



Notice is given of a Fairlie Community Board Meeting to be held on:

Date: Thursday, 6 August 2020
Time: 4.30pm
Location: Council Chambers
Fairlie

AGENDA

Fairlie Community Board Meeting

6 August 2020

Note: This meeting may be digitally recorded by the minute-taker.

Fairlie Community Board Membership:

Les Blacklock
Damon Smith
Leaine Rush
Angela Habraken
Murray Cox

Order Of Business

1	Opening	5
2	Apologies	5
3	Public Forum	5
4	Declarations Of Interest.....	5
5	Reports	6
5.1	Update from Planning and Regulatory Staff	6
5.2	Minutes of Fairlie Community Board Meeting - 11 June 2020	7
5.3	Community Board Action List.....	14
5.4	Community Board Financial Report	21
5.5	Dog Park Update.....	26

- 1 OPENING**
- 2 APOLOGIES**
- 3 PUBLIC FORUM**
- 4 DECLARATIONS OF INTEREST**

5 REPORTS

5.1 UPDATE FROM PLANNING AND REGULATORY STAFF

Author: **Arlene Goss, Governance Advisor**

Authoriser:

Attachments: **Nil**

STAFF RECOMMENDATIONS

That the information be noted.

BACKGROUND

Ann Rogers, Planning Manager, and Aaron Hakkaart, Planning Team Leader, will attend the community board meeting to update members on current projects and answer questions on any planning-related issues.

5.2 MINUTES OF FAIRLIE COMMUNITY BOARD MEETING - 11 JUNE 2020

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of the Fairlie Community Board June 11 2020  

RECOMMENDATION

That the Minutes of the Fairlie Community Board Meeting held on Thursday 11 June 2020 be received and confirmed as an accurate record of the meeting.



Unconfirmed MINUTES

Fairlie Community Board Meeting

11 June 2020

Fairlie Community Board Meeting Minutes

11 June 2020

**MINUTES OF MACKENZIE DISTRICT COUNCIL
FAIRLIE COMMUNITY BOARD MEETING
HELD AT THE COMMUNITY CENTRE LOUNGE, FAIRLIE
ON THURSDAY, 11 JUNE 2020 AT 4.30PM**

PRESENT: Les Blacklock (Chairperson), Damon Smith, Leaine Rush, Angela Habraken, Cr Murray Cox.

IN ATTENDANCE: Suzette van Aswegen (Chief Executive), Charlotte Borrell (Community Services and Facilities Officer), Phill Mackay (Recovery Manager), Arlene Goss (Governance Advisor).

1 OPENING

The chairperson opened the meeting and welcomed everyone.

2 APOLOGIES

COMMITTEE RESOLUTION FCB/2020/147

Moved: Damon Smith

Seconded: Leaine Rush

That the apology received from Mayor Graham Smith be accepted.

CARRIED

3 PUBLIC FORUM

There was no public forum.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 REPORTS

5.1 CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING

Member Leaine Rush said she had not talked to Mr Hunter about the security cameras. It was noted that Transition Manager Tim Mulcock would be looking into the issue of cameras on behalf of Council.

COMMITTEE RESOLUTION FCB/2020/148

Moved: Angela Habraken

Seconded: Cr Murray Cox

That the minutes of the Fairlie Community Board meeting held on Thursday, 12 March 2020 be received and confirmed as an accurate record of the meeting.

CARRIED

5.2 FAIRLIE COMMUNITY BOARD FINANCIAL REPORT

The community board noted that spending was a little over budget due to maintenance on the swimming pool, and tree work carried out by an arborist.

COMMITTEE RESOLUTION FCB/2020/149

Moved: Les Blacklock

Seconded: Leaine Rush

That the report be received.

CARRIED

5.3 CARRY FORWARD OF UNSPENT 2020 GRANT AND TOWNSHIP PROJECT FUNDS

The purpose of this report was for the Fairlie Community Board to consider carrying forward any unspent funds in the Community Board Grant and Township Projects budgets to the 2021 financial year, due to the Covid-19 restrictions having halted meetings and progress in the spending of these budgets from March 2020 to June 2020.

COMMITTEE RESOLUTION FCB/2020/150

Moved: Mr Les Blacklock

Seconded: Mr Damon Smith

That the Fairlie Community Board resolves to carry forward from the 2020 financial year any unspent funds in the Community Board Grant and Township Projects budgets to the 2021 financial year. This is due to the unprecedented effect of Covid-19, preventing meetings, resulting in the inability for the Fairlie Community Board to progress expenditure prior to 30 June 2020.

CARRIED

5.4 NEW FORMAT FOR COMMUNITY BOARD MATTERS UNDER ACTION

Discussion took place on the following Matters Under Action:

Fairlie Skate Park – The Skate Park Committee are still preparing their plans and intend to start construction in summer.

Pathway between Riddle Street and the highway – action completed. Remove from list.

War memorial – work complete. Staff were congratulated on completing this restoration.

Dog problems – Signs still to come.

Fairlie Community Centre – Work underway.

Bus Parking – Waiting for skate park before making a decision on this.

Swimming Pool – remove from action list. Will not be happening in the next season.

Cr Cox asked whether the pool had been depreciating and was the money available to replace it? The chief executive said buildings needed to come under the asset management system, like roads, and appear in the Long Term Plan. The Community Facilities and Services Manager was asked to get a risk assessment done on the swimming pool. The chairman said the community board could not afford for the pool to break down during the swimming season. It would require major funding to install a new filtration system. The risk assessment was seen as urgent and would be added to the action list.

Dog Park – Pricing to clear the site and build fencing would come to the next meeting.

5.5 MACKENZIE COMMUNITY SPORTS HALL HEATING CHARGES

The purpose of this report was for the Fairlie Community Board to consider recommending that Council remove charges for heating at the Mackenzie Community Hall (sports hall) to bring it in line with other halls in the district.

Charlotte Borrell spoke to this report. She said no other community halls charged for heating, so she would like to remove the extra charge for heating on top of the hourly rate.

Leaine Rush asked what the revenue verses costs were for the community centre. Revenue had dropped significantly when groups started using the school facilities instead of the community centre.

Discussion took place on reducing the hire rate, even just for the year, to entice people back to use the facility. Other hire models were also considered. More work needed to take place on encouraging the use of the centre.

It was suggested that the community board hold an open day at the community centre to find out what the community wants to use the centre for. Groups could also set up a stall promoting their group. The chairman offered to speak to Anne and Erin Thompson, from Heartlands, regarding this idea.

COMMITTEE RESOLUTION FCB/2020/151

Moved: Angela Habraken

Seconded: Damon Smith

1. That the Fairlie Community Board recommend to Council that heating charges for the Mackenzie Community Hall be removed to bring it in line with other halls in the district and encourage increased hiring of the facility.

2. That the Fairlie Community Board recommends to Council that hire fees for the Fairlie Community Centre be reduced by 50% for a year as a Covid-19 recovery measure, with a review to be held in one year.

CARRIED

5.6 GRANT APPLICATION - MACKENZIE HALF MARATHON

The community board were happy to encourage this event and granted the maximum amount of \$250 from the grants account.

COMMITTEE RESOLUTION FCB/2020/152

Moved: Damon Smith

Seconded: Leaine Rush

That the Fairlie Community Board approves a grant of \$250 for the Mackenzie Half Marathon towards the traffic management costs of the inaugural running event, to be held on 18 July, 2020.

CARRIED

5.6.1 VISITOR - RECOVERY MANAGER PHILL MACKAY

Recovery Manager Phill Mackay spoke. Council has appointed him as to assist the community in recovering from Covid19. He intends to work with other government agencies to ensure things are connected. He would like a representative of each of the community boards to join the recovery advisory group.

He talked about the initial recovery action plan that Council signed off at a recent meeting. He asked the community board to nominate someone to join the advisory group.

The chairman said this was a good vision for Council, and an opportunity to be positive in the area. He said there was still a lot of stress. In particular foreign nationals could not access the same support as New Zealanders and were sometimes unable to return home due to closed borders. He was working in this area to help them.

5.7 GENERAL BUSINESS AND UPDATE FROM COUNCILLOR REPRESENTATIVE

Cr Murray Cox updated the community board. The councillors have been working through the Covid19 recovery plan. They were identifying shovel-ready projects to bring forward work. Footpaths and water projects were priorities. Also planned to bring forward the update to storage for the Fairlie water supply, originally planned for 2025.

The annual plan was also being prepared so Council could set the rates for the next year.

Community boards would be involved in workshops in early July around spatial planning for the townships, as part of the District Plan review.

Fairlie Community Board Meeting Minutes

11 June 2020

A letter was received from Owen Hunter regarding Domain trees. It was attached to the last page of the agenda. The Community Facilities and Services Officer said it was important not to set a precedent and chop down trees just because they were shading properties.

It was agreed that she would meet with Mr Hunter and come back to the board with any proposal. The Governance Advisor was asked to reply to Mr Hunter.

Member Damon Smith asked about the playground slide at the village green. It was cracking so contractors were repairing and strengthening it. This was taking longer than expected due to Covid-19, but work is underway.

The Meeting closed at 5.32pm.

The minutes of this meeting were confirmed at the Fairlie Community Board Meeting held on 6 August 2020.

.....
CHAIRPERSON

5.3 COMMUNITY BOARD ACTION LIST

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Fairlie Community Board Action List [!\[\]\(950a62bbddad88d64435fd35607dfc42_img.jpg\)](#) 

STAFF RECOMMENDATIONS

That the information be noted.

BACKGROUND

Attached is the latest version of the community board action list. These actions are updated by staff regularly.

Outstanding

Division:

Committee:

Officer:

Date From:

Date To:

Action Sheets Report

Printed: Thursday, 30 July 2020 1:25:16 PM

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
Report	Fairlie Skate Park - Final Plans	Borrell, Charlotte	Fairlie Community Board 30/01/2020	13/02/2020		
5.4		Haar, Bernie				
FCB/2020/140						
COMMITTEE RESOLUTION FCB/2020/140						
Moved: Member Leaine Rush						
Seconded: Member Angela Habraken						
1. That the report be received.						
2. That the Fairlie Community Board approves the final plans from the Fairlie Skate Committee to allow construction to begin on the Fairlie Skate Park, as long as the middle section is concrete and relevant consents are granted.						
						CARRIED
7 Apr 2020 - 9:54 a.m. - Arlene Goss						
Skate park group is planning to start this project just after Easter.						
8 Apr 2020 - 9:27 a.m. - Arlene Goss						
Charlotte Borrell: Delayed by Covid19 shutdown.						
15 Jun 2020 - 4:32 p.m. - Arlene Goss						
CB meeting June 11 - The Skate Park Committee are still preparing their plans and intend to start construction in summer.						
28 Jul 2020 - 9:27 a.m. - Arlene Goss						
Charlotte awaiting update from the committee.						

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Fairlie Problem Dogs	Borrell, Charlotte		21/04/2020		
		Haar, Bernie				
7 Apr 2020 - 9:37 a.m. - Arlene Goss						

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Thursday, 30 July 2020 1:25:16 PM

Contractor is engaged to install signs. Pricing options for dog bag dispensers will come to the next meeting.

7 Apr 2020 - 9:52 a.m. - Arlene Goss

Action reassigned to Borrell, Charlotte by: Goss, Arlene for the reason: Uploading action

7 Apr 2020 - 9:52 a.m. - Arlene Goss

Cleaned up existing signage. Dogs on lead signs still to come.

8 Apr 2020 - 9:28 a.m. - Arlene Goss

Charlotte Borrell: Delayed by Covid19 shutdown.

28 Jul 2020 - 9:28 a.m. - Arlene Goss

Charlotte: Signs ordered and will be installed shortly.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Fairlie Community Centre	Borrell, Charlotte Haar, Bernie		21/04/2020		
	<p>7 Apr 2020 - 9:38 a.m. - Arlene Goss</p> <p>Community Centre Heating: Resolution That the Community Board accept the quote that has been tendered. To be included in the Community Hall upgrade.</p> <p>7 Apr 2020 - 9:53 a.m. - Arlene Goss</p> <p>Ms Borrell asked how the community centre should charge for heating. Need a robust discussion about fees and charges to encourage users. Waiting until the fees and charges are reviewed would enable the community board to see how much heating costs in extra power. Ms Borrell will put a notice out on Facebook that new heating has been installed in the community centre. Remove from list.</p> <p>7 Apr 2020 - 9:53 a.m. - Arlene Goss</p> <p>Action reassigned to Borrell, Charlotte by: Goss, Arlene for the reason: Action uploaded.</p> <p>8 Apr 2020 - 9:29 a.m. - Arlene Goss</p> <p>Charlotte Borrell: Delayed by Covid19 shutdown.</p> <p>28 Jul 2020 - 9:29 a.m. - Arlene Goss</p> <p>Charlotte: Community Facilities Review is underway. Will update at the meeting.</p>					

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
------	---------	------------------	---------	-------------	---------	-----------

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Thursday, 30 July 2020 1:25:16 PM

Fairlie Bus Parking by Playground	McKenzie, Scott Haar, Bernie	21/04/2020
<p>7 Apr 2020 - 9:39 a.m. - Arlene Goss Bus Parking by Playground Mr Haar will investigate the option of bus parking on SH8 with NZTA further and supply options to the board. The community board would like to make changes to bus parking in this area including moving the footpath and introducing angle parking.</p> <p>7 Apr 2020 - 9:55 a.m. - Arlene Goss Action reassigned to Borrell, Charlotte by: Goss, Arlene for the reason: Action Uploaded</p> <p>7 Apr 2020 - 9:55 a.m. - Arlene Goss Mr Haar has found a copy of the original plan for the area. He suggested sharing this with the community board. Need to get this project into the Long Term Plan, with the aim to get buses away from parking outside the public toilets and playground. The chairman had a copy of the plan with him and said he wanted to move the footpath. A separate Long Term Plan session was suggested. Ms Borrell offered to organise a workshop and invite Mr Haar.</p> <p>8 Apr 2020 - 9:30 a.m. - Arlene Goss Charlotte Borrell: Needs to go to Scott in Roding (I will add it to the LTP discussion with the Fairlie CB that I am trying to work on atm)</p> <p>8 Apr 2020 - 9:31 a.m. - Arlene Goss Action reassigned to McKenzie, Scott by: Goss, Arlene for the reason: Sent by Charlotte to Scott.</p> <p>15 Jun 2020 - 4:34 p.m. - Arlene Goss CB meeting June 11 2020 - Waiting for completion of skate park before deciding on this. Put on hold for now.</p>		

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Fairlie Dog Park	Borrell, Charlotte Haar, Bernie		21/04/2020		
<p>7 Apr 2020 - 9:41 a.m. - Arlene Goss An area has been suggested on the southeast side of the Allandale Bridge. The community board agreed that Charlotte Borrell would check on the status and size of the land and get a price for clean-up and fencing.</p>						

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Thursday, 30 July 2020 1:25:16 PM

7 Apr 2020 - 9:55 a.m. - Arlene Goss

The community board has established that council has vacant possession of the land for the proposed dog park. Ms Borrell will prepare a report for next meeting.

7 Apr 2020 - 9:56 a.m. - Arlene Goss

Action reassigned to Borrell, Charlotte by: Goss, Arlene for the reason: Action Uploaded

8 Apr 2020 - 9:31 a.m. - Arlene Goss

Charlotte Borrell: Delayed by Covid19 shutdown.

15 Jun 2020 - 4:36 p.m. - Arlene Goss

CB meeting June 11 - Pricing to clear the site and build fencing would come to the next meeting.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Fairlie: Letter from Owen Hunter re trees	Goss, Arlene van Aswegen, Suzette		29/06/2020		
	15 Jun 2020 - 4:41 p.m. - Arlene Goss CB meeting June 11: It was agreed that she would meet with Mr Hunter and come back to the board with any proposal. The Governance Advisor was asked to reply to Mr Hunter.					

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
Report 6.4 2020/27	Mackenzie Community Sports Hall Heating Charges	Borrell, Charlotte Haar, Bernie	Council 23/06/2020	7/07/2020		
	RESOLUTION 2020/27 Moved: Cr Anne Munro Seconded: Cr Murray Cox					

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Thursday, 30 July 2020 1:25:16 PM

<ol style="list-style-type: none">1. That the report be received.2. That Council note the Fairlie Community Board recommendations.3. That Council remit heating charges for the Mackenzie Community Hall to bring it in line with other halls in the district and encourage increased hiring of the facility.4. That Council workshop the Fairlie Community Board recommendation to reduce Mackenzie Community Hall hire fees by 50% for the 2020/21 financial year in respect to the Revenue and Financing Policy and district wide impacts. <p style="text-align: right;">CARRIED</p> <p>28 Jul 2020 - 9:36 a.m. - Arlene Goss Went to Council on June 23, 2020.</p>
--

5.4 COMMUNITY BOARD FINANCIAL REPORT

Author: Jo Hurst, Management Accountant

Authoriser: Adrian Hodgett, Finance Manager

Attachments: 1. Financial Report for Fairlie Community Board [!\[\]\(74d4806277d7e73349d8e8c0897931e9_img.jpg\) !\[\]\(5f42d2cd7ad901bc24e5d35a38c777fd_img.jpg\)](#)

STAFF RECOMMENDATIONS

That the community board financial report be received.

BACKGROUND

Attached is the latest community board financial report for your information.



Fairlie Community Board Financial Performance June 2020

	YTD Actual 2019/20	YTD Budget 2019/20	YTD Actual 2018/19	Variance v Budget	Variance v Budget (%)	Variance v 2018/19	Variance v 2018/19 (%)
Other Revenue	43,162	55,308	66,237	(12,146)	-21.96%	(23,075)	-34.84%

Other Revenue has come in under budget as hireage of the Mackenzie Community Centre is approximately \$7,000 less than budgeted. Rental income from the camping ground is lower as Council granted a 33% rent reduction to help offset the effects of Covid-19. Income is down significantly on the prior year as a donation was received to go towards an upgrade of the Community Centre.

Operating Expenditure	379,783	377,683	331,498	(2,100)	-0.56%	(48,285)	-14.57%
-----------------------	---------	---------	---------	---------	--------	----------	---------

Operating expenditure is over budget as grounds maintenance in the township is higher than anticipated with the Council and Community Hall garden tidy up, and tree maintenance required due to minimal maintenance in prior years. This was partly offset by having no township project spends to date. Swimming pool wages have come in above budget due to meeting lifeguard supervision requirements and an increase in the living and minimum wage. Costs for the domain are currently above budget, as part of the upgrade existing retaining walls were replaced. Softfall required topping up to meet safety requirements and tidy up of the entrance gates.

Spending is up on the prior year with higher expenditure in contracting and grounds maintenance, and an increase in salary costs at the swimming pool (as mentioned above) in comparison to the 2018/19 year.

Capital Expenditure	134,360	217,193	-	82,833	38.14%		
---------------------	---------	---------	---	--------	--------	--	--

Capital expenditure is under budget as the Community Centre upgrade has only just started, with the heatpumps installed in the stadium. The Village Green playground has come in under budget with the remainder of the monies used to complete the Fairlie Domain playground upgrade. There was no budget for the swimming pool spend however a new robotic cleaner, fridge and equipment were required to start the season. These costs will be paid for from reserves.

**Fairlie Community Board
Capital Expenditure Summary
For The Period Ended 30 June 2020**

	Budget 2019/20	YTD Actual 2019/20
Fairlie Township		
Playground Upgrade (Village Green) (Includes \$6,047 from prior year)	30,000	14,556
Budget Carry Forward from 2018/19 year	50,000	
Total Fairlie Township	80,000	14,556
Fairlie Domain		
Playground Upgrade	30,810	76,654
Total Fairlie Domain	30,810	76,654
Mackenzie Community Centre		
Furniture and Fittings	112,430	44,880
Total Mackenzie Community Centre	112,430	44,880
Strathconan Swimming Pool		
Plant and Equipment		4,317
Total Strathconan Swimming Pool		4,317

In the Fairlie Township the budget underspend of \$15,444 will be used to offset extra Community Board township projects spend.

The Budget carry forward from the 2018/19 year of \$50,000 will be used for the Fairlie Domain upgrade project.

**Fairlie Community Board
Township Projects
For The Period Ended 30 June 2020**

Date	Organisation	Amount
1/07/2019	New financial year 2019/20	\$ 10,960.00
	Transfer from Village Green playground upgrade budget	\$ 15,444.00
	Expenditure to date:	
21/05/2020	Footpath between Riddle Street and highway	\$ 1,242.00
	Balance remaining	\$ 25,162.00

**Fairlie Community Board
Grant Allocations
For The Period Ended 30 June 2020**

Date	Organisation	Amount
1/07/2019	New financial year 2019/20	\$ 2,000.00
	Expenditure to date:	
12/09/2019	Mackenzie College - Hall Hire	\$ 250.00
4/12/2019	Mackenzie Swimming Club - Pool Hire	\$ 250.00
4/12/2019	Fairlie Swimming - Pool Hire	\$ 250.00
30/01/2020	Andrew Hurst - Hall Hire	\$ 200.00
11/06/2020	Mackenzie Half Marathon	\$ 250.00
	Balance remaining	\$ 800.00

* Maximum of \$250 can be allocated per grant application

5.5 DOG PARK UPDATE

Author: Charlotte Borrell, Community Facilities and Services Officer

Authoriser: Tim Harty, General Manager Operations

Attachments: Nil

STAFF RECOMMENDATIONS

1. That the report be received, and that
2. The Community Board recommend engagement with the community to determine usage levels of the proposed Fairlie Dog Park, and that
3. Staff carry out community engagement and report back to the Community Board as soon as practicable

BACKGROUND

Development of a dog park located in Fairlie has been discussed by the Community Board for some years. Recently a parcel of land (located near the rest area on the left of the Allandale bridge facing Fairlie) was identified as the most appropriate location for this activity. The land is in Council ownership and has been surveyed in preparation for upgrading.

The site requires a substantial amount of clearing and preparation to make it suitable for a dog park. It is understood that the Community Board are committing the Township Project funds to this work (approximately \$65k).



Discussion

Prior to progress the works on the dog park, a number of matters need to be considered further by the Community Board. The most significant of these is site access. Given the location of the site, it is likely to be best accessed via the Allendale Road (SH79) Bridge (for pedestrians) and/or a right turn off the state highway (for vehicle access). Depending on usage levels, appropriate parking may also need to be considered at the site and a Resource Consent may need to be applied for.

Given that the access is not from a local, or Council controlled, road, NZTA will need to be consulted prior to any works commencing.

To gain an insight as to the level of potential use of the site (which will guide the need for a Consent and/or NZTA Consultation) it is suggested that the local community be engaged to provide level of usage feedback. Council have begun to use a new web-based community consultation tool which will make this process much simpler and more accurate than other means available.

Once community feedback is in, staff can undertake an analysis of the information, determine if usage levels will require further formal processes (consents or consultation) and report back to the Community Board on next steps and direction.

It is hoped that this process will take no longer than 4-6 weeks.

CONCLUSION

Prior to progressing further with the Fairlie dog park project, developing an understanding of the level of potential usage is critical to ensure that the required consenting and consultation processes are followed. The use of Councils new web-based consultation and engagement tool will allow this work to be carried out quickly and not hold the project up.