

# **Methven Community Board**

## **AGENDA**

### **Notice of Meeting**

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

**Date:** Monday 27 January 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

<b>Time</b>	<b>Item</b>
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

- 4** Methven Community Board – 2/12/24 **3**

#### Matters for Decision

- 5** Discretionary Grant Request – Methven Lighting Group **6**

#### Activity Reports

- 6.1** Infrastructure & Open Spaces **13**
- 6.2** Democracy & Engagement 16
- 6.3** Compliance & Development 18
- 6.4** Business Support 20

#### Business transacted with the public excluded

- 7** Economic Development Section 7(2)(h) Commercial activities
- 8** Methven & Foothills Birdsong Initiative Trust Section 7(2)(h) Commercial activities

#### **4. Methven Community Board – 2/12/24**

Minutes of the Methven Community Board meeting held on Monday 2 December 2024, commencing at 9.00 am, in the Mt Hutt Memorial Hall Board Room, 160 Main Street, Methven.

**Present**

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

**In attendance**

Hamish Riach (Chief Executive), Linda Clarke (Communications Advisor) and Phillipa Clark (Governance Support).

**1 Apologies**

Mayor Neil Brown and Cr Rob Mackle

Sustained

**2 Extraordinary Business**

Nil

**3 Declarations of Interest**

*Item 6* – Cr McMillan will withdraw from the debate and decision

*Items 5 & 7* – Megan Fitzgerald will withdraw from the debate and decision

**4 Confirmation of Minutes**

**That** the minutes of the Methven Community Board meeting held on 21 October 2024, be taken as read and confirmed.

Jenkinson/Owen

Carried

**Matters arising**

- Arts & Growers market funding – the MCB logo will be provided to the applicant.
- Roadside maintenance – the approach to the town near the relocated speed sign is to be sprayed. Officers have been asked for an update on this work, to be reported back to the Board.

**5 Discretionary Grant Request – Methven Toy Library**

Megan withdrew for this item.

**That** Methven Community Board allocates \$737 from its discretionary fund to the Methven Toy Library to upgrade toy shelving.

McMillan/Lock

Carried

**6 Discretionary Grant Request – Methven & Foothills Walking Festival Funding**

Liz withdrew for this item.

**That** the Methven Community Board allocates \$1,000 from its discretionary fund to the Methven and Foothills Walking Festival for the 2025 event.

Holmes/Fitzgerald

Carried

## 7 Discretionary Grant Request – Mt Hutt Memorial Hall

Megan withdrew for this item.

The Board supported funding the full amount required for the painting work.

**That** Methven Community Board allocates \$1,807.80 from its discretionary fund to the Mt Hutt Memorial Hall Board for the interior painting.

McMillan/Holmes

Carried

## 8 Activity Reports

**That** the reports be received.

Owen/Jenkinson

Carried

### 8.1 Infrastructure & Open Spaces

#### • **Roading**

It was noted that the Spaxton St reseal work has been completed. Board members reported an issue with water drainage around this area and suggested a soak hole may be needed.

Roading signage – the Board asked for a “No Exit” sign to be installed at the entry to the resource recovery park on Methven Chertsey Road.

#### • **Open Spaces**

Garden of Harmony – the draft landscape concept plan has been prepared and will be reviewed by the Methven Lions. The Board would like the opportunity to see the plan and any community feedback ahead of Council’s review and decision. Potentially, a report may be included in the January MCB agenda with a recommendation to Council in February.

#### • **Cemetery**

Damage being caused by rabbits will require further discussion. The Board acknowledged this is an issue around the wider town and district.

#### • **Solid Waste**

The Board has asked for a progress report on the compactor which is programmed in the Long-term Plan. It was noted that the Ashburton compactor will be relocated to Methven when suitable land is identified. An update on the timeline for this project will be reported back to the Board.

### 8.2 Democracy & Engagement

#### • **Strategic Plan**

The Chair commented positively on the community participation and engagement at the two recent Strategic Planning forums in Methven. Yesterday’s meeting concluded the direct consultation.

#### • **Stockwater exit**

It was agreed that having a Community Board stance will be important. The Board will be included in the consultation process.

Megan and Allan will attend the Mt Harding catchment meeting tomorrow on behalf of the Board. This meeting is facilitated by ECan.

#### **8.4 Business Support**

- **Finance report**

It was noted there's a \$2,100 overspend showing in the grants budget. Officers will check and provide an explanation.

The meeting concluded at 9.55am.

Confirmed 27 January 2025

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Chairman

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## 5. *Discretionary Grant Request – Methven Lighting Group*

Executive Team Member      *Toni Durham: GM Democracy & Engagement*

### Summary

- The purpose of this report is for the MCB to consider an application for funding from the Methven Lighting Group to develop a Methven Lighting Plan.
- A request of \$7,000 has been made from MCB.

### Recommendation

1. That Methven Community Board allocates \$7,000 from its discretionary grant to the Methven Lighting Group to develop a Methven Lighting Plan.

### Attachment

Appendix 1      Methven Toy Library Funding Application

## Background

### The current situation

1. The Methven Lighting Group (MLG) want to develop a Methven Lighting Master Plan for the development of the lighting project.
2. MLG propose that a comprehensive Masterplan, undertaken by experts in this field, is necessary to ensure the ideas for Methven Lighting will be fit for purpose to enhance the visual appeal of the town centre and key areas; add a touch of festivity and charm to Methven during the winter season; attract visitors and potentially increase foot traffic for local businesses; and foster a feeling of wellbeing, safety and pride in the town.
3. The Plan is expected to cost \$15,000. MLG have requested \$7,000 from the Methven Community Board.
4. Council has the following funding included in the Long-Term Plan for the lighting project, and has indicated \$5,000 could be redistributed from Year 1 for the development of the Lighting Plan.

Organisation	Year 1 2024/25	Year 2 2025/26	Year 3 2026/27
Methven Lighting Project <sup>5</sup> – OPEX <sup>5</sup>	\$5,000	\$5,000	\$5,000
Methven Lighting Project <sup>5</sup> - CAPEX	\$51,000	\$55,000	\$10,000

5. MCB has a \$15,488 remaining to be distributed in 2024/25.

## Options analysis

Option one – Agree to fund the Methven Lighting Group \$7,000 towards the development of the Lighting Master Plan. (Recommended)

<p><i>Advantages:</i> Support of a positive community initiative that will enhance the local community.</p> <p>Development of a Plan ensures that future work is well thought through and considered.</p>	<p><i>Disadvantages:</i> Loss of grant funding for other possible applicants.</p>
<p><i>Risks:</i> Funds not being spent on the project allocated.</p>	

The Methven Lighting Group is not a legally formed entity and does not have financial statements or bank accounts. Officers suggest that the project is funded through an alternative community organisation (such as the Methven Lions for example) to ensure funding transparency.

## Option two – Do not fund the Methven Lighting Group

<p><i>Advantages:</i> Retention of grant fund for future applicants.</p>	<p><i>Disadvantages:</i> Missed opportunity to support a desired community project.</p>
<p><i>Risks:</i> Reputational risk to MCB of not supporting the Methven Lighting Project.</p>	

## Legal/policy implications

### Revenue & Financing Policy

- The discretionary grant is funded by the Methven Community Board each year through the Methven Community Board cost centre. This funding therefore should be spent in the year in which it is rated for the best outcome for the community.

## Strategic alignment

- The recommendation relates to Council’s vision of a district of choice for lifestyle and opportunity.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic		
Environmental	✓	Grant funding for this applicant will enhance the environmental, social and cultural wellbeing of the local community.
Cultural	✓	
Social	✓	



## Financial implications

Requirement	Explanation
What is the cost?	\$7,000
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	Methven Community Board
Are there any future budget implications?	No
Reviewed by Finance	Not Applicable

## Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Rationale for selecting level of significance	Not applicable
Level of engagement selected	Inform
Rationale for selecting level of engagement	The community will be informed of the MCB decision through the usual media channels.
Reviewed by Strategy & Policy	Toni Durham: GM Democracy & Engagement



What has been done before? Or what else is happening in the district to address the problem or opportunity? Earlier attempts at 'festive' lighting for Methven have been done by voluntary groups before, but have not been sustainable over time. This is an ADC approved project within the LTP, with some Capex funded by ADC and annual Opex for maintenance.

Who will mainly benefit from your project / programme? The Methven community - all components including central businesses, tourist operators and local residents - and visitors to Methven, hence benefitting the Ashburton District.

What is the main outcome(s) your project / programme will achieve? As above for the overall outcomes. The outcome from this funding application would be the delivery of a fit for purpose Methven Lighting Masterplan 2025-2029.

How will you measure your success, and what data will you use? The delivery of a Masterplan which satisfies the objectives of the Methven Lighting Project and enables the MLG, in conjunction with the MCB and the ADC to plan effectively, identify priorities and source funding as required for a legacy of lighting in 2029.

Answers for Section "What other funding are you applying for, for this event?"

Organisation ADC; Lions Foundation for shortfall not yet applied for.

Amount requested \$5k from ADC; \$3k from Lions Foundation.

Date results known ADC has allocated \$5k from the funding granted in LTP

Answers for Section "Voluntary Efforts"

Voluntary Effort

MLG and associated persons all voluntary time

What will happen to the event if you do not receive the full amount of the grant you have requested, including how you propose to meet any funding shortfall, if applicable?

The Masterplan and hence the Project would have to be delayed for at least 6 months in order to access further funds.

## 6. Activity Reports

### 6.1 Infrastructure & Open Spaces

#### 6.1.1 Roading

Routine maintenance work (seal repairs, channel cleaning, etc.) is being carried out.

Weed spraying is a focus with the weed growth from the wet weather and warm ground. The maintenance contractor is aware of the need to get on top of this with another round of weed spraying under way.

The reseal on Spaxton St is completed and the possible need for a soak hole noted. This will be checked during/after rain to determine a location.

No improvements or roadside maintenance work is programmed at the relocated speed sign on Barkers Rd or the new speed sign on Mt Hutt Rd (SH77) but will discuss with Open Spaces.

The installation of a NO EXIT sign at the RRP on Methven Chertsey Rd can be done and will be discussed with the Solid Waste staff.

CRM Request	Received	Summary details	Status
CRM200110/24	18/11/2024	Methven Chertsey Rd - surface water in RRP	No action required
CRM1601231/24	19/11/2024	Morgan St - name blade missing	Completed
CRM1601258/24	27/11/2024	Patton St - potholes	Completed
CRM1601263/24	28/11/2024	Morgan St - sign maintenance	Completed
CRM1601262/24	28/11/2024	SH77 - name blade missing	Completed
CRM1601267/24	02/12/2024	Shearer Pl – potholes	Completed
CRM1601278/24	04/12/2024	The Mall – roadmarking	Work programmed
CRM1601347/24	23/12/2024	Methven Chertsey Rd – drainage	No action required
CRM1601340/24	23/12/2024	Allen St – blocked grate	Completed
CRM1601355/24	30/12/2204	Line Rd – pothole	Completed
CRM1601348/24	30/12/2024	Lochhead Cr – sign maintenance	Completed
CRM1601362/24	06/01/2025	Racecourse Ave - drainage	No action required

#### 6.1.2 Open Spaces

- **Reserves**

Early Summer weather conditions curtailed mowing activities as a sustained period of dry weather prevailed. All that changed in mid-December and we are now into a growth spurt of lawns and weeds alike following regular rainfall while ground temperatures are warm, triggering Spring-like growth conditions.

The CBD annual beds have settled in well and with conditions favourable for growth, they are now in full bloom adding a sense of vibrance to the central business area of Methven.

Playground inspections and maintenance continues on a weekly cycle throughout the town. Some playground edging at the Railway Reserve playground is pending quotation. A piece of play equipment that has broken for a second time, at the Camrose playground, should be replaced in January. It has been re-engineered by the manufacturer so hopefully will not suffer a similar issue again.

Some more CBD park benches have had timber replaced. This is an ongoing project as operational budget allows.

The Methven CBD lighting project is progressing with some initial work on electrical supply underway. The next stage will occur once the new in-ground under-tree lighting infrastructure arrives from overseas. Staff are also liaising with and providing advice to the Community Lighting Group on other aspects to their project

The Reserve Management Plan process is now complete following adoption by the Council. Once the plans are finalised for print, a copy will be made available to the Community Board and the plans are already available on the Council website.

A draft landscape plan for the Garden of Harmony / Methven Birdsong Initiative has been prepared by Botanic Landscape Architects which the Methven Birdsong group circulated to the community prior to Christmas. Thirteen submissions were lodged with the Methven Community Board in response to the draft plan.

Restoration of the heritage listed RDR pipe shed on the Council owned site has been completed. This work involved repairing the foundations, replacing damaged floorboards and other timbers, repairing external cracks, and applying a timber preservative to all timbers. The work was kindly funded by RDR Management Ltd, contracted out to Joseph Builders with assistance from Open Spaces and Heritage NZ.

There has been further vandalism at the skatepark with a seat being unbolted and removed to another location. More broken glass had to be removed from inside the bowl.

The dog park hedge has been cut on both sides and is looking good. Conifers on the Dolma Street frontage have been removed and chipped. Chip will be reused around the new planting this coming winter. The new planting will be an evergreen hedge line of native totara.

- **Methven Cemetery**

General maintenance continues at the cemetery. Mowing activities are in full swing. The planted bunds and cemetery berm edges have again been re-sprayed for weeds. A new cremation beam is in the planning stage and hopefully will be installed by June.

- **Public toilets**

These are functioning well with no recent issues. There was a water leak in the lawn between the street and the Railway Reserve toilets. It has been repaired and staff are waiting for the area to dry out before topping up with soil and reseeding.

A sensor light is to be installed at the public toilets on the Methven Domain.

CRM Request	Received	Summary details	Status
CRM1601274/24	02/12/2024	Overgrown vegetation at the 60kmph sign area	Original sent to Roading - Reassigned to Open Spaces, WIP with staff refocused.
CRM1601289/24	06/12/2024	Spraying/weeding needed entrance garden into Methven as in on highway.	WIP – mown.
CRM2700210/24	27/11/2024	Half seats in Methven have had wood replaced but many are still looking rotten and missing boards not suitable for sitting on and in in central Methven not a very good look. I heard we have a local contractor who is supposed to be fixing	WIP - Methven CBD will be completed as operating funding allows. Staff are monitoring.
CRM3100041/24	12/12/2024	Tourist called regarding the toilets not flushing properly on McCloy's Rd near dump station on Methven Chertsey Road.	Complete - this was not public toilets but the dumping station. Townsperson isolated and passed to Assets
CRM3200039/24	27/11/2024	Gardens around McMillan Street need a bit of TLC Very sad looking gardens around township all Methven has a tussocks apart from square area	Complete - gardens don't have irrigation, grasses are the best option for the dry conditions
CRM3200041/24	06/12/2024	Lawns need mowing around island Lochhead Cres	Complete - Part of general hand-mowing schedule
CRM3400098/24	13/12/2024	Glass shattered all through the tree pin in the park where kids make huts and climb trees. Broken table chairs and microwave in there.	Complete - Broken glass picked up as best as can. MCB informed.

### 6.1.3 Three Waters

CRM Request	Received	Summary details	Status
CRM101164/24	21/11/24	Leaking tap at rear of Mt Hutt Memorial Hall.	Completed
CRM101191/24	28/11/24	Water leak in Lilley Place.	Completed
CRM101196/24	28/11/24	Leaking toby in Alington Street.	Completed
CRM101249/24	09/12/24	Final meter read in Main Street.	Completed
CRM101277/24	13/12/24	Final meter read in Westward Way.	Completed

## 6.1.4 Solid Waste Management and Collection

CRM Request	Received	Summary Details	Status
CRM3902385/24	04/11/2024	Additional bin	Completed
CRM3902387/24	04/11/2024	Additional bin	Completed
CRM3902462/24	13/11/2024	Missed collection	Completed
CRM3902484/24	18/11/2024	Additional bin	Completed
CRM3902513/24	21/11/2024	Damaged bin	Completed
CRM3902537/24	25/11/2024	New bins	Completed
CRM3902539/24	25/11/2024	Return of bins	Completed
CRM3902544/24	25/11/2024	Additional bin	Completed
CRM3902584/24	29/11/2024	Change of location	Completed
CRM3902602/24	03/12/2024	Missed collection	Completed
CRM3902609/24	03/12/2024	Return of bin	Completed
CRM3902612/24	03/12/2024	Return of bins	Completed
CRM3902621/24	04/12/2024	Additional bin	Completed
CRM3902651/24	09/12/2024	New bin	Completed
CRM3902653/24	09/12/2024	New bin	Completed
CRM3902654/24	09/12/2024	Missed collection	Completed
CRM3902662/24	10/12/2024	Damaged bin	Completed
CRM3902664/24	10/12/2024	Return of bin	Completed
CRM3902673/24	11/12/2024	Damaged bin	Completed
CRM3902715/24	17/12/2024	Missing bin	Completed
CRM3902728/24	18/12/2024	New bin stickers	Completed
CRM3902730/24	18/12/2024	Missing bin	Completed
CRM3902746/24	20/12/2024	New bin	Completed
CRM3902776/24	30/12/2024	Missed collection	Completed

## 6.2 Democracy & Engagement

### 6.2.1 Strategy & Policy updates

- **Annual Plan 2024/25**

Work is continuing on the Annual Plan 2025/26, with officers reviewing budgets for Executive team and Council consideration. Council will workshop the plan on 29-30 January.

- **Methven Community Strategic Plan**

The [What do ya reckon, Methven?](#) plan engagement closed on 22 December with 84 submissions received and 12 from the Lady of the Snow school pupils across a range of topics. Around 30 people and stakeholders attended the community workshops in November/December.

Feedback has been collated and themed with the Board having an initial workshop on this in mid-January. Next steps are finalising the draft plan for consultation with the community planned for March 2025.

- **Reserve Management Plans**

The Reserve Management Plans were adopted at the 4 December 2024 Council meeting.



- **Policy and Strategy Reviews/Development**

Work continues on several policy reviews, including the Procurement Policy. The Elderly Housing Policy has been completed.

Work also continues on gathering information for the potential development of a Forestry strategy.

- **Climate Change and Sustainability Strategy**

Work to develop the Climate Change and Sustainability Strategy, to replace the Climate Change Policy and Climate Resilience Plan had commenced. Early engagement is underway from January 20 until. Two workshops are planned for mid-February at Te Whare Whakare.

- **Local Water Done Well**

Work on the Local Water Done Well work programme continues. The three potential arrangements for further work – an in-house model, single Council Controlled Organisation (CCO) model and a single Council CCO with an existing local Board – governed entity model (with Electricity Ashburton). Financial modelling work has been commissioned with this to be workshopped with Council in February 2025. Planned timeframes are summarised below:

Date	Step
Jan - Feb 2025	Service Delivery Models modelling and business case prepared
February 2025	Service Delivery Models decision-making
March 2025	Consultation on proposed Service Delivery Model
April 2025	Hearing and Deliberations
May 2025	Service Delivery option decision-making
May-June 2025	Water Services Delivery Plan Certification
June 2025	WSDP adoption by Council, then submitted to DIA

- **Stockwater exit**

The Stockwater Transition Plan was adopted at the 18 December 2024 Council meeting.

- **ADC Submissions**

Submissions have been made since the last meeting on:

Organisation	Submission Summary	Type	Due Date	Status
LGNZ	<a href="#">Local Electoral Reform Discussion Paper</a>	Council	19 January	Lodged

## 6.3 Compliance & Development

### 6.3.1 Building Services

The table shows 62 consents have been issued, 37 of which have been new housing (last year 27 of the consents were for houses). Methven finished the year 6% down in consent numbers and 37% up in consent value sand overall the district was 10% down in numbers and less than 1% up in value. Overall new housing in Methven equated to 21% of the new housing in our district.

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)

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	10 (2)	48 (30)	\$2,332,200 (\$496,250)	\$12,498,186 (\$21,570,355)
August	1 (3)	49 (33)	\$1,500,000 (\$1,886,198)	\$13,998,186 (\$23,456,553)
September	6 (8)	55 (41)	\$983,106 (\$1,966,144)	\$14,981,292 (\$25,422,697)
October	2 (2)	57 (43)	\$1,295,760 (\$2,932,346)	\$16,277,052 (\$28,355,043)
November	3 (6)	60 (49)	\$1,721,884 (\$725,000)	\$17,998,936 (\$29,080,043)
December	6 (2)	66 (51)	\$1,438,721 (\$780,000)	\$19,437,657 (\$29,860,043)

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

CRM Request	Received	Summary details	Status
CRM3700012/24	06/08/2024	Unconsented building	One unauthorised building removed, one other to be shifted off the boundary to be compliant. Deadline is end of Feb 2025.

### 6.3.2 Environmental monitoring

CRM Request	Received	Summary details	Status
CRM1000290/24	27/10/24	Excessive noise	Complete
CRM3300054/24	27/09/2024	Bylaw complaint – Advertising signage	Ongoing
CRM3300085/24	6/12/24	Dog park Signage	Complete
CRM0100882/24	30/11/24	Keeping of Animals	Referred To SPCA
CRM0100903/24	16/12/24	Barking dogs	Contractor followed up
CRM0100912/24	19/12/24	Barking dogs	Contractor followed up
CRM2300206/24	19/12/24	Overhanging trees	Completed

### 6.3.3 District Planning

CRM Request	Received	Summary details	Status
CRM3300057/24	3/10/24	District Plan complaint (Air Bnb)	Ongoing

### 6.3.4 Economic Development

- **Ashburton District Cycle Trail**

Prior to Christmas staff undertook a Request for Proposal and invited four track builders to submit quotes to investigate and report on options and opportunities for a circular trail around the District. The report will include:

- background and context – including user profiles and market analysis
- commercial opportunities – a summary of existing businesses who could benefit
- stakeholder engagement – summary and overview of key themes
- trail options analysis – description, pros/cons, highlights, constraints, high-level costing
- recommended routes – pros/cons, land tenure overview, linkages/connectivity
- land holder contact list as appendices, with an indication of who supports the trail
- mapping – provision of maps in pdf and .kml format to include trail route options, land tenure,
- topography and key features.
- photos of key features trail highlights, viewpoints, etc.
- high level pricing estimates – a route-by-route summary outlining the investment required
- recommendations to Council on next steps

The delivery for this work is by the end of this financial year in June 2025, with the work being awarded to Xyst, a Christchurch based consultancy with experience in the development of other trails in the South Island.

Staff have also met with members of the cycling community including Kirstie Gilchrist, Ross Gordon and Emma Milburn to discuss how the community can lead this initiative. The current intent is to create a Community Group who will oversee the overall masterplan and then create subgroups who will be responsible for the interconnecting sections.

Staff will now provide regular updates on this project to the Community Board as the project progresses and ensure that the consultants speak with the Board during their community engagement phase.

## 6.4 Business Support

### 6.4.1 Property

CRM Request	Received	Summary details	Status
CRM2700214/24	09/12/2024	Overgrown Vegetation	Completed – Working with Occupier
CRM2700223/24	10/01/2025	Overgrown Vegetation	Completed – In process of a new LTO

### 6.4.2 Finance Report

November 2024 income and expenditure report

*Appendix 1*

The \$2,100 grants overspend shown in the October 2024 financial report was due to grant expenditure being incorrectly coded. This error has now been corrected in the November 2024 financial report. Further, the \$8,315 carryover of unspent MCB discretionary funds from the 2023/24 financial year are now included in MCB's budget under 'Sundry Expenditure'.

Hamish Riach  
**Chief Executive**

**Appendix 1**

**Monthly Income and Expenditure Report - 139 - Methven Community Board**  
**For the Month Ended 30 November 2024**

	<b>Month Actual</b>	<b>Year To Date Actual</b>	<b>Full Year Budget</b>	<b>Remaining Full Year Budget</b>
<b>Income</b>				
Targeted Rates	10,718.97	53,594.85	119,736.96	66,142.11
Treasury Internal Recoveries	255.01	1,375.04	0.00	-1,375.04
<b>Total Income</b>	<u>10,973.98</u>	<u>54,969.89</u>	<u>119,736.96</u>	<u>64,767.07</u>
<b>Expenditure</b>				
Salary / Wages	1,378.54	7,569.67	21,661.00	14,091.33
Staff Training	0.00	0.00	999.96	999.96
Allowances	0.00	1,550.00	3,500.04	1,950.04
Indemnity Insurance	5,894.69	5,894.69	2,075.04	-3,819.65
Conference Expenses	0.00	153.04	999.96	846.92
Staff Travel Costs	0.00	185.48	500.04	314.56
Subscriptions / Periodicals	0.00	275.00	300.00	25.00
Suppers & Receptions	0.00	0.00	600.00	600.00
Grants	0.00	25,000.00	25,000.00	0.00
Donations	0.00	0.00	500.00	500.00
Sundry Expenditure	0.00	18,100.00	38,315.00	20,215.00
Executive Team	1,169.01	6,132.03	12,508.72	6,376.69
People and Capability	313.57	1,614.24	4,233.68	2,619.44
Treasury	148.47	562.71	1,481.45	918.74
Rates	266.03	1,394.56	1,004.12	-390.44
Business Support	139.70	1,120.90	3,401.01	2,280.11
Communication	861.84	4,131.78	10,810.44	6,678.66
<b>Total Expenditure</b>	<u>10,171.85</u>	<u>73,684.10</u>	<u>127,890.46</u>	<u>54,206.36</u>
<b>Net Surplus/(Deficit)</b>	<u>802.13</u>	<u>-18,714.21</u>	<u>-8,153.50</u>	<u>10,560.71</u>
<b>Capital Expenditure</b>				
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Cash Movement</b>	<u>802.13</u>	<u>-18,714.21</u>	<u>-8,153.50</u>	<u>10,560.71</u>
<b>Cash Reserves</b>				
Separate Reserves	0.00	0.00	8,477.00	
Plus Net Surplus/(Deficit)		-18,714.21		
Less Capital Expenditure		0.00		
<b>Closing Cash Reserves</b>		<u>-18,714.21</u>		

# Methven Community Board

## Terms of Reference

### **Purpose**

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

### **Membership**

Membership of the Committee comprises:

- 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 his nominee, with assistance from Council's Communications resources.

## Reporting

The Methven Community Board will report to Council.

## Adopted

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

*[updated Board membership May 2023]*