

MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI, ON MONDAY, 17 AUGUST 2026, AT 5 PM.

PRESENT

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

IN ATTENDANCE

S Powell (Kaiapoi-Woodend Ward Councillor).

C Brown (General Manager Community and Recreation), S Morrow (Rates Officer – Property Specialist), and A Connor (Governance Support Officer).

1 APOLOGIES

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives and sustains** apologies for absence from B Cairns.

CARRIED

2 CONFLICTS OF INTEREST

No conflicts of interest were declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 20 July 2026

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 20 July 2026, as a true and accurate record.

CARRIED

3.2 Matters Arising (From Minutes)

S Stewart advised the Board that, since the previous meeting, David Moffat had been appointed President of Grey Power.

P Redmond sought an update on the additional information requested regarding the North Canterbury Dive Club Discretionary Grant funding application, tabled at the previous meeting. A Connor advised that the Club had not yet provided the requested information and that a report would be presented to the Board at its September meeting.

4 DEPUTATIONS AND PRESENTATIONS

Nil.

5 ADJOURNED BUSINESS

Nil.

6 **REPORTS**

6.1 **New Road Name Request from Fortis Land Holdings Limited** – S Morrow (Rates Officer – Property Specialist)

S Morrow advised that approval was sought for the name of a new private right-of-way located off 89 Sneyd Street, Kaiapoi. He explained that the developer submitted the proposed name after Council staff determined the right-of-way would serve more than four allotments and therefore required a formal road name.

H Carroll noted that the report identified 'Old Tavern Lane' as the preferred name while also presenting alternative options. She commented that the proposed name was not particularly distinctive and queried whether a name more closely reflecting the connection to Sneyd Street would be more appropriate. S Morrow advised that a name incorporating 'Sneyd' would not be considered suitable, as road names that were the same as, or similar to, existing road names were avoided due to the potential for confusion, particularly for emergency services.

P Redmond enquired whether the name of 'Arms Tavern Lane' had been considered. S Morrow observed that the name had not been included among those proposed by the developer; however, the Board could consider it if it wished.

In response to a question from T Bartle, S Morrow advised that it was not the Council's role to interpret the meaning or intent of a name proposed by a developer, but rather to assess whether the proposed name complied with the Council's Naming Policy.

Moved: H Carroll

Seconded: J Watson

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 260806227290.
- (b) **Approves** the following proposed road name for a new private Right of Way as shown on Trim 260806227276.
 - 1. Tavern Lane (Private Right of Way).
- (c) **Notes:** The Board may replace the name with any other of the developer's preferred names.

CARRIED

H Carroll expressed the view that 'Tavern Lane' was a more appropriate and appealing road name than 'Old Tavern Lane'. She considered that the name retained the historical connection to the area while being simpler and more inviting.

J Watson supported H Carroll's comments and concurred with her preference for the name 'Tavern Lane'.

6.2 **Applications to the Kaiapoi-Tuahiwi Community Board's 2026/27 Discretionary Grant Fund** – T Kunkel (Governance Team Leader)

A Connor advised the first application was from Big Brothers Big Sisters of North Canterbury, who were seeking funding toward the production of a 15-second cinema advertisement to be shown at the Rangiora Town Hall before movies. The advertisement was intended to encourage more people to volunteer as mentors for the organisation's youth mentoring programme. It was noted that the organisation had applied for \$750, which complied with the Board's discretionary grant criteria. The applicant had advised that approximately 35% of programme participants were from the Kaiapoi-Tuahiwi area, although the benefits of the project would extend across the wider district.

A Connor further advised that the organisation had applied to all Community Boards. The Oxford-Ohoka Community Board had approved \$300, the Woodend-Sefton Community Board had approved \$375, and the Rangiora-Ashley Community Board had approved \$1,000.

P Redmond asked whether the other Community Board granted what Big Brothers Big Sisters of North Canterbury had applied for. A Connor confirmed that, except for the Oxford-Ohoka Community Board, they had been granted the full amount requested. The Oxford-Ohoka Community Board had approved \$300 of the \$375 applied for.

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 260710165342.
- (b) **Approves** a grant of \$750 to Big Brothers Big Sisters of North Canterbury towards the production of a 15-second cinema advertisement.

CARRIED

J Watson indicated her support for the motion, noting that Big Brothers Big Sisters of North Canterbury was a highly regarded organisation that provided valuable services to the community.

T Bartle also supported the motion, noting that Big Brothers Big Sisters of North Canterbury provided important assistance to vulnerable young people in the community. He commented that the organisation delivered significant social benefits and considered it a worthwhile recipient of funding.

P Redmond noted that the reported figure of 35% of beneficiaries residing within the Board's area was of limited relevance, as the cinema advertisement would be screened at Rangiora Cinemas and was intended to attract mentors from across the wider Waimakariri District. He acknowledged that Big Brothers Big Sisters of North Canterbury received an annual operational grant from the Council and occupied Council-provided premises at the War Memorial Hall. However, P Redmond also noted that the organisation received no government funding and relied on fundraising activities to support staffing and the administration of its mentoring programme. He considered the request to be an appropriate use of Community Board funding and indicated his support for the application.

A Connor advised that the second application was from the All Stars Marching Team, which sought funding assistance for transportation costs associated with attending the 2026 South Island Marching Championships. The organisation had applied for \$750, and the application complied with the Board's Discretionary Grant Fund criteria.

P Redmond questioned the community benefit of providing funding assistance to a relatively small group to attend a competition outside the Waimakariri District. J Watson acknowledged that the application differed in nature from others considered by the Board; however, she noted that the organisation was a community group that provided opportunities and activities for local residents.

T Bartle noted that, while the application involved older participants, the organisation also included a significant number of younger members. He commented that the involvement of older participants encouraged and inspired younger members progressing through the organisation.

A Campbell expressed concern that the All Stars Marching Team applied for funding each year and asked when recurring applications might be regarded as operational funding. A Connor advised that this was a matter for the Board's discretion; however, funding was generally considered operational where support was sought for the same activity or purpose on an ongoing annual basis. She noted that where organisations repeatedly

applied for funding for the same item, they were encouraged to identify alternative projects or activities for future funding applications.

T Bartle further enquired whether the organisation had sought funding from other Community Boards. A Connor confirmed that an application had been submitted only to the Kaiapoi-Tuahiwi Community Board.

Moved: J Watson

Seconded: H Carroll

- (c) **Approves** a grant of \$300 to the Allstars Marching Teams towards transportation costs to attend the 2026 South Island Championships.

CARRIED

J Watson acknowledged that the Allstars Marching Teams regularly undertook a variety of fundraising activities and utilised multiple funding sources to support its operations and events. While she expressed some reservations about the amount requested, she indicated her support for a grant of \$300, which she considered an appropriate level of assistance.

H Carroll noted that, without funding assistance, the van hire cost would amount to approximately \$100 per participant. She considered that a Board contribution of \$300 would reduce the cost to participants to around \$60 each, which she regarded as a reasonable personal contribution towards attending the event.

6.3 **Summary of Discretionary Grant Accountability 1 July 2025 to 30 June 2026 –**
T Kunkel (Governance Team Leader)

A Connor took the report as read and welcomed any questions.

T Bartle noted that he did not recall previous accountability reports being presented to the Board and enquired whether staff undertook any follow-up in relation to the Accountability Forms submitted by grant recipients. A Connor advised that an Accountability Report was presented to the Community Board annually. She further noted that where accountability reports were particularly lengthy, they were made available on the Council website rather than being included in the printed agenda.

In response to a question from R Keetley, A Connor confirmed that the accountability process formed part of the grant administration requirements. She advised that funding recipients were required to submit completed accountability forms before becoming eligible to apply for further funding.

Moved: J Watson

Seconded: P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 260711165377.
- (b) **Notes** that of the \$10,049 of the Board's 2025/26 Discretionary Grant Funding, \$7,210 was distributed for events and projects within the community.
- (c) **Notes** that the Council's 2026-27 Annual Plan includes a budget provision of \$9,070 for the Kaiapoi-Tuahiwi Community Board to approve grants to community groups for the 2026/27 financial year (July 2026 to June 2027). There was a carry forward of \$2,839 from the 2025/26 financial year, resulting in a total of \$11,909 available for the 2026/27 financial year.
- (d) **Circulates** a copy of this report to all other Community Boards for information.

CARRIED

J Watson congratulated staff on preparing the report, noting the significant work involved in compiling such a comprehensive document. She further noted that the report highlighted the substantial level of funding distributed to community organisations and the positive contribution the grant made to the community.

7 CORRESPONDENCE

Nil.

8 CHAIRPERSON'S REPORT

8.1 Chairperson's Report for July 2026

J Watson's Chairperson's Report was circulated as part of the agenda. However, she highlighted the following:

- Northern Pegasus Bay Advisory Group meeting:
 - Geography students from the University of Canterbury had been engaged to undertake research into the use of the Kairaki estuary area with the aim of identifying user groups and better understanding ongoing issues such as antisocial behaviour and littering.
 - Issues the rangers had to deal with had shifted from unmanaged dogs to electric motorbikes and littering.
 - The Welcoming the Godwit event was scheduled for 30 August 2026.
 - Ngai Tahu recently held a hui with local whitebaiters which was well attended. Police support provided during the previous whitebaiting season had helped address issues associated with competition for fishing sites. It was further noted that no customary whitebaiting permits would be issued during the coming season
- Social Services Networking meeting:
 - The Salvation Army were offering financial mentoring services. They had appointed someone to work on homelessness issues within Waimakariri.
 - The Kaiapoi Menzshed would be opening in December. They had collaborated with Community Support on a volunteer recognition initiative involving the planting of a camellia named "Volunteer".
 - They were using Seek to advertise for volunteers.
 - Praised the work being done for children by Kaiapoi North School, particularly through its learning support programmes.
 - The Kaiapoi Food Bank reported an increased number of working individuals and families seeking assistance due to ongoing financial pressures.
 - There was a growing demand for community meeting spaces within Kaiapoi and many groups reported difficulty in securing suitable venues for regular meetings and activities.
- Approximately \$10,000,000 had been generated through gaming machine proceeds with the Waimakariri District during the previous year. Only 16% of that funding was returned to organisations within the district. Possible reasons included funding criteria, the number of local applications submitted, and the geographic distribution requirements of gaming trusts.

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the report from the Kaiapoi-Tuahiwi Community Board Chairperson (Trim: 260813238526).

CARRIED

9 **MATTERS REFERRED FOR INFORMATION**

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 8 July 2026.
- 9.2 Woodend-Sefton Community Board Meeting Minutes 13 July 2026.
- 9.3 Rangiora-Ashley Community Board Meeting Minutes 8 July 2026.
- 9.4 2025 Customer Satisfaction Survey Results – Report to Council Meeting 7 July 2026 – Circulates to all Boards.
- 9.5 Draft Community Outcomes for Public Consultation – Report to Council Meeting 7 July 2026 – Circulates to all Boards.
- 9.6 Bylaw Programme Update July 2026 – Report to Council Meeting 7 July 2026 – Circulates to all Boards.
- 9.7 Adoption of Elected Member Expenses Policy – Report to Council Meeting 7 July 2026 – Circulates to all Boards.
- 9.8 Health, Safety and Wellbeing Report 19 May 2026 to June 17 2026 – Report to Council Meeting 7 July 2026 – Circulates to all Boards.
- 9.9 Adoption of the Waimakariri Youth Action Plan 2026-2029 – Report to Council Meeting 7 July 2026 – Circulates to all Boards.
- 9.10 Draft Waste Management and Minimisation Plan – Approval for Consultation – Report to Utilities and Roding Committee Meeting 14 July 2026 – Circulates to all Boards.
- 9.11 Private Well Study Results for 2025 – Report to Utilities and Roding Committee Meeting 14 July 2026 – Circulates to all Boards.

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) Receives the information in Items 9.1 to 9.11.

CARRIED

10 **MEMBERS' INFORMATION EXCHANGE**

R Keetley:

- Attended the Kaiapoi Museum and Historical Society meeting.
- Attended the Kaiapoi RSA executive meeting.
- Attended the Waimakariri Biodiversity Trust meeting.

A Campbell:

- Attended the All Boards Session on the Head Start proposal.

S Powell:

- S Powell's members' information exchange was circulated as part of the agenda.
- Northern Pegasus Bay Advisory Group:
 - The University of Canterbury students were primarily looking at whitebaiters. Another group of students focused on water quality at the Ashley Estuary.

S Stewart:

- GreyPower:
 - Mini electric cars were raising concern. Questions had been raised about the legality of using them on roads and footpaths.
S Powell noted the New Zealand Police would have to regulate the use of the mini electric cars. The Waimakariri Access Group members had suggested consumers needed to be made aware they were illegal to drive on roads and footpaths.

- Kaiapoi Promotions Association:
 - The Matariki event was very successful.
 - They wanted to use the Kaiapoi Community Centre as a meeting space; however, they did not believe they should have to pay.

C Brown noted that the Kaiapoi Promotions Association was advised to apply to the Council's Fee Waiver Committee for consideration. He highlighted the ongoing work regarding Council's funding of Promotions Associations, which would inform future recommendations and Long Term Plan discussions.

- Waimakariri Biodiversity Trust:
 - Board members should have received a copy of the Trust's newsletter.
 - The MainPower Biodiversity Awards had been judged.
 - Several trustees visited Riverside Horticulture, where they observed the operations, plant propagation systems, including a plant tracking system, and the use of biodegradable pots and plant guards. The business produced approximately three million plants annually.
 - A pollinator planting project had recently been established on Blake Street. The Council undertook this in partnership and featured native flowering plants selected to attract pollinators.
 - Provided an update on a large-scale wetland planting project at the Wakeman property near Tūhaitara Coastal Park. The project involved the planting of several thousand native plants with support from volunteers, including members of the Student Volunteer Army. The site was being restored as a series of wetlands and was already supporting a range of birdlife, including some uncommon species.
 - Herself and the Trust Coordinator prepared the annual report to the Utilities and Roading Committee.
 - Upcoming events included public lectures on the Ashley Rakahuri Flood Resilience project with Environment Canterbury scheduled to provide an update on flood management proposals and associated stopbank projects.
 - Had been invited to attend an initial stakeholder workshop on the Revells Road project.

C Brown stated the workshop was intended to gather feedback from key stakeholder groups on early concepts and technical information before presenting proposals to the Community Boards and Council. Community consultation would also be undertaken later.

H Carroll:

- The Darnley Club Annual General Meeting would be held on 5 September 2026.
- Commended the Council on the direction put forward for the Head Start Proposal and hoped the strong support shown by Councils and the community would encourage the government to progress the direction submitted.

T Bartle:

- The Parking Bylaw had been signed off by the Council.
- Had been occupied with many meetings relating to the Head Start Proposal.

P Redmond:

- P Redmond's members' information exchange was circulated as part of the agenda.
- The Head Start proposal was a comprehensive 70-page document and was formally submitted to the government before the deadline. There was commentary that Ngai Tahu had made a submission; however, it was unclear whether it would meet the required criteria.

11 CONSULTATION PROJECTS

11.1 Waimakariri Youth Council Future Voices Survey

<https://letstalk.waimakariri.govt.nz/waimakariri-youth-council-future-voices-survey>

The Board noted the consultation project.

12 BOARD FUNDING UPDATE

12.1 Board Discretionary Grant

Balance as at 31 July 2026: \$11,326.

12.2 General Landscaping Budget

Balance as at 31 July 2026: \$32,250.

The Board noted the funding update.

13 MEDIA ITEMS

Nil.

14 QUESTIONS UNDER STANDING ORDERS

Nil.

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

16 NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board was scheduled for 5pm, Monday 21 September 2026 in the Kaikanui Room, Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 6.01PM.

CONFIRMED

Russell Keetley

Chairperson

21 September 2026

Date