

# Waharoa (Matamata) Aerodrome Committee

## Open Agenda

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

**Date:** Thursday 21 March 2019  
**Time:** 10am  
**Venue:** Matamata Piako Civic Centre, 11 Tainui Street, Matamata

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### Membership

Mayor Janet E. Barnes, JP (Co-Chairperson)

#### **Ngāti Hauā**

Mr Mokoro Gillett (Co-Chairperson)

Mrs Rangi Kaukau

Mr Mike Diamond

#### **Matamata Ward**

Cr Kevin Tappin

#### **Morrinsville Ward**

Cr James Thomas, JP

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**ITEM    TABLE OF CONTENTS**

**PAGE**

**Procedural**

<b>1</b>	<b>Meeting Opening</b>	<b>5</b>
<b>2</b>	<b>Karakia</b>	<b>5</b>
<b>3</b>	<b>Present</b>	<b>5</b>
<b>4</b>	<b>Apologies</b>	<b>5</b>
<b>5</b>	<b>Notification of Urgent Business</b>	<b>5</b>
<b>6</b>	<b>Confirmation of minutes</b>	<b>5</b>

**Officer Reports**

<b>7</b>	<b>Executive</b>	
	<b>7.1    Adoption of Standing Orders by Committee</b>	<b>7</b>
	<b>7.2    Consultation Update</b>	<b>9</b>
	<b>7.3    Management Plan Update</b>	<b>15</b>
	<b>7.4    Marae Entrance, Parking Arrangements</b>	<b>19</b>
<b>8</b>	<b>Urgent Additional Business</b>	

**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 20 November 2018

# Adoption of Standing Orders by Committee

Trim No.: 2084324

## Executive Summary

Under the Local Government Act 2002 (LGA), Council is required to adopt standing orders.

Council is required to operate in accordance with standing orders for the conduct of its meetings and the meetings of its committees and subcommittees. Standing orders must not contravene any Act. Council's standing orders apply to all committees of Council.

The adoption of standing orders and any amendment to standing orders must be made by Council and by a vote of not less than 75% of the members present. Standing orders apply to all meetings of the local authority, its committees, subcommittees and subordinate decision-making bodies.

Council reviewed and changed its standing orders from NZ Standards Model Standing Orders 9202:2003 (Incorporating Amendment No. 1) to a new template developed by Local Government New Zealand (LGNZ), Matamata-Piako District Council Standing Orders, adopted 14 November 2018.

As a committee of Council it is recommended that the Waharoa (Matamata) Aerodrome Committee adopt the same standing orders as Council. Currently the Waharoa (Matamata) Aerodrome Committee is operating under NZ Standards Model Standing Orders as they adopted Council's standing orders at the first meeting of the committee, as per Ngati Haua Claims Settlement Act 2014 under procedure of committee s91(3)(b) "The committee must at its first meeting adopt a set of standing orders for the operations of the committee."

The new standing orders are available on the Matamata-Piako District Council website and can be made available in hard copy if requested.

## Recommendation

That:

1. The information be received.
2. The Waharoa (Matamata) Aerodrome Committee adopt Matamata-Piako District Council Standing Orders (adopted by Council 14 November 2018), noting that standing orders cannot contravene any Act, specifically the Ngati Haua Claims Settlement Act 2014.

## Content

### Background

Council's Code of Conduct (adopted 7 December 2016) in conjunction with standing orders were workshopped with Council on 26 September 2018, no changes were identified for the Code of Conduct. At this workshop a summary of the differences between LGNZ and NZ Standards Model Standing Orders were presented.

Once adopted standing orders remain in force (even after triennial election) until any amendment is proposed, any change requires 75% of Council Members present.

A local authority or committee may temporarily suspend standing orders during a meeting by a vote of not less than 75% of the members present and voting, and the reason for the suspension must be stated in the resolution of suspension.

### **LGNZ Template Standing Orders (SOs)**

- Has less copyright restrictions.
- Is set out in three sections to cover General Matters, Pre-Meeting Procedures and Meeting Procedures.
- Has a logical arrangement for the meeting process to follow, and streamlines and clarifies elements of standing orders that in the past have been difficult to interpret.
- Contain statutory and non-statutory meeting provisions which are by-and-large the same as Council's previous standing orders.
- Provided for legislative changes around electronic devices, audio visual links and webcasting of meetings.
- Has several appendices covering various matters such as workshops, webcasting protocols and a sample order of business. Note: the appendices are not formally part of the standing orders and can be amended at any stage by Council.

Staff review of other councils noted that 50 out of 66 councils are now operating using LGNZ template. Of our surrounding councils Hauraki, Thames-Coromandel, Waikato and Waipa District Councils operate using LGNZ template as a base for their standing orders.

## **Attachments**

There are no attachments for this report.

## **Signatories**

Author(s)	Vicky Oosthoek <b>Committee Secretary</b>	
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Approved by	Sandra Harris <b>Acting Strategic Policy Manager</b>	
	Don McLeod <b>Chief Executive Officer</b>	

# Consultation Update

Trim No.: 2120653

## 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 from 20 March until 22 April 2019.

The purpose of this report is to remind the Committee of these various plans, policies and bylaws proposed to be amended, update the Committee on the consultation process Council will be taking and to update the Committee on the budgets with a proposed total rates increase of 3.86% compared to the forecast rate increase in the Long Term Plan of 3.01%.

## Recommendation

That:

1. The information be received.

## Content

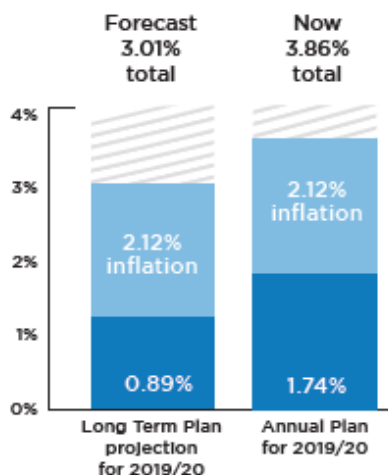
### Background

#### Annual Plan

Council is required to produce an Annual Plan each year with the exception of the years when a Long Term Plan (LTP) is to be produced (triennially). 2019/20 will represent Year 2 of the LTP 2018-2028, and must be adopted by 30 June 2019. The purpose of the Annual Plan is to disclose any variation from what was proposed in the LTP.

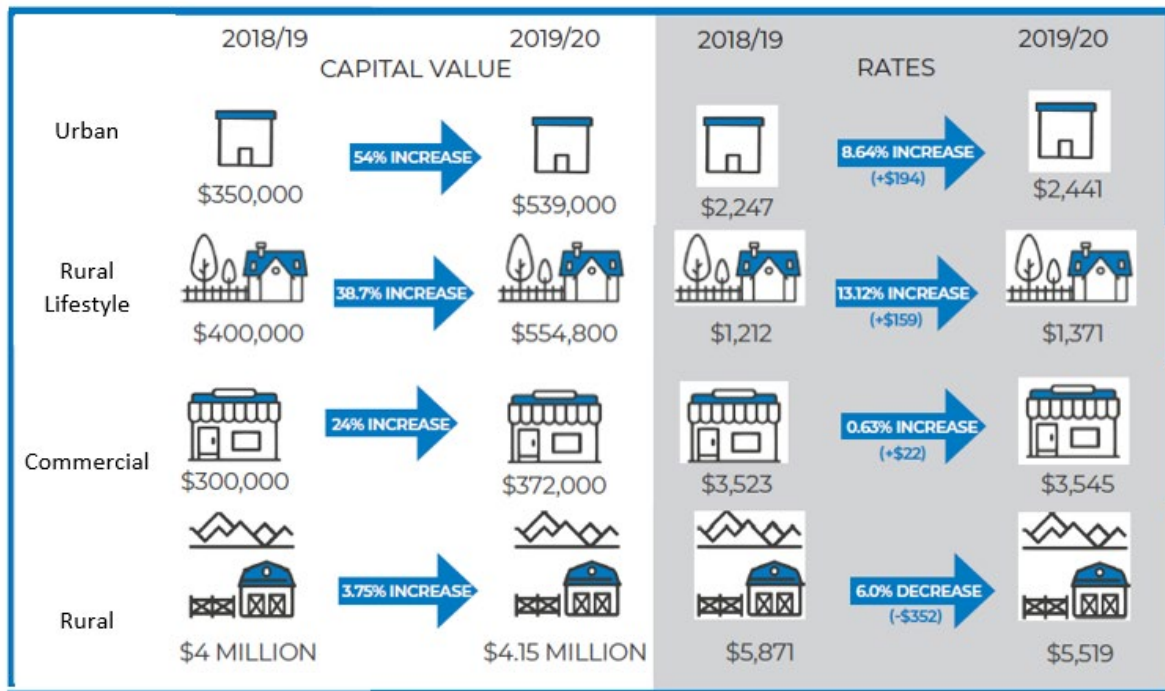
### Issues

Council is not consulting on this year's Annual Plan due to there being no significant or material changes from the LTP. This is because the rates increase did not go over the self-imposed 4% threshold and will be 3.86% for the 2019/20 year, up from the proposed increase of 3.01% stated in the LTP. The below table shows the LTP compared to the Annual Plan for 2019/20.



Rates impacts (increases and decreases for individual example properties)

Whilst the total rates variance is not considered significant or material the below illustration shows how the rates revaluation has impacted the rates depending on property type.

The documents being consulted on are

- Fees and Charges 2019/20
- Land Transport Bylaw (minor technical amendments)
- Water Supply Bylaw (minor technical amendments)
- Wastewater Bylaw (minor technical amendments)
- Public Safety Bylaw (moving smoke nuisance from Fires Bylaw)
- Gambling Venue Policy (legislative review)
- TAB Board Venue Policy (legislative review)
- Legal Highs Policy (legislative review)
- Earthquake Prone, priority vehicle and pedestrian thoroughfares and strategic routes of importance (new legislative requirement)
- General Policies Reserve Management Plan (RMP) (legislative review) (two-month consultation required, open 20 February – 22 April)

All of these documents have had Council confirmation and are confirmed to go out for consultation on the 20 March (except the RMP which requires a two-month consultation and went out on the 20 February).

**Issues**

At the November 2018 Committee meeting an update on Fees and Charges, particularly in relation to the Aerodrome was provided. The following table is what Council have approved for public consultation. If Committee members have any feedback to the below fees and charges this can be passed onto Council and Council staff at the meeting or in the form of a submission.



Recreation facilities and heritage (continued)		Current Fee 2018/19	Proposed fee 2019/20	Reason if any changes proposed
<b>Waharoa (Matamata) Aerodrome</b>				
<b>Airport landing/movement fee</b>				
Operator – cash - per landing/movement	Maximum \$15.00 per day	\$15.00	\$15.00	
Operator – invoiced - per landing/movement	Maximum \$40.00 per day	\$40.00	\$40.00	
Note: The first of any of the following types of movements are charged at landing rates: landing, touch and go, approach and go, around, missed approach				
Annual Landing/Movement Fee - recreational users (non-commercial) Per year			\$150.00	New fee - many aerodromes offer an annual fee consistent with the fee that we are proposing.
Aircraft parking	Per day (24 hours)	\$6.00	\$6.00	
<b>Camping</b>				
Unattended, un-powered site	Per day	\$2.00	\$2.00	
Unattended, powered site	Per day	\$4.00	\$4.00	
<b>Adults</b>				
Un-powered site	Per person/ per day	\$14.00	\$14.00	
Powered site	Per person/ per day	\$16.00	\$16.00	
Soaring Centre bunk room	Per person/ per day	\$14.00	\$14.00	
<b>Children</b>				
Un-powered site	Per person/ per day	\$7.00	\$7.00	
Powered site	Per person/ per day	\$7.00	\$7.00	
Soaring Centre bunk room	Per person/ per day	\$7.00	\$7.00	

## Analysis

### Legal and statutory requirements

Council has in the past consulted on its Annual Plan using the Special Consultative Procedure as it had been a requirement of the Local Government Act 2002 to do so.

In 2014 amendments were made to the Local Government Act 2002 changing this requirement. Section 95 of the Local Government Act 2002 now says that if the proposed Annual Plan does not include significant or material differences from the content of the LTP for the financial year to which the proposed Annual Plan relates then Council does not need to consult.

Whilst we will not be formally consulting on the Annual Plan we will still inform the community about the changes and how their rates will be affected.

### Consistency with the Long Term Plan / Annual Plan

The Draft Annual Plan budgets are consistent with Year 2 forecasts from the LTP 2018-28.

### Impact on Significance and Engagement Policy

The Significance and Engagement Policy provide guidance on how to determine significance, and the appropriate levels of engagement in proportion to the level of significance. In general, the more significant an issue is determined to be, the greater the need for community engagement. The Policy sets out the matters which must be taken into account when assessing the degree of significance;

- there is a legal requirement to engage with the community
- the level of financial consequences of the proposal or decision
- whether the proposal or decision will affect a large portion of the community
- the likely impact on present and future interests of the community
- recognising Māori culture values and their relationship to land and water through whakapapa
- whether the proposal affects the level of service of a Significant Activity
- whether community interest is high
- whether the likely consequences are controversial
- whether community views are already known, including the community's preferences about the form of engagement
- the form of engagement used in the past for similar proposals and decisions

Council has approved that there are no significant or material changes from the LTP.

### Communication, consultation and decision making processes

The Local Government Act 2002 requires Council to enable democratic decision-making to promote its purpose *to enable democratic local decision-making and action by, and on behalf of, communities; and to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses* within a framework of accountability and prudent financial management.

Council must, in the course of the decision-making process:

- seek to identify all reasonably practicable options for the achievement of the objective of a decision;

- assess those options by considering:
  - the benefits and costs of each option in terms of the present and future interests of the district;
  - the extent to which community outcomes would be promoted or achieved in an integrated and efficient manner by each option;
  - the impact of each option on Council's capacity to meet present and future needs in relation to any statutory responsibility;
- any other matters that, in the opinion of the Council, are relevant; and
- give consideration to the views and preferences of persons likely to be affected by, or to have an interest in, the matter.

It is the responsibility of Council to make, in its discretion, judgments about how to achieve compliance with its decision-making obligations that is largely in proportion to the significance of the matter affected by the decision.

### Timeframes

The Annual Plan 2017/18 must be adopted by 30 June 2017.

Consultation	RMP to go out for consultation.	20/2/19-22/4/19
Consultation	Bylaws, Policies, Fees and Charges and other documents out for consultation	20/3/19-22/4/19
Hearing	Hearing of submissions.	15/5/19
Extraordinary Council	Adoption of Bylaws, Policies, other documents, Annual Plan, Fees and Charges and striking the rates.	26/6/19

### Contribution to Community Outcomes

The Annual Plan contributes to the following Community Outcomes:

Vibrant Cultural Values - Our community/Iwi will be informed and have the opportunity to comment on significant issues, this will encourage strong relationships with Iwi and other cultures.

Healthy Communities - Council's decision making will encourage community engagement and provide sound and visionary decision making.

### Financial Impact

#### i. Cost and Funding Source

All costs are covered under the existing Strategies and Plans budget.

## Attachments

A. Simplified Comms Plan

## Signatories

Author(s)	Ellie Mackintosh <b>Graduate Policy Planner</b>	
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Approved by	Sandra Harris <b>Acting Strategic Policy Manager</b>	
	Don McLeod <b>Chief Executive Officer</b>	

## The Usual Suspects...

- 20 March double page newspaper ads placed in Piako Post and Matamata Chronicle
- 10<sup>th</sup> April Follow up ad and E-newsletter 1 week out from end date of consultation period
- Website content/reminders and online submissions
- Digital Signage at offices and libraries
- Letters and E-newsletters to targeted groups (see reverse)
- Regular Facebook posts to drive submissions. Also reminders when getting close to end of consultation period.

## Additional Print Media

- Councillors could write 'conversations' pieces for the local papers on their topics.

## Display materials

- Posters displayed at/on
  - Council offices
  - Libraries
  - Community notice boards
  - Pools

## Additional Digital Media

- Paid, targeted advertising on Facebook and neighbourly – if there is not enough submissions
- Short videos (approx. 30 seconds) of Councillors discussing their topic or the vision, highlighting a key issue, and driving people to make a submission. Additions to existing auto responses on web forms
- Link/info on all staff email signatures
- Council to take comments on Facebook as submissions

## Face to Face

- Meetings with specific groups (see reverse for list)
- Iwi engagement - item on next TMF agenda 5<sup>th</sup> March
- Chocolates to be available at all face to face events as an incentive
- Morrinsville Market – 6 April
- Te Aroha Conversation Café day/walking the main street and passing out submission forms.
- Matamata Market – 13 April

## Supporting information

- All full documents will be available on our website on the 'Have your say' page with a link from the home page and kiosks and computers at Council offices and libraries.
- Packs for Elected Members and TMF members containing:
  - Key messages
  - Copies of submission forms
  - Posters for distributing to any groups/ contacts.



## Individual/Targeted Communications

### Letters/Enewsletters

- Out of district ratepayers – only via e-newsletter.
- Community groups
- Economic development e.g. business associations, businesses, local event organisers
- Youth e.g. Volunteer Youth Ambassadors, high schools, Starfish, Youth Empowerment Services etc.
- Grant recipients – Email/letter stating what's included in the Annual Plan.
- Fed Farmers and other rural groups who will have a particular interest in the amendments impacting the natural environment, especially the Reserve Management Plan.
- Iwi groups
- General E-newsletter groups

### Face to Face

Dates and times still to be confirmed.

- Morrinsville Chamber of Commerce BA5
- Matamata Business Association BA5
- Te Aroha Business Association BA5
- Grey Power (all three towns)
- Federated Farmers
- Rural Women's Institute + Groups
- Volunteer Youth Ambassadors
- Iwi (guidance to be provided by TMF at upcoming meeting)

### Consultation documents:

- Dog Bylaw
- Wastewater Bylaw
- Land Transport Bylaw
- Public Safety Bylaw (including fires bylaw proposed to be revoked)
- Legal Highs Policy
- Gambling Policy
- TAB Policy
- Fees and Charges 2019/20
- Earthquake Prone Buildings - Identifying priority thoroughfares and strategic routes
- General Policies Reserve Management Plan (2 month consultation, 20 Feb - 22 April)

# Management Plan Update

Trim No.: 2117753

## Executive Summary

In 2018 Council resolved to review the reserve management plan for the Waharoa (Matamata) Aerodrome. On 17 December 2018, a hui was held with Ngāti Hauā. A request for written suggestions to assist in the review of the plan was publically notified on 30 January 2019. An information session was also held in Matamata on 2 February 2019.

This report presents a summary of the suggestions received. The main themes that emerged from the suggestions were around:

- Use of the aerodrome
- Future development
- Effects of flights on surrounding community

## Recommendation

That:

1. The report be received.

## Content

### Background

On 11 April 2018 Council resolved to initiate the formal review of the reserve management plan for the Waharoa (Matamata) Aerodrome.

On 17 December 2018, a hui was held with Ngāti Hauā in Morrinsville.

A request for written suggestions to assist in the review of the plan was advertised by public notice in the *Waikato Times* on Wednesday, 30 January 2019 and on the Council website. The public notice was subsequently published in the *Matamata Chronicle* and *Piako Post*.

Letters were also sent to aerodrome user groups, lessees and adjoining landowners.

A public information morning about the review was held in Matamata on Saturday, 2 February and was well attended.

This report presents a summary of the suggestions received and the broad themes they cover.

### Hui

Comments from a hui held on the 17 December 2018 have been incorporated into the reserve management plan suggestions.

Suggestions and comments included the following:

- Importance of site and history – further background and history required
- Alternative uses for some of the land
- Funding review / transparent funding

- Clarification over decision making
- Noise of aircraft.

### *Summary of suggestions*

Written suggestions were received from 24 people and organisations, and are briefly summarised in the following topics:

#### 1. Use of the aerodrome

- The aerodrome is a valuable asset
- Support for existing emphasis on recreational use as primary purpose of Aerodrome
- Second runway to be permanently open
- Reopen campground
- Operational use needs to be reviewed – define runway locations and consider conditions of operation

#### 2. Future development

- Support for further development and greater use of site
- Increasing need for new hangars
- Hangars to provide residential occupation
- Layout changes and suggestions

#### 3. Effects of flights on surrounding community

- Restrict night hours
- Restrict flight paths / engine size of craft
- Greater information to community about up-coming events
- Keep existing flight rules
- Reconsider commercial / additional commercial use

#### 4. Other issues raised

- Importance of site and history – further background and history required
- Alternative uses of some of the land
- Funding review / transparent funding
- Clarification of role of user group
- Clarification over decision making

#### 5. Issues raised that are not within scope of the review

- Aerodrome landing fees.

### *Additional work and effect on timeline*

Further information is required to address some of the issues raised, and specialist information is being sought on matters such as land parcel information, servicing costs for possible future development, and aviation-related matters. This may affect the timeline for completing the draft plan.



*Next steps*

Drafting of the plan will commence. Further workshop discussions are likely to occur before the draft document is brought back to the committee and Council to approve for formal consultation.

Once the draft has been approved for consultation there will be a two month period during which written submissions may be received followed by a hearing.

## **Attachments**

There are no attachments for this report.

## **Signatories**

Author(s)	Mark Naudé <b>Parks and Facilities Planner</b>	
Approved by	Susanne Kampshof <b>Asset Manager Strategy and Policy</b>	
	Manaia Te Wiata <b>Group Manager Business Support</b>	



# Marae Entrance, Parking Arrangements

Trim No.: 2111755

## 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. As an alternative, parking on the state highway as proposed by the Soaring Centre was also discussed. It was decided that the option of shifting the power pole next to the entrance way should be investigated. Priority was to be given to 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 in April 2016 Gary Thompson, Te Kaiwhakarite from Community Waikato also attended to assist with questions and discuss resources and support available in regards to funding opportunities.

This issue was considered by the Committee at each of the 2017 meetings. Discussion at the November 2017 meeting indicated Wharekai funding/feasibility study options are being investigated and consideration was being given to erecting an archgola over possible concrete apron beside wharekai which will give a big covered area. The carpark options are being included in this study.

The issue was further discussed at each of the Committee's 2018 meetings. The resolution from the last meeting of the year in November was:

### COMMITTEE RESOLUTION

That:

1. The information be received.
2. That Mike Diamond meet with MPDC Roding staff and connect with the Lion Foundation.

A subsequent site meeting was held with Roding staff and Mike Diamond on site and the following issues were discussed:

- Survey and design work. For consents and pricing of the carpark construction, a detailed design of the carpark is required. It was discussed that Council had only ever done a preliminary concept design and an external surveyor would need to be engaged to complete the detailed survey work. It had been thought that drone footage maybe available to assist with the design. This is not the case.
- The preferred parking location has always been to extend the area on the northern side of the road and it was discussed that an extension of the splay of the area in the Aerodrome further north and utilising this for parking and manoeuvring as well. Aerial photography show that the next Hangar is located closer to the boundary and would require the land to be reduced in width as there is land required for hangar manoeuvring and also a 2m buffer zone adjacent to the building.

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## Recommendation

That:

1. The information be received.

## Content

### Background

State Highway 27 adjoins the Raungaiti Marae entranceway. The latest measured traffic volume is 9,157 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 of 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 entry of traffic to 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 in 2015:

- 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. As an alternative, parking on the state highway as proposed by the Soaring Centre was also discussed. It was decided that the option of shifting the power pole next to the entrance way should be investigated. Priority was to be given to 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.

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

Staff 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.

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 2015 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. This option plus costs were discussed by the committee in 2016,

however the cost was viewed to be prohibitive when weighed against the small benefits in sightline improvement gained from shifting the power pole.

### 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).

## **Analysis**

### **Options considered**

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

At the site meeting held prior to Christmas in 2018 it was discussed that the parking on the northern side of the road is still the preferred site, but the request was to extend the identified area in the Aerodrome Reserve further to the east to provide additional parking and manoeuvring.



The existing concept plan indicated that the area was up to 74m in length and would accommodate 20 carparks. To extend the area further to the east, the width would have to be reduced as the next Hangar is located further towards the fence and requires manoeuvring to be used.



It is not sure how this additional area would tie in with regards to the current parking proposal of angled parking.

### 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 2017/18

### 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, Wharenuī 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 have been summarised below excluding GST. It should be noted that these estimates were prepared in 2015 and are out of date. A reasonable contingency should be added to all estimates to address this point (eg 20%).

Project options	Entrance way and parking	Entrance way only	Parking only	Resource Consent	Total
One project	55,792	-	-	2,000	57,792
Staged project	-	38,676	28,077	2,000	68,753
Vehicle entrance only	-	38,676	-	2,000	40,676



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

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
<b>5.0</b>	<b>Site Clearance</b>				
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
<b>6.0</b>	<b>Earthworks</b>				
6.1	Excavation for the parking area and entranceway. Cut to waste.	m <sup>3</sup>	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 <sup>3</sup>	15	20.00	300.00
<b>7.0</b>	<b>Pavement Construction</b>				
7.1	Supply, spread and compact granular material of CBR >=10	m <sup>3</sup>	154	45.00	6930.00
7.2	Supply, spread and compact WHAP40 Basecourse.	m <sup>3</sup>	110	100.00	11000.00
<b>8.0</b>	<b>Sealing</b>				
8.1	Prepare surface, supply spray 180/200 Bitumen, spread and roll a) two coat grade 3 and 5 chipseal to road.	m <sup>2</sup>	70	10.00	700.00
8.2	Supply, spread and compact AP20 (1 cu.m per 40 sq.m)	m <sup>2</sup>	665	3.00	1995.00
<b>9.0</b>	<b>Other Services</b>				
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

**Waharoa (Matamata) Aerodrome Committee**  
**21 March 2019**

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
<b>Improvements to Marae Entrance (excluding GST)</b>					<b>55,792.50</b>

*Staging the project Stage 1 – vehicle entrance*

Item	Description	Unit	Qty	Rate	Amount
<b>5.0</b>	<b>Site Clearance</b>				
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
<b>6.0</b>	<b>Earthworks</b>				
6.1	Excavation for the entranceway. Cut to waste.	m <sup>3</sup>	74	20.00	1480.00
<b>7.0</b>	<b>Pavement Construction</b>				
7.1	Supply, spread and compact granular material of CBR >=10	m <sup>3</sup>	42	70.00	2940.00
7.2	Supply, spread and compact WHAP40 Basecourse.	m <sup>3</sup>	32	120.00	3840.00
<b>8.0</b>	<b>Sealing</b>				
8.1	Prepare surface, supply spray 180/200 Bitumen, spread and roll a) two coat grade 3 and 5 chipseal to road.	m <sup>2</sup>	210	15.00	3150.00
<b>9.0</b>	<b>Other Services</b>				
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
<b>Improvements to Marae Entrance (excluding GST)</b>					<b>38,676.00</b>

Staging the project Stage 2 – parking

Item	Description	Unit	Qty	Rate	Amount
<b>5.0</b>	<b>Site Clearance</b>				
5.1	Clearing and grubbing	LS	1	1000.00	1000.00
<b>6.0</b>	<b>Earthworks</b>				
6.1	Excavation for the parking area and entranceway. Cut to waste.	m <sup>3</sup>	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 <sup>3</sup>	10	20.00	200.00
<b>7.0</b>	<b>Pavement Construction</b>				
7.1	Supply, spread and compact granular material of CBR >=10	m <sup>3</sup>	111	70.00	7770.00
7.2	Supply, spread and compact WHAP40 Basecourse.	m <sup>3</sup>	83	120.00	9960.00
<b>8.0</b>	<b>Sealing</b>				
8.1	Supply, spread and compact AP20 (1 cu.m per 40 sq.m)	m <sup>2</sup>	555	3.00	1665.00
<b>9.0</b>	<b>Other Services</b>				
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
<b>Construction of Additional Parking Space (excluding GST)</b>					<b>28,077.50</b>

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 2015 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 \$1,500 and unlikely to exceed \$2,000. 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.

Council recently consulted on its Long Term Plan – further details are set out in a separate report to the Committee, the Ngāti Haua Iwi trust made a submission to this process however no funding was specifically sought for the Marae entranceway and parking arrangements.

#### Council Resource Consent Grant

Council has set aside funding to assist non-profit community organisations to fund the costs of resource consent applications. The Ngāti 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 was invited to join the committee members 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>

#### Ministry of Culture and Heritage

The Regional Culture and Heritage Fund (the RCHF) replaces the Regional Museums Policy for Capital Construction Projects (the RMP). The RCHF eligibility criteria are sufficiently broad to enable the Fund to benefit a range of cultural organisations throughout New Zealand: in the broader art gallery and museums sector (including iwi museums/whare taonga), the performing arts, and the heritage sector.

The RCHF's focus is capital projects outside the main centres of Auckland, Wellington, and Christchurch. Applications must relate to arts, culture and heritage facility projects focussed on renovating, restoring, adding to, and constructing buildings in which arts, culture and heritage activities take place. Grants will be for the construction of new buildings and basic infrastructural redevelopment work to existing buildings which may include permanent/long-lived specialist fittings.

### **Attachments**

There are no attachments for this report.

### **Signatories**

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Approved by	Manaia Te Wiata <b>Group Manager Business Support</b>	
	Don McLeod <b>Chief Executive Officer</b>	

**Item 7.4**