



*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 6<sup>th</sup> April 2020 7pm via Zoom

**Opening item** - *The Last Parade* by A.B.Patterson (*Banjo Patterson*) read by Vicki Powell.

**PRESENT:** Jeannette Henderson (Chair), Rachel Lane, Vicki Powell, Richard Bain, Maureen Lambert, Peter Beck, Alex Short, Annie O'Fee, Cr Stuart Campbell, Barb Davies.

### 1.1 Apologies Lauren Porten

(Moved: Vicki Seconded: Richard)

### 1.2 Correspondence

- Thanks sent to John Jones re: Monteith Street fence.
- Various emails and posts have been sent re: COVID-19 information.
- Community Challenge Posts and emails have been sent out.
- Janine Hawthorne – Joint Community Committee catch up...change of date, cancellation and then a new meeting was set up via Zoom Wed 8<sup>th</sup> April 11:30am.
- Manawatu Rural Support Trust – enquiring whether they need to contact anyone in the area during COVID-19 lockdown.
- MDC Bylaw review team – Reminder re: review of Council's Freedom Camping, Public Places and Stock Movement and Grazing Bylaws currently underway. Submissions close 5pm Thursday 23 April 2020.
- Kelly Isles MCDHB re: Strategy Refresh Forum re: re looking at the 10-year Strategy that strives to achieve 'Quality Living, Healthy Lives and Well Communities' by working together to ensure people, whānau and our communities are at the heart of everything we do.
- Matthew Mackay MDC Planner – asking for summary of feedback from March meeting.

#### Hall Correspondence:

- 13 March: Met with Brett and Chris from Christian fellowship group and finalised dates and fees. Since been put on hold due to COVID-19.
- 16 March: email to HCDG:
  - re closing hall to all groups as per Covid 19 requirements
  - requesting that Vicki has a key to the hall and becomes part of the hall sub group(?) along with Richard and myself.
- 21 March: Vicki met with Karen Pomana re: hiring the hall for her wedding late October. All going well they will use the hall.
- Letter from Genesis re: option to switch off the estimation and only get actual reads. Maureen called up to say yes to this option but was told by the call centre that there is no such option...!

(Moved: Vicki Seconded: Alex)

#### **Actions required from Correspondence**

- Rach to forward Bylaw info to community.

### 1.3 Confirmation of previous minutes:

*That the minutes from the previous meeting held on 2<sup>nd</sup> March 2020 be accepted as a true and correct record.*

(Moved: Vicki Seconded: Jeannette)	
<b>1.4 Matters Arising from 2<sup>nd</sup> March minutes:</b>	
Carolyn Redmayne and Doug Dean follow up after posting on FB and via email for information on their behalf (Rachel).	Not done – will need to roll to next month.
Feedback to MDC on general community thoughts on Rural, lifestyle and village subdivision following march meeting (Rachel)	Not done – will need to roll to next month.
CET Grant money to be moved to Hall refurb account (Rachel)	Done
HCT signatories to meet at the bank once account is set up and HCF is ready to be transferred. This remains a matter arising and will be done after lockdown.	Not done – will need to roll to next month.
Email of thanks send to John Jones re: Monteith Street fence being completed.	Done.
Solution for bar kick boards needs to be decided – paint colour or alternative material.	
Cenotaph lights still not completed (was scheduled to be by end of Feb 2020).	
Richie to follow up with slumping transaction number progress (#53240).	
Further information to be sent to Rachel re: ANZAC Day for loading onto FB and sending out via email. (Alex).	Alex has been made an Editor so can load info on FB direct. Rachel to do emails as needed.
Jeannette to contact Sue Jex re: locking in a date for cheese making.	This has been cancelled.
Further information to be sent to Rachel re: St Michaels & All Angels (Stanway Church) 125 <sup>th</sup> Jubilee for posting on FB and sending out via email. (Alex).	This has been postponed due to COVID-19 Lockdown.
Need to let Adam Wilson know re: whether we want a 25,000 litre water tank for the cemetery land.	Discussed and 25,000 is too big for what we need. Rachel to reply to Adam and cost up alternative solutions.
Daffodil bulbs need digging out by Feilding end welcome sign. (Barb)	Not done – will need to roll to next month.
Jeannette (HCT) to contact bank re: setting up a HCF account under the HCT.	Not done – will need to roll to next month.
Please review “Water Scheme” page on website – Contacts and committee member details may need updating.	Not done – will need to roll to next month.
Welcome packs: <ul style="list-style-type: none"> <li>• Alex to design and get done A6 flyer adverts for; Ladies Night, Yoga, Zumba, hall hire, Playcentre, Fire Brigade.</li> <li>• Jeannette to speak to Robbie &amp; Sandra re: pub vouchers.</li> <li>• Annie offered to champion updating the Red Phone Book.</li> <li>• Rachel to ask clubs if they want to include anything in the packs.</li> </ul>	Not done – will need to roll to next month.
Terms of Reference – Rachel to send these out to committee. Committee to send through any proposed changes and these be discussed and agreed on in April meeting.	Not done – will need to roll to next month.
Rachel to cost up a Weekend craft type seat (with a flower craved in??) or a railway sleeper seat – to have a plaque in memory of Cynthia.	
ANZAC Day – recognise Cynthia (ANZAC Day committee to discuss).	
Agreed to gift a garden sculpture. Rachel to check meaning f the ones in mind with Manuere. Confirm afternoon tea date at the April meeting.	
Halcombe events - Discuss champions at the April meeting.	

## 2.0 FINANCIAL BUSINESS

### 2.1 Financial Report

*That the Financial Report showing an overall total balance of \$31,158.29 as at 31st March 2020 be accepted.*  
**See attached Financial report for payments made in March.**

(Moved: Rachel. Seconded: Annie )

## **2.2 Invoices for approval**

MDC – Appliances CET Grant payback

(Moved: Rachel. Seconded: Maureen)

## **2.3 MDC Project Funding**

See reports at the end. No changes to the current reports – just putting picnic table slabs on hold until cell phone tower location is confirmed. Still waiting confirmation of 2020/2021 submission.

### **Actions required from Financial Business**

Maureen to be added as another signatory once Lockdown is over.

Stuart to chase up the response re: our 2020/21 submission requests.

Need to double check whether we have received all the invoices we need from MDC to pay them back the CET Grant funds.

## 3.0 COUNCIL REPORT

### **COVID-19**

This is the main focus for Council at the moment. The Emergency Operations Centre has been launched and community welfare is the main focus. Database has been set up identifying 70+ and/or immune compromised residents without family support. A team of runners have been established and they are delivering groceries and prescriptions. Council have asked that people get in contact if they require assistance.

As of 10am yesterday (5<sup>th</sup> April) there were 4 cases of COVID-19 in the Manawatu area. It is hoped that if the Government does a region-by-region let out of lockdown, that Manawatu will be one of the first. Thought however needs to be given to 'protecting the borders'.

The decision was made (pre-COVID-19) to not consult on the Annual Plan as nothing changed from the previous year however Council is looking at the economic impact and what this will mean for fees and development contributions (DCs) as this will affect budgets and may impact the Annual Plan. Some bigger infrastructure projects may need to be trimmed or deferred. AS 70% of most capital works projects get deferred anyway it is hoped the impact will be low.

Annual Plan needs to be adopted by 30<sup>th</sup> June 2020.

With regards to the region-wide economic impact it is hoped that the bounce-back will be relatively fast due to the heavy reliance on agriculture (as opposed to for example, tourism). The call is going out however to support those businesses that have been impacted by the crisis.

In 1918 the influenza epidemic lasted 2 months.

Central Government is providing some flexibility on how local government can operate e.g. allowing Councils to meet via Zoom.

### **Actions required from Council report:**

A reminder for people to put in pre-draft feedback on rural, lifestyle and village subdivision.

## 4.0 GENERAL BUSINESS

### **4.1 Focus #1 – Walkway and Domain (Vicki)**

The bark chips from the Campbells has been spread and looks great. The majority of plantings have survived the summer so that's great too.

The walkway is being used heaps at the moment as you can imagine and am pleased to say dog walkers are doing the right thing with their dog doo's!	
The park/playground is closed and as far as I've noticed people are staying away, well done everyone.	

<b>4.2 Focus #2 – Hall &amp; Hall kitchen/bar (Maureen)</b>	
Painted the foyer area of both bathrooms with old enamel paint left over from 2016. Concentrated on doors and windows. Have water based enamel of the same colour from kitchen and bar that will go some way to finishing.	
Sprayed weeds around outside of hall.	
Have investigated the slow leak from the header tank. Greg thinks he is able to fix it with some plumbers tape.	Richie said he will sort it.
After her meeting with Karen Pomana (re: wedding in Oct), Vicki has identified the need to have a register of chattels in the hall. I will attach this to the asset register, which lists furniture and our purchases from the CET grants.	
Other: FYI - I have attached a copy of Grant Joule's quote for lighting that was accepted for our CET grant. I was not sure of some of the detail last meeting when asked. Wayne Short delivered heaters, Grant Joule installed. Each heater has an attached switch to turn off. May need adjustment in the cold weather to orient them for most effective coverage.	
April hall bookings: <ul style="list-style-type: none"> <li>Have all been postponed until further notice.</li> </ul>	

<b>4.3 Focus #3 – Cenotaph &amp; Recreational Area (Rachel)</b>	
This has still not been completed. Chorus had however marked where their services go pre-lockdown.	

#### 4.3 Subprojects

<b><i>Roading (Richie)</i></b>	
Continued from last month; the road slump on Mt Biggs Halcombe road opposite Stewart St. intersection has not yet been properly repaired.	Richie to follow up.
Stewart st. verge drain needs some rocks placed in it to stop scouring, uphill from # 26. Godly street has a scouring issue too.	Richie to log jobs.
Metal needed on small section of Knorp St. (I'll get property # tomorrow on our walk).	Richie to log job.

<b><i>Community get-togethers</i></b>	
<p><u>ANZAC DAY</u> (Wayne/Richie). Wayne joined the meeting to update about ANZAC Day.</p> <p>The Committee met the evening before lockdown and have devised a fantastic solution for ANZAC Day commemorations this year. A video will be done for the service. The RSA are keen to promote it. We are wanting people to send in videos saying what ANZAC Day means to them and a montage will be made.</p>	

ANZAC Day wreath making challenge is scheduled. The sub-committee is looking at laying wreaths for the actual day but this will depend on lockdown status.	
<u>Auction</u> (Rachel) Auction will be around August/Sept this year as Pink Walk is not until November.	
<u>Lantern Festival</u> (Jeannette) Still going ahead.	
<u>Cheese Making Course</u> This has been cancelled. (Remove from next months agenda)	
<u>Halcombe Fun Run series</u> (Rachel) – On hold until the Monteith Street walkway extension is done.	

<b>Cemetery Land</b> (Darryle)	
Nothing to report this month.	

<b>IT communication – cell, landline, internet</b> (Rachel)	
Inspire fibre prep has got down Fergusson Road and partway down James Road.	

<b>Entrance/Welcome signs</b> (Richie)	
Waiting for bulbs to be removed so that stones can be placed around sign. Will paint sign posts and frame at same time.	

<b>Neighbourhood Support</b>	
Neighbourhood Support have been working with MDC and Civil Defence to support those in vulnerable positions during the COVID-19 lockdown. Stanway have got a strong NS group (80+ people) and they are regularly phoning people.	Rachel to do up a map to try and get central Halcombe better sorted with a Neighbourhood Support network.

<b>Civil Defence</b> (Alison)	
As for Neighbourhood Support. The Halcombe area plan is on hold until after COVID-19.	

<b>Power capacity in village</b>	
Nothing to report.	

<b>Christmas Lights</b>	
\$422.32 balance (Held in General Account) Richard has offered to champion this.	

<b>Rangitikei River Access</b> (Alex)	
	Alex to find out where RAL new consent is at.

<b>Recycling</b> (Richie)	
MDC have asked people to stop using recycling facility until lockdown is finished instead residents asked to store their recycling at home.	

#### 4.5 Other General Business

<b><i>Iwi Matters</i></b>	Nothing to report.	
<b><i>Sewerage</i></b>	Nothing to report.	
<b><i>Stormwater</i></b>	Nothing to report.	
<b><i>Water Scheme</i></b>	Nothing to report.	
<b><i>Halcombe Community Trust</i></b>	Nothing to report.	
<b><i>Halcombe Community Fund</i></b>	Nothing to report.	

#### 5.0 COMMUNITY COMMUNICATIONS

<p><b><i>Facebook</i></b> (Rachel &amp; Maureen) Like the email, FB is proving a great asset to have for communication means during the COVID-19 lockdown. Everyone is staying pretty positive.</p> <p>Alex has been added as an Editor to allow her to post ANZAC information and videos.</p>	
<p><b><i>Website</i></b> (Kirsten Otter) Website updated with COVID-19 info and links, using info from HCDG community emails and Facebook posts.</p>	
<p><b><i>Halcombe Herald</i></b> (Rachel) No Halcombe Herald is in the pipeline at this stage with a physical meeting of ANZAC Day not happening this year.</p>	
<p><b><i>Road Information signs</i></b> (Richie) No changes needed. Colin Hirst had Feilding Bird Show sign placed up in March as he does each year.</p>	
<p><b><i>Community Email</i></b> (Rachel) Like the FB page, the email is proving a great asset to have for communication means during the COVID-19 lockdown.</p>	
<p><b><i>School</i></b> The school was closed after school on Monday 23<sup>rd</sup> March due to COVID-19.</p>	
<p><b><i>Playcentre</i></b> (Vicki) The egg fundraising went well this term. Thanks to all that supported this fundraiser. The fundraiser will resume once the lockdown is over.</p>	
<p><b><i>Halcombe Tavern</i></b> Due to COVID-19 lockdown the Tavern was closed on the 23 March until further notice.</p>	
<p><b><i>Fire Brigade</i></b> (Paul Hughes) The team has been split to night and day shifts to minimise COVID-19 risk.</p>	
<p><b><i>Welcome to Halcombe packs</i></b> – Jeannette and Rachel. Still work in progress. Will be including the following:</p> <ul style="list-style-type: none"> <li>• Alex to design and get done A6 flyer adverts for; Ladies Night, Yoga, Zumba, hall hire, Playcentre, Fire Brigade.</li> <li>• Jeannette yet to speak to Robbie &amp; Sandra re: pub vouchers.</li> <li>• Annie will kick off updating the Red Phone Book whilst lockdown is on. She will ring all those currently listed in the book to check if they want to remain. Rachel to put out a note for new people who want to be added.</li> <li>• A new cover needs to be designed – Halcombe Challenge idea for the kids??</li> <li>• Rachel to ask clubs if they want to include anything in the packs.</li> <li>• Local businesses also need to be asked if they want to add flyers.</li> <li>• Neighbourhood Support information to be added too (once the loops/networks are established).</li> </ul>	<p>Alex – Flyers Annie – Phone book Rachel – Email/FB posts about new people for phone book, phone book cover design challenge, clubs, businesses and sort NS info.</p>

6.0 OTHER ITEMS

Cattle unfortunately got into the Stanway Cemetery and some headstones have been knocked over.	
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Meeting Closed: 8:44pm

**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! Decision was to continue with the original plan with no plugs!</p> <p><b>Feb 2020</b> – Janine H to follow up to see where things are at as progress has halted.</p> <p><b>Feb 2020</b> – Email received from Carl Johnstone/Grant Stevenson saying lights will be completed by end of Feb 2020.</p>		Roothing / 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> <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><b>Decision made to put this on ice until the cell phone tower location has been confirmed.</b></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>	Transaction #51656	Roothing	April 2019*

<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.</b> Unfortunately, the cost of putting in an overpass or underpass makes this work not financially viable within the current funding streams.</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># 53787</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>Oct 2019</b> – The pothole was mechanically caused and temporarily filled, pending permanent repair, programmed for Sept 2019.</p>	<p>#53706</p>		<p>July 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 # 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 more carpet please' 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).

## 2019/2020 **Current year that we are in.**

### 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*		
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>On hold until cell phone tower location is confirmed.</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. Working with John Jones MDC.</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.			<i>APPROVED</i>
2	Hall roof and flashing – full replacement.	\$30,000*		<i>Flashing has been replaced so will see how that goes.</i>

## 2020/2021 – Awaiting feedback from MDC following our submission.

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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*		

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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 Courts/ Public Toilets	\$9,022*		

	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.