

Kāwhia Community Board

Notice is hereby given that an ordinary meeting of the Kāwhia Community Board will be held in the Kāwhia Community Hall, 141 Jervois Street, Kāwhia on Thursday, 7 November 2024 commencing at 4.00pm.

Tanya Winter, Chief Executive

4 November 2024



OPEN TO THE PUBLIC AGENDA

Kāwhia Community Board membership

Chairperson	Geoff Good
Deputy Chairperson	Hinga Whiu
Ōtorohanga District Councillor	Kit Jeffries
Board Member	Richard Harpur
Board Member	Dave Walsh

All attendees at this meeting are advised that the meeting will be electronically recorded (audio and video) for the purpose of webcasting to the Council's YouTube channel. Every care will be taken to maintain individuals' privacy however attendees are advised they may be recorded as part of the general meeting proceedings.

Public forum

The purpose of the forum is to provide an opportunity at the start of all ordinary public meetings of the Boards, for members of the community to come along and speak to their elected representatives. This reflects the Board's desire to see more public participation in decision making and meeting procedures.

To speak at the Public Forum please use the [online form](#) on our website. Each speaker will be allocated a maximum of 5 minutes speaking time.

Role of the Community Board

The Kāwhia Community Board (the Board) is a separate entity to Ōtorohanga District Council. The role of a community board is set out in Section 52 of the Local Government Act 2002 and is summarised below.

1. Represent, and act as an advocate for, the interests of the Kāwhia and Aotea community.
2. Consider and report on all matters referred to it by the Council, or any matter of interest or concern to the Board.
3. Maintain an overview of services provided by the Council within the Kāwhia and Aotea community.
4. Prepare an annual submission to the Council for expenditure within the community.
5. Communicate with community organisations and special interest groups within the Kāwhia and Aotea community.
6. Undertake any other responsibilities that are delegated to it by the Council.

Delegations by Ōtorohanga District Council

The Council is authorised to delegate powers to the Board and has made the following specific delegations to be exercised in accordance with Council policy.

Power to act – Reserve Funds

Full decision-making authority on the use of the Kāwhia Reserve Funds in accordance with the Terms of Reference.

Power to act - Discretionary Fund

Full decision-making authority on the use of the Board's discretionary fund in accordance with the Terms of Reference for the Fund.

Power to recommend – Long Term Plan/Annual Plan/Policy issues

Authority to make a submission to the Long Term Plan/Annual Plan process on activities, service levels and expenditure (including capital works priorities) with the Board's area or to make a submission in relation to any policy matter which may have an effect with the Board's area.

Power to recommend – Advocacy/Submission to other agencies

Authority to recommend to the Council on inclusions to submissions/advocacy to external organisations.

Opening formalities

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Decision reports**Ngā pūrongo whakatau**

There are no reports.

Information only reports**Ngā pūrongo mōhiohio anake**

There are no reports.

Public excluded**Take matatapu**

There are no reports.

Other business**Ētahi atu take**

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Workshops/briefings

Workshop 1: Waikato Catchment Management Plan (presented by Waikato Regional Council)	Open
Workshop 2: Waikato Coastal Plan (presented by Waikato Regional Council)	Open

Please note: The reports attached to this Open Agenda set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions DO NOT represent Ōtorohanga District Council views or policy until such time that they might be adopted by ŌDC resolution. This Open Agenda may be subject to amendment by the addition or withdrawal of items contained therein or the taking of items in another order.

This Open Agenda was prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Regulatory & Growth, Tony Quickfall on 4 November 2024.

Commencement of meeting

Te tīmatanga o te hui

The Chairperson will confirm the livestream to YouTube is active then declare the meeting open.

Opening prayer/reflection/words of wisdom

Karakia/huitao/whakataukī

The Chairperson will invite a member to provide opening words and/or prayer/karakia. Refer to the last page for a karakia in both English and Maori.

Apologies

Ngā hōnea

A Member who does not have leave of absence may tender an apology should they be absent from all or part of a meeting. The meeting may accept or decline any apologies. For clarification, the acceptance of a Member's apology constitutes a grant of 'leave of absence' for that specific meeting(s).

Staff recommendation

That Kāwhia Community Board receive and accept the apology from Chairperson Geoff Good for non-attendance.

Public forum

Hui tūmatanui

Public forums are designed to enable members of the public to bring matters, not necessarily on the meeting's agenda, to the attention of Council. Requests to attend the public forum must be made to on the form available on Council's website: otodc.govt.nz/about-council/meetings/speak-at-public-forum. Alternatively, please call 07 873 4000.

Speakers can speak for up to five (5) minutes. No more than two speakers can speak on behalf of an organisation during a public forum. At the conclusion of the presentation, elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker. Following the public forum, no debated or decisions will be made during the meeting on issues raised in the forum unless related to items already on the agenda.

Michael Edmonds has requested to be heard on Whare Hauora's background and services. He will be joined by Jasmine Teei, Eden Maikuku and Jaimee Tamaki.

Late items

Ngā take tōmuri

Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 stating the reasons why the item was not on the agenda and why it cannot be dealt with at a subsequent meeting on the basis of a full agenda item. It is important to note that late items can only be dealt with when special circumstances exist and not as a means of avoiding or frustrating the requirements in the Act relating to notice, agendas, agenda format and content.

Should a late item be raised, the following recommendation is made: *That Kāwhia Community Board accept the late item due to to be heard*

Declaration of conflict of interest

Te whakapuakanga pānga taharua

Members are reminded to stand aside from decision making when a conflict arises between their role as an elected member and any private or external interest they may have.

A conflict can exist where:

- The interest or relationship means you are biased; and/or
- Someone looking in from the outside could have reasonable grounds to think you might be biased.

Should any conflicts be declared, the following recommendation is made: *That Kāwhia Community Board receive the declaration of a conflict of interest from for item ... and direct the conflict to be recorded in Ōtorohanga District Council's Conflicts of Interest Register.*

Confirmation of minutes

Te whakaū i ngā meneti

The unconfirmed Minutes of the previous meeting is attached on the following page.

Staff recommendation

That Kāwhia Community Board confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 3 October 2024 (document number 785422).

OPEN MINUTES



Kawhia Community Board

Te Poari Hapori o Kawhia

Open Minutes of an ordinary meeting of the Kāwhia Community Board held in the Kāwhia Community Hall, Jervois Street, Kāwhia on Thursday, 3 October 2024 commencing at 4.00pm.

Tanya Winter, Chief Executive

9 October 2024

Elected Member attendance register

Chairperson	Geoff Good	Attended
Deputy Chairperson	Hinga Whiu	Attended
Member	Dave Walsh	Attended
Member	Richard Harpur	Attended
Member	Councillor Kit Jeffries	Apology

Quorum

A majority of members (including any vacancies).

Senior staff in attendance

Chief Executive	Tanya Winter	Attended
Group Manager Business Enablement	Graham Bunn	Apology
Group Manager Engineering & Assets	Mark Lewis	Attended (Zoom)
Group Manager Regulatory & Growth	Tony Quickfall	Attended
Group Manager Strategy & Community	Nardia Gower	Apology
Chief Advisor	Ross McNeil	Apology
Manager Community Facilities	Jared le Fleming	Attended
Manager Roading	Paul Strange	Attended

Order of business

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Public excluded | Take matatapu

No reports.

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Workshops | Hui awheawhe

No workshops

These unconfirmed Open Minutes were prepared by PA to Group Managers, Cathy Plowright and approved for distribution by Group Manager Regulatory and Growth, Tony Quickfall, on 9 October 2024.

Opening formalities

Commencement of meeting | Te tīmatanga o te hui

Chairperson Good declared the meeting open at 4.01pm.

Chairperson Good acknowledged the recent passing of Kīngi Tūheitia and the ascension of Kuini Ngā Wai Hono I te Pō. He also noted that this was the first meeting with ŌDC's Tony Quickfall in attendance as the staff support person now that Andrew Loe has retired.

Opening prayer/reflection/words of wisdom | Karakia/huritao/whakataukī

Deputy Chairperson Whiu provided the opening karakia.

Apologies | Ngā hōnea

Resolved K75: That the Kāwhia Community Board receive and accept the apology from Councillor Kit Jeffries for non-attendance.

Chairperson Good | Deputy Chairperson Whiu

Public forum | Hui tūmatanui

Chairperson Good welcomed everyone to the public forum. He drew attention to the rules around speaking at the public forum, as provided in the agenda, and asked everyone to respect the tikanga of the hui. He also reminded those present that the hui was being live streamed.

Steven Morris – Misuse of vehicles on public roads in Kāwhia, 4.05pm

Mr Morris read from a letter that he had written for a previous Kāwhia Community Board meeting expressing his concern about the misuse of vehicles on public roads and reserves in Kāwhia. He asked for a meeting to be convened for all interested parties to try and achieve an outcome that would put an end to the problem. He said stricter rules were required to stop this activity which would give the Police power to issue warnings to rule breakers.

Chairperson Good thanked Mr Morris for his presentation and said the Community Board would look into his request.

Jeanette Schollum – Kāwhia Museum update, 4.11pm

Ms Schollum provided an update on the upgrade work recently undertaken at the Kāwhia Museum and outlined the next stages of its refurbishment. She said it would be transformed over the next six months and she invited everyone present to call in and see what is being achieved.

Ms Schollum said the Museum's constitution has been transformed, which is a requirement for it to become an incorporated society. Te Tiriti o Waitangi is embedded in the new constitution and reflected in

shared governance, kaupapa and practices. The Museum Committee now has members from Ngāti Mahuta, Ngāti Hikairo, Ngāti Maniapoto and Ngāti Te Wehi.

Ms Schollum said the Museum also houses the Kāwhia Information Centre under an agreement with Elevate (formerly Ōtorohanga District Development Board) and this funding allows the Museum to be open for 20 hours during the week using paid staff. The Museum is covered by volunteers on weekends.

Ms Schollum said when the upgrade work has been completed the Committee would need to have some courageous conversations to move them towards a strategic plan for Te Whare Taonga o Kāwhia.

Deputy Chairperson Whiu thanked Ms Schollum for being the driving force behind much of the mahi undertaken at the Museum. Chairperson Good thanked Ms Schollum and said she would be missed.

Horahaere Scott – Kāwhia lawnmowing contract, 4.21pm

Ms Scott said she was concerned, as a Kāwhia resident, to learn that Ray and Mere Turner had lost the lawnmowing contract and that it had been awarded to someone from outside of Kāwhia. She said the Turners had done a wonderful job and their workmanship was immaculate. She asked the Community Board to look after its local people.

Chairperson Good said local authorities are bound by law and processes are in place for contracts of a certain value. He said the decision was out of the Board's hands. Board Member Walsh said the contract is performance based and the standard of work from the new contractors would be monitored by Council.

Les Phillips and Hano Ormsby – Funding request for Kāwhia Kai Festival, 4.32pm

Mr Phillips said a committee had recently been set up to try and reinstate the Kāwhia Kai Festival. He said it had had been an iconic event in Kāwhia until it was stopped due to COVID-19 restrictions. It is hoped to hold the Festival on 8 February 2025 at Maketū Marae as part of Waitangi Weekend celebrations. Mr Phillips asked the Community Board to support the event with a grant of \$2,000.

Deputy Chairperson Whiu asked for an explanation of what the grant would be used for should it be successful. Hano Ormsby said the grant would go towards costs involved with administration, toilets and waste management. He said a gold coin donation would be required for entry and it is hoped to have around 40 stalls (the stallholders would all be charged).

In answer to a question from Board Member Walsh, Mr Ormsby said the committee had also applied to ŌDC for funding and there were funding applications in progress with other organisations.

In answer to a question from Chairperson Good, Mr Ormsby said the committee was opposed to charging an entry fee as they want to make it an affordable family experience. Deputy Chairperson Whiu said when she had sat on the organising committee for the former Kāwhia Kai Festival they had put a charge on the gate which meant they didn't need to apply for funding the following year. Mr Ormsby said the Festival is starting from scratch following the break after COVID but the committee is confident it will raise \$12,000 - \$15,000 by the end of the year.

Chairperson Good thanked Les Phillips and Hano Ormsby for picking up the flame again for the Festival.

Late items | Ngā take tōmuri

There were no late items.

Declaration of conflict of interest | Te whakapuakanga pānga taharua

Chairperson Good declared a conflict of interest with item 27 on the agenda (Aotea sharing shed).

Resolved K76: That Kāwhia Community Board receive the declaration of a conflict of interest from Chairperson Good for item 27 and direct the conflict to be recorded in Ōtorohanga District Council's Conflicts of Interest Register.

Chairperson Good | Deputy Chairperson Whiu

Confirmation of minutes | Te whakaū i ngā meneti

Resolved K77: That the open minutes of the Kāwhia Community Board meeting held on 1 August 2024, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

Board Member Harpur | Deputy Chairperson Whiu

Matters arising:

In answer to a question from Board Member Walsh, Deputy Chairperson Whiu confirmed that the storyboards would be in both English and Māori.

Deputy Chairperson Whiu said the reference to "Pākehā stories" (page 11 in the agenda) was incorrect and should be amended to "European stories".

Decision reports | Ngā pūrongo whakatau**Item 26 – Street tree removal in Kāwhia**

ŌDC's Manager Roading, Paul Strange, took the report as read and invited questions.

Board Member Harpur said he had no issue with the trees being removed but wasn't in favour of a gravel or concrete pathway. He asked if the area could be grassed until a decision had been made about the seawall. Board Member Walsh said a path was a better way of defining the edge and Chairperson Good said cyclists and people pushing prams use the pathway. Mr Strange said gravel would be cheaper for Council to maintain than grass.

Board Member Whiu asked if mana whenua had been consulted on the proposal. Mr Strange advised that had not happened yet but would be. Chairperson Good said staff are recommending a three-week consultation period to obtain feedback before a final decision is made.

Resolved K78: That the Kāwhia Community Board approve option 2; a three-week consultation on the removal of the 10 pohutukawa trees planted on the top of the seawall along Pouewe Street, Kāwhia and staff provide a further report with the submissions for a final decision on the removal of the trees once submissions are considered.

Board Member Walsh | Board Member Harpur

Item 27 – Aotea Sharing Shed

As Chairperson Good had declared an interest in item 27 he stood aside at 4.47pm and Deputy Chairperson Whiu took over the Chair for this item.

ŌDC's Manager Community Facilities, Jared le Fleming took the report as read adding that the Aotea Ratepayers Association would be covering the cost of installing, maintaining and operating the sharing shed at no cost to Council. In answer to a question from Board Member Harpur, Mr le Fleming said the final position for the sharing shed would be agreed with Council's input.

Resolved K79: That the Kāwhia Community Board approve option 1; the Aotea Ratepayers Association to install a sharing shed on Lawton Drive under the following conditions:

- The shed structure is installed in line with the existing bollards and has a small concrete base to eliminate small, grassed areas that are difficult to maintain.
- Should the shed fall into disrepair, become untidy or a safety hazard, and the Aotea Ratepayers Association fail to remedy the issues, Council reserves the right to remove the structure.
- Aotea Ratepayers Association will be responsible for all maintenance and repairs to the structure, day to day operations, e.g. cleaning, removal of graffiti, removal of old produce and unwanted items in and around the shed.

Board Member Walsh | Board Member Harpur

Chairperson Good took over the Chair at 5.01pm

Information only reports | Ngā pūrongo mōhiohio anake**Item 28 – Initial seismic assessment of Kāwhia Community Centre**

ŌDC's Group Manager Regulatory and Growth, Tony Quickfall, took the report as read and invited questions.

Chairperson Good said that, having read the report, he felt the moderate risk category for the Hall was acceptable. Mr Quickfall confirmed that the Hall is safe and Board Members did not see any necessity in undertaking a further detailed seismic assessment of the Hall.

Resolved K80: That the Kāwhia Community Board receive the report 'Initial seismic assessment of Kāwhia Community Centre' (document number 778042) from Andrew Loe, Policy Advisor.

Chairperson Good | Deputy Chairperson Whiu

Public excluded | Take matatapu

There were no reports.

Board projects

Project 1: Kāwhia storyboards

Deputy Chairperson Whiu said she had recently spoken to Frank Thorne and the storyboards are a work in progress. It's now coming to the stage of what they will look like and she said she would bring some more information on that back to the Community Board.

Other business | Ētahi atu take

Board Member updates

Board Member Harpur said he had attended the Kāwhia forestry public meeting which had provided some good information. He said the new Health Centre is doing a wonderful job and Mike Edwards would like to attend a future Board meeting to provide an update. The Health Centre would like to set up a community garden using raised boxes somewhere in the town. Chairperson Good advised Board Member Harpur to speak to ŌDC's Jared le Fleming about a potential location for these. In answer to a query from Board Member Harpur about roadside rubbish on the state highway, Chairperson Good said it was best to raise that query through Antenno as it related to a contract issue.

Board Member Walsh provided an update on the Kāwhia Sports Club (issues relating to the lease and construction). He said the project had been held up for a long time but seems to be progressing. He asked if a decision had been made to make the Kāwhia Community Hall a civil defence gathering point. ŌDC's Tony Quickfall said it had been identified as an alternative centre and he offered to bring back a report to the Board on Kāwhia civil defence centres.

Deputy Chairperson Whiu thanked the team at ŌDC for support with the resource consent process and other issues involved with getting back into their home after the house fire. She said she had attended the blessing of the whenua at TKI before the felling of the trees. She also attended the AGM at Te Whare Taonga o Kāwhia and has been busy working on the Tainui Games 2025 which is a big tribal event involving a lot of the marae in the Kāwhia harbour. She said she was pleased to report that the two road signs are now up at the Kāwhia/Ōtorohanga turnoff. One further sign is still to go up on the corner of State Highway 39.

Chairperson Good attended the tangi for Kīngi Tūheitia on behalf of the Kāwhia Community Board. He also attended the LGNZ conference in Wellington with Councillor Jeffries which he said had been an interesting experience.

Community Board discretionary fund

The Kāwhia Kai Festival Committee had applied for a grant of \$2,000 from this fund during the public forum. Chairperson Good said he recommended approving the grant of \$2,000 including GST.

Deputy Chairperson Whiu said she supported giving the Committee some pūtea towards the event but she said she would have preferred more detail in the application about what the funds would be used for.

There was discussion around having some criteria for funding applications which board members agreed with.

Board Member Wash said he agreed with giving the Committee some funding to kick off the event but they shouldn't keep coming back each year. He suggested giving them a grant of \$1,000 for now. Board

Member Harpur said he wanted to give them the \$2,000 they had asked for but with a request for clarity on what it will be used for.

Resolved K81: That the Kāwhia Community Board grant the Kāwhia Kai Festival \$1,000 inclusive of GST from the Discretionary Fund.

Board Member Walsh | Deputy Chairperson Whiu

Board member Harpur asked for his abstention to be recorded.

Board Member Harpur said there should be an expectation to report back to the Board when funding is provided for an event.

Kāwhia Reserve fund

ODC staff are drafting guidelines for the allocation of the Kāwhia Reserve Fund. A copy of the guidelines will be presented to the Board for review at a future meeting.

Resolution register

No changes were made to the Register.

Closing formalities

Closing prayer | Karakia

Deputy Chairperson Whiu led the meeting with a closing karakia.

Meeting closure | Katinga o te hui

Chairperson Good declared the meeting closed at 5.45pm.

Workshops | Hui awheawhe

No workshops.

Notice of Motion

A Notice of Motion has been received from Councillor Kit Jeffries.

Background

Following the total loss by fire of the Kāwhia Sports Club in July 2022, and in order to progress the rebuild of the Club, it requires security of tenure over the area of reserve land it previously occupied at the Kāwhia Domain, as administered by the Ōtorohanga District Council.

A site plan was provided to the Council on 25 September 2024 and a new lease allowing construction and fundraising to proceed is now sought.

That the Kāwhia Community Board recommends the following to Ōtorohanga District Council:

- a. Approval from Council for the Kāwhia Sports Club (KSC) to rebuild on the previously occupied area of land on the Kāwhia Domain, as specified in the 25 September 2024 site plan, be granted;
- b. Granting of a new lease to the KSC be approved, in accordance with the relevant provisions of Council's Occupancy Policy;
- c. Council be requested to action granting the new lease at the earliest opportunity; and
- d. A draft Memorandum of Understanding (MoU), that clarifies the roles and responsibilities of the KSC and Council in relation to the rebuild, be prepared by Council and presented to the KSC for its consideration and adoption."

Decision reports

There are no reports.

Ngā pūrongo whakatau

Information only reports

Ngā pūrongo mōhiohio anake

Disclaimer

There are no reports.

Public excluded

Take matatapu

There are no reports.

Board Member updates

Ngā kōrero hou a ngā Kaikaunihera

All Board Members will be invited by the Chairperson to provide a verbal update to the meeting.

Board projects

Project 1: Kāwhia Storyboards

Community Board discretionary fund

Any decision to allocate the Board's funds must be made to promote the social, economic, environmental, and cultural well-being of the Kāwhia and Aotea community in the present and for the future.

Date of grant	Resolution #	Recipient	Purpose	Amount (excl. GST)
3/10/24	K81	Kāwhia Kai Festival	Event funding	1,000
			Total granted	\$0
			Total remaining	\$4,000

Resolution Register

Previous resolutions of the Kāwhia Community Board which are not yet finalised are outlined below.

Resolution #	Date	Resolution	Staff update
N/A	26/2/21	That a meeting be held with recreational and commercial users of the Kāwhia wharf to discuss: a) costs required to maintain the wharf asset b) the setting of fair and reasonable fees and charges and how these will be collected c) who pays.	There are two phases of this project. The first is the development of an asset management plan for the wharf structure. This phase has been included in a wider project which is currently underway. Once completed the Plan will provide guidance for ongoing maintenance costs, and possible replacement of the wharf. Further discussions are anticipated in 2025 about ongoing charges and funding.

3/10/24	K78	That the Kāwhia Community Board approve option 2; a three-week consultation on the removal of the 10 pohutukawa trees planted on the top of the seawall along Pouewe Street, Kāwhia and staff provide a further report with the submissions for a final decision on the removal of the trees once submissions are considered.	Public consultation has commenced. Staff recommend this Resolution remain on the Register until a decision has been made.
3/10/24	K79	That the Kāwhia Community Board approve option 1; the Aotea Ratepayers Association to install a sharing shed on Lawton Drive under the following conditions: <ul style="list-style-type: none"> • The shed structure is installed in line with the existing bollards and has a small concrete base to eliminate small, grassed areas that are difficult to maintain. • Should the shed fall into disrepair, become untidy or a safety hazard, and the Aotea Ratepayers Association fail to remedy the issues, Council reserves the right to remove the structure. • Aotea Ratepayers Association will be responsible for all maintenance and repairs to the structure, day to day operations, e.g. cleaning, removal of graffiti, removal of old produce and unwanted items in and around the shed. 	The sharing shed has been installed. Staff recommend that this Resolution be removed from the Register.

Staff recommendation

That the Kāwhia Community Board confirm the removal of resolutions K78 and K70 from the Register.

Closing prayer/reflection/words of wisdom

Karakia/huritao/whakataukī

The Chairperson will invite a Member to provide the closing words and/or prayer/karakia.

Meeting closure

Katinga o te hui

The Chairperson will declare the meeting closed.

Workshops/briefings

Workshop 1 Waikato Catchment Management Plan (presented by Waikato Regional Council)

Workshop 2 Waikato Coastal Plan (presented by Waikato Regional Council)

For use in both opening and closing meetings

A Member will provide the words of their preference or may choose to use the following:

Mā te whakapono	<i>By believing and trusting</i>
Mā te tūmanako	<i>By having faith and hope</i>
Mā te titiro	<i>By looking and searching</i>
Mā te whakarongo	<i>By listening and hearing</i>
Mā te mahi tahi	<i>By working and striving together</i>
Mā te aroha	<i>By all being done with compassion</i>
Ka taea e tātou	<i>We will succeed</i>

For use in blessing food

A Member will provide the words of their preference or may choose to use the following:

Nau mai e ngā hua o te wao	<i>I welcome the gifts of food from the forest</i>
O te ngakinga	<i>From the cultivated gardens</i>
O te wai tai	<i>From the sea</i>
O te wai māori	<i>From the fresh waters</i>
Hei oranga mō tātou	<i>For the goodness of us all</i>
Tūturu whakamaua	<i>Let this be my commitment to all!</i>
Kia tina! Tina! Hui e! Tāiki e!	<i>Drawn together and affirmed!</i>