

REGENERATION STEERING GROUP

NOTICE OF MEETING

Date:	Monday 1 October 2018
Time:	4.00pm – 6.00pm
Venue:	Ruataniwha Kaiapoi Civic Centre Williams Street Kaiapoi

AGENDA

1. **APOLOGIES**

2. **CONFIRMATION OF MINUTES**

Pg 1 - 4

2.1 **Minutes of the Regeneration Steering Group – 3 September 2018**

RECOMMENDATION

THAT the Regeneration Steering Group:

- (a) **Confirms** the circulated minutes of the Regeneration Steering Group meeting, held on 3 September 2018, as a true and accurate record.

3. **MATTERS ARISING**

4. **DEPUTATIONS AND PRESENTATIONS**

4.1 AA Bees North Canterbury Club – Susani Gebhardt

5. **TE KŌHAKA O TŪHAITARA TRUST UPDATE**

6. **REPORTS**

6.1 District Regeneration Communications Report – September 2018

Pg 5 - 7

6.2 Licence to Occupy, AA Bees Club North Canterbury

Pg 8 - 12

7. **CORRESPONDENCE**

8. **GENERAL**

9. **NEXT MEETING**

The next scheduled meeting of the Regeneration Steering Group is on Monday 5 November 2018 commencing at 4.00pm.

STAFF BRIEFING – (To commence at the conclusion of the meeting)

- Rural Areas Afforestation
- Response from St Margaret's Rowing
- Pontoons Update
- Enabling Works Tender Update

MINUTES OF A MEETING OF THE REGENERATION STEERING GROUP HELD IN THE RUATANIWHA KAIAPOI CIVIC CENTRE ON MONDAY 3 SEPTEMBER 2018 AT 4.00PM

PRESENT:

A Blackie, J Watson, P Redmond, R Blair, J Meyer, M Pinkham, N Atkinson.

J Palmer (Chief Executive), D Roxborough (Implementation Project Manager - District Regeneration).

IN ATTENDANCE:

M Flanagan WDC, K Simpson WDC.

1. APOLOGIES

An apology was received and sustained from C Greengrass, C McKay, C McMillan, C Sargison, D Ayers, R Wallace for absence.

Moved: P Redmond

Seconded: N Atkinson

CARRIED

CONFIRMATION OF MINUTES

Moved: J Meyer

Seconded: P Redmond

THAT the Regeneration Steering Group:

Confirms as a true and correct record the minutes of a meeting held on Monday 6 August 2018.

CARRIED

2. MATTERS ARISING

There were no matters arising.

3. DEPUTATIONS AND PRESENTATIONS

There were no deputations and presentations.

4. TE KŌHAKA O TŪHAITARA TRUST UPDATE

There was no update from the Te Kōhaka o Tūhaitara Trust.

5. REPORTS

5.1 Draft Reserve Master Plan – (Michelle Flanagan, Landscape Planner, District Regeneration)

M Flanagan advised the purpose of the report is to seek approval to take the draft Reserves Master Plan out for community consultation. The draft Reserves Master Plan was presented at a staff briefing last month. The draft Reserves Master Plan is a forward looking plan and seeks to answer the questions on how do we want our reserves to look and feel now and in the future. The community consultation of the plan is in line with the Participation Strategy. There are a number of different methods proposed for seeking feedback from the community such as display advertisements, information posted on the Council's website, hard copies of the plan will be available at the Kaiapoi Service Centre, posts on the Council's Facebook page, emails and letters to interested parties, a feature in the Regeneration video, and preparation of a single-page flyer that the community can submit online via email or by filling out a hard-copy form that will be left at the Kaiapoi Service Centre.

It is intended that by seeking feedback on the draft Reserves Master Plan as a whole we can look to implement these reserve features without additional community consultation on such features as the dog park, BMX track, and the recreational and ecological linkages.

Future consultation will likely be required on the railway station precinct, the maritime heritage precinct, the children's cycle training track and much further out in time, the Memorial Gardens. Once we have received and considered the feedback this will come back to the Regeneration Steering Group for consideration at its November meeting. At this meeting staff will also be seeking a recommendation for approval of the final Reserves Master Plan.

P Redmond noted the proposal is going out for four weeks consultation. Under Clause 5.3 the list includes voluntary organisations and in particular the Maritime Heritage Trust who only meet every 4 to 6 weeks. P Redmond asked if the consultation period could be extended to 6 to 8 weeks.

M Flanagan replied that we often extend the consultation period time when we have groups that advise their committee doesn't align with the consultation period. However M Flanagan noted that feedback will be accepted right up until the time we meet again on this with the Regeneration Steering Group.

M Pinkham noted his concerns around the timeframes of the implementation in regard to the medium term definition in the draft Reserves Master Plan of 4 to 10 years. M Pinkham noted this is a long time given this is not a huge programme of work and would like to see the medium term changed to 4 to 6 years to align with future LTC intervals. Secondly, regarding the boat trailer parking M Pinkham advised he recently visited the boat ramp locations in Kaiapoi to check the utilisation of the facilities and noted there was one boat using the Coastguard ramp and around fifteen using the ramp at Askeaton. M Pinkham noted the feedback he has received from the community is they would like to see the Askeaton boat ramp area tidied up rather than spending money on a carpark behind the Coastguard that will hardly ever be used.

Thirdly, in regard to the Community Studios space. M Pinkham understands that some of the residents won't be very keen on having them close to houses but his concern is by having them on the bend of Courtenay Drive would end up with land on either side that people would not be happy with, both the residents at the end of Charters Street and on the corner of Courtenay Drive and the area to the south of the proposed area of community space and both of those areas would be rendered useless by having them on this location.

M Flanagan replied the community studios could go in either of those spaces noted in the report. The community studios were located in the space at the corner of Charters and Courtenay for purposes of trying to move them as far away from residential property as possible. They could go further on the northern block immediately north of that, which is the northern corner of Charters Street and Courtenay Drive but this would put them closer to the residents at Dawson Douglas Place, and leave the remaining area of that block effectively as de facto council reserve. On the corner they are currently located will still enable a 2.4 hectare piece of rural land behind it which may be somewhat useful space rather than fragmenting, it but ultimately they could go on either space.

A Blackie suggested to wait and see what the feedback is from the consultation and raise the matter again after that.

N Atkinson noted the timeframes were set through the Recovery Plan by the government.

M Flanagan noted the timeframes in the draft Reserves Master Plan have been adjusted to be consistent with the Kaiapoi Town Centre Plan so the two documents can be read together.

Moved: N Atkinson

Seconded: A Blackie

THAT the Regeneration Steering Group:

(a) **Receives** report No.180822095257.

(b) **Approves** the release of the draft Reserves Master Plan for public consultation four weeks from 10 September 2018 to 5 October 2018.

(c) **Notes** that community feedback on the draft Reserves Master Plan will be presented in a report to the November Regeneration Steering Group meeting.

CARRIED

5.2 District Regeneration Communications Report – August 2018 – Cathy Batchelor (Communications Advisor – District Regeneration), Duncan Roxborough (Implementation Project Manager – District Regeneration)

D Roxborough highlighted a couple of key items from the report noting staff are working with Honda to develop a communications and engagement plan for the planting associated with the forest around the Beswick wetland area. Staff are also preparing the communications plan for the Enabling Works contract. This work will be starting later this year.

D Roxborough advised Cathy Batchelor finished last Thursday. Sarah Lodge has been appointed as the new Communications Advisor and started today.

A Blackie asked if there was any further update on the camellia tree situation.

D Roxborough advised there has been a site visit to identify the potential removals. M Flanagan advised a report will be going to the Kaiapoi-Tuahiwi Community Board.

Moved: A Blackie

Seconded: P Redmond

THAT the Regeneration Steering Group:

- (a) **Receives** report No.180821094831.

CARRIED

5.3 Kaiapoi Food Forest Trust Annual Report to June 2018 – Roxanne Ramsay (Project Administrator – District Regeneration)

D Roxborough noted the annual report is submitted further to the deputation from the Food Forest Trust at the previous meeting. The purpose of this report is for the Regeneration Steering Group to formally receive the Food Forest Trust Annual report.

N Atkinson noted the Food Forest Annual report does not mention the Regeneration Steering Group and where it has gone in the last year with the Regeneration Steering Group and how they report.

Moved: P Redmond

Seconded: N Atkinson

THAT the Regeneration Steering Group:

- (a) **Receives** report No.180821094720.
- (b) **Receives** a copy of the Kaiapoi Food Forest Trust Annual Report to June 2018.
- (c) **Notes** that an annual progress report will be submitted by the Kaiapoi Food Forest Trust.

CARRIED

7. MATTERS REFERRED FROM COUNCIL

7.1 Earthquake Infrastructure Recovery Programme – August 2018 Update – Gary Boot (Senior Engineering Advisor)

Received for information as referred from Council.

Moved: N Atkinson

Seconded: A Blackie

THAT the Regeneration Steering Group receives the information in item 7.1.

CARRIED

8. CORRESPONDENCE

8.1 Letter to Piet Oudolf

Received for information. The letter has been sent, no reply has been received at this stage.

9. GENERAL

There were no items of general business.

10. NEXT MEETING

The next scheduled meeting of the Regeneration Steering Group commences at 4.00pm on Monday 1 October 2018 at the Ruataniwha Centre, Kaiapoi.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 4.30PM.

WAIMAKARIRI DISTRICT COUNCILREPORT FOR INFORMATION

FILE NO and TRIM NO: RGN-06 / 180920109186

REPORT TO: Regeneration Steering Group

DATE OF MEETING: 1 October 2018

FROM: Sarah Lodge, Communications Advisor – District Regeneration
Duncan Roxborough - Implementation Project Manager, District Regeneration

SUBJECT: District Regeneration Communications Report September 2018

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

Department Manager



Chief Executive

1. SUMMARY

- 1.1 This report provides a monthly update to the Regeneration Steering Group on the communications and engagement activities undertaken by the District Regeneration team during September 2018.

2. RECOMMENDATION

THAT the Regeneration Steering Group

- (a) Receives report No 180920109186.

3. BACKGROUND

- 3.1 The Waimakariri Residential Red Zone Recovery Plan was approved in December 2016. Participation in Recovery Plan implementation is being undertaken at a number of levels; district, local, strategic and operational, and involves varying communications and engagement activities with the intention of meeting Crown, Council and community outcomes.

4. ISSUES AND OPTIONS

- 4.1. The Public consultation on the draft Reserves Master Plan – Kaiapoi Regeneration Areas is underway. Public consultation runs from 10 September 2018 until 5 October 2018. Advertisements have been placed in local newspapers and on the Waimakariri District Facebook page. Digital slides detailing the plan are screening in the Ruataniwha centre. Hard copies of the plan and submission forms are also displayed there. All the Kaiapoi schools have been sent information and have been asked to submit.
- 4.2. Staff are preparing a communications and engagement plan for the Enabling Works project, and it is expected public communications will commence in October 2018.
- 4.3. The Regeneration newsletter for September 2018 will be distributed on 28 September 2018.

- 4.4. A Regeneration video is currently under construction and is due to go live by 26 September 2018 on Council's website and on Council's Facebook page. This will include content on the successful Feldwick Drive opening, Reserves Master Plan Consultation, Dog Park and an update on the Marine Precinct projects.
- 4.5. The Raven Quay / Williams Street public signboard update is currently underway, to keep the content relevant and up-to-date.
- 4.6. A joint Honda and Council media release is being planned for September 2018, once the final sponsorship agreement is signed.
- 4.7. The August 2018 Urban Development and Regeneration Update was sent on Monday 17 September 2018.
- 4.8. The digital display screens in Ruataniwha Kaiapoi Civic Centre have had a number of display slides updated with the latest information on current projects.
- 4.9. A meeting was held with a representative from the Christchurch Earthquake Appeal Trust to review progress and forward workload on the CEAT funded elements of the Kaiapoi Riverbanks projects.
- 4.10. The Management Team have reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

- 5.1.1. Information has been provided to relevant groups and organisations directly affected by the implementation of the Recovery Plan.

5.2. **Wider Community**

- 5.2.1. The wider community have been provided with information about the implementation of the Recovery Plan.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications – not applicable**

6.2. **Community Implications**

- 6.2.1. Informing the community is the primary purpose of the communications and engagement items 4.1 - 4.6 of this report.

6.3. **Risk Management – not applicable**

6.4. **Health and Safety**

- 6.4.1. The considerations of health and safety have been the primary concern for communications and engagement items 4.1 and 4.2 of this report.

7. **CONTEXT**

7.1. **Policy**

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

7.2. **Legislation**

- 7.2.1. The Greater Christchurch Regeneration Act, 2016.

7.3. **Community Outcomes**

- 7.3.1. There are wide ranging opportunities for people to contribute to the decision making that affects our District.
- The Council makes information about its plans and activities readily available.
- 7.3.2. Public spaces and facilities are plentiful, accessible and high quality.
- There is a wide variety of public places and spaces to meet people's needs.
 - There are wide-ranging opportunities for people to enjoy the outdoors.

7.4. **Delegations – not applicable**

WAIMAKARIRI DISTRICT COUNCILREPORT FOR DECISION

FILE NO and TRIM NO: RGN-02-01 / 180906101921

REPORT TO: Regeneration Steering Group

DATE OF MEETING: 1 October 2018

FROM: Roxanne Ramsay, Project Administrator – District Regeneration

SUBJECT: Licence to Occupy, AA Bees Club North Canterbury

SIGNED BY:

(for Reports to Council,
Committees or Boards)

Department Manager



Chief Executive

1. SUMMARY

- 1.1 The purpose of this report is to seek approval for staff to issue a Licence to Occupy to the AA Bees North Canterbury Club for the installation of three beehives at Cass Street in the Kaiapoi East Regeneration area.

Attachments:

- i. Plan showing the proposed location of the bee hives.

2. RECOMMENDATION

THAT the Regeneration Steering Group recommends:

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 180906101921.
- (b) **Approves** staff issuing a Licence to Occupy to the AA Bees Club North Canterbury on the basis of the standard Council Licence to Occupy agreement with the following conditions included:
- i. Term of lease is for an initial period of 3 years with the right of renewal and the rental fee being \$1.00 per year.
 - ii. The plan, spatial definition, and landscape design of the area to be approved by the Community Greenspace Manager.
 - iii. The club shall obtain the written approval of the Council prior to the erection of any signage and structures (including fences).
 - iv. The Kaiapoi-Tuahiwi Community Board have the right to terminate the contract immediately should there be any nuisance caused to the neighbouring property or the wider community, or any non-compliance with the Licence conditions.
 - v. The maintenance of the area will maintained to a standard that is acceptable by the Council.

3. BACKGROUND

- 3.1 Susani Gebhardt, a member of the AA Bees Club North Canterbury, recently met with Mayor David Ayers and Chris Brown, Community and Greenspace Manager with a proposal for the club to install three beehives at Cass Street in the Kaiapoi East Regeneration area.
- 3.1 The AA Bees Club North Canterbury has been operating since 2016 and has around 40 members. The club meet twice a month. One day is for a hive day and the other day is for a discussion evening.
- 3.2 The presence of the beehives at the identified location would be unlikely to result in an increased risk of bee stings to members of the community using the nearby reserve areas as there are already bees in the area. There is no restriction on private bee hives being installed close to reserve areas.

4. ISSUES AND OPTIONS

- 4.1. **Option 1 – Issue a Licence to Occupy**
 - 4.1.1. The club are looking for a space of approximately 20 x 20 metres. The area will be fenced with deer fence netting to a height of 1.8 metres with a lockable gate entrance. An interpretive panel will be attached to the fence telling the story of bees. The club would not require vehicle access to the area.
 - 4.1.2. The proceeds from the honey that is produced would be used to go back into the club to buy protective equipment. Some of the honey produced would be given to the Kaiapoi Food Bank as a way of giving back to the community.
- 4.2. **Option 2 – Decline a Licence to Occupy**
 - 4.2.1. Decline the Licence to Occupy option and leave as status quo.
- 4.3. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

- 5.1. **Groups and Organisations**
 - 5.1.1. The AA Bees Club work to ensure a thriving and sustainable club is maintained in the North Canterbury area and advocate for beekeeper's interests, support bee health research and deliver practical training and information to the clubs members.
- 5.2. **Wider Community**
 - 5.2.1. The wider community has not be consulted however the AA Bees Club have been in contact with the neighbouring property owners who are supportive of the beehives being located near their property. Staff have followed this up with the neighbouring property owners to confirm their approval.

6. IMPLICATIONS AND RISKS

- 6.1. **Financial Implications**
 - 6.1.1. The Council is not being asked for a financial commitment for the installation or on-going costs of the beehives. The hives will be managed by the local Kaiapoi Commercial Bee Keeper and the club will maintain the grass inside the fenced area. The club will also provide the fencing and the landscaping around the area.

6.2. Community Implications

6.2.1. There are a number of community benefits associated with this proposal including the following:

- Beekeeping has positive ecological consequences and it is estimated that one third of the food that we consume each day relies on pollination mainly by bees.
- The pollination of bees helps the ecosystem remain diverse and sustainable.
- Provides the opportunity for a local club to promote an outdoor activity and will help raise awareness of the important role bees play in the environment.
- Will provide education opportunities (co-ordinated with the Kaiapoi Food Forest).

6.2.2. There will be a nuisance clause included in the Licence to Occupy stating the Kaiapoi-Tuahiwi Community Board will have the right to terminate the contract immediately should a nuisance be caused to the neighbouring property or the wider community.

6.3. Risk Management

6.3.1. The appropriate fencing, signage and planting will be installed to ensure the safety of the community.

6.3.2. The beehives will be fenced off in a locked compound and will be strapped down to prevent them from being stolen. The hives will be located near to a neighbouring property which should deter the public from trying to enter the site.

6.4. Health and Safety

6.4.1. Members of the Parks and Recreation team have met with Susani Gebhardt to assist with the planning of a Health and Safety Management Plan for the beehives.

6.4.2. There will be signage attached to the fence that will provide information on what to do if you are stung by a bee. The club will be growing some known herbs that can reduce minor reactions to bee stings on site as part of the landscaping.

7. CONTEXT

7.1. Policy

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

7.2. Legislation

7.2.1. Reserves Act 1977

7.2.2. Sport and Recreation Reserves Management Plan 2015

- Under section 5.7 policy 4 it is considered that public notification is not necessary.
- Under section 5.7 policy 13 states a licence may be issued for a proposed use of less than three years, and where Council has the right to resume occupation at any time during that period with one month notice.

- Under section 5.7 policy 14 states all licence agreements shall identify:
 - a) The term of the licence;
 - b) Fees/rent payable according to Council policy;
 - c) Fees/rent to be reviewed every three years;
 - d) Any conditions attached to the licence; and
 - e) The responsibilities of the lessor and lessee with respect to maintenance.

7.2.3. Greater Christchurch Regeneration Act 2016 – it is considered that the proposal does not conflict with the Recovery Plan.

7.2.4. It is a legal requirement in New Zealand for all beekeepers to register themselves and the details of their apiary locations.

7.3. **Community Outcomes**

- There is a healthy and sustainable environment for all.
- There are areas of significant indigenous vegetation and habitats for indigenous fauna.

7.4. **Delegations**

7.4.1. The Kaiapoi-Tuahiwi Community Board have the delegated authority to on matters in the Community Board Ward in accordance with Council policies and guidelines in respect of the following matters:

- Granting of new leases or licences on reserve land: excluding the airfield.

