MINUTES OF THE MEETING FROM THE WAIMAKARIRI DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA, ON TUESDAY 3 APRIL 2018, COMMENCING AT 1PM.

PRESENT:

IN ATTENDANCE:
J Palmer (Chief Executive), S Markham (Manager Strategy & Engagement), G Meadows (Policy Manager), K Simpson (3Waters Manager), M O’Connell (Senior Policy Analyst), L Beckingsale (Policy Analyst), A Willis (Contract Planner), C Parton (Wastewater Asset Manager), C Roxburgh (Water Asset Manager), D Roxborough (Implementation Project Manager), and S Nichols (Governance Manager).

The meeting moved into workshop from 1.54pm to 2.09pm during item 9.1.
The meeting adjourned at 3.12pm and recommenced at 3.33pm.
The meeting was in public excluded session from 5.15pm until 6.47pm.

1. APOLOGIES
   Moved: Mayor Ayers  Second: Councillor Felstead
   An apology for early departure at 5.40pm was received and sustained from Councillor Brine.
   CARRIED

2. CONFLICTS OF INTEREST
   Nil.

3. ACKNOWLEDGEMENTS
   Nil.

4. ACCEPTANCE OF LATE REPORT
   Moved: Councillor Gordon  Second: Councillor Meyer
   That the Council;
   (a) Accept a late report titled Appointment of Waimakariri Irrigation Ltd Director and that the matter be dealt with in the public excluded portion of the meeting.
   CARRIED

5. CONFIRMATION OF MINUTES

   5.1. Minutes of a meeting of the Waimakariri District Council held on Tuesday 30 January, Wednesday 31 January and Thursday 1 February 2018
   Moved: Councillor Atkinson  Second: Councillor Blackie
   THAT the Council:
   (a) Confirms as a true and correct record the circulated minutes of a meeting of the Waimakariri District Council held on Tuesday 30 January, Wednesday 31 January and Thursday 1 February 2018.
   CARRIED

   5.2. Minutes of a meeting of the Waimakariri District Council held on Tuesday 6 March 2018
THAT the Council:

(a) Confirms as a true and correct record the circulated minutes of a meeting of the Waimakariri District Council held on Tuesday 6 March 2018, with an amendment on item 8.2, pg 4, para 9.

CARRIED

5.3. Minutes of the public excluded portion of a meeting of the Waimakariri District Council held on 6 March 2018

This matter was dealt with in the Public Excluded portion of the meeting.

MATTERS ARISING

Nil.

6. DEPUTATIONS AND PRESENTATIONS

Nil.

7. ADJOURNED BUSINESS

7.1. Appointment to District Planning and Regulation Committee – S Markham (Manager Strategy and Engagement)

S Markham reflected on recent discussions with Selwyn District Council regarding their arrangements during a District Plan review. It was advised that positive engagement occurred around the table when matters of significance came up. In the situation with Environment Canterbury, their Councillor did not hold voting rights, which was not considered ideal.

Councillor Gordon referred to the staff recommendations and sought clarity on whether the role would have voting rights or not. S Markham stated that the intention would be for any appointed person to be fully participative for all matters that related to the District Plan review and reflected on past discussions with the Runanga. S Markham also commented on MR873 and the level of interest in matters from the Runanga.

Councillor Gordon asked if this proposed arrangement was what the Runanga wanted, as he reflected on his recollection of recent Hui discussions, and a contrasting view of MKT, hence his seeking further clarification of the matter. S Markham advised that the matter of a separate Maori ward was a different issue that is addressed through the Representation Review process. Also, there had been a subsequent discussion with Te Maire Tau, in which TM Tau would appreciate the opportunity to brief the Council further on Runanga matters in the future, particularly given the history of MR873. S Markham advised that there is heightened interest from the Runanga in District Plan matters and include implications for MR873.

In a supplementary question from Councillor Gordon, enquired if this matter should lay on the table until the briefing with TM Tau occurs. S Markham commented on the regular Runanga liaison meeting discussions since September 2017.

Councillor Blackie sought clarification on the parameters of an appointee empowerment. S Markham reiterated that full participation at the District Planning and Regulation Committee meetings, in relation to the District Plan matters.

Councillor Brine sought clarification that the proposal was an invitation to Te Ngāi Tūāhuriri Rūnanga and not a compulsion. Mayor Ayers clarified that if Te Ngāi
Tūāhuriri Rūnanga do not offer a person on the Committee, the process would continue.

Moved: Mayor Ayers  Seconder: Councillor Barnett

(a) Receives report No. 180223019257.

(b) Requests the Mayor to recommend to the Council an appointee with voting rights, representing Te Ngāi Tūāhuriri Rūnanga to the District Planning and Regulation Committee for the purposes of contributing to the Committee’s work in preparing a proposed Reviewed Waimakariri District Plan.

Division called by Councillor Gordon
For Mayor Ayers, Councillors Felstead, Barnett, Brine and Stewart
Against Councillors Atkinson, Blackie, Doody, Gordon, Meyer and Williams
5:6 LOST

Mayor Ayers stated that this was something to move forward on and reflected on the previous meeting. He stated that the separation of District Plan matters on agendas was not difficult to achieve as it has occurred for other matters such as the earthquake and regeneration matters on the Council agenda. Mayor Ayers believed that the voice of Te Ngāi Tūāhuriri was needed at the Committee table. The District Plan would come before the full Council next term, once notified for further comment, input and approval.

Mayor Ayers stated it was clear to him from the Hui discussions that Te Ngāi Tūāhuriri held concerns for MR873 and that this type of discussion is not unusual. Mayor Ayers reflected on the regular Runanga liaison meetings held with senior staff and himself and that matters discussed go well beyond MR873. Mayor Ayers also reflected on both Selwyn District and Christchurch City Council’s involvement with Te Ngāi Tūāhuriri Rūnanga. Mayor Ayers commented on Maori wards being a separate issue, and recalled the last Representation Review when Te Ngāi Tūāhuriri were consulted, and in fact population numbers were not sufficient to enable a separate ward to occur. Mayor Ayers recalled that at the time of the Review Te Ngāi Tūāhuriri Rūnanga opposed Maori wards because of it being only one vote for the voice of the people and there were other, wider opportunities to work with the Council.

Councillor Gordon stated he would vote against the motion reluctantly as he thought the report was not clear on voting rights, although acknowledged the motion is clear. Councillor Gordon stated he was not opposed to Te Ngāi Tūāhuriri but held reservations around voting because of the Hui discussions and thinking two different spheres. Councillor Gordon acknowledged the desire of Te Ngāi Tūāhuriri Rūnanga to be involved in MR873 planning. Councillor Gordon stated he would welcome TM Tau clarifying the position. He reflected on his personal discussions with Maori and does not want to see that relationship deteriorate. Councillor Gordon believed this matter was not urgent and would have preferred to wait until TM Tau had briefed the Council further.

Councillor Blackie spoke against the motion stating for the appointment to be successful it would hinge on the experience and mana of the appointee. Councillor Blackie believed that if the wrong person was appointed it could be worse than having no Maori representation.

Councillor Barnett acknowledged the differing viewpoints shared, and commented on briefings and discussions held over the past several months. Councillor Barnett reflected on her understandings of different aspects at the recent Hui and stated she had trust in the Mayor to make a suitable appointment that would be District Plan specific. Councillor Barnett reiterated that any appointment was not at the Council level; what was being asked was for someone from the Runanga with appropriate expertise on District Plan matters to actively contribute at the Committee level. Councillor Barnett reflected on a Board of Trustees situation and their flexibility to appoint expertise when and where
appropriate. Councillor Barnett stated her understanding from the Hui was that Te Ngāi Tūāhuriri Rūnanga wanted to be on equal footing with the Committee and collaborate therefore needed a vote at the Committee table. Councillor Barnett stated that the District Plan is more than MR873 as it covers water, land use and coastal matters. These are all matters that mana whenua have a right to have a say on. Councillor Barnett believed this motion was a benefit to the district and would help move forward matters co-operatively with Te Ngāi Tūāhuriri.

Councillor Brine endorsed Councillor Barnett’s comments and was in support of full participation, including voting rights, noting that the final document would come before the full Council for final decision the following term. Councillor Brine stated he was supportive of full participation of a Te Ngāi Tūāhuriri representative at the District Planning and Regulation Committee meetings for District Planning related matters.

Councillor Atkinson stated he did not disagree with comments of Councillor Barnett other than the voting rights aspect. Councillor Atkinson spoke of being elected by the people of Waimakariri and having the mandate to vote on matters. Councillor Atkinson remarked he would welcome Te Ngāi Tūāhuriri to the table, however without voting rights.

Mayor Ayers, as his right of reply, commented that members had the opportunity at the Hui to clarify matters. Mayor Ayers commented on Selwyn District Council having a Runanga representative on their equivalent District Planning Committee and the contribution made. Mayor Ayers acknowledged experience and mana is important, and any person named by the Runanga for such a Committee would hold that mana. Mayor Ayers reflected that this Council was in the minority around the country for not having an independent person on the Audit and Risk Committee.

8. REGENERATION REPORTS

Nil.

9. REPORTS


M O’Connell took the submission as read, responding to various portfolio areas outlined in the Long Term Plan (LTP).

Councillor Barnett reflected on a recent joint Environment Canterbury meeting asking if staff believe that it is important to include practical air quality matters in the submission. M O’Connell commented on air quality standards and reflected on the current submission and proposal. In a supplementary question Councillor Barnett asked if staff were aware that Ecan had changed their philosophy on air levels. Staff advised they were not aware but could investigate matters further.

Councillor Gordon referred to pg 103 in relation to transport and urban development enquiring if the reference covered public transport matters adequately. Staff responded that it did cover the matters, and were aware of public services cuts proposed, although have not directly commented. In a supplementary question Councillor Gordon asked if the submission should be strengthened to state support for public transport. Staff noted the suggestions.

Councillor Gordon enquired if public transport was due for review and renewal next year. Staff confirmed that was the case and that information was outlined in the Public Passenger Transport Plan. In a supplementary question Councillor Gordon asked if the matter should be commented on in the current submission. Staff noted
the suggestion with examples of better linkages to facilities such as Ryman in Rangiora.

Mayor Ayers recommended a comment reflecting the dissatisfaction with the level of services provided, citing the change to the Kaiapoi bus route, should be included. Staff noted the suggestion.

Councillor Stewart referred to pg 105 and climate change, enquiring if the Council was likely to receive a briefing on the proposed Zero Carbon Act. M O'Connell advised that the Bill was scheduled for debate in mid-2018. In a supplementary question Councillor Stewart enquired of implications of the Bill. Mayor Ayers asked staff if it was possible to be provided a link to the Parliamentary Commissioner's report. S Markham remarked it is currently unclear what obligations might be placed on Local Government and as further information becomes available staff will schedule a briefing to the Council.

Councillor Stewart commented on the intrusion of saltwater in the Kaiapoi River, suggesting it is not just the Kaiapoi-Tuahiwi Community Board that is concerned, but all of the Council. Staff noted the comments.

Councillor Barnett sought clarity on the process, with Mayor Ayers responding. Councillor Gordon sought a workshop on rail related matters to provide some clarity for the submission.

Councillor Doody enquired on fresh water management matters asking why the Rakahuri Ashley River area upstream is not covered in this submission. Staff commented.

Councillor Blackie referred to coastal sea spray particles, enquiring if it has an effect on air quality readings and an impact on fog. Staff responded advising that it is not just fog/mist. Testing had occurred which recognises that there are particles in the spray.

Moved: Councillor Barnett  Seconder: Councillor Gordon

THAT the Council:

(a) Receives report No. 180321030611.
(b) Approves the draft Council submission to Environment Canterbury's 2018/28 Long-Term Plan (No. 180321030611).
(c) Delegates to the Mayor and Chief Executive responsibility for approving any alterations, additions or deletions that may be required before the submission is due to be lodged prior to the closing date of 3 April 2018.
(d) Circulates copies of this submission to the Community Boards.

CARRIED

Councillor Barnett appreciated the submission, although queried the process in relation to the importance of the Long Term Plan. Councillor Barnett stated she would have appreciated a briefing a month prior to work through matters with staff and gain a greater understanding of the impacts. She reflected on the recent Ecan meeting and thanked staff for their contribution.

Mayor Ayers advised that staff had discussed submission matters with him and that he would be presenting the submission at the upcoming Ecan hearing.

Councillor Gordon commented on the impact on the change of service in Kaiapoi and the importance of highlighting to Ecan how important passenger transport linkages are between the towns. Councillor Gordon commented on
rail and strengthening statements however overall he believed it was a good draft submission.

Councillor Stewart stated she would have appreciated a briefing session on the LTP matters however was generally in support of points raised and pleased to see the overall submission.

Mayor Ayers moved the meeting into workshop at 1.54pm to discuss rail aspects and other amendments to the submission.

J Palmer suggested a way forward with additional rail comments. Staff noted other amendments to the submission.

J Palmer commented on a sustainability policy that will be explored and considered by the Council over the coming months and acknowledged some comments raised today to be held for future discussions with Ecan.

The meeting reconvened at 2.09pm.

Mayor Ayers acknowledged the staff notes and amendments to the submission.

Councillor Barnett reflected that it would be appropriate in the future to have a staff briefing prior to the submission drafting.

9.2. Review of Liquor Ban Bylaw and Local Alcohol Policy – L Beckingsale (Policy Analyst)

L Beckingsale spoke briefly to the report, outlining the process to date. Consultation was proposed from 11 May to 8 June with hearings held in early July. It was proposed that hearings for the two processes would be heard collectively on one day, and that deliberations would be separated into the two areas and be two separate deliberation processes, before being reported back to the Council.

Moved: Mayor Ayers Seconder: Councillor Blackie

(a) Receives report No. 180321030359

(b) Appoints Councillors Atkinson, Doody and Meyer to the Hearing and Deliberations Panel for the review of the Local Alcohol Policy and to the Hearing and Deliberations Panel for the review of the Liquor Ban Bylaw.

CARRIED


A Willis outlined the report and referenced the two attachments.

Councillor Gordon sought clarification on a meaning contained on pg 145 of the agenda and whether it was in relation to Easterbrook Road. Staff confirmed that was the case.

Mayor Ayers enquired how a District Plan could minimise the accumulated effect of an activity when one or two activities may not have a huge harm and how does the District Plan handle that situation. A Willis commented on setbacks, buffer zones, number of employees and explained different factors associated with the process, however he acknowledged the District Plan does not have an answer on how to deal with an accumulative affect. Staff
acknowledged the point raised, suggesting the matter could be considered over the next year through the District Plan review process.

Moved: Councillor Atkinson  Second: Councillor Williams

THAT the Council:

(a) **Receives** report No. 180322031167.

(b) **Adopts** the final Waimakariri District Development Strategy (DDS) ‘Our District, Our Future - Waimakariri 2048’, noting recommendation (c) below.

(c) **Nominates** the District Development portfolio holder (Councillor Atkinson) to confirm any minor edits of the District Development Strategy (final print ready version) as required in conjunction with staff prior to finalising.

(d) **Circulates** a copy of this report to the Community Boards for their information.

CARRIED

Councillor Atkinson acknowledged this historic step in the District Plan progress.

Mayor Ayers thanked staff and the panel involved to date, as this was a significant piece of Council work which ultimately looks after future development of the district. He acknowledged the importance of the wider community input to this phase of the process.

9.4. **Request Authorisation to Bring Forward Funding for Reticulation Extension – C Parton (Wastewater Asset Manager) and S Markham (Manager Strategy and Engagement)**

C Parton reflected on past discussions with both the Council and Runanga that related to this project.

Councillor Barnett queried the timing of this matter, given that it was included in the Long Term Plan that was currently out for consultation, and by changing this circumstance, was it acceptable under the consultation process. S Markham advised that the project is budgeted for and is not of significant funding. The project is aligned to the wishes of the affected community.

Councillor Barnett enquired if there had been community feedback on this particular matter. S Markham advised that he was not yet aware as staff were working through the 240 plus submissions received to date. J Palmer advised that when the matter was discussed at the recent Hui, the Runanga was supportive of the proposal.

Moved: Councillor Gordon  Second: Councillor Atkinson

THAT the Council:

(a) **Receives** report No. 180219017018.

(b) **Approves** the request to bring funding of $35,720 forward from the 2018/19 financial year in the draft Long Term Plan to the current financial year of 2017/18 for design and partial construction of the main extension in Tuahiwi Road.
(c) **Approves** a budget of $8,908 for the current financial year of 2017/18 to design a wastewater main extension in Topito Road.

(d) **Agrees** to enter into a private agreement with Te Ngai Tuahuriri Runanga to receive $33,000 (incl. GST) towards the cost of implementing a STEP sewer main in Topito Road from Tuahiwi Road to 61 Topito Road at a total cost of $86,109.

(e) **Notes** that additional works to develop a master plan for wastewater service in the Tuahiwi area will be conducted in parallel to these main extensions, with extensive public engagement with residents of the Tuahiwi community beginning later in 2018.

CARRIED

Councillor Gordon appreciated the presentation at the recent Hui, as it explained the situation well, and the information was well received.

Councillor Barnett explained her earlier questioning, stating that Council was sometimes accused of undertaking actions before consulting with affected parties, however she accepted the staff response, adding that it was not something to repeat often.

9.5. **Oxford Rural No. 1 New Source – Strategy for Completing Project – C Roxburgh (Water Asset Manager)**

K Simpson outlined the purpose of the report and various options available to the Council, acknowledging that the Oxford community is currently on a boil water notice. It was advised that a hearing date at Environment Canterbury (Ecan) for the consent is set for 16 May, with a decision expected at the earliest of 6 June 2018.

Staff were continuing to discuss matters with the primary objector. K Simpson also outlined matters raised at a recent public meeting and temporary options. K Simpson advised that staff were no longer seeking recommendations (g) and (h) to proceed based on tender information received.

Councillor Doody enquired what effects would there be if the objector withdrew. K Simpson explained the impact on the objector and potential effects in the future. Staff are meeting with the objector next week to try to find a workable solution for all parties.

Councillor Felstead sought clarification on the progress of work if it was approved to commence before the Ecan consent was granted and if there was an ‘out clause’ in the contract. K Simpson referred to the timeline in the report, advising that the pipeline would be approximately half complete before any consent outcome was known. Staff explained options including staging the works as part of it is renewal work. In a supplementary question Councillor Felstead enquired that if the Council did not receive a consent, would the rest of the work have been wasted, other than renewals. Staff explained that if the consent was declined, the pipeline would not be used. G Cleary outlined the risks involved and potential financial implications to the Council.

Councillor Felstead enquired if the consent was declined, could the pipe be dug up again and reused at another location. Staff advised no, the pipeline would not be dug up. Councillor Felstead remarked that potentially the pipeline was at financial risk without obtaining consent or conditions. G Cleary explained the risks and implications for the community including an on-going boil water notice.

Councillor Barnett queried that through the RMA process could a person appeal. Staff confirmed that potentially that could occur. Staff explained the water take is that a factor, acknowledging that it was already over allocated.
Councillor Stewart sought clarification that if the consent was not granted there was a potential $600,000 loss to the Council of ratepayer funds. K Simpson explained the situation, and matters discussed at a public meeting. There had been no submissions received from the public at that time; just from the public health and well drillers.

Councillor Williams enquired if the contractor is not utilised now, was there a time factor in the contract. K Simpson explained that it was common practice that a tender price stood for three months, and the Council could negotiate with the contractor for an extension of time.

Councillor Doody enquired if this work is placed on hold until the consent outcome is known, would the weather play a part in timing. G Cleary advised that potentially that is possible.

Councillor Stewart sought clarification on the consent process as she understood potable water supply had some priority, also asking if this ground water was over allocated. K Simpson confirmed the zone is over allocated, however because the Council is a community drinking water supplier the Council can apply for a consent and has the status for a higher assessment and priority. Councillor Stewart commented that consents are being reviewed for water supplies and that has implications. Staff acknowledged that there were risks in what decisions staff were seeking from the Council today.

J Palmer enquired about the upcoming objector meeting and options available. Staff spoke of the project completion timeframe being August, based on the date from accepting the contract and options available. Staff acknowledged the contract could be deferred several weeks, and an alternative recommendation could be to defer awarding the contract to the responsibility of the Mayor and Chief Executive.

Councillor Brine posed a question relating to perception, asking staff if the Council was at any risk from the consent panel if they are aware of the Council undertaking the pipeline work, regardless of the consent outcome. G Cleary acknowledged the consenting authority is not Waimakariri but Environment Canterbury. G Cleary believed the Council decision would be defensible, and the Council had already gone to lengths to find alternative sources and spent funds already. It was acknowledged the Council was in a difficult position with the current boil water notice and associated risks. Staff would explain mitigation factors to the consenting panel.

Mayor Ayers sought clarification on three potential options being water source from the river, the ground or pump water from elsewhere; with a fourth option to abandon the project. Staff confirmed that understanding, advising that drilling had been tried elsewhere unsuccessfully and it had not been easy to find another location. Staff advised that to pump water from another location is a possibility but that option held associated risks and implications with substantial network upgrades being required.

Moved: Councillor Felstead  Seconder: Councillor Williams

THAT the Council:

(a) **Receives** report No. 180322031037.

(b) **Notes** that submissions on the consent application to take water from the new McPhedrons Road well have closed, and that it is considered likely that this will require the consent to go to a hearing with an earliest decision date by 6 June 2018.

(c) **Notes** that there is a risk that the consent will not be obtained or will be obtained with conditions that are not favourable to Council.
Notes staff consider Council has a good case for obtaining a consent with conditions in favour of the Council based on the importance placed on high quality drinking water, the low quality and health risk associated with the existing source, the steps that Council has already taken to obtain a source in other locations, and the limited impact on other consent holders.

Approves staff proceeding with the physical works to complete the upgrade prior to the decision on the resource consent to take water from the well.

Approves the early adoption of the budgets for the project which are included in the draft 2018-28 Long Term Plan, and for these budgets to be available to spend within the 2017/18 financial year, noting the projected timing of expenditure within the contents of this report.

Notes that it is anticipated that the above steps will allow the new source to be online by 15 August 2018.

Notes that it is not recommended to proceed with the temporary connection of the private well due to the cost of $125,000.

Circulates this report to the Oxford-Ohoka Community Board for their information.

CARRIED
Councillor Barnett Against

Councillor Felstead acknowledged the risks involved, however given the tone of the public meeting he believed it is the right decision to undertake the work as soon as possible and remove the boil water notice. This motion would move the project forward.

Councillor Williams stated potable drinking water for the community is important. He believed the Council was putting people at risk now with the boil water notice, and on this occasion the Council has to forge on with the pipeline work and hope that it all works out in a timely manner.

Amendment
Moved: Councillor Barnett Seconder: nil.

Receives report No. 180322031037.

Notes that submissions on the consent application to take water from the new McPhedrons Road well have closed, and that it is considered likely that this will require the consent to go to a hearing with an earliest decision date by 6 June 2018.

Notes that there is a risk that the consent will not be obtained or will be obtained with conditions that are not favourable to Council.

Notes staff consider Council has a good case for obtaining a consent with conditions in favour of the Council based on the importance placed on high quality drinking water, the low quality and health risk associated with the existing source, the steps that Council has already taken to obtain a source in other locations, and the limited impact on other consent holders.

Defers staff proceeding with the physical works until June 2018.

Defers a decision in the budgets for the project which are included in the Draft 2018/2028 Long Term Plan until June 2018.
(g) **Notes** that it is anticipated that the above steps will allow the new source to be online by 15 August 2018.

(h) **Notes** that it is not recommended to proceed with the temporary connection of the private well due to the cost of $125,000.

(i) **Circulates** this report to the Oxford-Ohoka Community Board for their information.

**LAPSED**

Councillor Barnett commented on the volume of funds involved and her belief it was too much of a risk and that the Council could afford the two month delay until the consent outcome was known, as matters were covered with the current boil water notice. Councillor Barnett commented about the matter being considered through the LTP and it was the Council responsibility to ensure spending of funds was undertaken wisely. Councillor Barnett held reservations pre-empting the process and would prefer to at least wait until the meeting between staff and the objector the following week. Councillor Barnett stated she would be voting against the motion as she believed there was a serious financial risk if the consent process fails.

Mayor Ayers acknowledged the risks involved with the decision however was in support of the motion.

Councillor Brine stated his intention to support the motion. He acknowledged the risks and mitigation which staff had conveyed, along with upcoming discussions with the objector. Councillor Brine stated the need to be prepared for the panel and the relationship to investment.

Councillor Doody acknowledged the community needs water but was concerned for potential implications related to an opposing party, however stated she would reluctantly support the motion to keep the project progressing forward.

Councillor Gordon queried if the matter was to lay on the table until the May Council meeting could that be a way forward. Councillor Stewart asked if that option was taken up what will the extra two weeks achieve. Staff reiterated the desire to resolve the matter as quickly as possible so that the boil water notice could be removed for the community.

Councillor Felstead acknowledged the risks, with a key one being community health and he reflected on community conversations, including the potential risk of people not boiling water verse financial risks. Councillor Felstead stated the Council was not interfering with the RMA process as that is being run independently by Environment Canterbury. Councillor Felstead stated he would rely on the experience of senior staff for the appropriate next steps following discussions with the objector and presentation at the consent hearing panel.

*The meeting adjourned at 3.12pm and recommenced at 3.33pm.*
9.6. **20 February 2018 Storm Event – K Simpson (3 Waters Manager) and G Cleary (Manager Utilities and Roading)**

K Simpson spoke to the report, advising that staff had informed Environment Canterbury (Ecan) of proposed works in relation to consenting matters. A general update of what stage staff were currently at was provided. G Cleary commented on Springbrook ponds and the significant work involved, including continuing to work through a number of questions. Staff advised that the pond was designed in 2001 by staff in-house, and constructed in 2002 which did alter the water flow. The pond development went through a plan change process and processes followed were outlined. Staff were currently working on solutions to resolve issues.

Councillor Atkinson queried the costs involved for Maori Drain. K Simpson advised the bund has been constructed and extended further than shown on recent plans, to minimise risk.

Councillor Williams enquired if the developer had been approached for funding towards mitigation costs. G Cleary advised the developer had been informed of the current situation and further discussions will occur following further advice. J Palmer commented on potential processes going forward and insurance implications.

Moved: Councillor Atkinson Seconded: Councillor Stewart

That the meeting go into public excluded session to discuss insurance matters.

*The meeting was in public excluded session from 3.46pm until 4pm.*

Moved: Mayor Ayers Seconded: Councillor Atkinson

That the Council return to open session of the meeting and that all matters discussed during the public excluded portion of the meeting remain public excluded.

**CARRIED**

Councillor Gordon queried flooding in Golding Avenue. K Simpson advised that location was not specified in the report. Staff are currently working through service requests from that week and determining if issues were operational ie blocked drain or a capacity issue that requires further investigation and capital investment. Staff were aware of the Golding Avenue issue and a camera was scheduled to investigate the drains to determine if it was a maintenance related issue.

Councillor Stewart sought clarification of properties affected in Springbrook. Staff confirmed which properties had been affected.

Councillor Stewart remarked that she was aware that 208 service requests had been received, related to the flooding event and staff were still working through them; enquiring if the team required additional resourcing. Staff advised that all service requests had received an initial response. Staff were looking at resourcing across the drainage team and outlined the assistance occurring, both in-house and with outside contractors. J Palmer advised consultants had been approved to address some issues of resourcing. G Cleary advised that there was a planned restructure of the 3waters area which included additional resources, and that matter has been before the Council and through the LTP process. The Utilities and Roading department were currently undertaking recruitment for various positions.

Councillor Stewart remarked on the floor level and free-board requirements, asking why there was not a consistent level across the district and were some issues related to benchmark level issues. G Cleary spoke of the survey peg issue post-quake at Silverstream which was not the core issue in this flooding event. He explained the various measurements and how the Council do not normally query...
registered survey levels. G Cleary explained the Building Act requirements including freeboard, and how it varies from each development. There was no one answer for all situations and therefore not appropriate to have one floor level for the whole district.

Mayor Ayers asked of all the service requests, how many problem areas had been identified. K Simpson advised there were approximately 12 different groupings of work involved, many required CCTV inspections of the drainage systems.

Mayor Ayers remarked that he understood that in some subdivisions water is designed to be carried by the roads. K Simpson explained that there are times that the road can be used as a secondary path as long as there is a suitable catchment at the end.

Mayor Ayers enquired as to what extent of issues with building on marginal land ie swamp etc and increased growth has impacted on issues during flooding events. G Cleary commented on areas traditionally flooded when they were for true rural use and flooding was accepted, however now 4ha is considered a rural block. The house may not get flooded but the surrounding land may still be flooded. He acknowledged that reality and expectations of people moving from an urban environment to the rural environment has some unexpected outcomes.

Moved: Councillor Gordon Seconder: Councillor Atkinson

THAT the Council:

(a) Receives report No. 180322031170[v03].

(b) Approves a new capital budget of $400,000 in 2017/18 under the Rangiora Urban drainage account for works on the North Brook and Railway Drain, to mitigate the flooding in Springbrook.

(c) Notes that this results in an increase of $3.82 per property of 2.3% increase in the Rangiora Urban drainage account from 2018/19.

(d) Notes that flood modelling of the further works is currently being undertaken to confirm that no additional further works are required to provide the required level of flood protection for the Springbrook development.

(e) Approves a new budget of $20,000 under the Rangiora Urban drainage account and $36,000 under the Roading capital work account for works at the Southbrook / South Belt intersection.

(f) Notes that the Roading budget of $36,000 includes $20,000 for drainage works and $16,000 for road-marking works.

(g) Notes that $20,000 of the drainage works and $16,000 of the road-marking works will be separately funded by NZTA, through existing approved budgets.

(h) Notes that works on the North Brook and Railway Drain, to mitigate the flooding in Springbrook, will be undertaken as emergency works and resource consent for these works will be applied for retrospectively.

(i) Notes further investigation into areas like Kingsbury Avenue and Golding Avenue and other flooding service request matters will be reported back on.

(j) Notes the question of recovery of costs will be investigated and reported back on.

(k) Circulates this report to the Rangiora-Ashley Community Board for information.

CARRIED
Councillor Gordon stated that staff had done well to date in defending the Council position and facing up to the residents. He noted significant pressure on staff workloads and was pleased that an action plan was in place for future resourcing.

Councillor Atkinson reiterated Councillor Gordon’s comments, acknowledging the action plans that are in place and that they had been well thought out, complimenting the professionalism of staff. Councillor Atkinson commented on this report looking forward and that a further report would be helpful.

Mayor Ayers reflected on one residents meeting he was present at.

Councillor Stewart reiterated concern of staff resourcing and the time taken to work though service requests. Councillor Stewart stated that from a consumer’s viewpoint the time lag was not acceptable and encouraged proposals going forward with a suggestion of matters coming back to the LTP quickly.

9.7. **ANZAC Day Services 2018 – S Nichols (Governance Manager)**

S Nichols spoke briefly to the report.

Moved: Mayor Ayers Second: Councillor Felstead

**THAT** the Council:

(a) **Receives** report No 180321030283.

(b) **Appoints** Mayor Ayers and Councillors Atkinson, Meyer, Blackie, and Gordon to attend the Kaiapoi RSA Dawn Parade at 6.30am Wednesday 25 April 2018 and lay a wreath.

(c) **Appoints** Mayor Ayers and Councillors Atkinson, Blackie, Meyer and Stewart to attend the Kaiapoi Anzac Day parade at 10am Wednesday 25 April 2018 and lay a wreath.

(d) **Appoints** Mayor Ayers and Councillors Barnett, Brine, Gordon and Williams to attend the Rangiora Anzac Day parade at 11.30am on Wednesday 25 April 2018 and lay a wreath.

(e) **Appoints** Councillor Barnett, Brine and Gordon attend the RSA service at the Rangiora High School at 9.30am on Wednesday 25 April 2018 and lay a wreath.

(f) **Appoints** Councillor Felstead to attend the Oxford Anzac Day parade on Wednesday 25 April 2018 at 9.30am and lay a wreath.

(g) **Appoints** Councillor Doody to attend the Cust and West Eyreton Anzac Day parade held at the Cust Community Centre on Wednesday 25 April 2018 at 10am.

(h) **Appoints** Councillor Doody to attend the Cust and West Eyreton Anzac Day parade held at the Cust Community Centre on Wednesday 25 April 2018 at 10am and lay a wreath at West Eyreton.

(i) **Appoints** Councillor Williams to attend the Fernside Anzac Day parade on Wednesday 25 April 2018 at 10am and lay a wreath.

(j) **Appoints** Mayor Ayers and Councillors Atkinson, Gordon and Stewart to attend the Tuahiwi Anzac Day parade Wednesday 25 April 2018 at 2pm on and lay a wreath.
(k) **Appoints** Mayor Ayers and Councillors Doody and Felstead to attend the 11am Ohoka Anzac Day service on Tuesday **24 April 2018** at Ohoka Hall, Mill Road and lay a wreath.

(l) **Appoints** Mayor Ayers and Councillors Gordon, Meyer and Williams to attend the Sefton Anzac service on Tuesday **24 April 2018** at 6pm and lay a wreath.

(m) **Appoints** Councillors Blackie and Stewart to attend the Woodend Anzac service on Tuesday **24 April 2018** at 6pm and lay a wreath.

(n) **Notes** the Community Boards will be represented and lay wreaths at Kaiapoi, Rangiora, Oxford, West Eyreton, Cust, Ohoka, Ashley War Memorial, Fernside, Tuahiwi, Rangiora High School, Woodend and Sefton Services.

(o) **Notes** two wreaths will be laid in Kaiapoi and Rangiora by Passchendael Trust representatives on behalf of the people Zonnebeke.

(p) **Circulates** a copy of this report to the Community Boards.

CARRIED

9.8. **LGNZ Annual Conference Attendance – S Nichols (Governance Manager)**

Mayor Ayers stated that as the conference was being held in Christchurch, it was a good opportunity for Councillors to attend as the usual travel and accommodation expenses were not required on this occasion.

Councillor Doody advised that the report stated she attended the previous Dunedin conference, however there was a late change and Councillor Gerard attended in her place.

Councillor Doody suggested two councillors attend the conference in future years. Mayor Ayers suggested that the Council review the policy after the Christchurch conference. Staff noted the suggestion.

Moved: Mayor Ayers Seconder: Councillor Atkinson

**THAT** the Council:

(a) **Receives** report No. 180322031071.

(b) **Approves** Councillors Atkinson, Blackie, Doody, Felstead, Gordon Stewart and Williams attending the Local Government New Zealand Conference on 15-17 July 2018 in Christchurch, accompanying the Mayor and Chief Executive.

CARRIED

10. **MATTERS REFERRED FROM COMMITTEES AND COMMUNITY BOARDS**

10.1. **Kaiapoi East Regeneration Area – outstanding roading repairs – M Flanagan (Landscape Planner – District Regeneration), K Stevenson (Roading Manager), D Roxborough (Implementation Project Manager – District Regeneration)**

*(referred to report no. 180222019119[v02] from the Regeneration Steering Group meeting of 5 March 2018)*

C Sargison spoke briefly to the report. It was advised that the final concept designs would come back to the Council in regards to Jones Street.
Moved: Councillor Blackie   Seconder: Councillor Atkinson

THAT the Council:

(a) **Receives** report No. 180222019119(v02).

(b) **Approves** staff progressing the concept design of permanent repairs Charles Street with a primary purpose of providing vehicle access to Jollie Street and adjacent reserve and land uses and on-street parking.

(c) **Approves** staff progressing with the concept design of permanent repairs to Jollie Street with a primary purpose of providing vehicle access reserve and rural land uses and on-street parking.

(d) **Approves** staff progressing with the concept design of permanent repairs to Cass Street (from Jones Street to the Kaiapoi East sport and recreation reserve) with a primary purpose of providing vehicle access to the sport and recreation reserve.

(e) **Approves** staff progressing with the concept design of permanent repairs to Cass Street (from Jollie Street to Hall Street) with a primary purpose of providing vehicle access to the boat ramp in Askeaton Park.

(f) **Notes** that the preliminary concept designs and refined cost estimates for Charles Street, Jollie Street, Cass Street (from Jones Street to the Kaiapoi East sport and recreation reserve), and Cass Street (from Jollie Street to Hall Street) will be presented at a staff briefing to the Regeneration Steering Group later this year for feedback.

(g) **Notes** that there is currently a budget of $1,810,000 allocated for the repairs to Charles Street, Jollie Street and Cass Street.

(h) **Notes** that the repair options for Jones Street will be presented in a separate workshop session; and subsequently a separate report will be presented.

CARRIED

Councillor Blackie stated the matter was straightforward, and reflected on options and previous debate. It was anticipated that the outcome would assist with traffic flow.

Mayor Ayers was supportive of the proposal and acknowledged this report does not address Jones Street matters.

*Councillor Gordon was absent during item 10.1.*

10.2. **Poyntz Road Source Upgrade Project – Consultation – C Roxburgh (Water Asset Manager)**

*(referred to report no. 180305022630 from the Utilities and Roading Committee meeting of 20 March 2018)*

K Simpson spoke to the report briefly, informing members of the discussions held with the water advisory groups and matters that had been raised. As a result of those conversations, staff had revised the programme and propose to consult with the community in July 2018. This later timeframe unfortunately does not line up with the LTP process and reasoning for the delay was outlined.

Councillor Doody sought clarification on the 19 units proposal, which staff responded.

Moved: Councillor Williams   Seconder: Councillor Gordon

THAT the Council:

(a) **Receives** report No. 180305022630.
(b) **Notes** that staff have not been able to complete the required community consultation with the Poyntzs Road, West Eyreton and Summerhill water supply schemes regarding the proposed Poyntzs Road source upgrade prior to or to coincide with the draft 2018-28 Long Term Plan consultation.

(c) **Notes** that the budget allowance of $793,000 for the Poyntzs Road scheme source upgrade in the 2018/19 financial has been included for consultation as part of the draft 2018-28 Long Term Plan.

(d) **Resolves** that the physical works that this budget is intended for will not be implemented until Council has specifically approved this occurring, following consultation with the relevant advisory groups, community boards and communities.

(e) **Notes** that this strategy will give staff the required time to undertake the necessary consultation, without requiring that the project be delayed for an unnecessarily long period of time.

(f) **Notes** that the significant rating implication of the proposed expenditure does not eventuate until the 2019/20 financial year, by which time targeted consultation will have been completed.

(g) **Circulates** this report to the Oxford-Ohoka and Rangiora Ashley Community Boards for their information.

**CARRIED**

Councillor Williams stated the report was self-explanatory.

Councillor Gordon reflected on the discussion at Committee level.

Mayor Ayers commented that it was good to publicise a timetable going forward and provide an update to the community.

Councillor Gordon suggested writing to all the advisory groups, informing them of today's outcome.

10.3. **Enterprise North Canterbury Half Year Report to December 2017, Draft Statement of Intent for year beginning 1 July 2018; and Six month Promotions Report to December 2017 – S Markham (Manager Strategy and Engagement)**

*(referred to report no. 180313026438 from the Audit and Risk Committee meeting of 27 March 2018)*

S Markham spoke briefly to the report, outlining key aspects.

Moved: Councillor Atkinson  Seconder: Councillor Blackie

**THAT** the Council:

(a) **Receives** report No. 180313026438.

(b) **Receives** the ENC’s Half Year Report to Dec. 2017, including profit and loss budget analysis.

(c) **Supports** ENC’s Draft Statement of Intent for the 2018/19 year.

(d) **Receives** the Six-Month Promotions Report to December 2017.

**CARRIED**

Councillor Atkinson reflected on the strong debate held at the Committee level.
10.4. **Te Kōhaka ō Tuhaitara Trust – Statement of Intent for the Year ending 30 June 2019 and Business Case – J Millward (Manager Finance and Business Support)**

(referred to report no. 180313026469 from the Audit and Risk Committee meeting of 27 March 2018)

J Palmer took the report as read.

Moved: Councillor Felstead  Seconder: Councillor Gordon

**THAT** the Council:

(a) **Receives** report N° 180313026469.

(b) **Receives** the Statement of Intent for Te Kōhaka ō Tuhaitara Trust for the year ending 30 June 2019.

(c) **Notes** that under the Local Government Act 2002, the Audit and Risk Committee may request Te Kōhaka ō Tuhaitara Trust to make changes to the Statement of Intent. Te Kōhaka ō Tuhaitara Trust would consider these changes requested and re-present the Statement of Intent prior to the 30 June.

(d) **Receives** the Business Case for Te Kōhaka ō Tuhaitara Trust and notes that the Council has made provision in the draft 2018-28 for an additional $120,000 per annum to the Trust to assist in its operations

**CARRIED**


(referred to report no. 180316028255 from the Audit and Risk Committee meeting of 27 March 2018)

J Palmer spoke to the report, commenting on the Audit and Risk Committee taking a more active focus dealing with risk management across the organisation. It demonstrates the Council are handling matters appropriately and the framework enables conversations between staff and governance.

Moved: Councillor Felstead  Seconder: Councillor Atkinson

**THAT** the Council:

(a) **Adopts** the Risk Management Framework (Trim No. 180316028262)

(b) **Notes** that the Risk Management Framework will be formally reviewed annually, and that the Register of Key Risks will be presented to the Audit and Risk Committee on a six monthly basis.

**CARRIED**

Councillor Felstead stated this was a worthwhile document and exercise.

11. **HEALTH AND SAFETY**


J Palmer spoke briefly to the report and commented on an ACC external review.

Moved: Councillor Gordon  Seconder: Councillor Meyer

**THAT** the Council:

(a) **Receives** report No. 180326032221.
12. COMMITTEE/WORKING PARTY/JOINT COMMITTEE MINUTES FOR INFORMATION

Minutes of a meeting of the Regeneration Steering Group held on 5 March 2018

Moved: Councillor Blackie    Seconder: Councillor Doody

THAT the information in Items 11.1 be received.

CARRIED

13. COMMUNITY BOARD MINUTES FOR INFORMATION

13.1. Minutes of a meeting of the Kaiapoi-Tuahiwi Community Board held on 19 February 2018

13.2. Minutes of a meeting of the Oxford-Ohoka Community Board held on 8 March 2018

Moved: Councillor Atkinson    Seconder: Councillor Felstead

THAT the information in Items 12.1 to 12.2 be received.

CARRIED

Councillor Felstead commented on the Oxford-Ohoka Community Board member feedback in relation to the Environment Canterbury hearing for Canterbury Landscapes Ltd and it being a good experience and worthwhile process.

14. CORRESPONDENCE

Nil.

15. MAYOR'S DIARY

Mayor’s Diary 24 February – 26 March 2018

Moved: Councillor Felstead    Seconder: Councillor Atkinson

THAT the Council:

(a) Receives report no. 180326032208.

CARRIED

16. COUNCIL PORTFOLIO UPDATES

16.1. Iwi Relationships

Mayor Ayers reflected on discussions at the recent Hui; the positive relationship and willingness to discuss a range of matters, including co-governance, particularly in relation to MR873. A series of meetings with the Chair of the Runanga and TM Tau would continue as part of the ongoing relationship.

Mayor Ayers spoke of being a mentor last year through the Mayoral Taskforce and the Tuia rangatahi leadership development programme, linked to the Tuahiwi Marae. Unfortunately this year the Runanga had not identified a young person to participate in the programme.
16.2. **Canterbury Water Management Strategy**

Councillor Stewart reflected on recent workshops. Arapata Reuben had recently joined the group and was proving to be a valued contributor with his knowledge, in part due to his involvement with other water zone groups across Canterbury.

Councillor Stewart commented on the Rakahuri Ashley River area, which included the Saltwater Creek and Taranaki Stream areas, in relation to the ZIPA. She remarked on a small number of consents for irrigation being targeted for consultation in the near future.

Councillor Stewart spoke of potential lifting of river flows and a review of water allocations and potential impacts to create a significant change to farming practices.

Councillor Stewart commented on the review of community potable water supplies as part of the water allocation review that was occurring.

16.3. **International Relationships**

Councillor Felstead spoke of the recent opening of the Enshi photographic exhibition in the Rangiora Chamber Gallery and the successful Festival of Colours.

The Passchendaele Trust would be meeting later this week.

16.4. **Regeneration (Kaiapoi)**

Councillor Blackie spoke of the Food Forest group recently holding another successful planting day in conjunction with the Anglican Church.

A new rowing concept proposed for Murphy Park will be publicly consulted on later in the month.

Councillor Blackie provided a brief update on the stop bank work being undertaken by an Environment Canterbury contractor in Kaiapoi.

17. **QUESTIONS**

Nil.

18. **URGENT GENERAL BUSINESS**

Nil.

19. **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

*Section 48, Local Government Official Information and Meetings Act 1987*

Moved: Mayor Ayers    Seconder: Councillor Atkinson

**THAT** the public be excluded from the following parts of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution, are as follows:
<table>
<thead>
<tr>
<th>Item No</th>
<th>Minutes/Report of:</th>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under section 48(1) for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.1</td>
<td>Minutes of the public excluded portion of Council meeting of 6 March 2018</td>
<td>Confirmation of minutes</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>18.2</td>
<td>Report of Gerard Cleary (Manager Utilities and Roading)</td>
<td>Ocean Outfall Update</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>18.3</td>
<td>Report of Simon Hart (Business and Centres Manager) and Rob Hawthorne (Property Manager)</td>
<td>FENZ Property Acquisition Proposal</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>18.4</td>
<td>Report of Jeff Millward (Manager Finance and Business Support)</td>
<td>Te Kōhaka ō Tuhaitara Trustee Appointment</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
</tbody>
</table>

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

<table>
<thead>
<tr>
<th>Item No</th>
<th>Reason for protection of interests</th>
<th>Ref NZS 9202:2003 Appendix A</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.1 – 18.4</td>
<td>Protection of privacy of natural persons To carry out commercial activities without prejudice</td>
<td>A2(a) A2(b)ii</td>
</tr>
</tbody>
</table>

CARRIED

CLOSED MEETING

The Public Excluded portion of the meeting occurred from 5.15pm until 6.47pm.

Resolution to resume in Open Meeting

Moved: Mayor Ayers Seconded: Councillor Atkinson

THAT open meeting resumes and the business discussed with the public excluded remains public excluded for item 18.2. The resolutions of items 18.3 and 18.5 can be made public once the candidates have been advised. The resolution of item 18.4 can be made public, but the discussion remains public excluded.

CARRIED
OPEN MEETING

18.3 Appointment of Waimakariri Irrigation Ltd Director – J Palmer (Chief Executive)

Moved: Mayor Ayers  Seconder: Councillor Gordon

THAT the Council:

(a) Receives report no. 10403034685.

(b) Appoints Hugh Martyn as the Council-appointed director to the Board of Waimakariri Irrigation Limited for a term of three years commencing 16 April 2018.

CARRIED

18.4 FENZ Proposal to Acquire 51A, 52B and 53 Hilton Street (Go Bus Site), Kaiapoi – S Hart (Business and Centres Manager) and R Hawthorne (Property Manager)

Moved: Councillor Atkinson  Seconder: Councillor Blackie

THAT the Council

(a) Receives report no. 180308024874.

(b) Undertakes further consultation on the future location of Kaiapoi Fire Station.

CARRIED

18.5 Te Kohaka o Tuhaitara Trustee Appointments – J Millward (Manager Finance and Business Support)

Moved: Councillor Gordon  Seconder: Councillor Blackie

THAT the Council:

(a) Receives report No. 180322030748.

(b) Reappoints Catherine McMillan as a trustee of Te Kōhaka o Tūhaitara Trust until 31 May 2021;

(c) Acknowledges that Alan Jolliffe is not seeking reappointment after 3 October 2018 and thanks Alan Jolliffe for his contributions as Trustee to the Trust over a period of twelve years;

(d) Approves advertising the Trustee role that becomes vacant on 3 October.

(e) Appoints Mayor Ayers and Councillor Deputy Mayor Felstead to be on the selection panel that would recommend a prospective Trustee to the Council for approval.

CARRIED
20. **NEXT MEETING**

The next scheduled meeting of the Council is on Tuesday 1 May 2018 commencing at 1pm.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 6.48PM.

CONFIRMED

________________
Chairperson

________________
Date