MINUTES FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD WHICH WAS HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 19 AUGUST 2019 AT 4PM.

PRESENT
J Watson (Chairperson), C Greengrass (Deputy), N Atkinson, R Blair, M Pinkham, P Redmond and S Stewart.

IN ATTENDANCE
D Ayers (The Mayor), J Palmer (Chief Executive), G Cleary (Manager Utilities and Roading), C Brown (Manager Community and Recreation), S Hart (Business and Centres Manager), D Roxborough (Implementation Project Manager), J McBride (Roading and Transport Manager), O Davies (Drainage Asset Manager), G McLeod (Greenspace Manager), G Stephens (Greenspace Community Engagement Officer), R O’Loughlin (Greenspace Asset Information Officer) and K Rabe (Governance Adviser).

1 APOLOGIES
There were no apologies.

An apology for early departure was received and accepted from R Blair who left the meeting at 5.32pm and was absent for part of Items 7.3 and for Items 7.4, 7.5, 8(b) to 17.

2 CONFLICTS OF INTEREST
There were no conflicts of interest.

3 CONFIRMATION OF MINUTES
3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 15 July 2019

Moved J Watson seconded P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:
(a) Confirms the circulated minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 15 July 2019, as a true and accurate record.

CARRIED

4 MATTERS ARISING
7.4 of the Minutes of 15 July 2019 – Code of Conduct

P Redmond informed the Board that Local Government New Zealand (LGNZ) has developed a ‘Code of Conduct’ template and suggested that the incoming Board might like to use this as a base for a revised code of conduct for the new triennial.

K Rabe informed the Board that the LGNZ template and guidelines had been used when compiling the Code of Conduct adopted by the Board at its July 2019 meeting.

P Redmond clarified that the template he referred to was for Community Boards as opposed to the ‘all members’ code that had been adopted.

K Rabe clarified that there was a desire for a single code rather than one for the Council and a separate one for Community Boards, as there was a perception that the Council were held to higher code than Boards which was not the case. The
template was used inserting the term ‘Elected Member(s)’ in place of ‘Councilor(s)’ or ‘Board Member(s)’.

J Palmer assured the Board that this would be revisited for the new term.

5 **DEPUTATIONS AND PRESENTATIONS**

5.1 **North Canterbury Neighbourhood Support – Tracy Doe**

T Doe, North Canterbury Neighbourhood Support Coordinator was in attendance to speak to the Board regarding the Organization’s desire to partner with local government. Neighbourhood Support NZ is a network of organizations that assists neighbourhoods and communities to be safer and reduce crime, be prepared for emergencies and to increase community connectedness and enhance wellbeing.

T Doe explained that the organization had modernized its model after the earthquakes and now utilized the ‘GetsReady’ platform to maintain its database and track critical information. GetsReady enables localized, up-to-date relevant information to be sent to households, and can pinpoint households that may be vulnerable during emergency situations.

T Doe informed the Board that the organization worked closely with the NZ Police and would encourage all local authorities to partner with them so as to offer the community a seamless service rather than duplicating efforts.

P Redmond queried whether or not the organization worked on board or ward boundaries. T Doe responded that this would be clarified and updated maps were being sourced and would be loaded into the system. She confirmed that Kaiapoi fell under North Canterbury Neighbourhood Support.

J Watson enquired as to how to find more information especially for established groups and was told that the organization was embarking on a period of promotion. Neighbourhood Support had done a reorganization and were putting ‘Overseers’ in place for each area, so as to help coordinate all the groups more effectively. T Doe also informed the Board that they would be happy to help establish new groups with information and support.

The Chairperson thanked J Doe for her presentation.

6 **ADJOURNED BUSINESS**

There was no adjourned business.

The Chair informed the meeting that the ‘Correspondence’ Item (8(a)) would be dealt with next so as not to inconvenience the residents of Kiln Place who were waiting for the Board to consider their correspondence.

8 **CORRESPONDENCE**

8.1 **Correspondence from P Rosanowski and S Kilmartin of Kiln Place**

O Davies, Drainage Asset Manager and G Cleary, Manager Utilities and Roading were in attendance to update the Board on flooding issues experienced during the heavy rain event in June 2019 and remedial work being done to mitigate problems in the future. An overview of the flooding incidents throughout the district was also given.

J Meyer asked if the pipe size in Kiln Place was increased during the recent upgrade of the drainage system in Ohoka Road. O Davies replied that the pipe was checked for obstructions and blockages but the pipe had not been
replaced. J Palmer confirmed that the pipe diameter for Kiln Place is currently 300mm and flows into a 525mm pipe which empties in the Kaikanui Stream.

M Pinkham commented that there was a sizable budget allocated in the Long Term Plan (LTP) for water/drainage upgrades and enquired if this budget could cover the work required to increasing the diameter of the pipe for Kiln Place. Staff explained that the budget referred to in the LTP was set aside for already identified upgrading projects such as Fieldwick and McKintosh drainage systems.

N Atkinson asked for reassurance that funds, already set aside for identified projects, would not be utilized for work being carried out to reduce flooding. Staff assured members that any further investigations and work coming from the flooding event would not impact other projects.

A Blackie asked for clarification regarding the upgrades done in Ohoka Road and the impact these would have on the surrounding streets in the area. Staff informed the members that the drainage in the area north of Ohoka Road would be improved. However, an investigation was scheduled to understand more fully the problems in Kiln Place so a solution could be found.

N Atkinson asked if the level of the Kaikanui Stream during heavy rain would impact on the drainage in the area, and was told yes.

N Atkinson advised that residents were mainly supportive of the Council’s work during the flooding, but that after three flooding events the Council needed to do more to stop reoccurring flooding. Staff were currently carrying out modeling work and would be reporting back to the Council shortly. Staff also undertook to make it a priority to keep the Board better informed.

The Chairperson thanked staff for their presentation and information.

Moved J Watson seconded M Redmond

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives the letter to the Chairperson regarding flooding in Kiln Place (Trim No. 190812112175).

CARRIED

7 REPORTS

7.1 Request for carpark removal and loading zone installation on Charles Street, Kaiapoi – J McBride (Roading and Transport Manager) and G Kempton (Engineering Technician)

J McBride spoke to the report explaining the need for a loading zone outside the new shopping complex, that would require the removal of two carparking spaces.

J McBride advised that M Pinkham had previously forwarded questions to staff regarding the parking surveys mentioned in the report. She answered the questions as follows:

a. Why does the carpark survey, as shown in figure 2 on page 18 of the agenda, extend into the Residential Zones, beyond the Business Zone?

   Staff have been monitoring the wider area since May so as to have a better understanding of the car parking demands in the wider area.

b. If the parking survey excluded the roads that front Residential properties what would be the change in the results of the survey?

   Unable to provide accurate information as there are some areas such as Charles Street where there is a mixture of both residential
and business adjacent to the survey area. However Sewell Street has been averaging around 30 vehicles parked out of 61 meaning about 50% of the on road parking is being utilised. Davies Street (Charles to Sewell Streets) has shown very low numbers of parking with between 4 to 6 vehicles parked out of approximately 22 car parks.

c. Does the data in Figure 4 on page 20 of the agenda only include on street parking, or does it included privately owned off street parking?

   The survey areas are only of on street parking and do not include any private parking or the Council owned park beside ‘Paris for the Weekend Café’.

d. If the parking survey excluded the roads that front residentially zoned properties what would be the change in the results of the survey in figure 4?

   There are approximately 176 car parks included within the survey area and of these there are generally between 45 to 60 car parks free.

e. In Clause 3.1 of the report it is stated that “the lack of loading facilities was noted during the resource consent process.” However, this is contrary to the comments in Section 9.5 of the consenting officer’s report “Loading for site can be accommodated in the recessed area along the south-eastern boundary of the site.” Why is it now necessary to have an on street loading zone?

   Clarification that a loading facility has been included within the Riverview development however it is noted there is a risk that loading/unloading may still occur on the street due to ease of access. A loading zone on the street would provide some safety benefits as this would better control the activity.

N Atkinson wondered if supplying a loading zone would make any difference given that couriers often double parked anyway and how would enforcement be handled? Staff agreed that enforcement would rely on the public reporting incidents.

N Atkinson also asked if it was not better to leave this space for parking due to the lack of parking near the development. Staff reiterated that the loading zone would give a safe area to load and unload.

P Redmond commented that, in his opinion, people would continue to use this area as parking seeing as they were the only two parking spaces in the immediate area. He wondered if the loading zone could be governed by time restrictions so that people could park there part of the day and at night for example.

M Pinkham noted that half the parking spaces being surveyed were in front of residential properties and worried that residents were being disadvantaged.

N Atkinson pointed out that the development had a loading zone down the driveway at the back of the property, so why were more loading zones being developed. Staff suggested that quick loading/unloading would be safer on the street rather than competing with the big delivery vehicles.

J Watson asked if the New World Supermarket objected to non-customer cars utilizing their parking area. Staff informed the Board that they were currently in discussions with the owner on this and related matters.
P Redmond asked if the request for an additional loading zone came from the owner of the development. Staff told him that it had, but was also a staff initiative due to the safety issues already mentioned.

*Moved J Watson seconded P Redmond*

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

(a) **Receives** report No. 190805109066;

(b) **Notes** staff are carrying out further work to review car parking demand as development occurs and to be able to adequately cater for future demand. This will be reported to the Board once this work is complete.

**CARRIED**

Members requested that nothing further be done until tenants have opened shops, and staff were able to better assess the situation before referring this matter to the District Planning and Regulation Committee.

### 7.2 General Landscaping Budget – G Stephens (Green Space Community Engagement Officer)

G Stephens spoke to the report and gave a brief summary of pertinent points.

R Blair asked if the Rugby posts were full size and this was confirmed.

*Moved P Redmond seconded M Pinkham*

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

(a) **Receives** report No.190807110598.

(b) **Notes** the Board currently has $69,080 available to allocate to general landscape projects within the Kaiapoi -Tuahiwi Ward.

(c) **Approves** the allocation of $2,700 towards the installation of a combination rugby/soccer post in Pines Oval in the location marked “Option 3” on the plan in attachment i (Ref: 190808111184)

(d) **Notes** this will leave the Board a balance of $66,380 to allocate toward other general landscape projects within the Kaiapoi Tuahiwi area within this financial year.

P Redmond commented that this was a wonderful outcome and it was good to be able to give the community something that they had specifically requested.

M Pinkham thanked staff for a well written and informative report and agreed that this was a good news story.

### 7.3 Kaiapoi Marine Management Plan – V Thompson (Business and Centres Advisor)

S Hart (Business and Centres Manager) thanked the Steering Group and Harbour Master for their help with moving this project forward. This was a new service being trialled and all the stakeholders had worked hard to achieve a good outcome.

The meeting agreed that as the recommendations were complex with ‘either/or options’ that recommendations would be moved as a whole and then each area would be discussed before being carried or amendments made.

The matter of people living on board boats was raised and P Redmond commented that it would be wise to take the Harbour Masters recommendation not to allow this activity.
J Watson asked how many people would realistically be able to live on board if all boats were occupied at one time and was told 6 boats with two people aboard, so potentially 12.

It was agreed that this should not impact negatively on the area and it could help with boat security to have people in the marine precinct on a semi-permanent basis.

R Blair left the meeting at 5.32pm.

Moved N Atkinson seconded C Greengrass

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No. 190726105067

Marina Operations

(b) Approves the formation of a Bookings Advisory Group to manage and vet all booking enquiries (including potential live-aboards), in addition with the right to: amend/waive any Marine Berth Licence Terms & Conditions and be involved in the annual review of the Kaiapoi Marine Precinct Management Plan (4.32 & 4.33).

(d) Notes that the Bookings Advisory Group would consist of the Greenspace Manager, two Kaiapoi-Tuahiwi Community Board Members, the Regeneration Portfolio Holder, Chair of the Community and Recreation Committee, and other relevant external stake holders agreed by the group.

(e) Approves licences being granted for live-aboard activity (14+ days) from the riverview pontoon and wharf (4.16 - 4.18)

N Atkinson commented that no marinas deny people the option to live on board. As the Kaiapoi marina was not gated having people living on board some boats would help the general security as they would keep an eye on other boats moored close by.

A Blackie noted that because of the Kaiapoi bar at the entrance to the river it would mean boats would stay as leaving the river was determined by the conditions over the bar. He also noted that people visiting and living on board would be bringing money into the town.

P Redmond said he had reservations and that people should be vetted before being allowed to live on board their boats.

M Pinkham stated that he would only agree with people living on board if they had to pay a fee to do so.

Marina Berth Allocations

(g) Approves a public expression of interest (EOI) process be undertaken for a minimum of 30 days before the berth licences are assigned, allowing members of the public to register their interest in renting a berth (4.10).

(h) Approves berth licences being assigned according to a ‘drawn by random’ system. Candidates are then assessed against specific selection criteria taken from relevant clauses in the Marine Berth Licence Terms & Conditions (4.8 - 4.9).

(i) Approves Marine Berth Licence agreements being for a term of 12 months (4.13).

(j) Approves the Assignment of a 25m berth along the riverview pontoon to the River Queen as identified in figure 1 section 4.2 of this report (4.37).
(k) Approves casual users (of less than a day) not being contracted via Marine Berth Licence Agreements for their use of the casual berths (4.52).

(l) Approves staff entering into a license with the existing two vessels currently at the wharf (on a notice of remedy of up to 12 months to ensure vessel standards comply with the Marine Berth Licence Terms & Conditions).

N Atkinson pointed out to the Board that the current boats that had been moored on the Kaiapoi River had been there for years and it seemed harsh to cancel their current agreements as specified in recommendation (m) in the agenda.

Berth Fees and Charges

(n) Approves berth rental fees be approved at $0 a day for casual rentals (less than a day); $20 per day for 2-14 day rentals, and; $42 per metre (minimum 10 metre berth charge applies) per month for all other bookings, applied pro rata as appropriate (4.19).

(p) Approves the inclusion of additional commercial operator’s levy of $150 per month.

N Atkinson and M Pinkham were in support of encouraging other commercial operators which would give vibrancy and energy to the precinct as well as bringing money into the town.

(q) Approves an additional live-aboard levy of $150 per person per month, pro rata on a weekly basis as appropriate.

N Atkinson believed that it was not necessary to charge additional levies for people living on board as boats had limited living space and he felt that individual charges would be prohibitive.

S Stewart asked what were other marinas charging and was told that Lyttelton was charging $150 but most other marinas charged more. It was noted that electricity costs when living on board were high hence the seemingly high cost.

M Pinkham stated he thought that $150 per month was affordable accommodation.

J Meyer said, in his opinion, for what was available and the view and lifestyle, that $150 was reasonable.

(s) Approves berth rental fees being automatically adjusted each year to reflect Local Government Cost Index increases (4.24).

(t) Approves a 100% discount / grant to the River Queen owners to support the payment of berth rental fees for a 12 month period.

N Atkinson said that the River Queen was unlikely to make any money in the first 12 months of operation and that often building owners gave new business owners free rent when they started out to ensure the business would survive. He urged the Board to allow the 100% discount and felt it was an investment in Kaiapoi’s future.

The Board agreed that the River Queen would be an enhancement to the river and the town and endorsed the recommendation. This would be reviewed in 12 months.

J Meyer left the meeting at 6.03pm.

(v) Approves the Vessel Owner Maintenance Guidelines as per Attachment i (4.45).
(w) Approves the revocation of the Kaiapoi Wharf Policy on the adoption of the Kaiapoi Marine Precinct Management Plan.
(x) Authorises staff to amend the draft Kaiapoi Marine Precinct Management Plan to reflect the above decisions.
(y) Notes that a final plan will be submitted to the September meeting of the Kaiapoi Tuahiwi Community Board for approval.

CARRIED

7.4 Application to the Kaiapoi-Tuahiwi Community Board’s Discretionary Grant 2019/20 – K Rabe (Governance Advisor)

K Rabe took the report as read.

Moved P Redmond and seconded M Pinkham

THAT the Kaiapoi - Tuahiwi Community Board:
(a) Receives report No. 190710097373.
(b) Approves a grant of $300 to the Reflections Community Trust towards the cost of the Natural Magic Pirates Show.

CARRIED

P Redmond commented that this was a good community event that he and his family always enjoyed attending. M Pinkham concurred.

In regards to the Pegasus Bay School PTA application, A Blackie noted that the Board was not in the habit of allocating funding to schools which already received funding from the Ministry of Education. He also informed the Board that the Woodend-Sefton Community Board had funded this event at its meeting on 12 August 2019.

K Rabe commented that the application was from the Parents Teachers Association (PTA) and as such the funding was not going to the school.

M Pinkham noted that it would have been better if the funding had been requested for a specific item rather than being left as a general request.

J Watson commented that artists would be the beneficiary as it gave them an opportunity to display their work and suggested that the Board might like to consider a smaller grant.

Moved C Greengrass seconded J Watson

(c) Approves a grant of $300 to the Pegasus Bay School PTA towards the costs of hosting the Pegasus Bay Art Show.

CARRIED

Staff were requested to inform the PTA that in future it would be helpful to request funding for a specific item or project rather than a general request for funding.

7.5 Kairaki Reserve Redevelopment Draft Concept Plan – Consultation Results – G Macleod (Greenspace Manager) and R O’Loughlin (Greenspace Assets Information Officer)

G McLeod spoke to the report and informed the Board that feedback had been received from nine people and the suggestions incorporated into the design.

M Pinkham asked if the toilet was sited in an area that was not prone to flooding and was assured that it had been.
C Greengrass asked about the accessibility and suitability of playground equipment for the disabled and was assured that this had been taken into account during the design phase.

**Moved N Atkinson seconded M Pinkham**

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

(a) **Receives** report No.190704094910

(b) **Notes** that nine feedback submissions were received and that where possible these suggestions have been incorporated into the proposed concept plan.

(c) **Approves** staff implementing the proposed concept plan attached as Trim No, 190808110989.

CARRIED

8 **CORRESPONDENCE**

The Chairperson reminded members that the correspondence from Kiln Place residents had been dealt with earlier and brought the members attention to the Service Request Memo.

**Moved J Watson seconded P Redmond**

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

(b) **Receives** the memo regarding Service Requests as at 30 June 2019 (Trim No. 190731107408).

9 **CHAIRPERSON’S REPORT**

9.1 **Chair’s Diary for July 2019**

J Watson also mentioned that, in her capacity as Board Chair, she had been asked to be a referee for the engineers who worked on the regeneration area. She also wrote a piece for inclusion in the Kaiapoi RSA's centennial publication.

**Moved J Watson seconded N Atkinson**

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

(a) **Receives** report No 190813112539.

CARRIED

10 **MATTERS REFERRED FOR INFORMATION**

10.1 **Community Acknowledgement in Regeneration (Trim No. 190724103659)**

Members were informed that the report referred from the Regeneration Steering Group (Trim No. 190724103659) required a Board decision.

**Moved J Watson seconded P Redmond**

**THAT** the Regeneration Steering Group recommends:

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

(a) **Receives** report No. 190724103659.

(b) **Approves** three options for previous residents of the regeneration areas to acknowledge their relationship with the area – Option 1,
donation of a plaque for installation on a council supplied seat; Option 2, donate funds to plant a Council supplied tree; and Option 3, donate funds to install a Council supplied seat.

(c) Notes that the final decision on the location of any donated seat, tree or plaque will be made by staff in accordance with levels of service, safety and best practice.

(d) Notes that these options will be offered to previous residents who approach Council. Staff will not be undertaking a proactive approach of contacting individual previous residents. Staff will make information on the donation options available on the Regeneration website and via social and print media.

(e) Notes that staff will look at design options in the new reserves for acknowledging the previous streets in the regeneration areas.

CARRIED

J Watson commented that this was a positive initiative for the community.

P Redmond agreed with J Watson but requested that staff continue to investigate other options as suggested in 3.1 of the report.

10.2 District Regeneration – Progress Report to June 2019 (Trim No. 190725104710)

Moved J Watson seconded C Greengrass

THAT the Kaiapoi-Tuahiwi Community Board receives the information in items 10.02.

CARRIED

11 MEMBERS’ INFORMATION EXCHANGE

N Atkinson

• Update on District Plan Review

C Greengrass

• Attended the Community Service Awards – suggested that, in her opinion, the criteria for service should be reviewed.

• Attended Festive Lighting meeting with P Redmond – good progress.

A Blackie

• Kaiapoi River dredging completed

• Working with WoW on possible water park in Kaiapoi

P Redmond

• Attended Waimakariri Health Advisory Group – concerns raised that there was no parking for St Johns shuttle at the hospital when dropping elderly patients off for appointments. The Advisory Group was writing to the hospital to seek a solution.

• Requested staff to follow up on the consent for removing the Black Beech tree located between MacDonalds and Corcoran French Lawyers. Would hate to see the tree, which is protected, removed in error.

C Greengrass left the meeting at 6.30pm
Reminder of Plan Change 7 Workshop on Thursday 22 August at 3.30pm.

Land and Water Working Group Update

Water Zone Committee has new Chair – Michael Blackwell

Update on Dog Bylaw hearing

12 CONSULTATION PROJECTS

12.1 About speed limits
Consultation closes Monday 9 September 2019.

13 REGENERATION PROJECTS

13.1 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:

13.2 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 2 September 2019. This meeting is open to the public.

14 BOARD FUNDING UPDATE

14.1 Board Discretionary Grant
Balance as at 13 August 2019: $5,630.

14.2 General Landscaping Budget
Balance as at 13 August 2019: $69,080.

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 16 September 2019 at the Ruataniwha Kaiapoi Civic Centre.
THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 6.40PM.

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Chairperson

______________________
Date

**Workshop**

- **Tuahiwi to Ashley River Speed Limit Review** – Joanne McBride (Roading and Transport Manager)
- **Members Forum**