



CENTRAL COMMUNITY PANEL

5 February 2019

Order Paper for the meeting to be held in the
Turakirae Meeting Room, Ground Floor, 30 Laings Road, Lower Hutt,
on:

Monday 11 February 2019 commencing at 6.30pm

Membership

Jo Clendon (Chair)

Alex Bengree

Prabha Ravi

Deputy Mayor D Bassett

Chris Hay

Cr S Edwards

For the dates and times of Council Meetings please visit www.huttcity.govt.nz

Central, Eastern, Northern and Western Community Panels Delegations, Guidelines and Criteria

Membership: 7

5 community representatives and 2 Ward Councillors

Quorum: 4 (to include one Ward Councillor)
Meeting Cycle: When required
Reports to: Community Services Committee (yearly)

This document records the delegation of Council functions, responsibilities, duties and powers to Community Panels ('the Panels'). The delegations are expressed in general terms. The delegations shall be exercised with proper regard for the Council's strategic direction, policies, plans and Standing Orders.

Note: Community Panels are a new concept for Hutt City. Council has deliberately kept the guidelines and rules broad and at a high level. Panels are encouraged to help shape themselves and evolve in order to best meet their key responsibilities.

PURPOSE:

The Panels were established by Council at its meeting held on 23 May 2017. The purpose of the Panels is outlined in the general functions listed below. The role of the Panels is to represent and act as an advocate for the interests of their communities.

GENERAL FUNCTIONS:

- **Representation** – discuss, debate and provide feedback to Council on all important local issues, city wide matters of significance, Annual Plans and policy setting.
- Allocate and manage a **Local Community Projects Fund**.
- Allocate and manage the local **Community Engagement Fund for the Central, Eastern, Northern and Western Wards** to assist and support local community events and initiatives.

GUIDELINES AND CRITERIA FOR LOCAL COMMUNITY PROJECTS FUNDS:

- To be used to fund one or more local community projects per triennium.
- Projects are to develop community assets that are not able to be funded in Council's Long Term Plan and/or Annual Plan.
- Community assets include, but are not limited to, playgrounds, street furniture, public art, tree planting, lighting, safety improvements, way finding, signage, improvements to existing public places and facilities. These community assets should be in public spaces.
- The development of new assets needs to be in accordance with Council strategies, policies and plans.

- Where on-going maintenance and or other costs are required after completion, these need to be provided for. This may be by way of formal agreement with the relevant division of Council.
- Approval of spending must be by resolution of the Panels.
- A report must be submitted, at the end of each financial year, to the Community Services Committee, detailing expenditure over the year.

CRITERIA FOR THE PANELS TO MANAGE THE LOCAL COMMUNITY PROJECTS FUND:

- See attached Appendix 1 for the internal process that must be followed to ensure appropriate officers receive information on projects and can provide feedback.
- Projects must be supported by officers if there are on-going maintenance or other costs post completion.
- Each Panel will agree and determine a process for determining how projects will be identified and how funding decisions will be made.

CRITERIA FOR THE PANELS TO MANAGE THE COMMUNITY ENGAGEMENT FUND

- The fund is for local activities and events that directly benefit the communities concerned.
- To be eligible for funding the organisation must be a charitable trust or an incorporated society and the activity must take place within the Hutt.
- Panels may choose to allocate the entire fund in one funding round or they can have two funding rounds per annum. An appropriate assessment sheet is used by members when determining which organisation(s) should receive funding.
- The funds can be used towards the hireage of equipment, advertising costs, purchasing food for a specific event. Operational costs cannot be applied for.
- Organisations that are granted funding are responsible for completing an accountability form to report on the funds spent.
- Council's Community Funding Advisor is available to support and assist community groups when making applications through the Council's online grants system.

STANDING ORDERS:

The Hutt City Council's Standing Orders apply, subject to the provisions for meeting quorum and decision making as set out in these delegations.

INFORMAL MEETINGS AND ADMINISTRATION:

- Where funding decisions are not being made, the Panels are encouraged to meet informally.

- Council's Secretariat Services Division will support each Panel by way of formal meeting administration, co-ordination and governance advice.
- A senior member of Council's Community Services Division will support each Panel.

CHAIRS

Chairs will be recommended to Council at the beginning of the triennium, for a 12 month period. At which point, the Panel will elect its Chair for the remaining term. It is preferred that Ward Councillors are not Chairs, although this is possible should no other panel member be able to commit to the role.

Appendix 1 - Checklist for Local Community Projects Fund

Attach project description/application to this checklist and email to relevant Manager(s).

Divisional Manager Parks and Gardens
Divisional Manager Road and Traffic
City Safety Manager
Divisional Manager Leisure Active
Divisional Manager Museums
Divisional Manager Environmental Consents
Divisional Manager Regulatory Services

Council Managers to complete:

1. Do you support this project? Yes or No (please circle)
2. Do you have any initial concerns with this project?
3. What needs to be taken into account when the panel is considering this project for funding? (bylaws, consents):
4. Do you deem this to be a new asset? Yes or No (please circle)

If yes, does it align with Council's strategic, policies or plans?

If no, why not?

5. Is there budget set aside for this project? Yes or No (please circle)
If yes, please state what year this funding will be made available:

Can you liaise with this group in your planning stages of this project, for their input
Yes or No (please circle)

If no, why not?

6. Can this project be funded through Council's Long Term Plan? Yes or No (please circle)
If no, why not:
7. Will there be a maintenance budget or other costs post completed that need to be factored into this project? Yes or No (please circle)

If yes, please advise the amount required:

HUTT CITY COUNCIL

CENTRAL COMMUNITY PANEL

Meeting to be held in the Turakirae Meeting Room, Ground Floor, 30 Laings Road,
Lower Hutt on
Monday 11 February 2019 commencing at 6.30pm.

ORDER PAPER

PUBLIC BUSINESS

1. APOLOGIES

No apologies have been received.

2. PUBLIC COMMENT

Generally up to 30 minutes is set aside for public comment (three minutes per speaker on items appearing on the agenda). Speakers may be asked questions on the matters they raise.

3. CONFLICT OF INTEREST DECLARATIONS

4. MINUTES

Meeting minutes Central Community Panel, 12 November 2018 11

5. CENTRAL COMMUNITY PANEL PROJECTS FUND (19/50)

Memorandum dated 9 January 2019 by the Community Advisor - Funding and Community Contracts 14

6. QUESTIONS

With reference to section 32 of Standing Orders, before putting a question a member shall endeavour to obtain the information. Questions shall be concise and in writing and handed to the Chair prior to the commencement of the meeting.

Judy Randall
COMMITTEE ADVISOR

HUTT CITY COUNCILCENTRAL COMMUNITY PANEL

Minutes of a meeting held in the Turakirae Meeting Room, Hutt City Council, 30 Laings Road, Lower Hutt on

Monday 12 November 2018 commencing at 6.30pm

PRESENT:

Ms J Clendon (Chair)	Ms A Bengree
Mr C Hay	Ms P Ravi
Cr S Edwards	

APOLOGIES:

An apology was received from Mr M Renata and Deputy Mayor D Bassett.

IN ATTENDANCE:

Ms D Hunter, Community Advisor - Funding and Community Contracts
Mr B Hodgins, Strategic Advisor

PUBLIC BUSINESS**1. APOLOGIES**

RESOLVED: (Ms Clendon/ Mr Hay)

Minute No. CCP 18501

"That the apologies received from Mr M Renata and Deputy Mayor D Bassett be accepted and leave of absence be granted."

2. PUBLIC COMMENT

There was no public comment.

3. CONFLICT OF INTEREST DECLARATIONS

There were no conflict of interest declarations.

4. MINUTES

RESOLVED: (Cr Edwards/Ms Clendon)

Minute No. CCP 18502

"That the minutes of the Central Community Panel meeting held on Monday 11 June 2018, be confirmed as a true and correct record."

5. **COMMUNITY ENGAGEMENT FUND 2018-2019** (18/1532)

Memorandum dated 21 September 2018 by the Community Advisor - Funding and Community Contracts.

The Community Advisor – Funding and Community Contracts elaborated on the memorandum.

Members discussed both funding applications. They expressed concern regarding the Hutt Valley Camera Club and in particular how the 2019 conference directly benefitted the central community. They noted that the conference would not necessarily attract members of the wider community because there was an attendance fee.

Members requested that the officer make the following suggestions to the Hutt Valley Camera Club regarding how the 2019 conference could be more accessible to the community:

- Engage with staff at the Hutt City Libraries with the possibility of holding an exhibition displaying photographs after the conference;
- Offer opportunities to local high school students to engage with and be a part of the conference; and
- Engage with the Taita Clubhouse and Naenae Clubhouse where they have students who are very passionate about the arts.

Members requested that funding recipients be asked to attend a meeting of the Panel in 2019 to report on their completed projects.

RESOLVED: (Ms Ravi/Cr Edwards)

Minute No. CCP 18503

“That the Panel:

- (i) notes that the Community Engagement Fund closed on 6 October 2018 and two applications had been received;*
- (ii) agrees that the applications were considered according to the merits of the application criteria and priorities of the fund;*
- (iii) agrees to determine the funding to be granted to the community engagement fund applications;*
- (iv) approves the application from the Hutt Valley Camera Club for \$3,000 towards the cost of venue hire for their 2019 Conference, subject to a satisfactory response as to how they will make their event more accessible to the general community;*
- (v) approves the application from Youth Development Trust Wellington for \$602.00 towards the cost of food and craft activities for the Hutt Valley mentor/student meetings;*
- (vi) agrees to a second round of funding in 2019 with proposed opening/closing dates as*

follows:

<i>Open Fund</i>	<i>Close Fund</i>	<i>Decisions Due</i>
<i>4 February 2019</i>	<i>4 March 2019</i>	<i>8 April 2019."</i>

6. QUESTIONS

There were no questions.

There being no further business the Chair declared the meeting closed at 7.10 pm.

Ms J Clendon
CHAIR

**CONFIRMED as a true and correct record
Dated this 11th day of February 2019**

Our Reference 19/50



TO: Chair and Members
Central Community Panel

FROM: Debbie Hunter

DATE: 09 January 2019

SUBJECT: CENTRAL COMMUNITY PANEL PROJECTS FUND

Recommendations

That the Panel:

- (i) notes the Guidelines and Criteria for the Central Community Panel Projects Fund that is included on the inside of the Agenda; and
- (ii) agrees to allocate up to \$114,000 towards one or more of the following projects:
 - the replacement of Avalon Park train tracks; and/or
 - the purchase and installation of a piece of playground equipment for disabled children; and/or
 - the development of a toilet facility in the central city for persons with severe disability.

Purpose of Memorandum

1. For the Panel to allocate expenditure through the Central Community Panel Projects Fund.

Background

Community Projects Fund

2. The Panels were established by Council at a meeting held on 23 May 2017. The role of the Panels is to represent and act as advocates for the interests of their communities.
3. Council agreed to the creation of a Central Community Panel Projects Fund. The amount available is \$114,000.00 per triennium.
4. The Central Community Panel is delegated to allocate and manage expenditure under this fund.
5. The funds are to be used as follows:
 - to fund one or more local community projects per triennium;
 - projects to develop community assets that are not able to be funded in Council's Long Term Plan and/or Annual Plan;

- community assets should include, but are not limited to, playgrounds, street furniture, public art, tree planting, lighting, safety improvements, way finding, signage, improvements to existing public places and facilities. These community assets should be in public spaces;
 - the development of new assets needs to be in accordance with Council strategies, policies and plans; and
 - where ongoing maintenance and or other costs are required after complete, these need to be provided for. This may be by way of formal agreement with the relevant division of Council.
6. Initial panel discussions identified a few projects which were distributed to Council officers for comments.
 7. An internal discussion, including a relevant checklist was carried out.
 8. The projects identified to be supported including Council officer comments, are as follows:

Avalon Park Train Tracks

The train, tracks, buildings and related structures are owned and managed by the Lower Hutt Lions Club. The Club runs the train at weekends and at holiday times as an attraction to the park for younger children, charging \$2 per ride.

The tracks were laid in the 1970s and are now in need of replacement. Approximately 1/3 of the 700 metre track needs urgent replacement and the rest within the next 5-10 years. The cost of the project is \$150,000 with Council setting aside \$50,000 in this year's budget to assist Lions with this work.



Playground equipment

Parks and Gardens Division has considered where best to locate this piece of equipment which is suitable for both able and disabled children. Officers advise that it would be difficult to retrofit the equipment at Avalon Park within a suitable space, such that it did not appear as an afterthought. There would likely be additional design costs to try to overcome this.

The Division is in the planning stages of upgrading the playground at the southern end of Naenae Park in Seddon Street and would be able to incorporate a piece of equipment within that refurbishment.

The cost of the equipment that has been identified as being suitable is \$21,000 installed but does not include safety matting which would be another \$20,000 to lay. A photo of the equipment follows.



Fully Accessible Toilet

A submission was made to the Long Term Plan for the development of a fully accessible public toilet in central Lower Hutt for people with profound and multiple disabilities that are unable to use existing facilities.

Council officers have met with representatives of Changing Places to discuss the concept and to look at possible sites for such a facility.

Currently there is only one Changing Places toilet in New Zealand. This was opened at Hamilton Gardens earlier this year.

Changing Places originated in the United Kingdom in 2006 where there are now over 1,100 such facilities. There are currently 50 in Australia.

Research in the United Kingdom indicates that 4 out of every 1,000 people require the use of such a facility. That would work out to be around 2,000 people in the Wellington Region.

The Hamilton Gardens toilet is a stand-alone facility that cost \$200k to develop. The ongoing maintenance is higher than a normal toilet by around \$2,000. This is to regularly check and service the specialised equipment.

A site at the rear of the Dowse Art Museum next to Stevens Grove has been canvassed with Changing Places and would appear to be suitable to their needs.

A report is going to the March Community Services Committee meeting asking Council to consider supporting this and other initiatives for the disabled community.



9. The Central Community Panel has \$114,000.00 available to be allocated and the funds need to be allocated by the end of the triennium, October 2019.
10. For any projects that are approved, standard conditions apply and officers will manage or support the project as required.
11. The panel is required to report to the Community Services Committee before the end of the triennium regarding projects that have been supported.

Appendices

There are no appendices for this Memorandum.

Author: Debbie Hunter
Community Advisor - Funding and Community Contracts

Approved By: Melanie Laban
Divisional Manager, Community Projects and Relationships