

I hereby give notice that an Ordinary meeting of the

Mangawhai Community Park Governance Committee

will be held:

Date: Tuesday 09 May 2017

Time: 10.00 am

**Venue: Kaipara District Council Offices, The Hub, 6 Molesworth Drive,
Mangawhai.**

Open Agenda

Membership

Chair: Councillor Anna Curnow

Members: Messrs Maurice Langdon and Jim Wintle, Councillor Peter Wethey

Seán Mahoney
Democratic Services Manager

smahoney@kaipara.govt.nz

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Meeting of the Mangawhai Community Park Governance Committee

Tuesday 09 May 2017, 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

Members are reminded of the need to be vigilant to stand aside from decision-making when a conflict arises between their role as a 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 Council.

2 Confirmation of Minutes

2.1 Meeting of Mangawhai Community Park Governance Committee Minutes: 20 February 2017

Democratic Services Manager 1611.03

A copy of the unconfirmed minutes is attached.

Recommended

That the Minutes of the meeting of Mangawhai Community Park Governance Committee held on 20 February 2017, be confirmed as a true and correct record.

Mangawhai Community Park Governance Committee

meeting held

Date:	Monday 20 February 2017
Time:	Meeting commenced at 10.00 am Meeting concluded at 11.06 am
Venue:	Kaipara District Council Offices, The Hub, 6 Molesworth Drive, Mangawhai.
Status:	Unconfirmed

Minutes

Membership

Chair: Councillor Anna Curnow

Members: Messrs Maurice Langdon and Jim Wintle, Councillor Peter Wethey

Seán Mahoney
Democratic Services Manager

smahoney@kaipara.govt.nz

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Unconfirmed

Meeting of the Mangawhai Community Park Governance Committee
Monday 20 February 2017, Mangawhai
1 Opening
1.1 Present

Councillor Anna Curnow (Chair)

Messrs Maurice Langdon and Jim Wintle and Councillor Peter Wethey

In Attendance

Name	Designation	Item(s)
Sue Hodge	Parks and Community Manager	All
Sean Mahoney	Democratic Services Manager	All (Minute-taker)

Adjournments

Nil.

Absences

Nil.

1.2 Apologies

Nil.

1.3 Confirmation of Agenda

The Committee confirmed the Agenda.

1.4 Conflict of Interest Declaration

Name	Conflict
Jim Wintle	Trustee of the Pioneer Village Trust

2 Minutes

2.1 Mangawhai Community Park Governance Committee Minutes: 20 September 2016

Governance Services Manager 1611.03

Information Only.

3 Operational

3.1 Mangawhai Community Park Master Plan Operations Update: October 2016 to January 2017

Parks and Community Manager 4702.13.06/OR

Moved Langdon/Wethey

That the Mangawhai Community Park Governance Committee receives the Parks and Community Manager's report 'Mangawhai Community Park Master Plan, Operations Update: October 2016 to January 2017' dated 14 February 2017 and the information contained therein.

That the Mangawhai Community Park Governance Committee receives an early copy of the fire service plan for feedback.

Carried

3.2 Financial Summary Report for the 6 months ended 31 December 2016

Moved Curnow/Wethey

That the Mangawhai Community Park Governance Committee receives the 'Financial Summary Report for the 6 months ended 31 December 2016'.

Carried

4 Closure

The Meeting closed at 11.06 am

Confirmed

Chair

Kaipara District Council

Dargaville

unconfirmed

3 Operational

File number: 4702.13.06/OR **Approved for agenda**
Report to: Mangawhai Community Park Governance Committee
Meeting date: **09 May 2017**
Subject: **Mangawhai Community Park Master Plan Operations Update:
February to May 2017**
Date of report: 01 May 2017
From: Sue Hodge, Parks and Community Manager
Report purpose **Decision** **Information**
Assessment of significance **Significant** **Non-significant**

Summary

The Mangawhai Community Park Governance Committee (the Committee) is charged with implementing the Mangawhai Community Park Master Plan (the Master Plan) for the Mangawhai Community Park. The revised Mangawhai Community Park 2015/2025 Work Programme was adopted in June 2016.

Progress against the Works Programme in the Master Plan is outlined below:

- In March heritage buildings, including the Old Library, School and Post Office were relocated to the site Mangawhai Pioneer Village;
- The Fire Service is continuing to discuss their building project with the Friends of Mangawhai Community Park in regard to the details of design and layout.

Recommendation

That the Mangawhai Community Park Governance Committee receives the Parks and Community Manager's report 'Mangawhai Community Park Master Plan, Operations Update: February to May 2017' dated 01 May 2017 and the information contained therein.

Reason for the recommendation

This will keep the Committee up-to-date on progress and relevant information regarding the ongoing Park operations and works.

Reason for the report

To report on the Mangawhai Community Park Master Plan (the Master Plan) operations, providing an update for the February to May 2017 period.

Background

The Mangawhai Community Park Master Plan' (MCPMP) was developed after public consultation and feedback and adopted by Kaipara District 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.

A capital budget of \$100,000/annum was approved in the Long Term Plan 2015/2025 for the development of the Park from Financial Contributions (Reserves).

Council agreed to the setting up of a standing committee (Mangawhai Community Park Governance Committee) and that this Committee set up a Friends of Mangawhai Community Park to ensure the community and stakeholders continue to be involved in the development and restoration of the Park.

The Friends work directly with Council officers to assist with the implementation of the Works Programme and, where appropriate, to undertake maintenance as required. The Parks and Community Manager is their key Council contact and is responsible for ensuring they operate in a safe manner.

Mangawhai Community Park Operations Update

The following is a summary of activities, operations and maintenance work carried out over the last five months within the Park.

Master Plan Implementation

We are completing a revised Year 2 of the implementation of the Master Plan.

Progress against the work programme progress is outlined below:

1 Pioneer Village / Museum hub

In March heritage buildings, including the Old Library, School and Post Office were relocated to the site of the Pioneer Village. Some preliminary investigation is underway on the public toilet planned for this site.

2 Wider Park

The Friends group is meeting regularly to share information between the various community groups in the Park, including proposed events (**Attachment 1**). They are also discussing future potential developments at the Park.

3 Carparks

Car park work is completed for this financial year.

4 Boundaries/leases

Council is proceeding with the boundary adjustment between the Golf Club driving range and the Park.

The Fire Service is now back in discussions with Council regarding their building project. Draft plans have been presented to the Friends of Mangawhai Community Park (the Friends) for comment including approval from a registered architect appointed by the Friends group.

General matters

Finance

The following is a brief outline of the current expected spend to date.

Total budget 2016/2017 - \$100,000 (Annual Plan)

Council has approved \$100,000 capital budget available each year in the Long Term Plan 2015/2025 funded from reserve contributions.

The works programme was approved in June 2016 and the focus for this year will be the Pioneer Village, planting programme, removal of exotics and protection of Mertz.

A maintenance grant of \$30,000 from the Mangawhai Endowment Lands Account (MELA) is held by the Mangawhai Community Trust (MCT) on behalf of the Friends. The MCT will account for the spending of this money to the MELA Committee. The MELA Committee will decide whether to approve future grants.

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 Plan was adopted in November 2014.

Policy implications

It is the Parks and Community Manager's responsibility to ensure all operations are conducted within budget. The financial budgets are set within the Long Term Plan and respective Annual Plan.

The funding received is from reserves contributions received by Council through development, like subdivisions.

Financial implications

It is the Parks and Community Manager's responsibility to ensure all operations are conducted within budget. The financial budgets are set within the Long Term Plan and respective Annual Plan. Operative budgets and performances are to be reported in a separate financial report.

Legal/delegation implications

There are no delegation issues; the MCPGC has delegated authority from Council to govern Mangawhai Community Park in accordance with its Terms of Reference.

Options

The Committee has the following options:

Option A: Receive the Parks and Community Manager's report 'Operations Update: February to May 2017 dated 01 May 2017.

Option B: Not receive the report.

Assessment of options

Option A, receiving the report will ensure the Committee is fully informed of progress to implement the Master Plan.

Option B, not receiving the report will mean the Committee is not fully informed of progress to implement the Master Plan.

Assessment of significance

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

Recommended option

The recommended option is **Option A**.

Next step

Continue to implement the Works Programme.

Attachments:

Attachment 1 [Friends of Mangawhai Community Park](#)

Attachment 2 [Works Programme costs/budget](#)

MINUTES OF THE MEETING OF THE FRIENDS OF MANGAWHAI COMMUNITY PARK HELD
FRIDAY, 17 MARCH, 2017

PRESENT: J. Wintle (Chairperson), G. Mitchell, G. Hosking, W. Stott, G. Smith, E. Gray, D. Wingate (committee representatives), M. Boyd-White (Mangawhai Arts Group)

APOLOGY: S. Hodge

MINUTES: The minutes of the meeting held 13 January, 2017, were approved. Moved G. Hosking, seconded G. Mitchell – CARRIED

CORRESPONDENCE: Nil

FINANCE:

- Jim informed the meeting that he has forwarded an invoice for \$1007.22 incl. GST to the Mangawhai Community Trust. This is for the supply of builders' mix, cement and metal for the park entrance and is to be paid from MELA funding
- Some MELA funding received last year is unspent due to the delays in shifting buildings on site for the Pioneer Village

UPDATE FROM SUE: An apology was received from Sue

ARTS GROUP: Grant, with assistance from Mary-Anne Boyd White, gave an update of the current status of the Arts Group's planning with regard their establishment of a facility at the Community Park

- Copies of the Design Brief for the Mangawhai Community Arts Centre along with plans were distributed to meeting attendees.
- A model of the proposed building was available for representatives to view. Grant emphasised that the feature of the proposed building have been designed to complement the other buildings in the Pioneer Village. The Arts Group aims at providing a community facility rather than just an arts facility
- Grant told the meeting that there are currently 122 members affiliated with the arts group and that 150-300 people are visiting the temporary gallery each weekend
- Concern was expressed that the proposed size of the building may not be a fit for the land allocated to the group. David to check on this and report back
- Costings for the construction of the building are appropriate and that supplier have promised to assist where they can
- The consensus of the meeting was that interim approval be given for the arts group to continue to prepare for the construction of the Mangawhai Community Arts Centre

PIONEER VILLAGE: Jim briefed the meeting with regards progress with the Pioneer Village

- David and Jim have been investigating ways as to how the Pioneer Village will be able to pay for itself. Buildings could be hired out for community use e.g. Plunket. Income from such could be used for maintenance to maintain the quality of the buildings for a long period. Grant indicated that the Arts Group could possibly use the old school/church for the interim period. The Museum would possibly have use for the Tara Road School building
- David estimates that the annual cost for the upkeep of the Pioneer Village would be approximately \$50,000
- The size of the courtyard needs to be suitable for market days
- Jim informed the meeting that funding has been left for a "new age" library

FIRE STATION:

- Jim told the meeting that the Fire Brigade has had concerns with regards its relationship with the council and that this seems to have been sorted out by Sue
- There have been issues surrounding the placement of the station and again, it has been suggested that the station be placed further back from Molesworth Drive.
- The Fire Service has been asked to provide a design brief. It has been emphasised to the Fire Service that the Friends of the Mangawhai Community park are very keen to see the new station in place
- Concern has been expressed with regard "line of sight" up hill from Molesworth Drive to the propose fire station site where small sand hill with trees could block vision of tenders leaving the station.

Moved J. Wintle, seconded D. Wingate – that the sand hill and trees blocking the "line of sight" from Molesworth Drive to the site of the proposed fire station, be removed and that sand from this work be used as fill for the site CARRIED

TRACKS: Gordon reported that some weed spraying is to be carried out and that planting along Molesworth Drive has been extended towards the Pioneer Village. It was noted that maintenance work is continuing to be funded from the MELA Grant, the account for this being held by the Mangawhai Community Trust

MAZ: Warren reported on MZ activities

- Warren expressed concern regarding the CCTV cameras installed at MAZ. He was asked to consult with Colin Gallagher re. their current status
- There is still flooding occurring at the second entrance. As most of the water causing this is coming from above the MAZ site and from across the road, the consensus of the meeting was that this is a council responsibility and work to remedy the problem should not be funded from Community Park resources
- Warren asked for assistance re. planning for a storage building. David has offered to help
- About 2000 people attended the Bowl Jam
- A discussion took place with regard a roadway connecting the Museum through the Pioneer Village to MAZ. All agreed that criteria for this would include being suitable for mobility impaired people and suitable for quad bike access for maintenance purposes

MUSEUM: Emma reported on Museum activities

- CCTV cameras are not providing sufficient security during hours of darkness. Security lighting is required
- Health and Safety requirements include ensuring vehicles used by volunteers and are at the museum, have current Warrants of Fitness
- Planter boxes being obtained to be placed outside the café. As well as providing an attractive environment in the area, they will also ensure that vehicles park correctly in this area

MERZ: Warren reported on the MERZ Historical Site

- Heritage New Zealand has expressed interest in the site but has no funding available for sites that are on council owned properties.
- Alan Wild, a registered historical architect, has offered to give advice re. protection and development of the site
- Warren emphasised the need for ensuring valuable plants are kept and weed spraying is carried out on the site

UPCOMING EVENTS:

Museum

Market Days – 2 April and Easter Monday

Book Fair: Easter

Mangawhai Harbour Restoration Society to have special display over Easter when admittance to museum will be without charge

GENERAL BUSINESS:

1. Jim gave out a questionnaire relating to a proposed new wharf to be constructed on the site of the historical wharf
2. David informed the meeting that the Mangawhai Urban Design Group wants input re. the proposed footpath/cycleway along Molesworth Drive adjacent to the park and the need, if any, for a pedestrian crossing
3. Gordon informed the meeting that the Tracks Group is in the process of applying for Resource Consent for the planned walking track from Back Bay to Pearson St

The next meeting is scheduled to be held Friday, 12 May

2015/2025 Works Programme

Museum/Pioneer Village hub

Description	2016-17		2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
	Forecast	Actual								
Clear pioneer village site of vegetation and create pond										
Transfer buildings [Library, School and Post Office] and fix to site	\$30,000	\$48,844								
Upgrade buildings for public use	\$12,000	\$12,000								
Install water tanks adjacent Church for fire fighting/drinking water	\$3,000	\$3,000								
Concrete Stage 1 and entrance and metal overflow car park	\$34,000	\$26,449								
Top soil/grass pioneer village site										
Install toilet [\$60k/pan]			\$65,000							
Power installation to site	\$7,500	\$12,000								
Create heritage gardens/paths/steps etcetera			\$10,000							
Wider Park										
Implement planting programme	\$5,000	\$5,732	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Install signs and interpretation				\$10,000	\$10,000					\$20,000
Upgrade walkway between Bowling Club to Museum				\$20,000	\$10,000					\$50,000
Service lane Bowling Club to Museum						\$80,000		\$80,000	\$80,000	
Engineering investigation into service lanes			\$15,000							
Create service lane opposite Seabreeze Road							\$80,000			
Create service lane through MAZ					\$80,000					
Remove exotics	\$5,000	\$5,732	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Install integrated park security system										
Protection of MERTZ cottage	\$10,000									\$10,000
MAZ										
Concrete entrance										
Seal car park				\$60,000						
MAZ second entrance										\$10,000
Landscape St Johns/MAZ carpark										
Total Costs	\$106,500	\$113,757	\$100,000	\$100,000	\$100,000	\$100,000	\$90,000	\$90,000	\$90,000	\$100,000
Maintenance costs										
Mowing pioneer village grass	\$2,000	\$0	\$2,000	\$2,000	\$2,000	\$2,000	\$2,001	\$2,002	\$2,003	\$2,003

Costs to clean toilets		\$0	\$13,000	\$13,000	\$13,000	\$13,000	\$13,001	\$13,002	\$13,003	\$13,003
Maintenance of carparks	\$10,000	\$8,600	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Total Maintenance costs	\$12,000	\$8,600	\$25,000	\$25,000	\$25,000	\$25,000	\$25,002	\$25,004	\$25,006	\$25,006

Mangawhai Community Park
 Financial Summary Report for the 9 month period ended 31 March 2017

Description	BUDGET	ACTUAL
	12 months to 30.06.2017	9 months to 31.03.2017
	\$	\$
10523 Mangawhai Community Park - implement Master Plan	100,000	73,342
10635 Mangawhai Community Park.	15,986	16,508
TOTAL	115,986	89,850

Closure

**Kaipara District Council
Dargaville**