

Methven Community Board

AGENDA

Notice of Meeting

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

Date: Monday 11 August 2025
Time: 9.00am
Venue: Mt Hutt Memorial Hall Board Room
Main Street
Methven

Membership

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

Council appointees

- Deputy Mayor Liz McMillan
- Councillor Rob Mackle

Methven Community Board	
Time	Item
9am	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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| 4 | Methven Community Board – 30 June 2025 | 3 |
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Matters for decision

- 5** Nil.

Activity Reports

- | | | |
|------------|---|-----------|
| 6.1 | Infrastructure & Open Spaces | 5 |
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| 6.5 | Methven & Foothills Birdsong Initiative | 14 |

Business transacted with the public excluded

- | | | |
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| 7 | Minutes – 26/05/25 | PE 1 |
| | - Birdsong Initiative Trust Section 7(2)(h) Commercial activities | |

Methven Community Board – 30/06/25 (Unconfirmed)

Minutes of the Methven Community Board meeting held on Monday 30 June 2025, commencing at 9.00 am, in the Mt Hutt Memorial Hall Board Room, 160 Main Street, Methven.

Present

Kelvin Holmes (Chair), Richie Owen (via MS Teams), Robin Jenkinson and Crs Liz McMillan and Rob Mackle

In attendance

Neil McCann (GM Infrastructure & Open Spaces), Ulrich Glasner (Water Services Manager) and Carol McAtamney (Governance Support).

1 Apologies

Mayor Neil Brown, Councillor Rob Mackle, Megan Fitzgerald and Allan Lock

2 Extraordinary Business

Nil.

3 Declarations of Interest

Nil.

Public Forum

Kirstie Gilchrist & Karyn Heald-Robinson presented their proposal to establish a professional, user-friendly website for showcasing Methven to visitors and supporting the local economy.

- Have approached 90 Methven businesses with responses from 60 to date
- Asking businesses for a \$100 start up fee plus a \$50 annual maintenance fee
- Showing all of what Methven offers with a dedicated page for accommodation (rather than having to use bookings.com), food establishments, events etc.
- Also to include surrounding areas (Foothills, Hakatere etc)
- Requesting funding from the Community Board for set up costs

It was agreed that the current Community Board is supportive of this initiative and requested that a funding application be submitted.

4 Confirmation of Minutes

That the minutes of the Methven Community Board meeting held on 26 May 2025, be taken as read and confirmed.

Owen/McMillan

Carried

5 Discretionary Grant – Methven Security Enhancement Trust

That the Methven Community Board allocates \$5,000 from its discretionary grant to the Methven Security Enhancement Trust for the installation of another surveillance camera subject to confirmation that the location of the camera is within the Board's boundary.

Owen/McMillan

Carried

6 Activity Reports

That the reports be received.

Jenkinson/McMillan

Carried

6.1 Infrastructure & Open Spaces

- **Three Waters**

Council's Water Supply Renewals contract has been awarded to Rooney's Contracting and the Wastewater Renewals contract to Truline Civil. A schedule of the areas identified for work to be undertaken in the Methven is to be emailed to members.

6.2 Democracy & Engagement

- **Methven Community Strategic Plan – Mt Hutt Memorial Hall**

That the Methven Community Board support a review of the future governance arrangements and strategic direction of the Mt Hutt Memorial Hall.

Holmes/Jenkinson

Carried

- **Methven Community Strategic Plan – Birdsong Initiative**

That the Methven Community Board nominates Richie Owen as their representative on the Birdsong Initiative Trust until the end of the triennium.

Holmes/McMillan

Carried

6.4 Business Support

- **Methven Community Strategic Plan**

A request was made for a report showing the breakdown of expenditure incurred on the production of the Methven Community Strategic Plan.

Business transacted with the public excluded – 10.16am

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

Item No	General subject of each matter to be considered:	In accordance with Section 48(1) of the Act, the reason for passing this resolution in relation to each matter:	
7	MCB Minutes – 26/05/25 Methven & Foothills Birdsong Initiative	Section 7(2)(h)	Commercial activities

Owen/McMillan

Carried

The Board resumed in open meeting and concluded at 10.20am.

Confirmed 11 August 2025

Chairman

6. Activity Reports

6.1 Infrastructure & Open Spaces

6.1.1 Roading

Routine work continuing.

Holmes Road is included as a second coat seal in the reseal programme for 2025/26.

Some preliminary investigations have been carried out on the requested pedestrian crossing points on Methven Chertsey Road and Forest Drive. There will be discussion with the MCB at a later date to look at options, funding, etc.

CRM Request	Received	Summary details	Status
CRM1600849/25	24/06/2025	FOREST DRIVE – marking removal	Completed
CRM1600848/25	24/06/2025	MCKERROW STREET – surface detritus	Work programmed
CRM1600872/25	30/06/2025	SH77 – sign maintenance	Completed
CRM1600879/25	01/07/2025	SPAXTON STREET – sign maintenance	Completed
CRM0500063/25	08/07/2025	SH 77 – footpath repairs	Completed
CRM1600924/25	10/07/2025	PATTON STREET – pothole	Completed
CRM1600945/25	15/07/2025	JACKSON STREET – surface detritus	Completed

6.1.2 Open Spaces

- **Reserves**

Staff have been going about their Winter maintenance tasks such as pruning and mulching. Most of the Autumn cleanup around the town reserves is now complete.

The Main Street Metasequoia glyptostroboides “Dawn Redwood” pruning is complete. It was undertaken to clear the carriageway and roadsides.

Mowing and weed control is still occurring but at a much-reduced frequency. Staff are currently undertaking winter mechanical plant maintenance to be ready for the imminent Spring growth which is drawing closer.

The CBD annual beds are looking good with plenty of colour on display.

Playground inspections and maintenance continue on a weekly cycle throughout the District. Staff report that all playgrounds are functioning as designed with all apparatus fully functioning.

The Methven CBD lighting project is all but complete just awaiting commissioning at the time of writing.

Local builders are continuing to renovate CBD Street furniture (seats) completing 5 at a time, to keep track of costs. Once the seating is all complete, we will be starting on the rubbish bins as they also have failing timber insert features.

- **Methven Cemetery**

General maintenance continues at the cemetery. Vegetation control is currently minimal.

Further planting on the eastern bund is scheduled for completion before the end of August. Staff are currently awaiting delivery of plants to conclude this job.

- **Public toilets**

These are functioning well with no recent issues.

Drinking fountains are about to have their filters changes out, District wide.

CRM Request	Received	Summary details	Status
CRM1200075/25	18/06/2025	Request to mow urban berm, 14 Mackie St.	Complete. Council does not mow urban verges.
CRM2300092/25	17/06/2025	Complaint to Methven Community Board, unhappy about the street tree causing leaf drop and shading. Letter & Pictures.	Complete. Met resident onsite. and discussed. Feedback to MCB Chair.
CRM2300093/25	June 2025	Would like to discuss the possibility of getting one CBD trees out.	Complete. Site visit with resident, pruning agreed.

6.1.4 Three Waters

CRM Request	Received	Summary details	Status
CRM100601/25	02/05/2025	Leak/Burst pipe	Past
CRM100607/25	05/05/2025	Leak/Burst pipe - Footpath/Toby	Past
CRM100641/25	14/05/2025	Contaminated Water - call from Grace to advise water is undrinkable, strong chemical taste	Past
CRM100665/25	20/05/2025	Leak/Burst pipe - Footpath/Toby	Past
CRM100679/25	23/05/2025	Final water meter reading on settlement date	Past
CRM100708/25	30/05/2025	Huge puddle in this same spot near blue pub.	Past
CRM200058/25	21/05/2025	Blockage & Overflow - Others- sewage coming out of gully trap	Past

6.1.5 Solid Waste Management and Collection

CRM Request	Received	Summary Details	Status
CRM3900815/25	02/05/2025	Return of bins : RED only	Past
CRM3900817/25	05/05/2025	Gross Contamination-Warning	Current
CRM3900818/25	05/05/2025	Gross Contamination-Warning	Current
CRM3900819/25	05/05/2025	Gross Contamination-Warning	Current
CRM3900820/25	05/05/2025	Gross Contamination-Warning	Current
CRM3900821/25	05/05/2025	Gross Contamination-Warning	Current
CRM3900822/25	05/05/2025	Gross Contamination-Warning	Current

CRM3900823/25	05/05/2025	Gross Contamination-Warning	Current
CRM3900824/25	05/05/2025	Yellow Bin - TAKEN - Gross Contamination	Current
CRM3900828/25	05/05/2025	Gross Contamination - Warning	Current
CRM3900829/25	05/05/2025	Yellow Bin - Gross Contamination - Warning	Current
CRM3900831/25	05/05/2025	Upsizing 120Litre RED bin to 240 Litre RED bin	Past
CRM3900838/25	05/05/2025	Yellow bin was missed	Past
CRM3900850/25	07/05/2025	Missing yellow bin need replacement	Past
CRM3900873/25	09/05/2025	Return of bins as requested by ADC due to Non Payment	Past
CRM3900875/25	09/05/2025	Additional Bins : 80L RED	Past
CRM3900908/25	14/05/2025	Red bin missing past few weeks	Past
CRM3900940/25	16/05/2025	Request new Bin - Both : Red 80lt & Yellow 240 lt.	Past
CRM3900941/25	16/05/2025	Request new Bin - Both RED & YELLOW	Past
CRM3900944/25	19/05/2025	Gross Contamination-Warning	Past
CRM3900946/25	19/05/2025	Gross Contamination-Warning	Current
CRM3900949/25	19/05/2025	Yellow Bin - TAKEN - Gross Contamination	Current
CRM3900952/25	19/05/2025	Request new Bin - Both New Build - Red and Yellow	Past
CRM3900999/25	26/05/2025	Additional Bins - Megan requests an 80 Litre RED bin	Past
CRM3901007/25	26/05/2025	Return of bins 80L RED	Past
CRM3901008/25	26/05/2025	Additional Bins 80L Red	Past
CRM3901010/25	26/05/2025	Yellow Bin - missed collection	Past
CRM3901016/25	27/05/2025	Yellow Bin has been missing for approx 4 weeks.	Past

6.2 Democracy & Engagement

6.2.1 Strategy & Policy updates

- **Climate Change and Sustainability Strategy**

Consultation concluded on 18 June with 32 submissions received. A hearing was held on 26 June with 7 submitters speaking to their submissions. Deliberations are planned for 7 August with strategy adoption planned for early September.

- **Water Races Bylaw**

Consultation concluded with two submissions received. No submitters wish to speak with the deliberations scheduled for 13 August.

- **Annual Report 2024/25**

Work continues on the preparation of the Annual Report 2024/25 with the audit underway and the final report to be completed by 31 October 2025.

- **Policy and Strategy Reviews/Development**

Work continues on policy reviews, including the Gambling Venue Policy and Sportsfields and Domain Use Policy. The Use of Pole Mounted Banners Policy as considered by Council was retained.

A programme has been prepared to develop and review the development contributions policy aligned with government changes announced in early 2025. A draft Bill is expected in October/November and new legislation likely in June 2026. Work is anticipated to progress in stages through to the final adoption of a new policy in 2027, incorporating the new legislative changes.

Work is continuing on the next stage of work for the elderly housing and forestry reviews.

- **Arts and Culture Strategy**

Work has commenced on preparing for the development of an Arts and Culture Strategy, including Initial survey sent to a range of arts, culture and heritage stakeholders as an early opportunity to seek ideas for the strategy.

- **Open Spaces Strategy**

Council adopted this strategy in June 2016 and it is now due for its ten-year review. Work has commenced to consider strategy review requirements and timing.

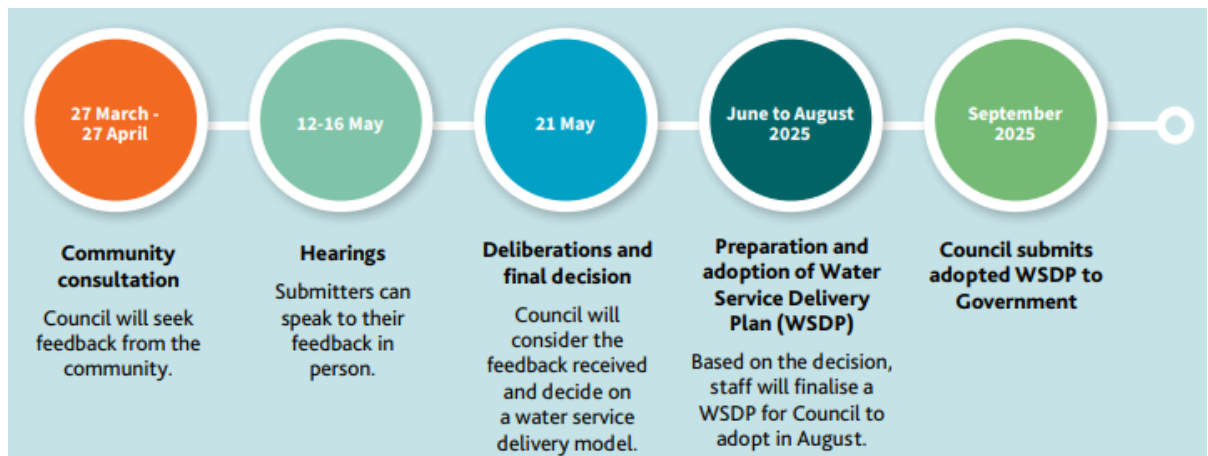
- **Bylaw Reviews**

Several bylaws are up for review in 2025/26, including Dog Control, Water Supply, Open Spaces, Keeping of Animals, Bees and Poultry, and Brothel Location. Work has commenced on planning for these reviews and early assessment.

- **Local Water Done Well**

LWDW consultation has been completed and following the hearing Council agreed to establish a standalone business unit (SABU) as its service delivery approach at the May 21 Council meeting.

A Water Services Delivery Plan (WSDP) is being prepared to be externally peer reviewed and presented to Council via workshop in early August. The plan will then be adopted by Council in August and lodged with the DIA before the 3 September due date. Timeframes are summarised below:



- **ADC Submissions**

Submissions have been made since the last meeting on:

Organisation	Submission Summary	Type	Due Date	Status
Transport and Infrastructure Committee	Building and Construction (Small Stand-alone Dwellings) Amendment Bill	Technical	23 June	Lodged
Retirement Commission	2025 Review of Retirement Income Policies	Technical	30 June	Lodged

- **Work completed**

Work completed since the last meeting has included:

Project	Completion Date	Comments
Pre-election Report 2025	June 2025	Report was completed and signed off by the Chief Executive (who is responsible for preparing the report). The report was made publicly available in late June, and can be found here .

6.2.2 Democracy

- **2025 Local Elections**

Nominations for the Council, ECan and Braided Rivers Community Trust elections closed at noon on Friday 1 August. Five nominations were received for the Methven Community Board as follows – Faye Barrand, Megan Fitzgerald, Robin Jenkinson, Richie Owen and Simon Wareing. As the number of candidates does not exceed the number of vacancies (5), an election for the Board will not be required.

In the Ashburton district, elections will be required for the Mayor, Ashburton Ward, and Western Ward as well as Environment Canterbury and the Braided Rivers Community Trust. Two candidates were nominated for the Eastern Ward and, with only two vacancies, an election won't be required.

Voting papers will be sent to eligible electors from 9 September. Voters can start returning their completed voting papers as soon as they are received – either by posting in any NZ Post or DX Mail postbox (no later than Tuesday 7 October) or by dropping them into one of the official orange ballot bins up until noon on Saturday 11 October. This year, a ballot bin will be located at the Methven Four Square on McMillan Street.

Electors can check whether they are enrolled in the Methven Community Board area using the online [Ashburton District ward boundary maps](#) or by viewing a copy of the Electoral Roll for this election (available at the Methven i-Hub and Council offices).

Council is facilitating a 'Meet the Candidates' session in the Mt Hutt Hall function room on Wednesday 20 August, starting at 7pm. A similar session will be held in Ashburton on Wednesday 27 August, starting at 7pm at Ashburton College, Holyoake Auditorium.

Visit voteashburton.nz for more information about the October elections.

- **Community Board Levy 2025/26**

The annual levy, which supports the work of the Community Board Executive Committee, has been paid. CBEC has decided on a small increase of 5.5% to the levies at \$290 per community board, with a total cap on the maximum contribution of a council of no more than \$870. This contribution enables CBEC to attend SuperLocal and LGNZ's All of Government meetings, as well as invest in activities designed to build skills and competence amongst community board members.

- **Elected Members' remuneration and expenses**

The Remuneration Authority has released the [Local Government Members \(2025/26\) Determination](#) which came into force on 1 July 2025 and will expire on 30 June 2026.

The MCB remuneration levels are shown below:

	<i>1/07/25 until October (post election)</i>	<i>Post election until 30/06/26</i>
MCB Chair	\$6,218	\$6,466
MCB Members (x 4)	\$3,109	\$3,233

6.3 Compliance & Development

6.3.1 Building Services

The table shows 38 consents have been issued, 16 of which have been new housing (last year 37 of the consents were for houses). Methven numbers represent 15.1% of the new housing consents in the district. No new CRMs were received in this reporting period for the building team.

2024 Consents	Issued	Issued YTD	Value of Work	Value of Work YTD
January	3 (5)	3 (5)	\$1,571,500 (\$1,640,000)	\$1,571,500 (\$1,640,000)
February	3 (4)	6 (9)	\$1,950,000 (\$844,150)	\$3,521,500 (\$2,484,150)
March	4 (6)	10 (15)	\$1,246,000 (\$3,434,700)	\$4,767,500 (\$5,918,850)
April	8 (5)	18 (20)	\$1,932,750 (\$811,982)	\$6,700,250 (\$6,730,832)
May	5 (11)	23 (31)	\$1,911,445 (\$1,655,062)	\$8,611,695 (\$8,385,894)
June	3 (7)	26 (38)	\$111,500 (\$1,780,092)	\$8,723,195 (\$10,165,986)
July	4 (10)	30 (48)	\$895,000 (\$2,332,200)	\$9,618,195 (\$12,498,186)
August	11 (1)	41 (49)	\$7,961,000 (\$1,500,000)	\$17,579,195 (\$13,998,186)
September	7 (6)	48 (55)	\$2,392,000 (\$983,106)	\$19,971,195 (\$14,981,292)
October	2 (2)	50 (57)	\$943,000 (\$1,295,760)	\$20,914,195 (\$16,277,052)
November	9 (3)	59 (60)	\$3,252,000 (\$1,721,884)	\$24,166,195 (\$17,998,936)
December	3 (6)	62 (66)	\$2,550,000 (\$1,438,721)	\$26,716,195 (\$19,437,657)

2025 Consents	Issued	Issued YTD	Value of Work	Value of Work YTD
January	10 (3)	10 (8)	\$3,341,750 (\$1,571,500)	\$3,341,750 (\$1,571,500)
February	3 (3)	13 (6)	\$515,000 (\$1,950,000)	\$3,856,750 (\$3,521,500)
March	6 (4)	19 (10)	\$1,619,000 (\$1,246,000)	\$5,475,750 (\$4,767,500)
April	5 (8)	24 (18)	\$811,000 (\$1,932,000)	\$6,286,750 (\$6,700,250)
May	8 (5)	32 (23)	\$2,144,000 (\$1,911,445)	\$8,430,750 (\$8,611,695)
June	6 (3)	38 (26)	\$1,177,896 (\$111,500)	\$9,901,091 (\$8,723,195)
July	(4)	(30)	(\$895,000)	(\$9,618,195)
August	(11)	(41)	(\$7,961,000)	(\$17,579,195)
September	(7)	(48)	(\$2,392,000)	(\$19,971,195)
October	(2)	(50)	(\$943,000)	(\$20,914,195)
November	(9)	(59)	(\$3,252,000)	(\$24,166,195)
December	(3)	(62)	(\$2,550,000)	(\$26,716,195)

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

CRM Request	Received	Summary details	Status
CRM3700036/25	23/6/25	Unauthorised building	Staff monitored

6.3.2 Environmental monitoring

CRM Request	Received	Summary details	Status
CRM0100363/25	11/5/25	Barking dog	Contractor monitoring
CRM0100443/25	13/6/25	Barking Dog	Contractor monitoring
CRM0100449/25	15/6/25	Wandering dog	Owner located
CRM1000181/25	26/7/25	Noise complaint	Contractor attended
CRM1000182/25	26/7/25	Noise complaint	Contractor attended
CRM1000138/25	23/6/25	Noise complaint	Contractor attended
CRM1000139/25	23/6/25	Noise complaint	Contractor attended
CRM1000152/25	6/7/25	Noise complaint	Contractor attended
CRM1000154/25	8/7/25	Noise complaint	Contractor attended
CRM1000155/25	8/7/25	Noise complaint	Contractor attended
CRM1000169/25	20/7/25	Noise complaint	Contractor attended
CRM1000170/25	20/7/25	Noise complaint	Contractor attended
CRM2600081/25	21/7/25	Blocked entrance	Staff monitored

6.3.3 Economic Development

- **Ashburton District Cycle Trail Feasibility Study**
Work has continued with the report now expected in early August.
- **2026 ANZ Business of the Year Awards (BOYA)**
Launch event was held 5 August at Smoke Ashburton. Awards to be held 20 February 2026.

6.3.4 Planning

The Government has announced a pause on Plan Changes under the Resource Management Act. This is intended to allow councils time to consider the reforms and start to focus on spatial planning. This pause does not apply to Private Plan changes and there is an limited exemption pathway for council-led Plan Changes.

6.4 Business Support

6.4.1 Finance Report

No finance report.

6.5 Methven & Foothills Birdsong Initiative

Report attached

Appendix 1

Hamish Riach
Chief Executive



The Methven & Foothills Birdsong Initiative

Methven Community Board grant reconciliation

\$10,000 granted from discretionary fund for Trap Library

Trap mechanisms purchases	\$1754.54
	\$907.55
Trap-building materials	\$3899.67
Warning signs	<u>\$276.00</u>
Total spent to date	\$6837.76
Balance remaining	\$3162.24

The money spent to date has given us a mix of smaller rat traps, larger hedgehog/stoat sizes and a good cover of possum removers. These have been busy around town, removing over 150 possums, 30+ hedgehogs and many rats.

We have also removed two stoats and a weasel. The birds thank you for your help in providing them with a safer habitat!

We are planning to use the balance of the grant to build more smaller, rat-oriented style traps with the longer term objective of having a trap on every other property in town.

Thank you for your support in this endeavour. With the collaboration regarding the Garden of Harmony, Birdsong feels that the two organisations are working well together for the betterment of our town.

Long may it continue.

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:

- Kelvin Holmes (Chair)
- Richie Owen (Deputy Chair)
- Megan Fitzgerald
- Robin Jenkinson
- Allan Lock
- Cr Liz McMillan (Western Ward Councillor)
- Cr Rob Mackle (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 their nominee, with assistance from Council's Communications resources.

Reporting

The Methven Community Board will report to Council.

Adopted

Adopted by Council 29/10/20

[updated Board membership May 2023]