

**MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE
KAIKANUI ROOM, RUATANIWA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI,
ON MONDAY, 8 DECEMBER 2025, AT 5.10PM.**

PRESENT

J Watson (Chairperson), R Keetley (Deputy Chairperson), T Bartle, A Campbell, H Carroll, P Redmond, and S Stewart.

IN ATTENDANCE

C Brown (Manager Community and Recreation), T Stableford (Landscape Architect), C Taylor-Claude (Parks Officer), G MacLeod (Greenspace Manager), A Paterson (Assistant Librarian – Community Connections), K Rabe (Governance Advisor) and A Connor (Governance Support Officer).

1 APOLOGIES

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives and sustains** apologies for leave of absence from B Cairns and S Powell.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3 CONFIRMATION OF MINUTES

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

Moved: J Watson Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board Inaugural meeting, held 17 November 2025, as a true and accurate record subject to the correction in P Redmond's information exchange from 'Northern Australians' to 'Northern Beach Council representatives'.

CARRIED

3.2 **Matters Arising (From Minutes)**

There were no matters arising from the minutes.

4 DEPUTATIONS AND PRESENTATIONS

Nil.

5 ADJOURNED BUSINESS

Nil.

6 REPORTS

6.1 Kaiapoi Town Entrance Sign, Corten Steel Panel Artwork Concept Approval – T Stableford (Landscape Architect)

T Stableford reported she was seeking approval of the artwork concept to be cut into the Corten steel panel for the Kaiapoi Town Entrance sign to be located on Main North Road. A contract for the construction of the sign had already been awarded based on the previously approved overall design of the entrance sign. Staff previously engaged the artist designing the Kaiapoi Bridge balustrade panels to create a concept for the Corten panel however the Board requested the artwork go through a contestable process. The Board then approved the design brief which was issued to the community. Six artists provided a total of eight submissions which were reviewed by the Waimakariri Public Arts Trust who endorsed three of the concepts.

A Campbell sought clarity on the proposed location of the sign. T Stableford clarified the sign would be replacing the current stone entrance sign on the left side of Main North Road as you entered Kaiapoi from the south.

T Bartle inquired whether the Council would retain ownership of the artwork rights or if additional payment to the artist would be required should the Board wish to use the design on future entrance signage. T Stableford stated the design could be reused, however the design brief stated it would only be used for one sign. The Council Roading Team had also requested that if the artwork was to be used in further locations, it be made aware of this to ensure suitability regarding speed and visibility. C Brown added the Council had a contract with the Waimakariri Public Arts Trust which contained a section on intellectual property which could be negotiated.

P Redmond questioned who approved the awarding of a contract with Atlas Group Ltd. T Stableford explained that the Board had approved the allocation of funding for the project, which initiated staff implementation. C Brown confirmed that the delegation to award the contract rested with staff. The tendering process did not commence until the Board had approved the overall design and project budgeted. An indicative amount for the Corten steel panel was included in the contract schedule, as the cost of cutting was not expected to significantly vary regardless of the design.

H Carroll asked who decided on the order of the concepts. T Stableford stated the concepts were listed in order of the endorsement from the Waimakariri Public Arts Trust.

J Watson sought clarity on recommendation (d). T Stableford noted the Waimakariri Public Arts Trust felt the design of the boat looked stereotypical however Kaiapoi did have a similar looking boat in the River Queen and the Board had the discretion to request the design be adjusted.

A Campbell asked whether there was a risk of appearing to promote a private business, such as the River Queen, on a town entrance sign, noting that additional operators could establish themselves on the river in the future. C Brown responded it was for the Board to decide.

T Bartle questioned if the Board delaying this process would have any effect on the contractor. T Stableford stated the contractor had already been paid deposit for the preparation costs and the purchase of materials. If delayed there may be additional costs involved.

Moved: P Redmond

Seconded: H Carroll

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Lays** the report on the table pending a workshop on entrance signs to be held in February or March 2026.

CARRIED

A division was called:

For 5: T Bartle, H Carroll, R Keetley, P Redmond and S Stewart.

Against 2: A Campbell and J Watson.

6.2 **StoryWalk in Kaiapoi – C Taylor-Claude (Parks Officer), G Stephens (Design and Planning Team Leader) and A Paterson (Assistant Librarian – Community Connections)**

C Taylor-Claude took the report as read and welcomed any questions.

J Watson sought further information on the existing StoryWalk and its similarities to the proposed StoryWalk in Kaiapoi. C Taylor-Claude stated it would be the same design as in Rangiora with posts and a steel panel. The panels in Rangiora would be transferred to Kaiapoi with a new story being placed in Rangiora. The stories would be cycled between the locations.

S Stewart asked if the Council's Procurement Policy had been followed when contracting Hortons Signs to produce the signs. C Taylor-Claude responded Hortons Signs were used in 2022 to produce the temporary signs. G MacLeod noted the temporary signs did not meet the Council's financial threshold to require three quotes being received.

Following a query from T Bartle, C Taylor-Claude noted the ongoing costs of printing new panels would be minimal.

J Watson questioned if the Boards would encompass the entire forest. C Taylor-Claude confirmed the boards would form a loop around the entire forest.

A Campbell enquired if the Boards would be located as to not obstruct the pathway for other users. C Taylor-Claude confirmed that they would.

In response to a question from R Keetley, C Taylor-Claude stated all panels were graffiti treated.

P Redmond questioned if the costs would differ based on the location chosen. C Taylor-Claude noted there would be the same number of panels in all locations and therefore the costs would not differ.

Moved: T Bartle

Seconded: A Campbell

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** Report No. 250801141940.

(b) **Approves** the installation of a StoryWalk in Kaiapoi at Te Korotuahuka Wetlands/ Honda Forest.

(c) **Notes** that Council installed successful temporary StoryWalks at Northbrook Wetlands and Honda Forest/ Te Korotuahuka Wetlands in 2022 which were met by the community with great success with over 70 positive feedback responses to Council.

(d) **Notes** that a StoryWalk was officially opened at Northbrook Wetlands, Rangiora on 14 April 2025.

- (e) **Notes** that the StoryWalks will be made from ACM steel with interchangeable boards for stories to be easily changed as required.
- (f) **Notes** that the StoryWalk is estimated to be \$8,885 excluding GST and would be installed in the 25/26 Financial Year from existing Greenspace Budgets.

CARRIED

T Bartle commented that this was an excellent idea for engaging people and noted that the ease of changing the panels was a fantastic feature.

A Campbell felt the literacy of children should always be encouraged and the location would also promote active learning.

P Redmond supported the motion and would be open to investigating a second location in Silverstream if funding became available.

7 CORRESPONDENCE

K Rabe tabled a card received from the Chris Ruth Centre thanking the Board for its financial contribution throughout the year.

8 CHAIRPERSON'S REPORT

8.1 Chairperson's Report for November 2025

- Jedd Pearce was planning to hold another River Carnival in March 2026.
- Attended the Pines/Kairaki Beaches Association meeting, they were pleased to hear the works proposed by Environment Canterbury.
- A new exhibition opened at the Art on the Quay. The artist featured was Mel Eaton who was selected for the Kaiapoi bridge balustrade design.

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

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

CARRIED

9 MATTERS REFERRED FOR INFORMATION

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 5 November 2025.
- 9.2 Woodend-Sefton Community Board Meeting Minutes 10 November 2025.
- 9.3 Rangiora-Ashley Community Board Meeting Minutes 12 November 2025.
- 9.4 Approval of Subdivision Contribution Programme for 2025/26 – Report to Council Meeting 4 November 2025 – Circulates to all Boards
- 9.5 Health, Safety and Wellbeing Report September 2025 to Current – Report to Council Meeting 4 November 2025 – Circulates to all Boards.
- 9.6 Annual Report and Audited Accounts for Enterprise North Canterbury for the Year Ended 30 June 2025, and Promotion of Waimakariri District Business Plan Report to June 2025 – Report to the Audit and Risk Committee Meeting 18 November 2025 – Circulates to all Boards
- 9.7 Annual Report for Te Kōhaka o Tūhaitara Trust for the Year Ended 30 June 2025 – Report to Report to the Audit and Risk Committee Meeting 18 November 2025 – Circulates to all Boards

9.8 Request Approval for Changes to Hakarau Road No Stopping Restrictions – Report to the Utilities and Roading Committee Meeting 25 November 2025 – Circulates to the Kaiapoi-Tuahiwi Community Board

9.9 Eastern District Sewer Scheme and Oxford Sewer Scheme Annual Compliance Reports 2024/25 – Report to Utilities and Roading Committee Meeting 25 November 2025 – Circulates to all Boards

9.10 Drinking Water Quality and Compliance Annual Report 2024-2025 – Report to Utilities and Roading Committee Meeting 25 November 2025 – Circulates to all Boards

9.11 Midge Monitoring and Management at Wastewater Treatment Plants 2024-2025 – Report to Utilities and Roading Committee Meeting 25 November 2025 – Circulates to the Kaiapoi-Tuahiwi and Woodend-Sefton Community Boards

9.12 Herbicide Update and Usage by Council and Contractors in 2024/2025 – Report to Utilities and Roading Committee Meeting 25 November 2025 – Circulates to all Boards

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board

(a) Receives the information in Items 9.1 to 9.12.

CARRIED

10 MEMBERS' INFORMATION EXCHANGE

R Keetley:

- Attended the Waimakariri Biodiversity Trust meeting where two new members were appointed.
- Attended the Northern Bulldogs Rugby League Club Annual General Meeting where a new Chairperson was elected. The Club was still unsure of their tenure at Murphy Park.
- Attended the Kaiapoi Museum meeting.
- Attended the Kaiapoi Christmas parade.
- Attended the Kaiapoi RSA Christmas function.

A Campbell:

- Nothing to report.

S Stewart:

- Attended the Ashley Rakahuri River Care Group Annual General Meeting. All existing officers were re-elected. As part of their work to protect native nesting birds their cameras captured native owls being one of the predators along with cats and rats.

H Carroll:

- Attended the Waimakariri Access Group meeting. It would be holding a training day in March 2026 which provided an opportunity to experience the difficulties associated with accessibility.

T Bartle:

- The Waimakariri Health Advisory Group were working through the numbers of suicide reports which did appear to be improving.
- The North Canterbury Neighbourhood Support were changing to a charitable trust and would seek board appointments once the change was complete.
- Attended the Kaiapoi Christmas Parade.

P Redmond:

- Attended the Kaiapoi and Rangiora Christmas Parades.
- Attended the Kaiapoi RSA Christmas function.
- Jedd Pearce made a deputation to the Utilities and Roading Committee regarding the removal of yellow lines at Waimak Junction. As a result, the restrictions were removed.

11 CONSULTATION PROJECTS

Nil.

12 BOARD FUNDING UPDATE

12.1 Board Discretionary Grant

Balance as at 30 November 2025: \$6,029.

12.2 General Landscaping Budget

Balance as at 30 November 2025: \$29,290, with carry forward to be calculated.

13 MEDIA ITEMS

14 QUESTIONS UNDER STANDING ORDERS

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board is scheduled for 5pm, Monday 16 February 2026 in the Kaikanui Room, Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 6.02PM.

CONFIRMED

Chairperson

Date

Workshop (Trim: 251208233530)

- *Landscaping Budget – Grant McLeod (Greenspace Manager) 20mins*
- *Members Forum*
 - *Kaiapoi-Tuahiwi Community Board Plan*