

Methven Community Board

AGENDA

Notice of Meeting

The meeting of the **Methven Community Board** will be held on:

Date: Monday 13 March 2023
Time: 10:30am
Venue: Mt Hutt Memorial Hall Board Room
Main Street
Methven

Membership

- Kelvin Holmes (Chair)
- Richie Owen (Deputy Chair)
- Megan Fitzgerald
- Robin Jenkinson
- Allan Lock

Council appointee

- Councillor Liz McMillan (Deputy Mayor)

Methven Community Board

Timetable	
Time	Item
10:30am	Meeting commences

ORDER OF BUSINESS

1 Apologies

2 Extraordinary Business

3 Declarations of Interest

Members are reminded of the need to be vigilant and to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest they might have.

Minutes

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Reports

5 Activity Reports

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Business Transacted with the Public Excluded

- 6** Methven Community Board – 30 January 2023 **PE 1**

Attachments

- Appendix 1: Customer Request Management report
Appendix 2: Financial report – 31 January 2023

4. Methven Community Board Meeting – 30/01/23

Minutes of the Methven Community Board meeting held on Monday 30 January 2023, commencing at 10:30am, in the Mt Hutt Memorial Hall Board Room, 160 Main Street, Methven.

Present

Kelvin Holmes (Chair), Richie Owen, Robin Jenkinson, Allan Lock, Megan Fitzgerald; Deputy Mayor Liz McMillan.

In attendance

Toni Durham (Group Manager Democracy and Engagement), Ian Soper (Open Spaces Manager), Linda Clarke (Communications Advisor) and Carol McAtamney (Governance Support).

Acknowledgement of Councillor Rodger Letham

A moment's silence was observed for Councillor Rodger Letham. Cr Letham was appointed as an ADC representative on the Community Board in 2019 and was reappointed in October 2022 following the Local Body Elections.

1 Apologies

Mayor Neil Brown Sustained

2 Extraordinary Business

Nil.

3 Declaration of Interest

Nil.

4 Confirmation of Minutes

That the minutes of the Methven Community Board meeting held on 12 December 2022 be taken as read and confirmed.

Jenkinson/McMillan Carried

Matters arising

Nil.

5 Activity Reports

That the activity reports be received.

Owen/Jenkinson Carried

5.1 Democracy and Engagement

5.1.2 Community Board Executive Elections

That the Methven Community Board supports Ross Munro's nomination as the representative on the New Zealand Community Boards' Executive Committee.

5.4 Infrastructure and Open Spaces

5.4.1 Roading

- **Roadside Maintenance**

Ōpuke thermal pools have undertaken trimming of hedges/grass verges outside their property. Council owns grass verges adjacent to this land which also need tidied up. Ian Soper to look into this.

- **Better Off Funding**

An article in a recent copy of the Ashburton Guardian stated that a portion of funds from the Council's Better Off Funding package received from the Government would be used for additional footpaths around Ashburton, Methven and Rakaia.

The Board queried as to which areas of Methven would receive additional footpaths. The Road Manager is to be invited to the next meeting to provide an update.

5.4.2 Drinking water

- **Reservoir**

Request for copies of the plans for the new infrastructure for the membrane plant and settling ponds to be circulated to members.

5.4.4 Open Spaces

- **Tree Lighting**

The Board have purchased lights for two oak trees. A request was made for an update on where this project is at.

- **Maintenance Responsibilities**

The Open Spaces Manager confirmed that Methven Lions are responsible for everything to do with the Methven Walkway track surface, for which the Lions have a licence to occupy from the Council.

This goes from the RDR down Mt Harding Road through Thyme Stream into town, through the Cemetery then A&P and back up the treeline from Holmes Road right up to the RDR. Methven Lions also have an occupation agreement with Council for plantings on the road reserve at Mt Harding Road – which they maintain as well.

Council, through Open Spaces, maintain the Cemetery gardens and new bund/tracksides plantings along with the streamside/tracksides plantings at Thyme Stream subdivision. The stream here is also a water race and is part of the Council water race network. Council Water Rangers will undertake the stream/race maintenance.

Open Spaces staff will spray from time to time the track area immediately in front of Council maintained plantings such as the bund in the cemetery and Thyme Stream gardens. This is due to the fact that staff are there with a knapsack or sprayer, walking across the track, so it makes sense for them to do so.

Business transacted with the public excluded – 11.25am.

That the public be excluded from the following parts of the proceedings of this meeting, namely – the general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item No	General subject of each matter to be considered:	In accordance with Section 48(1) of the Act, the reason for passing this resolution in relation to each matter:	
6	Methven NZ Website – grant funding	Section 7(2)(h)	Commercial activities

Fitzgerald/Jenkinson

Carried

The Board resumed in open meeting at 11:40am.

Methven Community Plan

A Methven Community Plan was prepared in 2009 and updated in 2014. The Board would like to undertake a review of the plan. GM Democracy and Engagement is to look at the work programme to see if this can be scheduled in.

The meeting closed at 11:50am.

Confirmed 13 March 2023

Chairman

5. Activity Reports

5.1 Democracy & Engagement

5.1.1 Western Ward By-election

Nominations are now being called for the Western Ward by-election and need to be received by noon on Thursday 16 March 2023.

One nomination has been received at the time of writing this report. If there is more than one eligible candidate an election will be held. Voting would take place from 20 April with polling day on 12 May.

5.1.2 Young Elected Members Committee

Methven Community Board member, Megan Fitzgerald expressed her interest in being considered for the Young Elected Members Committee and submitted her nomination to LGNZ. The YEM election took place on Thursday 9 February.

Megan tied on votes for one of the two at-large seats but was unfortunately unsuccessful when it went to a coin toss to decide.

The two seats were highly contested with 13 nominations received. Megan feels very humbled to have even tied for one of the positions.

5.1.3 Strategy & Policy updates

Naming Policy

Council recently adopted an updated [Naming Policy](#). The policy has been expanded to include the naming of open spaces. The process for this includes discussion with the MCB, as follows:

- 1.5. Parks, reserves and public gardens are considered locations of significant importance to the community. Council officers will propose names to Council for their final decision. Officers will consult;
 - 1.5.1. with Ashburton Museum on historical names,
 - 1.5.2. with the local rūnanga where the land or proposed name has Māori significance,
 - 1.5.3. with the Methven Community Board when the asset is located in Methven.

Alcohol Control Bylaw

Council is considering a draft Alcohol Control Bylaw for consultation at the 15 March Council meeting. For Methven, the Bylaw proposes to add a small section to the Alcohol Ban Area in Methven by adding the loop of Mackie Street connecting Methven Chertsey Road.

Why?

The current area cuts between Mackie Street and Methven Chertsey Road through property boundaries. This makes it difficult to identify, and so we are suggesting using the actual street as the boundary. This would mean the Alcohol Ban Area follows Mackie Street as it connects to Methven Chertsey Road.

If Council adopts the draft Bylaw, it will be out for consultation from the 16 March – 16 April. Further details will be available [online here](#) once adopted by Council.

Draft Annual Plan 2022/23

Council has been working on the Annual Plan for 2023/24. The draft plan currently sits at an average 5.99% rate increase, slightly higher than the 5.5% increase forecast in year 3 of the Long Term Plan 2021-31. For Methven residents, the average rate increase is 4.88%. Council is unlikely to be undertaking consultation on the draft Annual Plan.

[Annual Plan 2023-24 tracking for 5.99 per cent average rate rise | Ashburton DC](#)

Methven Community Plan

A request was made at the previous MCB meeting for Council to programme a refresh of the Methven Community Plan. As Council has since prioritized 2 new strategies for 2023 this work will be unlikely to be undertaken in the current calendar year. Officers will work to program this work for later in 2024.

5.2 Business Support

5.2.1 Customer Request Management

The CRM report for November/December 2022 is attached as **Appendix 1**.

5.2.2 Finance Report

The draft financial report for month ending 31 January 2023 is attached as **Appendix 2**.

5.3 Compliance & Development

5.3.1 Building Services

Nothing of significance to report, consent levels are steady, no sign of a recession or interest rates having an effect yet, but it will come.

2023 Consents	Issued	Issued YTD	Value of Work		Value of Work YTD	
January	5 (8)	5 (8)	\$1,640,000	(\$4,134,800)	\$1,640,000	(\$4,134,800)
February	4 (3)	9 (6)	\$844,150	(\$2,466,550)	\$2,484,150	(\$6,601,350)
March	(5)	(11)		(\$6,586,027)		(\$13,187,377)
April	(6)	(17)		(\$2,043,648)		(\$15,231,025)
May	(2)	(19)		(\$644,080)		(\$15,875,105)
June	(9)	(28)		(\$5,199,000)		(\$21,074,105)
July	(2)	(30)		(\$496,250)		(\$21,570,355)
August	(3)	(33)		(\$1,886,198)		(\$23,456,553)
September	(8)	(41)		(\$1,966,144)		(\$25,422,697)
October	(2)	(43)		(\$2,932,346)		(\$28,355,043)
November	(6)	(49)		(\$725,000)		(\$29,080,043)
December	(2)	(51)		(\$780,000)		(\$29,860,043)

Note: figures in brackets are for the corresponding month, the previous year.

2022 Consents	Issued	Issued YTD	Value of Work		Value of Work YTD	
January	8 (3)	8 (3)	\$4,134,800	(\$344,000)	\$4,134,800	(\$344,000)
February	3 (3)	11 (6)	\$2,466,550	(\$388,500)	\$6,601,350	(\$732,500)
March	15 (5)	28 (11)	\$6,586,027	(\$429,650)	\$13,187,377	(\$1,162,150)
April	6 (6)	34 (17)	\$2,043,648	(\$313,000)	\$15,231,025	(\$1,475,150)
May	2 (2)	36 (19)	\$644,080	(\$392,524)	\$15,875,105	(\$1,867,674)
June	9 (9)	45 (28)	\$5,199,000	(\$2,180,610)	\$21,074,105	(\$4,048,284)
July	2 (2)	47 (30)	\$496,250	(\$743,000)	\$21,570,355	(\$4,791,284)
August	5 (3)	52 (33)	\$1,886,198	(\$1,497,820)	\$23,456,553	(\$6,289,104)
September	8 (8)	60 (41)	\$1,966,144	(\$2,489,786)	\$25,422,697	(\$8,778,890)
October	7 (2)	67 (43)	\$2,932,346	(\$835,000)	\$28,355,043	(\$9,613,890)
November	2 (6)	69 (49)	\$725,000	(\$2,601,103)	\$29,080,043	(\$12,214,993)
December	2 (2)	71 (51)	\$780,000	(\$371,050)	\$29,860,043	(\$12,585,993)

Note: figures in brackets are for the corresponding month, the previous year.

5.4 Infrastructure & Open Spaces

5.4.1 Roading

A new footpath will be constructed on Mackie Street following the water main upgrade that has been brought forward to early 2023 to allow the footpath to be constructed before the end of June 2023. The footpath contract was awarded to Fulton Hogan in January.

New footpath on Dolma Street and Line Road are included for consideration utilising the Three Waters Better Off Funding.

Dig-out repairs on Forest Drive were programmed for February 2023. The gang is still working on Thompsons Track repairs and will go to Pudding Hill Road and Forest Drive after that with work now programmed for completion in March 2023.

5.4.2 Drinking Water

- **Reservoir**

The draining of the concrete tank to allow BECA to investigate its structural integrity and remaining useful life started. Depending on the result of the investigation, staff will decide whether to strengthen the tank so that it can be further used or whether it needs to be demolished.

Construction of Tank No. 2 is ongoing and commissioning is scheduled to be completed by end of March. Both tanks No. 1 and 2 are scheduled to supply water in Methven by the early April 2023.

- **Membrane plant**

Work on the membrane plant building has commenced. ACL and McIntosh Commercial Construction have been sub-contracted by Masons Engineering to construct the building. Construction works are expected to be completed by the end of April to allow Masons to supply, install and commission the membrane skids, valves, fittings and necessary equipment.

- **Fluoridation**

The maintenance contractor has loaded the last remaining bags of fluoride into the existing system. This is expected to last until around the end of March or mid-April depending on scheme demand. Fluoridation will therefore cease at this time until the new water treatment plant is commissioned. Appropriate information will be provided to the community in the next few weeks. The Director General of Health will also be advised of the situation.

5.4.3 Wastewater

- **Pipeline renewals**

ACL informed that the final section of pipe in the grounds of Mt Hutt College will be laid during the end of term one school holidays, approximately Easter 2023.

5.4.4 Open Spaces

- **Reserves**

Maintenance in parks and reserve continues in and around the Methven township. Staff are now on top of the weed growth, which has been a challenge over summer. Annual bedding displays in the middle of town have delivered good colourful displays but are now starting to show signs of retrenching as we head into Autumn.

Staff are currently scheduling central business district maintenance to occur in the coming Autumn/Winter. The task of planning for replanting and bulking up groundcover plantings under street trees continues. As noted in previous reports to the Community Board, these will be smaller grades of grasses as there is a root burden in most plots.

From a reserve planning perspective, staff continue to work with subdivision developers on matters relating to developments and vested assets.

The CBD playground is awaiting some repairs to edging which contains the bark softfall. Currently when it rains heavily, we are experiencing the softfall flowing out of where it is required. One of the changes will be that an area will have pea metal softfall installed. This will negate the recent issues we have experienced with bark floating. The initial quote was outside the Council Procurement Policy parameters requiring staff to go back to the market for more competitive pricing. This delay is unfortunate but necessary.

The replacement spring-mounted rocker at the Camrose playground has arrived and been reinstalled.

Staff are still waiting on contractors' availability to complete the Ashburton Dog Park before commencing planning and work on the Methven one.

Staff are about to undertake shrubbery maintenance on the gardens at the 100kmph signs, and they will also be focusing on having the town looking good for the upcoming Walking Festival over Easter.

- **Methven cemetery**

Staff have sprayed weeds on the new cemetery bund, around various plantings and at the north end adjacent to the water race, also around the berms in the cemetery area itself. Watering of the trees has continued in the warm February weather.

- **Public toilets**

These are functioning well. It is pleasing to report minimal recent issues at public toilets in Methven.

HAMISH RIACH
Chief Executive

Methven CRM's - 16 January 2023 to 28 February 2023

Application ID	Received	Completed	Details	Address	Source	Primary Group
CRM0100103/23	05 Feb-23	07 Feb-23	Wandering dog	Talbot Place	Internet	Animal
CRM0800046/23	03 Feb-23	03 Feb-23	Property file request	Alford Street	Email	Information
CRM0800050/23	08 Feb-23	08 Feb-23	Property file request	Alford Street	Email	Information
CRM1600078/23	18 Jan-23		Street sign, damaged	Allen Street	Snap, Send, Solve	Roading
CRM2300028/23	31 Jan-23	07 Feb-23	Overgrown vegetation	Allen Street	Snap, Send, Solve	Trees
CRM3900293/23	13 Feb-23	21 Feb-23	Recycling bin (red) additional bin requested	Allen Street	Phone	Bins
CRM3900294/23	13 Feb-23		Recycling, glass being left on road/footpath after collection	Allen Street	Phone	Bins
CRM100121/23	31 Jan-23		Leak/burst pipe	Barkers Road	Snap, Send, Solve	Water
CRM100152/23	08 Feb-23		Leak/burst pipe	Barkers Road	Phone	Water
CRM200013/23	04 Feb-23		Sewer odour, blocked	Barkers Road	TAS, after hours	Sewer
CRM3900414/23	28 Feb-23		Recycling bin taken (yellow) - removed due to continued contamination	Barkers Road	Phone	Bins
CRM3900415/23	28 Feb-23		Recycling bin taken (yellow) - removed due to continued contamination	Barkers Road	Phone	Bins
CRM100085/23	23 Jan-23		Leak/burst pipe	Barkers Road	Phone	Water
CRM3900151/23	20 Jan-23		Recycling bin, latches requested	Burbank Place	Phone	Bins
CRM3900266/23	08 Feb-23	15 Feb-23	Recycling bin, new bins requested	Burbank Place	Front counter	Bins
CRM0500008/23	24 Jan-23		Damaged pavement (footpath)	Chapman Street	Snap, Send, Solve	Footpath
CRM3900178/23	24 Jan-23		Recycling bin (red) missed collection	Chapman Street	Phone	Bins
CRM100230/23	28 Feb-23		Leak/burst pipe	Colcord Place	Phone	Water
CRM3200007/23	08 Feb-23	22 Feb-23	Overgrown vegetation	Colcord Place	Snap, Send, Solve	Trees
CRM3900362/23	21 Feb-23		Recycling bin (Red) missing/stolen	Colcord Place	Phone	Bins
CRM0800048/23	07 Feb-23	08 Feb-23	Property file request	Cushmore Drive	Email	Information
CRM0800049/23	07 Feb-23	08 Feb-23	Property file request	Forest Drive	Email	Information
CRM1600107/23	28 Jan-23		Pot holes	Forest Drive	Snap, Send, Solve	Roading
CRM3400011/23	23 Jan-23	25 Jan-23	Illegal dumping	Forest Drive	Phone	Dumping
CRM100228/23	28 Feb-23		Leak/burst pipe	Hobbs Road	Phone	Water
CRM100192/23	17 Feb-23		Leak/burst pipe	Jackson Street	Phone	Water
CRM2300013/23	17 Jan-23	24 Jan-23	Overhanging tree	Lampard Street	Phone	Trees
CRM0100126/23	15 Feb-23		Barking Dogs	Lilley Place	Phone	Animal
CRM0800026/23	25 Jan-23	26 Jan-23	Property file request	Lockhead Crescent	Email	Information
CRM0800028/23	26 Jan-23		Property file request	Lockhead Crescent	Email	Information
CRM1200026/23	27 Feb-23		Overgrown vegetation	Lockhead Crescent	Snap, Send, Solve	Parks
CRM300012/23	24 Feb-23		Blockage, water race	MacKie Street	Phone	Stormwater
CRM100129/23	02 Feb-23		Leak/burst pipe	MacPhail Place	Snap, Send, Solve	Water
CRM100118/23	31 Jan-23		Leak/burst pipe	Main Street	Phone	Water
CRM100122/23	01 Feb-23		Leak/burst pipe	Main Street	Snap, Send, Solve	Water
CRM100149/23	07 Feb-23		Leak/burst pipe	Main Street	Phone	Water

Appendix 1: CRM Report

Application ID	Received	Completed	Details	Address	Source	Primary Group
CRM1600052/23	16 Jan-23		Drainage / blocked gutter	Main Street	Phone	Roading
CRM1600123/23	31 Jan-23		Street sign, installed backwards	Main Street	Phone	Roading
CRM1600133/23	02 Feb-23		Overgrown vegetation	Main Street	Phone	Roading
CRM1600150/23	08 Feb-23		Roading, tar leeching	Main Street	Snap, Send, Solve	Roading
CRM2200004/23	07 Feb-23		Streetlight, lights on during the day	Main Street	Snap, Send, Solve	Street lights
CRM2300056/23	27 Feb-23		Overgrown vegetation	Main Street	Snap, Send, Solve	Trees
CRM300002/23	30 Jan-23		Stormwater blockage	Main Street	Phone	Stormwater
CRM300006/23	22 Feb-23		Stormwater blockage	Main Street	Phone	Stormwater
CRM3900217/23	30 Jan-23		Recycling bin taken (yellow) - gross contamination	Main Street	Phone	Bins
CRM0800062/23	20 Feb-23	21 Feb-23	Property file request	Main Street	Email	Information
CRM1600174/23	15 Feb-23		Street sign, stickers to be removed	McDonald Street	Snap, Send, Solve	Roading
CRM1600175/23	15 Feb-23		Roading, vehicle crossing damaged	McDonald Street	Snap, Send, Solve	Roading
CRM100162/23	11 Feb-23		Leak/burst pipe	McKerrow Street	TAS, after hours	Water
CRM2300012/23	17 Jan-23	21 Feb-23	Overgrown vegetation	McKerrow Street	Snap, Send, Solve	Trees
CRM100065/23	17 Jan-23		Leak/burst pipe	McMillan Street	Phone	Water
CRM0800045/23	03 Feb-23	03 Feb-23	Property file request	Morgan Street	Email	Information
CRM100167/23	13 Feb-23		Leak/burst pipe	Morgan Street	Phone	Water
CRM0500020/23	22 Feb-23		Trip hazard, tree roots causing damage	Patton Street	Snap, Send, Solve	Footpath
CRM2300019/23	18 Jan-23	26 Jan-23	Overhanging tree	Patton Street	Snap, Send, Solve	Trees
CRM3900123/23	18 Jan-23		Recycling bin damage (red)	Racecourse Avenue	Phone	Bins
CRM100134/23	02 Feb-23		Leak/burst pipe	South Belt	Phone	Water
CRM100155/23	09 Feb-23		Leak/burst pipe	South Belt	Snap, Send, Solve	Water
CRM2300032/23	08 Feb-23	16 Feb-23	Overhanging tree	South Belt	Phone	Trees
CRM100086/23	22 Jan-23		Leak/burst pipe	Spaxton Street	TAS, after hours	Water
CRM1600139/23	03 Feb-23		Street sign, damaged	Spaxton Street	Snap, Send, Solve	Roading
CRM3900097/23	16 Jan-23		Recycling bin taken (yellow) - removed due to continued contamination	Spaxton Street	Phone	Bins
CRM3900268/23	08 Feb-23		Recycling bin, latches requested	Spaxton Street	Email	Bins
CRM2300046/23	21 Feb-23		Overhanging tree	Talbot Place	Phone	Trees
CRM200006/23	16 Jan-23		Sewer odour	Wayne Place	Phone	Sewer
CRM2300009/23	16 Jan-23	19 Jan-23	Dead tree branch, to be removed	Wayne Place	Phone	Trees

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Monthly Income and Expenditure Report - 139 - Methven Community Board

For the Month Ended 31 January 2023

	Month Actual	Year To Date Actual	Full Year Budget	Remaining Full Year Budget
Income				
Targeted Rates	12,583.19	88,082.29	145,179.04	57,096.75
Treasury Internal Recoveries	0.09	920.22	0.00	-920.22
Total Income	<u>12,583.28</u>	<u>89,002.51</u>	<u>145,179.04</u>	<u>56,176.53</u>
Expenditure				
Salary / Wages	1,065.20	8,815.64	17,171.04	8,355.40
Staff Training	0.00	0.00	500.04	500.04
Allowances	0.00	500.00	1,576.68	1,076.68
Indemnity Insurance	0.00	1,575.36	1,650.00	74.64
Conference Expenses	0.00	0.00	525.60	525.60
Staff Travel Costs	0.00	0.00	315.36	315.36
Telephone / Tolls	2,321.00	2,321.00	0.00	-2,321.00
Subscriptions / Periodicals	0.00	275.00	0.00	-275.00
Insurance	0.00	0.00	107.04	107.04
Suppers & Receptions	165.00	347.62	315.00	-32.62
Grants	0.00	15,435.00	15,435.00	0.00
Sundry Expenditure	0.00	12,780.40	30,315.26	17,534.86
Rents / Leases	70.00	70.00	525.00	455.00
Internal Rental	157.67	1,103.68	1,891.80	788.12
Leadership Team	735.25	6,441.01	12,187.74	5,746.73
Treasury	-18.08	366.07	1,226.63	860.56
Rates	187.61	1,087.24	729.51	-357.73
Communication	291.38	2,463.27	5,090.01	2,626.74
Community Services	1,027.74	17,675.92	60,770.79	43,094.87
Total Expenditure	<u>6,002.77</u>	<u>71,257.21</u>	<u>150,332.50</u>	<u>79,075.29</u>
Net Surplus/(Deficit)	<u>6,580.51</u>	<u>17,745.30</u>	<u>-5,153.46</u>	<u>-22,898.76</u>
Capital Expenditure				
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Cash Movement	<u>6,580.51</u>	<u>17,745.30</u>	<u>-5,153.46</u>	<u>-22,898.76</u>
Cash Reserves				
Separate Reserves	0.00	0.00	5,477.30	
Plus Net Surplus/(Deficit)		17,745.30		
Less Capital Expenditure		0.00		
Closing Cash Reserves		<u>17,745.30</u>		

02/03/2023