



Rangitikei District Council

Telephone: 06 327-0099

Facsimile: 06 327-6970

**Rangitikei**  
UNSPOILT...

## Hunterville Community Committee

# Order Paper

**Monday, 15 August 2016, at 6.30pm**

**Library, Hunterville Town Hall, Bruce Street,  
Hunterville**

**Website: [www.rangitikei.govt.nz](http://www.rangitikei.govt.nz)**

**Email: [info@rangitikei.govt.nz](mailto:info@rangitikei.govt.nz)**

---

### **Chair**

Jane Watson

### **Membership**

Maureen Fenton, Karen Kennedy, Jean Signal, Erina True

His Worship the Mayor, Andy Watson, (ex officio)

Councillor Dean McManaway or any one other Councillor

---

**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

## Huntermville Community Committee Meeting

Order Paper – Monday 15 August 2016 – 6:30 p.m.



### Contents

1	Welcome.....	2	
2	Apologies .....	2	
3	Members' conflict of interest .....	2	
4	Confirmation of minutes .....	2	Attachment 1, pages 7-11
5	Matters arising not elsewhere on the agenda.....	2	<i>Agenda Note</i>
6	Council decisions on recommendations from the Committee.....	2	<i>Agenda Note</i>
7	Council responses to queries raised at previous meetings .....	2	<i>Agenda Note</i>
8	Issues raised at previous meeting for further discussion .....	2	<i>Agenda Note</i>
9	Small projects Grant Scheme update .....	2	Attachment 2, pages 12-13
10	Current Infrastructure projects/upgrades and other Council activities within the ward.....	3	Attachment 3, pages 14-16
11	Implementation of Place-making initiatives in Rangitikei 2016/17 and 2017/18 ..	3	Attachment 4, pages 17-31
12	Parks Upgrade Partnership Programme .....	3	Attachment 5, pages 32-36
13	Update on proposed District Plan Change.....	4	<i>Agenda Note</i>
14	View on the number and location of public rubbish bins in Huntermville .....	4	<i>Separate Document</i>
15	Earthquake-prone buildings .....	4	<i>Agenda Note</i>
16	Elections 2016: disestablishment and re-establishment of the Committee .....	4	<i>Agenda Note</i>
17	General Business .....	5	
18	Late Items .....	5	
19	Next Meeting .....	5	
20	Meeting Closed.....	5	

The quorum for the Huntermville Community Committee is 4.

At its meeting of 28 October 2010, Council resolved that "The quorum at any meeting of a standing committee or sub-committee of the Council (including Te Roopu Ahi Kaa, the Community Committees, the Reserve Management Committees and the Rural Water Supply Management Sub-committees) is that required for a meeting of the local authority in SO 2.4.3 and 3.4.3.

**1 Welcome**

**2 Apologies**

**3 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.

**4 Confirmation of minutes**

**Recommendation**

That the Minutes of the Hunterville Community Committee meeting held on 20 June 2016 be taken as read and verified as an accurate and correct record of the meeting.

**5 Matters arising not elsewhere on the agenda**

**6 Council decisions on recommendations from the Committee**

There were no recommendations from Committee presented to Council's meeting on 30 June 2016.

**7 Council responses to queries raised at previous meetings**

There were no queries raised at the previous meeting the required a response from Council staff.

**8 Issues raised at previous meeting for further discussion**

- Potential Hunterville Computer Hub

**9 Small projects Grant Scheme update**

A memorandum is attached.

File ref: 3-CC-1-5

**Recommendation**

That the memorandum 'Small Projects Grant Scheme Update - August 2016' be received. A resolution is needed if the Committee wishes to rollover unspent funds to 2016/17.

## **10 Current Infrastructure projects/upgrades and other Council activities within the ward**

A memorandum is attached.

File ref: 3-CC-1-5

### **Recommendation**

That the memorandum 'Current Infrastructure projects/upgrades and other Council activities within the Ward' be received.

## **11 Implementation of Place-making initiatives in Rangitikei 2016/17 and 2017/18**

A memorandum is attached

File: 1-CP-7-5

### **Recommendations**

1. That the memorandum 'Implementation of Place-making initiatives in Rangitikei 2016/17 and 2017/18' be received.
2. That the Hunterville Community Committee notes the process agreed to be followed to access Council funding and/or undertake place-making on Council owned properties contained in the memorandum "Implementation of Place-making Initiatives in Rangitikei 2016/17 and 2017/18".

## **12 Parks Upgrade Partnership Programme**

One decision in the 2015/25 Long Term Plan was the allocation of up to \$50,000 per year in a fund for parks and reserve upgrades. The funding is allocated to projects which contribute at least \$2 (in cash or kind) for each ratepayer \$ so bringing in a total value of up to \$150,000 each year.

While the allocation of funds is decided by the Assets/Infrastructure Committee, it is envisaged that applications are prepared in consultation with Council staff. Applications are open all year round and treated on a case by case basis. Projects have an upper limit of \$45,000, with anything over this value considered through an Annual Plan process.

The projects need to be consistent with the Parks and Reserves Management Plans and the Policy on Community Gardens.

The application form for the Parks Upgrades Partnership Fund is attached for the Committee's information.

### **13 Update on proposed District Plan Change**

The Commissioner has indicated that he has received all the information he requested from submitters and the Council. The hearing will be formally closed and he will proceed to prepare his decisions. That should be known before the end of August.

### **14 View on the number and location of public rubbish bins in Hunterville**

One of the submissions to “What’s new, what’s changed...?”, the consultation document on the 2016/17 Annual Plan, Council decided to ask Community Boards and Community Committees (at their August meetings) to consider the number and location of public rubbish bins in their respective communities and make recommendations for change.

A map is attached showing present locations of bins in Hunterville will be available at the meeting for the Committee to annotate as its feedback to Council.

### **15 Earthquake-prone buildings**

Written submissions on the Earthquake-prone Building Policy close 4 pm Monday 29 August 2016. Hearings of oral submissions are scheduled for Thursday 29 September 2016 at the Council Chambers in Marton. During the consultation process Council is seeking feedback from owners of potentially earthquake-prone buildings as to whether work required under the Policy (assessment, strengthening or removal of masonry chimneys and parapets) has been completed. There is no intended enforcement action if work has not been completed due to the impending Building (Earthquake-prone Buildings) Amendment Act. This Act will replace Council’s Earthquake-prone Building Policy. The Act sets out timeframes and requirements for strengthening earthquake-prone buildings. Further information on the Earthquake-prone Building Policy and the upcoming legislation can be found from Friday 29 July on Council’s website, libraries and the main office in Marton.

### **16 Elections 2016: disestablishment and re-establishment of the Committee**

On election day, 8 October 2016, all Community Committees and Reserve Management Committees are disestablished. The Council will call nominations to each committee within thirty days after that. Nominators and electors for community committees must be residents of the relevant ward (as evident from the Rangitikei District electoral roll).

The number of members elected to serve on the Turakina Community Committee shall be a minimum of seven and a maximum of ten.

- Where more than ten nominations are received by the closing date, the Council will call a public meeting and conduct an election by secret ballot;
- Where fewer than seven nominations are received by the closing date, the Council will call a public meeting to seek additional nominations. If the total nominations received

prior to and at the public meeting exceed nine, the Council will conduct an election at the public meeting by secret ballot;

- Where fewer than seven nominations have been received at the public meeting called to seek additional nominations, the Council will declare the Community Committee unformed for the triennium.

A minimum of 10 people are required to be present at any public meeting called to seek further nominations, or to elect members, to form a Community Committee. Procedures for election will generally follow those laid down in the Local Electoral Act 2001. Elections will be the responsibility of the Council's Deputy Electoral Officer.

The Council will publicly notify the results of the call for nominations within seven days after the close of nominations and (if applicable) after the public meeting called to form the Committee.

The Committee, once formed, has the power to co-opt additional members provided that the total elected membership does not exceed ten.

The Chairperson of each Community Committee to be appointed from within the Committee itself by the Committee members.

## **17 General Business**

## **18 Late Items**

## **19 Next Meeting**

This is the last meeting for this triennium

## **20 Meeting Closed**

# Attachment 1

# Rangitikei District Council

## Hunterville Community Committee Meeting

Minutes – Monday 20 June 2016 – 6:30 p.m.

### Contents

1	Welcome .....	2
2	Apologies .....	2
3	Matters arising not elsewhere on the agenda .....	2
4	Confirmation of minutes .....	2
5	Council decisions on recommendations from the Committee .....	2
6	Council responses to queries at previous meetings .....	2
7	Issues raised at previous meeting .....	2
8	Small Projects Grant Scheme (balance) .....	3
9	Outcome of Council deliberations on submissions to Annual Plan and other proposals consulted with at the same time .....	3
10	Proposed District Plan Change – Update May 2016 .....	3
11	Current infrastructure projects/upgrades and other Council activities within the ward .....	4
12	Potential Hunterville Computer Hub .....	4
13	General business .....	4
14	Next meeting .....	4
15	Meeting closed .....	4

### Present:

Ms Jane Watson (Chair)  
 Ms Maureen Fenton  
 Ms Karen Kennedy  
 Ms Jean Signal  
 Ms Erina True  
 Cr Dean McManaway



## **1 Welcome**

The Chair welcomed everyone to the meeting.

## **2 Apologies**

Nil

## **3 Matters arising not elsewhere on the agenda**

Ms E True is compiling an information booklet to be issued to new residents to Hunterville. She requested that the balance of the Small Projects Grant Scheme be put towards the cost of printing this booklet.

## **4 Confirmation of minutes**

**Resolved minute number**

**16/HCC/008**

**File Ref**

That the Minutes of the Hunterville Community Committee meeting held on 18 April 2016 be taken as read and verified as an accurate and correct record of the meeting.

Cr McManaway / Ms K Kennedy. Carried

## **5 Council decisions on recommendations from the Committee**

The Committee noted that there were no recommendation from the Committee to Council meeting on 26 May 2016.

## **6 Council responses to queries at previous meetings**

The Committee noted that there were no queries raised at the previous meeting that required a response from staff.

## **7 Issues raised at previous meeting**

The Committee noted the response provided by staff to the issues raised at the previous meeting.

## 8 Small Projects Grant Scheme (balance)

The Committee agreed to use the balance of the Scheme towards the printing costs of the New Residents Booklet.

<b>Resolved minute number</b>	<b>16/HCC/009</b>	<b>File Ref</b>	<b>3-CC-1-5</b>
-------------------------------	-------------------	-----------------	-----------------

That the Hunterville Community Committee agrees to use the balance of the Small Projects Grant Scheme for the Hunterville Ward towards the cost of printing the New Residents booklet.

Cr McManaway / Ms E True. Carried

<b>Resolved minute number</b>	<b>16/HCC/010</b>	<b>File Ref</b>	<b>3-CC-1-5</b>
-------------------------------	-------------------	-----------------	-----------------

That the memorandum 'Small Projects Grant Scheme Update - June 2016' be received.

Cr McManaway / Ms E True. Carried

## 9 Outcome of Council deliberations on submissions to Annual Plan and other proposals consulted with at the same time

Cr McManaway gave a brief summary of the submissions received to the Annual Plan and what the next steps are.

The Committee discussed the proposed artificial turf projects.

## 10 Proposed District Plan Change – Update May 2016

<b>Resolved minute number</b>	<b>16/HCC/011</b>	<b>File Ref</b>	<b>1-PL-2-7</b>
-------------------------------	-------------------	-----------------	-----------------

That the memorandum 'Proposed District Plan Change – Update May 2016' be received.

Ms J Watson / Ms M Fenton. Carried

## **11 Current infrastructure projects/upgrades and other Council activities within the ward**

Cr McManaway gave a brief overview of the update, specifically the road widening that is happening along SH1, south of the town (funded by NZTA).

**Resolved minute number**                      **16/HCC/012**                      **File Ref**                      **3-CC-1-5**

That the memorandum 'Current Infrastructure projects/upgrades and other Council activities within the Ward' be received.

Cr McManaway / Ms M Fenton. Carried

## **12 Potential Hunterville Computer Hub**

The Committee discussed the proposed Hub, specifically potential locations. Ms E True undertook to put the idea to the Community to gauge interest in the proposal.

The Committee agreed that it would be beneficial for the town, but suggested a small fee be charged for the service to prevent overuse.

## **13 General business**

Nil

## **14 Next meeting**

Monday 15 August 2016, 6.30pm

## **15 Meeting closed**

8.00 pm

Confirmed/Chair: \_\_\_\_\_

Date: \_\_\_\_\_

# Attachment 2



# MEMORANDUM

TO:                   Huntermville Community Committee

FROM:               Samantha Whitcombe, Governance Administrator

DATE:               10 August 2016

SUBJECT:           **Small Projects Grant Scheme Update - August 2016**

FILE:               3-CC-1-5

---

## **1       Allocation**

- 1.1    The 2016/17 Small Projects Grant Scheme for the Huntermville Ward is \$809.
- 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 2015/16 year the Committee did not resolve to carry-over any outstanding amount from the Scheme.

## **2       Breakdown**

- 2.1    For the 2016/17 year the following amounts have been used by the Committee:
- 

## **3       Remaining Budget**

- 3.1    This leaves a remaining budget for the 2016/17 financial year of \$809.

Samantha Whitcombe  
Governance Administrator

# Attachment 3

# MEMORANDUM

TO: Hunterville Community Committee

FROM: Samantha Kett

DATE: 10 August 2016

SUBJECT: **Current Infrastructure projects/upgrades and other Council activities within the Ward**

FILE: 3-CC-1-5



SEWERAGE AND THE TREATMENT AND DISPOSAL OF SEWAGE GROUP OF ACTIVITIES 2015/16				Jun-16
Major programmes of work outlined in the LTP/Annual Plan 2015/16				
Projects	Design/ Scoping	Tender/Contract docs	Under construction	Complete
Hunterville: Ongo Rd Sewer Main Renewals	4 sections of Ongo road 86m, 58m, 232m & 82m/150mm GEW replacements. Under investigation & design. (est \$150k).	Prelim design complete CCTV complete. Sewer line programmed for Dec 2015.	Sliplining completed.	Works completed May 2016
Hunterville: WWTP Upgrade – new clarifier	Upgrade of plate separator and plant. Second hand clarifier purchased and installed. (est \$200k)		Installed and operating. Final optimisation still required	Completed and working well. Test results show plant is delivering better performance than consent requires.
Hunterville WWTP - desludging		Contractor unable to set up at WWTP will sucker trucks to transport sludge to Bulls for de-watering.	Approximately 2,000m <sup>3</sup> sludge to be transported to Bulls for dewatering.	

SEWERAGE AND THE TREATMENT AND DISPOSAL OF SEWAGE GROUP OF ACTIVITIES 2016/17				Jul-16
Major programmes of work outlined in the LTP/Annual Plan 2016/17				
Projects	Design/ Scoping	Tender/Contract docs	Under construction	Complete
Hunterville WWTP - desludging (\$80k)				

WATER SUPPLY GROUP OF ACTIVITIES 2016/17				Jul-16
Major programmes of work outlined in the LTP/Annual Plan 2016/17				
Projects	Design/ Scoping	Tender/Contract docs	Under construction	Complete
Hunterville: Treatment and reticulation upgrades				

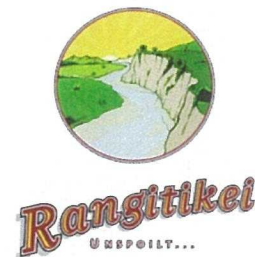
ROADING AND FOOTPATHS GROUP OF ACTIVITIES 2016/17				Jul-16
Major programmes of work outlined in the LTP/Annual Plan 2016/17				
Footpath Renewals	Design/ Scoping	Tender/Contract docs	Under construction	Complete
Hunterville – Milne Street	The 2016/17 Footpath Renewal Programme is still to be confirmed			

COMMUNITY AND LEISURE ASSETS GROUP OF ACTIVITIES 2016/17				Jul-16
Major programmes of work outlined in the LTP/Annual Plan 2016/17				
Community Buildings	Design/ Scoping	Tender/Contract docs	Under construction	Complete
Re-paint Hunterville Grandstand	Preliminary work underway - estimate obtained, specification to be finalised.			
Other major programmes of work outlined in the LTP/Annual Plan 2016/17				
Community Buildings	Design/ Scoping	Tender/Contract docs	Under construction	Complete
Hunterville Cemetery Roadway	Stage I of the upgrade will be completed during summer of 2016/17.			

Samantha Kett  
Governance Administrator



# Attachment 4



# MEMORANDUM

TO: Taihape Community Boards  
Turakina Community Committee  
Huntermville Community Committees

FROM: Denise Servante, Strategy and Community Planning Manager

DATE: 25 July 2016

SUBJECT: **Implementation of Place-making Initiatives in Rangitikei 2016/17 and 2017/18**

FILE: 1-CP-7

---

## 1 Background

- 1.1 Three Town Centre Plans have been adopted by Council for Marton, Bulls and Taihape and three reports produced following “Exploring Possibilities” workshops in Huntermville, Mangaweka and Turakina. These processes provide blueprints for community-led place-making processes in these towns/settlements.
- 1.2 For the first three years of the 2015-25 Long Term Plan, Council has set aside \$60,000 per annum for place-making initiatives. It envisaged:
- Incremental place-making initiatives contributing to overall strategies for each town
  - Retailer engagement with the footpath/retailer with heart initiatives <sup>1</sup>
  - Innovative lease arrangements/pop-up shops (Marton focus initially)
- 1.3 Place-making is a process that requires community engagement to produce amazing spaces, creating a sense of place and comfort and where people will congregate for recreation and relaxation. Where tensions have arisen during some of these projects, it is often because the process of Place-making is misunderstood.
- 1.4 It is **not** a town beautification process. It is **not** about getting consensus within the community before anything can take place. It is **not** about telling other people what they should do.
- 1.5 It **is** about nimble planning – trying out different ideas and experimenting with spaces to see what can be achieved. It **is** about harnessing the commitment, energy and

---

<sup>1</sup> Engagement with the footpath means lowering the barrier of a shop frontage, so that people on the footpath feel they are already ‘in’ the shop’ Examples of businesses with heart are those openly publicising the availability of toilet facilities, providing free fruit for children, donating a sculpture.

volunteerism of local steering groups and community members and supporting them to create the spaces that they want to spend time in.

- 1.6 Council provided some training in Place-making through Creative Communities during 2015/16 – this was taken up in Marton, Bulls, Mangaweka and Turakina but not in Ratana or Taihape. Therefore, it is likely there is a different understanding of what Place-making is between communities. Additionally, as not all community members were involved in the Place-making training, there is likely to be a different understanding of Place-making within communities. The key issues are to establish who decides what is done, when, by whom and how is Council funding (if any) allocated?
- 1.7 This memorandum summarises the place-making protocols that have been developed to date and outlines the process adopted by Council at its meeting on 30 June 2016 for proceeding during 2016/17.

## **2 Town-based Place-making**

- 2.1 The current status of local decision-making/coordination of Place-making is as follows:
  - *Bulls:* original Steering Group has folded back into the BCC. Any group/individual wishing to undertake a Place-making project is invited to bring it to the BCC for coordination.
  - *Marton:* original Steering Group has now become an active and well-organised Place-making Group that is supported through Project Marton.
  - *Taihape:* original Steering Group has wound up and Taihape Community Board has indicated its preferred process of deciding on Place-making projects and requesting that Taihape Community Development Trust facilitate projects.
  - *Hunternville:* The Steering Group is operating very much as a “working bee” implementing improvements to Queen’s Park and linking the town centre.
  - *Mangaweka:* A local Place-making group has been established and is working on projects as identified through the Exploring Possibilities report.
  - *Turakina:* the Turakina Community Committee is leading on Place-making in Turakina, both in terms of deciding what is to be done and facilitating the process.

## **3 Who decides?**

- 3.1 Although place-making is a community-led process, often projects are funded by Council, and/or projects take place on Council-owned land or property. In these cases, the groups have accountabilities back to Council, therefore, Council has the final decision.
- 3.2 Council has adopted Place-making as a strategy which means that it needs to be a “door-opener” not a “gate-keeper”. Council needs to be satisfied that the group understands the process of Place-making and that the specific project is contributing to and part of the relevant Town Centre Plan/Report.
- 3.3 The 7-Day Makeover process was successfully trialled in Bulls and Marton, including a second youth-led makeover in Centennial Park. Using this protocol provides some

assurance that the Place-making process will be followed, avoiding the possibility of reverting to straight-forward beautification projects<sup>2</sup>.

- 3.4 The Council also needs to be satisfied that, as the owner of any assets and the decision-maker, it's Health and Safety obligations are met. A risk assessment template has been developed by the Marton Place-making Group to meet these obligations.
- 3.5 The 7-Day Makeover used a project plan template which ensures that a place-making process is followed. This has been adapted and is attached as Appendix 1 (including the risk assessment template) and it is proposed that any Place-making projects which require Council support/funding complete this template to ensure the integrity of the process.
- 3.6 The "As of Right" guidelines for retailers that have previously been developed still apply for initiatives by shop-owners to engage with potential customers on the street. These are attached as Appendix 2.
- 3.7 Finally some "Rules of Engagement" were developed for the 7-Day makeovers. These have been adapted as a Checklist for the decision-making process to ensure that all due regulatory or permissions processes have been followed. This is attached as Appendix 3. "Approving" these projects is a neutral, operational issue rather than a political or governance one and Council has delegated this to the Chief Executive to be reported to Council.
- 3.8 The 7-Day Makeover suggests a resource of \$5,000 per project. Council's budget of \$60,000 would potentially fund 12 such projects. However, some projects, even in the larger centres could be small, tightly focussed, and cost less than \$500. So, it is not proposed to 'pre-allocate' funds for any one community. The over-riding factor for making Council funding available is where the energy, enthusiasm and commitment to Place-making is greatest.

#### **4 Suggested process**

- 4.1 The important thing about the process is that it **enables**:
  - Community Committees/Community Boards/local steering groups/community groups develop a Place-making project, complete the project plan and risk assessment and submit to the Chief Executive for sign off.
  - All 'purchases' using Council funding should be recorded/managed through Council's procurement system.
  - The implementation of the Town Centre Plans should not be the responsibility of a single agency but does require coordination. Chairs of the BCC, MCC, HCC, TCC and TCB could be brought together with the Chief Executive at least twice a year to discuss and agree their priorities along with others who are leading local Place-making initiatives.
  - Community Committees/Community Boards should promote Place-making. take an interest in Place-making projects, may get directly involved in

---

<sup>2</sup> Council provides each Community Board/Committee with access to funding for such projects through the Small Project Fund allocated to each and rated locally

- implementing Place-making projects or appoint a sub/committee/working group or secure agreement that other agencies undertake specific projects.
- That Council continues to negotiate a role for the town coordinators through the MOU arrangement.

## **5 Recommendations**

- 5.1 That the memorandum "Implementation of Place-making Initiatives in Rangitikei 2016/17 and 2017/18" be received.
- 5.2 That the Hunterville Community Committee notes the process agreed to be followed to access Council funding and/or undertake place-making on Council owned properties contained in the memorandum "Implementation of Place-making Initiatives in Rangitikei 2016/17 and 2017/18".

Denise Servante  
Strategy and Community Planning Manager

# *Appendix 1*

## 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).



<b>RISK ASSESSMENT FOR THE PLACEMAKING GROUP/TOWN CENTRE STEERING GROUP - Carrying Out Makeover</b>					
NAME OF PROJECT:					
COMMENCEMENT DATE:					
<b>ACTIVITY STEPS</b>	<b>POTENTIAL HAZARDS/RISKS</b>	<b>RISK RATING</b>	<b>RISK CONTROL MEASURE</b>	<b>RISK RATING</b>	<b>PERSON RESPONSIBLE</b>
<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>

<b>RISK ASSESSMENT FOR THE PLACEMAKING GROUP/TOWN CENTRE STEERING GROUP - Final Product</b>						
NAME OF PROJECT:						
COMPLETION DATE:						
<b>FINAL PRODUCT FEATURES</b>	<b>POTENTIAL HAZARDS/RISKS</b>	<b>RISK RATING</b>	<b>RISK CONTROL MEASURE</b>	<b>RISK RATING</b>	<b>PERSON RESPONSIBLE</b>	<b>TIME FRAME</b>
<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>

## *Appendix 2*

# As of Right Town Centre Place Making

## – a guide for retailers

Let's raise the bar and develop an even more vibrant, creative, neighbourly and respectful town!

### Permitted Use of the Footpath Area

#### Pedestrian Movement

1. You can display items in front of retail outlets as long as a 2.1 metre carriageway, measured from the road edge is clear at all times for pedestrians
2. You can paint shop fronts and verandas in the colour of shop owner's choice
3. Items may be hung from verandas as long as an allowance of 2.1 metres from the bottom of the item/sign edge to the ground is left

#### Signage

Each retail outlet can have either a **Sign** or **Flag** meeting the below specifications, to advertise their business.

#### Foot path signs

Maximum height	1.0 metres
Maximum width	0.6 metres
Maximum base spread	0.6 metres

#### Flag Signs

Maximum height	2.0 metres
Maximum width	0.9 metres
Maximum base spread	0.6 metres
Maximum flagpole height	3.0 metres

## **Street Music**

You can play music of choice to enhance street ambience and character.

## **Linger Nodes**

Areas of footpath may be set aside for community activities, ie community piano, (must be anchored) hop scotch, chess or games boards as long as the activity does not impede pedestrian flows.

<b>The Golden Rule: enhance neighbourliness, avoid nuisance</b>
---

**So let's be creative with our town space.**

**And make our streets, vibrant, happy, shared places where all  
are welcome.**

## *Appendix 3*

## Checklist for CE approval of Place-making projects

<b>Health and Safety</b>	<b>Y/N</b>
A risk assessment has been undertaken before any project begins and mitigation/preventative measures put in place before a project begins	
<b>Installations are allowed on the footpath providing</b>	
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.	
<b>Installations in road reserves controlled by Council</b>	
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	
<b>Installations on private property</b>	
Any installation on private property must have the approval of the property owner.	
<b>Existing assets</b>	
Maintenance of existing assets is allowed.	
Alteration or destruction of existing assets requires approval.	
Alteration or destruction of lawns and gardens requires approval.	

# Attachment 5





## Rangitikei District Council

### Parks Upgrades Partnership Fund

### Expression of Interest

Do you have a great idea to add or improve on recreational facilities at a Council-owned park?

Do you have good support for your idea from the community?

Have you got a realistic fundraising plan that can raise at least two thirds of the resources needed to make it happen?

If so, then Rangitikei District Council wants to hear from you!

We know that the communities in the District have long been active in developing facilities for their recreation and leisure. We want to encourage this by providing up to 33% in cash of the value – in cash or in kind – of the contribution from the community for small-scale, community-led, capital projects.

#### WHAT DO WE MEAN BY SMALL-SCALE, COMMUNITY-LED CAPITAL PROJECTS?

Capital Project is a project which creates a new asset, replaces an existing asset, upgrades an existing asset or refurbishes an existing asset.

Community-led means a project that has been identified from within the community, where the majority of the fundraising has taken or will take place within the community and where the asset will be owned by the Council, or available for use by the community as if it were owned by Council.

Small-scale means a project with the total value of less than \$45,000, taking into account actual costs **and** the value of donated labour or materials.

**PLEASE NOTE: Applications may be submitted at any time and will be considered at the next available Assets/Infrastructure Committee of Council (usually within a month). All applications are copied into the Assets/Infrastructure Committee Order Paper and are therefore available to the general public.**

Please complete this application form in conjunction with Council staff. The sooner you talk with us about your idea, the sooner we can give you an answer about whether Council can support your project.

Contact: Gaylene Prince, Community and Leisure Services Team Leader,  
Rangitikei District Council, Private Bag 1102, Marton 4741  
Phone: 0800 422 522  
Email: [gaylene.prince@rangitikei.govt.nz](mailto:gaylene.prince@rangitikei.govt.nz)

1. YOUR CONTACT DETAILS

Full Name: \_\_\_\_\_

Organisation (if any) \_\_\_\_\_

Street address: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone (day) \_\_\_\_\_

Email: \_\_\_\_\_

Contact 2 Name \_\_\_\_\_

Telephone (day) \_\_\_\_\_

Email: \_\_\_\_\_

2. YOUR PROJECT

2.1 What is the name of your project? \_\_\_\_\_

\_\_\_\_\_

2.2 When will it take place: \_\_\_\_\_

2.3 Where will it take place: \_\_\_\_\_

2.5 Describe your project in full:  
Attach additional sheets if you need to.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 2.6 What support do you have in the community for your project?

Please describe how your project came about, who you have talked with about it and what response have you had. If you have undertaken any surveys or petitions, then please include these.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

2.7 How does your project fit with Council's objectives for the development of its parks and open spaces?

You will definitely need to be talking with Council staff to complete this section!

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**3. HOW MUCH WILL YOUR PROJECT COST?** Please provide **all** costs and **all** sources of income for the project you are planning.  
Attach additional sheets if necessary

Item	Amount	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Cost (GST inclusive / exclusive. Please delete one)	\$	

**4. WHAT IS YOUR FUNDRAISING PLAN?** Please provide a realistic estimate of how much funding (in cash and in kind) you will be able to contribute to this project.  
The total amount of your fundraising plan must be at least two thirds of the total cost of the project. Council staff can help you to identify sources of funding for your project.

Item	Amount	
Donated material	\$	
	\$	
	\$	
	\$	
	\$	
Cash in hand towards project	\$	
	\$	
	\$	
	\$	
	\$	
Other sponsorship/grants (please specify source/s below)	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total funds available (GST inclusive / exclusive. Please delete one)	\$	

Amount of funding you are requesting from Rangitikei District Council: \$ \_\_\_\_\_