Kaiapoi-Tuahiwi Community Board

Agenda

Monday 17 June 2019

4.00pm

Meeting Room 1 (upstairs)
Ruataniwha Kaiapoi Civic Centre
176 Williams Street, Kaiapoi

Members:
Jackie Watson (Chair)
Chris Greengrass (Deputy Chair)
Neville Atkinson
Roger Blair
Martin Pinkham
Philip Redmond
Sandra Stewart
AGENDA FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD TO
BE HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE,
176 WILLIAMS STREET, KAIAPOI ON MONDAY 17 JUNE 2019 AT 4PM.

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

BUSINESS

1 APOlogies

2 CONFLICTS OF INTEREST

3 CONFIRMATION OF MINUTES
   3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 20 May 2019

   RECOMMENDATION
   THAT the Kaiapoi-Tuahiwi Community Board:
   (a) Confirms the circulated minutes of the Kaiapoi-Tuahiwi Community
       Board meeting, held 20 May 2019, as a true and accurate record.

4 MATTERS ARISING

5 DEPUTATIONS AND PRESENTATIONS
   5.1 Harper Robinson will speak to the board regarding a rugby goal at Pines Oval.

6 ADJOURNED BUSINESS
7 REPORTS

7.1 Kaiapoi Town Centre - Request for Approval to Undertake Footpath Improvements on Williams Street at the Charles Street intersection – Joanne McBride (Roading & Transport Manager) & Gerard Cleary (Manager Utilities & Roading)

RECOMMENDATION

THAT the Kaiapoi - Tuahiwi Community Board:

(a) Receives report No. 190606080258;

(b) Approves the extension of the high amenity paving to tie in with the new Riverview development boundary;

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Council:

(c) Approves the extension of the high amenity paving to tie in with the new Riverview development boundary;

(d) Approves $22,000 of budget for the extension of the high amenity footpaths outside Riverview Development from the Kaiapoi Town Centre budget;

(e) Notes that following this allocation there will be $572,000 unallocated in the Kaiapoi Town Centre Budget and that future projects have been identified to be carried out from this unallocated budget;

(f) Notes that the timing of the work will need to be carried out to prior to the opening of the new development on 1 September 2019;

(g) Circulates this report to the Utilities and Roading Committee for information.

7.2 Silverstream toilet installation – Grant MacLeod (Greenspace Manager)

RECOMMENDATION

THAT the Kaiapoi - Tuahiwi Community Board:

(a) Receives report No. 190604078006

(b) Recommends staff proceed with the installation of the toilet at Approx L2 following consultation with direct neighbours. This can be viewed in attachment i and is located towards the corner of Silverstream Boulevard and Footbridge Terrace. With appropriate screen planting the impact of this option could be mitigated for the nearest dwellings.

(c) Notes staff will continue to update the Kaiapoi-Tuahiwi Community Board on progress including discussion with neighbours along Footbridge Terrace and with the wider community that have fed into the process thus far.

(d) Notes further funding can be allocated from within existing land development budget to cover the increase in cost of Approx L2.

(e) Notes a consented option that was approved through early development stages exists and this can be seen as Approx L1 in the attachment i.
7.3 **General Landscaping Budget – Grant Stephens (Green Space Community Engagement Officer)**

**RECOMMENDATION**

**THAT** the Kaiapoi - Tuahiwi Community Board:

(a) Receives report No: 190507064628.

(b) Notes the health and safety concerns raised by neighbouring residents and Kaiapoi North School relating to the existing informal pathway to Allison Crescent.

(c) Approves the allocation of $8,200 from the General Landscaping Budget towards the installation of a permanent pathway that links the footpath on Allison Crescent and the existing pathway within Morecroft Reserve as per Option 4 in the attached concept plan. (190507064668)

(d) Notes the Board currently has $46,420 available to allocate to general landscape projects within the Kaiapoi -Tuahiwi Ward.

7.4 **Kaiapoi Town Centre Plan – Update Report – Simon Hart (Business & Centres Manager)**

**RECOMMENDATION**

**THAT** the Kaiapoi - Tuahiwi Community Board:

(a) Receives report No. 190606079809.

(b) Notes the progress made on various projects within the Kaiapoi Town Centre Plan – 2028 and Beyond.

(c) Circulates this report to Council and the other Community Boards for their information.

7.5 **Application to the Kaiapoi-Tuahiwi Community Board’s Discretionary Grant 2018-2019 – Kay Rabe (Governance Adviser)**

**RECOMMENDATION**

**THAT** the Kaiapoi - Tuahiwi Community Board:

(a) Receives report No. 190516069178.

(b) Approves a grant of $..................... to Kaiapoi Toy Library towards the cost of new toys.

   OR

(c) Declines the application from Kaiapoi Toy Library.

(d) Approves a grant of $..................... to Person to Person Help Trust towards the cost of resources to enable an interactive programme.

   OR

(e) Declines the application from Person to Person Help Trust.

(f) Approves a grant of $..................... to Community Patrols of New Zealand towards the cost of first aid courses for members.

   OR

(g) Declines the application from Community Patrols of New Zealand.
(h) **Approves** a grant of $................... to All Stars Marching Teams towards the cost of a training camp to be held at Spencer Park.

OR

(i) **Declines** the application from All Stars Marching Teams.

7.6 **Ratification of the Board’s Comments on the Waimakariri Bus Service Review** – Kay Rabe (Governance Adviser)

**RECOMMENDATION**

**THAT** the Kaiapoi - Tuahiwi Community Board:

(a) **Receives** report No. 190521071265.

(b) **Retrospectively** ratifies the Board’s Comments on the ECan Waimakariri Bus Service Review (Trim Ref: 190520070387)

8 **CORRESPONDENCE**

9 **CHAIRPERSON’S REPORT**

9.1 **Chair’s Diary for June 2019**

**RECOMMENDATION**

**THAT** the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No 190611082006.

10 **MATTERS REFERRED FOR INFORMATION**

*Note: Items have been circulated via emailed agenda links to Board members as they have become available.*

11 **MEMBERS’ INFORMATION EXCHANGE**

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.

12 **CONSULTATION PROJECTS**

**About Parking**


https://www.waimakariri.govt.nz/have-a-say/lets-talk/consultations/about-parking

**Hurunui Reserve**

Consultation closes Friday 21 June 2019.

13 REGENERATION PROJECTS

13.1 Town Centre, Kaiapoi

Updates on the Kaiapoi Town Centre projects are emailed regularly to Board members. These updates can be accessed using the link below:


13.2 Kaiapoi Regeneration Steering Group

The next meeting of the Kaiapoi Regeneration Steering Group will be held in Meeting Room 1, Ruataniwha Kaiapoi Civic Centre, 4pm on Monday 1 July 2019. This meeting is open to the public.

14 BOARD FUNDING UPDATE

14.1 Board Discretionary Grant

Balance as at 11 June 2019: $2,878.

14.2 General Landscaping Budget

Balance as at 11 June 2019: $46,420.

15 MEDIA ITEMS

16 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987

RECOMMENDATION

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

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

<table>
<thead>
<tr>
<th>Item No</th>
<th>Minutes / Report of:</th>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under section 48(1) for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.1</td>
<td>Simon Hart (Business &amp; Centres Manager) &amp; Raymond Qu (Property Assets Advisor)</td>
<td>Property purchase</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
</tbody>
</table>

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests...
protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

<table>
<thead>
<tr>
<th>Item No</th>
<th>Reason for protection of interests</th>
<th>Ref NZS 9202:2003 Appendix A</th>
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<tr>
<td>15.1</td>
<td>To carry out commercial activities without prejudice</td>
<td>A2(b)ii</td>
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**CLOSE MEETING**

See Public Excluded Agenda (blue papers)

**OPEN MEETING**

17 **QUESTIONS UNDER STANDING ORDERS**

18 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

**NEXT MEETING**

The next meeting of the Kaiapoi-Tuahiwi Community Board is scheduled for 4pm, Monday 15 July 2019 at the Ruataniwha Kaiapoi Civic Centre.

**Workshop**

- Draft Kaiapoi Marine Precinct Management Plan and Terms & Conditions – Vanessa Thompson (Business and Centres Advisor)
- Members Forum

**Briefing**

(please note a briefing is public excluded)

- Climate Change – Simon Markham (Strategy and Engagement Manager)
MINUTES FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD
HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE,
176 WILLIAMS STREET, KAIAPOI ON MONDAY 20 MAY 2019 AT 4PM.

PRESENT
C Greengrass (Chairperson), R Blair, J Meyer, M Pinkham, P Redmond, S Stewart

IN ATTENDANCE
J Palmer (Chief Executive), J McBride (Roading and Transport Manager), G Cleary (Manager Utilities and Roading), K Rabe (Governance Adviser) and C Fowler-Jenkins (Governance Support Officer)

1 APOLOGIES
Moved S Stewart seconded P Redmond
Apologies were received and accepted for N Atkinson, A Blackie and J Watson, for absence.
CARRIED

2 CONFLICTS OF INTEREST
There were no conflicts of interest.

3 CONFIRMATION MINUTES
3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 15 April 2019
Moved P Redmond seconded M Pinkham
THAT the Kaiapoi-Tuahiwi Community Board:
(a) Confirms the circulated minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 15 April 2019, as a true and accurate record.
CARRIED

4 MATTERS ARISING
There were no matters arising.

5 DEPUTATIONS AND PRESENTATIONS
5.1 Joy Mehlhopt, a resident of Bayliss Drive, spoke to the Board regarding Environment Canterbury’s proposed new bus route through the Sovereign Palms subdivision via Lees Road, Bayliss Drive and up Sovereign Boulevard. She asked the Board’s support regarding retaining the bus route on Williams Street.

In residents’ opinion this route was not appropriate as Lees Road has no lighting or footpath, Bayliss Drive and Sovereign Boulevard have several roundabouts which are very narrow and would be a problem for buses to negotiate which would make an even slower trip then it already was. Also there are parks in Bayliss Drive which are used extensively by children this would cause a safety concern.
J Mehlhopt informed the Board that many of her neighbours had not realised the proposed change and she then set about contacting people in the subdivision to let them know and to do an informal survey of the support for this change. In her opinion most of the people who she has been in contact with are opposed to buses entering the subdivision and would prefer the status quo.

J Mehlhopt pointed out that many of the people living in the subdivision were young families who did not use public transport and that Environment Canterbury had stated that there was little uptake from the subdivision for public transport. She mentioned that most people were happy to walk to the bus stop on Williams Street or if a quicker service was required people drove into Kaiapoi and caught the bus from there. Most residents had moved into the area for a quiet lifestyle away from traffic and retail areas and did not want their suburb to be a bus corridor bringing unwanted noise, fumes and disruption to their quiet neighbourhood.

She also informed members that Environment Canterbury stated that there were only 17 movements a day on the buses from the Sovereign Palms area which, in her opinion, was not enough to justify adding three more bus routes to the area but residents would appreciate a more frequent service.

Questions

R Blair asked the Chair if they could discuss this matter later during the meeting and was told that the Board would discuss the matter and its own submission during members’ forum after the meeting.

J Meyer asked would residents drive to Kaiapoi and then catch a bus, why not just catch the bus and what age was the majority of the current bus users. He was told that to get a more frequent service residents opted to drive to Kaiapoi especially if they also had chores or appointments in Kaiapoi. The age of users were generally older residents or students.

M Pinkham asked for clarification on how far J Mehlhopt had surveyed residents or if the survey was carried out along Bayliss Drive. J Mehlhopt replied that she had made up flyers informing every household bar two streets and had a very good response rate from that initiative.

M Pinkham also enquired if the residents had any other items they would like support with and was told the frequency of busses along Williams Street would be appreciated.

C Greengrass informed residents that the Waimakariri District Council had previously submitted to get more busses into suburbs and subdivisions to service the elderly and disabled and wondered if leaving one bus route along Bayliss Drive would be acceptable so as to help those who could not walk to Williams Street bus stops. J Mehlhopt told the Board that the residents were adamant that they did not want any busses in Sovereign Palms.

M Pinkham asked if the group had talked to Silverstream residents about how the buses through the subdivision had affected the residents.

C Greengrass encouraged residents to put in individual submissions as well as a group submission. She thanked J Mehlhopt for her presentation and congratulated her on raising many valid points, which the Board would consider when finalising its own submission.

6 ADJOURNED BUSINESS

There was no adjourned business.
7 REPORTS

7.1 Service Requests Six Monthly Results – Maree Harris (Customer Services Manager)

Moved C Greengrass seconded P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:
(a) Receives report No.190501062291

CARRIED

7.2 Report back on NZ Community Boards’ Conference 2019 – Kay Rabe (Governance Advisor)

Moved C Greengrass seconded S Stewart

THAT the Kaiapoi-Tuahiwi Community Board:
(b) Receives report No.190423058748

CARRIED

7.3 Ratification of the Board’s Comments on the Reviewed District Plan ‘What’s the Plan’ – Kay Rabe (Governance Advisor)

Moved P Redmond seconded M Pinkham

THAT the Woodend-Sefton Community Board:
(c) Receives report No 190509066112
(d) Retrospectively ratifies the Board’s Comments on the Waimakariri District Council’s Reviewed District Plan (Trim ref: 190508065617)

CARRIED

8 CORRESPONDENCE

There was no correspondence.

9 CHAIRPERSON’S REPORT

9.1 Chair’s Diary for May 2019

Moved C Greengrass seconded S Stewart

THAT the Kaiapoi-Tuahiwi Community Board:
(e) Receives report No. 190506063835

CARRIED

10 MATTERS FOR INFORMATION

10.1 Oxford-Ohoka Community Board meeting minutes – 3 April 2019 (Trim No. 190404049937)

10.2 Woodend-Sefton Community Board meeting minutes – 8 April 2019 (Trim No. 190404049992)

10.3 Rangiora-Ashley Community Board meeting minutes 10 April 2019 (Trim No. 190404050002)
10.4 **Youth Council meeting minutes – February 26 2019**

10.5 **Youth Council meeting minutes – March 26 2019**

M Pinkham thanked staff for the change of process for ‘Matters for Information’ in response to his request at the last meeting. The new method was much appreciated with less volume in one sitting and timely in regards to the matters being dealt with.

Moved P Redmond seconded M Pinkham

**THAT** the Kaiapoi-Tuahiwi Community Board receives the information in items 10.1-10.05.

*Note: Matters for Information were circulated to members separately.*

CARRIED

11 **MEMBERS’ INFORMATION EXCHANGE**

R Blair

- Attended monthly Darnley Club meeting
- Attended the Signage meeting

P Redmond

- Attended ANZAC Day Commemorations on 25 April – 10am-Kaiapoi at Trousselot Park, 11:15am – Rangiora, 2pm – Tuahiwi retired to Marae for refreshments
- 29 April attended WDC Rural Residential Development Strategy Hearings, Ohoka natural drainage at capacity, consultation for new residents
- 30 April further RRDS Hearings, extending Mandeville south boundary,
- 2 May attended Big Brothers Big Sisters breakfast
- 6 May attended Kaiapoi Red Cross 80th Birthday
- 6 May attended regeneration steering group meeting
- 7 May attended Board workshop on ‘what’s the plan’
- 8 May attended annual Hui at Tuahiwi
- 9 May attended workshop at Rossburn reviewing safe community accreditation (WDC about 25 years)
- 9 May Annual Plan submission by J Watson
- 9 May attended Ecan drop in session re bus review
- 13 May Attended water zone committee meeting as observer David Ashby to stand down as chair
- 15 May Spent day on bus In north Canterbury and drafted board submission for consideration at Board workshop on 17 May
- 15 May attended all drainage groups meeting at WDC
- 20 May attended sustainability lunchtime presentation at WDC

C Greengrass

- Reminded members of Museum AGM on 29 May 2019
- Attended ANZAC service at Tuahiwi
• Attended Red Cross 80th birthday celebrations
• Attended the What's the Plan workshop
• Attended the Access meeting
• Attended landmarks meeting
• Attended the Signage meeting
• Spoke to UC Political Science students re working in the community and the Community Board
• Attended the Waimakariri Bus Service Review workshop
• Updated members on a resident's request to have a bench and plaque set up in memory of their late father. Staff working with the family.

J Meyer
• Roading projects busy – finishing up for the financial year
• District Plan Review – working with Working Party to maintain timeline

M Pinham
• Kaiapoi Promotions AGM 17 June 2019 – Mayor is guest speaker
• Working on District Plan Review
• Attended public hearing on Northern Motorway Downstream Effects – Cranford Street

S Stewart
• Update on Draft Plan Change 7
• Attended Combined Drainage Advisory Group
• Attended presentation from St Albans Group on Impact on Cranford Street re Northern Corridor
• Assisting a resident with a Petition to Community and Recreation Committee regarding toxic spraying of public open spaces including carparks

12 CONSULTATION PROJECTS
Nil

13 REGENERATION PROJECTS
13.1 Town Centre, Kaiapoi
Updates on the Kaiapoi Town Centre projects are emailed regularly to Board members. These updates can be accessed using the link below:

13.2 Kaiapoi Regeneration Steering Group
The next meeting of the Kaiapoi Regeneration Steering Group will be held in Meeting Room 1, Ruataniwha Kaiapoi Civic Centre, 4pm on Monday 10 June 2019. This meeting is open to the public.
14 BOARD FUNDING UPDATE

14.1 Board Discretionary Grant
Balance as at 15 May 2019: $2,878.

14.2 General Landscaping Fund
Balance as at 15 May 2019: $46,420.

Question from S Steward regarding new planter boxes installation and if these invoices were to come from the remaining balance or had they already been paid from a previous allocation. Staff replied that this project had already been allocated funding previously so the balance showing as at 15 May 2019 is correct.

15 MEDIA ITEMS

16 QUESTIONS UNDER STANDING ORDERS

Board member M Pinkham submitted the following questions on Friday 10 May for response as per Standing Orders section 20.4.

Kaiapoi Car Parking Financial Contributions

Question 1:
Rule 34.2.7 of the Waimakariri District Plan, repeated below, details how financial contributions shall be required in lieu of providing on-site car parking. Can you please advise which council officers have delegated authority to waive the payment of such financial contributions?

Response:
Financial contributions are applied as a condition of a resource consent as a possible mitigation measure to offset an environmental effect. RMA Section 108 provides for conditions to be placed on resource consents and specifically 108 (2) specifies that financial contributions may be sought. Council staff who have the delegation to impose, or not, a condition on a consent are the:
Manager Regulation
Planning Manager
Team leader – Resource Consents
Senior Planner

Question 2:
Financial contributions in lieu of providing on-site parking were waived for RC175272 at 184 Williams Street, Kaiapoi. Can you please provide a copy of the approval of that waiver, or empowering documentation?

Response:
The planning officer for this consent recommended that financial contributions for parking should be waived. The relevant extract from that report (180111001872) is:

9.8 Financial contributions

As the application site contains three ‘Principal Shopping Street Frontages’ (Williams Street, Charles Street, and the Kaiapoi River Frontage), the District Plan requires
that a financial contribution is required in lieu of on-site car parking provision. However, as part of the application, the applicant has requested that no financial contribution be paid.

The application has included reference to the Kaiapoi Town Centre Parking Study (2017) prepared by Abley Transportation Consultants Limited which demonstrates that there is a high level of parking availability in the vicinity of the application site. The parking study shows that, during the peak parking period (1:30pm – 2:00pm), the streets adjoining the application site have a low average parking occupancy, 0 – 40%. Similarly, the streets in the wider area have a relatively high level of parking availability with the exception of Charles Street and Ravens Quay northwest of Williams Street (both of which have an occupancy rate of above 80%).

Given the above assessment, it is considered that the additional parking demand generated by the proposed development can be effectively accommodated in the surrounding area without displacing the existing parking demand. As such, it is considered that the establishment of additional parking facilities is unnecessary and the requirement to provide a financial contribution should be waived.

The approval of the waiver is provided in the decision for RC175272 (TRIM 180115002432) extract as follows:

Reasons for the decision
Pursuant to Section 113 of the Act the Council was satisfied that:
• All person who have been deemed to be adversely affected by the proposal have provided their written approval.
• The environmental effects will be no more than minor.
• The proposal is not contrary to the objectives and policies of the District Plan.
• Potentially contaminated soils will be appropriately managed.
• The development has been designed to a high standard taking into account the amenity and design features set out in the Kaiapoi Town Centre Plan 2011.
• The additional parking demand generated by the development can be effectively accommodated in the surrounding area without displacing the existing parking demand. As such, the requirement to provide a financial contribution is waived.
• The development can be adequately serviced, and will contribute positively to the Kaiapoi Town Centre.

Question 3:
Financial contributions in lieu of providing on-site parking were waived for RC195066 at 137 Williams Street, Kaiapoi. Can you please provide a copy of the approval of that waiver, or empowering documentation?

Response:
The planning officer for this consent recommended that financial contributions for parking should be waived. The relevant extract from that report (190418057998) is:

Traffic, Access and Car Parking
9.7 The applicant has provided the Kaiapoi Town Centre Parking Study 2017 completed by Abley Transportation Consultants that reviews the car parking
demand, traffic generation, loading and access arrangements of the Kaiapoi Town Centre, which includes the subject site. Council’s Development Engineer, Alister O’Callaghan in conjunction with Council’s Transport Engineer, Bill Rice, and myself, have reviewed the application including the Kaiapoi Town Centre Parking Study 2017. The following comments were provided and shall be adopted for the purpose of this report:

“The key findings found the average parking occupancy over the entire study area is 36%. The optimum is between 80 and 85%, hence it is concluded there are adequate on street parks available to service the additional parking needs of the new development.”

The Abley Report also concluded that in terms of on-street parking, highest average and peak occupancies were recorded in Williams Street between Hilton Street and Raven Quay, Raven Quay and Charles Street west of Williams Street. Although this is the area in which the proposed development is to be sited the highest averages and peak occupancies were 58% and 64% for average parking occupancy. I do note that the Abley report is dated prior to the construction of the Port and Eagle development however taking into consideration the shortfall from that development and the shortfall of the proposed development the occupancy levels will still be below the maximum thresholds of 80%. Therefore, it is considered that the additional parking demand generated by the proposed development can be effectively accommodated in the surrounding area without displacing the existing parking demand. As such, it is considered that the establishment of additional parking facilities is unnecessary.

9.8 The application proposes to rely on existing car parking within the Kaiapoi Town Centre generating a shortfall of 11 car park spaces, 2 loading spaces, 2 short term casual cycle parks and 2 long term secure cycle parks. When Council sold this portion of land through expressions of interest it was not a desired requirement to provide car parking due to the proximity to Charles Street pedestrian crossing and the roundabout. The Kaiapoi Town Centre Parking Study 2017 and weekly survey graphs of available carparks indicates that parking occupancy is on average 36%. Due to the neighboring building on Charles Street (Lot 6 DP 919) having air conditioning units and concrete pads intruding into the access easement, service vehicles cannot use the easement to service the building. The carriageway currently accommodates parking on the proposed development side of Williams Street which is sign-posted to be restricted parking of 15 minutes. Although no cycle parking is proposed with the application there are existing cycle stands on the corners bordering the round-a-bout.

Figure 7: Aerial photo showing the existing cycle parking facilities located on the corners of the roundabout of Williams Street and Charles Street.

9.9 The parking demand for the development and for the existing church located on the neighboring site are different in that the Church has a number of people going to and from the site at specific times for worship. The proposed development will have a variety of tenants which will generate different movements of people at different times and varying needs of parking.

9.10 The surrounding immediate area is made up of Trousselot Park to the northeast which occupies a large area of land and also has a skate park, playground and basketball court. Along the street frontage of Charles Street on both sides of the road is restricted 120 parking as well as unrestricted parking further down the road. With large open space provided around the subject site there is not the density created with retail activities providing the opportunity to utilise the parking in Charles Street
to access the proposed development. The close proximity to the town centre between Raven Quay and Hilton Street encourages pedestrian movement and people to walk to the development from the town centre area.

9.11 The District Plan envisions and promotes the use of business 1 land for retail activities. The narrow site does not allow for a variety of options in terms of providing parking on site. The proposed development is the greatest utilisation of space without compromising design and function of the site. It is also noted that the previous buildings, prior to the Christchurch earthquakes, on the site did not provide for parking on site.

9.12 Mr. O’Callaghan and Mr. Rice has assessed the amount of car parking and considered the shortfall results in effects that are considered less than minor, and can be accommodated in the existing on street car parking of the surrounding area. It is also noted that Council will undertake a Kaiapoi Town Centre Plan review which will consider the parking across the town centre, in particular, the parking will be addressed in this specific area. This review will also consider initiatives such as restricted parking and off street car parking options as part of this review process and will be implement any changes required. I have not relied on the review to consider the effects from the shortfall of car parking spaces. I am satisfied any adverse effects associated with car parking will be less than minor.

Financial Contributions

9.42 Financial contributions will not be required as a part of this proposal. Waimakariri District Council’s Roading and Transport Manager, Joanne McBride, has confirmed that financial contributions will not be necessary due to the Kaiapoi town centre providing capacity within the public network for the car parking required as part of this proposal. Gerard Cleary, Council’s Manager of Utilities and Roading also confirmed that financial contributions would not be considered necessary with this proposal. I note also that the conclusions in sections 9.7 – 9.12 regarding the scale of potential adverse effects of the proposal do not support the need to impose financial contributions to mitigate car parking effects.

The approval of the waiver is provided in the decision for RC195066 (190501061909) extract as follows

Reasons for the decision

Pursuant to Section 113 of the Act the Council was satisfied that:

• The environmental effects will be less than minor as the character and amenity associated with the Business 1 Zone will be maintained, and the town centre retail focus enhanced by this proposal.

• Car parking for the activity can be absorbed within the existing car parking capacity in the town centre area.

• The proposal will not affect the safe and efficient functioning of the adjoining road network.

R Blair noted his response to M Pinkham’s questions and felt that these had not been answered fully.

M Pinkham thanked staff for their response to his questions.

17 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.
**NEXT MEETING**

The next meeting of the Kaiapoi-Tuahiwi Community Board is scheduled for 4pm, Monday 17 June 2019 at the Ruataniwha Civic Centre.

There being no further business the meeting closed at 4.50pm

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<th><strong>Workshop</strong></th>
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<tbody>
<tr>
<td>Cycleway Connections</td>
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<tr>
<td>Joanne McBride, Kieran Straw, Bill Rice Mike Smith and Hari Pillay</td>
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</table>

**Members Forum**

*The Board's submission on Waimakariri Bus Service Review*
WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO: RDG-32-49 / 190606080258

REPORT TO: Kaiapoi-Tuahiwi Community Board

DATE OF MEETING: 17 June 2019

FROM: Joanne McBride - Roading & Transport Manager
       Gerard Cleary – Manager, Utilities & Roading

SUBJECT: Kaiapoi Town Centre - Request for Approval to Undertake Footpath Improvements on Williams Street at the Charles Street intersection.

SIGNED BY:

1. SUMMARY

1.1. The purpose of this report is to seek approval to undertake footpath improvements adjacent to the Riverview development on the corner of Williams Street and Charles Street.

1.2. This report also seeks Board approval to recommend to Council that funding be allocated from the Kaiapoi Town Centre Budget to this project.

1.3. The second stage of the Riverview development is currently underway at the intersection and high amenity footpath finishes have previously been installed in this area but now need to be extended to tie in with the new buildings to complete the area.

1.4. The developer is carrying out the work within the property boundary however the footpath area has changed from the original Hansen’s Mall development and as such the footpath now needs to be extended to the new boundary on Williams Street and further to the east along Charles Street to the end of the new building.

1.5. The proposed improvements will include exposed aggregate concrete footpaths with saw cuts to match the existing path and extension of the paver bands to match the existing footpath finishes.

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No. 190606080258;

(b) Approves the extension of the high amenity paving to tie in with the new Riverview development boundary;

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Council:
(c) Approves the extension of the high amenity paving to tie in with the new Riverview development boundary;

(d) Approves $22,000 of budget for the extension of the high amenity footpaths outside Riverview Development from the Kaiapoi Town Centre budget;

(e) Notes that following this allocation there will be $572,000 unallocated in the Kaiapoi Town Centre Budget and that future projects have been identified to be carried out from this unallocated budget;

(f) Notes that the timing of the work will need to be carried out to prior to the opening of the new development on 1 September 2019;

(g) Circulates this report to the Utilities and Roading Committee for information.

3. BACKGROUND

3.1 Kaiapoi Town Centre was upgraded following the Canterbury Earthquakes and at that time the future use of the old Hansen Mall site was not known.

3.2 A number of workshops were held with the Community Board at the time to agree the landscaping details for the refreshed town centre.

3.3 At the time the upgrade was carried out a number of risks were identified and this included the risk of building development on adjoining sites delaying or impacting on works as details of future use was not known at that stage. This was considered to be a risk that needed to be managed and that it was important to move forward with improvements in order to help facilitate future development.

3.4 Staff have been working with the developer of the Riverview development to achieve a high level of interaction between the river and the town centre.

4. ISSUES AND OPTIONS

4.1. It is proposed to extend the high amenity footpaths to the boundary alongside the development to tie in with courtyard works which are being carried out by the developer. This will provide a consistent and seamless finish between the footpath and the business frontages.

4.2. The proposed footpath improvement work will involve constructing approximately 100m² of exposed aggregate footpath with saw cuts to tie in with the existing path, along with extension of the existing paver bands. The areas involved are shown as shaded in the image below.
4.3. An alternative option is to use a lower cost finish such as asphalt. This is not considered appropriate as it would detract from the existing footpath and be unsightly.

4.4. The Management Team have reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

5.2. Discussions have been held with the developer of the Riverview development on extending the existing footpath finished to tie in with the boundary of the new development.

5.3. **Wider Community**

5.4. Extensive consultation on the town centre improvements was carried out in conjunction with the Kaiapoi Town Centre Plan 2011. The streetscape and landscape plan was developed and approved by the Community Board at the time.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

6.2. Should the recommendations in this report be supported then the proposed funding source would be the Kaiapoi Town Centre Budget (PJ 100971.000.5013).

6.3. The Kaiapoi Town Centre budget is $6,000,000. A significant portion of this budget has already been spent or committed however there is still $572,000 of unallocated funds.
A breakdown of the Kaiapoi Town Centre budget is as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Status</th>
<th>LTP Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Purchase 178, 178A, 143 Williams St</td>
<td>Complete. $315,000 returned to date from subsequent sales of property.</td>
<td>$289,000</td>
</tr>
<tr>
<td>Smith Street Off Ramp contribution</td>
<td>Complete</td>
<td>$500,000</td>
</tr>
<tr>
<td>Bridge Improvements and North of Bridge in conjunction with the EQ Repair work</td>
<td>Complete</td>
<td>$630,000</td>
</tr>
<tr>
<td>Raven Quay at Library/Service Centre and Blackwell’s</td>
<td>Complete. Overspend $50k on shared space at the Library Service Centre</td>
<td>$825,000</td>
</tr>
<tr>
<td>Relocate Mainpower Kiosk on Williams St</td>
<td>Completed</td>
<td>$35,000</td>
</tr>
<tr>
<td>Williams Street South of the Bridge and Hilton Street</td>
<td>Completed</td>
<td>$1,924,000</td>
</tr>
<tr>
<td>KTC Plan Review</td>
<td>Complete. Third funding from the Town Centre Budget.</td>
<td>$100,000</td>
</tr>
<tr>
<td>Kaiapoi Town Centre Feature Lighting. Estimate for Stage One</td>
<td>Complete</td>
<td>$125,000</td>
</tr>
<tr>
<td>Kaiapoi Town Centre Linkages with Mixed Use Business Areas</td>
<td>Complete. Purchase and demolition of 131 Raven Quay.</td>
<td>$400,000</td>
</tr>
<tr>
<td>Further strategic purchases.</td>
<td>As identified.</td>
<td>$600,000</td>
</tr>
<tr>
<td><strong>TOTAL COMMITTED</strong></td>
<td></td>
<td>$5,428,000</td>
</tr>
<tr>
<td><strong>UNALLOCATED</strong></td>
<td></td>
<td>$572,000</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td></td>
<td>$6,000,000</td>
</tr>
</tbody>
</table>

The following projects have also been identified for this budget, and are likely to be discussed with the Board and Council:

- Painting of the Williams Street Bridge. Estimate $30,000.
- Kaiapoi Town Centre Feature Lighting. Estimate for Stage Two is $125,000. Stage Two extents of work has not yet been confirmed.
- New street lights north of the Williams Street Bridge (to match south of the bridge). High level estimate $400,000 based on Raven Quay to the Railway Line costs.
• Additional footpath work on the corner of Williams Street and Charles Street at Riverview development – Estimated costs $22,000.

• Total cost of the above additional future works $572,000

In summary there is approximately $572,000 of cost to be funded from the unallocated Town Centre Budget, therefore this is likely to be fully utilised.

6.4. The cost estimates for the remaining work in Kaiapoi Town Centre is high level at this stage and a refinement of the estimate will be required.

6.5. Community Implications

6.6. There are no community implications associated with this report.

6.7. Risk Management

6.8. There is a risk that the work may not be completed in time for the opening of the new development. This will be minimised by working closely with the developer to ensure that all works are completed in a timely manner.

6.9. Health and Safety

6.10. Any field work required will be undertaken under the guidelines of the Safe Working in the Field manual.

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

7.3. Not applicable.

7.4. Community Outcomes

This report consider the following outcomes:

There is a safe environment for all

• Crime, injury and harm from road crashes, gambling, and alcohol abuse are minimised.

The distinctive character of our takiwā - towns, villages and rural areas is maintained

• The centres of our towns are safe, convenient and attractive places to visit and do business.

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.
7.5. **Delegations**

The Kaiapoi-Tuahiwi Community Board has delegation to make recommendations to Council on issues affecting the ward area.
1. SUMMARY

1.1 This report is seeking a decision from the Kaiapoi-Tuahiwi Community Board (KTCB) on the preferred location of the proposed toilet at Silverstream estate. The report highlights three options for the KTCB to consider, one that was agreed at time of development with services installed nearby, this option has community opposition, one that is an alternative to this with a slight increase in cost and another that has been recently promoted by the community.

Attachments:
   i. 190610081172 Location options
   ii. 190610081454 Potential toilet design

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No. 190604078006

(b) Recommends staff proceed with the installation of the toilet at Approx L2 following consultation with direct neighbours. This can be viewed in attachment i and is located towards the corner of Silverstream Boulevard and Footbridge Terrace. With appropriate screen planting the impact of this option could be mitigated for the nearest dwellings.

(c) Notes staff will continue to update the Kaiapoi-Tuahiwi Community Board on progress including discussion with neighbours along Footbridge Terrace and with the wider community that have fed into the process thus far.

(d) Notes further funding can be allocated from within existing land development budget to cover the increase in cost of Approx L2.

(e) Notes a consented option that was approved through early development stages exists and this can be seen as Approx L1 in the attachment i.
3. **BACKGROUND**

3.1 Tirikatene Reserve is located on Silverstream Boulevard within the Silverstream Estate development. The reserve currently has a playground to the south and a basketball hoop to the north with neighbouring properties situation along the western boundary. The reserve was consented to have a toilet installed as part of the development plan, to this date that has not occurred. The consented location can be seen in attachment i as Approx L1.

3.2 The toilet has services built and ready for connection as the location was discussed and supported early on in the development and prior to the sale of neighbouring houses. Since the occupation of the houses, this location has been subject to a petition and community intervention with Greenspace to look at alternative locations.

3.3 An onsite meeting was held with the community to discuss an alternative option and staff took this away and had a new location looked at. This can be seen in attachment i as Approx L2. Since this time further feedback has been given to Greenspace at an onsite meeting stating that a third location should be considered. This location can be seen in attachment i as Approx L3. These are approximate locations for the KTCB to consider.

3.4 Staff have feedback from both the developer and the community which does not align. The developer prefers the consented location while the community has shown preferences for moving the toilet as far away from houses as possible, hence the addition of Approx L3.

3.5 Staff have initial cost estimates for both Approx L1 ($100,000) and Approx L2 ($130,000). The consented location (Approx L1) is the cheapest of all options due to the presence of services being installed previously. Moving to location Approx L2 increases the cost by an estimated $30,000. The developer has stated they do not support increasing the amount they would pay into the option. The option of Approx L3 has not been costed (staff will table this at the KTCB meeting) however as it is further away from services there would be additional cost to the $30,000 already identified for Approx L2.

3.6 A key constraint of the reserve is the presence of a large cable that runs almost the entire length of the eastern boundary. This places restrictions on where a toilet could be practically located. An increase in budget would be required should Approx L2 or Approx L3 be supported.

4. **ISSUES AND OPTIONS**

4.1. The main issue for this project is that the community is keen to see the toilet moved as far away from dwellings as is possible. Staff believe this could be achieved with the option noted in attachment i as Approx L2. It can be noted that this option may not be approved with all of the community given the desire is to see it moved further away from houses. However staff believe that they could work with the most immediate of neighbours to resolve this and see the installation of this asset. It is worth noting that the community remain positive that a toilet should be installed at the reserve, the issue for them is location.

4.2. Three options are being put to the KTCB for consideration. Approx L1, Approx L2 and Approx L3 as located in attachment i.

4.3. Approx L1 – this option is currently budgeted and consented with services located near by in anticipation of its installation. This location was selected early on in the development prior to occupation of the neighbouring surrounds. While this is the most straight forward option it is strongly opposed by the community and the neighbour who shares a boundary
with the reserve. The toilet would be located close to the boundary, although screen planting was offered or even moving this further into the car park area, opposition remains for this option. Staff are not recommending this option as strong community opposition is noted, despite the practical ease for construction of this option.

4.4. **Approx L2** – this option was developed following an onsite meeting with residents and the community. While it has proven to not satisfy all within the neighbourhood, it is the most palatable option compared with the other two that will be discussed. This location would meet CPTED requirements along with providing access to the nearby playground and still be visible to the commercial centre across Silverstream Boulevard. Screen planting could achieve a more aesthetic outlook for residents along Footbridge Terrace to mitigate some concerns they may have of viewing the toilet from across the road. This option does come with an increased cost compared with Approx L1, however it is anticipated this would not be as high as moving the toilet further into the reserve. Staff are recommending this option to the KTCB, as we believe with further conversation a suitable outcome could be reached for installing the toilet and mitigating the main concerns of the immediate neighbours, it is within the standards that staff support from CPTED design principles and it has good sight lines to the playground should parents or young children wish to access them. Staff believe that this would be the most functional location for the reserve once installed due to these aspects discussed (noting this location is over 20 metres from the nearest neighbouring boundary that is across Footbridge Terrace). CPTED is a key requirement from the Public Toilet Strategy 2017.

4.5. **Approx L3** – this option was discussed at an onsite meeting between staff and community representatives who want to see the toilet installed but prefer a location that takes it away from residential areas. This option does achieve that however it will be with increased cost due to service provision, is not as in line with CPTED due to less natural surveillance and moves the toilet further away from the key activity area of the reserve. Although in saying this it does move closer to the basket ball area, however not to a measurable benefit. It is also closer to the bus stop which is generally not supported as a CPTED feature. Separation from such an asset is desirable. Staff are not recommending this option due to the points noted and potential for increased cost.

4.6. The Management Team have reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations** – the developer of the estate is keen to see the toilet installed at the consented location given that they included the provision of services so the toilet could be installed with minimal further work required.

5.2. **Wider Community** – staff have been in discussion with some members of the community throughout this process, which has led to the discussion point of moving the toilet from its original consented location. This has involved addressing a petition as well as two onsite meetings to hear community views on alternative locations.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

Currently budget exists to support Approx L1. By moving the toilet, the budget will need to be increased, as further service provision will be required. Approx L2 is estimated to be an additional $30,000. Staff will table at the meeting the expected increase in cost of Approx L3. The increase to Approx 2 can be covered within the land development budget as this is related to development contributions or growth.
6.2. **Community Implications**

As discussed some members of the community do not support the consented location of the toilet and is keen to see the provision of this asset as far from houses as possible. Greenspace feel that the Approx L2 does mitigate these concerns however the stigma will exist that the further away the better.

6.3. **Risk Management**

Staff do not believe there are significant risks associated with the options provided as they are within guidelines of CPTED. The only concern for this would be if Approx L3 was selected as this is further away from houses (natural surveillance), potential to be behind a large planting and closer to the bus stop. There is the added risk that playground users would not appreciate the toilet being further away given they will be in attendance with young children, this could lead to complaints further down the development or once the toilet is installed if not near this key activity.

6.4. **Health and Safety**

The installation of the toilet would be subject to contract and project management, and both would have a Health and Safety plan as part of that process. Otherwise the installation of the toilet will support the well-being of the community who choose to recreate within the reserve as it provides accessibility.

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**

Resource consent may be required for any new location that is not currently consented. The reserve does have a consented location however as discussed the community is not supportive of this option.

The Public Toilet Strategy 2017 identifies levels of service for public toilets of which access and CPTED are key considerations.

7.3. **Community Outcomes**

**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.
- The accessibility of community and recreation facilities meets the changing needs of our community.

7.4. **Delegations**

The Kaiapoi-Tuahiwi Community Board have the delegated authority to approve the preferred location of the toilet within Tirikatene Reserve.
This residence has been designed for the client and remains copyrighted to DesignNZ (division of DSC Group Ltd). All dimensions, materials, and timber treatments are to be confirmed prior to construction. Timber Treatment NZS 3602-2003). The position of all services to site must be confirmed prior to construction. Soffit, lintel, and ceiling heights may vary. Designer should be consulted rather than assume a certain height if it cannot be ascertained from specific cross sections.
SITE NOTES

Territorial Authority: Waimakariri DC
Site Area: 7128m²
Floor Area: 744m² (area over foundation)
Wind Zone: High
Earthquake Zone: 2
Snow Zone: 0.9kPa
Corrosion Zone: C
Geotech / Soil Report: Davis Ogilvie Report 38166 24 Aug 18
Foundation type: Engineer specified
Flood Management Area: Yes
minimum floor level of 4.4m above mean sea level as per council requirements.
Note: this may not be the FFL, refer to Site Plan & Foundation Plan for the determined FFL.

Indicates 75x50mm colorsteel downpipes (55m per dp)
Indicates gully trap location

General: Concept subject to TA rules and regulations.
All dimensions to be confirmed on site.
Boundary Dimensions and bearings subject to confirmation.
Site Levels subject to confirmation.

This residence has been designed for the client and remains copyrighted to DesignNZ (division of DSC Group Ltd). All dimensions, materials, and timber treatments are to be confirmed prior to construction. All work must be in accordance with the NZ Building Code, and relevant NZ Standards whether referenced in this documentation or not, (including but not limited to Foundation & Trench Frame Construction, Trench Treatment NZS 1602 2002). The position of all services to site must be confirmed prior to construction. Soffit, lintel, and ceiling heights may vary. Designer should be consulted rather than assume a certain height. It can be measured from specific cross sections.
Electronic timing controlled locking system to be placed on the main door

The door needs to have a manual lock on the inside but also an override for the electronic locking system en ease of malfunction. (Manual handle type to be a free exit system)

Hand Basin and soap-dispenser to be provided. The Council will provide the toilet roll holder. Provision for the location of the toilet roll holder has to be made though.

Internal fixtures including toilet are to be made from stainless steel.

Doors to be heavy duty with hinges (accessible and NZBC D1 compliant door spring tension required). Door stops at top and bottom if required to ensure no damage can be caused by strong winds.

Double check valve or atmos vacuum break to be fitted to any pipe or hose outlet.

### FLOOR PLAN

**Notes:**
- Electronic timing controlled locking system to be placed on the main door.
- The door needs to have a manual lock on the inside but also an override for the electronic locking system en ease of malfunction. (Manual handle type to be a free exit system).
- Hand Basin and soap-dispenser to be provided. The Council will provide the toilet roll holder. Provision for the location of the toilet roll holder has to be made though.
- Internal fixtures including toilet are to be made from stainless steel.
- Doors to be heavy duty with hinges (accessible and NZBC D1 compliant door spring tension required). Door stops at top and bottom if required to ensure no damage can be caused by strong winds.
- Double check valve or atmos vacuum break to be fitted to any pipe or hose outlet.

**Table:**
- Ramps to entrances complying with NZS 4241 are acceptable. Compliance with the NZBC and NZS 4121 is required on accessible routes.
- Toilet units shall not have a gap greater than 25 mm below the doors. Toilet units shall otherwise provide complete visual privacy and sound and other isolation. All fittings provided shall be within the unit. There shall be no fittings within any communal space. Accessible toilet units shall meet the criteria in note (7) above allowing for full wheelchair manoeuvring space within the unit without encroaching on any door swing area (see Appendix G). See New Zealand Building Code Q1A/S1 and NZS 4121.
- Articulate illumination giving an overall 300 lux at floor level at midday on June 22nd with a cloudless sky.
- Natural ventilation alone is appropriate in toilet facilities where stack effect principles must apply.
- Door opening details compliant w/CANZ CP01 2014 (refer to sheet A14).

**General:**
- All dimensions to be confirmed on site.
- Concept may be subject to subdivision developer’s approval.

**Construction:**
- Council approval stamp.
- Final Scale 1:50.
Toilet

Selected Colorsteel Longrun roofing on self supporting underlay

190mm REINFORCED CONCRETE BLOCK WALL, STACK BOND

VENT BLOCK

GABLE METAL FEATURE

NZBC G4
STORY FLOOR AREA REQUIRED FOR NATURAL VENTILATION
5 VENT BLOCKS PROVIDED
(190x390x5 = 0.37m$^2$) required = 0.176m$^2$

VENT BLOCK

MOUNTAIN FRESH FREE STANDING FOUNTAIN F7F

MOUNTAIN FRESH FREE STANDING FOUNTAIN F7F

ELEVATION

NORTH ELEVATION

WEST ELEVATION

SOUTH ELEVATION

scale: 1:50

This residence has been designed for the client and remains copyrighted to DesignNZ (division of DSC Group Ltd). All dimensions, materials, and Timber treatments are to be confirmed prior to construction. The position of all services to site must be confirmed prior to construction. Soffit, lintel, and ceiling heights may vary. Designer should be consulted rather than assume a certain height if not be mentioned from specific cross sections.

NZBC: 5% OF FLOOR AREA REQUIRED FOR NATURAL VENTILATION
5 VENT BLOCKS PROVIDED
(190X390X5 = 0.37m$^2$) required = 0.176m$^2$
1. SUMMARY

1.1. Following a neighbourhood barbeque at Morecroft Reserve, an issue was brought to staff attention around the informal track that is used by students (mainly on bikes) accessing Kaiapoi North School via Allison Crescent. The neighbour whose driveway this track currently crosses (where it meets Allison Cres) has advised the current alignment is unsafe especially where pedestrians and bikes shoot across his driveway at speed coming off the crest of the mound. Furthermore, during winter the ground becomes muddy and dangerous and leads to maintenance issues.

1.2. Staff identified two options to resolve the maintenance and health and safety concerns which were to either block off the existing path or to formalise the path and adapt it to be more suitable and safer for both pedestrians and the neighbours. Staff began writing a report to the Board identifying the two options and seeking both the decision of the Board on which option to implement and approval for the use of the General Landscaping Budget to cover the costs associated with that option.

1.3. During this process, staff were made aware by the Drainage Team that the bank is actually a bund designed to protect the houses within the Morecroft subdivision from the potential impacts of a 200 year flood situation. For this reason, any lowering of the bank (as proposed for option two) would require a resource consent and a design that could show the potential impacts of lowering the bank are acceptable. Staff therefore looked for other alternative options and have included within this report four options which the Board could choose.

1.4. Staff spoke to the Principal and Caretaker of Kaiapoi North School about the initial two options. The School indicated their preference for a formed path such as Option 3 and 4 of this report. Greenspace Staff recommend Option 4 as this would address the health and safety issues, have a positive impact on the users of the existing informal track and would not require a resource consent or changes to the flood management systems which protect Morecroft subdivision. The removal of this track as proposed by Option 2 would be successful in mitigating the maintenance and health and safety issues but would not provide the same benefits to those using the reserve as this additional pedestrian link would be lost.

1.5. There is currently no budget allocated to this project however there is sufficient budget to cover either option within the Kaiapoi Tuahiwi General Landscaping Budget which currently holds $46,420 ready to be allocated. Option 1 would have no cost to the Landscaping Budget, Option 2 is estimated to cost $2,200, Option 3 is estimated to cost $5,500 + and Option 4 estimated to cost $8,200.
2. **RECOMMENDATION**

**THAT** the Kaiapoi - Tuahiwi Community Board:

(a) **Receives** report No: 190507064628.

(b) **Notes** the health and safety concerns raised by neighbouring residents and Kaiapoi North School relating to the existing informal pathway to Allison Crescent.

(c) **Approves** the allocation of $8,200 from the General Landscaping Budget towards the installation of a permanent pathway that links the footpath on Allison Crescent and the existing pathway within Morecroft Reserve as per Option 4 in the attached concept plan. (190507064668)

(d) **Notes** the Board currently has $46,420 available to allocate to general landscape projects within the Kaiapoi -Tuahiwi Ward.

3. **BACKGROUND**

3.1. In March 2019, Council staff and elected representatives ran a community barbeque at Morecroft Reserve, Kaiapoi. The purpose of the barbeque was to encourage use of the reserve by the community and seek feedback on ideas which could improve things that the community like about the reserve.

3.2. Following the barbeque, it was brought to the attention of staff that there is currently an issue around the informal track that is used by students (mainly on bikes) accessing Kaiapoi North School via Allison Crescent.

3.3. The neighbour whose driveway this track currently crosses (where it meets Allison Cres) has advised the current alignment is unsafe especially where pedestrians and bikes shoot across his driveway at speed coming off the crest of the mound. Furthermore, during winter the ground becomes muddy and dangerous and leads to maintenance issues. This track is also a concern to the school because students use it as a mud slide and bring mud back into the class room. The school is also concerned about students shooting over the driveway of the neighbouring property and feel it is currently unsafe.

4. **ISSUES AND OPTIONS**

4.1. Greenspace Staff have looked at this site and agree that there is currently a safety concern where the track crosses the drive. Staff then identified two potential options which would resolve the issues raised. The first option would be to block off the track completely and the second option was to create a formed path which entered the footpath in a much safer location. This option would require the bank to be lowered at that point to allow an appropriate gradient.

4.2. There is currently no budget allocated for either of these options. However, this project would fit within the parameters of being a project which the Board could allocate funds from the Kaiapoi Tuahiwi General Landscaping Budget. This budget is controlled by the Kaiapoi Tuahiwi Community Board and is used for projects within the Kaiapoi Tuahiwi Ward to enhance the landscape and positively impact the community.
4.3. The Kaiapoi Tuahiwi General Landscaping Budget currently has $46,420 remaining which is available to be allocated during this financial year to such projects. Therefore sufficient budget exists to cover either option should the Board choose to use this budget to address the issues with the existing track.

4.4. Staff therefore began a report to the Board identifying the two options and seeking both the decision of the Board on which option to implement and approval for the use of the General Landscaping Budget to cover the costs associated with that option.

4.5. During this process, staff were made aware by the Drainage Team that the bank is actually a bund designed to protect the houses within the Morecroft subdivision from the potential impacts of a 200yr flood situation. For this reason, any lowering of the bank (as require for option two) would require a resource consent and would need to show that the potential impacts of lowering the bank are acceptable. Should the Board wish staff to do so, staff can submit a resource consent for this option. Staff cannot however confirm that this would be approved.

4.6. Staff therefore began investigating other potential options and have created an alternative solution for the Boards consideration. The purpose of this report is to identify all options available to the Board and seek the Board's direction on which option to implement. Based on the above information, staff have listed the options available to the Board below;

4.6.1. Option 1: Do Nothing.

The Board could choose to do nothing and not make any changes. However, as discussed above, staff agree that there is a safety concern with pedestrians crossing the neighbour’s driveway which needs to be addressed. Staff therefore do not recommend this option and would need to find another way to resolve this issue through the use of alternative funds.

4.6.2. Option 2: Block the Track

The track could blocked off completely and thus remove any safety or maintenance concerns. This could be achieved by extending the existing garden across the gap to discourage use of the path. Staff believe that a line of bollards with chain would also be required to stop people biking through the new plants. This option is estimated to cost $2200

While this option is simple and would not cost a lot to achieve, staff believe that the informal path has been created in response to congestion on the existing formal entrance. At school start and finish times it would appear that cyclists find it easier (and likely more fun) to use the informal track to access Allison Cres. For a track to become established to this degree indicates continued and regular use, so removing the track will negatively affect a number of people who currently use it.

4.6.3. Option 3: Apply for Consent

This option would be to develop the track and make it safe for public use. In order to achieve this, the track alignment would need to change so that it came straight out to the footpath instead of crossing the neighbours driveway. Because of the slope of the mound that the track crosses, this option would require the bank to be lowered at that point to allow an appropriate gradient. As discussed above, this option would require a resource consent which Staff can submit should the Board choose this option. Staff note however that this could potentially increase the risk of flooding to the homes in Morecroft in a 200yr flood situation and there is no guarantee that a resource consent would be granted. Staff therefore do not recommend this option. This option is estimated to cost $5,500 plus any costs associated with applying for and gaining consents.
4.6.4. Option 4: Formed Path with Steps

This option would also be to develop the track and make it safe for public use with a change in alignment however rather than cutting down the bank to create an appropriate gradient, steps would be built into the bank on the Allison Crescent side. Because this option would not lower the height of the bund, staff have been informed that this would not require a resource consent. This option would make the track safe for walkers however would not be suitable for cyclists. This option is estimated to cost $8,200.

4.7. Staff met with the Principal and Caretaker at Kaiapoi North School on site and discussed the two original options. Their response (attachment ii) was that their preference was for Option 2 with a permanent pathway constructed on the mound which would link the footpath to the existing pathway and mitigate any safety concerns and issues associated with mud in winter. While both options which include forming the pathway are more expensive, staff agree that the positive impacts on those using the path would be higher than should the path be blocked entirely and would satisfactorily address the safety concerns raised.

The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

Staff have spoken to the Principal and Caretaker of Kaiapoi North School and identified their preference would be for a permanent pathway to be created to replace the informal track. No other groups have been consulted regarding this pathway.

Wider Community

This issue was raised as part of community consultation during the community barbeque at Morecroft Reserve. No additional consultation has been undertaken with the wider community regarding the proposed options as staff believe that both options will address the health and safety concerns raised and the impacts to the wider community are negligible.

Staff have spoken with one of the neighbours who use the driveway who is happy that this is being looked at and felt that Option 1 would not be effective as while it would possibly stop bikes, it would not stop walkers as they can step over it. He suggested a pool type fencing similar to that used on the other side of the reserve. Staff have looked into this suggestion and believe that the cost of this would be close to that of Option 2 and therefore as Option 2 would have less impact on both the users and also visual impact to residents, would not recommend this option.

At time of writing this report Staff have been unable to contact the second neighbour who uses the drive but will hopefully have made contact prior to the Board meeting and can let the Board know if they have any concerns or specific preferences at that meeting.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

The Kaiapoi - Tuahiwi Community Board currently has a balance of $46,420 to allocate towards landscape projects within their ward. Option 1 would come at no direct cost to the Board through their general landscaping fund however would still cost Council as this would need to come from a different budget of which none has currently been allocated. The cost of blocking the path as suggested in Option 2 is estimated to be $2,200 and while the cost
of Option 3 is estimated at $5,500, this does not include the costs and time associated with applying for resource consent and there is significant risk that consent would not be granted. Should the Board wish to choose Option 4 and install steps and a formed path, staff estimate this will cost $8,200.

As the Board currently has $46,420 remaining within their General Landscaping Budget, there are sufficient funds within this budget to cover any of the above options and there would still be considerable funds left available for additional projects. Staff believe that the funds sought are consistent with other similar sized projects within the district and are reflective of the types of project which funds from this budget are commonly allocated towards. While staff have spoken with contractors to provide these estimates, any project approved by the board would be implemented under Council’s procurement policy.

6.2. **Community Implications**

As discussed above, Staff believe that options 2, 3 and 4 would address the current safety concerns raised and therefore would have a positive impact on the community. Options 3 and 4 would have additional benefit by allowing current users of the path to continue doing so (but in a safer manner) as opposed to Option 2 which removes this option entirely.

**Risk Management**

Staff do not believe that there are any significant risks associated with the implementation of the either options.

6.3. **Health and Safety**

Both options sufficiently address the health and safety concerns raised around the existing pathway and would require work to be undertaken within Council reserves or spaces. If approved, staff would require the contractor to be Sitewise approved and to submit an appropriate health and safety plan (Site Specific Safety Plan - SSSP). This would need to be approved and signed by the Greenspace Manager prior to construction beginning on site.

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**

The Neighbourhood Reserves Management Plan provides policy in relation to the appropriate development of this reserve. Section 9.6 of this plan relates to walking and cycling paths and talks of the importance of paths being safe, accessible and convenient.

7.3. **Community Outcomes**

**There is a safe environment for all**

- Harm to people from natural and man-made hazards is minimised.

**There is a healthy and sustainable environment for all**

- Harm to the environment from the impacts of land use, use of water resources and air emissions is minimised.

**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.
The accessibility of community and recreation facilities meets the changing needs of our community.

7.4. **Delegations**

The Kaiapoi -Tuahiwi Community Board have the delegation to approve the allocation of the Kaiapoi -Tuahiwi General Landscape Budget.
EXISTING (& Option 1)

Currently there is an informal track (1) which is used by cyclists leaving school and crosses the mound before entering the footpath directly in front of the neighbours drive. This creates a safety issue and also a maintenance issue with the grass dying. The track is also used in winter as a mud slide by students which the school discourages due to mud being brought into the class rooms. Option 1 would be to do nothing. Staff do not recommend this.

OPTION TWO

The current garden stops before the informal path leaving space for people to bike through. This planting could be extended to discourage people biking through this location. Staff recommend that bollards and chain would also be required otherwise people would likely walk or bike through the new garden.

Estimated Cost: $2,200

OPTION THREE

This option would acknowledge that people want to travel on this route and make it safe to do so. A path could be cut through the bank with planting extended on both sides. This would direct users to a safer point to enter the footpath. Bollards would be used where the new path meets the foot path to slow cyclists down. Note: This option would require a Resource Consent which is not guaranteed.

Estimated Cost: $5,500

OPTION FOUR

This option would also acknowledge that people want to travel on this route and make it safe to do so. A path could be formed up and over the bund with steps on the Alison Crescent side. This would direct users to a safer point to enter the footpath. Note: This option would not require a Resource Consent as the bund is not being lowered however would be unsuitable for cyclists.

Estimated Cost: $8,200

Morecroft Reserve Informal Track Concept Plan
Grant Stephens  
Greenspace Team  
Waimakariri District Council  

17th April 2019  

Dear Grant  

Thank you for visiting us today. Confirming that we support the addition of a permanent pathway on the mound between the Moorcroft Reserve and Allison Crescent. The current small gap between the plantings and the neighbours fence has been enticing for young and old as a shortcut causing it to be muddy in the winter and also a safety hazard when pedestrians and bikes emerge from Moorcroft Reserve. By adding a path it will mitigate the safety concerns and also the issue with the mudslide.  

Yours Faithfully  

Jason Miles  
Principal
1. **SUMMARY**

1.1 The purpose of this report is to provide the Kaiapoi-Tuahiwi Community Board with an update on activities and progress made on the 26 projects and actions listed in the Kaiapoi Town Centre Plan – 2028 and Beyond.

1.2 The Kaiapoi Town Centre Plan – 2028 and Beyond was adopted by Council in November 2018 after a period of public consultation the previous August and September. Quarterly updates on activities against actions within the plan will be produced for the Kaiapoi Community Board, and form the basis of online updates available to the public.

**Attachments:**

1. Kaiapoi Town Centre Plan – 2028 and Beyond

2. **RECOMMENDATION**

**THAT** the Kaiapoi – Tuahiwi Community Board:

(a) **Receives** report No. 190606079809

(b) **Notes** the progress made on various projects within the Kaiapoi Town Centre Plan – 2028 and Beyond.

(c) **Circulates this report to** Council and the other Community Boards for their information.

3. **BACKGROUND**

3.1 In 2011 the Waimakariri District Council developed and adopted the 2011 Kaiapoi Town Centre Plan which responded to the Town Centre recovery challenges faced by the Kaiapoi community and the wider District following the 2010 and 2011 Canterbury Earthquakes.

3.2 The actions and projects set out in the 2011 Kaiapoi Town Centre Plan were anticipated to be delivered over a ten (10) year period. However the Council’s accelerated programme
of works resulted in the large majority of these actions being completed within the first six years of the Plan.

3.3 A further driver for the review of the 2011 Kaiapoi Town Centre Plan was the planning and divestment responsibilities given to Council for the Mixed Use Business Regeneration Areas set out in the Waimakariri Residential Red Zone Recovery Plan. It was determined appropriate that the planning for the almost eight (8) hectares of Mixed Use Business land be considered alongside the future growth requirements for the existing Kaiapoi Town Centre areas.

With these drivers in mind, Council staff began discussions with the Kaiapoi Community Board, Regeneration Steering Group and Council, and undertook planning for the review of the 2011 Kaiapoi Town Centre Plan early in 2017.

3.4 A significant part of this review project was the development of a Key Stakeholder Reference Group, and the involvement of this group in an iterative series of ‘Inquiry by Design’ (IBD) workshops. The Stakeholder Reference Group included representation from the Kaiapoi business and property development community, Kaiapoi Promotions Association, Enterprise North Canterbury, Kaiapoi-Tuahiwi Community Board, Waimakariri Youth Council, and Waimakariri District Council. The group was supported by the appointed project consultants and key Council staff.

3.5 By July 2018 a final draft of the ‘Kaiapoi Town Centre Plan – 2028 and Beyond’ was complete, and was approved for a four (4) week public consultation period over the August – September 2018 period. 26 submissions were received through the public consultation period, and a number of small alterations and updates were made as a result, before Council adopting the Plan in November 2018.

3.6 Since being adopted, staff have begun a number of work streams related to projects and actions articulated in the Plan.

4. **ISSUES AND OPTIONS**

4.1 The following table provides an overview of the projects and actions listed within the Kaiapoi Town Centre Plan, and contains progress information against the projects that have current work streams assigned to them.
## Kaiapoi Town Centre Plan – 2028 and Beyond: Progress on Implementation (as at June 2019)

<table>
<thead>
<tr>
<th>Project Area</th>
<th>Progress on Implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Town Centre Area</strong></td>
<td></td>
</tr>
</tbody>
</table>
| (1–3 YRS) 1. Continue to progress the Council’s existing riverbanks enhancement programme | • Terrace seating on the north stop bank outside the new Port and Eagle Bar were opened in March this year.  
• A contract has been awarded for the dredging of the river alongside the river bank in preparation for the new pontoons to be installed. Dredging is due to occur in June, with the pontoons due for installation in September. |
| (1–3 YRS) 2. Continue to work with the developers of the (former) Bridge Tavern to help facilitate good outcomes for the town centre. | • The new Port and Eagle brewery and bar opened in March of this year. Stage two of the ‘Riverview Development’ includes a further six ground floor tenancies on this site and additional first floor office space. Stage two is nearing completion and the majority of tenancies are reportedly taken. |
| (1–10 YRS) 3. Progress the development of the 137 Williams Street in accordance with the river town theme: Confirm private sector partner, undertake planning and design. Undertake construction | • An Expression of Interest process was undertaken for the divestment of 137 Williams Street which resulted in the successful sale of this site to Ashmore Estates Ltd.  
• Consenting for a two storey commercial development this site has been achieved and construction has begun with the foundations now in place.  
• The new building is due to be open for business in February 2020, and will contain 5 small tenancies on the ground floor, and one larger professional organisation on the first floor. |
| (1–3 YRS) 4. Work with the owners of the former BNZ building at the corner of Williams and Charles Streets to facilitate the restoration or redevelopment of the building and site. | • Council Building Unit staff have been working alongside the Shivas Estate to have some further temporary building support installed. This resulted in orange protection barriers surrounding the building being removed earlier this year.  
• Council staff are still supporting the Shivas Estate where appropriate as they work through the longer term future options for this building. |
| (1–10+ YRS) 5. Continue to work with landowners of the underutilised land between Hilton Street, Black Street, Raven Quay and the rear of properties on the western side of Williams Street (this project was identified in the 2011 Plan) to be more intensively redeveloped | • No specific work or actions have yet commenced on this project. |
| (1–3 YRS) 6. Progress the planned painting of the bridge. | • An initial quote was obtained for the painting of the bridge 12 – 18 months ago. A number of subsequent conversations have occurred in relation to feature lighting under/on the bridge, and other possible bridge maintenance/cleaning. Staff will coordinate these conversations, confirm related cost and begin planning appropriate Bridge work over the coming months. Around $30,000 was allocated in the existing KTC Budget for this work. |
| (1–10 YRS) | 7. Work with partner organisations / private sector to deliver and manage canal boats / house boats on the Kaiapoi River.  
- Identify planning, infrastructure and Agency requirements.  
- Respond to requests from the private sector.  
|  
| (1–10 YRS) | • An initial background report has been completed which collates the related regulatory, ownership, servicing, and stakeholders engagement considerations from across a number of organisations.  
• The above was then used to inform the production of an Approvals and Process Guide for activities on the Kaiapoi River. This guide was approved for distribution to public and external project holders by the Kaiapoi - Tuahiwi Community Board in April this year.  
• Council staff have had a number of conversation with three external project owners about their respective projects and provided them with the above information.  
• Business and Centres staff are now working on a ‘Marine Precinct River Management Plan’ which will provide guidance on accessing and using the pontoons and precinct services, user fees and charges, asset maintenance, provide terms and conditions of use etc. It is anticipated this plan would be completed and approved by the Community Board and Council in August.  
|  
| (1–10 YRS) | 8. In conjunction with wider regional transport planning, investigate the development of a public transport interchange, preferably in West Kaiapoi. Consider how the Mixed-Use Business Areas and other land could support emerging transport technologies and future modes of public transport.  
|  
| (1–10 YRS) | • The Council Roading team are currently working with regional partners on the development of ‘Park and Ride’ locations across the district, including Kaiapoi.  
• Negotiations are well underway with Go Bus with regards to their move to the West Mixed Use Business Area. Go Bus had previously signalled a requirement for more land and had entered into a short term ground lease of 42 Hilton Street for additional bus parking. Also, with the approved divestment of 51 – 53 Hilton Street for the new Fire Station Development, staff have been working alongside Go Bus to secure their future at the West Mixed Use Business Area.  
• Staff will continue to work with key partnering transport agencies to assess the ongoing public transport needs of Kaiapoi.  
|  
| Mixed Use Business Areas |  
| (1–3 YRS) | 9. Continue to work with the motor caravan community to develop a site in Kaiapoi East for overnight motor caravan parking.  
- Determine planning, design and property requirements.  
- Undertake physical works.  
|  
| Mixed Use Business Areas | • The Kaiapoi Town Centre Plan Master Plan provides for the New Zealand Motor Caravan Association (NZMCA) within the East Mixed Use Business Area. Staff have had a number of ongoing conversations with NZMCA and are now waiting on some further information relating to their preferred land size, levels of service, and onsite facilities (type, size and servicing requirements).  
• Once NZMCA have provided this high level information, a ‘business case’ will be developed based on further conversations, articulating preferred land arrangements, project timeframes and inputs etc. This will be presented to the Kaiapoi - Tuahiwi Community Board for their consideration before further discussions with Council and the Crown.  
|  
| (1–10 YRS) | 10. Explore opportunities to improve pedestrian connectivity between Kaiapoi South, Kaiapoi East and Williams Street to provide greater accessibility and visibility from Kaiapoi’s main street.  
|  
| (1–10 YRS) | • Council approved the acquisition of 131 Raven Quay which sits between the Kaiapoi Ruatanwha Civic Centre and the South Mixed Use Business Area. This property was acquired and then demolished earlier this year to allow future continuous development and linkage from the existing commercial areas on Williams Street into the South Mixed Use Business Area.  
• A further report considering the option of a further property acquisition which would allow for better linkage between Williams Street and the South Mixed Use Business Area has been presented to the Kaiapoi – Tuahiwi Community Board.  
• Around $600,000 remains in the KTC Budget for improving linkages between existing Town Centre areas and the Mixed Use Business Areas.  
|
11. Work with commercial recreation providers to explore the development of commercial ‘pay-to-play’ facilities such as for indoor soccer, netball and cricket, climbing, archery, etc. in Kaiapoi East.  
   - Determine interested parties, site requirements, etc.  
   - Undertake planning and design.  
   - Undertake physical works.  

   - No specific work or actions have yet commenced on this project. We suspect market interest in this concept may increase once the new sports grounds nearby are near or actually operating, so increasing the flow of users of/visitors to the area.

12. Explore opportunities to provide improved pedestrian and cycle connections between the Kaiapoi South and East Mixed-Use Business Areas. This could be provide an on-river crossing or a new pedestrian / cycle bridge.  
   - Identify river crossing options and cost estimates, including the impacts on vessels navigating the river.  
   - If proposal is viable, undertake planning, design and physical works.  

   - No specific work or actions have yet commenced on this project.

13. Work with Council staff and stakeholders / private sector to determine short and long term uses for Kaiapoi West.  
   - Undertake planning, design and property requirements.  
   - Initiate physical works once appropriate activities and project partners are confirmed.  

   - Negotiations are well underway with Go Bus with regards to their move to the West Mixed Use Business Area as described above in Project 8. This is initially a short term arrangement until their ongoing transport longer term contracts with Environment Canterbury have been determined in 2020/21.  
   - It is anticipated that they will confirm a longer term presence on this location after longer term contracts have been decided.

14. Establish a delivery structure with a clear mandate and appropriate accountability to oversee the ongoing regeneration of the Mixed-Use Business Areas in accordance with the principles, master plans, and identified projects.  
   - Council approved a budget of $150,000 for an initial investigation ($50,000), and then initial funding ($100,000) of an appropriate delivery structure for ‘Activation’ of the Mixed Use Business Areas in Kaiapoi.  
   - Consultants have been engaged to work with staff to investigate options, and provide advice to the Board and Council on appropriate structure options. It is anticipated that an initial briefing to elected members will occur before the end of August.

15. Create the public spaces identified on the master plans. These will include inclusive family friendly environments and opportunities for public art.  
   - Begin planning and design, including costings.  
   - Create the spaces, depending on the progression of related private sector development.  

   - No specific work or actions have yet commenced on this project.
| (1–10 YRS) | 16. Review the District Plan and where necessary, prepare District Plan Change(s) to enable the types of development envisaged by the master plans. These are to be progressed under the Resource Management Act or Greater Christchurch Regeneration Act as appropriate. | • The Kaiapoi Town Centre Plan adopted in November 2018 provides both master planning and Outline Development Plan information that will inform the District Plan Review.  
• The Business and Commercial chapters of the District Plan are currently being reviewed by the Development Planning Unit as part of their wider District Plan Review, and the Kaiapoi Town Centre Plan is being used to inform this. |
| (1–3 YRS) | 17. The strategy will identify activities and events such as art installations, recreation areas, markets and shows that will occur in Kaiapoi, including the Mixed-Use Business Areas, throughout the year. This could also include temporary buildings and other structures. It will be developed with support from key stakeholders. | • A number of events have been run or proposed (Christmas Carnival, etc.) within the Kaiapoi Town Centre Area, including the Mixed Use Business Areas, however this has been opportunistic in nature to date.  
• No specific work has been undertaken to date on the development of an ‘interim place making strategy’ or events schedule. |
| (1–10+ YRS) | 18. Work with building owners to adaptively re-use underutilised existing buildings for office co-working opportunities and explore opportunities to provide affordable market / work spaces for small and start-up enterprises in existing Council buildings / sites and in the Mixed-Use Business Areas. | • No specific work or actions have yet commenced on this project. |
| (1–10+ YRS) | 19. Continue to monitor car parking usage and reconfigure where required, including implementing parking management changes.  
• Consider parking restrictions to make parking closer to key destinations available for visitors rather than all day parking.  
• Consider the provision and location of new parking facilities.  
• Review District Plan parking requirements to ensure they promote the objectives of the Town Centre Plan. | • Staff are currently talking with consultants about the scope of works required to provide advice to Council on appropriate improvements to the car parking supply with the Kaiapoi Town Centre. This would include potential improvements/alterations to time restrictions, further future supply requirements, mobility parking, loading zones etc.  
• Similar surveys and work have been undertaken in previous years, and an updated set of information with recommendations is likely to be obtained by September for further consideration of the Kaiapoi - Tuahiwi Community Board and Council. |
| (1–3 YRS) | 20. Continue to upgrade directional signage leading into and within the town centre, including signage for car parking areas. | • Work related to signage upgrades (particularly relating to car parking) will follow the above work on car parking with the Kaiapoi Town Centre. |
| (1–3 YRS) | 21. Identify consistent and targeted landscaping in Council spaces such as on streets and parks and improved gateway treatment (landscaping and signage) to announce Kaiapoi and the Kaiapoi Town Centre. Beautify the Town Centre through the consistent planting of trees, shrubs and flowers. | Staff are currently working on a ‘Town Entries Strategy’ which includes key entrances into Kaiapoi. This strategy will help guide decision making on future treatments and improvements to the major entry points into Kaiapoi, including signage, landscaping etc. • Further work needs to be completed with regards to the ongoing beautification (through landscaping and planting) of the Kaiapoi Town Centre. • It is anticipated that the beautification of streets and public spaces in the Mixed Use Business Areas would be planned for and determined as development proposals for these areas are received. Provision for such public spaces in the Mixed Use Business Areas has been made through the Master Plan and Outline Development Plans included in the reviewed Kaiapoi Town Centre Plan. |
| (1–10 YRS) | 22. Continue to work with the private sector (through ENC and the Council’s Business & Centres Unit) to support new residential and commercial developments, including the repair / replacement of damaged buildings | A number of new commercial developments are either underway or recently completed, such as those mentioned above (Riverview, 137 Williams Street, BNZ Building). • A number of preliminary conversations have occurred with various developers/organisations potentially interested in development in the Mixed Use Business Areas. • Further work on how to support development is being undertaken through Project 14 (Delivery Structure). |
| (1–3 YRS) | 23. Explore amenity improvement options which could include feature lighting on significant structures, landscaped areas and other decorations. | Feature lighting has been installed on a number of key trees along Raven Quay and in Trousselot Park. Further feature lighting opportunities are being discussed for the Kaiapoi Town Centre, and there is around $125,000 of funding within the KTC Budget for such future work. • A working group has been formed within Council to progress such work. Further information and opportunities will be presented to the Community Board at future meetings. |
| (1–3 YRS) | 24. Continue to progress the upgrade of street lights, including north of Williams Street Bridge, in conjunction with appropriate developments and matching with the south of the bridge upgrades. | This work has not yet progress, and need to be considered in conjunction opportunities identified by the working group mentioned above. |
| (1–10 YRS) | 25. Explore opportunities for additional public amenities along the riverbank, and support further on-river activities. • Encourage the use of the Kaiapoi River for activities such as kayaking and punting. • Support the development of more public amenities on the riverbank, such as seating and shelters | A number of discussions have occurred with external project holders that would like to implement activities on the Kaiapoi River, as mentioned above in Project 7. • No further public amenity projects (beyond those in the Marine Precinct Plan) have been identified as of yet for the river bank. |
| (1–10 YRS) | 26. Continue to work with building owners and occupiers bordering the lane connecting Hilton and Williams Street to improve this pedestrian environment. Also explore other opportunities as they arise. | No specific work or actions have yet commenced on this project. |

4.2. The Management Team have reviewed this report and support the recommendations.
5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

5.1.1. The Kaiapoi Town Centre Plan Review Stakeholder Reference Group, and members of the Kaiapoi-Tuahiwi Community Board were part of the 2018 Kaiapoi Town Centre Plan Review exercise and were supportive of the projects within the reviewed plan. The Plan was adopted by the Council in November 2019.

5.1.2. Key stakeholders have been worked with through the various projects listed above as required.

5.2. **Wider Community**

5.2.1. The wider community has not been specifically consulted with in relation to individual commercial projects. Further public engagement on specific projects will be undertaken as required.

5.2.2. Quarterly updates will continue to be posted on the Council’s website, and key projects will be advertised and communicated with the public, in conjunction with the Council’s Communications Team, as appropriate.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

6.1.1. Spending against, and remaining funding for the Kaiapoi Town Centre Budget is summarised in the below table, noting that $1 million was later added to enable improved Town Centre/regeneration area linkages:

<table>
<thead>
<tr>
<th>Item</th>
<th>Status</th>
<th>LTP Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Purchase 178, 178A, 143 Williams St</td>
<td>Complete.</td>
<td>$289,000</td>
</tr>
<tr>
<td>Smith Street Off Ramp contribution</td>
<td>Complete</td>
<td>$500,000</td>
</tr>
<tr>
<td>Bridge Improvements and North of Bridge in conjunction with the EQ Repair work</td>
<td>Complete</td>
<td>$630,000</td>
</tr>
<tr>
<td>Raven Quay at Library/Service Centre and Blackwell’s</td>
<td>Complete. Overspend $50k on shared space at the Library Service Centre</td>
<td>$825,000</td>
</tr>
<tr>
<td>Relocate Mainpower Kiosk on Williams St</td>
<td>Completed</td>
<td>$35,000</td>
</tr>
<tr>
<td>Williams Street South of the Bridge and Hilton Street</td>
<td>Completed</td>
<td>$1,924,000</td>
</tr>
</tbody>
</table>
KTC Plan Review | Complete. Third funding from the Town Centre Budget. | $100,000
---|---|---
Kaiapoi Town Centre Feature Lighting. Estimate for Stage One | Complete | $125,000
Kaiapoi Town Centre Linkages with Mixed Use Business Areas | Complete. Purchase and demolition of 131 Raven Quay. | $400,000
Further strategic purchases/linkage improvements. | As they are identified/become available. | $600,000

**TOTAL COMMITTED** | **$5,428,000**

**UNALLOCATED** | **$ 572,000**

**GRAND TOTAL** | **$6,000,000**

The following projects have also been identified for this budget, and are likely to be discussed with the Board and Council:

- Painting of the Williams Street Bridge. Estimate $30,000.
- Kaiapoi Town Centre Feature Lighting. Estimate for Stage Two is $125,000. Stage Two extents of work to be confirmed.
- New Street lights north of the Williams Street Bridge (to match south of the bridge). High level estimate $400,000 based on Raven Quay to the Railway Line costs.
- Additional footpath work on the corner of Williams Street and Charles Street $22,000.
- Total cost of the above additional future works $572,000

In summary there is approximately $572,000 of ‘committed’ cost to be funded from the Unallocated Town Centre Budget which is likely to be fully utilised.

The cost estimates for the remaining work in Kaiapoi Town Centre is high level at this stage and a refinement of the estimate will be required.

6.2. **Community Implications**

6.2.1. The Kaiapoi Town Centre Plan articulates opportunities and challenges associated with growth of the Town Centre over the next ten years and beyond. Implementation of the projects in this plan will assist the ongoing growth and development of the Kaiapoi Town Centre.

6.3. **Risk Management**

6.3.1. There is no anticipated risk associated with the recommendations in this report. The risks associated with any individual project with the Kaiapoi Town Centre Plan will be assessed and managed in accordance with Council policies and procedure as they are undertaken.
6.4. **Health and Safety**

6.4.1. There are no specific anticipated health and safety implications resulting from the recommendations should they be supported. All relevant Council health and safety policies and procedures will be followed during the course of any normal activities that are required as a result of these recommendations.

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**

There are no anticipated legislative requirements or considerations associated with the recommendations within this report.

7.3. **Community Outcomes**

**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.

**The distinctive character of our takiwā - towns, villages and rural areas is maintained**

- The centres of our towns are safe, convenient and attractive places to visit and do business.

7.4. **Delegations**

The Kaiapoi – Tuahiwi Community Board have responsibility for overseeing the implementation of activities within the Kaiapoi Town Centre Plan.
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Droving sheep over the bridge towards the old post office
Kia ora koutou

The Waimakariri District Council is pleased to present the updated Draft Kaiapoi Town Centre Plan. This Plan presents a renewed vision for the future of Kaiapoi as ‘New Zealand’s Best Rivertown’ and provides our community, the council and other stakeholders with a framework that will cultivate positive growth over the next 10 years and beyond.

It represents the culmination of significant work that has gone into planning for the future of the Kaiapoi Town Centre and we are grateful to everyone who has contributed, both during the development phase and now through the consultation process.

Our task is to maintain the regeneration momentum by building on the successful and unique elements that already exist in the heart of Kaiapoi, including projects that were completed as part the previous 2011 Kaiapoi Town Centre Plan.

For the first time, we can include master plans for the Mixed-Use Business Regeneration Areas that were established following the Canterbury earthquakes. Given their location, they provide a unique opportunity to support growth of the town centre and we know residents will be excited to see a future use for these spaces.

Over the next few pages, we’ve outlined projects that will help achieve the renewed vision for Kaiapoi. It’s important to note however, that this Plan is still just a draft, and we’d like to hear your feedback before the final Plan is released later this year.

Ideas are easy; implementation is everything and, together with the community, businesses, developers and key stakeholders, we look forward to making it happen.

Ngā mihi

David Ayers
Mayor
Kia ora koutou

Kaiapoi has a rich history, and throughout this Plan, you’ll find many wonderful images of our town’s early days. We have to acknowledge, however, that a lot of our historical buildings have now been lost, and while we value our heritage, it’s time to look towards the future.

Amazing progress has been made in Kaiapoi. Seven years ago, we were reeling from damage caused by the Canterbury Earthquakes, but now of the 32 actions identified in the 2011 New Directions Kaiapoi Town Centre plan, 26 are complete and the rest are underway.

We’ve seen construction of the Ruataniwha Kaiapoi Civic Centre, a complete overhaul of Williams Street and the continuing renovation of the riverbanks. The majority of the Regeneration reserve projects will be completed in the next 2-3 years bringing amenities such as a dog park, BMX track and sportsfields to areas neighbouring the town centre. Many business owners we’ve talked to during the development of this document have described a growing buzz around the town centre and expressed optimism in our future.

So we believe we’re on the right track, and taking into account the unique opportunities that the Mixed-Use Business Areas present, now is the time to set new goals.

This Plan’s vision for Kaiapoi is for the long term. Many of the projects identified will occur in stages as the town grows over the coming decades. The success of the Plan relies on the Council working in partnership with private developers and other stakeholders and it relies on the community to support our local businesses.

We’ve seen how much we can achieve when we work together and I have the utmost confidence in our community and this Plan. I look forward to hearing your thoughts and working with you in building ‘New Zealand’s Best Rivertown’.

Ngā mihi

Jackie Watson
Kaiapoi-Tuahiwi Community Board Chair
WHAT’S THE BACKGROUND
for Kaiapoi Town Centre?

Workers from the early Blackwell’s Store delivering goods around the town
What is the Kaiapoi Town Centre Plan?

This Plan provides a framework for the future of the Kaiapoi Town Centre. The community, Waimakariri District Council and other stakeholders will be able to use the Plan to guide and make positive changes. The focus of the Plan is on the Kaiapoi Town Centre, acknowledging its role as the focal point for the Kaiapoi community and its catchments, including The Pines Beach and Kairaki Beach. The Plan builds on the Kaiapoi Town Centre Revitalisation Plan under development since 2008 and the 2011 plan, which also responded to the effects of the Canterbury earthquake of September 2010 (the earthquake).

The Plan considers the Kaiapoi Town Centre as it stands today, refines existing issues that need to be addressed and sets out a renewed vision for the future. The Plan seeks to build on the successful and unique elements that make up the town centre, including the changes that have been made under the Kaiapoi Town Centre Plan 2011.

It also includes master plans for the regeneration areas which suffered damage in the earthquake. It outlines a number of projects that will help achieve the renewed vision and continue to shape the future of the town centre.

Ultimately, the future of the Kaiapoi Town Centre is dependent on the support, commitment and investment by the users, businesses, the Council, and the wider community.
Why do we need a Town Centre Plan?

Kaiapoi is one of the two largest centres within the Waimakariri District and the town centre primarily provides for ‘day to day’ retail requirements and some office activities. The town centre features iconic commercial activities such as Blakeleys Fine Furniture and Blackwell’s Department Store. These stores attract shoppers to the town from outside the Kaiapoi catchment.

The District has experienced sustained population growth for more than 20 years. This trend is expected to continue for the next 10 to 20 years and beyond. Kaiapoi has the opportunity to capitalise on this growth through enhanced and improved commercial, retail and hospitality / visitor offerings which draw on the strengths of the town, namely its location on the banks of the Kaiapoi River and its historic rivertown values.

For some time there has been community concern regarding the ongoing prosperity of the Kaiapoi Town Centre and its ability to continue to act as a community focal point. A significant amount of spending by Kaiapoi residents is occurring outside the town in areas such as Rangiora and Christchurch, encouraged by recent retail developments in northern Christchurch, for example, at Northwood.

Concerns relating to the accessibility of the town centre for pedestrians, traffic congestion at peak times and the availability of adequate car parking have also been expressed.

In response to these concerns and sub-regional planning policy, the need for a Kaiapoi Town Centre Plan was identified by the Council in 2008. The earthquake created additional significant challenges, but also opportunities for the Kaiapoi Town Centre. The key direction in response to the earthquake was provided by the 2011 Kaiapoi Town Centre Plan and most of the actions identified in that Plan have been implemented by the Council and Community. There is, therefore, a need to identify new projects that will help achieve the renewed vision and shape the future of the town centre. In addition, the Town Centre Plan is the vehicle to drive the regeneration of the Mixed-Use Business Areas.

“WE’D LOVE TO SEE A TOWN CENTRE THAT’S NOT JUST WELL SUPPORTED BY LOCALS, BUT ALSO MARKETED AS A DESTINATION.”

Marilyn Yosores & David Gaughan
Eagle Brewing
Mixed-Use Business Areas
The Waimakariri Residential Red Zone Recovery Plan 2016 identified three areas adjacent to the current Kaiapoi Town Centre as ‘Mixed-Use Business Areas’ (see Figure 1). The Recovery Plan noted that mixed-use business activities would help support a vibrant town centre, with the riverside as a focal point. The Recovery Plan identified activities such as commercial and retail developments, a public transport interchange, and/or public car parking and a motor caravan park as examples of mixed-use business activities.

The Council has responsibilities as the planning authority to give effect to the Recovery Plan. This requires the Council to work with the community over the short to medium term to determine the best uses for the Mixed-Use Business Areas and to develop District Plan provisions in the context of an overall integrated ‘concept plan’ for the two areas (the existing Kaiapoi Town Centre and the new Mixed-Use Business Areas). Because of this, the future use of these areas is considered as part of this Plan.

It is very unusual that town centres have significant vacant land areas in single ownership on their ‘doorstep’. Usually, as is the case for the Rangiora town centre, existing town centres expand by encroaching into adjacent, often residential or industrial zoned land.

Alternatively, new business areas establish that are geographically separate from the town centre, for example the new business area at Smith Street.

While not part of the current town centre, the Mixed-Use Business Areas are immediately adjacent and provide a significant opportunity to support the town centre now and provide town centre expansion opportunities as Kaiapoi grows over the next 30 years.

Figure 1 - The Kaiapoi Town Centre
Where is the Town Centre?

For the purposes of this Plan the town centre is generally defined as incorporating all of the Waimakariri District Plan Business 1 Zone (as identified in Figure 1 on the previous page).

The town centre area is approximately 16 hectares in extent and includes retail premises, commercial services, and community facilities. It also includes some residential properties either side of the Kaiapoi River between Hilton Street and Charles Street.

The Waimakariri District Plan Business 1 Zone, which provides for business, administrative and cultural activities, is intended to:

- Help ensure an effective and efficient business sector by concentrating activity;
- Enhance the centre's role as the community focal point;
- Retain nominated areas as more appropriate for pedestrian-related activity; and
- Retain business activity that can support public services, facilities and amenities that will provide for the needs of workers, residents and visitors, in a quality, safe environment.

How has the Draft Town Centre Plan been developed?

This Plan has been developed by the Council with specialist urban design, market, transport, geotechnical and flood assessment input. It has been informed by technical reports and background information, including those used to inform the 2011 Plan and also the award-winning Waimakariri Residential Red Zone Recovery Plan 2016. This Plan was overseen by the Regeneration Steering Group, comprising members of the Kaiapoi-Tuahiwi Community Board and other representatives of the wider community.

The development process included assessing the status of the current 2011 Plan, identifying challenges and opportunities for the Mixed-Use Business Areas and holding three 'Inquiry by Design' sessions with Regeneration Steering Group members and other representatives of the wider community (including the Kaiapoi Promotions Association, Enterprise North Canterbury, local businesses and local developers). These important and well attended sessions helped recast the Plan’s vision, confirm its objectives, identify new actions and develop master plans (contained in the Appendices) for how the Mixed-Use Business Areas could be developed.

The Draft Plan will be publicly consulted on in August 2018, before a final plan is prepared for adoption by the Council.
What makes a Good Town Centre?
A good town centre is not just a shopping centre; it has many functions. Business activities (shops and offices) when co-located with community, civic, recreational and entertainment facilities, create a place where people like to go.

Business has a pivotal part to play in attracting people to a town centre. They may then use that centre for other reasons such as visiting the library, having a coffee, meeting friends or, in Kaiapoi’s case, going for a walk along the river.

The reverse is also true. People can come for other reasons and then visit the shops and businesses.

Urban design has an important role to play in making a good town centre. It has been shown that good urban design has economic and social benefits. For example, making it easy to travel to and around a place in a vehicle or on foot increases the viability of local services and shops, encourages walking and cycling for non-work trips, and enables better traffic flow and easier parking.

This can lead to enhanced economic performance, higher participation in community and cultural activities, increased use of public space and a greater sense of personal safety. Public art also contributes to greater community engagement with public space.

The Kaiapoi Town Centre Plan is, therefore, not just about business as usual. Kaiapoi’s point of difference is the river and its iconic river setting. Visiting the Kaiapoi Town Centre needs to be a pleasurable experience; this will have spin-off benefits for the economic vibrancy of the centre and Kaiapoi as a whole.

To this end, it will be necessary to ensure that the Kaiapoi Town Centre has:

- An appealing outdoor setting, incorporating natural features, landmark buildings and public spaces to promote enjoyment;
- Buildings that provide for attractive and active ground floor uses;
- Accessibility from all directions by various modes of travel;
- A pleasant pedestrian environment that encourages people to walk alongside stores and to shop, as well as to linger in cafés; and
- A wide range of facilities, activities and services, both commercial and community, that bring people together and add to the vitality and vibrancy of the town centre.

“I WOULD LIKE TO SEE SPACES IN THE TOWN CENTRE SET ASIDE FOR COMMUNITY EVENTS SUCH AS MARKETS AND THE KAIAPOI CARNIVAL.”

Sherie McKinlay
Craze Fashion
Charles Edward Alexander in the Alexanders Bottling Plant which opened in 1880.
Transport and Access

Traffic Flow

Williams Street is an arterial road that carries up to 18,000 vehicles per day (based on 2017 figures). Williams Street functions as both a through road and as an access road to businesses in the Kaiapoi Town Centre. This dual function can result in conflicts between through vehicles and those accessing businesses along the road. Population growth and residential developments nearby, such as Sovereign Palms, will continue to result in increased traffic in the future. This traffic growth however, has been balanced to an extent, by the abandonment of the Residential Red Zone following the Canterbury earthquakes.

Traffic congestion, particularly along Williams Street between Hilton and Charles Streets at peak times, has been expressed as a concern for the Kaiapoi community, leading some to call for an exploration of options for a second vehicle bridge crossing the river.

Factors that contribute to congestion include:

- Through traffic (traffic using Williams Street but not stopping in the town centre) - commuters travelling to and from Christchurch make up some of this traffic. Much of the traffic travelling through the town centre, however, is likely to be accessing the business and residential areas to the north and south of the town centre;
- Traffic accessing businesses in the town centre - this is likely to result in delays caused by vehicles parallel parking along Williams Street; and
- Heavy vehicles - these may have difficulty navigating the Hilton Street/Williams Street roundabout and generally accessing businesses in the town centre.

There have been some improvements recently in traffic flow – 50.6% of respondents to the Council’s 2016 Customer Satisfaction Survey were satisfied with traffic flow in Kaiapoi (see Figure 2). This was a significant improvement from the 33.2% satisfaction result obtained in the 2013 survey.

While traffic flow has improved, there are still opportunities to upgrade the directional signage leading into and within the town centre, including signage with respect to car parking areas.

The Christchurch Northern Corridor (CNC) motorway within Christchurch is currently under construction. This route connects to the Christchurch Northern motorway south of the Waimakariri River Bridge and runs more or less parallel with Main North Road and Marshland Road within Christchurch. It is expected that this route will be more attractive for many drivers than the Williams Street / Main North Road / Old Waimakariri River Bridge / Marshland Road route. This may result in a reduction in the number of vehicles passing through, but not stopping in the town centre.

![Figure 2: Parking Satisfaction by Year](image_url)

![Figure 3: Parking Occupancy Across the Entire Day](image_url)
Parking

Car parking is a priority issue for the town centre, particularly if additional car parking demands are experienced in association with the regeneration of the wider area. Parking has been reviewed regularly, with the last study occurring in 2017. The town centre currently offers approximately 650 on-street car parks and 87 off-street Council car parks. There are also approximately 665 privately owned off-street car parking spaces, for example in The Crossing. The 2017 parking study indicated that on-street parking did not exceed 50% occupancy throughout the survey period, while the peak occupancy for all parking was 45% between 1.30pm and 2.00pm (see Figures 3 and 4 for occupancy and locations). The 2016 Customer Satisfaction Survey indicated 50% satisfaction (12% dissatisfaction) with the standard of off-street car parking in Kaiapoi. This was a significant improvement from the 2013 satisfaction result of 39.4% (see Figure 2).

For on street parks, more efficient use of car parking has resulted from a reduction in the maximum permitted parking time in Williams Street; ensuring that spaces close to retail premises are not occupied all day by those working in the town centre. This may also encourage more people to visit the shops on foot or by bicycle instead of in a car.

Despite the improving results, there are still some issues associated with parking including poorly defined parking ‘search routes’, insufficient signage for car parking areas, including parking locations and duration and the ability to find a car park in close proximity to the main business area. There are, therefore, further opportunities to reconfigure the car parking and implement parking management changes to improve park turnover. In addition, the car park east of Williams Street behind the Council library is an awkward shape. The possibility of obtaining more space around the edges of the car park could be considered as part of implementing the master planning for the Mixed-Use Business Areas.

Pedestrian Environment

The 2010 Neighbourhood Accessibility Plan, which included a Community Street Review, identified pedestrian concerns relating to safety associated with the Williams Street south pedestrian crossing and the crossing refuges on the north side of the bridge and at the Hilton Street intersection. These issues have been largely addressed as part of the Kaiapoi Town Centre upgrade work undertaken since 2011. Raised platforms were installed north of the Williams Street Bridge to provide better pedestrian access in this area and platforms were added at the bridge where the riverbank walkways intersect with Williams Street. South of the bridge between Raven Quay and Hilton Street, the old mid-block pedestrian crossing has been removed and replaced with two new raised pedestrian crossings at either end of the block to provide better and safer connectivity.
The Community Street Review also revealed that participants found the footpath on the Williams Street Bridge too narrow, the kerb too steep and the surface uneven. Suggestions were made to remove the car parks on the bridge, widen the footpath and enhance the bridge with seats and plantings. These changes have been made.

The recent improvements have provided a much better pedestrian environment in the town centre and this is supported by the findings of the 2016 Customer Satisfaction Survey where 83.5% of respondents were satisfied or very satisfied with Kaiapoi and Woodend footpaths.

Despite these improvements there are opportunities for further pedestrian environment enhancement involving the lane connecting Hilton and Williams Streets, exploring a new pedestrian connection linking the Kaiapoi East and South Mixed-Use Business Areas and improving pedestrian connectivity mid-block between the Kaiapoi South Mixed-Use Business Area and Williams Street.

**Public Transport**

The Government Policy Statement on Land Transport (GPS) sets out the Government’s priorities for expenditure from the National Land Transport Fund over the next 10 years. The draft 2018 GPS was released in March 2018, with the final document expected to be released by 30th June 2018.

Amongst other things, the draft document indicated a change in emphasis towards active transport modes and public transport. A second GPS (GPS2) is anticipated in 2019, including significant funding for rapid transit programmes in Auckland, Wellington, and Greater Christchurch.

Previous investigations by the Greater Christchurch Partners (Christchurch City, Selwyn District, Waimakariri District, Environment Canterbury, and the New Zealand Transport Agency) has indicated that the two corridors within Greater Christchurch which are most likely to be viable for rapid transit are south west from the Christchurch Central Business District to Rolleston, and north to Rangiora. No decisions have yet been made on the nature of rapid transit, or on the location of a corridor, however the route to Rangiora is expected to pass through Kaiapoi.

A key opportunity therefore exists to explore the provision and location of public transport infrastructure in Kaiapoi (for example in West Kaiapoi – see Figure 8 on page 20) with our Greater Christchurch Partners. This infrastructure could potentially including a rapid transit corridor and a future public transport interchange.
Business Activity

Kaiapoi is home to around 10,300 people (2017 figures). Based on population projections for the Kaiapoi urban area, and taking into account anticipated growth elsewhere in the District and in Christchurch City, it is estimated that by 2048, the Kaiapoi Town Centre could be providing goods and services for approximately 15,000 people.

The town centre is seen as a local service centre by the wider catchment of Kaiapoi including The Pines Beach and Kairaki Beach and other nearby localities such as Clarkville. Based on 2015 data the Kaiapoi Town Centre has 15,600m² of net retail floorspace and a similar amount of commercial office space.

The largest retail sectors in terms of net retail floor space are supermarkets, food and beverage services and 'other goods' retailing such as second-hand retailers.

Food and beverage and other goods retailing are the largest sectors by store numbers. A high proportion of food and beverage and food retailing is not unusual for centres, however the large proportion of 'other goods retailing' is sometimes a concern as this category includes smaller, second hand and unbranded store types that have less ‘pulling power’ than national banner brands.

One of the striking components of Kaiapoi retail expenditure is the ‘leakage’ or outflow of retail spending to Christchurch. Figure 5 illustrates the 2015 composition of retail spending by ‘destination’ made by residents residing in the Kaiapoi core catchment (this includes The Pines Beach, Kairaki, Clarkville and Ohoka). Only 37% of all centre retail expenditure generated by these residents is being spent within Kaiapoi, while over 50% is being spent outside of the Waimakariri District.

The reasons for this leakage are varied, but overall reflect changing patterns in retailing, particularly with the advent of large-format retailing in and around Christchurch. A further contribution to this leakage is that approximately half of Kaiapoi’s employed residents work in Christchurch.

The impact of leakage is evident through lengthening shop vacancies, occupancy turnover and a shift in retail offerings towards ‘Other Goods Retailing’ and services.

Studies undertaken in 2008, in early 2010 and 2015 suggest that for Kaiapoi to prosper in the future and reclaim spending lost due to retail leakage, it must do all it can to reinvigorate and build upon its unique setting and lifestyle attributes. It must also offer a quality environment for retail and commercial services, which will attract both residents and visitors to spend time and money in the town centre.

![Figure 5 - Retail Spending by Residents in the Kaiapoi Catchment via Destination](image-url)
While the current amount of retail floorspace in the Kaiapoi Town Centre is 15,630m² net, it is estimated it could be in the order of 20,700m² to 26,000m² by 2043 if the effects of leakage were minimised. Additional industrial land may be required in the long term but this is currently uncertain and will require ongoing monitoring.

Projected future growth in commercial floorspace can be accommodated within the existing Business 1 Zone or Mixed-Use Business Areas. Parts of the Business 1 Zone are relatively undeveloped and could be redeveloped to accommodate more commercial floorspace. A prominent development opportunity exists to the west of Williams Street South, bounded by Black Street, Hilton Street and Raven Quay. This underutilised area, referred to as the ‘Western Precinct’ in the 2011 Plan, could be redeveloped more intensively to accommodate retail, office and residential premises as well as car parking and public spaces should the owners wish to. This would create the opportunity for a greater variety of additional business activities in the town centre.

Recent office trends show an increase in alternative working arrangements such as communal or co-located workspaces that offer a range of benefits to small businesses, which are unable, or do not wish to, access traditional office arrangements. There are opportunities to adaptively re-use existing underutilised existing buildings for office co-working opportunities.

The Council currently provides a number of mechanisms to support developments in Kaiapoi through Enterprise North Canterbury and the Council’s Business and Centres Manager. A key opportunity is continuing to work with the private sector to support new developments in Kaiapoi that support the achievement of the Plan’s vision. These could include opportunities to provide subsidised market / work spaces for small and start-up enterprises and new destination activities that help to capture retail leakage.

**Urban Form and Character**

Kaiapoi has developed around Williams Street, the river and the railway line and has a unique character built on its historic rivertown identity. There are many buildings and structures that help to give Kaiapoi its distinctive character and rivertown atmosphere, both on the north and south sides of the river.

**Unfortunately many of the listed heritage buildings were damaged by the earthquake and a number have subsequently been demolished. Key buildings demolished include:**

- Blackwell’s Department Store;
- The Riverside Christian Fellowship Church (former theatre);
- The Bridge Tavern;
- The Mandeville Tavern;

**“LET’S CREATE AN ENVIRONMENT FOR FUNKY, CREATIVE, BOUTIQUE BUSINESSES LIKE THE TANNERY IN WOOLSTON.”**

Donna Somervail

Not Just The Red Ones
• Kaiapoi Museum (Former Court House);
• The Kaiapoi Library and Service Centre;
• Riverside Centre;
• New World Supermarket; and
• Various other shops including Bell’s auction house and the Kaiapoi Brass Band building.

While many buildings have been replaced or renewed, the low rise character of Kaiapoi has generally been maintained by the replacement buildings, such as the Blackwell’s Department Store.

Williams Street south has a traditional character, with a continuous line of buildings at their front property boundary. Shops open onto the footpath, verandas extend over it and there is a direct relationship between the pedestrian and the shop.

Enhancing this direct relationship are large windows and narrow shop frontages, creating a traditional environment of relatively small-scale and height.

Williams Street north is typified by a different built form with buildings separated individually, or in small clusters. Many buildings are set back from the front boundary, creating a different spatial character in relation to the roads and footpaths.

The District Plan contains provisions requiring buildings with a road frontage to Williams Street between Hilton and Charles Streets to:
• Be built up to the road boundary;
• Occupy the full frontage of the site;
• Contain clear glazing for the display of goods and services on the ground floor;
• Not have any individual area of unglazed wall exceeding a length of 1.5m; and
• Include a veranda on the road frontage the full width of the building.

It also contains urban design requirements which were prepared in response to the 2011 Plan.

Historically, commercial activity within the town centre was focused on Williams Street between Hilton and Charles Streets, but it has spread out along Williams Street south of the railway line, to the east between the railway line and Hilton Street and between Charles and Sewell Streets. As a consequence, the town centre lacks some definition and a concentration of activity. The Williams Street Bridge remains roughly in the centre of the town centre and there is now the opportunity to refocus the town around its river and central area, including the Mixed-Use Business Areas.

Currently, Kaiapoi Town Centre entrances are inadequately defined with poor sign-posting to the town centre and the absence of entrance or gateway treatments (for example landscaping) to define the town centre area.

The recent street improvements undertaken as part of implementing the 2011 Town Centre Plan have improved the street environment significantly and contributed to achieving a more cohesive and defined appearance.

There are some remaining earthquake damaged buildings yet to be repaired / replaced, such as the former BNZ building located at the corner of Williams and Charles Street and vacant sites, this includes the Council-owned site at 137 Williams Street. These present opportunities for town centre enhancement.

There are opportunities for feature lighting on significant structures and to review street lighting generally. A landscape plan could be developed to ensure consistent and targeted landscape design in Council spaces such as streets and parks and improved gateway treatment (landscaping and signage) to ‘announce’ Kaiapoi and the Kaiapoi Town Centre.
The River

Directly related to the urban form and character of the town centre is the relationship that the town centre has with the Kaiapoi River. The river is an important part of historic and present day Kaiapoi. However, it operates as a barrier to an integrated and compact town centre due to limited cross river accessibility and the stopbanks limiting development along the riverbanks and views to the water. In addition, the quality of the river water is commonly considered poor.

As a consequence, except for open space and recreational offerings, development has tended to focus away from the river. This has created separate retail areas north and south of the river without a defined focal point.

During previous and current engagement, the community has identified the river as a key point of difference and focal point of Kaiapoi and wants to see the river better addressed to strengthen Kaiapoi’s rivertown identity. This would also help to integrate and unite the north and south sides of the river. In addition, it would have the effect of turning the river into a unique asset for Kaiapoi and the District, particularly if carried out to support the recent improvements as part of the Kaiapoi Marine Precinct Plan (see Figure 6). Significant opportunities exist on the Mixed-Use Business Areas to better respond to and reinforce the river as Kaiapoi’s centrepiece.

Proposals such as the replacement of the former Bridge Tavern, riverbank enhancement and introducing canal and house boats are important to activate and address the river edges, bringing vibrancy and interest, and a point of difference to the area.

Figure 6: The Kaiapoi Marine Precinct Plan

The majority of the landscaping shown is now complete, with the construction of the Riverview Terraces and adjacent private development expected to be completed late 2018.
The Mixed-Use Business Regeneration Areas - Challenges and Opportunities

As indicated earlier, specific planning has been undertaken for the Mixed-Use Business Areas. The challenges and opportunities are outlined in the sections that follow.

Urban Design

The key site challenges are:

- The lack of a direct relationship with the river because of the stop banks;
- Achieving connectivity and integrating with the existing town centre area and other regeneration areas, both physically and in a design sense (see Figure 7); and
- Managing east-west growth of business activities into the Mixed-Use Business Areas.

Development that better addresses and integrates with the river will improve the town’s river connections and character and provide a new design narrative for the town. A key opportunity is achieving greater connectivity between the Kaiapoi South and Kaiapoi East Mixed-Use Business Areas through a new pedestrian bridge or other connection that still enables river navigability. Better east-west pedestrian access is also needed between the Kaiapoi South Mixed-Use Business Area and Williams Street.

Other considerations include:

- Achieving finer grain development close to the existing retail/commercial core;
- Creating a connection from the adjacent Heritage and Mahinga Kai Regeneration Area through into the Kaiapoi South Mixed-Use Business Area;
- Enabling larger scale development within the Kaiapoi East Mixed-Use Business Area that support the recreation reserve activities;
- Creating a new town square or key public space within the Kaiapoi South Mixed-Use Business Area facing towards the river and aligned with a new river connection/crossing;
- Creating a pedestrian promenade along the southern river frontage;
- Providing for additional family-friendly environments; and
- Ensuring that private residences are able to remain.

Figure 7 - Integrating the MUB Areas

An early sketch from the ‘Inquiry by Design’ sessions illustrating how the Mixed-Use Business Areas can integrate into the surrounding commercial, residential and greenspace areas.
Transportation

The key site challenges are:

- Different parking demands depending on proposed activities and location;
- Managing vehicle movements within a mixed-use environment (i.e. residential sensitivities versus commercial requirements); and
- Intersection impacts from new higher traffic-generating activities.

Development proposals and network management that ensures continued multimodal accessibility will support both the Mixed-Use Business Areas and greater Kaiapoi.

A key opportunity involves providing a future public transport interchange which may connect with the rail corridor. Opportunities exist to support this in the Kaiapoi West Mixed-Use Business Area (see Figure 8). Final decisions on the location and nature of a public transport interchange will be made in collaboration with our Greater Christchurch partners (ECAN, NZTA, Christchurch City, and Selwyn District Councils).

Figure 8 - Public Transport Opportunities

This diagram shows the connection between a proposed bus exchange facility on Hilton Street and a possible future rail platform.

Additionally, space could be set aside in the Mixed-Use Business Area West for a park and ride facility.

"WE WANT PLACES THAT ARE INVITING FOR PEOPLE TO MEET UP AND HELP THE COMMUNITY TO STICK TOGETHER."

Olivia Silby & Jacob Harford
Waimakariri Youth Council
Geotechnical and Flooding

The geotechnical and flooding hazards were thoroughly identified and assessed in the Residential Red Zone Recovery Plan and its supporting documents.

For the Mixed-Use Business Areas, the key challenges remain:

- Liquefaction and lateral spread: large-scale ground improvement works will be required before the land would be suitable to rebuild typical permanent structures on;
- Flooding: most of the area has been identified on the planning maps as high flood hazard areas. Proposals will therefore need to demonstrate how flooding will be managed;
- The cost of the land repair works for liquefaction, lateral spread and flooding could be significant and potentially result in many development proposals being deemed uneconomic to pursue; and
- Uncertainty of the building footprint and type of development which will influence the land repair requirements.

The opportunity exists to remediate the area to manage the impacts of future natural hazard occurrences through a standard land repair approach (see Figure 9a). Alternatively, geotechnical and flooding issues can be mitigated against through novel and innovative building responses such as temporary lightweight structures or locating less flood-susceptible activities (e.g. carparking and storage) at ground level underneath new residential / commercial buildings (see Figure 9b). Flood tolerant activities such as yard-based business, recreation and market activities could also occur. As the areas are vacant (apart from the few remaining residential activities), area-wide land repair is possible, as is staging of land repair to support staged development.
Property and Market Economics

The Mixed-Use Business Areas will suffer from the same economic issues and challenges felt by the wider town centre, such as retail leakage. A key challenge will be to deliver activities that do not undermine the character and economic viability of the existing town centre, but rather support it.

Other key considerations are:

- The cost of land repair relative to the likely commercial return;
- How best to trigger or incentivise private development; and
- The need for new activities to have a point of difference in order to capture some of the retail leakage and create new destination activities.

Currently the amount of land available outweighs the existing and medium term projected demand for new commercial floor space. As such the development of the regeneration areas will need to be staged, ideally building out from the existing retail core/town centre and incorporating catalyst or anchor projects in the first tranche, with staged land repair if cost effective (see the proposed staging plans in the appendices). What is cost effective may change over time as engineering technology evolves and land values change.

While there are difficulties in delivering activities that meet the challenges outlined above, the Mixed-Use Business Areas also present a significant opportunity due to their size, single ownership and location immediately adjacent to the existing town centre and river to provide niche developments and large-scale destination activities.

Through the ‘Inquiry by Design’ sessions the following possible mixed-use business activities were identified:

- Retail / food and beverage;
- Residential – medium density / apartments;
- Commercial indoor ‘pay-to-play’ sports facilities in Kaiapoi East;
- Cinema / theatre / museum type development;
- Commercial offices;
- Educational opportunities involving international students;
- A covered market;
- Public transport improvements;
- Visitor accommodation / motor caravan park in Kaiapoi East;
- Studio spaces;
- A town square / amphitheatre;
- A child care centre; and
- Cultural activities that leverage off and support activities proposed in the adjacent Heritage and Mahinga Kai area to the east.

There are also opportunities to deliver interim activities and buildings to provide activation (active use) of these areas.

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Williams Street, Kaiapoi
The Riverview Terraces currently under construction, with floating pontoons and adjacent retail/dining
AN OVERVIEW of the plan

Kaiapoi's first traffic bridge, which has been replaced twice since this photo
IT IS IMPORTANT TO HAVE A CLEAR VISION FOR THE FUTURE. DRAWING ON THE KEY ISSUES, CHALLENGES AND OPPORTUNITIES FACING THE TOWN CENTRE, THE VISION FOR KAIAPOI TOWN CENTRE IS:


Objectives
The future Kaiapoi Town Centre will be:

• An economically viable centre where both residents and visitors want to spend time and money;

• A centre with a strong community feel;

• Attractive, with a rivertown charm and a high quality environment, which reflects and enhances Kaiapoi’s heritage;

• Identified by its river and riverside attractions;

• Well defined;

• Diverse with a good variety of shops, cafes and restaurants, leisure and entertainment activities for all ages;

• Easy to get around, by foot, bicycle or mobility vehicle, with a variety of spaces to sit, meet and play; and

• Accessible by vehicle and easy to park in.

The challenges and opportunities identified earlier have informed this Plan’s proposed projects and the Mixed-Use Business Area guiding principles and master plans.
**Mixed-Use Business Area Guiding Principles**

Through the ‘Inquiry by Design’ sessions the seven guiding principles below were identified. The actions and master plans / outline development plans contained in this Plan seek to achieve these.

<table>
<thead>
<tr>
<th>Principle One</th>
<th>Create a destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principle Two</td>
<td>Attract a range of new activities and businesses</td>
</tr>
<tr>
<td>Principle Three</td>
<td>Acknowledge existing and previous residents</td>
</tr>
<tr>
<td>Principle Four</td>
<td>Include new riverside attractions</td>
</tr>
<tr>
<td>Principle Five</td>
<td>Promote a distinctive character and innovative and quality design solutions</td>
</tr>
<tr>
<td>Principle Six</td>
<td>Create a unique sense of place and public pride</td>
</tr>
<tr>
<td>Principle Seven</td>
<td>Ensure better visual and physical access to the river</td>
</tr>
</tbody>
</table>

**The Projects**

The Plan comprises 25 projects covering the Mixed-Use Business Areas, transport, landscape design, the riverbanks and the central business district. These are identified in the concept plan overleaf and in the implementation table in the appendices. These projects respond to the challenges and opportunities identified and the Mixed-Use Business Area Principles. Together, these projects address issues which have been identified by the community and in technical reports before and after the earthquake.

The 25 projects are highly visible and while many can be driven by the Council, others will require collaboration between the public and private sector in order to achieve the vision and outcomes envisaged by the Plan.

In combination, these projects help to realise the vision for the Kaiapoi Town Centre. Investment and confidence in the town centre, which is inspired through redevelopment and development opportunities, can act as a catalyst for other projects, further supporting the vision.

“THE WELCOME WE’VE RECEIVED AS A NEW BUSINESS FROM BOTH OTHER BUSINESSES AND CUSTOMERS IS JUST AMAZING.”

Suzie Lambert

Kaiapoi Florist & Gifts
Kaiapoi Town Centre Concept Plan

**KEY**
- Commercial
- Residential
- Mixed-Use
- Retail
- Regeneration Area
- Development Opportunities
- Existing Residential

- Mixed-Used Business Area West
- Mixed-Used Business Area South
- Mixed-Used Business Area East
**Town Centre Area**

1. Continue to progress the development and enhancement of the riverbanks
2. Continue to work with the developers of the (former) Bridge Tavern
3. Progress the development of 137 Williams Street
4. Work with the owners of the former BNZ building
5. Support the “Western Precinct”
6. Progress the painting of the Williams Street Bridge
7. Work with partner organisations and the private sector to deliver canal/house boats on the Kaiapoi River
8. Investigate a new public transport interchange in Kaiapoi

**Mixed Use Business Areas (MUB)**

9. Progress the development of the motor caravan site
10. Improve pedestrian connectivity between Kaiapoi South and Williams Street
11. Progress the establishment of a ‘pay-to-play’ recreational facility in the Mixed-Use Business Area East
12. Better connect Kaiapoi South and Kaiapoi East Mixed-Use Business Areas
13. Identify Kaiapoi West Activities

**Area Wide** (Not shown on map)

14. Establish a Master Plan Implementation Delivery Mechanism
15. Begin planning and design for the public spaces identified in the master plans
16. Progress District Plans changes for the Mixed-Use Business Areas
17. Develop an activation strategy and programme, including the Mixed-Use Business Areas
18. Support adaptive re-use of existing underutilised buildings for co-working and subsidised market/workspaces for small and start-up enterprises
19. Continue to reconfigure car parking and implement parking management
20. Continue to update directional signage leading into and within the town centre, including signage for car parking areas
21. Develop a landscaping plan for the wider Kaiapoi area, including gateway treatment to ‘announce’ Kaiapoi and the town centre
22. Continue to work with the private sector to support new commercial and residential developments, including the repair or replacement of damaged buildings
23. Design and implement town centre amenity features and decorations
24. Undertake a street lighting review and upgrade
25. Improve pedestrian activity
“WE THINK KAIAPOI IS MOVING IN THE RIGHT DIRECTION, IT’S ONWARDS AND UPWARDS!”

Sheryl & Charlotte Johnson
Paris For The Weekend

“I’D LIKE TO SEE ART AND HERITAGE FIND ITS PLACE ALONG THE RIVER AGAIN, AND THE RESTORATION OF THE OBELISKS.”

Jackie Watson
Kaiapoi Tuahiwi Community Board Chair

“WE NEED MAKE SURE WE CONTINUE TO SUPPORT THE ONGOING RECOVERY AND GROWTH OF THE KAIAPOI COMMUNITY.”

Shane Scott
New World Kaiapoi
IMPLEMENTING the plan

Benning’s Food Centre and Ultravision Radio & TV
High Street - renamed to Williams Street in 1978
**Earthquake Recovery**

The Kaiapoi Town Centre Plan is identified in the Residential Red Zone Recovery Plan 2016 as a vehicle to progress the planning of the Mixed-Use Business Regeneration Areas. A key component of the Plan is the master plans for these areas. This Plan is also cognisant of the other Kaiapoi regeneration areas, seeking to support the realisation of the Recovery Plan’s aspirations for these areas. The Mixed-Use Business Area master plans have been developed to ensure the private residents in the Residential Red Zone are able to remain.

**Realisation of the Plan**

The Kaiapoi Town Centre Plan is effectively a ‘master plan’ and a collection of projects. It is not a detailed plan. It has been developed on the basis of various technical assessments and feedback from stakeholders. It is designed to be flexible, but at the same time indicates the direction in which the community and Council wish to see the town centre develop over the coming years.

It is recognised that some of the actions proposed can be undertaken relatively easily by the Council; other changes that can be made by the Council will require varying amounts of additional funding. The full cost of implementing the Kaiapoi Town Centre Plan is not yet known.

A whole range of initiatives across transport, town planning, urban design and more will be needed to achieve the vision and projects set out in the Kaiapoi Town Centre Plan.

Some actions can, or should only, be considered after others are progressed and some initiatives need to be closely interrelated to be successful. This schedule makes some assumptions for future developments and opportunities outside the Council’s immediate role. Hence, this schedule provides an initial indication of timing that is subject to review and change.

**Implementation**

The delivery of the Mixed-Use Business Area project will be challenging and multifaceted involving District Plan changes (the area is currently zoned for residential purposes) and various projects as identified in this Plan. Implementation may benefit from being driven by a specific entity with a clear mandate and appropriate accountability to oversee the ongoing regeneration of the Mixed-Use Business Areas in accordance with the outline development plans and this Town Centre Plan (including the master plans). This entity may sit within the Council or external to it (such as a Council controlled organisation or Trust).
## High Level Implementation Schedule

### PROJECT – TOWN CENTRE AREA

<table>
<thead>
<tr>
<th>Key Action</th>
<th>Scope / Description</th>
<th>Timing</th>
<th>Responsibility / Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Development and enhancement of the riverbanks</td>
<td>Short: (1-3 yrs) Medium: (4-10 years) Long: (10+ years)</td>
<td>Council and partner agencies</td>
</tr>
<tr>
<td>2.</td>
<td>Work with the developers of the (former) Bridge Tavern</td>
<td>Short: (1-3 yrs) Medium: (4-10 years) Long: (10+ years)</td>
<td>Council / private sector</td>
</tr>
<tr>
<td>3.</td>
<td>Progress the development of 137 Williams Street</td>
<td>Short: (1-3 yrs) Medium: (4-10 years) Long: (10+ years)</td>
<td>Council / private sector</td>
</tr>
<tr>
<td>4.</td>
<td>Work with the owners of the former BNZ building</td>
<td>Short: (1-3 yrs) Medium: (4-10 years) Long: (10+ years)</td>
<td>Council / private sector</td>
</tr>
<tr>
<td>5.</td>
<td>Support the 'Western Precinct'</td>
<td>Short: (1-3 yrs) Medium: (4-10 years) Long: (10+ years)</td>
<td>Council / private sector</td>
</tr>
<tr>
<td>6.</td>
<td>Painting the Williams Street Bridge</td>
<td>Short: (1-3 yrs) Medium: (4-10 years) Long: (10+ years)</td>
<td>Council</td>
</tr>
<tr>
<td>7.</td>
<td>Canal boats / house boats on the Kaiapoi River</td>
<td>Short: (1-3 yrs) Medium: (4-10 years) Long: (10+ years)</td>
<td>Council / ECAN / LINZ / private sector</td>
</tr>
<tr>
<td>8.</td>
<td>New public transport interchange in Kaiapoi</td>
<td>Short: (1-3 yrs) Medium: (4-10 years) Long: (10+ years)</td>
<td>Council / ECAN / Central Government</td>
</tr>
</tbody>
</table>
### PROJECT – MIXED-USE BUSINESS AREAS

<table>
<thead>
<tr>
<th>Key Action</th>
<th>Scope / Description</th>
<th>Timing</th>
<th>Responsibility / Resources</th>
</tr>
</thead>
</table>
| 9. Development of the motor caravan site | Continue to work with the motor caravan community to develop a site in Kaiapoi East for overnight motor caravan parking.  
• Determine planning, design and property requirements.  
• Undertake physical works. | Short (1-3 yrs) ✓ Medium (4-10 years) ✓ Long (10+ years) | Council / Motor Caravan Association |
| 10. Improve Kaiapoi South - Williams Street pedestrian connectivity | Explore opportunities to improve pedestrian connectivity between Kaiapoi South and Williams Street to provide greater accessibility and visibility from Kaiapoi’s main street. | Short (1-3 yrs) ✓ Medium (4-10 years) ✓ | Council |
| 11. Investigate ‘pay-to-play’ recreational facility opportunities | Work with commercial recreation providers to explore the development of commercial ‘pay-to-play’ facilities such as for indoor soccer, netball and cricket, climbing, archery, etc in Kaiapoi East.  
• Determine interested parties, site requirements, etc.  
• Undertake planning and design.  
• Undertake physical works. | Short (1-3 yrs) ✓ Medium (4-10 years) ✓ Long (10+ years) | Council / Sporting Organisations / Private Sector |
| 12. Better connect Kaiapoi South and Kaiapoi East | Explore opportunities to provide improved pedestrian and cycle connections between the Kaiapoi South and East Mixed-Use Business Areas. This could be provide an on-river crossing or a new pedestrian / cycle bridge.  
• Identify river crossing options and cost estimates, including the impacts on vessels navigating the river.  
• If proposal is viable, undertake planning, design and physical works. | Short (1-3 yrs) ✓ Medium (4-10 years) ✓ | Council |
| 13. Identify Kaiapoi West Activities | Work with Council staff and stakeholders / private sector to determine short and long term uses for Kaiapoi West.  
• Undertake planning, design and property requirements.  
• Initiate physical works once appropriate activities and project partners are confirmed. | Short (1-3 yrs) ✓ Medium (4-10 years) ✓ | Council / Stakeholders / Private Sector |
| 14. Establish a Master Plan ‘Delivery Mechanism’ | Establish a delivery structure with a clear mandate and appropriate accountability to oversee the ongoing regeneration of the Mixed-Use Business Areas in accordance with the principles, master plans, and identified projects. | Short (1-3 yrs) ✓ Medium (4-10 years) ✓ Long (10+ years) | Council |
### PROJECT – MIXED-USE BUSINESS AREAS CONTINUED

<table>
<thead>
<tr>
<th>Key Action</th>
<th>Scope / Description</th>
<th>Timing</th>
<th>Responsibility / Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Short</td>
<td>Medium</td>
</tr>
</tbody>
</table>
| 15. Planning and design of public spaces. | Create the public spaces identified on the master plans. These will include inclusive family friendly environments.  
• Begin planning and design, including costings.  
• Create the spaces, depending on the progression of related private sector development. | ✓ | ✓ | Council |
| 16. Progress District Plan changes | Review the District Plan and where necessary, prepare District Plan Change(s) to enable the types of development envisaged by the master plans. These are to be progressed under the Resource Management Act or Greater Christchurch Regeneration Act as appropriate. | ✓ | ✓ | Council |

### PROJECT – GENERAL

<table>
<thead>
<tr>
<th>Key Action</th>
<th>Scope / Description</th>
<th>Timing</th>
<th>Responsibility / Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Short</td>
<td>Medium</td>
</tr>
<tr>
<td>17. Develop an activation strategy and programme</td>
<td>The strategy will identify activities and events such as art installations, recreation areas, markets and shows that will occur in Kaiapoi, including the Mixed-Use Business Areas, throughout the year. This could also include temporary buildings and other structures. It will be developed with support from key stakeholders.</td>
<td>✓</td>
<td>Council / Stakeholders</td>
</tr>
<tr>
<td>18. Adaptive re-use of exiting underutilised buildings and sites</td>
<td>Work with building owners to adaptively re-use underutilised existing buildings for office co-working opportunities and explore opportunities to provide affordable market / work spaces for small and start-up enterprises in existing Council buildings / sites and in the Mixed-Use Business Areas.</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
### Key Action

**19. Reconfigure car parking and implement parking management**

- Continue to monitor car parking usage and reconfigure where required, including implementing parking management changes.
  - Consider parking restrictions to make parking closer to key destinations available for visitors rather than all day parking.
  - Consider the provision and location of new parking facilities.
  - Review District Plan parking requirements to ensure they promote the objectives of the Town Centre Plan.

**20. Upgrade directional signage**

- Continue to upgrade directional signage leading into and within the town centre, including signage for car parking areas.

**21. Develop a landscaping plan**

- Identify consistent and targeted landscaping in Council spaces such as on streets and parks and improved gateway treatment (landscaping and signage) to ‘announce’ Kaiapoi and the Kaiapoi Town Centre.

**22. Support new commercial and residential developments**

- Continue to work with the private sector (through ENC and the Council’s Business Centres Unit) to support new residential and commercial developments, including the repair / replacement of damaged buildings.

**23. Design and implement Town Centre amenity features and decorations**

- Explore amenity improvement options which could include feature lighting on significant structures, landscaped areas and other decorations.

**24. Street lighting review and upgrade**

- Continue to progress the upgrade of street lights, including north of Williams Street Bridge, in conjunction with appropriate developments and matching with the south of the bridge upgrades.

**25. Improve pedestrian connectivity**

- Continue to work with building owners and occupiers bordering the lane connecting Hilton and Williams Street to improve this pedestrian environment. Also explore other opportunities as they arise.

---

<table>
<thead>
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<th>Timing</th>
<th>Responsibility / Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>19. Reconfigure car parking and implement parking management</td>
<td>Continue to monitor car parking usage and reconfigure where required, including implementing parking management changes. - Consider parking restrictions to make parking closer to key destinations available for visitors rather than all day parking. - Consider the provision and location of new parking facilities. - Review District Plan parking requirements to ensure they promote the objectives of the Town Centre Plan.</td>
<td>✓ ✓ ✓</td>
<td>Council</td>
</tr>
<tr>
<td>20. Upgrade directional signage</td>
<td>Continue to upgrade directional signage leading into and within the town centre, including signage for car parking areas.</td>
<td>✓</td>
<td>Council</td>
</tr>
<tr>
<td>21. Develop a landscaping plan</td>
<td>Identify consistent and targeted landscaping in Council spaces such as on streets and parks and improved gateway treatment (landscaping and signage) to ‘announce’ Kaiapoi and the Kaiapoi Town Centre.</td>
<td>✓</td>
<td>Council</td>
</tr>
<tr>
<td>22. Support new commercial and residential developments</td>
<td>Continue to work with the private sector (through ENC and the Council’s Business Centres Unit) to support new residential and commercial developments, including the repair / replacement of damaged buildings.</td>
<td>✓ ✓</td>
<td>Council / Private Sector</td>
</tr>
<tr>
<td>23. Design and implement Town Centre amenity features and decorations</td>
<td>Explore amenity improvement options which could include feature lighting on significant structures, landscaped areas and other decorations.</td>
<td>✓</td>
<td>Council</td>
</tr>
<tr>
<td>24. Street lighting review and upgrade</td>
<td>Continue to progress the upgrade of street lights, including north of Williams Street Bridge, in conjunction with appropriate developments and matching with the south of the bridge upgrades.</td>
<td>✓</td>
<td>Council</td>
</tr>
<tr>
<td>25. Improve pedestrian connectivity</td>
<td>Continue to work with building owners and occupiers bordering the lane connecting Hilton and Williams Street to improve this pedestrian environment. Also explore other opportunities as they arise.</td>
<td>✓ ✓ ✓</td>
<td>Council / Private Sector</td>
</tr>
</tbody>
</table>
The Post Office on the corner of Bridge Street & Raven Quay, the clock tower was removed circa 1945.
Appendix 1 – Mixed-Use Business Areas Master Plans and Outline Development Plans

Responding to the challenges, opportunities and guiding principles, two master plans have been developed through an ‘Inquiry by Design’ process to identify how the areas could develop over time.

*These master plans are a guide only of what could occur and where. They are intended to support decision making by the Council, the Crown, the community and developers.*

It is anticipated that the outline development plans (ODPs) derived from these master plans will become part of the reviewed District Plan. These ODPs indicate such things as required access, building lines and infrastructure requirements.

**Staging**

It is anticipated that the Mixed-Use Business Areas will be developed in stages, starting with the western end of Kaiapoi South which is closest to the existing town centre and the motor caravan park proposal (see maps on the following pages).
**Mixed-Use Business Area South**

This site benefits from a north facing aspect to the Kaiapoi River. The masterplan proposes a mix of activities fronting the river with retail and residential activities behind.

Other key features include a public open space and ‘greenway’, with a connection through to Williams Street. Development at the eastern end will need to respond to and support the adjacent Heritage and Mahinga Kai area. A future pedestrian linkage over the river to Kaiapoi East has also been identified as desirable.

Parts of the site, for example the shared space along the river, are proposed to be raised to respond to flood issues and provide better river visibility and connectivity.
**Mixed Use Business Area East**

This is the largest of the three areas. The masterplan proposes higher intensity activities to the west and lower intensity activity to the east that benefit from or support the proposed sport and recreation areas in the adjacent Regeneration Area.

Key activities include a motor caravan park, residential, commercial and ‘pay-to-play’ commercial recreation.

Parts of the site, for example the western portion, are proposed to be raised to respond to flooding issues and provide better river visibility and connectivity.
Mixed-Use Business Area South - Outline Development Plan

KEY

- Existing stormwater pump station
- Rail
- Proposed pedestrian /cycle route
- Laneway (with parking)
- Building overlooking street
- Active frontage with building line
- Landscape strip (minimum 3m)
- Shared space
- Public space
- Public greenway, including swale
- Stormwater pipe or possible swale treatment area
- Mixed use business
- MUB regeneration area
- Cadastre

Frontage to respond to and support the adjoining heritage and Mahinga kai area

Though block pedestrian connection(s)
Mixed-Use Business Area East - Outline Development Plan

KEY
- Existing stormwater pump station
- Rail
- New Cul de sac
- Proposed pedestrian /cycle route
- Laneway (with parking)
- Building overlooking street
- Active frontage with building line
- Shared space
- Public space
- Public greenway, including swale
- Stormwater pipe or possible swale treatment area
- Existing residential to remain (with a 3m buffer on internal boundaries)
- Mixed use business
- Mixed Use Business Area East
- Proposed new road
- Cadastre
Mixed-Use Business Area West - Outline Development Plan

KEY

- Rail
- Landscape strip (minimum 3m)
- Existing residential to remain (with a 3m buffer on internal boundaries)
- Mixed use business
- MUB regeneration area
- Cadastre
DROP IN SESSIONS
We’re running two drop-in sessions during August. These are a great opportunity for you to see the Plan in more detail, ask questions and give us your feedback. We’d love to chat.

Public Drop-In Session
Thursday 23 August, 4pm - 7pm
Ruatanwha Kaiapoi Civic Centre
176 Williams Street, Kaiapoi

Business & Developer Drop-In Session
Thursday 16 August, 5.30pm - 7pm
Meeting Room 1
Ruatanwha Kaiapoi Civic Centre
176 Williams Street, Kaiapoi
RSVP - ktc@wmk.govt.nz

Public Hearing
There’s an opportunity to present your feedback in person at our public hearing on Wednesday 26 September 2018, Kaiapoi.

Fill out the feedback form in the Consultation Document or online.

Wylie General Store which became CJ Smiths in the early 1900s

Mrs Brocklebank’s Shoe & Gift Shop, High Street

Historical images researched and provided by Kaiapoi District Historical Society, view more photos from the town’s history at Kaiapoi Museum. Photography by Nicola Hunt.
NEW ZEALAND’S BEST RIVERTOWN
1. **SUMMARY**

1.1. The purpose of this report is to consider four applications for funding received from:

<table>
<thead>
<tr>
<th>Name of Organisation</th>
<th>Purpose</th>
<th>Amount requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kaiapoi Toy Library</td>
<td>Towards the cost of new toys</td>
<td>$500</td>
</tr>
<tr>
<td>Person to Person Help Trust – 24-7 Youth Workers</td>
<td>Towards the cost of resources to enable an interactive programme</td>
<td>$500</td>
</tr>
<tr>
<td>Community Patrols of New Zealand</td>
<td>Towards the cost of first aid training for members</td>
<td>$500</td>
</tr>
<tr>
<td>All Stars Marching Teams</td>
<td>Towards the cost of a training camp to be held at Spencer Park</td>
<td>$500</td>
</tr>
<tr>
<td></td>
<td>Total: $2,000</td>
<td></td>
</tr>
</tbody>
</table>

1.2. Current balance: $2,859.

**Attachments:**

i. Application from Kaiapoi Toy Library (Trim Ref: 190516069160).
ii. Application from 24-7 Youth Workers (Trim Ref: 190522071978)
iii. Application from Community Patrols of New Zealand (Trim Ref: 190528075269)
iv. Application from All Stars Marching Teams (Trim Ref: 190606079619)
v. Spreadsheet showing previous two years grants.

2. **RECOMMENDATION**

**THAT** the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** report No. 190516069178.
(b) **Approves** a grant of $..................... to Kaiapoi Toy Library towards the cost of new toys.
OR
(c) **Declines** the application from Kaiapoi Toy Library.

(d) **Approves** a grant of $..................... to Person to Person Help Trust towards the cost of resources to enable an interactive programme.
OR
(e) **Declines** the application from Person to Person Help Trust.

(f) **Approves** a grant of $..................... to Community Patrols of New Zealand towards the cost of first aid courses for members.
OR
(g) **Declines** the application from Community Patrols of New Zealand.

(h) **Approves** a grant of $..................... to All Stars Marching Teams towards the cost of a training camp to be held at Spencer Park.
OR
(i) **Declines** the application from All Stars Marching Teams.

### 3. BACKGROUND

3.1. **Kaiapoi Toy Library** is seeking funds towards the purchase of a replacement peddle tractor with front end loader, an upgraded small child’s trampoline and a new ‘Lulla Doll’.

3.2. **Person to Person Help Trust** is seeking funds towards providing resources for an interactive programme called Shine for Girls.

3.3. **Community Patrols of New Zealand** is seeking funds towards the cost of first aid courses for its members.

3.4. **All Stars Marching Teams** is seeking funding for a training camp to be held at Spencer Park on the 19 – 21 July 2019.

### 4. ISSUES AND OPTIONS

**Kaiapoi Toy Library**

4.1. The Kaiapoi Toy Library would like to purchase a replacement ride on peddle tractor with front end loader as the current one is in need of an upgrade. The Library would also like to upgrade their small child trampoline to one with a detachable arm bar which makes it more portable. These two items are the Library’s most popular items and there would be disappointment if these items were no longer available.

4.2. The Library would also like to purchase a new ‘Lulla Doll’ which is a sleep aid for babies and toddlers. This item is something different and is an expensive item for most members. The Library would like to purchase one so that parents can see if this resource would benefit their child. This item has been requested several times in the last year.

4.3. As well as outdoor toys the Library has a wide range of indoor toys, puzzles and dress up costumes. These are let out to members who pay a small annual fee to belong to the library. There is no further ‘rental fee’ for toys booked out to families. By doing this, the Library is serving the community and annual membership fees are kept low to allow children a wide variety of toys and experience.

4.4. Board members are invited to visit the Toy Library to see the great range of resources on offer.
4.5. There are presently 90 members of the Library but this can fluctuate with most members being from the Kaiapoi-Tuahiwi area with some members from the Oxford-Ohoka area. Pre-schoolers and young children are the ones who mostly benefit from the Library but also grandparents who do not have a large selection of toys on hand for their families to entertain themselves.

4.6. The Library is constantly trying to purchase new resources and to replace broken/damaged toys in order to grow membership. New resources are promoted to members via a monthly newsletter and the wider community via social media making the organisation more appealing to both current and future members. The Kaiapoi Toy Library’s services the community by providing a wide range of fun and educational games, toys and puzzles to families that would otherwise be unable to access such resources.

4.7. These resources will not be purchased if this funding application is not successful and no other funding has been sought for this particular project. The Library has made an application to Harcourts for the purchase of sensory development toys. This is the first time the Kaiapoi Toy Library is requesting funding from the Board.

**Person to Person Help Trust**

4.8. The Person to Person Help Trust has been given the opportunity to have a Youth Worker working in the Kaiapoi Borough School, specifically at this stage, with girls. In the Trust’s experience with youth work, it is not just solo parented children that are at risk but also seeing a rise in children at risk who have both parents who work or other issues within the family. Shine for Girls is a programme that is used all over the world and the Trust are very excited to be able to offer this programme in Kaiapoi.

4.9. The key objectives of the programme are to deepen understanding of intrinsic personal values and inspiring confidence, develop decision making and problem solving skills, enhance social connection and identify personal desires and strengths.

4.10. By encouraging interactive sessions with the young would build resilience and wellbeing which will result in more confident young people. This would have a flow on effect to the other students, the families and eventually grow a stronger community. Giving young people the opportunity to be mentored and the resources to be healthier citizens who are able to connect with their contemporaries, families and the community.

4.11. At present this programme will only be offered to students from the Kaiapoi Borough School and due to privacy reasons the Trust is unable to give a breakdown of the areas these students come from. This programme will still run if the funding request is not successful however there will be fewer resources to assist in offering interactive sessions. The Trust has not applied for funding before.

**Community Patrols of New Zealand**

4.12. Community Patrols, previously named Kaiapoi Community Watch, would like to send its members for first aid training but due to lack of resources are unable to provide this themselves. They have ten members who require training and the cost through Red Cross would be $80 per person while St Johns charges are considerably higher. If the application was unsuccessful the funds would have to be raised via fundraising or in some other manner. All Patrols are responsible for raising their own funds for their own projects and expenses. No other funding has been sought from other funders at this time.

4.13. Although only 10 people benefit directly from the training this would have a roll-on effect to potentially better assist everyone in the community. Also if these 10 members were trained it would mean all members had the same amount of training. This particular group of Community Patrols only patrol the Kaiapoi and Tuahiwi area.

4.14. Kaiapoi Community Watch received funding from the Board in August 2017 toward uniforms for members. All invoices and accountability forms have been received.
All Stars Marching Teams

4.15. All Stars are seeking funding for a training camp for their under 12 team, to help develop the skills for its new drills, with qualified coaches and helpers from around Christchurch. All Stars have 12 girls, some new to the sport, which will benefit from this training weekend. The team will be taught three phases which are vital before the competition season starts in October. As there have been other expenses for these families this season in providing boots and uniforms, the All Stars are seeking funding assistance to make this training camp available. Most of the families are from low or single income families and the All Stars try to keep costs as low as possible so as to keep the girls in the sport.

4.16. The overall cost for the camp is $700 and will directly benefit the 12 girls and their families but will have a wider benefit to the community by encouraging outside activity and leadership. The benefits are 60% for the Kaiapoi-Tuahiwi Community Board and 40% to the Rangiura-Ashley Community Board. If this application is unsuccessful the girls will not be able to attend and the girls will not be ready to attend any competitions this season. The girls are involved with raising funds by running a “Scratchie” raffle to help with costs.

4.17. The direct benefit to the under 12 team will be team bonding, training with professional coaches, gaining confidence and learning all the required drills to get them team competition ready. They will also have a chance to mix with like-minded girls from other parts of the city. The benefits for the organisation is to have confident teams ready to compete. This will help to encourage others to the sport. The benefit to the area is teams that are recognised in and from the area. They can start competing locally and work themselves up to a national level representing the district.

4.18. All Stars Marching Teams have not requested funding before.

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

4.20. The Management Team has reviewed this report.

5. COMMUNITY VIEWS

5.1. Community organisations in applying to the Board’s Discretionary Grant, are seeking to assist sectors of the community and in this instance young children, parents and grandparents.

6. FINANCIAL IMPLICATIONS AND RISKS

6.1. Financial Implications

The Annual Plan for 2018/19 includes budget provision for the Kaiapoi-Tuahiwi Community Board of $6,000. The requested grants for consideration in June 2019 total $1,500.

The current balance of the grant fund is $2,439.

The application criteria specify that grants are normally limited to a maximum of $500 any one financial year (July to June) but the group can apply up to twice in that year providing it is for different projects.

GST is paid to appropriately registered groups where applicable above the Board resolved values.

6.2. Community Implications

Kaiapoi Toy Library - The equipment/toys will benefit children, parents and grandparents and the effect will be long lasting.

Person to Person Help Trust - The resources will benefit children, parents and the community and the effect will be long lasting.
Community Patrols of New Zealand – funding first aid classes would have an impact at times of medical emergency for all sectors of the community.

All Stars Marching Teams – the camp will benefit youth by encouraging participation in sport and giving a sense of confidence and leadership.

6.3. Risk Management
There are no risks to the Council.

6.4. Health and Safety
All health and safety issues will fall under Kaiapoi Toy Library.

All health and safety issues will fall under Kaiapoi Borough School and the Trust.

There are no health and safety issues for the members receiving First Aid training.

7. CONTEXT

7.1. Policy
This matter is not a matter of significance in terms of the Council’s Significance Policy.

7.2. Legislation
Not applicable.

7.3. Community Outcomes
People are friendly and caring, creating a strong sense of community in our District.

There are wide ranging opportunities for people of different ages to participate in community and recreational activities.

Participation in community-based support and services is acknowledged and encouraged.

7.4. Delegations
Community Boards have delegated authority to approve such grants.

Kay Rabe
Governance Adviser
Groups Applying for Board Discretionary Grants 2018/2019

Name of Group: Kaiapoi Toy Library

Address: PO Box 365, Kaiapoi 7644

Contact Person within Organisation: Erin Harvie

Position within Organisation: President

Contact phone number: 0274347438 Email: kaiapoi.toy.library@gmail.com

Describe what the project is and what the grant funding be used specifically for? (Use additional pages if needed)

We would like to purchase a replacement ride on pedal tractor with front end loader as our current tractor "big Jeff" is in need of an upgrade and a small child's trampoline with a detachable arm bar so that this is more portable. These are some of our most popular items, being out every weekend, that we feel our members would be disappointed if these were no longer available. In addition to these we would like to purchase a Lulla Doll which is a sleep aid for baby's through to pre-schoolers. This item is something different to what is normally available at our toy library. However, we have had requests from our members to purchase one so that those members who are interested in the sleep aid can try it at home and if they find it beneficial for their children can then go and purchase on knowing that the sleep aid works.

As well as supplying outdoor toys the Kaiapoi Toy Library has a wide range of indoor toys, puzzles and dress up costumes. We let these items out to our members who pay just the one low annual membership with no additional rental fee per item. We believe that by doing this we are providing a valuable service to the local community and endeavour to keep out membership rate low while providing a great range of resources. We are very happy to show members of the Kaiapoi-Tuahiwi Community Board around the toy library at any time.

What is the timeframe of the project/event date? 4 months

Overall Cost of Project: $508.95 Amount Requesting: $500

How many people will directly benefit from this project? 62

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

- Preschool
- School/youth
- Older adults

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

Kaiapoi-Tuahiwi 90 % Rangiora-Ashley 0 % Woodend-Sefton 6 % Oxford-Ohoka 2 %

Other (please specify):

If this application is declined will this event/project still occur? Yes

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

The Kaiapoi Toy Library will need to continuing to apply for grants until the funding is available to purchase the new toys.
Supporting costs

Trampoline with detachable arm for portability in vehicles: $200.00
Ride on tractor with front end loader: $199
Lulla Doll: $109.95
1 May 2019

The Kalapoi Toy Library Inc
PO Box 366
Kalapoi 7644

Non - Profit Organisation

Account name: The Kalapoi Toy Library Inc
Trading as

Account number: 03 1585 0042285-00
Last summary date: 1 April 2019
This summary date: 1 May 2019
Summary number: 251

At a glance

your current balance $2,848.46

Current credit interest rates

These are the current per annum interest rates. They are subject to change without notice.

<table>
<thead>
<tr>
<th>BALANCE</th>
<th>INTEREST RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under $5,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>$5,000 to $9,999</td>
<td>0.10%</td>
</tr>
<tr>
<td>$10,000 and over</td>
<td>0.10%</td>
</tr>
</tbody>
</table>

The interest you earned for this period was calculated on your daily credit balance and paid to you monthly.

Other balances

<table>
<thead>
<tr>
<th>TYPE</th>
<th>BALANCE $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day to day</td>
<td>784.41</td>
</tr>
</tbody>
</table>

Westpac New Zealand Limited
3 May 2019

Kaiapoi Community Toy Library
PO Box 365
Kaiapoi 7644

Non - Profit Organisation

Account name: The Kaiapoi Toy Library Inc
Kaiapoi Community Toy Library
Trading as

Account number: 03 1585 0042285-01
Last summary date: 4 April 2019
This summary date: 3 May 2019
Summary number: 184

At a glance

your current balance $784.41

Current credit interest rates

These are the current per annum interest rates. They are subject to change without notice.

<table>
<thead>
<tr>
<th>BALANCE</th>
<th>INTEREST RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under $5,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>$5,000 to $9,999</td>
<td>0.10%</td>
</tr>
<tr>
<td>$10,000 and over</td>
<td>0.10%</td>
</tr>
</tbody>
</table>

The interest you earned for this period was calculated on your daily credit balance and paid to you monthly.

Other balances

<table>
<thead>
<tr>
<th>TYPE</th>
<th>BALANCE $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day to day</td>
<td>2,826.91</td>
</tr>
</tbody>
</table>
Notes to the Performance Report
Kaiapoi Community Toy Library Incorporated
For the year ended 31 March 2018
Cash Basis

1. Analysis of Receipts

<table>
<thead>
<tr>
<th>Description</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donations, fundraising and other similar receipts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donations</td>
<td>-</td>
<td>350</td>
</tr>
<tr>
<td>Fundraising - Chocolates</td>
<td>355</td>
<td>-</td>
</tr>
<tr>
<td>Fundraising - Entertainment Books</td>
<td>160</td>
<td>286</td>
</tr>
<tr>
<td>Grant - CERT</td>
<td>-</td>
<td>987</td>
</tr>
<tr>
<td>Grant - COGS</td>
<td>-</td>
<td>1,590</td>
</tr>
<tr>
<td>Grant - Pub Charity</td>
<td>4,340</td>
<td>-</td>
</tr>
<tr>
<td>Grant - Rata Foundation</td>
<td>1,400</td>
<td>-</td>
</tr>
<tr>
<td>Grant - Waimak Council</td>
<td>100</td>
<td>-</td>
</tr>
<tr>
<td>Total Donations, fundraising and other similar receipts</td>
<td>6,564</td>
<td>3,118</td>
</tr>
<tr>
<td>Subscriptions from Members</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member Subscriptions</td>
<td>1,465</td>
<td>1,788</td>
</tr>
<tr>
<td>Total Subscriptions from Members</td>
<td>1,465</td>
<td>1,788</td>
</tr>
<tr>
<td>Interest Receipts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Westpac Bank Interest</td>
<td>1</td>
<td>9</td>
</tr>
<tr>
<td>Total Interest Receipts</td>
<td>1</td>
<td>9</td>
</tr>
<tr>
<td>Capital Receipts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toy Sales</td>
<td>-</td>
<td>147</td>
</tr>
<tr>
<td>Total Capital Receipts</td>
<td>-</td>
<td>147</td>
</tr>
<tr>
<td>Total Analysis of Receipts</td>
<td>7,830</td>
<td>5,062</td>
</tr>
</tbody>
</table>

2. Analysis of Payments

<table>
<thead>
<tr>
<th>Description</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer and employee related payments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wages</td>
<td>3,142</td>
<td>2,981</td>
</tr>
<tr>
<td>Total Volunteer and employee related payments</td>
<td>3,142</td>
<td>2,981</td>
</tr>
<tr>
<td>Payments relating to providing goods or services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
<td>-</td>
<td>575</td>
</tr>
<tr>
<td>General Expenses</td>
<td>100</td>
<td>97</td>
</tr>
<tr>
<td>Packaging</td>
<td>96</td>
<td>51</td>
</tr>
<tr>
<td>Postage/ Stationery</td>
<td>12</td>
<td>193</td>
</tr>
<tr>
<td>Rent</td>
<td>598</td>
<td>598</td>
</tr>
<tr>
<td>Repairs and Maintenance</td>
<td>40</td>
<td>82</td>
</tr>
<tr>
<td>Telephone</td>
<td>20</td>
<td>30</td>
</tr>
<tr>
<td>Total Payments relating to providing goods or services</td>
<td>863</td>
<td>1,623</td>
</tr>
<tr>
<td>Notes to the Performance Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Other operating payments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gifts</td>
<td>198</td>
<td>198</td>
</tr>
<tr>
<td><strong>Total Other operating payments</strong></td>
<td>198</td>
<td>198</td>
</tr>
<tr>
<td><strong>Capital Payments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toy Purchases</td>
<td>4,410</td>
<td>1,532</td>
</tr>
<tr>
<td><strong>Total Capital Payments</strong></td>
<td>4,410</td>
<td>1,532</td>
</tr>
<tr>
<td><strong>Total Analysis of Payments</strong></td>
<td>8,034</td>
<td>6,244</td>
</tr>
</tbody>
</table>

3. Correction of Errors

There are no corrections of prior year errors to disclose for the 2018 financial year.

4. Related Parties

There were no transactions involving related parties during the financial year.

5. Events After the Balance Date

There were no events that have occurred after the balance date that would have a material impact on the Performance Report (Last year - nil).
Groups Applying for Board Discretionary Grants 2018/2019

Name of Group: 24-7 Youth Workers

Address: 67 Fuller St, Kaiapoi

Contact Person within Organisation: Justin Taylor

Position within Organisation: Trust Manager/Chairperson

Contact number: 0272747807 Email: manager@p2pkaiapoi.org.nz

Describe what the project is and what the grant funding be used specifically for? (Use additional pages if needed)

The Person to Person Help Trust has been given the opportunity to have a Youth Worker working in Kaiapoi Borough School, specifically at this stage with girls. In our experience with Youth Work, it is not just solo parented children that are at risk but also seeing a rise in children at risk who have both their parents at home but are absent through work or other issues within the family. Shine for Girls is a programme that is used all over the world and we are very excited to be able to offer this programme.

The funding will be used to purchase the resources to enable this programme to be interactive.

Key Objectives:
- Deepen understanding of intrinsic personal value · Increase confidence
- Develop decision making and problem solving skills · Strengthen interpersonal communication skills
- Enhance social connection · Increase self-awareness and emotional intelligence
- Identify personal desires and strengths · Set and achieve personal goals

What is the timeframe of the project/event date? From the start of term 2, 2019

Overall Cost of Project: $500  Amount Requesting: $500

How many people will directly benefit from this project? up to 340

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
- Older adults
- Whole community/ward

Provide estimated percentage of participants/people benefiting by community area:
- Kaiapoi-Tuahiwai 2.8 %
- Rangiora-Ashley %
- Woodend-Sefton %
- Oxford-Ohoka %

Other (please specify):

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

If No – what are the consequences to the community/organisation?
KAIAPOI-TUAHIWI COMMUNITY BOARD DISCRETIONARY GRANT APPLICATION

What are the direct benefit(s) to the participants?
They will have interactive sessions on how to build resilience, well being and more confident young people.

What is the benefit(s) to your organisation?
To see our community grow stronger

What are the benefit(s) to the Kaiapoi-Tuahiwi community or wider district?
To have young people having the opportunity to be mentored and given a resource to be healthier citizens in our community

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

If yes, name of parent group
The Person to Person Help Trust

What is the relationship between your group and the parent group?
We are governed by the Trust!

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied or intend to apply to for funding this project and amount applied for this project:
The Trust will be applying to other Funders to cover wages and any other expenses needed to support this project

Have you applied to the Kaiapoi-Tuahiwi Community Board or any other Weimakariri Community Board for other project funding in the past 18 months?
□ Yes ✓ No

If yes, please supply details:

Enclosed
✓ Financial Balance Sheet and Income & Expenditure Statement (compulsory – your application cannot be processed without financial statements)
✓ Supporting costs/quotes
□ 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 a simple Accountability Report.
I accept that information provided in this application may be used in an official Council report available to the public.

PLEASE NOTE - If submitting your application electronically, entering your name in the Signature box below will be accepted as your signature:

Signed: [Signature]
Date: 22/5/19
# Profit and Loss

## The Person To Person Help Trust

### 24-7

**For the 12 months ended 31 March 2019**

<table>
<thead>
<tr>
<th>Description</th>
<th>Actual</th>
<th>Budget</th>
<th>Var NZD</th>
<th>Var %</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Less Cost of Sales</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24-7 Communication/Transport</td>
<td>-</td>
<td>250</td>
<td>(250)▼</td>
<td>-100.0%▼</td>
</tr>
<tr>
<td>24-7 Tools &amp; Gear</td>
<td>-</td>
<td>1,000</td>
<td>(1,000)▼</td>
<td>-100.0%▼</td>
</tr>
<tr>
<td>Kiwisaver Employer Contributions</td>
<td>634</td>
<td>712</td>
<td>(78)▼</td>
<td>-11.0%▼</td>
</tr>
<tr>
<td>Wages - Admin/Supervision</td>
<td>13,572</td>
<td>26,463</td>
<td>(12,891)▼</td>
<td>-48.7%▼</td>
</tr>
<tr>
<td><strong>Total Cost of Sales</strong></td>
<td>14,206</td>
<td>28,425</td>
<td>(14,219)</td>
<td>-50.0%</td>
</tr>
<tr>
<td><strong>Gross Profit</strong></td>
<td>(14,206)</td>
<td>(28,425)</td>
<td>14,219</td>
<td>50.0%</td>
</tr>
<tr>
<td><strong>Plus Other Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admin fee P2P Trust 24/7 Youth Network</td>
<td>(3,000)</td>
<td>(3,000)</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Donations received (no GST)</td>
<td>17,000</td>
<td>16,000</td>
<td>1,000▲</td>
<td>6.3%▲</td>
</tr>
<tr>
<td>Grants received (GST)</td>
<td>7,350</td>
<td>23,000</td>
<td>(15,650)▼</td>
<td>-68.0%▼</td>
</tr>
<tr>
<td><strong>Total Other Income</strong></td>
<td>21,350</td>
<td>36,000</td>
<td>(14,650)</td>
<td>-40.7%</td>
</tr>
<tr>
<td><strong>Less Operating Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accident Compensation</td>
<td>93</td>
<td>140</td>
<td>(47)▼</td>
<td>-33.8%▼</td>
</tr>
<tr>
<td>Administration Costs</td>
<td>250</td>
<td>200</td>
<td>50▲</td>
<td>24.8%▲</td>
</tr>
<tr>
<td>Advertising</td>
<td>-</td>
<td>250</td>
<td>(250)▼</td>
<td>-100.0%▼</td>
</tr>
<tr>
<td>General Expenses</td>
<td>96</td>
<td>-</td>
<td>96▲</td>
<td>0.0%</td>
</tr>
<tr>
<td>Licences and Subscription</td>
<td>134</td>
<td>2,800</td>
<td>(2,666)▼</td>
<td>-95.2%▼</td>
</tr>
<tr>
<td>Office Stationary</td>
<td>-</td>
<td>50</td>
<td>(50)▼</td>
<td>-100.0%▼</td>
</tr>
<tr>
<td>Postage</td>
<td>3</td>
<td>-</td>
<td>3▲</td>
<td>0.0%</td>
</tr>
<tr>
<td>Professional development</td>
<td>2,467</td>
<td>3,000</td>
<td>(533)▼</td>
<td>-17.8%▼</td>
</tr>
<tr>
<td>Programme Expenses</td>
<td>629</td>
<td>700</td>
<td>(71)▼</td>
<td>-10.1%▼</td>
</tr>
<tr>
<td>Staff Expenses</td>
<td>223</td>
<td>400</td>
<td>(177)▼</td>
<td>-44.1%▼</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>3,894</td>
<td>7,540</td>
<td>(3,646)</td>
<td>-48.4%</td>
</tr>
<tr>
<td><strong>Net Profit</strong></td>
<td>3,250</td>
<td>35</td>
<td>3,215</td>
<td>9186.0%</td>
</tr>
</tbody>
</table>

---

Please note: These financials are currently at the auditor to be signed off.

The money at 31st March carries over to pay three youth workers wages.
Your Hillsong Store Australia Order Confirmation (#14981)

Thanks for Your Order

Your order ID is #14981. A summary of your order is shown below. To view the status of your order click here.

Shipping Address
Annette Williams  
Kaiapoi Baptist Church  
67 Fuller Street  
Kaiapoi, New Zealand 7630  
New Zealand  
021764984

Billing Address
Annette Williams  
Kaiapoi Baptist Church  
67 Fuller Street  
Kaiapoi, New Zealand 7630  
New Zealand  
021764984

Your Order Contains...

<table>
<thead>
<tr>
<th>Cart Items</th>
<th>Qty</th>
<th>Item Price</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ShineGirl Additional Journal Pack</td>
<td>2</td>
<td>$68.18 AUD</td>
<td>$136.36 AUD</td>
</tr>
</tbody>
</table>

Subtotal: $136.36 AUD
Shipping: $91.25 AUD
Grand Total: $227.61 AUD
Payment Method: Credit Card

Hillsong Store Australia

For Hillsong Store Return Policy, click here.

For the latest releases, specials and exclusive offers follow us on [Twitter](https://twitter.com), [Pinterest](https://www.pinterest.com), and [Facebook](https://www.facebook.com).

For further assistance, contact our Customer Service Team at resources@hillsong.com or 1800 53 5300

Hillsong International LTD atf Hillsong International t/a Hillsong Music Australia | ABN: 90 615 507 894
Groups Applying for Board Discretionary Grants 2018/2019

Name of Group: Community Patrons of New Zealand

Address: 490 MR Jack Clyne 9 Holland drive Kaiapoi 7030

Contact Person within Organisation: Jack Clyne

Position within Organisation: Committee Member in charge of Fund Raising

Contact phone number: 3275367

Email: JackandJan.Clyne@xtra.co.nz

Describe what the project is and what the grant funding be used specifically for? (Use additional pages if needed)

To Put Members Through a First aid Course.
The cost to us if we do the course for the present membership is $80 per person from the Red Cross but $75 John would charge.

What is the timeframe of the project/event date? by end of year

Overall Cost of Project: $500

Amount Requesting: $500

How many people will directly benefit from this project? 10

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 ☐ Older adults ☑ Whole community/ward

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

Kaiapoi-Tuahiwi 100% Rangiora-Ashley % Woodend-Sefton % Oxford-Ohoka %

Other (please specify):

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

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

Funds will have to be raised from elsewhere.
KAIAPOI-TUAHIWI COMMUNITY BOARD DISCRETIONARY GRANT APPLICATION

What are the direct benefit(s) to the participants?
if we are able to do this project it will place all members on the same footing

What is the benefit(s) to your organisation?
we will have a highly trained group of volunteers

What are the benefit(s) to the Kaiapoi-Tuaheiwi community or wider district?
we feel the benefits would be huge as we will have highly trained members better able to assist in the community

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered)?

☑ Yes ☐ No

If yes, name of parent group
we come under community patrols of NZ

What is the relationship between your group and the parent group?
we are all part of the same group and we are responsible for raising our own funds for our own projects

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied or intend to apply to for funding this project and amount applied for this project:
we have not applied to any other group for funds

Have you applied to the Kaiapoi-Tuaheiwi Community Board or any other Waimakariri Community Board for other project funding in the past 18 months?

☑ Yes ☐ No

If yes, please supply details:
I applied for funds in 2018

Enclosed
☐ Financial Balance Sheet and Income & Expenditure Statement (compulsory – your application cannot be processed without financial statements)
☐ Supporting costs/quotes
☐ 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 a simple Accountability Report.
I accept that information provided in this application may be used in an official Council report available to the public.

PLEASE NOTE - If submitting your application electronically, entering your name in the Signature box below will be accepted as your signature:

Signed: J H. Collyer
Date: 24-5-19.
Income Statement

FOR THE YEAR ENDED 30TH SEPTEMBER 2018

KDP Kangaroos
94 Westers Road, Logan
Moree Downsall and Associates

Communitry Watch Karapoi Incorporated
<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>DATE</th>
<th>CLOSING BOOK VAL</th>
<th>LAST YR BOOK VAL</th>
<th>RATING</th>
<th>AMOUNT</th>
<th>DEPRECIATION</th>
<th>OPENING COST TO</th>
<th>SCHEDULE OF FIXED ASSETS AND DEPRECIATION FOR THE YEAR ENDED 30TH SEPTEMBER 2018</th>
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<tr>
<td>RD 25 Rheingold 2621 2</td>
<td>Wine &amp; Food, Ltd.</td>
<td>3/09/2017</td>
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<tr>
<td>RD 25 Rheingold 2621 2</td>
<td>Wine &amp; Food, Ltd.</td>
<td>3/09/2017</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>RD 25 Rheingold 2621 2</td>
<td>Wine &amp; Food, Ltd.</td>
<td>3/09/2017</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Groups Applying for Board Discretionary Grants 2018/2019

Name of Group: allstars marching teams

Address: 60-2 strachan place rangiora

Contact Person within Organisation: julia allen

Position within Organisation: team coach

Contact phone number: 0272972589 Email: allstarsmarchingteams@gmail.com

Describe what the project is and what the grant funding be used specifically for? (Use additional pages if needed)

for a training camp at spencer park for our u12 team, to help them develop the skills for their new drills, with qualified coaches and helpers from around christchurch. We have 12 girls, some brand new to the sport and this training weekend will give them a great helping hand before its time to compete.

We have to teach the team 3 phases before the comps start in october, and with other big costs this season like, boots, and uniform are seeking help for this training camp.

Most of our families are from low or single income families and we like to keep our costs as low as possible for our girls to keep them in the sport.

What is the timeframe of the project/event date? 19-21 July 2019

Overall Cost of Project: $700 Amount Requesting: $500

How many people will directly benefit from this project? 15

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 ☐ Older adults ☐ Whole community/ward

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

Kaiapoi-Tuahills 60 % Rangiora-Ashley 40 % Woodend-Sefton % Oxford-Ohoka %

Other (please specify): 

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

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

we won't have the time to get the team competition ready, as we won't have the specialised help
What are the direct benefit(s) to the participants?
- Team bonding, training with professional coaches, gaining confidence, learning all the required drills to get the team competition ready

What is the benefit(s) to your organisation?
- Confident girls, girls ready to compete, girls trained correctly by the professional help

What are the benefit(s) to the Kaipoi-Tuahiwi community or wider district?
- Girls can confidently compete, and be recognised from the area. They can compete locally and at south islands and nationals, representing the area, keeps girls in sport from the area.

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?

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied or intend to apply to for funding this project and amount applied for this project:
- We have done a scratchy raffle to help with other costs

Have you applied to the Kaipoi-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:

Enclosed
- ✔ Financial Balance Sheet and Income & Expenditure Statement (compulsory – your application cannot be processed without financial statements)
- ✔ Supporting costs/quotes
- □ 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 a simple Accountability Report.
I accept that information provided in this application may be used in an official Council report available to the public.

PLEASE NOTE - If submitting your application electronically, entering your name in the Signature box below will be accepted as your signature.

[Signature]

[Date: 5/6/19]
allstars - Summary Report

This report shows reconciled transactions only.

From: 01/04/2018
To: 31/03/2019

<table>
<thead>
<tr>
<th>Category</th>
<th>%</th>
<th>Income</th>
<th>Expense</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>donations</td>
<td>2%</td>
<td>1,094.99</td>
<td></td>
<td>1,094.99</td>
</tr>
<tr>
<td>fees</td>
<td>32%</td>
<td>16,097.31</td>
<td></td>
<td>16,097.31</td>
</tr>
<tr>
<td>funding</td>
<td>15%</td>
<td>7,601.79</td>
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<td>7,601.79</td>
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<tr>
<td>fundraising</td>
<td>50%</td>
<td>25,254.05</td>
<td></td>
<td>25,254.05</td>
</tr>
<tr>
<td>uniform sales</td>
<td>0%</td>
<td>107.02</td>
<td></td>
<td>107.02</td>
</tr>
<tr>
<td><strong>Income Total</strong></td>
<td></td>
<td>50,155.16</td>
<td></td>
<td>50,155.16</td>
</tr>
<tr>
<td><strong>Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>accommodation</td>
<td>12%</td>
<td>5,482.00</td>
<td></td>
<td>(5,482.00)</td>
</tr>
<tr>
<td>Advertising</td>
<td>2%</td>
<td>849.85</td>
<td></td>
<td>(849.85)</td>
</tr>
<tr>
<td>Bank Charges</td>
<td>0%</td>
<td>2.42</td>
<td></td>
<td>(2.42)</td>
</tr>
<tr>
<td>camp costs</td>
<td>3%</td>
<td>1,415.00</td>
<td></td>
<td>(1,415.00)</td>
</tr>
<tr>
<td>chauffeur supplies</td>
<td>0%</td>
<td>149.86</td>
<td></td>
<td>(149.86)</td>
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<tr>
<td>coach supplies</td>
<td>0%</td>
<td>99.99</td>
<td></td>
<td>(99.99)</td>
</tr>
<tr>
<td>comp entries</td>
<td>7%</td>
<td>3,109.00</td>
<td></td>
<td>(3,109.00)</td>
</tr>
<tr>
<td>Entertainment</td>
<td>1%</td>
<td>368.00</td>
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<td>(368.00)</td>
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<tr>
<td>food</td>
<td>2%</td>
<td>1,000.00</td>
<td></td>
<td>(1,000.00)</td>
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<tr>
<td>General Expense</td>
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<td>3,223.67</td>
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<td>(3,223.67)</td>
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<tr>
<td>hall hire</td>
<td>2%</td>
<td>835.00</td>
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<td>(835.00)</td>
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<tr>
<td>registrations</td>
<td>10%</td>
<td>4,851.00</td>
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<td>(4,851.00)</td>
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<tr>
<td>reimbursements</td>
<td>5%</td>
<td>2,481.64</td>
<td></td>
<td>(2,481.64)</td>
</tr>
<tr>
<td>team levies</td>
<td>2%</td>
<td>884.00</td>
<td></td>
<td>(884.00)</td>
</tr>
<tr>
<td>travel costs</td>
<td>27%</td>
<td>12,900.61</td>
<td></td>
<td>(12,900.61)</td>
</tr>
<tr>
<td>uniform costs</td>
<td>20%</td>
<td>9,693.72</td>
<td></td>
<td>(9,693.72)</td>
</tr>
<tr>
<td><strong>Expense Total</strong></td>
<td></td>
<td>47,376.76</td>
<td></td>
<td>(47,376.76)</td>
</tr>
<tr>
<td><strong>Grand Total:</strong></td>
<td></td>
<td>50,155.16</td>
<td></td>
<td>2,778.40</td>
</tr>
</tbody>
</table>

Page 1 of 1

Printed 7/04/2019
# allstars - Profit And Loss Report

This report shows reconciled transactions only.

**Account:** *** ALL ***

<table>
<thead>
<tr>
<th>Category</th>
<th>%</th>
<th>Income</th>
<th>Expense</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>donations</td>
<td>2%</td>
<td>1,094.99</td>
<td></td>
<td>1,094.99</td>
</tr>
<tr>
<td>fees</td>
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<td>16,097.31</td>
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<td>7,601.79</td>
<td></td>
<td>7,601.79</td>
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<tr>
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<td>50%</td>
<td>26,254.05</td>
<td></td>
<td>26,254.05</td>
</tr>
<tr>
<td>uniform sales</td>
<td>0%</td>
<td>107.02</td>
<td></td>
<td>107.02</td>
</tr>
<tr>
<td><strong>Income Total</strong></td>
<td></td>
<td>50,155.16</td>
<td></td>
<td>50,155.16</td>
</tr>
</tbody>
</table>

| **Expense**         |    |        |         |         |
| accommodation       | 12%| 5,462.00  |         | (5,462.00)  |
| Advertising         | 2% | 649.05   |         | (649.05)   |
| Bank Charges        | 0% | 2.42     |         | (2.42)     |
| camp costs          | 3% | 1,415.00  |         | (1,415.00)  |
| chaperone supplies  | 0% | 149.56    |         | (149.56)    |
| coach supplies      | 0% | 69.99     |         | (69.99)     |
| camp entries        | 7% | 3,108.00  |         | (3,108.00)  |
| Entertainment       | 1% | 369.00    |         | (369.00)    |
| food                | 2% | 1,000.00  |         | (1,000.00)  |
| General Expense     | 7% | 3,225.67  |         | (3,225.67)  |
| hall hire           | 2% | 835.00    |         | (835.00)    |
| registrations       | 10%| 4,851.00  |         | (4,851.00)  |
| reimbursements      | 5% | 2,488.34  |         | (2,488.34)  |
| team levies         | 2% | 884.00    |         | (884.00)    |
| travel costs        | 27%| 12,900.61 |         | (12,900.61) |
| uniform costs       | 20%| 9,893.72  |         | (9,893.72)  |
| **Expense Total**   |    | 47,378.76 |         | (47,378.76) |

**Grand Total:**

<table>
<thead>
<tr>
<th>Income</th>
<th>Expense</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>50,155.16</td>
<td>47,378.76</td>
<td>2,778.40</td>
</tr>
</tbody>
</table>

**CASH PROFIT / (LOSS):**

|        | 2,778.40 |
Booking Confirmation - Spencer Beach Holiday Park

Reference: 70225

Property: Spencer Beach Holiday Park
100 Heyder Road
Spencerville
Christchurch

Customer Name: Miss Julia Allen

Customer Address: 15 Brockworth Place, Riccarton, Christchurch, New Zealand

Customer Contact: Tel: 0272922039; Email: allstaremosmarching@gmail.com

Arrival Date: Friday, 19 July 2019
Departure Date: Sunday, 21 July 2019
Stay Period: 2 Nights

Status: Confirmed

Reservation Details

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td>Lodge - Nightly 4 x Adults, 12 x Children</td>
<td>$304.00 x 2 Nights</td>
<td>$608.00</td>
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</tbody>
</table>

Total Cost: NZD608.00

Total Cost includes tax of $78.30

Booking Source:
Recommended

Guest Information:
Lodge: Julia Allen (Aged 45), Maria Manihana (Aged 45), Suzanne Rees (Aged 38), Wicky McGregor (Aged 44), Kaitlin Mcnulty (Aged 14), Sarah Greenhalgh (Aged 15), Summer Bellant (Aged 13), Marahia Allen (Aged 13), Jordan Boyle (Aged 14), Amy Willethall (Aged 13), Ali Hannah (Aged 13), Zoe Cousins (Aged 13), Almea Longley (Aged 15), Piper Herron (Aged 16), Brooke Beach (Aged 14), Rebecca McGregor (Aged 16)

Payment Policy:
Payment in full is required on arrival. Credit card details are required to secure your booking only, we do not charge your card.

Cancellation Policy:
Any cancellations made within 10 days of your booking will incur a charge of one nights tariff to be deducted from your credit card.
<table>
<thead>
<tr>
<th>Month</th>
<th>Group</th>
<th>Project</th>
<th>Amount Requested</th>
<th>Amount Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>Reflections Community Trust</td>
<td>towards costs of a sign for the 2017 Waimakariri Light Party</td>
<td>$ 234</td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>SIIG You Me We Us</td>
<td>towards the costs of Welcome bags</td>
<td>lie on table</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>SIIG You Me We Us</td>
<td>towards the costs of Welcome bags</td>
<td>$ 500 $ 500</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>Pegasus Residents Association</td>
<td>towards the costs of Christmas on the Lake</td>
<td>$ 500 $ 500</td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>towards running costs in particular advertising in NC News and provision of music</td>
<td>$ 500 $ 300</td>
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<tr>
<td>June</td>
<td>Sefton Community Newsletter</td>
<td>towards the cost of delivery of newsletter</td>
<td>$ 385 $ 500</td>
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</table>

Total for grants allocated: $2,034  Total unallocated: $1,135.97

<table>
<thead>
<tr>
<th>Month</th>
<th>Group</th>
<th>Project</th>
<th>Amount Requested</th>
<th>Amount Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>Rotary Club of Rangiora</td>
<td>Towards the costs of building a Fitness Trail/Circuit of up to 12 stations along the Rakahuri Trail.</td>
<td>$ 500 $ 500</td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>Southbrook School Parent Teacher Association</td>
<td>Towards the costs of a cordless scanner for the school library.</td>
<td>$ 500 $ 500</td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>North Canterbury Musical Society</td>
<td>Towards the costs of signage for Costume hire service</td>
<td>$ 350 $ 350</td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>Reflections Community Trust</td>
<td>Towards the costs of Children's Magic Theatre - light festival 31 October 2017</td>
<td>$ 300 declined</td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>SIIG You Me We Us</td>
<td>Towards the cost of Welcome Bags</td>
<td>$ 500 declined</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>International Day Older Persons</td>
<td>towards afternoon tea to celebrate International Day of older persons</td>
<td>$ 350 $ 350</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>Kidsfirst Kindergartens Bush Street</td>
<td>Towards costs of replacing books and purchase of new large books for group stories</td>
<td>$ 300 lie on table</td>
<td></td>
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</table>

$12,264.04
<table>
<thead>
<tr>
<th>Month</th>
<th>Organization</th>
<th>Description</th>
<th>Amounts</th>
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<tbody>
<tr>
<td>November</td>
<td>Kidsfirst Kindergartens Bush Street</td>
<td>Towards costs of replacing books and purchase of new large books for group</td>
<td>$300 $300</td>
</tr>
<tr>
<td>December</td>
<td>Rangiora Croquet Club</td>
<td>Towards costs of a new dishwasher</td>
<td>$500 $500</td>
</tr>
<tr>
<td>December</td>
<td>SeniorNet North Canterbury</td>
<td>Towards promotion of courses and workshops</td>
<td>$500 $500</td>
</tr>
<tr>
<td>December</td>
<td>Lions Club Rangiora</td>
<td>Towards the costs of two shelters for the Millton Memorial Dog Park</td>
<td>$500 $500</td>
</tr>
<tr>
<td>December</td>
<td>Loburn School</td>
<td>Towards the costs of Year 8 participating in the William Pike Challenge Award</td>
<td>$500 $500</td>
</tr>
<tr>
<td>December</td>
<td>Presbyterian Support</td>
<td>Towards the costs of Suicide Prevention Event 28 February 2018</td>
<td>$500 $500</td>
</tr>
<tr>
<td>December</td>
<td>Trinity Methodist Mainly Music</td>
<td>towards the costs of creating lockable storage room for sound and muscial</td>
<td>$500 $500</td>
</tr>
<tr>
<td>February</td>
<td>Cust Bowling Club Inc</td>
<td>to purchase a second hand mower</td>
<td>$500 $500</td>
</tr>
<tr>
<td>April</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>towards the costs of the Kaiapoi Arts Expo and Schools Expo particularly</td>
<td>$500 $500</td>
</tr>
<tr>
<td>June</td>
<td>Rangiora Districts Early Records Society Inc</td>
<td>replace scanner</td>
<td>$500 $500</td>
</tr>
<tr>
<td>June</td>
<td>Okuku Pony Club</td>
<td>coaching training</td>
<td>$500 $500</td>
</tr>
<tr>
<td>June</td>
<td>McAlpines Canterbury Pipe Band</td>
<td>towards the costs of new flashes for the band uniforms</td>
<td>$500 $500</td>
</tr>
<tr>
<td>June</td>
<td>North Canterbury Athletics Club</td>
<td>towards the costs of club singlets for 7 to 14 year olds</td>
<td>$427 $427</td>
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<td>June</td>
<td>Rangiora Playcentre</td>
<td>towards the costs of sensory and touch based play materials</td>
<td>$500 $500</td>
</tr>
<tr>
<td>June</td>
<td>Ashley Playcentre</td>
<td>towards the cost of ink catridges</td>
<td>$500 $500</td>
</tr>
<tr>
<td>June</td>
<td>North Canterbury Academy of music</td>
<td>towards the end of year concert</td>
<td>$500 $500</td>
</tr>
<tr>
<td>June</td>
<td>Friends of Rangiora Town Hall</td>
<td>towards the costs of auditorium CCTV and backstage screen to assist with</td>
<td>$500 $500</td>
</tr>
<tr>
<td>June</td>
<td>North Canterbury Academy of Music</td>
<td>towards the costs of replacement drum kit</td>
<td>$420 $420</td>
</tr>
<tr>
<td>Month</td>
<td>Organisation</td>
<td>Description</td>
<td>Amount</td>
</tr>
<tr>
<td>--------</td>
<td>-------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>July</td>
<td>Kaiapoi Cricket Club</td>
<td>Towards costs of signage to promote the Cricket Club’s 150th Jubilee in late September 2017</td>
<td>$600</td>
</tr>
<tr>
<td></td>
<td>Reflections Community Trust</td>
<td>Towards the costs of pre and post event advertising for the Waimakariri Light Party 2017</td>
<td>$460</td>
</tr>
<tr>
<td>August</td>
<td>Kaiapoi Borough School</td>
<td>Sports equipment</td>
<td>$500</td>
</tr>
<tr>
<td>August</td>
<td>Kaiapoi Riverside Bowls</td>
<td>towards the cost of a new set of bowls</td>
<td>$420</td>
</tr>
<tr>
<td>August</td>
<td>Kaiapoi Community Watch</td>
<td>towards the cost of uniforms</td>
<td>$500</td>
</tr>
<tr>
<td>August</td>
<td>You Me We Us</td>
<td>towards the cost of the Spring Festival</td>
<td>$500</td>
</tr>
<tr>
<td>September</td>
<td>Kaiapoi Pony Club</td>
<td>costs of events and coaching to improve the skill of young riders</td>
<td>$500</td>
</tr>
<tr>
<td>September</td>
<td>Clarkville Play Centre</td>
<td>towards the costs of indoor tents and tunnels</td>
<td>$317</td>
</tr>
<tr>
<td>September</td>
<td>Pines Karaki Beach Association Inc</td>
<td>towards the costs of a celebration to mark the opening of the new hall</td>
<td>$500</td>
</tr>
<tr>
<td>March</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>towards the running costs of Kaiapoi Art Expo and Schools Art Expo in particular advertising in the Kaiapoi Advocate, venue hire and set up costs</td>
<td>$500</td>
</tr>
<tr>
<td>April</td>
<td>Clarkville play centre</td>
<td>towards the costs of playdough equipment and wooden puzzles</td>
<td>$442</td>
</tr>
<tr>
<td>May</td>
<td>KYDz (YouMeWeUs Youth Group)</td>
<td>towards advertising and promotion of ‘KYDz Mud Fest’ event</td>
<td>$300</td>
</tr>
<tr>
<td>June</td>
<td>Karanga Mai Early Learning Centre</td>
<td>towards the costs of a new heavy duty washing machine</td>
<td>$439</td>
</tr>
<tr>
<td>July</td>
<td>Waimakariri Gorge Golf Club</td>
<td>Towards costs of tree replacement following the September/October 2013 storm, taking place between winter 2017 and winter 2018</td>
<td>$500</td>
</tr>
</tbody>
</table>

Total for grants allocated: $3,799  Total unallocated: $1,161

Total for grants allocated: $10,347  Total unallocated: $1,917.04
<table>
<thead>
<tr>
<th>Month</th>
<th>Organisation</th>
<th>Purpose</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>SIIG You Me We Us</td>
<td>Welcome bags</td>
<td>lie on table</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>SIIG You Me We Us</td>
<td>Welcome bags</td>
<td>$500</td>
<td>declined</td>
</tr>
<tr>
<td>October</td>
<td>Oxford ICONZ (Boys and Girls Brigade)</td>
<td>Towards paint-balling supplies</td>
<td>$550</td>
<td>$500</td>
</tr>
<tr>
<td>October</td>
<td>Oxford Night Patrol Group</td>
<td>Towards the cost of reflective magnetic signs to identify patrollers using private vehicles</td>
<td>$239</td>
<td>$239</td>
</tr>
<tr>
<td>October</td>
<td>Oxford Community Mens Shed</td>
<td>Towards costs of the Spring into Oxford event</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>December</td>
<td>West Eyreton School</td>
<td>towards the cost of books focusing on healthy eating for the school library</td>
<td>$385</td>
<td>$385</td>
</tr>
<tr>
<td>March</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>promotional advertising in the Oxford Observer and Oxford Bulletin</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>April</td>
<td>Ohoka School PTA plant sale sub committee</td>
<td>towards the costs of 'children size' gloves, garden tools, wheelbarrows and other items.</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>May</td>
<td>Eyreton PonyClub</td>
<td>Fencing to enclose learner rider area</td>
<td>$450</td>
<td>$500</td>
</tr>
<tr>
<td>June</td>
<td>Oxford Community Trust</td>
<td>towards the cost of a heat pump for the A&amp;P Building</td>
<td>$500</td>
<td>$663</td>
</tr>
<tr>
<td>June</td>
<td>Christchurch Western Riding Association</td>
<td>towards the cost of gravel for the entranceway</td>
<td>$500</td>
<td>$663</td>
</tr>
<tr>
<td>June</td>
<td>RSA</td>
<td>bronze cap - time capsule</td>
<td>$450</td>
<td>$450</td>
</tr>
</tbody>
</table>

**Total for grants allocated:** $5,400  **Total unallocated:** $0
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 being contributed. 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 non-profit community based 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. This is one of the reasons the Board requires a copy of your financial profit/loss statements and balance sheet for the previous/current financial year. Staff cannot process your application without financial records.

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 an expense summary for projects that cost more than the grant being requested to show the areas where funds are being spent and a paragraph on what fund raising the group has undertaken towards the project, or other sources considered (ie voluntary labour, businesses for supplies).

| Examples (but not limited to) of what the Board cannot fund: |
| Wages |
| Debt servicing |
| Payment for volunteers (including arrangements in kind eg petrol vouchers) |
| Stock or capital market investment |
| Gambling or prize money |
| Funding of individuals (only non-profit organisations) |
| 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 |

| Examples (but not limited to) of what the Board can fund: |
| New equipment |
| Toys/educational aids |
| Sporting equipment |
| Safety equipment |
| Costs associated with events |
| Community training |
Criteria for application

- Grant applications will be considered every month by the Kaiapoi-Tuahiwi Community Board. Applications are recommended to be received three weeks prior to Board meeting dates for processing.
- Generally funding grants will be a maximum of $500 in any one financial year (July 2018 to June 2019) but the group can apply up to twice in that year, providing it is for different projects.
- The grant funding is limited to projects within the Board area or primarily benefiting the residents of the ward.
- Applications will only be accepted from non-profit community-based organisations, registered charities or incorporated societies.
- The group should have strong links with the Kaiapoi-Tuahiwi community.
- The application should clearly state the purpose for which the money is to be used.
- The applicant should submit a 1-2 page balance sheet and an income and expenditure statement which shows their current financial assets and liabilities. Applications cannot be processed until financial information is received.
- Where possible, or feasible, applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Kaiapoi-Tuahiwi Community Board.
- The Board supports a wide range of community activities but the 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).
- An accountability form must be provided to the Council outlining how the funds were applied, within six months of the grant being allocated, when funds are spent, or prior to a new application. A new application will not be accepted until the previous accountability form has been completed and returned. The group should maintain accurate records around the grant including, but not limited to: receipts, banks statements and invoices. In the event that funds are not spent on the project or activity applied for the recipient may be required to return the grant funding to the Council.
- If the activity/event for which funds have been granted does not take place or if the group does not provide the information to enable the grant to be paid within six months of approval of the grant being notified, then in both cases the application will be regarded as closed and funds released for reallocation by the Board.

What happens now?

Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) to:

Governance Team
Waimakariri District Council
Private Bag 1005
Rangiora 7440
Email: records@wmk.govt.nz

Or hand deliver to:

- Oxford Library & Service Centre, 34 Main Street, Oxford
- Rangiora Service Centre, 215 High Street, Rangiora
- Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi

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.
- On receipt of this information payment will be processed to your organisation’s bank account.
1. SUMMARY

1.1 The purpose of this report is to retrospectively ratify the Board's comments made in relation to Environment Canterbury's Waimakariri Bus Service Review.

Attachments:

i. The Kaiapoi-Tuahiwi Community Board Comments on the ECan Waimakariri Bus Service Review (Trim Ref: 190520070387).

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No. 190521071265.

(b) Retrospectively ratifies the Board's Comments on the ECan Waimakariri Bus Service Review (Trim Ref: 190520070387).

3. BACKGROUND

3.1 Last year Environment Canterbury (ECan) looked at the future of public transport in the region to update its Regional Public Transport Plan. Input from the community helped to reach a finalised plan which includes a three year operational plan, a ten year strategy, and a 30 year vision.

3.2 Based on key feedback from the community, the changes ECan now proposes would provide more coverage and better connections between townships.

3.3 Public consultation took place from 29 April to 26 May 2019, with the specific workshops for the Boards taking place to meet member availability.

3.4 The summary comments were circulated for information on 20 May 2019 and a final document agreed with the Chair on 21 May 2019.
ISSUES AND OPTIONS

4.1. The Board is now asked to retrospectively ratify the attached comments.

4.2. The Management Team have reviewed this report.

COMMUNITY VIEWS

5.1. Groups and Organisations
   A major publicity campaign was put in place by ECan including Drop In sessions in all the main townships in the district.

5.2. Wider Community
   As for 5.1.

IMPLICATIONS AND RISKS

6.1. Financial Implications
   Not applicable.

6.2. Community Implications
   The Waimakariri Bus Service Review will affect all sections of the community.

6.3. Risk Management
   Not applicable.

6.4. Health and Safety
   Not applicable.

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
   Not applicable.

7.3. Community Outcomes
   • People have wide ranging opportunities for being informed and being involved in the consultation process.

7.4. Delegations
   Not applicable.

Kay Rabe
Governance Adviser
To: Environment Canterbury  
On: Waimakariri Bus Service Review  
From: Kaiapoi-Tuahiwi Community Board  
Jackie Watson, Chairperson  
Contact: Kay Rabe, Governance Adviser  
kay.rabe@wmk.govt.nz

The Kaiapoi-Tuahiwi Community Board thanks Environment Canterbury for inviting feedback on its proposed changes to the Waimakariri bus services and generally supports the route changes, increased level of service and connectivity in the Kaiapoi-Tuahiwi Community Board area.

1. **Sovereign Palms Extension**  
   Board members are aware of several resident’s concerns regarding noise, fumes, extra traffic on Lees Road which has no lighting or footpath. Without evidence of overwhelming support from the residents, the Board supports the retention of the existing Williams Street route. We suggest Environment Canterbury surveys residents in the affected area prior to implementing this change.

2. **General Comments**
   (a) We support the reintroduction of services through the Kaiapoi CBD, Lineside Road route and associated changes.
   (b) We support the Rangiora-Woodend Road route, with a future change to include Ravenswood in due course.
   (c) The route changes in Rangiora appear beneficial to service existing and proposed retirement villages with consideration towards incorporating the new Sommerset Village complex.
   (d) We support the new connectivity between Woodend and Rangiora. Previously only available through Kaiapoi.

3. **Suggestions**
   (a) We support an ‘Orbiter’ type service between Rangiora, Kaiapoi and Woodend/Pegasus running both clockwise and anticlockwise.
   (b) That some reduced level of service be considered for Waikuku, and a link from Pegasus to Waikuku be investigated to avoid “dead running” (maybe Kaiapoi Pa Road), including Park and Ride options.
   Waikuku Beach Road to State Highway and then back to Pegasus roundabout is quite a long way but short as the crowd flies. Could a Park and Ride facility on the side of Kaiapoi Pa Road where it meets Tiri Tiri Moana Drive be considered? This would allow Waikuku Beach residents to drive a short distance off the state highway, park and walk 100 m to meet the bus. This would offer real benefits to locals.
(c) A future route change should include the sports stadium in Coldstream Road, Rangiora, once it is completed.

(d) Consideration be given to providing seating at every bus stop. There are seats in Pegasus at intersections by not at bus stops, and a cycle shelter at Silverstream (opposite a bus shelter).

(e) We support future seating along Williams Street, Kaiapoi.

(f) Consider a ‘Park and Ride’ stations at Ravenswood Commercial Area, Tram Road/Main North Road.

(g) We suggest the No 95 to go down Ohoka Road/Williams Street through the above suggested Tram/Main North Road ‘Park and Ride’ station.

The Kaiapoi-Tuahiwi would like to express its appreciation to Environment Canterbury for taking on board the previous suggestions of the Board during its previous public consultation.

Chris Greengrass
Deputy Chairperson
May 2019
1. SUMMARY

<table>
<thead>
<tr>
<th>Until 3 June</th>
<th>UK</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 June</td>
<td>Kaiapoi networking meeting at Kaiapoi Baptist Church</td>
</tr>
<tr>
<td>12 June</td>
<td>Meet with other board members and WDC at proposed cycleway from Waimakariri River</td>
</tr>
</tbody>
</table>

**THAT** the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No. 190611082006.

Jackie Watson
Chair
Kaiapoi-Tuahiwi Community Board