



*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 6th July 2020 7pm @ Halcombe Hall

Opening item – Thank you

PRESENT: Jeannette Henderson (Chair), Vicki Powell, Richard Bain, Barb Davies, Stuart Campbell, Alex Short, Peter Beck

1.1 Apologies: Maureen Lambert, Rachel Lane, Annie O'Fee

(Moved: Vicki Powell Seconded: Richard Bain)

1.2 Correspondence

- Rebecca Bell – Strategy Manager MDC re: extension to submission date for Stock Grazing and stock movement bylaw and Stock underpass policy (until 18th June) and 10 Year Plan online process (needs to be submitted by 31st July).
- Thank you from Mathew Bayliss MDC re: Walking & Cycling Strategy feedback presentation.
- James Adamson MDC re: coming out to our community to have a korero about how things are going and discuss any potential projects that you are looking at or would like some guidance on and also information on #Prideinourland initiative.
- Mayor Helen re: #Prideinourland initiative and MPI Rural Support initiatives.
- Stacey Hulena re: Feilding Moa fundraising idea.
- Matthew Mackay MDC re: booking another time to come and speak to the community re: draft proposal on Rural, lifestyle and village subdivision following March meeting (need to have thoughts on draft back to MDC by 8th July).
- Lantern Festival RSVPs.
- Rural Connectivity Group re: update on where the cell phone tower progress is at.
- Carl Johnstone re: Regional Growth Fund application for hall.
- Emails to Kirsten Otter re: championing the info boards for the walkway.
- Janine Hawthorne re: update on what funds we have available.

Hall Correspondence:

- Mark Evans: Bookings for Moa Harrier: 8 August, 19 September, 3 October
- James Adamson MDC in reply to leak in storeroom; also setting up meeting to assess hall needs with Alex (MDC) and Trev (plumber)
- Re Provincial Growth Fund opportunity for funding through MDC: Carl Johnston, James Adamson (MDC), Peter Rankin Metalcraft (quote for roof replacement), Grant Joule, Central House Movers.
- Keryn Paekau Bike Manawatu Booking Sunday 5th July form and payment
- Maria Barnes possibility of hall hire
- Ana Jacobs re hall hire: booking form and payment

(Moved: Barb Davis Seconded: Peter Beck)

Actions required from Correspondence

- 10 Year Plan online process (requests need to be submitted by 31st July).
- Rural, lifestyle and village subdivision draft proposal thoughts back to MDC by 8th July.

1.3 Confirmation of previous minutes:

That the minutes from the previous meeting held on 1st June 2020 be accepted as a true and correct record.

(Moved: Vicki Powell Seconded: Jeannette Henderson)

1.4 Matters Arising from 1st June 2020 minutes:

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| Carolyn Redmayne and Doug Dean follow up after posting on FB and via email for information on their behalf (Rachel). | Not done again. |
| 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. | Next HCT meeting is set for 22 July where this will be discussed |
| Solution for Hall bar kick boards needs to be decided – paint colour or alternative material. | Unanimously agreed to use an alternative material for under both bars. Prefer wood |
| Richie to follow up with slumping transaction number progress (#53240) and log jobs for other two issues (26 Godly Street and 105 Knorp St). | |
| Rachel to do up a budget for a running water solution for Cemetery Land. | Budget was approved via email and the gear has been purchased. Working-bee was postponed due to the tractor breaking down and then the ute getting stuck! New working bee date – Oct/Nov |
| Welcome packs: <ul style="list-style-type: none"> • Alex to design and get done A6 flyer adverts for; Ladies Night, Yoga, Zumba, hall hire, Playcentre, Fire Brigade. • Jeannette to speak to Robbie & Sandra re: pub vouchers. • Annie offered to champion updating the Red Phone Book. • Rachel to ask clubs if they want to include anything in the packs. | See notes below. Annie draft a letter re Reb Phone Book, this was circulated to the committee for feedback. |
| 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 May meeting. | Rachel just needs to send to Kirsten for webpage to be updated. |
| Rachel to cost up a Weekend craft type seat (with a flower carved in??) or a railway sleeper seat – to have a plaque in memory of Cynthia. | \$705 has been contributed. Brazen have made the seat. |
| Agreed to gift a garden sculpture. Rachel to check meaning of the ones in mind with Manuere. Need to confirm afternoon tea date once pandemic levels relax. | Rachel still to do. |
| Rachel to do up a map to try and get a more co-ordinated Neighbourhood Support network going in Halcombe. | Rachel still to do. |
| Add Maureen as a signatory for HCDG accounts. | Letter received from BNZ – we need to organise a time for all to go meet at BNZ to sign documents. Jeannette to arrange |
| 10 Year plan engagement – our requests and feedback on ‘top topics’ need to get underway. | See notes in Council Business section |
| Next step for Halcombe’s Walking & Cycling strategy. | Rachel has contacted Paul Jukes (Local earth works/Dingo business) re: catching up to discuss walkay plans. Rachel has also looked into the regional growth fund and there is potential that we could apply for funding for walkways. |
| Jeannette to follow up where Cenotaph lights are at. | Done and look awesome – thank you MDC |

2.0 FINANCIAL BUSINESS

2.1 Financial Report

That the Financial Report showing an overall total balance of **\$21,570.92** as at 30th June 2020 be accepted.
See attached Financial report for payments made and received in June.

(Moved: Jeannette Henderson Seconded: Richard Bain)

2.2 Invoices for approval

Vicki – Wet & Forget – Vicki to send in invoice to Rachel for payment

(Moved: N/A Seconded: N/A)

2.3 MDC Project Funding

We currently have the following sitting with MDC:

- Community Committee Project Funding \$4,967.22
(ANZAC Day (\$500); Community Communications (\$500); Community Events (\$1,000); Walkway (\$500); concrete for picnic tables).
- Community Planning Fund 2019/20 Cenotaph Lights. This was originally budgeted for \$11,000.00 but will cost \$5,510.00 leaving a surplus in the community planning fund of \$5,490.00 from this project. **Do we want to re-allocate this to getting the Monteith Street Walkway done?** Unanimously agreed
- Community Planning Fund 2020/21 \$17,000 for information signs and picnic area. YES
- Community Planning Fund 2021/22 \$8,200 for the CBD/Cenotaph/Recreational Area Development.

Note from Janine: We are aware that priorities do change particularly in the year of a triennium. Should the Halcombe Community Development Group now wish to change its project priorities that are noted above then I will need for you to please let me know as soon as possible so that I can amend the project schedule as carrying forward unspent funding from 2019/20 into the 2020/21 financial year still needs to be approved. **Do we want to re-gig anything else?** No – Priorities are Monteith Street walkway link and Picnic Tables set into concrete pads.

Actions required from Financial Business

- Rachel to do a Year End report for next meeting.
- Rachel to reply to J re: unspent funds.

3.0 COUNCIL BUSINESS

Current Consultation Underway:

District Plan Review Draft proposals for Rural, Residential and village areas.

<https://www.mdc.govt.nz/Contact-Us/Have-Your-Say/District-Plan-Review-Draft-Proposals-Rural-Residential-and-Village-Areas>

This is about the District Plan. That's the plan that says what activity and development can happen on land. The District Plan does this by categorising land into different zones. It then sets standards for subdivision, buildings, activities, noise, etc.

We are currently reviewing parts of the Manawatū District Plan relating to the Residential, Village and Rural Zones.

This is an early opportunity for you to be involved in shaping the district. There will be additional opportunities over the next year.

Closing Date feedback on the draft proposals: 5pm, Wednesday 8th July.

10 Year Plan 2021-31

5 “big issues”

- The future of the Feilding CBD, particularly in relation to our earthquake prone buildings
- The housing shortage in the district – particularly rental properties and entry-level homes, as well as social housing options
- Climate change adaptation planning
- Our approach to sealing rural gravel roads
- Investing in our community facilities to ensure they are fit for the future needs of the District.

Rachel to send out the link to the Community so they can read the info on the ‘Big 5’ and vote on the polls being run. <https://www.mdc.govt.nz/Documents/Plans/Manawat%C5%AB-District-10-Year-Plan-2021-2031>

NOTE FOR CR CAMPBELL to feed back – trying to find where to go on the website to find the 10 Year Plan page is really hard.... You have to go to Documents>Plans> and then you see the link there. It should be under Have Your Say like all other consultation. Stuart Campbell noted this requested and will action at MDC to make it more visible on the website

10 Year Plan Funding applications

You will remember that Council has brought its community funding application process forward so that requests can be considered during the budget setting process rather than as submissions during formal consultation (which happens very late in the planning process).

We are transitioning to an online application system, which will streamline the process for you and us. We are currently in the final stages of getting that set up and will soon be calling for applications from Community Committees and Community Groups. Applications will need to be in by the beginning of September so now’s the time to start preparing your application info. We will let you know when applications open.

The online application form is now open. Rachel would like to propose that walkways be our main thing that we ask for funding for. Is there anything else?? Agree to Rachel’s proposal above, plus, tar seal on Kimber Street and to Continue the fence line from the Playground to the Levin Street carpark as they is still a large ditch exposed.

Council Report: Stuart Campbell

Stuart reported on the 5 big issues that require feedback on – please give feedback by 8th July

- On the ‘Climate Change’ item we asked about the proposed ‘Recycling Processing Centre’ that was mentioned a couple of years ago? This proposal is **STUCK** in Resource Consent.
- Bylaw review – Stock Movement extension – 18 submissions to be presented
- Community Fund of \$1000 to organise a community get together
- Library \$5m in the budget – needs consultation to proceed
- Council Building Improvements – Civil Defence Centre – needs roof replaced/air-con/more office space.

4.0 GENERAL BUSINESS

4.1 Focus #1 – Walkway and Domain (Vicki)

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| Replacing the trees lost last year – Banksia, Bottle Brush. Vicki was going to speak to Donna Hughes re: options from Mauway Nursery?? | Vicki has purchased the trees. \$7 each could get a discount on 21. |
| Do we need a working bee for planting the new trees? | No Vicki proposes that when we are ready to plant we just send out notification for people to come down and help. |
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4.2 Focus #2 – Hall & Hall kitchen/bar (Maureen)

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| Decision to be made tonight re: wood vs paint in front of the bar and servery. | Wood has been agreed upon |
| Discussions with people: | |

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| <ul style="list-style-type: none"> • Removal of ANZAC decorations and gear from stage, removal of old fridge and oven (Richard and Wayne) • Tuesday 2 Meeting with James, Alex and Trev (as above) See attached document for outcomes. • Friday 26 Grant Joule – discussed electrical work outstanding for November CET grant. This will be completed soon. • Saturday 27 Met with Maria Barton re possibility of hall booking for daughter’s 21st. This has raised questions about community use for (16th, 18th, 21st type) birthday parties and terms of hire. <p>The committee has been sent an email asking for their position on this one off event.</p> <p><i>My feelings are that the hall is a community hall and as such should be available for community use, including family birthday and engagement parties, weddings and other gatherings - with the proviso that we have clear guidelines to ensure safe use. Similarly, if there are any questions around the application requesting hire of the hall, supervision of the gathering, or any other concerns then we would not proceed with the hire. This does not extend to people outside the community, unless they have links and a community member is vouching for safe use.</i></p> | <p>Done</p> <p>Vicki mentioned that you need to be 20 years old to obtain a licence to sell alcohol</p> <p>Agree to increase the bond for 16th & 18th parties if we allow them.</p> <p>Agree for community use.</p> |
| <p>Maureen is proposing we re-look at the terms of hire and have attached a document with highlighted changes and areas of ambiguity (for me) for discussion at the August meeting.</p> | <p>Agree to review at Aug meeting</p> |
| <p>Maureen would also like to have a one page document on alcohol regulations pertaining to the hall.</p> | <p>Agree</p> |
| <p>2 June re meeting report of damage to lights at hall – I checked on outside lights at hall. Nothing was amiss. However, the outside light at the main entrance does not have a glass cover, and the side door one is cracked. They have been like this since forever. I have not been able to source them - if anyone knows where to obtain these this would be helpful.</p> | <p>Would there be any parts available from the decommissioned halls eg Ohakea.</p> <p>Vicki to check out the Rusty Nail in PN.</p> <p>Fire exit door on Dairy side needs upgrading.</p> <p>Wormold to change battery – done</p> <p>Change lock on stairs leading to projector room - Done</p> |
| <p>17 July Trev (plumber) fixed water tank leak and put silicone around nails in roof (main hall and storeroom).</p> | <p>This has not leaked since</p> |
| <p>Painting in toilets ongoing with just window and trim in urinal stall, and high window in ladies toilet to complete.</p> | <p>Well done</p> |
| <p>Actual use in June</p> <ul style="list-style-type: none"> • Tuesdays Yoga 6.30 -7.30 • Tuesday 9th Fire brigade training exercise in kitchen/supper room • Sunday 21 & 28 Gospel Group 3.30 – 5.00 • Thursday 25 7.00pm MDC policy planning (Matt) • Friday 26 5.00-8.00 Teddy Bears Picnic | |
| <p>Bookings for July</p> <ul style="list-style-type: none"> • Sunday 5th Bike Manawatu 9.00 – 3.30pm • Sunday 5, 12, 19, 26 Gospel Group 3.30 – 5.00 • Tuesdays yoga 6.30 – 7.30 Holidays? • Sunday 12 Ana Jacobs birthday party 8.30 – 3.00 • Wednesday 8, 10.00 – 4.00, Saturday 11, 12.00-4.00, Saturday 18, 2.00 – 9.00 Lantern festival | |
| <p>The committee would like to thank Maureen for all her hard work on the hall. She has transformed it into a bright, modern space that is getting a lot of usage.</p> | |

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| 4.3 Focus #3 – Cenotaph & Recreational Area (Rachel) | |
| Cenotaph lights look good at night. They are linked to the street light circuit. Thank you MDC. | |
| Rachel confirmed with Carl that Horse Chestnuts to match the 3 rd tree are to be planted as agreed in June meeting. | The trees have been planted – thank you MDC |

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| 4.4 Focus #4 – Connectivity (Rachel) | |
| 9am Thursday 18 th June, presented to MDC on our Walking and Cycling strategy submission. | |
| Monteith Street – John Jones said to wait for the new financial year. | |
| Next step (regardless of MDC outcome) is to put together a plan for how to do it (ideas of funding streams etc... and what to ask Council, HCF etc... for). Then put it out to the community to review. As discussed in the May meeting, where there is a bottleneck could private land be utilised as has been done in other areas (e.g. Hiwinui). | Rachel still to do. |

4.3 Subprojects

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| <i>Roading (Richie)</i> | |
| Continued from last month; the road slump on Mt Biggs Halcombe road opposite Stewart St. intersection has not yet been properly repaired. | |
| Metal needed on small section of Knorp St. around #102. | |
| Metal roads around the village have been graded and have come up really muddy. | Roading: Please can a survey be done on all the metal roads to check gravel levels and water table. |

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| <i>Community get-togethers</i> | |
| <i>ANZAC DAY</i> (Wayne/Richie) Invoice from Rob received and paid. | |
| <i>Post-Lockdown get-together</i> (Barb) Teddys Bear picnic – Fantastic evening. Thanks to Barb for championing this! Rachel paid Magician \$170 cash and has been reimbursed. Lockdown challenges to be awarded via Facebook and email. | Rachel still to do FB challenges. Well done to Barb for organising such a fantastic event. Everyone enjoyed the picnic and the magician. |
| <i>Lantern Festival</i> (Jeannette) Suggested Saturday 18 th July for the date. Note to go out asking for assistance from the wider community for the likes of helping prior and at the workshops, soup makers, helping heat food, collecting braziers etc... Food/drink wise – BBQ food, mulled wine, soup, hot black currant (for the kids), marshmallows (paper cups!) | Workshops on Wednesday 8 th and Sat 11 th July. Jeannette to purchase all materials and food and claim from the MDC Community Fund. |
| <i>Auction</i> (Rachel) No update – No Auction this year. | |
| <i>Halcombe Fun Run series</i> (Rachel) – On hold until the Monteith Street walkway extension is done. | |

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| <i>Cemetery Land</i> (Darryle) | |
| Ewes have been vaccinated and belly crutched. Lambing has begun. | |
| Need to re-set a date for doing the water system and load out. | Next dryish weekend – end of spring. |

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| IT communication – cell, landline, internet (Rachel) | |
| A lease is almost in place with the property owner. It will be situated close to the road (2 nd Poplar tree in kind of thing. Poplars are going to be removed). Will stick out a bit like a sore thumb ☹️ but we guess people will get used to it. Once lease is in place letters will be sent out to nearby residents and RCG have said they will have something formal for us to send out to the community 6 th Aug meeting. | This is good news. We can get the picnic table cement pads put down. |

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| Entrance/Welcome signs (Richie) | |
| 1 coat of paint done on signpost, 2nd coat to be done as soon as I'm able. | |

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| Neighbourhood Support (Rachel) | |
| Rachel is yet to do up a map to try and get a more co-ordinated Neighbourhood Support network going in Halcombe. | |

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| Civil Defence (Alison) | |
| No update. | |

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| Power capacity in village | |
| We may have a lead on someone who can assist with this matter. | Rachel yet follow up. |

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| Christmas Lights (Richie) | |
| \$422.32 balance (Held in General Account) Nothing to report. | |

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| Rangitikei River Access (Alex) | |
| No update. | |

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| Recycling (Richie) | |
| Nothing to report. | |

4.5 Other General Business

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| Iwi Matters | - | |
| Sewerage | - | |
| Stormwater | - | |
| Water Scheme | SHRWS are still waiting to meet with the Council re: a proposal sent through to MDC. | |
| Halcombe Community Trust | The Halcombe Community Trust, through its Funding Panel, has been in discussion with the Halcombe Playcentre about providing funding assistance. Alison Short is the person liaising with the Playcentre and Alison met with Liz last week (w/c 22 June) to look at their project-(Carpentry centre and small storage shed). Playcentre is exploring another funding option as well and we will know more by the | |

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| | <p>end of July. Alison explained that she won't be on the decision-making panel as she is the patron of Halcombe Playcentre but can get the application moving. Another HCT Trustee will join the Panel to assess the application if one is submitted.</p> <p>HCT Funding Panel is reviewing its communication approach to stimulate community interest in applying for fund.</p> <p>A few of the current HCT Trustees will be stepping down at the next AGM to be held on 3 Sept 2020. This opens up some exciting opportunities for community members to join the Halcombe Community Trust. The Trust is keen to hear from any community members who may be interested in joining the team. Information on the Halcombe Community Trust is available through our Secretary Geraldine Managh at secretary@hct.org.nz.</p> | |
| Halcombe Community Fund | <p>As above.</p> <p>Still with HCDG as the HCT hasn't been able to meet and sort out setting up an account.</p> | |

5.0 COMMUNITY COMMUNICATIONS

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| <p><u>Facebook</u> (Rachel & Maureen) Nothing to report.</p> | |
| <p><u>Website</u> (Kirsten Otter) Update - the new Business Directory of the website is now done - http://www.halcombcommunity.co.nz/business-directory.html</p> | Thank you Kirstin |
| <p><u>Halcombe Herald</u> (Rachel) No Halcombe Herald is in the pipeline.</p> | |
| <p><u>Road Information signs</u> (Richie) No changes needed.</p> | |
| <p><u>Community Email</u> (Rachel) Nothing to report.</p> | |
| <p><u>School</u> Nothing to report.</p> | |
| <p><u>Playcentre</u> (Vicki) xxxx</p> | |
| <p><u>Halcombe Tavern</u> Nothing to report.</p> | |
| <p><u>Fire Brigade</u> (Paul Hughes) No report.</p> | |

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| <p><u>Welcome to Halcombe packs</u> – Jeannette and Rachel. Still work in progress.</p> <ul style="list-style-type: none"> • Alex has started the flyers. Not yet finished but will resume the flyer later this week. • Jeannette spoke to Robbie and he was going to discuss with Sandra and get back to us. • Annie – Draft a letter (to go out via RD9) detailing that we are going to update the phone book and if anyone wants to be included to send in their details. Calls will also be made to everyone currently in the book to see if they would like to remain in there. Letter to be sent to the committee first and Rach to put a note on FB and email out. • Sell advertising for a certain number of advertisers as per the last book to help with printing costs. Discussed doing it just as a pdf but decided the physical red book is what people like best. • Business directory – see website action. | <p>Annie has produced a draft letter to go to the community re the Red Phone Book. This has been circulated to the HCDG for feedback</p> |
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6.0 OTHER ITEMS

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| <p>Tennis Court moss – Vicki has sprayed this out with Wet & Forget (Vicki needs reimbursement) Vicki still hasn't heard back from Council about the pine trees at the back of the courts.</p> | <p>Vicki to submit invoice for the product. Just waiting to see if it has worked. Stuart Campbell will chase up on the pine trees behind the tennis court as they are causing a hazard.</p> |
| <p>Jeannette proposed that HCDG purchase a mic & speaker set for the hall because it is so difficult to hear because of the acoustics.</p> | <p>Jeannette to get a quote from Fauldings.</p> |
| <p>Land Use – can a section be used for motorcycle dirt track in a residential area? Knorpe Street on the right – Crowd of people no mufflers/ Noise control Other residential properties – do they have a licence for business use?</p> | <p>Jeannette to contact council</p> |

Meeting Closed: 9pm

MDC ACTION SHEET SUMMARY

| MDC Action point | Transaction # | MDC dept/ Where and who the next action sits with. | Minutes date |
|---|--------------------|---|-----------------|
| <p>Cenotaph lights: (For previous points relating to this Action see April 2019 minutes and July 2019 minutes)</p> <p>August 2019 – Work is underway. MDC to supply quote for plug to be installed on Cenotaph and HCDG to decide if we want it.</p> <p>Nov 2019 – Estimate is that it will cost between \$7-\$10K! Decision was to continue with the original plan with no plugs!</p> <p>Feb 2020 – Janine H to follow up to see where things are at as progress has halted.</p> <p>Feb 2020 – 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>CBD/Rec Area and Walkway Plans: (For previous points relating to this Action see April 2020 minutes)</p> <p>Decision made to put this on ice until the cell phone tower location has been confirmed.</p> | | Janine Hawthorn | April 2019* |
| <p>An underpass/overpass option for Halcombe Road: (For previous points relating to this Action see July 2019 minutes)</p> <p>30/07/19 – Confirmation received that this has been added to the Safer Journeys to Schools program.</p> <p>Nov 2019 – Please can we have an estimated time for beginning this from MDC - 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 2020 if not sooner.</p> | Transaction #51656 | Roothing | April 2019* |
| <p>Stanway Road/Domain entrance trees: (For previous points relating to this Action see July 2019 minutes)</p> <p>August 2019 – 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>Oct 2019 – Will wait until next year. Be on the look out for nice trees.</p> | | Carl Johnstone – Parks, Property & Reserves. | April 2019* |
| <p>Willoughby Street Flood Gates:</p> <p>July 2019 – MDC to contact owners to clean off flood gate blocking stormwater.</p> | # 53787 | | July 2019 |

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| August 2019 – Shane to follow up to see if this is Horizons responsibility. | | | |
| Mt Biggs Road pothole between 334 and 357 Mt Biggs Road: August 2019 – This has been patched extremely poorly so needs doing again. New transaction number has been issued. Oct 2019 – The pothole was mechanically caused and temporarily filled, pending permanent repair, programmed for Sept 2019. | #53706 | | July 2019 |
| Subsidence on Mt Biggs road: August 2019 – Patching has been done in 1 area but not the other. | # 53239 DONE # 53240 | | August 2019 |
| Hall matters: July 2019 – 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. Oct 2019 – James Adamson will organise a follow up meeting on site with Rec Services and plumber to look into fixes | | James Adamson – Parks & Property. | July 2019 |
| No Dumping – 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. | | | |

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.