
Papakura Local Board Workshop

OPEN NOTES

Minutes of a meeting of the Papakura Local Board Workshop held in the Local Board Chambers, 35 Coles Crescent, Papakura, Auckland on Wednesday, 16 April 2025 at 11:30am.

TE HUNGA KUA TAE MAI | PRESENT

Deputy Chairperson
Members

Jan Robinson
Felicity Auva'a
George Hawkins
Kelvin Hieatt
Andrew Webster

Via Microsoft Teams

TE HUNGA KĀORE I TAE MAI | ABSENT

Chairperson

Brent Catchpole

1 Ngā Tamōtanga | Apologies

That the Papakura Local Board Workshop:

- a) note the apology from Chairperson Brent Catchpole for non attendance.

2 Te Whakapuaki i te Whai Pānga | Declaration of Interest

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.

Member Kelvin Hieatt declared conflict of interest in the Hawkins Theatre grant application.

3 Local Board Workshop

Item 1 – 11:30-12:00pm

Direction Setting

Presenter/s: Lee Manaia
(Papakura Local Board Advisor, Governance & Engagement)

Victoria Hutt
(Papakura Local Board Senior Advisor, Governance & Engagement)

Governance role: Setting direction / priorities / budget

Proposed Outcome/s: To inform the board on upcoming events/meetings and seek board's feedback.

For members to provide strategic updates related to meetings/briefings they have attended, highlighting opportunities for board decision making or advocacy.

Attachment/s: Material unavailable at the time of agenda build.

Summary of discussions

- Review thank you letter
- Feedback on Te Ara Hura P27 Full Facilities Maintenance Contract

Item 2 – 12:30-2:10pm

Local Grant Round Two - Papakura Local Board

Presenter/s: Bilin He,
(Grants Advisor,
Group Treasurer)

Governance role: Setting direction / priorities / budget

Proposed Outcome/s: To review the 2024/2025 Local Grant Round 2 applications.

Attachment/s: Attachment A – Item 1: Application Summary – 2024/2025
Papakura Local Grant Round 2

Attachment B – Item 1: Copy of 2024/2025 Papakura Local Grant
Round 2 - Workshop Tracker

Summary of discussions

Members reviewed the 2024/2025 Local Grant Round 2 applications.

The local board will consider the applications at the 23 April 2025 business meeting.

Item 3 – 2:10-2:30pm

Direction Setting

Presenter/s: Lee Manaia
(Papakura Local Board Advisor, Governance & Engagement)

Victoria Hutt
(Papakura Local Board Senior Advisor, Governance &
Engagement)

Governance role: Setting direction / priorities / budget

Proposed Outcome/s: To inform the board on upcoming events/meetings and seek
board’s feedback.

For members to provide strategic updates related to meetings/
briefings they have attended, highlighting opportunities for board
decision making or advocacy.

Attachment/s: Material unavailable at the time of agenda build.

Summary of discussions

- Feedback on Te Ara Hura P27 Full Facilities Maintenance Contract continued

Break (2:30-2:40pm)

Item 4 –2:40-3:10pm

Update on two crossing projects on Clevedon Road

Presenter/s: Bruce Thomas
(Elected Member Relationship Manager, Auckland Transport)

Minnie Liang
(Senior Transportation Engineer, Traffic Operations, Auckland
Transport)

Simon Cleaver
(Auckland Transport)

Christine Rutley
(Financial Transactions Support Advisor)

Governance role: Local initiative / preparing for specific decisions

Proposed Outcome/s: To provide an update on the options for replacing the current
raised pedestrian crossing at 55 Clevedon Road and to brief the

members on the proposal to signalise the intersection of Clevedon and Cosgrave Roads.

Attachment/s: Attachment C – Item 2: Cosgrave / Clevedon intersection improvements

Attachment D – Item 2: 55 Clevedon Road pedestrian crossing improvements

Summary of discussions

Staff briefed the members on the proposal to signalise the intersection of Clevedon and Cosgrave Roads. The signalising the Cosgrave Road/Clevedon Road intersection project is supported by the board.

Bruce advised that staff have taken into consideration the Mill Road project. There is nothing planned in this area in the foreseeable future. Installation is planned for October 2025.

Staff then provided an update on the options for replacing the current raised pedestrian crossing at 55 Clevedon Road. Noise and vibration issues are due to weak soil in the area. The board indicated Option 1 as their preferred option, being:

- Remove the raised table and replace with at-grade mid-block pedestrian signals at the same location.
- Install high-friction surfacing on each approach.
- Existing tree adjacent to crossing location.
- Potentially improve visibility at Grove Road / Clevedon Road intersection by providing about 7 parking removal.
- Note that the plans are high-level concept plans for feasibility and optioneering purpose.

A report is to come to the 28 May 2025 business meeting for formal decision.

Request from Waiata Shores community for a camera on a pole

Members raised an issue regarding the Waiata Shores community wishing to install a camera on a power pole in the area. The process has taken six months and there is still no end in sight. The process is very complicated. Bruce suggested the residents group write to the Auckland Transport managers. Bruce will find the name to write to.

Actions:

1. Bruce to ascertain and report back if more tim tams have been installed on Walters Road where the development is happening.
2. Bruce to provide the name of the Auckland Transport Managers for the Waiata Shores community to write to regarding installing a camera on a power pole in the area.
3. Bruce to provide a report or reports to the 28 May 2025 Papakura Local Board business meeting to seek a formal response for signalising the Cosgrave Road/Clevedon Road intersection and the removal of the raised pedestrian crossing at 55 Clevedon Road.
4. Bruce to operate on a “no surprises” approach and ensure that the local board is also copied into any communications that go out to the Papakura Normal school and community in general.

Item 3 – 3:10-4:10pm

Direction Setting

Presenter/s: Lee Manaia
(Papakura Local Board Advisor, Governance & Engagement)

Victoria Hutt
(Papakura Local Board Senior Advisor, Governance & Engagement)

Governance role: Setting direction / priorities / budget

Proposed Outcome/s: To inform the board on upcoming events/meetings and seek board's feedback.

For members to provide strategic updates related to meetings/ briefings they have attended, highlighting opportunities for board decision making or advocacy.

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Summary of discussions

- Time of Use Charging Feedback to inform the urgent decision
- Volunteer Certificate Nominations – Certificates will be given out at June business meeting.
- Workshop Schedule – 23 April 2025
- Reminder upcoming events
- Updates from member

Attachments

A Direction Setting

The workshop finished at 4pm.