

Tirau Community Board Meeting

PUBLIC BUSINESS AGENDA

A Tirau Community Board Meeting
will be held in the Hub, War Memorial Hall,
Main Road, Tirau
on Tuesday 25 July 2023
Commencing at 5.30pm

OUR VISION

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

Tirau Community Board

Purpose

To represent, and act as an advocate for, the interests of its community (Tirau ward).

Role

1. Consider and report on all matters referred to it by the South Waikato District Council, or any matter of interest or concern to the community board.
2. Maintain an overview of services provided by the South Waikato District Council within the community.
 - a) Prepare an annual submission to the South Waikato District Council for expenditure within the community.
 - b) Communicate with community organisations and special interest groups within the community.
 - c) Undertake any other responsibilities that are delegated to it by the territorial authority.
 - d) Monitor the agreed activities of the South Waikato District Council's Annual Plan and Budget.
 - e) Provide updates to the community on the above.
1. Provide submissions to South Waikato District Council on the annual, spatial, resource and long-term planning processes that relate to Tirau

Power to Act

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

Review

The board's operation, terms of reference and membership will be reviewed every triennium.

Attendees

Members	Chairperson	J Wanden
	Deputy Chairperson	G Singers
		G Bond
		K Slater
Council Representative		K Purdy
Staff	Interim Executive Manager Business Support	M Booth
	Interim Executive Manager Delivery	J Hassall
	Executive Officer	J Anderson

Agenda Confirmed by:

S Law
Chief Executive

Order of Business

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1. Apologies/Leave of Absence

Members are requested to provide their apology or leave of absence to the Chair prior to the meeting.

2. Public Forum

As per South Waikato District Council's Standing Orders, a period of up to 30 minutes has been set aside for a public forum. Each speaker during the public forum section of this meeting may speak for up to five minutes or longer at the discretion of the Chair. As many speakers as possible will be heard within the allocated time.

3. Conflicts of Interest

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

4. Confirmation of Agenda

Recommendation

That the agenda as circulated is unchanged.

5. Confirmation of Minutes

5.1 Confirmation of Minutes

Document Information

Report To: Tirau Community Board
Meeting Date: Tuesday, 25 July 2023
Author: J Wanden
Author Title: Chairperson
Report Date: Wednesday, 19 July 2023

Purpose

1. To present past minutes.

Recommendation

2. That the Tirau Community Board:
 - a. Confirms the minutes of the public business of the Tirau Community Board meeting held on Tuesday 13 June 2023 as a true and accurate record.

Attachments

Unconfirmed Tirau Community Board Public Minutes – 13 June 2023 (ECM # 633971)

Tirau Community Board Meeting

PUBLIC BUSINESS Minutes

Commencing at 5.30pm

Tuesday 13 June 2023

The Hub, War Memorial Hall

Main Road, Tirau

Attendees

Members

Chairperson

J Wanden

Deputy Chairperson

G Singers

G Bond

K Slater

Council Representative

K Purdy

His Worship the Mayor

G Petley

Staff

Chief Executive

S Law

Interim Executive Manager Corporate

M Booth

Interim Executive Manager Operations

J Hassall

1. Apologies

23/76 Resolved

G Singers / G Bond

That an apology from Mayor Petley be received.

Carried

2. Confirmation of Agenda

23/77 Resolved

G Singers / G Bond

That the agenda, as circulated is unchanged.

Carried

3. Leave of Absence

There were no requests for a leave of absence.

4. Conflicts of Interest

No conflicts of interest were declared.

5. Confirmation of Minutes

23/78 Resolved

G Singers / G Bond

That Tirau Community Board:

Confirms the minutes of the public business of the Tirau Community Board meeting held on Tuesday 2 May 2023 as a true and accurate record.

Carried

6. Reports

A verbal report was given by the Interim Executive Manager, Delivery. The following matters were raised:

- A shortage of cutlery, crockery cleaning equipment was identified at the Tirau Memorial Hall particularly following the ANZAC Day Service. Working with Council staff, Member Wanden has spent time purchasing and organising materials so that the kitchen is more functional for users of the Hall.
- The Tirau Community Board's submission on the Council's Annual Plan will be considered by Councillors with all submissions with a final decision to be made at a Council meeting on 29 June 2023. Work on the Council's Long Term Plan has commenced, and further input will be requested of the Tirau Community Board as part of that process.
- The Reserves Management Plan process for naming the Okoroire Street / Prospect Street Park is underway. The next steps are consultation with Raukawa, a decision by Council on a name or names to consult with the Tirau Community before a final decision of the Council is made.
- In order to provide the Tirau Community Board with information of issues that have been of concern to its community, a summary of service requests was provided.
- In relation to CCTV cameras, the Council is still waiting for a date from the lines company for them to be connected.
- Further footpath renewal has been programmed for August this year subject to budgets being finalised. The next sections will extend the renewal up the State Highway hill to Rose Street and in front and to the side of the Town Hall.

23/79 Resolved

G Singers / G Bond

That Tirau Community Board:

Receives the verbal update provided by the Interim Executive Manager, Delivery.

Carried

7. Public Forum

Members of the public raised various matters of concern.

Meeting close

6.1 Information and Updates – Tirau Ward

Report To: Tirau Community Board

Meeting Date: Tuesday, 25 July 2023

Authors: Kevin Duthie, Blaise Williams, Phil Parker, Ebony Curtin

Author Titles: Licensing and Consenting Manager, Property Manager, Parks Manager, Community Services Manager

Interim Executive Manager: James Hassall

Report Date: Tuesday, 18 July 2023

Purpose

1. To inform the Tirau Community Board of resource consents granted in the Tirau ward in the past six weeks (1 June – 13 July 2023), provide an update on CCTV coverage, the park naming process for naming the park on the corner of Prospect Avenue and Okoroire Street, and to inform the Board of Antenno requests for service made in the Tirau area.

Recommendation

2. That the Tirau Community Board:
 - a. Receives and notes the matters outlined in the Information and Updates – Tirau Ward report (ECM # 633821).

Context

Resource Consents

3. Only one resource consent has been issued in the last 6 weeks.

Applicant	Location	Proposal	Zone
Ngatira Group Ltd and N Sklenars	2171 – 2351 State Highway 5 Tirau	To allow a change in lot boundaries as below: <ul style="list-style-type: none">• both lots 3 & 4 increase in size at the expense of lots 1 & 2; and• the proposed lots 2 & 4 boundary around the SNA (Significant Natural Area) will follow the existing deer fence.	Rural

CCTV Coverage

4. Prioritisation issue with Powerco has been resolved.
5. Council is now working with Waka Kotahi about Road Management to have the work done safely. Currently scheduled for 31 August 2023.

Park Naming

- 6. This relates to the “Okoroire-Prospect Reserve” set out in the map below.
- 7. As set out in Council’s 2020 Reserves Management Plan (ECM # 549293) and 2020 Reserves Criteria, Procedures and Performance Measures (ECM # 534251), Council are seeking input from Raukawa and expect to receive their suggestions in the near future.



Antenno Requests for Service

- 8. The following requests for service have been received. Where they have been resolved that is noted.

Date	Issue/Feedback Reported	Outcome	Completed
13/06/2023	Overgrown commercial garden alongside Caltex	This area is on private land. Parks Manager has contacted the property owner to discuss upkeep of the gardens. This area is not being added to the maintenance contract.	19/06/2023
14/06/2023	Palm tree obstructing berm, and close to overhead lines	Tree was planted on the berm by an unknown person. Sending a letter to property owner to determine ownership and responsibility of palm tree	26/06/2023
17/06/2023	Street lighting outage, High Street	These lights are now on a 24-hour supply for the CCTV. CMS to be updated.	26/06/2023
17/06/2023	Street lighting outage on SH1 roundabout by Domain	Fault refers to SH1/5 RAB. Lights in Tirau are working.	19/06/2023
20/06/2023	Leaking toby, Bridge Street	Request still open	

27/06/2023	Graffiti in public toilets at the Dog	Graffiti removed	27/06/2023
29/06/2023	Graffiti on skate ramp at Prospect Ave park	Graffiti removed	3/07/2023
30/06/2023	Low or no water pressure at Station Street property	Related to watermain break on Station Street. Repaired. Antenno push notifications sent.	30/06/2023
3/07/2023	Footpath damage and overgrown tree on Church Street	Request still open	
3/07/2023	Incomplete footpath repair on Main Street	Request still open	
3/07/2023	Footpath damage on Main Street	Contactoer has repaired fault under warranty	11/07/2023
6/07/2023	Graffiti in Hillcrest Street public toilets	Graffiti removed	7/07/2023
10/07/2023	Damage to fire alarm in public toilets at the Dog	Alarm agent has been advised and will reset system and replace glass.	18/07/2023
12/07/2023	Cleaner reports struggling with Tork dispenser in Hillcrest Street public toilets	Contacted cleaner to discuss on 12 July. Cleaner has been shown how to refill the dispenser.	18/07/2023
14/07/2023	Graffiti in 24-hour public toilet at the Dog	Removed	18/07/2023

6.2 Tirau Community Board Budget Priorities Update

Report To:	Tirau Community Board
Meeting Date:	Tuesday, 25 July 2023
Author:	Michael Booth
Author Title:	Interim Executive Manager, Business Support
Report Date:	Wednesday, 19 July 2023

Purpose

1. To provide an update on matters referred to the South Waikato District Council in its report dated 15 March 2023 on Tirau community priorities.

Recommendation

2. That the Tirau Community Board:
 - a. Receives and notes the matters outlined in the Tirau Community Board Budget Priorities Update report (ECM # 633865).

Context

3. The Tirau Community Board has no delegated budget and is reliant on the South Waikato District Council to fund Local Government services in the Tirau Ward. Several consultation activities were undertaken by the Board to gather input from the community including posting on the Tirau Community Facebook page.
4. The Board provided a report to the Council on 15 March 2023 outlining its priorities for consideration by the Council as a part of the Annual Plan and Long Term Planning processes.
5. The Council adopted the 2023-24 Annual Plan at its meeting on 29 June 2023. The Long Term Plan 2024-34 process has only recently commenced with the outcome from this required before 30 June 2024.
6. This report provides an update the Tirau Community Board on matters referred.

Discussion

7. The following matters were recommended for consideration by the South Waikato District Council for funding:
8. **2023-24 Annual Plan**
 - Larger and clearer signage on the main street directing to the parking located on Station Street and Hillcrest Street.

This is being considered in consultation with Waka Kotahi.
 - Increased spending on parks including:
 - play equipment.
 - water play area.
 - bike racks for the domain.

- Fencing of Church Street playground for toddlers.

There currently is minimal budget available for 2023-24 and these matters will need to be considered as part of the Long Term Plan.

- Removal of uneven bricks in footpaths process accelerated to remove public hazard.

Budget is limited and footpath maintenance and renewal is regularly based on priority. Level of spend will be considered as part of the Long Term Plan.

9. **2024-34 Long Term Plan**

The Long Term Plan is currently under review. Tirau Community Board will be consulted as part of that process.

- Current areas of focus for the Tirau Pool in 2023/24 are:
 - Repair the leak in the main pool and re-paint.
 - Re-paint the small pool.
 - Upgrade the small pool plant.
 - Replace the existing kiosk.
 - Replace tables and poolside benches.
 - Replace and upgrade showers.
 - Carpark – The current space for parking is inadequate in that the area is earthwork only. To better provide service for users it is recommended that the carpark be at least sealed with gravel.
- Scooter track and BBQ area at the Okoroire/Prospect Park.
- Traffic Management Plan for the main street of Tirau.

10. **Other Matters**

- Community input for the naming of the park on the corner of Okoroire and Prospect Streets. Refer to Item 7.1 Information and Updates – Tirau Ward for further information.
- Clear signage for on-lead and off-lead dog areas at the Tirau Domain, and provision of additional poo bag dispensers.

New modern signage for Dog Exercise Areas will be installed in Lower Domain, “Dogs on Lead” signs will be ordered for installing into Upper Domain as per the Dog Control Policy. A dog litter bag dispenser is already located in the exercise area in the Lower Domain, with another one being installed from the 2023/24 capex funding in the Upper Domain area.

- Support for submission to Waka Kotahi:
 - Traffic build up caused by the pedestrian crossing has been a complaint made by many in the community, and a suggestion to have lights at the crossing to keep traffic flowing has been made.
 - Signage at the roundabout for the Tirau Domain exit.

Further information can be found in Item 7.3 Directional Signage – Tirau Domain.

Attachments

Nil

6.3 Directional Signage – Tirau Domain

Report To: Tirau Community Board

Meeting Date: Tuesday, 25 July 2023

Author: Ross Provan

Author Title: Senior Project Manager

Interim Executive Manager: Debbie Lascelles

Report Date: Monday, 17 July 2023

Purpose

1. To inform the Tirau Community Board on the design and costs of directional signage to facilities at the Tirau Domain.

Recommendation

2. That the Tirau Community Board:
 - a. Receives and notes the Directional Signage – Tirau Domain report (ECM # 633583).

Executive Summary

3. Planning for directional signage to the Tirau Domain has previously been undertaken.
4. Implementation of the signage will be conditional on funding being made available as part of the Long Term Plan process.

Context

5. The development of the Tirau Domain has had a long gestation. Momentum built with the preparation of and consultation on the Long Term Plan 2018-28.
6. A key project desired by the community and Council was rehabilitation of the Tirau Domain. Following an extensive engagement exercise with the Tirau community to determine what the community wanted for the Domain, the most popular elements were incorporated into a concept landscape plan. This concept landscape plan included multiple elements from the Tirau Bridge and Walkway project.
7. Construction was completed in May 2022 and the Domain was formally opened by Mayor Jenny Shattock in July 2022.
8. As part of the project scope, the intention was to install:
 - Wayfinding signage withing the borders of the Domain – this work was completed prior to the opening.
 - State Highway and local road signage, directing people to the Domain from SH1 (North and South) and SH5.
9. Due to a variety of factors, the process of obtaining Waka Kotahi approval of the proposed signage took longer than expected with approved drawings not being received until August 2022. Again, despite our best efforts, we did not receive a quotation to supply/install this signage until

October 2022. At this time there was no budget available for the project and so the work did not proceed.

Options

10. Our original intention was to install Brown Tourist signs (white lettering on light brown background) and this is what was originally submitted to Waka Kotahi. However, Waka Kotahi responded that “*the Domain does not meet the criteria for Tourist signs*” and that we should instead use “*Motor Service*” signs which have white symbols on a blue background.
11. Attached are the approved drawings for the four signs.

Financial Considerations

12. We received a quotation from **directionz**, our local supplier/installer of road signs totalling \$21,212 excluding GST. However, a new quotation will be required which, given current inflationary pressures, is likely to be higher than this amount.
13. Funding for the signs will need to be considered as part of the Long Term Plan development process.

Risks

14. Since the quotation received was dated 28 October 2022, a new quotation will be required if the work is to proceed.
15. We should ratify the design with Waka Kotahi again, if the work is to proceed, due to the time passed since the original approval.

Attachments

Attachment 1: Tirau Domain State Highway Signage – Proposed (ECM # 633585)

Attachment 2: Tirau Domain Approved Signage Specifications (ECM # 633584)

State Highway Signage – Approaches to Tirau Domain, Tirau



1: Travelling North on SH1

Brown sign – turn left to Tirau Domain

Blue signs: Parking, Toilets



CW NOC network controls, in conjunction with Waka Kotahi, it is agreed that the Tirau Domain should have signage to guide traffic as appropriate.

Our assessment indicates that the Domain does not meet the criteria for Tourist signs. Motor Service signs can be applied to the Domain.

The Motor Service signs and Tirau Domain name (blue finger sign with white lettering) can be installed on the Advance Direction signs for the correct leg of the roundabout. It may be possible that the information can fit onto this sign layout as it is.

motor service logos
like this

Name plates like this





2: Travelling North on SH1

Brown sign – turn left to Domain (on roundabout sign in distance)
Blue signs: Parking, Toilets

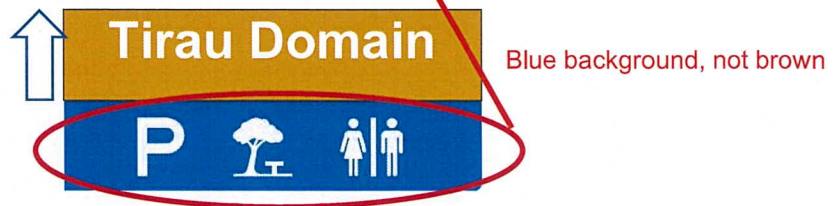


Blue background, not brown



3: Travelling West on SH5

Brown sign – straight on to Tirau Domain
 Blue signs: Parking, Toilets



These motor service logos and Tirau Domain name (as blue finger with white lettering) may be installed to this gantry, however the positioning of the roundabout layout on this gantry is too close to the side to facilitate the extra information. This gantry sign will need to be redesigned and re-skinned.



4: Travelling South on SH1

Brown sign – right to Tirau Domain

Blue signs: Parking, Toilets

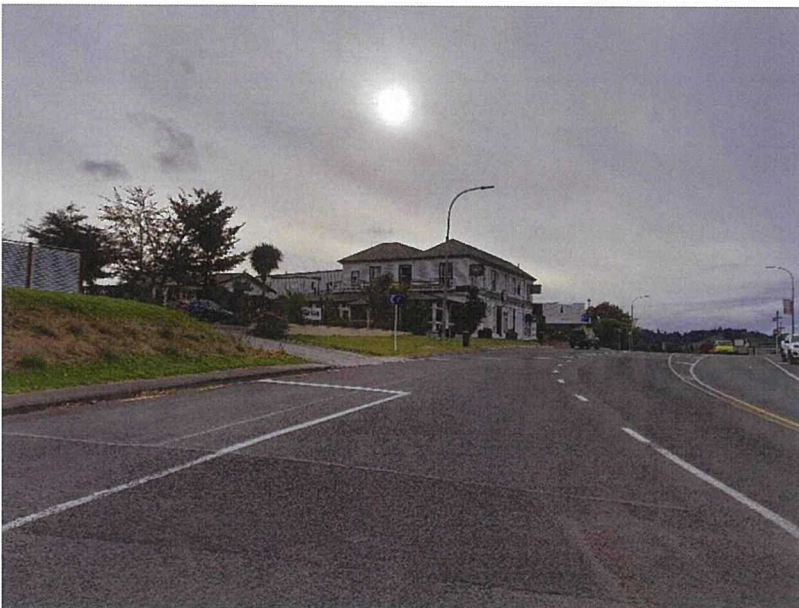


Blue background, not brown

These motor service logos and Tirau Domain name (as blue finger with white lettering) may be installed to this gantry, however the positioning of the roundabout layout on this gantry is too close to the side to facilitate the extra information.
This gantry sign will need to be redesigned and re-skinned.



5: Junction of Bridge St & SH1 (on lamppost)
Brown sign – right to Tirau Domain



6: Oxford Royal Hotel SH1 (on lamppost)
Brown sign – to Tirau Domain

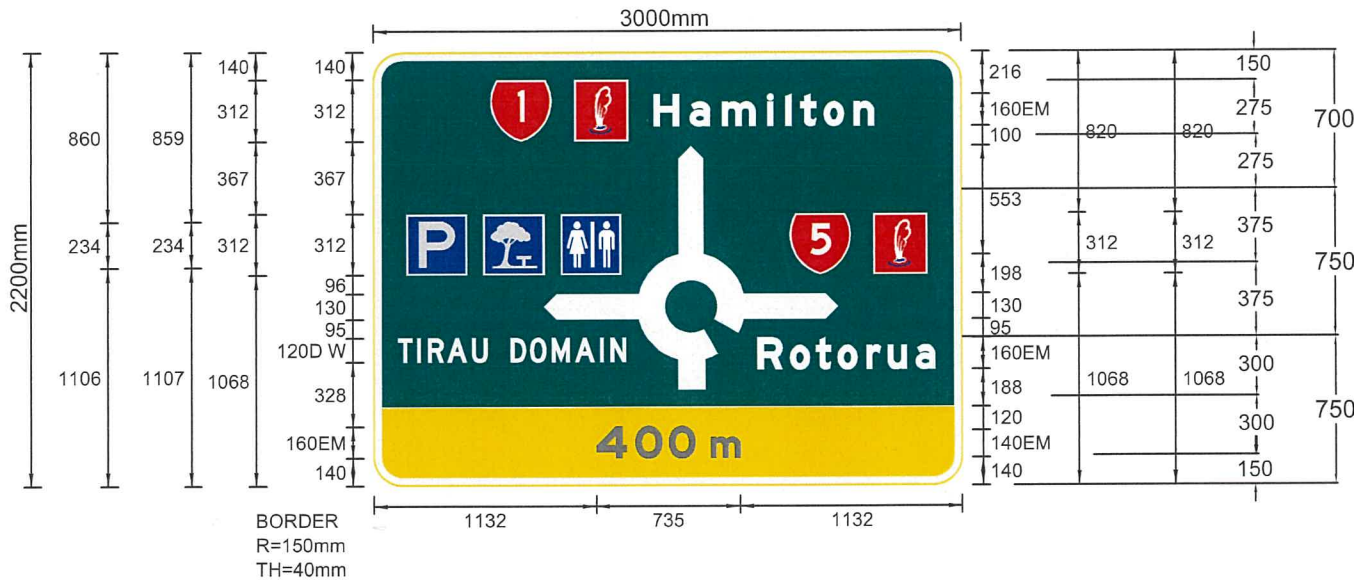


No signage is to be located in these areas to indicate to traffic to leave SH1.
SWDC can install signage within the SWDC local road network.



Sign Design

C · O · N · S · U · L · T · A · N · C · Y

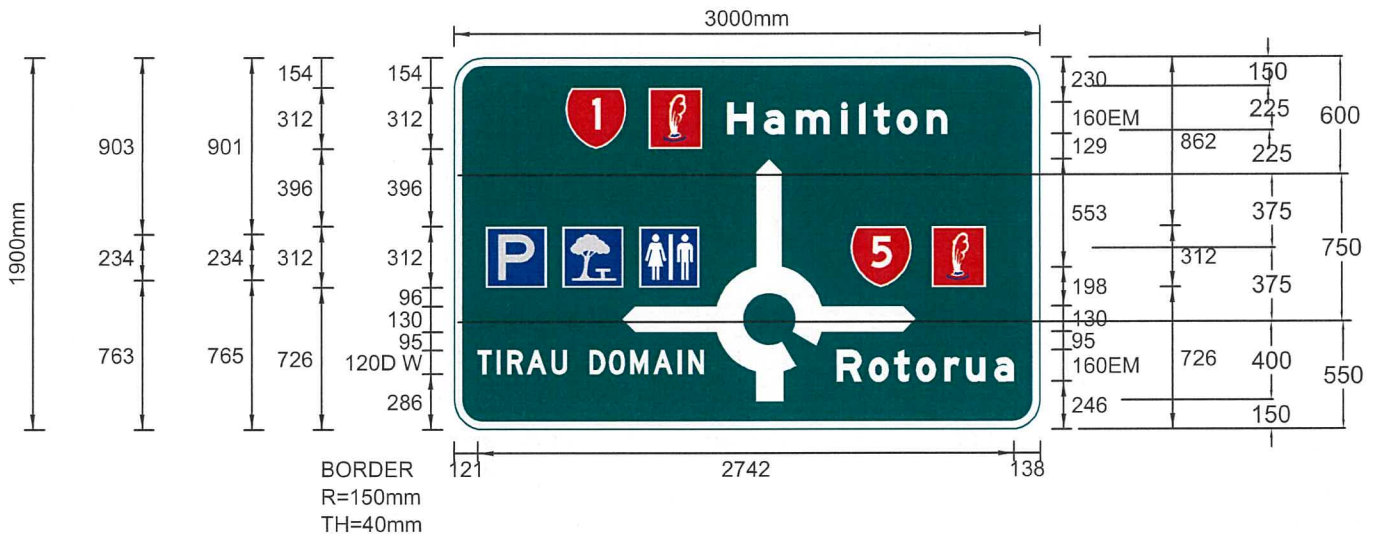


Dimensions are in mm

DESIGNS ARE COPYRIGHT & REMAIN PROPERTY OF

Additional Requirements	Type	amount
Poles		
Purlins		
Socket/Base		
G Clips for Interlink		
C Clips for Dovetail		
Chain Coups		
Brackets		
Installer		
Install Date		
Install place/Address		
RTL Job Card-		
Client Sign off-		
NOTES-		

LETTER POSITIONS (X)												
H	a	m	i	l	t	o	n					
1429	1616	1779	2011	2103	2178	2295	2450					
T	I	R	A	U		D	O	M	A	I	N	
127	225	280	379	505	583	698	797	908	1027	1153	1208	
R	o	t	o	r	u	a						
1966	2130	2260	2371	2518	2628	2772						
4	0	0	m									
1132	1334	1504	1719									

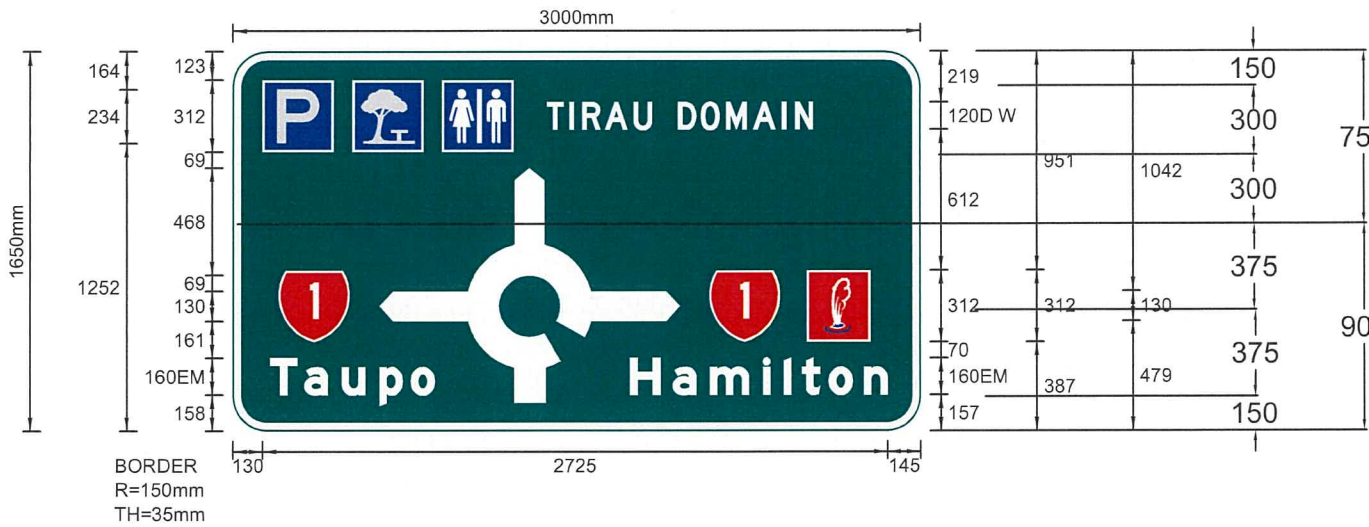


Dimensions are in mm

DESIGNS ARE COPYRIGHT & REMAIN PROPERTY OF

Additional Requirements	Type	amount
Poles		
Purlins		
Socket/Base		
G Clips for Interlink		
C Clips for Dovetail		
Chain Coups		
Brackets		
Installer		
Install Date		
Install place/Address		
RTL Job Card-		
Client Sign off-		
NOTES-		

LETTER POSITIONS (X)												
H	a	m	i	l	t	o	n					
1401	1588	1751	1983	2075	2150	2268	2422					
T	I	R	A	U		D	O	M	A	I	N	
121	218	274	372	498	576	692	791	902	1020	1146	1202	
R	o	t	o	r	u	a						
1959	2123	2253	2365	2511	2622	2765						

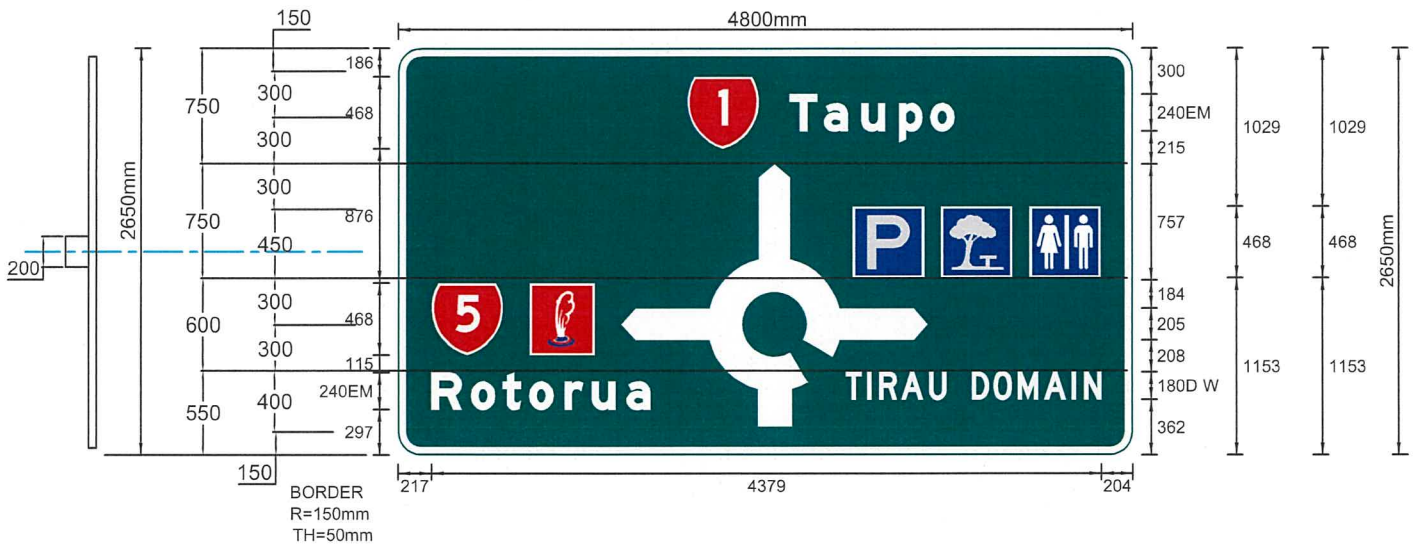


Dimensions are in mm

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Additional Requirements	Type	amount
Poles		
Purlins		
Socket/Base		
G Clips for Interlink		
C Clips for Dovetail		
Chain Coups		
Brackets		
Installer		
Install Date		
Install place/Address		
RTL Job Card-		
Client Sign off-		
NOTES-		

LETTER POSITIONS (X)												
T	I	R	A	U		D	O	M	A	I	N	
1372	1470	1526	1624	1750	1828	1943	2042	2153	2272	2398	2454	
T	a	u	p	o								
163	313	477	641	777								
H	a	m	i	l	t	o	n					
1732	1919	2082	2314	2406	2481	2598	2753					



Dimensions are in mm

DESIGNS ARE COPYRIGHT & REMAIN PROPERTY OF

Additional Requirements	Type	amount
Poles		
Purlins		
Socket/Base		
G Clips for Interlink		
C Clips for Dovetail		
Chain Coups		
Brackets		
Installer		
Install Date		
Install place/Address		
RTL Job Card-		
Client Sign off-		
NOTES-		

LETTER POSITIONS (X)													
T	a	u	p	o									
2556	2781	3026	3272	3476									
T	I	R	A	U		D	O	M	A	I	N		
2923	3064	3144	3286	3468	3581	3748	3890	4050	4221	4403	4484		
R	o	t	o	r	u	a							
217	476	681	857	1088	1262	1489							

6.4 Tirau Community Board Forward Program 2023

Report To: Tirau Community Board
Meeting Date: Tuesday, 25 July 2023
Author: Michael Booth
Author Title: Interim Executive Manager - Corporate
Report Date: Wednesday, 19 July 2023

Purpose

1. To provide the Tirau Community Board advice of the proposed Forward Work Program of Reports for 2023.

Recommendation

2. That Council:
 - a) Receives and notes the Tirau Community Forward Work Program 2023 (ECM # 633957).

Executive Summary

3. The forward work program for TCB meetings is set out in Attachment 1. It is proposed to include this as a standing agenda for TCB meetings, quarterly. Similar programs have been developed for the Council as well as each of Council's committees in consultation with respective Chairs.

Context

4. A forward work program is seen as a "better practice" tool to assist the Board to manage and schedule key activities and compliance requirements. The detail discussed in this report is aligned with the Council vision, community outcomes, Council policies and the Council strategy.

Discussion

5. The attached report outline management's expected reporting timelines for TCB meetings for 2023. This information is a useful tool for Councillors, staff and the community to monitor reporting to, and deliberations by, the Board, of its various statutory and operational responsibilities. As circumstances can change rapidly it is proposed to include these reports as a standing agenda item for TCB meetings quarterly. Similar programs are being developed for the Council and its committees in consultation with respective Chairs.

Reference

N/A

Attachments

TCB Forward Work Program 2023 (ECM # 633958).

**FORWARD WORK PROGRAM
TIRAU COMMUNITY BOARD
2023 YEAR**

		Meeting										
Responsibility	Consideration	Feb	Mar	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Business Support	Budget Priorities Report to Council	X										
	Budget Priority Update						X				X	
	Property Matters					X			X	X	X	
	Governance Matters								X	X	X	
Delivery	Operations Report		X		X	X	X		X	X	X	
	Long Term Plan 24-34								X	X	X	
	Workshop determine Tirau community outcomes, indicators								X			
	Three Waters Update								X		X	
	Growth Strategy								X			
	Climate Adaptation									X		
	District Plan											X

7. Presentations

7.1 Waka Kotahi Safety Improvement Projects

Presentation by Waka Kotahi NZ Transport Agency and WSP to update the community on the on SH5 Tirau to Tarukenga and SH1 Piarere to Taupo Waka Kotahi safety improvement projects.

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.