



Kawhia Community Board

AGENDA

28 March 2014

1.00pm

Members of the Kawhia Community Board

Ms A Gane
Mr CE Jeffries
Mrs DM Pilkington
Mr AJ Rutherford
Mr DM Walsh

Meeting Secretary: Mr CA Tutty (Governance Supervisor)

KAWHIA COMMUNITY BOARD

28 March 2014

Notice is hereby given that an ordinary meeting of the Kawhia Community Board will be held in the Community Meeting Room, Jervois St, Kawhia on Friday 28 March 2014 commencing at 1.00pm.

19 March 2014

DC Clibbery
CHIEF EXECUTIVE

AGENDA

Estimates Workshop to follow on from meeting

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PRESENT

IN ATTENDANCE

APOLOGIES

ITEMS TO BE CONSIDERED IN GENERAL BUSINESS

CONFIRMATION OF MINUTES – 24 JANUARY 2014

REPORTS

**Item 18 APPLICATION FOR TEMPORARY ROAD CLOSURE - ANZAC DAY
 COMMEMORATIONS**

**To: Chair and Members
 Kawhia Community Board**

From: Engineering Support Officer

Date: 28 March 2014

Relevant Community Outcomes

- The Otorohanga District is a safe place to live
 - Provide for the unique history and culture of the District
 - Foster an involved and engaged Community
-

Executive Summary

Council is required to apply for road closures within the Kawhia Community to enable the Kawhia ANZAC Day Commemorations to proceed on Friday, 25 April 2014.

Staff Recommendation

It is recommended that approval be granted for the following road closures:

Purpose: ANZAC Day Commemorations

Date: Friday, 25 April 2014

Periods of Closure: 12.45pm to 1.45pm;

Details of Closure: **POUEWE STREET**, from Kawhia Motors to Kawhia Hotel. Includes intersection with Jervois Street;

The road closure will be subject to the following conditions:

1. During the proposed period of road closures, emergency services will be allowed through in the event of an emergency.
2. Council is to pay for all advertising costs in appropriate newspapers. The public notice advertisement is to be published in the Waitomo News.
3. Council is responsible for obtaining public liability insurance (and paying the cost thereof) to a minimum value of \$2,000,000. This is required to indemnify Council against any damage to property or persons as a result of activities during the road closure period. Council requires that it is held covered under the terms of such policy

and accordingly the policy is required to be in both parties' names on the form prescribed by Council.

4. Council will prepare a traffic management plan for the closure that complies with Transit New Zealand's Code of Practice for Temporary Traffic Management.
5. Signs advising of the road closures are to be erected at the start and end of the closed portions of roads and on each intersecting road two weeks prior to the road closure. All signs are to be removed immediately after the closure.

Report Discussion

Council has public liability insurance to the value of \$5m that will adequately indemnify Council against any damage to property or persons as a result of this event during the road closure period.

Edith Dockery, on behalf of the Kawhia sub-branch of the Te Awamutu RSA, will ensure that there is adequate sign posting and policing of the roads to be closed so that no vehicles have access to the closed portion of road, which includes arranging delivery, erection and staffing of all barriers and detour signs, and the removal thereof after the closures.

Robyn Hodges
ENGINEERING SUPPORT OFFICER

**Item 19 REQUEST TO DELEGATE RESPONSIBILITY OF THE FESTIVE LIGHTS
IN KAWHIA**

**To: Chairman & Members
 Kawhia Community Board**

From: Governance Supervisor.

Date: 28 March 2014

Relevant Community Outcomes

- Ensure services and facilities meet the needs of the Community
-

Executive Summary

Request from Mr Lou Sherman for “someone else” to take over the festive lights in Jervois Street, Kawhia.

Staff Recommendation

It is recommended that:

The report be received.

Report Discussion

A request has been received from Mr Lou Sherman for someone else to take over the festive lights in Jervois Street, Kawhia. He has three options in mind being the Kawhia Beautification Society, Kawhia Community Board or Council.

Mr Sherman has advised that he is prepared to help with the erection and maintenance of the lights but he is a little tired of doing this on his own.

Mr Sherman has reported that the lights currently wrapped around the poles are LEDs which are a lot better than the first lot of lights, but more costly. He was intending to obtain funding to purchase other colours and redo the frames.

Mr Sherman intends to attend the meeting and speak to his request.

CA Tutty
GOVERNANCE SUPERVISOR

Item 20 EXTENSION OF KAWHIA CEMETERY

To: **Chairman and Members
Otorohanga Community Board**

From: **Engineering Manager**

Date: **28 March 2014**

Relevant Community Outcomes

- Ensure services and facilities meet the needs of the Community
-

Executive Summary

An extension to the Kawhia Cemetery is proposed.

Staff Recommendation

It is recommended that:

1. The burial area of the Kawhia Cemetery is extended as described in the report.
2. That until such time as the extension is completed, no further advance sales of plots are permitted.
3. The Board approves, in principle, and increase of charges for burial plots at the Kawhia cemetery that will cover the cost of developing the new extended area.

Report Discussion

A recent increase in the rate of burials at the Kawhia cemetery has significantly reduced the number of empty burial plots, and it is believed that an extension of the cemetery is now required to ensure adequate capacity for future needs.

There have been a number of previous discussions with the Board regarding what form such an extension might take.

Options that have been previously considered included:

- Making small terraces on the bank leading down to the low area to the north of the site.
This was discounted because of the relatively small number of plots likely to be created, difficulties of access, potential unsuitability of the land and a relatively high cost per plot created.
- Using the low lying area to the north of the site.
This has been previously discounted because at times the ground in this area can be wet in the winter.
- Using the area on the hill above the recycling centre
This area could make an excellent site, but enabling suitable vehicle access would be difficult, and if practical likely to be very expensive.

The most recent suggestions have been to make use of land to the west of the site, between the cemetery and the recycling centre. Unfortunately the 'paddock' between the two facilities cannot be used for burials, as it is part of the closed landfill site.

It would however be possible to use this paddock as a parking area, and doing so would allow the existing parking area (which is not part of the old landfill site) to be used for burials.

This is considered to be a relatively simple and straightforward option that should be pursued to address the immediate need to create more burial plots.

The use of the existing car park and all or part of the associated sealed access way for burials would provide an area of between 700m² and 850m² for this purpose.

A plan showing a possible layout using the smaller of these areas is below.



If plots were set out in the same manner as recently done at the Otorohanga Cemetery – back-to-back rows of approximately 1.25 metre wide plots, it is estimated that between 100 and 110 new plots might be created in this area.

There is potential for this number to be increased if the area between the proposed new car park and Lake Road was also used for burials. This is shown in the attached plan.

Essential work required to create the new areas would include removing the existing sealed surfaces, top soiling and grassing, fencing the new cemetery area, installing gates, and preparation (metalling at least, or preferably sealing) of the new car park area.

A detailed cost estimate for these works is currently being obtained, but a minimum cost of \$20,000 is suggested.

In addition to this there will be some survey and administrative work to have the area of the former landfill site reclassified as cemetery reserve.

It is therefore suggested that in total the cost of the project is unlikely to be less than \$30,000.

This is a significant amount and it is suggested that it would be appropriate for cemetery fees to be increased to reflect this.

It should be noted currently ODC's cemetery fees are substantially lower than other neighbouring Councils, and they perhaps do not reflect the full cost of the service (including the development of the cemetery).

For example the charge for a normal adult burial plot at the Kawhia cemetery is \$750 inclusive of GST, which is approximately half of that charged by Waipa and Waitomo District Councils.

It is therefore suggested that the fee for a standard adult burial plot at the Kawhia Cemetery is increased from \$750 GST inclusive to \$1050 GST inclusive to reflect the additional cost of approximately \$300 per plot associated with the creation of these 100 additional plots.

Final approval for any such changes will however have to come through the general fees and charges review process conducted by Council.

Dave Clibbery
ENGINEERING MANAGER

Attachment

- Map of possible cemetery extension – Larger area



Item 21 PROPOSED AOTEA PLAYGROUND

**To: Chair & Members
 Kawhia Community Board**

From: Governance Supervisor

Date: 28 March 2014

Relevant Community Outcomes

- Ensure services and facilities meet the needs of the Community
 - Foster an involved and engaged Community
-

Executive Summary

The Aotea Community has approached Council to construct a children's playground on the reserve at the end of Morrison Road, Aotea.

Staff Recommendation

It is recommended that:

The Kawhia Community Board grant approval in principle, for the construction of a Playground on the reserve at the end of Morrison Road, Aotea and that consideration be given to including a grant towards the project in the 2014/15 estimates.

Report Discussion

An approach has been made by members of the Aotea community seeking permission to construct a children's playground on the reserve at the end of Morrison Road. It is expected that the playground would occupy an area of approximately 200m².

There will be a need to use equipment that meets the NZ Safety standards, and for the placement of safety matting under the playground equipment.

It is being proposed that the playground will be established in a series of stages:

- Stage 1 will consist of erecting Playground Centre TR315 Preston or Playground Creation's Whangamata Island Reserve or similar, and a two bay swing, with appropriate matting.

Funding required for Stage 1 is estimated at approximately \$60,000. The Aotea (Inc.) Society is going to undertake fundraising, but requests that Council gives consideration to making some capital investment in the project.

- Stage 2 will be building a LPG BBQ that will be available for village use, next to the existing table.

Costings for Stage 2 have not been calculated at this stage.

Furthermore Council is being asked to give consideration to paying any applicable consent fees for the project, and to maintain the playground once it is erected. The Building Consent Fee is understood to be \$360.

It has been suggested that it could be worthwhile for the Aotea Society to give consideration to purchasing second-hand equipment.

C A Tutty
GOVERNANCE SUPERVISOR

Attachment

- Letter from Aotea (Inc.) Society to Otorohanga District Council

To: Otorohanga District Council

From: Aotea (Inc) Society

Re: Playground proposal

Date: 20 March 2014.

Kia ora!

The Community of Aotea would like to petition the Otorohanga District Council to construct a children's playground on the reserve at the end of Morrison Road.

The preferred area to erect the playground equipment is approximately 200 square metres, as depicted in Photo 4 (as seen from the road) and Photo 3 (facing the road).

Initial contact has been made with ODC via Dianne Tautari. She has advised of the need to use playground equipment suppliers that meet NZ safety standards, and for the placement of safety matting under the playground equipment. Suppliers have been contacted and costings have been established, resulting in the following proposal:

1. The proposed playground will be established in a series of stages:

- Stage 1 will consist of erecting Playground Centre's TR315 Preston or Playground Creation's Whangamata Island Reserve or similar, and a two bay swing, with appropriate matting.
Funding required for Stage 1 is estimated at approximately \$60 000.00
Aotea (Inc) Society consider the completion of Stage 1 of this project by Christmas 2014 as being possible.
- Stage 2 will be building a LPG BBQ that will be available for village use, next to the existing table depicted in Photo 2.
Costings for Stage 2 have not been calculated at this stage.

What we would like the Kawhia Community Board to table at their meeting in March 28th 2014 is the following:

1. Agreement to draft a letter from the Kawhia Community Board and Otorohanga District Council to support the proposal in principle.

This communication will be used to support funding applications for Stage 1 of the project.

We need to show funders that the Aotea Incorporated Society is a long-term sustainable group, which will continue to develop Aotea for the benefit of all – if this can be supported in writing then it will add great weight to funding applications.

We request the following to be considered in the letter:

- Recognise the value of the Aotea Incorporated Society
- Confirm that the Aotea Incorporated Society is high functioning and well supported by the community. Specific reference could be made to the Walkway, 50th Jubilee Celebrations, defibrillator purchase and Sea Wall construction as examples of this.
- Highlight Aotea's relative geographic isolation

2. Approval from the Kawhia Community Board and Otorohanga District Council for the proposed site and footprint of Stage 1 of the project

3. Recommend funding support from the Otorohanga District Council, for capital investment of Stage 1 of the project, to be included in the 2014 / 2015 budget planning round.

Noting that Aotea (Inc) Society is going to undertake fundraising but ask Otorohanga District Council to consider capital investment support.

4. Recommend ongoing maintenance of the grounds and playground (once erected) to be included in the 2014/2015 budget planning round.

5. Agreement by Otorohanga District Council to supply the necessary consents and permits for this project, in so far as any works meet council criteria.

We thank you in advance for consideration of our requests and look forward to discussions with you at the Kawhia Community Meeting.

Kind Regards,

pp Aotea Inc

Item 22 **KAWHIA HOUSING FOR THE ELDERLY – REVIEW OF RENTALS**

To: **Chairman & Members**
Kawhia Community Board

From: **Governance Supervisor**

Date: **28 March 2014**

Relevant Community Outcomes

- Ensure services and facilities meet the needs of the Community
 - Foster an involved and engaged Community
-

Executive Summary

A review of Housing for the Elderly rentals in Rosamond Terrace, Kawhia is proposed.

Staff Recommendation

It is recommended that:

The rental charge for units at Rosamond Terrace, Kawhia remain at the current rate of –

- Single person - \$85.00 per week
- Double (couple) - \$108.00 per week.

Report Discussion

Rentals for units at Rosamond Terrace, Kawhia were reviewed in March 2013 at which time it was resolved that the rental charged for the units remain at –

- Single person - \$85.00 per week
- Double (Couple) - \$108.00 per week

which were effective from **1 July 2012**.

As members will be aware it is necessary to give tenants not less than 60 days' notice of any proposed increase in rental and ideally to take into account pension dates. Council is free to set whatever rental it feels appropriate and should any tenant experience hardship because of this, assistance is available through the Work and Income New Zealand Accommodation Supplement.

The **NET** weekly New Zealand Super Income rates which came into effect from 1 April 2013 are:

Single

- Living alone \$357.42
- Sharing \$329.93

Double

- One qualifies \$274.94
- One partner qualifies & other partner included \$522.62
- Both qualify \$274.94

The new rates to be effective from 1 April 2014 have not yet been announced.

Maintenance

At this point it is indicated that the cost of maintenance for the 2013/14 year will be approximately \$3,000 plus activity operation of \$1,000. This is \$1500 below the budget of \$5,500.

Capital Works in 2013/14

The estimate of \$3,000 for replacement of Cabinets will be expended this current year.

Income for 2013/14

The estimated income for the 2013/14 year is expected to be \$27,716, thus just under the budget of \$28,000.

Maintenance for 2014/15

It is estimated that the costs for the 2014/15 year will be as follows –

- Activity operation (lawn mowing) - \$2,200
- Sundry maintenance - \$4,500

Capital Works for 2014/15

Refurbishment of units - \$3,000

I have contacted a local Land Agent regarding private rentals and was advised that the rental charge for a one –bedroom unit in Kawhia is between \$90 and \$100 per week. These charges have not changed since last year.

Advice from the Waipa District Council is that their charge for rental of a one-bedroom unit in Te Awamutu is \$146.25 per week.

The projected deficit in the account for the 2013/14 year is approximately \$12,500. This is a decrease of approximately \$3,300 from the previous year. The account is projected to be back in surplus by the end of the 2017/18 year.

C A Tutty
GOVERNANCE SUPERVISOR

Item 23 **KAWHIA FORESHORE – POHUTUKAWA TREE**

To: **Chairman and Members**
Kawhia Community Board

From: **Chief Executive**

Date: **28 March 2014**

Relevant Community Outcomes

- Ensure services and facilities meet the needs of the Community
 - Provide for the unique history and culture of the District
 - Manage the natural and physical environment in a sustainable manner
 - Protect the special character of our harbours and their catchments
-

Executive Summary

Chairman has requested the Board consider the following items –

1. Retaining wall path and fence
2. Rock around Pohutukawa Tree

Staff Recommendation

It is recommended that:

The report be received.

Report Discussion

The following attachment outlines the matters raised for this report.

DC Clibbery
CHIEF EXECUTIVE

Attachment

- File Note from Community Facilities Officer

Inquiries to: Dianna Hooker
File Reference: Kawhia Foreshore



PO Box 11 • 17 Maniapoto Street • Otorohanga
Phone: 07 873 4000 • Fax: 07 873 4300

File Note . . .

Date: 28 February 2013
File No: Kawhia Foreshore
Subject: Retaining wall, Rock placement around Historic Tree

Items looked at in Kawhia on Friday 31st January 2014 as requested by email from Dave Clibbery on 28th January 2014:

1. Retaining wall, path and fence by the historic pohutukawa:
 - we found the remaining retaining wall appeared to be in a reasonable condition after many years in place. The bank where the wall is now missing is covered with creepers and cover and doesn't appear to be eroding and the slope is stable. The fence on the top of the bank is old but doesn't appear to be deteriorating to the point of needing replacing. This bank borders the existing road (Kaora Street) and if any work was to be carried out as suggested then the matter must be referred to the roading department as the top of the bank is well within the road reserve. Our advice is to leave well enough alone or have the roading engineers check it out although we believe that a new retaining wall would be needed if anything went ahead as there is not enough space on the top of the bank to cut the slope back.

2. Four wheeled bikes accessing beach through the rocks placed around the historic tree to protect it's roots:
 - Due to the sensitivity of the area the people responsible for the initial placement of the rocks would need to move them closer together and additional rocks placed in the gaps.

Item 24 **DRAFT MANAGEMENT ACCOUNTS FOR THE PERIOD ENDING 31 DECEMBER 2013**

To: **Chair and Members
Kawhia Community Board**

From: **District Accountant**

Date: **28 March 2014**

Relevant Community Outcomes

- Ensure services and facilities meet the needs of the Community
-

Executive Summary

The Draft Management Accounts for the period ending 31 December 2013 are attached under separate cover.

Staff Recommendation

It is recommended that:

The Draft Management Accounts for the period ending 31 December 2013 be received.

Brendan O'Callaghan
DISTRICT ACCOUNTANT

Item 25 **KCB MATTERS REFERRED FROM 24 JANUARY 2014**

To: **Chairperson and Members
Kawhia Community Board**

From: **Governance Supervisor**

Date: **28 March 2014**

Executive Summary

1. ENGINEERING MANAGER

13 December 2013

- i. To arrange for staff to look at the poor state of approximately 10 graves in the Kawhia Cemetery, in conjunction with Mr Rutherford.
- ii. To follow up on the matter of the street lights in the Main Street going out particularly during windy weather.

24 January 2014

- i. To discuss with Mr Ross Dockery the matter of the removal of the Bowser at the Kawhia Wharf and whether this included the in-ground tank.
- ii. To liaise with the Engineering Support Officer regarding the placement of Refuse Bins at Karewa and Tom French Grove.

2. ENVIRONMENTAL SERVICES MANAGER

13 December 2013

- i. To arrange for Council's Environmental Health Officer to follow up on the matter of a very strong septic type smell coming from an area off Jervios Street, Kawhia.

3. FINANCE AND ADMINISTRATION MANAGER

24 January 2014

- i. To look into the status of the various tenancies in respect of the Kawhia Community meeting room.

CA Tutty
GOVERNANCE SUPERVISOR

GENERAL