

The Chairman and Members

**WOODEND-SEFTON COMMUNITY BOARD**

**A SUPPLEMENTARY AGENDA** for the meeting of the **WOODEND-SEFTON COMMUNITY BOARD** to be held at the Woodend Community Centre, School Road, Woodend on **Monday 14 August 2023** at 5:30pm.

Thea Kunkel  
Governance Team Leader

**SUPPLEMENTARY AGENDA BUSINESS**

Page No

**6 REPORTS**

**6.3 Woodend-War Memorial – Proposal for Additional Planting – Grant Stephens (Greenspace Design and Planning Team Leader)**

2 - 15

*RECOMMENDATION*

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 230803118010
- (b) **Notes** the concerns raised regarding this proposed planting within this report relating to; not meeting the design intent, blocking visibility and access, CPTED concerns and the potential negative impact on ANZAC services as well as the existing trees.
- (c) **Declines** the proposed planting plan for the Woodend War Memorial
- (d) **Thanks** the Woodend Pegasus Lions and John Archer for their time putting this proposal forward to the Board and notify them of the decision to not proceed with this planting.

**WAIMAKARIRI DISTRICT COUNCIL**

**REPORT FOR DECISION**

**FILE NO and TRIM NO:** GOV-26-09-06 /CPR-04-05-26-02/230803118010

**REPORT TO:** Woodend Sefton Community Board

**DATE OF MEETING:** 14<sup>th</sup> August 2023

**AUTHOR(S):** Grant Stephens – Greenspace Design and Planning Team Leader

**SUBJECT:** Woodend War Memorial – Proposal for Additional Planting

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

  
\_\_\_\_\_  
General Manager

  
\_\_\_\_\_  
Chief Executive

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**1. SUMMARY**

- 1.1. The purpose of this report is to provide information regarding a proposal for additional planting for the Woodend War Memorial initiated by the Woodend Pegasus Lions Club. The memorial was originally constructed in 2019 as a major project of the Lions Club who worked with Council to create the memorial and surrounding landscape features, including two seats, some annual gardens and a flagpole. These complemented the three existing Oak trees on site, at the centre of which stands the memorial. The Lions Club have provided to staff a new concept plan for additional planting around the perimeter of the site and requesting permission to undertake this planting.
- 1.2. Staff have reviewed the planting plan and highlighted significant concerns around this proposal, both to the landscape architect John Archer and also previously to the Board who have requested this report. It has also been noted that any changes to the landscaping such as additional gardens will require a resource consent amendment - the costs of which are discussed below. Based on the concerns raised and discussed in the body of this report (design intent, access, CPTED (Crime Prevention Through Environmental Design), and the impact on ANZAC services as well as the existing trees) staff do not recommend approving the proposed planting plan for the Woodend War Memorial.

Attachments:

- i. Proposed Woodend War Memorial Planting Plan (Trim: 230803118015)
- ii. Fee Waiver Information Sheet (Trim: 230502060930)

**2. RECOMMENDATION**

**THAT** the Woodend Pegasus Community Board:

- (a) **Receives** Report No. 230803118010
- (b) **Notes** the concerns raised regarding this proposed planting within this report relating to; not meeting the design intent, blocking visibility and access, CPTED concerns and the potential negative impact on ANZAC services as well as the existing trees.
- (c) **Declines** the proposed planting plan for the Woodend War Memorial
- (d) **Thanks** the Woodend Pegasus Lions and John Archer for their time putting this proposal forward to the Board and notify them of the decision to not proceed with this planting.

### 3. **BACKGROUND**

- 3.1. In 2017 The Woodend Lions Club approached Council with a request to create an official war memorial in Woodend to remember those from Woodend who have fallen and utilised as part of ANZAC day commemoration services. A design was created by Peter Dunn and in June 2017 staff brought a report to the Woodend Sefton Community Board seeking approval for the location and design of this memorial. The report also provided information relating to this memorial to enable the Board to decide on the approval of any General Landscaping funds going towards this project.
- 3.2. The Board approved the proposed location and design and granted \$5000 towards this project from the General Landscaping Budget. Staff then applied for a resource consent amendment for the approved landscape plan for the memorial and once this was approved, this memorial was constructed by Peter Dunn and a dedication ceremony was held to open the memorial on the 8<sup>th</sup> December 2019 attended by many community members, the RSA and elected representatives.



- 3.3. Staff have had two requests to further improve the Woodend War Memorial area. Previous Board Member John Archer has created a concept plan for planting around the memorial on behalf of the Woodend Pegasus Lions Club and The Lions Club have made a direct request for a floodlight on the memorial. This report discusses the proposed planting around the memorial. Staff are currently gathering more information regarding the floodlight which will come to the Board at a later meeting.

### 4. **ISSUES AND OPTIONS**

- 4.1. The attached planting plan was provided to Greenspace Staff by previous Board Member John Archer as an idea to improve the amenity and aesthetics of the Woodend War Memorial area. This was provided to the Board including a deputation from John in early 2023 and the Board have requested further information around this proposed planting. This plan includes a variety of native species of mixed heights forming a screen around the northern side of the memorial area. Staff agree that planting this area could soften the landscape and improve the aesthetics of the site and would create a more intimate contemplative space for people to sit. The use of native plants would also add to the biodiversity of the area. However, Staff have concerns regarding this proposed planting and do not believe that it is appropriate for this space for the following reasons;
- 4.2. Design Intent: The intent behind the style and location of the memorial was that it would be in a prominent, visible location and constructed from hard, robust materials such as concrete and granite to show the harshness and reality of war. Even the barbed wire motif around the base speaks to this intent. The memorial is currently clearly visible from the street, the Community Centre, the car park and the retail area due north of the

memorial making it very prominent. The inclusion of soft plantings around the back of the memorial would not only reduce visibility of the memorial from that side making it less prominent but would also act to soften the whole theme of the memorial.

- 4.3. Access: The proposed planting plan prevents access from the existing car parks due north of the space into the war memorial area which is a common area for visitors to the memorial to park. These are also where visitors who may be less able bodied can park and look directly from within their car towards the memorial. Planting in this location would block this access and view while also blocking visibility from the street into the car park area.
- 4.4. CPTED: The proposed planting goes all the way to the footpath on the right-hand side of the site. The Council owned reserve land actually stops approximately 2.5m before the path so this would need to be altered or permission granted by the landowner. Either way staff have concerns regarding high plants along this side (some of which are 5m+) which would create a narrow pathway between the eastern building and the planting with opportunity for people to hide within the planting. Currently the site is very visible from all sides meaning that will full vandalism or damage is less likely. The loss in visibility from the northern side means there is less passive surveillance of the memorial in the evening from people accessing the retail area and carpark behind the memorial. This could mean there is more opportunity for this to occur.
- 4.5. ANZAC Services: At previous ANZAC commemorations at this memorial, staff have noted people arriving from the main car park and accessing the site by foot from the northern side. Many people also stand in the area currently proposed as gardens and at one event a large flag rigging was erected in this location. The proposed garden would therefore limit the use of this space for these practices during ANZAC and other commemorative services.
- 4.6. Trees: There are currently three pin oak trees growing within this space with the memorial located centrally between them. These trees in time will grow to create a canopy over the memorial making it an inviting space to sit in and giving a sense of enclosure without the lack of visibility created by the proposed planting. Ideally we would not add competition for water/nutrients by planting any plants within the root zone of the existing trees (namely the centre one which appears on the edge of the garden).
- 4.7. Staff have provided this feedback to the Board and John Archer previously along with information regarding the process required to make landscape changes. This whole site comes under the resource consent conditions for the Community Centre. Section 4.3 states; *Landscaping of the site shall be completed in accordance with the attached approved application plan, with the exception of the western boundary (as per condition 4.1)*
- 4.8. Due to this condition, any change to the landscape within this site will require an amendment to the existing resource consent for the Woodend Community Centre. When the memorial was created, Greenspace Staff prepared and lodged an amendment for the memorial and planting proposed at the time which did not include this current proposal. Staff have confirmed with the Planning Team that a new amendment would be required for the proposed plantings. This is a process that will need to be gone through if the Board wish to progress and will incur standard resource consent amendment fees.
- 4.9. The fee for a resource consent amendment requires an initial deposit of \$ 900 and then depending on the work involved, may have additional costs added based on time if costs go over this. There is a possibility that this cost could be covered by Council however this would require a proposal to the Council's Fee Waiver Committee which would need to show that the project is for the public good.

- 4.10. As per the attached Consents Fee Waiver Information Sheet, the waiving of fees is intended to recognise exceptional circumstances. In part, it is designed to help community groups and organisations whose goals are aligned with the Council's community outcomes. Requests will be considered based on the following:
- The applicant/intended purpose of the development is 'not for profit'
  - Sufficient budget is available
  - The community value of the activity is clearly identified
  - The financial position of the applicant identifies hardship
  - Where exceptional circumstances may apply.
- 4.11. Based on the concerns raised above regarding design intent, access, CPTED, ANZAC services, and the impact on the existing trees staff do not recommend approving the proposed planting plan for around the Woodend War Memorial. Staff also note the costs associated with taking this further both in Greenspace staff time to prepare amendment documentation and in Resource Consent Fees (which may or may not be covered by the fee waiver). It is likely that many of the above concerns would be raised by the planning department during any resource consent process.
- 4.12. Were the Board to decide to proceed with the plan, this plan will need to be approved by the Board and the Lions Club would need to apply for a fee waiver for the resource consent fees. Should a waiver be approved, staff will prepare a consent amendment application, including an Assessment of Environmental and Visual Effects (required for the amendment). Staff estimate that this will likely require 12 hours of staff time to complete the application. If the waiver was not approved. Staff would notify the Lions of the cost implication and establish if they wish to proceed.
- 4.13. Should the amendment be approved, Staff would then work with the Lions to implement the planting (including any conditions noted in the consent) on site. While this planting would be paid for by the Lions Club, as it is on public reserve, staff would need to ensure any work was done in a manner in accordance with our Council Health and Safety policies and processes. If the amendment was not approved, staff would provide a memo to the Board and the Lions Club notifying that this work cannot proceed as it is not in accordance with the current resource consent conditions.

### **Implications for Community Wellbeing**

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

Greenspace staff have concerns as raised above about a number of aspects regarding the proposed planting for the war memorial – a number of which impact the users of this space. In particular, the concerns relate to the planting not meeting the CPTED principles of visibility and accessibility – both of which relate to keeping people safe in public spaces.

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

## **5. COMMUNITY VIEWS**

### **5.1. Mana whenua**

Te Ngāi Tūāhuriri hapū are likely to be affected by, or have an interest in the subject matter of this report. Should the Board choose to progress the planting plan project, staff will seek feedback from Te Ngāi Tūāhuriri and if any concerns are raised, these will be included in a resulting report back to the Board for discussion.

## 5.2. **Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. This project is a community led project initiated by the Woodend Pegasus Lions Club who are part of the Woodend Community. Staff will continue to liaise with this group around the outcomes of this report and work alongside them should the Board choose to proceed with the planting regarding the ongoing processes to get this completed. Staff have not currently spoken to any other groups or organisations regarding these seats.

## 5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. As the proposed recommendations of this report would not lead to any action, no consultation has been undertaken with the wider community on the proposed planting so as to not raise public expectation. Should the Board wish to proceed with the planting, there is a possibility that consultation may be triggered through the design or resource consent amendment phase.

## 6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

### 6.1. **Financial Implications**

There are financial implications of the decisions sought by this report. Should the Board choose to proceed with the planting plan for the memorial, this will incur standard resource consent amendment fees. The fee for a resource consent amendment requires an initial deposit of \$900 and then depending on the work involved, may have additional costs added based on time if costs go over this. There is a possibility that this cost could be covered by Council however this would require a proposal to the Council's Fee Waiver Committee. The cost of planting would then be met by the Woodend Pegasus Lions Club.

There would also be ongoing maintenance costs associated with the gardens which would be covered under the greenspace maintenance contract..

### 6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do not have sustainability and/or climate change impacts.

### 6.3. **Risk Management**

There are no risks arising from the adoption/implementation of the recommendations in this report. Should the Board choose to change these recommendations and approve the planting plan to proceed to implementation, there is a risk that this will be rejected through the consent amendment process but in the meantime the Lions and wider community expectation has been raised for a garden in this area.

### 6.4. **Health and Safety**

There are no immediate health and safety risks arising from the adoption/implementation of the recommendations in this report. Once more, if these are changed, staff have concerns regarding the impacts on CPTED and the safety of users that the proposed garden will have in the future. Should this proceed to implementation, it will require work to be undertaken within a Council Reserve and in particular holes being dug and the use of tools and machinery. If so, staff would require the contractor to be SiteWise approved and to submit an appropriate health and safety plan (Site Specific Safety Plan - SSSP) along with any required Traffic Management Plans. This would need to be approved and signed by the authorised Council staff member prior to construction beginning on site.

## 7. **CONTEXT**

### 7.1. **Consistency with Policy**

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

### 7.2. **Authorising Legislation**

Reserves Act 1977

Conditions of Resource Consent RC195089

### 7.3. **Consistency with Community Outcomes**

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

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

- There is a wide variety of public places and spaces to meet people's needs. <sup>1,2,3,4</sup>
- There are wide-ranging opportunities for people to enjoy the outdoors. <sup>1,3</sup>
- The accessibility of community and recreation facilities meets the changing needs of our community. <sup>1,2,3,4</sup>

#### ***The distinctive character of our takiwā - towns, villages and rural areas is maintained***

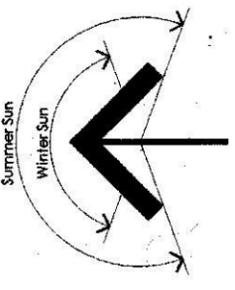
- The centres of our towns are safe, convenient and attractive places to visit and do business. <sup>1,2,3,4</sup>

#### ***People are friendly and caring, creating a strong sense of community in our District***

- There are wide-ranging opportunities for people of different ages, abilities and cultures to participate in community life and recreational activities. <sup>1,2,3</sup>

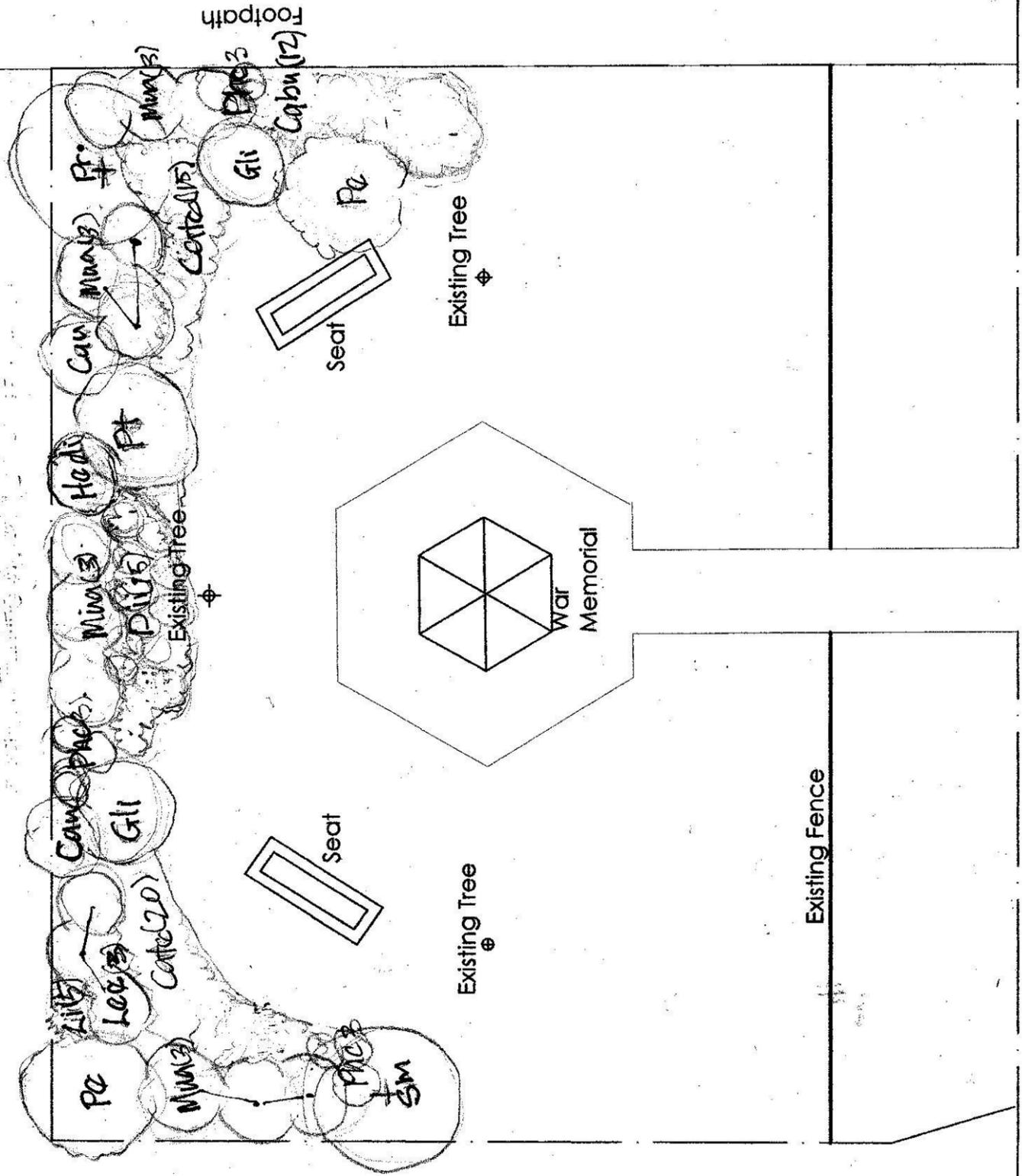
### 7.4. **Authorising Delegations**

The Woodend Sefton Community Board have the delegated authority to approve the recommendations within this report



### Woodend War Memorial Plant and Nursery List

Code	No	Species	Common Name	Cost	Total
Cabu	12	Carex buchananii	Sedge	\$8.57	\$102.81
Cate	35	Carex testaceae	Small colourful tussock	\$8.57	\$299.86
Cau	2	Cordyline australis	Ti kauka	\$5.69	\$11.39
Dii	15	Dianella intermedia	Turutu (NZ Wineberry)	\$6.90	\$103.50
Gli	2	Griselinea littoralis	Papauma (Broad leaf)	\$8.57	\$17.14
Hedi	1	Hebe diosmifolia	Mauve Flowered Hebe	\$8.57	\$8.57
Lee	3	Leptospermum ericoides	Kanuka	\$8.57	\$25.71
Lii	20	Libertia ixioides	Mikoiko (NZ Iris)	\$8.57	\$171.35
Mua	12	Muehlenbeckia astonii	Shrubby Tororaro	\$8.57	\$102.84
Pe	2	Pitosporum eugeniooides	Tarata (Lemonwood)	\$9.72	\$19.44
Phc	9	Phormium cookianum	Mountain Flax Smaller sp	\$8.57	\$77.13
Pr	1	Plagianthus regis	Manatu (Ribbonwood)	\$9.14	\$19.14
Pt	1	Pittosporum tenuifolia	Kohuhu	\$15.55	\$15.55
Sm	1	Sophora microphyllia	Kowhai	\$10.87	\$10.87
Grand Total					\$975.30



School Road

**John Archer**  
 LANDSCAPE ARCHITECT  
 18 Sandhill Road  
 RD 1,  
 KAIAPOI 7691  
 Ph (03) 327 6314  
 Ml 0274 332 558  
 Email johnarcher@gmail.com

scale: 1:100 @ A3  
 date: 05 May 2022  
 drawn: John Archer

# Woodend War Memorial

## GREENSPACE

# Consents Fee Waiver Information Sheet

The Council has a limited funding provision for consideration of reductions to building and resource consent fees. It delegates authority to approve any fee waivers to the Facilities and Consents Fee Waiver Subcommittee on a case-by-case basis.

Waiving of fees is intended to recognise exceptional circumstances. In part, it is designed to help community groups and organisations whose goals are aligned with the Council's community outcomes.

Requests will be considered based on the following:

- The applicant/intended purpose of the development is 'not for profit'
- Sufficient budget is available
- The community value of the activity is clearly identified
- The financial position of the applicant identifies hardship
- Where exceptional circumstances may apply.

### Grant funding process

If you would like to apply for a fee waiver, please complete the Fee Waiver Application form. Your application will be presented to the Council's Facilities and Consents Fees and Charges Subcommittee for consideration.

This assistance may be full payment of fees or partial payment depending on the group's ability to contribute and available Council budget.

Once an application for a waiver has been received, assessed, and the level of financial assistance determined, you will receive a letter confirming the outcome. If the application is approved, the value approved will be paid directly to the Waimakariri District Council after your consent has been processed. It is the responsibility of the applicant to ensure any balance is paid in a timely manner.

### Application requirements

All applications should include the following:

- A 1–2 page summary balance sheet and an income and expenditure statement which shows their current financial assets and liabilities OR a bank statement which shows the position of the group applying. A template has been provided with this application to use.
- Applicants must declare other sources from which funding has been applied for, or granted from.
- When assessing grant applications the Council considers a number of factors in its decision making. These include, but are not limited to: type of group, time frame, benefits to the community and costs being contributed. The more information you as a group can provide, including benefits to participants, the better informed the Council is. You are welcome to include a covering letter as part of your application.

PLEASE NOTE: Applications cannot be processed until this information is received.

**GREENSPACE**

# Consents Fee Waiver Application

Please read the **Consents Fee Waiver Information Sheet** before submitting your application.

**PLEASE NOTE:** This is not a Consent application and this needs to be completed separately.

## Applicant details

Company/Trust/Organisation name: \_\_\_\_\_

Application date: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

## Application

What is the legal status of your group? *Charitable trust, incorporated society, non-profit organisation, informal group, other.*

## Please provide a brief description of your group

Number of members: \_\_\_\_\_ Membership charge: \_\_\_\_\_

Hours group operates: \_\_\_\_\_

Tell us about your group and what you do. Outline the activities the group will undertake within the building or land:

Are you applying for a building consent waiver or resource consent waiver?

Building consent waiver

Resource consent waiver

If there is more than one owner or occupier of the site, please provide the full name and address details of each owner or occupier (other than the applicant) to which the application relates.

Full Name	Address

The application for a consent will relate to the property located at the below location(s):

Street address: \_\_\_\_\_

Legal description: \_\_\_\_\_

General description: \_\_\_\_\_

Please outline the activity you are intending to undertake and to which the application relates e.g. what is the consent for?

*Use an additional page and attach to the application if required.*

Would your group be viable whilst paying the standard consent fee?    Yes    No

Please detail the financial position of the group and how paying the standard consent fee would cause a financial barrier or cause your group to not be viable:

*Note: Please attach supporting evidence to your application.*

Please detail why your group should be considered for a consent waiver and what actions this would allow your group to undertake:

Has your group undertaken other fundraising towards this project? List any organisations you have applied to, or intend to apply to, for funding:

Please list if you are applying for a contribution towards your consent or for a waiver of the total cost.

Full fee waiver

Part waiver \_\_\_\_\_



# Statement of Assets and Liabilities

Name of Group: \_\_\_\_\_

As at: \_\_\_\_\_ *Enter date.*

ASSETS	
<b>CURRENT ASSETS</b> <i>For example: funds-on-hand, bank account balances</i>	<b>AMOUNT</b> \$
<b>NON-CURRENT ASSETS</b> <i>For example: fixed assets, buildings etc</i>	<b>AMOUNT</b> \$
<b>Total Assets</b>	
LIABILITIES	
<b>LIABILITIES</b> <i>For example: loans, unexpended grants etc</i>	<b>AMOUNT</b> \$
<b>Total Liabilities</b>	
<b>NET ASSETS</b> <i>Total Assets minus Total Liabilities</i>	\$

## Notes

Use this section to provide further clarification or explanation of any of the items in your financial statements. You can also provide details of any funds that are tagged for specific projects.

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Use this section to provide further clarification or explanation of any of the items in your financial statements. You can also provide details of any funds that are tagged for specific projects.