



*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

FOR Monday 7<sup>th</sup> October 2019 7pm at the HALCOMBE TAVERN

**PRESENT:** Chair: Jeannette Henderson, Vicki Powell, Richard Bain, Maureen Lambert, Rachel Lane, Alex Short, Cr Shane Casey, Cr Phil Marsh.

			Action (BOLD = MDC action)
1.1	<b>Apologies</b> Moved: Vicki Seconded: Richard	Barb Davies, Peter Beck	
1.2	<b>Correspondence</b> Moved: Maureen Seconded: Vicki	<ul style="list-style-type: none"> <li>Letter from James Watts of Inspire</li> </ul>	
		<ul style="list-style-type: none"> <li>In: Letter from the Prime minister re Waitangi Day – sent by J Hawthorn. Application for funds close 14 Oct 2019.</li> </ul>	Decided not to apply.
		<ul style="list-style-type: none"> <li>In: Letter explaining Local Govt elections and what happens next for Community Committees – J Hawthorne. New HCDG need to be sorted by end of Feb 2020.</li> </ul>	
		<ul style="list-style-type: none"> <li>In: Pip Collier asking re: bus shelter on Mt Biggs Road for Mountain Views children. Pip was invited to attend this meeting and said she would try to.</li> </ul>	Will suggest she contacts Phil Dunn from Total Span Pnth or Phil Caridis from Fair Dinkum sheds.
		<ul style="list-style-type: none"> <li>In: Phone call from Seven Sharp re: Recycling centre</li> </ul>	
		<ul style="list-style-type: none"> <li>In: Someone queried about how to get water tests done. Rachel put her in touch with a specific person from MDC.</li> </ul>	
		<ul style="list-style-type: none"> <li>Out: Phone call to Paul Stein MDC re: Media about Recycling centre.</li> </ul>	
		<ul style="list-style-type: none"> <li>Out: Email to J re: funding for Monteith Street walkway</li> </ul>	
		<ul style="list-style-type: none"> <li>In/Out: Emails and phone calls to Grant Stevenson and John Jones re: solution to get Monteith Street walkway done.</li> </ul>	
		<ul style="list-style-type: none"> <li>In: Received a copy of the letter that was sent to owners of land on Monteith street from MDC re boundary.</li> </ul>	
<ul style="list-style-type: none"> <li>In: Last grant seminar being run by Helen King 18<sup>th</sup> Oct. Helen will not be running anymore seminars.</li> </ul>			
<ul style="list-style-type: none"> <li>In/Out: Brendon Rope Xyst questionnaire and discussion for MDC planning for future of community facilities (hall). He only gave a two day</li> </ul>			

		turnaround, so no time to discuss with HCDG. Was therefore my (Maureens) personal view – noted.	
		<ul style="list-style-type: none"> <li>In/Out: Emails to &amp; from Janine H (MDC) re: Hall acoustics and she is to visit to Halcombe hall on 22<sup>nd</sup> October 10.00am.</li> </ul>	
		<ul style="list-style-type: none"> <li>Out: Emails to Tony Waugh Kimbolton Hall, Neil Jepson, Jepson Acoustics and Electronics Ltd - hall acoustics</li> </ul>	
		<ul style="list-style-type: none"> <li>Out: Denise Andrews Information Centre - updated Hall details for their web site.</li> </ul>	
		<ul style="list-style-type: none"> <li>Out: Central Energy Trust Grant Morgan Scott re heaters and excess money with change of wattage. Cannot use for replacing lights but recommended we think of applying again.</li> </ul>	
		<ul style="list-style-type: none"> <li>Wayne Short &amp; Grant Joule – heater supply and installation.</li> </ul>	
		<ul style="list-style-type: none"> <li>In/Out: Letter from Rebecca Bell re speaking at Council on HCDG submission to Annual Plan. Date set 21<sup>st</sup> Nov for 10 mins. Rachel to do.</li> </ul>	<b>Time TBC.</b>
		<ul style="list-style-type: none"> <li>In: Wapp Family wanting to donate 2 ANZAC Day medals to Halcombe (one is a Halcombe medal)</li> </ul>	Suggested Coach House or RSA holds the medals with the HCDG being able to display them on ANZAC Day.
<b>1.3</b>	<b>Confirmation of previous minutes:</b> Moved: Rachel Seconded: Vicki	<i>That the minutes from the previous meeting held on 2<sup>nd</sup> September 2019 be accepted as a true and correct record.</i>	
<b>1.4</b>	<b>Matters arising</b>	See below in minutes.	
<b>2.0 FINANCIAL BUSINESS</b>			
	<b>Financial reports</b> - Rachel Moved: Rachel Seconded: Maureen Unanimously accepted	<b><i>That the Financial Report showing an overall total balance of \$35,109.46 as at 30 September 2019 be accepted.</i></b> <b><i>** Please note this includes \$20,044.79 which is the Halcombe Community Fund money. This Fund is to be transferred to the Halcombe Community Trust for them to administer. So the TRUE BALANCE of the HCDG is \$15,064.67.</i></b>	<ul style="list-style-type: none"> <li>All agreed to cease reporting about HCF.</li> <li>All agreed to use leftover 17/18 and 18/19 \$\$ to pay for concrete slabs. If we need more, take out of 19/20.</li> </ul>
	<b>Invoices for approval</b> Moved: N/A Seconded: N/A	<b>Invoices to be paid:</b> <ul style="list-style-type: none"> <li>None</li> </ul> <b>Finances Received</b> <ul style="list-style-type: none"> <li>None</li> </ul>	<b>Account:</b> <ul style="list-style-type: none"> <li>N/A</li> </ul>
	<b>MDC Project funding</b>	<ul style="list-style-type: none"> <li>See record at the end of the agenda for detail.</li> <li>Decision made to reduce the amount allocated to ANZAC Day 2020 to \$500 (from \$1000) and use the \$500 for the picnic table concrete slabs. Unanimously agreed.</li> </ul>	

		<ul style="list-style-type: none"> <li>Also discussed that community events to be charged and the \$1000 allocated from the Project Funding Fund (\$3K fund from MDC) be used to pay for these fees.</li> </ul>	
<b>3.0 COUNCIL REPORT</b>			
	<b>Council Report September 2019</b>	Email from Janine – Updated action sheet and acknowledgment of reimbursement of 18/19 and balance remaining including 19/20 \$3k = \$4967.22	
		Action sheet – long standing jobs: (See report at the end).	<b>Awaiting Cenotaph lights plug quote.</b>
		Youth awards – 92 citations to read! 21 <sup>st</sup> Oct.	
		Low voter turnout so far. Please everyone vote!!	FB and email reminder to be done.
		MRC – Glass bins have gone. MDC going back out to consultation to the community as to where to put it. Removal was due to a non-MDC-staff-memeber H&S concern.	Suggestions: Beside the old fire station beside playcentre.
<b>4.0 GENERAL BUSINESS</b>			
<b>4.1</b>	<b>Focus #1 – Walkway and Domain - Vicki</b>	Picnic Area: A small group met at the proposed picnic site and information boards will be sited. Have put marks for the picnic tables, BBQs and noticeboards. Library website has photos for info boards.	
		BBQs – Electric. CET grant?? Need to work on funding for this.	Need to work on funding for this.
		Monteith Street link: Have been given the green light to go for this by John Jones. To be a stepped process. 1 <sup>st</sup> step being that we need to get a quote from a local fencer. Have tried Brent Thompson. Plan B will be Gavin Hill (the fencer that did the railway sleeper fence beside the mens toilets).	
<b>4.2</b>	<b>Focus #2 – Hall &amp; Hall kitchen/bar refurb - Maureen</b>	Brendon Rope Xyst questionnaire: Two points I made that were not in hall long term plan: <b>Relationship</b> with council crucial, <b>security of tenure</b> in hall. We are using community money but have no guarantee MDC will continue to support the hall.	
		Alex Short has borrowed three of the broken pews, from storeroom, to use for her gymnastic classes.	
		Greg L has replaced new ballcock in tank which has already pitted from hard water and leaking again. Wayne Short has donated plastic one which, so far, seems to be working. We also put a larger ball float on.	
		Supplies in HCDG cupboard – Yes committee does need supplies – let’s just keep as is with buying stuff as we need. Hall operating account.	
		There is still an issue with the ball cock but it handled the Moas event well.	<b>Issue with ball cock is still ongoing (James Adamson – MDC Property)</b>

		<b>Hall bookings October:</b> 5 <sup>th</sup> Moa Harriers, 10 <sup>th</sup> HCT AGM	
		<b>Other events:</b> Other events: Hollie Dec Children's program. PHD Projects half done days.	
		<b>Hall Refurbishment:</b> Decided to apply for another CET grant – Nov. Pie warmer, mobile urn (Vicki) Security/sensor lights, LED lights, sensor lights (Maureen) Fans for supper room (Alex) BBQs for picnic area (Rachel)	See brackets for who to get quotes.
		Short term action plan sent to committee members was discussed. Relevant documents saved in Dropbox: <i>Hall Use &amp; Promotion 2019</i> <i>Hall Action Draft Plan 2019</i>	
<b>4.3</b>	<b>Focus #3 – Cenotaph &amp; Recreational Area</b>	Awaiting plug quote.	
		Trees along Stanway Road – to be done next Autumn. Need to think about what sort of trees.	
<b>4.4</b>	<b>SUBPROJECTS</b>		
	<b><i>Roading - Richie</i></b>	I noticed that the road slump on Mt Biggs Halcombe road opposite Stewart st intersection has not yet been repaired.	Stewart St subsidence still not fixed – #53239 has been done #53240 still to be done.
	<b><i>Community get-togethers</i></b>	<u>ANZAC DAY</u> – No update.	
		<u>Auction</u> – No update.	
		<u>Ladies Night:</u> 2 <sup>nd</sup> evening went well. Playcentre Mums had had a meeting so joined in.	
		<u>Wedding dress evening (Barb)</u> <ul style="list-style-type: none"> <li>Promote as a wedding venue. No update.</li> </ul>	
		<u>Lantern Festival</u> – planned for 2020	
		<u>Other Events:</u> Hollie contacted about running a school holiday activity before Christmas.  Summer fun run series. To be done in the New Year.	Hollie to be in touch with more details.  Rach to have this organised ready to promote it in January 2020.
	<b><i>Cemetery Land - Darryll</i></b>	Docking has been done. Thanks to Rachel Howell, Carl Johnstone, Darrylle Thomas and Rachel Lane. Phil Marsh suggested asking MDC to provide gorse spary.	
	<b><i>IT communication (cell, landline, internet) - Rachel</i></b>	Icna is a no go to help us out as an independent contractor.	Next step: Rach to get a quote for fibre to Voss Road from railway and then ask RCG to do a new flood.

		James from Inspire has done a rough estimate of where he thinks could be an option. Rachel has spoken to another potential property owner on the outskirts of town.	
	<b>Entrance signs - Richie</b>	Jeannette asked if a small sign advertising the Marton Art and Craft show could be attached to entrance sign facing Feilding. It was duly done. Jeannette thanked HCDG on behalf of Marton Arts & Crafts.	
	<b>Neighbourhood Support - Hollie</b>	No update	
	<b>Civil Defence - Alison</b>	No update	
	<b>Power capacity in village</b>	No update	
	<b>Christmas Lights</b>	\$422.32 balance (Held in General Account)	
	<b>Rangitikei River Access - Alex</b>	Old rubbish dump (Onepuhi) has opened up into the river. Horizons have met with Iwi and it's getting sorted.	
	<b>Recycling - Richie</b>	All has been good and tidy this month. Recycling centre has been in the news again. Is it just Caroline who doesn't like it or are there other residents that are unhappy – discussed. Suggestions for solutions: Beside the old fire station beside playcentre. Wooden bin?? Could the glass be by the playcentre and glass \$\$ go to playcentre. Or remove glass bins all together and glass has to go to town.	
<b>4.5 Other General Business</b>			
	<b>Iwi Matters</b>	No update.	
	<b>Sewerage</b>	No update.	
	<b>Stormwater</b>	No update.	
	<b>Water Scheme</b>	AGM 10 <sup>th</sup> Oct 7pm.	
	<b>Halcombe Community Trust</b>	<u>Power Capacity</u> - <u>IT Communication</u> – cell, landline, internet.	Still awaiting ok to administer HCF.
	<b>Halcombe Community Fund</b>	Still awaiting ok from HCT to administer HCF.	
<b>5.0</b>	<b>Community Communications</b>	<u>Halcombe Herald</u> – email & Facebook. No update.	
		<u>Facebook champion</u> – No update.	
		<u>Road signs</u> – No update.	
		<u>Community Email</u> – added a few more families to the contact database.	
		<u>School</u> – No update.	
		<u>Playcentre</u> – No update.	
		<u>Halcombe Tavern</u> – No update.	
		<u>Fire Brigade</u> – Nothing to report.	
	<u>Welcombe to Halcombe packs</u> – Jeannette and Rachel. To meet and get these done. Suggestions of what to include: HCDG and HCT advert –incl joining email and FB group. Halcombe Herald		

		<p>Low-down of annual and biannual events (school gala, auction night etc...)</p> <p>Ladies Night advert</p> <p>Yoga advert</p> <p>Hall advert</p> <p>Phone book (once updated)</p> <p>Pub advert/sample menu</p> <p>Walkway/playground advert</p> <p>Clubs – PC, social netball etc...</p>	
<b>6.0</b>	<b>Other items</b>	Chair required for next few meetings until elections: Rachel to chair Nov meeting.	
		Do we hold a November meeting? Yes – as above.	
		When are the elections – how long do we need for this process. HCDG to be formed by Feb 2020.	
		Meet the candidates evening 16 <sup>th</sup> Sept. Went well. 65 people attended.	
<b>Meeting Closed</b>		9pm	

### **MDC ACTION SHEET SUMMARY**

<b>MDC Action point</b>	<b>Transaction #</b>	<b>MDC department/ Where and who the next action sits with.</b>	<b>Minutes date</b>
<p><b>Cenotaph lights: (For previous points relating to this Action see April 2019 minutes and July 2019 minutes)</b></p> <p><b>August 2019</b> – Work is underway. MDC to supply quote for plug to be installed on Cenotaph and HCDG to decide if we want it.</p>		Roading	April 2019*
<p><b>CBD/Rec Area and Walkway Plans: (For previous points relating to this Action see April 2019 minutes)</b></p> <p><b>August 2019</b> – FUNDING APPROVED (2020-21 budget). Carl Johnstone (MDC) said if we were able to fund any parts ourselves earlier then HCDG could be reimbursed come the 2020/21 Financial Year. Picnic Tables to be funded by HCDG in 2019/20 and then reimbursed 2020/21.</p> <p><b>Oct 2019</b> – HCDG has enough funds from previous years carry-overs to pay for concrete slabs with no reimbursement. Rachel to contact Rec Services.</p>		Janine Hawthorn	April 2019*
<p><b>An underpass/overpass option for Halcombe Road: (For previous points relating to this Action see July 2019 minutes)</b></p> <p><b>30/07/19</b> – Confirmation received that this has been added to the Safer Journeys to Schools program.</p>	<b>Transaction #51656</b>	Roading	April 2019*
<p><b>Stanway Road/Halcombe Road drain: (For previous points relating to this Action see July 2019 minutes)</b></p>		Grant Stevenson - Roding	April 2019*

<p><b>30/07/19</b> – Further confirmation received that this will be done by KiwiRail.</p> <p><b>Oct 2019</b> – Kiwirail have agreed to do this work as it is their asset and are currently waiting for quote from Downers who is their contractor</p>			
<p><b>Stanway Road/Domain entrance trees: (For previous points relating to this Action see July 2019 minutes)</b></p> <p><b>August 2019</b> – Only the Domain side to be planted as doesn't really work on both sides. HCDG need to confirm if Italian Alders are a go.</p> <p><b>Oct 2019</b> – Will wait until next year.</p>		Carl Johnstone – Parks, Property & Reserves.	April 2019*
<p><b>Willoughby Street Flood Gates:</b></p> <p><b>July 2019</b> – MDC to contact owners to clean off flood gate blocking stormwater.</p> <p><b>August 2019</b> – Shane to follow up to see if this is Horizons responsibility.</p>	# 53787		July 2019
<p><b>Mt Biggs Road pothole between 334 and 357 Mt Biggs Road:</b></p> <p><b>August 2019</b> – This has been patched extremely poorly so needs doing again. New transaction number has been issued.</p> <p><b>Oct 2019</b> – The pothole was mechanically caused and temporarily filled, pending permanent repair, programmed for Sept 2019.</p>	#53706		July 2019
<p><b>Subsidence on Mt Biggs road:</b></p> <p><b>August 2019</b> – Patching has been done in 1 area but not the other.</p>	# 53239 DONE # 53240		August 2019
<p><b>Hall matters:</b></p> <p><b>July 2019</b> – Meeting with James - 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.</p> <p><b>Oct 2019</b> – James Adamson will organise a follow up meeting on site with Rec Services and plumber to look into fixes</p>		James Adamson – Parks & Property.	July 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.*

MDC FUNDING (Spend to date is same month end as this meetings financial report).

## 2018/2019

### 1. Community Committee Project Fund (\$3,000) – Projects that we wish our 2018/19 allocation to go towards.

Priority	Project Title	Funding requested* / approved	Spend to date	Notes
1	ANZAC Day 2019	\$1,500		Funds have been received. Invoices need to be sent through to MDC.
2	Signage	\$700		Invoices need to be sent through to MDC for reimbursement of spend against this project.
3	Walkway maintenance and development	\$800		Invoices need to be sent through to MDC for reimbursement of spend against this project.

## 2019/2020

### 1. Community Committee Project Fund (\$3,000) – Projects that we wish our 2019/20 allocation to go towards.

Priority	Project Title	Funding requested* / approved	Spend to date	Notes
1	ANZAC Day 2020	\$1,000		APPROVED
2	Community Communications e.g. Welcome packs to new residents, Phone book update project, Signage.	\$500		APPROVED
3	Other community events e.g. Day or evening get togethers	\$1,000		APPROVED
4	Walkway	\$500		APPROVED

### 2. Community Committee Plan Fund (Contestable \$60,000 fund i.e. to be split between all the Community Committees) – Projects arising out of our Community Plan that we seek funding towards.

Priority	Project Title	Funding requested* / approved	Spend to date	Notes
1	Halcombe Community Walkway – information signs and picnic area	\$17,000		APPROVED 2020-21 budget.
2	'CBD'/Cenotaph/Rec area development	\$8,200		APPROVED 2021-22 budget
3	Monteith Street Carpark to Halcombe School Walkway	\$18,521*		DECLINED – NO FUNDS AT PRESENT
4	Clean up storm water drains, in particular the	\$5,000*		KIWIRAIL has agreed to clean drains. See Action plan.



	Stanway Road/ Halcombe Road Drain			
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**3. Other Requests for Service – any requests that would have previously been included in an Annual Plan/Long Term Plan submission to Council.**

Priority	Project Title	Funding Requested* / approved	Spend to date	Notes
1	Halcombe Community Walkway – Ongoing maintenance.	Request that an annual budget for maintaining the walkway be included in MDC Parks & Reserves budgets going forward.		APPROVED
2	Hall roof and flashing – full replacement.	\$30,000*		Flashing has been replaced so will see how that goes.
3	Hall and Playcentre exterior paint.	\$30,000*		DECLINED – To be forwarded to Council for consideration of inclusion in the 2020/21 Annual Plan or the 2021-31 Long Term Plan.
5	Development of the Halcombe Hall car park, grass area behind the hall and paper road linking to the back of the hall.	\$7,413*		DECLINED – To be forwarded to Council for consideration of inclusion in the 2020/21 Annual Plan or the 2021-31 Long Term Plan.
6	Halcombe Hall floor re-varnish.	\$10,000 (Quote received from City Sanding Ltd)*		DECLINED – Not something MDC takes care of (i.e. it is not linked to water tightness or compliance). It was suggested that HCDG seek funds from third party funders.
7	Kimber Street Seal extension (approx. 250m).			DECLINED – To be forwarded to Council for consideration in the future.

**1. Community Committee Project Fund (\$3,000) – Projects that we wish our 2020/21 allocation to go towards.**

Priority	Project Title	Funding requested* / approved	Spend to date	Notes
1	ANZAC Day 2020	\$500*		<i>Decision made to decrease by \$500, which will be put towards picnic table concrete slabs.</i>
2	Community Communications e.g. Welcome packs to new residents, Phone book update project, Signage.	\$500*		
3	Other community events e.g. Day or evening get togethers	\$1,000*		
4	Walkway	\$1,000*		<i>Decision made to increase by \$500, which will be put towards picnic table concrete slabs.</i>

**2. Community Committee Plan Fund (Contestable \$60,000 fund i.e. to be split between all the Community Committees) – Projects arising out of our Community Plan that we seek funding towards.**

Priority	Project Title	Funding requested* / approved	Spend to date	Notes
1	Monteith Street Carpark to Halcombe School Walkway	\$18,521*		

**3. Other Requests for Service – any requests that would have previously been included in an Annual Plan/Long Term Plan submission to Council.**

Priority	Project Title	Funding requested* / approved	Spend to date	Notes
1	Monteith Street Carpark to Halcombe School Walkway	\$18,521*		If this is not able to be funded from the Community Committee Plan Fund 2020/21 (Contestable \$60,000 fund) then we request that it be funded from other budgets within the 2020/21 Annual Plan.
2	Hall re-roofing roof – full replacement	\$30,000*		We would however like to include this for consideration in the 2020/21 Annual Plan in case the replacement flashings do not provide weather-tightness
3	Hall and Playcentre exterior paint	\$30,000*		
4	All weather carpark extension for Playground/Tennis	\$9,022*		

	Courts/ Public Toilets area (Willoughby Street)			
5	Stanway Road to Gilbert Street Pathway	Price unknown*		The HCDG first made a submission in May 2015 for a path in this area. It is also now the #2 priority from the Halcombe Walkway Strategy.
6	Kimber Street Seal extension (approx. 250m)	Price unknown*		We continue to keep this seal extension request in front of Council for when seal extensions are added back into the budget.