

Methven Community Board

AGENDA

Notice of Meeting

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

Date: Monday 24 July 2023
Time: 10:30am
Venue: Mt Hutt Memorial Hall Board Room
Main Street
Methven

Membership

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

Council appointees

- Deputy Mayor Liz McMillan
- Councillor Rob Mackle

Methven Community Board

Timetable	
Time	Item
10:30am	Meeting commences

ORDER OF BUSINESS

1 Apologies

2 Extraordinary Business

3 Declarations of Interest

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

Confirmation of Minutes

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Matters for Board decision

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4. *Methven Community Board Minutes – 12/06/23*

Minutes of the Methven Community Board meeting held on Monday 12 June 2023, commencing at 10:30am, in the Mt Hutt Memorial Hall Board Room, 160 Main Street, Methven.

Present

Kelvin Holmes (Chair), Megan Fitzgerald, Allan Lock, Richie Owen, Robin Jenkinson, Deputy Mayor Liz McMillan and Cr Rob Mackle.

In attendance

Cr Richard Wilson, Neil McCann (GM Infrastructure & Open Spaces), Hernando Marilla (Operations Manager), Justin Bloomfield (Operations and Services Officer), Rick Catchpowle (Environmental Monitoring Manager), Linda Clarke (Communications Advisor) and Carol McAtamney (Governance Support).

One member of the public.

A special welcome was extended to Councillor Rob Mackle who was the successful candidate at the recently held Western Ward by-election.

1 Apologies

Mayor Neil Brown (absence)

Sustained

2 Extraordinary Business

Nil.

3 Declarations of Interest

Nil.

4 Confirmation of Minutes

That the minutes of the Methven Community Board meeting held on 1 May 2023 be taken as read and confirmed.

Lock/Jenkinson

Carried

5 Time Restricted Parking – Methven Mall

Recommendation to Council

That the Methven Community Board recommend to Council that a 30 minute parking restriction be introduced for 5 of the 15 angle parks adjacent to the Supervalu Supermarket in Methven Mall.

Jenkinson/Owen

Carried

6 Activity Reports

That the reports be received.

Fitzgerald/McMillan

Carried

- **Revenue & Financing Policy – drinking water**

The Board are to undertake a visit to the new Methven membrane plant building at the conclusion of the meeting.

- **Transportation and Parking By-law**

As part of the Transportation and Parking By-law hearings/deliberations Council agreed to approve the Methven Mall as a one way street.

- **Draft Economic Development Strategy**

The Board agreed to prepare and submit a submission to Council prior to the deadline of 18 June 2023. The two Council elected representatives, Councillors Rob Mackle and Liz McMillan, will not take part in the preparation of the submission as when it is presented to Council they would then have a conflict of interest.

- **Refuse Collection**

There was a report of a number of black rubbish bags being left on the roadside, which do not get collected by Council, outside a lodge for a number of days. It was felt that it there was a need for a reminder to be sent to lodges in the area clarifying Council refuse collection rules.

- **Methven Cemetery**

A copy of the cemetery planting plan is to be sent to members.

- **Watermain renewals 2023/24**

Watermain renewal work is programmed to commence late June 2023. Part of this programme is the upgrade to Mackie Street (between Barkers Road and Kilworth Street) and a request has been made to ensure work in this area is not being undertaken on 24 August as there is a community event scheduled.

- **Solid Waste Management**

The development of a transfer station at the Methven drop-off facility has been budgeted in the capital renewals programme of the 2024-31 Long Term Plan.

The Board were asked their views on whether the existing drop-off yard is the most appropriate long-term location for both the recycling and green waste yard.

Officers are to undertake investigations into alternative sites (e.g. Vaughan Road or Pudding Hill Road sites) and report back with options for consideration.

Business transacted with the public excluded – 11.17am

Item No	General subject of each matter to be considered:	In accordance with Section 48(1) of the Act, the reason for passing this resolution in relation to each matter:	
9	Methven Community Board 01/05/23	Section 7(2)(h)	Commercial activities

Owen/Fitzgerald

Carried

[The PE minutes of 1/05/23 will note that Allan Lock, Megan Fitzgerald and Kelvin Holmes attended a follow-up meeting with Richie Owen in respect to a grant application.]

There being no resolutions passed, the Board resumed in open meeting and concluded at 11.21am.

The meeting concluded at 11.21am.

Confirmed 24 July 2023

Chairman

5. *Community Board Standing Orders 2023*

Author *Phillipa Clark; Governance Team Leader*
GM responsible *Toni Durham; GM Democracy & Engagement*

Summary

- This report seeks agreement from the Methven Community Board to adopt a revised set of Standing Orders which are based on the Standing Orders adopted by Council on 28 June 2023.
- The Local Government Act 2002 (LGA) requires councils and community boards to adopt a set of Standing Orders for the orderly conduct of their meetings. Generally Standing Orders are reviewed in each triennium.
- Local Government NZ (LGNZ) has provided an updated version of the Standing Orders template for use by councils and community boards throughout New Zealand, along with a guide including a table of changes made to the 2019 version.
- The template contains three optional provisions for the Methven Community Board to consider (audio-visual link, casting vote and formality of voting).

Recommendation

- 1. That** the Methven Community Board adopts the 2023 Standing Orders for the conduct of its meetings, with the following amendments:
- i) Provisions for meetings by audio-visual link – yes.
 - ii) A casting vote for chairpersons – yes.
 - iii) Option B (less formal) as the default for speaking and moving motions.

Attachments

- Appendix 1** MCB Standing Orders [\[Supplemental document\]](#)
Appendix 2 Summary of changes to LGNZ standing orders template (Pg 10)

Background

1. Council and the Methven Community Board are required to adopt Standing Orders for the conduct of meetings and committees. The Board's current Standing Orders were adopted in February 2021.
2. Local Government NZ (LGNZ) reviews Standing Orders every three years and makes an updated template available to all councils. The document, reviewed in 2022 and updated to reflect current legislation and best practice, is attached to this report along with a guide including a table of changes made to the 2019 version.
3. The Standing Orders incorporate legislative provisions relating to meetings, decision-making and transparency. They also include practical guidance on how meetings should operate so that statutory provisions are complied with.
4. In March this year, a Standing Orders workshop was held with elected members, facilitated by Meeting & Governance Solutions. LGNZ's template provided the basis for discussion. Council supported the proposal to adopt a revised set of Standing Orders aligned with the LGNZ template.
5. In adopting the Standing Orders on 28 June, Council retained the three optional provisions:
 - Members' right to attend by audio or audio-visual link (clauses 13.7-13.16);
 - a casting vote for the Chairperson (clause 19.3A); and
 - the choice of a default option for speaking and moving motions [A-formal (clause 22.2); B-medium/less formal (clause 22.3); or C-informal (clause 22.4)].
6. While the Methven Community Board's Standing Orders haven't previously provided for audio or audio-visual attendance, the Board may wish to consider this. In extraordinary circumstances, where a Board member is unable to be physically present at a meeting, there would be ability for the member to join via phone or another device.
 - *Audio and audio-visual link.* The technology available would enable members to be included at meetings where they may otherwise have been unable to attend in person. This provision places key responsibility on the Chair to approve applications for members' attendance via link.
 - *Casting vote.* This is current practice. The default provision is that the Chairperson, or any other person presiding at a meeting, has a deliberative vote and, in the case of an equality of votes, has a casting vote.
 - *Formality of speaking and moving motions* (Clause 22)
 - Option A is the most formal of the three and limits the number of times members can speak and move amendments.

- Option B is less formal and, while limiting the ability of movers and seconders of motions to move amendments, it allows any other members, regardless of whether they have spoken to the motion or substituted motion, to move or second an amendment. *(This is currently the Board's default option)*
 - Option C provides substantial flexibility by removing the limitations placed on movers and seconders by the other two options.
7. Unless specifically included in their terms of reference, these Standing Orders don't apply to Board workshops or meetings of working parties.

Options analysis

Option one – Adopt the revised Standing Orders 2023 (Recommended)

<p>Advantages:</p> <ul style="list-style-type: none"> The LGNZ review and update of the Standing Orders template incorporates legislative changes and best practice The revised Standing Orders align with those of Council 	<p>Disadvantages:</p> <ul style="list-style-type: none"> Nil.
<p>Risks:</p> <ul style="list-style-type: none"> No apparent risk. It's not an option for the Board to not adopt a set of Standing Orders. 	

Option two – Do not adopt the Standing Orders or further review at a later date

<p>Advantages:</p> <ul style="list-style-type: none"> The existing Standing Orders will continue to apply and the Board would have more time to reassess whether the Standing Orders are meeting its governance objectives 	<p>Disadvantages:</p> <ul style="list-style-type: none"> The Board would be operating with outdated standing orders Knowledge gained from workshop participation may be lost
<p>Risks:</p> <ul style="list-style-type: none"> The risk of not adopting an updated set of standing orders may result in statutory requirements not being met. 	

Climate change

8. Council's decision on the Standing Orders review is not expected to have an impact on Climate Change.

Legal/policy implications

9. The [Local Government Act 2002, Schedule 7 \(cl27\)](#) requires local authorities to adopt standing orders for the conduct of its meetings and then abide by those Standing Orders (clause 16 (1), Schedule 7, LGA).
10. Adopting or amending standing orders requires, in every case, a vote of not less than 75% of the members present.

Review of legal / policy implications

Reviewed by In-house Counsel	Tania Paddock; Legal Counsel
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Strategic alignment

11. The recommendation relates to Council's community outcome of '*Residents are included and have a voice*' because the application of Standing Orders contributes to greater public confidence in the quality of local governance and democracy in general.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic		
Environmental		
Cultural		
Social	✓	Community understanding of and trust in Council and Community Board decision-making processes is improved through well-run meetings

Financial implications

Requirement	Explanation
What is the cost?	Officer resource in preparing information met from within existing operating budgets.
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	Democracy
Are there any future budget implications?	No
Reviewed by Finance	Erin Register; Finance Manager.

Significance and engagement assessment

Requirement	Explanation
Is the matter considered <i>significant</i> ?	No
Level of significance	Low- not significant.
Level of <i>engagement</i> selected	1 Inform
Rationale for selecting level of engagement	Procedural matter not requiring wider consultation.
Reviewed by Strategy & Policy	Toni Durham: GM Democracy & Engagement

Appendix 2

// **STANDING ORDER**

// **CHANGES MADE TO THE 2019 LGNZ STANDING ORDERS TEMPLATE (2022)**

Definitions	New definitions and amendments: <ul style="list-style-type: none"> >> Matariki as a public holiday >> Member of the Police >> Appointed member >> Emergency under “meeting” >> debate >> conflict of interest, >> division, >> Item, >> leave of the hui, >> officer, >> open voting, and >> pecuniary interest >> definition of chair and presiding member tweaked >> definition of workshops tweaked with change to standing orders advice >> definition of seconder expanded by addition of ‘amendment’.
3.5	Motion to suspend standing orders – ‘may’ replaced with ‘must identify the specific standing orders to be suspended’.
7.2	Confirmed that District Licensing Committees do not need to be reconstituted.
9.1	Preparation of an agenda – amended to make it clear that a chief executive prepares an agenda on behalf of the chairperson and ‘must’ consult the chair, or person acting as chair, when preparing it.
9.5	Chair’s recommendation – an addition, to make it clear that any recommendation by a chair must comply with the decision-making provisions of Part 6, LGA 2002.
12.2	Statutory reference inserted - s. 50 LGOIMA.
12.4	Public may record hui - slight amendments to improve practicality.
13.3	Leave of absence – amended to remove ambiguity.
13.7 & 13.17	To confirm that if a chairperson is concerned that confidential information might be at risk, they may terminate an audio and/or audio-visual link
18.5	Release of public excluded information - requirement that the CEO will inform the subsequent hui, has been deleted due to administrative impracticality.
19.1	Decisions by majority vote - tweaked to better align with statutory reference in Schedule 7, LGA 2002.
21.12	Clarification made to the option that allows a member who moves a motion to reserve their right of reply.
23.1	Commas after ‘motion’ and ‘debate’.
23.1	Proposing and seconding – amended to make it clear that movers and seconders are NOT required to stay for the subsequent debate.

**// STANDING
ORDER**

**// CHANGES MADE TO THE 2019 LGNZ STANDING
ORDERS TEMPLATE (2022)**

23.5	Amendments to be relevant - this Standing Order has been expanded with a list of reasons that can be used for not accepting amendments.
23.6 (previous)	‘Chairperson may recommend an amendment’ - deleted.
23.6 (formerly 23.7)	Foreshadowed amendments – changes to better communicate intent.
23.10 (formerly 23.11)	Withdrawal of motion – changes made to clarify standing order intent.
27.7	Repeat notices of motion – the phrase, ‘in the opinion of the chairperson’, deleted as not helpful.
28.2	Matters recorded in the minutes - new bullet point (i) added to clarify that “items tabled at the hui” should be included in the minutes.
Appendix 8	Specific standing order references have to the powers of a chair where relevant.
Appendices shifted to Standing Order Guide	>> Process for applying S.41A >> Workshops

6. *Community Board Code of Conduct 2023*

Author *Phillipa Clark; Governance Team Leader*
GM responsible *Toni Durham; GM Democracy & Engagement*

Summary

- The Local Government Act 2002, requires councils and community boards to adopt and maintain a Code of Conduct. This report seeks the Board's agreement to adopt the revised Code of Conduct which will replace the existing (2017) Code.
- Local Government NZ (LGNZ) provided an updated Code of Conduct template which has informed Council's review. A significant change to the 2022 template is the focus on managing specific types of behaviours, regardless of the platform on which the member is engaging (such as social media).
- The template acknowledges the principles of Te Tiriti o Waitangi and how these apply to kaunihera/councils, and it also suggests an amended approach to investigating and assessing alleged breaches designed to ensure the process is independent.

Recommendation

1. **That** the Methven Community Board Elected Members Code of Conduct 2023 be adopted.

Attachment

Appendix 3 MCB Code of Conduct 2023 [[Supplemental document](#)]

Background

2. The Local Government Act 2002, Clause 15, Schedule 7, requires councils to have a Code of Conduct in place at all times. Council adopted a new Code on 28 June 2023 and it is timely that the Methven Community Board reviews and adopts a similar Code.
3. In 2022, Local Government NZ (LGNZ) reviewed the Code of Conduct template which was made available to assist councils and community boards with their own reviews. A significant change to the 2022 template is the focus on managing specific types of behaviours, regardless of the platform on which the member is engaging, such as such as social media, in meetings, or interactions between members.
4. Also included in the template:
 - An explicit description of unacceptable behaviours
 - An acknowledgement of Te Tiriti o Waitangi as the foundational document for Aotearoa New Zealand and a description of Te Tiriti principles and how they apply to kaunihera
 - An amended approach to investigating and assessing alleged breaches designed to ensure the process is independent and focused on serious rather than minor or trivial complaints.
5. In April this year, Council undertook a review of its existing (2017) Code of Conduct in a workshop facilitated by Bruce Robertson. It was generally agreed that the existing Code is still relevant, but Council recognised that it needed to adopt a new Code to better align with the LGNZ template.
6. LGNZ's guidance recommends that councils consider adopting a policy for dealing with alleged breaches of the Code. The findings of the Local Government Commission, in their report on codes of conduct, noted that a number of councils lacked a process for distinguishing between trivial and serious breaches of the code.
7. Notwithstanding this, Codes of Conduct may be adopted without a policy for dealing with breaches. Council's workshop in April agreed that a policy won't be pursued at this time. It was agreed that the existing Code be amended in part, and the provision for the Chief Executive to forward a complaint to an independent person be retained.
8. The revised Methven Community Board Code of Conduct has been updated to align with Council's Code. Similarly, there is provision for the Chief Executive to forward complaints received (from the Community Board Chairperson and/or Chairperson) to an independent person.
9. Once adopted, the Community Board's Code of Conduct remains in force until such time that the Board wishes to amend it. Amendments require a resolution supported by at least 75% of members present at the meeting at which the amendment is considered.

Options analysis

Option one – Adopt the revised Code of Conduct 2023 (Recommended)

Advantages: <ul style="list-style-type: none">• The revised Code incorporates updated legislation and sector best practice and is aligned with Council's 2023 Code• The Code can be adopted without having a policy for dealing with breaches	Disadvantages: <ul style="list-style-type: none">• Nil
Risks: <ul style="list-style-type: none">• The risk of operating without an up to date and relevant Code	

Option two – Do not adopt the Code of Conduct 2023 and undertake further review

Advantages: <ul style="list-style-type: none">• The Board could do more work to incorporate further provisions to the Code and around the policy for dealing with breaches and the use of an independent assessor	Disadvantages: <ul style="list-style-type: none">• Delaying the implementation of an updated and more relevant Code
Risks: <ul style="list-style-type: none">• No significant risk.	

Climate change

10. The Board's decision on the Code of Conduct review is not expected to have an impact on Climate Change.

Legal/policy implications

11. The [Local Government Act 2002, Schedule 7 \(cl15\)](#) requires local authorities to adopt a Code of Conduct.
12. Codes of Conduct complement specific statutes such as the Local Government Official Information & Meetings Act (LGOIMA). They work best when they are supported by other mechanisms, e.g. linked with a procedural document such as Standing Orders which provides rules for the conduct of meetings, while a code governs day to day, less formal relationships.

Review of legal / policy implications

Reviewed by In-house Counsel

Tania Paddock; Legal Counsel

Strategic alignment

13. The recommendation relates to Council's community outcome of '*Residents are included and have a voice*' because the Code of Conduct contributes to greater public confidence in the quality of local governance and democracy in general.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic		
Environmental		
Cultural		
Social	✓	Codes of Conduct are an important part of building community confidence in Council's and Community Board processes.

Financial implications

Requirement	Explanation
What is the cost?	Officer resource in preparing information met from within existing operating budgets. It should be noted that cost would be incurred if Council and/or the Board pursue the option of an independent assessor in the future.
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	Democracy
Are there any future budget implications?	No
Reviewed by Finance	Erin Register; Finance Manager

Significance and engagement assessment

Requirement	Explanation
Is the matter considered <i>significant</i> ?	No
Level of significance	Low- not significant.
Level of <i>engagement</i> selected	1 Inform
Rationale for selecting level of engagement	Procedural matter not requiring wider consultation.
Reviewed by Strategy & Policy	Toni Durham: GM Democracy & Engagement

7. *Activity Reports*

7.1 Democracy & Engagement

7.1.1 Remuneration

Elected members' remuneration for the 2023/24 year has been confirmed in the release of the Local Government Members (2023/24) Determination. The Remuneration Authority has applied a 4% increase to the remuneration of all elected members of community boards, as they didn't receive any increase to their remuneration following the 2022 local elections. For Methven Board members the Chair receives \$5,776 and the Board Members \$2,888. The full Determination can be found [here](#).

7.1.2 Strategy & Policy updates

- **Revenue & Financing Policy – Drinking water**

Council approved the change to the Revenue and Financing Policy – Drinking Water on 28 June. This included the Methven-Springfield water supply joining the District Water Group, the preferred option of 1.2+1, and the removal of the half charge.

- **Transportation and Parking Bylaw**

Council approved changes to the Transportation and Parking Bylaw, following decisions made at the hearing on 31 May consultation on 28 June.

- **Economic Development Strategy consultation**

Consultation on the draft Economic Development strategy closed on 18 June, with 19 submissions received. The strategy includes three areas of focus, goals and an action plan. Consultation material and submissions can be found [here](#). A hearing is planned for 17 August.

- **Reserve Management Plans consultation**

The first round of consultation on the development of Reserve Management Plans closed on 7 July with 48 pieces of feedback received. This information is now being collated and will be used to help the development of Draft Reserve Management Plans for a further round of consultation early 2024. When available, information will be under Council's [consultation page](#).

- **Local Alcohol Policy consultation**

Consultation on the Local Alcohol Policy closes Friday 14 July. Council is not proposing any changes to the existing policy. Consultation material and submissions when available can be found [here](#). A hearing is planned for 3 August.

- **Annual Plan 2023/24**

Council adopted the 2023/24 Annual Plan on 28 June. This sets out Council's work programme and funding for the 2023/24 financial year. The final plan can be read [here](#).

- **Long Term Plan 2024-34 development**

Work continues on the development of the 2024-34 Long Term Plan, with early engagement commencing Monday 17 July including a public campaign (to be available from www.itsourplace.com) and stakeholder workshops. Officers are preparing business cases and Activity Management Plans and work continues on the various workstreams associated with the LTP process. This work will continue over the next 12 months.

- **Representation Review**

Work has commenced on planning for the six yearly representation review. This reviews representation arrangements for the Council including the makeup of the Council, Maori representation, boundaries the number of elected members and Community Boards, and how they are elected.

7.2 Business Support

7.2.1 Customer Request Management

The CRM report for the period is attached (Pg 24)

Appendix 4

7.2.2 Finance Report

The draft financial report for May 2023 is attached (Pg 25)

Appendix 5

7.3 Compliance & Development

7.3.1 Building Services

Nothing of significance to report. Consent levels are reasonably steady, no sign of a recession or interest rates having an effect yet, but we are anticipating it will happen.

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	(2)	(30)	(\$496,250)	(\$21,570,355)
August	(3)	(33)	(\$1,886,198)	(\$23,456,553)
September	(8)	(41)	(\$1,966,144)	(\$25,422,697)
October	(2)	(43)	(\$2,932,346)	(\$28,355,043)
November	(6)	(49)	(\$725,000)	(\$29,080,043)
December	(2)	(51)	(\$780,000)	(\$29,860,043)

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

2022 Consents	Issued	Issued YTD	Value of Work	Value of Work YTD
January	8 (3)	8 (3)	\$4,134,800 (\$344,000)	\$4,134,800 (\$344,000)
February	3 (3)	11 (6)	\$2,466,550 (\$388,500)	\$6,601,350 (\$732,500)
March	15 (5)	28 (11)	\$6,586,027 (\$429,650)	\$13,187,377 (\$1,162,150)
April	6 (6)	34 (17)	\$2,043,648 (\$313,000)	\$15,231,025 (\$1,475,150)
May	2 (2)	36 (19)	\$644,080 (\$392,524)	\$15,875,105 (\$1,867,674)
June	9 (9)	45 (28)	\$5,199,000 (\$2,180,610)	\$21,074,105 (\$4,048,284)
July	2 (2)	47 (30)	\$496,250 (\$743,000)	\$21,570,355 (\$4,791,284)
August	5 (3)	52 (33)	\$1,886,198 (\$1,497,820)	\$23,456,553 (\$6,289,104)

September	8	(8)	60	(41)	\$1,966,144	(\$2,489,786)	\$25,422,697	(\$8,778,890)
October	7	(2)	67	(43)	\$2,932,346	(\$835,000)	\$28,355,043	(\$9,613,890)
November	2	(6)	69	(49)	\$725,000	(\$2,601,103)	\$29,080,043	(\$12,214,993)
December	2	(2)	71	(51)	\$780,000	(\$371,050)	\$29,860,043	(\$12,585,993)

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

7.3.2 Regulatory

- **Time restricted parking – Methven Mall**

On 28 June 2023, Council approved the Board's recommendation that a 30 minute parking restriction be introduced for five of the 15 'angle' parks adjacent to the Supervalu Supermarket in Methven Mall. The ground sockets are in place and the signs will be installed shortly.

7.3.3 Economic Development

- **Methven Tree Lights**

A plan from Spectrum Lighting has been received, Officers are working with Spectrum to add more detail. The Lighting Working Group are keen to activate elements of the plan, specifically the lighting of businesses and iconic trees along the Main Street. Once the plan has had more detail added this will be brought to the next Community Board Meeting.

- **Tourism**

Trade Ready Training

Seven businesses recently attended a trade ready training programme. This programme covered the various trade distribution channels and levels of commission. This will be repeated in August and other training and upskilling is planned to take place throughout the year.

Famil

Officers are currently working with ChristchurchNZ to bring a Chinese influencer to Methven, the focus will be around ski and wellbeing. This is the first famil to take place since ChristchurchNZ exited from the District Promotion contract so Officers are working to make sure the approach we have to these events is world class.

Operators Get Together

Another operators get together is planned for Thursday 20th July at Brinkley Resort. All the Tourism and Hospitality operators in the District have been invited and a separate invite has been sent to the Methven Community Board.

Roadshow in Auckland – ChchNZ

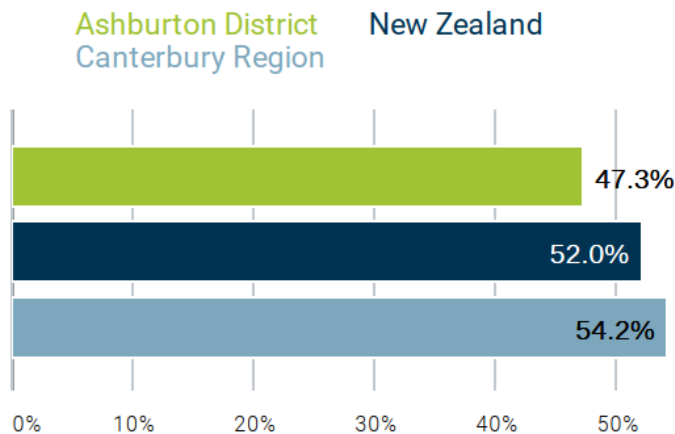
Officers are working with counterparts across Canterbury and the West Coast to Promoting Mid Canterbury to Auckland trade partners and business events buyer. This event is scheduled on the 22nd August in Auckland.

New Staff Member

Shelley Donnelly has been offered and has accepted the Marketing Advisor – District Promotions role. Shelley starts on the 31st July and will be visiting Operators throughout the District in her first couple of weeks with Council.

Guest nights

Annual average % change March 2022 - March 2023



Focus for 2023/24

- Actively seeking new tourism products to develop that can add to the region's attractiveness.
- Capability building
 - Trade Readiness
 - Operator Development
- Content development
 - Website and Social Media Development
 - Images / Video
 - Stories telling

7.4 Infrastructure & Open Spaces

7.4.1 Roading

Waka Kotahi has approved the installation of signs in advance of the public toilets (e.g. Public Toilets 300 m) on SH77 and their contractor has been issued an instruction.

A new footpath is still programmed for construction on Mackie Street following the water main upgrade. The alignment of the water main is to be in front of the kerb and channel so does not directly affect the footpath construction, but the laterals need to be constructed across the line of the footpath.

New footpaths and associated kerb and channel on Dolma Street and Line Road are included in the programme of works funded from the Three Waters Better Off Funding. The contract is planned to be awarded early September with completion by Christmas 2023.

7.4.2 Drinking Water

- **Membrane plant**

Work on the membrane plant building is progressing as per schedule. Training of Plant Operators and Council staff will be held in the week starting 17th of July to ensure that they are

ready to operate the plant when it is turned over to Council. Dry commissioning is scheduled middle of August 2023.



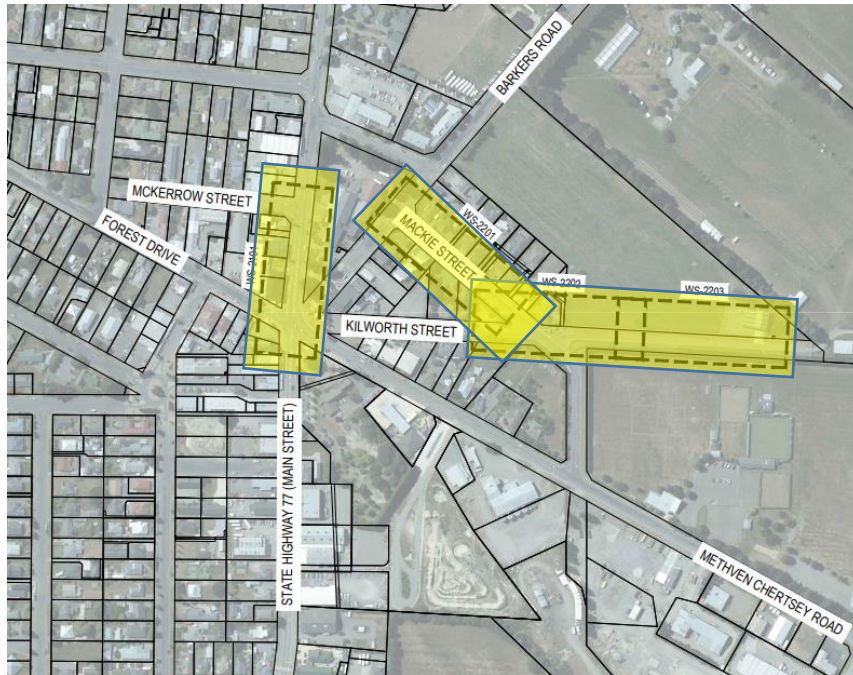
- **Reservoir**

Commissioning of Tank No. 2 was postponed. A leak on the supply valve had been detected. The contractor has scheduled the replacement of the leaking parts. The timing of the replacement is being agreed with the contractor to ensure that supply of water to the Methven township is not disrupted.



- **Watermain renewals 2023/24**

The tender for water pipeline renewals 2022/23 has been awarded to Ashburton Contracting Limited. It is programmed that work in Methven will commence in the week starting 24th of July on Mackie Street.



The sites of the renewals are Main Street (between Forest Drive and McKerrow Street), Mackie Street (Between Barkers Road and Kilworth Street) and Kilworth Street (from Mackie Street to the end of legal road (showgrounds)). The areas are highlighted in the drawings above.

- **Methven Springfield water meter installation**

ACL completed the survey for backflow level of risk, restrictor checks and identification of the actual number of water meter manifold/backflow setups needed for properties in the Methven-Springfield scheme. Installation of water meters to 79 properties has been completed as of 30th of June 2023.

7.4.3 Open Spaces

- **Reserves**

Staff are currently undertaking Winter maintenance tasks around the town. With most of the leaf fall down there still remains a cleanup component of work which is ongoing. Spraying is now slowing down as colder temperatures have curtailed weed growth.

The annual bedding plots in the CBD have been renovated with new seasons plantings now bedding in well. This will provide for a colourful winter and spring display.

Staff are also undertaking cyclical tree maintenance around streets and parks alike. This is to remove suckers from mature trees and to undertake formative pruning on younger specimens.

Playground repairs have commenced in Methven with work on Spaxton Street playground. It has had new softfall containment installed to the required height. It has been stained and then there will be softfall scuff matting installed and a couple of play items will be changed out for new items.

At the Railway Reserve playground, again updating the softfall containment which will also be stained. Then additional scuff matting under hard wearing areas. It has been unfortunate that the timing of these repairs coincided with school holidays.

Staff have made progress with the planning of development for the Methven Dog Park. A workshop with the Community Board is scheduled for after today's meeting.

- **Methven Cemetery**

General maintenance continues to be delivered at the Cemetery. Weed control is ongoing as is mulching. General winter conditions prevail.

- **Public toilets**

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

7.4.4 Solid Waste Management

- **Methven drop-off yard**

Funding for the development of a transfer station at the Methven drop-off facility has been approved in the capital renewals programme of the 2024-2031 Long Term Plan. Staff would like to seek the Board's opinion about the location of the existing Methven recycling drop-off yard.

The existing recycling drop-off yard is in the corner of Methven Chertsey and Line Road.



It is proposed that the green waste drop-off at Vaughan Road be relocated beside the recycling drop off yard highlighted by the red-dashed line on the drawing above.

Staff are seeking Board members' views on whether the Board agrees that the existing recycling drop-off yard is the most appropriate long-term location for the both the recycling and green waste yard.

Hamish Riach
Chief Executive

Appendix 4

Methven CRM Report July 2023

Application ID	Received	Completion	Source	Details	Primary Group	Stage/Decision
CRM0500080/23	21/06/2023		Phone	Corner of Main Street and McDonald Street, requested that the green matting that was laid by the council last year be laid again this year and pavement super slippery and dangerous.	crmFootpat	Complete
CRM3900987/23	06/06/2023	13/06/2023	Phone	Request new Bin	crmKerbCl3	Completed
CRM3901001/23	07/06/2023	23/06/2023	Phone	Additional Bins	crmKerbCl3	Completed
CRM3901012/23	09/06/2023	23/06/2023	Phone	Additional Bins	crmKerbCl3	Completed
CRM3901031/23	13/06/2023		Phone	Missed Collection - Red Bin -	crmKerbCl3	Complete
CRM3901033/23	13/06/2023	23/06/2023	Phone	Additional Bins	crmKerbCl3	Completed
CRM3901036/23	14/06/2023		Phone	Missed Collection - Crate (Green bin)	crmKerbCl3	Complete
CRM3901060/23	16/06/2023	23/06/2023	Phone	Kerbside Collection	crmKerbCl3	Completed
CRM3901066/23	19/06/2023		Phone	Yellow Bin - Gross Contamination	crmKerbCl3	Received
CRM3901068/23	19/06/2023		Phone	Yellow Bin - Gross Contamination	crmKerbCl3	Received
CRM3901073/23	19/06/2023		Phone	Yellow Bin - Gross Contamination	crmKerbCl3	Received
CRM3901075/23	19/06/2023		Phone	Yellow Bin - Gross Contamination	crmKerbCl3	Received
CRM3901081/23	19/06/2023		Phone	Yellow Bin - Gross Contamination	crmKerbCl3	Received
CRM3901085/23	19/06/2023		Phone	Gross Contamination	crmKerbCl3	Bins Retracted
CRM3901119/23	26/06/2023		Phone	Additional Bins	crmKerbCl3	Processing
CRM3901127/23	27/06/2023	04/07/2023	eMail	Request new Bin	crmKerbCl3	Completed
CRM3901132/23	28/06/2023		Afterhours	Missed Collection - Red Bin -	crmKerbCl3	Complete
CRM3901163/23	03/07/2023		Phone	Request new Bin - Both	crmKerbCl3	Processing
CRM3901187/23	06/07/2023		Phone	Request new Bin - Both	crmKerbCl3	Processing
CRM3901188/23	06/07/2023		Phone	Return of bins as requested	crmKerbCl3	Processing
CRM4000001/23	01/06/2023		Snap Send Solve	Signs Regulatory - SSS - Alcohol ban area signage - severely faded an unreadable McMillian Street and Forest Drive	crmLiquor	Received
CRM1000156/23	25/06/2023	27/06/2023	Afterhours	Loud music	crmNoise	Complete
CRM2000160/23	28/06/2023	02/07/2023	Phone	Noise nuisance,	crmNoise	Complete
CRM2700107/23	01/07/2023		Afterhours	Noise Nuisance	crmPropM	Received
CRM1000162/23	01/07/2023	05/07/2023	Afterhours	Loud music	crmNoise	Complete
CRM1000163/23	02/07/2023	05/07/2023	Afterhours	Noise nuisance,	crmNoise	Complete
CRM1000164/23	02/07/2023	05/07/2023	Afterhours	Noise complaint	crmNoise	Complete
CRM1000166/23	03/07/2023	05/07/2023	Afterhours	Noise Nuisance	crmNoise	Complete
CRM1000167/23	03/07/2023	05/07/2023	Afterhours	Noise Nuisance	crmNoise	Complete
CRM1000168/23	04/07/2023	07/07/2023	Afterhours	Noise Nuisance	crmNoise	Complete
CRM1000169/23	04/07/2023	05/07/2023	Afterhours	Noise Nuisance	crmNoise	Complete
CRM1000170/23	04/07/2023	05/07/2023	Afterhours	Noise Nuisance	crmNoise	Complete
CRM1000171/23	04/07/2023	07/07/2023	Afterhours	Noise Nuisance	crmNoise	Complete
CRM1200056/23	28/06/2023	30/06/2023	Snap Send Solve	Damaged Equipment - Notes: Seats throughout the town centre to have their boards replaced	crmParksSp	Complete
CRM2700088/23	09/06/2023		Phone	EPH Maintenance	crmPropM	Received
CRM0900059/23	26/06/2023		Phone	Abandoned Vehicle	crmRoadCor	Received
CRM1600705/23	15/06/2023		Email	Clean or Clear - Detritus - Barkers Road up to and passed Camrose Ave has not been swept by the road sweeper. It seems to stop just past Barkers lodge.	crmRoading	Complete
CRM1600714/23	19/06/2023		Phone	Clean or Clear - Vegetation - has collected all the leaves down the end of Talbots Place Methven. Is just asking if we can clear the three piles away.,	crmRoading	Received
CRM1600717/23	19/06/2023		Snap Send Solve	Signs Non-Regulatory - Notes: Sign pushed over	crmRoading	Complete
CRM1600718/23	19/06/2023		Snap Send Solve	Flooding Roading - Location: Barkers Road, Moderate rainfall flooded Intersection. Not draining away	crmRoading	Received
				Road Surface Faults - Sealed Roads - Barkers Road, Methven		
CRM1600725/23	20/06/2023		Snap Send Solve	This road is absolutely shocking for glare in the morning. You can NOT see anything for the glare. Dangerous, especially coming into the busy ski season	crmRoading	Complete
CRM1600726/23	20/06/2023		Snap Send Solve	Drainage - Urban Kerbs or Drains - Main Street, Methven - Top end Main Street Methven gutter sweeper in Methven this morning why does he only do one side of street and miss the other?	crmRoading	Complete
				Drainage - Urban Kerbs or Drains - Main Street, Methven - Off Main Street into Lochhead crescent again why does the gutter sweeper not concentrate on streets that need doing they aren't hard to find the are the ones full of leaves in the gutters! Years ago townsmen use to drive around and do this and use his broom and shovel now you never see the townsmen only to clean the toilets	crmRoading	Complete
CRM1600727/23	20/06/2023		Snap Send Solve	Clean or Clear - Detritus - 10,000 + small bits of yellow hard 2mm thick plastic that has been dropped on South Belt between Wayne Place and new road into subdivision. Just appeared today - he is not sure what it is that has been chopped up. Look like its be pulverised plastic - will be floating into storm water system with this wet weather.	crmRoading	Received
CRM1600738/23	23/06/2023		Phone	Tourist found dead cat on the side of the road outside Barkers Lodge, Methven.	crmRoading	Complete
CRM1600782/23	04/07/2023	05/07/2023	Afterhours	Sewerage backing up at the Methven A & P showgrounds. Happens every time there is heavy rain.		
CRM200041/23	04/06/2023		Afterhours	NO Water - Caller reported no water since half an hour.	crmSewer2	Complete
CRM100524/23	08/06/2023		Afterhours	Leak/Burst pipe - Footpath/Toby please repair.	crmWater2	Complete
CRM100570/23	28/06/2023		Phone	Leak/Burst pipe - Footpath/Toby - regarding a leak/spring coming through the ground/pavement/cobbles. Location: Main Street, Notes: ADC spring	crmWater2	Complete
CRM100571/23	28/06/2023		Snap Send Solve	Leak/Burst pipe - Others - FIRE HYDRANT - a volunteer Fireman has called to report that there is a leak on the Fire Hydrant at Main Street, Methven. Took lid off Fire Hydrant and it was leaking.	crmWater2	Received
CRM100573/23	30/06/2023		Phone	Sewer - Investigate sewer main through Dolma St. whilst plumber on-site undertaking house connection plumber found sewer lateral Y junction has been installed away from the net lot, they also determined that the sewer is back graded and is falling towards Methven Highway rather than Line Rd and the WW treatment plant.		
CRM400019/23	06/06/2023		Phone	Please be aware that the hole has been left open to assist with your investigation	crmWtrlnv	Complete

Appendix 5

Monthly Income and Expenditure Report - 139 - Methven Community Board

Preliminary Report

For the Month Ended 30 June 2023

	Month Actual	Year To Date Actual	Full Year Budget	Remaining Full Year Budget
Income				
Targeted Rates	12,583.19	150,998.24	145,179.04	(5,819.20)
Treasury Internal Recoveries	105.04	1,434.66	0.00	(1,434.66)
Total Income	<u>12,688.23</u>	<u>152,432.90</u>	<u>145,179.04</u>	<u>(7,253.86)</u>
Expenditure				
Salary / Wages	1,278.22	16,684.55	17,171.04	486.49
Staff Training	0.00	0.00	500.04	500.04
Allowances	0.00	2,821.00	1,576.68	(1,244.32)
Indemnity Insurance	0.00	1,575.36	1,650.00	74.64
Conference Expenses	359.00	359.00	525.60	166.60
Staff Travel Costs	0.00	0.00	315.36	315.36
Subscriptions / Periodicals	0.00	275.00	0.00	(275.00)
Insurance	0.00	0.00	107.04	107.04
Suppers & Receptions	0.00	478.05	315.00	(163.05)
Grants	0.00	30,435.00	15,435.00	(15,000.00)
Sundry Expenditure	0.00	20,280.40	30,315.26	10,034.86
Rents / Leases	347.50	2,005.98	525.00	(1,480.98)
Plant Costs	0.00	317.30	0.00	(317.30)
Internal Rental	157.67	2,262.03	1,891.80	(370.23)
Leadership Team	945.91	11,324.31	12,187.74	863.43
Treasury	85.04	681.45	1,226.63	545.18
Rates	89.25	1,659.81	729.51	(930.30)
Communication	339.59	4,179.58	5,090.01	910.43
Community Services	18,417.00	47,006.53	60,770.79	13,764.26
Total Expenditure	<u>22,019.18</u>	<u>142,345.35</u>	<u>150,332.50</u>	<u>7,987.15</u>
Net Surplus/(Deficit)	<u>(9,330.95)</u>	<u>10,087.55</u>	<u>(5,153.46)</u>	<u>(15,241.01)</u>
Capital Expenditure				
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Cash Movement	<u>(9,330.95)</u>	<u>10,087.55</u>	<u>(5,153.46)</u>	<u>(15,241.01)</u>
Cash Reserves				
Separate Reserves	0.00	0.00	5,477.30	
Plus Net Surplus/(Deficit)		10,087.55		
Less Capital Expenditure		0.00		
Closing Cash Reserves		<u>10,087.55</u>		