



*Halcombe will be a safe, supportive and progressive community.
It will be attractive, valued by all and well connected to the wider district.*

MINUTES OF THE HALCOMBE COMMUNITY DEVELOPMENT GROUP

HELD Monday 6th May 2019 7pm at the HALCOMBE TAVERN

PRESENT: Rachel Lane, George Kereama, Richard Bain, Maureen Lambert, Alex Short, Cr Shane Casey, Peter Beck, Wayne Short, Vicki Powel, Vivienne East, Barb Davies, Jeannette Henderson and Jeff Graham

		Champion		Action (BOLD = MDC action)
1.1	Apologies Moved: Vicki Powell Seconded: Richard Bain		Stacey Hulena	
1.2	Correspondence Moved: Vicki Powel Seconded: Wayne Short		Numerous ANZAC Day emails and messages (ticket requests, donations, offers of help, well done's, invoices etc...!)	ANZAC Day Thank you's to be sent out
			GiveALittle page payment advice.	Stacey to keep for records.
			Auction offers received.	Rachel to send out thank you cards.
			Manawatu Rural Support Service Workshop information – Halcombe 21 st May 10:30am @ Memorial Hall (has been sent out to community via FB and email.)	
			MidCentral Health media release and application form for Manawatu Health and Wellbeing Group vacancy (has been sent out to community via email.) Pictures of how railway sleepers are used in a park in Levin (Carl Johnstone – MDC).	
			Cr Casey sent an email to Hamish Waugh – MDC on behalf of the community requesting an update as to the stormwater drain clearing (as per minute 1st April 2019).	Shane to give feedback next meeting.
			Resignation received from Ben Henderson.	Thank you Ben for your support.
			Emails to and from Penelope Egerly, Team Leader Registrations at Charities Services around the Trust and Community Fund. HH went out.	Rachel to do HCF Application form for HCDG and send through to HCT for their feedback.

			New people wanting to be added to email list	
			Duck calling evening poster (sent to community via FB)	
			MDC Action point on Wilson Road	This will be addressed next month.
			Matt Bayliss – Walkway strategy	Rachel has drawn up a map as part of a Walkway Strategy input for MDC consultation and will send through document once finalised.
			Set up new PGG Wrightson account for Livestock	Rachel, Stacey & Jeannette to sign form.
			Invoice sent to My Plumping for stock take fundraising.	
			BNZ Withholding Tax Certificate	Stacey to keep for records.
1.3	<p>Confirmation of previous minutes Moved: Maureen Lambert Seconded: Vicki Powell</p>		<p><i>That the minutes from the previous meeting held on 1st April 2019 be accepted as a true and correct record (with the following correction)</i></p> <p>Need to add that agreement was made re: Hall Operating Account to be topped up at the start of each financial year (1st July) to \$2,000 from the Livestock Account (if need). Any excess funds over and above the agreed \$6,000 threshold in the Livestock Account (once the Hall Operating Account has been topped up to \$2,000) can then go into the Halcombe Community Fund. Amend that Maureen Lambert bought the Train tickets originally to be gifted to electrical supplier (not able to accept).</p>	
1.4	Matters arising		Card to be sent Matt Moss (Railway sleepers)?	Jeannette to send
			Rachel still to meet with Stacey re: Drop Box and website calendar.	Rachel & Stacey to meet.
2.0 Financial Business				
	<p>Financial reports Moved: Vicki Powell Seconded: Rachel Lane</p> <p>Unanimously accepted</p>	Stacey	<p><i>That the Financial Report showing an overall total balance of \$ 31,540.00 be accepted.</i></p> <p><u>Livestock subaccount</u> This account has been set up and \$6,000 transferred.</p> <p><u>Hall General and Refurb accounts:</u> Maureen needs to be set up to 'view only' on these accounts. Unanimously agreed</p>	<p>Stacey to get Maureen set up to be 'view only' for internet banking.</p>
	<p>Invoices for approval Moved: Vicki Powell</p>		<p>Invoices to be paid:</p> <ul style="list-style-type: none"> • Pottery Club - \$104.00 - ANZAC • Colin Hirst - \$2,875.00 – Hall Refurb • Maureen Lambert - \$76.29 – General Hall 	Rachel and Jeannette to meet and go through all invoices, ANZAC Day spend to date and pay outstanding invoices.

	<p>Seconded: Rachel Lane</p> <p>Unanimously accepted</p>		<ul style="list-style-type: none"> • Maureen Lambert - \$150.43 – Hall Refurb • Maureen Lambert - \$418.05 – Hall Refurb • Rachel Lane - \$22.00 – General • Grant Joule - \$487.50 – Hall Refurb • David Wasley - \$4,678 – ANZAC • Tavern - \$300 – ANZAC • Photographic Solutions - \$26.00 – ANZAC • Richie & Faye Bain - \$397.03 – ANZAC (costume hire & Gilmores) <p>Invoices already paid:</p> <ul style="list-style-type: none"> • Gecko portaloos - \$600 – ANZAC • Aware marketing (video) - \$575 – ANZAC • Fauldings sound - \$402.50 – ANZAC <p>Donations to be banked:</p> <ul style="list-style-type: none"> • \$500 – Anonymous donation 	
	<p>MDC Project funding</p>		<p>Keep a record here of the project funding so we can maintain a running tally of where we are at. All of the below is however yet to be approved:</p> <p><u>Project Fund (\$3k)</u></p> <ul style="list-style-type: none"> • ANZAC Day 2020 \$1000 • Community Communications \$500 • Other community get togethers \$1000 • Walkway \$500 <p><u>Community Committee Plan fund (contestable \$60k)</u></p> <ul style="list-style-type: none"> • Walkway info signs & picnic area \$17,000 • CBD/Cenotaph/Rec area development \$8,200 • Monteith St carpark – school walkway \$18,521 • Stanway road stormwater drain clean up \$5,000 <p><u>Other requests</u></p> <ul style="list-style-type: none"> • Ongoing walkway maintenance • Hall roof and flashing renewal \$30,000 • Hall and Playcentre (MDC owns Playcentre building) exterior paint \$30,000 • Hall carpark resurface and extension \$7,413 • Hall floor revarnish \$10,000 • Kimber St seal extension 	<p>Janine to update once approval / acceptance has been given.</p>
3.0 Council report				
	<p>Council Report May 2019</p>	<p>Cr Casey</p>	<p>Memorable ANZAC Day – huge thanks to Halcombe</p> <p>Mt Biggs Road corner – Cr Casey has spoken with Ian & Phylis. More signs</p>	

			and traffic counters to be put in place when available. Accidents are not being reported – report all accidents! Mobile weigh station avoidance is causing increased traffic this way.	
			Police are to have extra traffic patrols in the Halcombe area.	
			Halls – needs a solid maintenance account.	Shane to push for this.
			Wilson Road/Stormwater being looked into	Shane to look into Wilson Road and Stormwater Actions
			Annual Plan – no changes Coming up are changes to #51 & #64. Cr Casey to find out more about the ‘Nodal Zones’ and its effects on Halcombe	Shane to find out more re: Plan Change 51 includes changes to Halcombe Nodal Zone.
			Rates – average increase of 3.9%	
			Earthquake high-traffic areas has been approved that these areas will need to be up to Earthquake standards in 7.5 years.	
				Thank you to MDC from the residents of Stanway to the new ‘Short Rd/Makino Rd’ realigned intersection.
4.0 General business				
4.1	Focus #1 – Walkway and Domain	Vicki	MDC have been doing some great work! A new fence has been erected between the playground and Aaron’s place. The mound has been removed, fence around the drain extended (still to be painted) and the linking walkway between the walkaway and playground has been completed.	
			Working bee – 26th May 9am – Richie in charge <ul style="list-style-type: none"> - Sleepers (spray paint, reo-rod) Levin Street – double/triple pegged - Pohuts (plan needed for where they are to be planted – close to plaque. Ribbons on plaque stands were trees are to go prior to working bee) - Drills, hammers, Flask & a plate 	Rachel to sort trees and ribbons on plaque stands were trees are to go prior to working bee. Richie to Champion the working bee. Note needed on FB (Rachel), on signs (DONE), in School newsletter (Rachel) and in emailed (Rachel). HH advert was done.
			Monteith Street edging – No boulders available. Go with edging timber.	Rachel to sort this prior to working bee.

4.2	Focus #2 – Hall & Hall kitchen/bar refurb	Maureen	Thank you to Barb/Pete/Vicki/Greg for all their help cleaning the hall for ANZAC Day.	
			Water tank needs looking at.	MDC to make sure tank is watertight.
			Paint the Pink in the toilets	Maureen to do.
			Application Form to CET has been submitted.	
			Thank You Afternoon Tea – invite Halcombe residents to say thanks to all the generous sponsors of the hall. Date TBC.	Maureen to organise.
			Hall bookings and charges – bond for cleaning needed.	HCDG to review booking fees each year to make sure they are in line with costs.
4.3	Focus #3 – Cenotaph & Recreational Area	Rachel	Cenotaph lights still to be done. They weren't able to be done prior to ANZAC Day (MDC to pay for and sort this out – see April 2019 minutes)	John Jones/Grant Stevenson (MDC) to get the Cenotaph lights done
			Cenotaph round-about white vehicle barrier things were weeded and painted – THANK YOU MDC ☺	Rachel to send a thank you to Grant Stevenson (MDC) for getting this done prior to ANZAC Day.
			Stanway Road/Halcombe Road drain to be cleared of blackberry and tall grass (both sides of Stanway Road).	Grant Stevenson (MDC) to look into who owns the land (MDC or Railways). Regardless of ownership, an application has been made for funding for this to be done as part of the Community Plan Fund. Rachel to follow up. Awaiting result from funding application to MDC (Janine Hawthorn).
			The two smaller 'bonsai' trees at the Stanway Road end of the Domain to be removed and replace with something nice.	Grant Stevenson (MDC) to speak to Carl Johnstone (MDC) about getting this done. (Rachel to follow up)
			As above, fence has been done between the playground and Aarons place ASAP at MDCs cost. THANK YOU MDC ☺	Removed from Action Sheet.
4.4	Subprojects			
	Roading	Richard	Other Roothing related matters discussed during the onsite meeting between Rachel Lane, Grant Stevenson (MDC) and John Jones (MDC) on the 25 th March 2019 and includes the following:	
			<ul style="list-style-type: none"> <u>An underpass/overpass option for Halcombe Road.</u> CCR request done 27/03/19 Transaction #51656. No update. 	

		<ul style="list-style-type: none"> • <u>Kimber Street tarseal extension.</u> As per 1st April minutes, this has been included in the 2019/2020 other funding requests to keep it on the radar. 	Kimber Street Has been dug up and a gluey mixture has been set on the road. Road looking good
		<ul style="list-style-type: none"> • <u>Footpath strategy.</u> Rachel has spoken to Matt Bayliss but is yet to send something through. Will be one ASAP and hopefully it is not too late! 	Rachel to submit Walkway Strategy to MDC – include Stanway Road pathway
		<ul style="list-style-type: none"> • <u>Vehicle calming entrances.</u> CCR request done 27/03/19 Transaction #51657. No update. 	
		<ul style="list-style-type: none"> • <u>Seal on Mt Stewart-Halcombe Road</u> Transaction #51626 Corner just North of Cemetery Road intersection scouring out. This has been patched. 	Remove from Action list
		<ul style="list-style-type: none"> • <u>Mt Biggs Road dangerous corner</u> (by Phyllis/Ian Burns place). Cr Casey to update us. 	See Council report above
Community get-togethers	Wayne	<u>ANZAC Day Update</u> AWESOME!!! AMAZING!!! WELL DONE!!! MDC still to pay \$5000 Budget looking good Approved \$50 donation to PN Hospital museum for loan of 9 x Nurses uniforms. Traffic control – awesome Rugby Club – Fantastic, enormous effort. Could not have done this without them.	Thank you to go into school newsletter (Kirsten) Rachel to Invoice MDC Thank you cards (Wayne) Alex to work out how to do this (give cash and get reimbursed)
	Rachel	<u>Auction</u> <ul style="list-style-type: none"> • A fabulous night. Ran smoothly. Lots of different things and different people. Just under \$17K raised in total. HCF has received a cheque for \$8,449.50. Thanks to everyone who helped! 	Rachel to do thank you cards. Alyse helped enormously thank you!
	Barb	<u>Wedding dress evening (Barb)</u> <ul style="list-style-type: none"> • Promote as a wedding venue 	
		<u>Duck Calling evening</u> Popular as ever! Raising funds for helicopter rescue	
	Jeannette	<u>Lantern Festival!</u> Jeannette proposed a winter community event. Lantern Making. Community/Families to make a lantern each. Then on specified day (Midwinter Eve or Winter school holidays) we gather at 5.30pm. Lights our lanterns and parade along the	Jeannette to find out costs and set a date that suits all. Contact Di Simpson at school to see if they can help smaller kids make lanterns.

		Walkway and Halcombe CBD. After the parade we gather at Levin street for hot soup/rolls/coffee/tea/hot chocolate/baked potatoes/Mulled wine and light some braziers. Perhaps play some games with the kids.	What date suits school? Apply for funding if need be.
Cemetery Land	Darryle	Update from Darryle <ul style="list-style-type: none"> • 5 ewes sold through Muzz/Mel's account. • Jeff has done mulching/topped kellies. Thanks to Jeff paddocks looking million \$\$'s • Unanimously agreed to pay for Dicalcic fertiliser to go on. • Charlie Walker crutching 25/26 May. Vaccinate at same time hopefully, otherwise that will need to be done later • Darryle's op 27th May • Signatures needed for PGG Wrightsons new account form. 	Darryle to let HCDG know if someone needs to vaccinate ewes (if they don't get done at crutching) Rachel/Stacey/Jeanette to sort out PGG Wrightson Account set up.
IT communication (cell, landline, internet)	Rachel	No update.	
Entrance signs	Richard/ Barb	Welcome to Halcombe signs – winter project.	
		Barb to organise bulbs to be planted.	Approval given for Barb to buy bulbs \$35.00
Neighbourhood Support	Pauline/ Hollie	Post NHS update (Pauline/Hollie) – list of local coordinators, Halcombe NHS closed FB page??	Rach still to put "How to find visitor posts" onto FB.
Civil Defence		Jeff Graham of Civil Defence spoke to the group. Key points: <ul style="list-style-type: none"> • Get to know your neighbours • Map of your area & housing • Top hazards in each community • 7-day check list to get through for Rural. • Local Emergency Network – Neighbourhood support (list of available equipment). • What are our lifelines? – Power/Phone/Hall/School Hall? • Jeff will spend 3 hours with elected members of the Community. The plan will take 3 months to approve. Then a printed 'Response & Recovery Plan' will be issued • Emergency documents – every household should have – 'How to Survive' instructions. • The 'Community' should have reps from each area – eg Halcombe 	Jeannette to draw up Civil Defence area map for Halcombe area (SH3/river/Cheltenham) Need to assign a 'Champion' to drive this. Possibilities are: Pauline & Holly (Neighbourhood Support) and Sue Simpson (Halcombe School)??

			CBD/Stanway/ Reu Reu Road/Maraes/Mt Biggs/etc All boundaries need to overlap to make sure no-one is left out.	
	Power capacity in village	Rachel	No update.	
	Christmas Lights	Rachel	Ran out of time to discuss at April meeting – What are we going to do here? Funds sit at \$764 in from bake sale – (\$150 float + \$191.68 paid to David Johnstone on 22/04/16 for solar lights) = \$422.32 balance (Held in General Account (00))	Discuss at next meeting
	Rangitikei River Access	Alex	Under Kakariki Bridge has been cleaned up.	
	Sewerage		No update.	
	Stormwater		Awaiting MDC reply.	MDC – Has the stormwater drain clean out been completed? The section of drain between Willoughby Street and Ingham Street hasn't been done?
	Recycling	Richard	Need sign with number people can call if the bins are getting full so Rachel doesn't have to do it.	Dave McMillan – Please can we have a sign to tell the public to call when the bins are full.
5.0	Community Communications	Rachel	<u>Halcombe Herald</u> Was sent out and Nathan Lee assisted with pdfing (sorted fuzzy posters) – thank you!	
		Rachel	<u>Facebook champion</u> – NEEDED	
		Richard / Peter	<u>Road signs</u>	
		Jeannette	<u>Community Email</u>	
		Barb	<u>School</u>	
		Vicki	<u>Playcentre</u>	
			<u>Halcombe Tavern</u> Need to ensure posters for all events get put in the pub.	
		Rachel	<u>Fire Brigade</u>	
6.0	Other items		David Johnstone gift still to be sent.	Rachel STILL to do (Jeannette to write card)
			New Chairperson – Set date for catch up about this (Special meeting)	Date set for new Chairperson solution – Wednesday 15 th May at 7.30 in Hall
Meeting Closed			9:30pm	

MDC ACTION SHEET SUMMARY

MDC Action point	Transaction #	MDC department/ Where and who the next action sits with.	Minutes date
<p>05/03/18 Concern around “slickness” of seal on the approach to the 1 way bridge on Wilson Road (chip has “soaked” into the tar during the hot weather).</p> <p>xx/xx/2018 Water cutting is programmed for when a water cutter can be sourced. Prop late Aug/Sept 18.</p> <p>04/03/18 HAS THIS BEEN DONE?</p>		Roothing	March 2018****
<p>Cenotaph lights: (For previous points relating to this Action see April 2019 minutes)</p> <p>25/03/19 Onsite meeting held with John Jones, Grant Stevenson and Rachel Lane. It was agreed that the Cenotaph lights would be done as soon as possible using the \$13K.</p>		Roothing	April 2019
<p>CBD/Rec Area and Walkway Plans: (For previous points relating to this Action see April 2019 minutes)</p> <p>01/04/19 – Rachel sent an email to Duncan saying this project would need to be done next year, provided we get funding as the Cenotaph lights are going to use us the \$13K balance. Funding has been applied for via the Community project funding forms. Awaiting decision from Janine Hawthorn.</p>		Janine Hawthorn	April 2019
<p>Hall guttering</p> <p>Leaking/falling off at the back of the hall. Needs re-screwing on.</p> <p>07/02/19 – Rachel Lane and Maureen Lambert (HCDG) met James Adamson (MDC) and Alex (Rec Services) and showed them the guttering. James said he would get Trevs’ Plumbing on to it.</p> <p>25/02/19 Maureen sent video and picture to James and cc’d in Trevs Plumbing, showing water flowing down when it rained.</p> <p>06/03/19 Guttering has been re-screwed/fixed. Maureen to check if it holds up in the next lot of rain.</p>		HCDG to report back if it works	March 2019
<p>Willoughby Street to Ingham Street stormwater drain</p> <p>Has the stormwater drain clean out been completed? The section of drain between Willoughby Street and Ingham Street hasn’t been done.</p>		Infrastructure	April 2019
<p>Vehicle calming entrances</p> <p>27/03/19 Rachel put through a transaction request (CCR) for ‘Threshold Treatments’ (Safety improvements) at either end of</p>	Transaction #51657	Roothing	April 2019

the 70km area along Halcombe Road and also the Stanway Road (Stanway side) entrance. This request also included asking for a “reminder 70km sign” midway along the Halcombe Road straight.			
<p>An underpass/overpass option for Halcombe Road</p> <p>25/03/19 – Rachel Lane (HCDG) discussed with John Jones (MDC) and Grant Stevenson (MDC) at an onsite meeting the likelihood of an under/over passes being installed to link west and east Halcombe. Under/over passes are incredibly expensive and basically impossible to get however John recommended logging a CCR for a safe crossing spot to be installed (this project will come under the Safer Journeys for school routes initiative – Matt Williams (MDC))</p> <p>27/03/19 CCR logged.</p>	Transaction #51656	Roading	April 2019
<p>Stanway Road/Halcombe Road drain</p> <p>25/03/19 – Stanway Road/Halcombe Road drain to be cleared of blackberry and tall grass (both sides of Stanway Road). Grant Stevenson (MDC) to look into who owns the land (MDC or Railways). Regardless of ownership, an application has been made for funding for this to be done as part of the Community Plan Fund.</p>		Grant Stevenson - Roothing	April 2019
<p>Stanway Road/Domain entrance trees.</p> <p>25/03/19 – The two smaller ‘bonsai’ trees at the Stanway Road end of the Domain to be removed and replaced with something nice. Grant Stevenson (MDC) to speak to Carl Johnstone (MDC) about getting this done.</p>		Grant Stevenson – Roothing / Carl Johnstone – Parks, Property & Reserves.	April 2019

KEY:

****Greater than 12 months since point raised

***9 months since point raised

**6 months since point raised

*3 months since point raised

Italics denotes actions that have happened between meeting date and minutes being done.