

Agenda

Kaiapoi-Tuahiwī Community Board

Monday 8 December 2025

5pm

Kaikanui Room
Ruatanīwha Kaiapoi Civic Centre
176 Williams Street, Kaiapoi

Members:

Jackie Watson (Chairperson)

Russell Keetley (Deputy Chairperson)

Tim Bartle

Abbie Campbell

Henrietta Carroll

Philip Redmond

Sandra Stewart

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AGENDA FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD TO BE HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 8 DECEMBER 2025 AT 5PM.

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

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3	<u>CONFIRMATION OF MINUTES</u>	
3.1	<u>Minutes of the Kaiapoi-Tuahiwi Community Board – 17 November 2025</u>	7-17
	<i>RECOMMENDATION</i>	
	THAT the Kaiapoi-Tuahiwi Community Board:	
	(a) Confirms the circulated Minutes of the Kaiapoi-Tuahiwi Community Board Inaugural meeting, held 17 November 2025, as a true and accurate record.	
3.2	<u>Matters Arising (From Minutes)</u>	
4	<u>DEPUTATIONS AND PRESENTATIONS</u>	
	Nil.	
5	<u>ADJOURNED BUSINESS</u>	
	Nil.	
6	<u>REPORTS</u>	
6.1	<u>Kaiapoi Town Entrance Sign, Corten Steel Panel Artwork Concept Approval – Tori Stableford (Landscape Architect)</u>	18-31
	<i>RECOMMENDATION</i>	
	THAT the Kaiapoi-Tuahiwi Community Board:	
	(a) Receives Report No. 251127225989.	
	(b) Approves the application of Artwork Concept 1 to the Kaiapoi, Main North Road Entrance Sign. (Trim: 251127226427).	
	(c) Notes that the artwork concepts in this report were shortlisted by the Waimakariri Public Arts Trust.	
	(d) Notes that the artist for Concepts 1 and 2 has explained that the proposed boat imagery is intended as a symbolic reference to Kaiapoi's identity as a historic river port and its river heritage. The design is indicative only, and the exact style or type of boat can be adjusted if requested.	

- (e) **Notes** that the recommendations of this report have a financial cost implication to the project. On acceptance of the recommended Concept staff will engage the successful artist who will be paid a fee of \$2,500.
- (f) **Notes** that the approved Design Brief, which was issued to the community for submissions, includes a contractual provision for a payment of \$2,500 to the successful artist.
- (g) **Notes** that the Board has previously allocated \$75,810 from their Kaiapoi General Landscaping Budget towards this town entrance (PJ 101050.000.5224). To this point, \$60,000 has already been committed through the completed tree planting and the civil works contract.
- (h) **Notes** that the accepted cost with Atlas Group Ltd for construction of the Entrance Sign is \$49,766.82.
- (i) **Notes** that the cost to cut the artwork in to the Corten panel is included in the accepted price from Atlas Group Ltd for the Entrance Sign construction and installation.
- (j) **Notes** that because the contract has already been agreed with Atlas Group Ltd, staff do not expect a reduction in costs should the recommended artwork concept in this report be approved and the lettering attached to the wharf timber in the Entrance Sign Concept removed from the design.
- (k) **Notes** that the expected design life of the entrance sign is more than 35 years. The Entrance Sign will become a greenspace asset, added to the annual maintenance program.

6.2 **StoryWalk in Kaiapoi – Chrissy Taylor-Claude (Parks Officer), Grant Stephens (Design and Planning Team Leader) and Anna Paterson (Assistant Librarian – Community Connections)**

32-40

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 250801141940.
- (b) **Approves** the installation of a StoryWalk in Kaiapoi at Te Korotuaheka Wetlands/ Honda Forest.
- (c) **Notes** that Council installed successful temporary StoryWalks at Northbrook Wetlands and Honda Forest/ Te Korotuaheka Wetlands in 2022 which were met by the community with great success with over 70 positive feedback responses to Council.
- (d) **Notes** that a StoryWalk was officially opened at Northbrook Wetlands, Rangiora on 14 April 2025.
- (e) **Notes** that the StoryWalks will be made from ACM steel with interchangeable boards for stories to be easily changed as required.
- (f) **Notes** that the StoryWalk is estimated to be \$8,885 excluding GST and would be installed in the 25/26 Financial Year from existing Greenspace Budgets.

7 CORRESPONDENCE

Nil.

8 CHAIRPERSON'S REPORT

8.1 Chairperson's Report for November 2025

The Chairperson will provide a verbal update.

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

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

9 MATTERS REFERRED FOR INFORMATION

- 9.1 **Oxford-Ohoka Community Board Meeting Minutes 5 November 2025.**
- 9.2 **Woodend-Sefton Community Board Meeting Minutes 10 November 2025.**
- 9.3 **Rangiora-Ashley Community Board Meeting Minutes 12 November 2025.**
- 9.4 **Approval of Subdivision Contribution Programme for 2025/26 – Report to Council Meeting 4 November 2025 – Circulates to all Boards**
- 9.5 **Health, Safety and Wellbeing Report September 2025 to Current – Report to Council Meeting 4 November 2025 – Circulates to all Boards.**
- 9.6 **Annual Report and Audited Accounts for Enterprise North Canterbury for the Year Ended 30 June 2025, and Promotion of Waimakariri District Business Plan Report to June 2025 – Report to the Audit and Risk Committee Meeting 18 November 2025 – Circulates to all Boards**
- 9.7 **Annual Report for Te Kōhaka o Tūhaitara Trust for the Year Ended 30 June 2025 – Report to Report to the Audit and Risk Committee Meeting 18 November 2025 – Circulates to all Boards**
- 9.8 **Request Approval for Changes to Hakarau Road No Stopping Restrictions – Report to the Utilities and Roothing Committee Meeting 25 November 2025 – Circulates to the Kaiapoi-Tuahiwi Community Board**
- 9.9 **Eastern District Sewer Scheme and Oxford Sewer Scheme Annual Compliance Reports 2024/25 – Report to Utilities and Roothing Committee Meeting 25 November 2025 – Circulates to all Boards**
- 9.10 **Drinking Water Quality and Compliance Annual Report 2024-2025 – Report to Utilities and Roothing Committee Meeting 25 November 2025 – Circulates to all Boards**
- 9.11 **Midge Monitoring and Management at Wastewater Treatment Plants 2024-2025 – Report to Utilities and Roothing Committee Meeting 25 November 2025 – Circulates to the Kaiapoi-Tuahiwi and Woodend-Sefton Community Boards**
- 9.12 **Herbicide Update and Usage by Council and Contractors in 2024/2025 – Report to Utilities and Roothing Committee Meeting 25 November 2025 – Circulates to all Boards**

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board

- (a) Receives the information in Items 9.1 to 9.12.

Note:

- 1. *The links for Matters for Information were previously circulated to members as part of the relevant meeting agendas.*

10 MEMBERS' INFORMATION EXCHANGE

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

Written information submitted by members is included in the agenda.

11 CONSULTATION PROJECTS

Nil.

12 BOARD FUNDING UPDATE

12.1 Board Discretionary Grant

Balance as at 30 November 2025: \$6,029.

12.2 General Landscaping Budget

Balance as at 30 November 2025: \$29,290, with carry forward to be calculated.

13 MEDIA ITEMS

14 QUESTIONS UNDER STANDING ORDERS

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board is scheduled for 5pm, Monday 16 February 2026 in the Kaikanui Room, Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi.

Workshop

- *Landscaping Budget – Grant McLeod (Greenspace Manager) 20mins*
- *Members Forum*
 - *Kaiapoi-Tuahiwi Community Board Plan*

MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI, ON MONDAY, 17 NOVEMBER 2025, AT 5PM.

PRESENT

J Watson (Chairperson), R Keetley (Deputy Chairperson), T Bartle, A Campbell, H Carroll, P Redmond, and S Stewart.

IN ATTENDANCE

B Cairns (Kaiapoi-Woodend Ward Councillor) and S Powell (Kaiapoi-Woodend Ward Councillor).

C Brown (Manager Community and Recreation), J McBride (Roading and Transport Manager), K Straw (Civil Projects Team Leader), S Morrow (Rates Officer – Property Specialist), C Taylor-Claude (Parks Officer), S Nichols (Governance Manager) and A Connor (Governance Support Officer).

1 APOLOGIES

None.

2 CONFLICTS OF INTEREST

No conflicts of interest were declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 30 October 2025

Moved: J Watson

Seconded: H Carroll

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board Inaugural meeting, held 30 October 2025, as a true and accurate record.

CARRIED

3.2 Matters Arising (From Minutes)

There were no matters arising from the Minutes.

4 DEPUTATIONS AND PRESENTATIONS

Nil.

5 ADJOURNED BUSINESS

Nil.

6 **REPORTS**

6.1 **Proposed Changes to Ohoka Road Line Markings** – K Straw (Civil Projects Team Leader) and J McBride (Roothing and Transport Manager)

K Straw presented the report, noting that staff were seeking approval to install cycle lanes on Ohoka Road between Kaiapoi High School and Williams Street. During the review of the Annual Reseal Programme, staff also considered potential improvements to existing road markings. Approximately seven to eight years ago, before the adoption of the Council's Cycle Network Plan, the public was consulted about a possible cycle lane in this area, but it did not progress, as the Plan envisioned a higher level of service.

J McBride advised that the proposal would not require changes to current parking provisions on Ohoka Road and could be accommodated within the existing road width.

T Bartle queried whether the cycle lane width could be reduced. K Straw explained that the desirable width was 1.8 meters; reducing it would push cyclists closer to parked vehicles, increasing the risk of accidents. J McBride added that the minimum width was 1.5 meters.

P Redmond questioned the current usable carriageway width and what it would be with cycle lanes installed. K Straw responded that carriageway widths vary along the length of Ohoka Road; however, each traffic lane was approximately 3.5 meters wide.

Responding to P Redmond's question, K Straw confirmed that the pedestrian crossing near Kaiapoi High School was intentionally widened to slow traffic.

H Carroll asked whether a cycleway on only one side of the road had been considered. K Straw noted that a bidirectional cycleway on one side would be significantly more disruptive than the proposed layout.

In response to a secondary question from H Carroll, J McBride highlighted that the cycleway would serve not only pupils, but also other cyclists. Feedback had been received from Silverstream residents requesting a cycleway on Ohoka Road.

Moved: H Carroll

Seconded: P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** Report No. 250825156479.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Utilities and Roothing Committee:

(b) **Approves** the proposed line marking changes (Trim: 250903167205).

(c) **Notes** that the estimated cost associated with the proposed line marking changes is \$1,600, and this will be funded through the Traffic Services budget (GL 10.270.583.2500)

(d) **Notes** that the proposed line marking changes are in accordance with the Engineering Code of Practice.

(e) **Notes** that there is no change to on-street parking as a result of the proposed changes.

CARRIED

H Carroll was pleased to support this motion, as it would not only help reduce emissions but also support community wellbeing. She was glad to see this could be completed at no extra cost, and that linking to the broader network plan would be beneficial.

P Redmond noted the carriageway for motor vehicles would be very similar, and the lines would match those present on Williams Street, providing consistency. He was also persuaded by the fact that there was no loss of parking. When the road was resealed, it provided an opportune time to review the road markings.

6.2 **Road Naming – Lime Developments Limited** – S Morrow (Rates Officer – Property Specialist)

S Morrow spoke to the report and highlighted that this lane would provide for 11 new lots, thereby necessitating the assignment of a road name to ensure adequate address provisions.

P Redmond queried the use of “Pvt” as an abbreviation for “Private,” noting that neither the Road Naming Policy nor the Engineering Code of Practice referenced this abbreviation. S Morrow explained that “Pvt” was used internally within Council systems. While acknowledging the abbreviation was technically incorrect, and that signage should display “Private” in full, S. Morrow advised that Council had no jurisdiction over developer signage and therefore did not include this in the Policy.

H Carroll whether private roads had restrictions on public access. S Morrow confirmed it designated whether a road was public or private. In this instance, the road was private so that all residents would have a share in it and its maintenance.

S Powell questioned whether private road signage was consistent across the district. S Morrow was unsure, noting that enforcement was not the Council’s responsibility; however, recommendations could be made to developers in future.

A Campbell queried if staff felt the name designation ‘lane’ met the naming criteria, and S Morrow confirmed staff were satisfied.

Moved: T Bartle

Seconded: J Watson

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 251031207781.
- (b) **Approves** Booker Lane (Private) as the name for the new private right-of-way, as shown on plan Trim: 251031207769.
- (c) **Notes** the name has been taken from the Kaiapoi list of pre-approved Road Names. Private is noted on the road name blade to indicate a private roadway.

CARRIED

6.3 **Kaiapoi Domain Volleyball Net** – C Taylor-Claude (Parks Officer) and G McLeod (Greenspace Manager)

C Taylor-Claude presented the report, seeking Board approval for a permanent volleyball net in Kaiapoi Domain and allocating up to \$5,000 from the Board’s General Landscaping Budget to this project. This followed positive community consultation, with 37 of 42 responses supporting the volleyball net.

P Redmond asked how the Waikuku Beach volleyball court was being funded. C Taylor-Claude advised that a community member was funding it. She noted that the proposed volleyball net in Kaiapoi Domain was a smaller project requiring no landscaping, unlike the one at Waikuku Beach. G. MacLeod added that the community member driving the Kaiapoi project had limited fundraising capacity and was therefore seeking budget from the Board to fund the volleyball net. The Board's landscaping fund had previously supported similar projects to activate reserve spaces.

P Redmond questioned the current use of the area of the Kaiapoi Domain where the volleyball net would be installed. G. MacLeod advised it was formerly used for softball; however, softball had relocated to Norman Kirk Park post-earthquake. The area was not used for any formal sport, so no displacement would occur.

In response to a further question from P Redmond, C Taylor-Claude confirmed that the second location consulted on was no longer viable due to its proximity to the disc golf course, and location three was identified as the closest alternative.

A Campbell sought clarification on whether the public had been consulted on the staff's recommended location for the volleyball net and if any future development was planned near that location. Staff advised that the location was not consulted on; however, no future development was currently planned near the proposed location, and discussions with sports clubs had not identified this area for use.

A Campbell also asked about due diligence regarding the \$5,000 quote for the purchase and installation of the posts and net. C Brown explained that staff requested sufficient funds to cover the project but would obtain three quotes and spend only what was necessary, reporting back to the Board on actual costs.

In response to a further question from A. Campbell, C Taylor-Claude confirmed consultation was sent to local schools, but no responses were received.

H Carroll asked who would benefit and whether the net would be used for club or competition play. G MacLeod noted that volleyball was popular as an informal adult sport, and that previous installations had seen community groups take ownership. The Waikuku Beach court was intended for more competitive play.

H Carroll also questioned whether the pine trees dropping needles would be a hindrance. G MacLeod advised that as the volleyball net would be installed on grass, pine needles would, therefore, not pose a problem, and the trees would provide shelter and shade.

Moved: R Keetley

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 250806145167.
- (b) **Approves** installation of a volleyball net in Kaiapoi Domain in Location 3 as indicated on Trim: 250806145163.
- (c) **Approves** allocating up to \$5,000, excluding GST, of funding from the Board's General Landscaping Budget for the 2025/2026 Financial Year towards the installation of the volleyball posts and net.
- (d) **Notes** there is currently \$70,438 unallocated in the Board's General Landscaping Budget. While the Board has expressed interest in using these funds for town entrance signage, no formal decision has been made, pending the outcome of the Woodend bypass.

- (e) **Notes** the surface will remain as grass, unless fundraising is undertaken, at which time approval would be sought from Kaiapoi Tuahiwi Community Board to install a different surface.
- (f) **Notes** the volleyball posts and net would become a Council asset and are proposed to come under Council's existing maintenance contract and have sufficient budget available if any work on the posts or net is required (GL 10.538.811.2507). No additional budget will be required for maintenance, and there will be no increase in rates.
- (g) **Notes** the asset will need to be included in Council's Asset Renewal Programme, and this cost can be included in the programmed Greenspace budgets in future Annual Plans/ Long Term Plans.
- (h) **Notes** that in April 2025, staff presented a report to the Kaiapoi-Tuahiwi Community Board to approve consultation on the installation of a volleyball net in Kaiapoi Domain.

CARRIED

P Redmond against

R Keetley supported the motion, noting that installing a volleyball net would encourage exercise within the community and that the space was currently not being used.

T Bartle concurred, stating that if the Kaiapoi Domain area was required in the future, the volleyball net could be relocated.

J Watson also supported the motion, as she believed that the Board had sufficient funds in its Landscaping Budget to facilitate the project.

P Redmond did not support the motion, as he felt the funding model was inconsistent with other similar projects in the area. He also believed that the volleyball net would encroach on open space.

6.4 **Appointment to Advisory Groups and Outside Organisations** – K Rabe (Governance Adviser)

S Nichols spoke to the report, advising that historically, Board members were appointed as liaisons between the community groups and the Board. These groups had all been approached and confirmed that they still required Board representation.

H Carroll sought the rationale for appointing Board members to these groups. S Nichols noted that these community groups and organisations had a long association with the Council and Community Boards. Board representatives would be expected to attend meetings and other functions of these organisations and to report relevant feedback or information back to the Board on the activities and concerns of the groups. Board members would also be expected to convey matters of interest to the groups, such as the Council's Annual and Long-Term Plan consultations and possible Discretionary Grant funding.

Moved: J Watson

Seconded: S Stewart

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 250923180478.
- (b) **Approves** the appointment of Board Member A Campbell as a Board representative and liaison person to the Waimakariri Health Advisory Group until October 2028.
- (c) **Approves** the appointment of Board Member S Stewart as a Board representative and liaison person, to GreyPower, North Canterbury until October 2028.

- (d) **Approves** the appointment of Board Member H Carroll as a Board representative and liaison person to the Waimakariri Access Group until October 2028.
- (e) **Approves** the appointment of Board Member S Stewart as a Board representative and liaison person to the Kaiapoi Promotions Association until October 2028.
- (f) **Approves** the appointment of Board Member R Keetley as a Board representative and liaison person to Kaiapoi and Districts Historical Society until October 2028.
- (g) **Approves** the appointment of Board Member R Keetley as a Board representative and liaison person to the Kaiapoi Landmarks Team until October 2028.
- (h) **Approves** the appointment of Board Member J Watson as a Board representative and liaison person to the Waimakariri Arts Trust until October 2028.
- (i) **Approves** the appointment of Board Member R Keetley as a Board representative and liaison person to the Northern Bulldogs Rugby League Club until October 2028.
- (j) **Approves** the appointment of Board Member H Carroll as a Board representative and liaison person to the Darnley Club until October 2028.
- (k) **Approves** the appointment of Board Member J Watson as a Board representative and liaison person to the Pines-Kairaki Beach Association until October 2028.
- (l) **Approves** the appointment of Board Member J Watson as the Board representative and liaison person to Northern Pegasus Bay Advisory Group until October 2028.
- (m) **Approves** the appointment of Board Member H Carroll as a Board representative and liaison person to the Heritage and Mahinga Kai Joint Working Group.
- (n) **Approves** the appointment of Board Member J Watson as a Board representative and liaison person to the Silverstream Advisory Group until October 2028.
- (o) **Approves** the appointment of Board Member S Stewart as a Board representative and liaison person to the Clarkville Rural Drainage Advisory Group until October 2028.
- (p) **Approves** the appointment of Board Member S Stewart as a Board representative and liaison person to the Central Rural Drainage Advisory Group until October 2028.
- (q) **Approves** the appointment of Board Member S Stewart as a Board representative and liaison person to the Coastal Rural Drainage Advisory Group until October 2028.

CARRIED

6.5 Applications to the Kaiapoi-Tuahiwi Community Board's 2025/26 Discretionary Grant Fund – K Rabe (Governance Adviser)

S Nichols took the report as read, noting the following:

- The Mahi Mātātoa Trust also applied to the Rangiora-Ashley Community Discretionary Grant, where they were successful in receiving \$780 towards the same project.
- The Noaia Charitable Trust applied to all Community Boards and received \$500 from both the Woodend-Sefton and Rangiora-Ashley Community Boards and \$600 from the Oxford-Ohoka Community Board.
- Comcol North Canterbury initially applied to the Rangiora-Ashley Community Board; however, it had been granted \$1000 for a different project previously in the financial year and therefore changed the application to the Kaiapoi-Tuahiwi Community Board.

Moved: P Redmond

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 250930185516.
- (b) **Approves** a grant of \$585 to the Mahi Mātātoa Trust towards the cost of first aid training for committee members.
- (c) **Approves** a grant of \$500 to the Noaia Charitable Trust towards the cost of equipment and promotion.
- (d) **Approves** a grant of \$500 to Comcol North Canterbury towards the cost of labour and materials to construct a mounting block.

CARRIED

S Stewart noted that a project had to have exceptional social benefit to be granted more than \$750, and she did not believe these applications met the standard. She emphasised that the Board had to be cautious in ensuring sufficient funds remained for groups applying later in the financial year.

J Watson concurred with S Stewart's noting that if the funding granted were not limited, there would be little to award to groups and organisations later in the financial year.

P Redmond stressed that the Board needed to remain mindful of its remaining funds and the fact that ratepayers funded the grant. He noted that some applications were from educational training institutions. The Noaia Charitable Trust had chosen not to charge stallholder fees at its market. Hence, the Board needed to ensure it was not subsidising activities that could reasonably include a small fee. He also observed that, historically, the Board had not funded homeschool groups such as the Mahi Mātātoa Trust. However, he felt that providing first aid training within the Waimakariri District benefited the wider community, and therefore, the more people trained as first aiders, the better.

R Keetley concurred with P Redmond's comments.

7 **CORRESPONDENCE**

Nil.

8 **CHAIRPERSON'S REPORT**

8.1 **Chairperson's Report for October 2025**

- Attended a meeting regarding the Kaiapoi Bridge Balustrade. Construction was meant to begin in the new year; however, delays occurred due to difficulties sourcing materials.
- Northern Pegasus Bay Advisory Group were uploading a video on the Council website to educate the public on camping, fires and dogs on the beach.
- The Kaiapoi Waitangi Day event was likely to run in 2026 if the organisers could find funding.
- The Kaiapoi Community Garden and Kaiapoi Garden Club were part of the blues concert.
- Kaiapoi Community Watch had several new members joining the group, including younger people.
- The Pines/Kairaki Beaches Association were hoping Environment Canterbury would be completing work on Saltwater Creek.

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

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

CARRIED

9 **MATTERS REFERRED FOR INFORMATION**

- 9.1 Minor Amendments to the Northern Pegasus Bay Bylaw – Report to Council Meeting 2 September 2025 – Circulates to all Boards
- 9.2 Amendments to Standing Orders for Council, Committees, Sub-Committees, Joint Committees and Hearing Panels – Report to Council Meeting 2 September 2025 – Circulates to all Boards.
- 9.3 Health, Safety and Wellbeing Report July 2025 to Current – Report to Council Meeting 2 September 2025 – Circulates to all Boards
- 9.4 Proposed Amendments to Roading and Stockwater Bylaw and Policies for Consistency with District Plan Decisions – Report to Council Meeting 30 September 2025 – Circulates to all Boards
- 9.5 Council Submissions to Central Government Consultations for August and September 2025 – Report to Council Meeting 30 September 2025 – Circulates to all Boards.
- 9.6 Health, Safety and Wellbeing Report August 2025 to Current – Report to Council Meeting 30 September 2025 – Circulates to the Kaiapoi-Tuahiwi Community Board.
- 9.7 Appointment of Portfolio Holders – Report to Council Meeting 29 October 2025 – Circulates to all Boards.
- 9.8 Council Meeting Schedule November 2025 – December 2026 – Report to Council Meeting 29 October 2025 – Circulates to all Boards.
- 9.9 Approval of the Welcoming Waimakariri Plan for Public Consultation – Report to the Community and Recreation Committee Meeting 16 September 2025 – Circulates to all Boards.
- 9.10 Analysis of Youth Action Plan Early Engagement Responses – Report to Community and Recreation Committee Meeting 16 September 2025 – Circulates to all Boards.
- 9.11 Aquatics September Update – Report to Community and Recreation Committee Meeting 16 September 2025 – Circulates to all Boards.
- 9.12 Libraries Update to September 2025 – Report to Community and Recreation Committee Meeting 16 September 2025 – Circulates to all Boards.
- 9.13 Avian Botulism Management 2024/25 and a Bird Deterrent Proposal – Report to Utilities and Roading Committee Meeting 16 September 2025 – Circulates to all Boards.
- 9.14 Accountability Reporting for Waimakariri Biodiversity Trust Funding 2024/25 – Report to Utilities and Roading Committee Meeting 16 September 2025 – Circulates to all Boards.
- 9.15 May 2025 Flood Recovery Progress Update and Project Update on Infrastructure Resilience Fund for 2024/25 and 2025/26 – Report to Utilities and Roading Committee Meeting 16 September 2025 – Circulates to all Boards.

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board

- (a) Receives the information in Items 9.1 to 9.15.

CARRIED

10 **MEMBERS' INFORMATION EXCHANGE**

R Keelley:

- Attended the Kaiapoi and Districts Historical Society meeting. They were still discussing issues facing storage. There was the possibility of a district-wide storage option.
- Attended three RSA events.

A Campbell:

- Received feedback from people within the community regarding empty shops, shops struggling to find tenants and a lack of retail in the town.

S Powell:

- Attended the launch of the extended Council-paid surf lifesaving patrols at Woodend and Pegasus Beaches, which would run from 22 December 2025 to 25 January 2026. They would also be operating on the weekend of 31 January and 1 February 2026. The Waikuku Beach-funded patrols would run from 15 December 2025 to 6 February 2026. They would also be operating on weekends from 8 November 2025 to 15 March 2026. There had been comments about surf lifesaving at Pines Beach on Facebook.
- Attended two Community Cuppa events. The New Zealand Transport Agency (NZTA) was present to provide an update on the Woodend Bypass design, which was 85% complete. They were hoping to upload a flyover video to the B2P project page. The decision on tolling was to go to the NZTA Board in December 2025 and then to the minister for final decision.

B Cairns:

- NZTA were still undertaking independent property discussions with residents affected by the Woodend Bypass.
- Several empty shops within the Kaiapoi Town Centre would soon be occupied.
- Community Watch had five volunteers who together had served for over 139 years.
- Kaiapoi Museum operators would hopefully be gaining access to the mezzanine soon.
- Met with Blackwells and the Kaiapoi Club regarding their December event.
- Out the Gate café would be rebranding to Little Kai.

S Stewart:

- The speed humps were removed from Silverstream Boulevard.
- The Waimakariri Biodiversity Trust were involved in a restorative justice process following the Daikon spill in Saltwater Creek in August 2023. As a result, three groups had been awarded funds. The Trust would receive \$15,000 to be spent over the next two years. They were calling for applications from properties along Saltwater Creek for riparian planting.
- Keep Rangiora Beautiful was looking at dispersing due to the Health and Safety at Work Act, 2015, requirements being too onerous.

H Carroll:

- Would be investigating if any Tuahiwi-based community groups would like Board Member representation.

P Redmond:

- Attended the Rural and Provincial Sector meeting. Received a talk on rate capping from some Northern Australians who had rate capping and felt it was not serving them well. If rates capping were implemented in New Zealand, some councils would be significantly affected. It was unknown for Water Services whether a CCO would be caught by a rates cap.
- Attended the Mayor's Taskforce for Jobs meeting. It was funded through the Ministry of Social Development. They were forming new structures and establishing a charitable trust.

T Bartle:

- Large works were expected to start on the Woodend Bypass in approximately 12 months, and all works were scheduled to be completed in 4.5 years.
- Attended a Citizenship Ceremony, which was an amazing event to experience.

11 CONSULTATION PROJECTS**11.1 Welcoming Waimakariri**

<https://letstalk.waimakariri.govt.nz/welcoming-waimakariri>

Consultation closed on Wednesday, 19 November 2025.

The Board noted the consultation projects.

12 BOARD FUNDING UPDATE**12.1 Board Discretionary Grant**

Balance as at 31 October 2025: \$7,614.

12.2 General Landscaping Budget

Balance as at 31 October 2025: \$29,290, with carry forward to be calculated.

The Board noted the Board Funding Update.

13 MEDIA ITEMS

Nil

14 QUESTIONS UNDER STANDING ORDERS

Nil

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil

16 NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board was scheduled for 5pm on Monday 8 December 2025 in the Kaikanui Room, Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi.

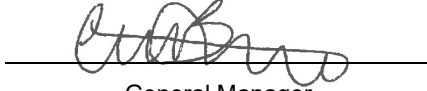
THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 6.34PM.

CONFIRMED

Chairperson

Date

Unconfirmed

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-26-08-06 / TRIM 251127225989**REPORT TO:** KAIAPOI – TUAHIWI COMMUNITY BOARD**DATE OF MEETING:** 8 December 2025**AUTHOR(S):** Tori Stableford, Landscape Architect**SUBJECT:** Kaiapoi Town Entrance Sign, Corten Steel Panel Artwork Concept Approval**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager

pp


Chief Executive**1. SUMMARY**

1.1. The purpose of this report is to seek approval from the Kaiapoi–Tuahiwi Community Board for an artwork concept to cut from the Corten steel panel component of the Kaiapoi, Main North Road Town entrance sign. *Attachment i. Kaiapoi Main North Road Entrance Sign Artwork Concept 1* (Trim: 251127226427).

1.2. A three-stage process was developed and endorsed by the Waimakariri Public Arts Trust (WPAT) and the Board at its September 2025 meeting. This process includes:

- Stage 1: Concept submissions from local artists
- Stage 2: Shortlisting by the WPAT
- Stage 3: Final approval by the Kaiapoi–Tuahiwi Community Board

Both stage one and stage two of this process are now complete, and staff are now seeking approval of an artwork concept for stage three.

1.3. During Stage two, six artists submitted artwork concepts, and two of these artists provided two options each.

1.4. WPAT has shortlisted two artwork concepts by one of these artists and supported the use of artwork from a second artist for future projects. *Attachment iii.*

1.5. Following approval by the Board of a preferred artwork concept the artwork will be provided to Atlas Group Ltd to be cut from the Corten Steel Panel, and the Entrance Sign project can be completed.

1.6. The project is funded from the Boards General Landscaping Budget towards this town entrance (PJ 101050.000.5224), the Board has allocated \$75,810 to this project. The inclusion of this artwork to the entrance sign is already within the accepted cost with Atlas Group Ltd for construction of the Entrance Sign of \$49,766.82. On endorsement of a Concept the successful Artist will be paid \$2,500. The following table breaks down the Town Entrance Project costs.

Town Entrance Project budget (New entrance sign and associated landscaping)	\$75,810
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Awarded contract to Atlas Group Ltd cost (including cost to cut artwork in Corten steel panel).	\$49,766.82.
Contractual fee to successful Artist	\$2,500

- 1.7. The Kaiapoi–Tuahiwi Community Board has prioritised the enhancement of Kaiapoi's town entrances, commencing with the Main North Road (South) entrance. The entrance sign design has been approved and construction tendered and awarded to Atlas Group Ltd. However, the final artwork for the Corten steel panel remains outstanding.
- 1.8. Initial efforts to source a kōwhaiwhai pattern from the Rūnanga were unsuccessful, and staff subsequently engaged a local artist to meet project timeframes. Following discussion of a proposed artwork concept the Board directed that a contestable process be undertaken to ensure wider community representation and artistic input.

Attachments:

- i. Kaiapoi Main North Road Entrance Sign Artwork Concept 1 (TRIM 251127226427)
- ii. Kaiapoi Main North Road Entrance Sign Artwork Concept 2 (TRIM 251127226431)
- iii. Kaiapoi Main North Road Entrance Sign Artwork Concepts 3 AND 4 (TRIM 251127226446)

2. **RECOMMENDATION**

THAT the Kaiapoi – Tuahiwi Community Board:

- (a) **Receives** Report No. 251127225989.
- (b) **Approves** the application of Artwork Concept 1 to the Kaiapoi, Main North Road Entrance Sign. (Trim: 251127226427).
- (c) **Notes** that the artwork concepts in this report were shortlisted by the Waimakariri Public Arts Trust.
- (d) **Notes** that the artist for Concepts 1 and 2 has explained that the proposed boat imagery is intended as a symbolic reference to Kaiapoi's identity as a historic river port and its river heritage. The design is indicative only, and the exact style or type of boat can be adjusted if requested.
- (e) **Notes** that the recommendations of this report have a financial cost implication to the project. On acceptance of the recommended Concept staff will engage the successful artist who will be paid a fee of \$2,500.
- (f) **Notes** that the approved Design Brief, which was issued to the community for submissions, includes a contractual provision for a payment of \$2,500 to the successful artist.
- (g) **Notes** that the Board has previously allocated \$75,810 from their Kaiapoi General Landscaping Budget towards this town entrance (PJ 101050.000.5224). To this point, \$60,000 has already been committed through the completed tree planting and the civil works contract.
- (h) **Notes** that the accepted cost with Atlas Group Ltd for construction of the Entrance Sign is \$49,766.82.
- (i) **Notes** that the cost to cut the artwork in to the Corten panel is included in the accepted price from Atlas Group Ltd for the Entrance Sign construction and installation.

- (j) **Notes** that because the contract has already been agreed with Atlas Group Ltd, staff do not expect a reduction in costs should the recommended artwork concept in this report be approved and the lettering attached to the wharf timber in the Entrance Sign Concept removed from the design.
- (k) **Notes** that the expected design life of the entrance sign is more than 35 years. The Entrance Sign will become a greenspace asset, added to the annual maintenance program.

3. **BACKGROUND**

- 3.1. The Kaiapoi–Tuahiwi Community Board has prioritised improving Kaiapoi’s four town entrances, starting with Main North Road (South). A \$75,810 budget was allocated for a Concept Plan featuring a new entrance sign and Avenue Tree Scheme. The approved design uses recycled wharf timber, Corten steel with cut-out artwork, and steel lettering reading “Welcome to Kaiapoi”. The approved Entrance Sign Concept can be seen below:



Image 1: Approved sign design without artwork

- 3.2. The entrance sign has been tendered and a contract awarded, but construction awaits final artwork for the corten steel panel. Initial plans to source a kōwhaiwhai pattern from the Runanga fell through, so staff engaged local artist Mel Eaton, who is currently designing the Kaiapoi River Bridge balustrade panels, to adapt her artwork for visual cohesion and cultural relevance.
- 3.3. Staff presented this design for Board approval, and while the Board acknowledged the process there was a preference for a contestable approach to select artwork. The Board requested staff prepare an artwork brief and procurement process for the September meeting.

- 3.4. Greenspace staff prepared the design brief and process and provided this to WPAT for endorsement. WPAT suggested some minor change and the design brief was presented in a report to the Board at the September meeting. The Board approved the design brief and the following process:

i. **Concept Submission**

The design brief will be circulated to local artists notifying them of the project. Those interested can submit their concept and a description of the meaning behind their ideas to Council Staff prior to the 31st of October 2025. No fee will be paid for this step.

ii. **Shortlist**

All submissions will be provided to the WPAT at their November meeting who will review the artwork for its relevance, context, artistic merit and suitability. The WPAT will then create a shortlist of the top three submissions for consideration by the Board. Successful candidates will be notified that they have been shortlisted, and unsuccessful candidates will be thanked for their submission and notified that they won't be progressing.

iii. **Artwork Approval**

Staff will include the three shortlisted designs in a report to the Board for approval of one artwork for the Main North Road entrance sign in the new term. Once approved staff will work with the successful artist to make any refinements requested by the Board and they will provide a vector drawing to be given to the contractor. The successful artist will be provided a commission of \$2,000 for this work.

- 3.5. When the request was made for a contestable process, this has added both time and additional costs to the process. At the September meeting staff provided the following timeline to carry out this process.

Proposed Contestable Process to Engage Artist						
	Sept	Oct	Nov	Dec	Jan	Feb
Board Approval of Process	15th					
Concept Submission Period						
WPAT Shortlist						
Report Drafting						
Artwork Approval						
Artwork Refinement						
Sign Construction						

- 3.6. During this process staff spoke with the contractor ATLAS Group Ltd who have been very flexible in working to changing timeframes with this project and are still keen to undertake this work once the art has been provided. They and their main subcontractor have however already incurred some costs both in procuring materials/construction and through project management and traffic management plans etc. Staff worked with them to consider these costs and have paid for this work noting that much of this is not lost and will be utilised once the project recommences. As this project is considerably under budget from the previously allocated \$75,810, there is sufficient budget available in the project budget to cover these costs.

4. **ISSUES AND OPTIONS**

- 4.1. Following Board approval, the design brief was placed on Councils website, Facebook page, and sent directly to arts staff at Rangiora High School. As detailed in the design brief, submissions were requested by the 31st of October. Six artist submitted concepts, with two of these artists submitting two concepts each, resulting in a total of eight artwork concepts received.
- 4.2. Greenspace staff provided all eight artwork concepts to WPAT anonymously to shortlist to three at the November meeting. WPAT endorsed two artwork concepts from one artist (Concepts 1 and 2) and suggested that the concepts from a second artist be considered for future projects (Concepts 3 and 4).

WPAT provided the following recommendations in order of preference:

- Concept 1. with the inclusion of a Māori greeting
 - Concept 2
 - Concepts 3 and 4. Noting that they would like to see this artist acknowledged for future projects.
- 4.3. The endorsed concepts are described below:

Concept 1

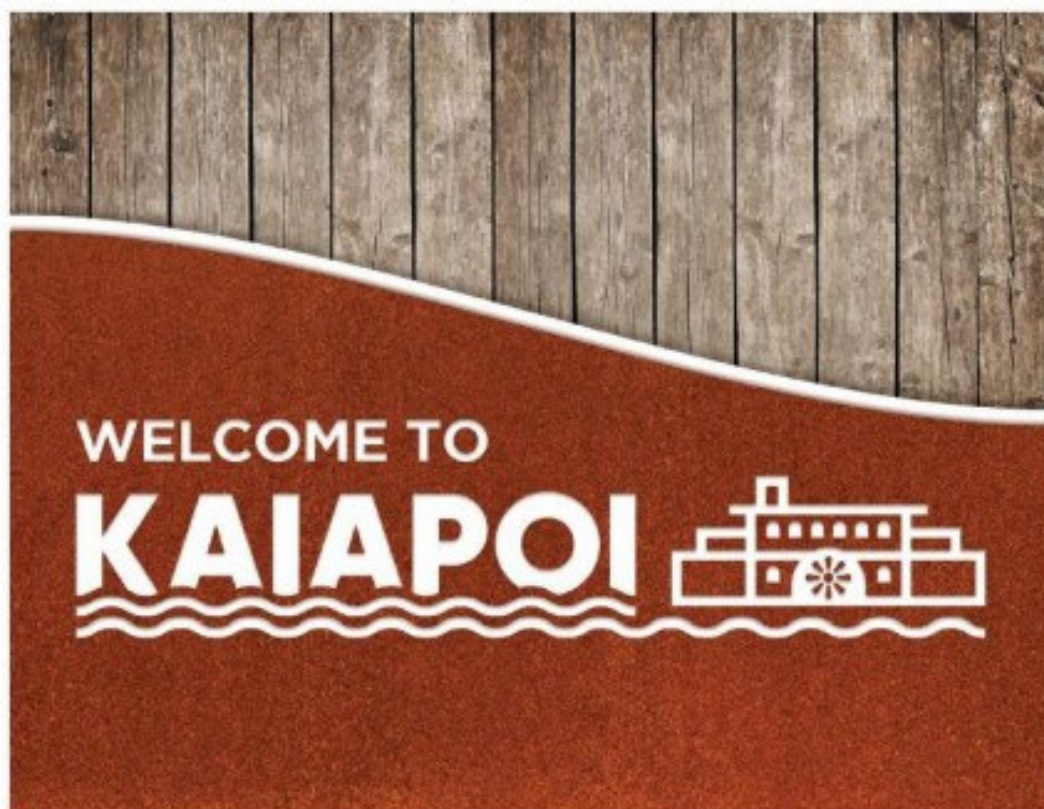


Image 2: Concept 1. “Shaped by the river, rooted in heritage”.

- 4.4. This concept retains the Corten panel shape component of the entrance sign, which was previously approved by the Board and provided for in the civil works contract with Atlas Group Ltd. The approved panel shape provides the form within which the recommended artwork concept has been integrated.

- 4.5. However, the proposed concept incorporates the words “Welcome to Kaiapoi” cut directly into the Corten steel panel. This differs from the previously approved design (Image 1), which featured separate lettering mounted on the wharf timber. As the scope of works has already been awarded under the contract with Atlas Group Ltd, staff do not anticipate that the cost of the timber-mounted lettering can be removed from the contract. However, staff also consider that incorporating the wording into the Corten panel would not result in any additional cost to the project.
- 4.6. In addition to this, WPAT have suggested that the words ‘Haere Mai’ are added to the sign. Staff suggest that if this is the preferred artwork concept by the Board, staff will work with the artist to make the necessary changes and add these words to the design.
- 4.7. The imagery within the concept incorporates a boat motif inspired by The River Queen alongside river patterns. The artist explains that the boat imagery reflects Kaiapoi’s identity as a river port and its river heritage, and further ‘symbolises journey and renewal – carrying Kaiapoi forward with purpose and pride.’
- 4.8. The artist also notes that the river imagery was chosen because the Kaiapoi River is regarded as the heart of the town – ‘shaping its landscape, connecting its people and sustaining its way of life. It represents flow and continuity, a reminder of a community whose spirit never stands still.’

Concept 2

- 4.9. Concept 2, designed by the same artist as Concept 1, uses similar motif imagery but introduces a new layout by incorporating a water or river shape along the top edge of the Corten steel panel. The panel’s outline has not yet been cut, and staff expect no issues should the Board prefer this design. However, the panel’s shape reveals less of the wharf timbers behind it, an element considered important to the entrance sign’s character. As with Concept 1, this design replaces the stand-alone lettering attached to the wharf timbers with lettering cut directly into the Corten steel panel.
- 4.10. This concept includes the Boat and River imagery as Option 2 does; however, it also includes imagery of a Bridge, Architecture, Flax (Harekeke), and People. The artist has explained the bridge drawing reference from the Mandeville Bridge, ‘The longest serving of all Waimakariri bridges, this element represents connection. It reflects how Kaiapoi links communities, uniting people, culture, and opportunity.’
- 4.11. The Artist references that Flax (Harekeke) is ‘Growing along the Waimakariri River, flax once sustained Kaiapoi’s way of life – providing fibre, food, and medicine. It symbolises resourcefulness, sustainability, and harmony between people and nature’.
- 4.12. “people’ is referenced as being ‘At the heart of Kaiapoi are its people – whose spirit of resilience and belonging continues to shape the town. This honours the community’s role in keeping Kaiapoi vibrant, connected, and future – focused.



Image 3: Concept 2

- 4.13. WPAT have suggested the artist of the following concepts (3 and 4) for future projects:

Concept 3

- 4.14. WPAT did not endorse the concepts submitted by Artist 6; however, they noted that this artist should be considered for future projects where conceptual design work is required. While the artist did not provide a layout of the artwork concept on the approved entrance sign, this could be requested if that option were preferred. The artist's first concept, titled *The River, the People – Te Awa Te Tangata*, reflects the Kaiapoi community by drawing on its history, culture, ecology, and the connections between past, present, and future.
- 4.15. The artwork reflects Kaiapoi's cultural, historical, and ecological identity by weaving together multiple symbolic elements. A boat, referencing *The River Queen* or *Tuhoe*, acknowledges the town's historic port and river trade, while koru waves, flax, and raupō highlight the richness of the local environment. Flowing water patterns evoke the Waimakariri River and its vital connection to the sea, and the inclusion of an eel represents Ngāi Tahu and gives reference to the Kaiapoi Pā. Finally, the koru motif embodies strength, resilience, and unity, symbolising the enduring spirit of the Kaiapoi community in the years following the earthquakes.



Image 4: Concept 3

Concept 4

- 4.16. This option uses the same symbolism but in a different form. The proposed artwork incorporates significant cultural and ecological symbols that reflect the identity and resilience of the Kaiapoi community. Central to the design are koru fronds, which represent growth, renewal, and continuity. The koru motif also references traditional kōwhaiwhai patterns associated with the historic Kaiapoi Pā, acknowledging the deep cultural heritage of the area and its connection to whakapapa.
- 4.17. Eels (tuna) are included as a symbol of the waterways and ecology of Kaiapoi. They hold cultural importance for Ngāi Tahu as a taonga species and reflect the principle of kaitiakitanga—guardianship and protection of natural resources. Their presence in the artwork recognizes the historical and ongoing relationship between Ngāi Tahu and the local environment.
- 4.18. The flowing waves and koru forms represent the Waimakariri River, the Kaiapoi River, and the nearby coastline. Water is regarded as a life force within Māori worldview, connecting people to the land and their ancestors. These elements emphasize the significance of waterways to the identity and wellbeing of the community.
- 4.19. The artist's statement, "You can't step in the same river twice," reinforces the theme of change and continuity. It reflects the ever-flowing nature of water and speaks to the community's journey through past, present, and future, highlighting resilience and adaptation over time.

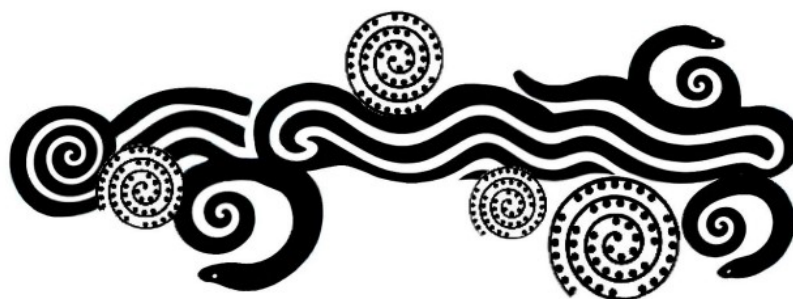


Image 5: Concept 4

- 4.20. After reviewing the artwork concepts endorsed by WPAT, staff support the shortlisted options and the recommended order of preference. As the Corten steel panel is already included in the agreed contract with Atlas Group Ltd, staff recommend retaining the previously approved panel shape and applying the chosen artwork to it. While altering the panel shape is unlikely to increase costs, it would introduce additional complexity for the contractor. For this reason, staff agree that Concept 1, is the most suitable option.
- 4.21. Staff have consulted with Council's Roading Team to confirm that replacing the individual lettering with wording cut directly into the Corten panel maintains readability and complies with road safety requirements. The Roading Team advised that this change does not raise frangibility concerns and readability is acceptable within the 50 km/h speed zone.
- 4.22. The successful artist will receive a commission of \$2,500 + GST, with \$500 + GST payable on approval and the balance of \$2,000 + GST upon submission of the final vector artwork. Atlas Group Ltd, the appointed contractor, is ready to proceed once artwork is received. The sign is expected to have a lifespan exceeding 35 years, and sufficient budget remains within the Board's previously allocated \$75,810 landscaping fund to cover all associated costs.

- 4.23. Once the Board approves an artwork concept, staff will notify all submitters and work with the successful artist to refine the design for cutting into the Corten steel panel. The final artwork will then be provided to Atlas Group Ltd, enabling completion of the Main North Road Entrance Sign project. The agreed timeline ensures construction will be completed within the current financial year.

Implications for Community Wellbeing

- 4.24. There are implications on community wellbeing by the issues and options that are the subject matter of this report. By improving the aesthetics of the Kaiapoi Town Entrances there is an opportunity to contribute to the well-being of the community and enjoyment of those entering Kaiapoi. The artwork achieved through this process will contribute to a sense of place and ownership with Kaiapoi as being a great place to live and visit.
- 4.25. The Management Team has reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are likely to be affected by the upgrade of the town entrances and have an interest in the subject matter of this report. Staff have consulted with the Runanga as part of this project and as discussed above, the Runanga have chosen not to provide specific artwork for the entrance signs as the remaining three Kaiapoi entrance signs forming part of this project are likely to be of the same form and materials, staff do not believe further consultation is required the entrance signs.

5.1. Groups and Organisations

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. As noted above, WPAT have been consulted on the proposed process and brief and are supportive of these proceeding. Kaiapoi High School students were provided with the design brief with and invitation to submit concepts.

5.2. Wider Community

The wider community is likely to be affected by, or to have an interest in the subject matter of this report.

When the Board approved the Main North Road entrance sign, it was decided to proceed with the selected concept without undertaking public consultation. As the process being followed to select an artist is open and contestable, staff believe that there is no need for further consultation with the wider community regarding this artwork on the sign.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are financial implications associated with the decisions outlined in this report.

- 6.2. Council has a contract with the successful tenderer ATLAS Group Ltd to construct this sign and who have been very flexible in working to changing timeframes with this project. They have indicated that they are still keen to undertake this work once the art has been provided. However, since beginning their contract they have already incurred some costs both in procuring materials and beginning some early construction work off site and through project management and creating traffic management plans etc. Staff have worked with Atlas to pay for this work incurred noting that much of this will not be lost and will be utilised once the project recommences.

- 6.3. There is a cost associated with engaging an artist to undertake this work. Based on a recommendation supported by WPAT, there is an additional cost of \$2,500 for a commission for this artwork which was not previously budgeted for within this project. \$1,300 has also been utilised to commission the previous artwork provided by Mel Eaton which the Board were not supportive of.

- 6.4. The Board have previously allocated \$75,810 from their Kaiapoi General Landscaping Budget towards this town entrance (PJ 101050.000.5224). To this point, approximately \$60,000 has already been committed through the completed tree planting and the civil works contract. This means that there is sufficient budget available in the project budget to cover this additional cost. The following table summarises the costs of this project.

Town Entrance Project budget (New entrance sign and associated landscaping)	\$75,810
Awarded contract to Atlas Group Ltd cost (including cost to cut artwork in Corten steel panel).	\$49,766.82.
Contractual fee to successful Artist	\$2,500

6.5. **Sustainability and Climate Change Impacts**

The recommendations in this report reflect a commitment to sustainability and consideration of climate change impacts. Sustainability extends beyond resource protection, it encompasses responsible energy and material use, long-term durability, and the creation of environments that support healthy, vibrant communities. Council staff have made deliberate efforts to ensure that, where possible, materials used in this project are reused, locally sourced, or selected for their high durability and low environmental impact.

Enhancing Kaiapoi's town entrances contributes to a more welcoming and attractive public realm, encouraging greater use and enjoyment of central Kaiapoi. This not only fosters local pride and celebrates the unique identity of the area but also supports the local economy by attracting visitors and strengthening community engagement. In doing so, the project promotes social, economic, and environmental sustainability for Kaiapoi's future.

6.6. **Risk Management**

There are potential risks associated with the adoption and implementation of the recommendations in this report. As the Board elected not to undertake community consultation for the entrance sign project, there is a possibility that some members of the community may not support or identify with the final design, or the artwork chosen through this process.

There is a risk that the Board do not support any of the options chosen. In this case, staff will return to the WPAT to with the Board's feedback and identify if there are any remaining options that WPAT would endorse that better meet these needs.

This is a newly elected Board who may have different priorities to the current Board. This means that there is potential that this project could be cancelled by the newly elected Board or returned to a point where the existing contract is no longer valid. Should this be the case, all costs incurred by the contractor for this project will need to be met and these costs would be a loss to Council as there would be no asset to capitalise them against.

6.7. **Health and Safety**

There are no health and safety risks associated with the adoption or implementation of the recommendations in this report. As part of the procurement process for the entrance sign, Council staff have reviewed and approved a comprehensive Health and Safety Plan submitted by Atlas Group Ltd for the Main North Road Entrance Sign project. In addition, Greenspace staff have liaised with the Roading team to ensure that the final appearance of the entrance sign, based on the artwork approved in this report, maintains appropriate readability and visibility for drivers entering Kaiapoi. This coordination helps ensure the sign meets safety standards while enhancing the town's identity.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

The development of the town entrances will take place within the roading corridor, and all signage will comply with the District Plan and the Signage Bylaw (2012). Additional requirements under Government and NZTA legislation may also apply, depending on the road classification, location, and type of signage proposed. To ensure full compliance, Council staff will work closely with the Roothing Team, who are well-versed in the relevant legislation, to determine appropriate materials, positioning, and any specific requirements related to signage and landscaping.

7.3. **Consistency with Community Outcomes**

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

- Public spaces and facilities are plentiful, accessible and high quality, and reflect cultural identity;
- Public spaces express the unique visual identity of our District.

There are wide ranging opportunities for people to contribute to the decision making that affects our District;

- Opportunities for collaboration and partnerships are actively pursued.

The community's cultures, arts and heritage are conserved, developed and celebrated;

- There are wide-ranging opportunities to participate in arts and cultural activities.
- Public places and spaces provide opportunities for cultural expression and integrated arts.

The distinctive character of our takiwā – towns, villages and rural areas is maintained, developed and celebrated;

- The centres of our towns are safe, convenient and attractive places to visit and do business
- Public spaces reflect the distinct narratives, character and cultural identity of our takiwā.

7.4. **Authorising Delegations**

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

Kaiapoi Main North Road Entrance Sign Corten Panel Artwork

CONCEPT 1

WPAT endorsed option, but with the inclusion of Māori Greeting



Kaiapoi Main North Road Entrance Sign Corten Panel Artwork

CONCEPT 2



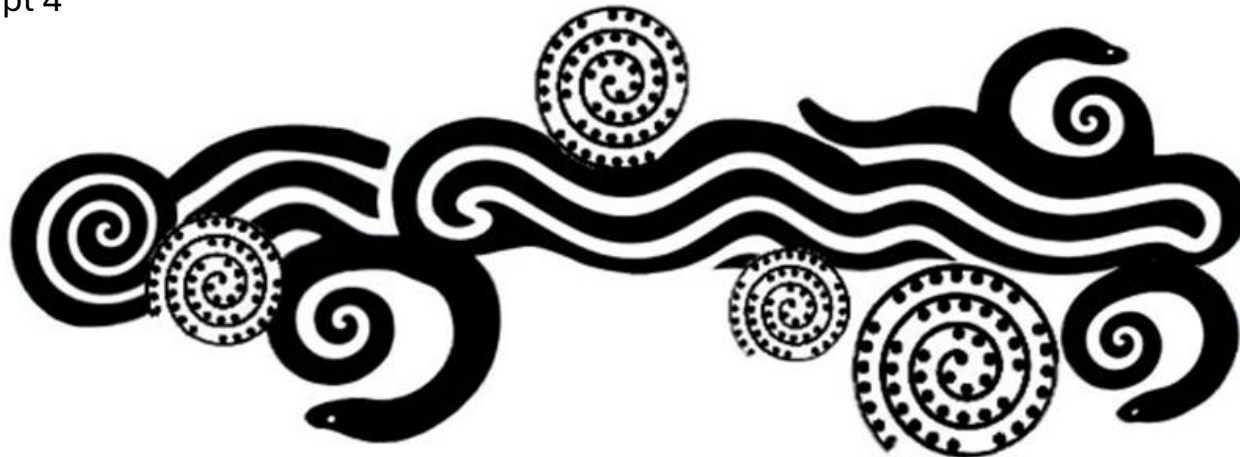
Kaiapoi Main North Road Entrance Sign Corten Panel Artwork

CONCEPTS 3 AND 4

Concept 3



Concept 4

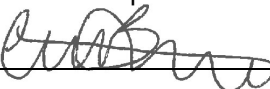


WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** RES-01-12 / 250801141940**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD**DATE OF MEETING:** 8 December 2025

AUTHOR(S): Chrissy Taylor-Claude, Parks Officer
 Grant Stephens, Design and Planning Team Leader
 Anna Paterson, Assistant Librarian - Community Connections

SUBJECT: StoryWalk in Kaiapoi

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


 General Manager


 PP Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to approve installation of a permanent StoryWalk in Kaiapoi. This is a collaborative project between the Waimakariri Libraries and Greenspace Team.
- 1.2. StoryWalks is an international initiative with the aim of promoting fun and learning between friends and family out in nature. The StoryWalk initiative has gained popularity in recent years and allows the community to connect and engage with literacy while outdoors being active. Storywalks also activate reserves and encourage the community to use and visit reserves providing interest and activity as people use the reserve.
- 1.3. Council had two temporary story walks in Rangiora and Kaiapoi running in 2022 from June to October. These were installed to trial the community response to decide if permanent StoryWalks would be welcomed. The Rangiora StoryWalk across Matariki saw over 1000 visitors on its first opening day with more following across the weekend and coming month. Council received over 70 positive responses from visitors who commented on the fun children had finding the boards, hidden birds, learning about Matariki and the local ecology and having a great time out with the children. Based on their success and further requests for StoryWalks from the community, staff have been investigating the option for permanent StoryWalks across the district
- 1.4. The planned StoryWalk will comprise of 12 story boards following a popular children's story. The signs will consist of basic timber posts with ACM steel panels which will allow different stories to be easily slotted in and out over time. The first story in Kaiapoi will be the "*Five Wee Pūtekeke*". The cost of creating and installing a StoryWalk is estimated to be \$8,885 excluding GST. This is consistent with levels of service; the nature of the work is being funded from existing Greenspace budgets to effectively meet community outcomes by creating inviting spaces that promote creativity, innovation, wellbeing and community connections, all while enjoying our natural environment. If approved, the intention would be to install the StoryWalk in the beginning of 2026, but this could change depending on contractor availability.

- 1.5. In April 2025, the first permanent StoryWalk was installed in Northbrook Wetlands, Rangiora. Opening day saw approximately 300 people attend, including the author of the book who read the story to a crowd of eager children and their whānau. Due to the success of the opening day, and the previous temporary StoryWalk being in Kaiapoi also, staff believe Kaiapoi would be the appropriate location to install a second permanent StoryWalk.

2. **RECOMMENDATION**

THAT the Kaiapoi Tuahiwi Community Board:

- (a) **Receives** Report No. 250801141940.
- (b) **Approves** the installation of a StoryWalk in Kaiapoi at Te Korotuaheka Wetlands/ Honda Forest.
- (c) **Notes** that Council installed successful temporary StoryWalks at Northbrook Wetlands and Honda Forest/ Te Korotuaheka Wetlands in 2022 which were met by the community with great success with over 70 positive feedback responses to Council.
- (d) **Notes** that a StoryWalk was officially opened at Northbrook Wetlands, Rangiora on 14 April 2025.
- (e) **Notes** that the StoryWalks will be made from ACM steel with interchangeable boards for stories to be easily changed as required.
- (f) **Notes** that the StoryWalk is estimated to be \$8,885 excluding GST and would be installed in the 25/26 Financial Year from existing Greenspace Budgets.

3. **BACKGROUND**

- 3.1. StoryWalks were originally created by Anne Ferguson from Montpelier Vermont and developed with Kellogg-Hubbard Library in the United States. The aim of StoryWalks is to create something fun and interesting while promoting early literacy, physical activity, and family time together in nature. It can be described as an easy orienteering course for the whole family to participate in.
- 3.2. The benefits of a StoryWalk include:
- Promotion of literacy and reading as beneficial for social and mental wellbeing for young and old.
 - Providing a free activity for anyone, but particularly whānau, to enjoy together.
 - Getting people active and into a park or outdoor environment to recreate.
 - Promoting local artists and authors.
 - Providing educational opportunities and a platform to communicate via storytelling.
 - Encouraging physical activity and appreciation of our parks and reserves.
 - Increasing awareness of the beauty of nature and its many benefits for all ages.
 - Activating the parks and reserves in the Waimakariri District.
- 3.3. In 2022, Council Library and Greenspace staff held temporary StoryWalks in Rangiora and Kaiapoi. The StoryWalk in Rangiora was held at Northbrook Wetlands from 24 June to 21 August. This StoryWalk was centred around The Little Kiwi exploring Matariki. The StoryWalk in Kaiapoi was held at Te Korotuaheka Wetland/ Honda Forest from 21 September to 23 October in celebration of Te Wiki o te Reo Māori (Māori Language Week). This story was a popular bilingual book called '*There's a Tui in Our Teapot*'.

- 3.4. The Rangiora StoryWalk across Matariki in 2022 saw over 1000 visitors on its first opening day with more following across the weekend and coming month. Council received over 70 positive responses from visitors who commented on the fun children had finding the boards, hidden birds, learning about Matariki and the local ecology and having a great time out with children.
- 3.5. Below are some images from the StoryWalks in 2022.



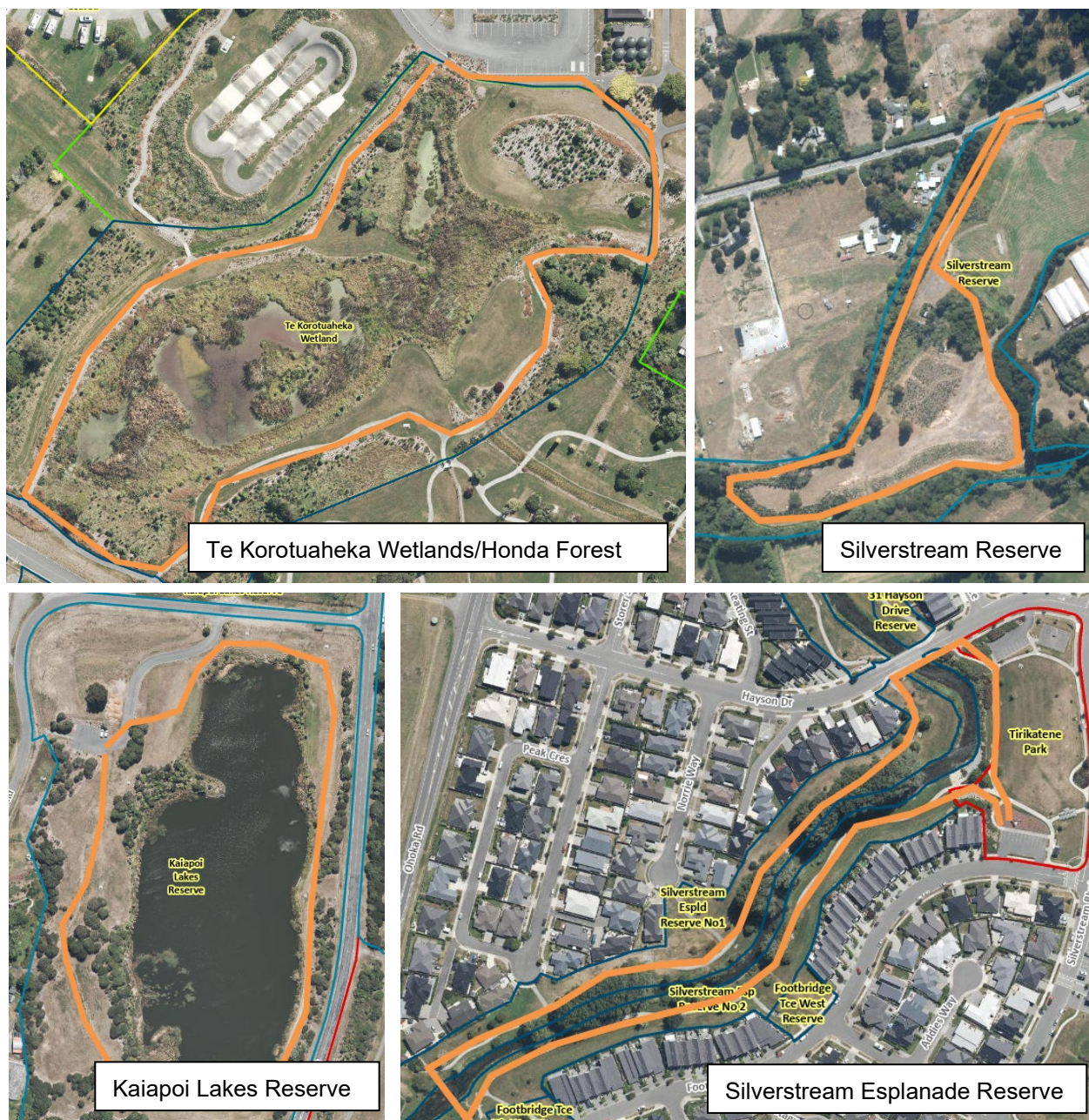
- 3.6. The temporary StoryWalks were made from corflute attached to waratahs in the ground and followed a trail of 16 boards spaced around the reserve. The signs were produced by local signwriters Hortons Signs and then installed using local contractors at minimal cost.
- 3.7. After the success of the StoryWalks in 2022, staff have been working on plans for a more permanent option for StoryWalks across the district in each ward.
- 3.8. In April 2025, staff installed the first permanent StoryWalk in Northbrook Wetlands, Rangiora. Opening day saw approximately 300 people attend, including the author of the book who read the story to a crowd of eager children and their whānau. Due to the success of the opening day, previous temporary StoryWalk being in Kaiapoi and Kaiapoi being our next largest township, staff believe Kaiapoi would be the appropriate location to install a second permanent StoryWalk.
- 3.9. It is hoped that each financial year a further StoryWalk would be added to the network and in time there would be at least one story in each ward area with the previous story being rotated around each location each year. Once all the StoryWalks have been installed, stories would continue to be rotated around each year, and new stories can be added as required. The first story in Kaiapoi will be the “*Five Wee Pūteketēke*”. This story is currently located in Rangiora and will be moved to Kaiapoi once the posts are installed. An example of this permanent story walk sign panel is shown below and includes easy locking pins for transferring signs.

- 3.10. Staff could look to tender the works, noting that one of the key requirements is to be able to relocate the assets (ACM panels) between all StoryWalk locations. This would enable local businesses the opportunity to price the works in a competitive tender process.
- 3.11. See below for an image of what the StoryWalk in Northbrook Wetlands looks like.



4. **ISSUES AND OPTIONS**

- 4.1. Staff identified multiple locations in the Kaiapoi Tuahiwi Ward for a potential location for a permanent StoryWalk. Staff assessed Silverstream Esplanade Reserve (Silverstream subdivision), Te Korotuaheka Wetlands/ Honda Forest, Kaiapoi Lakes, and Silverstream Reserve in Clarkville. Each of these potential locations are shown in the maps below with the proposed loop path in orange:



- 4.2. Staff assessed these four locations through a set of criteria to determine the best location for the StoryWalk. These criteria included availability to good parking, an existing formed pathway suitable for wheelchairs or parents with prams, a loop pathway with a length of between 700m and 1km (walkable to small children), proximity to majority of Kaiapoi residents and impacts on other users. The results of this assessment are shown below:

	Good parking available	Has a formed path	Path length	Location - Proximity	Impact on other users
Te Korotuaheka Wetlands/ Honda	Yes	Yes	Approximately 700m	Closer to the town centre and other activities	None – path is currently used by pedestrians.

Silverstream Esplanade Reserve	Yes	Yes	Approximately 1km	Amongst urban area. By a playground.	None – path is currently used by pedestrians.
Kaiapoi Lakes	No	No	Approximately 800m Loop	Most would need to drive as no pathway to location	Potential impact to migratory birds/fauna of increased visitor numbers/ people with dogs
Silverstream Reserve in Clarkville	Yes	No	Approximately 1 – 1.5km Loop	5.5km from Kaiapoi Town Centre – All would need to drive.	None – path is currently used by pedestrians.

- 4.3. This process identified that Kaiapoi Lakes and Silverstream Reserve were not preferable due to poor results against a number of the criteria. Te Korotuaheka Wetlands/ Honda Forest and Silverstream Esplanade Reserve (Silverstream subdivision) were identified as the two best options for consideration by the Board. Both have formed paths and can follow a looped pathway within 1km long which is ideal for a StoryWalk. This ensures the StoryWalk is accessible and easy to follow. Both locations have good parking available although Te Korotuaheka Wetlands has more available due to its location by Norman Kirk Park and surrounding Red Zone area.

- 4.4. Option 1: Approve installation of a StoryWalk in Te Korotuaheka Wetland/ Honda Forest.

This location was where the previous temporary StoryWalk was installed, and people already use this for walking and recreation. However, while the temporary StoryWalk in 2022 was successful, it did not reach as many people as that in Rangiora. This may have been due to proximity to residents or, due to other events held on the day. This area is a wetland, providing an opportunity for learning and immersion in our biodiverse rich environments. This area is also near Norman Kirk Park, the dog park, pump track and Motor Caravan Association Campground as well as the wider Red Zone area, inviting more users to our reserves. This is the recommended option.

- 4.5. Option 2: Approve installation of a StoryWalk in Silverstream Esplanade Reserve in Silverstream Subdivision, Kaiapoi.

This location has been proposed because it is within the heart of the community and easy walking distance to numerous residents. This pathway is located by Tirikatene Park which could operate as the start and end point due to the available parking and playground for kids to enjoy. As the playground is onsite, it is expected to draw in the community to explore the stream, playground and surrounding area. While this isn't the recommended option, staff see no reason why this wouldn't be a suitable location should the Board prefer it. Likewise, this could be a secondary location for an additional future StoryWalk should the Board be interested.

- 4.6. Option 3: Approve installation of a StoryWalk in Kaiapoi Tuahiwi Ward but in a different location.

Staff do not recommend this option because staff have looked at a number of other locations within Kaiapoi Tuahiwi Ward and believe that the two locations above meet the criteria for a StoryWalk best. The success of the previous StoryWalks in Rangiora and Kaiapoi would attest to it being a positive activation and staff are not aware of any negative impacts of a StoryWalk in either proposed location which would decrease its viability. If the Board want a StoryWalk within their Ward, but at an alternative location, any locations will need to be investigated by staff and brought back to the Board in a report for approval.

4.7. Option 4: Decline a StoryWalk in the Kaiapoi Tuahiwi Ward.

Staff do not recommend this option as StoryWalks have several positive outcomes for the community and have previously been very successful in Rangiora and Kaiapoi. Should the Board not wish for a StoryWalk within the Kaiapoi Tuahiwi Ward at this time, the Board could decline this proposal. Staff will then work with the other Community Boards to install a StoryWalk in their ward. Based on the previous StoryWalk being in Rangiora, if this option was chosen, staff would transition to a StoryWalk within the Woodend Sefton or Oxford Ohoka Ward.

4.8. It is hoped that over the course of the next four years, a StoryWalk will be created within each of the four wards. This would enable stories to be shifted and swapped between reserves in the region to keep it interesting for reserve users. As time goes by, new stories and material can also be added as required. Once all the StoryWalks have been installed, stories would continue to be rotated around each year, and new stories can be added. Council staff will submit separate reports to all the Community Boards for the StoryWalk in their ward at the time when funding is available for their area.

4.9. **Implications for Community Wellbeing**

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

StoryWalks promote literacy and learning while out in nature being active with family and friends. StoryWalks encourage physical, social, and mental health by bringing people into our parks and reserves. Inclusion of different stories e.g. "*The Little Kiwi's Matariki*" raises awareness of different cultures and experiences.

The Waimakariri Libraries aim to promote reading, literacy, and learning; support a stronger, healthier and more resilient community; promote a culture of exploration and creativity; contribute to the economic wellbeing of individuals and the community and deliver excellence in public service.

The StoryWalk instalments in Rangiora and Kaiapoi have been successful and received positive feedback, for this reason, we expect the StoryWalk in Kaiapoi to encourage more people to visit our district's parks and reserves and explore their community.

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

5. COMMUNITY VIEWS

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report. Although the Rūnanga may not be directly impacted by the introduction of StoryWalks in the district, they could have an interest in contributing stories or content from local authors and artists. In line with our usual process, we have prepared a project brief to provide the Rūnanga through Whitiora, inviting them to consider whether they would like to provide local stories or content for the StoryWalks.

5.2. **Groups and Organisations**

There are not groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. However, staff note that the StoryWalks are expected to attract groups such as schools, preschools, walking groups, and other groups to the selected area who will enjoy learning in nature.

5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. The temporary StoryWalks in 2022 and the recent installation in Rangiora were successful with high use from the wider community. The proposed permanent StoryWalks provide an ongoing opportunity for everyone to enjoy time with their friends

and family in our local reserves. Staff have received positive feedback from the community including “it adds a bit of fun to our walk and bike rides, colourful and interactive – more of them please, great location and length” and “kids engaged, love the length and design and artwork of the StoryWalk boards – more Storywalks!”

As the StoryWalks do not impede people’s ability to utilise the reserve, and staff are not aware of any negative impacts that these walks create, staff do not believe that consultation with the wider community is required.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

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

This budget is included in the Annual Plan/Long Term Plan.

Staff have spoken with local contractors and sign writers and have an estimated cost of \$8,885 excluding GST to create a permanent StoryWalk. If approved, this project will be partially funded through the Greenspace Reserve Activation Budget (102565.000.5223) which has \$5,000 per year allocated for the specific purpose of activating reserves with interventions such as StoryWalks. The remaining funds would be met through the Greenspace Youth Activation Budget (102563.000.5223).

Staff do not believe that there would be significant ongoing operational budget required for StoryWalks, unless they were subject to vandalism, which has been mitigated as much as possible by the permanent nature of the materials chosen. Were this the case, the signs (or sections of) can be reprinted and easily re-applied onto the ACM panel. Over time, there will likely be a desire to refresh the boards with new content. However, as there is a plan for at least one StoryWalk per ward and these can be interchanged, there is a window of four years where this would not be required. The cost of new content is also significantly reduced as this would just be an adhesive transfer printed and placed onto the existing ACM sign boards and could be included in future LTP provisions if required or funded through other means such as external funding or discretionary budgets.

The assets which are created through this process will be depreciated. This includes having an end to end process within Council’s asset management system and the cost is to be included in the programmed Greenspace budgets in future Annual Plans/ Long Term Plans.

6.2. Sustainability and Climate Change Impacts

The recommendations in this report do have positive sustainability and/or climate change impacts. By shifting to a permanent model, we will be using more robust materials such as timber and ACM steel which will last longer than corflute and can be repurposed for new content as need be. We have chosen to make the signs interchangeable so we can reduce the need to print/create new stories and utilise them across the district. This means that each story will in the end be used numerous times in different locations and saves on costs and resources. Activating our reserves encourages their use and a healthy lifestyle in our communities. This has positive impacts on the wider sustainability and health/wellbeing of our community.

6.3. Risk Management

There are risks arising from the adoption/implementation of the recommendations in this report. There is a risk of damage to the boards from either weather or vandalism which is the case for any infrastructure in public spaces. These signs would be captured in our Greenspace Asset Management database and be managed accordingly with staff relying on the community, contractors or staff to notify us should there be any damage. This occurred twice with the temporary corflute Matariki StoryWalk and was resolved at minor cost using existing operational budgets. This is why a more permanent option has been recommended. As far as staff are aware, there have been no reported issues with the permanent StoryWalk in Northbrook Wetlands.

6.4. **Health and Safety**

There are health and safety risks arising from the adoption/implementation of the recommendations in this report. The implementation of the StoryWalks will require work to be undertaken within Council reserves (and/or Road Reserve) and in particular holes being dug and the use of tools and machinery. If approved, staff would require any contractors to be Sitewise approved and to submit an appropriate health and safety plan (Site specific Safety Plan - SSSP). This would need to be approved by the Greenspace staff prior to construction beginning on site.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

Local Government Act

Reserves Act

7.3. **Consistency with Community Outcomes**

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

Cultural

- The distinctive character of our takiwā / district, arts and heritage are preserved and enhanced.
- There is an environment that supports creativity and innovation for all.

Social

- Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.
- Council commits to promoting health and wellbeing and minimising the risk of social harm to its communities.
- People are able to enjoy meaningful relationships with others in their families, whānau, communities, iwi and workplaces.

Environmental

- Our communities are able to access and enjoy natural areas and public spaces.

7.4. **Authorising Delegations**

The Kaiapoi Tuahiwi Community Board have delegated authority to approve the recommendations within this report.