

**MINUTES OF A MEETING OF THE MALVERN COMMUNITY BOARD  
HELD IN THE DARFIELD LIBRARY AND SERVICE CENTRE  
ON MONDAY 25 NOVEMBER 2019, COMMENCING AT 4PM**

**PRESENT**

Mr J Morten (Chair), Mr K May, Mrs J Pascoe, Mr B Woods, Councillors J Gallagher and B Mugford

**ATTENDEES**

Mayor S Broughton, Mr D Ward (Chief Executive), Ms T Davel (Governance Coordinator) and Mrs D Reynolds (Malvern Hub), for the public forum part of the meeting.

**APOLOGIES**

An apology from Mrs K Meares was received.

**Moved** – Mr K May / **Seconded** – Councillor B Mugford

‘That the Malvern Community Board receives the apology from Mrs K Meares, for information.’

**CARRIED**

**IDENTIFICATION OF ANY URGENT OR GENERAL BUSINESS**

Mr Woods wants to talk about the felling of 2 cherry trees in front of the NPD site.

**CONFLICTS OF INTEREST**

None noted.

**PUBLIC FORUM**

Denise Reynolds from the Malvern Hub addressed the Board noting the concern with parking outside the library and movement of cars. She has subsequently received a site plan and said she was very pleased with what the Council will be doing for parking. She thanked the Mayor and his Council as there had been a number of near accidents. She did raise a concern with exiting on the other corner and said it was not a good place to get into the traffic.

The Chairperson thanked Denise for her time and effort attending the Board meeting.

## **CONFIRMATION OF MINUTES**

### **Minutes of the Inaugural Meeting of the Malvern Community Board held in the Tai Tapu Community Centre on Wednesday 30 October 2019**

Taken as read with no amendments.

**Moved** – Mr B Woods / **Seconded** – Mr K May

*‘That the Board confirms the minutes of the Inaugural Meeting of the Malvern Community Board held on Wednesday 30 October 2019, as circulated.’*

**CARRIED**

### **Matters Arising from Meeting 23 September 2019**

Taken as read with no further discussion.

## **REPORTS FROM CHIEF EXECUTIVE**

### **1. Chief Executive**

#### **Adoption of the Proposed 2020 Malvern Community Board Meeting Schedule**

**Moved** – Mr K May / **Seconded** – Councillor B Mugford

*‘That the Malvern Community Board adopt the proposed 2020 Malvern Community Board meeting schedule.’*

**CARRIED**

### **2. Chief Executive**

#### **Adoption of the Code of Conduct**

**Moved** – Mr K May / **Seconded** – Mrs J Pascoe

*‘That the Malvern Community Board adopt the attached Code of Conduct.’*

**CARRIED**

### **3. Chief Executive**

#### **Roles and Delegations of the Malvern Community Board**

The Chief Executive noted that the main change was the delegation that the Board will be responsible for Yubetsu in the future.

On the issue of road naming the Board discussed the fact that developers often wait until the last minute to name their roads. To prevent any further delays the Board will continue to receive an emailed report from the Roading Administrator and should there be any serious issues they will raise it.

**Moved** – Councillor J Gallagher / **Seconded** – Mr B Woods

*‘That the Malvern Community Board adopt the document ‘Roles and Delegations of the Malvern Community Board’, as endorsed by Council on 6 November 2019.’*

**CARRIED**

#### **4. Chief Executive**

##### **Malvern Community Board Member Representation – Community Committee Schedule**

There was a brief discussion on the matter with the Board acknowledging they want to ensure a Board member is present at every community committee meeting. The Chairperson noted that Glenroy was pleased to have Mr Woods as their representative and was willing to change the date to suit him.

It was also noted that the Hororata Hall Committee and the Hororata District Citizens Association had merged.

Councillor Mugford added that people were looking to combine their committees and Board members should encourage that.

**Action Point:** *The Chief Executive said that the list of community committee representation will be forwarded to all Chairs and Secretaries of Malvern community committees.*

**Moved** – Mr K May / **Seconded** – Councillor J Gallagher

*‘That the Malvern Community Board adopt the proposed Malvern Community Board member representation schedule for Community Committees for the 2019 – 2022 Triennium.’*

**CARRIED**

#### **REPORT FROM CHAIRPERSON**

##### **5. Monthly Report from the Chairperson**

The Chair's report was taken as read. He reminded Board members to encourage their communities to go to the Christmas Volunteer Function and also to send through RSVP numbers to the Board Secretary for the Board's Christmas Dinner.

The Chairperson raised a concern from some committees about reading the financial reports and said that the Chief Executive will facilitate financial report training in the new year.

The Mayor added that the Board should advocate that passwords are not to change so frequently.

**Action Point:** *The Chief Executive will follow up with staff about the protocols on passwords but reminded the Board it was a security issue.*

**Moved** –Mr J Morten / **Seconded** – Councillor B Mugford

*‘That the report from the Chairperson be received, for information.’*

**CARRIED**

## **REPORTS FROM BOARD MEMBERS**

### **Board Member Mr Ken May**

Taken as read. Mr May added the employment process around the Darfield Recreation Centre was discussed at the last meeting.

Mr May said the smell at Tawera Hall was getting worse and the grounds had not yet been rectified to standard, as promised. Mrs Pascoe also referred to this.

**Action Point:** *The Chief Executive said he will report back on the progress with this in the December Board meeting and will also note the frequency of cleaning in his report.*

**Action Point:** *The Chief Executive said he would also report back in December on the Westview Fund.*

**Moved** –Mr K May / **Seconded** – Councillor J Gallagher

*‘That the report from Mr May be received, for information.’*

**CARRIED**

### **Board Member Mrs Karen Meares**

Report submitted and taken as read.

**Moved** –Mr J Morten / **Seconded** – Mrs J Pascoe

*‘That the report from Mrs Meares be received, for information.’*

**CARRIED**

### **Board Member Mrs Judith Pascoe**

Report taken as read with comments as follows:

Mrs Pascoe questioned the fact that the public agendas did not contain the personal information of people applying for discretionary funds. The Chief Executive and Board Secretary explained the process.

Mrs Pascoe also raised the issue of the missing fire hydrant sign in Kirwee. She noted that Council had been informed of this a month ago. The problem was where another Fire Brigade had to operate in the area they wouldn't know where the hydrant was.

**Action Point:** *The Chief Executive said he would follow up with staff with the expectation as stated by the Chairperson that Council would at least let the Committee know that their letter was received but that it was the responsibility of FENZ.*

The matter of another police officer appointed to Darfield was discussed. Councillor Gallagher has met him and he is looking forward to continue working with the Board.

Mrs Pascoe raised the angle parking proposed for outside the library. There was also a question about why the Board had not been involved in the planning earlier. Councillor Mugford agreed noting that the Board should have been kept updated and involved with the process from the start.

**Action Point:** *The Chief Executive will facilitate a planner and roading staff member to attend the December meeting to discuss progress with the Board.*

The Mayor also took this opportunity to advise the Board of the business to be discussed in the two Council meetings in future, one being around infrastructure, roading etc. He asked the Board whether a Malvern extract of that report will be useful to which they responded in the affirmative.

**Action Point:** *The Board will in future receive a Malvern extract of infrastructure reports going to Council.*

**Moved** –Mrs J Pascoe / **Seconded** – Mr K May

*'That the report from Mrs Pascoe be received, for information.'*

**CARRIED**

### **Board Member Mr Bill Woods**

Mr Woods took his report as read, adding that the report was late because he did not receive the agenda nor the email asking for a report. This is due to the fact that he had not yet been able to connect to the Council network. The Chief Executive noted that both Mr Woods and Mr May will be receiving their devices soon and will also receive some training from ICT staff.

Mr Woods raised the meeting on Social Housing that he recently attended. He was impressed and would like to continue with the meetings if the Board agreed, which they did.

The issue raised in Mr Woods' report around target rates was responded to by the Chief Executive.

Other issues in his report were addressed and Mr Woods requested a written reply from the Chief Executive.

**Action Point:** *The Chief Executive will circulate a response to all Board members.*

The Board acknowledged that the next challenge for them would be the upcoming representation review.

Mr Woods next spoke about the cherry trees. He said on the consent application the two trees were left to stay. He cited three issues with this topic: the application; the actual land inbetween the road and the curbing and who looked after it, i.e. who had the right to decide to fell the trees; and thirdly whether or not the Transport Agency could simply fell trees without consultation.

**Moved** –Mr B Woods / **Seconded** – Mrs J Pascoe

*‘That the report from Mr Woods be received, for information.’*

**CARRIED**

## **REPORTS FROM OFFICERS**

### **6. Chief Executive**

#### **Manager’s Report – November 2019**

The Chief Executive briefly highlighted some of the issues in his report. He asked Board members to continue encouraging their communities to use the Darfield bus to ensure it continues. He noted the ELT members who would attend upcoming Board meetings and asked that the Board consider what they want discussed at those meetings in order that staff may prepare appropriately.

The Chief Executive noted that the Accessibility Charter was signed earlier and it was exciting that Selwyn District Council was the first local government authority in New Zealand to produce its own accessibility charter.

Mr Ward also asked members to let the youth in their communities know that the closing date for Selwyn Youth Council was Saturday 30 November 2019.

The Board will receive a briefing on financial procedures early in 2020. He said Council had very strict financial processes. He also spoke about the conflicts register and said it will be reviewed regularly in case something has changed.

**Moved** – Mrs J Pascoe / **Seconded** – Mr K May

*‘That the Malvern Community Board receives the Chief Executive’s Report – November 2019, for information.’*

**CARRIED**

## **7. Accounting Officer**

### **7.1 Request for a Grant – Pioneers of Canterbury Masters Marching Team**

**Moved** – Councillor B Mugford / **Seconded** – Mrs J Pascoe

*‘That the Malvern Community Board grant \$188.00 from the Malvern Ward Discretionary Fund to the Pioneers of Canterbury Masters Marching Team to assist one member resident in the Malvern Ward with the costs of competing in the New Zealand Marching Championships to be held in Auckland from 23-29 March 2020’*

**CARRIED**

### **7.2 Request for a Grant – Selwyn School of Dance Evolution 2020 Team**

**Moved** – Mr K May / **Seconded** – Mrs J Pascoe

*‘That the Malvern Community Board grant \$71.00 from the Malvern Ward Discretionary Fund to the Selwyn School of Dance, Evolution 2020 team to assist one member resident in the Malvern Ward with the costs of attending the Evolution Dance Competition to be held on the Gold Coast Australia from 7-11 January 2020’*

**CARRIED**

### **7.3 Request for a Grant – Sophie Townsend**

**Moved** – Councillor J Gallagher / **Seconded** – Mr B Woods

*‘That the Malvern Community Board grant \$500.00 from the Malvern Ward Discretionary Fund to Sophie Townsend to assist with the costs of representing the South Island Showjumping Team at the annual showjumping competition between Victoria and the South Island held in Werribee, Australia from 5-6 October 2019’*

**CARRIED**

## **REPORTS FOR INFORMATION**

### **8. Discretionary Fund Report**

The Chief Executive explained the rationale behind the report and that it reflects the status of the Board’s discretionary fund.

**Moved**– Mr K May / **Seconded** – Mr B Woods

*‘That the Malvern Community Board receives the Discretionary Fund Report, for information.’*

**CARRIED**

## COMMUNITY COMMITTEE INFORMATION

### 9. Community Committee Minutes

#### a) Matters Arising from Community Committee meetings

The Chief Executive explained the system. He said the list showed which minutes have been received to date. The table captures the matters raised by committees as actions. The Chairperson said it was a timely reminder to let Committees know they should have resolutions minuted so that it could be noted in these reports.

#### b) Community Minutes Received

##### *Township Committees*

- Arthurs Pass Association – 7 September and 26 October 2019
- Castle Hill Citizens Association – 16 September 2019
- Coalgate Township – 22 October 2019
- Glentunnel Township Committee – 30 September and 28 October 2019
- Hororata Citizens – 23 July 2019
- Kirwee Community Committee – 16 September and 21 October 2019
- Lake Coleridge Community – 13 September 2019
- Springfield Township – September 2019
- Whitecliffs Township – 14 October and 11 November 2019 (*and Triennial*)

##### *Hall and Community Centres*

- Glenroy Community Hall – 15 October 2019
- Glentunnel Community Centre – 17 September and 12 November 2019
- Glentunnel Museum – 19 September and 17 October 2019

##### *Reserves & Recreation Areas*

- Coalgate Glentunnel - 1 October 2019
- Darfield Recreation Centre – 7 October 2019
- Greendale Recreation Reserve – 3 September 2019
- Hororata Reserve Management – October 2019
- Kirwee Recreation Reserve - 14 October 2019
- Kirwee Recreation Reserve - 11 November (*Draft and incl Triennial*)
- Sheffield Waddington Reserve – 4 September 2019

**Moved** – Mr K May / **Seconded** – Mrs J Pascoe

*‘That the Malvern Community Board receives copies of community committee meeting minutes, for information.’*

**CARRIED**

The Chairperson told the Board his expectation was that those attending Council meetings would bring back information to the Board.



Councillor Mugford said the Board had been lucky with its Santa in the Grotto event so far with Scholastic NZ supplying them with a huge amount of toys and other goods to use as gifts. The Mens Shed also supplied presents. He said so far 521 presents had been wrapped and there are at least 1300 presents for next year.

The Chairperson spoke in relation to Tussock Square and said he wanted to acknowledge the accessibility of staff to meet with the Board and others on site and work towards a positive outcome. He said he was appreciative of their commitment and desire to listen to the views, and in particular he mentioned Council's Community Projects Coordinator, Hugh Sheppard. The Mayor said the Board should consider inviting Hugh Sheppard to a next Board meeting to talk with them about the work he has done on McHughs and the dog park.

**Action Point:** *The Chief Executive will request Hugh Sheppard to address the Board on the work done on McHughs and also the dog park.*

Mr May raised the Rewi Alley sign translation issue and Councillor Mugford told the Board the sign was put there by the Sister City Group after which locals objected to it only being in Chinese. Staff will be changing it but the sign is currently with Council's Communications Team to alter it according to specifications.

The Mayor thanked the Board for inviting him to the meeting and looked forward to working with them.

The meeting was closed at 5.55pm.

DATED this 16<sup>th</sup> day of DECEMBER, 2019



CHAIRPERSON