

Methven Community Board

AGENDA

Notice of Meeting

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

Date: Monday 22 April 2024
Time: 9.00am
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 appointees

- Deputy Mayor Liz McMillan
- Councillor Rob Mackle

Methven Community Board

Timetable	
Time	Item
9 am	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.

Confirmation of Minutes

4 Methven Community Board – 11/03/24 **3**

Reports

5 Discretionary Grant Request – Mt Hutt College Centennial Project **6**

Activity Reports

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6.3 Compliance & Development **30**

6.4 Infrastructure & Open Spaces **31**

4. *Methven Community Board – 11/03/24*

Minutes of the Methven Community Board meeting held on Monday 11 March 2024, commencing at 9.00 am, in the Mt Hutt Memorial Hall Board Room, 160 Main Street, Methven.

Present

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

In attendance

Toni Durham (GM Democracy & Engagement), Linda Clarke (Communications Advisor) and Phillipa Clark (Governance Team Leader).

1 Apologies

Mayor Neil Brown and Robin Jenkinson

Sustained

2 Extraordinary Business

Nil.

3 Declarations of Interest

Item 9: Liz McMillan declared an interest and gave notice she would withdraw from debate and decision.

Public Forum

Mary Kermode (Methven Red Cross) was welcomed to the meeting and spoke about two issues that the Methven Red Cross shop is experiencing:

- Parking – road markings need to be upgraded to better define the available parking and identify the private (shop) parking. Assistance to mark out the mobility park, which is on private land, was also requested.
- Dumping of ‘rubbish’ – the Shop is experiencing high volumes of unwanted goods and clothing being left in their skip which they have to dispose of at their cost (Red Cross incur a charge of \$380 each time the skip is emptied). Mary asked if the Board would investigate with Council the possibility of a ‘kerbside collection day’ to address the need for unwanted and larger items that people are wanting to get rid of.

The Chair thanked Mary and advised that both matters will be taken into consideration when the Board prepares its submission to Council’s Long-term Plan.

The presentation concluded at 9.11am.

4 Confirmation of Minutes

Biodiversity Strategy – minutes corrected to show that the Deputy Mayor advised that the Garden of Harmony is worth being considered.

That the minutes of the Methven Community Board meeting held on 29 January 2024, as amended, be taken as read and confirmed.

Owen/McMillan

Carried

Matter arising: New rules for speed restriction

Liz reported that the Road Safety Co-ordinating Committee, rather than the Mayor, will write to the Minister of Transport re the speed signs that are going to be changed on SH77 (30kph and 60kph).

5 Adventure Balloons – grant request

That Methven Community Board allocates \$5,000 from its discretionary grant to Adventure Balloons NZ (Limited) for the Methven – Fire and Ice Hot Air Balloon Glow and Laser Festival, with this funding to be used for event advertising.

Holmes/Owen

Carried

6 Methven Firefighters Support Group – grant request

That Methven Community Board allocates \$3,000 from its discretionary grant to the Methven Fire Fighters Support Group to repaint their roof.

Owen/Fitzgerald

Carried

7 Mt Hutt College Centennial Project – grant request

The Board noted that no quotes have been provided. Given that the centennial event won't take place until 2025, it was suggested that Mt Hutt College be asked to provide further detail on costs associated with stage curtain replacements.

That the matter lies on the table meanwhile, pending further information and quotes.

McMillan/Lock

Carried

8 Mt Hutt College Rock Wall – grant request

That Methven Community Board allocates \$3,000 from its discretionary grant to the Mt Hutt College for the school rock climbing wall project.

McMillan/Holmes

Carried

9 Methven Foothills Walking Festival – grant request

Deputy Mayor, Liz McMillan withdrew from the meeting for this item.

That Methven Community Board allocates \$550 from its discretionary grant to the Methven Foothills Walking Festival.

Owen/Lock

Carried

10 Activity Reports

That the reports be received.

McMillan/Fitzgerald

Carried

• Long-term Plan 2024-34 development

The Board acknowledged there is currently no budget for extra street lighting and agreed to address this in their LTP submission. The submission will support the Methven Reserve Board's request for investigations into improved street lighting on Methven Chertsey Road (from the Cemetery to Mackie St).

It was further agreed the submission will make reference to the iHub funding (noting there is only funding provided in Year 1 of the Plan), and seek increased funding for the Methven community pool.

The Board will have a workshop to prepare the submission and Board members will attend the LTP consultation events on 10 and 20 April. The Chair will confirm the workshop date.

- **Garden of Harmony**

It was reported that a meeting will be held on 21 March for Board members to meet with Council officers who will be helping to progress the Garden of Harmony project. Advice will be given to the Board on how to approach the project through the LTP submission.

The meeting will be held at the Council offices, Te Whare Whakaterere at 3pm.

- **CRM reports**

The CRM report will be further refined, retaining information on the status of more critical requests – i.e. water leaks, road safety, and vandalism.

- **Finance report**

Clarification was sought on the reason for a \$1,550 amount showing in the December ‘Telephones and Tolls’ appears as an ‘Allowance’ in the January report. Officers will check and report back.

- **Roading & footpaths**

The Chair commented on the number of footpaths around the township that have become overgrown and need cleaning – a particular problem on the south side of Methven Chertsey Road.

The meeting concluded at 10.21am.

Confirmed on 22 April 2024

Chairman

5. *Discretionary Grant Request – Mt Hutt College Centennial Project*

Executive Team Member *Toni Durham; GM Democracy & Engagement*

Summary

- The purpose of this report is for the MCB to re-consider a request for funding from Mt Hutt College who want to replace the stage curtains in the school hall as a Centennial Project.
- Quotes have now been received and are attached in Appendix 2.
- A request of \$15,000 has been sought from MCB for the project.

Recommendation

1. **That** Methven Community Board uplifts the Discretionary Grant Request – Mt Hutt College Centennial Project from the table (left to lie 11.3.2024 due to quotes missing).
2. **That** Methven Community Board allocates \$5,000 from its discretionary grant to Mt Hutt College for the replacement of stage curtains.

Attachment

- Appendix 1** Funding application
Appendix 2 Curtain quote

Background

The current situation

1. Mt Hutt College is celebrating its 100 years of secondary education in the Methven community and has selected the replacement of stage curtains as the Centennial Project.
2. The stage and hall are used on a daily basis by the student body of Mt Hutt College for assemblies, functions, prizegiving events, school socials, community meetings and most importantly for the annual school production.
3. Currently the 30 year old curtains are stained, damaged and NOT fit for purpose. In light of MHC celebrating its 100 years of secondary education in the Methven community, the school has focused on the stage curtains as the centennial project.
4. The current curtains were last replaced in 1997. This was achieved via fundraising by the then PTA.
5. The total cost of the project is \$45,000 (quotes received in 2022 were for \$35,000, MHC have confirmed that the price has risen by \$10,000 since then). The request to MCB is for \$15,000. No quotes have been provided as evidence of the costs associated with stage curtain replacements.
6. MCB has a total grant pool of \$8,232 remaining for 2023/24. Officers have proposed MCB contributes \$5,000 towards the replacement of the stage curtains.

Option one – Agree to fund the Mt Hutt College \$5,000 for the replacement of the stage curtains, subject to confirmation of costs (Recommended)

Advantages: Support of secondary school that is currently thriving and is an integral part of the Methven community.	Disadvantages: Loss of grant funding for other possible applicants.
Risks: Funds not being spent on the project allocated.	

Option two – Do not fund Mt Hutt College \$5,000 for the replacement of the stage curtains

Advantages: Retention of grant fund for future applicants	Disadvantages: Missed opportunity to support the secondary school that is currently thriving and is an integral part of the Methven community.
Risks: Reputational risk to MCB	

Legal/policy implications

Revenue & Financing Policy

7. The discretionary grant is funded by the Methven Community Board each year through the Methven Community Board cost centre. This funding therefore should be spent in the year in which it is rated for the best outcome for the community.

Strategic alignment

8. The recommendation relates to Council's vision of a district of choice for lifestyle and opportunity.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic		
Environmental		
Cultural	✓	Grant funding for this applicant will enhance the social and cultural wellbeing of the local community.
Social	✓	

Financial implications

Requirement	Explanation
What is the cost?	\$5,000
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	Methven Community Board
Are there any future budget implications?	No
Reviewed by Finance	<i>Leanne Macdonald, Group Manager – Business Support</i>

Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Rationale for selecting level of significance	Not applicable

Level of engagement selected	1. Inform
Rationale for selecting level of engagement	The community will be informed of the MCB decision through the usual media channels.
Reviewed by Strategy & Policy	Mark Low; Strategy and Policy Manager

Appendix One:

Organisation name: Mount Hutt College

Street Address: 44 Main Street

Please enter the total amount of funding you require for this project.: \$45,000

Details

Organisation details: Mount Hutt College is the only Secondary Education provider for the Methven Community.

Programme Dates

Start Date: 20/04/2024

Completion Date: 25/04/2025

About your project

Describe your project / programme:: Centennial Project: to replace the existing (30 yr old) stage curtains in the Mount Hutt College School Hall.

Why is the project / programme required, and what evidence do you have of this?: The stage and hall are used on a daily basis by the student body of Mount Hutt College for assemblies, functions, prizegiving events, school socials, community meetings and most importantly for the Annual school production. Currently the 30 year old curtains are stained, damaged and NOT fit for purpose. In light of MHC celebrating its 100 years of secondary education in the Methven community, the school has focused on the Stage curtains as the Centennial project.

What has been done before? Or what else is happening in the district to address the problem or opportunity?: The current curtains were last replaced in 1997. This was achieved via Fundraising by the then PTA.

Who will mainly benefit from your project / programme?: The Mount Hutt College student body / caregivers both present and future. The greater Methven community as the hall and stage are used by various other groups.

What is the main outcome(s) your project / programme will achieve?: To replace with new stage curtains by 25th April 2025 in line with Centennial celebrations.

How will you measure your success, and what data will you use?: Curtains have been replaced and acknowledged in opening ceremony of the MHC Centennial 2025.

Financial Information

Attach Budget outline: MCB - Budget Funding application.docx, type application/vnd.openxmlformats-officedocument.wordprocessingml.document, 15.9 KB

What other funding are you applying for, for this event?

Organisation: Lions grant, Legacy appeal via School Alumni page.

Amount requested: 30,000

Date results known: unknown as ongoing

Voluntary Efforts

Voluntary Effort:

Donated Material: N/A

What will happen to the event if you do not receive the full amount of the grant you have requested, including how you propose to meet any funding shortfall, if applicable?: Other fundraising events via the school PTA and / or student body.

Financial information

Please complete this simple budget outline to show project costs and what the grant would fund, if successful.

Project / Programme budget (E.g., tutor fees, tradesmen etc)	Council funding sought	Other funding for project	Total
Stage Drapes: two x sets of manually operated Tripple EEE tracks (FHO curtain and a mid or rear stage curtain. FOH curtain material: Black wool serge drapes, IFR (Inherently fire retardant – so no only going fire treatment required 3 x Black Borders 6 x stage legs (wings)	15,000	30,000	45,000
TOTAL			45,000

Appendix 2

ShowTechnix Quote - August 2022

Hi Lisa

Nice to chat last week, as discussed, here's some ball park costs to consider, and we can work from these and change and modify and go into more detail?

Hopefully this all makes some sense to you – and others you'll send it to

Probably best to have a quick catchup when you have time to talk through my assumptions on this to get you some figures to work with,

All of the below spec is to give you the "Best" outcome, and we can go down from here in spec and \$ if required,

Let's talk when you're ready?

Hall Drapes

To drape the whole hall floor to ceiling in a U shape on the Triple EEE walk along tracks, with IFR (Inherently Fire retardant – so no on-going fire treatment required!)
Black Wool Serge drapes

\$36,000.00 + gst

Stage Drapes,

To supply 2 x sets of manually operated corded Triple EEE Tracks (FHO Curtain and a mid or rear stage curtain)

FOH Curtain material / colour TBC

Rest based on IFR (Inherently Fire retardant – so no on-going fire treatment required!)
Black Wool Serge drapes

3 x Black Borders

6 x Stage Legs (Wings)

\$35,000.00 + gst

Sound Equipment (Not speakers)

To supply a Yamaha TF5 Digital mixer, with Tio Stage Rack

2 X Sennheiser Hand Held Radio Mics

2 X Sennheiser Lavalier (Or headset) Mics

2 x SM58

2 x SM57

4 x Stands

2 x lecture Mics

\$21,000.00 + gst

Sound Speakers

Option 1 – Great top end option,

EM Acoustics HALO-C Compact Line Array, with 2 x single 18" Subs, 4 x Stage Monitors, amps cables etc

\$66,000.00 + gst

Option 2 – More generic Point Source System – no stage monitors

Hi Lisa

Thanks for registering on the site,

I've just activated trade discounts to your profile, so from now on when you're logged in you'll see your trade price.

You'll need to do "forgotten Password" the first time you log in to create your unique password

Also the Website's not an exhaustive list, really a good guide, so if there's something your after that's not on the site, just drop us an email or call and we'll be happy to help

Many Thanks

M

Login: ponweiserl@mthutt.school.nz, password Mhc0puke348 (number 0)

...

Here's the Opus system that I mentioned might be useful,

Essentially a "Lectern" with all the control include in it?

Have a look here and at the attached and let me know any thoughts?

<https://www.opus.technology/>

MOUNT HUTT COLLEGE LIGHTING PROPOSAL

Prepared by Emily Coppard

After reviewing what the college already has for lighting the stage in the hall, here are my recommendations for upgrading the lighting to allow much more flexibility without needing to hire lights for every event. The current 1200w Fresnels are good lights and should be regarded as a very good baseline moving forward.

Stage one: My recommendation is the purchase of quad colour LED fixtures (lights) which will enable full stage wash in almost any colour. At the same time there needs to be some extra lighting bars installed on stage so the lights can be safely and efficiently mounted in a range of positions.

Stage two: My recommendation is to purchase a Control Console so that the new LED lights can be controlled whenever needed without needing to borrow/hire the control system. Unfortunately the current Control Console is unable to control the LED lights in any way. Other recommendations would be to install a second lighting bar closer to the stage and installing House lights that can be controlled from the tech booth.

Details for above options.

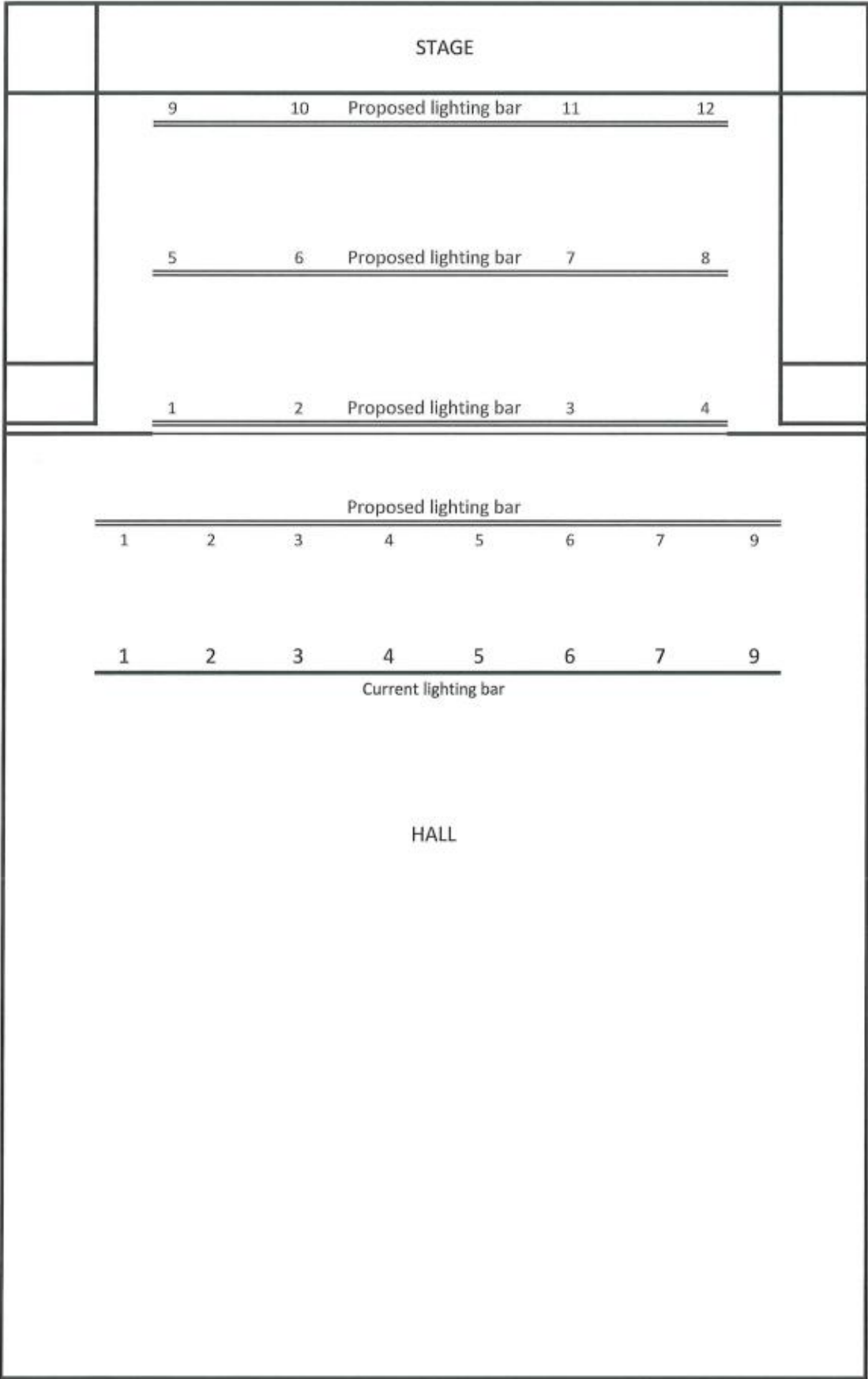
Stage 1

- Purchase of 10 quad Colour LED lights at a price of \$312ea +GST
Total \$3120 +GST
- Installation of 3 onstage lighting bars with power hard wired to the Dimmer area, ideally 4 plugs per bar (unsure of price)

Stage 2

- Purchase of Control Console. Subject to the trial we have arranged for next week, there are a couple of options that I think would be perfect for the College. They are both ETC ColorSource (CS)20 Consoles with a capacity of 20 Faders and 40 devices. The CS20 is purely a lighting control console which would do everything you want for years ahead. The CS20 AV also includes a number of extra features like Data Projector control and Sound File control. I suggest search ETC ColorSource on www.etcconnect.com then click on the demos.
Prices are \$3850 +GST for the CS20
\$6600 +GST for the CS20AV
- Installing a second lighting bar Front Of House, it might make sense to do this at the same time as the onstage bars go in.

MOUNT HUTT HALL PLUG LAYOUT





Lisa Ponweiser
Mount Hutt College
Main Street
PO Box 58
Methven
Canterbury

Hi Lisa

It was great to meet you and your colleagues last week, and to see your performance space that you would like to improve on.

It was extremely constructive to do the site visit and it enables me to help you select the very best solution to your specific needs, criteria and budget.

Most of your current installation is not meeting your needs and to address the issues and frustrations it is clear you need a more up to date system in your performance area that will offer you ease of use, reliability & a more professional effect.

I have outlined in brief below what was ascertained from our site meeting and discussions, and split my advised approaches into short and long term ideas and solutions for you.

Hopefully this will all make sense, and it would be good to get your feedback on these outlines before we proceed to finalising a proposal for the short term items and a more detailed proposal for the long term plans.

I have also outlined some Health & safety observations as requested which I hope you find useful.

Please do let me know when you are ready to talk this through and discuss any modifications to the plans, or if you or your team have any questions.

Many thanks

Martin McNally

martin@showtechnix.co.nz

AUDIO/VISUAL

From our discussions and your explanations of the types of event and functions you wish to hold in the hall, it's clear you need a reliable audio visual setup that's easy to use and fail safe with...

- A centrally located screen so that everyone can see your presentations or images clearly.
- A permanent dedicated lectern setup for your day to day presentations.
- Better sound reinforcement that is easily controllable and adaptable.
- A central control point where everything can be switched on and off easily.

Short Term Solutions

A new central motorised screen, on the stage placed centrally and in front of your existing Black Tabs with a new, more specifically selected and more powerful projector to give a clearer brighter and sharper image, to be installed and suspended centrally in front of the screen.

A new Lectern setup that will allow Laptops of either VGA or HD formats to be easily connected to your system with permanent cables, so you can walk in, plug in and switch on the system and its ready to go, no fuss. The lectern would have dedicated power outlets, and connections to your screen and audio. The person presenting will be able to control and view their presentation directly, and their laptop will also double up as their relay monitor in front of them.

A permanent control area that allows for your audio and visual equipment to be permanently setup and locked away, with a colour coded and labelled system that is designed to be left as a "House System". This would need to be added to only by experienced or external AV/audio companies to ensure your systems stays working when you need it most. This new setup would incorporate a permanently connected AV/Video Switcher to allow various types of control for other events (mixing or fading between images or video inputs) and allow you to connect other projectors or relay monitors.

A New Lectern would be needed to facilitate this that would be semi mobile and again easily disconnected and reconnected.

Long Term Solutions

New speaker system with Sub Base units to give you a full range sound in the hall and ensuring everyone gets a clear sound no matter where they are sitting. A monitor facility, as currently there are no on stage monitors and so performers or presenters on stage struggle to hear the audio tracks or others speaking.

A permanently installed "Patch Panel" System to allow the venue to be used in any format for any type of show or event, allowing Microphones, Communication Systems and Audio Visual equipment to be connected in multiple locations around the hall. These will be placed in strategic positions where equipment is most likely to be used, removing the need for cables on the floor or excessively long cable runs etc, and making a more flexible and fail safe system.

A new Sound Mixer with additional inputs and outputs so you can use this equipment for the larger events and facilitate a standard band setup. This would ideally have additional "Rack Equipment" such as a Graphics Equaliser, some standard effects and MP3/Laptop Inputs and as part of its expansion.

A full Communications system incorporating a master station at the control point and a minimum of 2 Headsets and Belt packs to allow the Stage Manager to communicate with the Technician/s at the Control Point or on stage easily for productions and shows, additional packs can be supplied or hired as and when required for larger productions.

All of this equipment connected to a controlled power switcher (That can have a PIN code) to allow correct switching on and off of equipment. This can also have remote stations allowing switching on of the standard setup from on stage or at the Lectern for example.

An optional additional motorised screen to replace your existing manual screen. This could utilise your existing projector for use when the centrals screen is not appropriate.

Installing Video and Power Points in the auditorium ceiling to allow for a projector either side of the stage for certain events, such as the Prize Giving event you mentioned. Additional projectors or screens could be hired for this scenario.

THE STAGE

The stage itself is of good size for the type of venue and capacity. Visually the existing drapes and curtains don't look very aesthetically pleasing and don't allow the stage to be used in a conventional theatre style format.

From our initial inspection we discussed creating a more typical standard stage setup

- Replacing the main curtains
- Reconfiguring the existing black tabs
- Installing 2 new sets of black tabs
- New Black Borders and Side Legs (Side masking).
- Blacking out the high level windows
- Black drapes to the entrance doors

Short Term Solutions

A more pleasing "House Curtain" or front curtain, in a Dark or Warm Red with a matching static or fixed border overhead to ensure there's no sight lines to new lighting bars or the roof structure over the stage for the guests in the first 5-8 rows. And to create an overall better visual impression!

We can utilise your existing curtain track, lifting it slightly so that the top of the track cannot be seen by the audience, and opening wider so that the curtain opens past the existing proscenium arch and is out of sight for performances. This allowing the full width of the stage to be used giving you an additional 12% or 1 metre of stage to use!

Relocating your existing Black Tabs about 0.5 meters further up stage to give a more even division of the stage, and to create a more comfortable presentation space for your day to day events.

A general "Tidy Up" removing items that are not required as part of the stage setup, clearing the routes into the dressing rooms and across the rear of the stage to allow free flow and movement around the stage.

Looking into alternative storage solutions for your stage blocks, table and chairs to allow full use of the performance space. The space under the stage is ideal for this, and is not currently used to its full storage potential, custom made dollies on professional "Flight Case" type wheels would allow many of these items to be stored and accessed easily under the stage from the existing doors at the front of the stage.

Long Term Solutions

The basic structure on which the drapes are affixed needs structural assessment, and we discussed removing the lower part or ring of the wooden frame to allow both lighting and drapes to be installed a little higher to give a more professional feel hiding the drape tracks and lights up above the stage.

Removing the remainder of your existing drapes and replacing as follows with standard Black Drapes

- 3 Sets of new Legs, to create proper usable wing space in a theatre style format
- 3 Black Borders, 1 in front of each set of Black Tabs to allow proper masking of the stage roof and additional equipment (Screens and Lighting) that would be installed there.
- 2 additional Black Tabs (Closing Curtains), to enable you to segregate your stage in 3 different depths, the third set placed approximately 0.5 meters in front of the rear wall to allow a pathway if needed for some events and shows, but allowing almost the entire depth of the stage to be utilised when required gaining you another meter of stage depth.

As discussed it may work well for you to consider using your existing back wall as the rear backdrop or CYC to your stage by painting the wall itself white, or installing a fixed hanging white cloth or white drape to allow the full depth of the stage to be used.

With either of these options the rear surface could then be illuminated with CYC lighting for colour changing backdrops to productions. The rear wall could even be painted as part of a set for special productions.

To give the Auditorium a much more professional feel, we suggested professionally blacking out the high level windows in the hall to ensure you have a dark and controlled environment for lighting and projection at any time of the day, the existing curtains could remain in place or be removed.

The addition of black curtains to the main entrance doors and side fire door so the hall can be placed in to complete darkness and create a real theatre/auditoria feel for presentations and events alike, with additional black drapes to the 2 stage entrance ways at the front sides of the stage to allow coverage of the access ways into the dressing rooms.

Additional safety during light and dark scenes can be added with the use of Edge Safe; we'd suggest a 10 metre section the front edge of your stage to provide a physical and visual barrier.

LIGHTING

Your existing lighting control system works well and allows you up to 12 channels of control that will suffice for the short term, we discussed

- Modifying the existing lighting fixtures to give you a better result
- Adding new fixtures to light your stage properly short term
- Installing 3 new Lighting Bars over your stage with new cabling
- New Lights to provide an even stage wash
- LED Colour changing lights for the future
- A new control desk for additional dimming lights and control of LED Lights
- New CYC lights to illuminate your back drop or CYC

Short Term Solutions

The existing light fittings installed on the lighting bar are the wrong type of fixture for their location and are oversized for use on your stage with its low ceiling height.

We advise retaining 2 of these units in the existing position for lighting the space in front of the stage for certain performances, and part exchanging the others for more appropriate "Profile" lights, (minimum of 3, ideally 8) to allow for 3 stage zones to be created and 2 specials spots, 1 for your usual lectern position and one for a central speaking/singing position. These could be refocused easily for any event.

Long Term Solutions

On stage, there are not currently any lighting bars in order to install lights in a conventional format.

As part of the proposed inspection of removing the lower wooden ring around the stage, we need to ascertain a maximum weight loading in order to add 3 new potential lighting bars over the stage. If there were any weight or structural issues we may need to consider replacing the wooden beams with steel to facilitate the lighting and drape requirements.

The new bars would allow for a standard or basic wash light over the stage using some smaller Fresnel type lamps of around 650watts connected to your existing dimmer. A minimum of 8 (4 on each of the first 2 bars) and at the rear of the stage 3 x 3 way CYC bars to light your CYC or back wall.

For the New House Curtain to look its best when its closed 2 dedicated lights "Tab Warmers" would be installed. Alternatively an additional Profile light with a gobo effect would provide a dappled effect across the curtain or even project the outline of the College Logo onto the curtain.

Future development would allow for 2-3 LED Parcans on the existing lighting bar in front of the stage and a minimum of 4 on stage to add colour to your shows and performances - allowing for great

colour changing and colour chases to be performed easily, these would require a new lighting desk in order to operate them.

Installing 3 Simple LED Blue lights backstage (there's currently no light during dark or black scenes) would provide some light in the wings to see by. These can be switched from your existing bank of switches. Alternatively some Blue fluorescent with deflectors could also be used.

HEALTH & SAFETY NOTES

You also asked about any health and Safety Issues/Concerns and some that we noticed are:-

The existing and any new lighting bars should require a loading certificate, and have a certified weight loading on them, SWL or WLL for their maximum designed and permitted load.

The storage blocks stacked at the rear of the stage pose a fall hazard and should be secured accordingly or removed and or stacked where they are locked together to prevent them falling.

There are several trip hazards, mainly from cables associated with your Audio and AV Equipment. A permanently installed patch system as described would reduce the need for extension cables, AV or Power. Cables installed temporarily should be as such, and not used for permanently connecting equipment - several cables are taped over and across doorways and are allowed to drag along the floor unprotected as a permanent solution.

A more permanently installed rack or shelf for your dimmer pack is suggested so this cannot fall.

The Stage Left raised storage area requires the existing ladder to be secured and a fixed or removable hand rail to prevent falls.

It is suggested that the exposed fuses and Main Switch on the stage left storage area be enclosed in a securable box to the latest electrical standards.

RCD's be fitted to the Lighting Dimmers as an additional safety measure.

The need for Blue Working Lights on stage to ensure safety during blackout or dark scenes.

Your existing curtains should be checked for fire safety, normal theatrical drapes require fire proofing every 5 years as a maximum, older drapes and certain materials may require more regular treatments.

There's a damaged and loose socket on Stage right that presents an electric shock hazard.

The 2 old stage lights hung over the stage don't have any safety wires fitted to them.

6. Activity Reports

6.1 Democracy & Engagement

6.1.1 Strategy & Policy updates

- **Long Term Plan 2024-34 Consultation**

The Draft ADC LTP 2024-34 was released for public consultation on Wednesday 27 March, with submissions closing on Sunday April 28. Hearings are planned for the week starting 13 May, with Council deliberating on its final decisions on the plan the week starting 20 May. Following this, the plan will undergo the final audit process with adoption planned for 26 June.

Branded Five for Our Future, the LTP engagement is going well with a comprehensive round of presentations to groups, community meetings, pop-up events and an LTP roadshow. Events around the Methven area have included a student session with Mt Hutt College students, stakeholder meeting with the Mayfield Lions, pop-up event at the Methven Four Square, and Mt Somers community meeting. A Methven community meeting is planned for Wednesday 17 April and LTP BBQ roadshow outside the Methven IHub on Saturday 20 April. All events are being led by elected members and well attended, with good engagement. Various LTP promotional materials have been provided through newspaper advertising, direct delivery, media releases and social media.

As at 12 April, submissions on the plan have reached 450.

All LTP material is available through the itsourplace.nz website. Alongside the LTP, Council is also consulting on the LTP draft policies and the EA Networks Masterplan.

- **Representation Review**

Early engagement on the Representation Review occurred during November/December with 54 responses received. A Council workshop is planned for 17 April, with a decision on an initial (draft) proposal required by the end of May. Consultation is planned for June/July with the final proposal confirmed by 4 September.

- **Biodiversity Strategy**

The final strategy was adopted by Council on 20 March 2024.

- **Draft Reserve Management Plans**

The Reserves classification programme is going to Council for approval for notification by Council on 17 April. This is an essential preliminary task in the development of Reserve Management Plans (RMPs), and will be open for objections and submissions for a month. The formal Draft RMP consultation is scheduled to go to Council on 1 May, with the formal two month consultation required under the Reserves Act 1977, commencing June/July.

- **ADC Submissions**

Submissions from ADC have recently been made on the Government Policy Statement on Land Transport (which includes the second Ashburton bridge) and Environment Canterbury Long Term Plan 2024-34.

- **Government update**

The government have released more detail around **Local Water Done Well**, the replacement for the previous Labour government’s Affordable Water Reforms. While the legislation is not expected to be enacted until mid year, the plan will require councils to develop a service delivery plan. This will set out ADC’s proposed approach to the long-term delivery of drinking water, sewage treatment disposal, and stormwater treatment and disposal. It will need to demonstrate that services are meeting the applicable health and environmental standards in a financially sustainable way. This will due one year from the commencement of the legislation.

6.1.2 Democracy

- **NZ Community Board Conference 2024**

This year’s Community Board Conference will take place alongside LGNZ’s *SuperLocal 2024*, being held in Wellington at the Tākina Convention Centre from 21-23 August. The Conference will offer discussion on issues such as resilience building, climate change and enhancing connections between communities and councils.

Conference registrations have opened and the Board may wish to consider appointing a delegate (or delegates) to attend. Attendance at the full conference (2 day pass) is \$895 excluding gst (or \$595 for a 1 day pass). The Community Board full-access ticket includes access to Community Board events and dinner. The Board has budget provision for conference attendance.

On approval, officers will make the arrangements for registration, travel and accommodation.

Recommendation

<p>That the Methven Community Board be represented at the 2024 Community Board Conference by two delegates, being _____ and _____.</p>

- **Methven Community Board – Discretionary Grant**

The quotes have been received from Mt Hutt College for the stage curtains. The carry-over report has been updated for the Board to consider.

6.2 Business Support

6.2.1 Finance Report

The February 2024 income and expenditure report is appended. **Page 33**

6.2.2 Customer Request Management

The CRM report has been reviewed with a focus on requests for service relating to roading, footpaths and water issues. Other activities subject to service requests (for example waste bin replacements), will be reported if there has been a significant issue. The CRM report for the period is appended. **Page 34**

6.2.3 Birdsong Initiative Garden

Property have had positive contact with two of the lessees adjacent to the Garden of Harmony.

Big River Builders Limited have agreed to allow temporary access via their yard for construction of the Birdsong Initiative project. Aaron Allred is also in support of the Birdsong Initiative Project – Aaron is happy to surrender his lease in April 2025 as he currently has stock on the property.

Aaron has also made a request to lease the area on the plan below for \$500 plus GST per annum. He has indicated that he would like to lease this area for 15 years – Aaron had suggested that he pay the total lease amount for the 15 years upfront with the funds going to the Methven Community Board to fund the Birdsong Initiative Project.

Property will update the Community Board once discussions are held with the third lessee regarding the Secret Garden.



6.3 Compliance and Development

6.3.1 Building Services

Overall in the district, consent levels have dropped back to pre-covid levels. There is a lot of talk in the community about a downturn in construction, but it is difficult to know if it will affect Methven with the number of new sections being developed through subdivisions. The table shows eight consents that have been issued, six of which have been new housing.

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	6 (5)	15 (11)	\$3,434,700 (\$6,586,027)	\$5,918,850 (\$13,187,377)
April	5 (6)	20 (17)	\$811,982 (\$2,043,648)	\$6,730,832 (\$15,231,025)
May	11 (2)	31 (19)	\$1,655,062 (\$644,080)	\$8,385,894 (\$15,875,105)
June	7 (9)	38 (28)	\$1,780,092 (\$5,199,000)	\$10,165,986 (\$21,074,105)
July	10 (2)	48 (30)	\$2,332,200 (\$496,250)	\$12,498,186 (\$21,570,355)
August	1 (3)	49 (33)	\$1,500,000 (\$1,886,198)	\$13,998,186 (\$23,456,553)
September	6 (8)	55 (41)	\$983,106 (\$1,966,144)	\$14,981,292 (\$25,422,697)
October	2 (2)	57 (43)	\$1,295,760 (\$2,932,346)	\$16,277,052 (\$28,355,043)
November	3 (6)	60 (49)	\$1,721,884 (\$725,000)	\$17,998,936 (\$29,080,043)
December	6 (2)	66 (51)	\$1,438,721 (\$780,000)	\$19,437,657 (\$29,860,043)

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

2024 Consents	Issued	Issued YTD	Value of Work	Value of Work YTD
January	2 (5)	2 (5)	\$1,371,500 (\$1,640,000)	\$1,371,500 (\$1,640,000)
February	2 (4)	4 (9)	\$1,050,000 (\$844,150)	\$2,421,500 (\$2,484,150)
March	4 (6)	8 (15)	\$1,246,000 (\$3,434,700)	\$3,667,500 (\$5,918,850)
April	(5)	(20)	(\$811,982)	(\$6,730,832)
May	(11)	(31)	(\$1,655,062)	(\$8,385,894)
June	(7)	(38)	(\$1,780,092)	(\$10,165,986)
July	(10)	(48)	(\$2,332,200)	(\$12,498,186)
August	(1)	(49)	(\$1,500,000)	(\$13,998,186)
September	(6)	(55)	(\$983,106)	(\$14,981,292)
October	(2)	(57)	(\$1,295,760)	(\$16,277,052)
November	(3)	(60)	(\$1,721,884)	(\$17,998,936)
December	(3)	(66)	(\$1,438,721)	(\$19,437,657)

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

6.3.2 Planning

- **Methven Resort, Resource consent appeal.**

In previous agendas, it was advised that a hearing into a resource consent proposing to extend the Methven Resort was held on 26 October and a decision made on 22 December.

Environment Court administered mediation between the parties (the Council, the appellant and the applicant) was scheduled for 18 April in Christchurch. Mediation discussions are an opportunity for the parties to an appeal to confidentially discuss matters and attempt to find resolution before a matter proceeds to a formal Court hearing. Mediation is a closed process and matters discussed within it are confidential. The future path of the appeal will be clearer at the conclusion of the mediation stage.

6.4 Infrastructure & Open Spaces

6.4.1 Roading

The new footpath and associated kerb and channel on Dolma Street and Line Road is practically complete.

The Methven Mall footpath access has been assessed by staff. There were not considered to be any issues for pedestrians walking through the mall. A meeting on site with MCB members may be appropriate.

6.4.2 Open Spaces

- **Reserves**

At this time of year staff are busy cleaning up leaves and other tree debris in addition to mowing and gardening.

The annual bedding plants in the raised beds will be swapped out within the next couple of weeks with winter annuals in anticipation of a spring display.

The replacement Skatepark signage has been installed.

The raised community garden in Chambers Park has been removed. The area has been topsoiled and grass seed will be applied shortly and the area fenced off.

Staff are working with the RDR on repairing the historical Pipe Shed and its foundations. A structural condition assessment report has been completed. Because it is a protected building, the proposed remediation measures have been socialised with Heritage NZ and the Council's Planning Team and work is scheduled to commence in the next couple of months. This work will be funded by RDR Management Ltd.

Staff continue to check recent subdivisions to ensure assets such as street trees, reserve areas and garden beds to be vested in Council are maintained to an appropriate standard by the developer prior to handover.

Tree work along the Methven Walkway, from Mount Hutt Station Road to the RDR, was undertaken by one of Council's contract arborists. It involved minor tree work i.e. removing dead branches and dead trees, to address issues identified in a tree risk assessment of all the trees on the walkway.

- **Methven cemetery**

General maintenance continues to be delivered at the cemetery and weed control and spraying is ongoing. Mulch has been spread by the Methven Lions on the remaining section of the bund in preparation for planting.

Methven Lions are also going to plant the strip between the walkway to the adjacent Domain and the stock water race at the northern end of the cemetery. It will be planted in native grasses and will finish off the boundary planting that was part of the overarching site plan.

- **Public toilets**

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

6.4.3 Wastewater Pipe Relining

The relining of the wastewater pipe on Morgan Street is complete. Work on Cameron Street is ongoing and is expected to be completed by 12 April. Relining work on Chapman Street and Jackson Street will start in the week of 15 April and is expected to be completed by the end of the month.

The relining work is part of Council's annual capital works which involves inserting a structural pipelining inside the old wastewater pipes, minimising digging and disruption on properties. Council has engaged Pipe Technologies Ltd (PipeTech) together with Ashburton Contracting Ltd (ACL) to perform this work.

Hamish Riach
Chief Executive

Appendix

Monthly Income and Expenditure Report - 139 - Methven Community Board For the Month Ended 29 February 2024

	Month Actual	Year To Date Actual	Full Year Budget	Remaining Full Year Budget
Income				
Sundry Income	-108.70	-178.27	0.00	178.27
Targeted Rates	12,755.38	101,852.34	148,349.00	46,496.66
Treasury Internal Recoveries	174.30	1,361.09	0.00	-1,361.09
Total Income	12,820.98	103,035.16	148,349.00	45,313.84
Expenditure				
Salary / Wages	1,329.26	11,289.58	17,378.00	6,088.42
Staff Training	0.00	0.00	1,042.96	1,042.96
Allowances	1,550.00	3,100.00	3,099.96	-0.04
Indemnity Insurance	0.00	1,990.01	1,720.95	-269.06
Conference Expenses	0.00	317.50	1,042.96	725.46
Staff Travel Costs	0.00	0.00	312.90	312.90
Subscriptions / Periodicals	0.00	275.00	286.83	11.83
Suppers & Receptions	0.00	458.35	328.55	-129.80
Grants	0.00	15,100.00	15,645.00	545.00
Donations	0.00	0.00	500.00	500.00
Sundry Expenditure	10,000.00	16,095.48	36,108.96	20,013.48
Rents / Leases	100.00	221.74	521.50	299.76
Internal Rental	158.25	1,266.00	1,899.00	633.00
Executive Team	824.62	7,987.69	12,468.79	4,481.10
Treasury	93.13	733.04	1,269.50	536.46
Rates	109.04	1,153.49	865.03	-288.46
Communication	400.32	3,135.04	5,148.32	2,013.28
Community Services	4,278.29	30,154.80	58,743.30	28,588.50
Total Expenditure	18,842.91	93,277.72	158,382.51	65,104.79
Net Surplus/(Deficit)	-6,021.93	9,757.44	-10,033.51	-19,790.95
Capital Expenditure				
	0.00	0.00	0.00	0.00
Net Cash Movement	-6,021.93	9,757.44	-10,033.51	-19,790.95
Cash Reserves				
Separate Reserves	0.00	0.00	10,034.00	
Plus Net Surplus/(Deficit)		9,757.44		
Less Capital Expenditure		0.00		
Closing Cash Reserves		9,757.44		

Application ID	Received On	Source	Full Details	Status
CRM1600238/24	04/03/2024 9:02 AM	Snap Send Solve	Signs Intersection Tactician Lane and Racecourse Road, damaged Street Sign	Complete
CRM1600242/24	05/03/2024 2:39 PM	Snap Send Solve	Poles and Signage - Mackie Street, Methven	Complete
CRM3300012/24	05/03/2024 3:14 PM	Phone	Bylaw Complaint, 3 x Air BnB at Spaxton St	Received
CRM0500047/24	07/03/2024 10:12 AM	Snap Send Solve	Lights lying on footpath Forest Drive, hazard.	Received
CRM0500048/24	12/03/2024 12:51 PM	Snap Send Solve	Trip Hazard (image sent in) pavement damaged, Forest Drive	Received
CRM100392/24	14/03/2024 2:22 PM	Phone	Leak/Burst pipe - Footpath/Toby - Leak on the PRV 11	Complete
CRM100395/24	15/03/2024 10:44 AM	Phone	Leak/Burst pipe Lilley Place.	Complete
CRM100401/24	18/03/2024 5:09 PM	Snap Send Solve	Leak/Burst pipe - Water Leak - Cameron Street, Methven	Complete
CRM100414/24	22/03/2024 8:25 AM	Received by PNCC	Small leak next to a fire hydrant. - Morgan Street	Complete
CRM100418/24	23/03/2024 10:08 AM	Received by PNCC	Water leak outside their property Morgan Street	Complete
CRM100419/24	24/03/2024 10:06 AM	Internet	Water leak coming from a toby, Morgan Street	Cancelled
CRM2300075/24	25/03/2024 9:16 AM	eMail	Overhanging tree - Corner of Dolma and State Highway and buses can't see. Pot Holes Racecourse Avenue, Methven	Received
CRM1600295/24	25/03/2024 9:40 AM	Snap Send Solve	Address:	Complete
CRM1600298/24	25/03/2024 11:31 AM	Snap Send Solve	Give-way sign missing corner Blackford and Allen St	Complete
CRM100424/24	25/03/2024 1:20 PM	Phone	Leak/Burst pipe - Footpath/Toby - leak in berm outside Lilley Place	Complete
CRM1600299/24	25/03/2024 1:32 PM	Phone	Clean or Clear slippery substance, Main Street / Forest Drive	Complete
CRM1600304/24	25/03/2024 5:29 PM	Received by PNCC	Oil spill on Alford Street and Forest Drive intersection Three bollards have been broken off, two were apparently hit by a vehicle earlier this week. McMillan Street	Received
CRM3200011/24	04/04/2024 2:23 PM	Snap Send Solve	Drain outside Forest Drive blocked	Received
CRM1600323/24	05/04/2024 8:13 AM	Snap Send Solve	Leak/Burst pipe - Footpath/Toby - reports of a leak in the footpath outside Spaxton Street	Complete
CRM100463/24	06/04/2024 1:55 PM	Snap Send Solve	Leak/Burst pipe - Footpath/Toby - reports of a leak in the footpath outside Spaxton Street	Complete
CRM100466/24	06/04/2024 6:19 PM	Received by PNCC	Major leak coming from the footpath outside of Spaxton Street	Complete
CRM1600327/24	08/04/2024 9:15 AM	Snap Send Solve	Pot Holes/damaged road – gutter edge Forest Drive	Complete
CRM100470/24	08/04/2024 9:39 AM	Snap Send Solve	Leak/Burst pipe - Footpath/Toby Spaxton Street	Cancelled
CRM200041/24	10/04/2024 8:16 AM	Phone	Suspected back-laid sewer lateral.	Received
CRM100483/24	11/04/2024 8:21 AM	Received by PNCC	Water leak, 30 metres down from Allen Street.	Received