

Waharoa (Matamata) Aerodrome Committee

Open Agenda

Notice is hereby given that an ordinary meeting of Waharoa (Matamata) Aerodrome Committee will be held on:

Date: Friday 2 December 2016
Time: 10.00am
Venue: Boardroom, Area Office
Tainui Street,
Matamata

Membership

Mayor

Jan Barnes, JP

Cr James Thomas, JP

Cr Kevin Tappin

Mr Mokoro Gillett

Mrs Rangi Kaukau

Mr Mike Diamond

Phone: 07-884-0060
Address: PO Box 266, Te Aroha 3342
Email: chubbard@mpdc.govt.nz
Website: www.mpdc.govt.nz

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1 Meeting Opening

2 Karakia

3 Present

4 Apologies

At the close of the agenda no apologies had been received.

5 Notification of Urgent Business

Pursuant to clause 3.7.5 and 3.7.6 of the Standing Orders NZS 9202:2003 and Section 6A (7) of the Local Government Official Information and Meetings Act 1987, the Chairman to enquire from members whether there are any additional items for consideration which qualify as extraordinary or urgent additional business.

6 Confirmation of minutes

Minutes, as circulated, of the Ordinary Meeting of Waharoa (Matamata) Aerodrome Committee, held on 22 July 2016

Appointed Committees and Representatives

Trim No.: 1830694

Item 7.1

Executive Summary

This report details the Committees and the representatives appointed following the recent local government elections. A list of the new and returning Councillors is provided for Committee members information. Councillor Kevin Tappin is Councils elected representative on the Waharoa (Matamata) Aerodrome Committee meeting along with the Mayor Jan Barnes and Deputy Mayor James Thomas.

Recommendation

That:

1. **The information be received.**

Content

The Matamata-Piako District Council is made up of twelve elected members from three wards – Matamata, Morrinsville and Te Aroha. There are four Councillors from Matamata, four from Morrinsville and three from Te Aroha, and a Mayor. Following the election on 8 October 2016 the following Mayor and Councillors have been elected:

- Jan Barnes – Mayor
- James Thomas - Morrinsville Ward (Deputy Mayor)
- Brian Hunter QSM - Matamata Ward
- James Sainsbury - Matamata Ward (newly elected)
- Kevin Tappin - Matamata Ward (newly elected)
- Adrienne Wilcock - Matamata Ward (newly elected)
- Donna Arnold – Morrinsville Ward (newly elected)
- Paul Cronin – Morrinsville Ward (newly elected)
- Neil Goodger – Morrinsville Ward
- Teena Cornes - Te Aroha Ward
- Peter Jager – Te Aroha Ward
- Ash Tanner – Te Aroha Ward

Committees

The following Council Committees have been established:

Corporate and Operations Committee is comprised of all the Elected Members of Council, one of whom holds the position of Chairperson. The Council has delegated all of its powers to this Committee, except those that are non-delegable under the Local Government Act 2002. Councillor Ash Tanner has been appointed as Chair of this Committee.

Te Manawhenua Forum Mo Matamata-Piako is comprised of a number of Iwi representatives and its purpose is to facilitate tangata whenua contribution to Council's decision making. Te Ao Marama Maaka has been appointed as Chair of this Committee. Mayor Jan Barnes, Deputy Mayor James Thomas, and appointed Te Manawhenua members have been confirmed as members.

District Licensing Committee is required to consider and determine applications under the Sale and Supply of Alcohol Act 2012. Councillor Teena Cornes has been appointed as Chair with

Councillor Neil Goodger as Deputy Chair. The appointed list members are Dennis Taylor, Ross Murphy, and Councillor Neil Goodger.

Audit & Risk Committee was recommended by the Office of the Auditor General and our auditors, Audit New Zealand. The purpose of the Audit and Risk Committee is to ensure Council has appropriate risk management and internal and financial control systems. Sir Dryden Spring has been appointed as Chair. Mayor Jan Barnes, Deputy Mayor James Thomas, Councillors Ash Tanner, Brian Hunter, James Sainsbury, Neil Goodger are appointed as Committee members.

Hearing Commission has delegated authority to hear resource consent applications under the Resource Management Act 1991, objections under the Dog Control Act 1996 and to hear applications for fencing of swimming pools exemptions. Councillor Teena Cornes has been appointed to this commission. Councillors Adrienne Wilcock, James Sainsbury, Donna Arnold, Kevin Tappin have been appointed to this commission (subject to successful completion of the accreditation programme, Making Good Decisions)

Waharoa (Matamata) Aerodrome Committee comprises of the Mayor, Deputy Mayor and one Council appointed member and three members appointed by the Ngati Haua Trust Board trustees. Mayor Jan Barnes and Mokoro Gillett are appointed as Co-Chairs. Deputy Mayor James Thomas, Councillor Kevin Tappin, Mike Diamond and Rangji Kaukau are appointed members.

Chief Executive Officer Performance Committee is set up to undertake a formal review of the Chief Executive Officer's performance. Mayor Jan Barnes, Deputy Mayor James Thomas, Councillors Brian Hunter, Ash Tanner, and Teena Cornes are appointed as members of this Committee.

External Committees and Community Organisations

Council is required to appoint a representative on a number of statutory bodies as follows:

Waikato Civil Defence Emergency Management Group Joint Committee a statutory committee formed under Civil Defence legislation. Administration support is provided by the Waikato Regional Council. The group has the role of approving policy/strategy in respect of Civil Defence planning at a regional level. Mayor Jan Barnes and Councillor Brian Hunter (alternate) are appointed to this Committee.

Thames Valley Civil Defence Emergency Management Group a statutory committee formed under Civil Defence legislation. The group has the role of undertaking Civil Defence planning at a sub-regional level. Mayor Jan Barnes and Councillor Brian Hunter are Councils representatives on this Committee.

Waikato Regional Council Regional Land Transport Committee is set up under transport legislation to debate regional transport policy and priorities for capital development. Local authorities each have a representative along with various sector groups (e.g. Health, Police, and Iwi). Mayor Jan Barnes and Deputy Mayor James Thomas (alternate member) are appointed to this Committee.

Regional Triennial Agreement Forum is a forum/agreement required under the Local Government Act 2002 to encourage joint initiatives/awareness between councils with the Regional Council boundaries. Mayor Jan Barnes and Deputy Mayor James Thomas (alternate member) are appointed to this Committee.

Hauraki Gulf Forum The Hauraki Gulf Marine Park Act binds those councils who have water shed into the wider gulf area to address policy/strategy in protection of the environment. The Act provides for Council to have a representative on the Forum. Councillor Paul Cronin has been appointed to this Committee.

Waihou-Piako Catchment Sub-committee There are eight management zones in the Waikato Region and these provide the basis under which River and Catchment Services programmes are undertaken by the Waikato Regional Council. There are catchment liaison subcommittees in place for all zones. Appointments to the subcommittees are made on a three year cycle by the Waikato Regional Council, based on the council's triennial process. The representatives serve in an advisory capacity to council in relation to river and catchment programmes within the particular zone. Councillor Donna Arnold has been appointed to this Committee.

Waikato Plan Joint Committee was established to govern, lead and resource the development and recommendation to adopt the Waikato Plan to Councils within the Waikato Region. The primary objective of the Plan itself is "to contribute to the Waikato's social, economic, environmental and cultural well-being through a comprehensive and effective long-term (30 year) strategy for Waikato's growth and development". Mayor Jan Barnes and Cr Adrienne Wilcock (alternate member) are appointed to this Committee.

Local Government New Zealand: Zone 2 representatives of local government organisations from throughout the central North Island meet on a regular basis to discuss sector issues. Zone 2 incorporates 19 district, city and regional councils in the area stretching coast-to-coast from Waikato in the north to Taupo and Gisborne in the south. Mayor Jan Barnes and Deputy Mayor James Thomas (alternate member) are our Councils' representatives. All Councillors are invited as attendees.

Hauraki Rail Trail Charitable Trust has been set up by the three participating Councils to oversee the Rail Trail. The Hauraki Rail Trail Charitable trust consists of a maximum of six trustees, one appointed by each of the Matamata-Piako, Thames Coromandel and Hauraki District Councils and three by local iwi. Shaun O'Neill has been appointed as Council's Trustee.

Attachments

- A. Notification of New Waharoa (Matamata) Aerodrome Committee Member 15.11.16

Signatories

Author(s)	Niall Baker Acting Senior Policy Planner	
Approved by	Sandra Harris Acting Strategic Policy Manager	
	Don McLeod Chief Executive Officer	

Waharoa (Matamata) Aerodrome Committee
2 December 2016

Our Ref: NR - 69831 13/8184
Your Ref:
Enquiries to: Sandra Harris

15 November 2016

Ngati Haua Iwi Trust
PO Box 270
Morrinsville 3340

Dear Trustees and Committee Members

Notification of New Waharoa (Matamata) Aerodrome Committee Member

As you are probably aware we have had our local government elections, Councillor Bob McGrail who was a member of the Waharoa (Matamata) Aerodrome Committee has retired. On Wednesday 9 November Councillor Kevin Tappin was appointed as a new Committee member. The Mayor and Deputy Mayor are automatically members of this Committee under legislation and these members remain unchanged, Jan Barnes, Mayor and James Thomas, Deputy Mayor.

As required by Section 90 of the Ngati Haua Claims Settlement Act 2014 please treat this as written notice of Councillor Kevin Tappin's appointment which takes effect as of today, 15 November 2016. His contact details are as below:

Kevin Rex Tappin
4 Farmers Road, Matamata 3400
07 888 6806
tapntyme@icloud.com

If you have any questions please don't hesitate to contact me on 07 884 0060 or sharris@mpdc.govt.nz.

Regards

Sandra Harris
Acting Strategic Policy Manager

Meeting Dates And Venues for 2017

Trim No.: 1830304

Item 7.2

Executive Summary

This report is to determine and agree upon meeting dates and venues for 2017.

Recommendation

That:

1. **The information be received.**
2. **A recommendation on meeting dates, times and locations for 2017 be provided to the Appointers for confirmation.**

Content

Background

The Ngati Haua Claims Settlement Act 2014 section 91 states that “The appointers may agree how frequently the committee meets.” The Appointers are the Council and the trustees of the Ngati Haua Iwi Trust.

Depending on how frequently the committee would like to meet and the nature of the Committee’s work programme, staff have identified some potential meeting dates below for discussion.

It should be noted that if at any time more or less meetings are required, these can be vacated or notified as required, provided that the appropriate amount of notice is given under the Local Government Official Information and Meetings Act 1987.

Further considerations are:

- the Council’s last meeting of the year is held in the second week of December, with the first meeting of the new year not until the second week of February, during this time many elected members and some Council staff are not available.

Potential meeting dates

Thursday 16 March

Thursday 20 July

Thursday 16 November

Potential venues

There was some discussion about holding a Committee Meeting at the Raungaiti Marae in 2016 once construction work has been completed. If this completion date is known the Committee could schedule one or more of the above meetings to happen at the Raungaiti Marae, otherwise the Te Aroha Office boardroom, or if club rooms are available the Aerodrome could be can utilised if desired.

Timing of meetings

It is recommended that the time of 10-12pm (approximately) followed by lunch be retained as the usual meeting time for the committee.

Analysis

Legal and statutory requirements

The Ngāti Hauā Claims Settlement Act 2014 section 91 states that “The appointers may agree how frequently the committee meets.”

Impact on Significance and Engagement Policy

This matter is not considered significant.

Attachments

There are no attachments for this report.

Signatories

Author(s)	Caroline Hubbard Committee Secretary	
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Approved by	Don McLeod Chief Executive Officer	
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2017 Work Programme

Trim No.: 1831155

Item 7.3

Executive Summary

This report details the proposed work programme for the Waharoa (Matamata) Aerodrome Committee for 2017. Members are encouraged to advise of additional agenda items/topics that they wish to discuss at future meetings.

Recommendation

That:

1. The information be received.
2. Any additional agenda items/topics are advised for discussion at future meetings.

Content

Background

This report details the proposed work programme for the Waharoa (Matamata) Aerodrome Committee for 2017. This list is not complete, as issues and opportunities arise throughout the year these will be added to the agenda. Members are encouraged to advise of additional agenda items/topics that they wish to discuss at future meetings.

Meeting 1 (Thursday 16 March)

- Waharoa (Matamata) Aerodrome Reserve Management Plan
- Marae entranceway and parking
- Aerodrome Outline Plan
- Draft Annual Plan and associated documents (including fees and charges, draft aerodrome financial plan for 2017/18)
- Bylaws consultation
- Waste Minimisation Plan
- Asset Strategy and Policy update

Meeting 2 (Thursday 20 July)

- Waharoa (Matamata) Aerodrome Reserve Management Plan
- Marae entranceway and parking
- Health and Safety plan/report
- Approved aerodrome financial plan for 2017/18
- Long Term Plan update
- Asset Strategy and Policy update

Item 7.3

Meeting 3 (Thursday 16 November)

- Waharoa (Matamata) Aerodrome Reserve Management Plan
- Marae entranceway and parking
- 2018 Work Programme
- Future committee meeting dates
- Long Term Plan update
- Asset Strategy and Policy update

Attachments

There are no attachments for this report.

Signatories

Author(s)	Sandra Harris Acting Strategic Policy Manager	
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Approved by	Don McLeod Chief Executive Officer	
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2017/18 Annual Plan and Associated Documents

Trim No.: 1831586

Item 7.4

Executive Summary

Each year Council review various plans, policies and bylaws to ensure they are up to date and are meeting community needs. A number of these plans, policies and bylaws are being reviewed now and over the next few months and we will be inviting public feedback on a number of these in March/April 2017.

This report seeks to update the Committee on these various plans, policies and bylaws to encourage feedback and ensure the community are aware of their opportunity to provide feedback.

Recommendation

That:

1. The information be received.

Content

Background

Annual Plan

We produce an Annual Plan in the two years that we don't produce a Long Term Plan. The Annual Plan highlights any changes or variances from the Long Term Plan for the coming year. The Annual Plan 2017/18 relates to Year 3 of the Long Term Plan 2015-25, and must be adopted by 30 June 2017.

Council has always previously consulted the public on its Annual Plan as it had been a requirement of the Local Government Act 2002 to do so. In 2014 this requirement changed, it now says that if your Annual Plan does not include any significant or material differences from your Long Term Plan then you do not need to consult with the public as you have already consulted through your Long Term Plan or previous Annual Plan.

Council are currently developing their draft Annual Plan including the 2017/18 budgets and will determine whether to consult the public in December 2016.

Fees and Charges

Each year Council produces a 'Fees and Charges' document which outlines all fees and charges that Council charge, from swimming pool entry fees to building consent fees. Some of these fees must be publically consulted on but not all of them. Council generally consult the public on all of these fees and charges to provide transparency and to enable our communities to provide feedback.

Bylaws

All our bylaws must be reviewed every 5 or 10 years, a number of our bylaws are coming up for review shortly and we are proposing to publically consult on these as required by legislation. These bylaws are:

- Land Transport Bylaw
- Stormwater Bylaw
- Water Supply Bylaw

- Wastewater Bylaw
- Solid Waste Bylaw

Timeframes

A proposed timeline with key dates is outlined below for the Committees information.

1	Council Workshop	Draft Budgets/Fees and Charges	16 November 2016
2	COC meeting	Annual Plan 2017/18 and Associated Documents Key Dates	23 November 2016
3	Council Workshop	Bylaws and Draft Budgets/Fees and Charges	30 November 2016
4	Council meeting	Draft Annual Plan Budgets and Fees and Charges – confirm consultation requirements	December 2016
5	Council Workshop	Council workshop on Consultation Document and Communications Plan (if required)	1 February 2017
6	Council meeting	Draft Annual Plan and associated documents to Council for approval to consult. Draft Consultation Document and Communications Plan to Council for information (if required)	8 February 2017
7	COC meeting	Consultation Document (CD) and Communications Plan to COC for approval to consult (if required)	22 February 2017
8	Consultation	Bylaws, Fees and Charges and Draft Annual Plan (if required)	22 March – 26 April 2017
9	Hearing	Hearing – Bylaws, Fees and Charges and Draft Annual Plan (if required)	17 May 2017
1	Extraordinary Council	Adoption of Bylaws, Annual Plan, Fees and Charges and striking the rates.	21 June 2017

Attachments

There are no attachments for this report.

Signatories

Author(s)	Sandra Harris Acting Strategic Policy Manager	
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Approved by	Don McLeod Chief Executive Officer	
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Marae Entrance, Parking Arrangements & Underpass

Trim No.: 1833388

Item 8.1

Executive Summary

Safety issues at the Raungaiti Marae entranceway have been highlighted as an issue for the Committee's consideration. It has also been identified that there is not enough parking available for the Marae at times.

A preliminary study on the options of upgrading the entranceway and parking was completed and presented to the Committee on 28 May 2015, with further discussion at its August and November meetings.

At the August meeting committee members requested the staff further investigate option 1 - Parking on the north side of the proposed access road and as an alternative, parking on the state highway as proposed by the Soaring Centre was also discussed at the meeting that the option of shifting the power pole next to the entrance way should be investigated and prioritising the development of the entrance over developing further parking on the site.

At the November 2015 meeting the Committee requested staff mark out the proposed location of the entrances way for Committee members to view in February 2016. The marking of the entrance way and a site visit for Committee members was completed in February 2016.

At the meeting on 1 April 2016 this matter was discussed again, also in April the Ngati Haua Iwi Trust made a submission to the Council's Annual Plan process requesting funding for the upgrade of the entranceway and parking, however at a hearing on 18 May 2016 Council decided to not put any funding towards this project at this time. Council staff have suggested other funding options to Ngati Haua Iwi Trust to consider making applications to. At the meeting in April Gary Thomson, Te Kaiwhakarite from Community Waikato also attended to assist with questions and discuss resources and support available in regards to funding opportunities.

Recommendation

That:

1. The information be received.

Content

Background

State Highway 27 adjoins the Raungaiti Marae entranceway. The latest measured traffic volume is 9157 Average Daily Total (ADT) with a 20% of the volume being heavy vehicles. The speed limit in the vicinity of the Marae vehicle crossing is 100 km/h.

The road marking on the pavement in the surrounding area is marked for two single lanes, one in each direction, There is a marked right-turn bay for northbound traffic to enter the Marae and widening of 2.8m on the east side to allow left- turning traffic to turn into the Marae and be clear of south-bound traffic.

The access to the Marae building and other buildings is a narrow unsealed vehicle crossing off SH 27 on the southern boundary the Waharoa (Matamata) Aerodrome. This crossing is not wide enough for use by more than one vehicle at the same time.

The existing vehicle crossing is narrow and does not comply with current Matamata-Piako District Council and NZ Transport Agency standards. The current entranceway is not suitable to allow for safe traffic to enter the busy State Highway. There is also limited parking available on the site.

If the vehicle crossing is to be made safer, it has been recommended that the crossing be widened to allow for a separate entry and exit. The entranceway is also required to be sealed. Minor changes will also need to be made to the marking on SH 27. This involves the relocation of the right turn bay by some 4m to the north and deleting part of the painted median north of the crossing.

Separating the entrance and exit will allow right turning traffic to enter the property while a car is waiting to exit, a traffic movement which cannot occur with the present vehicle crossing.

A number of parking options were presented to the committee in May and August for their consideration and further discussed at the November meeting:

- Parking on the north side of the proposed access road

This area has a road length of 95m but about 74m are clear of any buildings. This can be set up for 45 degree parking (the usual angle) and 74 m can produce 20 carparks. This does require land from the Aerodrome Reserve to be utilised for the parking and access way.

- Parking on the north side of the existing road

This can be up to 74m in length and would accommodate 20 carparks. This length of parking involves fence relocation and tree stump removal this would also require land to be utilised from the Aerodrome Reserve.

- Parking on the south side of the existing road

There is a grass berm of about 7.4m wide between the Marae main building and the end of the fence that runs past the church. This berm would be reduced to 5.4m if the existing road was widened. This berm is some 55m length which can be set up for 45 degree parking and can cater for 15 carparks.

- Parking on the west side of State Highway 27

This would be the cheapest option but only provide 8 carparks. This requires the existing road berm to be used for parking and the underpass used to cross the State Highway.

- Parking by the church fence

Mentioned above is an internal road that is parallel to the highway. The distance between the boundary fence and the fence by the church is 13.3m of which there is about 6m of grass between the road and the church fence. This area is some 55m long which can be set up for 15 angle carparks. One negative with this option would be the manoeuvring and would need to be considered further.

- Soaring Centre alternative – parking along the state highway

At its meeting on 28 May, the Committee indicated that option one was the preferred option with consideration of moving two power poles which obstruct view for safety of vehicles exiting.

Following this staff undertook further consultation with Aerodrome users on the viability of this option as recommended in the previous report. The Soaring centre has advised that the proposed layout would block the glider exit and manoeuvring area at the rear of the closest large hangar. In order for this layout to be successful the area available for parking would need to be shortened to stop at the edge of the smaller square hangar, reducing the number of car parks that would be available with this design.

The Soaring Centre suggested an alternative option of parking along the front boundary of the aerodrome, staff advised that this option was unlikely to be acceptable to NZTA, this was confirmed at the November Committee meeting.

Issues

At the August meeting committee members requested the staff further investigate option 1 - Parking on the north side of the proposed access road and as an alternative, parking on the state highway as proposed by the Soaring Centre was also discussed at the meeting that the option of shifting the power pole next to the entrance way should be investigated and prioritising the development of the entrance over developing further parking on the site.

At the November 2015 meeting the Committee requested staff mark out the proposed location of the entrances way for Committee members to view in February 2016. The marking of the entrance way and a site visit for Committee members was completed in February 2016.

This report seeks to update the committee on the above matters.

Preferred option – Parking on the north side of the marae entrance

Staff have prepared a further plan and estimate based on the preferred option identified at the August Committee meeting. Maps and cost estimates were provided in November 2015 for consideration, this report should be referred to by the Committee.

The proposal shows the reduced parking area to allow continued manoeuvring of aircraft in the adjacent hangars and the fencing is set back approximately 2 metres from the nearest hangar to ensure that this area can still be accessed for maintenance.

In order to reduce costs the proposal does not include a splitter island or any road markings directing vehicles (other than the vehicle entrance) or parking layout. This would mean that the parking area will be 'open' and parking configurations managed by the marae as they do now with their current parking spaces.

Shifting the power pole

As requested at the August meeting, Staff contacted PowerCo and Northpower regarding the options and costs for shifting the power pole to improve the sight lines for vehicles turning right out of the Marae entranceway.

Photos of the entranceway, position of a vehicle and views from a vehicle are also below. Staff have looked at the site and consider that, while not ideal, it is still possible for a vehicle to gain adequate sight lines of the highway with the pole in the current position.

PowerCo have provided the following advice on the pole and its current location:

- The line has been its current location for some time, but the road layout looks to have evolved in the years since the works were installed, and the fence on the marae has also altered.
- While it would be possible to move the pole southwards towards Waharoa, there would be quite a bit of work involved as the pole carries a transformer and streetlight, as well as customer service connections (which would have to be lengthened to reach a new location).
- As per the Electricity Act, the cost of moving would be on the requestor, with Powerco meeting the material costs only. As the pole also carries the streetlight, this will impact on how well this entranceway is illuminated at night, so solving one problem could create another. Putting in a separate streetlight pole would most likely recreate the sightline issue.

Cost estimates for shifting the pole are set out under the financial section of this report. This information was discussed at the November meeting. At the November 2015 meeting the Committee requested staff mark out the proposed location of the entrances way for Committee members to view in February 2016.

The marking of the entrance way and a site visit for Committee members was completed in February 2016. At the on-site meeting it was indicated that shifting the power pole was no longer

Item 8.1

considered a priority – committee members are invited to confirm this formally at the April committee meeting.

View of vehicle leaving entrance way and pole – facing north



View from vehicle leaving entrance way facing north



View of entranceway and power pole – facing south



Underpass

It is understood that the main barriers for use of the underpass are lighting and water that pools in the underpass. Vandalism has caused most of these issues.

Council's records show that the underpass was built in approximately 1997, with the contract being managed by Council. It is Council's understanding that once built the underpass would become an NZTA asset and the marae would be responsible for the maintenance and operating costs of the underpass (i.e. power).

Staff are still seeking comment from NZTA on the underpass and the arrangements for its operation.

Analysis

Options considered

The Committee could continue with the amended preferred option or consider an alternative option.

Analysis of preferred option

There are no preferred options.

Legal and statutory requirements

If some of the land from the Aerodrome is to be used for a new access way or car parking, a legal agreement would need to be developed to formalise this matter.

Impact on policy and bylaws

There is no impact on policies or bylaws

Consistency with the Long Term Plan / Annual Plan

This project has not been identified in Council's Long Term Plan or Annual Plan 2016/17

Impact on Significance and Engagement Policy

The Aerodrome is identified as a significant asset and therefore any formal or legal agreements around the land would have to be carefully considered and may require further consultation.

Communication, consultation and decision making processes

Initial informal consultation has been completed with the NZ Transport Agency around the entranceway and State Highway requirements but any final design to the entranceway and State Highway would need to be formally approved by the NZ Transport Agency.

The committee may wish to undertake further consultation with stakeholders from both the Aerodrome users group and the marae prior to settling on a final option.

Consent issues

A Resource Consent is required for parking and changing the vehicle entrance way. Advice from the Council Planners is as follows:

The activity of providing parking for a marae within the subject property triggers resource consent under the following rules:

- 2.2.6.3 – Marae, wharenui and housing developments where there is no Iwi Housing and Marae Development Plan or where the development is not in accordance with an approved Plan = Discretionary activity
- 2.2.7.2 – Activities (excluding buildings) on public reserves not provided by a Management Plan approved under the Reserves Act 1977, or by a Conservation Management Strategy under the Conservation Act 1987, or where there is no Management Plan = Discretionary activity.

The proposed vehicle entrance is unable to comply with the minimum separation distances required between other crossings and intersections. Therefore the following rule is applicable:

- 9.1.2(ii)1.4 - An existing vehicle crossing that changes in character, scale, or intensity of use or a new vehicle crossing:
 - Meeting the performance standards in 9.1.2(iii)(a)(i)–(iv); and:
 - There is no location anywhere along the site's frontage where the performance standards in 9.1.2(iii)(a)(v) can be met; and:
 - The vehicle crossing is not associated with a new subdivision.

It is assumed that the final layout of the parking area will demonstrate compliance with the minimum dimensions in the Development Manual in respect of the individual parking spaces and manoeuvring areas.

Potentially affected parties:

- NZTA in respect of the entranceway and potential traffic safety/efficiency effects.
- MPDC as the requiring authority for the designation. Approval is required from the requiring authority to undertake an activity not provided for under the designation.
- Occupiers of the two aerodrome sheds located directly adjacent to the new parking area. It is noted that additional aerodrome occupiers may be identified once final plans are provided and a site visit has been undertaken.

Timeframes

No timeframes have been discussed by the Committee.

Financial Impact

i. Cost

Estimated costs for the preferred option are summarised below excluding GST.

Project options	Entrance way and parking	Entrance way only	Parking only	Power pole	Resource Consent	Total
One project, power pole not shifted	55,792	-	-		2,000	57,792
One project, power pole shifted	55,792	-	-	12,697	2,000	70,489
Staged project, power pole not shifted	-	38,676	28,077	-	2,000	68,753
Staged project, power pole shifted	-	38,676	28,077	12,697	2,000	81,450
Vehicle entrance only, power pole not shifted	-	38,676	-	-	2,000	40,676
Vehicle entrance only, power pole shifted	-	38,676	-	12,697	2,000	53,373

Project costs

These have been broken down in to the following two options:

- Completing the entrance and parking work as one project
- Staging the project, with completing the vehicle entrance way first and the parking as a subsequent project

Completing the project in two stages results in estimated costs of \$66,753 excluding GST, this is \$10,961 more than the estimated \$55,792 to complete this as one project.

Committee members should note:

- Prices are exclusive of GST
- Prices are estimates only, based on the best information Council staff have at this time, actual costs would not be known until the project was tendered.
- Estimates were calculated in October/November 2015. Costs may increase over time and if the project does not proceed for any length of time revised estimates should be sought.

Estimated costs to complete the entrance and parking work as one project

Item	Description	Unit	Qty	Rate	Amount
5.0	Site Clearance				
5.1	Clearing and grubbing (Removal of 600 mm dia. tree stumps-15 Nos, and Removal of trees (450mm dia. 1 No, 400mm dia. 4 Nos, 300mm dia. 1 No)	LS	1	18000.00	18000.00
	Relocate the existing fence as indicated on the drawing	m	80	25.00	2000.00
6.0	Earthworks				

Item 8.1

6.1	Excavation for the parking area and entranceway. Cut to waste.	m ³	250	15.00	3750.00
6.2	Excavation for the parking area and entranceway to be used for filling holes resulting from removal of tree stumps. Cut to Fill.	m ³	15	20.00	300.00
7.0	Pavement Construction				
7.1	Supply, spread and compact granular material of CBR >=10	m ³	154	45.00	6930.00
7.2	Supply, spread and compact WHAP40 Basecourse.	m ³	110	100.00	11000.00
8.0	Sealing				
8.1	Prepare surface, supply spray 180/200 Bitumen, spread and roll a) two coat grade 3 and 5 chipseal to road.	m ²	70	10.00	700.00
8.2	Supply, spread and compact AP20 (1 cu.m per 40 sq.m)	m ²	665	3.00	1995.00
9.0	Other Services				
9.1	Relocate the Fire Hydrant to a place as directed by the Engineer. Rate shall include cost of removal and installation.	LS	1	500.00	500.00
9.2	Relocate the 6.0m long existing benches (2 Nos) to a place directed by the Engineer	LS	1	500.00	500.00
9.3	Removing the existing markings for Right Turn Bay and remarking the RTB appropriate for the proposed entranceway.	LS	1	500.00	500.00
9.4	Preliminary and General	LS	1	5000.00	5000.00
9.5	Contingencies	%	10	46175.00	4617.50
Improvements to Marae Entrance (excluding GST)					55,792.50

Staging the project Stage 1 – vehicle entrance

Item	Description	Unit	Qty	Rate	Amount
5.0	Site Clearance				
5.1	Clearing and grubbing including Removal of tree stumps-600mm dia.- 4 Nos, 900 mm dia.- 9 Nos and 1200mm dia.-10 Nos, and Removal of trees 600mm dia.-2 Nos, 400mm dia- 4 Nos & 300mm dia.-1No	LS	1	16500.00	16500.00
5.2	Relocate the existing fence as indicated on the drawing. Rate shall include the cost of additional material if required.	m	80	25.00	2000.00
6.0	Earthworks				
6.1	Excavation for the entranceway. Cut to waste.	m ³	74	20.00	1480.00
7.0	Pavement Construction				
7.1	Supply, spread and compact granular material of CBR >=10	m ³	42	70.00	2940.00

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7.2	Supply, spread and compact WHAP40 Basecourse.	m ³	32	120.00	3840.00
8.0	Sealing				
8.1	Prepare surface, supply spray 180/200 Bitumen, spread and roll a) two coat grade 3 and 5 chipseal to road.	m ²	210	15.00	3150.00
9.0	Other Services				
9.1	Relocate the Fire Hydrant to a place as directed by the Engineer. Rate shall include cost of removal and installation.	LS	1	500.00	500.00
9.2	Removing the existing markings for Right Turn Bay and remarking the RTB appropriate for the proposed entranceway.	LS	1	500.00	500.00
9.3	Project management, Design, Supervision, Health and Safety and Traffic Management	LS	1	4250.00	4250.00
9.4	Contingencies	%	10	35160.00	3516.00
Improvements to Marae Entrance (excluding GST)					38,676.00

Staging the project Stage 2 – parking

Item	Description	Unit	Qty	Rate	Amount
5.0	Site Clearance				
5.1	Clearing and grubbing	LS	1	1000.00	1000.00
6.0	Earthworks				
6.1	Excavation for the parking area and entranceway. Cut to waste.	m ³	184	20.00	3680.00
6.2	Excavation for the parking area and entranceway to be used for filling holes resulting from removal of tree stumps. Cut to Fill.	m ³	10	20.00	200.00
7.0	Pavement Construction				
7.1	Supply, spread and compact granular material of CBR >=10	m ³	111	70.00	7770.00
7.2	Supply, spread and compact WHAP40 Basecourse.	m ³	83	120.00	9960.00
8.0	Sealing				
8.1	Supply, spread and compact AP20 (1 cu.m per 40 sq.m)	m ²	555	3.00	1665.00
9.0	Other Services				
9.1	Relocate the 6.0m long existing benches (2 Nos) to a place directed by the Engineer	LS	1	500.00	500.00
9.2	Project management, Design, Supervision, Health and Safety and Traffic Management	LS	1	750.00	750.00
9.3	Contingencies	%	10	25525.00	2552.50
Construction of Additional Parking Space (excluding GST)					28,077.50

Power pole costs

The total estimated cost for works to shift the power pole is approximately \$18,696 excluding GST. Usually when shifting poles Power Co funds the cost of materials for the work. Powerco sent through a letter of offer (circulated at the November meeting) setting out the contribution that would need to be made to shifting the power pole of \$12,697 excluding GST which would need to be funded.

Resource consent costs

The Resource Cost costs of Council are approximately \$1500 and unlikely to exceed \$2000. However this is on the basis that all affected party written approvals are obtained and no further information is required. If affected party approvals cannot be obtained then costs will be greater than this, as the consent would potentially need to be limited notified, and if affected party agreement cannot be reached a hearing on the consent application would need to be held.

ii. Funding Source

Council

Council does not have any funding for this project identified for this project. As part of the settlement negotiation there was no agreement on who would have responsibility for funding for this project. Council has contributed in kind, with staff time preparing plans and estimated of costs for this project.

It is anticipated that Council will consult on its Annual Plan budgets in March 2016 – further details are set out in a separate report to the Committee, the Ngati Haua Iwi trust may wish to consider making an submission to this process for funding.

Council Resource Consent Grant

Council has set aside funding to assist non-profit community organisations to fund the costs of resource consent applications. The Ngati Haua Iwi Trust may be eligible to apply for funding from this grant to assist with resource consent costs.

Applications can be made at any time, with a maximum of \$5,000 to be granted to each community group per project. The funding only covers the costs associated with Council fees to process resource consents. Any reports or consultants fees that the community group incurs as part of preparing their application will not be covered by the grant.

The group must be a non-profit community organisation and should:

- have a high ratio of volunteers to paid employees
- have a high degree of public access to the organisation
- primarily be funded from grants, donations, subscriptions or similar and not from fees, charges or funding from central government

Applications must meet the following criteria:

- the resource consent application must be for an activity within the Matamata-Piako District
- the project must have no commercial aspect, and must clearly demonstrate community benefit
- the group must have a business plan setting out in sufficient detail the proposal, timeline, long-term plans, confirmed and potential funding sources and any other relevant information for the project

Lotteries

Council staff have also identified a Lottery Marae Heritage and Facilities grant (Te Tahua Marae Tuku Iho Me Nga Whakaurunga).

Some funding is potentially available for car parking and fencing that meet the rest of the funding criteria. However, the Lottery Marae Heritage and Facilities Committee does not fund carparks and roading outside the land boundary on which the project is situated, and groups are expected to source at least 1/3 funding themselves.

Further information on the above and other lotteries grants can be found at <http://www.communitymatters.govt.nz/Funding-and-grants---Lottery-grants---Lottery-Marae-Heritage-and-Facilities>

Community Waikato

Community Waikato was established to provide practical support to social services organisations. Its work is the provision of capability and capacity strengthening services. Community Waikato works with and for tangata whenua, community and voluntary social service, health, education, disability, community development, culture & heritage, and environmental organisations in the Waikato region.

The Advisory team provides one-to-one advice, support and information on governance, management, strategic and operational planning, employment, resource development, legal structures, policy development, financial systems and funding, planning new services, projects and events and the myriad of other issues that come up for community groups. It tailors support and training to fit the needs of the organisations. We work with management and staff, volunteers and/or the board.

Gary Thompson, Te Kaiwhakarite for Community Waikato has been invited to join the committee members for lunch to discuss the resources and support Community Waikato may be able to offer the marae.

Gambling charity grants

Grants may also be available from the following organisations that operated within the Matamata-Piako District:

- Grassroots Trust Limited
- New Zealand Community Trust
- Pub Charity Limited
- The Lion Foundation

Trust Waikato

Trust Waikato donates money to community organisations and projects that focus on welfare, sport, recreation, youth, art, culture, and the environment, for the benefit of people in the Waikato region. Funding may be available from the trust to assist with costs. Further information can be found at <http://www.trustwaikato.co.nz>

Attachments

There are no attachments for this report.

Signatories

Author(s)	Caroline Hubbard Committee Secretary	
	Mark Naude Parks and Facilities Planner	

Item 8.1

Approved by	Susanne Kampshof Asset Manager Strategy and Policy	
	Manaia Te Wiata Group Manager Business Support	

Update On Reserve Management Plan Review

Trim No.: 1832788

Item 8.2

Executive Summary

At the 28 August 2015 meeting of the Waharoa (Matamata) Aerodrome Committee it was decided that as there are three sections to the reserve Management Plan, one section should be discussed at each of the three Committee meetings, to assist with identifying concerns/ideas prior to the formal review of the plan. Following an overview of Part 3 of the existing management plan at the July 2016 Committee meeting, it was agreed that a Committee workshop should be held to discuss issues in more detail.

A Workshop was held on 19 September 2016. The structure of the management plan was discussed. Issues for potential addition and updating were identified as well as issues that require further investigation. It was agreed to set up a Technical Working Group, comprising staff from Matamata-Piako District Council and Ngāti Hauā Iwi Trust.

The report presents an update on progress with the reserve management plan review process.

Recommendation

That:

1. **The report be received;**

Content

Background

The Ngati Haua Claims Settlement Act 2014 empowers the Committee to “perform the functions of the administering body” under Section 41 of the Reserves Act 1977 “in relation to any review of the Reserve Management Plan (except for the functions of initiating any review or approving any management plan), which remain functions of the Council unless delegated to the committee”. A report on the management plan review process was provided to the Committee in May 2015.

At the 28 August 2015 meeting of the Waharoa (Matamata) Aerodrome Committee it was decided that as there are three sections to the reserve Management Plan, one section should be discussed at each of the three Committee meetings, to assist with identifying concerns/ideas prior to the formal review of the plan.

Following an overview of Part 3 of the existing management plan at the July 2016 Committee meeting, it was agreed that a Committee workshop should be held to discuss issues in more detail.

Update

A Workshop was held in Matamata on 19 September 2016. The structure of the management plan was discussed. Issues for potential addition and updating were identified as well as issues that require further investigation. A summary of the workshop discussions was subsequently distributed by e-mail.

At the Workshop it was also agreed to set up a Technical Working Group, comprising staff from Matamata-Piako District Council and Ngāti Hauā Iwi Trust.

It was suggested that the Technical Working Group could draft sections of the revised management plan document that could be brought back to the Committee and Council for further discussion and refinement prior to wider public consultation.

It was confirmed at the Workshop that the Committee would prefer to have a draft management plan document available prior to a formal consultation process with the wider community (i.e. 'consultation on draft' rather than 'pre-draft').

The Technical Working Party met in Te Aroha on 25 November. Notes from the Committee Workshop were reviewed and actions allocated between Ngāti Hauā Iwi Trust and Council staff. It was suggested that the Technical Working Party should meet periodically to review progress prior to the next Committee meeting.

It is suggested that a workshop be held in February 2017 with the committee to discuss development planning as well as objectives and policies for the management plan. These are seen as the most significant areas to address in the revised management plan. The other proposed changes to the document are less complex.

It is anticipated that draft objectives and policies could potentially be brought back to the Committee in April 2017. The full draft document could potentially be brought back in July 2017 for the Committee to recommend to Council. Once approved for consultation by Council public consultation on the draft can commence.

Issues around signage and logos were briefly discussed at the Technical Working Group Meeting. Staff will discuss options for potentially addressing these issues outside of the reserve management plan process.

Attachments

There are no attachments for this report.

Signatories

Author(s)	Mark Naude Parks and Facilities Planner	
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Approved by	Susanne Kampshof Asset Manager Strategy and Policy	
	Manaia Te Wiata Group Manager Business Support	

Update on Hangars

Trim No.: 1832810

Item 8.3

Executive Summary

Recent demand for additional hangars has raised concerns from users about the best locations for future hangars. Options were discussed at the meeting on 22 July 2016. Council staff will present an update on the situation, options and issues.

Recommendation

That:

1. **The report be received;**

Content

Background

Recent demand for hangar development at the aerodrome has raised concerns from users about the best locations for future hangars. Planning and development options were discussed at the meeting on 22 July 2016.

On the 22 July 2016 the Committee decided that: "An Outline Plan be commenced to address the present hangar options."

Council's Community Facilities Operations Manager (Bruce Langlands) recently attended a meeting of the Aerodrome User Group Committee and will provide an update on the User Group's current position regarding hangar development. Council's Parks and Facilities Planner (Mark Naudé) will provide an overview of the development planning options and current issues.

Attachments

There are no attachments for this report.

Signatories

Author(s)	Mark Naude Parks and Facilities Planner	
	Bruce Langlands Facilities Operations Manager	

Approved by	Susanne Kampshof Asset Manager Strategy and Policy	
	Manaia Te Wiata Group Manager Business Support	