Community and Recreation Committee

Agenda

Tuesday 21 March 2017

1.00pm

Waimakariri District Council Chambers
215 High Street
Rangiora

Members:
Councillor Peter Allen (Chairperson)
Councillor Al Blackie
Councillor Robbie Brine
Councillor Wendy Doody
Councillor Dan Gordon
Mayor David Ayers (ex officio)
The Chairman and Members

WAIMAKARIRI DISTRICT COUNCIL

A meeting of the COMMUNITY AND RECREATION COMMITTEE will be held in the
WAIMAKARIRI DISTRICT COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA on
TUESDAY 21 MARCH 2017 at 1.00PM.

Adrienne Smith
COMMITTEE ADVISOR

Recommendations in reports are not to be construed as
Council policy until adopted by the Council

BUSINESS

1 APOLOGIES

2 CONFLICTS OF INTEREST

Conflicts of interest (if any) to be reported for minuting.

3 RECEIPT OF MINUTES

3.1 Minutes of a meeting of the Community and Recreation Committee
held on Tuesday 14 February 2017

RECOMMENDATION

THAT the Community and Recreation committee:

(a) Confirms the circulated minutes of a meeting of the Community and
Recreation Committee, held on Tuesday 14 February 2017, as a true
and accurate record.

4 MATTERS ARISING

5 PRESENTATION / DELEGATION

5.1 Sandy Brindston – Senior Advisor Health in all policies team
Canterbury District Health Board

Presentation on “An Overview of the Healthy Cities Model”.

6 REPORTS

6.1 Community Team Update – Tessa Sturley (Community Team Leader)

RECOMMENDATION

THAT the Community and Recreation Committee:

(a) Receives report No 170308022176

(b) Notes that Rata Foundation have granted $19,000 to fund WAIYouth initiatives aimed at empowering and connecting young people across the District.

(c) Notes that a report to Kaiapoi-Tuahiwi Community Board regarding a proposal for shared services from the Sewell St Building will be circulated

6.2 Policy Manual Review Programme – Street and Reserve Trees Policy – Chris Brown (Community Green Space Manager) and Lynley Beckingsale (Policy Analyst)

RECOMMENDATION

THAT the Community and Recreation Committee recommends:

THAT the Council:

(a) Receives report No. 170301019485.

(b) Adopts the Street and Reserve Trees Policy

7 MINUTES FOR INFORMATION

7.1 Minutes of a meeting of the Regeneration Steering Group held on Monday 6 March 2017

RECOMMENDATION

THAT the information in Item 7.1 be received.

8 PORTFOLIO UPDATES

8.1 Greenspace (Parks Reserves and Sports Grounds) – Councillor Robbie Brine

8.2 Community Facilities (including Aquatic Centres, Halls, Libraries and Museums) – Councillor Wendy Doody

8.3 Community Development and Wellbeing – Councillors Peter Allen and Wendy Doody

8.4 Regeneration – Councillor Al Blackie
BRIEFING

At 2pm there will be a briefing on Airfield Designation and noise contours with Rob Hay from Marshall Day and Dean Chrystal from PLANZ. All Councillors are invited to attend this briefing.
WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY AND RECREATION COMMITTEE HELD IN THE COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA, ON TUESDAY 14 FEBRUARY 2017 AT 1.00PM

PRESENT

Councillor P Allen (Chairperson), Councillors A Blackie, R Brine, W Doody and D Gordon

IN ATTENDANCE

Councillor K Felstead
C Sargison (Manager Community and Recreation), C Brown (Community Green Space Manager), Ms T Brough (Dudley Park Aquatic Centre Manager), Mrs P Ashbey (Libraries Manager), Mrs T Sturley (Community Team Leader) and Mrs E Stubbs (Minutes Secretary).

1 APOLOGIES

Nil.

2 CONFLICTS OF INTEREST

Nil.

APPROVAL TO CONSIDER ADDITIONAL AGENDA ITEM

Moved Councillor Gordon seconded Councillor Brine

THAT the Community and Recreation committee

(a) Approve the consideration of additional agenda item being Item 6.4 - Application to Rata Foundation for Ashley Gorge Heritage (Report No.

CARRIED

170210012517)

3 CONFIRMATION OF MINUTES

3.1 Minutes of a meeting of the Community and Recreation Committee held on Tuesday 13 December 2016

Moved Councillor Gordon seconded Councillor Doody

THAT the Community and Recreation committee:

(a) Confirms the circulated minutes of a meeting of the Community and Recreation Committee, held on Tuesday 13 December 2016, as a true and accurate record.

CARRIED

4 MATTERS ARISING

Nil.

5 PRESENTATION / DELEGATION

Nil.
6 REPORTS

6.1 Proposal for Resilient Greater Christchurch Alignment – Tessa Sturley (Community Team Leader)

T Sturley spoke to the committee advising that the purpose was to present a proposed collaborative approach to resourcing the facilitation of Community-led Safety involving direct alignment between the goals of the Waimakariri Community Development Strategy (WCDS) and those of the Resilient Greater Christchurch Strategy (RGCS). Secondly the purpose was on behalf of the Volunteer Sector Steering Group to seek approval to apply to Rata Foundation for $15,000 for an on-line resource for volunteer information in order to encourage and support volunteering. The ‘Safe, Resilient Waimakariri – a collaborative approach’ report was noted.

T Sturley outlined four key points for the benefit of collaboration.
1. Easy access for community funding resources for example the ‘Summer of Fun’ brought $60,000 into the district.
2. Regional collaboration assisted emerging leaders for example the Leadership in Communities project upskilled groups such as Hope.
3. Regional collaboration increased credibility, for example funding for YouMeWeUs was above what the DIA would normally provide.
4. Improves practice and adds value for regional partners. For example the Waimakariri earthquake response and recovery provided learnings for elsewhere.

T Sturley commented that the regional partners did see merit in the approach to sustainably resourcing Community Safety facilitation and noted that staff would prepare a further report prior to the preparation of the 2018 LTP.

Councillor Allen advised he was part of the Volunteer Sector Steering Group however he did not see that as a conflict of interest. Councillors Doody and Gordon advised that they were in the same capacity.

Councillor Gordon noted that there was another application to Rata and queried if both were applied for was there a chance that they could receive one grant but not both. C Sargison noted that it had been a problem in the past, however there had been discussions with Rata around how they saw council funding. Rata were aware of the diverse activities and groups of council and applications could be made with a sub-heading to fit in separate divisions.

Mayor Ayers noted the alignment with the Christchurch Strategy and queried the involvement of Selwyn District Council as it did not seem to be part of the triparty. T Sturley commented that her impressions from discussions with Christchurch City Council and Selwyn District Council was that Selwyn District Council had dropped out of the space for the past 12 months however they were interested in the alignment.

Moved Councillor Brine seconded Councillor Gordon

THAT the Community and Recreation Committee:

(a) Receives report No 170202009921

(b) Approves staff applying to Rata Foundation for $15,000 for on-off costs associated with scoping and developing an on-line resource for volunteer information and cross-referral.
(c) **Supports** staff progressing a collaborative funding arrangement, between Council, central government and the philanthropic sector to resource the facilitation of Community Safety.

(d) **Notes** that staff will prepare a further report on the outcome of collaborative funding exploration prior to the preparation of the 2018 Long Term Plan

**CARRIED**

Councillor Allen commented that in terms of the Volunteer Sector Steering Group meeting there had been good progress identifying needs in order to support and encourage volunteers. The application was important to provide a database for progressing that work. The conversation with Volunteer Canterbury had been useful but not as proactive as hoped, as their database was not extensive. Councillor Allen noted there had been a push toward collaboration in recent years with local organisations working more closely together. He flagged an issue that required discussion around the Long Term Plan which was the reliance on the community team for fundraising to do its work.

Mayor Ayers commented that he supported the application and recommendations believing community building was the most important thing a council did. He noted that the online tool would be something people needed to be aware of.

Councillor Doody agreed with Councillor Allen commenting that the community services team played a vital role but they were required to try and get funding from various sources.

**Community Facilities, Aquatic Centres, Libraries and Museums**

**6.2 Aquatic Facilities Update - Tina Brough (Dudley Park Aquatic Centre Manager)**

T Brough spoke to the report noting that Oxford Community Aquatic Centre was only open for 5 days in the financial period and would be included in the following report. Swimming sports had started the week of 6th February with one wet rescue. T Brough advised the wet change table and hoist had now been installed and a video clip publicising the installation had been produced for social media. The clip was shown to the committee. T Brough advised that lifeguards were being trained in correct use of the hoist.

Mayor Ayers queried rural school use of Dudley Aquatic Centre as not all schools had their own pool. T Brough advised that swimming lessons were provided at some rural school pools with instructors and some rural schools were transported to Dudley for lessons. Mainpower supported the scheme and all lessons were $2.50 including transport.

Councillor Blackie queried if Kaiapoi High School used Kaiapoi Aquatic Centre and T Brough advised that they used it occasionally but not for swimming lessons, nor did Rangiora High School. All Kaiapoi Primary Schools were engaged in swimming lessons.

Councillor P Allen queried if Rakahuri Rage funding was going toward WaiSwim and T Brough advised that Rakahuri Rage had provided $10,000 the previous year and would provide funding again this year.

Moved Councillor Doody seconded Councillor Blackie

**THAT** the Community and Recreation Committee:

(a) **Receives** report No. 170203010010.
(b) Notes the Aquatic Facilities year to date achievement again key performance indicators

(c) Notes the 2016/17 financial year customer service initiatives/improvements implemented during the July to November period.

CARRIED

Councillor Doody commented it was good to hear what was happening especially that lessons were being held at rural schools. Councillor Doody was impressed with the new hoist in place at Dudley aquatic facility.

6.3 Library Update – Phillippa Ashbey (Libraries Manager)

P Ashbey spoke to the report noting it was to provide an update on the Aotearoa Peoples Network Kaharoa (APNK) service. P Ashbey provided examples of the categories of use of the APNK. These included government services such as IRD and WINZ, homework, business needs, job applications general communications for example skype and enjoyment/relaxation. Customers varied from widely. Library staff provided guidance and trouble shooting. In the twelve months July 2015 to June 2016 there had been 36,000 (30min) PC sessions and 60,000 (unlimited) Wi-Fi sessions.

P Ashbey noted that report was also to provide an update on the Summer Reading Challenge activities. There had been 97 preschool participants and the teen participants had formed an ongoing book group. P Ashbey commented that one facebook post was shared 130000 times.

Councillor Allen referred to the statistics for APNK use and asked if it was free access to which P Ashbey replied yes. Councillor Allen asked what proportion the APNK made up of operating expenses. P Ashbey advised that the true cost was $10,000 annually as it was in partnership with the National Library of New Zealand. The service was currently under review and P Ashbey highlighted that it was an important resource for the community that required support.

Councillor Allen asked what staff time was used to support the APNK service. P Ashbey commented that with the Radio Frequency Identification (RFID) technologies staff resources had shifted to support. It was not a drain on resources. The PCs had an online booking system which customers self-managed. Wi-Fi users were independent. In the future P Ashbey would report on the ‘Stepping up Programme’.

Councillor Allen asked the demographic of users and P Ashbey replied it was right across the board from someone in a business suit to a primary school student. The demographic varied across the day.

Councillor Allen asked if there had been any trends in usage and P Ashbey replied that they had statistics for more than four years. Wi-Fi use had grown exponentially. P Allen requested information on trends in future reports.

Councillor Blackie asked if the database of PC bookings could relate to other information and asked if users were communicated with. P Ashbey commented that privacy was highly regarded. Aggregated statistics were collected. An individual library card was scanned that issued a time slot. Visitors outside of the district were issued a guest pass. The booking system allowed the opportunity to book a PC at a planned time. Communication occurred via terms and conditions of use when customers...
started their session and the page included useful library links to online resources.

Moved Councillor Doody seconded Councillor Gordon

THAT the Community and Recreation Committee:

(a) Receives report No. 170202009922

(b) Notes the partnership that the Waimakariri Libraries has with Aotearoa Peoples Network Kaharoa (APNK) for the delivery of free internet, information and computer technologies provides a popular and essential service for the public.

(c) Notes the high level of customer satisfaction and positive feedback that is achieved through the provision of APNK services.

(d) Notes the success of the 2016 Summer Reading Challenge and the record number of 442 participants.

(e) Circulates the report to the Boards for their information.

CARRIED

Councillor Doody commented that it was interesting what was being achieved and noted a lot of people used the Wifi in the library.

6.4 Application to Rata Foundation for Ashley Gorge Heritage – Craig Sargison (Manager Community and Recreation)

C Sargison advised that the report had been included following a conversation with the Rata Foundation. A submission for the Ashley Gorge Log Cabin had been lodged with the Rata Foundation but the Foundation had requested a formal resolution from a Committee of Council as distinct from the Ashly Gorge Reserve Advisory Group (AGAG). C Sargison noted that Council would be considering a request for $65,000 for additional funding for the redevelopment of the Ashley Gorge Log Cabin. The Rata Foundation would be advised if the council did not approve the $65,000.

Mayor Ayers clarified that the AGAG did not count as a committee for the Rata Foundation and C Sargison that it had be approved by full Council or a Committee of Council.

W Doody asked if the Council did not approve the $65,000 would there still be enough for the redevelopment? C Sargison advised that it would go back to the AGAG. C Sargison noted that there was $29,000 allotted to the reserve for internal carparks and roads that had not spent and they were looking to transfer those funds as part of the $65,000. The AGAG fully supported the transfer of the funds as their greater priority was the redevelopment of the log cabin.

Deputy Mayor Felstead noted the $15,000 raised by the community and asked how much of that was Council money. C Sargison replied nil, it was money they had raised themselves. K Felstead asked if it included $7500 funding from the Oxford Eyre Advisory Board from the general landscaping budget. C Sargison noted that funding had been used for track building and OEAB had also supported the partial demolition of the cabin. Councillor Gordon asked if Council had put money toward architect fees. C Brown advised it had been completed internally and the Opus structural
assessment was taken from an internal budget. Budget details would be covered in the report to Council.

Moved Councillor Doody seconded Councillor Gordon

THAT the Community and Recreation Committee:

(a) **Receives** report No. 170210012517

(b) **Notes** that the Council will be considering a request for $65,000 for the redevelopment of the Ashley Gorge Log Cabin as part of the Annual Plan budget considerations for 2017/18

(c) **Authorises** staff to apply to the Rata Foundation for $20,000 funding towards the cost of the redevelopment of the Ashley Gorge Log Cabin.

CARRIED

Councillor Doody thanked the committee for supporting the application noting that the AGAG had worked very hard to raise the funds.

Councillor Gordon supported the comments of Councillor Doody and said it was a no-brainer to support the application to the Rata Foundation and build on the work of the local community.

7 PORTFOLIO UPDATES

7.1 **Greenspace (Parks Reserves and Sports Grounds) – Councillor Robbie Brine**

Councillor Brine noted the opening of the Hockey turf on Sunday 19th February and commented that the facility was impressive.

7.2 **Community Facilities (including Aquatic Centres, Halls, Libraries and Museums) – Councillor Wendy Doody**

Nil.

7.3 **Community Development and Wellbeing – Councillors Peter Allen and Wendy Doody**

Councillor Allen noted work of the Volunteer Sector Steering Group as previously discussed.

Councillor Allen advised there was a Timebank meeting at 6pm on 22nd February at the Rangiora Town hall. They were taking advice from experts from Hurunui and Christchurch to assist with setup as it needed to be a grassroots organisation that WDC helped facilitate rather than lead.

Social Services Waimakariri had a new Coordinator.

Health Hub - the surgical bus would be attending the Rangiora Hospital as part of its circuit from 14th March.

Councillor Doody noted from the Community Network Form the potential for an energy advisor to speak to the community boards regarding pensioner housing.

Councillor Allen advised that a tour of the camping grounds had been completed. It provided an interesting insight into the challenges of camping.
grounds with regard to conditions of facilities. He commented there were considerable issues to look at around the future of camp grounds.

7.4 Regeneration – Councillor Al Blackie

Councillor Blackie advised that the first regeneration meeting was to be held on 6th March. ECan, Te Ngai Tūāhuriri Rūnanga and Te Kōhaka o Tūhaitara Trust had been invited to attend. Councillor Blackie advised that he, C Sargison and D Roxburgh had been looking at the development programme.

8 QUESTIONS

Nil.

9 URGENT GENERAL BUSINESS

Nil.

There being no further business, the meeting closed at 1.57pm

CONFIRMED

___________________ Chairperson

___________________ Date

WORKSHOP

At the conclusion of the meeting, a workshop was held to discuss shade in playgrounds.
1. SUMMARY

The purpose of this report is to provide an update on key Community Team activities in January and February 2017.

Attachments:

i. Youth Council January meeting minutes (Trim # 170307022079)

2. RECOMMENDATION

THAT the Community and Recreation Committee:

a) Receives report No 170308022176

b) Notes that Rata Foundation have granted $19,000 to fund WAIYouth initiatives aimed at empowering and connecting young people across the District.

c) Notes that a report to Kaiapoi-Tuahiwi Community Board regarding a proposal for shared services from the Sewell St Building will be circulated

3. ISSUES AND OPTIONS

3.1 ENGAGING key stakeholders to enhance Community Safety, Community Development and Youth Development

3.1.1 Central Government

MP Matt Dooley recently hosted public meetings in Kaiapoi and Rangiora introducing Minister Frederick Ngaro, Minister for the Community and Volunteer Sector and Associate Minister for Children. We were invited to present on key issues and opportunities for our communities and how we facilitate a collaborative community-led response for a safe, happy, healthy District. This fitted well with Wellbeing North Canterbury’s presentation on their range of community supports and how they utilise volunteers to support that work. Supported by Mayor David Ayers and Jim Palmer, we hosted the Minister and his team for an over-lunch discussion between meetings.

Minister Ngaro said that he had not seen such openness to this type of approach at other TLAs that he had visited, and that he would like to use our way of working as an example
to other communities. This was good feedback for WDC; but also for our community partners in terms of their willingness of to get involved.

3.1.2 Regional TLAs

Staff continue discussions with our partners at Christchurch and Selwyn District Councils to scope the potential for a collaborative approach to resourcing Community Safety and to consider best practice models around which to frame our work, in line with the Resilient Greater Christchurch strategic goals.

3.1.2 New Workers in the Community

As part of her role on the Social Services Waimakariri Management Group our Community Development Advisor has supported Rebecca Bithray, the new Social Services Waimakariri Facilitator as Rebecca settles into this role.

Our Community Development Advisor met with new ministers for the Kaiapoi Cooperating Parish and the Salvation Army. This was an opportunity to let them know about some of the networks operating in the District so that they can link in and hopefully build collaborative relationships with other community and service providers.

3.1.3 Funders

Staff attended a regional funders’ forum, co-hosted by Christchurch City Council and Rata Foundation. This provided an opportunity to actively engage with government and philanthropic funders around the value and potential for more intentional collaboration between funding bodies to support the needs of our communities. It also provided an opportunity to learn more about the funder supports available to our partners in the Waimakariri District.

Additionally, staff attended a Department of Internal Affairs-led priority planning workshop to guide the application process for this year’s COGs (Community Operations Grant) funding round. Priorities identified at table discussions across the room mirrored those identified in the engagements around the development of our own Community Development Strategy Goals. The wider group chose three priorities for our community

- Connected communities
- Caring Communities
- Healthy Communities

The third sits well with our recent discussions with Christchurch City Council, Ministry of Health and Safe Community Foundation about the value of incorporating the ‘Healthy Cities’ model into our definition of what it is to be a Safe Community.

This community input will be added to that from similar workshops across Greater Christchurch and included in planning for this year’s COGs round.

3.2. CONNECTING: Facilitating connection across the Community

3.2.1 Children Team Lead Professionals

We have been approached by St John of God (a newly appointed ‘Lead Professional’ provider for the recently established North Canterbury Children’s Teams, regarding potential accommodation for the service. As the service will be working with vulnerable families, we see them fitting well at the War Memorial Hall, alongside Plunket, Big Brothers Big Sisters and Rangiora Budget Advice, as services that will, themselves, be able to offer support to such families. We are currently facilitating an opportunity for them to utilise an unused space in that building.
3.2.2. Shared Services for Kaiapoi

We are working with Wellbeing North Canterbury’s Kaiapoi Community Support, Barnardos, You, Me We Us Kaiapoi, Satisfy Food Rescue, Darnley Club and other existing tenants on a plan to fully utilise the Sewell St building to provide easily accessible, shared social and community support services under one roof.

This will achieve:

- Full and efficient utilisation of this facility.
- Affordable accommodation for local social and community support providers, ensuring sustainable service provision for residents.
- Shared services all under one roof; allowing ease of cross-referral
- Easier access to services for local residents with varied and often complex needs.
- Greater opportunity for collaboration between services to support the wellbeing of local residents

A proposal report has been submitted to the Kaiapoi – Tuahiwi Community Board and a full report on progress will be included in the Community Team update to the May meeting of the Community and Recreation committee.

3.2.3. Networking

The Rangiora Networking Forum included broad representation from across the health provider, community support and social sector. Community Energy Action (CEA) gave an overview of their service and will present to local Community Boards so that representatives know about the services that can be offered, free, to some of our more vulnerable residents. These include

**Curtain Bank**
- 827 houses were serviced with curtains last year
- There is a mobile curtain bank now available

**Insulation Service**
- Subsidies for landlords
- Subsidies from Aged Concern ($1500 plus GST) for over 65’s with a health problem, CSC card and home owner towards heating or insulation
- Free consultations

**Energy Advice Service**
- Free HEC, rental or home owner
- Free wood-burner training Rangiora/Kaiapoi (funding ECAN available – particularly Rangiora and Kaiapoi areas)
- Free talks to community groups throughout Mainpower area
- Free telephone advise service

The Community Team will promote the service through their social, health and community support networks and via their on-line and print media; as well as facilitating opportunities for CEA to speak in wider community fora.
3.3. INFORMING the Community

3.3.1. Time Bank Development

In line with their role as facilitators for the Volunteer Action Group, Community Development staff facilitated a very engaged and well attended community meeting on TimeBank. Discussions centred on the potential of this to connect and empower people at risk of social isolation; with particular interest shown in the skill-sharing ‘Learning Exchange’ aspect of the Hurunui project.

Presenters from Lyttleton and Hurunui and their presentations were well received with lots of interaction and discussions throughout the evening. Through this meeting a core group of local people have volunteered to take this idea forward and come together to plan the next steps with ongoing support from the Community Team.

The Volunteer Action Group has established focussed community-led working parties to implement planning for each of the group’s three priority work areas:

- development of a local website resource for volunteering,
- sharing volunteer stories and
- mentoring and succession planning in the volunteer sector.

3.3.2. Family Violence

Plans are underway for a training workshop on family violence for hairdressers and beauticians. Coordinated by our Safe Community Project Facilitator, this evening event will be hosted by the North Canterbury Family Violence Network (NCFVN) in May. A second event is planned for June and will be a breakfast timeslot in Oxford and will be open to a broader range of the community workforce.

The “It’s Not Ok” campaign have recognised the potential for greater community awareness and potential prevention of further harm by training a broad range of people. Many clients have a long term and close relationship with their hairdressers and as such may confide with them. The aim of the workshops is to ensure that salon staff know where to suggest that help is available and understand the risks and dynamics of Family violence. (For example, that it can be a very dangerous time for a person in an abusive relationship is if they announce they are going to leave.) These workshops are part of the NCFVN plans to ensure family harm incidences are less likely to remain behind closed doors and go unreported.

3.3.3. Migrants and Newcomers

The Migrants and Newcomers Working Group is focussing on community and migrant education as a means to empower local Migrants and to facilitate their connection into the community. A key aspect of this is the provision of Conversational English Classes offered across the District in collaboration with libraries, Person to Person Help Trust, Newcomer’s Network and Methodist Church. The aim is to provide a friendly and relaxed environment for Migrants where English is their second language to meet, talk and socialise with others. The classes were trialled late last year, with positive feed-back from attendees and organiser.

Our facilitator recently brought together a meeting with Christchurch Resettlement Support Services, Wellbeing North Canterbury Community Trust and Citizen’s Advice Bureau to scope the potential to establish local drop-in centres for Migrant newcomers. The group decided that a more inclusive and proactive solution in the shorter term would be to better connect our existing social and health support sector directly with the services currently being offered by Resettlement Support.

The aim is for local providers to develop more of an intentional relationship with Chch Resettlement Service’s Counsellors, Social Workers and Ethnic Language Support staff so
that local migrants receive can receive timely, culturally-relevant support to facilitate their integration into our communities.

3.4: **EMPOWERING the community to identify and achieve its aspirations**

3.4.1. **Alcohol Action**

The Alcohol Action group have chosen two projects for 2017:

- A workplace campaign and
- Promoting the Good One website.

Group members are currently scoping a sample of local businesses to inform the workplace campaign. There are a number of online resources available to support businesses to establish alcohol policies but in addition to this the group aims to focus on the sub-culture of alcohol consumption within workplaces to reduce alcohol related harm.

Last year the “Good One” project (via Canterbury Police) began recording data that included parties registered in North Canterbury. There was only minimal distribution of promotional material in this area and seven parties were registered. This provides the group with a baseline from which to measure the more concerted promotion that is being planned this year. The Good One party register is a great prevention project to empower party hosts to link with police to avoid many of the pitfalls in organising a social gathering that leads to a range of alcohol related harm.

3.4.2. **Leadership in Communities (LinC)**

The LinC Steering Group is working on a satellite-based, multifaceted approach to developing emerging leaders and facilitating wider collaboration in communities. Tessa is part of this steering group and Waimakariri has been earmarked as a good community to pilot the ‘satellite’ leadership support and development aspect of this.

3.4.3. **WaiYouth Action Groups**

Young people from WAIYouth attended a “Youth Connect” event in Christchurch, hosted by Youth Voice Canterbury. The evening was attended by 50 Youth Council and Youth Action group members from across Greater Christchurch and provided an opportunity to learn from different groups about their accomplishments and challenges, undertake group activities, and also create the Youth Voice Canterbury Development and Training plan for this year.

Involvement in such regional networks is most valuable to our local Youth Development in terms of ensuring that the issues and perspectives of Waimakariri young people are included in planning and also in that such collaboration is recognised by funders as an example of good proactive

3.4.4. **Youth Council**

Youth Council have elected co-chairs for the 2017 calendar year. We thank Hannah Price, previous chair for her hard work over the past two years and welcome Andrew Besuyen and Thomas Robson to this role.

With applications closing on March 15th, we have received 3 applications for Youth Council Membership. Our Youth Development Coordinator continues to promote this opportunity across her networks.
4. COMMUNITY VIEWS

4.1. As detailed in 3.1, above, in line with Community Development practice, a wide range of Community Stakeholders continue to be engaged in identifying and addressing Community Safety issues.

5. FINANCIAL IMPLICATIONS AND RISKS:

5.1. Ministry of Social Development have granted $18,800 for Project-related costs for Family Violence Prevention. The is being held by Aviva; however the initiatives will be delivered by our Safe Community Project Facilitator.

6. CONTEXT

6.1 Policy

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

6.2 Legislation

Local Government Act 2002

6.3 Community Outcomes.

The work of the Community Team aligns with the following Council Community Outcomes:

- There is a safe environment for all
- There are wider ranging opportunities for people to contribute to the decision making by local, regional and national organisations that affects our District.
- People are friendly and caring, creating a strong sense of community in our district.
- People have wider ranging opportunities for learning and being informed.

Tessa Sturley
COMMUNITY TEAM LEADER
Notes of Waimakariri Youth Council Meeting  
Held in the Rakahuri Room, Rangiora Service Centre, 
Waimakariri District Council, High Street, Rangiora 
at 7.00pm, Tuesday 31 January 2017

Present:
Leanne Bayler (WDC), Hannah Price (Chair), Thomas Robson, Andrew Besuyen, Jacob Harford, David Ayers (WDC apologies for lateness), Serena Peychers (Note taker)

Apologies:
Ella Paterson, Stella Graydon

Welcome:
Hannah declared the meeting open at 7:02pm and welcomed the present members.

Overview of minutes of previous meeting – Hannah Price
- The funding application from Ministry of Youth Development for “Youth Supporting Youth” was denied.
- Could look into Creative Communities for funding which opened Tuesday 31 of January and meeting March/April for skate park graffiti. Andrew Hale will send all the information through regarding the skate park graffiti information, Andrew Besuyen advised that will take this on. **Action: Andrew Besuyen to contact Andrew Hale for the skate park graffiti information.** Hannah can help with the Creative Communities application if needed.
- Hannah will resign from the Creative Communities Board, she advised that Stella and Ella are interested in taking over the position on the Creative Communities Board, Jacob is potentially interested in this too. Will be discussed at next meeting.
- Hannah will hand her formal resignation next meeting.
- End of year report is ready except Thomas D and Tiz who have not completed their part of the end of year report.
- Website and Application discussed briefly. Gets Youth Council out on a platform that young people use.

Hannah confirmed the previous minutes and Andrew B seconded the minutes.

Reports for Discussion – WDC Councillors and Community Board member
- Thomas R advised nothing of relevance to Youth Council from Community Board.
- David Ayers – Council is getting close to considering the draft annual plan, in February, to look at what the council will be spending money on.

Election of roles – Hannah Price
Youth Council election next month will be in February.
- Treasurer – keep an accurate account of funding, how much has been spent and how much per project, use excel spread sheet to have a clear idea of how much money there is. Andrew B can help the next Treasurer if needed.
- Chair - Thomas R put his hand up for this role. Thomas questioned if it was better if a new person came into the role to be mentored?
- Leanne advised the roles will be supported.
- Deputy Chair - Jacob put his hand up for this role.
- Leanne has information on what the different roles do.

Recruitment ad Resignations – Hannah Price
Resignations
- Tiz and Thomas D resigned.
- Andrew H (not formally resigned)
- Hannah is resigning, will send formal resignation paperwork.

Recruitment drive
- Hannah spoke to Mrs Malcolm, she has two people in mind from Rangiora High School.
- Thomas R to send message to Oxford person. **Action: Thomas R sent Facebook message to a contact for recruitment drive.**
- Hannah has the wrong contact details for Tāne Ngata. Leanne advised that he does not seem keen.
- Distribute posters to the high schools and Facebook to get wider applications.
- Maori representative (Mrs Malcolm is looking at representation from Rangiora High)
- Hannah advised that they might be able to get Pasifika representative.
- Can have 12 members on Youth Council.
- Discussion over the advert - does it look informal for the role they are applying for? David Ayers and Thomas R liked it. Andrew, Hannah and Jacob thought it looked younger age. The advert was sent to Youth Council members 4 people said yes and 2 said no, to meet the TOR Leanne had to send the advert out.
- Number of posters for distribution: 30 for Rangiora, 10 Kaiapoi (Jacob to take to Kaiapoi), 10 Oxford (Stella to distribute) and 5 New Life school. **Action: Leanne to print the posters in a mixture 2x A3 and the rest A4. Action: Jacob and Stella Distribute posters at school (school offices, principals and inside windows)**
- Notices in the schools newsletter. Leanne has emailed Mike (Oxford), Julia, Rob, Scott Liddell, Steve Walters. **Action: Leanne to email Geraldine.**
- Try to get Website even if it is basic. Leanne advised that the application is available online now. **Action: Leanne to post link to the Facebook page.**
- Andrew is keen to meet with Rueben Garcia to have a chat and outline what Youth Council are looking to achieve, Leanne advised to meet with Ruben when Youth Council has their new crew. Applications for intake closes 15 March 2017.

RYLA – Hannah & Andrew
- Week long course provided club Rotary Christchurch south and Cashmire.
- There were excellent speakers. Really good course and met good connections.
- Hannah P took business cards and suggested to Youth Council that they speak at a meeting.
- Leanne advised that there is that funding for this.
- Discussion of activities at RYLA high ropes, army exercises, public speaking and present different ideas in groups that Rotary could take on of an international project.
- Great version of strength finders, took a quiz and it showed your strengths and educating to work with your strengths and not your weaknesses.
- Communication – how you communicate and being conscious of how you are leading a group or communicating with another person.
- Hannah recommends Stella, Ella and Jacob to do this course (ages 18-25)
- Hannah talked to Rotary of advising Youth Council and WaiYouth of this yearly of applications.
- Liz emailed Hannah and Andrew photos.
- Recommended after RYLA then outward bound.

Website and applications – Hannah and Andrew
• Leanne advised there is a new member of the Communications team, Ruben Garcia. Needing to make a time to talk to him. Ruben has put a link online applications for the Youth Council advert on to the council website.
• Thomas R advised that he could not find the application on the Council website.

Hui and Team building – Hannah Price
• Format for initiation of pulling together new council – Andrew B advised that when he started there was a Hui and Lexi ran through a slide show of Youth Council, of what Youth Council do and had team building. Hui at Whanau room in Rangiora High School.
• Hui then games (tower out of paper) to get people more comfortable.
• Team building weekend is the most important.
• Co opting in April.
• Team building weekend ideas, planning and dates before the new youth join. Youth Council needs to decide this at the February for team building in May.

WaiYouth funding – Leanne Bayler
• Application for Cube Uv light foam party (comes with a DJ and lighting) for ages 13+ on Friday 17 March 2017 at 7pm -10pm.
• Located outside F.O.D (Conway Lane) opposite Mediterranean food market and café, where ice skating rink. WaiYouth were thinking of having it there.
• Bus to collect young people from Kaiapoi, Pegasus and Woodend and bring to the event and bus them back.
• Leanne talked to the Café owners today they will come back to her in a couple of days.
• Costed in 2 security guards and a Koha for Med Market or F.O.D (may not use this but if needed it is available)
• Leanne emailed two school nurses to see if they could come to this event for three hours, can give them a koha. Hannah has no issues with this.
• We have applied to Rata Foundation for $19,000 and haven’t heard back as yet.
• Have Creative Communities funding for the Marley event, hoping this will funding will cover the Cube Uv light foam party (unsure of the amount of grant off hand) (Creative Communities funding was approved for Marley but it was not requested or reported on – report is through and money is there.)
• Hoping to sell 200 tickets. Andrew mentioned the lack of ticket sales for past events.
• Hopefully have the Rata funding but do have funds for this event. Discussion regarding money and budget.
• Hannah happy with the budget for the event.

General Business:
Meeting the other District Councillors
• Leanne asked David about meeting the councillors when new the new Youth Council crew are able. **Action: Leanne and David discuss meeting councillors.** Periodic joint meetings of Community Boards, often deals with the stuff that is happening in the communities, if Youth Council members would like to come to this David can assist.
• All Boards could be a possibility for Youth Council to attend. David is unsure when the next meeting is as this happens three times a year. These are held in the evening.
• Lynley Beckingsale advised that the local alcohol policy is due shortly. They would like Youth Council to be involved with the consultation. Lynley will be in contact regarding this.
Has been a hearing regarding a nightclub behind the cenotaph (previous Indian restaurant building)

David Hill (North Canterbury News) contacted Leanne and she advised that Youth Council will not be commenting until new Chair and Council is elected.

Needing, to be mindful speaking to media. North Canterbury News would be helpful for Youth Council promotion, profile and free advertising as well as Compass Fm and The Northern Outlook, Youth Council Facebook.page and the WDC Facebook page.

Shirts and Hoodies
Hannah and Stella have been sorting this. Stella will advise about this at next meeting.

Sausages
Tessa Sturley has 5 dozen sausages in her freezer which can be used for a WaiYouth fundraiser, Hannah approved this.

Youth Connect
- Discussion last year about having a Youth Connect if there was more contact with YVC will make having a Youth Connect make it a lot easier.
- This Waimakariri Youth Council should have a representative at Youth Voice Canterbury.
- Youth Connect booked for the 28 February? Leanne will double check. Hannah advised that planned from last year, and this is planning for the new phase of YVC.
- Came out of the Strengthening the Youth Sector (Greater Christchurch) have been to the Waimakariri to have a discussion of how does strengthening the Youth Sector work. Planning for new phase. Came as a earthquake response came to talk to Leanne YVC sits under them and they are already connecting with Kaikoura, Hurunui and wider. Work around this and what this group does.
- Working group – figure out what area needs, each assigned to talk to a Youth Council, Tayla Reece has been driving this. 6 month position, then 8 management positions.
- Youth Council needs to start thinking of running a Youth Connect

Email for Youth Council
Youth Council used to have one Leanne does not know who has this or how to get this. Password and pin for waimakyouthcouncil@gmail.com this email address was quickly set up for the mental health Oxford event so they could use Twitter and Snap Chat.
Action: Leanne to organise an email address for Youth Council.
Action: Hannah to send the last 6 months of emails to the Youth Council email address.

Hannah advised the major items to do are:
- New Creative Community Board member
- New Youth Voice Canterbury member
- Youth Council recruiting posters distributed and promoting
- Youth Council website
- Sorting out Youth Connect
- Team Building weekend
- Hui needs to be planned and organised who is doing what
- Youth Development Strategy needs to be reviewed. Needs to be planned, going to need to survey young people, there is no date that needs to be completed by and the last one was produced in 2010, need to set date for this. Hannah still keen to be part of the working group.
Leanne advised Jill Waldron from Access Group. Is equal access for all, main focus is for the community to function for all people, building, development, footpath, ramps, kerbs, doors. They have offered a tour and wear blind googles, wheelchair and stick to experiment what it is like. This could be tagged into the team building Leanne suggested.

Hannah declared the meeting closed at 8:13pm and the next meeting is on Tuesday 28 February 2017.
WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO and TRIM NO: GOV-07-01 / 170301019485
REPORT TO: Community and Recreation Committee
DATE OF MEETING: 21 March 2017
FROM: Chris Brown, Community and Greenspace Manager
Lynley Beckingsale, Policy Analyst
SUBJECT: Policy Manual Review Programme – Street and Reserve Trees Policy

1. SUMMARY

1.1. The purpose of this report is to present the Street and Reserve Tress Policy to the Community and Recreation Committee for recommendation to Council for adoption.

1.2. The previous Street Tree Planting Policy has been expanded to include reference to Council trees in Council owned or controlled reserves which will provide clarity when dealing with reserve trees. The Policy has been renamed “Street and Reserve Trees Policy”.

1.3. This policy has been subject to review as part of the policy manual review programme. Initially the policy was recommended by staff for revocation but at a meeting of the Community and Recreation Committee in October 2013 it was requested this policy be reconsidered in the light of the complaints received by Council regarding street trees.

1.4. In May 2015 Management Team Strategy considered this policy and confirmed the above recommendation.

1.5. The Street and Reserves Trees Policy has been updated to the policy template. Additional sections have been included to incorporate the provisions of both the Engineering Code of Practice and the Standard Operating Procedures related to street trees to give consistency across these documents.

Attachments:
  i. S-CP 1435 Street Tree Planting Policy (original policy)
  ii. S-CP 1435 Street and Reserve Trees Policy (reviewed, Trim No: 140217014654)

2. RECOMMENDATION

THAT the Community and Recreation Committee recommends:

THAT the Council:

(a) Receives report No. 170301019485.
(b) Adopts the Street and Reserve Trees Policy
3. **ISSUES AND OPTIONS**

3.1. The Street and Reserve Trees Policy has been reviewed as part of the Policy Manual review programme. The changes to the policy clarify the Council's position regarding the protection and management of trees located on Council land and ensures that appropriate trees are planted on Council land.

3.2. The following table describes the changes to the elements of the policy:

<table>
<thead>
<tr>
<th>Section</th>
<th>Element</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 2 and 3</td>
<td>Introduction, Policy Context and Policy Objective</td>
<td>Policy updated to new template and renamed to reflect the scope of the policy to include trees on Council owned or controlled reserves as well as street trees.</td>
</tr>
<tr>
<td>4.1</td>
<td>General</td>
<td>Explains the factors that contribute to Council's decisions around street tree planting.</td>
</tr>
<tr>
<td>4.2</td>
<td>New Street Trees</td>
<td>Introduces the street tree planting programme and the limits and responsibilities around this.</td>
</tr>
<tr>
<td>4.3</td>
<td>Succession Planting</td>
<td>Explains the process undertaken for replacing mature trees that can no longer be maintained in a safe and healthy state or have died.</td>
</tr>
<tr>
<td>4.4</td>
<td>Removal of Street Trees</td>
<td>Describes the circumstances where removal of a street tree will be considered.</td>
</tr>
<tr>
<td>4.5</td>
<td>Removal/relocation of Street Trees in new Subdivisions</td>
<td>Describes the circumstances where the removal or relocation of a street tree may be undertaken and the process for achieving this.</td>
</tr>
<tr>
<td>4.6</td>
<td>Removal/relocation of established trees to allow for minor subdivisions</td>
<td>Explains the options available for removing or relocating established trees when intensified subdivision is undertaken.</td>
</tr>
<tr>
<td>4.7</td>
<td>Species selection</td>
<td>Describes the process for selection of tree species including the factors to be considered when assessing the appropriateness of a species for a particular site.</td>
</tr>
<tr>
<td>4.8</td>
<td>Maintenance</td>
<td>Explains the maintenance approach to ensure trees grow healthily.</td>
</tr>
<tr>
<td>4.9</td>
<td>Pruning and training of trees</td>
<td>Describes the pruning and training programme for young trees to minimise future maintenance requirements.</td>
</tr>
<tr>
<td>Section</td>
<td>Element</td>
<td>Explanation</td>
</tr>
<tr>
<td>---------</td>
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<td>-------------</td>
</tr>
<tr>
<td>4.10</td>
<td>Planting</td>
<td>Explains the process for planting new trees to ensure establishment.</td>
</tr>
</tbody>
</table>

3.3. This policy will be reviewed again in six years or sooner on request.

3.4. The Management Team has reviewed this report and supports the recommendations.

4. **COMMUNITY VIEWS**

4.1. Not specifically sought although a review of the Council’s service requests received in the last year regarding trees has been undertaken. The majority of these involve requests for maintenance and/or replacement of trees.

5. **FINANCIAL IMPLICATIONS AND RISKS**

5.1. Staff time is the main financial implication of the review of these policies.

6. **CONTEXT**

6.1. **Policy**

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

6.2. **Legislation**

   *Local Government Act 2002*

6.3. **Community Outcomes**

   *Public spaces and facilities are plentiful, accessible and high quality*

   *The distinctive character of our towns, villages and rural areas is maintained*
1 Introduction
In urban environments, trees play a significant role in enhancing streetscapes; breaking up the visual impact of buildings, softening hard landscapes and adding a natural element to an otherwise artificial environment. Mature trees are often the only significant natural landscape feature in a new development area and can act as landmarks within the District.

Mature trees provide most environments with a sense of scale. They are an important part of the landscape, providing colour, form, focal points, signposts and continuing interest. Trees are considered by many to have an intrinsic value because of their aesthetic beauty, the amenity and character they provide to an area and an economic value to residents and landowners.

Trees can be important links to the commemoration of significant people or events of the past and serve as a cultural element spanning generations of community members. Some individual trees or species have a customary use or significance to Maori and are notable in that context.

In recent years, greater public awareness of environmental issues has led to increased interest in the value of trees. In particular, trees contribute to the health of the environment by aiding climate control, combating air pollution, providing ecological diversity, attracting and supporting bird life and providing shade and shelter.

2 Policy Context
Trees are an important part of the community infrastructure. There is a need to recognise that different tree species have different life spans and there is a need to manage trees to ensure their longevity and to plan for their replacement.

Trees are a vital element in the District and contribute to the social, environmental, economic and cultural well-being of the District residents and visitors to the District.

For the purposes of clarity, the terms “street trees” or “trees” used within this policy also refers to Council owned trees located on Council owned land and reserves.

3 Policy Objective
The objective of this policy is to:
- Protect and effectively manage trees located on Council land; and
- Plant appropriate trees on Council managed land for the benefit and well-being of current and future generations; and
- Support the continued protection, retention and well-being of both publicly and privately owned notable trees; and
- Support community-based tree initiatives on Council managed land.

4 Policy Statement
4.1 General
The Council supports the planting of street trees in urban areas where practicable to enhance communities and neighbourhoods. Factors determining this include physical constraints, safety, the opinions of residents, and traffic issues, and the location of essential services. All street tree planting must have Council approval and will generally be undertaken by the Council on existing streets and by developers in new subdivision areas.

The Council will maintain and inventory of street trees. As part of this an audit will be carried out to assess the condition of each street tree and the information entered into a database. The database will be updated on an ongoing basis as part of the Council’s tree maintenance contract.
Street and Reserve Trees

All street tree planting will be carried out in accordance with the Council's Engineering Code of Practice.

4.2 New Street Trees

All trees selected for planting shall be from an approved list retained by the Community Greenspace Team.

Subdividers carry out tree planting in new streets. These trees are planted in order to provide the best retail price for sections within a subdivision as part of the landscape plan resulting from the approval of that subdivision.

All new subdivisions, as part of their landscape plan, will incorporate street tree plantings. These landscape plans are approved by Council as part of the subdivision consent.

The Council is responsible for planting trees in existing streets, without trees. All urban streets will be planted with street trees where possible. Major throughways and Collector roads are likely to have trees planted on either side as an avenue or incorporated into a median strip. Minor streets vary between having trees planted on one or both sides of the street, outside each of every second house or in groves at the end of the street. Exact locations are site specific.

Council does not generally plant street trees in rural or semi-rural road reserves except as part of an approved landscape plan which is usually developed to enhance the entrance to a subdivision. Where trees have been planted as part of a rural or semi-rural subdivision, Council will maintain the trees for their health and public safety.

The Council has a street tree planting programme for the towns of Kaiapoi, Rangiora and Oxford District. In addition, or as part of this programme, the Council will consider requests from residents for new street trees to be planted. Where there is a request for trees to be planted in a street with no existing trees, the Council will generally seek agreement from the majority of residents so that a contiguous pattern of tree planting can be achieved. The Community Greenspace Team will provide residents with a shortlist of tree species that have the appropriate characteristics for the environment and are suitable for that particular street. In streets where existing trees are planted the same or similar species will be planted where practical.

When preparing designs for upgrading roads, kerb and channel and footpaths the Council will endeavour to preserve existing trees where possible. Works should avoid interfering with the trees in any way, including roots and surrounding soil where possible. Where this is not possible, an agreed street tree plan will be prepared, approved and implemented as part of the road improvements, unless impractical due to the location of existing services. Where practical any new or relocated services will be installed in locations that provide the best opportunity for the planting of street trees and their continued growth and development.

4.3 Succession Planting

Some streets and reserves in the District are currently defined by the presence of large mature trees. Large trees provide a living link to the history of the area and have visual and amenity benefits.

As trees age past maturity they begin to deteriorate. Eventually they reach a point where they need to be removed either because they can no longer be maintained in a safe and healthy state, or they have died.

To continually provide streetscapes and reserves with mature trees it is essential that trees are replaced on an ongoing basis. The following will apply:
Street and Reserve Trees

- Where a Council owned street tree is removed for any reason a replacement tree may be planted. The replacement will be planted on, or as near as practicable, to the site of the removed tree as determined by Green Space staff in consultation with adjacent residents.

- Where mature trees in streets and reserves are nearing the end of their expected life a replacement tree may be planted in a nearby position prior to the removal of the mature tree (having regard to location, and any relevant planting or reserve management plan). This allows for the replacement tree to sufficiently establish prior to removal of the mature tree.

4.34.4 Removal of Street Trees

The removal of a healthy tree will only be considered in the following circumstances and even then, only when all options for retaining it have been eliminated:

- Where it causes severe hardship consistent with District Court decisions;
- Where it causes severe disruption to essential services;
- Where it is necessary for a street tree redevelopment plan to be implemented;
- Where it is necessary for the realignment/reformation of a footpath.

In situations where residents claim healthy street trees are having a negative impact on their properties, the following procedure will be followed:

- The tree(s) will be inspected by a Council Community Greenspace Team advisor to ascertain the problem(s).
- Any appropriate works will be carried out by skilled tree Council’s approved tree contractors at the Council’s expense. Appropriate works are defined as those necessary to alleviate the problem(s), although not to the extent that the natural attractive form, health or stability of the tree is destroyed compromised in the operation.

Where a resident’s request for the removal of a tree is declined received, staff will consult with the neighbours and prepare a report for the relevant Community Board, the applicant may ask for the issue to be forwarded to Council’s Community and Recreation Committee or the Kaiapoi Community Board for its consideration.

Where a resident’s request for the removal of a tree has been declined by the Council, the resident has the right to apply to the District Court to have the matter heard. The District Court deals with this under the jurisdiction of the Property Law Act 2007, Section 333.

In the event of road widening or other type of public work where trees are present and have to be removed, consideration is to be given to relocate the trees, if they are suitable for this purpose. Where this is not possible replacement tree planting should be carried out as an integral part of the project and provision for this included in the project assessment and design.

4.44.5 Removal/relocation of Street Trees in New Subdivisions

The first owners of sections in new subdivisions where street trees have been planted as part of the landscape plans may need to remove or relocate these trees to facilitate vehicle access to the house designed for that section.

In this situation requests for the removal or relocation of a tree must be made in writing to the Council stating:

- The street address of the property and the lot number; and
Street and Reserve Trees

- The name of the contact person; and
- Contact details; and
- The reason for the tree to be removed or relocated.

On receipt of the request staff will assess the quality of the tree and if the tree can be relocated. This assessment will include:

- Any conditions of sale by the developer;
- Any conditions of the resource consent;
- The streetscape

If the tree can be relocated, an appropriate site is to be marked on the ground in the road berm, where the tree shall be shifted to.

The occupier must employ SICON or other approved contractor to remove the tree to the new site. This is to be done in good horticultural practice to ensure the ongoing survival of the tree. Any irrigation system or other structure required to support the tree is to be moved with it.

If the tree is too large to be relocated, then permission is either refused or the tree is permitted to be removed.

If the tree is removed the householder is required to engage Council's tree maintenance contractor or other contractor approved by the Community Greenspace Team to plant another tree of a large initial size (over 2.5 metres) in the road berm as its replacement. It shall be of the same species unless otherwise approved by the Council.

The cost of removing or relocating the tree is to be borne by the householder, not the Council. If an agent of the householder makes the request then the agent is deemed to be the person responsible for the payment of all expenses relating to removal or relocation of street trees.

4.6 Removal/relocation of established trees to allow for minor subdivisions

It is becoming more prevalent that larger, established sections in urban areas are being subdivided into one or more smaller sections to accommodate the demand for housing in established urban areas. At times this will mean that existing well established street trees will be located in a position where they will impede access to the new sections by either completely blocking the proposed vehicle access points or be directly adjacent to the proposed vehicle crossings. In these circumstances no vehicle crossing should be constructed closer than 3 meters to the centreline of an established street tree. This will ensure that damage will not be done to the tree or the vehicle crossing as the tree matures.

In these situations every option must be explored to determine if an alternative vehicle access is available that will protect the tree from damage.

Where alternative access is not available an application must be made to the Community Greenspace Team for permission to remove the tree which will be referred to the appropriate Community Board. Sub-dividers should be made aware that it may take some time for the Board to consider the matter.

Where Council authorises an established street tree to be removed the developer is required to engage Council's tree maintenance contractor or other contractor approved by the Community Greenspace Team to plant another tree of a large initial size (over 2.5 metres tall) with a calliper measurement of a minimum 50mm, in the road berm as its replacement. It shall be of the same species unless otherwise approved by the Council.

The cost of removing or relocating the tree is to be borne by the developer, not the Council.
4.54.7 Species Selection

To minimise complaints about trees which include: leaf drop; messy fruit; shade creation and invasive roots, a list of tree species commonly used and suitable for street planting has been prepared by the Council’s Community Greenspace Team. This list is not exhaustive, nor does planting the species on the list guarantee that individual trees will survive and flourish.

Prior to planting new trees (other than replacement trees) in an existing street the Council will supply a list of suitable trees and ascertain residents’ opinions about the species to be used. Majority eConsensus among residents will confirm the species to be planted. The final decision on choice of tree species for a particular street rests with the Council’s Community Greenspace Team.

The planting of fruit and nut trees is at the discretion of the Community Greenspace Team and the factors listed below will influence that decision.

Factors influencing appropriateness of a species for the site will include the following:

- Soil type
- Drainage
- Local climate
- Width of footpath and width of roadway
- Proximity of houses to street and aspect (potential shading)
- Location of services
- Existing nearby species and character of neighbourhood
- Suitability of species in relation to growth habit and other characteristics
- Cost
- Any additional requirements of the Council’s Engineering Code of Practice

4.64.8 Maintenance

To provide the best opportunity for street trees to grow healthily and reach their full potential at maturity a proactive approach to tree health will be undertaken. This will ensure many problems are dealt with before serious damage occurs.

The first three years after trees are planted are the most crucial to their successful establishment and it is important that they are given extra attention during this period.

All maintenance of street trees owned by Council will be carried out by skilled tree contractors employed by the Council and their performance will be monitored by the Community Greenspace Team. Subdividers will maintain all trees planted by them for the full term of the maintenance period defined in the development consent.

Street trees under three years old from planting will be inspected monitored and watered at least once a fortnight during the summer period if required.

Maintenance work to be carried out in the first three years following planting will include the following:

- Eradication of any weeds within the tree ring
- Replenishment of mulch
- Replacement or removal of the mower guard
- Re-staking or removal of stakes as required
- Pest and disease control
- Remedial works on any damaged limbs
- Removal of suckers
- Fertilising
Street and Reserve Trees

Chemicals including pesticides and herbicides may sometimes be required to ensure the health and survival of a tree. The application of either herbicides or pesticides is only allowed by Council’s tree maintenance contractor or another contractor approved by the Community Green Space Team who will be required to hold an up-to-date, relevant qualification.

Use of chemicals will comply with the Council’s policy relating to the use of agrochemical sprays, manufacturers instructions and industry standards. This policy doesn’t seem to exist anymore? Engineering Code of Practice.

4.74.9 Pruning and Training of Trees

To enhance the health and form of street trees and minimise future maintenance requirements the Community Greenspace Team has a pruning and training programme designed to ensure young trees are correctly trained to fit the streetscape and to minimise any future maintenance.

The primary aim of pruning is to maintain adequate clearance above roads and away from footpaths and to enable trees to develop a proper branch structure with a strong central leader. Such a structure will reduce long term maintenance costs and promote the growth of a healthy and aesthetically pleasing tree.

Pruning may also be carried out on street trees to alleviate shading and leaf fall problems on residential properties where this can be done without detrimentally affecting the tree and following recognised good arboricultural practice. Topping or pollarding of trees is not considered good practice and therefore will be carried out in extreme circumstances and with the authority of the Community Greenspace Team.

Pruning of street trees will be carried out by authorised Council staff or skilled tree contractors employed by the Council.

The Council will take the following action if it becomes aware of unauthorised pruning or interference with of street trees:

- A letter will be sent to the resident concerned informing the resident of the Council’s stance on unauthorised pruning of street trees;
- If necessary the Council will notify the Police of this intentional damage.
- If the tree is so detrimentally affected it has to be removed, the resident concerned will be asked to pay the full cost of removing the tree and purchasing and planting a replacement tree.

4.84.10 Planting

It can be difficult to establish new trees in a street environment. Trees can suffer from a lack of shelter and water and vandalism also takes its toll.

To ensure new trees have the best possible chance of surviving the first three years after planting a flyer is put into the letter box of the property the tree is located outside providing information for the resident on how they can to assist in ensuring the tree remains healthy and is kept watered.

Planting is generally carried out between May and September and will be carried out according to the Council’s Engineering Code of Practice and the Community Greenspace Team’s planting specifications.

5 Links to legislation, other policies and community outcomes

Waimakariri District Plan
Street and Reserve Trees

Waimakariri District Council Engineering Code of Practice
QS-R905 Street Trees – Standard Operating Procedure

Community Outcomes:
There is a safe environment for all

6 Adopted by and date
Approved by the Community and Recreation Committee on 21 March 2017 and adopted by Council on 4 April 2017.

7 Review
Review every six years or sooner on request.
STREET TREE PLANTING

1. Planting Programme

A street tree plan shall be prepared where a footpath is being installed or reconstructed, and that plan will be acted upon.

2. Planting Requests

The Council will consider requests from residents for the planting of street trees.
MINUTES OF A MEETING OF THE REGENERATION STEERING GROUP HELD IN THE RUATANIWHA KAIAPOI CIVIC CENTRE ON MONDAY 6 MARCH 2017 AT 4.00PM.

PRESENT

Kaiapoi Community Board – Al Blackie (Chair), J Watson, P Redmond, S Stewart, C Greengrass, R Blair, J Meyer, M Pinkham, N Atkinson.

Te Kōhaka o Tūhaitara Trust (Chair) representative C McMillan; Environment Canterbury representative C McKay; Te Ngai Tūhuriri representative N Harris; Jim Palmer (Chief Executive) C Sargison (Manager Community and Recreation).

IN ATTENDANCE

Duncan Roxborough (WDC), Michelle Flanagan (WDC), Ken Stevenson (WDC).

1. APOLOGIES

Apologies for absence were received and sustained from Mayor Ayers. CARRIED

2. MATTERS ARISING

Nil.

3. REPORTS

PARTICIPATION STRATEGY

3.1 D Roxborough advised that the purpose of the Participation Strategy is to set out the framework for community participation in the Regeneration Programme and to inform all of the interested parties of how they can be involved in the process of putting the land uses within the Recovery Plan into effect. The Participation Strategy has been put together by the Regeneration Project Team at Waimakariri District Council. It forms part of the wider Implementation Plan. This is a specific plan that the Waimakariri District Council is tasked with putting together along with key project partners. The Participation Strategy is a key part of the overall Implementation Plan for the Regeneration Programme. The intent is that the Participation Strategy is a public document and sets out how the public can be involved in the processes, how they should be involved as well the key project partners. As part of the Regeneration Programme and giving effect to the Recovery Plan there is a need for a high level of engagement and that will span the full realm of engagement activities from a basic level to keep the public and residents that are directly affected informed of what is happening.

On the last page of the Participation Strategy is a matrix which sets out the level of engagement that is proposed for the different types of activities that will be undertaken throughout this process of delivering the Recovery Plan.

It was noted that staff will work with N Harris to ensure that there is appropriate involvement with Te Ngai Tūhuriri on all projects.

3.2 C McKay noted that there was a spelling error on Page 12 of the Participation Strategy – amend to with.

Moved: A Blackie Seconded: P Redmond

THAT the Regeneration Steering Group recommends to Council:

(a) Receives report No.170221016624.

(b) Approves the Participation Strategy document (Trim 170221016577).

(c) Circulates this report to the Kaiapoi-Tuahiwi Community Board.
4. COMMUNITY ENGAGEMENT

COURTENAY DRIVE CONSULTATION MATERIAL

4.1 K Stevenson advised that the proposed leaflet has been prepared to send out to the community in relation to the upgrading of Courtenay Drive. The leaflet outlines what is being proposed and will include removing all of the kerb and channel and footpaths that are currently there. A 7m carriageway with swales is proposed that will include a shared footpath/cycleway. This leaflet will go out to the community for their information and feedback.

4.2 M Pinkham noted that at the previous last Kaiapoi-Tuahiwi Community Board meeting he raised some concerns in regard to the 7m carriageway being two narrow for a semi-urban environment. He is particularly concerned that on the eastern and northern side that cyclists will want to use this. K Stevenson advised that the footpath will include a shared cycleway.

4.3 N Atkinson raised his concerns in regard to the parking around the Mahinga Kai area.

4.4 N Harris suggested that this needs to go the the Maahanui Kurataiao Ltd (MKT) for an overview in terms of the Iwi Management Plan and how this will look in terms of the infrastructure and the concept of the area.

4.5 N Atkinson raised his concerns in regard to trucks using the road with the road humps and if it would be suitable. K Stevenson advised that the road would be suitable for the occasional use of trucks and that the road humps will be flush with the road.

4.6 C Sargison advised that the Council will work with Maahanui Kurataiao Ltd to seek further comment and then bring the leaflet back to the Regeneration Steering Group with any comment before the leaflet is distributed. He noted that while the detailed design has not been completed of the Mahinga Kai area there is a plan to have some off-street parking and also an access way to NCF Park.

KAIAPOI EAST – PLANNED REPAIRS TO ROADING AND SERVICES

4.7 K Stevenson that it is a high priority to get this new road in. The process has just started and the leaflet shows the alignment of the new road that will connect Feldwick Drive, via Bracebridge Street, to Jones Street. Jones Street will be rebuilt. There is still a lot of work to be done around the detailed design, consultation with the adjoining property owners around the detail of the roads.

4.8 A Blackie advised that the Project Group will be sending a flyer to the people in the north end explaining why Courtenay Drive is happening before Feldwick Drive.

4.9 N Atkinson raised some concerns about the Cass Street alignment and suggested that there needs to be some further discussion around ways of getting to Cass Street. J Palmer advised that alternate alignments had been discussed at the Kaiapoi-Tuahiwi Community Board workshop and noted that it is important to get the main alignment sorted and agreed. In regard to alternate access the Council would need take some advice in that the plan specifies the access areas. The Red Zone Plan now defines the access ways. N Atkinson commented he raised this question from the start of the process and was ensured that this could be done. It was noted that advice would be needed from DPMC if any changes to the Regeneration Plan are to be sought.

4.10 C Sargison noted that there is still a lot of work required to be done on this and it will need to go via Maahanui Kurataiao Ltd. He noted that in regard to the Regeneration Plan this shows Cass Street as a dotted area showing as a legal road corridor so this will require some further discussion before a decision can be made on Cass Street.
5 MARINE PRECINCT UPDATE

5.1 D Roxborough advised that there are some visible works in progress with the Wharf and Marine Precinct as well as works going on in the front of the Kaiapoi Library for the connection between the library and the river. The wharf side works are on programme, the Contractor JFC will be finished their works mid-March and then there will be some final installation of street furniture and planting. The Coastguard opening is planned for early April 2017. The works will be completed prior to the opening, and the works are on budget. The work at the front of the library is due to be completed in April and this is on track. The work will be starting soon on the steps over the stop bank and this work is also on budget.

5.2 D Roxborough advised that following on from the last Riverbanks Steering Group meeting that there has been some discussion around the pontoons and the river view terraces. Proposals have been sought for the next stage of the design for the pontoons, the terraces and the allied work to do with the strengthening of the river wall. In regard to the timeframes, this has been split into two proposals. A separate proposal has been sought for pontoon two as this pontoon did not have the same complexity and issues around the river wall the physical works should be able to be progressed in advance. The pontoon one, the terraces and the wall they will be designed together and there will be a separate proposal sought for that work. The timeframes to completion of the preliminary design for the work with pontoon one and river view terraces is around twelve weeks from engagement of the consultant. Pontoon Two has a four week timeframe to a point where a contractor can be engaged.

5.3 Al Blackie noted that the Riverbanks Steering Group has been disbanded and has been incorporated into the Regeneration Steering Group Committee.

5.4 N Harris outlined that it is important to ensure that the operational groups of the Te Ngāi Tūhurūrū are fully engaged in the process such as Maahanui Kurataiao Ltd who are responsible for the environmental aspects through the Management Plan which is statutorily acknowledged under the RMA as well Maatapere who are the mandated group representatives in terms of urban design.

6 DIVESTMENT UPDATE

6.1 C Sargison advised that they have been working closely with the Prime Minister’s office and Land Information New Zealand (LINZ). LINZ have appointed a project lead to work with the Waimakariri on the land transfer. The first formal meeting of this group is set for Wednesday 8th March. LINZ understand the broad priorities in terms of roading. LINZ have ensured us that if the formal divestment is not concluded for the roading area there will not be any holdups, there will some sort of licence to occupy if need be. Their intent is to have this bit invested first. Courtenay Drive is now owned by the Council.

6.2 LINZ are mapping out a process which will detail the statutory process that is required to go through for all of the areas and this will include all of the easements. The minutes of the Group meeting will be included on the agenda of the Regeneration Steering Group meeting. The group includes representatives from Te Kōhaka o Tūhaitara Trust, LINZ, DPMC and the Waimakariri District Council.

6.3 N Harris asked how are the Runanga involved in this group. C Sargison advised that LINZ are working with the Runanga on this.

6.4 C Sargison advised that the Infrastructure monthly reports from Gary Boot will also come through the Regeneration Steering Group.
7 **GENERAL**

Nil.

8 **NEXT MEETING**

The next Regeneration Steering Group meeting will be held on Monday 3 April at 4.00pm, at the Ruataniwha Centre.

Meeting closed at 4.52pm.

Chair __________________________

Date __________________________