

**MINUTES OF A MEETING OF THE MALVERN COMMUNITY BOARD  
HELD IN THE DARFIELD LIBRARY AND SERVICE CENTRE,  
1 SOUTH TERRACE, DARFIELD  
ON MONDAY 28 JANUARY 2019, COMMENCING AT 4.30PM**

**PRESENT**

Mesdames, J Gallagher (Chair), K Meares, and J Pascoe, Mayor S Broughton, Ms M Hands and Councillors J Morten and R Mugford

**ATTENDEES**

Mrs D Kidd (Community Relations Manager), Ms E Sibbald (Library Customer Services Officer) and Ms T Davel (Governance Coordinator)

**Guest:** Mrs C Shone (Community Energy Action)

**APOLOGIES**

Apologies for absence were received from Mayor Broughton and Ms Hands.

Apology for lateness was received from Councillor Morten.

**Moved** – Mrs Meares / **Seconded** – Mrs J Pascoe

*That apologies for absence be accepted for Ms Hands and Mayor Broughton, and apology for lateness from Councillor Morten.*

**CARRIED**

**IDENTIFICATION OF ANY URGENT OR GENERAL BUSINESS**

None identified.

**CONFLICTS OF INTEREST**

None identified.

**PUBLIC FORUM**

Mrs Caroline Shone, Chief Executive of the organisation, Community Energy Action (CEA) addressed the Board. She said their focus was on insulation, earthquake damaged properties and running the mobile curtain bank, amongst others. Mrs Shone told the Board that anyone can access curtains from the curtain bank and added that there are a surprising number of people who cannot afford to have curtains in their homes. She said that in 2017, the Curtain Bank curtained nearly 900 households.

*Councillor Morten arrived at 4.38pm*

Mrs Shone said CEA also install free fire alarms and that subsidies for insulation were available. The Healthier Homes Canterbury was open to anybody within Canterbury and is a scheme provided by Environment Canterbury offering low interest loans to eligible Canterbury ratepayers. Mrs Shone told the Board that in Canterbury, 50,000 rental properties have little or no insulation and approximately 100,000 owner occupier homes are in a similar position.

CEA partners with many organisations to change the community, including the energy sector, Environment Canterbury, Community Groups such as Age Concern, the District health Boards and a variety of local Council bodies. Mrs Shone said she didn't think CEA was doing as much in Selwyn as they could or should, which is one of the reasons she is talking to the Board. She encouraged the Board to get the message of CEA's services out into their communities.

Mrs Gallagher thanked Mrs Shone for her presentation.

## **CONFIRMATION OF MINUTES**

**Minutes of the Ordinary Meeting of the Malvern Community Board held in the Windwhistle School Hall, Rakaia Gorge Road, Windwhistle on Monday 26 November 2018.**

**Moved** – Mrs Meares / **Seconded** – Mrs Pascoe

*'That the Board confirms the minutes of the Meeting of the Malvern Community Board held on Monday 26 November 2018, as circulated.'*

**CARRIED**

## **MATTERS ARISING FROM MINUTES**

Mrs Kidd referred to the table noting that action points have been dealt with. She added two further updates – the first in relation to undergrounding of power and streetlight installation for Glentunnel. Council staff advised that should the Board promote this as a priority project it could be assessed like other projects in the District. The second was in relation to drainage for flood waters in Lake Coleridge and Council staff advised it should be discussed further and replacing a soak pit may not necessarily solve the issue. .

## **REPORT FROM CHAIRPERSON**

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

In response to the Chair about attending the upcoming Community Board Conference, Mrs Pascoe indicated she would go.

There was a discussion about mowing in Townships and reference to two letters in recent media reports. There were several comments made in communities about whether there were not enough staff employed. The Board requested a mowing

schedule for the Malvern Townships, so that they were informed when talking to their Committees.

The Chair asked for comments about a display cabinet for the Boards' Japanese gifts. There was a brief discussion after which the Community Relations Manager asked the Board to indicate what it is they want accommodated (size, description, photos) to enable Council staff to make a decision as to the most appropriate display option.

**Moved** – Mrs Gallagher / **Seconded** – Councillor Morten

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

**CARRIED**

## **REPORTS FROM BOARD MEMBERS**

### **Board Member Mr Kerry Pauling**

No report.

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

Taken as read. Mrs Meares asked that Councillors submit reports when they attend committee meetings to ensure the issues raised in meetings, get dealt with via the Board.

### **Board Members Mrs Judith Pascoe**

Taken as read. Mrs Pascoe asked whether Council staff could prepare a plain English explanation as to the reasons the water supplies will be chlorinated. It was agreed that such an explanation and the matrix provided by Council staff for numerous Council meetings during 2018, be provided to Board members.

### **Board Member Ms Megan Hands**

Apology.

**Moved** – Mrs Meares / **Seconded** – Mrs Gallagher

*'That the monthly reports from the Board Members be received, for information.'*

**CARRIED**

## **Councillor John Morten**

Councillor Morten raised the issue of the functionality and efficiency of the new system at camping grounds.

## **Councillor Bob Mugford**

Councillor Mugford noted dealing with the flooding in Hororata was challenging.

## **REPORTS FROM OFFICERS**

This item was taken directly after public forum to provide for Library staff to sit in on the presentation. It is recorded in the minutes as per the original order page.

Mrs Kidd explained to the Board how the Community Services Team fits together. She spoke about several recent surveys and reports including extending the library services, the decision to stop using the Mobile Library Bus and provided an update about pool usage in the District.

In response to a question from Mrs Meares about Council staff attending a committee meeting to explain the booking system, Mrs Kidd noted it might be more appropriate for the committee member dealing with the bookings to contact the Council staff member and have a discussion.

## **2. Chief Executive**

### **Manager's Report – January 2019**

The Community Relations Manager took her report as read.

**Moved** – Councillor Morten / **Seconded** – Councillor Mugford

*'That the Malvern Community Board receives the Manager's Report – January 2019, for information.'*

**CARRIED**

## **3. Accounting Officer**

### **3.1 Request for a Grant – Village Maria College**

The application was taken as read and accepted.

**Moved** – Mrs Meares / **Seconded** – Councillor Mugford

*'That the Malvern Community Board grant \$500.00 from the Malvern Ward Discretionary Fund to Villa Maria College to assist 1 student resident in the Malvern Ward with the costs of competing in the Young Enterprise National Awards'*

*Competition held in Wellington from 6-7 December 2018 as members of the School's Business Studies group – 'Too Good Foods'*

**CARRIED**

Councillor Morten suggested that the Board delegate authority to an Executive Group, to make decisions on grant applications in cases where the Board cannot meet. A report with formal recommendation will be presented to the Board at a future meeting.

## **REPORTS FOR INFORMATION**

### **4. Correspondence**

A letter of thanks was received from Millie Calder. A letter was also received from the Council Property and Commercial Manager to the Darfield Community Committee in relation to removal of Douglas Fir Trees.

**Moved** – Mrs Meares / **Seconded** – Mrs Pascoe

*'That the Malvern Community Board receives the correspondence from the Selwyn District Council to the Darfield Community Committee; and a thank you letter from Millie Calder, for information.'*

**CARRIED**

### **5. Discretionary Fund Report**

Taken as read and accepted.

**Moved** – Mrs Meares / **Seconded** – Mrs Pascoe

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

**CARRIED**

## **COMMUNITY COMMITTEE INFORMATION**

### **6. Community Committee Minutes**

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

The Matters Arising were taken as read with the following additional comments made:

## **b) Community Minutes Received**

### *Township Committees*

- Darfield Township – 18 October 2018
- Glentunnel Township – 26 November 2018
- Hororata Citizens Committee – 17 November 2018
- Springfield Township – 4 December 2018
- Whitecliffs Township & Domain – 10 December 2018

### *Hall and Community Centres*

- Glentunnel Community – 20 November 2018
- Sheffield / Waddington – 6 December 2018

### *Reserves & Recreation Areas*

- Darfield Recreation – 5 November 2018
- Kimberley Reserve and Hall – 22 November 2018
- Kirwee Recreation Reserve – 10 December 2018

**Moved** – Mrs Meares / **Seconded** – Mrs Pascoe

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

**CARRIED**

## **GENERAL DISCUSSION**

The Board discussed having a Community Services Award event in 2019.

During the discussion the Board identified a development of a Japanese Garden in Tussock Square as a potential project for the year. It was agreed to write to the Deputy Mayor in Yubetsu asking for advice and comments in terms of design. Mrs Meares would also follow up with the designer of a similar garden in Methven. The Board Secretary would provide an aerial map of the area to accompany the letter.

**Moved:** Councillor Morten / **Seconded:** Councillor Mugford

*‘That the Malvern Community Board identify, lead and manage the development of a Japanese Garden in the Tussock Square Area, Darfield Recreation Reserve, as a project for the year.’*

**CARRIED**

The Board agreed to meet for a workshop to plan for the year ahead.

## RESOLUTION TO EXCLUDE THE PUBLIC

**Moved** – Councillor Morten / **Seconded** – Mrs Pascoe

*‘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 |
|---|--|--|--|
| 1   | Creative New Zealand Assessment Committee Position | <i>Good reason to withhold exists under Section 7</i>          | <i>Section 48(1)(a)</i>  |

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 | protect the privacy of natural persons, including that of deceased natural persons; or | Section 7(2)(a) |
|---|--|-----------------|

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

**CARRIED**

The meeting moved into public excluded at 6.17pm

The meeting reconvened in open meeting at 6.19pm.

The meeting confirmed that the resolution in the public excluded part of the meeting, may be made public.

**Moved** – Councillor Morten / **Seconded** – Mrs Pascoe

*‘That the Malvern Community Board approve the reappointment of Vicki Clement to represent the Malvern area on the Creative New Zealand Assessment Committee, for a further three year term.’*

**CARRIED**

The meeting closed at 6.19pm.

DATED this 25<sup>th</sup> day of February 2019

  
CHAIRPERSON



| <b>Action Points</b>  |
|---|
| Malvern Area Community Services Awards to be held in 2019   |
| Letter to Deputy Mayor, Yubetsu for advice and comments on developing and design of a Japanese Garden in Tussock Square, Darfield                             |
| Appointment of a Governance subcommittee of the Board, for funding application decisions in the month of December in particular, when the Board does not meet |
| Board Workshop to discuss and plan the work programme for the year (2019)   |
| Storage space and display for gifts   |
| Mowing schedule to be forwarded to Board members  |
| Chlorination explanation and matrix to be forwarded to Board members  |
| CEA information to be forwarded to Board members  |