MINUTES OF THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD
HELD IN THE WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON
MONDAY 8 JULY 2019 AT 7.00PM.

PRESENT
S Powell (Chairperson), J Archer, A Blackie, R Mather and J Meyer.

IN ATTENDANCE
S Nichols (Governance Manager), J McBride (Roading and Transport Manager), D Gordon
(Councillor), N Harrison (Manager Regulation), K Rabe (Governance Advisor) and
E Stubbs (Governance Support Officer).

1 APOLOGIES
   Moved J Archer seconded R Mather
   Apologies were received and sustained from A Thompson and A Allen for absence.
   CARRIED

2 CONFLICTS OF INTEREST
   Item 7.3 – R Mather as a member of the Pegasus Residents Group.

3 CONFIRMATION MINUTES
   3.1 Minutes of the Woodend-Sefton Community Board – 10 June 2019
      Moved J Archer seconded R Mather
      THAT the Woodend-Sefton Community Board:
      (a) Confirms the circulated Minutes of the Woodend-Sefton Community
          Board meeting, held 10 June 2019, as a true and accurate record.
      CARRIED

4 MATTERS ARISING
   There were no matters arising.

5 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY
   There were no deputations.

6 ADJOURNED BUSINESS
   There was no adjourned business.
7 REPORTS


J McBride noted the report was annually submitted to Community Boards to invite feedback on the proposed Roading Capital Works Programme. She advised that the budget was a general allocation for renewal projects and was based on a condition rating process. These ratings were then presented to the Community Boards. The program also provided for minor improvements from service requests and the deficiency database. The new Footpath Programme had been through a prioritisation process.

J Archer enquired if the gap in the footpath between the old Woodend Hotel site to Judsons Road in Woodend was included in the programme. J McBride advised that the work on this section of the footpath would be included with the work being done by the New Zealand Transport Agency (NZTA) at the southern end of Woodend. This would form part of a wider pedestrian and cycle link. It would however also depend on the intersection configuration. J McBride confirmed that there was a separate budget for this project.

S Powell noted the scope of work still to be completed by NZTA in Woodend. This would cause significant delays in the work on the footpath. She asked if an interim solution could be found to form a solid surface to make it easier for users. J McBride agreed to investigate the matter further.

R Mather enquired if the inclusion of the intersection improvements in Pegasus were as a result of issues with visibility. J McBride advised that there was an ‘avenue effect’ at some intersections which drew the human eye through the intersection. There were however options, such as signage, to improve safety at intersections as well as to increase visibility and awareness.

R Mather asked about work on the rumble strips in Pegasus. J McBride advised the work would begin in the next six to eight weeks.

S Powell requested an update on the ‘Five Crossroads’ intersection. In response, J McBride advised that right turn bays would be installed as an interim option to create a safe space for waiting cars. The road widening required undergrounding of power lines. A more permanent solution would take more time and consultation, however the power lines would be moved far enough away to allow for any future intersection improvements. The interim improvements would be undertaken during the 2019/20 financial year. There was $500 - $750,000 in the budget which would cover the initial improvements and progress the next more permanent steps.

A Blackie referred to a letter, written to the Northern Outlook, regarding complaints about the quality of roading work at Ravenswood. The response from the Council was that the contractor would not be paid until the issues were remedied. J McBride noted the challenges with the project and that the Development Team were managing the project. It had been a challenging process with opportunities to do better in future projects.

Moved A Blackie seconded R Mather

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 190627091241;

(b) Notes that feedback can be provided to the Roading and Transport Manager at the Board meeting.

CARRIED
7.2 **Woodend-Sefton Community Board’s Discretionary Grant Fund 2019/2020 and General Landscaping Fund 2019/2020 – K Rabe (Governance Advisor)**

K Rabe spoke briefly to the report. She advised that Recommendation (c) should not include the amount being carried forward from the previous financial year, as the amount was not confirmed.

With regard to the General Landscaping Fund, K Rabe reported that the final budget would be confirmed at the upcoming General Landscaping Fund workshop.

In response to questions, K Rabe noted the Discretionary Grant/Accountability forms could be revamped if requested.

Moved S Powell seconded J Archer

**THAT** the Woodend-Sefton Community Board:

(a) Receives report No. 190612082628.

(b) Notes that the Board’s General Landscaping Budget allocated by the Council for 2019/20 is $12,430 with a carry forward from 2018/19 still to be determined.

(c) Notes that the Board’s Discretionary Grant Funding allocated by the Council for 2019/20 is $4,090 with a carry forward from 2018/19 still to be determined.

(d) Approves the Board’s 2019/20 Discretionary Grant Fund Application Criteria and Application Form (Trim No. 190621087519).

(e) Approves the Board’s 2019/20 Discretionary Grant Accountability Form (Trim No. 190621087554).

(f) Approves that Discretionary Grant Fund applications be considered at each meeting for the 2019/20 financial year (July 2019 to June 2020).

CARRIED

S Powell was happy with the current format of the forms.

*Having expressed a conflict of interest R Mather left the room at 7:23 pm prior to the consideration of Item 7.3.*

7.3 **Application to the Woodend-Sefton Community Board’s 2019/2020 Discretionary Grant Fund – K Rabe (Governance Advisor)**

K Rabe spoke to the report noting that the application was to send three (3) Resident Group Committee members to attend a training workshop on ‘working with the community’. The Pegasus Residents’ Group did not request the entire cost of the workshop as the three (3) members would be paying a portion of the workshop fees themselves.

K Rabe confirmed that accountability forms for previous funding were returned promptly.

A Blackie referred to the accomplishments of the group and asked whether they need further training.

Moved J Meyer seconded S Powell

**THAT** the Woodend-Sefton Community Board:

(a) Receives report No. 190620086973.

(b) Approves a grant of $450 to Pegasus Residents’ Group Incorporated towards the cost of a training course for members.

CARRIED
J Meyer suggested the Pegasus Residents’ Group could be used as a model in the future.

S Powell commented that the Group made a good contribution and the skills learnt could enhance the group further.

R Mather returned to the table at 7:29pm following the consideration of Item 7.3.

7.4 Elected Member Code of Conduct Refresh – S Nichols (Governance Manager)

S Nichols spoke to the report commenting that it was similar to the report taken to the Council in May 2019. At the beginning of every term a Code of Conduct was in place. In November 2016 the Community Boards and the Council opted to keep the 2013 version but had requested a review later in the term. A review was therefore completed in April 2019 and the Council had adopted the proposed version in the Agenda in May 2019.

S Nichols noted paragraph 4.5 outlined the objectives of the Code which were based on Local Government New Zealand (LGNZ) Guidelines. Paragraph 4.4 advised of ‘tweaks’ in the code for law changes.

S Nichols apologised for some sections in the guidelines still referring to ‘Councillors’ which should have been amended to ‘elected members’. This was so that the Council and Community Boards would adopt the same Code of Conduct for consistency.

S Nichols commented it was comforting that the Code had not been enacted since 2002. In the first instance, if a complaint was made, the matter would be addressed through a low-level resolution discussion. If this method was however unsuccessful, the Code outlined the steps to be taken to attain resolution.

S Nichols noted that the Oxford-Ohoka Community Board had adopted the 2019 Elected Member Code of Conduct the previous week.

S Powell referred to Section 5.2, Relationships with Staff, and queried the use of the word ‘familiar’. She suggested removal of the word as it was open to interpretation. S Nichols advised the word ‘sexual’ was to be removed from the next paragraph so that it would read ‘avoid any form of bullying or harassment’.

Moved S Powell seconded A Blackie

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 190625089232.

(b) Adopts the 2019 Elected Member Code of Conduct, effective from 31 July 2019. (Trim 190625089193) subject to ‘Councillors’ being amended to ‘Elected Members’.

CARRIED

8 CORRESPONDENCE

The response from A Petrie (Roading Compliance Engineer) to a query from R Mather regarding road closures for events in Pegasus (Trim 190702093291) was tabled. This response was previously circulated to Board members via email.

R Mather commented that they were in a ‘wait and see’ phase for the upcoming season of events. She noted the response had not covered how the previous year’s incidents had occurred.
S Powell commented that Pegasus was different to other townships. Closing roads for three events in a fortnight had an adverse impact on the community.

J Meyer asked where the breakdown in communication occurred. R Mather stated that it was unclear, but hoped that Council staff were now more aware of the issues.

S Nichols advised that Traffic Management Plans were reviewed and approved by Council staff. The breakdown in communication could also occur from event organisers to their marshals.

9 CHAIRPERSON’S REPORT

9.1 **Chairpersons Report for June 2019**

*Moved A Blackie seconded J Meyer*

**THAT** the Woodend-Sefton Community Board:

(a) **Receives** report No. 190701092428.

**CARRIED**

10 MATTERS FOR INFORMATION

10.1 **Oxford-Ohoka Community Board meeting minutes – 6 June 2019 (Trim No. 190530076796)**

10.2 **Kaiapoi-Tuahiwi Community Board meeting minutes – 17 June 2019 (Trim No. 190612082938)**

10.3 **Rangiora-Ashley Community Board meeting minutes 12 June 2019 (Trim No. 190606079618)**

*Moved J Meyer seconded R Mather*

**THAT** the Woodend-Sefton Community Board receives the information in Items 10.1-10.03.

**CARRIED**

*Note: Matters for Information were circulated to members separately.*

11 MEMBERS’ INFORMATION EXCHANGE

**June Diary for J Archer, R Mather, A Thompson, A Allen (Trim No. 190626089778)**

11.1 **J Meyer**

- Referred to the new Gladstone Pathway and asked for feedback on its use.
- R Mather noted the lampposts in the middle of the path that required some form of highlighting for safety reasons. A Blackie urged for consistency as the proposed location of another path had been required to be moved due to lampposts being in the middle of the path.
- Noted the District Plan process was going well.

11.2 **A Blackie**

- Advised dredging at the Kaiapoi River Marine Precinct had been scheduled to start that day. It was required to be finished by the end of August 2019.
- Waikuku Beach Camp – progress was being made on decision making.
- Noted opening of magnificent mural in the Council Chambers.
11.3 **R Mather**
- Update on Pegasus Community Centre - at this stage the process had come to a halt, however, there is a meeting scheduled with Council staff on 11 July.
- Invited members to a presentation from Sam Huo of the Pegasus Golf Club to the Pegasus Residents Group.

11.4 **J Archer**
- Pricing a stage for the Woodend Community Centre. The Community Association would raise the funds. He was looking at a compact set that would assist with storage.

12 **CONSULTATION PROJECTS**

S Powell noted the two public consultations underway – the Dog Control Bylaw and Policy Review, (consultation closes Friday 26 July 2019) and Natural Hazards, (consultation closes Friday 26 July 2019).

It was noted that the Dog Control Bylaw was currently topical. Issues with dog control around Pegasus were raised and would be followed-up by N Harrison (Manager Regulation). The Greenspace team would update the Schedule shortly to include parks and reserves in the Pegasus area which should mitigate problems. There was a brief general discussion on the effectiveness of enforcement of bylaws in general. It was noted that there had already been an indication from two residents that they wished to speak at the hearing on the Dog Control Bylaw review.

S Powell noted the dissatisfaction from Waikuku Beach residents about a local venue not being included in public consultation calendar for the Natural Hazard Review.

S Powell noted the ECan Bus Service ‘review of review’. She noted that ECan had taken the feedback from the Community Boards and the Youth Council on board and were amending the previously proposed routes. They would provide information on commuter numbers to the Boards as some of the new routes would be on the basis of ‘use it or lose it’.

There was general agreement that the Board wished to submit on both the Dog Control Bylaw and Bus Service Review. K Rabe was requested to coordinate a meeting.

13 **FOSTERING COMMUNITIES**

14 **BOARD FUNDING UPDATE**

14.1 **Board Discretionary Grant**
- Balance as at 2 July 2019: $4,090.

14.2 **General Landscaping Fund**
- Balance as at 2 July 2019: $12,430.

15 **MEDIA ITEMS**

There were no media items.

16 **QUESTIONS UNDER STANDING ORDERS**

There were no questions.
17 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

There were no urgent general business.

NEXT MEETING

The next meeting of the Woodend-Sefton Community Board is scheduled for 7pm, Monday 12 August 2019 at the Pegasus Community Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 7.51pm.
CONFIRMED

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Chairperson

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Date

Workshop

- Nuisance Bylaw – Nick Harrison (Manager Regulation)
- Members Forum – Bus Review