

# Methven Community Board

## AGENDA

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### Notice of Meeting:

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

**Date:** Monday 29 June 2020  
**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

25 June 2020

## Methven Community Board

Timetable	
Time	Item
10.30am	Meeting commences

### ORDER OF BUSINESS

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- 2 Extraordinary Business**
- 3 Declarations of Interest**
- 4 Confirmation of Minutes** **3**
  - 2 March 2020
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  - MCB Discretionary Grants Assessment

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## **4. Minutes – 2 March 2020**

Minutes of the Methven Community Board meeting held on Monday 2 March 2020, commencing at 10.32am, in the Mt Hutt Memorial Hall Boardroom, 160 Main Street, Methven.

### **Present**

Dan McLaughlin (Chairman), Kelvin Holmes, Sonia McAlpine, Ron Smith; Crs Liz McMillan and Rodger Letham, Richie Owen

### **In attendance**

Cr Angus McKay, Brian Fauth (Roading Manager), Neil McCann (Group Manager - Service Delivery), Bevan Rickerby (Economic Development Manager) Mike McKenzie (Methven Townsman) and Clare Harden (Community Administration Officer).

#### **1 Apologies**

Mayor Neil Brown

Sustained

#### **2 Extraordinary Business**

The Chair was asked to consider an item of extraordinary business, being a request to increase the Board's discretionary funding. The Board agreed to discuss this later in the meeting.

#### **3 Declarations of Interest**

Nil.

#### **4 Confirmation of Minutes**

**That** the minutes of the Methven Community Board meeting held on 20 January 2020, be taken as read and confirmed.

Smith/McAlpine

Carried

#### **5 Declaration of new Board Member**

The statutory declaration was made by Richie Owen, as required by cl. 14, Schedule 7 of the Local Government Act 2002. The declaration was witnessed by the Deputy Mayor and the Board Chairman.

#### **6.2 Infrastructure**

Neil McCann introduced the new Methven townsman, Mike McKenzie. His work area will include Lake Camp and the inland scenic areas.

- **Paving cleaning**

Clarification was sought on frequency and standard of the paving cleaning. The Board is concerned that the level of service is not up to standard. The Roading Manager agreed to follow this up.

- **Cemetery footpath**

The Roading Manager advised that the extension of the footpath is budgeted in the next financial year. He explained that unspent money from the town centre budget will be used to bring forward the work.

**That** the Methven Community Board supports the progress of the footpath extension from the end of the footpath on Line Road to the cemetery, as programmed.

McMillan/Smith

Carried

- **Water Supply and Wastewater**

Have had two workshops, the 3<sup>rd</sup> session is with Paul Dixey 2 March.

- **Trees at Methven Walkway and Cemetery**

The Group Manager Infrastructure Services confirmed that the spraying work can be undertaken by Council if that's the Board's wish.

**That** the Methven cemetery spraying will be undertaken by Council's open spaces team twice a year.

Smith/McAlpine

Carried

- **Speed Limit Review**

MCB have completed a submission and passed to the Council. The submission hearings are scheduled for Wednesday 1 and Thursday 2 April.

- **Discretionary fund, Mt Harding Track**

A proposed budget was presented for the Board's consideration. This will cover the silica sand and layer of lime chip, also the bridge build for the Mt Harding Road walkway from Mary Holmes boundary to RDR.

**That** funding for development and maintenance of the Mt Harding Track, in the amount of \$5,155.00, be provided from the Board's discretionary fund.

Holmes/McAlpine

Carried

- **205 Main Street**

Sonya McAlpine noted that a previous request for service to fix a streetlight hasn't been actioned. The Roading Manager agreed to follow this up.

### **6.3 Governance & Business Support**

- **Finance report**

Clarification has been sought to the amount shown on Finance report for insurance budgeted and month to date, why this is different.

The Board agreed that it would be useful to see available funds in the Discretionary budget on the finance report as an item.

### **7 Extraordinary Business – Discretionary fund**

The Board agreed they would like to have the ability to respond to more requests for funding assistance for Methven community projects and this could only be achieved if the discretionary fund is increased.

### **Recommendation to Council (9 April 2020)**

**That** the Methven Community Board requests that Council increases the Board's discretionary fund from \$10,000 to \$25,000 in the 2020-21 year.

Holmes/Smith

Carried

- **Historical panels**

Cr McMillan reported that some sites around the town have been identified as suitable for historical panels. A business case will be presented to the Board's next meeting.

- **Workshop**

The Board will hold an informal workshop on Tuesday 24 March at 5.30pm.

The meeting concluded at 12.11pm.

Dated 6 April 2020

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

## 5. Activity Reports

### 5.1 COMMUNITY SERVICES

#### 5.1.1 Open Spaces

- **Trees at Methven Walkway and Cemetery**

As agreed at a previous meeting of the Methven Community Board, the row of Pinus radiata along the eastern boundary of the Methven Cemetery was removed in May. A new boundary fence was installed in June to replace the fence removed by the forestry contractors. Proceeds from the sale of the logs will be used to fund other work and improvements at the cemetery.

The area at the front of the cemetery was sprayed by Open Spaces staff in March 2020, prior to alert Level 4. Further mulching and spraying of the dense broom in this area and spraying along the eastern boundary line is programmed for Spring 2020.

Some dead and dangerous trees in the Methven walkway were removed at the same time. Firewood generated from this work is to be donated to elderly Methven residents.

- **Street trees**

The street trees on Morgan and McMillan Streets have been removed due to poor health. New trees will be planted in early July.

- **Methven toilets**

Work on upgrading the toilets in the town centre will commence in on 28 June and works are expected to take six weeks. Temporary toilets will be provided during works. The drinking water fountain to the rear of the toilets will also be upgraded.

#### 5.1.2 Economic Development

Council's Economic Development Manager, Bevan Rickerby, has provided a summary of the Mid Canterbury economic development response to Covid-19.

The Need	The Project	The Steps	Comments
<b><i>Essential Services were requiring workers.</i></b>  There was a pool of people with skills that could be transferred to another workplace i.e. forklift drivers, tractor drivers, truck drivers, factory workers etc.  Council staff unable to do their normal work.  Community based NFP requiring help.	<b><i>Develop a central visible space were essential services could have a list of available vacancies.</i></b>  This had to be visible to both employers and potential employees.	<b><i>The Ashburton App was identified as a suitable medium.</i></b>  Work with the developers to ensure that this functionality was possible.  Develop the app functions Media release including ADC website and Facebook.  Communicate to a wide range of known essential services direct.	Not that well used as a large portion of the mid Canterbury workforce were already involved in essential work.  A very good advertisement that ADC Economic Development was here to help

<b><i>To inform business of the most informative sites to obtain information.</i></b>	<b><i>Develop an as required email using the Economic Development Data Base.</i></b>	<b><i>Identify the top 100 business addresses to distribute the information.</i></b>  Set up an Economic Development generic email address to allow for questions and other contact with the team.	Became very clear quickly that Economic Development was going to become a focus for business information and decisions needed to be made on how best this could be done.  This email is ongoing as required
<b><i>To assist business with positive ways forward</i></b>	<b><i>Developed a Webinar series that would be interactive and informative</i></b>	<b><i>Identify local experts to deliver a range of informative webinars.</i></b>  <u>Webinar series</u> <ul style="list-style-type: none"> <li>• Mental Wellbeing “Lives Worth Living”</li> <li>• Stay at Home and get online</li> <li>• Employment and Health &amp; Safety Law Updates</li> <li>• Thrive to survive in Governance</li> <li>• All things Digital Marketing</li> <li>• MSD is here to help</li> <li>• How to support Migrant Workers During Covid-19 restrictions</li> <li>• Event industry update community and professional</li> </ul> <b>Ongoing</b>	These seminars were a combination of delivering key information and reacting to questions from viewers.  The webinars were recorded and are presently on YouTube  They were purposely not produced professionally and not adding any production values. We wanted these to have a good local feel using local professionals and making viewers feel that they were not being sold to but were participating.  To date including those that participated on the day of each of the Webinars and those that have viewed at a later date we have over 500 individual views.  There has been request for Economic Development to continue with these webinars into the future. We are presently working on a schedule for one a month from now until Xmas.

<p><b><i>To signal to the Ashburton District that local Business was “Open for Business”.</i></b></p>	<p><b><i>To develop a website that all local business could participate in free of charge.</i></b></p> <ul style="list-style-type: none"> <li>• The website had to be self-loading i.e. Businesses could access the website and load their own details and change the details if their circumstances changed.</li> <li>• The website had to be parochially Mid Canterbury.</li> <li>• The website needed to be up and running before the change from Level 4 to Level 3.</li> <li>• The Website needed longevity i.e. it need to outlive the immediate need of Covid-19.</li> </ul>	<p><b><i>Buy local, support local and work together to rebuild the Districts business community.</i></b></p> <p>Economic Development Manager (EDM) and the Communications Manager (CM) met to discuss ideas. Agreement on the basic structure and developer selected Pricing and timeframe agreed to Developers along with a huge amount of the communication team’s time pulled the prototype together in 5 days and the public accessible website available in 2 days after that. EDM and CM developed an advertising campaign involving print and radio to launch the website. Website launched on Thursday the 30<sup>th</sup> of May with 100 users within 36 hours. Now at over 200. <a href="http://www.midcanopenforbiz.nz">www.midcanopenforbiz.nz</a></p>	<p>Other Councils looking at the website and sales are hopeful</p> <p>Relationships with the developer have been enhanced. This developer is currently working on our website.</p> <p>The type of web site Mid- Canterbury “Open for Business” is would traditionally take a month minimum to develop. With clear thought and little interference the developers achieved close to a miracle for us.</p> <p>This website continues to be worked on and functionality improved and enhanced.</p> <p>This website will allow ADC to have a definitive business website for future events and direct access to our business sectors.</p>
<p><b><i>Crown Infrastructure Partners call for shovel ready projects</i></b></p>	<p><b><i>Government asked for Local to advise of projects that would get their region moving after COVID-19 lockdown</i></b></p> <p><b>Criteria</b> Projects which currently are (or were) in the construction phase but have been put on hold due to COVID 19 and are likely not to progress, or to progress at a much slower rate or scale/scope, if not supported post COVID 19 Projects which have a high expectation of commencing the construction phase within the next six months (by 31 October 2020), but</p>	<p><b><i>Identify local Projects that meet the criteria</i></b></p> <p>Six projects were identified that best met the required Criteria and had the following positive impacts on the district i.e. Financial, Time, Social and Environmental.</p> <p>In order of final preference;</p> <ul style="list-style-type: none"> <li>• Second Bridge Development. 35million</li> <li>• Library and Civic Centre Development. This would be a joint venture 20million from CIP and 31.6 from council</li> <li>• Methven Water Upgrade.</li> </ul>	<p>CIP have comeback and asked for more information and the rankings have changed as they have only asked for information on;</p> <p>Second Bridge Library and Civic Centre Rail Siding</p> <p>Awaiting outcome on these projects.</p>



	<p>are unlikely to do so due to COVID 19</p> <p>Projects which could have been expected to commence the construction phase within the next 12 months (by 30 May 2021), but are unlikely to do so due to COVID 19</p>	<p>Value 6.8 million</p> <ul style="list-style-type: none"> <li>• Ashburton Relief Sewer. Value 9.4 million</li> <li>• Seal and widening of Thompsons Track. Value 12.25 million</li> <li>• Rail Siding shift to the Ashburton Industrial Park. Value 16.4 million</li> </ul>	
<b>Economic Recovery Advisory Committee</b>	<p><b><i>There will be a need to assist and support Mid Canterbury District through the economic impact of COVID 19</i></b></p> <p>After the response phase there will be the need for a high level strategy committee to:</p> <p>To work through the next phase the resilience stage, in an economic sense businesses will be focused on rebuilding and maintaining cash flows and jobs. Council as an organisation is clearly involved in its own right, but there is also a role for support, facilitation and empathy with the business sector to ensure there is a smooth transition back to full employment.</p> <p>The phase after the resilience will be the “return to capacity” phase as scale of all industry sectors are rebuilt.</p> <p>The final phase, which is envisaged to be at least two to three years away, will be the new norm and what that is going to look like will take visionary thinking.</p>	<p><b><i>Identify Sectors and suitable members of the committee</i></b></p> <p>The key sectors identified are:</p> <p>ADC Mayor (Chair) Council CEO Economic Development Manager Iwi representation Agricultural Infrastructure Construction Contracting Tourism Retail Hospitality Transport Engineering</p>	<p>Meetings to be held as required</p> <p>Working groups will be set up when required</p> <p>The group will co-ordinate and support a wider economic recovery</p> <p>Work in partnership with the key business sectors</p> <p>To advise and assist Council in the business needs of the district in the ongoing recovery period</p>
<b>Training</b>	<b><i>A group to identify and advise training organisation of requirements</i></b>	<b><i>Identify a group to identify needs and ensure training organisations react on a timely basis.</i></b>	This is an ongoing project and has the support of the CEO of ARA Tony Grey.

	<p>As the marketplace changes and there is an initial flood of unemployed there will be a requirement to have workers retrain</p> <p>To ensure training organisation are available and ready to deliver courses.</p> <p>To identify ongoing needs</p>	<p>The Economic Development Manager and the local manager of Ministry of Social Development have identified the initial courses required and have asked ARA to facilitate;</p> <p>2 hour online workshops for job seekers</p> <ul style="list-style-type: none"> <li>• Digital skills</li> <li>• Preparation of CV's etc.</li> <li>• How to apply on line</li> <li>• Interview skills</li> </ul> <p>Ongoing work to identify transferable skills ARA will engage their Centre for Prior Learning (CAPL)</p> <p>TANZ online courses are being identified. Courses from TANZ eCampus has a range of courses and if required qualifications.</p> <p>Group meeting with all Canterbury ED's to identify needs</p>	<p>The mid Canterbury Liaison person is Emma West Manager - Engagement, Strategy &amp; Projects Customer Engagement and Experience</p>
<b>Re-employment opportunities with Agency partnerships</b>	<b>Still in progress</b>		
<b>Welcoming Communities</b>	<b>Information and support programme</b>	<p><b>Contact made</b></p> <p>Stakeholder engagement Cross-sector coordinated welfare response and social recovery Community Needs Survey Webinars on Immigration details and current issues Facebook and website updates for newcomers Review of Welcoming Communities governance structure Global Ambassadors professional development Ongoing cultural competency for staff</p>	Ongoing help
<b>Refugee Resettlement</b>	<b>Currently postponed</b>	Kid's poster competition with Safer Mid Canterbury's Refugee Resettlement Service.	
<b>Re-start of Community and Council Events</b>	<b>Evaluating Alert levels to advise organisers</b>	<p><b>Events so far</b></p> <p>Economic Advisory information event and webinar series.</p>	Ongoing

		<p>Film Festival Fundraiser in progress for August. Held at ATEC, moving from 1 screening to 4 over 2 days for social distancing and contact tracing. Accommodation and breakfast package put together with Bella Vista and Somerset Grocer.</p> <p>Bite Nite organisation underway for October. Being held at EANC utilising stadium and outdoor courts. Fencing off outdoor courts, ticketed event for restricting numbers and contact tracing. Gold coin donation for Kanuka Trust TBC.</p> <p>Nights of Lights organisation underway for late November. Coca Cola Christmas in the Park (Christchurch) and Mitre 10 Mega Christmas in the Park (Ashburton) both cancelled, working through potential explosion of numbers attending Nights of Lights.</p> <p>Youth Council meetings starting up again, working on projects to wrap up the remainder of the year.</p> <p>Boulevard Day – ongoing meetings with organisers, quite hesitant to continue planning for the event as can't do social distancing or contact tracing. Also thinking CBD upgrade may restrict parking.</p>	
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### 5.1.3 Hall & Reserve Board

The Mt Hutt Memorial Hall Board resumed meeting on 25 May. The Board is in the process of applying for external grant funding which, if successful, will be used for some re-carpeting and additional chairs. The Board is looking to develop an archives management plan for the Hall and this will be progressed with assistance of Council's archives officer.

A group of council officers from Economic Development, Communication and People and Capability are working with a sub group of the Mt Hutt Memorial Hall board members through a process to ensure the information centre is ready to operate on the 1<sup>st</sup> of July. At that time the I-Site will have closed and manning of the information centre will become the responsibility of the Mt Hutt Hall Board. Were appropriate this will be supported by the Economic Development Manager. The actual Community Information centre is still a work in progress and it will be some weeks before the final form and physical presence will be obvious. In the short term it will look the same except the public will not be able to book attractions at the information centre.

## 5.2 STRATEGY & COMPLIANCE

### 5.2.1 Building Services

Month	2019 Consents Issued	2019 Consents Issued YTD	2019 Value of Work	2019 Value of Work YTD
Jan	7 (2)	7 (2)	\$1,116,380 (\$43,500)	\$1,116,380 (\$43,500)
Feb	2 (4)	9 (6)	\$8,241 (\$537,615)	\$1,124,621 (\$581,115)
Mar	3 (7)	12 (13)	\$116,419 (\$1,392,875)	\$1,241,040 (\$1,973,990)
Apr	1 (6)	13 (19)	\$5,000 (\$951,800)	\$1,246,040 (\$2,925,790)
May	6 (7)	19 (26)	\$340,673 (\$1,015,470)	\$1,586,713 (\$3,941,260)
Jun	3 (2)	22 (28)	\$298,329 (\$7,500)	\$1,885,042 (\$3,948,760)
Jul	4 (5)	26 (33)	\$954,698 (\$83,500)	\$2,839,740 (\$4,032,260)
Aug	2 (2)	28 (35)	\$26,000 (\$474,800)	\$2,865,740 (\$4,507,060)
Sep	4 (9)	32 (44)	\$506,500 (\$2,592,230)	\$3,372,240 (\$7,099,290)
Oct	0 (0)	32 (44)	\$0 (\$0)	\$3,372,240 (\$7,099,290)
Nov	5 (2)	37 (46)	\$649,800 (\$341,200)	\$4,022,040 (\$7,440,490)
Dec	1 (4)	38 (50)	\$300,000 (\$605,747)	\$4,322,040 (\$8,046,237)

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	5 (6)	12 (19)	\$1,444,062 (\$340,673)	\$2,047,562 (\$1,586,713)

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

### 5.2.2 Civil Defence Emergency Management

- **COVID-19 pandemic**

Methven Community Response team assisted Civil Defence during the Covid-19 lockdown by providing pharmacy deliveries to isolated & vulnerable people. From late March to 25 May the team made 68 deliveries in and around Methven.

The national state of emergency expired on 12 May, with the Minister of Civil Defence declaring a 90 day transition to recovery. The transition planning was started on 20 May when the Recovery Manager, Welfare Manager and EMO meet with the Chair and Coordinator of Safer Communities Ashburton to plan for a working group to assume community needs support from Civil Defence. The official transition date was set for 16 June 2020. The EOC was closed on Friday 22 May with welfare needs supported from business as usual roles.

### 5.2.3 Strategy & Policy

Brief Project Description	Start Date	Estimated Completion Date	On track (yes/no)	Within budget (yes/no)	Carry-over (yes/no)	Comments
Annual Plan	November 2019	30 June 2020	Yes	Yes	No	AP was adopted by Council on 25 June 2020
Long-Term Plan 2021-31	October 2019	30 June 2021	Yes	Yes	No	Revenue & Financing and Development Financial Contributions Policies adopted for consultation on 25 June (officers

						will attend the briefing to update the MCB on how the proposed policies may affect the Methven community) ; AMPs underway, IS & FS reviews underway
Aoraki Environmental Consultancy (AEC)	July 2018	Ongoing	Yes	Yes	No	Officers continue to meet regularly with AEC. Current topics of discussion include drinking water upgrades, water race network and the Library & Civic Centre and Baring Square East plans.
Community Grants and Funding	January 2020	September 2020	Yes	Yes	No	Council funding to be distributed following adoption of Annual Plan
Bylaws & Policies	Ongoing	Ongoing	Yes	Yes	No	Policy reviews on track. Property Leases & Licenses Policy work underway
Annual Residents Survey	August 2019	July 2020	Yes	Yes	No	3 survey rounds are complete, with round 4 underway shortly. Results presented to Council late July 2020..
Speed Limit Review - Consultation	January 2020	June 2020	No	Yes	No	Submission hearings and deliberations took place on 22 June.
Ashburton Domain Development Plan	August 2019	June 2020	No	Yes	No	Consultation open until 5 July. Hearings and deliberations will be held 10-11 August.

#### • External Submissions

Organisation	Submission Summary	Process	Due Date
Ministry of Health	Deaths, funerals and burials discussion document	Management focused submission on the technical details of proposals.	Submitted

## 5.3 Infrastructure

### 5.3.1 Roading

Paving cleaning – There is no requirement in the current maintenance contract for regular cleaning; however provision has been made for two half cleans per annum (half the required area each cleaning).

The footpath and kerb and channel contract, from Line Road to the cemetery, is now completed other than the sealing of the road which is programmed to be completed by 12 June 2020.

The faulty streetlight reported at 205 Main Street was referred to EA Networks. Officers have been assured that this light has been repaired.

### 5.3.2 Water Supply

#### • Methven Upgrade Project

A proposed upgrade project was put forward to Crown Infrastructure Partners (CIP) as a 'shovel ready' project. The project was a combined package of work comprising the construction of a membrane treatment plant sized to supply treated water to both the Methven and Methven Springfield water schemes. The project also included the construction of a reservoir. The project is estimated at \$6.9M.

The project was not recommended to the Minister but has been forwarded to the Provincial Growth Fund (PGF) for consideration. It is not clear if or when the project will be considered by the PGF.

The only aspect of the project that has approved funding is the reservoir so detailed design on the reservoir is continuing apace, with geo-tech works and topographical survey completed on site. The design and contract documents for the new reservoir are on target for completion by the end of July.

- **Methven Springfield – Consent Review**

The Methven Springfield water supply consent (CRC002108) was one of a number of consents captured by ECan's review of consents from the Ashburton River. ECan were seeking to include (amongst other things) a low flow condition that would apply to dairy wash-down - that being an identified use within the consent.

Council formally objected to the inclusion of the consent on the basis that management of the low flow condition would be impossible on the scheme. That request was unsuccessful and the consent continued on in the review process. An investigating consultant was assigned.

After a number of ongoing discussions with the investigating consultant and ECan officers it has now been agreed that the volumes associated with dairy wash-down on the consent are less than the acceptable metering accuracy tolerances, and for that reason a low condition may not be effective. Officers have been advised to write to ECan seeking that the application for the new (reviewed) consent be declined. This has been done. It is understood that once that request is processed and completed, the original consent is effectively reinstated unchanged.

### **5.3.3 Recycling yard**

The Methven recycling yard has operated without any changes throughout Covid Alert Levels 4, 3 and 2 periods. No major issues were reported during that time.

The recycling facilities in Christchurch and Timaru closed down operations at alert level 4. Kerbside collections of recycling were sent to landfill from the beginning of the lockdown. From the start of Alert level 3, all collection areas have been monitored for contamination in the recycling. Methven, which is biggest part of the Monday week 1 collection area, had 20% contamination on 11 May and 17.5% on 25 May. A public holiday on 1 June meant there was no recording. The aim is to get the level of contamination down to 5% before it is sent to the sorting facility. The threshold for sorting facilities to export is just 0.5%. Recycling will go back to being sent to the sorting facilities from 15 June 2020.

### **5.3.4 Speed Limit Review**

Approximately 200 submissions were received on the speed limit review. Submission hearings scheduled at the start of April were cancelled due to the Covid-19 pandemic and associated alert Level 4 lockdown.

The hearings took place on Monday 22 June and the outcome of the deliberation process will be reported to the Infrastructure Services Committee on 9 July.

There were two matters that Cr McMillan will raise at the Methven Community Board meeting:

- 1) Speed limit review on SH77, Methven – extend the 50km sign up past the new Opuke hot pools entrance. The Board could ask Waka Kotahi (NZTA) what the plan is and if it's intended to extend the 50km area.
- 2) Traffic island / safe crossing spot for SH77 Methven, near the toilets opposite Bank Street. With the playground toilets being the closest to the new skatepark on Bank Street, this area is going

to be busy with children crossing. There is a pedestrian crossing near South Belt, close to the school and a popular crossing area in front of Café 131 (which is quite dangerous). Having an island for safe crossings between the new skatepark and the toilets will also be well used by children on their way to and from all schools. The Board could ask Waka Kotahi to give this consideration.

## **5.4 Business Support and Governance**

### **5.4.1 Communications**

- **Open for Business campaign**

The Open for Business website (referred to in the Economic Development section of this report) currently has 269 businesses listed, of which 17 are Methven businesses.

- **Council websites development project**

Work on this project began in January 2020 after a successful tender process which awarded the project to Squiz in December 2020. This project will deliver two new redesigned websites: 1) the official website from the Ashburton District Council ([ashburtondc.govt.nz](http://ashburtondc.govt.nz)), and 2) the official website for AE Networks Centre ([eanetworkscentre.co.nz](http://eanetworkscentre.co.nz)). Design, development, and migration of content is ongoing. Both websites are expected to be delivered (or made live) by December 2020 due to delays related to COVID-19 lockdown.

- **Communication during COVID-19 lockdown**

In the early stages of the COVID-19 lockdown beginning in March 2020, the Communication Team worked to produce regular video updates with Mayor Neil Brown and Chief Executive Hamish Riach. The purpose of these short video updates were to keep the District informed on COVID-19 related activities the Council was conducting. In total, eight video updates were released which proved to be highly effective. The eight videos resulted in a total of 40,772 views, equating to 28,118 minutes viewed in just a short eight-week period.

### **5.4.2 Commercial Property**

The Commercial Manager, Colin Windleborn, has been in discussion with Historic Places Mid Canterbury in respect to the blue plaques that are being placed on heritage buildings in Ashburton and Methven. A plaque for the Mt Hutt Road Board office is being designed now. Constructed in 1879, the Mt Hutt Road Board office is one of Methven's earliest buildings. The Community Board will be kept updated and, if possible, the unveiling ceremony will be held to coincide with a Board meeting (likely in August).

### **5.4.3 Customer Request Management**

Summary of CRM requests for service received 2020.

### **5.4.4 Finance**

April income and expenditure report and financial transactions report appended. The Board will have the opportunity to discuss these, and the May 2020 reports, at the next meeting.

### **5.4.5 Meetings**

Council's decision to suspend the Community Board and committee meetings (25/03/20) was made in response to the Covid-19 situation and move into alert level 4. At that time Council established a Covid-19 Response Committee with terms of reference that would enable it to

continue to function effectively, while limiting the risk of virus transmission and keeping people as safe as possible. With an amendment to Standing Orders that allowed for audio-visual elected member participation, Covid-19 Committee and Council meetings have been held successfully and without compromising people's safety and distancing requirements.

On 25 June Council resolved to suspend the Covid-19 Response Committee and reinstate the Methven Community Board and committee meetings.

#### **5.4.6 Community Board Delegations**

At the end of the last term Methven Community Board had informal discussion on the need to review its current delegations to determine whether they are enabling the Board to best achieve its role.

The governance delegations for the Methven Community Board were adopted for the 2019-22 term in February 2020. Council has delegated authority and, as far as possible, responsibility to the community board to allow it to effectively govern and determine issues associated with its area.

The Board's functions, duties and powers are set by statute as well as delegated by Council. Currently 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

If the Board chooses to request a review, draft delegations / terms of reference will be prepared with the Board's input. It is envisaged that the expanded terms of reference will be based on the following principles –

- issues relevant to the Methven community should be decided as closely as possible to that community
- where an issue has district-wide implications the matter will be decided by Council after seeking a recommendation from the community board (any ambiguity around the interpretation of 'district-wide' will be determined by the Mayor and Chief Executive in consultation with the Board Chair)
- proactively and constructively engage with residents on local matters that affect the Methven community and raise any issues with Council
- listen, articulate, advise, advocate and make recommendations to Council on any matter of interest or concern to the Methven community
- develop any community board submission on issues within the Methven community
- provide a local perspective on the levels of service as detailed in the Long Term Plan and on local expenditure, rate impacts and priorities
- contribute local input to any Council strategy, plan or policy, as required
- approving criteria for, and disbursement of, the Board's discretionary grant funds, as approved through the LTP or annual plan.

In requesting a review, the Board will need to take into consideration that Council is ultimately responsible for the governance of the district and therefore retains the right to set minimum standards and to review community board decisions associated with the exercise of their delegations.



**Recommendation to Council**

**That** the Methven Community Board reviews its delegations and prepares terms of reference for Council's consideration and approval.

**5.4.6 Grants Assessment**

A new process for discretionary grant allocation is being developed for the Board's consideration. Examples will be provided to the Board for feedback and subsequent approval.

Hamish Riach  
**Chief Executive**

**Attachments**

Appendix 1	Financial reports April 2020
Appendix 2	CRM report

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

For the Month Ended 31st May 2020

	Month Actual	Year To Date Actual	Full Year Budget	Remaining Full Year Budget
<b>Income</b>				
Rental	0.00	-182.61	0.00	182.61
Targeted Rates	5,941.93	65,361.17	70,750.00	5,388.83
Treasury Internal Recoveries	81.33	720.64	582.00	-138.64
<b>Total Income</b>	<u>6,023.26</u>	<u>65,899.20</u>	<u>71,332.00</u>	<u>5,432.80</u>
<b>Expenditure</b>				
Salary / Wages	1,552.35	12,300.45	15,874.04	3,573.59
Allowances	0.00	6.12	1,299.96	1,293.84
Indemnity Insurance	102.35	1,125.85	3,033.00	1,907.15
Conference Expenses	0.00	127.21	0.00	-127.21
Staff Travel Costs	0.00	0.00	300.00	300.00
Stationery	0.00	121.74	0.00	-121.74
Telephone / Tolls	0.00	1,446.00	0.00	-1,446.00
Subscriptions / Periodicals	0.00	275.00	0.00	-275.00
Insurance	8.10	89.10	0.00	-89.10
Suppers & Receptions	0.00	250.00	300.00	50.00
Advertising	0.00	43.48	500.00	456.52
Grants - Discretionary	0.00	2,346.36	10,000.00	7,653.64
Donations	0.00	0.00	500.00	500.00
Sundry Expenditure	0.00	844.00	0.00	-844.00
Rents / Leases	0.00	265.22	0.00	-265.22
Internal Rental	102.17	1,123.87	1,226.04	102.17
People and Capability	1,725.52	17,371.39	20,488.19	3,116.80
Treasury	46.76	491.25	507.35	16.10
Rates	180.13	-2,293.02	1,032.17	3,325.19
Community Relations	21.01	180.95	233.10	52.15
Business Support	857.90	11,994.71	15,690.85	3,696.14
Communication	17.56	157.65	179.23	21.58
<b>Total Expenditure</b>	<u>4,613.85</u>	<u>48,267.33</u>	<u>71,163.93</u>	<u>22,896.60</u>
<b>Net Surplus/(Deficit)</b>	<u>1,409.41</u>	<u>17,631.87</u>	<u>168.07</u>	<u>-17,463.80</u>
<b>Capital Expenditure</b>				
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Cash Movement</b>	<u>1,409.41</u>	<u>17,631.87</u>	<u>168.07</u>	<u>-17,463.80</u>
<b>Cash Reserves</b>				
Separate Reserves	0.00	0.00	168.00	
Plus Net Surplus/(Deficit)		17,631.87		
Less Capital Expenditure		0.00		
<b>Closing Cash Reserves</b>		<u>17,631.87</u>		

## Monthly Reserve Board Transactions Report - 31st May 2020 - 139 - Methven Community Board

<u>Transaction Date</u>	<u>General Ledger Account</u>	<u>General Ledger Description</u>	<u>Reference</u>	<u>Transaction Description 1</u>	<u>Transaction Description 2</u>	<u>Transaction Description 3</u>	<u>Financial Period</u>	<u>Amount</u>
<b>Category of Income or Expense: 10145 - Targeted Rates</b>								
01/05/2020	10145	Targeted Rates	FI62747	Rates in Advance 2019/2020	P&R \$ARINVCE 221005	1/12 Rates Strike	11	-5,941.93
<b>Total Targeted Rates</b>								<b>-5,941.93</b>
<b>Category of Income or Expense: 30101 - Salary / Wages</b>								
03/05/2020	30101	Salary / Wages	E 3/05/2020	Community Board Remunerz Coy 1 Period Type E		Comp Ref 448.0000 Com	11	517.45
17/05/2020	30101	Salary / Wages	E 17/05/2020	Community Board Remunerz Coy 1 Period Type E		Comp Ref 448.0000 Com	11	517.45
31/05/2020	30101	Salary / Wages	E 31/05/2020	Community Board Remunerz Coy 1 Period Type E		Comp Ref 448.0000 Com	11	517.45
<b>Total Salary / Wages</b>								<b>1,552.35</b>
<b>Category of Income or Expense: 30110 - Indemnity Insurance</b>								
01/05/2020	30110	Indemnity Insurance	FI62753	Insurance - Personal Acciden	Standing Jnl P3-P12	I00617919	11	3.32
01/05/2020	30110	Indemnity Insurance	FI62754	Statutory Liability	Standing Jnl P3-P12	I00617785	11	6.44
01/05/2020	30110	Indemnity Insurance	FI62756	Insurance - Employers Liabili	Standing Jnl P3-P12	I00617786	11	1.89
01/05/2020	30110	Indemnity Insurance	FI62757	Insurance - Crime	Standing Jnl P3-P12	I00617791	11	4.89
01/05/2020	30110	Indemnity Insurance	FI62760	Insurance - London Markets	Standing Jnl P3-P12	I00623465	11	58.98
01/05/2020	30110	Indemnity Insurance	I00617927	Insurance - JLT Consultancy Fee		Jardine Lloyd	11	26.83
<b>Total Indemnity Insurance</b>								<b>102.35</b>
<b>Category of Income or Expense: 30314 - Insurance</b>								
01/05/2020	30314	Insurance	FI62753	Insurance - Personal Acciden	Standing Jnl P3-P12	I00617902	11	8.10
<b>Total Insurance</b>								<b>8.10</b>
<b>Category of Income or Expense: 31002 - Internal Rental</b>								
01/05/2020	31002	Internal Rental	FI62743	Internal Rental	Standing Jnl P1-P12		11	102.17
<b>Total Internal Rental</b>								<b>102.17</b>
<b>Category of Income or Expense: 40122 - People and Capability</b>								
16/06/2020	40122	People and Capability	FI63124	HR Allocation			11	1,725.52
<b>Total People and Capability</b>								<b>1,725.52</b>
<b>Category of Income or Expense: 40125 - Treasury</b>								
16/06/2020	40125	Treasury	FI63128	Rec Admin Allocation			11	46.76
<b>Total Treasury</b>								<b>46.76</b>

**Category of Income or Expense: 40126 - Rates**

16/06/2020	40126	Rates	FI63130	Rates Allocation	11	180.13
						<b>Total Rates</b>
						<b>180.13</b>

**Category of Income or Expense: 40127 - Community Relations**

16/06/2020	40127	Community Relations	FI63131	Comm Serv Allocation	11	21.01
						<b>Total Community Relations</b>
						<b>21.01</b>

**Category of Income or Expense: 40128 - Business Support**

16/06/2020	40128	Business Support	FI63133	Rec Admin Allocation	11	857.90
						<b>Total Business Support</b>
						<b>857.90</b>

**Category of Income or Expense: 40129 - Communication**

16/06/2020	40129	Communication	FI63132	Communication Allocation	11	17.56
						<b>Total Communication</b>
						<b>17.56</b>

<b>Net Surplus / (Deficit)</b>	<b>1,328.08</b>
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## Methven CRM Report May/June 2020

Application ID	Completion Date	Received On	Details	Street	Primary Group
CRM1800058/20	22/06/2020	22/06/2020	Blocked sewer	Main Street	crmSewer
CRM2000088/20	22/06/2020	21/06/2020	Water Auxiliary	Township	crmWater
CRM2700081/20	22/06/2020	4/06/2020	Housing repair	Chapman Street	crmProperty
CRM2400518/20	19/06/2020	29/05/2020	Leak Burst Pipe - Leak on Road	Main Street	crmWater
CRM0800218/20	18/06/2020	18/06/2020	Property File Information	Jackson Street	crmInform
CRM1800051/20	18/06/2020	14/06/2020	Storm drain has a blockage	Mcdonald Street	crmInform
CRM2400557/20	15/06/2020	14/06/2020	Leak Burst Pipe - Footpath	Hobbs Road	crmWater
CRM1800052/20	15/06/2020	13/06/2020	Blockage - Blockage on Lateral	Barkers Road	crmSewer
CRM1000247/20	10/06/2020	7/06/2020	Noise complaint	Dolma Stree	crmInform
CRM0100362/20	5/06/2020	5/06/2020	Missing Dog	Mcmillan Street	crmAnimals
CRM3800243/20	3/06/2020	2/06/2020	Bin - Red Bin	Wayne Place	crmKerbCln
CRM2300071/20	2/06/2020	27/05/2020	Overhanging Tree	Methven Township	crmParksSp
CRM0800195/20	29/05/2020	29/05/2020	Property File Information	Main Street	crmInform
CRM3800222/20	28/05/2020	21/05/2020	Request new Bin	Jackson Street	crmKerbCln
CRM1000232/20	28/05/2020	28/05/2020	Noise complaint	Mackie Street	crmInform
CRM1200053/20	28/05/2020	25/05/2020	Weeding	Camrose Avenue	crmParksSp
CRM2400514/20	28/05/2020	27/05/2020	Maintenance - Investigate - sewer	Morgan Street	crmSewer
CRM1200054/20	25/05/2020	25/05/2020	Dog Park - Gate	Dolma Street	crmParksSp
CRM2400498/20	25/05/2020	22/05/2020	Leak Burst Pipe	Lilley Place	crmWater
CRM2300067/20	19/05/2020	19/05/2020	over hanging Trees	Spaxton Street	crmParksSp
CRM0100345/20		29/05/2020	Barking Dog	Camrose Avenue	crmAnimals
CRM0500057/20		16/06/2020	Roads/Footpaths - trip hazard	Main Street	crmParksSp
CRM0800180/20		21/05/2020	Property File Information	Mcmillan Street	crmInform
CRM1600370/20		24/05/2020	Missing Road Sign	Barkers Road	crmRoading
CRM1600396/20		2/06/2020	Pot holes	Mcmillan Street	crmRoading
CRM1600416/20		8/06/2020	Missing Road Sign	Lochhead Crescent	crmRoading
CRM1600434/20		10/06/2020	Missing Road Sign	Barkers Road	crmRoading
CRM1600459/20		15/06/2020	Noise complaint	Barkers Road	crmInform

CRM1600461/20		16/06/2020	Pot hole	Main Street	crmRoding
CRM2200038/20		15/06/2020	Street Lights	Barkers Road	crmRoding
CRM2400491/20		18/05/2020	Water Valve missing	Colcord Place	crmWater
CRM2400546/20		11/06/2020	Leak Burst Pipe	Farquhar Place	crmWater
CRM2400571/20		20/06/2020	Leak Burst Pipe	Shearer Place	crmWater
CRM3800260/20		8/06/2020	Request new Bin	Dolma Street	crmKerbCln
CRM3800273/20		15/06/2020	Request new Bin	South Belt Road	crmKerbCln
CRM3800276/20		16/06/2020	Request new Bin	Memorial Crescent	crmKerbCln