

I hereby give notice of an Ordinary meeting of the

Meeting	Mangawhai Community Park Governance Committee
Date	Monday 21 January 2019
Time	10.00am
Venue	Meeting Room, Kaipara District Council offices – 6 Molesworth Drive, Mangawhai

Open Agenda

Membership

Chair: Councillor Anna Curnow

Members: Messrs Maurice Langdon and Jim Wintle, 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 21 January 2019, 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 19 November 2018

General Manager Governance, Strategy and Democracy 1611.05

Recommended

That the minutes of the meeting of Mangawhai Community Park Governance Committee held on 19 November 2018 be confirmed as a true and correct record.

Meeting	Mangawhai Community Park Governance Committee
Date	Monday 19 November 2018
Time	Meeting commenced at 10.00am Meeting concluded at 12.09pm
Venue	Meeting Room, Kaipara District Council offices – 6 Molesworth Drive, Mangawhai
Status	Unconfirmed

Minutes

Membership

Chair: Councillor Anna Curnow

Members: Messrs Maurice Langdon and Jim Wintle, 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 19 November 2018, Mangawhai**

1 Opening
1.1 Present

Councillor Anna Curnow (Chair), Maurice Langdon and Jim Wintle

In Attendance

Name	Designation	Item(s)
Curt Martin	Chief Operating Officer and General Manager Infrastructure	All
Hamish Watson	Parks Officer	All
Lisa Hong	Governance Advisor	All (Minute-taker)

1.2 Apologies

Moved Curnow/Wintle

That the apology of Councillor Peter Wethey be received.

Carried

1.3 Confirmation of Agenda

The Committee to confirm the Agenda.

1.4 Conflict of Interest Declaration

Name	Interest
Jim Wintle	Trustee of the Pioneer Village Trust
Councillor Anna Curnow	Honorary member of the Mangawhai Activity Zone Committee

1.5 Deputations and Presentations

Nil.

2 Confirmation of Minutes

2.1 Mangawhai Community Park Governance Committee minutes 20 August 2018

General Manager Governance, Strategy and Democracy 1611.05

Moved Langdon/Wintle

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.

Carried

3 Information

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

Parks and Recreation Manager 4702.13.06

[Secretarial Note: The Committee requested staff to add an introductory paragraph to the draft Mangawhai Community Park Project Briefing form to clearly communicate that the form would apply to all projects including permanent or temporary structures or earthworks.]

Moved Curnow/Langon

That the Mangawhai Community Park Governance Committee:

- 1 Receives the Parks and Recreation Manager’s report ‘Mangawhai Community Park Master Plan Operations Update: August 2018 to October 2018’ dated 12 November 2018; and*
- 2 Notes the receipt of proposed agreement for a café in the Mangawhai Activity Zone Charitable Trust’s Licence to Occupy area, and directs Council staff to seek legal advice on whether the proposed agreement complies with the conditions in the Licence to Occupy agreement.*

Carried

Closure

Meeting closed at 12.09pm

Confirmed

Chair

Kaipara District Council

Dargaville

3 Decision

Mangawhai Activity Zone Charitable Trust – Variation of Licence to Occupy

Meeting: Mangawhai Community Park Governance Committee
Date of meeting: 21 January 2019
Reporting officer: Hamish Watson, Parks and Recreation Manager

1 Purpose/Ngā hāinga

Council has been approached by the Mangawhai Activity Zone Charitable Trust (the Trust) for a variation to their Licence to Occupy (LTO) for the purpose of a pump track, and small takeaway café. The Mangawhai Community Park Governance Committee (the Committee) does not have delegated authority to vary the LTO but can recommend to Council if they support the application. Council is unlikely to grant a variation without the Committee's approval.

2 Recommendation/Ngā tūtohunga

That Mangawhai Community Park Governance Committee:

- a) Supports a variation of the Mangawhai Activity Zone Charitable Trust's Licence to Occupy to extend the lease area to provide for a proposed pump track, as shown in Attachment B appended to this report, and to allow for the operation of a small takeaway café
- b) Recommends to Council to approve a variation of the Mangawhai Activity Zone Charitable Trust's Licence to Occupy to extend the lease area to provide for a proposed pump track, as shown in Attachment B appended to this report, and to allow for the operation of a small takeaway café.

3 Executive summary/Whakarāpopototanga

The current LTO signed with the Trust in 2016 is for an area of 1.679 hectares of the Mangawhai Community Park (the Park) for a period of 30 years. The Trust has asked that a variation to their current LTO be granted to include land for a pump track proposed to be

placed on land behind where St Johns Ambulance is located at the Park (refer **Attachment B**), and for the inclusion of a small takeaway café operation.

The area sought for the pump track is approximately 1,000 square metres and the Trust has currently received a donation of \$30,000 for this project. A pump track would complement the existing activities at Mangawhai Activity Zone.

Council sought a legal opinion on whether a café operation would be covered in the current LTO. The opinion received suggested that the Trust's current LTO does not cover commercial activities, such as a takeaway café.

4 Discussion/Ngā kōrerorero

4.1 Options/Ngā kōwhiringa

A. Grant a variation of the current LTO to the Trust for the purpose of a pump track located behind St Johns Ambulance base at the park, and for the inclusion of a commercial activity being a small takeaway café. Staff have talked to St Johns Ambulance in Mangawhai who have no objection in principle to the pump track. St Johns will look to approach the Trust for an agreement between the two parties in relation to matters of mutual interest. Friends of Mangawhai Community Park also agree with the proposal and staff await confirmation in writing of this.

Conditions of approval to include a small takeaway café would include compliance with all health and food regulations, and adequate provision of recycling and refuse disposal facilities to minimise the risk of litter as a result of the operation.

This is the recommended option.

- B. Ask the Trust to locate the proposed pump track within land currently covered in their LTO and grant the inclusion of a commercial activity being a small café. The Committee may wish for the Trust to utilise land currently contained within their LTO for the purpose of a pump track but feel that a small takeaway café may enhance activities currently located at the site.
- C. Grant a variation of the current LTO to the Trust for the purpose of a pump track but decline the small takeaway café operation. The Committee may feel that a pump track complements existing activities but that a commercial takeaway café does not.
- D. Decline the variation of LTO to the Trust for the pump track and small takeaway café.

4.2 Financial implications/Ngā ahumoni hīraunga

If approved this decision will not have any financial implications for Council. Funding for the pump track will be sourced by MAZ through external providers (**Attachment A**).

4.3 Policy and planning implications/Kaupapa here me hoahoa hīraunga

The Mangawhai Community Park Master Plan (the Plan) has been read in conjunction with the writing of this report.

The vision of the Plan is for public space used for recreation and enjoyment of the outdoor environment. A pump track would be in line with this vision.

The current and future uses of the Park objectives state that commercial uses will not generally be allowed, unless they are secondary to the non-commercial use principle for the intent of fundraising, attracting visitors and the like. It can be argued that a small takeaway café would attract more than deter visitors to the facility, and would complement the Park's use.

4.4 Risk/Ngā tūraru

No known risks or issues have been identified as part of this report.

5 Significance and engagement/Hirahira me ngā whakapāpā

The decisions or matters of this report do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via the agenda on the website.

6 Next steps/E whaiake nei

Council will receive the Committee's recommendation and make the final decision at the next Council meeting on 28 February 2019. If Council approves the variation to the LTO, the Trust will manage the process in regards to the construction of the pump track and the appointment of the contractor for the takeaway café.

Attachments/Ngā tapiritanga

Number	Title
A	Application of LTO Extension by the Trust
B	Site Survey and Lease Area – Mangawhai Activity Zone

Hamish Watson

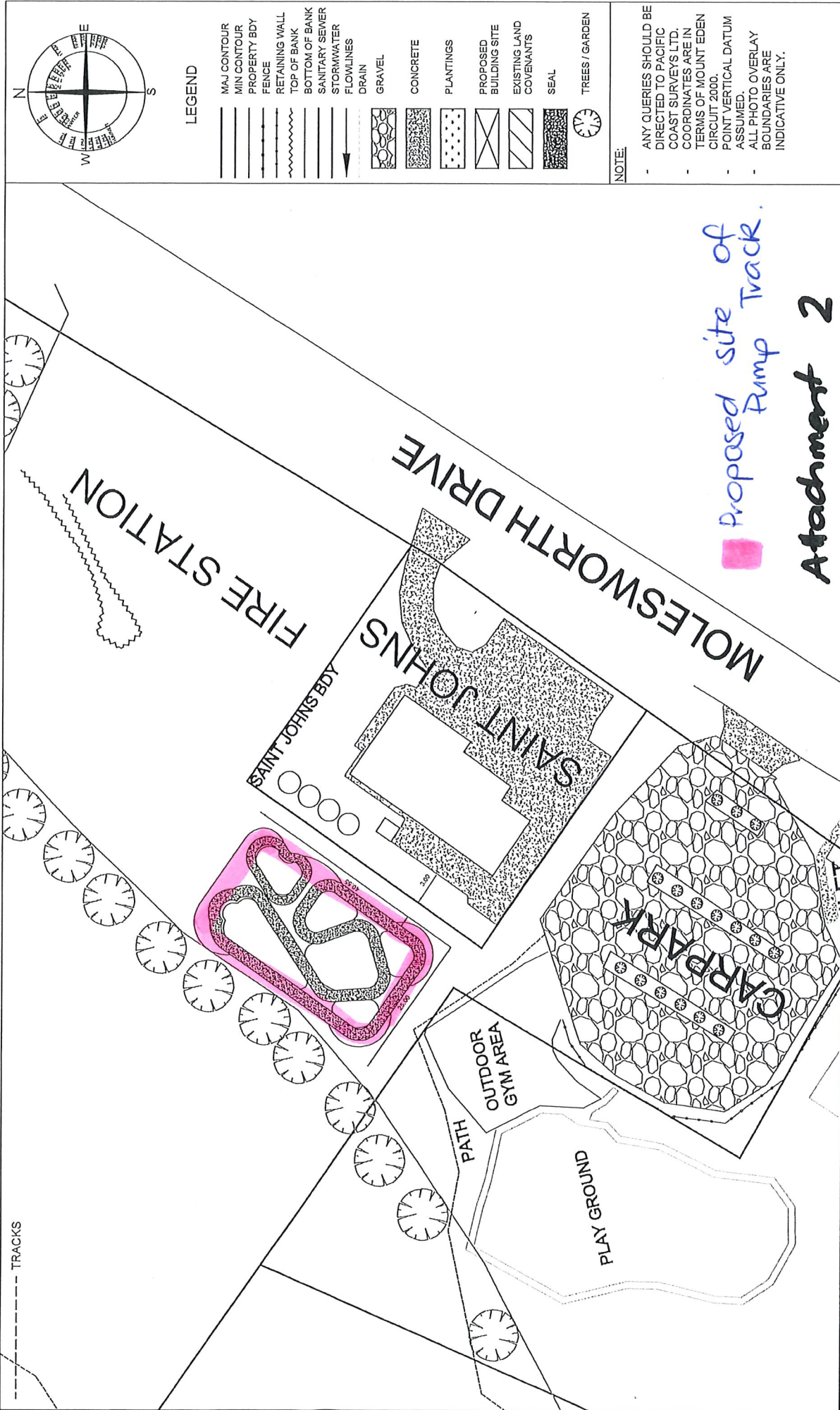
15 January 2019

Mangawhai Community Park (MCP) Project Briefing*	
What is the project?	(Brief description around the proposal and its proposed location in the park) MAZ WISHES TO BUILD A 'PUMP' TRACK FOR CYCLISTS & OTHERS BEHIND ST. JOHNS
Date Submitted by (entity) Key contact	31-10-18 MANGAWHAI ACTIVITY ZONE TRUST (MAZ) COLIN GALLAGHER, MAZ CHAIRMAN
How does it fit with the MCP Plan?	(e.g how will it enhance the current use, walking, biking, MAZ, Museum?) THIS PROFESSIONALLY BUILT PUMP TRACK WILL BE A MAJOR TOURIST ATTRACTION FOR MAZ WITH OVER 80% OF THE POPULATION BEING ABLE TO USE IT.
Is the proposal covered by an existing Licence to Occupy?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If No is it intended to apply for one? WE ARE ASKING K.D.C. TO EXTEND THE AREA OF OUR EXISTING L.T.O.
Are there any issues that need to be considered?	(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?) NO BUILDING OR RESOURCE CONSENTS ARE NEEDED AS IT IS MERELY ANOTHER OUTDOOR ACTIVITY WHICH BLENDS IN VERY WELL WITH OTHER 'ACTIVITIES' AT MAZ. USERS CAN USE ANY FORMS OF BIKES, ROLLER BLADES, SCOOTERS, SKATEBOARDS, WHEEL CHAIRS, WALKING - ANYTHING!
Where does ownership of the asset lie and how will future maintenance be handled?	(What sort of maintenance requirements may there be, and how will this be managed?) OWNERSHIP WILL BE BY MAZ AND ALL MAINTENANCE WILL BE OUR CARE & RESPONSIBILITY. K.D.C. CAN SIT BACK AND WATCH THE FUN.

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Are there planting requirements and how will these be handled?	YES SOME PLANTING BUT FAIRLY MINIMAL. MAINLY A FEW NATIVES FOR BEAUTIFICATION.
How is the project to be funded?	MAZ WILL APPLY TO FOUNDATION NORTH OR A SIMILAR AGENCY.
What is the estimated timeframe for the project?	<i>(Estimate the time from practical works to full completion)</i> AS THE LAND IS CHERED NOW WE NEED 6 WEEKS TO BUILD INCLUDING DRAINAGE.
Health, Safety and Liability	<i>(Does the project need insurance over and above Council liability? How will Health and Safety considerations be addressed?)</i> MAZ HAS ALL THE COVER NECESSARY AND ST. JOHN'S IS OUR NEIGHBOUR. WE JUST REQUEST A L.T.O. EXTENSION PLEASE

* Mangawhai Community Park Plan 2018 downloadable from Council Website



Proposed site of Pump Track.

Attachment 2

<p>PACIFIC COAST SURVEYS 0800 PACIFIC (0800 722 434) info@pacificcoastsurvey.com www.pacificcoastsurvey.com</p>	<p>SITE SURVEY PUMP TRACK</p> <p>MANGAWHAI COMMUNITY PARK</p>	<p>CLIENT KAIPARA DISTRICT COUNCIL</p> <table border="0"> <tr> <td>FILE</td> <td>2645</td> </tr> <tr> <td>REVISION</td> <td>1</td> </tr> <tr> <td>DATE</td> <td>DECEMBER 2018</td> </tr> <tr> <td>SCALE</td> <td>1:500 @ A3</td> </tr> <tr> <td>COUNCIL FILE</td> <td></td> </tr> </table>	FILE	2645	REVISION	1	DATE	DECEMBER 2018	SCALE	1:500 @ A3	COUNCIL FILE		<p>SITE SURVEY OF</p> <p>LOT 1 DP 450057</p>
FILE	2645												
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SCALE	1:500 @ A3												
COUNCIL FILE													

4 Information

Mangawhai Community Park Master Plan Operations Update - November 2018 to December 2018

Meeting: Mangawhai Community Park Governance Committee
Date of meeting: 21 January 2019
Reporting officer: Hamish Watson, Parks and Recreation Manager

1 Purpose/Ngā hāinga

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

2 Recommendation/Ngā tūtohunga

That Mangawhai Community Park Governance Committee notes the Parks and Recreation Manager's report 'Mangawhai Community Park Master Plan Operations Update - November 2018 to December 2018'.

3 Executive summary/Whakarāpopototanga

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 November 2018 to December 2018 is reported below.

4 Context/Horopaki

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.

5 Discussion/Ngā kōrerorero

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

- Staff have continued working on the Resource Consent for the vegetation clearance and working near wetlands to create the service lanes and have had a pre application meeting at the KDC office in Mangawhai. We are now arranging an onsite meeting with Council's Ecologist to look at the site and discuss options.
- Site survey plan is complete at this stage until we have had our onsite resource consent pre application meeting.
- The Museum surrender of lease is still on going with discussions being had regarding bus access and location of the Arts building.
- Pioneer Village building refurbishments are continuing with the Tara School and Old Post Office now complete.

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 early this year.
Parking Pioneer Village	\$7,000		This is to be completed in February 2019.
Landscape planting	\$5,000		Next planting season (April/May).
Exotic tree removal	\$25,000		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.
Total spend	\$150,000	\$6,000	

5.1 Financial implications/Ngā ahumoni hīraunga

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

5.2 Policy and planning implications/Kaupapa here me hoahoa hīraunga

The financial budgets are set within the Long Term Plan (LTP) and respective Annual Plan.

5.3 Risk/Ngā tūraru

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.

6 Significance and engagement/Hirahira me ngā whakapāpā

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.

Hamish Watson

14 January 2019

Closure

**Kaipara District Council
Dargaville**