Kaiapoi-Tuahiwi Community Board

Monday 16 July 2018

4.00pm

Meeting Room 1 (upstairs)
Ruataniwha Kaiapoi Civic Centre
176 Williams Street, Kaiapoi

Members:
Jackie Watson (Chair)
Chris Greengrass (Deputy Chair)
Neville Atkinson
Roger Blair
Martin Pinkham
Philip Redmond
Sandra Stewart
AGENDA FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD TO BE HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWHĀ KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 16 JULY 2018 AT 4PM.

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

BUSINESS

1 APOLOGIES

2 CONFLICTS OF INTEREST

3 CONFIRMATION OF MINUTES
   3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 18 June 2018

   RECOMMENDATION
   THAT the Kaiapoi-Tuahiwi Community Board:
   (a) Confirms the circulated minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 18 June 2018, as a true and accurate record.

4 MATTERS ARISING

5 DEPUTATIONS AND PRESENTATIONS
   5.1 Joanne McBride (Roading and Transport Manager) will provide an update on roading priorities for 2018-2019.
   5.2 Trevor Ellis (Development Planning Manager) and Simon Markham (Manager Strategy and Engagement) will provide an update regarding the District Development Strategy (DDS).

6 ADJOURNED BUSINESS
7 REPORTS

7.1 **Kaiapoi-Tuahiwi Community Board’s Discretionary Grant Fund 2018/2019 and General Landscaping Fund 2018/2019 - Edwina Cordwell (Governance Adviser)**

**RECOMMENDATION**

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No. 180627051204.

(b) Notes that the Board’s General Landscaping Budget allocated by the Council for 2018/19 is $24,320 with a carry forward of $60,080 from 2017/2018 making a total of $84,400.

(c) Notes that the Board’s Discretionary Grant Funding allocated by the Council for 2018/2019 is $6,000 and that the indicative carry forward from 2017/2018 is $1,161.

(d) Approves the Board’s 2018/2019 Discretionary Grant Fund Application Criteria and Application Form (Trim No. 1806271241).

(e) Approves the Board’s 2018/2019 Discretionary Grant Accountability Form (Trim No. 180621068882).

(f) Approves that Discretionary Grant Fund applications be considered at each meeting for the 2018/2019 financial year (July 2018 to June 2019).

7.2 **Approval of the updated Kaiapoi-Tuahiwi Community Board Plan 2018/19 – Edwina Cordwell (Governance Adviser)**

**RECOMMENDATION**

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No. 180627071450.

(b) Approves the final draft of the Kaiapoi-Tuahiwi Community Board Plan 2018-2019 (Trim 180606062304) subject to any minor edits discussed and approved by the Board Chairperson.

Note: the latest updated draft will be tabled at the meeting.

8 CORRESPONDENCE

**RECOMMENDATION**

THAT the Kaiapoi Tuahiwi Community Board:

(a) Receives the decision letter regarding the Board’s submission to the Draft Stormwater Drainage Bylaw 2018. (Trim 180619067635).

(b) Receives the Memo, Cherry Tree Removals – Mansfield Subdivision, from Greg Barnard (Parks Community Asset Officer), (previously circulated), (Trim 18070607511).
9  CHAIRPERSON’S REPORT

9.1  Chair’s Diary for June-July 2018

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:
(a) Receives report No. 180709075951.

10  MATTERS REFERRED FOR INFORMATION

10.1 Oxford-Ohoka Community Board meeting minutes – 7 June 2018 (Trim No. 180530059840).
10.2 Woodend-Sefton Community Board meeting minutes – 11 June 2018 (Trim No. 180606062391).
10.3 Rangiora-Ashley Community Board meeting minutes – 13 June 2018 (Trim No. 180606062470).
10.4 Youth Council meeting minutes – 29 May 2018.
10.9 Adoption of Stormwater Drainage and Watercourse Protection Bylaw 2018 – report to Council 1 May 2018 (Trim No 180329034013).

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board receives the information in items 10.1-10.9.

Note: Items were circulated to Board members separately.

11  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.

12  CONSULTATION PROJECTS

Business Zones 1 & 2 Public Spaces Policy
Consultation closes Monday 30 July 2018.
13  **REGENERATION PROJECTS**

13.1  **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:


13.2  **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 6 August 2018. This meeting is open to the public.

14  **BOARD FUNDING UPDATE**

14.1  **Board Discretionary Grant**

Balance as at 16 July 2018: $6000.

14.2  **General Landscaping Budget**

Balance as at 16 July 2018: $84,400 (including carry forward).

15  **MEDIA ITEMS**

16  **QUESTIONS UNDER STANDING ORDERS**

17  **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

**NEXT MEETING**

The next meeting of the Kaiapoi-Tuahiwi Community Board is scheduled for 4pm, Monday 20 August 2018 at the Ruataniwha Kaiapoi Civic Centre.

---

**Workshop**

- Members Forum
MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD
HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE,
176 WILLIAMS STREET, KAIAPOI ON MONDAY 18 JUNE 2018 COMMENCING AT
4.00PM.

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

IN ATTENDANCE
J Palmer (Chief Executive), E Cordwell (Governance Advisor), G Wilson (Building WOFs
and Earthquake Prone Buildings), and A Smith (Committee Advisor)

1 APOLOGIES

Moved J Watson seconded C Greengrass

THAT apologies for absence be received and sustained from A Blackie, Board
Members N Atkinson and S Stewart.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts of interest noted.

3 CONFIRMATION OF MINUTES
3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 21 May 2018

Moved P Redmond Seconded C Greengrass

THAT the Kaiapoi-Tuahiwi Community Board:
(a) Confirms the circulated minutes of the Kaiapoi-Tuahiwi Community
Board meeting, held 21 May 2018, as a true and accurate record.

CARRIED

4 MATTERS ARISING

P Redmond noted that the Oxford-Ohoka Community Board have agreed to the
recommendation of this Board for the road naming of the new arterial road in west
Kaiapoi (as per agenda Item 7.2).
5 DEPUTATIONS AND PRESENTATIONS
There were no deputations or presentations.

6 ADJOURNED BUSINESS
There was no adjourned business.

7 REPORTS
7.1 Building (Earthquake Prone Buildings) Amendment Act 2016 – Greig Wilson (Building Inspector) and Lynley Beckingsale (Policy Analyst)

G Wilson presented this report, with the aid of a powerpoint presentation on Earthquake Prone and Priority Buildings. A map of Seismic Risk Zones across the country showed that Waimakariri District sits in the High Risk area.

An explanation of the Building (Earthquake-Prone Buildings) Amendment Bill 2016 was provided to members. This Amendment had a commencement date of 1 July 2017 and covers matters that had previously been included the Council’s Earthquake Prone Building Policy. The most significant change is that individual elements of buildings which may be earthquake prone need to be identified. The Act states that whether a building or a part of a building is earthquake prone is determined by the Territorial Authority (TA) in which the building is situated. Once identified, building owners have 15 years to have their buildings earthquake strengthened to the required standard. G Wilson noted that this Council has good relationships with building owners and there are very few buildings left in the district that fit the definition of ‘earthquake prone’. Under the changes to the Building Act, TAs are to identify potential earthquake prone buildings (EPB) using the Profile Categories described in the EPB methodology.

The Act also introduces ‘priority buildings’ and requires Council to undertake community consultation to identify these and any roads/footpaths that could be impacted, with potential for any unreinforced masonry part to fall onto the identified thoroughfare. Priority Buildings in High and Medium Risk Zones are those with concrete unreinforced masonry on brick buildings. PowerPoint Photos showed how poorly these withstood the 2010 and 2011 Canterbury earthquakes. The timeframe for these buildings to be strengthened to the required standard is half that of other EPBs, being seven and a half years. These timeframes will be in force from the time that the public consultation decision has been adopted.

There have been three roads identified as fitting into this category to be consulted on. These are:

Williams Street Kaiapoi (Old BNZ building)
Ranfurly Street, Kaiapoi (Kaiapoi Mill)
High Street, Rangiora (approximately nine buildings)

Questions:

P. Redmond, questioned the Kaiapoi Mill building in Ranfurly Street being a priority building. G Wilson said this is something that will be consulted on with the community and the community may not consider it a priority. P Redmond suggested the footpath could be relocated to the other side of the street as a safety measure. This matter could be considered by the Council’s Roading Department.
There is also the opportunity for someone else to take over the Mill building and there are options for remediation.

Regarding the former BNZ building in Kaiapoi, Greig provided an update on the work planned for the BNZ building. Building consent has been issued for this to be strengthened and there is progress being made.

Moved J Watson Seconded M Pinkham

**THAT** the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** report No. 180530059676.

(b) **Notes** consultation with affected property owners is being undertaken

CARRIED

Mr Palmer took this opportunity to thank G Wilson for his work with building owners in the district dealing with earthquake strengthening matters.

### 7.2 Kaiapoi Signage Working Group – Michelle Flanagan (Landscape Planner – District Regeneration)

Kevin Dwyer (Landscape Architect, WDC) presented this report on behalf of Michelle Flanagan seeking approval of the Board to establish a working group to consider interpretive and information signage in reserves and public spaces in Kaiapoi. This will focus primarily on the Regeneration areas and adjacent to reserves. The report also seeks three appointments from the Board to the Kaiapoi Signage Working Group.

The signage hierarchy would be included as part of the reserves master plan that the Regeneration Team are developing at the moment for the Regeneration Area. Membership of the Working Group would also include representatives from Te Ngāi Tuahuriri Runanga, Kaiapoi Museum and the Waimakariri District Council Green Space team.

Regarding the Draft Terms of Reference for the group, M Pinkham questioned the exclusion of the Entrance signs to the township and town centre from the scope of this working group, and would suggest that these be included.

Moved J Watson Seconded P Redmond

**THAT** the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** report No. 180518055013.

(b) **Appoints** C Greengrass, J Watson and R Blair from the Kaiapoi-Tuahiwi Community Board to the Kaiapoi Signage Working Group.

(c) **Notes** that a representative from Te Ngāi Tūāhuriri Rūnanga will be invited to be part of the Working Group.

(d) **Notes** the draft Terms of Reference for the Kaiapoi Signage Working Group (180518055044), which will be reviewed at the first meeting of the Working Group and bought back to the Community Board for approval.

CARRIED
7.3 **Application to the Kaiapoi-Tuahiwi Community Board’s 2017/18 Discretionary Grant Fund – Karanga Mai Early Learning Centre - Edwina Cordwell (Governance Adviser)**

This report was taken as read and there were no questions.

Moved J Watson Seconded R Blair

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** report No. 180530060133.

(b) **Approves** a grant of $439 to Karanga Mai Early Learning Centre towards the cost of a heavy duty washing machine.

CARRIED

M Pinkham abstained from voting

7.4 **Allocation of the balance of the Kaiapoi-Tuahiwi Community Board’s 2017/18 Discretionary Grant Fund – Edwina Cordwell (Governance Adviser)**

E Cordwell spoke to this report noting that the Council has agreed to carry forward any unallocated Discretionary Grant Funds to the Kaiapoi-Tuahiwi Community Board’s 2018/19 Discretionary Grant.

Moved P Redmond Seconded C Greengrass

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** report No. 180529059485.

(b) **Notes** that as of 17 June 2018 there is currently $1,600 remaining in the Board’s Discretionary Grant Fund.

(c) **Notes** there is one application for Discretionary Grant Funding totalling $439 to be considered at the 18 June 2018 Board meeting.

(d) **Notes** the Council has approved the carry forward of any unallocated funds to the Kaiapoi-Tuahiwi Community Board’s 2018/19 Discretionary Grant.

CARRIED

8 **CORRESPONDENCE**

There was no correspondence.
9 CHAIRPERSON’S REPORT

9.1 Chair’s Diary for May-June 2018
J Watson provided a verbal Chairs Diary update for May-June, as follows:

- Attended Pines Kairaki Beach Association meeting – 22 May
- Attended the Community Networking Meeting on 13 June, noting these are valuable meetings
- Attended Maori protocol training at the Tuahiwi Marae on Wednesday 13 June
- Attended the Regeneration land Divestment ceremony on Friday 15 June
- Noted that the Kaiapoi Town Centre Plan has been released.
- J Watson also noted that the Breeze Walking Festival organisers are intending to include the Kaiapoi Riverbank in the Walking Festival this year.

Moved J Watson Seconded P Redmond
(a) THAT the Chairpersons verbal report for May-June be accepted

CARRIED

10 MATTERS REFERRED FOR INFORMATION

10.1 Oxford-Ohoka Community Board meeting minutes – 3 May 2018 (Trim No. 180426045233).

10.2 Woodend-Sefton Community Board meeting minutes – 14 May 2018 (Trim No. 180510051232).

10.3 Rangiora-Ashley Community Board meeting minutes – 16 May 2018 (Trim No. 180515052911).

10.4 Youth Council meeting minutes – 1 May 2018 (Trim No. 140605059180).

10.5 Capital Projects Report for the period ended 31 March 2018 Report to Audit and Risk Committee 22 May 2018 (Trim No. 180424044711).

10.6 Libraries Update Report to Community and Recreation Committee 22 May 2018 (Trim No. 180511051846).

10.7 Fees and Charges for Community Facilities Report to Council 29 May 2018 (Trim No. 180514052641).

10.8 Funding and Budget Options Kaiapoi River Dredging Proposals Report to Council 29 May 2018 (Trim No. 180514052211).


Moved J Watson Seconded R Blair

THAT the Kaiapoi-Tuahiwi Community Board receives the information in items 10.1-10.10.

CARRIED


11 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 Kaiapoi Museum AGM on 23 May
Attended the combined Drainage Groups meeting update on 24 May
Sat in on LTP relating to the Multi-Sport Stadium on 29 May, noting good discussion and debate amongst Councillors
Attended Kaiapoi Maritime Heritage Trust meeting on 29 May
Attended Webinar on LGNZ on Climate Change, a series of three of these.
Attended Art on the Quay on 31 May
Attended Ken Stevenson (WDC Roading Manager) farewell morning tea on 8 June
Attended Regeneration Steering Group Meeting on 11 June
Attended the Coastguard special general meeting on 12 June (to consider a name change), which will now be known as Coastguard North Canterbury. This group are fundraising for a new boat, which will have a cost in excess of $500,000.
Attended cultural training day at Tuahiwi on 13 June
Attended Regeneration land divestment ceremony on 15 June

It was noted that the Rotary sign on the right hand side on the southern approach into Kaiapoi is in need of maintenance and improvement and P Redmond suggested this is something the new Kaiapoi Signage Working Group could look at.

M Pinkham

Attended Wellbeing North Canterbury meeting on 28 May
Submitted to the NZTA and Christchurch City Council re Cranford Street upgrade.
Attended committee meeting of Kaiapoi Promotions Association on 6 June
Attended Ken Stevenson farewell on 8 June
Attended the Regeneration Steering group meeting 11 June

C Greengrass

Attended Kaiapoi Museum AGM on 23 May
Attended Pines Kairaki Beach Association meeting 22 May
Attended Regeneration land Divestment ceremony on 15 June
YOU ME WE US ran a very successful Mud Run on Sunday 17 June
Attended farewell of teacher at Kaiapoi North School
Noted that the Community Housing feasibility study funding has been approved.

C Greengrass noted that 25 Kaiapoi businesses are supporting the street lantern project and will be having lanterns hanging outside their businesses during the week prior to the Kaiapoi Art Expo.

R BLAIR

R Blair has also attended events and meetings as listed by other members above. Attended recent North Canterbury Neighbourhood Support meeting and advised that the Police have given Neighbourhood support over $22,000 to get established in Kaikoura. To date this has enabled 500 residences into the Get Ready plan. Neighbourhood Support have also submitted to the Hurunui District Council, but there needs to be someone involved from the Amberley or Cheviot areas to get established there.

Funding application has been lodged for the NC Neighbourhood Support Old Fashioned Family picnic.
R Blair suggested there needs to be more promotion of Neighbourhood Support so people are more aware of it.

R Blair noted that several members of the public have voiced concerns regarding safety issues with the former BNZ building in Kaiapoi and understands that other Board members had also had concerns expressed by community members.

12 CONSULTATION PROJECTS
Nil.

13 REGENERATION PROJECTS

13.1 **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:

13.2 **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 2 July 2018. This meeting is open to the public.

14 BOARD FUNDING UPDATE

14.1 **Board Discretionary Grant**
Balance as at 18 June 2018: $1,600.

14.2 **General Landscaping Budget**
Balance as at 18 June 2018: $60,080.

15 MEDIA ITEMS
There were no media items.

16 QUESTIONS UNDER STANDING ORDERS
There were no questions.

17 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 16 July 2018 at the Ruataniwha Kaiapoi Civic Centre.

There being no further business, the meeting closed at 4.50pm.

CONFIRMED

_________________________
Chairperson

_________________________
Date

Workshop

• Edwina Cordwell (Governance Adviser) - Community Board Plan. (4.50pm to 5.05pm) The updated draft plan was discussed. Members made various comments which J Palmer suggested should be incorporated. A formal report and revised draft will be presented to the Board at its July meeting.

• Edwina Cordwell (Governance Adviser) - Community Board Discretionary Grant Fund. (5.05pm to 5.20pm) Members reaffirmed the current criteria and forms. A formal report will be presented to the July Board meeting.
WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO: GOV-26-08-06 /180705074902
REPORT TO: Kaiapoi-Tuahiwi Community Board
DATE OF MEETING: 16 July 2018
FROM: Edwina Cordwell – Governance Adviser
SUBJECT: Kaiapoi-Tuahiwi Community Board’s Discretionary Grant Fund 2018/2019 and General Landscaping Fund 2018/2019

1. SUMMARY
1.1. This report provides information regarding the Board’s 2018/2019 General Landscaping Fund, 2018/2019 Discretionary Grant and for the Board to consider and approve the Discretionary Grant Criteria, Application Form and Accountability Form.

Attachments:
2. Draft Kaiapoi-Tuahiwi Community Board 2018/2019 Discretionary Grant Accountability Form (Trim No. 180621068882).

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No. 180627051204.
(b) Notes that the Board’s General Landscaping Budget allocated by the Council for 2018/19 is $24,320 with a carry forward of $60,080 from 2017/2018 making a total of $84,400.
(c) Notes that the Board’s Discretionary Grant Funding allocated by the Council for 2018/2019 is $6,000 and that the indicative carry forward from 2017/2018 is $1,161.
(d) Approves the Board’s 2018/2019 Discretionary Grant Fund Application Criteria and Application Form (Trim No. 1806271241).
(e) Approves the Board’s 2018/2019 Discretionary Grant Accountability Form (Trim No. 180621068882).
(f) Approves that Discretionary Grant Fund applications be considered at each meeting for the 2018/2019 financial year (July 2018 to June 2019).

3. BACKGROUND

3.1 The Council allocates General Landscaping funds to each of the Community Boards to be expended on appropriate projects and initiatives in the Board’s community area in
partnership with relevant Advisory Groups and the Council’s Greenspace team. This is not a contestable fund.

3.2 The Discretionary Grant Fund is a contestable fund enabling community groups and organisations meeting the relevant criteria to seek funding for various events, initiatives and projects.

4. **ISSUES AND OPTIONS**

4.1. The General Landscaping Fund 2018/2019 allocation approved by the Council for the Kaiapoi-Tuahiwi Community Board is $24,320. A carry forward of $60,080 from 2017/2018 was also approved giving a total budget for 2018/2019 of $84,400.

4.2. An initial workshop is scheduled for August 2018 for the Board and the Council’s Greenspace manager to identify a range of potential projects for funding. A report seeking the Board’s formal approval for funding will then be presented to a subsequent Board meeting.

4.3. The Discretionary Grant Fund 2018/2019 allocation approved by the Council for the Kaiapoi-Tuahiwi Community Board is $6,000. The indicative carry forward from 2017/18 is $1,161 which will be confirmed once all approved grants have been processed.

4.4. The Board reviewed its Discretionary Grant Fund Criteria and Application Form at a workshop on 18 June 2018. Similar workshops have been undertaken with the other three Community Boards and all have re-affirmed the current criteria for applications. A few minor editorial changes were suggested at these workshops which have been incorporated. All Boards noted that every application is to be assessed on its own merits as pertaining at that time.

4.5. Not all eligible groups may be aware of the fund so it is anticipated that Community Board members will continue to be pro-active in this regard, through networking and community groups they interact with.

4.6. It is recommended that the Board regularly review the remaining balance of the fund to ensure that it is on track to be spent or to take any other necessary action.

4.7. Staff will periodically advertise the Discretionary Grant through the Community Notice Board page in the Northern Outlook and Chatter. Application forms are available on the Council website, from Service Centres or by contacting the Governance team.

4.8. The Management Team have reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

5.1. Groups and Organisations

Not sought.

5.2. Wider Community

Not sought.

6. **IMPLICATIONS AND RISKS**

6.1. Financial Implications

That the Discretionary Grant fund is underspent at the end of the 2018/2019 financial year and community benefits may have been limited as a consequence.
6.2. **Community Implications**
As above.

6.3. **Risk Management**
Not applicable.

6.4. **Health and Safety**
Not applicable.

7. **CONTEXT**

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

7.2. **Legislation**
Not applicable.

7.3. **Community Outcomes**
There are wide ranging opportunities for people of different ages to participate in community and recreational activities.

7.4. **Delegations**
The Community Boards have delegated authority for both funds.

Edwina Cordwell
Governance Adviser
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 consider a number of factors in their 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 need to demonstrate to the community where funding is going and what it is being spent on. This is one of the reasons the Board require 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 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:

- Wages
- Debt servicing
- Payment for volunteers (including arrangements in kind eg petrol vouchers)
- Stock or capital market investment
- Gambling or prize money
- Funding of individuals (only non-profit organisations)
- 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

---

Examples (but not limited to) of what the Board can fund:

- New equipment
- Toys/educational aids
- Sporting equipment
- Safety equipment
- Costs associated with events
- Community training
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.

• Generally funding grants will be a maximum of $500 in any one financial year (July 2018 to June 2019) 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.

• The group should have strong links with the Kaiapoi-Tuahiwi community.

• The applications should clearly state the purpose for which the money is to be used.

• The applicants should submit a 1-2 page 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.

• The Board support 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 Council outlining how the funds were applied, within six months of the grant being allocated, when funds are spent, or prior to a new application. A new application will not be accepted until the previous accountability form has been completed and returned. 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:

Governance Team
Waimakariri District Council
Private Bag 1005
Rangiora 7440
Email: records@wmk.govt.nz

Or hand deliver to:
• Oxford Library & Service Centre, Pearson Park Pavilion, Oxford
• Rangiora Service Centre, 215 High Street, Rangiora
• Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi

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 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.
Groups Applying for Board Discretionary Grants 2018/2019

Name of Group: 

Address: 

Contact Person within Organisation: 

Position within Organisation: 

Contact phone number: Email:

Describe what the project is and what the grant funding be used specifically for? (Use additional pages if needed)

What is the timeframe of the project/event date?

Overall Cost of Project: $ Amount Requesting: $

How many people will directly benefit from this project?

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:

<table>
<thead>
<tr>
<th>Community Area</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kaiapoi-Tuahiwi</td>
<td>%</td>
</tr>
<tr>
<td>Rangiora-Ashley</td>
<td>%</td>
</tr>
<tr>
<td>Woodend-Sefton</td>
<td>%</td>
</tr>
<tr>
<td>Oxford-Ohoka</td>
<td>%</td>
</tr>
</tbody>
</table>

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


What is the benefit(s) to your organisation?


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


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?


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:


Have you applied to the Kaiapoi-Tuahiwi Community Board or any other Waimakariri Community Board for other project funding in the past 18 months?  

☐ Yes  ☐ No

If yes, please supply details:


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: ____________________________ Date: ____________________________
# Accountability Form for 2018/2019 Discretionary Grant Recipients

This form is to tell the Board what you spent the money on

The purpose of the accountability form is to provide transparency in relation to public funds granted to community groups and to provide the Board with feedback on the event/project and its impact in the community.

Please complete when the project is completed and return within six months of funds being granted. You must return this form in order to be eligible for future funding. The Board would also appreciate any photos, where practically possible, of the event/project. The information provided will be used in a report to the Board that will be publically available.

### Name of group:

(Required)

### Date:

(Required)

### Amount allocated:

(Required)

### Purpose for grant:

(Required)

#### Please give details of how money was spent:

<table>
<thead>
<tr>
<th>Activity Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

**A description of the activities undertaken and benefits that have been achieved with these funds. Please include, where possible, photographs and the number of people who attended or were assisted:**

(Required)

#### Two authorised signatories to complete the details below:

<table>
<thead>
<tr>
<th>Date</th>
<th>First contact name</th>
<th>Signature</th>
<th>Position</th>
<th>Phone</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Return to:**

Governance Team  
Waimakariri District Council  
Private Bag 1005  
Rangiora 7440  
Com.Board@wmk.govt.nz
1. SUMMARY

1.1 This report seeks the Board’s approval of the Kaiapoi-Tuahiwi Community Board Plan which has been updated for 2018/19.

Attachments:

i. Final Draft of the Kaiapoi-Tuahiwi Community Board Plan 2018/19 (Trim 180606062304).

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No. 180627071450.

(b) Approves the final draft of the Kaiapoi-Tuahiwi Community Board Plan 2018-2019 (Trim 180606062304) subject to any minor edits discussed and approved by the Board Chairperson.

3. BACKGROUND

3.1 The current Community Board Plan was developed by the Kaiapoi-Tuahiwi Community Board following the 2016 election and approved in March 2017.

3.2 The plan is subject to an annual update which has just been completed for 2018/19.

4. ISSUES AND OPTIONS

4.1. The Community Board Plan is a document that sets out the objectives and goals the Board has for its community area during its term. Revised approximately annually, it also reports on the achievements of the Board as well as providing general information about the discretionary grant and Council facilities.

4.2. The Plan is one tool to connect the Board with its community. As well as being available to take away freely from locations such as public libraries and service centres, it is also available at citizenship ceremonies.

4.3. The current plan was discussed at a Board workshop on 18 June 2018 and changes made to reflect the achievements of the Board and to ensure that the information as regards the
Board’s Discretionary Grant Funding allocations, General Landscaping Fund initiatives and 2018 meeting dates were updated.

4.4. If any further minor editorial corrections are needed staff request that the Board consider approving the Chairperson to finalise the document on its behalf.

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

5. COMMUNITY VIEWS

5.1. Groups and Organisations
The plan may assist qualifying groups to identify projects that may meet the Discretionary Grant criteria.

5.2. Wider Community
The Plan highlights the objectives of the Board and progress towards these. It includes meeting dates and information regarding local services and elected members. It is a further channel to enable local democracy to be more visible and relevant.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications
None.

6.2. Community Implications
Supports wider visibility of local issues.

6.3. Risk Management
None.

6.4. Health and Safety
None.

7. CONTEXT

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

7.2. Legislation
Local Government Act 2002 Clause 52

7.3. Community Outcomes
There are wide ranging opportunities for people to contribute to the decision making that effects our District.

7.4. Delegations
Not applicable.
Kaiapoi-Tuahiwi Community Board

Community Plan
2018 – 2019
The Kaiapoi-Tuahiwi Community Board ward area

Insert shows Waimakariri district

<table>
<thead>
<tr>
<th>Ward</th>
<th>Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rangiora-Ashley Ward</td>
<td>23,900</td>
</tr>
<tr>
<td>Oxford-Ohoka Ward</td>
<td>11,650</td>
</tr>
<tr>
<td>Kaiapoi-Woodend Ward</td>
<td>23,800</td>
</tr>
<tr>
<td>Woodend-Sefton</td>
<td>7,200</td>
</tr>
<tr>
<td>Kaiapoi-Tuahiwi</td>
<td>13,600</td>
</tr>
</tbody>
</table>

*Population number as at 30 June 2015 Statistics NZ

* Cover photos from top, then left to right:
  Waimakariri Green Corps with Clarkville School students, Pines Beach (taken by Neats Treats), Kaiapoi Flag (You, Me, We, Us), Kairaki Beach Motor Camp, Tuahiwi Marae, Waitangi Day 2017 celebrations at Trousselot Park (You, Me, We, Us).
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 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 13,600.

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 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, some of which include:

• Taking an overview of the Council’s services and projects affecting the ward including water supply, sewerage, stormwater drainage, parks, recreational facilities, community activities and roading and traffic management projects
• Advocating to the Council on key issues and priorities for the ward area, especially through the Annual and Long Term planning and budgeting process
• Granting of leases or licences on reserves
• Engaging with residents, groups, other Community Boards and the Council in seeking the best outcome for ward communities
• Providing grants to community organisations.

The Board works closely with local community groups and residents to understand their priorities and concerns. The Board advocates for your interests through submissions, feedback and discussion with the Council and other decision making authorities.

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 6 & 7 or visit: http://www.waimakariri.govt.nz/your-council/council,-committees-and-boards/community-and-ward-advisory-boards/Kaiapoi-Tuahiwi-community-board).

How do I stand for a Community Board?

Elections are held every three years on 8 October. The next local body elections will be held October 2019. Nominations for elections will open mid-July. To be elected, you must be nominated and seconded by persons living in the ward and subdivision you wish to stand in. The candidates with the highest number of votes are elected to the Board for the three year term. Councillors will be appointed to the Board by Council.

Community Board members are paid a small honorarium for their service.

If you would like more information, please contact:
Sarah Nichols, Governance Manager/Deputy Electoral Officer
Phone: 0800 965 468 (0800 WMK GOV)
Email: sarah.nichols@wmk.govt.nz
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 ward 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 services and consultation processes.
- Active participation in Council business and the annual budget process to ensure equitable spending across the district and within the community area while being mindful of rates affordability.
- Developing closer links and relationships with key settlements and groups in the Kaiapoi community area, as well as with significant district wide organisations.
- Developing strategies for the Board to become an effective, cohesive voice in representing the community viewpoint at meetings and policy hearings.

Achievements 2017-18

The items listed were started under the former Kaiapoi Community Board and are continuing under the current Kaiapoi-Tuahiwi Community Board.

Earthquake Recovery - continued to strongly advocate for the community and the Board is pleased with progress in several respects, including:

- Repairing and constructing new infrastructure in south and north-east Kaiapoi with water and sewer infrastructure now repaired or replaced.
- Rebuilding of Courtenay Drive
- Building of new section of Feldwick Drive which is due for completion in August 2018.

Regeneration Plan Implementation – Planning for the regeneration has progressed very well with plans confirmed for all regeneration areas.

Food Forest - It is pleasing to see the Food Forest area in the Regeneration area being developed and gaining such strong community support.

Wharf and Riverbanks – the demolition and reconstruction of the wharf and repair of the surrounding riverbanks, carparks and walkways has created an attractive space and has complemented the recently completed Coast Guard building.

River Terraces and Pontoons – The Board approved the design for the riverbank terraces and pontoons downstream of the Williams Street bridge and is pleased progress on the adjacent Riverside development and terraces are under way. The Board has been supportive of plans for the redevelopment of the Murphy Park area including creating a rowing precinct.

Water Management – Supporting the trial planting to enhance the health of the Kaiapoi River as a joint initiative with Ecan, Council and the Water Zone Committee.

Williams Street – Worked with the community, businesses and Council to complete a remediated town centre and main street that will add value to the commercial heart of the town, provide resilience for the future, and that would contribute to its character.

Silverstream Reserve – Continued support the ongoing planting and development of this reserve.

Pines Oval Development - The Board is pleased that the redevelopment of the Pines Oval has been completed and it complements the fantastic Pines Beach Hall that the Pines Beach & Kairaki Residents Association has built during the year. This is a great facility that will serve the beach community very well.

Western Arterial Road – The new arterial road in West Kaiapoi which is a continuation of Ohka Road was constructed to direct traffic away from the residential area of Silverstream. The new road has addressed safety issues at the intersection of Ohoka Road, Island Road and Cosgrove Road, and is providing a key link to west Rangiora and Southbrook.

Northern Motorway – The Board is pleased with NZTA progress in building the Western By-pass and Northern Corridor and advocated strongly on behalf of the community for the third laning of the Waimakariri Bridge which is now scheduled for construction as part of the current works.

Cycleways/Walkways - The Board endorsed the naming of the Passchendaele walkway between Kaiapoi and Rangiora and this is proving a great asset to the community. The Board is also delighted that the cycle/walkway between Woodend and Rangiora has been completed this year.

WDC Long Term Plan – the Board commented on the key issues outlined in the consultation document including the Multi Use Sports Facility.

Discretionary Grants - continued to support a wide range of local community groups through the Board’s discretionary funding grants.
Dear Residents

This is the second community plan developed by the elected members of the Kaiapoi-Tuahiwi Community Board for the new Kaiapoi-Tuahiwi community area. This plan highlights the achievements of the Board during 2017/18 and identifies its priorities for the 2018/19 year.

Nearly eight years on from the earthquakes responding to the needs of Kaiapoi, The Pines Beach and Kairaki residents remains the Board’s top priority.

The Board has been delighted with the progress made in 2017/18 advancing the regeneration plans and rebuilding of key infrastructure in the worst affected areas of our community.

The Board strongly believes that the community has well and truly turned the corner and the future of Kaiapoi and the beach communities is exciting.

During 2017/18 many of the major infrastructure projects of replacing damaged sewer and water systems have been completed, as have the development of plans for the regeneration areas with funding now approved to enable the plans to be implemented. Over the next 2-3 years it will be exciting to see these areas being transformed.

Work is well underway on the Kaiapoi riverbanks. With the completion of the wharf rebuild and now the construction of the river terraces, walkway repair and soon the addition of pontoons as an extension of the wharf will make the Kaiapoi riverbank area a vibrant and attractive place to be.

The Draft Kaiapoi Town Centre Strategy that is being developed. It builds on the 2010 Strategy and includes plans for the new mixed use business areas that are adjacent to the town centre and were formed as part of the regeneration process. The Board welcomes community feedback on the Strategy when consultation open later this year. Implementation of this Strategy will be a key focus for the Board as it will be influential in continuing the strong growth and revitalization of the town centre that has occurred in recent years.

The Board will listen to the community and drop-in sessions, to engage more easily with the public, have been started. Members of the Board hope to meet with you to discuss any matters pertaining to the growth and development of Kaiapoi-Tuahiwi as a strong, caring and vibrant community. Continuing to engage with the public on matters of interest is of prime importance, as is our key role to advocate for the citizens of the Kaiapoi-Tuahiwi communities. We welcome your input.

Kind regards

Jackie Watson
Chairperson of the Kaiapoi-Tuahiwi Community Board
Kaiapoi-Tuahiwi Community Board members

**Jackie Watson (Chair)**

Responsibility and representation on outside organisations:
- Silverstream Advisory Group
- Waimakariri Arts Trust
- Forestry Harvest Project Control Group
- Kaiapoi Signage Working Group

Mobile: 022 350 9547  
Email: jackie.watson@wmk.govt.nz

---

**Cr Neville Atkinson JP**

Responsibility and representation on outside organisations:
- Christchurch International Airport Community Liaison Group
- Kaiapoi River Rehabilitation Working Party
- Northern Bulldogs Rugby League Club – Liaison person

Mobile: 021 558 037  
Email: neville.atkinson@wmk.govt.nz

---

**Roger Blair**

Responsibility and representation on outside organisations:
- Darnley Club
- Grey Power North Canterbury
- North Canterbury Neighbourhood Support
- Kaiapoi Signage Working Group

Phone: 03 327 5466  
Mobile: 0272 665 222  
Email: roger.blair@wmk.govt.nz

---

**Martin Pinkham**

Responsibility and representation on outside organisations:
- Cam River Rehabilitation Subcommittee
- Kaiapoi Promotion Association

Phone: 03 327 4535  
Mobile: 021 548 751  
Email: martin.pinkham@wmk.govt.nz
### Kaiapoi-Tuahiwi Community Board members

**Chris Greengrass (Deputy Chair) JP**  
Mobile: 021 781 939  
Email: chris.greengrass@wmk.govt.nz

Responsibility and representation on outside organisations:  
- Kaiapoi and Districts Historical Society  
- Kaiapoi Landmarks Team  
- Pines-Kairaki Beaches Association  
- Waimakariri Access Group  
- Kaiapoi Signage Working Group

**Philip Redmond**  
Phone: 03 327 6374  
Email: philip.redmond@wmk.govt.nz

Responsibility and representation on outside organisations:  
- Kaiapoi Beautiful Towns Committee  
- Waimakariri Health Advisory Group

**Cr Sandra Stewart**  
Phone: 03 312 5030  
Mobile: 027 668 8583  
Email: sandra.stewart@wmk.govt.nz

Responsibility and representation on outside organisations:  
- Kaiapoi River Rehabilitation Working Party

**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 S Stewart, have been appointed by the Council to the Kaiapoi-Tuahiwi Community Board. Councillors A Blackie and J Meyer have been appointed to the Woodend-Sefton Community Board. The Kaiapoi-Tuahiwi Community Board has chosen to have all four Councillors sitting at the Board table to contribute to debate and discussion, but only Crs Atkinson and Stewart (as the appointed Councillors) have voting rights.

**Cr Al Blackie**  
Phone: 03 327 6761  
Mobile: 027 327 6761  
Email: al.blackie@wmk.govt.nz

**Cr John Meyer**  
Phone: 03 327 8115  
Mobile: 027 362 6741  
Email: john.meyer@wmk.govt.nz
The Board has identified what they see as major issues that need to be addressed on behalf of the Kaiapoi Community and the Board Plan has been developed to help address these issues during the 2016-2019 term.

**Regeneration** - The Board will continue to advocate and support the regeneration of areas that were badly affected by the earthquake. During 2018/19 the Board will be involved in the development and implementation of the dog park, BMX track and finalising the plans for the sports grounds.

**Regeneration Infrastructure** – the Board is pleased to see Jones Street by designed and rebuilt in 2018/19 to complete the road network in north-east Kaiapoi. Completion of other important infrastructure in conjunction with the regeneration development is the completion of the Stormwater water ponds adjacent to the proposed dog park and BMX track.

**Kaiapoi River Rehabilitation** - the Board will continue to support further investigation and rehabilitation of the Kaiapoi River channel. 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. The Kaiapoi River Rehabilitation Project seeks to improve water quality, navigability, flood hazard management, amenity and recreation in the Kaiapoi River which at present is the most polluted waterway in North Canterbury. The project is supported by the Kaiapoi-Tuahiwi Community Board and includes representatives of Ngāi Tūāhuriri Rūnanga, the Council, the Community Board, ECAn and the Waimakariri Water Zone Committee.

**Kaiapoi River Terraces and Pontoons** – The Riverside development, terraces and pontoons upstream from the wharf will be completed this year and will showcase the Kaiapoi River.

**Kaiapoi River Dredging** - Dredging work to in the Kaiapoi basin downstream of the Williams Street Bridge will be consented and dredging will be undertaken in 2019 to enhance the riverbank areas. Dredging of the downstream reaches of the River will also be undertaken to improve navigability.

**Implementing the Kaiapoi Town Centre Strategy** – The Board has been involved in the development of the draft KTC Strategy. Following community consultation of the Draft Strategy in mid-late 2018, the Board’s attention will focus on the implementation of the key projects, particularly those that activate the adjacent Mixed Use Business Zones that have been formed as part of the earthquake regeneration process.

**Riverbank Maintenance** - The Board will work with ECAn and staff to improve levels of service in maintaining the inner stop bank downstream of the Mafeking Bridge.

**Kairaki Motor Camp** - The Board will work with Council staff and the community about plans for the lower grounds of the camp, including the plans and design of a new toilet and ablution block.

**Maori Reserve 873 Development** – the Board will support the development of infrastructure and planning support needed to enable additional residential settlement within the Reserve in accordance with the District Plan provisions.

**Rural Communication and Engagement** - The Board recognizes the responsibility of advocating for the rural areas of their community and will establish processes for greater engagement and communication with these. 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.

**Flood mitigation** – the Council has budgeted about $8 million as part of its Long Term Plan to address flood issues in Kaiapoi particularly in the west Kaiapoi and north-east Kaiapoi catchments. The Board will work closely with staff as these plans are developed. In the meantime the Board supports proactive flood mitigation works including the deployment of temporary pumps.

**District Development Strategy and District Plan** - The Board will continue to support, contribute to, and monitor the progress of the Strategy. It will also will work with Council staff in the development of the Draft District Plan to understand the implications for the Kaiapoi-Tuahiwi community and advocate on behalf of the community in the drafting of the District Plan.

**Supporting Community Groups** – the Board will continue to support and advocate for community groups within the Board’s area though use of its discretionary funds the Board will continue to support a wide range local community groups.

**Signage** - The Board plans to address issues regarding signage across the community area.

**Annual Plan** - the Board will continue to work with the Council and submit on the draft Annual Plan.
There are a number of projects underway in the ‘Kaiapoi-Tuahiwi Community area, this section outlines those projects

- Western Arterial Road – A new arterial road in West Kaiapoi is being constructed to direct traffic away from the residential area of Silverstream. The new road will address safety issues at the intersection of Ohoka Road, Island Road and Cosgrove Road, and will provide a key link to west Rangiora and Southbrook.

- Review of Kaiapoi Town Centre Plan- recovery of the town centre is well underway but there is still significant buildings to be completed and business development to be initiated. The future vision, nature and character of the Kaiapoi commercial district needs revision.

- Kaiapoi Flood Work – Parnhams Drain and its pump station are complete. Island Road south upgrades and Parnham Drain and Feldwick Drain catchment work has commenced.

- Kairaki Motor Camp – Stage 1 is complete and funding for Stage 2 is now being sought.

- The Kaiapoi River Rehabilitation Project, a joint working party of the Waimakariri District Council and Environment Canterbury (ECan), has been set the task of preparing a report on the work and costings to improve water quality, navigability, flood hazard management, amenity and recreation in the Kaiapoi River which at present is the most polluted waterway in North Canterbury. The report and costs will form part of the Waimakariri ten year plan. The project is chaired by the Kaiapoi-Tuahiwi Community Board and includes representatives of Ngāi Tūāhuriri Rūnanga, the Council, the Community Board, ECan and the Waimakariri Water Zone Committee.

- Linked to the project is the Cam River Rehabilitation Sub-committee, also chaired by the Water Zone Committee Chair. This sub-committee is in the process of allocating a long-standing fund levied on the Waimakariri District Council by the Environment Court to rehabilitate degraded aquatic habitat in the Cam River and its tributaries.
Where and when are meetings held?

The Kaiapoi-Tuahiwi Community Board meetings are held on the third Monday of the month at 4pm. The public are most welcome to attend. Meetings are held in the Upstairs Meeting Room of the Ruataniwha Kaiapoi Civic Centre.

If you would like to speak to the meeting, please contact the Chairperson or the Governance Team prior to a scheduled meeting. You are always welcome to contact members to discuss Council and community related matters at any time (see contact details on pages 6 & 7).

Board members often take part in the activities of community organisations within the Kaiapoi-Tuahiwi Community area. If you would like to invite a Board member to a meeting please contact the Chairperson or the Board member directly.

Agendas are available on the Council website two working days before a meeting:
http://www.waimakariri.govt.nz/your-council/minutes-and-agendas

CONTACT DETAILS:
Phone: 0800 965 468 (0800 WMK GOV)
Email: com.brd@wmk.govt.nz
Postal Address: Private Bag 1005, Rangiora 7440

Upcoming Board meetings are scheduled for:

<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 July 2018</td>
<td>20 August 2018</td>
<td>17 September 2018</td>
</tr>
<tr>
<td>15 October 2018</td>
<td>19 November 2018</td>
<td>17 December 2018</td>
</tr>
</tbody>
</table>

Meetings for 2019 will be updated and available on the Council’s website in December 2018.

The Kaiapoi-Tuahiwi Community Board also has a Kaiapoi-Tuahiwi Road and Reserves Naming Committee with meetings held on an “as required” basis.

Waimakariri Regeneration Steering Group

The Kaiapoi-Tuahiwi Community Board is also a member of the Waimakariri Regeneration Steering Group (WRSG). This group also includes the Mayor and representation from the Rūnanga, ECan and WDC senior management. This group is tasked with the implementation of the Ministerial approved Waimakariri Residential Red Zone Regeneration Plan and the continuation of the Riverbanks Enhancement Project which was previously overseen by the Kaiapoi Riverbanks Steering Group. The WRSG meet on the first Monday of every month. Meetings are open to the public and held in the Ruataniwha Kaiapoi Civic Centre, Williams Street, Kaiapoi at 4pm.
Kaiapoi-Tuahiwi Community Board discretionary grant

For the 2018/19 financial year (July – June) the Kaiapoi-Tuahiwi Community Board had $6,000 available for grants to non-profit community based organisations.

Application forms can be picked up at the Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi. Alternatively an application form can be printed, downloaded or completed online from the Council website: http://www.waimakariri.govt.nz/community/funding-and-grants/board-funding.

The application is presented by staff at the Board’s monthly meetings for a decision. You will be notified of the Board’s decision following the meeting.

New funding will be available for grant from 1 July 2018 to June 2019.

Kaiapoi-Tuahiwi Community Board grants 2018/2019

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 the Kaiapoi-Tuahiwi Community Board
- The grant funding is limited to projects within the Board area or primarily benefiting the residents of the southern end of the Kaiapoi-Woodend ward
- The Board support a wide range of community activities but the application will be declined if it is deemed of the nature listed in the criteria and information sections of the application forms
- The applicants should submit a 1-2 page 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
- The applications should clearly state the purpose for which the money is to be used
- 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
- Grant applications will be considered each month by the Kaiapoi-Tuahiwi Community Board. Applications are recommended to be received at least three weeks prior to Board meeting dates for processing
- 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.

Kaiapoi-Tuahiwi Community Board grants 2016-17

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kaiapoi Cricket Club</td>
<td>Towards the costs of signage to promote the club’s 150th Jubilee</td>
<td>$200</td>
</tr>
<tr>
<td>Kaiapoi Cricket Club</td>
<td>Towards the costs of pre and post event advertising for the Waimakariri Light Party 2017</td>
<td>$460</td>
</tr>
<tr>
<td>Kaiapoi Riverside Bowls</td>
<td>Towards the cost of a new set of bowls</td>
<td>$400</td>
</tr>
<tr>
<td>Kaiapoi Community Watch</td>
<td>Towards the cost of uniforms</td>
<td>$500</td>
</tr>
<tr>
<td>You Me We Us</td>
<td>Towards the cost of Welcome Bags</td>
<td>$500</td>
</tr>
<tr>
<td>Pines-Karaki Beach Association</td>
<td>Towards the costs of a celebration to mark the opening of the new hall</td>
<td>$500</td>
</tr>
<tr>
<td>Waimakariri Arts Trust Kaiapoi Art Expo</td>
<td>Towards the running costs of Kaiapoi Art Expo and Schools’ Art Expo in particular promotional advertising in the Kaiapoi Advocate, venue hire and set up costs</td>
<td>$500</td>
</tr>
<tr>
<td>You,Me,We,Us: KYDz Youth Group</td>
<td>Towards advertising and promotion of ‘KYDz Mud Fest’ event</td>
<td>$300</td>
</tr>
<tr>
<td>Karanga Mai Early Learning Centre</td>
<td>Towards the cost of a new heavy duty washing machine</td>
<td>$439</td>
</tr>
</tbody>
</table>
Council facilities and contact details

Service Centres - waimakiriri.govt.nz

Kaiapoi Library
176 Williams Street, Kaiapoi
Tel: 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

Rangiora Library
141 Percival Street, Rangiora
Tel: 03 311 8910
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
Pavilion, Pearson Park, Oxford
Tel: 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
(Limited services on Saturday)

Libraries - libraries.waimakariri.govt.nz/home

Halls and Meeting Venues
waimakariri.govt.nz/leisure-and-recreation/facilities/halls-and-meeting-venues

Sports Grounds
waimakariri.govt.nz/leisure-and-recreation/facilities/sports-grounds

If you are new to the district you may like to visit our website that provides information on a number of Council services:
waimakariri.govt.nz/community/about-the-waimakariri-district/new-to-the-district

The Council have a number of other facilities and venues which can be found on the websites as provided below:

Transfer Stations

Southbrook Resource Recovery Park
284 Flaxton Road, Rangiora
Tel: 03 313 5499
Resale Store: 03 313 5798
Opening hours
Monday – Sunday: 8.30am to 4pm
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
3 July 2018

The Kaiapoi-Tuahiwi Community Board
C/- Edwina Caldwell
215 High Street
Rangiora 7400

Dear Edwina,

Waimakariri District Council Stormwater Drainage and Watercourse Protection Bylaw 2018

Thank you for your submission on the Stormwater Drainage and Watercourse Protection Bylaw 2018. The bylaw review hearing panel first convened on 27 February 2018 to hear submissions and reconvened on 20 March 2018 to deliberate on submissions and prepare its recommendations to the Council.

The Council adopted the finalised bylaw on 1 May 2018. The adopted version includes a number of changes made as a result of submissions.

Please see below a summary of your main points of submission and the associated Council decisions:

The Board supports the draft Stormwater Drainage and Watercourse Protection Bylaw 2018

We note the Board reiterated the importance of ongoing communication and the provision of public information particularly for those properties that may be affected by the proposed bylaw.

Now that the bylaw is in force, staff are preparing a full page newspaper advertisement / flier with guidance for industry and the general public on how to prevent contaminants from private properties and activities from entering the stormwater systems which then discharge into local waterways.

Staff will publish the advertisement shortly. This will assist with implementation and public awareness of impacts of private activities on waterways. Staff will also explore opportunities to publish this flier on the website and arrange associated on-line communication.

More specific proposals will arise in future years which will be required to implement the bylaw. Affected properties will be further consulted at that time.
Thank you for taking the time to prepare a submission on the draft bylaw. I have attached, for your reference, a copy of the final report to Council that adopted the bylaw and which describes the changes made as a result of consultation.

Yours Sincerely,

Janet Fraser  
Utilities Planner
FILENAME: GOV-26-08-06/180706075110  
DATE: 6 July 2018  
MEMO TO: Kaiapoi-Tuahiwi Community Board  
FROM: Greg Barnard - Parks Community Asset Officer  
SUBJECT: Cherry Tree Removals - Mansfield Subdivision  

Purpose: To advise the Board on details of the Council owned Cherry Trees within the Mansfield Subdivision. The trees are being removed in accordance with the Board’s resolution of 19 March 2018 to allow staff to remove trees, on a case by case basis, that are causing issues for residents due to root intrusion into adjacent properties under delegated authority.  

Information: The trees listed in the table below have been identified as creating issues for residents in adjacent properties and staff have agreed to remove them on that basis. Removal works are scheduled to begin on 9th July and will be carried out over the following few weeks. This list represents the first round of removals and it is anticipated that further requests for additional trees to be removed will be received from residents in the future. Staff are also currently perusing previous requests for tree removal in the subdivision and those that are found to comply with the Board’s resolution will be targeted for removal in the near future.  

Cherry Trees being removed from Mansfield Subdivision beginning 9th July

| 6 Mansfield Drive |
| 85 Fairweather Crescent |
| 53 Fairweather Crescent |
| 2 Isaac Wilson Road |
| 3 Fairweather Crescent |
| 89 Fairweather Crescent |
| 88 Fairweather Crescent |
| 41 Fairweather Crescent |
| 40 Fairweather Crescent |
| 41 Isaac Wilson Drive |
| 74a Fairweather Cres |
| 3 Mansfield drive |

Greg Barnard  
Parks Community Asset Officer
# Chair's Report for June 2018

## 1. SUMMARY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 June</td>
<td>Inaugural meeting of the Forestry Harvest Project Control Group.</td>
</tr>
<tr>
<td></td>
<td>The safety precautions outlined by the project manager were impressive and the fortnightly meetings ensure we are kept up to date with developments.</td>
</tr>
<tr>
<td></td>
<td>One of the aims of this group is to communicate effectively with affected residents regarding the felling of nine forestry blocks. Three are in KTCB area.</td>
</tr>
<tr>
<td></td>
<td>The contractor’s prompt start at harvesting required some catch up communications with Pines Kairaki residents.</td>
</tr>
<tr>
<td></td>
<td>I was concerned about the increase of traffic movements with logging trucks forced to use Meadow Street because of the roundabout still under construction at the Williams end of Beach Rd. However use of Meadow St will now not be necessary.</td>
</tr>
<tr>
<td>23 June</td>
<td>Chaired the Northern Pegasus Bay By-Law Advisory Group meeting.</td>
</tr>
<tr>
<td></td>
<td>A very useful meeting in terms of the opportunity for all user groups to discuss concerns.</td>
</tr>
<tr>
<td></td>
<td>Vehicles on the beach remain an issue and some vandalism of signs/fences.</td>
</tr>
<tr>
<td></td>
<td>A publicity campaign is planned to spread awareness of the need to protect our beaches.</td>
</tr>
<tr>
<td>25 June</td>
<td>Opening of the Rangiora Woodend Cycle Path.</td>
</tr>
<tr>
<td></td>
<td>Acted as MC on a very frosty morning with a good turnout of enthusiastic walkers and cyclists.</td>
</tr>
<tr>
<td>25 June</td>
<td>Forestry Harvest public drop in session at Pines Beach Hall.</td>
</tr>
<tr>
<td></td>
<td>About 20 locals called in and discussed concerns with a good turnout of the forestry contractors and WDC staff.</td>
</tr>
</tbody>
</table>
**Pines Beach Residents Association meeting.**

Tim Stephenson has made a submission to Te Kohaka o Tuhaitara Trust regarding leasing of the land.

There was criticism of the lateness of the forestry harvest flyer.

Chris Greengrass has been appointed as Hall Facilities Manager.

**4 July** Second meeting of the **Forestry Harvest Project Control Group.**

The main issue was that the promised deadline to complete the harvest before the summer is no longer tenable and a decision to extend it to November is preferable to stopping earlier and having to return next year.

Communication problems with Pines' residents as there is no paper delivery and alternative methods are being investigated. Perhaps a noticeboard at the hall.

**THAT** the Kaiapoi-Tuahiwi Community Board:

(a)  **Receives** report No. 180709075951.

Jackie Watson  
Chair  
Kaiapoi-Tuahiwi Community Board