



*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

**Monday 2<sup>nd</sup> December 2019 7pm at the HALCOMBE TAVERN**

**PRESENT:** Chair: Rachel Lane, Vicki Powell, Richard Bain, Maureen Lambert, Peter Beck, Jeannette Henderson, Cr Stuart Campbell

			<b>Action (BOLD = MDC action)</b>
<b>1.1</b>	<b>Apologies</b> Moved: Vicki Powell Seconded: Maureen Lambert	Alex Short, Barb Davies, Stacey Hulena, Darryll Thomas, Alison Short.  Welcome to Stuart Campbell as our Liaison Councillor for the next 3 years.	
<b>1.2</b>	<b>Correspondence In</b> Moved: Jeannette Henderson Seconded: Peter Beck	<ul style="list-style-type: none"> <li>CET – awarded our requested amount for the latest round of funding.</li> </ul>	\$2,328.00 approved for lighting, Urns & Pie Warmer for the hall.
		<ul style="list-style-type: none"> <li>Feedback via FB on Halcombe’s “iconic” feature. No clear ‘winner’ if what is Halcombes Iconic feature. Cenotaph and pub where mentioned a couple of times.</li> </ul>	Rachel to forward something through to MDC.
		<ul style="list-style-type: none"> <li>Clare Ridler of Hiwinui Community Committee re Facebook presence guidance. Rachel replied</li> </ul>	
		<ul style="list-style-type: none"> <li>From James MDC: Hall – Copy of email to Trev plumbing requesting action. Another with time for Trev to be at hall.</li> </ul>	
		<ul style="list-style-type: none"> <li>Hall – Email from Grant Joule with tax invoice for MDC for supply and installation of heaters as per Central Energy Trust grant process.</li> </ul>	
		<ul style="list-style-type: none"> <li>Email to and from Tracy Sharples MDC re MDC requirements and format of heater quote from Grant.</li> </ul>	
		<ul style="list-style-type: none"> <li>FB message from Emma Wilson wanting advice on how to develop a bike track/pump track for the kids.</li> </ul>	Invited Emma to this meeting and Rachel will catch up with her.
	<b>Correspondence Out</b>	<ul style="list-style-type: none"> <li>Presentation to MDC re: 2020/21 requests.</li> </ul>	
		<ul style="list-style-type: none"> <li>To James MDC: Hall – photo of leak in storeroom, grass in gutter.</li> </ul>	
<b>1.3</b>	<b>Confirmation of previous minutes:</b> Moved: Seconded:	<i>That the minutes from the previous meeting held on 4<sup>th</sup> November 2019 be accepted as a true and correct record.</i>	
<b>1.4</b>	<b>Matters arising</b>		

<b>2.0</b>	<b>FINANCIAL BUSINESS</b>		
	<b>Financial reports</b> - Rachel Moved: Maureen Lambert Seconded: Richard Bain Unanimously accepted	<i>That the Financial Report showing an overall total balance of <b>\$ 15,603.55</b> as at 30 November 2019 be accepted.</i>	
	<b>Invoices for approval</b> Moved: Rachel Lane Seconded: Vicki Powell  Unanimously accepted	<b>Payments made in November:</b> <ul style="list-style-type: none"> <li>• \$7,414.33 grant paid back for appliances (Hall refurb account)</li> </ul> <b>Invoices to be paid:</b> <ul style="list-style-type: none"> <li>• \$40 – J Henderson - Gift</li> </ul> <b>Finances Received in November</b> <ul style="list-style-type: none"> <li>• \$50.00 – Hall Hire Koha (Hall operating)</li> <li>• \$20.00 Hall Furniture Hire Koha (Hall operating)</li> </ul>	<b>General Account</b>
	<b>MDC Project funding</b>	<ul style="list-style-type: none"> <li>• See record at the end of the agenda</li> </ul>	
<b>3.0</b>	<b>COUNCIL REPORT</b>		
	<b>Council Report October 2019</b>	<ul style="list-style-type: none"> <li>• Election of Deputy Mayor has been done. As this is mostly a returning Council, only two new councillors, it is pretty much business as usual.</li> <li>• Started Annual Plan process earlier than usual.</li> </ul>	
<b>4.0</b>	<b>GENERAL BUSINESS</b>		
<b>4.1</b>	<b>Focus #1 – Walkway and Domain</b> - Vicki	Met with Fencer re: Monteith Street fencing.  Alan Davies donated a whole lot of mulch. Rec Services have been informed of the mulch. Planting in Autumn – Bottle brush/Banksia/any other ideas?	Awaiting quote. Rachel to chase up.  Rachel to send thank you card to him.
<b>4.2</b>	<b>Focus #2 – Hall &amp; Hall kitchen/bar refurb</b> - Maureen	<b>Operating:</b> 18/11 Meeting at hall with Trev (Trev’s Plumbing) to discuss hall leak and other matters. (see attached)  Issues raised and Trev’s recommendations presented to Council during Annual Plan 2020/21 presentation.	Hall Spouting – James Adamson will organise for the grass in the spouting at the hall to be cleared.
		<b>Hall Refurb:</b> Tax invoice received from Grant Joule for supply and install heaters. This has been sent to MDC who will pay it on our behalf. We will then organise for reimbursement from CET.	
		Playcentre ran out of water, they bled an airlock which fixed problem. Could not see any issue which could have caused this at the hall water tank and supply end. Vicki to	

		write some instructions for Playcentre to be able to do it themselves if this occurs again.	
		School gifted 27 used padded classroom chairs.	Maureen took flowers and a cake to the school to say thank you.
		Dec hall use: Yoga and Zumba, Pencil bookings girls fundraiser dance night Thursday 12 <sup>th</sup> , Play centre wet weather venue Sunday 17 <sup>th</sup>	
4.3	<b>Focus #3 – Cenotaph &amp; Recreational Area</b>	Put off getting BBQ table concrete slabs done until cell phone tower location sorted.	
4.4	<b>SUBPROJECTS</b>		
	<b>Roading - Richie</b>	The continuing story, I noticed that the road slump on Mt Biggs Halcombe road opposite Stewart St. intersection has not yet again been repaired and is getting worse. I will contact MDC again.	
		Stewart Street has had a reseal.	
		Work on Willoughby has taken place.	
	<b>Community get-togethers</b>	<u>ANZAC DAY</u> – planned for April 2020. No update.	
		<u>Auction</u> – planned for ? 2020. No update.	
		<u>Ladies Night</u> : Going really well.	
		<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 July 2020. No update.	
		<u>Other Events</u> : Community event get together in January on a Sunday in the Domain (rain out day in Hall). Bring a picnic.	Date to be decided and advertised.
	<b>Cemetery Land - Darryll</b>	No update from Darryll.	
		Stewart Campbell mentioned that MDC looking at any specific requests with regards to cemeteries eg Plaque for cremations	
	<b>IT communication (cell, landline, internet) - Rachel</b>	RCG talking to owner of land of a potential location.	Rachel to talk to and owner about suggesting to RCG that it is painted green.
	<b>Entrance signs - Richie</b>	Richie will be putting in the rocks this summer.	
	<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>	No update	
	<b>Recycling - Richie</b>	All has been good and tidy this month.	
4.5	<b>Other General Business</b>		

	<b><i>Iwi Matters</i></b>	No update.	
	<b><i>Sewerage</i></b>	Rachel included Waste Centralisation to the presentation to MDC with regards to the costings however iwi consent has been granted so the project is about to start. Starting with Sanson.	
	<b><i>Stormwater</i></b>	No update.	
	<b><i>Water Scheme</i></b>	Check for leaks on the line – there has been a couple.	Rachel to put a note on FB re: checking for leaks.
	<b><i>Halcombe Community Trust</i></b>	Have had their AGM. Trustees remain as is. Trust having first meeting since AGM this Wednesday. It was felt that it would be better for the HCF money sit in a bank account with the HCT rather than the HCDG however first the HCDG needs a formal note from the HCT agreeing to be the administrators of the HCF.  <u>Power Capacity -</u>  <u>IT Communication</u> – cell, landline, internet.	Please can the HCDG have a formal note from the HCT agreeing to be the administrators of the HCF.  HCT then to look at holding the \$20K in an interest bearing account.  Need to do an example fund raising scenario to test the HCF/HCT process. Idea that Emma Wilson has had (see correspondence in) could be a good test scenario.
	<b><i>Halcombe Community Fund</i></b>	Fund will remain as a sub account until we hear otherwise from the HCT. The HCDG will not report on this account.	
5.0	<b>Community Communications</b>	<u>Halcombe Herald</u> – No update	
		<u>Facebook</u> – No update.	
		<u>Road signs</u> – A sign on the approach to the Stanway road railway crossing has broken off.	Higgins came out straight away.
		<u>Community Email</u> – No update.	
		<u>School</u> – Closes Wed 11 <sup>th</sup> Dec	
		<u>Playcentre</u> – Closes Wed 18 <sup>th</sup> Dec	
		<u>Halcombe Tavern</u> – A big thank you to Robbie and Sandra for allowing us to hold our meetings at the Tavern all year.	
		<u>Fire Brigade</u> – Nothing to report	
	<u>Welcome to Halcombe packs</u> – Jeannette and Rachel. To meet (one day!!) and get these done.	Suggestions of what to include. HCDG and HCT advert –incl joining email and FB group. Halcombe Herald Low-down of annual and biannual events (school gala, auction night etc...) Ladies Night advert Yoga advert Hall advert	

			Voucher – 1 <sup>st</sup> drink in the pub on HCDG? Phone book (once updated) Pub advert/sample menu Walkway/playground advert Clubs – PC, social netball etc...
6.0	Other items	Sadly, Cynthia Fraser has passed away. Find out what help Tom needs – make a list. Send a card then flowers in a little while. Card from ANZAC committee also.	Vicki to find out what is best that we do for the family.
		Condolences to MDC for the sudden loss of Willy Waitoa.	
		Flowers to be sent to Alison Short wishing a speedy recovery after her recent surgery.	
		AGM – set for February 3 <sup>rd</sup> 2020 7pm in hall. Bring a plate.	Inform community.
		George Kereama has retired from many years on the HCDG.	Make presentation at AGM? Gift – investigate.
		Cheese Making course? Find out cost \$\$ - Need 6 people or more. Book dates in Autumn/Winter. 1 session per month.	Agreed to find out more.
Meeting Closed			

### MDC ACTION SHEET SUMMARY

MDC Action point	Transaction #	MDC dept/ Where and who the next action sits with.	Minutes date
<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> <p><b>Nov 2019</b> – Estimate is that it will cost between \$7-\$10K! <b>Decision was to continue with the original plan with no plugs!</b></p>		Roading / Parks and Property.	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>Nov 2019</b> – Duncan (Rec Services) visited site with Rachel and marked out where the tables are to go. Rachel to supply a photo and dimensions to Duncan.</p> <p>Decision made to put this on ice until the cell phone tower location has been confirmed.</p>			
<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> <p><b>Nov 2019</b> – Please can we have an estimated time for beginning this from MDC - <b>Safer Journeys to School Programme – Matt Williams has confirmed that a crossing aid/point will be installed at the Stanway Road intersection on Halcombe Road. This work will be done in March if not sooner. Unfortunately, the cost of putting in an overpass or underpass makes this work not financially viable within the current funding streams.</b></p>	<p><b>Transaction #51656</b></p>	<p>Roading</p>	<p>April 2019*</p>
<p><b>Stanway Road/Halcombe Road drain: (For previous points relating to this Action see July 2019 minutes)</b></p> <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>Nov 2019</b> – THANK YOU to KiwiRail and Grant Stevenson for getting this drain cleared out and sorted.</p>		<p>Grant Stevenson - Roothing</p>	<p>April 2019*</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. Be on the look out for nice trees.</p>		<p>Carl Johnstone – Parks, Property &amp; Reserves.</p>	<p>April 2019*</p>
<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>	<p><b># 53787</b></p>		<p>July 2019</p>
<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>#53706</b></p>		<p>July 2019</p>

<p><b>Oct 2019</b> – The pothole was mechanically caused and temporarily filled, pending permanent repair, programmed for Sept 2019.</p>			
<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>	<p># 53239 DONE</p> <p># 53240</p>		<p>August 2019</p>
<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>		<p>James Adamson – Parks &amp; Property.</p>	<p>July 2019</p>
<p><b>No Dumping</b> – carpet had been left at the Monteith Street carpark. Council have removed this. Thank you If unwanted items continue to be dropped off in this carpark we will require an 'No Dumping' sign to be erected.</p>			

**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 meeting's financial report).

## 2018/2019

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

Funds spent and needing to be reimbursed have been received (\$527.85 + \$1500 already received for ANZAC Day). The rest has been accrued.

## 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	\$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	Halcombe Community Walkway – information signs and picnic area	\$17,000		<i>APPROVED 2020-21 budget.</i>
2	'CBD'/Cenotaph/Rec area development	\$8,200		<i>APPROVED 2021-22 budget</i>
3	Monteith Street Carpark to Halcombe School Walkway	\$18,521*		<i>DECLINED – NO FUNDS AT PRESENT</i>
4	Clean up storm water drains, in particular the Stanway Road/ Halcombe Road Drain	\$5,000*		<i>KIWIRAIL has agreed to clean drains. See Action plan.</i>

### 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. iis 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	\$9,022*		

	Playground/Tennis 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.