

# **Methven Community Board**

## **AGENDA**

### **Notice of Meeting**

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

**Date:**           **Monday 22 September 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

<b>Methven Community Board</b>	
<b>Time</b>	<b>Item</b>
<b>9am</b>	Meeting commences
	Public Forum – Bike Methven
	Stu Marr

### **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**

- |          |  |          |
|----------|--|----------|
| <b>4</b> | Methven Community Board – 11 August 2025 | <b>3</b> |
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**Activity Reports**

- |            |                              |           |
|------------|------------------------------|-----------|
| <b>5.1</b> | Infrastructure & Open Spaces | <b>5</b>  |
| <b>5.2</b> | Democracy & Engagement       | <b>9</b>  |
| <b>5.3</b> | Compliance & Development     | <b>11</b> |
| <b>5.4</b> | Business Support             | <b>12</b> |

**Business transacted with the public excluded**

- |          |  |             |
|----------|--|-------------|
| <b>6</b> | Minutes – 11 August 2025   | <b>PE 1</b> |
|          | - Birdsong Initiative Trust                      Section 7(2)(h) Commercial activities |             |

## 4. *Methven Community Board – 11/08/25*

Minutes of the Methven Community Board meeting held on Monday 11 August 2025, commencing at 9.00 am, in the Mt Hutt Memorial Hall Board Room, 160 Main Street, Methven.

### **Present**

Kelvin Holmes (Chair), Allan Lock, Richie Owen, Robin Jenkinson and Cr Rob Mackle

### **In attendance**

Toni Durham (GM Democracy and Engagement), Linda Clarke (Communications Advisor) and Carol McAtamney (Governance Support).

### **1 Apologies**

Mayor Neil Brown, Megan Fitzgerald and Cr Liz McMillan.

### **2 Extraordinary Business**

**That** pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987 the following items be introduced as extraordinary business and considered in accordance with:

- E-mail from the Methven Area Security Enhancement Trust seeking clarification to their grant conditions

Owen/Jenkinson

Carried

**That** pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987 the following items be introduced as extraordinary business and considered with the public excluded in accordance with Section 7(2)(h) Commercial activities:

- Methven & Foothills Birdsong Initiative Report

Owen/Jenkinson

Carried

### **3 Declarations of Interest**

Nil.

### **4 Confirmation of Minutes**

**That** the minutes of the Methven Community Board meeting held on 30 June 2025, be taken as read and confirmed.

Owen/McMillan

Carried

### **Matters arising**

- The Methven Security Trust have confirmed that 4 out of 5 of their cameras are installed within the Methven town boundary.

### **5 Matter for decision**

Nil

## 6 Activity Reports

**That** the reports be received.

Owen/Lock

Carried

### 6.1 Infrastructure & Open Spaces

- **Open Spaces**

The Methven CBD lighting project was due to be completed at the end of June but has not yet happened. A date for the turning on of the lights was requested.

CRM2300092/25 – Trees on Cushmor Drive

The Chair is to follow up with the Open Spaces Manager as to whether it is possible for the trees on Cushmor Drive to be thinned.

- **Solid Waste Management and Collection**

The growing number of gross contamination warnings and collection bin confiscations were discussed. A request was made to look into whether the breaches are happening at the same properties and if these properties are any of the known Air BnB's.

### 6.3 Compliance & Development

- **Environmental Monitoring**

There were a number of noise complaints recorded for the period. A request was made as to whether these were all from the same property and if these properties are any of the known Air BnB's.

- **Economic Development**

At the time of writing there is no update on the Cycle Trail Report on the Feasibility Study to report.

Work is continuing with staff promoting the upcoming Career Fest as part of the Mayors Taskforce for Jobs programme and the promotion of the Business of the Year entry process.

## Business transacted with the public excluded – 9.35am

**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 – 30/06/25 Methven & Foothills Birdsong Initiative	Section 7(2)(h)	Commercial activities
8	Methven & Foothills Birdsong Initiative Report	Section 7(2)(h)	Commercial activities

Owen/Jenkinson

Carried

The Board resumed in open meeting and the meeting concluded at 9.53am.

Confirmed 22 September 2025

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Chairman

## 5. Activity Reports

### 5.1 Infrastructure & Open Spaces

#### 5.1.1 Roothing

Routine work continuing.

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

Submissions from Methven Schools and Methven Central to the Methven Community Strategic Plan requesting pedestrian crossings on Methven Chertsey Road, Forest Drive and State Highway 77 have been received, and reviewed by the rooting team.

Some investigations (including observing the number of school children crossing the road) have been carried out on the requested pedestrian crossing points on Methven Chertsey Road and Forest Drive. NZTA will need to be contacted about crossing on SH77.

A verbal update will be provided at the meeting.

CRM Request	Received	Summary details	Status
CRM1600986/25	28/07/2025	SPAXTON STREET – pothole	Completed
CRM1601028/25	05/08/2025	CUSHMOR DRIVE – vehicle crossing condition	Investigation
CRM300036/25	07/08/2025	SH77 - sump	Completed
CRM1601048/25	11/08/2025	RACECOURSE AVENUE – road name blades post	Completed
CRM0500077/25	14/08/2025	METHVEN CHERTSEY ROAD – footpath repair	No further action
CRM0500076/25	14/08/2025	SH77 – footpath	Programmed
CRM0500075/25	14/08/2025	MCMILLAN STREET – footpath	Programmed
CRM0500078/25	18/08/2025	MEMORIAL CRESCENT - footpath	No further action
CRM1601079/25	18/08/2025	TALBOT PLACE – spilt concrete	Completed
CRM2000199/25	26/08/2025	FOREST DRIVE – headwall repair	Completed
CRM1601142/25	28/08/2025	BLACKFORD STREET – slump beside drain	Completed
CRM0500086/25	29/08/2025	SERVICE LANE SH77 – uneven pavers	Programmed
CRM0500089/25	02/09/2025	MCMILLAN STREET - footpath	Investigation
CRM1601158/25	02/09/2025	SERVICE LANE SH77 – new post	Completed
CRM0500094/25	11/09/2025	MCMILLAN STREET - footpath	Investigation

#### 5.1.2 Open Spaces

- **Reserves**

Staff are into Spring maintenance mode now. Grass areas are starting to move and once mown, ongoing and regular maintenance will be required. This is also true for edge maintenance and spraying also underway to keep fence lines and edges tidy. Growth of weeds in garden beds and shrubberies is also on the move signalling what's to come.

The CBD annual beds are looking good with plenty of colour on display. Tulips are now up in leaf and bud amongst the bedding displays. Once in flower, these will provide another dimension of colour and height to the visual 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 Skate Park has had a concrete pad poured in readiness for the installation of a recycled and donated ski-lift chair.

The Methven CBD lighting project - installation of inground lighting under three trees outside the IHub is complete. There are some remedial works to occur with the underground cabling and an issue with condensation and the volume/direction of light. The luminaries are showing signs of internal moisture, and the strength of the light is not up to expectation. All issues are in the hands of the installer, and the Christchurch based designer/supplier/importer. Staff understand what has been installed is what was specified in the proposal which featured in the community Long Term Plan submission. Staff are now working with all stakeholders to endeavour to get the situation rectified for the community.

Local builders are continuing to renovate CBD street seating furniture and once complete one of the litter bins will have its timber slats replaced to confirm the scope of this task. Thereafter staff will progress this work as funding is available.

- **Methven Cemetery**

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

Further mulch is required to be spread on the new planting on the eastern bund. Mulch is there onsite for this. Staff are scheduled to raise the low bund area to level it up with the rese and replant. Mulching around other standalone trees in the Cemetery is also to be completed.

- **Public toilets**

These are functioning well. Staff have received two replacement baby change tables for the main toilets where inappropriate use is causing issues. Consideration is being given to removing these if the negative attention they are receiving continues.

CRM Request	Received	Summary details	Status
CRM1200075/25	28/07/2025	Protected tree at 21 South Belt Road (Methven Preschool) is long and overhanging the sand pit	Arborist called and tree trimmed.
CRM3100030/25	15/08/2025	Lights not working at the public Toilets at Rugby ground	Electrician sent, lights had accidentally been switched off, checked both toilets while there.

### 5.1.3 Three Waters

CRM Request	Received	Summary details	Status
CRM100785/25	09/07/2025	Requested a final meter reading	Past
CRM100801/25	14/07/2025	Requested the final reading of Water Meter for settlement	Current

CRM100811/25	17/07/2025	Leak/Burst pipe	Past
CRM100822/25	27/07/2025	Water flowing on the shoulder of the road.	Past
CRM100823/25	27/07/2025	Reported of a water leak from the ground	Past
CRM100824/25	27/07/2025	Water is pouring out of the road here onto the footpath	Past
CRM100854/25	05/08/2025	Reported that the leak has got worse and the water is bubbling out of the ground.	Past
CRM100936/25	27/08/2025	Low Pressure	Current
CRM100952/25	29/08/2025	Leak/Burst pipe	Past
CRM100955/25	30/08/2025	Water leak on the road	Past
CRM200079/25	01/07/2025	Blockage & Overflow - blocked sewer	Past
CRM200084/25	17/07/2025	Blockage & Overflow- spotted a build-up & slight blockage	Past
CRM200091/25	29/07/2025	Blockage & Overflow-- reported that there was a blocked drain	Past
CRM200101/25	27/08/2025	Blockage & Overflow - Blocked sewer	Past

#### 5.1.4 Solid Waste Management and Collection

CRM Request	Received	Summary Details	Status
CRM3901265/25	01/07/2025	Missed Collection -	Past
CRM3901288/25	03/07/2025	Additional Bins - 120L RED	Past
CRM3901304/25	07/07/2025	Bin Damage - Yellow Bin -	Past
CRM3901339/25	08/07/2025	Additional Bins - 120L RED	Past
CRM3901341/25	08/07/2025	Missed Collection - Red Bin Missed	Past
CRM3901377/25	11/07/2025	Missing/Replacement Bin Yellow	Past
CRM3901381/25	14/07/2025	Gross Contamination	Current
CRM3901383/25	14/07/2025	Gross Contamination	Current
CRM3901384/25	14/07/2025	Gross Contamination	Current
CRM3901385/25	14/07/2025	Gross Contamination	Current
CRM3901386/25	14/07/2025	Yellow Bin - TAKEN - Gross Contamination	Current
CRM3901395/25	14/07/2025	Yellow Bin - TAKEN - Gross Contamination	Current
CRM3901413/25	16/07/2025	Request new Bin - All 3	Past
CRM3901416/25	16/07/2025	Request new Bin - Both NEW BUILD All Bins	Past
CRM3901449/25	21/07/2025	Non-compliant Presentation - Overfull Bin	Past
CRM3901463/25	22/07/2025	RED bins were not collected	Past
CRM3901471/25	23/07/2025	Additional Bins - 80L Red	Past
CRM3901521/25	28/07/2025	Gross Contamination	Current
CRM3901522/25	28/07/2025	Gross Contamination	Current
CRM3901524/25	28/07/2025	Gross Contamination	Current
CRM3901525/25	28/07/2025	Gross Contamination	Current
CRM3901526/25	28/07/2025	Gross Contamination	Current

CRM3901528/25	28/07/2025	Gross Contamination	Current
CRM3901529/25	28/07/2025	Gross Contamination	Current
CRM3901597/25	04/08/2025	Additional 240 litre Red Bin.	Past
CRM3901612/25	05/08/2025	Missed Collection - Red Bin-	Past
CRM3901620/25	06/08/2025	Bin Damage - Red Bin	Past
CRM3901633/25	07/08/2025	Additional Bins - YELLOW	Past
CRM3901654/25	11/08/2025	Gross Contamination	Current
CRM3901655/25	11/08/2025	Gross Contamination	Current
CRM3901658/25	11/08/2025	Gross Contamination	Current
CRM3901659/25	11/08/2025	Gross Contamination	Current
CRM3901662/25	11/08/2025	Bin Damage - Yellow Bin	Past
CRM3901663/25	11/08/2025	Request new Bin - Both - New Build.	Past
CRM3901665/25	12/08/2025	Missed Collection - Red Bin	Past
CRM3901691/25	14/08/2025	Request new Bin - Both - All three bins	Past
CRM3901702/25	15/08/2025	Non-compliant Presentation - Bins too full	Past
CRM3901727/25	18/08/2025	Bin Damage - Red Bin-	Past
CRM3901732/25	19/08/2025	Bin Damage - Red Bin	Past
CRM3901734/25	19/08/2025	Missed Collection - Red Bin	Past
CRM3901739/25	19/08/2025	Missed Collection - Red Bin	Past
CRM3901796/25	22/08/2025	Return of bins - Red Bin	Past
CRM3901800/25	22/08/2025	Request new Bin - Both Bins and Crate	Past
CRM3901803/25	25/08/2025	Gross Contamination	Current
CRM3901804/25	25/08/2025	Gross Contamination	Current
CRM3901805/25	25/08/2025	Gross Contamination	Current
CRM3901806/25	25/08/2025	Kerbside Collection - Request new Bin - All	Past
CRM3901807/25	25/08/2025	Non-compliant Presentation - Bins over filled	Past
CRM3901808/25	25/08/2025	Additional Bins - 240 Red Bin	Past
CRM3901809/25	25/08/2025	Bin Damage - Red Bin	Past
CRM3901817/25	25/08/2025	Missing/Replacement Bins -Yellow	Past
CRM3901820/25	25/08/2025	Yellow Bin - Missed collection,	Past
CRM3901837/25	26/08/2025	Missing/Replacement Bin Yellow	Past
CRM3901848/25	27/08/2025	Additional Bins 120L RED	Current
CRM3901851/25	27/08/2025	Additional Bins - 80L red bin	Past
CRM3901854/25	27/08/2025	Request new Bin - All bins	Past
CRM3901886/25	29/08/2025	Request new Bin - All Bins	Past



## 5.2 Democracy & Engagement

### 5.2.1 Strategy & Policy updates

- **Climate Change and Sustainability Strategy**

Deliberations on the Strategy occurred on 7 August, with some minor changes made to the Strategy. The strategy was adopted by Council on 3 September. Work will now commence on strategy implementation.

- **Water Races Bylaw**

Deliberations on the bylaw occurred on 13 August, with some minor changes made to the Strategy. The bylaw was adopted by Council on 3 September.

- **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, Dangerous and Insanitary Buildings Policy and Sportsfields and Domain Use Policy. The Gambling Venue and Dangerous and Insanitary Buildings Policy will go to Council on 17 September and intended to be jointly consulted on from 29 September.

The programme to develop and review the development contributions policy has commenced. A draft Bill outlining and implementing the new system is expected in towards the end of this year. Work will 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, with workshops planned for later in 2025.

- **Arts, Heritage and Culture Strategy**

Work continues on development of an Arts, Heritage and Culture Strategy, with feedback received from 25 stakeholders via an initial survey sent to a range of arts, culture and heritage stakeholders. A stakeholder workshop is being planned for early in the new Council term.

- **Open Spaces Strategy**

Work has commenced on the review of this strategy, with initial information gathering and project planning.

- **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**

Council adopted the Water Services Delivery Plan (WSDP) on 20 August and lodged it with the Department of Internal Affairs on 21 August. The Plan is now being assessed by DIA and Council awaits their feedback.

- **ADC Submissions**

Submissions have been made since the last meeting on:

Organisation	Submission Summary	Type	Due Date	Status
<b>Government and Administration Committee</b>	Local Government (Systems Improvement) Bill	Council	27 August	Lodged
<b>Ministry for the Environment</b>	RMA National Direction	Council	27 July	Lodged

## 5.2.2 Democracy

- **2025 Local Elections**

A ‘Meet the Candidates’ session held in the Mt Hutt Hall function room on Wednesday 20 August was very well attended and provided a good opportunity for voters to hear from the Mayoral and Western Ward candidates. As previously reported, the Community Board election is uncontested with the five candidates declared elected at close of nominations on 1 August.

A similar ‘Meet the Candidates’ evening was held in Ashburton the following week and was also well attended. This session was live-streamed and can be found on Council’s website along with other information about the October elections [voteashburton.nz](https://www.voteashburton.nz)

## 5.2.3 Methven Reserve Board – Helipad

The Methven Reserve Board met on the 29 August to decide on the construction of a formed helipad on the Methven Reserve. The Board has resolved to continue with the status quo arrangements where emergency helicopters can land on the reserve without the formed helipad. The rationale for the decision was based on the increased responsibility and liability for the Reserve Board and Council that a formed helipad would create under the Civil Aviation Act. Further information can be found [here](#).

The Methven Reserve Board would like to write a joint letter with the Methven Community Board to the Minister of Transport and the South Island Minister to request that these rules are reviewed to allow a pragmatic solution. CAA have acknowledged that these rules are cumbersome.

***Proposed resolution:***

*That the Methven Community Board writes a joint letter with the Methven Reserve Board to the Ministers of Transport and the South Island to see a review of the Civil Aviation Act, part 139 Part 139: Subpart I - Operating requirements – non-certificated aerodromes.*

## 5.3 Compliance & Development

### 5.3.1 Building Services

The table shows 52 consents have been issued, 23 of which have been new housing (last year 37 of the consents were for houses). Methven numbers represent 15% of the new housing consents in the district. One new CRM was 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	8 (4)	46 (30)	\$2,998,000 (\$895,000)	\$12,899,091 (\$9,618,195)
August	6 (11)	52 (41)	\$1,686,500 (\$7,961,000)	\$14,585,591 (\$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
CRM3700046/25	21/8/25	Potentially Dangerous Building	Closed – site now safety fenced as part of a building consent

### 5.3.2 Environmental monitoring

CRM Request	Received	Summary details	Status
CRM0100537/25	22/7/25	Found dog	Contractor attended
CRM0100555/25	31/7/25	Dog Attack	Contractor attended
CRM1000169/25	20/7/25	Noise complaint	Contractor attended
CRM1000170/25	20/7/25	Noise complaint	Contractor attended
CRM1000181/25	26/7/25	Noise complaint	Contractor attended
CRM1000182/25	26/7/25	Noise complaint	Contractor attended
CRM1000186/25	6/8/25	Noise complaint	Contractor attended
CRM1000187/25	6/8/25	Noise complaint	Contractor attended
CRM1000188/25	7/8/25	Noise complaint	Contractor attended

CRM1000189/25	7/8/25	Noise complaint	Contractor attended
CRM1000192/25	8/8/25	Noise complaint	Contractor attended
CRM1000195/25	12/8/25	Noise complaint	Contractor attended
CRM1000197/25	12/8/25	Noise complaint	Contractor attended
CRM1000201/25	17/8/25	Noise complaint	Contractor attended
CRM1000202/25	18/8/25	Noise complaint	Contractor attended
CRM1000204/25	20/8/25	Noise complaint	Contractor attended
CRM1000205/25	19/8/25	Noise complaint	Contractor attended
CRM1000206/25	20/8/25	Noise complaint	Contractor attended
CRM1000208/25	21/8/25	Noise complaint	Contractor attended
CRM1000209/25	22/8/25	Noise complaint	Contractor attended
CRM2600087/25	14/8/25	Inconsiderate parking	Staff attended
CRM0900040/25	31/7/25	Inconsiderate parking	Staff attended

### 5.3.3 Economic Development

- **Ashburton District Cycle Trail Feasibility Study**

No updates to report at the time of writing.

### 5.3.3 Planning

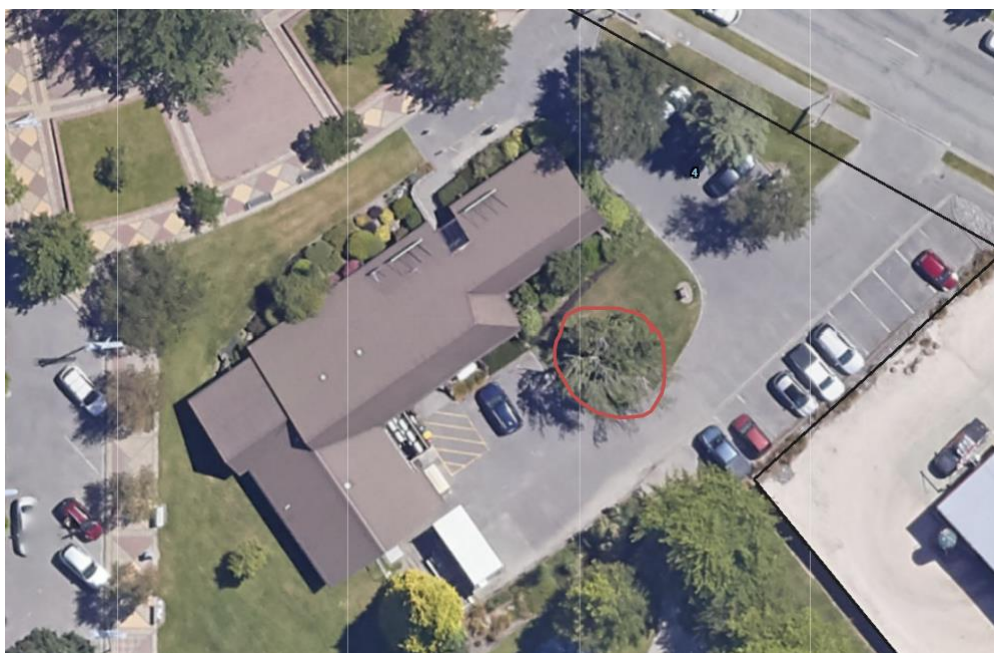
CRM Request	Received	Summary details	Status
CRM3300063/25	11/8/25	District Plan compliance	Staff attended

## 5.4 Business Support

### 5.4.1 Property

- **Removal of Flowering Cherry Tree**

The Executive Team have approved the removal of the flowering cherry tree at the rear of the Methven Medical Centre to allow for the placement of a prefab building; this location has been selected as it won't reduce the number of patient carparks.



- **Ashburton District Cycle Trail Feasibility Study**

CRM Request	Received	Summary Details	Status
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CRM2700147/25	11/08/2025	Pothole at 4 Methven Chertsey Road	Quoted and Roding have been asked to proceed
CRM2700138/25	01/08/2025	Small pothole in carpark of Methven Medical Centre	Roding will arrange HEB to repair

#### 5.4.2 Finance Report

No finance report available.

Hamish Riach  
**Chief Executive**

# 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]*