

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: SHW-02-01 CON202153-02 / 230519073284

REPORT TO: SOLID & HAZARDOUS WASTE WORKING PARTY
COUNCIL

DATE OF MEETING: 20 October 2023
7 November 2023

AUTHOR(S): Kitty Waghorn, Solid Waste Asset Manager
Don Young, Senior Engineering Advisor

SUBJECT: Southbrook RRP: Preferred Layout Option for Upgrade

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is twofold. It seeks:
 - 1.1.1. Approval from the Council, via the Solid & Hazardous Waste Working Party, to proceed with the detailed design of the Southbrook Resource Recovery Park (SRRP) upgrade based on Option 1 Concept Plan; and to
 - 1.1.2. Advise Council that staff propose to carry out design and construction of the following two projects in advance of the wider upgrades:
 - a) Stormwater Improvements, which is budgeted for design and construction in 23/24; and
 - b) A storage building which is budgeted for design in 23/24 and construction in 24/25.
- 1.2. Council staff have been working with WSP to consider the appropriate design criteria for the SRRP, as well as possible upgrade options.
- 1.3. Three concept plans for the Southbrook RRP layout were presented to the Utilities & Roading Committee (U&R) at a workshop on 21 March 2023, with Option 1 (Attachment i) being recommended as the preferred option. Although time constraints at the workshop meant the presented options could not be fully discussed, no comments have been received from members of U&R and staff are now presenting the recommended option for further consideration at this meeting.
- 1.4. In parallel with work done to develop and socialise these concept layouts, staff have sought advice on the valuation of the Flaxton Road frontage of 284 Flaxton Road, where it is proposed to locate the Reuse Hub (shop, education centre and Makers Space). This work was done is to determine if it would be feasible to sell this portion of land and fund the relocation and construction of this portion of the site development.
- 1.5. A separate report (No. 230518072726) on the outcome of the valuations and the options assessment is being presented to the Council in the Public Excluded portion of this meeting. The recommendations of report 230518072726 align with those of the current report.

- 1.6. To advance the upgrade project to the design phase, staff are seeking Council approval to proceed with the design of the SRRP upgrades based on the Option 1 layout, subject to Council approving the recommendations in Report No. 230518072726.
- 1.7. Staff propose to report back to the Council on the final layout and design of the upgraded site and cost-estimates and recommended staging for each phase of construction, which will be included in the LTP. Staff note that part of this design phase will include the Council seeking funding from the Waste Minimisation Fund to co-fund the upgrade construction costs.

Attachments:

- i. Concept Plan Layout Option 1 (TRIM Ref 230519073297)
- ii. Concept Plan Layout Option 2 (TRIM Ref 230519073299)
- iii. Concept Plan Layout Option 3 (TRIM Ref 230519073302)
- iv. Southbrook RRP Design Criteria REV B (TRIM Ref 231002154701)
- v. Southbrook RRP Advice Note (TRIM Ref 230927152862)

2. RECOMMENDATION

THAT the Solid & Hazardous Waste Working Party Recommends:

THAT the Council:

- (a) **Receives** Report No. 230519073284.
- (b) **Endorses** the Design Criteria as outlined in Attachment iv (TRIM Ref 231002154701)
- (c) **Approves** staff proceeding with detailed design of the Southbrook RRP Upgrade based on Concept Plan Layout Option 1 as shown in Attachment i, (TRIM Ref 230519073297) subject to Council approving the recommendations in Report No. 230518072726 which is to be heard in the Public Excluded section of this meeting.
- (d) **Notes** that there is a total budget allowance of \$647,449 in the 2023/24 financial year to fund the resource recovery park and transfer station upgrade design and consenting costs: \$419,626 in the Waste Minimisation Account and \$227,823 in the Disposal Account.
- (e) **Notes** that staff propose to proceed with two separate improvements (stormwater improvements, and a new storage building) in advance of the upgrade to remedy existing site deficiencies, that this work will be compatible with the proposed site layout, that there are budget allowances totalling \$97,500 over the 2023/24 and 2024/25 financial years, and that the budgets that will be used to fund these works are separate to the overall upgrade design budgets.
- (f) **Notes** that staff will bring a report to Council once the upgrade design has progressed sufficiently for cost estimates to be prepared, to inform them of the likely final costs of the upgrades, and which will be included in the Long-Term Plan for consultation.
- (g) **Notes** that staff propose to work with WSP to apply to the Waste Minimisation Fund for funding toward construction of the planned upgrades.
- (h) **Circulates** Report No. 230519073284 to the Community Boards for their information.

3. BACKGROUND

- 3.1. WSP were engaged in 2022/23 to prepare three concept plans for the Southbrook RRP layout, for Councils consideration. These three plans were presented to the Utilities & Roading Committee at a workshop on 21 March 2023 however time constraints meant that staff were unable to receive feedback at the workshop. The plans were left with the members; however staff have not received any comments back from them.
- 3.2. As there have already been several delays to this project, this report is being brought to the Council through a recommendation from the Solid & Hazardous Waste Working party

rather than the U&R Committee, to advance the project to the detailed design and costing phase in time to meet LTP budgeting timeframes.

- 3.3. In addition, the staff note that there are two issues at the SRRP that should be progressed in advance of the upgrade. These are expanded on below.

4. **ISSUES AND OPTIONS**

Upgrade Options

- 4.1. Three concept plans for the Southbrook RRP layout were presented to the Utilities & Roading Committee (U&R) at a workshop on 21 March 2023, with Option 1 (**Attachment i**) being recommended as the preferred option. Although time constraints at the workshop meant the presented options could not be fully discussed, no comments have been received from members of U&R and staff are now presenting the recommended option for further consideration at this meeting.
- 4.2. All three Options presented to elected members are based on the SRRP upgrades being undertaken on the Council owned property at 284 Flaxton Road. A separate report (No. 230518072726) on the additional option of selling the Flaxton Road frontage and buying lesser value land is being presented to the Council in the Public Excluded portion of this meeting, which has a bearing on the recommendations in this report.
- 4.3. If the Council agree with the recommendations in that report, then it provides clarity that the upgrade can take place utilising the whole of the existing site.
- 4.4. The three options presented all provide generally the same level of service, with the differences being more in terms of layout than significantly different outcomes. The three options are appended as **Attachments i, ii and iii**.
- 4.5. All options provide for a large shop and workshop, a community 'makers space' and an education centre between Flaxton Road and the wetland; expansion and upgrade of the RRP site, and retaining the current 'shop' for operational and staff use; and expanding and upgrading the Transfer station site to allow for greater diversion potential, handling organics in an enclosed space, and constructing more hardstands and a building for secure storage.
- 4.6. It is noted that in effect, each option is made up of three sub-options, one for each functional area i.e., Resource Recovery Hub (RRH), Resource Recovery Centre (RRC) and Transfer Station (TS). Therefore, there are in fact 9 different combinations of options that could be chosen.
- 4.7. the Council could support proceeding with the design of any of the three options, however Option 1 concept designs are recommended for the following reasons.
- 4.8. **Resource Recovery Hub:** Option 1 (**Figure 4.1 below**) provides an optimal layout and sized spaces for the shop, Makers Space and Education Centre, with the education centre adjacent to the wetland, and an allowance for around 1,000m² of space for future development.
- 4.8.1. There is ready access for pedestrians and cyclists into the RRH from Flaxton Road. Vehicle access is off both Flaxton Rd and the existing access road: customers can just visit the shop, carry on from there to make use of the rest of the site, or drop in to the RRH after dropping rubbish or recycling off. There is a sizeable space for car parking, an open space next to the road that will allow for future expansion of the site, and a good balance of building capacities.
- 4.8.2. It should be noted that the areas shown in the plans are allowances where the different activities would be undertaken, and do not necessarily translate into building sizes, particularly for the Education Centre and Makers Space.



Figure 4.1: Resource Recovery Hub (New Build)

- 4.8.3. The Education Centre would be a base for a number of educational activities. It includes a building to run seminars and workshops with groups from schools and the community, and outdoor areas to teach people about making compost, worm-farming, rainwater capture, and creating and maintaining a food forest or garden. A parking space for buses will be sited off the main entrance, close to the education centre, so that school tours have safe access to the site.
- 4.8.4. The Education Centre building is intended to be available to external community groups as a bookable community facility when not being used for educational purposes, and share amenities with the Makers Space.
- 4.8.5. Note that the Education Centre would be similar to the Re-Discover Centre in Selwyn's Pines RRP (**Figure 4.2** below). They have repurposed prefab classrooms from a local school, with an amenity block between them, for their teaching spaces. The Selwyn District Council plans to create a community garden beside the education centre, in the area on the right of the building as seen in the photo.
- 4.8.1. There will be good access to the wetland and ephemeral spring area from the proposed Education Centre, and it is intended that the wetland becomes a 'showcase' for the reinstatement of a small wetland. Site plantings and landscaped areas will be created with biodiversity in mind.
- 4.8.2. The Makers Space will include workshop areas for groups to undertake community projects, e.g., the Waimak Bike Project and Repair Cafés, but would also allow space for outdoors-based activities. This is located close to the "back of house" area where donated goods will be delivered so items can be held for community projects, or for groups to repair for sale in the shop.



Figure 4.2: Selwyn DC's ReDiscover Education Centre

- 4.9. **Resource Recovery Centre: Option 1** provides for separate large drop-offs for reuse items, hazardous waste, and recyclables as an upgrade and expansion of the current RRP.



Figure 4.3: Resource Recovery Centre Upgrade

- 4.9.1. The proposed layout has efficient one-way vehicle tracking paths for customers, and good separation of public and operational areas and vehicles. There is space to pull off to the left and drop off whiteware, hazardous materials, and items for the shop, out of the path of traffic that is heading for the recycling drop-off.
- 4.9.2. This separation of goods drop-off and the shop will reduce potential conflicts between bargain hunters and customers dropping the goods off and will allow staff to assess and price items before they are put out for sale.
- 4.9.3. There are parallel vehicle lanes for recycling drop-off, with a bypass lane for customers to be able to exit past parked vehicles. This could be an enclosed building like the Ashburton District Council's recycling centre (**figure 4.4**) or an open-sided roofed area like Selwyn's covered recycling drop-off (**figure 4.5**).
- 4.9.4. A fully enclosed building would provide a better environment for customers and staff. Inclement or hot weather will have less impact on site users, will result in an improved customer experience and less windblown materials. However, those details can be finalised in the design phase.



Figure 4.4: Ashburton District's Recycling Centre



Figure 4.5: Selwyn District's Recycling Drop-off Podium

4.9.1. The existing shop building would be used for processing goods (e.g., Tag-Testing) a staff office and facilities. There will be ample 'back of house' storage area for items and materials, and spare skips or bins.

- 4.10. **Transfer station:** Option 1 provides increased capacity for disposal of current waste streams with rubbish, recycling, organics and greenwaste all in the same building and allows for additional materials, such as separated construction and demolition wastes, to be accepted in a series of large bunkers.



Figure 4.6: Transfer Station Upgrade

- 4.10.1. This layout has straight-forward vehicle tracking paths for residential, commercial and collection vehicles, with most customers following the same one-way system that is currently in use. Collection contractors, including private companies, will have direct access to the disposal shed flat floor, via the operational area.
- 4.10.2. It provides good efficiencies allowing equipment to service multiple disposal areas, and good separation between operational and public vehicles.
- 4.10.3. For example, the proposal is to enclose the rubbish pit, greenwaste, mixed organics and recycling disposal areas in a large building, reducing loader movements around the site, and better managing odours. A second compactor would be installed, which would allow for 'overflow' from the rubbish pit to be pushed into the second compactor once recycling is cleared from the floor.
- 4.10.4. The bunkers would be sized to ensure they will not need emptying until the end of the day, in the absence of customers and private vehicles.

- 4.10.5. Additional facilities will be constructed, replacing ad-hoc shingle hardstand areas for staff carparking and small skip storage, and providing a paved “back of house” storage area for large hook bins, skips, etc.
- 4.10.6. A truck/plant wash station is proposed, to ensure all operational vehicles, including kerbside collection trucks, present well to our customers and residents. This could potentially be available for private operators to use, at a nominal charge, which would minimise the risk of these operators washing out their vehicles or emptying out their waste traps in the pit area.
- 4.10.7. The current recycling consolidation shed and compactor would be utilised while the upgrades are being undertaken, and we will consider how best to use this infrastructure and the surrounding area in the near future as part of the design process.
- 4.10.8. As detailed in Section 4.13, there is currently a lack of secure covered storage for Council-owned event resources and collection-related collateral, and for pallets of e-waste, lead-acid batteries, child car seats, small plant (forklift, mower) kerbside bins and components etc. which would all benefit from being stored away from the publicly accessible part of the site. An allowance has been made for a large storage shed to be built in the Back Of House area.
- 4.11. Staff propose to engage WSP to undertake the design work, given they have carried out the preliminary work, have a clear picture of the Council’s requirements, have a firm understanding of the site, and have experience in this type of project.
- 4.12. Option A – The SHWWP / Council has the option of accepting the recommended layout as being appropriate for further design. This would not commit the Council to specific expenditure of staging, but instead would initiate further design and costing which would be reported to the Council in future for a design. Due to the benefits of this layout, this option is recommended.
- 4.13. Option B – The SHWWP / Council could choose a different layout option than the recommended one, or decline to endorse any of them. In this instance, staff would arrange a further workshop with to discuss the issues and options to seek agreement. This option is not recommended.
- 4.14. **Advance works ahead of the upgrade – stormwater pipework**
- 4.14.1. The resource consent for the SRRP requires run-off from all hard-stand areas to be captured and discharged to the sewer. The majority of the site achieves this, and works are being undertaken this year to ensure that the greenwaste and organics disposal area will comply. However, there is an area outside the pit entrance which is designated as ‘contaminated’ in the site discharge plan that flows across the access road and discharges into the grass. This is a low-level non-compliance, but nevertheless should be resolved.
- 4.14.2. Also, the existing drainage and pumping system has been built up over time and the layout is not logical for the current site layout. Therefore, it is timely to put a new stormwater pipe in that would service the existing situation, but also be applicable to the new layout. These improvements will resolve current site shortfalls in relation to the capture and appropriate treatment of contaminated stormwater, and ensure we continue to meet our resource consent conditions from Environment Canterbury.
- 4.14.3. Due to the above non-compliance, staff identified that some stormwater improvement works will be best to be designed and constructed in the near future and should not wait for the pit and access road upgrades, which will not take place until after the upgrade concept is finalised and the designs are completed. The Transfer Station upgrades are currently scheduled for 2025-26 in the Long-Term

Plan (LTP); however, recent delays to this project will result in the upgrades being deferred again. The likely earliest construction date for the Transfer Station site (Stage 3) is more likely to be 2026-27.

4.14.4. The SHWWP / Council could choose to instruct this advance works and allow the works to occur as scheduled above. This is recommended.

4.14.1. The SHWWP / Council could choose not to instruct this advance works and delay the works to fit in with the remaining upgrades. Due to the importance of this work, this is not recommended.

4.14.2.

4.15. **Advance works ahead of the upgrade – storage shed**

4.15.1. Currently at the SRRP, there are a number of materials being stored in less-than-ideal situations, due to a lack of undercover storage space. This extends to several situations, where the current arrangements lead to inefficiencies, loss of product value, double handling and an untidy site appearance.

4.15.2. These are specific situations:

- Wrapped pallets of e-waste and the child car-seat cage would be better stored under cover to prevent water damage to recyclable components and water/sun damage to the plastic wrap on the pallets.
- The Solid Waste team have pallets of WDC-branded rubbish bags that are stored at the Water Unit, and a wide range of collateral and other “give-away” items that are variously stored in the Farmers office and other localities. It would be useful to have the bulk of these items placed in a secure lock-up where staff have control over stock management, and where they can more readily stock-take the collateral.
- The layout and operation of several activities would benefit from the above items being moved into a separate storage facility, so that public traffic routes and operational vehicles can be better separated.
- Full pallets of lead-acid batteries and other equipment is currently stored in the workshop area beside the ReSale Store. This limits the amount of weatherproof storage for larger items that could be stored for sale through the Shop.

4.15.3. The WDC-branded bins and their components are being stored at Southbrook to make deliveries, repairs, and swaps more efficient and cost effective. Recent discussions with Waste Management indicate that there is no storage space for WDC bins at their Marshes Road depot in Christchurch, given the level of development activity in Christchurch.

4.15.4. Recent supply issues have shown that Waste Management need to keep a good stock of bins, lids, axles, and wheels available on-site to ensure they don't run out of supplies before any new orders arrive. Deliveries have taken up to 6 months to arrive, and occasionally it has taken longer: this extra delay has caused a shortage of 140 litre bins twice in the past eighteen months.

4.15.5. With the bins stored in the open, they get coated in dust and need to be cleaned before being delivered to new properties. The bins are causing a constriction for the collection trucks and other vehicles (including commercial recycling trucks) to negotiate when depositing comingled recycling, whiteware or bulk scrap steel or for removal of the scrap steel. An improvement project for this accessway has been identified and will be constructed this year but will not completely resolve this bottleneck.

4.16. Therefore, it is proposed to construct a storage shed in the near future in order to assist with these issues, rather than wait for Stage 3 of the upgrade to be completed in 2026-27.

- 4.17. **Figure 4.7** below shows where the bins and components, pallets of e-waste and child car seats (outlined in red), refrigerators (purple), tyres and aluminium can cage (outlined in green) are currently being stored, and where PVC/HDPE pipe and tyre drop-offs (outlined in yellow) are currently located.
- 4.18. The Council has an interest in ensuring a tidy site with a good aesthetic. Currently, the lack of undercover storage means that several activities are happening in a piecemeal manner. Providing this storage would allow a tidier site and a more efficient operation. In addition, having some diverted waste streams better protected will improve their resale value.
- 4.19. While the Council do not have a contractual obligation to provide on-site storage for the kerbside bins, as it is a different contract, nevertheless it will have good outcomes for the council if those bins could be stored undercover. Firstly, this will free up other space for a more efficient layout. Secondly it will assist with ensuring timely delivery to our residents, and ensuring clean and dust-free bins are delivered to new properties.



Figure 4.7: Aerial Photo of Transfer Station site showing approximate location of shed and stored items.

- 4.20. It is worth noting that the shed will be in a location that is common to all of the options, so that if the concept changes at some stage, the shed will still be in the right position.
- 4.21. It is also worth noting that the shed will be constructed of cladding materials that are in keeping with the site and surrounding developments (i.e., dark coloured colour steel), and will be appropriately screened from Lineside rd.
- 4.22. The improvements would result in an overall improvement to the functionality and appearance of the site and enable additional diversion drop-offs to be provided in some of the spaces currently used for bulk storage.
- 4.23. The SHWWP / Council could choose to instruct this advance works and allow the works to occur as scheduled above. This is recommended.

- 4.24. The SHWWP / Council could choose not to instruct this advance works and delay the works to fit in with the remaining upgrades. Due to the importance of this work, this is not recommended.

Implications for Community Wellbeing

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

Some members of the community rely on having low-cost second-hand sales available to them, and the proposed upgrades would increase the number of items that can be on-sold to our community.

The proposed “Maker Space” would provide a location for “social good” projects to be housed and run, such as the Waimakariri Bike Project and Repair Cafés, and the education centre would be available as a community facility and edible forest/community garden as well as for the facilitation of educational classes for schools, community members and community groups.

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

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are likely to be affected by or have an interest in the subject matter of this report. Water quality is a significant issue for Te Ngāi Tūāhuriri. They have not been directly consulted but it is assumed they would be supportive of improving the discharge as soon as practicable, and to the proposal to develop the wetland and spring area on the SRRP site. Staff propose to bring this matter to the Runanga meeting once the Council has approved the layout plan.

5.2. Groups and Organisations

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

5.3. Wider Community

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. Construction works are likely to cause short-term disruptions to customers and operational staff, however the outcomes will be positive over the longer term, particularly in relation to the functionality and overall look of the site.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are financial implications of the decisions sought by this report. However, the adoption of the recommended layout will not commit the Council to any specific expenditure in any particular year – rather the council will discuss the timing and staging of future expenditure as part of the LTP deliberations.

Site Upgrades

There is a total budget allowance of \$647,449 available in 2023/24: \$227,823 from the Disposal Account and \$419,626 from the Waste Minimisation. These budgets are considered sufficient to cover the existing expenditure and expected concept design and estimating fees for the overall upgrade, based on a high-level assessment.

This expenditure will be loan funded, and the bulk of the budgets have been carried over from the 2022-23 year.

The previous LTP's Budget allowances for the construction of the upgrades were based on a significantly smaller footprint, therefore these will need to be increased in the 2024-34 Long Term Plan budgets.

Staff will work with WSP to estimate rough order costs for inclusion in the first cut of the LTP budgets, but the engineering estimates will depend on the final design. Staff will bring a report to Council once the upgrade design has progressed sufficiently for cost estimates to be prepared, to inform them of the likely final costs of the upgrades.

The RRH and RRC upgrades will be loan-funded from the Waste Minimisation Account, which is funded by the Council's share of the Landfill Levy. The Transfer Station upgrade will be loan-funded out of the Disposal Account, which is funded by a mix of general rates, gate charges and a transfer from the Waste Minimisation Account.

Staff and WSP have discussed this project with the Ministry of Environment to ask if this project would be eligible for Waste Minimisation Fund (WMF) funding. The answer was positive, particularly in relation to the plans for further diversion of organic materials from landfill, and as the full costs of the upgrades have not been allowed for in the LTP. Staff plan to work with WSP to make an application to the WMF and seek co-funding for construction of the upgrades.

If this is successful, then there may be a reduction in the Council share of the construction costs. This may not be known before LTP discussions but would be known before the final cost was sought.

Stormwater improvements and storage shed

Budget allowances have been included for the design of both improvements in the 2023-24 Annual Plan (AP). The design and construction of the stormwater improvements, and the design of the storage building is budgeted in the 2023-24 AP, and construction of the storage building is budgeted in 2024-25 in the LTP.

There is a budget allowance of \$128,000 in the Disposal Account to undertake the design and construction of stormwater and other improvements at Southbrook resource recovery park in the 2023-24 financial year, which includes an \$88,000 carry-over from the 2022-23 year.

There is a total budget allowance of \$77,500 in the Disposal Account for design, obtaining a building consent and construction of the storage shed over the next two years as follows:

- i. \$9,500 for design, procurement and building consent costs in 2023/24; and
- ii. \$66,100 for construction in 2024/25.

These budgets were presented to the Council in the 23/24 Annual Plan budget round.

Should the shed design and consenting be completed in the first half of the 2023-24 year, staff could bring a report to the Council's Annual Plan deliberations to bring forward the \$66,100 allowance for building construction to 2023/24 from 2024/25.

Staff would also seek Council's approval to allocate additional budget for the stormwater improvements if current budget allowances would be insufficient to fund all construction costs.

6.2. Sustainability and Climate Change Impacts

The recommendations in this report do have sustainability and/or climate change impacts.

The proposed stormwater improvements will better ensure that potentially contaminated stormwater is not discharged into surface water.

Provision of a shed for storage of some recyclable materials under cover will ensure they are not degraded by exposure to the weather. The storage shed would also free up space and allow for more diversion drop-off facilities to be provided, e.g., for plasterboard and window glass from construction companies.

6.3 Risk Management

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

There is still a risk of further delays to this project, however staff propose to work closely with WSP and our contractors to finalise the design as early as is practicable.

There is a risk that the SHHWP / Council does not approve the recommended Option and directs staff to proceed with Option 2 or 3.

- Staff would endeavour to seek feedback from the Council to determine if they see any deficiencies in the recommended option that could be overcome through changes to the Option 1 layout, and if these cannot be overcome then Staff will instruct the consultant to commence design on the Council's approved layout.
- This process could delay the project by 2 to 3 months and brings a further risk that there will be insufficient time for the design to be completed to a point where engineering estimates could be prepared for inclusion in the 2024-34 Long Term Budgets for Council's consideration in early 2024.
- Further delays may result in the design not being sufficiently advanced to be able to seek Waste Minimisation Funding for infrastructure that will reduce landfill emissions.

There is a risk that the SHHWP / Council does not approve any of the layout options that were presented to the Utilities & Roading Committee.

- This would result in a significant delay to the upgrades while other layouts are prepared for consideration by elected members.
- The ongoing high maintenance costs will continue until the upgrades are completed, limits the number of additional materials can be diverted from landfill, and will reduce levels of service for our customers as the district grows and number the number of customers using the site continues to increase.
- Staff will only be able to provide a nominal rough-order-cost budget allowance for the capital works in the 2024-34 Long Term Budgets which is likely to be inaccurate.
- Overall construction costs would increase owing to impacts of inflation.
- Further delays may result in the design not being sufficiently advanced to be able to seek Waste Minimisation Funding for infrastructure that will reduce landfill emissions.

If the Council does not advance the stormwater works in a timely manner, the discharge may be determined to be non-compliant.

If the shed is not built in a timely manner, the site will not be operated as tidily and efficiently as could be the case and may continue to attract adverse comments about the condition of the site.

6.3 Health and Safety

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

In developing the upgrade design, staff, consultants, and contractors will work toward minimising H&S risks for customers and operators at the SRRP site.

While the proposal to construct a storage shed for storage of bin components and other recyclable materials will improve site safety, there will still be risks associated with the movement of bins within the shed, and with moving the pallets from the resource recycling area to the shed along the same access roads as customer vehicles travel, until the full upgrades are completed. The contractor will develop standard operating procedures to mitigate and minimise these risks.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

Local Government Act

Resource Management Act

Waste Management & Minimisation Plan

7.3. **Consistency with Community Outcomes**

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

Core utility services are sustainable, low emissions, resilient, affordable; and provided in a timely manner

Waste recycling and re-use of solid waste is encouraged and residues are managed so that they minimise harm to the environment.

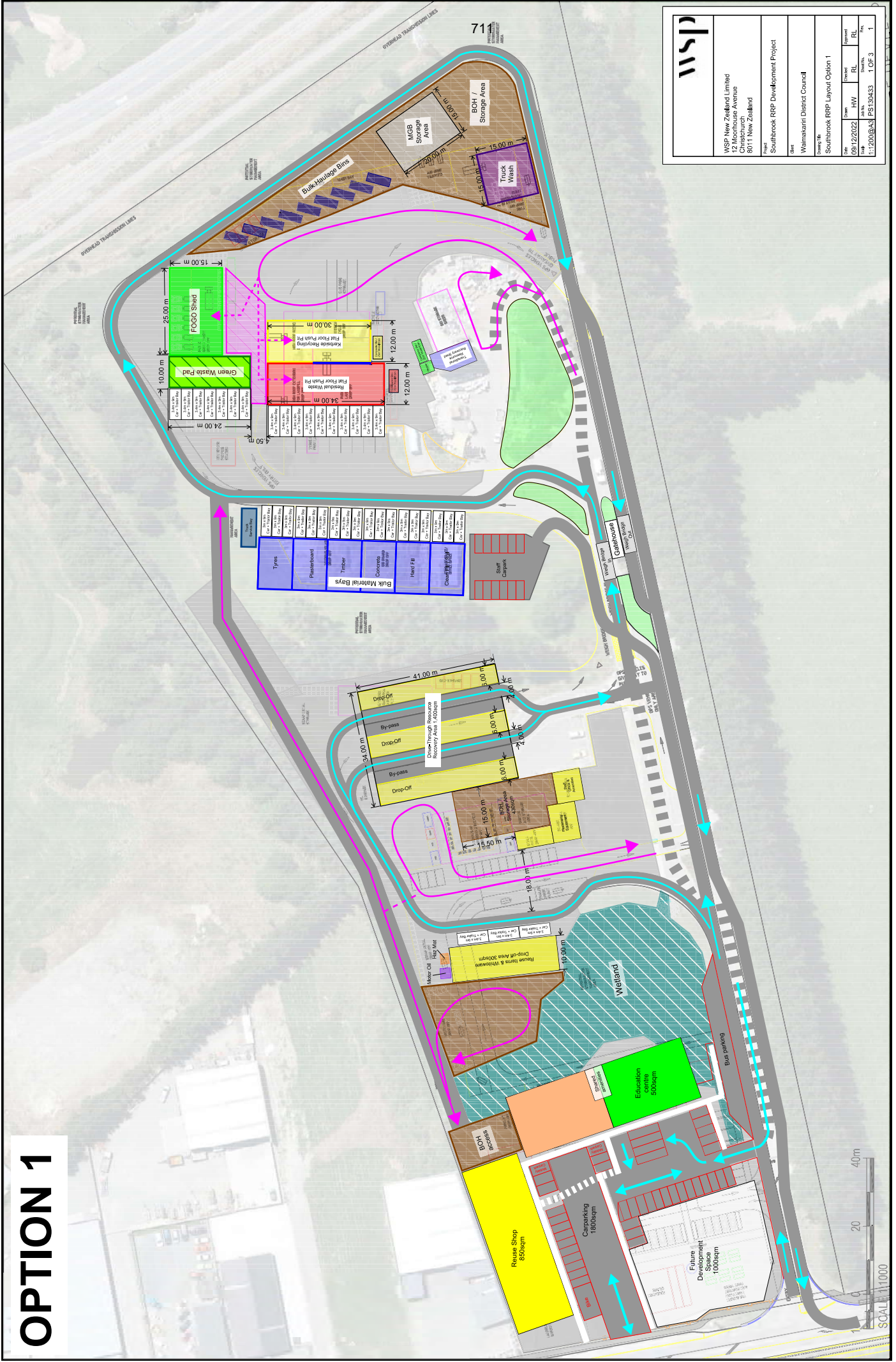
There is a healthy and sustainable environment for all

Harm to the environment from the spread of contaminants into ground water and surface water is minimised.

7.4. **Authorising Delegations**

Council has the delegated authority to approve a concept design to be taken forward to a detailed design process.

OPTION 1



wsp

WSP New Zealand Limited
12 Mairangi Drive
Christchurch
8011 New Zealand

Project: Southbrook RRP Development Project
Client: Waimakariri District Council
Drawing #: Southbrook RRP Layout Option 1
Date: 09/12/2022
Scale: 1:1000

Drawn	Checked	Approved
HW	RL	RL
Job No.	Sheet No.	Rev.
PS1305433	1 OF 3	1

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	PRELIMINARY PROPOSED PLAN	PKA	KW	KW	28/04/2021

DATE	APPROVED	DESIGNED	DESIGNED CHKD	CONV NO	PROJECT NO
03/05/2021	AS SHOWN	AS SHOWN	AS SHOWN	CONV202020	PD1859
03/05/2021	AS SHOWN	AS SHOWN	AS SHOWN	CONV202020	CONV202020
03/05/2021	AS SHOWN	AS SHOWN	AS SHOWN	CONV202020	CONV202020

PROJECT	SHEET TITLE
SOUTHBROOK RESOURCE RECOVERY PARK UPGRADES	SOUTHBROOK RESOURCE RECOVERY PARK PROPOSED SITE PLAN

PROJECT	DRAWING	SCALE	DATE ISSUED
SOUTHBROOK RESOURCE RECOVERY PARK UPGRADES	4189	1:1000	03/05/2021

PROJECT	SHEET	REVISION
SOUTHBROOK RESOURCE RECOVERY PARK UPGRADES	01	01

PROJECT	STATUS
SOUTHBROOK RESOURCE RECOVERY PARK UPGRADES	PRELIMINARY NOT FOR CONSTRUCTION

FILE: S:\PROJECTS\2020\20200606 SOUTHBROOK RRP UPGRADES\2020 SOUTHBROOK RRP UPGRADES\2020 SOUTHBROOK RRP UPGRADES\NEW SITE LAYOUT (03.05.2021).DWG

OPTION 2



wsp
New Zealand Limited
12 Merton Avenue
Christchurch
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Project: Southbrook RRP Development Project
Client: Waimakariri District Council
Drawing: Southbrook RRP Layout Option 2
Date: 09/12/2022
Job No: PS130433 2 OF 3

PRELIMINARY NOT FOR CONSTRUCTION	
DRAWING	4189
SHEET	01
REVISION	B1

SOUTH BROOK RESOURCE RECOVERY PARK UPGRADES
PROPOSED SITE PLAN

SOUTH BROOK RESOURCE RECOVERY PARK UPGRADES

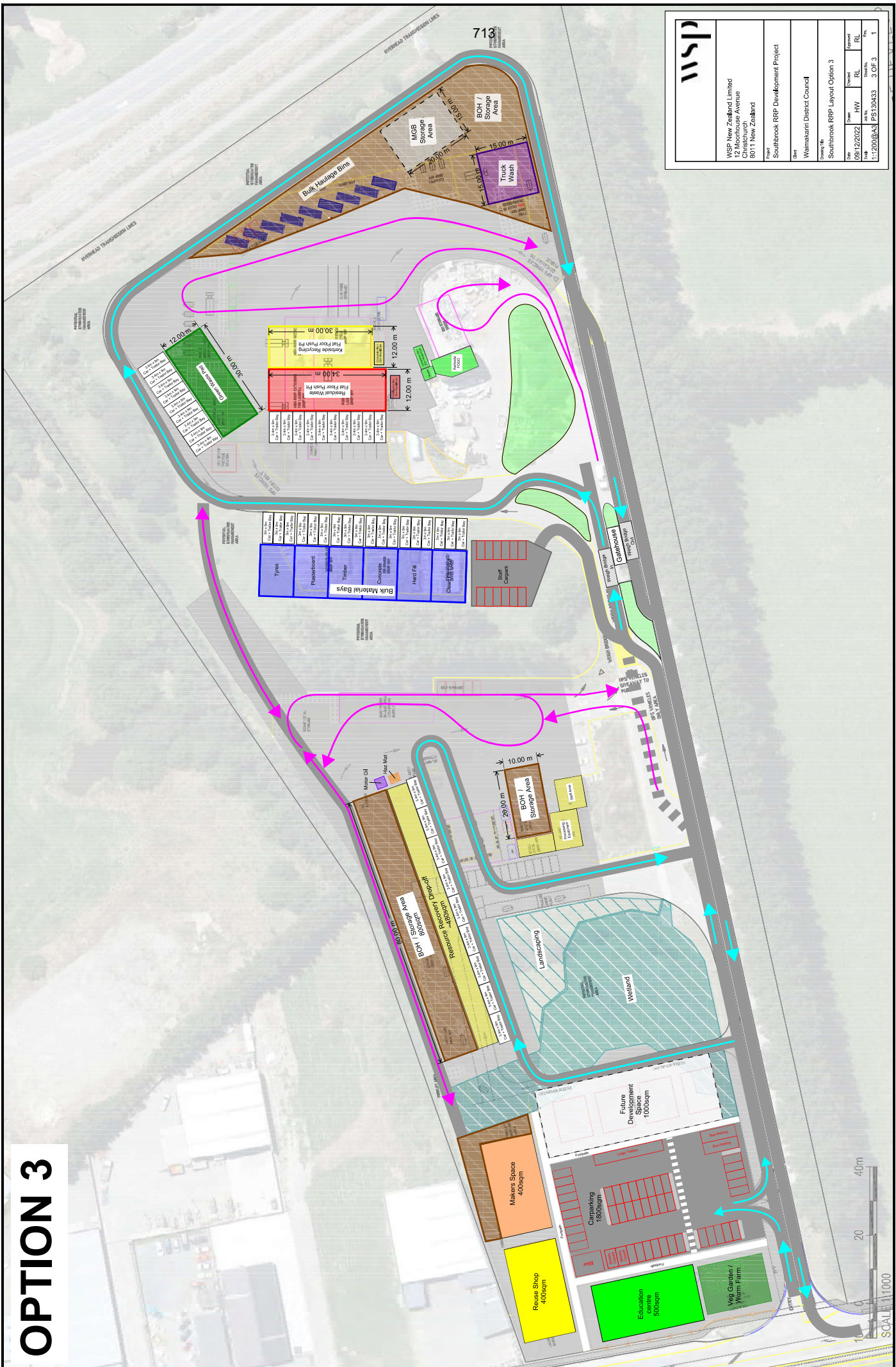


PROJECT	SOUTH BROOK RESOURCE RECOVERY PARK UPGRADES	
PROJECT No	PD1899	CON202020
CON No	CON202020	SCALE (A3)
DESIGNED	AS SHOWN	DATE ISSUED
DESIGNED CHKD	—	—
APPROVED	—	—

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	PRELIMINARY PROPOSED PLAN	PKA	KW	KW	28/04/2021

PLT DATE: 07/08/2021 FILE: S:\PROJECTS\2021\4899\001\889 SOUTH BROOK RRP UPGRADES - 2804\1\SS\2021\001 SOUTH BROOK RESOURCE RECOVERY PARK PROPOSED NEW SITE LAYOUT (B1) 01.DWG

OPTION 3



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Project: Southbrook RRP Development Project
Client: Waimakariri District Council
Drawing #: Southbrook RRP Layout Option 3
Date: 09/12/2022
Scale: 1:1,200 @ A3
Sheet: 3 OF 3

Rev	Date	By	Check	Approved
1		HW	RL	
2		PS	3 OF 3	1

PROJECT	SOUTHBROOK RESOURCE RECOVERY PARK UPGRADES
PROJECT TITLE	SOUTHBROOK RESOURCE RECOVERY PARK PROPOSED SITE PLAN
DRAWING	4189
SHEET	01
REVISION	B1

PROJECT	SOUTHBROOK RESOURCE RECOVERY PARK UPGRADES
PROJECT TITLE	SOUTHBROOK RESOURCE RECOVERY PARK PROPOSED SITE PLAN
DRAWING	4189
SHEET	01
REVISION	B1



PROJECT No	PD1899
CON No	CON02020
SCALE (A3)	AS SHOWN
DATE ISSUED	03/05/2021

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	PRELIMINARY PROPOSED PLAN	PKA	KW	KW	28/04/2021

PLT DATE: 07/08/2021 FILE: S:\PROJECTS\4000\1804\40001800\0001899 SOUTHBROOK RRP UPGRADES\40001899 SOUTHBROOK RESOURCE RECOVERY PARK PROPOSED NEW SITE LAYOUT (B1) 001.DWG

CONTRACT 21-53 SOLID WASTE FACILITIES UPGRADES

OPTIONS ASSESSMENT

JULY 2023

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Question today Imagine tomorrow Create for the future

Contract 21-53 – Solid Waste Facilities Upgrades Options Assessment

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REV	DATE	DETAILS
A	21/12/2022	Draft
B	04/07/2023	Updated Draft incorporating council feedback

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Prepared by:	Rowan Latham	03/06/2023	
Reviewed by:	Hayley White	03/06/2023	
Approved by:	Rowan Latham	04/06/2023	

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ABBREVIATIONS

C&D	Construction and Demolition (Waste)
ICI	Industrial/Commercial/Institutional (Waste)
FOGO	Food Organics Garden Organics
MGB	Mobile Garbage Bin
RRC	Resource Recovery Centre
RRH	Resource Recovery Hub
RRP	Resource Recovery Park
SRRP	Southbrook Resource Recovery Park
TS	Transfer Station
WDC	Waimakariri District Council

1 INTRODUCTION

1.1 OVERVIEW

WSP have been engaged to develop an options assessment for the redevelopment of the Waimakariri District Council's (WDC) Southbrook Resource Recovery Park (SRRP), located in Flaxton Road. See facility location in Figure 1-1 below.

This Options Assessment Report provides an evaluation of three (3) high level site layout options for the SRRP. These were developed in consultation with Council staff and in alignment with the Design Criteria outlined in phase one of this project.

This report is intended to be read in conjunction with the Design Criteria report (dated 17th August 2022), supplied as an attachment; see Appendix B.

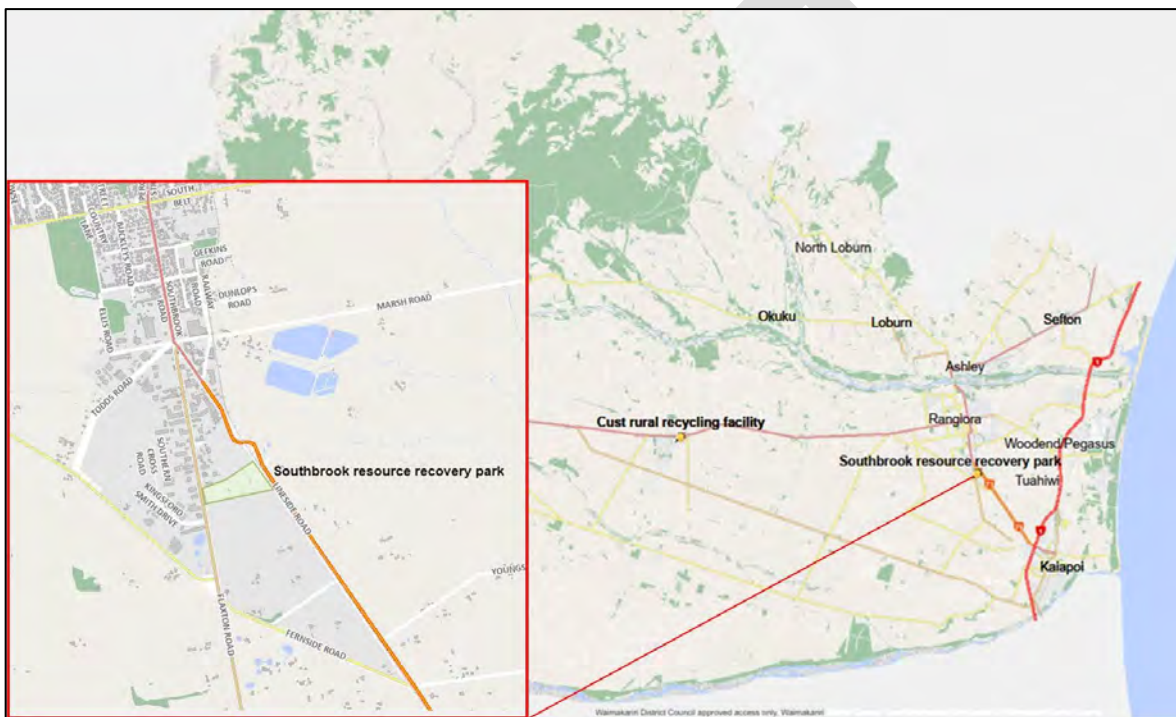


Figure 1-1 Site Location

1.2 PROJECT BACKGROUND

The Southbrook Resource Recovery Park (SRRP), located at 284 Flaxton Road, Rangiora, New Zealand, is owned by the Waimakariri District Council (WDC) and operated under contract. The SRRP provides public drop-off facilities and acts as a consolidation site for waste and resource recovery materials collected through the Council's kerbside services and other drop-off facilities. Materials received at the SRRP, are aggregated prior to transport to off-site processing and disposal sites.

The SRRP is the primary aggregation point for waste in the Waimakariri District, receiving kerbside collection materials, and commercial and residential waste streams. It also includes materials aggregated at Council's Oxford transfer station.

Annually the SRRP receives approximately 25,000 tonnes of waste materials, of which residual waste comprises 21,000 tonnes. Waste currently received at the transfer station extends from the following sources:

- Kerbside materials – 48%
- Construction and Demolition (C&D) – 19%
- Industrial/Commercial/Institutional (ICI) – 15%
- Green Waste (Landscaping) – 4%
- Residential – 14%

A list of waste materials currently managed on-site is provided in Table 1-1 below, items with a tick (✓) are recovered/diverted from landfill, items with an X are disposed to landfill (including cleanfill).

Table 1-1: Current Waste Materials

RESOURCE RECOVERY CENTRE		TRANSFER STATION
✓ Glass	✓ Alkaline Batteries	✗ General Waste
✓ Cardboard	✓ Batteries (Dry cells)	✓ Green Waste
✓ Commingled (bottle and plastic)	✓ Mobile Phones	✓ Tyres
✓ Gas Cylinders	✓ Paint	✗ Special Waste
✓ Scrap Steel (Ferrous)	✓ Waste Motor Oil (and Oil Containers)	✗ Soil
✓ Scrap Steel (Non-Ferrous)	✓ Waste Cooking Oil	✗ Timber
✓ Shop goods for resale	✓ Household chemicals	✗ Concrete (Clean)
✓ Computers & Peripherals	✓ Battery (Car)	✗ Bricks/Blue Stone/Tiles
✓ Television		✗ Mattresses
		✓ Whitegoods
		✗ Sweeper waste

The upgrade of the Southbrook Resource Recovery Park will support Council in its objectives to:

- Improving the efficiency of resource use.
- Reducing the harmful effects of waste.

The site layout options presented in this report adopt industry best practice and consider potential site constraints and available opportunities to ensure the final design is fit-for-purpose and adaptable to future requirements. Subsequent to evaluation of the high-level site layout options presented herein, it is expected that the preferred option will be developed into a detailed design for construction, noting that the likely development will be staged to accommodate WDC's long term budget planning process; available external funding; and continuation of operations throughout development works.

Site operations currently include a dedicated Resource Recovery Centre (RRC), a public Transfer Station (TS) and a weighbridge. The RRC is dedicated to the collection of household recyclable/recoverable materials. The TS includes facilities for the receipt of public general waste, green waste, tyres, and scrap metal, while also accommodating commercial facilities for kerbside waste streams. The current site arrangement also includes storage for kerbside bins associated with the Council collections contract, for which equivalent storage is to be retained in the site layout options.

1.3 FUTURE REQUIREMENTS

Future requirements, including flexibility to adapt to changes in materials and material volumes, underpin the options presented. The design for facility upgrade must accommodate existing materials; maximise opportunities for diversion from landfill; and meet future changes in material types and volumes, as influenced by changing attitudes and behaviours towards the recovery of valuable resources and increasing drivers for diversion of waste from landfill. This includes the likely impact of changes to Government policies, including changes to kerbside recycling; the introduction of extended product stewardship schemes and product bans; along with WDC's strategic objectives, which will impact the required services and areas for resource recovery activities.

In essence, the design options presented all provide an upgrade solution that is adaptive to the likely changes of a rapidly evolving waste sector and associated requirements for resource recovery and disposal services, without necessitating a significant reworking of the site layout.

Given the context of the current site, several existing requirements have been incorporated into the high-level site layout options. These include:

- Maintain public drop-off facilities for existing materials, including maximising resource recovery drop-off prior to the weighbridge where appropriate.
- Maintain one way traffic circulation, with good separation between operational and public vehicles and suitable unloading areas throughout the site.
- Maximise the diversion of recoverable materials from landfill by providing accessible and functional facilities for resource recovery.
- Development of fit for purpose and flexible/adaptable facilities, noting the considerations of extreme weather and climate change impacts.
- Maintain compliance with appropriate environmental controls, including stormwater, dust and odour.

A detailed breakdown of the site requirements is provided in the Design Criteria in Appendix B.

The overall SRRP design is to include both the core and future criteria across each site element, as described in Table 1-2 below.

Table 1-2: Core Design Criteria

DESIGN CRITERIA		SITE ELEMENT		
		RESOURCE RECOVERY HUB (RRH)	RESOURCE RECOVERY CENTRE (RRC)	TRANSFER STATION (TS)
Core Criteria	Traffic circulation	✓	✓	✓
	Separation of vehicles	✓	✓	✓
	Increase waste storage capacity	✓	✓	✓
	Maintains Compliance	✓	✓	✓
Future Criteria	Adaptable / flexible design	✓	✓	✓
	Maximises diversion	✓	✓	✓

2 DESIGN APPROACH

2.1 BEST PRACTICE DESIGN

In developing the options for overall site layout, WSP have considered existing best practice transfer station and resource recovery design to develop a site which:

- Meets community expectations and is easy to use.
- Is future ready (has capacity to grow over time and adapt to changes in industry).
- Complies with relevant legislation and regulations.
- Is environmentally and operationally safe.
- Is operationally and economically sustainable (energy and water efficient).
- Maximises recoverable (reusable) / recyclable materials.
- Allows for a continuous drive-in/drive-out approach with recycling drop-off before landfill.
- Optimises safe traffic flow (separates drop-off vehicles from collection vehicles).
- Ensures materials for re-use, recycling and resource recovery have end markets.

The Design Criteria document (see Appendix B) provides waste and population forecasts to understand both current and future requirements for the site, including the regulatory drivers and likely changes in materials over the life of the new facilities.

2.2 CORE REQUIREMENTS

Core requirements are outlined in Table 2-1, having been developed based upon the design criteria to include existing and future site requirements. Each site layout option has been assessed against these core requirements accordingly.

Table 2-1: Core Requirements

CORE REQUIREMENTS	OPTION 1	OPTION 2	OPTION 3
Enlarge and relocate Reuse Shop near Flaxton Road, improve staff facilities, and allow for more parking.	✓	✓	✓
Provide a large storage building for bulk goods and building materials.	✓	✓	✓
Accommodate an Education Centre.	✓	✓	✓
Good security: camera and alarm systems*	✓	✓	✓
Secure fencing/gates between Reuse Shop, Education Centre, and recycling and disposal areas.*	✓	✓	✓
Landscaping and stormwater management/retention areas to reduce discharges to Council's stormwater retention pond A.*	✓	✓	✓
Consolidate recycling drop-off area and enhance operational spaces: larger hardstand; use of concrete blocks to delineate bunkers (provides flexibility);	✓	✓	✓

electricity, water, and lighting for new operational spaces; provision of an area for degassing refrigeration equipment.			
Expand recycling area and increase parking and drop-off facilities.	✓	✓	✓
Separate customers from collection and servicing operations in SRRP and disposal site as much as possible (reduce conflicts).	✓	✓	✓
Continue one-way traffic flow which is consistent across site.	✓	✓	✓
Ensure all chargeable waste goes over the weighbridge and, where practical, non-chargeable materials do not go past gatehouse.	✓	✓	✓
Extend residual waste pit to allow for additional disposal bays and expand pit/shelter to provide separate area for disposal of kerbside recycling or commercial skips (enables better separation of materials for diversion).	✓	✓	✓
Replace push-pit floor.**	✓	✓	✓
Repair edge of pit wall (General Waste area).**	✓	✓	✓

**Considered, detail to be addressed in Detailed Design*

***Any redevelopment works will consider relining of pit floor - noting these works may occur prior to construction of new facility, each option utilises existing tipping floor and bulk materials bays.*

In addition to the core requirements outlined above, the design options presented also address several Council preferred additional outcomes as outlined in Table 2-2

Table 2-2: Preferred Additional Outcomes

PREFERRED ADDITIONAL OUTCOMES	OPTION 1	OPTION 2	OPTION 3
Build re-use (second-hand) shop structure to allow expansion in future (as required).	✓	✓	✓
Design new facilities in a manner which presents a good aesthetic towards Flaxton Road.	✓	✓	✓
Arrange storage buildings such that there is potential to expand towards re-use shop if needed.	✓	✓	✓
Provide spaces/buildings for community group and educational activities (e.g. bike rescue/repair).	✓	✓	✓
Provide a roof over recycling drop-off (protection for people and materials from weather exposure).	✓	✓	✓
Potential for additional weighbridge at either recycling consolidation shed or in pit extension.*	-	-	-

**Designs have considered the potential for a second weighbridge, however at this stage a second weighbridge has not been included in the options presented.*

The core design elements and their role in influencing the site layout options presented in Section 3 are detailed in Table 2-3 below. These elements have been considered in each of the site layout options to ensure overall functionality and enhanced operations across the existing facilities.

Table 2-3: Core Design Elements

SITE ELEMENT	CORE DESIGN ELEMENTS
Resource Recovery Hub	<ul style="list-style-type: none"> — Education centre — Reuse shop — Makers space (salvage workshop) — Landscaping including a possible harvest site (vegetable garden, fruit trees, worm farms etc.) — Fenced operational area (linked to Recycling Centre operational area) — Future development of buildings as required (future proofing the site)
Resource Recovery Centre	<ul style="list-style-type: none"> — Updated traffic circulation, with new entrance and one-way circulation around potential stormwater management area. — Separation of public drop-off and operational traffic, with enhanced operational area. — Provision of suitable parking and public drop-off facilities, including allowance for new materials as required.
Transfer Station	<ul style="list-style-type: none"> — Maintain public drop-off facilities as a minimum requirement — Resolve traffic circulation and keep operational and public vehicles separate where possible — Consider operational vehicle bypass and weighbridge queuing. — Resolve traffic circulation issues, including unloading areas for bulky materials/Green waste — Update site structures to manage environmental effects (e.g. enclose Kerbside Organics receipt and resolve challenges with existing kerbside recycling area) — Provide dedicated truck wash facilities for operations vehicles — Resolve stormwater issues
Traffic Circulation	<ul style="list-style-type: none"> — One way separated traffic circulation for public drop-off facilities. — Separation of public and commercial/operational flows to minimise risk to users. — Car parking requirements: <ul style="list-style-type: none"> - Dedicated car park for the Resource Recovery Hub/Education Centre. - Public drop-off areas throughout site to meet all user vehicle types (car, car and trailer, vans, light commercial vehicles). — Commercial and operational drop-off areas to accommodate commercial waste collection vehicles (Skip and Gantry trucks, Hook lift trucks, Front load trucks, Kerbside collection vehicles, flat deck and light commercial vehicles). — Appropriate separation of residential and commercial/operational vehicles including delineation of drop-off and operational routes (e.g. collection vehicle). — Early exit/change of mind points, and bypass lanes to be considered at appropriate locations throughout the facility. — Potential to include separate weighbridge for recycling drop-off.

3 UPGRADE OPTIONS

The following sections present the three (3) site layout options prepared for the SRRP, summarising the key site elements, characteristics and differences between each option.

In preparing the following site layout options, WSP has considered the design criteria and outcomes from phase one, including use of additional and under-utilised land on site where feasible. WSP has also considered previously prepared Council documentation relating to the SRRP site, including a preliminary proposed site plan (dated 28th April 2021) provided as background material. Our technical team have adopted suitable elements of this site plan and consider the three (3) site layout options presented to encompass these details along with additional requirements specified in the Design Criteria (Appendix B).

Figure 3-1 below, provides an overview of the planned area for the expansion of the SRRP.



Figure 3-1 Overview of location and site activity zones

3.1 KEY SITE ELEMENTS

The overall design of each site layout option for the SRRP comprises of the following key functional site elements:

- **Resource Recovery Hub (RRH):** This new development which will be the front-facing site element. The area will include an education centre, reuse shop, and makers-space (workshop/salvage space), providing a retail front-end to the SRRP. Within this site element, the public can shop for second-hand products, attend environmental training courses, learn about waste minimisation, and explore opportunities to repair and upcycle recovered materials – adding value and learning new skills in the process.
- **Resource Recovery Centre (RRC):** This site element will deliver an updated RRC, which maximises opportunities to drop-off reusable and recyclable materials for free. Site layout options will separate operational and public traffic and ensure appropriate parking and traffic circulation to facilitate easy unloading of materials and minimise queuing.

- **Transfer Station (TS):** This site element will deliver an updated TS which prioritises a one-way traffic flow; separate operational and public areas and vehicles; and ensure opportunities for materials recovery are maximised prior to disposal. Facilities will facilitate easy unloading and include suitable manoeuvring spaces and clear directions of travel. For operations, the new design will enhance useability with dedicated storage and truck wash facilities and, importantly, enclose existing receival areas to reduce potential for dust, odour, and negative stormwater impacts.

The sequencing of these key elements will place the Resource Recovery Hub along the site frontage off Flaxton Road, with the Resource Recovery Centre central to the site (before the weighbridge), and finally placing the Transfer Station at the back of the site. The arrangement of these core elements aims to maximise opportunities for diversion of waste from landfill by providing free drop-off facilities prior to progression via the weighbridge to the dedicated disposal areas within the transfer station. Where feasible, these key site elements expand upon existing site operations and infrastructure.

The following table outlines the site infrastructure to be provided at minimum within each key site element.

Table 3-1: Minimum Site Infrastructure Requirements

SITE ELEMENT	SITE INFRASTRUCTURE
Resource Recovery Hub	<ul style="list-style-type: none"> — Education centre — Reuse shop — Makers space — Fenced operational area (linked to Recycling Centre operational area) — Future development space (future proofing the site) — Traffic circulation space with dedicated bus, mobility, bicycle, car, and car-with-trailer parking
Resource Recovery Centre	<ul style="list-style-type: none"> — Drive through recycling area — Back-of-house material processing and storage — Staff amenities — Hazardous waste storage
Transfer Station	<ul style="list-style-type: none"> — Bulk material bays — Residual waste push pit — Kerbside recycling push pit — Green waste pad — Kerbside Organics (FOGO) shed — Bulk haulage bin storage area — MGB storage area — Truck wash facility — Back-of-house storage area
Other	<ul style="list-style-type: none"> — Gatehouse — Weighbridge — Staff carpark

3.2 OPTION 1

Option 1 provides a site layout which prioritises one-way traffic flow and incorporates more flexible site infrastructure solutions and placement.

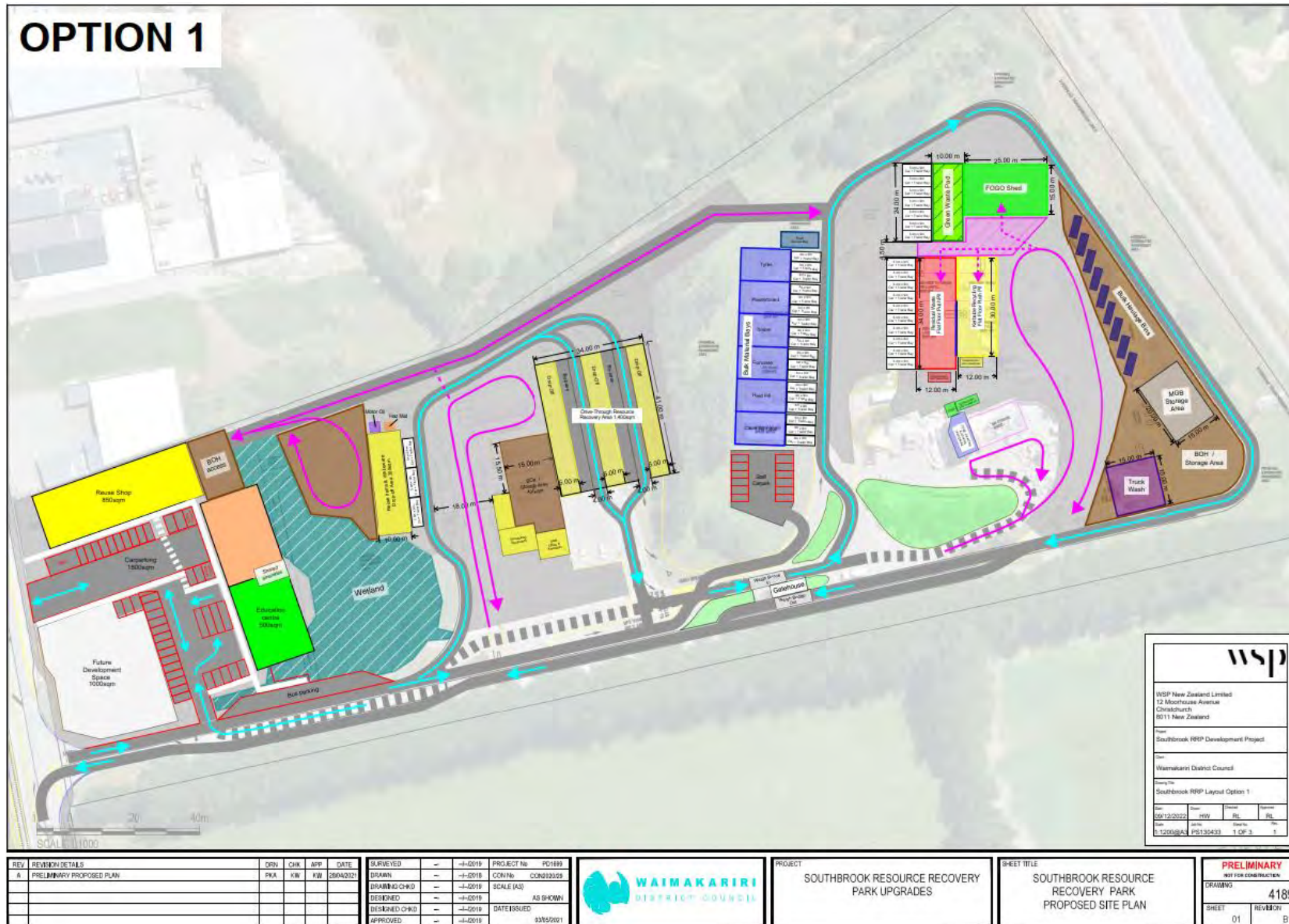
The Resource Recovery Hub is orientated towards Flaxton road, providing a commercial location separate from drop-off facilities. The building arrangement connects well with operational access and the existing wetland, providing space and scenic outlook to the education centre, which connected to the makers space provides for flexible arrangements and agile uses of the combined space. Entry to the resource recovery hub is directly from Flaxton road with additional entry only from the existing SRRP access road. The arrangement also allows approximately 1,000 square meters (sqm) of future development space at the front of the site.

The enhanced Resource Recovery Centre includes a dedicated public traffic circulation road, with initial drop-off facilities for reusable items, whiteware and hazardous substances. Vehicles then progress through a multi-lane drive-through resource recovery area for easy unloading of recycling materials before re-entering the SRRP access way at the current location (ahead of the weighbridge and Transfer Station facilities). The arrangement has good operational traffic circulation, including bypass lanes and a separate queuing lane for the weighbridge and makes use of existing structures for back of house operations.

The Transfer Station layout provides separate public and operational traffic circulations, with public vehicles following an exterior one-way loop. The design includes increased bulky materials drop-off in the existing green waste area, a dedicated green waste drop-off area and additional vehicle drop-off bays for general waste than compared to current arrangement. Back of house, operations are supported by dedicated flat-floor push pit structures for kerbside recycling and organics (FOGO), with an extension to the existing refuse shed to provide additional vehicle drop-off bays. Kerbside waste streams are dropped off within dedicated facilities, with the existing recycling building available as a transitional space. The design also provides dedicated bin storage areas, staff car park and location for truck wash facilities.

See Figure 3-2 below (All site layout options also included in Appendix A).

Figure 3-2: Option 1 layout



3.3 OPTION 2

Option 2 provides a site layout which prioritises the separation of public and operational areas, with a complete back of house (BOH) access road running along the northern boundary of the site for site operations and collection vehicles.

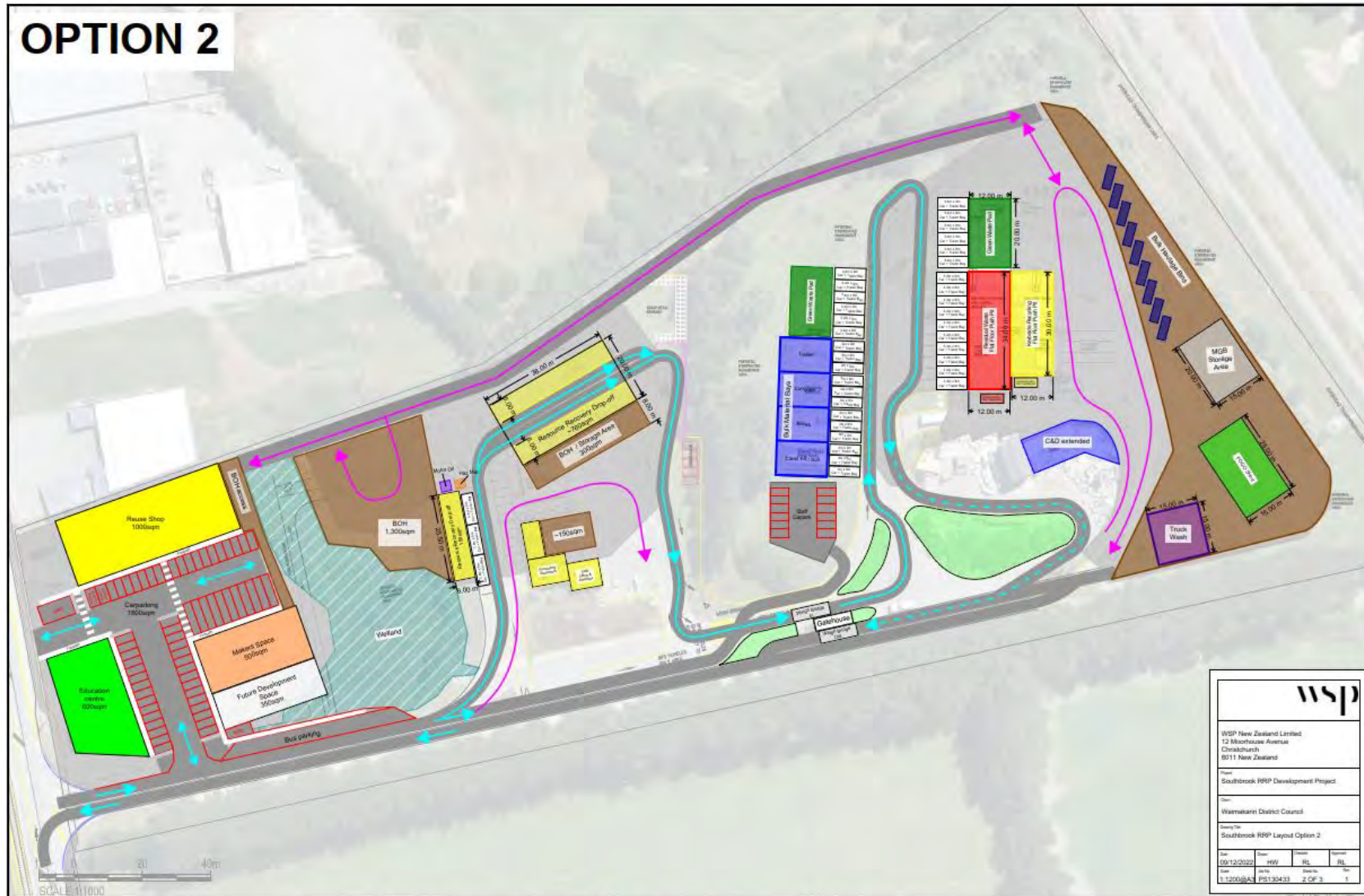
The Resource Recovery Hub is orientated towards Flaxton road, with Education Centre and Reuse Shop positioned at the front of the site. Access is from both Flaxton Road and the SRRP access road, with makers space and smaller (350sqm) future development space adjacent to the wetland area.

The enhanced Resource Recovery Centre utilises the existing entry and exit locations, with a separate operational traffic circulation road. The layout is similar to option 1 with an initial drop-off area for reusable items, whiteware and hazardous goods, followed by a multi-lane resource recovery drop-off area. However, in this case the multi-lane drop-off area runs from west to east, has slightly less vehicle capacity, and does not incorporate by-pass lanes like that of option 1.

The Transfer Station layout provides separate public and operational traffic circulations, with public vehicles following a keyhole loop, formalising one way access within existing entry and exit locations. The key-hole loop better provides for better practice layout with drop-off of all resource recovery materials (i.e., soil, bricks, concrete, timber, green waste) before residual waste (landfill) disposal. The design includes two areas for green waste drop-off – providing greater operational flexibility, with additional bulky materials recovery provided around the existing recycling shed on an extended exit loop. Like Option 1, this arrangement includes dedicated flat floor push pit structures for kerbside recycling and an extension to the existing refuse shed. An additional structure for kerbside organics is planned in the southeast corner of the TS operations area. This option provides an easy connection to back of house operations for RRH and RRC areas but will require a crossover post weighbridge for incoming operations and outgoing public traffic. As with Options 1 and 3, truck wash and bin storage are included along with dedicated staff carparking provided adjacent to the weighbridge before the bulky materials drop-off area.

See Figure 3-3 below.

Figure 3-3: Option 2 layout



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A	PRELIMINARY PROPOSED PLAN	PKA	K/W	K/W	28/04/2021

SURVEYED	-	--2019	PROJECT No	PD189
DRAWN	-	--2019	CON No	CON20209
DESIGNED	-	--2019	SCALE (AS)	AS SHOWN
DESIGNED CHKD	-	--2019	DATE ISSUED	
APPROVED	-	--2019		03/05/2021



PROJECT
SOUTHBROOK RESOURCE RECOVERY PARK UPGRADES

SHEET TITLE
SOUTHBROOK RESOURCE RECOVERY PARK PROPOSED SITE PLAN

PRELIMINARY	
DRAWING	
4189	
SHEET	REVISION
01	B1

3.4 OPTION 3

Option 3 provides a site layout which prioritises operational circulation and includes a new dedicated entry for the RRC.

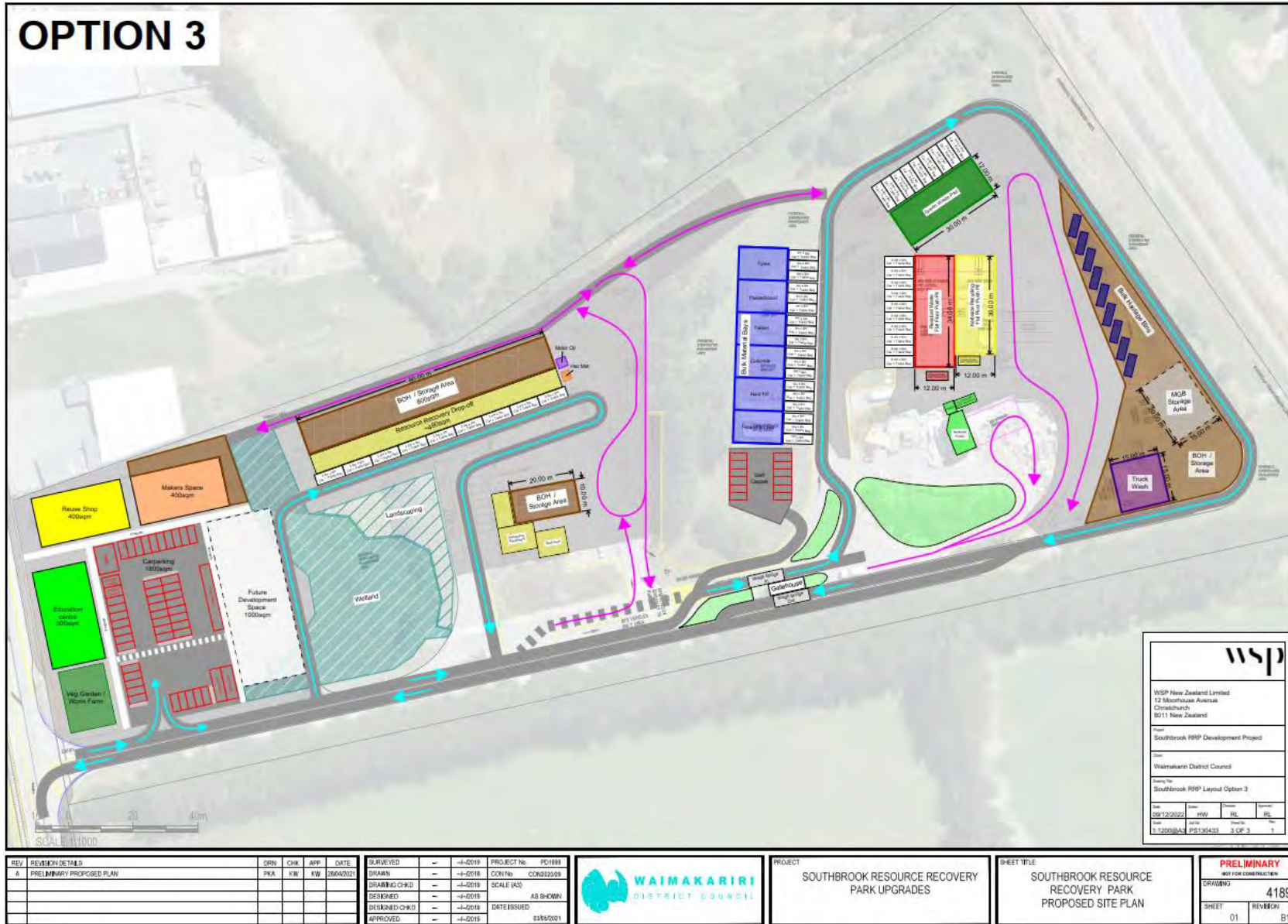
The Resource Recovery Hub is orientated towards the SRRP access road, with Education Centre and Reuse shop positioned at the front of the site with good connections to the makers-space and back of house areas. Future development space of approximately 1,000sqm is provided adjacent to the wetland area and new access into the RRC.

The Resource Recovery Centre is accessed by a new one-way circulation road for public vehicles (to the western end of the wetland), with a linear (single lane) resource recovery drop-off area running west-east toward the northern boundary of the site. At 80 meters in length this provides similar capacity to Option 2 but approximately half the drop-off space provided in Option 1. Importantly, this option does not provide a separate drop-off area for reuse items and whiteware. Rather these materials are managed within the linear resource recovery drop-off area. As such, Option 3 does not provide as much material storage and back of house areas as Options 1 and 2. However, the design does provide an enhanced back of house circulation with direct connection between existing buildings and back of house access to RRH and drop-off facilities. In this design public traffic exits at the current RRC entry point, with the current exit dedicated to operations vehicles only. This exit arrangement also provides for some additional vehicle queuing length before the weighbridge/gatehouse facility compared to Options 1 and 2.

The Transfer Station layout provides separate public and operational traffic circulations, with a similar traffic circulation to Option 1. Green waste is dropped off via a dedicated open-air pad to the north of the site, with separated kerbside organics management within the existing kerbside recycling shed location as part of an operations only internal circulation. As with Options 1 and 2, truck wash and bin storage are included along with dedicated staff carparking provided adjacent to the weighbridge before the bulky materials drop-off area.

See Figure 3-4: Option 3 layout below.

Figure 3-4: Option 3 layout



3.5 FACILITY SIZING

The necessary facility sizing has been developed based on the Criteria for Design prepared by WSP in August 2022, with proposed site infrastructure sized based on existing facilities in Australia and New Zealand. The criteria takes into account the likely future demand for the facilities, including population projections and changing requirements for waste services over time with an overall diversion target of 17,000 tonnes of the total 35,700 tonnes expected to be handled in 2050.

The Design approach considers the future requirements for the site, including flexibility to adapt to changes in materials and materials volumes without requiring a significant reworking of site layout. The approach therefore considers the flexibility of design to accommodate the likely changes of a rapidly evolving waste sector.

3.5.1 RESOURCE RECOVERY HUB

The concept design (Option 1) provides a dedicated activity area for Resource Recovery Hub at the front of the site, with independent access off Flaxton Road.

Facilities are arranged around a central carpark and traffic circulation which includes carparking for vehicles with trailers and additional access for busses and vehicles exiting the site - via the main site access.

Indicative spacing has been allowed for the following facilities, noting that subject to final design the initial buildings constructed could be smaller than each allowed space – noting this also allows for landscaping and future expansion.

Table 3-2: Resource Recovery Hub - Spatial requirements

SITE ELEMENT	SITE INFRASTRUCTURE	ALLOWED SPACE
Resource Recovery Hub	Reuse shop <ul style="list-style-type: none"> - Located to the North of the Site, this location allows for good street frontage and back of House access. - Re-use shop area reflects that of a small warehousing facility or second-hand shop, providing large open space that can be easily retrofitted to display reusable goods for sale and modified with ongoing turnover of items. 	850m ²
	Education centre <ul style="list-style-type: none"> - Located on the East side of the carpark and adjoining the Makers space (workshop space) the Education centre is proposed as a flexible space which allows for use for workshops as required, shared facilities with Makers space. - The location of the Education facility is intended to capitalise on the development of greenspace (wetland) immediately to the East of the building. 	500m ²
	Makers space <ul style="list-style-type: none"> - Located to the south of and adjoining the Education space, the Makers space is proposed to be dividable workshop space which can be adapted as required, includes shared facilities with education centre. 	500m ²
	Future Development Site <ul style="list-style-type: none"> - The arrangement allows for a future development area. This could be grassed in the immediate term or used for a demonstration community garden. Future 	1000m ²

	uses could be an extension for Resource Recovery activities, additional car parking, or a separate commercial activity.	
Total Area	Total area inclusive of carparking, circulation and the above facilities.	6,350m ²

3.5.2 RESOURCE RECOVERY CENTRE

The expanded Resource Recovery Centre developed in Option 1 below, utilises the existing entrance and exit points but includes an updated circulation, new drop-off facilities for re-usable materials and a drive through drop-off for recycling materials. It also includes updated use of existing structure for storage and staff facilities.

Table 3-3: Resource Recovery Centre - Spatial requirements

SITE ELEMENT	SITE INFRASTRUCTURE	ALLOWED SPACE
Resource Recovery Centre	Reusable items and bulky recycling drop-off <ul style="list-style-type: none"> - Located along the Western edge of the RRC area, this location allows for three dedicated drop-off vehicle bays and for customers to unload reusable materials prior to entering the recycling drop-off area. - Provides a large flat pad area for temporary storage of bulky reuse items such as furniture, toys, and gardening tools, prior to being transferred to the Reuse shop. 	300m ²
	Drive Through RRC <ul style="list-style-type: none"> - Provision of a 41x34m hardstand area with multiple lanes for recycling materials drop-off. - The orientation of the drive through lanes is North to South, with vehicles exiting the site and either continuing to the Transfer Station or exiting the site. - Facility is proposed to include two drive-through lanes which can accommodate up to approximately 8 parked vehicles at any one time. 	1400m ²
	Back of House/storage area <ul style="list-style-type: none"> - Located in the centre of the traffic circulation the design allows for a fenced storage area (approx. 450m²) and dedicated Back of House processing and staff facilities within the existing structures. 	650m ²
Total Area	Total area inclusive of carparking, circulation and the above facilities.	7,500m ²

3.5.3 TRANSFER STATION

The redevelopment proposed in the existing Transfer Station area will provide a safer and more accessible circulation, with dedicated parking for materials drop-off. Public vehicles will follow a one-way circulation with Drop-off bays for bulky materials on the left and extension of existing drop-off bays for refuse on the right hand side., A new dedicated green waste pad will also be added, with dedicated carparks for unloading. Back of House operations will expanded to include an extension of the existing refuse shed, co-location of a new recycling shed and development of a new FOGO shed for the drop-off and consolidation of kerbside waste streams. A truck wash area and dedicated storage for transport units and contractor equipment including a shed to house replacement bins are also planned. Existing Recycling shed and contractor storage areas can be used to support staged implementation and new waste streams over the life of the facility.

Table 3-4: Transfer Station - Spatial requirements

SITE ELEMENT	SITE INFRASTRUCTURE	ALLOWED SPACE
Transfer Station	Public Circulation and waste drop-off <ul style="list-style-type: none"> - One way traffic circulation around the public drop-off with 35 carparks across the site. Provision of dedicated drop off areas for each materials type and extension of the existing car parking for General Waste Drop-off will facilitate ease of access and site circulation. 	7,000m ²
	Operational area <ul style="list-style-type: none"> - Includes Back of House circulation and landscaping. Key structural elements include: 400m² for General Waste, 360m² for Recycling and a 375m² structure for receipt of Kerbside organics. Additional elements include a 250m² green waste pad, 300 m² storage shed and allowance for onsite truck wash (225 m²) and staff carparking. - The orientation of the drive through lanes is North to South, with vehicles exiting the site and either continuing to the Transfer Station or exiting the site. 	9,000m ²
Total Area	Total area inclusive of carparking, circulation, the above facilities, and operational linkages with RRH and RRC areas.	17,500m ²

3.6 CUSTOMER JOURNEY

Under each option WSP recommends a design which incorporates best practice approaches towards facility arrangement, primarily this includes prioritisation of free and accessible facilities to the front of the site, with users requiring paid disposal services the only one to access the transfer station element of the design.

A summary of each user journey is described in

Table 3-5 below, with a schematic markup for one option (Option 1) shown in Figure 3-8 (Appendix C1).

Table 3-5: Customer Journey

ID	CUSTOMER JOURNEY	RESOURCE RECOVERY HUB	RESOURCE RECOVERY CENTRE	TRANSFER STATION
A	Customers visiting the Re-use shop, education centre, or makers workshops only (may be outside of Drop-off hours), includes travel by car and bus.	✓	x	x
B	Customers visiting the Re-use shop, education centre, or makers workshops only (may be outside of Drop-off hours), includes travel by bicycle and pedestrians), allows for limited drop-off of recycling (RRC Facilities for household materials)	✓	x	x
C	Customers with recycling and/or general waste only	x	✓	✓

D	Customers with green waste, C&D materials and general waste only	x	x	✓
E	Customers with general waste or recycling and wishing to visit shop education centre post drop-off	✓	✓	✓
F	Council collection vehicles	x	x	✓

3.6.1 RESOURCE RECOVERY HUB

This approach enables a resource recovery hub which is both accessible (ideally with a separate entry as per options 1 and 2) and can be operated independently of the Council run resource recovery facilities. This provides greater flexibility for a variety of uses (and tenancies), including use outside of typical operational hours. Locating the resource recovery hub at the front of the site provides the street frontage and visual amenity related to a retail complex rather than a waste management facility. This site arrangement encourages a shift from the traditional linear disposal practices to a more circular approach where resources are valued, with opportunities for education, workshops and retail facilities to add value to recovered materials.

Customers accessing the resource recovery hub may have waste materials to dispose of (in which case they would progress further into the site) or may only attend the resource recovery hub for the purposes of purchasing second hand goods, attending a makers workshop, contributing to a community repair program, or attend an environmental training session in the education area. The inclusion of flexible spaces and room for future development will provide council with a high degree of flexibility to adapt these spaces, as demand for services change over time.

The inclusion of pedestrian and bicycle access (and storage), along with integration of available greenspace and landscaping will ensure the resource recovery hub is both multi-modal and attractive to visitors.





Figure 3-5: Facility Examples (Logan Recycle Market with incorporated Café, Albury Resale Shop)

3.6.2 RESOURCE RECOVERY CENTRE

Customers with recycling only to drop-off can bypass the resource recovery hub and enter the improved Resource Recovery Centre (RRC), this area provides a free drop-off facility where customers can deposit reusable items such as furniture and building materials along with household recycling, hazardous substances and bulk recycling (e.g. whiteware). The one-way circulation supports easy trailer access and provides customers with good traffic flow and way finding to ensure ease of movement across the activity area.

Pedestrians or people travelling by bicycle will be able to access free recycling services in the Resource Recovery Hub, to reduce the need to travel further into the site or mix with cars and heavier vehicles.

Residents with both recycling and rubbish will be encouraged to pack recycling on top of their loads and unload these materials for free in the RRC prior to entering the Transfer Station area, where paid disposal is managed via the public weighbridge and kiosk. This financial incentive will continue to support WDC's drivers for diversion from landfill and represent cost savings to residents by maximising free drop-off services.



Figure 3-6: facility Examples (Albury Recycling Centre)

3.6.3 TRANSFER STATION

The Southbrook Transfer Station element sits at the rear of the site, customers can either first attend the RRH or RRC before travelling on to the Transfer Station, or travel directly to this part of the site.

The site arrangement includes suitable queuing prior to entering the facility weighbridge, customers then follow a one-way circulation with dedicated areas for prescribed materials (e.g. green waste, construction and demolition materials, general waste). The proposed layouts include additional parking bays and circulation space to improve the movement of traffic through the site.

The proposed designs each extend the covered areas within the site, including a new facility for Back of House operations including kerbside unloading of Organics and Recycling.



Figure 3-7: Facility Examples (Albury Residual Waste Facility, Molendinar shallow Residual Waste Push Pit).

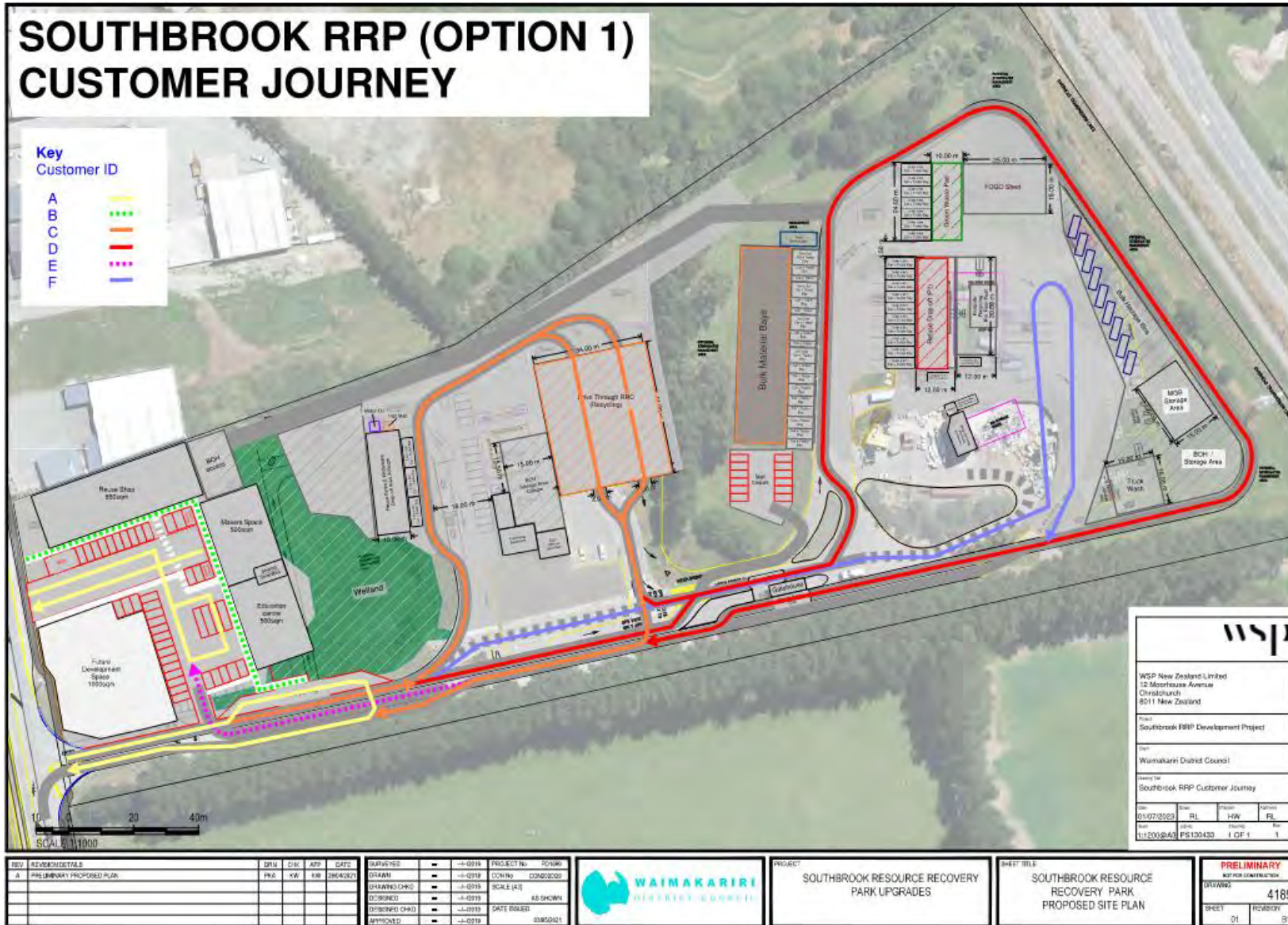


Figure 3-8: Journey by customer type

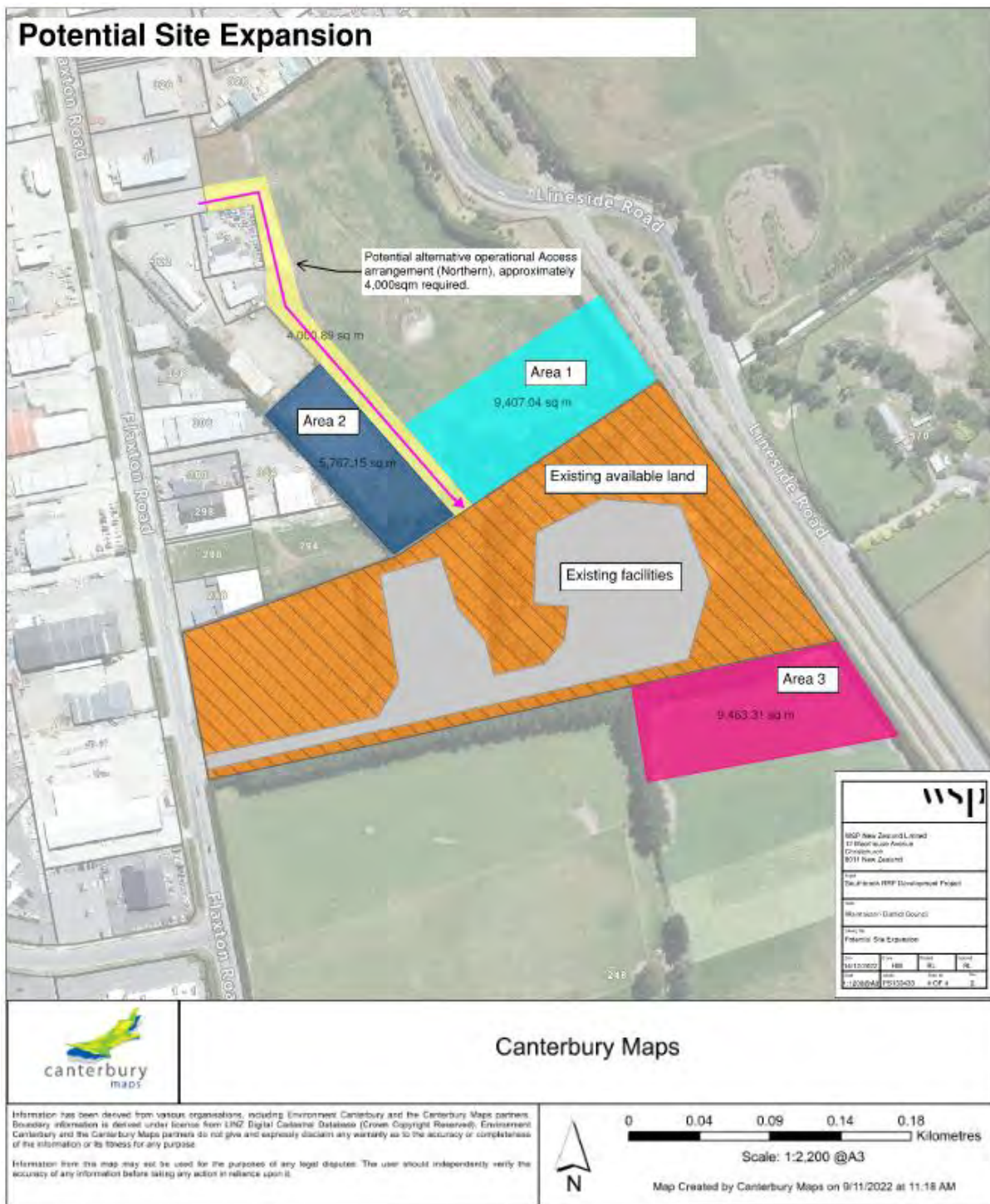
3.7 POTENTIAL SITE EXPANSION

In addition to the facilities described above, the council has also signalled the need for flexibility to meet future requirements for the site, within the Resource Recovery Hub/Education Centre, this includes allowance for future development onsite, and building orientation and design that accommodates future expansion.

Opportunities for this expansion may be considered to the North and South of the current site (including proposed 10m Buffer (Figure 3-1)).

1. **Potential additional expansion area to the North of the site.** It is understood that land immediately adjacent to the sites northern boundary may be available on commercial terms, if so, the purchase of approximately 9,500sqm plus access connecting to Ryans Place or via Lineside Road would also be required. The addition of such land would provide WDC with a significant opportunity to:
 - Separate Commercial/Operational traffic and public access (by developing a commercial only entrance and separate weighbridge).
 - Allow for the expanded waste processing including for example development of a Construction and Demolition waste recovery facility which, whether operated by council or leased, could support Council's objectives to recover valuable materials within this waste stream and further improve diversion from landfill.
 - Provide additional facilities rather than act as an exchange for existing land earmarked for the Resource Recovery Hub functions, this is because of the relative value of the Flaxton Road frontage and sequencing of facilities that aligns with best practice design.
2. **New opportunities for like services.** Development of an additional northern access road (described above) could create a parcel of approximately 5,500 sqm, adjacent to the space identified above. This site could house a related activity or be included in further SRRP expansion as required.
3. **Potential additional expansion area to the South of the site.** This potential area, to the South of the 10m buffer landscaping strip in Figure 3-9, is not committed to by Council. This potential area may be considered for expansion of SRRP, subject to the land becoming available for sale. This area is not intended to form part of the subject project area, however the project team are to be aware this area may be activated in future and not put in place arrangements which would restrict site development such as preventing vehicle access (consider access requirement for b-double vehicles).

Figure 3-9: Potential Site Expansion



As per commentary in the Design Criteria, all future expansions should consider potential competing land-uses in the area, noting that the adjacent property is currently undeveloped, but this could change without notice.

4 OPTIONS ASSESSMENT

In line with Council preferences and initial design criteria, the following objectives (see Figure 4-1) were selected to form the basis of the Multi-Criteria Analysis (MCA). Each site layout option was evaluated against these objectives to test the suitability of the design. The results of the MCA are summarised in Figure 4-2 below.

Figure 4-1: MCA Design Criteria

DESCRIPTION	OBJECTIVES
Separation of operations and public vehicles	All operational vehicles are separate from public at point of exiting/pedestrian elements, traffic bypass for ops vehicles, separate access
Traffic circulation and vehicle capacity	maintains one-way traffic, minimises crossover, minimises queuing, ensure only chargeable materials go over weighbridge
Back of house circulation between elements	Accessible and efficient operational areas, connectivity between areas, safe separation/minimises intervention controls, maximises storage facilities
Allows for second access/weighbridge	Design integrates future access, allows for additional activities, second weighbridge
Adaptable (to changes in industry markets and spaces) & maximises diversion	Flexible spaces, adaptive structures, changes in materials/processes, alignment with best practice
Can be staged (e.g. 10 year development programme)	Design layout supports staged delivery of priority elements, maintains operations, aligns with WMF criteria, Ability to enclose existing facilities.
Allows for future growth	Design improves existing capacity. Allows capacity to expand, suitable buffers, network capacity (allows for increased utilisation)
Use of existing assets	Efficient design, maximises use of existing infrastructure
Is aesthetically pleasing, customer experience	Flaxton Road interface, screening, distances of travel, additional unloading bays, shelter. Wetland integration
Pedestrian access	Prioritises pedestrian access, bike parking, accessible facilities, staff parking, maintains line of site with public during TS drop

Figure 4-2: MCA Southbrook RRP

MCA - Southbrook Options Assessment

Project Name: Southbrook RRP Upgrade
 Date: 14/12/2022
 Project Number: 6-DQ658.00
 Revision: 1

Scoring	
Exceeds	5
Complies	4
Largely complies	3
Minor discrepancy	2
Fails to comply	1



Criteria	Description	Objectives	Criteria Weighting	Option 1			Option 2			Option 3		
				RRH	RRC	TS	RRH	RRC	TS	RRH	RRC	TS
1	Separation of operations and public vehicles	All operational vehicles are separate from public at point of exiting/pedestrian elements, traffic bypass for ops vehicles, separate access	40%	5	3	5	4	3	4	4	4	5
2	Traffic circulation and vehicle capacity	maintains one-way traffic, minimises crossover, minimises queuing, ensure only chargeable materials go over weighbridge		4	5	5	4	4	4	4	4	5
3	Back of house circulation between elements	Accessible and efficient operational areas, connectivity between areas, safe separation/minimises intervention controls, maximises storage facilities		5	4	4	4	4	5	4	4	4
4	Allows for second access/weighbridge	Design integrates future access, allows for additional activities, second weighbridge		5	4	3	3	4	4	5	3	3
5	Adaptable (to changes in industry markets and spaces) & maximises diversion	Flexible spaces, adaptive structures, changes in materials/processes, alignment with best practice	40%	5	5	4	3	5	5	4	5	4
6	Can be staged (e.g. 10 year development programme)	Design layout supports staged delivery of priority elements, maintains operations, aligns with WMF criteria, Ability to enclose existing facilities.		4	5	4	4	5	4	4	5	3
7	Allows for future growth	Design improves existing capacity. Allows capacity to expand, suitable buffers, network capacity (allows for increased utilisation)		5	4	5	3	4	4	5	3	4
8	Use of existing assets	Efficient design, maximises use of existing infrastructure		3	4	4	3	4	4	3	3	4
9	Is aesthetically pleasing, customer experience	Flaxton Road interface, screening, distances of travel, additional unloading bays, shelter. Wetland integration	20%	5	4	3	4	3	3	3	2	3
10	Pedestrian access	Prioritises pedestrian access, bike parking, accessible facilities, staff parking, maintains line of site with public during TS drop		5	5	4	4	4	4	5	3	3
Total				46	43	41	36	40	41	41	36	38
				92%	86%	82%	72%	80%	82%	82%	72%	76%
				87%			78%			77%		

5 RECOMMENDATIONS

Having the highest overall score in the MCA, Option 1 site layout is recommended to be progressed through to detailed design. This site layout best reflects Council preferences discussed to date, and more closely aligns with best practice Resource Recovery Centre design. It combines additional capacity with functional spaces to cater to future requirements, and importantly allows for a staged implementation.

While Option 1 resulted in the best overall MCA score, it is noted that some design and infrastructure layout aspects of Options 2 and 3 may prove to be more operationally efficient and flexible. As such, it is anticipated that the Option 1 site layout may incorporate minor changes to the overall design as it is developed.

Option 1 provides opportunities to utilise additional land to the North or South of the site, noting the potential purchase and additional access to the north of the site should be considered by Council, as this opportunity would allow council to further enhance its resource recovery capacity through the development of a dedicated Construction and Demolition (C&D) facility. The added benefit of an additional access would allow further separation of operational and public access with a dedicated operational weighbridge highly recommended.

The implementation of all options could be supported by a Waste Minimisation Fund application, with strong alignment given the focus on organics recovery in the current funding round. It is recommended that Council progress discussions with the Ministry for the Environment on progressing a funding application for the Southbrook site, noting the potential for up to fifty percent of costs being met through this Government funding mechanism.

APPENDICES

DRAFT

A1 CONCEPT DRAWINGS

Southbrook RRP_Option 1.PDF

Southbrook RRP_Option 2.PDF

Southbrook RRP_Option 3.PDF

DRAFT


WSP
Project No
564564
56145641

OPTION 1

746



SCALE 1:1000



WSP New Zealand Limited
 12 Moorhouse Avenue
 Christchurch
 8011 New Zealand

Project
 Southbrook RRP Development Project

Client
 Waimakariri District Council

Drawing Title
 Southbrook RRP Layout Option 1

Date	Drawn	Checked	Approved
09/12/2022	HW	RL	RL
Scale	Job No.	Sheet No.	Rev.
1:1200@A3	PS130433	1 OF 3	1

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	PRELIMINARY PROPOSED PLAN	PKA	KW	KW	28/04/2021

SURVEYED	—	—/—/2019	PROJECT No	PD1899
DRAWN	—	—/—/2018	CON No	CON2020/29
DRAWINGS CHKD	—	—/—/2019	SCALE (A3)	AS SHOWN
DESIGNED	—	—/—/2019	DATE ISSUED	03/05/2021
DESIGNED CHKD	—	—/—/2019		
APPROVED	—	—/—/2019		



PROJECT
 SOUTHBROOK RESOURCE RECOVERY
 PARK UPGRADES

SHEET TITLE
 SOUTHBROOK RESOURCE
 RECOVERY PARK
 PROPOSED SITE PLAN

PRELIMINARY
 NOT FOR CONSTRUCTION

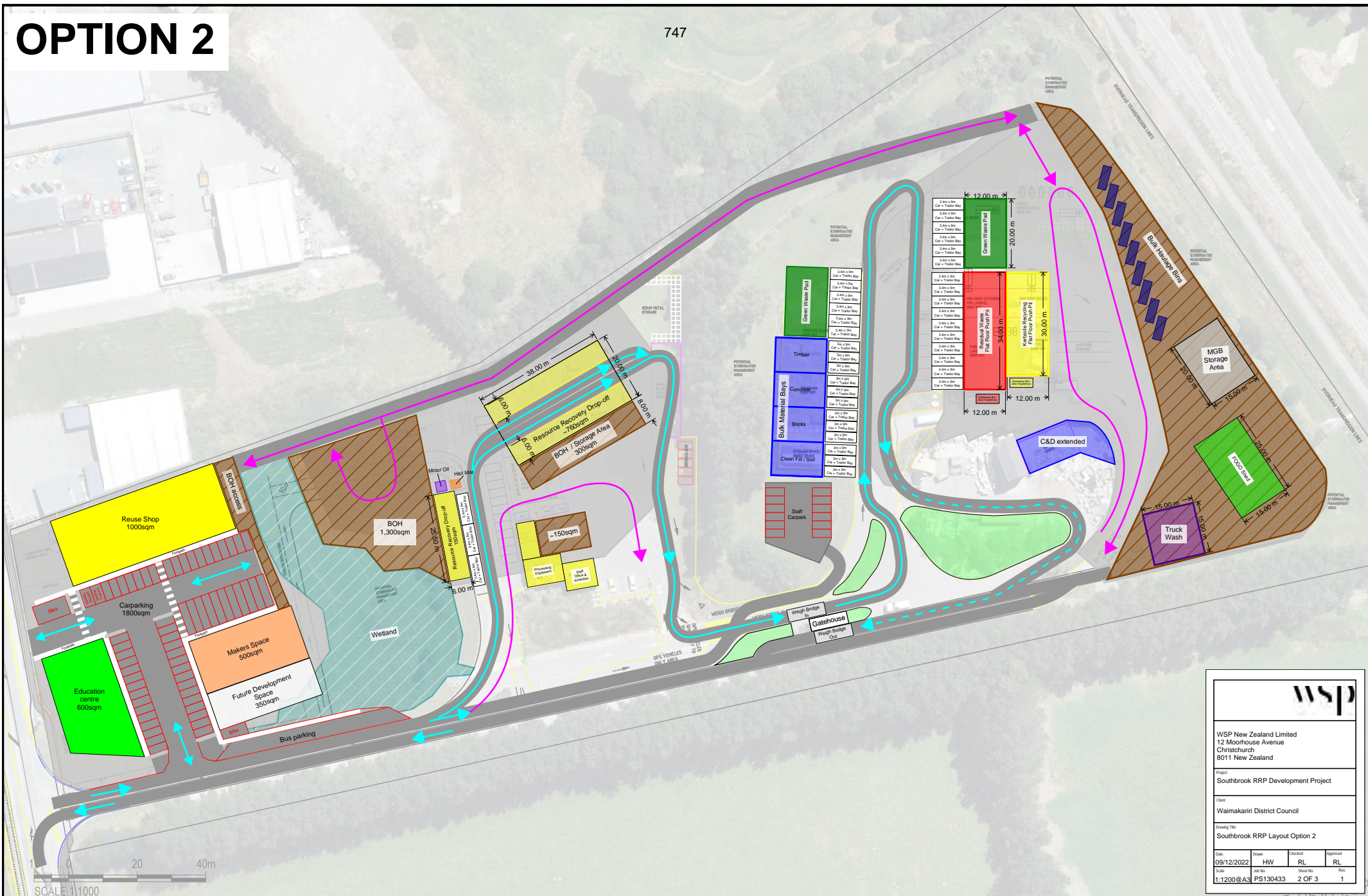
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REVISION
 B1

OPTION 2

747



SCALE 1:1000



WSP New Zealand Limited
 12 Moorhouse Avenue
 Christchurch
 8011 New Zealand

Project
 Southbrook RRP Development Project

Client
 Waimakariri District Council

Drawing Title
 Southbrook RRP Layout Option 2

Date	Drawn	Checked	Approved
09/12/2022	HW	RL	RL
Scale	Job No.	Sheet No.	Rev.
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REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	PRELIMINARY PROPOSED PLAN	PKA	KW	KW	28/04/2021

SURVEYED	—	—/—/2019	PROJECT No	PD1699
DRAWN	—	—/—/2018	CON No	CON2020/29
DRAWINGS CHKD	—	—/—/2019	SCALE	(A3)
DESIGNED	—	—/—/2019	AS SHOWN	
DESIGNED CHKD	—	—/—/2019	DATE ISSUED	
APPROVED	—	—/—/2019		03/05/2021



PROJECT
 SOUTHBROOK RESOURCE RECOVERY
 PARK UPGRADES

SHEET TITLE
 SOUTHBROOK RESOURCE
 RECOVERY PARK
 PROPOSED SITE PLAN

PRELIMINARY
 NOT FOR CONSTRUCTION

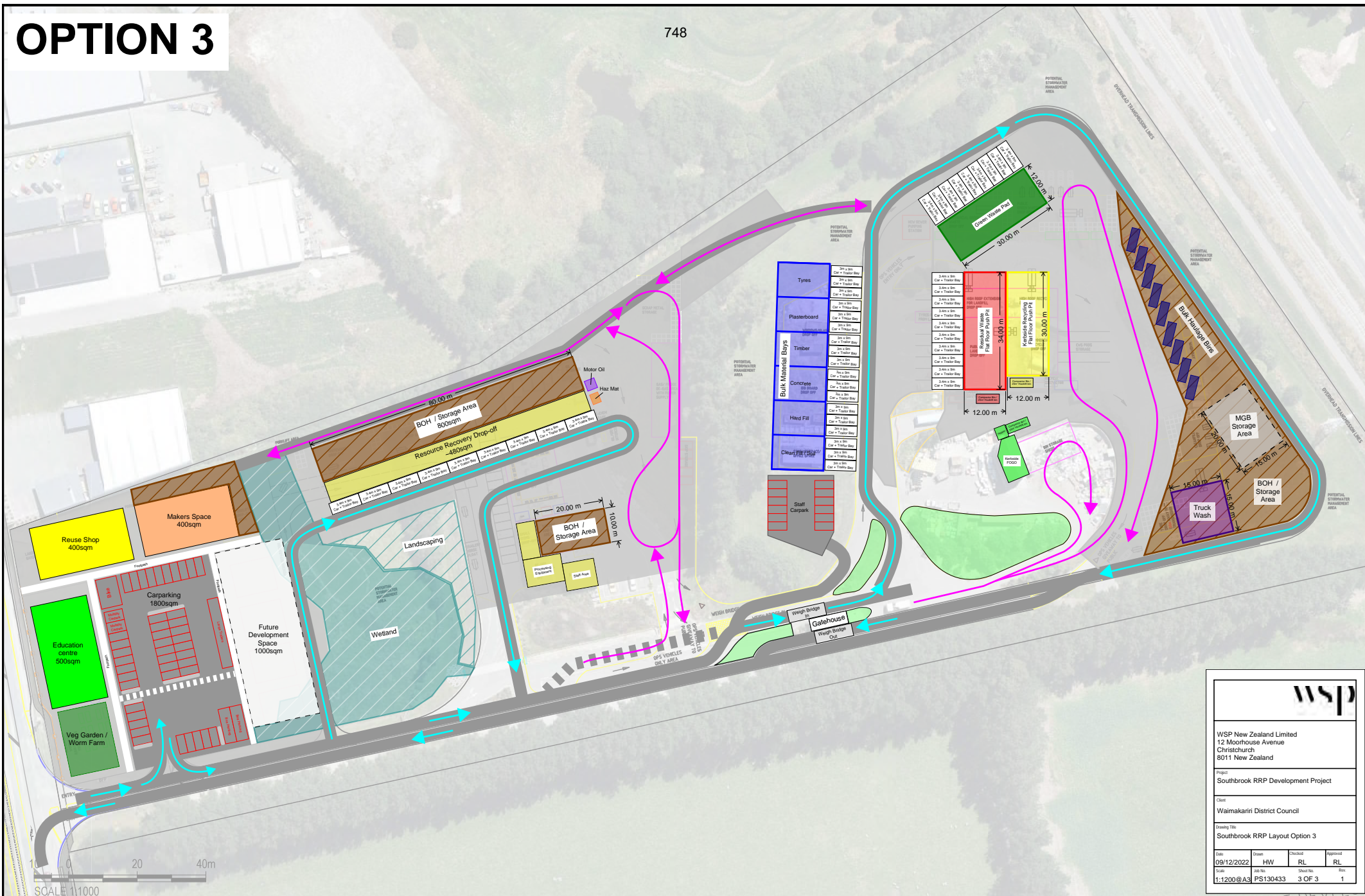
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REVISION
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OPTION 3

748



wsp

WSP New Zealand Limited
12 Moorhouse Avenue
Christchurch
8011 New Zealand

Project
Southbrook RRP Development Project

Client
Waimakariri District Council

Drawing Title
Southbrook RRP Layout Option 3

Date	Drawn	Checked	Approved
09/12/2022	HW	RL	RL
Scale	Job No.	Sheet No.	Rev.
1:1200@A3	PS130433	3 OF 3	1

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	PRELIMINARY PROPOSED PLAN	PKA	KW	KW	28/04/2021

SURVEYED	—	—/—/2019	PROJECT No	PD1899
DRAWN	—	—/—/2018	CON No	CON2020/29
DRAWING CHKD	—	—/—/2019	SCALE (A3)	
DESIGNED	—	—/—/2019	AS SHOWN	
DESIGNED CHKD	—	—/—/2019	DATE ISSUED	
APPROVED	—	—/—/2019		03/05/2021



PROJECT
SOUTHBROOK RESOURCE RECOVERY
PARK UPGRADES

SHEET TITLE
SOUTHBROOK RESOURCE
RECOVERY PARK
PROPOSED SITE PLAN

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B1 DESIGN CRITERIA

Southbrook RRP Design Criteria.pdf

DRAFT

SERVICE PROPOSAL

CONTRACT 21-53 - SOLID WASTE FACILITIES UPGRADES

WSP
LEVEL 15, 28 FRESHWATER PLACE
SOUTHBANK VIC 3006

TEL: +61 3 9861 1111
FAX: +61 3 9861 1144
wsp.com

CRITERIA FOR DESIGN

AUGUST 2022



C1 CUSTOMER JOURNEY

Southbrook RRP Customer Journey.pdf

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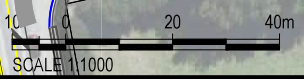
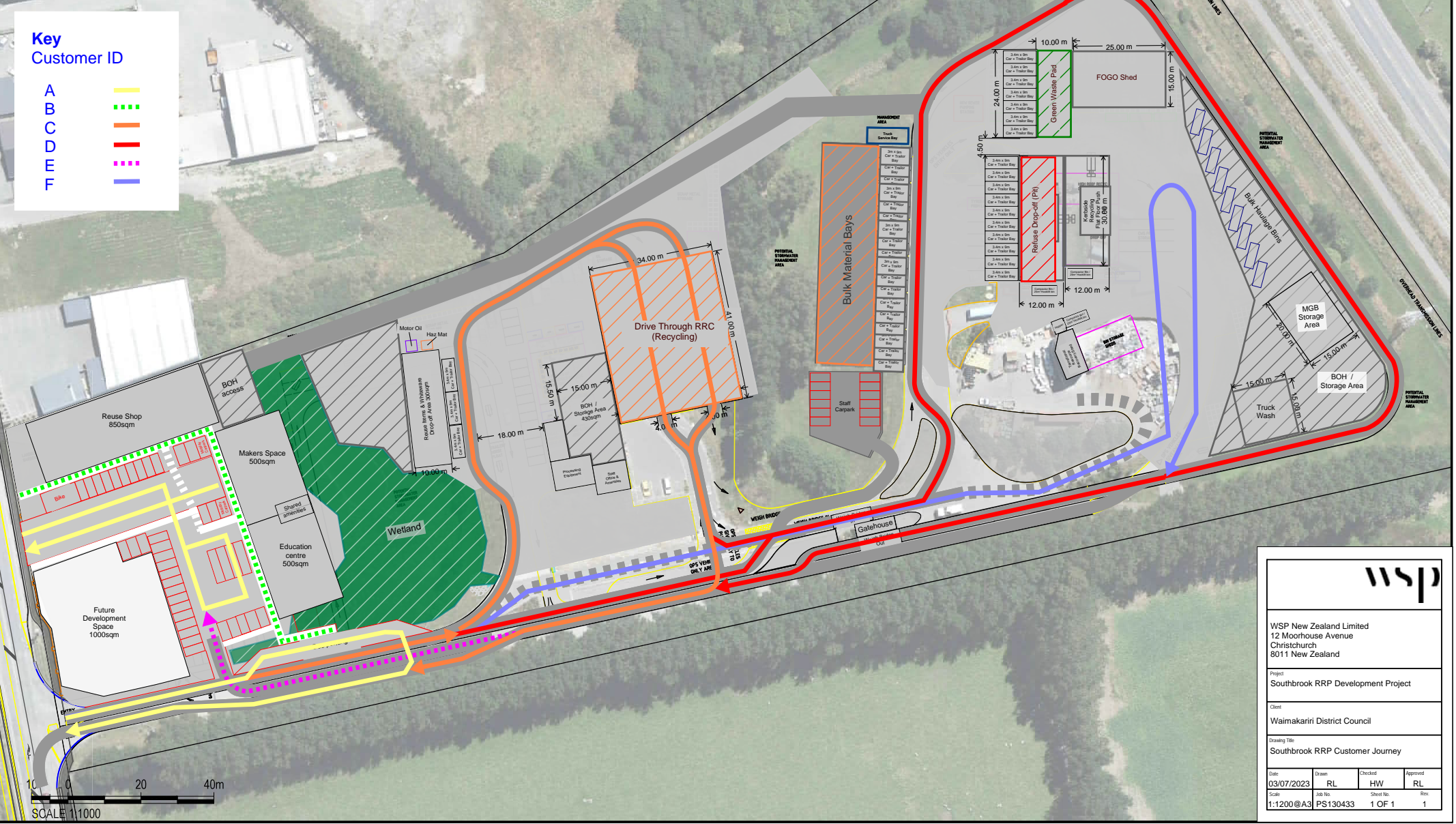
WSP
Project No
564564
56145641

SOUTHBROOK RRP (OPTION 1)⁷⁵²

CUSTOMER JOURNEY

Key
Customer ID

A	Yellow dashed line
B	Green dashed line
C	Orange dashed line
D	Red dashed line
E	Pink dashed line
F	Blue dashed line



wsp

WSP New Zealand Limited
12 Moorhouse Avenue
Christchurch
8011 New Zealand

Project: Southbrook RRP Development Project

Client: Waimakariri District Council

Drawing Title: Southbrook RRP Customer Journey

Date:	Drawn:	Checked:	Approved:
03/07/2023	RL	HW	RL
Scale:	Job No:	Sheet No:	Rev:
1:1200@A3	PS130433	1 OF 1	1

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	PRELIMINARY PROPOSED PLAN	PKA	KW	KW	28/04/2021

SURVEYED	-	-	-	2019	PROJECT No	PD1899
DRAWN	-	-	-	2018	CON No	CON202029
DRAWINGS CHKD	-	-	-	2019	SCALE (A3)	
DESIGNED	-	-	-	2019	AS SHOWN	
DESIGNED CHKD	-	-	-	2019	DATE ISSUED	
APPROVED	-	-	-	2019	03/05/2021	



PROJECT
SOUTHBROOK RESOURCE RECOVERY
PARK UPGRADES

SHEET TITLE
SOUTHBROOK RESOURCE
RECOVERY PARK
PROPOSED SITE PLAN

PRELIMINARY
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Advice Notice

To	Kitty Waghorn
Copy	Don Young
From	Rowan Latham
Office	Christchurch
Date	27 September 2023
File/Ref	6-DQ658.01
Subject	Southbrook RRP – Additional Option Configurations

Introduction

WSP have been requested to investigate additional site layout configurations as part of the Southbrook Resource Recovery Park concept design. This advice notice provides an overview of the available land to the south of the site and two potential layout arrangements. The intent of the advice is to assess suitability of each option in the context of the planned development.

This advice notice serves three key functions at this stage in the design:

1. High level consideration regarding suitability of additional land to the south of the Southbrook Resource Recovery Park for expanded operations.
2. Support full investigation of the available site arrangements by providing two further site layout options for the proposed redevelopment.
3. Updated MCA and recommendations for preferred option.

1.1 Background

The council is currently considering the options for upgrading the Southbrook site and whether utilising the available land fronting Flaxton Road is preferable to purchasing additional land to the south of the site (and pushing activities back from Flaxton Road). The land fronting Flaxton Road has much higher visibility but is also constrained by a natural wetland towards the middle of the site. Developing at the front of the site favours pedestrian linkages and includes the potential to have separate access from the transfer station and resource recovery centre operations. Alternatively, the land to the south of the site is a greenfield site with fewer spatial constraints other than integration with existing infrastructure. This advice notice will investigate the potential usage of this additional land to the south to inform Council's decision on which site to develop.

The information and advice in this notice expands on Section 3.7 of the Options Assessment report (dated July 2023). In accordance with that report, the context for the development, waste generation volumes, facility sizing, and design principles are consistent with Options 1-3 already supplied.

2 Available Land

Waimakariri District Council has commissioned an independent valuation of the available land parcels for developing the Southbrook site:

- 248 Flaxton Road - Lot 1 and 2 Deposited Plan 45749
- 284 Flaxton Road

The resulting valuation (Fordbaker Valuation Limited, 2023) has been used to understand the financial implications of the potential development.

2.1 Development of 248 Flaxton Road

Each of the options considered in this advice note rely on the potential purchase and expansion of resource recovery activities on a rectangular land parcel to the south of the current site. The area described as an approximately 42,000m² of vacant industrial land is identified in blue in Figure 2-1 below and has been divided into two approximately evenly sized pieces for the purpose of the design (see Figure 2-2 below), with the unused portion intended for future resource recovery activities.

Other than site access, the only other critical constraint being considered is the high-voltage powerlines that border the east of the site.

2.2 Potential land swap – 284 Flaxton Road

The option to develop the land directly south of the current Resource Recovery Centre (RRC) area has been considered on the expectation that Council could secure the additional land for approximately \$6,375,000, a cost which could be offset by selling the council land fronting Flaxton Road (purple area in Figure 2-1), estimated value \$1,375,000. Noting that these valuations do not make any allowance for any special value, associated with the Council's ownership of the existing Southbrook Resource Recovery Park site (orange area in the figure below).



Figure 2-1: Available land parcels (Fordbaker Valuation Limited, 2023)



Figure 2-2: Division of available land parcels

The purple land parcel is described as ‘an appealing, medium sized, approximately regular shaped, vacant lot with wide frontage to Flaxton road’.

3 Additional Concept Options

The following sections outline details regarding the key site elements for the two additional concept options to expand the Southbrook Resource Recovery Park facilities to the south of the existing site.

Two sketches, demonstrating each site arrangement are included as an appendix to this advice notice.

3.1 Option 4

Vehicles entering the site will continue to use the existing accessway from Flaxton Road, and travel along that access way to a central roundabout, located in line with the entry to the existing RRC. From the roundabout, traffic is to be split into three activity circulations, with customers for the re-use shop taking the first exit; customers and operations vehicles for the Transfer Station taking the second exit; and RRC traffic taking the third exit into the new land parcel to the south.

3.1.1 Re-Use Shop

The Re-use Shop will be established on approximately 1,000m² within the current RRC area. Existing sealed areas will be used as a carpark for the Re-use Shop with traffic entering and exiting via a two-way entry off the proposed roundabout. The site will retain the existing buildings, including existing Re-use Shop with these areas converted into operations usage once the new Re-use Shop is established. This will enable the storage, sorting, testing, and pricing of incoming goods prior to transfer to the retail area for sale, and also provide staff facilities and breakout spaces. Incoming goods will be transferred via the existing exit ramp, creating an ‘operations only’ entry.

3.1.2 Education Centre + Makers space

The education centre and makers space will be established to the north of the Re-use Shop and accessed of the shared carpark. The combined education/makers space will consist of two distinct and separable areas of approximately 500 m² and 450m² each with shared facilities.

This will enable flexible use of the site including education classes, meetings, and workshop activities.

Buildings could either be purpose built or re-purposed/relocated buildings as per the newly established 'ReDiscover' facilities at the Pines Resource Recovery Park (Selwyn District Council).



Figure 3-1: ReDiscover facilities at Pines RRP

3.1.3 Resource Recovery Centre

The newly established RRC to the south will be developed off a left entry slip lane, with a West to East orientation. The RRC will consist of two parallel drop-off lanes (with an option to expand to include a third lane). Each RRC Lane will consist of a drive through lane (where vehicles will prop), bypass lane and dedicated material drop-off areas (both sides), to ensure easy unloading and traffic throughput. Recycling materials will be collected in dedicated mobile containers and be replicated in each lane to minimise transfer distance for RRC customers. The site will include a back of house (BoH) storage area for the change out of recycling containers and storage of recovered materials.

The RRC could be covered, either entirely as per the Ashburton District Council site or with podium structures as per Selwyn District Council's Pines RRP. See examples below.



Figure 3-2: Ashburton recycling centre



Figure 3-3: Pines RRP covered podium

Upon exiting the drive through RRC, traffic will return to the central roundabout where customers can either exit the site, visit the re-use shop or join the transfer station circulation. Under this design, there is no requirement for customers to visit the RRC prior to transfer station areas and customers may tend to bypass the RRC and drive straight through to the transfer station based on standard/existing traffic flow behaviours. The impact of this on behaviour will need to be duly considered.

This option also provides for access to the rear block around the RRC which reduces potential conflict with lease or construction traffic requiring access to that part of the site.

3.1.4 Transfer Station

Transfer Station circulation will replicate that proposed in Option 2, with a public circulation that loops back and exits via the current recycling shed area. This approach has the advantage of minimising crossovers between operational and public traffic, including future operational access to the adjacent land parcel (flagged for future development of Resource Recovery Infrastructure).

In this option, operations and public traffic take the same exit from the roundabout with approximately 80m of vehicle stacking prior to entry to the shared weighbridge. Operations and public traffic are then separated, with public traffic entering the existing drop-off area and operational vehicles continuing on to the rear of the site and dedicated Back of House facilities. There will also be a degree of shared queuing on exit of the site including approximately 60m of combined stacking prior to the outgoing weighbridge.

3.2 Option 5

3.2.1 Re-Use Shop

The Re-use Shop will be established on approximately 1,000m² within the current RRC area, existing sealed areas will be used as a carpark for the shop with traffic entering and exiting via a two-way entry off the main site access. The Re-use shop will be bordered by Makers Space to the south and new Education Centre to the north, allowing a combined Resource Recovery Hub as per options 1-3. Operations access and inwards goods will be via the existing exit ramp, noting that the transfer route from the proposed RRC crosses the weighbridge allowing material weights to be recorded for all outgoing goods.

3.2.2 *Education Centre*

A 500m² education centre will be established on the north-east corner of the existing RRC site, utilising an area not currently developed and with potential to integrate into surrounding landscaping and stormwater management. While separate from the makers space this arrangement could include direct linkage to the re-use shop (or a portion of the shop), with the potential for customer crossover and opportunities for commercial activities such as café to be included.

3.2.3 *Makers space*

A dedicated makers space will be established in the existing buildings within the current RRC area. It is expected that the existing structures can be utilised, including a fenced off outdoor workspace. In total 500m² has been allowed for the combined makers spaces. Separate access via the current exit ramp will be available for inwards goods/operational movements.

3.2.1 *Resource Recovery Centre*

A newly established RRC will be developed to the south of the existing transfer station. Access to the RRC and TS will be established prior to the current weighbridge, where public traffic will be diverted towards the south of the site and operations traffic only will continue onto the existing weighbridge. The new development area will house a dedicated RRC off a left entry slip lane, with a West to East orientation. The RRC will consist of two parallel drop-off lanes (with an option to expand to include a third lane). Each RRC Lane will consist of a drive through lane, bypass lane, and dedicated drop-off areas (both sides), to ensure easy unloading and traffic throughput. Recycling materials will be collected in dedicated mobile containers and be replicated in each lane to minimise transfer distance for RRC customers. Transfer Station only customers can bypass the RRC by staying on the public circulation lane.

Upon exiting the RRC customers can either make a left turn and re-enter the public circulation to the transfer station or make a right turn and exit via the outwards traffic circulation.

3.2.1 *Transfer Station*

For Option 5, a new transfer station arrangement is proposed, starting with a new public weighbridge along the eastern site boundary. Public traffic will then follow a one-way circulation, with options for C&D materials, green waste and then refuse (via existing tipping floor), with customers having a second option to drop-off C&D materials prior to returning via an external circulation to the new weighbridge and then exiting the site.

Operations will be consolidated in the interior of the TS area, with separate access from the existing weighbridges (now dedicated to operations only). Structures will include extensions to the existing general waste shed; development of a green waste pad; a new 30x12.5m FOGO shed; and development of an enhanced kerbside recycling facility with more space to enhance the management of contamination.

A dedicated staff office and carpark will be established adjacent to the new public weighbridge. Space between the existing TS and the new RRC will be available for back of house operations/storage. A dedicated truck wash and truck parking area will be established to the north of the existing weighbridge with fencing established between public and operations areas.

4 Customer Journey

4.1 Option 4

For Option 4, access will be controlled by the primary roundabout with access to the re-use hub activities off the first exit, it is recommended that pedestrian access be developed on the left side of the site entry, with a carpark crossover to the re-use shop, makers space and education centre. No pedestrian access to the RRC or transfer station is proposed.

RRC access will be via the third exit off the roundabout, with customers following a one-way (multi-lane) circulation, returning to the roundabout and either continuing on to the transfer station, resource recovery hub or exiting the site to Flaxton Road.

Transfer station traffic will take the second exit from the roundabout (either directly or after visiting the RRC area), where all vehicles will cross the weighbridge. From here public vehicles follow the proposed one-way circulation through-out the site with limited crossover with operational vehicles, other than where vehicles exiting the transfer station rejoin operational vehicles in the approach to the outgoing weighbridge.

4.2 Option 5

For Option 5, access to resource recovery hub activities (re-use shop, education centre and makers space) will be off a dedicated two-way entry in the location of current RRC access. Like Option 4, it is recommended that pedestrian access be developed on the left side of the site entryway, with a carpark crossover to the resource recovery hub activities. No pedestrian access to the RRC or transfer station is proposed.

Public vehicles follow the proposed one-way circulation throughout the site and have limited interaction with operational vehicles with all operations traffic diverted over the existing weighbridge. The design provides a one-way public traffic circulation with a single vehicle crossover (operations traffic exiting the weighbridge). This traffic movement should be assessed by a traffic engineer and may require controlled movements, e.g. traffic lights or stop signs. The consolidation of operational movements within the dedicated interior of the site reduces potential conflict between operations and public vehicles and will support transfer of materials between different parts of the site. Access to the vacant land parcel will need to be managed dependant on the type of use established, with options to enter from the main accessway or via the landscape buffer (10m strip along the current southern boundary).

4.2.1 Weighbridge

Option 5 includes the additional capital investment associated with a second public weighbridge. It is recommended that a new above ground weighbridge be installed in each direction, with a minimum length of 10m preferred to accommodate vehicle+trailer and MRV sized vehicles. Should this option not be viable then utilisation of the existing weighbridge would result in a degree of combined queuing (as per current practice) and importantly would not provide the required ability to unload free (re-usable/recycling) items prior to being weighed in.

5 Operations/Back of House movements

5.1 Option 4

Back of house areas are provided to the south of the Re-use Shop, adjacent to the proposed RRC drive through and along the eastern boundary as per Option 2 (transfer station area). Due to the arrangement of these areas there is no direct linkage for operational vehicles planned, therefore additional access will need to be accommodated or materials transported via the public traffic circulations outside of operating hours. An important consideration for the site

arrangement will be how the additional land parcel to the south-east is utilised. For a council run operation, this could utilise the shared operational access with minimal crossover. Should the area be leased or operated independently then additional access and security may need to be considered, allowance has been made within the Option 4 design for access from Flaxton road, with traffic directed around the RRC and entering from the South-west.

5.2 Option 5

Option 5 allows good movements between operational areas and additional storage across the new land parcel. The location of the operations weighbridge and the opportunity to provide direct back of house connections between the three activity areas (without public crossover) is highly advantageous. Option 5 provides council with a more accessible future development site for extended resource recovery activities (e.g., C&D processing facility), however any planned resource recovery activities would effectively be isolated from the core operational areas due to the proposed public traffic circulation.

6 Financial Considerations

In considering the long-term development plan for the site it is important to consider whether the additional land purchase is either necessary or economically advantageous. With likely continued demand for Southbrook industrial property, it is perceivable that purchasing land now and converting it into an industrial application may be economically advantageous to securing suitable land at a later date. There is also a potential that future surrounding uses once established could object to certain resource recovery activities, hence, there may be an advantage to securing the land now for that purpose.

6.1 Sale of land parcel fronting Flaxton Road

The vacant land fronting Flaxton road is currently let for a peppercorn rent (\$1/annum), the sale of this land would require council to conclude this agreement. The valuation of the available land has been assessed as being approximately \$1,375,000. The site is zoned Business 2 within the Waimakariri District Plan. Sale of this land could be considered a lost opportunity as it currently provides council with excellent options for the development of a dedicated Resource Recovery Hub including good site visibility and pedestrian access.

6.2 Purchase cost for 284 Flaxton Road

The purchase of the land to the south of the current site would give council a degree of certainty for future resource recovery development, ensuring it has sufficient land to expand its operations if required. The currently vacant site is valued at \$6,375,000, noting for the purposes of this options report only half of that site is immediately required.

Should council purchase the site it could consider leasing the undeveloped area until the future development on the site is confirmed.

6.3 Capital Works Required

Under Options 1-3, capital works largely make use of existing developed areas, with each option requiring a degree of additional earthworks, paving, and required structures. Utilisation of the land parcel fronting Flaxton road would allow works to proceed with minimal disruption to existing activities, as key access arrangements remain largely unchanged.

Options 4 and 5 rely on significant new earthworks and paving to route traffic around the purchased land to the south of the site, including removal of some of the large trees along the boundary which act as a windbreak for the current Southbrook site. This is considered necessary to limit queuing throughout the site and minimise vehicle crossover. As much as

possible each option considered will utilise existing pavement and structures with the key elements across Options 4 and 5 detailed below.

Table 6-1: Key Site Elements

Site Element	Option 4	Option 5
Traffic separation	Roundabout – including potential for second roundabout	Controlled intersection, separate weighbridge
Re-use Shop	New structure (1,000m ²)	New structure (1,000m ²)
Education Centre	New structure (500m ²)	New structure (500m ²)
Makers space	New structure (450m ²), co-located with Education Centre	Re-purpose existing structures, co-located with re-use shop
Public carparking	1 combined carpark (existing)	1 combined carpark (existing)
RRC	Two drive through lanes with bypass circulation, option to add third lane as required	Two drive through lanes with bypass circulation, option to add third lane as required
Weighbridge	1 combined weighbridge (existing)	2 weighbridges (new public weighbridge required)
TS infrastructure	As per option 2, utilises existing re-use shop as staff office	Equivalent site elements to Options 1-4, new staff carpark and office area

The addition of a separate weighbridge for public vehicles in Option 5 means that this option will require additional capital equipment than that considered in each of the alternative options.

6.4 Net Financial position

6.4.1 Land purchase

Based on the sale of the lot fronting Flaxton road the net financial position of the purchase is likely to be in the order of -\$5,000,000. This net financial position will somewhat be offset should council choose to only purchase the landscape buffer (10m Strip along the southern boundary of the existing site, 284 Flaxton Road). Without certainty on the utilisation of the vacant part of the proposed land parcel (248 Flaxton Road), it is difficult to consider the value of the investment against potential future site usage or the likelihood that council could secure suitable land for a future development if required.

6.4.2 Capital works

Given the early stage of the design, detailed costs have not yet been quantified. Instead, to understand the relative costs associated with each option a comparison to the base case of Option 1 has been prepared.

The concept design for Option 1 presents the best case for required capital investment, noting that this option utilises existing infrastructure where possible and limits the installation of additional pavement and circulation. The capital works required for Option 1 are considered to be consistent across all options. Additional capital costs associated with Options 2-5 are outlined in Table 6-2 below.

Table 6-2: Additional Capital works with Options 2-5

Site Element	Option 2	Option 3	Option 4	Option 5
Resource Recovery Hub	Larger Re-use Shop and Education Centre, all separate buildings	Smaller Re-use Shop makers space and separate Education Centre, single entry/exit.	Use of existing carpark (extended), new structures as per Option 1	Use of existing carpark (extended), new structures as per Option 1
RRC	As per Option 1	Additional public access to RRC	Development of greenfield RRC, significant paving and BoH storage required.	Development of greenfield RRC, significant paving and BoH storage required.
Paving (public circulation)	Less public circulation, looping back within in TS area	Extended external loop as per Option 1	Additional Roundabout, additional RRC circulation	Significant additional public traffic circulation around RRC
Weighbridge	As per Option 1	As per Option 1	As per Option 1	Additional dual weighbridge
Transfer Station	As per Option 1	As per Option 1	As per Option 1	As per Option 1

Subject to detailed design, it is considered that the construction costs associated with the additional traffic circulation required for Options 4 and 5 is likely to result in higher total capital costs and therefore further erode the net financial position, as would the purchase of additional capital equipment (such as second weighbridge).

7 Revised Options Assessment

Subsequent to the above information, the Multi-Criteria Analysis (MCA) has been updated to include Options 4 and 5 site layouts.

Overall, the traffic circulation elements scored poorly compared to Option 1, with increased vehicle crossovers and transfer distances for recovered materials including an unfavourable overlap between operational and public areas (particularly in option 4). Use of existing assets was limited due to the use of green fields sites and the additional circulation requirements. In both options, the loss in street frontage to Flaxton Road and pedestrian access were scored poorly.

The results are summarised in Figure 7-1 below. A high resolution of the MCA is appended to the Advice Notice for reference.

MCA - Southbrook Options Assessment

Project Name: Southbrook RRP Upgrade
 Date: 24/07/2023
 Project Number: 6-DQ658.01
 Revision: 2

Scoring	
Exceeds	5
Complies	4
Largely complies	3
Minor discrepancy	2
Fails to comply	1



Criteria	Description	Objectives	Criteria Weighting	Option 1			Option 2			Option 3			Option 4			Option 5		
				RRH	RRC	TS	RRH	RRC	TS	RRH	RRC	TS	RRH	RRC	TS	RRH	RRC	TS
1	Separation of operations and public vehicles	All operational vehicles are separate from public at point of exiting/pedestrian elements, traffic bypass for ops vehicles, separate access	40%	5	3	5	4	3	4	4	4	5	4	3	3	4	3	3
2	Traffic circulation and vehicle capacity	Maintains one-way traffic, minimises crossover, minimises queuing, ensure only chargeable materials go over weighbridge		4	5	5	4	4	4	4	4	5	4	3	4	4	4	4
3	Back of house circulation between elements	Accessible and efficient operational areas, connectivity between areas, safe separation/minimises intervention controls, maximises storage facilities		5	4	4	4	4	5	4	4	4	4	3	3	4	4	5
4	Allows for second access/weighbridge	Design integrates future access, allows for additional activities, second weighbridge		5	4	3	3	4	4	5	3	3	4	4	3	4	4	5
5	Adaptable (to changes in industry markets and spaces) & maximises diversion	Flexible spaces, adaptive structures, changes in materials/processes, alignment with best practice	40%	5	5	4	3	5	3	4	5	4	3	4	4	4	4	4
6	Can be staged (e.g. 10 year development programme)	Design layout supports staged delivery of priority elements, maintains operations, aligns with WMF criteria. Ability to enclose existing facilities		4	5	4	4	5	4	4	5	3	4	4	4	4	4	3
7	Allows for future growth	Design improves existing capacity. Allows capacity to expand, suitable buffers, network capacity (allows for increased utilisation)		5	4	5	3	4	4	5	3	4	4	3	4	3	4	3
8	Use of existing assets	Efficient design, maximises use of existing infrastructure	20%	3	4	4	3	4	4	3	3	4	3	2	4	3	2	2
9	Is aesthetically pleasing, customer experience	Flaxton Road interface, screening, distances of travel, additional unloading bays, shelter, Wetland integration		5	4	3	4	3	3	3	2	3	2	3	3	2	3	3
10	Pedestrian access	Prioritises pedestrian access, bike parking, accessible facilities, staff parking, maintains line of site with public during TS drop		3	5	4	4	4	4	5	3	3	4	2	4	4	3	4
Total				46	43	41	38	40	41	41	36	38	37	31	36	36	35	36
				92%	86%	82%	72%	80%	82%	82%	72%	76%	74%	62%	72%	72%	70%	72%
				81%			78%			77%			69%			71%		

Figure 7-1: Updated MCA Southbrook RRP

8 Recommendations

The option of purchasing additional land to the south of the site (248 Flaxton road), raises the following important question for Council:

whether it makes sense to secure land for future site expansion now with arrangement of the planned upgrades across a portion of this new land parcel and whether that would yield positive outcomes for council.

While there are obvious benefits to securing future development land at this stage, the inferred offset, resulting from selling the Council owned frontage to Flaxton Road does not appear to provide suitable benefit to Council in this instance. Street frontage and pedestrian linkages with the site fronting Flaxton Road are important drivers, as is the potential to develop currently undeveloped parts of the existing site compared to developing extensive new traffic circulations in both options 4 and 5.

Additionally, the purchase and sale of land associated with Options 4 and 5 could delay the proposed upgrades, particularly as detailed design will be unlikely to proceed until the land is secured.

An assessment of the two additional options against the MCA criteria has not changed the overall outcome or previous recommendation, with Option 1 site layout still having the highest score. This option is therefore recommended to be progressed through to detailed design. This site layout best reflects Council preferences discussed to date, and more closely aligns with best practice resource recovery centre design. It combines additional capacity with functional spaces to cater to future requirements, and importantly allows for a staged implementation.

Dependant on Councils' appetite to secure future development land, when purchasing the proposed 10m landscape buffer, it could also be appropriate to purchase part of the site considered in this report. Ideally via purchase of the approximately 20,000m² portion at the rear of the site (adjacent to the Transfer Station), as this portion is considered the best location for the development of a dedicated Construction and Demolition (C&D) facility. However, it should be noted that any planned expansion is likely to require traffic management due to vehicle crossover. Similarly, purchase of land to the north of the existing site may still represent a viable option for any such planned development.

Yours sincerely,



Rowan Latham
Principal Waste Consultant

Appendix A

Concept Options (4 and 5)



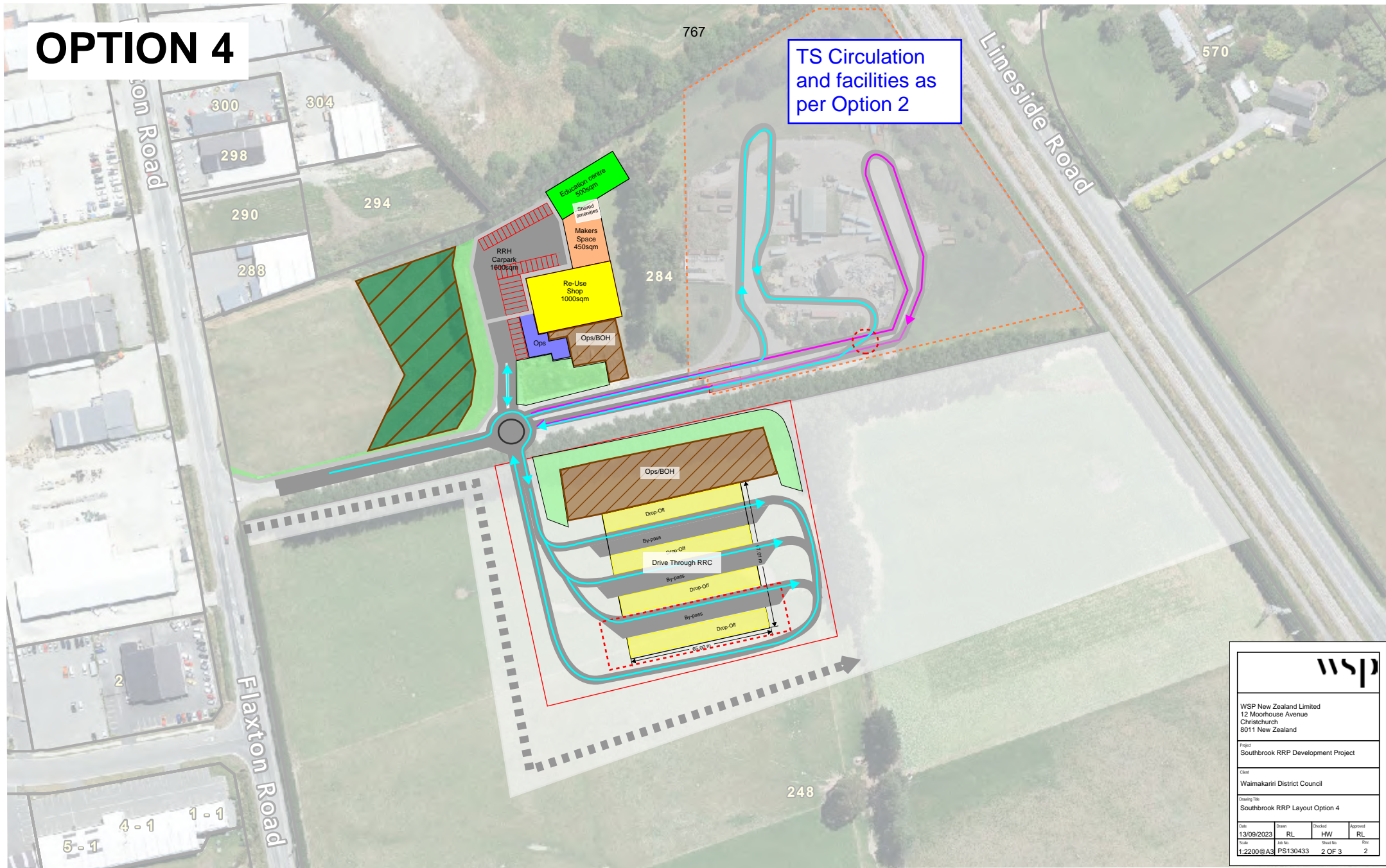
Available Development Land



WSP New Zealand Limited 12 Moorhouse Avenue Christchurch 8011 New Zealand			
Project Southbrook RRP Development Project			
Client Waimakariri District Council			
Drawing Title Southbrook RRP Layout Option 4-5			
Date 20/07/2023	Drawn RL	Checked HW	Approved RL
Scale 1:2200@A3	Job No. PS130433	Sheet No. 1 OF 3	Rev. 1

OPTION 4

TS Circulation and facilities as per Option 2



wsp			
WSP New Zealand Limited 12 Moorhouse Avenue Christchurch 8011 New Zealand			
Project Southbrook RRP Development Project			
Client Waimakariri District Council			
Drawing Title Southbrook RRP Layout Option 4			
Date 13/09/2023	Drawn RL	Checked HW	Approved RL
Scale 1:2200@A3	Job No. PS130433	Sheet No. 2 OF 3	Rev. 2

OPTION 5



wsp			
WSP New Zealand Limited 12 Moorhouse Avenue Christchurch 8011 New Zealand			
Project Southbrook RRP Development Project			
Client Waimakariri District Council			
Drawing Title Southbrook RRP Layout Option 5			
Date 20/07/2023	Drawn RL	Checked HW	Approved RL
Scale 1:2200@A3	Job No. PS130433	Sheet No. 3 OF 3	Rev. 1

Appendix B

Multi Criteria Analysis



MCA - Southbrook Options Assessment

Project Name: Southbrook RRP Upgrade
 Date: 24/07/2023
 Project Number: 6-DQ658.01
 Revision: 2



Scoring	
Exceeds	5
Complies	4
Largely complies	3
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Criteria	Description	Objectives	Criteria Weighting	Option 1			Option 2			Option 3			Option 4			Option 5		
				RRH	RRC	TS	RRH	RRC	TS	RRH	RRC	TS	RRH	RRC	TS	RRH	RRC	TS
1	Separation of operations and public vehicles	All operational vehicles are sperate from public at point of exiting/pedestrian elements, traffic bypass for ops vehicles, separate access	40%	5	3	5	4	3	4	4	4	5	4	3	3	4	3	3
2	Traffic circulation and vehicle capacity	maintains one-way traffic, minimises crossover, minimises queuing, ensure only chargeable materials go over weighbridge		4	5	5	4	4	4	4	4	5	4	3	4	4	4	4
3	Back of house circulation between elements	Accessible and efficient operational areas, connectivity between areas, safe separation/minimises intervention controls, maximises storage facilities		5	4	4	4	4	5	4	4	4	4	3	3	4	4	5
4	Allows for second access/weighbridge	Design integrates future access, allows for additional activities, second weighbridge		5	4	3	3	4	4	5	3	3	4	4	3	4	4	5
5	Adaptable (to changes in industry markets and spaces) & maximises diversion	Flexible spaces, adaptive structures, changes in materials/processes, alignment with best practice	40%	5	5	4	3	5	5	4	5	4	4	3	4	4	4	4
6	Can be staged (e.g. 10 year development programme)	Design layout supports staged delivery of priority elements, maintains operations, aligns with WMF criteria, Ability to enclose existing facilities.		4	5	4	4	5	4	4	5	3	4	5	4	4	4	3
7	Allows for future growth	Design improves existing capacity. Allows capacity to expand, suitable buffers, network capacity (allows for increased utilisation)		5	4	5	3	4	4	5	3	4	4	3	4	3	4	3
8	Use of existing assets	Efficient design, maximises use of existing infrastructure		3	4	4	3	4	4	3	3	4	3	2	4	3	2	2
9	Is aesthetically pleasing, customer experience	Flaxton Road interface, screening, distances of travel, additional unloading bays, shelter. Wetland integration	20%	5	4	3	4	3	3	3	2	3	2	3	3	2	3	3
10	Pedestrian access	Prioritises pedestrian access, bike parking, accessible facilities, staff parking, maintains line of site with public during TS drop		5	5	4	4	4	4	5	3	3	4	2	4	4	3	4
Total				46	43	41	36	40	41	41	36	38	37	31	36	36	35	36
				92%	86%	82%	72%	80%	82%	82%	72%	76%	74%	62%	72%	72%	70%	72%
				87%			78%			77%			69%			71%		

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO and TRIM NO: EXC-57 / 231026170547

REPORT TO: COUNCIL

DATE OF MEETING: 7 November 2023

AUTHOR(S): Jeff Millward – Chief Executive

SUBJECT: Health, Safety and Wellbeing Report – October 2023

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

Department Manager

Chief Executive

1. SUMMARY

- 1.1. This report provides an update to the Council on Health, Safety and Wellbeing matters between mid-September 2022 and October 2023. The dashboard reporting in the appendices cover trends between mid-September 2022 and October 2023.
- 1.2. There were 8 incidents which occurred from mid-September 2023 and October 2023 which resulted in 19 hours lost time to the organisation. Ongoing lost time from historic incidents is reported in Appendix A. Flamingo Scooter and Rangiora Airfield incidents are included within this report.
- 1.3. Internal Audit Results.
- 1.4. Healthy Lifestyle Support Service.
- 1.5. Safelet Personal Alarms
- 1.6. Water Unit Sitewise Accreditation.
- 1.7. My Everyday Wellbeing Programme

Attachments:

- i. Appendix A: Incidents, Accidents, Near-misses, Hazard reporting
- ii. Appendix B: Contractor Health and Safety Capability Pre-qualification Assessment (drawn from the Site Wise database)
- iii. Appendix C: Health, Safety and Wellbeing Dashboard Reports.
- iv. Appendix D: Healthy Lifestyle Support Brochure.

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No 231026170547
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.

- (c) **Circulates** this report to the Community Boards for their information.

3. **BACKGROUND**

- 3.1. The Health and Safety at Work Act 2015 requires that Officers must exercise due diligence to make sure that the organisation complies with its health and safety duties.
- 3.2. An officer under the Health and Safety at Work Act 2015 is a person who occupies a specified position or who occupies a position that allows them to exercise a significant influence over the management of the business or undertaking. Councillors and the Chief Executive are considered to be the Officers of the Waimakariri District Council.

4. **ISSUES AND OPTIONS**

4.1. Incidents, accidents & Hazards

- 4.1.1. Mid-September 2023 and October 2023 has an injury trend from various areas of the organisation. All incidents are either closed with mitigations or currently under investigation. Key learnings have been shared with teams. Staff are still dealing with adverse interactions frequently. Body worn cameras are being utilised as a measure to control these situations. Follow up of Airfield Hazards and mitigations are currently being followed up.

4.2. Internal Audits

- 4.2.1. Q3 Internal Audits are complete with recommendations. We expect to have all results distributed by end of October. Compliance is 100% across the organisation. With evidence suggesting that recommendations made from previous audits have been implemented. We will work with each department on solutions to further advance their systems as needed. This is an exceptional result.

4.2.2. Audit progress as per below:

Plant & Equipment Maintenance

- NZRT12: 100% Compliant with recommendations.
- CDEM: 100% Compliant with recommendations.
- Fleet: 100% Compliant with recommendations.
- Water Unit: 100% Compliant with recommendations.

Hazardous Substances

- Aquatics: 100% Compliant with recommendations.
- Water Unit: 100% Compliant with recommendations.
- NZRT12: 100% Compliant with recommendations.

Contract Management H&S Documentation

- PDU: 100% Compliant with recommendations.
- Greenspace: 100% Compliant with recommendations.
- Property: Nil response.
- Water Unit: Pushed audit to next quarter due to nil contracts under the relevant audit question so far.

- 4.2.3. A snapshot will be submitted to MTO and Audit and Risk Committee.

4.3. Healthy Lifestyle Support Service.

- 4.3.1. The Healthy Lifestyle Support Service was launched this month and has proven to be very popular so far. Our HS&W Coordinator has previous experience working in the community as a healthy Lifestyle Advisor. We have utilised these skills to provide staff with this initiative. The service will provide educational and motivational support to staff to make and sustain healthy lifestyle changes. Brochure in Appendix D.
- 4.3.2. The aim of this service is to help staff move forward with confidence on a healthy lifestyle journey. This will be achieved by providing support with healthy movement and eating based on need (which might be as little as a one-off contact), but could also include:
- Up to three follow-up meetings
 - Goal setting
 - Basic exercise plans (individualised to your goals)
 - Provision of healthy eating and physical activity resources.

4.4. Safelet Personal Alarms

- 4.4.1. Due to the increase in adverse interactions, we have looked at a new device for staff that are public facing and in roles where interactions are frequent. The Safelet device looks like a smart watch. It is a discreet personal safety device that connects to the Safelet app on the wearer's phone. It enables the wearer to get help quickly, without needing to get their phone out. The huge benefit of it is that it can be activated as soon as the wearer feels unsafe rather than waiting until they need emergency services to call for help.
- 4.4.2. When the alarm is activated, it silently sends the wearer's location plus a live audio recording of what is happening to the person's "guardians". Guardians are people chosen by the person who is using the Safelet, and it is their responsibility to receive the alarms, respond with the "on my way" function (this silently alerts the person that their alarm has been received and help is coming), play the recording so they can hear whether police, ambulance or fire is needed, and they can then call 111 through the app.
- 4.4.3. The recordings can be accessed later for evidence/legal purposes. They are a one off cost with no further ongoing costs associated with the Safelet. Ongoing support and training is available. ESU is the first department to start utilising these.

4.5. Water Unit SiteWide Accreditation

- 4.5.1. The WDC Water Unit has achieved a 97% SiteWide accreditation after submitting their health and safety documentation for assessment. 3% was deducted due to a process review date that did not update before submitting the documentation. 97% is a great achievement and a reflection of the compliance within the Water Unit health and safety systems and processes.

4.6. My Every Day Wellbeing Programme

- 4.6.1. The HS&W Team are currently preparing a memo to seek permission for a wellbeing programme for staff and their families. Through research we have found that over thirty Local Government agencies have utilised this program with high employee engagement.
- 4.6.2. My Everyday Wellbeing provides wrap-around support for staff and their families, while helping the organisation deliver a meaningful and measurable solution. As a world-leading, holistic staff wellbeing platform and programme, it proactively covers every aspect of wellbeing, including:
- Stress management
 - Mental wellbeing
 - Better sleep
 - Positive nutrition
 - Exercise motivation and much more
- 4.6.3. My Everyday Wellbeing has comprehensive reporting and if introduced will form part of our overall wellbeing platform. A memo and full description of costs and benefits will be submitted to MTO in the coming weeks.

Implications for Community Wellbeing

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

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

5. COMMUNITY VIEWS

5.1. **Mana whenua**

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

5.2. **Groups and Organisations**

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

5.3. **Wider Community**

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

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. **Financial Implications**

There are no financial implications of the decisions sought by this report.

6.2. **Sustainability and Climate Change Impacts**

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

6.3. **Risk Management**

The organisation has reviewed its health and safety risk and developed an action plan.

Failure to address these risks could result in incidents, accidents or other physical or psychological harm to staff or the public.

The regular review of risks is an essential part of good safety leadership.

6.4 **Health and Safety**

There are health and safety risks arising from the adoption/implementation of the recommendations in this report. Continuous improvement, monitoring, and reporting of Health and Safety activities are a key focus of the health and safety management system.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

The key legislation is the Health and Safety at Work Act 2015.

The Council has a number of Human Resources policies, including those related to Health and Safety at Work.

The Council has an obligation under the Local Government Act to be a good employer.

7.3. **Consistency with Community Outcomes**

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

- There is a safe environment for all.
- Harm to people from natural and man-made hazards is minimised.
- Our District has the capacity and resilience to quickly recover from natural disasters and adapt to the effects of climate change.

The Health, Safety and Wellbeing of the organisation, its employees and volunteers ensures that Community Outcomes are delivered in a manner which is legislatively compliant and culturally aligned to our organisational principles.

7.4. **Authorising Delegations**

An officer under the Health and Safety at Work Act 2015 is a person who occupies a specified position or who occupies a position that allows them to exercise a significant influence over the management of the business or undertaking. Councillors and Chief Executive are considered to be the Officers of WDC.

Appendix A

WDC & Airfield Incident Reports/Hazards

Date	Person type	Occurrence	Event description	Response/mitigations
21/09/2023	Employee/Volunteer	Injury	A staff member scraped their left forearm on a barbed wire fence getting over it.	Received a tetanus booster at Durham health. No further medical treatment needed.
28/09/2023	Employee/Volunteer	Medical Incident	When a staff member was attaching a poster on the wall, they hit their head on the wooden tree in the children's area. They were left with a bump on their head and feeling light headed.	19 hrs lost time. Awaiting response to investigation questions.
04/10/2023	Non-Employee	Injury	A young member of the public had their fingers jammed in a stormwater grate at a park. They proceeded to lift the grate. This resulted in them crushing their fingers.	Awaiting response to investigation questions. Mitigations have been discussed however no confirmation of these has been received.
09/10/2023	Non-Employee	Injury	A young member of the public ran into the security gates in the Rangiora Library. They received a scrape to their elbow.	Cleaned the scrape and bleeding with staff first aid supplies. No further medical treatment needed.
17/10/2023	Employee/Volunteer	Injury	A staff member was lifting asphalt and cut their right-hand ring finger.	Awaiting response to investigation questions.
19/10/2023	Employee/Volunteer	Near Miss	Potential decramastic tiles (asbestos) - samples at Southbrook. Waste Management were notified and arranged testing. They tested positive for asbestos.	Sample was positive for white asbestos fibres, waste management confirmed removed and disposed of appropriately
20/10/2023	Employee/Volunteer	Injury	Staff member slipped on wet grass and bent their index finger on their left hand back at the first and second joint, when all their weight came onto their hand.	No medical attention required; staff member continued to work.
20/10/2023	Non-Employee	Adverse interaction	While conducting a recycling bin audit when the resident came out and was aggressive and abusive. Staff member moved to their vehicle to avoid further confrontation and to call their manager, the resident got into their vehicle, drove after the staff member and hemmed them in at the end of	The Police were notified of the incident and a H&S Alert has been placed on the address.

			the street and continued with the abuse. The staff member left and notified the police.	
30/10/2023	Rangiora Airfield	Hazard Report	Gates are constantly being left open at various points at the Rangiora Airfield.	The Airfield Manager has been checking the gates daily to ensure they are closed. By end of day he is finding various ones open again. There is currently a proposal in place for automated gates to go in. HS&W team are working with the Manager to add the gates to the daily airfield inspection. Communication to the hanger occupants has gone out. Further update on mitigations after the automated gate meeting.
30/10/2023	Rangiora Airfield	Hazard Report	Some planes have been parked on grassed areas for a period of time now. It appears that the mowing is happening around them as they are not being stored correctly.	Airfield Manager to approach the owners for removal asap. Further information being requested on the situation.
30/10/2023	Rangiora Airfield	Hazard Report	It appears that people are living in their hangers and a camper van is also occupying space outside a hanger.	HS&W team approaching Property regarding the leases. The Airfield manager is working with Property regarding areas that the hanger occupants are on to determine the responsibility of the areas.
30/10/2023	Rangiora Airfield	Hazard Report	General housekeeping around the hangers is needing attention with rubbish built up in some area's.	Airfield Manager to approach the occupants and arrange clearing.

Flamingo Scooter Incident Reports

Date and Time	Sunday 17th September at 2:44pm
Location	Rangiora
Severity	Minor
Details	A scooter was found damaged and Flamingo contacted the rider to ask what happened.
Root Cause	Rider error - hit kerb

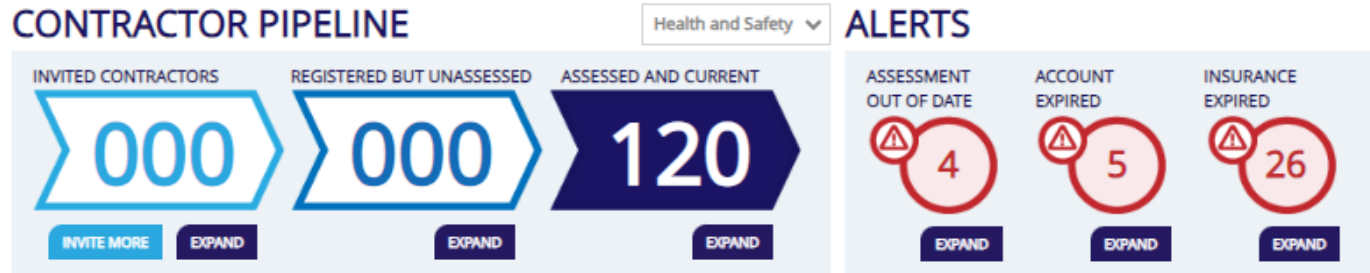
Corrective Actions	Flamingo contacted the rider and assured that they were okay. The rider explained that they had fallen off after hitting a kerb. They only had scrapes and grazes. Flamingo arranged a refund and some free riding credit. The scooter was immediately disabled and flagged for collection. The scooter will be repaired and pass a full maintenance inspection before being returned to service.
Date and Time	Tuesday 26th September at 12:56pm
Location	Kaiapoi
Severity	Significant
Details	The rider reported that they had lost control of a scooter
Root Cause	Rider error - collision with another rider
Corrective Actions	Flamingo contacted the rider to ensure they were okay and obtain further details regarding the incident. The rider was following their child who was on another Flamingo scooter and suddenly stopped in front of them. They were unable to stop in time, put their leg out, lost control and fell off. This resulted in a knee injury. Flamingo arranged a gift basket / care package and a refund. Flamingo also assisted the rider with ACC. The scooter reported by the main rider was immediately disabled and flagged for collection. There was a small crack in the throttle of one of the scooters, which may have resulted from the crash, and is not believed to be a contributing factor to the incident itself. The scooter otherwise passed a full maintenance inspection. The throttle was repaired and the scooter passed a full maintenance inspection before being returned to service. Once we were informed another scooter was involved, this scooter was also flagged for collection. There were no issues found with the second scooter. This scooter passed a full maintenance inspection before being returned to service.
Date and Time	Wednesday 27th September at 10:51am
Location	Rangiora
Severity	Minor assumed
Details	The rider reported that they crashed because of bad brakes
Root Cause	Rider error
Corrective Actions	Flamingo attempted to contact the rider to ensure they were okay and obtain further details regarding the incident. The rider was unresponsive despite multiple phone calls and emails. The rider did not mention any injuries in their initial report so the severity is assumed to be minor. The scooter was immediately disabled and flagged for collection. There were no issues found with the scooter and the brakes worked normally. The root cause is therefore assumed to be rider error. The scooter passed a full maintenance inspection before being returned to service.

Lost Time Injuries - Aquatics:	2019 to current	Injury One: Currently fully unfit Date of injury 30 July 2017 Weekly contracted hours = 30 5,436 hrs lost to date
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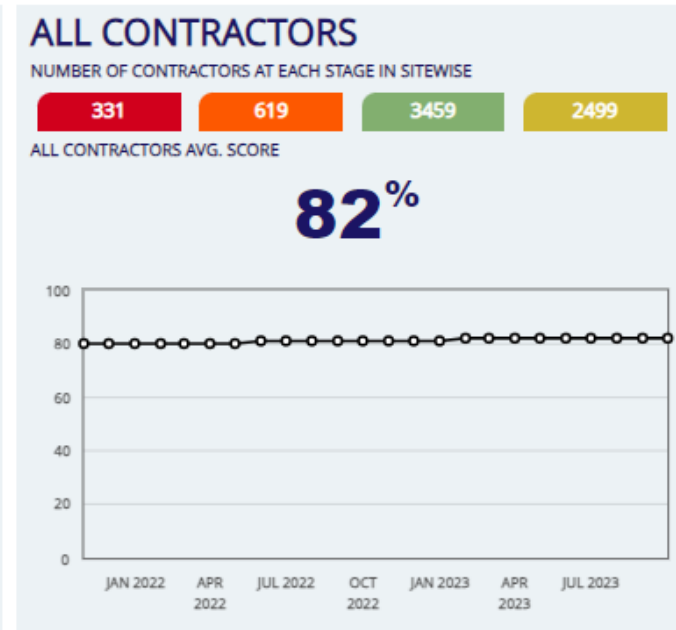
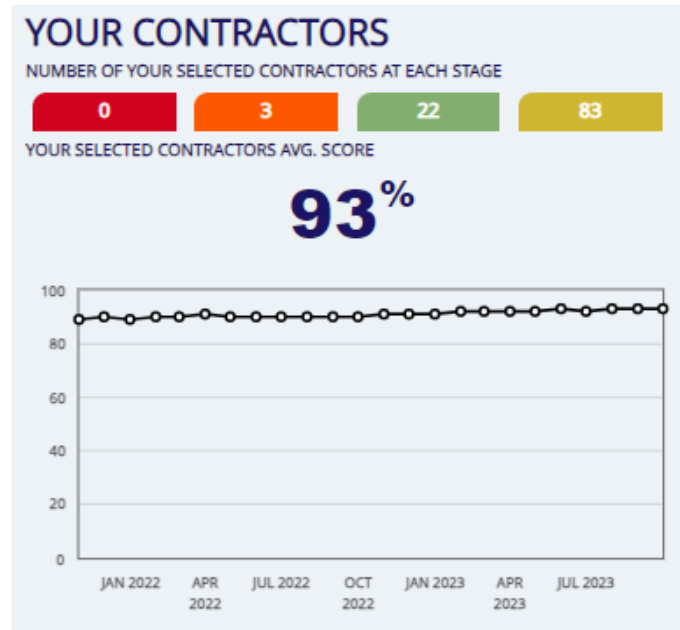
Lead Indicators


Safety Inspections Completed (Workplace Walkarounds)	2023	Workplace Walkarounds: 17 distributed for September. 10 returned so far.
Training Delivered	2023	People Trained: October - 10 people Health and Safety F2F induction. October - Off - Road 4WD Training - 8 people.


Appendix B




CONTRACTOR ASSESSMENT SCORES



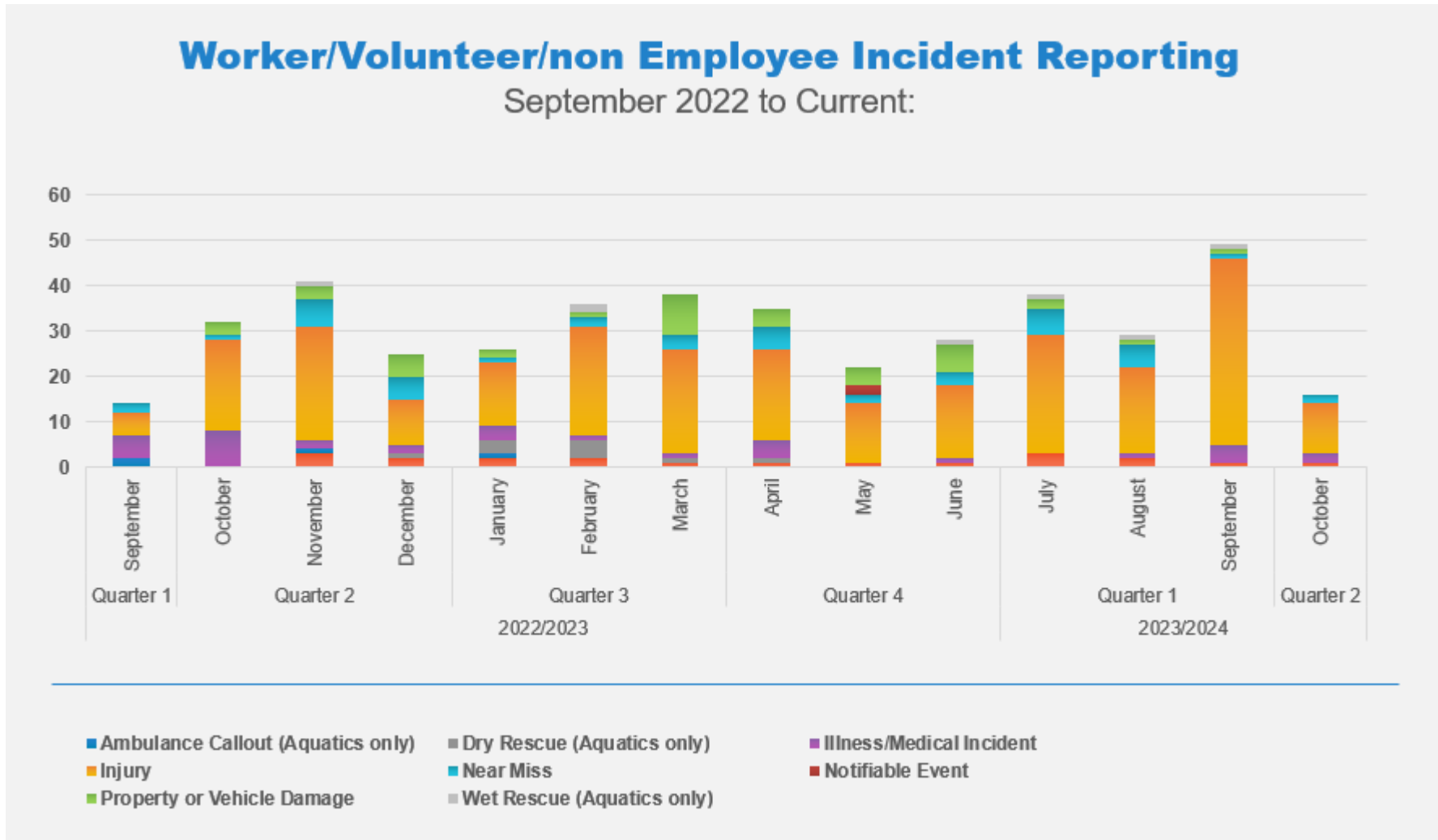
- 

VIEW ALL CONTRACTORS
- 

INVITE NEW CONTRACTORS
- 

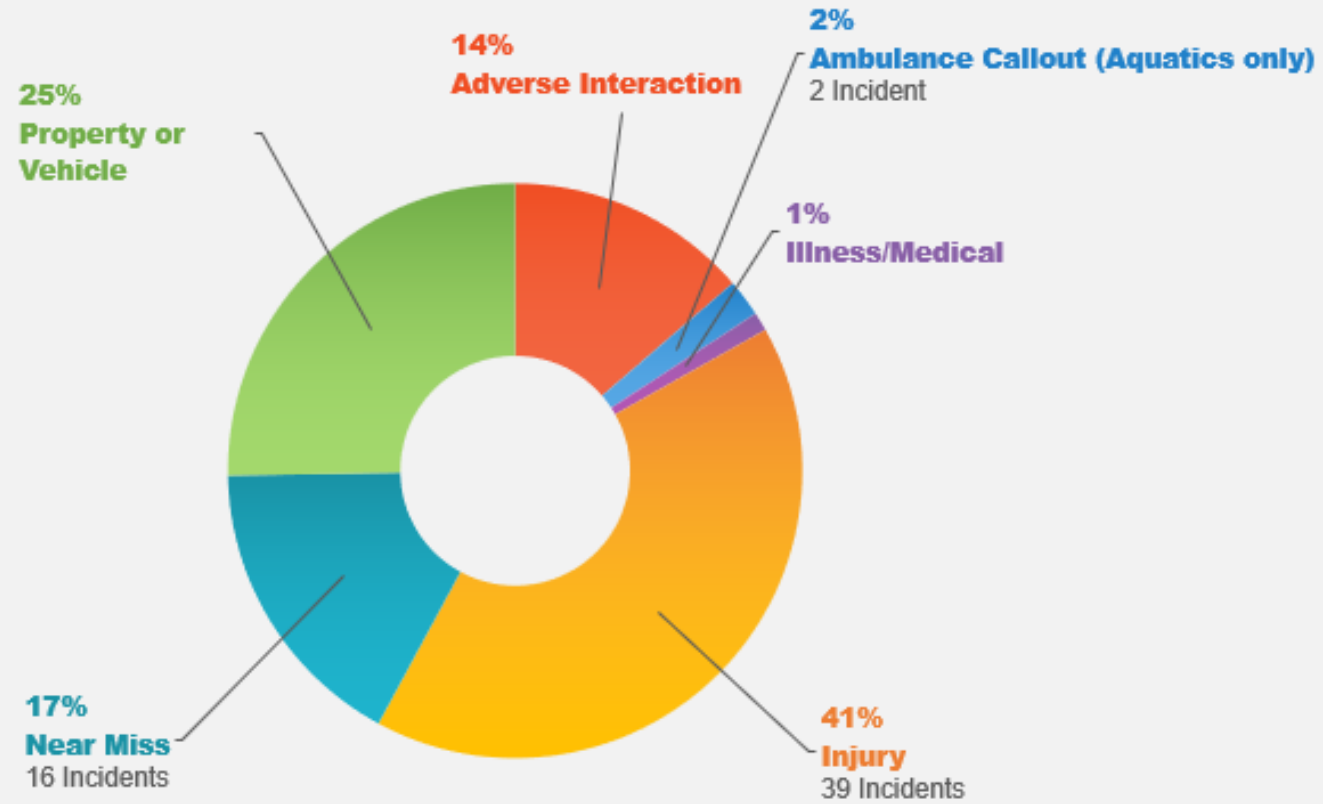
VIEW STATUS OF INVITED CONTRACTORS

Appendix C



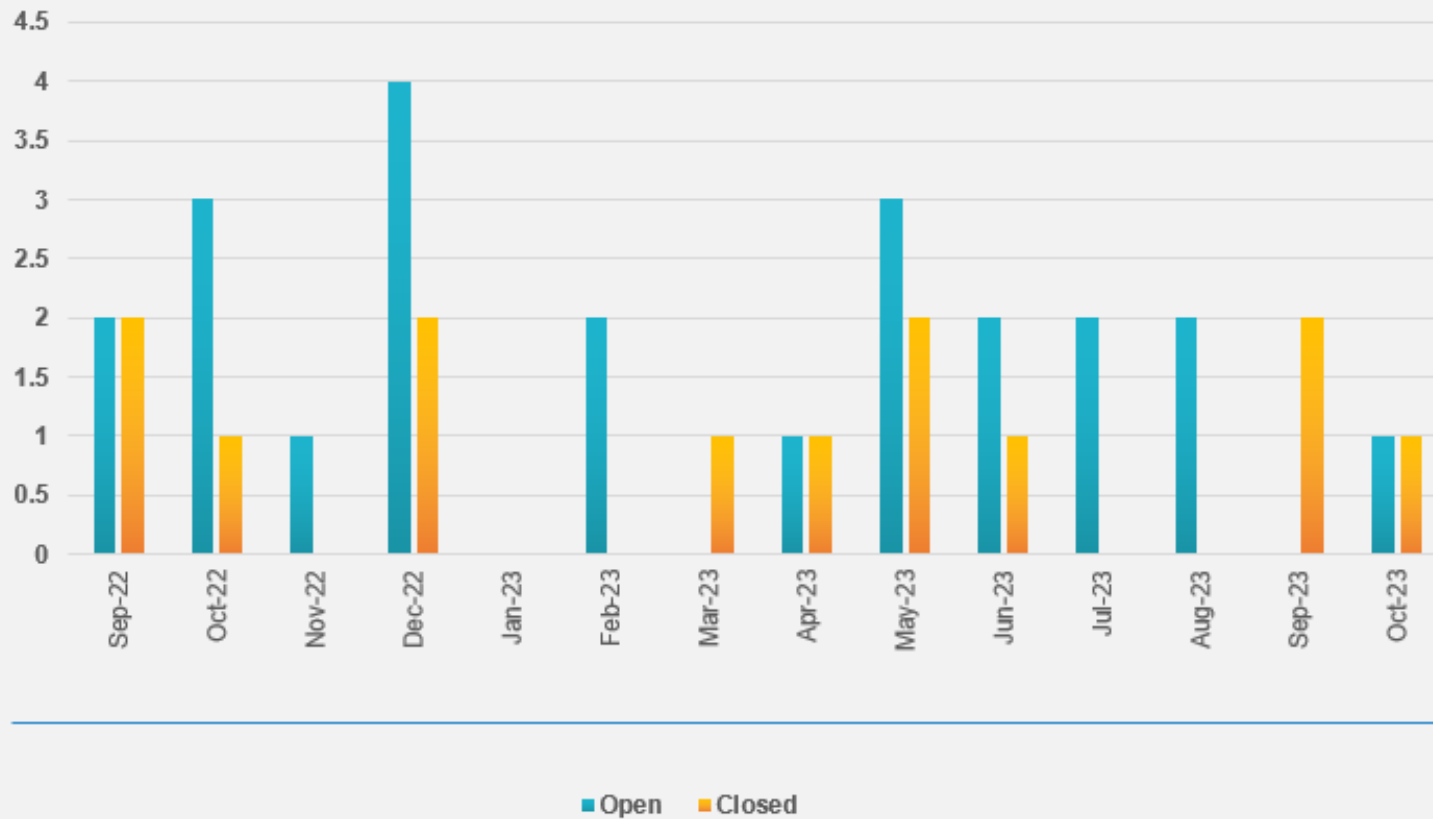
Worker/Volunteer Incident Reporting

September 2022 to Current:



Hazards Reported

September 2022 to Current:



Appendix D

CONTACT

Lara Thompson

Health, Safety and Wellbeing
Coordinator

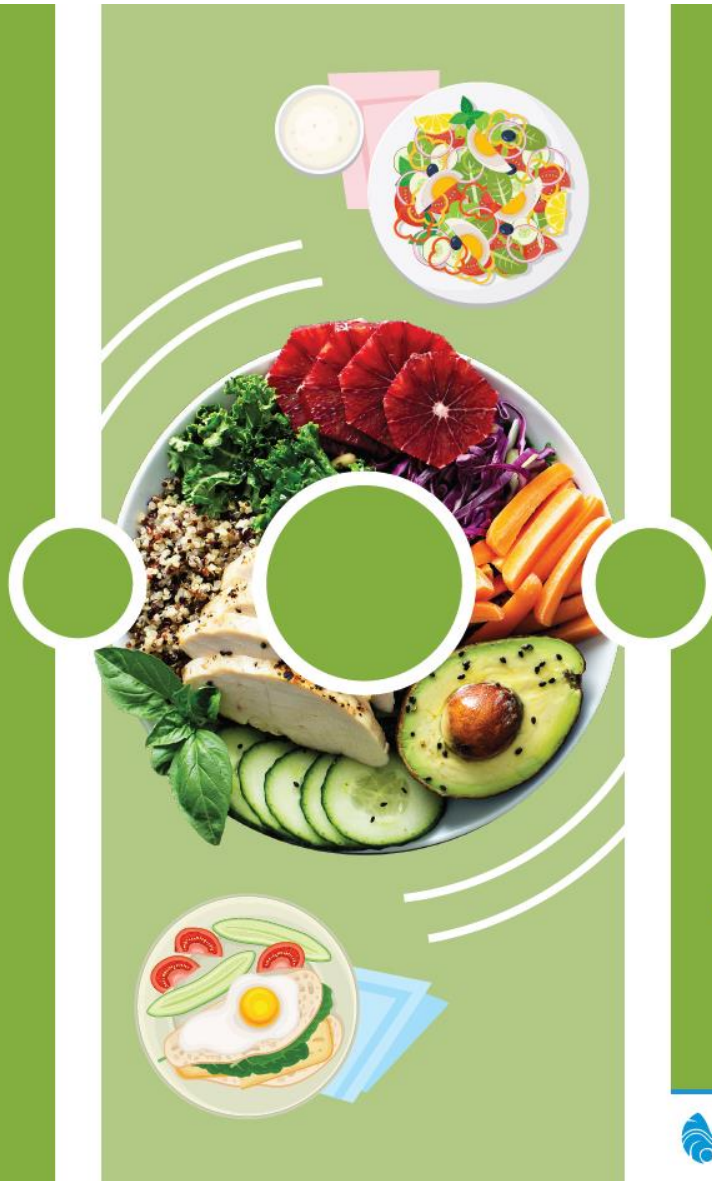
Health, Safety and Wellbeing

 027 331 3682

 lara.thompson@wmk.govt.nz

While I have qualifications and experience to provide support for healthy lifestyle, I won't be recommending/providing medical advice.

We are hoping this service is widely used by staff and will re-evaluate our offering depending on the uptake.



HEALTHY LIFESTYLE SUPPORT

1:1 support to help you make and sustain healthy lifestyle choices.



 WAIMAKARIRI
DISTRICT COUNCIL

waimakariri.govt.nz

ABOUT ME

Hi, I'm Lara and I have been working at the Waimakariri District Council as the Health, Safety and Wellbeing Coordinator for the past 12 months.

I am extremely passionate about health and wellbeing and have several years' experience working in the community as an advisor – where I provided educational and motivational support to people from all walks of life to make and sustain healthy lifestyle changes. In 2020 I graduated with a Bachelor of Applied Science in Physical Activity and Health promotion and have extensive knowledge around nutrition and exercise prescription.

I find great reward in supporting people to flourish and achieve better health and I am grateful to have the opportunity to support staff at the Waimakariri District Council to do the same by offering this service.



THE SERVICE

The aim of this service is to help you move forward with confidence on your healthy lifestyle journey.

This will be achieved by providing support with healthy movement and eating based on need (which might be as little as a one-off contact), but could also include:

- Up to three follow-up meetings
- Goal setting
- Basic exercise plans (individualised to your goals)
- Provision of healthy eating and physical activity resources.



WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF THE MEETING OF THE UTILITIES AND ROADING COMMITTEE HELD IN THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA ON TUESDAY 17 OCTOBER 2023 AT 9AM.

PRESENT

Councillors N Mealings (Chairperson) arrived at 9.05am, R Brine, P Redmond, J Ward and P Williams.

IN ATTENDANCE

Mayor D Gordon and Councillor T Fulton.

J Millward (Chief Executive), G Cleary (General Manager Utilities and Roading), J McBride (Roading and Transport Manager), J Recker (Stormwater and Wastewater Manager), K Straw (Civil Project Team Leader), D Young (Senior Engineering Adviser), P Daly (Road Safety Co-ordinator/Journey Planner), S Binder (Senior Transport Engineer), A Mace-Cochrane (Transportation Engineer) and K Rabe (Governance Advisor).

APPOINTMENT OF CHAIRPERSON

Moved: Mayor Gordon

Seconded: Councillor Ward

THAT the Utilities and Roading Committee:

- (a) **Appoints** Councillor Brine as Acting Chairperson until the Chairperson, Councillor Mealings, arrived.

CARRIED

1 APOLOGIES

Moved: Mayor Gordon

Seconded: Councillor Redmond

That an apology for lateness be received and sustained from Councillor Mealings who arrived at 9.05am.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3 CONFIRMATION OF MINUTES

- 3.1 **Minutes of the meeting of the Utilities and Roading Committee held on Tuesday 19 September 2023.**

Moved: Councillor Redmond

Seconded: Councillor Ward

THAT the Utilities and Roading Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the Utilities and Roading Committee held on 19 September 2023, as a true and accurate record.

CARRIED

3.2 **Matters Arising (From Minutes)**

Councillor Ward suggested that the recently completed pathway at Tuahiwi be sealed to enable children to utilise it to scooter to school. C Cleary responded that either the Council should be requested to approve additional funding or the request should be included as part of Roding's submission to the 2024/34 Long Term Plan.

Councillor Brine vacated the Chair in favour of Councillor Mealings at 9.05am.

4 **DEPUTATION/PRESENTATIONS**

Nil.

5 **REPORTS**

5.1 **Approval of Design for Projects 1 and 3 of the Transport Choices Programme (Kaiapoi to Woodend and Woodend to Ravenswood Cycleways – K Straw (Civil Project Team Leader) and D Young (Senior Engineering Advisor)**

K Straw and D Young were in attendance to present the report, which sought approval of the detailed designs for the Kaiapoi to Woodend and the Woodend to Ravenswood cycleways to allow staff to progress the tender phase of the project. Public consultation occurred during September 2023, and 39 formal submissions were received, with 34 in support. K Straw summarised the three changes made to the design due to the feedback received. Staff had also worked extensively with Waka Kōtahi, Ngāi Tūāhuriri and Ready Mix, who were the three main stakeholders.

Councillor Redmond queried the number of car parks that would be lost due to the project and if the car parking would be marked on Ranfurly Street. K Straw replied that two car parks would be lost in Ranfurly Street and that he was uncertain whether the car parks would be formalised. Councillor Remond commented that the plan in the agenda had the car parks marked.

Councillor Redmond also queried whether staff knew there was a gate giving access to the park from Ranfurly Street, which was used for parking at certain times of the year. K Straw undertook to investigate this matter further.

In response to Councillor Redmond's question regarding the ability of trucks and caravans to exit the mill, K Straw replied that the road layout would be altered slightly to enable easy access/exit for trucks and caravans. Councillor Redmon also asked if staff had informed the mill owners/tenants of the planned changes. K Straw confirmed that the mill had been informed of the proposed changes and had not responded to staff directly or through public consultation.

Councillor Williams noted that overall, 20 car parks would be lost and queried the long-term impact of this loss on the roading network. K Straw acknowledged that the loss of on-street parking could impact residents, but, most of these parks were located in front of large properties which had plenty of space for parking on the property and would not currently need on-street parking. However, if these properties were subdivided into smaller units, then no on-street parking may become an issue. He also assured members that the removal of on-street parking was always something that staff gave plenty of consideration to and tried where possible to mitigate any further loss.

In response to Councillor Mealings queried K Straw's replied that the diagrams depicted in the agenda were the final designs that would be put out for tender. K Straw noted that Waka Kōtahi had indicated that they were unlikely to approve the pedestrian island outside St Barnabas's Church, which would then be omitted, however, this would be the only change to the design.

In response to a query regarding the process, D Young replied that the Kaiapoi-Tuahiwi Community Board had been briefed on the design changes before the report was submitted to the Utilities and Roading Committee. Mayor Gordon enquired if the Woodend-Sefton Community Board had also been briefed, and D Young explained that as the changes were in the Kaiapoi-Tuahiwi area, the Woodend-Sefton Community Board had not been briefed, given the tight timeframe for the project to be completed. Mayor Gordon requested that the Woodend-Sefton Community Board be briefed prior to work commencing.

Councillor Fulton queried if staff worked with stakeholders before going out to public consultation or if the stakeholders were only made aware of the details of the project at the same time as the general public. D Young replied that staff worked with stakeholders throughout the planning stage of projects.

Councillor Mealings queried how Ready Mix was allowed to occupy the road reserve, and K Straw noted that there was a historic arrangement in place that Ready Mix had a licence to occupy the area, however, the cycleway would only require a small portion of the road reserve.

Moved: Mayor Gordon

Seconded: Councillor Ward

THAT the Utilities and Roading Committee:

- (a) **Receives** Report No. 230830134485.
- (b) **Approves** the detailed design for Project 1, Kaiapoi to Woodend as per Trim No. 230830134489.
- (c) **Approves** the detailed design for Project 3, Woodend to Ravenswood as per Trim No. 220830134490.
- (d) **Approves** the installation of no stopping lines required as per the Proposed Schedule of No Stopping Restrictions (Trim No. 230222024367 V02), noting that these would be added to the Council's Schedule of Parking Restrictions upon completion.
 - i. Ranfurly Street East Opposite Sidey Quay
- (e) **Notes** the installation of no-stopping lines (below) required as per the Proposed Schedule of No Stopping Restrictions (Trim No. 230222024367 V02), would be approved by Waka Kōtahi and would not be included within the Council's Schedule of Parking Restrictions upon completion.
 - i. Main Road (SH1) West Main Road frontage of No. 8 Woodglen Drive.
 - ii. Main Road (SH1) East No. 122 Main Road
 - iii. Main Road (SH1) West No. 133 Main Road
 - iv. Main Road (SH1) West Kerb build out at the Church.
- (f) **Notes** that the proposed changes to the detailed design would result in the loss of 20 on-road car parking spaces, noting that the on-road car parking spaces on Main Road (SH1) were considered to be "road shoulder" and rarely got used for parking.
- (g) **Notes** that feedback from the consultation process had been incorporated into the design where applicable.
- (h) **Notes** that the recommendations within this report would require the reclamation of road reserve currently occupied by private residencies along Old North Road, Main North Road (SH1) and that this had been discussed with the relevant property owners.
- (i) **Notes** that the deadline for the approval of the detail design and Schedule 2 agreement for funding had been extended to 27 October 2023, and that Waka

Kōtahi had signalled that failure to meet that deadline would result in no funding being available. Also funding for construction was dependent on and would not be released until these had been approved by Waka Kōtahi.

- (j) **Notes** that the detailed design drawings were subject to an Independent Road Safety Audit, and that this process had yet to occur. Further minor changes were likely to be required as a result and would be agreed with the General Manager Utilities and Roding.
- (k) **Notes** that this project would require an Archaeological Authority to construct, and that staff were currently working through this process.
- (l) **Notes** that staff had been working with Ngāi Tūāhuriri in relation to aspects of the alignment that occupy MR873 land and that as a result, the alignment had been updated to ensure the path did not encroach into MR873 land.
- (m) **Notes** that staff had been working with Waka Kōtahi in relation to coordination with planned State Highway works and was also seeking the relevant approvals to locate the path in the State Highway Road corridor and that Waka Kōtahi were yet to provide their formal approval of this alignment.
- (n) **Notes** that staff would proceed with the preparation of tender drawings, and documents in anticipation of receiving an approval to move to construction from Waka Kōtahi.
- (o) **Circulates** this report to the Kaiapoi-Tuahiwi Community Board and the Woodend-Sefton Community Board for their information.

CARRIED

Mayor Gordon acknowledged the work done by staff on this project and the positive feedback from the consultation and drop-in sessions. He noted that cycling and walking had become very popular in recent years, and connecting two of the district's towns would be much appreciated by those who preferred other travel options. He also acknowledged the difficulties faced by staff in some sections of the route.

Councillor Ward congratulated staff on a well-thought-out route which was long overdue and a much-needed connection between the two towns.

Councillor Redmond supported the motion, however, he did have concerns regarding the loss of parking on Ranfurly Street. He noted that the drop-in sessions had been well attended and had generated positive feedback. Councillor Redmond, a member of the Woodend-Sefton Community Board, stated that he had updated the Board at its last meeting of the proposed changes to the route and as this was a very proactive Chairperson and Board. He was confident that the Board was very aware of the changes and any possible impacts to its area.

Councillor Mealings supported the motion and thanked staff for their work with businesses and stakeholders along the proposed route.

5.2 Eastern Districts Sewer Scheme and Oxford Wastewater Treatment Plan Annual Compliance Monitoring Report 2022-23 – C Fahey (Water and Wastewater Asset Manager)

G Cleary spoke to the annual report on consent compliance performance of the Eastern District Sewer Scheme (EDSS) and the Oxford Sewer Scheme. Full compliance had been achieved for the EDSS. The Oxford Scheme did not require an annual compliance report, however, a report was prepared as good practice. Full compliance had not been achieved for the Oxford Scheme due to the lack of monitoring data to clearly demonstrate the depth limit for effluent application due to irrigator two being damaged during a strong wind event

in 2021. However, the system should receive an upgrade, which should fix monitoring issues in the future.

Councillor Fulton queried what was meant by 'depth limit', and G Cleary explained that there was a limit to the depth that effluence was allowed to penetrate when sprayed on paddocks. Councillor Fulton further questioned if the Council utilised expert irrigation contractors or if this was managed in-house. G Cleary noted that this report concerned the monitoring and obtaining good, reliable, continuous data but acknowledged that irrigation technology and expertise would help to achieve compliance with irrigation of effluence.

Councillor Williams queried if it was intended to have generators or inverters on-site to ensure data collection would not be impacted during power outages.

G Cleary was unable to answer the question, however, he assured members that staff were working on solutions to the issue.

Moved: Mayor Gordon

Seconded: Councillor Williams

THAT the Utilities and Roading Committee:

- (a) **Receives** Report No. 231003156382.
- (b) **Notes** that full compliance was achieved for all of the Eastern District Sewer Scheme (EDSS) Ocean Outfall consent conditions during the 2022-2023 monitoring period.
- (c) **Notes** that the Eastern Districts Sewer Scheme – Annual Compliance Monitoring Report 2022-2023 was currently being reviewed by Environment Canterbury.
- (d) **Notes** that although not required, the Oxford Sewer Scheme - Annual Monitoring Report 2022-2023 was provided to Environment Canterbury as good practice.
- (e) **Notes** that the Oxford Sewer Scheme did not achieve full compliance for the 2022-23 monitoring period. There were two reasons why the scheme did not achieve full compliance, one was due to lack of monitoring data to clearly demonstrate that the depth limit for effluent application at the irrigation field had been achieved, and the other was due to the exceedance of consent limit for faecal coliform level for two effluent samples taken.
- (f) **Notes** that staff were working on getting Irrigator Two (western irrigator) connected to SCADA and installing additional flow monitoring equipment at the Oxford Irrigator site which would improve monitoring data collection to demonstrate compliance with the depth limit for effluent application at the irrigation field. Once this work was complete, the scheme was expected to be fully compliant.
- (g) **Notes** that UV equipment at the treatment plant had been replaced and operational procedures were being improved to address the faecal coliform limit exceedance.
- (h) **Circulates** this report to all Community Boards for their information.
- (i) **Circulates** a copy of this report to Te Ngāi Tūāhuriri Rūnanga, Te Kōhaka o Tūhaitara Trust and Waimakariri Water Zone Committee for their information.

CARRIED

5.3 **July 2023 Flood Recover Progress Update – J Recker (Stormwater and Wastewater Manager), J McBride (Roading and Transport Manager) and D Pinfold (Flood Team Lead)**

J Recker and J McBride were in attendance to speak to the report, which provided a progress update on the July 2023 flood recovery work.

Councillor Mealings noted she was aware of the meeting with residents from Washington Place, however, she queried when the other meetings at Bramleys Road, Threlkelds Road and Tram Road were held. J Recker reported that the meetings were held during the last two months and were not planned. Staff had agreed to meet residents as they had the time when the residents called.

N Mealings also queried if staff were reviewing options for the Mandeville sewer, as she believed there was a simple fix for this issue.

Councillor Fulton noted that staff had drone footage of the areas flooded and enquired if this would be made available to the residents to identify any pinch points in the drainage system. J Recker stated that staff were still investigating, however, once staff had finished, they would be happy for residents to share this resource. G Cleary noted that the map developed by staff over the years would be more useful to residents than the drone footage.

Moved: Councillor Williams

Seconded: Councillor Mealings

THAT the Utilities and Roading Committee:

- (a) **Receives** Report No. 231005157963.
- (b) **Notes** that works on the three key areas of Cam River / Ruataniwha, Tuahiwi and Waikuku Beach had commenced and would require more detailed assessment, investigation and community and stakeholder consultation.
- (c) **Notes** that all 80 investigations have been triaged, 40 were currently being scoped, 32 were under investigation, two had works being reviewed for approval, five had works programmed, and one was completed.
- (d) **Notes** that of the 126 maintenance actions 22 were yet to start, 95 had been started and work was in progress, eight had been programmed, and one had been completed.
- (e) **Notes** that the total cost estimate for the flood recovery work was \$4.055 million.
- (f) **Notes** that future progress update reports to the Utilities and Roading Committee would provide an update on the actual and forecast expenditure versus the approved budget.
- (g) **Notes** that a communications strategy document would be presented to the next Utilities and Roading Committee meeting for endorsement.
- (h) **Circulates** this report to all Community Boards for information.

CARRIED

Councillor Williams noted that this was a challenging time with recovery works being done continuously due to the almost constant weather events over the last three to four years.

Councillor Mealings concurred and noted that, hopefully, the proposed work would be well underway or completed before any further weather events occurred.

5.4 **Cam River / Ruataniwha Report – J Recker (Stormwater and Wastewater Manager), K Simpson (Three Waters Manager)**

J Recker was in attendance and provided an overview of the maintenance and immediate works identified for the Cam River/Ruataniwha, in Environment Canterbury's (ECan) Scheme Plan briefed the Committee on the development of stormwater management within the river's catchment since 2000.

Councillor Redmond noted the findings of the National Institute of Water and Atmospheric Research (NIWA) that one-in-fifty-year events would become more of a one-in-ten-year event and queried if the modelling of these should be changed to reflect the change in weather patterns. J Recker agreed that the modelling should be revisited.

Councillor Mealings concurred, noting the increase in serious weather events. G Cleary replied that every event was different and impacted different areas and depended on various factors such as the intensity of the rain, the duration, the catchment area and how saturated the soil was at the time of the event. There was also an indication of an increase in wind events, which would have different impacts on the district. Councillor Mealings noted that it was important that the modelling was correct to enable confidence in the future development of the district.

Councillor Williams questioned whether there was sufficient monitoring of the work contracted for maintenance of important drainage and infrastructure and, if it was found that there had been a failure, what steps could be taken. G Cleary responded that this was a matter under consideration for the future. Councillor Williams stated he was concerned that the Bellgrove development would put further pressure on the Cam River. G Cleary replied that the Bellgrove development was compliant with all its consents, however, he acknowledged that more stringent criteria may be needed in the future.

P Williams also queried the cost division between the Council and ECan, noting the last time the Cam River's stopbanks were checked was in 1980. With the impact of climate change and increases in river flows, monitoring should be carried out more regularly. He also queried if the Council was getting good value for money with the contractors used by ECan. G Cleary replied that staff always ensured that contractors had the skills necessary. He noted that ECan had more experience dealing with this type of work and would have appropriate contractors to do the required work.

Mayor Gordon agreed with Councillor Williams' concerns regarding the Bellgrove drainage requirements and believed that this topic should be covered by a briefing to the Council. He also noted that Councillor Williams had raised the issue of appropriate monitoring of work and performance of contractors and requested a report on this topic.

Councillor Ward stated that the new developments were not the problem, but rather the lack of clearing of dead trees and rubbish from drainage ditches that caused the flooding and therefore welcomed the suggestion of a report.

Moved: Councillor Redmond

Seconded: Councillor Ward

THAT the Utilities and Roading Committee:

- (a) **Receives** Report No. 231005158212.
- (b) **Notes** that there were immediate maintenance works identified and those works had been completed by Council maintenance contractors in early October 2023.
- (c) **Notes** that the remaining maintenance works would be undertaken by Environment Canterbury with Council funding the upper section maintenance works above Bramleys Road. Environment Canterbury had advised that this would be undertaken in November / December 2023.

- (d) **Notes** that the immediate works were proposed in the vicinity of the Bradleys Road bridge to address a section of low bunding along the Cam River/ Ruataniwha.
- (e) **Notes** the funding of \$250,000, which was recently approved by the Council (refer TRIM 230921147926) was sufficient to undertake the immediate works along the Cam River/ Ruataniwha.
- (f) **Notes** that the Cam River/ Ruataniwha scheme design was being updated by Environment Canterbury, which would consider the impact of development in Rangiora and the potential need to raise the existing stopbank system.
- (g) **Notes** that a subsequent report would be submitted to Council upon completion of the Environment Canterbury Scheme Plan that would provide a recommendation on the Council's future strategy for the Cam River/ Ruataniwha.
- (h) **Circulates** this report to all Community Boards for information.

CARRIED

Councillor Redmond stated that ensuring resilience in the district's infrastructure was essential. He also informed the Committee that there was a recommendation to ECan for \$2 million to cover work on the Cam River and its stopbanks, and he had suggested that this be funded via loan funding as it would be an intergenerational expense.

Councillor Williams thanked staff for their quick response to this matter.

Councillor Mealings supported the motion and the proposed work.

5.5 Adoption of Road Safety Action Plan 2023/24 – P Daly (Road Safety Co-ordinator/Journey Planner) and J McBride (Roading and Transport Manager)

P Daly and J McBride attended and presented the report, which sought the adoption of the Waimakariri Road Safety Action Plan 2023/24.

Councillor Williams queried whether this plan should be put on hold as the new Government had indicated a change of focus to road safety. P Daly replied that this document was intended to respond to changes in policy and that this would be a living document focused primarily on the district.

Moved: Mayor Gordon

Seconded: Councillor Redmond

THAT the Utilities and Roading Committee:

- (a) **Receives** Report No. 230802117283.
- (b) **Adopts** the Road Safety Action Plan 2023/24 (Doc 190529076366).
- (c) **Circulates** this report to the Community Boards and all stakeholders of the Road Safety Working Group.
- (d) **Requests** that staff arrange a workshop to socialise this plan with All Boards.

CARRIED

Mayor Gordon acknowledged the work done by P Daly. He believed it was appropriate to have a living document which sought to protect the people of the district regardless of the label that the Government put on its initiatives.

Councillor Redmond noted that he was the Chair of the Road Safety Working Group, and the members of the Group came from different disciplines and experiences and had all contributed to this document.

5.6 **Rangiora Stormwater Monitoring Report 2021-22 – S Allen (Water Environment Advisor)**

J Recker attended to present the report, which summarised the key findings of the 2021-22 Stormwater Monitoring Programme for Rangiora under the consent CRC184601.

Councillor Mealings noted that the Cam River was mentioned as exempt several times in the recommendations and queried why. J Recker undertook to forward that information to the Committee. In response to a question from Councillor Mealings regarding flush criteria J Recker noted that collecting relevant data for flush testing was only sometimes possible as the events often happened outside of working hours.

Councillor Fulton queried if there were comparisons of water quality in sections of the river that had plantings on the bank to areas that did not. G Cleary replied that it would be difficult to monitor this as the river moved from one area to another and washed contaminants from one area to another. There was also an effect from shading that would need to be considered.

Councillor Ward acknowledged that stock was kept away from waterways to improve and protect water quality, however, she queried what impact the increased birdlife in wetlands had on the waterways. She noted the increase in swans and Canadian Geese, which would also contaminate waterways with their effluence, which would be slightly different from other stock. J Recker could not answer the question and would get S Allen to respond to this query.

Councillor Williams noted new industrial areas being developed and queried how the Council would monitor discharges from these businesses to ensure they would not contaminate waterways. J Recker replied that no monitoring was included in the current plan, however, he would ask for consideration to be given to this matter..

Moved: Councillor Williams

Seconded: Councillor Ward

THAT the Utilities and Roading Committee:

- (b) **Receives** Report No. 230904136693.
- (c) **Notes** that there were exceedances (non-compliances) during wet weather events of dissolved zinc, dissolved copper, dissolved reactive phosphorus, total suspended solids (one site only) and E. coli in some Rangiora waterways, in particular the Middle Brook and North Brook.
- (d) **Notes** that follow-up investigations were recommended in this report, which would be carried out by Three Waters staff under existing budgets.
- (e) **Notes** drafting was underway of a Rangiora Stormwater Management Plan 2025-2040, which would incorporate these monitoring results and other information.
- (f) **Circulates** this report to the Waimakariri Water Zone Committee and the Rangiora-Ashley Community Board.

CARRIED

Councillor Williams was supportive of the team's proactiveness.

Councillor Ward thanked staff for their work.

6 **CORRESPONDENCE**

Nil.

7 **PORTFOLIO UPDATES**

7.1 **Roading – Councillor Philip Redmond**

Issues / focus for staff

- We are heading into construction season, and planning was underway for works due to start shortly.
- Extreme wind event on 14 and 15 October 2023 had brought down a significant number of trees. The Whiterock area had been particularly badly hit with roads closed and power lines down.
- Staff were working with WSP on the Lees Valley Road slip repair options to be able to progress these works quickly.
- Island Road / Mounseys Stream – Scour downstream of the bridge had been identified. Staff currently working with WSP on options for repair. Restrictions are to be put in place until repairs can be completed.

Funding applications to Waka Kotahi

- Application for resilience funding for Lees Valley Road was submitted to Waka Kotahi but not approved. This was for the new Resilience Fund that Government announced in August 2023. Staff had been advised all funding went to State Highways.
- Road to Zero funding for the construction of the traffic signals at Island Road / Ohoka Road intersection as previously reported had been formally approved by Waka Kotahi.
- Applications were likely to be submitted for the Wind Event 14 and 15 October 2023.

Capital

- Detailed design for River Road Upgrade and Island Road / Ohoka Road Intersection were being completed and contracts prepared to go out to tender.
- Transport Choices detailed design was continuing.
- Townsend Road culvert investigation / prelim design consideration was continuing.
- Kerb and channel renewals were currently in design.

Operational

- The spring spraying round was underway and grass growth had accelerated.
- The Council had a busy time ahead with repairs and resurfacing on some of the busy roads. Public communication would go out ahead of the works.
 - Asphalt resurfacing completed on Williams Street (Courtenay Drive to Vickery Street) and West Belt (Oxford Road to Milesbrook Close).
 - Next asphalt surfacing site was Ashley Street between Coldstream Road and Rickman Place. Likely to be undertaken during the day with a one lane detour for northbound traffic.
 - Percival Street / Victoria Street / Northbrook Road bend near the Lillybrook shops – Night works Sunday 29 October to carry out patch repairs.
 - Ohoka Road and High Street – Night works 30 October to carry out patch repairs.
 - King Street / Queen Street roundabout – Night works 31 October to carry out repairs.

- Pavement rehabilitation work was planned for Lower Sefton Road to start on 24 October (after Labour weekend). A detour would be in place via Harleston Road and Broad Road.
- Chipsealing of reseal sites will start at the end of the month, with the first sites being Blackwell Crescent, Bracebridge Street, Woodend Road, West Belt, George Street and Dunlops Road.

Upcoming Works by Other

- MainPower planned closures of Cass Street as was reported last month was delayed and was now planned to start 26 October 2023. A detour would be in place.
- Huntingdon Drive was closed between Salisbury Avenue and Belmont Avenue until approximately 27 October 2023 to allow for the new road connection through to Charles Upham Drive to be constructed.
- Hicklands Road would be closed daily from the 18 to 25 October 2023 west of Easterbrook Road, to allow ECan to carry out stop bank works.

Road Safety

- The Kickstart Motorcycle Safety event was held in Woodend on the 23 September 2023.
- Staff were working with the SADD (Students Against Dangerous Driving) coordinator and would this week present to the school assembly at Oxford Area School on the topic of the Drive programme. We were also working with them to establish a SADD group at Kaiapoi High School.
- Since 1 July 2023 there had been 193 students in 7 schools receive Cycle Sense training. Those schools included Sefton School, Loburn School, Woodend School, Fernside School, Rangiora New Life School, Rangiora Borough School and West Eyreton School.

Community

- Consultation had closed for the Transport Choices Walking and Cycling projects. A report on this subject would go to the Rangiora-Ashley Community Board on the outcome this month and would be considered by Council in November.
- The Road Reserve Management Policy consultation had closed and the Hearing was planned for the 20 October.

7.2 Drainage, Stockwater and Three Waters (Drinking Water, Sewer and Stormwater) – Councillor Paul Williams

Wastewater

- Meeting was planned with the residents adjacent to the Woodend **WWTP**, to discuss midges.
- The Council was about to commence engagement with the Runanga via **MKL** on the Oxford **WWTP** upgrade project.

Drainage

- Initial round of drainage and water race advisory groups was underway.
- The all groups drainage meeting was held last week and there was a very interesting and challenging presentation on extreme flooding in NZ and around the world.
- McIntosh Drain Pump Station opening is planned for Thursday 26 October.

7.3 **Solid Waste– Councillor Robbie Brine**

Wind Event

- Southbrook RRP was closed from around noon on Saturday 14 October 2023 owing to the high winds and hazardous working conditions. Staff reported some trees and branches down, they arrived at the site earlier than usual the next day to clean up. Remaining trees did not impact on operations, so site was open at 8:30am as usual. Trees that fell onto the site have been cut up; A tree fell across the fence from the north, and the southern fence was also damaged by neighbouring tree's roots when the tree fell into their paddock. We will work with the owners to get the damaged fences repaired.
- Oxford transfer station was able to open as usual at midday on Sunday – K Waghorn checked site in morning to ensure there no trees across the driveway, and power was restored before 12.00 when the site was due to open.
- There was a Solid and Hazardous Waste working party meeting scheduled for 2pm on Friday 20 October. The reports being discussed at this meeting would be referred straight to the Council.
- School recycling bins sort and weigh audits were continuing – some had seen great improvement since their last audit and report, others had not improved and staff were going through a process to engage with these schools to have Eco Educate come and work with them to set up systems to improve their recycling processes.
- One of the stormwater improvements projects at Southbrook had started during the week, with contractors working behind the greenwaste disposal area. Staff were planning to install a slot drain along the front of the drop-off area once the pipes were in, this would reduce the amount of stormwater going into the wastewater system from the access road. Work will be done in two parts to try and minimise inconvenience for site users.

7.4 **Transport – Mayor Dan Gordon**

There were no matter raised.

8 **MATTERS REFERRED FROM KAIAPOI-TUAHIWI COMMUNITY BOARD**

8.1 **Approval to Install No-stopping Restrictions Along the Frontage of No. 20 Main Street, Oxford – A Mace-Cochrane (Transportation Engineer) and S Binder (Senior Transportation Engineer)**

(Report No. 230905137573 to the Oxford-Ohoka Community Board meeting of 4 October 2023).

There were no questions from Councillor.

Moved: Councillor Ward

Seconded: Councillor Redmond

THAT the Oxford-Ohoka Community Board recommends:

THAT the Utilities and Roading Committee:

- (a) **Approves** the installation of no-stopping restrictions at the following location:
 - i. On the north side of Main Street between the two vehicle crossings of No. 20 Main Street (approximately 4.0 metres long).

CARRIED

8.2 **Approval to Install No-stopping Restrictions Along the Frontage of No. 20 Main Street, Oxford** – A Mace-Cochrane (Transportation Engineer) and S Binder (Senior Transportation Engineer)

(Report No. 230718108142 to the Rangiora-Ashley Community Board meeting of 11 October 2023).

There were no questions from Councillor.

Moves: Councillor Brine Seconded: Councillor Ward

THAT the Rangiora-Ashley Community Board recommends:

THAT the Utilities and Roothing Committee:

- (a) **Approves** the installation of the following no-stopping restrictions:
- ii. On the north side of High Street between the vehicle crossings of 2A Ayers Street and 364B High Street.
 - iii. Charles Upham Drive at the following locations:
 - (1) 17 metres north of the Salisbury Avenue intersection on the west side.
 - (2) 28 metres north and 14 metres south of the Valour Drive intersection on the east side.
 - (3) Between Salisbury Avenue and Chatsworth Avenue intersections on the west side.
 - (4) Between Elm Drive and Chatsworth Avenue intersections on the east side.
 - (5) 30 metres south of the Chatsworth Avenue intersection on the east side.

CARRIED

9 **MATTERS FOR INFORMATION**

9.1 **Approval to Install Stop Controls at Various Intersections along Seddon Street, Rangiora** – A Mace-Cochrane (Transport Engineer) and S Binder (Senior Traffic Engineer)

(Report No. 230707102697 to the Rangiora-Ashley Community Board meeting of 11 October 2023).

There were no questions from Councillor.

Moves: Councillor Ward Seconded: Councillor Mealings

THAT the Utilities and Roothing Committee

- (a) **Receives** the information in Item 9.1.

CARRIED

10 **QUESTIONS UNDER STANDING ORDERS**

Nil.

11 **URGENT GENERAL BUSINESS**

Nil.

12 **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it was moved:

Moved: Councillor Ward

Seconded: Councillor Brine

THAT the public be excluded from the following parts of the proceedings of this meeting:

Item 12.1 Report from Management Team meeting of 2 October 2023

Item 12.2 Report from Management Team meeting of 2 October 2023

The general subject of each matter to be considered while the public was excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution were as follows:

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public-
12.1 Report from Management Team meeting of 2 October 2023	Good reason to withhold exists under section 7	To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
12.2 Report from Management Team meeting of 2 October 2023	Good reason to withhold exists under section 7	To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).

CARRIED

CLOSED MEETING

The public excluded portion of the meeting commenced at 10.52am and concluded at 10.54am.

OPEN MEETING

Moved: Councillor Redmond

Seconded: Councillor Ward

THAT open meeting resumes and the business discussed with the public excluded remains public excluded.

CARRIED

NEXT MEETING

The next meeting of the Utilities and Roading Committee will be held on Tuesday 21 November 2023 at 9am.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 10.54AM.

CONFIRMED

N Mealings
Chairperson

Date

UNCONFIRMED

MINUTES OF A MEETING OF THE COMMUNITY AND RECREATION COMMITTEE HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON TUESDAY 17 OCTOBER 2023 AT 3:30PM.

PRESENT

Councillors P Redmond (Chairperson), A Blackie, R Brine, B Cairns (via Teams), N Mealings and Mayor D Gordon.

IN ATTENDANCE

Councillors T Fulton and J Goldsworthy.

J Millward (Chief Executive), C Brown (General Manager Community and Recreation), G MacLeod (Greenspace Manager), T Sturley (Community Team Manager), M Greenwood (Aquatics Manager) and C Fowler-Jenkins (Governance Support Officer).

There were three members of the public present.

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

Item 5.3 – Councillor Redmond declared a conflict as he was a member of the District Licensing Committee.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the meeting of the Community and Recreation Committee held on 22 August 2023

Moved: Councillor Blackie Seconded: Councillor Brine

THAT the Community and Recreation Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the Community and Recreation Committee, held on 22 August 2023 as a true and accurate record.

CARRIED

3.2 Matters arising (From Minutes)

There were no matters arising.

3.3 Notes of the workshop of the Community and Recreation Committee held on 22 August 2023

Moved: Councillor Blackie Seconded: Councillor Redmond

THAT the Community and Recreation Committee:

- (a) **Receives** the circulated notes of the workshop of the Community and Recreation Committee, held on 22 August 2023.

CARRIED

4 DEPUTATIONS

4.1 Redevelopment of Rangiora High School – David Lows

D Lows was not present to speak to the Committee.

4.2 Community Led Housing – N Carter and M Sparrow

N Carter spoke to the Committee noting that she was the Social Services Waimakariri Facilitator. The Waimakariri district had a long history of working collaboratively together within the community but also across territorial local authority and through into the Hurunui district. The two main collaborations were with the Social Services Waimakariri and the Waimakariri Health Advisory Group, which had been running for at least 20 years. Since Covid some new collaborations that had come online and included in those were Food Secure North Canterbury, the Covid Community Response, while the Next Steps Website project was initiated, all of which extended into the Hurunui District.

This project dealt with the lack of housing space in our community. There was a disproportionate lack of emergency and transitional housing and our most vulnerable people are being sent to the city for accommodation separating them from family, schools, workplaces, faith communities. There is also a lack of relevant data to support funding provisions for the district as data was being skewed by people from the Waimakariri district being housed in Christchurch. There are also those housed at campgrounds, in particular Pineacres Campground which was what happened when there was inadequate wrap around support and mismanagement of spaces for the most vulnerable. There was also an increasing number of people living in cars and an increase in people begging on the streets. Mental health and addiction services were severely lacking locally and regionally with a lack of beds and secure facilities.

It was now widely understood that housing played a significant role in health outcomes especially for those on limited incomes. In addition, stable housing also contributed strongly to the social and ultimately cultural wellbeing of communities and to the sense of identity communities forged over time. Dry, warm, safe, secure and affordable housing was fundamental to all individuals. Housing was a complex issue and the only way to get change was to work in collaboration with each other towards a common goal for the most vulnerable in the community. The goal would be getting people out of social housing and into affordable rentals and ownership.

Three key responses had been devised, the first of which was for Social Services Waimakariri to continue to host regular related housing forums to ensure that local service providers could share their information about housing related entitlements, services and thoughts so that they could best support their clients with housing needs. The second one was to continue to build relationships with housing providers with a view to affecting a collaborative response to address key housing issues for the district. The third was to establish a small working group which was the current housing response working group to progress the preparation of a case via collection of data for the support for adequate provision of local emergency and transitional housing to be presented to the Ministry of Housing and Urban Development. The housing response working group was established in mid-2022 with representation from Social Services Waimakariri, Ministry of Social Development, Waimakariri District Council Community Team, Comcare and Vision West.

Councillor Redmond asked for clarity on why it seemed that the figures for the Waimakariri went up while the Huruni went down in the housing register graph. He queried if people were moving from the Hurunui into the Waimakariri district. T Robinson noted that the register was fluid and depended on if someone in the Hurunui district was housed somewhere else therefore were removed from the register. It did not mean that they were necessarily housed in Hurunui or in Waimakariri.

Councillor Fulton asked what impact lack of access to health care and GP services and if these should be included at the start. If you were unable see a doctor your mental health, physical health and wellbeing declined. N Carter replied that the relationship to Te Whatu Ora and Te Manu Ora was via the Waimakariri Health Advisory Group and acknowledged

those concerns were being widely discussed alongside Waitaha and Pegasus. T Robinson stated if you did not have suitable sustainable housing it impacted your ability to work, your income and your health and vice versa.

5 REPORTS

5.1 Aquatics October Update – M Greenwood (Aquatics Manager)

M Greenwood spoke to the report which provided the Committee with an update on the aquatic facilities progress to date. Attendance numbers were up on a month by month comparison for the last few years which was promising. A had case been noted at the end of September 2023 by Te Whatu Ora that an individual with cryptosporidium had visited the facilities. He had detailed the process in the report which was largely treated through the standard procedures and had subsequently heard that there was no further follow up required from Te Whatu Ora.

Moved: Councillor Blackie

Seconded: Councillor Redmond

THAT the Community and Recreation Committee:

- (a) **Receives** Report No. 231004157525.
- (b) **Notes** Aquatic Facilities progress against key performance indicators including facility Attendance and Financial results.
- (c) **Notes** that Te Whatu Ora notified Council staff that an individual with Cryptosporidiosis visited Dudley pool on the 8th of September 2023 during an infectious period.
- (d) **Notes** staff were advised that no further action was required following an investigation by Te Whatu Ora into our water treatment standards.
- (e) **Notes** that further increases in community count with cases directly linked to a pool may require a significant closure, testing, drain down and cleaning of the facility before it was cleared to reopen.
- (f) **Circulates** this report to the Community Boards for their information.

CARRIED

Councillor Redmond thanked M Greenwood for the report.

5.2 Community-Led Housing Response Working Group Report – T Sturley (Community Team Manager)

T Sturley spoke to the report which presented an overview of the Joint Community Working Party paper that had been presented as part of the deputation in item 5.2. It sought Council endorsement for support with the Ministry of Health and Urban Development towards local provision on emergency and transitional housing. She highlighted that were two distinct current priorities one which was presented by N Carter, and the second was to work towards local provision of appropriately supported transitional housing for young people in the district.

Moved: Mayor Gordon

Seconded: Councillor Mealings

THAT the Community and Recreation Committee:

- (a) **Receives** report No. 231004157359
- (b) **Endorses** the Joint Community Working Party paper, to be submitted to Ministry of Housing and Urban Development (MHUD) to evidence pressing housing need in the Waimakariri District.
- (c) **Notes** that members of the Housing Response Working group would present an overview of the paper.

- (d) **Notes** that the draft paper was used as supporting evidence in Waimakariri District Council's Request for Support submission to MHUD for older persons housing funding.
- (e) **Notes** that, given the local agencies that have a stake in addressing the issues highlighted in the Housing Response Working Group paper operated across wider North Canterbury, the Group had made a request to present it to Hurunui District Council, seeking their endorsement also.

CARRIED

Mayor Gordon thanked T Sturley for the report, noting there was clear there was a good evidence base and that a lot of work had gone into the report. The paper brought together all of the issues that the district was experiencing in relation to lack of suitable housing. It also connected the work that the Council's Property Portfolio Working Group was doing. He commented that most weeks he would come see someone in his office who was homeless or had a situation that was desperate through a range of circumstances. You saw the situation at Pineacres campground which was pretty desperate and distressing to see some of the conditions they were forced to live under. Mayor Gordon stated he would like a North Canterbury perspective with a more coordinated response when addressing housing challenges and working together across boundaries. He believed that the election had given a brighter prospect where Council would retain ownership of land to enable the Council to find a suitable location for the likes of an Abbyfields community housing model however he acknowledged there were other housing providers and other options, such as the Peterborough which was impressive. He saw the work of the Joint Working Group as connected and had no hesitation in supporting this paper and endorsing it as a Council which would help the district in other forums.

Councillor Mealings thanked T Sturley for the report. She was really thankful for this paper. M Sparrow had done an exquisite job in getting the information together with all the people that had helped to make this a reality. The Social and Affordable Housing Group had known that there was a need, however they could not quantify it as they had no data or the information that was pertinent to the Waimakariri District. Thanks to this report we now have a more concrete baseline to work from and it gave the district a stronger position to advocate for the community. She unreservedly supported the paper.

Councillor Redmond thanked staff for keeping this in front of Council, so they did not forget or overlook it. It was an especially important issue and Council were not the total solution to the problem however could assist in achieving a better outcome.

5.3 **Alcohol and Drug Harm Update – T Sturley (Community Team Manager)**

Councillor Remond declared a conflict of interest and stepped back from the table and Councillor Blackie assumed the Chair.

T Sturley spoke to the report which gave an overview of the current condition paper that was prepared by an intern that Council had recently engaged within the Community Team. The paper explored alcohol harm in the community. It was often difficult to get good data as related to community issues and due of privacy issues there often was a delay with margins of error and unwillingness to provide data. Whilst quantitative data had always been seen as the ultimate, it was particularly important when looking at issues effecting wellbeing in the community that you painted a qualitative picture as quite often there were various contributing factors in relation to community issues. Data analysis was a key priority of the newly reconvened Alcohol Harm Steering Group.

A Bright noted that some data for New Zealand being analysed was for the 18-24 year old age group with two in five of these considered as hazardous drinkers. In 45-50 year olds the figure was one in four. Men were twice as likely to drink in a hazardous way and within the Māori community those number rose. Within the Pacifica and Asian communities, were the least likely groups to drink however if there were individuals in the community that did drink that hazardous drinking levels were reasonably high.

The review of the 2009-2012 action plan identified six key objectives. It was identified within the Steering Group that the priority was to frame a quality localised formative evaluation story telling project and to this end the Steering Group decided to employ an intern to undertake a qualitative research project among the communities' key stakeholders. This involved interviewing thirteen participant groups consisting of fifty-two individuals. For each discussion, the same core questions were presented to the participants. The first was what did alcohol and drug harm look like in your space, the second question was what were the factors that contributed towards positive outcomes, and the third question was what the contributing factors were observed hindering the positive outcomes. Lastly the participants were asked if everyone had a part to play in the prevention of alcohol and drug harm what did that look like. These discussions encouraged open conversation. The intern found that better source providers across Waimakariri were interested and enthusiastic about sharing their thoughts. Throughout the gathering and analysing of this information there was key to focus on best practice models. When used together these models really allowed us to approach the issues we saw in the community in a holistic way. T Sturley gave an overview of the key themes and noted that across all discussions every provider mentioned the need for well resourced locally relevant solutions to addressing this issue. Vaping was an area of concern across the community however new legislation introduced in August 2023 tightened regulations on vaping.

Councillor Fulton sought clarification on the comment about the drug peddlers in the gyms. A Bright noted that due to the nature of the collation of the report and the way discussions were run she did not have access to that information which she could share. Councillor Fulton also asked if this was new trend or if there had been indications that this had happened previously. A Bright replied that it was not surprising in as one of the most vulnerable demographics were new parents.

Councillor Blackie commented that the presentation noted that of Māori men who drank one out of two had a problem. He asked if the study had interaction with the Rūnanga and what their reaction had been to the questions. T Sturley replied that, as was the case with a number of things currently, the Rūnanga had limited capacity to engage. Council staff had kept them informed on the issues were in the community.

Moved: Councillor Mealings

Seconded: Councillor Blackie

THAT the Community and Recreation Committee:

- (a) **Receives** report No. 231005158446.
- (b) **Endorses** the Draft paper, "Current Condition 2023 Alcohol and Drug Harm Informative Report." (Trim: 231005158007).
- (c) **Notes** the broad community engagement approach applied to the preparation of the 'Current Condition' report.
- (d) **Notes** that the paper details 'best practice models' around which to frame local activity related to addressing alcohol and drug harm.
- (e) **Notes** the intention to apply a holistic approach to addressing the priority issues identified in the 'Current Condition' study, including the impact of alcohol and drug use on relationship harm, mental health and suicide.
- (f) **Notes** that the recommendations in the report will inform community-led responses to alcohol and drug harm in the Waimakariri District, led by the Alcohol and Drug Harm Prevention Steering Group, supported by the Community Development Facilitator – Safe Communities; and in line with the objectives of the Waimakariri Community Action Plan on Alcohol and Drug Harm 2021.

CARRIED

Councillor Mealings thanked staff for the report. She commented having a front seat watching this report unfold and the research that was done she could see how valuable it was going to be to the Steering Group in giving direction to what came next. They would be able to target effort to where it was needed most. Having a qualitative report and being

able to talk about the real life impacts on people and understanding their stories behind them was invaluable. She thanked staff for the work in that space.

Councillor Redmond resumed the Chair.

5.4 **Arts Strategy Development Report – T Sturley (Community Team Manager)**

T Sturley spoke to the report noting that the attachment to the report was the draft Ngā Toi o Waimakariri – Waimakariri Arts Strategy content. She apologised for being unable to produce a hardcopy however noted that it was shaping up to be an attractive looking document. She highlighted the broad community engagement that had been applied to the development of this draft. Two surveys had been undertaken and two community forums to gather perspectives from both residents as a whole and those practicing in various disciplines of the arts. The feedback from those surveys and forums formed the development and the actions that were detailed in the strategy. She highlighted that there was a recommendation and further detail in the report regarding the aspiration that this would potentially be an arts and culture strategy. Ngai Tuahuriri they were not currently in a position to be actively involved in the strategy however the first goal and a priority for the strategy was working with Nagi Tuahuriri to develop a more bicultural partnership approach.

C Brown noted that recommendation (c) identified funding for a full time position would be requested through the Council's Long Term Plan 2024/34. All funding bids that staff submitted to the Long Term Plan were considered by the Council and a decision made as to whether or not the arts and the facilitation of implementing the strategy was a priority. If the Committee approved the strategy, there was the option of not publicly releasing the strategy until the Council had made a decision on the funding for the Long Term Plan.

Councillor Redmond noted that staff referred to a bicultural approach and wondered how that incorporated migrants and multicultural aspects which were referred to on page 115 and 116 of the agenda. He queried if staff could clarify what sort of inclusivity this involved. T Sturley replied that the overall aim of the strategy was for the arts to be a mechanism to reflect the broad culture of the community which included bicultural and multicultural aspects and general inclusion and the various demographics across the community who might be marginalised. It was an inclusive strategy, the reference to bicultural referred to an intention to be able to facilitate a more active relationship with Ngai Tuahuriri and the intent around that was so that the Māori culture of our district and the local Māori arts scene was reflected across the district.

Councillor Fulton drew attention to the observations on the origins of the Arts Strategy which noted went back to the 1970s. There was a drive for further gallery funding and for these institutions to be developed and supported. He noted that a lot of our art installations in Waimakariri were in galleries and institutions and queried if we had the mix right. T Sturley believed that the strategy itself acknowledged the need for arts to be a lot more broadly displayed other than on the walls of institutions. Staff had highlighted space as there were possible opportunities to be gained from a report that was commissioned by an independent provider around facilities across the district. One of the ideas discussed in the report dealt with a lack of larger scale performance space.

The Chairperson called for a brief adjournment from 4:35pm to 4:37pm to discuss the recommendation in more detail.

Moved: Mayor Gordon

Seconded: Councillor Blackie

THAT the Community and Recreation Committee:

- (a) **Receives** report No. 231003155688.
- (b) **Approves** the Ngā Toi o Waimakariri – Waimakariri Arts Strategy.

- (c) **Notes** the collaborative, broad scope engagement approach applied to the development of the draft strategy.
- (d) **Notes** that funding, to facilitate the implementation of the strategy, would be considered as part of the Councils Long Term Plan 2024-2034.
- (e) **Notes** that the strategy would not be finalised for public dissemination until after the Council considered options for implementation as part of the Council's Long Term Plan 2024-2034.
- (f) **Notes** that Councillor Al Blackie was the appointed portfolio holder for this project.
- (g) **Notes** that staff approached both Mahaanui Kurataiao (MKT) and Ngai Tuahuriri leadership to identify the most appropriate way forward in ensuring a partnership approach could be applied to the development of the strategy.
- (h) **Notes** the intent to actively pursue a multicultural approach to the potential evolving of the strategy.

CARRIED

Mayor Gordon noted that the request for an arts strategy was why he had appointed a new portfolio last term. He thanked Councillor Blackie for his leadership in this area and working with the arts community. He commented that the wording of the recommendation reflected the fact that it had been through an extensive consultation with the arts community. Mayor Gordon believed that rather than re-consulting, the Council was in a position to determine funding through the Long Term Plan 2024-2034 process before raising expectations. The arts strategy acknowledged the unrealised potential, talent and ambition in a number of different art forms and related projects. He would like to see the Council give Ngau Tuahuriri the opportunity to be involved with this initiative and to recognise that we did live in a multicultural society. He would like to see the ambitions of all of our community realised but recognising with Manu Whenua in our community. The funding aspect of facilitation or otherwise was the purview for the Council to consider as part of the Long Term Plan acknowledging that the Council was approaching difficult time and a need to careful of raising expectations was advised. He did not want to see the arts strategy not achieved due to a lack of funding as funding could come from a range of different sources and did not need to rely on the Council alone.

Councillor Blackie thanked T Sturley and commented that it had been a long 18 months getting the strategy together. He was pleased that it was not going out for further consultation.

Councillor Fulton concurred with the idea that this was a well-developed strategy. He believed it was important that we did not expose anything to do with the arts to needless criticism.

Councillor Cairns commented that there were a huge number of people that were artists in the district, and he looked at the success of the Kaiapoi Arts Expo and the volume of people that it brought to the district. An excellent arts strategy like this would bring more and more people to the district and would have a greater impact not only on the arts industry but our whole economic sector of the district.

Councillor Redmond noted that he was in favour of the recommendations.

6 CORRESPONDENCE

Nil.

7 **PORTFOLIO UPDATES**

7.1 **Greenspace (Parks, Reserves and Sports Grounds) – Councillor Al Blackie.**

- Te Kohaka o Tuhaitara Trust – 19 October 2023 their Lincoln University students, who were doing a project on the Mahinga Kai, were coming to report to the Trust.
- Wind damage in the Coastal park was minimal.
- 18 October 2023 – Te Kohaka o Tuhaitara – some of the Trustees were meeting the Property Management Group that they had allocated to get the lease of the Kairaki sections onto the market. They had done a lot of work on the resilience and the adaption that would be needed.
- There was another big yacht coming into the Marina. The Marina was now full.
- Pegasus Bay Bylaw Review work continuing.
- Natural Environment Strategy – Councillor Mealings and himself had been working with staff on the NES and on the finances of the upcoming climate change commitments, there were some major finance commitments. Not in the immediate years but in year five there would be \$1,000,000 required.
- Wind damage – Silverstream had a lot of damage in the reserve which staff were assessing. Ashley Gorge got away lightly.

7.2 **Community Facilities (including Aquatic Centres, Multi-use Sports Stadium, Libraries/Service Centres, Town Halls and Museums) – Councillor Robbie Brine.**

- There were 18 related service requests after the wind event. Community facilities managed very well. There was one exterior panel dislodged at the Mainpower Stadium which had been replaced quickly.
- The Community Facilities Network Plan was progressing well. It was expected to be presented as a draft to the November meeting of the Committee.
- The Aquatics Strategy Update would be presented to the November Committee meeting. It was only a light review to look at what was recommended at the last Long Term Plan to see whether those recommendations were still relevant. Early indications suggested that hydro therapy and leisure facilities were the two main requirements. Staff were looking at the feasibility and economic viability of a hydro slide.
- Staff had held the first meeting of the Library and Civic Precinct Steering Group. This meeting set the direction for staff to proceed with review of the assumptions made to determine the original recommendation at the last Long Term Plan. Staff were looking at what was possible for the library building and had employed an architect and library expert to assist. This was using Better Off funding.

7.3 **Community Development and Wellbeing – Councillor Brent Cairns.**

- Kaiapoi Museum – the Committee were also communicating with P Eskett and Council staff with regard to library closures due to staff illness and public holidays. As to the issues that the library closures were causing for the museum and patronage.
- Pegasus Residents Association were holding a community meeting on 22 November 2023.
- During the wind event Neighbourhood Support staff were called in by Civil Defence to assist with the door knocking and targeting vulnerable residents without power doing welfare checks.
- Compliments to T Sturley and the work she did bringing together some individuals and groups in relation to people who were living in cars.
- Oxford Dark Sky Observatory – the tourism numbers in the Waimakariri were currently around 50 million per year. The Oxford Dark Sky initiative would potentially bring in a further five to six million dollars of extra spend in the district which would be important to the district. It would bring in more people and more jobs.
- Homelessness – Riverside church have provided intel and we are working with the Councils Environmental Services Unit, with the intent to develop an information

resource that their inspectors can use, to support their statutory obligations, whilst informing and supporting people into alternative accommodation, as required. A stakeholder group (Police, Ministry of Social Development, Social Services Waimakariri, Faith Sector agencies) are working on better support for Pine Acres, alongside the work that the Housing Response Working group are undertaking around Emergency and Transitional Housing.

- Civil Defence Welfare Response – Team assisted with outreach visits in affected communities and were actively involved in the Emergency Operations Centre. Heartening to see outlying rural communities largely self-supporting.
- Relationship Safety – Facilitated delivery of local Professional Development Workshop for teachers, community, health, and social services workers. Planning underway for White Ribbon events in November.
- Suicide Prevention and Mental Health – Over 700 locals, predominantly men, reached with four events facilitated and/or supported by Nicola Trolove from Community Team. Ensured strengths-based approach with practical tools to address stress and anxiety and the enabling of strong local referral paths, where Counselling needed.
 - Sports Sector Workshop, featuring Crusaders Manager.
 - Education sector workshop.
 - Tradie Breakfast.
 - Council staff workshop.
- On Track Capacity and Capability Building – Suite continued with sessions on the new Incorporated Societies Act, Marketing and promotion, Strategic Planning, and support for managers in the volunteer sector. Full suite also includes financial planning and monitoring, funding, and funding plans, Health and Safety and good marketing.
- Community Development Strategy Review – engagement surveys developed, with the Councils Communications Team working on the 'Let's Talk' engagement, to begin shortly. Community Forum planned for 29 November 2023.
- Welcoming Communities – New Facilitator started this week. Building relationships and beginning to consider framing of a plan.
- National Safe Community Model – Tessa on small working group to establish a membership model. We are delighted to have received agreement from Public Health Association to umbrella, whilst keeping the Kaupapa of Safe Communities Aotearoa (holding name) separate. We are hosting a national hui, in Kaiapoi on December 8th 2023 to:
 - Celebrate Successes.
 - Rebrand Safe Communities- given that resilience and wellbeing are key priorities, over Injury Prevention.
 - Bicultural partnership approach.
 - Preliminary Strategic Planning – Vision, Purpose, Goals.
- Down the Back Paddock Rural Safety Programme continues to build strong rural safety culture, through local schools. We continue to hear from teachers that the feedback from parents is that children pass on 'safe practice' advice to parents. Staff are considering a broad evaluation of this in the coming year.
- Youth Development.
 - Disability sporting event a huge success.
 - Good environmental planning and River Clean-up had 200 people attend.
 - Dudley Mural almost ready to install, thank to Kaiapoi High students and design from young people from across the District.
 - Employment Expo, planned by Youth Futures, led my Emily, a success.
- Mayor's Taskforce for Jobs – Over half of deliverables achieved in the first three months. Continue to fill work-readiness gaps across the District.
- Next Steps Website – Admin supported by Community team Admin (updates and monitoring). Some very positive feedback from community partners and strong push on marketing across the district. External funding had meant that we can do radio ads, fridge magnets, bookmarks, etc.
- Oxford Dark Sky Group, which encompasses 15-20 local organisations that benefit, are impacted, or are responsible for lighting policy. These include the Council, the Community Board, the local medical clinic, the Department of

Conservation, the Schools, the first people Ngāi Tūāhuriri Rūnanga, business and sports clubs, the police, the Observatory, and others including OPAC.

- First instance would like to seek International Dark Sky Park accreditation for the Oxford Forest Conservation Area “Park”, a 13,308 hectare/133 km² publicly owned land under the Department of Conservation’s jurisdiction. This Park lies in the outskirts of Oxford and has no lighting within its boundaries or power supply into the Park.
- In a second step, would enlarge the geographic area, and redesignate the Park as a ‘core’. We would then look to accredit the entire Oxford Subdivision of the Oxford-Ohoka Ward of the District as an International Dark Sky Reserve encompassing approximately 130,000 hectares/1,300 km². The Oxford Forest Conservation Area would serve as the ‘core’ and the remaining land in the District as the ‘periphery’. The periphery would include the Oxford township that has a census-projected 2023 population at 2,390.
- Oxford Dark Sky Initiative
 - “Better Living Through Better Lighting”.
 - Protect human health.
 - Preserve ecosystems and nocturnal habitats –air, land/stock, water!
 - Use our energy resources responsibly.
 - Support the connection with our stories, songs, dances, identity, cultural and celestial heritage.
 - Underpin Observatory activity (enhanced community outreach).
 - Oxford Dark Sky Initiative.
 - Knock-on effect: regional pride, visitor traffic, economic boost, use of logo.
 - Reduce associated costs .
 - Improve lighting for safety & security, quality of life, sports & recreation
 - Generates 50,600 EXTRA visitor days & \$5.2M EXTRA spend /year in Waimakariri.
 - Creates 24 new full-time jobs in Oxford (510 jobs in 2022 or +4.7% equivalent), spill into wider Waimak.
- Kaiapoi Promotions are working with FunHQ to run a “Spooktacular” event on 31st October. A Halloween Concept Event. This would, in future years, be grown into a three-part event: FUNHQ – Provide all the gear required to run this event in Children’s Entertainment.
- This event has taken up an event gap left by the “Light party” which is not able to run due to issues with funding etc.
- The Sovereign Palms community group that are behind the CCTV camera project have set a target of having enough money raised by December to install the first camera.
- Two Brown Girls Ltd are organising a 'Party at the Poi' event in November 2024 at Norman Kirk Park in Kaiapoi.
- The Emergency Community Hub launch is being celebrated at The Sterling (Community Room) Saturday 07 October between 11.00-12.30 BBQ.
- Kaiapoi Museum. Re Accessing the storage area.
- Owen has been making enquiries regarding getting a Stair Lift, or a Wheelchair Platform installed to access the stairs. Approximate cost would be up to \$52,000. Another suggestion was to build a Dumb Waiter to move items up to the storage area but this would be limited to small items only.
- Pines Kairaki Beach are planning a Christmas event for the 26th November.
- A Rangiora Residents group are organising an OP shop fashion show at Good Street on the 2nd December from 12-2pm.
- Rangiora Promotions had to cancel their fireworks event, due to lack of funding.
- Pegasus Residents are to have a community meeting next week to get resident buy in to raise money for their own cameras.
- Together as a team we did a lot of soul search over our 2023 Christmas event and sadly concluded we needed to cancel it for this year. The event has grown over the years as has its budget. Last year’s event was in the region of \$8K and this year was looking like being closer to \$9K for what is essentially a 3 hour event. Last year we had the luxury of accumulated funds held over from the COVID

cancellation of the prior year. In addition, we had very generous support from Templeton Group. This year we have had a hard job receiving funding for our core operations (e.g., Community Patrol, Community Centre operations, etc) let alone events; COGS only gave us 50% of what we sought, and we got turned down by Rata who have helped in the past.

- We looked at the ENC event fund but felt we did not meet their “regional event” criteria. Similarly, we are aware that the Community Board could assist up to \$500 this is generous, but the remaining gap is huge.
- Student ambassadors from Pegasus School, presented to the community board a presentation on SDG’s noting that the 17 goals had been developed by the UN in 2015 to end all poverty, protect the planet and improve the lives of everyone, everywhere.
- They were taking the initiative to make the planet more sustainable by looking at bike riding. Asking the board to consider bike racks at the local beach.

7.4 **Waimakariri Arts and Culture – Councillor Al Blackie.**

- Waimakariri Public Arts Trust – the Karo installation on the Kaiapoi Riverbank was making squeaking noises. Andrew Drummond the sculptor had come and fixed it.
- Waimakariri Public Arts Trust were running an exhibition called Braided which involved handing out 200 canvases to be painted and would be displayed in the Council foyer in November 2023.
- Waimakariri Art Collection Trust did a roundup of the artwork in storage. There were 12-14 artworks that would be displayed around the Council building.

8 **MATTERS REFERRED FROM COMMUNITY BOARDS**

8.1 **Woodend Town Centre Public Toilet Upgrade – C Taylor-Claude (Parks Officer) and J Rae (Senior Adviser Community and Recreation - Assets and Capital)**

(Report No. 230928153573 to the Woodend-Sefton Community Board meeting of 9 October 2023).

G MacLeod spoke to the report and noted that it had been referred from the Woodend-Sefton Community Board. The successful Tourism Infrastructure Funding bid had resulted in the renewal of the toilet in the central Woodend area. He noted that the Board were very supportive of staff bringing this project forward. These toilets were a high generator for service requests due to the state of the toilet and the high usage. He noted that staff would be working with Woodend School as students had paint a mural on the toilet a few years ago.

Councillor Redmond noted that the key for the was the Tourism Infrastructure Fund and the money received. He was amazed that the upgrade was originally scheduled for 2037. This was a busy toilet block adjacent to a state highway. The Woodend Bypass would be some years away, so the upgrade was needed.

Moved: Councillor Mealings

Seconded: Councillor Blackie

THAT the Community and Recreation Committee:

- Approves** the recommendation that the upgrade of the Woodend Town Centre toilets be bought forward from 2037 and is undertaken in the 23/24 Financial Year.
- Notes** the impact of bringing the Woodend Town Centre toilets forward in the plan is that other scheduled public toilet projects will be pushed out 1 additional year to accommodate this project.

CARRIED

Councillor Mealings commented that it made sense. She congratulated staff for getting funding for the project.

Councillor Redmond thought it was a worthwhile project. It came highly recommended by the Woodend-Sefton Community Board.

The meeting adjourned from 5pm to 5:06pm.

Moved: Councillor Redmond

Seconded: Mayor Gordon

THAT the Community and Recreation Committee:

(a) **Accepts** the late agenda item.

CARRIED

8.2 **Pines Oval Playground Relocation – T Stableford (Landscape Architect)**

(Report No. 230907139033 to the Kaiapoi-Tuahiwi Community Board meeting of 18 September 2023).

G MacLeod took the report as read.

Moved: Councillor Blackie Seconded: Mayor Gordon

THAT the Community and Recreation Committee:

- (a) **Reallocate** the remaining Reid Memorial Reserve project budget of \$28,350 (2023/24) to the Pines Beach Playground Relocation project in 2023/24.

CARRIED

Councillor Blackie noted that the Kaiapoi-Tuahiwi Community Board had discussed all the options, and this was the best option. He was happy to recommend it.

Councillor Redmond commented that the area that the playground would be relocated was slightly higher which would mitigate flooding issues.

9 **QUESTIONS**

Nil.

10 **URGENT GENERAL BUSINESS**

Nil.

11 **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is moved:

Moved: Councillor Redmond Seconded: Councillor Mealings

1. That the public be excluded from the following parts of the proceedings of this meeting:

Item 11.1 Confirmation of Public Excluded Community and Recreation Minutes of 22 August 2023.

Item 11.2 Report from management Team Meeting of 25 September 2023.

CARRIED

The general subject of the matters to be considered while the public are excluded, the reason for passing this resolution in relation to the matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public-
11.1 Confirmation of Public Excluded Community Recreation Committee Meeting of 22 August 2023	Good reason to withhold exists under section 7	To enable the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations as per LGOIMA Section 7 (2) (i).

11.2 Report from management Team Meeting of 25 September 2023	Good reason to withhold exists under section 7	To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
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CLOSED MEETING

The public excluded portion of the meeting commenced at 5:09pm And concluded at 5.11pm.

OPEN MEETING

Moved: Councillor Redmond

Seconded: Councillor Blackie

THAT open meeting resumes and the business discussed with the public excluded remains public excluded.

CARRIED

NEXT MEETING

The next meeting of the Community and Recreation Committee will be held on Tuesday 12 December 2023 at 3.30pm.

Briefing 5:11pm to 5:44pm

Maintain the effective conduct of public affairs through the protection of such members, officers, employees, and persons from improper pressure or harassment (s 7(f)(ii) of LGIOMA).

- Kaiapoi Community Hub Update – Tessa Sturley (Community Team Manager) and Martin McGregor (Senior Advisor Community and Recreation) – 20mins.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 5:44pm.

CONFIRMED

Chairperson

Date

MINUTES FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 18 SEPTEMBER 2023 AT 4PM.

PRESENT

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

IN ATTENDANCE

P Redmond (Kaiapoi-Woodend Ward Councillor).

C Brown (Community and Recreation Manager), S Binder (Senior Transportation Engineer), J McBride (Roading and Transport Manager), G Stephens (Design and Planning Team Leader), Don Young (Senior Engineering Advisor), K Rabe (Governance Advisor), and A Connor (Governance Support Officer).

There was one member of the public present.

1 APOLOGIES

Moved: J Watson

Seconded: T Bartle

THAT an apology for absence be received and sustained from N Atkinson.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 21 August 2023

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 21 August 2023, as a true and accurate record.

CARRIED

3.2 Matters Arising (From Minutes)

4 DEPUTATIONS AND PRESENTATIONS

4.1 D Young – Update on Kaiapoi to Woodend Cycleway

D Young informed the Board it was proving to be difficult having the cycleway in the previously proposed location. The updated route would go up Old North Road, cut across two lakes properties to come out on Williams Street. It would then continue up Williams Street on the western side and would cross over to the eastern side after the gated community. This linked bus stops along Williams Street and provided a link from Lees Road to Pineacres both of which had been requested during the consultation process. Council staff's next step was to contact land owners who had shown a positive reaction to the change. Houses along the newly proposed route were fairly private and the cycleway should not affect resident's livability. This project had very tight timeframes. Staff would not need to come back to the Board for approval however they would come back with a further update. He noted the only other change to the proposed route was at Ready Mix. The change would influence the operations at Ready mix

however they were comfortable with the proposed change. There would be appropriate barriers, fencing and signage installed. If staff received any concerns or comments they would get in touch with the Board Chairperson.

J Watson felt taking the cycleway down Williams Street was good solution as it was a wide road with houses set back.

S Stewart questioned why the cycleway could no longer go through the road reserve. D Young replied they had many conversations with Ngāi Tūāhuriri who did not want the cycleway to go through the road reserve.

P Redmond sought clarity on which side of Williams Street the cycleway would go down. D Young clarified the cycleway would run up the western side of Williams Street until the gated community where it would then switch over to the eastern side. P Redmond then asked if there would be any disincentives to continue down the western side of Williams Street to encourage cyclists to cross over. D Young noted they had not thought that far however it was a good suggestion which staff would take on board.

C Brown asked if staff would be utilising the existing car park and road on the developed lake. D Young confirmed he had been in contact with Greenspace staff who were happy for the existing developed area to be used. He noted the exact path to be taken was yet to be finalised.

5 **ADJOURNED BUSINESS**

Nil.

6 **REPORTS**

6.1 **Approval to Consult on the 2023-2027 Waimakariri District Speed Management Plan for the Kaiapoi-Tuahiwi Board Area – S Binder (Senior Transportation Engineer) and J McBride (Roading and Transport Manager)**

S Binder noted staff were requesting approval to go out for consultation on the Speed Management Plan. Two options were before the Board for consideration. Recommendations (b) to (e) were recommendations based of the Boards feedback and only included schools and the area along Beach Road and Ferry Road. Option two was recommendation (f) which was staff's recommendation. Recommendations (g) to (o) were all for information.

A Blackie questioned why the 30km/h on Heywards Road started 20m south of Tram Road instead of starting from the corner. S Binder replied the change had to be a certain distance back from the intersection to ensure there were not too many signs at the intersection. People would not be able to take that corner at 80km/h and therefore would already be slowed to a lower speed and would not have time to get back up to 80km/h before it became 30km/h. J McBride also noted the change was discussed in depth with Waka Kotahi staff due to the school's proximity to a main busy road. It was not expected to get compliance on Tram Road if the 30km/h was included there.

A Blackie then asked why staff were recommending in Table six that a 60km/h speed at Heywards Road from 300m south of Tram Road to Mabers Road. S Binder clarified the recommendation was due to the possibility of students walking or cycling to and from school. A Blackie stated there were not any children who walked or cycled down that road and the change would result in three speed limits on one road. J McBride noted there was an existing speed limit of 70km/h which needed to be addressed. Staff were aware that parent parking was occurring on the grass berm away from the school during drop off and pickup which influenced the recommendation of 60km/h.

J Watson sought clarity on the definition of variable speed limits. J McBride clarified a variable speed limit was when speed limit changed around set times of the day whereas permanent speed limits were implemented all the time and would not change. Staff tried to balance variable and permanent speed limits in the recommendations due to some schools being

located on roads that were already low speed roads and were not main through roads. There were additional costs for variable speed signage and as well as ongoing operational costs. There was normally electronic variable signage on major roads with static signage on side roads that indicated the times the variable limit was in place.

P Redmond questioned if the public would have the opportunity to comment on variable or permanent signage. J McBride replied the information provided in the consultation would include if a road was being proposed to have a variable or permanent speed limit.

P Redmond noted there were roads not adjacent to schools that were having proposed speed limit changes and asked why those had been included in the recommendation. S Binder noted those roads tended to be dead end roads that were off a section of the primary road where the speed was being dropped.

T Bartle noted there was a comment regarding a road accident on Beach Road and questioned what the outcome of the police report was. J McBride replied that Council did not receive police reports and would only see any findings on the outcomes of the investigation that had requirements for Council to complete. Council would complete an investigation of the accident site to confirm if there were any improvements that could be made. The investigation was not to find cause of the accident it was to confirm an appropriate speed limit for the area.

Moved: T Bartle

Seconded: J Watson

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** Report No. 230530079555.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Council:

- (b) **Approves** consultation being undertaken on the draft Waimakariri Speed Management Plan 2023-2027 including **schools only** (refer to TRIM No. 230731116010 and 230731116038), as **listed in Table 1** below. These roads were within the Board's area.
- (c) **Approves** consultation being undertaken on the Draft Waimakariri Speed Management Plan 2023-2027 for **Beach Road and Ferry Road** (refer to TRIM No. 230731116010 and 230731116038), **as shown in bold text in Table 3 and Table 8 below**. These roads were within the Board's area.
- (d) **Notes** that, staff would then undertake a workshop with Council in early 2024, and then present a report to Council seeking approval to consult on the remaining proposed speed limit changes included in Recommendation (b) not endorsed by the Community Board, noting that this was following the Central Government election and Council would have final approval on the consultation.
- (e) **Notes** that Recommendation (b) was considered to be the minimum which should be progressed, as the *Land Transport Rule: Setting of Speed Limits 2022* required the Road Controlling Authority to use reasonable efforts to set safe speed limits outside all schools by December 2027, with 40% of these needing to be undertaken by June 2024.

Table 1. Extents of school speed limits within the Board's ward area.

School name	Cat.	Proposed Speed Limit	Road Extents	Speed Limit Type
Kaiapoi High School	1	30 km/h	Ohoka Road (20 m east of Robert Coup Road to 123 Ohoka Road)	Variable
			Otaki Street (Ohoka Road to 20 m south of Broom Street)	

School name	Cat.	Proposed Speed Limit	Road Extents	Speed Limit Type
			Glenvale Drive (entire length)	Permanent
			McDougal Place (entire length)	
			Robert Coup Road (Ohoka Road to 20 m north of Isaac Wilson Road)	
Kaiapoi Borough School	1	30 km/h	Hilton Street (Black Street to end of formed road at the cul-de-sac head)	Permanent
			Rich Street (Raven Quay to Hilton Street)	
Kaiapoi North School	1	30 km/h	Williams Street (205 Williams Street to 265 Williams Street)	Variable
			Sims Road (Williams Street to end of formed road)	Permanent
			Coups Terrace (Williams Street to end of formed road)	
St Patrick's School (Kaiapoi)	1	30 km/h	Fuller Street (Williams Street to 20 m west of Peraki Street)	Permanent
			Peraki Street (Hilton Street to Ohoka Road)	
Tuahiwi School	1	30 km/h	Tuahiwi Road (191 Tuahiwi Road to 215 Tuahiwi Road)	Variable
Clarkville School	1	30 km/h	Heywards Road (20 m south Tram Road to 300 m south of Tram Road)	Variable

Table 2. Proposed speed limits for other urban areas in Kaiapoi.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)
Beach Road – from 80 m east of Tuhoe Avenue to 690 m east of Tuhoe Avenue	70	50

Table 3. Proposed speed limits for other rural areas.

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)
Beach Road – 690 m east of Tuhoe Avenue to 200 m west of Dunns Avenue	100	80
Ferry Road (north) – Beach Road to end of formed road (unsealed)	100	60

Ferry Road (south) – Beach Road to end of formed road (unsealed)	100	60
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AND:

- (f) **Notes** that the proposed school zone extents were subject to change after consultation progresses with each school.
- (g) **Notes** that the Beach Grove development had been progressing on the northern side of Beach Road. Another collector road from this development would intersect Beach Road within the existing 70 km/h zone and therefore, to ensure safe operation of the intersection in its urban context, the speed limit needed to be reduced along Beach Road for the extents noted in Recommendation (c).
- (h) **Notes** that at the recommendation of the engineering report following a fatal crash on Beach Road, near the intersection of Ferry Road, a lower speed limit had been proposed and included in Recommendation (c). Both sections of Ferry Road had also been included in this recommendation, as they are unsealed, dead-end roads which intersect Beach Road and do not meet the minimum length requirement to retain a 100 km/h speed limit.
- (i) **Notes** that in order to meet requirements regarding minimum length of a road for a speed limit, the removal of any of the proposals from the above tables would require staff to investigate the impact on proposals in the surrounding area and bring an updated report to the Council.
- (j) **Notes** that the proposed speed limits were framed around a regional approach, which had been agreed by staff across the Canterbury RCAs and listed below, which had alignment with the Road to Zero Strategy and the *Land Transport Rule: Setting of Speed limits 2022* guidelines:
- 80 km/h on rural sealed roads.
 - 60 km/h on rural unsealed roads.
 - 40 km/h in urban and settlement areas.
 - 30 km/h around schools, where not deemed a Category Two school.
- (k) **Notes** that while the draft Speed Management Plan was in line with national strategy, it had also been adapted to the local context, and was intended to provide consistency of speed limits, both within the district and on neighbouring Canterbury Council roads.
- (l) **Notes** that the full suite of proposed changes as put forward by staff and outlined in Recommendation (f) included changes to speed limits in the following areas:
- i. North-eastern rural portion of the district (i.e., Sefton/Ashley),
 - ii. south-eastern rural portion of the district (i.e., Swannanoa/Mandeville/Fernside),
 - iii. Rangiora town centre,
 - iv. Kaiapoi town centre,
 - v. Oxford town centre,
 - vi. Sefton urban area
 - vii. Ashley urban area
 - viii. urban roads in Woodend, Pegasus, and Ravenswood,
 - ix. peri-urban roads in Waikuku and Waikuku Beach,
 - x. all school zones, and
 - xi. roads which have been overlooked in previous speed limit reviews or have been requested by the relevant Community Board.
- (m) **Notes** that following Consultation on the Speed Management Plan, it was recommended that the full Council hold hearings for any submitters who wished to be heard.

- (n) **Notes** that the regional speed management principles as outlined in the Draft Speed Management Plan (refer to Attachment (i) - TRIM No. 230731116010) had been developed at a regional level and would be consulted upon as part of the Regional Speed Management Plan.

CARRIED

J Watson felt getting speed lowered near schools was important.

6.2 **Pines Oval Playground Relocation – G Stephens (Design and Planning Team Leader)**

G Stephens took the report as read. He highlighted that the playground was unusable in winter months due to filling with water and had found the operational expenditure was higher due to having to replace equipment more often. The relocation was not solely about moving the playground out of the water; it was also creating a central point to work alongside the Pines Kairaki Hall and the existing swings. There was a shortfall of budget however there was \$28,000 budgeted for the development of Reid Memorial Reserve which could be reallocated to this project. Staff had spoken with a member from the Pines Kairaki Beaches Association who felt this change would be greatly supported by the community. Consultation would not occur until funds were guaranteed.

A Blackie questioned if this project needed to go out for public consultation if there was already support from the residents in such a small community. G Stephens replied that in staff's experience it had always been good to get community feedback on playgrounds as it informed the public that work would be occurring in the future. People often made suggestions that could be incorporated into the plan.

P Redmond asked if the consultation could be targeted to Pines Kairaki Beach residents. G Stephens noted consultation was usually targeted to within 500 metres of a playground. Staff would do a mailbox drop to the Pines Kairaki community and the consultation would be on the Council's website on 'Let's Talk'. P Redmond further questioned if staff were able to identify where submitters resided through the Let's Talk consultation. G Stephens replied the consultation could ask if they were a resident of Pines Kairaki but they would not ask for specific addresses.

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. TRIM 230907139033.
- (b) **Notes** that there was currently \$90,000 allocated to the relocation of the Pines Beach Playground.
- (c) **Notes** the current cost estimate for the project was \$120,000. Staff had suggested the reallocation of the remaining Reid Memorial Reserve project budget of \$28,350 to make up the shortfall and complete the playground relocation successfully.
- (d) **Approves** public consultation being carried out on the relocation of the Pines Beach Playground (*Pines Beach Playground Relocation Concept Plan TRIM 230908140076*).
- (e) **Notes** that following consultation staff would bring a revised Concept Plan to the Board for approval, this plan would take into account consultation feedback.
- (f) **Recommends** that Community and Recreation reallocate the remaining Reid Memorial Reserve project budget of \$28,350 (2023/24) to the Pines Beach Playground Relocation project in 2023/24.

CARRIED

J Watson noted she was the Board's representative on the Pines Kairaki Beaches Association, and they were excited to see the playground being relocated to a more appropriate place.

A Blackie stated this project had been talked about for long time and as the funding was available it would be good to see it completed.

6.3 Summary of Discretionary Grant Accountability 1 July 2022 to 30 June 2023 – K Rabe (Governance Advisor)

K Rabe stated this was an annual report brought to Boards at the end of the financial year. If a group had not provided accountability for a previous project and then applied for another grant the application would not be considered until the accountability form was returned.

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 230816125341.
- (b) **Notes** that of the \$7,897 allocated to the Board for the 2022/23 financial year, \$6,259 was distributed for events and projects within the community.
- (c) **Notes** that the remaining \$1,632 was carried forward and added to the 2023/24 allocation of \$5,390, bringing the current financial year's total to \$7,522.
- (d) **Circulates** a copy of this report to all other Community Boards for information.

CARRIED

7 CORRESPONDENCE

7.1 Letter regarding the Board's Draft Annual Plan Submission

7.2 Elmer's Ōtautahi Elephant Trail Memo

J Watson noted the artist had designed the elephant very relevant to Kaiapoi.

P Redmond noted the elephant was lightweight and asked if they were confident it would remain in place. C Brown replied it was not the Council's responsibility as they were only providing a space for it.

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the correspondence No. 230220022903.
- (b) **Receives** the Memo No. 230904136986.

CARRIED

8 CHAIRPERSON'S REPORT

8.1 Chairperson's Report for August and September 2023

- Had a conversation with medical students about the role of the Community Board.
- Attended the Pines Kairaki Beaches association meeting. There was discussion regarding new signage at the end of Beach Road.
- Attended Youth Council meet and great and meeting. It was great to see such an energised and enthusiastic group.
- Pegasus Bay Bylaw Advisory Group. There were comments about a large number of vehicles using the beach. Emphasised the recreational usage.
- Attended Kane Sheild Kaiapoi Swimming Competition. There were 21 teams and was a fantastic unique competition.
- Attended the Darnley Club Annual General Meeting. Very nice to hear the enthusiasm from everyone.

- Attended All together Kaiapoi monthly meeting.

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

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

CARRIED

9 MATTERS REFERRED FOR INFORMATION

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 2 August 2023.
- 9.2 Rangiora-Ashley Community Board Meeting Minutes 8 August 2023.
- 9.3 Woodend-Sefton Community Board Meeting Minutes 14 August 2023.
- 9.4 Adoption of WDC Housing Policy 2023 – Report to Council Meeting 1 August 2023 – Circulates to all Boards.
- 9.5 Submission: Building Consent System Review: Options Paper – Report to Council Meeting 1 August 2023 – Circulates to all Boards.
- 9.6 Health, Safety and Wellbeing Report July 2023 – Report to Council Meeting 1 August 2023 – Circulates to all Boards.
- 9.7 Annual Report for Te Kohaka o Tuhaitara Trust for the Year Ended 30 June 2023 – Report to Audit and Risk Committee Meeting 8 August 2023 – Circulates to all Boards.
- 9.8 Avian Botulism Management 2022/23 – Report to Utilities and Roading Committee Meeting 15 August 2023 – Circulates to all Boards.
- 9.9 Private Well Study – Results from 2022 Study – Report to Utilities and Roading Committee Meeting 15 August 2023 – Circulates to all Boards.
- 9.10 Aquatics August Update – Report to Community and Recreation Committee Meeting 22 August 2023 – Circulates to all Boards.

Public Excluded

- 9.11 Approval for Single-Source Provider for Disposal of Kerbside Organics from 1 July 2023 to 30 June 2024 – Report to Management Team Meeting 24 July 2023 – Circulates to all Boards.

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board

- (a) Receives the information in Items.9.1 to 9.10.
- (b) Receives the separately circulated public excluded information in item 9.11.

CARRIED

10 MEMBERS' INFORMATION EXCHANGE

B Cairns

- Recently there had been 9 vehicles parked on what was Jollie Street. People were sleeping in their cars. There had been a complaint however T Sturley and the Community team and been working on finding locations for these people to move to along with further support for them.
- Food Secure North Canterbury had a review of their strategy.

T Blair

- Attended monthly Darnley Club meeting and Annual General Meeting. They needed more committee members.

T Bartle

- Attended Youth Council meeting and meet and greet. Found it fascinating to see the up and coming new leaders. It was great to hear their views and speak to them.
- North Canterbury Neighbourhood Support meeting. It was a strategy meeting for their vision and plan. Also met the new police liaison officer.

A Blackie:

- The Island Road traffic lights were debated at Council and were passed with six votes to five. Those who voted for the traffic lights voted yes as there would be a need in the future rather immediately.
- Huria Reserve planting day was well attended. Planted 900 plants. The next stage was out to tender and would include the entrance waha for the three entrances. This would all be budgeted and managed by the Te Kohaka o Tuhaitara Trust.
- Chaired the Creative Communities Committee meeting which allocated the funds. Twenty-two applications were received however due to having less funding to distribute groups could only receive half of what they had applied for. There was a special post covid fund for festivals which All Together Kaiapoi applied and been successful for Waitangi Day celebrations.
- Attended Council Risk workshop. Discussed moving to a no risk organisation meant more costs were involved. You could never have a 'no risk' situation and the more you went down that track the more it cost rate payers.
- Pegasus Bay Bylaw Committee. Were having their usual issues with vehicles, horses and dogs.

R Keetley:

- Attended Museum Historical Society Day and helped with stair lift discussions.

S Stewart:

- Attended Youth Council meet and greet an meeting.
- Planted replacement oak trees with Keep Rangiora Beautiful. Council staff were in attendance and were hopeful the ongoing issues with Council contractors would be remedied.
- Attended Council Long Term Plan workshop. Requested that Board members be informed of workshop topics via the weekly meeting schedule.
- Kaiapoi Promotions Association had a new president Janine Duke.
- Attended Greypower meeting. Election candidates were present.
- Attended All Boards briefings.
- Attended Huria Reserve planting day.
- Attended Darnley Annual General Meeting.
- Attended Biodiversity Trust final seminar on estuary and coastal issues. There were 90-100 different species of birds in the estuary. M Kwant spoke on Pegasus Bay Bylaw Review.
- Attended Mandeville resurgence drainage drop-in session. The cost could possibly go on the general rate under drainage district wide.

P Redmond:

- Island Road traffic lights were not regarded as urgent however Waka Kotahi had money to spend this financial year and were happy to fund the project if Council was ready.
- Attended a number of cycleway drop in sessions in Woodend and Kaiapoi.
- Attended the Traffic Institute of New Zealand Conference.
 - The President of the group was the Deputy Mayor of Nelson, Rohan O'Neill-Stevens.
 - He attended as the Rooding Portfolio holder for the Council. It was fair to say that he had changed his opinion in some areas around safety, speed, and wire road barriers. They had overseas speakers presenting.
 - The politicians spoke during one session and David Parker had said road maintenance needed 9% per annum replacement or maintained but over recent years that had dropped to 6% and he said that increased funding was needed, and they were offering that at the election. He accepted that the need to upgrade the roading network could impact on land use for housing and affordability.
 - Paul Goldsmith from the National Party talked about reducing congestion and travel times and having an efficient network. He was not in agreement with permanent speed reductions around schools but supported variable speeds.
 - Julie Anne Genter wanted to reduce the number of car journeys and interestingly supported light rail coming to Christchurch.
 - Simon Court from the Act Party was talking about 30 year infrastructure plans, possibly having tolls, and having decisions made locally in the regions.
 - The overall consensus was that there was a need to balance movement, efficiency, safety, productivity and connected communities when it came to transport matters.
 - Vision Zero which was the precursor to the road to zero proposal with Waka Kotahi. This had started in Sweden in 1997 where you were trading off safety against mobility. Safe drivers, safe vehicles, safe roads. They all reduced crashes and the impact and speed was one of the factors put into the equation. 70% of deaths were on rural state highways in Australia but suspect it was similar in New Zealand.
 - The Ministry of Transport was promoting the road to zero campaign. The director of Road to Zero, Bryan Sherritt, presented and he noted that a road death cost \$13.4 million and a serious injury was \$1.3 million.
 - New Zealand had a fairly high death rate from accidents compared with overseas apart from the United States of America. In 2021 we had 6.4 deaths per 100,000 people and in 2022 there were 7.3 deaths per 100,000 people. There were concerns that New Zealand was trending upwards and had worse numbers than Australia and all of Europe.
 - Median barriers, had a target of 1,000 kilometer by 2030. He could see some benefit in having them in some road corridors.
 - They had an action plan from the Ministry of Transport and a monitoring report which was available but was yet to be released by Cabinet.
 - There was a session on EVs and emissions. They were exploring roaming billing so different charging station providers could have a centralized billing system. EVs were now able to tow so that effected how they were charged if you were towing a caravan, how you would pull into a charging station.
 - They talked about micro mobility, e-scooters and the difference between the hire scooters and ones that were privately owned. The privately owned ones had a higher use of helmets and generally seemed to be more responsible with the use of them.
 - The Police spoke and used the Blenheim to Nelson Highway experience where the speed limit had been reduced from 100km/h to 80km/h which had an 80% reduction in crashes and fatalities. It had added four minutes to the journey. It had less impact on St Johns and FENZ and hospital staff.
 - Over a long weekend they had a pilot where a few radio stations played music with a slower beat and according to the study it resulted in a 6% slower average speed over that long weekend.

11 CONSULTATION PROJECTS**11.1 Playspaces in Kaiapoi East**

<https://letstalk.waimakariri.govt.nz/playspaces-in-kaiapoi-east>

Consultation closes Friday 22 September 2023.

11.2 Mandeville Resurgence Channel Upgrades

<https://letstalk.waimakariri.govt.nz/mandeville-resurgence-channel-upgrades>

Consultation closes Friday 29 September 2023.

11.3 Integrated Transport Strategy

<https://letstalk.waimakariri.govt.nz/integrated-transport-strategy>

Consultation closes Sunday 1 October 2023.

12 BOARD FUNDING UPDATE**12.1 Board Discretionary Grant**

Balance as at 31 August 2023: \$5,422.

12.2 General Landscaping Budget

Balance as at 31 August 2023: \$27,370 with a carry forward still to be determined.

13 MEDIA ITEMS**14 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is moved:

Moved: A Blackie

Seconded: J Watson

1. That the public be excluded from the following parts of the proceedings of this meeting:

Item 14.1 Rent review Whow Aqualandnz.

The general subject of the matter to be considered while the public is excluded, the reason for passing this resolution in relation to the matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public-
14.1 Rent review for Whow Aqualandnz.	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry on, without prejudice or

		disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
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CARRIED**CLOSED MEETING**

The public excluded portion of the meeting was held from 5.05pm to 5.21pm.

Resolution to resume open meeting.

Moved: J Watson Seconded: A Blackie

THAT open meeting resumes and the business discussed with the public excluded remains public excluded as resolved.

CARRIED**OPEN MEETING****15 QUESTIONS UNDER STANDING ORDERS**

Nil


16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NIL

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 16 October 2023 at 4pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 5.21PM.

CONFIRMED


Chairperson

16 October 2023

Date

Workshop (5.21-5.28)

- *Members Forum*
 - *The Board plan would need to be reviewed in February 2024. Staff would bring the Board Plan for adoption to the February 2024 meeting however the Board could request a workshop for a previous meeting to discuss the plan.*
 - *The Board discussed their annual end of year dinner.*

MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD AT THE OXFORD TOWN HALL, 34 MAIN STREET, OXFORD ON WEDNESDAY 4 OCTOBER 2023 AT 7PM.

PRESENT

T Robson (Chairperson), S Barkle (Deputy Chairperson), M Brown, T Fulton, N Mealings, P Merrifield and M Wilson.

IN ATTENDANCE

G Cleary (General Manager Utilities and Roading), G Stephens (Design and Planning Team Leader), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

1. APOLOGIES

Moved: N Mealings Seconded: P Merrifield

THAT an apology for absence be received and sustained from R Harpur.

CARRIED

2. PUBLIC FORUM

There were no members of the public present for the public forum.

3. CONFLICTS OF INTEREST

There were no conflicts declared.

4. CONFIRMATION OF MINUTES

4.1. Minutes of the Oxford-Ohoka Community Board – 6 September 2023

Moved: M Wilson Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 6 September 2023, as a true and accurate record.

CARRIED

4.2. Matters Arising

There were no matters arising.

5. DEPUTATIONS AND PRESENTATIONS

Nil.

6. ADJOURNED BUSINESS

Nil.

7. REPORTS

7.1. Approval to Install No-stopping Restrictions Along the Frontage of no. 20 Main Street, Oxford – A Mace-Cochrane (Transportation Engineer) and S Binder (Senior Transportation Engineer)

G Cleary spoke to the report providing the Board with an overview on the history of the project.

P Merrifield asked if the property owner would receive a bill for the works. G Cleary replied that they would not. The Council installed road markings via a contract and was unsure whether the Council would be specifically charged for this work.

S Barkle noted that when the Council issued a consent for a vehicle crossing they were supposed to inspect the crossing before the asphalt was laid. She asked why the incorrect location was not picked up at the time of the inspection. G Cleary did not believe that it had been inspected prior to the asphalt being laid however a final inspection was done and it was signed off at that time.

S Barkle enquired, as the Council had signed the vehicle crossing off as being compliant at its final inspection, then should non-compliance be an issue for any future property owner. G Cleary explained that ultimately the responsibility for complying with a resource consent lay with the property owner and did not resolve the property owner of non-compliance.

Moved: S Barkle Seconded: M Wilson

THAT the Oxford-Ohoka Community Board:

(a) **Receives** Report No. 230905137573.

AND

THAT the Oxford-Ohoka Community Board recommends:

THAT the Utilities and Roading Committee:

(b) **Approves** the installation of no-stopping restrictions at the following location:

- i. On the north side of Main Street between the two vehicle crossings of no. 20 Main Street (approximately 4.0 m long).

CARRIED

7.2. 2024 Oxford-Ohoka Community Board's Meeting Schedule – K Rabe (Governance Advisor)

K Rabe spoke to the report noting it was an annual report which allowed the Board to set its meeting dates for the following year. She noted that West Eyreton Hall had been included twice and as they had a booking on Wednesdays the meetings had been moved to a Thursday. She noted that Mandeville had been left off the schedule as the only day available at Mandeville was a Tuesday which would cause a clash with the Council meeting. She noted in 2022 T Fulton had requested that consideration be given to including Swannanoa Hall. Council staff had investigated, however the hall did not have suitable furniture to host a meeting. Council staff had suggested that they apply to the Board for funding to buy furniture which they had not done.

S Barkle acknowledged that there was a desire for a meeting to be held in Mandeville however understood the issue. She queried if there was not another building on site that could be used. M Brown noted the only other room was the bowling club and the rooms were too small to host a board meeting. She suggested that Council staff revisit the Swannanoa Hall to see if they were willing to apply for a grant.

N Mealings noted that Mandeville Sports Club was currently looking at a high likelihood of replacing chairs in the club house which could mean that some chairs would need a new home. If that eventuated, she would suggest to the Mandeville Sports Board to donate the chairs to Swannanoa Hall.

Moved: M Brown Seconded: T Fulton

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 230915144079.
- (b) **Resolves** to hold Community Board meetings on the following dates and locations, commencing at 7pm:

8 February 2024 (<i>Thursday</i>)	West Eyreton Hall
6 March 2024	Ohoka Community Hall
3 April 2024	Ohoka Community Hall
8 May 2024	Oxford Town Hall
5 June 2024	Oxford Town Hall
3 July 2024	Oxford Town Hall
7 August 2024	Ohoka Community Hall
4 September 2024	Ohoka Community Hall
2 October 2024	Oxford Town Hall
7 November 2024 (<i>Thursday</i>)	West Eyreton Hall
4 December 2024	Oxford Town Hall

CARRIED

8. CORRESPONDENCE

Nil.

9. CHAIRPERSON'S REPORT

9.1. Chairperson's Report for September 2023

- Meeting with the Mayor and Community Board Chairs and Deputy Chairs – Provided the other Board Chairs an update on what had been happening in the Boards area. They also discussed issues around the District.
- All Boards Briefing – Briefing on Mayors Taskforce for Jobs and the Waimakariri Arts Strategy. Missed the final part of the workshop due to work commitments.
- Mandeville Resurgence drop-in meeting – the significant turnout was pleasing. Thanked the other Board members for turning out to support Council staff.
- Oxford Promotions Action Committee Meeting – Had an update on the dark sky project, as well as other events and activities.
- Ashely Gorge Advisory Group Extraordinary Meeting – unable to attend due to work commitments but finances were discussed and the recent working bee with army cadets.
- Oxford Community Trust Meeting – another productive meeting where they discussed a number of different initiatives that the Trust was working on. They were holding their Annual General Meeting on 24 October at 7pm in the Oxford Town Hall.
- Update from Taumata Arowai.
- Pre Agenda Meeting.
- Ashley Gorge Advisory Group Meeting – spent time cleaning up after the winds. They discussed the BBQ opening day that was proposed on 19 November 2023.

They were going to have a catch up mid-October to try and sort the details of what they were going to do for the BBQ. They were also going to look at the walking track and how it would be constructed which would be done in consultation with the Board.

Moved: N Mealings

Seconded: M Wilson

THAT the Oxford-Ohoka Community Board:

(a) **Receives** verbal report from the Oxford-Ohoka Community Board Chairperson.

CARRIED

10. **MATTERS FOR INFORMATION**

- 10.1. Kaiapoi-Tuahiwi Community Board Meeting Minutes 21 August 2023.
- 10.2. Rangiora-Ashley Community Board Meeting Minutes 13 September 2023.
- 10.3. Woodend-Sefton Community Board Meeting Minutes 11 September 2023.
- 10.4. Christchurch ReadyMix Limited Request for Sealing of Browns Road under the Private Funding of Seal Extension Policy – Report to Council Meeting 5 September 2023 – Circulates to Oxford-Ohoka Community Board.
- 10.5. July 2023 Flood Response - Emergency and Immediate Works Expenditure – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
- 10.6. Moving Forward: Waimakariri Integrated Transport Strategy 2035+ Draft for Consult – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
- 10.7. District Regeneration - Annual Progress Report to June 2023 – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
- 10.8. Re-establishment of Solid and Hazardous Waste Working Party – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
- 10.9. Revocation Housing for the Elderly Policy – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
- 10.10. Submission: Strengthening the resilience of Aotearoa NZs critical Infrastructure system – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
- 10.11. Health, Safety and Wellbeing Report August 2023 – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
- 10.12. Summary of Discretionary Grant Accountability 1 July 2022 to 30 June 2023 – Report to Woodend-Sefton Community Board Meeting 11 September 2023 – Circulates to Rangiora-Ashley, Oxford-Ohoka and Kaiapoi-Tuahiwi Community Boards.
- 10.13. Summary of Discretionary Grant Accountability 1 July 2022 to 30 June 2023 – Report to Rangiora-Ashley Community Board Meeting 13 September 2023 – Circulates to Woodend-Sefton, Oxford-Ohoka and Kaiapoi-Tuahiwi Community Boards.
- 10.14. Summary of Discretionary Grant Accountability 1 July 2022 to 30 June 2023 – Report to Kaiapoi-Tuahiwi Community Board Meeting 18 September 2023 – Circulates to Woodend-Sefton, Oxford-Ohoka and Rangiora-Ashley Community Boards.
- 10.15. July 2023 Flood Recovery Progress Update – Report to Utilities and Roding Committee Meeting 19 September 2023 – Circulates to all Boards.
- 10.16. Transport Choices – New Footpath Programme for Approval – Report to Utilities and Roding Committee Meeting 19 September 2023 – Circulates to all Boards.

- 10.17. Amendment to Kerb & Channel Renewal Programme 2023/24 – Report to Utilities and Roading Committee Meeting 19 September 2023 – Circulates to all Boards.
- 10.18. Annual Report on Dog Control 2022/2023 – Report to District Planning and Regulation Committee Meeting 19 September 2023 – Circulates to all Boards.
- 10.19. Annual Report to the Alcohol Regulatory and Licensing Authority 2022/2023 – Report to District Planning and Regulation Committee Meeting 19 September 2023 – Circulates to all Boards.

Public Excluded

- 10.20. Proposed Sale of 136 Fishers Road, Okuku – Report to Council Meeting 5 September 2023 – Circulates to all Boards.

Moved: T Fulton Seconded: S barkle

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the information in Items.10.1 to 10.19.
- (b) **Receives** the separately circulated public excluded information in item 10.20.

CARRIED

11. MEMBERS' INFORMATION EXCHANGE

S Barkle

- Oxford-Ohoka Community Board Meeting.
- Plan Change 31 Hearing – Attended each day of the hearing. Submitted along with T Robson on behalf of the Board and the community against the proposal.
- Workshop – update on flooding matters.
- Speed Management Plan discussion.
- Woodstock Landfill Teams Meeting – Catch up before hearing began. Final preparation of submission for hearing.
- Speed Management – review report on speed management.
- Woodstock Quarry Hearing – Attended each day of the hearing.
- Woodstock Submission – Submitted evidence on behalf of the Board and community along with T Robson, against the proposed landfill.
- Meet and Greet with Youth Council – A great chance to meet the Youth Council. A great bunch of young adults. Loved their involvement and enthusiasm for their roles. They had some brilliant ideas and look forward to seeing them come to fruition. A great asset to the community.
- Woodstock Quarries Hearing – Was great to hear the community submit and express their very relevant concerns.
- Washington Way Community Meeting – well done M Brown for getting these residents together to discuss options with Council staff. Very beneficial for all involved.
- Mandeville Community Meeting – Attended community meeting regarding the Mandeville Resurgence consultation. A great turnout from the community. They had some excellent feedback and gave some very good alternative stage two suggestions. Hope that now Council staff would investigate these and see if they may in fact be a better approach. There was a definitive dislike for the old Eyre bed to be used for diverting any water.
- Recommencement of Woodstock Hearing – attended via zoom link.
- Water Regulator Meeting – met with other Board Chairs and Councillors with the Taumata Arowai. Asked questions about private well owners and how they were informed and looked after.

G Cleary noted that subsequent to that meeting Council staff had circulated their private well brochure to Taumata Arowai to see if they had any comment. They had been working on their own information as well. It was a good topic to raise, and Council staff had had some conversation with the regulator with the view to get better information for the private well owners.

- Ohoka Mandeville Rural Drainage Advisory Group Meeting – Discussion around the maintenance of the Ohoka Stream.

T Fulton

- North Canterbury Neighborhood Support – had a couple of good workshops including some visioning exercises, a sort of test of our mental capacity and creative use of language. They wanted to be more precise about what they were doing for the community and why they did it and who they worked with which extended to working with Civil Defence, community hubs and community associations.
- Mandeville Upgrade Project – information session for Councillors.
- All Boards Briefing.
- Mandeville Resurgence Channel Upgrade – Strong community opposition to old Eyre River option. Ideas put forward from residents for Eyre diversion channel and related works.
- Audit and Risk Committee Meeting.
- Council Workshop.
- Community Network Forum, Oxford.
- Mandeville Channel Upgrade Kaiapoi Meeting - Strong community opposition to old Eyre River option. Ideas put forward from residents for Eyre diversion channel and related works.
- Wai Connection Meeting Dunsandel – An interesting workshop discussing options for more sustainable water management across Canterbury.
- Oxford Promotions Action Committee Meeting.
- Utilities and Rooding Committee Meeting.
- Council Workshop – Emergency Management Bill.
- Ministerial Visit for Belgrove – Megan Woods. Infrastructure Acceleration Fund – funded infrastructure projects – a brief tour of site including swales and roading.
- District Planning and Regulation Committee Meeting.
- Meeting with Taumata Arowai (Water Services Regulator) – an explanation of the options and issues for water treatment in the district.
- Water Zone Committee monthly catchup with Council staff.
- Finance and Revenue Policy Workshop.
- Water Zone Committee Meeting.
- Council Meeting.
- Attended a food and farming workshop for rural professionals in Dunsandel.
- Confirmation of new Trustees for the Oxford Health and Fitness Centre Trust, including himself as Chair. The Oxford Health and Fitness Centre was fundraised with volunteers and the Trust would very much like to add on a new wing for mums and bubs classes and active silvers classes. There had been some work that the current Committee were doing to set up new Trustees and go through the hoops of charity services and IRD. They were reaching a point where they could apply for Resource Consent and funding applications.
- Talked to various Swannanoa landowners about their flooding issue. Not all had submitted to the Mandeville Resurgence Channel Consultation but had encouraged them to do so.

M Brown

- Oxford Promotions Action Committee Monthly Meeting.
 - Oxford Dark Sky Group presented.
 - Oxford Town map to be updated.
 - Mission statement change – ongoing work.
 - Review of Santa parade for December 2023.
- Oxford Rural Drainage Advisory Group Meeting – they were looking at future capital works to some of the drains. One of the farmers thought that some of the flooding in West Eyreton had been caused by changes to work further up the road towards Oxford.
- Had an approach from a Board member at the Advisory Group meeting there was a shingle road, Mounseys Road, there was a local resident doing 100km/h and a lot of the residents were concerned about the danger and wanted to reduce the speed limit.

M Wilson

- All Boards Briefing.
- Public Meeting Mandeville Resurgence – useful local knowledge shared.
- Attended Just Action Conference: Voices for Change – Excellent day looking at Alcohol Harm and Community Action. Alcohol harm was significant, and drinking had become normalized. Helpful information about actions points for change.
- Alcohol and Drug Harm Prevention Steering Group Meeting – Presentation by Emma Woods on her qualitative findings about the impact of drug and alcohol harm in North Canterbury. We could use this information to inform our action moving forward.
- Waimakariri Health Advisory Group Meeting – there were some positive things coming out of the rural health gathering momentum across strategies and that the voice was being heard about rural health after 20 years. There was the challenge regarding after hours and its closure. The impact to the workforce challenges at the moment. There was loss of nurses in rural areas because the pay rate was different to that of Te Whatu Ora, so they were moving to Te Whatu Ora which was having a significant impact. The impact for teens in the 15-17 age group that were not pediatric and were not adults and they were used to being stretched apart at either end but that was not currently happening the same and. They were collecting noticeable gaps around the community which they would take to Te Whatu Ora.

P Merrifield

- Oxford-Ohoka Community Board submission regarding Landfill – support T Robson and S Barkle.
- West Eyreton public meeting regarding flooding.
- Oxford-Ohoka Community Board meeting.
- All Boards Briefing.
- Mandeville Resurgence Public meeting.
- Oxford Museum monthly meeting.
- Pleased with the numbers they had been getting for the Woodstock Hearings, Plan Change 31, the Mandeville Resurgence.

N Mealings

- Property Portfolio Working Group Meeting.
- Mandeville Resurgence Channel Upgrade Councillor information briefing.
- All Boards Briefing.
- Plan Change 31 Hearing – last day of hearing – right of reply for applicants and wrap-up.
- Mandeville Resurgence Channel Upgrade drop in session at Mandeville Sports Centre – Excellent local turnout gave good food-for-thought to Council staff regarding options under consideration and possible changes.
- Council Workshop.
- Woodstock Hearing – Attended via teams – reporting officers replies.

- Met with Waimakariri Biodiversity Trust Coordinator – regarding recent Waimakariri Biodiversity Trust projects and opportunities for collaboration.
- Alcohol and Drug Harm Prevention Steering Group Meeting – E Woods presented her research paper on Drug and Alcohol harm in the district. This would make a valuable contribution to our future direction with the steering group, and they were indebted to her for her efforts.
- Utilities and Roading Committee Chairperson Briefing.
- Utilities and Roading Committee Meeting.
- Council Workshop on Emergency Management Bill Submission.
- Taumata Arowai visit with Council – Meeting with the water services regulator.
- Ohoka Rural Drainage Advisory Group Meeting - Group felt Mandeville Resurgence drop-in produced good feedback. Still a preference for direct to Eyre River for stage two.
- Mandeville Sports Club Board Meeting – prep for Annual General Meeting.
- Attended Making Good Decisions recertification course – Regional Management Act commissioners must renew their qualifications three years after first qualifying, and then five yearly thereafter.
- Attended Contractors Briefing – Waimakariri District Council holds an annual briefing for current and perspective contractors to inform them of upcoming works and the process for tendering. Good turnout a wide variety of contractors.
- Community Wellbeing North Canterbury Trust Meeting – Discussed potential fundraising event and social media campaign. Annual General Meeting to be held 25 October 2023.
- Civil Precinct and Library Steering Group Meeting – First meeting. Chairperson appointed. Terms of Reference agreed on.
- Council Workshop – regarding long Term Plan finance and revenue policy. Rates form 54% of Council revenue, the rest was from fees and charges such as development contributions and user pays charges.
- Mandeville Sports Club Annual General Meeting – two new members elected to the Board. D Sutherland (previously co-opted now elected) and J Hamilton. Discussed plans for clubrooms and possible formation of subcommittees to facilitate club / community involvement in projects on site.
- Portfolio catch-up.
- Mandeville Sports Club monthly catch up – Discussed perspective clubs interested in possibly locating at the Mandeville Sports Centre. Long Term Plan submission discussion.
- Attended inaugural North Canterbury Inclusive Sports Festival – helped with / took part in the first inclusive Sports Day held at Mandeville Sports Day held at MainPower Stadium for young people with disabilities to try a range of modified sports like wheelchair basketball, boccia, adaptive football and various gym classes. Brainchild of young para-athlete and Waimakariri Youth Council co-chair Zack. Was a brilliant day with a great turnout, and a good time was had by all.
- Council Workshop / Briefing.
- Council Meeting – Speed Management Plans to go out for consultation. Ohoka Domain Advisory Group planting grant approved to re-allocate to Gatekeepers Lodge.
- Unable to attend the Northern Biosecurity Advisory Group meeting due to a scheduling clash, but of interest are the following Environment Canterbury items that people may wish to subscribe to or check out:
 - You could sign up to the Biosecurity Bulletin, the quarterly online iteration of ECan's newsletter which was once the publication 'BioBites'. (<https://www.ecan.govt.nz/yourregion/yourenvironment/our-natural-environment/pest-management/sign-up-to-the-biosecurity-bulletin/>).
 - And many of you will be interested in topics within Rural Matters, a monthly newsletter covering the latest in rural news. (<https://us11.campaignarchive.com/home/?u=5e10fe869a2e9e83ca78a1606&iid=8fc3bc5426>).
 - Also, a brand new Pest Search function has been launched on the ECan website which contains a library to help people identify over 100 invasive pest plants and

animals found in Canterbury land or water. (<https://www.ecan.govt.nz/pest-search/>).

12. CONSULTATION PROJECTS

Nil.

13. BOARD FUNDING UPDATE

13.1. Board Discretionary Grant

Balance as at 30 September 2023: \$2,745.

13.2. General Landscaping Fund

Balance as at 30 September 2023: \$13,680.

The Board noted the funding update.

14. MEDIA ITEMS

15. QUESTIONS UNDER STANDING ORDERS

16. URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board is scheduled for 7pm, Wednesday 8 November 2023 at the Ohoka Community Hall.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 8:27pm.

CONFIRMED

Chairperson

Date

Workshop (7:54pm to 8:27pm)

- *West Eyreton Pit – Grant Stephens (Design and Planning Team Leader)*
- *Members Forum*
 - *Queries Spreadsheet*

5 ADJOURNED BUSINESS

Nil.

6 REPORTS

6.1 Woodend Town Centre Public Toilet Upgrade – J Rae (Senior Advisory Community and Recreation – Assets and Capital) and C Taylor-Claude (Parks Officer)

C Taylor-Claude spoke to the report and highlighted that this project had received co-funding for half the cost from the Innovation's Tourism Infrastructure Fund (TIF). If the project was not completed within a certain timeframe the funding could be withdrawn.

R Mather questioned if there was a way for the existing mural on the toilets to be saved as the school had put a lot of work into its creation. C Taylor-Claude replied there was an option to take a high-resolution image of the mural and have it re-printed on the toilets, however they would work with Woodend School and find a solution that they were happy with.

S Powell asked if the school could be spoken to as soon as possible to ensure they were informed of what was happening. C Taylor-Claude responded they would be talking with the school shortly.

Moved: R Mather

Seconded: M Paterson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 230928153573.
- (b) **Notes** that the existing toilets at Woodend Town Centre were currently in a poor state of repair, require high levels of ongoing maintenance and did not meet current service levels and accessibility regulations. These toilets generated the highest number of service requests in the district.
- (c) **Notes** that these toilets were currently planned for renewal in the year 2037 and were currently estimated to cost \$395,000 to renew.
- (d) **Notes** that Council staff applied to the Ministry of Business (MBIE) and Innovation's Tourism Infrastructure Fund (TIF) and were successful in this application with MBIE committing to contribute \$197,500 towards the project.
- (e) **Notes** that the Woodend Sefton Community Board and Enterprise North Canterbury provided a letter of support with the Council's application to TIF to receive funding for the Woodend toilet in May 2023.
- (f) **Approves** the removal of the existing toilet and the construction of the new toilet block noting that this would include two accessible unisex toilets and two standard unisex toilets all accessible from the front facing the street.
- (g) **Notes** that the cost of the project covered the entire works, including the demolition and construction of the new toilets and associated landscaping such as plantings and installing a new rubbish bin.
- (h) **Notes** the timeline in which the construction must be completed with procurement, approvals and consents required to be in place prior to 18th February 2024.

AND

THAT the Woodend Sefton Community Board recommends:

THAT the Community & Recreation Committee

- (i) **Receives** Report No. 230928153573.
- (j) **Approves** the recommendation that the upgrade of the Woodend Town Centre toilets be bought forward from 2037 and was undertaken in the 2023/24 Financial Year.
- (k) **Notes** the impact of bringing the Woodend Town Centre toilets forward in the plan is that other scheduled public toilet projects will be pushed out one additional year to accommodate this project.

CARRIED

R Mather noted the toilets had to be replaced noting the report was well written and explained all aspects of the project effectively.

P Redmond felt this was an excellent idea as the toilets were very well used and would continue to be in the future. Securing the funding from TIF was key and took the pressure off the Council.

S Powell agreed and thanked the staff for putting together the funding application. She felt the toilet would be well used with the proposed cycleway that was going to be installed along School Road.

A Thompson noted the Hurunui District Council had standard toilet designs they used for all public toilets, and he questioned if the Waimakariri District Council had a similar process. G MacLeod replied the Waimakariri District Council had two suppliers that were consented for small toilet blocks. Only the larger toilets did not have a standard design.

6.2 **Pegasus and Waikuku Beach Viewing Platforms – G MacLeod (Greenspace Manager)**

G MacLeod took the report as read noting the funding for this project had been allocated in the 2023/24 financial year. There had been a deputation to the Community and Recreation Committee in early 2023 from residents of Waikuku Beach who wished to have the platform installed in Waikuku Beach before the one in Pegasus.

R Mather appreciated that residents of Waikuku Beach wanted the first platform to be built there, however she reminded staff that Pegasus residents had also done a deputation three years ago. G MacLeod noted the decision of what platform was built first was with the Board. Staff believed there would be enough budget to complete both platforms.

R Mather highlighted the seat currently at Pegasus Beach along the existing path and asked if it would be relocated. G MacLeod replied that it would be uplifted and retained.

P Redmond sought information on the usage of each beach. G MacLeod replied that statistics showed there was more visitation to the Pegasus area however these figures were not being recorded and was based on the usage of the car park. There appeared to be a larger amount of elderly population using the Pegasus Beach. However, there was also a large surf club in Waikuku Beach which attracted a lot of people to the area.

P Redmond questioned if staff had a preference on which platform should be built first. G MacLeod replied both assets were needed and would positively affect the community and therefore staff did not have a preference on which platform was built first. Ideally, the platforms would be completed at the same time as it was more cost efficient if they were scheduled simultaneously.

Moved: R Mather Seconded: I Fong

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 230927152860
- (b) **Notes** that Council staff are to progress and finalise the design plans and specifications followed by the tendering of works in accordance with the attached plans for accessible viewing platforms and ancillary works at Pegasus and Waikuku Beaches.
- (c) **Approves** the construction of an accessible viewing platform and ancillary development at Pegasus Beach followed by, if allocated combined budget's sufficient, the construction of an accessible viewing platform and ancillary development at Waikuku Beach.
- (d) **Notes** that if insufficient funds are available to complete both projects, the priority platform will be built, and additional funding will be requested to construct the second.

CARRIED

R Mather stated she was very aware of the history of events in Pegasus and for several years residents had been told the platform was coming. Although she wanted both to be completed, she felt Pegasus had been waiting longer and had also further developed plans.

I Fong felt that due to Pegasus already being costed completing the works there first was sensible.

P Redmond did not have a preference for which platform was constructed first however noted Pegasus had more foot traffic currently. Both platforms would be a benefit to the district.

S Powell stated that in her view both platforms were needed and would not want to jeopardise one in terms of the other. If necessary, more funding could be sort through the Long Term Plan to complete both and should also include beach matting and a beach wheelchair for Waikuku Beach.

M Patterson questioned who was responsible for maintaining the sand dunes and Waikuku Beach. G MacLeod replied that although the Council wrote the bylaw Environment Canterbury carried out the enforcement.

R Mather queried if extra mobility parks would be installed in the carpark and G MacLeod replied that staff would look at the whole picture including car parks and the bike stand.

6.3 **2024 Woodend-Sefton Community Board's Meeting Schedule – K Rabe (Governance Advisor)**

K Rabe spoke to the report noting the November 2024 meeting would need to be held on a Tuesday due to the venue being unavailable on Mondays.

M Paterson highlighted 12 November 2024 was Cup Day. K Rabe suggested holding the December meeting at the Waikuku Beach Hall on Tuesday 3 December 2024 and the November meeting at the Woodend Community Centre on Monday 11 November 2024.

Moved: I Fong Seconded: R Mather

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 230915144094.
- (b) **Resolves** to hold Community Board meetings, on the following dates and locations, commencing at 5.30pm:

13 February 2024 (Tuesday)	Sefton Public Hall
11 March 2024	Woodend Community Centre
9 April 2024 (Tuesday)	Waikuku Beach Community Hall
13 May 2024	Woodend Community Centre
10 June 2024	Woodend Community Centre
8 July 2024	Woodend Community Centre
12 August 2024	Woodend Community Centre
9 September 2024	Woodend Community Centre
14 October 2024	Woodend Community Centre
11 November 2024	Woodend Community Centre
3 December 2024 (Tuesday)	Waikuku Beach Community Hall

CARRIED

7 **CORRESPONDENCE**

Nil.

8 **CHAIRPERSON'S REPORT**

8.1 **Chairperson's Report for September 2023**

S Powell spoke to her report noting that due to medical reasons she unfortunately could not make it to the Inclusive Sports Day however had wonderful photos from the day she which she would share on the Board's Facebook page.

Moved: S Powell Seconded: R Mather

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the report from the Woodend-Sefton Community Board Chairperson (TRIM: 231003155608).

CARRIED

9 **MATTERS FOR INFORMATION**

- 9.1. Kaiapoi-Tuahiwi Community Board Meeting Minutes 21 August 2023.
 - 9.2. Oxford-Ohoka Community Board Meeting Minutes 6 September 2023.
 - 9.3. Rangiora-Ashley Community Board Meeting Minutes 13 September 2023.
 - 9.4. July 2023 Flood Response - Emergency and Immediate Works Expenditure – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
 - 9.5. Moving Forward: Waimakariri Integrated Transport Strategy 2035+ Draft for Consult – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
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 - 9.18. Annual Report to the Alcohol Regulatory and Licensing Authority 2022/2023 – Report to District Planning and Regulation Committee Meeting 19 September 2023 – Circulates to all Boards.
- Public Excluded
- 9.19. Proposed Sale of 136 Fishers Road, Okuku – Report to Council Meeting 5 September 2023 – Circulates to all Boards.

Moved: P Redmond Seconded: A Thompson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the information in Items 9.1 to 9.18.
- (a) **Receives** the separately circulated public excluded information in item 9.19.

CARRIED

10 MEMBERS' INFORMATION EXCHANGE

R Mather

- Ravenswood Café Opening – Attended Public Opening of new restaurant block, officially opened by Mayor Gordon.
- Pegasus Bay Art Show – Held at Pegasus Bay School gym, which was an excellent venue with plenty of space and good natural light. This was an excellent event that would hopefully return next year.
- All Boards Briefing.
- Waikuku Beach Indoor Market – Was disappointing to see a reduction in stalls since last attending.
- Ronel's Community Cuppa, a Wairoa Links Community Trust Event – Held at Pegasus Community Centre with Lesley Ottey proving to be a very popular, informative and entertaining speaker. New World Ravenswood prepared and supplied the food with significant input from their apprentice baker. Approximately 54 people attended.
- Taumata Arowai Zoom meeting.
- Woodend Flower Show – Held at the Woodend Community Centre. Credit to the organisers. The vintage display and floral arrangements were excellent. Another wonderful local event that would hopefully continue for years.

I Fong

- Waikuku Beach Residents Group meeting –initial discussions included the Bus service. Had a follow up Security / crime meeting with the police and community with new CCTV cameras to be installed on the shop which the shop owners were happy to monitor. Welcome Bags for new residents, Civil Defence, Coffee Meet up - Shop Cake and Coffee Special was also discussed.
- Waikuku Hedge Re-Planting – 1,400 plants planted, thanks to the Canterbury Student Army's help.
- Sefton Hall Committee meeting – Delay in completing the building plans, now to be finished in a couple of weeks. AGM to be held in October and WDC staff would be invited to the November meeting for an update.
- Northern Pegasus Bay Advisory Group – Main points of conversation were Vehicles, Dogs and Fires. WDC staff would be preparing a report for the Council with some recommendations and consultation would start in November 2023 through to early January 2024.
- Various updates on Waikuku Beach social media sites on Saltwater Creek spill updates, campground info and Dead Pine Tree removal.
- Pegasus Residents Group were wanting to know if they could apply to the Board's Discretionary Grant to go towards petrol for its vehicle. K Rabe noted the grant could not be used to cover operating costs.

A Thompson

Nothing to report.

P Redmond

- Mandeville Resurgence Drop-in at Mandeville and Kaiapoi.
- Visit to the Striling Kaiapoi.

- Darnley Club AGM.
- North Canterbury Sport and Recreation Trust meeting.
- Art on the Quay.
- Waimakariri Eyre Cust River Rating – Environment Canterbury.
- Minister Wood – Belgrove site visit.
- Taumata Arowai – Alan Pragnal and Jim Graham. Were very receptive to assisting with exemption applications. Council was waiting for UV Treatments units from overseas however they were redirected to Queenstown to assist with their struggles. Whilst Council had agreed to chlorinate they had not dismissed applying for further exemptions.
- Candidates meeting at Pegasus organised by the Pegasus Residents Group.
- Contractors briefing.
- Meeting with Roding Manager and the Mayor regarding State Highway One safety improvements.
- Taumata Arowai zoom meeting with Community Boards.
- Residents Street meeting in Rangiora regarding Southbrook Cycleway.
- Community Outcomes Hearing. No submitters spoke to their submission in person however there was a number of submissions.
- Older persons Expo. Was well attended.

M Patterson

- Woodend Community Association Annual General Meeting. Was not well attended and needed to be advertised better.
- Woodend Flower Show.
- The Woodend School Fair and Sefton Tug-of-War were coming up.

11 CONSULTATION PROJECTS

11.1 Libraries Survey

<https://letstalk.waimakariri.govt.nz/libraries-survey>

12 BOARD FUNDING UPDATE

12.1 Board Discretionary Grant

Balance as at 31 September 2023: \$3,660.

12.2 General Landscaping Fund

Balance as at 31 September 2023: \$13,680.

13 MEDIA ITEMS

14 QUESTIONS UNDER STANDING ORDERS

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

16 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987.

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is moved:

Moved: S Powell

Seconded: R Mather

1. That the public is excluded from the following parts of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
16.1	Pegasus Community Centre	Good reason to withhold exists under section 7	To Protect the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege as per LGOIMA Section 7 (2)(a), (g) and (i).
16.2	Waikuku Fire Station Lease Extension	Good reason to withhold exists under section 7	To protect the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege as per LGOIMA Section 7 (2)(a), (g) and (i).

CARRIED

CLOSED MEETING

The Public Excluded portion of the meeting took place between 6.09pm and 6.34pm.

OPEN MEETING**NEXT MEETING**

The next meeting of the Woodend-Sefton Community Board is scheduled for 5.30pm, Monday 13 November 2023 at the Woodend Community Centre, School Road, Woodend.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 6.34pm.

CONFIRMED

Chairperson

Date

Workshop (6.34pm-6.47pm)

- *Pegasus Lake Update – Kalley LaValley (General Manager Planning, Regulation and Environment)*
- *Members Forum*

MINUTES FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON WEDNESDAY 11 OCTOBER 2023 AT 7PM.

PRESENT

J Gerard (Chairperson), K Barnett (Deputy Chairperson), R Brine, I Campbell, M Clarke, M Fleming, J Goldsworthy, L McClure, B McLaren, J Ward, S Wilkinson, and P Williams.

IN ATTENDANCE

S Hart (General Manager, Strategy, Engagement and Economic Development), D Young (Senior Engineering Advisor), S Binder (Senior Transportation Engineer), K Straw (Civil Projects Team Leader), K Lindsay-Lees (Senior Communications and Engagement Advisor), T Kunkel (Governance Team Leader) and C Fowler-Jenkins (Governance Support Officer).

There were four members of the public present.

1. APOLOGIES

There were no apologies.

2. CONFLICTS OF INTEREST

There were no conflicts declared.

3. CONFIRMATION OF MINUTES

3.1. Minutes of the Rangiora-Ashley Community Board – 13 September 2023

Moved: J Goldsworthy

Seconded: L McClure

THAT the Rangiora-Ashley Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Rangiora-Ashley Community Board meeting, held on 13 September 2023.

CARRIED

3.2. Matters Arising (From Minutes)

T Kunkel noted that an update on the Board's delegation regarding property purchases and sales were expected at the Board's November 2023 meeting.

K Barnett enquired about the report on the proposed installation of wire and bollard fencing at Cust Domain, which was laid on the table at the previous meeting. T Kunkel advised that she had followed up with the Council's Greenspace Team and they had committed to submitting a report to the Board in November 2023.

4. DEPUTATIONS AND PRESENTATIONS

Nil.

5. ADJOURNED BUSINESS

Nil.

6. REPORTS

6.1. Approval of Design for Project 2 of the Transport Choices Programme (Rangiora Town Cycleway – Stage 1) – K Straw (Civil Project Team Leader) and D Young (Senior Engineering Advisor)

K Straw noted that the report sought the Board's endorsement of the detailed design for the Rangiora Town Cycleway – Stage One (Project two of the Transport Choices Programme), prior to it being submitted to the Council for approval. He reminded the Board that the project was part of Walking and Cycling Network Plan which evolved from the Council's Walking and Cycling Strategy. The Network Plan had previously been consulted on from May to July 2022, and the Council received 117 submissions of which 82% were in favour of the Network Plan and wanted an increase in the Council's investment in walking and cycling infrastructure. K Straw further noted that the Board had previously supported this link in the Rangiora Community Plan and had also agreed that Southbrook Road should not be promoted as the alternative cycling route, due to the busy commercial area.

K Straw explained that the Council had consulted with the impacted residents and the initial design had been amended. The changes to the design were primarily on South Belt where the refuge crossing point was previously indicated to be east of King Street, this had now been relocated to the west. This change was in direct response to concerns raised by residents at the drop-in session held at the Southbrook Rugby Club. The Council had also received feedback from KiwiRail, who had agreed to the proposed design, and after viewing a So Far As Is Reasonably Practicable assessment (SFAIRP), accepted that it was not reasonably practicable to install half arm barriers at the two level-crossings, located at Marsh and Dunlops Roads. KiwiRail were therefore supportive of the project providing that the alternative mitigations went ahead which was the change of the priority at the Marsh Road intersection and the installation of the speed humps on approach to the level crossing.

K Straw advised that PAK'nSAVE remained opposed to the cycleway with their primary concern being that Railway Road was in an industrial area with frequent truck movements. However, Council Staff believed that the updated design would mitigate PAK'nSAVE's concerns. He noted that Railway Road had 97 heavy vehicle movements per day versus 1,296 on Southbrook Road. Southbrook School also made a submission, but they had based their submission on the assumption that the one way section of Railway Road would require all PAK'nSAVE trucks to exit past the school. However, the one way section only ensured that the trucks could access PAK'nSAVE's rear entrance where they unloaded and then exit on to Station Road.

In conclusion, K Straw reported that the Council had received 50 submissions during the public consultation on the proposed cycle connections that closed on 11 September 2023, 26 in support and 22 in opposition and two left blank. The 22 submissions received in opposition did not raise specific objections to this particular cycleway, however, seem to rather be opposition to the expenditure on cycleways in the current climate or statements that the funds could be better spent other roading projects or maintenance.

P Williams sought clarity on PAK'nSAVE's primary concerns and D Young noted that PAK'nSAVE had raised various concerns about the proposed design including safety concerns.

P Williams questioned what weighting staff had placed on submissions based on safety concerns. D Young advised that staff had provided the Board with factual information, and it was for the Board to determine how much weight should be given to objections.

K Barnett noted that approximately 19 carparks would be lost along the route. She requested staff to highlight where the carparks would be removed and who traditionally parked there. K Straw noted that the main areas where street parking would be impacted was the occasional carparks along the route, due to a build out or a crossing location. Also, the six informal angle carparks outside Allied Concrete, the vehicles that currently parked there were contributing to PAK'nSAVE's safety concerns by obstructing the view of oncoming vehicles. It was highly likely that PAK'nSAVE staff or other staff in area were currently parking there, however, Allied Concrete was comfortable with parking being removed.

K Barnett asked where the staff in area would be expected to park in future. D Young noted that the Council had made allowance north of Dunlop Road to be converted to more parking. Staff accepted that was further away and they were not suggesting it would replace every carpark being removed. K Straw noted that staff had previously met with the residents of Country Lane and they had requested that Country Lane be added to the no parking register. Therefore a 100 meter section each side of Country Lane would be no stopping.

Furthermore, K Barnett noted that due to the congestion on Southbrook Road, many motorists were using Railway Road as a rat run to bypass Southbrook Road. She enquired if staff had any concerns about blending the commuter traffic, that was going quite fast, and cyclists along Railway Road. D Young noted that staff had given much consideration to the possibly for rat running when finalising the design and they were aware of the possibility for the Coronation/ Buckleys route becoming a rat run.

P Williams enquired about the average age of the trees that would be removed. D Young commented that the majority of the trees were along Railway Road south up to Station Road. There was one straggly tree on Coronation Street which would be removed, however, the majority of the larger trees would remain. Staff could not comment on the age of the trees on Railway Road, but they were not large specimens. Any decisions regarding the existing trees and/ or the planting of new trees, would be made by the Council's Greenspace Team.

J Gerard requested staff to ensure that any decisions regarding the existing trees and/ or the planting of new trees be discussed with the Board prior to finalisation.

M Fleming noted that some submissions mentioned the relocation of the South Belt bus stop to west of the cycle storage boxes, however, it was not on in the current design. She thought that it may be better visibility for pedestrian crossing and result in a larger gap between bus stops. D Young confirmed that the Council's intention was to relocate the bus stop.

I Campbell questioned what studies the Council had done on the use of the existing cycleway and D Young noted that the Council had not undertaken a study and therefore did not have that information.

I Campbell noted that the cycleway was about ensuring the safety of cyclists. However, D Young explained that it was about more than trying to improve the safety of the existing cycleway. It was about creating an environment where people would feel safe to cycle, thus getting more people cycling.

I Campbell asked if Council had any statistics on the injuries on that stretch of Southbrook Road compared to other roads in the Waimakariri District. D Young noted that there had been quite a number of accidents on Southbrook Road, there were around 16 in the last five years, however, there had not been many involving cyclists.

In response to a question by J Goldsworthy, D Young recapped the many different cycle routes that were explored and the key contributing factors from those. He noted that staff discussed a wide range of routes with the Community Boards in various workshops. Subsequently the Walking and Cycling Reference Group, of which the Board was a member, suggested that the Council proceed with public consultation. Staff held a special workshop with the Board specifically to discuss the options for southern Rangiora. At that workshop the Board was presented with seven options with various criteria and weightings for the Board's consideration. All of the routes had nine to ten different criteria that they were assessed against safety, amenity value, likelihood that cyclists would use the route, costs, and other particular impairments that might be in place. After the workshop, the Board agreed to seek community feedback on the preferred route.

J Goldsworthy enquired if the concerns regarding Railway and Station Roads had significantly altered the initial assessment of the route. D Young explained that there had been quite a bit of comment and criticism about this particular route, and staff therefore re-evaluated the route, however, they found their original assumptions remained valid considering the costs and available timeframes. Staff also reconsider whether the residual risk was an acceptable outcome, and concluded that with the changes at Marsh Road, in particular the one way on Railway Road, they believed that the identified risks were of an acceptable nature that they felt comfortable recommending to the route to the Board.

K Barnett appreciated the work that had been done, however, sought clarity on the purpose of the cycleway. She, therefore, asked staff to explain the Transport Choices Programme. D Young highlighted that the Transport Choices Programme had three categories of funding, namely the walking neighbourhoods, safe green, and healthy school travel. The Council had applied for funding all three categories, as the Council would be spending money around Southbrook School and on a range of additional walking links. This particular route was part of the strategic cycle networks, which aimed to link main cycle routes or destinations.

K Barnett noted that cyclists who cycled between Rangiora and Kaiapoi along the Passchendaele Path were coming straight down Southbrook Road. The only people that used Southbrook Road for commuting were experienced cyclists. She questioned if this did not suggest that the Council was developing the alternative route for less experienced cyclists, thereby making a recreational route. D Young noted that was a fair assumption and staff were not asserting that the alternative route would replace the Southbrook Road cycle lanes which would remain.

R Brine asked if staff had done any data on how much time using the alternative route would add to cyclists' journey and D Young noted that they had and it was minimal.

P Williams expressed a concern about the acceptable risks mentioned by staff and D Young confirmed that an independent safety audit done on the route.

J Ward noted that the proposed route would enable people to cycle safely through Southbrook and not be faced with the 26,000 cars that used Southbrook Road daily. This route had been developed over several years to accommodate everyone. It was about safety and encouraging people, to travel safely through Rangiora. D Young agreed that the main advantage was that the Council was offering another option for the less confident cyclists through Southbrook.

Moved: S Wilkinson

Seconded: I Campbell

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 230919145813.
- (b) **Declines** endorsing the detailed design and recommend to the Council that the cycleway does not proceed.

LOST

S Wilkinson commented that he supported the overall Walking and Cycling Strategy, however, he was struggling with supporting this section of the bigger strategy. He did not believe that the Board had been provided with a strong enough business case to support this part of the cycleway strategy, particularly in relation to the safety issues. The Board was advised that one of the reasons for the new route was that the current route along Southbrook Road was dangerous, despite the fact that the accident statistics did not support this and despite the fact it was deemed dangerous for cyclists it would remain open for use. He noted that the proposed alternative route had some significant dangerous elements as outlined in feedback from the school and several businesses in the area.

S Wilkinson expressed a concern about this discretionary expenditure in a time when communities were in a cost of living crisis, and ratepayers were suffering. The Council at its previous meeting highlighted the significant underbudgeted expenditure of \$3 million to \$4 million on the repair and maintenance of essential infrastructure, most of which was to be borrowed. He did not believe that the Council should borrow additional funding for a project such as this. S Wilkinson noted that he had spoken to four potentially affected business owners in the area and a resident. He also attended the drop-in session to gauge community feedback and he was not convinced that this project carried the community support that the Board might think. The key concerns of the people he spoke to were the unresolvable safety issues with the proposed new route, that the funding may be best spent elsewhere, the loss of carparks and the belief that the consultation process was obsolete.

I Campbell commended staff on their time and effort and their re-evaluation of this project. However, the Board was obliged to present the voice and interests of the community and there had been a considerable amount of opposition from the community to this Railway Road section and the cycle way. There were risks and inconveniences with the proposed route that had been outlined by residents, KiwiRail, Southbrook School, affected businesses and also by cyclists. He believed that the Board were being requested to rush the approval of the Design for Project 2, with known risks, just to secure the Central Government's part of the funding.

I Campbell believed that it may be more prudent to initiate budget for the proposed eastern-link cycleway. Vehicle traffic passing through Southbrook was slower now than ever due to the traffic lights and other contributing factors. Existing cycle lanes were clearly marked and catered for the small number of cyclists that use them. He suggested that the Council could rather consider sponsoring a Cyclist Training Scheme for less experience cyclists, which would be less expensive. This cost of the cycleway would be shared between our ratepayers and taxpayers many of whom were struggling in the current financial climate. In conclusion he noted that the Walking and Cycling Strategy was first endorsed in 2017 and New Zealand's economic situation was far worse now and the strategy may therefore need to be reconsidered.

K Barnett supported the motion, as she felt that this was a recreational route that would not lead to a decrease in commuter vehicular traffic. She suggested that the Council needed to be focusing on funding public transport to reduce the load on the roads. She was also concerned about the safety, as it was a commercial area with heavy vehicles, PAK'nSAVE traffic and rat running. She was therefore concerned about the unintended consequences of the cycleway.

K Barnett was also concerned about the loss of car parks which would force staff from businesses in the area to park in poorly lit areas which may be unsafe. She agreed that the economic situation of the country had changed since 2017 which the Council needed to take into consideration. She commented that it was an unattractive recreational route, that would not showcase Rangiora very well. It would be far better to do a shared path straight past Mitre 10 coming into the gateway of Rangiora and then onto Coronation Street. There was very little foot traffic in Coronation Street so why not use it for cyclists and install traffic lights for cyclists at the Flaxton Road crossing. K Barnett commented that cyclists should not be moved away from Rangiora's main entrance ways we should just be making the route safer.

Amendment

Moved: J Ward

Seconded: R Brine

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 230919145813.
- (b) **Endorses** the proposed detailed design of the cycleway, as per Trim: 230915144615, for Project 2, Rangiora Town Cycleway.

AND

THAT the Rangiora-Ashley Community Board recommends:

THAT the Council:

- (c) **Approves** the detailed design as per Trim: 230915144615, for Project 2, Rangiora Town Cycleway.
- (d) **Notes** the Council had received 50 submissions which had been summarised as 26 generally in support, 22 in opposition for a number of reasons, and two blank.
- (e) **Approves** the installation of no stopping lines required as per the following schedule, noting that these would be added to the Council's Schedule of Parking Restrictions upon completion:

i.	Railway Road	West	Outside 642 Lineside Road (southern end)
ii.	Railway Road	West	Outside 642 Lineside Road (northern end)
iii.	Railway Road	West	Outside 16 Railway Road
iv.	Railway Road	West	Outside Allied Concrete 20
v.	Railway Road	East	Angle parking south of Dunlops Road
vi.	Railway Road	East	For 10m north of Dunlops Road (extending existing by 5m) to improve sight lines at level crossing.
vii.	Torlesse Street	South	Outside No 36 Southbrook Road (Torlesse Street side)
viii.	Coronation Street	West	Cul-de-sac head
ix.	Country Lane	Both	South Belt to end of public laneway.
x.	South Belt	North	No. 7 King Street
xi.	South Belt	South	No. 99 37

- (f) **Notes** that these changes would result in the loss of 29 carparks partly balanced by the addition of ten new carparks (leaving a nett loss of 19 carparks).
- (g) **Approves** the removal of 12 street trees, noting they would be replaced with at least as many new street trees:
- i. Railway Road East Outside Carters - To be replaced in kerb build out within carriageway.
 - ii. Railway Road East Outside Carters - To be replace in berm on western side of road.
 - iii. Railway Road East Outside Carters - To be replaced in kerb build out within carriageway.
 - iv. Railway Road East Outside Carters - To be replace in berm on western side of road.
 - v. Railway Road East Outside Carters - To be replaced in kerb build out within carriageway.
 - vi. Railway Road West Outside Pak n Save - To be replaced with new within buffer between footpath and roadway on eastern side of Railway Road.
 - vii. Railway Road West Outside Pak n Save - To be replaced with new within buffer between footpath and roadway on eastern side of Railway Road.
 - viii. Railway Road West Outside Pak n Save - To be replaced with new within buffer between footpath and roadway on eastern side of Railway Road.
 - ix. Railway Road West Outside Pak n Save - To be replaced with new within buffer between footpath and roadway on eastern side of Railway Road.
 - x. Railway Road West Outside Pak n Save - To be replaced with new within buffer between footpath and roadway on eastern side of Railway Road.
 - xi. Railway Road West Outside Pak n Save - To be replaced with new within buffer between footpath and roadway on eastern side of Railway Road.
 - xii. Coronation Street South No. 10 Coronation St - To be replaced west of Buckleys Road.
- (h) **Approves** the installation of “STOP” priority control on Railway Road (northbound) at Station Road intersection, a “STOP” control on the west of the Marsh Road railway crossing, and removes the existing “STOP” priority control on Station Road (east bound) as per the proposed intersection design.
- (i) **Approves** the implementation of one-way (northbound) on Railway Road for approximately 60 meters between Station Road, and the rear PAK’nSAVE entrance.
- (j) **Notes** that feedback from the consultation process had been incorporated into the design where applicable.
- (k) **Notes** that as a result of consultation, staff had made significant changes to the South Belt connection to King Street, relocating the crossing location to the western side of the intersection.

- (l) **Notes** that this project would be funded through the “Transport Choices” funding stream (which was still subject to final signing and confirmation), and this requires that all works be complete by June 2025 (following a recent extension to the completion date), however construction would be programmed to be complete by December 2024.
- (m) **Notes** that the deadline for the approval of the detail design and Schedule 2 agreement for funding had been extended to 30 October 2023, and that Waka Kotahi had signalled that failure to meet that deadline would result in no funding being available. Also funding for construction was dependent on and would not be released until these had been approved by Waka Kotahi.
- (n) **Notes** that the detailed design drawings were subject to an Independent Road Safety Audit, and that this process was yet to occur. Further minor changes were likely to be required as a result.
- (o) **Notes** that the KiwiRail SFAIRP process had confirmed that the installation of half-arm barriers at the Marsh Road, and Dunlops Road level crossings were not financially practicable, and therefore not required as a result of the proposed cycleway.
- (p) **Notes** that the likely risk associated with projected usage of Marsh Road and Dunlops Road railway crossings would need reviewing as part of the Rangiora Eastern Link Project, which may lead to either closure, or half arm barriers being installed at that point.
- (q) **Notes** that staff would proceed with the preparation of tender drawings, and documents in anticipation of receiving an approval to move to construction from Waka Kōtahi.

CARRIED

A division was called:

For: (8) J Gerard, R Brine, M Clark, M Fleming, J Goldsworthy, L McClure, B McLaren, and J Ward.

Against: (4) K Barnett, I Campbell, S Wilkinson, and P Williams.

Debate on the Amendment

J Ward commented that there had been quite a lot of emphasis on safety and the Council was trying to provide a cycleway that would be removed from Southbrook Road and would therefore be safer. The Council had worked very hard to address PAK'nSAVE's and other objectors' concerns. Full consultation and considerable planning had been undertaken by staff, who had done a great job with a tricky situation. She did not believe that cyclists should be made to compete with the 26,000 cars passing through Southbrook. J Ward noted that this was the missing link from the Passchendaele Memorial Path through to the rest of Rangiora. The Council was very lucky that 66% of the cycleway would be funded by Waka Kotahi. If Council did not take up this funding, Waka Kotahi would spend it elsewhere.

R Brine commented that it was concerning that Board members wished to disregard the advice of senior Traffic Engineers, who supported the updated design for Project 2. He noted that he would not support the original motion because the arguments heard were very ill considered. R Brine advised that he spent 41 years as a traffic officer, he knew how dangerous Southbrook Road was and he knew how scary it was as a cyclist and he therefore supported the amendment.

P Williams noted that Board members were concerned that Southbrook Road were too dangerous for cyclist because of the trucks and trailers and traffic. However, the proposed

route could place children onto a cycleway nearer to many trucks. He concurred that the Board had been provided with evidence from the Council's Traffic Engineers. However, PAK'nSAVE also provided evidence from traffic engineers, who found behind PAK'nSAVE to be dangerous. The owner of PAK'nSAVE were very concerned about the risk for his workers and therefore intended to take legal action against the Council if the cycleway proceeded. PAK'nSAVE also intended to start their deliveries at 5am because they felt that no one would be on the cycleway at that time.

P Williams expressed a concern about the drop-in session held at the Southbrook Rugby Club, which he was unable to attend, however, he had heard from a few people that they expected to be able to submit at that session, but they were not able to. In conclusion, he further commented that if the trees were removed it would take years for them to regrow unless they planted the same sized trees. He therefore did not support the amendment.

S Wilkinson endorsed Board Member P Williams comments regarding the objections from the owner of PAK'nSAVE.

J Gerard noted that the Board had supported the Council's Walking and Cycling Strategy from the start. The Board had also previously made it clear that they did not support cycleways along major roads, particularly Southbrook Road. When the Board submitted on the Council's 2022/23 Annual Plan, they urged the Council to prioritise funding for walking and cycleways, including these particular roads. J Gerard believed that there was a genuine safety risk in cycling along Southbrook Road. The Board had a responsibility to ensure the community was able to enjoy the facilities provided for them and he therefore supported the amendment.

J Goldsworthy supported the amendment because it was about enabling choice. If the Board wanted to enable and sponsor choice in the district, he encouraged members to support the amendment.

6.2. **Approval to Install No-stopping Restrictions at Multiple Locations in Rangiora – A Mace-Cochrane (Project Engineer) and S Binder- (Senior Transportation Engineer)**

S Binder spoke to the report, noting that there were several requests for no stopping lines that had arisen over the last several months within Rangiora. Chiefly along High Street, between the vehicle crossings of 2A Ayers Street and 364B High Street and various locations along Charles Upham Drive. S Binder elaborated on the locations of the proposed no-stopping restrictions.

P Williams sought clarity on the access to 2A Ayers and 364B High Streets as he understood that, under the District Plan, the properties were only allowed one access. He asked if the owners would have to apply for a resource consent to have two driveways if the no-stopping restrictions were approved. S Binder explained that the provision in the District Plan was applicable to new developments. However, as these were existing accesses it would not apply, if the properties were to redevelop then it would come in to play. P Williams enquired if 364B High Streets was a legal existing entrance way. S Binder could not confirm how long the driveway had been in use.

Furthermore, P Williams noted that some carparks were being removed and questioned if the carparks were currently being used and how their removal would affect the neighbours. S Binder noted that Charles Upham Village had plenty of on street parking demand for its staff which Council recognised as an issue, however, their staff tend to only park up to Elm Drive so the vast majority of the proposed no-stopping restrictions areas had very low or no use. The intent was to try get ahead of future development on the west side.

K Barnett questioned that if these were historic places built with historic driveways, why were the Council implementing a 2004 rule for sightlines. S Binder explained that the Council did not use sightlines for no-stopping restrictions. He noted that the road user rule said that you were not allowed to park within one metre of a driveway.

Moved: P Williams

Second: None

THAT the Rangiora-Ashley Community Board:

(a) **Receives** Report No. 230718108142.

AND

THAT the Rangiora-Ashley Community Board recommends:

THAT the Utilities and Roading Committee:

(b) **Approves** the installation of the following no-stopping restrictions:

i. Charles Upham Drive at the following locations:

- (1) 17m north of the Salisbury Avenue intersection on the west side.
- (2) 28m north and 14m south of the Valour Drive intersection on the east side.
- (3) Between Salisbury Avenue and Chatsworth Avenue intersections on the west side.
- (4) Between Elm Drive and Chatsworth Avenue intersections on the east side.
- (5) 30m south of the Chatsworth Avenue intersection on the east side.

LAPSED

Moved: K Barnett

Seconded: R Brine

THAT the Rangiora-Ashley Community Board:

(a) **Receives** Report No. 230718108142.

AND

THAT the Rangiora-Ashley Community Board recommends:

THAT the Utilities and Roading Committee:

(b) **Approves** the installation of the following no-stopping restrictions:

ii. On the north side of High Street between the vehicle crossings of 2A Ayers Street and 364B High Street.

iii. Charles Upham Drive at the following locations:

- (1) 17m north of the Salisbury Avenue intersection on the west side.
- (2) 28m north and 14m south of the Valour Drive intersection on the east side.
- (3) Between Salisbury Avenue and Chatsworth Avenue intersections on the west side.
- (4) Between Elm Drive and Chatsworth Avenue intersections on the east side.

- (5) 30m south of the Chatsworth Avenue intersection on the east side.

CARRIED

K Barnett agreed that the Board should know the rules and the development history of the area, however, she did not believe it materially changed the fact that it was dangerous to park between the vehicle crossings at 2A Ayers Street and 364B High Street. She was comfortable that the proposed no-stopping lines along Charles Upham Drive were sensible.

R Brine commented that he had been a regular visitor at Charles Upham Village and was therefore familiar with the existing parking in the area. He agreed with Board Member Barnett and supported the motion.

P Williams supported the motion because his previous concerns were addressed by staff. He also assumed that staff would do due diligence and confirm the driveway was legal.

6.3. **Approval to Change the Victoria Street 'Good Service Vehicles Only' Sign to a 'P15 Loading Zone' Sign – A Mace-Cochrane (Project Engineer) and S Binder- (Senior Transportation Engineer)**

S Binder noted approval was being sought to change the loading zone immediately adjacent to Coffee Culture Rangiora from a 'Good Service Vehicles Only' zone to a 'P15 Loading Zone.' The loading zone in front of Coffee Culture on Victoria Street had always been a loading zone, however, was currently signed as a 'Good Service Vehicles Only' which was very challenging to enforce.

Moved: J Ward

Seconded: B McLaren

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 230926152076.

AND

THAT the Rangiora-Ashley Community Board recommends:

THAT the District Planning and Regulation Committee:

- (b) **Approves** changing the operation of the Victoria Street 'Good Service Vehicles Only' loading zone (adjacent to Coffee Culture) to a 'P15 Loading Zone.'
- (c) **Notes** that this change only requires the installation of a new sign, and no amendments need to be made to the road marking.

CARRIED

J Ward and K Barnett supported the motion, and K Barnett commented that the change would not result in a change in operation of the loading zone and instead would allow for easier enforcement

6.4. **Approval to Install Stop Controls at various Intersections along Seddon Street, Rangiora – A Mace-Cochrane (Project Engineer) and S Binder- (Senior Transportation Engineer)**

S Binder advised that a review of all the intersections along Seddon Street had been undertaken, following concerns raised about safety at the intersections and visibility on the approaches. As none of the intersections met the required sight distance for a Give Way control, it was recommended that all the intersections be changed to 'Stop' controls.

K Barnett noted that she drove along Seddon Street and with the exception of West Belt, none of those intersections seemed more dangerous than half of the intersections in Rangiora that were uncontrolled give ways.

Staff had noted that the Board previously approved the installation of a stop control at the Seddon and King Streets T-intersection. Now further concerns have been raised about the remaining intersections along Seddon Street. K Barnett asked if the Council was setting a dangerous precedent, if it was installing stop controls on not busy/ no exit roads, without a policy to ensure consistency for the whole Rangiora. S Binder explained the Council did not have the resources to evaluate intersections on a regular basis, so they were typically evaluated when a service request was received. The Council did not have a policy on establishing stop controls because the Traffic Control Devices Manual sets the National expectation for that. He acknowledged that there were probably many intersections across the district that did not meet the required sight distance and visibility on approach.

Also, K Barnett questioned if the wider community had been consulted about the implementation of the proposed stop controls, as Ashgrove School was on Seddon Street and parents traveling to school would be affected. She also enquired if the school had been consulted. S Binder noted that Council had not spoken with the school. He highlighted that the stop controls would only make a three or four second difference on travelling time.

P Williams asked for the accident statistics at the intersections on Seddon Street. S Binder advised that the Council was trying to proactively address risks before accidents happened. However, in the past 20 years there had been crashes at intersections along the corridor. He did not consider this to be a high risk corridor due to the lower speeds and volumes.

I Campbell noted the legal difference imposed on a driver between a stop sign and a give way. If you did not come to full stop at a stop sign you committed a \$150 offence. S Binder acknowledged that the Council was aware of the consequences of installing stop controls.

Moved: S Wilkinson

Seconded: R Brine

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 230707102697.
- (b) **Approves** the intersection control changes shown in Table 1, pursuant to Section 2 of the *Land Transport Rule: Traffic Control Devices 2004* and with effect from the date of installation of the appropriate signage.

Table 1. Details of intersection control changes.

Side Road to be Controlled	Road to Remain Uncontrolled	Type of Control to be Imposed	Type of Control to be Revoked
Seddon Street	Ayers Street	Stop / Stop	Give Way
Seddon Street	White Street	Stop / Stop	Give Way
Seddon Street	Kinley Street	Stop / Stop	Give Way
Seddon Street	Ashgrove Street	Stop / Stop	Give Way
Seddon Street	West Belt	Stop	Give Way

- (c) **Circulates** this report to the Utilities and Roading Committee for their information.

- (d) **Notes** the existing road with priority will remain unchanged to avoid confusion, and it is the control only at the intersection which is to be changed.

CARRIED

A division was called:

For: (7) J Gerard, R Brine, M Clark, L McClure, B McLaren, J Ward, and S Wilkinson.

Against: (5) K Barnett, I Campbell, M Fleming, J Goldsworthy, and P Williams.

S Wilkinson advised that he had suggested to the Council that they consider installing stop controls along Seddon Street. He believed that the intersections were quite dangerous, and motorists needed to be aware that they needed to stop and pay attention. He therefore supported the motion.

R Brine agreed that there were other dangerous intersections in the district, and it was the Board's responsibility to bring them to the Council's attention.

He did not believe that the Board should rely on statistics to determine if an intersection was dangerous, because not all minor crash were reported. He supported making Rangioras streets safer and therefore supported the motion.

K Barnett did not support the motion due to a lack of consistency throughout Rangiora. Seddon Street was a quiet road, occasionally people used it as a cut through between some of the main roads. She commented that she might have supported a stop sign at the West Belt intersection because of the amount of traffic, as more controls were needed on most of the roads that entered West Belt and King Street. The Council had to be consistent because motorists needed to know what to expect while driving. K Barnett felt that if the Council installed stop controls on small suburban roads, it took away the seriousness of stop control.

I Campbell agreed with K Barnett, he thought it was taking the common sense away and motorists' discretion and it would lessen the impact of stop controls over time.

J Ward supported the motion and noted that a motorists would be required to stop for three seconds, allowing them to fully look both ways and were much safer.

P Williams also agreed with K Barnett and I Campbell and raised a concern that the financial implications of installing the stop controls had not been provided.

6.5. **Application to the Rangiora-Ashley Community Board's 2023/24 Discretionary Grant Fund – T Kunkel (Governance Team Leader)**

T Kunkel spoke to the report noting the Cust Districts Historical Records Society Inc were requesting a grant of \$500 to purchase a tear drop flag to indicate to visitors when the museum was open. The Society had received a grant in April 2022 and the Council had received the required Accountability Form.

Moved: K Barnett

Seconded: M Fleming

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 230907139328.
- (b) **Approves** a grant of \$500 to the Cust and Districts Historical Records Society Inc towards the purchase of a teardrop flag and spike base.

CARRIED

K Barnett noted that the Society's members were all volunteers who were dedicated to the Cust Museum. She therefore supported the motion.

M Fleming agreed with K Barnett and commented that a teardrop "Open" flag would show visitors when the museum is open. She therefore also supported the motion.

B McLaren suggested the society should consider a wall mounted bracket as the wind may knock over a plate base. He and P Williams likewise supported the motion.

T Kunkel noted that the North Loburn School was requesting funding to purchase EPro8 equipment for the students to participate in EPro8 challenges. The School currently hired EPro8 equipment and would prefer purchasing the electrical starter kit and spare fuses for the students rather than leasing them. EPro8 allowed for the breaking down complex tasks into parts and could therefore be used to bolster Science, Technology, Engineering and Mathematics (STEM) education. The school had provided confirmation that the Department of Education did not fund EPro8 equipment.

Moved: J Ward

Seconded: B McLaren

THAT the Rangiora-Ashley Community Board:

- (c) **Approves** a grant of \$910 to the Tihiraki North Loburn School for the purchase of EPro8 equipment.

CARRIED

J Ward believed that any programme that assisted with education was worthy of supported.

K Barnett commented that many rural schools did not receive much funding from the Ministry of Education. It was great to see the school investing in modern technology and she therefore supported the motion.

T Kunkel noted that the North Canterbury Swim Club had their annual Best Time Meet on 28 October 2023 and were requesting funds to purchase the ribbons that would be awarded to the young athletes. There were approximately 40 young athletes that would be participating.

Moved: J Ward

Seconded: B McLaren

THAT the Rangiora-Ashley Community Board:

- (d) **Approves** a grant of \$795 to North Canterbury Swim Club towards the purchase of time ribbons.

CARRIED

J Ward believed swimming had to be encouraged and rewarded and she was therefore pleased to support the motion.

6.6. **2024 Rangiora-Ashley Community Board's Meeting Schedule – Thea Kunkel (Governance Team Leader)**

T Kunkel noted the proposed meeting schedule for 2024 was based on the current meeting schedule of the second Wednesday of the month.

Moved: B McLaren

Seconded: P Williams

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 230915144150.
- (b) **Resolves** to hold Community Board meetings in the Council Chambers, Rangiora Service Centre, commencing on Wednesdays at 7.00pm, on the following dates:
- 14 February 2024
 - 13 March 2024
 - 10 April 2024
 - 8 May 2024
 - 12 June 2024
 - 10 July 2024
 - 14 August 2024
 - 11 September 2024
 - 9 October 2024
 - 13 November 2024
 - 11 December 2024

CARRIED

7. CORRESPONDENCE

J Gerard noted that he had received a letter from Trevor Wright, who first raised the idea of establishing the Milton Reserve arboretum. T Wright would like the trees in the arboretum to have their botanical name attached. He was concerned about people walking their dogs through the arboretum as he believed that it needed to be a place for families to enjoy without the worry of dogs.

P Williams thought that there were no dogs allowed in reserves. S Hart noted that there were some Council reserves where dogs were prohibited, however, he did not believe that it applied to all reserves.

M Fleming suggested that the Board should consider allowing dogs on leads in the arboretum due to the dog park next door.

K Barnett noted that the Board needed to be thinking to the future when the arboretum would be well established. The issue was that it was a natural pathway between Cones Road where people sometimes parked and walked down to the picnic area.

P Williams thought that the Board needed to think about it now because dogs urinating on trees could kill them. He noted that the dog park was well used.

The Board called for a staff report on the matter.

Moved: J Gerard

Seconded: K Barnett

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** letter form Trevor Wright, about dogs the Milton Reserve arboretum.
- (b) **Requests** staff to submit a report to the Board regarding allowing dogs the Milton Reserve arboretum.

CARRIED

8. CHAIRPERSON'S REPORT

8.1. Chair's Diary for September 2023

Moved: J Gerard

Seconded: K Barnett

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 231004156399.

CARRIED

9. MATTERS FOR INFORMATION

- 9.1. Kaiapoi-Tuahiwi Community Board Meeting Minutes 21 August 2023.
- 9.2. Oxford-Ohoka Community Board Meeting Minutes 6 September 2023.
- 9.3. Woodend-Sefton Community Board Meeting Minutes 11 September 2023.
- 9.4. July 2023 Flood Response - Emergency and Immediate Works Expenditure – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
- 9.5. Moving Forward: Waimakariri Integrated Transport Strategy 2035+ Draft for Consult – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
- 9.6. Establish Rangiora Civic Precinct and Library Extension Project Steering Group – Report to Council Meeting 5 September 2023 – Circulates to Rangiora-Ashley Community Board.
- 9.7. District Regeneration - Annual Progress Report to June 2023 – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
- 9.8. Re-establishment of Solid and Hazardous Waste Working Party – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
- 9.9. Revocation Housing for the Elderly Policy – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
- 9.10. Submission: Strengthening the resilience of Aotearoa NZs critical Infrastructure system – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
- 9.11. Health, Safety and Wellbeing Report August 2023 – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
- 9.12. Summary of Discretionary Grant Accountability 1 July 2022 to 30 June 2023 – Report to Oxford-Ohoka Community Board Meeting 6 September 2023 – Circulates to Rangiora-Ashley, Woodend-Sefton and Kaiapoi-Tuahiwi Community Boards.
- 9.13. Summary of Discretionary Grant Accountability 1 July 2022 to 30 June 2023 – Report to Woodend-Sefton Community Board Meeting 11 September 2023 – Circulates to Rangiora-Ashley, Oxford-Ohoka and Kaiapoi-Tuahiwi Community Boards.

- 9.14. Summary of Discretionary Grant Accountability 1 July 2022 to 30 June 2023 – Report to Kaiapoi-Tuahiwi Community Board Meeting 18 September 2023 – Circulates to Woodend-Sefton, Oxford-Ohoka and Rangiora-Ashley Community Boards.
- 9.15. Establish Rangiora Civic Precinct and Library Extension Project Steering Group – Report to Utilities and Roothing Committee Meeting 19 September 2023 – Circulates to Rangiora-Ashley Community Board.
- 9.16. July 2023 Flood Recovery Progress Update – Report to Utilities and Roothing Committee Meeting 19 September 2023 – Circulates to all Boards.
- 9.17. Transport Choices – New Footpath Programme for Approval – Report to Utilities and Roothing Committee Meeting 19 September 2023 – Circulates to all Boards.
- 9.18. Amendment to Kerb & Channel Renewal Programme 2023/24 – Report to Utilities and Roothing Committee Meeting 19 September 2023 – Circulates to all Boards.
- 9.19. Annual Report on Dog Control 2022/2023 – Report to District Planning and Regulation Committee Meeting 19 September 2023 – Circulates to all Boards.
- 9.20. Annual Report to the Alcohol Regulatory and Licensing Authority 2022/2023 – Report to District Planning and Regulation Committee Meeting 19 September 2023 – Circulates to all Boards.

Public Excluded

- 9.21. Proposed Sale of 136 Fishers Road, Okuku – Report to Council Meeting 5 September 2023 – Circulates to all Boards.

Moved: J Goldsworthy

Seconded: L McClure

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** the information in Items.9.1 to 9.20.
- (b) **Receives** the separately circulated public excluded information in Item 9.21.

CARRIED

10. MEMBERS' INFORMATION EXCHANGE

S Wilkinson

- Spent much time regarding the cycleway and conversations with members of the public.
- Attended the Business Awards, which were a great success. There were some fantastic businesses in the community. The feedback he had received from Enterprise North Canterbury was that it was the best one they had held yet. It was a great opportunity to showcase how good the businesses were in the district. A lot of these businesses had struggled over the last period.

M Clarke

- Attended the GreyPower meeting – because of the submissions the hospital had decided to put taxi chits at the orderly's office at the entrance which would be a lot better.
- Attended a drainage meeting – it was quite notable that they discussed several issues, one was all the drainage water going into the Southbrook Stream from the new development with the rest home. It concerned him that Council staff did not seem to know what was going on.

P Williams

- Attended Council Meetings – Councillors and staff was putting a lot of effort into the Council's 2024/34 Long term Plan, considering what they could and could not achieve. There would be a lot more time and effort put into that.
- Attended several drainage meetings – one of the issues that was highlighted during the Long Term Plan sessions was the Council's Risk Register. One of the top risks identified

was drainage around the district. It was very important because it seemed to be getting worse as there were more developments.

- Attended a Rangiora Airfield Advisory Group meeting.
- The Council lost their application for chlorine exemption, we no longer had a choice there would be chlorine going into the Rangiora water supply.

B McLaren

- Rangiora Museum Talk really interesting the next talk was on 26 October 2023.

I Campbell

- Attended the North Canterbury Business Awards. He was impressed with S Wilkinsons contribution. It was a great opportunity recognising the many small businesses in the district.
- Attended the Forest Fields Airfield 35th anniversary, which was attended by many people.

J Goldworthy

- Attended the Community Outcomes Hearing – good debate between colleagues in providing clarity around the Council's four wellbeing's that they wanted to see developed in the district.
- The Council had launched the Rangiora Civic Precinct Steering Group to reevaluate where it wanted to go in the long term with the library and the civic precinct.
- Attended the first 'go live' for a Community Hub in the Sterling.
- Attended the Light Festival.

R Brine

- Attended several Council Briefing and Workshop sessions on the Long Term Plan.
- He was on the Greater Christchurch Partnership Hearing Committee, which had much to be considered.

L McClure

- Attended all Boards Briefing.
- Attended a meeting of the Rangiora Volunteer Fire Brigade.
- Attended Zoom meeting for Taumata Arowai Three Waters update.
- Attended the market in Victoria Park – nice to see some new stall holders.
- The Taxi Chits had come to a resolve at the hospital with the Waimakariri Health Advisory Group. They were also working in partnership with the Minibus Trust to help with possible travel.
- Demand for food banks was currently very high in the community.
- There was a housing forum being held on 18 October 2023.
- There was a shortage of nurses.
- After hour care challenges with reduced hours had seen an impact on Waimakariri and Hurunui.

J Ward

- Attended Audit and Risk Committee meeting.
- Attended the Sterling resident's afternoon tea.
- Tender openings lots of good tenders good to see contractors are out there looking for business and tendering with good prices. It would help inflation and keep capital expenditure in line with what Council budgeted for.
- Long Term Plan meetings.
- North Canterbury Sport and Recreation Board meeting.

- Rangiora Civic Precinct Steering Group meeting.
- Utilities and Roothing Committee meeting.
- Visit to Belgrove to look at the infrastructure.
- Citizenship Ceremony it was a special day some families had been in the district 23 years.
- Rangiora Airfield Advisory Group meeting. Things were going well with the new manager.
- Chaired the Community Outcomes Hearing – quite a good day.
- Presentation from Kainga Ora which was very interesting.
- Attended the Business Awards – great night.
- Every week there were Long Term Plan Workshops – Council staff were getting feedback from Councillors. Some days they were tedious but were necessary.

M Fleming

- Waimakariri Access Group supported an inclusive sports day which included people from Christchurch. It was an excellent day.
- The Waimakariri Access Group sent a letter to three big businesses in the district to see if they could consider improving accessibility for people.
- Keep Rangiora Beautiful asking if there was an area that people wanted trees planted to beautify an area.
- Rubbish collection Keep New Zealand Beautiful Week.

K Barnett

- Attended Rangiora Promotions Networking event – Miles Dalton spoke about business conditions and what was happening. Business was very tight in some areas there was a lot of uncertainty.
- Constitutes some people were concerned about the deferral of the speed limit review. It was commented that when Council sent out an invoice, they were called a debtor, the Chief Executive promised to review that. There have been more concerns about Coldstream Road and how messy it was.

11. CONSULTATION PROJECTS

11.1. Libraries Survey 2023

<https://letstalk.waimakariri.govt.nz/libraries-survey>

The Board noted the consultation project.

12. BOARD FUNDING UPDATE

12.1. Board Discretionary Grant

Balance as at 30 September 2023: \$11,162.

12.2. General Landscaping Fund

Balance as at 30 September 2023: \$27,370.

The Board noted the funding update.

13. MEDIA ITEMS

Nil.

14. QUESTIONS UNDER STANDING ORDERS

Nil.

15. URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

NEXT MEETING

The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 8 November 2023.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 8:27pm.

CONFIRMED

Chairperson

Date