

**MINUTES OF AN ORDINARY MEETING OF THE
SELWYN DISTRICT COUNCIL
HELD IN THE COUNCIL CHAMBER
ON WEDNESDAY 15 NOVEMBER 2023 COMMENCING AT 1.00PM**

PRESENT

Councillors, P M Dean, S N O H Epiha, L L Gliddon, D Hasson, M B Lyall (Acting as Chairperson), S G McInnes, G S F Miller, E S Mundt, N C Reid & Ms M McKay

IN ATTENDANCE

Mrs S Mason (Chief Executive); Messrs. T Harris (Executive Director Development & Growth), M England (Acting Executive Director Infrastructure & Property), R Raymond (Senior Communications Advisor), K Narang (Head of Capital Works), C Warr (Horizontal Infrastructure Projects Manager), T Cockburn (Management Accountant), L Ramirez (Project Manager Horizontal Projects), G Morgan (Head of Operational Delivery), A Mazey (Strategic Transport Lead), R Allen (Acquisitions, Disposals and Leasing Manager), P Bhullar (Project Manager Horizontal Projects), Y Li (Transportation Asset Planning Manager) M Logan (Culture, Content and Learning Manager), and Sean Tully (Mayor's Advisor); Mesdames D Kidd (Executive Director Community Services & Facilities), N Moen (Head of Arts, Culture and Lifelong Learning), Puamiria Parata-Goodall and Ma-Rea Clayton (Kaitohu Matua), J Nicholson (Head of Programme and Performance), S Banbury (Senior Advisor Community Funding), C Quirke (Head of Community and Economic Development) G Bowden (Head of Venues and Events), N Sutton (Head of Community Strategy and Policy), B Bray (Policy Team Leader), C Pikari (Digital Operations Support Specialist) and K Hunt (Executive Assistant to the CEO); and Ms T Davel (Committee Advisor)

The meeting was livestreamed.

APOLOGIES

Apologies were received from the Mayor and Councillor Mugford.

Moved – Councillor McInnes / **Seconded** – Councillor Gliddon

‘That the Council receive the apologies as indicated, for information.’

CARRIED

IDENTIFICATION OF ANY EXTRAORDINARY BUSINESS

None.

CONFLICTS OF INTEREST

Councillor Hasson declared a conflict of interest in relation to funding Selwyn Pest Free in the item *Improving the efficiency, effectiveness, and transparency of community funding (Item 7)*

The Deputy Mayor welcomed Allison Sneddon attending a Council meeting for the first time in her capacity as Chief Financial Officer (CFO).

PUBLIC FORUM

Gwynn Thomson, long time Leeston resident, former owner of the pharmacy, addressed Council. He said he was a member of and past chair of the Leeston Community Committee. Any comments he makes are his own views, but he was supported by others in the community. Leeston has never had a purpose-built community centre and there was wide support for it when council recognised this.

He was in favour of retaining a new facility and noted the community would support option 4 which was a new multi-purpose facility. On the Leeston park options, option 4 will receive most public support. Option 5 features an outdoor open space, and it would be vulnerable to the winds, adding new public facilities need to cater for development.

He had serious concerns about the necessity for the urgency to decide, without going back to the community for support. Ratepayers are entitled to be made aware of the options since they will be responsible for rating. The options were only made available a couple of days ago. Public meetings are underway to select a group representing Leeston and its surrounds, the committee will contribute to any LTP discussions before the close off date. Look forward to a positive outcome and an early start on a new community facility.

The Deputy Mayor said he anticipated it would be open for public consultation as part of the LTP process and thanked Gwynn for coming to address Council.

CONFIRMATION OF MINUTES

1. Minutes of the ordinary meeting of the Selwyn District Council held in the Council Chamber on Wednesday 11 October 2023

Minor amendments to the previous minutes to show that Ms McKay was in attendance with Councillor Miller having been absent.

Moved – Councillor Epiha / **Seconded** – Councillor Mundt

‘That the Council confirms the minutes of the ordinary meeting of the Selwyn District Council held on Wednesday 11 October 2023.’

CARRIED

MATTERS REQUIRING ATTENTION

None new.

REPORTS

1. Mayor

Mayor's Report – November 2023

Moved – Councillor Lyall / **Seconded** – Councillor Dean

That Council receives the Mayor's Report for October 2023 for information.'

CARRIED

2. Chief Executive

Chief Executive's Report

Regarding the calendar of meetings for 2024, the Chief Executive noted that the Regional and Provincial or any LGNZ events dates have not yet been circulated. Once that is done, it will be decided who attends which meetings. Councillors Reid and Epiha noted they had agreed to swap their meetings around, with Finance & Performance now being in the mornings, and Planning and Climate Change in the afternoons.

Minor amendments were suggested and further questions around timing of meetings responded to.

Moved – Councillor Reid / **Seconded** – Councillor Epiha

'That Council:

- (a) Receives the Chief Executive's report for information.*
- (b) Adopt the proposed meeting schedule for 2024.*
- (d) Endorses the appointment of Analisa Elstob, Chair of Audit and Risk Subcommittee and Councillor Dean, Deputy Chair of Audit and Risk Subcommittee and Sharon Mason, Chief Executive Officer and Nick Carter of Brannigans on the interview panel for the recruitment of the Audit and Risk Independent Member.'*

CARRIED

3. Chief Executive

CORDE Limited Annual General Meeting 2023

Councillor Dean asked whether any Councillor could attend or only those being confirmed as proxy, and the Chief Executive confirmed that any Councillor would be welcome to attend.

Moved – Councillor Dean / **Seconded** – Councillor McInnes

'That the Council:

- a) Appoints Mayor Sam Broughton and Councillor Malcolm Lyall (alternate) as its proxy for the CORDE Limited Annual General Meeting (AGM) to be held on Wednesday 6 December 2023.*

b) Instructs the proxy to vote to confirm:

- (1) In accordance with Section 14 of the Public Audit Act 2001, the Auditor-General be appointed as the Company's auditor for the year ending 30 June 2024, with the Directors authorised to fix the 'auditors remuneration;*
- (2) The addition of a new director to the Board; and*
- (3) Notes that the Director's total remuneration for the current year is set at \$228,375 in total for the five directors combined.'*

CARRIED

4. Executive Director Community Services and Facilities

Waihora Whata Rau (Leeston Township Projects)

Staff presented noting that the timelines, decisions and activities were due to councillors' decisions.

They noted that the plan identified Leeston as the hub and focal point for jobs and economic activity and close to Ngati Moki Marae. Staff presented six key design principles and showed artistic illustrations (refer presentation attached).

Councillor Epiha commended staff on their work and diligence. He said when Council decided to adopt a community centre in Leeston, we committed to it. The community doesn't think it will be fit for purpose. He said a better option would be a larger building to continue to support the growth for 50 years so we can do it once and leave it for 50 years. He added that this will be the heart of a community that is growing. It's a district asset, not merely a ward asset. Councillor Mundt asked why the issue of a GP wasn't part of the report with staff noting the matter can't be discussed in a public forum.

Councillor McInnes noted the cost had gone up overall, more than double. She said the community indicated they wanted a space for a library and asked whether option 7, a standardised design, should be considered for inclusion in the recommendations.

Councillor Gliddon said she preferred option 7, the standardised design. She questioned whether the community really wanted Council to build architecturally designed buildings or rather standardised buildings. Staff said that was the role of Council to decide the final options but the council team had made recommendations for councillors for inclusion in the LTP for consultation.

Councillor Miller said overwhelmingly what he hears from the Leeston community is they want a multi-use space.

Councillor Miller suggested it could be made more efficient by including the library, but the current design clearly doesn't tick the boxes for the community. He talked about the success of the Rhodes Park facility and how the different users say it was providing for all of them.

He went on to say the challenge being faced is that the feedback they get is that this is not what the community desires. His personal view is that Council made a commitment to deliver a fit for purpose community space with the addition of a library space. Why wouldn't toilets and changing rooms go into the community centre rather than the sports fields.

What does the standardised design look like? He said it was an opportunity to use the Selwyn Sport Centre design, put out a tender and budget and ask others to come up with a design. He also asked whether, in the face of the living cost crisis, Council should focus on roads and other matters and punish Leeston for being last on the list for a facility. He asked why Council wouldn't build a facility which was fit for purpose from Day 1.

Councillor Miller said he thought it should be a Rhodes Park model, with a multi-use, multi-hire facility. He suggested the project could be ticked off and done to a certain stage but then park the rest.

Ms McKay said that Ngati Moki and mana whenua was not a big flash area who had a lot of money. Their assets might be \$4.5m, mainly land, and run by volunteers with very limited staff who work for them. She said when they decide they are all in, then they are and it's rare for all of them to be all in. Ms McKay also said that they do not simply gift a name for a building but where they do, there is an expectation. It was disheartening to learn that cultural aspects were often the first to go. The bicultural strategy is meant to lift and integrate mana whenua into the community and for that reason she would not support option 7. She said she hears that communities were expecting large amounts of money to be spent by Council and while it was not unreasonable for council to do so, she pointed out her community has not had the same level of support. She noted there was no good quality drinking water at their marae and they put down a water bore costing them \$130k of their own money; with no wastewater facilities, they have also fundraised to put in a wastewater facility. Ms McKay said while it was right to provide for communities it hurts when Council makes these decisions, and said it was sad, but a good sad.

She concluded by saying that she supports progressing Waihora Whata Rau as it's near their marae and they care about the area. Taumutu will endorse and support this and hopes it brings to life the name they gifted.

The Deputy Mayor reminded Council that if this matter did not go into the LTP in some form, it will likely not happen. The Chief Executive thanked staff for bringing the range of options and remarked it was not easy. She acknowledged the issues around standardisation and said there was no intent to offend anyone, rather it has always been the intention to have a strong cultural element.

Councillor Mundt asked whether staff would prefer fewer than 7 options and was advised yes, as staff had recommended 2. The final number of options was for Council to decide. Councillor Mundt also asked whether the report could lie on the table until she had an opportunity with Councillor Epiha to talk to their community. Staff said that was the point of the LTP consultation.

Council voted on recommendation (b) first before talking about the amendment to recommendation (a).

Councillor Epiha moved an amendment to recommendation (a) to include options 1, 4, 5 and 7 for Whata Rau, and said it needed to be more detailed in the standardised design.

The substantive motion was put:

Moved (as amended) – Councillor Epiha / **Seconded** –Councillor Mundt

'That Council:

- a) *agree to include the following Whata Rau options and associated costs within the Long-Term Plan 2024-2034 for community feedback*

options 1, 4, 5, 7

- ~~\$3,053,735 (Do nothing and use existing building for a limited time) (Option 1)~~
- ~~\$16,016,092 (Current design on Council owned site) (Option 3)~~

CARRIED

Moved (as amended) – Councillor Hasson / **Seconded** –Councillor Miller

- b) *agree to include the following Leeston Park options and associated costs within the Long-Term Plan 2024-2034 for community feedback*

- \$2,391,080 (LTP Funded items only) (Option 2)
- \$6,232,943 (LTP Funded & essential landscape items from masterplan) (Option 3)
- \$9,493,930 (Complete masterplan) (Option 4)'
- Include the 'do nothing' option.

CARRIED

Councillors Reid, Epiha and McInnes voted against.

5. Executive Director Development and Growth

Recommendation from Representation Review Subcommittee: Establishment of Maori Wards

Staff noted the subcommittee reached their recommendation and said the threshold for having Maori wards were not met with continued indication from Runanga that they are not in favour.

Councillor Epiha said he understand better what rangatiratanga means in our rohe. Ms McKay acknowledged what Councillor Epiha said and acknowledged it. She confirmed that the Taumutu Runanga position on maori wards had not changed.

Moved – Councillor Epiha / **Seconded** –Councillor Dean

'That the Council:

- (a) *receives the report Establishment of Māori Wards; and*
- (b) *accepts the recommendation from the Representation Review Subcommittee and resolves that no Māori Ward be established for the 2025 local government triennial elections.'*

CARRIED

6. Acquisitions, Disposals & Leasing Officer

Approval to Grant easement pursuant to Section 48 of the Reserves Act 1977 – 39 Tosswill Road, Prebbleton

Moved – Councillor McInnes/ **Seconded** –Councillor Mundt

‘That Council, in accordance with delegated powers dated 12 June 2013 conferred on Council by the Minister of Conservation in relation to section 48 of the Reserves Act 1977, agrees to granting an easement in favour of Simon Graham Chambers over an area of land approximately 65 square metres (more or less) of the Local Purpose Access Reserve held in Record of Title 600055, being Lot 304 Deposited Plan 456451 owned by Selwyn District Council with compensation at market valuation to be agreed.’

CARRIED

The meeting adjourned between 2.59pm – 3.15pm

7. Executive Director Community Services and Facilities

Improving the efficiency, effectiveness, and transparency of community funding

Councillor Hasson declared an interest and took no part in the voting.

Staff presented noting that much of the detailed funding information in the report was for context. The focus was on proposed changes to process and systems. Around \$1.1m in funding was currently being administered in total in regard to contestable funds.

Having one panel for all contestable funds will allow improved efficiency and streamlined processes. The panel will likely meet once a month. The panel and fund would sit in the Community Services & Facilities Team. Currently different funds sit across the organisation with a lot of repetition. The change is set to bring transparency for council.

The Deputy Mayor agreed noting all contestable applications are sent to all Councillors and those on the panel can contact relevant ward councillors for more information where required.

Staff said they would be working between now and May 2024 on a policy to simplify the processes and make it more efficient and move forward the processes and systems to be ready for 1 July 2024.

There was a brief discussion for clarity on the Ellesmere Reserve Board Fund with staff noting it was something they would need to further investigate in terms of the Trust Fund details. It was not a committee of council and therefore it was distinguished as a separate and special fund.

Councillor Dean wants staff to take out example of events as it will create confusion and expectations from organisers.

Ms McKay said she supported the approach suggested by staff. She noted the way the marae operates and said they ask for funding through the LTP, which was declined in previous years with the marae having received \$50k from Council. She congratulated

Council for the substantial amount of funding provided to the community. Councillor Reid said it was good to combine the funds as there were groups who had been applying for more than one fund.

Councillor Gliddon said it did not sit well with her that the Community Board will in effect lose its discretionary fund decision-making. Staff advised it would be one panel for all funds as it will bring about more transparency. The Chief Executive said discretionary fund application decision-making of the Board is at the discretion of the Council and that council should be forward thinking and looking at broader opportunities. Community members in Malvern Ward will not lose out as they will continue to have a representative around the assessment panel table.

Moved – Councillor McInnes / **Seconded** –Councillor Dean

'It is recommended that the Council approves the proposed changes to community funds, to be implemented from 1 July 2024:

- 1. Establish a Community Grants Assessment Panel ("the Assessment Panel") and appoint one Councillor from each Ward to be a member of the Assessment Panel. The Assessment Panel will be responsible for allocating the Council's contestable community funds. Refer to section 4.1 for more information.*
- 2. Bring the administration¹ of all community funding under the Community Services and Facilities group with a 0.4 staff FTE included for consideration in the 2024-34 Long Term Plan budget for Community and Economic Development. Refer to section 4.2 for more information.*
- 3. Disestablish these funding pools and transfer their funds as proposed below:*

<i>Fund name</i>	<i>2022-23 Budget</i>	<i>These funds will be transferred to ...</i>
<i>Selwyn Community History Fund Refer to sections 4.3 and 4.4 for more information</i>	<i>\$50,000</i>	<i>Selwyn Community Fund</i>
<i>Residents Group Fund Refer to sections 4.3 and 4.5 for more information</i>	<i>\$24,000</i>	<i>\$18,000 to Selwyn Community Fund \$6,000 to non-contestable Residents Group fund for staff to pay recognised group's \$250 towards operating costs</i>
<i>Ward Discretionary Fund Refer to sections 4.3 and 4.6 for more information</i>	<i>\$86,000</i>	<i>\$33,000 to Selwyn Community Fund \$53,000 to new Individual and Teams Support Fund</i>

- 4. Establish a Selwyn Individuals and Team Support Fund of \$53,000 per annum (using funds from the disestablished Ward Discretionary Fund) for the purpose of:*
 - a. supporting individuals and teams with costs associated with representation at events (applicants selected to represent their school, team or community at local, regional, national or international events or competitions – this can include sporting, cultural or community events).*
 - b. supporting individuals who are contributing to community wellbeing in Waikirikiri*

*Selwyn with personal growth and development opportunities.
Funding will be contestable and allocated by the Assessment Panel.*

Refer to section 4.7 for more information.

6. Expand the Selwyn School Students' Tertiary Scholarships Fund by adding four new \$3,000 district-wide scholarships which can be awarded to Waikirikiri Selwyn students regardless of the school they attend. Refer to section 4.11 for more information.

7. Change some elements of the Selwyn Youth Project Fund and Meet Your Street Fund

a. Change the Selwyn Youth Project Fund to a non-contestable fund that the Selwyn Youth Council can use to sponsor youth initiatives run by others or to run initiatives themselves.

b. Rename the Meet Your Street Fund to Meet Your Neighbour Fund.

c. Expand the Meet Your Street Fund criteria to include the hosting of Dinners of Selwyn events and enable cultural wellbeing.

d. Increase the subsidy for Meet Your Street/neighbourhood events to \$100/event and add a new subsidy of \$300 for Dinners of Selwyn events.

*e. Move the Meet Your Street fund from an operational budget to a grant budget.
Refer to sections 4.12 and 4.13 for more information.*

8. Note that ...

a. the process for the Strategic Partnerships Fund includes

i. the strategic partnership funding for Te Taumutu Rūnanga will not contestable and is budgeted across the full ten years of the 2024-34 Long Term Plan.

ii. the strategic partnerships with Selwyn Sports Trust, Lincoln EnviroTown Trust, 24-7 Youth, Te Ara Kākāriki Greenway Canterbury Trust, and Waihora Ellesmere Trust will end on 30 June 2024.

iii. the Strategic Partnerships Fund will be \$290,000 in the 2024-34 Long Term Plan period.

iv. the recommendations for Strategic Partnership Funding for the next period starting 1 July 2024 be presented to Council for consideration in March 2024.

Refer to section 4.14 for more information.

b. the Councillors and Mayor's discretionary fund allocations will be recorded in a quarterly report to the Assessment Panel (quarterly) in order to support strategic decision-making and to ensure transparency of funding to the community. Refer to section 4.16 for more information.

c. the West Melton Scholarships Fund will be removed from the Council's Community Grants Policy (C213) and the Council's website as this is not a Council fund. Refer to section 4.17.5 for more information.

d. a process will be developed, and included in the revised Community Funding Policy, for the Ellesmere Reserves Board Reserve. Refer to section 4.9 for more information.

e. other process changes including purchasing grant management software, staggering application closing dates, providing Council with an integrated report on community funds, and clarifying the criteria for community funds. Refer to section 4.17 for more information.

f. the 2024-34 Long Term Plan will consider

- i. budget increases for the Selwyn Youth Project Fund (\$2,000 increase), and Selwyn School Students' Tertiary Scholarships Fund (\$12,000 increase for 4 new scholarships). Refer to sections 4.12 and 4.11 for more information.*
- ii. continuing the Selwyn Community History Fund at \$50,000 per annum (note recommendation 2 which sees this fund transferred to the Selwyn Community Fund). Refer to section 4.4 for more information.*
- iii. a new \$50,000 contestable Strategic Events Fund to encourage new and large-scale strategic events into Waikirikiri Selwyn. Refer to section 4.10 for more information.*
- iv. budget increases and changes to scope in the Selwyn Heritage Protection Fund, Heritage Consents Fund, and Selwyn Natural Environment Fund. Refer to section 4.15 for more information.*
- v. a new \$50,000 contestable Pest Free Selwyn 2050 Fund to support groups with their work on pest eradication projects in Selwyn. Refer to section 4.15 for more information.*
- vi. budget for grants management software. Refer to section 4.17.1 for more information.*

g. based on recommendations approved by Council in this report, staff will then:

- i. update the Council's policy for community grants (C213) and present the updated policy to Council for approval in March 2024 so that it can be implemented from 1 July 2024.*
- ii. update the guidance, application forms, and accountability reporting for community grants so that applicants find the process clear and accessible.*
- iii. develop/update the guidance, systems and processes for the administration, management, and allocation of community grants funding by Council.*

CARRIED

8. Kaitohu Matua – Te Pou Mataaho (Manager Bicultural Framework)

Te Rautaki Tikaka Rua Bicultural Strategy

Staff presented the report noting it was already being actioned. Examples include appointment of Ms McKay, establishment of the Te Pou team, increased use of Te Reo and treaty training programmes.

Ms McKay took the opportunity to thank the team and said it was good to see the strategy coming through. She noted it was very much welcomed and thanked everyone for being inclusive and welcoming to her.

Moved – Councillor Epiha / **Seconded** –Councillor Dean

'That Council endorses the Te Rautaki Tikaka Rua / bicultural Strategy and notes that the associated Work Programme will follow; and

That Selwyn District Council notes that any financial implications associated with adoption of the Strategy will be presented for consideration by Council as part of Selwyn District Council's long-term plan 2024-2034 deliberation.'

CARRIED

9. Asset Manager Open Space and Facilities

Policy on Outdoor Sports Lighting on Council Reserves

It was noted the report was presented to the Transport and Infrastructure Committee at its last meeting but referred on to Council as the committee does not have the delegations to decide on the matter.

Moved – Councillor Hasson / **Seconded** –Councillor Dean

‘That Council Adopts the Outdoor Sports Lighting Policy’.

CARRIED

GENERAL BUSINESS

None.

MATTERS RAISED IN PUBLIC FORUM

Already discussed.

RESOLUTION TO EXCLUDE THE PUBLIC

Moved – Councillor Mundt / **Seconded** – Councillor McInnes

‘That the public be excluded from the following proceedings of this meeting. The general subject matter to be considered while the public is excluded, the reason of passing this resolution in relation to the 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:

General subject of each matter to be considered		Reasons for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution	Date information can be released
1.	Minutes	<i>Good reason to withhold exists under Section 7</i>	<i>Section 48(1)(a)</i>	
2.	Partially Operative Selwyn District Plan Appeal Mediation			

3.	Ellesmere to Pines WWTP Pipeline Proposal			16 December 2023
4.	Shands Road Intersections upgrade			
5.	CORDE Director Appointment			tbc
6.	2023 / 24 Street Light LED Upgrade – Award of Contract to Connetics			20 November 2023

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

5	protect the privacy of natural persons, including that of deceased natural persons;	Section 7(2)(a)
6.	Protect information where the making available of information would disclose a trade secret; or would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of this information.	Section 7(2)(b)
1-5	Maintain legal professional privilege	Section 7(2)(g)
1-5	Enable the local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or	Section 7(2)(h)
1-5	Enable the local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or	Section 7(2)(i)

2 *that appropriate officers remain to provide advice to the Committee.'*

CARRIED

The public meeting moved into Public Excluded at 4.20pm The meeting resumed in open meeting at 5.36pm

With no further business being discussed, the meeting closed at 5.36pm

DATED this 13 day of December 2023


 CHAIRPERSON

PUBLIC MATTERS UNDER INVESTIGATION

Item	Meeting referred from	Action required / Status	Report Date
Flooding Sansbrook, Taumutu – presentation Tim Sanson, public forum; and Tom Gulliver, public forum	6 July 2022 28 June 2023	Council received a briefing from ECan's Councillors (May 2023). <i>Further meetings and a report, including presentation from ECan to the August Transport & Infrastructure meeting</i>	Ongoing
Community Centres, Halls and Libraries Network Plan	13 October 2021	Report on landbanking - buying land now for future community facilities Deferred until after LTP process.	Deferred until after LTP process.