

Agenda

**Notice is hereby given of
a Community Services and Development
Committee Meeting**

Tuesday 4 June 2019

To follow District Infrastructure Committee meeting

Council Chamber
Waimate District Council
125 Queen Street
Waimate

www.waimatedc.govt.nz

Notice is hereby given that a meeting of the Community Services and Development Committee will be held in the Council Chamber, Waimate District Council, 125 Queen Street, Waimate, on Tuesday 4 June 2019, to follow the District Infrastructure Committee meeting.

Committee Membership

Peter Collins	Chairperson
David Owen	Deputy Chairperson
Craig Rowley	Mayor
Sharyn Cain	Deputy Mayor
David Anderson	Councillor
Jakki Guilford	Councillor
Miriam Morton	Councillor
Tom O'Connor	Councillor
Sheila Paul	Councillor

Quorum – no less than five members

Significance Consideration

Evaluation: Council officers, in preparing these reports have had regard to Council's Significance and Engagement Policy. Council and Committee members will make the final assessment on whether the subject under consideration is to be regarded as being significant or not. Unless Council or Committee explicitly determines that the subject under consideration is to be deemed significant then the subject will be deemed as not being significant.

Decision Making

The Council, in considering each matter, must be:

- i. Satisfied that it has sufficient information about the practicable options and their benefits, costs and impacts, bearing in mind the significance of the decision;
- ii. Satisfied that it knows enough about and will give adequate consideration to the views and preferences of affected and interested parties bearing in mind the significance of the decisions to be made.

Stuart Duncan
Chief Executive

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OPENING

1 PUBLIC FORUM

There is no public forum at this meeting.

2 APOLOGIES

3 VISITORS

1.00pm – Annual Grant Presentation: Sport Waimate

4 CONFLICTS OF INTEREST

As per the Local Authorities (Members' Interests) Act 1968 (as below), the Chair will enquire if there are any Conflicts of Interest to be declared on any item on the agenda, and if so, for any member to declare this interest.

Local Authorities (Members' Interests) Act 1968

Councillors are reminded that if they have a pecuniary interest in any item on the agenda, then they must declare this interest and refrain from discussing or voting on this item and are advised to withdraw from the meeting table.

5 IDENTIFICATION OF MAJOR (URGENT) OR MINOR ITEMS NOT ON THE AGENDA

1. The Chair will call for any major (urgent business) or minor items not on the agenda to be raised according to Standing Orders, as below:

a. Standing Orders 3.7.5 – Major Items

An item not on the agenda for a meeting may be dealt with at the meeting if the local authority by resolution so decides, and the presiding member explains at the meeting at a time when it is open to the public –

- i. The reason why the item was not listed on the agenda; and
- ii. The reason why discussion of the item cannot be delayed until a subsequent meeting.

b. Standing Orders 3.7.6 – Minor Items

An item not on the agenda for a meeting may be dealt with at the meeting if –

- i. That item is a minor matter relating to the general business of the local authority; and
- ii. The presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- iii. No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.

MINUTES

6 CONFIRMATION OF MINUTES

6.1 MINUTES OF THE COMMUNITY SERVICES AND DEVELOPMENT COMMITTEE MEETING HELD ON 30 APRIL 2019
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Author: Karalyn Reid, Committee Secretary and PA to the Mayor

Authoriser: Carolyn Johns, Community and Strategy Group Manager

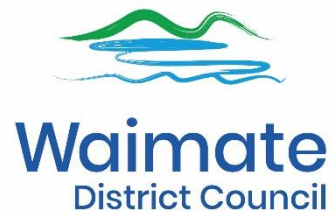
Attachments: 1. Minutes of the Community Services and Development Committee Meeting held on 30 April 2019

PURPOSE

To present the unconfirmed Minutes of the Community Services and Development Committee Meeting held on 30 April 2019 for confirmation.

RECOMMENDATION

That the Minutes of the Community Services and Development Committee Meeting held on 30 April 2019 be accepted as a true and correct record.
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MINUTES

Community Services and Development Committee Meeting

30 April 2019

**MINUTES OF WAIMATE DISTRICT COUNCIL
COMMUNITY SERVICES AND DEVELOPMENT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,
WAIMATE ON TUESDAY 30 APRIL 2019, COMMENCING AT 12.30PM**

PRESENT: Mayor Craig Rowley (Acting Chair), Cr Sharyn Cain, Cr Jakki Guilford, Cr Miriam Morton, Cr Tom O'Connor

APOLOGIES: Chair Peter Collins, Cr David Anderson, Cr David Owen and Cr Sheila Paul

IN ATTENDANCE: Stuart Duncan (Chief Executive), Paul Cooper (Regulatory and Compliance Group Manager), Carolyn Johns (Community and Strategy Group Manager), Michelle Jones (Executive Support Manager), Leo Milani (Policy Analyst), Dan Mitchell (Asset Group Manager), Tina Stevenson (Corporate Services Group Manager), Karalyn Reid (Committee Secretary)

OPENING

1 ELECTION OF ACTING CHAIR

Chair Cr Peter Collins and Deputy Chair Cr David Owen were both apologies for this meeting.

According to the Local Government Act Schedule 7 cl 26 (2), (5) & (6), Standing Orders 2.3.1 Chairperson of Committee to preside:

2.3.2 "The chairperson of a committee must preside at each meeting of the committee at which he or she is present unless the chairperson vacates the chair for a particular meeting. If the chairperson of a committee is absent from a meeting the deputy chairperson (if any) of the committee must preside. If a deputy chairperson has not been appointed or if the deputy chairperson is also absent the members of the committee that are present must elect one of their number to preside at that meeting, and that person may exercise at that meeting the responsibilities, duties and powers of the chairperson."

COMMITTEE RESOLUTION 2019/12

Moved: Cr Sharyn Cain

Seconded: Cr Miriam Morton

That Mayor Rowley be appointed as Acting Chair for this meeting of the Community Services and Development Committee.

CARRIED

1 PUBLIC FORUM

Nil

2 APOLOGIES

COMMITTEE RESOLUTION 2019/13

Moved: Cr Sharyn Cain

Seconded: Cr Jakki Guilford

That apologies from Chair Peter Collins, Cr David Anderson, Cr David Owen and Cr Sheila Paul be received and accepted.

CARRIED

3 VISITORS

1.00pm Annual Grant Presentation – Community Link

1.30pm Annual Grant Presentation – Bushtown Waimate

4 CONFLICTS OF INTEREST

Cr Jakki Guilford advised that she would be stepping down from the Council table for agenda item 9.1: Annual Grant Presentation – Community Link, as she is an employee of that organisation.

5 IDENTIFICATION OF MAJOR (URGENT) OR MINOR ITEMS NOT ON THE AGENDA

Nil

MINUTES

6 CONFIRMATION OF MINUTES

6.1 MINUTES OF THE COMMUNITY SERVICES AND DEVELOPMENT COMMITTEE MEETING HELD ON 12 MARCH 2019

COMMITTEE RESOLUTION 2019/14

Moved: Cr Sharyn Cain

Seconded: Cr Miriam Morton

That the Minutes of the Community Services and Development Committee Meeting held on 12 March 2019 be accepted and the recommendations therein be adopted.

CARRIED

REPORTS

7 COMMUNITY AND STRATEGY GROUP REPORT

7.1 MANAGEMENT REPORT - COMMUNITY AND STRATEGY GROUP

COMMITTEE RESOLUTION 2019/15

Moved: Cr Sharyn Cain

Seconded: Cr Tom O'Connor

That the Community Services and Strategy Group Manager's report is accepted.

CARRIED

Note:

The Policy Analyst updated the Committee on Bills Pertinent to the Waimate District Council.

The Committee had a discussion around the increased funding and new guidelines for Creative NZ funding.

8 EXECUTIVE SUPPORT MANAGER'S REPORT

8.1 MANAGEMENT REPORT - EXECUTIVE SUPPORT

COMMITTEE RESOLUTION 2019/16

Moved: Cr Sharyn Cain
Seconded: Cr Miriam Morton

That the Executive Support Manager's report is accepted.

CARRIED

Note:

The Committee noted the Council website is looking professional and complimented the communications staff.

The Chair asked for an events' noticeboard to be located on the footpath outside the old Post Office, and staff will investigate this as part of the Economic Development Strategy.

The meeting was adjourned at 12.50pm.
The meeting was reconvened at 1.00pm.

9 GENERAL REPORTS

9.1 ANNUAL GRANT PRESENTATION: COMMUNITY LINK - 1.00PM

Cr Jakki Guilford stepped down from the Council table, as she is an employee of Community Link (Waimate District Resource Trust).

Secretary Jacqui Keen and Sergeant Kevin Reynolds were also in attendance.

Community Link's Strategic Plan 2019/20 and financial report was tabled.

The Committee received an update on Community Link's work in the community, and future key projects. Community Link has experienced a significant increase in foot traffic after their shift to Community Link House (the former Waimate Medical Centre).

9.2 ANNUAL GRANT PRESENTATION: BUSHTOWN WAIMATE UPDATE - 1.30PM

Bushtown Waimate's Projected 10 year plan – Expenditure and Income was tabled.

Chair Allan Laurie gave the Community Services and Development Committee an update on Bushtown's current status and 10-year plan.

MEETING CLOSURE

There being no further business, the Chair closed the meeting at 1.55pm.

The minutes of this meeting are to be confirmed at the Community Services and Development Committee Meeting to be held on 4 June 2019.

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CHAIRPERSON

7 RECEIPT OF MINUTES

7.1 MINUTES OF THE COMMUNITY AND SPORTS GRANTS COMMITTEE MEETING HELD ON 13 NOVEMBER 2018
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Author: Karalyn Reid, Committee Secretary and PA to the Mayor

Authoriser: Carolyn Johns, Community and Strategy Group Manager

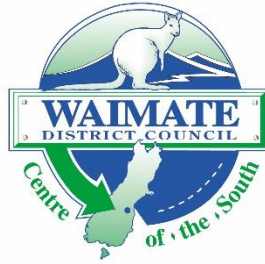
Attachments: 1. Minutes of the Community and Sports Grants Committee Meeting
held on 13 November 2018

PURPOSE

For the confirmed minutes of the Community and Sports Grants Committee Meeting held on 13 November 2018 be presented for the information of the Community Services and Development Committee.

<h3>RECOMMENDATION</h3>

That the confirmed minutes of the Community and Sports Grants Committee Meeting held on 13 November 2018 be received.



MINUTES

Community and Sports Grants Committee Meeting

13 November 2018

**MINUTES OF WAIMATE DISTRICT COUNCIL
COMMUNITY AND SPORTS GRANTS COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,
WAIMATE ON TUESDAY 13 NOVEMBER 2018, COMMENCING AT 1:15pm**

PRESENT: Deputy Mayor Sharyn Cain, Mayor Craig Rowley, Ms Toni Oudemans, Mr Peter Vendetti, Mr Jason Evered, Ms Margery Giles

APOLOGIES: Mayor Craig Rowley (lateness), Mr Nigel Davenport, Mr Graeme Lane, Ms Nyssa Winchester, Ms Ellen White

IN ATTENDANCE: Donna van der Byl, Helen Strachan, Carolyn Johns

OPENING

1 APOLOGIES

COMMITTEE RESOLUTION 2018/1

Moved: Ms Toni Oudemans

Seconded: Ms Margery Giles

That apologies from Mayor Craig Rowley (lateness), Mr Nigel Davenport, Mr Graeme Lane, Ms Nyssa Winchester, and Ms Ellen White be received and accepted.

CARRIED

2 CONFLICTS OF INTEREST

COMMITTEE RESOLUTION 2018/2

Moved: Mr Jason Evered

Seconded: Ms Toni Oudemans

Toni Oudemans declared a Conflict of Interest with both Waimate Kindergarten Association, and Peter Vendetti declared a Conflict of Interest with the Waimate Climbing Club. They did not participate with discussion on these applications.

CARRIED

MINUTES

3 CONFIRMATION OF MINUTES

3.1 MINUTES OF THE WDC SPORTS FUND SCHEME COMMITTEE MEETING HELD ON 15 NOVEMBER 2017

COMMITTEE RESOLUTION 2018/3

Moved: Deputy Mayor Sharyn Cain

Seconded: Ms Toni Oudemans

That the Minutes the WDC Sports Fund Scheme Committee meeting held on 15 November 2017 be received and the recommendations therein be adopted.

CARRIED

3.2 MINUTES OF THE SPORT NEW ZEALAND RURAL TRAVEL FUND COMMITTEE MEETING HELD ON 15 MAY 2018

COMMITTEE RESOLUTION 2018/4

Moved: Deputy Mayor Sharyn Cain

Seconded: Ms Toni Oudemans

That the Minutes of the Sport New Zealand Rural Travel Fund Committee Meeting held on 15 May 2018 be received and the recommendations therein be adopted.

CARRIED

At 1:40pm, Mayor Craig Rowley attended the meeting.

REPORTS

4 GENERAL BUSINESS

The Chair welcomed the new Committee Members and thanked Tina Stevenson, and Ivy Johnston for their valuable input to the committee.

4.1 NOMINATION OF CHAIR

COMMITTEE RESOLUTION 2018/5

Moved: Ms Toni Oudemans

Seconded: Mr Jason Evered

That Sharyn Cain be re-appointed Chair for this financial year.

CARRIED

COMMITTEE RESOLUTION 2018/6

Moved: Mr Peter Vendetti

Seconded: Ms Toni Oudemans

That Jason Evered be appointed Deputy Chair for this financial year.

CARRIED

4.2 GENERAL BUSINESS

Thank-you letters have been sent to Tina Stevenson and Ivy Johnston for their valuable input on the Committees. Their service will also be acknowledged by Council at a morning tea.

The Committee agreed to receive electronic copies of future agendas, with a printed copy of the schedule. Paper copies can be provided on request.

4.3 CONSIDERATION OF APPLICATIONS - WDC COMMUNITY GRANT

COMMITTEE RESOLUTION 2018/7

Moved: Deputy Mayor Sharyn Cain

Seconded: Ms Margery Giles

That the following funding applications be accepted.

Waimate Community Garden	\$ 715.10
Waimate Scottish Country Dance Club	\$ 1,058.00
Waimate Kindergarten Association (Waimate Kindergarten)	\$ 562.93
Waimate Kindergarten Association (Esk Valley Kindergarten)	\$ 1,100.00
Life Education Trust	\$ 2,551.00
Waimate Toy Library	\$ 484.00

CARRIED

4.4 CONSIDERATION OF APPLICATIONS - WDC SPORTS FUND

COMMITTEE RESOLUTION 2018/8

Moved: Deputy Mayor Sharyn Cain

Seconded: Mr Jason Evered

That the following funding applications be accepted.

Waimate Croquet Club Inc	\$ 128.00	
Waimate Pony Club	\$ 2,000.00	
Waimate Croquet Club Inc	\$ 246.40	
Waimate Caledonian Society	\$ 1,000.00	
Waimate Climbing Club	\$ 852.80	Subject to confirmation of committee minutes and resolution to apply to grant
Waimate District Hunt Inc.	\$ 1,000.00	

That the following funding applications be declined.

Pirata Hockey Club
Waimate Sword Club
Waimate Cricket Club
Waimate Roller Skating Derby

CARRIED

4.5 CONSIDERATION OF APPLICATIONS - SPORTNZ RURAL TRAVEL FUND

COMMITTEE RESOLUTION 2018/9

Moved: Deputy Mayor Sharyn Cain

Seconded: Ms Toni Oudemans

That the following funding applications be accepted.

Waimate Pony Club	\$ 800.00
Waimate High School Touch	\$ 500.00
Waihao Downs School	\$ 750.00

That the following funding application be declined.

Waimate High School Rugby

CARRIED

MEETING CLOSURE

There being no further business, the Chair closed the meeting at 3:00pm.

The Minutes of this meeting are to be confirmed at the next Community and Sports Grants Committee Meeting.

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CHAIRPERSON

7.2	MINUTES OF THE CREATIVE COMMUNITIES SCHEME COMMITTEE MEETING HELD ON 13 NOVEMBER 2018
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Author: Karalyn Reid, Committee Secretary and PA to the Mayor

Authoriser: Carolyn Johns, Community and Strategy Group Manager

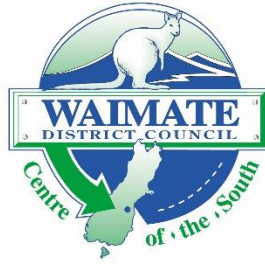
Attachments: 1. Minutes of the Creative Communities Scheme Committee Meeting held on 13 November 2018

PURPOSE

For the confirmed minutes of the Creative Communities Scheme Committee Meeting held on 13 November 2018 be presented for the information of the Community Services and Development Committee.

RECOMMENDATION

That the confirmed minutes of the Creative Communities Scheme Committee Meeting held on 13 November 2018 be received.



MINUTES

Creative Communities Scheme Committee Meeting

13 November 2018

**MINUTES OF WAIMATE DISTRICT COUNCIL
CREATIVE COMMUNITIES SCHEME COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,
WAIMATE ON TUESDAY 13 NOVEMBER 2018, COMMENCING AT 3:00pm**

PRESENT: Chair Jane Bell, Mayor Craig Rowley, Cr Miriam Morton, Mr Alistair Boot, Ms Hazel Fish, Ms Wendy Heath, Ms Cheryl Vaughn
APOLOGIES: Mr Graeme Lane, Ms Clare Saunders-Tack and Ms Sharon Stace
IN ATTENDANCE: Donna van der Byl, Helen Strachan, Carolyn Johns

OPENING

1 APOLOGIES

COMMITTEE RESOLUTION 2018/4

Moved: Chair Jane Bell
Seconded: Mr Alistair Boot

That apologies from Mr Graeme Lane, Ms Clare Saunders-Tack and Ms Sharon Stace be received and accepted.

CARRIED

2 CONFLICTS OF INTEREST

Cr Miriam Morton declared a perceived conflict as her daughter attends Waimate High School.

MINUTES

3 CONFIRMATION OF MINUTES

3.1 MINUTES OF THE CREATIVE COMMUNITIES SCHEME COMMITTEE MEETING HELD ON 15 MAY 2018

COMMITTEE RESOLUTION 2018/5

Moved: Mayor Craig Rowley
Seconded: Ms Wendy Heath

That the Minutes of the Creative Communities Scheme Committee Meeting held on 15 May 2018 be received and the recommendations therein be adopted, with the amendment of perceived added to Conflict of Interest.

CARRIED

REPORTS

4 GENERAL BUSINESS

4.1 GENERAL BUSINESS

The Chair requested that a Thank-you letter be sent to Ivy Johnston, Iwi Representative, for her valuable input on the Committee. Her service will also be acknowledged by Council at a morning tea.

The Committee agreed to receive electronic copies of future agendas, with a printed copy of the schedule. Paper copies can be provided on request.

4.2 NOMINATION OF CHAIR

COMMITTEE RESOLUTION 2018/6

Moved: Ms Wendy Heath

Seconded: Mr Alistair Boot

That Jane Bell be re-appointed Chair for this financial year.

CARRIED

4.2.1 NOMINATION OF DEPUTY CHAIR

COMMITTEE RESOLUTION 2018/7

Moved: Chair Jane Bell

Seconded: Ms Wendy Heath

That Hazel Fish be appointed Deputy Chair for this financial year.

CARRIED

4.3 CONSIDERATION OF APPLICATIONS

COMMITTEE RESOLUTION 2018/8

Moved: Chair Jane Bell

Seconded: Ms Wendy Heath

That the following funding applications be accepted.

1. Waimate High School \$750.00
2. Waimate Patchwork Group \$750.00

CARRIED

MEETING CLOSURE

There being no further business, the Chair closed the meeting at 3:45pm.

The Minutes of this meeting are to be confirmed at the next Creative Communities Scheme Committee Meeting.

.....
CHAIRPERSON

REPORTS

8 GENERAL REPORTS

8.1 ANNUAL GRANT PRESENTATION: SPORT WAIMATE - 1.00PM
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Author: Carolyn Johns, Community and Strategy Group Manager

Authoriser: Carolyn Johns, Community and Strategy Group Manager

Attachments: Nil

PURPOSE

As an annual grant recipient, Sport Waimate receives a grant of \$3,000.

Chair of Sport Waimate Andrea Atkinson will present to Council the achievements over the past year and plans for the future.

8.2 REVIEW OF TRACK DEVELOPMENT GRANT CRITERIA

Author: Carolyn Johns, Community and Strategy Group Manager

Authoriser: Carolyn Johns, Community and Strategy Group Manager

Attachments: 1. Track Development Grant Criteria [!\[\]\(950a62bbddad88d64435fd35607dfc42_img.jpg\)](#) 
2. Subdivision Recreation Reserve Contributions Fund Policy [!\[\]\(9e6b464392878bce7cea642e72141689_img.jpg\)](#) 

PURPOSE

1. For the Committee to consider amending the track development grant criteria to better fit the needs of the community.

BACKGROUND

2. The proposal to introduce a track development grant of \$5,000 was publicly consulted in the Long Term Plan 2018-28. Following submissions Council decided to increase the grant to \$20,000 to be paid for from the Subdivision Recreation Reserve Contributions Fund.
3. At the Community and Development Committee meeting of 18 September 2018 the attached criteria was set.

PROPOSAL

4. During this financial year the grant has had two funding rounds, each offering \$10,000. On both occasions the grant was advertised via social media, on Council's website and in the Waimate Trader.
5. The first round received one application from the Whitehorse Mountain Bike (MTB) Club to develop a one-way downhill trail at the Big Easy to improve rider safety. The applicant was granted \$10,000.
6. The second round did not receive any applications.
7. Looking back on the submission that the Whitehorse MTB and Waimate Trackways made to the LTP 2018-28, they submitted the following:
8. "Whitehorse MTB Riders wish to oppose the recreational funding being set at \$5,000. We recommend at least \$25,000 to be set aside to support track building, maintenance and the development of more car parking to support the current track network in place and also to keep up with future usage as the track network grows. So far the council has benefited from the work done to establish the network without having to financially support the construction of it."
9. "We suggest that this amount be increased to at least \$25,000 to assist with track development and maintenance such as spraying, weed eating and helping fund amenities. There are six local groups already involved in track development in our area who would be interested in applying to this contestable fund and that does not include one-off groups who may choose to create or maintain a track. As an example of how useful this amount is, Trackways has found that generally 100 meters of track will cost approximately \$1,000. This is with considerable volunteer hours to reduce the overall costs".
10. Following a number of conversations with the President of Waimate Trackways, Glenda Begg, I offer the following suggested amendments for the Committees consideration:
 - a. Add improvements to existing tracks
 - b. Add track maintenance of existing tracks
 - c. Include track signage
 - d. Include track brochures and other forms of marketing
 - e. Include GIS mapping of tracks

- f. Allow Council to apply if they are leading a project where a community organisation is a stakeholder in the project.

Options

- 11. The Track Development grant criteria is not amended; or
- 12. The Track Development grant criteria is amended.

ASSESSMENT OF SIGNIFICANCE

- 13. This matter is not deemed significant under the Council's Significance and Engagement Policy.

CONSIDERATION

- 14. The \$20,000 per annum for this grant is funded from the Subdivision Recreation Reserve Contributions Fund, and therefore any amendments should be considered to fit within the scope of the policy, or alternatively consider amending the policy.
- 15. For next Long Term Plan 2021-31, Council could consider an annual grant to both Waimate Trackways and Whitehorse MTB Club to support their ongoing costs of general track maintenance.

Cost-effectiveness

- 16. Cost-effectiveness consideration is not applicable.

RECOMMENDATION

- 1. That the Review of the Track Development Grant Criteria report is accepted; and
- 2. That the Community Services and Development Committee consider and approve amendments to the Track Development Grant criteria to allow for a wider audience to apply.

Track Development Grant Criteria and Eligibility

About the Grant

This is a new grant established in the 2018/19 financial year.

The Council acknowledges that the ongoing development of recreation tracks is important for the wellbeing of local residents and an attraction to visitors. Sport and Recreation clubs and groups often lead these developments with volunteer input including labour and fundraising. The Waimate District Council has therefore agreed to allocate \$20,000 per annum towards a contestable grant to support clubs and or groups to development new tracks.

The Council will be receiving applications on a six monthly basis in February and August each year with \$10,000 available for each round. If funding is not fully allocated each round it will be carried forward to the next funding round.

Criteria

Applications to the Waimate District Council Track Development Grant must;

- Be for projects that take place in the Waimate District
- Be for capital works to develop recreation tracks
- Demonstrate that the new track developed will be maintained
- The tracks being developed must be publicly accessible
- Identify the community benefit that will result
- Be collaborative in nature and demonstrate community support

Conditions of Assistance

- The projects for which grants are sought **must** be capable of completion within one year of receiving the grant. Refunds **may** be requested if project not completed within the one year.
- Applicants will be asked for proof of their project being finalised by completing an **accountability form**.
- Future applications **will not** be considered by Council unless a project accountability form has been completed by the original applicant for previous funding within two months of project completion.
- Applications must include 2 written quotes.
- Applicants may be requested to supply additional information.

The Track Development Grant does not provide funding for:

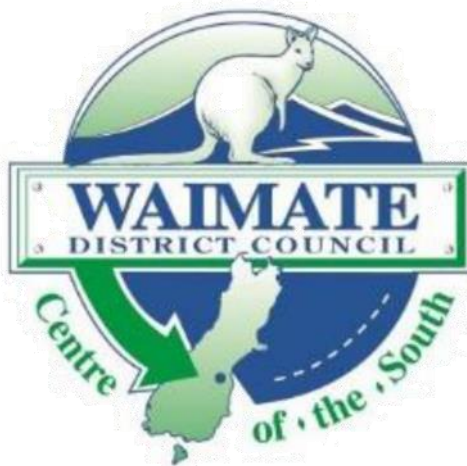
- Maintenance of tracks
- Administration costs
- Salaries
- Ongoing operational costs e.g. office rental
- Costs that cannot be verified with appropriate quotes
- Activities that have already begun and/or been completed (unless of a staged nature)
- Fund raising activities

Further Information

For assistance in applying for a Track Development Grant please contact:
Waimate Information Centre – Phone 03 6897771, Email info@waimatedc.govt.nz
15 Paul Street, Waimate
Postal Address: Waimate District Council, PO Box 122, Waimate 7960

WAIMATE DISTRICT COUNCIL

Subdivision Recreation Reserve Contributions Fund Policy 318



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1. Scope

Reserve Contributions should generally be applied to:

A conveniently distributed and accessible range of public open space and recreation areas and facilities that meet the diverse needs of residents and visitors to the district including, but not limited to the following:

- Purchase of new reserves
- Vesting of new reserves from subdivision
- Development of reserves and levels of service to meet new needs

These reserves may include:

- Neighbourhood parks – small to medium sized reserves to provide for informal, local, passive and active recreation and open space;
- Reserves for amenity purposes within and adjoining non-residential areas;
- Pedestrian and cycling linkages linking areas of interests or between other reserves and community facilities;
- Sports and Events parks;
- Garden and heritage parks;
- District or regional parks;
- Protection and conservation of natural, cultural and heritage areas and features while providing for passive recreation.

Reserves may contain plantings or hard landscaping, along with associated infrastructure such as seating, lighting, play equipment, toilets, water features and artworks.

2. Policy Statement

The following matters are to be taken into account in deciding whether and how reserve contributions are to be utilised:

- a Where possible the use of contributions should be in accordance with the Council's reserves, open space and recreation strategy.
- b Until a reserves, open space and recreation strategy is in place Council will take into account 2.C to 2.G below.
- c Where possible, reserve contributions should be spent either in the general locality where they were collected from or on recreation or open space assets that will provide benefit for residents of that area, e.g. a district facility.
- d Whether the local area is sufficiently well served with the amount and quality of open space and recreation opportunities now and in the future.
- e Whether any lack of open space and recreation opportunities now and in the future, is best addressed by purchase of land or reserves, establishment of new facilities on Council land or upgrading of existing reserves and facilities, or some other form of provision.
- f Whether community or privately owned facilities or land will provide a satisfactory alternative to publicly owned land and facilities with regards to provision of good quality, conveniently located open space and recreation opportunities and their

level of public accessibility and likely utilisation and therefore whether funding of such facilities is appropriate.

- g Whether maintenance of existing reserves, open space and recreational facilities will provide a satisfactory level of open space and recreational opportunities for communities now and in the future.

3. Strategy

That Council ensure that recreational open spaces are 'forward looking' and will provide for the existing and likely future needs of the residents and visitors to Waimate, that Council develop, by the 30th November 2017, a reserves, open space and recreation strategy. This strategy will provide a basis for the development of all parks, gardens and green space reserves and should include:

- i Inventory of existing reserves and recreation land and facilities owned by the Council including the functions they fulfil, capital and operational maintenance needs.
- ii Inventory of other community owned open space and recreation facilities that are used by the public and considered to be a general benefit to the District.
- iii Assessment of the open space and recreation needs of residents within Waimate, and the smaller townships such as Morven, Makikihi, Glenavy, St Andrews and Hakataramea and whether the local area is adequately served with the amount and quality of open space and recreation opportunities now and in the future.
- iv Assessment of whether any lack of open space and recreation opportunities now and in the future, is best addressed by purchase of land or reserves, establishment of new facilities, on Council land or upgrading of existing reserves and facilities or some other form of provision.
- v Whether community or privately owned facilities or land will provide a satisfactory alternative to publicly owned land and facilities with regard to provision of good quality, conveniently located open space and recreation opportunities and to their level of public accessibility and likely utilisation and therefore whether funding of such facilities is appropriate.
- vi How the strategy should be funded and in particular the role of reserve contributions in this funding.

4. Publication Details

All inquiries or suggestions regarding this Document should be referred to:	Corporate Services Manager
Revision:	Final Version
Revision Dates:	16 June 2009 14 March 2017
Effective Date:	14 March 2017
Minimum Review by:	March 2020 (3 yearly)
Document Owner – Release Signature: Corporate Services Manager	
Chief Executive Officer – Release Signature:	Stuart Duncan
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