



Rangitikei District Council

Telephone: 06 327-0099

Facsimile: 06 327-6970

Rangitikei
UNSPOILT...

Marton Community Committee

Order Paper

**Wednesday 12 August 2015,
7.00 pm**

Youth Club, Humphrey Street, Marton

Website: www.rangitikei.govt.nz

Email: info@rangitikei.govt.nz

Chair

Anne George

Membership

Carolyn Bates, Lyn Duncan, Jennifer Greener, Nathan Kane, Nick Kuyper, Lani Peacock,
Lorraine Pearson

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

Councillor Lynne Sheridan and Councillor Nigel Belsham

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

Marton Community Committee Meeting

Order Paper – Wednesday 12 August 2015 – 7:00 p.m.



Contents

1	Welcome.....	2	
2	Apologies	2	
3	Confirmation of Minutes	2	Attachment 1, pages 6-10
4	Matters Arising	2	
5	Council Decision on Recommendations from the Committee	2	<i>Agenda note</i>
6	Update from the Project Marton Co-ordinator	2	<i>Verbal update</i>
7	Update on Town Centre Plan Project	2	Attachment 2, pages 11-19
8	Arrangements for parks and town maintenance services.....	2	<i>Agenda note</i>
9	Parks Upgrades Partnership Fund	2	<i>Agenda note</i> and Attachment 3, pages 20-24
10	Items noted for inclusion at the previous meeting	3	<i>Committee discussion</i>
11	Volunteers Day in conjunction with Project Marton	3	<i>Committee discussion</i>
12	Photographs of play equipment	4	<i>Committee discussion</i>
13	Council responses to queries at previous meetings	4	<i>Agenda note</i>
14	Small Projects Grant Scheme.....	4	<i>Agenda note</i>
15	Current infrastructure projects/upgrades and other Council activities within the ward	4	<i>Agenda note</i> <i>To be tabled if available</i>
16	General Business	4	
17	Notification of Business for the Next Meeting	4	
18	Meeting Closed.....	4	

The quorum for the Marton Community Committee is 4 plus one elected member of Council

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 Confirmation of Minutes

4 Matters Arising

5 Council Decision on Recommendations from the Committee

There were no recommendations requiring a Council decision.

6 Update from the Project Marton Co-ordinator

To receive a verbal update.

7 Update on Town Centre Plan Project

A memorandum is attached.

File Ref: 1-CP-7-2

Recommendation

That the memorandum 'Update on the Town Centre Plans for Marton' be received.

8 Arrangements for parks and town maintenance services

From 1 August 2015, the Council has assumed direct responsibility for providing these services. Mowing of parks and gardening will be undertaken by a small Council team, led by Athol Sanson. Separate contracts have been negotiated for sexton duties, CBD cleaning and urban berm mowing.

9 Parks Upgrades Partnership Fund

The consultation document associated with the draft 2015-25 Long Term Plan, What's the Plan, Rangitikei?, outlined two options for the future upgrades to parks. Option 1 was to rely on community donated labour and materials for improving our parks. Option 2 was to make an annual provision of \$50,000 to upgrade facilities and equipment at our parks.

During submissions, there was a strong majority in favour of Council contributing funding to park renewals and upgrades and also a significant recognition of the value of community input. A substantial minority of submitters specifically suggested that a combination of both community and Council support was needed.

Council decided to allocate up to \$50,000 per year in a fund for park and reserve upgrades and has suggested that a 2:1 contribution from the community (in cash or in kind) to match Council's funding

is appropriate. It has also agreed an upper limit to Council's contribution to each proposed upgrade of \$15,000, which would indicate that projects should be up to \$45,000 in total (cash and in kind contributions). Anything over this amount would be a significant upgrade for consideration through the Annual Plan process.

The Assets/Infrastructure Committee considered a process to allocate this funding at its meeting on 9 July 2015.

This process would be very much a partnership between Council and the community. It is likely that either a need, or a great idea, is identified in the community and someone from the community approaches Council to seek support. This could be at any time during the development of the project but it could be expected that if it concerned a Council-owned asset then Council would be engaged near the start.

The fund could be open for applications at any time and each application is treated on a case-by-case basis by the Assets/Infrastructure Committee.

An application form is attached. It takes the form of an "expression of interest" which is developed in conjunction with Council staff. The contribution from the community would be to describe the project, the community support/consultation that has taken place and a fundraising plan and the contribution from Council staff would be to describe the fit with Council's current objectives in managing its parks and reserves.

The Committee could then take a view on whether it wishes to support the project and to what extent. It would also give the Committee the opportunity to consider the phasing of these projects and to put a deadline for community fundraising to be completed.

The Assets/Infrastructure Committee would be unlikely to consider contributing to park upgrades which went against either:

- The objectives and/or action plan contained in the Parks and reserves management plan(s) or
- Council's intent to rationalise its parks and open spaces assets (fewer but better)

Recommendation:

That the information relating to the Park Upgrade Partnership Fund be received.

10 Items noted for inclusion at the previous meeting

Committee discussion.

- Town signage on highways
- Seating at Hunterville
- Barbecue Seating at Wilson Park

11 Volunteers Day in conjunction with Project Marton

Committee discussion.

12 Photographs of play equipment

Committee discussion, proposed at the June 2015 meeting.

- Grassless reserve, Tawa
- Aotea Lagoon, Porirua

13 Council responses to queries at previous meetings

At its June 2015 meeting the Committee noted that Ms Prince would arrange for the fence at Wilson Park to be water blasted and the Committee resolved to purchase paint for the fence and furniture at the park. Subsequently to that there was a severe weather event and it was decided that those funds set aside for the painting and any remaining funds from the small projects grant scheme be donated to the Mayoral Flood Relief Fund to support the community, and more specifically to affected schools and essential services.

14 Small Projects Grant Scheme

To date no funding from the Small Projects Grant scheme has been allocated for projects. The available funding is \$3,232.

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

A memorandum to be tabled.

File Ref: 3-CC-1-5

Recommendation

That the memorandum 'Current Infrastructure Projects/Upgrades and Other Council Activities in the Bulls Ward' be received.

16 General Business

17 Notification of Business for the Next Meeting

18 Meeting Closed

Attachment 1

Rangitikei District Council

Marton Community Committee Meeting

Minutes – Wednesday 8 July 2015 – 7.00pm

Contents

1	Welcome	2
2	Apologies	2
3	Confirmation of Minutes	2
4	Council decision on recommendations from the Committee	2
5	Update from the Project Marton Co-ordinator	2
6	Marton Town Centre Plan Update	2
7	Item noted for inclusion at the previous meeting	2
8	Small projects grant scheme	3
9	Current infrastructure projects/upgrades and other Council activities within the ward	3
10	Council Responses to Queries at Previous Meetings	3
11	General Business	3
12	Notification of business for the next meeting	4
13	Next meeting	4
14	Meeting closed – 8.50pm	4

Present:

Ms Anne George - Chair
 Ms Carolyn Bates - Secretary
 Ms Jennifer Greener
 Ms Lorraine Pearson
 Ms Lyn Duncan
 Mr Nathan Kane
 Cr Lynne Sheridan

Also present:

Cr Cath Ash

1 Welcome

The Chair welcomed everyone to the meeting.

2 Apologies

That the apologies for the absence of Ms Barbara Brewin, Mr Nick Kuyper, Ms Lani Peacock, Cr Nigel Belsham and His Worship the Mayor, Andy Watson be received.

Ms Bates / Ms George. Carried

3 Confirmation of Minutes

Resolved minute number 15/MCC/055 File Ref

That the Minutes of the Marton Community Committee meeting held on 10 June 2015 be taken as read and verified as an accurate and correct record of the meeting.

Ms Pearson / Mr Kane. Carried

4 Council decision on recommendations from the Committee

There were no recommendations from the Committee presented to Council's meeting on 25 June 2015.

5 Update from the Project Marton Co-ordinator

The Project Marton Co-ordinator gave a verbal update.

6 Marton Town Centre Plan Update

Resolved minute number 15/MCC/056 File Ref 1-CP-7-4

That the memorandum "Marton Town Centre Plan Update" be received.

Mr Kane / Ms Greener. Carried

7 Item noted for inclusion at the previous meeting

Town signage on Highways

The presentation to the Rangitikei District Council by Ms Pearson had been postponed due to issues relating to recent flooding.

8 Small projects grant scheme

The Committee noted the 2015/16 Small Projects Grant Scheme for the Marton Ward was \$3,232.

Resolved minute number 15/MCC/057 **File Ref**

That the balance of the 2014-15 Small Grants Fund which was allocated to purchase of paint for the fence at Wilson Park at the June 2015 meeting be rescinded and instead be allocated to the Mayor Flood Relief Fund.

Ms George / Ms Bates. Carried

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

Resolved minute number 15/MCC/058 **File Ref** 3-CC-1-5

That the memorandum 'Current Infrastructure projects/upgrades and other Council Activities in the Marton Ward' be received.

Ms Bates / Mr Kane. Carried

10 Council Responses to Queries at Previous Meetings

There were no issues at the previous meeting which required a Council response.

11 General Business

Wilson Park

Ms George and Ms Pearson reported on their meeting with Gaylene Prince, Team Leader, Community and Leisure Services to discuss Barbecue and seating locations. Members were asked to view seating at Hunterville as options for Wilson Park. Hopscotch Block had yet to be installed by Andrew Morriss.

Ms Bates would investigate when forms were available on the Website for the Rangitikei District Council Parks Fund.

Community Patrol

Ms Bates advised there would be a Community Patrol meeting on 16 July 2015 at the Police Station.

Civil Defence

- The Committee considered who would be involved with the Civil Defence in Marton.
- Ms Bates would arrange for Mr Paul Chaffe, Principal Rural Fire Officer and Emergency Management Officer for Rangitikei, to give a presentation on local Civic Defence activities.

Volunteer Day

Councillor Ash apprised members on the planning for the Volunteers Day.

Mayoral Flood Relief Fund

The Committee noted that the Mayoral Flood Relief Fund had been re-established to assist those affected by the floods and that relief would be given on receipt of request for assistance.

Ms Bates advised that Rangitikei Country Quilters had a few quilts available for families in need, adding that she would be in contact with the welfare section of Civil Defence.

Marton Town Map

The Committee noted that the Marton Town Map was on track.

12 Notification of business for the next meeting

- Town signage on Highways.
- Seating at Hunterville.
- Barbecue Seating at Wilson Park.

13 Next meeting

Wednesday 12 August 2015, 7.00 pm

14 Meeting closed – 8.50pm

Confirmed/Chair: _____

Date:

Attachment 2



Rangitikei
UNEXPECTED...

MEMORANDUM

TO: Marton Community Committee

FROM: Kevin Morris

DATE: 20 July 2015

SUBJECT: **Update On The Marton Town Centre Plan**

FILE: 1-CP-7-4

1 Background

- 1.1 The Marton Town Centre Plan has been adopted. This memorandum updates the Committee on Council's support for community-led processes to implement the Plan.
- 1.2 The community-led processes that were identified in the Marton Town Centre Plan are:
- Incremental place-making initiatives contributing to overall strategies
 - Retailer engagement with the footpath/retailer with heart initiatives
- 1.3 The key issues addressed by this memorandum are:
- What resources are available from Council for these processes?
 - Who decides what is done, when, by whom

2 Resources

- 2.1 The resources that are specifically available to undertake these processes are:
- \$60,000 per annum for place-making initiatives, confirmed through the 2015-25 Long Term Plan process (to be allocated between participating towns)
 - Some facilitation of place-making initiatives through the town coordinators, confirmed in the work programmes agreed through the 2015-25 LTP process
 - Commitment, energy and volunteerism of local steering groups and community members
- 2.2 Potentially, the allocation to Community Boards/Committees for defined small local works is also available to the Committee to support these processes. Council staff is proposing to amend the guidelines to explicitly include community-led place-making initiatives and then the decision regarding what initiatives to support remains a matter for the Committee. The proposed guidelines, with the change highlighted, are attached as Appendix 1.

- 2.3 Finally, it is also envisaged that there will be opportunities for the newly formed parks and reserves team to support local place-making initiatives, particularly where there is an overlap with their existing responsibilities and commitments.

3 Suggested approach

- 3.1 The important thing about the place-making process is that it enables community-led activity rather than trying to control it. Anyone should be able to contribute ideas, particularly if they are also willing to participate in implementation.
- 3.2 It should be noted that:
- The Town Centre Plan has broad priorities for implementing the strategies. Where possible, initiatives should be coordinated and contribute to the overall Town Centre Plan.
 - Within limits, people are free to do what they want with their own property and no-one can require people to volunteer on projects. The process needs to win hearts and minds to ensure a coordinated and sustained approach.
- 3.3 Council has engaged the services of Creative Communities to provide place-making training (the 7-Day Makeover) for each of Bulls, Marton and Taihape. The 7-Day Makeover will deliver a place-making project in each community as well as training local people in the process of place-making. Creative Communities will pilot this process with our communities and the total cost will be \$30,000 (including \$5,000 materials for each of the place-making projects). It is expected that the town coordinators will take part in this process. The process is scheduled to take place in Marton on 18-23 January 2016.
- 3.4 The Community Committee has authority specifically to allocate all or part of its annual allowance for defined “small local works” for place-making initiatives. It may also get involved in implementing place-making projects through a sub-committee/working group or it may request that other agencies undertake specific projects. These projects should align with the priorities identified through the Town Centre Plan process.
- 3.5 The implementation of the Town Centre Plan should not be the responsibility of a single agency but does require coordination. Chairs of the Bulls Community Committee, Marton Community Committee, Hunterville Community Committee and Taihape Community Board (or their nominated representatives) will be brought together with the Chief Executive twice a year to discuss progress locally and agree District-wide priorities for Council support.

4 Transition process

4.1 Kevin Morris has been employed for the past 18 months to facilitate the development of the Town Centre Plans. His contract has been extended to the end of August. Currently the intention is that he will:

- Finalise arrangements with Creative Communities over the provision of 7-Day makeover training in Marton
- Agree and document the process for place-making in Marton, including with Marton Community Committee. Document the place-making targets and process, outlined in the Town Centre Plan.
- Strengthen/reinvigorate the Steering Group as the coordinating body for place-making in Marton¹
- Work with Project Marton to trial a pop-up shop in Marton and agree a process with Project Marton to continue with this from September 2015
- Work with the Community and Leisure Services Team Leader to have the artwork and painting of the library completed or substantially in progress
- Complete the project management of the Shelton Pavilion refit.
- Complete the Marton Park walkway project

5 Recommendations

5.1 That the Memorandum “Update on the Marton Town Centre Plan” be received.

Kevin Morris
Policy Analyst

¹ To augment current members of the Steering Group through Rotary, Lions, Jaycees, Project Marton, the Buoyant Economy Theme Group, Keep Marton Beautiful, Ngati Apa and Marton Community Committee.

Appendix 1

GUIDELINES FOR DELEGATION TO COMMUNITY BOARDS FOR THE \$5,000 ANNUAL ALLOCATION AND TO COMMUNITY COMMITTEES IN COMMITTING THE \$1.00 PER RATEABLE PROPERTY FOR 'DEFINED SMALL LOCAL WORKS'²

1. The objective of the delegation is to allow Community Boards and Community Committees to fund purchases of small items or additional services which are not included in Council's operating budgets and which will benefit the local community. Examples would be signage, park furniture, plants, paint, a leaflet or other publication or an event, including implementing community-led place-making initiatives identified as priorities through the Town Centre Plan process (or some similar community consultation).
2. Proposed expenditure must be approved –
 - by resolution at a publicly notified meeting (and at a time when the public is not excluded from proceedings), or
 - (in the case of Rātana) through a community hui, from which a record is tabled and endorsed at the next available meeting of the Rātana Community Board, or
 - (for urgent matters) by documented communication to all Board/Committee members and appropriate staff for discussion and tabled and endorsed at the next available meeting so that a clear audit trail is evident.
3. Where the proposed expenditure will be paid to a community organisation, Council's reporting requirements for its Community Initiatives Fund must be met.
4. The delegation does not extend to proposed expenditure which –
 - provides training or conference attendance for one or more members, or
 - Is contrary to the recommendation contained in an officer's report to the Board or
 - constitutes an additional payment to an individual or organisation for goods or services subject to a contract with the Council, or
 - exceeds the annual allocation.Any such a proposal must be referred to Council for decision.

² Council, 27 August 2009: 09/RDC/302

Appendix 1

Appendix: Details of Program



TRAINING* – DAY ONE



VISION

Participants establish a vision for the makeover space by describing how they want it to feel.

SECRETS OF PLACE MAKING

Participants will learn eight secrets of great places with the aid of *Place Audit Cards*. Participants keep the cards as a resource that will help them generate ideas for the makeover of any space in the future.

WALKING AUDIT

With the aid of the *Place Audit Cards*, participants do a walking audit of the town centre and generate ideas for the makeover.

GETTING OUTSIDE THE BOX

Participants learn how to be more effective change agents and learn three techniques for thinking outside the box. Participants apply these techniques to generate creative ideas for their makeover.

TRAINING – DAY TWO



AGILE PLANNING

Mastering the art of agile planning.
How the *7 Day Makeover* works and why we do things the way we do.
Importance of sticking to the process.

RESOURCES BANK

Participants must work with what they have, not with what they wish they had. The *Resources Bank* is kicked off with a \$5000 budget (which CCI administers). Participants add resources they are willing to donate.

COMPETITION

Participants break into small groups and compete for the most creative way to make over the town centre using just the resources in the *Resources Bank*.

EVOLVE STRATEGY

Groups report back their ideas. Participants choose the best bits of the presented plans and combine them into a *Makeover Strategy*.
Participants document their decisions for presentation at the *Planning Night* that evening.

Overview Index

PROMOTION



PUBLICITY



PROMO VISIT

7 DAY MAKEOVER



TRAINING



PLANNING NIGHT



PREPARATION



MAKEOVER



LAUNCH PARTY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

WRAP UP



EVALUATION



REPORT

MAKEOVER



COORDINATION POINT

The *Coordination Point* is staffed at all times.

Volunteers sign in.

Tasks are ticked off the *Central Planning Board* as they are completed.

BONDING

Catering is looked after by the *Support Team*.

Everyone shares the same morning tea, lunch and afternoon tea breaks to build camaraderie.

LAUNCH PARTY



LAUNCH PARTY

There is a celebration to mark the end of the makeover. Participants are thanked.

Certificates are given to *Team Leaders* and those who did the training.

The makeover is launched by the highest ranking official.

EVALUATION



SURVEY

Every participant will receive an evaluation form via email.

Participants will be asked to register their interest in round two of the *7 Day Makeovers*.

REPORT



REPORT

The report will outline what was achieved and the results of the evaluation by participants.

The report will also make recommendations about refinements to the next *7 Day Makeover*.

Local leaders

Those trained in the first makeover will have mastered the *7 Day Makeover Process* to the point they should be able to facilitate the process themselves.

Some of these makeovers may be shorter than 7 days and some longer, but the *7 Day Makeover Process* remains the same.

Regular training

It may be that CCI needs to come back once or twice a year to run the training component to up-skill more locals.

Overview Index

PROMOTION



PUBLICITY



PROMO VISIT

7 DAY MAKEOVER



TRAINING



PLANNING NIGHT



PREPARATION



MAKEOVER



LAUNCH PARTY



EVALUATION



REPORT

WRAP UP

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

Attachment 3



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

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.

[illegible]

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!

[illegible]

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: \$ _____