

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 25 June 2025 at 09:00.

[The meeting livestream link is available to view here](#)

Ngā Mema | Membership

Manuhuia | Mayor

Adrienne Wilcock (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

Cr Kevin Tappin

For leave of absence (23 June 2025 – 1 August 2025)

Ngā mema i reira o runga te tūhono ipurangi | Members present via audio/visual link

Name	Position/Organisation	Time In	Time Out
Sarah-Jane Bourne	Councillor, Matamata-Piako District Council	9.00am	11.14am

Kaimahi i reira | Staff Present

Name	Title	Item No.
Manaia Te Wiata	Tumu Whakarae Chief Executive Officer	
Stephanie Hutchins	Kaitohu Mātāmua Kāwana Senior Governance Advisor	
Fiona Vessey	Hautū Whakahaere Group Manager Operations	7.1
Mark Naudé	Kaiārahi Mahere Paparēhia me ngā Taiwhanga Parks & Facilities Planning Team Leader	7.3
Susanne Kampshof	Pou Rawa me ngā Kaupapa Assets and Projects Manager	7.3
Sandra Harris	Pou Kaupapahere, Rāngai Mahitahi me te Kāwana Policy, Partnerships and Governance Manager	7.4
Barry Reid	Pūkenga Rawa Rori Roothing Asset Engineer	7.5
Ajay Kumar	Kaitiaki Whakahaere Pūtea Management Accountant	8.1
Larnia Rushbrooke	Pou Pūtea, Ratonga Pakihi Finance & Business Services Manager	8.1

I reira | In Attendance

Name	Position/Organisation	Item	Time In	Time Out
Peter Volker		6	9.00am	9.49am
Gary Stanley	Matamata Community Health Shuttle	6	9.00am	10.24am
Alan Wilkie	President, Te Aroha Croquet Club	6	9.00am	10.13am
Jaydene Kana	Chairperson, Risk and Assurance Committee	7.2	9.00am	9.29am

1 Whakatūwheratanga o te hui | Meeting Opening

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

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

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That an apology and leave of absence for 23 June 2025 – 1 August 2025 from Cr Kevin Tappin be received and accepted.

Resolution number CO/2025/00001

Moved by: Cr J Sainsbury

Seconded by: Cr R Smith

KUA MANA | CARRIED

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.

5 Whakaaetanga mēneti | Confirmation of minutes

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That the minutes of the meeting of the ordinary meeting of Matamata-Piako District Council held on Wednesday, 28 May 2025, be confirmed as a true and correct record of the meeting.

Resolution number CO/2025/00002

Moved by: Cr C Ansell

Seconded by: Cr G Thompson

KUA MANA | CARRIED

6 Take i puta mai | Public Forum

6.1	<p>Topic: Consultation procedure on 'Local Waters Done Well' and Council's role in fast tracking of projects</p> <p>In attendance: Peter Volker</p> <p><u>Topic Summary</u></p> <p>Peter Volker in attendance to speak to elected members on <i>Consultation procedure on 'Local Waters Done Well' and Council's role in fast tracking of projects</i>. A copy of his summary has been attached.</p> <hr/> <p>ATTACHMENTS</p> <p>A Public Forum Summary - Peter Volker</p>
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6.2	<p>Topic: Item 7.4 – Matamata Community Health Shuttle – Request for Grant</p> <p>In attendance: Gary Stanley</p> <p><u>Topic Summary</u></p> <p>Gary Stanley in attendance on behalf of Matamata Community Health Shuttle to speak to elected members on <i>Agenda Item 7.4 – Matamata Community Health Shuttle – Request for Grant</i>. A copy of his summary has been attached. A question of clarification was raised enquiring how much it cost to purchase the site and the response was \$430,000.</p> <hr/> <p>ATTACHMENTS</p> <p>A Public Forum Summary - Gary Stanley on behalf of Matamata Community Health Shuttle</p>
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6.3	<p>Topic: Agenda Item 7.3 - Croquet Pavilion at Te Aroha Domain</p> <p>In attendance: Alan Wilkie</p> <p><u>Topic Summary</u></p> <p>Alan Wilkie in attendance on behalf of Te Aroha Croquet Club to speak to elected members on Agenda Item 7.3 – Croquet Pavilion at Te Aroha Domain. A copy of his summary has been attached.</p>
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	ATTACHMENTS
A	Public Forum Summary - Alan Wilkie of behalf of Te Aroha Croquet Club

7 Pūrongo me whakatau | Decision Reports

7.1 Local Water Done Well Consideration of Submissions and Deliberations

CM No.: 3039587

Te Kaupapa | Purpose

The purpose of this report is to inform Council of the submissions received through the Local Water Done Well public consultation and to support Council's consideration of the feedback received.

Following consideration of the submissions, the intent is for Council to confirm its preferred approach to water service delivery. This decision will inform the preparation of Matamata-Piako District Council's Water Services Delivery Plan, as required under the Local Water Done Well framework. The report summarises the consultation process and key themes, provides staff responses, and presents a comparative assessment of the shortlisted delivery options to assist in final decision-making.

Rāpopotonga Matua | Executive Summary

Matamata-Piako District Council is required to decide on a future model for delivering its drinking water, wastewater, and stormwater services under the Government's **Local Water Done Well** framework. This decision will have long-term implications for public health, environmental outcomes, infrastructure resilience, and financial sustainability.

Following an evaluation of five potential models, Council shortlisted two for public consultation:

- **Option 1:** An enhanced Internal Business Unit (IBU) within Council, financially ring-fenced.
- **Option 2 (Preferred):** A Multi-Council Owned Water Organisation—**Waikato Water Done Well**, established as a Council Controlled Organisation (CCO).

Public consultation was undertaken between 5–25 May 2025, supported by a multi-channel campaign that reached over 5,000 residents. A total of **21 submissions** were received: 12 in support of the CCO model, 6 opposed, and 3 neutral or unclear. While formal submission numbers were modest, the overall engagement demonstrated a good level of community awareness and understanding.

Key themes from submissions included concerns about local control, financial transparency, staffing retention, and future costs. In response, staff have identified how the proposed CCO model addresses these issues—through clear governance structures, ring-fenced funding, retention strategies, and mechanisms to ensure local influence and oversight.

A detailed comparative analysis was also undertaken. It found that while both models are viable, the **Waikato Water Done Well CCO** offers stronger long-term benefits:

- Greater **financial sustainability** (\$96M savings projected by 2044; lower annual price increases of 4% vs 7%)
- Enhanced **operational capacity**, workforce resilience, and regulatory readiness
- Improved **regional collaboration** and alignment with national reforms
- Preserved **public ownership** with strategic input via Shareholder Agreements

Both models carry risks, but the CCO's scalability and ability to access economies of scale offer greater resilience in meeting future challenges. Key safeguards can be embedded in the Shareholder Agreement and Transition Plan to address community concerns and ensure a cautious, well-managed transition.

Council is now asked to consider the consultation feedback, legal and policy obligations, and strategic analysis to make a final decision on the preferred water service delivery model. The decision will inform the preparation of the required **Water Services Delivery Plan**, due by 3 September 2025.

Tūtohunga | Recommendation

That:

- 1. Council receives the report;**
- 2. Council considers public submissions received as part of the consultation undertaken in accordance with Local Water Done Well.**
- 3. Council directs staff to respond to each submitter with the Council's decision and relevant commentary.**
- 4. Council approves;**

OPTION 1: INTERNAL BUSINESS UNIT (IBU) OF COUNCIL (FINANCIALLY RING FENCED)

- a) Council, having considered public submissions, and the comparative analysis of delivery models, approves the establishment of an Internal Business Unit to manage and deliver wastewater, drinking water and stormwater services;**

OR

OPTION 2: MULTI-COUNCIL OWNED WATER ORGANISATION (WAIKATO WATER DONE WELL COUNCIL CONTROLLED ORGANISATION (CCO))

- a) Council, having considered public submissions, and the comparative analysis of delivery models, approves 'Waikato Water Done Well Council Controlled Organisation' as the model for delivering water and wastewater services, in accordance with the Local Government (Water Services Preliminary Arrangements) Act 2024 ("WWDW Decision");**
- b) Council re-affirms its previous resolution that stormwater services will continue to be delivered in-house.**

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. Council receives the report;
2. Council considers public submissions received as part of the consultation undertaken in accordance with Local Water Done Well.
3. Council directs staff to respond to each submitter with the Council's decision and relevant commentary.
4. Council approves;

OPTION 2: MULTI-COUNCIL OWNED WATER ORGANISATION (WAIKATO WATER DONE WELL COUNCIL CONTROLLED ORGANISATION (CCO))

- a) Council, having considered public submissions, and the comparative analysis of delivery models, approves 'Waikato Water Done Well Council Controlled Organisation' as the model for delivering water and wastewater services, in accordance with the Local Government (Water Services Preliminary Arrangements) Act 2024 ("WWDW Decision");
- b) Council re-affirms its previous resolution that stormwater services will continue to be delivered in-house.

Cr Caleb Ansell voted against the motion (4) and wished his vote to be recorded.

Resolution number CO/2025/00003

Moved by: Cr G Thompson

Seconded by: Cr D Horne

KUA MANA | CARRIED

7.2 Risk and Assurance Committee Report of 17 June 2025

CM No.: 3039513

Te Kaupapa | Purpose

The purpose of this report is to provide Council with an update from the Risk and Assurance Committee following its meeting on 17 June 2025.

Rāpopotonga Matua | Executive Summary

Risk and Assurance Committee Chairperson, Jaydene Kana, in attendance to update Council on the committee business, provide an overview of the minutes and any recommendations from the Risk and Assurance Committee meeting held on 17 June 2025.

The update will be circulated separately from the agenda.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Resolution number CO/2025/00004

Moved by: Cr C Ansell

Seconded by: Cr G Thompson

KUA MANA | CARRIED

ATTACHMENTS

- A MPDC - RAC - 170625 - Chair Hui Summary

7.3 Croquet Pavilion at Te Aroha Domain

CM No.: 3002123

Te Kaupapa | Purpose

To resolve ownership of the Croquet Pavilion building, used as a clubhouse, at Te Aroha Domain as well as responsibilities for maintenance and renewals.

Rāpopotonga Matua | Executive Summary

Te Aroha Croquet Club Incorporated occupy the croquet greens and Croquet Pavilion building at Te Aroha Domain.

Te Aroha Domain is both a Recreation Reserve subject to the Reserves Act 1977 and a Historic Area under the Heritage New Zealand Pouhere Taonga Act 2014.

The sport of croquet contributes significantly to the 'Edwardian character' of Te Aroha Domain and the croquet club maintain the greens to a high standard. The current pavilion building dates from the 1950s and is not a listed heritage building.

In 1981, Te Aroha Borough Council granted a lease to the croquet club for a period of thirty years with a right of renewal (exercised in 2018). The current lease expires in 2041.

In recent years, questions have been raised about the ownership of the building and responsibility for maintenance. As the building has aged, it has required more significant maintenance and renewal works.

It is acknowledged that the language used in the 1981 lease document is not always clear and can be open to different interpretations. The lease made the croquet club responsible for maintenance of the building but the document is not explicit about whether this included what would today be termed 'renewal' works like re-piling or re-roofing.

The croquet club have requested that Council accepts 'ownership' of the building and responsibility for what it terms 'capital maintenance' i.e. renewals.

Council Staff have reviewed records held by Council and documents supplied by the club and have formed the opinion that:

- (a) The building is owned by Council;
- (b) Under the 1981 lease the croquet club is responsible for maintenance of the building;
- (c) There is uncertainty around who is responsible for building renewals.

Ownership of the building results in some duties but does not necessarily commit Council to funding any or all building renovations desired by the club.

An assessment by a structural engineer could help quantify the issues with the building and the potential costs involved.

Council could consider future funding for the building through Annual Plan and Long Term Plan processes. This could involve setting aside a renewal budget for the croquet pavilion or by providing a one off grant to the croquet club to bring the building up to the desired standard.

When considering the future of the building, Council should consider the strategic vision for Te Aroha Domain, the extent to which the croquet pavilion building contributes towards that vision, as well as wider community views.

Council needs to consider whether the current croquet pavilion building is essential to enable and support croquet as an activity at the Domain. There may also be alternative ways to provide a clubhouse type facility that does not involve the current building (e.g. using a different building, sharing a building with others, or some other option).

As building owner, Council could gift the building to the croquet club however this is likely to be of little benefit to the club and unlikely to improve the current situation concerning funding for building renewal. If the club ceased to exist, ownership of the building would revert to Council, under the provisions of the Reserves Act 1977

Council may wish to consider the current lease arrangement.

Council could:

- a) lease the building to the croquet club but issue a new deed of lease, which clearly outlines the respective duties and responsibilities for operations, maintenance, capital, and renewal works; or
- b) terminate the current lease arrangement and operate the building as a bookable Council facility; or
- c) defer a decision on the future occupancy and operation of the building until it has received and considered a structural engineer's report on the condition of the building and associated renovation costs.

Tūtohunga | Recommendation

That:

- 1. The report be received;**
- 2. Council accepts legal ownership of the building;**
- 3. Council resolves to consider an appropriate level of funding for maintenance and renewal for the Croquet Pavilion building as part of the next Annual Plan budgeting process.**
- 4. A report on the condition of the building is to be undertaken by a suitably qualified and experienced structural engineer;**
- 5. Council resolves to:**
 - a) lease the building to the Te Aroha Croquet Club under the provisions of section 54, Reserves Act 1977, for a period to be determined by Council but which may not exceed 33 years, and issues a new deed of lease, which clearly outlines the respective duties and responsibilities for operations, maintenance, capital, and renewal works;**

OR

 - b) give notice of its intention to terminate the current lease arrangement and to operate the building as a bookable Council facility upon termination of the lease;**

OR

c) gift the building to the Te Aroha Croquet Club;

OR

d) defer a decision on the future occupancy and operation of the building until it has received and considered a structural engineer's report on the condition of the building and associated renovation costs.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The report be received;
2. Council accepts legal ownership of the building;
3. Council resolves to consider an appropriate level of funding for maintenance and renewal for the Croquet Pavilion building as part of the next Annual Plan budgeting process.
4. A report on the condition of the building is to be undertaken by a suitably qualified and experienced structural engineer;
5. Council resolves to defer a decision on the future lease arrangements until it has received and considered a structural engineer's report on the condition of the building and associated renovation costs.

Resolution number CO/2025/00005

Moved by: Cr J Sainsbury

Seconded by: Cr C Ansell

KUA MANA | CARRIED

7.4 Matamata Community Health Shuttle - Request for Grant

CM No.: 3047574

Te Kaupapa | Purpose

The purpose of this report is to consider any grant contribution towards the relocation of the Matamata Community Health Shuttle garage.

Rāpopotonga Matua | Executive Summary

The Matamata Community Health Shuttle have requested a grant of up to \$33,397 to assist with relocation costs of the health shuttle garage.

Council staff have completed an assessment of the grant request against various criteria including eligibility of any available Council grants, alignment with Long Term Plan/Annual Plan and any other available internal options.

The assessment concludes that there are two options moving forward.

- 1) Council could grant the group up to \$33,397. \$25,000 is available in Council's existing grant budget, any remainder could be funded by the Community Purposes Reserve if desired.
- 2) Council could decline the request for a grant and staff could provide advice to the group on other possible external grants.

Tūtohunga | Recommendation

That:

1. The report be received.
2. Council:
 - a) Council allocate \$_____ by way of grant towards the relocation of the Matamata Community Health Shuttle garage from Council's existing grant budget and/or Community Purposes Reserve.

OR

 - b) Council decline the request for a grant and Council staff provide advice to the Matamata Community Health Shuttle on other appropriate and available external grants.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

- 1. The report be received.**
- 2. Council allocate \$25,000 (including GST) by way of grant to assist towards the relocation of the Matamata Community Health Shuttle garage to be contingent on the remediation of the existing site from Council's existing grant budget and/or Community Purposes Reserve.**

Resolution number CO/2025/00006

Moved by: Cr C Ansell

Seconded by: Cr J Sainsbury

KUA MANA | CARRIED

The meeting adjourned for a short break at 10.24am and reconvened at 10.48am.

7.5 Lockerbie Estate, Morrinsville - Stage 5 Road Naming

CM No.: 3019486

Te Kaupapa | Purpose

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 access ways that are intended for the use of the public generally, and for the numbering of land and buildings.

Rāpopotonga Matua | Executive Summary

An application from GD Jones of the Kilroy Group (developer/applicant) was recently received to name six (6) new public roads as part of the latest Stage 5, Lockerbie subdivision in Morrinsville. The Kilroy Group have previously worked with Council on numerous earlier stages to Lockerbie. Stage 5 represents the progression of their development.

Whenever subdivisions of 6 or more lots are created, decisions on road names are made in Council consistent with its policy (*Numbering of Properties, Naming of Roads, Access Ways and Open Spaces - 02 October 2019*), which is attached.

It is recommended that Council accept the following six preferred public road names that correspond to the roading plan below under Background.

- Road 20: Lingard Street
- Road 21: Harrop Place
- Road 24: Toitu Street
- Road 25: Barlow Street
- Road 26: Tirohia Street
- Road 28: Jersey Street

It is expected that the separate process of road numbering will follow once 224 is approved.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. Council approves the preferred public road names: *Lingard Street, Harrop Place, Toitu Street, Barlow Street, Tirohia Street, and Jersey Street* for this 6-lot urban, Stage 5 extension, of the Lockerbie residential subdivision in Morrinsville.

Resolution number CO/2025/00007

Moved by: Cr B Dewhurst

Seconded by: Cr S Whiting

KUA MANA | CARRIED

8 Ngā Pūrongo Whakamārama | Information Reports

8.1 April 2025 Finance Report

CM No.: 3047161

Te Kaupapa | Purpose

The April 2025 financial report is presented for Council's information.

Rāpopotonga Matua | Executive Summary

The April 2025 financial report is attached and presented for Council's information.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The April 2025 financial report be received.

Resolution number CO/2025/00008

Moved by: Cr D Horne

Seconded by: Cr R Smith

KUA MANA | CARRIED

8.2 Minutes of Te Manawhenua Forum mō Matamata-Piako - 3 June 2025

CM No.: 3047068

Te Kaupapa | Purpose

The purpose of this report is to provide an update to Council on the Te Manawhenua Forum mō Matamata-Piako meeting held on 3 June 2025.

Rāpopotonga Matua | Executive Summary

Unconfirmed minutes of the Te Manawhenua Forum mō Matamata-Piako meeting of 3 June 2025, are attached to this report for information.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Resolution number CO/2025/00009

Moved by: Deputy Mayor J Thomas

Seconded by: Cr J Sainsbury

KUA MANA | CARRIED

8.3 External Committee Minutes - May 2025

CM No.: 3039506

Te Kaupapa | Purpose

The purpose of this report is to provide Council with the minutes of recent external committees meetings that Matamata-Piako District Council have representation on.

The minutes attached to this report are from:

- Future Proof Public Transport Subcommittee – 16 May 2025

Rāpopotonga Matua | Executive Summary

At the Council meeting on 9 November 2022, Council resolved to have representation on the following external committees:

Committee	Representative	Alternate Representative
Waikato Civil Defence Emergency Management Group Joint Committee	Cr Russell Smith	
Waikato Regional Transport Committee	Mayor Adrienne Wilcock	Deputy Mayor James Thomas
Regional Triennial Agreement Forum	Mayor Adrienne Wilcock	Deputy Mayor James Thomas
Hauraki Gulf Forum	Cr James Sainsbury	
Hauraki Scheme Subcommittee <i>(formerly Waihou-Piako Flood Protection Advisory Committee)</i>	Cr Sarah-Jane Bourne	Cr Caleb Ansell
Local Government New Zealand: Zone 2	Mayor Adrienne Wilcock	Deputy Mayor James Thomas
Future Proof Implementation Committee	Mayor Adrienne Wilcock	Deputy Mayor James Thomas
Pare Hauraki Collective Working Group	Mayor Adrienne Wilcock	Deputy Mayor James Thomas

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Resolution number CO/2025/00010

Moved by: Mayor A Wilcock

Seconded by: Cr R Smith

KUA MANA | CARRIED

11.14 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 25 JUNE 2025.

KO TE RĀ | DATE:

TIAMANA | CHAIRPERSON:

Minutes prepared by:

Stephanie Hutchins

*Kaitohu Mātāmua Kāwana |
Senior Governance Advisor*