

Kaiapoi-Tuahiwī Community Board

Agenda

Monday 18 July 2022

5.00pm

**Kaikanui Room
Ruataniwha Kaiapoi Civic Centre
176 Williams Street, Kaiapoi**

Members:

Jackie Watson (Chair)
John Meyer (Deputy Chair)
Neville Atkinson
Al Blackie
Brent Cairns

**AGENDA FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD TO
BE HELD IN THE KAIKANUI, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS
STREET, KAIAPOI ON MONDAY 18 JULY 2022 AT 5PM.**

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

BUSINESS

PAGES

1 APOLOGIES

2 CONFLICTS OF INTEREST

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 20 June 2022

6-17

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 20 June 2022, as a true and accurate record.

3.2 Matters Arising

4 DEPUTATIONS AND PRESENTATIONS

4.1 Kaiapoi East Residents Association – Michelle MacWilliams

Michelle MacWilliams will speak to the Board on the lease of land to WHoW.

5 ADJOURNED BUSINESS

Nil.

6 REPORTS

6.1 Potential New Road Names for Addition to the Pre-Approved Kaiapoi Road and Reserve Name List – Kay Rabe (Governance Advisor)

18-32

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 220704112499.
- (b) **Approves** the inclusion of the following two names in the Kaiapoi Pre-Approved Road and Reserves Name List:

- i. Jacob McGarry
ii. Woodcott

- (c) **Notes** that the proposed names Lovegrove and McMillan have more local historical, cultural, environmental or geographical significance to the Woodend area and were therefore referred to the Woodend-Sefton Community Board for consideration.
- (d) **Notes** that the proposed name 'Orchard' has already been used in the District, and can therefore not be added to the Pre-approved Road names for Kaiapoi.
- (e) **Instructs** staff to write to the public requesters to advise the outcome of the Community Board decision.

6.2 **Kaiapoi-Tuahiwi Community Board's 2022/23 Discretionary Grant Fund and 2022/23 General Landscaping Fund – Kay Rabe (Governance Advisor)**

33-42

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 220622106808.
- (b) **Notes** that the Board's General Landscaping Budget allocated by the Council for 2022/23 is \$26,190, with a carry forward for 2021/22 still to be determined due to outstanding invoices, being processed.
- (c) **Notes** that the Board's Discretionary Grant Funding allocated by the Council for 2022/23 is \$5,270 and that an amount of \$2,627 was carried forward from the 2021/22 budget, thereby bringing the Discretionary Grant Fund to a total of \$7,897 for current financial year.
- (d) **Approves** the Board's 2022/23 Discretionary Grant Fund Application Criteria and Application Form (Trim No. 210603089725).
- (e) **Approves** the Board's 2022/23 Discretionary Grant Accountability Form (Trim No. 210603089875).
- (f) **Approves** that Discretionary Grant Fund applications be considered at each meeting during the 2022/23 financial year (July 2022 to June 2023).

6.3 **Application to the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund 2022/23 – Kay Rabe (Governance Advisor)**

43-68

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 220701111658.
- (b) **Approves** a grant of \$..... to St Patricks School Parent-Teachers Association (PTA) towards line marking school games in the play area.

OR

- (c) **Declines** the application from St Patricks School Parent-Teachers Association PTA.
- (d) **Approves** a grant of \$.....to the Kaiapoi Toy Library Inc. towards purchasing cultural relevant and sensory toys.

OR

- (e) **Declines** the application from the Kaiapoi Toy Library Inc.

7 CORRESPONDENCE

7.1 Annual Plan Response

69

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the letter from the Waimakariri District Council regarding Annual Plan Response (Trim 220114003526).

8 CHAIRPERSON'S REPORT

8.1 Chairperson's Report for June 2022

The Chairperson will give a verbal update.

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

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

9 MATTERS REFERRED FOR INFORMATION

9.1 Oxford-Ohoka Community Board Meeting Minutes 8 June 2022

9.2 Rangiora-Ashley Community Board Meeting Minutes 8 June 2022

9.3 Woodend-Sefton Community Board Meeting Minutes 13 June 2022

9.4 Health Safety and Wellbeing Report June 2022 – Report to Council Meeting 7 June 2022 – Circulates to all Boards.

9.5 May 2021, December 2021 and February 2022 Flood Events – Service Requests Update – Report to Utilities and Roading Committee Meeting 21 June 2022 – Circulates to all Boards.

9.6 Avian Botulism management 2021-22 – Report to Utilities and Roading Committee Meeting 21 June 2022 – Circulates to all Boards.

9.7 Draft Annual Plan Consultation Decisions – Report to Council 28 June 2022 – Circulates to all Boards.

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board

- a) **Receives** the information in Items 9.1 to 9.7.

Note:

1. *The links for Matters for Information were circulated separately to members.*

10 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.

11 CONSULTATION PROJECTS

Nil.

12 REGENERATION PROJECTS

12.1 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:

<http://www.waimakariri.govt.nz/your-council/district-development/kaiapoi-town-centre>.

13 BOARD FUNDING UPDATE

13.1 Board Discretionary Grant

Carryover from 2021/22: \$2,627

Allocation for 2022/23: \$5,270

Balance as at 30 June 2022: \$7,897

13.2 General Landscaping Budget

Carryover from 2021/22: To be determined.

Allocation for 2022/23: \$26,190.

Balance as at 30 June 2022: \$26,190 plus carryover.

14 MEDIA ITEMS

15 QUESTIONS UNDER STANDING ORDERS

16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 15 August 2022 at 5pm.

Workshop

- *Members Forum*

**MINUTES FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD
HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE,
176 WILLIAMS STREET, KAIAPOI, ON MONDAY 20 JUNE 2022 AT 5PM.**

PRESENT

J Watson (Chairperson), J Meyer (Deputy Chairperson), N Atkinson and B Cairns.

IN ATTENDANCE

Mayor D Gordon, Councillor P Redmond (Kaiapoi-Woodend Ward Councillor).

J Millward (General Manager Finance and Business Support), S Markham (Manager Strategic Projects), S Nichols (Governance Manager), K Simpson (Three Waters Manager), R Kerr (Delivery Manager – Stimulus and Shovel Ready), K Straw (Civil Projects Team Leader), T Stableford (Landscape Architect), M McGregor (Senior Advisor Community and Recreation) and C Fowler-Jenkins (Governance Support Officer).

There were eight members of the public present.

1 APOLOGIES

Moved: J Watson

Seconded: B Cairns

THAT apologies for absence be received and sustained from A Blackie and S Stewart.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 16 May 2022

Moved: J Meyer

Seconded: N Atkinson

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 16 May 2022, as a true and accurate record.

CARRIED

3.2 Matters Arising

Nil.

4 DEPUTATIONS AND PRESENTATIONS

4.1 Kaiapoi Croquet Club – Brian White

B White thanked the Board for the opportunity to update them on the Kaiapoi Croquet Club's (the Club) position on the proposed new club facilities. He advised that the Club's Management Committee met on Saturday, 9 April 2022 to consider the Draft Trust Deed for the proposed Community Hub (the Hub). The Club's attitude about the Hub concept had been one of keeping an

open mind and seeing how things develop. However, over time, there had been an increase in disquiet. It was now the view of the Club that the disadvantages of relocating to the Hub outweighed the advantages. The proposed arrangements for the Hub added layers of cost and bureaucracy, and the Club would lose its autonomy. For this reason, the Club would not be signing the Trust Deed and would no longer participate in the formation of the Hub.

B White noted that the Club's consideration of relocating to the Hub in 2020 was based on the new site on the northern side of Charters Street. However, things changed in 2021 when the Hub was reduced to an area on the southern side of Charters Street. The Council's engineers, Tonkin and Taylor's Geotechnical Desktop Assessment of April 2021, showed that the land on the south side of Charters Street would be unsuitable to the Club's needs. Lawns were the most important asset for the Club, and land quality was, therefore, the main factor in the Club's decision to withdraw from further participation in the Hub. The Club believed there was no point in relocating unless it ended up with a "fit-for-purpose" facility. Committee members, therefore, joined Council staff on a tour of four prospective alternative sites in Kaiapoi - Ryder Park, Kaiapoi Domain, Wylie Park and Hinemoa Park. The Kaiapoi Domain potentially had the least challenges, and Ryder Park had considerable potential. Also discussed were Norman Kirk Park, which had received extensive upgrading, the Club's last new destination, Corner Courtenay and Charters, and the Community Hub. B White proceeded by elaborating on the identified challenges of each prospective site.

P Redmond questioned the Club's current number of members, and B White confirmed that the Club had about thirty members. Furthermore, P Redmond asked if the Club were still using their present site. B White explained that they were, however, the land had dropped half a meter since the 2011 earthquakes. In 2021 the site flooded four or five times due to the spring tides and heavy rain; nevertheless, the lawns survived as the area was free draining. It was, however, impossible to maintain straight and true lawns.

N Atkinson asked if the Club knew that Norman Kirk Park was reengineered ground from the earthquakes. B White confirmed that the Council had advised the Club that some competing interests existed. The Club was concerned about the site being only three meters above sea level and would much rather relocate the domain.

J Watson noted that the Board had been very enthusiastic about having the Club at the Community Hub, so they were slightly disappointed. She thought the benefits of relocating the Community Hub were more significant than being located somewhere else due to the landscaping, the parking, and the ambience. However, B White responded that this was not a high priority for the Club as their primary concern was the suitability of the land.

J Meyer commented that he had lived in Kaiapoi for a long time, noting that many groups and organisations had requested that the Kaiapoi Domain be earmarked for their use. He would be very surprised if any organisation would be allowed to enclose the domain, which was considered a treasure of Kaiapoi.

5 ADJOURNED BUSINESS

Nil.

6 **REPORTS**

6.1 **General Landscaping Budget, Project Updates – T Stableford (Landscape Architect)**

T Stableford updated the Board on the status of the projects which had been allocated funded from the 2021/22 General Landscaping budget. She noted that \$25,000 had been allocated to the Tuahiwi Reserve Development in November 2020. The Council had been attempting to secure input from the Rūnanga on the proposed project, however, to date, no response had been received. It was therefore recommended that the funding be carried forward to the 2022/23 financial year and that the Board consider reallocating the funds towards another project. If the Rūnanga chose to respond later, the project could be reassessed.

The Board had also allocated \$7,700 towards the landscaping of Patchina's Walkway. However, due to increased costs, the concept plan had become too expensive to implement, especially as the project was only for the temporary beautification of a space, which could be utilised for other purposes in the near future. Consequently, Council staff suggested allocating the funds to a community organisation such as GapFiller to beautify this space.

T Stableford noted that the Town Entrance Projects were still progressing and that \$45,000 would be carried forward into the 2022/23 financial year. In addition, it was anticipated that the concept plans for the first two entrances, Williams Street and Main North Road, would be presented to the Board later in the year. She also noted that the Board had allocated \$10,000 to install the Raymond Herber sculpture, and work on securing a location was progressing.

The Board had allocated \$3,200 towards seats and planting along the Passchendaele Cycle and Walk Way. Currently five seats had been installed and staff were working with the RSA to determine what planting would be required.

J Watson enquired if the community groups such as Greening the Rubble still exist and if they would be prepared to assist the Council with a project. T Stableford believed there were similar groups still running, however, the Board would have to indicate if this were an option they would support before doing further research on an appropriate organisation.

J Watson asked if it would be possible to cover the area with crusher dust, which would be a cheaper option and would tidy the area. This was a significant site in the centre of town and was utilised constantly by the public, and currently, it looked very shabby and untidy. T Stableford noted she had reduced the scope for what would be achievable within the budget, making the space neater.

N Atkinson enquired if staff thought it advisable to present the Tuahiwi Reserve Development to the Mahi Tahi Joint Development Committee to determine whether this project was still viable. T Stableford confirmed that this could be a way forward.

B Cairns asked if any data on the number of pedestrians that used Patchina's Walkway was available. He questioned the term 'temporary' as he believed that access from the main street of Kaiapoi to the car park would be an excellent long-term resource. He suggested that this should be a permanent area which could be landscaped. B Cairns enquired if the Menz Shed had been approached to assist with the project and if any shortfall in funding could be sourced from Rata or the Lions Club to make this a feature and a green space on the main road. T Stableford stated that the Council had not done a

study on pedestrian numbers, and the temporary approach had been based on the understanding that the Council's Business Development Unit were aware of possible future development causing uncertainty about the site. She noted that the Menz Shed was a good suggestion and that she could contact them if the Board were in support.

B Cairns further noted that the Tuahiwi School had approached him to assist with establishing a food forest in the area. Accordingly, he enquired if a mini food forest could be included in the Tuahiwi project.

Moved: N Atkinson

Seconded: B Cairns

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 220609098130.
- (b) **Notes** that Council staff would work with the RSA and the Passchendaele Advisory Group to implement planting behind the installed seats along the Passchendaele Pathway within the \$3,200 budget approved by the Board.
- (c) **Notes** that a report would be brought to the Board with a location for the Raymond Herber 'Wind Swept Tree' after meeting with the Waimakariri Public Arts Trust.
- (d) **Notes** that a report would be brought with draft concept plans and cost estimates for the Williams Street and Main North Road town entrances to the Board for approval in the 2022/23 financial year.
- (e) **Approves** that the funding of \$7,700 previously allocated for the Patchina's Walkway Project be made available to an existing external organisation to develop this space. Greenspace staff would identify the best suited organisation based on capacity and expertise.
- (f) **Rescinds** its decision of 16 November 2020 to allocate \$25,000 towards landscaping at the Tuahiwi Reserve with the view of reallocation if required at a later date.
- (g) **Approves** the Tuahiwi Reserve Project being put on hold and referred to the Council's Mahi Tahī Joint Development Committee for input and/or feedback. Noting that the previously allocated \$25,000 would be returned to the General Landscaping Budget for allocation towards future projects.
- (h) **Notes** that should the Rūnanga wish and capacity becomes available to initiate the Tuahiwi Reserve Project in the future, Council staff would work with the Rūnanga to scope the project and bring a clear estimate of cost to the Board for budget consideration at that point.
- (i) **Notes** the recommendations within this report support Greenspace to achieve community outcomes within the following areas of wellbeing; Sustainable Development Goals, Social Wellbeing, Economic Wellbeing, Environmental Wellbeing and Cultural Wellbeing.

CARRIED

N Atkinson noted that these were all good projects that were all still relevant, however, it was imperative to ensure that the projects be completed.

B Cairns commented that some of these projects had not been long outstanding, and he would like to see them completed, particularly the Patchina's Walkway, which was an eye sore in the centre of town. However, he believed this should not be considered a temporary project but rather as access from the car parking area to the town centre.

J Watson agreed that Patchina's Walkway needed to be completed, as it was an eye sore in the town. However, she did not believe this would be a permanent open space, nevertheless supported it being tidied up, even if that was just crusher dust.

6.2 **Proposed Roding Capital Works Programme for 2022/23 – J McBride (Roding and Transport Manager)**

K Straw spoke to the report, which invited feedback on the proposed 2022/23 Roding Capital Works Programme. A general allocation of the budget was provided in the Council's 2021/31 Long Term Plan (LTP). The programme was for kerb and channel renewal, footpath renewal, minor improvements and new footpaths. The programmes were developed taking into account several factors, including condition rating, service requests and road safety audits from a prioritised database. Also, co-funding requirements under Waka Kotahi needed to be met. The new footpath programme did not receive Waka Kotahi funding.

N Atkinson noted that Kāinga Ora was due to start construction on houses in Princess Place, and the increase in people would require road crossings and entrances. He inquired if the Council were working on a coordinated programme to mitigate disruption in the area while construction occurred. K Straw undertook to investigate this matter further and report back to the Board.

N Atkinson also mentioned that stormwater projects were currently being undertaken in Otaki Street and asked if the projects would be coordinated with the work at Princess Place. K Straw noted he was unaware of the scope of the projects, however, he would follow up with relevant staff.

J Meyer questioned if any consideration had been given to installing bike stands in the town centre as part of the public transport infrastructure. K Straw confirmed that currently, no provision had been made for bike stands. However, staff working on the infrastructure project would investigate the possibility of providing any additional infrastructure other than bus shelters.

Moved: J Watson

Seconded: J Meyer

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 220601092942.
- (b) **Notes** that feedback was be provided on the Draft Programme to the Roding and Transport Manager at the Board meeting.

CARRIED

6.3 **Appointment of Kaiapoi-Tuahiwi Community Board members – S Nichols (Governance Manager)**

S Nichols was present during the consideration of the report, which was taken as read.

There were no questions by elected members.

Moved: J Meyer

Seconded: B Cairns

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 220530091245.
- (b) **Resolves**, pursuant to section 117(3)(b) of the Local Electoral Act 2001, to leave the extraordinary vacancies created by the resignation of M Pinkham and the death of C Greengrass unfilled for the remainder of the 2019-22 Local Body Triennium.
- (c) **Requests** that the Chief Executive give public notice of this decision.

CARRIED

6.4 **Application to the Kaiapoi-Tuahiwi Community Board's 2021/22 Discretionary Grant Fund – K Rabe (Governance Advisor)**

J Watson noted that this was the Board's last opportunity to allocate funding from the 2021/22 Discretionary Grant Fund. S Nichols explained that if the Board granted the two applications currently before them, they would have a balance of \$2,127 left. The Board could decide to leave the fund balance in the hope that the Council rolled the funding over to the next financial year. However, there was no guarantee this would occur, which could mean the funds would be lost to the Board. The other option was for the Board to allocate the balance of the funds to groups who had requested funding during the 2021/22 financial year, giving them each an equal share or donating the remaining funding to one or two particular projects or groups.

N Atkinson enquired how the process would work if the Board divided the fund balance between groups who had already furnished Accountability Forms and how they would provide accountability on the funding they had not requested. S Nichols reported that previously the Kaiapoi-Tuahiwi Community Board had chosen to donate money to groups that were always in need of funding. As it were donations, the groups would not be required to submit Accountability Forms.

P Redmond sought further clarification regarding the remaining balance, which was generally carried over into the next financial year. S Nichols explained that the decision to carry over the funding would be taken by the Council when approving the 2022/23 Annual Plan.

S Nichols noted that the Good Night Sleep Tight Trust had also requested funding from the Woodend-Sefton Community Board, who had granted the Trust \$500. However, the original application had come to the Kaiapoi-Tuahiwi Community Board and been referred to the Woodend-Sefton Board by staff to cover the whole ward area.

B Cairns asked if it was correct that 25% of the winter night packs went to families residing in Kaiapoi. S Nichols noted that Council staff had based the information on the application received.

P Redmond noted that in terms of the Discretionary Grant Fund criteria, funding should be limited to projects within the Board area or primarily benefiting the area's residents. He was not convinced that the application from Good Night Sleep Tight met the criteria.

Moved: N Atkinson

Seconded: J Meyer

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 220519080763.
- (b) **Declines** the application from the Good Night Sleep Tight Charitable Trust.
- (c) **Approves** a grant of \$500 to the Allstars Marching Teams towards the cost of hosting a training camp.

CARRIED

N Atkinson noted that he did not believe the Board had sufficient information on the application from the Good Night Sleep Tight Charitable Trust, and he, therefore, could not support the application. The application showed no evidence that the Trust had delivered any packs to families in the Kaiapoi area. He noted that he would be happy to reconsider the application if the relevant information was provided and would like the application resubmitted. N Atkinson agreed that most of the All Stars Marching team was from Kaiapoi and understood that it had originated in Kaiapoi and had been active for many years. He preferred the Board to risk losing the balance of the 2021/22 Discretionary Grant Funding rather than allocating it to organisations and groups that had not applied.

J Watson commented that to her knowledge, the Good Night Sleep Tight Charitable Trust worked through social agencies that covered the whole of Canterbury.

In his right of reply, N Atkinson did not consider requesting further information from the Trust was unreasonable. The Board needed to ensure that any funding being provided would benefit their community.

7 CORRESPONDENCE

Nil.

8 CHAIRPERSON'S REPORT

8.1 Chairperson's Report for May 2022

- Kairaki and Pines Beach Residents Association update.
- Attended the Community Service Awards.
- Attended the Huria Reserve Opening Day, which was a successful event.
- Attended a meeting of the Kaiapoi Marine Precinct Advisory Group.
- Attended All Boards Briefing.

- Attended the opening of Link Road, Silverstream.
- Attended the Waimakariri Public Arts Trust Meeting.
- Met with Martin McGregor regarding the Croquet Club.

Moved: J Watson

Seconded: J Meyer

THAT the Kaiapoi-Tuahiwi Community Board:

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

CARRIED

9 MATTERS REFERRED FOR INFORMATION

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 4 May 2022
- 9.2 Rangiora-Ashley Community Board Meeting Minutes 11 May 2022
- 9.3 Woodend-Sefton Community Board Meeting Minutes 9 May 2022
- 9.4 Roading Service Requests and Flood Budget – Report to Council Meeting 3 May 2022 – Circulates to all Boards.
- 9.5 Health Safety and Wellbeing Report May 2022 – Report to Council Meeting 3 May 2022 – Circulates to all Boards.
- 9.6 May 2021, December 2021 and February 2022 Flood Events – Service Requests Update – Report to Utilities and Roding Committee Meeting 17 May 2022 – Circulates to all Boards.
- 9.7 Zone Implementation Programme Addendum Capital Works Programme – 2022/23 – Report to Land and Water Committee Meeting 17 May 2022 – Circulates to all Boards.
- 9.8 Water Supply Utilities and Roding Staff Submission to Draft Annual Plan – Report to Council 24 May 2022 – Circulates to all Boards.
- 9.9 Drainage – Utilities and Roding Department Staff Submission to the Draft Annual Plan – Report to Council 24 May 2022 – Circulates to all Boards.
- 9.10 Wastewater – Utilities and Roding Department Staff Submission to the Draft 2022-23 Annual Plan– Report to Council 24 May 2022 – Circulates to all Boards.
- 9.11 Roding Staff Submission May 2022 - Request changes to the Roding Capital Works Budget– Report to Council 24 May 2022 – Circulates to all Boards.
- 9.12 Notification of Private Plan Change 31 – Rolleston Industrial Developments Ltd– Report to Council 31 May 2022 – Circulates to all Boards.
- 9.13 2021 Beach User Survey – Northern Pegasus Bay Bylaw – Report to Community and Recreation Committee 31 May 2022 – Circulates to all Woodend-Sefton Community Board and Kaiapoi-Tuahiwi Community Board.
- 9.14 Library Update to May 6th, 2022 – Report to Community and Recreation Committee 31 May 2022 – Circulates to all Boards.

PUBLIC EXCLUDED REPORTS

- 9.15 Huria Reserve Heritage & Mahinga Kai Contract Stage One Pathways – Tender Process Approval – Report to Council Meeting 3 May 2022 – Circulates to the Kaiapoi-Tuahiwi Community Board.

Moved: J Meyer

Seconded: J Watson

THAT the Kaiapoi-Tuahiwi Community Board

- (a) **Receives** the information in Items 9.1 to 9.14.
- (b) **Receives** the public excluded information in Item 9.15, which would remain in public excluded and which was circulated separately.

CARRIED

10 MEMBERS' INFORMATION EXCHANGE

N Atkinson

- Attended many meetings and it was great to be back out in the community.
- Attended a meeting of Rural and Provincial in Wellington regarding the Three Waters reform and other matters that involved Local Government New Zealand (LGNZ). They had a discussion on different ways of accomplice things and how they could get LGNZ in a much better state. Heard from Minister of Local Government, N Mahuta that the Government was proceeding on its current course, and the first Bill was being read in Parliament. The major issue for Local Government was the speed and amount of reform that was expected while continuing to deal with business as usual. Serving on a Council was an extremely difficult job given that Councillors were not full time and most had other jobs/careers. The next three years would be very difficult.

J Meyer

- Attended Courtenay Drive Planting day which was successful.
- Noticed that there were a number of cyclist coming into Kaiapoi.
- Provided an update on the Darnley Club.

P Redmond

- Attended a Creative Communities Waimakariri sponsored an event down by the River in May 2022 and another in Trousselot Park that was moved to St Bartholomeus.
- Attended the Kaiapoi Historical Society Annual General meeting.
- Attended the Fee Waiver Sub Committee meeting which granted \$18,000. He explained that community groups had a special rate and that the waiver was on top of that.
- The Water Services Bill – the Council had resolved to make a submission to the Select Committee and LGNZ, provided that a legal opinion was obtained to determine whether or not it would be appropriate for the Council to submit.
- The Councils Building Unit was still under pressure but was coping reasonably well compared to neighboring Councils.
- Compliance – there had been some complaints regarding heat pump noise, however, it was found that most of the complaints did not breach the District Plan standards and the odd faulty heat pump had been replaced.
- Civil Defence Team were proposing to compile four emergency hubs in the district to be possibly extended if required depending on the response and were

now working closely with North Canterbury Neighborhood Support. A Lander started in February 2022 as the educator working with Primary Schools. The Civil Defence Cadets were up and running again with sixteen cadets remaining after Covid. The Council's new Civil Defence Officer was keen to oversee the Cadet Programme and volunteers were required to replace two Council staff who previously volunteered to assist with the Cadet Programme.

B Cairns

- North Canterbury Neighborhood Support (NCNS):
 - A large number of people were signing up to Getsready App every week.
 - Attended a Beachgrove 'Welcome to the Community' get together.
 - The NCNS website (www.NCNS.org.nz) had been updated with useful links and tips to keep yourself and neighborhood safe.
 - Thanked to W Howe from the Council's Community Team, for upskilling the NCNS' governance team with workshops.
- Food Forest – Update.
 - Entrance Poū were installed on Oram Place.
 - The Mushroom Growing Workshop was a great success with many people attending.
 - Multiple groups visited the Food Forest, mainly from Christchurch.
 - Preparation was going well for Celebrating Matariki, Kaiapoi Promotions Association were promoting both Kaiapoi events on the radio.
- Food Secure North Canterbury had noted a growing need for food in the community.
- All Together Kaiapoi – Planning for Matariki event.
- Road opening – connecting Silverstream.
- Chris Greengrass' funeral.
- Free music event at Trousselot Park – small enthusiastic number attended.
- Mahinga Kai planting day.
- Attended Walking and Cycling Network Plan drop-ins at the library and there was a good turnout, good questions and feedback.
- Attended All Boards briefing.
- Residents – concern about vehicle damage to Corcoran Reserve and with 4WDs accessing the strip of land adjacent to the stopbank and behind Placemakers. It was accessed from behind the Borough School.
- Attended the Historical Society Annual General Meeting.

11 CONSULTATION PROJECTS

11.1 Waikuku Beach Reserves Spatial Plan

<https://letstalk.waimakariri.govt.nz/let-s-talk-waikuku-beach-reserves-spatial-plan>

Consultation closed on Sunday 26 June 2022.

11.2 Walking and Cycling Network Plan

<https://letstalk.waimakariri.govt.nz/walking-and-cycling-network-plan>

Consultation closed on Thursday 30 June 2022.

11.3 **Gambling**

<https://letstalk.waimakariri.govt.nz/gambling>
Consultation closed on Monday 11 July 2022.

The Board noted the consultation projects.

12 **REGENERATION PROJECTS**

12.1 **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:
<http://www.waimakariri.govt.nz/your-council/district-development/kaiapoi-town-centre>.

The Board noted the regeneration projects.

13 **BOARD FUNDING UPDATE**

13.1 **Board Discretionary Grant**

Balance as at 31 May 2022: \$3,127.

13.2 **General Landscaping Budget**

Balance as at 31 May 2022: \$25,430.

The Board noted the funding update.

14 **MEDIA ITEMS**

Nil.

15 **QUESTIONS UNDER STANDING ORDERS**

Nil.

16 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 18 July 2022 at 5pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 6.24pm.

CONFIRMED

Chairperson

Date

Workshop (6:25pm to 6:34pm)

- *Chris Greengrass Memorial Grant – Grant Macleod (Community Greenspace Manager)*

Briefing (6:35pm to 7:34pm)

- *Whow – MOU an Next Steps – Simon Markham (Manager Strategic Projects)*
- *Flooding and Stormwater Update – Rob Kerr (Delivery Manager – Stimulus and Shovel Ready) and Kalley Simpson (3 Waters Manager)*
- *Members Forum*

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO: GOV-26-08-06 / 220704112499

REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 18 July 2022

AUTHOR(S): Kay Rabe (Governance Adviser)

SUBJECT: Potential New Road Names for Addition to the Pre-Approved Kaiapoi Road and Reserve Name List

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

General Manager



acting Chief Executive

1 SUMMARY

The purpose of this report is to seek approval for the Kaiapoi-Tuahiwi Community Board to add four new names to the Kaiapoi Pre-Approved Road and Reserves Name List.

Attachments:

- i. Master Pre-Approved Road and Reserve Name List (Trim Ref: 150826123886).
- ii. Waimakariri District Council Naming of Roads and Streets (including private roads) Policy (S- CP4505).
- iii. Correspondence from P McMillan (Trim Ref: 220704112537).
- iv. Correspondence from C Counihan (Trim Ref: 220704112534).
- v. Correspondence from J Woolcott (Trim Ref: 220704112541).

2 RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 220704112499.
- (b) **Approves** the inclusion of the following two names in the Kaiapoi Pre-Approved Road and Reserves Name List:
 - i. Jacob McGarry
 - ii. Woodcott
- (c) **Notes** that the proposed names Lovegrove and McMillan have more local historical, cultural, environmental or geographical significance to the Woodend area and were therefore referred to the Woodend-Sefton Community Board for consideration.
- (d) **Notes** that the proposed name 'Orchard' has already been used in the District, and can therefore not be added to the Pre-approved Road names for Kaiapoi.
- (e) **Instructs** staff to write to the public requesters to advise the outcome of the Community Board decision.

3. **BACKGROUND**

- 3.1 The Waimakariri District Council is responsible for naming (and renaming) roads within its boundaries. Roads are named to reflect the local area's identity and ensure ease of identification for the Council, the public and key public and private services such as emergency, postal and courier services.
- 3.2 The Council's four Community Boards have the delegated authority to name new streets and roads and alter existing street names within their respective wards.

4. **ISSUES AND OPTIONS**

- 4.1 A Master List of Pre-approved Road names was compiled for the Kaiapoi Area to assist developers when submitting requests for road names within the area with names that reflect local significance.
- 4.2 Potential road names will remain on the pre-approved list until they are either allocated to a road or removed as the result of a list review. In addition, from time to time, a road name may no longer need to be in use as two or more roads may be joined into one road or a road may be permanently closed. In both cases, the road name(s) may be returned to the list.
- 4.3 Staff have received requests for the following names to be considered and added to the List of Pre-approved Road names for Kaiapoi.

4.3.1 Jacob McGarry

Corporal Jacob McGarry of the Royal Artillery, Battery W was an important historical figure during the Crimean War (1853-1856) and awarded the Crimean, Turkish and China Medals. He was wounded at Balaclava, where he witness the charge of the Light Brigade where 600 Royal Horse Artillery W Battery horsemen rode into the Valley of Death. He was also awarded the very rare Sardinian medal for Valour for his service at Balaclava. It has been confirmed that the same or similar street or road names do not already exist in the District.

4.3.1 Woolcott

John Woolcott's family has been resident in the Kaiapoi area for 43 years and owned and operated a Menswear Store in Kaiapoi from 1979 to 1992. From 1992 until 2019 the family owned and operated a music promotions company named Playtime Promotions.

J Woolcott was president of the Kaiapoi Businessmen's Association and the Kaiapoi Promotions Association for many years. He was active in the community often acting as Master of Ceremonies at events such as the Mandeville Fair, and making himself available for events such as the opening of the top floor of the Kaiapoi Club, involved in the Kaiapoi Rugby Club jubilee and the announcer for the Kaiapoi Christmas Carnival for approximately 25 years. J Woolcott is also a Justice of the Peace and is currently the Chairman of the English South Island District Grand Lodge Charitable Trust. His wife Margaret was President of the Clarkville PTA and is a past President and life members of the Kaiapoi Tennis Club. Three of the four of John and Margaret's adult children still reside in the Kaiapoi area. It was confirmed that the same or similar street or road names do not already exist in the District.

4.3.2 Lovegrove

The proposed name has more local historical, cultural, environmental or geographical significance to the Woodend area and was therefore referred to the Woodend-Sefton Community Board.

4.3.4 McMillan

The proposed name has more local historical, cultural, environmental or geographical significance to the Woodend area and was therefore referred to the Woodend-Sefton Community Board.

4.3.5 Orchard

The Council's Land Information Officer has confirmed that 'Orchard' is already in use as Orchard Place in Clarkville. As names included in the pre-approved list may not be the same or similar to a street or road already in existence in the District, the name Orchard cannot be added to the Pre-approved Road names for Kaiapoi.

- 4.4 In terms of the Council's Naming of Roads and Streets (including private roads) Policy, the following factors have to be taken into account in selecting the road names for the pre-approved list:
- (a) The proposed name has local historical, cultural, environmental or geographical significance
 - (b) Maori names of local significance chosen in conjunction with local iwi representatives to ensure appropriateness of meaning and correct spelling.
 - (c) Significant and well known or previously well-known names of farms, properties or run holdings.
 - (d) Names of local residents who have achieved prominence in their chosen fields such as arts, sport, commerce, science, politics, local government, military, or who have been long term residents.
- 4.5 It should be noted that the said Policy is scheduled for review within the next 12 to 18 months, at which time Māori names of local significance could be included in conjunction with local iwi representatives. The Pre-Approved Road and Reserves Name Lists will also be submitted to the Community Boards for review in the first quarter of 2023, following the Local Government Elections.
- 4.6 Once the names are approved for the Master List of Pre-Approved Kaiapoi Road and Reserve Names, the staff will distribute the updated list to developers to enable them to choose future road names within the Kaiapoi area. The updated list will also be displayed on the Council's website under the Kaiapoi Community Board page.
- 4.7 It should be noted that the rights of a subdivision developer to promote preferred road names for the subdivision may be taken into consideration, however, the final decision regarding road names will be made by the Community Boards.
- 4.8 There are no significant implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.9 The Management Team has reviewed this report.

5 **COMMUNITY VIEWS**

5.1 **Mana whenua**

Taking into consideration the provisions of the Memorandum of Understanding between Te Ngāi Tūāhuriri Rūnanga and the Council, Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report. However, any Maori names to be included in a pre-approved list shall be chosen in conjunction with local iwi representatives to ensure the appropriateness of meaning and correct spelling.

5.2 **Groups and Organisations**

Community groups and organisations are not likely to be affected by or be interested in this report's subject matter.

5.3 **Wider Community**

The wider community is not likely to be affected by or be interested in this report's subject matter. However, proposed names have local, historical or cultural significance to the area.

6 OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1 Financial Implications

There are no financial implications to the decisions sought by this report. Developers are responsible for the cost of road name signs as per the Policy.

6.2 Sustainability and Climate Change Impacts

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

6.3 Risk Management

There are minimal risks arising from the adoption/implementation of the recommendations in this report, with low risk to correct spelling of names.

6.4 Health and Safety

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

7. CONTEXT

7.1 Consistency with Policy

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

7.2 Authorising Legislation

Local Government Act 1974 section 319 (1) (j).

7.3 Consistency with Community Outcomes

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

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

7.3.3 The road naming guidelines contribute to the distinctive character of our towns, villages and rural areas being maintained.

7.3.4 The careful selection of road names also contribute to the District being well served by emergency services".

7.4 Authorising Delegations

The Kaiapoi-Tuahiwi Community Board has the delegated power on behalf of the Council to approve the naming of new roads within its area.

Master List of Pre-approved Kaiapoi Road Names

Updated 22 July 2020

Pre-approved Road Name	History
Balch	
Bastings	Local early business owner
Begg	
Bevan Wright	Kaiapoi Brass Band stalwart
Blackie	
Bollington	(For Silverstream area) Mr Thomas Bollington arrived in the 1890s and was a farmer in Giles Road near the Silverstream subdivision. He died in 1914. Fred Bollington his son, took over the farm and later retired to Fuller St Kaiapoi. (Used in Silverstream stage 6)
Bowmaker	a sawyer and road builder. (Used in Ravenswood)
Brian	
Bristow	
Booker	shop owner in fifties and sixties
Braun	I have been both a Traffic Officer and Policeman for nearly 40 years in Kaiapoi and still live here, could a Street name be done in my name I prefer Karel or the surname Braun please. [Attended approximately 3000 accidents and 40 fatal accidents in the North Canterbury Area whilst on Duty].
Brownlee	No not Gerry , but Arthur and family who own Kaikanui Hotel
Brundell	Alfred Brundell – local farming family
Bunker	shop owner in fifties and sixties
Checketts	
Ching	Early settler family
Cordla	
Courtier	
Croucher	Local family as per letter received by Board 16 April 2012
Donald	Cecil Donald – Farmed where Sovereign Palms is now situated. (Used in Kaiapoi)
Dudding	Purchased George Jacksons Punt
Dudley	Dr Charles Dudley a town clerk and on Kaiapoi Roads Board
Eagleston	Early settler
Eckersley	first accountant in Kaiapoi, built a flax mill
Engelbrecht	farmers to NW of Coutts Island
Grimshaw	Local business family
Hamlett	Robert Hamlett – early settler arriving in 1851. Established the first hotel in Kaiapoi. (Used in Woodend)
Hatchwell	shop owner in fifties and sixties

Hayman	J A Hayman was on the Council 1906
Heney	David Heney from Carrickfergus, Ireland, one of the early settlers in Kaiapoi arrived in the 1860s. He was a dairy farmer on Beach Road and prepared salted butter for export to England. [Beyond the Waimakariri : by D N Hawkins] Heney and Isaac Saunders were responsible for constructing Beach Road. [Kaiapoi : Pauline Wood] He was also a pioneer of Presbyterianism in the district. (there are 2 similar names in the district – Hegan Place in Rangiora and Henrys Ford Road Loburn)
Hopkins	Brothers were local wool & skin buyers and returned servicemen
Hudson	
Joseph	
Joslen	(new roading west of Kaiapoi) Henry Willis Joslen brought his lot on Snyed Street in 1894, part of the original Dryden Sneyd subdivision. It was conveyed to his wife Alice in 1907. She remained living at the address for well over half a century. A son, also Henry Willis Joslen, died of wounds at Gallipoli in WWI. The property was conveyed to Alice's son Charles in 1942. Jack Blakeley Joslen owned property next door to the original section from 1951. Descendants of the Joslens remain living there to this day. (Used in Silverstream stage 6)
Jury	Long established local family
Kennett	Local family lived on Giles Road in 1950's and 1960's [duplicate]
Kath Adams	Past Councillor, Board member and active resident with Kaiapoi
Kennett	
Kitt Brown	Kitt Brown, local identity
Knighton	
Levey	
Lipscombe	shop owner in fifties and sixties
Lintott	Bill Lintott, local bandmaster, Beverley Lintott local volunteer and worked at Corcoran French for over 30 years
McFellen	
McGarry	Crimea War Veteran and last full military funeral in Kaiapoi in 1912
McGregor	
McKee	Local doctor and councillor (Used in Kaiapoi)
McQuillan	
Mealings	Long time local residents (5 generations) with members working at the Woollen Mill and heavily involved in local sport
Merrin	named after Conway Merrin who lived many years on Island Road
Midgley	Shop owner and school teacher
Midland	Midland Bus Company operated in the Kaiapoi area from WWII to the early 1980's.
Mitchell	Family operated market garden on Giles Road. (Used in Kaiapoi)
Naish	Long standing family in Kaiapoi. Family worked in railways, Kaiapoi

	freezing works, dux of Kaiapoi Borough School, presidents of Kaiapoi Lions, sports reps, electrical business, Kaiapoi Monograms, volunteer for Kaiapoi Community Trust.
Norris—	Chair of Eyre County Council. (Used in Mandeville)
Ohapuku	original name of area between end Mill Rd and Ohoka
Pinkham	Local family
Penney	The Penney family have been living in Kaiapoi since 1930's, and have owned property opposite Silverstream.
Pollard	J Pollard was on the Council 1928
Redmond	Kaiapoi Borough Councillor 1980-85, Kaiapoi Tuahiwi Community Board Member 2016-19, solicitor and partner in Corcoran French (formerly EJ Corcoran Son Thwaites and Brown) 1981-2017 council solicitors, life member KPA, Patron and life member Coastguard North Canterbury, foundation chair Kaiapoi Maritime Heritage Trust (formerly MV Tuhoe Kaiapoi Rivertown Trust) 2005-2020, honorary solicitor for numerous community groups and awarded Queens Service Medal for community service in 2019, Waimakariri District Councillor 2019 to current,(Kaiapoi Woodend Ward).
Rice	
Richards	The Richards family have been in (Kaiapoi) residence for a number of generations. Mrs Moody's parents have donated a South Island Rifle Championship medal plus six photographs relating to members of the family dating back to 1912
Stonyer	Ohoka mill
Thew	C R Thew was on the Council 1950
Tuuta	Brendon Tuuta represented NZ in Rugby League. Russell Tuuta representative NZ Maori in Rugby League
Vermeulen	Hans Vermeulen of Kaiapoi Keep New Zealand Beautiful
Waverley	name of farm on cnr Mill Rd and Island Rd. Home of Charles Morgan Williams MP and farmer
Wheeler	Family Albie, Nellie, Peter, Clive and David all living and working in Kaiapoi from the late 60s to early 90s. Community involvement included membership of the rugby, hockey and model aeroplane clubs, working men's club and competing in the Kane Shield during the 1980s.
Woodford	Richard Woodford, former Councillor and flourmill owner

Disclaimer: All names submitted to the Kaiapoi Road Naming Committee for consideration are received in good faith. The Committee does not check spelling or history details. Errors will be accepted and corrected where possible.

Note: The family names of Pohio and Karaitiana are referred to the Kaiapoi Community Board for consideration as future Reserve names.

POLICY

Roads and Streets

NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY

1 Introduction

The Waimakariri District Council is responsible for naming (and renaming) roads within its boundaries. Roads are named to reflect the identity of the local area and to ensure ease of identification for the Council, the public and key public and private services such as emergency, postal and courier services.

2 Policy Context

This policy applies where proposed roads and other vehicular accesses are being created either through subdivision development or the formation of existing unformed legal roads and to the naming of existing unnamed roads/vehicular accesses both public and private. This policy should form part of any subdivision design and approval process reference material.

3 Policy Objective

This policy specifies Council's requirements for the naming of roads and vehicle accesses throughout the District to provide a consistent and comprehensive approach to naming of roads in the District.

The Waimakariri District Council is responsible for the naming of roads by the *Local Government Act 1974* section 319(j).

4 Policy Statement

- 4.1 The Council's four Community Boards have the delegated authority for the naming of new streets and roads and altering existing street names within their respective wards.
- 4.2 Re-naming of streets and roads will only be undertaken if the Council considers the change will result in a clear benefit to the community.
- 4.3 Where a street is named for the first time or a street name is altered then the District Land Registrar, the Chief Surveyor, NZ Fire Service, Telecom, MainPower, valuation service provider, NZ Police, Civil Defence, and the Canterbury Regional Council shall be informed of the new name or change.
- 4.4 Where an existing street is extended, the street extension will be the same name as that of the existing street.
- 4.5 All new private roads in the Waimakariri District shall be named in consultation with the applicant, and at the applicant's expense, and relevant road signs shall be suitably annotated "*Private Road*".

All private roads that are to be named, are to have a minimum of four lots with access from the private road.
- 4.6 A new street or road shall not be named the same or similar to a street or road already in existence in the District.
- 4.7 Council's 'List of Approved but Unallocated Road Names'

The list of unallocated potential road names for the Waimakariri District is maintained by Customer Services. Names approved for addition to the List of Approved but Unallocated

POLICY

Roads and Streets

NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY

Road Names will remain there until they are either allocated to a road or removed as the result of a review of the list.

From time to time a road name may no longer need to be used as two or more roads may be jointed into one road or a road may be permanently closed. In both of these cases, the road name(s) may be put back on the list for potential reallocation, usually for a new or renamed road in the same general area.

The list of Approved but Unallocated Road Names will be reviewed by the Community Boards every six years.

4.8 Naming of streets in new subdivisions:

The rights of the subdivision developer to promote preferred road names for the subdivision will be taken into consideration, but the decision regarding road names will be made by the Community Boards by applying the clauses of this policy.

4.9 Approval Criteria and Weighting

The following factors shall be taken into account when selecting street, road or private road names in the Waimakariri District:

- (a) The proposed name has local historical, cultural, environmental or geographical significance - e.g. Torlesse, Boys, Ashley, Cam.
- (b) Maori names of local significance chosen in conjunction with local iwi representatives to ensure appropriateness of meaning and correct spelling.
- (c) Significant and well known or previously well known names of farms, properties or run holdings – e.g. Coldstream, Carleton.
- (d) Names of local residents who have achieved prominence in their chosen fields such as arts, sport, commerce, science, politics, local government, military, etc (e.g. Kippenberger, Kirk), or who have been long term residents.

POLICY

Roads and Streets

NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY

4.10 Road Type

The road type should be one that most accurately reflects the type of roadway that is being named. The list below should be used where appropriate, however, this list is not exclusive – refer to AS/NZS 4819:2011.

*Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Alley	Aly	Usually narrow roadway in a city or town.	√	√	
Arcade	Arc	Covered walkway with shops along the sides.			√
Avenue	Ave	Broad roadway, usually planted on each side with trees.	√		
Boulevard	Blvd	Wide roadway, well paved, usually ornamented with trees and grass plots.	√		
Circle	Cir	Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle.		√	
Close	Cl	Short enclosed roadway.		√	
Court	Crt	Short enclosed roadway, usually surrounded by buildings.		√	
Crescent	Cres	Crescent shaped roadway, especially where both ends join the same thoroughfare.	√		
Drive	Dr	Wide main roadway without many cross-streets	√		
Esplanade	Esp	Level roadway along the seaside, lake, or a river.	√		
Glade	Gld	Roadway usually in a valley of trees.	√	√	
Green	Grn	Roadway often leading to a grassed public recreation area		√	
Grove	Grv	Roadway that features a group of trees standing together.		√	
Highway	Hwy	Main thoroughfare between major destinations.	√		
Lane	Lane	Narrow roadway between walls, buildings or a narrow country roadway.	√	√	√
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare.	√		
Mall	Mall	Wide walkway, usually with shops along the sides.			√
Mews	Mews	Roadway in a group of houses.		√	
Parade	Pde	Public roadway or promenade that has good pedestrian facilities along the side.	√		
Place	Pl	Short, sometimes narrow, enclosed roadway.		√	
Promenade	Prom	Wide, flat walkway, usually along the water's edge.			√
Quay	Qy	Roadway alongside or projecting into water.	√	√	
Rise	Rise	Roadway going to a higher place or position.	√	√	
Road	Rd	Open roadway primarily for vehicles.	√		
Square	Sq	Roadway which generally forms a square shape, or an area of roadway bounded by four sides.	√	√	
Steps	Stps	Walkway consisting mainly of steps.			√
Street	St	Public roadway in an urban area, especially where paved and with footpaths and buildings along one or both sides.	√		
Terrace	Tce	Roadway on a hilly area that is mainly flat.	√	√	

POLICY

Roads and Streets

NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY

Road Type Cont...	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Track	Trk	Walkway in natural setting.			√
Walk	Walk	Thoroughfare for pedestrians.			√
Way	Way	Short enclosed roadway.		√	√
Wharf	Whrf	A roadway on a wharf or pier.	√	√	√

**AS/NZS 4819:2011 Appendix B, Road Types – New Zealand*

5 Links to other policies and community outcomes

This policy should be read in conjunction with:

5.1 *Local Government Act 1974 s319(j).*

5.2 AS/NZS 4819:2011 Geographic information – Rural and urban addressing.

5.3 Community Outcome:

There are wide ranging opportunities for people to contribute to the decision-making by public organisations that affects our District.

- *Public organisations make information about their plans and activities readily available*
- *Public organisations make every effort to accommodate the views of people who contribute to consultations*

5.4 Waimakariri District Council, District Plan, Chapter 38, Road Names.

6 Adopted by and date

This Policy was approved by the Council's Resource Management and Regulation Committee and subsequently adopted by the Council on 2 April 2013.

7 Review

Review every six years or sooner on request.

Re: Road names for new subdivisions

Dear Sir/Madam,

I wonder if I may put forward some names that could be used for new roads and streets in the Ravensdown subdivision or the new Woodend one if they have not already been allocated.

LOVEGROVE

The Lovegrove family were very early arrivals into Canterbury and George Frederick arrived in 1851 and was the first Station Manager at Stonyhurst. He also purchased land at Waikuku and his son Arthur and his family settled there and lived there the rest of their lives. Arthur and Phoebe Lovegrove are buried in the Woodend Methodist Church cemetery. Arthur was appointed Agent for the Methodist Times in Woodend in 1926.

ORCHARD

William Orchard arrived on the Randolph one of the First Four Ships and moved to Waikuku around 1857 where he purchased a farm. William operated a ferry across the Ashley river at one time and his son Hiram built Polesworth the house situated on the SH1 in Waikuku still lived in today. William and his wife Mary are both buried in the Woodend Methodist Church cemetery in Woodend.

MCMILLAN

Henry and his wife Catherine arrived into Canterbury in 1875 and settled at Saltwater Creek where Catherine was for many years the Post Mistress. Their large family lived at Saltwater Creek and in Waikuku and surrounding areas.

Thank you
Patsy McMillan
25 Otaki St
Kaiapoi

Hi Scott, thank you for your time regarding my enquiry into street names in Kaiapoi.

As discussed, it would be appreciated if you would forward my request for Jacob McGarry to be recognised by having a Kaiapoi street named after him.

As per the attached, Corporal Jacob McGarry of the Royal Artillery, Battery W and holder of the Crimean, Turkish and China medals was not only a Crimean War hero having also been awarded the very rare Sardinian Medal for Valour to which was attached four clasps. Importantly, Jacob McGarry was also an important historical figure in the Crimean War (1853-1856) as to the circumstances pertaining to the order for the charge of the Light Brigade where 600 Royal Horse Artillery W Battery horsemen rode into the valley of death.

Thank you again.

Kind regards



Jacob McGarry

Birth: 1832 Belfast (Down), County Down, Northern Ireland

Death: 1912 (aged 79–80) Kaiapoi, Waimakariri District, Canterbury, New Zealand

Burial: Kaiapoi Anglican Cemetery, Kaiapoi, Waimakariri District, Canterbury, New Zealand

Plot: 851A

Memorial #: 187349330

Inscription: McGARRY - Jacob, 1832 - 1912 and wife Louisa Family Members

Spouse

Louisa McGarry (1852-1916)

Children

Jacob McGarry (Unknown-1957)

Louisa McGarry Jowers (1876-1964)

Created by: Kelly VW (48961972)

Added: 16 Feb 2018

URL: <https://www.findagrave.com/memorial/187349330/jacob-mcgarry/photo>

Citation: Find a Grave, database and images

(<https://www.findagrave.com/memorial/187349330/jacob-mcgarry> : accessed 16 December 2021), memorial page for Jacob McGarry (1832–1912), Find a Grave Memorial ID 187349330, citing Kaiapoi Anglican Cemetery, Kaiapoi, Waimakariri District, Canterbury, New Zealand ; Maintained by Kelly VW (contributor 48961972) .

Good afternoon

I'm writing this email in the hope of having our family name listed as a Kaiapoi Street

We have resided in Kaiapoi for forty three years

We owned and operated a Menswear Store in Kaiapoi from 1979 until 1992. From 1992 until 2019 we owned and operated a music promotions company called Playtime Promotions , employing my son , daughter and two other people

In the time we have lived in Kaiapoi , I was President of The Kaiapoi Businessmen's association and then Kaiapoi Promotions association for many years

As well as being the MC for many Kaiapoi events , I was the MC for The Mandeville Fair twice , The opening of The Top floor of The Kaiapoi Club , The Kaiapoi Rugby Club Jubilee , plus many local School events etc.

I was also the announcer for The Kaiapoi Christmas Carnival for approximately 25 years .

I was on the organising committee and MC for the two very successful Telethons held in Kaiapoi in the 1980s

I've been a Justice of The Peace for 34 years and am currently the Chairman of The English South Island District Grand Lodge Charitable Trust

My wife Margaret was for some years the President of the Clarkville PTA and is a Past President and Life Member of The Kaiapoi Tennis Club

All of the above has been performed on a voluntary basis

OF our four adult children two reside in Kaiapoi and one at Pines Beach

My reasons for this application are not egotistical , but more that it would be nice if the name was recognised after we have gone

Regards

John Woolcott

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO: GOV-26-08-06 / 220622106808

REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 18 July 2022

AUTHOR(S): Kay Rabe - Governance Advisor

SUBJECT: Kaiapoi-Tuahwi Community Board's 2022/23 Discretionary Grant Fund and 2022/23 General Landscaping Fund

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

General Manager

acting Chief Executive

1. SUMMARY

- 1.1 This report provides information regarding the Kaiapoi-Tuahwi Community Board's (the Board) 2022/23 General Landscaping Budget and the 2022/23 Discretionary Grant Fund.
- 1.2 This report also requests the Board to consider for approval, the Discretionary Grant Criteria, as included in the Application Form, and the Accountability Form for the 2022/23 financial year. Note that no changes have been made to the Application and Accountability other than to reflect the change of dates.

Attachments:

- i. Draft Kaiapoi-Tuahwi Community Board 2022/23 Discretionary Grant Application Criteria and Application Form (Trim No. 210603089725).
- ii. Draft Kaiapoi-Tuahwi Community Board 2022/23 Discretionary Grant Accountability Form (Trim No. 210603089875).
- iii. Spreadsheet of current and proposed projects for the 2022/23 General Landscaping Budget.

2. RECOMMENDATION

THAT the Kaiapoi-Tuahwi Community Board:

- (a) **Receives** Report No. 220622106808.
- (b) **Notes** that the Board's General Landscaping Budget allocated by the Council for 2022/23 is \$26,190, with a carry forward for 2021/22 still to be determined due to outstanding invoices, being processed.
- (c) **Notes** that the Board's Discretionary Grant Funding allocated by the Council for 2022/23 is \$5,270 and that an amount of \$2,627 was carried forward from the 2021/22 budget, thereby bringing the Discretionary Grant Fund to a total of \$7,897 for current financial year.
- (d) **Approves** the Board's 2022/23 Discretionary Grant Fund Application Criteria and Application Form (Trim No. 210603089725).
- (e) **Approves** the Board's 2022/23 Discretionary Grant Accountability Form (Trim No. 210603089875).
- (f) **Approves** that Discretionary Grant Fund applications be considered at each meeting during the 2022/23 financial year (July 2022 to June 2023).

3. **BACKGROUND**

- 3.1 The Council allocates a General Landscaping Budget to each of the Community Boards to be expended on appropriate projects and initiatives in each Board's community area and the Council's Greenspace Team. This fund is not a contestable fund.
- 3.2 The Discretionary Grant Fund is a contestable fund enabling community groups and organisations, meeting the relevant criteria, to seek funding for various events, initiatives and projects.

4 **ISSUES AND OPTIONS**

- 4.1 The ***General Landscaping Fund's*** 2022/23 financial year allocation approved by the Council for the Kaiapoi-Tuahiwi Community Board is \$26,190. However, the amount to be carried forward from the 2021/22 financial year is still to be determined as outstanding invoices are still being paid, will be submitted to the Board for confirmation at the Board's August 2022 meeting.
- 4.2 An initial workshop will be scheduled for August 2022 for the Board and the Council's Community Greenspace Manager to identify a range of potential projects for funding during the 2022/23 financial year or the Board may choose to allow the incoming Board to determine projects for the new term. Some funding has been ring-fenced for future projects and this will be refreshed at the workshop.
- 4.3 If the Board chooses to allocate all or part of the 2022/23 Landscaping Fund, a report seeking the Board's formal approval for funding will then be presented to the November 2022 Board meeting.
- 4.4 The ***2022/23 Discretionary Grant Fund*** approved by the Council for the Board is \$5,270. An unspent amount of \$2,627 was carried forward from the 2021/22 financial year, thereby bringing the Discretionary Grant Fund to a total of \$7,897 for this financial year.
- 4.5 Not all eligible groups may be aware of the fund, so it is anticipated that Community Board members will continue to be pro-active in this regard, through networking and community groups they interact with. It is recommended that the Board regularly review the remaining balance of the fund to ensure that it is on track to be spent.
- 4.6 Staff will periodically advertise the Discretionary Grant through the Community Notice Board page in the Northern Outlook and The Chatter. Application forms are available on the Council website, from Service Centres or by contacting the Governance Support Team.
- 4.7 There are no significant implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.8 The Management Team has reviewed this report and support the recommendations.

5 **COMMUNITY VIEWS**

- 5.1 **Mana whenua**
Taking into consideration the provisions of the Memorandum of Understanding between Te Ngāi Tūāhuriri Rūnanga and the Council, Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report. However, they may wish to apply for funding for events and projects.
- 5.2 **Groups and Organisations**
Community groups and organisations are likely to be affected by, or to have an interest in the subject matter of this report, as the Board's Discretionary Grant fund could assist them to achieve community based programmes during the current financial year.

5.3 Wider Community

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report. However it should be noted that the funding allocated to community groups and for beautification will increase the general feeling of wellbeing within the Board's community.

6 **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1 Financial Implications

There are financial implications of the decisions sought by this report. The Council has approved an allocation of \$140,200 to the Board's General Landscaping Fund of the 2022/23 financial year. The amount to be carried forward from the 2021/22 financial year will be determined once the outstanding invoices had been processed.

The 2022/23 Annual Plan includes budgetary provision for the Kaiapoi-Tuahiwi Community Board to approve grants to community groups up to a total of \$5,270 in the 2022/23 financial year. An amount of \$3,127 was carried forward from the 2021/22 financial year, thereby bringing the Discretionary Grant Fund to a total of \$8,397 for current financial year.

The application criteria specify that grants are customarily limited to a maximum of \$500 in any one financial year (July to June), even though a group can apply up to twice in a year, providing it is for different projects. Where applicable, GST values are calculated and added to appropriately registered groups, if decided benefits exceed Board resolved values.

6.2 Sustainability and Climate Change Impacts

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

6.3 Risk Management

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

6.4 Health and Safety

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

7 **CONTEXT**

7.1 Consistency with Policy

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

7.2 Authorising Legislation

Not applicable.

7.3 Consistency with Community Outcomes

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

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

7.4 Authorising Delegations

The Community Boards have delegated authority for both funds.

GOVERNANCE

Kaiapoi-Tuahiwi Community Board

Discretionary Grant Application

Information to assist groups with their application

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

When assessing grant applications the Board considers a number of factors in its decision making. These include, but are not limited to; type of project, time frame, benefits to the community and costs 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:	Examples (but not limited to) of what the Board can fund:
✗ Wages	✓ New equipment
✗ Debt servicing	✓ Toys/educational aids
✗ Payment for volunteers (including arrangements in kind eg petrol vouchers)	✓ Sporting equipment
✗ Stock or capital market investment	✓ Safety equipment
✗ Gambling or prize money	✓ Costs associated with events
✗ Funding of individuals (only non-profit organisations)	✓ Community training
✗ Payment of any legal expenditure or associated costs	
✗ Purchase of land and buildings	
✗ Activities or initiatives where the primary purpose is to promote, commercial or profit-oriented interests	
✗ Payment of fines, court costs or mediation costs, IRD penalties	

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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.
- Grant funding will not be allocated for events/projects that have already occurred.
- Generally funding grants will be a maximum of \$500 in any one financial year (July 2022 to June 2023) 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.
- Priority is to be given to groups with 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 summary 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.
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government funding.
- 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 three months after the event or completion of the project, when funds are spent. A new application will not be accepted until the Council receives the Accountability Forms for previous funding granted. The group should maintain accurate records around the grant including, but not limited to: receipts, bank 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:

Post to:

Governance Team
Waimakariri District Council
Private Bag 1005
Rangiora 7440

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

Email: records@wmk.govt.nz

What happens next?

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

Groups applying for Board Discretionary Grants 2022/2023

Name of Group: _____

Address: _____

Contact Person within Organisation: _____

Position within Organisation: _____

Contact phone number: _____ Email: _____

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

What is the timeframe of the project/event date? _____

Overall Cost of Project: _____ Amount Requested: _____

How many people will directly benefit from this project? _____

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:

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

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?

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

What is the benefit(s) to your organisation?

What are the benefit(s) to the Kaiapoi-Tuahiwi community or wider district?

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:

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

If yes, please supply details:

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: _____ Date: _____

GOVERNANCE

Kaiapoi-Tuahiwi Community Board

Accountability Form for 2022/2023 Discretionary Grant Recipients

For funding provided during the period July 2022 – June 2023

This form is to tell the Board what you spent the money on.

The purpose of the accountability form is to provide transparency in relation to public funds granted to community groups to provide the Board with feedback on the event/project and its impact in the community.

Please complete when the project is completed and return within three months after the event or completion of the project. You must return this form in order to be eligible for future funding. The Board would also appreciate any photos, where practically possible, of the event/project. The information provided will be used in a report to the Board that will be publicly available.

Name of group: _____

Date: _____ Amount allocated: \$ _____

Purpose for grant: _____

Please give details of how money was spent:

_____	\$ _____
_____	\$ _____
_____	\$ _____

Describe the activities undertaken and benefits that have been achieved with these funds. Please include, where possible, photographs and the number of people who attended or were assisted:

(Use additional pages if necessary)

Continued over page

Two authorised signatories to complete the details below:

Date: _____

First contact name: _____

Signature: _____

Position: _____

Phone: _____

Email: _____

Address: _____

Date: _____

Second contact: _____

Signature: _____

Position: _____

Phone: _____

Email: _____

Address: _____

Return to:

Governance Team

Waimakariri District Council

Private Bag 1005 Rangiora 7440

OR

com.board@wmk.govt.nz

Kaiapoi Tuahiwi			2022/2023
Current General Landscaping Projects			
Project Description	Status	Budget	Remaining
Town Entrance Development	Pending	\$75,810	\$75,810
Interpretive Signs	In Progress	\$20,000	\$286
Patchina's Walkway	In Progress	\$7,700	\$7,700
Tuahiwi Reserve Development	Recinded	\$25,000	\$0
Seat at BMX Track	Complete	\$2,000	\$0
Raymond Herber	Pending	\$10,000	\$10,000
Passchendaele Walkway	In Progress	\$3,200	\$3,200
Current Available Funds for Allocation			
Financial Year	Status	Budget	
2021/2022	Carry Over	\$23,300	
2022/2023	Allocation	\$26,190	
Kaiapoi Tuahiwi Remaining To Allocate			\$49,490

WAIMAKARIRI DISTRICT COUNCIL

REPORT OR DECISION

FILE NO and TRIM NO: GOV-26-08-06 / 220701111658

REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 18 July 2022

AUTHOR(S): Kay Rabe, Governance Advisor

SUBJECT: Application to the Kaiapoi-Tuahiwi Community Board's 2022/23 Discretionary Grant Fund

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

General Manager

acting Chief Executive

1. SUMMARY

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

Name of Organisation	Purpose	Amount requested
St Patricks School PTA	Towards school game line markings	\$500
Kaiapoi Toy Library Inc	Towards purchasing cultural relevant and sensory toys	\$500
Total:		\$1,000

Attachments:

- i. Application from St Patricks School PTA (Trim Ref: 220630111479).
- ii. Application from the Kaiapoi Toy Library Inc (Trim Ref: 220630111517)
- ii. Spreadsheet showing previous two years' grants.
- iii. Board funding criteria 2022/2023. (Trim Ref: 210603089725).

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 220701111658.
- (b) **Approves** a grant of \$..... to St Patricks School Parent-Teachers Association (PTA) towards line marking school games in the play area.
OR
- (c) **Declines** the application from St Patricks School Parent-Teachers Association PTA.
- (d) **Approves** a grant of \$.....to the Kaiapoi Toy Library Inc. towards purchasing cultural relevant and sensory toys.
OR
- (e) **Declines** the application from the Kaiapoi Toy Library Inc.

3. **BACKGROUND**

- 3.1 The ***St Patricks School Parent-Teachers Association*** is seeking funding for line markings for outside games to encourage social outside play.
- 3.2 The ***Kaiapoi Toy Library*** is seeking funding to purchase cultural relevant and sensory toys to promote education and inclusion through play.
- 3.3 The current balance of the Kaiapoi-Tuahiwi Community Board's 2022/23 Discretionary Grant Fund is \$7,897.

4. **ISSUES AND OPTIONS**

St Patrick's School's Parent Teacher Association (the PTA)

- 4.1 Located in Kaiapoi, St Patrick's School was established in 1926 and currently has a roll of 109 pupils, predominantly from the Kaiapoi area. St Patrick's School is an integrated full primary Catholic school offering education with a special character to children from year one to eight. A special feature of the school is the care and concern evident amongst its members and the supportive atmosphere prevailing throughout their community.
- 4.2 The PTA is requesting funding to install line markings for outdoors games such as hopscotch, Te Reo hopscotch, a Chess Board, Snakes and Ladders etc. It is hoped that the games would encourage physical exercise in an outdoor environment. It is anticipated that the games will also increase social interaction, problem solving and physical activity for students. The games will not only benefit St Patrick's students, but will be available from the general community to utilise and enjoy.
- 4.3 This is a joint project with the School committed to fund \$4,000, while the PTA will need to raise the remaining \$3,500 towards the total cost of \$7,576. The PTA's fundraising has included a 'Naked Baker' pie fund raiser, selling bacon, student disco and various sausage sizzles. If this application is not successful the project will continue subject to sufficient funding being raised through other methods and possibly fewer options of games.
- 4.4 The PTA previously received \$500 of funding from the Board towards its junior playground in August 2021. The new playground was completed in March 2022 and officially opened by the Mayor in May 2022. The Accountability Form for this project has been received.

Kaiapoi Toy Library (the Library)

- 4.5 The Library lends or hires out toys, puzzles, and games, functioning as a family resource program. The Library also offers play sessions for families and a wide range of toys appropriate for children at different stages in their development. The Library can provide children with new toys every week or two, saving parents money and keeping children from getting bored. Currently there are more than 100 member families, mostly from the Kaiapoi area.
- 4.6 The Library is requesting funding to purchase cultural relevant and sensory toys to promote education and inclusion through play. The toys will ensure better diversity options for all families, and encourage imaginative play. It is hoped that families will continue to support the Library if the toys are renewed regularly and if greater diversity is available when renewals are made.
- 4.7 The overall cost of the project is estimated at \$1,206 and if this application is unsuccessful, the Library will have to purchase fewer new toys to offer to families. The Library fundraises by selling sustainable pegs, 'veggie' bags and hosting a community barbeque. The library is committed to sustainable principals.
- 4.8 The Library received the following funding from the Board during the last five years and the Accountability Forms were received:

Date	Activity	Amount
June 2019	Towards the cost of purchasing new toys	\$500
August 2021	Towards the cost of purchasing a bouncy castle	\$500
Total		\$1,000

- 4.9 The Board may approve or decline grants as per the grant guidelines.
- 4.10 There are social and cultural implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.11 There are implications to community wellbeing by the issues and options that are the subject matter of this report.
- 4.12 The Management Team has reviewed this report.

5. **COMMUNITY VIEWS**

5.1 **Mana whenua**

Taking into consideration the provisions of the Memorandum of Understanding between Te Ngāi Tūāhuriri Rūnanga and the Council, Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report.

5.2 **Groups and Organisations**

There are no other groups and organisations other than those organisations applying for funding likely to be affected by or to have an interest in the subject matter of this report.

5.3 **Wider Community**

The wider community is not likely to be affected by, or to be interested in, this report's subject matter. However, it should be noted that these projects would positively impact the wellbeing of the Kaiapoi community.

6 **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1 **Financial Implications**

The Annual Plan for 2022/23 includes budget provision for the Kaiapoi-Tuahiwi Community Board to approve grants to community groups up to \$5,270. An amount of \$2,627 was carried forward from the 2021/22 financial year, bringing the Discretionary Grant Fund to a total of \$7,897 this financial year.

The application criteria specify that grants are customarily limited to a maximum of \$500 in any financial year (July to June), even though a group can apply up to twice a year, providing it is for different projects. Where applicable, GST values are calculated and added to appropriately registered groups if decided benefits exceed Board resolved values. The current available balance of the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund 2022/23 is \$7,897.

6.2 **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

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

6.4 Health and Safety

All health and safety related issues will fall under the auspices of the organisations and groups that applied for grant funding.

7. CONTEXT

7.1 Consistency with Policy

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

7.2 Authorising Legislation

Not applicable.

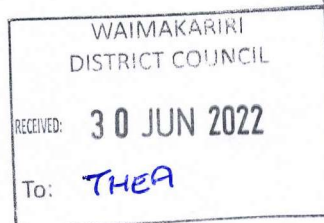
7.3 Consistency with Community Outcomes

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

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

7.4 Authorising Delegations

Community Boards have delegated authority to approve Discretionary Grant Funding.



Kaiapoi-Tuahiwi Community Board

Discretionary Grant Application

Information to assist groups with their application

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

When assessing grant applications the Board considers a number of factors in its decision making. These include, but are not limited to; type of project, time frame, benefits to the community and costs 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:	Examples (but not limited to) of what the Board can fund:
* Wages	✓ New equipment
* Debt servicing	✓ Toys/educational aids
* Payment for volunteers (including arrangements in kind eg petrol vouchers)	✓ Sporting equipment
* Stock or capital market investment	✓ Safety equipment
* Gambling or prize money	✓ Costs associated with events
* Funding of individuals (only non-profit organisations)	✓ Community training
* Payment of any legal expenditure or associated costs	
* Purchase of land and buildings	
* Activities or initiatives where the primary purpose is to promote, commercial or profit-oriented interests	
* Payment of fines, court costs or mediation costs, IRD penalties	

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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.
- Grant funding will not be allocated for events/projects that have already occurred.
- Generally funding grants will be a maximum of \$500 in any one financial year (July 2021 to June 2022) 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.
- Priority is to be given to groups with 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 summary 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.
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government funding.
- 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 three months after the event or completion of the project, when funds are spent. A new application will not be accepted until the Council receives the Accountability Forms for previous funding granted. The group should maintain accurate records around the grant including, but not limited to: receipts, bank 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:

Post to:

Governance Team
Waimakariri District Council
Private Bag 1005
Rangiora 7440

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

Email: records@wmk.govt.nz

What happens next?

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

Groups applying for Board Discretionary Grants 2021/2022

Name of Group: St Patricks School PTA
Address: 61 Fuller Street
Contact Person within Organisation: Rebecca Morgan
Position within Organisation: Treasurer
Contact phone number: 021361475 Email: pta@stpatrick.school.nz

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

New school game linemarking.

What is the timeframe of the project/event date? Within 4 months
Overall Cost of Project: \$3500 (School is paying towards this as all cost of) Amount Requested: \$500 \$7500

How many people will directly benefit from this project? 100+

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:

Oxford-Ohoka _____% Rangiora-Ashley _____% Woodend-Sefton 10% Kaiapoi-Tuahiwi 90%

Other (please specify): _____

If this application is declined, will this event/project still occur? ☒ Yes ☐ No Subject to fundraising.
If No, what are the consequences to the community/organisation?

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

Encouraging outdoor play, physical exercise, social inclusion and social play.

What is the benefit(s) to your organisation?

Increased social interaction and physical activity for the children.

What are the benefit(s) to the Kaiapoi-Tuahiwi community or wider district?

visitors to the school can use the school games also.

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:

Naked Baker pie Bacon.
DISCO.
Sausage sizzle

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

If yes, please supply details:

for playground - completed March 22.

- 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: _____

Date: 24/6/22

St Patrick's School PTA

Income and Expenditure Report as at 10th May 2022

By Rebecca Morgan (Treasurer)

Memo/Payee		Deposit	Withdrawal	Balance
<u>Cheque Account - ASB 00</u>				\$ 11,498.82
Apr	Easter Raffle	\$ 445.90		
Apr	Donuts	\$ 260.00		
6-Apr-22	St Patrick's School Teachers RW Gift		\$ 50.00	
6-Apr-22	St Patrick's School Teachers wish list		\$ 1,200.00	
25-Apr-22	New World		\$ 201.56	
28-Apr-22	New World Ice Blocks		\$ 49.41	
28-Apr-22	Rebecca Morgan Cups HC reimbursed		\$ 104.00	
28-Apr-22	Suzanne Paterson Gift reimbursed		\$ 85.00	
6-May-22	Kaiapoi Monogram		\$ 6,340.56	
6-May-22	Kaiapoi Monogram		\$ 287.84	
6-May-22	Kaiapoi Monogram		\$ 243.50	
Total		\$ 705.90	\$ 8,561.87	\$ 3,642.85
<u>New Uniform</u>		\$ 1,168.50		
April- May 10				
Total		\$ 1,168.50	\$ -	\$ 1,168.50
<u>Out Standing Debt</u>				
Plaques for sponsorship donors				
Rebecca Morgan Hot Choc			\$ 18.99	
New World (\$40 to school)			\$ 160.38	
Mish			\$ 325.40	
Total			\$ 485.78	
<u>To be banked</u>				
Uniforms		\$ 160.00		
Iceblocks		\$ 11.00		
Hot Chocolate		\$ 44.00		
Donuts		\$ 45.00		
Total		\$ 260.00		
Balance of Main Account				\$ 4,585.60
<u>Saver Account - ASB 50</u>				\$ 264.91
31-Mar-22	Credit Interest	\$ 1.19		
31-Mar-22	IRD Tax on Interest		\$ 0.39	
23-Apr-22	uniforms	\$ 340.00		
30-Apr-22	Credit Interest	\$ 0.07		
30-Apr-22	IRD Tax on Interest		\$ 0.02	
5-May-22	uniforms	\$ 204.00		
10-May-22	uniforms	\$ 389.00		
Balance of Saver Account		\$ 934.26	\$ 0.41	\$ 1,198.76

Category	%	Income	Expense	Balance
Expense				
AGM	0%		260.00	(260.00)
Bacon Fundraiser Exp	1%		528.01	(528.01)
Bank Charges	0%		0.70	(0.70)
Breakfast Club	0%		87.26	(87.26)
CBK Vouchers	0%		280.00	(280.00)
Charities Commission	0%		51.11	(51.11)
Clothing	1%		708.40	(708.40)
Disco Exp	0%		407.89	(407.89)
End Year Fun Day	0%		418.98	(418.98)
Ethel and Bethel	0%		300.00	(300.00)
Family Grant	1%		558.00	(558.00)
Garden Beds	1%		466.59	(466.59)
Gift	0%		50.00	(50.00)
Hot Choc Exp	0%		212.49	(212.49)
Ice Block Friday Exp	0%		330.26	(330.26)
Kane Shield Exp	0%		157.30	(157.30)
Kids Funday - Exp	0%		149.52	(149.52)
Misc Exp	0%		132.10	(132.10)
Naked Baker Exp	3%		2,960.00	(2,960.00)
Pastoral Care	0%		237.80	(237.80)
Playground Exp	33%		30,000.00	(30,000.00)
Sandpit	1%		590.99	(590.99)
School Activity	2%		1,500.00	(1,500.00)
Scratchy Board Exp	1%		1,350.00	(1,350.00)
Spiritual Garden	0%		241.88	(241.88)
Teacher Wish List	1%		1,200.00	(1,200.00)
Transfer to 50 ac	53%		48,969.60	(48,969.60)
Expense Total			92,148.88	(92,148.88)

Grand Total:	<u>107,034.70</u>	<u>93,611.40</u>	<u>13,423.30</u>
CASH PROFIT / (LOSS) :	<u>13,423.30</u>		

St Patrick's PTA - Profit And Loss Report

Account: *** ALL ***

From : 1/12/2020

To : 30/11/2021

Category	%	Income	Expense	Balance
Income				
Ad in Newsletter	0%	500.00		500.00
Artwork Inc	2%	1,586.00		1,586.00
Bacon Fundraiser Inc	1%	726.00		726.00
Bake Sale	0%	185.00		185.00
Bank Interest	0%	5.12		5.12
CBK Fundraiser	0%	420.00		420.00
CBK Quiz Night Fundr	2%	2,385.00		2,385.00
Christmas Raffle Inc	2%	1,723.00		1,723.00
Christmas Stall	0%	255.10	98.00	157.10
Community Sponsorshi	6%	5,825.90		5,825.90
Disc Inc	1%	1,260.20		1,260.20
Easter Raffle Inc	2%	1,708.40		1,708.40
Ex 00 acc	46%	48,969.60		48,969.60
Grants & Donations	28%	29,300.00		29,300.00
Green Melon Photos	0%	260.00		260.00
Hot Choc Inc	1%	667.00	58.76	608.24
Ice Block Friday Inc	0%	498.90		498.90
Kane Shield Inc	0%	460.60		460.60
Kids Funday Inc	0%	330.88		330.88
Naked Baker Inc	4%	4,219.00		4,219.00
New Uniform Sales	0%	352.00		352.00
Scratchy Board Inc	3%	2,669.10		2,669.10
Skinnyies Fundraiser	0%	275.00		275.00
Uniform Sale	1%	660.90		660.90
Wrap Fundraiser	0%	1,792.00	1,305.76	486.24
Income Total		107,034.70	1,462.52	105,572.18



Westmark Line Marking Limited
PO Box 12-181
Christchurch, 8242
info@westmarklinemarking.co.nz
03 33 22 550

ATTN: Rebecca Morgan
St Patricks School
61 Fuller Street
Kaiapoi, 7630

Site Address
61 Fuller Street
Kaiapoi, 7630

Job Number: WLM-8935
GST Number: 069-627-773
Estimate Date: 17th Mar 2022
Valid Until: 16th Apr 2022

Estimate

We use top quality road marking paints approved by NZ Transport Authority.

DISCLAIMER: THE BELOW IS AN ESTIMATE ONLY BASED ON ITEMS/UNITS/METERAGE SPECIFIED AT THE TIME OF OUR INSPECTION. ALL WORK AREAS MUST BE CLEAR FROM ANY PLANT, MACHINERY, VEHICLES OR OBSTRUCTIONS. ALL WORK AREAS ARE REQUIRED TO HAVE A CLEAN SURFACE, FREE FROM ANY DUST, DIRT OR DEBRIS AND ACCESSIBLE ON AGREED ESTABLISHMENT TIME. ACTUAL CHARGES MAY VARY DEPENDING ON ACTUAL WORK CARRIED OUT.

Name	Quantity	Price	Total
School Games - 61 Fuller St, Kaiapoi			
Hopscotch Line Marking (each)	1.00		
Chess Board (single colour);	1.00		
Snakes & Ladders Line Marking m x m (each)	1.00		
Four Square Line Marking (not solid squares)	1.00		
Alphabet snake	1.00		
New Zealand Map Outline Line Marking m x m (each)	1.00		
Te Reo Hop Scotch	1.00		
Compass	1.00		
Netball Court Line Marking (each)	1.00		
Basketball Court	1.00		
Shapes - outline of each basic shape (circle, square, triangle (3), rectangle, hexagon etc)	7.00		
Establishment B (per vehicle/team, per site visit - out of town)	3.00		
			\$6,587.50

Subtotal	\$6,587.50
GST Amount	\$988.13
Total	\$7,575.63

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.
- Grant funding will not be allocated for events/projects that have already occurred.
- Generally funding grants will be a maximum of \$500 in any one financial year (July 2021 to June 2022) 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.
- Priority is to be given to groups with 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 summary 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.
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government funding.
- 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 three months after the event or completion of the project, when funds are spent. A new application will not be accepted until the Council receives the Accountability Forms for previous funding granted. 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:

Post to:

Governance Team
Waimakariri District Council
Private Bag 1005
Rangiora 7440

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

Email: records@wmk.govt.nz

What happens next?

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

Groups applying for Board Discretionary Grants 2021/2022

Name of Group: Kaipoi Toy Library Inc

Address: 9 Cass Street Kaipoi

Contact Person within Organisation: Rebecca Morgan

Position within Organisation: President

Contact phone number: 021361475

Email: KaipoiToyLibrary@gmail.com

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

grant finding will be used towards purchasing new cultural relevant toys and sensory toys to promote education and inclusion through play.

What is the timeframe of the project/event date? asap

Overall Cost of Project: 1206.24

Amount Requested: 500.00

How many people will directly benefit from this project? 100 +

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:

Oxford-Ohoka _____% Rangiora-Ashley _____% Woodend-Sefton 20% Kaiapoi-Tuahiwi 80%

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 will have to raise funds along other routes. and toys can't be purchased until this happens.

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

Social inclusion, educational, promoting imaginative play, promoting sustainability from toy hire to all the community

What is the benefit(s) to your organisation?

Promoting community inclusion and sustainability.

What are the benefit(s) to the Kaiapoi-Tuahiwi community or wider district?

Promoting social & community inclusion, easy access to a range of educational toys.

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:

Selling of pegs, vege bags, local community BBQ.

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

If yes, please supply details:

- 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: _____

Date: 17/5/22.

Profit and Loss

The Kaiapoi Community Toy Library Incorporated For the year ended 31 March 2022

2022

Trading Income

BBQ Sausage Sizzles	200.00
Bouncy Castle Hire	1,865.00
Community Organisation Grants Scheme	2,000.00
Donations	109.70
Interest Income	0.13
Kaiapoi Club Fundraiser	1,391.30
Lotteries Commission	887.40
Member Subscriptions	1,544.00
Other Fundraising	133.90
Other Revenue	1,106.43
Party Pack Hire	220.00
Pegs	300.00
Raffles	449.50
Toy Sales	295.00
Total Trading Income	10,502.36

Gross Profit

10,502.36

Operating Expenses

Advertising	40.00
Cleaning	99.00
Computer Expenses	30.00
Consulting & Accounting	970.60
Fundraising Expenses	441.50
General Expenses	561.11
Gifts	165.00
Insurance	425.24
Office Expenses	177.22
Postage, Printing & Stationery	19.99
Postal Box Rental	18.00
Rent	598.00
Subscriptions	110.91
Telephone & Internet	240.00
Toys & Packaging	1,397.28
Wages & PAYE	5,850.17
Total Operating Expenses	11,144.02

Net Profit

— (641.66)

Quote to
Laurette Ward

Quote

New Zealand

Quote Details

Quote No: 1000297187

Quote Status: Approved

Quote Date: 2021-08-27 19:58:48

Expiry Date: 2021-12-26 04:07:52

Product Name	SKU	Original Price	Requested Price	Approved Price	Qty	Discount Amount	Subtotal
Kiwi Alphabet Wooden Puzzle	KMLE03	\$59.90	\$59.90	\$59.90	1	\$0.00 (0.00%)	\$59.90
Birds of NZ Wooden Puzzle	KMNW103	\$44.90	\$44.90	\$44.90	1	\$0.00 (0.00%)	\$44.90
Kowhaiwhai Wooden Puzzle	KMZ10	\$44.90	\$44.90	\$44.90	1	\$0.00 (0.00%)	\$44.90
Papatuanuku Wooden Puzzle	KM239	\$49.90	\$49.90	\$49.90	1	\$0.00 (0.00%)	\$49.90
NZ Sea Creatures Wooden Puzzle	KMNW102	\$49.90	\$49.90	\$49.90	1	\$0.00 (0.00%)	\$49.90
Kiwi Wooden Puzzle	MR789	\$24.90	\$24.90	\$24.90	1	\$0.00 (0.00%)	\$24.90

Product Name	SKU	Original Price	Requested Price	Approved Price	Qty	Discount Amount	Subtotal
NZ Creatures of Land and Streams Wooden Puzzle	KMNW105	\$49.90	\$49.90	\$49.90	1	\$0.00 (0.00%)	\$49.90
Tane-Mahuta Wooden Puzzle	KMZ79	\$49.90	\$49.90	\$49.90	1	\$0.00 (0.00%)	\$49.90
NZ Native Trees Wooden Puzzle	KMNW101	\$44.90	\$44.90	\$44.90	1	\$0.00 (0.00%)	\$44.90
Counting to Ten Bilingual Wooden Puzzle	KMG4	\$56.90	\$56.90	\$56.90	1	\$0.00 (0.00%)	\$56.90
Birds Maori Wooden Puzzle	MT2080	\$46.90	\$46.90	\$46.90	1	\$0.00 (0.00%)	\$46.90
NZ Wildlife Memory Game	MR9020	\$21.90	\$21.90	\$21.90	1	\$0.00 (0.00%)	\$21.90
Coloured Koru Wooden Puzzle	KMZ14	\$49.90	\$49.90	\$49.90	1	\$0.00 (0.00%)	\$49.90
Kea Bird Wings	GG157462	\$17.90	\$17.90	\$17.90	1	\$0.00 (0.00%)	\$17.90
Rakau Rhythm Sticks	TERHYTHM	\$11.90	\$11.90	\$11.90	2	\$0.00 (0.00%)	\$23.80
Maori Patterned Fabric Poi	AI9984	\$10.90	\$10.90	\$10.90	1	\$0.00 (0.00%)	\$10.90
Magnetic Maori Greetings	AI9646	\$6.40	\$6.40	\$6.40	1	\$0.00 (0.00%)	\$6.40
Magnetic NZ Animals in Maori	AI7555	\$7.40	\$7.40	\$7.40	1	\$0.00 (0.00%)	\$7.40
Maori Magnetic Maui Goes Fishing	MT2076	\$35.90	\$35.90	\$35.90	1	\$0.00 (0.00%)	\$35.90
Magnetic Maori Numbers	AI9352	\$4.90	\$4.90	\$4.90	1	\$0.00 (0.00%)	\$4.90

Product Name	SKU	Original Price	Requested Price	Approved Price	Qty	Discount Amount	Subtotal
Magnetic Kai in Maori	A17578	\$7.40	N/A	\$7.40	1	\$0.00 (0.00%)	\$7.40
Magnetic Maori Body Parts	A19354	\$7.40	N/A	\$7.40	1	\$0.00 (0.00%)	\$7.40
Hand Puppet - Maori Girl	A17491	\$29.90	N/A	\$29.90	1	\$0.00 (0.00%)	\$29.90
Hand Puppet - Maori Boy	A17490	\$29.90	N/A	\$29.90	1	\$0.00 (0.00%)	\$29.90
Ruru Wooden Puzzle	KMNB14	\$44.90	N/A	\$44.90	1	\$0.00 (0.00%)	\$44.90
Tui Wooden Puzzle	KMNB9	\$49.90	N/A	\$49.90	2	\$0.00 (0.00%)	\$99.80
Waka Wooden Puzzle	KMZ34	\$42.90	N/A	\$42.90	1	\$0.00 (0.00%)	\$42.90
Maori Paint Pots Puzzle	PGMHM31	\$46.90	N/A	\$46.90	1	\$0.00 (0.00%)	\$46.90
Maori Days of the Week Wooden Puzzle	PGMHM28	\$37.90	N/A	\$37.90	1	\$0.00 (0.00%)	\$37.90

Subtotal **\$1,048.90**

Shipping & Handling **\$0.00**

GST **\$157.34**

Grand Total **\$1,206.24**

Thank you for your business!

We love hearing from you, our customers. Please contact us about anything at all. We'll do everything we can to make your experience unforgettable every time.

Phone: 0800 257 422

[Contact Us](#) [Customer Service](#)

2021/22

19-Jul	Fund Returned as expo cancelled Waimakariri Older Person's Expo Committee	Older Person's Expo	210702108109	Vicki Lucas 03 261-2890 vickil@psusi.org.nz		\$500	\$ 7,070.00
16-Aug	Kaiapoi Toy Library	Towards the cost of purchasing a new bouncy castle/ soft play for younger children	210730125547	Rebecca Morgan 021361475 kaiapoitoyleft@gm ail.com	1-Jul-22	\$500	\$ 6,570.00
16-Aug	St Patrick's School's Parent Teacher Association	Towards the cost of a new junior playground	210730125526	Rebecca Morgan 021361475 pta@stpatkai.school. nz	1-Jul-22	\$500	\$ 6,070.00
20-Sep	Meeting Cancelled						
18-Oct	Withdrawn Reflections Community Trust	Towards Light Party	210805128449	Tiana Wills 0224312917 tianawills@outlook.co .nz			\$ 6,070.00
18-Oct	Withdrawn It take a Village Hub	Family day	210816134124	Jessica Roberts 021918973 jess@itav.org.nz			\$ 6,070.00
18-Oct	Cure Boating Club	Propellers	210908142704	Catherine Kappelle 0277226896 gileskap@outlook.co m		\$500	\$ 5,570.00
18-Oct	Declined Life Education Trust	Delivery of the Healthy Harold Programme	210923153853	Andrew Gray 0211766519 andy.gray@lifeed.org. nz	Should be funded by the Government	-	
15-Nov	Pines Kairaki Beaches Association	Community Pantry	211028173770	Heather Smyth 0210349402 heathersmyth01@g mail.com		\$443	\$ 5,127.00
15-Nov	Declined Clarkville Preschool	Mud kitchen and ground cover	211019168763	Sophia McCully 02112696247 sophia.mccully@gmai l.com	Sufficient funds in the bank	-	
13-Dec	Withdrawn Kaiapoi Borough School Board of Trustees	Back to school family picnic	211001158718	Chris Heenan 0211039155 chris.h@kbs.school.n z			\$ 4,627.00
13-Dec	Pegasus Dragons Inc	Purchase of paddles	211119185340	0274613946 mfs.mccullough@gm ail.com		\$500	\$ 4,127.00
21-Feb	Kaiapoi Community Garden	Purchase of new lawn mower	211216201472	Kath Adams 03 327-8861 james.adams@xtra.c o.nz		\$500	\$ 3,627.00
21-Feb	Withdrawn North Canterbury Pride	picnic in Victoria Park	220150222284	Paul Finch 0211459099 pmf@finbo.org		\$0	\$ 3,627.00
21-Mar	Declined Clarkeville Playcentre	Mud kitchen	220304031332	Mishalla Bateup 0278420647 mishalla.allen1@gmai l.com		\$0	\$ 3,627.00
11-Apr	Nil						
16-May	Kaiapoi Pony Club	towards funding St John's Ambulance	220422061729	Helen Christensen 021523633 helench42@gmail.co m		\$500	\$ 3,127.00
20-Jun	Declined Good Night Sleep Tight	towards winter night packs	220517078735	Leone Campagnolo 0272206223 rosebud30@xtra.co.n z			
20-Jun	All Stars Marching Teams	towards annual training camp				\$ 500.00	\$ 2,627.00

GOVERNANCE

Kaiapoi-Tuahiwi Community Board

Discretionary Grant Application

Information to assist groups with their application

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

When assessing grant applications the Board considers a number of factors in its decision making. These include, but are not limited to; type of project, time frame, benefits to the community and costs 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:	Examples (but not limited to) of what the Board can fund:
✗ Wages	✓ New equipment
✗ Debt servicing	✓ Toys/educational aids
✗ Payment for volunteers (including arrangements in kind eg petrol vouchers)	✓ Sporting equipment
✗ Stock or capital market investment	✓ Safety equipment
✗ Gambling or prize money	✓ Costs associated with events
✗ Funding of individuals (only non-profit organisations)	✓ Community training
✗ Payment of any legal expenditure or associated costs	
✗ Purchase of land and buildings	
✗ Activities or initiatives where the primary purpose is to promote, commercial or profit-oriented interests	
✗ Payment of fines, court costs or mediation costs, IRD penalties	

Continued over page

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.
- Grant funding will not be allocated for events/projects that have already occurred.
- Generally funding grants will be a maximum of \$500 in any one financial year (July 2022 to June 2023) 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.
- Priority is to be given to groups with 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 summary 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.
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government funding.
- 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 three months after the event or completion of the project, when funds are spent. A new application will not be accepted until the Council receives the Accountability Forms for previous funding granted. The group should maintain accurate records around the grant including, but not limited to: receipts, bank 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:

Post to:

Governance Team
Waimakariri District Council
Private Bag 1005
Rangiora 7440

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

Email: records@wmk.govt.nz

What happens next?

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

Groups applying for Board Discretionary Grants 2022/2023

Name of Group: _____

Address: _____

Contact Person within Organisation: _____

Position within Organisation: _____

Contact phone number: _____ Email: _____

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

What is the timeframe of the project/event date? _____

Overall Cost of Project: _____ Amount Requested: _____

How many people will directly benefit from this project? _____

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:

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

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?

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

What is the benefit(s) to your organisation?

What are the benefit(s) to the Kaiapoi-Tuahiwi community or wider district?

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:

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

If yes, please supply details:

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: _____ Date: _____

Our Ref: LTC-03-18-02/220114003526

29 June 2022

Mrs Watson
Chair
Kaiapoi Tuahiwi Community Board
Waimakariri District Council
Private Bag 1005
Rangiora 7440
via email: com.board@wmk.govt.nz

Dear Jackie

Waimakariri District Council Adopts Annual Plan

The Waimakariri District Council has adopted its Annual Plan at a special meeting on Tuesday 28 June 2022. The plan lays out a prudent and responsible budget which will allow council to continue to deliver a high level of service, while also keeping rates increases to a minimum.

Council has committed to a rates increase of 4.5 percent which is just 0.3 percent higher than was predicted in the Long Term Plan (LTP) last year.

Some of the key projects in the Annual Plan include:

- Upgrades to the drinking water plants
- A mixed use Community Hub in Kaiapoi
- Upgrades to Rangiora Airfield
- A commitment to protecting Significant Natural Areas
- Kaiapoi storm water and flooding improvements
- Upgrades to roading infrastructure to provide safer roads.

Mayor Dan Gordon says current indications are that the Waimakariri District is performing well, despite the impacts of Covid-19 and global economic uncertainty.

"We set really clear objectives in the LTP. We wanted to ensure that we were going to be able to deliver on everything that we planned and it not be a case of over promising and under delivering. I'm very confident that can provide the very high level of service that our rate payers expect, while ensuring that we are not overspending at this crucial time."

Last year in its Long Term Plan (LTP) Council included climate change for the first time. The Annual Plan, which tracks Council's progress as it moves into the first year of the LTP, is underpinned by a conscious effort to enhance wellbeing, the environment and sustainability for our ever growing and changing District.

Mayor Gordon says a lot of the feedback through the submission process was that council was on the right track.

"People told us they are happy with our advocacy around Three Waters and our commitment to balancing growth and optimism with economic uncertainty.

"We have brought climate change into the LTP for the first time last year and since then we have developed a portfolio to focus specifically on this. We know we have a lot of work to do and it will be a collaborative effort with other councils as these issues don't stop at the boundary of the Waimakariri District. However, making climate change a focus is part of our commitment to our District today and into the future."

If you raised specific points of submission, you will receive a letter addressing those points shortly.

Kind regards



Helene Street
Corporate Planner