
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, 23 April 2025 at 9:00am.

TE HUNGA KUA TAE MAI | PRESENT

Chairperson	Brent Catchpole
Deputy Chairperson	Jan Robinson
	George Hawkins
	Kelvin Hieatt
	Andrew Webster

TE HUNGA KĀORE I TAE MAI | ABSENT

Members	Felicity Auva'a
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1 Ngā Tamōtanga | Apologies

That the Papakura Local Board Workshop:

- a) note the apology from member Felicity Auva'a for sickness.

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.

There were no declarations of interest.

3 Local Board Workshop

Item 1 – 9:00-11:00am

Local Board Annual Planning workshop 7 - Annual Budget consultation feedback plus input and fees and charges

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

Melissa Bidois
(Local Board Engagement Advisor)

Observing

Faith Smith
(Lead Financial Advisor, Local Board Financial Advisory)
(Via Microsoft Teams)

Claire Abbot
(Local Board Advisor - Manurewa)
(Via Microsoft Teams)

Governance role: Input to regional decision-making

Proposed Outcome/s: To discuss consultation feedback and finalise input on regional topics to be approved at business meetings 29 April - 1 May 2025.

Attachment/s: Attachment A – Item1: LBAP 7 - Consultation feedback & LB regional input final 2025

Attachment B – Item1: Papakura Annual Plan - Themed Analysis Commentary Final Analysis 14 April 2025

Summary of discussions

Staff provided an overview of the consultation feedback. A report will come to the 30 April 2025 business meeting for approval.

The board provided the following feedback:

- In the future include a brief overview of the roles and responsibilities of the local board and central government in the consultation plan to help people understand.

Action

1. Melissa Bidois to check with the engagement team whether a brief overview of the roles and responsibilities of local government and central government can be incorporated into annual plan consultation documents going forward.

Item 2 – 11:00-12:00pm

Parks and Community Facilities (P&CF) 2024/2025 work programme monthly update

Presenter/s: Manuel Raimundo
(Work Programme Lead, Parks and Community Facilities)

Ben Kuttner
(Community Lease Specialist)

Jenny Young
(Community Lease Specialist)

Governance role: Oversight and monitoring

Proposed Outcome/s: To provide a monthly update on the 2024/2025 Parks & Community Facilities (P&CF) work programme.

Attachment/s: Attachment C – Item 2: Parks and Community Facilities monthly update

Summary of discussions

Staff provided an overview of the monthly update on the 2024/2025 Parks & Community Facilities (P&CF) work programme. A new staff member has been employed to backfill Ben Kuttner's Community Facility Co-ordinator role, .

Community leases update

Sustainable Papakura and Genealogy group have expressed an interest in the Centennial building room. Staff are planning to advertise the vacancy and run an open home for the current vacant spaces for lease.

The local board gave direction that all spaces should go to an EOI process so staff can understand the respective groups' requirements, explore options (including investigating groups' willingness to share space) and make recommendations.

- Centennial Rest Rooms – Staff confirmed that the Centennial Rooms has an internal toilet and kitchenette space. Sustainable Papakura – Staff are aware of the request by Sustainable Papakura for a space, possibly Centennial Rest Rooms. The Freemason's have also approached the board seeking a space, possibly Elizabeth Campbell.

- 11 Opaheke Road, Papakura (Genealogy House) - Genealogy Society - can't afford the increased lease and maintenance fee.
- Old Central School (ex-Papakura Budgeting Services)

Playcentre building at Wellington Park – Playcentre is negotiating with a local group who have expressed an interest in purchasing the building. Discussions are underway regarding what work is required to update the building to achieve watertightness.

Sea Scout Hall at Youngs Reserve – in disrepair. Jenny advised that Sea Scouts and Scouts are now one group. They are administered centrally via a Wellington office. The hall is owned by the group.

Elizabeth Campbell Centre - Capital project is spread over two years – project will carry over to the 25/26 financial year. Staff to advise the timeline and specifics of how the renewal project is tracking. The board advised the ceiling panels are covered in mould and expressed a health and safety concern regarding black mould. Manuel advised that council should be undertaking preventative maintenance. Manuel will come back with a drill down of what maintenance has been conducted on the facility. Staff to have a look at the building and report the issues for maintenance. Concern that buildings are not being inspected in a proactive manner rather than waiting for the public to report.

Report a problem – tree branches have come down outside Countdown. Response from report a problem is they will be dealt with as part of general maintenance in the next cycle. The board did not believe storm damage with fallen tree branches is not part of regular maintenance.

Members acknowledged the work done on the Papakura Cenotaph and requested that the cenotaph has had a soft wash and the planting tidied in time for ANZAC Day commemoration.

Complaint about rubbish bins overflowing and not being emptied in the town centre – request for the contractors to smarten up and empty the bins regularly.

Actions

- 1) Members request a site visit of the Centennial building room, 11 Opaheke Road (Genealogy House) and Old Central School(ex-Papakura Budgeting Services).
Secretarial note: Site visit scheduled for 7 May 2025.
- 2) Elizabeth Campbell Centre – Manuel Raimundo will come back with a drill down of what maintenance has been conducted on the facility and a breakdown of the renewal project. Staff to have a look at the building and report the issues for maintenance.
Secretarial note: 28 April 2025, Nathalie Samuelian ,Programme Manager provided an update regarding the Elizabeth Campbell Centre
- 3) Jenny Young / Ben Kuttner to provide a response to the query whether council can demand an upgrade from a national body if a group owned building is not up to standard.

Lunch Break (12:00–12.30pm)

Item 3 – 12:30-2:00pm

Community Wellbeing Work Programme 2024/2025 Quarter 3 Update

Presenter/s: Dany Miller
(Kareko, Community Wellbeing Lead & Coach PPK / MNR/ FRN)

(Via Microsoft Teams)

Sonia Munro
(Newly appointed Manager Community Place, Library – Sir Edmund Hillary Library & Integrated Service Centre)

Tracey Hainsworth-Faaifo
(Tūhono Hapori o Papakura - Community Broker Papakura)

Hazel Audain
(Librarian Rural Libraries - Drury Library (Regional Community Impact))

Borni Tukiwaho
(Newly appointed Place & Partner Specialist Arts South)
(Via Microsoft Teams)

Emma Helmich
(Specialist Advisor, Youth Specialist South)

Dominic Lee
(Specialist Advisor, Community Delivery (South))

Vanitha Subramaniam
(Newly appointed Specialist Advisor)

Adeliana Chanson
(Specialist Advisor, Community Delivery (South))

Governance role: Oversight and monitoring

Proposed Outcome/s: To provide a quarter 3 update on the Community Wellbeing Work Programme 2024/2025.

Attachment/s: Attachment D – Item 3: Community Wellbeing Work Programme 2024/2025 Quarter 3 Update

Summary of discussions

Staff provided a quarter three update on the 2024/2025 Community Wellbeing Work Programme.

Hawkins Theatre - There was a big drop in arts and culture attendance due to the closure of the Hawkins Theatre for maintenance.

Drury Community-led Library - Justice of the Peace – Deputy Chair, Jan Robinson, advised that JPs should be accredited in order to sit on the service desk.

Papakura Youth Council (PYC) – How can the PYC help the local board promote to youth the things that the Local Board actually does that supports youth. Most of what the local board does has a youth element or a youth outcome. The board believes the youth council should have a good understanding. The community is asking for outcomes and transparency.

Community resilience group – The street co-ordinator volunteer has stepped down from the role. The board felt it was a big role and may need to be a funded role. Vanitha advised that alternative funding sources are being investigated.

Neighbourhood Support – Graham Marshall has stepped down as chair and will remain a committee member. Maree Beaven has taken over as chair of Neighbourhood Support.

Smiths Ave - The board queried the lack of programmes on a Friday and Saturday. Staff advised that there is quite a bit of time needed to set up the night market which is a social enterprise. The organisers of the night market are some locals and some established stalls. Members would like to know who gets the revenue from the night market. Members also asked staff to examine whether it contravenes the Reserves Act and the classification of the Smiths Ave reserve.

Actions

1. Danny Miller and Nansi Thompson to provide an update on the plans for the Art Gallery display window going forward given the recent vandalism. The local board are keen to keep the display window and queried whether safety glass was the way to go.
2. Nansi Thompson to provide an explanation about the Art Club Street Fighter competition.
3. Borni Tukiwaho to provide information on the Brass Band event they won. Also to provide information on how the number of attendances is calculated.
4. Tracey Hainsworth-Faafo to advise the details of the Matariki dawn blessing.
5. Smith's Ave - Dominic Lee to provide responses to the following questions:
 - Who is the organisation behind the Nights Markets?
 - Do the stall holders pay to be there?
 - Who receives / manages any revenue from the night markets?
 - Does the night market activity comply with the Reserves Act?
6. Tracey Hainsworth-Fa'afo to advise the details of the Matariki dawn blessing.

Item 4 – 2:00-3:00pm

Direction Setting

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

Marguerite Hill
(Senior Specialist: Community Heritage, Heritage)

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

- Papakura digital heritage solution work programme (ID4418). The local board gave direction that they were happy with \$2,500 funding being provided to the museum to cover their costs and input into the digital heritage solution work programme.
- Citizenship Ceremony – roles allocated for the 15 May 2025 ceremony
- 23 April 2025 business meeting recommendations
- Papakura Local Board Portfolio Review
- Reminder of events

Attachments

A 20250423 Direction Setting

The workshop finished at 3.15pm