

MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI, ON MONDAY, 14 APRIL 2025, AT 4PM.

PRESENT

J Watson (Chairperson), S Stewart (Deputy Chairperson), A Blackie, T Bartle, T Blair and R Keetley.

IN ATTENDANCE

B Cairns and P Remond (Kaiapoi-Woodend Ward Councillors).

G Cleary (General Manager Utilities and Roading), J McBride (Roading and Transportation Manager), G Stephens (Design and Planning Team Leader), C Taylor-Claude (Parks Officer), I Clark (Project Manager), D Roxborough (Strategic and Special Projects Manager), J Rae (Senior Advisor Assets and Capital) and A Connor (Governance Support Officer).

There were two members of the public present.

1 APOLOGIES

Moved: J Watson

Seconded: A Blackie

THAT apologies for absence be received and sustained from N Atkinson.

CARRIED

2 CONFLICTS OF INTEREST

Item 6.1 – T Bartle declared a conflict of interest as the Chair of the Clarkville Community Hall Committee.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 17 March 2025

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 17 March 2025, as a true and accurate record.

CARRIED

3.2 Matters Arising (From Minutes)

There were no matters arising from the minutes.

3.3 Notes of the Kaiapoi-Tuahiwi Community Board Workshop – 17 March 2025

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the circulated Notes of the Kaiapoi-Tuahiwi Community Board Workshop, held 17 March 2025, as a true and accurate record.

CARRIED

4 DEPUTATIONS AND PRESENTATIONS

4.1 Mikaele Drulidruli – Volleyball Court at Kaiapoi Domain

Due to illness, M Drulidruli was unable to attend the meeting.

4.2 Drucilla Kingi-Paterson – Centennial Celebrations

D Kingi-Paterson informed the Board that Christchurch City Christchurch was not holding a celebration for the 175th anniversary of the first four ships landing in Lyttleton. She felt the history should be celebrated and had plans on how to promote the walk over the Port Hills to be held on 16 December 2025 by the Pilgrims and Early Settlers Group. She would also be holding an exhibition on Early Settlers and the Royal Family at the Christchurch Art Centre from 19 December to 21 December 2025. She was also hopeful that her exhibit could be displayed in the Kaiapoi Gallery after it had finished in Christchurch.

P Redmond sought clarity on the date of the celebration. D Kingi-Patterson confirmed the anniversary was 16 December 2025.

J Watson noted the Kaiapoi Gallery did not have space for the exhibit however the library may have and suggested she speak with the staff.

R Keetley stated he would bring the idea of the display to the Museum at its next meeting.

4.3 Dennis Andreassand – Rubbish Collection

D Andreassand was unable to attend the meeting.

5 ADJOURNED BUSINESS

Nil.

6 REPORTS

6.1 Request Approval of the Clarkville School Road Safety Improvements Scheme Design – P Daly (Road Safety Coordinator/Journey Planner) and J McBride (Roading and Transportation Manager)

J McBride spoke to the report which sought approval of the scheme design for the safety improvements outside Clarkville School and the Clarkville Community Hall in Heywards Road. The proposed design aimed to improve safety for school children who were crossing Heywards Road to access the Clarkville Community Hall car park. Improvements to the layout of the hall carpark would be completed and managed by the Hall Committee with clear communication of expected use shared with the school through its newsletter. The proposed scheme design had been agreed to by the school principal and the hall committee.

S Stewart requested clarification regarding the utilisation of the Community Hall car park and the 'Kiss and Go' area. J McBride explained the car park entrance would be positioned closest to Tram Road, with the exit located further south with the exit restricted to left turning only. 'The Kiss and Go' bay would be situated directly outside the school and equipped with road markings, signage and flexi-bollards. Designed exclusively for drop-off and pick-up purposes, the area would operate under a P2 time restriction. Students would ideally exit vehicles from the left-hand side, however road markings ensured a safe gap between the carriageway and the parking bay was included.

A Blackie asked if those using the car park would have to travel up Heywards Road and travel round the block. J McBride confirmed they would and there would be messaging relayed through the school to reinforce how parents should use the facility.

A Blackie then noted the Board had previously requested staff to explore options for further additional parking, as the use of the grass verge caused significant mess particularly during winter months. J McBride stated those works would need to be included in a different project. She noted the school was looking into how it could develop more onsite parking. The school were also investigating split pickup times in the afternoon to minimise congestion.

J Watson questioned if the purpose of the design was to deter people from parking during drop-off and pick-up times. J McBride clarified it was not discouraging parking however the focus was to keep traffic flowing in a safe and courteous manner.

B Cairns asked if any budget would go to the Hall Committee for surface markings in the carpark as this would be benefiting the school as well as themselves. J McBride stated the Council would carry out all works outside the Hall boundary including the in and out road marking. However, as this was a community owned and managed hall the Council would not normally pay for works. The works would also benefit the hall as it regularly hosted events and had instances where people would park across the entrance/exit. The Hall Committee had also discussed upgrading the surface of car park which would require surface marking anyway.

Following a question from A Blackie, J McBride clarified the Council did not currently have authority to enforce no turning signage on private land however under the new Parking and Transport Bylaw it would be covered in the future.

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** Report No. 240912156030(v03).

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Utilities and Roading Committee:

(b) **Approves** the scheme design (Trim No. 240415058499(v02)).

(c) **Approves** the relocation of the existing school bus stop to make space for the proposed P2 Kiss'n'Go facility outside the Clarkville School gate, which will create space for parents to pick up and drop off children.

(d) **Approves** the installation of traffic islands to provide a safe crossing point for children at pick up and drop off times.

(e) **Approves** the installation of 32 metres of No Stopping on the Eastern side of Heywards Road leading to the entry to the Community Hall carpark.

(f) **Notes** that there are currently two bus stops outside the school, however this will be reduced to one with agreement from the school.

(g) **Notes** that the marking within the Clarkville Community Hall carpark is the responsibility of the Clarkville Hall Committee.

(h) **Notes** that all works proposed have been discussed with and agreed to by the Clarkville Community Hall Committee and the Clarkville School Principal.

(i) **Notes** that these works are estimated to cost \$40,000 and are to be funded from the Minor Safety Improvements Programme - School Safety Improvements (PJ 102429.000.5133), which is an unsubsidised budget.

- (j) **Notes** that an education campaign for drivers using the proposed scheme will be run through the school community to encourage compliance with the traffic flows proposed.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the District Planning and Regulation Committee:

- (k) **Approves** the implementation of a P2 Kiss'n'Go parking area outside the school gate from 8.30 am to 9.00 am and 2.55 pm to 3.15 pm, Monday to Friday, on School Days.
- (l) **Approves** that a supplementary condition be added to the No Right Turn sign on exiting the hall carpark indicating that it is in force only between the hours of 8.30 to 9.15 a.m., and from 2.45 to 3.15 p.m. on school days.

CARRIED

J Watson felt this was a good outcome and thanked staff for their perseverance and facilitating between the stakeholders. She had seen similar systems work very well in other locations with parents willing to cooperate as it supported the safety of students.

A Blackie was also supportive of the motion.

6.2 **Lees Road Footpath – Request for Approval of Scheme Design – J McBride (Roading and Transportation Manager) and G Kempton (Senior Project Engineer)**

J McBride spoke to the report which sought approval of the scheme design for the Lees Road Footpath. A full design was undertaken to see if new footpath finish levels would coincide with kerb and channel works to be undertaken in the future. However, due to the flat nature of area this could not be achieved without causing drainage issues to neighbouring properties. It was therefore recommended the footpath be built to the existing formation levels. Council had a small budget allowance every three years for kerb and channel, and it was unlikely this area would be a priority for upgrading in the near future. The Board could choose to either progress with a gritted footpath or an asphalt footpath. If asphalted the asset would not reach its full surfacing lifespan when the kerb and channel was installed in the future.

In response to J Watson query regarding y other gritted footpaths in Kaiapoi, J McBride replied that gritted paths were often located on the edges of urban areas. A good example was River Road in Rangiora. The stop banks in Kaiapoi and around Silverstream Reserve were also gritted. Urban areas generally were asphalted.

B Cairns asked the number of pedestrians using Lees Road had been ascertained. J McBride confirmed counts had taken place however they did not span entire days. It was observed that usage times peaked with the bus timetable. The entire area also had a recreational component.

T Bartle questioned what the number of people counted was on Lees Road. J McBride noted staff counted between 7am and 8am and there were approximately 10 people. G Cleary also explained that staff were aware that residents from Sovereign Palms did walking circuits around the area. Formalising the path would also attract more people to utilise the route.

Moved: T Bartle

Seconded: S Stewart

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 250406059579.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Utilities and Roading Committee:

- (b) **Approves** the Lees Road Footpath Scheme Design, for the section of Lees Road from west of Bayliss Drive through to the Bus Stop outside no. 568 Williams Street, for the area shown in Figure 1 of this report (Trim No. 250407059776).

AND

- (c) **Recommends** progressing the footpath design with a gritted footpath finish, with an estimated cost of \$60,000, to be funded from the New Footpath Programme (PJ 100746.000.5133).

CARRIED

T Bartle stated that he did not believe the extra money to asphalt the footpath was needed and a gritted path would be sufficient.

S Stewart agreed stating that she would not support asphaltting due to the drainage issues that would occur however was happy to support a gritted path.

6.3 **Murphy Park – Approval of Preliminary Concept Plan – I Clark (Project Manager))**

I Clark spoke to the report which sought approval of the concept plan to Murphy Park Kaiapoi River Access. She noted that further information had arisen and provided the following updated information:

- The provided budget included pontoon procurement which was incorrect. Updated estimates had also been done on the likes of engineering estimate and consents which showed the correct budget estimated would be \$667,000.
- Once detailed design and tender was completed a more concrete budget estimate would be known.
- Provisional items had been ranked on the level of importance and would be removed/added to the contract depending on prices received through tender.
- The sale and purchase had completed with Kaiapoi Croquet meaning Council was now the official owners of the site.

P Redmond asked who would approve the spending of the money. I Clark confirmed the Council would approve the budget once the tender process was complete.

S Stewart sought clarity on the order of the ranked provisional items as she felt bollard and chains should be a high priority. I Clark confirmed item four on the list was the highest priority and item one was the lowest priority. For example, bollards and cables were item three. There were already some in place and the provision was for replacing and adding additional bollards where required.

Moved: A Blackie

Seconded: J Watson

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 250227032768.
- (b) **Approves** the Murphy Park concept plan for implementation (Trim: 250219027438).
- (c) **Notes** staff will now look to value engineer and complete a detailed design to confirm if the provisional items can be included.
- (d) **Notes** costs in association with relocation of sheds or construction of sheds will be met by the user groups and are not included in the cost estimate. Establishment of sheds will also rely on a new or updated Licence to Occupy being formalised with each resident club.
- (e) **Notes** that staff conducted detailed consultations with the community regarding the concept design in 2018 and have met with all stakeholders within the last twelve

months to discuss the updated concept design with all immediate stakeholders supportive of the design.

- (f) **Circulates** the report to the Community and Recreation Committee for their information.

CARRIED

A Blackie acknowledged the large amount of work put into this project and thanked staff for their hard work.

J Watson stated it would be great to see this matter tidied up and sale of the Croquet Club was wonderful news.

S Stewart endorsed the comments made by other Board members noting it was good to see the project taking shape after all the effort made.

6.4 Volleyball Net in Kaiapoi Domain – C Taylor-Claude (Parks Officer)

C Taylor-Claude stated this report was going to follow a deputation from M Drulidruli however he was unable to attend the meeting. She took the report as read noting the idea of a volleyball net in Kaiapoi was presented by a group of residents who were currently having to travel into Christchurch to play volleyball. She was seeking approval to go out for consultation on the potential locations of the volleyball net.

S Stewart sought clarity on the number of nets planned to be installed. C Taylor-Claude confirmed there would be one net installed however multiple locations would be included in consultation.

A Blackie questioned what the net would be made off. C Taylor-Claude stated the posts would be made of aluminium similar to a rugby post and the net would be rope.

In response to J Watson's query regarding playing surfaces, C Taylor-Claude confirmed grass was a suitable playing surface for volleyball.

B Cairns queried if the people travelling to Christchurch were part of a competition team or if they were an informal group. C Taylor-Claude stated it was an informal group who traveled to New Brighton where there was a public net available for social and recreational use.

Following a question from P Redmond, C Taylor-Claude noted the requesting residents were aware of the proposed volleyball court in Waikuku Beach however they would prefer to have a net in Kaiapoi.

In reply to J Watson's query, C Taylor-Claude explained the results of the public consultation would be brought to the Board to make a final decision on the location of the net.

T Bartle asked if any thought had been given to locating the net in a more visible location to deter anti-social behaviour. C Taylor-Claude stated staff would investigate if any other locations were suitable noting the two suggested location were chosen as they were close to existing amenities.

B Cairns wondered why Kaiapoi Domain had been chosen and if other locations in Kaiapoi were considered. C Taylor-Claude confirmed staff had looked at a large number of locations throughout Kaiapoi however most of them were earmarked for different activities or would not have sufficient space.

Moved: A Blackie

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 250403058334.
- (b) **Approves** public consultation of installation of a permanent volleyball net in Kaiapoi Domain.
- (c) **Notes** a subsequent report will be submitted to the Board seeking approval to install the net and approval to allocate up to \$5,000 of funding from the Board's General Landscaping Budget for the 2025/2026 Financial Year if appropriate. This report will include the consultation results, final design, materials, construction method, installation and ongoing maintenance costs.
- (d) **Notes** the surface will remain as grass, unless fundraising is undertaken at which time approval would be sought from Kaiapoi Tuahiwi Community Board to install a different surface.
- (e) **Notes** the volleyball posts and net would become a Council asset and are proposed to come under Council's existing maintenance contract and has sufficient budget available if any work on the posts or net is required (10.538.811.2507). No additional budget will be required for maintenance.
- (f) **Notes** the asset will need to be included in Councils asset renewal programme and this cost can be included in the programmed Greenspace budgets in future Annual Plans/ Long Term Plans.
- (g) **Considers** locations for the installation of a permanent volleyball net at other parks/reserves in the Kaiapoi area for inclusion in the public consultation.

CARRIED

A Blackie stated this was a good project that was people friendly and had minimum costs associated.

T Bartle concurred with A Blackies comments.

B Cairns would be glad to see if other locations would be considered as a result of the consultation.

R Keetley concurred with B Cairns.

6.5 **Applications to the Kaiapoi-Tuahiwi Community Board's 2024/25 Discretionary Grant Fund – K Rabe (Governance Advisor)**

K Rabe informed the Board the Combined Probus Club of Kaiapoi had applied for identifying banners to aid in the promotion of its club. Big Brothers Big Sister North Canterbury had applied for a new office computer. They had also applied to the Rangiora-Ashley Community Board who granted them \$1,000 towards the project. The Clarkville Playcentre had applied to send some of its parents on First Aid Courses which benefited both the Playcentre the wider community by having valid first aid certificate holders.

Moved: J Watson

Seconded: S Stewart

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 250325050429.
- (b) **Approves** a grant of \$442 to the Combined Probus Club of Kaiapoi towards the cost of identifying banners.
- (c) **Approves** a grant of \$500 to Big Brothers Big Sisters North Canterbury towards the purchase of a new office computer.

- (d) **Approves** a grant of \$500 to Clarkville Playcentre towards the cost of First Aid courses for parents.

CARRIED

6.6 **ANZAC Day Services 2025 – T Kunkel (Governance Team Leader)**

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 250401056244.
- (b) **Appoints** Board members T Bartle and T Blair to attend the Kaiapoi Dawn Service to be held at 6.30am on Friday, 25 April 2025, at the Kaiapoi War Memorial at Raven Quay, and to lay a wreath. Noting that the wreath will be laid in conjunction with a Council representative.
- (c) **Appoints** Board members J Watson and S Stewart to attend the Kaiapoi Citizens' Anzac Day Service to be held at 10am on Friday, 25 April 2025, at the Kaiapoi Cenotaph (Trousselot Park), and to lay a wreath.

CARRIED

The meeting adjourned for a workshop at 4.57pm and reconvened at 5.09pm.

7 **CORRESPONDENCE**

Nil.

8 **CHAIRPERSON'S REPORT**

8.1 **Chairperson's Report for March 2025**

- The Public Arts Trust had multiple meetings regarding the Kaiapoi Bridge artist's brief.
- 27 applications were received for the creative communities funding round.
B Cairns asked if the applications received were for new or existing events. J Watson confirmed a large number were new events and would be located across the entire district.
She acknowledged that receiving funding was becoming more difficult for groups along with promotions also becoming more complex.
- Attended the Huria Reserve planting, great to see large crowd in attendance.
- Art on the Quay was having its 100th exhibition in two weeks' time.

Moved: J Watson

Seconded: A Blackie

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 5 March 2025.
- 9.2 Woodend-Sefton Community Board Meeting Minutes 11 March 2025.
- 9.3 Rangiora-Ashley Community Board Meeting Minutes 12 March 2025.
- 9.4 Transport Choices (Strategic Cycleway) Project Update – Report to Council Meeting 4 March 2025 – Circulates to Woodend-Sefton and Kaiapoi-Tuahiwi Community Boards
- 9.5 Submission on State Highway Speed Limit Reversals – Report to Council Meeting 4 March 2025 – Circulates to all Boards
- 9.6 Alcohol Control Bylaw 2025 – Draft for Formal Public Consultation – Report to Council Meeting 4 March 2025 – Circulates to all Boards
- 9.7 Electoral Candidate Order on Local Body Election Voting Papers – Report to Council Meeting 4 March 2025 – Circulates to all Boards
- 9.8 Health, Safety and Wellbeing Report January 2025 to Current – Report to Council Meeting 4 March 2025 – Circulates to all Boards
- 9.9 Enterprise North Canterbury's Draft Statement of Intent for the Financial Year beginning 1 July 2025 and Approved Six Month Report to Council 31 December 2024 – Report to Audit and Risk Committee Meeting 11 March 2025 – Circulates to all Boards
- 9.10 Town Centre Upgrades Budget – Additional Kerb and Channel Replacement in Raven Quay – Report to Utilities and Roading Committee Meeting 18 March 2025 – Circulates to Kaiapoi-Tuahiwi Community Board

Public Excluded

- 9.11 Murphy Park Kaiapoi River Access – Pontoon Procurement – Report to Council Meeting 4 March 2025 – Circulates to Kaiapoi-Tuahiwi Community Board
- 9.12 Rangiora Airfield – New Lease Agreements – Report to Council Meeting 4 March 2025 – Circulates to all Boards

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board

(a) Receives the information in Items.9.1 to 9.10.

(b) **Receives** the separately circulated public excluded information in Items 9.11 and 9.12.

CARRIED

10 MEMBERS' INFORMATION EXCHANGE

A Blackie

- Te Kohaka Trust was progressing well after a difficult year and were currently recruiting new staff.
- Huria Reserve Planting Day had a good turnout with 35 people present.
- New Zealand Motor Caravan Association were potentially interested in expanding.
- Attended the Creative Communities' funding allocation meeting. \$90,000 in applications was received and they only had \$30,000 to allocate. There were no specific rules however the committee were moving away from supporting schools and businesses and instead focusing on smaller groups.
- The Herber Sculpture had a solar light installed which had been stolen and replaced twice and would now not be replaced again.

T Bartle

- Clarkville Drainage Advisory Group were doing well.
- Attended Annual Plan submission workshop.
- Attended Pegasus Annual Plan drop-in session.
- Attended a briefing on earthquakes and how they affected the health and wellbeing of residents who experience them.
- The Terrier Club Show was a big success with judges from America and Northern Ireland.

T Blair

- The Darnley Club had new driver that was going well.

Philip Redmond

- Attended the Oxford Dog Park opening.

B Cairns

- New croquet lawns at the Kaiapoi Community Hub. They were currently pouring foundations for the building.
- Attended the Zone 5 and 6 Conference held in Christchurch. Had an interesting presentation on AI and its impacts.
- Community Housing were looking at expanding their boundary into the Waimakariri.

S Stewart

- Attended Waimakariri Biodiversity Trust networking forum which was very successful.
- Huria Reserve Planting Day.
- Attended Greypower Annual General Meeting. they were struggling to get a full committee.
- Kaiapoi Promotions Association had a talk on the conflict in the middle east.

R Keetley:

- Attended Waimakariri Biodiversity Trust meeting.
- Attended Museum and Historical Society meeting. They would be having their Annual General meeting in May.
- Attended Huria Reserve Planting Day.
- Attended the Waimakariri Biodiversity Trust networking forum as a speaker.
- Attended an RSA medal parade honouring Sargent Retired Andrew Leary.
- He was trying to engage an artist to paint a mural to be on the motorway side of the Cam River floodgates it hopes to avoid it being tagged.

11 CONSULTATION PROJECTS

11.1 Councils Draft Annual Plan 2025/26

<https://letstalk.waimakariri.govt.nz/draft-annual-plan-2025-26>

Consultation closes Monday 21 April 2025.

12 BOARD FUNDING UPDATE

12.1 Board Discretionary Grant

Balance as at 31 March 2025: \$2,201.

12.2 General Landscaping Budget

Balance as at 31 March 2025: \$45,650.

13 **MEDIA ITEMS**

14 **QUESTIONS UNDER STANDING ORDERS**

15 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 19 May 2025 at 4pm.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 5.30PM.

CONFIRMED

Chairperson

Date

Workshop (4.57pm-5.09pm)

- *Recreation Capital Program Update – Duncan Roxborough (Strategic and Special Projects Manager) and Justine Rae (Senior Advisor Assets and Capital) – 30 Minutes*
- *Members Forum*