



RANGITIKEI
DISTRICT COUNCIL

Making this place home.

Hunterville Community Committee

Order Paper

**Monday 18 February 2019
at 6.30pm**

Hunterville Town Hall, Bruce Street, Hunterville

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

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Chair
Karen Kennedy

Membership
Sandra Carroll, Maureen Fenton, Richard Gower, Jean Signal,
Lynette Thompson, Erina True, Jane Watson
His Worship the Mayor, Andy Watson, (ex officio)

Councillor Dean McManaway and Cr Ruth Rainey

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

Hunterville Community Committee Meeting

Agenda – Monday 18 February 2019 – 6:30 pm

Contents

1	Welcome	2	
2	Public Forum	2	
3	Apologies.....	2	Agenda note
4	Members' conflict of interest	2	Agenda note
5	Confirmation of order of business	2	Agenda note
6	Confirmation of Minutes.....	2	Attachment 1, pages 6-13
7	Chair's Report	2	Verbal update
8	Council decisions on recommendations from the Committee	2	Agenda note
9	Council responses to queries raised at previous meetings.....	2	Attachment 2, pages 14-15
10	Update on place-making initiatives	3	Attachment 3, pages 16-21
11	Grants update	3	Agenda note
12	Creative Communities Assessment Committee	3	Attachment 4, pages 22-23
13	Small Projects Fund – February update	3	Attachment 5, pages 24-25
14	Fitness Track update	4	Verbal update
15	Current infrastructure projects/upgrades and other Council activities within the ward	4	Agenda note
16	Late Items.....	4	Agenda note
17	Next meeting.....	4	Agenda note
18	Meeting Closed	4	

The quorum for the Hunterville Community Committee is 5 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, i.e. 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

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 Hunterville Community Committee held on 10 December 2018 are attached.

File ref: 3-CC-1-2

Recommendation:

That the Minutes of the Hunterville Community Committee meeting held on 10 December 2018 be taken as read and verified as an accurate and correct record of the meeting.

7 Chair's Report

A verbal update will be provided.

8 Council decisions on recommendations from the Committee

There were no recommendations made to Council at the last meeting.

9 Council responses to queries raised at previous meetings

Mr Trevor O'Connor's resignation

Confirmation of Mr T O'Connor's resignation is attached.

Recommendation:

That the confirmation of resignation from Mr T O'Connor be received.

10 Update on place-making initiatives

Committee members will report.

Note: At their workshop on 31 January, Council considered the recruitment of a second handyman 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.

11 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.

12 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.

13 Small Projects Fund – February 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.

14 Fitness Track update

A verbal update will be provided at the meeting.

15 Current infrastructure projects/upgrades 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.

16 Late Items

As accepted in item 5.

17 Next meeting

15 April 2019 at 6:30 pm

18 Meeting Closed

Attachment 1



Rangitikei District Council

Hunterville Community Committee Meeting

Minutes – Monday 10 December 2018 – 6:30 pm

Contents

1	Welcome	3
2	Public Forum	3
3	Apologies.....	3
4	Members' conflict of interest	3
5	Confirmation of order of business	3
6	Confirmation of Minutes.....	3
7	Chair's Report	4
8	Council decisions on recommendations from the Committee	4
9	Council responses to queries raised at previous meetings.....	4
10	Community Initiatives and Event Sponsorship	4
11	Representation review.....	5
12	Youth Council	5
13	Update on place-making initiatives	5
14	Extension of Rangatira Cemetery.....	5
15	Small Projects Fund – December update.....	5
16	Fitness Track update	6
17	Queens Park	6
18	Current infrastructure projects/upgrades and other Council activities within the ward	6
19	Late Items.....	7
20	Next meeting.....	7
21	Meeting Closed	7

Present: Ms Karen Kennedy
Ms Sandra Carroll
Ms Maureen Fenton
Ms Erina True
Mr Richard Gower
Ms Jean Signal
Ms Jane Watson
Ms Lynette Thompson
Cr Nigel Belsham

In attendance: Ms Nardia Gower, Governance Administrator

Tabled Document: **Item 19 Late Item**

Unconfirmed

1 Welcome

The Chair welcomed everyone to the meeting. It was noted that Mr Trevor O'Connor had verbally told committee members that he has resigned from the Committee.

Undertaking

Subject

Staff to investigate formal resignation of Mr Trevor O'Connor from the Hunterville Community Committee.

2 Public Forum

Nil

3 Apologies

That the apology for absence of Cr McManaway and His Worship the Mayor be received.

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.

There were no declared conflicts of interest.

5 Confirmation of order of business

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,

Town Signage

be dealt with as a late item at this meeting.

6 Confirmation of Minutes

Amendments:

Replace Ms Fenton with Ms Carroll from resolution numbers 18/HCC/039 and 18/HCC/049

Resolved minute number

18/HCC/051

File Ref

3-CC-1-2

That the amended Minutes of the Hunterville Community Committee meeting held on 15 October 2018 be taken as read and verified as an accurate and correct record of the meeting.

L. Thompson / E. True. Carried

7 Chair's Report

The Chair had nothing to report.

Undertaking

Subject

The Committee requested that christian names or initials are used to replace the title of Ms and Mr in resolutions.

R. Gower arrived at 6.41pm

8 Council decisions on recommendations from the Committee

The Committee noted the commentary in the agenda.

Cr Belsham made comment on Council's denial of signage and donation for facility and site use of Queens Park due to the park being a public facility. Ongoing work continues with the Department of Conservation and funders to provide toilet facilities at Simpsons Park. The Committee were pleased with the new facilities at Queens Park.

It was noted by members of the committee that Ongo Road is occasionally misspelt as Onga Road, such as the items agenda note.

9 Council responses to queries raised at previous meetings

The Committee noted the commentary in the agenda.

The Committee discussed the unsafe state of the demolished Fire Station site, and the damage caused to the pre-existing seal of neighbouring properties from the demolition equipment. Cr Belsham suggested the Committee lodge a fix-it-form and that he would raise the issue with the Chief Executive. The Chair, K. Kennedy, agreed to undertake completing the fix-it form for this issue along with one addressing potholes in the surrounding streets.

The Hunterville Community Committee will work with the community to paint the seating identified as a Placemaking project. M. Fenton will inform the committee of volunteers, S. Carroll will secure the donated paint.

10 Community Initiatives and Event Sponsorship

The Committee noted the commentary in the agenda.

Cr Belsham reiterated the issues that arose from the last round of Community Initiatives and councils desire to have a user friendly system for both administrators, assessors and applicants, which SmartyGrants™ will provide.

Resolved minute number **18/HCC/052** **File Ref**

That the Hunterville Community Committee nominate Richard Gower as an assessor for future Community Initiatives and Event Sponsorship grant applications.

K. Kennedy / L. Thompson. Carried

11 Representation review

The committee noted the commentary in the agenda.

It was further noted that one objection to the proposed representation review has been lodged which will be referred to the Local Government Commission.

12 Youth Council

The Committee noted the commentary in the agenda.

Resolved minute number **18/HCC/053** **File Ref** **4-EN-19**

That the 'Youth Council Application Form' be received.

S. Carroll / L. Thompson Carried

13 Update on place-making initiatives

This item was discussed in item 9.

14 Extension of Rangatira Cemetery

The Committee noted the commentary in the agenda.

Cr Belsham noted that funding was bought forward to complete the layout proposal.

15 Small Projects Fund – December update

The committee discussed potential projects that the fund could support.

Undertaking

Subject

Staff to provide information on the previous Small Project Fund grants to the Hunterville Bulletin.

Resolved minute number **18/HCC/054** **File Ref** **3-CC-1-1**

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

K. Kennedy / L. Thompson. Carried

16 Fitness Track update

R. Gower gave a verbal update to the Committee, noting Council's contribution of \$7,882 from the Parks Upgrade Partnership Fund. The Fitness Track Committee recently walked the 1.2km of existing and new track which included discussions on fitness station placement. The Hunterville Vet Club has offered a large percentage of the funding. The Fitness Track Committee expect work to commence early in 2019 replacing soil with limestone. If weather permits the fitness stations construction will take place at the same time. The track will be available for the public to use.

17 Queens Park

The Committee noted the commentary in the agenda.

The Committee thanked Council for the new toilet, rubbish bin and drinking water fountain in Queens Park.

18 Current infrastructure projects/upgrades and other Council activities within the ward

Cr Belsham noted that Council is proceeding with expressions of interest on costings from potential contractors before confirming what level of rubbish and recycling services Council may offer.

Resolved minute number **18/HCC/055** **File Ref** **3-CC-1-4**

That the extract 'Current infrastructure projects/upgrades and other Council activities within the ward' dated September-October 2018 be received.

K. Kennedy / S. Carroll. Carried

19 Late Items

Sheep grass

The high native grass around the sheep statues in town is inhibiting photo opportunities. S. Carroll undertook to complete a fix-it form to address the issue.

Further on town gardens it was noted that the flaxes outside the Argyle were overgrown. J. Watson undertook to complete a fix-it form to address the issue.

A discussion was held over a Hunterville resident refusing to mow his lawns due to uneven berm.

Town Signage

A tabled document accompanied the late item. The Committee noted they were pleased with the proposed signage and look forward to its public display.

Resolved minute number **18/HCC/056** **File Ref**

That the memorandum 'Hunterville Township Signage – Stakeholder Update' be received

That the Hunterville Community Committee endorse the installation of a small sign that includes the 'Hunterville' and 'Huntaway Capital of the World' underneath the huntaway statue

K. Kennedy / L. Thompson. Carried

20 Next meeting

18 February 2019 at 6:30 pm

21 Meeting Closed

7.44pm

Confirmed/Chair: _____

Date:

Attachment 2

Christin Ritchie

From: 4thapy <4thapy@gmail.com>
Sent: 11 December 2018 3:30 pm
To: Christin Ritchie
Subject: Re: Hunterville Community Committee resignation confirmation

Hi christin yes i wish to resign thank you

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: Christin Ritchie <Christin.Ritchie@rangitikei.govt.nz>
Date: 11/12/18 3:07 PM (GMT+12:00)
To: Trevor O'Connor <4thapy@gmail.com>
Subject: Hunterville Community Committee resignation confirmation

Kia ora Trevor,

I have been advised that you wish to resign from the Hunterville Community Committee.

Can you please e-mail the request to me so that I may include in the next order paper?

Thank you very much,
Christin

Christin Ritchie	Governance Administrator
46 High Street, Private Bag 1102, Marton 4741	www.rangitikei.govt.nz<<http://www.rangitikei.govt.nz/>>
P 06 327 0099 or 0800 422 522	F 06 327 6970

[cid:CCC38E40-EE0D-421D-A551-704058051E08@fritz.box]

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>	<i>*Rare *Unlikely *Likely *Almost Certain</i>	<i>For each identified risk</i>	<i>*Rare *Unlikely *Likely *Almost Certain</i>	<i>Who is responsible for implementing risk control</i>	<i>Is there a date of completion associated with person responsible</i>

Attachment 4

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 5

MEMORANDUM

TO: Hunterville Community Committee

FROM: Christin Ritchie, Governance Administrator

DATE: 19 January 2019

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

FILE: 3-CC-1-2

1 Allocation

- 1.1 The amount of the 2018-19 Small Projects Grant Scheme for Hunterville Ward is \$857.00.
- 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 2017-18 year the Committee resolved to carry-over the balance of the Scheme; the remaining balance was \$359.00. This gives a total allocation for the 2018-2019 year of \$1,216.00.

2 Breakdown

- 2.1 Nothing for the 2018-2019 year as yet.

3 Remaining Budget

- 3.1 This leaves a remaining budget for the 2018-19 financial year of \$1,216.00.

4 Recommendation:

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

Christin Ritchie
Governance Administrator