

Placemaking guidelines for community identified projects in the public space.

“Building communities and creating places” outlines a plan of action that will guide communities and Council in creating vibrant, caring, creative and sustainable public places around the district. These guidelines provide the foundation for a positive and proactive approach to Placemaking in the Waikato District.

Community placemaking projects occur on public open spaces and develop an area from a space into a creative interactive place. They involve partnerships between Council and community groups or individuals. For these projects to be successful Council and the groups or individuals involved need to be open to working together. The Community Placemaking Team (CPT) is a team operating from within council with the aim to assist communities in developing creative spaces.

What is public space?

All road reserve, reserves, esplanades, playgrounds, walkways, cycleways, cemeteries, community facilities or town centres are administered by Council on behalf of the community. Placemaking projects can occur inside public facilities e.g. libraries or outside e.g. walkways. Projects cannot occur in sensitive areas such as cemeteries or historic sites. Commemoration of significant regional or national events must be approved by Council. Some Council reserves are leased to third parties and will require further consideration.

Creating a Project Plan

The expectation of these projects is that the group will undertake the majority of the project and materials are sourced where possible using the reuse/upcycle philosophy. Projects can be short term (e.g. 6 months) or long term (e.g. 10 years). Any project will be subject to CPT endorsement prior to commencement.

The following steps need to be considered:

1. Identify the project idea and contact a member of the CPT to discuss and develop your idea further.
2. Form your community group (the worker bees) to brainstorm your idea with the vision to create a draft project plan. (The CPT can help you with this).
3. The draft project plan should include enough detail to enable the CPT to determine the scope and any staff who will need to be assigned to help you.
4. Once the project plan has been reviewed by the CPT you may be required to present your ideas to the Council team assigned to the project. This team will provide guidance in regards to issues they may have identified, e.g. height restrictions or safety issues that may impact on your project. It may be necessary for you to discuss your project with other parties' e.g. local community board. Part of this review will be to ensure that Health and Safety requirements are met. The CPT will help you with any further information that you have been requested to provide.

5. The CPT will provide final approval and confirmation in writing of the scope of your project and the agreement to which all parties will be bound.
6. Once the Council and community group/individual accept and sign off on the project scope the project can commence.

What to consider in a Project Plan:

The attached template will guide you when formulating your Project Plan. Use the prompts below as a guide.

- Materials – upcycled and new
- Durability and construction of objects
- Costs
- Funding
- Ongoing maintenance
- Health and safety of objects and workers
- Removal/dismantling if a defined time project
- Visual impression
- Community sensitivity
- Location
- Worker bees/labour
- Weather vulnerability
- Local support/opposition
- Is the project enhancing and embracing the community
- Authenticity of information for projects that relate to commemorative events
- Timeframe
- Stages of any development

Moving forward

The CPT have been appointed by Council to help, not hinder, communities in the Waikato District. Your project should be able to be established speedily if the guidelines above are considered and taken into account.

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