

Kaiapoi-Tuahiwī Community Board

Agenda

Monday 21 March 2022

5.00pm

ZOOM

Members:

Jackie Watson (Chair)
John Meyer (Deputy Chair)
Neville Atkinson
Al Blackie
Brent Cairns
Chris Greengrass
Martin Pinkham

AGENDA FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD TO BE HELD VIA ZOOM ON MONDAY 21 MARCH 2022 AT 5PM.

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

	<u>BUSINESS</u>	<i>PAGES</i>
1	<u>APOLOGIES</u>	
2	<u>CONFLICTS OF INTEREST</u>	
3	<u>CONFIRMATION OF MINUTES</u>	
3.1	<u>Minutes of the Kaiapoi-Tuahiwi Community Board – 21 February 2022</u>	8-17
	<i>RECOMMENDATION</i>	
	THAT the Kaiapoi-Tuahiwi Community Board:	
	(a) Confirms the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 21 February 2022, as a true and accurate record.	
3.2	<u>Matters Arising</u>	
4	<u>DEPUTATIONS AND PRESENTATIONS</u>	
	Nil.	
5	<u>ADJOURNED BUSINESS</u>	
	Nil.	
6	<u>REPORTS</u>	
6.1	<u>Kaipoi Riverbank Walkway and Memorial Reserve Update – Vanessa Thompson (Business & Centres Advisor), Grant MacLeod (Greenspace Manager) and Hannah-Rose White (Intermediate Landscape Architect)</u>	18-27
	<i>RECOMMENDATION</i>	
	THAT the Kaiapoi-Tuahiwi Community Board:	
	(a) Receives Report No. 220216020391.	
	(b) Notes that Draft Concept Plan – Option C is an extended version of Option B that was approved for further design by the Kaiapoi-Tuahiwi Community Board in November 2021.	
	(c) Notes that consultation has taken place with the Kaiapoi Returned Services Association on Option C and Executive Committee members were largely supportive of the plan and proposed changes.	

- (d) **Notes** that Option C (which includes extension of the reserve into Raven Quay, resolved kerb heights along Raven Quay, new terraces and lighting treatments) requires a total budget of around \$271,000 (approximately \$136,000 more than the original project budget of \$135,000) if including the proposed lighting upgrades.
- (e) **Notes** that the Kaiapoi-Tuahiwi Community Board have considered Option C at a workshop and the recommendations in this report result from feedback provided by attending board members.

THAT the Council:

- (f) **Recommends** (as per item 4.20) that the 'Kaiapoi Riverbank Walkway and Memorial Reserve' project be deferred from 2021/22 until the 2023/24 Long Term Plan cycle and that Option C be submitted with a request for the full project budget at that time.

6.2 **Kaiapoi Food Forest Structure Proposal – Grant MacLeod (Greenspace Manager)**

28-52

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 220310034922.
- (b) **Approves** in principle the footprint of a shelter at the Kaiapoi Food Forest.
- (c) **Notes** that staff will work with the Trust to obtain detailed costs for the project including the proposed toilet and the requirement that this may have for them to pay Development Contributions. This to fully assess the risk of the Trust requiring contributions to this project and understand what their funding strategy is as well as how they intend to fund ongoing maintenance of the shelter.
- (d) **Notes** that while staff support an education shelter, there remains risk and ongoing concern with the installation of a toilet at this location. Understanding the funding strategy and ongoing financial and operational risk is required prior to a toilet being approved.
- (e) **Notes** a subsequent report will be required once funding is in place and final design has been submitted by the Trust for consideration.
- (f) **Notes** that staff will work with the Food Forest Trust to ensure that appropriate communication is sent out to the wider public should the shelter and toilet be supported by the Kaiapoi Tuahiwi Community Board.
- (g) **Notes** that the erection of the shelter as stated by the License to Occupy is the responsibility of the Kaiapoi Food Forest Trust and Council has no liability or responsibility to the operation of the shelter, other than if it poses a health and safety risk, which the Kaiapoi Food Forest Trust will be instructed to rectify or mitigate.
- (h) **Notes** that there is public toilet provision located at the changing rooms on Norman Kirk Park within 300 metres of this proposal, hence a public toilet at this location would exceed Levels of Service.
- (i) **Notes** that the shelter once built would be owned and maintained by the Food Forest Trust.

6.3 **General Landscaping Budget – Tori Stableford (Landscape Architect)**

53-63

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 220310034611.
- (b) **Notes** that the Board currently has \$59,010 available in the 21/22 financial year General Landscaping Budget to allocate to projects within the Kaiapoi -Tuahiwi Ward.
- (c) **Approves** the allocation of \$45,810 towards the costs of upgrading the Kaiapoi Town Entrances from the Kaiapoi – Tuahiwi General Landscaping Budget.
- (d) **Approves** the allocation of \$10,000 towards the implementation of the Raymond Herber 'Wind swept tree Sculpture' from the Kaiapoi – Tuahiwi General Landscaping Budget.
- (e) **Notes** that the RSA have donated \$1,000 towards the installation of a seat, planting and a tree at the Kaiapoi end of the Passchendaele Walkway.
- (f) **Notes** that staff will work with the Passchendaele Trust and RSA to determine the exact location of this seat and planting.
- (g) **Approves** the allocation of \$3,200 towards the remaining costs of purchase and installation/planting of the seat, plants and tree for the Passchendaele Walkway from the Kaiapoi – Tuahiwi General Landscaping Budget.
- (h) **Notes** that staff will work with the Board to determine designs for the Kaiapoi Town Entrances and implementation will occur in the 22/23 financial year.
- (i) **Notes** that staff will work with the Board to determine an appropriate location for the Raymond Herber sculpture.
- (j) **Notes** that the \$75,810 allocated towards the Town Entrances Project will be carried forward to be used in the 22/23 financial year.

6.4 **Road Naming – Lime Developments Limited – Scott Morrow (Rates Officer – Property Specialist)**

64-74

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 220310034909.
- (b) **Approves** the following proposed road names for Roads 1 & 2 of Silverstream stage 8a as shown on the attached plan.
 - 1. Bastings Street
 - 2. Begg Street
- (c) **Notes:** That the Community Board may replace any proposed names with a name of its choice.

6.5 **Application to the Kaiapoi-Tuahiwi Community Board's 2021/22 Discretionary Grant Fund – Kay Rabe (Governance Advisor)**

75-90

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 220307031635.
- (b) **Approves** a grant of \$..... to the Clarkville Playcentre towards the purchase of a mud kitchen for their outside play area.

OR

- (c) **Declines** the application from the Clarkville Playcentre.

6.6 **Approval of the Kaiapoi-Tuahiwi Community Board Plan 2020-2022 – Kay Rabe (Governance Advisor)**

91-113

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 220222023877.
- (b) **Approves** the updated Kaiapoi-Tuahiwi Community Board Plan 2020-2022 (Trim Ref: 220303030000).
- (c) **Authorises** the Chairperson to approve the final version of the Kaiapoi-Tuahiwi Community Board Plan 2020-2022, if any further minor editorial corrections are required.

7 CORRESPONDENCE

Nil.

8 CHAIRPERSON'S REPORT

8.1 **Chairperson's Report for February 2022**

The Chairperson will give a verbal update.

RECOMMENDATION

THAT the Woodend-Sefton Community Board:

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

9 MATTERS REFERRED FOR INFORMATION

9.1 **Oxford-Ohoka Community Board Meeting Minutes 2 February 2022 (Trim 220208015336)**

9.2 **Rangiora-Ashley Community Board Meeting Minutes 9 February 2022 (Trim 2202090244)**

9.3 **Woodend-Sefton Community Board Meeting Minutes 15 February 2022 (Trim 220218022525)**

- 9.4 Stockwater Race Bylaw 2022 – Request for Adoption – Report to Council Meeting 1 February 2022 – Circulates to all Boards.
- 9.5 Chairpersons Report for the Period January – December 2021 – Report to Council Meeting 1 February 2021 – Circulates to all Boards.
- 9.6 Chairpersons Report for the Period January – December 2021 – Report to Council Meeting 1 February 2021 – Circulates to all Boards.
- 9.7 Chairpersons Report for the Period January – December 2021 – Report to Council Meeting 1 February 2021 – Circulates to all Boards.
- 9.8 Chairpersons Report for the Period January – December 2021 – Report to Council Meeting 1 February 2021 – Circulates to all Boards.
- 9.9 Wellbeing, Health and Safety Report February 2022 – Report to Council Meeting 1 February 2022 – Circulates to all Boards.
- 9.10 Kaiapoi Stormwater and Flooding Improvements – Funding of Additional Budget – Report to Council Annual Plan Meeting 2 February 2022 – Circulates to the Kaiapoi-Tuahwi Community Board.
- 9.11 Kaiapoi Community Hub – 2022/23 Annual Plan Budget Submission – Report to Council Annual Plan Meeting 2 February 2022 – Circulates to the Kaiapoi-Tuahwi Community Board.
- 9.12 Wastewater Treatment Plant Fencing Contract Completion – Report to Utilities and Roading Committee Meeting 22 February 2022 – Circulates to all Boards.

PUBLIC EXCLUDED REPORTS

- 9.13 Rangiora BNZ Corner Site (70 and 74 High Street) – Divestment Evaluation Panel – Report to Council Meeting 1 February 2022 – Circulates to all Boards.

RECOMMENDATION

THAT the Kaiapoi-Tuahwi Community Board

- a) **Receives** the information in Items 9.1 to 9.12.
- (b) Receives the public excluded information in item 9.13, which would remain in public excluded and which was circulated separately.

Note:

- 1. *The links for Matters for Information were circulated separately to members.*
- 2. *Hard copies of the Public Excluded items were circulated separately to members.*

10 MEMBERS' INFORMATION EXCHANGE

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

11 CONSULTATION PROJECTS

11.1 Draft Annual Plan 2022/23

<https://letstalk.waimakariri.govt.nz/draft-annual-plan-2022-23>

Consultation closes Monday 4 April

11.2 Migrant Experiences

<https://letstalk.waimakariri.govt.nz/migrant-experiences>

11.3 E-Scooters

<https://letstalk.waimakariri.govt.nz/e-scooter-trial>

Consultation runs throughout trial and closes in April 2022.

12 REGENERATION PROJECTS

12.1 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:

<http://www.waimakariri.govt.nz/your-council/district-development/kaiapoi-town-centre>.

13 BOARD FUNDING UPDATE

Board Discretionary Grant

Balance as at 15 March 2022: \$3,627.

General Landscaping Budget

Balance as at 15 March 2022: \$25,430.

14 MEDIA ITEMS

15 QUESTIONS UNDER STANDING ORDERS

16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held on Monday 11 April 2022 at 5pm.

Workshop

- *Members Forum*

MINUTES FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD VIA ZOOM ON MONDAY 21 FEBRUARY 2022 AT 5PM.

PRESENT

J Watson (Chairperson), J Meyer (Deputy Chairperson), N Atkinson, A Blackie, B Cairns and M Pinkham.

IN ATTENDANCE

P Redmond (Kaiapoi-Woodend Ward Councillor)

C Brown (Manager Community and Recreation), R Kerr (Delivery Manager – Stimulus and Shovel Ready), V Thompson (Business and Centre’s Advisor), S Binder (Transport Engineer), H White (Intermediate Landscape Architect – District Regeneration), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

There were three members of the public present.

1 APOLOGIES

Moved: J Meyer Seconded: B Cairns

THAT apologies for absence be received and sustained from C Greengrass and S Stewart.

CARRIED

2 CONFLICTS OF INTEREST

Item 6.3 – J Watson declared a conflict of interest as she was a member of the Kaiapoi Community Garden.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 13 December 2021

Moved: J Watson Seconded: B Cairns

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 13 December 2021, as a true and accurate record.

CARRIED

3.2 Matters Arising

There were no matters arising.

4 DEPUTATIONS AND PRESENTATIONS

4.1 Mahinga Kai – Greg Byrnes, Hannah-Rose White and Makarini Rupene

G Byrnes spoke to the Board providing them with an update on the progress at Huria Reserve, the heritage Mahinga Kai site in Kaiapoi. He explained that a Steering Group had been set up which consisted of himself, M Rupene, H White and K Dwyer. The Group had met regularly and had completed the concept plan, a schedule of quantities and estimates for work, and drafted a Statement of Intent which was required by Te Kōhaka o Tūhaitara Trust which had been contracted to oversee the project.

Plants for the current financial year and the 2022/23 financial year had been ordered. Depending on Covid restrictions the Group hoped to plant 2,000 natives before 30 June 2022. Over the next twelve months, a network of paths would be started and the design specifics for each of the individual park features would be completed.

H White one of the landscape architects gave the Board an overview of the concept plan.

M Rupene commented that the Steering Group had come up with a great concept plan which would revitalise the red zoned land, transforming it into a Mahinga kai area which had been a significant food resource area for many of the hapu who lived in the district. It was a waka waka wai wai with a 500 year vision of what it would look like after twenty years.

B Cairns offered help with sourcing plants if required and H White replied that she had ordered plants from Waiora which would cover about 80% of the 2,000 plants required and the rest would be sourced from Riverside Horticulture.

5 **ADJOURNED BUSINESS**

Nil.

6 **REPORTS**

6.1 **Kaiapoi Parking Restrictions Changes – V Thompson (Business and Centres Advisor) and S Binder (Transportation Engineer)**

V Thompson spoke to the report which requested approval on six parking restriction and included information on the public consultation which had been undertaken during November and December 2021.

J Watson stated she was pleased to see the fifteen minutes parking restrictions outside Corcoran French removed, as they had been underutilised.

In response to a question from P Redmond, V Thompson explained that she was unsure of the exact number of businesses contacted, however, a flyer drop to the businesses immediately adjacent to the proposed changes had been carried out and property owners were contacted via email. P Redmond believed there were quite a number of businesses affected, and noted that there had only been thirty responses to the consultation. He enquired if that was considered a good response rate. V Thompson answered that it depended on public the interest in any consultation, noting that she had dropped flyers to the affected businesses and there was also information available on all the Council's public platforms.

Moved: A Blackie

Seconded: J Watson

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. TRIM number. 210726121396.
- (b) **Notes** the three week community/affected business engagement period that was undertaken to solicit feedback related to the proposed parking restriction changes.

- (c) **Notes** that public feedback was generally supportive of the changes, as evidenced in the 'Let's Talk Waimakariri' summary public engagement report.
- (d) **Notes** that the proposed changes better reflect current utilisation and sought to respond more appropriately to parking demand in the identified areas.

And

Recommends that the District Planning and Regulation Committee:

- (e) **Approves** the six parking restrictions changes, as follows:

ITEM	TOWN	STREET	LOCATION	SIDE OF STREET	RESTRICTION	QUALIFYING REMARKS
1.	KAIAPOI	WILLIAMS STREET	CAREW ST TO OHOKA RD	WEST	P15	ADD 1X PARK, NEXT TO THE DAIRY ON THE CORNER OF OHOKA RD/WILLIAMS ST
2.	KAIAPOI	WILLIAMS STREET	HILTON ST TO RAVEN QUAY	BOTH	P60 / P15	P60 FOR ALL PARKS EXCEPT 1X P15 PARK IN FRONT OF THE DAIRY
3.	KAIAPOI	WILLIAMS STREET	RAVEN QUAY TO CHARLES ST	WEST	P60	CHANGE THE CURRENT P15 PARKS DIRECTLY IN FRONT OF 137 WILLIAMS STREET
4.	KAIAPOI	WILLIAMS STREET	CHARLES ST TO SEWELL ST	EAST	P120	CHANGE THE CURRENT P15 PARKS IN FRONT OF THE SHOPPING COMPLEX
5.	KAIAPOI	CHARLES STREET	DAVIE ST TO WILLIAMS ST	SOUTH	P60	
6.	KAIAPOI	RAVEN QUAY	BLACK ST TO WILLIAMS ST	BOTH	P60	

- (f) **Notes** that following endorsement/approval from the Kaiapoi-Tuahivi Community Board and District Planning and Regulation Committee, staff would update the parking schedule (pursuant to the Parking Bylaw 2019) and arrange for the relevant on-street signage to be replaced.

CARRIED

6.2 Johnson Street, Beach Grove – Proposed installation of No-Stopping Restriction – S Binder (Transportation Engineer)

S Binder spoke to the report noting that Johnson Street was a newly developed street in the Beachgrove Subdivision. The Council had received a service request from a resident on Johnson Street requesting possible parking or no stopping restrictions due to the narrowness of the street.

N Atkinson accepted that Johnson Street was a very narrow carriageway, however, residents and their visitors had to have somewhere to park. He noted that there was a lack of off-street parking in Johnson Street and wondered where the cars were going to go if the Council approved the proposed no stopping restriction. S Binder recognised that the no stopping restrictions would impacting on the parking supply, however, he explained there were a number side streets which could be utilised as the density of the lots decreased and the sections were larger further north.

N Atkinson asked how many residents had approached the Council with parking concerns. S Binder replied that Council staff had only received one service request, however this had initiated an investigation into the problems facing residents as well as access problems for emergency and service vehicles.

J Watson enquired if narrow streets and parking issues occurred elsewhere in the district or were the streets in Beachgrove particularly narrow. S Binder noted that a seven metre carriageway was the narrowest street allowable and that Council staff were seeing an increase in the number of issues that narrow roads created in other subdivisions.

J Meyer drew attention to a photo in the agenda which depicted a car which was parked on the footpath and stated that this was likely to be an increasing issue with streets too narrow to allow for normal parking. S Binder explained the Council was currently dealing with parking infringements through education, however, enforcement was carried out on repeat offenders.

B Cairns stated that he visited Beachgrove regularly as part of Neighbourhood Support North Canterbury and agreed that there was little space for on street parking in the area. He suggested that the best option may be to widen the street using the berms which were wide and under utilised. S Binder replied that the current kerbing was new and were unlikely to be replaced in the near future and currently there was no funding provision for widening the streets.

M Pinkham noted that both the District Plan and Engineering Code of Practice recommended an eight metre minimum width for roads and he could not understand why there narrow roads were being allowed in the newer sub divisions. The Council had also recently been advised that, under the National Policy Statement, there would no longer be provision for parking requirements within developments and enquired if the Engineering Code of Practice should be amended to ensure that there was adequate on street parking. S Binder noted he had spent the last six months reviewing the Engineering Code of Practice which was last updated in 2008 in a bid to get consistent and best work practices in place to mitigate the issues facing on street parking in the future.

N Atkinson enquired, that if narrow streets was considered a health and safety issue due to emergency vehicle access, why was the Council requesting permission to go out to public consultation, as this should automatically be rectified. He also enquired why the Council was putting a detailed recommendation forward prior to consultation. S Binder explained that parking was a challenge and to classify this as health and safety risk may be an exaggeration, however, it was also an operational issue for rubbish trucks to access some homes. However if the Council installed no stopping lines without any consultation it could garner more unpopularity than if residents were consulted.

M Pinkham suggested that given the discussion he was comfortable that no stopping was required between properties 1-19 but he was uncomfortable with having no stopping down to the cul-de-sac area given how many properties were located there.

B Cairns asked what the cost would be to widen the road. S Binder could not give a definitive figure, however the cost for road marking and signage would amount to approximately between \$2,000 and \$3,000 whereas to widen the road would be more than \$100,000.

Moved: N Atkinson Seconded: J Meyer

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 220201012277.
- (b) **Approves** consultation being carried out on the establishment of the following no-stopping restriction on Johnson Street.

CARRIED

N Atkinson agreed that public consultation would be required and commented that residents should be able to offer options that worked for them rather than the Council prescribing where the restrictions should be placed.

J Meyer believed the motion would give residents an opportunity to comment however, whatever the final decision was it would not satisfy everyone.

P Redmond commented that he would have expected the option of the status quo included be included in the report for consideration to indicate that the Council did not have a pre conceived view of the proposed outcome. B Cairn's suggestion of widening the street was relevant, however, as the work would be unsubsidised the full cost would fall to the ratepayers.

6.3 **Application to the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund 2021/22 – K Rabe (Governance Advisor)**

B Cairns enquired if the Kaiapoi Community Garden had insurance which would cover the replacement of the lawnmower, and if they had considered purchasing a second hand lawnmower. J Watson explained that the stolen lawnmower was second hand and stated that if they had insurance, it did not cover the lawnmower that was stolen.

Moved: N Atkinson Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No.211217201964.
- (b) **Approves** a grant of \$500 to Kaiapoi Community Garden towards the purchase of a mower for the garden.
- (c) **Suggests** that the Kaiapoi Community Garden purchase a second hand lawnmower and that it use the remaining funding to improve security to mitigate any further losses.

CARRIED

N Atkinson sympathised with the Kaiapoi Garden Club, noting that insurance on tools was unaffordable for a small community group.

6.4 **Conflict of Interests Register – K Rabe (Governance Advisor)**

Moved: J Watson Seconded: B Cairns

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 220117004146.

- (b) **Notes** a Register of Interests would be republished in the Kaiapoi-Tuahiwi Community Board's March 2022 agenda and on the Council website.
- (c) **Notes** amendments could be made at any time by notification to the Governance Manager.
- (d) **Notes** the Register would be next reviewed when legislation changes occur or in June 2022 (whichever is soonest).

CARRIED

7 CORRESPONDENCE

Nil.

8 CHAIRPERSON'S REPORT

8.1 Chairperson's Report for December 2021 and January 2022

- All Together Kaiapoi held the garden competition award event. The competition was held mid-January and a good number of gardens had been entered in the competition. This was proving to be a very popular event.
- Waimakariri Public Arts Trust held an event to promote the work the Trust was carrying out. Fifty people were invited to hear four artists talk about their work and demonstrate different techniques. Two sculptors were sold. This was deemed to be successful event.

Moved: J Watson

Seconded: J Meyer

THAT the Kaiapoi-Tuahiwi Community Board:

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

CARRIED

9 MATTERS REFERRED FOR INFORMATION

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 9 December 2021 (Trim 211210198331)
- 9.2 Woodend-Sefton Community Board Meeting Minutes 13 December 2021 (Trim 211214199680)
- 9.3 Rangiora-Ashley Community Board Meeting Minutes 8 December 2021 (Trim 211207195208)
- 9.4 Kaipoi Stormwater and Flooding Improvements Funding of McIntosh Drain Pumping Station – Report to Council Meeting 7 December 2021 (Trim 211123187654) – Circulates to Kaiapoi-Tuahiwi Community Board
- 9.5 Elected Member Expense Policy Update – Report to Council Meeting 7 December 2021 (Trim 211126189433) – Circulates to all Community Boards
- 9.6 Annual Development Activity Score Card 1 July 2020 – 30 June 2021 – Report to District Planning and Regulation Committee 14 December 2021 (Trim 211019168698) – Circulates to all Community Boards
- 9.7 Library Update to 2 December 2021 – Report to Community and Recreation Committee 14 December 2021 (Trim 211202193317) – Circulates to all Community Boards
- 9.8 Te Kōhaka Trust 2021/22 Promotions Business Plan – Report to Audit and Risk Committee 16 November 2021 (Trim 211109180060) – Circulates to all Community Boards

- 9.9 Promotion of Waimakariri District Business Plan Report, Draft Annual Report and unaudited accounts for Enterprise North Canterbury for the Year Ended 30 June 2021 – Report to Audit and Risk Committee 16 November 2021 (Trim 211110180379) – Circulates to all Community Boards
- 9.10 Cam River Enhancement Fund Review Decision – Report to Land and Water Committee 16 November 2021 (Trim 211014166428) – Circulates to Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards
- 9.11 Stormwater Management from Sutton Tools LTD – Report to Utilities and Roading Committee 16 November 2021 (Trim 210721119499) – Circulates to Land and Water Committee and Kaiapoi-Tuahiwi Community Board
- 9.12 Submission to Waste Strategy and Legislation Consultation: Closing 26 November 2021 – Report to Utilities and Roading Committee 16 November 2021 (Trim 211019168795) – Circulates to all Community Boards

Moved: J Watson

Seconded: B Cairns

THAT the Kaiapoi-Tuahiwi Community Board

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

CARRIED

10 MEMBERS' INFORMATION EXCHANGE

P Redmond

- Attended a meeting to consider the Draft Annual Plan – there was an indicative average increase of 4.3%.
- Capital Works Programme – Due to delays with supplies, the impact of Covid restriction, adverse weather events and resourcing issues it was unlikely that the Capital Works Programme delivery would be achieved for this financial year.
- Three Waters Reform – Mayor Dan Gordon was the vice Chair of 'Communities for Local Democracy' which was gaining traction and delaying the Governments intended implantation of the reforms.

J Meyer

- The Darnley Club – was facing increasing challenges caused by Covid and there was an acknowledged responsibility to look after their clients. The Club currently had 104 clients.

A Blackie

- Attended the Waimakariri Public Art Trust function.
- The Kaiapoi River Carnival had been postponed and was now hoped to be run during Spring of 2022.

N Atkinson

- Draft Annual Plan Consultation had been approved.
- Significant rain event causing flooding issues.
- International Relations – along with Mayor Gordon attended a dinner with Chinese delegates.
- Passchendaele – four Queen Elizabeth memorial medals would be relocated to the Rangiora RSA gardens.

B Cairns

- Paris for the Weekend – Fifth Birthday celebrations.
- All Together Kaiapoi – Monthly meeting, discussed cancelled events.
- Neighborhood Support North Canterbury – Growing numbers of people signing up to Getsready.

- Food Forest Update:
 - Two educational programmes covering mushroom growing, winter vegetable see raising, cooking demonstration and companion planting and edible weeds have brought many people to Kaiapoi.
 - Multiple garden club visits.
 - Multiple thefts of plants along with phone solar panel charger system which cost \$350.
 - Report would soon come to the Board regarding the educational/picnic gazebo.
- Community Hub – Was great to see the layout, shame only a small number of residents attended the public meeting.
- Food Secure North Canterbury:
 - Attended monthly meeting - working with 19 food forests in Canterbury and are at various stages of development from Hanmer Springs to Timaru.
 - Working on having a food forest in Woodend and Oxford.
 - Demand for food is growing.
- Art on the Quay – January exhibition opening.
- Waimakariri Health Advisory Group – the district was well prepared for those people which would have to isolate.
- Cooperating Parish – New minister welcomed.
- Memorial reserve meeting.
- Kaiapoi Community Networking meeting.

M Pinkham

- Chaired Kaiapoi Promotions Association meeting – primary topic was the planning for future events under Covid traffic light setting.
- Attended Community Wellbeing North Canterbury Trust Audit and Finance meeting – Main focus of meeting was review of fit out of 200 King Street and relocation of offices in early March 2022.
- Attended Community Wellbeing North Canterbury Trust Board Meeting – Community Wellbeing North Canterbury Trust has been awarded a number of new contracts from the District Health Board to support young people in Waimakariri and Hurunui.
- Attended workshop on improvements to Kaiapoi Memorial Reserve – disappointing meeting.
- Attended Community Wellbeing North Canterbury Trust Audit and Finance meeting – included meeting with external financial reviewers.

11 CONSULTATION PROJECTS

11.1 Gambling

<https://letstalk.waimakariri.govt.nz/let-s-talk-about-gambling>

Consultation closes Monday 21 February 2022.

11.2 E-Scooters

<https://letstalk.waimakariri.govt.nz/e-scooter-trial>

Consultation runs throughout trial and closes in April 2022.

The Board noted the consultation projects.

12 REGENERATION PROJECTS

12.1 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:

<http://www.waimakariri.govt.nz/your-council/district-development/kaiapoi-town-centre>.

13 BOARD FUNDING UPDATE

Board Discretionary Grant

Balance as at 16 January 2021: \$4,127.

General Landscaping Budget

Balance as at 16 January 2021: \$25,430.

The Board noted the funding update.

14 MEDIA ITEMS

Nil.

15 QUESTIONS UNDER STANDING ORDERS

Nil.

16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 21 March 2022 at 5pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 6.08pm.

CONFIRMED

Chairperson

Date

Workshop

(6.08pm to 6.22pm)

- *Stormwater and Flooding Improvements – R Kerr (Delivery Manager Stimulus and Shovel Ready)*
 - Contracts split into smaller contract to enable local contractors to tender for work.
 - Mackintosh Drain and Snyed Street projects completed.
 - Dudley Creek and Otaki Street almost completed.
 - Laying groundwork for Otaki pump station and should be completed in September 2022.
 - Work on bund between Mackintosh and residential area starting in April and should be completed in September 2022.
 - Request that all information circulated to residents be sent to Board members.
 - Request that Board members included in Briefing to the Council on Flooding issues in Kaiapoi.

- *Members Forum*

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RGN-05-28-08 / 220216020391


REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 21 March 2022


AUTHOR(S): Vanessa Thompson, Business & Centres Advisor
Grant MacLeod, Greenspace Manager
Hannah-Rose White, Intermediate Landscape Architect

SUBJECT: Kaiapoi Riverbank Walkway and Memorial Reserve Update

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



Department Manager



Chief Executive

1. SUMMARY

- 1.1. This report seeks a decision from the Kaiapoi-Tuahiwi Community Board concerning the proposed upgrades to Kaiapoi Riverbank Walkway and Memorial Reserve.
- 1.2. At a February 2022 Kaiapoi-Tuahiwi Community Board workshop to discuss Draft Concept Plan – Option C (an extended version of Option B that was approved by board members in November 2021) board members signalled a preference to defer the project until a later date and submit a 2023/24 Long Term Plan request for the increased project budget.
- 1.3. The anticipated project budget for Option C is approximately \$271,000 (or \$201,000 if excluding the lighting upgrades) and the current project budget is \$135,000. This represents a shortfall in the range of \$66,000-\$136,000.
- 1.4. Staff are recommending that the project be deferred to the 2023/24 Long Term Plan cycle and the increased project budget be requested as part of this process.

Attachments:

- i. Draft Concept Plan - Option C (Trim no. 220204014970)

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 220216020391.
- (b) **Notes** that Draft Concept Plan – Option C is an extended version of Option B that was approved for further design by the Kaiapoi-Tuahiwi Community Board in November 2021;
- (c) **Notes** that consultation has taken place with the Kaiapoi Returned Services Association on Option C and Executive Committee members were largely supportive of the plan and proposed changes;
- (d) **Notes** that Option C (which includes extension of the reserve into Raven Quay, resolved kerb heights along Raven Quay, new terraces and lighting treatments) requires a total budget of around \$271,000 (approximately \$136,000 more than the original project budget of \$135,000) if including the proposed lighting upgrades;

- (e) **Notes** that the Kaiapoi-Tuahiwi Community Board have considered Option C at a workshop and the recommendations in this report result from feedback provided by attending board members;

THAT the Council:

- (f) **Recommends** (as per item 4.20) that the 'Kaiapoi Riverbank Walkway and Memorial Reserve' project be deferred from 2021/22 until the 2023/24 Long Term Plan cycle and that Option C be submitted with a request for the full project budget at that time.

3. BACKGROUND

- 3.1. The section of the Kaiapoi Riverbanks Walkway, Southwest of the Williams Street Bridge is an important and well used link between the Raven Quay West stopbank walkway and the Kaiapoi town centre. Providing access through this location will build upon other projects to improve connectivity and walkability. Upgrading this area would also continue the renovation of the riverbanks and Williams Street. The other three bridge corners have been completed, with this corner being the last one to be upgraded.
- 3.2. The project currently has a \$135,000 project budget set aside in the 2021/22 financial year.
- 3.3. The Kaiapoi-Tuahiwi Community Board were briefed by staff regarding some initial design options for potential upgrades on 18 October 2021.
- 3.4. Staff then presented Draft Concept Plan – Options B & C at a community board meeting on 15th November 2021, and recommended the progression of Option B (as approved by board members) for further design of the proposed walkway elements and landscaping.
- 3.5. After developing Option B further, staff engaged with the Returned Services Association (RSA) so their feedback could be incorporated into the updated design.
- 3.6. A workshop was held on 14 February 2022 with community board members and the Chairperson of the RSA to get feedback on 'Option C' and the proposed high level budget. Three alternative options were presented regarding the project's progression:
- (i) Progress Option B with the current \$135,000 budget – project likely completed 2022/23 if budget request successful.
 - (ii) Progress Option C and submit an Annual Plan request for additional budget in May 2022 – project likely completed 2022/23 if budget request successful.
 - (iii) Progress Option C and submit a 2023/24 Long Term Plan request for additional budget – project likely completed 2024/25 or 2025/26 if budget request successful.
- 3.7. Attending workshop board members signalled a preference for (iii) and noted the increased budget that could be requested through the Long Term Plan 2023/24 process. They signalled a desire to defer the project until the next LTP cycle and reassign the existing project budget of \$135,000 elsewhere in 2021/22.

4. ISSUES AND OPTIONS

Option A & B Discussion

- 4.1. In a November 2021 report to the Kaiapoi-Tuahiwi Community Board (trim 211026171968[v02]) staff noted that the existing walkway in the Memorial Reserve was in a poor condition and did not comply with New Zealand standards for accessible access or the goals of the Waimakariri Access Strategy. The existing alignment is along the top of the stopbank, built against a concrete flood wall. A section of the wall was recently repaired by Environment Canterbury, but no further wall upgrade work is programmed. Overall, the quality and condition of the Memorial Reserve landscape treatment was generally noted as poor.

- 4.2. At the time, Options A and B were proposed with Option B being recommended since it fell within the existing project budget of \$135,000.
- 4.3. Option A (figure 1) was not progressed due to the anticipated project costs of \$180,000, even though it sought to widen and improve accessibility along the existing stopbank pathway. The majority of budget was absorbed by path construction and retaining wall elements designed to maintain stopbank integrity without accounting for improvements to other areas that needed it throughout the reserve.



Figure 1 - Option A (November 2021 Kaiapoi-Tuahiwi Community Board meeting)

- 4.4. Option B (figure 2) was recommended and subsequently accepted by the community board at the approved \$135,000 budget. Instead of improving the existing stopbank pathway, new access ways through the reserve were included that met accessibility standards and provided an obvious line of sight from Williams Street to the Riverbanks walkway. Other minor improvements within the site were also included to improve the general aesthetics and utility of the reserve.
- 4.5. However, it was noted by staff that Option B needed further development with the upgrades presenting an opportunity to improve a wider range of form/function elements throughout the reserve since the location formed a key focal point in the town centre.

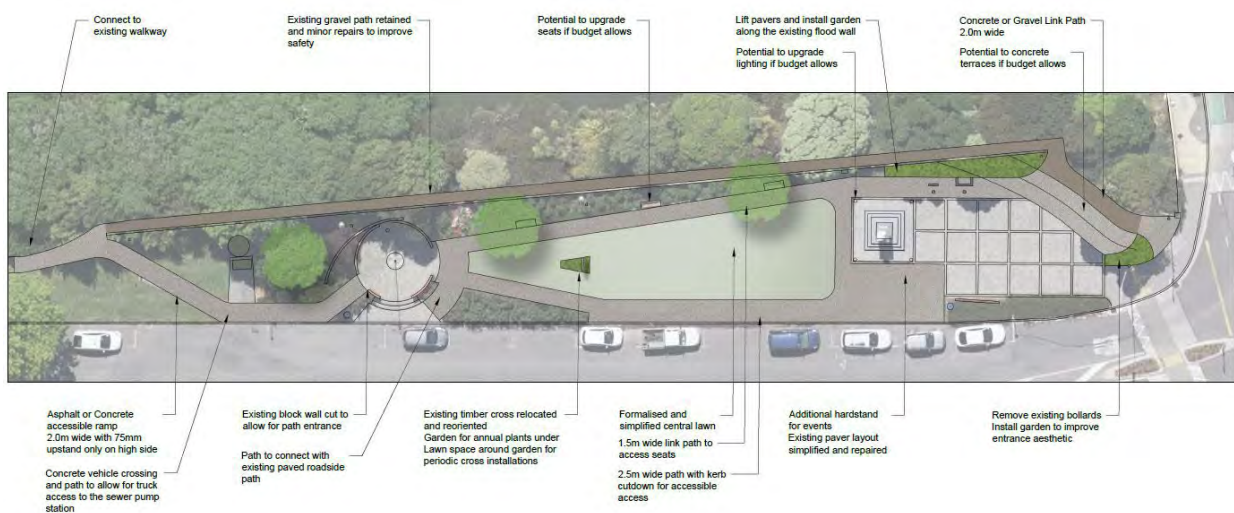


Figure 2 - Option B (November 2021 Kaiapoi-Tuahiwi Community Board meeting)

Option C Discussion

- 4.6. Option C (Figure 3 & attachment i) was developed as the extended version of Option B and is budgeted at around \$271,000 (\$136,000 over the existing project budget). It maintains Option B's original core features but with the following key additions:

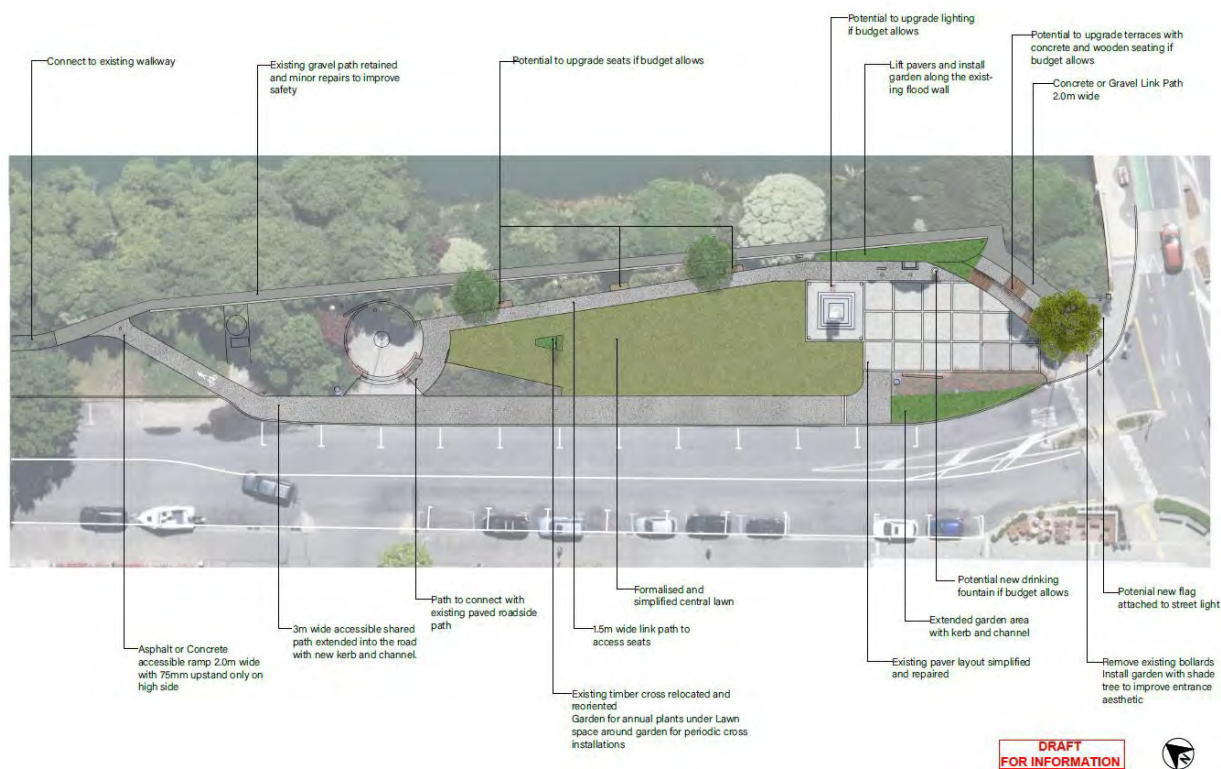


Figure 3 - Option C (November 2021 Kaiapoi-Tuahiwi Community Board meeting)

Extension of the Reserve into Raven Quay carriageway

- 4.7. The reserve has been extended into a portion of the carriageway which increases its boundaries and enables the retention of a large portion of lawn, even with the addition of the new pathways along Raven Quay and throughout the reserve. The Raven Quay pathway is 3 metres wide (rather than the 2.5 metres proposed in Option B) and is designed to be a shared path, accommodating both pedestrians and cyclists.
- 4.8. Raven Quay is classified as a Local Road in the District Plan which determines the applied Engineering Code of Practice standards. Accordingly, staff are proposing the relevant carriageway section of Raven Quay close to the Williams Street end (Figure 3) be reduced to 3.0-3.2 metre traffic lanes (narrowing to 3.0 metres northwest up Raven Quay) and 2.2 metre parking lanes, resulting in a combined carriageway width of 10.4 metres. The existing parking is retained and realigned to fit within the new carriageway width.
- 4.9. Go Bus and FENZ have confirmed that the carriageway realignment presents no access issues for their services.

Raven Quay Kerb Height

- 4.10. The variable kerb height along the north side of Raven Quay (primarily the Williams Street end) will be reduced to improve access and safety for the elderly.
- 4.11. The RSA and some board members have signalled a desire to see the kerb height issues resolved even if the project is deferred to a later date. Currently, there is no funding within existing roading budgets to improve that section of kerb (aside from using a portion of the existing \$135,000 project budget, which the Community Board would like to reassign

elsewhere). Therefore, it is recommended that the kerb height be left in its current state and resolved as part of any 2023/24 Long Term Plan budget request.

The Terraces

- 4.12. The existing terraces in the eastern corner of the reserve could be upgraded to combined concrete/wooden versions constructed at a comfortable seating height (similar to the terraced seating on the embankment adjacent to the Five Peaks Brew Co establishment). The terraces are currently unattractive, not designed for seating due to their very low height and difficult to maintain for ground maintenance staff.
- 4.13. An Environment Canterbury Flood Protection and Drainage Bylaw Authority would likely be required for Option C and structural changes to the existing terraces.

Memorial Structures

- 4.14. Staff have engaged with the RSA about repainting all existing painted surfaces on the memorials (including, where applicable, the inclusion of new artwork designs) in order to refresh the structures within a contemporary town centre context. Discussions were also undertaken about shifting the existing sundial from the middle of the lawn to the edge of one rose garden. This supports a general aim to simplify/declutter the lawn area to support better sight lines between the memorial elements – from the Cenotaph through the lawn cross and down to the existing flagpole at the western end of the reserve. The RSA have generally responded positively to the suggestions and are open to the improvements.

Lighting Upgrades

- 4.15. In order to showcase the location at night some lighting improvements have been proposed to respond to the upgraded reserve features in Option C. The upgrades include new lamps for the lighting poles and in-ground lights, as well as for three street lights along Raven Quay/Williams Street. The street lights would need to be upgraded as the current lamps (with their general flood lighting) would overpower any new lighting treatment placed in the reserve. New street lighting would still meet the required roading/street light illumination standards but would allow for more directional control of the lighting spill.
- 4.16. The lighting treatments are relatively expensive at just over \$70,000 (inclusive of lighting designer and electrician fee estimates) representing a significant portion of the Option C project budget. One option could be to forgo the lighting upgrades and revisit their potential implementation at a later date to reduce the required project budget down to \$200,000 (instead of \$271,000).
- 4.17. Summary of Key Design Points
- 4.18. Summarising the above points, the main design concepts for Option C, are:
- Extend the boundaries of the reserve to secure additional recreational benefits, such as the retention of a large lawn area and increased community space on event days
 - Construct wide accessible/shared paths within the Memorial Reserve, linking Williams Street to the stop bank path to the west
 - Resolve the variable kerb height issues along Raven Quay (north side) at the Williams Street end
 - Upgrade the existing terraces to provide attractive and useful bleacher seating
 - Repaint memorial structures to refresh them within a town centre contemporary context

- Potentially upgrade the reserve and proximity street lighting to showcase the features of the reserve at night
- Additional improvements retained from Option B include: upgrading existing seating furniture if the budget allows, additional landscaping treatments to support the pathway/lawn realignment, removing the existing bollards, and releveling some existing pavers that require maintenance.

Recommendation

- 4.19. Upgrading the reserve provides an opportunity to consider a wider range of elements to ensure the best form/function outcome for the Kaiapoi town centre and to ensure the reserve reflects the high amenity values of the other four corners of the Williams Street Bridge that have undergone development over the last few years.
- 4.20. The Kaiapoi Town Centre Plan 2028 and Beyond also identifies Key Action #1, the 'development and enhancement of the riverbanks'. Development of the Kaiapoi Memorial Reserves area continues to progress Council's riverbank enhancement programme.
- 4.21. However, given the increase in the project budget for Option C, and as a result of Community Board feedback at the workshop on 14 February 2022, staff are recommending that the 'Kaiapoi Riverbank Walkway and Memorial Reserve' project be deferred from 2021/22, and a request for the full project budget of approximately \$271,000 (which may be future adjusted factoring in rising construction and goods costs) be submitted as part of the 2023/24 Long Term Plan cycle.

Implications for Community Wellbeing

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

Enhancement of the reserve would likely result in it becoming more activated with a natural consequence being increased visibility and interaction with memorial features. The proposed accessibility improvements will benefit multiple users by providing enough space for different users to engage with the reserve – those with accessibility issues, cyclists, pedestrians and the like.

Connectivity between Raven Quay west to the town centre would be improved.

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

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have a significant interest in the subject matter of this report. However, a Project Initiation Request form was sent to Mahaanui Kurataiao in late 2021 (related to report 211026171968[v02]) asking that consideration be given to the level of involvement and/or Cultural reporting for this project. Staff are currently waiting to receive feedback.

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.

The RSA have been consulted with on Draft Concept Plan - Options B and C. The Executive Committee unanimously endorsed Option B as their preferred option, with no significant design changes requested. Option C was also well received but with the following requests:

- (i) An additional flagpole at the eastern end of the reserve
As an alternative, staff have proposed installing the permanent RSA flag on the concrete lighting pole on the Raven Quay/Williams Street corner immediately adjacent to the reserve. This replaces the need to have another pole structure in this area. Staff are currently assessing whether the pole will take the weight of the flag including any wind drag, and will follow up with the RSA once the assessments are complete. The RSA have signalled they would prefer a new pole and will pay for one if that proves to be the better option.
- (j) Resolve the variable kerb height at the Williams Street end of Raven Quay (or include the temporary addition of a ramp/access way to support elderly accessibility)
As per item 4.11, there is no current roading budget provision to resolve the kerb issues in the short term, therefore staff are recommending that these issues be fixed as part of any 2023/24 Long Term Plan budget request.
- (k) Inclusion of removable bollards in the first two-three carparks on the north side of Raven Quay at the Williams Street end to prevent the community parking in these parks (in spite of a road closure being in place) on memorial service days.
It is unlikely that removable bollard infrastructure would be included in on-street parks to support events in the district since these matters (road access restrictions) are usually addressed as part of an event Traffic Management Plan.

The principles around accessibility as outlined in the Waimakariri Accessibility Strategy have been considered in the designs. The Waimakariri Access Group will be consulted on the design before any further detailed design phase is undertaken and final approvals are sought from the Kaiapoi-Tuahiwi Community Board.

The Environment Canterbury (ECan) river engineer (Fred Brooks) has previously been consulted with regarding the preferred and most cost effective design solution for construction of an accessible path/s, i.e. principally on Options A & B. Ecan's preference would not be to build a wider path along the stopbank (Option A) due to potential risks for stop bank stability and integrity. While it is possible to build this path, it would require engineering design and construction monitoring, which would significantly increase construction costs. Therefore, Option B is preferred by staff over Option A as it provides a wider range of outcomes in the reserve given the proposed budget spend.

5.3. Wider Community

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

The Kaiapoi Memorial Reserve area has been identified as a location for redevelopment in historical Kaiapoi Town Centre Plans due to it being a focal point along the Kaiapoi River and Williams Street, and to improve connectivity and accessibility throughout the town centre.

A period of public consultation on the finalised draft design may be undertaken if 2023/24 Long Term Plan funding of the project budget is secured.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are financial implications of the decisions sought by this report. The current \$135,000 budget is included in the current Long Term Plan. To implement Option C there is an approximate budget shortfall of \$136,000 (total budget \$271,000 approximately). There is an option to remove the lighting upgrades to reduce the future budget down to \$201,000 approximately.

High level cost estimates for Option C as at 21 March 2022 include:

- Site preparation \$36,000

- Paving construction \$58,740
- Landscape \$19,480
- Lighting \$70,644
- Furniture/painting \$25,000
- Terraces \$15,500
- Kerb upgrade (Raven Quay) \$6,800
- Consents \$500
- Internal costs/project management \$15,000
- Contingency 10% (construction) \$23,216
- **Total \$270,880**

6.2. Sustainability and Climate Change Impacts

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

However, the stopbanks are likely to be raised by Environment Canterbury in the future to account for additional sea level rise.

6.3 Risk Management

There are risks arising from the adoption/implementation of the recommendations in this report.

Due to the relatively simple type of construction required for the landscape treatments in Option C, a construction contingency allowance of 10% is considered adequate to minimise the risk of exceeding the budget. However, as a result of global forces (Covid 19 etc.) having an ongoing influence on construction and goods costs worldwide, it is likely the budget will need to be revised before being submitted for consideration under the 2023/24 Long Term Plan process.

Cost estimates have been made on the assumption that all phases of procurement and project management will be undertaken by Regeneration/Greenspace staff. If this was to be managed by an external consultant there may be an increase in Project Management costs.

Construction timing is crucial to avoid memorial ceremonies and should be managed by ensuring any successful tenderer has the resources and capacity to construct within expected timeframes. Construction should not be programmed for the months where ground conditions are wet and with higher expected rainfall to avoid minimised potentials delays and/or damage.

The area is also noted to have potential liquefaction risks if subject to future earthquakes.

6.4 Health and Safety

There are health and safety risks arising from the adoption/implementation of the recommendations in this report.

A Safety in Design process has been undertaken in the development of the proposal. This focussed on incorporating end user safety, and in particular accessibility early in the design process.

Public safety through or around the site during construction will need to be managed by implementing a traffic management plan, fully fencing the site and providing alternative pedestrian access as required. This cost has been included in the construction cost estimate.

Environmental safety and H&S construction phase issues will be more fully considered during detailed design, procurement and contract management.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

Local Government Act 2002

Resource Management Act 1991

Historic Places Act 1993

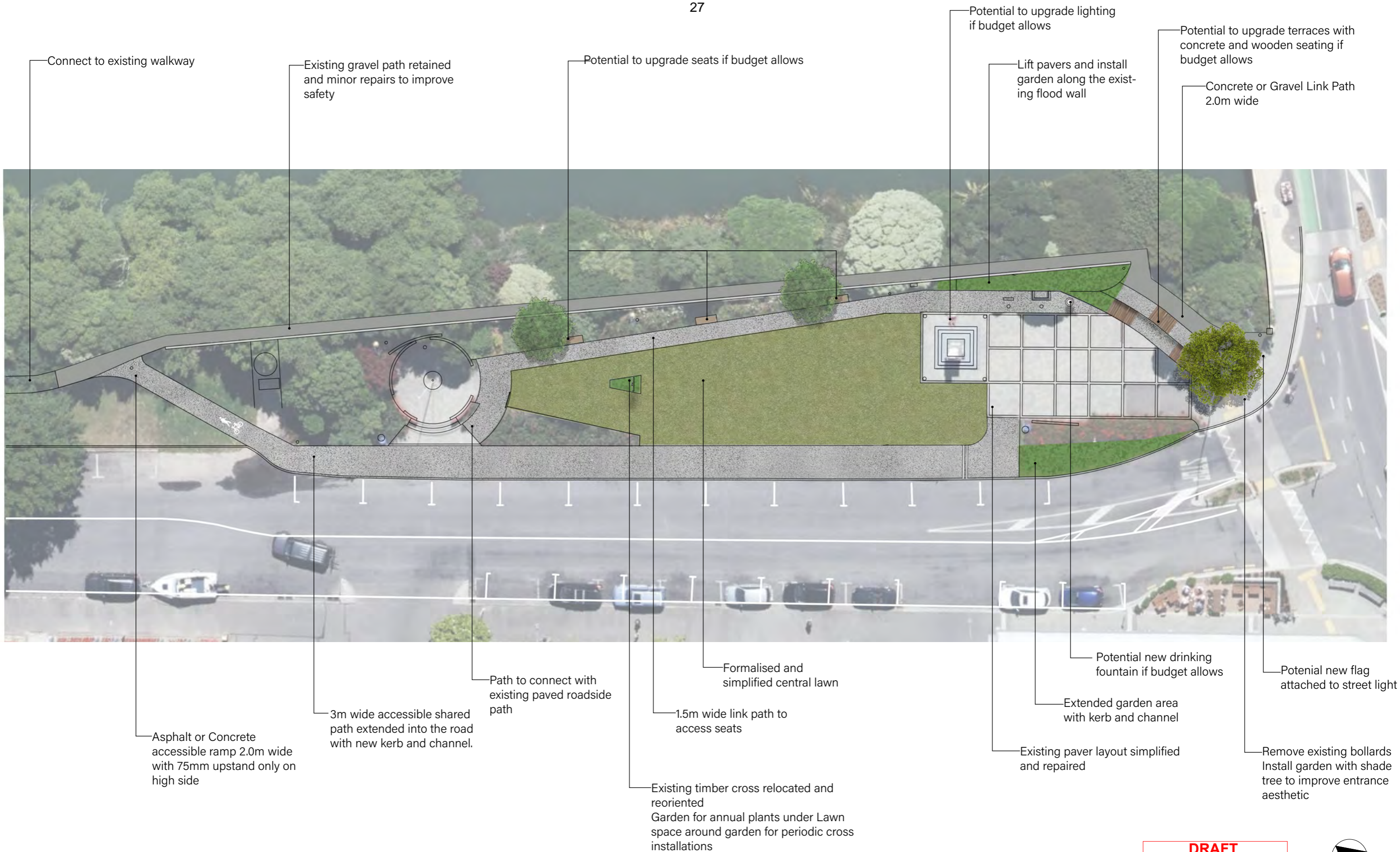
7.3. **Consistency with Community Outcomes**

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

7.3.1. Public spaces and facilities are plentiful, accessible and high quality.

7.4. **Authorising Delegations**

The Kaiapoi-Tuahiwi Community Board has the delegated authority for approving design and consultation plans for recreation reserves.



DRAFT FOR INFORMATION



	ISSUE	AMENDMENT	APPD.	DATE		NAME	DATE	ORIGIN OF LEVELS	SCALES	PROJECT TITLE KAIAPOI RIVERBANKS WALKWAY AND MEMORIAL RESERVE	SHEET TITLE DRAFT CONCEPT PLAN OPTION C	PROJECT No.
	A	DRAFT OPTION FOR INFORMATION		5.02.2022	SURVEYED			ORIGIN OF COORDINATES	PLAN			FILE No.
					DESIGNED	HR WHITE	5.02.2022		DETAILS			SHEET No.
					DRAWN	HR WHITE	5.02.2022		LONG SECT hor.			PLAN No.
					CHECKED				LONG SECT vert.			0003
					RECOMMENDED				REFERENCE FB:			ISSUE
									LB:			A B C D E F

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RGN-05-07:TRIM220310034922

REPORT TO: KAIAPOI TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 21 March 2022

AUTHOR(S): Grant MacLeod (Greenspace Manager)

SUBJECT: Kaiapoi Food Forest structure proposal

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



Department Manager



Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to seek a decision from the Kaiapoi Tuahiwi Community Board on the installation of a shelter structure at the Kaiapoi Food Forest which is expected to support education groups and also casual users of the food forest. The shelter includes an open area under cover along with a secure storage area and a WC (toilet). This shelter is a proposal of the Kaiapoi Food Forest Trust.
- 1.2. The Kaiapoi Food Forest Trust have a license to occupy (LTO) in place which runs from the 1st September 2020 through to 2035 with a right of renewal in 2025. Within this LTO, clause 2 states that
- “The Food Forest can, in partnership with Council staff, update the concept plan to reflect changes in development opportunities. These changes will be subject to approval by the Kaiapoi-Tuahiwi Community Board.*
- The LTO also states under section 23 *“The Licensee must not make or permit: any construction or erection of buildings or other improvements on the Licensed Area or make any alterations or additions to the Licensed Area; without the Council’s prior written approval.* The full terms of this section can be viewed in the attached LTO.
- 1.3. The installation of the shelter has not been communicated by Council to the wider community or views sought on its installation. This is a project submitted by the Kaiapoi Food Forest Trust to support its operation onsite including workshops and education programs. The installation of a shelter and toilet at this location is not within a Council Level of Service and is purely to support the food forest operation.
- 1.4. Information from utilities and roading have indicated there could be significant costs in getting the toilet connected into a waste water system. The Trust will have to look at costs for the Development Contribution of the toilet as this will be adding into the current network. Utilities staff have also indicated that a pump will be required if this was to occur.
- 1.5. The Trust has secured funding from the Ministry of Social Development for the shelter project of \$50,000. MSD have indicated they would prefer this is spent or committed by the end of June 2022, having a resolution on the shelter from the Community Board will enable other funders to join this project and also give the Trust confidence with MSD on progression. The asset once built will be an asset that the Trust then owns and maintains.

Attachments:

- i. Proposed Kaiapoi Food Forest Shelter concept design – 220310034929
- ii. Copy of License to Occupy 1 Feldwick Drive Kaiapoi Food Forest Trust – 220310034927

2. **RECOMMENDATION**

THAT the Kaiapoi Tuahiwi Community Board:

- (a) **Receives** Report No. 220310034922.
- (b) **Approves** in principle the footprint of a shelter at the Kaiapoi Food Forest.
- (c) **Notes** that staff will work with the Trust to obtain detailed costs for the project including the proposed toilet and the requirement that this may have for them to pay Development Contributions. This to fully assess the risk of the Trust requiring contributions to this project and understand what their funding strategy is as well as how they intend to fund ongoing maintenance of the shelter.
- (d) **Notes** that while staff support an Education Shelter, there remains risk and ongoing concern with the installation of a toilet at this location. Understanding the funding strategy and ongoing financial and operational risk is required prior to a toilet being approved.
- (e) **Notes** a subsequent report will be required once funding is in place and final design has been submitted by the Trust for consideration.
- (f) **Notes** that staff will work with the Food Forest Trust to ensure that appropriate communication is sent out to the wider public should the shelter and toilet be supported by the Kaiapoi-Tuahiwi Community Board.
- (g) **Notes** that the erection of the shelter as stated by the License to Occupy is the responsibility of the Kaiapoi Food Forest Trust and the Council has no liability or responsibility to the operation of the shelter, other than if it poses a health and safety risk, which the Kaiapoi Food Forest Trust will be instructed to rectify or mitigate.
- (h) **Notes** that there is public toilet provision located at the changing rooms on Norman Kirk Park within 300 metres of this proposal, hence a public toilet at this location would exceed Levels of Service.
- (i) **Notes** that the shelter once built would be owned and maintained by the Food Forest Trust.

3. **BACKGROUND**

- 3.1. In Mid 2021 the Kaiapoi Food Forest Trust submitted the concept of a shelter/gazebo to be installed at the food forest. This followed discussions that the Trust has undertaken in relation to how it can access toilet facilities including a relationship they had formed with the Church adjacent to their location. The Trust had also highlighted that it wished to have some form of shelter to support the workshops and education program that it runs for the community and visiting schools. The Trust was also aware that in order to progress this concept it needed to secure external funding for the project.
- 3.2. The Trust expects the project to cost up to \$100,000 (as a guesstimate). In order to approach funders to secure further support the Trust requires approval from the Community Board as the land administrator. The Trust currently has a \$50,000 grant from the Ministry of Social Development, in recognition of the community good that it offers with its education program and workshops. The Trust have also indicated that private investors are keen to support them and expects it will likely be able to source external funding. As a last resort, the Trust would work with staff on allocating any of its capital grant funding into this project if required.
- 3.3. One of the key pieces of feedback from Council staff during these discussions was the need to finalise the LTO that was to be updated with the Trust. The LTO sets out process requirements for the Trust when looking to develop or undertake works at the food forest.

The LTO also sets out the requirements for decision making including that the shelter would require Community Board authorisation.

- 3.4. Staff have also fed back to the Trust that there is no intention from Council under its current Levels of Service to provide any further public toilets in the area given the location of the Norman Kirk changing rooms within 300 metres of this location. That being said, the Trust are still keen for a toilet that could be available when they have education programs or workshops in operation.
- 3.5. In November 2021 the Trust updated its shelter plan and sent this through to Council staff for a report to be written seeking the Community Board's feedback on the proposal. The Trust has submitted a signed version of the LTO.

4. ISSUES AND OPTIONS

Staff consider there are three options for Board consideration in relation to this shelter as discussed below:

4.1. Allow for the installation of a shelter that includes a toilet.

This is the preferred option of the Kaiapoi Food Forest Trust as it caters for the groups they expect to attract to site through its education program and workshops that it runs. Trust representatives have met with staff to talk through the merits of this option and why they prefer this over not having a toilet facility or shelter to assist with its operation. This includes the age of children through its educational programs and the fact that people are onsite for workshops for an extended period normally well over an hour. Staff would feel that with this option there needs to be control measures in place to ensure this is not seen as a public toilet but rather for use when the Trust is onsite in an official capacity.

Staff do not support this option with the information currently provided. It is unclear on what the risk to Council is for future operation and potential capital support if funding is not secured. A toilet in this location would exceed current Levels of Service if it was to ever become a Council asset.

4.2. Allow for the installation of a shelter with the addition of a toilet being subject to further information.

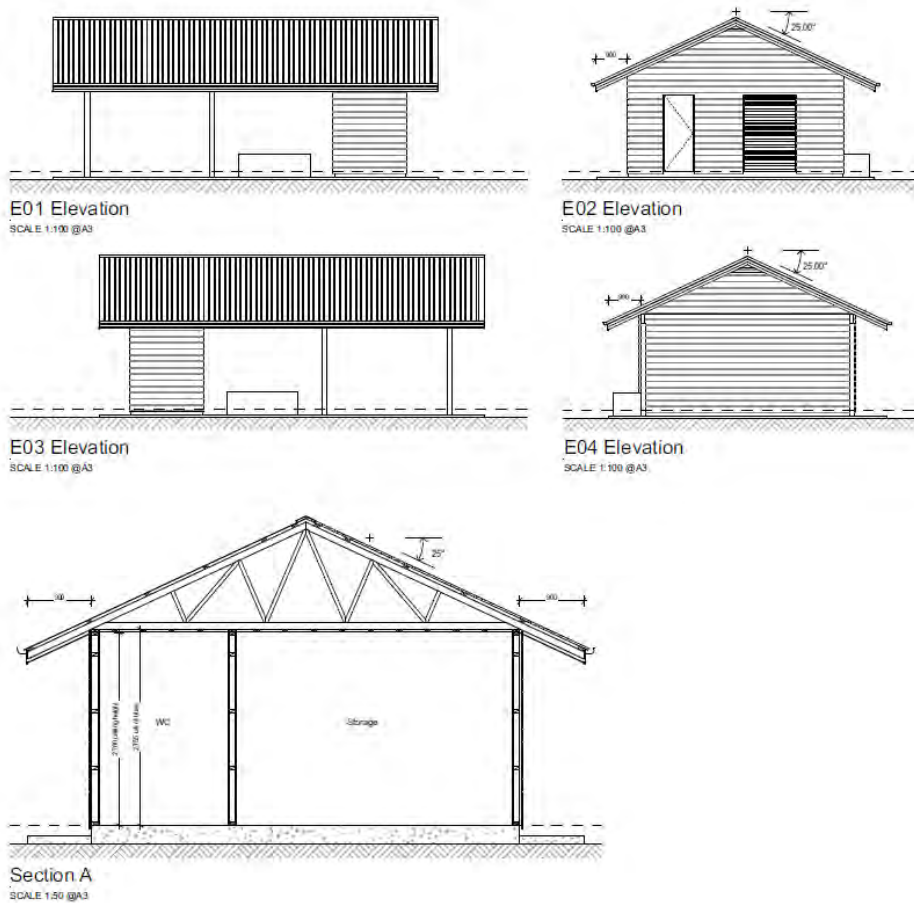
Staff do support this option as believe this would be the most economical and mean that future operational costs have a reduced risk to Council. Staff want to seek further information on the toilet component of the proposed layout to fully appraise the operational risk and difference that this would mean for capital expenditure, noting staff do not support the current budget for the Trust to be used for a toilet.

4.3. Status quo – do not support the installation of a shelter as proposed at the food forest.

This would retain the current setup at the Food Forest and mean the Trust need to consider returning of money to the Ministry of Social Development. This would not support the programs or workshops that the Trust runs and would not resolve the demand they are getting to run such programs. Ultimately the Trust provides a community benefit that assists with food awareness and production which is a key target of the MSD at this time and is reflective of the support Council is seeing with the food satisfy movement.



The graphic above highlights the proposed location of the shelter for the Community Board to consider.



The graphic above shows the design of the proposed building and can be further viewed in the attachments to this report.

Implications for Community Wellbeing

There are implications on community wellbeing by the issues and options that are the subject matter of this report. The community does benefit from the existence of the Food Forest and the programs it runs. The community also has not been canvassed on the installation of the shelter, which is something that staff and the Trust need to work on to ensure this occurs should it be supported and further funding is secured.

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

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report. Except that they should be kept informed and engaged with the activities that the Food Forest undertakes.

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. The installation of the shelter may bring further users into the Food Forest and will support community programs around food resilience.

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 it provides for development at a publicly owned reserve. Whilst the Food Forest is well supported the shelter has not yet been engaged on with the community. Should the Board approve this shelter, staff would work with the Trust to undertake consultation with the surrounding community.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are financial implications of the decisions sought by this report. Whilst they are minor to Council and no funding is being requested for this project, should the Trust not secure the level of funding it requires to build the shelter, it may approach Council to have part of its capital grant allocated to this project. If that were to happen it would require a further report to the board to approve this. The Trust currently has \$41,000 approx in its capital grant fund, staff do not support this funding being allocated to the project.

It is also worth noting that at present Council is not aware of the funding plan that the Trust has to support this project. Council staff believe that there will be additional costs due to the presence of a toilet within the shelter proposal. This includes the requirement for Development Contributions (as per advice from Utilities and Roading staff) and the potential for a pump to be required as part of the design for this. Staff should work with the Trust to fully understand the funding strategy for this project so costs can be fully understood and how the project would be funded.

If the toilet was to be a compost or other design, this would need to be understood along with how it would be operated and an ongoing expenses are met by the Trust.

The Trust still expects to raise the funding for this project externally and has already secured \$50,000 through the Ministry of Social Development.

This budget is not included in the Annual Plan/Long Term Plan as it is not a Council derived project.

6.2. Sustainability and Climate Change Impacts

The recommendations in this report do have sustainability and/or climate change impacts. The Trust and the Food Forest assists in allowing people to be aware how to plant food sources within their own backyard and also generates a number of pollinating species onsite. This has a tangible local benefit to the surrounding environment. Should it be approved, the trust would be encouraged to utilise local suppliers and contractors for the construction of this structure where possible.

6.3 Risk Management

There are risks arising from the adoption/implementation of the recommendations in this report. If the Trust is unable to secure private funding then it will likely approach Council to have a portion of its capital grant allocated to this project.

There is an ongoing operational risk as well that if the shelter becomes a burden to operate that the Trust may turn to Council for assistance with such costs. Staff have outlined in the report that the shelter and its operational costs should remain with the Trust. However, if the Trust could not fulfil this requirement, Council is the underlying land owner and would have to take on any asset if a community group or Trust no longer has the capacity to do so.

6.3 Health and Safety

There are health and safety risks arising from the adoption/implementation of the recommendations in this report. There will need to be health and safety plans considered and submitted through the construction process of the shelter and standards adhered to once it is installed.

7. CONTEXT

7.1. Consistency with Policy

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

7.2. Authorising Legislation

Local Government Act
Reserves Act
Resource Management Act
Building Act

7.3. Consistency with Community Outcomes

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

- There is a strong sense of community within our District

There are wide-ranging opportunities for people of different ages, abilities and cultures to participate in community life and recreational and cultural activities.

- There is a healthy and sustainable environment for all

People are actively encouraged to participate in improving the health and sustainability of our environment

People are connected to the natural world within the built environment.

- People's needs for mental and physical health and social services are met

There are wide ranging opportunities to support people's physical health, social and cultural wellbeing.

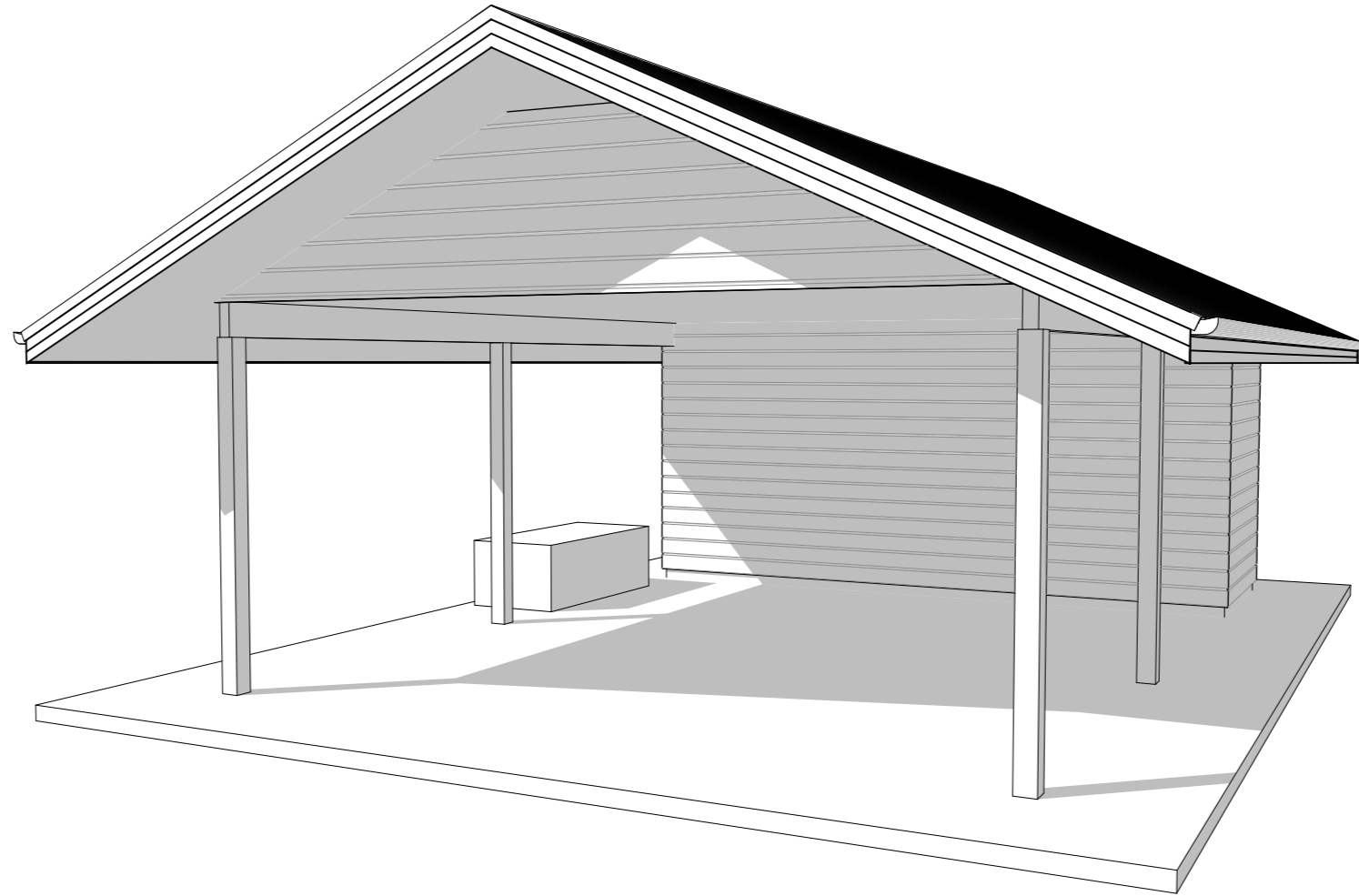
- People have wide ranging opportunities for learning and being informed

Our educational facilities and libraries and cultural centres are well resourced and have the capacity to manage and respond to changing demographics

Our people are easily able to get the information they need.

7.4. **Authorising Delegations**

Through the LTO the Kaiapoi Tuahiwi Community Board has delegation to consider the proposal put forward by the Kaiapoi Food Forest Trust.

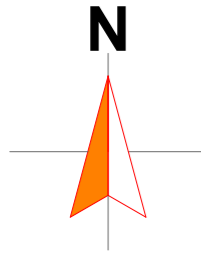


P: 03 312 2502
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W: WWW.RWDESIGN.NZ
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PROPOSED SHELTER

FOR KAIAPOI FOOD FOREST TRUST AT 30/32 CASS STREET, KAIAPOI - CONCEPT DESIGN SET
PROJECT# 21076



PROJECT NAME:
PROPOSED SHELTER

FOR
KAIAPOI FOOD FOREST TRUST

ADDRESS:
30/32 CASS STREET, KAIAPOI

SITE PLAN

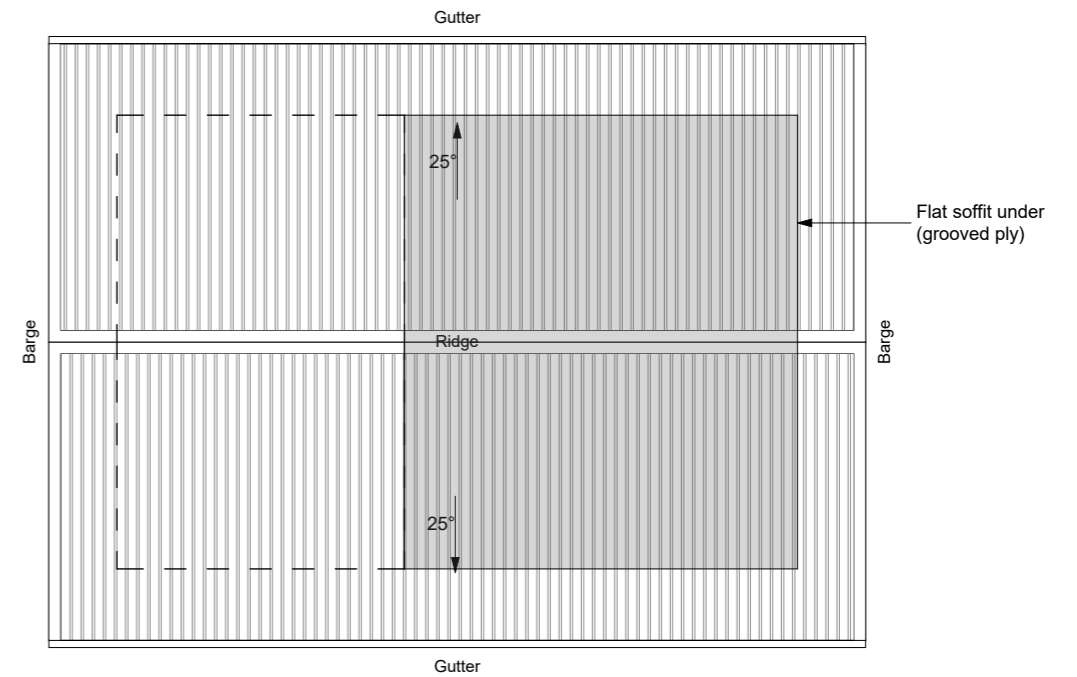
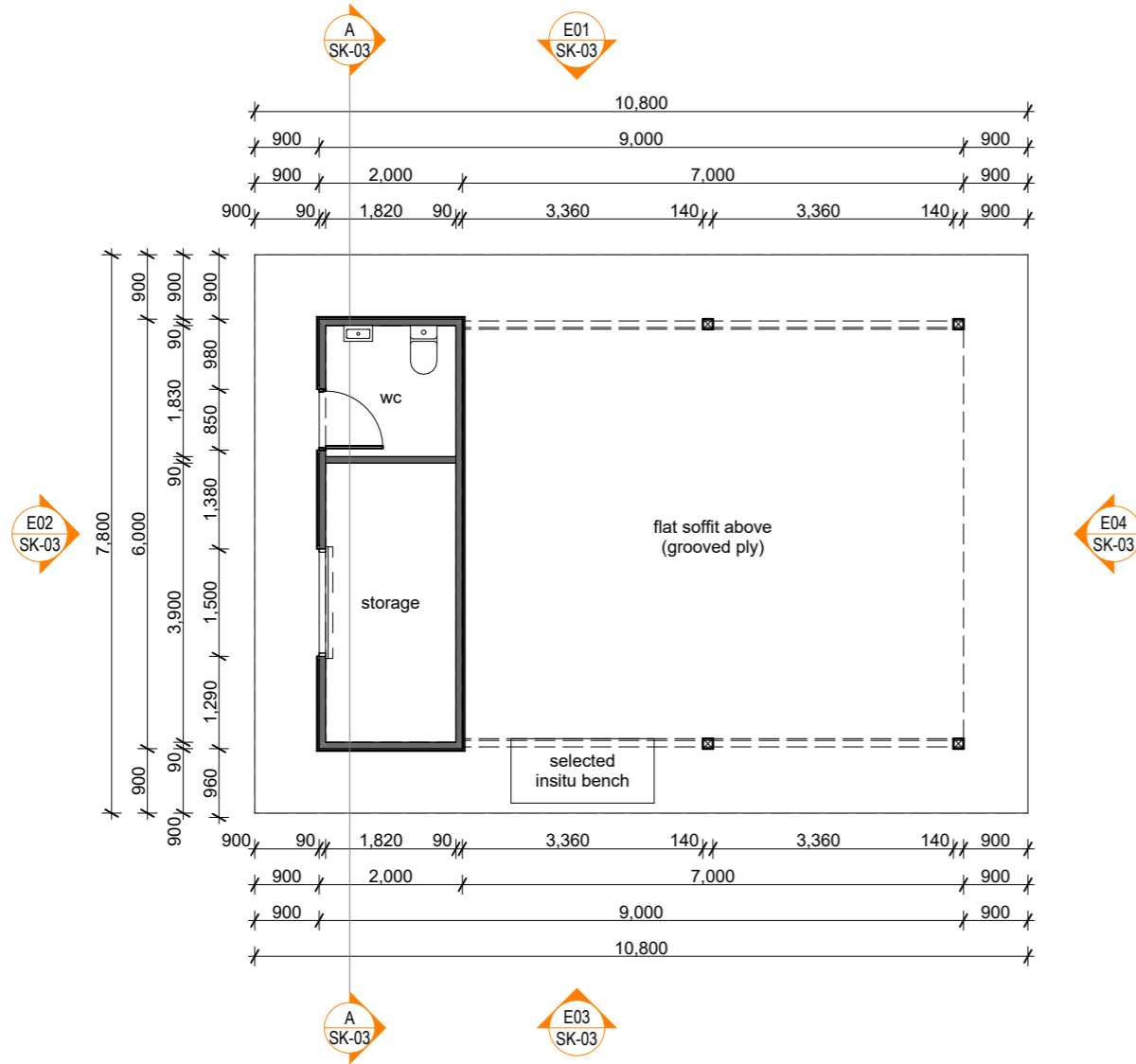
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2	22.11.21	concept v2	
1	11.11.21	concept v1	

DESIGN:
 -
 DRAWN:
 RHW
 CHECKED:
 AL

CONCEPT DESIGN

Scale: 1:750 at A3

SK-01



IMPORTANT NOTE: ALL LANDSCAPING, PLANTING, LIGHTING AND FENCING IS SHOWN FOR IMAGING PURPOSES ONLY. REFER TO BUILDING CONTRACT AND "FIXTURES AND FITTINGS" FOR LANDSCAPING INCLUSIONS

CONCEPT DESIGN

PROJECT NAME:
PROPOSED SHELTER

FOR
KAIAPOI FOOD FOREST TRUST

ADDRESS:
30/32 CASS STREET, KAIAPOI

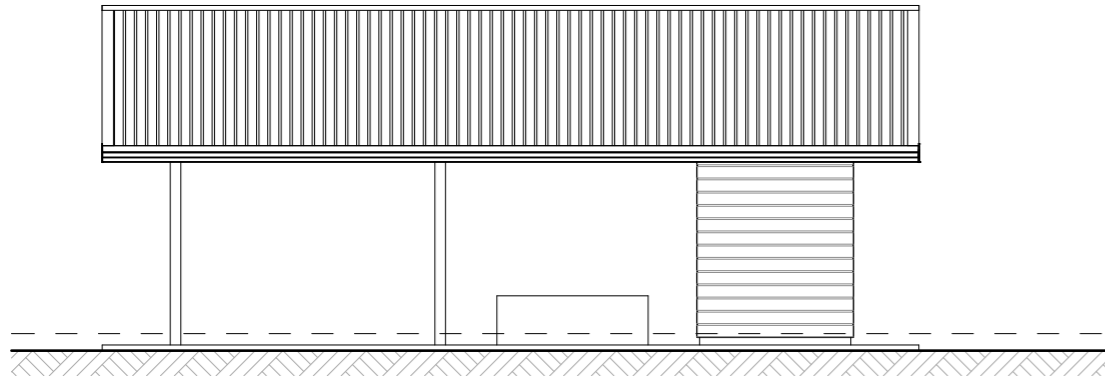
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2	22.11.21	concept v2		
1	11.11.21	concept v1		

DESIGN:	-	Scale: 1:100 at A3
DRAWN:	RHW	
CHECKED:	AL	

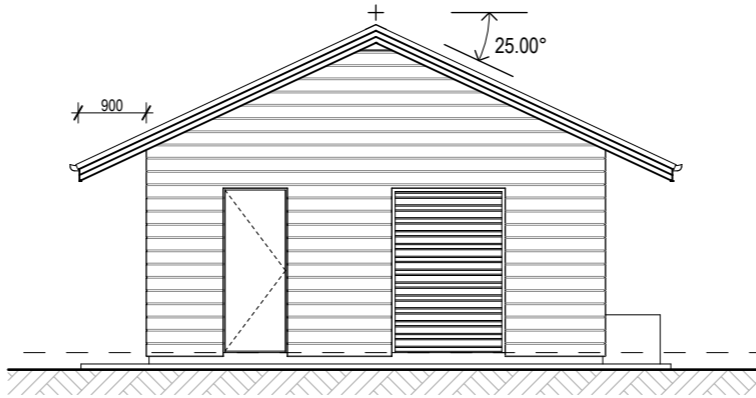
SK-02

38



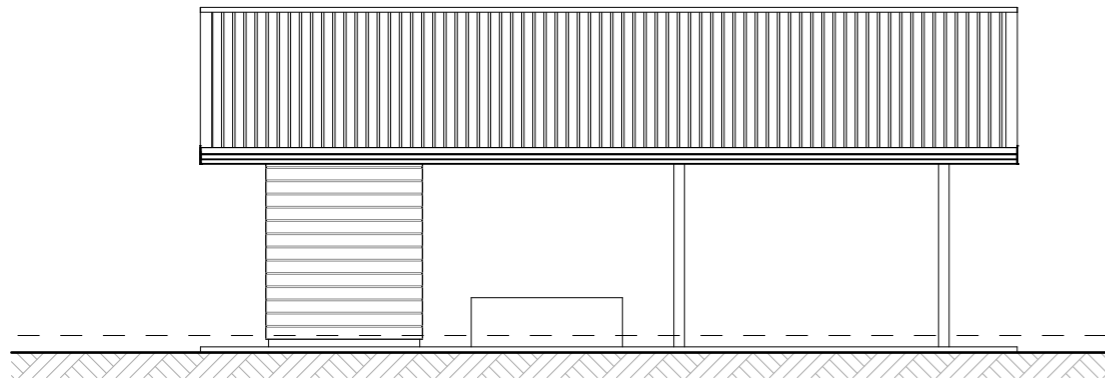
E01 Elevation

SCALE 1:100 @A3



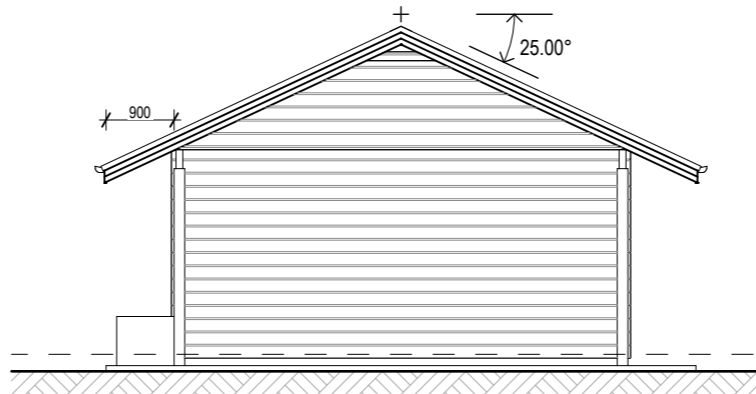
E02 Elevation

SCALE 1:100 @A3



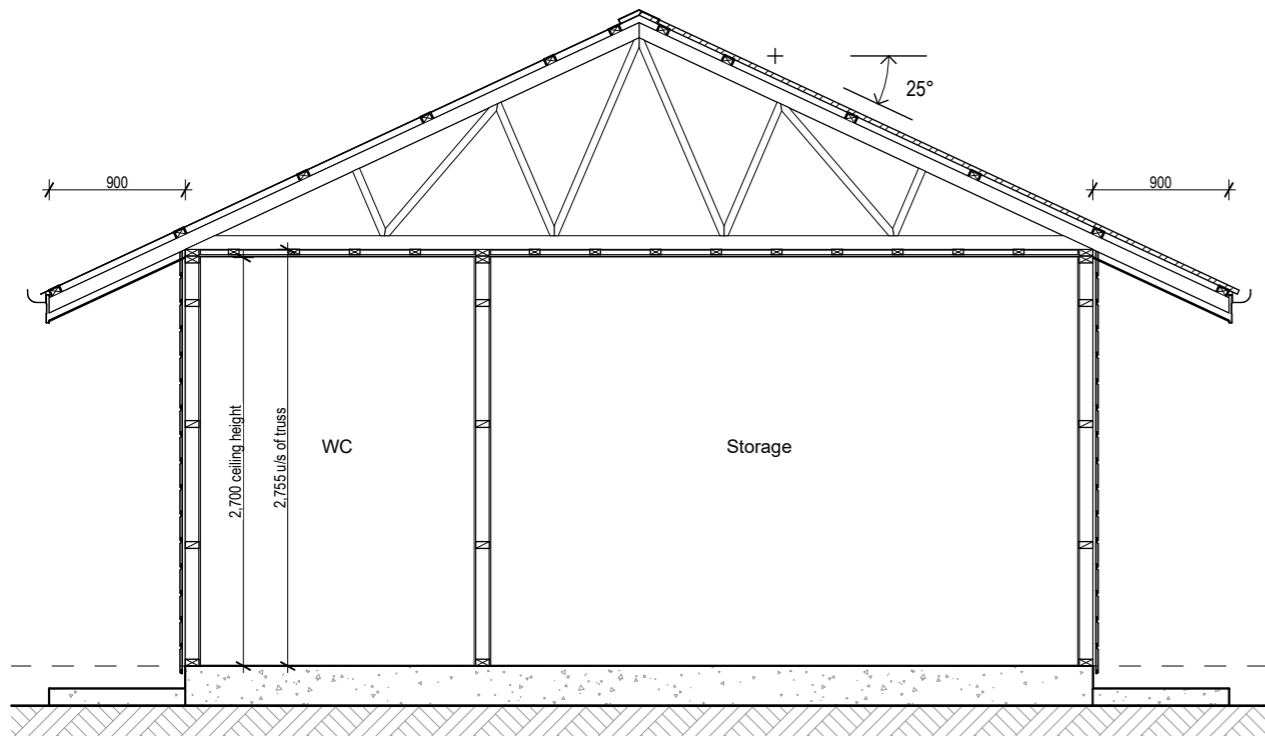
E03 Elevation

SCALE 1:100 @A3



E04 Elevation

SCALE 1:100 @A3



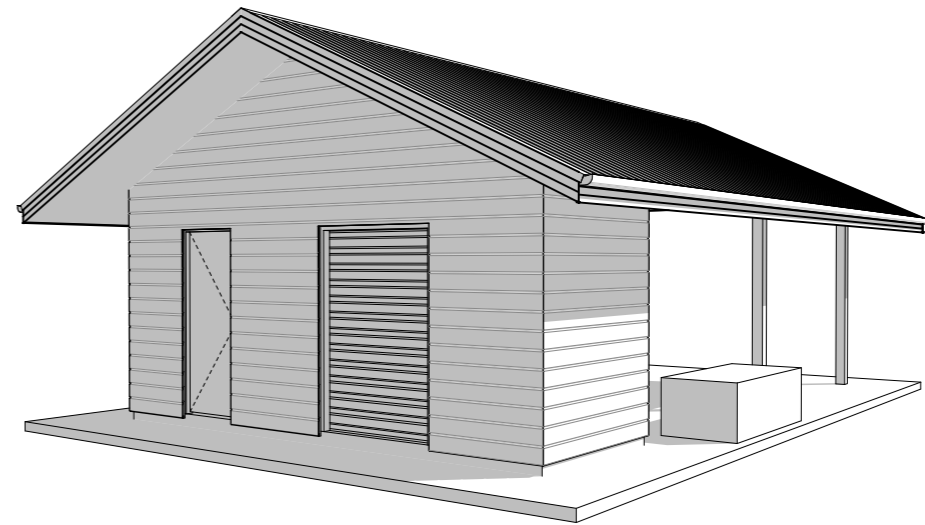
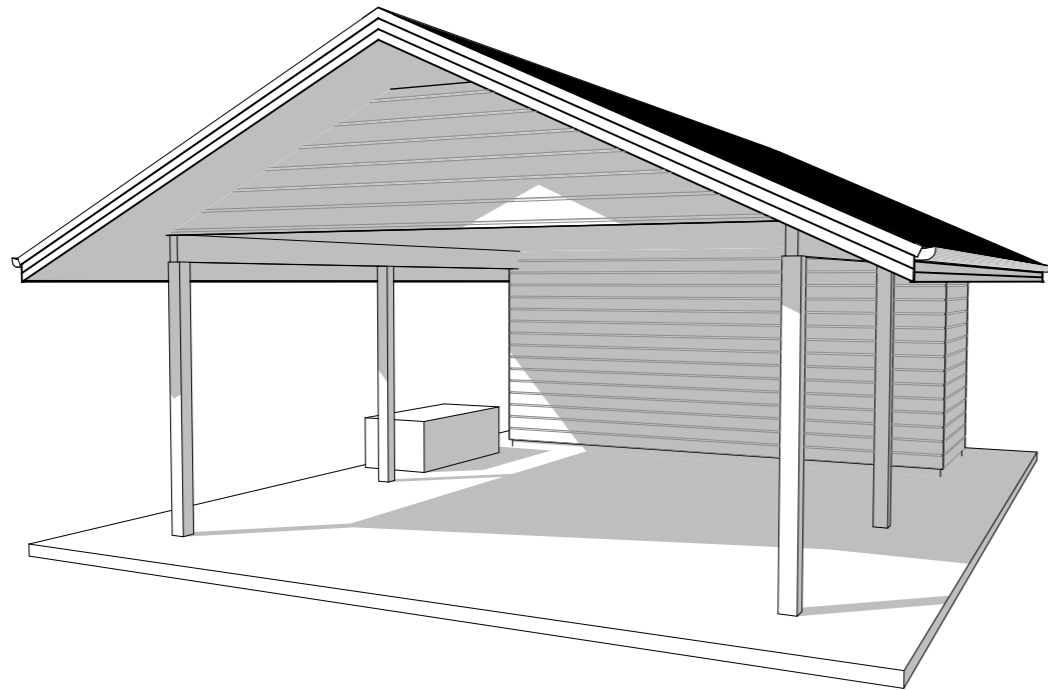
Section A

SCALE 1:50 @A3

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2	22.11.21	concept v2	
1	11.11.21	concept v1	

DESIGN:
 -
 DRAWN:
 RHW
 CHECKED:
 AL

Scale: 1:100, 1:50 at A3
SK-03



3D RENDERS

CONCEPT DESIGN

PROJECT NAME:
PROPOSED SHELTER

FOR
KAIAPOI FOOD FOREST TRUST

ADDRESS:
30/32 CASS STREET, KAIAPOI

#	date	issue	project #:
3	22.11.21	concept v3	21076
2	22.11.21	concept v2	
1	11.11.21	concept v1	

DESIGN:
 -
 DRAWN:
 RHW
 CHECKED:
 AL

Scale: at A3
SK-04

LICENCE TO OCCUPY – BARE LAND (CONSTRUCTION WITH APPROVAL)

1 FELDWICK DRIVE KAIAPOI

**Waimakariri District Council
("Council")**

And

**KAIAPOI FOOD FOREST TRUST
("Licensee")**

Parties

1. **Waimakariri District Council** ("Council").

2. **Kaiapoi Food Forest Trust** ("Licensee").

Background

- A. The Council is the administering authority of the property located at 1 Feldwick Drive Kaiapoi, legally described as Section 3 on SO Plan 526896 ("the Land").
- B. The area to be licensed to the Licensee is situated on the Land and is more specifically shown for general identification purposes as the area comprising 5815 m² outlined yellow on the plan labelled Kaiapoi Food Forest Concept Plan attached as **Plan A** and unless the context otherwise requires includes, without limitation, any and all improvements and buildings if any on the Licensed Area ("the Licensed Area").
- C. In consideration of the Licensee paying the Council an annual sum of \$ 1.00 plus GST (if any) ("the Licence Fee"), the Council agrees to grant to the Licensee a non-exclusive right to occupy and use the Licensed Area on the terms and conditions set out in this Licence.
- D. The parties have also agreed that this Licence is to be subject to the Council and its duly appointed agents and contractors having access on to the Licensed Area as set out in this Licence.
- E. This Licence records the terms of the parties' agreement for the occupation and use of the Licensed Area by the Licensee.

Reference Schedule

The Land: The property located at 1 Feldwick Drive Kaiapoi, legally described as Section 3 on SO Plan 526896 (being the property on which the Licensed Area is situated)

The Licensed Area: The area 5815 m² which is situated on the Land and is more specifically shown for general identification purposes as the approximate area coloured yellow on the plan labelled Kaiapoi Food Forest Concept Plan attached as **Plan A** and unless the context otherwise requires includes, without limitation, any and all improvements and buildings on the Licensed Area (being the area licensed to the Licensee under this Licence)

Commencement Date: 1st September 2020

Term: Five (5) Years

Expiry Date: 31st August 2025

Rights of Renewal: two additional periods of 5 years each

Final Expiry Date: 31st August 2035

Licensee: Kaiapoi Food Forest Trust

Termination Right: upon either party giving three (3) months clear notice in writing

Licence Fee: \$ 1.00 per annum, plus GST (if any)

Permitted Use: Solely for the purpose of developing a food forest for the benefit of the community

Special Conditions if Applicable:

1. The Food Forest is to be developed in accordance with the Concept Plan approved by Council in August 2017 (WDC reference TRIM 170818089484).
2. The Food Forest can, in partnership with Council staff, update the concept plan to reflect changes in development opportunities. These changes will be subject to approval by the Kaiapoi - Tuahiwi Community Board.
3. Council will maintain the open space area of the Food Forest including all vegetation not associated with the Food Forest and the maintenance of the roadside grass frontage.
4. The Council will arrange for a water supply; including back flow preventer, for the Licensee to use for watering plantings as required.
5. The Council will be responsible for all fencing which is currently on the property and which belongs to the Council and will keep all fences, gates, drains and other improvements erected on the said unused Reserve land in good order and condition (damage by fire, earthquake or other inevitable accident excepted).
6. The Licensee shall not restrict public access to any part of the reserve without prior permission of the Council.

7. The Licensee is not permitted to undertake the spraying of any herbicides and/or insecticides without specific approval of the Council. Similarly the Council or its contractors will not undertake any spraying within or on adjacent lands surrounding the food forest area without the consent of the Licensee.
8. The Licensee is not permitted to use poisons, baits or traps without specific approval of the Council.
9. The Licensee is not permitted to use powered equipment on the site without the prior approval of the Council. Any use of mechanical equipment, such as chainsaws, needs to be done by certified operators and approved by Council to comply with the site health and safety plan.
10. The Licensee will submit a site specific health and safety plan covering the area/s under development before commencement.
11. The Licensee will comply with the Kaiapoi Food Forest Volunteer Health and Safety Plan approved by Council.
12. The Licensee shall not place permanent garden furniture, artworks and / or sculptures in the area nor install any signage without prior permission of the Council.
13. The intent applied within this agreement shall apply to all persons on the site under the direction or authority of the Licensee.
14. The Licensee will provide annually by 30 June a report to Council detailing matters to be reported agreed and subsequently approved by Council.

The Parties Agree

Definitions and Interpretation

In this Licence unless the context otherwise requires:

- (a) where obligations bind more than one person those obligations will bind those persons jointly and severally;
- (b) the benefits and burdens will be binding upon the parties and their respective successors and personal representatives and any permitted assigns or transferees and references to the parties must be construed accordingly;
- (c) words importing one gender include all other genders and words importing the singular number include the plural and vice versa;
- (d) a "person" includes any individual, company, corporation, incorporated society, limited partnership, firm, partnership, joint venture, association, organisation, trust, state, or agency of state, government department or territorial authority in each case whether or not having separate legal personality;
- (e) any Schedules to this Licence have the same effect as if set out in the body of this Licence;
- (f) clause headings are inserted for reference only and will not affect the interpretation of this Licence;
- (g) references to any statute refer also to any legislative instrument, bylaw, order or notice made under or pursuant to the statute and:

- (i) references to statutes and legislative instruments refer also to statutes and legislative instruments amending, consolidating or re-enacting those referred to (including any enactment passed in substitution therefore); and
- (ii) expressions defined or explained in any statute will bear those meanings in this Licence;
- (h) any covenant not to do anything also imposes an obligation not to suffer, permit or cause that thing to be done;
- (i) references to covenants include conditions and agreements;
- (j) references to covenants include covenants expressed or implied;
- (k) to "perform" a covenant includes to keep, observe and fulfil that covenant;
- (l) a right granted or reserved may be exercised from time to time and at all times;
- (m) references to consent, permission, approval, discretion, or agreement, of the Council is a reference to such in the Council's sole, absolute, and unfettered discretion;
- (n) any reference to a "month" or "monthly" mean respectively calendar month and calendar monthly;
- (o) "Licensee Improvements" means the things specified in clause 23 where done in accordance with clauses 23 and 24; and
- (p) terms defined in a Schedule including, without limitation, the Reference Schedule have the meanings given to them in that Schedule.

Commencement and Term

2. The Council agrees that the Licensee may occupy the Licensed Area, as a licensee from the Commencement Date.
3. The initial term of this Licence is the Term.
4. There is one renewal provided for in this licence for a further term of five (5) years.
5. The Council may terminate this Licence at any time by giving to the Licensee three (3) months' notice in writing and on the expiration of such notice this Licence shall absolutely cease and determine and the Licensee shall leave the Licensed Area in good order and condition.
6. If the Reference Schedule records a Licensee Termination Right then, but not otherwise, the Licensee may terminate this Licence at any time by giving to the Council the greater of:
 - (a) three (3) months' notice in writing; and
 - (b) the period of notice (in writing) specified in the Licensee Termination Right;
 and on the expiration of such notice this Licence shall absolutely cease and determine and the Licensee shall leave the Licensed Area in good order and condition.
7. If the Licence is terminated by either party in accordance with clause 5 or 6 of this Licence no compensation shall be payable by the Council to the Licensee however compensation shall be payable by the Licensee to the Council in the event that the Licensee has breached any of their obligations within this Licence.

Licence Fee

8. The Licensee shall pay to the Council the Licence Fee in advance at the Licence Fee Payment Frequency and in the corresponding Licence Fee Instalment Amounts to the Council's bank account as specified by the Council to the Licensee in writing from time to time.

Services

15. The Licensee acknowledges and agrees that the Council shall have no liability and the Licensee shall not be entitled to any compensation (including, without limitation, by way of abatement of the Licence Fee) in connection with any reduction or cessation of services (if any).

16. Any existing sewers, stormwater, water pipes, cables and other underground services and structures shown on any plans are for the information of the Licensee. The relevant service authorities have supplied this information, but their positions and completeness are not guaranteed.

17. It shall be the Licensee's responsibility to ascertain the existence and location on site of all utilities and services before commencing occupation, and to protect these services from damage. The Licensee shall be responsible for any damage caused to services during the Term or any Renewal Term.

Default Interest and GST

18. If any Licence Fee, outgoings, or other monies payable by the Licensee remain unpaid for five (5) working days after their due date, then the Licensee will pay to the Council interest on those monies at the Default Interest Rate calculated from the due date to the date of payment and the Council may recover the monies in arrears and interest as a liquidated sum.

19. The Licensee shall, at the time it falls due for payment, pay to the Council or as the Council shall direct, all goods and services tax payable on the Licence Fee and any other amounts payable under the Licence to the intent that all Licence Fees, outgoings and other amounts are paid to the Council as net amounts clear of goods and services tax.

Permitted Use

20. Where a Permitted Use is specified in the Reference Schedule the Licensee shall not use the Licensed Area for any other use or purpose than the Permitted Use without the prior written consent of the Council.

Assignment

21. This Licence is personal to the Licensee, and the Licensee may not assign, transfer, sublicense or otherwise share their rights under this Licence to or with any other party unless agreed to in writing by the Council. Any change in the shareholding of the Licensee will comprise a deemed assignment of this Licence requiring the consent of the Council.

Licensee's Responsibilities and Obligations

22. The Licensee warrants and undertakes that the Licensee:

- (a) Will not assign, sub-let or part with the possession of the Licensed Area or any part thereof without the prior written consent of the Council. The Assignee will enter into the same covenants and agreements as are contained in the Licence as if the Assignee had the Licence directly with the Council. Any change in the shareholding of the Licensee will comprise a deemed assignment of this Licence requiring the consent of the Council.
- (b) Will not at any time undertake anything on the Licensed Area or cause or allow any act on the Licensed Area which shall be a disturbance, nuisance or annoyance to the Council or the occupiers or owners of adjoining land or cause contamination of the Licensed Area or adjoining land.
- (c) Will not at any time commit or allow or suffer to occur any waste (whether voluntary, permissive, or ameliorative) to the Land or the Licensed Area.

- (d) Will at all times keep the Licensed Area free of all noxious weeds, plants or vermin and at the Licensee's own expense do all things necessary to comply with the provisions and requirements of the Biosecurity Act 1993 without being entitled to any compensation in respect thereof.
- (e) Will comply with all relevant legislation, regulations and bylaws affecting the Licensed Area and their use of it. This includes, without limitation, any applicable liquor and alcohol laws, smoke free legislation, and fire safety.
- (f) Will at the Licensee's cost, obtain and comply with all resource consents, permits and other planning approvals and licences and permissions required for the Licensee's use of the Licensed Area.
- (g) Will comply with all legislation, regulations and bylaws in relation to health and safety, including (without limitation) all obligations imposed under the Health and Safety at Work Act 2015, and will take all necessary steps to ensure that the obligations imposed upon the Council as owner under the Health and Safety at Work Act 2015 will at all times be complied with, and will (to the maximum extent permitted by law) indemnify the Council for any loss, claim, complaint, liability, cost, penalty or award of damages the Council may suffer as a consequence of its failure to so comply with any of the foregoing obligations in this clause.
- (h) Shall comply with all requirements recorded in any tender (if any) for this Licence.
- (i) Shall at their own cost keep the Licensed Area, including any improvements or structures on it free from damage or rubbish, and must promptly repair any damage caused by them or any person using the Licensed Area under this Licence.
- (j) Shall not make any alteration or addition to the Licensed Area without the Council's written consent.
- (k) Shall not remove any improvements owned by the Council from the Licensed Area, or any Licensee Improvements except to the extent permitted by or required under some other express clause of this Licence, and shall replace all damaged or lost improvements owned by the Council or wrongly removed Licensee Improvements with others of like value.
- (l) Shall notify the Council as soon as practicable, of any hazards arising upon the Licensed Area identified by the Licensee, its agents, contractors, guests, tenants or invitees.
- (m) Shall notify the Council as soon as practicable if any damage occurs to the Licensed Area or any injury or harm occurs to any person on the Licensed Area, of the details of the damage, injury, or harm, and, to the best of the Licensee's knowledge, details of how it occurred.

- (n) Shall ensure that all work on the Licensed Area shall be carried out in a professional and workmanlike manner and in accordance with relevant industry standards.
- (o) Shall not do anything upon the Licensed Area which may prejudice, or invalidate any insurance policy held by the Council, nor, except with the Council's prior written approval, do anything on the Licensed Area that would cause the premium of any insurance policy held by the Council in respect of the Licensed Area to be likely to increase. The Licensee must pay on demand all extra premiums payable due to any breach of this clause.

Licensee Improvements

23. The Licensee must not make or permit:

- (a) any excavation of the Licensed Area;
- (b) any demolition of all or part of the Licensee's Improvements;
- (c) any construction or erection of any buildings or other improvements on the Licensed Area or make any alterations or additions to the Licensed Area; or
- (d) any installation, alteration or interference with any equipment, fitting or fixture or any services or other system relating to the Land or the Licensed Area;

("Licensee's Improvements")

without the Council's prior written approval provided that such approval will not be unreasonably withheld but may be given subject to such conditions as the Council may at its discretion see fit to impose. The Council shall have no liability or responsibility in connection with any errors, omissions, or defects in the plans or the works.

24. In seeking the Council's approval under clause 23 the Licensee must submit plans and specifications of the proposed work. The Council may require as a condition of approval that:

- (a) the work be supervised by a person nominated by the Council (the Council shall have no responsibility or liability in connection with this);
- (b) the work be executed by contractors or tradespeople approved by the Council (the Council shall have no responsibility or liability in connection with this);
- (c) the Licensee pays all costs incurred by the Council in considering the proposed works and in their supervision and completion, including, but not limited to, the fees of architects or other building consultants employed by the Council and the Council's legal costs (the Council shall have no responsibility or liability in connection with any supervision or non-supervision of the works);
- (d) the Licensee obtains all approvals or permits necessary to enable the proposed work to be lawfully effected and on request produces to the Council copies of them;
- (e) upon completion of the work the Licensee produces to the Council any certificates of compliance issued by the relevant authorities and as built plans and signed producer statements; and
- (f) the Licensee enters into a variation of this Licence to record the changes made and any requirements of the Council.

25. The Licensee shall consult with the Council prior to the expiry or termination or renewal of this licence and jointly the parties shall mutually agree to what extent any or all or part of the Licensee's Improvements shall be removed. The parties will also mutually agree to what extent any or all or part of any damage to the land or the Licensed Area caused by such removal or otherwise, but not by limitation, shall be restored.

26. If the Licensee fails to consult or make good as agreed under the provision of clause 26, the Council may give notice in writing to the Licensee that unless the Licensee effects removal within Twenty (20) days of the date on which the notice is given (time being of the essence) the Licensee's Improvements will, at the option of the Council, be forfeited to the Council without compensation and on service of such notice the Licensee's Improvements will become the property of the Council free of any encumbrances, charges, liens or claims (of any nature under any theory of law or cause of action or defence or claim whatsoever).

27. If at the expiration date the Licensee has observed and performed all of the terms and conditions of this Licence, the Licensee will be entitled to remove the Licensee's Improvements and the Licensee will comply with clause 26.

Licensee Works

28. Without limitation to clause 22, the Licensee shall be responsible for notifying any relevant authorities prior to the commencement of any work on the Licensed Area that would require a consent, and shall comply with any additional requirements imposed by those authorities.

29. Should any services be required to be supported or relocated, then the Licensee shall liaise with the appropriate authority to gain approval, and shall comply with all instructions issued by the relevant authority.

30. Where other existing services are disrupted or damaged in any way by the operations of the Licensee, they shall be repaired and reinstated to the satisfaction of the Council and the appropriate Local Authority or service authority, entirely at the expense of the Licensee, including the cost of any supervision and/or inspections.

31. The Licensee shall ensure the adequate protection from disturbance of all benchmarks and survey marks unless indicated otherwise by the Council.

Council's Use of the Licensed Area

32. The Licensee acknowledges and agrees that save to the extent inconsistent with this Licence, the Council's rights and interest in the Land and the Licensed Area and right to use, administer, and deal with the Land and the Licensed Area are preserved and in no way restricted, reduced or fettered and the Council shall have no obligation or duty to the Licensee with respect to the same.

Access

33. The Council reserves the right, without notice to the Licensee, for Council staff or their contractors (including all required machinery, vehicles, equipment and tools) to enter the Licensed Area at any time to carry out maintenance. Every effort shall be made to keep the Licensee informed of such operations and to not interfere with the legitimate activities of the Licensee on the Licensed Area. The Licensee shall not be entitled to compensation (including, without limitation, by way of abatement of the Licence Fee) for any activities carried out by the Council in accordance with this clause.

34. An on-site inspection may be carried out by the Council at the commencement and expiry of this Licence and at any other time which it deems appropriate during the Term or any Renewal Term, to identify the condition of the Licensed Area including its improvements.

35. The Council may carry out any works on the land adjacent to or near the Licensed Area. The Council will take all reasonable steps to ensure that such works are carried out in a way that causes a minimum of inconvenience to the Licensee where practicable. The Licensee agrees not to take any injunction, proceedings or otherwise make any objection to the works, and will not make any claim for compensation (including, without limitation, by way of abatement of the Licence Fee).

Default, Termination, and Expiry

36. The Licensee indemnifies the Council against any loss, claim, damage, expense, fine, penalty, liability or proceeding suffered or incurred at any time by the Council as a direct or indirect result of any breach of the Licensee's obligations, undertakings or warranties contained or implied in this Licence, or as a direct or indirect result of the Licensee activities on the Licensed Area.

37. The Licensee must meet all costs and expenses (including legal costs on a solicitor/client basis) which the Council may incur in enforcing its rights under this Licence.

38. In the event that the Licensee breaches any of the terms and conditions of this Licence or any warranty contained herein including, without limitation, in clause 22, the Council may (in addition to its other rights) do either or both of the following:

- (a) give the Licensee notice requiring them to remedy such breach within a reasonable period of time, and if the Licensee fails to do so then the Council may remedy any breach and recover the costs from the Licensee;
- (b) immediately terminate this Licence and/or remedy any damage and recover the costs from the Licensee.

39. The costs of any work required by the Council to remedy any failure by the Licensee to comply with the terms of this Licence may be recovered by the Council as a debt of a liquidated sum amount.

General

40. The Council makes no warranty or representation that the Licensed Area is fit for any particular use, and the Licensee acknowledges that they have entered into this Licence completely in reliance upon their own skill and judgment. The Licensee agrees to occupy and use the Licensed Area at their own risk, and releases the Council from any claim for any loss or damage they may suffer or incur.

41. For the avoidance of doubt, the Licensee acknowledges that this Licence is entered into by the Council in its capacity as land owner and not as regulatory authority. The two roles of the Council are different, and any consent or approval given by Council in relation to this Licence in its capacity as licensor under this Licence does not waive or imply the Council's consent or approval in its capacity as regulatory authority.

42. The Licensee agrees not to take or participate in any action (including lodging any objection to any statutory authority) which may have the effect of preventing or interfering with the Council's future plans for the Licensed Area or any adjoining land.

43. In the event the Licensed Area is damaged to the extent that the Council deems, at its discretion, that it is uninhabitable or in the Council's opinion for any reason that it is no longer appropriate for the Licence to continue, the Council may immediately terminate this Licence at the Council's discretion.

44. This Licence is the entire agreement (and replaces all earlier negotiations, representations, warranties, understandings and agreements) between the Licensee and the Council regarding the Licensee's use of the Licensed Area, without prejudice however to the operation of clause 22 of this Licence. Any amendments to this Licence must be recorded in writing and signed by both the Licensee and the Council.

45. Any covenants and powers implied in licences by virtue of the provisions of the Property Law Act 2007, or any other Act, legislative instrument or bylaw which are not to the benefit of the Council are (to the maximum extent permitted by law) expressly excluded from this Licence.

46. The natural vegetation of New Zealand is unique and diverse in keeping with its isolation from other lands. Within the Waimakariri District are areas of indigenous vegetation which include (but are not limited to) specimens of Kanuka, Matagouri, Cassina, Pommaderris and Cop Intertexta. These plants are the last remains of this type of vegetation that once used to cover the Canterbury Plains and therefore are considered to be of high importance. Where this vegetation is encountered by the Licensee in the course of this Licence, the Licensee shall protect this vegetation from any damage occurring as a result of their occupation of the Licensed Area.

47. The parties agree that:

(a) The execution and transmission of a faxed (or a scanned and emailed) copy of this Licence by each of them to the other of them shall constitute a valid binding offer or acceptance (as the case may require); and

(b) The production of a facsimile (or scanned and emailed) copy or copies of the Licence signed by all parties shall be deemed to be sufficient to satisfy the requirements of the Property Law Act 2007.

48. In the event a dispute arises between the parties, if the Council requires it then the parties agree to in the first instance negotiate in good faith for a period of at least ten (10) working days. Following this if the parties cannot reach resolution, the Council shall instigate arbitration and shall appoint an appropriate arbitrator to assist in resolving the dispute.

Dated this 17th day of MARCH 2020

**The Common Seal of the
Waimakariri District Council**
was hereto affixed in the
presence of

Authorised Person

Authorised Person

Signed by: Kaiapoi Food Forest Trust

Bud L. Cairns
KFFT CHAIR

as Licensee In the presence of

Shirley Cairns
Signature

Shirley Cairns
Witness Name

136 Charles Street, Kaiapoi
Address

Self Employed
Occupation

Plan A



Scale 1:500 @ A3
 Date 18 August 2017
 By IMC

KAIAPO FOOD FOREST
 Concept Plan



Mixed Use Business

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV-26-08-06/220310034611

REPORT TO: KAIAPOI – TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 21 March 2022

AUTHOR(S): Tori Stableford, Landscape Architect

SUBJECT: General Landscaping budget

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



Department Manager



Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to provide information to the Board on a number of potential projects for consideration of budget allocation from the Kaiapoi-Tuahiwi Community Board's General Landscaping Budget. In November 2021 staff undertook a workshop with the Kaiapoi-Tuahiwi Community Board to identify potential projects which the Board may choose to spend their General Landscaping Budget on. At this workshop, the Board identified three projects which they were interested in pursuing further and requested a report from staff outlining the costs and considerations regarding these potential projects.
- 1.2. These projects are a seat and planting at the Kaiapoi end of the Passchendaele walkway, the enhancement of the Kaiapoi Town Entrances following Councils adoption of a Town and Settlements Entrances Strategy, and finding a suitable location for a Raymond Herber Sculpture donated by the Waimakariri Arts Trust.
- 1.3. This report outlines the projects mentioned above in further detail for consideration by the board. The Kaiapoi-Tuahiwi General Landscaping Budget currently has \$59,010 available to be allocated during the 21/22 financial year to such projects.
- 1.4. Staff understand that the Board wish to contribute the majority of this budget towards the Town Entrances Project. The Board have previously allocated \$30,000 towards this project. Due to the investigations required the Town Entrances project would not be completed until the 22/23 financial year and therefore staff suggest that the \$30,000 be carried forward from this financial year's budget and that the remaining balance not used by the other two projects be put towards the Town Entrances Project.
- 1.5. Staff have provided an estimated costs for each of the other two projects as shown below;
- Passchendaele Walkway \$3,200
 - Raymond Herber Sculpture implementation \$10,000
- This would leave \$45,810, which could be allocated to the town entrances creating a total budget for this project of \$75,810.
- 1.6. There is sufficient budget to allocate to all of the above projects should the Board choose to proceed with these.
- 1.7. Staff believe that the funds sought are consistent with other similar sized projects within the district and are reflective of the types of project which funds from this budget are

commonly allocated towards. While staff have spoken with suppliers to provide these estimates, any project approved by the board would be implemented under Council's procurement policy so prices may vary and there is a possibility the impacts of COVID-19 may have an effect on prices and availability of products.

- 1.8. Staff have also included in this report an update to the board on the progress of the implementation of Patchina's Walkway which is a previous project that budget from the Boards General Landscaping Budget was allocated towards.

2. RECOMMENDATION

THAT the Kaiapoi - Tuahiwi Community Board:

- (a) **Receives** Report No. 220310034611.
- (b) **Notes** that the Board currently has \$59,010 available in the 21/22 financial year General Landscaping Budget to allocate to projects within the Kaiapoi -Tuahiwi Ward.
- (c) **Approves** the allocation of \$45,810 towards the costs of upgrading the Kaiapoi Town Entrances from the Kaiapoi – Tuahiwi General Landscaping Budget.
- (d) **Approves** the allocation of \$10,000 towards the implementation of the Raymond Herber 'Wind swept tree Sculpture' from the Kaiapoi – Tuahiwi General Landscaping Budget.
- (e) **Notes** that the RSA have donated \$1,000 towards the installation of a seat, planting and a tree at the Kaiapoi end of the Passchendaele Walkway.
- (f) **Notes** that staff will work with the Passchendaele Trust and RSA to determine the exact location of this seat and planting.
- (g) **Approves** the allocation of \$3,200 towards the remaining costs of purchase and installation/planting of the seat, plants and tree for the Passchendaele Walkway from the Kaiapoi – Tuahiwi General Landscaping Budget.
- (h) **Notes** that staff will work with the Board to determine designs for the Kaiapoi Town Entrances and implementation will occur in the 22/23 financial year.
- (i) **Notes** that staff will work with the Board to determine an appropriate location for the Raymond Herber sculpture.
- (j) **Notes** that the \$75,810 allocated towards the Town Entrances Project will be carried forward to be used in the 22/23 financial year.

3. BACKGROUND

- 3.1. The General Landscaping Budget is a discretionary budget the Board can allocate towards landscape projects within their ward. There have been many varying projects that this money has been spent on over the years to enhance the landscape of the Kaiapoi area. Projects have included extra seating, planting, town centre enhancement etc. There are no documented guidelines which stipulate exactly what the money has to be spent on however it should be for things which will enhance the landscape for the benefit of the community.
- 3.2. The table below shows some of the previous and current projects undertaken by the Board along with the budget available for allocation.

Table 1: Kaiapoi-Tuahiwi General Landscaping Budget Current and Previous Projects

Kaiapoi Tuahiwi General Landscaping Budget			
Account Description	Status	Budget	Remaining
Kaiapoi Tuahiwi Community Board Available Funds			
2020/21 General Landscape Budget (Carried Over)		\$66,380	\$33,580
2021/22 General Landscape Budget		\$25,430	\$25,430
Total Kaiapoi Tuahiwi Community Board to allocate			\$59,010
Current Kaiapoi Tuahiwi Community Board Recent Projects			
Town Entrances	Pending	\$30,000	\$30,000
Patchina's Walkway	Pending	\$7,700	\$7,700
Interpretive Signs	Pending	\$20,000	\$20,000
Tuahiwi Reserve Development	Pending	\$25,000	\$25,000
Replacement Ships Wheel	Complete	\$500	\$Nil
Pines Beach Pathway Extension	Complete	\$1500	\$Nil
BMX Picnic table	Complete	\$2000	\$Nil

3.3. The Board currently has a budget of \$59,010 available to be allocated within the 2021/22 financial year and at the request of the Board, staff undertook a workshop in November 2021 to identify potential projects which this budget could be spent on. The Board requested feedback from staff outlining the three following projects:

- Town Entrances
- Raymond Herber Sculpture
- Passchendaele Walkway Seat and Planting

3.4. This report is outlining the three projects mentioned above in further detail for consideration by the Board for completion in the 21/22 financial year.

4. ISSUES AND OPTIONS

Passchendaele Walkway

4.1 Staff have been working with the Waimakariri Passchendaele Advisory Group and the RSA who would like to develop the landscaping along the sides of this pedestrian/cycle linkage which runs between Kaiapoi and Rangiora. The Advisory Group (the Group) are developing a conceptual staged plan for the length of the track but would like to place a commemorative seat at each end of the track along with some planting behind the seat. The RSA has approved \$1,000 towards each of these seats and the Group would appreciate if the Kaiapoi-Tuahiwi Community Board would consider funding the remaining cost of this seat and planting at the Kaiapoi end of the path. A similar request is being made to the Rangiora-Ashley Community Board for the seat at their end of the path. An exact location has not been currently determined for this seat however should funding be approved, staff will meet with the Group and RSA to identify the most appropriate location at the Kaiapoi end.

4.2 The RSA are keen to work with the MenzShed to build the seat and staff estimate that the cost of building a seat, installation and a small number of native plants along with a tree for shade planted behind would be approximately \$4,200. Should the Board chose to approve this project, this would require an allocation of \$3,200 be provided to the Trust as a Grant which they can use to get the seat made/installed. Greenspace staff would work with them to

plant the plants at the same time of installation and to ensure all appropriate health and safety measures were met.

Town Entrance Development

4.3 Previously the Kaiapoi Tuahiwi Community Board have allocated \$30,000 towards the development of the Kaiapoi Town entrances however no physical works were undertaken while the Town Entrances Strategy was being created. Budget for this work was included in a bid to the Long Term Plan however due to the impacts of Covid on rate payers Council chose not to prioritise this work. No budget was therefore allocated towards this project but rather indicated that the individual Boards could choose to use their General Landscaping Budget for this purpose.

4.4 While the Board has allocated budget to this, the development of entrances to towns is part of a larger process lead by Council's Business and Centre's team. The Business and Centre's team coordinated with Greenspace and Roading staff to appraise the entrances to the towns within this district which helped drive the development of Council's Town and Settlements Entrances Strategy. This prioritises the development of the entrances to towns within the district and what level of intervention is required.

4.5 The Town and Settlements Entrances Strategy has the vision of achieving the following objectives through improving Waimakariri town and settlement entrances:

1. **Visual amenity** - Enhance the attractiveness of town and settlement entrances in our District.
2. **Identification and wayfinding**: Clearly identify town and settlement main entrances for visitors and residents.
3. **Design consistency**: Ensure consistency and cohesion of select design elements specific to each town and settlement.
4. **Destination**: Create a sense of arrival by welcoming visitors and residents.

4.6 The adopted strategy also included the table below which prioritised each town entrance from stage 1 – 4;

ROAD	TYPE	TOWN	STAGE
Flaxton Road	Arterial	Rangiora	1
Kippenberger	Arterial	Rangiora	1
Coldstream Road	Local Road	Rangiora	1
Williams Street	Arterial	Kaiapoi	1
Main North Road	Arterial	Kaiapoi	1
Ashley Street	Strategic	Rangiora	2
Lineside Road	Strategic	Rangiora	2
Oxford Road	Strategic	Rangiora	2
Smith Street	Strategic	Kaiapoi	2
Main North Road (SH1)	Strategic	Woodend	2
Oxford Road	Strategic	Oxford	2
Depot Road/Main Street	Strategic	Oxford	2
Rangiora Woodend Road	Collector	Woodend	3
Ashely Gorge Road	Collector	Oxford	3
Townsend Road	Urban Collector	Rangiora	4
Johns Road	Urban Collector	Rangiora	4
Ohoka Road	Urban Collector	Kaiapoi	4

Table 2: Town entrance Priority

4.7 Based on this table, the associated Kaiapo entrances are listed below in order of perceived importance in the Town and Settlements Entrances Strategy which staff are in agreeance with;

- | | | |
|----|-----------------|---------|
| 1. | Williams Street | Stage 1 |
| 2. | Main North Road | Stage 1 |
| 3. | Smith Street | Stage 2 |
| 4. | Ohoka Road | Stage 4 |

4.8 However, staff understand that the Board wish to develop these as one project in a coordinated fashion. This would require the allocation of additional budget from the Boards General Landscaping Budget. This work also requires a significant amount of investigation by staff in to each entrance so suggest that the current funding allocation of \$30,000 for Town Entrances in combination with any newly allocated is carried forward to the 22/23 financial year allowing a General Landscaping budget of \$75,810 which could be used for Town Entrances.

4.9 The following table *Town Improvements Implementation* referenced from the Town and Settlement Entrance Strategy identifies key opportunities at each entrance for enhancement. Although this table sets out some key areas for improvement staff would like the opportunity to assess each entrance in further detail and to bring suggested plans to the Board for discussion.

Table 3: Town Improvements Implementation

Road	Type	Streetscape					Road					
		Improved Signs – destination / welcome	Widening Footpaths	Kerb / Shoulder Landscaping	Lighting / Reflectors	Artwork	Speed Limits	Improved Signs – wayfaring	Road Markings	Road Widening	Meridian Islands	Kerb build-outs
KAIAPOI												
Williams Street	Arterial	X			X					X		
Main North Road	Arterial	X			X							X
Smith Street	Strategic	X		X	X							
Ohoka Road	Urban Collector	X		X	X							

4.10 The table above which shows the key areas of improvement for Williams Street (North/Pine acres), these include; improved signs (destination / welcome), Lighting / reflectors, road widening and cycleways. Given the level of use and visibility of the Williams street entrance staff are in agreement

with the Town and Settlement Entrance Strategy that the Williams Street entrance should be a priority for enhancement. Based on previous projects which involved entrance signage and associated landscaping, staff note that the cost of making improvements to signage and lighting would require a significant budget allocation.

- 4.11 The Main North Road entrance is also noted as a priority in the Town and Settlement Entrance Strategy. Areas of this entrance have previously been upgraded to install a cycle route connecting to the Northern corridor. Improved cycleways was a key improvement noted in the Town Improvements Implementation table above. The table above also identifies improved signs (destination / welcome) and Lighting / reflectors. While some improvements have already been made to this entranceway the use and visibility of this entrance are equal to that at Williams street (North) and as mentioned above for the Williams Street (North) entrance, the cost to upgrade signage lighting is significant.
- 4.12 Staff also note that there needs to be significant thought into the exact location of the entrances on Main North Road and Williams St (Pine Acres). It is likely that these need to be shifted further out to include the wider community that they serve. This also may tie in to a future project the Board has raised (which currently does not have budget allocation) to tidy and develop the land opposite Hellers.
- 4.13 The key areas for improvement identified for the Smith Street and Ohoka Road entrances are improved signs (destination / welcome), Lighting / reflectors, and kerb/shoulder landscaping. While these indicate a similar level of improvement to Williams Street and Main North Road staff these entrances are less visible and the extent of landscaping such as potential signage and lighting may not require costs as significant.
- 4.14 Were the board to support allocating \$45,810 from the 21/22 financial year General Landscaping Budget, this would bring the total budget available for the projects in the 22/23 financial year to \$75,810. Staff believe that given the estimated costs associated with upgrading the town entrances it would be best to stage the upgrade of the entrances over the next two financial years.

The following cost divisions are early indications which are based on priority identified within the Town and Settlement Entrance Strategy and estimated costs involved;

Stage 1.	22/23 Financial year	Williams Street	\$30,000
Stage 1.	22/23 Financial year	Main North Road	\$30,000
Stage 2.	23/24 Financial year	Smith Street	\$7,500
Stage 2	23/24 Financial year	Ohoka Road	\$7,500

*Note additional budget could be added to any of these entrances from the general landscape budgets of future financial years.

- 4.15 Due to the current capacity within the Greenspace Design and Planning Team, we are unable to resource design time to these town entrance projects unless they have a specific budget allocated to them. While we are noting above that these projects will not be delivered in this financial year, allocation of budget now ensures that they are placed on the work plan for that particular year.
- 4.16 Were the Board to support the above staging of funding staff would bring further information including designs and costs involved to the Board for approval.

Raymond Herber Structure

- 4.17 In November 2021 Board members contacted staff to notify them that the Waimakariri Arts Trust has donated \$10,000 for a 4m high Raymond Herber sculpture named 'Wind swept tree' and to request staff investigate a suitably visible location for the sculpture. This sculpture (shown below)

is best suited to a location where there is a lot of empty space and an opportunity for it to silhouette against an open sky.



- 4.18 At the request of the Board, Staff have investigated various locations at each of the town entrances where the sculpture could be located however have not determined a location believed to fully enhance the sculpture and do it justice. Staff have been working with Jackie Watson to determine alternative locations for this sculpture which may be wider than within the Kaiapoi Township. While the Board have expressed a desire that this would be visible from motorway, staff are concerned that this will have significant challenges as most of this land is owned by NZTA who traditionally do not like structures within the road corridor.
- 4.19 Staff will continue to investigate locations and once an appropriate location is identified and agreed upon with the Waimakariri Art Trust will bring this back to the Board for approval. That being said, there is currently no budget allocated to the installation of this sculpture and the Board may choose to allocate funds to this now so that the Waimakariri Public Arts Trust knows once a decision is made regarding location, the sculpture is able to be installed. Based on our understanding of the recent costs associated with installing the Karo Sculpture, Staff have estimated costs to install the Raymond Herber sculpture to be approximately \$10,000.

Patchina's Walkway Update

- 4.20 Previously the Board indicated interest in developing the connecting land between Williams Street and the Library carpark. This space is owned by Council and as seen in the image below is currently an empty lot with gravel, some sculpture – including Patchina the Giraffe, and some signage. Greenspace staff met with All Together Kaiapoi to discuss options for the development of this space and were presented with a colourful and vibrant vision by the group. This vision included the inclusion of Patchina, the Earthquake Mural, and other landscape features.
- 4.21 Staff were aware that this is an important linkage through to the south mixed use business area and spoken to the Council Business and Centres Unit to determine if there were any implications with the development of this space. Development proposals for the South mixed use business area were evaluated and the potential changes to the design of the Council car park and linkage to Williams Street.

- 4.22 Staff recommended that if the Board wished to develop this space in the meantime that this be done in a temporary and low cost nature so as to not spend a significant amount of time and budget beautifying the space when it may change within a short period of time. Staff looked at this space and took into consideration the views of 'All Together Kaiapoi' and believe that the mural could be temporarily reinstated along with some landscaping for approximately \$6,000.
- 4.23 In November 2021 staff took a report to the board requested approval for a concept plan for Patchina's walkway and seeking approval for implementation. Staff also sought approval of an additional \$1,700 contingency from the General Landscaping Budget for the implementation of this project which the board approved.
- 4.24 Staff have put this design out for tender but unfortunately due to the impacts of covid on supply chains, the current climate is incredibly difficult to undertake construction work. We are seeing prices for similar projects to this come in much over the normal anticipated price through no fault in our contractors or suppliers but instead due to this limited supply and therefore associated high material costs. We are therefore working with the contractor to identify any opportunities for cost savings. Should this not be possible to construct within budget, staff believe that it would be prudent to carry this budget over into the next financial year until prices have cooled somewhat.
- 4.25 Should this be the case, staff will provide a memo to the Board to update them and provide an anticipated time of delivery.

Implications for Community Wellbeing

- 4.26 There are implications on community wellbeing by the issues and options that are the subject matter of this report. All projects discussed in this report would have positive implications on the surrounding community. Staff are not aware of any negative implications posed by these projects.
- 4.27 By tidying up and enhancing the town entrances and making them more inviting they will encourage people to use and enjoy central Kaiapoi. By creating an attractive entrances it allows the community to celebrate what is unique to the area they live in and enables pride in the community.
- 4.28 Supporting the installation of the Raymond Herber sculpture in Kaiapoi would contribute to a network of interesting and enjoyable art within the district. Art in the public realm has positive impacts on wellbeing due to its ability to provide interest, provoke thought and create minor social interactions between viewers.
- 4.29 The placement of seats and planting along the Passchendaele Walkway would further enhance the enjoyment of this walkway. Incorporating appropriate resting spots in to public walkways is an important landscape feature making the walkway more enjoyable and useable to people of all ages in the community.
- 4.30 The Management Team has reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are likely to be affected by the upgrade of the town entrances and have an interest in the subject matter of this report. Staff intend to consult with Ngāi Tūāhuriri as part of this project. Staff do not believe that the Ngāi Tūāhuriri would have an interest in the other two projects.

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.

The Waimakariri Arts Trust has donated \$10,000 for the Raymond Herber sculpture and therefore have a significant interest in this matter. Staff will work with the Waimakariri Arts Trust and the Board to determine a suitable location to ensure it is supported.

Staff believe Rotary have had input in to the design of the existing Kaiapoi town entrance signage and anticipate working with the group if the signage is replaced, amended or relocated.

The upgrade of Patchina's walkway has been instigated by All Together Kaiapoi who are keen for this space to be developed and their representative has seen the plan. Two of the three pieces of art are already installed in the site and the mural was installed previously. Staff therefore intend to inform the Waimakariri Public Arts Trust of this development around these artworks and reinstallation so that they are aware of the project.

Staff have been working with the Passchendaele Walkway Trust and the RSA to develop the landscape along the sides of this pedestrian linkage which runs between Kaiapoi and Rangiora. The RSA have donated funding towards the installation of a bench seat at the Kaiapoi end of the Passchendaele Walkway and therefore have a significant interest in this matter.

5.3. **Wider Community**

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

The Town Entrances project would be of particular interest to the community and therefore appropriate public consultation of concept plans would be carried out. Improved design of the town entrances has the capability to give meaning, history and ownership of Kaiapoi to the community and therefore consultation would be beneficial.

The installation of the Raymond Herber sculpture would be a positive thing for the wider community and staff do not believe public wide consultation would be required. Based on location of installation for the Raymond Herber Sculpture it may require some localised consultation with immediate neighbours or those who may be affected. Were the sculpture to be located in the road corridor significant consultation with NZTA would also be required.

The placement of seating and planting along the Passchendaele Walkway would not alter the use of the space as a thoroughfare or informal resting space. Rather, they make the space more inviting and friendly to users and staff believe the changes proposed will have mostly positive impacts on the users/wider community. Staff therefore do not believe consultation on the seat is required.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are financial implications of the decisions sought by this report. Staff understand that the Board wish to contribute the majority of this budget towards the Town Entrances Project and have previously allocated \$30,000 towards this project.

Staff have provided an estimated costs for each of the other two projects as shown below;

- Passchendaele Walkway \$3,200
- Raymond Herber Sculpture implementation \$10,000

This would leave \$45,810, which could be allocated to the town entrances creating a total budget for this project of \$75,810 for Town Entrances.

6.2. Due to the investigations required the Town Entrances project would not be completed until the 22/23 financial year and therefore staff suggest that the current allocation of \$30,000 be carried forward from this financial year's budget and that the remaining balance not used by the other two projects be put towards the Town Entrances Project.

6.3. Staff believe that the funds sought are consistent with other similar sized projects within the district and are reflective of the types of project which funds from this budget are commonly allocated towards. While staff have spoken with suppliers to provide these estimates, any project approved by the board would be implemented under Council's procurement policy so prices may vary and there is a possibility the impacts of COVID-19 may have an effect on prices and availability of products.

6.4. **Sustainability and Climate Change Impacts**

The recommendations in this report do have sustainability and/or climate change impacts. Sustainability is about more than protecting our resources, it encompasses everything from energy and material use to ensuring that our people can live healthy lives. Staff work hard to ensure that where possible materials are either re-used, locally sourced or of a high durability. The seats for the Passchendaele walkway are planned to be made using mainly donated wood and in all cases, the installation contractors would be local to the district.

By enhancing the town entrances and making them more inviting they will encourage people to use and enjoy central Kaiapoi. This not only brings local pride in the community to celebrate what is unique to the area they live in but also helps bring money into the local economy to help support the local community.

Art in the public realm has positive impacts on wellbeing and the sustainability of the community due to its ability to provide interest, provoke thought and create minor social interactions between viewers.

6.5. **Risk Management**

There are no significant risks arising from the adoption/implementation of the recommendations in this report.

6.6. **Health and Safety**

There are health and safety risks arising from the adoption/implementation of the recommendations in this report because this would lead to work being undertaken. If approved, the health and safety of any contractor would be managed by the Waimakariri District Council Greenspace Team and would require contractors to be prequalified (i.e. Sitewise) and to submit appropriate health and safety plans (Site Specific Safety Plan - SSSP) along with any required Traffic Management Plans for review by the project manager 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**

All three projects fall under the Reserves Act. The development of the town entrances will be within the Roding corridor. All signage shall be in accordance with the District Plan and the Signage Bylaw (2012). Additional Government and NZTA legislation applies relating to signage but this is dependent on the particular road/location and type of sign being proposed. Therefore Staff will work with the Roding Team who are familiar with this legislation to determine a safe location for the town entrances and any specific details around the signs or landscaping

Once a location has been chosen for the artwork, staff will determine any specific legislation which is relevant and ensure that the installation falls within that legislation.

7.3. **Consistency with Community Outcomes**

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

Governance

- Effect is given to the principles of the Treaty of Waitangi,
- There are wide ranging opportunities for people to contribute to the decision making that effects our District

Environment

- There is a safe environment for all,
- There is a healthy and sustainable environment for all

Places and spaces

- The community's cultures, art and heritage are conserved and celebrated,
- Public spaces and facilities are plentiful, accessible and high quality,
- People are friendly and caring, creating a strong sense of community in our District
- There is a strong sense of community within our District
- There are wide-ranging opportunities for people of different ages, abilities and cultures to participate in community life, and recreational and cultural activities.

7.4. **Authorising Delegations**

The Kaiapoi-Tuahiwi Community Board have the delegation to approve the implementation of the projects suggested in this report.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RDG-26/ GOV-26-08-06/ 220310034909

REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 21 March 2022


AUTHOR(S): Scott Morrow Rates Officer – Property Specialist

SUBJECT: Road Naming – Lime Developments Limited

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



Department Manager



Chief Executive

1. SUMMARY

- 1.1. This report seeks a decision by the Kaiapoi-Tuahiwi Community Board to approve two new road names as part of the Silverstream subdivision in Kaiapoi.
- 1.2. The land being developed for stage 8a is Lot 1 DP 4730 known as 56 Adderley Terrace, Kaiapoi.

Attachments:

- i. Plan of the subdivision showing the new roads to be named. (Trim 220310034877)
- ii. Waimakariri District Council Policy for Road Naming. (Trim 120712043907)
- iii. Pre-approved Road Naming List for Kaiapoi. (Trim 150826123886)

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 220310034909.
- (b) **Approves** the following proposed road names for Roads 1 & 2 of Silverstream stage 8a as shown on the attached plan.
 1. Bastings Street
 2. Begg Street
- (c) **Notes:** That the Community Board may replace any proposed names with a name of its choice.

3. BACKGROUND

- 3.1 The developer, Lime Developments Limited is undertaking further development of land on the east of the existing Silverstream subdivision which means that new road names are required for the new residential lots.
- 3.2 There are two new roads which will require naming as part stage 8a of the Silverstream development, both of which will be vested to Council.

4. **ISSUES AND OPTIONS**

- 4.1. The developer has provided two names to be considered as part of this stage of the development. Both names have been taken from the Kaiapoi-Tuahiwi Pre-approved List of Road Names.
- 4.2. The name Bastings comes from early Kaiapoi business owners and the name Begg comes from an historic family in the area.
- 4.3. Whilst the developer has provided their preferred choices for road names from the list, the Kaiapoi-Tuahiwi Community Board has the option to approve the names as proposed or choose alternative names from the list of pre-approved of Kaiapoi road names.
- 4.4. From the names proposed by the developer none of them are the same or similar to existing roads in the District.

The developer is aware of the need to finalise the remaining road names in the development especially Adderley Terrace and how that will impact existing residents of the area. Any decision to retain part of Adderley Terrace and or to continue Silverstream Boulevard, will be presented in a report at a future meeting.

Implications for Community Wellbeing

There are not implications on community wellbeing by the issues and options that are the subject matter of this report.

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

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report.

5.2. **Groups and Organisations**

There are not groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

5.3. **Wider Community**

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are not financial implications of the decisions sought by this report.

The developer will meet the costs of the new road name blades.

This budget is not included in the Annual Plan/Long Term Plan.

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 not risks arising from the adoption/implementation of the recommendations in this report.

6.3 Health and Safety

There are not health and safety risks arising from the adoption/implementation of the recommendations in this report.

7. CONTEXT**7.1. Consistency with Policy**

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

7.2. Authorising Legislation

Local Government Act 1974 sec 319 (1) (j)

The Council shall have power in respect of roads to: name and to alter the name of any road and to place on any building or erection on or abutting on any road a plate bearing the name of the road.

7.3. Consistency with Community Outcomes

The Council's community outcomes are not relevant to the actions arising from recommendations in this report.

7.4. Authorising Delegations

The Kaiapoi-Tuahiwi Community Board has the delegated power on behalf of the council to approve the naming of new roads.



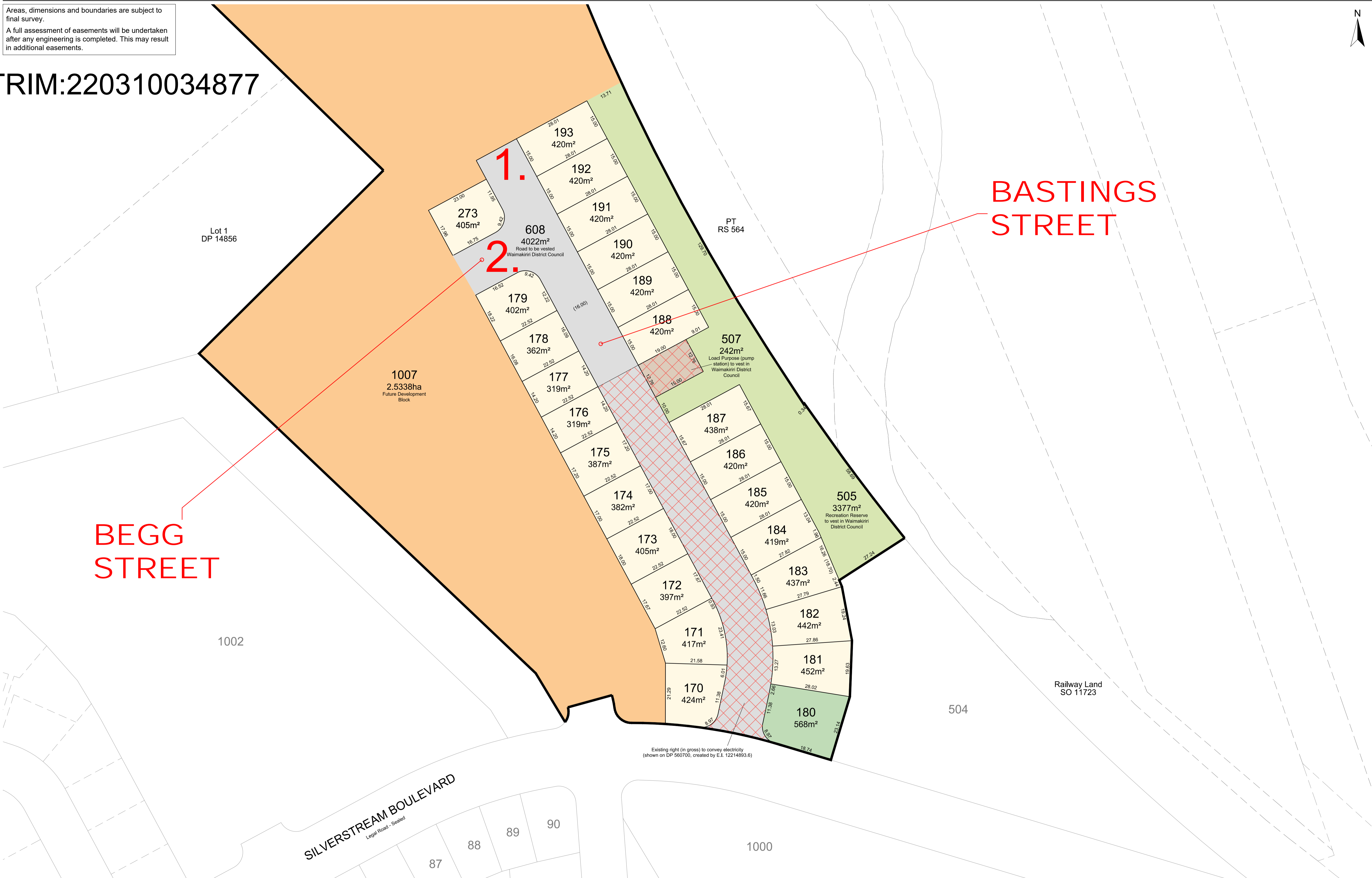
Scott Morrow

Rates Officer – Property Specialist

Areas, dimensions and boundaries are subject to final survey.
A full assessment of easements will be undertaken after any engineering is completed. This may result in additional easements.



TRIM:220310034877



BEGG STREET

BASTINGS STREET

L	02/22	Staging Updates	RB
/ issue	/ date	/ reason	/ approved

/ design	/ drawn	/ QA check	/ dwg
MM/BL	BL	MM	329
/ scale @ A1	/ date	/ file	/ issue
1:600	05/20	38021	L

POLICY

Roads and Streets

NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY

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*".

All private roads that are to be named, are to have a minimum of four lots with access from the 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

POLICY

Roads and Streets

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.

POLICY

Roads and Streets

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.

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

POLICY

Roads and Streets

NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY

Road Type Cont...	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Track	Trk	Walkway in natural setting.			√
Walk	Walk	Thoroughfare for pedestrians.			√
Way	Way	Short enclosed roadway.		√	√
Wharf	Whrf	A roadway on a wharf or pier.	√	√	√

**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.

Master List of Pre-approved Kaiapoi Road Names

Updated 22 July 2020

Pre-approved Road Name	History
Balch	
Bastings	Local early business owner
Begg	
Bevan Wright	Kaiapoi Brass Band stalwart
Blackie	
Bollington	(For Silverstream area) Mr Thomas Bollington arrived in the 1890s and was a farmer in Giles Road near the Silverstream subdivision. He died in 1914. Fred Bollington his son, took over the farm and later retired to Fuller St Kaiapoi. (Used in Silverstream stage 6)
Bowmaker	a sawyer and road builder. (Used in Ravenswood)
Brian	
Bristow	
Booker	shop owner in fifties and sixties
Braun	I have been both a Traffic Officer and Policeman for nearly 40 years in Kaiapoi and still live here, could a Street name be done in my name I prefer Karel or the surname Braun please. [Attended approximately 3000 accidents and 40 fatal accidents in the North Canterbury Area whilst on Duty].
Brownlee	No not Gerry , but Arthur and family who own Kaikanui Hotel
Brundell	Alfred Brundell – local farming family
Bunker	shop owner in fifties and sixties
Checketts	
Ching	Early settler family
Cordla	
Courtier	
Croucher	Local family as per letter received by Board 16 April 2012
Donald	Cecil Donald – Farmed where Sovereign Palms is now situated. (Used in Kaiapoi)
Dudding	Purchased George Jacksons Punt
Dudley	Dr Charles Dudley a town clerk and on Kaiapoi Roads Board
Eagleston	Early settler
Eckersley	first accountant in Kaiapoi, built a flax mill
Engelbrecht	farmers to NW of Coutts Island
Grimshaw	Local business family
Hamlett	Robert Hamlett – early settler arriving in 1851. Established the first hotel in Kaiapoi. (Used in Woodend)
Hatchwell	shop owner in fifties and sixties

Hayman	J A Hayman was on the Council 1906
Heney	David Heney from Carrickfergus, Ireland, one of the early settlers in Kaiapoi arrived in the 1860s. He was a dairy farmer on Beach Road and prepared salted butter for export to England. [Beyond the Waimakariri : by D N Hawkins] Heney and Isaac Saunders were responsible for constructing Beach Road. [Kaiapoi : Pauline Wood] He was also a pioneer of Presbyterianism in the district. (there are 2 similar names in the district – Hegan Place in Rangiora and Henrys Ford Road Loburn)
Hopkins	Brothers were local wool & skin buyers and returned servicemen
Hudson	
Joseph	
Joslen	(new roading west of Kaiapoi) Henry Willis Joslen brought his lot on Snyed Street in 1894, part of the original Dryden Sneyd subdivision. It was conveyed to his wife Alice in 1907. She remained living at the address for well over half a century. A son, also Henry Willis Joslen, died of wounds at Gallipoli in WWI. The property was conveyed to Alice's son Charles in 1942. Jack Blakeley Joslen owned property next door to the original section from 1951. Descendants of the Joslens remain living there to this day. (Used in Silverstream stage 6)
Jury	Long established local family
Kennett	Local family lived on Giles Road in 1950's and 1960's [duplicate]
Kath Adams	Past Councillor, Board member and active resident with Kaiapoi
Kennett	
Kitt Brown	Kitt Brown, local identity
Knighton	
Levey	
Lipscombe	shop owner in fifties and sixties
Lintott	Bill Lintott, local bandmaster, Beverley Lintott local volunteer and worked at Corcoran French for over 30 years
McFellen	
McGarry	Crimea War Veteran and last full military funeral in Kaiapoi in 1912
McGregor	
McKee	Local doctor and councillor (Used in Kaiapoi)
McQuillan	
Mealings	Long time local residents (5 generations) with members working at the Woollen Mill and heavily involved in local sport
Merrin	named after Conway Merrin who lived many years on Island Road
Midgley	Shop owner and school teacher
Midland	Midland Bus Company operated in the Kaiapoi area from WWII to the early 1980's.
Mitchell	Family operated market garden on Giles Road. (Used in Kaiapoi)
Naish	Long standing family in Kaiapoi. Family worked in railways, Kaiapoi

	freezing works, dux of Kaiapoi Borough School, presidents of Kaiapoi Lions, sports reps, electrical business, Kaiapoi Monograms, volunteer for Kaiapoi Community Trust.
Norris—	Chair of Eyre County Council. (Used in Mandeville)
Ohapuku	original name of area between end Mill Rd and Ohoka
Pinkham	Local family
Penney	The Penney family have been living in Kaiapoi since 1930's, and have owned property opposite Silverstream.
Pollard	J Pollard was on the Council 1928
Redmond	Kaiapoi Borough Councillor 1980-85, Kaiapoi Tuahiwi Community Board Member 2016-19, solicitor and partner in Corcoran French (formerly EJ Corcoran Son Thwaites and Brown) 1981-2017 council solicitors, life member KPA, Patron and life member Coastguard North Canterbury, foundation chair Kaiapoi Maritime Heritage Trust (formerly MV Tuho Kaiapoi Rivertown Trust) 2005-2020, honorary solicitor for numerous community groups and awarded Queens Service Medal for community service in 2019, Waimakariri District Councillor 2019 to current,(Kaiapoi Woodend Ward).
Rice	
Richards	The Richards family have been in (Kaiapoi) residence for a number of generations. Mrs Moody's parents have donated a South Island Rifle Championship medal plus six photographs relating to members of the family dating back to 1912
Stonyer	Ohoka mill
Thew	C R Thew was on the Council 1950
Tuuta	Brendon Tuuta represented NZ in Rugby League. Russell Tuuta representative NZ Maori in Rugby League
Vermeulen	Hans Vermeulen of Kaiapoi Keep New Zealand Beautiful
Waverley	name of farm on cnr Mill Rd and Island Rd. Home of Charles Morgan Williams MP and farmer
Wheeler	Family Albie, Nellie, Peter, Clive and David all living and working in Kaiapoi from the late 60s to early 90s. Community involvement included membership of the rugby, hockey and model aeroplane clubs, working men's club and competing in the Kane Shield during the 1980s.
Woodford	Richard Woodford, former Councillor and flourmill owner

Disclaimer: All names submitted to the Kaiapoi Road Naming Committee for consideration are received in good faith. The Committee does not check spelling or history details. Errors will be accepted and corrected where possible.

Note: The family names of Pohio and Karaitiana are referred to the Kaiapoi Community Board for consideration as future Reserve names.

WAIMAKARIRI DISTRICT COUNCIL**REPORT OR DECISION**

FILE NO and TRIM NO: GOV-26-08-06 / 220307031635

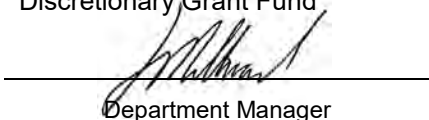
REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD


DATE OF MEETING: 21 March 2022

AUTHOR(S): Kay Rabe, Governance Advisor

SUBJECT: Application to the Kaiapoi-Tuahiwi Community Board's 2021/22 Discretionary Grant Fund

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


 Department Manager


 Chief Executive

1. SUMMARY

1.1. The purpose of this report is to consider an application for funding received from:

Name of Organisation	Purpose	Amount requested
Clarkville Playcentre	Towards the purchase of a mud kitchen for their outside play area.	\$378
Total:		\$378

Attachments:

- i. Application from the Clarkville Playcentre (Trim Ref: 220304031332).
- ii. Spreadsheet showing previous two years grants.
- iii. Board funding criteria 2021/2022. (Trim Ref: 210603089725).

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 220307031635.
- (b) **Approves** a grant of \$..... to the Clarkville Playcentre towards the purchase of a mud kitchen for their outside play area.

OR

- (c) **Declines** the application from the Clarkville Playcentre.

3. BACKGROUND

- 3.1 The **Clarkville Playcentre** is requesting funding to purchase a mud kitchen for their outside play area.
- 3.2 The current balance of the Kaiapoi-Tuahiwi Community Board's 2021/22 Discretionary Grant Fund is \$3,627.

4. ISSUES AND OPTIONS

Clarkville Playcentre (the Centre)

- 4.1 The Centre is unlike other early childhood education organisation as both children and their parents/caregivers attend. The curiosity and creativity of the Centre's tamariki are nurtured in a way that allows them to learn about themselves and their world. The Centre currently supports 31 children and their families with the majority coming from the Kaiapoi-Tuahiwi community.
- 4.2 The Centre would like to clear and repurpose an outdoor area that is currently not used, to create a safe, fun learning environment for the tamariki. They therefore wish to purchase and install a mud kitchen in this outside area to encourage water play. Water play helps children to develop hand eye co-ordination, understand the difference between heavy/light, float/sink, full/empty and shallow/deep. The mud kitchen would provide a good environment for children to lean to share and co-operate in an outdoor environment.
- 4.3 It is anticipated that the children attending the Centre will learn and develop important new skills, which is a key purpose of the Centre. The community will also benefit as the provision of a stimulating and interesting learning environment will help the children grow into productive well-rounded individuals and members of society.
- 4.4 If this application is unsuccessful the Centre will not be able to purchase the mud kitchen as the school uses the Ministry of Education funding to cover operational costs. No other funding has been sought for this project, and all current fundraising efforts are earmarked to cover operational costs.
- 4.5 The Board may recall that a similar application was received in November 2021. Staff have been in contact with the Centre who requested that this application be presented again to the Board without the inclusion of ground cover (bark) which could be considered a maintenance item.
- 4.6 It should be noted that the Board granted the following funding to the Centre during the last five years:

September 2017	Towards indoor tents and tunnels	Declined
April 2018	Towards playdough, equipment and puzzles	Declined
April 2019	Towards the purchase of a two seater tricycle	\$420
November 2021	Towards ground cover and a mud kitchen	Declined
	Total	\$420

- 4.7 It should also be noted that in March 2021 the Oxford-Ohoka Community Board granted the Clarkville Playcentre \$210 to purchase sand for their sandpit. The previous Accountability Form has been received.
- 4.8 The Board may approve or decline grants as per the grant guidelines.
- 4.9 There are implications to community wellbeing by the issues and options that are the subject matter of this report.
- 4.10 The Management Team has reviewed this report.

5. **COMMUNITY VIEWS**

5.1 **Mana whenua**

Taking into consideration the provisions of the Memorandum of Understanding between Te Ngāi Tūāhuriri Rūnanga and the Council, Te Ngāi Tūāhuriri hapū are unlikely to be affected by, or have an interest in the subject matter of this report.

5.2 **Groups and Organisations**

There are no other groups and organisations, other than the Clarkville Playcentre, likely to be affected by, or to have an interest in the subject matter of this report.

5.3 **Wider Community**

The wider community is not likely to be affected by, or to have an interest in, the subject matter of this report. However, it should be noted that the wellbeing of the children attending the Clarkville Playcentre would be positively affect by these projects.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1 **Financial Implications**

The 2021-31 Long Term Plan includes budget provision for the Kaiapoi-Tuahiwi Community Board to approve grants to community groups up to a total of \$5,890 in the 2021/22 financial year.

The application criteria specify that grants are customarily limited to a maximum of \$500 in any one financial year (July to June), even though a group can apply up to twice in a year, providing it is for different projects. Where applicable, GST values are calculated and added to appropriately registered groups, if decided benefits exceed Board resolved values. The current balance of the 2021/22 Discretionary fund is \$3,627.

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.

6.4 **Health and Safety**

All health and safety related issues would fall under the auspices of the Clarkville Playcentre.

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**

Not applicable.

7.3 **Consistency with Community Outcomes**

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

There are wide-ranging opportunities for people of different ages and cultures to participate in community life and recreational activities.

7.4 **Authorising Delegations**

Community Boards have delegated authority to approve Discretionary Grant Funding.

Groups applying for Board Discretionary Grants 2021/2022Name of Group: Clarkville PlaycentreAddress: 9 Heywards Road, Clarkville, New Zealand 7630Contact Person within Organisation: Mishalla BateupPosition within Organisation: Treasurer and GrantsContact phone number: 027 842 0647Email: mishalla.allen1@gmail.com**Describe what the project is and what the grant funding be used for?** (Use additional pages if needed)

We would like to apply for funds to purchase a mud kitchen so our tamariki can have an outdoor kitchen area, where they can use their natural surrounds to further their exploration and learning. We are going to nestle this in a special fairy garden.

What is the timeframe of the project/event date? Term 2Overall Cost of Project: \$378.00Amount Requested: \$378.00How many people will directly benefit from this project? 20 Children

Who are the range of people benefiting from this project? (You can tick more than one box)

- People with disabilities (mental or physical)
 Cultural/ethnic minorities
 District
 Preschool
 School/youth
 Older adults
 Whole community/ward

Provide estimated percentage of participants/people benefiting by community area:

Oxford-Ohoka 9 % Rangiora-Ashley 25 % Woodend-Sefton _____ % Kaiapoi-Tuahiwi 6 %

Other (please specify): _____

If this application is declined, will this event/project still occur? Yes No

If No, what are the consequences to the community/organisation?

If declined this will go ahead as we currently do not have the funds for this. We are running our sessions without full funding due to loosing a number of families (10 children) due to the mandate. We are currently using any funds available to keep our doors open 4 days a week so our families can return when the time comes.

What are the direct benefit(s) to the participants?

Our tamariki will be able to learn and further their exploration play as well as advancing on their role playing, communicating and sharing skills.

WAIMAKARIRI
DISTRICT COUNCILRECEIVED: 4 MAR 2022To: Thea

What is the benefit(s) to your organisation?

Having this will be exciting thing to help draw new people from our community to our playcentre.

What are the benefit(s) to the Kaiapoi-Tuahwi community or wider district?

Helping our tamariki to learn in a supportive and safe environment where they can play with their parents, silblings and others throughout the community

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered?) Yes No

If yes, name of parent group: _____

What is the relationship between your group and the parent group?

I am a parent at Clarkville Playcentre as well as being Treasurer and Grants

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied or intend to apply to for funding this project and amount applied for this project:

We have been regularly fundraising although the money raised has been going towards running costs and keeping our centre open

Have you applied to the Kaiapoi-Tuahwi Community Board or any other Waimakariri Community Board for other project funding in the past 18 months? Yes No

If yes, please supply details:

We applied to Kaiapoi-Tuahwi last year for bark, citrus trees and the mud kitchen
We are applying to the Oxford-Ohoka for new bikes and scooters for older tamariki

- Enclosed Financial Balance Sheet and Income & Expenditure Statement
(compulsory – your application cannot be processed without financial statements)
- Supporting costs/quotes
- Other supporting information

- I am authorised to sign on behalf of the group/organisation making this application.
- I declare that all details contained in this application form are true and correct to the best of my knowledge.
- I accept that successful applicants will be required to report back to the Community Board by completing a simple Accountability Report.
- I accept that information provided in this application may be used in an official Council report available to the public.

Please note: If submitting your application electronically, entering your name in the signature box below will be accepted as your signature:

Signed: mbateup

Date: 02/03/2022



QUOTE

Clarkville Playcentre
 9 Heywards Road
 Clarkville
 Clarkville 7692
 NEW ZEALAND

Date
 10 Feb 2022

Kat Anthony
 13 Wales Street
 Halswell
 Christchurch 8025
 NEW ZEALAND

Quote Number
 QU-0003

GST Number
 52-998-085

Mudkitchen with taps

Description	Quantity	Unit Price	Discount	Amount NZD
Mudkitchen - 1.5m long - Bench height 52cm - Two bowls - Two taps - Under bench shelf and cupboard	1.00	365.2174	10.00%	328.70
Includes free delivery.				
Subtotal (includes a discount of 36.52)				328.70
TOTAL GST 15%				49.31
TOTAL NZD				378.01

Balance Sheet

Clarkville Playcentre As at 31 January 2022

	31 JAN 2022	31 AUG 2021
Assets		
Bank		
Simple Saver	8,068.94	8,061.54
Westpac 00	8,953.98	10,033.63
Total Bank	17,022.92	18,095.17
Current Assets		
Accounts Receivable	430.00	270.00
Total Current Assets	430.00	270.00
Fixed Assets		
Furniture & Fittings	10,847.06	10,847.06
Less Accumulated Depreciation on Furniture & Fittings	(4,358.00)	(4,358.00)
Total Fixed Assets	6,489.06	6,489.06
Total Assets	23,941.98	24,854.23
Liabilities		
Current Liabilities		
Accounts Payable	244.20	2,073.20
Suspense	(161.87)	(161.87)
Total Current Liabilities	82.33	1,911.33
Total Liabilities	82.33	1,911.33
Net Assets	23,859.65	22,942.90
Equity		
Current Year Earnings	916.75	6,011.75
Retained Earnings	22,942.90	16,931.15
Total Equity	23,859.65	22,942.90

Cash Summary

Clarkville Playcentre For the 3 months ended 31 January 2022 Excluding GST

	Jan 2022	Avg	Variance
Income			
Fundraising Receipts - Centre Hireage (incl SPACE Hireage)	70	42	66.7%▲
Fundraising Receipts - term 3	-	426	-100.0%▼
Fundraising Receipts - term 4	3,771	2,311	63.2%▲
Interest Income	3	3	17.2%▲
Membership Fees	170	192	-11.5%▼
MoE ECE Funding Subsidy	13,191	7,914	66.7%▲
Rata Foundation Grant	-	690	-100.0%▼
Verkerks Limited Fundraising Receipts	500	420	19.0%▲
Total Income	17,705	11,998	47.6%▲
Less Operating Expenses			
Affiliation Levies on MoE Funding	6,595	3,957	66.7%▲
Centre Activities - Christmas Party	330	198	66.7%▲
Centre Admin - Bank Fees	2	17	-90.8%▼
Centre Admin - Xero subscription extras	23	41	-44.4%▼
Fundraising Expenses - Event 4	1,456	1,090	33.6%▲
Housekeeping - Cleaning products	-	32	-100.0%▼
Property/Maintenance - Carpet/Mats/Safety Surfacing	822	493	66.7%▲
Rent / Lease / MoE Occupancy Fee	-	351	-100.0%▼
Supervision - Wages for General Sessions	4,396	5,275	-16.7%▼
Supervision - Wages for Other Sessions	460	276	66.7%▲
Utilities - Cleaners Wages	120	216	-44.4%▼
Utilities - Electricity / Gas	596	622	-4.2%▼
Utilities - Fire Safety checks/supplies	23	14	66.7%▲
Utilities - Lawn mowing/Gardening expenses	50	60	-16.7%▼
Total Operating Expenses	14,872	12,641	17.6%▲
Operating Surplus (Deficit)	2,833	(643)	540.3%▲
GST Movements			
GST Inputs	-		
GST Outputs	-		
Net GST Movements	-		0.0%
Net Cash Movement	2,833	(643)	540.3%▲
Summary			
Opening Balance	14,190		
Plus Net Cash Movement	2,833		
Closing Balance	17,023		

Profit and Loss

Clarkville Playcentre

For the year ended 31 August 2022

	2022	2021
Trading Income		
Interest Income	4.45	7.70
Membership Fees	480.00	1,431.00
MoE ECE Funding Subsidy	13,190.72	35,539.28
Total Trading Income	13,675.17	36,977.98
Cost of Sales		
Affiliation Levies on MoE Funding	6,595.36	17,769.64
Centre Activities - Christmas Party	330.00	-
Centre Activities - Family/Whaanau Fun Days	-	38.98
Centre Admin - Auditor/Reviewer Fees	-	50.00
Centre Admin - Bank Fees	27.66	7.60
Centre Admin - Stationery	-	823.31
Centre Admin - Xero subscription extras	46.00	92.00
Education/Training - First Aid Training Courses	-	1,674.00
Equipment - Consumable Supplies for Children's Play (Flour, salt, etc)	-	192.23
Equipment - Family Play items	-	68.40
Equipment - Painting supplies/materials	-	82.48
Housekeeping - Cleaning products	53.13	282.78
Housekeeping - First Aid Kit supplies	-	51.93
Property/Maintenance - Carpet/Mats/Safety Surfacing	822.08	-
Property/Maintenance - General Repairs and Maintenance to the Building	-	113.00
Property/Maintenance - Other	-	90.00
Property/Maintenance - Sand/Bark/Ground Cover supplies	-	210.00
Rent / Lease / MoE Occupancy Fee	-	585.00
Supervision - Wages for General Sessions	7,570.20	18,852.24
Supervision - Wages for Other Sessions	460.00	410.00
Utilities - Cleaners Wages	360.00	1,724.00
Utilities - Electricity / Gas	1,186.71	1,708.49
Utilities - Fire Safety checks/supplies	23.00	131.68
Utilities - Lawn mowing/Gardening expenses	100.00	175.00
Total Cost of Sales	17,574.14	45,132.76
Gross Profit	(3,898.97)	(8,154.78)
Other Income		
Fundraising Receipts - Centre Hireage (incl SPACE Hireage)	70.00	210.00
Fundraising Receipts - term 1	-	1,691.00
Fundraising Receipts - term 2	-	2,403.30
Fundraising Receipts - term 3	710.00	-
Fundraising Receipts - term 4	3,851.40	2,410.00
Grant - Funding Body 1	-	5,124.00
Rata Foundation Grant	1,150.00	5,000.00

Profit and Loss

	2022	2021
Verkerks Limited Fundraising Receipts	700.00	1,300.00
Waimakariri d/c grant	-	210.00
Total Other Income	6,481.40	18,348.30
Operating Expenses		
Depreciation	-	1,096.61
Fundraising Expenses - Event 1	-	531.85
Fundraising Expenses - Event 2	-	1,804.83
Fundraising Expenses - Event 4	1,816.00	748.48
Total Operating Expenses	1,816.00	4,181.77
Net Profit	766.43	6,011.75

Cash Summary

Clarkville Playcentre For the month ended 31 October 2021 Excluding GST

	Oct 2021	Monthly Avg	Variance
Income			
Fundraising Receipts - term 3	390	355	9.9%▲
Fundraising Receipts - term 4	80	40	100.0%▲
Interest Income	1	1	-6.1%▼
Membership Fees	40	75	-46.7%▼
Rata Foundation Grant	1,150	575	100.0%▲
Verkerks Limited Fundraising Receipts	200	100	100.0%▲
Total Income	1,861	1,146	62.4%▲
Less Operating Expenses			
Centre Admin - Bank Fees	1	13	-94.2%▼
Centre Admin - Xero subscription extras	23	23	0.0%
Fundraising Expenses - Event 4	360	180	100.0%▲
Housekeeping - Cleaning products	53	27	100.0%▲
Rent / Lease / MoE Occupancy Fee	-	293	-100.0%▼
Supervision - Wages for General Sessions	2,930	2,198	33.3%▲
Utilities - Cleaners Wages	240	120	100.0%▲
Utilities - Electricity / Gas	-	220	-100.0%▼
Utilities - Lawn mowing/Gardening expenses	50	25	100.0%▲
Total Operating Expenses	3,657	3,098	18.0%▲
Operating Surplus (Deficit)	(1,797)	(1,953)	8.0%▲
GST Movements			
GST Inputs	-		
GST Outputs	-		
Net GST Movements	-		0.0%
Net Cash Movement	(1,797)	(1,953)	8.0%▲
Summary			
Opening Balance	15,987		
Plus Net Cash Movement	(1,797)		
Closing Balance	14,190		

Bank Summary

Clarkville Playcentre From 1 October 2021 to 31 January 2022

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Simple Saver	8,063	6	-	8,069
Westpac 00	7,924	13,134	12,104	8,954
Total	15,987	13,141	12,104	17,023

Kaiapoi-Tuahiwi Community Board Discretionary Grant Funding 2021/2022 Financial Year

	Meeting considered	Group	Project	Amount Requested	Amount Granted	Running Balance
			2021/22 = \$5,270 = carry forwards \$2300 Total \$7,570			\$ 7,570.00
	19-Jul	Waimakariri Older Person's Expo Committee	Older Person's Expo	\$500	\$500	\$ 7,070.00
	16-Aug	Kaiapoi Toy Library	Towards the cost of purchasing a new bouncy castle/ soft play for younger	\$500	\$500	\$ 6,570.00
	16-Aug	St Patrick's School's Parent Teacher Association	Towards the cost of a new junior playground	\$500	\$500	\$ 6,070.00
	20-Sep	Meeting Cancelled				
	18-Oct	Withdrawn Reflections Community Trust	Towards Light Party	\$350		\$ 6,070.00
	18-Oct	Withdrawn It take a Village Hub	Family day	\$500		\$ 6,070.00
	18-Oct	Cure Boating Club	Propellers	\$500	\$500	\$ 5,570.00
	18-Oct	Declined Life Education Trust	Delivery of the Healthy Harold Programme	\$500	-	
	15-Nov	Pines Kairaki Beaches Association	Community Pantry	\$443	\$443	\$ 5,127.00
	15-Nov	Declined Clarkville Preschool	Mud kitchen and ground cover	\$480	-	
	13-Dec	Withdrawn Kaiapoi Borough School Board of Trustees	Back to school family picnic	\$500		\$ 4,627.00
	13-Dec	Pegasus Dragons Inc	Purchase of paddles	\$500	\$500	\$ 4,127.00
Kaiapoi-Tuahiwi Community Board 10.136.100.2410	21-Feb	Kaiapoi Community Garden	Purchase of new lawn mower	\$500	\$500	\$ 3,627.00
	21-Feb	Withdrawn North Canterbury Pride	picnic in Victoria Park	\$250	\$0	\$ 3,627.00
	21-Mar	Clarkeville Playcentre	Mud kitchen	\$378		

Kaiapoi-Tuahiwi Community Board Discretionary Grant Funding 2020/2021 Financial Year

	Meeting considered	Group	Project	Amount Requested	Amount Granted	Running Balance
Kaiapoi-Tuahiwi Community Board 10.136.100.241 0			Council allocation \$6,130 + Carry forwards \$610 =			\$ 6,740.00
	20-Jul	Reflections Community Trust	Towards entertainment at the Waimakariri Light Party	\$200	\$ 200.00	\$ 6,540.00
	20-Jul	All Together Kaiapoi	Towards the commemoration of Earthquake	\$1,000	\$1,000	\$ 5,540.00
	17-Aug	All Together Kaiapoi	Towards the cost of hosting the Kaiapoi Spring Festival	\$500	\$500	\$ 5,040.00
	30-Sep	No applications considered				
	19-Oct	Kaiapoi Borough School	Towards the cost of hosting their annual Back-to School family picnic	\$500	\$500	\$ 4,540.00
	19-Oct	Kaiapoi Pony Club	Towards the cost of building of an enclosed area for less experienced riders.	\$500	\$500	\$ 4,040.00
	16-Nov	SeniorNet North Canterbury	Towards a seminar on Internet Banking	\$120	\$120	\$ 3,920.00
	16-Nov	Arts Canterbury Inc	Towards the cost of hiring panels and spotlights	\$500	\$250	\$ 3,670.00
	14-Dec	Karanga Mai Early Learning Centre	Towards the cost of purchasing high visibility vests.	\$500	\$200	\$ 3,470.00
	14-Dec	Oxford Community Trust	Towards the hosting of a wellbeing networking retreat.	\$500	\$500	\$ 2,970.00
	15-Feb	North Canterbury Pride	Host LGBTIQ social event	\$250	\$250	\$ 2,720.00
15-Feb	Waimakariri Arts Trust	Towards the running costs associated with the Kaiapoi Art Expo and Schools' Art Expo.	\$500	\$250	\$ 2,470.00	
15-Feb	Kaiapoi High School's 50 th Anniversary Committee	Towards the cost of promoting the school's 50 th Anniversary	\$500	\$250	\$ 2,220.00	
15-Mar	SeniorNet North Canterbury	Hosting a workshop and seminar on internet banking	\$100	\$100	\$ 2,120.00	
19-Apr	The Pines Kairaki Beach Association	Towards the cost of hosting a barbeque for the firefighters and community	\$500	\$500	\$ 1,620.00	
17-May	Allstars Marching Teams	Towards the cost of hosting a training camp	\$500	\$ 500.00	\$ 1,120.00	
21-Jun	North Canterbury Area Pony Club	Towards the cost of sending two coaches to the NZ Pony Club Conference	\$500	\$ 500.00	\$ 620.00	

GOVERNANCE

Kaiapoi-Tuahiwi Community Board

Discretionary Grant Application

Information to assist groups with their application

The purpose of the Board discretionary grants is to assist projects that enhance community group capacity and/or increase participation in activities.

When assessing grant applications the Board considers a number of factors in its decision making. These include, but are not limited to; type of project, time frame, benefits to the community and costs being contributed. The more information you as a group can provide on the project and benefits to participants the better informed the Board is. You are welcome to include a cover letter as part of your application. The decision to grant funds is the sole discretion of the Board.

The Board cannot accept applications from individuals. All funding is paid to non-profit community based organisations, registered charities or incorporated societies. Council funding is publicly accountable therefore the Board needs to demonstrate to the community where funding is going and what it is being spent on. This is one of the reasons the Board requires a copy of your financial profit/loss statements and balance sheet for the previous/current financial year. Staff cannot process your application without financial records.

The Board encourages applicants, where practically possible, to consider using local businesses or suppliers for any services or goods they require in their application. The Board acknowledges that this may result in a higher quote.

It would be helpful to the Board to receive an expense summary for projects that cost more than the grant being requested to show the areas where funds are being spent and a paragraph on what fund raising the group has undertaken towards the project, or other sources considered (ie voluntary labour, businesses for supplies).

Examples (but not limited to) of what the Board cannot fund:	Examples (but not limited to) of what the Board can fund:
✗ Wages	✓ New equipment
✗ Debt servicing	✓ Toys/educational aids
✗ Payment for volunteers (including arrangements in kind eg petrol vouchers)	✓ Sporting equipment
✗ Stock or capital market investment	✓ Safety equipment
✗ Gambling or prize money	✓ Costs associated with events
✗ Funding of individuals (only non-profit organisations)	✓ Community training
✗ Payment of any legal expenditure or associated costs	
✗ Purchase of land and buildings	
✗ Activities or initiatives where the primary purpose is to promote, commercial or profit-oriented interests	
✗ Payment of fines, court costs or mediation costs, IRD penalties	

Continued over page

Criteria for application

- Grant applications will be considered every month by the Kaiapoi-Tuahiwi Community Board. Applications are recommended to be received three weeks prior to Board meeting dates for processing.
- Grant funding will not be allocated for events/projects that have already occurred.
- Generally funding grants will be a maximum of \$500 in any one financial year (July 2021 to June 2022) but the group can apply up to twice in that year, providing it is for different projects.
- The grant funding is limited to projects within the Board area or primarily benefiting the residents of the ward.
- Applications will only be accepted from non-profit community-based organisations, registered charities or incorporated societies.
- Priority is to be given to groups with strong links with the Kaiapoi-Tuahiwi community.
- The application should clearly state the purpose for which the money is to be used.
- The applicant should submit a 1-2 page summary balance sheet and an income and expenditure statement which shows their current financial assets and liabilities. Applications cannot be processed until financial information is received.
- Where possible, or feasible, applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Kaiapoi-Tuahiwi Community Board.
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government funding.
- The Board supports a wide range of community activities but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- An Accountability Form must be provided to the Council outlining how the funds were applied, within three months after the event or completion of the project, when funds are spent. A new application will not be accepted until the Council receives the Accountability Forms for previous funding granted. The group should maintain accurate records around the grant including, but not limited to: receipts, banks statements and invoices. In the event that funds are not spent on the project or activity applied for, the recipient may be required to return the grant funding to the Council.
- If the activity/event for which funds have been granted does not take place **or** if the group does not provide the information to enable the grant to be paid within six months of approval of the grant being notified, then in both cases the application will be regarded as closed and funds released for reallocation by the Board.

What happens now?

Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) to:

Post to:

Governance Team
Waimakariri District Council
Private Bag 1005
Rangiora 7440

Or hand deliver to:

- Oxford Library & Service Centre, 34 Main Street, Oxford
- Rangiora Service Centre, 215 High Street, Rangiora
- Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi

Email: records@wmk.govt.nz

What happens next?

- Your application will be processed and presented to the Board at the next appropriate meeting.
- Following the meeting a letter will be sent to notify you of the Board's decision and if successful an invoice and your organisation's bank account details will be requested.
- On receipt of this information payment will be processed to your organisation's bank account.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV-26-11-06/ 220222023877

REPORT TO: Kaiapoi-Tuahiwi COMMUNITY BOARD

DATE OF MEETING: 21 March 2022

FROM: Kay Rabe, Governance Adviser

SUBJECT: Approval of the Kaiapoi-Tuahiwi Community Board Plan 2020-2022.

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



Department Manager



Chief Executive

1 SUMMARY

This report seeks the Kaiapoi-Tuahiwi Community Board's (the Board) approval of the updated Kaiapoi-Tuahiwi Community Plan 2020-2022. Note that a new Community Board Plan will be developed by the incoming community board for the next term commencing in November 2022.

Attachments:

- i. Updated Kaiapoi-Tuahiwi Community Plan 2020-2022 (Trim 220303030000)

2 RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 220222023877.
- (b) **Approves** the updated Kaiapoi-Tuahiwi Community Board Plan 2020-2022 (Trim Ref: 220303030000).
- (c) **Authorises** the Chairperson to approve the final version of the Kaiapoi-Tuahiwi Community Board Plan 2020-2022, if any further minor editorial corrections are required.

3 BACKGROUND

3.1 This Community Plan (the Plan) for the Kaiapoi-Tuahiwi Community area was developed by the Kaiapoi-Tuahiwi Community Board elected in October 2019, reviewed annually and previously approved in February 2021.

2.2 The Plan is reviewed on an annual basis, so that the Board can assess how it is progressing with its objectives and any feedback from the community. The Chairperson will report back to the Council annually on the Board's progress.

4 ISSUES AND OPTIONS

4.1 The Plan was developed with input from Board members who communicate with local residents, community leaders and community organisations on a regular basis and are therefore in the best position to advocate for the interest of their communities.

- 4.2 The Plan sets out the objectives and goals the Board has for the Kaiapoi-Tuahiwi Ward during its term. The importance of the Plan should not be underestimated, as the Plan is a vehicle by which the Board can inform the community about the elected members' purpose and key projects. It also ensures that the community's needs are presented to the Council in a consistent and planned manner and messaging conveyed through Annual and Long Term Plans.
- 4.3 Furthermore, the Plan includes the achievements of the Board as well as providing general information about the Board's discretionary grant, youth development grant, landscape budget and Council facilities. It, therefore, assists the community to understand that their concerns are being heard and that they have a voice in local government decisions making.
- 4.4 The Plan also serves as a promotional document for the Board and is freely available from locations such as public libraries and service centres.
- 4.5 The Plan is reviewed annually and has been updated to include the Boards achievements during 2021 and progress on projects. The information contained in the Plan regarding the Board's Discretionary Grant, the Youth Development Fund, the Board's Landscaping Budget and Board meeting dates have also been updated in line with the 2021/22 financial year's information. The Board is therefore requested to review the amendments and adopt the updated plan.
- 4.6 If any further minor editorial corrections are needed, staff request that the Board resolves that the Chairperson may approve the final amended document on its behalf.
- 4.7 There are no social and cultural implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.8 The Management Team has reviewed this report.

5 COMMUNITY VIEWS

5.1 Mana Whenua

Taking into consideration the provisions of the Memorandum of Understanding between Te Ngāi Tūāhuriri Rūnanga and the Council, Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report.

5.2 Groups and Organisations

There are no other groups and organisations, likely to be affected by, or have an interest in the subject matter of this report. However, the Plan was developed with input from Board members who communicate with local residents, community leaders and community organisations on a regular basis.

5.2 Wider Community

The wider community is not likely to be affected by, or have an interest in the subject matter of this report. However, the Plan highlights the objectives of the Board and progress towards these. It includes meeting dates and information regarding local services and elected members.

6 IMPLICATIONS AND RISKS

6.1 Financial Implications

Printing costs are covered by operational Governance budgets.

6.2 Sustainability and Climate Change Impacts

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

6.3 Risk Management

There are no risks arising from the adoption of the recommendations in this report.

6.4 Health and Safety

None.

7 CONTEXT**7.1 Consistency with Policy**

These matters are not matters of significance in terms of the Council's Significance and Engagement Policy.

7.2 Authorising Legislation

Local Government Act 2002 Clause 52.
Delegation to Community Boards, Part 3, S-DM 1041, Issue 10, as at 25 October 2016.

7.3 Consistency with Community Outcomes

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

There are wide-ranging opportunities for people of different ages and cultures to participate in community life and recreational activities.

7.4 Authorising Delegations

The Board is required by the Council to prepare and adopt a Community Board Plan that highlights the key issues, priorities and actions that the Board proposes to advance during the year.

- Please note that all text in red indicates where the document has been updated.
- Any spacing/formatting issues will be rectified when converted back to publishing software.



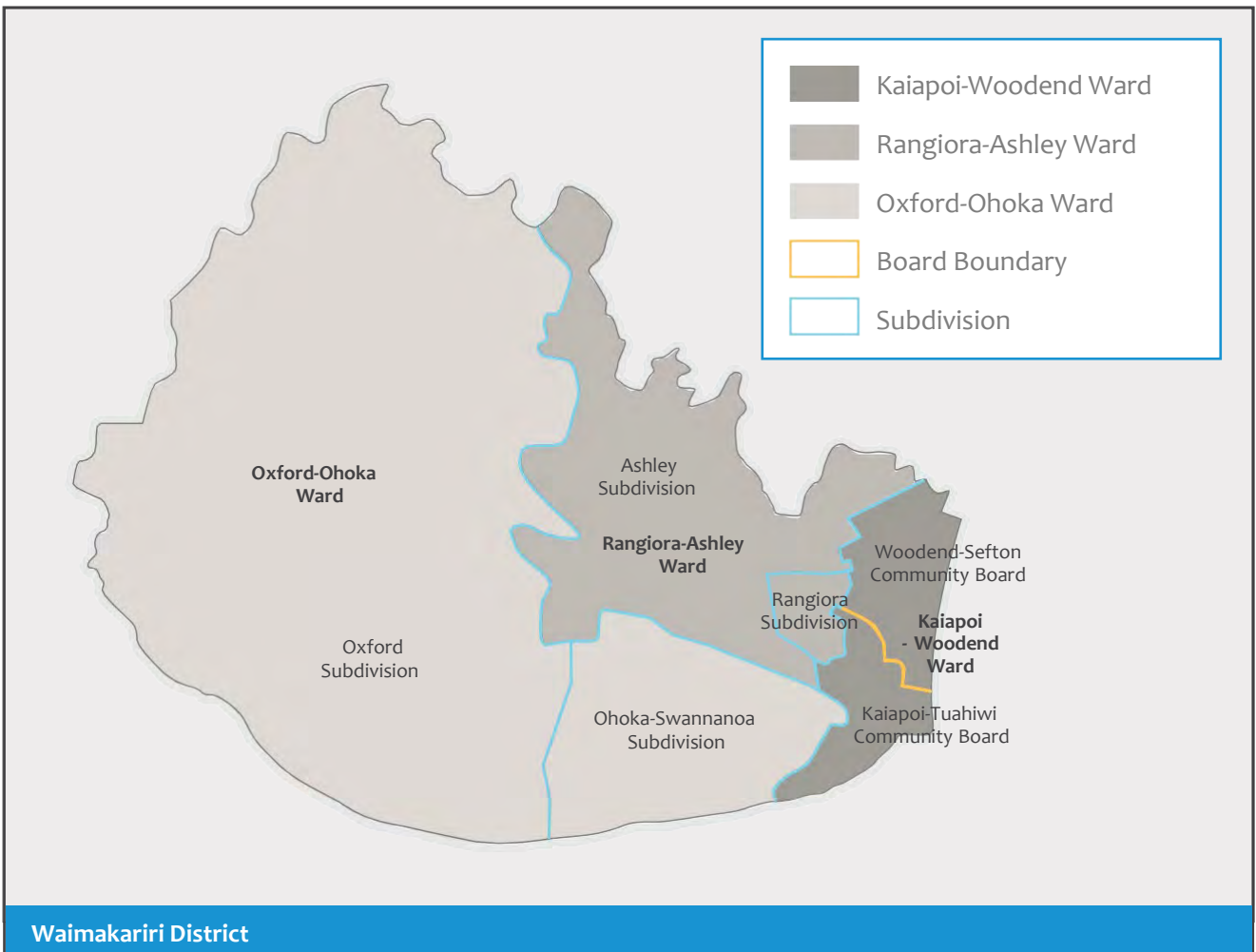
Kaiapoi-Tuahiwī Community Board Community Plan 2020–2022





Ward	Population
Rangiora-Ashley Ward	26,700
Oxford-Ohoka Ward	13,050
Kaiapoi-Woodend Ward	24,900
Woodend-Sefton Community	9,240
Kaiapoi-Tuahiwi Community	15,650

* Representation statistics: 2020 population estimates



Chairperson's Message

Dear Residents

This Community Plan for the Kaiapoi-Tuahiwi area, was developed by the Kaiapoi-Tuahiwi Community Board elected in October 2019. This Plan identifies the achievements of the Community Board during 2019/20 and identifies its priorities for 2021 to 2022.

The Board has focused on the regeneration plans and rebuilding of key infrastructure in the Kaiapoi community, hence its support for the Kaiapoi Residential Structure Plan, the creation of additional parking in Kaiapoi North, and various other initiatives. Planning for a change in the use of the former red zone is also making steady progress with the proposed development of the Kaiapoi Community Hub, the proposed WHOV Aquatic Sports Park development and the development of a Heritage and Mahinga Kai area.

The Board strongly believes that the community has well and truly turned the corner after the earthquake, and the future of Kaiapoi and the beach communities are very positive. Over the next two to three years it will be exciting to see these areas being transformed even more. It is particularly pleasing to see initiatives such as the Kairaki Beach Carpark, the continued development of Park and Ride facilities in Kaiapoi, the completion of the Softball Diamonds at Norman Kirk Park and the progress made with the Belfast to Kaiapoi Cycleway.

The Kaiapoi Marine Precinct has become a vibrant and attractive community space and is the centre of a lot of activity in Kaiapoi, the 115 metre long river pontoon opened in October 2019, has provided permanent home for the popular River Queen. In October 2020 the Marine Precinct also became home to the first paying customer after a live-aboard application was approved for a visiting sail boat owner.

It has also been an exciting time for the Kaiapoi Food Forest Trust, which was named the 2020 Ryman Healthcare Gardener of the Year. The whole community needs to be congratulated in helping turn the 6,000 square metres of former residential land, zoned red after the 2011 earthquakes, into a thriving food forest, with thousands of plants donated by locals.

The Board wish to acknowledge that 2020 was a very eventful year due to the Covid-19 epidemic with social and economic effects still to be felt in the years to come. The Board wishes to express its appreciation for the Council's leadership during this time of uncertainty after the Covid-19 epidemic and wishes to thank the Council staff for the critical work being done to support communities in need.

Planning for the future growth of our communities is of paramount importance to the Board. The Board therefore hopes to meet with you to discuss any matters pertaining to the growth and development of the Kaiapoi-Tuahiwi area as a strong, caring and vibrant community. Continuing to engage with the public on matters of interest is of prime importance to us, as is our key role to advocate for the citizens of the Kaiapoi-Tuahiwi communities. On behalf of my fellow Community Board members, we welcome feedback to this Plan.

Kind regards



Jackie Watson

Kaipoi-Tuahiwi Community Board

About the Kaiapoi-Tuahiwi Community Board

The Waimakariri district is divided into three wards with the Kaiapoi-Tuahiwi Community Board representing the southern end of the Kaiapoi Woodend ward, including the communities of Kaiapoi, Clarkville, Tuahiwi and the Pines and Kairaki Beaches.

The Kaiapoi-Tuahiwi community area has a great mix of properties and people, ranging from urban settlements to lifestyle blocks to beaches in the east. The population of the Board's community area is estimated to be 15,650.

The focus of economic activities within the community area is: residential accommodation, commercial businesses, light industry and tourism.

What is a Community Board?

The Local Government Act (2002), states that the role of a Community Board is to represent and advocate for the interests of its community. The Waimakariri district is currently divided into three wards, and the Kaiapoi-Tuahiwi Community Board provides feedback, leadership and support to residents within the southern part of the Kaiapoi Woodend Ward.

The Kaiapoi-Tuahiwi Community Board is comprised of five elected members, plus two appointed Councillors of the Waimakariri District Council, giving a total of seven members. The Board has invited the other two Ward Councillors to participate in Board discussions but they do not have voting rights.

The Community Board is not the Council nor is it a committee of the Council. The Board works collectively with the Council to achieve community goals. The Board is also responsible for any areas delegated to it by the Council.

How does the Community Board do this?

- Taking an overview of the Council's services and projects affecting the area including water supply, sewerage, stormwater drainage, parks, recreational facilities, community activities and roading and traffic management projects
- Engaging with residents, community organisations and groups in developing local solutions and keeping you informed by using a variety of means, and being visible and accessible

- By encouraging community participation in local Board and Council decision-making
- Advocating to the Council on key issues and priorities for the community area, especially through the Annual and Long Term Plan processes
- Providing grants to community groups and organisations
- Working collaboratively with other Community Boards to promote an understanding for the work being done in the district as a whole
- Maintaining positive working relationships with key Council staff and management
- Actively participating in Council business, including the annual budget to ensure equitable spending across the district while being mindful of rates affordability.

If you are a resident or part of a local community group who wishes to raise any concerns or issues, please do not hesitate to contact a member of the Board for advice and help.

For contact details see pages 7 & 8
or visit: waimakariri.govt.nz/your-council/council-boards-and-committees/kaiapoi-tuahiwi-community-board

Mission Statement

The Kaiapoi-Tuahiwi Community Board aims to meet the needs of our diverse community through:

- Engaging with individuals, groups, other Boards, Ngāi Tūāhuriri and the Council to provide the best outcome for the Kaiapoi community and the district as a whole
- Positive leadership and facilitation of community projects
- Encouraging participation in local decision making by developing and promoting the Community Board as a vehicle for local residents to seek assistance and advocacy in accessing Council resources
- Developing closer links and relationships with key settlements and groups in the Kaiapoi community area, as well as with significant district-wide organisations
- Continue to advocate for improvements to public transport
- Developing strategies for the Board to become an effective, cohesive voice in representing the community viewpoint at meetings and policy hearings
- Continue to advocate for protection and enhancement of waterways and wetlands for recreational purposes
- Advocating for balanced growth that enhances and protects the character of the communities, recreational opportunities, livability and employment.



Honda Planting Day - Kaiapoi

What's happening now and looking forward?

There are a number of projects underway in the Kaiapoi-Tuahiwi Community area, this section outlines those projects.

- The Kaiapoi Marine Precinct** – The Kaiapoi Marine Precinct has been progressively developed over the last seven years as part of the Earthquake Recovery Programme. The Cure Boating Club's building, in the heart of the Kaiapoi Town Centre precinct, has a very important influence on the overall amenity of the river environment. The Board therefore supported the Council's allocation of grant funding towards the rebuild project currently underway. At present there is no **dedicated** public parking for cars and boat trailers in the Precinct. The Board therefore also supports the **construction of a** gravel surfaced car and boat trailer parking area adjacent to the Coastguard building and also the minor repairs to the Askeaton Reserve boat launching facility scheduled for completion in 2022/23. The riverbanks walkway adjacent to the northwest corner of the bridge was **completed in 2021**.
- Belfast to Kaiapoi Cycle Way** - This project is now completed, and has proved very popular with cyclists. This cycle route, along with the recently completed Peraki Street cycleway now provides a continuous cycle route from Christchurch to Rangiora, via the Kaiapoi Town Centre, and the Passchendaele Memorial Path. There is some further post-construction works required to mitigate concerns raised through the Road Safety Audit. The work is outside Clemance Drilling in Main North Road, and will be completed with input from the business owner.
- Kaiapoi Stopbank Artwork and Obelisk Reinstatement** - As part of a community- driven project in 2006/07, by the Waimakariri Community Arts Council, commissioned several pieces of artwork to be designed and installed along the Kaiapoi stopbanks. As a result of the damage sustained from the Christchurch earthquakes a number of these items were removed and stored by Council. In February 2020 the Board initiated the project to reinstate the Artwork and Obelisk.
- Karo Sculpture** - In late 2021 staff worked with the Waimakariri Public Arts Trust to support them installing a new piece of artwork donated by Blackwells to commemorate 150 years in Kaiapoi. The Karo Sculpture is located on top of the stop bank in the section between the Coast Guard and the Williams St Bridge.
- General Landscaping Budget** - Greenspace staff have been working with the Board to allocate their General Landscape Budget to various projects around the district. Over the last year the Board have replaced the ships wheel at Troussellott Park, extended the pathway at Pines Beach Hall, installed a picnic table at the new BMX track, and installed an historic information sign outside the Kaiapoi Ruataniwha Centre.
- Playground Replacements** – NCF Park and Currie Park playgrounds are currently due for replacement in the near future. The Board have been working with GreenSpace staff to identify opportunities to ensure that resources are used to best meet the needs of the surrounding residents. As part of this, staff will be undertaking consultation with the community regarding a potential relocation of the play space currently located at Currie and NCF Parks.
- Supporting Community Groups** The Board will continue to support and advocate for community groups within the Board's area and through the use of its discretionary funds the Board will continue to support a wide range of local community groups.

- **Rural Communication and Engagement**

The Board recognises the responsibility of advocating for the rural areas of its community and will establish processes for greater engagement and communication with these communities. This includes discussing with rural residents the future of business on rural sections and advocating for changes in land-use planning to meet future expectations for community areas such as Clarkville and Tuahiwi. Hence the inclusion of the Landscaping Budget for the landscaping of the Tuahiwi Reserve.

Flood mitigation – The Council has successfully secured COVID-19 “Shovel-ready” project funding for Kaiapoi Stormwater and Flooding Improvements. Three major pumping stations in Kaiapoi are in the process of being constructed to address the risk of flooding in extreme rainfall events. These are located in Otaki Street, Beach Road and at the head of Feldwick Drain and McKintosh Drain by the stopbank. The works in and around Otaki Street are under construction and the Beach Road works are about to commence. They are expected to be completed in the Spring. The McIntosh Drain pumping station will be completed by Spring next year (2023). Together, these works will significantly improve the resilience of the town to the effects climate change and protect the lowest lying properties from flooding in extreme events

The Board will continue to support the planned upgrade as it will increase the resilience of the stormwater network across Kaiapoi and reduce the likelihood of flooding with big storm events.

- **Patchinas Walkway**

This is the land connecting Williams Street and the library carpark. The Board and staff are working with All Together Kaiapoi to enhance this area which will include Patchina the giraffe, reinstatement of the Earthquake Mural and some other landscape features including seating and garden beds to improve amenity and circulation. These changes are anticipated being implemented later in 2022.

Kaiapoi River Rehabilitation - The

Board will continue to support the work being done on the rehabilitation of the Kaiapoi River as part of the Kaiapoi River Rehabilitation Work Programme. Understanding the dynamics of the river estuary environment and the effect that increased salination is having on the environment will remain a key focus area for the Board. It is important to improve water quality, encourage terrestrial planting along the riparian edge of the river with native species, and monitor inanga spawning area migration and plan for provision of a suitable spawning habitat, amenity and recreation in the Kaiapoi River. The Work Programme is also supported by the Ngāi Tūāhuriri Rūnanga, the Council, Environment Canterbury and the Waimakariri Water Zone Committee.

- **Community Hub Development** - The Council has made land available in Kaiapoi South and approved a budget for the development of a community hub that can be used for different recreation, arts and hobby activities, and social and cultural activities.

Community hubs are important to the local community as they can provide an open and accessible space, with services and activities that enhance community wellbeing.

The Board will continue to work with the Council to facilitate the development of the proposed Community Hub on regeneration land on the corners of Charters Street and Courtenay Drive in Kaiapoi South.

Council is currently in the process of obtaining resource consent in order to begin these physical works on site.

- **Heritage & Mahinga Kai Reserve Development –** The Board are collaborating with Te Kohaka o Tuhaitara Trust and the Joint Working Group who have been tasked with the development of Huria reserve in the Kaiapoi South Regeneration area. This is a multi-year project and will include extensive native planting, linkages, and activity nodes within the reserve for mahinga kai, learning, and telling the stories of Kaiapoi history. The first stage of native planting will begin in 2022 along with pathways throughout the reserve.
- **Murphy Park & Rowing Precinct –** The Board are supportive of the current projects to develop and improve the rowing precinct at Murphy Park in conjunction with the clubs and the public that use this area. Concept planning will be underway in 2022/23 for improvements to the wider Murphy Park area including riverside linkages and walkways.
- **District Plan 2021 -** The Board made a submission during the recent public consultation on the District Plan and will continue to support, contribute to and monitor the progress of the Plan.
- **Annual Plan -** The Board will continue to work with the Council and submit on draft Annual Plans.
- **WDC Long Term Plan –** The Board submitted on the key issues outlined in the consultation document.
- **Discretionary Grants -** Continued to support a wide range of local community groups through the Board’s discretionary funding grants.
- **Youth Development Grant -** Continued to support Waimakariri Youth Development Grant which is aimed at young people living in the district aged between 12 and 24 years.



The Kaiapoi Marine Precinct

Kaiapoi-Tuahiwi Community Board members	
Member and contact details	Responsibility and representation outside organisations
 <p>Jackie Watson Chairperson Mobile: 022 350 9547 Email: jackie.watson@wmk.govt.nz</p>	<ul style="list-style-type: none"> • Waimakariri Arts Trust • Waimakariri Public Arts Trust • Kaiapoi Town Centre Plan Review and Reference Group • Kaiapoi Signage Working Group • Pines-Kairaki Beach Association • Silverstream Advisory Group • Northern Pegasus Bay Advisory Group
 <p>John Meyer Deputy Chairperson Mobile: 027 362 6741 Email: john.meyer@wmk.govt.nz</p>	<ul style="list-style-type: none"> • Waimakariri Access Group • Clarkville Rural Drainage Advisory Group • Central Rural Drainage Advisory Group • Coastal Rural Drainage Advisory Group • Walking and Cycling Strategy Steering Group • Peraki and Vickery Street Cycleway Working Group • Darnley Club
 <p>Brent Cairns Mobile: 027 222 4767 Email: brent.cairns@wmk.govt.nz</p>	<ul style="list-style-type: none"> • North Canterbury Neighbourhood Support • Waimakariri Health Advisory Group • Grey Power, North Canterbury • Kaiapoi Town Centre Plan Review and Reference Group • Representation Review Working Party • Heritage and Mahinga Kai Area Working Group • Sustainability Steering Group
 <p>Chris Greengrass Mobile: 021 781 939 Email: chris.greengrass@wmk.govt.nz</p>	
 <p>Martin Pinkham Mobile: 021 548 751 Email: martin.pinkham@wmk.govt.nz</p>	<ul style="list-style-type: none"> • Kaiapoi Promotions Association • Kaiapoi Town Centre Plan Review and Reference Group • Kaiapoi Signage Working Group • Peraki and Vickery Street Cycleway Working Group



Kaiapoi-Tuahwi Community Board members	
Member and contact details	Responsibility and representation outside organisations
 <p>Cr Neville Atkinson JP Mobile: 021 558 037 Email: neville.atkinson@wmk.govt.nz</p>	<ul style="list-style-type: none"> • Deputy Mayor • Waimakariri Passchendalee Advisory Group • Enshi Sister City Advisory Group • Northern Bulldogs Rugby League Club • Waimakariri Safe Community Governance Group
 <p>Cr Al Blackie, JP Mobile: 027 327 6761 Email: al.blackie@wmk.govt.nz</p>	<ul style="list-style-type: none"> • Waimakariri Community Arts Council • Waimakariri Art Collection Trust • WAIMA • Chair to Northern Pegasus Bay Advisory Group • Te Kohaka O Tuhaitara Trust • Canterbury Regional Council – Eyre/Cust River Rating Committee • Canterbury Regional Council – Ashley River Rating Committee • Clarkville Rural Drainage Advisory Group • Coastal Rural Drainage Advisory Group

Other Kaiapoi-Woodend Ward Councillors

The Kaiapoi-Woodend Ward has a total of four Councillors elected to represent it on the Council. Two Councillors, N Atkinson and A Blackie, have been appointed by the Council to the Kaiapoi-Tuahwi Community Board. Councillors P Redmond and S Stewart have been appointed to the Woodend-Sefton Community Board. The Kaiapoi-Tuahwi Community Board has chosen to have all four Councillors sitting at the Board table to contribute to debate and discussion. However, only Councillors Atkinson and Blackie (as the appointed Councillors) have voting rights at the Kaiapoi-Tuahwi Community Board.

Member and contact details	Responsibility and representation outside organisations
 <p>Cr Philip Redmond, QSM Mobile: 027 439 5515 Email: philip.redmond@wmk.govt.nz</p>	<ul style="list-style-type: none"> • Creative Communities NZ Assessment Committee • North Canterbury Sport and Recreation Trust • Waimakariri Health Advisory Group • Town Centres Decorations and Lighting Working Group
 <p>Cr Sandra Stewart Mobile: 027 668 8583 Email: sandra.stewart@wmk.govt.nz</p>	<ul style="list-style-type: none"> • Waimakariri Water Race Advisory Group

Kaiapoi-Tuahiwi Community Board Discretionary Grant

Each financial year (July to June) the Kaiapoi-Tuahiwi Community Board is allocated funds to distribute, by application, to community-based organisations within their community area.

For the 2021/22 financial year (July–June) the Kaiapoi-Tuahiwi Community Board has \$7,570 available for grants to non-profit community based organisations.

Applications will only be accepted from non-profit community-based organisations, registered charities or incorporated societies.

- The group should have strong links with the community area of Kaiapoi-Tuahiwi
- Grant funding is limited to projects within the Board area or primarily benefiting the residents of the Kaiapoi-Tuahiwi area
- The applicants should clearly state the purpose for which the money is to be used
- Money should primarily be used for capital or improvement works, for enhancement of the group, or towards the purposes of the group, including events involving community participation
- The applicant should submit a balance sheet which shows their current financial assets and liabilities. Applications cannot be processed until financial information is received
- Where possible or feasible applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Kaiapoi-Tuahiwi Community Board
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government funding
- Grant applications will be considered at each meeting by the Kaiapoi-Tuahiwi Community Board

- Generally funding grants will be a maximum of \$500 in any one financial year (July to June), but the group can apply up to twice in that year, providing it is for different projects
- Examples of what is not funded are available on the application documents. Debt and wages are not funded.

Application process:

- Application forms can be picked up at any of the Council's Service Centres. Alternatively an application form can be printed, downloaded or completed online from the Council's website: https://www.waimakariri.govt.nz/_data/assets/pdf_file/0016/3841/QD-GOV-Form-006-Kaiapoi-Tuahiwi-Discretionary-Grant-Application-Form-2021-2022.pdf
- The completed application should be posted to:
Governance Team
C/- Waimakariri District Council, Private Bag 1005 Rangiora 7440
Or
emailed to: com.board@wmk.govt.nz
Or dropped in to your local Council service centre (see back page for details).



Waitangi Day Celebration - All Together Kaiapoi

Kaiapoi-Tuahiwi Community Board Grants 2021-22

Group	Project	Amount
Waimakariri Older Person's Expo Committee	Older Person's Expo	\$500
Kaiapoi Toy Library	New bouncy castle and soft play for younger children	\$500
St Patricks School's Parent Teacher Association	Towards the junior playground	\$500
Cure Boating Club	Purchase of new propellers	\$500
Pines Beach Association	Towards cost of building a community pantry	\$443
Kaiapoi Borough School Board of Trustees (<i>Postponed</i>)	Towards cost of hosting a back to school family picnic	\$500
Pegasus Dragons Inc	Towards purchase of paddles	\$500
Kaiapoi Community Garden	Towards purchase of lawn mower	\$500



10-year Celebration - Kaiapoi Community Garden

Waimakariri Youth Development Grant

Purpose of the grant

In 2018 the Waimakariri Community Boards established the Waimakariri Youth Development Grant to support one or more young people seeking:

- To enhance young people's skills and strengths; especially self-worth, decision-making, good relationships, resilience, positive mental health, life-skills and leadership
- To provide opportunities for young people to connect positively with their community in meaningful, practical ways
- To help and benefit others.

General overview

Available to young people living in the Waimakariri District aged between 12 and 24 at the time of application. An annual grant of up to \$4,000 is available for allocation to suitable applicants in any one year. The Youth Development Grant Committee may award more than one grant up to a combined maximum of \$4,000 in a financial year (1 July 2019 to 30 June 2020). If the Youth Development Grant Committee do not award the maximum funding in November of a year, further applications will be called for.

Application process

Applications must be fully completed and supported by two references. For example teacher, school principal, employer, faith leader, youth worker or community group leader. One reference may be permitted from a member of the applicant's wider family. The next round of applications will be opening in September/October 2021. Information will be available on the Council website at: waimakariri.govt.nz/community/funding-and-grants/youth-development-grant

Selection process

The Youth Development Grant Committee includes the four Community Board Chairs and an appointee of the Waimakariri Youth Council. The Committee is the sole decision-making body.

Short-listed applicants will be expected to present their application to the Committee in person and to answer any questions that the Committee may have. Applicants will be expected to provide an overview of their proposed project/activity to the Committee and they may choose how to do this. The Committee members will ask all applicants a series of general questions to help them make a decision.

The Council staff will work with the successful applicant to formalise an agreement on how the grant will be paid to them. This is really important as the Committee needs to be sure that the grant is spent on the project/activities the applicant has told them about and to also provide additional guidance to our youth.

Previous recipients

Group	Project	Amount
Waimakariri Student Volunteer Army	Towards the costs of purchasing high visibility vests, work gloves, a first aid kit and on spades to do volunteer work within the community	\$1,733
J Reyello, L Price and E Stokes	Towards attending the 2020 24-7 YouthWork National Training to be held from 29 June 2020 to 1 July 2020 in Wellington	\$2,000

Board's General Landscaping Budget

The 2021/22 Kaiapoi-Tuahiwi Community Board General Landscaping Budget as at 31 January 2022 is \$91,810. Allocations for the 2021/22 year have still to be finalized.

The following depicts the status of the Board's landscape budget.

BOARD ALLOCATION	STATUS	BUDGET
2020/21 Financial Year	Carried over	\$66,380
2021/22 Financial Year	Allocation	\$25,430
CURRENT PROJECTS		
Replacement Ships Wheel	Completed	\$500
Pines Beach Pathway Extension	Completed	\$1,500
Picnic Table at BMX Track	Completed	\$2,000
Patchina's Walkway Upgrade	In Progress	\$6,000
Interpretative Signage	In Progress	\$20,000
Tuahiwi Reserve Development	Pending	\$25,000
Town Entrance Beautification	Pending	\$30,000
Remaining for allocations	Current	\$13,150



Blackwells Department Store 150th Celebration Sculpture

Where and when are Meetings Held?

The Kaiapoi-Tuahiwi Community Board meetings are usually held on the third Monday of the month at 5pm. The public is most welcome to attend.

Meetings are usually held in Kāiikanui Meeting Room upstairs at the Ruataniwha Kaiapoi Civic Centre.

Members of the public, groups and organisations can bring matters to the attention of the Community Board by bringing a deputation to a Board meeting. Deputations can be arranged by contacting the Governance Team and will be approved by the Chairperson.

Residents are also always welcome to contact Community Board members directly to discuss Council and community-related matters.

Agendas are available at the Council Service Centres and on the Council's website two working days before a meeting at:

waimakariri.govt.nz/your-council/meetings



Kaiapoi Service Centre

The next meetings are scheduled on the third Monday of the month. The dates for 2022 are:

21 February	21 March
11 April	16 May
20 June	18 July
15 August	19 September

It is anticipated that online meetings will be held from March to June 2022 due to the community outbreak of Covid in the District.

Elections will be held in October 2022 and the meeting schedule for the new term will be published in November 2022.

Governance Team contact details

Phone: 0800 965 468 (0800 WMK GOV)

Email: com.board@wmk.govt.nz

Post: 215 High Street, Private Bag 1005,

The Governance Team can be contacted for assistance with:

- Arranging Deputations
- Accessing Discretionary Grant Funding
- Accessing Youth Development Funding
- Access to Community Board documentation.

Rangiora 7440

Council Facilities and Contact Details



Service Centres

waimakiriri.govt.nz

Ruataniwha Kaiapoi Civic Centre

176 Williams Street, Kaiapoi

Phone: 03 375 5009

Fax: 03 327 8752

Email: kaiapoi@wmk.govt.nz

Opening hours

Monday to Friday: 9am to 5pm

Rangiora Service Centre

215 High Street, Rangiora

Phone: 0800 965 468

Fax: 03 313 4432

Email: office@wmk.govt.nz

Opening hours

Monday to Friday: 8.30am to 5pm

Oxford Service Centre

34 Main Street, Oxford

Phone: 03 311 9005

Fax: 03 312 4833

Email: oxford@wmk.govt.nz

Opening hours

Monday to Friday: 9am to 5pm

Saturday: 10am to 12 noon

(Limited services on Saturday)



Libraries

libraries.waimakiriri.govt.nz

Kaiapoi Library

176 Williams Street, Kaiapoi

Phone: 03 375 5009

Fax: 03 327 8752

Email: library@wmk.govt.nz

Opening hours

Monday to Wednesday & Friday: 9am to 5pm

Thursday: 9am to 7pm

Saturday: 10am to 2pm

Sunday: 1pm to 4pm

Rangiora Library

Trevor Inch Memorial Library

141 Percival Street, Rangiora

Phone: 03 311 8901

Fax: 03 313 4650

Email: library@wmk.govt.nz

Opening hours

Monday to Thursday: 9am to 5pm

Friday: 9am to 7pm

Saturday: 10am to 2pm Sunday: 1pm to 4pm

Oxford Library

34 Main Street, Oxford

Phone: 03 311 9006

Fax: 03 312 4833

Email: library@wmk.govt.nz

Opening hours

Monday to Friday: 9am to 5pm

Saturday: 10am to 12 noon



Aquatic Centres

waimakariri.govt.nz/aquatic-facility

Kaiapoi Aquatic Centre

9 Cass Street, Kaiapoi

Phone: 03 375 5041

Opening hours

Monday to Friday:

6am to 3.30pm & 6pm to 9pm

Saturday & Sunday: 7.30am to 7pm

Public Holidays: 10am to 7pm

Christmas Day: Closed

Dudley Park Aquatic Centre

47 Church Street, Rangiora

Phone: 03 311 8905

Opening hours

Monday to Friday: 6am to 9pm

Saturday & Sunday: 7.30am to 7pm

Public Holidays: 10am to 7pm

Christmas Day: Closed

Oxford Community Aquatic Centre

9 Burnett Street, Oxford

Phone: 03 311 8921

Opening hours

Summer only from late November

Monday to Friday: 8.30am to 6.30pm

Saturday & Sunday: 10am to 7pm

Public Holidays: 10am to 7pm

Christmas Day: Closed



Transfer Stations

Southbrook Resource Recovery Park

284 Flaxton Road, Rangiora

Phone: 03 313 5499

Resale Store: 03 313 5798

Opening hours

Monday to Sunday: 8.30am to 4.30pm

Public Holidays: Closed

Oxford Transfer Station

46 High Street, Oxford

Opening hours

Friday: 12.30pm to 4.30pm

Sunday: 12 noon to 4.30pm

Public Holidays: Closed

Community Facilities

Kaiapoi Community Centre

24 Sewell Street, Kaiapoi

Ruataniwha Kaiapoi Civic Centre

176 Williams Street, Kaiapoi

Trousselot Park and Band Rotunda

33 Charles Street, Kaiapoi



215 High Street
Private Bag 1005
Rangiora 7440, New Zealand
Phone 0800 965 468
waimakariri.govt.nz

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