



Rangitikei District Council

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Rangitikei
UNspoilt...

Turakina Community Committee Meeting

Order Paper

**Thursday 2 February 2017
7.30 pm**

Ben Nevis Hotel, State Highway 3, Turakina

Website: www.rangitikei.govt.nz

Email: info@rangitikei.govt.nz

Chair

Laurel Mauchline Campbell

Membership

Duran Benton, Alastair Campbell, Tina Duxfield,
Hayley Grant, Carol Neilson, Anita Oliver
His Worship the Mayor, Andy Watson, (ex officio)

Councillors Soraya Peke-Mason and Lynne Sheridan

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

Turakina Community Committee Meeting

Agenda – Thursday 2 February 2017 – 7:30 p.m.

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The quorum for the Turakina Community Committee is 4 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 Minutes of last meeting

File ref: 3-CC-1-4

Recommendation

That the Minutes of the Turakina Community Committee meeting held on 8 December 2016 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 Combined meeting / workshop with Council and Community Committees

At 6.30pm on Tuesday 7 March 2017 a combined meeting/workshop will be held for Council and Community Committee members to discuss the Annual Plan. The meeting will be held in the Bulls Town Hall Supper Room. All members are encouraged to attend.

Council will adopt the Consultation Document for the 2017/18 Annual Plan at its meeting on 23 February 2017.

9 Council decisions on recommendations from the Committee

At its meeting on 15 December 2016, resolution 16/RDC/394, Council confirmed not sealing the carpark on the corner of SH3 and Wanganui Road. (16/TCC/028)

10 Council responses to queries raised at previous meetings

There were no queries raised at the previous meeting.

11 Turakina Placemaking Report

The "Placemaking" report for Turakina from the Creative Communities International organisation is attached for information purposes.

12 Update on place-making initiatives

During October Mr Athol Sanson was contacted by Denise Wallen regarding the placement of two tables and seats on the recently cleared road reserve adjacent to SH3.

He requested that from a maintenance view the seats needed to have some hard fill placed under them during installation as well as a timber edging outside the table to act as a mowing strip.

He also mentioned that due to the proximity of the tables next to SH3 that the NZTA be contacted and approval gained to undertake this item. Approval was also required from RDC roading section once the NZTA confirmed the project could proceed.

13 Small Projects Grant Scheme Update - January 2017

A memorandum is attached.

File ref: 3-CC-1-4

Recommendation

That the memorandum 'Small Projects Grant Scheme Update - January 2017' be received.

14 Community Newsletter

Discussion about the use of the Small Projects Grants Scheme funds for a community newsletter.

Recommendation

That the Turakina Community Committee approves a contribution of \$...... for a community newsletter.

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

The reports for December 2016 and January 2017 will not be ready in time for this meeting. They will be distributed to Committee members on 9 February 2017.

16 Picnic tables

Ms Mauchline Campbell to provide a verbal update on the project to install two picnic tables.

Mr Campbell to provide information about sizes and prices of picnic tables.

17 Grants and Funding information and opening dates

The memorandum "Grants and Funding overview 2017" is attached for information purposes. The Committee is encouraged to share this information with their community.

18 Late Items

As accepted in item 4.

19 Next Meeting

Thursday 6 April 2017, 7:30pm

20 Meeting closed

Attachment 1



Rangitikei District Council

Turakina Community Committee Meeting

Minutes – Thursday 8 December 2016 – 7:30 p.m.

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Present: Mr Duran Benton
Mr Alistair Campbell
Ms Laurel Mauchline Campbell
Ms Tina Duxfield
Ms Carol Neilson
Ms Anita Oliver
Cr Soraya Peke-Mason
His Worship the Mayor, Andy Watson

In attendance: Ms Katrina Gray, Senior Policy Analyst/Planner
Mr Murray Richardson
Mr Cameron Randals

Tabled documents **Item 6:** Updated memo on Administrative processes
Item 9: Flyer on Stewart Rover Crew

1 Welcome

His Worship the Mayor welcomed everyone to the meeting and outlined his role for the meeting; to chair the meeting until the Chair and Deputy Chair are elected.

The Committee introduced themselves.

2 Apologies

That the apologies for absence from Ms H Grant be received.

Ms C Neilson / Ms L Mauchline Campbell. Carried.

3 Election of Chair

Resolved minute number	16/TCC/025	File Ref
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That the Turakina Community Committee, for the purpose of electing or appointing persons under Clause 25, Schedule 7 Local Government Act 2002, adopt System B.

Ms C Neilson / Mr A Campbell. Carried

Resolved minute number	16/TCC/026	File Ref
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That Ms L Mauchline Campbell be appointed Chair of the Turakina Community Committee for the 2016-19 triennium.

Ms C Neilson / Ms A Oliver. Carried

4 Election of Deputy Chair

Resolved minute number	16/TCC/026	File Ref
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That Mr D Benton be appointed Deputy Chair of the Turakina Community Committee for the 2016-19 triennium.

Ms A Oliver / Ms T Duxfield. Carried

The Mayor vacated the chair.

5 Terms of Reference

The Committee noted the updated terms of reference.

6 Administrative Processes

Ms Gray provided a brief overview of the changes in the tabled item from the item in the agenda. These changes related to secretarial services, general business and late items.

Resolved minute number	16/TCC/026	File Ref	3-CC-1-5
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That the memorandum "Guidance for Community Committees" be received and noted.

Mr D Benton/ Ms C Neilson. Carried.

7 Members' conflict of interest

His Worship the Mayor clarified that a conflict of interest is where you stand to make a gain as a result of a decision. The gain is usually financial. This also applies to family members.

8 Confirmation of order of business

Resolved minute number	16/TCC/027	File Ref
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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, a presentation from Mr Randals and discussion on the meeting date be dealt with as a late item at this meeting.

Ms L Mauchline Campbell / Ms C Neilson. Carried.

9 Stewart Rover Crews

Mr Randals provided an overview of the Rovers and the community service they provide. The group is able to help with a range of community projects, with Health & Safety ultimately the responsibility of the Scouts. The Chair and Committee thanked Mr Randals for attending the meeting.

10 Minutes of last meeting

The Committee noted the minutes had been provided and that they were not able to make any changes.

11 Outstanding matters from the 2013-2016 triennium

Sealing the carpark on SH3 and Wanganui Road

The Committee discussed the background to the proposal to seal the carpark. There was uncertainty surrounding the origin of the proposal to seal the area and discussion regarding the appropriateness of sealing a privately owned carpark.

Resolved minute number **16/TCC/028** **File Ref**

That the Turakina Community Committee recommend to Council that it does not proceed with sealing the carpark on the corner of SH3 and Wanganui Road, as it is privately owned property.

Mr A Campbell / Mr D Benton. Carried.

Picnic Tables

The Committee discussed the project to install picnic tables on the two grassed areas in the village where the trees have been removed. Additionally, the Committee discussed potential changes to rubbish bins throughout Turakina.

Ms Mauchline Campbell to approach Mr Sanson at Council for assistance and provide an update to the next meeting.

Mr Campbell to attain prices and sizes for the picnic tables and provide an update to the next meeting.

Resolved minute number **16/TCC/029** **File Ref** **3-CC-1-4**

That the memorandum "Outstanding matters from the 2013-2016 triennium" be received.

Ms L Mauchline Campbell / Cr S Peke-Mason. Carried.

12 Small Projects Grant Scheme Update - October 2016

The Committee discussed the need to source and invoice from the playcentre to make payment.

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

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

Ms T Duxfield / Ms A Oliver. Carried.

13 Current Infrastructure projects/upgrades and other Council activities within the ward

The Committee noted that a report will be circulated.

His Worship the Mayor provided updates on Bonny Glen landfill and Santoft Domain as follows:

Bonny Glen – consent conditions required to set up a local group and disperse local money. Midwest Disposals are examining alternative options for treating the leachate. After 31 December 2017 Council will not accept the leachate at the Marton Waste Water Treatment Plant. A visit is being organised for people who may be interested.

Santoft Domain – Was originally dealt with by the Turakina Community Committee. Council is investigating the potential for local people to take over the maintenance of the Domain. There is scope to develop the area with facilities for people on the Te Araroa walk.

14 Late Items

Meeting dates

The Committee agreed the first Thursday of every second month was a suitable meeting time.

15 Next Meeting

Thursday 2 February 2017, 7:30 pm

16 Meeting closed – 8.21 pm

Confirmed/Chair: _____

Date: _____

Attachment 2



FEBRUARY 2016 v1

TURAKINA REPORT

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creative
communities
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CLIENT: Rangitikei District Council
Version 1: 16/2/2016



1. SUMMARY

Creative Communities International (CCI) was engaged by Rangitikei District Council to conduct an Exploring Possibilities Workshop in Turakina over two evenings – on Wednesday, 3 and Thursday 11, February, 2016.

David Engwicht shared the basic principles of place making with participants before leading the participants on an exploratory walk of the town centre.

On this walk, David identified two major opportunities for Turakina.

THE PHOTO TRAIL

Turakina typifies a classic New Zealand rural town, that even to an Australian, is quaint and intriguing. However, local residents are not aware of how much character their little town contains because they have lived with it for so long. And driving through the town, a visitor has no idea that, hiding just below the surface, is an incredibly photogenic town.

This suggests a three part strategy:

1. Enhance the Coach House (located at the cross-roads) into the star photo opportunity.
2. Create a "Picture Opportunity Trail" map and display in the Coach House Notice Board
3. Run a yearly or bi-yearly photo competition and use the resultant pictures to promote Turakina as "the photogenic town".

THE KIDS TRAIL

Turakina has some fantastic spaces for kids to stretch their legs and let off some steam. This is complemented by some easy off-highway parking. These kid-friendly spaces could be combined into a kid's adventure trail that would complement the photo trail.



2. PHOTO TRAIL & COMPETITION

1: Enhance Coach House

Enhance the Coach House (located at the cross-roads) into the star photo opportunity. This can be easily done as a weekend project by:

- Placing a couple of classic park benches in front of the house that people can sit on when they are having their photo taken.
- Putting a Coach House sign on the bracket extending from the front wall.

2: Picture Opportunity Trail

- Identify the key locations where there is a picture opportunity. The pictures in this report gives a clue as to where these locations might be.
- Create a stylized map of the town with the key photo opportunities identified. Perhaps include inspiring thumb-nail photos depicting the opportunity at each point. (You can use the photos from this report, existing photos, or the photos from your first photo competition.) Request that people respect the privacy of locals.
- Display the map on the front of the Coach House in the ready-made notice board area.

3: Photo Competition

- Run a yearly or bi-yearly photo competition, drawing participants from across New Zealand
- Create a "gallery" in an existing business, church, or empty shop window.
- Publish the results on line or as a book for purchase.







3. KIDS TRAIL

1: Enhance Parking

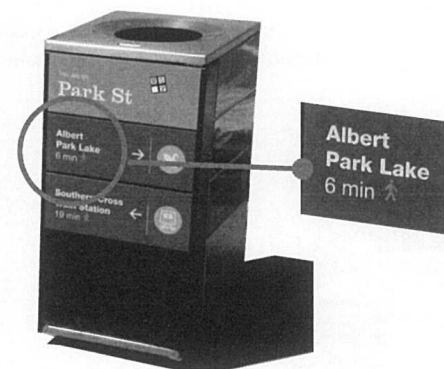
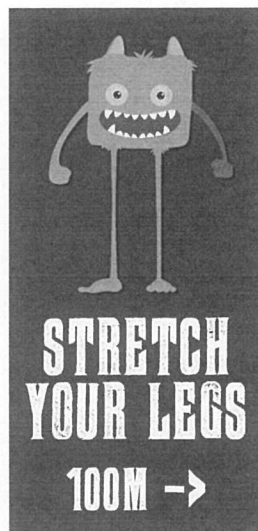
- Work with NZTA and the carpark owner to put a new entry into car-park so it can be entered from both sides

2: Signage

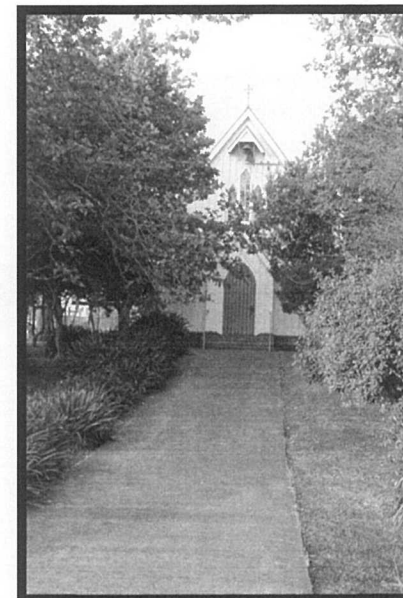
- Put up signage inviting children to stretch their legs at the outskirts of town and at the entry to the car-park.
- Put up a map of the walking trail and key attractions at the car-park and the noticeboard at the Coach House. (This can be done as a combined map with photo opportunity trail.)
- Create wayfinding signage that tells you how far it is to walk to the key attractions. Alternatively, create a series of markers with the character featured on the *Stretch Your Legs* sign.

3: Enhance trail

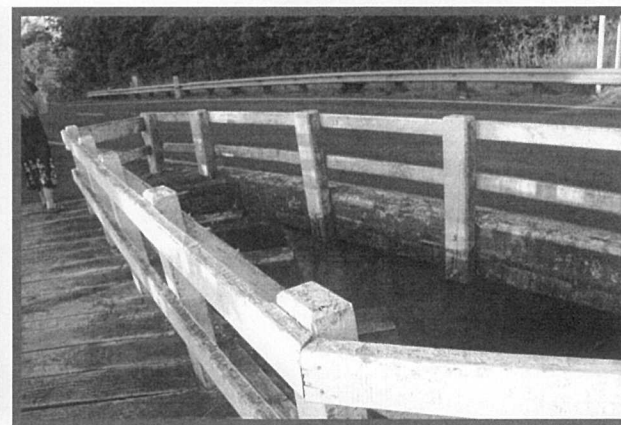
- Add discovery points along the trail, such as a troll under the bridge or a funky picnic table at one of the points where kids can stretch their legs.



Example of good wayfinding sign.
Notice that it gives the time it takes to walk rather than the actual distance.



Ready-made play area next to car-park



Opportunity – troll under bridge

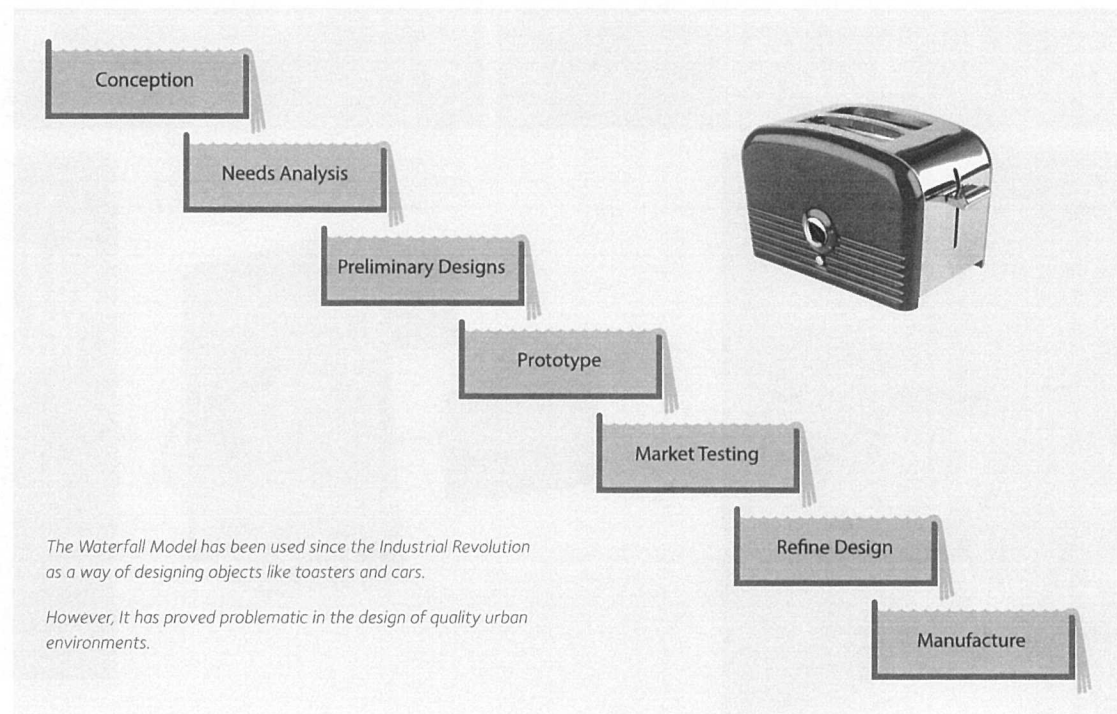
4. AGILE PLANNING PROCESS

There is a revolution happening in the way great public spaces are being created around the world. Some call it *Lighter, Quicker, Cheaper* while others call it *Tactical Urbanism*. We call it *Agile Planning*.

We borrowed the term *Agile Planning* from the software development world, because this is where the revolution began. Traditionally, software development (like urban planning) used a design process called the waterfall model (see diagram below). This design process, inherited from the Industrial Revolution, goes through a series of logical, non-reversible one way steps – from scoping of desirable features through to full-scale production. When computers first made their debut, software developers unconsciously adopted this same waterfall model used in industrial design.

However, the waterfall model has proved very problematic in dynamic, fast-changing environments, like the world of technology, or planning our cities and towns. Here are the fatal flaws for software – you make the connection to the way we try to create better public places (OK we will give you some hints).

- Software takes several years to develop, by which time the computer world has changed dramatically and the software is outdated – so a lot of very expensive software ends up sitting on a shelf gathering dust. (Think of all the grand plans for great public spaces sitting on Council shelves gathering dust – or the studies already done on your makeover area.)
- Small mistakes made at the start of the development process become entrenched and built into the software, making it difficult and expensive to remove these bugs at the end of the development process. (Think of very expensive makeovers that don't work because the designers got some small details wrong.)
- The clients only know about 20% of what they really want from the software at the start of the process. They discover the other 80% during the development process. Because the analysis-of-requirements phase is at the start of the process, and has long passed, the resultant software is only 20% as effective as it could have been. (Think of the very expensive makeovers that seem to have delivered only 20% of their potential.)



The agile alternative

Many software companies have moved to the agile model. Instead of the linear, unidirectional flow of the waterfall model, the agile model moves in small, incremental steps – in a series of sprints lasting two weeks.

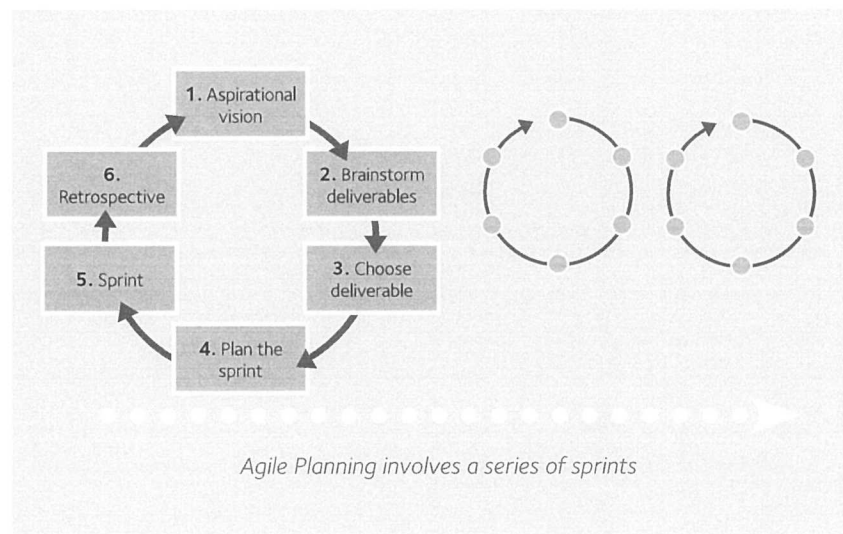
Here is an overview of the agile framework. **You will notice that the Exploring Possibilities Workshop covered the first four steps in this process.**

1. **Aspirational vision:** Ask, “What do we think the client wants”. The agile model does include master-planning, but it does not try to construct an all-encompassing picture of the “end product”. The picture is tentative and aspirational, recognising the picture will become clearer as the process unfolds.
2. **Brainstorm deliverables:** What are some small deliverables that would move the client closer to what we *think* they want?
3. **Choose deliverable:** Which of these small deliverables would potentially benefit our client the most?
4. **Plan the sprint:** How do we work together as a company to deliver this in a sprint? Agile teams are not compartmentalised. Tasks are allocated to whoever has the capacity to deliver. The focus is on delivering the deliverable, not on work positions.
5. **Sprint:** The deliverable is delivered in the shortest time frame possible
6. **Retrospective:** After implementing each sprint the team asks: What did we learn? How do we need to adjust our plans for the product? What features should we drop? What new features should we add? Does the aspirational vision need adjusting?

A warning

Councils and communities have been using the waterfall method of planning for so long, it is an ingrained habit. Even when we give a clear outline of the alternative approach, people revert back to the old model of endless committee meetings, over-planning and over-thinking. Projects lose their spontaneity – and all the action-oriented people bail out. Sometimes the projects get closed down by the town nay-sayers.

Do not think too far ahead. Trust the process. If you find yourself having lots of meetings, you are off track.



Attachment 3

MEMORANDUM

TO: Turakina Community Committee

FROM: Samantha Kett, Governance Administrator

DATE: 18 January 2017

SUBJECT: **Small Projects Grant Scheme Update – February 2017**

FILE: 3-CC-1-5

1 Allocation

- 1.1 The 2016/17 Small Projects Grant Scheme for Turakina Ward is \$671.00.
- 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 2015/16 year the Committee resolved to carry-over the balance of the Scheme; the remaining balance was \$271. This gives a total allocation for the 2016/17 year of \$942.

2 Breakdown

- October 2016: Agreed to purchase two picnic tables

3 Remaining Budget

- 3.1 This leaves a remaining budget for the 2016/17 financial year of \$942.

Samantha Kett
Governance Administrator

Attachment 4



Memorandum

To: Michael Hodder
From: Linda Holman
Date: 24 January 2017
Subject: Grants and Funding overview 2017
File: 3-GF-3

Overview

There are five different Grants and Funds open to the public, with different funding rounds throughout the year. Full information about these schemes can be found on the Council website: <https://www.rangitikei.govt.nz/district/community/grants-funding>

Creative Community Scheme

This fund is supplied by Creative NZ and administered by the RDC. Members of the public are nominated to the committee, and are joined by a Councillor and the Mayor. Committee terms are for three years, with the latest term beginning in November 2016.

Applications are encouraged from community groups and individuals whose projects demonstrate growth over time, develop and support local artistic communities, and that encourage a transfer of artistic skills. Diversity, inclusion, and projects with a youth focus are also encouraged. *An example is workshops teaching kids screen-printing techniques to create posters for display.*

There are two funding rounds per year, usually opening in March and October.

Sport NZ Rural Travel Fund

This fund is supplied by Sport NZ and administered by the RDC. The Committee is made up of two Councillors and the Mayor.

The fund was developed in response to concerns raised about the lack of participation in sport by young people living in rural communities. It is targeted at young people aged between 5 and 19 years, and is open to all rural sports clubs with eligible members who require subsidies to assist with transport expenses to local sporting competitions. *An example is Hunterville Children's Saturday Morning Sports Club.*

There is one funding round per year, usually opening in March.

Community Initiatives Fund

This is an RDC fund intended to support community-based projects in the Rangitikei district that develop community cohesion and community resilience. The fund is awarded by the Finance / Performance Committee.

Applications are open to groups (not individuals) that show benefit in one of the following areas: community service and support, leisure promotion, and heritage and environment. Applications are open to local groups as well as those from outside the Rangitikei, however, clear benefit to the Rangitikei must be demonstrated. *An example is a community support group for diabetes sufferers.*

There are two funding rounds per year, usually opening in July and November.

Events Sponsorship Scheme

This is a Council fund intended to support events in the district that help to develop community cohesion and reinforce economic growth. The fund is awarded by the Finance / Performance Committee. There is a maximum cap of 50% of eligible costs that can be funded.

There are three main categories of events: high profile, community, or high profile community events. Applications are open to groups (not individuals) whose events take place within the Rangitikei, and that aren't funded by the RDC ratepayers through other means. The impact of high profile events on the local economy will be measured and reported upon. *An example is the Marton Country Music Festival.*

There are two funding rounds per year, usually opening in July and November.

Parks Upgrades Partnership Fund

This is a Council fund and is the only fund that is available for capital purchases. The fund is awarded by the Assets / Infrastructure Committee and is open year-round. The Council provides up to 33% in cash of the value – in cash or in kind - of the contribution from the community.

The fund aims to encourage partnerships with community groups to develop facilities for recreation and leisure. Focus is on community-led, small-scale projects which create, replace or improve local assets. *An example is the purchase and installation of irrigation equipment for a community garden.*

Funding is open year-round.

2017 dates

	Round 1 open	Round 1 close	Decision made	Round 2 open	Round 2 close	Decision made
Creative Communities Scheme (CCS)	Monday 6 March	Friday 31 March	Wednesday 26 April	Monday 9 Oct	Friday 27 Oct	Wednesday 22 Nov
Sport NZ Rural Travel Fund (RTF)	Monday 6 March	Friday 31 March	Wednesday 26 April	Only one round per year		
Community Initiatives Fund (CIF)	Monday 29 May	Friday 30 June	Thursday 27 July	Monday 9 Oct	Friday 3 Nov	Thursday 30 Nov
Event Sponsorship Scheme (ESS)	Monday 29 May	Friday 30 June	Thursday 27 July	Monday 9 Oct	Friday 3 Nov	Thursday 30 Nov
Parks Upgrades Partnership Fund	Always open					

Linda Holman
Governance Administrator