

# Tirau Community Board Meeting

## PUBLIC BUSINESS AGENDA

A Tīrau Community Board Meeting  
will be held in the Tīrau War Memorial Hall,  
Main Road, Tirau  
on Tuesday 20 November 2018  
Commencing at 5.30pm

### OUR VISION

“Healthy people thriving in a safe, vibrant and sustainable community.”

## **Tirau Community Board - Functions**

### **Reporting to**

Council and Standing Committees, as appropriate.

### **Constitution**

Four elected members.

Ward Councillor

### **Meeting Frequency**

Six weekly

### **Objective**

- Overview Council activities within the community (Tirau Ward) and consider and report on matters of concern to the community.

### **Scope of Activity**

- To consider and report on all matters referred to it by Council.
- To consider and convey the concerns of community organisations and special interest groups within the community.
- Overview road work, water supply, sewerage, stormwater drainage, parks and recreational facilities, community activities and traffic management within the community.
- To provide community input to district planning and regulatory issues.
- To ensure community input to Council and Committee processes.
- To make annual submissions to Council on budgetary and annual planning process as they may impact on the community.

### **Power to Act**

- Such matters as may from time to time be delegated by Council.

### **Management Responsibility:**

Chief Executive

## Attendees

Members	Chairperson	C Robinson
	Deputy Chairperson	C Collingwood
		H Blair
		S Burling-Claridge
	Council Representative	P Schulte
Staff	Acting Chief Executive	B Smit
	Marketing Officer	A Chapman
	Executive Assistant	J Parr

## Agenda Confirmed by:

B Smit  
**Acting Chief Executive**

## Presentations

Time	Item	Business
6.00pm	7.1	The Castle Proposal - Elizabeth Kyle

*RECOMMENDATIONS contained in Reports are NOT to be construed as COUNCIL DECISIONS.  
Refer to Council Minutes for RESOLUTIONS.*

## Order of Business

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**1. Apologies**

**2. Confirmation of Agenda**

**3. Leave of Absence**

**4. Conflicts of Interest**

**5. Public Forum**

## **6. Confirmation of Minutes**

### **6.1 Confirmation of Minutes**

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#### **Document Information**

Report To: Tirau Community Board  
Meeting Date: Tuesday, 20 November 2018  
Author: C Robinson  
Author Title: Chairperson  
Report Date: Friday, 28 September 2018

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#### **Purpose of Report**

This report is for information purposes only.

The purpose of this report is to present past Minutes.

#### **Recommendation**

##### **Tirau Community Board Meeting - Tuesday 9 October 2018 - Public Business**

1. *That the Minutes of the Public Business of the Tirau Community Board Meeting held on Tuesday 9 October 2018 are confirmed as a true and accurate record and the Recommendations therein approved.*
2. *That the Action Sheet, as attached, be received.*

#### **Attachment**

Minutes - 9 October 2018

Action Sheet

# Tirau Community Board Meeting

## PUBLIC BUSINESS MINUTES

A Tirau Community Board Meeting  
was held in the Tirau War Memorial Hall,  
Main Road, Tirau  
on Tuesday 9 October 2018  
Commencing at 5.30pm

### Attendees

Members	Chairperson	C Robinson H Blair S Burling-Claridge
	Council Representative Councillor Her Worship the Mayor	P Schulte A Ngapo-Lipscombe J Shattock
Staff	Acting Chief Executive Acting GM Assets Economic Development Manager Marketing Officer Executive Assistant	B Smit G Naidoo Paul Bowden Andrew Chapman J Parr

### 1. Apologies

**T18/46 Resolved**

**C Robinson / S Burling-Claridge**

*Apologies were received from Mr Clive Collingwood (leave of absence and the Acting Chief Executive for lateness.*

The Chairperson gave a special welcome to the Hon Louise Upston who was attending the meeting for the SH1 Expressway discussion, Cr Ngapo-Lipscombe and Ms Holly Blair the new Community Board member.

### 2. Confirmation of Agenda

**T18/47 Resolved**

**C Robinson / S Burling-Claridge**

*That the agenda as circulated be confirmed.*

### **3. Leave of Absence**

There were no leave of absence requested.

### **4. Conflicts of Interest**

No conflicts of interest were declared.

### **5. Public Forum**

Mr Kevin Slater raised concern that issues (service requests) he had raised at the last Public Forum had not been actioned.

The Southtech Manager responded to advise that all matters have now been addressed:

- The owner of Ronnie's who has been parking on the berm has been spoken to on two occasions and will be ticketed if he continues to do so.
- The topsoil on the berm is being addressed through Downers.
- The damage to the footpath has been addressed.
- The truck sign had been removed because it was on a service lane. A sign will be erected on the BP side.

### **6. Confirmation of Minutes**

#### **6.1 Confirmation of Minutes**

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#### **Matters of Fact**

There were no matters of fact.

#### ***T18/48 Resolved***

***C Robinson / P Schulte***

1. *That the Minutes of the Public Business of the Tīrau Community Board Meeting held on Tuesday 28 August 2018 are confirmed as a true and accurate record and the Recommendations therein approved.*
2. *That the Action Sheet, as attached, be received.*

#### **Matters of Arising**

There were no matters arising.

### **7. Reports**

#### **7.1 Member's Declaration**

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The report was taken as read.

Her Worship welcomed Ms Holly Blair to the Tīrau Community Board and Ms Blair was sworn in.

#### ***T18/49 Resolved***

***C Robinson / P Schulte***

*That Report No 2018-451491, Member's Declaration, be received.*

## 7.2 Resource Consent Report - 17 August to 30 September 2018

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The report was taken as read.

**T18/50 Resolved**

**C Robinson / P Schulte**

*That Report No 2018-456520, Resource Management Report – 17 August to 30 September 2018, be received.*

## 7.3 SH1 Expressway

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The report was taken as read.

Ms Upston advised that she would be meeting with NZTA the following day and was asking for feedback from the Board to take to that meeting. She will be raising with NZTA that there have already been significant increases in traffic through Tīrau as a result of the Tauranga Port Road and Hobbiton, that there have been significant fatalities in the area and the small amount of safety work that is planned to be carried out will not be enough. She advised the Board that although the road had been planned and everything finalised the change of Government meant a change of priorities and the funding is now going into other areas.

The Southtech Manager commented that although the safety improvements that were already committed to are happening now, Council does not believe that these are sufficient. Safe crossings and signage will be a priority and there is a need to be able to manage traffic to enable good access on and off the road. There is an intention to narrow the road going into Tīrau and add planting to make traffic slow down before vehicles enter the town - the environment needs to suit the speed. He also commented that signage can be implemented within the next couple of months.

Ms Upston was asked to discuss at the NZTA meeting the need for a parking median before a turning area into Hillcrest and Rose Streets. The Southtech Manager will forward to Ms Upston a diagram of the turn in area from Ms Judith Makinson's plan. There is also a recommendation in the report around speed. **Action - Southtech Manager**

Representatives from Downers were also present at the meeting and commented that signage was important to slow down vehicles before vehicles hit the built up area in Tīrau.

Mayor Jenny commented that a combined concerted effort will be required at all levels to start making some inroad into the traffic issues.

The Southtech Manager suggested to initially have a Workshop with the Board before going to Council and then going to NZTA to see what can be fast tracked. He commented that if there is a good business case Council will be able to get funding. He also suggested having another look at the Traffic Management Plan to see what has already been done.

The Acting Chief Executive advised that the Community Planning Manager will be having a conversation with the Board around updating the Concept Plan. Although the current plan is okay it just needs a few tweaks.

The Chairperson commented that time is of the essence as the Waikato expressway is due to be completed in two years and there is every chance it could be completed six months earlier.

Discussion followed on the plans for the railway walkway, domain access and railway crossing. Money has been set aside but there is a need to look at sensible options and then determine how long this will take. The design for the crossing was done by Kiwi Rail but only half the job has been



done so a meeting with Kiwi Rail is to be set up. Ms Louise Upston asked to be kept updated on progress on this. **Action - Southtech Manager**

Ms Upston distributed a survey for local businesses to get broader feedback and advised that this could also be completed on-line. She also advised that another coffee morning will be set up for Tirau and will be advertised on the Tirau Community Board Facebook page.

**T18/51 Resolved**

**C Robinson / P Schulte**

*That report No 2018-456501, SH1 Expressway, be received.*

#### **7.4 Tirau Community Board Meeting Dates - 2019**

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The report was taken as read.

**T18/52 Resolved**

**C Robinson / P Schulte**

1. *That Report No 2018-456414, Tirau Community Board Meeting Dates - 2019, be received.*
2. *That the scheduled meeting dates for 2019 be adopted.*

#### **8. Members Information Requests**

The Economic Development Manager and Marketing Officer were welcomed to the meeting.

They commented that they are looking at how to bring a point of focus to Tirau as the town has an exciting future from a commercial perspective with a lot of potential and from an economic development point of view there are a lot of big opportunities. A few projects are currently being worked on and they updated the Board on SWEAP (Southern Waikato Economic Action Plan) which is a joint strategy between South Waikato, Waitomo and Otorohonga where we can collaborate and work together. The prime work is around tourism and the work will be completed by February next year.

They are also working on the Southern Waikato Economic strategy - specifically for the South Waikato. This will give a distinct understanding of each community on how we leverage opportunities and attract other businesses and new residents. This is being done for all the communities. They will report back in February.

They also advised that new district signage has now gone in around all boundary entrances to the district.

The Marketing Officer advised he is working on a business attraction website. Along with this he is also doing market research. The website should be completed at the end of January.

They commented that there is a lot of exciting work going on and they are keen to understand from the Board what is important to them to build the community and make it more successful as Tirau has an exciting future ahead if the right investments are made now. They would also welcome any feedback from the community:

- The Chairperson commented that Tirau used to have fantastic boutique shops and it would be great to get these back again. She also commented that a social media entry was needed for photo opportunities that capture Tirau.
- Her Worship advised that the gentleman who owned the Sheep wanted to name it. This got a lot of hype going but it went away. This could be looked into - using the iconic Sheep and Lamb.

- Tīrau used to be an events place, every month there was something on with regular events in the weekend. It was suggested looking at major events being held in Rotorua and Taupo and doing smaller events to coincide with these to capture the through traffic.
- Ms Upston said that it is very important to get an ATM back in Tīrau especially if you want to attract overseas tourists to stop and the community will have to fight to get it back. The Economic Development Manager commented that this is on the list to be looked at.
- The Chairperson commented that she is worried about what is in Tīrau for locals.
- The Marketing Officer also advised that he would be starting up a Tīrau Business Facebook page. The Acting Chief Executive commented that this would be a good catalyst for creating a business association community.

The Chairperson thanked Cr Ngapo-Lipscombe for attending the meeting and commented that she would like to see more Councillors attending as they do represent the South Waikato.

Cr Ngapo-Lipscombe responded that Tīrau has always been a significant part of the South Waikato and that Her Worship is always very clear that they are Councillors for the entire district. Councillors are inclusive and Tīrau is very much a part of the decisions that they make.

Hohepa ??? attended the meeting and the Chairperson advised that he had been given an award at the Community Awards night. Unfortunately he was unable to attend but she will arrange to have the award for the next meeting so it can be presented to him. **Action - Chairperson**

It was advised that the next Council meeting will be held in Tīrau on 25<sup>th</sup> October - a reminder for anyone interested in attending.

**The meeting closed at 7.18 pm**

**The next meeting will be held on 20 November 2018**

C Robinson  
**CHAIRPERSON**

## Tirau Community Board Action Sheet 2018

	Meeting Date	Action/Query	Staff member	Due Date	Action Taken/Response
59	28/08/2018	Re-address the TCB Code of Conduct as it was not formally adopted and consider making similar changes as undertaken to Council's Code of Conduct.	TCB/Personal Assistants	09/10/2018	Report to 20 November 2018 TCB meeting for adoption and approve highlighted amendments.
60	9/10/2018	Provide Hon Louise Upston with plans for parking median and turning area into Hillcrest & Rose Streets from Judith Makinson's plan.	Southtech Manager	10/10/2018	Hon Louise Upston has raised safety concerns with NZTA with information provided to Hon Louise Upston through the TCB.
61	9/10/2018	Meeting with KiwiRail to be set up to discuss railway crossing.	Southtech Manager	20/11/2018	A meeting was held on the 30 October 2018 with attendees from Kiwi Rail, SWDC including Cllr Peter Schulte and Hans Nelis.
62	09/10/2018	Community Award to be presented to Hohepa at next TCB meeting	Chairperson	20/11/2018	

## **7. Reports**

### **7.1 The Castle Proposal**

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#### **Document Information**

Report To: Tirau Community Board  
Meeting Date: Tuesday, 20 November 2018  
Author: Andrew Chapman  
Author Title: Marketing Officer  
Report Date: Thursday, 8 November 2018

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#### **Purpose of Report**

This report is for information purposes only.

#### **Discussion**

The Castle as an art gallery and banquet hall.

Elizabeth will present her vision for The Castle and wants feedback from the Tirau Community Board and public to understand their thoughts on the proposal.

#### **Recommendation**

*That Report No 2018-460740, The Castle Proposal, be received.*

#### **Attachments**

Castle Vision Proposal Book

## 7.2 Resource Management Report - 1 October to 7 November 2018

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### Document Information

Report To:	Tirau Community Board
Meeting Date:	Tuesday, 20 November 2018
Author:	Alan Moss
Author Title:	Planning Manager
Report Date:	Thursday, 8 November 2018

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### Purpose of Report

This report is for information purposes only.

To inform the Tirau Community Board of the progress of applications being processed in the Tirau area by the Planning Team so that the Board is informed when dealing with the public.

### Background

All land use and subdivision activities are assessed under the Operative South Waikato District Plan. Where a resource consent is required, Council becomes involved with all non-notified applications being processed by Council officers acting under delegated authority.

### Discussion

#### *Received and/or still processing – Resource Consent Applications*

Applicant	Location	Proposal	Zone
IBR Holdings Ltd RM180014	5 Rose Street Tirau	To create health care services / medical rooms with days/hours of operation being Monday to Saturday 8.00am to 6.00pm, and; To create a function centre with days/hours of operation being Monday to Sunday 7.00pm to 10.00pm periodically, catering for 30-60 persons. (Further information requested)	Town Centre
A, B & J Watkins RM180027	66 Horahora Road Tirau	Subdivision - To create two additional rural lots from Lot 2 DP 471253. Land use - for specific setback criteria in terms of the top of the bank on the subject property. (Further information requested)	Rural
JP Hodgson & SC Bonk RM180043	4 Bexhill Terrace Tirau	To subdivide Lots 25 & 26 DP 37240 and Lot 1 DPS 78031. (Draft conditions with Agent).	Tirau Residential
Leech Estates RM180055	250 State Highway 27 Tirau	To subdivide the existing lot into 3 lots. (Part 11 DP 3612).	Rural

### ***Received and/or approved – Resource Consent Applications***

<b>Applicant</b>	<b>Location</b>	<b>Proposal</b>	<b>Working days</b>
G Ayre RM180047	66B Horahora Road Tirau	To establish a dwelling within an outstanding natural landscape area that fails setback and height to boundary requirements. (Lot 1 DP 412637).	9
BG & JAC Hart RM180053	267 Horahora Road Tirau	To construct a new dwelling and shed within the Rural Residential Zone and within an Outstanding Natural Landscape Area.	13
DJ & EA Smith Limited RM180045	Kakahu Road Tirau	To subdivide the subject property into three lots. (Section 37 time extension).	40
Build Solutions Limited RM180052	3/24 High Street Tirau	To build a three bedroom residential home with a double garage at 3/24 High Street, Tirau that breaches the daylight plane.	6

### ***Approved Survey Plans for Subdivision***

The following table demonstrates applications that have been certified to Section 223 requirements received and processed by Council staff since the last report.

<b>Applicant</b>	<b>Location</b>	<b>Proposal</b>	<b>Working days</b>
BJ & RA Stratton RM180007	10 Hillcrest Street Tirau	To subdivide the subject property (Lot 10 DP 415278) into two lots.	13
C & M Brensell RM180005	124 Paparamu Road Tirau	To subdivide the property into two allotments of 2.94ha (Lot 1) and 9.6ha (Lot 2).	16

### ***224 Certificates Issued for Subdivision***

There have been no applications approved to Section 224 requirements since the last report.

### **Recommendation**

*That Report No 2018-460735, Resource Management Report – 1 October to 7 November 2018, be received.*

## 7.3 Tīrau Walkway Bridge and Domain Report on Accessibility

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### Document Information

Report To:	Tirau Community Board
Meeting Date:	Tuesday, 20 November 2018
Author:	Walter Williams
Author Title:	Projects Manager
Report Date:	Tuesday, 13 November 2018

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### Purpose of Report

This report is for information purposes only.

A report is being prepared for the Council and Corporate and Regulatory meeting on Thursday 6 December. This report to the Tīrau Community Board outlines the discussions driving the report being prepared for Council and the decisions required by Council in order to progress with building the Tīrau Domain.

### Background

The issue discussed in this report is aligned with the Council vision, community outcomes, Council policies and the Council Strategy.

The requirement to build a pedestrian route from the railway platform into the Lower Domain – and the resulting discussion around a desire to build a ramp for “accessibility reasons” - has highlighted the need to consider accessibility requirements throughout the revitalised Domain area and make a larger decision on how access for all users could and should be catered for.

### Issues

**Questions raised that should be considered in the report to Council** (Council and Committee meeting on Thursday 6 December).

- Why is accessibility an issue?
- What is accessibility? And how should Council cater for this in its newest reserve?
- The terrain in the Domain area is variable - will making the entire Domain area “accessible” significantly increase the budget required for some of the agreed Domain elements, therefore reducing the number of items that can be purchased with the (fixed) budget?
- Is it practical to make the entire Domain accessible? Or can Council only afford to make some sections of it accessible?
- Is there additional funding available from tourism or other bodies that could be tapped into to pay for additional accessibility-related costs?
- If Council creates an accessible route at the Lower Domain entrance now, does it create a community expectation that the entire area will be accessible?
- Is it worth the additional cost (basically 40-50% more) to build a ramp into the Lower Domain if that is the only area that can be affordably made accessible and would that money not be better spent making the Upper Domain area more accessible?
- With an aging population in New Zealand with a requirement for more universal access, Council is making this decision for future generations, so is it making the right one?

In summary, Council should use this opportunity to answer these questions for the entire Domain, rather than focus just on one small piece of it.

## **Discussion**

### **Method:**

Divide the Domain into sections related to terrain and features, based on the concept landscape plan. Assess each section to determine how the terrain currently affects the provision of an accessible route through that section.

Sections in the Domain to be reviewed and considered in terms of accessibility, ie what will it take to make these physical sections of the Domain accessible, and based on that assessment, which ones should be included in Council's plan for accessibility? These are the pre-identified sections:

1. **Tirau Bridge Street to Lower Domain area:** access from the existing Bridge street footpath across the railway line and onto (including) the planned gravel loop track on top of the landfill cap
2. **Lower Domain track to new Oraka Stream pedestrian bridge:** access from the Lower Domain area to the site of the proposed pedestrian bridge
3. **Oraka Stream pedestrian bridge (proposed location):** access over the Oraka stream, including approaches
4. **Upper Domain Oraka Stream pedestrian bridge to Lower field (Ball Games Field in Concept Plan):** access from the Upper Domain area to the Oraka stream bridge
5. **Upper Domain Lower Field to Hardstand and Car park:** access throughout the Upper Domain area to the Car park and hardstand area
6. **Upper Domain SH1 footpath – Upper Domain Car park to Lower Domain via roadside footpath:** alternative access from the Upper Domain to the Railway pedestrian crossing via the State Highway (across the SH1 road bridge)

### **Process for a decision to be made:**

1. Physical reconnaissance of the Domain area to report on the terrain in each of these sections and a summary made of what the likely high-level requirements for accessible design might be, eg might Council need to build a ramp or a zig-zag path down an embankment or slope?
2. Reconciliation with existing concept landscape plan
3. Design of a possible total access – point-to-point – trail throughout the Domain and revisit the above sections for accessibility assessment and determination
4. Create a method to determine a cost-weighting for adding accessibility design/build
5. Collate and calculate costs for identified sections
6. Summarise overall considerations and section costs
7. Determine options available
8. Report to Council on Thursday 6 December
9. Council makes decision and this is fed back into programme of work

### **Recommendation**

1. *That Report No 2018 - 461222, Tirau Walkway Bridge and Domain Report on Accessibility, be received.*
2. *That the decision process outlined in the report is followed to make decisions on the level of accessibility for each part of the Tirau Domain.*



## 7.4 Tirau Community Board Code of Conduct - Amendments

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### Document Information

Report To:	Tirau Community Board
Meeting Date:	Tuesday, 26 September 2017
Author:	Sandi Curreen
Author Title:	Personal Assistant
Report Date:	Monday, 12 November 2018

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### Purpose of Report

This report is for information purposes only.

### Background

The Code of Conduct was amended to best reflect the Tirau Community Board and presented to the Board for adoption on 26 September 2017.

Council made amendments to the Council Code of Conduct and it was agreed by the Tirau Community Board to make similar changes to its Code of Conduct.

The following amendments are:

### 13.1 Principles

Include:

- Prior to complaint being laid, Members are encouraged to resolve the matter with assistance from an independent third party. Members will have access to mediation if required.

### 13.2 Complaints

All complaints made under this Code must be made in writing and forwarded to the Chief Executive. ~~On receipt of a complaint the Chief Executive must forward that complaint to an independent person recommended by the Waikato District Law Society for a preliminary assessment to determine whether the issue is sufficiently serious to warrant a full investigation.~~

### 13.4 List of Investigators

The Chief Executive will prepare a list of investigators to be ratified by Council for the purpose of undertaking an assessment of complaints (when required) and make recommendations to the Council.

## Appendix B: Process for the determination and investigation of complaints

### Step 1: Chief Executive receives complaint

~~On receipt of a complaint under this Code the chief executive will refer the complaint to an independent investigator recommended by the Waikato District Law Society. The chief executive will also:~~

On receipt of a complaint under this Code the Chief Executive will refer the complaint to an investigator selected from a panel selected by the chief executive and Mayor. The Chief Executive will also:

- inform the complainant that the complaint has been referred to the independent investigator and with the name of the ~~person~~ investigator, and refer them to the process for dealing with complaints as set out in the Code; and

#### **Step 5: Process for considering the investigator's report**

Depending upon the nature of the complaint and alleged breach the investigator's report ~~may~~ will be considered by the full Council, excluding the complainant, respondent and any other 'interested' members. ~~or a committee established for that purpose.~~

Include:

In accordance with the Code, Council will agree to implement the recommendation without debate.

#### **Recommendation**

1. *That Report No 2018-461001, Tīrau Community Board Code of Conduct - Amendments, be received.*
2. *That the Tīrau Community Board adopt the Code of Contact and recommended amendments.*

## **8. Members Information Requests**

**Council Outcomes**

- Growth - Activities and strategies that facilitate sustainable economic growth and lift community pride.
- Resilience - A resilient district with good infrastructure, services, a sound financial position, rates affordability and a healthy environment that has the ability to anticipate, resist, respond to and recover from significant change or events.
- Relationships - Strong relationships with Iwi and Māori, Pacific Peoples and community and business groups that can achieve growth and a resilient community.