MINUTES OF THE MEETING OF THE KIAPOI-TUAHIWI COMMUNITY BOARD
HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWA KIAPOI CIVIC CENTRE,
176 WILLIAMS STREET, KIAPOI ON MONDAY 19 FEBRUARY 2018
COMMENCING AT 4.05PM.

PRESENT
J Watson (Chair), C Greengrass (Deputy Chair), R Blair, M Pinkham, P Redmond and
S Stewart.

IN ATTENDANCE
Councillors J Meyer and A Blackie,
J Palmer (Chief Executive), Mayor D Ayers, G Cleary (Manager Utilities and Roading),
O Davies (Drainage Asset Manager), J Fraser (Utilities Planner), D Haussman (Media and
Visual Communications Coordinator) and M McIlraith (Communications and Engagement
Manager), E Cordwell (Governance Advisor) and A Smith (Committee Advisor)

1 APOLOGIES
Moved J Watson, seconded P Redmond
THAT the Board receive and sustain an apology from N Atkinson.
CARRIED

2 CONFLICTS OF INTEREST
There were no conflicts of interest.

3 CONFIRMATION OF MINUTES
3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 18 December 2017
Moved J Watson seconded C Greengrass
THAT the Kaiapoi-Tuahiwi Community Board:
(a) Confirms the circulated minutes of the Kaiapoi-Tuahiwi Community
Board meeting, held 18 December 2017, as a true and accurate
record.
CARRIED

4 MATTERS ARISING
There were no matters arising.

5 DEPUTATIONS AND PRESENTATIONS
5.1 Julia Holcroft – was to speak to the Board regarding the Tuahiwi Road/Boys
Road/Rangiora-Woodend Road intersection (Five Crossroads). Ms Holcroft
was unable to attend the meeting but written comments on behalf of herself
and her husband were tabled at the meeting, in relation to safety hazards at
the Five Crossroads. Copies were circulated to all Board members and also
passed to staff.
5.2 Kaiapoi River Update – Environment Canterbury and Waimakariri District Council staff.

G Cleary (Manager Utilities and Roading) and A Arps (Waimakariri Water Zone Manager, ECan) provided updates to the Board.

G Cleary with the aid of a PowerPoint presentation, provided a summary of projects underway for the Kaiapoi River rehabilitation, and proposed future planting and dredging projects. The types of plants that will be used are those that had the best results from the trial plantings. Projects underway and up to June 2018 include continuing linear wetland establishment (WDC); enhance Courtenay confluence downstream into Kaiapoi Island (ECan); and terrestrial planting centre Kaiapoi (ECan). The dredging consent applications are being progressed at the moment as well. It is hoped to coordinate the dredging with the wharf development.

Future projects are the dredging bed “high points”, 1.5m minimum channel at low tide, establishing a gravel beach at the 90 degree bend, to lower/realign inner bend and in 2021/22 major sediment trap and slow water channel.

A Arps spoke on the work protecting the riverbanks, which includes the removal of diseased plants. Planting is to enhance indigenous biodiversity. Indigenous plants are the best selection of species, with lower ones that will not impact on the views. The planting will be made of 85% shorter, riparian shrub categories, and 15% taller, longer term trees. There could be a walkway on the inside of the bank on the north side of the river, although this has not been included in the plan at this stage. River engineers will need to consider to ensure that there is no impact on the river. S Stewart believed it would be good to have direct access to the river via walkways and mentioned a plan that had been in place back in 2010 which included this. G Cleary said this is not included in any funding at the moment but there is no reason by it couldn’t be included in the future. A Arps added that this could be discussed with the ECan river engineers and parks staff.

C Greengrass noted that if access was made available for fishing, to be aware of possible use by residents on mobility scooters – and suggested that paths would need to be made either not accessible for scooters, or made safe enough for scooter use.

S Stewart questioned the maintenance programme that would be planned for this area, suggesting that six monthly maintenance cycle is not sufficient. A Arps said there has already been some work undertaken along the river, noting that there hasn’t been a specified level of service to date. ECan are considering work on the river for the extended reaches, not just the areas through the town. A Arps commented on the good interaction that has been observed by members of the community using the river area.

G Cleary advised that the immediate dredging programme is around the wharf area, and the remainder of the work is to take out the high points to improve navigation. With the dredging consent process, J Fraser said it is being drafted for ongoing dredging, in three stages whatever the term of the consent would be granted. The purpose is for a minimum channel for the coastguard primarily. This is on the north side of the river. S Stewart asked why this dredging wouldn’t include the south side as well. Mr Palmer responded that funding would be included for dredging the north side but not south side. A substantial amount of funding would be required for further dredging on the south side and a report will be going to future Council meeting to look at possible funding options for this dredging.
6 ADJOURNED BUSINESS
Nil.

7 REPORTS

7.1 Property Lease/Licence Renewals 01 January 2018 to 31 December 2018
   – Monese Ball (Property Officer)

Mr Palmer spoke to this report, which advised the Board members of leases/licences that are due for renewal over 2018 and to also provide information on what leases/licences are held within this area.

Mr Palmer provided an explanation of “landscape encroachment”, which is referred to in the report attachment, under “Land Use” for some of the lease agreements. This covers situations where residents have expanded their gardens into an adjoining reserve space or in some cases, road reserve and this has been formalised with an agreement.

Moved J Watson seconded R Blair

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives attached report number 180119004337, with spreadsheet 180119004352.

(b) Notes the upcoming renewals, status and nature of the lease/licence agreements.

CARRIED

7.2 Adoption of Community Board Standing Orders – Edwina Cordwell
   (Governance Advisor)

E Cordwell presented this report seeking the approval of the Board to adopt the amended Standing Orders for Community Boards. Noted that this document is based on the Standing Orders adopted by the Council on 5 December 2017, except for any Council specific matters. The amended items were highlighted, including the length of meeting – Council has chosen to extend the overall meeting time to 10 hours, rather than six. The current six hour limit has been retained in the proposed Community Board Standing Orders. The time period for a quorum to be present has been extended from 10 minutes to 15 minutes from the advertised meeting start time, before a meeting lapses. The Board may wish to retain the current 10 minute period. Use of electronic devices has also been included in the Standing Orders.

P Redmond noted some corrections:

4.5(e) remove the word dep
23.1 first para, delete words council, subordinate body, local or
23.2 second para, delete words local board
25.2 (f) correct spelling of words
26.7 second para, amend communities board to community board
26.8 replace the words local authority with community board
27.1 replace the words Council minute book with Community Board minute book
Moved P Redmond seconded M Pinkham

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No. 180207011818.

(b) Adopts the Draft Waimakariri District Council Community Boards’ Standing Orders (Trim 180124006310) effective from 20 March 2018.

(c) Delegates the Chairperson of the Kaiapoi Tuahiwi Community Board to grant a member leave of absence pursuant to Standing Orders Rule 12.3.

CARRIED

8 MATTERS REFERRED FROM COUNCIL AND COMMITTEES

Item 8.1 is referred from the Regeneration Steering Group meeting of 4 December 2017. A copy of report 171114123505 is attached.

8.1 Licence to Occupy, Waimakariri Sailing and Power Boat Club, Kairaki–Roxanne Ramsay (Project Administrator – District Regeneration)

Mr Palmer was available for any questions in relation to this report, taken as read. There were no questions.

Moved P Redmond seconded C Greengrass

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No. 171114123505.

(b) Approves staff issuing a Licence to Occupy with the Waimakariri Sailing and Power Boat Club on the basis of the attached Draft Licence to Occupy for the use of a section of Red Zone land adjacent to the Kairaki Beach Car Park Reserve for the purpose of boat rigging and storage.

(c) Notes that the lease fee would be set at an amount of $1.00 per annum with the lease term initially being 1 year from December 2017.

CARRIED

9 CORRESPONDENCE

Moved J Watson seconded P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:

Draft Stormwater Drainage Bylaw

(a) Notes the letter of support from the Board to the Draft Stormwater Drainage Bylaw 2018 (Trim 171207133332).

(b) Receives the acknowledgement of letter of support to the Draft Stormwater Drainage Bylaw 2018 (Trim 180122004941).

CARRIED
10 CHAIRPERSON’S REPORT

10.1 Chair’s Diary for January - February 2018

Moved J Watson seconded C Greengrass

THAT the Kaiapoi-Tuahiwi Community Board:
(c) Receives report No. 180209013099.

CARRIED

11 MATTERS REFERRED FOR INFORMATION

11.1 Oxford-Ohoka Community Board meeting minutes – 7 December 2017
(Trim No. 171129129618)

11.2 Woodend-Seton Community Board meeting minutes – 11 December 2017
(Trim No. 171205131874).

11.3 Rangiora-Ashley Community Board meeting minutes – 13 December 2017
(Trim No. 171127128450).

11.4 Utilities and Roading Activity Management Plans 2018 – Report to Utilities
and Roading Committee 12 December 2017 (Trim No. 171122126970).

Moved R Blair seconded P Redmond

THAT the Kaiapoi-Tuahiwi Community Board receives the information in items
11.1-11.4.

CARRIED

Note: Items were circulated to Board members separately.

12 MEMBERS’ INFORMATION EXCHANGE

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

P Redmond

Attended the Community Board Christmas party and extended thanks to the Chair
for hosting.

Attended the Regeneration Steering Group Meeting on 29 January 2018.

Attended the Waimakariri Health Advisory Group – met Sam Redman, the recently
appointed Youth Development Advisor, and L Beckingsale was present and sought
any comments relating to the review of the Local Alcohol Policy.

Kaiapoi Town Centre Plan Review meeting on 8 February 2018.

Acknowledged the recent passing of Murray Binnie, and his work during his time
employed at the Council and with taking Te Reo classes at the Council and the
Waiaata group.
M Pinkham
No specific items to report

S Stewart
Council’s Stormwater Bylaw review – 10 submissions have been received, four submitters wish to be heard. Hearing to be held on Tuesday 27 February.

Excellent Waitangi Day celebration in Trousselot Park – noted the international flavor.

Attended Kaiapoi Town Centre Plan Review meeting.

Water Zone workshop attended on February 12, working towards the completion of the ZIPPA, Zone Implementation Plan Addendum.

DP&R Retreat was held on February 13. At this retreat Council staff acknowledged that there are many Plans of both the Council and ECan which are aligned.

Ohoka Rural Drainage meeting on Thursday 15 February. S Stewart noted these Drainage areas are historical, which presents challenges for the landowners and council staff.

Koura Creek – visited with Council staff to look at the planting along the creek. This is a tributary stream of the Northbrook and Cam River and is a good start to improving water qualities.

A Blackie
A Blackie had been invited to attend meeting of residents of Moodys Road and Butchers Road, regarding a proposed trailer park. A resource consent application is currently being considered and there will be traffic and sewerage matters to take into account. Although the proposed trailer park is outside the KTBC ward boundaries, the residents in Moody’s and Butcher’s Roads are inside our boundary and stand to be most affected by it. Some of these residents have formed a group who oppose this proposal.

C Greengrass
Pines Beach monthly committee meeting – AGM is on Monday 26 February. Is unable to attend this AGM, but hoped that other Board members may be able to attend.

Attended Kaiapoi Museum meeting, noted there is concern with light bulbs in the museum requiring frequent replacement and had a question regarding the wiring. C Greengrass said she will contact Council staff regarding this.

You, Me, We Us, - there have been many favourable comments regarding the Waitangi Day celebrations. Compliments to Jackie and Linda Dunbar for organizing.

River Carnival – no date has been set yet for this for 2019.

Re the Christmas Carnival – possible option for future carnivals could be for 2019 event to be a Christmas Carnival in the morning, and the River Carnival in the afternoon. There will be discussions had between You Me We Us and Kaiapoi Promotions on this.

R Blair
Darnley Club – enjoying the extension, a positive result and thanks to C Sargison and the team for what has been provided.

Kaiapoi Town Centre Plan Review meeting – highlighted the discussion on the ParkNRide, quite a lot of thought put into that, but believes there is a lot of time before this would be happening.

Neighbourhood Support meeting held recently – $34,000 has been applied for funding from the Rata Foundation. There was discussion on the structure of Neighbourhood Support and working together with Civil Defence. The workloads for the roles of Coordinator and Treasurer are increasing considerably, intending to advertise a position of 7 hours a week.

J Watson

J Watson noted that she is unable to attend the Pines Beach AGM, but it was indicated that there will be Board presence at the meeting.

Pegasus Bay Advisory Group – J Watson noted that she is happy to remain on this group

13 CONSULTATION PROJECTS

There are no current consultation projects.

14 REGENERATION PROJECTS

14.1 Town Centre, Kaiapoi

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


14.2 Kaiapoi Regeneration Steering Group

The next meeting of the Kaiapoi Regeneration Steering Group will be held in Meeting Room 1, Ruataniwha Kaiapoi Civic Centre, 4pm on Monday 5 March 2018. This meeting is open to the public.

15 BOARD FUNDING UPDATE

15.1 Board Discretionary Grant

Balance as at 19 February 2018: $2,400.

15.2 General Landscaping Budget

Balance as at 19 February 2018: $60,080.

16 MEDIA ITEMS

There were no media items.

17 QUESTIONS UNDER STANDING ORDERS

P Redmond questioned a matter in the Standing Orders, and asked if the Chairperson was consulted on any matters that are going to be on the agenda. Mr
Palmer noted that the Chairperson is advised on any staff reports which are going
to be on an agenda. The Chairperson is also able to ask for a report to come from
staff on any matter through the usual process. Some matters are also workshopped
with the Boards prior to them being presented in the formal meeting process.

18 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

There was no urgent general business.

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board is scheduled for 4pm,
Monday 19 March 2018 at the Ruataniwha Kaiapoi Civic Centre.

There being no further business, the meeting closed at 5.20pm.

CONFIRMATION

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Chairperson

__________________________
Date

Workshop

At the conclusion of the meeting, a workshop was conducted to discuss speed
limits on Rangiora-Woodend Road and adjacent roads particularly Boys and
Tuahiwi Roads.