

# **Methven Community Board**

## **AGENDA**

### **Notice of Meeting**

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

**Date:** Monday 10 March 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
    - Mayor Neil Brown
  - 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 – 27/01/25 3
- Matters for decision**
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- Activity Reports**
- 6.1 Infrastructure & Open Spaces 11
  - 6.2 Democracy & Engagement 14
  - 6.3 Compliance & Development 15
  - 6.4 Business Support 17
- Business transacted with the public excluded**
- 7 Minutes 27/01/25 19
    - Birdsong Initiative Trust Section 7(2)(h) Commercial activities 20
  - 8 Birdsong & Foothills Initiative Trust Section 7(2)(h) Commercial activities

## **4. Methven Community Board – 27/01/25**

Minutes of the Methven Community Board meeting held on Monday 27 January 2025, commencing at 9.00 am, in the Mt Hutt Memorial Hall Board Room, 160 Main Street, Methven.

### **Present**

Mayor Neil Brown, Kelvin Holmes (Chair), Megan Fitzgerald, Allan Lock, Richie Owen, Robin Jenkinson; Crs Rob Mackle and Liz McMillan.

### **In attendance**

Neil McCann (GM Infrastructure & Open Spaces), Tania Paddock (Acting GM Business Support), Bert Hofmans (Open Spaces Planner), Renee Julius (Property Manager), Simon Worthington (Economic Development Manager), Shelley Donnelly (District Promotions Lead), Linda Clarke (Communications Advisor) and Carol McAtamney (Governance Support).

### **1 Apologies**

Nil

### **2 Extraordinary Business**

**That** pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987 the following item be introduced as extraordinary business, to be taken as Item 5.2:

- Discretionary Fund – Mt Hutt Bike Park application (circulated via email)

McMillan/Owen

Carried

### **3 Declarations of Interest**

Nil

### **4 Confirmation of Minutes**

**That** the minutes of the Methven Community Board meeting held on 2 December 2024, be taken as read and confirmed.

Fitzgerald/Lock

Carried

### **Matters arising**

- Open Spaces – the concept plan is to be reviewed by the Birdsong Group and not the Methven Lions as stated in the minutes.

### **5 Discretionary Grant Request**

#### **5.1 Methven Lighting Group**

The recommendation in the report had a requested value of \$7,000. It was agreed that this should be increased to \$8,050 to include the gst component of the quote.

**That** Methven Community Board allocates \$8,050 from its discretionary fund to the Methven Lighting Group to develop a Methven Lighting Plan.

Fitzgerald/Lock

Carried

**5.2 Extraordinary Business - Mt Hutt Bike Park discretionary grant request**

**That** Methven Community Board allocates \$3,000 from its discretionary fund to the Mt Hutt Bike Park to engage a professional photographer and videographer for the upcoming South Island Secondary Schools Mountain Biking Championships 2025, on the condition that photographs and video footage of the Methven township is included, with copyright of these specific images being granted to Experience Mid Canterbury (via Ashburton District Council).

Lock/Jenkinson Carried

Cr Mackle recorded his vote against the motion

**6 Activity Reports**

**That** the reports be received.

McMillan/Fitzgerald Carried

**6.1 Infrastructure & Open Spaces**

**• Roothing**

Methven Chertsey Road drainage states no action required. The Board noted that there were still flooding issues in this area and would like the issue revisited.

**6.2 Democracy & Engagement**

**• Methven Community Strategic Plan**

A meeting date for the week of 24/28 February has been proposed for a workshop on the draft strategic plan, these dates do not suit all of the Board members and it was requested that the possibility of scheduling the meeting a week earlier be looked into.

**Business transacted with the public excluded - 10.12 am**

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

Owen/Lock Carried

The meeting concluded at 11.36am.

Confirmed 10 March 2025

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Chairman

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## 5. Draft Methven Community Strategic Plan 2025

Authors	<i>Tayyaba Latif, Policy Advisor</i> <i>Lou Dunstan, Policy Advisor</i>
Activity Manager	<i>Mark Low, Strategy and Policy Manager</i>
Executive Team Member	<i>Toni Durham, GM Democracy and Engagement</i>

### Summary

- The purpose of this report is to provide Methven Community Board with an update on the development of the Methven Community Strategic Plan.

### Recommendation

1. That the Methven Community Board receive the report.

## Background

### The current situation

1. In 2024, Ashburton District Council (Council) allocated \$20,000 in year 1 of the 2024-34 Long Term Plan for the development of an updated Methven Community Strategic Plan (the plan).
2. Development of the plan has been underway since September 2024; this work has been led by the Methven Community Board (the Board) with support from Council.
3. The plan sets out what the Methven community would like to achieve over the next 10 years. It defines short, medium and long term objectives and includes a series of actions to help achieve them.
4. There are four strategic goals that the objectives and actions relate to;
  - Goal One: Methven is an attractive town in which to live, work and play
  - Goal Two: Methven is a leader in tourism and business opportunities
  - Goal Three: Methven is a well informed and participating community
  - Goal Four: Methven is a safe and accessible area which cares for the wellbeing of its community
5. The plan has been developed based on the ideas and feedback the community shared through pre engagement in relation to the four goals. Feedback received during the draft plan consultation will also be considered and reflected in the final plan.
6. It is anticipated that the final plan will be adopted by the Board by mid-June 2025. Below is an overview of the project timeline.

Project Phase	Timeframe	Progress
Defining scope of plan / planning	September – October 2024	Completed
Engagement	November – December 2024	Completed
Plan Drafting	January – February 2025	Completed
Draft Plan Consultation	March 2025	In progress
Finalising Plan	April – May 2025	
Adoption of final plan	June 2025	

### Engagement Phase

7. From the 18<sup>th</sup> of November – 22<sup>nd</sup> December 2024, the Methven Community Board led the “What do ya reckon, Methven?” campaign. During the campaign, the Board asked the Methven community to share their ideas online, via post, or through two public workshops held at the Mt Hutt Memorial Hall.

8. The Board received 84 submissions from residents, local businesses, community groups and interested organisations. Students from Our Lady of the Snow School also took part, providing feedback through dedicated activity sheets.
9. Submissions, including a summary of feedback and activity sheets, can now be viewed [online](#).

#### Online and Mail Survey

10. The survey provided the community with an opportunity to share ideas related to each of the four strategic goals, as well as provide other ideas they had about Methven's future. Key questions in the survey included:
  - What could be done over the next 10 years to develop Methven?
  - What can be done to raise both the business and tourism profiles of Methven – locally, nationally and internationally?
  - What could be done over the next 10 years to promote community engagement?
  - What could be done over the next 10 years to make sure Methven remains safe and accessible for all?
11. 84 online and post submissions were received, 80% of which were from those who reside in Methven. Goal one received the largest number of contributions with 29% of submitters contributing ideas related to this goal.

12. The top themes for each goal were:

		No. of contributions
Goal one	Recreation opportunities for residents and visitors	33
Goal Two	Supporting existing businesses	24
Goal Three	Community sense of belonging	17
Goal Four	Safe and efficient transport	27

#### Community Workshops

13. As part of pre-engagement, the Board also facilitated two public workshops attended by 30 people across the two sessions. The workshops provided an opportunity for residents, local business owners and community groups to share their ideas in person through a series of workshop activities.
14. Key themes / ideas from the workshops included:
  - Goal One
    - Improve Methven's CBD appearance
    - Grow / support existing retail offerings
  - Goal Two
    - Promote Methven through an official site
    - Develop year-round recreational activities

### Goal Three

- Improve the quality and accessibility of information
- Ensure volunteerism in Methven remains strong

### Goal Four

- Improve transportation, road safety, and accessibility to healthcare

15. The feedback received via the workshops was processed in conjunction with the other feedback received.

### School Activity Sheets

16. School students had the opportunity to share ideas through a dedicated activity sheet. The sheet asked students for ideas related to making Methven a great place for young people, looking after our natural environment, and bringing more visitors to Methven. 18 submissions were received from students aged from 9-12.
17. There were a variety of ideas received from the students, including opening a bakery, building more pedestrian crossings, developing a windmill farm to supply energy to the town, opening a cat café, and upgrading the local pool.

### Plan Drafting

18. Following engagement, the plan was drafted based on feedback received from the community. The board had two workshops to carry out and confirm this work.
19. First workshop: In January 2025, the board analysed all the feedback received. Feedback analysis helped shape the objectives, actions, and timeframes to include the draft plan. The Board also identified who could be involved, such as the board itself, other organisations, and community groups, in achieving various actions.
20. After examining the feedback and identifying objectives and actions, the Board advised Council staff to draft the plan for second round of community consultation.
21. Second workshop: In February 2025, the Board reviewed the draft Methven Community Strategic Plan. The Board made various recommendations across different sections of the draft plan. Based on the Board's guidance, Council staff updated the draft plan before finalising the document ready for the second round of community consultation.

### Draft Plan Consultation

22. The Board now intends to consult the public on the draft plan from today until the 6<sup>th</sup> of April 2025.
23. The Methven community (and other community members) can now share their thoughts on the draft plan and let the Board know if they think the plan is on the right track, or if they think some changes should be made before the final plan is adopted.



- 24. Feedback on the draft plan can be provided via the [Methven Community Strategic Plan website](#). The Methven Community Board will also be available to talk to in person at the Methven A&P Show on Saturday 15<sup>th</sup> March.
- 25. Submitters will have the opportunity to speak to their submissions in person once consultation has closed. The submission workshop will give those who submitted a chance to talk to points in their submission, and for the Board to ask questions about the ideas they have provided. The date for the workshop will be confirmed closer to the time.

## Next Steps

### Final Plan

- 26. There will be a final stage in which the Board review the feedback received during the draft plan consultation period and make any final changes based on feedback from the community.
- 27. The final plan is expected to be adopted by the Methven Community Board by mid-June 2025. Implementation of the plan is driven by the Board in partnership with community stakeholders and ADC.

### Legal/policy implications

#### Policy requirements

- 28. Council's Long-Term Plan is the primary document that highlights any future development and programmes in the Ashburton District, including Methven.
- 29. Methven's community strategic plan is not a legislative requirement. The plan is not adopted by Council, rather, it is a plan developed by the community, for the community to help define priorities and goals at a local level.

### Financial implications

Requirement	Explanation
What is the cost?	\$20,000
Is there budget available in LTP / AP?	This project has been funded in year 1 of the LTP 2024-34
Where is the funding coming from?	LTP
Are there any future budget implications?	No –as long as the cost does not exceed the budget provision
Reviewed by Finance	Erin Register; Finance Manager.

## Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Medium
Level of engagement selected	2. Consult
Rationale for selecting level of engagement	The Methven Community will continue to be consulted with to help develop and finalise the plan. Other community members are welcome to contribute ideas.
Reviewed by Strategy & Policy	Mark Low, Strategy and Policy Manager

## 6. Activity Reports

### 6.1 Infrastructure & Open Spaces

#### 6.1.1 Roading

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

The installation of a NO EXIT sign at the RRP on Methven Chertsey Road is being arranged by Solid Waste staff.

Drainage on Methven Chertsey Road will have some further investigation, to determine if another soak pit is required.

CRM Request	Received	Summary details	Status
CRM1600077/25	20/01/2025	SH77 – weed spraying	Completed
CRM300002/25	27/01/2025	Methven Chertsey Rd - drainage	Investigation
CRM16000098/25	30/01/2025	McMillan St service lane - footpath	Work programmed
CRM0500016/25	11/02/2025	Carr St - footpath	Work programmed
CRM1600134/25	13/02/2025	Methven Chertsey Rd - sump	Investigation
CRM0500019/25	17/02/2025	Forest Dr – footpath	Completed
CRM1600151/25	18/02/2025	Memorial Cr – drainage	No action required
CRM300006/25	19/02/2025	McMillan St – drainage	Completed
CRM300007/25	21/02/2025	SH77 – drainage	Completed

#### 6.1.2 Methven festive lighting

An audit of electricity unmetered load for streetlights has been undertaken. Few issues were raised but officers have been asked to clarify ownership of the festive lights in Methven and how they are managed. It is understood that the lights are connected and disconnected each year by a local electrician. When this is done Meridian is to be informed. An inspection by our streetlight maintenance contractor raised some concerns about the quality of the lights.

Officers will be looking to clarify whether these lights are part of the Methven Lighting Group project, and who connects/disconnects and when, so this can be reported to Meridian and updated in Council’s streetlight database.

#### 6.1.3 Open Spaces

- **Reserves**

Summer weather conditions turned in December back into Spring-like growing conditions. This curtailed other maintenance activities with a renewed focus on mowing. This even led to bulk mown grass being left on reserves following the mowing activity, creating a number of comments and complaints around the district. This weather also triggered Spring-like growth of weeds in gardens and edges. Staff are still struggling to get on top of this unseasonal growth.

The CBD annual beds have settled in well and with favourable growing conditions and the planters putting on a good colourful display.

Playground inspections and maintenance continues on a weekly cycle throughout the District. Pricing has been received for the updating of another section of playground edging at the Railway Reserve playground. The contract has been awarded and work will commence in the coming months. Thereafter, the soft fall will be topped up to achieve compliance. The long wait for replacement parts for the Camrose playground rocker is nearly over with the supplier taking delivery of the equipment in mid-February. Once it arrives at the Open Spaces depot, staff shall reassemble and reinstall it.

A CBD park bench was knocked out in a vehicle accident. Staff are working with our repairer to have it reinstalled. Other timber slatting replacements on park benches are ongoing.

The Methven CBD lighting for new in-ground under-tree lighting infrastructure is progressing. Council staff are also liaising with and providing advice to the Community Lighting Group on other aspects to the town lighting project.

Spaxton Street has had its street trees pruned with lower branched being lifted.

Planning and consultation work is still underway relating to the Garden of Harmony / Methven Birdsong Initiative project. A further report on this is being finalised by Commercial Property.

- **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. Staff are currently getting quotes for a new 40 plot cremation beam.

The bund on the eastern side of the Cemetery is being extended as suitable material becomes available from outlying rural cemeteries. Thereafter it will be capped with topsoil and the revegetation plantings extended over the new bund area.

- **Public toilets**

These are functioning well with no recent issues. A sensor light has been installed in both public toilets on the Methven Domain.

CRM Request	Received	Summary details	Status
CRM0200002/25	05/02/2025	Methven cemetery. -Some of the return servicemen grave plaques have been damaged	Site visit confirmed no damage or missing plaques.
CRM1200013/25	21/01/2025	Vandalism/Playground safety. U bolt has come apart on swing, tyre and concrete block dumped	Tyre collected, concrete removed from site, swing isolated until repair carried out - next day.
CRM2300004/25	07/01/2025	Street trees - Spaxton Street trees need pruning so walkers can walk safely on footpath	Staff have requested quotes from arborist panel. Scheduled, work pending.
CRM2300215/24	04/01/2025	Tree pruning - Farquar Place trees need pruning - walkers have to duck under them	Not Open Spaces - tree on private property, reassigned to Compliance.

CRM3400003/25	10/01/2025	Vandalism - Broken glass in skate bowl at skate park	Glass cleaned up.
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#### 6.1.4 Three Waters

CRM Request	Received	Summary details	Status
CRM100005/25	04/01/2025	Water Leaking on Colcord Place	complete
CRM100006/25	06/01/2025	Water leaking at Colcord Place	complete
CRM100007/25	06/01/2025	Water leaking at Main Street	complete
CRM100009/25	06/01/2025	Leak on the road at Spaxton Street	complete
CRM100017/25	06/01/2025	Leak on Main Street	complete
CRM100023/25	07/01/2025	Leak in the Public Toilet Carpark	complete
CRM100029/25	08/01/2025	Leak on the footpath at Gleniffer Place	complete
CRM100031/25	09/01/2025	Leak on the road at Main Street	complete
CRM100041/25	13/01/2025	Leak on the footpath at Macphail Street	complete
CRM100050/25	14/01/2025	Water Leak at Alma Place	complete
CRM100051/25	14/01/2025	Water Leak at Farquhar Place	complete
CRM100054/25	14/01/2025	Leak at Macphail Street	complete
CRM100079/25	17/01/2025	Water Leak at Farquhar Place	complete
CRM100095/25	21/01/2025	Water Leak at Farquhar Place	complete
CRM100103/25	22/01/2025	Water Leak at Farquhar Place	complete
CRM101359/24	04/01/2025	Water Leak at McMillan Street	complete
CRM200008/25	28/01/2025	Overflowing Drain at Dolma Street	complete

#### 6.1.5 Solid Waste Management and Collection

CRM Request	Received	Summary Details	Status
CRM3400003/25	10/01/2025	Broken glass in the Methven Skate Park/Bowl	Past
CRM3900063/25	13/01/2025	Yellow bin damaged	Past
CRM3900064/25	13/01/2025	Red bin damaged	Past
CRM3900069/25	14/01/2025	Red bin not collected	Past
CRM3900122/25	21/01/2025	Red bin not collected	Past
CRM3900123/25	21/01/2025	Request for additional red bin	Past
CRM3900125/25	21/01/2025	Red bin not collected	Past
CRM3900126/25	21/01/2025	Request for new yellow and red bins	past
CRM3900133/25	22/01/2025	Red bin damaged	Past

CRM3900139/25	23/01/2025	Red Bin missing a lid	Past
CRM3900150/25	27/01/2025	Additional bins request	Past
CRM3900181/25	30/01/2025	Missing yellow bin	Past

## 6.2 Democracy & Engagement

### 6.2.1 Strategy & Policy updates

- **Annual Plan 2024/25**

Work progresses on the Annual Plan 2025/26, with Council having public workshops to review aspects of the plan.

- **Methven Community Strategic Plan**

Engagement feedback has been collated and themed with the Board workshopping the draft plan in January/February. Work is now progressing towards the draft plan consultation in March 2025.

- **Policy and Strategy Reviews/Development**

Work continues on several policy reviews, including the Procurement Policy, Development Contributions Policy, and Library Collection Policy.

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

- **Climate Change and Sustainability Strategy**

Early engagement occurred on the Climate Change and Sustainability Strategy in January/February 2025, including a public and stakeholder workshop. Work is now underway to bring that feedback to Council and the framework for a draft strategy.

- **Local Water Done Well**

Work on the Local Water Done Well work programme continues. Council are considering three possible options – 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 was completed and presented to Council in February 2025. A report and business case is being prepared for Council to select a proposal to be consulted on in March 2025 alongside at least one other option. Timeframes are summarised below:

Date	Step
<b>February/March 2025</b>	Service Delivery Models decision-making
<b>March/April 2025</b>	Consultation on proposed Service Delivery Model
<b>April 2025</b>	Hearing and Deliberations
<b>May 2025</b>	Service Delivery option decision-making
<b>May/August 2025</b>	Water Services Delivery Plan (WSDP) finalisation and certification
<b>August 2025</b>	WSDP adoption by Council, then submitted to DIA

- **ADC Submissions**

Submissions have been made since the last meeting on:

Organisation	Submission Summary	Type	Due Date	Status
Finance and Expenditure Select Committee	<a href="#">Local Government Water Services Bill submission</a>	Council	23 February	Lodged

## 6.2.2 Triennial elections 2025

Triennial elections for Council and the Community Board will be held on 11 October 2025. As in previous years this will be conducted using the First Past the Post (FPP) electoral system. Council has resolved that candidates' names will be in random order on the voting papers. This is the option most preferred by councils throughout New Zealand (around 73% used random order in the 2022 triennial elections).

Communications and engagement plans for the 2025 elections are being prepared and will be timed for the three key stages – Enrol / Stand / Vote. More information can be found on Council's [website](#) and key dates are shown below.

June /July 2025	Pre-election report finalised and released (published on the web) by 18 July, two weeks before nominations close.
4 July – 1 August 2025	Candidate nominations open and electoral roll opens for public inspection
Wednesday 2 July 2025	ADC Candidate information evening
1 August 2025	Candidate nominations and electoral roll close at 12 noon
By 6 August 2025	Public notice of candidates' names and special voting
9-22 September 2025	Voting documents delivered
9 September – 11 October 2025	Voting period – roll scrutiny, progressive processing, special voting period
11 October 2025	Election day – voting closes at 12 noon (progress / preliminary results as soon as practicable after close of voting)
16-19 October 2025	Declaration of election results
October/November 2025	Inaugural Council meeting and swearing in elected members

## 6.3 Compliance & Development

### 6.3.1 Building Services

The table shows 10 consents have been issued, five of which have been new housing (last year 37 of the consents were for houses). So far this year (one month in) new housing in Methven equates to 38% of the new housing in our district. Best start to the year since at least 2006 (when the current computer system records began).

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)	(6)	(\$1,950,000)	(\$3,521,500)
March	(4)	(10)	(\$1,246,000)	(\$4,767,500)
April	(8)	(18)	(\$1,932,000)	(\$6,700,250)
May	(5)	(23)	(\$1,911,445)	(\$8,611,695)
June	(3)	(26)	(\$111,500)	(\$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
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
- landholder 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

January 2025 income and expenditure report

**Appendix 1**

Hamish Riach  
**Chief Executive**

# Appendix 1

## Monthly Income and Expenditure Report - 139 - Methven Community Board For the Month Ended 31 January 2025

	Month Actual	Year To Date Actual	Full Year Budget	Remaining Full Year Budget
<b>Income</b>				
Targeted Rates	10,661.77	74,975.59	119,736.96	44,761.37
<b>Total Income</b>	<u>10,661.77</u>	<u>74,975.59</u>	<u>119,736.96</u>	<u>44,761.37</u>
<b>Expenditure</b>				
Salary / Wages	1,378.54	10,326.75	21,661.00	11,334.25
Staff Training	0.00	0.00	999.96	999.96
Allowances	0.00	1,550.00	3,500.04	1,950.04
Indemnity Insurance	0.00	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	21,644.80	38,315.00	16,670.20
Room Hire	182.60	182.60	0.00	-182.60
Executive Team	1,259.92	8,670.04	12,508.72	3,838.68
People and Capability	372.58	2,352.81	4,233.68	1,880.87
Treasury	112.14	741.43	1,481.45	740.02
Rates	132.43	474.74	1,004.12	529.38
Business Support	159.75	1,550.97	3,401.01	1,850.04
Communication	832.92	5,817.17	10,810.44	4,993.27
<b>Total Expenditure</b>	<u>4,430.88</u>	<u>84,819.52</u>	<u>127,890.46</u>	<u>43,070.94</u>
<b>Net Surplus/(Deficit)</b>	<u>6,230.89</u>	<u>-9,843.93</u>	<u>-8,153.50</u>	<u>1,690.43</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>6,230.89</u>	<u>-9,843.93</u>	<u>-8,153.50</u>	<u>1,690.43</u>
<b>Cash Reserves</b>				
Separate Reserves	0.00	0.00	8,477.00	
Plus Net Surplus/(Deficit)		-9,843.93		
Less Capital Expenditure		0.00		
<b>Closing Cash Reserves</b>		<u>-9,843.93</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]*