

Agenda

Kaiapoi-Tuahiwī Community Board

Monday 16 February 2026

5pm

Kaikanui Room
Ruatanīwha Kaiapoi Civic Centre
176 Williams Street, Kaiapoi

Members:

Jackie Watson (Chairperson)

Russell Keetley (Deputy Chairperson)

Tim Bartle

Abbie Campbell

Henrietta Carroll

Philip Redmond

Sandra Stewart



WAIMAKARIRI
DISTRICT COUNCIL

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AGENDA FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD TO BE HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 16 FEBRUARY 2026 AT 5PM.

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

	<u>BUSINESS</u>	<i>PAGES</i>
1	<u>APOLOGIES</u>	
2	<u>CONFLICTS OF INTEREST</u>	
3	<u>CONFIRMATION OF MINUTES</u>	
3.1	<u>Minutes of the Kaiapoi-Tuahiwi Community Board – 8 December 2025</u>	7-12
	<i>RECOMMENDATION</i>	
	THAT the Kaiapoi-Tuahiwi Community Board:	
	(a) Confirms the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 8 December 2025, as a true and accurate record.	
3.2	<u>Matters Arising (From Minutes)</u>	
3.3	<u>Workshop Notes of the Kaiapoi-Tuahiwi Community Board – 8 December 2025</u>	13-14
	<i>RECOMMENDATION</i>	
	THAT the Kaiapoi-Tuahiwi Community Board:	
	(a) Receives the circulated Notes of the Kaiapoi-Tuahiwi Community Board workshop, held 8 December 2025.	
4	<u>DEPUTATIONS AND PRESENTATIONS</u>	
4.1	<u>Drucilla Kingi-Patterson – Removal of Parking Williams Street</u>	
	D Kingi-Patterson will be in attendance to discuss the removal of a car park on Williams Street.	
5	<u>ADJOURNED BUSINESS</u>	
	Nil.	

6 REPORTS

6.1 Applications to the Kaiapoi-Tuahiwi Community Board's 2025/26 Discretionary Grant Fund – Kay Rabe (Governance Advisor)

15-31

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 251222244198.
- (b) **Approves** a grant of \$..... to the Community Watch Kaiapoi Incorporated to purchase four portable radios and to upgrade the radio in the patrol vehicle.
- OR**
- (c) **Declines** the application from the Community Watch Kaiapoi Incorporated.

7 CORRESPONDENCE

Nil.

8 CHAIRPERSON'S REPORT

8.1 Chairperson's Report for December 2025 and January 2026

32

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the report from the Kaiapoi-Tuahiwi Community Board Chairperson (Trim: 260209022058).

9 MATTERS REFERRED FOR INFORMATION

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 3 December 2025.
- 9.2 Woodend-Sefton Community Board Meeting Minutes 8 December 2025.
- 9.3 Rangiora-Ashley Community Board Meeting Minutes 10 December 2025.
- 9.4 Council Submissions to Central Government Consultations for September and October 2025 – Report to Council Meeting 2 December 2025 – Circulates to all Boards.
- 9.5 Adoption of Community Board Submissions on Resource Management Matters Policy – Report to Council Meeting 2 December 2025 – Circulates to all Boards.
- 9.6 Adoption of Elected Members Expenses Policy – Report to Council Meeting 2 December 2025 – Circulates to all Boards
- 9.7 Elected Member Pecuniary Interests Register – Report to Council Meeting 2 December 2025 – Circulates to all Boards
- 9.8 Oxford-Ohoka Community Board Chairpersons Report for Period 1 January 2025 to 30 September 2025 – Report to Council Meeting 2 December 2025 – Circulates to all Boards
- 9.9 Kaiapoi-Tuahiwi Community Board Chairpersons Report for Period 1 January 2025 to 30 September 2025 – Report to Council Meeting 2 December 2025 – Circulates to all Boards
- 9.10 Rangiora-Ashley Community Board Chairpersons Report for Period 1 January 2025 to 30 September 2025 – Report to Council Meeting 2 December 2025 – Circulates to all Boards

- 9.11 Woodend-Sefton Community Board Chairpersons Report for Period 1 January 2025 to 30 September 2025 – Report to Council Meeting 2 December 2025 – Circulates to all Boards
- 9.12 Health, Safety and Wellbeing Report October 2025 to Current – Report to Council Meeting 2 December 2025 – Circulates to all Boards
- 9.13 May 2025 Flood Recovery Progress Update and Project Update on Infrastructure Resilience Fund for 2024/25 and 2025/26 – Report to Utilities and Roading Committee Meeting 9 December 2025 – Circulates to all Boards
- 9.14 Update to Northern Pegasus Bay Advisory Group Terms of Reference – Report to Community and Recreation Committee Meeting 16 December 2025 – Circulates to all Boards
- 9.15 Arohatia te Awa Terms of Reference – Report to Community and Recreation Committee Meeting 16 December 2025 – Circulates to all Boards
- 9.16 Aquatics December Update – Report to Community and Recreation Committee Meeting 16 December 2025 – Circulates to all Boards
- 9.17 Libraries Update to December 2025 – Report to Community and Recreation Committee Meeting 16 December 2025 – Circulates to all Boards

Public Excluded

- 9.18 Request to Bring Forward Budget for the Kaiapoi Bridge Balustrade Upgrade – Report to Council Meeting 2 December 2025 – Circulates to the Kaiapoi-Tuahiwi Community Board
- 9.19 Contract 25/67 – Kaiapoi to Pineacres Path Tender Evaluation and Contract Award Report – Report to Management Team Meeting 15 December 2026 – Circulates to the Kaiapoi-Tuahiwi Community Board

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board

- (a) Receives the information in Items 9.1 to 9.17.
- (b) **Receives** the separately circulated public excluded information in Items 9.18 and 9.19.

Note:

- 1. *The links for Matters for Information were previously circulated to members as part of the relevant meeting agendas.*
- 2. *Hard copies of the public excluded items were circulated to members separately.*

10 MEMBERS' INFORMATION EXCHANGE

10.1 Brent Cairns

33-34

Trim: 260209022071

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

Written information submitted by members is included in the agenda.

11 CONSULTATION PROJECTS

Nil.

12 BOARD FUNDING UPDATE

12.1 Board Discretionary Grant

Balance as at 31 January 2026: \$6,029.

12.2 General Landscaping Budget

Balance as at 31 January 2026: \$46,580.

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 March 2026 in the Kaikanui Room, Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi.

Workshop

- *Town Entrance – Tori Stableford (Landscape Architect) 20mins*
- *Members Forum*
 - *Kaiapoi-Tuahiwi Community Board Plan*

MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA 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

Moved: J Watson

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-Tuahwi 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-Tuahwi Community Board:

- (a) **Receives** Report No. 250801141940.
- (b) **Approves** the installation of a StoryWalk in Kaiapoi at Te Korotuaheka Wetlands/ Honda Forest.
- (c) **Notes** that Council installed successful temporary StoryWalks at Northbrook Wetlands and Honda Forest/ Te Korotuaheka 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 Roothing 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 Roothing Committee Meeting 25 November 2025 – Circulates to all Boards
- 9.10 Drinking Water Quality and Compliance Annual Report 2024-2025 – Report to Utilities and Roothing 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 Roothing 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 Roothing 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 Roothing 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*

NOTES OF A WORKSHOP OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, ON MONDAY 8 DECEMBER 2025 AT 4.30PM.

PRESENT

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

IN ATTENDANCE

C Brown (General Manager Community and Recreation), T Stableford (Landscape Architect), G MacLeod (Greenspace Manager), K Rabe (Governance Advisor) and A Connor (Governance Support Officer).

There was one member of the public present.

1. Environment Canterbury Update – F Brooks (Environment Canterbury Northern Area Engineer), M Unwin (River Engineer) and E Edwards (Communications and Engagement)

Key Points:

- Courtenay Floodgates Replacement:
 - A complete replacement with new structure was required with the tender expected to be awarded before Christmas and works starting in early January 2026.
 - The stopbank would be closed for the duration of the work with a marked detour in place.
- Kaiapoi Stopbank Upgrade – Murphy Park Section:
 - Removal of stumps and rebuilding of the stopbank was scheduled for early 2026.
 - The crest would be widened slightly.
 - Design for the stopbank downstream of Mandeville Bridge was progressing with a construction time frame still to be confirmed.
- Cam River/Ruataniwha Stopbank Upgrades and Planting Works:
 - Downstream of State Highway One the stopbank was largely at design height already however multiple small depressions, rabbit warren and poor profile compromised integrity. Works would give a 3m wide crest.
 - Cam Cox Road the stopbank was below design height with multiple trees growing in the bank and poor profile compromising integrity. Works would give a 3m wide crest.
- Cam Repatriation Native Planting:
 - State Highway One – 700 plants mostly sedges and grasses and infill of existing planting was completed in spring 2025
 - Cox Road – 470 of 3,900 scheduled plants had been planted. Sedges and grasses on the bank with trees and shrub nodes in wider berm areas. The true left would be planted in Autumn 2026.
- Beach Road Floodgates and Stopbank Upgrades:
 - Replacement of existing floodgate with new structure located downstream.
 - Floodgate construction was expected to take place in spring/summer of 2026.
 - The existing floodgate would be retained and held open but dropped as needed.

2. Landscaping Budget – G MacLeod (Greenspace Manager) and T Stableford (Landscape Architect)

Key Points:

- The Board currently had two projects in progress, the Kaiapoi Volleyball Net and the Town Entrance Development.
- The Boards budget for the 2025/26 financial year was \$46,580.
- One further idea was to select another town entrance location to develop. This was estimated to cost \$45,000 per entrance.

Questions/Issues/Feedback:

- *Move the existing signs at the Kaiapoi Main North Road entrance into Patchina's Walkway.*
- *Could planter boxes be installed between Raven Quay and Hilton Street?*
Planter boxes needed to be a business led project and the irrigation was complex.

THERE BEING NO FURTHER BUSINESS THE WORKSHOP CONCLUDED AT 6.25PM.

WAIMAKARIRI DISTRICT COUNCIL**REPORT OR DECISION****FILE NO and TRIM NO:** GOV-26-08-06 / 251222244198**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD**DATE OF MEETING:** 16 February 2026**AUTHOR(S):** Kay Rabe, Governance Advisor**SUBJECT:** Applications to the Kaiapoi-Tuahiwi Community Board's 2025/26 Discretionary Grant Fund**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

1.1 The purpose of this report is to consider an application for funding received from:

Name of Organisation	Purpose	Amount requested (excluding GST)	Does the application comply with the Discretionary Grant Fund Criteria?
Community Watch Kaiapoi Incorporated	To purchase four portable radios and upgrade the vehicle radio	\$750	This application complies with the criteria.
Total:		\$750	

Attachments:

- i. Application from the Community Watch Kaiapoi Incorporated (Trim Ref: 251209234076).
- ii. A spreadsheet showing the Discretionary Grant Grants for the previous two years.
- iii. Board Discretionary Grant Funding Criteria for the 2025/26 financial year. (Trim Ref: 210603089725).

2. RECOMMENDATION**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 251222244198.
- (b) **Approves** a grant of \$..... to the Community Watch Kaiapoi Incorporated to purchase four portable radios and to upgrade the radio in the patrol vehicle.
OR
- (c) **Declines** the application from the Community Watch Kaiapoi Incorporated.

3. BACKGROUND

- 3.1 The **Community Watch Kaiapoi Incorporated** is seeking funding towards the purchase of four portable radios and to upgrade the radio in the patrol vehicle.
- 3.2 This application complies with the Board Discretionary Grant Funding Criteria.

- 3.3 The current balance of the Kaiapoi-Tuahiwi Community Board's 2025/26 Discretionary Grant fund is \$6,029.

4. **ISSUES AND OPTIONS**

Community Watch Kaiapoi Incorporated (the Group)

4.1 Information provided by the Group:

- 4.1.1 The Group, which is affiliated with Community Patrols New Zealand, was established in April 1993 and operates entirely through volunteer participation. It contributes to community safety by acting as the “eyes and ears” of the New Zealand Police and is based at the Kaiapoi Police Station. Community Watch Kaiapoi Incorporated is affiliated with Community Patrols New Zealand.
- 4.1.2 The group is seeking funding to purchase four portable radios and to upgrade the radio installed in its patrol vehicle. The existing radio network, supplied by TL Parker Ltd, is being decommissioned due to its age, and the replacement network requires compatible equipment.
- 4.1.3 A fit-for-purpose radio network will support effective communication between volunteers and enable direct contact with the New Zealand Police or emergency services when required, thereby improving operational efficiency and enhancing volunteer safety. While the option of using mobile phones offers versatility and global connectivity, two-way radios excel in reliability, durability and instant communications making them ideal for communication between the patrol vehicle and members of the Patrol.
- 4.1.4 Staff have been asked to verify if the New Zealand Police cover the cost of hand held radios. The Patrol have confirmed that the only item that is subsidised by the Police is fuel. All equipment and uniforms are the responsibility of each area community patrol.
- 4.1.5 The total cost of the portable radios and vehicle radio upgrade is estimated at \$3,267. The Group is requesting \$750 from the Board, with the balance to be funded through proceeds from the “Safer Plates” initiative, business sponsorship, and an application to the Bennett Ostler and Jaycee Charitable Trust, for which a decision is pending.

4.2 Council Evaluation:

- 4.2.1 The application complies with the Board's Discretionary Grant Application Criteria, as it is from a local not-for-profit organisation. Also, the requested \$750 is within the Board's per-application funding limit, and the project would primarily benefit residents of the wider Kaiapoi community.
- 4.2.2 The group has previously received Board funding for the purchase of an AED in November 2019 (\$800) and for replacement pads and a battery in November 2023 (\$750), with all Accountability Forms received. If this application is declined, the project will proceed, though it may be delayed while alternative funding is secured.

- 4.3 The Board may approve or decline grants in accordance with the grant guidelines.

4.4 **Implications for Community Wellbeing**

There are social and safety benefits for the community, as the Group supports community safety and responds during medical emergencies when required.

- 4.5 The current balance of the Kaiapoi-Tuahiwi Community Board's 2025/26 Discretionary Grant Fund is \$6,029. If the application is granted, the Board will have \$5,279 remaining for the four months of the financial year ending on 30 June 2026.
- 4.6 The Management Team has reviewed this report.

4. COMMUNITY VIEWS

5.1 Mana Whenua

Te Ngāi Tūāhuriri hapū is likely to be affected by or have an interest in the subject matter of this report, given that the Community Watch Kaiapoi Incorporated covers this area in its patrol.

5.2 Groups and Organisations

No other groups or organisations are likely to be affected by or to have an interest in the subject matter of this report.

5.3 Wider Community

The wider community will likely be affected by or interested in the report's subject, as community safety and wellbeing are the overriding objectives of this grant.

5. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1 Financial Implications

6.1.1 The 2025-26 Annual Plan includes a budget provision of \$8,790 for the Kaiapoi-Tuahiwi Community Board to approve grants to community groups for the 2025/26 financial year (July 2025 to June 2026). A carryover of the 2024/25 financial year amounted to \$1,259, thereby bringing the 2025/26 Discretionary Grant Fund to a balance of \$10,049.

6.1.2 The current balance of the Kaiapoi-Tuahiwi Community Board's 2025/26 Discretionary Grant Fund is \$6,029. If the application is granted, the Board will have \$5,279 remaining for the remaining four months of the financial year.

6.1.3 The application criteria specify that grants are customarily limited to \$750 per application, with a maximum of \$1,000 in any financial year (July to June). However, groups can apply twice a year, provided the applications are for different projects. Where applicable, GST values are calculated and added to appropriately registered groups if the decided benefits exceed Board-resolved values.

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 associated with adopting and implementing the recommendations in this report.

6.4 Health and Safety

All health and safety-related issues will fall under the auspices of the groups and organisations which apply for funding.

6. 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

Not applicable.

7.3 Consistency with Community Outcomes

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

People are friendly and caring, creating a strong sense of community in our District. There are wide-ranging opportunities for people of different ages and cultures to participate in community life and recreational activities.

7.4 Authorising Delegations

Community Boards have delegated authority to approve Discretionary Grant Funding.

What happens now?

Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) by posting to Private Bag 1005, Rangiora 7440, New Zealand, or hand delivering to your local Service Centre, or emailing to: IM@wmk.govt.nz

What happens next?

- Your application will be processed and presented to the Board at the next appropriate meeting.
- Following the meeting a letter will be sent to notify you of the Board's decision and if successful an invoice and your organisation's bank account details will be requested. This information is required within 10 days of the Board decision.
- On receipt of this information payment will be processed to your organisation's bank account.

Groups applying for Board Discretionary Grants 2025/2026

Name of group: Community Watch Kaiapoi Incorporated

Address: c/o Kaiapoi Police Station 147 Williams Street Kaiapoi 7630

Contact person within organisation: [REDACTED]

Position within organisation: Coordinator

Contact phone number: [REDACTED]

Email: [REDACTED]

Describe your project or event and what the grant funding will specifically be used for. (Use additional pages if needed)

To upgrade our vehicle radio and four portable radios. The network we are using, that is supplied by T L Parker Ltd, is closing down due to age and is also being upgraded. Our vehicle radio is old and will have to be replaced but our portable radios can be upgraded.

What is the timeframe of the project/event date? To be done by 3rd June 2026

Overall cost of project/event: \$3267.15 Amount requested: \$750.00

How many people will directly benefit from this project? Many

Who are the range of people benefiting from this project? (You can tick more than one box)

- ☐ People with disabilities (mental or physical)
 ☐ Cultural/ethnic minorities
 ☐ District
☐ Preschool
 ☐ School/youth
 ☐ Adults
 ☒ Whole community/ward

Provide estimated percentage of participants/people benefiting by community area:

Oxford-Ohoka _____% Rangiora-Ashley _____% Woodend-Sefton _____% Kaiapoi-Tuahiwi _____%

Other (please specify): Unknown, having a good communication system is essential.

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

It will enable the Community Patrol to continue receiving welfare checks while on patrol and communicate with other patrols.

What is the benefit(s) to your organisation?

The only benefit to our patrollers is safety through communication.

What are the benefits, economic or otherwise, to the Kaiapoi-Tuahiwi community or wider district?

Knowing our patrol vehicle is equipped with a radio system for patrollers safety and being able to call for assistance.

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered)? ☐ Yes ☒ No

If yes, name of parent group: _____

What is the relationship between your group and the parent group?

Community Watch Kaiapoi Incorporated is affiliated to Community Patrols New Zealand

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied to, or intend to apply to for funding this project and the amount applied for.

We have earned a small amount of funding from our safer plates programme and approached businesses for support. We have applied to the Bennett Ostler and Jaycee Charitable Trust also but no set sum was asked for.

What other Council funding sources have you applied to, or intend to apply to for funding this project and the amount applied for i.e other Community Boards, Annual or Long Term Plan, Community Grants and Enterprise North Canterbury.

Nil

Have you applied to the Kaiapoi-Tuahiwi Community Board or any other Waimakariri Community Board for other project funding in the past 18 months? ☐ Yes ☒ No

If yes, please supply details:

If this application is declined, will this event/project still occur? ☒ Yes ☐ No

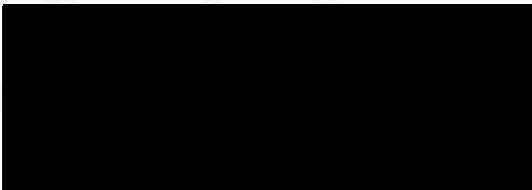
If No, what are the consequences to the community/organisation?

- Enclosed ☒ Financial Information (*compulsory – your application cannot be processed without financial statements*)
- ☒ Bank Statement (*Bank Statements will remain confidential*)
- ☒ Supporting costs, quotes or event budgets
- ☒ Other supporting information

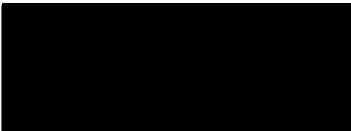
- ☒ I am authorised to sign on behalf of the group/organisation making this application.
- ☒ I declare that all details contained in this application form are true and correct to the best of my knowledge.
- ☒ I accept that successful applicants will be required to report back to the Community Board by completing an Accountability Report.
- ☒ I accept that information provided in this application may be used in an official Council report available to the public.

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

Signed:



Date: 8-12-2025



COMMUNITY WATCH KAIAPOI INCORPORATED
BALANCE SHEET

AS AT 30 TH SEPTEMBER 2025
Charities Reg number CC43213

Current Assets:

WestpacTrust- General Account	1,788.28	
WestpacTrust- Term Deposit	8,875.98	
Stock On Hand	2,635.68	
		13,299.94
		-
		<u>13,299.94</u>

Accumulated Funds:

Opening Balance	12,929.57	
Net Operating Income	<u>370.37</u>	
	<u>13,299.94</u>	

Assets held	1/10/2024	18,459.94
		0.00
		18,459.94
	30/09/2025	15,144.34

Depreciation not claimed in this financial year	3,315.60	
		<u>13,299.94</u>

[REDACTED]
[REDACTED]
[REDACTED]

COMMUNITY WATCH KAIAPOI INCORPORATED

SCHEDULE OF FIXED ASSETS AND DEPRECIATION
FOR THE YEAR ENDED 30TH SEPTEMBER

2025

Charities Reg number CC43213

ITEM - DESCRIPTION	COST TO LAST YR	OPENING BOOK VAL	DEPRECIATION RATE	AMOUNT	CLOSING BOOK VAL
		1/10/2024			30/09/2025
Crossband Radio	2482.91	12.98	15.5DV	2.01	10.97
1 Base set Radio	4200.00	1809.40	15.5 D/V	280.46	1528.94
4 Mobile radio's					
Haval	2020	13551.62	20 DV	2710.32	10841.30
Dash Cam	2016	600.00	258.49 15.5 D/V	40.07	218.42
Defib	21/01/2020	2066.72	10 DV	206.67	1860.05
Dash cam Defib	23/02/2024	845.25	760.73 10 DV	76.07	684.66
		18459.94		3315.60	15144.34



COMMUNITY WATCH KAIAPOI INCORPORATED
INCOME STATEMENT

Charities Reg number CC43213

FOR THE YEAR ENDED 30TH SEPTEMBER

2025

Income:

Interest Received	Cheque Acc	0.00
Interest Received	Investment	479.19
CPNZ	Community Patrols of NZ	0.00
Safe R Plates		245
Donations		1400
Grant - WDC		0

2,124.19

Less Expenditure:

Phone Top ups		200.00
Motor Vehicle Rego and Tyres		207.55
Community Patrol- Selwyn and Malvern		0.00
Other	Gift Voucher Auditor	100.00
Uniform-Monograms		46.00
Defib Pads		0.00
Insurance	Vehicle - 24 and 25 year	1200.27
Charities Commission		0.00
Red Cross Defib		0

Depreciation not claimed

3,315.60

1,753.82

NET OPERATING PROFIT / LOSS

Income over Expenditure

370.37



Westpac New Zealand Ltd
PO Box 934
Shortland Street
Auckland 1140
Phone: 0800 400 600

25 October 2025

Community Watch Kaiapoi Inc
Care of Police Station
149 Williams Street
Kaiapoi



Non - Profit Organisation

Account name: Community Watch Kaiapoi Inc

Account number: [REDACTED]
Statement Opening date: 26 September 2025
Statement Closing date: 25 October 2025
Statement number: 327

At a glance

your current balance

\$1,788.28

Other balances

TYPE	BALANCE \$
Term investments	8,875.98

A 36 Sheffield Cres, Burnside, Christchurch 8053

W www.tlparker.co.nz

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Please update your address book with our new @cse.net email address.



Please consider the environment before you print this email.

From: Kaiapoi CP <kaiapoi@cpnz.org.nz>

Sent: Monday, 19 May 2025 3:32 pm

To: Nate Brown <nate@tlp.co.nz>

Subject: [EXTERNAL] Community Patrol Radio upgrade.

Good afternoon Nate,

I have received a copy of the email you sent to Ken Bye re the upgrading of Community Patrol radios by 3th June 2026.

The Kaiapoi Patrol has the following radios.

1 x DM3600 base set - we may not replace or upgrade this.

1 x DM3601 radio in our patrol vehicle - this will need upgrading.

4 x DP4401e handheld radios - these will need upgrading.

You mention in your email that the DP4000 series will require reconfiguration and a license fee of \$230 inc. gst. Is this fee per unit and is this applicable for the DM4000 as well?

I know this is early days and it is not required until next year but would it be possible to give us an estimation and a breakdown of what costs we will be looking at so we may arrange some funding for this expenditure.

Thanks & regards

Owen Cassidy

Chairman/ Coordinator

Community Watch Kaiapoi Inc

cassidy@xtra.co.nz

From: Nate Brown <Nate.Brown@cse.net>
Sent: Thursday, 7 August 2025 7:50 pm
To: Nate Brown; Kaiapoi CP; Andrew Lumsden
Subject: Re: [EXTERNAL] Community Patrol Radio upgrade.

Hi Owen

Again, I apologise for neglecting to follow this up for you.

Andrew, can you please provide this pricing for Owen. They will be needing pricing for one base set, 5 licenses and a small labour component for setting up new configs.

Kind regards

Nate Brown

Technical Solutions Specialist

M +64 (0) 22 603 8839 **P** +64 (0) 3 358 8082

A 36 Sheffield Crescent, Christchurch 8053

W www.csecrosscom.net



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A CSE Crosscom company since 2023.

Please update your address book with our new @cse.net email address.



Please consider the environment before you print this email.

From: Nate Brown <nate@tlp.co.nz>

Sent: Wednesday, May 21, 2025 8:59:32 AM

To: Kaiapoi CP <kaiapoi@cpnz.org.nz>; Andrew Lumsden <Andrew.Lumsden@cse.net>

Subject: RE: [EXTERNAL] Community Patrol Radio upgrade.

Hi Owen

Thanks for getting in touch. Yes the fee is per unit and is applicable to the DM4000 as well. I've passed this on to Andrew who will arrange a quote and breakdown for you.

Kind regards

Nate Brown

Presales Engineer

M +64 (0) 22 603 8839 **P** +64 (0) 3 358 8082



TL Parker Ltd
Communications on the move

36 Sheffield Crescent
Burnside
Christchurch, 8053

Phone: (03) 358 8082
Fax: (03) 358 7752
Email: reception@tlp.co.nz

August 8, 2025	Estimate	W1 10876
<div>KAIAPOI COMMUNITY WATCH c/o KAIAPOI POLICE STATION 149 WILLIAM STREET KAIAPOI 0211144016 Customer Id: KAIAPOI/CO</div>	<div>Description: SUPPLY ONLY</div> <div>Received: Quote</div> <div>Delivered:</div>	

Description	Qty	Price	Total
SUPPLY ONLY			
DM4601e 8/900m GPS	1.00	1,691.00	1,691.00
CAPACITY MAX TIER 3 UPGRADE LICENSE	5.00	230.00	1,150.00

Expiry Date: 7/09/2025

Terms & Conditions

- 1. All Prices exclude GST unless otherwise stated.
- 2. All Prices subject to confirmation at time of placing order.
- 3. Payment terms assume cash on delivery of equipment or payment by 20th month following presentation of our invoice for credit approved customers.
- 4. Warranty - We offer manufacturers parts & labour warranty on all new Radio Subscriber Equipment & the manufacturers 12 months warranty on batteries & accessories.

Parts	\$2,841.00
Sub-Total	\$2,841.00
GST	\$426.15

Printed: 8/08/25 8:49AM	TOTAL	\$3,267.15
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Spreadsheet Showing Kaiapoi-Tuahiwi Community Board Discretionary Grant for the 2025/26 Financial Year

	Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
Kaiapoi-Tuahiwi Community Board 10.136.100.2410		Carried forward 2024/25 = 1,259	2025/26= \$8,790				\$ 10,049.00
	21-Jul	Kaiapoi Community Garden	Towards entertainment @ Jazz and Blues Festival		\$500	\$500	\$9,549
	21-Jul	Silverstream Residents Volunteer Group	Purchase of Bench		\$740	\$740	\$8,809
	21-Jul	Allstars Marching Teams	Hall hire for training/practice sessions for the year		\$750	\$750	\$8,059
	18-Aug	Kaiapoi Pony Club	towards attending the Springston Trophy in Blenheim	Declined	\$1,000	\$0	\$8,059
	18-Aug	Kaiapoi Garden Club	Towards hosting the Kaiapoi Garden Competition		\$600	\$250	\$7,809
	15-Sep	Menzshed of Kaiapoi Inc	towards hosting a Teddy Bear hunt		\$650	\$195	\$7,614
	15-Sep	The Chris Ruth Centre	Instalation of blinds	Declined	\$735		\$7,614
	17-Nov	Noaia Charitable Trust	Community market for equipment and promotion		\$1,000	\$500	\$7,114
	17-Nov	Mahi Matatoa Trust	Towards first aid training		\$585	\$585	\$6,529
	17-Nov	Community Colleges New Zealand - Comcol North Canterbury	Towards materials and labour to install a mounting block		\$1,056	\$500	\$6,029
	16-Feb	Community Watch Kaiapoi Incorporated	Toeards an upgrade of the vehicle radio and purchase of four portable radios		\$750		

Spreadsheet Showing Kaiapoi-Tuahiwi Community Board Discretionary Grant
for the 2024/2025 Financial Year

	Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
Kaiapoi-Tuahiwi Community Board 10.136.100.2410			2024/25= \$8,600				\$ 8,600.00
	15-Jul	Waimakariri United Football Club	Towards Bibs for Mainland competition teams	28-Jul-25	\$856	\$500	\$8,100
	15-Jul	R13 Youth Development Trust	Towards Art Therapy supplies	30-Jan-25	\$600	\$600	\$7,500
	15-Jul	Community Wellbeing North Canterbury Trust	Digital media screen for Karanga Mai Early Learning Centre		\$600	Declined	\$7,000
	19-Aug	Allstars U18	Towards training camp	7-Apr-25	\$750	\$500	\$7,000
	19-Aug	Oxford Community Trust	towards catering costs for Day Out event		\$750	Declined	\$7,000
	19-Aug	Kaiapoi Garden Club	towards costs of running Kaiapoi Garden Competition	31-Jan-25	\$560	\$500	\$6,500
	19-Sept	North Canterbury Inclusive Sports Festival	Host the festival at Mainpower	Funds not claimed	\$750	\$500	\$6,000
	19-Sept	YDOT	Towards Funday & Adventure Race	1-Apr-25	\$918	\$517	\$5,483
	21-Oct	Kaiapoi Community Garden	Floor Covering	2-Jul-25	\$550	\$550	\$4,933
	21-Oct	Pines Kairaki Beaches Association	Christmas Event	11-Apr-25	\$732	\$732	\$4,201
	17-Feb	Waimakariri Outrigger Canoe Club	Purchase of paddles and lifejackets	31-Jul-25	\$1,000	\$500	\$3,701
	17-Feb	Silverstream Reserve Volunteer Group and Down by the River	Donation for Musicians	9-Jul-25	\$750	\$500	\$3,201
	17-Mar	The Chris Ruth Centre	Shade sail	1-Jul-25	\$1,000	\$500	\$2,701
	17-Mar	Rely for Life North Canterbury	Relay for life event	28-Apr-25	\$500	\$500	\$2,201
	14-Apr	Combined Probus Club of Kaiapoi	Identification banners	2-Jul-25	\$442	\$442	\$1,759
	14-Apr	Clarkville Playcentre	First Aid Courses	23-May-25	\$750	\$500	\$1,259
	14-Apr	Big Brothers Big Sisters	New Office computer	15-Jul-25	\$1,000	\$ 500.00	\$759
							\$759
		Inclusive sports				\$ 500.00	\$1,259

GOVERNANCE

Kaiapoi-Tuahiwi Community Board

Discretionary Grant Application

Information to assist groups with their application

The purpose of the Board discretionary grants is to assist projects that enhance community group capacity and/or increase participation in activities.

When assessing grant applications the Board considers a number of factors in its decision making. These include, but are not limited to; type of project, time frame, benefits to the community and costs. The more information you as a group can provide on the project and benefits to participants the better informed the Board is. You are welcome to include a cover letter as part of your application. The decision to grant funds is the sole discretion of the Board.

The Board cannot accept applications from individuals. All funding is paid to community-based project groups, non-profit community organisations, registered charities or incorporated societies. Council funding is publicly accountable therefore the Board needs to demonstrate to the community where funding is going and what it is being spent on.

The Board encourages applicants, where practically possible, to consider using local businesses or suppliers for any services or goods they require in their application. The Board acknowledges that this may result in a higher quote.

It would be helpful to the Board to receive a project summary that includes costs, and shows the areas where funds will be spent, fund raising the group has undertaken towards the project, and other sources of funding that have been accessed. Please note that your application will not be processed if the required financial information is not provided. The Board reserve the right to request additional information.

Examples (but not limited to) of what the Board cannot fund:	Examples (but not limited to) of what the Board can fund:
✗ Wages	✓ New equipment/materials
✗ Debt servicing	✓ Toys/educational aids
✗ Payment for volunteers (including arrangements in kind eg petrol vouchers)	✓ Sporting equipment
✗ Stock or capital market investment	✓ Safety equipment
✗ Gambling or prize money	✓ Costs associated with events
✗ Funding of individuals (only non-profit organisations)	✓ Community training
✗ Payment of any legal expenditure or associated costs	
✗ Purchase of land and buildings	
✗ Activities or initiatives where the primary purpose is to promote, commercial or profit-oriented interests	
✗ Payment of fines, court costs or mediation costs, IRD penalties	

- The Board supports a wide range of community activities. However, an application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- The Board will consider grant applications every month. Applications must be received at least four weeks before Board meeting dates to be processed on time.
- Applications will only be accepted from community-based project groups, not-for-profit organisations, registered charities or incorporated societies. No application from an individual which benefits only one person will be accepted.
- Applications from Funding Committees and/or similar community-based groups associated with schools will be considered only if significant community benefit has been shown and proof is provided that the Ministry of Education does not fund the activity. However, schools themselves are not considered non-profit community-based organisations.
- Grant funding will not be allocated for events/projects that have already occurred, i.e. retrospectively.
- The grant funding is limited to projects primarily within the Board area or benefiting the residents of the ward.
- Grants are generally limited to \$750 with a maximum of \$1,000 in any financial year (July to June). However, a group may apply twice a year, provided it is for different projects. The Board will only consider granting more than \$750 in exceptional circumstances and will provide detailed reasons for exceeding the present limit.
- The application should clearly state the purpose for which the funds will be used. It should be noted that the board will not fund ongoing or annual operating expenditure associated with the administration or running of the applicant's club organisation or club.
- Organisations predominately funded by the Central Government must provide supporting evidence that the requested grant will not be spent on projects that the Central Government should/do fund.
- The applicant should submit relevant financial information to prove they can deliver the project. Financial information should include a balance sheet/profit and loss and, at least, a bank statement to enable the Board to make an informed decision.
- Applicants must declare any other funding sources for the proposed project for which funding is being sought, especially Council community grants, other Community Boards grants, and Enterprise North Canterbury funding.
- If the group does not provide the information to enable the grant to be paid within three months of approval of the grant being notified, the application will be regarded as closed, and funds will be released for reallocation by the Board.
- If funds are not spent on the specific project applied for within six months of the date of the event/project, the recipient will be required to return the funding to the Council.
- The Council must receive an Accountability Form within 20 working days after the event, completion of the project, or when the funds were spent outlining how the funds were applied. Relevant proof of purchase, such as receipts, bank statements, or invoices, must accompany the Accountability Form, and photos of the event or purchase are encouraged.
- Where possible, Boards request permission to use these photos on their Facebook page, the Council website, or other social media to encourage other community groups' participation.
- No new application will be accepted until the Board receives the Accountability Form and relevant documentation for previous funding granted.

KAIAPOI-TUAHIWI COMMUNITY BOARD

CHAIRPERSON'S REPORT

For the month of January 2026

Name: Jackie Watson

COMMUNITY INTERACTION	ISSUES RAISED	ACTION SUGGESTED
<i>i.e, Events, meetings, e-mails</i>	<i>i.e, Community Feedback and Concerns</i>	<i>i.e, Call for report, refer to Council, Service Request</i>
<i>Kaiapoi Bridge meeting</i>	<i>Progress meeting Project will start in June, waiting for steel</i>	
<i>Kaiapoi North School farewell principal</i>	<i>Jason Miles farewelled by local principals and school community , heading to Wellington to chair Primary Schools national body</i>	
<i>Waimakariri Arts Trust meeting</i>	<i>Kaiapoi Art Expo 2026 20th anniversary Competition for artworks with Kaiapoi as a theme</i>	
<i>Kaiapoi Garden Competition judging</i>	<i>27 gardens entered the comp</i>	
<i>Pines Kariaki Beaches Association meeting</i>	<i>Concern over state of walkways with timber left</i>	<i>Contacted Ranger Kelly at TK Trust. Work in progress.</i>
<i>Northern Pegasus Bylaw Steering Group</i>	<i>A quiet summer with the poor weather Whitebaiting squabbles the main issue</i>	
<i>Kaiapoi Waitangi Day</i>	<i>A good turnout and great weather for a successful event by Sarah Broughton and KPA</i>	

- * *The purpose of the Chair's report is to provide a short update to Board members in relation to activities/meetings that you have attended or to provide general Board related information.*
- * *The Chair is urged to submit a written report in time for inclusion in the Community Board Agenda for the community's benefit.*

KAIAPOI-TUAHIWI COMMUNITY BOARD

MEMBERS INFORMATION EXCHANGE

For the month of January / February 2026

Member' Name: Brent Cairns

- Food Secure North Canterbury are hosting open weekends at gardens around the district in March 2026. The gardens are focused on edibles and growing food, with the aim of increasing the numbers of people growing their own food.
- New Pegasus Community watch vehicle.
- Eco Educate held their first trade garage sale, with it likely to be repeated on a regular basis. The funds raised will support the work that Hope Trust does district wide.
- Freedom Lifestyle village opened their clubrooms this month. I spoke with people from as far as Lincoln attending, many looking to move into this over 50's village. Many of the visitors I spoke too, liked the idea of having a safe lock up area for campervans as one of the deciding factors to move into village.
- Annual Plan average rates increase will be around 4.91%
- Kaiapoi Promotions, who contracted Sarah Broughton to bring to the district the 14th Kaiapoi Waitangi day, with one of the biggest crowds attending. Loads of stalls and loads of entertainment.
- Council have created a page that has all of the local government reforms in one location, along with Councils own submissions. [Local Government Reforms | Waimakariri District Council](#)
- Library trials mobile library service. This initiative aims to bring a curated selection of books, magazines, and other library resources directly to communities that may not have easy access to one of our physical libraries (Rangiora, Kaiapoi and Oxford).
- Pegasus Residents Group Inc are holding their family fun day on the 22nd February. Live music and fun things to do.
- Draft Parking bylaw is to go out for consultation, with a hearing panel to bring suggested changes to Council.

- Waimakariri Public Arts Trust are calling for expressions of interest from Artist to create a sculpture in memory of Sir Howard Kippenburger. [Seeking Artistic Expressions of Interest: Kippenberger sculpture, Kippenberger Avenue | Waimakariri District Council](#)
- The Waimakariri Public Arts Trust are building a sculpture trail on their website. The sculptures in public locations will have plaques with QR codes back to a page for the sculpture.
- A sculpture will soon be installed at Mainpower stadium.
- Kaiapoi High School have taken 257 new students starting this year. Education department have the school at maximum number of 1100 students, the school roll will be over that by around 25 students. With rising roles in all primary schools that feed this high school, the education department are going to have to make the call as to how many new class rooms will be required.
- Kaiapoi River Carnival, March 14th planning is well underway for this event that is being funded in the main by local businesses.