

Kaunihera | Council

Mēneti Wātea | Open Minutes



Minutes of an ordinary meeting of Matamata-Piako District Council held in the Council Chambers, 35 Kenrick Street, TE AROHA on Wednesday 27 March 2024 at 9:00.

Ngā Mema | Membership

Manuhuia | Mayor

Adrienne Wilcock, JP (Chair)

Koromatua Tautoko | Deputy Mayor

James Thomas

Kaunihera ā-Rohe | District Councillors

Caleb Ansell

Sarah-Jane Bourne

Sharon Dean

Bruce Dewhurst

Dayne Horne

Peter Jager

James Sainsbury

Russell Smith

Kevin Tappin

Gary Thompson

Sue Whiting

Ngā whakapāha | Apologies

Not Present

Cr Caleb Ansell

Members Attendance via Audio/Visual link

Name	Time In	Time Out
Cr James Sainsbury	9.05am	9.30am

Kaimahi i reira | Staff Present

Name	Title	Item No.
Don McLeod	Chief Executive Officer	8.1
Stephanie Hutchins	Governance Support Officer	
Kuljeet Kaur	Governance Support Officer	
Sandra Harris	Placemaking and Governance Team Leader	
Tamara Kingi	Community Partnerships Advisor	7.1
Todd Makeham	Parks and Reserves Operations Manager	7.1
Bridget Mulligan	Communications Officer	7.1
Chris Lee	Project Manager	
Erin Bates	Strategic Partnerships and Governance Manager	7.1
Susanne Kampshof	Asset Manager Strategy and Policy	7.1, 7.4, 7.5
Nathan Sutherland	Team Leader RMA Policy	7.1, 7.2
Carolyn McAlley	Senior RMA Policy Planner	7.1, 7.2
Ally van Kuijk	District Planner	7.1, 7.2
Michele Laurie	Centre Manager	7.3
Jenni Cochrane	Group Manager Customer Experience	7.3
Sharon Byrant	Community Facilities Operations Manager	7.3
Alicia Symes	Infrastructure Assets Project Officer	7.4
Barry Reid	Roading Asset Engineer	7.5
Stephanie Hutchins	Governance Support Officer	7.6

I reira | In Attendance

Name	Position/Organisation	Item	Time In	Time Out
Rose Carnachan	Matamata Futures	7.1	9.00am	9.28am
Sarah Goldsmith	Matamata Futures	7.1	9.00am	9.28am
Marius Rademeyer	Resource Management Consultancy Ltd	7.2	9.12am	9.44am

1 Whakatūwheratanga o te hui | Meeting Opening

Mayor Adrienne Wilcock welcomed elected members, staff and public present and declared the meeting open at 9.00am.

2 Ngā whakapāha/Tono whakawātea | Apologies/Leave of Absence

There were no apologies.

3 Pānui i Ngā Take Ohore Anō | Notification of Urgent Additional Business

Section 46A(7) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“An item that is not on the agenda for a meeting may be dealt with at that meeting if-

- (a) The local authority by resolution so decides; and
- (b) The presiding member explains at the meeting, at a time when it is open to the public,-
 - (i) The reason why the item is not on the agenda; and
 - (ii) The reason why the discussion of the item cannot be delayed until a subsequent meeting.”

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“Where an item is not on the agenda for a meeting,-

- (a) That item may be discussed at that meeting if-
 - (i) That item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
 - (iii) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.”

4 Whākī pānga | Declaration of interest

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of the items on this Agenda.

Name	Item	Comment
Mayor Adrienne Wilcock	Item 7.2	As a shareholder in Fonterra there may be a perceived conflict but there is no direct conflict of interest.
Deputy Mayor James Thomas	Item 7.2	As a shareholder in Fonterra there may be a perceived conflict but there is no direct conflict of interest.
Cr Gary Thompson	Item 7.2	As a shareholder in Fonterra there may be a perceived conflict but there is no direct conflict of interest.

5 Whakaaetanga mēneti | Confirmation of minutes

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That the minutes of the meeting of the Extraordinary meeting of Matamata-Piako District Council held on Wednesday, 20 March 2024, be confirmed as a true and correct record of the meeting.

Resolution number CO/2024/00001

Moved by: Cr D Horne

Seconded by: Cr K Tappin

KUA MANA | CARRIED

6 Take i puta mai | Public Forum

There were no speakers scheduled to the public forum.

Cr Bruce Dewhurst joined the meeting at 9.29am.

Cr James Sainsbury left the meeting at 9.30am.

7 Pūrongo me whakatau | Decision Reports

7.1 Matamata Domain playground upgrade - approval of final concept design

CM No.: 2828867

Te Kaupapa | Purpose

The purpose of this report is to seek Council approval of the Matamata Domain playground upgrade final concept design prior to the procurement process.

Rāpopotonga Matua | Executive Summary

Matamata Futures and Matamata-Piako District Council have entered into a Memorandum of Understanding (timeline in content below) outlining agreed tasks and management.

Rose Carnachan, of Matamata Futures, in attendance to present to the design/report.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.
2. Council approve the final concept design of the Matamata Domain playground prior to staff initiating the procurement process.
3. Council authorises staff to undertake minor changes to the concept design where required.

Resolution number CO/2024/00002

Moved by: Cr K Tappin

Seconded by: Cr G Thompson

KUA MANA | CARRIED

ATTACHMENTS

A BM221199_Matamata_Domain_Playground_Developed_Design_RevB_Reduced

7.2 Plan Change 55 - Fonterra

CM No.: 2820381

Te Kaupapa | Purpose

Fonterra Limited has requested a change to the Operative Matamata-Piako District Plan in relation to their Waitoa Dairy Manufacturing Facility. Part 2 of Schedule 1 of the Resource Management Act 1991 (RMA or “the Act”) sets out the procedural matters for dealing with such a request. The Council must first consider how to deal with the request. Clause 25 of Schedule 1 allows the Council to reject the request, treat the request as if it were an application for a resource consent, adopt the request or accept the request. The purpose of this report is to discuss the merits of each option and recommend a preferred course of action to the Council.

Rāpopotonga Matua | Executive Summary

The RMA allows anyone to seek changes to a district plan through a request for a private plan change. Fonterra Limited have requested a change to the Operative Matamata-Piako District Plan in relation to their Waitoa Dairy Manufacturing Facility. The change relates to the Development Concept Plan (DCP) and its associated Noise Emission Control Boundary (NECB), which the Facility currently operates under. Under the RMA, the Council must decide how it initially wants to deal with the plan change request. It may either reject the request, process the request, adopt the request or accept it. Marius Rademeyer (Council’s processing planner) is available to discuss each option and answer any questions.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. That Council resolves to accept Fonterra Limited’s “Proposed (Private) Plan Change 55 – Waitoa Dairy Manufacturing Facility” in accordance with Clause 25(2)(b) of Part 2 of Schedule 1 of the Resource Management Act 1991.
2. That Council resolves, in accordance with Section 34A of the Resource Management Act 1991, to delegate the authority to decide the notification requirements for Fonterra Limited’s “Proposed (Private) Plan Change 55 – Waitoa Dairy Manufacturing Facility” to the Group Manager Growth and Regulation and/or the District Planner.

Resolution number CO/2024/00003

Moved by: Cr S Whiting

Seconded by: Cr R Smith

KUA MANA | CARRIED

ATTACHMENTS

A PC 55 Acceptance Final Presentation issued to MPDC 25 03 24

7.3 Renewal of isiteNZ membership 01 July 2024 - 30 June 2025

CM No.: 2827732

Te Kaupapa | Purpose

To seek a decision from Council on whether or not to renew Council's annual membership with Visitor Information Network Incorporated (VIN Inc. trading as isite NZ).

Rāpopotonga Matua | Executive Summary

Te Aroha isite is seeking a decision from council regarding the branding of the visitor centre for the next financial year and beyond. Te Aroha isite does not feel the new isite NZ membership requirements are necessary to operate. It is deemed the visitor centre can reduce operating costs associate with isite NZ membership and continue to deliver the same services within existing budget as an independent information centre, focusing on promoting Matamata-Piako District attractions and adding value to wider Council operations. The information and figures attached to this report are taken from data gathered from budget analysis and isite visitor centre records.

WHAKATAUNGA A TE KAUNIHĒRA | COUNCIL RESOLUTION

That:

1. Council does not renew membership to VIN Inc. on 01 July 2024 and continues to operate with MPDC funding under the name 'Te Aroha Information Centre'.

Resolution number CO/2024/00004

Moved by: Cr R Smith

Seconded by: Cr G Thompson

KUA MANA | CARRIED

The meeting adjourned for morning tea at 9.52am and reconvened at 10.14am.

7.4 Playground Renewals - Tom Grant Drive (Donated Equipment)

CM No.: 2831343

Te Kaupapa | Purpose

The purpose of this report is for Council to approve the donation of play equipment to Tom Grant Drive playground from the Tom Grant Drive committee.

Rāpopotonga Matua | Executive Summary

The Tom Grant Drive playground has been identified for renewal this financial year 2023/24 through annual audit condition assessments and the Tom Grant Drive Committee wish to donate some additional play equipment to the playground at this time.

The Tom Grant Drive committee has received a generous donation from the Langlands Family with the view to spend this donation on playground equipment. The Langlands Family have previously donated two picnic benches to the playground for parents to sit on whilst their children play.

The committee wish to donate two rockers, a carousel and a basket swing to the playground, all complete with memorial plaques, which is in keeping with the current policy for a neighbourhood community playground.

This report has come to Council as the value of the donated play equipment is over the \$5000 threshold in the donation policy and therefore requires Council approval.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The report is received.
2. Council approves the donation of play equipment.

Resolution number CO/2024/00005

Moved by: Cr S Whiting

Seconded by: Cr B Dewhurst

KUA MANA | CARRIED

7.5 Road naming for road 19 stages 4A-2 & 4A-3, Lockerbie Estate, Morrinsville

CM No.: 2837136

Te Kaupapa | Purpose

This report enables council to consider and approve the applicant's new name for Road 19 at the Lockerbie Estate development in Morrinsville. Road 19 is part of stages 4A-2 and 4A-3.

Council liaises with developers and their agents to ensure that the correct application of the road naming and numbering policy is applied for developments.

Council is responsible and has the power under sections 319, 319A and 319B of the Local Government Act 1974 to name formed roads including private roads that are intended for the use of the public generally, and for the numbering of land and buildings.

Council's attached policy covers both the naming of public roads and the naming of private access ways, to ensure consistency. Council's policy complies with The Australian/New Zealand Standard on Rural and urban addressing AS/NZS 4819:2011.

Rāpopotonga Matua | Executive Summary

Section 6 Naming considerations of the policy states,

"A proposal to name or rename a road, or an open space must include evidence that the name(s) reflect one or more of the following:

- a. The identity of the Matamata-Piako District and/or local identity.**
- b. The historical significance of particular locations.
- c. The cultural significance of the area to Mana Whenua.
- d. People important in the history of an area.**
- e. Events, people and places significant to a community or communities locally, nationally or internationally.**
- f. Flora and Fauna significant or important to the history of an area."

Lockerbie developer GD Jones received a request from Carina and Frances Marsh (daughter and wife of the late George Tahere Marsh) for a new public road (Road 19) to be named in George's honour.

In terms of the above evidence, George is considered to be: (a) a local identity, (d) a person important in the history of the area, and (e) a person significant to a local community (Morrinsville).

The family describe the late George Tahere Marsh as a man of many talents and a very significant person in the Morrinsville community; providing extraordinary public service – something he continued to provide right up until his passing on 22 July 2022.

Many Morrinsville locals had made approaches to the family prior to their contact with developer GD Jones, suggesting that a road within the Lockerbie Estate would be an appropriate way to honour George's legacy.

In selecting appropriate road names, the developer or chosen representative should refer to the policy, specifically *Section 8 – Criteria for all road and access way names*. Amongst other criteria,

it is important that road and access way names not be duplicated in the Matamata-Piako district nor sound similar, or be similar in spelling to existing road names.

In accordance with *Section 4: Application* of the policy, for each road the developer must submit their preferred name, plus two alternative names.

Developer GD Jones submitted the following names for Road 19.

1. **Marsh** - the family or surname name of George Tahere Marsh
2. **Tahere** - the middle name of George Tahere Marsh
3. **Ballina** – a sister town to Matamata-Piako – Ballina, N.S.W, Australia

In addition to road names, a plan identifying all roads or access ways and each property number must be included in the proposal and all proposed roads to be named must be clearly labelled.

Developers must consider property numbers and road/open spaces names at the early stages of their resource consent application to ensure there are no delays to the process.

It is also proposed to extend those existing streets currently shown on the survey plan as part of stages 1A/1B, i.e. Lockerbie, Harp, Morrin, Werewere, Howie and Mannings) further to the North into stages 4A-2 and 4A-3 to adjoin with the new Marsh Avenue.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. **Council approves the preferred public road name (Marsh Avenue) for road 19 within stages 4A-2 and 4A-3 of the Lockerbie Estate, Morrinsville (as indicated on the survey plan).**
2. **Council approves extending those existing streets currently shown on the survey plan as part of stages 1A/1B, i.e. Lockerbie, Harp, Morrin, Werewere, Howie and Mannings) further to the North into stages 4A-2 and 4A-3 to adjoin with the new Marsh Avenue.**

Resolution number CO/2024/00006

Moved by: Cr S-J Bourne

Seconded by: Cr D Horne

KUA MANA | CARRIED

7.6 Elected Members' Remuneration, Allowances and Expenses Policy

CM No.: 2832681

Te Kaupapa | Purpose

The purpose of this report is to consider and adopt Matamata-Piako District Council's Elected Members' Remuneration, Allowances and Expenses Policy.

Rāpopotonga Matua | Executive Summary

The Remuneration Authority set the rules and regulations for Elected Members' Remuneration and Allowances and require Council's to have an Elected Members' Remuneration, Allowances and Expenses Policy. This must be available on Council's website.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The Elected Members' Remuneration, Allowances and Expenses Policy as attached be adopted.

Resolution number CO/2024/00007

Moved by: Deputy Mayor J Thomas

Seconded by: Cr K Tappin

KUA MANA | CARRIED

8 Ngā Pūrongo Whakamārama | Information Reports

8.1 Chief Executive Officer's Report

CM No.: 2836265

Te Kaupapa | Purpose

The purpose of this report is to provide Council with the Chief Executive Officer's report from the previous month. This report includes the month of February 2024.

Rāpopotonga Matua | Executive Summary

The Chief Executive Officer's report for the period ending February 2024 is attached to the agenda.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Resolution number CO/2024/00008

Moved by: Cr S-J Bourne

Seconded by: Cr D Horne

KUA MANA | CARRIED

10.45 am

The Chairperson thanked Members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD
OF THE MEETING OF KAUNIHERA | COUNCIL
HELD ON 27 MARCH 2024.

KO TE RĀ | DATE:

TIAMANA | CHAIRPERSON: