

Waimakariri District Council

District Planning and Regulation Committee

Agenda

Tuesday 25 February 2025
3.30pm

Council Chambers
215 High Street
Rangiora

Members:

Cr Tim Fulton (Chairperson)

Cr Neville Atkinson

Cr Al Blackie

Cr Brent Cairns

Cr Jason Goldsworthy

Mayor Gordon (ex officio)

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DISTRICT PLANNING AND REGULATION COMMITTEE

A MEETING OF THE DISTRICT PLANNING AND REGULATION COMMITTEE WILL BE HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON TUESDAY 25 FEBRUARY 2025 AT 3.30PM.

Recommendations in reports are not to be construed as
Council policy until adopted by the Council

BUSINESS

Page No

1 APOLOGIES

2 CONFLICTS OF INTEREST

Conflicts of interest (if any) to be reported for minuting.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the meeting of the District Planning and Regulation Committee held on Tuesday 17 September 2024

7-10

RECOMMENDATION

THAT the District Planning and Regulation Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the District Planning and Regulation Committee, held on 17 September 2024, as a true and accurate record.

3.2 Matters arising (From Minutes)

3.3 Notes of a Workshop of the District Planning and Regulation Committee held on Tuesday 17 September 2024

11-13

RECOMMENDATION

THAT the District Planning and Regulation Committee:

- (a) **Receives** the circulated notes of the workshop of the District Planning and Regulation Committee, held on 17 September 2024.

4 DEPUTATIONS

Nil.

5 REPORTS

5.1 Application to the Heritage Fund – Recommendations of Staff – Gina Maxwell (Project Support Coordinator) and Ian Carstens (Team Leader Resource Consents)

14-28

RECOMMENDATION

THAT the District Planning and Regulation Committee:

- (a) **Receives** Report No. 250122009907.
- (b) **Approves** from the Heritage Fund \$6,324 for the application received from D Hughes for Lot 1 DP573802.
- (c) **Notes** the accumulated amount available in the Heritage Fund is currently \$52,661.

6 CORRESPONDENCE

Nil.

7 PORTFOLIO UPDATES

- 7.1 District Planning – Councillor Tim Fulton
- 7.2 Civil Defence and Regulation – Councillor Jason Goldsworthy
- 7.3 Business, Promotion and Town Centres – Councillor Brent Cairns

8 MATTER REFERRED FROM THE RANGIORA-ASHLEY COMMUNITY BOARD

8.1 Approval of Design for 309 High Street Car Park – Dominic Mansbridge (Project Engineer) and Gina Maxwell (Project Support Coordinator)

(The Rangiora-Ashley Community Board considered report Trim: 241004171746 at its meeting held on 13 November 2024).

29-39

RECOMMENDATION

THAT the District Planning and Regulation Committee:

- (a) **Approves** the establishment of a 180-minute time restriction to all car parks within the extent of the “Town Hall Car Park” (Trim no. 241024185526).
- (b) **Notes** that a 180-minute time restriction is considered appropriate to ensure that moviegoers attending movies of a longer duration will not be fined for overstaying.
- (c) **Notes** the existing P5 parking spaces on High Street outside the Rangiora Town Hall will remain as is.
- (d) **Notes** that the existing mobility parking and the proposed additional mobility parking on High Street outside the Rangiora Town Hall will remain unrestricted.

9 MATTER REFERRED FROM THE OXFORD-OHOKA COMMUNITY BOARD

9.1 Updating Parking Restrictions at Different Locations in Oxford and Approval to Consult on Proposed New Restrictions – Shane Binder (Senior Transportation Engineer) and Nithin Puthupparambil (Transportation Engineer)

(The Oxford-Ohoka Community Board considered report Trim: 241025186823 at its meeting held on 5 February 2025).

40-47

RECOMMENDATION

THAT the District Planning and Regulation Committee:

- (a) **Approves** formalising of the following existing signed parking restrictions around Oxford town centre:

Town	Street	Location	Side of Street	Restriction	Qualifying Remarks	Comments
Oxford	Bay Rd	North of Main St	East	P15 Loading Zone		North of intersection for 30m
Oxford	Meyer Pl	North of Main St	Both	P60	3 parks west side, 6 parks east side	North of intersection for 32m
Oxford	Main St	West of Meyer Pl	North	P30	4 parks	West of intersection for 32m
Oxford	Main St	West of Burnett St	North	Mobility park		
Oxford	Main St	Town Hall Carpark	West	Mobility park	5 parks	
Oxford	Main St	Pearson Park Carpark	West	Electric vehicle park	2 parks, Mon-Sat only	

- (b) **Approves** the following modifications (in *red italics*) to existing parking restrictions on Bay Road outside of Oxford Area School:

Town	Street	Location	Side of Street	Restriction	Qualifying Remarks	Comments
Oxford	Bay Rd	<i>From 21m north of Observatory Gate to 66m south of that gate</i>	East	<i>Reserved Parking - Buses Only</i>	8:20-9:30am, 2:30-3:20pm school days	<i>Requested by school</i>
Oxford	Bay Rd	<i>From 33m north of Main (Middle) School Gate to 40m south of that gate</i>	East	Loading Zone, P2	8:45-9:15am, 2:45-3:15pm school days	Requested by school
Oxford	Bay Rd	<i>For 21m outside middle northern entrance of the school</i>	East	No Parking	8:20-9:20am, 2:30-3:20pm school days	<i>Requested by school</i>

10 MATTER REFERRED FROM THE KAIAPOI-TUAHIWI COMMUNITY BOARD

10.1 Charles Street – Approval of the Scheme Design and Proposed Relocation of a Mobility Park – Kieran Straw (Civil Projects Team Leader), Joanne McBride (Roeading and Transportation Manager) and Duncan Roxborough)

(The Kaiapoi-Tuahivi Community Board considered report Trim: 240819138236 at its meeting held on 17 February 2025).

48-56

RECOMMENDATION

THAT the District Planning and Regulation Committee:

- (a) **Approves** the relocation of the existing mobility park to a new location in front of “Paris for the Weekend”, noting it will have a length of 6.6m (the maximum we can accommodate within the constraints of the vehicle entrances).
- (b) **Approves** the implementation of “P120” parking restrictions for all parking (including the relocated mobility park) on the southern side of Charles Street, for a distance of 55m between the vehicle entrance to No. 55 Charles Street, and Tom Ayres Drive.
- (c) **Approves** the implementation of a “P120” parking restriction for the existing unrestricted mobility parking space at the western end of the angle parking outside No. 55 Charles Street.
- (d) **Notes** the “P15” parking restrictions within the extent of angle parking outside No. 55 Charles Street is currently within the Schedule of Parking Restrictions, and will remain as “P15”.
- (e) **Notes** that the “P15” parking restriction for a mobility parking space may be considered unreasonable, due to the additional time mobility impaired people may require to carry out their business. Therefore staff recommend a “P120” restriction for this parking space instead.
- (f) **Notes** that staff will update the Schedule of Parking Restrictions upon completion of the works.
- (g) **Notes** that the relocation / extension of the NZ Post vehicle entrance encroaches into the existing mobility park, and the relocation of this park results in the loss of one car-parking space as a result.

11 QUESTIONS UNDER STANDING ORDERS

12 URGENT GENERAL BUSINESS

NEXT MEETING

The next meeting of the District Planning and Regulation Committee will be held on 18 March 2025

MINUTES OF A MEETING OF THE DISTRICT PLANNING AND REGULATION COMMITTEE HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON TUESDAY 17 SEPTEMBER 2024 AT 1PM.

PRESENT

Mayor Gordon, Councillors T Fulton (Chairperson) and B Cairns.

IN ATTENDANCE

Councillors P Redmond, J Ward and P Williams.

J Millward (Chief Executive), K LaValley (General Manager Planning, Regulation and Environment), B Charlton (Environmental Services Manager), W Harris (Planning Manager), W Taylor (Building Unit Manager) and A Connor (Governance Support Officer).

1 APOLOGIES

Moved: Cr Cairns

Seconded: Mayor Gordon

THAT apologies for absence be received and sustained from Councillors N Atkinson, A Blackie and J Goldsworthy.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the meeting of the District Planning and Regulation Committee held on Tuesday 20 August 2024

Moved: Cr Cairns

Seconded: Mayor Gordon

THAT the District Planning and Regulation Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the District Planning and Regulation Committee, held on 20 August 2024, as a true and accurate record.

CARRIED

3.2 Matters arising (From Minutes)

Councillor Redmond queried if any further legal advice had be obtained regarding tiny homes on trailers and if they required a Warrant of Fitness's (WoFs). K LaValley replied that staff were obtaining legal advice on the entirety of the district court decision made. It was not a straightforward answer on whether they would require a WoF or not. If the trailer was going to travel on the road it would need a WoF however if it was not going to travel on the road it would not.

4 DEPUTATIONS

Nil.

5 **REPORTS**

5.1 **Annual Report on Dog Control 2023/2024 – B Charlton (Environmental Services Manager)**

B Charlton took the report as read and welcomed any questions.

Councillor Cairns asked if there were reoccurring areas in which dog attacks and complaints were received for example dog parks or streets. B Charlton noted the reports were not broken down by street however urban areas and dog parks had similar statistics.

Following a query from Councillor Fulton, B Charlton stated the definition of a dog rushing on people was when a dog ran directly at a person. Through investigation enforcement officers would determine the correct classification.

Councillor Fulton then questioned if there were any rules in place for the number of dogs one person could walk at a time. B Charlton informed the Committee the Dog Control Act stated dogs had to be under effective control and there was no number of dogs allowed to be walked at a time specified.

Councillor Redmond sought clarity on if any dog classification hearings had taken place over the last year. B Charlton confirmed there had been no dog classification hearings in the last 12 months.

Councillor Cairns asked if there should be a bylaw limiting the number of dogs walked at once by one person. B Charlton stated they did not receive enough complaints on the topic to require a bylaw. The fairness of such bylaw could be debated as the Dog Control Act 1996 stated dogs must be under effective control and one person walking two dogs may not have as effective control compared to someone walking eight dogs.

Councillor Redmond noted in a past dog classification hearing it was noted dogs could not be placed on a probation period before being classified as menacing or dangerous for life. He sought any information of whether that was going to be reconsidered. B Charlton informed the Committee that although it had previously been petitioned there was nothing in front of Government currently to change the Act.

T Fulton noticed the Oxford Dog Park was not listed as a dog park in the district and he questioned why it had been omitted. B Charlton stated the report was for the 2023/24 financial year and the Oxford Dog Park was approved during the 2024/25 financial year. It would be included in the report for the 2024/25 financial year.

Moved: Mayor Gordon

Seconded: Cr Cairns

THAT the District Planning and Regulation Committee:

- (a) **Receives** Report No. 24072912411.
- (b) **Approves** the attached 2023/2024 Annual Report Letter to the Department of Internal Affairs on Waimakariri District Council Dog Control (Trim No. 240730125202).
- (c) **Notes** that there has been a 4.3% rise in overall complaints while the rise in registered dog numbers was 1.1%.
- (d) **Circulates** a copy of this report to the Community Boards for information.

CARRIED

5.2 **Annual Report to the Alcohol Regulatory and Licensing Authority 2023/24 – B Charlton (Environmental Services Manager)**

B Charlton stated the report was an annual report that reflected the work undertaken throughout the 2023/24 financial year relating to alcohol regulation and licensing.

There were no questions.

Moved: Mayor Gordon

Seconded: Cr Cairns

THAT the District Planning and Regulation Committee:

- (a) **Receives** Report No. 240808132433.
- (b) **Approves** the attached 2023/24 Annual Report for the financial year ending 30 June 2024 to the Alcohol Regulatory and Licensing Authority (Trim: 240729124480).
- (c) **Circulates** the attached 2023/24 Annual Report to the Alcohol Regulatory and Licensing to the Community Boards for information, including the Annual Survey 2023/24 (Trim 240729124476) and the full register of licensed premises (On, Off and Club) 2023/24, (Trim 240729124481).

CARRIED

6 CORRESPONDENCE

Nil.

7 PORTFOLIO UPDATES

7.1 District Planning – Councillor Tim Fulton

- Appreciated the work done by staff to keep Elected members informed on the District Plan process. Had observed through feedback from the public that the language relating to the District Plan was confusing and hard to understand.

7.2 Civil Defence and Regulation – Councillor Jason Goldsworthy

Councillor Goldsworthy was not in attendance and therefore no portfolio update was received.

7.3 Business, Promotion and Town Centres – Councillor Brent Cairns

- Consultation on the Regional Public Transport Plan would commence on Wednesday 25 September 2024. The draft plan outlined Canterbury's current public network, intentions for the future and the policies operated by.
- ENC received funding applications from Boulder Copper Sounds the music event held at Silverstream Reserve, Christmas at the Races, FLOW an arts event in Oxford, Kaiapoi Promotions Sounds of Summer and the Youth Development and Opportunities Trust Kaiapoi Funday event.
- Rangiora BNZ site owners had started the resource consent process.
- A Parking Management Plan should be in place by the end of 2024.
- Two new beauty business had opened in Kaiapoi.
- Council was partnering with Chorus again on transforming its cabinets around the district.
- Crime had seen a slight increase in Pegasus however the CCTV project was progressing well.
- Oxford Promotions Action Committee were in need of a treasurer. They had a good amount of committee members however felt a few new people would be of benefit. They would be conducting a review of its why and purpose facilitated by Debs Taylor-Hayhurst the Chair of Rangiora Promotions Association.
- The Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards would be receiving workshops on the town amenity budgets.

T Fulton asked for an update on the mapping of locations of interest throughout the district. B Cairns stated he had started from the Kaiapoi Museum and digitalised a booklet they had made in 2020 into google maps. He was hoping to expand it to trees and landmarks as well as buildings. He was also looking to work with the Landmarks Committee.

8 QUESTIONS UNDER STANDING ORDERS

Nil.

9 URGENT GENERAL BUSINESS

Nil.

NEXT MEETING

The next meeting of the District Planning and Regulation Committee will be held on 15 October 2024.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 1.21PM.

CONFIRMED

Councillor T Fulton

Date

Workshop (1.21pm to 2.15pm)

- *Planning Unit Update – Wendy Harris (Planning Manager)*
- *Building Unit Update – Warren Taylor (Building Unit Manager)*
- *Environmental Service Unit Update – Billy Charlton (Environmental Services Manager)*

NOTES OF A WORKSHOP OF THE DISTRICT PLANNING AND REGULATION COMMITTEE HELD IN THE COUNCIL CHAMBERS, RANGIORA SERVICE CENTRE, ON TUESDAY 17 SEPTEMBER 2024 AT 1.21PM.

PRESENT:

Mayor Gordon, Councillors T Fulton (Chairperson) and B Cairns.

IN ATTENDANCE

Councillors P Redmond, J Ward and P Williams.

J Millward (Chief Executive), K LaValley (General Manager Planning, Regulation and Environment), B Charlton (Environmental Services Manager), W Harris (Planning Manager), W Taylor (Building Unit Manager) and A Connor (Governance Support Officer).

APOLOGIES

Deputy Mayor Atkinson, Councillors A Blackie and J Goldsworthy.

Planning Unit Update – W Harris (Planning Manager)

Key points:

- Resource consents had increased over the last few months.
- The Oxford Landfill appeal was ongoing. Woodstock quarry sought mediation to resolve the appeal. All other parties involved in the appeal required more information before agreeing to mediation.
- The Protranz Landfill was being publicly notified. It was expected there would be a large number of submissions, and the hearing process would be lengthy.
- The proposed Solar Farm on Upper Sefton Road was moving slowly, and staff were waiting for further information from the applicant.
- The proposed solar farm on Tram Road decision on notification had been given to an independent commissioner as it was a controversial decision.
- A third solar farm in a more remote location along Thongcaster Road with minimal neighbouring properties had its resource consent approved.

Questions/Issues:

- *Why had the decision to notify been given to an independent commissioner when council delegated the function to staff? Could the decision be given back to Council to decide on notification to save on costs?*
Staff could have made the decision to notify however due to the controversy it was decided on an independent third party. All costs were covered by the applicant.
- *How many consents were currently being processed?*
Did not know what the exact figure was however a large number were on hold.
- *When the proposed district plan became operative would there be enough staff resource to cover the amount of resource consents?*
Staff had been trying to forward plan however it was difficult as it was unknown what the final decision on the District Plan would be and what effect that would have.
- *Did solar farm structures need a building consent?*
Would have to consider if people were likely to be underneath any structures on a solar farm and if not then it was not likely a building consent would be needed.
- *Would the Council be involved with the consenting process for the Woodend Bypass?*
Staff were in discussion with NZTA regarding the Woodend Bypass. They had a designation in place however they needed to ensure it was still relevant and complete geotechnical work had been carried out and the need to have an archaeologist on site before they could progress. They

had applied to Council to make changes to the variation. They could apply to change the variation however they were first going to speak with current landowners within the designation.

- *What was the minimum set back from the edge of the motorway to a building?*
The operative plan stated houses must be 20m back from any road and other buildings had to be 3m back.
- *Did 5g cell phone towers need to be consented?*
There was a national environment standard which stated any towers over a specific size and height needed to be consented however if they met requirements within the standard they did not.

Building Unit Update – W Taylor (Building Unit Manager)

Key points:

- If the amount of building consents received continued at the current rate 2024 would be one of the lowest number of consents received since 2006.
- Inspections were happening at a similar rate to 2023.
- Pool inspections were now happening year-round.
- Tiny homes were taking up a large amount of time. Staff were looking into the next steps and receiving legal advice to find what duty of care Council would have.
- The unit was struggling with staff sickness however agency staff were being utilised.

Questions/Issues:

- *Was a legal definition of different types of homes expected?*
Staff would welcome a clear definition of different types of homes from the regulator. The South Island Building Cluster Group was also planning to petition the Minister for more clear direction of different types of buildings.
- *Was there a different standard for emergency housing?*
Approached it with a practical view, the housing would not be permanent and was typically needed at a moment's notice.
- *Were building inspectors being contracted out to other surrounding Councils?*
Some work had been completed for Christchurch City Council.
- *What was the staff's view on remote inspections?*
It was dependent on the situation. Christchurch City Council had trialled it with one specific building company. Did not believe it was as accurate as on the ground inspections.

Environmental Service Unit Update – B Charlton (Environmental Services Manager)

Key points:

- It was likely the number of service requests received in 2024 would surpass those received in 2023.
- There were currently 14,355 dogs registered in the district.
- Service requests relating to dogs were at an all time high with 187 received in August 2024.
- Received 76 parking related service requests in August 2024.
- Received 61 noise complaints in August 2024 however only two notices were issued which was positive.
- Resource monitoring for conditions of consents were averaging at 45 per month.
- There were now 59 registered hairdressers in the district as compared to the last update when there was only 30.
- There was one alcohol licence hearing pending. A controlled purchase operation that took place in August and there were no instances of service to underaged people observed.

Questions/Issues:

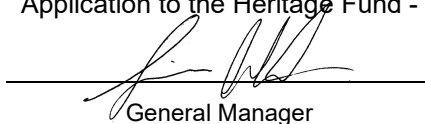
- *Business owners were concerned there was no enforcement of parking restrictions on weekends.*
Staff had done a trial period of monitoring the parking in the Rangiora Town Centre and did not find any concern with the number of parking spaces available. Staff were not employed to work on

the weekend. There had also been no complaints received by the staff regarding the matter and therefore they could not do anything about the matter.

- *When employing new enforcement officers could the contracts be more flexible to allow for weekend enforcement if needed?*

No internal conversations had been held regarding the matter.

THERE BEING NO FURTHER BUSINESS THE WORKSHOP CONCLUDED AT 2.15PM.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** DDS-08-04/ 250122009907**REPORT TO:** DISTRICT PLANNING AND REGULATION COMMITTEE**DATE OF MEETING:** 25th February 2025**AUTHOR(S):** Gina Maxwell, Project Support Coordinator
Ian Carstens, Team Leader Resource Consents**SUBJECT:** Application to the Heritage Fund - Recommendations of Staff**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is to seek approval from the District Planning and Regulation Committee to fund an application received to the Heritage Contestable Fund ("the Heritage Fund").
- 1.2. The Heritage Fund provides financial support to owners of historic heritage items listed in the Proposed District Plan, encouraging and assisting with work that enhances or protects the heritage values of these sites.
- 1.3. The Heritage Fund has accumulated a total of \$52,661. Council adds a sum of \$15,500 to the Heritage Fund annually, with the next funding provision being made on 1 July 2025.

The Reynox Re-roofing Project HH119

- 1.4. The former Reynox Private Hotel holds significant heritage value for Oxford and the Waimakariri District. It is historically and socially important for its early 20th-century role in hospitality and culturally valuable for reflecting the lifestyle of its past owners and guests.
- 1.5. Architecturally, it is notable for its authentic villa style and early 20th-century timber construction. The hotel also contributes to the historic character of Oxford's High Street and may have some archaeological value due to its age.
- 1.6. The former Reynox Private Hotel is currently in private residential use.
- 1.7. D Hughes, the owner, is requesting funding to cover unexpected building costs associated with the new roof on Lot 1 DP573802 at a total of \$12,647.75.
- 1.8. The current roof has exceeded its lifespan and requires replacement to prevent future damage to the building. Benefits of the project include:
 - Structural Integrity- Replacing the roof will protect the building from water damage and structural deterioration.
 - Preservation- Ensuring the building remains in good condition will preserve its historical and architectural value.
 - Safety and Usability- A new roof will make the building safer and more usable for its intended purposes.

- 1.9. Allocating all funds to this project may limit the ability to support other deserving projects in the future; we recommend funding a substantial portion of 50% towards the project to ensure it proceeds while preserving some funds for future projects.

Attachments:

- i. D Hughes 153 Oxford Road Oxford Application 250217025113

2. RECOMMENDATION

- (a) **Receives** Report No. 250122009907
- (b) **Approves** from the Heritage Fund \$6,324 for the application received from D Hughes for Lot 1 DP573802.
- (c) **Notes** the accumulated amount available in the Heritage Fund is currently \$52,661.

3. BACKGROUND

- 3.1. The Heritage Fund is a contestable fund that is provided for owners of sites listed in the District Plan to protect and preserve the heritage values of the district.

The Reynox Re-roofing Project

- 3.2. The project involves re-roofing a historic building with long run colour steel, including new linings and additional building work to meet the engineer's specifications. The current roof has exceeded its lifespan and requires replacement to prevent leaks, condensation, and further damage to the structure.
- 3.3. Funding Request: \$12,647.75 (including GST) to cover the costs of unexpected building expenses associated with the new roof.
- 3.4. Project Benefits:
- Structural Integrity- Replacing the roof will protect the building from water damage and structural deterioration.
 - Preservation- Ensuring the building remains in good condition will preserve its historical and architectural value.
 - Safety and Usability- A new roof will make the building safer and more usable for its intended purposes.
- 3.5. This re-roofing project, totalling \$62,105, is essential for maintaining the building's integrity and heritage value. The homeowner will contribute any amount exceeding our approved funding for the new roof and insulation, ensuring the property's protection for the future.
- 3.6. Two initial roofing quotes obtained from Re-Roofing and Roofline revealed that unexpected remedial work is required. A third comprehensive quote from Wrights Builders (recommended for their building and re-roofing expertise, hence chosen by the owner) included all additional work and necessary engineering involvement. The additional unexpected cost for the remedial work is quoted at \$12,647.75, and it is this portion that the owner is requesting funding for. The owner is meeting all the other costs associated with this re-roofing project.

Company	Quote	Included
Re-Roofing	\$45,885.00	Re-roof
Roofline	\$47,894.05	Re-roof
Wright Build	\$62,105.04	Re-roof and the required pre-roofing building work

- 3.7. The owner, a master tradesman painter and decorator, has started repairs and renovations, including exterior and interior painting. The roof space will be re-insulated, and heating upgraded to meet healthy home standards, ensuring the building is well-maintained.
- 3.8. No funds have been distributed or applied for so far in 2024/25. Heritage funding applications have resulted in the following amounts being granted and claimed over the last financial years:

Financial Year	Total granted	Total claimed
2019/20	\$35,217.00	\$24,173.69
2020/21	\$44,561.29	\$38,950.29
2021/22	\$69,146.58	\$69,702.46
2022/23	\$22,853.25	\$20,730.00
2023/24	\$36,725.83	\$28,175.75
Total	\$208,503.95	\$181,732.19

Please note: Not all funds are claimed in the same financial year they are granted, figures include Biodiversity until the fund was split taking effect on 1st July 2021.

4. **ISSUES AND OPTIONS**

- 4.1. In making the recommendations set out in this report, staff considered the aim of the Heritage Fund.
- 4.2. Staff have reviewed the applications in accordance with the significance criteria of the District Plan. The recommendations take into consideration the following:
- The overall heritage significance to the Waimakariri District.
 - Funding previously allocated from the Heritage Fund to the property.
 - Current balance of the Heritage Fund.
 - The use of the heritage building.
 - The extent to which the repairs protect the heritage values of the building.
- 4.3. The Heritage Fund has a current balance of approximately \$52,661. The Council adds \$15,500 per annum to this fund. All successful applicants are required to sign an accountability agreement, and funds are paid on successful and receipted completion of the work. The funding agreement enables staff to monitor or inspect the works if required.

Implications for Community Wellbeing

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

The retention of the district's heritage resources contributes to maintaining the district's culture and character for future generations.

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**

All owners of listed heritage sites were informed about the opening of the Heritage Fund in 2019. Due to limited funds, the Heritage Fund is not planned to be re-advertised.

5.3. **Wider Community**

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report that is greater than a general desire to protect the district's remaining heritage resources.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

The Heritage Fund current has a balance of \$52,661.

The Heritage Fund will increase by a further \$15,500 on 1 July 2025.

There are financial implications of the decisions sought by this report. The Heritage Fund currently has a balance of \$52,661. Should the Committee support the recommendations in this report, the fund would be reduced to \$46,337. If the Committee decides to fund the full \$12,647.75 requested by the applicant, the total of the fund would be reduced to \$40,013.

6.2. **Sustainability and Climate Change Impacts**

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

6.3. **Risk Management**

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

6.4. **Health and Safety**

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

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

Allocations for heritage grants are made under the provision for discretionary grants provided for in the Local Government Act 2002.

7.3. **Consistency with Community Outcomes**

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

- The community's cultures, arts and heritage are conserved and celebrated
- There is a strong sense of community within our District
- The community's cultures, arts and heritage are conserved, developed, and celebrated
- There is a safe environment for all

7.4. **Authorising Delegations**

The District Planning and Regulation Committee has delegation under S-DM 1026 to assess The Heritage Fund applications.

PLAN IMPLEMENTATION

Information Sheet for Heritage Contestable Fund Application

Information

The purpose of the fund is to make available financial assistance to owners of historic heritage items listed in the Proposed District Plan to encourage and assist with work that benefits the heritage values of these sites.

A growing number of landowners are protecting and restoring heritage sites on their private land, the Contestable Heritage Fund was established to encourage and assist private landowners to carry out work that benefits heritage values.

The fund is a contestable fund which is assessed and approved throughout the year by the Council's District Planning and Regulation Committee. Council staff, with expert advice where necessary, will make recommendations to the Committee.

There is a variable amount available in this Fund, it will be distributed among the successful applicants. If there are no other applications or appropriate projects, the fund may not necessarily be distributed either in whole or in part.

Guidelines

Who can apply?

The Fund is open only to ratepayers of the Waimakariri District - individuals or groups - for work relating to either private or public land listed as a historic heritage item in the Proposed District Plan.

The Fund is not available:

- (i) For work that there is a legal obligation to do; and
- (ii) To compensate for work already done. It is intended to assist with the cost of future work.

How to apply

Applications will be accepted throughout the year. Applications will be acknowledged upon receipt.

Return completed application form to:

The Waimakariri Contestable Heritage Fund, 215 High Street, Rangiora 7400

1. The application must be a signed original of this application form. Applicants are encouraged to attach any supporting documents, such as plans, diagrams, maps, and photos.
2. Applications without any supporting documents will still be considered, but applicants may be asked for more information.
3. Applications will be assessed throughout the year.
4. The recipient will be required to complete a signed accountability form when the funds have been spent, confirming that they have been spent in the way set out in the application.

Continued over page

Applications will be assessed on merit based on criteria listed below:

1. The degree to which the work improves, protects, benefits, enhances, restores or reinstates historic heritage items.
2. Whether the applicant or project has been past recipient(s) of the Fund. Preference for funding will generally be given to those who have not received grants from this Fund in the past.

Terms and conditions

1. Grants will be allocated on a case by case basis.
2. Financial assistance will usually be no more than 50% of a project's total costs.
3. The applicants share of the costs can be by way of in kind contributions (e.g. labour), or cash.
4. Unless prior arrangement is made, grants must be spent within one year of the awarding of the grant.
5. Approval of funding may be subject to conditions.
6. All decisions will be final and no correspondence will be entered into.
7. The Council's District Planning and Regulation Committee may wish to visit sites prior to making a decision.
8. The fund recipients will be required to either make progress reports, or a final report on the project after the grant monies have been spent.

PLEASE NOTE:

The Council hereby undertakes to all applicants that information concerning private property supplied in this application, or obtained when assessing it, will be used by the Council for no purpose other than for assessing the application or if considered appropriate, for publicity purposes. However, once an application has been received, the information contained within it becomes public information, accessible by members of the public when requested. By lodging the application, the applicant agrees that if funds are given to the applicant, the amount received and the applicant's name and photo may be publicised, and used for publicity purposes.

PLAN IMPLEMENTATION

Heritage Contestable Fund Application Form

To provide financial assistance to owners of historic heritage items listed in the Proposed District Plan to undertake work that would improve the item's heritage values.

Please read Information and Guidelines before completing this form.

Details of applicant

Name of applicant: _____

Name of contact person for this application (if different to applicant): _____

Address of applicant: _____

Contact details

Mobile: _____ Phone (home): _____

Phone (work): _____ Email: _____

Land details

Name and contact details of land owner (if different to applicant):

Mobile: _____ Home: _____ Work: _____

Site Reference: _____ Area of site: _____

Have you received funding from the Heritage Contestable Fund in the past and if so what was it used for?

Yes No

Aim of project (brief):

Date project to be started: _____ Two independent quotes attached?

Expected duration and staging of project, including expected costs of each stage:

If you are granted funds, how and when will they be spent?

Have you applied to any other fund for this project? Yes No

If so:

1. What fund? _____

2. How much was applied for? _____

3. How much has been granted? _____

Description

Provide an overall description of the site and project, keeping in mind the purpose and outcome of the fund (as set out below):

Work to date

Describe any work that has been carried out to-date toward the project:

Future management

Describe the future management, protection and maintenance of the project site, if you are successful in securing this fund:

Do you consent to a Council employee contacting you to investigate whether any other sources of funding may be available for your work? Yes No

I confirm that:

1. I am authorised to sign this application as the applicant or on behalf of the applicant, and I am prepared to sign an accountability agreement.
2. The answers given on this form are true and correct.
3. The funds will be spent by the applicant in the manner declared in this application.
4. If the applicant is a group, I will be personally responsible for how the funds are spent.
5. I will inform the Waimakariri District Council in writing if I receive a funding grant from any other source before I am informed of a decision on this application.
6. I have read and agree with the 'Information Sheet for Heritage Contestable Fund Application'.

PLEASE NOTE - A signature is not required if you submit this form electronically. By entering your name in the box below you are giving your authority for this application to proceed.

Signature: _____

Name (please print): _____

Date: _____

Applications must be posted or delivered to:

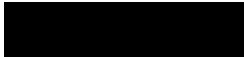
The Waimakariri Heritage Contestable Fund

215 High Street, Rangiora 7400

For more information

Phone 0800 965 468, or email office@wmk.govt.nz

QUOTE



Date
5 Sep 2024

Expiry
5 Oct 2024

Quote Number
QU-0138

Reference
Re- Roof 153 High Street

GST Number
118277996

Wright Build Limited
8 Turvey Street
Pegasus 7612
0278393429
admin@wrightbuild.co.nz

Re Roof

As discussed on site 17/08/2024

- Re roof building at 153 High Street Oxford formally known as the Reynox,
 - Strengthen rafters on North side to allow Future installation of solar panels,
 - New 45x 70mm H1.3 purlins to be installed between existing,
 - Fixings to be added to rafters and purlins as well as addition of strap bracing to be fitted in accordance with NZS3604:2011 (Engineer engagement may be required due to extra high wind zone and 2 story Quoted \$250 + GST for a review and recommendation)
 - Roofing includes all associated flashings.
 - New colour steel gutter with brackets to rafters and snow strapping recommended and offered as an additional (\$600)
 - Scaffolding is quoted to cover the safe removal and installation of roofing and gutter systems, 1 deck installed to .9m below gutter.
- Additional changes or add Ons may incur extra charges.
2 weeks rent and 2 safety checks aloud for in quote.
(Weekly rental \$310+GST Weekly Check \$60+GST)
- We will do our best to straighten and flatten out any major humps and hollows but due to age of building and without completely rebuilding roof this won't be possible or feasible to do over the entire surface.

No Allowance for any Electrical work, Plumbing, Painting or Decorating.
No Allowance to drop brick chimney out of way for new framing/repairs.

Description	Quantity	Unit Price	Amount NZD
Scaffolding	1.00	8,120.00	8,120.00
Supply and install of new coloursteel roof and gutter system	1.00	24,498.00	24,498.00
Snow Straps	1.00	600.00	600.00
Builders materials to strengthen roof, New purlins, Fixings, Nails and consumables.	1.00	8,224.38	8,224.38
Builders Labour 2 x Qualified Builders 2 x Apprentices	54.00	228.00	12,312.00

Description	Quantity	Unit Price	Amount NZD
Engineer Engagement	1.00	250.00	250.00
Subtotal			54,004.38
TOTAL GST 15%			8,100.66
TOTAL NZD			62,105.04

Terms

Quote Valid for 30 Days,

50% Deposit required before Materials ordered and scaffold erected,

Any unforeseen circumstances or issues uncovered during removal of old roofing will be explained to owner and any additional cost quoted before moving ahead.

Any Changes will need to be re quoted or will be charged on an hourly rate plus materials,

All materials supplied remain property of Wright Build Limited until paid in full,

At any time before work commences any price increases incurred by Wright Build Limited will be passed on. These will be re quoted in writing,

Any failure to make payment on the due date is subject to penalty payments and interest including any collection fees to recover the debt.



Re-Roofing Specialists

8B 41 Sir William Pickering Drive
Burnside, Christchurch, , 8053
Phone: 03 352 4007
office@reroofingspecialist.co.nz
www.reroofingspecialist.co.nz

Quote

Quote number

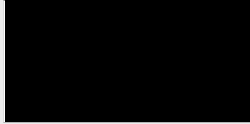
16223

Issue date

23/08/2024

Expiry date

13/09/2024



Description

Tax

Amount (\$)

excluding GST

To remove and dispose of the existing roof. To supply and install either .40 Colorsteel or Colorcote Corrugate sheeting along with Ridge, Barge & Apron fixed over synthetic roofing underlay with T17 roofing screws.

S15

39,900.00

Notes

- Includes Scaffold.
- Includes the removal of redundant pipes and aerals. Should we find a pipe that is capped off but "live" we will arrange for a plumber to remove and pass on the cost of this.
- If you have a Sky aerial please advise if you wish to have it removed or reattached to the new roof. If it's reattached there are occasions where reception is lost, you may need to engage an Aerial Technician.
- Does not include the cost of any timber or timber work.
- Does not include the cost of power disconnection or reconnection should it be required during the Re-Roofing or Re- Spouting process.
- Should you have PVC spouting and we are not replacing it we will take care not to damage it but there is a possibility it will crack. We will not cover the cost to repair or replace.

Subtotal (*exc. GST*)

\$39,900.00

Tax

\$5,985.00

Total amount

including GST

\$45,885.00



163 SHANDS ROAD HORNBY CHRISTCHURCH

Tel: 03 349 8439 Email: info@roofline.co.nz

Web: www.roofline.co.nz

Re-Roof Quotation

****Estimate Only****

To:		Date:	25/03/2024
Attn:		Quote Number	113174
Email		Final Date for acceptance:	24/04/2024

Site Address:

To Supply and Install Colour (ZinaCore) .40 Corrugate

Ridge Vent Edge Std, Barge Flashing, V/E Apron Flashing, Covertex 215, Tek Screws, Sealant & Rivets, Delivery, Dektites (3)

GST

Colour (ZinaCore) .40 Corrugate	\$24,291.00	\$3,643.65	\$27,934.65
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To Supply and Install Edge Protection/Scaffold	\$12,643.00	\$1,896.45	\$14,539.45
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Removal of old Iron from site included, No allowance to disconnect power, Based off Google Estimate

Builder to remove Cladding for Aprons

To Supply and Install Gutter Quad .55 Colour

Spouting, Brackets, Droppers, Stop Ends and Fixings

GST

Gutter - Colour	\$3,462.00	\$519.30	\$3,981.30
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To supply and install .55 Colour 80mm round downpipes Qty (3)	\$1,251.00	\$187.65	\$1,438.65
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Standard Conditions

Roofline has no liability for sagging timbers on re-roofs.

Supply of power at the site where the goods are to be installed shall be the responsibility of the purchaser.

Scaffolding is required and is the responsibility of the client, and it must conform with worksafe regulations.

Payment: Our Cash Sale terms are 50% Deposit for Supply and Install, with the balance payable on completion and 100% Deposit for Supply Only

This Quotation may be accepted by returning the attached acceptance form and delivered to Roofline Canterbury, 163 Shands Road, Hornby, Christchurch on or before the final acceptance date (or at Roofline Canterbury Ltd discretion)

This quotation may be withdrawn at any time by Roofline Canterbury Ltd.

Please don't hesitate to contact us if you require any further assistance or explanation of this quote.

Yours faithfully

Warren Hogg

Roofline Canterbury Limited



163 SHANDS ROAD HORNBY CHRISTCHURCH

Tel: 03 349 8439 Email: info@roofline.co.nz

Web: www.roofline.co.nz

Quote Acceptance

****Estimate Only****

To:		Date:	25/03/2024
Attn:		Quote Number	113174
Email		Final Date for acceptance:	24/04/2024

Site Address:	
---------------	--

To accept this quotation please fill in as much of this form as possible, sign and return.

Roofing	Profile		Colour		.40 / .55
Guttering	Yes /No	Colour			
Downpipes	Yes /No	Colour			
Snowstraps	Yes /No				
Butynol	Yes /No				
Edge Protection required	Yes /No				
Builders Contact Details			Estimated Date Required		

Builders Contact Details (If required)

--

Please Check the contact details below and make any additions or corrections necessary

Telephone No:

Mobile No:

Email Address:

Telephone Work:

Terms and Conditions

Acceptance indicates you have agreed to our terms of trade. Copies are available from our office and our website.

Payment Terms: 50% deposit of complete job is required prior to commencement. Balance on completion.

Customers Signature:

Name:

Date:

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** BAC-03-123-01 / 241004171746**REPORT TO:** RANGIORA ASHLEY COMMUNITY BOARD**DATE OF MEETING:** 13 November 2024**AUTHOR(S):**
Dominic Mansbridge – Project Engineer
Gina Maxwell – Project Support Coordinator**SUBJECT:** Approval of Design for 309 High Street Car Park Design**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is to seek approval of the scheme design for the 309 High Street Car Park, to allow staff to progress to the detailed design phase of the project (see Attachment i).
- 1.2. The proposed car park design meets all medium-term requirements outlined in the Proposed District Plan, including specific dimensions for aisle widths and parking space sizes. To enhance user manoeuvrability, an additional 200mm has been added to the width of each parking space beyond the minimum requirements.
- 1.3. Staff have consulted with the operators of the Town Hall, as well as the neighbouring property owners and the Rangiora Borough School prior to finalising the scheme design.

Attachments:

- i. Scheme Plan for 309 High Street (Trim no. 241024185526).

2. RECOMMENDATION**THAT** the Rangiora Ashley Community Board:

- (a) **Receives** Report No. 230919145813.
- (b) **Endorses** the Scheme Plan for the proposed car park at 309 High Street (Trim no. 241024185526)
- (c) **Notes** that the design allows for a total of 57 additional off-road parking spaces (including three mobility parks)
- (d) **Notes** that the design retains 16 existing off-road parking spaces (including one mobility park) within 303 High Street (the existing car-park behind the Town Hall)
- (e) **Notes** that the design allows for one additional on-road mobility parking space on High Street, outside the Town Hall.
- (f) **Notes** that to utilise the existing right of way easement to Church Street would result in a reduction of four parking spaces, and as such the recommended design does not seek to utilise this easement.

- (g) **Notes** that due to District Plan car park requirements, the additional width available due to existing vehicle access ways, did not result in additional parking capacity. These areas are proposed to be developed into a functional space for gathering, cycle parking, and refuse collection.

AND

THAT the Rangiora-Ashley Community Board recommends:

THAT the Utilities and Roading Committee:

- (h) **Approves** the Scheme Plan for the proposed car park at 309 High Street (as per Trim no. 241024185526)
- (i) **Approves** the establishment of an additional mobility parking space on High Street, outside the Rangiora Town Hall
- (j) **Notes** the existing mobility parking, and P5 parking spaces on High Street outside the Town Hall will remain as is.
- (k) **Notes** that the existing mobility parking within the existing Town Hall car park (accessed off King Street) will remain following the completion of the car park redevelopment.

AND

THAT the Rangiora-Ashley Community Board recommends:

THAT the District Planning and Regulation Committee:

- (l) **Approves** the establishment of a 180-minute time restriction to all car parks within the extent of the "Town Hall Car Park" (Trim no. 241024185526).
- (m) **Notes** that a 180-minute time restriction is considered appropriate to ensure that movie goers attending movies of a longer duration will not be fined for overstaying.
- (n) **Notes** the existing P5 parking spaces on High Street outside the Town Hall will remain as is.
- (o) **Notes** that the existing mobility parking, and the proposed additional mobility parking on High Street outside the Town Hall will remain unrestricted.

3. **BACKGROUND**

- 3.1. The property is located at 309 High Street, Rangiora. It is the location of the abandoned Rangiora Police Station.
- 3.2. Council Purchased the property in May 2024 and staff are currently tendering a contract to demolish the building which closes on November 13, 2024, it is expected that this demolition work will be completed in early February 2025.
- 3.3. The construction of a new car park is intended to follow on directly from the demolition contract. The addition of parking for the Town Hall Cinemas helps encourage people to enjoy the Rangiora Town Centre, and ease parking demand for the rest of the town centre. Longer term the Council may utilise this land for another strategic purpose.

4. **ISSUES AND OPTIONS**

4.1. Entry and Exit Points

Staff have considered the existing vehicle entrances to both No. 303 High Street (Town Hall), and 309 High Street (former Police Station). Each property has a vehicle entrance off both King Street. While No. 309 High Street has two existing vehicle accesses on High Street, as well as an access off Church St. With the amalgamation of the car-parks, the design must consider the best use of vehicle entrances to the combined site.

- 4.1.1. The scheme design has been developed to make use of the existing entrance to the Town Hall Car Park on King Street. To facilitate the connection between the Town Hall Car Park and the new car park, the existing brick boundary wall will need to be demolished. Initially, Council staff considered using the current entrance off King Street to 309 High Street and completely realigning the parking layout to optimize space; however, this option was deemed impractical due to the presence of a Mainpower kiosk that would require relocation which was cost prohibitive. The proposed design does demolish the existing brick boundary wall however the purpose of this is to widen the aisle width without relocating the Mainpower kiosk.
- 4.1.2. The existing King Street entrance to No.309 High Street is retained within the proposed layout which will also allow for the rubbish skips from the Town Hall to be relocated to the South of site. Rubbish trucks will be able to enter the site for efficient bin collection without disrupting car park users, thereby enhancing public safety. This configuration is illustrated in Figure One below:

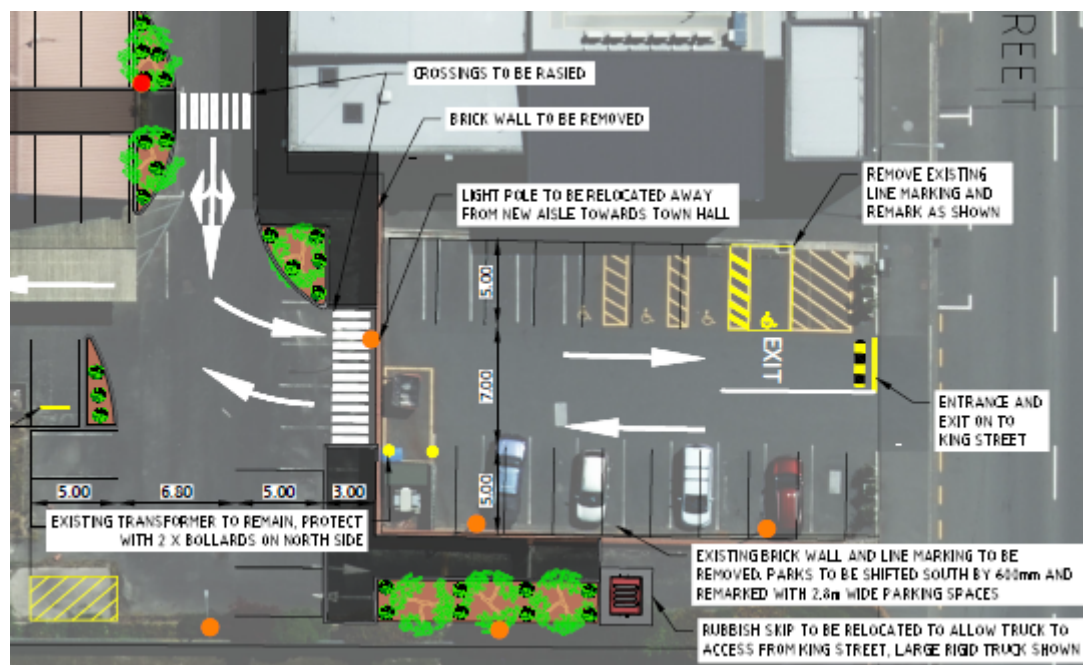


Figure 1 - Current and Proposed Entrances from King Street

- 4.1.3. The existing western entrance off High Street to the old police Station will be utilised giving the car park two entry and exit points. The scheme design proposes to remove the second (eastern) entrance to limit vehicle and pedestrian conflict points.
- 4.1.4. There is an existing right of way onto Church Street that Council Staff investigated utilising, however utilising this entrance would reduce the amount of car parks by four. The easement width of 3.6m is also only suitable for a single lane width (either entry or exit). Staff therefore propose that the car-park design does not include provision to utilise this easement.

The proposed Scheme Design therefore provides for two bi-directional car-park entrances. One on King Street, and one on High Street. A second King Street vehicle entrance is retained for the sole purpose of servicing the rubbish skips.

4.2. Parking Alignment and Angled Parks

Staff have considered the various options of parking configuration to maximise the number of parking spaces available. These options comply with the district plan requirements for stall depths, manoeuvring space, and allow for pedestrian walkways within the car park.

- 4.2.1. Before finalizing the scheme design with 90-degree parking, staff explored the possibility of 45-degree angled parking. However, the analysis indicated that the proposed 90-degree parking configuration would provide the most efficient use of space, resulting in an increase of four additional parking spaces over angle parking options.
- 4.2.2. Staff also considered redevelopment of the eastern High Street vehicle entrance to develop further car parking space. The width of the space available was insufficient to develop additional car parking space. Instead the scheme design proposes to develop this area into a gathering space, cycle parking, and an additional on-road parking space.

4.3. Parking and lane Widths

- 4.3.1. The design of aisle widths adheres to the guidelines set forth in AS/NZ 2890.1:2004 and the proposed District Plan. There are discrepancies between the two documents regarding the specified widths for parking spaces and aisle dimensions. The dimensions of the proposed car parks satisfy the requirements of both standards, aligning with the medium-term parking provisions outlined in the District Plan. Table A is from the proposed district plan. The relevant minimum requirements are highlighted.

Table 1 – Proposed District Plan Parking Requirements

User type	Parking angle (degrees)	Manoeuvring area / Aisle width (m)	Stall width (m) ⁴	Stall depth (m) ^{5 6 7}
All Users	Parallel	3.3 one way aisle 5.5 two way aisle	2.5	5.0 unobstructed 6.1 obstructed
Long term ¹	30	3.5	2.1	5.0
	45	4.5	2.4	5.0
	60	5.6	2.4	5.0
	90	7.0	2.4	5.0
Medium term ²	30	3.4	2.3	5.0
	45	4.3	2.5	5.0
	60	5.3	2.5	5.0
	90	6.6	2.5	5.0
Short term ³	30	3.9	2.5	5.0
	45	4.8	2.6	5.0
	60	5.8	2.6	5.0
	90	7.0	2.6	5.0
Accessible	As above	As above	3.6	5.0

1. Tenant, employee and commuter parking (generally all-day parking).

2. Medium-term town centre parking, sports facilities, entertainment centres, hotels, motels.

3. Short term town centre parking, shopping centres, supermarkets, hospitals and medical centres, activities involving drop off or collection of children or goods.

4. Stall width shall be increased by 300mm where a parking space abuts a permanent obstruction such as a wall, column or other permanent obstruction. Where there is such an obstruction on both sides of a parking space, the minimum stall width shall be increased by 600mm.

5. Stall depth may be reduced by the corresponding vehicle overhang length if a low kerb allows overhang, up to 600mm, but this overhang shall not encroach another parking space, path or landscaping.

6. Parking spaces (other than parallel) immediately adjacent to paths or landscaping shall include wheel stop barriers located at least 600mm from the path or landscaping to avoid or mitigate obstruction of paths or damage to landscaping by parked vehicles.

7. Different car parking space and manoeuvring area layouts are illustrated in Figure TRAN-5 below.

- 4.3.2. The minimum width for the proposed car parks is 2.7 meters, which exceeds the District Plan's minimum by 200 millimetres. Additionally, the minimum aisle width has been established at 6.6 meters, complying with the District Plan's specifications for medium-term parking. A comparison between the width within the new High Street Car Park and the widths of other car parks within the Rangiora CBD is shown on table two.

Table 2 - Comparison between New 309 High Street Car Park Dimensions and Other CBD Car Parks

#	Location	Car Park Width Minimum (m)	Aisle Width Minimum (m)	Car Park Depth (m)
	<i>309 High Street</i>	2.7	6.6	5.0
1	Artesian Bakery	2.4	8.1	5.0
2	Alfred Street Car Park	2.4	6.1	5.0
3	New World Car Park	2.6	7.0	5.0



Figure 2 - Location of Car Parks shown in Table Two

4.3.3. The existing car-park at the rear of the Town Hall will be altered to increase the aisle width. This car park has an existing aisle width of 6.4 meters, which is 200 millimetres below the District Plan's minimum requirement. This will be widened as part of the new project to 7.0m

4.4. Accessibility Parks Findings

4.4.1. Council staff have observed (from conversations with the Town Hall Cinemas Operations Manager) that users of the current car park's accessibility spaces frequently walk around the building along King Street to access the Main Entrance on High Street. Although there is a rear entrance from the Town Hall Car Park, it is often overlooked by users. The proposed design aims to relocate the accessibility parking spaces closer to the Main Entrance of the Town Hall on High Street, enhancing convenience for all visitors.

4.5. Lighting

4.5.1. The lighting design is currently in progress and will be subject to approval of the scheme design. According to the proposed plan, eight new light poles will be necessary to comply with the lighting standard AS/NZS 1158. Council staff have engaged Power Jointing Limited to assess the existing light cabling on site, and it has been determined that approximately half of the current cabling can be reused.

- 4.6. There are three options available for the Rangiora Ashley Community Board;
- i. Approves the Scheme Design and recommend to the Utilities and Roding Committee, and District Planning and Regulation Committee that they approve the recommendations of this report, to allow the project to be progressed to detailed design. This is the recommended option as the proposed Scheme Design takes into account the views of key stakeholders, and makes efficient use of the available space.
 - ii. Declines the recommendations within this report, and recommend to the Utilities and Roding Committee and District Planning and Regulation Committee that they decline the recommendation of this report, and declines the 180-minute parking time restrictions and / or mobility parking changes. This is not the recommended option as the proposed time limit will allow Cinema goers to watch films with a longer run time while using the new car park without being ticketed.
 - iii. Declines the recommendations within this report, and recommend to the Utilities and Roding Committee and District Planning and Regulation Committee that they decline the recommendation of this report and request staff re-design the entry and exit points of the car park to utilise the right of way onto Church Street. This is not the recommended option as although it allows an additional entry or exit point it will result in the reduction of four car parks.
- 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.

The land was purchased from Te Ngāi Tūāhuriri, and they are aware of the reasons for purchase, and the development of the car park.

5.2. **Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

Town Hall Cinemas

Council Staff have been in contact with the Town Hall Cinemas who have specifically requested either 180 or 240-minute parking as this allows for cinema goers to enjoy longer films. They are supportive of the layout of the car park. Council Staff considered the 240-minute extended time limit but choose not to recommend it on the basis that it will encourage commuters to use the parking all day while only needing to move their vehicles once. Town Hall Cinemas are supportive of the 180 minute parking on the basis that this is revisited if it becomes an issue for cinema goers in future. There is a potential to issue parking permits to the cinema for longer parking times if required.

Rangiora Borough School

Rangiora Borough School are supportive of the design but have requested that the fencing on the boundary between 309 High Street and the school be a minimum of 2.4 metres high and not have any railings be exposed to discourage children from leaving the school and people from entering the school. This will be included in the detailed design.

321 High Street

The property owner at 321 High Street requested that the existing brick walls of the building which are constructed along the legal boundary remain as they currently are to allow for security. After initially investigating this Council Staff have found that this isn't possible due to the walls being concrete tilt slab with a brick veneer, alternatively the property owner has requested a thicker paling fence to be constructed along the boundary, this is to be incorporated into the detailed design.

Twine Antiques

Council Staff met with the owner of Twine Antiques who was supportive of the car park design.

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.

A News Story has been published on social media following the purchase of the property. A further news story will be published once the demolition of the former Police Station is complete.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are financial implications of the decisions sought by this report.

The Engineer's estimate for the physical works is \$315,000.00 and there is sufficient budget available within the Durham Street Land Purchase for Carparking Budget (102382.000.5135) for the recommended option.

The available budget versus the recommended option is summarized in Table 3

Table 3 - Financial Summary

Project Budget (102382.000.5135)	\$1,499,045.00
Project Delivery Fees Demolition	\$44,655.00
Project Delivery Fees Carpark Construction	\$68,680.00
Demolition Estimate	\$245,160.00
Car Park Construction Estimate*	\$315,000.00
Contingency - 20%**	\$112,032.00
Total Remaining Budget	\$713,518.00

Construction Estimate includes allowance for lighting design and installation. *
Contingency based on 20% of demolition and car park estimate only**

6.2. **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

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

6.4 **Health and Safety**

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

The proposed design is completed as per the District Plan to ensure adequate manoeuvring space for vehicles. Furthermore, the design includes provision for pedestrian connectivity from the car park to the Town hall

Contractors engaged for the works will be required to be SiteWise registered and complete a Site Specific Safety Plan prior to commencing works on site.

7. CONTEXT

7.1. Consistency with Policy

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

7.2. Authorising Legislation

Local Government Act 2002

7.3. Consistency with Community Outcomes

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

Environmental

- Our communities are able to access and enjoy natural areas and public spaces. There are wide-ranging opportunities for people to enjoy the outdoors.
- The natural and built environment in which people live is clean, healthy and safe.

Economic

- There are sufficient and appropriate locations where businesses can set up in our District.
- Enterprises are supported and enabled to succeed.

Social

- Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.

7.4. Authorising Delegations

The Community Boards are responsible for considering any matters of interest or concern within their ward area and have the delegation to approve the Scheme Design.

The Utilities and Roading Committee have the delegation to approve the addition of a mobility parking space within High Street.

The District Planning and Regulation Committee have the delegation to approve time restrictions within the car park.



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	DM	KS	GM	10/09/2024

SURVEYED	GP	10/10/2024	PROJECT No	PD002108
DRAWN	DM	09/09/2024	CON No	CON202108
DRAWING CHKD	KS	10/09/2024	SCALE (A3)	1:325
DESIGNED	DM	07/08/2024	DATUM ORIGIN	
DESIGNED CHKD	KS	10/09/2024	HORIZONTAL	NZTM GD2000
APPROVED	GM	30/10/2024	VERTICAL	NZVD 2016



PROJECT
309 HIGH STREET CAR PARK

SHEET TITLE
SCHEME DESIGN

FOR APPROVAL NOT FOR CONSTRUCTION	
DRAWING	4487
SHEET	REVISION
1	A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	DM	KS	GM	10/09/2024

SURVEYED	GP	10/10/2024	PROJECT No	PD002108
DRAWN	DM	09/09/2024	CON No	CON202108
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DESIGNED CHKD	KS	10/09/2024	HORIZONTAL	NZTM GD2000
APPROVED	GM	30/10/2024	VERTICAL	NZVD 2016



PROJECT	309 HIGH STREET CAR PARK
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SHEET TITLE	TRACKING CURVES
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FOR APPROVAL NOT FOR CONSTRUCTION	
DRAWING	4487
SHEET	REVISION
2	A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	DM	KS	GM	10/09/2024

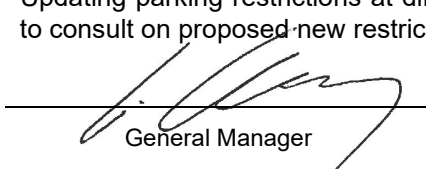
SURVEYED	GP	10/10/2024	PROJECT No	PD002108
DRAWN	DM	09/09/2024	CON No	CON202108
DRAWING CHKD	KS	10/09/2024	SCALE (A3)	1:325
DESIGNED	DM	07/08/2024	DATUM ORIGIN	
DESIGNED CHKD	KS	10/09/2024	HORIZONTAL	NZTM GD2000
APPROVED	GM	30/10/2024	VERTICAL	NZVD 2016



PROJECT	309 HIGH STREET CAR PARK
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SHEET TITLE	SIGNAGE
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FOR APPROVAL NOT FOR CONSTRUCTION	
DRAWING	4487
SHEET	REVISION
3	A

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** RDG-28 / 241025186823**REPORT TO:** Oxford-Ohoka Community Board**DATE OF MEETING:** 5 February 2025**AUTHOR(S):** Shane Binder, Senior Transportation Engineer
Nithin Puthupparambil, Transportation Engineer**SUBJECT:** Updating parking restrictions at different locations in Oxford and approval to consult on proposed new restrictions.**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1. This report seeks approval from the Oxford-Ohoka Community Board to address the following three types of parking improvements in Oxford:
 - Formalise existing parking restrictions already in place
 - Clarify the signage and reference points for existing authorised parking outside Oxford Area School
 - Approve consultation on proposed new parking restrictions for Main Street in the vicinity of the grocery store
- 1.2. Firstly, the following parking restrictions are already in place at the following locations, but need to be formally added to the Schedule of Parking Restrictions in order for them to be enforceable:
 - Loading zone on Bay Road, 13m north of Main St on east side
 - P60 on Meyer Place, 19m north of Main St on both sides
 - P30 on Main Street, 22m west of Meyer Place on north side
 - One mobility car park outside library, Main Street west of Burnett Street
 - Five off-street mobility car parks on the west side of the Town Hall carpark
 - Two off-street EV car parks on the west side of the Pearson Park carpark
- 1.3. The detail for each of these are shown in the Background section below
- 1.4. While there are existing parking signs in place in a number of these locations, they do not appear to have formal approval from the District Planning and Regulation Committee and are not listed in the Schedule for Parking Restrictions.
- 1.5. Due to the difficulty to enforce any restrictions which is not included in the schedule, it is recommended to formalise these restrictions already in place.
- 1.6. Secondly, staff have worked with Oxford Area School on minor changes to existing parking restrictions on Bay Road in front of the School to help better clarify the intent and operations (refer to attachment i). These parks are already formalised, but the signage and the exact lengths that the restrictions apply to could be clearer.
- 1.7. Thirdly, concerns have also been raised about parking demand in the vicinity of the grocery store located to the west of Meyer Place. To allow better utilisation and parking turn over in this area an extension of the P60 area is proposed.
- 1.8. It is recommended that targeted feedback be sought on this proposal from the Oxford community and town centre businesses, through print and social media, letter drops at the businesses, and advertisements at the grocery store and Oxford service centre.

Attachments:

- i. Oxford Area School, Bay Road, Parking Sign Rectification Plan (TRIM: 241025186824)

2. **RECOMMENDATION**

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 241025186823.
- (b) **Approves** public consultation on new P60 parking restrictions for Main Street in the vicinity of the grocery store:

Town	Street	Location	Side of Street	Restriction	Qualifying Remarks	Comments
Oxford	Main St	West of No. 52	North	P60	6 parks	West of No. 52 for 60m
Oxford	Main St	In front of No. 55	South	P60	3 parks	

AND

THAT the Oxford-Ohoka Community Board recommends:

THAT the District Planning and Regulation Committee:

- (c) **Approves** formalising of the following existing signed parking restrictions around Oxford town centre:

Town	Street	Location	Side of Street	Restriction	Qualifying Remarks	Comments
Oxford	Bay Rd	North of Main St	East	P15 Loading Zone		North of intersection for 30m
Oxford	Meyer Pl	North of Main St	Both	P60	3 parks west side, 6 parks east side	North of intersection for 32m
Oxford	Main St	West of Meyer Pl	North	P30	4 parks	West of intersection for 32m
Oxford	Main St	West of Burnett St	North	Mobility park		
Oxford	Main St	Town Hall Carpark	West	Mobility park	5 parks	
Oxford	Main St	Pearson Park Carpark	West	Electric vehicle park	2 parks, Mon-Sat only	

- (d) **Approves** the following modifications (in *red italics*) to existing parking restrictions on Bay Road outside of Oxford Area School:

Town	Street	Location	Side of Street	Restriction	Qualifying Remarks	Comments
Oxford	Bay Rd	<i>From 21m north of Observatory Gate to 66m south of that gate</i>	East	<i>Reserved Parking - Buses Only</i>	8:20-9:30am, 2:30-3:20pm school days	<i>Requested by school</i>
Oxford	Bay Rd	<i>From 33m north of Main (Middle) School Gate to 40m south of that gate</i>	East	Loading Zone, P2	8:45-9:15am, 2:45-3:15pm school days	Requested by school
Oxford	Bay Rd	<i>For 21m outside middle northern entrance of the school</i>	East	No Parking	8:20-9:20am, 2:30-3:20pm school days	<i>Requested by school</i>

3. **BACKGROUND**

- 3.1. Staff have been reviewing parking restrictions in Oxford following concerns being raised about the ability to be able to enforce restrictions in some instances, and feedback from the Community Board in others.
- 3.2. The following undocumented restrictions have been investigated:
 - 3.2.1. A 15-minute loading zone on the east side of Bay Road, 13 meters north of Main Street, is currently signposted as shown in Figure 1. This loading zone has been in place since at least 2009, serving nearby businesses, although its origin is unknown.



Figure 1. Existing loading bay on Bay Road

- 3.2.2. A 60-minute parking restriction is currently signposted on both sides of Meyer Place, beginning 19 meters north of Main Street as shown in Figure 2. Meyer Place had an approved reconstruction including parking in 2015 (TRIM: 140903094825[v2]) but no mention of parking time restrictions was made at that time. Community concerns around parking turnover were forwarded to Council in 2015 but there is no record of a formal approval of any parking restrictions.
- 3.2.3. A 30-minute parking restriction is currently signposted on the north side of Main Street, 22 meters west of Meyer Place as shown in Figure 2. This parking restriction has been in place since at least 2009, although its origin is unknown.



Figure 2. Existing parking time restrictions, Main St & Meyer Place vicinity

- 3.2.4. A mobility car park is currently marked and sign-posted west of Burnett Street on Main Street, outside the Oxford Library / Service Centre as shown by the blue mobility symbols in Figure 3. This mobility car park was shifted from Burnett St in about 2020, but no formal approval was noted. Five designated mobility parking spaces are also marked on the west side of the Town Hall car park as also shown by the blue mobility symbols in Figure 3; mobility car parks have existed in this carpark since at least 2010, but no formal approval was noted.
- 3.2.5. Three electric vehicle (EV) parking spaces have been designated on the west side of the Pearson Park car park as shown by blue EV symbols in Figure 3. Installation of EV chargers for three car parks and a parking restriction for two of the car parks was approved by the Oxford Ohoka Community Board in February 2022 (TRIM: 211119185279[v2]) but never formalised by the District Planning and Regulation Committee (DPRC). The approved proposal noted that the EV class restriction would not be in effect during the Oxford Farmers Market on Sundays or applicable to the adjacent third park.

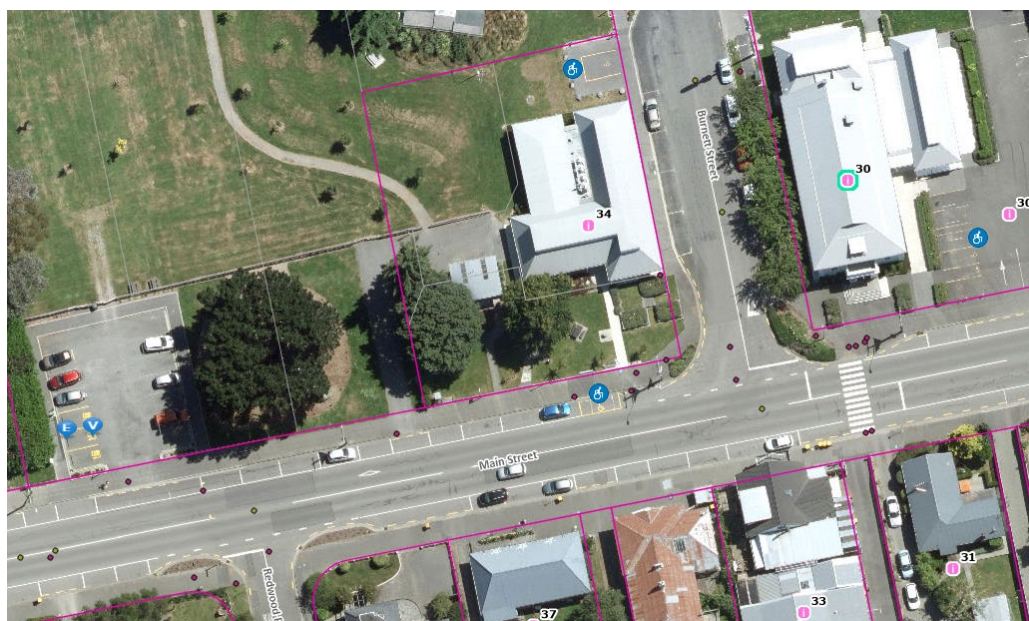


Figure 3. Existing EV and mobility car parks, Library & Town Hall vicinity (refer blue symbols)

- 3.3. The following restrictions outside of the Oxford Area school have been authorised, but could benefit from additional clarity:
- 3.3.1. Parking restrictions along the Bay Road frontage of the Oxford Area School date back to the original 1996 Waimakariri District Council Parking Bylaw, with only minor changes since then. There is a class-restriction for bus parking, a time-limited loading zone for drop-off and pick-up, and a time-restricted no-parking zone at the school's main entry. Staff have identified some minor changes in language to help clarify these existing parking restrictions.
- 3.4. Consideration of parking needs on Main Street in the vicinity of the grocery store.
- 3.4.1. At the 7 November 2024 Oxford-Ohoka Community Board, staff were requested to evaluate changes to on-street parking along Main Street in the vicinity of the Fresh Choice grocery store, as there is a history of parking supply issues associated with the area. At present, the parking noted above in paragraph 3.2.3 (also shown below in Figure 4 in green) is the only restricted parking in the area.
- 3.4.2. In order to generate more turnover of existing on-street parking and accommodate more parking for the retail in the vicinity below on Figure 4, the following parking restrictions are proposed to be consulted upon with the Oxford community and town centre businesses:
- Green (existing P30): to remain to accommodate short trips to adjacent retail
 - Red (existing no restriction): P60 time restriction for longer-stay shopping / dining
 - Blue (existing no restriction): P60 time restriction for longer-stay shopping trips

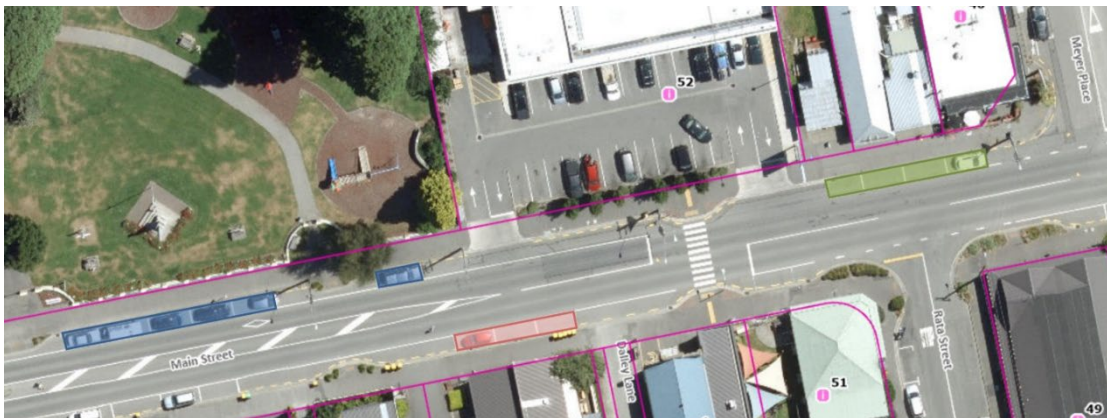


Figure 4. Proposed parking restriction areas, Fresh Choice grocery store vicinity

- 3.4.3. Targeted consultation on this proposal is proposed with the Oxford community and town centre businesses, through print and social media, letter drops at the businesses, and advertisements at the grocery store and Oxford service centre.

4. ISSUES AND OPTIONS

- 4.1. The signposted parking restrictions identified in Section 3.2 above are currently not enforceable as they are not included in the Parking Bylaw Schedule of Parking Restrictions.
- 4.2. The existing restrictions outside of the Oxford Area School are enforceable, but meetings with the school have identified improvements to signage and the exact specified distance references would improve clarity for all parties.
- 4.3. In light of the above-discussed issues, it is recommended that both the existing undocumented parking restrictions and the changes to the parking outside of Oxford Area School should be submitted for approval by the District Planning & Regulation Committee (DPRC) and subsequently formalised into the Schedule of Parking Restrictions.
- 4.4. In addition, it is recommended that proposed changes to the parking outside Fresh Choice should be consulted on with the wider public.
- 4.5. It is noted that these proposed changes have been limited to minor low-cost adjustments to on-street parking. Larger-scale parking improvements, including additional off-street supply, may be considered separately across the broader Oxford area.

- 4.6. The Oxford-Ohoka Community Board has the following options available to them:
- 4.7. Option One: Recommend formalising undocumented parking restrictions that are already signposted at various locations in Oxford, recommend amending the signage relating to existing approved parking outside Oxford Area School, and approve community engagement on new restrictions around the grocery store.

This option involves the Oxford-Ohoka Community Board recommending that the District Planning & Regulation Committee (DPRC) approve the formalising parking restrictions that is already in place at the various locations in Oxford.

This is the recommended option because it:

- Establishes the legal enforceability of the existing parking regulations
- Prevents potential legal issues in the future
- Increases localised short-term parking around the Oxford town centre

- 4.8. Option Two: Approve an ad-hoc formalisation of existing parking restrictions.

Proposing selective formalisation of existing parking restrictions by the District Planning & Regulation Committee (DPRC) upon recommendation from the Oxford-Ohoka Community Board, is not the recommended option.

This option would result in potential legal consequences of not formalising all parking restrictions identified in this report.

- 4.9. Option Three: Retain the status quo.

This is not the recommended option because there are legal implications of not formalising parking restrictions that's already in place at all of the sites proposed in this report.

- 4.10. 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**

No groups or organizations are anticipated to be impacted by, or express interest in, the existing parking restrictions to be formalised, as they propose no new modifications to existing regulations. Staff spoke with the owners of the Fresh Choice grocery store about the proposed parking consultation; they had no further feedback on the proposals at this time, but will still have an opportunity for input through the consultation phase if approved.

5.3. **Wider Community**

The existing parking restrictions to be formalised in this report are not anticipated to have a significant impact on the wider community, nor is there likely to be substantial public interest in the matter, as no new changes are being proposed.

The wider community is likely to be affected by, or to have an interest in the new proposed parking restrictions. Staff are proposing to engage with the Oxford community and town centre businesses on the proposed parking restriction changes.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are financial implications of the decisions sought by this report. These are minor as most of the proposed parking restrictions are already sign-posted. There will however be staff time and advertising costs associated with carrying out a consultation process for parking, and some signage cost for changes outside the school. These are covered by existing operational budgets.

6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report may have sustainability impacts. Providing appropriate parking availability and parking restrictions improves vehicle usage and minimises inefficient travel.

6.3 **Risk Management**

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

There is a risk of negative feedback from the community for the implementation of new parking restrictions. This will be mitigated by seeking community feedback on the proposed changes prior to any formal decision on implementing them.

6.4 **Health and Safety**

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

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

Section 2 of the Land Transport Rule: Traffic Control Devices requires a Road Controlling Authority to "authorise and, as appropriate, install or operate traffic control devices."

7.3. **Consistency with Community Outcomes**

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

Social: a place where everyone can have a sense of belonging

- Our community has equitable access to the essential infrastructure and services required to support community wellbeing.

Economic: a place that is supported by a resilient and innovative economy

- Enterprises are supported and enabled to succeed.
- Infrastructure and services are sustainable, resilient, and affordable. There is a safe environment for all.

7.4. **Authorising Delegations**

As per Section 3 of the Waimakariri District Council's *Delegations Manual*, the Oxford-Ohoka Community Board has the delegated authority to recommend the installation of parking restrictions on roads within its ward area and to proceed with consultation on proposed changes to parking outside the grocery store.

The District Planning and Regulation Committee has the delegated authority to approve parking restrictions.

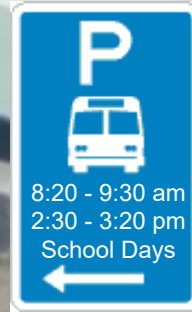
47

21.0 Meters

Observatory Gate

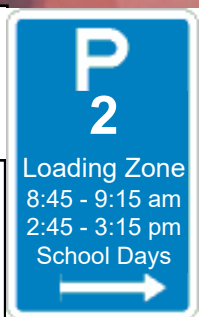


66.0 Meters



Copy "No Parking" sign from existing signage @ Pegasus Bay School, Solander Rd

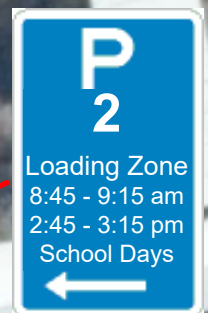
21.0 Meters



33.0 Meters

Main (Middle) School Gate

40.0 Meters



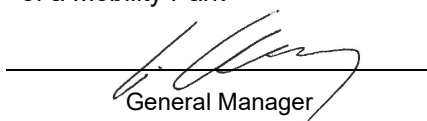
DRAFT - NOT FOR CONSTRUCTION
Oxford Area School, Bay Road
Parking Sign Rectification
DATE: 24 Oct 2024
COMP: S Binder
SCALE: n/a

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** RDG-32-03 / 240819138236**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD**DATE OF MEETING:** 17 February 2025

AUTHOR(S): Kieran Straw – Civil Projects Team Leader
 Joanne McBride – Roading and Transportation Manager
 Duncan Roxburgh – Implementation Project Manager

SUBJECT: Charles Street – Approval of the Scheme Design and Proposed Relocation of a Mobility Park

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


 General Manager


 Chief Executive

1. SUMMARY

- 1.1. This report is seeking approval of the Scheme Design for Charles Street (southern side of the road from east of Williams St to the Marina carpark) including the following:
- Proposed line marking / road layout changes for Charles Street
 - Relocation of an existing mobility carpark
 - Formalisation of existing P120 parking restrictions,
 - Implementation of a short length of “no stopping” restrictions,
 - Implementation of a P120 time restriction on an existing mobility park
- 1.2. The kerb and channel on Charles Street (outside Paris for the weekend) is programmed for renewal this year, while the road is programmed for repairs and resurfacing in the 2025/26 year.
- 1.3. The kerb and channel work is being co-ordinated with New Zealand Posts plans for improving access to their site at No. 55 Charles Street. Their planned works require the removal of the existing mobility park directly outside the property.
- 1.4. There is an opportunity to realign the kerb & channel through the wider area to provide an improved layout in this area, which is an important part of the town centre.

Attachments:

- i. Charles Street Scheme Design for Kaiapoi-Tuahiwi Community Board (Trim No. 250114004447)

2. **RECOMMENDATION**

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 240819138236.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Utilities and Roading Committee:

- (b) **Approves** the proposed Charles Street Scheme Design as per Trim: 250114004447.
- (c) **Approves** the implementation of 6m of no-stopping, between the relocated NZ post entrance, and the existing angle parking, noting that there is insufficient space to accommodate an on-road parking space in this location.
- (d) **Notes** that the revised design retains the existing angle parking, and that the footpath width has increased, and the width of the central painted median is reduced to accommodate the wider footpath area.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the District Plan and Regulation Committee:

- (e) **Approves** the relocation of the existing mobility park to a new location in front of “Paris for the Weekend”, noting it will have a length of 6.6m (the maximum we can accommodate within the constraints of the vehicle entrances).
- (f) **Approves** the implementation of “P120” parking restrictions for all parking (including the relocated mobility park) on the southern side of Charles Street, for a distance of 55m between the vehicle entrance to No. 55 Charles Street, and Tom Ayres Drive.
- (g) **Approves** the implementation of a “P120” parking restriction for the existing unrestricted mobility parking space at the western end of the angle parking outside No. 55 Charles Street.
- (h) **Notes** the “P15” parking restrictions within the extent of angle parking outside No. 55 Charles Street is currently within the Schedule of Parking Restrictions, and will remain as “P15”
- (i) **Notes** that the “P15” parking restriction for a mobility parking space may be considered unreasonable, due to the additional time mobility impaired people may require to carry out their business. Therefore staff recommend a “P120” restriction for this parking space instead.
- (j) **Notes** that staff will update the Schedule of Parking Restrictions upon completion of the works.
- (k) **Notes** that the relocation / extension of the NZ Post vehicle entrance encroaches into the existing mobility park, and the relocation of this park results in the loss of one car-parking space as a result.

3. **BACKGROUND**

- 3.1. Following the canterbury earthquakes of 2010 and 2011, damaged sections of kerb and channel to both east and west of the No. 55 Charles Street were replaced. The length of approximately 95m was not replaced at the time as the condition was considered acceptable at the time. With the ongoing development and changes in the area and further

deterioration / settlement in the kerblines, there is an opportunity to renew the final length of kerb and channel and footpath.

- 3.2. New Zealand Post own the property at No. 55 Charles Street. They have plans to re-develop their vehicle entrance, and the project team understand that this will result in the removal of their planter box, and a wider vehicle entrance than they currently have. This will result in the need to relocate the current mobility park which is located immediately adjacent to the post-box.
- 3.3. The existing parking layout in front of No. 55 Charles Street allows for angle parking. This angle parking results in a very poor level of service for pedestrians due to vehicles over-hanging the footpath, effectively reducing the available footpath width for pedestrians (refer to photo 1 below).



Photograph 1: Vehicle over-hang over the footpath associated with the current angle-parking layout.

- 3.4. The Walking & Cycling Network Plan identifies Charles Street as an important connection. The option to install cycle lanes on Charles Street as part of this project was workshopped with the Community Board, however due to the competing needs in this section of Charles Street, it was the Boards preference to not proceed with the installation of these lanes at this time.
- 3.5. Parking surveys are carried out weekly in our town centres. The Kaiapoi Town Centre as a whole is demonstrating that on average, there is 30% of the parking spaces available.
- 3.6. A workshop was held with the Kaiapoi-Tuahiwi Board on 18 November 2024. This workshop sought feedback from the board on the above issues, and priorities.
- 3.7. As a result of this workshop, staff have developed the recommended option which seeks to address the footpath width restriction and retain the existing angle-parking. To achieve this, the existing 2.5m median will need to be reduced to 2.0m.

- 3.8. Council's parking enforcement team has advised that the existing P120 signage on the southern side of Charles Street (from Paris for the Weekend to Tom Ayres Drive) is currently unable to be enforced, as the existing parking restrictions are not documented in the Council's schedule of parking restrictions. It is not known when these signs were installed, however street view goes back as far as 2008 and the P120 restriction signs are visible at that time.

4. **ISSUES AND OPTIONS**

- 4.1. The mobility park impacted by the planned works at No. 55 Charles Street is proposed to be relocated to a new location in front of Paris for the Weekend. This would be completed in conjunction with the renewal of the adjacent kerb and channel and footpath.
- 4.2. The presence of the painted median is a typical feature in busy arterial roads, providing a safe space for right-turning vehicle to wait for a gap in oncoming traffic in order to make their turn. Charles Street, between Williams Street and Jones Street has a current AADT of 1038. There is little need to retain the painted median at this location. Feedback from the Board suggested that a reduction of painted median width would be an acceptable trade-off to ensure that the existing angle parking is retained, but still allowing the footpath to be widened slightly outside the NZ Post building.
- 4.3. Therefore, the options available are:

4.3.1. Option One – Retain the current kerb alignment and shift the Mobility Park

This option would result in the following:

- Relocates the mobility park to new location outside Paris for the Weekend
- Approve the implementation of recommended parking restrictions.
- Replaces the kerb and channel in existing location, and make no changes post reseal in 2025 / 2026, retaining the status quo.

This option is not the recommended option as there is an opportunity to reallocate the existing road space to better address the needs of the community using this area.

4.3.2. Option Two – Approve the Proposed Scheme Design (as per attachment i)

This option would result in the following:

- Relocates the mobility park to new location outside Paris for the Weekend
- Replaces the kerb and channel in the proposed new alignment that provides additional footpath width (increasing from 2.10m to 3.10m) for pedestrians, within this busy town centre environment.
- Retains the existing angle parking (noting the existing "P15" parking restriction to remain)
- Reduces the width of the existing painted median to 2.0m
- Approve the formalisation of existing "P120" parking restrictions between No. 55 Charles Street and Tom Ayres Drive.

Note: the footpath dimensions above a full width, and does not account for vehicle over-hang, which can result in a reduction of up to 0.8m in useable width. It is still anticipated that vehicles will continue to overhang the footpath on completion of this project.

This is the recommended option as it considers the feedback and priorities of the board following the November workshop. It provides the greatest level of safety for pedestrians, while retaining the existing angle parking layout.

4.4. Implications for Community Wellbeing

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

Providing high amenity, and high-quality pedestrian facilities within the town centre will encourage pedestrian movement throughout the township.

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

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

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

5.2. **Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

There are four businesses located within the NZ Post building at No. 55 Charles Street that will be impacted by the proposed layout changes. Staff have informally approached each of these businesses with the Scheme Design, and they have no concerns to report.

Staff also spoke to neighbouring businesses, all of which had no concerns with the proposal.

The full list of businesses that have been spoken to is as follows:

- NZ Post
- KiwiBank
- Kaiapoi Legal Ltd
- Paris to the Weekend Café
- RW Design
- New World Kaiapoi
- The Salvation Army Store
- PLC Group (Jedd Pearce)

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, however it is not considered necessary to consult the wider community on the changes.

The wider community will be informed of the works, and the changes, via Social Media.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are financial implications of the decisions sought by this report, with the following budgets being available for the project(s):

BUDGET NAME	PJ Code	Budget Amount (\$)
Drainage Renewals K&C	100180.000.5133	\$35,000
Morgan Williams Reserve	100243.000.5014	\$106,100 ¹

Note:

1. *This is the allocated budget amount for the Morgan Williams Reserve / Charles Street project only. The parent account has an overall budget of \$574,803.00*

These budgets are included in the Annual Plan/Long Term Plan, and generally cannot be used for components of works other than their intended specified project. The exception to this is the Morgan Williams Reserve budget, that may be used to “enhance” the streetscape in conjunction with the identified projects.

6.2. **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

There are risks arising from the adoption/implementation of the recommendations in this report, however staff have already discussed the options with these businesses to mitigate the risks.

There is a risk that cyclists have not specifically been accommodated within the revised road layout despite Charles Street being on the approved Walking and Cycling Network Plan for cycle lanes, and the nearby Motorhome & Caravan Park demonstrating demand for cyclists.

6.4 **Health and Safety**

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

Physical works risks will be managed within the construction contracts.

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 2002

7.3. **Consistency with Community Outcomes**

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

Public spaces and facilities are plentiful, accessible and high quality, and reflect cultural identity.

- There are wide-ranging opportunities for people to enjoy the outdoors.
- The accessibility of community and recreation facilities meets the changing needs of our community.

Core utility services are sustainable, resilient, affordable, and provided in a timely manner.

- Climate change considerations are incorporated into all infrastructure decision-making processes.

Transport is accessible, convenient, reliable, and sustainable.

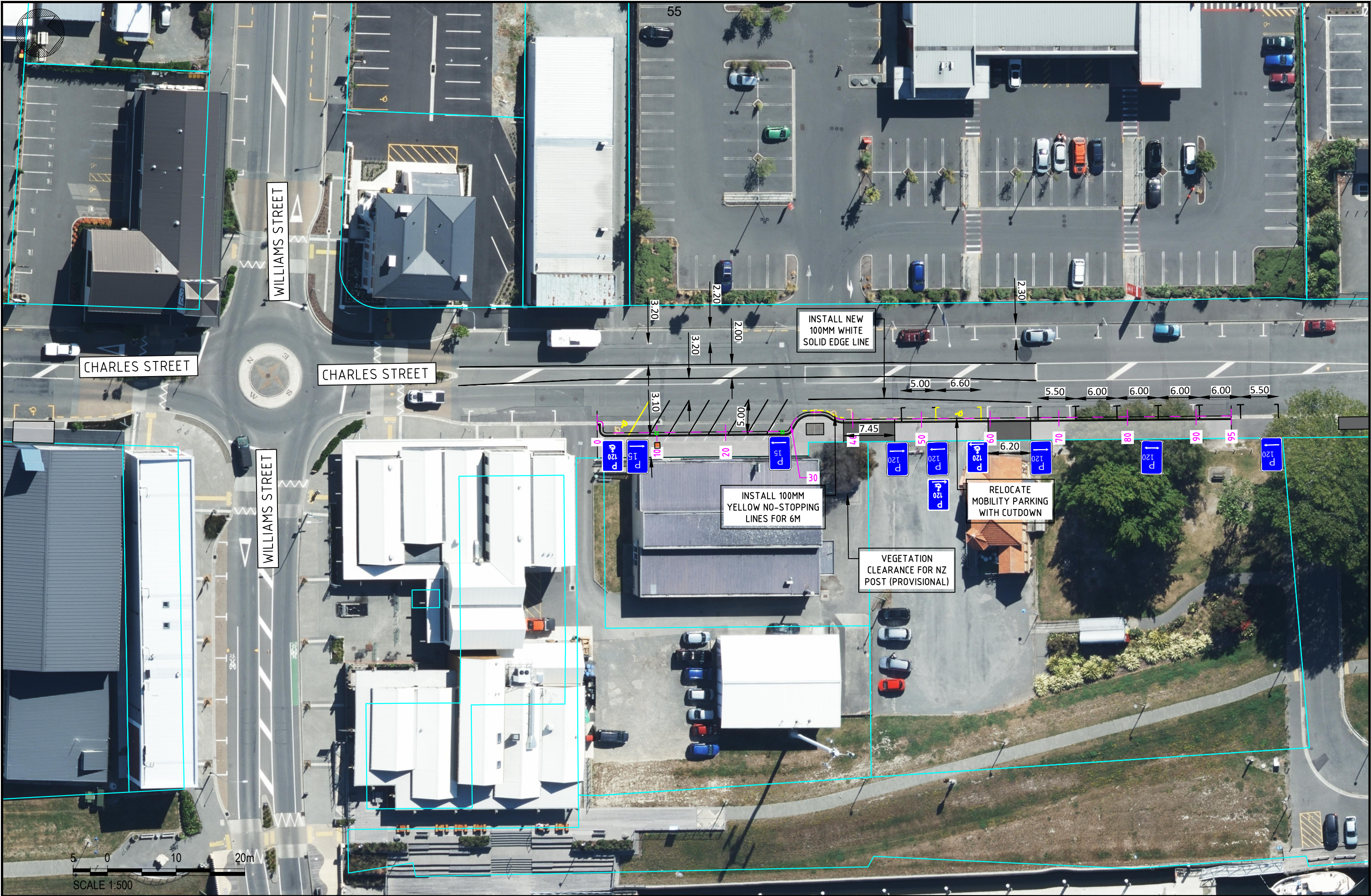
- The standard of our District’s transportation system is keeping pace with increasing traffic numbers.
- Communities in our District are well linked with each other and Christchurch is readily accessible by a range of transport modes.

7.4. **Authorising Delegations**

As per Part 3 of the WDC *Delegations Manual*, the Community is responsible for representing, and acting as an advocate for, the interests of its community.

The Utilities and Roading Committee is responsible for roading and transportation activities, including road safety, multimodal transportation, and traffic controls.

The District Planning and Regulation Committee is responsible for Parking Enforcement.



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	SS	KS	---	14/01/2025

SURVEYED	---	--/--/2020	PROJECT No	PD002084
DRAWN	SS	09/09/2024	CON No	CON202502
DRAWING CHKD	KS	08/10/2024	SCALE (A3)	1:500
DESIGNED	SS	13/01/2025	DATUM ORIGIN	
DESIGNED CHKD	KS	14/01/2025	HORIZONTAL	NZTM GD2000
APPROVED	JM	--/--/2020	VERTICAL	NZVD 2016



PROJECT	KERB AND CHANNEL RENEWALS
	2024 - 2025

SHEET TITLE	CHARLES STREET - KAIAPOI OUTSIDE PARIS TO THE WEEKEND KERB AND CHANNEL RENEWALS
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FOR APPROVAL NOT FOR CONSTRUCTION	
DRAWING	4517
SHEET	REVISION
1	A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	SS	KS	---	14/01/2025

SURVEYED	---	--/--/2020	PROJECT No	PD002084
DRAWN	SS	09/09/2024	CON No	CON202502
DRAWING CHKD	KS	08/10/2024	SCALE (A3)	1:250
DESIGNED	SS	13/01/2025	DATUM ORIGIN	
DESIGNED CHKD	KS	14/01/2025	HORIZONTAL	NZTM GD2000
APPROVED	JM	--/--/2020	VERTICAL	NZVD 2016



PROJECT	KERB AND CHANNEL RENEWALS
	2024 - 2025

SHEET TITLE	CHARLES STREET - KAIAPOI OUTSIDE PARIS TO THE WEEKEND NEW FOOTPATH CONSTRUCTION
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FOR APPROVAL NOT FOR CONSTRUCTION	
DRAWING	4517
SHEET	REVISION
2	A