

PUBLIC

Agenda

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

Tuesday 15 November 2016

To follow the
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 15 November 2016, to follow the District Infrastructure Committee Meeting.

Committee Membership

Peter Collins	Chair
David Owen	Deputy Chair
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

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.

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 decisions;
- 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.

Bede Carran
Chief Executive

Order of Business

Report	Page
Item 1 Apologies	4
Item 2 Conflicts of Interest	5
Item 3 Identification of Major (Urgent Business) or Minor Items not on the Agenda.....	6
Item 4 Management Report – Community, Planning and Development Group.....	7
Item 5 Presentation: Waimate Police – 11.30am.....	20
Item 6 Heritage Grant Application – Paterson’s Cottage	21
Item 7 Consideration of Major (Urgent Business) or Minor Items not on the Agenda.....	39

Item 1

Apologies

Prepared by: Bede Carran
Chief Executive

The Chair will call for any apologies.

Recommendation

That the apologies are accepted.

Item 2 Conflicts of Interest

Prepared by: Bede Carran
 Chief Executive

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.

Item 3 Identification of Major (Urgent Business) or Minor Items not on the Agenda

Prepared by: Bede Carran
Chief Executive

- 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.

Recommendation

That the Community Services and Development Committee resolves to consider any major (urgent business) or minor items at the end of the open section of the meeting.

Item 4

Management Report – Community, Planning and Development Group

Prepared by: Carolyn Johns
Community, Planning and Development Group Manager

The Community, Planning and Development Group Manager's Report is submitted for the information of the Community Services and Development Committee.

Recommendation

That the Community, Planning and Development Group Manager's Report is accepted.

Management Report – Community, Planning and Development Group

Prepared by: Carolyn Johns
Community, Planning and Development Group Manager

Annual Plan Timetable Report by Carolyn Johns

Timetable – Annual Plan & Budgeting Process 2017/18

	Next Funding Policy Review to be scheduled in conjunction with the Long Term Plan 2018-28
	Minor amendments may be considered for the 2017/18 year
2016	
Mon 7-Tues 15 November	Each manager to complete budget work in coalition with their teams
Tues 15 November	Timetable to Councillors – include in Community Services and Development report.
Wed 23-Fri 25 November	CE/CSM review of draft budget with managers
Mon 28 November	Provisional budget draft 1 complete
Tues 6 December	Council Discussion – Discuss budget variations to LTP for each activity
Fri 16 December	Provisional budget draft 2 and CE/CSM review (if amendments necessary)
2017	
Mon 9 January-Fri 3 February	Identify if any significant or material changes exist to necessitate Consultation and advise Audit NZ
	If any matters requires consultation- continue with steps below
	Staff work on producing the Consultation Document and Supporting Information to the Consultation Document
Tues 21 February	Council Discussion – Councillors receive draft Consultation Document and Supporting Information to the Consultation Document
Tues 14 March Extraordinary Meeting	Council to receive Consultation Document and Supporting Information to the Consultation Document 2017/18
Tues 14 March	Council presented with Fees and Charges 2017/18

Wed 15 March	Submissions open – Consultation Document and Supporting Information posted on website and copies at Council
Wed 15-Thurs 23 March	Publish Consultation Document and Supporting Information
	Advertise for submissions
	Consultation Document distributed. Dependent upon issues being consulted on, distribute in Waimate Trader and mail to ratepayers living outside the district
Thurs 13 April	Close of Submissions
Thurs 20 April	Make Précis of Submissions and distribute to managers to write reports Make appointments for hearings
	Send Councillors copy of submissions
Thurs 27 April	Staff Reports on Submissions due
Tues 16 May	Council Hearings on Consultation Document submissions and decisions made
Fri 19 May	Send out advice of decisions to submitters
Fri 19 May-Fri 2 June	Produce draft Annual Plan document
	Finance calculate rates and update financials for inclusion in draft Annual Plan 2017/18
Tue 6 June	Update Councillors on rates impact following hearing decisions. Discuss draft Annual Plan 2017/18
Tues 27 June	Council Meeting – Council adopt all necessary resolutions to give effect to the Annual Plan Council adopt the Annual Plan 2017/18 Council adopt Rates Resolution Council adopt Penalties Resolution
Tues 4 July	Date of Issue Publish on Council website, distribute as per Act

Civil Defence Emergency Management (CDEM) Report by Hilary Botting

Events

- 1 2 September 2016 – A strong earthquake off the East Cape resulted in a national tsunami alert being posted by the Ministry Civil Defence and Emergency Management (MCDEM). Whilst the national alert was quickly lifted it did highlight a few local communication issues eg making contact with people at unsocial hours which Waimate CDEM coordinator is addressing. This event was a good reminder that for these near source earthquakes the quake itself is the warning of potential tsunami, and, as many residents off East Cape did, the process is to self-evacuate as any official warning will be too late.

CDEM Relationship Development

Update on Meridian/CDEM Communication Planning

- 2 20 September 2016 – Waimate District Council CDEM coordinator hosted the previously postponed meeting with Meridian and other related parties. Overall, there was a good turn out from local and regional representatives but, unfortunately, Meridian's Corporate Relations representative was unwell and could not attend, withdrawing at the last minute. Tim Bartram, Meridian's Corporate Risk Manager did attend but he also was unwell during the day so had minimal input. However, at a local level some progress was made, specifically there was agreement to:
 - develop a cross boundary lower Waitaki flood document
 - develop consistent and more robust messaging (ie Meridian to issue statements when there are issues but also when there are none but public/political concern would be eased by message being issued)
 - develop a Waitaki/Waimate multi agency poster for campers
 - invite the newly elected Council to visit Meridian Waitaki dam(s), provisionally scheduled for early 2017
 - run a lower Waitaki emergency exercise; to coordinate a flood scenario with Waimate and Waitaki District Councils, Otago and Canterbury CDEM Groups, and ECAN. Meridian to confirm leadership on this.
- 3 Overall, more work needs to be done to establish what hazards and risks downstream communities face from the Waitaki dam system and whose responsibility it is to undertake this work. Waimate CDEM coordinator is working with Canterbury CDEM Group Office and MCDEM to progress this work.

Readiness/Response

Research

- 4 Project AF8, is a cooperative effort involving scientists and CDEM, to assess and plan for the impact of a magnitude 8 rupture off the Alpine Fault. Project AF8 is jointly owned by the six South Island CDEM Groups, which includes all 28 local councils, and is funded by the Ministry of Civil Defence & Emergency Management's resilience fund.
- 5 The scenario assumes a rupture of a 400km section of the southern part of the Alpine Fault that would cause death, injuries, damage and disruption in the regions closest to the epicentre, as well as shaking and disruption throughout the whole of the South Island and beyond. Future workshops to analyse impact for our region will be developed in 2017.

Red X Hazard App

- 6 Waimate District Council is now registered with the Red X Storm Alert. This allows us to post our own alerts to those who have downloaded the Red X Hazard App and have Waimate District as a monitored location for receiving alerts or have 'monitor current location' switched on. Training of our (PIMS) Public Information Managers (Donette Fargher and Karalyn Reid) and SOPS (Standard Operating Procedures) still need to be completed before this will become part of our alerting platform. At this stage CDEM

coordinator is working with Canterbury Group PIM to develop a public education campaign to launch the app in our District.

Emergency Operations Centre (EOC) Training

- 7 30 August 2016 – Waimate District Council Community, Planning and Development group visited the 'Flood Room' at Environment Canterbury, Timaru. Most members of this group have key EOC responsibilities and this was an excellent opportunity to build relationships with the 'floodies'. Phil Lees and Chris Fauth gave the group a good insight into the work they do behind the scenes before and during a flood.
- 8 31 October 2016 – A proposal was made to Canterbury's CDEM Chief Executive Group (CEG) in relation to the formation of a Joint Emergency Operations Centre Support Team (JEST). The intention is to have representatives from each Territorial Authority trained to a higher level and these representatives to be made available to be deployed across the region in support of other districts in times of need. Carolyn Johns attended this meeting on Bede Carran's behalf. Waimate District Council's position was whilst the proposal had merit it needed a lot more work to be undertaken before the concept could be adopted. Chief Executives, at the meeting, raised a number of issues around this proposal, including budget implications, and asked for more information to be supplied for the next CEG meeting on 31 January 2017.

Radio reprogramming

- 9 Following the recent decision by South and Mid Canterbury Rural Fire to drop Waimate District Council's channel off their channel plan it was decided, to ensure interoperability, to re-programme some of our CDEM and Waimate District Council fleet radio telephones to include Timaru District Council's CDEM channel. This channel forms part of the rural fire channel plan so we now have one channel which we can all talk across; this capability would only be required in a widespread emergency not for day to day 'chat'. For day to day 'chat' we will continue on Waimate's channel.

Radio deployment

- 10 A base set radio telephone has now been deployed to the Lakes Supervisor residence at Waitangi Camp. This will enhance our ability to communicate with this area if cell coverage drops out.

National Warning System

- 11 26 September 2016 – Ministry of Civil Defence Emergency Management issued a test National warning message via text and email, received at 7.30am, Waimate District Council CDEM coordinator responded within required 30 minutes. Overall, the best ever response across the country.

Library

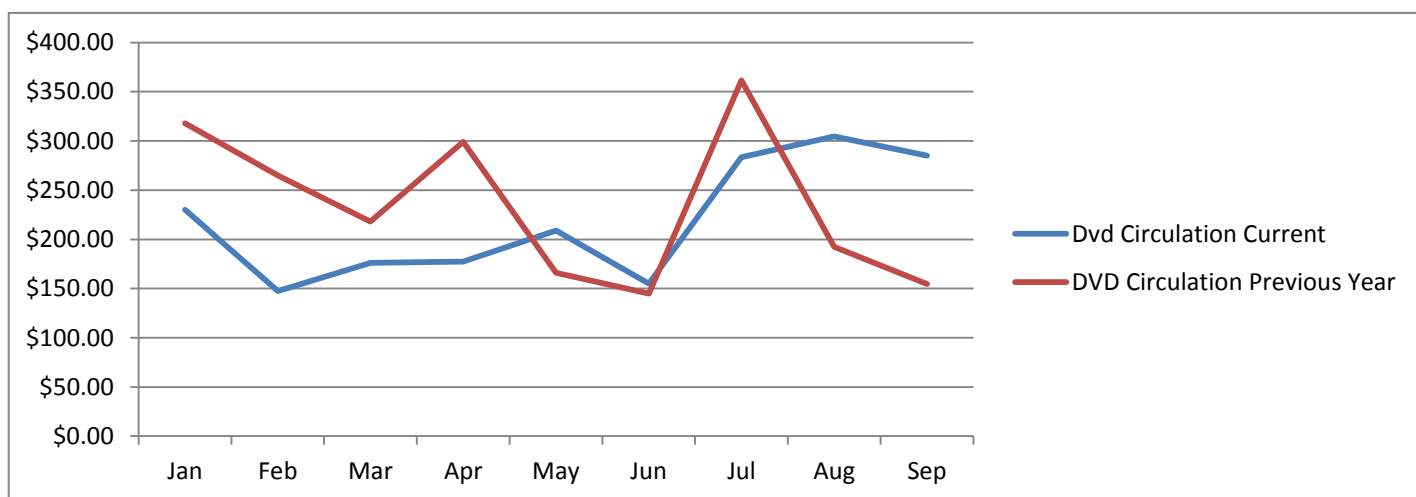
Report by Tony Morton

Libraries: it's all about the community

- 12 A Library is the one of those places that a community can't do without. Libraries are not just a place to store books. They are so much more. We are the place for communities to share resources – space, information, knowledge. We are a place for people to connect. Being one of the most trusted places in every community public libraries are increasingly used by Councils to connect with, inform and consult with their communities.
- 13 As we are highly customer-focused, Waimate District Library endeavours to evolve to meet the needs of our community – staying ahead of the curve to make sure services are there when they are needed.
- 14 Recently we have refocused some of our activities to connect groups and individuals who either share a common interest or who can supply information to each other. Going forward we see this as a critical component in promoting literacy of all kinds – economic, social, educational and environmental. By sharing these resources and encouraging these links we open up a far wider world than any individual, family, whanau or community can access on their own. This “refocusing” has led to some very successful connections and has also been well received by the community groups themselves.

DVDs

- 15 We have seen an upward trend in DVD rentals since the closure of the Video Ezy store in Waimate. This coincides with an increase in the amount of new membership applications (39) double that of what we normally receive during a month.



Displays

- National Poetry Day
- Boys and Girls Brigade
- Tayla's choice

Events

- Holiday story-time
- Colouring in

Statistics

(Totals for 1 September 2016 – 30 September 2016)

New Members 39

Total Cash \$1,345.60

Circulation

Issues 3,502

Local use/Illegal Discharges 139

Renewals 1,680

Returns 3,496

Filled Reserves 56

Waiting Items 63

Cancelled Reserves 17

Reserves 65

Ebooks 25

E Book Returns 13

E Books Expired 4

Total circulation 9,060

Interloan Requests received 4

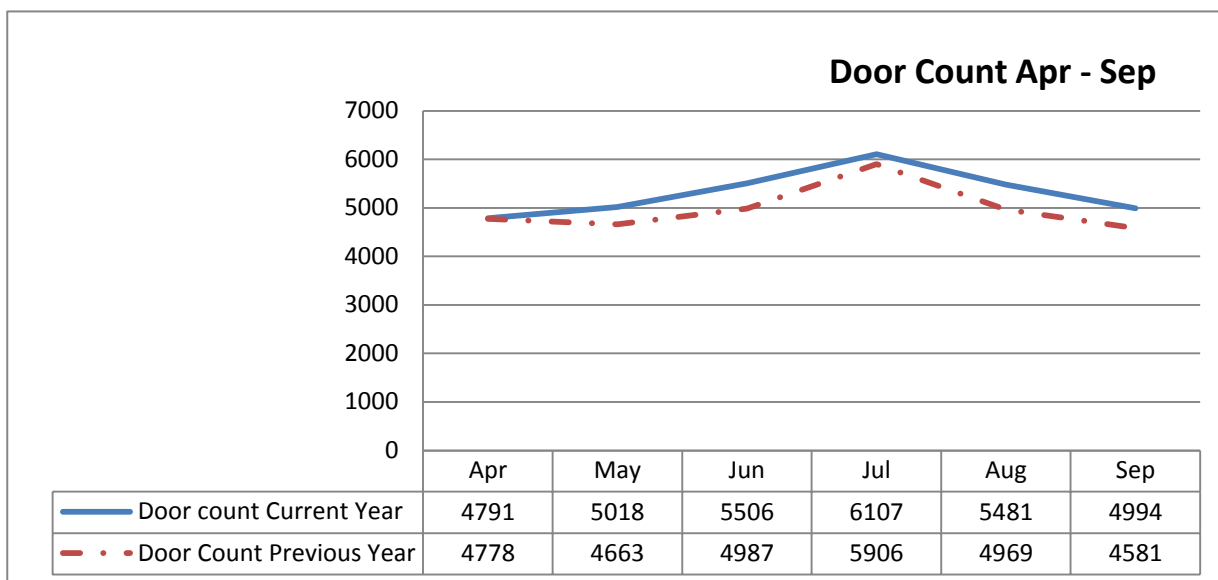
Interloan Requests to other Libraries -

New books 48

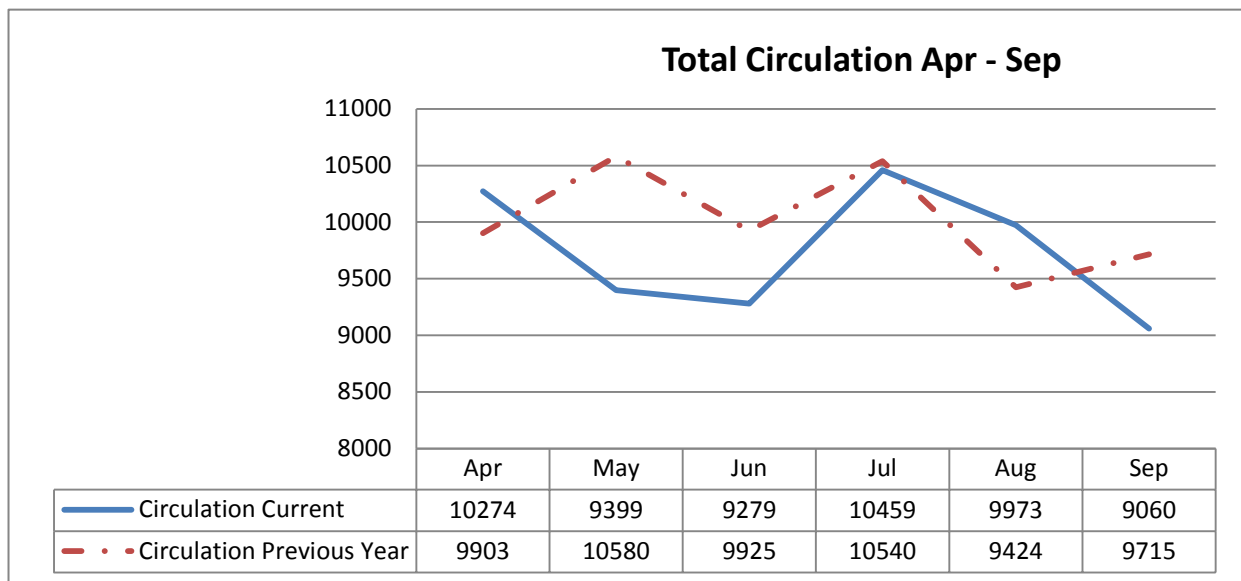
New DVDs 8

Door Count 4,994

Door Count Comparative Graph

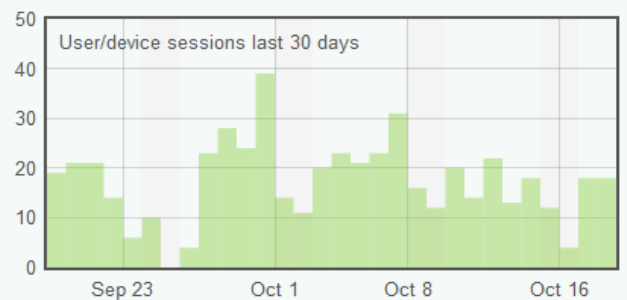
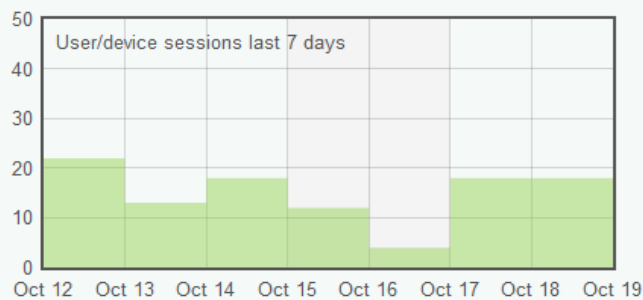


Total Circulation Comparative Graph



APNK Wi-Fi Last 7 days

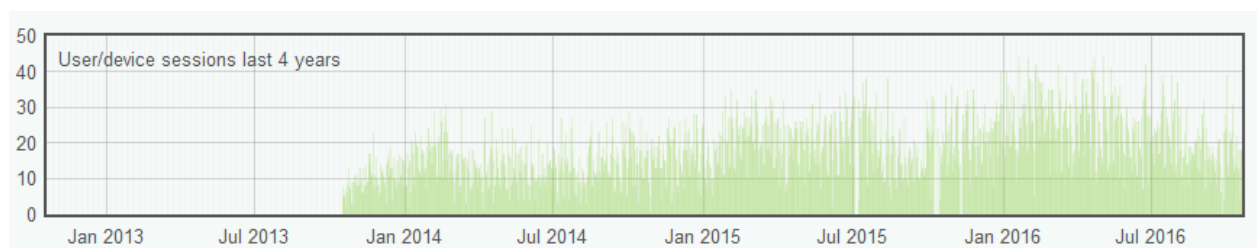
Date Selected: Tue, 11-October-2016 , Users:



Note: Snapshot taken 19th October 2016

	7 days	30 days	365 days
Unique users/devices	75	226	1643
Total user/device sessions	105	519	8362

Since we began APNK WiFi



Policy

Report by Fabia Fox

Sport and Recreation Plan

- 16 The Sport and Recreation Plan Community Survey has been designed and distributed to all schools and hotels in the District as well as the Information Centre, Council Office and the Library. A database of sports and recreation clubs and groups has been compiled and they have received the survey and been asked to distribute the survey to their members. The survey will close on 30 November 2016. Following the return of the surveys the responses will be collated and help form the basis of the Sport and Recreation Plan 2017.

Delegations Policy

- 17 The Delegations Policy 308 was amended and presented to Council on 4 October 2016. These amendments ensure the policy is up-to-date with staff titles, reporting lines and new legislation. Research is also being undertaken to ascertain possible options for governance delegations to Committees to ensure efficient and effective governance. A discussion document will be presented to Councillors at the 15 November 2016 workshop.

Drug and Alcohol Policy

- 18 The Policy Analyst has developed a draft Drug and Alcohol Policy. This is an internal policy designed to ensure that staff are able to work in an environment that is free from the impairment effects of drugs and alcohol. The Policy outlines Council's commitment to fulfilling its obligations under the Health and Safety at Work Act 2015 by taking all reasonably practicable measures to eliminate and minimise the health and safety risks and hazards of drugs and alcohol for employees in the workplace.
- 19 The Policy is currently open for staff consultation so that all employees have the opportunity to raise any concerns with the Policy and to fully understand the Policy prior to its implementation. Drug and alcohol awareness workshops have been arranged for all staff and will be held during Health and Safety week (21-25 November 2016). These workshops will provide training and education essential to the effective implementation of the Policy.
- 20 Following the workshops and staff consultation any necessary amendments will be made to the Policy before it is signed off by the Chief Executive and implemented.

Annual Report and Summary

- 21 The Annual Report was compiled and the Chief Executive presented the document to Council for adoption at the 4 October 2016 meeting. Following its adoption the Annual Report was made publically available and distributed according to the requirements of the Local Government Act 2002 (LGA).
- 22 The LGA also requires that a summary of the Annual Report is prepared and made publically available. Working with the Accountant, the Policy Analyst has prepared the summary and this was published in The Courier on Thursday 3 November 2016 and made available at Council, the Library and on the Waimate District Council website

and distributed in accordance with the LGA.

Annual Plan and Long Term Plan

- 23 Timetables for both the Annual Plan 2017/18 and the Long Term Plan 2018-28 are currently being developed and finalised. The Annual Plan 2017/18 timetable will be presented to the 15 November 2016 Community Services and Development Committee meeting.
- 24 The Policy Analyst attended a 'Road to 2018' Long Term Plan Seminar hosted by the New Zealand Society of Local Government Managers in Christchurch on 3 November 2016. This seminar addressed a number of essential Long Term Plan components including Asset Management and Financial Strategies, Consultation Documents and the audit process and was invaluable for the preparation of a sound Long Term Plan timetable and initial planning.

Promotions/Information Centre Report by Donette Fargher

Information Centre

Volunteers Acknowledged

- 25 Gift vouchers were given to our volunteers Bobbie Laurie, David Holmes and Dominique Guthrie in appreciation of their services to the Information Centre.

Grant Funding Round

- 26 The latest funding round for Sport NZ Rural Travel Fund, Waimate District Council Sports and Creative NZ opened on 1 October 2016, and closed 26 October 2016. Creative NZ received three applications totalling \$4,982 from a pool of \$6,129. Waimate District Council Sports received six applications totalling \$10,100 from a pool of \$10,000. Sport NZ Rural Travel Fund received two applications totalling \$2,970 from a pool of \$4,512.

Waimate Promotional Packs

Potential residents' packs distributed for: July= Nil Aug=05 Sept=08 Oct=22

New resident packs distributed for: July=04 Aug=03 Sept=14 Oct=06

- 27 A total of 27 new families moved to the Waimate District between July and October 2016, 14 in September 2016 alone. (14 South Island, 10 North Island, South Africa, Australia and Ukraine.)
- 28 In October, 20 packs were given to Oceania to assist in their recruitment of new staff.

Waimate 50 Event

- 29 Staff fielded a number of calls from visitors wanting accommodation over this time and worked with accommodation providers to ensure updated accommodation vacancies were available to assist these enquiries.

Waimate Strawberry Fare

- 30 Staff assisted the Waimate Strawberry Fare Committee with photocopying stall holders' information, site plans and 2017 registration forms. Envelopes were also supplied for the posting of.

Marketing

Accommodation Compendium

- 31 The annual updating of Waimate compendiums was completed. The compendiums are designed to encourage those staying in local accommodation to stay extra nights and explore our region. There is an annual charge for advertising of \$40 which covers staff time, laminating costs etc. A small number of operators declined to advertise due to their views over the relocation of the Information Centre.

Waitaki Visitor Guide

- 32 We are pleased to have a continued opportunity to advertise our walks and outdoor activities in the Waitaki Visitor Guide.

Christchurch Star 'Southern Destinations'

- 33 We continued to support this Spring 2016 publication with advertisement, editorial and images promoting our region to Canterbury residents.

New Zealand Motor Caravan Association (NZMCA) Members Magazine

- 34 We continue to promote our District and our events in the October/November 2016 issue of the NZMCA Magazine which is sent to all members New Zealand wide.

Adventure Horse Trekking NZ & Impressive Events

- 35 Congratulations to local operators Angie Leckie and John Wall of Adventure Horse Trekking NZ and Rory Foley of Impressive Events who were announced as finalists in the recent South Canterbury Business Excellence Awards.

Waimate Festive Lights and Banners

- 36 Clements Electrical Oamaru will again be erecting our festive street lights and banners. These will be erected the last week of November 2016 and taken down early January 2017. A number of new banners were purchased during the year replacing those damaged due to weather shredding etc.

NZ Motor Home Association Caravan & Leisure Event

- 37 Horncastle Arena Christchurch 4-6 November 2016. We were pleased to be offered the opportunity to have a small presence at this event by way of wall and counter space to promote our region and took advantage of this by displaying an A3 poster and Waimate Visitor Guides. A copy of our poster promoting our 'Hidden Gems' in this case Sanders waterfall at Kelceys Bush (image supplied by Lindsey Willoughby) follows. This promotion, at the cost of \$100, was excellent value for money and a great opportunity to promote our region to the thousands expected to attend this event.

A photograph of a forest stream with a small waterfall. The water is cascading over large, moss-covered rocks. The surrounding forest is dense with green foliage and ferns. The scene is captured in a slightly low-angle shot, emphasizing the height of the waterfall.

Discover the hidden gems of **WAIMATE**

Let us guide you to hidden places
featuring waterfalls and wild life
set amongst diverse and spectacular scenery.

We have places every visitor should experience.
Come find them.

Waimate Information Centre
Phone : 03 689 7771 | www.waimate.org.nz

Waimate DVD Reprint

- 38 With stock of the Waimate DVD sold out, another 200 were printed and are again available for sale at \$20 per copy.

2017 Waimate Calendar

- 39 Has been completed and is now available for sale at \$13 per copy.

Waimate Tea Towel

- 40 With depleted stocks of our tea towel, we have purchased another 150 for the summer season.

Council 'Newsline'

- 41 Waimate District Council 'Newsline' August edition was printed Thursday 18 August 2016, October edition on Thursday 27 October 2016. The last edition for 2016 will be printed 22 December 2016.

Waimate Event Calendar

Waimate Community Market	Saturdays 9am-12noon, Waimate District Council carpark next to Library. Contact 689-7905 or 689-7967.
Vintage Market Day	1pm-4pm. Bushtown Waimate Heritage site, Dobson Street. Vendors welcome \$5 per site, plants, crafts and car boots (set up 12noon). Last Sunday of month. Contact Joy 689-8057.
November 2016	
11-13 & 17-19 'Wink at the Sphinx'	Waimate Theatre Company presents their Wink at the Sphinx Theatre Restaurant show at St Patricks Hall. Tickets at Parkers.
19 Waimate Scottish Society – St Andrews Night	Pipe Band Hall, Paul Street. \$5 per person. 8pm start. Contact Gavin Cain 689-7136. All welcome.
19-20 Southern Canterbury A & P Show	Entertainment and show events. Gate entry \$10, under 15 years free. Contact 027-523-7878 or http://www.scsow.co.nz
25 Pro-Ject Waimate Fundraiser	Pro-Ject Waimate screening of the movie 'Waimate Conspiracy' is a very entertaining watch. It was produced in 2006 and has won many awards. Waimate Regent Theatre, 7.30pm. \$10 per person.
December 2016	
3 Waimate Rodeo	Waimate A & P Showgrounds from 11am.
10 Strawberry Fare	A free family day of entertainment, competitions and strawberries. Commences 10.30am. Father Christmas arrives at 11am. Contact Joy 689-8057.
19 Community Christmas in the Square	Celebrate Christmas at Seddon Square from 6pm. Free evening of local entertainment, free BBQ and fireworks. Contact John Begg 021-203-0056.

Item 5

Presentation: Waimate Police – 11.30am

Prepared by: Carolyn Johns
Community, Planning and Development Group Manager

Sergeant Kevin Reynolds of the Waimate Police will give a verbal presentation to the Community Services and Development Committee on policing in the Waimate District.

Item 6 Heritage Grant Application – Paterson’s Cottage

Prepared by: Carolyn Johns
Community, Planning and Development Group Manager

and Donna van der Byl
Grants Administrator

Purpose of Report

- 1 To consider the funding application from Paterson’s Cottage Charitable Trust to assist with the painting and restoration of five windows and three doors in Paterson’s Cottage located at 4399 Hakataramea Highway, Waimate.

Proposal / Options

- 2 Paterson’s Cottage has a Category One classification by Heritage New Zealand and is therefore a nationally significant property. Routine maintenance work will help to ensure its preservation.
- 3 There has been no work carried out on the windows since 1980. Quotes were requested from two painters from Kurow who will sand and paint the barge boards, sand and stain the inside and outside of five windows and sand and stain three doors (see application). One of these doors is original and will need some restoration work as well.
- 4 The total cost of the project is approximately \$1,600.00. The applicant is requesting \$800.00.

Obstacles

- 5 There are no known obstacles. The applications meets the criteria and Council has supported similar applications. Grants are now limited to \$1,000 + GST (if any).

Assessment of Significance

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

Budget Considerations

- Who is the budget holding Manager? Community, Planning and Development Group Manager, Carolyn Johns
- Activity, description name and general ledger code: Community Support, Heritage Fund 111033512
- Budget allocation (current year): \$4,542.85
- Amount spent to date: Nil
- Can this proposal be accommodated out of remaining budget? Yes

Cost-effectiveness

- 7 Cost-effectiveness consideration is not applicable.

Recommendation

- 1 That the Heritage Fund Application Paterson's Cottage report is accepted, and
- 2 That the Community Services and Development consider the funding application from Paterson's Cottage Charitable Trust to assist with the painting and restoration of the window frames and doors of Paterson's Cottage and make a recommendation to Council.



Waimate District Council Heritage Grant

Application Form



1. Full name of organisation or individual:

2. **Question Two: Address of organisation**

4399 Hakataramea Highway, South Canterbury

3. **Question Three: Name and Address of contact person.**

Mrs Pam Dyer, Secretary of PCCT, R D 7, Waimate 7977

Telephone No day/night: 03 6892826

Telephone Number: Day _____

Night: _____

Email: _____

4. Your own or organisations activities (use separate sheet if necessary):

Paterson's Cottage has a Category One classification by Heritage New Zealand. Therefore it is a nationally significant property and is required to be reserved for the nation. The five members of Paterson's Cottage Charitable Trust, Pam Dyer [Secretary], Sheryl Frew [Treasurer], Jocelyn McIlraith [Chairperson], Kate White and Suzie McIlraith, have a duty to restore, preserve and maintain the building.

PLEASE FIND ATTACHED a five page document on the history and restoration of Paterson's Cottage.

5. Describe the project for which you are seeking financial assistance (use separate sheet if necessary):

During all the restoration work carried out since 1980, at no time have we done work on the five windows in the cottage. So, we consulted two painters to provide a quote for the restoration work on windows, to paint old barge boards before they rot, [hoping they will not have to be replaced], paint the new flashings put up about four years ago and remain unpainted, two new doors and their surrounds, plus one central possibly original door that has also had no attention and needs some restoration work.

6. Please summarise your organisation's own fund-raising efforts or contribution to this project (with \$ amounts):

The five members of PCCT have considerable work to carry out voluntarily over the spring and summer: spraying pathway, wedding the garden around the cottage, carrying out cluster fly protection, using a borer bomb in the cottage in November as we do each year, further bird proofing to stop birds nesting under the eaves; cleaning and vacuuming, and any general maintenance as required under the Heritage NZ preservation requirements. As in the past, two further volunteers –Peter McIlraith and Andy Scotland – will assist us if required.

7. Please detail the complete costs of the project:

• Protection of barge boards	\$120 materials
• Windows	\$45 materials
• Doors	\$45 materials
• Labour & travel	\$700

Less your contribution

\$

Other Funding

\$

Total Amount requested from Council

\$800 - 00

We have applied for this amount as it equates to about 50% of the total work for this project over summer.

8. When will the project be completed?

It is quite urgent work to stop deterioration of timbers etc.

9. How will the proposed project benefit the community?

This restoration work will ensure this historic Category One building continues to be enjoyed by those who stop and view Paterson's Cottage on Hakataramea Highway as well as ensure it remains restored for future generations.


10. Has your organisation previously received a grant from Council within the last 5 years? If so, state years received and amounts:

We believe the previous grant we received was in 2006 towards restoration work.

11. **Question Eleven: Have we applied to any other organisation for funding for this project.**

No, we have not applied to another organisation.

Organisation - (including other councils)	Amount requested (\$)	Results date (if known)

12. Date grant applied for: 20 October 2016
13. Signature of Applicant: 
14. Position of Signatory: Secretary

Notes

- A budget report for the project will be required.
- Annual financial statements of the applicant may be requested.
- If at any time any conditions of any Grant are not being met to the satisfaction of Council, the Council can require a refund of its contribution.
- These guidelines are for assistance of the Council and applicants, but the final decision of any contribution is at the sole discretion of Council.
- Please attach photos, sketch proposals, plans, additional information etc.

Quote for painting

for professional painting services

Date of quote:

Quote #

05

To:	JOS Historical House Highway + Waimoe	From:	C. MCGREGOR 40 BOWEN ST KURU
Phone:		Phone:	027 7409552
Mobile:		Mobile:	
Fax:		Fax:	
Email:		Email:	

We have pleasure in submitting the following quote for your project.
We prefer to use Resene products to ensure a high quality finish.

Resene

the paint the professionals use

Description of work	Total
Thoroughly sand Barge board + paint 4 litre same colour as flashing on roof (cement light brown)	\$120.00
5 windows inside roof thoroughly sand + stain (some dark colour some white) stain to English Walnut 1 Litre	45.00
DOORS thoroughly sand + stain 1 Litre natural wood stain	45.00
LABOUR 2 1/2 days	Sub total
20hrs at 35 p/hr. \$700	plus GST 700.00
	TOTAL \$
This quotation is valid for a period of 30 days from the date of quoting. Any extra work other than that quoted above will be charged accordingly.	
	\$910.00

Proposed start date: ? As soon as possible

Signed for and on behalf of the Customer: I have read, understood and agree with the quotation details.

Name:		Date:	
Signature:			

Signed for and on behalf of the Painter:

Name:	MCGREGOR C M	Date:	3/10/2016
Signature:	C M		

For decorating advice, inspiration and ideas visit www.resene.com.au (AUST) or www.resene.co.nz (NZ)



Shona Patterson 0274272605

Quote for painting Pattersons Cottage
Historic Building
Haka Highway.

Description of work.

- * sand and paint barge boards.
- * sand and stain inside and out
5 windows.

- * Sand & stain 3 doors.

Approx 5 litres Paint - stain \$280

Labour - 20hrs @ \$25 = \$500

Travel - 120 km 2 days \$72

\$852.00

+ GST 127.80

\$979.80

21 Peski Road
R.D.1
KURUW 9498
0274272605.

PATERSONS COTTAGE CHARITABLE TRUST

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016

PATERSONS COTTAGE CHARITABLE TRUST

Entity Information

FOR THE YEAR ENDED 31 MARCH 2016

Entity Mission	The purpose of the Trust will be the restoration, preservation and future maintenance of the historic cob house in the Waitaki Valley known as "Paterson's Cottage". The building is Category 1 listed by Heritage NZ
Legal Basis	Charitable Trust
Charity Number	CC22864
Bank	Bank of New Zealand
Trustees	Jocelyn McIlraith Pam Dyer Suzie McIlraith Kate White Sheryl Frew
GST Basis	Not Registered
Basis of Accounts	Paterson's Cottage is permitted by law to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not-For-Profit) and has elected to do so.
Postal Address	Glenmac Farm, Hakataramea, R D 1 Kurow 9498
Main Sources of the Cash and Resources	– Donations and Grants
Entity's Reliance on Volunteers and Donated Goods or Services	- Trustees provide governance of the organisation, carry out minor maintenance, cleaning, gardening etc

Statement of Service Performance

FOR THE YEAR ENDED 31 MARCH 2016

Description of the Entity's Outcomes:

Preservation of the historic cobb cottage

Description of the Entity's Outputs:

- General repairs and maintenance of cottage
- New signage to explain the Trusts role and the need for funding
- Developing a new main sign to explain the history of the cottage so that visitors can learn more about the building.

PATERSONS COTTAGE CHARITABLE TRUST

Statement of Receipts and Payments FOR THE YEAR ENDED 31 MARCH 2016

	Actual This Year \$	Actual Last Year \$
Operating Receipts		
Donations, fundraising and other similar receipts	81.20	78.10
Fees, subscriptions and other receipts from members	15.00	20.00
Interest, dividends and other investment income receipts	10.11	8.82
Total Operating Receipts	106.31	106.92
Operating Payments		
Payments related to providing goods or services	113.59	1,490.99
Total Operating Payments	113.59	1,490.99
Operating Surplus or (Deficit)	(7.28)	(1,384.07)
Increase/(Decrease) in Bank Accounts and Cash	(7.28)	(1,384.07)
Bank accounts and cash at the beginning of the financial year	4,048.08	5,432.15
Bank Accounts and Cash at the End of the Financial Year	4,040.80	4,048.08
Represented by:		
Cheque account	4,040.80	4,048.08
Total Bank Accounts and Cash at the End of the Financial Year	4,040.80	4,048.08

PATERSONS COTTAGE CHARITABLE TRUST

Statement of Resources

FOR THE YEAR ENDED 31 MARCH 2016

SCHEDULE OF RESOURCES		This Year	Last Year
		\$	\$
Bank Accounts and Cash (from Statement of Receipts and Payments)		4,040.80	4,048.08
Other Resources			
Description and Source of Value (cost or current value required if practicable to obtain)		Cost or Current Value	Cost or Current Value
Building		2,500	2,500

PATERSONS COTTAGE CHARITABLE TRUST

Notes to the Statement of Receipts and Payments FOR THE YEAR ENDED 31 MARCH 2016

Analysis of Receipts

Receipt Item	Analysis	\$	\$
Grants and donations	Donations/koha from the public	81.20	78.10
	Total	81.20	78.10

Receipt Item	Analysis	This Year \$	Last Year \$
Fees, subscriptions and other receipts from members	Subscriptions from members	15.00	20.00
	Total	15.00	20.00

Receipt Item	Analysis	This Year \$	Last Year \$
Interest, dividends and other investment income receipts	Interest	10.11	8.82
	Total	10.11	8.82

Analysis of Payments

Payment Item	Analysis	This Year \$	Last Year \$
Payments related to providing goods or services	Advertising	40.25	-
	Repairs and Maintenance	70.00	1486.82
	With Holding Tax	3.34	1.67
	Bank Fees	-	2.50
	Total	113.59	1,490.99

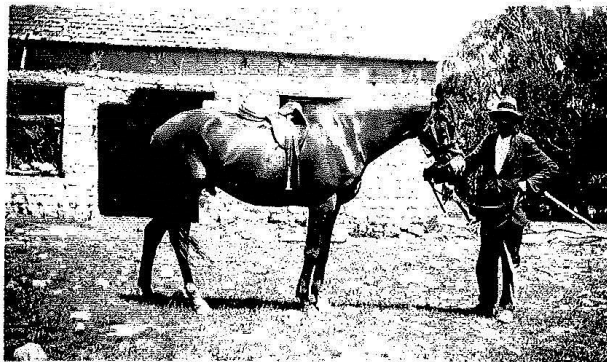
HISTORIC BUILDING: PATERSONS COTTAGE

Paterson's Cottage is registered as Category One by New Zealand Historic Places' Trust.

Paterson's Cottage, [originally known as Paterson's Accommodation House], is an historic building situated near the Waimate-Hakataramea Highway in South Canterbury and on the property of *Glenmac* on an historic reserve. This building is an excellent example of an early cob building with its walls and chimney built of clay, (from the cliff at the mouth of the nearby Penticotico Stream), chopped up tussock and shingle. A 1979 report prepared by the Ministry of Works stated that the cottage is of "lump construction" – quite different from other earth buildings because of the lumps being loaf size, and as the report states 'were forced into intimate contact'. This method of construction caused considerable shrinkage during the drying out period.

The foundations of the building are local river stone. The roof, originally covered in shingles, is now mostly corrugated iron although we have used wooden shingles [not cedar] on the northern roof face.

The original cottage had two rooms. The main room, with an open fireplace on the west wall, had a loft which ran the whole length of the building. This would have been reached by ladder and used as sleeping quarters. Behind the main room, was a lean-to running the length of the building and which would have been the kitchen area. A stable was situated about 50m from the cottage.



We believe this photo is Robert McIlraith in front of the cob cottage prior to any restoration work.

There is much debate about this cottage - about who built it, who lived in it and whether it was infact an accommodation house. Historical reports and documents are often vague and provide mixed messages. There are no records giving the exact date of when the cottage was built.

For many years, the building was known as Paterson's Accommodation House but after restoration was carried out in 1980s/1990s the name was changed to Paterson's Cottage by the New Zealand Historic Places' Trust [NZHPT]. I believe it would have been more appropriate to have named it Le Cren Cottage as some documents suggest H J Le Cren built the cottage in 1872. One

document does suggest it was built by James Paterson in 1883 and that James Paterson owned the Redcliff Hotel before purchasing the small title of land. However, doubt exists over much of that information as Electoral Rolls for Waitaki lists more than one James Paterson, all with different occupations. Anyway, we believe it was built about 1880.

ELECTORAL ROLLS

1880-81 Waitaki, Otago

There was a James Paterson living at Herbert

1885-1886 Waimate District, Canterbury

No 1039: James Paterson, freehold, Waimate, 70 acres near Deep Creek

No 1040: James Paterson, freehold, Waitaki, shepherd, 22 acres, Waitaki. [I need to look at the Title re acreage]

1890 Waitaki, Otago

No 1355: James Paterson, Residential, Kurow, Mason

No 1357: James Paterson,

Nature of qualification: freehold,

Place of residence: Waitaki

Occupation: Shepherd

Property qualification. Give Description and Situation of Property: 22 acres, Waitaki

No 2084: James Paterson, residential, Kurow, labourer

Henry John LeCren was the legal owner of the land 1st July 1872 to 12th Jan 1883 [Title RS 15217 included 20 acres.] He was quite a large landowner, as Electoral Rolls show property owned in London, near Temuka, in Timaru, Waimate.

ELECTORAL ROLLS

Electoral Year 1880-1881, District Waimate, Canterbury

No 605: Le Cren, Henry John

Nature of Qualification: Freehold

Place of Residence: Timaru

Occupation: Commission Agent

Situation of Property: 12843 & 12813, Waimate

Electoral Year 1880-1881, District Waitaki, Otago

No 501: Le Cren, Henry John

Nature of Qualification: Joint freehold

Place of Residence: Timaru

Occupation: Merchant

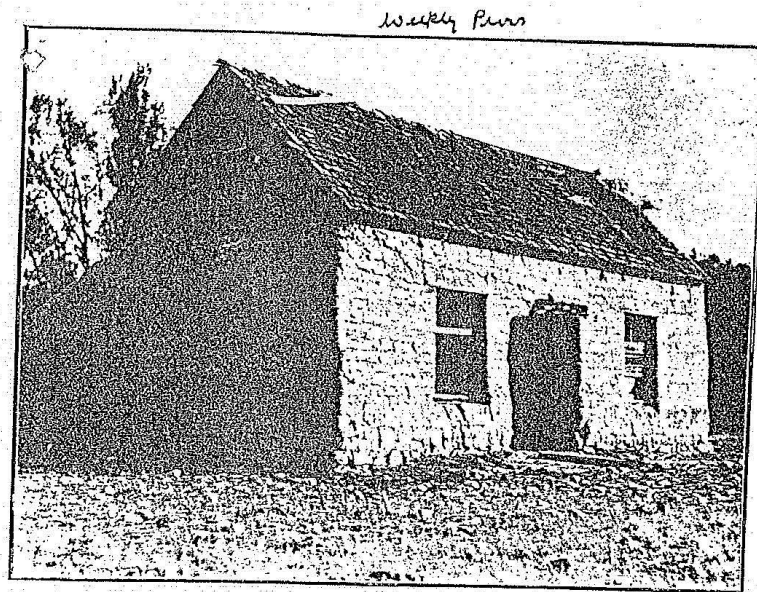
Situation of Property: Pre-emptive on No 160, Otematata

James Paterson purchased the property on 13th Jan 1883 and was the owner until 19 Dec 1893 [CT 88/137]. It is understood that James Paterson lived there with his wife, three sons, one daughter and a step son but there is no real evidence to verify this.

With the remains of the stables situated about 50m from the cottage, we understand they were used as a changing place for coaches between Waimate and Kurow. The cottage may also have provided an overnight stop for drovers going up or down country. In the 1882 - 1883 period, the start of the freezing works brought stock movement and a need for holding paddocks overnight.

There was a wool wash nearby too so the cottage may have provided accommodation for workers but as already stated, we have no legal records to verify that.

WEEKLY PRESS photo : 1928 - shows the condition of the building.



A RELIC OF EARLY DAYS.
An old mudhouse, which is a prominent landmark on the road between Redcliff and
Hakataramea near the Waitaki river. 1928 Sydney Smith.

PRESERVATION and RESTORATION: Had it not been for the foresight of ROBERT McILRAITH, and initiative shown by each generation of the McIlraith family determined to see the cottage preserved, the cottage may well have fallen into disrepair.

Initial preservation of the cob cottage began between 1935 and 1936, when Robert McIlraith replaced the shingle roof with corrugated iron. In the 1950s or perhaps earlier, windows were put in the northern and eastern walls and doors on the north and southern walls by Doug McIlraith. Extensive restoration work was carried out between 1970 and 1990.

Before that work, the floor of the cottage was just earth. Birds had nested in the building for generations and it had been used for many years to store hay. The rear lean-to wall was no longer standing with only sections of the eastern and western cob walls having survived. Some original beams of the loft were stored on the earthen floor in the cottage which were later used during the renovation process.

Major restoration work really began from 1981 when, through encouragement and support from Mr David Studholme of *Te Waimate* and the South Canterbury regional committee of the NZHPT, Peter and I wrote to the NZHPT and informed them we were interested in restoring the building. Over the following years, we were assisted by several volunteers as well as some professional builders.

WORK CARRIED OUT:

1980: Historic Building AA signs were placed on SH82

Initially, cob work was carried out around the windows and door areas and the outside clay walls received a clay wash. Wooden doors more in keeping with the historical nature of the cottage were installed. Spouting was added to the roof. Considerable cob work was needed to repair cracks in walls and some of the chimney was rebuilt.

1982: Birdproofing to deter further nesting under the eaves. This is a constant problem with the cob building.

1983: The north pitch of the roof was clad with wooden shingles. A permanent fence was built around the building using donated milled silver poplar logs;

1984: We received a \$1200 grant from the NZHPT to build on the lean-to at the back of the main room and put in the loft again using the original beams. A wooden floor was also put in the main room of the cottage.

1984: NZHPT registered Paterson's Cottage with a B classification.

1985: NZHPT provided a further \$1200 for flooring the lean-to using local macrocarpa.

1985: The NZHPT provided a notice board out in front of the building. That notice board is still standing and states:

This cob cottage is believed to have been built about 1880 from Pentitcotico clay and tussock. It was occupied by a farmer, James Paterson, and his family. Paterson sold liquor and provided casual accommodation.

After his departure in 1893 casual workers continued to camp here. There was at one time a wool wash in the nearby Pentitcotico Creek.

The building has been restored by local supporters and NZHPT.

1985: I established Paterson's Paddocks Handknits from home.

1985: Electricorp provided wiring and meter board for electricity.

1985: Inside walls were painted white.

1985: The building was partially furnished by our family.

1990: The Paterson Family held a family reunion at the cottage in January 1990. 100 people attended. Upper Waitaki Branch WDFC catered for the event.

1990: I established a Craft shop in the cottage during the summer of 1990; building open to the public.

Since then, we have continued with regular maintenance work – fencing, cob work, new doors, bird proofing. A shingle path and tussock garden have also been established around the cottage.

2007: Paterson's Cottage Charitable Trust was established with responsibility for maintenance, restoration and preservation of Paterson's Cottage. There are five Trust members.

2012: Film crew for movie *Mr Pip* spent 10 to 12 days at the cottage adding a temporary forge to the end of the building, removing the fence and gate etc for filming purposes, making various modifications to suit the purpose of the movie.

Funding from this project was used to rebuild and renew the fence that surrounds the cottage.

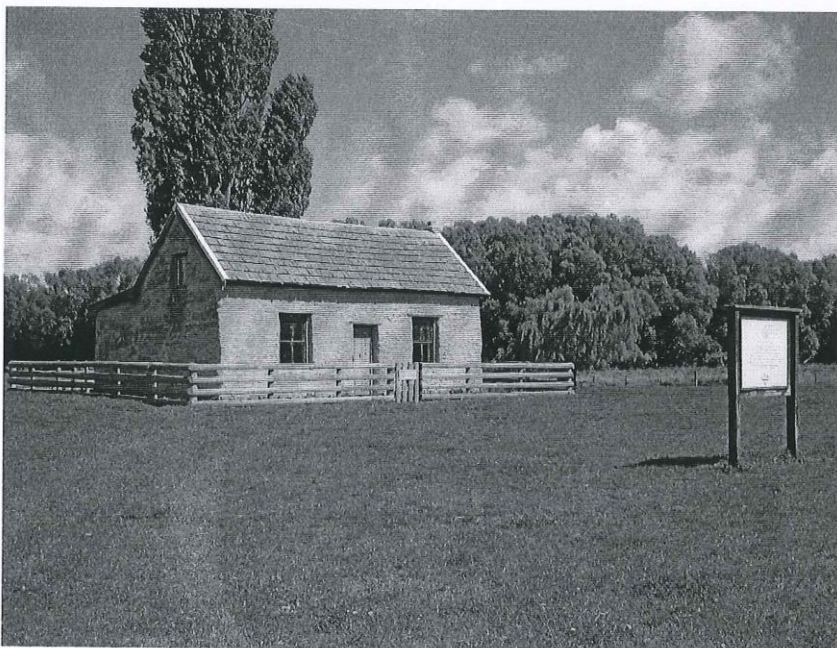
We also had work carried out on the shingle roof on the north face, by James Meehan, and he also put down a gravel path for us around the cottage.

As well, we purchased and planted a variety of grasses and tussocks which ^{were} planted by Trust members around the inside fence line.

THANKYOU

Over the years, many people have assisted in the restoration work. For fear of leaving out a name I won't list those people but we do want them to know we are very grateful for all their assistance in ensuring Paterson's Cottage is preserved for future generations.

THE RESTORED PATERSON'S COTTAGE.



Heritage Fund Criteria and Eligibility

Eligible Projects

- Archaeological and traditional sites.
- Buildings and sites with Heritage New Zealand classifications and/or listed in the Waimate District Plan.
- Other buildings or sites the Council consider worthy of assistance.
- Notable and heritage trees.

Eligible Work

- In the case of heritage value buildings, preference will be given to assisting with the restoration or strengthening of the structure or fabric.
- In the case of heritage or notable trees, preference will be given to work to enable conservation or protection of the tree/s.
- Recording any aspect of the District's heritage.
- Funding priority will be given to buildings and sites that are in public ownership, e.g. community enhancement groups, incorporated societies, trusts, etc.

Ineligible Applications

- Projects for ordinary maintenance and repair of heritage buildings and sites, with the exception of war memorials.
- Projects for Council owned heritage buildings or heritage sites.
- Any assistance in retrospect.
- Any other reason the Council considers not appropriate for funding.

Conditions of Assistance

- Recipients of financial assistance shall be required to supply any information which is required to fully consider any proposal.

You may also be asked to:

- Agree to registration of the heritage building, tree or site in the Waimate District Plan; and/or
- A Heritage New Zealand Pouhere Taonga Act covenant; and/or
- A QEII National Trust covenant.

Miscellaneous

- Not more than 50% of the total cost of a project will be granted from the fund, up to a maximum of \$1,000.

For assistance in applying for Heritage Funding please contact:

Waimate Information Centre – Phone 03-689-7771, Email info@waimatedc.govt.nz

Postal Address: Waimate District Council, PO Box 122, Waimate 7960

Item 7 Consideration of Major (Urgent Business) or Minor Items not on the Agenda

Prepared by: Bede Carran
 Chief Executive

The Community Services and Development Committee is to consider any major (urgent business) or minor items identified earlier in the meeting.