



HURUNUI
District Council

Cheviot Ward Committee

Agenda

ORDINARY MEETING

6.00 pm, Wednesday, 27 September 2017

Cheviot Library / Service Centre, 39 Hall Street, Cheviot

Community partnership in growth and wellbeing.

CHEVIOT WARD COMMITTEE

Membership

Mayor Dalley
Councillor Vincent Daly
Don Anderson
Barry Cleghorn
Peter Harmon
Lyndsey Hiatt
Heather Macfarlane
Geoff Maxwell
Peter Montgomery
Doug Taylor
Peter Somerville

Quorum – The quorum for this committee is at least 50% of the committee membership, but in no case shall the number be less than 5.

Purpose of local government

- (1) The purpose of local government is –
 - (a) To enable democratic local decision-making and action by, and on behalf of, communities and
 - (b) To meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.
- (2) In this Act **good-quality**, in relation to local infrastructure, local public services, and performance of regulatory functions, means infrastructure, services and performance that are –
 - (a) Efficient: and
 - (b) Effective: and
 - (c) Appropriate to present and anticipated future circumstances

(Local Government Act 2002 – Amendment Act 2012)

CHEVIOT WARD COMMITTEE

ORDINARY MEETING

WEDNESDAY, 27 SEPTEMBER 2017 AT 6.00PM

Item	Order of Business	Pages
	The Ward Councillor will take the Chair until the new Chairperson is elected	
	<p>Health and Safety Briefing – In the event of an emergency: For evening meetings leave immediately and assemble on the grassed area by the public toilets.</p> <p>Apologies Announced Urgent Business Conflict of Interest Declarations</p>	
1.	<p>Minutes for Confirmation</p> <p>The Minutes of the Committee meeting of held Wednesday, 26 July 2017.</p>	4 - 9
2.	<p>Decision Reports</p> <p>2.1 Secretary Report, Reserves Advisory Groups Decision Items</p> <p>2.2 Cheviot Community House Proposal - Presentation</p>	10 - 11
3.	<p>Discussion Reports</p> <p>3.1 Financial Report to 31 August 2017</p>	12 - 15
4.	<p>Information Reports</p> <p>4.1 Chlorination Update</p> <p>4.2 Cheviot Ward Annual Playground Report 2017 – Tabled at the meeting</p> <p>4.3 Council Updates, May, June, July and August 2017</p> <p>4.4 Unconfirmed Minutes from the Local Advisory Groups provided for the Committee's information:</p> <ul style="list-style-type: none"> - Domett Reserves Advisory Group Minutes – August 2017 - Port Robinson Reserves Advisory Group Minutes – August 2017 - Cheviot Reserves Advisory Group Minutes – September 2017 	<p>16 - 20</p> <p>21 - 29</p> <p>30</p> <p>31 - 32</p> <p>33 - 35</p> <p>36 - 38</p>
5.	<p>Correspondence</p> <p>5.1 Cheviot Community Connector – Re Cheviot Community House Proposal</p>	39 - 41
6.	Action Sheet	42
7.	Urgent Business	
	Next Meeting – 6pm, Wednesday, 25 October 2017	

HURUNUI DISTRICT COUNCIL MINUTES



Meeting	Cheviot Ward Committee
Time and Date	6:00pm, 26 July 2017
Venue	Cheviot Library/Service Centre, 39 Hall Street, Cheviot
Agenda	http://www.hurunui.govt.nz/your-council/meeting-calendar/ Scroll to the applicable meeting on the calendar.

Present Councillor Vince Daly, Don Anderson (from 6.23pm), Barry Cleghorn, Peter Harmon, Lyndsey Hiatt, Heather Macfarlane, Peter Somerville (from 6.19pm) and Doug Taylor (from 7.07pm).

In Attendance Jason Beck (Manager Support Services), Sue Courtney (Team Leader – Property) Rob Day (Cheviot Promotions) and Kait Murray (Committee Secretary).

Apologies Geoff Maxwell and Peter Montgomery.

THAT THE APOLOGIES BE ACCEPTED

Daly/Cleghorn

CARRIED

Health and Safety Briefing The emergency exits and assembly points were pointed out.

Absent

Conflict of Interest Declarations Nil

Urgent Business Nil

The meeting dealt with the agenda items in order of importance, but the items are recorded in these minutes as they were numbered on the agenda.

1. Previous Minutes Due to a lack of a quorum the Cheviot Ward Committee meeting scheduled for 28 June 2017 was cancelled.

The minutes of the last meeting of the Cheviot Ward Committee meeting held Wednesday, 31 May 2017 were taken as read.

THAT THE MINUTES OF THE CHEVIOT WARD COMMITTEE MEETING HELD ON WEDNESDAY, 31 MAY 2017 BE ACCEPTED.

Hiatt/Macfarlane

CARRIED

The Public Excluded Minutes of the Committee meeting of held Wednesday, 31

May 2017 were taken as read.

THAT THE PUBIC EXCLUDED MINUTES OF THE CHEVIOT WARD COMMITTEE MEETING HELD ON WEDNESDAY, 31 MAY 2017 BE ACCEPTED.

Harmon/Hiatt

CARRIED

2. DECISION ITEMS

2.1 Lease for Gore Bay Camp Ground

The Team Leader - Property presented the report. She briefly outlined the purpose of the report saying it contains the draft lease and tender documents and for the tender of the Gore Bay and Buxton Campground lease.

The Team Leader – Property explained as there was an urgency for the advertising to proceed so it was done without the prior approval of the Committee.

The Team Leader – Property commented that while there have been a number of improvements made to the camp, there are further improvements that have been recommended the Committee approve. These include the replacement of the showers at the Buxton Camp (similar to those at the Gore Bay Camp) and the repair or replacement of the instant hot water system at the Gore Bay Camp kitchen.

In response to a question regarding Tender enquiries at this stage, The Team Leader – Property confirmed there have been two enquiries.

Some of the points clarified by the Team Leader - Property from the ensuing discussion were:

- The lack of housing on site with the lease was highlighted as a possible barrier to awarding the lease.
- The lease agreement has been amended as a result of legal advice received. A number of the amendments have resulted from the recent fire at the Leithfield Beach Camp which highlighted inadequacies within the existing lease documentation.
- The Lessor is required to maintain the camp to the same standard as it was at the commencement of the lease.
- There are around 110 stays pre-booked for dates after the current lease expires.
- Occupancy figures for tenderer's are available upon request from the current Lessee.

THAT THE COMMITTEE APPROVE THE DRAFT LEASE DOCUMENTS, TENDER DOCUMENTS AND ADVERTISING FOR THE GORE BAY CAMP GROUND LEASE; AND

THAT THE COMMITTEE APPROVE IMPROVEMENTS TO THE GORE BAY AND BUXTON CAMP GROUNDS RECOMMENDED BY THE PORT ROBINSON ADVISORY GROUP CAMP SUBCOMMITTEE.

Somerville/Anderson

CARRIED

2.2 Cheviot Community Health Centre Lease

The Team Leader - Property presented the report, she said the current three year lease for the Cheviot Community Health Centre expired on 1 July 2017. A new lease is now required with an assessment of the rental costs. She said the current term is quite short for a medical centre lease, she suggested extending the right of renewal and amending the rent review period which has been the

basis for the recommendation for the Committee's consideration.

Some of the points noted from the discussion were:

- The Manager Support Services confirmed the rental payment covers the day to day costs of the medical centre, it is not used to pay down debt. He confirmed the debt is paid out of the targeted rates.
- The Team Leader – Property highlighted some of the points that require amendment within the lease, some of which would be the responsibility of the lessee and some of which would be the responsibility of the lessor, examples of both could include the replacement of light bulbs and the servicing of the heat pump and the alarm system.

THE COMMITTEE AGREE THAT:

THE NEW LEASE TO CHEVIOT COMMUNITY HEALTH CENTRE 2013 LIMITED, FOR THE CHEVIOT COMMUNITY HEALTH CENTRE, BE FOR A THREE-YEAR TERM WITH TWO RIGHT OF RENEWALS FOR FURTHER THREE-YEAR TERMS.

THE RENT BE REVIEWED EVERY 18 MONTHS ALLOWING THE RENT TO BE REVIEWED AT THE BEGINNING OF EACH TERM AND ONCE IN THE MIDDLE OF EACH TERM.

THE RENTAL BE \$11,194.84 PLUS GST PER ANNUM, AN INCREASE OF 2.5% ON THE CURRENT RATE.

Hiatt/Harmon

CARRIED

3. DISCUSSION ITEMS

3.1 Financial Report to 30 June 2017

The Manager Support Services gave an overview of the report. He said the report represents the whole financial year. Some of the points noted from the report were:

- The Manager Support Services explained the Cheviot Rates figures that have no budget against the actual spent.
- There is close to \$32k remaining available and unallocated within the contestable fund. More discussion was had about putting it towards the resurfacing or replacement of the Gore Bay Tennis Courts.
- Another suggestion for some use for the available and unallocated contestable funds was for the installation of a volley board at the Conway.

THAT THE INFORMATION BE RECEIVED.

Anderson/Cleghorn

CARRIED

4. INFORMATION ITEMS

4.1 Long Term Plan 2018-28 Preparation

The Manager Support Services spoke to the report. He gave an overview of the process, saying it provides an opportunity for each community to identify any key projects that it may wish to undertake over the next ten years.

He said once projects are identified and agreed on then each of the relevant committees, can begin planning on how the projects will be funded and then undertaken.

The Manager Support Services confirmed there will be a consultation process which will include the public.

THAT THE INFORMATION BE RECEIVED.

Somerville/Anderson

CARRIED

4.2 Hurunui District Council Tree Management Policy

An increase in development activity in the Hurunui District in recent times has seen a corresponding rise in urban plantings with new subdivision displaying extensive new tree planting in streets and reserves. Rural township communities have also been active over the years by establishing new plantings to beautify their surroundings and moderate climate change.

At their meeting held on 18 May 2017, the Public Services Committee adopted the Hurunui District Council Tree Management Policy. The policy has been prepared to provide policy guidance and a consistent approach to the planting, maintenance and removal of trees on Council owned land.

THAT THE INFORMATION BE RECEIVED.

Taylor/Hiatt

CARRIED

4.3 Reserves in the Cheviot Ward

The Team Leader - Property presented the report, she said over the next few months, Officers will be visiting the reserves in each ward and meeting with the relevant Reserve Advisory Groups to establish a list of Council's assets and to determine what maintenance is required for the following 10 years.

The Team Leader - Property outlined the Reserves Management Policy and said all reserves in the District are divided into two categories for funding purposes, which are identified by area of benefit rather than by the legal classification of reserve. This policy will provide a foundation for the creation of a prioritised long-term development programme for reserves and how they are funded. In determining the category status and the extent of benefit of any reserve, the Council will have regard to the degree to which one or more of the factors apply to a particular reserve. She said the higher the degree of local use or contribution towards local amenity, the greater the weighting towards classification as an "Amenity Reserve".

The more visitor-oriented or the greater the heritage or ecological value, the greater the weighting towards classification as a "District Reserve".

She also pointed out that should these factors change over time, Council may review the funding category of any reserve if circumstances warrant this.

She clarified Amenity Reserves funding by saying capital expenditure and maintenance are funded 100% by the local amenity rate or, at the discretion of the Council, fully or partially funded by Hanmer Springs Thermal Pools and Spa Reserve surpluses. She also said an Amenity Reserve is Defined as: A reserve that provides benefits principally to the local community in which it is situated.

Where there was discussion about individual items, some of the main points are noted below

- Disposal of some of the reserves was briefly discussed along with the dispersal of the funds. The Team Leader – Property confirmed there is a lot of work to be done including a complete review of the reserves, their use and value but the initial focus is on the 10 year plan.
- Where a Memorandum of Understanding has been in place, it will continue with the relevant Reserve Advisory Group.
- The majority of Amenity reserves have gone on to the Reserve Advisory Groups.

	<p>THAT THE INFORMATION BE RECEIVED.</p> <p>Anderson/Hiatt</p> <p style="text-align: right;">CARRIED</p>
4.4 Hurunui Tourism Strategy 2017-2022	<p>The Hurunui Tourism Strategy 2017 – 2022 was taken as read.</p> <p>THAT THE INFORMATION BE RECEIVED.</p> <p>Somerville/Taylor</p> <p style="text-align: right;">CARRIED</p>
4.5 Unconfirmed Minutes from the Local Advisory Groups	<p>The unconfirmed minutes from two of the local Reserves Advisory Groups were received. Cr Daly gave a brief verbal report. Some of the points noted were:</p> <p>The Conway Road will be reinstated by the railway .</p> <p>The road into the Hurunui Mouth Camp is in a poor state, the Reserve Advisory Group will be advised.</p> <p>Spotswood Hall Update was given by Barry Cleghorn, he reported the roof is still leaking, the windows need repairs</p> <p>THAT THE INFORMATION BE RECEIVED.</p> <p>Hiatt/Anderson</p> <p style="text-align: right;">CARRIED</p>
5. Correspondence	<p>5.1 Cheviot Promotions – Letter re Gore Bay Notice Board</p> <p>Rob Day spoke to the correspondence explained the origin of the proposal put together by Cheviot Promotions. He outlined the project and said they were seeking approval for the installation of the Notice Board at Gore Bay, which they believed would be of benefit to travelling visitors and local residents alike. He said the notice board would advertise local business' and other local organisations such as the museum. Some of the points noted from the discussion were:</p> <ul style="list-style-type: none"> • The notice board has been purchased and is yet to be erected. Beck & Caul are producing an advertising board to be affixed to the back of the notice board. • The advertising board will be easily able to be updated with the affixing of printed stickers or the like, if the business' wishing to advertise change. • The notice board will not be erected until the advertising board has been produced. • The initial thoughts are that the notice board wouldn't be locked, as there is not a local who would be available to unlock and regulate the content on the notice board. • If the notice board is found to have inappropriate material posted on it, the notice board could be locked and submissions of material could be sent to Cheviot Promotions for vetting and approval. • Council Officers are to consult and respond directly with Cheviot Promotions regarding any other requirements. <p>THAT THE CORRESPONDENCE IS RECEIVED; AND THAT CHEVIOT WARD COMMITTEE SUPPORTS AND GRANTS PERMISSION FOR THE INSTALLATION OF THE NOTICE BOARD IN GORE BAY TO CHEVIOT PROMOTIONS.</p> <p>Cleghorn/Macfarlane</p> <p style="text-align: right;">CARRIED</p> <p>5.2 Three Churches Opportunity Shop – Letter of Thanks</p> <p>THAT THE CORRESPONDENCE BE RECEIVED.</p>

	Harmon/Hiatt	CARRIED
6. Action Sheet	The action list was reviewed and actions amended as required.	
7. Urgent Business	Gore Bay – Township Task List	
	In early May Council staff met with members of the Gore Bay & Port Robinson Residents & Ratepayers Association, the group visited and discussed a variety of activities that required completion around the township. The detailed task list has been circulated around the members of the Ward Committee.	
	THAT THE COMMITTEE APPROVES THE EXPENDITURE TO COMPLETE PROJECTS AS REQUESTED BY THE GORE BAY AND PORT ROBINSON RESIDENTS ASSOCIATION (OPTION 1).	
	Anderson/Macfarlane	CARRIED
Next Meeting	Wednesday, 23 August 2017 commencing at 6pm	
Meeting Ended	7.55pm	

HURUNUI DISTRICT COUNCIL MEETING REPORT



SECRETARY REPORT

To: Cheviot Ward Committee

Date: 27 September 2017

Local Reserve Advisory Group Decision Items

RECOMMENDATIONS THAT THE CHEVIOT WARD COMMITTEE APPROVES THE USE OF THE REMAINING \$3709.00 OF THE 2017 MAINPOWER GRANT TO ENGAGE SCOTT MORRISSEY TO DEAL WITH THE GORSE AND NASSELLA TUSSOCK FOR THE PORT ROBINSON RESERVES ADVISORY GROUP.

AND

THAT THE CHEVIOT WARD COMMITTEE ENDORSES AND SUPPORTS THE CHEVIOT LIONS APPLICATION FOR PERMISSION FOR THE EVENT TO TAKE PLACE IN CHEVIOT HILLS RESERVE.

AND

THAT THE CHEVIOT WARD COMMITTEE SUPPORTS AND ENDORSES THE APPLICATION BY CHEVIOT RESERVES ADVISORY GROUP FOR FUNDING FROM THE MARLBOROUGH KAIKOURA HURUNUI EARTHQUAKE RECOVERY FUND FOR THE AMOUNT OF \$3000, TO BE USED FOR THE DEVELOPMENT OF A NEW WALKING TRACK THROUGH CHEVIOT HILLS RESERVE.

Executive Summary

The Port Robinson Reserves Advisory Group met on Tuesday, 15 August 2017. At that meeting one item was raised that requires the Cheviot Ward Committees consideration and approval before it can be actioned.

The Cheviot Reserves Advisory Group met on Wednesday, 6 September 2017. At that meeting two items of general business were raised that require the Cheviot Ward Committee's consideration, endorsement, support or approval before they can be actioned or approval notification can be given.

The items below contain extracts from the Unconfirmed Minutes of the Reserve Advisory Group's last meeting.

Port Robinson Reserves Advisory Group

Mainpower Environmental Award Funds

The Committee Secretary confirmed the last of the 2016 MainPower Environmental Grant (\$951.00) and \$1129.00 from the 2017 grant was used to pay Scott Morrissey for Wilding Pine Treatment. There remains \$3709.00 of the 2017 Mainpower Grant still available.

The Group discussed the challenging terrain and the benefits of engaging Scott Morrissey to deal with the Gorse and Nassella Tussock and agreed the remaining funds should be used for this purpose if at all possible.

The Group requested the Committee Secretary confirm with the Mainpower Environmental Award Secretary to ensure the funds can be used for that purpose and report back to John Fairley and then seek approval from the Cheviot Ward Committee.

**Cheviot Reserves
Advisory Group**

Cheviot Hills Run and Ride

James Paterson raised the up and coming Lion's event the Cheviot Hills Run and Ride. He said it is scheduled to take place in the Cheviot Hills Reserve on the 22 October 2017 and asked for permission to hold the event in Cheviot Hills Reserve. The group had no objections to it taking place.

THAT THE CHEVIOT RESERVES ADVISORY GROUP SUPPORT THE CHEVIOT LIONS HOLDING THE CHEVIOT HILLS RUN AND RIDE EVENT IN CHEVIOT HILLS RESERVE AND RECOMMEND THE CHEVIOT WARD COMMITTEE ENDORSES AND SUPPORTS THE CHEVIOT LIONS APPLICATION FOR PERMISSION FOR THE EVENT TO TAKE PLACE IN CHEVIOT HILLS RESERVE.

Wiesen/Crump

CARRIED

Funding Application

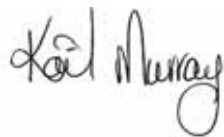
David Anderson raised the possibility of applying for funding from the Marlborough Kaikoura Hurunui Earthquake recovery fund. He said he had the possibility of applying for funding with the Mayor and Gill Walsh [HDC, Events Coordinator – Hurunui EQ team] and said they both thought that although it's near the margin of the fund rules it would be worthwhile seeking funding for the Cheviot Hills Track and suggested applying for \$3000. There were no objections from the group to the suggestion of applying for funding.

THAT THE CHEVIOT RESERVES ADVISORY GROUP SEEKS THE SUPPORT AND ENDORSEMENT OF THE CHEVIOT WARD COMMITTEE FOR A FUNDING APPLICATION SUBMISSION TO THE MARLBOROUGH KAIKOURA HURUNUI EARTHQUAKE RECOVERY FUND, FOR THE AMOUNT OF \$3000, TO BE USED FOR THE DEVELOPMENT OF A NEW WALKING TRACK THROUGH CHEVIOT HILLS RESERVE.

Anderson/Wiesen

CARRIED

Report Prepared by:



Kait Murray
Committee Secretary

Report Reviewed by:



Jason Beck
Manager Support Services

Report Author

Will be in attendance to speak to this report

HURUNUI DISTRICT COUNCIL MEETING REPORT



To: Cheviot Ward Committee

Date: 27 September 2017

Significant Decision: No

Financial Report for August 2017

Executive Summary The Financial Report to 31 August 2017 is attached.

Background

The report is broken down as follows:

- Cheviot Amenities Summary – summarising the transactions in the amenities cost centres with further reports on:
 - Amenities Cost Centre
 - Cheviot and Gore Bay Township Cost Centres
 - Cheviot, Gore Bay and Parnassus Reserves Cost Centre
- Cheviot Ward Land Subdivision Reserve
- Reserves Contestable Fund
- Cheviot Township Stormwater
- Jed River Clearance
- Cheviot Medical Centre

Where there have been any significant variances from budget, I have attempted to identify the reasons for it.

Financial Considerations

The Committee is responsible for managing the Cheviot Ward Budgets.

Recommendation

That the information be received.

Report Prepared by:

Jason Beck
Manager Support Services

Report Author:

May be in attendance to speak to this report.

Financial Report for the Two Months to August 2017	Year to Date Actual	Year to Date Budget	Year to Date Variance	Full Year Budget	Notes
CHEVIOT AMENITIES RATES					
OPENING BALANCE	98,464	98,464	0	98,464	
REVENUE					
Rates					
Targeted Rates - Cheviot Amenities Rates	12,930	12,899	32	77,391	
<i>Total Rates</i>	<i>12,930</i>	<i>12,899</i>	<i>32</i>	<i>77,391</i>	
Other Income					
Recoveries - Hall - Parnassus Reserve	0	79	(79)	472	
Recoveries - Leases - Parnassus Reserve	500	0	500	0	
Internal Interest Received	576	329	247	1,976	
<i>Total Other Income</i>	<i>1,076</i>	<i>408</i>	<i>668</i>	<i>2,448</i>	
Total Revenue	14,007	13,307	700	79,839	
EXPENDITURE					
General Amenities Expenses					
Salaries	1,115	2,020	(905)	12,120	
Rate Remissions	598	262	336	1,572	
Cheviot Community Hall	1,250	437	813	2,620	
Overhead Allocation Expenses	4,172	4,172	0	25,033	
<i>Total General Amenities Expenses</i>	<i>7,135</i>	<i>6,891</i>	<i>244</i>	<i>41,345</i>	
Cheviot Township Expenses					
Salaries & Wages	427	596	(169)	3,577	
Contractors	54	583	(529)	3,500	
Tree Maintenance	3,304	250	3,054	1,500	
Gardening Contract	736	1,583	(847)	9,500	
Plant Purchases	0	83	(83)	500	
Rubbish Drums	0	8	(8)	50	
Rates	0	92	(92)	550	
Street Cleaning	1,122	1,250	(128)	7,500	
<i>Total Cheviot Township Expenses</i>	<i>5,644</i>	<i>4,446</i>	<i>1,198</i>	<i>26,677</i>	
Gore Bay Township Expenses					
Salaries & Wages	0	66		397	
Contractors	25	100	(75)	600	
Purchases	0	83	(83)	500	
Repairs and Maintenance	38	1,000	(962)	6,000	
Plant Maintenance	0	50		300	
<i>Total Gore Bay Township Expenses</i>	<i>63</i>	<i>1,300</i>	<i>(1,121)</i>	<i>7,797</i>	
Cheviot Reserves Expenses					
Contractors	0	87	(87)	524	
Purchases	0	17	(17)	105	
Rates	2,520	262	2,258	1,572	
<i>Total Cheviot Reserves Expenses</i>	<i>2,520</i>	<i>367</i>	<i>2,153</i>	<i>2,201</i>	
Gore Bay Reserves Expenses					
Salaries & Wages	920	0	920	0	
Contractors	0	87	(87)	524	
Grass Mowing	531	210	321	1,258	
Rates	349	0	349	0	
<i>Total Gore Bay Reserves Expenses</i>	<i>1,800</i>	<i>297</i>	<i>1,503</i>	<i>1,782</i>	
Parnassus Reserves Expenses					
Contractors	0	87	(87)	524	
Grass Mowing	0	35	(35)	210	
Purchases	463	35	428	210	
Rates	0	61	(61)	367	
Electricity	94	105	(11)	629	
Insurance	40	52	(12)	52	
<i>Total Parnassus Reserves Expenses</i>	<i>598</i>	<i>376</i>	<i>222</i>	<i>1,991</i>	
Total Expenditure	17,759	13,676	4,199	81,793	
CLOSING BALANCE	94,712	98,095	(3,499)	96,510	
CHEVIOT ROADSIDE CONSTRUCTION RATES					
OPENING BALANCE	55,022	55,022	0	55,022	
REVENUE					
Targeted Rates - Roadside Construction Rates	5,012	4,994	18	29,961	
Internal Interest Received	307	0	307	0	
Total Revenue	5,319	4,994	326	29,961	
EXPENDITURE					
Direct Operating Expenditure					
Salaries & Wages	0	687	(687)	4,119	
Drainage Improvements	0	873	(873)	5,240	
<i>Total Direct Operating Expenditure</i>	<i>0</i>	<i>1,560</i>	<i>(1,560)</i>	<i>9,359</i>	
Capital Expenditure					
Footpath Renewal - Cheviot	0	5,263	(5,263)	31,578	
New Kerb & Channel - Cheviot	0	5,263	(5,263)	31,578	
<i>Total Capital Expenditure</i>	<i>0</i>	<i>10,526</i>	<i>(10,526)</i>	<i>63,156</i>	
Total Expenditure	0	12,086	(12,086)	72,515	
CLOSING BALANCE	60,341	47,930	12,411	12,469	

Financial Report for the Two Months to August 2017	Year to Date Actual	Year to Date Budget	Year to Date Variance	Full Year Budget	Notes
CHEVIOT STORMWATER					
OPENING BALANCE	23,036	23,036	0	23,036	
REVENUE					
Targeted Rates - Cheviot Stormwater	2,148	2,159	(11)	12,954	
Internal Interest Received	176	100	76	601	
Total Revenue	2,324	2,259	65	13,555	
EXPENDITURE					
Operating Expenditure					
Urban stormwater assets (pipes, inlets and outlets, swales, open channels, etc.) and sections of downstream drains	0	1,397	(1,397)	8,384	
<i>Total Operating Expenditure</i>	<i>0</i>	<i>1,397</i>	<i>(1,397)</i>	<i>8,384</i>	
Total Expenditure	0	1,397	(1,397)	8,384	
CLOSING BALANCE	25,360	23,897	1,462	28,206	
JED RIVER CLEARANCE					
OPENING BALANCE	1,922	1,922	0	1,922	
REVENUE					
Jed River Clearance Rates	87	135	(48)	810	
Internal Interest Received	11	25	(14)	151	
Total Revenue	99	160	(62)	961	
EXPENDITURE					
Contractors	0	250	(250)	1,500	
Total Expenditure	0	250	(250)	1,500	
CLOSING BALANCE	2,021	1,833	188	1,383	
CHEVIOT MEDICAL CENTRE					
OPENING BALANCE	(243,315)	(243,315)	0	(243,315)	
REVENUE					
Targeted Rates - Cheviot Medical	8,443	8,244	198	49,466	
<i>Total Rates</i>	<i>8,443</i>	<i>8,244</i>	<i>198</i>	<i>49,466</i>	
Other Income					
Medical Centre Rental	1,820	1,607	213	9,642	
Doctor's House Rental	0	2,271	(2,271)	13,624	
EQC Payout	0	0	0	0	
<i>Total Other Income</i>	<i>1,820</i>	<i>3,878</i>	<i>(2,057)</i>	<i>23,266</i>	
Total Revenue	10,263	12,122	(1,859)	72,732	
EXPENDITURE					
Medical Centre Expenditure					
Contractors	82	167	(85)	1,000	
Purchases	0	83	(83)	500	
Rates	2,192	333	1,859	2,000	
Insurance	3,056	5,500	(2,444)	5,500	
Capital - Medical Centre Renovations	27,277	0	27,277	0	
<i>Total Medical Centre Expenditure</i>	<i>32,607</i>	<i>6,083</i>	<i>26,524</i>	<i>9,000</i>	
Doctor's House Expenditure					
Contractors	0	50	(50)	300	
Purchases	0	100	(100)	600	
Rates	2,418	300	2,118	1,800	
Repairs & Maintenance	0	250	(250)	1,500	
Insurance	0	1,600	(1,600)	1,600	
<i>Total Direct Operating Expenditure</i>	<i>2,418</i>	<i>2,300</i>	<i>118</i>	<i>5,800</i>	
Interest Cost					
Internal Interest Paid	2,088	3,573	(1,485)	21,438	
<i>Total Interest Cost</i>	<i>2,088</i>	<i>3,573</i>	<i>(1,485)</i>	<i>21,438</i>	
Total Expenditure	37,113	11,956	25,157	36,238	
CLOSING BALANCE	(270,166)	(243,150)	(27,016)	(206,822)	
CHEVIOT LAND SUBDIVISION FUND					
OPENING BALANCE	5,920	5,920	0	5,920	
REVENUE					
Internal Interest Received	35	34	0	207	
Total Revenue	35	34	0	207	
EXPENDITURE					
Operating Expenditure	0	0	0	0	
Total Expenditure	0	0	0	0	
CLOSING BALANCE	5,954	5,954	0	6,127	
CHEVIOT RESERVES CONTESTABLE FUND					
OPENING BALANCE	32,774	32,774	0	32,774	
REVENUE					
Allocation from District Reserves	8,333	8,333	(0)	8,333	
Total Revenue	8,333	8,333	(0)	8,333	
OPERATING EXPENDITURE					
Reserves Projects	0	1,389	(1,389)	8,333	
Total Expenditure	0	1,389	(1,389)	8,333	
CLOSING BALANCE	41,107	39,718	1,389	32,774	

CHEVIOT WARD COMMITTEE
RESERVES CONTESTABLE FUND
AS AT 31 AUGUST 2017

Organisation/Project	Total Amount Granted	Spent to date - Payee	Date	Ref	Amount	Balance Remaining
St Annes Lagoon - 2008/09	10,221.00	UPSTONCO - REMOVE TREES ST ANNS	17/06/2008	1a	3,584.00	
St Annes Lagoon - 2009/10	8,100.00	ST ANNES LAGOON EXPENSES	16/04/2009	1b	261.60	
	18,321.00	UPSTONCO - DIGGER HIRE	15/05/2009	1c	468.00	
		MCNABBG - DIGGER HIRE	14/07/2009	1d	2,250.00	
		HURUNUI NATIVES - PLANTS	14/10/2009	1e	1,061.00	
		MCNABBG - CHIPPING	26/04/2010	1f	2,420.00	
		HURUNUI NATIVES - ST ANNES LAGOON	5/08/2010	1g	177.00	
		FULTON HOGAN - ST ANNES LAGOON	9/06/2011	1h	7,680.00	
					17,901.60	419.40
Cheviot Hills Pavilion - 2008/09	2,667.00	CHEVIOT HAMMER - PAINT	30/05/2008	2a	88.88	
		CHEVIOT HAMMER - SEALER & PAINT	30/05/2008	2b	104.80	
		ELLISG -TIMBER & CUSTOMWOOD	19/06/2008	2c	775.72	
		MATERIALS PURCHASED	20/06/2008	2d	729.19	
		CHEVIOT TIMBER - PICNIC TABLES	11/08/2008	2e	444.44	
		HARRIS - CRICKET PAVILLION UPGRADE	24/04/2009	2f	187.48	
		MCNABB - DIGGER HIRE	28/04/2009	2g	162.50	
		CHEVIOT PLUMBING - SPOUTING	8/07/2009	2h	173.99	
					2,667.00	0.00
Tree Hut Preschool - 2008/09	4,100.00	HILL BROS LTD	29/10/2008	3a	4,100.00	0.00
Port Robinson Wilding Pines - 2008/09	4,444.00	TRICKY TREES	29/01/2009	4a	2,651.00	
		MORRISSEY FORES	13/02/2009	4b	1,265.82	
		BASHER & SONS	16/09/2009	4c	34.84	
		FAIRLEY- COLLECT NATIVE TREES	16/07/2010	4d	450.00	
					4,401.66	42.34
Cheviot Reserve Signage - 2008/09	2,667.00	CHEVIOT HAMMER - CD50	15/07/2010	5a	262.22	
		WIESEN - FRAMES FOR RESERVES SIGNS	16/07/2010	5b	1,360.00	
		AMBGRAPH - RESERVE SIGNS	6/08/2010	5c	2,837.50	
					4,459.72	(1,792.72)
Port Robinson Reserve Signage - 2008/09	4,444.00	A W SMITH - SIGNAGE FOR RESERVES	17/09/2009	6a	100.00	
		A W SMITH -PORT ROBINSON SIGNAGE	23/09/2010	6b	1,275.00	
		AMBGRAPH - INFORMATION SIGNS	28/04/2011	6c	1,425.00	
		HCBASHER & SONS -PURCHASES	18/07/2011	6d	619.10	
		CHEVIOT TOWING - PORT ROBINSON RESERVES	16/09/2011	6e	77.28	
		CHEVIOT HAMMER - PAINT	16/12/2011	6f	99.99	
		CHEVIOT HAMMER - POST BRACKETS	19/01/2012	6g	140.82	
		CHEVIOT TOWING - FREIGHT	29/02/2012	6h	30.95	
		STEWART TWEEDIE	31/03/2012	6i	87.91	
		CHEVIOT SUPERMARKET	28/05/2012	6j	6.99	
		PORT ROBINSON RESERVE COMMITTEE	19/10/2012	6k	600.00	
					4,463.04	(19.04)
Erosion Planting - 2008/09	1,333.00					1,333.00
Yew Walk - 2009/10	3,000.00	MCNABBG - YEW WALK PROJECT	13/08/2009	7a	2,194.00	
		HURUNUI NATIVES - PLANTS	14/10/2009	7b	226.80	
		CHEVIOT HAMMER - CHAIN & PADLOCK	17/12/2010	7c	13.03	
		CHEVIOT HAMMER - OIL	17/12/2010	7d	27.39	
		CHEVIOT HAMMER - BRUSHES	17/12/2010	7e	33.90	
		HOLIGH - PICNIC TABLE	18/01/2011	7f	250.00	
		CHEVIOT HAMMER - BOLTS	28/01/2011	7g	17.74	
		HOUGH - PARK BENCH	29/06/2011	7h	195.00	
					2,957.86	42.14
Port Robinson Reserve Plantings - 2009/10	1,400.00	FAIRLEY - NATIVE TREES	15/07/2011	8a	450.00	950.00
Cheviot Hills Entrance - 2010/11	1,600.00	HURUNUI NATIVES - NATIVE PLANTS	12/10/2011	9a	1,593.56	6.44
Gore Bay Tennis Courts - 2010/11	2,800.00	P SOMERVILLE- GORE BAY TENNIS TOILETS	19/01/2012	10a	1,255.00	
		P SOMERVILLE- GORE BAY WATER TANK	31/05/2012	10b	742.88	
					1,997.88	802.12
Cheviot Bowling Club - 2010/11	2,000.00	Bailey Tanks	30/04/2012	11a	2,000.00	0.00
Cheviot Reserve Committee - 2011/12 - Amenity Tree Maintenance	6,000.00	Beaver Tree Services	21/08/2014	14a	3,783.00	
		Beaver Tree Services	21/08/2014	14b	1,090.00	
		McNabb Contracting	20/02/2015		337.50	
		McNabb Contracting	20/02/2015		1,280.00	
					6,490.50	(490.50)
Port Robinson Reserve - 2011/12 - Wilding Pine Poisoning	4,900.00	Morrisey Contracting - Poisoning Wilding Pines	20/04/2013	12a	4,264.00	
- Gore Bay Camp Hot Water	5,728.00	Anj Building Services - Hot Water Cylinders		12b	5,728.00	
		Morrisey Contracting	20/06/2014	12c	636.00	
	10,628.00				10,628.00	0.00
Spotswood Reserves Committee - 2012/13 - Kitchen Power	2,778.00	Martin Schugers Electrical - Spotswood Hall	31/03/2013	13a	2,795.50	(17.50)
Cheviot Hills Toilet Project - Balance of 2008-2009 Allocation	124.00	Total Costs of Cheviot Hill Toilet Project to date	31/07/2016		107,819.46	
- Balance of 2010-2011 Allocation	1,933.33	Less District Contribution to the project			80,000.00	
- Balance of 2011-2012 Allocation	38.67				27,819.46	
- Balance of 2012-2013 Allocation	13,888.67					
- Balance of 2013-2014 Allocation	11,834.79					
	27,819.46					0.00
Unallocated Funds						
2014-2015 Contestable Fund	14,831.88					
2015-2016 Contestable Fund	8,333.33					
2016-2017 Contestable Fund	8,333.33					
2017-2018 Contestable Fund	8,333.33					
	39,831.87					39,831.87
TOTALS	135,833.33				94,725.78	41,107.55

Funded by:

2007-2008-2009 Contestable Fund	30,000.00
2009-2010 Contestable Fund	12,500.00
2010-2011 Contestable Fund	8,333.33
2011-2012 Contestable Fund	16,666.67
2012-2013 Contestable Fund	16,666.67
2013-2014 Contestable Fund	16,666.67
2014-2015 Contestable Fund	10,000.00
2015-2016 Contestable Fund	8,333.33
2016-2017 Contestable Fund	8,333.33
2017-2018 Contestable Fund	8,333.33
	135,833.33

HURUNUI DISTRICT COUNCIL MEETING REPORT



To: Cheviot Ward Committee

Report Prepared By: Dan Harris

Date: 23 August 2017

Significant Decision: No

Chlorination Update

Recommendation THAT THE INFORMATION IS RECEIVED.

Executive Summary

The Infrastructure Committee resolved in its July meeting to chlorinate supplies that are not treated with chlorine, continuing efforts to become drinking water compliant, as stated in the Long Term Plan 2015-2025.

The picture below shows the performance measure that this initiative is aiming to achieve

Water Supply Performance Measures

Community Outcomes					
1. A place with essential infrastructure					
Key Performance Area	Performance Measure Description	Performance Target Issue	Performance Target Outcomes	Measurement Method	Current Performance
Safety	Meet bacterial compliance under the DW5NZ. Less than 1 e-coli per 100ml of drinking water tested.	Bacteria compliance	0% failure	All water supply e-coli tests done on sample points across all drinking water schemes will have zero non-compliance. Tests records are kept in the WINZ database.	Failure rate for 2013/2014 was 4.4% Failure rate to date for 2014/2015 is 0.8% (measured as total tested failures across all schemes against total number of tests done for that year)

Other water treatments at source (e.g. Ultra Violet) deal with contaminants prior to entering the distribution system, but do not deal with contaminants that enter later, through the distribution system. Typically, contaminants enter through poorly performing infrastructure, damaged pipes, backflow and above ground water storage.

The decision to chlorinate water was made to significantly reduce the risk to residents, visitors and tourists from drinking water contaminated with bacteria. Treating water with chlorine removes most bacteria and viruses, not only initially but also during its passage through the distribution system (eg pipes).

Background

The introduction in the World Health Organisation – Water safety in distribution systems, 2014 – states;

“The integrity of the distribution system is one of the most important barriers to protect drinking-water from contamination. However, management of the distribution system often receives too little attention. Distribution systems can incorrectly be viewed as passive systems with the only requirement being to transport drinking-water from the outlets of treatment plants to consumers. There is extensive evidence that inadequate management of drinking-water distribution systems has led to outbreaks of illness in both developed and developing countries.”

HDC currently has 21 water sources. Five of these water sources are not treated with disinfectant (chlorine or MIOX). Three of these five are secure sources, from deep aquifers, that regular laboratory testing has shown to be free of harmful bacteria. The other two have their source water treated by Ultra Violet (UV) light.

Of the 21 sources, Racecourse, Leithfield Beach (feeding the Beach and Ashley scheme), Hanmer Springs, Hawarden/Waikari and Culverden do not receive any long-lasting residual treatment able to continue disinfecting within the distribution system.

Aside from the five (5) sources referred to above, chlorine has been introduced to some of the secure supplies and UV treated supplies in recent times to manage the distribution system risk because events have occurred which have given cause for concern.

Key Reticulation threats

The following is a list of the causes of distribution system contamination.

1. Reservoirs seals compromised
2. Break tanks not sealed correctly
3. Air relief valves damaged or incorrectly installed
4. Backflow from customer tanks or systems
5. Joint failures or line breakages
6. Repairs

Note that the risk at Items 3 to 6 increases markedly when the pressure in the system is low through:

1. Local high velocity
2. Location e.g on top of a hill
3. System starting and stopping

The table below depicts the rate of repairs across all schemes in 2016.

Incident	Rate
Joint Failure	42%
Mechanical damage	11%
Fitting Failure	3%
Blockage	4%
Pipe Split	40%

Total 228 faults were recorded relating to distribution systems damage.

Distribution System Contamination

In late 2016 and early 2017 Amberley Beach received a low level positive test for Ecoli. The secure sources providing water to this community were tested and found to not have any Ecoli, suggesting that the contamination was entering via the distribution system. It is likely the contaminant was entering via a reservoir. For this reason, chlorine was introduced and has been operating since December 2016. This scheme had received similar contaminations prior to 2016.

Amuri Plains scheme is treated through an uncertified UV unit. The distribution system to this scheme was put at risk during the earthquake as it was the water source for the contractors and was compromised by the work being undertaken for the Amuri Irrigation project. To ensure the community were not put at risk chlorine was added to this supply.

Hanmer Springs has a robust automated treatment process in place to disinfect the high levels of contamination from the Rogerson storage ponds. It doesn't have a permanent method of managing contaminants in the distribution systems. There is a known risk in this network (rectangular reservoir) that is a potential threat that permanent chlorination mitigates.

Hawarden/Waikari has an uncertified UV treatment at source, yet doesn't have a method of managing contaminants in the distribution systems. This scheme is a combination of both rural and urban supplies and has suffered from distribution system contamination in the recent past.

Since 2012, across all water supplies, there have been 3,981 distribution systems tests carried out with 88 contaminations.

17% of those contaminations were on non-chemically treated supplies, meaning contaminants are prevalent and could compromise public health.

Appendices

Appendix 1 Current state of treatment by water source

Appendix 2 Recommendation from CDHB regarding chlorination of supplies



Report Prepared by:

Dan Harris

Manager Infrastructure Services - Delivery

Officer in Attendance:

The report author will be in attendance to speak to this report.

Current State of Treatment by Water Source

The following table shows each water source and the type of treatment occurring at the time of writing the report

Scheme / Source	Treatment Type
Amberley /Racecourse	None
Amberley /Leithfield	Temporary chlorination on the portion of water going to Amberley. No chlorination to Leithfield Beach and rural Ashley Scheme (Leithfield up to Balcairn and the local surrounding areas)
Amberley /State Highway 1	Temporary chlorination to minimise recent ecoli transgression
Amberley /Kowhai	Temporary chlorination to minimise recent ecoli transgression
Ashley	UV and MIOX
Waipara	MIOX
Cheviot	MIOX
Hurunui No 1	MIOX
Parnassus	MIOX
Lower Waitohi	MIOX
Peaks	MIOX
Waiau Rural Water	MIOX
Kaiwara	MIOX
Blythe	MIOX
Waiau Township	Ultra-filtration and chlorine
Hanmer Springs	Filtration and UV and auto chlorine dosed during high turbidity
Balmoral	Chlorine
Upper Waitohi	Chlorine
Amuri Plains	UV and Temporary chlorine
Culverden	None
Hawarden/Waikari	UV

Highlighted entries shows where Chlorine is required to manage reticulation risks.

CDHB recommendation, provided by Kirsty Mcleod Drinking Water Assessor (DWA)

CDHB strongly support the permanent chlorination of Hurunui's secure groundwater supplies. Public health is best protected when drinking water is supplied under a multiple barrier approach. This approach is internationally accepted as the most effective way of consistently providing safe water. The multiple barrier approach ensures that risk is mitigated from catchment to point of supply. Secure groundwater supplies provide good protection of drinking water quality at the source but in the absence of treatment with a disinfectant that provides a residual (e.g. chlorine), water is then at risk of becoming contaminated in the reticulation (i.e. the final barrier, 'prevention of contamination in the distribution system' is essentially missing/ineffective). Drinking water reticulation systems are often mistakenly viewed as 'sealed' systems and therefore protected. This is not the case. Reticulation systems are exposed to a wide range of contaminants from a variety of potential routes. Reservoirs access (by birds, vermin, roof-water runoff), pipework repair and renewal work, tanker access to water mains, leaking/old pipework, backflow from high to low pressure areas are all common examples of how reticulation systems can be contaminated. Many of Hurunui DC's supplies have aging pipework, frequent repair work, long lengths of reticulation pipework and multiple reservoirs. These all add up to significant opportunities for contaminant entry into the system. Significant examples of reticulation contamination in a secure groundwater supply that CDHB have been involved with in the last 12 months are Governors Bay, where CCC had to issue a boil water notice following reservoir contamination (this supply is sourced from one of the Christchurch secure bores) and Amberley/Amberley Beach where once again, reservoir contamination led to E.coli being repeatedly detected in the reticulation and therefore a boil water notice had to be issued."

Council Meeting Update – 25 May 2017

Below is a brief summary of the reports and discussions from the 25 May 2017 Council meeting. The meeting agenda can be viewed on the Council website at the link below:

<http://www.hurunui.govt.nz/your-council/meeting-calendar/> (scroll between months and click on the relevant meeting to access agendas.)

Appointment of a Cheviot Ward Committee Member

The Cheviot Ward Committee did not fill all its positions at its Triennial Meeting and at its meeting on 26 April 2017, it nominated an additional member, Doug Taylor. The Council approved the appointment of Doug Taylor as a member of the Cheviot Ward Committee.

Representation Review Subcommittee

Local authorities are required to review their representation arrangements at least once every six years. As part of the review, a local authority can take a fresh look at the structure of its membership and the way they are elected. This could affect the total number of members, whether they come from a ward or 'at large' across the wider district, the boundaries of wards and constituencies, or the names of wards and constituencies. A representation review must be publicly notified by the Council no later than 31 August in the year before an election, in this case, 31 August 2018. The Council last did a representation review in 2012 which took effect for the 2013 local government election. The Council's next review must be completed to meet the 2019 election deadlines. The Council appointed a working group of Councillors Marie Black, Fiona Harris and Geoff Shier to initiate the representation review and to bring options to the Council for consideration.

Hurunui Tourism Board Strategy

The Hurunui Tourism Strategy 2017-2022 was adopted by the Council. This had been developed by the Hurunui Tourism Board in response to the opportunities currently available in the tourism industry, an industry that is experiencing significant growth. This strategy replaces the previous 2015-2020 strategy and was the result of workshops and discussions at Board meetings throughout the latter half of 2016 and early 2017. The draft strategy went out for public consultation in April and the Board received six submissions, all of which supported the strategy.

Remuneration Authority Correspondence – May 2017

The Remuneration Authority sought feedback on proposed changes to the Elected Members' Remuneration structure for both the 2017/2018 year and in respect to longer term issues. The Council worked through the questions raised by the Remuneration Authority and provided feedback on the aspects set out in part two – proposed immediate changes. The Council agreed to consider the information listed in part three – longer term proposals, at its August Council meeting.

Earthquake Recovery Progress Report

The Council received a progress report noting that it is now seven months since the Hurunui/Kaikoura earthquakes of 14 November 2016. Legally the transition period notice that enables the transition from emergency response to recovery will remain in place until 9 June 2017. Recovery team activity has peaked and the team is now in a process of downsizing with the aim of transferring responsibility for long term recovery to the permanent Council organisation. The Earthquake Recovery Manager was in attendance to give an oral update on specific recovery processes.

Hurunui Tourism Board Update

The Council received an update on the recent activity of the Hurunui Tourism Board.

Hurunui-Waiiau Zone Committee Update

The Council received an update on the recent activity of the Hurunui-Waiiau Zone Committee.

Report from the Finance, Audit and Risk Committee

The Council received the report from the Finance, Audit and Risk Committee meeting on 11 May 2017. Committee Chairperson, Cr Davison, presented the report and summarised the discussions.

Report from the Regulatory Committee

The Council received the report from the Regulatory Committee meeting on 11 May 2017. Committee Chairperson, Cr Black, presented the report and summarised the committee discussions.

Report from the Public Services Committee

The Council received the report from the Public Services Committee meeting on 18 May 2017. Committee Chairperson, Cr Harris, presented the report and summarised the committee discussions.

Presentation from the Council's Treasury Advisor

The Council's Treasury Advisor, Brett Johanson, PWC, gave a presentation on the Council's Treasury Risk Management Policy. The presentation covered background to the Treasury Management and Liability Management Policy, requirements of the Local Government Act for the Council to be a prudent financial manager, liquidity and funding management, interest rate risk management and an update on activity regarding the Local Government Funding Agency (LGFA).

Council Meeting Update – 22 June 2017

Below is a brief summary of the reports and discussions from the 22 June 2017 Council meeting. The meeting agenda can be viewed on the Council website at the link below:

<http://www.hurunui.govt.nz/your-council/meeting-calendar/> (scroll between months and click on the relevant meeting to access agendas.)

Adoption of the Annual Plan 2017/18

The Council drafted the Annual Plan budget earlier this year and went through the process of public consultation. The Annual Plan reflects all of the decisions the Council made after considering submissions on the draft plan's proposals. The Annual Plan needs to be adopted by the Council under legislation before the end of June each year. The Council noted the rates increase is 6%, after accounting for just under 1% growth. The Balanced Budget Requirement under s100 of the Local Government Act, requires the Council to set operating revenues at a level sufficient to meet that year's projected operating expenses. In the last couple of years the Council has budgeted to record deficits and that is due to the Council's decision to stage in the funding for depreciation on Water and Sewer and reduce the use of the Thermal Pools profits to offset reserve costs. The budget for the 2017/2018 year has resulted in a forecast surplus of \$2,270,690, much of which relates to forecast receipt of insurance proceeds expected from the damage incurred to the water assets during the earthquakes in November 2016 and increased subsidy levels from NZTA for earthquake damage to roads. That results in more income than what is budgeted to pay out in operating expenditure, which in turn does not require a resolution for a deficit this year.

The Council adopted its Annual Plan for 2017/2018.

Adoption of Fees and Charges 2017/18

The Council confirmed the proposed Fees and Charges for 2017/18 at its June meeting and sought public feedback. No public submissions were made on the proposed fees and charges, but some minor changes were put forward by local committees, which had been included in the fees and charges document. The Council adopted the final version of the Fees and Charges for 2017/2018.

Setting of Rates for 2017/2018

Under the Local Government (Rating) Act 2002, the Council is required, before the end of June each year, to resolve to set rates for the forthcoming year. The Council has approved the rates level in approving the Funding Impact Statement, which formed part of Annual Plan. Appendix A of the report scheduled the rates resolution and pursuant to section 23 of the Local Government (Rating) Act, the Council passed the rates resolution attached to the report.

Policy for Rates Remissions for Earthquake-Affected Properties

The Council considered the Policy for Rates Remissions for Earthquake-Affected Properties, the focus of which was on those properties that had been issued a Section 124 notice under the Building Act. The notices have been placed on main dwellings on a property that have been deemed to be dangerous or insanitary. It was proposed for the 2017/2018 year that the value of the damaged improvements be deducted from the capital value and the rates be re-calculated on that basis. In addition, if the property is assessed as dangerous or insanitary, then the property owner will not be receiving services for water, sewer or refuse collection and as a result, the services rates should be remitted as well. The Council adopted the Rates Remission Policy on Properties Affected by the Hurunui-Kaikoura Earthquake.

Aged Vehicle Replacement – Service Delivery

The Council noted that periodically vehicles are replaced due to wear and tear. The report sought authorisation to replace four vehicles in the Service Delivery team - three Water Services vehicles and one Maintenance (Gardener) team vehicle. Generally a like-for-like replacement was requested, except for the proposal to move to a tip/crane truck for the 3Waters team. The purpose of this type of vehicle was to replace the need to be reliant on external contractors for lifting pumps, cartage of bedding material and freighting pipe. The Council approved that the vehicles stated in the report be replaced as specified.

Earthquake Recovery Report and Plan

The Earthquake Recovery Team has reached its planned exit point and would cease to operate as a stand-alone group from 30 June 2017. The Chief Executive Officer would have overall responsibility for earthquake recovery matters and depending on what needs attention, will dictate which Council department would be responsible for action. The Chief Executive Officer thanked the Earthquake Recovery Manager for his work and Mayor Dalley supported this acknowledgement and said some great Council staff had also supported the work of the Earthquake Recovery Manager during his tenure. The Earthquake Recovery Manager thanked all those in his team and said he was very fortunate to have such a great team working with and supporting him in his role.

The Council received the report and the suggestions and recommendations contained in the report were referred to staff for consideration as part of the Council's ongoing planning processes.

Winter Warming Project

The Council considered a report advising that a "Winter Warming" project has also been initiated by the National Earthquake Recovery Office. It was hoped that the project would assist affected persons to secure warm, dry and sanitary living conditions in time for winter. The Government is currently considering options around advisory services and the possibility of a Red Cross grant based programme for temporary repairs and/or heating. The Council is cooperating fully with the Government initiative, but has concerns that meaningful actions may not be possible until too late in the winter season, therefore further options were considered.

The Council agreed to offer the owners of earthquake damaged homes up to a maximum of \$5,000 per property as a loan towards the costs of urgent repairs to address heating and/or weather tightness issues arising from the November 2016 earthquake. This is provided that the home owner agrees to an individually targeted rate that would fund principal repayment over nine years at an interest cost 1% above the average cost of Council borrowings. The Chief Executive Officer was authorised to establish the detailed legal requirements and terms for such a targeted rate.

Waiver of Development Contributions for Waiau Recovery Village

The Council was informed that \$120,000 of development contributions were due for the Waiau Recovery Village development. Following the November 2016 earthquake event, the Council is managing a project to locate four 'Rawhiti' dwellings on an existing site at 18 Clarence Street, Waiau. Development contributions have been charged as per the Development Contributions Policy in the Hurunui Long Term Plan. The Council needed to determine whether these contributions would be charged or waived and the Council agreed to a full waiver of development contributions.

Results of Consultation – Mt Lyford Land Damage Project

Mt Lyford landholders have been consulted on the natural hazards research proposed by the working party comprised of GNS Science, Environment Canterbury, Earthquake Commission (EQC) and the Council, following the November 2016 earthquake, in accordance with the Council's 27 April 2017 resolution. The consultation allowed landholders to gain further information on the research proposal. Following the consultation period, formal submissions in favour or against the research have been requested of all landholders within and neighbouring the village and 30 responses had been received so far. It was recommended that the Council agree to proceed with the research, subject to sixty percent or more of the formal submissions received being in favour of it going ahead. The project has a three way funding model with GNS Science, Environment Canterbury and HDC all contributing \$20,000 each. The Council's \$20,000 was coming from the District Plan budget. The Council received the results of the consultation and agreed to proceed with the research proposal, subject to more than sixty percent of responses received being in favour.

Fire Damaged Unit – Funding

The Council received a report outlining the updated costs, accessibility options and solar costs of the building project. There had been an increase in costs due to the expiry of the quote and because the successful tenderer had missed factoring in travel costs. Officers were exploring other funding options, namely through Pub Charity and Lotteries Commission to assist with funding the shortfall. The Council agreed to debt fund the shortfall to build a two bedroom, accessible unit (less the solar

water heating, that can be added later) with an approximate shortfall of \$52,717.68; if external funding applications are not successful before the critical stage of the build.

Rata Foundation Funding for Hurunui Youth Programme

The Hurunui Youth Programme (HYP) has relied on external funding every year. A funding application is being prepared for submission to the Rata Foundation seeking \$38,000 to assist with running the HYP over the next 12 months. The external funding is sought to pay for the programme and events offered by the programme, while the Council funds the salary and vehicle running costs. The Rata Foundation funding application criteria stipulates Council must adopt a resolution confirming that it is agreeable to the funding application. The Council endorsed an application to the Rata Foundation to assist the Hurunui Youth Programme to run programmes for youth in the Hurunui district in 2017/18. The total application amounts to \$38,000.

Long Term Plan 2018-28 Preparation

The Council is required to have a Long Term Plan (LTP) at all times and the LTP must be reviewed every three years. A work plan will be put in place to efficiently and effectively undertake the review involving councillors and to meet public expectations and statutory requirements. There is now a legal requirement to prepare a consultation document and this is a process that is being built upon and could be subject to change as it progresses. The Council endorsed the work plan described in the report to review and develop the 2018/2028 LTP.

Hurunui-Waiiau Zone Committee Update

The Council received an update on the recent activity of the Hurunui-Waiiau Zone Committee.

Report from the Public Services Committee

The Council received the report from the Public Services Committee meeting on 8 June 2017. Committee Chairperson, Cr Harris, presented the report and summarised the committee discussions.

Report from the Infrastructure Committee

The Council received the report from the Infrastructure Committee meeting on 15 June 2017. Committee Chairperson, Cr Daly, presented the report and summarised the committee discussions.

Enterprise North Canterbury Statement of Intent & Business Plan 2017-18

The Council was presented with the Statement of Intent (SOI) and Business Plan for Enterprise North Canterbury (ENC) for the financial year beginning 1 July 2017. The Local Government Act requires that a draft SOI be made available to the Council each year for comment and the final copy provided by the end of June. ENC prepared a draft SOI and invited feedback from the Council before it was finalised. The draft SOI was considered by the Finance, Audit and Risk Committee earlier this year, but given there was no June meeting of the Committee, this was being presented to the Council for its information.

Cheviot Ward Committee Member Appointment

The Cheviot Ward Committee did not fill all its positions at its Triennial Meeting and at its May meeting, it nominated an additional member. The Council approved Peter Somerville as a member of the Cheviot Ward Committee. All the vacant seats on the committee have now been filled.

Presentation on Early Childhood Education Services

Kelly Scanlan and Brittany File from the Amberley Pre School and Prep School, gave a presentation on Early Childhood Education (ECE) services. The presentation covered points from a recent meeting of ECE managers, educators and owners from North Canterbury, focusing on the significant growth in the number of new early childhood centres in recent years and the impact the new centres are having on long-established providers. They wanted to raise awareness regarding the difficulties the ECE services face and the potential impact on the ECE centres in the Hurunui District if the same approach as the Waimakariri District was taken with the planning of new residential developments.

Council Meeting Update – 27 July 2017

Below is a brief summary of the reports and discussions from the 27 July 2017 Council meeting. The meeting agenda can be viewed on the Council website at the link below:

<http://www.hurunui.govt.nz/your-council/meeting-calendar/> (scroll between months and click on the relevant meeting to access agendas.)

Hurunui Water Project – Application to Become a Requiring Authority

The Hurunui Water Project (HWP) has applied to the Minister for the Environment for requiring authority status. The Ministry for the Environment processes all requiring authority applications and makes recommendations to the Minister. The Council was informed about the application as the requiring authority status would apply to the Hurunui District area and the role of the Council at this stage in the process is to inform the Ministry if it had any particular technical concerns about HWP becoming a requiring authority. The Council received the information contained in the report.

Natural Hazard and Land Damage

The Council received a report on governance arrangements which have been established to ensure that central and local government agencies take a collaborative approach to managing natural hazards and land damage issues following the November 2016 earthquakes. A joint central/local government programme of work is underway to reduce the natural hazard risks currently affecting properties in several locations across the Kaikoura, Hurunui and Marlborough districts. Those affected councils have identified key sites (excluding rural areas), where a managed approach to risk reduction may be required, for example through some form of engineering or policy intervention. In the Hurunui District, investigation is underway at Mt Lyford, while cliff collapse at Motunau Beach and Gore Bay may also warrant further investigation. Most of the focus of the programme is centred in the Kaikoura District. The Council received the information in the report.

Damage to the Amuri Council Chambers Brick Wall

Part of the brick wall outside the Amuri Council Chambers in Culverden was damaged due to a car accident on 31 May 2017. The brick wall is designated a historical site under the District Plan. A report was presented to the Amuri Community Committee seeking a recommendation to Council on whether to repair, replace or demolish the brick wall. The Council, after taking into consideration the views of the Amuri Community Committee, agreed to repair the Amuri Council Chambers brick wall back to its original condition, allowing for a larger entranceway.

Submission on the Canterbury Regional Pest Management Plan 2017-2037

The Council made a written submission to the Canterbury Regional Council on the Proposal for the Canterbury Regional Pest Management Plan 2017-2037. The report sought the endorsement of the attached written submission and feedback on the matters raised in the submission. The Council endorsed the submission on the proposal and provided feedback on the matters raised, which would be elaborated on when the Council speaks to the submission in September.

Section 17A Reviews

The Council is required under section 17A of the Local Government Act 2002, to conduct regular reviews of the governance, financing and delivery of its services. The first round of those reviews must be completed by 8 August 2017. The Council has already received section 17A review reports on the most costly Council services: Roading; Library, Waste Management, Utility and Regulatory Services. Having reviewed the major services undertaken by the Council, it is the view of the Management Team that the remaining services are of insufficient size/scope to justify the cost of a formal review and that section 17A(3)(b) of the Local Government Act provides an exemption on this basis. The Council received the information in the report.

Draft Council Strategy

The draft Council Strategy presented was the result of discussions and workshops with the Council as to its strategic intent and direction. The Mayor and Councillors first discussed their aspirations as a Council in October after the Local Government Triennial Election. Since then, a strategy discussion has taken place at two Council meetings and a full day workshop to tease out each member's

understanding and intent regarding the main focus areas. In working through the different perspectives around the focus areas, a common understanding had emerged with what is intended and the outcomes the Council aspires to achieve. The Council adopted the draft Council Strategy as attached to the report, with minor amendments made during the meeting.

Representation Review Working Group Update

In May 2017, the Council appointed a representation review working group comprising of Councillors Black, Harris and Shier to work alongside the Chief Executive Officer and the Public Services Manager. It was agreed that the working group would bring recommendations to the Council for endorsement. The working group was reporting its progress thus far after going over the requirements of the review and this included discussion on: electoral systems; Maori wards; an overview of the review process; and communities of interest. The Council supported the recommendations of the Representation Review Working Group to:

- Retain the First Past the Post (FPP) voting method and to not initiate public interest in the Single Transferable Vote (STV) voting system.
- Not initiate interest in a Maori ward.
- Undertake a preliminary consultation before deciding on representation models to better understand current communities of interest and people's views about representation.

Hurunui Youth Council – Mid Year Update

The Council received an update on the recent activity of the Hurunui Youth Council and Youth Programme. The Hurunui Youth Programme Coordinator and the Chairperson and members of the Youth Council were in attendance to speak to the Council.

Hurunui Tourism Board Update

The Council received an update on the recent activity of the Hurunui Tourism Board.

Hurunui-Waiiau Zone Committee Update

The Council received an update on the recent activity of the Hurunui-Waiiau Zone Committee.

Report from the Public Services Committee

The Council received the report from the Public Services Committee meeting on 13 July 2017. Committee Chairperson, Cr Harris, presented the report and summarised the committee discussions.

Report from the Finance, Audit and Risk Committee

The Council received the report from the Finance, Audit and Risk Committee meeting on 20 July 2017. Committee Chairperson, Cr Davison, presented the report and summarised the discussions.

Report from the Infrastructure Committee

The Council received the report from the Regulatory Committee meeting on 20 July 2017. Committee Chairperson, Cr Black, presented the report and summarised the committee discussions.

Presentation from the Hanmer Springs Thermal Pools & Spa

Following the morning tea break, the Council adjourned to allow the Finance, Audit and Risk Committee to receive its regular presentation on the activity and financial performance of the Hanmer Springs Thermal Pools and Spa. The Chairperson of the Management Committee and the General Manager of the Thermal Pools were in attendance to speak to this.

Council Discussion with ECan Councillor

The Council had its regular meeting with ECan Councillor Claire McKay to discuss shared issues of interest and to continue to improve the relationship between the two councils.

Presentation of Community Service Awards

Prior to the lunch break, the Council presented Community Service Awards to John Manson, Amberley, and Gary Millar, Waikari, as they were unable to attend the June awards ceremony. The Council then hosted the recipients and their family and friends for lunch.

Council Meeting Update – 24 August 2017

Below is a brief summary of the reports and discussions from the 24 August 2017 Council meeting. The meeting agenda can be viewed on the Council website at the link below:

<http://www.hurunui.govt.nz/your-council/meeting-calendar/> (scroll between months and click on the relevant meeting to access agendas.)

Code of Conduct Review

The Local Government Act requires local authorities to have a Code of Conduct for the elected members of the Council. The Code is to be reviewed within the first 18 months after the beginning of each triennium. The Council agreed to adopt the current Code of Conduct as attached to the report, noting that an amended legislation appendix will be reported back to the Council for final approval.

Significance and Engagement Policy Review

The Significance and Engagement Policy is a mandatory document for the Council. It is due for review as part of the Long Term Plan 2018-28 process. It had been reviewed by the Management Team and was presented to the Council for review and adoption. Following some discussion, the Council agreed to appoint a working group comprising of Councillors Daly, Fletcher, Harris and Mclean to review the Significance and Engagement Policy and report back to the Council.

Review of Council Committee Memberships

At its triennial meeting on 27 October 2016, the Council agreed to its governance structure for the next three-year period and agreed to an annual review of the committee memberships. The Council considered how it would conduct this review and agreed to ask for expressions of interest from members to be sent to Mayor Dalley and the Chief Executive Officer, regarding their preferences for committee membership. However, the Council also requested a review of the committee structure, by means of a Council workshop, therefore the membership matter would be dealt with subsequent to that workshop.

Projects to be Carried Forward to the 2017/18 Year

This matter was deferred until the next Council meeting.

Young Elected Members Retreat

The Local Government New Zealand Young Elected Members Committee has organised a retreat scheduled for 9-11 November, which will focus on engaging younger voters. The Council approved Councillor Julia Mclean's attendance at the Retreat.

Zone Committee Refreshment Selection Panel

The Council selected Cr Dick Davison as its representative to serve on the appointment panel for refreshment or replacement of three community members on the Hurunui-Waiiau Zone Committee, to be conducted in November 2017.

Adopted Local Alcohol Policy

The Hurunui District Council Local Alcohol Policy was adopted by the Alcohol Regulatory and Licensing Authority on 24 July 2017. Public notice must be given notifying a date that the policy shall come into force. The Council resolved that the adopted Local Alcohol Policy will come into force on 1 December 2017, being three months after the first notification in the local newspaper.

Hurunui District Licensing Committee – Annual Report to the ARLA

The Hurunui District Licensing Committee is required to submit a report summarising its activities, to the Alcohol Regulatory and Licensing Authority (ARLA) at the end of each financial year. The Council approved the annual report to ARLA and also approved the required expenditure for those councillors interested in participating in the District Licensing Committee training discussed in the meeting.

Draft Policy of Drone Use over Land Owned by Hurunui District Council

A draft policy for drone use over Council land was presented for agreement. Community and Ward Committees, along with Reserve Advisory Group representatives, were consulted and a summary of key discussion points, along with the draft policy, were presented to the Regulatory Committee on 10 August 2017 for consideration. Key discussion points from the Regulatory Committee meeting were shown as

tracked changes to the policy attached. The Council adopted the proposed policy as recommended by the Regulatory Committee and as attached to the agenda report.

St James Classification Project

The Department of Conservation (DOC) is proposing to reclassify the St James Conservation Area and four smaller, nearby areas from stewardship land to other classifications that reflect the conservation values. DOC has sought input from the Council on what values and uses it wishes to be protected for those areas and will release a draft reclassification proposal in late September 2017. The Council appointed a working group comprising of Mayor Dalley and Councillors Fletcher, Harris and Shier to consider the draft St James reclassification proposal and prepare a submission on the proposal.

Adoption of Coppard and Amberley Eastern Reserve Management Plans

The Public Services Committee considered the feedback that had been received on the Draft Coppard Reserve Management Plan and the Amberley Eastern Reserve Management Plan. Having considered the feedback received, the Committee agreed to a number of minor amendments to be made to the draft plans before recommending them to the Council. The Council agreed to amend the Hurunui Reserves Management Plan to include the Coppard and Amberley Eastern reserves.

Use of Queen Mary Reserve for Golden Oldies Festival

The Hanmer Springs Thermal Pools and Spa (HSTPS) on behalf of Vintage Sport and Leisure Ltd, requested permission to use part of Queen Mary Hospital Historic Reserve as part of the Golden Oldies Sporting Festival. The festival is in Christchurch in April 2018 over a four week period with different sports participating each week and as part of each of the sports weeks, a picnic day is provided. The HSTPS has facilitated the picnic day being held in Hanmer Springs in conjunction with Festival Hospitality, who will provide all the food and beverage for the event. The Council approved the exclusive use of part of the Queen Mary Hospital Historic Reserve for the picnic days and noted that alcohol would be consumed as part of the event, as detailed in the proposal.

Finalised Hurunui Walking and Cycling Strategy

At its meeting on 10 August 2017, the Public Services Committee considered the finalised Hurunui Walking & Cycling Strategy. The Committee acknowledged the need for an updated strategy and also the need for a group to be the champion for walking and cycling in the district. The Council adopted the finalised Hurunui Walking & Cycling Strategy and formally endorsed the Hurunui Trails Trust as the champion for walking and cycling in the Hurunui district.

Hurunui-Waiiau Zone Committee Update

The Council received an update on the recent activity of the Hurunui-Waiiau Zone Committee.

Report from the Public Services Committee

The Council received the report from the Public Services Committee meeting on 10 August 2017. Committee Chairperson, Cr Harris, presented the report and summarised the discussions.

Report from the Regulatory Committee

The Council received the report from the Regulatory Committee meeting on 10 August 2017. Committee Chairperson, Cr Black, presented the report and summarised the discussions.

Report from the Finance, Audit and Risk Committee

The Council received the report from the Finance, Audit and Risk Committee meeting on 17 August 2017. Committee Chairperson, Cr Davison, presented the report and summarised the discussions.

Report from the Infrastructure Committee

The Council received the report from the Infrastructure Committee meeting on 17 August 2017. Committee Chairperson, Cr Daly, presented the report and summarised the discussions.

Presentations

In support of the Finalised Hurunui Walking and Cycling Strategy item discussed above, Cr Fletcher presented the finalised Hurunui Trails Trust Strategic Plan and Mark Inglis was in attendance to provide an update on the Hurunui Heartland Cycle Ride project.

HURUNUI DISTRICT COUNCIL MEETING REPORT



SECRETARY REPORT COVER

To: Cheviot Ward Committee

Date: 27 September 2017

Local Reserves Advisory Group Meeting Records

Executive Summary The Local Reserves Advisory Group Meeting Records are provided for the Ward Committee's information.

The Meeting Records are provided as unconfirmed records of meetings that have taken place.

Some of the Advisory Groups will not meet again for some time. As such the meeting records are included in this agenda rather than waiting until the advisory groups next scheduled meeting.

Appendices

- Domett Reserves Advisory Group Meeting Record – August 2017
- Port Robinson Reserves Advisory Group Meeting Record – August 2017
- Cheviot Reserves Advisory Group Meeting Record – September 2017

Report Cover
Prepared by:

A handwritten signature in black ink that reads "Kait Murray".

Kait Murray
Committee Secretary

DOMETT RESERVES ADVISORY GROUP MEETING RECORD

Record of meeting of the Domett Reserves Advisory Group held on Monday, 14 August 2017 at 7pm
at the Cheviot Library/Service Centre

Present:	Murray Lancaster and Chris Mulcock. Secretary: Kait Murray In Attendance: Sue Courtney, HDC Team Leader - Property
Apologies:	Cr Daly, Gordon Hewett and Mark Johnson
Previous Meeting Record:	The minutes of the Domett Reserves Committee meeting held on 13 February 2017 were taken as read with no amendments.
Matters Arising from the Previous Meeting:	Nil.
Ward Committee Update:	The Committee Secretary advised the group that the minutes and agenda's of the Cheviot Ward committee are able to be accessed through the Council Website by clicking on Your council, then clicking on the link called Meeting Calendar Access To Agendas and then scrolling across the calendar to find the date of the meeting you are looking for.
Financial Update:	Prepared by HDC , with the following points of discussion noted: <ul style="list-style-type: none"> • Camp fee income processed last week is not showing.
Member Updates:	<p><u>Camp Matters</u> The Access Road is bony and scoured. HDC Team Leader - Property recommended referring it to the roading team to view and provide advice on the fixing the road and drainage and obtain a quote for the work. The members present agreed.</p> <p>The HDC Team Leader – Property raised the issue of H&S and emphasised the importance of using protective gear and the responsibilities of the volunteers. She also and raised the use of the newly implemented HDC Site Health and Safety Induction Checklist. The discussion turned to engaging contractors to do the work. HDC Team Leader – Property said that before a contractor is engaged the preferred supplier list must be consulted, to ensure they are included on the list, this should be done through the Committee Secretary. The Committee Secretary is to distribute the DC Site Health and Safety Induction Checklist to Group members.</p> <p>The HDC Team Leader - Property outlined the process for preparing the next the 10 Year Plan. She called for ideas from the Group members and asked they forward any other ideas they might have to the Committee Secretary. Some of the ideas noted from the discussion were: Hurunui Mouth Camp</p> <ul style="list-style-type: none"> • Ablution block maintenance • Sign replacement at \$250 per year • Septic tank and soak pit maintenance <p><u>Reserve Matters</u> The HDC Team Leader - Property asked the group's thoughts on the Domett Tennis court, she asked they to consider if it should it be kept? The Old Hall Reserve, should this be disposed of? There is no road access and no current lease. Those present said, in their opinion</p>

	<p>land is not required. The HDC Team Leader - Property gave an overview of the process required to dispose of the reserve, if it was what the group wanted.</p> <p>Hurunui Mouth Plantation Reserve – The HDC Team Leader - Property advised it is joint between the HDC and Domett Reserves Advisory Group. Consideration to be given removing the trees and replanting.</p> <p>Some discussion was had regarding the grazing leases and the requirements for the fertilizer invoices to be submitted. The HDC Team Leader – Property to follow up with a letter to lease holders who have not submitted invoices.</p>
General Business:	Nil.
Next Meeting:	To be confirmed.
Meeting Closed:	8.20pm

Action List

Item	Details	Responsibility Of	Status
1.	Oak seedlings sprayed November / December - Willy Le Pine. The Tennis Court reserve	Murray Gordon	Done Feb 2016. Assessment is Ongoing.
2.	Review Oak Trees – Purchase if necessary. Reassessment of the trees to be done before purchasing.	Gordon	Ongoing, G Hewett to reassess - dependent on rain.
3.	Contact Tricky Trees to request they view and provide a quote to remove broken limbs, trim where necessary and tidy the Oak trees and Willow trees on South side of tennis courts.	Gordon	Ongoing
4.	Research and report back to Committee on possibility of Domett Hall Reserve and Road Reserve disposal.	HDC Council Officer, Sue Courtney	Ongoing
5.	Laurie Forestry to be contacted about the trees being removed from the Stock Rest Reserve.	Cr Daly	Ongoing

PORT ROBINSON RESERVES ADVISORY GROUP MEETING RECORD

Record of meeting of the Port Robinson Reserves Advisory Group held on Tuesday, 15 August 2017 at 7.30pm at the Cheviot Library/Service Centre

Present:	John Fairley (Chairperson), Terry Ashley, Bill Bestic, Kim Bestic, Collie Harrison and Peter Somerville. Secretary: Kait Murray In Attendance: Sue Courtney (HDC, Team Leader – Property)
Apologies:	Cr Daly, Ashley Smith and Mike Watson.
Previous Meeting Record:	The minutes of the Port Robinson Reserves Committee meeting held on 28 March 2017 were taken as read with one amendment. That the following additional information be included in the item Roadworks on Cathedral Road The group discussed and agreed that the creek area of the Jed Buxton Reserve will no longer be used as a dumpsite for spoil resulting from roadworks activities. Harrison/K Bestic CARRIED
Matters Arising from the Previous Meeting:	There were no matters arising from the last Port Robinson Reserves Advisory Group meeting held on 28 March 2017.
Ward Committee Update:	The Committee Secretary advised the group that the minutes and agenda's of the Cheviot Ward committee are able to be accessed through the Council Website by clicking on Your council, then clicking on the link called Meeting Calendar Access To Agendas and then scrolling across the calendar to find the date of the meeting you are looking for. Peter Somerville is the Port Robinson Reserves Advisory Group's representative on the Ward Committee.
Financial Update:	The Financial report is unable to be prepared by HDC Manager Support Services, until after the end of Financial Year reporting has been completed. The report will be separately circulated to members once it is prepared. Mainpower Environmental Award Funds The Committee Secretary confirmed the last of the 2016 MainPower Environmental Grant (\$951.00) and \$1129.00 from the 2017 grant was used to pay Scott Morrissey for Wilding Pine Treatment. There remains \$3709.00 of the 2017 Mainpower Grant still available. The Group discussed the challenging terrain and the benefits of engaging Scott Morrissey to deal with the Gorse and Nassella Tussock and agreed the remaining funds should be used for this purpose if at all possible. The Group requested the Committee Secretary confirm with the Mainpower Environmental Award Secretary to ensure the funds can be used for that purpose and report back to John Fairley and then seek approval from the Cheviot Ward Committee.
Member Updates:	Camp Matters The Subcommittee met prior to this meeting to review the tender submissions for the Gore Bay camp lease. There was no report at this meeting.

	<p>Camp Inspection – Peter Somerville, Terry Ashley and John Fairley to do. To be carryout before the lease is handed over at the end of September.</p> <p>Reserve Matters The HDC, Team Leader – Property spoke to the group and explained her role. She said that she is looking at the reserves that this group are responsible for the management of and explained the Ward Committee now hold those delegations she said however, they can be delegated to the Group. She said the group have some reserves that are funded through the district funds and some that are amenity reserves. In response to a question, the HDC, Team Leader – Property confirmed the Coastal Reserve is a District Reserve and that if budgets are put in place for gorse control that they could be put in now. The HDC, Team Leader – Property asked the group to think about a 10 year plan for the reserves under the groups management.</p> <p>The group discussed the possibility of accessing a mister and spraying the gorse themselves. The HDC, Team Leader – Property raised the issue of H&S and emphasised the importance of using protective gear and the responsibilities of the volunteers. She also and raised the use of the newly implemented HDC Site Induction Checklist. The discussion turned to engaging contractors to do the work. HDC, Team Leader – Property said that before a contractor is engaged the preferred supplier list must be consulted, to ensure they are included on the list, this should be done through the Committee Secretary.</p> <p>The group discussed the area of the Port Robinson Coastal Reserve where the ‘No Dumping’ sign is. There was a suggestion that this area and where the blind corner was taken off could be planted to assist with erosion protection. The plants could include low natives, the native Ice plant was also suggested as a possible addition.</p> <p>Honda Tree Planting Fund – Bill Bestic asked that it be noted that Jamie McFadden, from Hurunui Natives, has been approached to cultivate seed for the Pigeon Wood trees.</p>
Correspondence	<p><u>Inwards</u></p> <ul style="list-style-type: none"> • ECan Nassella Tussock and Gorse Survey Letters.
General Business:	<p>Fire Fighting Equipment Stored at the Gore Bay Camp The fire fighting equipment mentioned by Peter Somerville at the last meeting, including carrying out a gear condition assessment and familiarisation is yet to be undertaken by the group members.</p> <p>Planting Plan – Kim Bestic presented the planting plan as requested. The planting plan follows the District Tree Management Strategy. The Tree Strategy stipulates the plan would need to be submitted and approved by Council. The Committee Secretary is to submit it for review and/or approval. Some of the points noted during Kim’s report were:</p> <ul style="list-style-type: none"> • She has focused on locally sourced plants <ul style="list-style-type: none"> ○ John Fairley reported he has ordered 400 trees

	<p>from Trees for Canterbury, for next July. He outlined the process for Trees for Canterbury planting.</p> <ul style="list-style-type: none"> • Slowing the erosion of the beach frontage at the eastern side was discussed. • There was some discussion around the council being approached for some big rocks to assist with slowing the erosion to the Jed mouth. The discussion also included the speed of the erosion and the Jed and the Buxton merging. <ul style="list-style-type: none"> ○ The HDC, Team Leader – Property raised ECan should be consulted especially if it involves the river waterway. • Kim Bestic suggested starting planting some areas soon rather than waiting. John Fairley suggested she contact Trees for Canterbury. <p>The discussion turned to options for locations of chipped branches. The group decided the chipped branches should be put in the reserve off the hairpin by the 'No Dumping' sign.</p> <p>Tennis Court fence Peter Somerville and Collie Harrison assess for maintenance or replacement.</p> <p>The group are to hold a budget workshop to discuss their 10 year plan 7.30pm, 5 September 2017 at Collie Harrison's.</p> <p>John Fairley notified the group members of the resignation from the group of Peter McClatchy.</p>
<p>Next Meeting: Meeting Closed:</p>	<p>Tuesday, 14 November 2017 8.56pm</p>

Action List

Item	Details	Responsibility Of	Status
1.	Check out fire hydrant on tank line with Fire Brigade. Council unable to fund. To talk to Matt Dowdall	Cr Daly	Ongoing
2.	Apply for wilding pine funding if funding available	Terry/Peter	Ongoing
3.	Annual tree planting programme	John	Suspended
4.	Camp Maintenance Schedule to be done with Lessee next due at lease handover	John and Lessee	Date set
5.	Annual clearance of shingle in grotto – area behind gabion baskets?	Committee	Ongoing
6.	Contact DOC, Alan MacDonald re: Helicopter in area to spray wilding pines	Ashley	Ongoing
7.	Topsoil to be delivered - a couple of truck and trailer loads are to be taken and stockpiled against the trees.	Cr Daly	Ongoing – Oct/Nov
8.	Wilding Pines - Amuri Helicopters and Scott Morrissey to be contacted to quote on a wilding pine eradication programme.	John Fairley	Ongoing
9.	Eucalyptus at the bridge at the Buxton need to be cut and taken.	Committee Members	Ongoing
10.	Overhanging trees along Gore Bay Road need to be done	Committee Members	Ongoing
11.	Sign at Limestone knob needs to be replaced. Get quote for new sign before proceeding.	John Fairley	Ongoing
12.	Supply and install Picnic Table Old School Reserve, at South End of Gore Bay.	Peter Somerville	Ongoing before Oct/Nov

CHEVIOT RESERVES ADVISORY GROUP MEETING RECORD

Record of meeting of the Cheviot Reserves Advisory Group held on Wednesday, 6 September 2017
at 7.25pm at the Cheviot Library/Service Centre

Present:	Noel Crump, Heb Wiesen, James Paterson, David Anderson and Cr Daly. Secretary: Kait Murray In Attendance: Sue Courtney (HDC, Team Leader – Property)
Apologies:	Geoff Denton, Hamish Pain and Nick Wiseman
1. Previous Meeting Record:	THAT THE MINUTES OF THE MEETING HELD ON WEDNESDAY, 14 JUNE 2017 ARE NOW CONFIRMED. Anderson/Wiesen Carried
2. Ward Committee Update:	Cr Daly gave an update on the Ward Committee meetings. Some of the points noted were: <ul style="list-style-type: none"> • The Gore Bay Camp lease tender has closed. The new lessee is working through the lease agreement with Council Officers at present. • The Road to the Hurunui Mouth Camp is being assessed and looked at by the council roading team. • The medical centre is progressing, the opening date is scheduled for the end of September. The Committee Secretary advised the group that the minutes and agenda's of the Cheviot Ward committee are able to be accessed through the Council Website by clicking on Your council, then clicking on the link called Meeting Calendar Access To Agendas and then scrolling across the calendar to find the date of the meeting you are looking for.
3. Financial Update:	Prepared by the HDC, Manager Support Services. The discussion turned to the Long Term Plan and Budgets and is recorded in item 6.1.
4. Member Updates:	The members gave brief verbal updates: Cheviot Hills Reserve David Anderson outlined for the group various locations for new seats. The discussion moved to the land swap with Rabbit Meadow. The HDC, Team Leader – Property gave a brief overview of her understanding of where it ended up. She said the two blocks weren't comparable in size which added to the holdups. She said that she would approach Peter Montgomery after the Long Term Plan meetings are finished to see if a resolution can be found. St Annes Lagoon The group discussed the shoreline erosion and the various options to slow or stop it. Some discussion was had about the installation of lime rocks or Hapuka rocks to dissipate the wave action. Tractor Update Noel gave a brief tractor update saying it was back from having been repaired, but arrived back with a fuel leak and a flat battery. Both of which have also now been repaired.
5 Correspondence:	5.1 Email from the Beautification Group – RE: planting on the north

	<p>side of SH1 near the Bruce Childs Welcome to Cheviot sign.</p> <p>The Group discussed the location of the planting. It was decided that Noel would approach Jamie to discuss further before progressing.</p>
<p>6 General Business:</p>	<p>6.1 Discussion - Long Term Plan – 10 Year Budget Planning with HDC, Team Leader – Property.</p> <ul style="list-style-type: none"> • Cheviot Hills Reserve is a District funded Reserve. The memorandum of understanding requires the group to put together an annual plan and prioritised budget for submission to council. • The HDC, Team Leader – Property explained the budgets and discussed a new way of thinking around how the group portion the budget funds. • The HDC, Team Leader – Property encouraged group to think about the projects they might like to do over the coming months. • The contractors list was discussed. The HDC, Team Leader – Property explained the reasoning behind needing to use the volunteers induction sheet and consulting the contractor list. • The list of projects that the group discussed during the reserve walk around was summarised by the HDC, Team Leader – Property. Some projects were noted as: <ul style="list-style-type: none"> ○ St Annes Lagoon – District Projects, erosion protection, island planting and maintenance, willows, planting and road, seating and picnic tables. Amenity Project - Fencing ○ Specimen Plantation – Amenity Project – Walking tracks ○ Cheviot Hills Reserve – District Project – Walking tracks, Road repairs and maintenance, seating, signage. • Any further ideas for projects should be passed on to the HDC, Team Leader - Property for inclusion in the presentation being prepared for the Long Term Plan Public Meeting being held in Cheviot in early October. <p>6.2 Discussion - Cheviot Hills Reserve Walking Track Development David gave the group an overview of the costs of he anticipates will be involved in the latest walking track.</p> <p>6.3 Discussion - Picnic Table and Memorial Seat Standards The group briefly discussed the seat options.</p> <p>Group Membership and the appointment of a chairperson were discussed. The group decided additional members are welcome. The group discussed the chairperson position with David Anderson agreeing to take it on under a trial basis.</p> <p>6.4 Cheviot Hills Run and Ride James Paterson raised the up and coming Lion’s event the Cheviot Hills Run and Ride. He said it is scheduled to take place in the Cheviot Hills Reserve on the 22 October 2017 and asked for permission to hold the event in Cheviot Hills Reserve. The group</p>

	<p>had no objections to it taking place.</p> <p>THAT THE CHEVIOT RESERVES ADVISORY GROUP SUPPORT THE CHEVIOT LIONS HOLDING THE CHEVIOT HILLS RUN AND RIDE EVENT IN CHEVIOT HILLS RESERVE AND RECOMMEND THE CHEVIOT LIONS ARE GRANTED PERMISSION FOR THE EVENT TO TAKE PLACE IN CHEVIOT HILLS RESERVE.</p> <p>Wiesen/Crump CARRIED</p> <p>6.5 Funding application David Anderson raised the possibility of applying for funding from the Marlborough Kaikoura Hurunui Earthquake recovery fund. He said he had the possibility of applying for funding with the Mayor and Gill Walsh [HDC, Events Coordinator – Hurunui EQ team] and said they both thought that although its near the margin of the fund rules it would be worthwhile seeking funding for the Cheviot Hills Track and suggested applying for \$3000. There were no objections from the group to the suggestion of applying for funding.</p> <p>THAT THE CHEVIOT RESERVES ADVISORY GROUP SEEKS THE SUPPORT AND ENDORSEMENT OF THE CHEVIOT WARD COMMITTEE FOR A FUNDING APPLICATION SUBMISSION TO THE MARLBOROUGH KAIKOURA HURUNUI EARTHQUAKE RECOVERY FUND, FOR THE AMOUNT OF \$3000, TO BE USED FOR THE DEVELOPMENT OF A NEW WALKING TRACK THROUGH CHEVIOT HILLS RESERVE.</p> <p>Anderson/Wiesen CARRIED</p>
Next Meeting:	Next meeting, 6 December 2017
Meeting Closed:	9.51pm

Action List

Item	Details	Responsibility Of	Status
	Decommission the old Cheviot Hills Reserve Public Toilets.	Group Members	Ongoing
	Cheviot Hills Reserve forestry – future use of area investigated. DOC confirmed it is Crown land, still finalising with solicitor how that is surveyed. – no other information at this stage.	Council Officers	Ongoing
	Fabrication and Installation of Reserve closed signs – by Glen McNabb and Mike Thomas.		Investigations into solutions is ongoing.
	St Annes Lagoon – 2016 Project – Signs that have deteriorated to be removed from frames for repair. Monitor the signage at Cheviot Hills Reserve and use as a template.	Group Members	Ongoing
	Picnic Table and Memorial Seat Standards – developed, set and applied across all reserves.	Group members	September 2017

HURUNUI DISTRICT COUNCIL
MEETING REPORT



SECRETARY REPORT COVER

To: Cheviot Ward Committee

Date: 27 September 2017

Correspondence Received

Recommendation THAT THE CHEVIOT WARD COMMITTEE, RECEIVE THE INFORMATION, OR IF REQUIRED, MAKE A DECISION WHERE SUFFICIENT INFORMATION IS AVAILABLE.

Executive Summary Committee Secretary presenting correspondence received and previously circulated amongst the Committee on matters the Committee is required to consider or receive.

- Cheviot Community House - Proposal
-

Appendices Appendix 1 Cheviot Community House - Proposal

**Report Cover
 Prepared by:**

Kait Murray
 Committee Secretary

Cheviot Community House Proposal (Draft)

Compiled by Megan Handyside – Cheviot Community Connector

Proposal

To utilise the Doctors residence at 33 McQueen Road as a community house. This house has previously been on the private rental market and is currently being used as the medical centre whilst the Cheviot Health Centre is being upgraded.

There is a desire in the Cheviot community for this asset which is owned by the Hurunui District Council to be utilised by the community and not be returned to the private rental market.

Potential uses

A number of community groups and individuals have expressed a desire to make use of this facility if it is available. These include:

- Plunket – coffee groups/music and movement;
- Ange Davidson – Yoga;
- Community Garden/Orchard;
- Daycare/drop in for dementia sufferers;
- Accommodation for locums/student nurses etc;
- Office space for visiting specialists who would prefer not to see people at the Medical Center or if space doesn't allow them to operate from the Medical Center;
- Office space for professionals working in Cheviot;
- Local private counsellor;
- EQ Navigators;
- Youth worker – Barnardos;
- Reiki practitioner;
- After school programme/supervision/tuition.

The house is first and foremost 'the doctors house'. Many visiting locums choose not to use this accommodation instead preferring to stay at a motel. If however a doctor did choose to stay at the house, a bedroom and ensuite would be kept available in the house for this purpose. The house would not be available for 'afterhours' meetings whilst a doctor is in residence. There is potential for modifications to be made to this part of the house to make it more private.

Funding

- Cheviot Community Health Trust have indicated that they could contribute towards the cost. They will retain a bedroom and ensuite and have use of office space as needed;
- Connect Hurunui Inc. are interested in securing office space for the two Cheviot Connectors (Megan Handyside and Catherine Clark);

- Together Hurunui (Hurunui District Council) have indicated they will contribute to secure office space for their project manager who is Cheviot based (Ange Davidson);
- A local professional has indicated that they are keen to rent office space on a regular basis;
- A Social Service agency keen to secure permanent office space for a local worker;
- Community Groups pay a small fee to access the facilities – eg. Yoga pays \$10 per session;
- Visiting specialists/professionals pay to rent office space by the day/hour;
- In discussions with DIA (Department of Internal Affairs) regarding possible funding assistance;
- <http://www.workingtogether.org.nz/criteria-dates/> grant info for collaborative projects.

Point of difference

While providing a community space for meeting and collaboration we don't want to take away from other community spaces already available in Cheviot. The Cheviot Community House will offer office space, both shared and private for permanent, semi-permanent and casual use. The common space is cosy and comfortable for more intimate meetings, and classes like yoga. The grounds are fenced and secure making it an ideal space for Mums to meet with toddlers and young children.

How will it work?

The Cheviot Community Trust or similar group will act as an umbrella organisation for the Cheviot Community House. They will appoint an administrator/manager for a few hours a week to look after the facility and those that use it. They will oversee bookings, manage office space etc. Rent and running costs will be covered by those using office space on a regular basis.

Considerations

Recent events in our area have highlighted the need for us to promote and consolidate a resilient and connected community. A facility like this would be a fantastic asset for Cheviot providing a base for exciting community based projects and collaborations to grow from.

It is requested that the Cheviot Ward committee consider retaining the doctors house at 33 McQueen Road to be used as a Community House. It's also requested that whilst considering the rent to be charged that the committee consider that many of the groups interested in using this space work for 'not for profit' community or social service agencies charged with serving the needs of the Cheviot community.

ACTION SHEET

Date	Matters to be actioned	1st Person	Action	Responsibility of
18-Jul-12	Claverley Development Contribution \$6766-requirements investigated	H MacFarlane	Report progress -Planting Completed 07.09.2016 and The Bollards expecting to be in place very soon.	Committee member to Liaise with S Courtney re: Signage Advice
29-Jan-14	Kaiwara Intake - River Protection - Plant Poplar poles	Cr Daly/M Dowdall	Cr Daly to discuss with M Dowdall	Councillor/Council Officer
10-Dec-15	Cadman St drain, Investigate shifting power poles and reshaping drain or another alternative solution.	Manager Infrastructure Services - Delivery	Ongoing	Council Officer
10-Feb-16	Proposed new deepwater well site that was mentioned at the Water Chairperson Workshop 3 February 2016. Officers have engaged John Talbot from Bowden Environmental to look at the current data held by HDC in this regard and to provide his advice on how to proceed with the search for alternative deep well sources in close proximity to our current supporting infrastructure. A report will be forthcoming to this committee once we have more constructive advice on the potential way forward.	Team leader Three Waters / Utilities Brett Beer	Ongoing - Project deferred 2017/2018	Council Officer
10-Feb-16	Monitor water pressure issue as raised by Don Anderson. Testing still to be done, Some sections of pipe to be replaced.	Team leader Three Waters / Utilities	Ongoing	Council Officer

Significance Consideration

(Guidelines from Hurunui District Council's 'Significance and Engagement' Policy)

The Council, in considering each matter, must be:

- a. Satisfied that it has sufficient information about the practicable options and their benefits, costs and impacts, bearing in mind the significance of the decisions.
- b. Satisfied that it knows enough about and will give adequate consideration to the views and preferences of affected and interested parties bearing in mind the significance of the decisions to be made.

Questions

- a. Does the Council have sufficient information about the issue, proposal, decisions or other matter?
- b. Does the issue, proposal, decisions or other matter:
 - Affect all or a large portion of the community in a far-reaching way?
 - Have a potential impact or consequence on the affected persons (being a number of persons) that is substantial?
 - Have financial implications on the Council's resources that would be substantial?
 - Generate (or would be expected to generate) a high degree of controversy?
 - Have any impact on Council's capacity to undertake its statutory responsibilities?
 - Fail to flow logically or consequentially from a decision in the Council's Long Term Plan?

Evaluation

Council officers preparing these reports will have regard to Council's policy on significance. Councillors will make the final assessment on whether the subject under consideration is to be regarded as being significant or not. Unless the Council explicitly determines that the subject under consideration is to be deemed significant then the subject will be deemed as not being significant.

DELEGATIONS

Committee Name	CHEVIOT WARD COMMITTEE
Type of Committee	Council Committee
Subordinate to	Council
Subordinate Committees	Nil.
Legislative basis	Committee reconstituted by the Council as per Schedule 7, Section 30 (1) (A), LGA 2002. Committee delegated powers by the Council as per Schedule 7, Section 32, LGA 2002.
Membership	<p>The Mayor Local Councillor (1) One (1) representative from each of the following:</p> <ul style="list-style-type: none">• Cheviot Reserves Advisory Group• Port Robinson Reserves Advisory Group• Domett Reserves Advisory Group• Spotswood Reserve Advisory Group• Gore Bay Ratepayers Association <p>Three (3) members elected at large at the triennial meeting.</p> <p>(Where a representative cannot be found for an identified group or community, an additional independent member may be elected at large from the ward.)</p>
Delegations	<p>Where funded by ward (amenity) rates, the Council delegates governance responsibility and local policy determination in respect of:</p> <ul style="list-style-type: none">• Recreation reserves (in consultation with Local Reserve Advisory Groups)• Ward beautification• Stormwater• Footpaths• Street lighting• Township maintenance• Public halls• Medical centres (where they exist) <p>Governance in the above areas will include:</p> <ul style="list-style-type: none">• Setting priorities for work programmes approved in the Long Term Plan and Annual Plan for the Cheviot Ward.• Monitoring Activities.• Approval of tenders for contract (within the above areas of responsibility) within budget and which exceeds officer authorisation. <p>With respect to local reserves, the Council delegates responsibility:</p> <ul style="list-style-type: none">• For the disbursement of funds from the reserves funding account for the day-to-day maintenance of these reserves in accordance with the Financial Delegations Policy.• To prioritise and recommend to Council future capital development on reserves as part of the Long Term Plan and Annual Plan development.• To consider disbursement and recommend expenditure from the reserves funding account in accordance with the priorities identified in the Long Term Plan and the Reserve Management Plan's individual reserve policies.• To liaise with local reserve advisory groups where they exist, to provide

DELEGATIONS

appropriate delegations and to ensure accountability and transparency in the management of local reserves.

Advisory Role

- With respect to governance of the district's water schemes, the Cheviot Ward Committee may appoint one representative to the Council's Water Liaison Committee, with specific focus on the Cheviot water supply.
- The Ward Committee will have an advisory role and be consulted with respect to levels of service for contracts for lawn mowing and toilet cleaning (where funded district-wide), in the ward area.

Limits to Delegations

Matters that must be processed by way of recommendations to the Council include:

- Township public toilets
- Cemeteries
- Pensioner flats
- Roading
- Temporary road closures
- Local civil defence
- Waste management
- Noxious plants and Pest destruction (*Recommendations to the Council for consideration of referral to the Canterbury Regional Council.*)

Council Resolutions

THAT THE COUNCIL CONFIRMS THE RECONSTITUTION OF THE CHEVIOT WARD COMMITTEE AS A COMMITTEE OF THE COUNCIL.

THAT THE COUNCIL DETERMINES THAT THE CHEVIOT WARD COUNCILLOR VINCE DALY, BE THE COUNCIL'S REPRESENTATIVE ON THE CHEVIOT WARD COMMITTEE.

THAT THE COUNCIL DELEGATES THE POWER TO ACT IN THE ABOVE AREAS TO THE CHEVIOT WARD COMMITTEE.