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

Minutes of a meeting of Lumsden Community Development Area Subcommittee held in the SDC Office, Lumsden on Monday, 14 December 2015 at 6pm.

PRESENT

Chairperson	Robin Scott
Deputy Chairperson	Karen Blakemore
Members	Evan Hankey Gary Maclean Chris Palmer Colin Walker

Councillor	John Douglas
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IN ATTENDANCE

Group Manager Policy and Community Financial Accountant Area Officer Area Engineer Community Development Planner, Venture Southland	Rex Capil Shelley Dela Llana Rose Knowles Bruce Miller Julie Russell
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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 Hanks, seconded Member Walker

That the minutes of Lumsden Community Development Area Subcommittee meeting held on 19 October 2015, be confirmed.

Reports

7.1 Action Sheet Lumsden Community Development Area Subcommittee 14 December 2015

Record No: R/15/12/21938

The Action sheet was circulated for Members information.

Issues arising included the following;

- The screen and projector are still to be sourced for the Memorial Hall.
- The Lumsden Cemetery project quotes have been received and to be discussed under the Estimates report.
- The Development and Financial Contribution Reserves are unable to be used for the Cemetery project.
- The Lumsden Playground under 5 equipment to be discussed under the Estimates report.

7.2 Works and Finance Report to Lumsden Community Development Area Subcommittee for the period ended 31 October 2015

Record No: R/15/11/21360

The Works and Finance Report prepared by the Area Engineer, Mr Bruce Miller for the period ending 31 October 2015, was tabled.

Issues reported to the subcommittee included;

- The clean-up day costs were \$3,365.80; the subsidy has yet to be received.
- The Anzac flags will be removed by Powernet.
- Upgrade of the railway precinct.

Chairman Scott advised that the CDA members will have an informal meeting to discuss the advancement of the Railway project before the next meeting.

The subcommittee enquired if Council buildings have Public Liability Insurance. Mrs S Dela Llana advised that Council have cover on indemnity for all amounts where Council becomes legally liable to pay.

Resolution

Moved Member Palmer, seconded Member Maclean

That the Lumsden Community Development Area Subcommittee:

- a) Receives the report titled "Works and Finance Report to Lumsden Community Development Area Subcommittee for the period ended 31 October 2015" dated 9 December 2015.**

7.3 Community Governance Report

Record No: R/15/11/19493

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 subcommittee 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 will 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 M Palmer, seconded Member Hankey

That the Lumsden Community Development Area Subcommittee:

- a) **Receives the report titled “Community Governance Report” dated 2 November 2015.**

7.4 Annual Plan 2016/2017 - Draft Estimates Report

Record No: R/15/10/19462

Tabled before the subcommittee was a report which provided an overview of the forecasted services for the Lumsden 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 8.30% increase.

The subcommittee discussed the proposed drainage project for the Lumsden Cemetery and recommended the Area Engineer accept the quote from Southroads for \$5,960 to install coil and sump at the Cemetery before winter. Expenditure of the project to be from the Stormwater Reserve.

The subcommittee agreed for the kerb and channelling of the entrance to the Cemetery project to be increased to \$46,000, with expenditure from reserves. The

The subcommittee agreed for the Lumsden Playground under five play equipment to be discussed at a later date.

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;

Project Variances

Project Description	Annual Plan 2016/2017	LTP 2016/2017	Variance	Funding	Comments
Improve cemetery driveway	\$20,000	-	\$20,000	Reserves	New project requested by Subcommittee.

Other Variances

Business Unit	Account	Annual Plan 2016/2017	LTP 2016/2017	Variance	Comments
Operating Costs	General Projects	\$2,000	\$1,230	\$770	Increased but funded by reserves to keep rates down.
Refuse Collection	Street litter bins	\$16,500	\$14,350	\$2,150	Increase in contract price and additional collections required over the festive season.
Cemetery	Mowing	\$6,000	\$5,354	\$646	Increase in contract price.
Recreation Reserve	Insurance	\$1,574	\$330	\$1,244	Change in level of insurance coverage, from indemnity to full replacement.
Information Centre	Insurance	\$1,262	\$515	\$747	Change in level of insurance coverage, from indemnity to full replacement.

Resolution

Moved Member Maclean, seconded Member Palmer

That the Lumsden Community Development Area Subcommittee:

- a) **Receives the report titled “Annual Plan 2016/2017 - Draft Estimates Report” dated 7 December 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 CDA 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, subject to the increase of the Cemetery driveway project to \$46,000, with the expenditure from reserves.
- 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.

<u>Rate Description</u>	<u>Rate (GST Incl)</u>
Lumsden CDA Rate	\$107,050
Lumsden Hall Rate	\$11,801

- g) Approves the hall fees and charges (including GST) for the year commencing 1 July 2016 as outlined in the report, for inclusion in the 2016/2017 Annual Plan, subject to the amendment of all day hire to \$69.00 and all day and night hire to \$115.00.
- h) Identifies the key highlights for 2016/2017 as follows;
- Railway Heritage upgrade
 - kerb and Channelling the Cemetery entranceway

Chairman Scott left the meeting 7.25pm.

Deputy Chairperson Karen Blakemore chaired the meeting from this point.

8.0 Updates

8.1 Chairperson's Report

The Chairman, Rob Scott, left the meeting due to other commitments, hence no report.

8.2 Other Reports

Member Palmer advised that the plumbing issues at the former railway station have been dealt with and that there is a community flat vacant.

8.2 Councillor's Report

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

- Serpentine Quarry Resource Consent meeting
- Te Anau Wastewater Peer review meeting
- Roading Issues Workshop
- Cycle trail update
- Down River Dash Bike Race

The meeting concluded at 7.40pm

CONFIRMED AS A TRUE AND CORRECT
RECORD AT A MEETING OF THE LUMSDEN
COMMUNITY DEVELOPMENT AREA
SUBCOMMITTEE HELD ON 14 DECEMBER
2015

DATE:.....

CHAIRPERSON:.....