Kaiapoi-Tuahiwi Community Board

Agenda

Monday 15 May 2017

4.00pm

Meeting Room 1 (upstairs)
Ruatanwha Kaiapoi Civic Centre
176 Williams Street, Kaiapoi

Members:
Jackie Watson (Chair)
Chris Greengrass (Deputy Chair)
Neville Atkinson
Roger Blair
Philip Redmond
Martin Pinkham
Sandra Stewart
AGENDA FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD TO BE HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 15 MAY 2017 AT 4PM.

Karyn Ward
Community Board Advocate

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

BUSINESS

1 APOLOGIES

2 CONFLICTS OF INTEREST

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 24 April 2017

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:
(a) Confirms the circulated minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 24 April 2017, as a true and accurate record.

4 MATTERS ARISING

5 DEPUTATIONS AND PRESENTATIONS

5.1 Brent Cairns, local resident, will present information to the Board regarding dissatisfaction with the new bus timetable.

6 ADJOURNED BUSINESS

Nil.

7 REPORTS

7.1 Proposed Modifications to Kaiapoi Community Centre – T Sturley (Community Team Manager) and C Sargison (Manager Community and Recreation)

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board recommends
THAT the Council:
(a) Receives report No. 170428041725.
(b) Approves the proposed modifications to the ‘Community Centre’ space.

(c) Approves the proposed modification to the Mill Room to accommodate the expansion of the Darnley Club space.

(d) Approves additional budget of $165,000 for the alterations to the community space with $50,000 funded from the Earthquake Recovery Loan and $115,000 to be funded from the Recreation Community Buildings Account.

(e) Approves additional budget of $30,000 for the alterations to the Mill/Cam Room to provide additional space for the Darnley Club to be funded from the Recreation Account.

(f) Notes that if funding is approved it is intended to commence the work in June 2017.

(g) Notes that the likely income from the building will be $16,000 per annum from the Community Space and $2,630 including GST per annum from the Darnley Club.

8 CORRESPONDENCE

9 CHAIRPERSON’S REPORT

9.1 Chair’s Diary for April - May 2017

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No. 170509046202.

10 MATTERS REFERRED FOR INFORMATION

10.1 Oxford-Ohoka Community Board meeting minutes – 6 April 2017 (Trim No. 170406033740)

10.2 Woodend-Sefton Community Board meeting minutes – 10 April 2017 (Trim No. 170308022656)

10.3 Rangiora-Ashley Community Board meeting minutes – 15 April 2017 (Trim No. 170406033880)

10.4 Customer Satisfaction Survey 2016 Reports – District Planning and Regulatory Performance – Report to District Planning and Regulation Committee – 18 April 2017 (Trim No. 170331031689)


RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board receives the information in items 10.1-10.5.

Note: Items were circulated to Board members separately.
11 MEMBERS’ INFORMATION EXCHANGE
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.

12 CONSULTATION PROJECTS
12.1 **Kaiapoi High School Speed Limits**
Consultation ends 5pm, Friday 19 May 2017.

12.2 **Kaiapoi East – New Road Link**
Consultation ends 5pm, Wednesday 24 May 2017.

12.3 **Rebuilding Courtenay Drive**
Consultation ends 5pm, Wednesday 24 May 2017.

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)

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 12 June 2017. This meeting is open to the public.
14 BOARD FUNDING UPDATE

14.1 Board Discretionary Grant
Balance as at 10 May 2017: $945.82
At its April meeting, the Board granted a total of $850 to the Kaiapoi Toy Library, the Waimakariri Arts Trust for the Kaiapoi Art Expo, R13 Youth Development Trust and Tuahiwi Community Preschool for various projects and equipment.

14.2 General Landscaping Budget
Balance as at 10 May 2017: $41,240.99
At its April meeting, the Board $2,000 towards the construction of planters and $30,000 towards Kaiapoi Town Centre Entrance Enhancement. The remaining balance will be carried over into the 2017-2018 financial year.

15 MEDIA ITEMS

16 QUESTIONS UNDER STANDING ORDERS

17 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING
The next meeting of the Kaiapoi-Tuahiwi Community Board is scheduled for 4pm, Monday 19 June 2017 at the Ruataniwha Kaiapoi Civic Centre.

Workshop
1. Members’ Forum.
   Opportunity for members to share potential new ideas and initiatives.
MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD
IN MEETING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE,
176 WILLIAMS STREET, KAIAPOI ON MONDAY 24 APRIL 2017 AT 4PM.

PRESENT
J Watson (Chair), C Greengrass (Deputy Chair), R Blair, M Pinkham, and P Redmond.

IN ATTENDANCE
Councillors J Meyer and A Blackie.

J Palmer (Chief Executive), C Brown (Community Green Space Manager), K Stevenson
(Roading Manager), S Hart (Business and Centres Manager), K Ward (Community Board
Advocate) and L Courtney (Governance Secretary).

1 APOLOGIES
Moved J Watson seconded C Greengrass
Apologies were received and sustained from N Atkinson and S Stewart for absence.
CARRIED

2 CONFLICTS OF INTEREST
J Watson – Item 7.5 (c), Waimakariri Arts Trust - Kaiapoi Art Expo 2017

3 CONFIRMATION OF MINUTES
3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 20 March 2017
M Pinkham raised that the workshop topic was in relation to the Western
Arterial, not the Northern Arterial.
Moved J Watson seconded P Redmond
THAT the Kaiapoi-Tuahiwi Community Board:
(a) Amends the minutes of the Kaiapoi-Tuahiwi Community Board meeting
of 20 March 2017 as follows:
   • Workshop item 3a subtitle: replace ‘Northern’ with ‘Western’.
(b) Confirms the circulated minutes of the Kaiapoi-Tuahiwi Community
Board meeting, held 20 March 2017, as a true and accurate record.
CARRIED

4 MATTERS ARISING FROM THE MINUTES
Nil.

5 DEPUTATIONS AND PRESENTATIONS
Nil.

6 ADJOURNED BUSINESS
Nil.
7 REPORTS

Item 7.2 was taken at this time. Note that the minutes have been recorded in accordance with the order of the agenda as circulated.

7.1 Kaiapoi High School – 40km/h Variable Speed Limit Signs on Ohoka Road – K Stevenson (Roading Manager) and H Davies (Roading Project Engineer)

K Stevenson spoke to the report. He advised that traffic calming measures had been installed outside the school and that the school have been consulted on, and are supportive of the proposal.

P Redmond queried clause 3.3, whether a more recent speed survey had been carried out. K Stevenson advised it was unlikely that a more recent speed survey would demonstrate a significant change in the average speed of motorists travelling past the school.

Moved J Watson seconded R Blair

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No. 170316025901.
(b) Approves consultation being carried out on the proposal to change the speed limit and install 40km/h variable speed limit school zone signs outside Kaiapoi High School.
(c) Notes that the 40km/h speed limit will apply 35 minutes before the start of school, until the start of school; and 20 minutes at the end of school, commencing 5 minutes before the end of the school day.
(d) Notes the existing speed on Ohoka Road, outside Kaiapoi High School is 50km/h.
(e) Notes the consultation on this proposal will be carried out between 28 April and 19 May 2017.
(f) Notes the Board will be updated at the end of the consultation process.
(g) Notes that any submissions on the proposal will be taken into account before the speed limit change is presented to the Council on 6 June 2017 for consideration.

CARRIED

J Watson highlighted the need for traffic management outside schools.

R Blair supported J Watson’s comments, welcoming the proposed measures.

A Blackie commented that traffic exiting the motorway off ramp were unlikely to have reduced to a safe speed by the time the motorists have passed the school.

7.2 Kaiapoi-Tuahiwi General Landscaping Budget – C Brown (Community Green Space Manager)

C Brown spoke to the report, outlining the proposed projects.

Flagpoles

P Redmond queried what kind of poles would be used. C Brown replied staff were proposing white metal flag poles.

P Redmond queried whether the flagpoles could be canter levered from the top of the canopy of the Ruataniwha Kaiapoi Civic Centre. C Brown advised that it had not been considered, however staff could investigate.
C Greengrass queried how often the flags would be needed to be changed. C Brown advised that the Rangiora Service Centre raised flags on notable occasions such as a recent Chinese sister city delegation and the Tino Rangatira flag for Waitangi Day.

A Blackie queried the timeframe for the MV Tuhoe mast to be installed and its suitability as a flag pole. C Brown advised that the Regeneration Team would be investigating suitable locations for various MV Tuhoe artefacts. P Redmond, as a member of the Kaiapoi Maritime Heritage Trust, advised that the Trust hoped artefacts would be used as part of a broader landscaping project along the Kaiapoi riverbank.

M Pinkham supported angled flags and queried how often the flags would be raised. It was advised that the Rangiora Service Centre kept the New Zealand flag constantly raised with a second flag being raised as required.

J Meyer queried whether the flagpole could be sourced through the Council’s Annual Plan as he believed they were items of relevance to the district.

**Tuhoe Planters**

A Blackie queried the cost of the planters. C Brown replied that staff had compared the cost to a similar past project, and that staff had opted for this particular fabricator for consistency, having completed constructions of established planters. Previously contracted fabricator consistency was acknowledged, however staff were requested to return to the Board with more recent quotes.

**Vertical Planters**

C Greengrass referred to clause 3.8.4 and sought clarification regarding who would be responsible for maintenance. C Brown replied that the agreement was that YouMeWeUs would plant out the planters and replace plants when necessary, with the Council responsible for watering.

Moved J Watson seconded P Redmond

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

(a) **Receives** report No. 170412036395.

(b) **Notes** the Kaiapoi-Tuahiwi Board currently have $73,240.99 of General Landscaping Budget available.

(c) **Approves** You Me We Us painting the outside of the Morgan Williams Toilets to resemble a series of boat sheds as shown on the image included in report Attachment i. (Trim No. 170412036395[v02]).

(d) **Allocates** $2,000 as a grant to You Me We Us for the construction of vertical floral planters to be temporarily located in the town centre of Kaiapoi.

(e) **Notes** that the final design of the vertical planters and their location for display is to be signed off by the Community Green Space Manager.

(f) **Allocates** $30,000 towards Kaiapoi Town Entrance Enhancement to be carried over into the 2017/18 financial year.

(g) **Requests** staff provide further information towards the purchase of two additional aluminium planter boxes to be located on the Williams Street Bridge.

(h) **Requests** staff provide information regarding potential locations of flagpoles.

**Recommends** that the Council:

(i) **Allocates** funds towards the purchase and installation of two flagpoles to be installed in the Kaiapoi Town Centre.
(j) **Notes** the matter of the location of the flagpoles is still to be considered by the Kaiapoi-Tuahiwi Community Board following additional information.

(k) **Approves** any remaining Kaiapoi-Tuahiwi General Landscaping budget be carried over into the 2017/18 financial year.

**CARRIED**

J Watson believed the proposals were worthy and that it would be good to have the town centre beautified. More consideration was required on the locations of the flagpoles. Two planters would be sufficient due to their cost.

P Redmond was pleased that the remaining budget would likely be carried over, and a significant contribution to the town centre’s entrance project.

C Greengrass expressed satisfaction with the outcome for projects discussed, and looked forward to seeing their completion.

7.3 **Stop Bank Maintenance Update – C Brown (Community Green Space Manager)**

C Brown spoke to the report, tabling a map which outlined the areas the Council currently maintains. He advised that Environment Canterbury (ECan) were responsible for the maintenance of all trees along the riverbanks. At a recent ECan meeting, it had been decided that there would be increased maintenance and more communication with the Council’s Green Space unit to ensure a more proactive approach to maintenance of the riverbanks.

J Watson sought clarification on the area to be maintained. C Brown replied that there were variations on the areas to be maintained. These ranged from the top of the stopbank to the riverbank, or to just the top of the stopbank. He added that although the area of grass left along the riverbank may be considered unsightly by the public, it is beneficial to the aquatic life in the river. However, if it continues to be an issue, then riparian planting may be required.

J Watson queried the frequency of maintenance. C Brown replied that the contractor is advised to mow, not by frequency, but by the length of the grass which is recommended to be at 100mm.

P Redmond queried whether ECan could be asked for more of a contribution. J Meyer responded that ECan were being cooperative and were supportive of a collaborative approach to riverbank maintenance. He added that a review on riverbank maintenance would be carried out through ECan’s Long Term Plan process.

R Blair sought clarification that the report covered the northern side of the Mandeville Bridge, and would include having weeds and undesirable plants removed. C Brown confirmed it was.

Moved P Redmond seconded M Pinkham

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

(a) **Receives** report No. 170411035522.

(b) **Notes** that staff have investigated the total maintenance cost for the riverbanks between the western end of Murphy Park and the Courtney confluence on both sides of the river.

(c) **Notes** that increasing the levels of service for mowing will cost $63,200 per annum.

(d) **Notes** that increasing the levels of service for tree maintenance will cost $120,000 for the first year and then $25,000 per annum going forward.
(e) **Notes** that Environment Canterbury have been provided with the information regarding levels of service increase standards and costs and that staff are waiting to hear back regarding what contribution they may be able to make.

(f) **Notes** that staff will clarify what levels of service Environment Canterbury propose as well as potential long-term levels of service for consideration as part of the Long Term Plan process.

**CARRIED**

P Redmond commended staff on the report and looked forward to further discussion in the future.

### 7.4 ANZAC Day 2017 – K Ward (Community Board Advocate)

K Ward spoke briefly to the report.

Moved J Watson    seconded P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** report No. 170418037179.

(b) **Appoints** Board members J Watson and C Greengrass to lay a wreath on behalf of the Board at the Kaiapoi Cenotaph Dawn Service, 6.30am, Tuesday 25 April 2017.

(c) **Appoints** Board members J Watson and P Redmond to lay a wreath on behalf of the Board at the Kaiapoi Cenotaph (Trousselot Park) Service, 10.00am, Tuesday 25 April 2017.

(d) **Appoints** Board members J Watson and C Greengrass to lay a wreath on behalf of the Board at the Tuahiwi Service, 2.00pm, Tuesday 25 April 2017.

**CARRIED**

### 7.5 Applications to the Kaiapoi-Tuahiwi Community Board Discretionary Grants 2016-2017 – K Ward (Community Board Advocate)

*Having declared a conflict of interest, J Watson took no part in discussion or decision of item 7.5(c).*

K Ward spoke to the report highlighting the amount being sought by the applicants exceeded that Board’s current balance.

Moved P Redmond    seconded C Greengrass

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** report No. 170321027661.

(b) **Approves** a grant of $100 to Kaiapoi Toy Library towards the purchase of board games.

(c) **Approves** a grant of $300 to Waimakariri Arts Trust-Kaiapoi Art Expo towards running costs associated with the Kaiapoi Art Expo and Schools’ Art Expo, in particular advertising in the Kaiapoi Advocate and venue clearing costs.

(d) **Approves** a grant of $250 to R13 Youth Development Trust to enable the Chair/Manager to attend a Five Day Child Protection programme.

(e) **Approves** a grant of $200 to Tuahiwi Community Preschool towards the creation of a bicultural themed entranceway feature.

**CARRIED**

J Watson abstained
7.6 **Retrospective Ratification of Submission – K Ward (Community Board Advocate)**

K Ward took the report as read.

Moved J Watson seconded P Redmond

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

(a) **Receives** report No. 170330031353.

(b) **Ratifies** the Board’s submission to the Waimakariri District Council regarding the Waimakariri District Council Draft Annual Plan 2017/2018 (Trim No. 170328030390).

**CARRIED**

8 **CORRESPONDENCE**

8.1 Invitation to Kaiapoi District Museum 2017 Annual General Meeting.

The Board received the correspondence.

9 **CHAIRPERSON’S REPORT**

9.1 **Chair’s Diary for March – April 2017**

Moved J Watson seconded P Redmond

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

(a) **Receives** report No. 170418037473.

**CARRIED**

10 **MATTERS REFERRED FOR INFORMATION**

10.1 **Rangiora-Ashley Community Board meeting minutes – 8 March 2017** (Trim No. 170303020481)

10.2 **Oxford-Ohoka Community Board meeting minutes – 9 March 2017** (Trim No. 170303020494)

10.3 **Woodend-Sefton Community Board meeting minutes – 13 March 2017** (Trim No. 170329030579)

10.4 **Canterbury Water Management Strategy Waimakariri Zone Committee Annual Report for the 2016 Calendar Year – G Meadows (Policy Manager)** – Report to Council – 4 April 2017 (Trim No. 170315025251)

10.5 **Earthquake Infrastructure Recovery Programme – April 2017 Update – G Boot (Project Delivery Consultant)** – Report to Council – 4 April 2017 (Trim No. 170228019100)


10.8 **Governance Statement Adoption – S Nichols (Governance Manager)** – Report to Council – 4 April 2017 (Trim No. 170110001424)

10.9 **ANZAC Day Services 2017 – S Nichols (Governance Manager)** – Report to Council – 4 April 2017 (Trim No. 170327029704)
10.10 **Customer Satisfaction Survey 2016 – Satisfaction with Overall Performance** – Report to Council – 4 April 2017  (Trim No. 170323028678)

10.11 **Kaiapoi Street Camera Surveillance Upgrade – C Sargison (Manager Community and Recreation)** – Report to Council – 4 April 2017  (Trim No. 170323028314)

Moved J Watson seconded C Greengrass

THAT the Kaiapoi-Tuahiwi Community Board receives the information in items 10.1-10.11.

CARRIED

11 **MEMBERS’ INFORMATION EXCHANGE**

11.1 **P Redmond**
- Attended a variety of events and meetings for elected members including:
  - All Boards briefing
  - Annual Hui between Rūnanga and Council
  - Regeneration Steering Group
- Also represented the Board at:
  - Waimakariri Health Advisory Group meetings
- Also attended:
  - North Canterbury Big Brothers Big Sisters

11.2 **M Pinkham**
- Attended a variety of events and meetings for elected members including:
  - Annual Hui between Rūnanga and Council
  - All Boards briefing
  - Enterprise North Canterbury
- Also attended:
  - Civil Defence briefing regarding tsunami risks.

11.3 **C Greengrass**
- Attended a variety of events and meetings for elected members including:
  - Enterprise North Canterbury
  - local business presentation
  - Kaiapoi Museum
  - Board drop in sessions
- As a Board representative:
  - Attended Pines and Kairaki Beaches Association meeting.
    - Raised the need for signage advising where defibrillators are located. M Pinkham advised that there is an application available to smartphones giving locations of defibrillators. Staff to follow up.
    - Provided an update on the new hall with regard to issues of the roof leaking. This is being following up with Building Unit staff.
  - Attended Waimakariri Landmarks meeting. Advised the soldier at the Kaiapoi Cenotaph has received new bayonet.
  - Advised Board’s Facebook page still in progress.

11.4 **R Blair**
- As a Board representative attended:
  - Darnley Club
  - North Canterbury Neighbourhood Support. Advised of successful event at Beachgrove and noted growth in membership.
12 CONSULTATION PROJECTS

12.1 Kaiapoi River Rehabilitation
Consultation closes Friday 5 May 2017.
http://www.waimakariri.govt.nz/have-a-say/lets-talk/consultations/kaiapoi-river-rehabilitation

12.2 Woodend Beach Speed Limits Review
Consultation closes Friday 12 May 2017.

P Redmond queried the consultation as some of the residents do come under the Kaiapoi-Tuahiwi Community Board community, in particular residents on the south side of Sandhills Road. K Ward advised that the Woodend-Sefton Community Board had held discussions and presentations from residents regarding the matter, as most residents came under their jurisdiction.

The Board noted the consultation projects.

13 REGENERATION PROJECTS

13.1 Waimakariri Residential Red Zone Recovery Plan
The Department of the Prime Minster 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

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 1 May 2017. 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 19 April 2017: $1,795.82

14.2 General Landscaping Budget
Balance as at 19 April 2017: $73,240.99

The Board noted the balances.
15 **MEDIA ITEMS**
There were no media items.

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 15 May 2017 at the Ruataniwha Kaiapoi Civic Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 5.24PM.

CONFIRMED

__________________
Chair

__________________
Date
Workshop – 5.25pm – 5.50pm

1. **Members’ Forum.**

   Discussions included:
   
   • Safety issues at the corner of Charles Street and Williams Street intersection.
   • Status of vacant land on Williams Street, adjacent to Riverside Church.
   • New bus service timetable.

2. **Kaiapoi 2028: Simon Hart (Business and Centres Manager)**

   The monitoring report, assessing the “Kaiapoi Town Centre Plan 2011”, was presented and results discussed. The report completes the 2011 plan and signifies the start of the Kaiapoi Town Centre review, “Kaiapoi 2028”. 
WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO and TRIM NO: GOV-26-08-06 / 170428041725

REPORT TO: Kaiapoi-Tuahiwi Community Board

DATE OF MEETING: Monday 15 May 2017

FROM: Tessa Sturley, Community Team Manager
       Craig Sargison, Manager Community and Recreation

SUBJECT: PROPOSED MODIFICATIONS TO KAIAPOI COMMUNITY CENTRE

1. SUMMARY

1.1 The purpose of this report is to present a proposal to modify the Sewell St Building to support better community and social service provision for Kaiapoi residents and is a follow up to the report considered by the Board at its March Meeting (TRIM:170307022086).

1.2 This report has the cost details of the proposed alterations and is seeking a recommendation from the Board to the Council for additional funding for alterations to the Community Centre to both fund additional space for the Darnley Club and to reconfigure existing spaces to make them more suitable for current community needs.

1.3 If Council approves the funding there will be a subsequent report to the Board seeking a licence to occupy for Kaiapoi Community Services.

Attachments:
   i. Proposed floor plan community space draft sketch (Trim:170307022079)
   ii. Endorsements from Satisfy Food Rescue, Plunket, and Barnardos (Trim:705040436978)
   iii. General stakeholder feedback. (Trim: 170504043989)
   iv. Proposed alteration to Darnley and Mill Cam Room spaces(Trim: 170504044278)

2. RECOMMENDATION

THAT the Community Board recommends to Council:

(a) Receives report No. 170428041725.

(b) Approves the proposed modifications to the ‘Community Centre’ space

(c) Approves the proposed modification to the Mill Room to accommodate the expansion of the Darnley Club space

(d) Approves additional budget of $165,000 for the alterations to the community space with $50,000 funded from the Earthquake Recovery Loan and $115,000 to be funded from the Recreation Community Buildings Account

(e) Approves additional budget of $30,000 for the alterations to the Mill/Cam Room to provide additional space for the Darnley Club to be funded from the Recreation Account.
Notes that if funding is approved it is intended to commence the work in June 2017.

Notes that the likely income from the building will be $16,000 per annum from the Community Space and $2,630 inc GST per annum from the Darnley Club

3. ISSUES AND OPTIONS

3.1. Proposed Modifications to ‘Community Centre Space

3.1.1. Background

a) Following the 2010/2011 earthquakes, the Community Centre space in the Sewell Street building was modified to provide accommodation for a range of agencies providing post-earthquake support services to the residents of Kaiapoi. The Red Zone futures team and the Social Recovery Team, out of which the You Me We Us Kaiapoi Community-led Development initiative was conceived, have also used this space.

b) With the disbanding of the Earthquake Support Service and the completion of the Red Zone Futures consultation, this space is now largely un-used; except two consulting engineers, the You Me We Us facilitator and three part-time Barnardos staff. Consulting engineers will relocate to Rangiora in June.

c) Other areas of the Sewell St building are occupied by Darnley Club, which provides day-care and associated support for older people; and by Plunket, which operates a clinic, mother’s groups and parent education.

d) A range of community support groups utilise the meeting room space at the Sewell St Building. These include Mothers Supporting Mothers and Child Youth and Family (Group Family Conferences)

e) Wellbeing North Canterbury’s, Kaiapoi Community Support provides operating space for a wide range of community services out of its Williams St premises. These include:

- RCPHO Brief Intervention Counselling Service
- Community Law
- Nurse Maude
- Meals on Wheels
- Kaiapoi Food Bank
- Budget Advice Service
- Triton Hearing
- Foot care service for older people
- Satisfy Food Rescue
- Volunteer Driver Service, and a range of other important community supports

In recent times, challenges with sustainable funding to service high commercial rent costs, a lack of off-street parking for clients and a shortage of space have prompted the need for Kaiapoi Community Support to seek an alternative location, so that it can better serve the needs of the community.

f) Lack of space currently limits provision of Social Support Services in Kaiapoi. This has seen initiatives like the Restorative Justice and the Aviva Men’s Advocacy service forced to operate in Rangiora only, despite having many Kaiapoi-based clients.
3.1.2. Proposal for Shared Services to Support the Kaiapoi Community

We propose a reconfiguration of the existing 'Community Centre' space, as detailed on the attached draft sketch. This would house the services currently located at Kaiapoi Community Support, alongside existing, complementary community providers currently located in the building. It would also create operating and meeting space for providers from key Christchurch and Rangiora-based agencies.

3.1.3. Benefits to the Community

A range of providers were consulted regarding to this proposal. These included Nurse Maude, counsellors from various agencies, Community Law, CAF North, Satisfy Food Rescue, Restorative Justice, You Me We Us Kaiapoi, School Attendance Service, Volunteer Drivers Service and Community Pantry volunteers.

To summarise their views, the proposed shared service model will achieve:

- Full and efficient utilisation of this facility.
- Increased 'Kaiapoi-based' social and community support provision.
- Better 'safety' for workers who are currently forced to operate in relative isolation.
- More affordable accommodation for local social and community support providers, ensuring sustainable service provision for residents.
- Easily accessible social and community support services for our more vulnerable residents, with ample parking and closer proximity to the town centre.
- Greater anonymity for clients; given the broad range of services and activities operating out of the Sewell Street facility.
- A broad range of shared services all under one roof, allowing for better cross referral for clients with varied and often complex needs.
- Greater opportunity for collaboration between services, resulting in more effective and efficient support for the wellbeing of local residents.
- Increased low-cost meeting space.
- Provision of a free reception service for waiting clients, or those needing social support information.

The attached written endorsements from Plunket, Satisfy Food Rescue, and Barnardos reflect these views.

3.2. Proposed Modification to Mill Room Space

3.2.1. Background

a) The Darnley Club has successfully operated as a day care facility for older people since 1991. In recent years the service has experienced increased demand for its services, coinciding with a 45% increase in clients with mobility frames.

b) The existing space is not large enough to accommodate these pressures and recreational opportunities are severely restricted due to a lack of space.

c) Since being combined into one large community space, what was “The Mill and Cam room” is currently under-utilised. Many of the users would be better provided for with a smaller, more intimate space for activities like craft and peer support.

d) Currently the Christadelphian Church operates out of the Mill Room. However, an agreeable alternative has now been secured.
3.2.2. Proposal for Extension of Darley Club Space

We propose that the Mill Room be returned to two separate spaces. The east end of the room could then be incorporated into the Darnley Club space, leaving a good, medium sized community meeting space to accommodate the needs of the existing and prospective users.

3.2.3. Benefits to the Community

This reconfiguration would benefit the community through the provision of:

- Increased provision of quality day-care support for our ageing population.
- Provision of a low cost/no cost, more intimate and appealing meeting space for smaller community groups.
- More effective and efficient use of Council owned community space.

4. COMMUNITY VIEWS

4.1. In considering the implications of the proposed modifications to the Sewell Street Facility, we have consulted with existing and prospective Sewell Street building tenants.

4.2. The attached letters of support are from Groups who would utilise the reconfigured community space.

5. FINANCIAL IMPLICATIONS AND RISKS

5.1. Council had originally allocated a budget, from the Earthquake Recovery Loan, of $50,000 to “return” the configuration of the space occupied by the Service Centre/Earthquake Recovery operation for community use.

5.2. Once the use of the space was extended to accommodate the Red Zone Recovery Plan team the amount was dropped from the budget.

5.3. Plans for alterations for the community space have been developed and a cost estimate obtained of $165,000.

5.4. The following table, from AECOM, summarises the key costs:

<table>
<thead>
<tr>
<th></th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building works</td>
<td>129,000</td>
</tr>
<tr>
<td>Construction contingency (10%)</td>
<td>13,000</td>
</tr>
<tr>
<td>Building consent</td>
<td>5,000</td>
</tr>
<tr>
<td>Professional fees (12%)</td>
<td>18,000</td>
</tr>
<tr>
<td>Total</td>
<td>$165,000</td>
</tr>
</tbody>
</table>
5.5. It is proposed that $50,000 is funded from the Earthquake Recovery Loan as that was the original estimate to return the centre as it was pre earthquake, with the balance of $115,000 funded from the Recreation Community Buildings account.

5.6. Engineers have investigated 3 options for extending the Darnley Club into the current Mill/Cam Room. Each option was within $2,000 and the preferred structural option is costed at $30,000.

5.7. The scope of work includes a “new” wall to divide the current Mill/Cam Room and opening as much as possible of the wall between the existing Darnley Club and the Mill Room.

5.8. The following table, from AECOM, summarises the key costs for the Darnley Club extension:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building works</td>
<td>22,000</td>
</tr>
<tr>
<td>Construction contingency (10%)</td>
<td>2,000</td>
</tr>
<tr>
<td>Building consent</td>
<td>1,000</td>
</tr>
<tr>
<td>Professional fees</td>
<td>5,000</td>
</tr>
<tr>
<td>Total</td>
<td>$30,000</td>
</tr>
</tbody>
</table>

5.9. It is proposed that the $30,000 be funded from the Recreation Community Buildings Fund.

5.10. Note that the expected income from the community section of the building is approximately $16,000 per annum and from the Darnley Club $2,630 incl GST per annum.

6. **CONTEXT**

6.1. **Policy**

This matter is not a matter of significance in terms of the Council’s Significance Policy.

6.2. **Legislation**

Local Government Act

6.3. **Community Outcomes**

This project aligns with the following Community Outcomes:

- Public spaces are plentiful, accessible and high quality.
- The health and social needs of our community are met.
SEWELL ST BUILDING
Proposed Update for Shared Community Services

- Sewell St Carpark (existing)
- Barnardos
- KCS Manager
- Shared Reception
- Community Info
- You, Me, We, Us
- Shared meeting and Service Provider space
- Hot Desk and Storage
- Shared Meeting Space
- Food Bank
- Satisfy Food Rescue
- Community Support Providers
- Community Support Providers
- Community Support Providers
- Community Support Providers

- Downward Goods
- Darnley Entrance (existing)
- Darnley Club Extension
- Mill Room - reduced size to accommodate smaller groups
- Existing Deck
- 6/20 New window above hallway roof
- Plunket (existing)
10 April 2017

Kaiapoi-Tuahiw Community Board
C/- Kaiapoi Service Centre
Ruatanhiwa Kaiapoi Civic Centre
173 Williams Street
Kaiapoi

Dear Madams and Sirs

Use of Sewell St Council building

I am writing in support of the proposal by Council to use the WDC building on Sewell Street as a shared community agency space.

Satisfy Food Rescue has been located at the Kaiapoi Community Support (KCS) buildings since our inception as an organisation in May 2014. In the past year we have rescued, sorted and distributed over 1,650kgs of food a month from the KCS premises at 118 Williams Street.

We highly value being located in the same premises at KCS as it allows us to closely collaborate with the KCS team and to quickly and easily distribute food to the Kaiapoi Community Pantry, which is currently our largest recipient organisation. We are therefore excited about the proposal to move with KCS to the WDC Sewell Street building since this will provide us with a dedicated space for our operations while allowing continued collaboration with KCS.

This new location will also have the benefit of allowing us to work alongside and explore potential collaborative efforts with the other shared space uses, i.e. YouMeWeUs and Barnardos.

We view this proposed move as mutually beneficial to all the community agencies that will be using the space.

If you require further information, please do not hesitate to contact me.

Yours sincerely,

Phillipa Hunt
Chairperson
Satisfy Food Rescue
To Whom it may concern,

Plunket in North Canterbury wishes to absolutely support a model of “Community House” for the Kaiapoi Sewell St building. Plunket have been tenants of this building for many years and having a hub style of service providers to support families in the area with young children would be invaluable. Working collaboratively services and agencies can provide beneficial support and guidance for families therefore improving health outcomes which is what we strive to do. On their parent journey accessibility to services is very important to all families, some who may have no transport and do not know where to find the support. The hub would improve community linkage for families, provide options and enhance their parenting experience. A holistic approach to caring for families in our community is vital to safe parenting. Parents are more likely to accept help and support if services are in close proximity, easily accessible. “It takes a village to raise a child” is a true statement and Plunket strongly endorses the need for this collaborative approach within the Waimakariri District Council Community Team.

Yours sincerely,
Cindy Smith
Plunket Clinical Leader
North Canterbury
3 May 2017

To Whom it May Concern.

Barnardos is delighted to have the opportunity to endorse the current proposal to house a number of social service agencies within the Sewell St building in Kaiapoi.

Barnardos is one of the largest providers of children’s services in New Zealand. Our work focuses on children aged 0-18. We deliver high quality social work, community development and early childhood education services throughout New Zealand. Our 0800 What’s Up helpline provides professional counselling directly to children and young people throughout Aotearoa.

Locally, our Child and Family Services provide in-home parenting education and support, safety planning for children and families experiencing family violence, and programmes for children who have witnessed family violence.

Our Child and Family Services, rural social workers are already based in Kaiapoi at the Sewell St site. Being based within the North Canterbury area is preferable when offering rural families support services.

The opportunity to share with like-minded service providers is both exciting and mutually beneficial. Some of the many advantages in shared space situations that we see are better collaboration between agencies, better understanding of each others work, the building of strong inter-agency working relationships, and a place that becomes known in the community for clients to be able to access support.

All of these things aid efficiency, reduce duplication of services, and provide a hub of community support.

Karen Kelly
Barnardos
Child and Family Services
Kaiapoi
Sewell Street
Room user feedback / Support for concept

Overall
- Complete pool of volunteers to provide reception assistance to the building
- Increased capacity for social services to be based in Kaiapoi – instead of having to commute through to Rangiora
- Increased security for the building
- Services are able to be situated in Kaiapoi – especially those who are not situated there now e.g. Aviva Mens Reachout

KCS/Community Pantry
- Kaiapoi Community Pantry – better collaborative space for clients & increased anonymity – utilisation of the back door for distributing food parcels
- Central hub for information to the community
- Shared service model for many social services that are not based in Kaiapoi or North Canterbury area
- Anonymous
- Ease for cross referral – especially those who utilise the Community Pantry
- H&S – shared service will enhance H&S for those social services who are situated in the community on their own

Volunteer Drivers
- Ease of parking for pickups from Kaiapoi Community Support
- Central place for

Nurse Maude Supplies
- Nurse Maude clients who come to pick up their products from KCS use this time to get out of the house, pop in to a warm inviting space for a chat and a cuppa – this alleviates social isolation

Clinical Team
- Nice green area around the place, feel good factor for workers- especially useful for clients with small children
- Access front and back....eg more hidden for picking food parcels up from rear entrance way in the car park so not as obvious why someone is there, also ease of loading in to a car.
- More storage space not having to clutter corridors and meeting room.
- More professionals around to support each other and to support volunteers.
- Better networking opportunities.
- Better community links.
- Ease of access and parking.
- More widely known to more of the community as it gets established. Easier to direct people to.
• More space for holding meetings.
• More equipped to deal with staff/client/community needs as bigger more workable spaces...e.g. meeting rooms access

Restorative Justice North Canterbury
• I find that my clients really appreciate that we hold our meetings locally. Enhances engagement through accessibility, and knowing the venue already...people feel empowered and reassured by that. Reduces uncertainty. Local services for local people.
• Recent NCPD is a good example, cross multiple referrals, easy access to building(local knowledge)
• Safety for our RJNC facilitators with evening pre-conferences and RJC
• I personally have accessed food parcels for 3 participants at different times (2 offenders & 1 victim)

School Attendance Service
• Really supportive for staff from many social services to all be there in one place where they can support each other more easily.

Satisfy Food Rescue
• Central location in Kaiapoi and proximity to Lineside Road means that it is convenient for both Kaiapoi and Rangiora recipient agencies to pick food up and more convenient for Satisfy volunteers to collect from Rangiora and Kaiapoi food donors
• Allows for a dedicated space for Satisfy operations which we currently do not have
• Being located next to the Kaiapoi Community Pantry allows for food to be quickly and easily transferred (KCP is currently SFR’s largest recipient agency)
• The set up with an exterior door for Satisfy allows for ease of accessibility for donated food and subsequent distribution of food
• Closely located to KCS will ensure continued close collaboration
• Good accessibility to hot-desks and meeting rooms which is essential for Satisfy administration and operations
• Adequate outdoor space for SFR chiller
• Provides potential for collaboration with other Agencies sharing space. Specifically, YouMeWeUs and Barnardos
• Encourages continued collaboration with WDC
• Increased space will allow Satisfy to grow and impact local community organisations for the better.

CAF North
• Integrated system for building and maintaining relationships across different agencies
• Improved communication across agencies
• Reducing stigma
• Improving knowledge and education of agencies – best fit for consumers
• Consultation with other agencies to benefit the client
Community Law Canterbury

- Shared service model is excellent for all clientele making cross referral easy. This is the way that most satellite services work these days especially Community Law
- Excellent parking for clients
OPTION 1

NEW TIMBER SHEARWALL
12m - F8 Ply (both sides)
140 x 10 chords
Top plate fixed to existing steel beam

NOTE:
This option likely to result in more movement & therefore non structural damage near grid 6 in the event of earthquake shaking.
OPTION 2

- Remove existing GIB lining on both sides.
- Install 15mm F8 Ply on both sides.
- Allow new 140x140 Stud at both ends of wall.

NEW RC footing: 2.5x1.5x800 deep.
OPTION 3

Remove existing G.I.S. lighting on both sides

Upgrade existing timber shearwall

1700 F 8 PLY. BOTH SIDES

NEW PORTAL FRAME
FROM 2ND-200 PFC (BACK TO BACK)

PORTAL FRAME COLUMN BUILT INTO SHEAR WALL

PORTAL FRAME RAFTER FIXED TO EXISTING 200 PFC

EXISTING PLY MAY REQUIRE REPLACEMENT

EXISTING SHEAR WALL

WALL ELEVATION

SECTION X-X

NEW PLY
1. SUMMARY

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT/MEETING</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 April</td>
<td>Pines Kairaki Residents Association Annual General Meeting (AGM).</td>
</tr>
<tr>
<td></td>
<td>Opening of Pines Beach hall delayed until June because of issues</td>
</tr>
<tr>
<td></td>
<td>arising from Tim Stephenson’s absence from the site.</td>
</tr>
<tr>
<td>26 April</td>
<td>Northern Pegasus Bylaw Implementation Strategy Steering Group meeting.</td>
</tr>
<tr>
<td></td>
<td>Working through creation of Strategy document.</td>
</tr>
<tr>
<td>1 May</td>
<td>Kaiapoi Regeneration Steering Group meeting.</td>
</tr>
<tr>
<td>2 May</td>
<td>Silverstream Reserve Committee meeting.</td>
</tr>
<tr>
<td></td>
<td>Great to see committed locals creating a wonderful resource for</td>
</tr>
<tr>
<td></td>
<td>future generations.</td>
</tr>
<tr>
<td>3 May</td>
<td>Presented Board’s submission to the Waimakariri District Council’s Annual</td>
</tr>
<tr>
<td></td>
<td>Plan supported by Board members Chris Greengrass and Philip Redmond.</td>
</tr>
<tr>
<td>9 May</td>
<td>Subcommittee of the Pegasus Bay Implementation Strategy Steering Group.</td>
</tr>
<tr>
<td>10 May</td>
<td>Kaiapoi Historical Society AGM</td>
</tr>
<tr>
<td>11-13 May</td>
<td>New Zealand Community Boards’ Conference at Methven</td>
</tr>
</tbody>
</table>

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No.170509046202.

Jackie Watson
CHAIRPERSON