
Mossburn Community Development Area Subcommittee **UNCONFIRMED** OPEN MINUTES

Minutes of a meeting of Mossburn Community Development Area Subcommittee held in the Mossburn Fire Station on Monday, 16 November 2015 at 6.30pm.

PRESENT

Chairperson	Jim Guyton
Deputy Chairperson	Ged Newlands
Members	Alister Macdonald John MacKenzie Bruce Taylor
Councillor	John Douglas (arrived 7.55pm)

IN ATTENDANCE

Area Officer	Rose Knowles
Area Engineer	Bruce Miller
Group Manager Policy and Community	Rex Capil

1 Apologies

There were no apologies received.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Public Forum

There were no persons seeking speaking rights in Public Forum.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Member MacKenzie, seconded Member Newlands

That the minutes of Mossburn Community Development Area Subcommittee, meeting held on 20 July 2015 be confirmed.

Reports

7.1 Action Sheet

Record No: R/15/11/20212

The Action Sheet was circulated for Members information.

Issue arising included the following:

- Meeting of all parties concerned and Council staff was held on the 9 October 2015; re the Mossburn Forestry Blocks.

Resolution

Moved Member Taylor, seconded Member Macdonald

That the Mossburn Community Development Area Subcommittee:

- a) Receives the report titled "Action Sheet" dated 6 November 2015.**

7.2 Works and Finance Report to Mossburn Community Development Area Subcommittee for the period ended 30 September 2015

Record No: R/15/10/19155

The Works and Finance Report prepared by the Area Engineer, Mr Bruce Miller, for the period ending 30 September 2015, was tabled.

Issues reported to the subcommittee included;

- Investigating the drainage problems at the Caltex Garage and inside the corner of the State Highway to Five Rivers.
- A quote from Southroads to asphalt the footpath along the fence at the recreation grounds has been received for \$25,700.
- Tree planting around the township has been completed.
- A new plastic water tank has been installed at the Mossburn Cemetery.

Resolution

Moved Member MacKenzie, seconded Member Newlands

That the Mossburn Community Development Area Subcommittee:

- a) Receives the report titled “Works and Finance Report to Mossburn Community Development Area Subcommittee for the period ended 30 September 2015” dated 31 October 2015.**
- b) Recommends that the quote from Southroads for \$25,700 to asphalt the footpath at the recreation grounds and recommends payment of the project from Reserves.**

7.3 Unaudited Annual Accounts Report to Mossburn CDA for the year ended 30 June 2015.

Record No: R/15//8/5/11

The Unaudited Annual Accounts Report for the year ended 30 June 2015, was tabled.

The Area Engineer reported that the total funds held in reserves is \$129,173..

The significant budget variances discussed were;

- Repair work at the memorial gates and fencing at the Mossburn Recreation Reserve.
- No costs from Environment Southland for monitoring this year. The surplus funds have been transferred to the stormwater reserve.

Resolution

Moved Member MacKenzie, seconded Member Macdonald

That the Mossburn Community Development Area Subcommittee:

- a) Receives the report titled “Unaudited Annual Accounts Report to Mossburn Community Development Area Subcommittee for the year ended 30 June 2015” dated 15 September 2015.**
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**

- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**

7.4 Community Governance Report

Record No: R/15/10/18860

Report by Mr R Capil, (Group Manager), advising Council has committed to undertake a Community Governance Review Project to assist in preparation for the Representation Review scheduled for 2017, was tabled.

Mr Capil outlined the steps in the process completed to date and advised the next stage of the project is to develop the concept design further, prepare a consultation document and deliver on an agreed implementation and engagement approach.

Mr Capil commented that an important process in developing this project is to ensure that there is significant engagement during the project design and development stages which will involve ensuring there is the opportunity for public participation throughout the project development.

The Board was advised a Staff Project Working Group and an Elected Representative Working Group - including Councillors, Community Board and CDA representatives will be established and will operate for the duration of this project. Furthermore stakeholder engagement is to be undertaken with individual Community Board and CDA subcommittees and various other regional and national agencies with the intent that this engagement be completed by July 2016.

It was noted Community engagement is to be undertaken with local community organisations and residents by way of public forums with the intent that this engagement be completed by July 2016.

Mr Capil advised a Community Governance Proposal - Final Draft is to be prepared for approval for consideration as part of informing the Representation Review process by February 2017 and it is intended a Representation Review is to be undertaken and completed by June 2017.

In his report Mr Capil included a Paper entitled "Community Governance and Planning", which covered the following;

- Context
- Community Governance
- Civic Leadership
- Alignment to Community Planning
- Our Partners-Linking communities with partnering agencies
- Community Planning
- Framework – A wider perspective
- Purpose and Goal
- Next steps for consideration
- Process to Success – A path to the future

In summarising the paper, Mr Capil informed that the objective is to outline the engagement process to develop the best approach going forward in relation to future representation in particular the lead up to the 2017 Representation Review so as to ensure Council understands the needs of the community.

Resolution

Moved Member Newlands, seconded Member Macdonald

That the Mossburn Community Development Area Subcommittee:

- a) **Receives the report titled “Community Governance Report” dated 22 October 2015.**

7.5 Mossburn Community Centre Rent Review

Record No: R/15/5/8320

Report prepared by Mrs Virginia Dillon (Property, Statutory and Electoral Officer) to undertake a rent review for the Mossburn Community Facilities Incorporated lease of Council land at 9 Holmes Street, Mossburn, was tabled.

The subcommittee noted that the Mossburn Community Facilities Incorporated has a lease over Council land at 9 Holmes Street, Mossburn, where the Mossburn community centre (which is owned by the Society) is located.

The subcommittee was informed that the lease states that the rental must be reviewed every five years from the date of commencement of the lease with the review due on 1 July 2015. The Society currently pays an annual rental of \$1.00 plus GST together with all service charges for water and four wheelie bins.

Members supported the status quo in regard to the Society’s rental.

Resolution

Moved Member MacKenzie, seconded Member Newlands

That the Mossburn Community Development Area Subcommittee

- a) **Receives the report titled “Mossburn Community Centre Rent Review” dated 9 November 2015.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Determines that the rental for Mossburn Community Facilities Incorporated lease of Council land at 9 Holmes Street, Mossburn, described as part 456 and 520, Taringatura Survey District and Part Lot 1, Block II, DP 92 be set at \$1.00, plus GST, per annum for the five year term commencing 1 July 2015.**

7.6 Annual Plan 2016/2017 - Draft Estimates Report

Record No: R/15/10/18009

Tabled before the subcommittee was a report which provided an overview of the forecasted services for the Mossburn Community Development Area Subcommittee in 2016/2017.

Staff advised that;

- 1.0 Council has streamlined its 2016/2017 Annual Plan process and as a result the subcommittee is only required to review your estimates for significant changes. In addition, consideration should be given to funding any significant changes from reserves where appropriate.
- 2.0 The draft estimates will be incorporated into the Council's Draft Annual Plan which will be released for consultation in February 2016. Once the plan is finalised (and subject to any changes resulting from submissions), the estimates shown for 2016/2017 will be used to set rates for the year beginning 1 July 2016.

The subcommittee noted the local rate for 2016/17 is proposed for a 5.51% decrease.

Issues of note that were drawn to the attention of the subcommittee included projects which outlined key variances from what was originally included in Year Two of the Long Term Plan and what is planned now. These key variances are;

Business Unit	Account	Annual Plan 2016/2017	LTP 2016/2017	Variance	Comments
Operating Costs	General projects	\$4,000	\$3,588	\$412	Increase required for work as needed. But also funded all general projects by reserves to reduce rates.
Cemetery	Mowing	\$3,000	\$2,388	\$612	Increase in contract price.

Resolution

Moved Member Taylor, seconded Member Newlands

That the Mossburn Community Development Area Subcommittee:

- a) **Receives the report titled "Annual Plan 2016/2017 - Draft Estimates Report" dated 6 November 2015.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Approves variations in the Mossburn Community Development Area Subcommittee estimates from year two of the Long Term Plan as outlined in the report tabled.**

e) Adopts the Estimates for the year commencing 1 July 2016 for inclusion in the Council's Draft Annual Plan.

f) Requests the levying of the following rates and charges (including GST) for the year commencing 1 July 2016 based on the approved estimates in (e) above.

Rate Description	Rate (GST Incl)
Mossburn CDA Rate	\$37,722

g) Identifies the key highlights for 2016/2017 as follows;

- New footpath Devon Street, Mossburn.

8.0 Updates

8.1 Chairperson's Report

The Chairman, Jim Guyton, reported on matters with which he has been involved since the subcommittee's last meeting which included;

- Proposed Organisational Review meeting in Invercargill
- Northern Southland Development Fund allocation meeting in Lumsden
- Attendance at the Emergency Southland meeting in Mossburn
- Forestry Blocks meeting with owners and Council Staff
- Water leak issues at the Community Centre
- Working with Council Staff on updating the records of the Mossburn Cemetery

8.2 Committee Reports

Community Centre

Member Taylor advised that the leak at the Community Centre has been found and repaired.

Resolution

Moved Member Taylor, seconded Member Newlands and resolved that the Mossburn Community Development Area Subcommittee contribute \$5000.00 towards the water damage repairs at the Mossburn Community Centre, such expenditure to be charged against Reserves.

Reserves/Parks

Member Taylor advised that the Mossburn Rugby Club are replacing the lights at the No 2 field and arranging for the power supply to be underground.

Resolution

Moved Member Macdonald, seconded Member MacKenzie and resolved that the Mossburn Community Development Area Subcommittee approves the lighting project proposed by the Mossburn Rugby Club on the Number 2 field.

Cemetery

Chairman Guyton advised that 12 trees have been planted at the cemetery with the trimming around the edges being completed by a Community Service Worker.

8.3 Councillor’s Report

Councillor Douglas reported on matters from the District Council table. These included;

- Organisation review meeting
- Venture Southland; Aerial Magnetic survey
- Cycle trail update
- Down River dash cycle race

The meeting concluded at 8.30pm

CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE MOSSBURN COMMUNITY DEVELOPMENT AREA SUBCOMMITTEE HELD ON 16 NOVEMBER 2015

DATE:.....

CHAIRPERSON:.....