

# Agenda

## Kaiapoi-Tuahiwī Community Board

Monday 11 December 2023

4pm

Kaikanui Room  
Ruatanīwha Kaiapoi Civic Centre  
176 Williams Street, Kaiapoi

**Members:**

Jackie Watson (Chairperson)

Sandra Stewart (Deputy Chairperson)

Neville Atkinson

Tim Bartle

Al Blackie

Tracey Blair

Russell Keetley

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**AGENDA FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD TO BE HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 11 DECEMBER 2023 AT 4PM.**

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**RECOMMENDATIONS IN REPORTS ARE NOT TO BE CONSTRUED AS COUNCIL POLICY UNTIL ADOPTED BY THE COUNCIL**

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3.1	<b><u>Minutes of the Kaiapoi-Tuahiwi Community Board – 20 November 2023</u></b>	8-23
	<i>RECOMMENDATION</i>	
	<b>THAT</b> the Kaiapoi-Tuahiwi Community Board:	
	(a) <b>Confirms</b> the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 20 November 2023, as a true and accurate record.	
3.2	<b><u>Matters Arising (From Minutes)</u></b>	
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	<i>RECOMMENDATION</i>	
	<b>THAT</b> the Kaiapoi-Tuahiwi Community Board:	
	(a) <b>Receives</b> the circulated Notes of the Kaiapoi-Tuahiwi Community Board workshop, held 20 November 2023, as a true and accurate record.	
	<b><u>PUBLIC EXCLUDED MINUTES</u></b> ( <i>Refer to public excluded agenda</i> )	
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	Nil.	
<b>5</b>	<b><u>ADJOURNED BUSINESS</u></b>	
	Nil.	

## 6 REPORTS

### 6.1 Pines Beach Playground Relocation Consultation Feedback – Tori Stableford (Landscape Architect)

25-52

#### *RECOMMENDATION*

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. TRIM 231128190554.
- (b) **Approves** the Pines Beach playground relocation plan for implementation (*Pines Beach Playground Relocation Concept Plan TRIM 230908140076*).
- (c) **Notes** that Council's Community and Recreation Committee have approved the reallocation of \$28,350 from the Reid Memorial project budget to the Pines Beach playground relocation project budget. There is therefore a budget of \$118,350 available for the relocation of the Pines Beach Playground.
- (d) **Notes** that staff have developed a cost estimate for the playground relocation which is within the available budget of \$118,350.

### 6.2 Tree Removal Along No 7 Drain – Flaxton Road – Dan Lewis (Land Drainage Engineer) and Jason Recker (Stormwater and Waterways Manager)

53-56

#### *RECOMMENDATION*

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 231129192154.
- (b) **Notes** work is planned to remove willow trees growing along Flaxton Road.
- (c) **Notes** staff propose to off-set some loss of habitat with native riparian planting.
- (d) **Notes** no works will be undertaken from within the cemetery without consent of the Anglican Parish of Kaiapoi.

### 6.3 Application to the Kaiapoi-Tuahiwi Community Board's 2023/24 Discretionary Grant Fund – Kay Rabe (Governance Advisor)

57-81

#### *RECOMMENDATION*

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 231122187442.
  - (b) **Approves** a grant of \$..... to North Canterbury Pony Club towards providing on-site first aid services.
- OR**
- (c) **Declines** the application from North Canterbury Pony Club.

## 7 CORRESPONDENCE

Nil.

## **8 CHAIRPERSON'S REPORT**

### **8.1 Chairperson's Report for November and December 2023**

The Chairperson will provide a verbal update.

#### *RECOMMENDATION*

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the verbal report from the Kaiapoi-Tuahiwi Community Board Chairperson.

## **9 MATTERS REFERRED FOR INFORMATION**

- 9.1 **Oxford-Ohoka Community Board Meeting Minutes 8 November 2023.**
- 9.2 **Commissioner Recommendation Private Plan Change 31 – Report to Council Meeting 7 November 2023 – Circulates to all Boards.**
- 9.3 **Northern Pegasus Bay Bylaw Review Seeking Approval for Consultation – Report to Council Meeting 7 November 2023 – Circulates to the Kaiapoi-Tuahiwi Community Board, Rangiora-Ashley Community Board and Oxford-Ohoka Community Board.**
- 9.4 **Adoption of Road Reserve Management Policy – Report to Council Meeting 7 November 2023 – Circulates to all Boards.**
- 9.5 **Adoption of Waimakariri District Community Outcomes – Report to Council Meeting 7 November 2023 - Circulates to all Boards.**
- 9.6 **Adoption of Waimakariri District Strategic Priorities – Report to Council Meeting 7 November 2023 – Circulates to all Boards.**
- 9.7 **Waimakariri Economic Development Strategy for Adoption – Report to Council Meeting 7 November 2023 – Circulates to all Boards.**
- 9.8 **Health, Safety and Wellbeing Report October 2023 – Report to Council Meeting 7 November 2023 – Circulates to all Boards.**
- 9.9 **Annual Report for Enterprise North Canterbury for the year ending 30 June 2023 – Report to Audit and Risk Committee Meeting 14 November 2023 – Circulates to all Boards.**
- 9.10 **Enterprise North Canterbury (ENC) Strategic Plan Update – Report to Audit and Risk Committee Meeting 14 November 2023 – Circulates to all Boards.**
- 9.11 **Annual Report for Te Kohaka o Tuhaitara Trust for the year ended 30 June 2023 – Report to Audit and Risk Committee Meeting 14 November 2023 – Circulates to all Boards.**
- 9.12 **Cam River Enhancement Fund Proposed Projects and Update – Report to Utilities and Rooding Committee Meeting 21 November 2023 – Circulates to the Rangiora-Ashley Community Board and Kaiapoi-Tuahiwi Community Board.**
- 9.13 **Water Quality and Compliance Annual Report 2022-23 – Report to Utilities and Rooding Committee Meeting 21 November 2023 – Circulates to all Boards.**
- 9.14 **Cam River / Ruataniwha Report – Report to Utilities and Rooding Committee Meeting 17 October 2023 – Circulates to all Boards.**

9.15 **July 2023 Flood Recovery Progress Update – Report to Utilities and Roading Committee Meeting 21 November 2023 – Circulates to all Boards.**

9.16 **Roading and Transport Activity Update – Report to Utilities and Roading Committee Meeting 21 November 2023 – Circulates to all Boards.**

#### **PUBLIC EXCLUDED**

9.17 **Kaiapoi Historic Railway Station Building Relocation – Railway Heritage Precinct Budget and Capital Contribution – Report to Council Meeting 7 November 2023 – Circulates to the Kaiapoi-Tuahiwi Community Board.**

#### *RECOMMENDATION*

**THAT** the Kaiapoi-Tuahiwi Community Board

- (a) Receives the information in Items.9.1 to 9.16.
- (b) Receives the separately circulated public excluded information in item 9.17.

#### **Note:**

- 1. *The links for Matters for Information were previously circulated to members as part of the relevant meeting agendas.*
- 2. *Hard copies of the Public Excluded items were circulated to members separately.*

#### **10 MEMBERS' INFORMATION EXCHANGE**

82-85

10.1 **Brent Cairns**

10.2 **Philip Redmond**

*The purpose of this exchange is to provide a short update to other members in relation to activities/meetings that have been attended or to provide general Board related information.*

#### **11 CONSULTATION PROJECTS**

Nil.

#### **12 BOARD FUNDING UPDATE**

12.1 **Board Discretionary Grant**

Balance as at 30 November 2023: \$4,157.

12.2 **General Landscaping Budget**

Balance as at 30 November 2023: \$26,790.

#### **13 MEDIA ITEMS**

**14 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

In accordance with section 48(1) 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 (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is moved:

1. That the public be excluded from the following parts of the proceedings of this meeting:  
Item 14.1 Confirmation of Public Excluded Minutes of Kaiapoi-Tuahiwi Community Board meeting of 20 November 2023.

The general subject of the matter to be considered while the public is excluded, the reason for passing this resolution in relation to the 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:

<b>Meeting Item No. and subject</b>	<b>Reason for excluding the public</b>	<b>Grounds for excluding the public-</b>
14.1 Confirmation of Public Excluded Minutes of Kaiapoi-Tuahiwi Community Board meeting of 20 November 2023	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations) (s 7(2)(i)).

**CLOSED MEETING**

*Refer to Public Excluded Agenda (separate document)*

**OPEN MEETING**

**15 QUESTIONS UNDER STANDING ORDERS**

**16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

**NEXT MEETING**

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 19 December 2023 at 4pm.

<b><u>Workshop</u></b>
<ul style="list-style-type: none"><li>• <i>Members Forum</i></li></ul>

**MINUTES FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 20 NOVEMBER 2023 AT 4PM.**

**PRESENT**

J Watson (Chairperson), S Stewart (Deputy Chairperson), N Atkinson, A Blackie, T Bartle, T Blair and R Keetley.

**IN ATTENDANCE**

Mayor D Gordon.

B Cairns and P Redmond (Kaiapoi-Woodend Ward Councillors).

C Brown (General Manager Community and Recreation), G MacLeod (Greenspace Manager), K Straw (Civil Project Team Leader), T Stableford (Landscape Architect), C Taylor-Claude (Parks Officer Greenspace), V Thompson (Senior Advisor – Business and Centres), K Rabe (Governance Advisor) and A Connor (Governance Support Officer).

There were five members of the public present.

**1 APOLOGIES**

There were no apologies.

**2 CONFLICTS OF INTEREST**

B Cairns declared a conflict of interest for item 6.2. as he was a Trustee of the Food Forest.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 16 October 2023**

Moved: J Watson

Seconded: T Bartle

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 16 October 2023, as a true and accurate record.

**CARRIED**

**3.2 Matters Arising (From Minutes)**

There were no matters arising.

**3.3 Workshop Notes of the Kaiapoi-Tuahiwi Community Board – 16 October 2023**

Moved: J Watson

Seconded: N Atkinson

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the circulated Notes of the Kaiapoi-Tuahiwi Community Board workshop, held 16 October 2023, as a true and accurate record.

**CARRIED**



**PUBLIC EXCLUDED MINUTES** (Refer to public excluded agenda)

3.4 **Minutes of the public excluded portion of the Kaiapoi-Tuahiwi Community Board meeting held on 16 October 2023**

**4 DEPUTATIONS AND PRESENTATIONS**

4.1 **Kaiapoi Promotions Association (KPA)– M Pinkham and J Duke**

M Pinkham and J Duke in attendance to present the Kaiapoi Promotions Association's annual report which had been presented to the Council's Audit and Risk Committee. The Oxford Promotions Association and Rangiora Promotions Association also presented their annual report to the same meeting. He observed that all Promotion Associations were in the same position, struggling to obtain and retain sponsors. They had met with Council staff regarding potential future funding models.

M Pinkham stated the KPA had 60 floats in their 2022 Christmas Carnival and had estimated 6,000 people attended. The carnival provided a large amount of free entertainment particularly for children. They had a new waste contractor for the carnival who were committed to recycling and achieved an 83% recovery with the site completely clean by 5pm. The street market was important to locals however it was becoming poorly supported due to a lack of volunteers to run the stalls. He informed the Board they had planned to run a River Carnival in early 2023 however due to unfavourable weather conditions it had been cancelled. The KPA had run a quiz night with Shawn Wallace and the event was sold out however despite a ticket price of \$110 there had been little profit made.

M Pinkham reported a future challenge for the KPA was a lack of an events space in Kaiapoi. Victoria Park in Rangiora worked very well and was around one hectare and highlighted the option for Kaiapoi to utilise the South Mixed Use Business Area (MUBA) for a dedicated event space. Council staff's preference was for Norman Kirk Park to be used for events however the KPA had some concerns with the site. Traffic management was a large issue as well as the lack of overflow parking, power and staging. KPA was involved in the original discussion regarding the Kaiapoi Town Centre plan developed after the earthquakes and were disappointed that key features consulted on were not included in the approved plan.

J Watson questioned if KPA were still running monthly events with the Kaiapoi businesses. M Pinkham responded they were not due to poor uptake. J Duke added she wanted to restart from the foundations and find what the businesses were wanting.

N Atkinson asked if KPA had talked to the Kaiapoi Park Trustees about using their space as a venue for events. M Pinkham replied they had run a few successful events on their grounds however it was not set up for long term events and there were only narrow windows of opportunity when it was available.

N Atkinson then queried if they had obtained sponsors for the Christmas Carnival in 2023. M Pinkham answered it was hard work to maintain sponsors however they had obtained sponsorship for the current year.

B Cairns sought information on how many businesses were members of the KPA and what those businesses wanted to get out of being a member. M Pinkham stated they had 80 members. J Duke reported that social media was tough for local businesses and how to use it effectively. KPA was also helping them with the legal side of businesses for example employment contracts.

B Cairns then asked if they had spoken to Heather Warwick from Enterprise North Canterbury (ENC) regarding the Digital Boost Course they ran. M Pinkham replied they did promote courses being run by ENC however they as well as the KPA were finding it hard to run the courses due to poor turnout.

#### 4.2 **Kaiapoi North School – G Thompson and J Miles**

G Thompson and J Miles stated the school was in support of the changes as stated in the report however they felt the changes did not go far enough in addressing the pedestrian access ramp. The ramp was incredibly steep and was non-compliant. G Thompson highlighted that if entering from the western side of the ramp by the time it was noticed that the eastern side was too steep there was little someone with a mobility aid or pram could do. People choose not to cross at the pedestrian crossing due to the ramp was noncompliant and dangerous. The school monitored the crossing which left them liable for safety. They understood, based on initial conversations with Council staff, there was insufficient funding to address the concerns regarding the ramp and requested the Board to advocate on their behalf that the funding be found. J Miles added when consulted by the Council on the crossing they looked at the safety of the entire crossing. The ramp had been neglected for many years and incidents had occurred where parents and students had slipped.

N Atkinson noted the ramp was around one metre above the road meaning to make the ramp compliant it would need to be extended 12m each way. Due to that he questioned if the pedestrian crossing was in the correct location. G Thompson replied moving the pedestrian crossing had been part of the consultation however there was nowhere in close enough proximity to the school and if it was located further away families would be unlikely to use it. They currently had struggled with families crossing unsafely and moving the crossing would amplify those issues.

N Atkinson requested a report back to the Board on costs and design for making the ramp compliant and safer to use.

#### 4.3 **Kaiapoi Food Forest – G Foley and K Adams**

G Foley and K Adams from Kaiapoi Food Forest spoke about the proposed education shelter. The design had been through Council process and the final aspect was the inclusion of a public toilet within the education building. The Food Forest had been one of the smallest budgets in regeneration projects and had been established by thousands of hours of volunteer work. They were the number two attraction in Kaiapoi on trip advisor with a 4.8/5 rating. The report stated the lack of public toilets was felt by those most with extra needs such as families with young children and older people. These were the people who visited the Food Forest most often. G Foley stated the Public Toilet Strategy said that "Public Toilets attracted more families to use parks and encouraged longer visits". The Kaiapoi Food Forest's five main goals were: Connect, Educate, Rongoā, Nourish and Inspire.

G Foley informed the Board the Food Forest hold many events and visits from children from schools and kindergartens, having to walk 300m to the nearest public toilet reduced the ratios of caregivers and staff to children. Portaloos and temporary toilets were not accessible and they wanted an area for people to wash their hands to help maintain hygiene. Some education sessions were held over multiple hours in evenings which meant if an attendee had to use the bathroom they would lose out on 20 minutes of their lesson. There would already be fresh water and wastewater plumbed into the building. The Food Forest were trying to be as inclusive as possible. The funding of the Education Shelter came from hosting education sessions. They had many volunteers and wanted to maximise their time without taking 20 minutes to go to the toilet. The Food Forest had changed from an empty patch of land into a flourishing garden. He highlighted their preference was for a toilet.

J Watson questioned if they could use the toilet at the church across the road. G Foley answered they had for some occasions however it needed to be preorganised for large events. It was not suitable for education sessions or people generally visiting.

S Stewart asked if they had relationship with New World to use their toilet. G Foley responded they did have a relationship with the supermarket however it was not for access to the toilets. They did have access to the public toilets opposite the supermarket.

P Redmond sought clarity on if this was not a public toilet but was a toilet with restricted use. G Foley clarified at this point it was for the forest to manage

P Redmond then questioned if there would be any cost to the Council to maintain the toilet if it was open to the public. K Adams answered it would be an imposition on the Food Forest to maintain the toilet however they understood they would have to accept the responsibility.

## 5 **ADJOURNED BUSINESS**

Nil.

## 6 **REPORTS**

### 6.1 **Kaiapoi North School – Proposed Pedestrian Crossing Improvements – K Straw (Civil Project Team Leader), S Binder (Senior Transportation Engineer) and J McBride (Roading and Transport Manager)**

K Straw highlighted staff were seeking approval of part one of the design for improving visibility and speed reduction around the pedestrian crossing outside the Kaiapoi North School. The current stage of works was included in existing budgets. Staff were looking at seeking additional budget in the 2024/25 financial year to address deficiencies in the raised crossing. This report was seeking reduction of the lane size, installation of new curb buildouts which would allow for signs to be relocated and the installation of a speed cushion. In addition to those works staff were also looking to formalise the unrestricted parking on the northern side of the crossing and would amend the length of the parking bays to be more suited to standard vehicle lengths. A short length of no stopping lines would also be installed where the shoulder was too steep for vehicles to park. A detailed design of the second stage was yet to be developed however survey had been done and the height of the ramp was around 700mm which would result in the ramp needing to extend eight metres.

N Atkinson sought clarification on if the ramp would extend eight metres in both directions. K Straw clarified it would need to extend in both directions.

J Watson asked if the works were done in part two would affect the work that had already been completed in part one. K Straw answered the two stages would not affect each other as they addressed different issues and would complement each other.

N Atkinson questioned if the speed cushions had been consulted on with the immediate residents. K Straw responded they had not consulted with residents however they could prior to installation. J Watson sought information on when part two would occur and K Straw replied the budget would be received in July 2024 and subject to staff resourcing would likely happen by November 2024.

T Bartle wondered how long the ramp had been this way and if anything happened to result in it being noncompliant. K Straw noted it had always been noncompliant.

N Atkinson questioned if the budget for part two was already allocated. K Straw stated he did not control the minor works budget however it was J McBride's intention to put \$50,000 towards the project which would come to the Board and the Utilities and Roading Committee for approval.

R Keetley asked if all improvements were costed against relocating the crossing. K Straw stated staff met with the school and discussed that option however it was not the best option for the school. Due to the number of side streets the main safety concern was for road patrollers to be able to see a certain distance down the road and ensure it was safety of students when crossing the road.

Moved: N Atkinson

Seconded: J Watson

**THAT** the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** Report No. 231011161371.

*AND*

**THAT** the Kaiapoi-Tuahiwi Community Board recommends:

**THAT** the Utilities and Roading Committee:

- (b) **Approves** the design as per section 4.2.1 of the report, and attachment i of this report.
- (c) **Approves** the implementation of no stopping signage outside No. 227 Williams Street (south of the pedestrian crossing) during the hours of 8:00am – 9:00am and 2:30pm – 3:30pm School Days.
- (d) **Approves** the implementation of no stopping signage outside No. 231 Williams Street to Sims Road (north of the pedestrian crossing) during the hours of 8:00am – 9:00am and 2:30pm – 3:30pm School Days.
- (e) **Approves** the installation of 13m no-stopping lines on Williams Street, outside No. 274 Williams Street.
- (f) **Approves** the extension of existing no-stopping lines outside No. 239 Williams Street by five metres.
- (g) **Approves** the extension of existing no-stopping lines outside No. 229 Williams Street by three metres.
- (h) **Notes** that the installation of no-stopping lines as per recommendation (e) was due to the road shoulder camber being unacceptable for roadside parking that resulted in motor vehicles unable to access the road shoulder, and therefore parking within the adjacent cycle lane.
- (i) **Notes** that the extension of the existing no-stopping lines as per recommendations (f) and (g) was to adjust the parking bay length to ensure it accommodated full car lengths. This avoided excess space that may encourage vehicles to squeeze into left over space which may result in encroachment into the no-parking area and obstruct visibility to the crossing.
- (j) **Notes** that there was budget allocated for minor safety improvements in the current financial year for this project, as this was a carryover project from 2022/23.
- (k) **Notes** that the Utilities and Roading Committee approved this project as part of an overall programme of minor safety improvements on 19 July 2022.
- (l) **Notes** that following the works, the steps to the pedestrian crossing would remain and that this would be added to the future minor improvement programme for 2024/25.
- (M) **Requests** that neighbouring residents are consulted prior to the “speed cushions” being installed.

**CARRIED**

N Atkinson stated this had been an ongoing issue for many years and needed safety improvements. There were many more people coming from the north than before, and the location of the pedestrian crossing gave the best view of oncoming vehicles. He hoped funding for part two would come through quickly as it was needed.

J Watson concurred and was glad the project was in progress and would not have to wait for many more years for all the works to be complete.

**6.2 Kaiapoi Food Forest Education Shelter – G MacLeod (Greenspace Manager) and C Taylor-Claude (Parks Officer, Greenspace)**

G MacLeod highlighted staff were recommending the exclusion of a toilet. The main reasoning for this recommendation was the current levels of service would not support an additional toilet within the area. The Food Forest did great work however staff were concerned about pushing community groups and volunteer time into management and maintenance of public buildings. If this was not a genuine public toilet or was open to the public and did not have support from the Council to be maintained or operated there would be a very high expectation on the Food Forest to clean and maintain the toilet themselves. This would involve an ongoing cost and have high volunteer time. Staff appreciate there were concerns regarding groups having to walk to the toilets, especially after dark.

N Atkinson noted many community spaces had public toilets and questioned what made them different from the Food Forest. G MacLeod stated most were predominately locked toilets and were on sports park which fell into the level of service. It depended on the classification of the site as to what the levels of service were. The Food Forest was an ecological link or neighbourhood park meaning the levels of service did not include a toilet and if supplied would have to go to the Council for approval. It could be argued that the Food Forest was used more regularly than other community facilities in Kaiapoi however staff were wanting to be risk adverse. C Brown commented the levels of service differentiated between recreation reserves and their catchment area. If the Food Forest Trust ceased to exist, the Council would then have to either take over maintenance or remove the toilet. The toilet would be beneficial however there were alternative options in the area.

P Redmond asked if staff would support the installation of a toilet if it was for private use and otherwise locked. G MacLeod replied there had been toilets like that in the past however they had ultimately fallen back onto Council to continue to maintain and operate. When a group like the Food Forest disbanded there was no ability for them to remove anything on the site as it was not generally covered by insurance.

A Blackie asked why staff were recommending to decline a temporary toilet. G MacLeod responded it was a risk adverse approach as a temporary toilet could easily become permanent. C Brown stated they were not opposed to a temporary toilet being used for events. C Taylor-Claude noted the recommendation was to decline a temporary toilet being installed in the interim while a permanent toilet was being built.

A Blackie questioned why it mattered if they were installing a private toilet. C Brown replied they could install a private toilet as long as they were comfortable they could afford to install and maintain it in the long term. The risk arose for Council when they were no longer able to look after it.

T Bartle noted there would already be contractors maintaining the other public toilets in the area and wondered what the cost would be to the Council if one more was added. C Brown responded staff would bring the information back.

P Redmond questioned if the issue of the toilet was different to the issue of the shelter if the Food Forest disbanded. C Brown stated a toilet was more expensive to install and maintain. If Council had to take on the shelter it would likely stay there until it needed to be replaced. Toilets cost the Council \$100,000s of dollars to install, connect to services and maintain. The difference was the replacement timeframe and cost. There were also much larger maintenance costs involved with a toilet than just a shelter.

R Keetley asked if the construction was a portable building did the issue resolve itself. C Brown noted it could potentially if the Food Forest had enough money or insurance to cover it.

Moved: N Atkinson

Seconded: A Blackie

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Lays** this matter on the table until further information is provided in regard to the provisions for maintaining the toilet's cleanliness ie any commitment from the Trust to manage this appropriately and clear costings for installation and maintenance especially if this became a Council asset in the future given there are two other public toilets in the vicinity that would need to be maintained.

**CARRIED**

6.3 **Parking Restriction Changes in the Kaiapoi Town Centre – V Thompson (Senior Advisor Business and Centres) and S Binder (Senior Transportation Engineer)**

V Thompson stated she was seeking endorsement for parking restriction changes in the Kaiapoi Town Centre. These changes had all gone through the Staff Parking Working Group.

A Blackie asked how many people parked for multiple days at the park-and-ride. V Thompson replied she was unsure however the request came from the Environmental Services Unit to enable a way to enforce the parking.

J Watson questioned why there were P120 parks in the park-and-ride. V Thompson answered there was a desire to put more P120 parks in the town centre many years ago. Originally the budget was for a P120 car park with the possibility to allocate some parks as all day parking on a charged basis however that did not eventuate.

R Keetley sought clarity on if visibility was covered in consenting process for the Fire and Emergency New Zealand (FENZ) building. V Thompson clarified it would have been covered in their consenting process as part of traffic management. She noted S Binder had come to a compromise with FENZ as they originally wanted it to extend further down. Staff did however understand trucks were higher which gave them an extra sight advantage.

R Keetley wondered if there was an issue at the Cattermoles Butchery for requested P15 parking. V Thompson replied she was unsure however as it was being recommended she imagined there had been issues with it being unrestricted.

N Atkinson asked if it was necessary to install no-stopping restrictions outside the FENZ building as there were many other businesses down Hilton Street that relied on this area for parking. V Thompson stated staff had compromised with FENZ regarding the no-stopping restrictions. N Atkinson further questioned if the changes on Hilton Street had been consulted with other businesses along the street. V Thompson answered they had not however if the Board wanted them to be consulted staff would undertake to do so.

Moved: N Atkinson

Seconded: T Bartle

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (b) **Receives** Report No. 231103176324.

*AND*

**THAT** the Kaiapoi-Tuahiwi Community Board recommends:

**THAT** the District Planning and Regulation Committee:

- (c) **Approves** the addition of four P120 parks and no-stopping lines at the Hilton Street frontage of the FENZ station to support the station's unobstructed access to Hilton Street.
- (d) **Approves** the addition of one P15 on-street park at 159-161 Williams Street, to support fast parking turnover for Cattermoles Butchery and Kaiapoi Super Seven Dairy.



- (c) **Notes** that the estimated cost of implementing the proposed scheme was \$75,000, which would be funded from the Kaiapoi–Tuahiwi Community Board General Landscaping budget. The budget allocated towards the project was \$75,810 which meant the estimated costs were within budget.
- (d) **Notes** that staff were currently carrying out investigations into the locations of services within the grass berm where additional Liquidambar trees were proposed, and the exact locations and quantities of trees may change prior to consultation being carried out.

**CARRIED**

S Stewart against

6.5 **Application to the Kaiapoi-Tuahiwi Community Board's 2023/24 Discretionary Grant Fund – K Rabe (Governance Advisor)**

K Rabe took the report as read. She noted the School was trying to separate the activities to help ensure health and safety.

Moved: A Blackie

Seconded: R Keetley

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 231107178672.
- (b) **Declines** the application from St Patricks School Parent-Teachers Association (PTA).

**CARRIED**

A Blackie felt PTA's existed to raise money for their school and schools should be funded by the Ministry of Education.

N Atkinson stated if this was a health and safety concern it should be covered by the Ministry of Education

Moved: N Atkinson

Seconded: T Bartle

- (c) **Approves** a grant of \$750 to Community Watch Kaiapoi Inc towards replacement pad and battery for the patrol car Automated External Defibrillator (AED).

**CARRIED**

N Atkinson felt the Community Watch attended many events where an AED may be needed and was very important. T Bartle concurred.

7 **CORRESPONDENCE**

Nil.

8 **CHAIRPERSON'S REPORT**

8.1 **Chairperson's Report for October and November 2023**

Attended Waimakariri Public Arts Trust meeting. Finalising planning for the Braided Exhibition.

Attended Pines and Kairaki Beaches Association meeting. Nick Chapman the General Manager of Te Kohaka o Tuhaitara Trust attended to explain the release of the Kairaki sections. Christmas drinks had been planned for 18 December 2023.

Attended Korero and Kai. Afghani Dinner at Baptist church hosted by Timebank Waimakariri and GLOW Waimakariri. There was a good turnout of locals as part of a three week anti-racism venture.



Assisted with judging of the Waimakariri Youth Group Art Awards.

Kaiapoi Community Garden Open Day was a successful event with a good turnout. Held a fundraiser through preserves sales and promotion of Garden to Table programme.

The Youth Development Grant had three applications received and two were successful.

Waimakariri Public Arts Trust had released a calendar as a promotional tool and it was also for sale as a fundraising mechanism.

Moved: J Watson

Seconded: A Blackie

**THAT** the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** the verbal report from the Kaiapoi-Tuahiwi Community Board Chairperson.

**CARRIED**

## **9 MATTERS REFERRED FOR INFORMATION**

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 4 October 2023.
- 9.2 Rangiora-Ashley Community Board Meeting Minutes 11 October 2023.
- 9.3 Woodend-Sefton Community Board Meeting Minutes 9 October 2023.
- 9.4 July 2023 Flood Event Response and Recovery – Forecast Costs and Funding Sources – Report to Council Meeting 3 October 2023 – Circulates to all Boards.
- 9.5 Submission Emergency Management Bill – Report to Council Meeting 3 October 2023 – Circulates to all Boards.
- 9.6 Significance and Engagement Policy for Adoption – Report to Council Meeting 3 October 2023 – Circulates to all Boards.
- 9.7 Submission: Government Policy Statement on Land Transport – Report to Council Meeting 3 October 2023 – Circulates to all Boards.
- 9.8 Council Meeting Schedule January 2024 to December 2024 – Report to Council Meeting 3 October 2023 – Circulates to all Boards.
- 9.9 Health, Safety and Wellbeing Report September 2023 – Report to Council Meeting 3 October 2023 – Circulates to all Boards.
- 9.10 Consultation on the Draft Speed Management Plan – Report to Council Meeting 17 October 2023 – Circulates to all Boards.
- 9.11 Approval of Design for Projects 1 and 3 of the Transport Choices Programme (Kaiapoi to Woodend and Woodend to Ravenswood Cycleways – Report to Utilities and Roding Committee Meeting 17 October 2023 – Circulates to Woodend-Sefton and Kaiapoi-Tuahiwi Community Boards.
- 9.12 Eastern Districts Sewer Scheme and Oxford Wastewater Treatment Plan Annual Compliance Monitoring Report 2022-23 – Report to Utilities and Roding Committee Meeting 17 October 2023 – Circulates to all Boards.
- 9.13 July 2023 Flood Recover Progress Update – Report to Utilities and Roding Committee Meeting 17 October 2023 – Circulates to all Boards.
- 9.14 Cam River / Ruataniwha Report – Report to Utilities and Roding Committee Meeting 17 October 2023 – Circulates to all Boards.
- 9.15 Adoption of Road Safety Action Plan 2023/24 – Report to Utilities and Roding Committee Meeting 17 October 2023 – Circulates to all Boards.
- 9.16 Aquatics October Update – Report to Community and Recreation Committee Meeting 17 October 2023 – Circulates to all Boards.

PUBLIC EXCLUDED

- 9.17 Updated Memorandum of Understanding Agreement and Outline Stage Plan with William Hill Consulting Ltd for the South MUBA Development – Report to Council Meeting 3 October 2023 – Circulates to Kaiapoi-Tuahiwi Board.

Moved: N Atkinson

Seconded: T Bartle

**THAT** the Kaiapoi-Tuahiwi Community Board

- (a) **Receives** the information in Items.9.1 to 9.16.  
 (b) **Receives** the separately circulated public excluded information in item 9.17.

**CARRIED**

## 10 MEMBERS' INFORMATION EXCHANGE

### Philip Redmond

- Kainga Ora Briefing.
- Waimakariri Health and Advisory Group.
- Rangiora Art Society Spring Exhibition. Open night at Rangiora Borough School Hall. There was great art on display.
- Enterprise North Canterbury Business Awards held at Mainpower Stadium.
- Ronel's Cuppa at the Pegasus Community Centre.
- Passchendaele Memorial Service at the Kaiapoi Cenotaph.
- Drainage All Boards. Had a presentation from NIWA.
- Paris for the weekend re-opening.
- Road Safety Committee.
- Community Service Awards. Presented the citation for Micheal Bates.
- Solid Watse Working Party. Received an update on the transfer station.
- Road Reserve Management Policy Hearing.
- Mainpower Sports Awards.
- Rangiora A&P Show.
- Community Wellbeing North Canterbury Trust Annual General Meeting.
- Waitaha Primary Health AGM. Mayor Gordon is Deputy Chair.
- Local Government New Zealand in Wellington. Future for Local Government, Rural and Provincial.
- Roding Profolio Update:
  - Construction Season Commenced.
  - Wind issues with fallen tress – resilience funding from Waka Kotahi.
  - Lees Valley slip scoped.
  - Traffic Choices Funding – paused pending change of government including Woodend-Kaiapoi cycleway.
  - Cycle Sense Training – 193 Students, seven schools including Woodend safety initiative.

### **Brent Cairns**

- Homelessness – Riverside Church had provided intel and staff were working with ESU with the intent to develop an information resource that inspectors could use to support statutory obligations whilst informing and supporting people into alternative accommodation as required. A stakeholder group were working on better support for Pine Acres, alongside the work the Housing Response Working Group were undertaking around emergency transitional housing.
- Civil Defence Welfare Response – Team assisted with outreach visits in affected communities and were actively involved in the Emergency Operations Centre (EOC). It was heartening to see outlying rural communities largely self-supporting.
- Relationship Safety – Facilitated delivery of local professional development workshop for teachers, community, health and social services workers. Planning was underway for white ribbon events in November 2023.
- Arts Strategy – draft content was completed however the Communications team was at capacity so the published version was yet to be completed.
- Suicide Prevention and Mental Health – Over 700 locals, predominantly men, reached four events facilitated and/or supported by Nicola Trolove from the Community Team. Ensured strengths-based approach with practical tools to address stress and anxiety and the enabling of strong local referral paths where counselling was needed.
- On Track Capacity and Capability Building – Suite continued with sessions in the new Incorporated Societies Act, Marketing and Promotion, Strategic Planning and support for managers in the volunteer sector. Full suite also included financial planning and monitoring, funding and funding plans, Health and Safety and good marketing.
- Community Development Strategy Review – Engagement surveys developed with Communications Team working on the Let's Talk engagement. A community forum was planned for 29 November 2023.
- Welcoming Communities had a new facilitator start.
- National Safe Community Model – were trying to establish membership for a small working group. Public Health Association had agreed to umbrella whilst keeping the Kaupapa of Safe Communities Aotearoa separate. Would be hosting a national hui in Kaiapoi on 8 December 2023.
- Down the back Paddock Rural safety Programme was continuing to build strong rural safety culture through local schools. Feedback from teachers and parents was that students were passing on safe practice advice to their parents.
- Youth Development:
  - Disability Sporting Event was a huge success.
  - Good environment Planning and River Clean-up had 200 people attend.
  - Dudley Mural was almost ready to install. Was designed by Kaiapoi High School students.
  - Employment Expo, planned by Youth Futures was a success.
- Mayor's Taskforce for Jobs – Over half of deliverables achieved in the first three months. Would continue to fill work-readiness gaps in the District.
- Next Steps Website – received very positive feedback from the community partners and strong push on marketing across the district. External Funding had meant that radio ads, fridge magnets and bookmarks were now possible.
- Kaiapoi Promotions worked with FunHQ to run a "spooktacular" event on 31 October 2023. In future years the event would grow into a three-part event. Unfortunately due to weather the event was cancelled.

- The Sovereign Palms community group have currently raised over \$3000 towards the CCTV camera project.
- Two Brown Girls Ltd were organising a ‘Party at the Poi’ event to be held in Norman Kirk Park.
- Emergency Hub Launch at the Sterling.
- The Kaiapoi Museum had been making enquires regarding a stairlift or wheelchair platform installed to access the stairs. The approximate cost would be up to \$52,000.
- Pines Kairaki Beach are planning a Christmas event for 26 November 2023.
- North Canterbury Neighbourhood Support Annual General Meeting was well supported.
- Community Watch were struggling for membership.

### **S Stewart**

- Long Term Plan workshop on the Mandeville Resurgence Channel. One option was for the resurgence channel to go into the old Eyre River. the flow on effects would then go through Silverstream into the Kaiapoi River. Another option was to divert the water into the Eyre River diversion and then to the Waimakariri River.

N Atkinson stated Council did not know what the payment scheme would be. He had concerns regarding diverting the water to Kaiapoi however since the workshop staff he been investigating the idea of having the cut out be further down the Eyre River meaning it would not interact with Kaiapoi.

- Waimakariri Biodiversity Trust held a strategic review session. There was still lots to achieve.
- Environmental Volunteers Showcase in Victoria Park.
- Speed Management Plan drop-in session in Kaiapoi was poorly attended.
- Environment Canterbury was holding a full day workshop on their Long Term Plan at Mainpower Stadium on 24 November 2023.

### **R Keetley**

- Attended monthly museum meeting. They had further discussion on a stairlift.

N Atkinson asked if the museum had investigated what the Coastguard installed? R Keetley stated they had however it was not suitable.

- Attended the St Barts 170<sup>th</sup> anniversary fete.

### **N Atkinson**

- District Plan stream 7 would start in January 2024. The next deliberations would be on light and sound. Submission from Waka Kotahi and NZ Rail regarding 80m setbacks from rail corridors and some road corridors including some internal roads. Developers were finding it very hard with all the regulation changes.

### **T Bartle**

- Community Service Awards.
- Attended a Local Government New Zealand zoom call. Over 500 people could have been on the call only 38 Waimakariri attendees of which eight were staff.

- Coastal Drainage Advisory Group. NIWA report produced concerns about widening channels as budgets would not be enough.
- North Canterbury Neighbourhood Support. Attended two A&P shows. Had doubled the numbers of households signed up this year.
- Speed Management drop-in session.

### **A Blackie**

- Road Reserve Bylaw Review Hearing.
- Waimakariri Public Arts Trust 'BRAIDED' art display opened on 21 November 2023.
- Kairaki sections were on the market. Received 50 expressions of interest in the first 24 hours.
- Huria Reserve Committee was completing the designs for entrances.
- Met with Belfast Kaiapoi Rotary Club regarding the River Carnival and they were interested in helping organise it. Funding had been promised from Enterprise North Canterbury and the Belfast Kaiapoi Rotary Club. Carnival would take place on 3 March 2024.

### **T Blair**

- Darnley Club meeting.
- North Canterbury Neighbourhood Support Annual General Meeting.
- Attended the Community Garden Day, it was very good.

## **11 CONSULTATION PROJECTS**

### **11.1 Speed Management Plan 2023-27**

<https://letstalk.waimakariri.govt.nz/speed-management-plan-2023-27>

Consultation closes on Monday 27 November 2023.

### **11.2 Let's Pick a Path – Environment Canterbury**

<https://haveyoursay.ecan.govt.nz/hub-page/pick-a-path-ourfuture>

Consultation closes Sunday 3 December 2023.

## **12 BOARD FUNDING UPDATE**

### **12.1 Board Discretionary Grant**

Balance as at 31 October 2023: \$5,422.

### **12.2 General Landscaping Budget**

Balance as at 31 October 2023: \$26,790.

## **13 MEDIA ITEMS**

#### 14 **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

In accordance with section 48(1) 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 (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is moved:

Moved: A Blackie

Seconded: T Bartle

1. That the public be excluded from the following parts of the proceedings of this meeting:

Item 14.1 Confirmation of Public Excluded Minutes of Kaiapoi-Tuahiwi Community Board meeting of 18 September 2023.

Item 14.2 Kaiapoi Night Market Proposal.

The general subject of the matter to be considered while the public is excluded, the reason for passing this resolution in relation to the 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:

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public-
14.1 Confirmation of Public Excluded Minutes of Kaiapoi-Tuahiwi Community Board meeting of 16 October 2023	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
14.2 Kaiapoi Night Market Proposal	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons, maintain legal professional privilege and enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(a),(g) and (i)).

**CARRIED**

#### **CLOSED MEETING**

*The Public excluded portion of the meeting was held from 6.08pm to 6.45pm*

#### **Resolution to resume open meeting.**

Moved: J Watson

Seconded: T Bartle

**THAT** open meeting resumes and the business discussed with the public excluded remains public excluded as resolved.

**CARRIED**

#### **OPEN MEETING**

15 QUESTIONS UNDER STANDING ORDERS

16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 11 December 2023 at 4pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 6.46PM.

**CONFIRMED**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**Workshop (6.46pm to 7pm)**

- *Members Forum*

**NOTES OF A WORKSHOP OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, ON MONDAY 20 NOVEMBER 2023 AT 6.46PM.**

**PRESENT**

J Watson (Chairperson), S Stewart (Deputy Chairperson), N Atkinson, A Blackie, T Bartle, T Blair, and R Keetley.

**IN ATTENDANCE**

B Cairns and P Redmond (Kaiapoi-Woodend Ward Councillors).

C Brown (General Manager Community and Recreation), G MacLeod (Greenspace Manager), K Rabe (Governance Advisor), and A Connor (Governance Support Officer).

**APOLOGIES**

Nil.

**EVENT SPACES IN KAIAPOI** – G MacLeod (Greenspace Manager) and C Brown (General Manager Community and Recreation).

Key points:

- Kaiapoi Promotions Association had been in contact with Council staff regarding a centralised events area for Kaiapoi.
- All Together Kaiapoi ran an event in Kaiapoi which brought in 10,000 people.
- There were tens of thousands of people within 15-20 minutes of Kaiapoi.
- There were plans through the regeneration projects to put in place facilities and assets at Norman Kirk Park. The quote received to install power was unfortunately much larger than the money put aside, and the project fell through.
- Further discussions would need to be had with the promotions association regarding expectations. They would likely have to provide their own stage, but staff were looking at putting together a traffic management plan that could be used for each event which would include temporary parking.
- Staff wanted to put a bid in to the Long Term Plan for an event space at Norman Kirk Park.

Questions/Issues:

- *Need to limit the number of events per year to ensure local residents were not unfairly disrupted.*

THERE BEING NO FURTHER BUSINESS THE WORKSHOP CONCLUDED AT 7PM.



**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** GOV-26-11-06/TRIM 231128190554

**REPORT TO:** KAIAPOI – TUAHIWI COMMUNITY BOARD

**DATE OF MEETING:** 11th December, 2023

**AUTHOR(S):** Tori Stableford, Landscape Architect

**SUBJECT:** Pines Beach Playground Relocation Consultation/Feedback

**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)

  
General Manager

  
Chief Executive

**1. SUMMARY**

- 1.1. The purpose of this report is to request approval of the Pines Beach Playground Relocation Concept Plan (*Pines Beach Playground Relocation Concept Plan TRIM 230908140076*) for implementation.
- 1.2. The current Pines Beach Playground is located at the northern end of Pines Oval at the Kay Avenue / Batten Grove corner. The playground has had ongoing flooding issues making the playground unusable for much of the year and raising concerns around Health and Safety. Despite attempts to resolve the flooding issues at the playground, the problem has not been resolved.
- 1.3. Following a staff submission to Council's 21-31 Long-Term Plan, approximately \$90,000 was allocated to relocate the playground to another area of the Pines Beach Oval in the 22/23 financial year. At the time, Staff estimated the cost to implement the Concept Plan (which includes raising the area) to be approximately \$120,000, which was more than the allocated budget. To make up the shortfall in the project budget, staff sought the reallocation of \$28,350 that was remaining in the Reid Memorial Reserve project budget towards the Pines Beach Playground Relocation project from Councils Community and Recreation Committee. The Community and Recreation Committee approved the reallocation of funds at the October 2023 meeting. The Pines Beach playground relocation project budget is therefore \$118,350. Staff also included an invitation for the community to be part of the implementation process in order to further reduce costs and also support community interaction and connectivity. A number of respondents have indicated that they would like to be part of this process. Therefore staff have revised the cost estimate to be within the available budget.
- 1.4. A survey of Pines Oval was undertaken to identify areas of higher contour that would be suitable for the playground relocation. This information along with a staff assessment of activity use on Pines Oval, led to a proposed new location and Concept Plan for the Playground. Following Board approval, staff have recently undergone community consultation on this plan.
- 1.5. The proposed Concept Plan (*Pines Beach Playground Relocation Concept Plan TRIM 230908140076*) is largely based around future proofing the playground to ensure the flooding risks are reduced as practically as possible, and positioning play activities at Pines Oval in a cohesive manner for ease of use.

- 1.6. Staff carried out consultation with residents of Pines Beach and Kairaki for a three-week period. The feedback received from consultation was predominantly in support of the proposed playground relocation and Concept Plan and therefore no changes have been made to the Concept Plan. Staff are now seeking approval for the implementation of this plan which is the delegated authority of the Kaiapoi Tuahiwi Community Board.

Attachments:

- i. Pines Beach Playground Relocation Concept Plan (TRIM 230908140076)
- ii. Pines Oval Playground Location Plan (TRIM 230908140032)
- iii. Pines Beach Playground Relocation Consultation Summary (TRIM 231129191802)
- iv. Let's Talk Pines Beach Playground Relocation Summary (TRIM 231129191772)

## 2. **RECOMMENDATION**

**THAT** the Kaiapoi – Tuahiwi Community Board recommends:

- (a) **Receives** Report No. TRIM 231128190554.
- (b) **Approves** the Pines Beach playground relocation plan for implementation (*Pines Beach Playground Relocation Concept Plan TRIM 230908140076*).
- (c) **Notes** that Council's Community and Recreation Committee have approved the reallocation of \$28,350 from the Reid Memorial project budget to the Pines Beach playground relocation project budget. There is therefore a budget of \$118,350 available for the relocation of the Pines Beach Playground.
- (d) **Notes** that staff have developed a cost estimate for the playground relocation which is within the available budget of \$118,350.

## 3. **BACKGROUND**

- 3.1. The current Pines Beach Playground is located at the Northern Batten Grove / Kay Avenue corner of Pines Oval. In the years since this playground was installed, Council has received numerous complaints from the Pines Beach community that the playground area is too wet for extended periods after rainfall and that it is unusable during winter. The playground being continually wet has raised health and safety concerns around children using the playground when water is pooling.
- 3.2. Due to the safety bark being wet for extended periods, additional maintenance and costs are incurred by Council to manage Health and Safety and replace the safety surface which is compacting and breaking down at a higher rate than it normally would. The playground equipment is assessed regularly and remains in a good condition.
- 3.3. Council staff have investigated the flooding problem at the playground and various options were discussed to remedy the flooding problem. Council's Greenspace team has made attempts to remediate the flooding at the playground by digging drains from the playground to the sand dune to the south of Batten Grove cul-de-sac. Other attempts for improvement include drilling holes in the side of the raised timber edging to try and drain water from the bark area and increasing the depth and height of the bark to raise the playground height above groundwater level. These improvements have had minimal impact and the problem has remained. To keep the playground safe for use, a sign is placed at the playground at times of flooding warning the public of waterlogging in the playground area.

- 3.4. Members of the Pines and Kairaki Beaches Association (PKBA) contacted Greenspace staff to ask what can be done to resolve the problem. In 2019 Greenspace staff received a quote from a contractor for the relocation of the playground to another area of Pines Oval. A submission was then made based on this quote to Council's Long-Term Plan for relocating the playground. A budget of \$90,000 was assigned to the project for the 22/23 financial year.
- 3.5. In 2022 Pines Oval was surveyed by WSP Consultants to identify areas of the reserve that are of higher contour. As part of this survey, WSP located areas of the Oval which are low and consistently boggy with the current playground location being one of these. Greenspace staff reviewed the survey and identified areas of Pines Oval that the playground could be relocated to that are higher in contour. The proposed location on Batten Grove (south) is considered by staff to be suitable due to higher land contour, location amongst existing similar activities and community facilities, and ease of access for users.
- 3.6. The height of the proposed playground location is between 100 – 200mm higher in contour than the current playground location. The location is situated between existing community facilities to the south such as the Pines Beach Hall, the skate park and a small play area including a nest swing and a climbing element. There is also an existing swing set to the North. There are established trees and gardens in the area adding to the amenity of the space, and the site is easily accessed from the hall and Batten Grove. There is an existing post and wire fence along this boundary which is set back into the park providing a physical barrier for children using the playground.
- 3.7. Staff met with Wendy Milnes, the Chairperson of the Pines Kairaki Beaches Association (PKBA) to discuss the suggested location for the relocation of the playground and the proposed Concept Plan. Wendy was in support of the location and Concept Plan. Wendy informed staff at this meeting that the existing swings in the proposed location do not hold water and are always useable over winter. It is important to note that while the contour of this area is higher than that of the existing playground location, the swings at the proposed relocation site are also raised a further 200mm above ground level.
- 3.8. With the evidence that raising the playground has been successful staff have proposed that the relocated play area is also raised 400mm above ground level. Raising the playground would not only significantly reduce the risk of the playground being unusable during periods of flooding, but it would also future proof the playground for the effects of sea level rise. Greenspace staff have discussed raising the relocated playground with Councils Drainage department who suggested raising it by a minimum of 300mm.
- 3.9. Once a site was chosen, Staff undertook a process to create a design for the relocated play space and brought this to the September Kaiapoi – Tuahiwi Community Board (KTCB) meeting seeking approval to consult and that the Board recommends that the Community and Recreation Committee (C&R) reallocate \$28,350 from the Reid Memorial Reserve project budget to the Pines Beach Relocation project. These recommendations were approved and following the report being considered by C&R, the budget reallocation was approved making the budget for the Pines Beach Playground project now \$118,350.

#### 4. ISSUES AND OPTIONS

##### **Pines Playground Design**

- 4.1. As seen on the attached Concept Plan (*Pines Beach Playground Relocation Concept Plan TRIM 230908140076*) the proposed new playground location is situated between the hall and an existing swing set and the design makes the most of this opportunity to cluster play activities together and create a greater play experience. For this reason, the Concept Plan includes an informal crusher dust footpath that would connect the existing swings, nest swing and climbing element with the proposed relocated play equipment and the Pines Kairaki Beach Hall.
- 4.2. To incorporate the raised play area into the Pines Oval landscape the Concept Plan includes a timber edge facing out over the Pines Oval. The timber edge would be at a height that people can sit on and watch sports or children playing, giving the edge another purpose. The timber edge around the relocated swings would be stepped to allow access to and from the Oval and to allow children to incorporate the existing swing set into the new play space. The edges of the playground facing the hall and Batten Grove would be mown grass slopes creating a softer appearance. The slopes would be a gentle mowable grade and a slope which would allow playground users to easily access the playground from Batten Grove. A set of informal crusher dust steps has also been proposed halfway along the Batten Grove edge leading directly to a seating area from existing breaks in the post and wire boundary fence.
- 4.3. A crusher dust footpath running along the length of the playground would also include an area with a new picnic table central to the relocated playground. The picnic table would sit at the same raised level as the play area. While there is a small picnic table located at the existing playground, staff have suggested a new picnic table which is larger and accessible to wheelchair users.
- 4.4. A timber bench seat and litter bin are currently located at the existing playground and staff have suggested relocating these items to the new playground area. Staff discussed these items with Wendy Milnes (PKBA), who suggested that an additional litter bin would be useful as there is often rubbish left around the Oval. Staff support an additional litter bin in the new play space as there will be a higher cluster of activities in one location of the Oval. The existing litter bin will be relocated to the new playground area and an additional bin purchased.
- 4.5. The proposed crusher dust footpath would include two sections of pathway leading to the play space. The main access point to the play space is from the hall hard surface on the eastern side of the building. This footpath would be wheelchair accessible and of an even grade up to the height of the raised playground area. This path will provide a hard surface access option over the winter months when the grass can be wet and ensures access for all abilities, wheelchair users and push chairs. The secondary pathway would run in front of the hall steps, connecting the relocated playground to other existing play facilities.
- 4.6. The proposed playground location next to the hall would allow informal surveillance by hall users, improving the safety and security of both facilities. Staff do not believe that it is likely that the playground is close enough that there would be noise concerns to users of the hall.

- 4.7. The play equipment items would remain the same and all items would be relocated to the proposed new play space. Staff discussed the current play options with Wendy Milnes and Wendy did not think that any additional equipment is required for the community. However, Wendy did raise that the PKBA would like to see some of the wooden play equipment painted to be more colourful and vibrant. This is not seen as a priority and would only happen if money remains available in the budget following the playground relocation.
- 4.8. The bark safety surface beneath the existing playground would not be reused as it has deteriorated due to being wet for extended periods. Where possible, this will be reused as mulch within the surrounding garden beds. The safety surface beneath the relocated equipment would be bark with a timber edge and would be level with the top of the timber edging allowing water to run off and infiltrate into the soil.
- 4.9. The proposed location for the play space is an area of Pines Oval that has established trees and shrub plant beds. These natural elements can be incorporated into the new play space adding character and informal play opportunities as well as natural shade. Games such as climbing trees and playing hide and seek can evolve naturally when natural elements are near formalised play equipment. As part of the playground relocation the trees would be limbed up to be more useable for this purpose and to improve visibility around the space.
- 4.10. As discussed in the background to this report, the proposed Concept Plan includes raising the playground 400mm above existing ground level. The purpose of raising the playground is to reduce the risk of the playground flooding given the nature of the Pines Oval is low lying and considers the future effects of climate change. However, due to the unknown effect of climate change in the future, there is still an underlying risk that the playground will have a limited life span. Greenspace staff have worked with Councils drainage team to identify a height which minimises this risk and have therefore raised the height of the new play space by 400mm.
- 4.11. The current area that the playground would be relocated from would be made good by excavating the bark and replacing it with topsoil and then hydroseeded with grass. The picnic table would be left in this area.

### **Community Consultation Summary**

- 4.12. Following confirmation of the budget reallocation from C&R and approval to consult with the community on the Concept Plan by KTCB, staff prepared material for community consultation. Pines Beach Playground Relocation Let's Talk flyers (*Let's Talk Pines Beach Playground Relocation TRIM 231129191772*) were hand delivered to all properties at Pines Beach and Kairaki. The project was also posted on the Council's website and Facebook page. Consultation was undertaken from Monday 30th October to Friday 17th November 2023.
- 4.13. The submission form on the 'Let's Talk' flyer asked submitters to indicate whether they support the relocation of the playground to another area, and the proposed Concept Plan, and any additional feedback that people may have. Residents were also asked if they are interested in lending a hand with the relocation of the playground, and if so, what they would like to help with. At the close of consultation 21 submissions were received.

- 4.14. In answer to the question of relocating the playground, 20 submitters support the relocation, and 1 submitter mostly supports the relocation. The reason for the submitter being only mostly supportive of the relocation is regarding concerns over the proposed new location being opposite their property. Staff have considered the proximity of the submitter's property (18 Batten Grove) to the proposed playground location, which is around 50m. Due to the formalised entry point to the playground being located alongside the Hall, staff believe foot or vehicle traffic outside 18 Batten Grove would be minimal. Staff also note that there is existing vegetation on the Pines Oval boundary between the proposed playground location and 18 Batten Grove which would screen views towards the property.
- 4.15. In answer to the question of support of the Concept Plan, 19 submitters supported the Concept Plan, and 2 submitters mostly supported the plan. The submitters who mostly supported the Concept Plan further explained that they were concerned that the proposed new location of the playground may still be wet, and that they would like to see new play equipment implemented. As noted above, staff are confident that this area/combined with the additional raising, is the best location on site. There is insufficient budget to include new play equipment within this project.
- 4.16. Most submitters responded to the request for any additional feedback that they may have around the proposed relocation and Concept Plan. The individual comments are included in the feedback summary (*Let's Talk Pines Beach Playground Relocation Summary (TRIM 231129191772)*) and are summarised below:
- Support of the relocation and Concept Plan,
  - A raised path all the way across the park for access in winter,
  - Check the area for flooding after rainfall,
  - Additional / new play equipment (climbing frame and flying fox),
  - Bring back the paddling pool / splash pad.
- 4.17. Staff have considered the idea of adding a wider raised footpath network across the length of Pines Oval. The budget unfortunately does not allow for additional footpath above what is proposed in the Concept Plan. The proposed area for playground relocation is accessible from the adjacent Batten Grove from an existing hard space connecting to a proposed raised footpath and therefore the playground will be always accessible.
- 4.18. In response to requests for additional or new playground equipment staff have considered the suitability and condition of the existing play equipment that is proposed for relocation. During project scoping staff assessed the condition of the existing play equipment which was deemed to be in good condition and is not currently on Councils playground renewal list.
- 4.19. When the playground was installed greenspace staff consulted with the community on the play equipment choices to ensure that the needs of the community were met. Given the playground installation was approximately 12 years ago, staff are satisfied that the existing equipment meets the required level of service for the community. Staff also note that the proposed area for relocation of the playground is more central to all existing play facilities, and the Concept Plan includes a footpath between these play facilities. Play equipment for older children such as the half basketball hoop, a nest swing and a vertical climbing element are included in these facilities and the proposed link would in turn create a larger play area and more play opportunities for children of all ages in one area. The budget does not allow for additional new play equipment to be included in the Concept Plan and the allocated budget has been based on play equipment relocation only.

- 4.20. The requests for a flying fox, paddling pool and splash pad are costly items and are outside of the scope of the project, therefore these requests have not been included within the Concept Plan.
- 4.21. As mentioned above the final question to submitters was whether they would like to be involved in the playground relocation project, and if so, what they would be interested in helping with. The intention in doing so was to reduce potential labour costs and involve the community in the project. Residents were provided with the following areas that may be interested in helping with:
- Soil relocation.
  - Dismantling play equipment.
  - Planting and beautifying.
  - Site clean-up.
- 4.22. Of the 21 submitters, 8 people said that they would like to help with the project and 13 said they are not interested. Of the submitters that said they would like to help, 8 indicated interest in planting and beautifying, 4 each in dismantling play equipment and site clean-up, 2 in soil relocation, and 1 in something else.
- 4.23. Staff have since spoken to the supplier of the play equipment who has said care will need to be taken while dismantling the play equipment and it would best be carried out by a playground installation professional. Staff will therefore contact those that indicated interest in dismantling equipment and ask if they would like to be involved in other aspects of the project.
- 4.24. Staff have communicated with the PKBA throughout the process of the project and alerted association the Chairperson to the Let's Talk consultation material being circulated. Staff did not receive a submission from the Association but did receive a submission from Chairperson Wendy Milnes, who was in support. As discussed in the report to KTCB in September, prior to consultation staff met with Wendy to discuss the Concept Plan and while Wendy supported the Concept Plan, she raised some concerns about the proposed footpath in front of the Hall decking steps due to it potentially restricting where people can sit on the grass when using the hall. Wendy suggested that the proposed footpath could be pushed out 0.5m from the edge of the hall steps. Staff have considered this further and would recommend not to do so as it would make maintenance of the grass area between the footpath and steps difficult, and there is sufficient grass space beyond the footpath location to be useable. Staff have therefore left the proposed footpath in the same location on the Concept Plan.
- 4.25. Based on the above discussion, staff have identified that there are no changes required to the Concept Plan as a result of the consultation feedback and are therefore returning to the Board for approval to implement the plan on site.

### **Implications for Community Wellbeing**

There are implications on community wellbeing by the issues and options that are the subject matter of this report.

There is a positive benefit to local children from play spaces in the community. Play is an important part of a child's development as it builds imagination and creativity, fosters cognitive growth (for healthy brain development), delivers well-being benefits (can help reduce anxiety and boost joy and self-esteem), improves literacy (socialising and by observing others), encourages greater independence, and promotes physical fitness.

The relocation of this space to become more useable allows a functional, inviting, and safe space for parents and caregivers in the community to utilise.

4.26. Management Team has reviewed this report and support the recommendations.

## 5. **COMMUNITY VIEWS**

### 5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report.

### 5.2. **Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. The Pines and Kairaki Beaches Association are directly affected by the proposed relocation of the playground and staff have met with them to discuss the proposed area of relocation and Concept Plan.

### 5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report, as there will be families with children or grandparents who look after children in the area, or those who want to use the space for other recreational purposes. Staff have consulted the wider community and their feedback has been summarised within Section 4 of this report.

## 6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

### 6.1. **Financial Implications**

There are financial implications of the decisions sought by this report.

As discussed in this report, there was \$90,000 allocated to the relocation of the Pines Beach Playground which is included in Councils Long Term Plan. Following a recommendation from the Board to Community and Recreation that the remaining Reid Memorial Reserve budget of \$28,350 be reallocated to the Pines Beach Playground Relocation project, staff provided a report to Community and Recreation which was approved. The budget for this project is therefore \$118,350.

When staff brought the original plan to the Board seeking approval to consult, Staff estimated that the concept plan would cost approximately \$120,000 to complete which is \$1,650 over the existing budget. This estimate includes some contingency and as noted above, eight locals have now indicated their intention to lend a hand in some of this work which should reduce the construction/labor costs. Staff have therefore revised the cost estimate to be within the available budget.

### 6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report have sustainability or climate change impacts. The origins of this project are based on increased flooding in this lower coastal area impacting the playgrounds' ability to function in winter. Staff have worked to reuse as many materials and equipment as possible in this relocation and even some of the new materials to site will be recycled (Timber edging from wharf beams). Celebrating natural play is a great way to encourage children to use the things around them for play rather than relying on formal/designed elements which need materials and energy to create.

### 6.3. **Risk Management**

Pines Oval is a low-lying area of the district and therefore there is a risk that due to sea level rise the project will not be successful and the relocated playground will still be too wet for use in the future. To minimise this risk staff have consulted with the drainage team to identify a sufficient minimal raised level of 300mm and built in an extra 100mm by setting the height 400mm above the current landform. This will make it 500mm higher than the existing playground surface. The consultation feedback received showed support in the proposed location from people that regularly use Pines Oval and staff are therefore confident in the proposed new location and design.



#### 6.4. **Health and Safety**

There are health and safety risks arising from the adoption/implementation of the recommendations in this report.

The implementation of this Concept Plan will require work to be undertaken within Council reserves (and/or Road Reserve) and holes being dug and the use of tools and machinery. If approved, staff would require any contractors to be Sitewise approved and to submit an appropriate health and safety plan (Site specific Safety Plan - SSSP). This would need to be approved by the project manager prior to construction beginning on site.

As discussed in the report the community were asked during consultation if they would like to be involved in the playground relocation project. The community indicated that they would like to help, and it is important that to enable this, Health and Safety is managed appropriately. The tasks that the community would be involved with would not include using any heavy machinery and would be restricted to help such as soil relocation and beautification. Staff will carry out a Health and Safety plan (SSSP) for this work to manage any risk.

As discussed in the report there are Health and safety risks around the playground being left as it currently is and the proposed relocation is being undertaken with the intention of removing this risk.

### 7. **CONTEXT**

#### 7.1. **Consistency with Policy**

This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy.

#### 7.2. **Authorising Legislation**

- Building Act (in relation to regulations around the development of this site)
- New Zealand Standards 5828.2015: Playground equipment and surfacing

#### 7.3. **Consistency with Community Outcomes**

The Council's community outcomes are relevant to the actions arising from recommendations in this report.

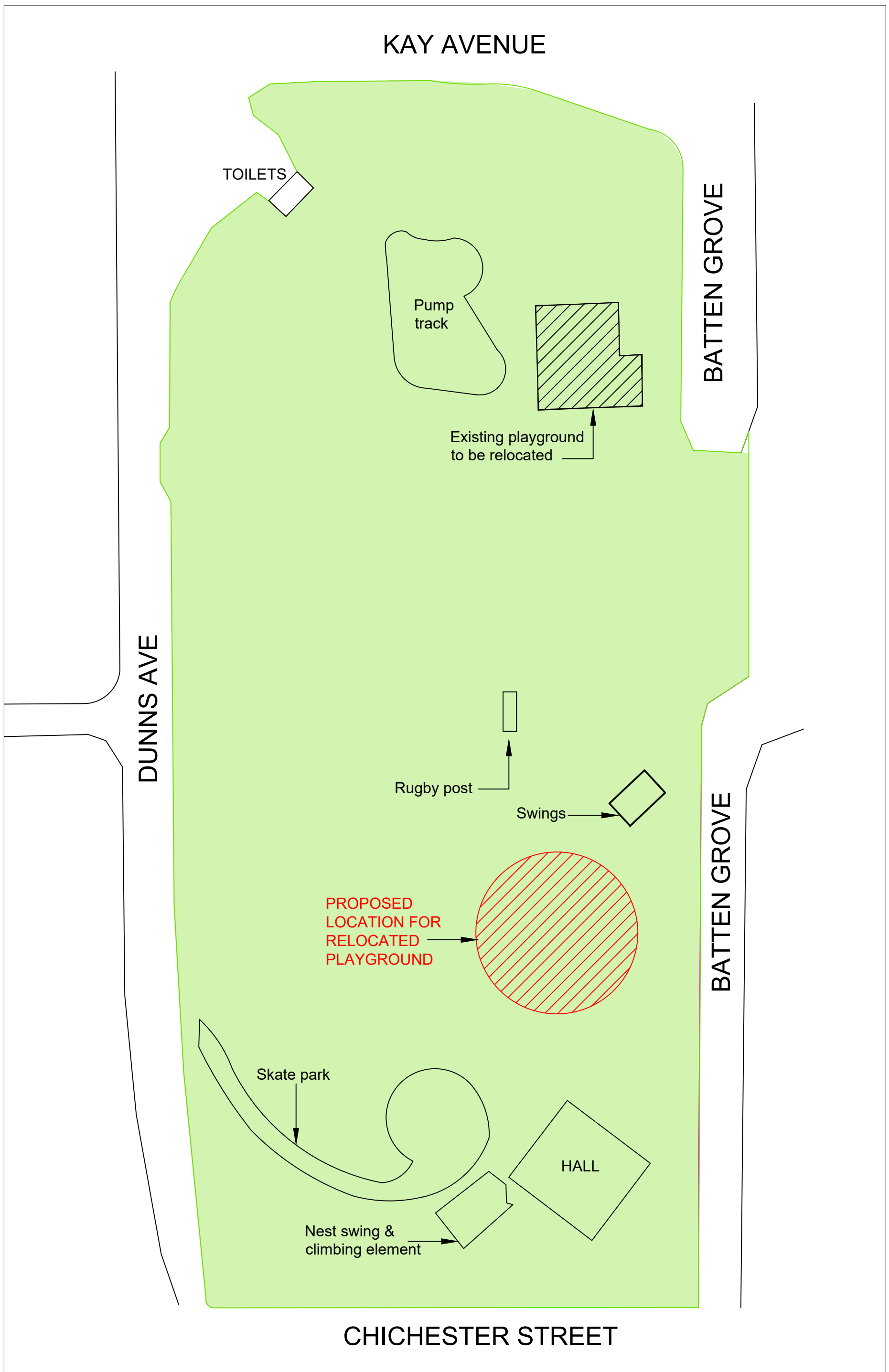
- Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.
- Council commits to promoting health and wellbeing and minimizing the risk of social harm to its communities.
- The natural and built environment in which people live is clean, healthy and safe.
- Our communities are able to access and enjoy natural areas and public spaces.
- Infrastructure and services are sustainable, resilient, and affordable.

#### 7.4 **Authorising Delegations**

The Kaiapoi-Tuahiwi Community Board have the delegation to approve the recommendations within this report.



**Attachment i. Pines Beach Playground Relocation Concept Plan**  
**TRIM 230908140076**



**Attachment i. Pines Oval Playground Location Plan**

TRIM 230908140032

# Have your say

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## **SURVEY RESPONSE REPORT**

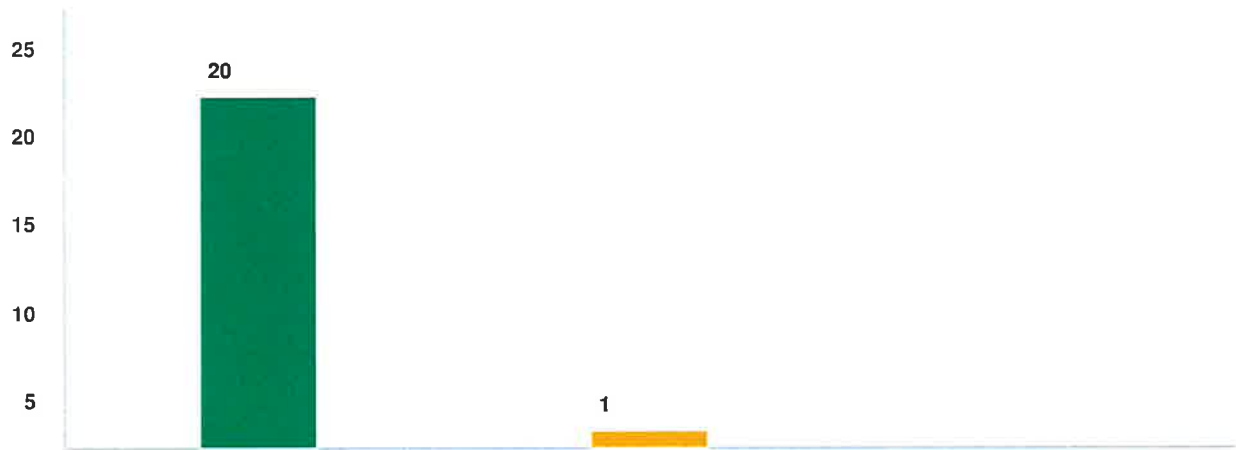
22 October 2023 - 20 November 2023

### **PROJECT NAME:**

**Relocating the Pines Beach Playground**



SURVEY QUESTIONS

**Q1 Do you support the proposal to relocate Pines Beach Playground?****Question options**

Yes  Mostly  No

*Optional question (21 response(s), 0 skipped)*

*Question type: Checkbox Question*

## Q2 Comments/ Reasons

<p>11/11/23 14:47 PM</p>	<p>Because the current location of the playground is dangerous and unusable at times.</p>
<p>11/11/23 14:47 PM</p>	<p>Floods in winter</p>
<p>11/11/23 14:47 PM</p>	<p>The whole area is unusable when the water table is high.</p>
<p>11/11/23 14:47 PM</p>	<p>The current location is in a low point and constantly floods after rain, current car parking (along batten grove is no good)</p>
<p>11/11/23 14:47 PM</p>	<p>To ensure playground is available for use all year round</p>
<p>11/11/23 14:47 PM</p>	<p>We live in Pines Beach and we have a child who loves the playground. We hate that he can't play there for months on end in winter</p>
<p>11/11/23 14:47 PM</p>	<p>Only reason we aren't a yes is it will be right outside our house. 18 Batten Grove.</p>
<p>11/11/23 14:47 PM</p>	<p>The playground is in the wrong place as discussed in the document with the ongoing flooding problems especially during winter and even sometimes during heavy rain in the summer. The water can take several weeks to subside. It is also a place that at times, particularly during the summertime, that young people will congregate late at night with some unruly behaviour and loud noises keeping nearby residents awake.</p>
<p>11/11/23 14:47 PM</p>	<p>Present position is often too wet to use. Would also be good if the playground was closer to the swings.</p>
<p>11/11/23 14:47 PM</p>	<p>The location of the current playground is always subject to flooding and can sometimes take close to a month to drain and dry!</p>

11/11/2023 10:40 AM

The playground is currently located in the lowest part of the Oval. Due to this it frequently floods This means that for a significant part of the year, local children and visitors to the Pines Beach cannot use the playground.. I support the proposal for the playground to be moved over towards the new hall, which is on higher ground and will not flood. The proposed new relocation area has much better off street parking, which is a safety aspect, particularly for younger children.. As a current resident, at times we get groups of youth congregating at the current location, and this can keep residents awake late at night.

11/11/2023 10:40 AM

I think this would make the playground able to be used all year

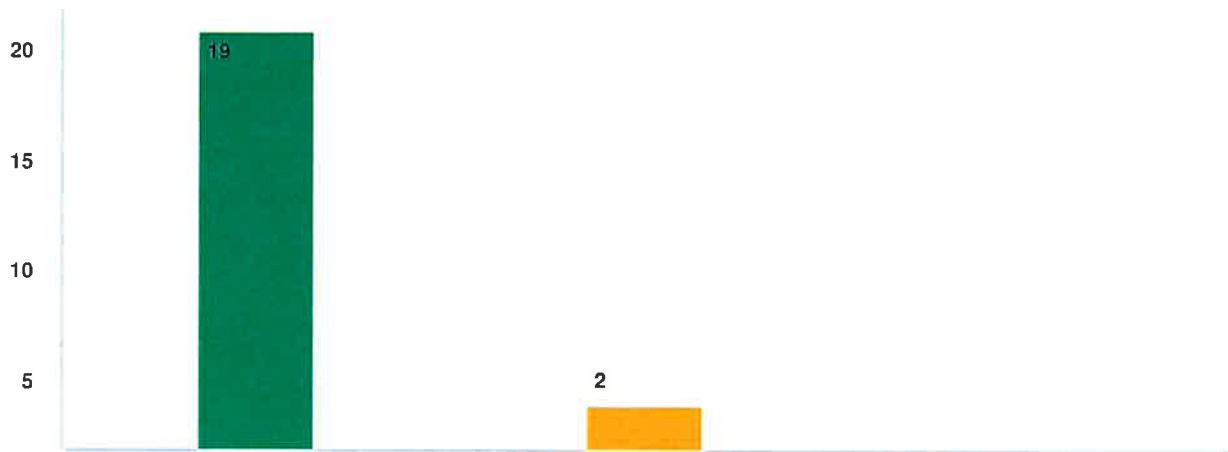
11/11/2023 10:40 AM

Yes as so disheartening seeing it so badly flooded all though winter & even other times of the year. Critical to have & get kids of computers & outdoors to play.

**Optional question** (13 response(s), 8 skipped)

**Question type:** Essay Question



**Q3 Do you support the Concept Plan for the relocated playground?****Question options**

Yes
  Mostly
  No

Optional question (21 response(s), 0 skipped)

Question type: Checkbox Question

**Q4 Comments/ Reasons**

1	Makes sense to relocate the park to the suggested spot by the hall
2	Close to the Hall and on higher drier ground
3	A better play ground would be cool like the one at kairaki
4	High ground so no flooding issues
5	If it's the highest point then do it
6	We understand that it is regularly waterlogged but so that corner where the big drain is.

It is closer to the community hall where adults/families can keep an eye on their children when there are events or hiring the hall. It is not too close to residential properties reducing the annoyance of residents with congregating youth at night. It is also closer to the basketball hoop (that is great but questionable as to why it was put there as it also floods with small amounts of rain!!!). Car parking is better in the area near the hall.

Looks good to me

The proposed new location seems perfect and makes a lot of sense having the playground close to the hall and skate park.

The new concept plan has an attractive look to it, with plantings, picnic table and access points. This will attract more visitors to the Oval as the playground will be close by when there are events on at the hall (withing eyesight of parents etc). It will not flood and therefore the local children will be able to use the playground all year around. It is also close to the skate park areas and basketball hoop, which means there are play and activity options for a wider age group in one location.

Great spot to have it now with hall close by with functions.

**Optional question** (11 response(s), 10 skipped)

**Question type:** Essay Question

**Q5 Let us know any other feedback you have about the proposal:**

01/11/2023 14:32:00

Maybe a raised path across the park to cross from one side to the other when the grass is soggy.

01/11/2023 14:32:00

Looks awesome and totally support this project

01/11/2023 14:32:00

Would be a good idea to come and look what happen to that area in the rain with residual puddles and water that lies around. This also encourages mosquitos.

01/11/2023 14:32:00

Expand it a little, add a few more activities eg. a climbing frame for slightly bigger kids

01/11/2023 14:32:00

new equipment required - old dated modern new playground would be great

01/11/2023 14:32:00

Also consider reinstating the paddling pool!

01/11/2023 14:32:00

Should bring back the paddling pool/splash pool

01/11/2023 14:32:00

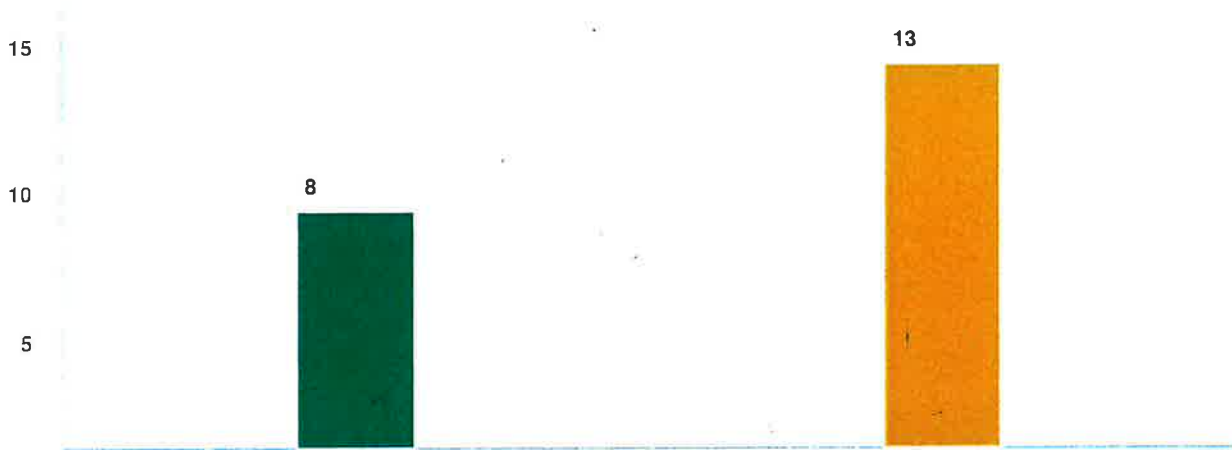
Thankyou so much for doing this as its very necessary.

A flying fox would be great.

**Optional question** (9 response(s), 12 skipped)

**Question type:** Essay Question

**Q6 Are you interested in lending a hand with the relocation project if approved?**

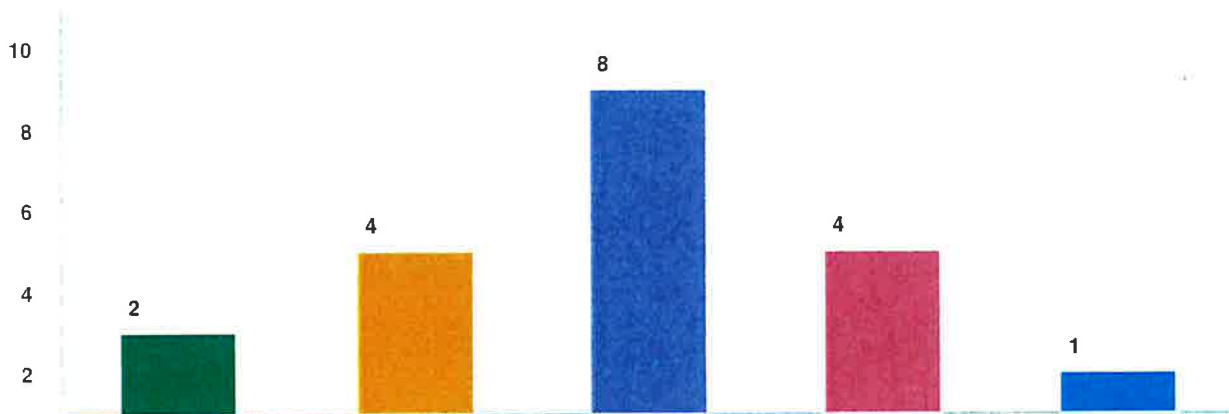


**Question options**

- Yes (please complete the details section below)
- No

*Optional question (21 response(s), 0 skipped)  
Question type: Checkbox Question*

**Q10 What aspects of the project would you be interested in helping with?**



**Question options**

- Soil Relocation
- Dismantling Play Equipment
- Planting and Beautifying
- Site Clean-up
- Something else (please specify)

*Optional question (8 response(s), 13 skipped)  
Question type: Checkbox Question*



# ABOUT RELOCATING PINES BEACH PLAYGROUND

# WHAT DO YOU THINK?

**We're proposing to relocate the Pines Beach playground so the community can use the playground year-round.**

## **Background**

As a result of the Canterbury Earthquakes, play equipment at Pines Oval was damaged and removed. In 2012 the current playground was installed at the Northern Batten Grove / Kay Avenue corner of Pines Oval.

The playground has had ongoing flooding issues making the playground unusable for much of the year and raising concerns around health and safety. Despite attempts to resolve the flooding issues at the playground, we have not been able to resolve the problem.

Various options were discussed to remedy the flooding problem, which included raising the playground in its current location, but in its current location the land surrounding the playground would still flood.

## **What we're proposing:**

Pines Oval has been surveyed to identify areas of higher ground that would be suitable for the playground relocation. The survey information alongside a staff assessment of current activity on Pines Oval has led to a proposed new location and Concept Plan for the Playground.

The proposed location is on the south-eastern side of the Oval on Batten Grove. This location is on higher ground, located amongst existing similar activities and community facilities, and has ease of access for users.

We're also proposing to raise the height of the playground to ensure that there is no risk of the playground being unusable during periods of flooding. The play equipment would remain the same.

The relocation comes at a cost of \$120,000 made up of already allocated Long Term Plan funding and existing budget.



**Existing Playground**

**PROPOSED NEW SITE**

**KEY**

- A** Entry Steps
- B** Sloped Grass Bank
- C** 400mm High Timber Edge
- D** Stepped Timber Edge
- E** Ground Level Walk Through (with bin and bench)
- F** Picnic Table
- G** Crusher Dust Footpath
- H** Ramped Accessible Path



**SKATE PARK**

**PINES BEACH HALL**

# Tell us what you think:

We welcome your feedback on the proposed location and concept plan for the playground. We'd also be interested to hear from anyone who would like to get involved in the relocation project by lending a hand.

Visit [waimakariri.govt.nz/letstalk](https://waimakariri.govt.nz/letstalk) to share your feedback online or complete the attached form to let us know your thoughts before Friday 10 November.

## Next steps

Once feedback closes on 10 November, staff will prepare a report for the Kaiapoi-Tuahiwi Community Board that will be considered at their following meeting. The Board will determine at that time whether to support the relocation proposal.

**If you have any questions  
about the proposal, please contact:**

**Tori Stableford**

Landscape Architect  
Waimakariri District Council

**Phone:** 0800 965 468

**Email:** [tori.stableford@wmk.govt.nz](mailto:tori.stableford@wmk.govt.nz)





# PINES BEACH PLAYGROUND RELOCATION FEEDBACK FORM

## 1. Do you support the proposal to relocate Pines Beach Playground?

YES

NO

Mostly, but I have a few concerns (please explain below):

Additional Comments:

(Please feel free to add further pages inside if you wish)

## 2. Do you support the Concept Plan for the relocated playground?

YES

NO

Mostly, but I have a few concerns (please explain below):

Additional Comments:

(Please feel free to add further pages inside if you wish)

## 3. Let us know any other feedback you have about the proposal:

## 4. Are you interested in lending a hand with the relocation project if approved?

YES

NO



Tori Stableford  
Let's Talk—Pines Beach Playground Relocation  
Waimakariri District Council  
Private Bag 1005  
Rangiora 7440

Fold along line

Cut here 

Please seal on all sides with tape.

Fold along line

Name/Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Your details**

Submissions are public information. We will require your contact details as part of our submission - it also means we can keep you updated throughout the project.

Your submission, name and address are given to the Rangiora-Ashley Community Board to help them make their decision. Submissions, with names only, go online when the decision meeting agenda is available on our website.

If requested, submissions, names and contact details are made available to the public, as required by the Local Government Official Information and Meetings Act 1987.

View the Waimakariri District Council's Privacy Statement. <https://letstalk.waimakariri.govt.nz/privacy>

If there are good reasons why your details and/or submission should be kept confidential, please contact our **Engagement Manager** on **0800 965 468**.

**If you have any questions  
about the proposal,  
please contact:**

Tori Stableford  
Landscape Architect  
Waimakariri District Council

**Phone:** 0800 965 468

**Email:** [tori.stableford@wmk.govt.nz](mailto:tori.stableford@wmk.govt.nz)

Return this feedback form  
(no stamp required) to us  
by Wednesday 8 November 2023.





THANK-YOU FOR  
REVIEWING

# PINES BEACH PLAYGROUND RELOCATION

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR INFORMATION**

**FILE NO and TRIM NO:** DRA-06-05-04 / 231129192154


**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD


**DATE OF MEETING:** 11 December 2023

**AUTHOR(S):** Dan Lewis – Land Drainage Engineer  
Jason Recker – Stormwater and Waterways Manager

**SUBJECT:** Tree Removal Along No 7 Drain – Flaxton Road

**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)

  
General Manager

  
Chief Executive

**1. SUMMARY**

- 1.1. This report is to inform the Kaiapoi-Tuahiwi Community Board of planned works to remove willow trees growing along Flaxton Road.
- 1.2. Tree removal is necessary to restore the full capacity of the drain channel and prevent further erosion of the bank nearest the road.
- 1.3. A contract will be tendered with physical works programmed to commence in February 2024.

**2. RECOMMENDATION**

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 231129192154.
- (b) **Notes** work is planned to remove willow trees growing along Flaxton Road.
- (c) **Notes** staff propose to off-set some loss of habitat with native riparian planting.
- (d) **Notes** no works will be undertaken from within the cemetery without consent of the Anglican Parish of Kaiapoi.

**3. BACKGROUND**

- 3.1. The drain flowing along Flaxton Road from Fernside Road to the Cust Main Drain is named No 7 Drain. This drain is within the Rural Central Drainage Scheme and managed by the Council. The drain has a base flow and carries high flows during rain events. On occasion, water overtops the drain and flows across Flaxton Road.
- 3.2. At the south end of Flaxton Road, large willow trees grow along the side of the drain. The trunks of these trees and low branches are growing within the channel. This has reduced the channel capacity and is contributing to erosion of the bank nearest the road.
- 3.3. Council have maintained these trees several times over the past decade. This work has consisted of trimming back branches to be clear of the drain channel and road. Additionally, periodically branches fall and these are removed as required.



Figure 1: site of trees to be removed.

#### 4. **ISSUES AND OPTIONS**

- 4.1. To restore the full capacity of the No 7 Drain, staff propose to remove the line of existing trees in the area shown in Figure 1. The stumps will be left in place and poisoned to prevent future regrowth.
- 4.2. The work will remove existing shade for the drain and leave the bank clear of vegetation. The project includes some riparian planting of natives to replace lost vegetation.
- 4.3. Due to the size of the proposed work, a contract will be tendered to find a suitable contractor. It is envisaged the tender will be awarded in January 2024 with physical works taking place in February 2024.
- 4.4. Agreement has been sought from the adjacent farm owner who is enabling the works to be undertaken from within the paddocks.
- 4.5. The historic Flaxton St Paul's Cemetery on Hicklands Road is adjacent to the No 7 Drain. This site is owned by the Anglican Parish of Kaiapoi and contains several grave sites near the drain. Contact has not been made to-date with Parish representatives, but staff will continue trying to contact them. No work is proposed from within this cemetery without appropriate consents from the landowner.
- 4.6. Traffic management will be required during tree felling and may include: stop go; temporary traffic signals; or road closures. Final temporary traffic management plans will be approved by Roding staff.



*Figure 2: Trees to be removed along Flaxton Road.*

### **Implications for Community Wellbeing**

There are implications on community wellbeing by the issues and options that are the subject matter of this report.

- 4.7. The Management Team has reviewed this report and support the recommendations.

## **5. COMMUNITY VIEWS**

### **5.1. Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report.

### **5.2. Groups and Organisations**

There are no groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

### **5.3. Wider Community**

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report.

## **6. OTHER IMPLICATIONS AND RISK MANAGEMENT**

### **6.1. Financial Implications**

There are no financial implications of the decisions sought by this report.

This budget is included in the Annual Plan/Long Term Plan. Funding for the works is from the Better Off fund for Building Climate Change Resilience in Non-urban Waterways PJ102190.280.2543.

6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do not have sustainability and/or climate change impacts. Restoring the drain capacity will improve resilience against climate change. Chipping of the tree waste instead of burning will ensure the impact of this work is minimised where possible.

6.3. **Risk Management**

There are risks arising from the adoption/implementation of the recommendations in this report.

6.4. **Health and Safety**

There are health and safety risks arising from the adoption/implementation of the recommendations in this report.

Construction phase risks include public users of Flaxton Road and adjacent private property owners. These risks will be adequately mitigated with temporary traffic management and site specific safety measures.

Standard contract insurances will be required of tenderers to protect against damages.

7. **CONTEXT**

7.1. **Consistency with Policy**

This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy.

7.2. **Authorising Legislation**

This matter is covered by the Local Government Act

7.3. **Consistency with Community Outcomes**

The Council's community outcomes are relevant to the actions arising from recommendations in this report.

7.4. **Authorising Delegations**

Community Boards have delegated authority to approve, on behalf of the Council as landowner, proposed developments or activities on parks, reserves and waterways and within existing budgets.



**WAIMAKARIRI DISTRICT COUNCIL****REPORT OR DECISION**

**FILE NO and TRIM NO:** GOV-26-08-06 / 231122187442

**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD

**DATE OF MEETING:** 11 December 2023

**AUTHOR(S):** Kay Rabe, Governance Advisor

**SUBJECT:** Application to the Kaiapoi-Tuahiwi Community Board's 2023/24 Discretionary Grant Fund

**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)



General Manager



Chief Executive

## 1. **SUMMARY**

1.1. The purpose of this report is to consider an application for funding received from:

<b>Name of Organisation</b>	<b>Purpose</b>	<b>Amount requested</b>
North Canterbury Pony Club	Towards the cost of providing on-site first aid services	\$1,000
<b>Total:</b>		<b>\$1,000</b>

Attachments:

- i. Application from North Canterbury Pony Club (Trim Ref: 231122187347).
- iii. Spreadsheet showing previous two years' grants.
- iv. Board funding criteria 2023/24. (Trim Ref: 210603089776).

## 2. **RECOMMENDATION**

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 231122187442.
- (b) **Approves** a grant of \$..... to North Canterbury Pony Club towards providing on-site first aid services.

**OR**

- (c) **Declines** the application from North Canterbury Pony Club.

### 3. **BACKGROUND**

- 3.1 The **North Canterbury Pony Club** is seeking funding towards providing on-site first aid services at the Springston Trophy event to be held in 2024.
- 3.3 The current balance of the Kaiapoi-Tuahiwi Community Board's 2023/24 Discretionary Grant Fund is \$4,157.

### 4. **ISSUES AND OPTIONS**

#### ***North Canterbury Pony Club (the Club)***

- 4.1 The Club is made up from affiliated pony clubs in North Canterbury namely the Belfast Pony Club, Eyreton Pony Club, Kaiapoi Pony Club, Okuku Pony Club, Oxford Pony Club, Rangiora Pony Club and View Hill Pony Club. The Club will be hosting the prestigious Springston Trophy in October 2024 at the Rangiora Showgrounds which is home to the Rangiora Pony Club. The Springston Trophy is the largest three day Pony Club event in the Southern Hemisphere and will host teams from all over the South Island. The Club plans to build a new and exciting cross country course for the event which will be used for many other events at the grounds in the future.
- 4.2 It is anticipated that the event will attract more than 1,000 people of which approximately 40% are expected to be from the Kaiapoi-Woodend Ward. However, this event will attract teams and supporters from all over the South Island bringing many visitors to the district. The Club is seeking funding to provide on-site first aid services which is a health and safety requirement when hosting events. The first aid service will provide a safe environment for both riders and the public.
- 4.3 The Club recently applied to the Aotearoa Gaming Trust for funding for the first aid and emergency care for the event, however, the Club's application was declined. The event will proceed if this application is not successful and the Club will continue to seek funding to assist with running the event. This is the first time the Club, with the approval of their Board, has applied to the Board for funding, however, the Kaiapoi Pony Club who is part of this group has applied for funding for first aid services to their event. The North Canterbury Pony Club has successfully applied for \$1,000 funding in July 2023 from the Rangiora-Ashley Community Board towards new jumps for the course. Accountability has been received from this grant.
- 4.4 The Board may approve or decline grants as per the grant guidelines.
- 4.5 **Implications for Community Wellbeing**  
There are social and cultural implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.6 The Management Team has reviewed this report.

### 5. **COMMUNITY VIEWS**

- 5.1 **Mana whenua**  
Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report.
- 5.2 **Groups and Organisations**  
No other groups or organisations other than those who have applied are likely to be affected by or to have an interest in the subject matter of this report.
- 5.3 **Wider Community**  
The wider community is likely to be affected by, or to be interested in, this report's subject matter as the North Canterbury Pony Club and businesses in the district would economically benefit from the successful hosting of the Springston Trophy event in October 2024.

## **6 OTHER IMPLICATIONS AND RISK MANAGEMENT**

### **6.1 Financial Implications**

6.1.1 The 2023/24 Annual Plan includes budget provision for the Kaiapoi-Tuahwi Community Board to approve grants to community groups up a total of \$5,390 for this financial year. With \$2,132 being carried forward from the previous financial year the Board had a total of \$7,522 to allocate for the current financial year.

6.1.2 The current balance of the Kaiapoi-Tuahwi Community Board's Discretionary Grant Fund for 2023/24 is \$4,157, and if this application was approved, the balance would be \$3,157 available until June 2024.

6.1.3 The application criteria specify that grants are customarily limited to \$750 per application with a maximum of \$1,000 in any one financial year (July to June). However, a group may apply twice in a financial, providing the applications are for different projects. Where applicable, GST values are calculated and added to appropriately registered groups if decided benefits exceed Board resolved values.

### **6.2 Sustainability and Climate Change Impacts**

The recommendations in this report do not have sustainability and climate change impacts.

### **6.3 Risk Management**

There are no risks arising from the adoption/implementation of the recommendations in this report.

### **6.4 Health and Safety**

All health and safety related issues will fall under the auspices of North Canterbury Pony Club.

## **7. CONTEXT**

### **7.1 Consistency with Policy**

This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy.

### **7.2 Authorising Legislation**

Not applicable.

### **7.3 Consistency with Community Outcomes**

People are friendly and caring, creating a strong sense of community in our District.

There are wide-ranging opportunities for people of different ages and cultures to participate in community life and recreational activities.

### **7.4 Authorising Delegations**

Community Boards have delegated authority to approve Discretionary Grant Funding.

Groups applying for Board Discretionary Grants 2023/2024

Name of group: NORTH CANTERBURY PONY CLUB

Address: [REDACTED]

Contact person within organisation: HELEN [REDACTED]

Position within organisation: FUNDING.

Contact phone number: [REDACTED] Email: [REDACTED]

Describe what the project is and what the grant funding will be used for? (Use additional pages if needed)

NORTH CANTERBURY PONY CLUB IS HOSTING SPRINGSTON TROPHY IN 2024. IT IS THE LARGEST PONY CLUB 3 DAY EVENT IN NEW ZEALAND AND TEAMS FROM ALL OVER THE SOUTH ISLAND ATTEND THE EVENT. HAVING FIRST AID SERVICES ON SITE IS AN ESSENTIAL PART OF THE EVENT (SEE DOCUMENT INCLUDED).

What is the timeframe of the project/event date? \_\_\_\_\_

Overall cost of project: \_\_\_\_\_ Amount requested: 1000

How many people will directly benefit from this project? 300

Who are the range of people benefiting from this project? (You can tick more than one box)

- People with disabilities (mental or physical)
- Cultural/ethnic minorities
- District
- Preschool
- School/youth
- Older adults
- Whole community/ward

Provide estimated percentage of participants/people benefiting by community area:

Oxford-Ohoka 20 % Rangiora-Ashley 30 % Woodend-Sefton 10 % Kaiapoi-Tuahiwi 30 %

Other (please specify): 20% South Island.

If this application is declined, will this event/project still occur?  Yes  No

If No, what are the consequences to the community/organisation?

[Empty box for consequences]

What are the direct benefit(s) to the participants?

FIRST AID, EMERGENCY CARE IS ESSENTIAL FOR THIS EVENT. A HEALTH & SAFETY REQUIREMENT.

What is the benefit(s) to your organisation?

COMPLY WITH M&S REGULATIONS  
PROVIDE A SAFE ENVIRONMENT FOR ALL THE RIDERS & PUBLIC

What are the benefit(s) to the Kaiapoi-Tuahiwi community or wider district?

THIS EVENT WILL BRING A NUMBER OF PEOPLE FROM AROUND  
THE SOUTH ISLAND TO THE NORTH CANTERBURY REGION

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered)?  Yes  No

If yes, name of parent group: \_\_\_\_\_

What is the relationship between your group and the parent group?

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied to, or intend to apply to for funding this project and the amount applied for, including applications to other Community Boards.

INTEND TO LOOK AT APPLYING TO A TRUST FOR \$2000 TOWARDS THE COST.

Have you applied to the Kaiapoi-Tuahiwi Community Board or any other Waimakariri Community Board for other project funding in the past 18 months?  Yes  No

If yes, please supply details:

RANGIORA/ASHLEY BOARD - FUNDING FOR CROSS COUNTRY JUMPS

- Enclosed  Financial Balance Sheet and Income & Expenditure Statement (compulsory - your application cannot be processed without financial statements)
- Supporting costs/quotes
- Other supporting information

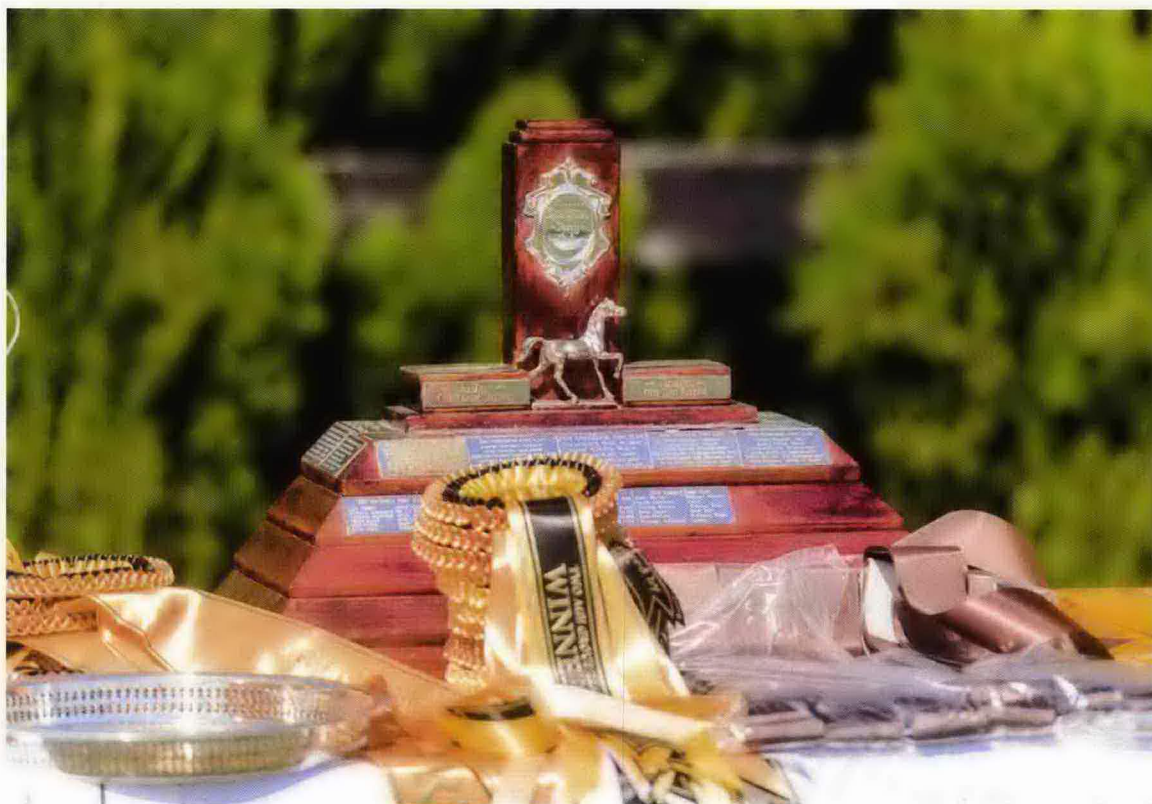
- I am authorised to sign on behalf of the group/organisation making this application.
- I declare that all details contained in this application form are true and correct to the best of my knowledge.
- I accept that successful applicants will be required to report back to the Community Board by completing a simple Accountability Report.
- I accept that information provided in this application may be used in an official Council report available to the public.

**Please note:** A signature is not required if you submit this form electronically. By entering your name in the signature box you are giving your authority to this application.

Signed:  Date: 14/11/2025



**Hosted by North Canterbury Pony Club  
Springston Trophy Rangiora Pony Club  
Dates 4-6 October 2024**



## What is Springston Trophy

NORTH CANTERBURY SPRINGSTON TROPHY 2024 (HOSTED AT THE RANGIORA SHOW GROUNDS)

In October 2024 Springston Trophy will be holding its annual South Island Pony Club Teams event for the 52<sup>nd</sup> time at the Rangiora Showground, hosted by the North Canterbury Pony Club.

Springston Trophy is the largest pony club level three-day eventing competition in not only the South Island but the Southern Hemisphere which invites pony clubs from Picton to Invercargill to enter teams of 6 riders aging from 25 to as young as 6 to compete in dressage, cross country and show jumping with the intention of crowning the best eventing South Island based pony club each year. It is rich with history, having started in 1972 hosted by Springston Pony Club with only 15 teams entered and the inaugural competition taken out by the Gore Pony Club team. Since then the competition has traversed the South Island being held every year with the exception of 2020 where it was cancelled for the first time ever due to COVID-19 with an average of 30-40 teams entering every year.

Each time a club puts their hand up to host Springston Trophy it is a monumental undertaking which takes a mammoth amount of organisation. The driver for a lot of these pony clubs to take on such a huge task is the ability to not only give back to the pony clubs from around the South Island and continue the tradition of the competition but also to involve their local communities which benefit from the influx of riders to their area with the latest Springston Trophy held in 2022 bringing 31 teams to Mcleans Island to compete for

the coveted eventing title. The other major factor comes in the form of a brand new cross country course which will last the hosting pony club for years to come and encourage many riders from all corners of the south island to come and compete at future competitions as well as train during the season.

The last time Springston Trophy was held at the Rangiora Showgrounds was in 2008 when North Canterbury last hosted and organised the competition. This brought about a fantastic competition which saw 36 teams converge on the showgrounds new Sally Wigley designed cross country course and was a hotly contested event which in the end saw the title taken home by the home team of Rangiora Pony Club. Fast forward 16 years and the competition once again returns to Rangiora to be hosted by North Canterbury Pony Club with one of New Zealand's best young course designers, Cam Robertson, already hard at work designing and constructing a brand new modern and future proof course which will serve the fantastic showgrounds for many years to come.

Cam's vision sees a course not only designed for the titular competition but also to bring New Zealand's highest level of competition to the area by designing and constructing a course which can be used for ESNZ competitions seeing some of the greatest eventing horses and riders come from all over the country to compete. Cam himself having attended two North Canterbury Pony Clubs, Rangiora and Eyreton, understands the meaning and historical value of this competition and hopes to provide a cross country course which will be enjoyed and will test riders from all walks of life for years to come.

The excitement is uncontainable from the committee and they look forward to not only producing a competition that will be remembered for years to come, but also one which will unite the community and give everyone the opportunity to support and invest their interest in the true grassroots of equestrian sports in New Zealand.



#### **Venue 2024:**

Rangiora Pony Club Grounds also known as Rangiora A&P Grounds. The venue has amazing facilities to host this event including:





### Yarding

Purpose Built Sand Dressage Arena

Oval for Show jumping complete with grandstand for spectators

Cross Country Course designed by Cam Robertson.

2 blocks of toilets/showers for campers



These grounds are truly community grounds, used by the A&P Association, Rangiora Pony Club, RDA North Canterbury, Polo and various Equestrian groups for both training and competition. Its attraction is the space and proximity to Rangiora which allows people staying at the venue access to Rangiora township with shops and food outlets minutes away. The addition of a new cross-country course will enhance the facilities available and attract more equestrians to the area, thus providing benefits to the local community.

### **North Canterbury is made up of the following branches :**

Belfast

Eyretton

Kaiapoi

Okuku

Oxford

Rangiora

View Hill

We are very fortunate to have Amberley Pony Club joining forces with the NC Clubs to run this event.

**Spectators:**

Upwards of 800 people - riders, their management and support teams, judges, officials, volunteers and spectators from throughout the South Island will attend this premier event over the 3 days of competition.

**Professional Involvement:**

- Dressage Chief Judge plus 2 other Judges for each class. Dressage Ground Jury, Writers, Announcers, Ambulance Units and Staff.
- Cross Country Technical Delegates, Course Designers and builders, Stewards, Chief XC Judge, Assistant XC Judge, Fences Judges, Ground Jury, Announcers, Ambulance Units and Staff.
- Show Jumping Course Designer and builders, Judges, Writers, Time-Keepers, Announcers, Ambulance Units and Staff.
- Appeal Committee
- On site/on call vet
- On call farrier

**Benefits for Canterbury:**

With the large number of people converging on Rangiora for this event, the region will benefit through:

- Accommodation
- Restaurants
- Retail
- Leisure activities and tourism

**Funding the Event**

The driver for a lot of these pony clubs to take on such a huge task is the ability to not only give back to the pony clubs from around the South Island and continue the tradition of the competition but also to involve their local communities which benefit from the influx of riders to their area. The other major factor comes in the form of a brand-new cross-country course which will last the hosting pony club for years to come and encourage many riders from all corners of the South Island to come and compete at future competitions as well as train during the season.

Running such a large event is costly and we are seeking funding to be able to run the event and keep entry fee costs down for clubs so clubs from all over the South Island will be able to compete.





North Canterbury Pony Club appreciates you taking the time to consider this premier event. We are committed to working to make this event successful for everyone and to helping our young riders pursue their dreams.

*2024 Organising Committee*

If you have any questions regarding this proposal please contact:

Springston Trophy Secretary 2024:

Jodi Skidmore: 027-2266550 or email us on [jodis@orbit.co.nz](mailto:jodis@orbit.co.nz)

Funding

Helen Christensen : 027733 6569 email [helench42@gmail.com](mailto:helench42@gmail.com)

THANK YOU!!!



**NORTH CANTERBURY PONY CLUB****STATEMENT OF FINANCIAL PERFORMANCE**

For the year ended 31 December 2022

<b>INCOME</b>	<b>2022</b>	<b>2021</b>
	<b>\$</b>	<b>\$</b>
Back Number Levies	3,226	3,277
Caravan & Back Number Hire	420	525
Certificate Examinations	20	175
Certificate Training	0	0
Certificates & Badges	0	445
Coaching Courses	0	0
Donations & Grants	0	500
Events - Amberley Cup	0	0
Events - NCPC Champs	660	640
Events - NCPC Games Day	0	0
Events - Windsor Teams Show Jumping	1,717	1,946
Fundraising	0	0
Interest	66	4
NZPCA Membership Fees	0	0
	<b>6,109</b>	<b>7,512</b>
<b>LESS EXPENDITURE</b>		
Administration	0	0
Bank Charges	0	0
Caravan	32	113
Certificate Examinations	300	1,772
Certificates & Badges	0	715
Coaching Courses	0	0
Donations	0	0
Events - Amberley Cup	0	0
Events - NCPC Champs	220	164
Events - NCPC Games Day	0	0
Events - Windsor Teams Show Jumping	805	601
Honorariums	0	0
Insurance	521	511
NZPCA Conference	923	893
NZPCA Membership Fees	0	0
Ribbons & Prizes	461	0
Springston Trophy	0	0
St John	0	0
Sundry	222	248
Depreciation Expense	2,201	2,445
Loss on Sale of Generator	0	0
	<b>5,685</b>	<b>7,462</b>
Net Surplus (Deficit) for year	<b>424</b>	<b>50</b>

NORTH CANTERBURY PONY CLUBSTATEMENT OF FINANCIAL POSITION

As at 31 December 2022

	2022 \$	2021 \$
<b>Current Assets</b>		
Westpac Cheque Account	8,174	5,584
Westpac On Line Saver Account	5,693	5,658
Caravan Money	0	0
	<hr/> 13,867	<hr/> 11,242
<b>Fixed Assets</b>		
Fixed Assets as per Register	19,798	21,999
	<hr/> 19,798	<hr/> 21,999
<b>Total Assets</b>	<hr/> <hr/> 33,665	<hr/> <hr/> 33,241
 <b>Represented By:</b>		
Opening Balance	33,241	33,191
Surplus (Deficit) for year	424	50
	<hr/> <hr/> 33,665	<hr/> <hr/> 33,241

  
 \_\_\_\_\_  
 Chairperson

  
 \_\_\_\_\_  
 Treasurer

<b>NORTH CANTERBURY PONY CLUB</b>						
<b>FIXED ASSET REGISTER AS AT 31 DECEMBER 2022</b>						
Description	Purchase Date	Cost	Prior Years	Period	YTD	Book Value
			Depreciation	Depreciation	Depreciation	31/12/2022
Back Numbers		3,752	3,576	18	3,594	158
Stop Watches		1,752	1,555	20	1,575	177
Measuring Wheel		557	531	3	534	23
2 Way Radios		1,200	1,175	3	1,178	22
Sound System		1,530	1,490	4	1,494	36
Show Jumping Numbers		247	237	1	238	9
Videos		300	286	1	287	13
Radios		3,795	3,224	57	3,281	514
Uniforms		290	256	3	259	31
Saddle Cloths		267	235	3	238	29
Caravan	8/05/2013	44,505	26,146	1,836	27,982	16,523
Stop Watches (7)	12/07/2013	98	58	4	62	36
Sound System for Caravan	21/06/2014	2,659	1,461	120	1,581	1,078
Radios	28/06/2017	2,050	773	128	901	1,149
		63,002	41,003	2,201	43,204	19,798

Note: Depreciation rate is 10% DV



## QUOTE

North Canterbury Pony Club  
 Attention: Linda Bradley  
 343 Barkers Road  
 Loburn RD 2  
 Rangiora  
 NEW ZEALAND

**Date**  
4 Oct 2023

**Quote Number**  
QU-4926

**Reference**  
03-QU4926

**GST Number**  
064 825 259

Pro + Med (NZ) Limited  
 PO Box 46181  
 Temuka 7948  
 NEW ZEALAND  
 accounts@promed.ac.nz  
 Phone 03 971 5276

### Springston Trophy 2024

Contact Person:  
 Jodi Skidmore - 03 339 3725

1 x Paramedic  
 1 x Emergency Medical Technician  
 1 x Ambulance

4th October 2024  
 09:00am - 16:00pm

5th October 2024  
 09:00am - 15:00pm

6th October 2024  
 09:00am - 14:00pm

Description	Quantity	Unit Price	Amount NZD
Paramedic 4th October 2024 09:00am - 16:00pm	7.00	97.00	679.00
Emergency Medical Technician 4th October 2024 09:00am - 16:00pm	7.00	77.00	539.00
Paramedic 5th October 2024 09:00am - 15:00pm	6.00	97.00	582.00
Emergency Medical Technician 5th October 2024 09:00am - 15:00pm	6.00	77.00	462.00
Paramedic 6th October 2024 09:00am - 14:00pm	5.00	97.00	485.00



Description	Quantity	Unit Price	Amount NZD
Emergency Medical Technician 6th October 2024 09:00am - 14:00pm	5.00	77.00	385.00
Hire Ambulance - Full Day Charge	3.00	217.00	651.00
Travel Rolleston to Rangiora 112kms	336.00	1.26	423.36
Travelling fee for Medics - This is only charged if no local medic is available within the region to cover your event. \$500.00 per person if required.	1.00	0.00	0.00
Accommodation for medics who need to travel for the event - This is only charged if no local medic is available within the region to cover your event. \$170.00 designated for accommodation, \$50.00 for meals - charged per day. This fee is per one medic per day			
You will be advised by our team 4 weeks prior the event whether we require to use travel and accommodation costs.			
You will receive an update within the 30 days of accepting this quote whether we are likely to cover it with a local team or not.			
		Subtotal	4,206.36
		TOTAL GST 15%	630.95
		<b>TOTAL NZD</b>	<b>4,837.31</b>

#### Terms

\*Quotes are valid for 7 Days unless otherwise agreed - Please accept via written reply.

\*Quotes sent to our customers are not a contract of engagement.

\*Completed Event Registrations are required to confirm Event Medical Services.

\* Invoices may include additional fees for consumables, travel, etc as per our T&Cs

This Quote has been based on information deemed correct at time of producing. Any significant changes to your requirements may result in additional costs being added.



# QUOTE

Springston Trophy 2024

**Date**  
10 Oct 2023

**Expiry**  
31 Dec 2023

**Quote Number**  
QU-0004

**GST Number**  
120-482-378

New Zealand Horse  
Ambulance Trust  
Attention: Jo Starr  
C/- HRNZ  
PO Box 459  
Christchurch 8140

## Quote for Springston Trophy 3DE 2024 at Rangiora Showgrounds

Description	Quantity	Unit Price	Amount NZD
Horse ambulance service for Springston Trophy 3DE 4 - 6 October 2024	3.00	200.00	600.00
Driver/operator fee - estimate of hours for three days	18.00	40.00	720.00
		Subtotal	1,320.00
		TOTAL GST 15%	198.00
		<b>TOTAL NZD</b>	<b>1,518.00</b>



## Quotation for event cover

Customer no: C102227  
 Quotation no: Q265287  
 Dated: 10/10/2023

Jodi Skidmore  
 Rangiora Pony Club  
 c/- 343 Barkers rd  
 Loburn  
 Rangiora

St John  
 Private Bag 14902  
 Panmure  
 Auckland 1741  
 New Zealand  
 Telephone 0800 4 EVENTS  
 GST Number 10-686-539

Dear Jodi,

Thank you for contacting us about your event. Below is a summary of the event booking that is included in this quotation. This quotation is forwarded on the basis that the services will be provided in accordance with the terms set out in this quotation and subject to the Terms and Conditions attached and available at [stjohn.org.nz/ehsterms](http://stjohn.org.nz/ehsterms). The following pages provide a detailed description of what resources have been requested for your event.

**Important note: This quotation is valid for 10 working days from the day of issue and must be confirmed at least 40 working days prior to the event, otherwise we may not be able to organise cover for your event. Late notice bookings or last-minute changes may incur additional charges, and we may be unable to preconfirm our ability to attend in such cases. Please carefully check the dates, timings, venues, and resources listed and notify us as soon as possible if any details are incorrect.**

### Events included in this quotation

#### **E287586 - Springston Trophy**

**\$1,662.50 (excl. GST)**

📅 Friday, 4 October 2024

🕒 8:00 a.m. - 4:00 p.m.

📍 Rangiora A & P Showgrounds , Ashley Street, Rangiora, NORTH CANTERBURY

#### **E287587 - Springston Trophy**

**\$1,662.50 (excl. GST)**

📅 Saturday, 5 October 2024

🕒 8:00 a.m. - 4:00 p.m.

📍 Rangiora A & P Showgrounds , Ashley Street, Rangiora, NORTH CANTERBURY

#### **E287588 - Springston Trophy**

**\$1,662.50 (excl. GST)**

📅 Sunday, 6 October 2024

🕒 8:00 a.m. - 4:00 p.m.

📍 Rangiora A & P Showgrounds , Ashley Street, Rangiora, NORTH CANTERBURY

## E287588 - Springston Trophy

### Risk assessment

The following information provided at the time of your booking request has been utilised to undertake an interim risk assessment to inform this quotation, pending a more detailed risk assessment following acceptance of this quotation. As the event organiser you are responsible for informing St John of any change in risk profile for the event, this includes but is not limited to, an increase in spectator numbers, an alteration of the timings of the event, and any intelligence that suggests a heightened risk to the health and safety of St John staff attending the event.

Spectators:	500
Participants:	150
Event type:	Horse events
Sub type:	Pony Clubs/Rallies/Camps
Other:	

### Resource recommendation and fees

The following outlines the recommended resources for your event:

1 Ambulance & Equipment (4hrs + day rate)

1 Emergency Medical Technician

1 First Responder

<b>Total cost of resources</b>	<b>\$1,582.50</b>
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Administration fee	\$80.00
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<b>Total cost (excl. GST) for this event</b>	<b>\$1,662.50</b>
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Additional fees may apply if:

- There is a requirement for attendance at pre/post event meetings that was not requested, and confirmed, at the time of booking
- The event exceeds the maximum event time 7 hours 30 minutes (refer to Terms and Conditions)
- The event is cancelled (refer to Terms and Conditions)
- Quotation amendments are requested after quote acceptance

### Optional extras

In the absence of selecting a rain date as an optional extra St John cannot guarantee cover for events that are postponed due to weather due to the requirement to pre-commit resource.

## Total

Total Exclusive of GST \$4,987.50

GST Total \$748.13

**Amount to pay (including GST) for your event(s) \$5,735.63**

## Terms and Conditions

Please read the Terms and Conditions available at [stjohn.org.nz/ehsterms](http://stjohn.org.nz/ehsterms)

## Scope definition

### In scope

- Health risk assessment pre-event
- Collaboration in development of H&S documentation as it relates to St John
- Provision of pre-hospital medical care to participants and spectators at event
- Electronic debrief of event.

### Out of scope

- Completion of customer paperwork requiring personal health information
- Concussion Testing (Concussion screening is available as an additional extra, which may incur an additional cost)

## Clinical qualifications

Details of our clinical qualifications and associated scope of practice is available at [www.stjohn.org.nz/EHSqualifications](http://www.stjohn.org.nz/EHSqualifications). St John is externally audited against Ambulance Standard NZS 8156:2019. The Ambulance Standard requires medical event providers to operate with clinical personnel appropriate to the level of risk as identified in the event risk analysis and have a current delegated scope of practice or be registered. St John caution using the resource recommendations within this quotation when comparing other event medical providers due to the high number that do not adhere to S8156 standards or provide the same level of clinical skills/medications/interventions.

## Spreadsheet Showing Kaiapoi-Tuahiwi Community Board Discretionary Grant for the 2022/2023 Financial Year

	Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
Kaiapoi-Tuahiwi Community Board 10.136.100.2410			2022/23= \$5,270 = carry forwards \$2,627 Total \$7,897				\$ 7,897.00
	18-Jul-22	St Patricks School PTA	Game Lines	18.8.23	\$500	\$500	\$ 7,397.00
	18-Jul-22	Kaiapoi Toy Library	Cultural and sensory toys	28.09.2023	\$500	\$500	\$ 6,897.00
	15-Aug	Reflections	Waimakariri Light Party	15.12.22	\$588	\$588	\$ 6,309.00
	15-Aug	Clarkville Playcentre	Fruit Trees and vegetable plants	8-Dec-22	\$500	\$250	\$ 6,059.00
	21-Nov	Cure Boating Club	Wood stain for floors, egress ramp and stairs		\$500	\$500	\$ 5,559.00
	20-Feb	North Canterbury Pride	Picnic in the Park		\$275	\$300	\$ 5,259.00
	20-Feb	Clarkville Playcentre	First Aid Courses	13.06.2023	\$387	\$387	\$ 4,872.00
	20-Mar	Kaiapoi Rugby Football Club	Replace broken cabinet	19.09.2023	\$500	\$500	\$ 4,372.00
	20-Mar	Kaiapoi Community Gardens	Signage	23.08.2023	\$240	\$240	\$ 4,132.00
	20-Mar	<b>WITHDRAWN</b> All Together Kaiapoi	Subscription for software				\$ 4,132.00
20-Mar	Relay for Life event	Costs of hosting	7.06.23	\$250	\$500	\$ 3,632.00	
17-Apr	R13 Youth Development Trust	Replacement sports equipment, new kitchen equipment and a new printer	1.09.2023	\$500	\$500	\$ 3,132.00	
17-Apr	North Canterbury Adventure Club	Purchase an inflatable shade tent and electric pump		\$825	Declined	\$ 3,132.00	
17-Apr	It Takes A Village Hub	To purchase fabric and elastic		\$500	\$500	\$ 2,632.00	
16-Jun	All Together Kaiapoi	Advertising Matariki in Kaiapoi	19.06.2023	\$500	\$500	\$ 2,132.00	
19-Jun	All Stars Marching	Annual camp		\$500	\$500	\$ 1,632.00	

Spreadsheet Showing Kaiapoi-Tuahiwi Community Board Discretionary Grant  
for the 2023/2024 Financial Year

Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
		2023/24 = \$5,380 = carry forwards \$1,632 = Returned funds \$500				\$ 7,522.00
17-Jul	Coastguard North Canterbury	towards upgrading the swift water rescue vessel		\$500	\$750	\$ 6,772.00
21-Aug	Waimakariri Access Group	Towards running an Inclusive Sports Event		\$750	\$750	\$ 6,022.00
21-Aug	Community Wellbeing North Canterbury Trust	towards an 0800 number		\$600	\$600	\$ 5,422.00
October	Pines Kairaki Beaches Association	Towards hosing a Christmas event		\$515	\$515	\$ 4,907.00
20-Nov	St Patick's School	towards a bike and scooter track	Declined	\$500	\$0	\$ 4,907.00
20-Nov	Community Watch Kaiapoi Inc	towards a AED		\$750	\$750	\$ 4,157.00
11-Dec	North Canterbury Pony Club	Towards first aid services		\$1,000		

**GOVERNANCE**

## Kaiapoi-Tuahiwi Community Board

# Discretionary Grant Application

### Information to assist groups with their application

The purpose of the Board discretionary grants is to assist projects that enhance community group capacity and/or increase participation in activities.

When assessing grant applications the Board considers a number of factors in its decision making. These include, but are not limited to; type of project, time frame, benefits to the community and costs being contributed. The more information you as a group can provide on the project and benefits to participants the better informed the Board is. You are welcome to include a cover letter as part of your application. The decision to grant funds is the sole discretion of the Board.

The Board cannot accept applications from individuals. All funding is paid to community-based project groups, non-profit community organisations, registered charities or incorporated societies. Council funding is publicly accountable therefore the Board needs to demonstrate to the community where funding is going and what it is being spent on. Staff cannot process your application without financial information.

The Board encourages applicants, where practically possible, to consider using local businesses or suppliers for any services or goods they require in their application. The Board acknowledges that this may result in a higher quote.

It would be helpful to the Board to receive an expense summary for projects that cost more than the grant being requested to show the areas where funds are being spent and a paragraph on what fund raising the group has undertaken towards the project, or other sources considered (ie voluntary labour, businesses for supplies).

Examples (but not limited to) of what the Board cannot fund:	Examples (but not limited to) of what the Board can fund:
✗ Wages	✓ New equipment/materials
✗ Debt servicing	✓ Toys/educational aids
✗ Payment for volunteers (including arrangements in kind eg petrol vouchers)	✓ Sporting equipment
✗ Stock or capital market investment	✓ Safety equipment
✗ Gambling or prize money	✓ Costs associated with events
✗ Funding of individuals (only non-profit organisations)	✓ Community training
✗ Payment of any legal expenditure or associated costs	
✗ Purchase of land and buildings	
✗ Activities or initiatives where the primary purpose is to promote, commercial or profit-oriented interests	
✗ Payment of fines, court costs or mediation costs, IRD penalties	



## Criteria for application

- The Board supports a wide range of community activities but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- Applications will only be accepted from community-based project groups, not for profit organisations, registered charities or incorporated societies.
- Applications from Funding Committees and/or similar community-based groups associated with schools will be considered provided there is proof that the activity is not funded by the Ministry of Education. However, schools themselves are not considered non-profit community-based organisations.
- Grant funding will not be allocated for events/projects that have already occurred i.e retrospectively.
- The grant funding is limited to projects primarily within the Board area or benefiting the residents of the ward.
- Grants are generally limited up to \$750 with a maximum of \$1,000 in any financial year (July to June), but a group can apply twice a year, providing it is for different projects. The Board will consider granting more than \$750 in exceptional circumstances provided that detailed reasons for exceeding the present limit are provided.
- The application should clearly state the purpose for which the money is to be used.
- The applicant should submit relevant financial information to prove they can deliver the project. Applications will only be processed once the financial information is received. The Community Board reserves the right to request additional financial information on any application if deemed necessary.
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government.
- Applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Kaiapoi-Tuahiwi Community Board, including information on applications to other Community Boards.
- Grant applications will be considered every month by the Kaiapoi-Tuahiwi Community Board. Applications are recommended to be received three weeks prior to Board meeting dates so they can be processed in time.
- An Accountability Form must be provided to the Council within 20 working days after the event, completion of the project or when the funds were spent outlining how the funds were applied. Relevant proof of purchase such as receipts, banks statements or invoices must be included with the Accountability Form and photos of the event or purchase is encouraged.
- Where possible Boards request permission to utilise these photos on its Facebook page, the Council website or other social media, to encourage other community groups' participation.
- In the event that funds are not spent on the project or activity applied for within 12 months of the date of the event/project, the recipient will be required to return the grant funding to the Council.
- If the activity/event for which funds have been granted does not take place or if the group does not provide the information to enable the grant to be paid within six months of approval of the grant being notified, then in both cases the application will be regarded as closed and funds released for reallocation by the Board.
- No new application will be accepted until the Board receives the Accountability Form and relevant documentation for previous funding granted.

## What happens now?

Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) by posting to Private Bag 1005, Rangiora 7440, New Zealand, or hand delivering to your local Service Centre, or emailing to: [IM@wmk.govt.nz](mailto:IM@wmk.govt.nz)

## What happens next?

- Your application will be processed and presented to the Board at the next appropriate meeting.
- Following the meeting a letter will be sent to notify you of the Board's decision and if successful an invoice and your organisation's bank account details will be requested.
- On receipt of this information payment will be processed to your organisation's bank account.

**Brent Cairns Members Exchange  
November 2023**

- Attended Community CCTV camera meeting in Pegasus. All ready the account has \$100 raised. Funds are being held by North Canterbury Neighbourhood Support, they have separate accounts for all of the communities that want cameras.
- Community Development Forum, well run, great ideas came from the meeting. Collation of feedback will be going out in the next few weeks for additional feedback.
- Invited to attend NZRT12 Christmas event, all volunteers, responding to weather events within the district and throughout NZ.
- All Together Kaiapoi monthly meeting – Waitangi day is in the planning along with welcome bags being delivered to 120 new residents.
- Attending Model boat racing on Pegasus lake
- Attended North Canterbury Neighbourhood Support monthly meeting, finalising strategy and action plans for next year and 5 years.
- Visited Te Mataura school in Rangiora, wanting a food forest on site.
- Attended Kaiapoi Christmas parade, well attended, well run event, would be looking like turning a profit as they sold for \$5 wrist bands for children to go on all the activities.
- Ronels Cuppa, always fun to attend
- Attended Food Secure North Canterbury forum, as well as their monthly meeting, will be looking forward to support the creation of how to/educational videos and events, lobbying initiatives that help with food insecurity, connecting groups etc.
- Attended Williams Street Councillor gathering to consider/discuss new building heights.
- Attended Migrants meeting, one of the discussion points – what the likes of Queens town are doing in welcoming people to the community  
[https://www.qldc.govt.nz/media/odta1yxq/qldc\\_welcoming-communities\\_summary-of-feedback\\_sep22\\_final-web.pdf](https://www.qldc.govt.nz/media/odta1yxq/qldc_welcoming-communities_summary-of-feedback_sep22_final-web.pdf)
- Have attended many meetings about Promotions Associations and the way forward along with sitting in with Kaiapoi Promotions and get a handle on how things are done.
- Auckland Council staff member visited to gather information about the process from our point of view when we were red zoned. Auckland are about to start making house and land offers to people in flood prone and at risk areas. For those interested view there handbook on how they are going to manage the process -  
<https://www.aucklandcouncil.govt.nz/recovery-extreme-weather-disasters/Documents/homeowner-handbook-november-2023.pdf>
- Attended highest attended speed management drop in session.

- Attended Dudley Park opening of the new amenities that have been installed. Youth Council have done an amazing job of leading this project. The Waimakariri Youth Council have been given some funding by the Council to look at developing the space around Dudley Skate Park. The aim is to brighten up the space and encourage people to use it more to hang out, put on entertainment and generally have a more community friendly feel about it.

The Youth Council do have some ideas of their own like:

- An entertainment space
- Seating
- Charging bench
- Free wifi

**KAIAPOI-TUAHIWI COMMUNITY BOARD**

**MEMBERS INFORMATION EXCHANGE**

*For the month of November 2023*

Member' Name: Philip Redmond

<b>MEMBER'S DIARY</b>		<b>DISCUSSION POINTS</b>
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
2 & 3 November	LGNZ Wellington	Future for Local Government – Rural and Provincial
6 November	Speed Management Plan	Consultation at Oxford – poorly attended
7 November	Speed Management Plan	Consultation at Woodend – also poorly attended
8 November	Ronel's Cuppa	Waiora Links Community Trust. Christmas event at Woodend Community Centre with Mayor and Santa as special guests on 13 December 2023.
8 November	Viva City Video presentation	Data collection using AI – near misses.
P November	CCC – People, Places and Parking workshops	The role of parking in cities and alternatives. Presenters from Complete Streets and Transport Planning.
9 November	Speed Management Plan	Consultation at Rangiora – low attendance
12 November	Environmental Volunteer Showcase	Victoria Park, environmental groups, ecology activities games etc – poorly attended by great event.
13 November	District Licencing Committee	Training session
15 November	Speed Management Plan	Kaiapoi – good attendance
16 November	North Canterbury Sport and Recreation Trust AGM and monthly meeting	Successful year, good gym numbers. Exploring other opportunities.
21 November	PT Futures	Discussion with ECan Chair and staff. LTP discussion average bus fare \$11,00 Pegasus to Rangiora \$32.00. In Christchurch \$6.00. Waka Kotahi 51% - user \$2.00 and ratepayer balance. Discussed Oxford and orbiter services as options and investigate.
21 November	Waimakariri Public Arts Trust	Exhibition in Council foyer – theme Braided
22 November	Roading field trip to Lees Valley	
22 November	Woodpecker Christmas Event	
22 November	CCTV meeting at Pegasus	
23 November	Site inspection – William Street	Floor level heights 2.7 to 3.2m above datum.
24 November	ECan Summit	Mainpower Stadium, Climate focus
24 November	Rangiora Art Society Opening	Charles Upham Village – well attended
25 November	Kaiapoi Fire Station Official Opening	Cost \$8 million. The brigade attends about 250 incidents per annum.

26 November	Royal Commonwealth Society Christmas Lunch	Riccarton House
30 November	Ashley River Rating District Meeting	
30 November	Cones Road Drainage Group Meeting	

**Other:**

Also attended the following:

- Two committee meetings
- Four briefings and workshops (mainly LTP focused)
- One council meeting
- Four portfolio meetings
- Two Community Board meetings.