

Agenda



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Ordinary Meeting of the
Malvern Community Board

To be held in the
Darfield Library Service Centre
Meeting Rooms

Monday 24 February 2025

Commencing at 3.30pm

Malvern Community Board - 24 February 2025

Members: Mrs S Nu'u, Mr C Payne, Mr P Freeman, Mr J Verry & Mr B Russell (Chairperson) and Councillor L Gliddon

24 February 2025 03:30 PM

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Public portions of this meeting are audio-recorded and livestreamed via the Council's YouTube channel.

The Severe Weather Emergency Legislation Bill has, until October 2024, suspended the requirement for members to be physically present to count as 'present' for the purposes of a quorum. Members attending by means of audio link or audiovisual link are therefore able to be counted as present for the purposes of a quorum and able to vote. The recently enacted Local Government Electoral Legislation Act has made these emergency provisions permanent.

FINANCE REPORT

TO: Malvern Community Board

FOR: Malvern Community Board meeting 24 February 2025

FROM: Selwyn District Council – Finance Business Partners

DATE: 18 February 2025

SUBJECT: **Malvern Community Board financial report for the period to 31 December 2024**

RECOMMENDATION

‘That the Malvern Community Board receives for information the Malvern Community Board (“MCB”) Finance Report for the period 1 – 31 December 2024.

1. **PURPOSE**

The purpose of this report is to provide the MCB with a summary of the financial and operational performance against the planned performance highlighting any material variances. This report covers the period to 31 December 2024 is based on the Council’s monthly management accounting and performance information. It does not include technical accounting adjustments; these are made at the end of the year to comply with accounting standards.

Thomas Cockburn and Sarah O’Connor

Financial Business Partners



Endorsed by:



Steve Gibling

Executive Director People, Culture and Capability

MCB Finance Report for the period ended 31 December 2024

The MCB is in a YTD deficit of \$12,477 as at 31 December 2024, favourable to budget by \$4,555.

Total YTD revenue for the period ended 31 December was \$84,537, below budgeted revenue by \$1,077 due to timing of collections of the Malvern Ward Community Board targeted rate. This is expected to recover during the financial year.

Total YTD operating expenses for the period were \$41,958, below budgeted expenditure by \$5,632. Support charges are on budget of \$55,056.

The favourable variances compared with the budget are:

- Training expenditure YTD is \$617, favourable to budget by \$1,007. The cost for the month is for a member to attend Institute of Director's course.
- Sister City expenses are favourable to budget due to no spend against the YTD budget of \$498.
- Members YTD Remuneration of \$29,505 is favourable to budget by \$855 due to the Local Government Members Determination 2024 made by the Remuneration Authority being received after a higher budget had been set for the year.
- Training and conference expenses are YTD \$613 favourable to budget.
- Vehicle expenses of YTD \$3,171 are favourable to budget by \$4,029.

The unfavourable variances compared with the budget are:

- Advertising and General expenses YTD \$2,735 are unfavourable to budget by \$281 mainly due to costs incurred for the MCB awards and printing of MCB brochures.
- Refreshments are YTD \$547 unfavourable to budget. This is mainly due to a catering bill of \$543 for the MCB Awards on the 7th October.
- Telephone costs of are slightly over budget by YTD \$105.

In response to last month's Board meeting and the query on support costs, refer to attachment one for a summary of how the charges are calculated.

Statement of financial performance (unaudited)

Malvern Community Board

For the month ended December

	Month December	Month Budget December	Year to Date Actual	Year to Date Budget	Actual YTD vs Budget YTD	Full Year Budget	Last Year Actuals	Notes
Revenue								
0002101. Malvern Ward Community Board Targeted Rate	14,090	14,269	84,537	85,614	(1,077)	171,228	158,831	
0002146. Donation	-	-	-	-	-	-	-	
0002162. Sale of Malvern History	-	-	-	-	-	-	-	
Total Revenue	14,090	14,269	84,537	85,614	(1,077)	171,228	158,831	
Expenditure								
0002301. ACC Levy	6	9	36	54	18	110	136	
0002320. Advertising & General	202	290	3,016	2,735	(281)	4,500	1,327	Note 1
0002395. Training	617	62	617	1,624	1,007	2,000	1,222	
0002410. Consultants Fees	-	-	-	-	-	-	-	
0002452. Elections	-	-	-	-	-	-	10,956	
0002502. General Expenses	500	44	1,187	730	(457)	1,500	-	Note 2
000250201. Sister City Expenses	-	83	-	498	498	1,000	-	
0002718. Refreshments	-	25	697	150	(547)	300	73	
0002765000. Members' Remuneration	4,917	5,060	29,505	30,360	855	60,717	56,903	
0002825000. Telephone/Broadband Allowance	174	100	709	604	(105)	1,204	829	
0002835. Training/Conference	-	140	3,022	3,635	613	4,500	-	
0002860000. Vehicle Expenses	792	1,200	3,171	7,200	4,029	14,400	5,728	
Total Expenditure	7,209	7,013	41,958	47,590	5,632	90,231	77,174	
Support charges								
Total Support charges	9,176	9,176	55,056	55,056	-	110,108	91,969	
Surplus/(Deficit)	(2,295)	(1,920)	(12,477)	(17,032)	4,555	(29,111)	(10,312)	
Targeted Rate Reserve Balance at:								
Month	December		Year to Date	Year to Date		Full Year	Last Year	
			Actual	Budget		Budget	Actuals	
Opening Balance	78,800		88,982	88,982		88,982	99,294	
Surplus/(Deficit)	(2,295)		(12,477)	(17,032)		(29,111)	(10,312)	
Closing Balance for Period	76,505		76,505	71,950		59,871	88,982	

Note 1: MCB Awards and MCB brochure printing.

Note 2: \$500 cost granted to the Darfield High School for prize-giving cost for frames for MCB award certificates. [06]

Expenditure Transactions Breakdown

0002301. ACC levy	Jul 2024	5.97 ACC Provision July
0002301. ACC levy	Aug 2024	5.97 ACC Provision August
0002301. ACC levy	Sep 2024	5.97 ACC Provision September
0002301. ACC levy	Oct 2024	5.97 ACC Provision October
0002301. ACC levy	Nov 2024	5.97 ACC Provision November
0002301. ACC levy	Dec 2024	5.97 ACC Provision December
0002320. Advertising expenses	Jul 2024	275 AP Local Governmen 7654001 206624/01 Community Board Levy 2024/25 Malven - LGNZ
0002320. Advertising expenses	Jul 2024	834.78 AP Malvern News 8394001 207168/01 MCB Awards Advertising - 4 inserts in Malvern
0002320. Advertising expenses	Aug 2024	392.88 AP CORDE Ltd 9254001 207554/01 2 X information boards to be reinstalled back at Darfield Li
0002320. Advertising expenses	Aug 2024	77 AP Selwyn District 9249001 207728/01 MCB Hire of the DRCC Lounge - 20 June 2024
0002320. Advertising expenses	Aug 2024	96.25 AP Selwyn District 9249001 207755/01 MCB Hire of the DRCC Lounge - 18 July 2024
0002320. Advertising expenses	Sep 2024	896.51 AP BLUEPRINT 964001 208954/01 MCB Brochure Printing - Quote 242286
0002320. Advertising expenses	Sep 2024	50.22 AP Selwyn District 376001 208953/01 MCB Hire of the DRCC Lounge - 12 August 2024
0002320. Advertising expenses	Nov 2024	191.3 AP Selwyn District 6783001 206835/01 Room Hire - Malvern Community Board
0002320. Advertising expenses	Dec 2024	201.74 AP Malvern News 3305001 211567/02 Advertising and Printing - Santa's Grotto
0002395. Conference training and travel expenditure	Dec 2024	617.39 AP Payne 3222001 211585/01 Reimburse Expenses - Calvin Payne
0002502. General expenses	Aug 2024	500 AP Darfield High S 9539001 208444/01 Contribution to Darfield High School Prize
0002502. General expenses	Oct 2024	76.52 AP Bruce Douglas R 8647001 209899/01 Reimburse Expenses - Malvern Community Board
0002502. General expenses	Oct 2024	110 AP Selwyn District 5857001 210769/01 MCB Room Hire
0002502. General expenses	Dec 2024	500 AP Shanneke Kacey 2249001 211865/01 Payment as per MCB resolution for Santa Gifts
0002718. Refreshments	Jul 2024	68.4 AP Bruce Russell 8173001 206857/01 Reimbursement of Expenses MCB - Bar Snacks
0002718. Refreshments	Aug 2024	108.6 AP Bruce Russell 9182001 207847/01 Reimburse Expenses - Malvern Community Board
0002718. Refreshments	Aug 2024	-14.15 Malvern Community board refreshments GST Aug
0002718. Refreshments	Aug 2024	-8.92 Malvern Community board refreshments GST Jul
0002718. Refreshments	Nov 2024	542.75 AP Country Feasts 6780001 209685/22 Orders for the end of September 2024 until th
0002765000. Cost of staff employed	Jul 2024	4917.48 Wages
0002765000. Cost of staff employed	Aug 2024	4917.48 Councillors Pay Accrual Aug 24
0002765000. Cost of staff employed	Sep 2024	-4917.48 Councillors Pay Accrual Aug 24
0002765000. Cost of staff employed	Sep 2024	4917.48 Councillors Pay Accrual Sep 24
0002765000. Cost of staff employed	Sep 2024	4917.48 Wages
0002765000. Cost of staff employed	Oct 2024	4917.48 Councillors Pay Accrual Oct 24
0002765000. Cost of staff employed	Oct 2024	-4917.48 Councillors Pay Accrual Sep 24
0002765000. Cost of staff employed	Oct 2024	4917.48 Wages
0002765000. Cost of staff employed	Nov 2024	4917.48 Councillors Pay Accrual Nov 24
0002765000. Cost of staff employed	Nov 2024	-4917.48 Councillors Pay Accrual Oct 24

Malvern Community Board - 24 February 2025

0002765000. Cost of staff employed	Nov 2024	4917.48 Wages
0002765000. Cost of staff employed	Dec 2024	9834.96 Councillors Pay Accrual Dec 24
0002765000. Cost of staff employed	Dec 2024	-4917.48 Councillors Pay Accrual Dec 24 Reversal
0002765000. Cost of staff employed	Dec 2024	-4917.48 Councillors Pay Accrual Nov 24
0002765000. Cost of staff employed	Dec 2024	4917.48 Wages
0002825000. Telephone expense	Jul 2024	185.18 AP Spark New Zeala 6877001 206336/01 Cell Phones, Executive June/July 2024
0002825000. Telephone expense	Aug 2024	50.22 AP Spark New Zeala 9516001 207695/01 Cell Phones, Executive July/August 2024
0002825000. Telephone expense	Sep 2024	100 AP Spark New Zeala 377001 209059/01 Cell Phones, Executive August/September 2024
0002825000. Telephone expense	Oct 2024	100 AP Spark New Zeala 7952001 209550/01 Cell Phones, Executive September/October 2024
0002825000. Telephone expense	Nov 2024	100 AP Spark New Zeala 5990001 210757/01 Cell Phones, Executive October/November 2024
0002825000. Telephone expense	Dec 2024	100 AP Spark New Zeala 2284001 211718/01 Cell Phones Executive Nov/Dec 2024
0002825000. Telephone expense	Dec 2024	73.55 AP Spark New Zeala 3527001 212568/01 Cell Phones Executive Dec/Jan 2025
0002835. Training - Staff, aids & Equip	Jul 2024	2819.25 Prepayments 2024
0002835. Training - Staff, aids & Equip	Aug 2024	202.4 AP Bruce Russell 9318001 208269/01 LGNZ Conference Expenses
0002860000. Vehicle expenses	Jul 2024	1006.3 Wages
0002860000. Vehicle expenses	Aug 2024	1006.3 Councillors Pay Accrual Aug 24
0002860000. Vehicle expenses	Sep 2024	-1006.3 Councillors Pay Accrual Aug 24
0002860000. Vehicle expenses	Sep 2024	941.2 Councillors Pay Accrual Sep 24
0002860000. Vehicle expenses	Sep 2024	941.2 Wages
0002860000. Vehicle expenses	Oct 2024	430.56 Councillors Pay Accrual Oct 24
0002860000. Vehicle expenses	Oct 2024	-941.2 Councillors Pay Accrual Sep 24
0002860000. Vehicle expenses	Oct 2024	430.56 Wages
0002860000. Vehicle expenses	Nov 2024	-430.56 Councillors Pay Accrual Oct 24
0002860000. Vehicle expenses	Dec 2024	792.48 Wages

Malvern Community Board support charges

Support charges are the costs that are applied to nearly all Council activities required to support the general running of the Council. The costs are allocated to all users of the services based on the estimated use of those services – they are not a perfect science but they are an efficient and effective way to apportion costs generally where they lie.

The Malvern Community Board support charges have historically been calculated on the estimated MCB FTE which has been calculated as 1.5 (0.3 per member x 5 members). The FTE of 1.5 divided by the 2024/25 budgeted total council staff FTE of 515 which equates to 0.29%. This percentage was moderated to 0.25% to reflect that there are some departments within Council that MCB may use less of. The support costs for the CEO and Governance departments are applied at a different rate of 2.1% to reflect the additional time spent on MCB business for key leadership staff.

The total of the support charges budgeted for MCB for 2024/25 is \$110k or 0.42% of the total Council support charges budget of \$26 million.

	SDC Total Budget 2024/25	MCB % of total support costs	MCB cost
Chief Executives Department, Governance support	\$2,395,655	2.10%	\$50,373
Administration Support Services *	\$23,820,579	0.25%	\$59,735
Support charges	\$26,216,234	0.42%	\$110,108

*Administration Support Services include finance, HR, payroll, digital, marketing and communications, customer services, records and legal.

**MINUTES OF A MEETING OF THE MALVERN COMMUNITY BOARD
HELD IN THE WEST MELTON COMMUNITY CENTRE
ON MONDAY 27 JANUARY 2025 AT 2PM**

PRESENT

Messrs. B Russell (Chairperson), J Verry (Deputy Chairperson), C Payne, P Freeman (from 3pm) and Ms S Nu'u (from 2.11pm); and Councillor L Gliddon

ATTENDEES

Mrs A Sneddon (Chief Financial Officer); Ms S O'Connor; Mr T Cockburn; and Ms T Davel (Senior Governance Advisor)

WELCOME

The Chair welcomed everyone to the meeting, especially Mrs Allison Sneddon, Chief Financial Officer. He also welcomed Mr Thomas Cockburn and Ms Sarah O'Connor from the Finance Team. The Chair noted that Councillor Gliddon will sit at the table for the next couple of months and he said the Board looked forward to her contributions.

The meeting was livestreamed.

The Chair congratulated Mr Kent who was recently granted an MNZN for services to the deaf and hard of hearing community. He thanked him for his work and congratulated Mr Kent for the honour bestowed upon him. Mr Ken said it came as a shock to him, but it reflects on what he has done. He said there are many others who also work hard and would be deserving.

APOLOGIES

For lateness, apologies from Ms Sharn Nu'u and Mr Phil Freeman.

Moved – Cr Gliddon / **Seconded** – Calvin Payne

'That the Malvern Community Board receives the apologies for lateness, as noted.

CARRIED

IDENTIFICATION OF ANY URGENT OR GENERAL BUSINESS

Mr Russell and Mr Verry each noted an item to discuss under General Business.

CONFLICTS OF INTEREST

None.

PRESENTATIONS FROM SELWYN DISTRICT COUNCIL STAFF

Financial Reporting

Mr Thomas Cockburn and Ms Sarah O'Connor presented their report and went through the financials line for line. There were several questions for clarification which were responded to by staff.

Mr Verry noted that he wanted to know what will happen to the large amount of money which is in surplus and whether there was any financial legal impediment if any of that was available for the Board to discuss with the community to be redistributed into the community. He asked whether this could be explained in more detail in the February meeting. Staff asked for clarification to which Mr Verry said the \$100k accumulated, clearly came into the budget via a target rate within the current term of the Board. He said when he meets people in the community, he would like to explain to them that this sum of money will not simply disappear into a consolidated account, but that there was potentially an opportunity to redistribute it within the community.

Staff explained in detail that the money will remain in the budget, and will roll over, noting this was part of the usual long-term plan budgeting process whereby any surplus was slowly being reduced by being used. Spending this 'surplus' at once would only mean that additional money would need to be found in future. Mr Verry insisted that people's concern was that given the fact there was no public consultation on the annual plan, the money will just be used to reimburse the Council which is already taking more than 50% for services.

Councillor Gliddon said this money was the result of budgeted and additional funds accumulating over several years. If it was to be repurposed, it would require a long-term plan submission from the Board.

The Chief Financial Officer, Mrs Sneddon, noted that she will ensure a summary showing the purpose of the accumulated funds, forms part of the February agenda.

Mr Payne added that the Board needed to meet to review its own budget and provide inputs to the CFO before the February meeting. Finance staff said they would be available to meet with the Board for this exercise and that this should ideally happen within the next month.

Mr Verry next raised the matter of why .42% was used as percentage to work out the service costs to the Board. He wanted to know whether it was possible to be more efficient, and Mr Payne agreed. Staff explained the charge was not just reflective of the salary of staff but that it consisted of, for example, digital licences, IT network, equipment maintenance, audit fees, postage, printing, banking and many other areas of service. The percentage is what is historically charged and based on how much of an FTE the Board is deemed to use. The CFO added it was an apportionment of the finances and mostly based on volume of time and effort that goes into this group.

Mr Verry said the Board was a very small entity within the whole of council and it seemed a Board this size would warrant no more than a \$50k service charge. He said not too much time or effort went into the Board and given the services actually provided to them, he wanted the Board to consider whether they were satisfied for it to remain at this percentage or go up or down. He went on to say that setting up meetings for audiovisual capability shouldn't be part of the Board's budget but rather of the overall communications budget.

The CFO said to review this was a large piece of work and that she would be having a discussion with colleagues post this meeting.

PUBLIC FORUM

Mr Harvey Polglase noted his resident's association had put a motion through to Council to investigate costings and savings. He raised a couple of items which had already been addressed.

CONFIRMATION OF MINUTES

Minutes of the Ordinary Meeting of the Malvern Community Board held in the Darfield Library Meeting Rooms, on Monday 25 November 2024.

Moved – Ms Nu'u / **Seconded** – Mr Payne

'That the Malvern Community Board confirms the minutes of the Ordinary Meeting of the Malvern Community Board held on Monday 21 October 2024.'

CARRIED

ACTIONS FROM LAST MEETING

Actions updated.

CORRESPONDENCE

None.

REPORTS

1. Monthly Report from the Chairperson

Chair - Mr Bruce Russell

The Chair noted there were nine months left for this Board before the elections and that there were several important matters coming up. He added he wanted to call a meeting prior to the next formal Board meeting to discuss the work programme which was recently circulated.

The Chair congratulated Ms Nu'u and the Darfield Community for the way the Grotto was run over the December holidays and said it was a lot of fun.

Moved – Mr Russell / **Seconded** – Mr Payne

'That the report from Mr Russell be received for information'.

CARRIED

2. Board Member Ms Sharn Nu'u

Ms Nu'u spoke about attending the Darfield High School prize-giving. She thanked the Darfield Resident's Association for assisting with the jail / Grotto and noted she heard there was some memorabilia for the jail which needed to be attended to.

She has conversations with Catherine Rose whose father was the project manager of the Darfield jail and in memory of his work they were looking to support a memorial seat.

Moved – Ms Nu'u / **Seconded** – Mr Payne

'That the report from Ms Nu'u be received for information.'

CARRIED

3. Board Member Mr John Verry

Mr Verry spoke about flooding in Springfield with the Chair noting there will be a staff report on the matter to the March Board meeting.

During the discussion it was agreed that NZTA will be contacted in relation to the flooding as it is their responsibility. In response to a question from the Chair Mr Verry and the rest of the Board said they were satisfied with the monthly meetings being held in Darfield at an earlier time in future.

Moved – Mr Verry / **Seconded** – Ms Nu'u

'That the report from Mr Verry be received for information.'

CARRIED

4. Board Member Mr Calvin Payne

Mr Payne told the Board about a Sister Cities visit to Yubetsu in March. He said the Board needed to decide who would be going and told the Board about the advertising and application process.

Moved – Mr Payne / **Seconded** – Ms Nu'u

'That the (verbal) report from Mr Payne be received for information.'

CARRIED

5. Board Member Mr Phil Freeman

Arrived 3.16pm

While Mr Freeman had no report, he did speak about the Hororata water being on again / off again. Councillor Gliddon noted that staff in the water services team will be going to Hororata to speak to the community.

6. Councillor Gliddon

Councillor Gliddon raised a number of matters, including the High school scholarship; recycling and hearings for the LAP. She also noted she was looking forward to the Local Government Commission determination on the Representation Review.

In relation to the recycling Councillor Gliddon noted this was a trial with input from the community. Funding for the trial was approved in 2023 and if it was to become permanent in future there will be further discussions about it, in relation to how it will be rated.

Moved – Councillor Gliddon / **Seconded** – Mr Verry

‘That the verbal report from Councillor Gliddon be received for information.’

CARRIED

7. Executive Director’s Report

In relation to road names in new developments, the Board asked that staff convey to developers that they should also look at the history of the area and choose names that fit in with the history.

Mr Payne said he was disappointed with the 70 pages of code of practice in the report and said it could have been added as reference or appendix. He said if people printed the agenda, it would be a waste of paper.

Moved – Mr Russell / **Seconded** – Mr Verry

‘That the report from the Executive Director be received, for information’.

CARRIED

8. Executive Director

Allowance Update

Ms Jodie Beker addressed the Board around their options of ICT equipment use. The determination allows two situations where allowances are payable. It was noted that using Council equipment leads to better control and management for security and LGOIMA matters, also built-in support e.g. firewalls etc. Using SDC equipment makes things more secure from a council perspective, and Board members could use a dual sim card in one phone if having two phones posed an issue for them.

Mr Payne explained at length how he operates his work and council devices and expressed concern that the financial reports show costs for phones when these are not fully used. He said having a council laptop was a wasted resource and that in his opinion Council needs to ask Board members to use their private / personal equipment. He also said that this should be discussed in detail during a future induction programme of a new Board.

It was reiterated that in some rural areas there was not enough mobile coverage. The matter will be discussed again in future meetings.

Moved – Mr Verry / **Seconded** – Mr Freeman

‘That the Malvern Community Board:

- 1) *Receives the report; and*
- 2) *Notes the allowances for ICT (see Appendix at Clause 8 for example of ICT) and the processes around reimbursement and use of ICT equipment.*

CARRIED

DISCUSSION OF PUBLIC FORUM MATTERS

None.

GENERAL BUSINESS

Mr Russell told the board he would not be standing for any local body elections again. He intended to retire at the next elections. Mr Verry noted he will go to the public in October for the community to decide whether they want him as their elected member in the Hawkins Subdivision again. He thanked Mr Russell for the service to the Board.

Mr Russell told Board members if they wanted to continue in local government, they had to start working on what they want to achieve to get their names out in the public.

With no further business, the meeting closed at 3.40pm

DATED this day of 2025

CHAIRPERSON

Malvern Community Board – January 2025 Meeting

Actions / Follow up for Staff

<i>Issue</i>	<i>Responsibility</i>	<i>Status / Update</i>
<i>Financial Report – accumulated funds and .42% service charges – further explanation</i>	<i>Finance Team</i>	<i>Further reporting for February meeting</i>
<i>Sister Cities visit to Yubetsu</i>	<i>Board member Payne and Sister City Committee</i>	<i>Selection of Board member for the upcoming visit and general report back at February meeting.</i>
<i>Road names to reflect history of area and not merely developer's choice</i>	<i>Roading Staff</i>	<i>Board secretary informed Roading staff of Board's request and it was noted for future.</i>

REPORT

TO: Malvern Community Board

FOR: Community Board Meeting - 24th February 2025

FROM: Community Board Member - Phil Freeman

DATE: 18th February 2025

SUBJECT: Board Report - for period to 18th February 2025

RECOMMENDATION

'That the monthly report from Board Member be received, for information.'

1. PURPOSE

The purpose of this report is to inform the Board of my recent activities and community engagement related to matters relevant to Malvern Community Board (MCB). The report is a record of my activities as a member of MCB and, where relevant, activities undertaken on behalf of the Board will be clearly identified.

2. CURRENT ISSUES

- a. Reserve Management :** This season the weather has created a unusual growth pattern with grass and weed growth. This means maintenance of our reserves and parks needed to be ramped up. You cant do maintenance by calendar it has to be done by communication from visual inspections and prompt reaction. You spray weeds at 2 to 6" not at 2 to 3', once its this high it needs to be mulched then sprayed 2 weeks later. Snap Send Solve is an "ambulance at the bottom of the cliff " way of managing Our Reserves

3. EVENTS

4. MEETINGS ATTENDED

Meetings - 2024	Summary
June	
27th January	My Future Town Workshop
27th January	MCB Board meeting
4th February	Go Hororata Meeting
13th February	Combined RAs workshop

5. COMMUNITY ENGAGEMENT

This section is to inform Board Members in relation to matters off relevance that have occurred in Malvern(and Selwyn)that as a member attended to better interact with the community.

> Blackford Barbell Club

>

6. FORTH COMING

> Springfield

A handwritten signature in black ink, appearing to read 'Phil Freeman', is centered on a light blue dotted grid background.

Phil Freeman
Malvern Comunimity Member

COMMUNITY BOARD REPORT

TO: Malvern Community Board
FOR: Community Board Meeting
FROM: Councillor Lydia Gliddon
DATE: 24 February 2025
SUBJECT: **BOARD REPORT – February 2025**

RECOMMENDATION

'That the monthly report from the Board member be received, for information.'

Darfield Wastewater

Works are on track to be done by mid-March as per programme. SDC understand the disruption to businesses, the Contractor has been accommodating his Temporary Traffic Management as much as he can to minimise the disruption and allow access to business carparks. In the attached photo you will see the “reduced” footprint to complete the installation of both services, wastewater is almost 3m deep and that requires an approximate 6-8 m width exclusion zone. The casing pipes has been installed under the railway (critical work) one week ahead of programme enabling the installation of the water and wastewater pipes. Overall, the contractor is progressing at good pace. Image in appendix 1.

Sheffield Pool

Kowai Pass Reserve Trust has volunteered to be available as a legal entity for the Sheffield Memorial Pool Working Group. With submission now closed, they are looking forward to hearings. It is the intention that the Sheffield Memorial Pool Working Group will start the process to form a Trust upon decision of Council, to avoid unnecessary costs that are incurred with forming a Trust as council decision has not yet been made. Kowai Pass Reserve Trust will be the interim legal entity if needed.

Hororata Pond Fish

As asked for an update at the last meeting - Half of the fish went to Ohoka and other rehomed in Hororata. The person who rescued the fish vetted the locations to make sure they were appropriate.

SH73

Stormwater - NZTA had a look the soak pit needs more capacity for heavy rain. The kerb sump and pipe lead to the pit is ok, but in heavy rain the soak pit can't handle it. The issue is on NZTAs radar, and they will see if they can pursue funding for a drainage project to upgrade the soak pit. SH73 Speed Review – still on track for potential to review speeds in July.

Roading Programme

After the residents group meeting MCB held, there were many questions about the roading programme. If MCB wishes – I have been informed that staff could be available at the next meeting

to brief MCB on the programme so to get a good understanding of the projects going forward, so you can communicate this to people.

Burnham Quarry

The decision of Environment Canterbury and Selwyn District Council in regard to a suite of applications for resource consent to establish and operate an aggregate quarry on approximately 362 hectares of land located at the junction of Aylesbury Road and Grange Road, Burnham, has been received. The decision is to grant the resource consent applications with conditions. Appeals are open until 5th March. Site plan in appendix 2.

Other

- Local Water Done Well – CCO consultation
- Potential (pending approval) consultations/open for submissions on
 - Dangerous, Affected, or Insanitary buildings policy
 - Stormwater, Drainage & Watercourse Bylaw
- West Melton acoustic fence at reserve – on going

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Cr Lydia Gliddon

APPENDIX 1



APPENDIX 2

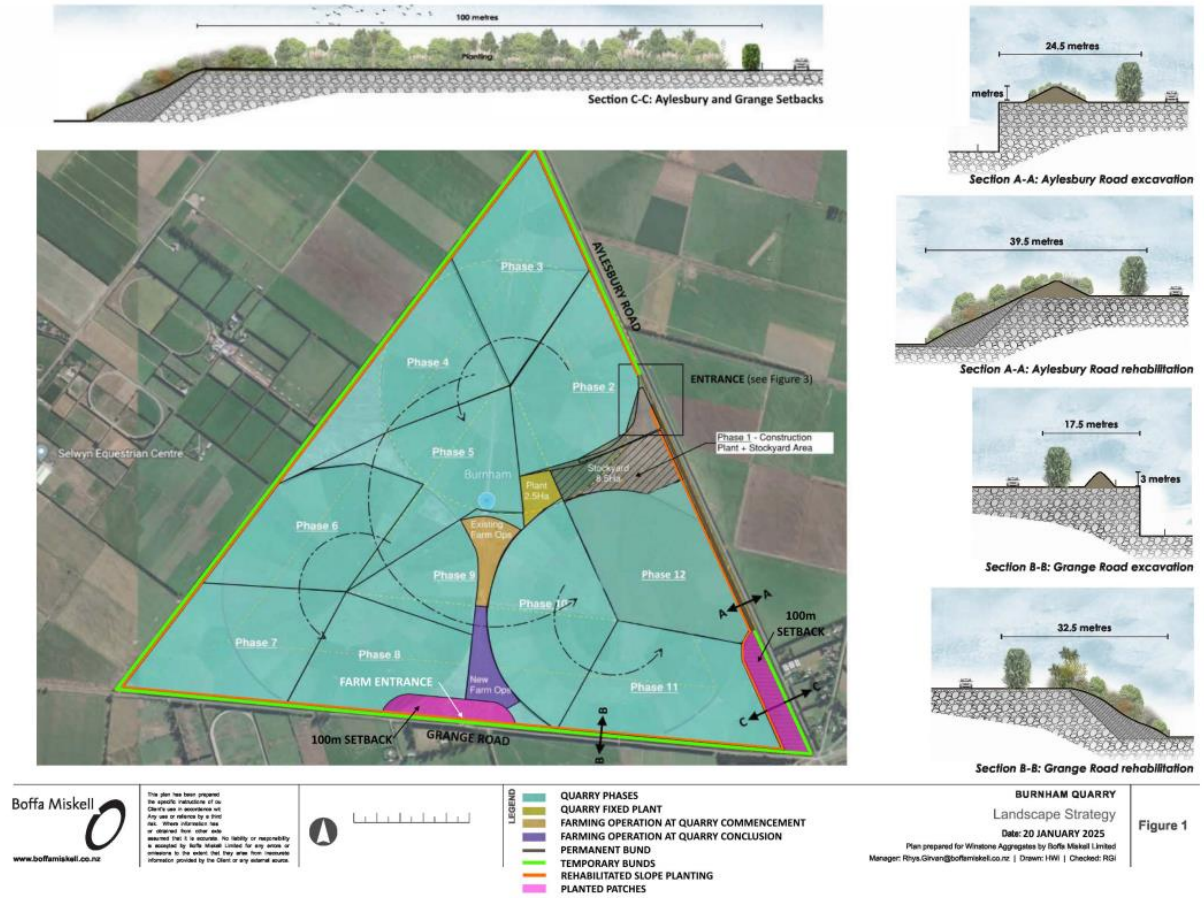


Figure 1

REPORT

TO: Malvern Community Board

FOR: Malvern Community Board Meeting on 24 February 2025

FROM: Executive Director People, Culture & Capability

DATE: 17 February 2025

SUBJECT: **EXECUTIVE DIRECTOR' SREPORT**

RECOMMENDATION

'That the Malvern Community Board receives the Executive Director's report for information

PURPOSE

The purpose of this report is to provide a key update on a couple of key projects planned for the Malvern Community.

1. WEST MELTON CARPARK LIGHTING UPGRADE

This project involves the construction of six new tennis and netball courts, complete with lighting and fencing. Additionally, the carpark will be extended to the south, which will include the installation of carpark lighting (refer Image 1).

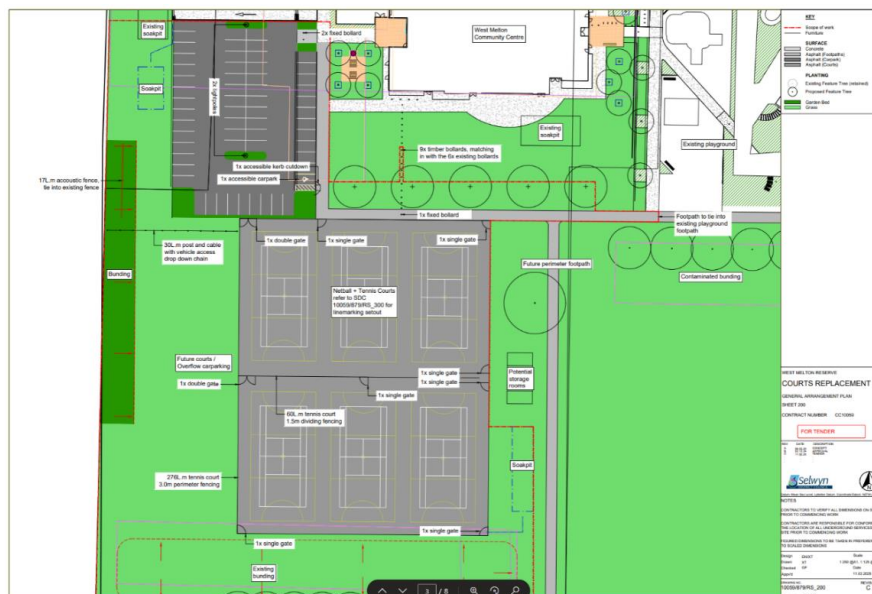


Image 1 – proposal.

Project status

An outlaying plan, RC245169, was acquired for this project. The result of that report confirmed that the project met all relevant regulatory requirements, and it was accepted without the need for modifications. Staff have been working with residents, local event organisers and staff from the Community Centre to address operational concerns and will be present at the Board meeting to provide a summary of the engagement to date and a progress update and to respond to any Board questions or feedback.

2. FLOOD MANAGEMENT

On 17 October 2024 a Springfield Flood Intervention Working Group was established with representatives from the Malvern Community Board, Springfield Residents Association, Township Committee, Environment Canterbury and Selwyn District Council present. The purpose of the Working Group is to advocate for flood interventions in the Springfield township and surrounds, providing direction, bringing local knowledge and advice to the proposed concepts. The Group plan to meet a minimum of twice per year with more frequent meetings when direction is required.

Prior to the next Working Party meeting, Tonkin and Taylor (who developed a flood bypass concept for the township) are updating the hydraulic modelling with new LIDAR and assessing further high-level options including assessment of risk and costings. Once this has been shared with the Working Party, which is planned for early April, concept design **and engagement with affected landowners would follow.**

3. AREA PLANS UPDATE

Early engagement on the Area Plans has been extensive, involving schools, drop-in sessions, world cafés, online tools, rural outreach, and community events. We developed Pop-ups featuring an interactive map, comment cards, pins, and a 'dotmocracy' voting activity to encourage participation.

The 'future town' engagement has been focused around themed around Waikirikiri Ki Tua Future Selwyn six strategic priorities, housing, infrastructure, transport, blue-green network, people and communities and economy. A community video was developed featuring regular community members of all ages explaining what they would like to see in their future towns. This engagement process helped explain in a visual and accessible way why the Area Plans are so important to our future town planning has reached over 133,000 views.

All feedback gathered will inform the development of three options for each area for public consultation later in the year. Highlights include:

- 600+ face-to-face conversations with people across the district
- 2,000+ dots, comments and lines made on our pop-up interactive maps
- 133,000 video views
- 4,600 visits to crowd mapping site
- 1,000+ mapped points, polylines, and polygons on crowd mapping.

Some of the key high-level themes for Malvern have been:

- How the towns grow;
- Improved Public Transport;
- Access across State Highways; and
- Additional community and recreation opportunities.

Our team will be aiming to present to the Community Board in June/July to workshop the next stage of our engagement.

4. DRAFT MALVERN COMMUNITY BOARD WORKPLAN

The draft work plan which sets out the key aspects of the Community Boards work to meet either their Terms of Reference or to provide an update on key projects within the area, will be discussed at the Board's next meeting and is designed to be revised and finalised within the next month.

5. LOCAL WATER DONE WELL

Consultation activity officially started on the 20th February and closes on Wednesday 12th March at 5pm. Community can access online consultation information including the consultation document and supplementary information using this link: www.yoursay.selwyn.govt.nz/your-water-done-well. Printed copies are available from service centres around the district. Council staff will talk to the approach and present the consultation material as part of this meeting for the Board.



Steve Gibling
EXECUTIVE DIRECTOR PEOPLE CULTURE AND CAPABILITY

REPORT

TO: Chief Executive
FOR: Malvern Community Board Meeting – 24 February 2025
FROM: Head of Sport and Recreation – James Richmond
DATE: 17 February 2025
SUBJECT: **Sheffield Pool Consultation and Aquatics Operations Update**

1. RECOMMENDATION

‘That the Malvern Community Board receives the report “Sheffield Pool Consultation and Aquatics Operations Update”, for information.’

2. PURPOSE

To provide the Malvern Community Board an update on the Sheffield Pool Consultation and overview of key Malvern Aquatic Facility operations for information only.

3. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

The decisions of this specific report, being that it is for information only, are assessed as of low significance in accordance with the Council’s Significance and Engagement Policy.

4. DISCUSSION

Darfield Pool - Pool Safe Audit

Pool Safe is a quality control assessment of pool operations in New Zealand. This audit system, administered by Recreation Aotearoa is seen as the benchmark for facility operations across New Zealand. Darfield Pool underwent the annual assessment in February this year which involves staff submitting operational procedures, water testing data and a site visit where staff are interviewed for compliance with the standards set. Darfield Pool passed this assessment pending another set of monthly water test being supplied to complete the data set.

Sheffield Pool Consultation

The Consultation on Sheffield Pool closed on 14 February 2025 after beginning on 22 November 2024. 64 digital responses were received with final numbers of paper submissions coming in from service centres. A total of approximately 80 submissions are expected. Hearings for the consultation are to be held on 26 and 27 February with 6 submitters wishing to be heard and to be confirmed over the coming days. The remaining key dates for Sheffield Pool are:

- Pool closes for the season: 16 March 2025
- Council deliberations on submissions: 19 March 2025
- Council meeting to confirm deliberations: 16 April 2025
- Deadline for final decision: 30 June 2025

General Facility Operations

A facility door counter has been installed at Darfield Pool to accurately track the number of visits per season. Historically staff have kept a good record of swimmer attendance there has been a marked increase in spectator and family use of the facility since the redevelopment. The door counter will allow an accurate tracking of this with 20,543 visits recorded from 16 November 2024 – 14 February 2025. Over this period six health and safety incidents were reported, all being minor in nature (grazed knee, bleeding nose etc).

Darfield Pool has seen increased usage, and, as a result we have received some questions / concerns about the risk of booking availability. While the pool is busier, there are still ample booking slots for residents and classes. The change is that we do now require clearer booking arrangements to manage demand effectively, rather than relying on more flexible, open-ended ad-hoc arrangements that restrict the ability for other users to book in.

To the point above a new, online booking system has been implemented at Darfield Pool. This system, which is also being utilised at other SDC facilities will allow online booking for customers, a true “one card” system and accurate, real time financial reporting for the organisation.

Sheffield Pool has had 2025 swims from 14 November 2024 – 14 February 2025 with no health and safety incidents reported.

5. VIEWS OF THOSE AFFECTED / CONSULTATION

(a) Views of those affected and Consultation

This report refers to a Special Consultative Process where the views of the community are specifically sought. Those views, the subsequent recommendations of the hearings panel and final decision made by council will all be run through the required parameters of that process.

(b) Māori and Treaty implications

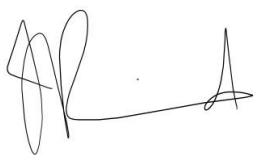
The subject of this report does not specifically impact Māori, their culture and traditions.

(c) Climate Change considerations

The proposal does not have any direct climate change implications.

6. FUNDING IMPLICATIONS

This report does not have any funding implications

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James Richmond

Head of Sport and Recreation

Endorsed for Agenda

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Denise Kidd

Executive Director Community Services and Facilities