Application Form



Project Cost

Provide a detailed costs estimate for the activity. Funding requested may not exceed 50% of the total cost.

Total Cost - provide the **total** amount of the estimated quoted cost against the appropriate item.

Amount Requested - provide (against the item) the amount the Board is being requested to contribute.

Please Note:

- You need to provide quotes (or evidence of costs) for everything listed in the total costs column
- If your organisation is GST registered, all requested amounts must be GST exclusive.
- Do not enter cents – round the values up or down to the nearest dollar
- Do not use the dollar sign (\$) – just enter the dollar value
- If you are applying for operating costs of a programme, please attach a programme outline

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe) <i>Independent Payment to Lawn Contractors</i>	<i>9250</i>	<i>3,000</i>
TOTALS	<i>9250</i>	<i>3,000</i>

² If the application is for professional or facilitator fees, a job description or scope of work must be attached.

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Local Grant Application Form



Financial Information

Is your organisation registered for GST? ☐ Yes ☒ No GST Number

How much money does your organisation currently have?

How much of this money is already committed to specific purposes?

List the purpose and the amounts of money already tagged or committed (if any):

Purpose	Amount
National + Croquet NZ Levis	4,760
Balance of lawn upkeep	6,250
Insurance	750
Rents	500
Equipment repairs	1,000
TOTAL	13,260

Please list details of all other funding secured or pending approval for this project (minimum 50%):

Funding Source	Amount	Approved
cogs	1,500	<input checked="" type="radio"/> Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

Please state any previous funding the organisation has received from Council over the last five years:

Purpose	Amount	Date	Project Report Submitted
Lawn renovation + upkeep	6,000	2018/19	<input checked="" type="radio"/> Y / N
			Y / N
			Y / N
			Y / N

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Local Grant Application Form



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Applicant Declaration

This declaration must be signed by two people from your organisation who are 18 years of age or older with the authority to sign on behalf of the organisation. Signatories cannot be an undischarged bankrupt, cannot be immediately related, cannot be partners, and cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.

On behalf of: (full name of organisation)

KERIKERI CROQUET CLUB INCORPORATED

We, the undersigned, declare the following:


In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisation's most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
 - Two signatories to all bank accounts (if applicable)
 - A regularly maintained and current cashbook or electronic equivalent
 - A person responsible for keeping the financial records of the organisation
 - A regularly maintained tax record (if applicable)
 - A regularly maintained PAYE record (if applicable)
 - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
 - Tracking of different funding, e.g. through a spreadsheet or journal entry
 - Regular financial reporting to every full meeting of the governing body

Signatory One



Signatory Two



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Local Grant Application Form



We agree to the following conditions if we are funded by Local Community Grant Funding:

1. To uplift any funding granted within 3 months of the date on the letter of agreement. Failure to do so will result in loss of the grant money.
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4. To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact Governance Support for digital imagery.
7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
10. To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

Signatory One

Name Richard Sherwood Position President
 Postal Address 22 Edkins Road, Kerikeri Post Code
 Phone Number 407 5354 Mobile Number 02102667505
 Signature [Signature] Date 1-11-21

Signatory Two

Name Andrey Childs Position Treasurer
 Postal Address 58 Ironbark Road RD2 Kerikeri Post Code 0295
 Phone Number 09 6011101 Mobile Number 0273055808
 Signature [Signature] Date 31/10/21

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Funding Application from Kerikeri Croquet Club**Schedule of Supporting Documentation**

Document	Title
1	Quotes and previous invoices
2	Audited Profit & Loss Account for year ending 31 March 2021
3	Bank Statement
4	Tournament Programme
5	Interclub competition calendar
6	Health and Safety guidelines
7	Lease agreement

Local Grant Application Form



Instructions

Please read carefully:

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- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- **If there's anything on this form you're not sure of**, please contact the Community Development team at freephone 0800 920 029, or funding@fndc.govt.nz – we're happy to help.
- **Send your completed form** to funding@fndc.govt.nz or to any Council service centre

The following must be submitted along with this application form:

- ☐ Quotes (or evidence of costs) for all items listed as total costs on pg 3
- ☐ Most recent bank statements and (signed) annual financial statements
- ☐ Programme/event/project outline
- ☐ A health and safety plan
- ☐ Your organisation's business plan (if applicable)
- ☐ If your event is taking place on Council land or road/s, evidence of permission to do so
- ☐ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation	<input type="text"/>	Number of Members	<input type="text"/>
Postal Address	<input type="text" value="68 Lodore Road, RD1"/>		Post Code <input type="text"/>
Physical Address	<input type="text" value="Okaihau"/>		Post Code <input type="text" value="0475"/>
Contact Person	<input type="text" value="Kylie Penn"/>	Position	<input type="text"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text" value="0211593944"/>
Email Address	<input type="text" value="kylie@themagicplayhouse.co.nz"/>		

Please briefly describe the purpose of the organisation.

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Local Grant Application Form



Project Details

Which Community Board is your organisation applying to (see map Schedule A)?

☐ Te Hiku

☐ Kaikohe-Hokianga

☒ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity Date

Location Time

Will there be a charge for the public to attend or participate in the project or event? ☒ Yes ☐ No

If so, how much?

Outline your activity and the services it will provide. Tell us:

- Who will benefit from the activity and how; and
- How it will broaden the range of activities and experiences available to the community.

~~The strategic outcome of this project is to have people of all ages, from throughout the country, join us in the Far North to experience an immersive arts event that will leave a memorable impression of quality, inspiration and fun.~~

~~The MORPH! Puppet Festival will provide a destination event for Northland during the quiet winter season when large outdoor events are risky and other regions are focused on action and adventure.~~

~~We will create an outstanding event that will establish Northland as the Puppet centre of New Zealand and be regarded as an equal with Puppet Festivals around the world.~~

~~Puppetry incorporates multidisciplinary creative arts and this is something that Northland has in abundance. We will pull together artists from around the region to collaborate on creating a memorable experience at the 'National Puppet Festival', - The WoW of Northland.~~

~~The funding we are requesting will help us to pay for the facility costs of hiring our outstanding venue, the Turner Centre, for a number of different community focused events.~~

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Local Grant Application Form



Project Cost

Provide a detailed costs estimate for the activity. Funding requested may not exceed 50% of the total cost.

Total Cost - provide the **total** amount of the estimated quoted cost against the appropriate item.

Amount Requested - provide (against the item) the amount the Board is being requested to contribute.

Please Note:

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- If your organisation is GST registered, all requested amounts must be GST exclusive.
- Do not enter cents – round the values up or down to the nearest dollar
- Do not use the dollar sign (\$) – just enter the dollar value
- If you are applying for operating costs of a programme, please attach a programme outline

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire	17,524	6,000
Advertising/Promotion	27,126	
Facilitator/Professional Fees ²	36,860	
Administration (incl. stationery/copying)		
Equipment Hire	15,600 est	
Equipment Purchase (describe)		
Utilities	2,080	
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)	12,900 est	
Refreshments	13,600 est	
Travel/Mileage	4,200 est	
Volunteer Expenses Reimbursement		
Wages/Salary	33,600	not applicable
Volunteer Value (\$20/hr)	28,000 est	not applicable
Other (describe) Ticket Fees	4,000	
Accommodation	3,750	
TOTALS	195,240	6,000

² If the application is for professional or facilitator fees, a job description or scope of work must be attached.

Purpose	Amount
TOTAL	

Funding Source	Amount	Approved
Northland Events Fund	60,726	Yes / <u>Pending</u>
Creative Communities	3,500	Yes / <u>Pending</u>
Creative Northland	2,000	Yes / <u>Pending</u>
Business Sponsorship	8,750	Yes / <u>Pending</u>
Ticket Sales	86,675	Yes / Pending

Purpose	Amount	Date	Project Report Submitted
Shine Your Light Project	8,138.33	April 2018	✓ / N
			Y / N
			Y / N
			Y / N

Local Grant Application Form



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Applicant Declaration

This declaration must be signed by two people from your organisation who are 18 years of age or older with the authority to sign on behalf of the organisation. Signatories cannot be an undischarged bankrupt, cannot be immediately related, cannot be partners, and cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.

On behalf of: (full name of organisation)

We, the undersigned, declare the following:

In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisation's most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
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 - A regularly maintained and current cashbook or electronic equivalent
 - A person responsible for keeping the financial records of the organisation
 - A regularly maintained tax record (if applicable)
 - A regularly maintained PAYE record (if applicable)
 - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
 - Tracking of different funding, e.g. through a spreadsheet or journal entry
 - Regular financial reporting to every full meeting of the governing body

Signatory One

Signatory Two

www.fndc.govt.nz | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | funding@fndc.govt.nz | Phone 0800 920 029

A2686814

(version Sept 2018)

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Local Grant Application Form



We agree to the following conditions if we are funded by Local Community Grant Funding:

1. To uplift any funding granted within 3 months of the date on the letter of agreement. Failure to do so will result in loss of the grant money.
2. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month period ends.
3. To spend the funding only for the purpose(s) approved by Far North District Council unless written approval for a change of purpose(s) is obtained **in advance** from the Community Board.
4. To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact Governance Support for digital imagery.
7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
10. To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

Signatory One

Name Position

Postal Address Post Code

Phone Number Mobile Number

Signature Date

Signatory Two

Name Position

Postal Address Post Code

Phone Number Mobile Number

Signature Date

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Funding Application from Morph – Shadow World**Schedule of Supporting Documentation**

Document	Title
1	Business Plan
2	Budget Breakdown
3	Timeframe
4	Marketing Plan and Budget
5	Turner Centre Quotes
6	Environmental and Waste Management Plan
7	Audited Financial Report

Local Grant Application Form



Instructions

Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips
- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website www.indc.govt.nz
- Incomplete, late or non-complying applications will not be accepted
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding
- If there's anything on this form you're not sure of, please contact the Community Development team at freephone 0800 920 029, or funding@indc.govt.nz - we're happy to help
- Send your completed form to funding@indc.govt.nz or to any Council service centre

The following must be submitted along with this application form:

- ☒ Quotes (or evidence of costs) for all items listed as total costs on pg 5 *attached for proposed construction of 5 positions*
- ☐ Most recent bank statements and (signed) annual financial statements
- ☐ Programme/event/project outline —
- ☒ A health and safety plan —
- ☐ Your organisation's business plan (if applicable) *n/a*
- ☐ If your event is taking place on Council land or road/s, evidence of permission to do so *- this has*
- ☐ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation	<u>Russell Tennis Club Inc</u>	Number of Members	<u>135</u>
Postal Address	<u>11 Chapel St Russell</u>	Post Code	<u>0202</u>
Physical Address	<u>Yark at Russell</u>	Post Code	<u>0202</u>
Contact Person	<u>Jane Newton</u>	Position	<u>Secretary</u>
Phone Number		Mobile Number	<u>027 840 9201</u>
Email Address	<u>jane@xta.co.nz</u>		

Please briefly describe the purpose of the organisation.

To support, promote, foster & encourage the game of tennis in the wider community, plus promote health & wellbeing

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Local Grant Application Form



Project Details

Which Community Board is your organisation applying to (see map Schedule A)?

☐ Te Hiku ☐ Kaipōhā-Hokiangā ☒ Bay of Islands-Whangaroa

Clearly describe the project or event.

Name of Activity Construction of a tennis pavilion Date 1 Nov 2021

Location York St. Russell Time 2pm

Will there be a charge for the public to attend or participate in the project or event? ☐ Yes ☒ No N/A

If so, how much? N/A

Outline your activity and the services it will provide. Tell us:

- Who will benefit from the activity and how, and
- How it will broaden the range of activities and experiences available to the community

To build a 40sqm tennis pavilion & relocate the practice wall.

The new pavilion will provide a welcoming facility for our members & the local community. We are a friendly local community club offering competitive membership rates & great social play. Players of all ages & ability are welcome. We have regular coaching programmes for both adults & children. We run regular visit sessions where new members are actively encouraged to join in the fun.

The club offers a well developed programme of coaching for adults & juniors.

We play interclub & have a regular host of matches & club tournaments.

The pavilion will provide a social hub not only for members, but also the wider community for meetings, social gatherings. The pavilion will also be available for hire.

www.indc.govt.nz | Memorial Ave, Kaipōhā 0440 | Private Bag 752, Kaipōhā 0440 | lunding@indc.govt.nz | Phone 0800 920 029

A25265114 (version Sept 2018)

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In conclusion, one objective is to continue to be a strong, diverse & inclusive club that is an asset to our members & local community.

Local Grant Application Form



Project Cost

Provide a detailed costs estimate for the activity. Funding requested may not exceed 50% of the total cost.

Total Cost - provide the **total** amount of the estimated quoted cost against the appropriate item.

Amount Requested - provide (against the item) the amount the Board is being requested to contribute.

Please Note:

- You need to provide quotes (or evidence of costs) for everything listed in the total costs column.
- If your organisation is GST registered, all requested amounts must be GST exclusive.
- Do not enter cents – round the values up or down to the nearest dollar.
- Do not use the dollar sign (\$) – just enter the dollar value.
- If you are applying for operating costs of a programme, please attach a programme outline.

Expenditure	Total Cost	Amount Requested
Rent/Vanua Hire	90,000	30,000
Advertising/Promotion		
Facilitator/Professional Fees	10,000	10,000
Administration (incl. stationery/copying)		
Equipment Hire	NA	
Equipment Purchase (describe)		
	NA	
Utilities	NA	
Hardware (e.g. cement, timber, nails, paint)	NA	
Consumable materials (craft supplies, books)	NA	
Refreshments	NA	
Travel/Mileage	NA	
Volunteer Expenses Reimbursement	NA	
Wages/Salary	NA	not applicable
Volunteer Value (\$20/hr)	NA	not applicable
Other (describe)	NA	
TOTALS	100,000	40,000

² If the application is for professional or facilitator fees, a job description or scope of work must be attached.

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Local Grant Application Form



Financial Information

Is your organisation registered for GST? ☐ Yes ☒ No GST Number

How much money does your organisation currently have?

How much of this money is already committed to specific purposes?

List the purpose and the amounts of money already tagged or committed (if any):

Purpose	Amount
Fence repairs	5,000
TOTAL	

Please list details of all other funding secured or pending approval for this project (minimum 50%):

Funding Source	Amount	Approved
Private funder	60,000	Yes / (Pending)
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

Please state any previous funding the organisation has received from Council over the last five years:

Purpose	Amount	Date	Project Report Submitted
Resurfacing tennis courts	10,000		(Y) / N
			Y / N
			Y / N
			Y / N

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A2586214

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Local Grant Application Form



Privacy Information

The information you have provided on this form is required so that your application for funding can be processed. Once this application is lodged with the Council it becomes public information and may be made available on the Council's website. If there is sensitive information in the proposal or personal details you wish to be withheld, please advise. These details are collected to inform the general public and community groups about all funding applications which have been submitted to the Far North District Council.

Applicant Declaration

This declaration must be signed by two people from your organisation who are 18 years of age or older with the authority to sign on behalf of the organisation. Signatories cannot be an undischarged bankrupt, cannot be immediately related, cannot be partners, and cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.

On behalf of: (full name of organisation)

Russell Tennis Club Incorporated

We, the undersigned, declare the following:

In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agency, private person, or organisation.
3. We have attached our organisation's most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
 - Two signatories to all bank accounts (if applicable) ✓
 - A regularly maintained and current cashbook or electronic equivalent ✓
 - A person responsible for keeping the financial records of the organisation ✓
 - A regularly maintained tax record (if applicable)
 - A regularly maintained PAYE record (if applicable)
 - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts ✓
 - Tracking of different funding, e.g. through a spreadsheet or journal entry ✓
 - Regular financial reporting to every full meeting of the governing body ✓

Signatory One

B. Kelly

Signatory Two

[Signature]

www.fndc.govt.nz | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | funding@fndc.govt.nz | Phone 0800 928 029

A2506814 (version Sept 2018)

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Local Grant Application Form



We agree to the following conditions if we are funded by Local Community Grant Funding:

- 1 To uplift any funding granted within 3 months of the date on the letter of agreement. Failure to do so will result in loss of the grant money.
- 2 To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month period ends.
- 3 To spend the funding only for the purpose(s) approved by Far North District Council unless written approval for a change of purpose(s) is obtained in **advance** from the Community Board.
- 4 To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
- 5 To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
- 6 To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact Governance Support for digital imagery.
- 7 To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
- 8 To complete and return a Project Report within two months of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
- 9 To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
- 10 To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

Signatory One

Name Bridget Hughes Position Chairperson
 Postal Address 13 De Fries Pl Russell Post Code
 Phone Number 021 221 8491 Mobile Number 021 221 8491
 Signature Bridget Hughes Date 03/11/2021

Signatory Two

Name Jane Newton Position Secretary
 Postal Address 11 Chapel St Russell Post Code
 Phone Number Mobile Number 027 8908201
 Signature Jane Newton Date 3.11.2021

www.fndc.govt.nz | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | funding@fndc.govt.nz | Phone 0800 920 029

A2608814

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Funding Application from Russell Tennis Club
Schedule of Supporting Documentation

Document	Title
1	Project Outline
2	Lease Resolution
3	Estimated Costs
4	Statement of Income and Expenditure
5	Account Balances
6	Bank Statement
7	Builders Quote – Colin Gane
8	Quote – Petes Diggers Ltd
9	Quote – Bonus Contractors
10	Quote – Smiths Electrics
11	Quote – Sparky Pants Electrical
12	Health and safety plan

8.4 PROJECT FUNDING REPORTS

File Number: A3456739

Author: Kathryn Trewin, Funding Advisor

Authoriser: Ana Mules, Team Leader - Community Development and Investment

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

- a) Bay of Islands Canine Association
- b) Kairos Connection Trust (Busy Bees Group)

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.

It is noted that the Board requested further information regarding the report from Te Ruapekapeka Trust, as when the funding was granted, the applicant indicated that they were anticipating funding from another source that would mean that the Board's funding would not be required. The applicant has still not responded to emails or phone calls at time of report writing to advise of the actual situation. The Funding Advisor will continue in efforts to get a response for the Board.




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. Project Report - Kairos Connection Trust (Busy Bees Group) - A3456736  
- 2. Pages from BOIWCBC - Project Report - Bay of Islands Canine Association - A3468316  

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.



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

At the completion of a project that received community funding, recipients are required, as stated in the Community Grant Policy, to submit a Project Report to the Community Board. Project Reports are to 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.

Applicants who fail to provide a project report within the required time will not be considered for future funding.

Please return the completed form to:

Governance Support

Far North District Council

Private Bag 752

KAIKOHE 0440

or email to: governance@fndc.govt.nz (PDF attachment via email is preferred)

Name of organisation: Kairos Connection Trust
 Name & location of project: Busy Bees Group Kerikeri Baptist Church
41 Hobson Rd Kerikeri
 Date of project/activity: On Going This covers from Apr'21 to Sept'21

Which Community Board did you receive funding from?

☐ Te Hiku

☐ Kaitake-Hokianga

☒ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$3,000

Please give details of how the money was spent:

- Your contribution to the project and the funding you received from the Community Board must be accounted for
- Attach supplier receipts or bank statements to show proof of expenditure of Community Board funds.

Supplier/Description	Amount	Receipt/s attached (please tick)
Wool for Angel Socks	\$ 1440	✓
" " " " " On Order	\$ 388	✓ order
Wool for Jumpers, Banners, Blankets etc	\$ 1101	✓
2nd hand Materials for Blankets	\$ 68	✓
Total:	\$ 2997	

Give a brief description of the highlights of your project including numbers participating:

34 Knitters participating Record number of Angel Socks
made 102 in 3 months Great comments and Feedback from Agencies that
distribute for us. Having a worthwhile job to do during Covid
lockdowns has been a bonus to our knitters + sewers.
See also typed report enclosed.

Private Bag 752, Memorial Ave, Kaitake 0400, New Zealand, Freephone: 0800 920 029,
 Phone: (09) 405 2750 Fax: (09) 401 2137 Email: ask.us@fndc.govt.nz, Website: www.fndc.govt.nz

1

Describe the main findings in your evaluation of the project/event; describe how your project/event benefited the community:

By keeping babies warm and secure. Giving parents a warm loved feeling that someone cares and that they do matter. Seeing a 92 year old lady realise she is still worthy and can give to the community. Angel Sacks give maternity nurses a lovely gift to give knowing they are contributing to the babies well being. 10-12 new members have joined recently.

Please provide details and attach or email photos and/or any marketing collateral that was produced for your event/project acknowledging the Community Board:

Are we allowed to add the Community Board to our Face Book page as funders/Supporters?
Only word of mouth so far really.
Attached notes were used for a community group speech.

If you have a Facebook page that we can link to please give details:

Busy Bees Kerikeri

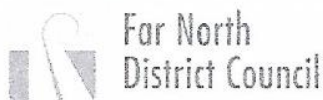
This report was completed by:

Name: Jenny Jackson
Address: 13 Gundiggers Loop Kerikeri 0230
Phone: — mob: 021 484 009
Email: jenjackson43@gmail.com
Date: 26-10-2021

Schedule of Supporting Documentation**KAIROS CONNECTION TRUST (BUSY BEES GROUP)**

The following supporting documentation has been provided in support of the grant application and is emailed under separate cover.

1	Table showing breakdown of spend x 1 page
2	Bank statement x 1 page
3	Receipts x 6 pages
4	Results from project x 2 pages
5	Letter of support x 1 page
6	Advertisement/speech x 1 page



Project Report COMMUNITY GRANT FUND - LOCAL

F0080402

At the completion of a project that received community funding, recipients are required, as stated in the Community Grant Policy, to submit a Project Report to the Community Board. Project Reports are to 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.

Applicants who fail to provide a project report within the required time will not be considered for future funding.

Please return the completed form to:

PDF attachment via email is preferred) OR:

Funding Advisor
Far North District Council
Private Bag 752
KAIKOHE 0440

Name of organisation:

Bay of Islands Canine Association

Name & location of project:

Pet Dog Training

Date of project/activity:

June 2020 - June 2021

Which Community Board did you receive funding from?

☐ Te Hiku

☒ Kaikohe-Hokianga

☒ Bay of Islands-Whangaroa

\$1500

\$1732

Amount received from the Community Fund:

\$ Kaikohe/Hokianga \$1500, Bay of Islands-Whangaroa \$1732.00

Board meeting date the grant was approved:

1st June 2020

Please give details of how the money was spent:

Supplier/Description	Amount	Receipt/s attached (please tick)
See list / Invoices		
Milage	\$ 2280.00	
Hire Grounds	\$ 64.00	
Stationery/Equip.	\$ 395.69	
	\$	
Total:	\$ 3315.69	

See pdf.

Give a brief description of the highlights of your project including numbers participating:

Dog training was held on Tuesday evening at A&P Grounds Kaikohe. During the year we held dog training talks before each term. We held 32 training nights, approx 200 people received classes, some staying 9 hours, others not. Approx 30 people attended. We graduated 25 with CQC Basic, and 4 with to talks, Bronze level. Milage was reduced to enable completion of courses. Approx. 200 plus hours volunteered for Project by Trainers.

Describe the main findings in your evaluation of the project/event; describe how your project/event benefited the community:

An awareness of dog training where many did not realise they could access it financially. Greater awareness of the legislation and expectations of being a dog owner. Assistance offered to Bay of Islands Animal Rescue. A resource for people to call with dog training issues. Those that graduated, now assisting with training.

Please provide details and attach or email photos and/or any marketing collateral that was produced for your event/project acknowledging the Community Board:

We achieved ~~these~~ in classes we were able to provide ~~direct~~ Com Board funding. Also acknowledged in AGM speech, and at each talk we gave. Photos attached of graduation age Foundation Bronze, also some training classes.

If you have a Facebook page that we can link to please give details:

facebook.com/groups/244335846457702.

This report was completed by:

Name: Jill Northcott
 Address: 2556 Pahi Road, RD2, KAWAKAWA.
 Phone: 09 4040065 mob: 0272920995
 Email: northcottextra.co.nz
 Date: 17/10/21.

Attachments:

- Letter Agreement Funding.
- List of Bank Transfers / List of Tapes
- Summary Split between Com Boards
- Photos
- Some Support letters.

Schedule of Supporting Documentation**Bay of Islands Canine Association**

The following supporting documentation has been provided in support of the grant application and is emailed under separate cover.

1	Summary of Costs
2	Trainer Mileage Invoices
3	Kaikohe A&P Showgrounds Invoice
4	Awhereo Canine Academy Training Invoice
5	List of Invoices (MYOB Printout)
6	Photographs
7	Annual Report

8.5 ROAD NAMING - 59 HALL ROAD, KERIKERI**File Number: A3482378****Author: Selina Topia, Roding Support Officer****Authoriser: Andy Finch, General Manager - Infrastructure and Asset Management****TAKE PŪRONGO / PURPOSE OF THE REPORT**

To seek approval from the Bay of Islands-Whangaroa Community Board to officially name private roads.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

Council has received a Road Naming application to name a private road addressed at 59 Hall Road, Kerikeri. Community Boards have delegated authority to name private roads.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name thirteen private roads, Samba Way, Monterey Place, Camarosa Lane, Duncan Way, Sylvie Lane, Doris Lane, Duffy Place, Heirloom Avenue, Seville Place, Clementine Lane, Serrana Way, Rosie Lane and Mordilona Avenue that are currently addressed at 59 Hall Road, Kerikeri as per maps (A3482080).

1) TĀHUHU KŌRERO / BACKGROUND

Monique Hawker from Te Puna Waiora has advised that these are private roads created by a subdivision addressed at 59 Hall Road, Kerikeri.

The names Samba, Monterey, Camarosa, Duncan, Sylvie, Doris, Duffy, Heirloom, Seville, Clementine, Serrana, Rosie, and Mordilona are several varieties of fruit commonly grown in the Kerikeri region.

The background for these names is given also as per the Road Naming application attached (A3482077).

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Their suggestions are as follows:

1. Samba Way
2. Monterey Place
3. Camarosa Lane
4. Duncan Way
5. Sylvie Lane
6. Doris Lane
7. Duffy Place
8. Heirloom Avenue
9. Seville Place
10. Clementine Lane
11. Serrana Way
12. Rosie Lane
13. Mordilona Avenue

The Roding team and Land Information New Zealand (LINZ) have no objections to the names suggested above.






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. Application - Document number - A3482077 [↓](#) 
2. Map - Document number - A3482080 [↓](#) 
3. Schedule - Document number - A3482301 [↓](#) 
4. LINZ approval - Document number - A3482085 [↓](#) 
5. Iwi/ Hapu Feedback - A3486109 [↓](#) 

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 thirteen private roads and is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Road Naming and Property Numbering Policy #2125 and Australia/New Zealand Urban and Rural Addressing Standards 4819.2011.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	No district wide relevance and the Community Board have the delegated authority to approve road names.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	Hapu representatives of Ngati Rehia were consulted with no objection received as per email received (A3486109).
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).	There are currently no property owners as this is a new subdivision.
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 has not reviewed this report
---------------------------------	--

Application for Road Naming/Renaming

GENERAL INFORMATION

- Proposed names are to be submitted for **new roads in subdivisions** to Infrastructure & Asset Management Department with the application for resource consent.
- Proposed names are to be submitted (in writing) for **existing legal but unnamed roads**, to the Administration Officer, Infrastructure & Asset Management Department.
- Proposed road **renamings** are to be submitted in writing. Requests from outside of Council must provide information and background as to why the road should be renamed. Written consent from affected residents and owners must be obtained.
- The proposed names will be checked against Council's Roading database to avoid duplication.
- Liaise with the iwi when using Maori names and provide supporting document of their approval.
- Several names (3 are recommended) should be submitted for each road or accessway, in order of preference in case of rejection
- A background to the names, their origins and their link with the area is to be supplied
- Personal names are to be discouraged unless the name submitted has a historical connection with the property being subdivided, or are that of a well-known identity or prominent Far Northerner, or New Zealander
- It is Council's prerogative under Section 319(j) Local Government Act 1974 to name streets and the Council may refuse to approve names considered unsuitable
- Where more than one road is being created in a subdivision, a common theme is recommended for road names
- Private road names are considered by Council. They will need to meet Council's Signage Guidelines (white background with blue lettering).
- Names are to be chosen in proportion to the type of road, and in accordance with the Naming Guide at the end of the form
- If you are unsure if the road you want to name is a Council maintained road or private road, please contact the Infrastructure & Asset Management Department.

APPLICANT DETAILS

Applicant/Developer Name: _____ Arvida Limited

Organisation: _____ Te Puna Waiora RV Limited

Postal Address: _____ 59 Hall Road _____

Phone: 0211846179

Email: manager@tepunawaiora.co.nz

ROAD LOCATION

Address: 59 Hall Road, Kerikeri

Legal Description: _Te Puna Waiora RV LTD

Resource Consent Application Number: _____

Please supply a scheme plan map that clearly indicates the location of the Road, Private Road or Right-Of-Way when submitting your application.

TYPE OF ROAD (Please tick) -

☐

Public Road

Private Road

☒

Right-of-Way

PROPOSED ROAD NAMES

Road 1	First Choice:
	Second Choice:
	Third Choice:
Road 2	First Choice:
	Second Choice:
	Third Choice:
Road 3	First Choice:
	Second Choice:
	Third Choice:

BACKGROUND

A background to the names, their origins and their link with the area is to be supplied

The theme at Te Puna Waiora in the current street names in stage one has been fruit that can be grown locally in the region. The attached road names continue this theme on.

ROAD RENAMING

Please state the current road name and your reason for requesting the name change below then complete the rest of the form. Also, please ensure you attach the written consents of at least 85% of affected residents and attach to the application form.

GENERAL INFORMATION AND GUIDELINES

Ensure that road names are not duplicated in the Far North District (*both spelling and pronunciation to be considered*); this includes same road names with different suffix. To do this, please use www.google.co.nz/maps and search "proposed road name (excl suffix) Northland" to check if proposed names may be duplicates.

Ensure that road type appropriately matches the definition of the suffix, such as 'road', 'avenue' etc. Road names without a suffix are now strongly discouraged (e.g. Broadway). The following definitions provide a guide, but please note that other appropriate suffixes that are not in this list may be used.

Suffix	Definition
Avenue	A generally broad straight roadway planted on each side with trees
Boulevard	A wide roadway well paved usually with trees and grass
Circle	A roadway that generally forms a circle or a short enclosed roadway bounded by a circle
Close	A short enclosed road.
Court	A short enclosed road usually surrounded by buildings
Crescent	A crescent or half-moon shaped street rejoining the road from which it starts
Drive	Wide main roadway without many cross streets - an especially scenic road or street
Esplanade	Level roadway along the seaside, lake or a river
Glade	Roadway usually in a valley of trees
Green	Roadway often leading to a grassed public recreation area
Grove	A road that often features a group of trees standing together
Lane	A narrow way, path, country road or street. A narrow passage between hedges or buildings, an alley
Loop	Roadway that diverges from and then rejoining a main thoroughfare
Mews	Roadway in a group of houses
Suffix	Definition
Parade	Public roadway or promenade
Place	A short sometimes narrow enclosed roadway
Quay	A roadway alongside or projecting into water
Rise	A roadway going to a higher place or position
Road	Route or way between places. General usage. Defined in Local Government Act 1974, Section 315
Terrace	Roadway on a hilly area that is mainly flat
Vale	A roadway along low ground between hills
Way	A winding or curved track or path for passing along

The following are suitable suffixes for particular road types:

Road Type	Suffix
-----------	--------

Cul-de-sac (*short dead-end street with turnaround at the end*) Close, Court, Place
Wide spacious street Avenue, Boulevard, Parade

The following are suitable suffixes for private roads and private ways categorised into particular road types:

Road Type	Suffix
Narrow road and right of way	Lane, Way
Associated with high ground	Rise,
Associated with low ground	Vale
Tree lined road	Avenue, Glade, Grove

Applicants Signature: _____ Date: _____

Return Application to Postal: Far North District Council or Email: selina.topia@fndc.govt.nz
Private Bag 752
KAIKOHE 0440
Attention: Selina Topia

Appendix - Guidelines for Choosing a Road Name

Road names should be chosen from the following categories provided they meet the criteria in clause 5.5 and 5.6 of this policy.

7.1 History – Weighting 3

7.1.1 The name of a historical person, event, industry or activity associated with the area. Such names may include early settlers and early notable people such as conservationists or naturalists.

7.1.2 The family name of the former owner of a farm or property or the name of the farm or property may be used if a historical context is established.

7.2 Culture – Weighting 3 (*Cultural significance to Maori or culture other than Maori*)

7.2.1 This category includes the name of a Maori heritage precinct, site or track or traditional appropriate Maori name for the area.

7.2.2 All Maori names are to be submitted to an Iwi representative to ensure that they are appropriate, spelt correctly, interpreted correctly and are not offensive to Maori.

7.2.3 Maori should be consulted as to whether they have an interest in the land on which the road is to be constructed and asked if they wish to contribute names at the beginning of the Resource Consent process.

7.2.4 Joint non-Maori/Maori names will not generally be considered.

7.3 Geography – Weighting 2

7.3.1 This category includes local geographical, topographical, geological and landscape features.

7.3.2 Local flora and fauna also fall into this category e.g. trees, plants and animals that are widespread and plentiful in the area.

7.3.3 Views must be readily identifiable.

7.4 Theme – Weighting 2 (*Common or established themes in the area*)

7.4.1 Where more than one road is being created in a development, a common theme is recommended for the names.

7.4.2 Where there is an established theme in an area, new road names should reflect this theme.

7.4.3 Proposed themes for a new subdivision must be submitted to council for approval.

7.4.4 When all the roads in a development or suburb fit a theme, the road layout of the development is easier to remember. The area will stand out on a map.

7.4.5 A theme may contribute to a sense of community within the area. A well chosen theme with the roads named accordingly can leave a lasting impression long after the development process has been completed.

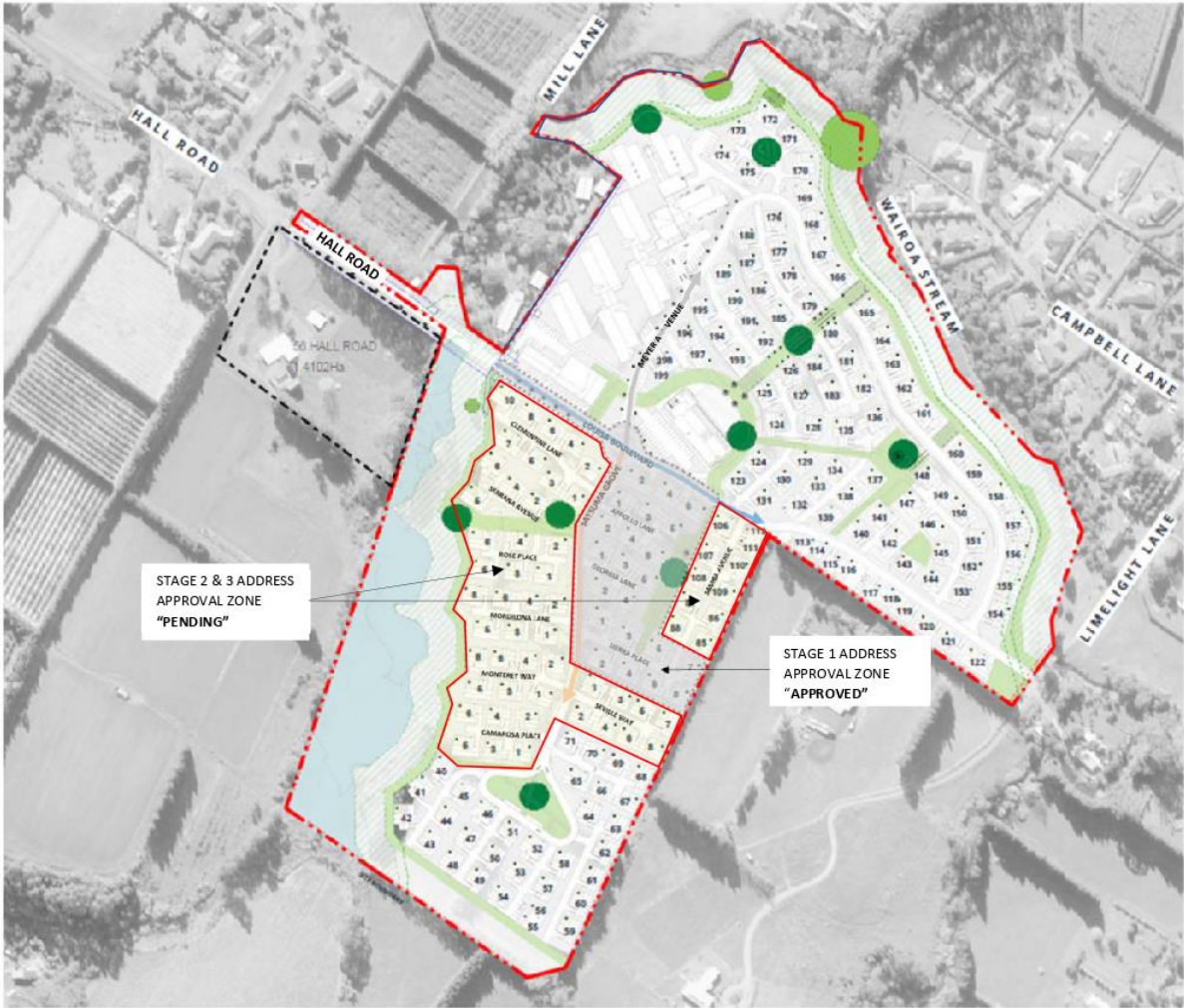
7.5 Noteworthy Person – weighting 1 (*Personal name for special service to the District or community*)

7.5.1 Persons who have made a notable contribution to the area or the District fall into this category. The contribution which can be duly recognised may be in conservation, community service, sport, arts, military, commerce, local government or other sphere of activity.

7.5.2 Names from local war memorials will be considered where appropriate. Permission of surviving relatives should be obtained where appropriate.

7.6 Weighting the Names

7.6.1 Names may fit more than one category. The weighting reflects the relative importance of the categories and enables names to be ranked in order of merit - with the highest scored being the highest ranked.



Bay of Islands-Whangaroa Community Board Road Naming Schedule (Private) - 2 December 2021						
Kerikeri						
Location	Preference Status	Submitted Road Names	Number of Submitters	Background (provided by submitters)	Comments	Recommendation
Name a Private Road addressed at 59 Hall Road Kerikeri	First Road	Samba Way	1	Kerikeri is well known for its fruit it grows in the region and these names are several varieties of fruit commonly found. Plum, Lemon, Mandarin, Feijoa, Watermelon and Blueberry.		Samba Way
	Second Road	Monterey Place	1	As above		Monterey Place
	Third Road	Camarosa Lane	1	As above		Camarosa Lane
	Fourth Road	Duncan Way	1	As above		Duncan Way
	Fifth Road	Sylvie Lane	1	As above		Sylvie Lane
	Sixth Road	Doris Lane	1	As above		Doris Lane
	Seventh Road	Duffy Place	1	As above		Duffy Place
	Eighth Road	Heirloom Avenue	1	As above		Heirloom Avenue
	Ninth Road	Seville Place	1	As above		Seville Place
	Tenth Road	Clementine Lane	1	As above		Clementine Lane
	Eleventh Road	Serrana Way	1	As above		Serrana Way
	Twelveth Road	Rosie Lane	1	As above		Rosie Lane
	Thirteenth Road	Mordilona Avenue	1	As above		Mordilona Avenue

From: [Addresses](#)
To: [Selina Topia | NTA](#)
Subject: RE: NEW ROAD NAME REQUEST addressed 59 Hall Roa Kerikeri
Date: Friday, 12 November 2021 2:04:47 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)

Kia ora Selina

Here are my findings;

- | | |
|----------------------|-------------|
| 1. Samba Way | Acceptable. |
| 2. Monterey Place | Acceptable. |
| 3. Camarosa Lane | Acceptable. |
| 4. Duncan Way | Acceptable. |
| 5. Sylvie Lane | Acceptable. |
| 6. Doris Lane | Acceptable. |
| 7. Duffy Place | Acceptable. |
| 8. Heirloom Avenue | Acceptable. |
| 9. Seville Place | Acceptable. |
| 10. Clementine Lane | Acceptable. |
| 11. Serrana Way | Acceptable. |
| 12. Rosie Lane | Acceptable. |
| 13. Mordilona Avenue | Acceptable. |

Regards

Renni

Addressing Analyst

Addressing and Properties

addresses@linz.govt.nz | DDI 04 460 0110 |



Wellington Office, Level 7, Radio New Zealand House, 155 The Terrace
PO Box 5501, Wellington 6145, New Zealand
www.linz.govt.nz | data.linz.govt.nz



From: Selina Topia | NTA <Selina.Topia@nta.govt.nz>

Sent: Friday, 12 November 2021 11:59 a.m.

To: Addresses <addresses@linz.govt.nz>

Subject: NEW ROAD NAME REQUEST addressed 59 Hall Roa Kerikeri

Kia ora,

Can I please have an urgent reply on this as need to get report into Council due 16th June 2021.

1. Samba Way
2. Monterey Place
3. Camarosa Lane
4. Duncan Way
5. Sylvie Lane
6. Doris Lane
7. Duffy Place
8. Heirloom Avenue
9. Seville Place
10. Clementine Lane
11. Serrana Way
12. Rosie Lane
13. Mordilona Avenue

Thank you,

Selina Topia

Customer Service Administrator, Business Performance & Support | Northland
Transportation Alliance

Far North | Kaipara | Whangarei

DDI 09 401 5236 | Selina.Topia@nta.govt.nz

NORTHLAND TRANSPORTATION ALLIANCE



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From: [Selina Topia | NTA](#)
To: [Selina Topia | NTA](#)
Subject: RE: NEW ROAD NAME APPLICATION addressed at 59 Hall Road Kerikeri
Date: Tuesday, 16 November 2021 10:14:29 AM
Attachments: [image001.jpg](#)

From: Nora Rameka <nora@ngatirehia.co.nz>
Sent: Ratu, 16 Whiringa a-rangi, 2021 10:00 a.m.
To: Selina Topia | NTA <Selina.Topia@nta.govt.nz>
Subject: RE: NEW ROAD NAME APPLICATION addressed at 59 Hall Road Kerikeri

Kia Ora Selina,

Te Runanga O NgatiRehia plays a major role in the development of Arvida Retirement homes. In the discussions with NgatiRehia supports the theme for the naming of streets related to fruit trees.

Nga mihi



From: Selina Topia | NTA <Selina.Topia@nta.govt.nz>
Sent: Monday, 15 November 2021 9:25 AM
To: Nora Rameka <nora@ngatirehia.co.nz>; nora.rameka@xtra.co.nz
Subject: NEW ROAD NAME APPLICATION addressed at 59 Hall Road Kerikeri

Tena koe Nora,

The Bay of Islands / Whangaroa Community Board (Far North District Council) has received an application to name a new road or subdivision as per suggestions below:

Addressed at 59 Hall Road Kerikeri – Private Subdivision

1. Samba Way
2. Monterey Place
3. Camarosa Lane
4. Duncan Way
5. Sylvie Lane
6. Doris Lane
7. Duffy Place
8. Heirloom Avenue
9. Seville Place
10. Clementine Lane

11. Serrana Way
12. Rosie Lane
13. Mordilona Avenue

The Bay of Islands-Whangaroa Community Board is seeking your feedback on the proposed name, should you wish to comment. *Comments can be made by return email to Selina.Topia@nta.govt.nz and can it please be received by 5pm today. My apologies for the very short notice.*

Any feedback you wish to provide will be considered by the Community Board when making a decision on this matter.

If you have any questions please do not hesitate to contact me via email.

Nga mihi,
Selina Topia.

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9 INFORMATION REPORTS

9.1 LEVELS OF SERVICE AND OPERATIONAL SERVICE CONTRACTS

File Number: A3485429

Author: Warren Ure, Contract Management Specialist

Authoriser: William J Taylor MBE, General Manager - Corporate Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide information to the Community Boards regarding FNDC contracts that give effect to the delivery of Levels of Service across the District. The report will also provide Community Board Members a mechanism to have input into the future scope and specifications of FNDC operational service contracts to ensure Levels of Service are being met.

WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

The report will identify contracts that impact on levels of service for the Community Board and a mechanism for Community Board review and consultation.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receive the report Levels of Service and Operational Service Contracts.

TĀHUHU KŌRERO / BACKGROUND

The Bay of Islands-Whangaroa Community Board Meeting resolved to receive a report regarding upcoming contracts and levels of service that affect the Bay of Islands-Whangaroa Community Board.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

This report identified seven major service provision contracts across the district.

The key contracts are:

Contract	Supplier	Term	Expiry Date
Solid Waste and Recycling	Waste Management and Northland Waste	5+2	30 September 2022. Possible contract extension after December Council decision
Russell Landfill	Northland Waste	2+2+2	30 July 2028
Town and Open Spaces Maintenance	Recreational Services	5+2	30 June 2022 Possible contract extension after December Council decision
3 Waters Operations and Maintenance	Far North Waters Alliance (Ventia and FNDC)	6+2+2	1st Extension 01.08.2025 2nd Extension 01.08.2027

			End Date 31 July 2029
Roading through the Northland Transportation Alliance	Fulton Hogan and Ventia	4+2+1+1	1st Extension 01.07.2022 2nd Extension 01.07.2024 3rd Extension 01.07.2025 End Date 30 June 2026
Aquatic Facilities Operations and Maintenance	Hapori Consortium	3+3+2+2	1st Extension 01.07.2023 2nd Extension 01.07.2026 3rd Extension 01.07.2028 End Date 30 June 2030
Street Lighting	McKay Electrical	2+2+1	End Date 30 June 2026

Proposed Reporting Frequency

It is proposed that the Contract Management Specialist report to the Community Board initially on a 6 monthly basis or as required. Additional reports will be provided as required around contract extensions or procurement market exercises that fall outside the 6 monthly reporting regime.

Proposed Community Board Feedback/Consultation Mechanism

Feedback from Community Boards regarding issues from the community, contractor performance and levels of service, could be channelled through these meetings via FNDC Contract Management Specialist, Officers would then report back to the Community Boards on outcomes.

The most beneficial time for Community Boards to be involved in reviewing and giving input to setting levels of service, contract scope and deliverables is the Long-Term Plan process and contract development stage prior to tender.

A further opportunity is prior to extension of any major contract.

It is proposed that the Contract Management Specialist (together with other FNDC key stakeholders) facilitate those contract discussions with the Community Board.

Contract Register

An FNDC Contract Register has been built on the intranet site TK3 in SharePoint. The register contains general contract information such as start date end date, contract value etc. It will also contain some analysis tools such as the category of the contract i.e. whether the contract is categorised as Transactional, Routine, Strategic or Critical to FNDC.

Other analytical tools are:

- Contract Concentration Risk
- Business Continuity requirement
- Contract Health Check requirement

This will provide valuable insights into contract performance and management at FNDC.

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

There are no Financial or Budgetary implications to this information report.

ĀPITI HANGA / ATTACHMENTS

Nil

9.2 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD ACTION SHEET UPDATE DECEMBER 2021

File Number: A3379223

Author: Casey Gannon, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader 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 2020.

WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

- Council staff have reintroduced action sheets as a mechanism to communicate progress against decisions/resolutions and confirm when decisions have been implemented.
- Action sheets are also in place for Council, Committees and Community Boards.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receive the report Bay of Islands-Whangaroa Community Board Action Sheet Update December 2021.

TĀHUHU KŌRERO / BACKGROUND

The Democracy Services Team have been working on a solution to ensure that elected members can receive regular updates on progress against decisions made at meetings, in alignment with a Chief Executive Officer key performance indicator.

Action sheets 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.

Action sheets are not intended to be public information but will provide updates to elected members, who, when appropriate can report back to their communities and constituents.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

The outstanding tasks are multi-facet projects that take longer to fully complete.

The Democracy Services staff are working with staff to ensure that the project completion times are updated so that action sheets 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. Outstanding Actions November 2021 - A3497541  

OUTSTANDING ACTIONS REPORT			
Division: Committee: Officer:		Bay of Islands-Whangaroa Community Board	
		Printed: Tuesday, 23 November 2021 4:09:08 PM Date From: 1/01/2020 Date To: 23/11/2021	
Meeting	Title	Resolution	Notes
Bay of Islands-Whangaroa Community Board 5/11/2020	Notice of Motion - Public Access to Tapu Point Okiato	RESOLUTION 2020/111 Moved: Manuela Gmuer-Hornell Seconded: Lane Ayr That Bay of Islands-Whangaroa Community Board recommend that Council: a) reviews the public access to Tapu Point, Okiato via unformed paper road, and; b) identify the boundaries by survey and erect appropriate signage to officially mark the public access to Tapu Point, Okiato via unformed paper road. CARRIED <u>Abstained:</u> Rachel Smith	
Bay of Islands-Whangaroa Community Board 4/02/2021	RESOLUTION	RESOLUTION 2021/9 Moved: Chairperson Belinda Ward Seconded: Member Lane Ayr That the Bay of Islands-Whangaroa Community Board recommend to the Strategy and Policy Committee that a framework be developed for the funding of community facilities across the Far North as a matter of urgency. <u>Abstained:</u> Cr Rachel Smith CARRIED	

OUTSTANDING ACTIONS REPORT			
Division: Committee: Officer:		Bay of Islands-Whangaroa Community Board	
		Printed: Tuesday, 23 November 2021 4:09:08 PM Date From: 1/01/2020 Date To: 23/11/2021	
Meeting	Title	Resolution	Notes
Bay of Islands-Whangaroa Community Board 3/06/2021	Moreton Bay Fig, Russell - Arboricultural Report 2021	RESOLUTION 2021/65 Moved: Member Dave Hookway-Kopa Seconded: Member Lane Ayr That the Bay of Islands-Whangaroa Community Board: a) receive the report Moreton Bay Fig, Russell – Arboricultural Report 2021; and that, b) recommend to Council an annual operating budget of \$10,000 per year for an annual arborist report (\$5000) and annual maintenance and mulch work (\$5000) to manage and protect the Russell Morton Bay fig tree; and that, c) seek clarification on reference to the Tree Management-Eastern Tree account and the off set by the Parks and reserves – Vegetation control budget CARRIED <u>Abstained:</u> Rachel Smith	BWCB request evidence that unbudgeted funds for Tree Management is not affecting levels of service Ref 11/11/2021 BWCB minutes
Bay of Islands-Whangaroa Community Board 5/08/2021	Alfresco Dining Application - Duke of Marlborough Limited	MOTION Moved: Member Manuela Gmuer-Hornell Seconded: Member Dave Hookway-Kopa That the Bay of Islands-Whangaroa Community Board: a) approve the Alfresco Dining Application from the Duke of Marlborough Limited; and, b) approve the relocation request for 3 public seats to be relocated to an agreed area by Infrastructure and Asset Management staff, with all associated costs covered by the applicant.	

OUTSTANDING ACTIONS REPORT			Printed: Tuesday, 23 November 2021 4:09:08 PM Date From: 1/01/2020 Date To: 23/11/2021
Division: Committee: Bay of Islands-Whangaroa Community Board Officer:			
		<p>AMENDMENT (WITHDRAWN)</p> <p>Moved: Deputy Chairperson Frank Owen Seconded: Member Manuwai Wells</p> <p>That the Bay of Islands-Whangaroa Community Board: Alfresco Dining Application from the Duke of Marlborough Limited be left to lie on the table, until the next meeting, until an urgent review of the Alfresco Dining policy is done in particular in relation to The Strand Russell.</p> <p>AMENDMENT</p> <p>Moved: Chairperson Belinda Ward Seconded: Member Manuela Gmuer-Hornell</p> <p>That the Bay of Islands-Whangaroa Community Board:</p> <ul style="list-style-type: none"> a) approve the Alfresco Dining Application from the Duke of Marlborough Limited; until it expires on 30th June 2022; b) request an urgent review of the Alfresco Dining Policy (#3116) is done in particular in relation to The Strand, Russell to ensure the Alfresco Dining Policy (#3116) is fit for purpose; c) decline the relocation request for 3 public seats situated in front of the Duke of Marlborough Limited; d) note community board members engage with the Russell community to develop a Placemaking kaupapa for The Strand, Russell. <p style="text-align: right;">CARRIED</p> <p><u>Against:</u> Member Dave Hookway-Kopa</p> <p>The amendment became the substantive motion</p> <p>RESOLUTION 2021/61</p> <p>Moved: Chairperson Belinda Ward Seconded: Member Manuela Gmuer-Hornell</p>	

OUTSTANDING ACTIONS REPORT			
Division: Committee: Officer:		Bay of Islands-Whangaroa Community Board	
		Printed: Tuesday, 23 November 2021 4:09:08 PM Date From: 1/01/2020 Date To: 23/11/2021	
Meeting	Title	Resolution	Notes
		<p>That the Bay of Islands-Whangaroa Community Board:</p> <ul style="list-style-type: none"> a) approve the Alfresco Dining Application from the Duke of Marlborough Limited; until it expires on 30th June 2022. b) request an urgent review of the Alfresco Dining Policy (#3116) is done in particular in relation to The Strand, Russell to ensure the Alfresco Dining Policy (#3116) is fit for purpose. c) decline the relocation request for 3 public seats situated in front of the Duke of Marlborough Limited. d) note community board members engage with the Russell community to develop a Placemaking kaupapa for the Strand, Russell. <p style="text-align: right;">CARRIED</p> <p><u>Against:</u> Member Dave Hookway-Kopa</p>	
Bay of Islands-Whangaroa Community Board 2/09/2021	Pa Road Petition	<p>RESOLUTION 2021/72</p> <p>Moved: Chairperson Belinda Ward Seconded: Member Lane Ayr</p> <p>That the Bay of Islands-Whangaroa Community Board receives the Pa Road Petition.</p> <p><u>In Favour:</u> Chairperson Belinda Ward, Members Lane Ayr, Manuela Gmuer-Hornell, Frank Owen and Manuwai Wells</p> <p><u>Against:</u> Nil</p> <p><u>Abstained:</u> Member Rachel Smith</p> <p style="text-align: right;">CARRIED</p>	

OUTSTANDING ACTIONS REPORT			Printed: Tuesday, 23 November 2021 4:09:08 PM Date From: 1/01/2020 Date To: 23/11/2021
Division: Committee: Bay of Islands-Whangaroa Community Board Officer:			
		<p>MOTION</p> <p>Moved: Member Manuela Gmuer-Hornell Seconded: Member Manuwai Wells</p> <p>That the Bay of Islands-Whangaroa Community Board:</p> <p>a) acknowledges staff will complete a Post Construction Road Safety Audit</p> <p>At 11:29 am, Member Frank Owen left the meeting. At 11:33 am, Member Frank Owen returned to the meeting.</p> <p>AMENDMENT</p> <p>Moved: Chairperson Belinda Ward Seconded: Member Lane Ayr</p> <p>b) acknowledges staff have yet to complete Post Construction Road Safety Audit, and request a report to come back to Community Board.</p> <p><u>In Favour:</u> Chairperson Belinda Ward, Members Lane Ayr, Frank Owen and Manuwai Wells</p> <p><u>Against:</u> Nil</p> <p><u>Abstained:</u> Members Manuela Gmuer-Hornell and Rachel Smith</p> <p style="text-align: right;">CARRIED</p> <p>The amendment became the substantive motion.</p> <p>RESOLUTION 2021/73</p> <p>Moved: Chairperson Belinda Ward Seconded: Member Lane Ayr</p> <p>That the Bay of Islands-Whangaroa Community Board:</p> <p>a) receives the Pa Road Petition; and,</p>	

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Meeting	Title	Resolution	Notes
		b) acknowledges staff have yet to complete Post Construction Road Safety Audit, and request a report to come back to Community Board. <u>In Favour:</u> Chairperson Belinda Ward, Members Lane Ayr, Frank Owen and Manuwai Wells <u>Against:</u> Nil <u>Abstained:</u> Members Manuela Gmuer-Hornell and Rachel Smith CARRIED	
Bay of Islands-Whangaroa Community Board 7/10/2021	Eastern Ward Tree Removals Request	MOTION Moved: Member Manuela Gmuer-Hornell Seconded: Member Lane Ayr That the Bay of Islands-Whangaroa Community Board recommend the Infrastructure Committee: a) approve unbudgeted OPEX expenditure of \$60,000+GST for the removal of the Leyland-Cyprus hedge located on the eastern boundary of the Kerikeri Sports Complex and is replaced by appropriate fencing as agreed with the associated private property owners; AMENDMENT Moved: Member Dave Hookway-Kopa Seconded: Member Lane Ayr That the Bay of Islands-Whangaroa Community Board leave the approval of unbudgeted OPEX expenditure of \$60,000+GST for the removal of the Leyland-Cyprus hedge located on the eastern boundary of the Kerikeri Sports Complex and is replaced by appropriate fencing as agreed with the associated private property	22 Nov 2021 2:56pm Surveyors engaged – Kerikeri Sports Complex

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		<p>owners to lie on the table pending further information related to unknown costings and confirmation of boundaries.</p> <p><u>In Favour:</u> Belinda Ward, Lane Ayr, Manuela Gmuer-Hornell, Bruce Mills, Frank Owen, Manuwai Wells and Dave Hookway-Kopa</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED</p> <p>The amendment became the substantive motion.</p> <p>RESOLUTION</p> <p>Moved: Chairperson Belinda Ward Seconded: Member Manuela Gmuer-Hornell</p> <p>That the Bay of Islands-Whangaroa Community Board leave the approval of unbudgeted OPEX expenditure of \$60,000+GST for the removal of the Leyland-Cyprus hedge located on the eastern boundary of the Kerikeri Sports Complex and is replaced by appropriate fencing as agreed with the associated private property owners to lie on the table pending further information related to unknown costings and confirmation of boundaries.</p> <p><u>In Favour:</u> Belinda Ward, Lane Ayr, Manuela Gmuer-Hornell, Bruce Mills, Frank Owen, Manuwai Wells and Dave Hookway-Kopa</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED</p> <p>MOTION</p> <p>Moved: Member Manuela Gmuer-Hornell Seconded: Member Lane Ayr</p>	

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		b) approve the unbudgeted OPEX expenditure of \$27,000+GST for the removal of the of Eucalyptus Trees along the boundary line walkway behind 121 & Lot 13 Waitotara Drive; c) approve the unbudgeted OPEX expenditure of \$10,000+GST for maintenance to the Eucalyptus trees along the Fairy Pools track and reserve posing potential immediate risk. CARRIED AMENDMENT Moved: Member Dave Hookway-Kopa Seconded: Member Manuela Gmuer-Hornell That the Bay of Islands-Whangaroa Community Board recommend the Infrastructure Committee: b) approve the removal of the of Eucalyptus Trees along the boundary line walkway behind 121 & Lot 13 Waitotara Drive; c) approve the maintenance to the Eucalyptus trees along the Fairy Pools track and reserve posing potential immediate risk. <u>In Favour:</u> Belinda Ward, Lane Ayr, Manuela Gmuer-Hornell, Bruce Mills, Frank Owen, Manuwai Wells and Dave Hookway-Kopa <u>Against:</u> Nil CARRIED The amendment became the substantive motion. RESOLUTION Moved: Member Manuela Gmuer-Hornell Seconded: Member Lane Ayr That the Bay of Islands-Whangaroa Community Board recommend the Infrastructure Committee:	

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		<p>a) approve the removal of the of Eucalyptus Trees along the boundary line walkway behind 121 & Lot 13 Waitotara Drive;</p> <p>b) approve the maintenance to the Eucalyptus trees along the Fairy Pools track and reserve posing potential immediate risk.</p> <p><u>In Favour:</u> Belinda Ward, Lane Ayr, Manuela Gmuer-Hornell, Bruce Mills, Frank Owen, Manuwai Wells and Dave Hookway-Kopa</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED</p>	
Bay of Islands-Whangaroa Community Board 7/10/2021	Permit to Occupy Plantation Reserve - Te Wahapu Road Pomare Bay	<p>MOTION</p> <p>Moved: Member Manuela Gmuer-Hornell Seconded: Member Bruce Mills</p> <p>That the Bay of Islands -Whangaroa Community Board recommends Council consents to the temporary occupation by Mr G B Holroyd of approximately 1000m² of plantation reserve being Pt Wahapu Block adjoining 104 Te Wahapu Road. Subject to the following conditions:</p> <ul style="list-style-type: none"> i) Maintenance of the accessway to be the responsibility of Mr Holroyd. ii) Mr Holroyd accepts all liability for the use of the accessway. iii) The consent is to Mr G B Holroyd for the life of the currently formed metal accessway. iv) The consent does not sit with land and will not automatically transfer to future landowners. 	

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		<p>AMENDMENT</p> <p>Moved: Member Dave Hookway-Kopa Seconded: Member Manuela Gmuer-Hornell</p> <p>That the Bay of Islands -Whangaroa Community Board leave Permit to Occupy Plantation Reserve - Te Wahapu Road Pomare Bay to lie on the table until a site visit and additional information are reported back to the board in the form of a report.</p> <p><u>In Favour:</u> Lane Ayr, Manuela Gmuer-Hornell, Bruce Mills, Frank Owen, Manuwai Wells and Dave Hookway-Kopa</p> <p><u>Against:</u> Nil</p> <p><u>Abstained:</u> Belinda Ward</p> <p style="text-align: right;">CARRIED</p> <p>Chairperson Belinda Ward left and returned to the meeting due to technical difficulties.</p> <p>The amendment became substantive motion.</p> <p>RESOLUTION 2021/90</p> <p>Moved: Chairperson Belinda Ward Seconded: Member Dave Hookway-Kopa</p> <p>That the Bay of Islands -Whangaroa Community Board leave Permit to Occupy Plantation Reserve - Te Wahapu Road Pomare Bay to lie on the table until a site visit and additional information are reported back to the board in the form of a report.</p> <p><u>In Favour:</u> Belinda Ward, Lane Ayr, Manuela Gmuer-Hornell, Bruce Mills, Frank Owen, Manuwai Wells and Dave Hookway-Kopa</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED</p>	

10 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

11 TE KAPINGA HUI / MEETING CLOSE