Date: Tuesday 20 February 2018  
Time: 5.00pm  
Meeting Room: Manukau Chambers  
Venue: Level 1, Manukau Civic Building  
31-33 Manukau Station Road  
Manukau

**Otara-Papatoetoe Local Board**

**OPEN MINUTE ITEM ATTACHMENTS**

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*Note:* The attachments contained within this document are for consideration and should not be construed as Council policy unless and until adopted. Should Councillors require further information relating to any reports, please contact the relevant manager, Chairperson or Deputy Chairperson.
Public submission

to

Otara Papatoetoe Local Board

for a

Papatoetoe Sunday Community Market
1. Description of the market:
   a. Name of the market: Papatoetoe Sunday community market
   b. Purpose: The primary purpose of this market is to provide a flea market or a community market for Papatoetoe residents and businesses alike. Papatoetoe does not have a flea market at all at present. There used to be a thriving flea market there a few years back, which was abruptly forced to shut down. Establishing this flea market will definitely give a boost to the long term development of Papatoetoe in general. This market will definitely facilitate interaction between individuals of the community and raise the general awareness of the residents of Papatoetoe about their community. It will further enable us to use under utilised resources of Papatoetoe and obtain maximum benefit out of rate payer’s investments.

   As an incorporated community group, seeking to work in collaboration with the city council/local board in a common mission to:
   1. Provide fresh produce, and tasty food to the whole community on a regular weekly, seasonal basis
   2. Provide a vehicle for small local businesses and cottage industries with creative and unique product offerings
   3. Contribute to the vibrant community of Papatoetoe in a positive way by providing a central meeting place creating a cohesive community spirit and a positive social experience to enhance the existing community
   4. Promote the clean green message in the community and contribute to local environmental sustainability
   5. Create opportunities for business to develop or diversify – both local and regional producers and potential stallholders
   6. Gather like-minded people together who share a common philosophy and are passionate about fresh produce, and multicultural foods

2. General proposal:
   a. The location of the proposed Market is the Papatoetoe Library car park.
   b. The market is proposed to be a weekly Sunday market all year round. The start time could be 8am and the closing time around 12noon. Bump In and bump Out times could be 6am and 2pm.
   c. At this moment it has been proposed to set up a Papatoetoe Arts & Community Events Incorporated (hereafter referred to as P.A.C.E.) which aims to support local community and build stronger, healthier communities through free community events
   d. We have plans to fundraise towards the setting up expenses of the market from the community and the businesses in Papatoetoe. We also plan to have a few sponsors if possible. Stallholders will pay for their pitch – either a flat or by a percentage of take donation – and proceeds would be would be reinvested back in the local community via P.A.C.E.’s community events program.
e. Education, environment, health, community, sustainable and ethical trading are all strong values of the Papatoetoe Sunday community market so, in addition to its traders’ offerings, the Market will include:

- A funding opportunity for local not-for-profit groups through a no-fee-charge a site for a sausage sizzle with proceeds going directly to the not-for-profit local groups only (eg Papatoetoe Primary School).
- A demonstration/education area that will allow chefs, health, and environmental experts to share information with the community such as health check ups, seasonal cooking demonstrations and the like.
- An area dedicated to entertainment to encourage the social aspect and ‘lingering’. This will be primarily for local talent/buskers/non-amplified music & children to showcase their talent.
- Opportunity for children’s activities such as kids’ art & craft area or kids’ face-painting.
- Promotion of a “clean green” message in the community, contributing to local environmental sustainability by encouraging recycling, the use of biodegradable products and recycled materials.
- Walking and cycling will be strongly encouraged and public transport nodes identified & publicised.

On average it is estimated that there will between 100-200 people attending the Papatoetoe Sunday Market at any one time, with total attendance being approximately 350-600 over the course of the morning. A large portion of attendees will be local families.

3. Public consultation:

a. Views have been sought regarding the market via word of mouth and they have been positive. Interest has been expressed by a wide variety of food vendors and the local community. We have also liaised with the Papatoetoe Business Hub who are very supportive of this initiative. A copy of signed petition from business of Papatoetoe is attached along with this submission.

b. We also plan to get another petition signed by the residents of Papatoetoe residing close to the Market place who could be most affected by the Market.

4. Publicity:
The publicity and media coverage undertaken will be consistent and target the surrounding areas effectively. Media exposure will create interest and boost foot traffic to the area. Examples include the following:

- Website coverage – all what’s on and events on a dedicated P.A.C.E. website
- Papatoetoe Food & Market Bloggers. Example in Manukau Courier, etc.
- In addition Social Media will be actively used by building the Papatoetoe Sunday Market Facebook site, Neighbourly website (10,000 minimum reach) and e-news database and utilising the networks of all the stallholders
- Word of mouth via stallholders, local traders, ratepayers and residents will be invaluable
• It is proposed to erect 1 x 3m long banner facing St George Street prior to the Market commencing. Directional street signs each Market Day will be placed at appropriate road junctions
• Brochures at strategic pick up points within Papatoetoe and beyond, including cafes, library, community centres, etc
• School newsletters for local schools

5. Site plan
Map attached annexure A

6. Requirements for permits

a. Traffic management

We do not propose any road closures. In terms of traffic management generally, we will work with the Auckland Transport to ensure adequate signage and will also strongly promote walking, cycling and public transport options.

Parking: Parking of cars can be all along Wallace Rd. Some cars can always be parked in the public car parks around New World Papatoetoe.

b. Risk management

Draft Risk Management Plan will be submitted under separate cover (to be finalised in conjunction with feedback from Papatoetoe).

c. Public liability insurance:

Certificate of Currency will be arranged and will submitted under separate cover well in advance of the first Market.

We also require that individual stall holders to demonstrate that they have adequate cover in place.

d. Size and location of temporary structures:

See attached site plan for indicative layout of structures. We envisage approximately 20-25 vendors. There are no proposed marquees larger than 20m2.

e. Stallholder types:

There will be approximately 10-12 vendors, selling food in the manner of an outdoor “food hall” for consuming on site in a family atmosphere. There will be at least one community organisation (running a sausage sizzle for fundraising), a demonstration/education area that will allow chefs, health, and environmental experts to share information with the community such as seasonal cooking demonstrations and the like, and an area dedicated to small scale entertainment (such as buskers).
7. Operation of the market

a. Indemnification

Upon acceptance of the use of the site, we undertake to hold the community of Papatoetoe indemnified against all claims which may be made against them for damages or otherwise, in respect of any loss, damage, death or injury caused by, or arising out of, the use of the property of the city council.

b. Liquor licensing

We do not plan to allow trade in alcohol at the market, and hence no approval is required.

c. Food vendors

We understand that every stallholder that intends to sell food product at the Market will need to complete a Temporary Food Premises application form at least 14 working days prior to commencing trade. They will need to demonstrate approval from the city’s Health and Compliance Services section.

d. Food safety and hygiene

We understand that safe practices in food handling, cooking, storage and personal hygiene are essential to prevent food-borne illness. In keeping with food safety and hygiene standards our food vendors will:

- Trade in accordance with appropriate legislation, including:
  - Food Act 2008 and Food Regulations 2009 and Australia New Zealand Food Standards Code
  - Complete and sign a checklist that states they have read and understood the fact relevant fact sheets
  - Provide a copy of their food labels (if applicable);
  - Obtain a Temporary Food Premises License from the city council prior to trading; and
  - Provide a one-off Food Business Notification fee, as per the City Council’s Fees and Charges Schedule.

e. Labelling

We understand that where packaged food is being sold vendors must:

- Provide a copy of their food labels to the city council; and
- Comply with the appropriate labelling regulations in accordance with FSANZ. Labelling requirements include, but are not limited to, date marking, ingredients, instructions for storage and preparation, and advisory and warning statements.

f. Quality assurance

We understand that to ensure quality assurance when food is being sold, stallholders are only allowed to sell items listed on their original market stall application and must trade under the stall name as approved by the market manager and the city council.

If an approved applicant intends to change the name of their stall and/or the food products sold at the stall the applicant must make a submission, in writing, to the city council seven
days prior to the change taking effect. We understand that it is also our responsibility to notify the city council if a vendor makes any changes from their original approved permit.

g. Seating and aisles

We do not propose to supply additional public seating.

h. Public toilets

There are couple of public toilets across Wallace Rd, we will request city council an extra toilet facility to be provided on the day to meet the requirements.

i. Certificate of electrical compliance

Certificate of electrical compliance will be completed and signed by a licensed electrician to certify the installation of all electrical equipment at the Market as and when required. As discussed we do not intend to have any electrical appliances in the market.

j. Noise restrictions

We understand that the noise associated with the markets, including bump-in and bump-out, must comply with the “assigned” levels as stipulated in the Environmental Protection (Noise) Regulations. We do not envisage any noise problems as the market will operate during day time only.

k. Site safety and security

We have strong capability and protocols to ensure site safety and a securing risk management plan will be added.

l. Waste management and clean up

We request that suitable bins and an appropriate quantity of bins be provided and emptied by the city council, to facilitate the good housekeeping of the site and its boundaries.

We will ensure that post-market, items/materials on the ground and debris around bins is removed within 2 hours of the market closure.

8. Fees and charges

Stall fees and requirements

Under the Trading in Public Places Local Law, fees are required to be paid by those wishing to hold a market stall within the city of Auckland

We don’t yet know the charges which could be payable in our case.

Health services fees and charges

We note that the owners of food stalls and vans are required to apply for a permit and pay a fee, which are revised each year.
9. Bond

We would like to advise that as a small non-for-profit group, we do not hold significant reserves. We will have adequate insurance, and will run the Market in a professional manner. We take our risk management plan very seriously. We see our activities as extending what local governments can do on their own in a spirit of collaboration. We understand there is a residual risk but request that bearing this be part of the city council’s contribution to achieving the benefits to the community represented by this proposal.
To Whom It May Concern

We the undersigned business people of Papatoetoe and Hunters Corner do hereby support the idea of having a Flea market for the Community in Papatoetoe, as the one operating was closed due to reasons unknown. We are putting our signatures and contact details as a sign of support.

<table>
<thead>
<tr>
<th>Name</th>
<th>Business</th>
<th>Contact</th>
<th>Signature</th>
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<tbody>
<tr>
<td>Vinod</td>
<td>Choice SPED</td>
<td>021 790 1118</td>
<td></td>
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<tr>
<td>John</td>
<td>Kini Technologies</td>
<td>021 639 2917</td>
<td></td>
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<tr>
<td>Hennawi Kimmy</td>
<td>Quality Processes</td>
<td>021 027 489 954</td>
<td></td>
</tr>
<tr>
<td>Anwar Singh</td>
<td>T&amp;O Papatoetoe</td>
<td>021 085 370 07</td>
<td></td>
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<tr>
<td>Chirag Sand</td>
<td>Raydon (ND) Ltd</td>
<td>021 085 876</td>
<td></td>
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<tr>
<td>Arun Kumar</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Li ANQ Ali</td>
<td>2/59 Shirley Rd</td>
<td>021 086 819</td>
<td></td>
</tr>
<tr>
<td>Keenan Keaney</td>
<td>27 Shirley Rd</td>
<td>021 346 948</td>
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<tr>
<td>A.S. Prendergast</td>
<td>22 Cimney St</td>
<td>021 346 145</td>
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<tr>
<td>Shivan Nair</td>
<td>W. George Pharma</td>
<td>021 044 888</td>
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<tr>
<td>Javed Gomay</td>
<td>Employer</td>
<td>021 412 4105</td>
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<tr>
<td>Joginder Kalsi</td>
<td>Employee</td>
<td>021 807 286</td>
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<tr>
<td>Gufrar Kambala</td>
<td>SKY LiCork</td>
<td>021 9166 374</td>
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<td>Jaskir Lai</td>
<td>Mobile Phone Shop</td>
<td>021 - 648 848</td>
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<tr>
<td>Sandeep</td>
<td>NSW McLab</td>
<td>021 1180 56</td>
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<tr>
<td>Mazanaki</td>
<td>Reallead Keelays</td>
<td>021 871 856</td>
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<tr>
<td>Hot Broad</td>
<td>Sean</td>
<td>021 771 203</td>
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<tr>
<td>Hassan Mohamed</td>
<td>South City Radio</td>
<td>09 278 5999</td>
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<td>Moon Hua</td>
<td>Papatoet Minima</td>
<td>021 276 9042</td>
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<tr>
<td>Nal Atun</td>
<td>67 Great North</td>
<td>021 296 9042</td>
<td></td>
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<tr>
<td>Joya</td>
<td>Springfield Atr</td>
<td>021 1180 149</td>
<td></td>
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<tr>
<td>Reslyn</td>
<td></td>
<td>021 043 1235</td>
<td></td>
</tr>
<tr>
<td>Sanjale Rajendra</td>
<td>Achtek 360 LTD</td>
<td>021-074 9180</td>
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To Whom It May Concern

We, the undersigned business people of Papatoetoe and Hunters Corner do hereby support the idea of having a ‘Sunday Flea Market’ for the Community in Papatoetoe. There are no flea markets operating in Papatoetoe at present. We are putting our signatures and contact details as a sign of support for the proposed Flea market.

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<tr>
<td>Amidesth Verma</td>
<td>All In Kitchen LTD</td>
<td>0217177306</td>
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<tr>
<td>Alihy</td>
<td>Pro Carpet &amp; Upholst</td>
<td>0210263315</td>
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Ross Robertson - Board Members Report as at 20 February 2018

30 December 2017
- Discussion with constituent over illegal dumping and site visit.

31 December 2017
- Meeting with Sikh leaders.

16 January 2018
- Discussion with constituent on Auckland Transport roadside curbing and site visit.

18 January 2018
- Attend Otara Community Health Awareness event and planning day.
- Discussion with manager Otara CAB.

25 January 2018
- Meeting Counties Manukau Police to establish Papatoetoe Community Safety group.

30 January 2018
- Auckland Airport Runway extension briefing.

1 February 2018
- Volume South launch at MIT and hosted by Auckland Museum.

6 February 2018
- Attend Waitangi Day celebration at Hayman Park.

7 February 2018

8 February 2018
- Meeting Aged Concern, CEO, Wendy Bremner.

13 February 2018
- Speech to Papatoetoe Women’s Inn.

17 February 2018
- Speech to Universal Peace Foundation.
18 February 2018

- Attendance Chinese New Year (Dog), Papatoetoe
- Attendance Kolmar Gurudwana Sikh leaders meeting.
Local Board Member Dawn Trenberth Report
February 2018

13th December - Attended the GETBA meeting and the CIF meeting.
14th December - Attended Papatoetoe Community network meeting
15th December - Attended Manukau Harbour Forum meeting.
17th December - Attended South-East Auckland Senior Citizen’s Christmas meeting.
6th February - Attended Waitangi day celebrations at Hayman park.
13th February - Attended the citizenship ceremony.
16th February - Attended the Manukau Harbour Forum meeting.
18th February - Attended the Chinese New Year celebrations in Kolmar Rd Papatoetoe.

Highlights in the last two months have been the Waitangi day celebrations and also the Chinese New year celebrations. The dragon dance was awesome. Thanks so much for the Lim’s for organising it.

Over the Christmas period I along with many other board members have fielded concerns about rubbish dumping. Once a complaint is made to council this is usually collected quickly. We need to work together as a community to help each other reduce waste and also remember that people can order a bigger rubbish bin and also they can get an extra recycle bin. These options would be good for bigger households who naturally produce more rubbish. I still feel we need to consider the situation of large households sometimes where two or more families are living together due to homelessness and the difficulties they have in being treated the same as a single family household.