

# Request for Occupancy/lease of Council Land/Building 22/23

## Application form

Application No. 0008 From Leanne Wallace

Form Submitted 16 Jul 2023, 11:23PM NZST

## About Your Group

\* indicates a required field

### Organisation registration details

#### Organisation Name

Te Whatu Raranga o Highbury Weavers Inc.

#### NZ Charity Registration Number (CRN)

#### New Zealand Charities Register Information

Reg Number

Legal Name

Other Names

Reg Status

Charity's Street Address

Charity's Postal Address

Telephone

Fax

Email

Website

Reg Date

Must be formatted correctly.

#### Current Address

7(2)(a) Privacy

#### Primary Phone Number

7(2)(a) Privacy

Must be a New Zealand phone number.

#### Primary Website

<https://www.facebook.com/Highburyweavers>

Must be a URL.

### Contact Details

#### Primary Contact

Ms Leanne Wallace

#### Primary Contact Email

highburyweavers@outlook.com

Must be an email address.

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### Primary Contact Phone Number

7(2)(a) Privacy

Zealand phone number.

### Secondary Contact Name

Ms Pearl Parker

### Secondary Contact Phone Number

7(2)(a) Privacy

Zealand phone number.

### Secondary Contact Email

highburyweavers@outlook.com

Must be an email address.

### Secondary Contact Phone Number

Must be a New Zealand phone number.

### Applying for: Please tick which relates to your application

- Occupying/leasing a (previously unoccupied) council-owned property
- Constructing a new community building on council-owned land
- Renewing an occupancy/lease

### What is the Vision of the organisation, what are you wanting to achieve?

Te Whatu Raranga o Highbury Weavers Inc. was set up by the late Yvonne Marshall over 20 years ago and is registered as a Society with the New Zealand Companies Office (No. 2726432). Registration date being 29 January 2019. Copy of Certificate of Incorporation and amendments are attached.

The Purpose of our organisation is to:

- . encourage the development and use of traditional Māori weaving skills,
- . support and promote the interests of Te Whatu Raranga o Highbury Weavers Inc,
- . uphold mana and tikanga of traditional Māori weaving within a contemporary context,
- . to holistically enhance the wellbeing of members; and our wider community,
- . participate in and promote activities that involve and enhance our wider community.

### How are the major decisions in your organisation taken? (e.g. Trust Board, Management Committee) \*

Committee of six persons.

### Who are the current members of the major decision-making group? \*

Current committee

Debra Marshall-Lobb Patron

Leanne Wallace Chairperson

Pearl Parker Treasurer

Fae Sidney Secretary

Marise Clark Committee Member

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Ariana Tipa-Emery Committee Member

Sophia Parlato Committee Member

### Are staff employed or is all work carried out voluntarily? \*

No staff employed, committee members give of their time voluntarily.

### If staff are employed, what is the source (s) of funding used to pay them? \*

N/A

### What are the key positions in the organisation (paid and/or voluntary) ?

All Voluntary positions

Patron

Chairperson

Treasurer

Secretary

### What in general terms are the roles of these positions?

Patron Cultural and kaumatua advice

Chairperson Responsible for day to day running of the organisation

Treasurer Responsible for all things financial obligations of the organisation

Secretary Responsible for minute taking, disseminating information to financial members of the organisation

### Who currently holds these positions? Please give names and brief resumes.

Patron Debra Marshall-Lobb (Deputy Mayor / secondary school teacher)

Chairperson Leanne Wallace (Teacher Assistant)

Treasurer Pearl Parker (Retiree)

Secretary Fae Sidney (Retiree)

### Please summarise your organisation's achievements since its establishment?

The organisation's achievements

- . Participation in Cultural Festivals
- . Participation in Matariki celebrations at schools, libraries and other venues when requested
- . Participation in Manawatu Arts Trail
- . Offering workshops, twice yearly, at both Square Edge and Te Manawa
- . Highbury Weavers mahi toi that has been designed and completed by members displayed in local public areas, office workspaces, homes and kakahu/cloaks worn by students on graduation.
- . Work in progress on restoring Te Patikitiki Community Library's tukutuku taonga.
- . Help revive an ancient art in a local setting

### Additional information

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Filename: 20230706153445978.pdf

File size: 413.2 kB

# Request for Occupancy/lease of Council Land/Building 22/23

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Filename: 20230706153601801.pdf

File size: 2.0 MB

Please upload any additional information to support your application

## Intended Use

### What is the intended use of the property?

- Sport and Recreation
- Community or social service
- Education
- Other: We would fit into all the above categories.

### What service is to be provided from the property? Please give a full description

We are a non-profit rōpū who have created a safe place where interested persons can come to learn traditional Māori raranga (weaving). Also to share ideas and assist with any queries pertaining to the making of garments, baskets, wall hangings, etc, from harakeke or contemporary weaving materials.

### What are the objectives of the service or activity ?

The Purpose of our organisation is to:

- . encourage the development and use of traditional Māori weaving skills,
- . support and promote the interests of Te Whatu Raranga o Highbury Weavers Inc,
- . uphold mana and tikanga of traditional Māori weaving within a contemporary context,
- . to holistically enhance the wellbeing of members; and our wider community,
- . participate in and promote activities that involve and enhance our wider community.

### Who is expected to benefit from the service/project? (i.e. who will be the end users or client group) ?

Anyone in the community who wishes to join as a member will benefit from the shared knowledge of other members.

Whanau who will proudly wear the kakahu/cloaks made out of Highbury Weavers

Clients who request weaving pieces in their offices/homes, etc.

Anyone who has had kakahu/cloaks made from Highbury Weavers

### What geographic catchment will the project serve?

Manawatu District although we have members from Horowhenua.

### What is the demographic profile of those who are expected to benefit from the service / project?

Persons wanting to learn traditional Māori weaving with harakeke and contemporary materials.

### How many people are expected to use the service/project on an annual basis?

We can not give a definitive figure on this service as it is dependant upon persons wanting to learn.

Current financial membership is approximately 25.

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### **How was this need identified ?**

As a collective determining the need for the preservation of traditional Māori weaving skills.

### **Which organisations in the City are providing services for a similar target group? (i.e. similar geographic location, demographic profile)**

. Te Wānanga o Aotearoa

### **In what way does your service/activity differ from that supplied by these other organisations?**

. We are a non-profit rōpu that is enabling the skill of traditional Māori weaving to be kept alive by offering two sessions per week for the community

. Non-formal learning

. Working at your pace.

. Working within your whanau commitments

. Weavers have the knowledge that if "life" gets in the way, you do not lose your way. We pick up when they are able to return

### **What evidence do you have that the service/activity will meet the need identified?**

. Our members are all encouraged by one another, to share and receive advice.

. The look of achievement when a person has completed their piece and wanting to start the next piece.

. Whanau proudly wearing a kakahu/cloak made at Highbury Weavers

. The premises are central, parking is available, there is a bakery and take away in close proximity allowing our Kūi to have a one stop outing.

### **Has the service/project been pilot tested for effectiveness? If so, please give details of pilot test and results.**

Nil pilot test.

### **Has the service/project previously been operated in Palmerston North or anywhere else in New Zealand? If yes, please give details.**

Highbury Weavers Inc. has been servicing the district from these premises for the past 20 years.

### **How will you measure the level of success of this service/project?**

. Individual achievements.

. Requests for demonstrations/workshops from community organisations

. Renewed memberships

. New members

. Commissions

## Readiness

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**What are the costs involved in establishing this activity/service? Please give the main categories of cost and as close an estimate as you can manage for each category.**

. We have been established for 20 years in these premises.

**How do you anticipate funding these costs? (e.g. funds in hand, grants, fund raising) Please specify which funds have already been secured and which are subject to further work/decisions.**

N/A

**What are the estimated costs of operating the service/project on each year?**

. Rent/Rates \$1,000/pa

. Power \$1,000/pa

. Kitchen supplies \$300/pa

. Weaving supplies \$500/pa

Some weaving materials have been donated by both past and current members and public who support us.

**How do you anticipate funding these costs?**

. Membership

. Koha

. Commissioned projects

**Have you prepared a business plan for the service/project? If yes, please supply a copy.**

N/A

**Upload Business Plan**

*No files have been uploaded*

**Please supply a copy of your most recent audited accounts.**

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File size: 248.7 kB

**If you are lease a property, what is the timeline for making the service/project operational?**

. Currently operational.

**Please specify plans for resourcing (equipment, services, people, tools etc.)**

. Tools and materials have been gifted by past and present members.

. Purchasing as required.

. We call on the expertise of kaumatua as required.

**Have you prepared any conceptual and technical plans? Please Upload**

*No files have been uploaded*

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## Fit with Council Direction

### Policy on Use of Public Spaces 2019

#### Support and Funding Policy - Occupancy of council-owned Property by for Purpose groups

**Purpose:** The purpose of this support is to provide to allow for-purpose groups to occupy and operate out of, Council owned property for sporting, recreational, community/social services and educational purposes, at community rental rates.

**Support Priorities:** For-purpose groups that contribute to outcomes to achieve goals 2, 3, and/or 4 of Council's strategic direction. For- purpose organisations who are jointly seeking a shared space within a Council-owned building; and their presence fits with the identified space and will maintain or enhance the uniqueness of the space.

#### Policy on Use of Public Spaces 2019<sup>[1]</sup>

In considering an application to use public space, and particularly where there are competing applications for the use of public space or high demand for a public space, the Council will consider whether the activity:

- supports the achievement of the Council's goals
- adds to the variety of events or activities available in Palmerston North
- enhances any precinct identities (e.g. Broadway as a hospitality precinct)
- provides an experience (rather than a simple commercial exchange)
- does not significantly limit the availability of space for general community use.

Council may also consider:

- whether the event or activity is inclusive of and accessible to the wider community
- iwi feedback on the proposed event or activity
- the opportunity to enhance or celebrate the heritage values of the public space
- the opportunity to enhance or celebrate the natural environment of the public space
- the opportunity to contribute to preparedness for emergency response, disaster response, or national security concerns
- potential impact on existing city businesses. Council may require applications to be subject to public consultation where an application is likely to be controversial, or where it is unclear if the proposal is consistent with the overall intent of the policy.

Note that none of the criteria or considerations provided for in this policy outweigh the freedoms guaranteed under the Bill of Rights Act.

[1] <https://www.pncc.govt.nz/council-city/official-documents/policies/policy-for-the-use-of-public-space/>

### Palmerston North Strategic Direction

Goal 1: An Innovative and growing city

Goal 2: A creative and exciting city

Goal 3: A connected and safe community

Goal 4: An eco-city

[Strategic direction | Palmerston North City Council \(pncc.govt.nz\)](https://www.pncc.govt.nz/council-city/official-documents/policies/policy-for-the-use-of-public-space/)

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**Please explain how your proposed lease will contribute to one or more goals of Council (it is not necessary to contribute to more than one goal):**

A connected and safe community.

Allowing a safe and secure place for the community to weave

Allowing for all our equipment to be secure in one place and not have to move our equipment each session.

To have all services in close proximity and local.

**Is the need which this project/service aims to address identified in any other City Council plans or research? If so please indicate the report and relevant sections.**

. Unsure, but probably not.

## Type of Property (new requests only)

**35. Does your group require a building or land only?**

N/A

**36. Please describe the type of property you require? Size, type, what attributes must it have etc.**

N/A

**37. Does the property need to be located in a particular area of the City? If so, where?**

N/A

**38. Is this location essential or desirable? Please bear in mind that if you mark essential and the Council does not have suitable property in that location then no property at all may be offered.**

Desirable

Essential

**39. Do you have a location or Council property in mind? If so where?**

N/A

**40. Approximately how long do you anticipate requiring Council property for?**

N/A

**41. Please attach any other information you wish to supply as part of your application**

*No files have been uploaded*

## Declaration

**You must agree to the below statements before submitting your application:**



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### New Question

- I confirm that all information given or written is true, complete and accurate.
- I give authority for Council to use the information provided publicly, such as in a report to the Council, to assess our proposal.