



*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 1st July 2019 7pm at the HALCOMBE TAVERN

PRESENT: Chair: Maureen Lambert, Mayor Helen Worboys, Cr Andrew Quarrie, Rachel Lane, Stacey Hulena, Richard Bain, Alex Short, Cr Shane Casey, Barb Davies, Jeannette Henderson

			Action (BOLD = MDC action)
1.1	Apologies Moved: Barb Davies Seconded: Rachel Lane	Peter Beck, Vicki Powell,	
1.2	Correspondence In Moved: Maureen Lambert Seconded: Rachel Lane	Email received looking for cleaner. Suggested the people go through FB or website.	
		MDC notification of the adoption of the Draft Community Strategy. Public mtg at Council office on Tues 2 July at 2pm	
		ECCT newsletter highlighting funding closing dates for grant applications.	
		Non-golfer Family Day at Golf Course Sunday 14 th July at 10am	Rachel to put on FB
		Email - J Adamson MDC Re: Levin Street drain and trees (see Walkway report below)	
		Email - J Adamson MDC Re: Hall (see Hall report below)	
		Email – Paul Stein Re: Community Funding and honours	
	Correspondence Out	<ul style="list-style-type: none"> Emails to James Adamson re Hall and Walkway <p><i>See sections below for more detail</i></p>	
1.3	Confirmation of previous minutes Moved: Jeannette Henderson Seconded: Rachel Lane	<i>That the minutes from the previous meeting held on 3rd June 2019 be accepted as a true and correct record.</i>	
1.4	Matters arising	Previous minutes stated that Richie would talk to owners of flood gates on Willoughby street.	As it is private land Richie will request that Council speak to the owners. The gates need cleaning as they are causing a blockage.

2.0 FINANCIAL BUSINESS

<p>Financial reports Moved: Stacey Hulena Seconded: Jeannette Henderson Unanimously accepted</p>	<p><i>That the Financial Report showing an overall total balance of \$ 39,110.13 be accepted.</i></p>	<p>The \$5,000 received from MDC needs to be transferred into the ANZAC account.</p>
<p>Invoices for approval Moved: Stacey Hulena Seconded: Jeannette Henderson Unanimously accepted</p>	<p>Invoices to be paid:</p> <ul style="list-style-type: none"> • Jelanco Projects Invoice – Edging timber and screws for Walkway \$58.32 • R. Lane reimbursement – Hall chairs x10 \$40.00 • M. Lambert purchase of fabric for chairs \$74 – Hall • M. Lambert \$85 – Hall • M. Lambert \$200 mops – Hall • J. Henderson materials for lantern making \$148.06 – General • J. Henderson postage for gift to D Johnson \$16 - General <p>Finances Received</p> <ul style="list-style-type: none"> • MDC \$5,000 grant for ANZAC day 	
<p>MDC Project funding</p>	<p>Keep a record here of the project funding requests for 2019/2020 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 for 2019/2020. Rachel asked Cr Shane Casey if he could follow up as the year has now started.</p> <p><u>2018/2019 \$3K Project Fund:</u> HCDG need to provide MDC with receipts for ANZAC Day spend from this fund (\$1,500 for ANZAC Day) and reconcile any other funds spent from the fund for reimbursement.</p> <p>Request for 2020/2021 Project Fund, Community Committee Plan Fund and other request (usually done via Annual Plan or LTP process) need to be submitted to MDC by 31st Sept.</p>
<p>3.0 COUNCIL REPORT</p>		
<p>Council Report June 2019</p>	<p>Draft Community Dev. Strategy has been adopted - booklets handed out. A public</p>	

		meeting is being held at the Council office on Tues 2 July at 2pm for any questions.	
		Building Consents – delays due to illness. Please be patient.	
		Community Honours nominations have now closed. Halcombe has not nominated anyone this year.	
		Outcomes for Feilding Town Centre 2040 have been finalised in a 1 pager. The next step is the design phase (mocking up what the new plans will look like). Budget has been set by Council as \$63k.	
		Earthquake prone buildings. New legislation is coming in soon to assist building owners, especially in the regions, with bring Historic up to spec.	
		1 st July 2019 – EOI's now open for candidates for election in Manawatu	
4.0 GENERAL BUSINESS			
4.1	Focus #1 – Walkway and Domain	Email between Vicki and James Adamson. Re-trees along Levin street carpark being dangerous and the Levin street drain needing to be cleared out. Update received: The Levin Street drain will not be cleared as there are currently no funds available.	James will send arborist to check trees along Levin St for Health & Safety. They will be removed if they pose a risk. No update on this.
		FB thank you done to Rec Services for planting done on walkway.	Jeannette to send Thank you card.
	Moved – Maureen Lambert Seconded – Rachel Lane	Pohuts have been badly frost burnt – Rachel could make frost sleeves and we stake them all?? 20m x 1m frost cloth from Mitre 10 = \$8.99. Estimate that we'd need 5m per tree (8 rolls = \$71.92) plus stakes Bamboo (TWL 1200mm x 25 stakes x5 packs = \$40) or Wooden (Advance Landscape 1200mm x 25 stakes x 5 packs = \$202.63 including P&P and GST)..	Moved to save the trees and to go with the stakes and frost cloth. These can be reused each year.
4.2	Focus #2 – Hall & Hall kitchen/bar refurb.	Thankyou cards	Sent
		Thank You Afternoon Tea	Successful
		Mops have arrived - in storeroom	
		Hall Info sheet	A sheet has been drawn up for users of the hall.
		Hall meeting with James Adamson. Maureen met with James – he provided excellent feedback on how hall looks.	Items discussed included: flashing on roof, storeroom door, kitchen door, guttering, external paint, water tank running, grass in

			gutter. James took photos to follow up
		Insurance for appliances in the hall. Contents insurance premium \$713p.a. plus \$1,000 excess. Is it necessary? Insurance broker suggested not. This was discussed and it was agreed not to take out insurance on the appliances but to mark them as Halcombe Hall.	Alex Short to provide the marking tool. Need to update hall T&Cs to say hirers are responsible for insuring any stuff they bring into the hall.
		Positive feedback from hall users. Booking are steadily increasing.	
		Annual hall report due end of July. The annual hall plan needs to be in this month. Finances, booking, community input, usage all need to be filed. I have included a draft three-year plan to discuss. Also discussed the three-year funding requests (need to reflect/include what has already be requested for 2019/202 funding.)	Rachel to work with Maureen on the report. Rachel to sort out copy of finances of hall for hall report.
		Central Trust Grant Emails and phone calls to Morgan Scott, CET re total of grant and how to access this fund. From Morgan: reply with adjustment of total to \$16,947 as they had deducted GST. Multiple emails, phone calls re how to access grant money with council as broker – Morgan Scott CET, Nisbets, Leader and Watt, Janine MDC, Carl MDC, Tracey (finance) MDC	CET grant money Accessing CET grant money was not as straight forward as putting in an invoice and they paid. We must supply invoices and proof of payment. MDC have a system in place whereby they pay and when we have the goods, they will then invoice CET for the money. This involved getting new invoices from Leader and Watt and Nisbets made out to MDC.
		Maureen asked are the grounds of hall smoke free? Where do you get stickers from for the hall?	Was suggested to try the DHB for stickers.
4.3	Focus #3 – Cenotaph & Recreational Area	No Update	
4.4	SUBPROJECTS		
	Roading	Kimber Streets works has made shape better, however it remains to be seen whether dust remains a problem. Some water table work was done but the Halcombe end properties need culverts to alleviate scouring every time it rains. More metal has been laid on Gilbert, Godley and Pearce Streets.	
		Hole by the Burns place (Mt Biggs Road) is getting worse.	Richie to ring in a Transaction Request.

	Culvert by Binsteads (Mt Biggs Road) has been redone – needs seal put back over.	Richie to ring in a Transaction Request.
	Mt Biggs Road before Stewart Street has got some bits caving away – one bit in particular s quite bad. Needs to be sorted.	Richie to ring in a Transaction Request.
Community get-togethers	<u>ANZAC Day Update</u>	Thank you cards printed need sending
	<u>Auction</u>	Thank you cards sent
	<u>Ladies Night:</u> Dates yet to be set. Need to consider Cheltenham Ladies Night dates. Plan so far for events are: #1. General wine/dessert catch up with Embrace doco being screened (DVD has been purchased) – July/August #2. General wine/dessert catch up with speed version of a Norwex/ Tupperware/Airborne type party (Norwex is confirmed) – Sept/Oct #3. Just a general catch up evening possibly with wine tasting?? – Nov/Dec Jan/Feb/March: Would like to do something outside (Fun run/walk) – could be family orientated rather than just ladies!	Rachel to set dates.
	<u>Wedding dress evening (Barb)</u> • Promote as a wedding venue	No update
	<u>Lantern Festival</u> All workshops went well – 1 st - we made 18 lanterns, around 35 people in the hall. 2 nd - we made 16 lanterns. 3 rd - made 14 lanterns. Thanks to all those that helped. Total 48 lanterns! BBQ booked from Rec. Services – need to purchase sausages, bread, sauce, marshmallows, soup, rolls, wine for Mulled wine. Need help to set up the festival next Saturday. Fire brigade will be in attendance as Community Engagement and for safety reasons. 2 braziers have been lent to us – need wood. Generator – need power for hot water & lights. Budget to purchase food items required.	Budget of \$200 for food & drink. Moved: Barb / Rachel
	Cemetery Land	No Update
IT communication (cell, landline, internet)	Rachel has spoken to Jessica from RCG and they were going to look at other options besides the Domain. Rachel pushed again for the Cemetery Land as getting a consent to go higher there (for line of sight) would have a lot less impact than getting a consent for an area in the village. Mayor Helen has offered to champion getting some sort of clarity on what is happening and to help protect our villages from towers just popping up anywhere.	Rachel to send contact details to Mayor Helen.

	Entrance signs	No update	
	Neighbourhood Support	No update	
	Civil Defence	Situation vacant notice on FB. Alison Short interested in taking up this position.	Alison to be the Champion.
	Power capacity in village	No update.	
	Christmas Lights	\$422.32 balance (Held in General Account)	
	Rangitikei River Access	No update	
	Recycling	Rachel picked up stuff in June.	Another FB post to remind to take to charity shops.
4.5 Other General Business			
	Iwi Matters	No update.	
	Sewerage	No update.	
	Stormwater	As per Matters Arising: Previous minutes stated that Richie would talk to owners of flood gates on Willoughby street.	As it is private land Richie will request that Council speak to the owners. The gates need cleaning as they are causing a blockage.
	Water Scheme	Water scheme committee meeting Tues 2 July 2019.	Anything to bring up send through the Mike asap.
	Halcombe Community Trust	<u>Power Capacity</u> <u>IT Communication</u> – cell, landline, internet.	Rachel still to meet with Lynn McCurdy re: these items.
	Halcombe Community Fund	Discussed where should this fund should sit? Was unanimously agreed that HCF should sit with the Halcombe Community Trust & the Trust to administer it.	Rachel to send application for the Charitable Services contact to double check it is ok for the Trust to administer. Rachel also to speak to Lyn McCurdy.
5.0	Community Communications	<u>Halcombe Herald</u> – no update	
		<u>Facebook champion</u> – no update	
		<u>Road signs</u> – Speed signs have been erected on the Mt. Stewart Halcombe road by the Burns's.	
		<u>Community Email</u> – no update	
		<u>School</u> – no update	
		<u>Playcentre</u> – no update	
		<u>Halcombe Tavern</u> - Golf day out 14 th July at 10am for those who can't pay golf. All welcome.	
	<u>Fire Brigade</u> – nothing to report		
6.0	Other items	Rach sat in on the June Council meeting. Interesting to note that the HCDG has a significantly greater amount of funds in their accounts than the other committees. Also, interesting to note that each Liaison Councillor gets to make a 'comment' if required in relation to their committee. Maybe we could keep this in mind and give	Stressed the need to have comprehensive minutes from our meetings.

		<p>Shane a couple of points that we would like him to mention??</p> <p>Mayor Helen congratulated Halcombe on an ANZAC Day well done.</p> <p>Draft Community Development Strategy: Council adopted the draft Community Development Strategy for public consultation. The consultation period officially starts from today with submissions closing on Sunday, 14 July.</p> <p>As a stakeholder who has either been involved or shown an interest to date in the development of the strategy, I encourage you to put forward a submission telling us what you like, what you don't like as well as what we may have missed.</p> <p>Please visit: http://haveyoursay.kiwi.nz/Draft_Community_Development_Strategy/ for further information and to give us your feedback.</p> <p>Members of Council's Community Funding Committee as well as Council Staff will be available on Tuesday, 2 July at 5.30 pm in the Manawatū District Council Offices for anyone interested in coming along to have a chat about the draft strategy and to have some of those burning questions answered before putting forward a submission. We will be providing hot soup and a roll so if you are interested in coming along let me know so that I can ensure that there is enough hot soup and rolls to go around.</p>	
		Sub-committee to put together a Job Description for the role of Chairperson	
		Department reports to Jeannette by the Friday before the Monday meeting.	
		Dropbox security – do we need to back this up?	Need to save onto USB.
Meeting Closed	9.00pm		

MDC ACTION SHEET SUMMARY

MDC Action point	Transaction #	MDC department/ Where and who the next action sits with.	Minutes date
<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> <p>24/05/19 Updated email from Grant Stephenson. Still awaiting Cenotaph lights pricing.</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>Vehicle calming entrances</p> <p>27/03/19 Rachel put through a transaction request (CCR) for ‘Threshold Treatments’ (Safety improvements) at either end of 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>	Transaction #51657	Roothing	April 2019
<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	Roothing	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</p>		Grant Stevenson - Roothing	April 2019

made for funding for this to be done as part of the Community Plan Fund. 24/05/19 Updated email from Grant Stephenson. Kiwi Rail to do this soon.			
Stanway Road/Domain entrance trees. 25/03/19 – 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. 24/05/19 Updated email from Grant Stephenson. This has been scheduled to be done soon.		Grant Stevenson – Roding / Carl Johnstone – Parks, Property & Reserves.	April 2019
Levin Street Drain. Drain needs to be cleared. Vicki to contact James at MDC about this and the dead trees. No funds to clear drain but trees will be assessed for H&S concerns.		James Adamson	June 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.