

MINUTES of a meeting of the Huntly Community Board held in the Riverside Room, Civic Centre, Main Street, Huntly on **TUESDAY 21 AUGUST 2018** commencing at **6.00pm**.

Present:

Ms K Langlands (Chairperson)
Cr S Lynch
Cr F McNally
Ms K Bredenbeck
Mr R Farrar
Mrs D Lamb
Mrs S Stewart

Attending:

Ms V Jenkins (Human Resources Manager)
Mrs W Wright (Committee Secretary)
Mr G Bellamy (Safety Engineer – Roading)
Ms L van den Bemd (Community Development Advisor)
Mr J Scott (Youth Representative)
Miss P Comins (Youth Representative)
Mr A Carnell (Waikato Regional Council)
Ms S Marinkovich (Waikato Regional Council)
Sgt J Stapleford (NZ Police)
Ms J Beverland (Let's Get Together, Huntly)
Mr R Thurston
Members of the Public

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Ms Langlands/Mrs Lamb)

THAT an apology be received from **Mr C Rees**.

CARRIED on the voices

HCBI808/01

It was noted that His Worship the Mayor Mr AM Sanson was unable to attend this meeting.

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Ms Langlands/Cr Lynch)

THAT the agenda for a meeting of the Huntly Community Board held on **Tuesday 21 August 2018** be confirmed and all items therein be considered in **open meeting**;

AND THAT all reports be received;

AND FURTHER THAT in accordance with Standing Order 9.4 the order of business be changed with agenda item 5.8 [*Speed Limit Bylaw Changes 2018*] being considered after agenda item 5.4 [*Discretionary Fund Report to 10 August 2018*].

AND FURTHER THAT the youth representatives be given full speaking rights for the duration of the meeting.

CARRIED on the voices

HCBI808/02

DISCLOSURES OF INTEREST

Ms Bredenbeck and Mrs Stewart advised the Board that they will declare a non-financial conflict of interest in Agenda Item 5.5 [*Application for Funding – Let’s Get Together*].

CONFIRMATION OF MINUTES

Resolved: (Ms Langlands/Cr Lynch)

THAT the minutes of a meeting of the Huntly Community Board held on Tuesday 19 June 2018 be confirmed as a true and correct record of that meeting subject to the editing of Resolution No. HCBI806/05 (Huntly Memorial Hall Consultation Update and Next Steps) from:

THAT the Huntly Community Board endorses the outcome of the consultation, being - 74% of the community support the refurbishment of the Huntly Memorial Hall;

AND THAT the Huntly Community Board supports the approach to the project as follows: (outlined in 4.1 below)

Completion of minor works to the Hall – immediate

- ***treatment for mould. This will allow staff and contractors to safely enter the Hall to plan works. Care will still need to be taken when refurbishment work begins.***
- ***tree work. To clear foliage interfering with the roof to prevent further water ingress. Note a number of trees may need to be cleared for scaffold access when works begin.***
- ***fix roof leaks and clean out gutters.***

Planning and consultant work – July - September

- ***review of Seismic Assessment Report completed by Opus. To agree approach and timeframes with Council from a risk perspective, this will need to consider cost and practicalities.***

- **review of the asbestos report carried out in 2015 to ensure it is suitable for any demolition and refurbishment work required.**
- **engagement of a construction project manager/quantity surveyor to group the work required into work packages and prioritise based on safety, getting the Hall open and “future projects”. To provide material, labour and cost estimates for each package, this includes an indication of the specialist sign off required, for example, Licensed Building Practitioner number or Electrical Certificate of Compliance.**

Community project group engagement – July – September

- **to meet with Des Maskell and Tony Perkins (and other community group members to be confirmed by Councillors and the Board) to discuss results, approach and planning. To work with the Board to confirm the “community project group” that will be driving this work and responsible for the outcomes.**
- **to work alongside the construction project manager and the community project group to confirm how the group will contribute (whether this be in sourcing free/discounted materials, providing free/discounted labour and/or specialist skills, providing project management/construction management knowledge, providing an overall building professional to be responsible for the work).**
- **to work through the Zero Harm, Procurement and Legal requirements to allow the work to be completed.**
- **to work with the community project group to confirm how they may be structured and how the work will be delivered to Council. This will depend on the level of contribution that the community project group can provide and will progress as the project plan is developed. This is discussed further below.**

Community engagement and consultation – July - November

- **once the Board has confirmed they are comfortable with the approach some communications will be released to the community confirming the result of the consultation and advising of the high level approach. This will include an update of the planned immediate work so that the community is aware that contractors may be on site.**
- **where an additional targeted rate amount is needed to fund the refurbishment work formal consultation will be required. If this is needed a report will go through Council outlining the work required, priorities and funding required so that the consultation and proposed increase in targeted rate is approved by Council.**

At the end of this tranche of work we should have:

- **an agreed project plan (prioritising work based on cost and resourcing) with the view to get the Hall to a standard where it can be safely re-opened and used.**
- **an agreed structure through which we will work with the community group.**
- **an overall cost and funding plan, including the amount of additional targeted rate required (if any).**
- **an outcome from community consultation around the additional targeted rate (if required).**

to read:

THAT the Huntly Community Board endorses the outcome of the consultation, being - 74% of the submissions received in support the refurbishment of the Huntly Memorial Hall;

AND THAT the Huntly Community Board supports the approach to the project as follows: (outlined in 4.1 below)

Completion of minor works to the Hall – immediate

- **treatment for mould. This will allow staff and contractors to safely enter the Hall to plan works. Care will still need to be taken when refurbishment work begins.**
- **tree work. To clear foliage interfering with the roof to prevent further water ingress. Note a number of trees may need to be cleared for scaffold access when works begin.**
- **fix roof leak/s and clean out gutters.**

Planning and consultant work – July - September

- **review of Seismic Assessment Report completed by Opus. To agree approach and timeframes with Council from a risk perspective, this will need to consider cost and practicalities.**
- **review of the asbestos report carried out in 2015 to ensure it is suitable for any demolition and refurbishment work required.**
- **engagement of a construction project manager/quantity surveyor to group the work required into work packages and prioritise based on safety, getting the Hall open and “future projects”. To provide material, labour and cost estimates for each package, this includes an indication of the specialist sign off required, for example, Licensed Building Practitioner number or Electrical Certificate of Compliance.**

Community project group engagement – July – September

- **to meet with Des Maskell and Tony Perkins (and other community group members to be confirmed by Councillors and the Board) to discuss results, approach and planning. To work with the Board to confirm the “community project group” that will be driving this work and responsible for the outcomes.**
- **to work alongside the construction project manager and the community project group to confirm how the group will contribute (whether this be in sourcing free/discounted materials, providing free/discounted labour and/or specialist skills, providing project management/construction management knowledge, providing an overall building professional to be responsible for the work).**
- **to work through the Zero Harm, Procurement and Legal requirements to allow the work to be completed.**

- to work with the community project group to confirm how they may be structured and how the work will be delivered to Council. This will depend on the level of contribution that the community project group can provide and will progress as the project plan is developed. This is discussed further below.

Community engagement and consultation – July - November

- once the Board has confirmed they are comfortable with the approach some communications will be released to the community confirming the result of the consultation and advising of the high level approach. This will include an update of the planned immediate work so that the community is aware that contractors may be on site.
- where an additional targeted rate amount is needed to fund the refurbishment work formal consultation will be required. If this is needed a report will go through Council outlining the work required, priorities and funding required so that the consultation and proposed increase in targeted rate is approved by Council.

At the end of this tranche of work we should have:

- an agreed project plan (prioritising work based on cost and resourcing) with the view to get the Hall to a standard where it can be safely re-opened and used.
- an agreed structure through which we will work with the community group.
- an overall cost and funding plan, including the amount of additional targeted rate required (if any).
- an outcome from community consultation around the additional targeted rate (if required).

CARRIED on the voices

HCBI808/03

REPORTS

NZ Police Report
Agenda Item 5.1

Sergeant Stapleford gave a verbal report on current issues in Huntly and answered questions from the Board.

SHI Revocation Huntly Concept Plan
Agenda Item 5.2

The report was received [*HCBI808/02 refers*].

Northern Connector Bus Service Update
Agenda Item 5.3

Tabled Items: Handouts

The report was received [*HCB1808/02 refers*] and discussion was held. Ms Marinkovich and Mr Carnell answered questions from the Board.

Discretionary Fund Report to 10 August 2018
Agenda Item 5.4

The report was received [*HCB1808/02 refers*] and discussion was held.

Resolved: (Cr Lynch/Ms Stewart)

THAT the Huntly Community Board approves the amount of \$500 for catering expenses to be spent from the discretionary fund towards the cost of hosting afternoon tea meetings with local sporting groups on 22 and 29 August;

AND THAT the Chair be reimbursed \$150 spent on a thank-you gift for Robin Thurston;

AND FURTHER THAT a commitment be approved for a Secret Garden Project in the amount of \$1,000;

AND FURTHER that a commitment be approved for community flags in the amount of \$2,700;

AND FURTHER THAT a commitment be approved for plastic organiser bins in the amount of \$75.

CARRIED on the voices

HCBI808/04

Speed Limit Bylaw Changes 2018
Agenda Item 5.8

The report was received [*HCB1808/02 refers*] and discussion was held. The Road Safety Engineer highlighted key issues and answered questions from the Board.

Application for Funding – Let's Get Together
Agenda Item 5.5

The report was received [*HCB1808/02 refers*]. The Community Development Advisor answered questions from the Board.

Resolved: (Mr Farrar/Cr McNally)

THAT an allocation of \$1,625.00 made to Let's Get Together towards the cost of the Huntly Wearable Arts Show 2018.

CARRIED on the voices

HCBI808/05

Revised Discretionary Grants Policy
Agenda Item 5.6

The report was received [*HCBI808/02 refers*] and discussion was held.

Resolved: (Mrs Lamb/Ms Bredenbeck)

THAT the Huntly Community Board applies the revised Discretionary Grants Policy with immediate effect.

CARRIED on the voices

HCBI808/06

Removal and Control of Graffiti in Huntly
Agenda Item 5.7

The report was received [*HCBI808/02 refers*] and discussion was held.

Resolved: (Ms Langlands/Mrs Lamb)

THAT staff will contact CityCare to look at removing graffiti from Huntly in the high profile areas;

AND THAT the Huntly Community Board consider its options for the removal and control of graffiti in Huntly.

CARRIED on the voices

HCBI808/07

Elected Representatives for the North Waikato Care of the Aged Trust Board Inc
Agenda Item 5.9

The report was received [*HCBI808/02 refers*] and discussion was held.

Resolved: (Cr Lynch/Ms Bredenbeck)

THAT Ms Langlands will replace Mrs Lamb as representative (who is stepping down) and that Mrs Stewart will remain as representative of the Huntly Community Board on the North Waikato Care of the Aged Trust Board Inc for a term of two (2) years commencing 01 December 2018.

CARRIED on the voices

HCBI808/08

Huntly Community Plan Update
Agenda Item 5.10

The report was received [*HCBI808/02 refers*] and discussion was held.

