MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 20 MARCH 2017 AT 4PM.

PRESENT
J Watson (Chair), C Greengrass (Deputy Chair, arrived 4.04pm during item 5.1), N Atkinson, P Redmond, M Pinkham and S Stewart (departed at 6.10pm during the workshop).

IN ATTENDANCE
Councillors A Blackie and J Meyer.
J Palmer (Chief Executive), K Stevenson (Roading Manager), C Brown (Community Green Space Manager), S Hart (Centres and Business Manager), T Sturley (Community Team Manager), J McBride (Civil Projects Team Leader), K Ward (Community Board Advocate) and L Courtney (Governance Secretary).

The meeting adjourned at 5.16pm for workshops, resuming again at 6.52pm.

1 APOLOGIES
Moved J Watson seconded M Pinkham

Apologies were received and sustained from R Blair for absence and C Greengrass for lateness.
CARRIED

2 CONFLICTS OF INTEREST
Item 6.1 – N Atkinson; current Justice of the Peace.

3 CONFIRMATION OF MINUTES
3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 20 February 2017
Regarding item 2.1: M Pinkham raised that he was involved Reflections Community Trust not North Canterbury Wellbeing.

Regarding item 8.1: M Pinkham was referring to the whole cycle network not just the section being named.

Moved J Watson seconded P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:
(a) Amends item 2.1, paragraph 2, North Canterbury Wellbeing to Reflections Community Trust, and item 8.1, paragraph 2, ‘full cycleway’ to ‘whole cycle network’.

(b) Confirms the circulated minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 20 February 2017, as a true and accurate record.
CARRIED
4 MATTERS ARISING FROM THE MINUTES
Nil.

5 DEPUTATIONS AND PREsentATIONS
5.1 Fred Rahme, Silverstream Estates developer, spoke to the Board regarding the connectivity of the Silverstream Estate (Silverstream) to the Kaiapoi township.

F Rahme explained that prospective residents have trouble locating Silverstream. Signage to the Kaiapoi township was good, but for people who are unfamiliar with the area, there was no signage to direct them to Silverstream.

F Rahme advised he had met with the Council’s Roading Manager and a New Zealand Transport Authority (NZTA) representative to discuss signage. He was informed that signage could not be installed unless the subdivision name was formally recognised by the Council as a ‘suburb’ of Kaiapoi. NZTA would not act unless a formal position had been adopted by the Council.

F Rahme stated that Silverstream was developing well. It currently has approximately 1,000 residents, and a Shopping Centre and preschool established. He would like Silverstream to be officially recognised, so that clear signage can be erected for the benefit of residents, prospective residents, and visitors.

P Redmond asked how the Board could be of assistance. F Rahme replied he would like the Board’s support to progress support for Silverstream to be formally recognised by the Council.

N Atkinson asked if F Rahme was familiar with the District Development Strategy (DDS) that the Council was developing, as it could be an avenue to have the matter raised and considered. The matter of suburbs in Kaiapoi had been raised in the past and may be worth raising again as part of DDS discussions. F Rahme replied he was aware of the DDS and although he understood it to be a long term strategy, he was seeking a more immediate solution.

M Pinkham suggested that staff provide a workshop so the matter can be discussed; it would have implications across the district. Staff to follow up.

F Rahme thanked the Board for their time, adding he was aware it was not an overnight decision but had wanted to raise awareness of the issue.

5.2 Andy McFarlane (Youth Aide Officer, Kaiapoi Police) and Sarah Hawthorne (Marketing Manager, Kaiapoi High School), spoke to the Board about the Cactus programme.

A McFarlane showed a short video clip highlighting the programme’s recent activities. He stated the Combined Adolescent Challenge Training Unit and Support (Cactus) programme, has been running at Kaiapoi High School (KHS) since 2014. The programme aims to create resilience and leadership through physical activities and also promotes healthy eating choices. This year the programme finishes with the ‘Longest Day’, which culminates in students pulling a fire truck from the Blue Skies Centre to KHS, where they are welcomed by the school and then participate in a graduation ceremony from the programme.
A McFarlane advised the programme has improved relationships with teachers and given students a positive perspective towards the Police. He would like the programme to engage more with the community and would appreciate support from the Board. The programme currently has a vacancy for an instructor and any financial assistance towards the programme’s running costs would be welcomed. S Hawthorne added the programme has had a number of sponsors but currently they are exploring new funding opportunities and promotion. A McFarlane welcomed suggestions from the Board for the programme to be more involved with the community.

M Pinkham supported A McFarlane’s comments, particularly in relation to the programme’s value to the school, students and community. Past students of the programme have graduated with an increased sense of connection with the school and the wider community. He noted the pilot Canterbury programme started in Kaiapoi and was then launched elsewhere.

N Atkinson advised some funding was available through the Board. Staff would contact A McFarlane with funding details.

J Watson had heard positive things about the programme from the community and the fire truck pull was already a notable event.

5.3 Chris Greengrass (Chair, You,Me,We,Us (YMWU)) and Shirley Cairns (Trustee, You,Me,We,Us) presented a beautification project to the Board.

S Cairns believed the toilet block by the old railway station in the William Morgan Reserve required beautification and sought support from the Board to progress the idea. She had spoken with the owners of the ‘Paris for the Weekend’ cafe who supported the idea. It was noted that the toilets were well used and cleaned two-three times per day, and were utilised by tourists as well as locals.

S Cairns stated that YMWU would like to brighten up the building and have agreed on a design which she tabled for the Board’s information. The back and side walls would depict colourful beach huts; something pleasant to look at, yet unobtrusive. The front of the building required maintenance, and the proposal would be to incorporate key icons of the Kaiapoi town on the doors of the toilets, once the maintenance has been carried out. It was suggested that a name be painted along the fascia board (at the front of the toilets); “Kaiapoi Riviera Toilets” was suggested. She advised that YMWU have had paint offered and volunteers are ready to carry out the work.

S Cairns added that a ‘secret’ customer enquiry was carried out at the nearby cafe which revealed there were a lack of signs directing people to public toilets. A future project could involve painting the insides of the toilets, adding lighting for security may be required.

S Cairns concluded that the toilets were an eyesore and needed to reflect the improvements being carried out along the riverbank.

N Atkinson queried the timeframe for the project. C Greengrass replied YMWU hoped to have the toilets painted by the opening of Kaiapoi Art Expo, 10 July 2017. N Atkinson raised that the Kaiapoi River Rehabilitation Working Party had discussed the possibility of coin operated showers, so the beautification project would need to be planned alongside this proposal. He advised that a report would be required to formalise the Board’s support for the project.
6 ADJOURNED BUSINESS

6.1 Application to the Kaiapoi-Tuahiwi Community Board Discretionary Grants 2016-2017 - K Ward (Community Board Advocate)

Canterbury Justices of the Peace Association

Staff clarified that the banner was to replace the current banner and be consistent with the banners being purchased for the JPs at other Waimakariri libraries. (Refer to Memo 170306021455).

Moved P Redmond seconded C Greengrass

(c) Approves a grant of $235.75 to Canterbury Justices of the Peace Association Inc. towards the cost of a pull-up banner.

CARRIED

7 REPORTS

7.1 Interim Use of Council Owned Business Zoned Land – S Hart (Centres and Business Manager)

S Hart took the report as read, noting the report had been to the Rangiora-Ashley Community Board and approved. He referred members to the map outlining the areas to be utilised.

J Watson queried the timeframe for the process. S Hart replied that a recent request for use of the vacant land on corner of High Street and Ashley Street, Rangiora took four days to process.

M Pinkham queried whether the vacant area on the corner of Williams Street and Fuller Street had been considered. S Hart replied it was not included because most of the land is privately owned, adding that the areas in the report were in the town centre and likely to be vacant for the next six to nine months.

N Atkinson queried whether there were opportunities for the list of vacant sites to be added to, and whether such changes would come back to the Board. S Hart replied it was possible to add to the vacant sites and confirmed they would come to the Board.

N Atkinson asked how advanced bookings were, especially if the sites were purchased and developed. S Hart replied staff had good communication with local developers and would work with them should any changes occur regarding use of the sites.

P Redmond sought clarification that there was no intention to change access to car parking. S Hart confirmed access to car parking would remain.

Moved N Atkinson seconded P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No. 170222017125.

(b) Notes the relevant background information provided in this report.

(c) Approves staff to agree the temporary and conditional use of vacant Council land in the Kaiapoi business zones, to community or charitable organisations located within the Waimakariri District, for the purposes of promoting or conducting their activities on a temporary and short term basis.
(d) **Approves** staff to use the process proposed in section 3.5, 3.6 and 3.7 of report 170222017125, for the approval of the temporary use of vacant Council owned business zoned land.

(e) **Circulates** this report to the other Community Boards and Council for their information.

CARRIED

N Atkinson stated it was a positive step, as there are issues with vacant sites being left and becoming unsightly.

J Watson commented it was a good idea and a sound process.

7.2 **Proposed Modifications to Sewell St Building – T Sturley (Community Team Manager)**

T Sturley spoke to the report.

P Redmond sought clarification on the right of renewal. T Sturley advised it was a ten-year lease with a Right of Renewal for a further ten years.

S Stewart queried the costings for the project, expressing concerns for perceived exclusive use. T Sturley replied that the final costings would be influenced by an engineer’s report. J Palmer clarified there was funding available through earthquake recovery funds, however additional funds would require approval from the Board and/or Council.

C Greengrass asked whether Wellbeing North Canterbury (WNC) and the Darnley Club had been approached regarding financial contributions to the proposed modifications. T Sturley advised both organisations were already having operational costs subsidised by the Council. It was felt utilising Council property to achieve the same outcome was a sensible approach.

M Pinkham, to J Palmer, questioned whether a ten plus ten year lease was too long. J Palmer responded that if the group wanted to relinquish space earlier than the lease term, then they could be released from the contract and the site would return to the Council. He clarified the term of the lease was to provide long term certainty for these community groups.

J Meyer enquired whether the Darnley Club was consulted regarding the report to the Board. T Sturley replied the reconfiguring of the space was discussed with the Club to achieve the best outcome for their needs. The engineer’s report would relate to the existing Club space and strengthening work would potentially be required to meet current Building Code standards.

N Atkinson, to J Palmer, referred to WNC approaching the Council for additional funding. He recalled the Council advising the organisation to review their financial status. N Atkinson did not recall the discussion including moving to a premises with an (effectively) nominal lease. He was not convinced enough information had been provided to make an informed decision. J Palmer clarified the arrangement was threefold. The first was support for WNC’s Kaiapoi operation, in the form of support for rental expenses; the second was for the Rangiora branch’s new building and challenges they faced with funding for the lease; the third was a contribution for capacity funding because central government funding was for programme delivery. WNC moving into the Sewell Street premises was seen to still meet the Council’s agreement to support the organisation in relation to rental expenses.
C Greengrass asked if staff were aware of community groups looking for spaces to utilise. T Sturley discussed the matter with staff at the Kaiapoi Service Centre who advised that groups did enquire about spaces to utilise, and needs were being met. She added that the Church, currently operating out of the Sewell Street site, would soon move to the Blue Skies Centre. T Sturley highlighted that the proposed plan incorporated small meeting spaces for use by various community groups, with many spaces being designed to be multiuse.

C Greengrass queried the timeframe. T Sturley replied the office spaces were near completion and were awaiting water connections. However, reconfiguration of the Darnley Club was awaiting the results of the engineer’s report.

N Atkinson asked whether there would be disruption to users if the engineer’s report indicated modifications were required to the building. T Sturley was confident most users would not be affected, however, when the Mill Room is modified then users will be consulted.

Moved N Atkinson seconded S Stewart

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

(a) **Lays** report 170307022086 on the table until the financial information relating to the proposed modifications can be presented.

**CARRIED**

The meeting adjourned at 5.16pm for staff workshops, resuming again at 6.52pm.

7.3 **Kaiapoi-Tuahiwi Road and Reserves Naming Committee – K Ward (Community Board Advocate)**

The report was taken as read.

Moved M Pinkham seconded P Redmond

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

(a) **Receives** report No.170221016654.

(b) **Resolves** not to establish a Road and Reserves Naming Committee at this time.

**CARRIED**

J Watson commented there was little work anticipated in the near future.

M Pinkham noted the delegation was to the Board and saw no current need for a separate committee.

P Redmond observed the committee was for four members, when the Board membership (excluding Councillors) was five.

N Atkinson recommended the Pre-Approved Road Name list and minutes of previous Road and Reserve Naming Committee meetings be distributed to Board members for their information.
7.4 **New Zealand Community Board’s Conference 2017 – K Ward (Community Board Advocate)**

The report was taken as read.

Moved N Atkinson    seconded P Redmond

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

(a) **Receives** report No.170223017467.

(b) **Approves** Board members R Blair, C Greengrass, M Pinkham, P Redmond, and J Watson to attend the New Zealand Community Board’s Conference to be held in Methven from 11 to 13 May 2017 pending their agreement.

(c) **Notes** the attendees will write an individual report on the conference sharing ideas/knowledge gained and present the report at their respective Board’s June 2017 meeting.

(d) **Notes** that the total cost for each attendee is approximately $1,315 (including GST).

*CARRIED*

7.5 **Application to the Kaiapoi-Tuahiwi Community Board Discretionary Grants 2016-2017**

The report was taken as read.

Moved P Redmond    seconded C Greengrass

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

(a) **Receives** report No. 170306020999.

(b) **Approves** a grant of $500 to Karanga Mai Early Learning Centre towards the cost of a new couch for breast-feeding mothers to nurse their babies.

*CARRIED*

7.6 **Approval of the Kaiapoi-Tuahiwi Community Board Plan – K Ward (Community Board Advocate)**

K Ward tabled an updated version of the Board Plan which included amendments from members.

Regarding the front cover photo: P Redmond suggested of a collage of photos that reflected the community. K Ward advised the number of Council owned photographs available for use was limited and sought assistance from members for more photographs.

M Pinkham suggested the reference to a Road and Reserve Naming Committee be removed.

N Atkinson queried the Board’s logo. K Ward clarified the logo had belonged to the previous Kaiapoi Community Board and the amended logo needed approval from the Board.

J Palmer suggested the Board include projects relating to Tuahiwi including MR873. Staff to follow up.
Moved J Watson    seconded P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:
(a)  Receives report No.170223017580.
(b)  Approves the final version of the Kaiapoi-Tuahiwi Community Board Plan (Trim 170110001411[v01]) subject to any edits discussed and approved by the Board Chairperson.

CARRIED

7.7 Approval of the Kaiapoi-Tuahiwi Community Board Flyer – K Ward (Community Board Advocate)

K Ward took the report as read.

Moved J Watson    seconded C Greengrass

THAT the Kaiapoi-Tuahiwi Community Board:
(a)  Receives report No.170223017556.
(b)  Approves the Kaiapoi-Tuahiwi Community Board flyer (Trim 170224017965) subject to minor edits discussed and approved by the Chairperson.
(c)  Notes an initial short run of published flyers (<300) will be placed in district libraries, service centres, community centres, and information centres; the number taken by the public to be monitored, and reruns to be undertaken at the discretion of staff. Some will also be given to each Board member to leave behind when attending community meetings and/or events. A copy will also be published on the Community Board’s webpage.

CARRIED

8 CORRESPONDENCE

Nil.

9 CHAIRPERSON’S REPORT

9.1 Chair’s Diary for February – March 2017

P Redmond queried J Watson’s meeting 9 March 2017. J Watson advised a correction was required to reflect that she met with representatives of Kaiapoi Promotion Association and Enterprise North Canterbury.

There was discussion regarding the drop-in session which was not well advertised. This has been followed up with staff for the next session.

Moved J Watson    seconded P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:
(a)  Receives report No.170315025021.

CARRIED
10  MATTERS REFERRED FOR INFORMATION

10.1 Rangiora-Ashley Community Board meeting minutes – 8 February 2017 (Trim No. 170216014756)
10.2 Oxford-Ohoka Community Board meeting minutes – 9 February 2017 (Trim No. 170202009734)
10.3 Woodend-Sefton Community Board meeting minutes – 13 February 2017 (Trim No. 170209011843)
10.4 Summary of Discretionary Grant accountability to 31 December 2016 (K Ward, Community Board Advocate) – Report to Oxford-Ohoka Community Board – 9 February 2017 (Trim No. 170120004926)
10.5 Summary of Discretionary Grant accountability to 31 December 2016 (K Ward, Community Board Advocate) – Report to Woodend-Sefton Community Board – 13 February 2017 (Trim No. 170202009658)
10.6 Summary of Discretionary Grant accountability to 31 December 2016 (K Ward, Community Board Advocate) – Report to Rangiora-Ashley Community Board – 8 February 2017 (Trim No. 170126006940)
10.7 Library Update (P Ashbey, Libraries Manager) – Report to Community and Recreation Committee – 14 February 2017 (Trim No. 170202009922)
10.8 Capital Projects Report for the period ended 31 December 2016 (P Christensen, Finance Manager) – Report to Audit and Risk Committee – 14 February 2017 (Trim No. 170127007442)
10.9 Road Safety Action Plan (K Graham, Journey Planner/Road Safety Coordinator) – Report to Utilities and Roading Committee – 21 February 2017 (Trim No. 170209012554)
10.10 Rangiora to Kaiapoi and Rangiora to Woodend Cycleways (B Rice, Senior Transport Engineer) – Report to Council – 7 March 2017 (Trim No. 170223017400)
10.12 Request for approval for the Footpath Operation of NZ Post Electric Delivery Vehicles in Rangiora and Kaiapoi (K Stevenson, Roading Manager) – Report to Council – 7 March 2017 (Trim No. 170207010670)
10.13 Kaiapoi Town Centre Plan 2011 Review (S Hart, Business and Centres Manager and S Markham, Manager, Strategy and Engagement) – Report to Council – 7 March 2017 (Trim No. 170217015090)

Moved J Watson  seconded P Redmond

THAT the Kaiapoi-Tuahiwi Community Board receives the information in items 10.1-10.14.
CARRIED

11  MEMBERS’ INFORMATION EXCHANGE

Nil.
12 CONSULTATION PROJECTS
12.1 Draft Annual Plan
Submissions open between Friday 10 March to Tuesday 11 April.

The Board noted the consultation project.

13 REGENERATION PROJECTS
13.1 Waimakariri Residential Red Zone Recovery Plan
The Department of the Prime Minister and Cabinet has released its decision on the Waimakariri Residential Red Zone Recovery Plan. Use this link to find out more information: [http://www.dpmc.govt.nz/future-use](http://www.dpmc.govt.nz/future-use)

J Palmer advised central government are arranging a suitable date for the handover of the Kaiapoi Domain that had been used for temporary housing as a result of the 2010-2011 Canterbury Earthquakes.

N Atkinson queried when the lease to Kidsfirst Kindergarten Kaiapoi North was due. He recalled the lease expiry date was to coincide with the return of the land to the Council. Staff to follow up.

13.2 Town Centre, Kaiapoi
Updates on the Kaiapoi Town Centre projects are emailed regularly to Board members. These updates can be accessed using the link below:


13.3 New Arterial Road, Kaiapoi
Regular updates on the progress of the new Arterial Road will be posted on the Council’s website. There are also links to intersection layout plans for each of the new intersections. The updates can be located using the link below:


13.4 Kaiapoi Regeneration Steering Group
The next meeting of the Kaiapoi Regeneration Steering Group will be held in Meeting Room 1, Ruataniwha Kaiapoi Civic Centre, 4pm on Monday 3 April. This meeting is open to the public.

The Board noted the Regeneration Projects.

14 BOARD FUNDING UPDATE
14.1 Board Discretionary Grant
Balance as at 14 February 2017: $2,531.57

14.2 General Landscaping Budget
Balance as at 14 February 2017: $73,240.99

The Board noted the balances.
15 **MEDIA ITEMS**

J Watson sought a volunteer to manage the Board’s Facebook page. She could not undertake the task due to her other commitments. C Greengrass volunteered.

It was suggested the Board’s new community plan be advertised.

16 **QUESTIONS UNDER STANDING ORDERS**

There were no questions under Standing Orders.

17 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

There was no urgent general business under Standing Orders.

**NEXT MEETING**

The next meeting of the Kaiapoi-Tuahiwi Community Board is scheduled for 4pm, Monday 24 April 2017 at the Ruataniwha Kaiapoi Civic Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 7.18PM.

CONFIRMED

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Chairperson

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Date
Workshop

1. Members’ Forum.
   The proposed food forest for the regeneration area was discussed.

2. General Landscaping Budget discussion. C Brown (Community Green Space Manager) 5.15pm – 6.04pm.

3. Roading Matters. K Stevenson (Roading Manager) 6.08pm – 6.52pm.
   a. Western Arterial Road signage and speed limits
      Guidance was sought from the Board on signage and speed limits for the new Northern Arterial.
   b. Lead-up to the old Waimakariri Bridge
      The Board were advised on the maintenance status of the Old Waimakariri Bridge and related NZTA Northern Corridor plans.
   c. General roading concerns