PRESENT
J Watson (Chairperson), R Blair, M Pinkham and P Redmond.

IN ATTENDANCE
Councillor A Blackie
J Palmer (Chief Executive), Mayor D Ayers, C Brown (Manager - Community and Recreation), J McBride (Roading and Transport Manager), B Rice (Senior Transport Engineer), K Straw (Civil Projects Team Leader) and E Cordwell (Governance Team Leader).

1 APOLOGIES
Moved J Watson  Seconded P Redmond
THAT apologies be received and sustained from C Greengrass, S Stewart and N Atkinson.
CARRIED

2 CONFLICTS OF INTEREST
M Pinkham for Item 15.2 as a member of the Kaiapoi Promotions Association.

3 CONFIRMATION OF MINUTES
3.1 Minutes of the Kaiapoi-Tuaihiwi Community Board – 15 October 2018
Moved J Watson  Seconded P Redmond
THAT the Kaiapoi-Tuaihiwi Community Board:
(a) Confirms the circulated minutes of the Kaiapoi-Tuaihiwi Community Board meeting, held 15 October 2018, as a true and accurate record.
CARRIED

4 MATTERS ARISING
P Redmond noted that the sundial had been installed.
Approximately 20 camellias and rhododendrons had been collected by the community via You Me We Us.
5 DEPUTATIONS AND PRESENTATIONS
Tracy Doe and Cat Hannah of Neighbourhood Support were again unable to attend. E Cordwell provided members with the material that had been provided by Neighbourhood Support to the other Community Boards.

6 ADJOURNED BUSINESS
There was no adjourned business.

7 REPORTS
7.1 Service Request Information – Maree Harris (Customer Services Manager)
J Palmer provided members with an overview of the report and statistical graphs. It is proposed to present a report on a quarterly basis to each of the Boards and staff are seeking feedback on any additional areas for reporting that would be helpful.

WDC is working hard to ensure that customer service performance is much more visible to all concerned.

R Blair felt that it was important for the customer to receive feedback on the progress of their request and how this occurred.

J Palmer replied that he wished to see more consistency in the tracking of progress and feedback. Some residents seek feedback and others are content to have logged the call. Staff are seeking new ways to interact and communicate with customers.

P Redmond queried the best way to record problems and mentioned the Snap Send Solve (SSS) App which he has used and whether this is the best mechanism.

J Palmer said that staff encourage residents to use phone, email, SSS, visit or any other form of communication. All are processed and logged the same way once they are received.

M Pinkham queried the typical response time. J Palmer advised that each business area has different response times according to the nature of the issue. For example under one hour for a dog attack or water outage. Others can be a matter of days or included in a future project or at the right time of year/seasonal.

Categories and response times had been set in 2014 and were now under review.

M Pinkham also queried the % of SSS and J Palmer believed it was approximately 10% of the total requests received.

P Redmond found the report useful noting that parks and greenspace seemed to have an increasing number of issues. C Brown advised that staff and contractors are now using the service request system themselves to monitor their own responses and work and that was a contributing factor.

J Palmer added that the drier winter had also impacted on some services such as drainage.
Moved J Watson  Seconded M Pinkham

THAT the Kaiapoi Tuahiwi Community Board:

(a) Receives report No: 181026126010.
(b) Notes that all Boards will receive quarterly reports.
(c) Notes the importance of ensuring service requests are lodged in the Technology One computer system to enable effective response management and monitoring.

CARRIED

7.2 Kairaki Reserve Redevelopment Draft Concept Plan – Dan Cameron, (Community Engagement Officer)

C Brown provided an overview of the report. He noted that there had been Public Toilet and Play Strategy Reviews and that the recommendations took account of these.

The toilets at Kairaki Reserve are some of the worst in the district and the proposal is to replace them. There is also funding to replace the playground equipment.

Staff have undertaken preliminary consultation and developed a concept plan which and now wish to go to wider formal public consultation with users of the space. It is currently proposed to move the playground nearer to the car park. The location of the toilets is limited to the availability of water and other services but also need to be on higher ground if possible to prevent flooding. The half basketball court will be retained. There is also a proposal for a sealed path and some seating.

A Blackie expressed support for the whole concept and the work staff had done to develop the concept. C Brown agreed and hoped that there would be few changes identified due to the work already undertaken. It would be good to ensure engagement and feedback from all users of the area and any further suitable suggestions.

A Blackie noted the poor state of the car park surface and that there was no budget assigned under the LTP until 2021. He asked if the council should be spending money on the other facilities if the car park was so poor. He also queried if it was feasible to tar seal the area given the low lying nature and flood prone aspect of the land. C Brown advised that 50% of the funding for the car park area would be available in 2020. The top car park was poor but the bottom car park was only protected by stop banks. The pot holes are regularly maintained but it does present a challenge.

J Watson asked for further clarity on car park maintenance as she had also noted a significant deterioration. C Brown advised that it was ongoing and usually twice a year for potholes but additional work was undertaken sometimes and that he would organise this again.

Sealing would be considered in 2019/20. J Watson asked if this would align with the playground installation and C Brown said that it would.

M Pinkham queried whether the toilets could be located on a raised platform to prevent flooding. C Brown said that the proposed new site is slightly higher than current and that the advice of drainage staff will be sought on its construction.

The toilets cannot be located on the top terrace as there are no services and it would be too costly to install such connections.
THAT the Kaiapoi Tuahiwi Community Board:

(a) Receives report No. 181025125234

(b) Approves staff to undertake public consultation on the proposed Draft Concept Plan for Kairaki Reserve

(c) Notes that staff will bring a further report to the Board on the outcome of the public consultation.

CARRIED

7.3 **Meeting Dates from February 2019 to October 2019 – Edwina Cordwell (Governance Team Leader)**

The report was taken as read.

THAT the Kaiapoi Tuahiwi Community Board:

(a) Receives report No. 181030127236.

(b) Resolves to hold Board meetings at the Ruataniwha Kaiapoi Civic Centre, Williams Street, Kaiapoi, commencing at 4.00pm, on the following dates:

- Monday 18 February 2019
- Monday 18 March 2019
- Monday 15 April 2019
- Monday 20 May 2019
- Monday 17 June 2019
- Monday 15 July 2019
- Monday 19 August 2019
- Monday 16 September 2019.

CARRIED

7.4 **Submissions on the Draft Zone Implementation Programme Addendum and Greater Christchurch Element of the Draft Regional Public Transport Strategy – Edwina Cordwell (Governance Team Leader)**

E Cordwell advised that the report was to formally ensure that the Board’s submissions were a matter of public record.

THAT the Kaiapoi Tuahiwi Community Board:

(a) Receives report No. 181030127314.

(b) Notes the Board’s submissions to the Draft Zone Implementation Programme Addendum and Greater Christchurch Element of the Draft Regional Public Transport Strategy.

CARRIED
8 MATTERS REFERRED FROM THE REGENERATION STEERING GROUP

8.1 Kaiapoi Reserves Master Plan – Sarah Lodge (Communications Advisor – District Regeneration) and Michelle Flanagan (Landscape Planner – District Regeneration)

C Brown took the report as read.

P Redmond queried an entry on Page 118 regarding the softball diamond and location of the car park and overflow car parking.

There was also a query on connecting walkways. C Brown outlined previous discussions on the matter and the various paths and cycle ways that had resulted from these. He also advised that overflow parking is needed very occasionally and could be addressed in the future if this became an issue. He felt that once users of the area had a chance to get to know the various new sports and reserve areas as well as car parks and walkways things would soon settle into a pattern.

J Palmer provided further reassurance on options should the need arise.

P Redmond asked if the ‘overflow’ area could have some shingle and J Palmer agreed that it could and also a chain and padlock to manage appropriate usage.

C Brown also advised that softball is currently a popular and growing sport but it is not yet clear whether this will be ongoing.

P Redmond had further queries on various aspects of the maps presented in the report, including the proposed dog park and how this would be accessed. J Palmer provided responses.

P Redmond advised that he had attended the Drop In Session at Paris for the Weekend and that the Coastguard had mentioned access by the public to the boat ramp and the possibility of access over the stop bank.

There was a variety of discussion of this as well as the Askeaton boat ramp. C Brown advised that from the outset there had been public support for improvements to the Askeaton boat ramp rather than the Coastguard ramp for public boat launching. There was overwhelming preference for Askeaton as being easier to access and park trailers etc.

M Pinkham was supportive of the Askeaton ramp and that funds should be allocated to this in preference.

M Pinkham also queried the nature of the shared walkway/cycleway and the widths as defined on the indicative maps. C Brown advised of the various key linkage and recreational routes with regard to the sports grounds, surrounding roads and stormwater area.

A Blackie also observed that at various CERA and Regeneration working parties, Environment Canterbury were not in favour of access over the stopbank to the boat ramp and that there would be significant cost. This was why it had not been included.

P Redmond also supported the Askeaton boat ramp.
THAT the Kaiapoi-Tuahiwi Community Board:
(a) Receives report No. 181011118491.
(b) Approves the Reserves Master Plan for the Kaiapoi East Regeneration Areas.
(c) Notes that $18.6 million has been allocated for the implementation of the Recovery Plan, and this includes the development of the new reserves in the Kaiapoi Regeneration Areas.
(d) Notes that staff will progress with the design and development of the sports fields, softball diamonds, dog park, community BMX track, and stormwater management area, and recreation and ecological linkages without further community consultation.
(e) Notes that the Reserves Master Plan will be updated once the new reserve names are adopted.
(f) Circulates this report to the Community and Recreation Committee for their information.

CARRIED

J Watson stated that she felt the proposals would work well.

9 CORRESPONDENCE

J Watson noted the invitation to the Te Kohaka o Tuhaitara Trust End of Year Function on Wednesday 5 December at 5pm.

10 CHAIRPERSON’S REPORT

10.1 Chair’s Diary for October-November 2018

THAT the Kaiapoi-Tuahiwi Community Board:
(a) Receives report No. 181113133573.

CARRIED

11 MATTERS REFERRED FOR INFORMATION

11.1 Oxford-Ohoka Community Board meeting minutes – 3 October 2018 (Trim No. 180926111501).
11.2 Rangiora-Ashley Community Board meeting minutes – 10 October 2018 (Trim No. 181003114872).
11.3 Woodend-Sefton Community Board meeting minutes – 8 October 2018 (Trim No. 181003114663).
11.4 Review of Water Supply Bylaw 2012 – report to Utilities and Roading Committee 16 October 2018 (Trim No 180910103408).
11.5 Annual Compliance Report for Waimakariri District Council owned Drinking-Water Supplies with the Drinking Water Standards for New Zealand – report to Utilities and Roading Committee 16 October 2018 (Trim No 181002113999).
11.6 Adoption of Reviewed Kaiapoi Town Centre Plan – 2028 and Beyond – report to Council 6 November 2018 (Trim No 181001113553).
Moved R Blair       Seconded P Redmond

THAT the Kaiapoi-Tuahiwi Community Board receives the information in items 11.1-11.6.

CARRIED

Note: Items were circulated to Board members separately.

12 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.

P Redmond

24 October       Attended Wellbeing North Canterbury AGM and 30th Anniversary.
19 October       NZTA Drop In regarding Woodend traffic and pedestrian safety.
6 November       Reserve Master Plan Drop In session at Paris for the Weekend. Noted few attended.

Regeneration Steering Group meeting.

11 November      Armistice Commemoration Service in Kaiapoi with J Watson and C Greengrass.
12 November      Mix n Mingle. M Pinkham also attended.
19 November      Kaiapoi North School morning tea 'shouted' by the Community Board. Principal very appreciative of the support.

M Pinkham

31 October       Wellbeing North Canterbury AGM.

Rangiora Promotions Association meeting.

5 November       Greater Christchurch Transport Strategy hearing to present the Board’s submission and a personal submission.

Regeneration Steering Group meeting.

6 November       Kaiapoi Promotions Association (KPA) meeting with WDC staff re Kaiapoi Christmas Carnival. Very impressed with the support from WDC.

11 November      Armistice Commemoration Service.
12 November      Wellbeing North Canterbury hosted session with KPA.
15 November      KPA Committee meeting to finalise Carnival arrangements.

A Blackie

- Attended event at Kairaki Beach aimed at increasing awareness of the Northern Pegasus Bay bylaw. WDC staff, ECAN Ranger, BBQ and Kairaki beach Fire Fighters all there. Little awareness of the bylaw or that driving was not permitted on the beach. Low turnout as the weather had been poor.

- Advised that the potential Kaiapoi Off Road event had been cancelled.

- Query raised over potential old Pa site on Courtenay Drive. J Palmer to follow up.
• Update on trenching project on S Eyre road and whether this had any beneficial impact on prevention of nitrate leaching. Results were awaited but some issues encountered with trench collapse.

R Blair
• Had also attended the Wellbeing North Canterbury AGM.
• Advised of Darnley Club Christmas events.

J Watson
• J Watson advised members of the Pines Beach Gala on 25 November and the Tuahiwi fair on 24 November.
• Expressed her thanks to all WDC staff involved in organising the morning tea for the staff of Kaiapoi North School.

13 CONSULTATION PROJECTS

Our Space 2018-2048 Greater Christchurch Settlement Pattern Update
Consultation closes Friday 30 November 2018.
http://www.greaterchristchurch.org.nz/ourspace

14 REGENERATION PROJECTS

14.1 Town Centre, Kaiapoi
Updates on the Kaiapoi Town Centre projects are emailed regularly to Board members. These updates can be accessed using the link below:

14.2 Kaiapoi Regeneration Steering Group
The next meeting of the Kaiapoi Regeneration Steering Group will be held in Meeting Room 1, Ruataniwha Kaiapoi Civic Centre, 4pm on Monday 3 December 2018. This meeting is open to the public.

15 BOARD FUNDING UPDATE

15.1 Board Discretionary Grant
Balance as at 9 October 2018: $4,048 (including carry forward).

15.2 Retrospective Approval of Discretionary Grant Application.
E Cordwell advised of a late report to ratify the Board’s prior decision (via email) to award a Discretionary Grant and sought the Board’s approval to consider this.

Moved J Watson    Seconded P Redmond
THAT the Kaiapoi-Tuahiwi Community Board:
Agree to receive and consider the report – ‘Ratification of Approval of Urgent Discretionary Grant Application’ (TRIM No. 181119135222).

CARRIED
E Cordwell presented the report advising that the Board’s decision had been taken under urgency in view of the specific and unique circumstances surrounding the fire at Kaiapoi North School.

The Board had approved via email a fully completed and valid application for funding from the Kaiapoi Promotions Association to enable the children to continue to take part in the Santa Parade on 1 December 2018. The funds would be used to create the float static display and a range costumes including fairy wings for the 51 children at the school. This report was to ratify the decision and ensure that the decision was in the public arena and formally recorded.

Moved P Redmond seconded J Watson

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No. 181119135222.

(b) Notes the application for funding from the Kaiapoi Promotions Association (Trim No. 181112133268).

(c) Ratifies the Board’s decision, via email on 13 November 2018, to grant $500 to the Kaiapoi Promotions Association to enable 51 children at Kaiapoi North School to continue to be part of the Kaiapoi Carnival and Santa Parade on 1 December 2018.

CARRIED

M Pinkham sat back from the table and took no part in the voting thereon.

J Watson thanked staff and Board members for all their work to enable the grant to be approved in these unique circumstances.

15.3 General Landscaping Budget

Balance as at 12 September 2018: $46,420 (including carry forward).

16 MEDIA ITEMS

None.

17 QUESTIONS UNDER STANDING ORDERS

None.

18 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

None.

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board is scheduled for 4pm, Monday 17 December 2018 at the Ruataniwha Kaiapoi Civic Centre.

The meeting closed at 5.05pm
Workshop

- Walkways and Cycleways – Bill Rice (Senior Roading Engineer)

Members discussed various potential walkways and cycleways across the district and connecting the various townships.

- Members Forum