Rangiora-Ashley Community Board

Agenda

Wednesday 8 March 2017

7.00pm

Waimakariri District Council Chambers
215 High Street
Rangiora

Members:
Jim Gerard Q.S.O (Chair)
Duncan Lundy (Deputy Chair)
Peter Allen
Robbie Brine
Murray Clarke
Keith Galloway
Dan Gordon
Judith Hoult
Sarah Lewis
Greg Miller
Chris Prickett
Paul Williams
Board Members
RANGIORA-ASHLEY COMMUNITY BOARD

AGENDA FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD
TO BE HELD IN THE COUNCIL CHAMBERS, RANGIORA SERVICE CENTRE,
215 HIGH STREET, RANGIORA ON WEDNESDAY 8 MARCH AT 7PM.

Edwina Cordwell
Governance Advisor

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

BUSINESS

1 APOLOGIES

2 CONFLICTS OF INTEREST

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Rangiora-Ashley Community Board – 8 February 2017

8-23

RECOMMENDATION

THAT the Rangiora-Ashley Community Board:

(a) Confirms the circulated minutes of the Rangiora-Ashley Community Board meeting, held 8 February 2017, as a true and accurate record.

4 MATTERS ARISING

5 DEPUTATIONS AND PRESENTATIONS

5.1 Shannon Boorer, John Yin, Claire Nicholls (Environment Canterbury) and Kathy Graham (Waimakariri District Council) will provide an update on planned improvements for Waimakariri Metro bus services, and outline benefits for local residents.

5.2 A number of local residents will speak to the Board regarding the proposed Cones Road walkway. (refer item 7.1)

6 ADJOURNED BUSINESS

Nil.
7 REPORTS

7.1 Cones Road Proposed Walkway link to Boundary Road – D Cameron (Community Green Space Engagement Officer)

RECOMMENDATION

THAT the Rangiora-Ashley Community Board recommends:

(a) Receives report No.161202124440.
(b) Notes the summary of feedback received from public consultation and also the Abley Traffic Safety Report attached to this report.
(c) Supports a walking track between Cones Road and Boundary Road being developed by the community in order to create a direct walking link between Rangiora and the Ashley Forest.
(d) Supports staff applying for $13,800 as part of the annual plan process for the planning and construction of a walking track between Cones Road and Boundary Road

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

RECOMMENDATION

THAT the Rangiora-Ashley Community Board recommends:

(a) Receive report No. 170222017125.
(b) Note the relevant background information provided in this report.
(c) Approve staff to agree the temporary and conditional use of vacant Council land in Rangiora and/or Kaiapoi business zones, to community or charitable organisations located within the Waimakariri District, for the purposes of promoting or conducting their activities on a temporary and short term basis.
(d) Approves staff to use the process proposed in section 3.5, 3.6 and 3.7 of this report, for the approval of the above temporary use of Council owned business zoned land.
(e) Circulates this report to the other Community Boards and Council for their information.

7.3 New Zealand Community Boards’ Conference 2017 – K Ward (Community Board Advocate)

RECOMMENDATION

THAT the Rangiora-Ashley Community Board:

(a) Receives report No.170110001253.
(b) Approves up to six (6) member, being ……………………….., ………………………., ………………….., ………………………., ………………………., and …………………. to attend the New Zealand Community Board’s Conference to be held in Methven from 11 to 13 May 2017.
(c) Notes the attendees will write an individual report on the conference sharing ideas/knowledge gained and present the report at their respective Board’s June 2017 meeting.
(d) **Notes** that the total cost for each attendee is approximately $1,315 (including GST).

### 7.4 Rangiora-Ashley Road and Reserve Naming Committee – K Ward

**Community Board Advocate**

**RECOMMENDATION**

**THAT** the Rangiora-Ashley Community Board:

(a) **Receives** report No. 170221016588.

(b) **Approves** the establishment of the Rangiora-Ashley Road and Reserves Naming Committee with delegated authority to approve street/road and reserve/park names in the Rangiora-Ashley Ward area until 30 September 2019.

(c) **Approves** the Rangiora-Ashley Road and Reserve Naming Committee Terms of Reference contained in document 170223017621 (S-TR0053).

(d) **Appoints** Board members (4) ……………… ……………… and ………………….. to the Rangiora-Ashley Road and Reserve Naming Committee. A quorum of three is required to conduct a meeting of the Committee.

(e) **Appoints** ……………… as Chairperson of the Rangiora Road and Reserves Naming Committee.

(f) **Notes** the Council would be giving consideration in 2017 to enhancing iwi input into road and reserve naming.

(g) **Notes** that a Committee of the Rangiora-Ashley Community Board is bound by the same legislation, Standing Orders and Code of Conduct as that of the Board.

(h) **Notes** any Council policy review outcome to the Policy will be binding on the Community Boards and Committees thereof.

### 7.5 Exchange of appointments between Board members – K Ward

**Community Board Advocate**

**RECOMMENDATION**

**THAT** the Rangiora-Ashley Community Board:

(a) **Receives** report No. 170220015705.

(b) **Retrospectively ratifies** that Board member Lundy will replace Board member Prickett as the Board representative and liaison for the Cust Domain Advisory Group as of 8 February 2017.

### 7.6 Approval of the Rangiora-Ashley Community Board Flyer – K Ward

**Community Board Advocate**

**RECOMMENDATION**

**THAT** the Rangiora-Ashley Community Board:

(a) **Receives** report No. 170223017490.

(b) **Approves** the Rangiora-Ashley Community Board flyer subject to minor edits discussed and approved by the Chairperson.
(c) **Notes** an initial short run of published flyers (<300) will be placed in district libraries, service centres, community centres, and information centres; the number taken by the public to be monitored, and reruns to be undertaken at the discretion of staff. Some will also be given to each Board member to leave behind when attending community meetings and/or events. A copy will be published on the Community Board website page.

8 **CORRESPONDENCE**

8.1 Thank you Letter from Presbyterian Support Upper South Island (Trim No. 170220015613)

8.1 Letter of Support for Board’s Application to New Zealand Community Boards’ Conference Best Practice Award (Trim No. 170301019766)

9 **CHAIRPERSON’S REPORT**

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

**RECOMMENDATION**

THAT the Rangiora-Ashley Community Board:
(a) **Receives** report No. 170227018438.

10 **MATTERS FOR INFORMATION**

10.1 **Oxford-Ohoka Community Board meeting minutes – 9 February 2017** (Trim No. 170202009734)

10.2 **Woodend-Sefton Community Board meeting minutes – 13 February 2017** (Trim No. 170209011843)

10.3 **Kaiapoi-Tuahiwi Community Board meeting minutes – 20 February 2017** (Trim No. 170216014756)

10.4 **Draft Submission to the Health Select Committee on the Health (Fluoridation of Drinking Waters) Amendment Bill (G Meadows, Policy Manager)** – Report to Council – 7 February 2017 (Trim No. 161220131266)

10.5 **Report to Council to approve an amendment to the Private Developer Agreement with Townsend Fields Limited (K LaValley, Project Delivery Manager)** – Public Excluded Report to Council – 7 February 2017

10.6 **Summary of Discretionary Grant accountability to 31 December 2016 (K Ward, Community Board Advocate)** – Report to Oxford-Ohoka Community Board – 9 February 2017 (Trim No. 170120004926)

10.7 **Summary of Discretionary Grant accountability to 31 December 2016 (K Ward, Community Board Advocate)** – Report to Woodend-Sefton Community Board – 13 February 2017 (Trim No. 170202009658)

10.8 **Library Update (P Ashbey, Libraries Manager)** – Report to Community and Recreation Committee – 14 February 2017 (Trim No. 170202009922)

10.9 **Capital Projects Report for the period ended 31 December 2016 (P Christensen, Finance Manager)** – Report to Audit and Risk Committee – 14 February 2017 (Trim No. 170127007442)
10.10 **Summary of Discretionary Grant accountability to 31 December 2016**  
(K Ward, Community Board Advocate) – Report to Kaiapoi-Tuahiwi Community Board – 20 February 2017 (Trim No. 170112002111)

10.11 **Road Safety Action Plan** (K Graham, Journey Planner/Road Safety Coordinator) – Report to Utilities and Roading Committee – 21 February 2017 (Trim No. 170209012554)

**RECOMMENDATION**

THAT the Rangiora-Ashley Community Board receives the information in items 10.1-10.11.

Note: Items, including Public Excluded items, were circulated to members separately on 1 March 2017.

11 **MEMBERS’ INFORMATION EXCHANGE**

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

12 **CONSULTATION PROJECTS**

12.1 **Draft Annual Plan**

Submissions open between Friday 10 March to Tuesday 11 April.

13 **REGENERATION PROJECTS**

Updates on the Rangiora Town Centre projects are emailed regularly to Board members. These updates can be located using the link below:


14 **BOARD FUNDING UPDATE**

14.1 **Board Discretionary Grant**

Balance as at 1 March 2017: $5,238.04

14.2 **General Landscaping Budget**

Balance as at 1 March 2017: $35,619

15 **MEDIA ITEMS**

16 **QUESTIONS UNDER STANDING ORDERS**

17 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**
NEXT MEETING

The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 12 March 2017 in the Council Chambers at the Rangiora Service Centre.

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<th>Workshop</th>
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<td>1. Members’ Forum including social media discussion.</td>
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<td>2. General Landscaping Budget. C Brown (Community Green Space Manager)</td>
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<td>3. Landscape Plans for Good Street laneway, Rangiora. J McBride (Civil Projects Team Leader)</td>
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MINUTES OF THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD
HELD IN THE COUNCIL CHAMBERS, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA ON WEDNESDAY 8 FEBRUARY 2017 AT 7PM.

PRESENT
J Gerard QSO (Chair), D Lundy (Deputy Chair), P Allen, R Brine, M Clarke, J Hoult, K Galloway, D Gordon, S Lewis, G Miller, C Prickett, and P Williams.

IN ATTENDANCE
Mayor David Ayers
J Millward (Manager Finance and Business Support), K Stevenson (Roading Manager), G Barnard (Parks Community Assets Officer), M McIlraith (Communications and Engagement Manager), S Morrow (Land Information Officer), K Ward (Community Board Advocate) and L Courtney (Governance Secretary).

The meeting adjourned 8.13pm for two workshops from staff, resuming again at 9.08pm.

The meeting adjourned at 9.10pm, for a brief workshop to discuss the applications, resuming again at 9.15pm.

1 APOLOGIES
Nil.

2 CONFLICTS OF INTEREST
M Clarke – item 6.8 (d), a current Justice of the Peace
K Galloway – item 6.8 (c), involved in museum’s application

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Rangiora-Ashley Community Board – 14 December 2016

Moved C Prickett seconded P Williams

THAT the Rangiora-Ashley Community Board:

(a) Confirms the circulated minutes of the Rangiora-Ashley Community Board meeting, held 14 December 2016, as a true and accurate record.

CARRIED

J Gerard proposed the Board representative to the Cust Domain Advisory Group be changed from C Prickett to D Lundy. There was no opposition from Board members. Staff would bring a report to the Board’s March meeting to formalise the change.
4 DEPUTATIONS AND PRESENTATIONS

4.1 Alistair and Heather Cameron, developers of 90 East Belt, outlined to the Board their proposed road names. (Refer 6.2)

A Cameron read a prepared statement thanking the Board for taking the time to consider the road names being presented. He emphasised the names presented were in order of preference.

H Cameron added the reason for proposing Grey View was because the subdivision took in views of Mount Grey and referenced a significant figure in Rangiora’s history. She stated that Arcadian was chosen because its meaning of “countrified and peaceful” reflected the area of the subdivision. H Cameron highlighted that the Council’s Road Naming Policy was referenced when deciding on the type of road being named. She advised members there was a grove at the end of the cul de sac which the property owner plans to retain, and this is why ‘grove’ was used in the proposed road name.

D Gordon, to the Chair, understood the former Rangiora Community Board had a committee to consider road names and asked if further discussion could be had regarding the committee.

D Gordon, to A and H Cameron, asked whether there were any time pressures on the naming of the roads, especially if a committee were to be established, which could take some weeks. A Cameron replied there was no immediate urgency in naming the roads but would appreciate a decision in the next couple of months.

K Ward responded to the query regarding the establishment of a committee. At the beginning of the current electoral term, staff discussed the matter of road naming committees for the Community Boards. Due to the low volume of requests for road names in the previous year coupled with a decrease in new residential development in the Rangiora-Ashley ward, it was deemed that a committee may not be required for the Rangiora-Ashley Community Board in the immediate future. However, the situation would be monitored and if necessary, a committee could be created in the future. D Gordon sought clarification that the decision was made by staff, and not the Board. K Ward confirmed that it was made in conjunction with the Board, following discussion.

J Hoult commented on a desire to use the Māori names for areas in the district, for example Rakahuri for the Ashley River, and asked whether A and H Cameron had considered using Maungatere, the Māori name for Mount Grey. H Cameron replied that spelling and pronunciation of Maungatere could be an issue for people using the name and had decided against using it. A Cameron added that many Māori names had been used in the Pegasus Town development and that the reference to Sir George Grey would help educate residents on historical figures in the Rangiora-Ashley ward.

K Galloway queried the use of Mews in the proposed names. H Cameron replied that they used the Council’s Naming of Roads and Streets (including Private Roads) Policy as guide: Mews is a term which can be used for a cul de sac.

The Chair thanked A and H Cameron for their time.

Item 6.2 was taken at this time. Note that the minutes have been recorded in accordance with the order of the agenda as circulated.
5 ADJOURNED BUSINESS

Nil.

6 REPORTS

6.1 Proposal that the Rangiora-Kaiapoi cycle/walkway be made a centennial memorial to the Battle of Passchendaele – K Stevenson (Roading Manager)

K Stevenson took the report as read.

P Allen asked when the project would begin. K Stevenson replied that a report outlining the final details of the project, including timeframes and costings, would be presented to the Council at its March meeting.

P Allen queried whether the project would be completed by the time of the 100 year commemorations of the Battle of Passchendaele, in October 2017. K Stevenson replied it would not. The start date for the project was scheduled for spring 2017, with planned completion in early 2018.

P Allen enquired whether the project had been budgeted into the coming financial year. K Stevenson replied the project had been budgeted over the current and coming financial years.

K Galloway believed the proposed name was too long and queried whether there was a term that covered both cycle and walkways to reduce the length of the proposed name. K Stevenson replied the Waimakariri Passchendaele Trust had also recommended Way instead of cycle/walkway.

D Gordon queried what would happen if the Kaiapoi-Tuahiwi Community Board recommended a different name to what the Rangiora-Ashley Community Board recommended. J Gerard replied the Council would receive both recommendations and make the final decision.

Moved G Miller seconded K Galloway

THAT the Rangiora-Ashley Community Board recommends:

THAT the Council:

(a) Receives report No 170124006312.

(b) Approves the Rangiora - Kaiapoi cycle/walkway being made a centennial memorial to the Battle of Passchendaele.

(c) Approves the Rangiora - Kaiapoi cycle/walkway being formally named the “Passchendaele Way”.

(d) Notes that Paisley Road will remain a legal road with no name change.

(e) Circulates this report to the Utilities and Roading Committee.

(f) Notes the Kaiapoi-Tuahiwi Community will be discussing the matter at its meeting of 20 February 2017.

G Miller believed the cycle/walkway would be an asset to the community and an appropriate memorial to the Battle of Passchendaele.
K Galloway believed the proposed name was too long and that users would shorten the name anyway. The name, as moved, enabled the battle to be commemorated as well as being an access between Kaiapoi and Rangiora.

J Hoult raised that the Council’s Naming of Roads and Streets (Including Private Roads) Policy states that a Way is a short, enclosed passage and was concerned the term could create confusion.

D Lundy spoke against the motion. He believed the term Memorial was an important aspect of the name and the commemorative aspect of the name could be lost if Memorial was removed from the name.

**Amendment**

Moved D Gordon seconded R Brine

(c) **Approves** the Rangiora - Kaiapoi cycle/walkway being formally named the “Passchendaele Memorial Cycle/Walkway”.

CARRIED

G Miller and K Galloway against

D Gordon acknowledged the reasons given for shortening the proposed name but due to the importance of the memorial the full name, as proposed in the amendment, should be used. He added that as the recommendation had come from the Returned and Services Association (RSA), then it could be perceived as discourteous to change it. D Gordon felt the full name should be retained. It was a fitting tribute for local families who lost relatives in the Battle, including his own family, and a significant historic link between Rangiora and Kaiapoi.

R Brine concurred with D Gordon’s comments.

C Prickett agreed the track name would probably be shortened by users but supported keeping the full name.

G Miller spoke against the amendment. He believed ‘Memorial’ was not necessary as part of the name because the information boards along the track would display the story of the Battle of Passchendaele; the commemoration would not be lessened by excluding the word memorial from the name of the track. He also agreed the name would be shortened anyway.

K Galloway sought clarification the RSA requested cycle/walkway be in the name. D Ayers replied the proposed name came from the Waimakariri Passchendaele Trust of which representatives from the Rangiora and Kaiapoi RSAs are members. The Trust requested that Passchendaele be used in the name.

The amendment then became the substantive motion.

**THAT** the Rangiora-Ashley Community Board recommends:

**THAT** the Council:

(a) **Receives** report No 170124006312.

(b) **Approves** the Rangiora - Kaiapoi cycle/walkway being made a centennial memorial to the Battle of Passchendaele.

(c) **Approves** the Rangiora - Kaiapoi cycle/walkway being formally named the “Passchendaele Memorial Cycle/Walkway”.
(d) **Notes** that Paisley Road will remain a legal road with no name change.

(e) **Circulates** this report to the Utilities and Roading Committee.

(f) **Notes** the Kaiapoi-Tuahiwi Community will be discussing the issue at its February 2017 meeting.

**CARRIED**

*K Galloway against*

6.2 **Road Naming – Subdivision Alastair J Cameron – S Morrow (Land Information Officer)**

S Morrow took the report as read.

Moved D Gordon seconded P Allen

**THAT** the Rangiora-Ashley Community Board:

(a) **Receives** report no 170125006841.

(b) **Approves** the following road names for the subdivision of Pt Lot 1 DP 16615 under Resource Consent RC165199 for Roads 1 and 2 as shown on the plan (Trim No. 170125006841[v02]).

1. Grey View Grove
2. Mount View Mews

**CARRIED**

D Gordon commented that with the process in determining names outlined by A and H Cameron and the lack of objections from staff, there was no reason not to support the proposed names.

P Allen was pleased to see the progress made with the subdivision and supported D Gordon's comments. However, in bringing the reports to the Board, he was not convinced it was an efficient use of Board time and would support the re-establishment of a committee to consider future road naming requests.

J Gerard endorsed P Allen's comments.

G Miller also spoke in support of P Allen's comments regarding the re-establishment of a road naming committee.

D Gordon, as right of reply, supported P Allen's comments regarding the re-establishment of a road naming committee.

6.3 **Road Naming – Freeman Homes Limited – S Morrow (Land Information Officer)**

S Morrow took the report as read.

P Allen queried the timeline for the development. S Morrow was not certain but queries have been received regarding sections, with titles for land likely to be requested soon. He was also aware the road has been formed.

P Allen asked where the name Hickmott Street came from. S Morrow stated the developers selected the name from the Board’s pre-approved road naming list.
J Gerard asked whether Avenue was the appropriate term to use. According to the Council’s road naming policy, an Avenue has trees on both sides of the road and there was no indication of trees on both sides of the road in the information provided. S Morrow was uncertain about the landscaping plans for the road but added that it may form part of the Eastern Arterial in the future.

P Allen asked if there was any urgency in the naming of the roads in relation to developer’s timeframes. S Morrow replied that this was a staff initiated request. Staff were aware of sections being advertised and sold. Although no titles had been issued to date, staff were certain they would be requested shortly; roads had to be named in order for titles to be issued. S Morrow did not believe the matter could be left until the Board’s next meeting.

J Hoult queried the use of a name related to the developer of a subdivision, as it had been an issue in the past. S Morrow replied the developers put forward names they wished to be considered but noted there was an alternative in the recommendation before the Board.

Moved P Allen seconded R Brine

THAT the Rangiora-Ashley Community Board:

(a) Lays report 170125006814 on the table, to be referred to a Rangiora-Ashley Road Naming Committee when it is established.

CARRIED

J Gerard reiterated the need for a committee to consider the naming of roads and discuss the issues raised. The Board requested staff bring a report to the March meeting regarding re-establishing a Roads and Reserves Naming Committee.

6.4 Road Naming – Private Right of Way, Rangiora – S Morrow (Land Information Officer)

S Morrow took the report as read.

D Gordon queried the timeframe of the development. S Morrow replied the matter required an immediate decision as plans and requests for titles had been received by staff. There were also four dwellings in the right of way which require numbering. The application for naming the road was received late.

P Allen noted the proposed name was that of a relative of the developer and queried whether that went against the Council’s road naming policy. S Morrow acknowledged P Allen’s comment adding that private roads undergo less scrutiny than public roads.

Moved J Gerard seconded D Gordon

THAT the Rangiora-Ashley Community Board:

(a) Lays report 170127007379 on the table, to be referred to a Rangiora-Ashley Road Naming Committee when it is established.

CARRIED
6.5 Proposed Street Tree removal 14 Watson Place, Rangiora – G Barnard (Parks Community Assets Officer)

G Barnard spoke to the report. There have been several requests from the resident to have the tree removed. The requests have been declined on the basis of the Council’s Standard Operating Procedure for the removal of trees that are dead, diseased or dangerous. The tree does not meet these criteria and have been recommended to be retained. G Barnard acknowledged the tree is large and drops pine needles which can block drains. The main issue with the tree is its location to the north of the property which creates issues of shading. The issue is compounded by a large eucalypt tree next to the She Oak which means the property is shaded till noon each day for approximately five months in a year.

G Barnard stated the property was purchased approximately two and a half years previous and a number of requests from other residents have been received by staff for the removal of both trees. The staff recommend the trees be retained believing them to be an asset to the community.

J Gerard queried the boundaries between the road, property and green space. G Barnard replied there were no records explaining the irregular configuration.

J Gerard sought clarification as to who was responsible for maintaining the green space in front of the property. G Barnard replied the green space was the responsibility of the Council to maintain.

C Prickett sought clarification that over half of the tree canopy went over the resident’s property. G Barnard confirmed that it did.

C Prickett sought clarification that the green space was a grassed area. G Barnard clarified it was a grass berm.

C Prickett asked whether staff had considered immediate replacement planting on the grass berm, then removing the She Oak once the replacement plants were established. G Barnard replied staff had not had any discussions regarding the area, as they were awaiting the Board’s decision on the current matter. The timeframe for replacement trees to be of a suitable size would be 5 to 10 years.

C Prickett asked whether staff considered Eucalypt to be an appropriate street tree. G Barnard replied that current practice is to plant Eucalypt trees in reserves and although it is not the type of tree commonly planted along berms, the area in which the Eucalypt is currently has plenty of space for it to grow.

C Prickett questioned why the neighbours’ views were sought when those views did not seem to be adhered to. G Barnard replied that residents’ views were sought to get a broader understanding of the situation, but believed that most residents supported the removal of the She Oak. He believed the benefits of retaining the tree outweighed the negatives.

J Hoult sought clarification that five of the six respondents supporting the removal of the tree were surrounding neighbours. G Barnard confirmed they were.

P Allen believed there was a precedent set referring to a similar situation at the corner of Kingsbury Avenue and Goodwood Close. G Barnard replied that tree was a Himalayan Cedar that dropped cones as opposed to needles. The issue then was related to noise and damage to the roof; the
matter before the Board was one of irritation and inconvenience to the resident.

J Hoult queried whether leaf fall from the Eucalypt tree was an issue. G Barnard replied it was an issue to the neighbour but not the resident affected by the She Oak.

K Galloway asked how long it would be before the trees would need to be removed. G Barnard replied both trees were healthy and could live for another 40 years. K Galloway commented on Eucalypt trees’ propensity to drop branches and asked whether there were any issues regarding safety. G Barnard replied the Eucalypt was checked annually for this reason and if there was a chance that it would drop branches, it would be removed. He highlighted the trees are maintained for optimum health and to gauge any possible issues with safety.

Moved G Miller seconded R Brine

THAT the Rangiora-Ashley Community Board:
(a) Receives report No. 170117003132.
(b) Approves the retention of the council owned She Oak tree situated in the berm adjacent to 14 Watson Place, Rangiora.
(c) Notes that the retention of the She Oak is consistent with section 3.3 of the Council’s standard operating procedure for the removal of trees.

CARRIED
C Prickett against

G Miller commented that having seen the area, the trees were appropriate and that some property buyers did not take enough consideration of trees surrounding a new property when considering purchase. He believed it was important to retain the ward’s trees and in the current situation saw no reason for them to be removed.

R Brine agreed with G Miller’s sentiments. He acknowledged that if the safety or health of the tree was an issue, it would need to be removed. The tree had been in the area for a number of years and was in good health. He referenced historic and recurring issues with trees in Queen Street, Rangiora with residents requesting the removal of those trees. Even though it may be an unpopular decision, it was a matter of principle.

C Prickett believed the issue of leaf fall to be an unconvincing reason to remove a tree. Removal should only be considered in clearly defined circumstances including shading. He believed everyone had the right to sunlight from the North including the affected resident.

S Lewis believed the size of the tree would have been obvious when the resident purchased the property two years previous.

6.6 Proposed Street Tree removal 270 Kingsbury Avenue, Rangiora – G Barnard (Parks Community Assets Officer)

G Barnard spoke to the report. He commented the tree in question had grown 20-25% more than other trees in the area and had also grown buttress roots which was unusual, especially in an urban environment. The issues have meant that residents have had trouble maintaining their berms.
Staff have suggested that a street garden be developed around the base of the tree to mitigate the issue, but this suggestion has been rejected by residents.

J Gerard queried whether there was a precedent for street gardens to be established around trees. G Barnard replied there were no examples to date, referencing residents’ issues with cherry trees in the Mansfield subdivision in Kaiapoi. Staff, to date, have been unable to get support from the community to trial the initiative.

J Hoult asked whether root mitigation could be carried out, like that carried out in Queen Street, Rangiora. G Barnard replied that staff would investigate the roots and carry out mitigation as necessary.

J Hoult enquired whether consideration had been given to replacing some of the less attractive trees in the street. G Barnard replied that staff were developing a tree replacement programme but had to be considerate of areas with special characters to make sure the replacement trees suited the character and style already in place.

K Galloway noted that cherry trees had been removed on either side of the tree in question and asked whether the issues could be mitigated through root pruning. G Barnard replied that if the buttress roots were removed the stability of the tree could not be guaranteed.

Moved G Miller seconded C Prickett

THAT the Rangiora-Ashley Community Board:

(a) Receives report No.170117003448.
(b) Approves the retention of the Cherry tree situated in the berm adjacent to 270 Kingsbury Avenue, the installation of root guard and the establishment of a street garden around the tree.
(c) Notes that the retention of the Cherry tree is consistent with section 3.3 of the Council’s standard operating procedure for the removal of trees.

CARRIED

G Miller commented that it may not be a popular decision but the tree was healthy and the remediation proposed appropriate.

C Prickett supported retention of cherry trees.

6.7 Proposed Reserve Tree removal 124 Church Street, Rangiora – G Barnard (Parks Community Assets Officer)

G Barnard spoke to the report. The trees appeared to be self-seeded and the roots have encroached on stormwater drains. Although the issue with the storm drains have been resolved, staff advise it is likely to reoccur. The tree is also causing damage to a boundary fence which will continue as the tree grows. Residents are supportive of the tree removal.

C Prickett sought clarification that the trees could be considered weeds. G Barnard replied the trees were healthy, self-seeded trees that were causing damage to property hence the recommendation for removal.
THAT the Rangiora-Ashley Community Board:

(a) Receives report No. 170123005525.

(b) Approves the removal of the two Silver Birch trees situated in the Drama Club Reserve (124 Church Street) planted on the northern boundary directly adjacent to 126 Church Street.

(c) Notes that the removal of the Silver Birch trees is not consistent with section 3.3 of the Council’s standard operating procedure for the removal of trees.

CARRIED

G Miller stated the action was appropriate, and the tree removal would not affect the overall streetscape of the neighbourhood.

J Hoult reiterated comments, supporting the removal of the Silver Birch trees.

The meeting adjourned at 8.13pm for two workshops from staff, resuming again at 9.08pm.

6.8 Applications to the Rangiora-Ashley Community Board Discretionary Grants 2016-2017 – K Ward (Community Board Advocate)

Having declared an interest M Clarke and K Galloway sat back from the table and took no part in discussions.

K Ward spoke to the report.

D Gordon sought clarification on the frequency with which the Board considered grant applications. K Ward advised the Rangiora-Ashley Community Board considered applications bi-monthly.

The meeting adjourned at 9.10pm, for a brief workshop to discuss the applications, resuming again at 9.15pm.

THAT the Rangiora-Ashley Community Board:

(a) Receives report No.170118003793.

(b) Approves a grant of $380 to Rangiora Toy Library Inc. towards the purchase costs of one LikeaBike Jumper balance bike.

(c) Approves a grant of $500 to Rangiora and Districts Early Records Society Inc. towards the cost of conservation framing of a sale map for the Red Lion Hotel.

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

CARRIED
6.9 **Summary of Discretionary Grant accountability to 31 December 2016** –
**K Ward (Community Board Advocate)**

K Ward took the report as read.

C Prickett queried what happened to applicants who did not return Accountability Forms. K Ward advised that future applications from those groups/organisations would not be progressed until all the documents had been returned from any previous grants.

Moved C Prickett seconded D Gordon

THAT the Rangiora-Ashley Community Board:
(a) Receives report No.170126006940.
(b) Circulates a copy of this report to all of the Community Boards.

CARRIED

6.10 **Property Lease/Licence Renewals 1 January 2017 to 31 December 2017** –
**M Ball (Property Officer)**

K Ward took the report as read.

Moved P Allen seconded J Gerard

THAT the Rangiora-Ashley Community Board:
(a) Receives the attached report number 170106000673.
(b) Notes the upcoming renewals, status and nature of the lease/licence agreements.

CARRIED

7 **CORRESPONDENCE**

Nil.

8 **CHAIRPERSON’S REPORT**

8.1 **Chair’s Diary for December 2016 - January 2017**

J Gerard spoke briefly to his report. He added the Muscle Car Madness event on High Street was a success but could have been improved if more retailers had been open.

P Allen commented that advertising of cricket matches at the Mainpower Oval could be improved.

Moved J Gerard seconded D Gordon

THAT Rangiora-Ashley Community Board:
(a) Receives report No. 170130007775.

CARRIED
9 MATTERS FOR INFORMATION

9.1 Promotion of Waimakariri District – 2015/16 Annual Report (S Markham, Manager Strategy and Engagement) – Report to Audit and Risk Committee – 13 December 2016 (Trim No. 161201124351)

9.2 Annual Report of Te Kōhaka o Tuhaitara Trust for the year ended 30 June 2016 (J Millward, Manager Finance and Business Support) – Report to Audit and Risk Committee – 13 December 2016 (Trim No. 161125121846)


9.4 Capital Projects Report for the period ended 30 September 2016 (P Christensen, Finance Manager) – Report to Audit and Risk Committee – 13 December 2016 (Trim No. 161114116589)

9.5 Oxford-Ohoka Community Board meeting minutes – 8 December 2016 (Trim No. 161215129634)

9.6 Woodend-Seafton Community Board meeting minutes – 12 December 2016 (Trim No. 161212127949)

9.7 Kaiapoi-Tuahiwi Community Board meeting minutes – 19 December 2016 (Trim No. 161214129405)

Moved C Prickett seconded G Miller

THAT the Rangiora-Ashley Community Board receives the information in items 9.1-9.7.

CARRIED

10 MEMBERS’ INFORMATION EXCHANGE

10.1 R Brine

- Indoor Court Facility will be discussed during upcoming Annual Plan process.

10.2 K Galloway

- Elephant Park: contact has been made with eight of the original makers who have agreed to repair the elephant.
- Millton Memorial Reserve: continues to be well used.
- Historic photo boards on the corner of High Street and Ashley Road were well received and encouraged people to visit the Rangiora Museum.
- Good Street/High Street tenants concerned with the demolition of shops.

10.3 D Lundy

- Acknowledged passing of Karen Eastwood, Woodend-Sefton Community Board member. Commented on her contribution to and engagement with the community.
10.4 **D Gordon**
- Council meeting, 7 February 2017.
- Easterbrook Road. Regular communications regarding the issue and developing a process for future engagement.
- Provided an update on Town Centres.
- Muscle Car Madness: noted disappointment in lack of support from some local businesses.
- Planned to attend International Food Festival, noting event was not advertised correctly.
- Rangiora Promotions Association: starting a new event “Eats and Beats”. Trying to establish a series of sustainable events.
- Friends of Rangiora Town Hall: meeting upcoming Thursday 16 February.

10.5 **G Miller**
- Easterbrook Road: factory is now operational. Issues relating to compliance. Wider district issue regarding commercial enterprise encroaching on life style block owners living expectations.
- Will attend Oxford-Ohoka Community Board meeting on 9 February 2017, to observe a presentation from local residents opposing a proposed commercial quarry to be established in close proximity to the rural residential properties.

10.6 **P Williams**
- Expressed concern regarding proposed development of the Cones Road walking/cycleway track. Encouraged members to walk the track for themselves.

10.7 **C Prickett**
- Attended the Matawai Park Reserve Committee meeting. Raised issue of toxic weed in neighbouring property.
- Participated in elected members’ bus trip to west part of the district.
- Acknowledged the passing of Karen Eastwood.

10.8 **S Lewis**
- Involved in video promoting the Rakahuri Rage event.

10.9 **J Hoult**
- Community Board Conference 2017: sought approval from Board to enter the development of Hegan Reserve into the Community Board Executive Committee Best Practice Awards. She outlined the engagement and participation with the Council, community and local schools. The Board were supportive of J Hoult coordinating the Board’s entry.
- Cust Historical Group: has made contact.
- Participated in elected members’ bus trip to west part of the district.
- Attended District Licencing Committee hearing of new Rangiora premises.
- Chamber Gallery in Trevor Inch Memorial Library is celebrating 20 years. It is currently showing works bought by the Waimakariri Art Collection Trust for public view. The exhibition will run until 23 February 2017.
10.10 **M Clarke**
- Attended Waimakariri Health Advisory Group meeting.
- Noted press release regarding surgical bus which will make regular visits to Rangiora.

10.11 **P Allen**
- Timebank Revival: meeting planned for 22 February at the Rangiora Town Hall.

### 11 CONSULTATION PROJECTS

11.1 **Draft Annual Plan**
Submissions open between Friday 10 March to Tuesday 11 April.

### 12 REGENERATION PROJECTS

Updates on the Rangiora Town Centre projects are emailed regularly to Board members. These updates can be located using the link below:


The Board noted the projects.

### 13 BOARD FUNDING UPDATE

13.1 **Board Discretionary Grant**
Balance as at 1 February 2017: $6,353.79

13.2 **General Landscaping Budget**
Balance as at 1 February 2017: $35,619

The Board noted the balances.

### 14 MEDIA ITEMS

There were no media items.

### 15 QUESTIONS UNDER STANDING ORDERS

There were no questions under Standing Orders.

### 16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

There was no urgent general business under Standing Orders.
NEXT MEETING

The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 8 March 2017 in the Council Chambers at the Rangiora Service Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 9.46PM.

CONFIRMED

________________________________________
Chairperson

________________________________________
Date
Workshop – 8.13pm – 9.08pm.

1. **Members’ Forum**

2. **Roading Workshop:** K Stevenson (Roading Manager)
   - **Rangiora Town Centres**
   - **Southbrook Road school crossing**
   - **General roading update and questions**

3. **Media, Communications and the Community Board.** M McIlraith (Communications and Engagement Manager)
1. SUMMARY

1.1. The purpose of this report is to provide the board with the feedback that has been received from the community in relation to a proposal to create a walking track between Cones Road and Boundary Road in Loburn.

1.2. This report presents an Abley Traffic Safety Report which has been prepared to identify any safety concerns from a road and pedestrian perspective that may be caused by the establishment of the proposed walkway.

1.3. This report proposes that based on the feedback received by the community and the expert advice regarding the impacts of the walkway prepared by Abley Traffic Consultants that the board support the community proposal to build a walkway between Cones Road and Boundary Road in Loburn.

1.4. This report proposes that the Rangiora / Ashley Community Board support staff in applying to Council through the Annual plan process for funding to assist in the planning and building of the track.

Attachments:

i. Map of proposed walkway link
ii. Written Submissions received in opposition to the proposal
iii. Letters to residents from staff recording the discussion held at the site meeting of 14th December 2015
iv. Abley Traffic Safety Report
v. Petition from those in support of the project

2. RECOMMENDATION

THAT the Board:

(a) Receives report No.161202124440

(b) Notes the summary of feedback received from public consultation and also the Abley Traffic Safety Report attached to this report.
(c) **Supports** a walking track between Cones Road and Boundary Road being developed by the community in order to create a direct walking link between Rangiora and the Ashley Forest.

(d) **Supports** staff applying for $13,800 as part of the annual plan process for the planning and construction of a walking track between Cones Road and Boundary Road

3. **ISSUES AND OPTIONS**

3.1. The Rangiora Community Board were approached by Mr Harris at the July 2015 meeting with an idea for the development of a community-led walkway between the existing terminus of Cones Road, and Boundary Road in the Loburn area, that may also be used by Mountain Bikers. The proposed walkway would provide a pedestrian link between Rangiora and the Ashley Forest area.

3.2. Having lived in the area for over 20 years, Mr Harris had noticed an increasing number of walkers and cyclists using the local roads as an exercise area. He believed the extension of Cones Road through to Boundary Road would provide a worthwhile and safe addition to the circuit. The approximate length of unformed road is 500 metres and is currently a scrub, gorse and pine tree covered gully. Mr Harris was happy to plant the area with native shrubs. He had only spoken to a few people regarding the idea but had received enthusiastic responses as well as the offer of an excavator to complete some of the work. He commented on the new cycle/walkway over the Ashley River Bridge making the track accessible to residents of Rangiora.

3.3. Staff advised that if the Board wanted to pursue the idea then staff from the Roading and Green Space units would need to work with Mr Harris to prepare a report for the Board with options and costings, and suggested that it would be prudent to consult with the adjacent landowners first. Staff also advised that there may be an expectation for the Council to maintain the asset in the future. Council would need to work through and make clear details regarding unformed legal roads, whether the Council should take over the asset or whether it should remain as a community project.

3.4. At the October meeting of the Board a report was presented by the managers of both Greenspace and Roading to advise the Board that staff would like to work with Mr Harris to construct a walking/cycling track between Cones Road and Boundary Road along the unformed road reserve with Mr Harris. The first part of progressing the walkway was to undertake further consultation with the community and seek professional advice regarding the potential impacts the walkway would have on existing traffic and pedestrian movements. In late October staff set about consulting with Mr Harris, advising first and foremost that consultation would need to be undertaken with adjacent landowners regarding the proposed route. Staff prepared a letter and sent this to each individual adjacent landowner inviting them to have their say on the proposal. At the same time as this letter was being prepared, word reached these landowners by other means and staff subsequently received a concerned letter from the landowners opposing the idea and expressing concern that they had not been consulted.

3.5. Further to the letter which was sent to adjacent residents staff organised a public meeting to hear the views of anybody who wished to express an opinion either for or against the matter. The feedback gathered from this meeting has been summarized in this report for the consideration of the board.

3.6. Some of the adjacent residents raised some potential issues around the safety of pedestrians using Cones Road and the fact that while it is already in their view dangerous having a walkway at the end of the street would compound the issue. Staff believed the best way to address the concerns raised was to get independent and expert
traffic advice from a qualified traffic consultant. Roading staff commissioned a report from Abley Traffic Consultants to assess the feasibility of encouraging more people to walk up Cones Road and any safety issues that may arise from this.

3.7. Abley Consultants found that while there are some safety concerns which are considered valid these are low risk considering the minimal traffic volume on the road. Their recommendations were as follows;

- Implement a posted speed limit of 30 km/h on the unsealed portion of Cones Road
- Install pedestrian warning signage at appropriate locations along the road
- Install an outdoor convex mirror for the driveway of #352 Cones Road
- Widen the road or clear the area next to the road to give users more space to avoid conflicts (if scope of the project allows)

The Report also concluded;

"Overall and subject to the preceding comments, the proposed walking route along Cones Road can be supported from a traffic and safety perspective."

This is attached as Appendix iv.

3.8. Based on the feedback that has been received from residents and the traffic safety assessment recommendations provided by Abley Traffic Consultants staff believe that the board should support the community in progressing with the walkway.

3.9. If the board support the recommendations in this report then staff would continue to work with local residents on planning the route and starting to build the walkway. The first task will be to get a surveyor to mark out the boundaries of the paper road. Staff will be responsible for ensuring appropriate health and safety documentation is prepared and followed and that the community are suitably skilled to undertake any volunteer track work.

3.10. Staff will be responsible for implementing the recommendations that have been proposed by Abley Traffic Consultants. There are separate processes involved in implementing these recommendations. Reducing the speed limit will require further consultation and Council approval while widening the road will have to be further assessed as it is considered outside the scope and scale of the current project.

3.11. Staff believe that the track building works should commence alongside the implementation of the Abley recommendations. The track will take a long time to construct and until it is fully constructed it will not be able to be used and will therefore not attract additional people to the Cones Road area.

3.12. The Management Team/CEO has reviewed this report and supports the recommendations.

4. **COMMUNITY VIEWS**

4.1. A letter to residents dated October 30th 2015 was sent out to adjacent residents. As a result of this letter being sent staff received feedback highlighting a number of concerns with the proposal. It should be noted that many of the residents of the area later claimed they did not receive this letter.
4.2. A site meeting was held between those residents who had expressed their concerns and those supporting the walkway proposal, as well as Council Roading and Greenspace Staff, on 14th December 2015. At the meeting Staff stressed the point that all concerns would be taken into consideration before proceeding and invited those present to submit those concerns. These were noted as follows;

- Who will be responsible for maintaining the proposed track?
- How will people be able to walk safely up the existing stretch of Cones Road?
- Who will pay for the project if it proceeds?
- How would motorbikes be kept off the track?
- How would Car Parking be provided for?

Following this a letter was subsequently drafted outlining these concerns and Council’s response to them. A copy of this Letter was sent to the addresses of each of the adjacent landowners with Staff responses to each of these concerns, including that an independent assessment of Cones Road would be conducted to assess the safety and feasibility of additional pedestrians walking up the gravel section of Cones Road. The letter invited each recipient to respond with their feedback so that staff may include this in a report to the Board to seek a recommendation on whether to proceed with the project. This is attached as Appendix iii.

4.3. Staff set about addressing the concerns raised at the site meeting. In February 2016 a further letter was received on behalf of 14 residents of the area immediately surrounding the site, again highlighting their concerns and reiterating their opposition to the proposal, and expressing their belief that they had not been consulted or received any written correspondence. Following this it was decided by staff to hold an open public meeting for all who wished to express their views in any respect on the matter.

4.4. Staff facilitated a public meeting in Rangiora in July which was attended by approximately 100 people representing both sides of the argument. At this meeting a background to the proposal was given as well as the findings from an independent traffic assessment of the suitability of Cones Road to cope with additional pedestrian traffic. Those present were given the opportunity to discuss, ask questions of and voice their views on the proposal, which were all recorded to form part of this report.

4.5. The key issues raised at the public meeting were as follows;

<table>
<thead>
<tr>
<th>Public suggestion, Comment or Concern</th>
<th>Staff Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have to consider cyclists as they often ride two-abreast and go much faster</td>
<td>The Abley Traffic Safety Report did not identify bikers riding two abreast as being a concern should the walking track be developed.</td>
</tr>
<tr>
<td>There will be a groundswell of people that want to help, specifically with relation to;</td>
<td>There will be opportunities for these people to participate in the tracks development if they wish</td>
</tr>
<tr>
<td>- The Environment</td>
<td></td>
</tr>
<tr>
<td>- The Community</td>
<td></td>
</tr>
<tr>
<td>- Biodiversity</td>
<td></td>
</tr>
<tr>
<td>Traffic study should be carried out on boundary road</td>
<td>Staff believe the section of Boundary Road where the walkway would adjoin it is</td>
</tr>
<tr>
<td>Question</td>
<td>Answer</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Parking proposed area (corner Cones &amp; Dixons Roads) currently dangerous</td>
<td>People parking in the area and using the track was mentioned as an issue and from that a question was raised as to whether the Council would provide parking was raised. People park and walk in the area now so this is not something new however it is possible the new track might attract more people. We consider there are already areas available for parking and so building or formalising parking areas is not necessary. One area for parking close to the proposed track is at the corner of Cones Road and Dixons Road. If in the future parking on the roadside does cause an issue then that will be managed at that time.</td>
</tr>
<tr>
<td>Cones/Dixon Rd road could carpark be there. Possible issues</td>
<td></td>
</tr>
<tr>
<td>Issue with people parking at the end of the road – could be addressed with signage</td>
<td></td>
</tr>
<tr>
<td>Consider the Impact of car parking on residents</td>
<td></td>
</tr>
<tr>
<td>Possible issue with Agricultural vehicles on gravel road</td>
<td>Refer Abley Report: “The unsealed portion of Cones Road discussed herein is on average 3.5m wide. This is sufficient for a pedestrian (minimum clearance of 1.2m for mobility access) and a 90th percentile car to pass each other. It is assumed that road volumes are low enough that if two cars needed to pass each other they can wait for an adequate location to pull off the road and allow the other to pass.”</td>
</tr>
<tr>
<td>Could a walkway be put on side of gravel road so people don’t have to walk on Current road</td>
<td>The road is wide enough for a pedestrian and a car to pass however if the number of walkers using the track increases to the point where problems occur then localised road side clearing or widening could be carried out to provide more space. Widening the road would be a very costly exercise due to the contour of the current land.</td>
</tr>
<tr>
<td>Is road considered safe and what level of future traffic would make it unsafe (pedestrians)</td>
<td></td>
</tr>
<tr>
<td>Will the Council widen the road if need be?</td>
<td></td>
</tr>
<tr>
<td>Contour of road means its unsafe</td>
<td>Refer Abley Report: “While the speed issues and geometric features limiting sight distance raise safety concerns, they are...”</td>
</tr>
<tr>
<td>Question</td>
<td>Answer</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Would there be an inconvenience to adjacent landowners due to fences having to be moved in some cases, etc</td>
<td>Staff do not anticipate fences would have to be moved. If so, Council would take any steps possible to work with the landowners and minimise disruption to them. Other than additional people using the public road space staff do not anticipate any other impacts on the current adjacent land owners.</td>
</tr>
<tr>
<td>Would there be an inconvenience to adjacent landowners</td>
<td></td>
</tr>
<tr>
<td>What traffic calming measures will be put in place if speed is lowered to 30km/h</td>
<td>New speed signs advising of the new posted speed limit and pedestrian warning signage would be installed.</td>
</tr>
<tr>
<td>Could we develop track from Rangiora to boundary road the entire way</td>
<td>Staff believe this is outside the scope of this project but potentially possible in the future</td>
</tr>
<tr>
<td>How to deter Horses?</td>
<td>Signage would be used to discourage Horse Riders from using the track. Due to the contour of the land the track is being built on there will likely need to be some steps installed and some areas which are reasonably steep and narrow. This track design will not be suitable to ride horses.</td>
</tr>
<tr>
<td>How to deter Trail Bikes?</td>
<td>The tight winding design of the track would make it exceedingly difficult for motorcycles to operate on and therefore undesirable. Appropriate signage and barriers would also be put in place</td>
</tr>
<tr>
<td>How bad would any Soil Erosion be and how would this be mitigated?</td>
<td>As part of working in partnership with the community group Staff would ensure the track was built in accordance with national standards, including the installation of stormwater run-offs where appropriate and a gravel track surface as well as appropriately battered banks. The width of the track would not exceed 1.5m. There will also be adequate planting where appropriate to stabilize the slopes.</td>
</tr>
<tr>
<td>Trees need to be planted</td>
<td></td>
</tr>
<tr>
<td>Compensation expected for damage to land if caused by the track development</td>
<td>Staff do not expect this will be an issue as it is not expected there will be any damage to adjacent land</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Gorse removal requirement from Ecan for adjacent land owners</td>
<td>Council will comply with any weed management directives issued by Environment Canterbury</td>
</tr>
<tr>
<td>Need cost to put in walkway</td>
<td>Costs are outlined in the Financial Implications &amp; Risks Section of this Report</td>
</tr>
<tr>
<td>Driveway, speed &amp; width of road at no. 352 is a concern</td>
<td>Council will install a mirror as per the recommendation in the Abley Report</td>
</tr>
<tr>
<td>People walk on road now already</td>
<td>Staff agree there is currently a number of people who walk regularly on the other Gravel Roads in the area.</td>
</tr>
<tr>
<td>People walk on other roads, so why is this one such an issue</td>
<td></td>
</tr>
</tbody>
</table>

5. **FINANCIAL IMPLICATIONS AND RISKS**

5.1. It is anticipated that for the project to be feasible, the track would need to be constructed using volunteer labour and they would need to source their own hand tools. This would save considerably on contractor time and labour. The land is owned by Council and therefore the health and safety of the volunteers undertaking track building works is the responsibility of Council. Staff propose that they would work closely with the volunteers ensuring they have the right PPE and health and safety awareness before any works can commence.

5.2. There will be a number of costs associated with the building of the track. These are itemised below

<table>
<thead>
<tr>
<th>Basic Personal Protective Equipment (PPE)</th>
<th>Gloves and hi vis vests</th>
<th>$500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signage as needed, x1 Convex Mirror and Change of Speed Limit from 50kp/h to 30kp/h</td>
<td>All to be covered within existing Roading budgets</td>
<td></td>
</tr>
<tr>
<td>Surfacing of Track</td>
<td>AP20 @ 75mm depth by 1.5m wide over 1km of track</td>
<td>$7000</td>
</tr>
<tr>
<td>Steps and storm water control</td>
<td>Total estimate: 20m of track in steps =</td>
<td>$3800.00</td>
</tr>
<tr>
<td>Surveying</td>
<td>For WDC in-house team to survey to verify boundaries of Road Reserve:</td>
<td>$2,500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$13,800</strong></td>
</tr>
</tbody>
</table>
6. CONTEXT

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

6.2. Legislation
Local Government Act 2002

6.3. Community Outcomes
There are wide ranging opportunities for the public to contribute to the decision making by local, regional and national organisations that affects our district.
i. Map of proposed walkway link

The intersection of Cones Road and Carrs Road is at a superelevated horizontal bend in the road with straight spurs of each road intersecting behind the curve. This creates a triangle of land behind the curve and this space currently houses letter boxes. Cones Road becomes an unsealed road at this point and continues north through a 4m wide gap in a wooden fence as shown in Figure 2.2. The unsealed road section north of the intersection is generally 3.5m wide for its entire length.

The road alignment is generally straight, with one slight bend in the vicinity of the driveway of #352 Cones Road. Proceeding northerly from the southern end, the unsealed section of Cones Road gently inclines then meets a vertical curve with a crest located approximately 10 metres north of the driveway of #352 Cones Road. The crest vertical curve is immediately followed by a sag vertical curve with a low point approximately 110 metres north of the driveway of #352 Cones Road. After the sag vertical curve the unsealed road gently inclines again until it ends where the driveways for both #367/379 (to the west) and #380 (to the east) intersect the road as shown in Figure 2.3.
2 March 2016

Mr Dan Cameron,
Community Engagement Officer,
Waimakariri District Council

Dear Dan,

I live at 334 Cones Road on the unsealed section north of the Cones Road-Carrs Road corner. Late last year my wife was approached by Neil Clarkson asking if we had heard anything about a proposed walkway/cycleway along Cones Road. My wife contacted the council and was sent a letter stating that there had been a meeting between residents and Council staff to which we appear to have been excluded.

Based on the information we have since ascertained I wish to put a number of concerns to the Council with respect to this proposal.

1. Communication.
That as a property owner/occupier adjacent to the proposed development I was not notified of or invited to the Roading and Green Space team meeting held with local residents on the evening of Monday December 14th. In your letter to my wife (Your ref RDG-28 / 160112001419) you state that there was a meeting with Council staff and residents. Given that there are less than 10 property owners along this portion of Cones Road I am concerned that the council is failing to properly consult those affected. I must also ask why were we not notified of, or invited to, this meeting? What procedures will the Council be implementing in the suture to ensure there is full communication with affected residents?

2. Safety for track users.
If the proposed walking and cycle way does proceed then the Council will ultimately be responsible for the safety of the users (think Cave Creek and DOC’s responsibility for the viewing platform). My concern is that before any construction or other work commences a full engineering and safety study needs to be undertaken to ensure that future users and the Council are protected.

Any study also needs to be aware that this section of Cones Road is a very narrow agricultural thoroughfare only intended to allow property owners access to their properties. Currently there are at least three contracting businesses, involving heavy agricultural equipment, regularly using the unsealed portion of Cones Road (north of the Carrs Road corner). Cones Road, from number 352 north is only a single lane with a step bank on one side and a gulley with sharp drops on the other side. To add to the risk there are a number of blind spots along the road. The danger to walkers/cyclists is obvious and any proposal to form a walking track needs to incorporate road widening and foot path creation along Cones Road.

Mr Harris has suggested that car parking is available on the corner of Cones Road and Carrs Road. The Council needs to be aware that this is a blind corner in a 100 kph road speed zone subject to the passage of heavy agricultural equipment. This corner is currently difficult and dangerous to navigate, i.e. turn off from or onto from the sealed road. There are also a number of residents living along a sealed private driveway that discharges onto this corner/parking area. Any suggestion that this corner area would be made available for public parking is of great concern in terms of increasing the potential risk for traffic accidents and injury.
In addition to the risk of traffic accidents encouraging public parking in this area has the potential to interfere with the normal passage of agricultural vehicles, impede existing business flows and increase the risk of vehicle and (unsealed) road damage.

3. Road degradation and drainage.
When K Barnett, of the Woodend-Ashley community board, asked about the nature of the soil Mr Harris advised that the land “varied from swampy ground at the bottom of the gully to dry in the gorse covered area”. The problem with this description is that it does not allow for the fact that the land is basically heavy clay prone to becoming boggy when wet in winter with the random formation of springs and road seepages.

Cones Road does not have any properly engineered drainage systems for storm water diversion and run off. In winter Cones Road regularly washes out forming deep cuts and ruts from rain water run-off. My concern is that any plan to create a walking/cycling track will need to include drainage improvements, and ideally sealing, of the existing Cones Road north of Carrs Road along with a footpath to ensure user safety.

Also, given the potential land instability around Cones Road and steepness of the gully, I would be extremely concerned if the cycling/walking track formation was left to a group of well-intentioned amateurs without the correct professional technical skills (or proper construction equipment) to build a safe track in a safe manner.

It is my understanding that cycle and walking tracks quickly become magnets for trail bike riders who have little concern with cutting fences to access tracks (the Rangiora BMX track is a case in point). Because this track is boarded by farms I have concerns that the formation of a walking/cycling track will lead to damage to fences and a risk to stock.

5. Rubbish.
As a local resident I regularly find rubbish discarded around the Cones Road/Carrs Road corner that I have to pick up if I want it removed. I am concerned that opening a cycleway from Cones Road to Boundary Road will increase this problem. At Mr Harris’ original submission C Prickett pointed out that rubbish being left behind by cycles etc. was “an unsavoury aspect” of the Two Trees Track. Clearly I am concerned that creating a cycling/walking track through Cones Road will make the rubbish problem north of the Carrs Road corner significantly worse.

It is my concern that if the Council fulfils its legal obligations to meet all the necessary requirements to ensure public safety, in creating and maintaining a viable walking/cycling track, the costs will be prohibitive and that these will ultimately fall on the WDC rate payers.

I wish to have my concerns notified to the Woodend-Ashley community board and lodged with the Council.

I further wish to be notified of all future meetings and related developments regarding this proposal.

Regards

Paul Morrin
344 Cones Road
Proposal for a cycleway/walkway on the unformed portion of Cones Road

A submission from local landowners.

The unformed section of Cones Road effectively runs up a gully. It is heavily overgrown and is, for the most part, impassable because of the vegetation. Parts of the terrain are steep and would be challenging for a walkway/cycleway, with switchbacks needed, let alone a road.

The proposal, as we understand it, involves providing recreational users with a parking area at the corner of Carrs Road and Cones, on what is mostly a grassed area. From there they can either walk or cycle north.

The primary concerns centre around the suitability of the existing gravel road and its verges. The road is narrow, making it difficult for two vehicles to pass. In places the verges are steep and extremely narrow, providing no opportunity for vehicles to pull over when passing, and would present walkers with a great deal of difficulty.

The road and its verges are prone to scouring during heavy rainfall events, making the going even more difficult.

It is undulating, and there are several blind brows with limited visibility that add to the risk for road users. There have been several "near misses" between vehicles, as residents will attest.

Towards the northern section of the formed road, the roadway hugs the eastern edge of the road reserve. On the western side, it falls away steeply into the overgrown cutting.

This gully can carry a significant volume of water during heavy rain, raising safety issues. Any crossings required along a walkway/cycleway would need to be substantial.

We do not believe the roadway, or its challenging verges, would be suitable for walkers and cyclists.

Given the risks, the council would not be acting responsibly in encouraging any walkers (often accompanied by dogs off their leads) or cyclists up this stretch of road, unless it spent a very considerable sum widening the road, improving it, and reshaping the verges in places.

The proposed walkway would emerge on a blind bend in Boundary Road. Recreational users often choose to start their walk, run or ride at a preferred starting point. It would be naive to think that some would not choose to park at the top end of the walkway. Residents Neil Clarkson, Robin Marshall, Deane Jordan and Leanne Blakely would like to know where they would park. The only option is the verge near the blind bend. This poses a fire risk during the summer, and in the winter the heavy clay downs tend to cut up terribly when vehicles stray off the formed road.

Deane and Leanne, who intend to build a home on their block in coming months, consider the walkway would be to the detriment of their privacy - an issue that would be resolved only by planting out their views.
Some residents are concerned about security issues. This is a dead-end road and many of the houses are secluded. Indeed, for most, this is the appeal of this area. While it is acknowledged that recreational users will pose no such risk, the track provides those with dishonest intentions with a pretext for being in the area.

The longer-term plan appears to involve continuing the walkway up to the protected "twin trees" on Forestry Road, where littering has been a source of ongoing frustration for local residents. Many have spent hours gathering and disposing of the litter dropped by those who congregate there. The council appears unable to deal with this problem (which also includes vandalism to the trees), let alone encouraging more people up there.

Mr Stuart Harris, who is pushing the walkway/cycleway proposal, is to be commended for his community spirit. The project, on some levels, is commendable. However, in the view of the undersigned residents, this particular stretch of road, and its verges, is wholly unsuitable. Indeed, it is the view that the council would be remiss in encouraging individuals to use it.

Mr Harris is correct that the hill country in this area around the forest is increasingly being used by recreational users - walkers, runners, cyclists and horse riders. They have no trouble getting there, being only a few minutes from Rangiora. These users are drawn by the quiet roads and the wide grass verges which are generally well maintained. On the whole, there is good visibility for motorists and road users alike.

Most of these attributes cannot be applied to the gravel portion of Cones Road.

Signatories:

David and Megan Lewis, 400 Boundary Rd, Ashley, who own the block to the east of the two trees at the top of Forestry Road, have asked to be added as signatories. The council is welcome to contact them at: david.morgan233@gmail.com
John Bruce 6 Cones Rd Loburn
Mike Skelley 352 Cones Rd Loburn
Barca Much 367 Cones Rd Loburn

Paul Morris 334 Cones Rd Loburn
Helen Morris 334 Cones Rd Loburn
Janine Brian 310 Cones Rd Loburn
Paul Brian 310 Cones Rd Loburn
Diane Hall 308a Cones Rd Loburn
John Barde 308 Cones Rd Loburn
iii. Letters to residents from staff recording the discussion held at the site meeting of 14th December 2015

Our Reference: RDG-28 / 151223167850

21st December 2015

> Address line 1
> Address line 2
> Address line 3

> Name of resident

On the evening of Monday the 14th December, Council staff from both the Roading and Green Space teams met with residents from your area to discuss the Council’s proposal to construct a walkway along an undeveloped section of Cones Road, which is situated near your property. Some key issues were raised at the meeting for which further information was requested. The purpose of this letter is to address these issues in more detail for your benefit.

Background

In June 2015 Mr Stu Harris, a resident of Boundary Road, appeared in person before the Woodend Ashley Community Board to ask for their support for an idea to develop a section of Cones Road, currently surveyed but not yet developed, into a walking or cycling trail that would essentially create a direct link between the Ashley Forest area and Rangiora. Mr Harris envisaged this trail being lead as a community project which could invite participation from a number of different groups.

The Community Board supported the idea in principle and requested that Staff from the Council’s Roading and Green Spaces teams work together to investigate the feasibility of the project. At this point, in consultation with Mr Harris, those staff involved asked that the idea not be publicised until such time as there had been an opportunity to consult with adjacent land owners. It was around this time that we believe you became aware of the proposal through word of mouth, literally at the same time as written letters were being prepared to be sent out.

Maintenance of the Proposed Track.

You asked us who would maintain the track if it were to be progressed. The Council envisages this would be a community-lead project with both the majority of the establishment work, and the ongoing maintenance being achieved through volunteer custodianship.

Mr Harris has shown a great deal of enthusiasm for the project and we are confident that he will be able to bring together a committed group of people to make it happen.

The Council may at some point Partner with Mr Harris’s group through the Green Corps Programme, An Environmental education initiative from the Council that facilitates school involvement in the development and protection of reserves and green spaces around the district. This could generate wider interest in the project through parents and friends of the school and in turn set up a network of future custodians. Major repair works, such as in the event of a landslide or if there are fallen trees, would be carried out by Council contractors.

How will people be able to walk safely up Cones Road?
Council will engage a consultant to undertake an assessment of the stretch of Cones Road from the Carrs Road corner to the terminus of the developed section of Cones Road, to explore it’s potential for walking and cycling, were the proposed walkway to open.

Who pays?

Some funding may be available either through the Woodend Ashley Community Board, or through budgeted Council operational funds, to help with some of the costs associated with establishing the walkway. However, it is important to remember that we are currently in the process of assessing the feasibility of the project and one of the key determining factors will be how much of the project can be completed using volunteer labour.

How will we keep motorbikes off the track?

If the track were to be established, Council would install a cable bollard barrier with a pedestrian chicane at either end to prevent anything other than cyclists or walkers from entering the track.

Typically dirt bikes are drawn to corridors or other areas that allow them to gather a lot of speed. If they are too tight or winding as many footpaths are, there is little incentive for them to venture there and in fact this often deters them. We would look to construct the track with lots of zig-zags and tight corners that enhance the walk for people on foot but make it near impossible to ride on a large dirt bike. This would be particularly relevant in the centre section of existing “paper road” where there is a steep incline – a number of switch-backs/zig-zags within the 20m strip would be necessary to ascend the incline within an acceptable gradient.

What about Car Parking?

Council would designate a parking area at the corner of Carrs and Cones Road, with appropriate signage both at this site and the road terminus to instruct that no parking is permitted beyond this point.

We hope this gives you a better idea of what it is we’re proposing. As an adjacent or nearby landowner, our number one priority is to consult with and inform you of all of our intentions with the project, and what this means for you.

What next?

Staff will need to report back to the Woodend Ashley Community Board in the coming months. To assist with this, it is important that you make contact with us to give us feedback that we can take back as part of this report.

You can contact me by way of any of the contact details supplied in this letter with any feedback you may have. Further, if you wish to speak directly to the Community Board, you are welcome to attend the meeting and submit a brief (10-15 minute) deputation outlining your stance on the matter. Alternatively you may submit a written statement to:

Waimakariri District Council
215 High St
Rangiora

Please specify in your letter that you wish for it to be received as inward correspondence at the next meeting of the Woodend Ashley Community Board.
Again, thank you very much for your contribution, and we look forward to hearing from you.

Kind regards,

Dan Cameron
Community Engagement Officer
Waimakariri District Council

Ph:   (03) 311 8902 ext 8459
Mob:   (021) 248 9972
http://www.waimakariri.govt.nz/
iv. Abley Traffic Safety Report

Cones Road Safety Assessment

Prepared for: Waimakariri District Council
Job Number: 4769-00
Issue Date: 18 March 2016
Prepared by: Katie Dugan, Senior Transportation Engineer
Reviewed by: Jeanette Ward, Associate

1. Introduction

A walking track from the end of Cones Road to Boundary Road through the unformed road reserve is currently being developed. To get to the start of this track there is an existing narrow unsealed road that provides access to private properties. Walkers would need to share the road with property owners’ vehicles, which has raised some concern amongst the residents.

Abley Transportation Consultants were commissioned by the Waimakariri District Council to carry out a safety assessment of the unsealed road section for use by walkers. A site visit to assess potential safety issues was carried out by Katie Dugan and Andrew Wilson on Wednesday 9 March. Data collection on-site included driving the unsealed road at varying speeds in each direction while taking video footage, walking the road in both directions, taking photographs, observing road user behaviour and making note of any engineering concerns along the way. During the site visit one car and one walker with a dog were observed using the unsealed section of Cones Road.

The assessment identified three main safety concerns. The potential issues and corresponding recommended mitigation measures are presented in Section 3 of this technical note.

2. Site Description

The Cones Road reserve between Carrs Road and Boundary Road is generally oriented in a northwest-southeast direction and currently consists of two distinct sections:

1) Unsealed road from Carrs Road to the driveway of #380 Cones Road, approximately 750 metres long.
2) Unformed road reserve from the driveway of #380 Cones Road to Boundary Road, approximately 600 metres long.

The two sections, along with the primary driveway accesses off Cones Road, are highlighted in Figure 2.1. The adjacent land use is primarily rural residential and agricultural. There is one Slow Children warning sign located at the southern end of the unsealed road section and also one located at the driveway of #352 Cones Road.
The intersection of Cones Road and Carrs Road is at a superelevated horizontal bend in the road with straight spurs of each road intersecting behind the curve. This creates a triangle of land behind the curve and this space currently houses letter boxes. Cones Road becomes an unsealed road at this point and continues north through a 4m wide gap in a wooden fence as shown in Figure 2.2. The unsealed road section north of the intersection is generally 3.5m wide for its entire length.

The road alignment is generally straight, with one slight bend in the vicinity of the driveway of #352 Cones Road. Proceeding northly from the southern end, the unsealed section of Cones Road gently inclines then meets a vertical curve with a crest located approximately 10 metres north of the driveway of #352 Cones Road. The crest vertical curve is immediately followed by a sag vertical curve with a low point approximately 110 metres north of the driveway of #352 Cones Road. After the sag vertical curve the unsealed road gently inclines again until it ends where the driveways for both #367/379 (to the west) and #380 (to the east) intersect the road as shown in Figure 2.3.
3. Findings and Recommendations

3.1 Stopping Sight Distance

The crest vertical curve in the vicinity of the driveway of #352 Cones Road limits a driver’s Stopping Sight Distance (SSD) considerably. As can be seen from Figure 3.1 and Figure 3.2, taken on the vertical curve and facing north and south respectively, a person walking on the road will quickly disappear from a driver’s line of sight past the crest. Based on engineering judgement, site observation and review of video footage, the existing stopping sight distance on the curve is estimated to be 40 to 45 metres. It is strongly recommended that accurate measurement of the sight distance be performed as part of the project development.

The Austroads formula for car stopping sight distance is shown to the right. For this particular curve a reaction time of 2.0 sec, a coefficient of deceleration of 0.27 (braking on unsealed roads) and a longitudinal grade of -6% are assumed. Given these assumptions, the required stopping sight distance for a car is calculated to be 75 metres at an operating speed of 80 km/h and 35 metres at 30 km/h.

These calculations indicate that a driver traveling on this vertical curve at 50 km/h would not have time to come to a complete stop after observing a hazard in the middle of the road. While it is not anticipated that a driver would need to come to a stop when encountering a walker, it is important to give both the pedestrian and the driver as much time as possible to observe the potential conflict and manoeuvre to the side of the road to avoid each other.

\[
SSD = \frac{R_vV^3}{3.6} + \frac{V^3}{254(d + 0.01a)}
\]

- \(R_v\) = reaction time (sec)
- \(V\) = operating speed (km/h)
- \(d\) = coefficient of deceleration (longitudinal grade (%), for upgrades and - for downgrades)
- \(a\) = longitudinal friction factor

Source: Austroads Guide to Road Design
Part 3: Geometric Design, section 5.3
**Figure 3.1** Crest Vertical Curve, Facing North

**Figure 3.2** Crest Vertical Curve, Facing South

**Recommendation:** It is recommended that a speed limit of 30 km/h be established and posted on the unsealed portion of Cones Road to keep drivers’ speeds low enough to provide adequate stopping sight distance on the crest vertical curve. Pedestrian warning signage is also recommended in the vicinity of the curve. Widening of the road and/or clearing the area adjacent to the road at this location is also advisable if scope of the project allows.

Date: 18 March 2016
3.2 Safe Intersection Sight Distance

Banks and the presence of trees at the intersection of Cones Road and the driveway of #352 Cones Road limit the intersection sight distance, especially on the minor approach (i.e. the driveway) as shown in Figure 3.3.

![Driveway of #352 Cones Road, Facing Southwest](image)

The Austroads formula for car Safe Intersection Sight Distance (SISD) is the same as the SSD discussed in Section 3.1, except that SISD uses decision time instead of reaction time. Given the same assumptions used for SSD, a car’s required SISD at this location is calculated to be 120 metres at an operating speed of 50 km/h and 60 metres at 30 km/h. The existing sight distance from the driveway is estimated to be only 15 to 20 metres. It is strongly recommended that accurate measurement of the sight distance be performed as part of the project development. While this is an existing issue that is impractical to fully resolve and is functional in its current state, it is worth noting here that adding pedestrians to the situation increases the overall safety risk at this location.

**Recommendation:** It is recommended that an outdoor convex mirror be installed opposite the driveway of #352 Cones Road to increase the driver’s field of vision along the road. The previous recommendation of establishing a speed limit of 30 km/h on the unsealed portion of Cones Road will additionally decrease the required sight distance at the driveway. Widening of the road and/or clearing the area adjacent to the road at this location is also advisable if scope of the project allows.

3.3 Speed

During the site visit a vehicle was observed driving down the unsealed portion of Cones Road at a speed of approximately 50 km/h, which produced a significant dust trail. It is assumed that the primary users of this road are property owners or their guests who would be familiar with the road. Research has shown that speed choice is affected by route familiarity: speed increases and risk is underestimated with the repetition of travel on the same route\(^\text{10}\).

\(^\text{10}\) Source: Transportation Research Board Annual Meeting 2015 Paper #15-2311

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The safety assessment team drove the road at 40 km/h and perceived it to feel slightly fast (as unfamiliar users), but not uncomfortable to drive. When driving the road at 30 km/h it was observed that the driver had to apply the brakes to keep the car from increasing speed on downgrades.

As shown in Sections 3.1 and 3.2, as speed increases, the sight distance required for drivers to react to potential hazards also increases. Road dust in the air produced by faster moving vehicles can pose serious safety issues by impairing vision of both walkers and drivers. Vehicle speeds also have an effect on walkers’ perceived comfort levels.

Recommendation: It is recommended that a speed limit of 30 km/h be established and posted on the unsealed portion of Cones Road to keep drivers’ speeds low enough to decrease required sight distances, lower the effects of road dust on visibility, and create a more comfortable environment for walkers. Pedestrian warning signage is also recommended to alert drivers to the potential conflict. Widening of the road and/or clearing the area adjacent to the road to increase the buffer between walkers and vehicles along the road is also advisable if scope of the project allows.

3.4 Additional Considerations

The unsealed portion of Cones Road discussed herein is on average 3.5m wide. This is sufficient for a pedestrian (minimum clearance of 1.2m for mobility access) and a 90th percentile car to pass each other. It is assumed that road volumes are low enough that if two cars needed to pass each other they can wait for an adequate location to pull off the road and allow the other to pass.

Fenced animal pastures and the presence of fence gates on the western side of the road suggest that farm vehicles or tractors may occasionally need the road to access these properties. Such vehicles are typically wider than standard private vehicles and may require further mitigation investigation if conflicts with these larger vehicles become recurring. Additionally, aerial imagery suggests that clearing/logging activities have been performed at Cones Road properties in the past. If this is to be a use of the unsealed road again in the future then a safety assessment in that context is recommended.

Approximately 10 metres south of the driveway of #352 Cones Road, there is a pinch point in the shoulder of the road where the western property fence is only 2 metres away from the edge of the road. It is noted that many of the fences along the western side of the road are located within the road reserve. If widening of the road or shoulders is required then these fences may need to be relocated.

4. Conclusions

The site visit and safety assessment of the unsealed section of Cones Road between Carrs Road and #380 Cones Road revealed three potential safety issues for the Waimakariri District Council to consider. While the speed issues and geometric features limiting sight distance raise safety concerns, they are assumed to be low risk given the existing minimal volume of vehicles on the road which is not anticipated to increase as part of this project. The safety assessment recommends the following mitigation measures, or a combination thereof, be considered as the project progresses:

- Implement a posted speed limit of 30 km/h on the unsealed portion of Cones Road
- Install pedestrian warning signage at appropriate locations along the road
- Install an outdoor convex mirror for the driveway of #352 Cones Road
- Widen the road or clear the area next to the road to give users more space to avoid conflicts

Overall and subject to the preceding comments, the proposed walking route along Cones Road can be supported from a traffic and safety perspective.
v. Petition from those in support of the project

CONES ROAD WALKING/CYCLING TRACK

As residents in the Waimakariri District, we appeal to the local Council to improve recreational and exercise facilities for residents, particularly safe walking/cycle tracks.

As the undersigned, we support the proposal to construct a walking/cycling track from the current end of Cones Road to connect with Boundary Road in the Ashley/Loburn area. As there is already an unformed legal road joining the two, the 600 metre distance is, in our opinion, fully achievable. Furthermore, by improving the environment by planting native trees and shrubs track side, exercise opportunities in this rural area will be enhanced, we appeal to the Council to extend the track ultimately to "Two Tree Hill".

dan.cameron@wmk.govt.nz

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<thead>
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<th>Name</th>
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<tbody>
<tr>
<td>Diane Grant</td>
<td>275 West Bell</td>
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<td>Marilyn Whitlow</td>
<td>260 West Bell</td>
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<td>Maree Nicholson</td>
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<td>Daphne Grant</td>
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<td>Par Sato</td>
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<td>Albert Mccartey</td>
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<td>Jenny Mccartey</td>
<td>97 Blackett St</td>
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<td>Michelle Rodgers</td>
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Signature

[Signature]

WAIMAKARI DISTRICT COUNCIL

RECEIVED 7th APR 2016
TO: Dan C
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<td>Geoff Swales</td>
<td>10 Glenbrae Pl, Loburn</td>
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<td>Carol Swales</td>
<td>10 Glenbrae Pl, Loburn</td>
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<td>Nick Ledgard</td>
<td>191 Caree Road, Loburn</td>
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<td>Buddy Ledgard</td>
<td>191 Caree Road, Loburn</td>
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<td>Eleanor Power</td>
<td>12, Glenbrae Place, Loburn</td>
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<td>Josh Power</td>
<td>12 Glenbrae Place, Loburn</td>
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<td>Halene Hackett</td>
<td>18 Glenbrae Place, Loburn</td>
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WAIMAKARIRI DISTRICT COUNCIL

RECEIVED 27 APR 2016
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<td>Mark Robertson</td>
<td>175 Cones Rd</td>
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<td>Louise McKenzie</td>
<td>19 Con &amp; Whiteman Beach</td>
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<td>Bernie White</td>
<td>91 Charles Upham Village</td>
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<td>Pam Anderson</td>
<td>14 Adam Ave</td>
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<td>Graeme Sayers</td>
<td>9 Stones Wy</td>
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<td>Ange Sutherland</td>
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<td>Derek Sutherland</td>
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<td>Brendan Whittaker</td>
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<td>Kelly Fowler</td>
<td>31 Leith Dr</td>
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<td>Sixt McOnie</td>
<td>Fergus Way, Loburn</td>
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<td>Jordi &amp; Angela McOnie</td>
<td>12 Fergus Road</td>
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<td>Neil Williams</td>
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<td>Ian Fong</td>
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<td>Sarah Kalvert</td>
<td>3a Fergus Rd</td>
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<td>Jane Austin</td>
<td>Diene Hall 308A Cones Rd</td>
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<th>Name</th>
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<tbody>
<tr>
<td>Tony Isom</td>
<td>265 Cones Rd, Loburn</td>
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<tr>
<td>Stephen Gahagan</td>
<td>230 Cones Rd, Loburn</td>
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<td>Tina Main</td>
<td>413 Ayers St, Rangiora</td>
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<td>Steven Gahagan</td>
<td>12 Douglas St, Rangiora</td>
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<td>Simon Devine</td>
<td>94 Cones Rd, Loburn</td>
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<tr>
<td>Melanie Richard</td>
<td>190 Loburn Terrace Rd, North</td>
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<td>Phil Downes</td>
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<td>El缤纷 Laughman</td>
<td>1 Kingsley Aye</td>
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<td>Tini Laurance</td>
<td>6 Love Place, Rangiora</td>
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<td>Debi De Lange</td>
<td>70 Alakorom Drive, Paparoa</td>
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<td>Rob Monkall - Lee</td>
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<td>Jony Cameron</td>
<td>295 Cones Rd, Loburn</td>
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<tr>
<td>John Caddy</td>
<td>295 Cones Rd, Loburn</td>
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<td>Tina Main</td>
<td>43 Ayers St, Rangiora</td>
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<td>Stephen Garrett</td>
<td>12 Douglas St, P.Bayview</td>
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<td>Ngaire Stevens</td>
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<td>Melanie &amp; Richard Jones</td>
<td>190 Loburn Terrace Rd, North Loburn</td>
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<td>Phil Durrans</td>
<td>90 Kenworth Dr, Kawerau</td>
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<td>Steve Loughran</td>
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<td>Tima Lawing</td>
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<tr>
<td>Ricki-Lee Teague</td>
<td>11 Brook Rd Raymore</td>
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<tr>
<td>Shannon Gibson</td>
<td>80 Marshmans Rd Ashland</td>
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<tr>
<td>Allan Fraser</td>
<td>25 Boundary Rd Ashley</td>
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<td>Margret Fraser</td>
<td>25 Boundary Rd Ashley</td>
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<td>Catherine Brown</td>
<td>16 Boundary Rd Holley</td>
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<td>Larry Brown</td>
<td>16 Boundary Rd Holley</td>
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<tr>
<td>Judith Annear</td>
<td>49 Boundary Rd Ashley</td>
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<td>Troy Monk</td>
<td>61 Boundary Rd</td>
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<tr>
<td>Maire Harris</td>
<td>33 Max Wallace Dr Ashley</td>
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<tr>
<td>Warrick Durec</td>
<td>99 Dixon Rd Ashley</td>
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<tr>
<td>Jesse McFarley</td>
<td>163 Dixon Rd Ashley</td>
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<tr>
<td>Matt Harris</td>
<td>13 Geddes St Rangiora</td>
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<tr>
<td>Myra Salter</td>
<td>52 Boundary Rd Ashlyn</td>
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<tr>
<td>Grant Cogan</td>
<td>82 Boundary Rd Ashlyn</td>
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<tr>
<td>John Dowling</td>
<td>32A Golding Ave, Rangiora</td>
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<tr>
<td>Penny Mullin</td>
<td>34 Awa Pl, LGD</td>
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<tr>
<td>Heather McCannick</td>
<td>175 Boundary Road, Ashley.</td>
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<tr>
<td>TJ Harris</td>
<td>32 Elm Grove Regi.</td>
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<tr>
<td>Russell Harris</td>
<td>32 Elm Grove Regi.</td>
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<tr>
<td>Maegan Dowling</td>
<td>105 Lower Serton Rd</td>
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<tr>
<td>Matt Yates</td>
<td>3 Awa Pl, Papamoa</td>
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<tr>
<td>Abby Dowling</td>
<td>105 Lower Serton RD</td>
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<tr>
<td>Olivia Cottam</td>
<td>56 Stoke School Road</td>
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<tr>
<td>Samantha Gilmore</td>
<td>3 Awa Place</td>
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<td>Alicia Cawey</td>
<td>11 Hawkins Place</td>
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<td>Pamela Simpson</td>
<td>9 Adrian Way</td>
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<td>Simone Mullin</td>
<td>65 Forsys Rd 44</td>
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<td>Andrew Musson</td>
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<tr>
<td>R. Landercie</td>
<td>88 Blakelys Rd</td>
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<td>M. Thompson</td>
<td>237 Kings St, Rga.</td>
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<td>L. H. Simpson</td>
<td>112 Chestert St, Rga.</td>
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<td>A. Leonard</td>
<td>12a West Belt, Rga.</td>
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<tr>
<td>W. Thompson</td>
<td>237 Long St, Rga.</td>
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<td>R. D. Mackay</td>
<td>31 Albany Rd</td>
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<td>L. A. Harris</td>
<td>206 Boundary Rd</td>
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<td>Ruth Steyn</td>
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<td>Kay MacLachlan</td>
<td>96 Boundary Rd</td>
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<td>Brent Johnson</td>
<td>2 Montrose Gardens</td>
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<td>D. A. Hurley</td>
<td>74 Loburn White Rock Rd</td>
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<td>Doug Hurley</td>
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<td>Angela Hurley</td>
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<td>Mandy Watson</td>
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<tr>
<td>Kymn Robinson</td>
<td>138 East Bell Rd (Sports Centre)</td>
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<tr>
<td>Jo Vanderloop</td>
<td>133 Walkers Rd</td>
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<td>Ken Junciper</td>
<td>23 Ricord Rd</td>
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<td>Susan Butter Thompson</td>
<td>Northbrook Rd</td>
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<td>Steph Iles</td>
<td>308 Bikers Rd Loburn</td>
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<td>Genevieve Matthews</td>
<td>686 Lower Sefton Rd</td>
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<td>Rich Jacobs</td>
<td>77 Gracebridge St Kings</td>
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<tr>
<td>Shannon Jones</td>
<td>13 Belmore Ave (Resi)</td>
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<td>Vicki Brown</td>
<td>576 Cdn Rd</td>
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<td>Jack Oakes</td>
<td>100 South eye Road</td>
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<td>Holly Reid</td>
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<td>Montgomery</td>
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<td>Kerry</td>
<td>6 Wallace St</td>
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<tr>
<td>Kim Goodhew</td>
<td>511 Carrs Rd Loburn</td>
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<td>Caroline &amp; McCrae</td>
<td>225 West Bell Rangiora</td>
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<td>Debbie Lark</td>
<td>1 Debby Rd</td>
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<td>Pat Goodhew</td>
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1. **SUMMARY**

1.1. The Council owns a number of parcels of business zoned land in Rangiora and Kaiapoi which is yet to be developed. On occasions, staff receive requests from groups seeking temporary use of these sites.

1.2. The purpose of this report is to gain support from the Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards, for the implementation of a process that staff will follow when requests for temporary use of Council business zoned land are received.

2. **RECOMMENDATION**

THAT the Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards:

(a) Receive report No. 170222017125.

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

(c) Approve staff to agree the temporary and conditional use of vacant Council land in Rangiora and/or Kaiapoi business zones, to community or charitable organisations located within the Waimakariri District, for the purposes of promoting or conducting their activities on a temporary and short term basis.

(d) Approves staff to use the process proposed in section 3.5, 3.6 and 3.7 of this report, for the approval of the above temporary use of Council owned business zoned land.

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

3. **ISSUES AND OPTIONS**

3.1. The Waimakariri District Council owns parcels of land in business zoned areas in both Rangiora and Kaiapoi that have not yet been developed. Two examples of this would be the BNZ Corner in Rangiora, and the Williams Street land alongside the Church on the North West bank of the river in Kaiapoi.

3.2. The permanent or longer term development for these parcels of land are still in the investigation and concept phases, and at some point in the coming months will need to be discussed with the Community Boards and Council. However, it is unlikely that these sites will see any physical works within the next six to nine months.
3.3. Parcels of land located in key Town Centre locations such as the BNZ Corner in Rangiora, the old Hansen’s Mall site, or the opposite parcel of land at 137 Williams Street in Kaiapoi have considerable visibility, and as such have attracted interest from groups wanting to advertise, promote or hold activities at these locations on occasions. In addition, a desire to provide some temporary beautification of these sites has also been expressed by a number of community groups. The images below illustrate the location of the BNZ Corner and old Hansen’s Mall (hashed) and Williams Street sites.

Fig 1 - BNZ Corner, Rangiora (Identified in blue)

Fig 2 – 137 Williams Street, Kaiapoi (Identified in blue)

3.4. To date, Council staff have worked with groups that have requested temporary use of these parcels of land on a case by case basis, and have done so in conjunction with current District Plan requirements. However, going forward staff believe it is important to have a clear process for the administration of such requests which has been mandated by the Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards.

3.5. Consistency of a process for the management of such requests with all relevant Council plans, strategies, policies and procedures is important. In addition, staff also believe that short term temporary use of such sites should be limited to ‘not for profit’ community or
charitable organisations. As such the following proposed process is recommended by staff.

a. Requests for temporary use of Council owned land in business zoned areas are made in writing (by way of letter or email) to the Council’s Business and Centres Manager.

b. The Business and Centres Manager discusses requests with applicants and determines the nature and detail of these requests. Should a request not be deemed as ‘community or charitable’ in nature, the requested would be politely declined.

c. Details of requests deemed as ‘community or charitable’ in nature, will be circulated by the Business and Centres Manager to the appropriate Council Units for their consideration (Planning, Roading, Property etc.). The relevant Community Board is also advised. If the request relates to use of the ‘old Hansen’s Mall Site’ (hashed area in Fig 2), agreement of the contracted purchaser of this site will also be sought.

d. An ‘Advisory Group Meeting’ is held with the applicant and key Council staff to ensure appropriate considerations and actions are undertaken.

e. Once these considerations and actions have been satisfied/completed, permission to use the site on a temporary basis will be given, with the inclusion of the appropriate terms of use.

3.6. A number of Council key documents such as the District Plan provide guidance with regards to the acceptable use of such sites, and will be used by staff throughout this process. As such conditions of temporary use would include, but are not limited to the following.

• Advertising is in place no longer than six weeks prior to any event, and is removed within 1 week following that event.

• Advertising is no larger than 6m² in size.

• Provision of agreed locations for temporary structures on the site.

• Development and implementation of any and all appropriate traffic management and health and safety procedures.

3.7. It is proposed that the use of such Council owned land is limited to one community or charitable group at any given time, to reduce the likelihood of clutter and untidiness. In addition requests will be processed in the order upon which they are received. In the unlikely event that more than one request is received simultaneously, staff will present both requests to the relevant Community Board with recommendations for the Boards consideration.

4. THE COMMUNITY VIEWS

4.1. Community views with regard to the proposed process in this report have not sought.

4.2. The number of enquiries or requests relating to the temporary use of Council owned land in business areas is relatively low, but often relate to organised events that attract reasonably high levels of interest and participation, such as the Rangiora Spring Festival or Muscle Car Madness event.
4.3. Conversations with interested community organisations to date, demonstrate an appreciation for the need to manage and monitor these sites use carefully to avoid them becoming cluttered and detracting from the Town Centres appeal or character.

5. **FINANCIAL IMPLICATIONS AND RISK**

5.1. Approval of the recommendations in this report will have no immediate financial implications.

5.2. The management and delivery of the process documented in sections 3.5, 3.6 and 3.7 of this report can be undertaken within existing staff resource and as part of everyday business.

6. **CONTEXT**

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

6.2. As highlighted in section 3.6, there are a number of Council Plan and Policy documents such as the District Plan which provide guidance to this process.

6.3. Links to Community Outcomes

- Our town centres are thriving and vibrant
- The distinctive character of our towns, villages and rural areas is maintained
- Transport is accessible, convenient, reliable, affordable and sustainable
- Businesses in the District are diverse, adaptable and growing

Simon Hart
Centres and Business Manager
1. SUMMARY

1.1. The purpose of this report is to consider attendance at the New Zealand Community Boards’ Conference 2017 in Methven by Board members from each Community Board. Attendance at the conference is aimed at contributing to the effectiveness of the Board and understanding their relationships with the community.

Attachments:

i. 2017 New Zealand Community Boards’ Conference programme.
ii. 2017 New Zealand Community Boards’ Conference speakers.
iii. 2017 New Zealand Community Boards’ Conference abstracts.
v. 2017 New Zealand Community Boards’ Conference Registration.
vi. 2017 New Zealand Community Boards’ Conference Accommodation.
vii. 2017 New Zealand Community Boards’ Conference Partner and Optional Tours.

2. RECOMMENDATION

THAT the Rangiora-Ashley Community Board:

(a) Receives report No.170110001253.

(b) Approves up to six (6) member, being ........................................, ........................................, ........................................, ........................................, ........................................, and ........................................ to attend the New Zealand Community Board’s Conference to be held in Methven from 11 to 13 May 2017.

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

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

3.1. The 2017 New Zealand Community Boards’ Conference is to be held in Methven from 11 to 13 May 2017. The title of the conference is ‘Making 1+1=3’; the theme is ‘how Boards can achieve more for their communities with the resources given by their councils’.

3.2. Speakers include Darren Keenan of IAP2 Australasia; Wendy McGuiness, Founder and Chief Executive of the McGuiness Institute; David Rutherford, Chief Human Rights Commissioner; Anne Tolley, Minister of Local Government; Ray Tye, South Island Stakeholder Relations Manager for Housing New Zealand; Peter Biggs, National Chief Executive of Assignment Group New Zealand; Eyal Hahamish, CEO of OurSay; and Sam Johnson, founder of the Student Volunteer Army and co-founder of WeVisit. A variety of workshops and networking opportunities are interspersed in the programme.

3.3. This conference is held every two years and is considered an invaluable networking and idea gathering conference that is current and relevant to Community Boards as it showcases innovative and inspiring ways that Councils and Boards accept the challenges that comes with leadership in our communities.

3.4. Venue proximity to Waimakariri allows opportunity for more members to attend due to comparatively minimal travel costs.

3.5. The Rangiora-Ashley Community Board has a training allowance of $14,670 for the 2016/17 financial year. The Rangiora-Ashley Community Board has sufficient balance available in that budget to put towards the costs of up to six members attending this conference. Priority consideration is recommended to be given to members that have not attended before. Budgets enable the possibility more than six members being able to attend if the Board would like to send more members to this conference.

3.6. **Registration.** The cost of the full registration is $745 including GST for the early bird registration. Early-bird registrations are currently open. From 4 April 2017 the standard registration will increase to $845 including GST. Full registration includes attendance at all conference business sessions and workshops, daily catering, one ticket to Thursday’s welcome reception, one ticket to Friday’s conference dinner, and one ticket to Saturday’s post conference function.

3.7. **Accommodation.** Twelve sole use rooms (a mixture of Lodge deluxe and Studio) have tentatively been booked at Ski Time. Accommodation has been calculated at the higher Studio rate of $155 per room per night for budgeting purposes below. This charge includes a continental breakfast each morning.

3.8. **Transportation – Option 1.** This option would be used if attendees had a particular reason for wanting their own transportation. They make their own way to Methven and reclaim mileage as an expense per standard procedures; members may wish to consider carpooling (only one mileage claim possible for this option). Drive time from Rangiora to Methven is estimated conservatively to be one hour 45 minutes depending on route; plus breaks.

3.9. **Transportation – Option 2.** This option is for consideration if there were approximately twenty Board members attending the conference. A staff member may accompany the group. Two 12 seater vehicles would be provided for the duration of the conference. The combined cost of the vehicles to hire for the duration of the
conference days is $1,200. Drive time from Rangiora to Methven is estimated conservatively to be one hour 45 minutes depending on route; plus breaks. Two buses present the option for some attendees to leave immediately after the conference concludes, and the remaining attendees to depart after the post-conference dinner.

3.10. Departure would be from the Rangiora Service Centre carpark at 1pm, 11 May 2017. Some conference attendees may be able to be collected on route depending on pick-up location; Kaiapoi pick-ups are feasible for example. Drop-off on return from the conference would be the reverse of what was organised for departure, with the final drop-off point being the Rangiora Service Centre.

3.11. A total contingency of $200 per person for the entire conference has been calculated into the budget which would cover any extra costs, for example, additional food or incidentals and fuel.

3.12. The 2015 conference was held in the Bay of Islands. In total, eight members across the four former Community and Ward Advisory Boards, and a staff member attended the Conference. Of those eight elected members only one is serving in the current term.

3.13. In 2015 the former Kaiapoi Community Board worked with staff to prepare an entry for the Best Practice Awards for the new playground enhancement at Trousselot Park. Rangiora-Ashley Community Board member, Judith Hoult, is similarly coordinating an entry for the 2017 awards in relation to community consultation and engagement with the development of Hegan Reserve.

3.14. The attendees will be expected to write a report on the conference sharing ideas/knowledge gained and present the report at their respective Board’s June 2017 meeting. This report should reflect their own experience of the conference and will be published in the June agenda.

3.15. Potentially other training opportunities could come before the Boards prior to 30 June 2017, which include Local Government NZ “know how” seminars which average $700 per day or several webinars that are minimal cost. The current budget would enable additional training opportunities to be considered should they arise.

3.16. The Community Board Advocate may be in attendance at the Conference.

3.17. **Partners.** If partners wished to travel to the conference the additional costs ($200) would be personally met by the Board member. Additional activities would be the personal responsibility of the Board member and partner.

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

4. **COMMUNITY VIEWS**

4.1. This conference is a primary networking and idea sharing opportunity that will be of benefit to members in their role to assist the community that they serve.

5. **FINANCIAL IMPLICATIONS AND RISKS**

5.1. Each Board has a training/conference budget for the 2016/17 financial year. The Rangiora-Ashley Community Board’s budget has a balance of $14,670 available for
members to attend the Conference. The indicative cost of attendance per Board member is $1,315. A summary of indicative costs is outlined below:

<table>
<thead>
<tr>
<th>Per Board Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Bird Registration</td>
</tr>
<tr>
<td>$745</td>
</tr>
<tr>
<td>Standard Registration</td>
</tr>
<tr>
<td>$845</td>
</tr>
<tr>
<td>Accommodation</td>
</tr>
<tr>
<td>$155/night for 2x nights</td>
</tr>
<tr>
<td>$310</td>
</tr>
<tr>
<td>Contingency</td>
</tr>
<tr>
<td>$200</td>
</tr>
<tr>
<td>Transportation Option 2</td>
</tr>
<tr>
<td>$1,200 (two 12 seater buses) + 20 attendees</td>
</tr>
<tr>
<td>$60</td>
</tr>
<tr>
<td>Total</td>
</tr>
<tr>
<td>$1,315 per person</td>
</tr>
</tbody>
</table>

5.2. The conference cancellation policy states that registration cancellations notified before 3 April 2017 will receive a refund less an administration charge of $200. Refunds requested after this date will be at the discretion of NZCBEC and will be processed after the conference. Reassignment of registration to another person is permitted and must be requested in writing. If, for reasons beyond the control of NZCBEC, the Conference is cancelled, the registration fee will be refunded after deduction of expenses already incurred. Charges for cancellations of accommodation will be at the discretion of the hotel.

5.3. Any councillor wishing to attend the Conference is welcome to attend but must be aware that any associated costs will be taken from the Community Board training budget rather than the Councillor’s training budget as this is a conference targeted at Community Boards.

5.4. In the budget for the 2016-17 financial year, the Council took into account an anticipated number of new elected members post-October 2016 Local Government elections. The training budget was increased accordingly.

5.5. A finalised costing will be reported back to the Board at the June Board meeting.

6. CONTEXT

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

6.2. Legislation
Not applicable.

6.3. Community Outcomes

There are wide ranging opportunities for people to contribute to the decision making by local, regional and national organisations that affects our District.

Karyn Ward
Community Board Advocate
Attachments.

**Programme (subject to change)**

**Thursday 11 May**

4pm  Registration Opens

6pm  Welcome function at Methven Heritage Centre, Agriculture and Alpine Encounter (included in registration fee)

7.30pm  Evening free

**Friday 12 May**

7.30am  Registration opens

8.30am  Welcome *Mayor Donna Favel*

8.45am  Adequate housing: Sustainable Development and the New Urban Agenda  
*David Rutherford*

9.30am  From the SVA to today  
*Sam Johnson, sponsored by Chorus*

10.15am  Morning tea

10.45am  Update from the Minister of Local Government  
*Anne Tolley*

11.05am  Keynote presentation  
*Eyal Halamish*

12.00pm  Lunch

1.00pm  Update from LGNZ CEO  
*Malcolm Alexander*

1.30pm  Reflections on Baxter's Te Whiore o te Kuri: Connecting with communities in the 21st century  
*Peter Biggs*

2.15pm  Zone meetings  
Meet new members in your zone, plan for future meetings

3.00pm  Afternoon tea

1.00pm  Concurrent workshops

- TacklingPovertyNZ  
  *Wendy McGuinness*

- Organisation + Engagement = Great Outcomes  
  *Darren Keenan and Ray Tye*
• Eyal Halamish and Sam Johnson
• tbc

4.45pm    Close

7.00pm    Conference dinner and Best Practice Awards at Methven Heritage Centre, Mt Hutt Memorial Hall
          included in full registration fee, additional tickets can be purchased subject to availability

11.00pm    Close

Saturday 13 May

8.30am    Registration opens

9.00am    Community Boards’ Update
          Mike Lester

9.15am    Nothing less than equal
          David Hammond

10.00am   Morning tea

11.15am   How the Local Government Commission can affect you
          Janie Annear

12.00pm   Lunch

1.00pm    Concurrent workshops
          • Start with a Smile campaign
            Vincie Billante, John Hobbs, Michele Hider
          • Organisation + Engagement=Great Outcomes
            Darren Keenan and Ray Tye
          • Eyal Halamish
          • Tbc

2.20pm    Keynote presentation
          Nick Williamson

3.05pm    Long Service celebration and official conference closing
          Mike Reid

3.45pm    Close

5.30pm    Post conference dinner at Methven’s famous Blue Pub, Samuels Bar
          Sponsored by Community Boards
          Meal included in full registration separate registration for this post-conference dinner required, (cash bar), additional tickets may be available subject to availability
Speakers

Malcolm Alexander

Malcolm is the CEO of Local Government New Zealand and brings with him a combination of a legal background and commercial experience. He has a committed aim to position Local Government as a unified strong voice in the total government structure.

Janie Annear

In April 2014 Janie was appointed by the Minister of Local Government, as a Temporary Member of the Local Government Commission and was made a permanent member in July 2014.

Janie had previously served three terms as the Mayor of Timaru from 2004 to 2013 and in 2014 Janie was appointed as an Officer of the New Zealand Order of Merit for services to local government.

Janie has experience across a wide range of private sector, local government and central government roles. She serves on the Boards of the Lottery Community Facilities and Significant Projects Funds. She also chairs Aoraki Polytechnic Council.
Peter Biggs CNZM

Peter is the National Chief Executive of advertising agency, Assignment Group New Zealand. He is also Chair of the Wellington Regional Economic Development Agency (WREDA). He is a sought-after speaker on leadership and branding.

Previously, he was Chief Executive of Clemenger BBDO/Melbourne. During his eight-year leadership tenure of the agency, it was named one of the top five agencies in the world (The GUNN Report 2014); Campaign Brief's Australian Agency of the Year for a record five years in a row; and Asia-Pacific's Most Effective Agency for the last three years in a row.

Before taking up his appointment in Melbourne in February 2006, he was Managing Director of Clemenger BBDO in Wellington. During his time at Clemenger BBDO/Wellington, the agency was New Zealand Agency of the Year in 2002 and 2004, and he was chosen as Agency Chief Executive of the Year in 2003.

Peter is Chair of the New Zealand Book Council, a Board member of the New Zealand Symphony Orchestra (he was Chair of the Panel advising the Governments' review of the Symphony Orchestras) and a trustee of the New Zealand Arts Foundation. He is also The Prince of Wales' Charities Representative in New Zealand.

He was also Chair of the Arts Council of New Zealand (Creative New Zealand) from 1999 to 2006.

Peter has a first class honours degree in English Literature and Latin from Victoria University of Wellington.

A former Wellingtonian of the Year, Peter was appointed a Companion of the New Zealand Order of Merit in 2013.
Eyal Halamish

Eyal has been an activist, lobbyist, political staffer, management consultant for Fortune 500 companies in banking and mining and a social entrepreneur. He is currently the CEO of OurSay, an organisation which helps leaders level with their communities with easy to use technologies. His organisation has received a Crikey Media Innovation Award and the International Association of Public Participation Core Values Award in 2013 for helping civic leaders make relevant decisions by keeping their communities close.

Eyal is faculty member at the School of Life, a World Economic Forum Global Shaper, Unreasonable Institute Fellow, and Centre for Sustainability Leadership Fellow. He also is a director of Code for Australia.

David Hammond

David is Director of Hammond Robertson Ltd and former CEO of Thames Coromandel District Council. David partnered with his council in 2012 to introduce the most devolved system of decision-making and service delivery in New Zealand and Australia. David used the Community Board as the cornerstone of that programme. Five years on, he regularly trains councils in Australia on creating similar models of council and is a regular speaker in the Future of Local Government Conference in Melbourne on local government innovation.

David worked as an External Advisor to Auckland Council in 2016 on the project to review the Council Local Board relationships, and also set up Kete Foundation New Zealand that year to advance New Zealand community planning, community development and place based decision-making to empower citizens.
Sam Johnson

Sam is the co-founder of WeVisit and Adjunct Fellow in the School of Education and Leadership at the University of Canterbury. Most well-known for founding the Student Volunteer Army after the Christchurch earthquakes and for his work in the international disaster risk community, Sam returned home in 2016 to develop a company that can connect generations and end social isolation in New Zealand.

WeVisit matches a young person to regularly visit elderly, on behalf of families, especially popular with expats and for older people after their spouse passes away. WeVisitors share time and help out with odd jobs around the house like fixing the computer, naming photos and building family trees.

Sam has been previously named a Young New Zealander of the Year award, Communicator of the Year and is #17 on the Readers Digest Most Trusted New Zealanders list. He is a member of the Ministry of Youth Development Partnership board, Westpac Sustainability Advisory Board and current Secretary of the International Association of Volunteer Effort.

Sam’s attendance sponsored by Chorus

Darren Keenan

Darren is the Relationships Manager for IAP2 Australasia. Darren has a background as an engagement practitioner, trainer and consultant. He holds the Certificate in Public Participation, Certificate in Engagement and Advanced Certificate in Engagement.

For IAP2 Australasia, Darren manages both the Professional and Practice Development portfolios. He has previous experience in local government, information technology and business management.
Mick Lester

Mick has been a Councillor and Community Board member at the Hastings District Council for the last fifteen years. He has sat on the hearings committee during his time as a Councillor and has been the chair of the Committee for the past nine years. Mick also undertakes independent RMA Commissioner work for other councils. He has been the Chair of NZCBEC since 2010.

Wendy McGuinness

Wendy is the Founder and Chief Executive of the McGuinness Institute, which was established in 2004, as a way of contributing to New Zealand's long-term future. Since then she has, with her team, published a range of reports under the title Project 2058, written the book Nation Dates: Significant events that have shaped the nation of New Zealand and attended four World Futures conferences.

She continues to be fascinated by the development and implementation of public policy, in particular how New Zealand might secure its future in the long-term and in doing so, how New Zealand might become an exemplar for the world.
Mike Reid

Mike is a Principal Policy Advisor at LGNZ. He has worked at the association since 1996 and been involved in the review of local government's core legislation since that date. His role in LGNZ involves providing governance advice to elected members and officials and general advice on the LGA 2002, Local Electoral Act 2001 and other key statutes.

Mike's PhD is on the subject of community governance and he has recently published on the subject of decentralisation. He also lectures on local government in Victoria University's Master of Public Policy degree.

David Rutherford

David was appointed Chief Human Rights Commissioner on September 2011. Prior to his appointment, he was the managing director of Special Olympics Asia Pacific and based in Singapore. He has held senior executive roles in building materials and agribusiness businesses operating in New Zealand and Australia, has been chief executive of the New Zealand Rugby Union and has worked as a corporate, securities and commercial lawyer in New Zealand and Canada.

David has a strong history of involvement in sports and has lectured in sports law at Victoria University. He has been a volunteer Board member in rugby union, netball, Paralympics New Zealand, Special Olympics New Zealand, Special Olympics International and for the Attitude Trust. He brings a passion for development and the inclusion of people with disability in sports.

Some priority focus areas for the Chief Commissioner are:
- Continuing work to prevent bullying in New Zealand schools (was involved with this immediately before joining the Commission). Mr Rutherford is a member of the Ministry of Education Bullying Prevention Advisory Group, which he worked to help establish.
- Working to develop better understanding of the United Nations’ (UN) Guiding Principles on Business and Human Rights.
- He is monitoring and advocating for the inclusion of disadvantaged New Zealanders particularly in education, housing and health with a particular focus on people affected by
the Canterbury earthquake.
• Leads the Commission's reporting to the UN Treaty bodies concerned with the International Covenant on Economic and Social Rights (ESCR) and the Universal Periodic Review, which is about New Zealand's human rights record and performance.
• Currently leading the work on the reporting to the UN Committees for the Convention against Torture (CAT) and to the International Covenant on Civil and Political Rights (ICCPR).
• Mr Rutherford is currently engaging on issues of protecting fundamental freedoms and democratic rights in the context of state surveillance and digital business.

Anne Tolley

Ray Tye

Ray's interest and experience in public participation has been developed through a variety of communications and engagement roles in local, regional and central government over the past 15 years. Following the 2010 and 2011 Christchurch earthquakes she was, she was involved in providing emergency information, and then led the Christchurch City Council's engagement and consultation team on the draft Recovery Plan for the Central City, including Share an Idea. The Central City Plan won the IAP2 Core Values NZ Project of the Year in 2012. Ray was a Core Values Awards judge in 2013 and 2014, and convened the judging panel over the next two years.

Ray has been a director of the Australasian International Association of Public Participation since 2015, and currently works as South Island Stakeholder Relations Manager for Housing New Zealand.
Nick Williamson

For the last 20 years, Nick has forged his career working at the intersection of Planning, Surveying, Law, and Spatial Science. Much of that time has been spent in and around local government, although he spends a lot of time talking to ‘ordinary people’ as well. His specialist area has been acting as interpreter where lay people and technocrats collide.

Nick’s current passion is growing the emergent fields of Civic Technology and GeoDesign, which are transforming the way governments engage with communities around the world. Nick’s willingness to re-design local government processes was further illustrated through the Kamo Place Race town planning process. The project fundamentally altered the relationship between citizens and Council, by moving the Council’s role from arbitrator to community facilitator. The project received widespread acclaim, including the award for Best Use of Social Media in Local Government. Nick spoke about the project in his talk at TEDx Christchurch in 2014.

Nick has been organiser and mentor at Startup Weekend and Global GovJam service design events. He is on the organising committee of the nationwide GovHack event, and is a regular contributor to hackathon and open data communities in New Zealand and beyond.

Nick’s attendance is sponsored by Ashburton District Council

Lawrence Yule

Lawrence has been Mayor of Hastings District for thirteen years and President of Local Government New Zealand for the last five years. He also holds the Office of President of the Commonwealth Local Government Forum. A natural leader, Lawrence has fought to ensure that the voice of Local Government is heard and listened to by those in power in Central Government.
Abstracts

**Adequate housing: Sustainable Development and the New Urban Agenda**  
*David Rutherford*  
*Friday 8.45am*

David will address the need for policy coherence in the way the issue of housing adequacy is addressed in New Zealand. He will also explain the way the human rights obligations of local government intermesh with sustainable development and resilience.

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**From the SVA to today**  
*Sam Johnson*  
*Friday 9.30am*

Sam’s presentation will share techniques on how to mobilise neighbourhoods that keep each other learning, feel fulfilled and are prepared for tomorrow. Deeply linked to personal growth, leadership and self-awareness, he will draw on his own journey from the Student Volunteer Army through to co-founding WeVisit, a social connection service operating throughout New Zealand.

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**Topic**  
*Eyal Halamish*  
*Friday 11.05am*

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**Reflections on Baxter's Te Whiore o te Kuri: Connecting with communities in the 21st century**  
*Peter Biggs*  
*Friday 1.30pm*

Up until the 21st century, communities were defined by physical space. In the digital world of the 21st century, communities are virtual and transcend physical space. How do we connect with these new communities? How do we become relevant to them? Peter Biggs, Chief Executive of Leading advertising agency, Assignment Group, seeks to answer these questions – and poses new ones.
**Topic**  
*Sam Johnson and Eyal Halamish*  
*Friday 3.30pm*

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**TacklingPovertyNZ**  
*Wendy McGuinness*  
*Friday 3.30pm*

In this session, Wendy will share the results and observations from the 2016 TacklingPovertyNZ tour. She will discuss Working Paper 2017/01 – TacklingPovertyNZ 2016 Tour: Methodology, results and observations. Wendy sees this opportunity to present as a chance to share and build on the ideas heard at the one-day workshops. She looks forward to representing the many voices that were heard, who spoke about the multi-faceted nature of poverty, and to invite those at the conference to join the conversation.

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**Organisation + Engagement = Great Outcomes**  
*Darren Keenan, Ray Tye*  
*Friday 3.30pm*

Engaging your community will deliver better decisions, which will in turn deliver better outcomes for everybody, including improved community support. During this highly interactive session we will explore the benefits of engaging closely with your community, provide very practical tips for delivering successful engagement projects and understanding how to evaluate the results to support your decision making.

Now you will be in a better position to deliver those great outcomes!

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**Berl**  
*speakers*  
*Friday 3.30pm*
Nothing less than equal
David Hammond
Saturday 9.15am

2017 represents an opportunity for Community Boards and councils to hit the 'reset' button on their relationships. Community Boards and councils should be equal partners in the governance of their communities, but with different roles, for sustainable and effective community governance and growth. This talk promotes the development of 'Community Board – Council Charters' for each local authority. The Charter is a process of developing a formal agreement on the roles of functions of Boards with their councils to develop a clearly understood relationship of equals.

How the Local Government Commission can affect you
Janie Annear
Saturday 11.15am

Topic
Eyal Halamish
Saturday 1pm

Start with a Smile Campaign
Vincie Billante, Community Relations Manager; John Hobbs, Community Development Advisor; Michele Hider, Priority Communications Director, Ashburton District Council
Saturday 1pm

The Start with a Smile campaign aims to help build a welcoming environment for newcomers to the district. It was recently led by Ashburton District Council, and encourages people to share a smile, start a conversation and, ultimately, make new friends. A blue 'Smile Couch' travelled around the district to events, public places, workplaces, schools and community spaces, giving people the opportunity to sit and get to know someone from a different background. Everyone was encouraged to support the campaign, whether through using the Smile Couch, hosting their own Start with a Smile events at work, school or in the neighbourhood, or sharing Smile Stories on social media.
**Organisation + Engagement = Great Outcomes**  
*Darren Keenan, Ray Tye*  
*Saturday 1pm*

Engaging your community will deliver better decisions, which will in turn deliver better outcomes for everybody, including improved community support. During this highly interactive session we will explore the benefits of engaging closely with your community, provide very practical tips for delivering successful engagement projects and understanding how to evaluate the results to support your decision making.

Now you will be in a better position to deliver those great outcomes!

**Using civic technology and geo design in community engagement**  
*Nick Williamson*  
*Saturday 2.20pm*

This session covers the redesign of the local government processes through the Kamo Place Race town planning process. The project fundamentally altered the relationship between citizens and Council, by moving the Council's role from arbitrator to community facilitator. The project received widespread acclaim, including the award for Best Use of Social Media in Local Government.
Best Practice Awards

COMMUNITY BOARD EXECUTIVE COMMITTEE BEST PRACTICE AWARDS

An opportunity for your Community Board to showcase a project or initiative and a chance to win the Supreme Best Practice Award.

What are the Awards?
- the Community Boards Best Practice Awards recognise excellence in the implementation of projects and initiatives in local governance
- these awards are offered by the New Zealand Community Board Executive Committee (CBEC)
- prizes will be presented to the winners along with a runner up of each category (see below)
- a supreme winner will be chosen by CBEC from the winners of the individual categories

The objectives of the Awards are
- recognition of significant contributions made by Community Boards to the process of achieving excellence in local governance
- development of the Award's scheme as a learning tool for quality improvements in the functioning of Community Boards
- fostering the exchange of the best practice and innovative ideas.

Categories

Leadership
The Judges will be looking for
- an individual or Community Board whose contribution has enhanced the work or reputation of Community Boards
- examples that show a Community Board which has commissioned (jointly or singly) a project that has made a significant benefit to a part or all their communities' wellbeing - a Community Board that has adopted a facilitation role to address a community problem, i.e. has helped organisations to help themselves

Enhancing Communities (sponsored by BERL)
The Judges will be looking for
- projects or initiatives through which a Community Board has promoted diversity in their communities or contributed to harmonious relationships
- have made a community safer
- have incorporated the views of young people in their decision making or addressed the needs of children and young people in their areas
- a Community Board initiative that has protected or enhanced its community's heritage (this includes all types of heritage e.g. cultural, natural etc.)

Engaging Communities (sponsored by IAP2)
The Judges will be looking for examples:
- where Community Boards have employed innovative approaches to consultation and/or where consultation resulted in a better policy or programme outcomes
- Community Boards that have addressed a community concern by partnering with another agency such as its parent Council, another Board or external agency and/or community group
- for projects and initiatives that highlight good relationships between Boards and Maori and/or other ethnic organisations in their communities

**Supreme Winner (sponsored by Equip)**
In addition, from each of these categories CBEC will select an overall winner, which will reflect the project or initiative that is the most innovative and resulted in the greatest community value. Equip sponsors the supreme award prize which is a one day Equip workshop of the winners choice, maximum 20 persons at the workshop.

**How to enter**
You can submit as many entries as you wish, however, each entry should relate to a single category only and specifically address the purpose of that category. The judges may transfer entries into a different category if they feel this is appropriate.

Applications can be in the format of your choice (such as a PowerPoint presentation/video/photos, etc.)

Electronic submissions will make it easier to share your project information after the Conference.

Each application should include all the relevant information relating to your application.

**What information to provide**
1. the name of the project
2. the Community Board and parent Council
3. a contact person’s name, address, telephone numbers/s, fax number and email address (if available)
4. the category and how the entry meets this category
5. brief description of how the initiative was implemented and what was achieved
6. period during which the initiative was undertaken
7. who was involved in the initiative (including local government agencies, community organisations, businesses, individuals, etc.) and how you got them involved
8. brief estimation of the total initiative’s cost, how the finance was achieved (e.g. rates, grants, etc.) and any cost savings
9. brief explanation of improvements in service quality and/or other benefits
10. information on lessons learned, including barriers encountered, what you would do differently next time, and how the initiative might be useful to other Community Boards

**Send your entry to**
mike.reid@lgnz.co.nz
Closing date for entries
5.00pm Friday 17 March 2017. No late entries will be accepted.

Awards coordinator
Mike Reid
mike.reid@lgnz.co.nz

Judging process
All applications will be reviewed by the Conference Judging Panel.

Announcement of the winners
The Awards will be announced and presented at the Conference Dinner on Friday 12 May 2017.

Showcasing best practice
To promote best practice in the functioning of Community Boards and to foster the exchange of best practice and innovation, winning entries will be featured on the Local Government New Zealand website.

By entering the awards you are agreeing to the publication of your entry.
Registration

Same fees as 2013 and 2015.

Full registration

Early bird (3 April) $745 **
Standard (after 3 April) $845

Attendance at all conference business sessions and workshops (you will be asked to select your workshop preference during the registration process)
Daily catering
One ticket to Thursday's welcome reception
One ticket to Friday's conference dinner
One ticket to Saturday's post conference function
** Early bird discounted registration fee must be paid by 3 May or the fee will revert to standard

Day registration

Early bird (paid in full on or by 3 April) $395 **
Standard (after 3 April) $495

Attendance at that day's conference business sessions and workshops (you will be asked to select your workshop preference during the registration process)
Daily catering on selected day
One ticket to the Thursday's welcome reception
** Early bird discounted registration fee must be paid by 3 May or the fee will revert to standard

Partner’s registration

$200
One ticket to Thursday's welcome reception
One ticket to Friday's conference dinner
One ticket to Saturday's post conference function

Who should attend?
• Mayors
• Community Board Members
• Councillors
• MPs
• Council Officers
• Emergency Services
• Government Agency Staff and NGO's
• Community and Youth Workers
• Resident / Ratepayers Associations
• All persons who are interested in making a difference in their community

Payment terms
Payment is due 30 days from the invoice date or prior to conference whichever comes first. Early bird closes 3 April - early bird fees must be paid in full by 3 May. After this date the standard rate will apply.

Cancellation Policy
Should you need to cancel your attendance, you may reassign your registration to another person. Please notify the Event Manager in writing. If you are unable to arrange a replacement, a full refund less an administration charge of $200.00 will be made providing notification is received by 3 April 2017. After this date, refunds will be at the discretion of the organisers and will be processed after the conference. If, for reasons beyond the control of NZCBEC, the Conference is cancelled, the registration fee will be refunded after deduction of expenses already incurred. Submission of your registration indicates your acceptance of the terms and conditions above.

Accommodation cancellations may incur a fee, this is charged at the Hotels' discretion. Cancellations within 30 days may be charged one night penalty. Cancellations within 7 days may be charged 100% penalty.
Accommodation

Accommodation

Accommodation is reserved at several local properties, all are walking distance to the conference venue.

Bookings can be made via the online registration process. Rooms will be held for delegates until Monday 3 April 2017 as long as there are rooms available. Thereafter subject to availability.

Your credit card details are required to guarantee the booking only. Credit card details are encrypted in our database and stored in an electronic vault. Our payment service provider EventsAIR, is PCI DSS Level 1 compliant. This means your card data is protected to the highest possible levels, from data entry into our online registration sites, through to payment into the banks. Nothing will be deducted from your card prior to the conference.

In case of your non arrival or late cancellation the hotel will be given access to your card details to charge the appropriate cancellation fee. Accommodation cancellations may incur a fee, this is charged at the Hotels’ discretion. Cancellations within 30 days may be charged one night penalty. Cancellations within 7 days may be charged 100% penalty.

Direct all queries to Emma Redfern via registration@conference.co.nz or 03 353 2828.

SKI TIME

39 Racecourse Road
0.6 km to conference venue
Parking: free on site for guests
Check in 2pm, check out 10am
Rate includes continental breakfast
Minimum two night stay

Hotel facilities:
TV room with a pool table, cosy restaurant with a fireplace, plus a rustic bar/lounge and a business centre.

Upgraded rooms have flat-screen TVs, mini fridges, and tea

Two bedroom apartment
and coffee
making facilities;
suites add
lounges, DVD
players and
dining areas,
plus kitchens,
fireplaces and
washer/dryers.
Also available
are 2- and 3-
bedroom
apartments.

Lodge standard
@ $105
Room amenities:
super-king +
single or 3
singles. No frills,
but comfortable
and warm with
superb views of
the car park. The
prime important
elements are
there; top quality
beds and a
compact ensuite.

Lodge deluxe
@ $135 -
SORRY SOLD
OUT
Room amenities:
super-king +
single or 3
singles.
Spacious rooms
upstairs with
mountain views.
TV, tea/coffee
facilities, mini
fridge and a
generously
proportioned
ensuite.

Studio @ $155
Room amenities:
super-king bed
or 2 single. Flat
screen TV,
fridge, toaster
and kettle, tea &
coffee, iron and
board, hair dryer
etc. Heater, bathroom underfloor heating, heated mirror and towel rail.

2 bedroom apartment @ $295
Room amenities: super-king bed or 2 x single beds in each bedroom. Some of them have views to Mt Hutt. Bathtub and shower, underfloor heating, heated mirror and towel rack. An open plan lounge/dining/kit chen area including a fully appointed kitchen, gas fireplace, Sky TV, DVD player, sound system, internet and laundry facilities.

METHVN RESORT HOTEL
51 Main Street
0.8 km from conference venue
Parking: free on site for guests
Check in 2pm, check out 10am
Rate includes full breakfast (available 7am - 9am)

Hotel facilities:
Open fires, spa pools, luxury rooms, bar & restaurant, 3 heated outside spas, 25 meter heated swimming pool, internet kiosk with full facilities, open fires, laundry facilities.

**Standard room**  
$145 (double $169.50)  
Room amenities:  
Queen bed, Tea/coffee facilities, small fridge, TV and ensuite with bath.

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**BRINKLEY RESORT**

43 Barkers Rd  
0.4km to conference venue  
Parking: Complimentary on site  
Check in 2pm, (please advise if checking in after 5pm), check out 11am  
Rate includes breakfast (available 7am - 9am)

Hotel facilities:  
Onsite restaurant and licensed bar, outdoor spa pools with mountain views, a floodlit tennis court, chip &
putting green and children's playground.

**Studio $170 (double $195)**
Room amenities: Private patio and a kitchenette with a 2-burner stove, a microwave and a small refrigerator. Rooms also offer an iPod docking station and a flat-screen TV with satellite channels.

**Two Bedroom Unit (single $265, 2 guests $290, 3 guests $315, 4 guests $340)**
Two separate bedrooms and a fully equipped kitchen with a separate living room with an iPod docking station and a flat-screen TV with satellite channels. All rooms offer a private balcony or patio, and a bathroom with spa bath.

**THE LODGE**
Cnr Chertsey Rd & Kilworth St, Methven
0.3km from conference venue
Parking: free on site for guests
Check in 2pm, check out 10am
Rate includes full breakfast
(available 7am - 9am)

Hotel facilities:
Free Wi-Fi, on-site bar and restaurant.

**Queen room**
$141 (double / twin $161)
Room amenities: Dining table, mini fridge, tea and coffee making facilities and an ensuite with a bath and shower.
Partner and Optional Tours

Fonterra factory tour

Thursday 11 May 2017

12.00pm Depart Christchurch Airport
12.45pm Tour of Plant
2.45pm Depart Plant
3.30pm Arrive Methven approx. (coach will drop off at conference accommodation)

Cost $45 (for transfer)

Registration essential as minimum and maximum numbers apply. Register under TRANSFERS during the registration process.

Opened in 2012 on a greenfield site west of Christchurch, Fonterra Darfield is a showcase of the Co-operative's commitment to the highest levels of efficiency and sustainability, from design, through to building and operation. Fonterra Darfield is located in New Zealand's fastest growing dairying region, and is the home of a state-of-the-art milk powder processing plant and the world's largest milk dryer.

Construction at Darfield, from green paddock to producer of high quality milk powder, took just over 18 months. The site produces high quality instant and regular whole milk powder for export to markets in South East Asia, China, the Middle East, Africa and South America.

PLANTS AND PRODUCTS
Darfield produces regular and instant whole milk powder. At full steam, it processes 7.2 million litres of milk per day, which produces enough milk powder to fill 15,000 shipping containers a year.

ENVIRONMENT & SUSTAINABILITY
Fonterra is committed to environmental sustainability and preserving the beautiful vistas of Canterbury. Over 12,000 trees have been planted at the Darfield site to screen the buildings from the road, while the site's location reduces the distance travelled by our milk tankers by 30,000km per day. The site also boasts a fleet of 37 Volvo milk tankers, the most fuel efficient in their class.

Activities for partners in Methven

The conference venue (Methven Heritage Centre) houses the local iSite for assistance and information about local attractions and activities.
Also on site at Heritage Centre:
Open 9am – 5pm Monday to Friday and 10am – 3pm Saturday and Sunday

**Alpine and Agriculture Encounter**

Venue for Wednesday evening function
Entry: Senior citizen $10 | Adult $12.50
This multi-faceted walk through encounter uses audio/visual displays, large exhibits showcasing farming and snow sports. The Encounter also has three sub themes, geology, weather, and water.

The Encounter has been created to give visitors a real understanding of the way of life in rural Canterbury and the way our two key industries, farming and snow sports are linked together through trade, tourism and shared reliance on our unique geology and climate.

**Ski Heritage Museum**

Entry included in Alpine and Agriculture Encounter
On display we have unique exhibits ranging from antique ski equipment, Winter Olympic memorabilia and collections from well-known ski families; Anton Coberger (Temple Basin, Porter Heights & Otira Field on the Kelly Range and NZ ski team member. Wif Hunt (North Island fields, Whakapapa and the NZ Ski Team in 1952 and 1960 downhill skier Winter Olympics, and Willi Huber to name a few.

Watch the ski antics of the early skiers on one of the many audio visual displays. Visit Sir Edmund Hillary sitting on the first ever chairlift erected on a NZ ski field (Mt Ruapahu) in 1954. Walk through a replica of Willi Huber's hut. Willi spent a winter monitoring snow fall high on Mt Hutt in order to ascertain whether a commercial ski field was viable.

Winter Olympian Sir Roy McKenzie's aural history was recorded shortly before his death. Sir Roy was involved in both North Island and Queenstown fields, a member of the NZ Ski Team and Captain of NZ's first winter Olympics team to Oslo in 1952. Sir Roy was also a mountaineer and masters ski racer, was on the Mt Cook board for 20 years, and a great support of Disabled Snowsports NZ. He was still skiing at 80 years of age.

Also included in the collection is ski fashions through the ages and educational audio visual on alpine safety.

**Methven Art Gallery**
Entry: Free
The Art Gallery hosts a diverse programme of quality contemporary art exhibitions featuring a range of art forms by local and national artists.

**Cinema Paradiso**

112 Main Street (03 302 1957)
Open 10am – 10pm daily
Entry: $17

This boutique cinema is the smallest in New Zealand able to offer the latest blockbuster movies!! They are licensed so you can enjoy a glass of wine or a beer with your movies, as well as offering soft drinks, ice cream, popcorn and lollies.

For movies during NZCB Conference phone 03 302 1957 or email methvencinema@gmail.com or visit the website: www.facebook.com/pg/cinemaparadisomethven
1. **SUMMARY**

1.1. The purpose of this report is to seek the Board’s approval to form a Rangiora-Ashley Road and Reserve Naming Committee on behalf of the Rangiora-Ashley Community Board.

**Attachments:**

i. Current Council Policy on naming of roads and streets (including private roads) S-CP 4505 (Trim 120712043907).


iii. Proposed Rangiora Road and Reserve Naming Committee Terms of Reference (Trim 170223017621).

2. **RECOMMENDATION**

**THAT** the Rangiora-Ashley Community Board:

(a) **Receives** report No. 170221016588.

(b) **Approves** the establishment of the Rangiora-Ashley Road and Reserves Naming Committee with delegated authority to approve street/road and reserve/park names in the Rangiora-Ashley Ward area until 30 September 2019.

(c) **Approves** the Rangiora-Ashley Road and Reserve Naming Committee Terms of Reference contained in document 170223017621 (S-TR0053).

(d) **Appoints** Board members (4) ………………………………………… to the Rangiora-Ashley Road and Reserve Naming Committee. A quorum of three is required to conduct a meeting of the Committee.

(e) **Appoints** …..……………..as Chairperson of the Rangiora Road and Reserves Naming Committee.

(f) **Notes** the Council would be giving consideration in 2017 to enhancing iwi input into road and reserve naming.
3. **ISSUES AND OPTIONS**

3.1. The Rangiora Community Board operated a Road and Reserves Naming Committee from 28 February 2013 until 13 April 2016 to consider road naming within the Rangiora ward area. Membership consisted of Judith Hoult (Chair), Sharleen Stirling, Peter Allen and Jim Gerard, with a quorum of two. Michelle Nelson later replaced Sharleen Stirling.

3.2. The current Board may choose to have a committee of the whole Board. This would assist with member availability as meetings are held on an ‘as required’ basis. Staff suggest an appointment of Committee Chairperson (not necessarily the same as the Board Chair) for consistency and administrative purposes.

3.3. The committee’s purpose was to consider the naming of roads within subdivisions as the meetings could take time to work through issues, and often developers would attend as a deputation.

3.4. The committee met three times on an ‘as required basis’ during the last term; being 15 July 2014 (at 9am), 30 October 2014 (at 9am), and 13 April 2016 (at 6.30pm). Meetings were held in the Committee Rooms or the Council Chambers at the Rangiora Service Centre.

3.5. At the committee meetings the members also considered future road names within the former Rangiora Ward. If a Rangiora-Ashley Road and Reserve Naming Committee was established then this future planning process to continually expand the current list of potential future road names that is referred to by developers prior to submission of subdivision road names. The Committee may also seek public input into suggestions for future road names to ensure that a reasonable number of potential names are on the pre-approved list for future use, as previously undertaken by the former committee.

3.6. Rangiora-Ashley ward is continuing to experience growth with additional subdivisions currently in development or in the planning process. The new subdivisions will require Community Board, or delegated committee, approval for road names and reserves.

3.7. Council has delegated jurisdiction to the Community Boards for the naming and re-naming of roads, streets and parks. It is recommended that the naming of parks and reserves also come under the jurisdiction of the Road Naming Committee as developers will, at times, be requesting parks or reserves to be named at the same time as roading. The Board may alternatively choose for parks and reserves naming to remain with the Community Board as a whole.

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

4. **COMMUNITY VIEWS**

4.1. Not sought. There may be instances where it is appropriate to consult Maori about specific road or reserve naming proposals and this will be assessed on a case by case basis.
5. **FINANCIAL IMPLICATIONS AND RISKS**

5.1. The cost of new road name blades is usually met by developers.

5.2. No additional remuneration is paid to Board members, including the Chairperson, for participation in the Rangiora Road and Reserves Naming Committee.

5.3. Administration related costs would be funded from the Boards current operational and advertising budgets.

6. **CONTEXT**

6.1. **Policy**

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

6.2. **Legislation**

   A Community Board has power to appoint a committee - Local Government Act (2002), Schedule 7, clause 30.

6.3. **Community Outcomes**

   The road naming guidelines can contribute to the community outcome that “The distinctive character of our towns, villages and rural areas is maintained”.

   The careful selection of road names can contribute to the outcome that “Our district is well served by emergency services”.

Karyn Ward
Community Board Advocate
1 Introduction
The Waimakariri District Council is responsible for naming (and renaming) roads within its boundaries. Roads are named to reflect the identity of the local area and to ensure ease of identification for the Council, the public and key public and private services such as emergency, postal and courier services.

2 Policy Context
This policy applies where proposed roads and other vehicular accesses are being created either through subdivision development or the formation of existing unformed legal roads and to the naming of existing unnamed roads/vehicular accesses both public and private. This policy should form part of any subdivision design and approval process reference material.

3 Policy Objective
This policy specifies Council’s requirements for the naming of roads and vehicle accesses throughout the District to provide a consistent and comprehensive approach to naming of roads in the District.

The Waimakariri District Council is responsible for the naming of roads by the Local Government Act 1974 section 319(j).

4 Policy Statement
4.1 The Council’s four Community Boards have the delegated authority for the naming of new streets and roads and altering existing street names within their respective wards.

4.2 Re-naming of streets and roads will only be undertaken if the Council considers the change will result in a clear benefit to the community.

4.3 Where a street is named for the first time or a street name is altered then the District Land Registrar, the Chief Surveyor, NZ Fire Service, Telecom, MainPower, valuation service provider, NZ Police, Civil Defence, and the Canterbury Regional Council shall be informed of the new name or change.

4.4 Where an existing street is extended, the street extension will be the same name as that of the existing street.

4.5 All new private roads in the Waimakariri District shall be named in consultation with the applicant, and at the applicant’s expense, and relevant road signs shall be suitably annotated “Private Road”.

4.6 A new street or road shall not be named the same or similar to a street or road already in existence in the District.

4.7 Council’s ‘List of Approved but Unallocated Road Names’

The list of unallocated potential road names for the Waimakariri District is maintained by Customer Services. Names approved for addition to the List of Approved but Unallocated
NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY

Road Names will remain there until they are either allocated to a road or removed as the result of a review of the list.

From time to time a road name may no longer need to be used as two or more roads may be jointed into one road or a road may be permanently closed. In both of these cases, the road name(s) may be put back on the list for potential reallocation, usually for a new or renamed road in the same general area.

The list of Approved but Unallocated Road Names will be reviewed by the Community Boards every six years.

4.8 Naming of streets in new subdivisions:

The rights of the subdivision developer to promote preferred road names for the subdivision will be taken into consideration, but the decision regarding road names will be made by the Community Boards by applying the clauses of this policy.

4.9 Approval Criteria and Weighting

The following factors shall be taken into account when selecting street, road or private road names in the Waimakariri District:

(a) The proposed name has local historical, cultural, environmental or geographical significance - e.g. Torlesse, Boys, Ashley, Cam.
(b) Maori names of local significance chosen in conjunction with local iwi representatives to ensure appropriateness of meaning and correct spelling.
(c) Significant and well known or previously well known names of farms, properties or run holdings – e.g. Coldstream, Carleton.
(d) Names of local residents who have achieved prominence in their chosen fields such as arts, sport, commerce, science, politics, local government, military, etc (e.g. Kippenberger, Kirk), or who have been long term residents.
NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY

4.10 Road Type

The road type should be one that most accurately reflects the type of roadway that is being named. The list below should be used where appropriate, however, this list is not exclusive – refer to AS/NZS 4819:2011.

<table>
<thead>
<tr>
<th>Road Type</th>
<th>Abbreviation</th>
<th>Description</th>
<th>Open ended</th>
<th>Cul-de-sac</th>
<th>Pedestrian only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alley</td>
<td>Aly</td>
<td>Usually narrow roadway in a city or town.</td>
<td>✓</td>
<td>✓</td>
<td>-</td>
</tr>
<tr>
<td>Arcade</td>
<td>Arc</td>
<td>Covered walkway with shops along the sides.</td>
<td>-</td>
<td>-</td>
<td>✓</td>
</tr>
<tr>
<td>Avenue</td>
<td>Ave</td>
<td>Broad roadway, usually planted on each side with trees.</td>
<td>✓</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Boulevard</td>
<td>Blvd</td>
<td>Wide roadway, well paved, usually ornamented with trees and grass plots.</td>
<td>-</td>
<td>-</td>
<td>✓</td>
</tr>
<tr>
<td>Circle</td>
<td>Cir</td>
<td>Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle.</td>
<td>-</td>
<td>-</td>
<td>✓</td>
</tr>
<tr>
<td>Close</td>
<td>Cl</td>
<td>Short enclosed roadway.</td>
<td>-</td>
<td>-</td>
<td>✓</td>
</tr>
<tr>
<td>Court</td>
<td>Crt</td>
<td>Short enclosed roadway, usually surrounded by buildings.</td>
<td>-</td>
<td>-</td>
<td>✓</td>
</tr>
<tr>
<td>Crescent</td>
<td>Cres</td>
<td>Crescent shaped roadway, especially where both ends join the same thoroughfare.</td>
<td>-</td>
<td>-</td>
<td>✓</td>
</tr>
<tr>
<td>Drive</td>
<td>Dr</td>
<td>Wide main roadway without many cross-streets</td>
<td>-</td>
<td>-</td>
<td>✓</td>
</tr>
<tr>
<td>Esplanade</td>
<td>Esp</td>
<td>Level roadway along the seaside, lake, or a river.</td>
<td>-</td>
<td>-</td>
<td>✓</td>
</tr>
<tr>
<td>Glade</td>
<td>Gld</td>
<td>Roadway usually in a valley of trees.</td>
<td>✓</td>
<td>✓</td>
<td>-</td>
</tr>
<tr>
<td>Green</td>
<td>Grn</td>
<td>Roadway often leading to a grassed public recreation area.</td>
<td>✓</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Grove</td>
<td>Grv</td>
<td>Roadway that features a group of trees standing together.</td>
<td>-</td>
<td>-</td>
<td>✓</td>
</tr>
<tr>
<td>Highway</td>
<td>Hwy</td>
<td>Main thoroughfare between major destinations.</td>
<td>✓</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Lane</td>
<td>Lane</td>
<td>Narrow roadway between walls, buildings or a narrow country roadway.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Loop</td>
<td>Loop</td>
<td>Roadway that diverges from and rejoin the main thoroughfare.</td>
<td>✓</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Mall</td>
<td>Mall</td>
<td>Wide walkway, usually with shops along the sides.</td>
<td>-</td>
<td>-</td>
<td>✓</td>
</tr>
<tr>
<td>Mews</td>
<td>Mews</td>
<td>Roadway in a group of houses.</td>
<td>-</td>
<td>-</td>
<td>✓</td>
</tr>
<tr>
<td>Parade</td>
<td>Pde</td>
<td>Public roadway or promenade that has good pedestrian facilities along the side.</td>
<td>✓</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Place</td>
<td>Pl</td>
<td>Short, sometimes narrow, enclosed roadway.</td>
<td>✓</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Promenade</td>
<td>Prom</td>
<td>Wide, flat walkway, usually along the water’s edge.</td>
<td>-</td>
<td>-</td>
<td>✓</td>
</tr>
<tr>
<td>Quay</td>
<td>Qy</td>
<td>Roadway alongside or projecting into water.</td>
<td>✓</td>
<td>✓</td>
<td>-</td>
</tr>
<tr>
<td>Rise</td>
<td>Rise</td>
<td>Roadway going to a higher place or position.</td>
<td>✓</td>
<td>✓</td>
<td>-</td>
</tr>
<tr>
<td>Road</td>
<td>Rd</td>
<td>Open roadway primarily for vehicles.</td>
<td>✓</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Square</td>
<td>Sq</td>
<td>Roadway which generally forms a square shape, or an area of roadway bounded by four sides.</td>
<td>✓</td>
<td>✓</td>
<td>-</td>
</tr>
<tr>
<td>Steps</td>
<td>Stps</td>
<td>Walkway consisting mainly of steps.</td>
<td>-</td>
<td>-</td>
<td>✓</td>
</tr>
<tr>
<td>Street</td>
<td>St</td>
<td>Public roadway in an urban area, especially where paved and with footpaths and buildings along one or both sides.</td>
<td>✓</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Terrace</td>
<td>Tce</td>
<td>Roadway on a hilly area that is mainly flat.</td>
<td>✓</td>
<td>✓</td>
<td>-</td>
</tr>
</tbody>
</table>
NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY

<table>
<thead>
<tr>
<th>Road Type Continuation</th>
<th>Abbreviation</th>
<th>Description</th>
<th>Open ended</th>
<th>Cul-de-sac</th>
<th>Pedestrian only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Track</td>
<td>Trk</td>
<td>Walkway in natural setting.</td>
<td></td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>Walk</td>
<td>Walk</td>
<td>Thoroughfare for pedestrians.</td>
<td></td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>Way</td>
<td>Way</td>
<td>Short enclosed roadway.</td>
<td></td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Wharf</td>
<td>Whrf</td>
<td>A roadway on a wharf or pier.</td>
<td>√</td>
<td>√</td>
<td>√</td>
</tr>
</tbody>
</table>

*AS/NZS 4819:2011 Appendix B, Road Types – New Zealand*

5 Links to other policies and community outcomes

This policy should be read in conjunction with:

5.1 Local Government Act 1974 s319(j).

5.2 AS/NZS 4819:2011 Geographic information – Rural and urban addressing.

5.3 Community Outcome:

There are wide ranging opportunities for people to contribute to the decision-making by public organisations that affects our District.

- Public organisations make information about their plans and activities readily available
- Public organisations make every effort to accommodate the views of people who contribute to consultations

5.4 Waimakariri District Council, District Plan, Chapter 38, Road Names.

6 Adopted by and date

This Policy was approved by the Council’s Resource Management and Regulation Committee and subsequently adopted by the Council on 2 April 2013.

7 Review

Review every six years or sooner on request.
1 Introduction
The Waimakariri District Council is responsible for naming (and renaming) parks and reserves within its boundaries. Parks and reserves are named to reflect the identity of the local area and is one way of providing recognition for an individual, family, hapu, iwi or organisation with strong historical links or outstanding contribution to the District or New Zealand.

The Council has delegated the power to name parks and reserves to the Rangiora, Kaiapoi and Woodend-Ashley Community Boards and the Oxford-Eyre Ward Advisory Board (Council Delegations S-DM 1041 and S-DM 1042).

This policy includes Council’s obligations under the Treaty of Waitangi and recognises the importance of the Memorandum of Understanding with our Treaty partner, Te Ngai Tuahuriri Runanga.

2 Policy Context
This policy applies to existing reserves and where proposed parks and reserves are being created through subdivision development and should form part of any subdivision design and approval process reference material.

3 Policy Objective
This policy specifies Council’s requirements for the naming of parks and reserves throughout the District to provide a consistent and comprehensive approach. The primary purpose of naming parks and reserves is to uniquely identify them within the District to assist site identification for visitors and emergency services.

3.1 Definitions
- **Neighbourhood Parks**: Smaller sites, of local or community significance, which add to the attractiveness of neighbourhoods and provide space for informal recreation, social interaction and play.
- **Sports and Recreation Parks**: Designed and used for sport and recreation, is often multi-use, providing for a range of community activities and facilities.
- **Recreation and Ecological Linkages**: Have a variety of characteristics ranging from undeveloped green areas, to developed areas with mown grass, trees and other low-key facilities. They enhance urban form and landscape values providing opportunities for linked walking and cycling networks.
- **Natural Parks**: Widely defined to include native bush areas, wetlands, coastal and lake margins, forestry, farm parks, esplanade reserves and restoration areas and other natural landscapes.
- **Cultural Heritage Parks**: Include historic sites, historic buildings and structures, monuments, cemeteries and other sites of cultural or heritage significance. The primary objective of these parks is to provide a respectful environment that is attractive, restful and suitable for reflection and grieving.
- **Public Gardens**: Include parks that are of significance to the District, with an emphasis on horticultural displays.
- **Civic Space**: Open spaces within central business districts or other retail business areas which provide space for casual gatherings, they may also provide for large public gatherings, events and entertainment.
NAMING OF PARKS AND RESERVES POLICY

4 Policy Statement
The Community Boards and Ward Advisory Board shall take the following factors into consideration when approving names for parks and reserves:

4.1 It is desirable for small neighbourhood reserves to be named after the main street they are located on to enable them to be easily located.

4.2 Names of rural neighbourhood reserves with community catchments should have some relationship to the community they are located within to enable them to be located and to signify their connection to the community.

4.3 As well as street names and local area names, urban neighbourhood reserves with community catchments could be named after local historical names, Maori names of local significance and names of local residents who have achieved prominence in their chosen fields.

4.4 Sport and recreation reserves could be named as in 4.3 with the addition of prominent local and/or New Zealand sports persons.

4.5 Recreation and ecological linkages could be named in the first instance after any significant physical feature on or close to the reserve. Where this is not appropriate these types of reserves could be named as in 4.3.

4.6 Reserves should only be named after the person/family subdividing the land if the chosen name fits into one of the categories listed under 4.3.

4.7 If reserve land is gifted to the Council consideration should be given to naming the reserve after the person/family gifting the land.

4.8 The name is not in use for another reserve in the District.

5 Links to legislation, other policies and community outcomes
Parks and Recreation, Recreation and Reserves Management, Reserve Naming (QS-R015) Reserves Act 1977 s16(10) Memorandum of Understanding with Te Ngai Tuahuriri Runanga

Community Outcomes:
- There are areas of significant indigenous vegetation and habitats for indigenous fauna
  - Conservation of significant areas of vegetation and/or habitats is encouraged

Public spaces and facilities are plentiful, accessible and high quality
- There is a wide variety of public places and spaces to meet people's needs
- There are wide ranging opportunities for people to enjoy the outdoors

Public organisations give effect to the spirit of the Treaty of Waitangi
- The Council and Te Ngai Tuahuriri Runanga through the Memorandum of Understanding continue to build their relationship

There are wide ranging opportunities for people to contribute to the decision making by local, regional and national organisations that affects our District
NAMING OF PARKS AND RESERVES POLICY

• Local, regional and national organisations make information about their plans and activities readily available
• Local, regional and national organisations make every effort to accommodate the views of people who contribute to consultations

6 Adopted by and date
Approved by Community and Recreation Committee on 1 October 2013 and adopted by Council on 12 November 2013.

7 Review
Review every six years or sooner on request.
Rangiora-Ashley Community Board

Rangiora-Ashley Road and Reserves Naming Committee

1. Membership

Membership shall comprise of four members of the Rangiora-Ashley Community Board. A quorum of three is required to conduct a meeting of the Committee.

2. Jurisdiction

The Rangiora-Ashley Road and Reserves Naming Committee have the delegated authority of the Board to consider and approve names for new roads, streets (including private roads) and reserves in the Rangiora-Ashley Ward.

The Committee will consider all staff related reports on road naming in the Rangiora-Ashley Ward.

The Committee will consider all staff related reports on reserve naming in the Rangiora-Ashley Ward.

The Committee will abide by S-CP 4505, the Naming of Roads and Streets (including private roads) Policy.

The Committee will abide by S-CP 4405, the Naming of Parks and Reserves Policy.

The Committee will come into force on 8 March 2017 and expire on 30 September 2019.

3. Frequency of Meeting

As and when required.

4. Governance

The Committee will act in accordance to all relevant legislation including the Local Government Act 2002 and Local Government Official Information and Meetings Act 1987, and Waimakariri District Council Standing Orders.

Appropriate staff, including Community Board Advocate will be in attendance at all Committee meetings.

All Committee meetings will be open to the public, duly advertised and minuted.
WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO and TRIM NO: GOV-26-11-06 / 170220015705
REPORT TO: Rangiora-Ashley Community Board
DATE OF MEETING: 8 March 2017
FROM: Karyn Ward, Community Board Advocate
SUBJECT: Exchange of appointments between Board members
SIGNED BY: (for Reports to Council or Committees)

1. SUMMARY

1.1. The purpose of this report is for the Board to confirm the exchange of appointments between Board member Prickett and Board member Lundy to outside organisations.

Attachments:
i. Appointments to Advisory Groups and Outside Organisations report - K Ward (Community Board Advocate) - Rangiora-Ashley Community Board, 9 November 2016 (Trim 161025109498).
ii. Spreadsheet of appointment membership for 2016-19 term, Rangiora-Ashley Community Board (Trim 161128122311).

2. RECOMMENDATION

THAT the Rangiora-Ashley Community Board:

(a) Receives report No. 170220015705.

(b) Retrospectively ratifies that Board member Lundy will replace Board member Prickett as the Board representative and liaison for Cust Domain Advisory Group as of 8 February 2017.

3. ISSUES AND OPTIONS

3.1. At the 9 November 2016 meeting a report to consider appointing Board members to Advisory Groups and Outside Organisations was presented.

3.2. Board member Prickett was appointed to the Matawai Park Advisory Group, Loburn Domain Advisory Group and Cust Domain Advisory Group.

3.3. Board member Lundy was appointed to the Central Rural Drainage Advisory Group.

3.4. At the 14 December 2016 meeting the Rangiora-Ashley Community Board appointed Board member Prickett as its representative on the Ashley Rural Water Advisory Group, to represent the interests of water supply customers in both the Rangiora-Ashley and Woodend-Sefton Communities, subject to ratification by the Woodend-Sefton Community Board.
3.5. The Woodend-Sefton Community Board ratified Board member Prickett as its representative on the Ashley Rural Water Advisory Group 13 February 2017.

3.6. Informal conversation between Board members concluded that Board member Prickett was representing too many groups, and Board member Lundy felt he was not representing enough to keep the distribution of liaison work equitable. Consequently Board member Lundy offered to take on the representative role for Cust Domain Advisory Group in place of Board member Prickett.

3.7. At the meeting of 8 February 2017 the Rangiora-Ashley Community Board authorised Board member Lundy to attend a meeting as representative and liaison of the Board to Cust Domain Advisory Group in place of Board member Prickett, noting this report was requested for presentation to the 8 March 2017 meeting.

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

4. COMMUNITY VIEWS

4.1. Not sought although there is an established relationship with the groups named and it is important that this continue.

5. FINANCIAL IMPLICATIONS AND RISKS

5.1. There are no financial implications or risk.

6. CONTEXT

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

6.2. Legislation
Legislation not applicable but delegated from Council Delegation SD-M1041.

6.3. Community Outcomes

6.3.1. There are wide ranging opportunities for people to contribute to the decision-making by public organisations that affect our District.

6.3.2. Creating a strong sense of community.

Karyn Ward
Community Board Advocate
WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO: GOV-29-11-06 / 161025109498

REPORT TO: Rangiora-Ashley Community Board

DATE OF MEETING: 9 November 2016

FROM: Karyn Ward, Community Board Advocate

SUBJECT: Appointments to Advisory Groups and Outside Organisations

1. SUMMARY

The purpose of this report is to consider appointments of Community Board Members to organisations.

Attachments

i) List of previous membership of 2013-16 term

2. RECOMMENDATION

THAT the Rangiora-Ashley Community Board:

(a) Receives Report No. 161025109498.

(b) Approves the appointment of Board Member ………………… as a Board representative and liaison person, to the Southbrook Sports Community Club.

(c) Approves the appointment of Board Member ………………… as a Board representative and liaison person, to Rangiora and Districts Early Records Society.

(d) Approves the appointment of Board Member ………………… as a Board representative and liaison person, to the North Canterbury Neighbourhood Support.

(e) Approves the appointment of Board Member ………………… as a Board representative and liaison person, to Grey Power North Canterbury.

(f) Approves the appointment of Board Member ………………… as a Board representative and liaison person, to Keep Rangiora Beautiful.

(g) Approves the appointment of Board Member ………………… as a Board representative and liaison person, to Matawai Park Advisory Group.

(h) Approves the appointment of Board Member ………………… as a Board representative and liaison person, to the Friends of Rangiora Town Hall.
Approves the appointment of Board Member ………………as a Board representative and liaison person, to the Fernside Hall Advisory Group

Approves the appointment of Board Member ………………as a Board representative and liaison person, to the Loburn Domain Advisory Group

Approves the appointment of Board Member ………………as a Board representative and liaison person, to the Cust and District Historical Records Society Inc.

Approves the appointment of Board Member ………………as a Board representative and liaison person, to the Cust Domain Advisory Group.

Approves the appointment of Board Member ………………as a Board representative and liaison person, to the Waimakariri Health Advisory Group.

Approves the appointment of Board Member ………………as a Board representative and liaison person, to the Central Rural Drainage Advisory Group.

Notes an appointment to the Hurunui District Council – Ashley Rural Water Scheme Management Committee will occur at a later date.

3. ISSUES AND OPTIONS

3.1 At the beginning of each electoral term members of the Board are appointed to outside organisations with the aim of continuing a strong relationship with the Community Board. Many of these appointments have been on-going relationships over a period of years. Board members have shared responsibilities of attending meetings with the organisations. The main purpose of a Board appointment to these organisations is to act as a liaison person between the group and Council organisation, and the ability to report happenings back to the Board.

3.2 The Council has an advisory group for each of the six rural drainage areas in the District. The groups’ representation is reviewed following each triennial election. Within the Boards’ community area one rural drainage groups require representation from the Board: the Central Rural Drainage Advisory Group.

3.3 Some groups meet monthly such as the North Canterbury Neighbourhood Support Group, while others will meet on an ‘as required basis’ which may be one to two times per year.

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

4. COMMUNITY VIEWS

4.1 Not sought although there is an established relationship with the groups listed and it is important that this continue.

5. FINANCIAL IMPLICATIONS AND RISKS

5.1 There are no financial implications or risk.
6. **CONTEXT**

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

6.2 **Legislation**
Legislation not applicable but delegated from Council Delegation SD-M1041.

6.3 **Community Outcomes**
6.3.1. There are wide ranging opportunities for people to contribute to the decision-making by public organisations that affect our District.

6.3.2. Creating a strong sense of community.

Karyn Ward
Community Board Advocate
### Attachment (i)

Membership to Outside Organisations of Rangiora Community Board Members during the 2013-16 term.

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Member(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fernside Hall Advisory Group</td>
<td>G Miller</td>
</tr>
<tr>
<td>North Canterbury Neighbourhood Support</td>
<td>S Stirling</td>
</tr>
<tr>
<td>Keep Rangiora Beautiful</td>
<td>G Miller</td>
</tr>
<tr>
<td>Matawai Park Advisory Group</td>
<td>G Miller</td>
</tr>
<tr>
<td>Milton Memorial Reserve Working Party</td>
<td>M Clarke &amp; K Galloway</td>
</tr>
<tr>
<td>Rangiora and Districts Early Records Society</td>
<td>K Galloway</td>
</tr>
<tr>
<td>Southbrook Sports Community Club</td>
<td>M Nelson</td>
</tr>
<tr>
<td>Waimakariri Health Advisory Group</td>
<td>M Clarke</td>
</tr>
<tr>
<td>Organisation</td>
<td>Contact Full</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>Southbrook SPORTS Community Club</td>
<td>Garry McNicholl</td>
</tr>
<tr>
<td>Rangiora and Districts Early Records Society</td>
<td>Angela Cramond</td>
</tr>
<tr>
<td></td>
<td>Tracey</td>
</tr>
<tr>
<td></td>
<td>Dan</td>
</tr>
<tr>
<td></td>
<td>Nancy</td>
</tr>
<tr>
<td></td>
<td>Kerr</td>
</tr>
<tr>
<td>Keep Rangiora Beautiful</td>
<td>Raylene Johnson</td>
</tr>
<tr>
<td>Mataiwa Park Advisory Group</td>
<td>Nancy</td>
</tr>
<tr>
<td>Friends of Rangiora Town Hall</td>
<td>Dan</td>
</tr>
<tr>
<td>Fernside Hall Advisory Group</td>
<td>Kerry</td>
</tr>
<tr>
<td>Loburn Domain Advisory Group</td>
<td>Jenny</td>
</tr>
<tr>
<td>Cust and District Historical Records Society Inc</td>
<td>Bernard</td>
</tr>
</tbody>
</table>

**Contact Details:**
- **Southbrook SPORTS Community Club**
  - **Member Name:** Sarah Lewis
  - **Member Title:** Secretary/Treasurer
  - **Member Email:** garry.mcnicholl@wmk.govt.nz
  - **Phone:** 021 644 281
  - **Member Address:** 17 Franklin Drive, RANGIORA 7400
- **Rangiora and Districts Early Records Society**
  - **Member Name:** Angela Cramond
  - **Member Title:** Chairman
  - **Member Email:** angela.cramond@wmk.govt.nz
  - **Phone:** 021 0872 3603
  - **Member Address:** 15 Douglas Street, RANGIORA 7400
- **Keep Rangiora Beautiful**
  - **Member Name:** Dan
  - **Member Title:** Secretary
  - **Member Email:** dan.mcnicoll@wmk.govt.nz
  - **Phone:** 021 0872 3603
  - **Member Address:** 19 Epson Drive, RANGIORA 7400
- **Mataiwa Park Advisory Group**
  - **Member Name:** Nancy
  - **Member Title:** Chairman
  - **Member Email:** nancy.mci@wmk.govt.nz
  - **Phone:** 021 0872 3603
  - **Member Address:** RANGIORA Drive 7400
- **Friends of Rangiora Town Hall**
  - **Member Name:** Gordon
  - **Member Title:** Member
  - **Member Email:** gordon.mcni@wmk.govt.nz
  - **Phone:** 021 0872 3603
  - **Member Address:** RANGIORA Drive 7400
- **Fernside Hall Advisory Group**
  - **Member Name:** Kerry
  - **Member Title:** Member
  - **Member Email:** kerry.mcni@wmk.govt.nz
  - **Phone:** 021 0872 3603
  - **Member Address:** RANGIORA Drive 7400
<table>
<thead>
<tr>
<th>Cust Domain Advisory Group</th>
<th>Bernard Kingsbury</th>
<th>Bernard</th>
<th>184 Mill Road R.D 1 RANGIORA 7471</th>
<th>Rangiora Ashley</th>
<th>9 November 2016</th>
<th>Chris Prickett</th>
<th>81 Boundary Road R.D. 7 RANGIORA 7477</th>
<th>310 7308</th>
<th><a href="mailto:chris.prickett@wmk.govt.nz">chris.prickett@wmk.govt.nz</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Waimakariri Health Advisory Group</td>
<td>c/- Madeleine Burdon</td>
<td>Madeleine</td>
<td>Private Bag 1005 RANGIORA 7440</td>
<td>Rangiora Ashley</td>
<td>9 November 2016</td>
<td>Murray Clarke</td>
<td>104 Townsend Road RANGIORA</td>
<td>027 433 5907</td>
<td><a href="mailto:murray.clarke@wmk.govt.nz">murray.clarke@wmk.govt.nz</a></td>
</tr>
<tr>
<td>Central Rural Drainage Advisory Group</td>
<td>Denise Clark</td>
<td>Denise</td>
<td>Administrative Assistant Utilities and Roading</td>
<td>Private Bag 1005 RANGIORA 7440</td>
<td>Rangiora Ashley</td>
<td>9 November 2016</td>
<td>Duncan Lundy</td>
<td>Drumalig Downs Browns Road, R.D 3 RANGIORA 7474</td>
<td>312 8774</td>
</tr>
<tr>
<td>Hurunui District Council – Ashley Rural Water Scheme Management Committee</td>
<td></td>
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</tbody>
</table>

113
1. SUMMARY

1.1. The purpose of this report is for the Rangiora-Ashley Community Board to sign-off the final version of the Board’s flyer.

Attachments:

i. Final version of the Rangiora-Ashley Community Board flyer (Trim 170223017785).

2. RECOMMENDATION

THAT the Rangiora-Ashley Community Board:

(a) Receives report No.170223017490.

(b) Approves the Rangiora-Ashley Community Board flyer subject to minor edits discussed and approved by the Chairperson.

(c) Notes an initial short run of published flyers (<300) will be placed in district libraries, service centres, community centres, and information centres; the number taken by the public to be monitored, and reruns to be undertaken at the discretion of staff. Some will also be given to each Board member to leave behind when attending community meetings and/or events. A copy will be published on the Community Board website page.

3. ISSUES AND OPTIONS

3.1. The Community Board flyer was a suggested initiative to increase public awareness of the deputation process and opportunities, amongst individuals and community organisations within the board’s community area.

3.2. The flyer is envisaged as one tool to connect the Board with its community. As well as being available to take away freely from locations such as public libraries, service centres, community centres, and information centres, Board members will be able to leave one behind with business cards, when attending community meetings and events.
3.3. The flyer was workshopped by staff at the 9 November 2016 meeting, where Board input was sought regarding text content, flyer format and photo use. The final version has been developed from that input.

3.4. At the workshop the Board decided a short initial run to see what the community response to the flyers would be an appropriate way to start. Publishing of the flyers would be undertaken in-house by staff.

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

4. COMMUNITY VIEWS

4.1. Not sought; but this flyer will be one tool to encourage communication and exchange of views between community organisations/ individuals and the Board.

5. FINANCIAL IMPLICATIONS AND RISKS

5.1. The cost of producing these flyers will come from the Board’s advertising budget.

5.2. An initial short run (<300) will be undertaken to gauge the effectiveness of the flyers as an advertising tool for the Board. Reruns will be undertaken at the discretion of staff if the initial run becomes depleted due to public interest.

6. CONTEXT

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

6.2. Legislation
Local Government Act 2002 Clause 52

6.3. Community Outcomes
There are wide ranging opportunities for people to contribute to the decision making by local, regional and national organisations that affects our district.

Karyn Ward
Community Board Advocate
The Community Board wants to hear of your ideas, initiatives, events, projects, opinions, concerns...
The Community Board is elected by you to represent and advocate the interests of your community. We want to do the best for you and the community, and so encourage you to talk to us.

The Board will listen and advise on how we can help you.

Anyone can contact the Board - individuals, organisations, businesses, clubs, children, youth, adults, schools...

You are very welcome to attend any Board meeting. Times, venues and agendas are always available from your local service centre, library, or visit waimakariri.govt.nz.

Contact the Community Board Advocate if you would like to speak at a Board meeting. The Advocate will happily assist you to do this.

Usually if you speak to the Board it will be near the start of a meeting for up to 10 minutes. You will be able to share your thoughts and answer questions.

You are welcome to share diagrams, pictures and photos. Data projectors are available at most venues if you would like to show a Powerpoint presentation.

Karyn Ward
Community Board Advocate
Phone: 0800 965 468 (0800 WDC GOV)
Email: karyn.ward@wmk.govt.nz
14 February 2017

Mrs Louise Courtney  
Governance Secretary  
Rangiora Ashley Community Board  
Waimakariri District Council  
Private Bag 1005  
RANGIORA 7440

Thank you.

Dear Mrs Courtney

Thank you to you and the Rangiora Ashley Community Board for your generous grant of $575.00.

The staff at our North Canterbury Totara centre are very pleased. This grant will definitely add much to our garden project. We have had grants from two other funders now and we are going ahead with the work to establish this nice outdoor and garden area.

We believe it will benefit our clients greatly as well as being a place where families and guests can socialise. When it is finished, we will send you an invitation to the opening.

Thank you again to the Rangiora Ashley Community Board / Waimakiriri District Council for your contribution.

With kind regards,

Yours Sincerely,

Vaughan Milner
Chief Executive Officer

PS: Apologies if this receipt took a little time to reach you.

THIS LETTER FORMS YOUR OFFICIAL RECEIPT – PLEASE RETAIN FOR TAX PURPOSES

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<th>DATE: 20/12/2016</th>
<th>RECEIPT NO: 6508</th>
<th>ID: 6343</th>
<th>IRD NO: 10-928-117</th>
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<td>RECIPT NO: 6508</td>
<td>DONATION: $575.00</td>
<td>ID: 6343</td>
<td>Charities Commission No: CC21765</td>
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</table>

Mrs Louise Courtney  
Waimakariri District Council  
Rangiora Ashley Community Board  
Private Bag 1005  
RANGIORA 7440

Presbyterian Support Upper South Island  
44 Bealey Ave, PO Box 13 171, Christchurch 8141  
Telephone: (03) 366 5472 Fax (03) 379 6235  
Website: http://psuppersouth.org.nz/
Dear Judith

The Hegan reserve is a fantastic area that borders our school.

The students have really enjoyed being part of the planning, and doing of work to transform it into the reserve we see today.

The last legacy of the plans, and the sculpture that one of our students designed have made a very strong connection to our school.

We have worked hard to make the boundary of the reserve and our school to be “blurred” so our planting and landscaping on our side of the boundary complements the reserve. I know our students really enjoyed the most recent planting activity at the Hegan, and we viewed it as a very educational experience.

The stream that runs through our school and the reserve is a real focus for us and we have been working with fish & game to grow salmon that were released into the river last year and should return for spawning in 3 years time. As a consequence the health of the river which of course is directly related to the surrounding riverbank is of direct relevance to the Hegan reserve and our school property.

I should also point out that as our school and Southbrook school share a boundary with the reserve we have been working together as two schools on this – and that wouldn’t have happened without the council inviting us to work together on this project.

Kind regards

Stephen Walters
Principal
Rangiora New Life School
P 03 313 6332
C +64 27 778 3839
WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO: GOV-26-11-06 / 170227018438
REPORT TO: Rangiora-Ashley Community Board
DATE OF MEETING: 8 March 2017
FROM: Jim Gerard, Chairperson Rangiora-Ashley Community Board
SUBJECT: Chair’s Diary for February - March 2017

1. SUMMARY

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT/MEETING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 2 February</td>
<td>• District Licencing Committee Hearing</td>
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<td></td>
<td>• Relay for Life launch</td>
</tr>
<tr>
<td>Friday 3 February</td>
<td>• Filming of Board Historic photographs on Rangiora BNZ wall</td>
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<tr>
<td>Tuesday 14 February</td>
<td>• Waimakariri Community Networking Group</td>
</tr>
<tr>
<td>Wednesday 15 February</td>
<td>• Canterbury Rural Community Organisation Grants Scheme (COGS) Meeting</td>
</tr>
<tr>
<td>Monday 20 February</td>
<td>• Friends of the Town Hall meeting</td>
</tr>
<tr>
<td>Tuesday 21 February</td>
<td>• Meeting Council’s Manager, Finance and Business Support, Jeff Millward</td>
</tr>
<tr>
<td></td>
<td>regarding Rates</td>
</tr>
<tr>
<td>Wednesday 22 February</td>
<td>• Volunteer Action Team</td>
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<td>• Rangiora-Ashley Community Board Plan Meeting</td>
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<td>• Last Wednesday Club</td>
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<td></td>
<td>• Timebanking Meeting</td>
</tr>
<tr>
<td>Friday 24 February</td>
<td>• District Licencing Committee Meeting</td>
</tr>
<tr>
<td></td>
<td>• Meeting with residents regarding proposed walking/cycling track along part of Cones Road</td>
</tr>
</tbody>
</table>

2. RECOMMENDATION

THAT the Rangiora-Ashley Community Board:

(a) Receives report No.170227018438.

Jim Gerard QSO
CHAIRPERSON