

# **Methven Community Board**

## **AGENDA**

### **Notice of Meeting**

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

**Date:** Monday 2 December 2024  
**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 – 21/10/24 **3**

#### Matters for Decision

- 5** Methven Toy Library discretionary grant request **6**
- 6** Methven & Foothills Walking Festival discretionary grant request **14**
- 7** Mt Hutt Memorial Hall discretionary grant request **21**

#### Activity Reports

- 8.1** Infrastructure & Open Spaces **27**
- 8.2** Democracy & Engagement **29**
- 8.3** Business Support **31**
- 8.4** Compliance & Development **32**

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#### **4. Methven Community Board – 21/10/24**

Minutes of the Methven Community Board meeting held on Monday 21 October 2024, 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 and Robin Jenkinson.

**In attendance**

Toni Durham (GM Democracy & Engagement) and Phillipa Clark (Governance Support).

**1 Apologies**

Cr Liz McMillan

Sustained

**2 Extraordinary Business**

Nil

**3 Declarations of Interest**

Nil.

**4 Confirmation of Minutes**

**That** the minutes of the Methven Community Board meeting held on 9 September 2024, be taken as read and confirmed.

Fitzgerald/Jenkinson

Carried

**Matters arising**

Methven cemetery – the area of concern is on the roadside and the matter will be referred to Council’s Roading Manager to look at what’s causing water to pool.

**5 Discretionary Grant Request – Methven Arts & Growers Market**

**That** Methven Community Board allocates \$2,000 from its discretionary fund to Jennifer Lalor to establish the Methven Arts & Growers Market.

Owen/Fitzgerald

Carried

**6 Discretionary Grant Request – Methven & Foothills Birdsong Initiative Trust**

**That** the Methven Community Board allocates \$8,000 + GST from its discretionary fund to the Methven and Foothills Birdsong Initiative Trust for the development of a landscape concept plan.

Fitzgerald/Owen

Carried

- 7 Discretionary Grant Request – Methven Primary School Prizegiving Funding**
- That** Methven Community Board allocates \$100 from its discretionary fund to the Methven Primary School for prizegiving.
- Owen/Lock Carried
- 8 Activity Reports**
- That** the reports be received.
- Jenkinson/Owen Carried
- 8.1 Infrastructure & Open Spaces**
- **Roading**
- The Board agreed that the area around the relocated speed sign, as one of the entrances to the town, need to be tidied and maintained. The trees leading to the Ōpuke pools may need further trimming. The Board also questioned whether Open Spaces are required to mow the area around the Garden of Harmony which has become overgrown. Comment will be sought from Council’s Roothing and Open Spaces Managers.
- **CBD lighting project**
- A public meeting will be held this Thursday at 7pm in the Mt Hutt Hall. A quote has been received from EA to upgrade the power connection for in-ground, under-tree lighting (\$26k).
- **CRMs**
- The Board agreed it would be useful to have some additional detail alongside requests if there is further work required to “complete” a request for service.
- 8.2 Democracy & Engagement**
- **Local water done well**
- The Mayor provided a brief date on the three options that Council is considering –
- 1) Status quo – but including Commerce Commission / economic regulator requirements
  - 2) CCO – in-house - still with the economic regulator
  - 3) CCO – with EA running this (EA has Commerce Commission regulation already)
- Council has ruled out partnering with other councils and will continue work through options to develop a proposal for the future service delivery.
- **2025 Board meetings**
- Dates proposed for Methven Community Board meetings in 2025 are Monday 27 January, 10 March, 14 April, 26 May, 30 June, 11 August and 22 September.
- That** the Methven Community Board meeting dates for 2025, as scheduled, be confirmed.
- Fitzgerald/Lock Carried
- **Birdsong Project – Botanic Landscape Architects Offer of Service**
- That** the Methven Community Board Chair be authorised to sign the Offer of Service on behalf of the Board.
- Jenkinson/Lock Carried

### 8.3 Compliance and Development

- **Visitor accommodation**

The Mayor commented on the report of properties being investigated as breaching visitor accommodation rules. Officers have been asked to look at anomalies with Air B&B commercial rates and whether Council has the process right.

### 8.4 Business Support

- **Finance report**

The Board's discretionary carry-over and swimming pool grant will show in the next (October 2024) income and expenditure report.

### Business transacted with the public excluded - 10.02am

**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	<b>Extraordinary business</b> - Lease agreement	Section 7(2)(h)	Commercial activities

Owen/Jenkinson

Carried

There being no resolutions passed the Board resumed in open meeting and concluded at 10.03am.

Confirmed 2 December 2024

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Chairman

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## **5. Discretionary Grant Request – Methven Toy Library Funding**

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 Toy Library for funding towards cover the ongoing rent and electricity costs for the toy library and to upgrade shelving.
- A request of \$1,742 has been made from MCB.

### **Recommendation**

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

### **Attachment**

**Appendix 1**      Methven Toy Library Funding Application

## Background

### The current situation

1. The Methven Toy Library seeks funding assistance to cover the ongoing rent and electricity costs for their toy library, a community-based initiative that provides low-cost access to toys for families in the area. The committee has also recognised a need for stable and secure shelving for the toys to be displayed.
2. The primary beneficiaries of the toy library are the families and caregivers who use their services. This includes parents, grandparents, foster families, and other caregivers who rely on the library for access to educational toys and resources. These families benefit from affordable, high-quality toys that support their children's development, learning, and social skills. In particular, families facing financial hardship will benefit the most, as they may not have the resources to purchase a wide variety of educational toys.
3. The Methven Toy Library received \$1,305 from Council in 2024/25 for operational costs, specifically salaries and wages.
4. The funding request is for \$1,742 from the MCB.
5. MCB has a \$19,032 remaining to be distributed in 2024/25.

### Options analysis

#### Option one – Agree to fund the Methven Toy Library \$737 for the shelving upgrades. (Recommended)

6. Officer recommendation is based off covering the non-operating costs of the request only. This has been made to keep the MCB from setting a precedent with funding operating costs (like rent and electricity) for community organisations.

<b>Advantages:</b> Support of a positive community organisation that is appealing to the local community.	<b>Disadvantages:</b> Loss of grant funding for other possible applicants.
<b>Risks:</b> Funds not being spent on the project allocated.	

## Option two – Do not fund the Methven Toy Library

<p><b>Advantages:</b> Retention of grant fund for future applicants</p>	<p><b>Disadvantages:</b> Missed opportunity to support young families in the community.</p>
<p><b>Risks:</b> Reputational risk to MCB of not supporting the Methven Toy Library.</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		Grant funding for this applicant will enhance the environmental, social and cultural wellbeing of the local community.
Environmental	✓	
Cultural	✓	
Social	✓	

## Financial implications

Requirement	Explanation
What is the cost?	\$737
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	Tania Paddock; Acting Group Manager – Business Support



## 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

## Appendix one – Methven Toy Library Funding Application

### Your Organisation's details:

Organisation name: Methven Toy Library (Ellen Robinson)

Please enter the total amount of funding you require for this project.: \$1,742.00

### Details

Organisation details:

The Methven Toy Library (MTL) was established in 2003, driven by a community will to have such a facility in the heart of Mid-Canterbury. We aim to bring good quality, well designed and appropriate toys and equipment within the reach of families; to help them help their children reach their full potential. We offer toys, puzzles, games and learning activities for members to hire. Our toys are aimed at ages 0 – 6 years. Membership is open to all including casual (1 month) memberships for grandparents or visitors to the area, we keep our membership fees low and offer a discount for volunteering and is a way for children to have access to a variety of toys big and small. The large toys that we offer are often too expensive for an individual family to purchase and the cost of new toys is forever increasing. We have also supported local events such as the Methven Craft Fair, Methven Exhibition and Methven A&P Show. We have steadily grown our membership and currently have 30 member families (42 children). A number of new families have joined the MTL, as well as some families leaving the MTL due to their children now outgrown the toys we offer. We have been working hard to grow our membership by being very active on social media (especially advertising new toys we were able to purchase through grants we received), along with posting a 'Toy of the Week' which is free for the community to hire.

### About your project

Describe your project / programme::

Our project seeks funding assistance to cover the ongoing rent and electricity costs for our toy library, a community-based initiative that provides low-cost access to toys for families in the area. The toy library is a vital resource for parents and caregivers, offering a wide selection of toys that support children's learning and development. By allowing families to borrow toys instead of having to purchase them, we help reduce financial burdens, promote sustainability, and encourage imaginative play. The Methven Toy Library committee has also recognised a need in our building that we require stable and secure shelving for our toys to be displayed. This shelving will also be stable for children to not be able to pull the shelving down, as this has been a Health and Safety issue for us in the past.

Why is the project / programme required, and what evidence do you have of this?:

The current shelving in our toy library is inadequate for our growing collection and the increasing number of families we serve. Many of the existing shelves are overcrowded, unstable, and not designed for the diverse range of toys we offer. This makes it difficult for families to easily find and return items, and increases the risk of accidents from toys being improperly stored. As demand for our services continues to grow, it has become clear that we need more organised and efficient shelving to maintain our high standards of safety, accessibility, and service. As a non-profit, we rely on a mix of donations, grants, and membership fees to cover operational costs. However, despite our fundraising efforts, rent and utility bills account for a significant portion of our expenses and are often unpredictable. Without external support, we face challenges in meeting these costs while also investing in new toys and expanding our programming to meet the needs of the growing membership.

What has been done before? Or what else is happening in the district to address the problem or opportunity?:

Over the past few years, the toy library has made efforts to improve organisation and storage on a smaller scale, such as reconfiguring existing shelving, adding basic storage bins, and rotating toys in and out of the library. However, these measures have proven to be temporary solutions that do not fully meet the needs of our growing membership or toy collection. As a result, the existing shelving is still inadequate, and we continue to face challenges with overcrowding, lack of space, and safety

concerns. The toy library has worked hard to build a sustainable, low-cost resource for families in our community. We have successfully engaged families by offering educational toys for loan, free community events, and workshops aimed at promoting child development through play. Despite our best efforts to minimise operating costs through volunteer work and fundraising, we continue to face financial pressures, particularly related to rent and utility expenses. Past fundraising initiatives have helped us sustain our operations, but they are not always enough to meet the rising costs.

Who will mainly benefit from your project / programme?: The primary beneficiaries of the toy library are the families and caregivers who use our services. This includes parents, grandparents, foster families, and other caregivers who rely on the library for access to educational toys and resources. These families benefit from affordable, high-quality toys that support their children's development, learning, and social skills. In particular, families facing financial hardship will benefit the most, as they may not have the resources to purchase a wide variety of educational toys.

What is the main outcome(s) your project / programme will achieve?: The new shelving units will allow for a more efficient and organised storage system, making it easier for families and caregivers to browse, select, and return toys. This will improve the overall experience for members, increasing the likelihood of repeat visits and greater engagement with the library. With new, sturdy shelving units, we will reduce the risk of accidents or injuries caused by overstuffed or unstable storage. Proper shelving will also ensure that toys are kept in good condition, extending their lifespan and maintaining a safe, clean environment for children. With stable funding for rent and utilities, we can focus on expanding our outreach efforts and providing more services to underserved families. The toy library is a valuable resource for families who may not have the financial means to purchase a variety of educational toys. By ensuring our facility remains open and functional, we can continue to engage with more families in need, enhancing access to play-based learning materials.

How will you measure your success, and what data will you use?:

The primary indicator of success will be the continued operation of the toy library without disruption to our services. Securing funding to cover rent and electricity will allow us to maintain our physical location and ensure that the library remains open on its regular schedule.

### Voluntary Efforts

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?:

If we do not receive the full amount of the grant requested, we would not purchase the shelving units or need to look elsewhere for alternative funding, or fund the shelving ourselves with fundraising in the community. Without funding to cover rent and electricity costs, the toy library may be forced to reduce its hours of operation or, in the worst-case scenario, close temporarily or permanently.

## Financial information

Please complete this simple budget outline to show project costs and what the grant would fund, if successful.

Project / Programme budget (E.g., tutor fees, tradesmen etc)	Council funding sought	Other funding for project	Total
Jobmate 5 Shelf Unit x3 - \$224.00 each	\$672.00		\$672.00
Jobmate 2 Shelf Unit x1 - \$64.98 each	\$64.98		\$64.98
Electricity	\$200.00		\$200.00
Rent to Ashburton District Council	\$805.00		\$805.00
<b>TOTAL</b>			\$1,742.00

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

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 & Foothills Walking Festival for funding towards the insurance, marketing and family day event costs.
- A request of \$2,395 has been made from MCB for the project.

### Recommendation

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

### Attachment

**Appendix 1**      Methven & Foothills Walking Festival Funding Application

## Background

### The current situation

1. The Methven & Foothills Walking Festival is seeking funding for costs associated with running the 2025 festival.
2. The funding will be used for funding fairy activity costs, liability insurance and marketing.
3. MCB has funded the festival in recent times as follows:
  - 2021/22 \$1,500
  - 2022/23 \$1,500
  - 2023/24 \$550
4. The funding request is for \$2,395 from the MCB.
5. MCB has a \$19,032 remaining to be distributed in 2024/25.

### Options analysis

#### Option one – Agree to fund the Methven & Foothills Walking Festival \$1,000 for the 2025 festival. (Recommended)

6. Officer recommendation is based off the budgeted costs for liability insurance and marketing.

<b>Advantages:</b> Support of a positive community event that is appealing to the local community and recognises local youth.	<b>Disadvantages:</b> Loss of grant funding for other possible applicants.
<b>Risks:</b> Funds not being spent on the project allocated.	

#### Option two – Do not fund the Methven & Foothills Walking Festival for the end of year prizegiving.

7. MCB may consider that the festival has received considerable funding in recent years.

<b>Advantages:</b> Retention of grant fund for future applicants	<b>Disadvantages:</b> Missed opportunity to support the festival.
<b>Risks:</b> Reputational risk to MCB of not supporting a popular event.	

## Legal/policy implications

### Revenue & Financing Policy

8. 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

9. 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		Grant funding for this applicant will enhance the environmental, social and cultural wellbeing of the local community.
Environmental	✓	
Cultural	✓	
Social	✓	

## Financial implications

Requirement	Explanation
What is the cost?	\$1,000
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	Tania Paddock; Acting Group Manager – Business Support

## 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

## Appendix one – Methven & Foothills Walking Festival Funding Application

### Your Organisation's details:

Organisation name: Methven & Foothills Walking Festival (Tania Wright)

Please enter the total amount of funding you require for this project.: \$2,395.00

### Details

Organisation details: Methven & Foothills Walking Festival - an annual festival of walks around the district

### Programme Dates

Start Date: 17/04/25

Completion Date: 22/04/25

### About your project

Describe your project / programme:: We are a non profit group offering a range of walking events for all ages and levels of physical ability over Easter 2025.

Why is the project / programme required, and what evidence do you have of this?: We are an event festival that showcases the district and promotes health and wellbeing by getting out into nature. The event has run for the past 2 years with local support, great feedback and increased numbers.

What has been done before? Or what else is happening in the district to address the problem or opportunity?: As stated above, the event has run for the past 2 years, it was conceived by a gathering of several different local groups, such as the Awa Rata Reserve Board, the Methven Historical Society, the Mt Somers Walkway and the Methven Scarecrow Trail. The idea being that, as a collective, we run an event that promotes the varying aspects of each group.

Who will mainly benefit from your project / programme?: All who attend the event will benefit physically, socially and environmentally. Statistics taken from the previous 2

years, show that many families/groups attend from outside the district, therefore all retail businesses, accommodators, cafes, restaurants and activity providers benefit from the event.

What is the main outcome(s) your project / programme will achieve?:

Bringing people to experience all our district has to offer in a way that promotes health and wellbeing.

How will you measure your success, and what data will you use?:

Each year, data is collected and collated through registration and feedback forms.

**What other funding are you applying for, for this event?**

Organisation:

Creative Communities Scheme

Amount requested:

\$2,000.00

Date results known:

\$1,000.00 received 03/10/24

**Voluntary Efforts**

Voluntary Effort:

All committee members of the Methven & Foothills Walking Festival are volunteers, we are passionate about our community, bringing people into the district and showcasing our environment.

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?:

At least one of the larger and most popular family events would need to be cancelled.

## Financial information

Please complete this simple budget outline to show project costs and what the grant would fund, if successful.

<b>Project / Programme budget</b> (E.g., tutor fees, tradesmen etc)	<b>Council funding sought</b>	<b>Other funding for project</b>	<b>Total</b>
The Fairy Collective – Family Day at Enchanted Forest	1,395.00	1,000.00 Received 3/10/24	1,395.00
Rothbury Insurance Brokers – Liability Insurance Annual policy rolled over, amount fluctuates	500.00		500.00
<del>Wildkor Creative - marketing</del>	500.00		500.00
<b>TOTAL</b>			\$2,395.00

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## ***7. Discretionary Grant Request – Mt Hutt Memorial Hall Funding request***

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 Mt Hutt Memorial Hall Board for funding towards replacing trestle tables and undertaking interior painting.
- A request of \$3,540.40 has been made from MCB for the project.

### **Recommendation**

- 1. That** Methven Community Board allocates \$1,600 from its discretionary grant to the Mt Hutt Memorial Hall Board for the interior painting.

### **Attachment**

**Appendix 1**      MHMH Funding Application

## Background

### The current situation

1. The Mt Hutt Memorial Hall Board have identified that they would like to replace the trestle tables and trolley, and re-paint the Supper Room and Art Gallery of the facility.
2. The Mt Hutt Memorial Hall received funding of \$1,300 from Council's Community Infrastructure Grant in 2024/25 to replace the trestle tables and trolley (from a total project cost of \$2,637 ex GST).
3. The funding request is for \$3,540.40 from the MCB.
4. MCB has a \$19,032 remaining to be distributed in 2024/25.

### Options analysis

#### Option one – Agree to fund the Mt Hutt Memorial Hall Board \$1,572 for repainting. (Recommended)

5. Officer recommendation is based off the partial funding having already been provided in a previous grant application, leaving MHMH to fund \$1,300 to replace the trestle tables and trolley.
6. The figures of \$1,572 is exclusive of GST.

<b>Advantages:</b> Support of a well utilised community asset.	<b>Disadvantages:</b> Loss of grant funding for other possible applicants.
<b>Risks:</b> Funds not being spent on the project allocated.	

#### Option two – Do not fund the Mt Hutt Memorial Hall Board for the projects.

<b>Advantages:</b> Retention of grant fund for future applicants	<b>Disadvantages:</b> Missed opportunity to support the facility.
<b>Risks:</b> Reputational risk to MCB of not supporting a well used community space.	

## 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		Grant funding for this applicant will enhance the environmental, social and cultural wellbeing of the local community.
Environmental	✓	
Cultural	✓	
Social	✓	

## Financial implications

Requirement	Explanation
What is the cost?	\$1,572
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	Tania Paddock; Acting Group Manager – Business Support

## 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



## Appendix one – MHMH Funding Application

### Details

Organisation details: Mt Hutt Memorial Hall (Karen Blacklow)

### Programme Dates

Start Date: 01/12/2024

Completion Date: 31/03/2025

### About your project

Describe your project / programme: Painting and repairs of damaged walls in Function Room, Art Gallery and Hall of Memories. Replacement of older, damaged and unsafe trestle tables and trolley.

Why is the project / programme required, and what evidence do you have of this?: Funding required to cover wear and tear of the MHMH over the past 15 years due to shortfall of ADC funding available. Rodents/possums have caused damage in the roof space and severe rain events over time, have caused water damage down walls and ceilings.

What has been done before? Or what else is happening in the district to address the problem or opportunity?: Limited, temporary and unsatisfactory repair jobs.

Who will mainly benefit from your project / programme?: As the MHMH is a community facility in which we should all have pride, the whole community benefits when they can see a well maintained and cared for building.

What is the main outcome(s) your project / programme will achieve?: Continued good levels of maintenance and upkeep of the MHMH.

How will you measure your success, and what data will you use?: Numerous members of the community and users of the facility, have passed comment on the deterioration of the building and its spaces.

### What other funding are you applying for, for this event?



## 8. Activity Reports

### 8.1 Infrastructure & Open Spaces

#### 8.1.1 Roading

Routine work is being carried out. There are no projects currently programmed.

Reseal is programmed for Spaxton St from SH77 to Blackford St.

CRM Request	Received	Summary details	Status
CRM1601054/24	30/09/2024	Bent sign pole Racecourse Ave	Completed
CRM0500116/24	07/10/2024	Accessway repair Sam Holmes Dr	No action required
CRM1601076/24	07/10/2024	Inspection and cleaning Methven Chertsey Rd	Completed
CRM1601086/24	08/10/2024	Missing sump grate Methven Chertsey Rd	Completed
CRM0500118/24	14/10/2024	Accessway repair Shearer Pl	No action required
CRM1601108/24	16/10/2024	Reinstate parking sign SH77	Completed
CRM0500122/24	18/10/2024	Footpath paver repair SH77	Completed
CRM1601126/24	21/10/2024	Crusher dust from oil spill Methven Chertsey Rd	Completed
CRM1601154/24	29/10/2024	Sign maintenance McKerrow St	Completed
CRM0500127/24	29/10/2024	Footpath repair McKerrow St	Under investigation
CRM1601206/24	11/11/2024	Grate replacement Alford St	Completed
CRM1601202/24	11/11/2024	Sign maintenance Patton St	Completed
CRM1601218/24	13/11/2024	Weed spraying Line Rd	Completed
CRM200110/24	17/11/2024	Flooding Methven Chertsey Rd	Completed

#### 8.1.2 Open Spaces

- **Reserves**

Spring growth conditions are prevailing. Growth is typically rampant with increasing ground temperatures coupled with regular rainfall. Again, typically tempered with interspersed cold fronts. Weed and turf growth remains very active.

The CBD annual beds are soon being stripped out and replanted with the summer cycle of flowering annuals. This will provide a boost of colour in the summer holiday season.

Playground inspections and maintenance continues on a weekly cycle throughout the town. Some more CBD park benches have had timber replaced.

Staff continue to work with the Methven CBD lighting project community members. Instruction has been given to EA Networks Centre to commence works on installing in-ground under-tree lighting in the CBD. This work will require new and compliant electrical cabinets.

The Reserve Management Plan process is now in its latter stages with overall adoption scheduled for the 4 December Council meeting.

Council staff, including the Open Spaces Planner and the Ecologist and Biodiversity Advisor are working with the Methven Birdsong Initiative at the Garden of Harmony site. Botanic Landscape Architects are preparing the draft landscape concept plan following confirmation of combined funding ADC, MCB and Methven Lions to progress a landscape concept plan for the whole site.

- **Methven Cemetery**

General maintenance continues at the cemetery. Mowing activities are in full swing. The planted bunds and cemetery berm edges have been re-sprayed.

- **Public toilets**

These are functioning well with no recent issues.

CRM Request	Received	Summary details	Status
CRM0200017/24	24/10/2024	Pothole Methven Cemetery Driveway	Complete, filled in.
CRM0200018/24	29/10/2024	Methven Cemetery, Sunken graves.	Complete, topped up.
CRM0200019/24	31/10/2024	Methven Cemetery, Litter & dead rabbit on path	Complete, picked up.
CRM0200131/24	01/10/2024	Methven Skate Park, smashed glass bottles	Complete, cleaned up.
CRM1200132/24	01/10/2024	Methven Skate Park, vandalism, smashed glass	Complete, cleaned up.
CRM2300172/24	12/11/2024	Silver Birch, trunk hollow collecting water	Inspected, no action required.

### 8.1.3 Three Waters

CRM Request	Received	Summary details	Status
CRM100983/24	24/9/2024	Water Leak in the footpath	Completed
CRM100984/24	24/9/2024	Water leak on Hobbs Road	Completed
CRM101011/24	2/10/2024	faulty Toby at Racecourse Road	Completed
CRM101014/24	2/10/2024	Burst pipe under the road	Completed
CRM200095/24	8/10/2024	Toilet is bubbling & gurgling when flushing	Completed
CRM101034/24	14/10/2024	Leak in the footpath	Completed
CRM200102/24	24/10/2024	Toilet when flushing is not draining away	Completed
CRM300049/24	31/10/2024	Stormwater drain full and blocked outside house	Completed

### 8.1.4 Solid Waste Management and Collection

CRM Request	Received	Summary Details	Status
CRM3902119/24	02/10/2024	Rubbish truck emptied our red bin but had trouble with the lifting mechanism on the truck	Completed
CRM3902120/24	02/10/2024	Request for additional bin	Completed
CRM3902133/24	03/10/2024	Request for bin latches	Completed
CRM3902169/24	08/10/2024	Missed collection	Completed
CRM3902192/24	09/10/2024	Request new bin	Completed
CRM3902207/24	11/10/2024	Request new bin and glass crate	Completed
CRM3902221/24	14/10/2024	Damaged bin	Completed
CRM3902222/24	14/10/2024	Request for new bin	Completed
CRM3902283/24	21/10/2024	Missed collection	Completed
CRM3902307/24	23/10/2024	Request for new bin and crate	Completed
CRM3902334/24	25/10/2024	Return bin for non-payment	Completed
CRM3902348/24	29/10/2024	Damaged bin Lid	Completed
CRM3902349/24	29/10/2024	Request for new bin stickers	Completed

## 8.2 Democracy & Engagement

### 8.2.1 Strategy & Policy updates

- **Annual Report 2023/24**

Council adopted the ADC Annual Report 2023/24 with a clear audit opinion on 30 October.

- **Annual Plan 2024/25**

Work has commenced on the Annual Plan 2025/26, with officers reviewing budgets for Executive team and Council consideration.

- **Love Your Parks - Draft Reserve Management Plans consultation**

A report to adopt the Reserve Management Plan is being prepared for adoption in December.

- **Solid Waste Bylaw review**

The Solid Waste Bylaw hearing and deliberations occurred on Wednesday 16 October, with consultation information available here - [Solid Waste Bylaw consultation](#). The revised bylaw was adopted by Council on 20 November. The main changes made following consultation were improved clarity around application to events and some minor changes to wording and legal clarifications. The bylaw will be effective from 29 November.

- **Methven Community Strategic Plan**

The early engagement on the Methven plan has opened - [What do ya reckon, Methven?](#), with community workshops planned for November 28 and December 1. The Board is progressing this project with staff support. Early engagement closes 22 December.

- **Policy and Strategy Reviews/Development**

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

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

Council has approved the development of a Climate Change and Sustainability Strategy, to replace the Climate Change Policy and Climate Resilience Plan. Work has commenced with early engagement planned for early 2025.

- **Local Water Done Well**

Work continues on the development of a Water Services Delivery Plan under the Local Government (Water Services Preliminary Arrangements) Act. Council has selected 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. Planned timeframes are summarised below:

Date	Step
<b>Now - January 2025</b>	Service Delivery Models scenarios prepared
<b>February 2025</b>	Service Delivery Models decision-making
<b>March 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-June 2025</b>	Water Services Delivery Plan Certification
<b>June 2025</b>	WSDP adoption by Council, then submitted to DIA

- **Stockwater exit**

The Stockwater Transition Working Group is progressing the Stockwater Transition Plan to be presented to Council in December.

- **ADC Submissions**

Submissions have been made since the last meeting on:

Organisation	Submission Summary	Type	Due Date	Status
Environment Canterbury	<a href="#">Draft Regional Public Transport Plan</a>	Council	24 October	Lodged
Environment Canterbury	<a href="#">ECan Representation Review 2024 Final Proposal</a>	Appeal – Council	29 November	Lodged
MBIE	<a href="#">Consultation on increasing the use of remote inspections in the building consent process</a>	Council/ Technical	29 November	Lodged

## 8.2.2 Methven & Foothills Birdsong Trust

Letter of thanks attached.

*Appendix 1*

## 8.3 Compliance & Development

### 8.3.1 Building Services

The table shows 50 consents have been issued, 29 of which have been new housing (last year 27 of the consents were for houses). We are pleased to report that the figures now include the 'missing' data, such as Holmes Road houses and the table has been adjusted to reflect the additional data. Methven is currently 12% down in consent numbers for the year to date and overall the district is 8% down.

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	(3)	(60)	(\$1,721,884)	(\$17,998,936)
December	(6)	(66)	(\$1,438,721)	(\$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
7 more	various	Properties being investigated as breaching visitor accommodation rules	all closed (no breach)

### 8.3.2 Environmental monitoring

CRM Request	Received	Summary details	Status
CRM0100721/24	1/10/24	Microchip Dog	Completed
CRM0100775/24	22/10/24	Welfare of dog	Referred to agency
CRM0100702/24	23/09/2024	Barking dogs	Completed investigation
CRM0100714/24	28/09/2024	Barking dogs	Completed investigation
CRM1000269/24	13/10/24	Excessive noise	Completed, contractor attended
CRM1000271/24	14/10/24	Excessive noise	Completed, contractor attended
CRM1000274/24	19/10/24	Excessive noise	Notice issued, no further action
CRM1000280/24	19/10/24	Excessive noise	Completed, contractor attended
CRM1000289/24	27/10/24	Excessive noise	Completed, contractor attended
CRM1000290/24	27/10/24	Excessive noise	Notice issued, monitoring
CRM3300054/24	27/09/2024	Bylaw complaint – Advertising signage	Under investigation

### 8.3.3 District Planning

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

Staff have previously reported on the appealed resource consent decision to grant an expansion of the Methven Resort. The parties associated with the appeal (the applicant, appellant and Council) attended mediation which resulted in an agreed outcome to approve a modified consent and conditions which the Environment Court has now endorsed through a Court Order. This brings the appeal to an end.

## 8.4 Business Support

### 8.4.1 Property

CRM Request	Received	Summary details	Status
None received since last meeting			

### 8.4.2 Finance Report

October 2024 income and expenditure report

*Appendix 2*

Hamish Riach  
Chief Executive





**ATTENTION : METHVEN COMMUNITY BOARD**

Dear Board members,

I write on behalf of the Methven and Foothills Birdsong Trust to express our appreciation and grateful thanks for the advocacy and support of the MCB for our local initiative.

In discussions around the potential future lease arrangements, the funding of the Concept Landscape Plan, (BOTANIC) , and in discussions and meetings with the ADC, the MCB and especially Chairman Kelvin have been very supportive and generous with time, advice and funding.

We do see this initiative as a long term, community led project and we are grateful that our Community Board is taking a positive coordinating role which is greatly appreciated by our small volunteer group of enthusiasts.

A handwritten signature in black ink, appearing to read 'Barry Maister'.

Barry Maister, on behalf of Mac McElwain and John Corbett

Birdsong Trust Executive

## Appendix 2

### Monthly Income and Expenditure Report - 139 - Methven Community Board For the Month Ended 31 October 2024

	Month Actual	Year To Date Actual	Full Year Budget	Remaining Full Year Budget
<b>Income</b>				
Targeted Rates	10,718.97	42,875.88	119,736.96	76,861.08
Treasury Internal Recoveries	-7.61	1,120.03	0.00	-1,120.03
<b>Total Income</b>	<u>10,711.36</u>	<u>43,995.91</u>	<u>119,736.96</u>	<u>75,741.05</u>
<b>Expenditure</b>				
Salary / Wages	689.27	5,501.86	21,661.00	16,159.14
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	0.00	2,075.04	2,075.04
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	27,100.00	27,100.00	25,000.00	-2,100.00
Donations	0.00	0.00	500.00	500.00
Sundry Expenditure	8,000.00	16,000.00	30,000.00	14,000.00
Executive Team	470.93	4,076.51	12,508.72	8,432.21
People and Capability	253.76	1,183.10	4,233.68	3,050.58
Treasury	188.78	493.87	1,481.45	987.58
Rates	299.75	1,128.53	1,004.12	-124.41
Business Support	171.60	896.54	3,401.01	2,504.47
Communication	522.53	2,972.18	10,810.44	7,838.26
<b>Total Expenditure</b>	<u>37,696.62</u>	<u>61,516.11</u>	<u>119,575.46</u>	<u>58,059.35</u>
<b>Net Surplus/(Deficit)</b>	<u>-26,985.26</u>	<u>-17,520.20</u>	<u>161.50</u>	<u>17,681.70</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>-26,985.26</u>	<u>-17,520.20</u>	<u>161.50</u>	<u>17,681.70</u>
<b>Cash Reserves</b>				
Separate Reserves	0.00	0.00	162.00	
Plus Net Surplus/(Deficit)		-17,520.20		
Less Capital Expenditure		0.00		
<b>Closing Cash Reserves</b>		<u>-17,520.20</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]*