

I hereby give notice of an Ordinary meeting of the

<b>Meeting</b>	Mangawhai Community Park Governance Committee
<b>Date</b>	Monday 19 November 2018
<b>Time</b>	10.00am
<b>Venue</b>	Meeting Room, Kaipara District Council offices – 6 Molesworth Drive, Mangawhai

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## **Open Agenda**

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### **Membership**

Chair: Councillor Anna Curnow

Members: Messrs Maurice Langdon and Jim Wittle, Deputy Mayor Peter Wethey

Staff and Associates:

Parks and Recreation Manager, Governance Advisor (Minute-taker)

Jason Marris  
**General Manager Governance, Strategy and Democracy**

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**Mangawhai Community Park Governance Committee**

**Monday 19 November 2018, Mangawhai**

**1 Opening**

**1.1 Present**

**1.2 Apologies**

**1.3 Confirmation of Agenda**

The Committee to confirm the Agenda.

**1.4 Conflict of Interest Declaration**

Committee Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a Committee Member and any private or other external interest they might have. It is also considered best practice for those members to the Executive Team attending the meeting to also signal any conflicts that they may have with an item before the Committee.

**1.5 Deputations and Presentations**



## **2 Confirmation of Minutes**

### **2.1 Mangawhai Community Park Governance Committee minutes 20 August 2018**

**General Manager Governance, Strategy and Democracy**

**1611.05**

#### **Recommended**

*That the minutes of the meeting of Mangawhai Community Park Governance Committee held on 20 August 2018 be confirmed as a true and correct record.*



<b>Meeting</b>	Mangawhai Community Park Governance Committee
<b>Date</b>	Monday 20 August 2018
<b>Time</b>	Meeting commenced at 10.00am Meeting concluded at 11.53am
<b>Venue</b>	Meeting Room, Kaipara District Council offices – 6 Molesworth Drive, Mangawhai
<b>Status</b>	Unconfirmed

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## Minutes

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### Membership

Chair: Councillor Anna Curnow

Members: Messrs Maurice Langdon and Jim Wittle, Deputy Mayor Peter Wethey

Staff and Associates:

Parks and Recreation Manager, Governance Advisor (Minute-taker)

Jason Marris  
**General Manager Governance, Strategy and Democracy**

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**Minutes of the Mangawhai Community Park Governance Committee meeting  
Monday 20 August 2018, Mangawhai**

**1 Opening**

**1.1 Present**

Councillor Anna Curnow (Chair), Deputy Mayor Peter Wethey, Messrs Maurice Langdon and Jim Wintle

**In Attendance**

Name	Designation	Item(s)
Hamish Watson	Parks Officer	All
Lisa Hong	Governance Advisor	All (Minute-taker)

**1.2 Apologies**

Nil.

**1.3 Confirmation of Agenda**

**Moved Curnow/Wethey**

*That the Mangawhai Community Park Governance Committee confirms the agenda, with the addendum 'Succession Planning' before item 3.1 'Mangawhai Community Park Master Plan Operations Update: May 2018 to July'.*

**Carried**

**1.4 Conflict of Interest Declaration**

Name	Conflict
Jim Wintle	Trustee of the Pioneer Village Trust

**1.5 Deputations and Presentations**

Nil.

**2 Confirmation of Minutes**

**2.1 Mangawhai Community Park Governance Committee minutes 21 May 2018**

**General Manager Governance, Strategy and Democracy**

**1611.04**

**Moved Wethey/Langdon**

*That the minutes of the meeting of Mangawhai Community Park Governance Committee held on 21 May 2018 be confirmed as a true and correct record.*

**Carried**

### 3 Information

#### 3.0 Succession Planning

[Secretarial Note: This item was added to the agenda by the Committee in a resolution in item 1.3 'Confirmation of Agenda'.]

Jim Wintle discussed potential new member to the Committee to succeed him in the future.

#### 3.1 Mangawhai Community Park Master Plan Operations Update: May 2018 to July

**Parks and Recreation Manager 4702.13.06**

[Secretarial Note: Deputy Mayor Wethey tabled Mangawhai Community Trust's sporting facilities priorities document dated 19 August 2018. The Committee noted that any new draft Licences to Occupy in the Mangawhai Community Park are to be reviewed by the Committee prior to being recommended to Council. The Committee requested staff to instruct the Mangawhai Activity Zone Committee to submit a project proposal on the proposed pump track for the Committee to review, including line of sight, carparking and access routes creating a cohesive design plan.]

**Moved Curnow/Langdon**

*That the Mangawhai Community Park Governance Committee receives the Parks and Recreation Manager's report 'Mangawhai Community Park Master Plan Operations Update: May 2018 to July 2018' dated 09 August 2018.*

**Carried**

### 4 Decision

#### 4.1 Mangawhai Community Park Survey Options reports

**Acting General Manager Infrastructure 4702.13.06**

**Moved Curnow/Wethey**

*That Mangawhai Community Park Governance Committee:*

- 1 *Receives the Acting General Manager Infrastructure's report 'Mangawhai Community Park Survey Options report' dated 09 August 2018; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Delegates the Chief Executive to develop a proposal targeting users of the Mangawhai Community Park by having volunteers survey the people at the Park.*

**Carried**

#### 4.2 Mangawhai Pioneer Village Trust Licence to Occupy – Requested amendment to include surrounding land

**Parks and Recreation Manager 4702.13.06**

[Secretarial Note: Jim Wintle declared a conflict of interest for this item and did not participate in the discussion nor vote on the item.]

**Moved Curnow/Wethey**

*That the Mangawhai Community Park Governance Committee;*

- 1 *Receives the Parks and Recreation Manager's report 'Mangawhai Pioneer Village Trust Licence to Occupy – Requested amendment to include surrounding land' dated 10 August 2018; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Agrees in principle with Option B of the afore-mentioned report to change the Mangawhai Pioneer Village Trust's Licence to Occupy to include the surrounding land but not have exclusive rights as outlined in the circulated plan, being Attachment 2 to the aforementioned report; and*
- 4 *Directs the Chief Executive to prepare a new draft Licence to Occupy with proposed site layout for existing and future developments, for review by the Committee before it is recommended to full Council for execution.*

**Carried**

#### **Closure**

The meeting closed at 11.53am.

**Confirmed** .....

**Chair** .....

**Kaipara District Council**

**Dargaville**



### **3 Information**



**File number:** 4702.13.06 **Approved for agenda** ☒

**Report to:** Mangawhai Community Park Governance Committee

**Meeting date:** 19 November 2018

**Subject:** Mangawhai Community Park Master Plan Operations Update: August 2018 to October 2018

**Date of report:** 12 November 2018

**From:** Hamish Watson, Parks and Recreation Manager

**Report purpose** ☐ **Decision** ☒ **Information**

**Assessment of significance** ☐ **Significant** ☒ **Non-significant**

**Summary**

The Mangawhai Community Park Governance Committee (MCPGC) is the body which oversees the implementation of the Mangawhai Community Park Master Plan (the Master Plan) for the Mangawhai Community Park (MCP). The revised MCP 2015/2025 Work Programme was adopted in June 2016 and amended in May 2017.

A summary of activities, operations and maintenance work carried out over the months of August 2018 to October 2018 is reported below.

**Recommendation**

*That the Mangawhai Community Park Governance Committee receives the Parks and Recreation Manager's report 'Mangawhai Community Park Master Plan Operations Update: August 2018 to October 2018' dated 12 November 2018.*

**Reason for the recommendation**

To keep the MCPGC up-to-date on progress of the work programme and relevant information regarding the ongoing operations and works at MCP.

**Reason for the report**

To report on the Master Plan operations, providing an update for the August 2018 to October 2018 period.

**Background**

The Master Plan was developed after public consultation and feedback and adopted by Council on 25 November 2014. The Vision for the Park is:

*Mangawhai Community Park will be a visible, predominantly natural, public space at the entrance to Mangawhai Heads, used (freely) by the community for recreation and enjoyment of the outdoor environment.*

**Mangawhai Community Park Operations Update**

A capital budget of \$150,000 pa was approved as part of the Long Term Plan (LTP) 2018/2028 for the development of the MCP from financial contributions (Reserves).

The following is a summary of activities, operations and maintenance work carried out over the months of August 2018 to October 2018:

#### Projects undertaken by Council

- The Mangawhai Museum's Deed of Surrender is still being worked through, staff are waiting for a reply from the Museum;
- Project Briefing Document is completed for review; **Attachment 1**;
- Staff are working with Pacific Coast Surveyors to complete the survey plan for the resource consent application and to identify all significant areas for the works planned across the Park;
- A proposal has been presented to the Friends of Mangawhai Community Park (Friends) from MAZ to build a pump track outside their Licence to Occupy (LTO) area. The Friends have requested more information and an exact location be specified and added to the survey plan before being sent to the MCPGC for approval to go before Council;
- The proposed variation to the Pioneer Village LTO to include the surrounding grounds has the wording as below. This is currently in the original document and covers what is being requested by the Pioneer Village Trust. With this we will continue to finish processing their LTO from the Development Agreement for LTO.

#### 1.1 *The Council grants and the Organisation accepts:*

- a) *a licence to use and occupy the Improvements on the Land; and*
  - b) *a licence to use the balance of the Land, excluding that part of the Land on which the Improvements are situated, in common with other organisations and persons to whom the Council may grant similar rights.*
- Staff and the Friends Committee are investigating future parking requirements for the wider park.
- The sandhill out the front of the MAZ site is being assessed for removal to open up line of site and potential car parking.

#### Projects with Council and community

- For the last three months we have been concentrating on the existing buildings at the Pioneer Village. The Tara School has had a door taken out and replaced with weatherboards. It has a seat to be built along the side and then it is okay. The old Post Office has been cleaned and sanded on the inside and will be painted this week. It will then be fitted out with an exchange and telephones etcetera. The Library will get the last of its new weatherboards on this week and the first coat of paint on that. The church has been completely sanded on the inside and will be ready to become a picture theatre before Christmas. This is being funded by a generous sponsor.
- We have had to install silt control around the earthworks that was done within the wetland area.



- Below is a table of projects for 2018/2019:

Description	Budget	Spend to date	Comments
Service lanes/tracks throughout Park	\$33,000		Waiting on resource consent to continue this work.
New buildings (Pioneer Village)	\$45,000	\$6,000	This work is ongoing with new building due next year.
Parking Pioneer Village	\$7,000		This is to be completed in November 2019.
Landscape planting	\$5,000		Next planting season (April/May)
Exotic tree removal	\$25,000		Early next year, waiting on a decision if we need resource consent to remove
Stormwater controls	\$5,000		This is due to be done before March 2019.
Arts development	\$30,000		Waiting on the agreement from the Museum to surrender their land.
<b>Total spend</b>	<b>\$150,000</b>	<b>\$6,000</b>	

## Factors to consider

### *Community views*

The Master Plan was developed using a public process and reflects the views of the community and other stakeholders at the time of its development. The Master Plan was adopted in November 2014.

### *Policy implications*

The financial budgets are set within the LTP and respective Annual Plans.

The funding received is from financial contributions received by Council through development, such as subdivisions.

### *Financial implications*

It is the Parks and Recreation Manager's responsibility to ensure all operations are conducted within budget.

### *Legal/delegation implications*

There are no known delegation issues. MCPGC has delegated authority from Council to govern MCP in accordance with its Terms of Reference.

## Assessment of significance

This is not a significant activity on MCP and as such is not considered to be significant in terms of Council's Significance and Engagement Policy.

**Next step**

Continue to implement the Works Programme.

**Attachments**

Attachment 1 [Project briefing doc.](#)

<b>Mangawhai Community Park (MCP) Project Briefing*</b>	
<b>What is the project?</b>	<i>(Brief description around the proposal and its proposed location in the Park)</i>
<b>Date</b> <b>Submitted by (entity)</b> <b>Key contact</b>	
<b>How does it fit with the MCP Plan?</b>	<i>(e.g. how will it enhance the current use, walking, biking, MAZ, Museum?)</i>
<b>Is the proposal covered by an existing Licence to Occupy?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>  If No, is it intended to apply for one?
<b>Are there any issues that need to be considered?</b>	<i>(This needs to include factors such as; Location, Council Engineering Standards, Crime Prevention Through Environmental Design, will it comply with industry best practise, does it need any type of building or resource consents?)</i>
<b>Where does ownership of the asset lie and how will future maintenance be handled?</b>	<i>(What sort of maintenance requirements may there be, and how will this be managed?)</i>

<b>Are there planting requirements and how will these be handled?</b>	
<b>How is the project to be funded?</b>	
<b>What is the estimated timeframe for the project?</b>	<i>(Estimate the time from practical works to full completion)</i>
<b>Health, Safety and Liability</b>	<i>(Does the project need insurance over and above Council liability? How will health and safety considerations be addressed?)</i>

\* Mangawhai Community Park Plan 2018 downloadable from Council Website

## **Closure**

**Kaipara District Council**  
**Dargaville**