



RANGITIKEI

DISTRICT COUNCIL

Making this place home.

Bulls Community Committee

Order Paper

**Tuesday 12 February 2019
5.30pm**

Supper Room, Bulls Town Hall, High Street, Bulls

Website: www.rangitikei.govt.nz
Telephone: 06 327-0099

Email: info@rangitikei.govt.nz
Facsimile: 06 327-6970

Chair

Tyrone Barker

Membership

Lynette Andrews, Nigel Bowen, Sandra Boxall, Tricia Falkner, Matthew Holden,
Annabel Sidey, Russel Ward, Perrin Turner,
Julie Toomey, Raewyn Turner, Alex Bertram (alt)
His Worship the Mayor, Andy Watson, (ex officio)
Councillor Jane Dunn and Councillor Graeme Platt

Please Note: Items in this agenda may be subject to amendments or withdrawal at the meeting. It is recommended therefore that items not be reported upon until after adoption by the Council. Reporters who do not attend the meeting are requested to seek confirmation of the agenda material or proceedings of the meeting from the Chief Executive prior to any media reports being filed.



Rangitikei District Council

Bulls Community Committee Meeting

Agenda – Tuesday 12 February 2019 – 5:30 pm

Contents

1	Welcome	2	
2	Public Forum	2	Agenda note
3	Apologies.....	2	Agenda note
4	Members' Conflict of Interest.....	2	Agenda note
5	Confirmation of Order of Business and Late Items	2	Agenda note
6	Confirmation of Minutes.....	2	Attachment 1, pages 7-13
7	Chair's Report	2	Verbal update
8	Council Decisions on Recommendations from the Committee	2	Agenda note
9	Council Response to Queries Raised at Previous Meetings	2	Agenda note
10	Grants update	3	Agenda note
11	Creative Communities Assessment Committee	3	Attachment 2, pages 14-15
12	Update on Place-Making Activities	3	Attachment 3, pages 16-21
13	Update from Bulls and District Community Development Manager	3	Verbal update
14	Update on Community Centre Development	4	Agenda note
15	Small Projects Grant Scheme Update	4	Attachment 4, pages 22-23
16	Review of BCDT proposed work plan for 2019/20.....	4	Attachment 5, pages 24-28
17	Current Infrastructure Projects/Updates and Other Council Activities within the Ward	5	Agenda note
18	Late Items.....	5	Agenda note
19	Next meeting.....	5	Agenda note
20	Meeting Closed	5	

The quorum for the Bulls Community Committee is 6 plus an Elected Member.

Council's Standing Orders (adopted 3 November 2016) 10.2 provide: The quorum for Council committees and sub-committees is as for Council, ie half the number of members if the number of members (including vacancies) is even or a majority if the number of members is odd.

1 Welcome

2 Public Forum

3 Apologies

4 Members' Conflict of Interest

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda.

5 Confirmation of Order of Business and Late Items

That, taking into account the explanation provided why the item is not on the meeting agenda and why the discussion of the item cannot be delayed until a subsequent meeting, be dealt with as a late item at this meeting.

6 Confirmation of Minutes

The Minutes for the meeting of the Bulls Community Committee held on 11 December 2018 are attached.

File ref: 3-CC-1-1

Recommendation:

That the Minutes of the Bulls Community Committee meeting held on 11 December 2018 be taken as read and verified as an accurate and correct record of the meeting.

7 Chair's Report

A verbal report will be provided at the meeting.

8 Council Decisions on Recommendations from the Committee

Council confirmed the following resolution:

18/BCC/052

That the Bulls Community Committee nominate Mr Tyrone Barker to represent them on the yet to be formed steering committee for the green-space/Bulls library area.

9 Council Response to Queries Raised at Previous Meetings

No queries were raised at the previous meeting.

10 Grants update

The new online grants platform will be used for Round 2, 2018/19, to manage the Community Initiatives Scheme, Events Sponsorship Scheme, the Sport NZ Rural Travel Fund and the Creative Communities Scheme. Round 2 will open on 11 March 2019, and close on 15 April 2019. All applications will be submitted, and assessed online.

Community Boards and Committees have all nominated 1 assessor each to evaluate the applications for the Event Sponsorship and the Community Initiatives Schemes. The Creative Community Assessment Committee and the Sport NZ Rural Assessment Committee will continue to assess their respective funds as before.

An assessor training day will take place on 4 March 2019 in the Council chambers. Our Governance Administrator Christin Ritchie, will be available to assist applicants with their online applications as needed.

11 Creative Communities Assessment Committee

In Round 1 of 2019-2020 (11 March – 15 April), The Creative Communities Assessment Committee will need between four and seven new committee members, including representation from Pasifika and youth. Members will ideally be involved in the arts locally, or have experience in one or more forms of art. They will be responsible for assessing applications for funding from artistic individuals and community groups, and will be required to attend meetings twice a year.

A nomination form is attached.

Recommendation:

That the Creative Communities Scheme assessor nomination form be received.

12 Update on Place-Making Activities

A verbal update will be provided at the meeting.

Note: At their workshop on 31st January, Council considered the recruitment of a second handyperson to assist with Place-making projects. However, there was a strong preference instead to publicise the current scheme and encourage voluntary participation instead, as this would likely divert too much of the funds. The current balance is \$29,550.

The CE Checklist and Place-making Project Plan Template are attached.

Recommendation:

That the CE Checklist and Place-making Project Plan Template are received.

13 Update from Bulls and District Community Development Manager

A verbal update will be provided at the meeting.

14 Update on Community Centre Development

The detailed design has been finished and an application for a building consent has been submitted. The closing date for tenders was extended to 10 August 2018. Council considered the evaluation undertaken of the tenders at its meeting on 30 August 2018 and identified a preferred contractor, W & W Construction 2010 Ltd, for subsequent negotiation by the Mayor and the Chief Executive.

There were discussions with Heritage New Zealand to gain an archaeological authority before the tender is awarded and estimates of costs were provided: these could affect the price of the tendered work. This authority is needed because the site was in human occupation before 1900. The archaeological authority was issued on 16 October 2018, but required a 15 working day + 3 day stand-down period (for appeals) before it can be actioned. Following further discussions with the preferred contractor and the JV partners regarding the final development area, Council confirmed (at its meeting on 15 November 2018) the award of the contract to W & W Construction 2010 Ltd and accepted a revised (and larger) footprint area. The target completion time remains December 2019.

Following a blessing and sod turning ceremony, W & W Construction took possession of the site on 10 December 2018. An archaeologist has been on site during the excavation for the slab: no items of significance have been found so there is no risk of delay to the project.

Work continues on sourcing further external funding for the project. In July, the Whanganui Community Foundation approved a grant of \$300,000 for the project. His Worship the Mayor has met with representatives of Te Puni Kokiri concerning funding to highlight Ngati Apa within the development. Arrangements were finalised to relocate the house made available by Central House Movers – the makeover will be a significant community project. The additional resource contribution to this project by Central House Movers has been significant. Discussions continue with potential developers of the two vacant pieces of land in Bulls owned by Council – at Walton Street and off Walker Crescent (known as Haylock Park).

15 Small Projects Grant Scheme Update

A memorandum is attached.

Note: You are only allowed to carry-forward from one financial year to the next, up to 100% of the annual allocation for your Small Projects Grant Fund, with the proviso that this be a specific resolution of the Committee. There are only 2 more meetings after this for 2018/19.

File ref: 3-CC-1-1

Recommendation:

That the memorandum 'Small Projects Grant Scheme Update – February 2019' be received.

16 Review of BCDT proposed work plan for 2019/20

The Bulls Community and Development Trust Proposed Work Plan is attached.

Recommendation:

That the Proposed Work Plan for 2019/20 be received.

17 Current Infrastructure Projects/Updates and Other Council Activities within the Ward

The basis for this report (to the Assets/Infrastructure Committee) is being reviewed. Depending on the outcome, a report may be available for the April 2019 meeting.

18 Late Items

As accepted in Item 5.

19 Next meeting

9 April 2019, 5.30 pm

20 Meeting Closed

Attachment 1



Rangitikei District Council

Bulls Community Committee Meeting

Minutes – Tuesday 11 December 2018 – 5:30 pm

Contents

1	Welcome	3
2	Public Forum	3
3	Apologies.....	3
4	Members' Conflict of Interest.....	3
5	Confirmation of Order of Business and Late Items	3
6	Confirmation of Minutes.....	3
7	Chair's Report	3
8	Council Decisions on Recommendations from the Committee	3
9	Council Response to Queries Raised at Previous Meetings.....	4
10	Community Initiatives and Event Sponsorship	4
11	Representation review.....	4
12	Youth Council	4
13	Advice of review of MoU organisations work plans to come to February meetings	Error! Bookmark not defined.
14	Update on Place-Making Activities	4
15	Update from Bulls and District Community Development Manager	5
16	Update on Community Centre Development	5
17	Small Projects Grant Scheme Update	5
18	Current Infrastructure Projects/Updates and Other Council Activities within the Ward	5
19	Late Items.....	5
20	Next meeting.....	5
21	Meeting Closed	6

Present: Mr Tyrone Barker (Chair)
Mr Nigel Bowen
Ms Lynette Andrews
Ms Sandra Boxall
Ms Tricia Falkner
Mr Matthew Holden
Ms Julie Toomey
Mr Russel Ward
Cr Jane Dunn
Cr Graeme Platt

In attendance: Mr Blair Jamieson, Rangitikei District Council
Ms Jan Harris, Bulls and District Community Trust

Unconfirmed

1 Welcome

The Chair welcomed everyone to the meeting.

2 Public Forum

Nil

3 Apologies

Resolved minute number **18/BCC/045** **File Ref**

That the apologies of His Worship the Mayor, Andy Watson, and Perrin Turner, be accepted.

Mr Barker / Mr Holden. Carried

4 Members' Conflict of Interest

Members were reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda.

5 Confirmation of Order of Business and Late Items

The Order Of Business was unchanged.

The Chair determined that the tabled item memorandum 'Bulls Township Signage – Stakeholder Update', and two discussion items, being the securing of planter boxes and a discussion on the green-space/Bulls library would be dealt with in item 19.

6 Confirmation of Minutes

Resolved minute number **18/BCC/046** **File Ref** 3-CC-1-1

That the Minutes of the Bulls Community Committee meeting held on 9 October 2018 be taken as read and verified as an accurate and correct record of the meeting.

Ms Andrews / Ms Turner. Carried

7 Chair's Report

The Chair commented on recent activities within the Bulls area:

- The house to be used for fundraising/contribution to the Bulls Community Centre is progressing well. Additionally, Ohakea Air Force Base have contributed a lot in the way of staff time to help in its renovations.
- The sod-turning ceremony for the Bulls Community Centre

- The Community Awards night

8 Council Decisions on Recommendations from the Committee

The Committee noted the commentary in the agenda.

9 Council Response to Queries Raised at Previous Meetings

Nil

10 Community Initiatives and Event Sponsorship

The Committee noted the commentary in the agenda. Mr Jamieson provided an update from staff in the benefits and desired outcomes the SmartyGrants platform will bring.

Resolved minute number **18/BCC/047** **File Ref**

That the Bulls Community Committee nominate Ms Raewyn Turner as an assessor for future Community Initiatives and Event Sponsorship grant applications.

Mr Barker / Mr Holden. Carried

11 Representation review

The Committee noted the commentary in the agenda.

12 Youth Council

The Committee requested Ms Gower, Strategic Advisor – Youth / Rangatahi extend the date of the Youth Council submissions until the 15 February 2019.

Resolved minute number **18/BCC/048** **File Ref**

That the 'Youth Council Application Form' be received.

Cr Dunne / Mr Holden. Carried

13 Update on Place-Making Activities

Cr Dunn requested \$100 from the small grants fund to be used to repair the township's outdoor bean bags that have suffered from vandalism.

Resolved minute number 18/BCC/049

That \$100 from the small grants fund to be allocated towards the reparation of the townships outdoor bean bags.

Ms Turner / Ms Toomey. Carried

14 Update from Bulls and District Community Development Manager

Ms Harris commented on recent activities the Bulls and District Community Trust has led within the Bulls area, notably the success of the Bulls Santa Parade. A request for attendance at the Community Awards Night was also sought by Ms Harris.

15 Update on Community Centre Development

The Committee noted the commentary in the agenda.

16 Small Projects Grant Scheme Update**Resolved minute number 18/BCC/050**

That the memorandum 'Small Projects Grant Scheme Update – December 2018' be received.

Ms Turner / Cr Dunne. Carried

17 Current Infrastructure Projects/Updates and Other Council Activities within the Ward**Resolved minute number 18/BCC/051**

That the extract 'Current Infrastructure Projects/Updates and other Council Activities with the Bulls Ward' dated September-October 2018 be received.

Ms Boxall / Ms Toomey. Carried

18 Late Items

In relation to the green space/Bulls library request for discussion. The Committee noted that they would like to have a representative on the steering committee that is being formed,

ensuring that a diverse range of people from the community can provide a voice and recommendation to Council for this space.

Resolved minute number 18/BCC/052

That the Bulls Community Committee nominate Mr Tyrone Barker to represent them on the yet to be formed steering committee for the green-space/Bulls library area.

Ms Turner / Mr Holden. Carried

The tabled item memorandum 'Bulls Township Signage – Stakeholder Update' was discussed with Mr Jamieson giving the committee an understanding the desired way forward.

Resolved minute number 18/BCC/053

That the memorandum 'Bulls Township Signage – Stakeholder Update' be received.

Ms Turner / Mr Holden. Carried

Resolved minute number 18/ BCC/054 File Ref

That the Bulls Community Committee endorse the use of the preferred township bull/sign as evidenced in the memorandum 'Bulls Township Signage – Stakeholder Update'.

Ms Toomey / Cr Dunne. Carried

Resolved minute number 18/BCC/055

That the Bulls Community Committee grant Mr Holden an amount, not exceeding \$150 from the small grants fund towards securing the townships buxus plants.

Ms Turner / Mr Holden. Carried

19 Next Meeting

12 February 2019, 5.30 pm

20 Meeting Closed

6:59 pm

Confirmed/Chair: _____

Date:

Attachment 2

Creative Communities Scheme Assessor Nomination Form



The Creative Communities Scheme (CCS) assessment committee allocates CCS funding for our district. The committee is made up of councillors and community representatives who are familiar with the broad range of local arts activity. Assessors who are community representatives can sit on the committee for a maximum of 2 x 3-year terms.

Name of nominee	<input type="text"/>
Address	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>

Please mark the artforms that you have expertise in with an X:

<input type="checkbox"/> Craft/object art	<input type="checkbox"/> Dance	<input type="checkbox"/> Inter-arts
<input type="checkbox"/> Literature	<input type="checkbox"/> Music	<input type="checkbox"/> Ngā toi Māori
<input type="checkbox"/> Pacific arts	<input type="checkbox"/> Multi-artform (including film)	<input type="checkbox"/> Theatre
<input type="checkbox"/> Visual arts		

What other skills or knowledge would you bring to the assessment committee eg assessment skills, knowledge of a particular community, etc?

Name of person making nomination	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>
Date	<input type="text"/>

Please return this nomination form to info@rangitikei.govt.nz

Attachment 3

Checklist for CE approval of Place-making projects

Health and Safety	Y/N
A risk assessment has been undertaken before any project begins and mitigation/preventative measures put in place before a project begins	
Installations are allowed on the footpath providing	
A clear, continuous walkway is left, unencumbered.	
The installation is safe and does not constitute a danger to the general public.	
Installations that are easily moved or removed have automatic approval as long as they meet all other conditions. The landowner, business or resident, whose property the installation is in front of, should be consulted about the installation.	
Installations that are more permanent must have the approval of the landowner, business, or resident whose property the installation is in front of.	
After the makeover, the Council has the right to remove any installation that it deems does not meet safety or aesthetic standards.	
Installations in road reserves controlled by Council	
The appropriate person in Council has been approved of any planned activity in the road reserve, before it takes place.	
No impediments to traffic may be placed in the carriage way.	
Installations can be potentially placed in parking bays, provided they have written approval of the landowner, business or resident, whose property the installation is in front of, and providing they are easy to remove.	
Installations can be potentially placed on verges, bulb-outs, or roundabouts provided they do not constitute a danger, and are easy to remove	
Any activity in parking bays or the carriage way must have a traffic management plan.	
No installations in road reserves or parking spaces controlled by NZTA	
Installations on private property	
Any installation on private property must have the approval of the property owner.	
Existing assets	
Maintenance of existing assets is allowed.	
Alteration or destruction of existing assets requires approval.	
Alteration or destruction of lawns and gardens requires approval.	

Place-making Project Plan Template

This template is to help Council establish what your project is, who is involved and where your resources that are needed, are coming from. That is are the necessary resources will be sourced e.g. Council funding, self/group funding or donation.

Name of your Group	
Name of your Project	
Location of your Project	
What is the vision of your project	
How did it come to be agreed upon?	
Is it a new concept or has it been worked on previously?	
Does it relate to the Town Centre Plan? If so, how?	
What individuals have been involved in the planning process?	
What individuals are going to be involved in carrying the project out?	
What businesses are involved?	

So we clearly understand your concept and plan please include photos of the location of the Place-making project, drawings, photo-shop etc. from your brainstorming sessions and any photos of items you plan to incorporate.

The below template is for you to highlight and describe each sub project that is involved in creating the overall project and the budget allocated for each. Note in budget if resources and/or materials are Council funded, self/group funded or donated. You may have multiple sub-projects for larger projects or only a few for a small one. Reproduce as necessary.

Sub Project 1.	
Resources/Materials needed:	Budget
Sub Project 2.	
Resources/Materials needed:	Budget
Sub Project 3.	
Resources/Materials needed:	Budget

Finally, to meet the requirements of Health and Safety legislation, the following risk assessment needs to be completed (Council staff can help with this provided enough lead-in time is provided).

RISK ASSESSMENT FOR THE PLACEMAKING GROUP/TOWN CENTRE STEERING GROUP - Carrying Out Makeover					
NAME OF PROJECT:					
COMMENCEMENT DATE:					
ACTIVITY STEPS	POTENTIAL HAZARDS/RISKS	RISK RATING	RISK CONTROL MEASURE	RISK RATING	PERSON RESPONSIBLE
<i>List required steps in performing the project</i>	<i>Against each activity step list the risk these hazards pose</i>	*Rare *Unlikely *Likely *Almost Certain	<i>For each identified risk</i>	*Rare *Unlikely *Likely *Almost Certain	<i>Who is responsible for implementing risk control</i> <i>What is the time frame, if any?</i>

RISK ASSESSMENT FOR THE PLACEMAKING GROUP/TOWN CENTRE STEERING GROUP - Final Product						
NAME OF PROJECT:						
COMPLETION DATE:						
FINAL PRODUCT FEATURES	POTENTIAL HAZARDS/RISKS	RISK RATING	RISK CONTROL MEASURE	RISK RATING	PERSON RESPONSIBLE	TIME FRAME
<i>List features of final product</i>	<i>Against each activity step list the risk these hazards pose</i>	*Rare *Unlikely *Likely *Almost Certain	<i>For each identified risk</i>	*Rare *Unlikely *Likely *Almost Certain	<i>Who is responsible for implementing risk control</i>	<i>Is there a date of completion associated with person responsible</i>

Attachment 4

MEMORANDUM

TO: Bulls Community Committee

FROM: Christin Ritchie, Governance Administrator

DATE: 28 January 2019

SUBJECT: **Small Projects Grant Scheme Update –February 2019**

FILE: 3-CC-1-1

1 Allocation

- 1.1 The amount of the 2018-19 Small Projects Grant Scheme for Bulls Ward is \$1,254.00.
- 1.2 The allocation of the Small Projects Grant Scheme is for the period 1 July to 30 June each year. At its meeting on 29 February 2016, Council resolved to allow carry-forward from one financial year to the next of up to 100% of the annual allocation for any Committee's Small Projects Grant Fund, with the proviso that this be a specific resolution of the Committee.
- 1.3 At its last meeting for the 2017-2018 year the Committee resolved to carry-over 100% of the annual allocation for the Scheme; \$1,254.00. This gives a total allocation for the 2018-2019 year of \$2,508.00.

2 Breakdown

- 2.1 \$150.00 has been awarded to the Bulls and Districts Community Trust for the purchase of stain for the picnic tables at the river reserve. *This was paid on 10/10/2018.*
 - 2.2 \$110.50 has been awarded to Cr Jane Dunn and Carter Upholstery for repairs to the townships outdoor beanbags. *This was paid on 07/01/2019.*
- \$150.00 has been awarded to Matthew Holden to purchase Buxus plants for the township. *This has not yet been paid.*

3 Remaining Budget

- 3.1 This leaves a remaining budget for the 2018-2019 financial year of \$2,097.50.

4 Recommendation:

- 4.1 That the memorandum 'Small Projects Grant Scheme Update – February 2019' be received.

Christin Ritchie,

Governance Administrator

Attachment 5

STRATEGIC PERFORMANCE FRAMEWORK MOU ORGANISATIONS

Partnering Organisation: Bulls & District Community Trust

Period under review: Work Plan 2019/2020

Group of Activities: Community Well-being

- Attracting people to the Rangitikei to live (or to stay living here)
- Contribution to community outcomes: A buoyant District economy, Enjoying life in the Rangitikei

Activity: Four Well-being's – Development & Promotion

Council's intended Level of Service is to:	Contract with local organisations to develop and deliver events, activities and projects to enliven the towns and District.	
Deliverables	Activities Undertaken	Outcomes
Design, lead and project manage 1 large scale event annually within the Bulls Ward.		
Design, lead and manage the A-Bull branding programme for the businesses and community groups within the Bulls Ward.		

<p>Facilitate and integrate the Bulls township brand on promotional material¹ within the Bulls Ward.</p>		
<p>Support and collaborate on place making activities within the Bulls Ward.</p>		
<p>Support and collaborate with relevant parties to produce a collective Welcome Pack for persons moving to Bulls.</p>		

¹ This is for material and work contracted by Rangitikei District Council. Inclusion on externally funded projects will be at the discretion of the trustees.

Council's intended Level of Service is to:	Contract with local organisations to provide a range of information, such as:	
	<ul style="list-style-type: none"> * Up-to-date calendar of events, and * Community newsletters 	
Deliverables	Activities Undertaken	Outcomes
Design, produce and manage a regular community newsletter within the Bulls Ward.		

Council's intended Level of Service is to:	Contract with local organisations to provide a website that is a gateway to the District, with links through to more local web pages, and social media opportunities.	
Deliverables	Activities Undertaken	Outcomes
Facilitate and manage an online and social media presence that integrates all the 'intended level of service' deliverables within the workplan.		

Council's intended Level of Service is to:	Develop high trust contracts with agencies in each of the three main towns to undertake community development	
Deliverables	Activities Undertaken	Outcomes
<p>Support and refer (to the Strategy & Community Planning Manager) the needs and aspirations of our NZ European, Māori, and Pacifica Communities and Groups within the Bulls Ward.</p>		