

**MINUTES OF AN ORDINARY MEETING OF THE
SELWYN DISTRICT COUNCIL
HELD VIA ZOOM
ON WEDNESDAY 22 APRIL 2020 COMMENCING AT 2PM**

Due to the current COVID-19 situation Councillors linked into the meeting via Zoom.

PRESENT

Mayor (S T Broughton), Councillors, M A Alexander, J B Bland, S Epiha, J A Gallagher, D Hasson, M P Lemon, M B Lyall, S G McInnes, G S F Miller and N C Reid

IN ATTENDANCE

Messrs. D Ward (Chief Executive), D Marshall (Group Manager Property), T Harris (Environmental and Regulatory Services), G Bell (Group Manager Corporate Services), S Hill (Group Manager Communication and Customers), M Johnston (Chief Licensing Inspector), M Washington (Group Manager Infrastructure), P Millar (Land Development Project Manager), A Lawn (Civil Defence Manager), A Mazey (Asset Manager Transportation), M Chamberlain (Team Leader Transportation), S Tully (Advisor), R Raymond (Communications Advisor), Mesdames N Smith (Executive Assistant), D Kidd (Group Manager Community Services and Facilities), P Stephens (Team Leader Accounts), Ms S Murphy (Communications Assistant), Ms B Ryan (Personal Assistant) and Ms T Davel (Governance Coordinator)

The Mayor welcomed everyone to the meeting and in particular any members of the public watching the livestream on Council's website.

APOLOGIES

An apology was received from Councillor R H Mugford.

Moved – Councillor Alexander / **Seconded** – Councillor Lyall

'That the Council receives the apology from Councillor Mugford.'

CARRIED

IDENTIFICATION OF ANY EXTRAORDINARY BUSINESS

It was noted that the Council meeting scheduled for 29 April 2020 will be cancelled.

CONFLICTS OF INTEREST

Councillor Hasson in respect to the Item on District Licencing Committee.

PUBLIC FORUM

None.

CONFIRMATION OF MINUTES

1. Minutes of an Ordinary meeting of the Selwyn District Council held via Zoom on Wednesday 15 April 2020

Moved – Councillor Lyall / **Seconded** – Councillor McInnes

‘That the Council confirms the minutes of the ordinary meeting of the Selwyn District Council held on Wednesday 15 April 2020.’

CARRIED

CURRENT MATTERS REQUIRING ATTENTION

Item	Meeting referred from	Action required	Report Date / Action
Implementation of District Wide Rates for community centres, halls and reserves and the introduction of online centralized bookings	11 September 2019	Review effectiveness post-implementation	<i>On hold.</i>

REPORTS

1. Mayor

Mayor's (Verbal) Report on COVID-19

The Mayor read a report prepared for the Council meeting, attached as Annexure 1 of the minutes.

Council's Civil Defence Manager, Mr Al Lawn updated the Council on some of the response efforts. He said that they continued to care for communities with the help of e.g. foodbanks, Community Response Teams, Lincoln Uni and the health sector. Mr Lawn said there was not a huge demand for their services and the team was also busy with planning for contingencies for other events. This included looking at how Civil Defence in Selwyn will continue to respond through the different levels. They were working closely with the Group Manager Community Services and Facilities team who already had close links in communities.

He said they always plan for the worst and hope for the best, adding he was in total awe of the communities' response at individual and community level. He said because they respond to people within their communities and looking after them, there isn't a huge influx of people needing our help. He said 17 staff made over 1700 calls to those over 70 or living alone.

Regarding the campers at Coes Ford it was noted some of those were Kiwi campers but there were still a number of freedom campers on various visas who chose to stay in New Zealand. There were plans to move them on after lockdown and the intention was to move them on before winter.

Moved – Councillor Lemon / **Seconded** – Councillor Gallagher

'That Council receives the Mayor's (Verbal) Report on COVID-19, for information.'

CARRIED

2. Chief Executive

Chief Executive's (Verbal) Report on COVID-19

The Chief Executive said the recovery response teams were still in place and it was expected they would morph back into the usual Executive Leadership Team during Level 3.

The focus for the recovery was preparing for Level 3, liaising directly with contractors, reviewing Health & Safety practices, looking at activities to undertake, albeit in part, and how to prepare Council facilities for opening in Level 2.

The Chief Executive added they were also starting to think of how Level 2 will impact Council business, acknowledging the position continues to change rapidly. The knowledge, experience and agility shown across the District is second to none, also the communications. Council recognised its role in reigniting our economy.

The Chief Executive said the daily duty planner noted that the number of enquiries were about normal; for the month of March a record 289 building consents came through, staff were promoting event applications on line; and the staff involved in exercise programmes had over 1000 hits on those programmes.

He added the Annual Plan consultation would start today and there will be a number of meetings held across the District. He said none of Council's facilities are open but hopefully the Resource Recovery Park may reopen under Level 3 and there could also be limited building inspections done. Parks can be visited but no playing on equipment.

He added that staff will look into how to continue livestreaming Council meetings in future.

Moved – Councillor Lyall / **Seconded** – Councillor Alexander

'That Council receives the Chief Executive's (Verbal) Report on COVID-19, for information.'

CARRIED

3. District Licensing Committee

Joint District Licensing Committee and Licensing Inspectors' Monthly report for the period 1 March 2020 – 31 March 2020

Councillor Hasson, having declared an interest, did not participate in the discussion or voting during this item.

The Licensing Inspector took his report as read. There were a consistent number of applications coming through. He added that MBIE changed its criteria to allow all off licences to trade. Level 3 won't mean any change for licensed premises, and there will still be no bars and cafes opened. He added that legislation allowed for changes to special licence dates.

Moved – Councillor McInnes / **Seconded** – Councillor Reid

'That the Council receives the report on the activities of the District Licensing Committee and the Chief Licensing Inspector for March 2020.'

CARRIED

4. Group Manager Corporate Services

Support for Ratepayers in response to the COVID-19 Pandemic

The Group Manager Corporate Services said this report was a follow on to discuss how Council could assist ratepayers who may have difficulties to pay their rates.

He noted in terms of late payment penalties, that Council can't set penalties now but can indicate this to the communities. 10% seems fairly harsh and would be good to reduce it. This will, however, come at a cost estimated at \$450,000.

He illustrated how ratepayers may choose lower payments for a specific period after which they can increase payments. This will require them to use Direct Debit to ensure Council receives the rates.

He added that extending the payment period to June 2022 gives cause for concern as it's often the case that people struggle to catch up once they fall behind. This also doesn't take into account any future rates increases.

The Group Manager Corporate Services said in terms of the Rates Postponement Policy that it is something typically available for those over 65 with a property of significant value. It means the rates are postponed for the period until the property is sold and the large bill is then settled. Staff said the policy could be developed and form part of the Long Term Plan consultation process.

In response to questions from Councillor Alexander, the Group Manager confirmed that the potential loss of income to Council because of these measure would mean further challenges to find savings elsewhere. Also, where the business owner is not the property owner, staff will ensure the landlord / owner is involved. In the main, most ratepayers were the owners.

Councillor Miller thought Option iii would be difficult to apply and maintain and said it should rather be reviewed in future, if there still remained a need for it. He was concerned that ratepayers may have too much rate debt and would find it difficult to catch up again. He suggested the recommendation be amended to extend the option upon expiry. A number of Councillors supported this, saying it could form part of the Long Term Plan process.

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

'That Council:

(a) approves a rates payment support package as follows:

- i. an intent to reduce the penalty for late payment of rates from the usual 10% down to 3% for the 2020/21 financial year, with this change to be formalised as part of the rates resolution for the year 1 July 2020 to 30 June 2021*
- ii. an extended payment period to 30 June 2021 without penalty for all ratepayers that enter into an agreed direct debit payment plan for this period that brings their account up to date by that date*
- iii. prior to November 2020 consider an extended payment period to 30 June 2022*

(b) supports the preparation of a Rates Postponement Policy for consultation as part of the development of the Long Term Plan 2021-31.'

CARRIED

5. Land Development Project Manager

Prebbleton Park Master Plan

The Land Development Project Manager noted this was a significant new park for the Springs Ward. He said at 22ha it sits in between Foster Park (30ha) and Prebbleton Domain (13ha) with \$12m budgeted for the work over the next 10 years. He said many good ideas came from consulting with the public and some of those have been incorporated into the revised Master Plan. It was noted most of the cost will be from development contributions and there are some costs which could be deferred for a while. More detail on this will be shared with Councillors shortly.

The project manager confirmed there was emergency access to the car park and the playing fields. Councillors generally spoke in support of the project and thanked staff for their work. In particular they were pleased that it was incorporated into the Rail Trail. The Mayor added it was good to see the level of development continuing and that best practice was implemented.

Moved – Councillor Lyall / **Seconded** – Councillor Miller

'That the Council:

- a) Receives the report outlining the proposed master plan for the planned new Prebbleton Park.*
- b) Approves the master plan as suitable to be forwarded to a notice of requirement process.'*

CARRIED

6. Group Manager Property

Property Transaction Update – 31 March 2020

The Group Manager Property said the general view from most contractors was that there could be a 2 – 5 months deferral of opening of some buildings. Contractors and council staff would need training in new Health and Safety protocols due to Covid-19 while supply chains would need to be carefully managed.

The four major builds are all at foundation level, which is very helpful from a managing Covid-19 risk issue as the contractors on each site do not have the challenge of people having to work in close proximity.

The following specific comments were made:

Leeston Library - report back date shifted.

Hororata Community Centre – ongoing discussions with Go Hororata and Hororata Trust in terms of funding and having a plan on the table before asking people for money.

West Melton Community Park – timetable for completion due to current circumstances could be an issue but staff are keen to keep this contractor as they are highly skilled.

Moved – Councillor Alexander / **Seconded** – Councillor Bland

‘That the update on property projects as at 31 March 2020 be received for information.’

CARRIED

7. Asset Manager Transportation and Team Leader Transportation *Transportation Monthly Update*

The Group Manager Infrastructure noted that there is potential under Level 3 for construction and maintenance activities, subject to contractors.

The Asset Manager Transportation went through the report item by item with the following specific comments made:

Southern motorway will be delayed but there would be a push to get traffic onto the new motorway towards Christchurch before winter at least. Going into the wet season will challenge this project. Will be extended to end of next construction season at the start of Autumn 2021.

Rolleston / SH1 – seen as an important project, and NZTA would look at how to reprioritise projects across the country.

Prebbleton Intersection Upgrades – identified an unused water races issue and this may come to Council in May for closure so staff can make the work happen a bit quicker.

Broadlands Drive – good news with negotiations completed with MoE. After 9 years of work good to see it finalised.

Leeston to Doyleston Cycleway – documents finalised.

Not much to report on Coalgate Roads Legalisation

EV Charging Sites – draft agreements legally reviewed and returned – details being finalised in consultation with Orion.

Rolleston Town Centre – continue to work through issues and considering all the delays. Tenderers can't go on site to prepare a tender and quote.

COVID-19 issues – reference \$13,5m shovel ready roading works.

The Team Leader Transportation went through his part of the report on Road Maintenance with the following specific comments made:

Unsealed Roads Assessments – more details in the next report. Assessments show the network has deteriorated over the past 2 years mainly due to lack of funding.

Rehabilitation Programme – Birchs Road done, still a bit of tidying up.

Capital Works – as soon as people have the necessary Health & Safety protocols in place work will continue.

Dunns Crossing – will have to wait for the next season.

Staff would continue to update the report and also provide a deeper analysis of road maintenance.

Questions and responses are summarised as follows:

There is no risk that our resources will be taken away for the completion of our part of the Motorway. There were different Project Managers and there will be some gaps to fill e.g. equipment being in another region and also some overseas staff went back home to be with their families.

In terms of LED installation in Castle Hill, there will be further work to look at replacing lights of a more decorative nature, such as were there before.

It was acknowledged that primary industries may not be satisfied for much longer continuing to drive along those sorts of unsealed roads. Staff noted they wanted the rural network up to a standard that would support primary industry and agriculture. It would be good to get funding to do just that.

In terms of funding it was confirmed funding happens in 3 year blocks. Council staff would need to work hard to keep that, or in fact, increase it.

The Mayor concluded by saying the fundamental question was what level of funding would be required in the Long Term Plan to see those trends reversed. He thanked the team for their work, and especially the sweepers that go out to keep the roads clean from leaves and other debris.

Moved – Councillor Lemon / **Seconded** – Councillor Gallagher

‘That the Council receives the report Transportation Monthly Update for information.’

CARRIED

EXTRAORDINARY BUSINESS

None.

DISCUSSION OF PUBLIC FORUM

Not applicable.

RESOLUTION TO EXCLUDE THE PUBLIC

Moved – Councillor Alexander / **Seconded** – Councillor Reid

‘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 report can be released
1.	Public Excluded Minutes	<i>Good reason to withhold exists under Section 7</i>	<i>Section 48(1)(a)</i>	
2.	COVID-19 Updates			
3.	Council Property Update			

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:

1, 2, 3	Enable the local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or	Section 7(2)(h)
1, 2, 3	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)
3	Protect the privacy of natural persons, including that of deceased natural persons	Section 7(2)(a)

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

CARRIED

The public meeting ended at 3.50pm for a 20 minute break before moving into Public Excluded at 4.10pm.

The meeting resumed in open meeting at 4.53pm.

The meeting closed at 4.53pm

DATED this 13TH day of May 2020

A handwritten signature in black ink, consisting of a stylized 'C' followed by a long horizontal stroke with a small upward flick at the end.

MAYOR