

# Methven Community Board

## AGENDA

### Notice of Meeting:

A meeting of the Methven Community Board will be held on:

**Date: Monday 3 May 2021**

**Time: 10.30am**

**Venue: Board Room, Mt Hutt Memorial Hall  
160 Main Street, Methven**

### Membership

Chairperson Dan McLaughlin

Deputy Chairperson Sonia McAlpine

Members Kelvin Holmes

Ron Smith

Richie Owen

Council appointees Cr Rodger Letham

Cr Liz McMillan

23 April 2021

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## Methven Community Board

Timetable	
Time	Item
10.30am	Meeting commences
10.35am	Public Forum: Mt Hutt College Students Methven Dog Park Project. Layla Manning, Maddie Webb, Sienna McGinity and Estella Lister.

### ORDER OF BUSINESS

<b>1</b>	<b>Apologies</b>	
<b>2</b>	<b>Extraordinary Business</b>	
<b>3</b>	<b>Declarations of Interest</b>	
<b>4</b>	<b>Confirmation of Minutes</b>	<b>3</b>
	- 15 March 2021	
	<b>Activity reports</b>	
<b>5</b>	<b>Community Services</b>	<b>5</b>
5.1	Open Spaces	
5.2	Economic Development	
5.3	Methven Area Caretaker	
<b>6</b>	<b>Strategy &amp; Compliance</b>	<b>5</b>
6.1	Building Services	
6.2	Strategy & Policy	<b>6</b>
<b>7</b>	<b>Infrastructure Services</b>	<b>6</b>
7.1	Roading	
7.2	Drinking Water	<b>7</b>
7.3	Wastewater	
7.4	Stormwater	
<b>8</b>	<b>Business Support &amp; Governance</b>	<b>7</b>
8.1	Customer Request Management	<b>8</b>
8.2	Finance	<b>10</b>

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## **4. Minutes –15 March 2021 [Unconfirmed]**

Minutes of the Methven Community Board meeting held on Monday 15 March 2021, commencing at 10.30am, in the Mt Hutt Memorial Hall Boardroom, 160 Main Street, Methven.

### **Present**

Dan McLaughlin (Chairman), Kelvin Holmes, Ron Smith, Sonia McAlpine and Cr Liz McMillan.

### **In attendance**

Steve Fabish (GM Community Services), Brian Fauth (Roading Manager), Hernando Marilla (Roading Engineer – Northern), Jeremy Lambert (Roading Engineer – Southern) and Carol McAtamney (Governance Officer).

HEB - Conrad McLean (Contract Manager), Rupal Sharma (Supervisor – Northern)

### **1 Apologies**

Mayor Neil Brown, Richie Owen and Cr Rodger Letham

Sustained

### **2 Extraordinary Business**

Nil.

### **3 Declarations of Interest**

#### **8.4 - Discretionary Grants**

Kelvin Holmes and Ron Smith, as members of the Lions Club, declared an interest in the application and took no part in the decision making process.

### **4 Confirmation of Minutes**

**That** the minutes of the Methven Community Board meeting held on 1 February 2021, be taken as read and confirmed.

McAlpine/Smith

Carried

### **Public Forum**

#### **Jess Wilson - Wellbeing Opuke**

Wellbeing Opuke became a Incorporated Charitable Trust in February 2021. The current Trustees are Mark Ellis, Connie Quigley, Megan Fitzgerald, Michelle Brett and Adam Williams.

A 'Neighbour's Day' event , with the theme 'The Great Plant Swap' is to be held on Thursday 25 March from 3pm to 5pm at the Methven Medical Centre.

MPI have announced that they have funding available for the establishment of Rural Community Hubs. Wellbeing Opuke are looking for representatives from interested parties to assist with putting together an expression of interest to define where the hub will be located, who it would benefit etc. A meeting will be scheduled within 2-3 weeks.

## 5 Activity Reports

**That** the reports be received

McMillan/McAlpine

Carried

### Community Services

#### Tree Lighting

Estimated costs for the purchase, installation and connections of multi-coloured lights for the two Oak trees located outside the Blue Pub and the medical centre is \$7,000. This project is to be funded on a 50/50 basis with the ADC.

**That** the Board authorise the expenditure of 50% of the total cost, up to a value of \$3,500, from the Discretionary fund for the purchase, installation and connection of multi-coloured lights for the two Oak trees located outside the Blue Pub and the medical centre.

Holmes/McMillan

Carried

## 7 Infrastructure Services

### 7.1 Roading

#### Tiled Footpath Cleaning

Special cleaning of tiled footpaths was postponed from December 2020 and the work is scheduled to begin in March 2021. The second part of the contract will commence in June 2021.

## 8 Business Support and Governance

### 8.4 Discretionary Grant

**That** the Board approve funding of \$25,000 to the Methven Lions Club to complete Racecourse Loop 1 enhancement and to commence Cemetery Loop 2 construction.

McAlpine/McMillan

Carried

**That** the Board approve funding of \$2,000 towards signage and printed materials to advertise/promote the Methven Scarecrow Trail.

Holmes/Smith

Carried

The Board requested that a summary of grant payments be included in the agenda.

The meeting concluded at 12.00pm.

Dated 3 May 2021

\_\_\_\_\_ **Chairman**

# Activity Reports

## 5. Community Services

### 5.1 Open Spaces

Open Spaces has appointed a new Methven Towns Person who will be based at the Ashburton Depot and travel to site.

The Rail Reserve playground compliance issues have rectified with the additional cushion fall for areas requiring resurfacing being arranged.

### 5.2 Economic Development

A number of activities have commenced and are ongoing that are highlighted in the economic development update:

- Development of a new Welcoming Plan for the District is set commence in May and involves workshops including Methven participants.
- My Next Move’s event “Pathways – Mid Canterbury Youth and Careers Exchange” will take place May 4th, bringing together for the first time all Mid Canterbury secondary schools for a District wide event. Tickets to the Nigel Latta presentation are on sale for \$15.00 at [Night with Nigel Latta, Ashburton, 4th of May | Humanitix](#)
- Regional Event Fund
- Soluble Nitrate Report: The Council have commissioned a follow up report to the Freshwater Reforms report published in late 2020. The follow up report will examine the community impact of achieving the required freshwater level of 2.4mg soluble nitrate. This report is due in late June.

## 6. Strategy & Compliance

### 6.1 Building Services

Month	2020 Consents Issued	2020 Consents Issued YTD	2020 Value of Work	2020 Value of Work YTD
Jan	1 (7)	1 (7)	\$10,000 (\$1,116,380)	\$10,000 (\$1,116,380)
Feb	3 (2)	4 (9)	\$208,500 (\$8,241)	\$218,500 (\$1,124,621)
Mar	1 (3)	5 (12)	\$30,000 (\$116,419)	\$248,500 (\$1,241,040)
Apr	2 (1)	7 (13)	\$355,000 (5,000)	\$603,500 (\$1,246,040)
May	2 (6)	9 (19)	\$324,454 (\$340,673)	\$927,954 (\$1,586,713)
Jun	5 (3)	14 (22)	\$569,846 (\$298,329)	\$1,497,800 (\$1,885,042)
Jul	2 (4)	16 (26)	\$6,500 (\$954,698)	\$1,504,300 (\$2,839,740)
Aug	2 (2)	18 (28)	\$478,922 (\$26,000)	\$1,983,222 (\$2,865,740)
Sep	7 (4)	25 (32)	\$2,241,521 (\$506,500)	\$4,224,743 (\$3,372,240)
Oct	5 (0)	30 (32)	\$2,004,361 (\$0)	\$6,229,104 (\$3,372,240)
Nov	2 (5)	32 (37)	\$660,000 (\$649,800)	\$6,889,104 (\$4,022,040)
Dec	6 (1)	38 (38)	\$669,000 (\$300,000)	\$7,558,104 (\$4,322,040)

Month	2021 Consents Issued	2021 Consents Issued YTD	2021 Value of Work	2021 Value of Work YTD
Jan	3 (1)	3 (1)	\$344,000 (\$10,000)	\$344,000 (\$10,000)
Feb	3 (3)	6 (4)	\$388,500 (\$208,500)	\$732,500 (\$218,500)
Mar	4 (1)	10 (5)	\$394,650 (\$30,000)	\$1,127,150 (\$228,500)

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

Please be aware that there are building consents that have been issued that are not recorded in the tables above because the properties are outside the Methven Township boundary. For example, the Opuke Hot Pools consent was issued in May 2020 for a value of \$6,500,000 and Thyme Stream subdivision has had \$1,914,000 of consents issued to the end of 2020. Thyme Stream this year so far \$950,000.

## 6.2 Strategy & Policy

### Current projects

Brief Project Description	Start Date	Estimated Completion Date	On track	Comments
<b>Long-Term Plan 2021-31</b>	October 2019	30 June 2021	Yes	Over 300 submissions received, currently being processed
<b>Aoraki Environmental Consultancy (AEC)</b>	Ongoing		Yes	Officers continue to meet regularly with AEC. Current topics of discussion include three waters projects, policy reviews and planning matters.
<b>Bylaws &amp; Policies</b>	Ongoing		Yes	LTP financial policies under review (Treasury Management, Rates Remission, Rates Postponement) Significance & Engagement Policy under review, Property Leases & Licenses Policy out for pre-engagement
<b>Strategies</b>	Ongoing		Yes	Review schedule underway for Council strategies. This will include rolling reporting on progress and prioritisation of full strategy reviews. A new Parking Strategy is under development.
<b>Annual Residents Survey</b>	August 2020	July 2021	Yes	3/4 rounds of the 2020/21 survey completed (n=630).

## 7 Infrastructure Services

### 7.1 Roading

- Rehabilitation of approximately 2.1 kilometres of Pudding Hill Road between RP 5100 to 7226 has now had sealing of the carriageway completed. Only minor work to the road shoulders and signage remains. All works will be completed by the end of April.
- Special cleaning of tiled footpath is now complete. The next clean is due in June 2021. The new road maintenance contractor HEB included in their annual programme the cleaning and shall be carried out twice a year during the months of June and December, or as directed by the Engineer.

- Renewal of Mt Harding Bridge is programmed to commence in April 2021. Supplies and Materials had been acquired awaiting delivery.
- Footpath renewals will be undertaken on Alington Street, Alford Street (South), Alford Street (North) and Barkers Road. Work is currently out for tender with work to be completed by the end of June.

## 7.2 Drinking Water

- **Water Safety Plan**

An updated WSP has been submitted to the CDHB for review and consideration by drinking water assessors. There was a concern that with the imminent transfer of responsibilities to Taumata Arowai (new regulator), we would not get much feedback on the WSP immediately. However, the assessor has subsequently asked to see additional supporting documents, so the WSP appears to be under active review.

- **Reservoir Project**

The contract documents are being finalised. The target date for advertising the tender is on or about 29 April. It will be a four week tender period.

## 7.3 Stormwater

- **Network-wide Stormwater Consent**

The Methven stormwater network requires consenting under the Land and Water regional Plan. The deadline for lodgement of an application was 30 June 2021. Officers request a further extension to the deadline for lodgement was successful. The new deadline is 31 December 2021.

## 8 Business Support and Governance

### 8.2 Customer request management

The CRM report for February is appended.

**Appendix 1**

### 8.3 Finance

The financial report to 28 February 2021 is appended. **Appendix 2**

## Methven CRM Report February 2021

Application ID	Received On	Completion Date	Details	Street	Primary Group
CRM3300012/21	09/03/2021	26/03/2021	Bylaw Complaint	Spaxton Street	crmByLaw
CRM3300013/21	12/03/2021	30/03/2021	Bylaw Enquiry	Spaxton Street	crmByLaw
CRM3300020/21	09/04/2021		Bylaw Complaint	Main Street	crmByLaw
CRM0500053/21	11/03/2021		Incident Type: Pavement - Damaged	Mcmillan Street	crmFootpat
CRM0500054/21	11/03/2021		Incident Type: Pavement - Damaged	Mcmillan Street	crmFootpat
CRM0500055/21	17/03/2021		Incident Type: Pavement - Damaged	Mcmillan Street	crmFootpat
CRM0500056/21	17/03/2021		Incident Type: Pavement - Damaged	Mcmillan Street	crmFootpat
CRM0500067/21	31/03/2021		Incident Type: Pavement - Damaged	Allen Street	crmFootpat
CRM0500068/21	06/04/2021	07/04/2021	Cleaning or Clearing footpath swep	Dolma Street	crmFootpat
CRM0500070/21	08/04/2021		Incident Type: Pavement - Damaged	Main Street	crmFootpat
CRM0500075/21	16/04/2021	16/04/2021	Incident Type: Road side Burm - Damaged	Lampard Street	crmFootpat
CRM0300013/21	21/04/2021	21/04/2021	Incident Type: Pavement - Damaged	Forest Drive	crmFootpat
CRM0500076/21	22/04/2021		Incident Type: Pavement - Damaged	Forest Drive	crmFootpat
CRM0800141/21	16/03/2021	16/03/2021	Property File Information	Morgan Street	crmInform
CRM0800146/21	19/03/2021	22/03/2021	Property File Information	Spaxton Street	crmInform
CRM0800172/21	09/04/2021	09/04/2021	Property File Information	South Belt	crmInform
CRM0800189/21	19/04/2021	19/04/2021	Property File Information	Morgan Street	crmInform
CRM0800192/21	20/04/2021	20/04/2021	Property File Information	Forest Drive	crmInform
CRM3800224/21	08/03/2021	12/03/2021	Request new Bin	Camrose Avenue	crmKerbCln
CRM3800264/21	24/03/2021	08/04/2021	Request new Bin	Memorial Crescent	crmKerbCln
CRM3800295/21	06/04/2021		Missing/Stolen Bin	Racecourse Avenue	crmKerbCln
CRM3800335/21	20/04/2021		Bin Damage	Lampard Street	crmKerbCln
CRM1000135/21	01/04/2021	06/04/2021	Noise complaint	Jackson Street	crmNoise
CRM1000136/21	06/04/2021	06/04/2021	Noise complaint	Colcord Place	crmNoise



CRM1000151/21	17/04/2021	19/04/2021	Noise complaint	Cameron Street	crmNoise
CRM2700045/21	11/03/2021	12/03/2021	Elderly Pensioner Housing	Chapman Street	crmPropM
CRM2700046/21	15/03/2021	15/03/2021	Elderly Pensioner Housing	Chapman Street	crmPropM
CRM2700052/21	23/03/2021	23/03/2021	Elderly Pensioner Housing	Chapman Street	crmPropM
CRM2700060/21	31/03/2021	15/04/2021	Elderly Pensioner Housing	Chapman Street	crmPropM
CRM2700070/21	09/04/2021	12/04/2021	Elderly Pensioner Housing	Chapman Street	crmPropM
CRM0900049/21	09/04/2021		Abandoned Vehicle	Forest Drive	crmRoadCor
CRM1600338/21	10/03/2021		Drainage - Urban Kerbs or Drains	Lampard Street	crmRoading
CRM1600369/21	18/03/2021		Signs Regulatory	Barkers Road	crmRoading
CRM1600437/21	07/04/2021	07/04/2021	Road Surface Faults	Main Street	crmRoading
CRM1600458/21	12/04/2021		Signs Non-Regulatory	Racecourse Avenue	crmRoading
CRM200020/21	29/03/2021		Blockage & Overflow	Forest Drive	crmSewer2
CRM200026/21	16/04/2021		Blockage & Overflow	Main Street	crmSewer2
CRM2200016/21	18/03/2021		Overhead Streetlights - Light not operating	Main Street	crmStreetl
CRM2200019/21	14/04/2021		Overhead Streetlights - Light not operating	Main Street	crmStreetl
CRM2200021/21	19/04/2021		Overhead Streetlights	Dolma Street	crmStreetl
CRM3200009/21	19/04/2021	20/04/2021	Weeds	Mckerrow Street	crmStrGdns
CRM2300063/21	06/04/2021	08/04/2021	Overhanging -Trees	Main Street	crmTrees
CRM100274/21	19/03/2021		Leak/Burst pipe - CRM Roads	Dolma Street	crmWater2
CRM100275/21	19/03/2021		Leak/Burst pipe - CRM Roads	Main Street	crmWater2
CRM100296/21	24/03/2021		Leak/Burst pipe - CRM Roads	Main Street	crmWater2
CRM100309/21	29/03/2021		Leak/Burst pipe - CRM Roads	Morgan Street	crmWater2
CRM100316/21	31/03/2021		Leak/Burst pipe - CRM Roads	Lochhead Crescent	crmWater2
CRM100318/21	31/03/2021		Toby leaking	Dolma Street	crmWater2
CRM100327/21	07/04/2021		Leak/Burst pipe - Footpath/Toby	Lilley Place	crmWater2
CRM100335/21	08/04/2021		Leak/Burst pipe - Footpath/Toby	South Belt	crmWater2
CRM500074/21	19/03/2021		Water - Low P4	Methven Township	crmWtrMain
CRM500083/21	01/04/2021		Water - Low P4	Methven Township	crmWtrMain
CRM500096/21	15/04/2021		Water - Medium P2	Spaxton Street	crmWtrMain

## Appendix 2

### Monthly Income and Expenditure Report - 139 - Methven Community Board

For the Month Ended 31 March 2020

	Month Actual	Year To Date Actual	Full Year Budget	Remaining Full Year Budget
<b>Income</b>				
Targeted Rates	8,514.09	76,533.60	98,223.00	21,689.40
Treasury Internal Recoveries	62.01	619.40	705.54	86.14
<b>Total Income</b>	<u>8,576.10</u>	<u>77,153.00</u>	<u>98,928.54</u>	<u>21,775.54</u>
<b>Expenditure</b>				
Salary / Wages	1,034.90	9,831.55	16,679.00	6,847.45
Allowances	0.00	0.00	1,298.76	1,298.76
Indemnity Insurance	79.20	962.81	207.96	-754.85
Telephone / Tolls	0.00	1,660.00	0.00	-1,660.00
Subscriptions / Periodicals	0.00	275.00	0.00	-275.00
Insurance	0.00	97.22	102.00	4.78
Suppers & Receptions	0.00	156.52	313.00	156.48
Advertising	0.00	0.00	522.00	522.00
Grants - Discretionary	0.00	539.13	0.00	-539.13
Donations	0.00	0.00	522.00	522.00
Sundry Expenditure	30,378.00	30,968.00	40,000.00	9,032.00
Rents / Leases	0.00	121.74	0.00	-121.74
Internal Rental	0.00	139.13	0.00	-139.13
People and Capability	1,424.39	14,393.76	22,650.00	8,256.24
Treasury	31.40	398.92	636.36	237.44
Rates	106.16	765.87	1,186.45	420.58
Community Relations	15.07	136.76	227.96	91.20
Business Support	690.45	9,199.43	14,299.52	5,100.09
Communication	16.35	131.41	184.65	53.24
Community Services	106.74	118.71	0.00	-118.71
<b>Total Expenditure</b>	<u>33,882.66</u>	<u>69,895.96</u>	<u>98,829.66</u>	<u>28,933.70</u>
<b>Net Surplus/(Deficit)</b>	<u>-25,306.56</u>	<u>7,257.04</u>	<u>98.88</u>	<u>-7,158.16</u>
<b>Capital Expenditure</b>				
Other Asset Purchases	1,056.52	1,056.52	0.00	-1,056.52
	<u>1,056.52</u>	<u>1,056.52</u>	<u>0.00</u>	<u>-1,056.52</u>
<b>Net Cash Movement</b>	<u>-26,363.08</u>	<u>6,200.52</u>	<u>98.88</u>	<u>-6,101.64</u>
<b>Cash Reserves</b>				
Separate Reserves	0.00	0.00	162.00	
Plus Net Surplus/(Deficit)		7,257.04		
Less Capital Expenditure		-1,056.52		
<b>Closing Cash Reserves</b>		<u>6,200.52</u>		

# Methven Community Board

## Terms of Reference

### **Purpose**

The purpose of the Methven Community Board is to represent the Methven community's interests in Council decision-making in a manner that promotes the current and future interests of the community. The Board's role is as set out in Section 52 of the Local Government Act 2002, to give effect to the purpose of local government in Section 10 of the Local Government Act 2002.

### **Membership**

Membership of the Committee comprises:

- Dan McLaughlin (Chair)
- Sonia McAlpine (Deputy Chair)
- Kelvin Holmes
- Ron Smith
- Richie Owen
- Cr Liz McMillan (Western Ward Councillor)
- Cr Rodger Letham (Western Ward Councillor)

The quorum is four members.

### **Meeting Frequency**

The Methven Community Board will meet on a six (6) weekly cycle, or more frequently on an as-required basis as determined by the Board and Council.

Committee members shall be given not less than 5 working days' notice of meetings.

Meeting and administrative support will be provided by Council's governance and community services staff.

### **Roles and Function**

The Methven Community Board's functions, duties and powers are set by statute as well as delegated by Council. The Board's delegations are as set out in the Local Government Act 2002 (s52) –

- represent, and act as an advocate for, the interests of its community
- consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board
- maintain an overview of services provided by the territorial authority within the community
- prepare an annual submission to the territorial authority for expenditure within the community
- communicate with community organisations and special interest groups within the community
- undertake any other responsibilities that are delegated to it by the territorial authority.

## Delegation

1. Council shall consult with the Board on issues that impact on Methven community's area and allow sufficient time for the Board's comments to be considered before a decision is made.
2. Consider matters referred by Council officers, and Council, including reports relating to the provision of Council services within the Methven Community Board area, and make submissions or recommendations in response to those matters as appropriate.
3. Represent the interests of the Methven Community at Council, committee or subcommittee meetings when a motion under debate relates to a matter that the Board considers being of particular interest to Methven residents.
4. Monitor the Board's budget and approve criteria for, and disbursement of, discretionary funding as approved through the LTP or annual plan.
5. Promote and identify opportunities for Methven to support economic growth.
6. Appoint representatives to the Mt Hutt Memorial Hall Board and the Methven Reserve Board.

This will include:

- a) monitoring and keeping Council informed of Methven community aspirations and the level of satisfaction with Council provided services through proactive engagement with residents;
- b) providing input in to Council's Long Term Plan and Annual Plan, giving a local perspective on the levels of service, expenditure, rate impacts and priorities;
- c) providing input into strategies, policies, bylaws and plans that impact on the Board's area;
- d) providing input into proposed District Plan changes.

## Communications

- The Methven Community Board Chair will, on behalf of the Board, undertake to meet regularly with the Mayor and/or Council's Chief Executive (or nominated officer) to provide two-way updates on what the Council and the Board have been and propose to be involved in.
- All information released to the media on behalf of the Methven Community Board shall be through the Chair, or his nominee, with assistance from Council's Communications resources.

## Reporting

The Methven Community Board will report to Council.

## Adopted

**Adopted by Council 29/10/20**