

# Agenda

## Kaiapoi-Tuahiwī Community Board

Monday 20 November 2023

4pm

Kaikanui Room  
Ruatanīwha Kaiapoi Civic Centre  
176 Williams Street, Kaiapoi

**Members:**

Jackie Watson (Chairperson)

Sandra Stewart (Deputy Chairperson)

Neville Atkinson

Tim Bartle

Al Blackie

Tracey Blair

Russell Keetley



WAIMAKARIRI  
DISTRICT COUNCIL

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**AGENDA FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD TO BE HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 20 NOVEMBER 2023 AT 4PM.**

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

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**BUSINESS**

*PAGES*

**1 APOLOGIES**

**2 CONFLICTS OF INTEREST**

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 16 October 2023**

12-23

*RECOMMENDATION*

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

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 16 October 2023, as a true and accurate record.

**3.2 Matters Arising (From Minutes)**

**3.3 Workshop Notes of the Kaiapoi-Tuahiwi Community Board – 16 October 2023**

24-26

*RECOMMENDATION*

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

- (a) **Receives** the circulated Notes of the Kaiapoi-Tuahiwi Community Board workshop, held 16 October 2023, as a true and accurate record.

**PUBLIC EXCLUDED MINUTES** *(Refer to public excluded agenda)*

**3.4 Minutes of the public excluded portion of the Kaiapoi-Tuahiwi Community Board meeting held on 16 October 2023**

**4 DEPUTATIONS AND PRESENTATIONS**

**4.1 Kaiapoi Promotions Association – Martin Pinkham**

Martin Pinkham will be in attendance to update the Board on works being done by the Kaiapoi Promotions Association.

4.2 **Kaiapoi North School – Gregory Thompson**

Gregory Thompson will be in attendance regarding the proposed pedestrian crossing improvements at Kaiapoi North School.

4.3 **Kaiapoi Food Forest – Glenn Foley**

Glenn Foley will be in attendance regarding the Kaiapoi Food Forest Education Shelter proposal.

5 **ADJOURNED BUSINESS**

Nil.

6 **REPORTS**

6.1 **Kaiapoi North School – Proposed Pedestrian Crossing Improvements – Kieran Straw (Civil Project Team Leader), Shane Binder (Senior Transportation Engineer) and Joanne McBride (Roading and Transport Manager)**

27-42

*RECOMMENDATION*

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

- (a) **Receives** Report No. 231011161371.

*AND*

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

**THAT** the Utilities and Roading Committee:

- (b) **Approves** the design as per section 4.2.1 of the report, and attachment i of this report.
- (c) **Approves** the implementation of no stopping signage outside No. 227 Williams Street (south of the pedestrian crossing) during the hours of 8:00 am – 9:00am and 2:30pm – 3:30pm School Days.
- (d) **Approves** the implementation of no stopping signage outside No. 231 Williams Street to Sims Road (north of the pedestrian crossing) during the hours of 8:00am – 9:00am and 2:30pm – 3:30pm School Days.
- (e) **Approves** the installation of 13m of no-stopping lines on Williams Street, outside No. 274 Williams Street.
- (f) **Approves** the extension of existing no-stopping lines outside No. 239 Williams Street by five metres.
- (g) **Approves** the extension of existing no-stopping lines outside No. 229 Williams Street by three metres.
- (h) **Notes** that the installation of no-stopping lines as per recommendation (e) is due to the road shoulder camber being unacceptable for roadside parking that results in motor vehicles unable to access the road shoulder, and therefore parking within the adjacent cycle lane.
- (i) **Notes** that the extension of the existing no-stopping lines as per recommendations (f) and (g) is to adjust the parking bay length to ensure it accommodates full car lengths. This avoids excess space that may encourage vehicles to squeeze into left over space which may result in encroachment into the no-parking area and obstruct visibility to the crossing.



- (j) **Notes** that there is budget allocated for minor safety improvements in the current financial year for this project, as this is a carryover project from 2022/23.
- (k) **Notes** that the Utilities and Roading Committee approved this project as part of an overall programme of minor safety improvements on 19 July 2022.
- (l) **Notes** that following the works, the steps to the pedestrian crossing will remain and that this will be added to the future minor improvement programme for 2024/25.

6.2 **Kaiapoi Food Forest Education Shelter – Grant MacLeod (Greenspace Manager) and Chrissy Taylor-Claude (Parks Officer, Greenspace)**

43-52

*RECOMMENDATION*

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

- (a) **Receives** Report No. 231110180701.
- (b) **Approves** the instalment of an education shelter at Kaiapoi Food Forest.
- (c) **Declines** the construction of a permanent toilet at the Kaiapoi Food Forest.
- (d) **Declines** the instalment of a temporary toilet at the Kaiapoi Food Forest.
- (e) **Approves** the installation of signage indicating the direction of the public toilets at Norman Kirk Park.
- (f) **Notes** that staff will work with the Food Forest Trust to ensure that appropriate communication is sent out to the wider public should the shelter and toilet be supported by the Kaiapoi-Tuahiwi Community Board.
- (g) **Notes** that the shelter once built would be owned and maintained by the Food Forest Trust.
- (h) **Notes** that there is public toilet provision located at the changing rooms on Norman Kirk Park within 300 metres of this proposal, hence a public toilet at this location would exceed Levels of Service.
- (i) **Notes** that in March 2022 the Kaiapoi Tuahiwi Community Board approved in principle the footprint of a shelter at the Kaiapoi Food Forest.
- (j) **Notes** that the approval of the installation of a toilet sits outside the delegation of the Community Board as it is above Councils current Levels of Service. A separate report would need to be submitted to Council seeking approval for this option.

6.3 **Parking Restriction Changes in the Kaiapoi Town Centre – Vanessa Thompson (Senior Advisor Business and Centres) and Shane Binder (Senior Transportation Engineer)**

53-62

*RECOMMENDATION*

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

- (a) **Receives** Report No. 231103176324.

*AND*

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

**THAT** the District Planning and Regulation Committee:

- (b) **Approves** the addition of four P120 parks and no-stopping lines at the Hilton Street frontage of the FENZ station to support the station's unobstructed access to Hilton Street.
- (c) **Approves** the addition of one P15 on-street park at 159-161 Williams Street, to support fast parking turnover for Cattermoles Butchery and Kaiapoi Super Seven Dairy.
- (d) **Approves** the application of a P120 restriction to the Tom Ayers off-street carpark to support short-stay visitor parking for proximity businesses in this area, including for Paris for the Weekend Café.
- (e) **Approves** the entirety of the Kaiapoi Central park-and-ride existing P120 carparks (x48) being converted to all-day park-and-ride parking.

**OR**

- (f) **Approves** a portion of the Kaiapoi Central park-and-ride existing P120 carparks (x25 park, Image 8, orange section) remaining P120 parking, while the rest (x23 parks) are converted to all-day park-and-ride parking.
- (g) **Approves** the addition of a 3-day maximum parking limit at the Kaiapoi Central park-and-ride to support Waimakariri District Council parking enforcement at the site.

6.4 **Kaiapoi Main North Road Town Entrance – Tori Stableford (Landscape Architect)**

63-80

*RECOMMENDATION*

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

- (a) **Receives** Report No. TRIM 231109179721.
- (b) **Approves** staff undertaking public consultation regarding the Kaiapoi Main North Road Town Entrance conceptual scheme. This scheme will include:
  - i. Entrance Sign: Concept 1 (TRIM 231109180418)
  - ii. Plant Beds: Concept A (TRIM 231109180416)
  - iii. Avenue Tree Scheme (TRIM 231109180415)
- (c) **Notes** that the estimated cost of implementing the proposed scheme is \$75,000, which would be funded from the Kaiapoi–Tuahiwi Community Board General Landscaping budget. The budget allocated towards the project is \$75,810 which means the estimated costs are within budget.
- (d) **Notes** that feedback and a final scheme for the upgrade of the Main North Road, town entrance would be brought back to the Kaiapoi–Tuahiwi Community Board for approval following public consultation.
- (e) **Notes** that staff are currently carrying out investigations into the locations of services within the grass berm where additional Liquidambar trees are proposed, and the exact locations and quantities of trees may change prior to consultation being carried out.

6.5 **Application to the Kaiapoi-Tuahiwi Community Board’s 2023/24 Discretionary Grant Fund – Kay Rabe (Governance Advisor)**

81-105

*RECOMMENDATION*

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

- (a) **Receives** report No. 231107178672.
- (b) **Approves** a grant of \$..... to St Patricks School Parent-Teachers Association (PTA) towards a bike and scooter track.  
**OR**
- (c) **Declines** the application from St Patricks School Parent-Teachers Association (PTA).
- (d) **Approves** a grant of \$..... to Community Watch Kaiapoi Inc towards replacement pad and battery for the patrol car Automated External Defibrillator (AED).  
**OR**
- (e) **Declines** the application from Community Watch Kaiapoi Inc.

**7 CORRESPONDENCE**

Nil.

## 8 **CHAIRPERSON'S REPORT**

### 8.1 **Chairperson's Report for October and November 2023**

The Chairperson will provide 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 4 October 2023.**
- 9.2 **Rangiora-Ashley Community Board Meeting Minutes 11 October 2023.**
- 9.3 **Woodend-Sefton Community Board Meeting Minutes 9 October 2023.**
- 9.4 **July 2023 Flood Event Response and Recovery – Forecast Costs and Funding Sources – Report to Council Meeting 3 October 2023 – Circulates to all Boards.**
- 9.5 **Submission Emergency Management Bill – – Report to Council Meeting 3 October 2023 – Circulates to all Boards.**
- 9.6 **Significance and Engagement Policy for Adoption – Report to Council Meeting 3 October 2023 – Circulates to all Boards.**
- 9.7 **Submission: Government Policy Statement on Land Transport – Report to Council Meeting 3 October 2023 – Circulates to all Boards.**
- 9.8 **Council Meeting Schedule January 2024 to December 2024 – Report to Council Meeting 3 October 2023 – Circulates to all Boards.**
- 9.9 **Health, Safety and Wellbeing Report September 2023 – Report to Council Meeting 3 October 2023 – Circulates to all Boards.**
- 9.10 **Consultation on the Draft Speed Management Plan – Report to Council Meeting 17 October 2023 – Circulates to all Boards.**
- 9.11 **Approval of Design for Projects 1 and 3 of the Transport Choices Programme (Kaiapoi to Woodend and Woodend to Ravenswood Cycleways – Report to Utilities and Roding Committee Meeting 17 October 2023 – Circulates to Woodend-Sefton and Kaiapoi-Tuahiwi Community Boards.**
- 9.12 **Eastern Districts Sewer Scheme and Oxford Wastewater Treatment Plan Annual Compliance Monitoring Report 2022-23 – Report to Utilities and Roding Committee Meeting 17 October 2023 – Circulates to all Boards.**
- 9.13 **July 2023 Flood Recover Progress Update – – Report to Utilities and Roding Committee Meeting 17 October 2023 – Circulates to all Boards.**
- 9.14 **Cam River / Ruataniwha Report – Report to Utilities and Roding Committee Meeting 17 October 2023 – Circulates to all Boards.**
- 9.15 **Adoption of Road Safety Action Plan 2023/24 – Report to Utilities and Roding Committee Meeting 17 October 2023 – Circulates to all Boards.**
- 9.16 **Aquatics October Update – Report to Community and Recreation Committee Meeting 17 October 2023 – Circulates to all Boards.**

## **PUBLIC EXCLUDED**

- 9.17 **Updated Memorandum of Understanding Agreement and Outline Stage Plan with William Hill Consulting Ltd for the South MUBA Development – Report to Council Meeting 3 October 2023 – Circulates to Kaiapoi-Tuahiwi Board.**

### *RECOMMENDATION*

**THAT** the Kaiapoi-Tuahiwi Community Board

- (a) Receives the information in Items.9.1 to 9.16.
- (b) Receives the separately circulated public excluded information in item 9.17.

### **Note:**

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

## **10 MEMBERS' INFORMATION EXCHANGE**

106-111

10.1 **Brent Cairns**

10.2 **Philip Redmond**

*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**

11.1 **Speed Management Plan 2023-27**

<https://letstalk.waimakariri.govt.nz/speed-management-plan-2023-27>

Consultation closes on Monday 27 November 2023.

11.2 **Let's Pick a Path – Environment Canterbury**

<https://haveyoursay.ecan.govt.nz/hub-page/pick-a-path-ourfuture>

Consultation closes Sunday 3 December 2023.

## **12 BOARD FUNDING UPDATE**

12.1 **Board Discretionary Grant**

Balance as at 31 October 2023: \$5,422.

12.2 **General Landscaping Budget**

Balance as at 31 October 2023: \$26,790.

## **13 MEDIA ITEMS**

#### **14 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is moved:

1. That the public be excluded from the following parts of the proceedings of this meeting:
  - Item 14.1 Confirmation of Public Excluded Minutes of Kaiapoi-Tuahiwi Community Board meeting of 18 September 2023.
  - Item 14.2 Kaiapoi Night Market Proposal.

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

<b>Meeting Item No. and subject</b>	<b>Reason for excluding the public</b>	<b>Grounds for excluding the public-</b>
14.1 Confirmation of Public Excluded Minutes of Kaiapoi-Tuahiwi Community Board meeting of 16 October 2023	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
14.2 Kaiapoi Night Market Proposal	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons, maintain legal professional privilege and enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(a),(g) and (i)).

#### **CLOSED MEETING**

*Refer to Public Excluded Agenda (separate document)*

#### **OPEN MEETING**

#### **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 11 December 2023 at 4pm.

**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 16 OCTOBER 2023 AT 4PM.**

**PRESENT**

J Watson (Chairperson), S Stewart (Deputy Chairperson), N Atkinson, A Blackie, T Bartle, T Blair and R Keetley.

**IN ATTENDANCE**

P Redmond (Kaiapoi-Woodend Ward Councillor).

C Brown (Community and Recreation Manager), S Binder (Senior Transportation Engineer), J McBride (Roading and Transport Manager), T Stableford (Landscape Architect), K Rabe (Governance Advisor), and A Connor (Governance Support Officer).

There were four members of the public present.

**1 APOLOGIES**

Moved: J Watson

Seconded: T Bartle

An apology was received and sustained for B Cairns.

**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 – 18 September 2023**

Moved: J Watson

Seconded: S Stewart

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

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 18 September 2023, as a true and accurate record.

**CARRIED**

**3.2 Matters Arising (From Minutes)**

There were no matters arising from the minutes.

**PUBLIC EXCLUDED MINUTES** *(Refer to public excluded agenda)*

**3.3 Minutes of the Public Excluded Portion of the Kaiapoi-Tuahiwi Community Board Meeting held on 18 September 2023**



## 4 DEPUTATIONS AND PRESENTATIONS

### 4.1 Clarkville School – K Barrow

K Barrow the Principal of Clarkville School was in attendance to speak to the Board in opposition to the proposed no-stopping restrictions in Heywards Road. He believed the proposed changes would result in unsafe outcomes for the youngest residents of the Waimakariri. Every weekday afternoon he stood outside the school and helped parents and students to safely cross the road. There was no zebra crossing as it was a rural road.

K Barrow stated that parents generally parked sensibly using the hall car park when it was available. There had been complaints of parents driving recklessly however there was proof of this. The parking situation outside the school was not ideal due to the limited space, however he had never observed a parent deliberately driving unsafely. As the carpark was not large parents were forced to park on the grass berm. Currently parents generally parked within the 40km/h area directly outside of the school or within 50 metres of the sign. If yellow lines were painted on the road across from the school parents would be forced to park further along Heywards Road in the 70km/h area. Other motor users would not expect children to be walking this far from the school with no footpath present.

K Barrow noted the report to the Board stated the school had an increasing roll. This was incorrect, as the school was built for 203 children and currently had a roll of 197 children and there was no intention of growing the roll to over 200 students. The report also mentioned increasing movements around the school during drop-off and pick up times. Excluding these times there was no increase in traffic other than when roadworks occurred in the area. The proposed yellow lines were being extended past the hall which would move the parking further down Heywards Road.

K Barrow tabled photographs which showed both doors on his medium sized vehicle opened within the narrowest stretch of the berm. The unmaintained hedge obstructed views from the corner and forced parents to park closer to the road. This report had inadequate consultation with the primary users of the road. The school was having continuous internal conversations on how to keep their students safe.

T Bartle questioned what communication had gone out regarding the use of the car park and what the outcome had been, if any. K Barrow had contact with P Daly, Councils Road Safety Officer, who was preparing communication for the school to distribute through its newsletter however, nothing had yet been received.

P Redmond asked if K Barrow considered it safe for parents to park on the corner of Heywards Road. K Barrow responded that he did not support parking north of the 40km/h sign however past the sign there was sufficient room if the hedge and berm were well maintained. He would support yellow lines from the intersect of Tram Road and Heywards Road to the warning sign.

P Redmond then sought clarity of whether the school was developing a parking plan or was it relying on the Council to solve the problem. K Barrow clarified he had spoken with the Ministry of Education did not prioritize spending funding on parking. He had appealed for more funding to improve parking however it had not been approved.

J Watson questioned who was responsible for maintaining the hedge. K Barrow replied he was unsure.

## 5 ADJOURNED BUSINESS

There was no adjourned business.

## 6 REPORTS

### 6.1 Request approval of No-Stopping Restrictions in Heywards Road – S Binder (Senior Transportation Engineer) and J McBride (Roading and Transport Manager)

S Binder presented the report and noted that rural schools were not funded for roadside issues such as parking for pick-up and drop-off zones and the Council had no budget to assist in this area either. This became an issue for most rural schools situated on busy roads.

N Atkinson asked if it was sensible to stop teaching children to cross roads safely. S Binder replied that while they did want children to learn to safely cross roads in high-speed areas it was not encouraged. Staff were not proposing to remove the current crossing but wanted to deter people from uncontrolled crossing along the road where cars were parked. Of the sample taken 5% of cars were doing over 90km/h 150 metres from the intersection.

N Atkinson noted from the photographs provided by K Barrow, the 40km/h sign was not visible due to the hedge obstructing sightlines and he wondered why the hedge had not been maintained to ensure the sign was easily visible. S Binder replied that he would have to get back to the Board on who was responsible for maintaining the hedge. N Atkinson then sought clarity on who was responsible if road signs were covered by trees and the owner of the hedge did not maintain it sufficiently. C Brown clarified it would be Council's responsibility however this could be difficult to determine which unit was responsible as Roading was required to maintain sign visibility and Greenspace was responsible for hedge and tree maintenance.

J Watson highlighted drop off and pick up was controlled by school staff and agreed with a statement made by K Barrow that installing a no-stopping restriction would force parents to park further down Heywards Road where the speed limit was higher. She asked if staff had considered this aspect and S Binder replied that they had considered this however the closer a car was parked to the intersection the less visibility there was for cars turning into Heywards Road and people crossing the road. School drop-off and pick-up was always busy and there was not a single solution.

P Redmond noted the school roll was not increasing and questioned if there were any figures showing an increase of traffic on Heywards Road. S Binder responded the figures in 2020 showed a count of 837 vehicles and 2023 was measured at 1,000 and these figures also aligned with numbers found on Tram Road and other nearby roads.

P Redmond stated recommendation (d) noted that the school did not support the installation of no-stopping lines until the speed limit was lowered. He sought information on how staff came to this conclusion. S Binder commented staff were focused on safety. When the posted speed limit was dropped with the speed management plan it would drop the average speed however would not change everyone's behaviour. P Redmond then asked where Clarkville School ranked in priority if the speed management plan as proposed was passed. S Binder would investigate and bring the findings back to the Board.

A Blackie noted stopping people from parking along the section of Heywards Road would move them south where the berm was so rutted that it could not be mowed and during wet weather it became a swamp. He enquired what the Council would do to maintain the road reserve to enable safe egress from vehicles on this section of the berm. S Binder replied they were not wanting or encouraging people to park on road.

N Atkinson questioned what other mitigating factors would be investigated. S Binder stated if the speed was reduced staff could look at putting in a patrol at the crossing point. At this point the speed limit was an issue for installing a patrol crossing and not the distance to corner. Staff were also working with the hall to allow more cars to utilise the its car park.

N Atkinson asked why there was no complete safety plan offered to the Board for its consideration rather than a piecemeal option of no stopping restrictions S Binder appreciated N Atkinson's concern however staff did not currently have resources to create a holistic plan.

T Bartle questioned if there was a reoccurring time during the day when high speeds were recorded. S Binder stated speed counts were completed over the span of one week and they were able to obtain hourly break downs. Sit was unlikely for people to be going 90km/h during school drop off and pick up times. Through the speed management plan process staff learnt there was still a 90% chance of killing someone if a vehicle was traveling at 50km/h. There was the option of installing raised platforms at either end of the drop off zone that would be helpful and a physical cue for motorists to slow down.

T Bartle stated the grass verge was not maintained and wondered if it was an option for shingling the verge to stop it from turning to mud in wet weather. S Binder stated berm maintenance was the responsibility of the adjacent landowner. In this case that was the Council. This was a reoccurring issue on many rural roads in the district. Trying to formalise parking in another location was an alternative to consider however it was not currently budgeted. He would be hesitant to recommend metalling in this location as staff were trying to keep children and activity to one side of the road.

Moved: N Atkinson

Seconded: A Blackie

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

(a) **Receives** Report No. 230614088078.

**AND**

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

**THAT** the Utilities and Roading Committee:

- (b) **Approves** installation of the following no-stopping restriction:
- i. On the east side of Heywards Road from the intersection of Tram Road to the 40km/h school zone signage.
- (c) **Notes** that staff had met with Clarkville School and Hall representatives and discussed a series of actions to help mitigate safety concerns outside the school.
- (d) **Notes** Clarkville School did not support the installation of no stopping lines until after a lower speed limit was implement on Heywards Road, however due to safety concerns, it was being recommended that installation of the no stopping proceed earlier (after communications on use of the carpark had been sent out via the School Newsletter).
- (e) **Develops** a holistic road safety plan for Heywards Road in conjunction with the school which should include speed options, possible parking options using the Clarkville Community Hall parking area and berm edges and any other mechanisms to ensure children's safety when crossing the road. This plan to be brought back to the Kaiapoi-Tuahiwi Community Board for ratification.
- (f) **Ensures** that the maintenance of the hedge opposite the school on Heywards Road is maintained appropriately to ensure improved visibility for motorists of the 40km/h school warning sign.

**CARRIED**

N Atkinson felt most people using Heywards Road knew there was a school around the corner and the 5% who did not were the ones who were speeding. If everything was done for 5% of people it would be a problem. Those who were speeding in this area would likely not change their behaviour. He wanted to see a holistic plan of what could be done as well as the no-stopping restriction, for example if a crossing could be put in place if the speed limit was dropped and hedge maintenance. He wanted every kid kept safe. He used Heywards Road often and the school managed the crossing very well. This area was not just a school, it was a community. A Blackie concurred.

P Redmond stated this was the minimum approach and was a step in the right direction. Anyone parking south of the sign was putting their own safety at risk. He acknowledged there were conversations happening regarding split pick up times which would reduce the numbers of vehicles needing to park. This was a problem the community needed to solve. He believed there should also be no parking on the road in front of the hall as the Hall management were helping the community by letting parents park in its carpark.

## 6.2 General Landscaping Budget Update – Tori Stableford (Landscape Architect)

T Stableford took report as read and gave the following background on the two new projects.

Staff had been approached by different groups in the area regarding additional seating in Patchinas Walkway. There were two options the first being two new seats which would be accessible with arm and back rests. The second option were the stored canoe seats which would need to be refurbished. Costs provided were a high estimation as costs were increasing quickly. There was also an old anchor which could be put sited in the town centre. The anchor's costs included cleaning and a concrete plinth for its installation.

The second project was for a combined rugby and football post to be installed in Ryder Park as requested by residents of the area.

T Bartle questioned if the canoe seats had been misplaced. T Stableford replied she had been informed by Board members that there were more seats however staff currently did not know where all of them were currently stored. N Atkinson stated that originally there had been two seats stored however a further two seats that had been located outside the railway station had also been recently stored.

T Bartle asked why they would use the new benches over the boat seats. C Brown answered the District had an aging population and the canoe seats were less accessible due to not having backrests or armrests.

N Atkinson sought information on what work would need to be done to the anchor. T Stableford noted it would be up to the Board and how they wanted it to look. Majority of the work would be the installation.

J Watson wondered what the cost difference would be for using the canoe seats. T Stableford stated she had estimated \$2,500 for refurbishing and installing two of the canoe seats.

Moved: N Atkinson

Seconded: S Stewart

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

- (a) **Receives** Report No. TRIM 231003155980.
- (b) **Approves** the allocation of up to \$2,500 from the General Landscaping Budget for the refurbishment and installation of three 'canoe' shaped seats, currently in storage, in Patchina's Walkway.
- (c) **Notes** that staff would work with the Patchina's Walkway Working Group to determine the location of the seats within Patchina's Walkway.
- (d) **Approves** the allocation of \$5,300 from the General Landscaping Budget for the supply and installation of a combined football and rugby goal post at Ryder Park.
- (e) **Notes** that staff would work with the students to determine a location for placement of the combined rugby and football goal at Ryder Park.
- (f) **Approves** the allocation of \$2,000 from the General Landscaping Budget for the installation of the anchor, currently in storage, in Patchina's Walkway.
- (g) **Notes** that staff would install the Raymond Herber "Wind Swept Tree" when the artwork had been constructed, in coordination Waimakariri Public Arts Trust.

- (h) **Notes** that staff would provide a report to the November 2023 Kaiapoi-Tuahiwi Community Board seeking approval to undertake public consultation on a Concept Plan for the town entrance for Main North Road, Kaiapoi.

**CARRIED**

N Atkinson remembered when the canoe seats were bought and noted they were extremely high quality. He respected seats with backs and arms were more accessible however there were many other seats in the town and the canoe seats were in keeping with the 'boat' theme for the marine precinct. He looked forward to seeing them be reused.

S Stewart stated she had a soft spot for the canoe seats which were unique. If they did not match any development to come, they could always be relocated at that time. This was a sustainable option and should be used rather than left in storage to rot.

6.3 **Applications to the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund 2023/24 – K Rabe (Governance Advisor)**

K Rabe took the report as read and there were no questions emanating from this item

Moved: J Watson

Seconded: S Stewart

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

- (a) **Receives** Report No. 231004156485.
- (b) **Approves** a grant of \$515 to the Pines Kairaki Beaches Association towards the hosting a Christmas event.

**CARRIED**

J Watson stated they were a great community group who hosted wonderful events.

6.4 **Kaiapoi-Tuahiwi Community Board Meeting dates from February 2024 to December 2024 – K Rabe (Governance Advisor)**

Moved: T Bartle

Seconded: A Blackie

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

- (a) **Receives** report No. 230915144166.
- (b) **Resolves** to hold Community Board meetings at the Kāikanui Room, Ruataniwha Kaiapoi Civic Centre, commencing at 4.00pm, on the following dates:
- 19 February 2024
  - 18 March 2024
  - 15 April 2024
  - 20 May 2024
  - 17 June 2024
  - 15 July 2024
  - 19 August 2024
  - 16 September 2024
  - 21 October 2024
  - 18 November 2024
  - 9 December 2024

**CARRIED**

## 7 CORRESPONDENCE

### 7.1 Memo regarding Kaiapoi East Playspaces: Consultation Results

Moved: J Watson

Seconded: S Stewart

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

- (a) **Receives** the correspondence (Trim: 231009159610).

**CARRIED**

## 8 CHAIRPERSON'S REPORT

### 8.1 Chairperson's Report for September and October 2023

- Party in the park was very well attended and the town was full of people.
- Attended Official opening for Paris of the weekend.
- All Together Kaiapoi Shop window competition had 52 artists supply paintings. Very fantastic involvement.

Moved: J Watson

Seconded: N Atkinson

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

- (a) **Receives** the report from the Kaiapoi-Tuahiwi Community Board Chairperson (Trim: 231011161339).

**CARRIED**

## 9 MATTERS REFERRED FOR INFORMATION

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 6 September 2023.
- 9.2 Rangiora-Ashley Community Board Meeting Minutes 13 September 2023.
- 9.3 Woodend-Sefton Community Board Meeting Minutes 11 September 2023.
- 9.4 July 2023 Flood Response - Emergency and Immediate Works Expenditure – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
- 9.5 Moving Forward: Waimakariri Integrated Transport Strategy 2035+ Draft for Consult – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
- 9.6 District Regeneration - Annual Progress Report to June 2023 – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
- 9.7 Request to Bring Forward Budget for the island Rd/Ohoka Rd Intersection Upgrade – Report to Council Meeting 5 September 2023 – Circulates to Kaiapoi-Tuahiwi Community Board.
- 9.8 Re-establishment of Solid and Hazardous Waste Working Party – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
- 9.9 Revocation Housing for the Elderly Policy – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
- 9.10 Submission: Strengthening the resilience of Aotearoa NZs critical Infrastructure system – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
- 9.11 Health, Safety and Wellbeing Report August 2023 – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
- 9.12 Summary of Discretionary Grant Accountability 1 July 2022 to 30 June 2023 – Report to Oxford-Ohoka Community Board Meeting 6 September 2023 – Circulates to Rangiora-Ashley, Woodend-Sefton and Kaiapoi-Tuahiwi Community Boards.

- 9.13 Summary of Discretionary Grant Accountability 1 July 2022 to 30 June 2023 – Report to Woodend-Sefton Community Board Meeting 11 September 2023 – Circulates to Rangiora-Ashley, Oxford-Ohoka and Kaiapoi-Tuahiwi Community Boards.
- 9.14 Summary of Discretionary Grant Accountability 1 July 2022 to 30 June 2023 – Report to Rangiora-Ashley Community Board Meeting 13 September 2023 – Circulates to Woodend-Sefton, Oxford-Ohoka and Kaiapoi-Tuahiwi Community Boards.
- 9.15 July 2023 Flood Recovery Progress Update – Report to Utilities and Roothing Committee Meeting 19 September 2023 – Circulates to all Boards.
- 9.16 Transport Choices – New Footpath Programme for Approval – Report to Utilities and Roothing Committee Meeting 19 September 2023 – Circulates to all Boards.
- 9.17 Amendment to Kerb & Channel Renewal Programme 2023/24 – Report to Utilities and Roothing Committee Meeting 19 September 2023 – Circulates to all Boards.
- 9.18 Annual Report on Dog Control 2022/2023 – Report to District Planning and Regulation Committee Meeting 19 September 2023 – Circulates to all Boards.
- 9.19 Annual Report to the Alcohol Regulatory and Licensing Authority 2022/2023 – Report to District Planning and Regulation Committee Meeting 19 September 2023 – Circulates to all Boards.

Public Excluded

- 9.20 Proposed Sale of 136 Fishers Road, Okuku – Report to Council Meeting 5 September 2023 – Circulates to all Boards.

Moved: J Watson

Seconded: A Blackie

**THAT** the Kaiapoi-Tuahiwi Community Board

- (a) Receives the information in Items.9.1 to 9.19.
- (b) Receives the separately circulated public excluded information in item 9.20.

**CARRIED**

**10 MEMBERS' INFORMATION EXCHANGE**

**N Atkinson**

- The canoe seats were in storage.

**T Bartle**

- Attended On Track workshop, there was a lot of useful information on applying for funding.
- Council workshop on the Long Term Plan, was very educational.
- North Canterbury Neighbourhood Support were working through vision statement and plans. Adapting to the modern world was challenge. Were still growing in numbers.
- Central Drainage Board meeting, there had been had concerns about shingle buildups.
- All Boards Drainage meetings was quite depressing and focused on flooding events from around the world. There was a lot of unknow regarding weather.
- Attended Business Awards night, very wonderful for community. Promotes businesses very well.

**A Blackie**

- Nothing to report.

**T Blair**

- Attended Party in the park, there was a very good turnout.
- Attended the craft fair. Was getting bigger every time it was held.
- Monthly Darnley meeting.

**Philip Redmond**

- Mandeville Resurgence Drop-in at Mandeville and Kaiapoi.
- Visit to the Striling Kaiapoi.
- Darnley Club AGM.
- North Canterbury Sport and Recreation Trust meeting.
- Art on the Quay.
- Waimakariri Eyre Cust River Rating – Environment Canterbury had budgeted \$2m for Cam River upgrades.
- Minister Woods – Belgrove site visit.
- Taumata Arowai – Alan Pragnal and Jim Graham were very receptive to assisting with exemption applications. Council was waiting for UV Treatments units from overseas however they were redirected to Queenstown to assist with their struggles. Whilst Council had agreed to chlorinate water supplies they had not dismissed applying for further exemptions.
- Candidates meeting at Pegasus organised by the Pegasus Residents Group.
- Contractors briefing. Provide an overview of works happening in next 12 months.
- Meeting with Roding Manager and the Mayor regarding State Highway One safety improvements.
- Taumata Arowai zoom meeting with Community Boards.
- Residents Street meeting in Rangiora regarding Southbrook Cycleway.
- Community Outcomes Hearing. No submitters spoke to their submission in person however there was a number of submissions. There was no reference to sustainable development goals.
- Older persons Expo was very well attended.

**S Stewart**

- Attended several Long Term Plan workshops. Would look at District wide rating and levels of service for the next Long Term Plan.
- Central Rural Drainage meeting had interesting discussions on integrity of stop banks.
- Dead trout were found in the Southbrook River. Environment Canterbury were looking into the cause.
- Workshop on development of Lineside Road property would happen in December 2023.
- Council was removing the willows on Flaxton Road.
- NEWA workshop, incredibly sobering discussion. Scientist believed the bench mark no longer applied.



**R Keetley**

- Attended Landmarks unveiling. There is a plaque on the gates of Rangiora Borough School as a part of their anniversary celebrations.

**Brent Cairns**

- Attended Food Secure North Canterbury strategy meeting and final hui on 25 August 2023. Would be deciding where to go from here and who would be part of the strategic group moving forward.
- Community funded CCTV cameras. Council was developing a policy to take ownership of the cameras once installed. Was concern that a number of areas would not have cameras as there was no active residents group that could raise the required funding.
- Community highlighted the need for youth events in Pegasus – the first event in Pegasus was a movie night with planning for next event and more students assisting.
- Encourages visiting the Waimakariri Heritage website launch with many images and the opportunity to load or send in images, video and audio to tell stories.
- Visited the Oxford Observatory who were progressing with dark sky accreditation. A variety show was held on 10 September 2023. Oxford was becoming a more vibrant community due to the activity of the Oxford Promotions Action Committee and the many volunteers in the community.
- Waimakariri Access Group hosted an inclusive games at Mainpower Stadium, a first for the district. Zack the high school organiser was a dynamo and had worked hard to get this event in the district.
- All Promotion Association stakeholder interviews were complete. The current model was not meeting the needs of the groups. The findings would be presented to the Promotions Working Group.
- Kaiapoi Community Support handed out 188 food boxes this year which was putting pressure on the team. Community services were being stretched, budget advice were dealing with complex and high needs. Other groups were dealing with mental health and family harm issues.
- The policed reported they had a full complement of staff serving the community and recently during an alcohol check found that 1/100 were over the limit. If you were stopped by police you would be breath tested.
- Sovereign Palms community residents had raised over \$2000 for their community camera project.

**11 CONSULTATION PROJECTS****11.1 Libraries Survey 2023**

<https://letstalk.waimakariri.govt.nz/libraries-survey>

**12 BOARD FUNDING UPDATE****12.1 Board Discretionary Grant**

Balance as at 30 September 2023: \$5,422.

**12.2 General Landscaping Budget**

Balance as at 30 September 2023: \$26,790.

**13 MEDIA ITEMS****14 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is moved:

Moved: N Atkinson

Seconded: A Blackie

1. That the public be excluded from the following parts of the proceedings of this meeting:

- Item 14.1 Confirmation of Public Excluded Minutes of Kaiapoi-Tuahiwi Community Board meeting of 18 September 2023.
- Item 14.2 Kaiapoi Stormwater and Flooding Improvements Beach Road Pump Station: Cultural Design Intent.

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

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public-
14.1 Confirmation of Public Excluded Minutes of Kaiapoi-Tuahiwi Community Board meeting of 18 September 2023	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
14.2 Kaiapoi Stormwater and Flooding Improvements Beach Road Pump Station: Cultural Design Intent	Good reason to withhold exists under section 7	protect information where the making available of the information would disclose a trade secret; or would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; (s 7 (2)(i)(ii)).

**CARRIED**

**CLOSED MEETING**

*The public excluded portion of the meeting was held from 5.20pm to 5.29pm.*

**Resolution to resume open meeting.**

Moved: J Watson

Seconded: T Bartle.

**THAT** open meeting resumes and the business discussed with the public excluded remains public excluded as resolved.

**CARRIED**

**OPEN MEETING****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 20 November 2023 at 4pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 5.30PM.

**CONFIRMED**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**Workshop (5.33pm-6.18pm)**

- *Kaiapoi Car and Boat Trailer Parking – Site Options – Duncan Roxborough (Implementation Programme Manager – District Regeneration) and Chris Brown (General Manager Community and Recreation) – 15mins*
- *Members Forum*

**NOTES OF A WORKSHOP OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, ON MONDAY 16 OCTOBER 2023 AT 5.33PM.**

**PRESENT**

J Watson (Chairperson), S Stewart (Deputy Chairperson), N Atkinson, A Blackie, T Bartle, T Blair, and R Keetley.

**IN ATTENDANCE**

P Redmond (Kaiapoi-Woodend Ward Councillor).

C Brown (General Manager Community and Recreation), D Roxborough (Intermediate Landscape Architect), K Rabe (Governance Advisor), and A Connor (Governance Support Officer).

**APOLOGIES**

Nil.

**KAIAPOI CAR AND BOAT TRAILER PARKING – SITE OPTIONS** – D Roxborough (Implementation Programme Manager – District Regeneration) and C Brown (General Manager Community and Recreation).

Key points:

- *Staff currently were seeking direction on size, capacity, and location.*
- *The boat ramp was owned by the Coastguard however they allowed public use. There was an honesty box system.*
- *There was room for four vehicles to launch a boat although due to the angle it could be difficult for everyone manoeuvre effectively. Had seen up to 15 trailers parked at a time showing usage increasing.*
- *Advantages of the Coastguard boat ramp were:*
  - *Good visibility*
  - *Good condition*
  - *Near the public pontoon*
- *Constrains included:*
  - *Manoeuvrability*
  - *Limitations of use during a Coastguard emergency*
  - *No off-street parking in close proximity*
- *Generally, users parked on Charles Street or used the Askeaton ramp. The Askeaton ramp was in poor condition with scour happening and the fill under the ramp washing out.*
- *There was \$298,000 in the current financial year to promote use of the facility.*
- *Currently staff were proposing 15 trailer parks.*
- *Would need to factor in:*
  - *Surveillance*
  - *Connectivity to boat ramp and pontoon*
  - *Time limits and potential enforcement*
  - *Potential future Mixed Use Business Area (MUBA)*
  - *Stopbank setbacks*
- *Options:*
  - *Option One (Corcoran Reserve)*
    - *Concept design previously completed in January 2020.*
    - *Pros:*
      - *Proximity to ramp*

- Opportunity to tie in with existing Caravan dump station (some work already done)
- Less busy part of Charles Street
- Opportunity for linkage over bank in future (drive through loop)
- Current underutilised reserve
- Cons:
  - Site extent now constrained by Alwyn G compound
  - Possible contamination present
  - Site undulates slightly
- Option Two (Tom Ayers Reserve)
  - Concept layout completed in August 2023.
  - Community views needed to be specifically sought.
  - Pros:
    - Excellent proximity to ramp
    - Services nearby
    - Good visibility/surveillance
  - Cons:
    - Site extend constrained by available space – could not extend
    - Only achieves nine to ten parks initially
    - Existing trees may need to be removed
    - Tight vehicle turning access
- Option Three (Near Park and Ride)
  - No design work completed.
  - Consider as temporary arrangement / medium term solution.
  - Pros:
    - Flat Land – may be poorly/uncontrolled filled
    - Food visibility/surveillance
    - Could expand along with Park and Ride
  - Cons:
    - Uses valuable MUBA land
    - Wrong side of the road – far from ramp
    - Unlikely to meet objectives or be highly used
    - Could limit Pak and Ride expansions if needed
- Option Four (MUBA)
  - No Design work completed.
  - Consider as temporary arrangement / medium term solution.
  - Pros:
    - Flat land
    - Okay visibility/surveillance
    - Possible room to expand
    - Options around shared/multiuse with New Zealand Motor Caravan Association (NZMCA), commercial parking and events
  - Cons:
    - Uses valuable MUBA land
    - Wrong side of the road – far from ramp
    - Unlikely to meet objectives or be highly used
    - Swale cuts through area
    - NZMCA looking to expand
- All options would need resource consents.
- The Coastguard supported the need for parking as their small volunteer area needed to be kept clear.
- Climate change, natural hazards and durability needed to be considered.

Questions/Issues:

- Option One was a Recreation Reserve and could be used for any use.
- Option Two would ruin the amenity.

- Option Three would limit use of the Park and Ride if an expansion was needed and would result in a large part of the centre city being a car park.
- Option Four would not have any other uses due to drainage.
- The Board preferred Options One and Four.
- Moving the boat now and doing the car park at once would be cheaper than doing either side of the boat and then filling in the space when the boat was eventually moved.

THERE BEING NO FURTHER BUSINESS THE WORKSHOP CONCLUDED AT 6.18PM.

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** RDG-32-16-07 / 231011161371


**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD


**DATE OF MEETING:** 20 November 2023

**AUTHOR(S):** Kieran Straw – Civil Project Team Leader  
Shane Binder – Senior Transportation Engineer  
Joanne McBride – Roading and Transportation Manager

**SUBJECT:** Kaiapoi North School – Proposed Pedestrian Crossing Improvements

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

  
General Manager

  
Chief Executive

**1. SUMMARY**

- 1.1. This report is to seek Community Board approval for proposed changes to the existing pedestrian crossing and line marking on Williams Street outside Kaiapoi North School.
- 1.2. This project is included within the Minor Safety Improvement Programme and was approved by the Utilities & Roading Committee on 19 July 2022. The project was not able to be completed during the 2022/23 year, and as such is a carry-over project into the 2023/24 financial year.
- 1.3. Concerns have been raised by the school, and the community regarding the safety of the existing crossing, as well as the accessibility of the crossing for those in wheelchairs.
- 1.4. There is a \$30,000 budget within the Minor Improvement Budget to carry out works to improve the safety, and conspicuity of the pedestrian crossing on Williams Street. The budget did not extend to making amendment to the steps leading to the pedestrian crossing, and as such there is insufficient funding to complete the works to address the accessibility aspects the school has raised, and as such it is recommended that this be added to the Minor Safety projects for 2024/25.
- 1.5. The proposed first stage of changes include:
  - 1.5.1. Installation of “Speed Cushions” on approach to the pedestrian crossing to help slow traffic.
  - 1.5.2. Installation of kerb build-outs on Williams Street to improve conspicuity of the pedestrian crossing.
  - 1.5.3. Changes to the line marking, including reduction of the traffic lane width to 3.0m within the extents of the school zone (between No.213 Williams Street and Sims) Road, and the installation of coloured slurry in key locations.
  - 1.5.4. Installation of approximately 20m of no-stopping lines at three separate locations adjacent to the crossing on Williams Street.
  - 1.5.5. Formalising existing parking restrictions imposed on the western side of Williams Street to ensure adequate intervisibility between motorists, and pedestrian crossing users.

Attachments:

- i. Proposed Road Layout (Trim No. 231016164401)
- ii. Letter from Kaiapoi North School (Trim No. 231016164353)
- iii. Photos of Road Cross-fall outside No. 274 Williams Street (Trim No. 231016164398)
- iv. Follow up letter from Kaiapoi North School (Trim No. 231109180514)

**2. RECOMMENDATION**

**THAT** the Kaiapoi Tuahiwi Community Board:

- (a) **Receives** Report No. 231011161371.

*AND*

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

**THAT** the Utilities and Roothing Committee:

- (b) **Approves** the design as per section 4.2.1 of the report, and attachment i of this report.
- (c) **Approves** the implementation of no stopping signage outside No. 227 Williams Street (south of the pedestrian crossing) during the hours of 8:00 am – 9:00am and 2:30pm – 3:30pm School Days.
- (d) **Approves** the implementation of no stopping signage outside No. 231 Williams Street to Sims Road (north of the pedestrian crossing) during the hours of 8:00am – 9:00am and 2:30pm – 3:30pm School Days.
- (e) **Approves** the installation of 13m of no-stopping lines on Williams Street, outside No. 274 Williams Street.
- (f) **Approves** the extension of existing no-stopping lines outside No. 239 Williams Street by five metres.
- (g) **Approves** the extension of existing no-stopping lines outside No. 229 Williams Street by three metres.
- (h) **Notes** that the installation of no-stopping lines as per recommendation (e) is due to the road shoulder camber being unacceptable for roadside parking that results in motor vehicles unable to access the road shoulder, and therefore parking within the adjacent cycle lane.
- (i) **Notes** that the extension of the existing no-stopping lines as per recommendations (f) and (g) is to adjust the parking bay length to ensure it accommodates full car lengths. This avoids excess space that may encourage vehicles to squeeze into left over space which may result in encroachment into the no-parking area and obstruct visibility to the crossing.
- (j) **Notes** that there is budget allocated for minor safety improvements in the current financial year for this project, as this is a carryover project from 2022/23.
- (k) **Notes** that the Utilities and Roothing Committee approved this project as part of an overall programme of minor safety improvements on 19 July 2022.
- (l) **Notes** that following the works, the steps to the pedestrian crossing will remain and that this will be added to the future minor improvement programme for 2024/25.

**3. BACKGROUND**

- 3.1. The Utilities and Roothing Committee approved the 2022 / 2023 Minor Improvement Programme in July 2022 that included budget of \$30,000 for School Safety Improvements outside Kaiapoi North School. This project was not completed during the 2022/23 financial year and as such has been carried over into the 2023/24 year.



- 3.1. The pedestrian crossing is located on a bend, which has been designed with super-elevation. While superelevation is not required in urban areas with a speed limit of 50 km/hr, the presence of the super elevation has resulted in the road carriageway being located significantly higher than the adjacent footpath on the eastern side of Williams Street. This height difference requires that pedestrians access the crossing via concrete steps. This is not accessible to those in wheelchairs, mobility scooters, or parents pushing prams. The pedestrian crossing also does not include Tactile Ground Surface Indicators as required for vision impaired pedestrians.
- 3.2. Furthermore, the geometry on the outside of the bend results in a road shoulder with excessive camber, unsuitable for roadside parking. Photos included within attachment iii. detail the road shoulder and associated problems that include motorists parking within the adjacent cycleway, and cars becoming stuck on the road after bellying out by driving too close to the kerb.
- 3.3. The Council's parking enforcement team are currently unable to enforce the existing no-stopping that is sign posted on the western side of Williams Street as the signage is not gazetted, and parking restrictions are not documented in the Council's schedule of parking restrictions. It is not known when these signs were installed, however street view goes back as far as 2008, and the signs are visible at that time.
- 3.4. Speed data from the most recent traffic counts (completed in September 2023), show that the 85<sup>th</sup> percentile speed is 50.2km/hr. This is well above the 30km/hr desirable speed for a pedestrian crossing, and the current 40km/hr speed limit during school hours.
- 3.5. Kaiapoi North School has raised concerns relating to the crossing as follows:
  - 3.5.1. Speed – motorists continue to travel faster than the 40km/hr limit (school times) putting students at risk.
  - 3.5.2. Conspicuity – motorists often fail to stop for users of the pedestrian crossing.
  - 3.2.3 Mobility – Due to the geometry of Williams Street, the pedestrian crossing is not accessible to users in wheelchairs, prams, mobility scooters or less mobile residents.
- 3.6. Relocating the crossing clear of the bend was previously discussed with the school, however the current location provides the best sight lines in each direction, is clear of vehicle entrances, and works well with the school. It is therefore not considered that relocating the pedestrian crossing is suggested as a solution to addressing the accessibility concerns associated with the existing pedestrian crossing.
- 3.7. The local community have also raised concerns about the pedestrian crossing, and traffic failing to stop for pedestrians waiting to use the crossing.

#### **4. ISSUES AND OPTIONS**

- 4.1. A scheme design has been developed following discussion with North Kaiapoi School.
- 4.2. The total cost estimate to complete all works, including the construction of a ramp to make the pedestrian crossing accessible, comes to approximately \$80,000. This is in excess of the available budget.
- 4.3. The original budget had been set following concerns being raised about the pedestrian crossing, and at the time did not include the steps / access considerations.

4.4. Staff have considered the following options:

4.4.1. Option One – Improve conspicuity and reduce vehicle speeds.

This option addresses the primary concerns of the school, and the community by improving the conspicuity of the crossing, and reducing vehicle speeds by completing the following:

- Construction of kerb build-outs
- Relocation of pedestrian belisha discs into the buildouts
- Relocation of advanced warning signage to back of kerb
- Installation of red slurry in advance of the pedestrian crossing (including the advanced warning diamonds)
- Installing “speed cushions” in advance (approximately 15m) of the pedestrian crossing
- Reducing the lane width on approach to the pedestrian crossing and school to encourage slower speeds along the length of the site.

This option includes the formalising of the existing parking restrictions on the western side of Williams Street; however it does not improve the accessibility of the pedestrian crossing.

This option would allow the works to be undertaken within the current approved budget.

This is the recommended option. A further project could then be added to the 2024/25 Minor Safety Improvements Programme to address the footpath / access issues at the crossing.

Carrying all works out at one time is not considered necessary as the works being undertaken are quite different and as such there is not considered to be any real benefits in carrying out all the works at one time.

4.4.2. Option Two – Carry out both the pedestrian crossing works and address the footpath accessibility issues at one time.

This option would progress the works as outlined in Option One and in addition to this would address the access issues at the crossing by including the following works:

- Installation of kerb blocks over the existing kerb and channel
- Construction of a new footpath ramped at a grade of 1:8 (maximum) to meet the height of the road carriageway.
- Reconstruction of the School fence to match new footpath height.
- Re-grade road carriageway to ensure a level platform is present adjacent to the pedestrian crossing
- Installation of Tactile Ground Surface Indicators for the visibility impaired.

Carrying all works out at one time is not considered necessary as the works being undertaken are quite different and as such there is not considered to be any real benefits in carrying out all the works at one time.

It is the staff's recommendation that we proceed making immediate safety improvements to the pedestrian crossing that will benefit the school and its students and include to the accessibility improvements in the Minor Safety Programme in 2024/25 to address remaining deficiencies.

#### 4.4.3. Option Three – Do Nothing

Do nothing remains an option, however it is not recommended given the concerns raised within the community, and there is sufficient budget available to address the primary concerns within the budget available.

#### 4.5. Implications for Community Wellbeing

There are implications on community wellbeing by the issues and options that are the subject matter of this report.

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

### 5. **COMMUNITY VIEWS**

#### 5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report.

The project does not impact on water quality, and impact on Wahi Tapu, Wahi Taonga, Nga Wai, Nga Reporepo, or Nga Turanga Tupuna.

#### 5.2. **Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

Staff have discussed school safety and the options available with the staff at Kaiapoi North School who are supportive of the project, however they remain motivated to ensure the crossing is upgraded to be accessible to all users.

Staff have not specifically discussed the project with the Waimakariri Access Group; however the existing pedestrian crossing is known to be deficient and therefore a further project is required to address the remaining concerns.

#### 5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report.

There is a substantial residential zone to the north of Smtih Street, resulting in traffic volumes of 9,200 vehicles per day passing over the crossing. It is expected that the proposed “speed cushions” will help reduce speeds outside of the school at the pedestrian crossing.

### 6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

#### 6.1. **Financial Implications**

There are financial implications of the decisions sought by this report.

This budget is included in the Annual Plan and the programme of works has been approved by the Utilities & Roading Committee.

There is \$30,000 available for this project, and the recommended option has a cost estimate of \$30,000. There is sufficient budget available for the approval of the recommendations within this report.

## 6.2. Sustainability and Climate Change Impacts

The recommendations in this report do have sustainability and/or climate change impacts.

Improving the safety outside schools helps to support sustainable, active modes of transport.

## 6.3 Risk Management

There are risks arising from the adoption/implementation of the recommendations in this report.

The inclusion of “speed cushions” directly outside residential dwellings may result in noise complaints, particularly due to the high traffic volumes of 9,214 vehicles per day.

Speed cushions are quieter than build speed humps, such as the watts profile hump, however they do still produce noise. If noise becomes an issue, it is possible to remove, and the speed cushions, and repurpose these elsewhere.

## 6.4 Health and Safety

There are health and safety risks arising from the adoption/implementation of the recommendations in this report.

Providing safe pedestrian facilities and lower vehicle speeds outside of our schools helps to improve safety outcomes for the students of Kaiapoi North School.

## 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 2002

### 7.3. Consistency with Community Outcomes

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

***Core utility services are sustainable, resilient, affordable, and provided in a timely manner.***

- Climate change considerations are incorporated into all infrastructure decision-making processes.

***Transport is accessible, convenient, reliable, and sustainable.***

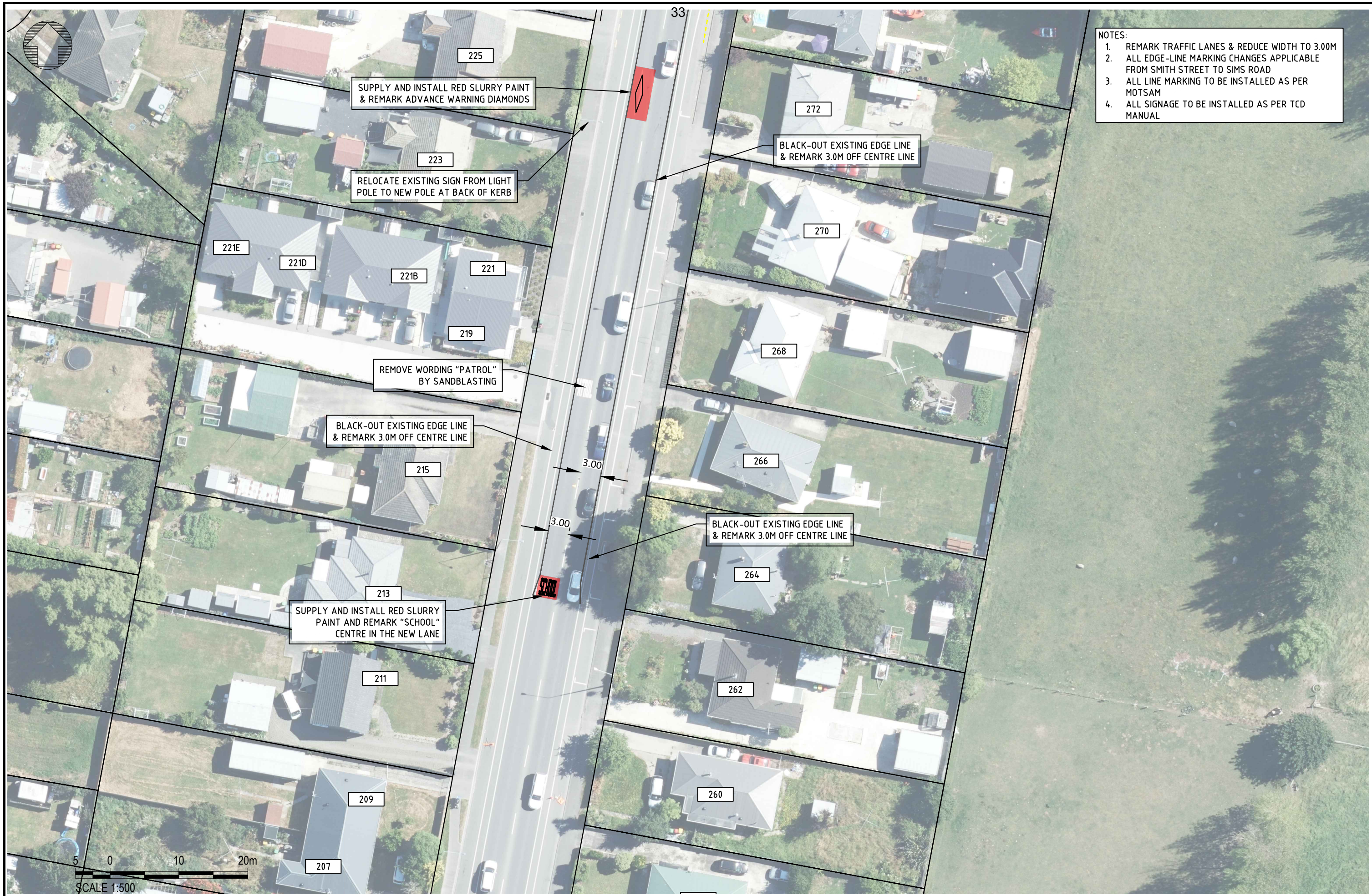
- The standard of our District’s transportation system is keeping pace with increasing traffic numbers.
- Communities in our District are well linked with each other and Christchurch is readily accessible by a range of transport modes.

### 7.4. Authorising Delegations

The Community Boards are responsible for considering any matters of interest or concern within their ward area and making a recommendation to Council.

The Utilities and Roding Committee have the Delegations to accept this report and approve the no stopping and parking restrictions recommended within this report.





- NOTES:
1. REMARK TRAFFIC LANES & REDUCE WIDTH TO 3.00M
  2. ALL EDGE-LINE MARKING CHANGES APPLICABLE FROM SMITH STREET TO SIMS ROAD
  3. ALL LINE MARKING TO BE INSTALLED AS PER MOTSAM
  4. ALL SIGNAGE TO BE INSTALLED AS PER TCD MANUAL



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	PRELIMINARY DESIGN	SS	KS	---	08/11/2023

SURVEYED	---	---/---/2020	PROJECT No	PD001696
DRAWN	SS	12/10/2023	CON No	CON2020---
DRAWING CHKD	KS	08/11/2023	SCALE (A3)	1:500
DESIGNED	SS	12/10/2023	DATUM ORIGIN	
DESIGNED CHKD	KS	08/11/2023	HORIZONTAL	NZTM GD2000
APPROVED	---	---/---/2020	VERTICAL	

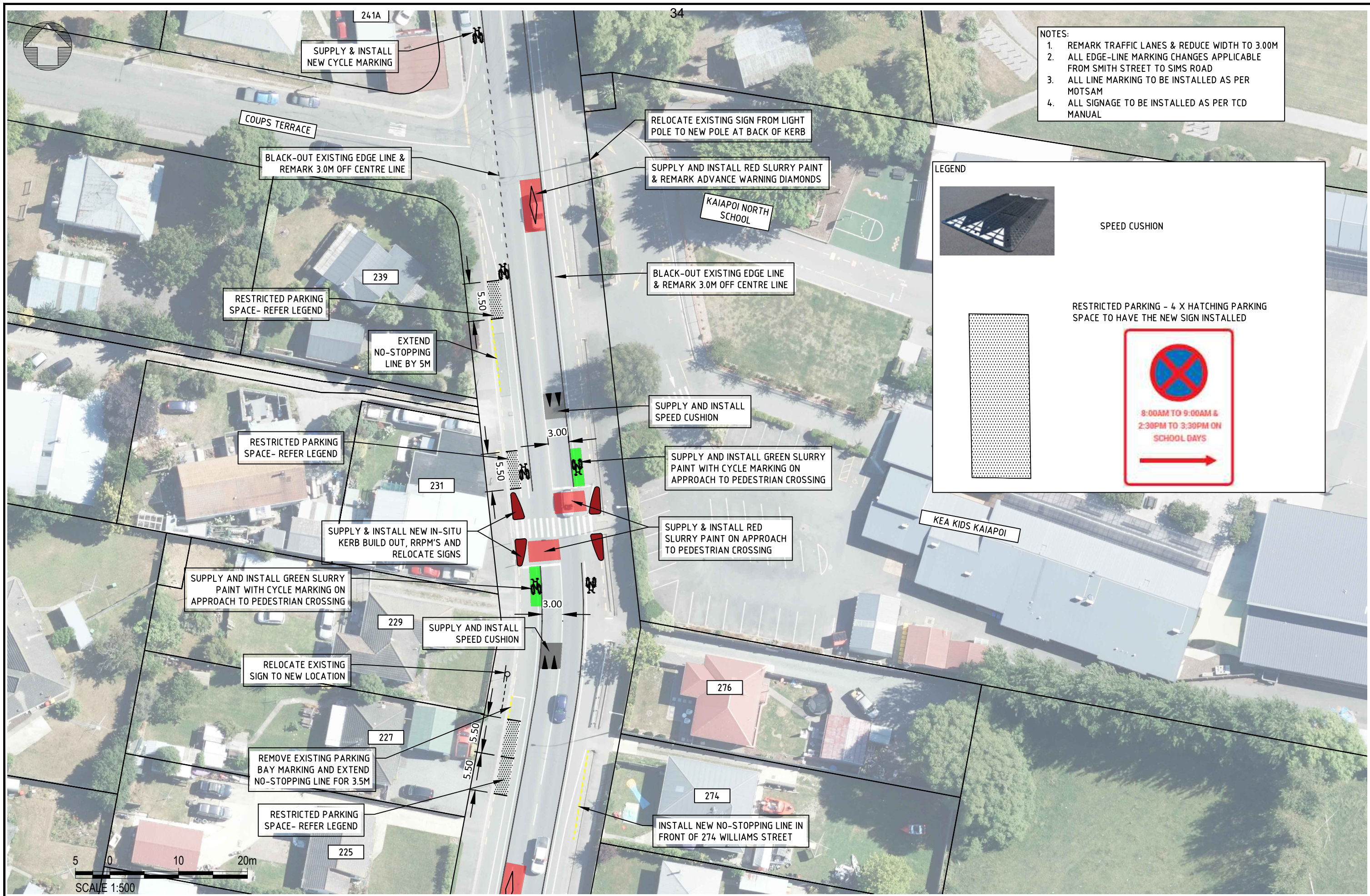


PROJECT  
**WILLIAMS STREET  
 KAIAPOI  
 NEW LINE MARKING**

SHEET TITLE  
**207 - 225 WILLIAMS STREET**

**PRELIMINARY**  
 NOT FOR CONSTRUCTION  
 DRAWING **4414**  
 SHEET A REVISION 01





- NOTES:
1. REMARK TRAFFIC LANES & REDUCE WIDTH TO 3.00M
  2. ALL EDGE-LINE MARKING CHANGES APPLICABLE FROM SMITH STREET TO SIMS ROAD
  3. ALL LINE MARKING TO BE INSTALLED AS PER MOTSAM
  4. ALL SIGNAGE TO BE INSTALLED AS PER TCD MANUAL

LEGEND

SPEED CUSHION

RESTRICTED PARKING - 4 X HATCHING PARKING SPACE TO HAVE THE NEW SIGN INSTALLED

8:00AM TO 9:00AM & 2:30PM TO 3:30PM ON SCHOOL DAYS

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	PRELIMINARY DESIGN	SS	KS	---	08/11/2023

SURVEYED	---	---	2020	PROJECT No	PD001696
DRAWN	SS	12/10/2023	CON No	CON2020-	
DRAWING CHKD	KS	08/11/2023	SCALE (A3)	1:500	
DESIGNED	SS	12/10/2023	DATUM ORIGIN		
DESIGNED CHKD	KS	08/11/2023	HORIZONTAL NZTM GD2000		
APPROVED	---	---	VERTICAL		



PROJECT  
 WILLIAMS STREET  
 KAIAPOI  
 NEW LINE MARKING

SHEET TITLE  
 WILLIAMS STREET - COUPS TERRACE  
 INTERSECTION

<b>PRELIMINARY</b> NOT FOR CONSTRUCTION	
DRAWING	4414
SHEET	REVISION
A	02





- NOTES:
1. REMARK TRAFFIC LANES & REDUCE WIDTH TO 3.00M
  2. ALL EDGE-LINE MARKING CHANGES APPLICABLE FROM SMITH STREET TO SIMS ROAD
  3. ALL LINE MARKING TO BE INSTALLED AS PER MOTSAM
  4. ALL SIGNAGE TO BE INSTALLED AS PER TCD MANUAL



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	PRELIMINARY DESIGN	SS	KS	---	08/11/2023

SURVEYED	---	---/---/2020	PROJECT No	PD001696
DRAWN	SS	12/10/2023	CON No	CON2020---
DRAWING CHKD	KS	08/11/2023	SCALE (A3)	1:500
DESIGNED	SS	12/10/2023	DATUM ORIGIN	
DESIGNED CHKD	KS	08/11/2023	HORIZONTAL	NZTM GD2000
APPROVED	---	---/---/2020	VERTICAL	



PROJECT	WILLIAMS STREET KAIAPOI NEW LINE MARKING
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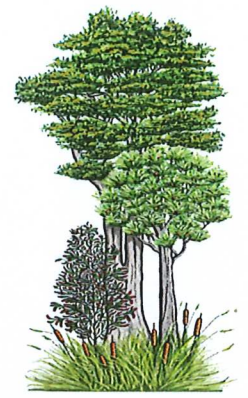
SHEET TITLE	WILLIAMS STREET - SIMS ROAD INTERSECTION
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<b>PRELIMINARY</b> NOT FOR CONSTRUCTION	
DRAWING	4414
SHEET	REVISION
A	03





Te Kura o Ruataniwha<sup>36</sup>  
**Kaiapoi North School**  
*Striving for Personal Excellence*



*Striving for Personal Excellence*

21 August, 2023

Shane Binder  
Senior Transportation Engineer  
Roading  
Waimakariri District Council

Dear Shane

We are writing to you to express our concern at the lack of progress so far in making the pedestrian crossing on Williams Street outside our school safe for all users, particularly our children and the mobility impaired. We have had regular reports from our principal Jason Miles regarding your correspondence with him about improving the safety of this crossing. Your most recent reply about the funds not being accessible for a number of years has prompted this letter from the Board of Trustees.

We believe that you, the Council are neglecting your duty of care to the public in allowing this situation to drag on with no resolution creating unnecessary risk for all people using the crossing. Currently the east end of the crossing is noncompliant, it is just too steep to be usable for anyone using a mobility aid of any kind, or who have young children in prams, pushchairs or strollers, to use. It is hazardous just to walk down, especially in damp & frosty conditions. As our principal has shared with you, **our preferred course of action is to install a new compliant ramp on the east side which will reduce the gradient allowing all users to safely access the pedestrian crossing.**

We do not see the WDC's alternative solution of relocating the pedestrian crossing further north on Williams Street as viable for the following reasons;

- the current location of the crossing is on a bend in the street which gives good visibility/sight lines from both directions for both pedestrians and motorists. Moving it could impact safe stopping distances for drivers as they come around the bend when there are people using the crossing.
- Locating the crossing to the north of Williams Street would place the crossing opposite Coups Terrace, a street which exits onto Williams Street towards the east which is always a busy intersection at school drop off & pick up times.
- There is a commercial business that operates on the intersection of Coups Terrace and Williams Street which will be negatively impacted by the increased pedestrian activity during drop off & pick up times.
- Relocation of the bus stop further north will need to be carried out and this will impact the proximity to the school, meaning students will have to walk further to and from the bus stop. This bus stop is used frequently during drop off and pick up times to service the community.



The safety of our whole school community is paramount and hence we urge the importance of resolving this issue in a timely manner. In the event of an accident on the crossing in either location, who would be held liable while the school crossing patrols are out?

We will not rule out getting public support to call for action from the WDC, including directly to the mayor and local MP. We trust that you will treat our concerns with the utmost urgency, and look forward to a timely reply in the near future.

Yours sincerely



Gregory Thompson,  
Chairperson of the KNS Board of Trustees.

**Attachment iii**

**Williams Street Pedestrian Crossing Improvements – Issues created by Williams Street geometry.**

**Photo 1: No. 274 Williams Street**

*Image below shows the cross-fall on the road shoulder, outside No. 274 Williams Street*



**Photo 2: No. 274 Williams Street**

*Image below shows the cross-fall on the road shoulder, outside No. 274 Williams Street and rubber deposits left following a vehicle that became stuck on the road due to the excessive cross-fall*



**Photo 3: (Street-view)**

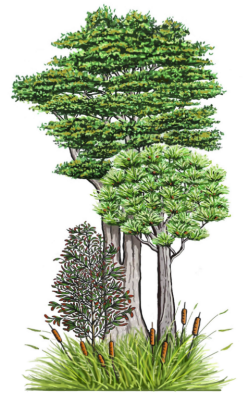
*Image below shows motor vehicles parked within the cycle lane to avoid the steep cross-fall outside No. 274 Williams Street*







Te Kura o Ruataniwha<sup>41</sup>  
**Kaiapoi North School**  
*Striving for Personal Excellence*



*Striving for Personal Excellence*

7th November, 2023

Shane Binder  
Senior Transportation Engineer  
Roading  
Waimakariri District Council

Dear Shane

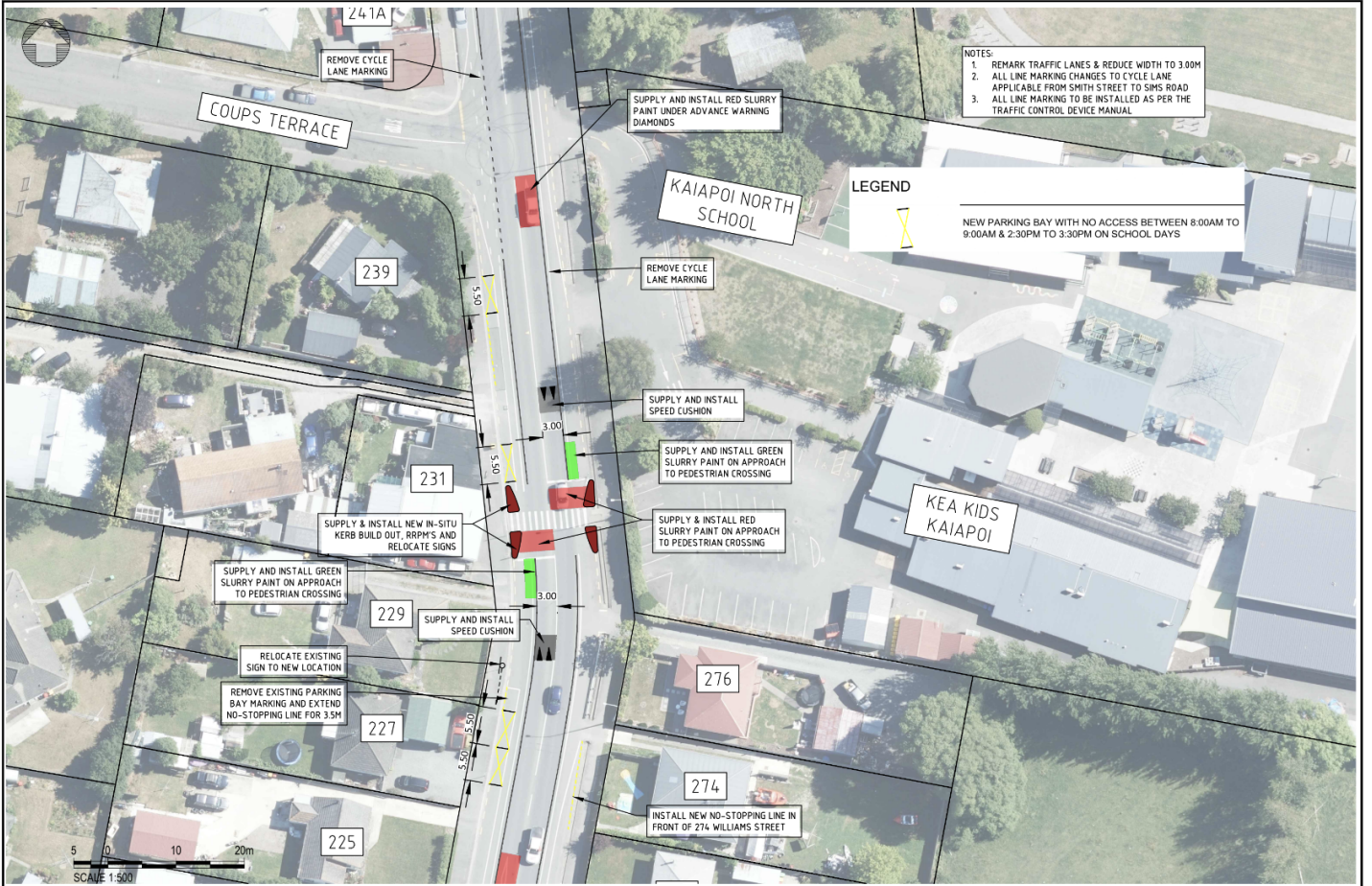
Thank you for meeting with us regarding our concerns laid out in [our letter to you on August 23, 2023](#) about the safety of the pedestrian crossing on Williams Street outside our school. Our concerns are for all users, particularly our children and the mobility impaired. Currently the east end of the crossing is non-compliant, the “ramp” is just too steep to be usable for anyone using a mobility aid of any kind, or those who have young children in prams, pushchairs or strollers. It is hazardous just to walk down, especially in damp & frosty conditions. As our principal has shared with you, **our preferred course of action is to install a new compliant ramp on the east side which will reduce the gradient allowing all users to safely access the pedestrian crossing.** Your preliminary plans to rectify this look good, however we are very concerned that you have outlined you have no funding allocated to this project as yet. Our Board of Trustees look forward to discussing this urgent safety matter with you in the near future.

**We do however support your proposal scheme that you are proposing for the road on the Williams St crossing in front of Kaiapoi School.** Your focus on improving the conspicuity of the crossing and bringing it up to standard with proper kerb extensions, signage, speed humps, and markings will improve the safety for all pedestrians. We support your wish for approval from the Kaiapoi Tuahiwi Community Board and would appreciate a deputation from our school being able to attend the Community Board meeting to support improvements to visibility and reducing driver speed at the crossing to support students walking and cycling to/from school.

The safety of our whole school community is paramount and hence we urge the importance of improving the visibility of the crossing and resolving the issue of a non-compliant and unsafe ramp in a timely manner. In the event of an accident on the crossing or exit, who would be held liable while the school crossing patrols are out?

We trust that you will treat our concerns with the utmost urgency, and look forward to a timely reply in the near future.

Yours sincerely  
Gregory Thompson,  
Chairperson of the KNS Board of Trustees.



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**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** RGN-05-07/ 231110180701

**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD

**DATE OF MEETING:** 20<sup>th</sup> November 2023

**AUTHOR(S):** Grant MacLeod – Greenspace Manager  
Chrissy Taylor-Claude – Parks Officer, Greenspace

**SUBJECT:** Kaiapoi Food Forest Education Shelter

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

  
General Manager

  
Chief Executive

**1. SUMMARY**

- 1.1. This report is to seek approval from the Kaiapoi Tuahiwi Community Board for the Kaiapoi Food Forest Trust (the Trust) to construct an education shelter at the Kaiapoi Food Forest site.
- 1.2. The new facility is expected to support education groups and events held at the Food Forest. The shelter includes an open area under cover along with a secure storage area. The Trust would like to include a toilet within the shelter.
- 1.3. The Kaiapoi Food Forest Trust have a License to Occupy (LTO) in place which runs from 1<sup>st</sup> September 2020 through to 2035 with a right of renewal in 2025.
- 1.4. The installation of the shelter has not been communicated by Council to the wider community or views sought on its installation. This is a project submitted by the Kaiapoi Food Forest Trust to support its operation onsite including workshops and education programs. The installation of a shelter and toilet at this location is not within a Council Level of Service and is purely to support the food forest operation.
- 1.5. The construction of the shelter and toilet is estimated to cost \$150,000 and this amount will be externally funded by the Trust. The Trust intend to fund the project by fundraising, applying for grants and getting funding through community support for materials and construction of the building. The Trust currently has \$25,000 remaining through their grant from Ministry of Social Development to contribute to this project. Having permission for the shelter from the Community Board will enable the Kaiapoi Food Forrest Trust to seek funds from more funders. The shelter and toilet once built will be an asset that the Trust owns and maintains.

Attachments:

- i. Proposed building plans. (Trim: 231109180286)

**2. RECOMMENDATION**

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

- (a) **Receives** Report No. 231110180701.
- (b) **Approves** the instalment of an education shelter at Kaiapoi Food Forest.
- (c) **Declines** the construction of a permanent toilet at the Kaiapoi Food Forest.

- (d) **Declines** the instalment of a temporary toilet at the Kaiapoi Food Forest.
- (e) **Approves** the installation of signage indicating the direction of the public toilets at Norman Kirk Park.
- (f) **Notes** that staff will work with the Food Forest Trust to ensure that appropriate communication is sent out to the wider public should the shelter and toilet be supported by the Kaiapoi-Tuahivi Community Board.
- (g) **Notes** that the shelter once built would be owned and maintained by the Food Forest Trust.
- (h) **Notes** that there is public toilet provision located at the changing rooms on Norman Kirk Park within 300 metres of this proposal, hence a public toilet at this location would exceed Levels of Service.
- (i) **Notes** that in March 2022 the Kaiapoi Tuahivi Community Board approved in principle the footprint of a shelter at the Kaiapoi Food Forest.
- (j) **Notes** that the approval of the installation of a toilet sits outside the delegation of the Community Board as it is above Councils current Levels of Service. A separate report would need to be submitted to Council seeking approval for this option.

### 3. **BACKGROUND**

- 3.1. The Kaiapoi Food Forest began in 2017 in Kaiapoi beside Norman Kirk Park with the aim to connect, nourish, educate, and inspire the community. The Food Forest is maintained by the Kaiapoi Food Forest Trust who hold a License to Occupy the site.
- 3.2. The Kaiapoi Food Forest Trust have a license to occupy (LTO) in place which runs from 1<sup>st</sup> September 2020 through to 2035 with a right of renewal in 2025. Within this LTO, clause 2 states that  
  
*“The Food Forest can, in partnership with Council staff, update the concept plan to reflect changes in development opportunities. These changes will be subject to approval by the Kaiapoi-Tuahivi Community Board.*
- 3.3. The LTO also states under section 23 *“The Licensee must not make or permit: any construction or erection of buildings or other improvements on the Licensed Area or make any alterations or additions to the Licensed Area; without the Council’s prior written approval.”*
- 3.4. Over the past 5 years, the Kaiapoi Food Forest has grown in use significantly with visits from preschools, schools, and other groups. The Kaiapoi Food Forest Trust would like an education facility in the Food Forest to help teach people to grow food sustainably. The demand for these programs is growing and the Trust wish install a permanent toilet and shelter to support these activities. The shelter and toilets will be predominantly used for education programs and events.
- 3.5. The Food Forest Trust has a capital grant fund allocated for the development of the Food Forest from Council. This fund is for the development of infrastructure on the site that contributes and supports their activities. This fund is held by Council and currently has a current balance of \$40,000. The Trust has not requested use of this fund at this stage. If the Trust want to allocate some of this to the shelter, a further report to the Community Board would be required.
- 3.6. In Mid 2021 the Kaiapoi Food Forest Trust submitted to Council proposing the concept of a shelter/gazebo to be installed at the food forest. The Trust highlighted that it wished to have some form of shelter to support the workshops and education program that it runs for the community and visiting schools. The Trust was also aware that in order to progress this concept it needed to secure external funding for the project.



- 3.7. At the time of the discussions, the Trust expected the project to cost up to \$100,000 but this has since risen to \$150,000, including the toilet. This cost was provided by the Trust. However, staff estimate the total price may be higher. In order to approach funders to secure further support the Trust requires approval from Council as the landowner. The Trust currently has \$25,000 remaining from funding obtained from Ministry of Social Development. The Trust had also indicated that private investors had shown interest in supporting the project and expect it will likely be able to source external funding. If the Trust could not attain sufficient external funding, the Trust would work with Council staff on allocating some of its capital grant funding into this project if required.
- 3.8. Staff have also informed the Trust that there is no intention from Council under its current Levels of Service to provide any further public toilets in the area given the location of the Norman Kirk changing rooms within 300 metres of this location. However, the Trust are still interested in pursuing a toilet that could be available on site when they have education programs or workshops in operation.
- 3.9. In March 2022, the Kaiapoi Tuahiwi Community Board approved in principle the footprint of a shelter at the Kaiapoi Food Forest on the condition that a subsequent report would be required once funding was in place and final design had been submitted by the Kaiapoi Food Forest Trust for consideration. Understanding the funding strategy and ongoing financial and operational risk was required prior to a toilet being approved. These requirements have since been adhered to.

#### **4. ISSUES AND OPTIONS**

- 4.1. Option 1- Approve the building excluding the toilet.

Staff are recommending this option. There are public toilets located at the changing rooms at Norman Kirk Park within 300 metres of the Food Forest, a public toilet at the Food Forest would exceed Levels of Service. In addition to this, the Food Forest users have access to the Church toilet facilities by arrangement and events can be serviced through the provision of a Portaloo.

This option will mean there is a lower cost to the Trust but would not meet the Trusts aspirations due to the exclusion of a toilet. The Trust will have to adjust their building plans if this option was chosen.

- 4.2. Option 2- Recommend to Council that permission is given for a permanent toilet at the Food Forest.

Staff are not recommending this option due to being above Councils Levels of Service and the ongoing risk to Council that the site may become a Council asset. This is however, the preferred option of the Trust. The Trust would like a shelter and a toilet to support their activities. The Trust has informed staff that the Food Forest users have access to the toilets at the Church across the road, but this is limited. Access to these facilities is by arrangement only and relies on the availability of Church members. There is also no guarantee they will continue to have access to the Church. The Trust has utilised the Church facilities for events but have also found it easier to have a Portaloo on-site for these occasions. In addition, Food Forest users have access to Norman Kirk Park 300 metres away, in some instances this may present issues for children or those with mobility issues.

- 4.3. Option 3- Status quo – do not support the installation of a shelter as proposed at the food forest.

Staff do not recommend this option. This option would retain the current setup at the Food Forest and mean the Trust would need to adjust their future plans. This option would not support the programs or workshops that the Trust runs and would not resolve the demand they are getting to run such programs. Ultimately the Trust provides a community benefit that assists with food awareness and production and is reflective of the support Council is seeing with the food satisfy movement. Constructing a shelter at the Food Forest will provide shade from the sun and rain and create a more inviting space and will encourage increased use of the site from more groups.

#### **Implications for Community Wellbeing**

There are implications on community wellbeing by the issues and options that are the subject matter of this report. The community does benefit from the existence of the Food Forest and the programs it runs. The improved facilities will increase the capacity and improve Food Forest users experience.

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

### **5. COMMUNITY VIEWS**

#### **5.1. Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report. It does not significantly affect or change the use of the current site or the activities undertaken.

#### **5.2. Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. The installation of the shelter may bring further users into the Food Forest and will support community programs around food resilience.

#### **5.3. Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report as it provides for development at a publicly owned reserve. Whilst the Food Forest is well supported the shelter has not yet been engaged on with the community. Should the Board approve this shelter, staff would work with the Trust to undertake consultation with the surrounding community.

### **6. OTHER IMPLICATIONS AND RISK MANAGEMENT**

#### **6.1. Financial Implications**

This budget is not included in the Annual Plan/Long Term Plan as it is not a Council derived project.

There is no financial cost to Council for this project. The construction of the shelter and toilet is estimated to cost \$150,000 and this amount will be externally funded by the Trust. The construction and upkeep of the shelter will be the responsibility of the Trust. If a permanent toilet was included development contributions may be required from the Trust as new services would need to be installed, which would be an addition to the current system. Utilities and Roding staff have indicated it would cost approximately \$20,000 for service connection for the toilet. This cost would be the responsibility of the Trust, should a toilet be installed.

The Food Forest Trust has a capital grant fund allocated for the development of the Food Forest from Council. This fund is held by Council and currently has a current balance of \$40,000. The Trust has not requested use of this fund at this stage. If the Trust want to allocate some of this to the shelter, a further report to the Community Board would be required.

## 6.2. Sustainability and Climate Change Impacts

The recommendations in this report do have sustainability and/or climate change impacts. The Trust and the Food Forest assists in allowing people to be aware how to plant food sources within their own backyard and also generates a number of pollinating species onsite. This has a tangible local benefit to the surrounding environment.

## 6.3. Risk Management

There are risks arising from the adoption/implementation of the recommendations in this report. If the Trust is unable to secure private funding, then it will likely approach Council to receive extra support by using their capital grant fund which currently has a balance of \$40,000. This project would align with the purpose of this fund.

There is an ongoing operational risk that if the shelter becomes a burden to operate that the Trust may turn to Council for assistance with such costs. Staff have outlined in the report that the shelter and its operational costs should remain with the Trust. However, if the Trust could not fulfil this requirement, Council is the underlying landowner and would have to take on the asset if a community group or Trust no longer has the capacity to do so. Having a toilet at the Food Forest will exceed Levels of Service and have an added ongoing maintenance cost. For this reason, the toilet would be decommissioned if it were to come under Council ownership.

There is a risk when building in the red zone, costs may increase due to added foundation and engineering requirements.

## 6.4. Health and Safety

There are health and safety risks arising from the adoption/implementation of the recommendations in this report. There will need to be health and safety plans considered and submitted through the construction process of the shelter and standards adhered to once it is installed.

## 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  
Reserves Act  
Resource Management Act  
Building Act

### 7.3. Consistency with Community Outcomes

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

- There is a strong sense of community within our District.

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

- There is a healthy and sustainable environment for all.

People are actively encouraged to participate in improving the health and sustainability of our environment.

People are connected to the natural world within the built environment.

- People's needs for mental and physical health and social services are met.

There are wide ranging opportunities to support people's physical health, social and cultural wellbeing.

- People have wide ranging opportunities for learning and being informed.

Our educational facilities and libraries and cultural centres are well resourced and have the capacity to manage and respond to changing demographics.

Our people are easily able to get the information they need.

#### 7.4. **Authorising Delegations**

Through the LTO, the Kaiapoi Tuahiwi Community Board has delegation to consider the proposal put forward by the Kaiapoi Food Forest Trust.


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A2.02	Framing Plan	-	-	-	-
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A2.05	Electrical Plan	-	-	-	-
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A6.01	Door & Window Schedule	-	-	-	-
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ISSUE DATE	BC 07.11.22	RF1 #1 01.03.23	RF1 #2 31.07.23
		49	



**KAIAPOI FOOD FOREST**  
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E: brent@kaiapoi.nz  
P: 027224767



**RW DESIGN**  
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A: 178 Williams St, Kaiapoi E: designteam@rwdesign.nz

DESIGNER: RW/A	PROJECT#	21076
TECHNICIAN: RHW		

# A0.01b

SHEET 1 of 24

LEGAL NOTES: 1. Subject to council approval. 2. All measurements to be confirmed on site by the contractor prior to the commencement of construction. 3. The contractor shall be responsible for obtaining all necessary resource consent conditions or approval in every form or by any means within the water jurisdiction of RW Design Limited.



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Regulations 1992, Clause 3  
BC221525 8/08/2023 kathys

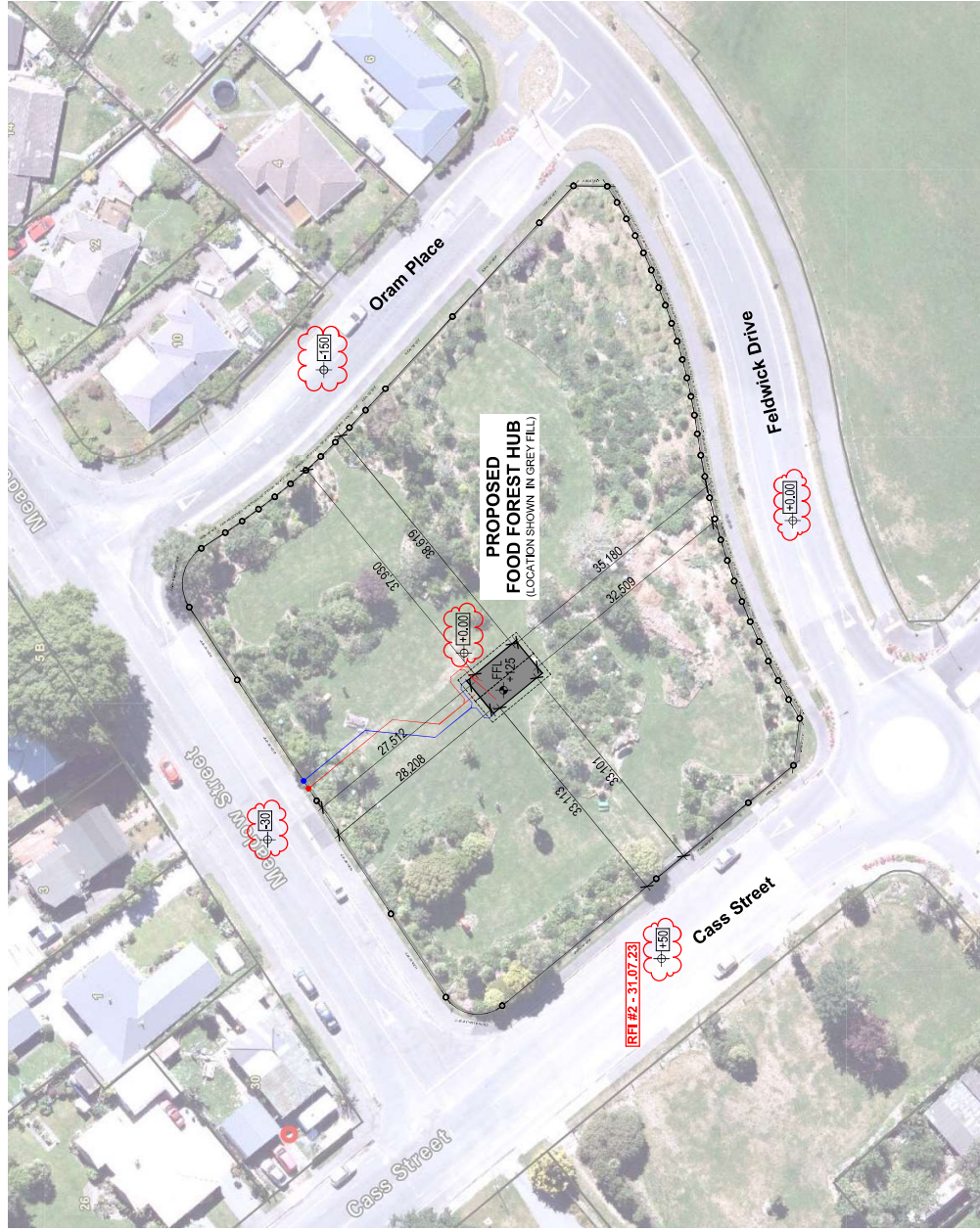
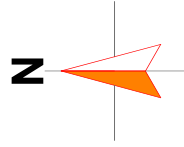
# PROPOSED FOOD FOREST HUB

FOR KAIAPOI FOOD FOREST TRUST AT 1 FELDWICK DRIVE, KAIAPOI  
**BUILDING CONSENT SET**



LEGAL NOTES: 1. Subject to council approval, 2m measurements to be confirmed on site by the contractor prior to the commencement of any work. 2. All measurements to be confirmed on site by the contractor prior to the commencement of any work. 3. Copyright may be reproduced or copied in any form or by any means without the written permission of RW Design Limited.

CONSENT ISSUED BC221525 Page 3 of 25



**GENERAL NOTES:**

- Site Area: 5813.31m<sup>2</sup>
- Exposure Zone: C
- Wind Zone: High
- Earthquake Zone: 2
- Show Zone: N4
- Territorial Authority: WAIMAKARIRI
- Planning Zone: Res 2
- General: Concept subject to TA rules and regulations. All dimensions to be confirmed on site.
- Foundation Type: Engineered
- Site Services: Stormwater: Council Connection at Boundary  
Sewer Connection: Council Connection at Boundary

**SCOPE OF WORKS:**

- The Function**  
The proposed project involves the construction of a new Kaiapoi Food Forest hub, which contains a covered area, toilet, kitchenette & storage area for tables & chairs.  
Primarily for members of the Food Forest but also for meetings, community workshops.
- The Form**  
The proposal is construction of timber materials with engineering as required. Walls are to be constructed in accordance with 3604:2011, but the foundation, beams and posts will be engineered.  
The Wall claddings have been nominated as Timber weatherboard.  
The soffits are to be grooved ply. The Fascias are to be timber and the posts are spec'd as Glulam.
- SITE LEGEND:**  
  - 100mm uPVC surface water drain at 1:100 gradient to existing laterals at boundary. (SW)
  - 100mm uPVC foul water drain at 1:80 gradient to existing laterals at boundary. (FW)

I hereby confirm that the building has been set out in accordance with consented site plans and the finished floor level complies with the minimum level indicated.

Signed ..... Dated .....

Name .....

LBP No. ....

**Steps & Paths:**  
A Steps/s or appropriate landscaping is to be provided if drop from external doors is greater than 190mm from FFL to FGL. All access routes must provide a non-slip surface in accordance to NZBC D1/AS Table 2. Convey surface water from sealed drive to an appropriate approved outfall.

**Hard Landscaping Falls:**  
Paving falls @ 1:100

WAIMAKARIRI DISTRICT COUNCIL  
Plans and specifications APPROVED in accordance with the Building Act 2004, clause 49 and the Building Regulations 1992, Clause 3  
BC221525 8/08/2023 kathys

**BUILDING CONSENT SET**

**RW DESIGN**  
P: 03 312 2502  
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W: www.rwdesign.nz

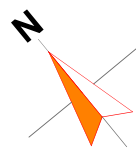
**A1.01a**  
SHEET 2 of 24

#	DATE	ISSUE	DESIGN:	SHEET NAME	SCALE: 1:750 AT A3
1	29/05/23	CONCEPT V1	RW/AL	<b>Site Plan</b>	SCALE: 1:750 AT A3
2	25/07/23	CONCEPT V2	RW/AL		
3	05/08/23	CONSENT	RHW		
4	05/12/23	REVISED PER COMMENTS	RHW		
5	01/02/23	RFI #1	AL		
6	31/07/23	RFI #2	AL		
<b>PROPOSED FOOD FOREST HUB</b>			<b>PROJECT #21076</b>		
FOR <b>KAIAPOI FOOD FOREST TRUST</b>			LEGAL DESCRIPTION <b>1 FELDWICK DRIVE, KAIAPOI</b>		
PROJECT #21076			1/1, Section 3-6 Survey Office Plan 526896		

**KAIAPOI FOOD FOREST**  
W: Meadow Street & Oram Place, Kaiapoi  
E: urua@kaiapoi.nz  
P: 03 222 9757

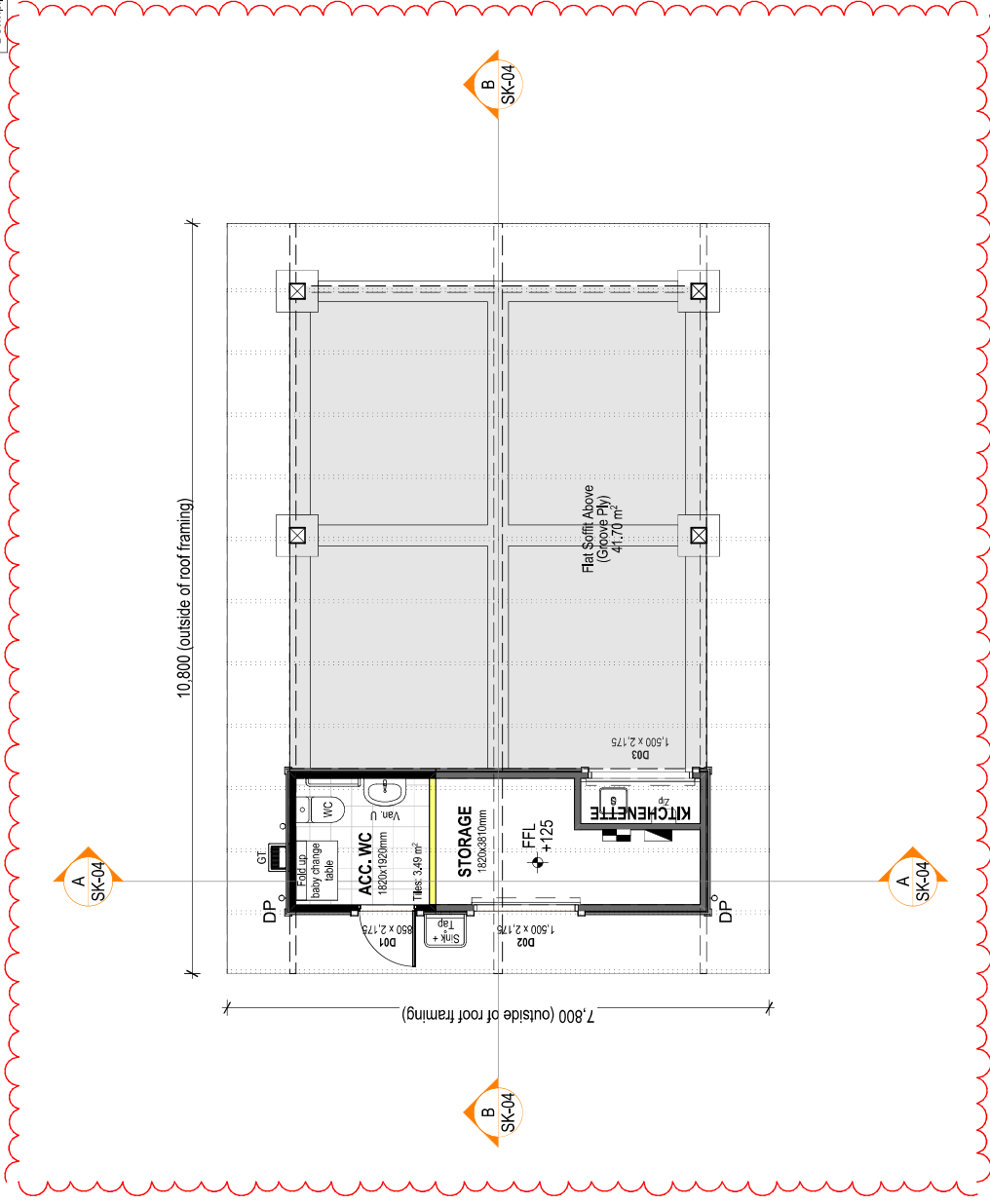
- Meter Board
- Distribution Board
- Gully Trap
- Downpipe

RFI # 1.01.03.23



**GENERAL NOTES**

- Ground Floor Perimeter (Over Foundation) 16,000.0 mm
- Ground Floor Area over Framing 12.00 m<sup>2</sup>
- Ground Floor Area over Foundation 12.00 m<sup>2</sup>
- Roof Pitch 25°
- Eaves Width 600mm
- Gable Width 900mm
- Height To Underside of Truss 2755mm
- Lintel Height 2175mm
- Soffit Height 2300mm
- Soffit Type Raking
- Linings GIB
- Ceiling Battens 70x35mm timber ceiling battens @ 400mm c/s
- Wall Cladding Materials Selected H3.2 Timber Weatherboard 180mm on 20mm Cavity.
- Roofing Materials Selected Colorsteel Longrun Corrugate Roofing.
- Engineering: Foundation Beams Post
- Ceiling Vents: Bathroom vented directly to exterior.



RFI # 1.01.03.23

**Additional Notes:**  
 Access routes shall have adequate slip-resistants to all walking surfaces and comply with D/IAS1 Section 2.0.  
 Accessible toilet to comply with G1/IAS1, Figure 6.  
 Refer to drawing sheet A5.60a Accessible WC for proposed layout.

**KAIAPOI FOOD FOREST**  
 W. Massey Street & Oran Miro, Kaiapoi  
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 P: 0372224767

PROJECT NAME:  
**PROPOSED FOOD FOREST HUB**  
 FOR  
**KAIAPOI FOOD FOREST TRUST**  
 ADDRESS:  
**1 FELDWICK DRIVE, KAIAPOI**  
 LOCAL DESCRIPTION:  
**1/1, Section 3-6 Survey Office Plan 526896**

SHEET NAME  
**Floor Plan**  
 SCALE: 1:75 AT A3

#	DATE	ISSUE
1	29/05/23	CONCEPT V1
2	25/07/23	CONCEPT V2
3	05/12/23	FOR BUILDING CONSENT
4	05/12/23	REVISED PER COMMENTS
5	01/03/23	RFI #1

DESIGN:	RW/AL
DRAWN:	RHW
CHECKED:	AL

**RWD DESIGN**  
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 E: [design@rwdesign.nz](mailto:design@rwdesign.nz)  
 P: 03 312 2502  
 A: 178 Williams St, Kaiapoi

**BUILDING CONSENT SET**

WAIMAKARIRI DISTRICT COUNCIL  
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 BC221525 8/08/2023 kathys

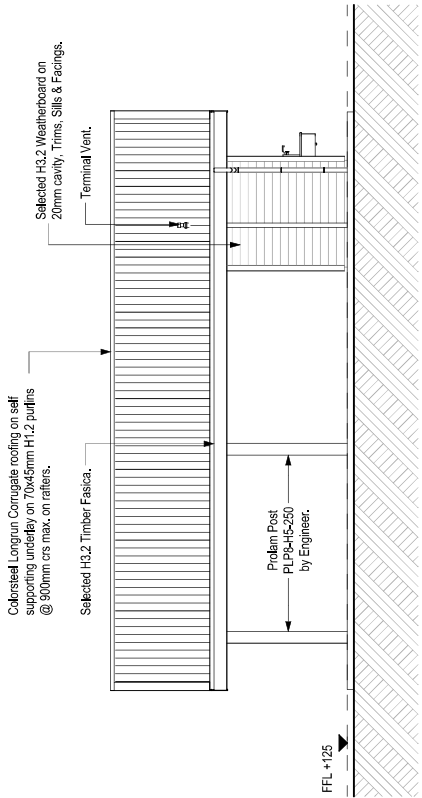
**A2.01a**  
 SHEET 5 of 24

BUILDING ENVELOPE RISK MATRIX		
Risk Factor	Risk Severity	Risk Score
Wind zone (per NZS 3604)	High risk	1
Number of storeys	Low risk	0
Roof/wall intersection design	Low	0
Eaves width	Low	0
Envelope complexity	Low	0
Deck design	Medium risk	2
<b>Total Risk Score:</b>		<b>3</b>

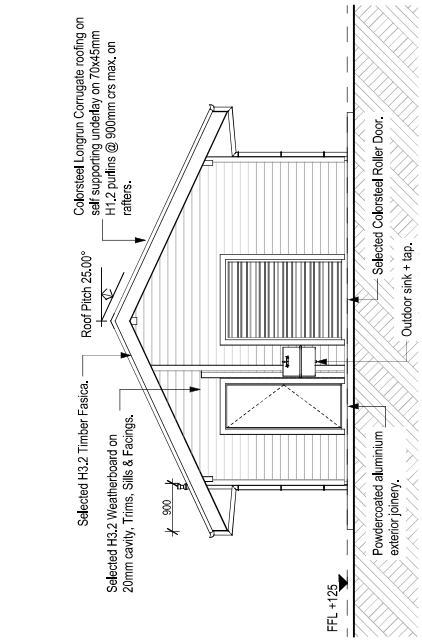
BUILDING ENVELOPE RISK MATRIX		
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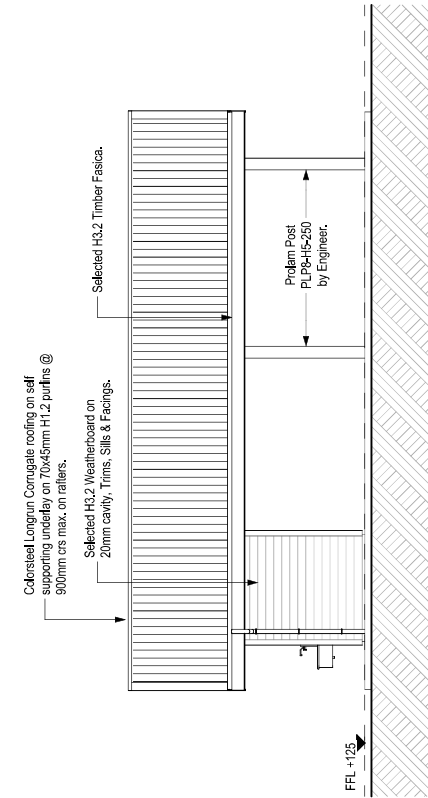
BUILDING ENVELOPE RISK MATRIX		
Risk Factor	Risk Severity	Risk Score
Wind zone (per NZS 3604)	High risk	1
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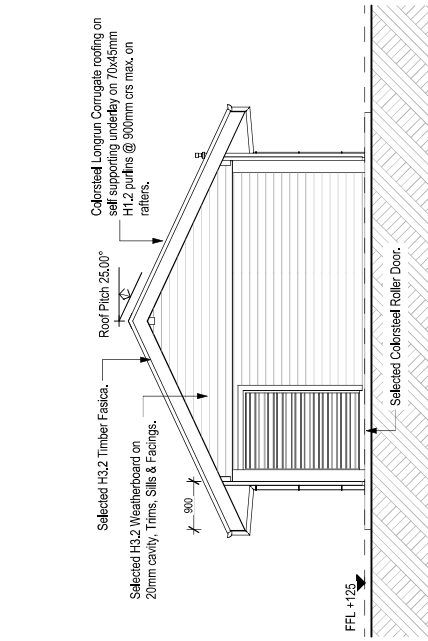
**North Elevation**  
SCALE 1:100 @A3



**West Elevation**  
SCALE 1:100 @A3



**South Elevation**  
SCALE 1:100 @A3



**East Elevation**  
SCALE 1:100 @A3

WAIMAKARIRI DISTRICT COUNCIL  
Plans and specifications APPROVED in accordance  
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**BUILDING CONSENT SET**

<p><b>KAIAPOI FOOD FOREST</b> 16 Massey Street &amp; Oran Miro, Kaiapoi E: burea@kaiapoi.nz P: 0372224767</p>	<p>PROJECT NAME: <b>PROPOSED FOOD FOREST HUB</b></p>	<p>SHEET NAME <b>Elevations</b></p>	<p>DESIGN: RW/AL</p>
	<p>FOR <b>KAIAPOI FOOD FOREST TRUST</b></p>	<p>ADDRESS: <b>1 FELDWICK DRIVE, KAIAPOI</b></p>	<p>SCALE: 1:100 AT A3</p>
<p>PROJECT #21076</p>	<p>LEGAL DESCRIPTION: <b>1/1, Section 3-6 Survey Office Plan 526896</b></p>	<p>CHECKED: AL</p>	<p>DATE</p>
			<p>ISSUE</p>
			<p>1 29/05/23 CONCEPT V1</p>
			<p>2 25/07/23 CONCEPT V2</p>
			<p>4 05/12/23 BUILDING CONSENT VETTING RFI</p>
			<p>W: www.rwdesign.nz E: designteam@rwdesign.nz P: 03 312 2502 A: 178 Williams St, Kaiapoi</p>

**A3.01**  
SHEET 10 of 23

**RWD DESIGN**



**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** BAC-03-98 / 231103176324

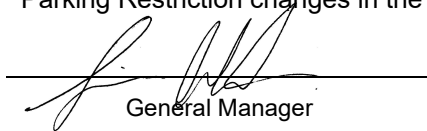
**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD


**DATE OF MEETING:** 20 November 2023

**AUTHOR(S):** Vanessa Thompson, Senior Advisor Business & Centres  
Shane Binder, Senior Transportation Engineer

**SUBJECT:** Parking Restriction changes in the Kaiapoi Town Centre

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

  
General Manager

  
Chief Executive

**1. SUMMARY**

1.1. This report seeks Kaiapoi-Tuahiwi Community Board endorsement for some parking restriction changes in the Kaiapoi town centre as follows:

- (i) Fire and Emergency New Zealand (51 Hilton Street): the addition of four P120 parks and no-stopping lines at the Hilton Street frontage of the FENZ station.
- (ii) Cattermoles Butchery (159-161 Williams Street): the addition of one P15 carpark in front of Cattermoles Butchery and Kaiapoi Super Seven Dairy.
- (iii) Tom Ayers Reserve Off-Street Carpark: the addition of a P120 parking restriction to the off-street carpark.
- (iv) Kaiapoi Central Park-and-Ride: the removal of some or all of the P120 parking to increase the availability of park-and-ride carparking, and the addition of a maximum 3-day parking restriction at the site.

**2. RECOMMENDATION**

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

- (a) **Receives** Report No. 231103176324.

*AND*

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

**THAT** the District Planning and Regulation Committee:

- (b) **Approves** the addition of four P120 parks and no-stopping lines at the Hilton Street frontage of the FENZ station to support the station's unobstructed access to Hilton Street.
- (c) **Approves** the addition of one P15 on-street park at 159-161 Williams Street, to support fast parking turnover for Cattermoles Butchery and Kaiapoi Super Seven Dairy.
- (d) **Approves** the application of a P120 restriction to the Tom Ayers off-street carpark to support short-stay visitor parking for proximity businesses in this area, including for Paris for the Weekend Café.

- (e) **Approves** the entirety of the Kaiapoi Central park-and-ride existing P120 carparks (x48) being converted to all-day park-and-ride parking.

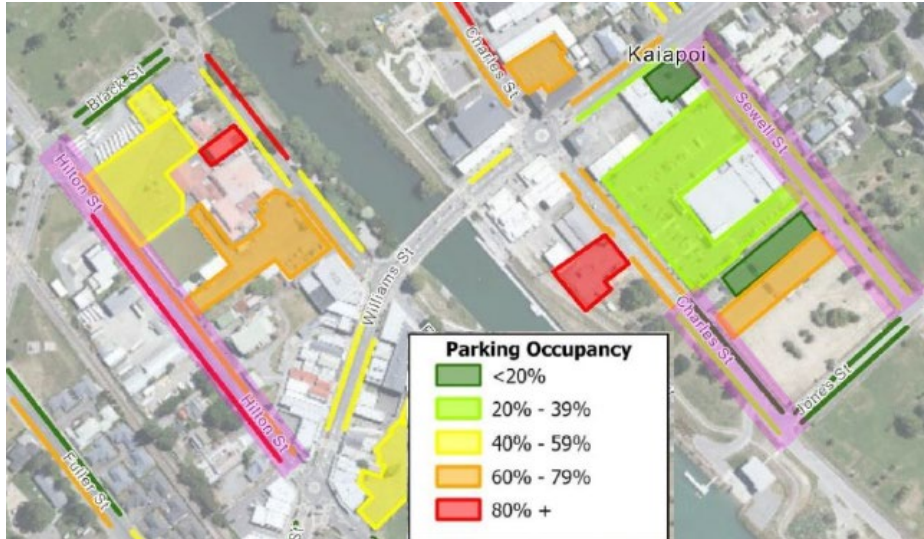
**OR**

- (f) **Approves** a portion of the Kaiapoi Central park-and-ride existing P120 carparks (x25 park, Image 8, orange section) remaining P120 parking, while the rest (x23 parks) are converted to all-day park-and-ride parking.
- (g) **Approves** the addition of a 3-day maximum parking limit at the Kaiapoi Central park-and-ride to support Waimakariri District Council parking enforcement at the site.

### 3. **BACKGROUND**

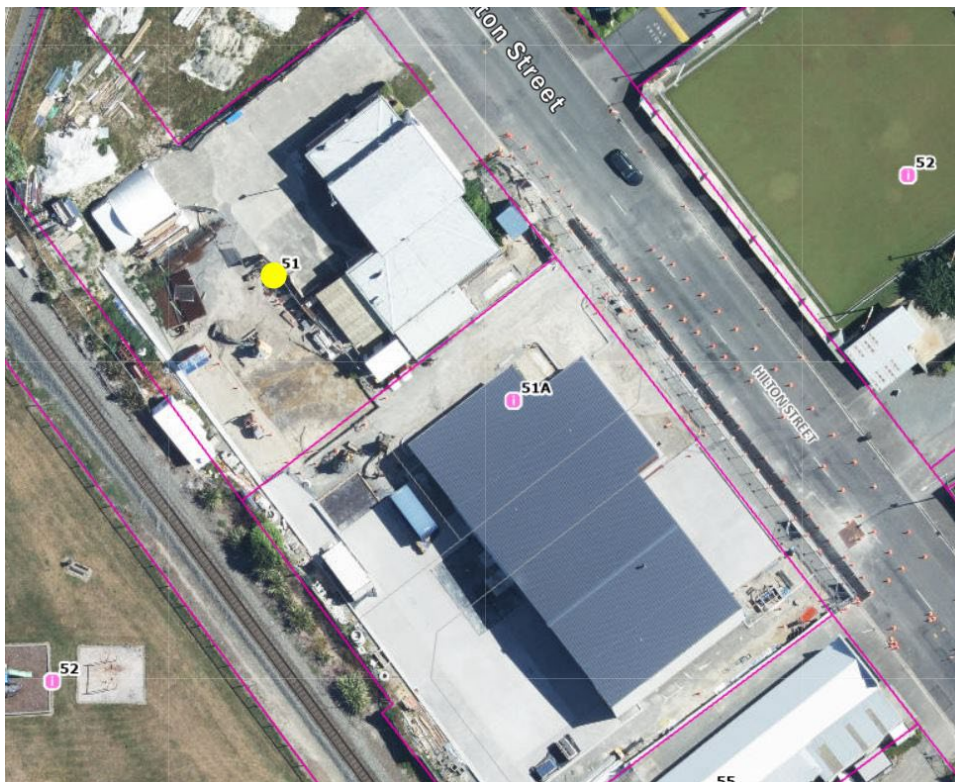
- 3.1. In September 2021, staff commissioned Abley to complete a review of parking restrictions in the Kaiapoi town centre. The purpose of the review was to assess the appropriateness of the parking restrictions within the wider town centre environment and especially after the introduction of the new park-and-ride lots on Charles Street (Kaiapoi Central) and Wrights Road (Southern Kaiapoi) in 2020. In September 2022, staff commissioned Abley to complete the biannual survey of parking in the Kaiapoi town centre to analyse supply and demand relationships as well as assess parking turnover (duration of stay). Alongside these formal analyses, staff also conduct weekly surveys of occupancy in the Kaiapoi park-and-ride lots to determine their ongoing utilisation and performance.
- 3.2. Transport engineers generally recommend that 80%-85% is the optimal occupancy range for parking. While it does mean higher circulation as motorists 'hunt' for an available park, it also means that valuable town centre land is not being underutilised by unoccupied parking lots. Higher than 85% denotes difficulties for motorists searching for a car park.
- 3.3. Key findings from the above three monitoring projects and their link to the proposed parking restriction changes, include:
- Fire and Emergency New Zealand (FENZ)
- 3.4. The 2021 Abley *Kaiapoi Parking Restrictions Review* recommended adding a P120 time restriction to on-street parking on Hilton Street between Williams and Peraki Streets (where the new fire station is) due to high parking demand and limited supply in the area (the 2022 Abley parking survey identified 75-85% average occupancy, with occupancy at the higher end on the FENZ side of the street). However, this change was not recommended by staff in order retain long-term unrestricted parking close to the town centre.

Image 1: Peak parking occupancy (2022 Kaiapoi Abley town centre parking survey)



- 3.5. The old FENZ fire station at Hilton Street had limited off-street parking for volunteer fire fighters to use when arriving to respond to an emergency. The new fire station has a sizeable lot immediately north, which should provide ample carparking for volunteer use.
- 3.6. Feedback from FENZ also suggested that fire appliance circulation at the new station will have vehicles exiting (e.g., to respond to an emergency) from the southeast access and returning back to the station at the northwest access. Station staff raised a concern around the possibility of large vehicles parking adjacent to the station and blocking visibility for fire appliances exiting the station. They also commented on the need for returning appliances to have adequate space on Hilton Street to turn into the northwest access.

Image 2: New FENZ centre (51a Hilton Street)





### Cattermoles Butchery

- 3.7. The carriageway on Williams Street in front of 159/161 Williams Street presently does not have any parking restrictions and analysis of parking performance in this area has not been included in regular town centre parking surveys or the 2021 parking restriction review.

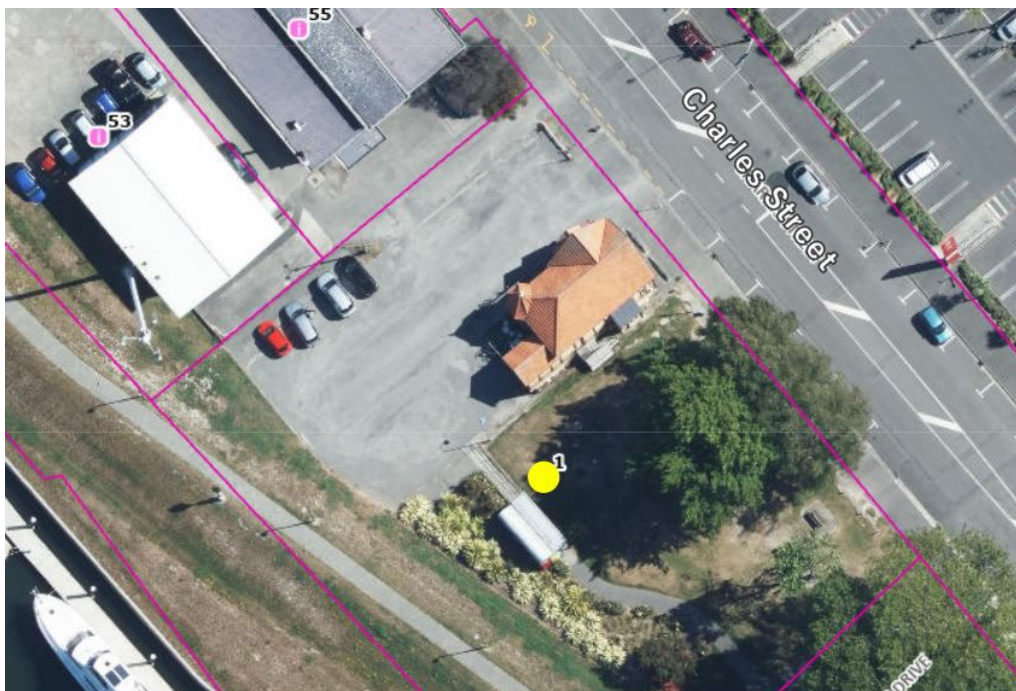
Image 3: Cattermoles Butchery (159 Williams Street)



### Tom Ayers Reserve Off-Street carpark

- 3.8. The 2021 *Abley Kaiapoi Parking Restrictions Review* did not recommend updating the parking restriction from its current P120 status on the South side of Charles Street for the section between Williams and Jones Streets due moderate parking occupancy in this area. However, the 2022 Abley parking survey identified 60-79% average occupancy for the bulk of on-street parking on Charles Street between Williams Street and New World's eastern boundary, and an 80%+ average occupancy for the Tom Ayers Drive off-street carpark, indicating relatively high parking demand in this area.

Image 4: Tom Ayers Reserve off-street carpark on Charles Street



Kaiapoi Central Park-and-Ride Lot

- 3.9. The 2021 Abley *Kaiapoi Parking Restrictions Review* did not note any parking supply issues or recommend any changes to on-street parking on Charles Street outside of the park-and-ride lot. Although, it was noted that the on-street parking restrictions could be reduced to P90 or P60 on Charles Street for the section between Williams Street and New World’s eastern boundary, due to high demand in this specific area. The review did not assess the Kaiapoi Central park-and-ride lot.
- 3.10. The 2022 Abley parking survey identified average on-street occupancies of 10-30% on Charles and Sewell Street frontages (this block averaged 40-45% occupancy in the 2020 survey). It recorded high use in the park-and-ride lot (70%) and low use in the adjoining off-street P120 lot (<10%).
- 3.11. According to the weekly staff surveys of occupancy in the park-and-ride lot, and the adjoining P120 off-street lot, over the past six months (May – October 2023) the park-and-ride side of the lot averaged 84% occupancy while the P120 side of the lot averaged 8% occupancy (although it’s not known if some or most of the P120 parking is attributed to park-and-ride use). The park-and-ride occupancy has been consistently increasing since the lot opened in 2021, while the P120 occupancy has not substantially changed.
- 3.12. Staff conducted a specific survey of the Kaiapoi Central park-and-ride lot on two consecutive Wednesdays in September 2023 to determine the percentage of occupancy attributed to park-and-ride use and the percentage used for other parking (P120 or unsanctioned all-day parking). Of the 93 total parks available at the site (48 x P120, 42 x PNR and 3 x accessible parks), 88 total parks were occupied on the first monitoring Wednesday with 88% attributed to park-and-ride use (x44 parks over the available park-and-ride supply at the site) and 2% for supermarket pick-ups. On the second Wednesday, 75 total parks were occupied with 97% attributed to park-and-ride use (x30 parks over the available park-and-ride supply at the site) and 3% for supermarket pick-ups.
- 3.13. Bus patronage data from Environment Canterbury shows increasing demand for public transport service from the park-and-ride since opening; refer to Figure 5 below. It is noted that the rate of growth in demand appears to have decreased from winter 2022 onward, which could be an indication of an artificial constraint due to the number of dedicated commuter car parks at the park-and-ride lot.

Image 5: Public transport patronage at Kaiapoi Central park-and-ride (Metro)

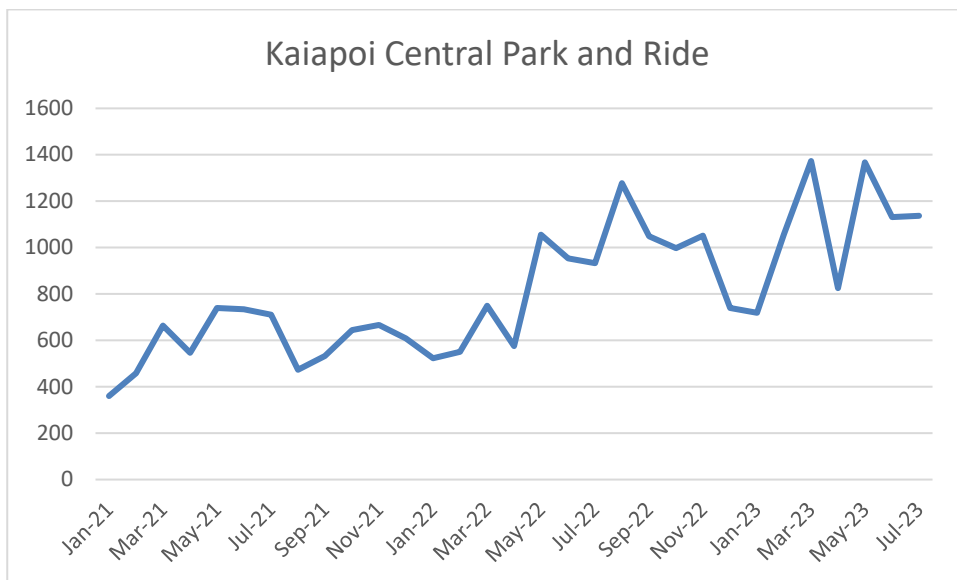
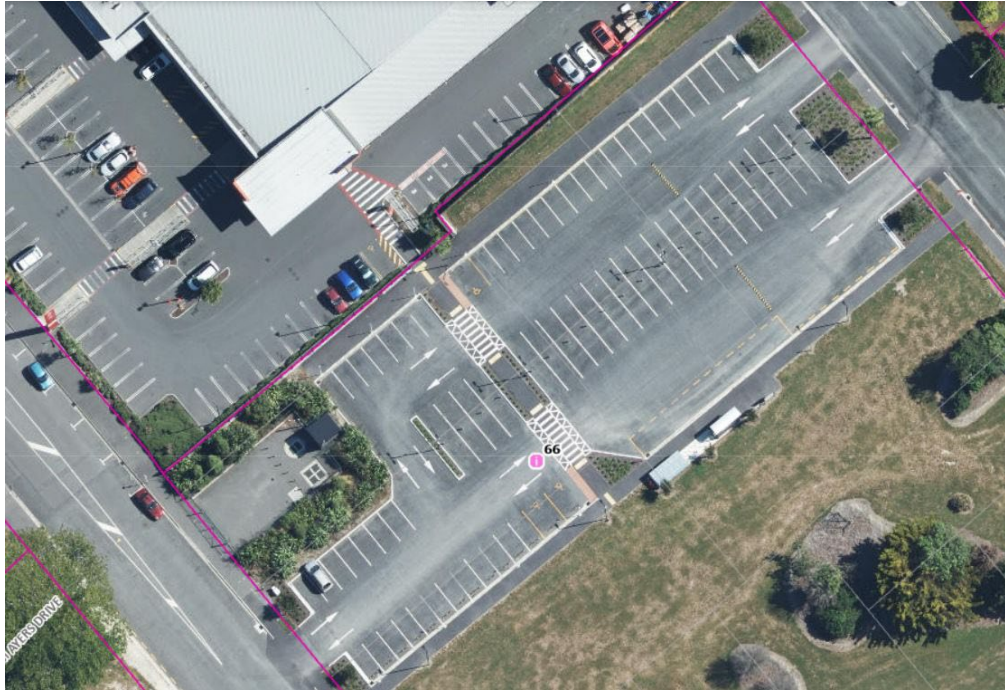


Image 6: Tom Ayers Reserve off-street carpark on Charles Street

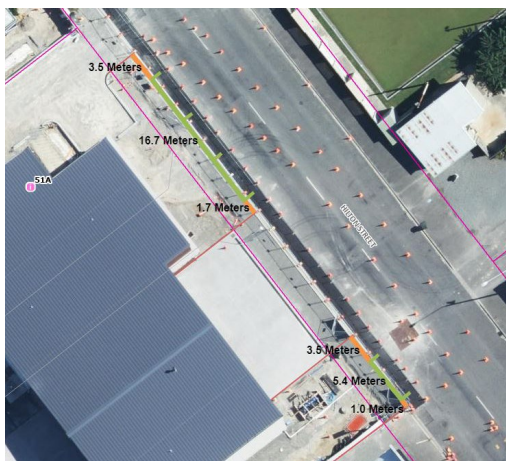


#### 4. ISSUES AND OPTIONS

##### Fire and Emergency New Zealand (FENZ)

- 4.1. **Issue:** FENZ fire station (49 / 51 Hilton Street) – concerns around kerb space in front of the new fire station, visibility to/from exiting fire appliances when responding to an incident, and high demand for on-street parking.
- 4.2. **Recommendation:** Staff reviewed the existing layout at the Rangiora fire station on Percival Street and discussed operational needs with FENZ staff at the new Kaiapoi fire station on Hilton Street. The Hilton Street frontage at the FENZ station is recommended to have four separate parking stalls as shown below in Figure 7, along with larger-than-standard 3.5m no-stopping zones on the upstream side of both accesses. The four car parks are recommended to have a P120 time restriction and be individually marked. This configuration balances the operational requirements of emergency responders with the high on-street parking demand in this area. It is noted that the removal of the former Go Bus depot next door should reduce the likelihood of large vehicles parking adjacent to the fire station entry and blocking visibility.

Image 7: Proposed parking restrictions at FENZ station (49-51 Hilton Street).





Cattermoles Butchery

- 4.3. **Issue:** Cattermoles Butchery / Kaiapoi Super Seven dairy (159 / 161 Williams Street) – a service request for one short-term P15 park to provide for these two businesses.
- 4.4. **Recommendation:** The Waimakariri District Parking Strategy (adopted by Council in December 2021) notes that short-term time restrictions (e.g., a P15) should generally be applied to “businesses with demand for a fast-parking turnover such as dairies, dry cleaning, schools, banks, post offices, cinemas, hotels, etc.” As the combination of the butchery and dairy on Williams Street meet this condition, assignment of one short-term P15 carpark in front of these businesses is recommended.

Tom Ayers Reserve Off-Street Carpark

- 4.5. **Issue:** Paris for the Weekend (1 Tom Ayers Drive) – a request for P120 parking in the off-street parking lot adjacent to the Tom Ayers Reserve due to the site being widely used for long-term/all day parking.
- 4.6. **Recommendation:** Given that the 2022 Abley parking survey identified high usage (80%+) of the Tom Ayers Drive off-street carpark (indicating high parking demand at this location) and feedback from over the past few years from the adjoining business Paris For the Weekend Café that the carpark is regularly used by town centre workers for all day parking (preventing genuine parking for customers of nearby businesses) the recommendation is to add in P120 signage at the site.

Kaiapoi Central Park-and-ride Lot

- 4.7. **Issue:** Central Kaiapoi park-and-ride lot (66 Charles Street) – service requests around high demand for the park-and-ride lot and lack of sufficient supply of park-and-ride parks.
- 4.8. **Recommendation:** It is recommended that the entire P120 side of the Kaiapoi Central park-and-ride lot be converted from short-term parking to commuter parking for public transport service – a total of 48 parks (see Image 8). The average occupancy of 3-4 vehicles in the short-term lot can easily be absorbed into the adjacent on-street frontages along Sewell and Charles Street. Parking surveys and monitoring in the lot show an increasing high demand for park-and-ride parks and very low demand for P120 parking.
- 4.9. Alternatively, if there is a desire by the Community Board to retain a portion of P120 parking at this site, then 25 parks could be retained as P120 (Image 8, orange section) while the rest are converted to park-and-ride (remaining 23 parks).
- 4.10. Staff are also recommending the addition of a 3-day maximum parking limit restriction at the Kaiapoi Central park-and-ride to support Waimakariri District Council parking enforcement at the site.

Image 8: Kaiapoi Central Park-and-Ride Lot P120 Parking (66 Charles Street). 25 x parks (orange section) and 23 x parks (blue section). Total 48 P120 parks.



### **Implications for Community Wellbeing**

There are implications on community wellbeing by the issues and options that are the subject matter of this report. Improvements in parking within the town centre may support positive wellbeing outcomes by providing easy access to important services and businesses.

- 4.11. The Management Team has reviewed this report and support the recommendations.

## **5. COMMUNITY VIEWS**

### **5.1. Mana whenua**

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**

Staff have consulted with Cattermoles Butchery (159 Williams St), Kaiapoi Super 7 Dairy (161 Williams St), Fire & Emergency New Zealand and Paris for the Weekend Cafe on their operational needs and the relevant changes in front of their addresses. The Williams Street businesses are supportive of the proposed change. Staff liaised with FENZ on an earlier iteration of the proposed Hilton Street parking changes; at that time FENZ requested more restrictions on parking in front of the fire station. The changes proposed in this report reflect some adjustments based on FENZ feedback, but FENZ has not provided any further feedback on the revision at this stage.

It is noted that no public consultation has been carried out with any other businesses or the community on the proposed changes to parking at Williams Street, Hilton Street, Tom Ayers Reserve off-street carpark and the Kaiapoi Central park-and-ride lot.

There are no other groups and organisations 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 likely to be affected by, or to have an interest in the subject matter of this report. The wider community may be interested in the proposed changes to the Tom Ayers off-street carpark and the Kaiapoi Central park-and-ride lot.

- Tom Ayers off-street carpark: those that currently use the carpark for unsanctioned all-day parking will be affected by the change. However, the purpose of the carpark is to support short-stay turnover and not long-term parking. The proposed addition of P120 signage is in alignment with the preferred use of the site. There is plenty of underutilised available all-day parking on Charles Street (in front of the Kaiapoi Central park-and-ride lot) and Jones Street to support all-day worker parking; all within a 5 min walk to the town centre.
- Kaiapoi Central park-and-ride lot: the proposed changes provide more park-and-ride parks which may be viewed favourably by those who currently use the service or wish to use it in the future. As P120 patronage is currently very low at the site, the impact on the wider community by the removal of P120 is considered low.

## 6. OTHER IMPLICATIONS AND RISK MANAGEMENT

### 6.1. Financial Implications

There are financial implications of the decisions sought by this report. Installation of parking signs and markings will be carried out through the Road Maintenance Contract and is estimated to cost approximately \$3,000 from the signs renewal budget.

This budget is included in the Annual Plan/Long Term Plan.

### 6.2. Sustainability and Climate Change Impacts

The recommendations do have sustainability and/or climate change impacts. An increase in the available supply of park-and-ride carparks (in line with increasing demand) does support the community in making more sustainable travel choices while reducing transport emissions.

### 6.3. Risk Management

There are no major risks arising from the adoption/implementation of the recommendations in this report. However, some considerations are noted below:

- Fire and Emergency New Zealand (FENZ): while parking demand is high on Hilton Street, there are still sufficient unrestricted parks within the surrounding area to absorb the loss of the small portion of parking to a P120 restriction and no-parking.
- Cattermoles Butchery: the loss of one carpark to P15 is likely to have little impact on the area.
- Tom Ayers Reserve off-street carpark: the move to P120 parking at this site would likely be approved by proximity businesses as it supports their activity by providing customers access to short-stay parking. However, some members of the community who have been using the carpark for all-day parking may deem the changes unfavourably. There is unrestricted parking on Charles Street (in front of the park-and-ride lot) and on Jones Street that is underutilised (less than 20% occupancy) and can support longer stay parking in this area.
- Kaiapoi Central park-and-ride lot: An increase to the available supply of park-and-ride parking is likely to be supported by those in the community who use the service or might potentially use the service in the future. As the site is not widely used for P120 parking and there will be new P120 parking available at the Tom Ayers Reserve off-street carpark, it is anticipated that the risks are low in making the recommended changes at the site.

### 6.4. Health and Safety

There are no health and safety risks arising from the adoption/implementation of the recommendations in this report. Physical works will be undertaken through the Road Maintenance Contract. The Road Maintenance contractor has a Health & Safety Plan and a SiteWise score of 100.

## 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**

Section 2 of the Land Transport Rule: Traffic Control Devices requires a Road Controlling Authority to "authorise and, as appropriate, install or operate traffic control devices."

### 7.3. **Consistency with Community Outcomes**

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

#### ***There is a safe environment for all***

- Harm to people from natural and man-made hazards is minimised.
- Our district has the capacity and resilience to quickly recover from natural disasters and adapt to the effects of climate change.
- Crime, injury and harm from road crashes, gambling, and alcohol abuse are minimised.

#### ***Transport is accessible, convenient, reliable and sustainable***

- The standard of our District's roads is keeping pace with increasing traffic numbers.
- Communities in our District are well linked with each other, and Christchurch is readily accessible by a range of transport modes.

### 7.4. **Authorising Delegations**

Per Part 3 of the WDC Delegations Manual, the Community Board has the delegated authority to approve traffic control and constraint measures on streets.

Per Part 2 of the WDC Delegations Manual, the District Planning and Regulation Committee is responsible for parking enforcement.

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** GOV-26-08-06 / TRIM 231109179721

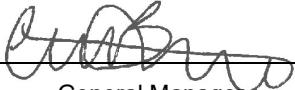
**REPORT TO:** KAIAPOI – TUAHIWI COMMUNITY BOARD

**DATE OF MEETING:** 20<sup>th</sup> November 2023

**AUTHOR(S):** Tori Stableford – Landscape Architect

**SUBJECT:** Kaiapoi Main North Road Town Entrance

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

  
\_\_\_\_\_  
General Manager

  
\_\_\_\_\_  
Chief Executive

**1. SUMMARY**

- 1.1. The purpose of this report is to seek approval from the Kaiapoi – Tuahiwi Community Board on a preferred conceptual scheme for the Main North Road (MNR) Town Entrance for public consultation.
- 1.2. The Kaiapoi – Tuahiwi Community Board have allocated \$75,810 from the General Landscaping Budget towards the upgrade of the MNR, Kaiapoi, entrance. The Board made the decision earlier this year to allocate the full budget towards the MNR entrance instead of spreading the budget across four town entrances.
- 1.3. Staff have developed several concepts for the upgrade of the MNR entrance. Provided within this report are three concepts for the entrance sign (Concepts 1-3), two concepts for the plant beds (Concepts A-B) and an avenue tree scheme. Staff are recommending undertaking public consultation on the following proposal:
  - Entrance Sign: Concept 1:
  - Plant Beds: Concept A
  - Avenue Tree Scheme
- 1.4. Staff have recommended retaining the existing concrete/stone wall of the entrance sign and upgrading it to be larger and more visible. To enhance the entrance sign, the proposed concept would remove the annual plant beds and the concrete river detailing in front of the entrance sign, and in its place create a larger area of low shrub planting which is colourful and textural. A tapering corten steel panel is proposed through the planting to make the river effect vertical and more visible from MNR while retaining a reference to 'A River Town'.
- 1.5. Staff have not recommended removing the timber boxing from around the Magnolia trees and mounding soil around them due to the trees proximity to the shared pathway making the practicalities of this difficult. Alternatively, the aesthetics of leaving the tree roots exposed at the town entrance are not seen as an attractive solution for the town entrance. Instead, the proposed scheme includes infilling *Liquidambar styraciflua* between the existing *Magnolia grandiflora* which would create an interesting and seasonal avenue tree effect along this town entrance.
- 1.6. To further enhance the town entrance the proposed scheme includes new plant beds immediately past the entrance sign and up to the first intersection. The shrub gardens

would include a variety of low native and exotic plant species in a range of colours and textures.

- 1.7. Staff have also included an Avenue Tree Scheme for consultation which includes additional Liquidambar trees along the grass berm past the entrance sign. Staff are currently carrying out investigations into the location of services in the grass berm which may restrict the location and/or number of trees it is possible to plant. As a result of this staff may need to alter the quantities and locations of the proposed trees prior to consultation.
- 1.8. Greenspace staff have estimated the following costs for the proposed conceptual scheme to upgrade the MNR, town entrance:

Component	Cost
Entrance Sign: Concept 1	\$40,000
Plant Beds: Concept A	\$30,000
Avenue Tree Scheme	\$5,000
<b>TOTAL ESTIMATED COST</b>	<b>\$75,000</b>
<b>BUDGET</b>	<b>\$75,810</b>

Attachments:

- |      |                         |                   |
|------|-------------------------|-------------------|
| i.   | Entrance Sign Concept 1 | TRIM 231109180418 |
| ii.  | Entrance Sign Concept 2 | TRIM 231109180419 |
| iii. | Entrance Sign Concept 3 | TRIM 231109180421 |
| iv.  | Plant beds Concept A    | TRIM 231109180416 |
| v.   | Plant beds Concept B    | TRIM 231109180417 |
| vi.  | Avenue Tree Scheme      | TRIM 231109180415 |

## 2. **RECOMMENDATION**

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

- (a) **Receives** Report No. TRIM 231109179721.
- (b) **Approves** staff undertaking public consultation regarding the Kaiapoi Main North Road Town Entrance conceptual scheme. This scheme will include:
- Entrance Sign: Concept 1 (TRIM 231109180418)
  - Plant Beds: Concept A (TRIM 231109180416)
  - Avenue Tree Scheme (TRIM 231109180415)
- (c) **Notes** that the estimated cost of implementing the proposed scheme is \$75,000, which would be funded from the Kaiapoi–Tuahiwi Community Board General Landscaping budget. The budget allocated towards the project is \$75,810 which means the estimated costs are within budget.
- (d) **Notes** that feedback and a final scheme for the upgrade of the Main North Road, town entrance would be brought back to the Kaiapoi–Tuahiwi Community Board for approval following public consultation.
- (e) **Notes** that staff are currently carrying out investigations into the locations of services within the grass berm where additional Liquidambar trees are proposed, and the exact locations and quantities of trees may change prior to consultation being carried out.

### 3. **BACKGROUND**

- 3.1. In 2021 The Kaiapoi - Tuahiwi Community Board allocated \$30,000 towards the development of the Kaiapoi town entrances. No physical work was undertaken at that time while the Councils, Town and Settlements Entrance Strategy was being created. Budget for this work was included in a bid to the Long-Term Plan however due to the impacts of Covid on rate payers, Council chose not to prioritise this work. No budget was therefore allocated towards this project but rather indicated that the individual Boards could choose to use their General Landscaping Budget for this purpose.
- 3.2. While the Board has allocated budget to this, the development of entrances to towns is part of a larger process lead by Council's Business and Centre's team. The Business and Centre's team coordinated with Greenspace and Roading staff to appraise the entrances to the towns within this district which helped drive the development of Council's Town and Settlements Entrances Strategy. This prioritised the development of the entrances to towns within the district and what level of intervention is required. The Town and Settlements Entrance Strategy was then adopted by Council.
- 3.3. The Board have approved the allocation \$75,810 from their General Landscaping Budget which is available in this financial year. Since then, staff have been working with the Board to establish prioritisation of the different town entrances and begin design work.
- 3.4. Through this process the Board have agreed at a briefing to allocate the full budget of \$75,810 to be used for the MNR entrance only. The Board indicated that they would like to include broader landscape treatment for this entrance as well as entrance sign. Staff note that the budget required to achieve this level of landscape treatment would likely require the full budget allocation of \$75,810 which is consistent with similar levels of treatment used in other townships such as Rangiora.
- 3.5. The Board also suggested at the briefing that they would like to see a "River Town" theme reflected in the Entrance sign.
- 3.6. On the 17th of July 23 Greenspace staff held a workshop with Board members to discuss conceptual ideas and the costs associated with these ideas for the upgrade of the MNR, Kaiapoi, Town Entrance. Staff suggested a range of ideas that would contribute to a journey in to Kaiapoi, including an entrance sign. The ideas other than the entrance sign included:
- Development of 46 MNR (opposite Hellers) Ecological reserve, including Roadside / Streamside native plantings, boardwalks, a carpark and creating wider pedestrian links.
  - Upgrade the railings at the Kaikanui Bridge (both sides),
  - Pathway details and directional signage on the main routes to the Kaiapoi river.
- 3.7. The Board indicated that they would prefer to focus on the entrance sign itself at this time rather than the broader journey along MNR / Williams Street, and the following ideas were raised for investigation to make the existing entrance sign more attractive and visible:
- Lift the concrete 'Kaiapoi' section of the sign up higher to be more visible.
  - Improve the planting around the sign.
  - Improve the colours of the sign.
  - Re-locate the existing light pole and 50km zone sign away from in front of the sign.

And in addition to this, within the area of the Greenspace Reserve that the Entrance sign is located:

- Look at the service club sign which is out of date.
- Look at planting within the green space past the sign and the potential to remove the timber boxing from around the magnolias. (Consider an avenue of trees and block planting along the reserve).

#### 4. ISSUES AND OPTIONS

- 4.1. Council's Greenspace team have developed a range of concepts for the upgrade of the town entrance sign and landscape treatment for the grass berm north of the entrance sign. The landscape treatment concepts include new plant beds for low shrub planting and a suggested improvement for the avenue of Magnolia and Liquidambar trees further towards Williams Street.

##### **Entrance Sign**

- 4.2. The Board indicated that while they do not dislike the current entrance sign it is low to the ground and therefore not as visible as it could be. The idea of raising the concrete/stone wall of the sign was suggested by the Board as an option. The Board have also indicated that they would like to see the colours of the sign improved to further improve visibility.
- 4.3. Staff visited the site and assessed the entrance sign for changes that could be made for improvement. The existing entrance sign is a low concrete wall around 500mm high with a river stone façade detailed in a 'river' formation. The concrete/stone wall has an arched top and steel "Kaiapoi" letters fixed to the wall, which are coloured yellow. An image of the existing entrance sign can be seen below.



- 4.4. A low circular mound with brick edging sits behind the concrete/stone wall which reaches the same height as the concrete/stone wall. The mound is planted with a variety of 2 – 3m tall *Pittosporum spp* shrubs, *Hebe spp*, *Carex spp*, and *Cordyline australis* (Cabbage trees). The health and appearance of these plants is sufficient however they have become overgrown and do not enhance or add to the interest of the entrance sign. Daffodils have been planted at the top of the entrance sign on the mound to add seasonal colour and reflect the yellow of the lettering.

- 4.5. Annual garden beds are in front of the concrete/stone wall which are well kept and replaced twice per year. The colours are often blue and yellow in keeping with the lettering on the entrance sign and reflecting “Kaiapoi blue’. The Board have indicated that they would like to see the planting around the entrance sign improved. Staff have considered the effectiveness of the annual plant beds in contribution to the overall appearance of the town entrance. While the vibrant colours of the annual plant beds are eye catching, staff would suggest replacing them with low shrub plantings that are slightly taller and more visible to MNR. Shrub plantings can add textural interest and give reference to the area, and colour can be included by combining exotic and native plant species within the plant palette.
- 4.6. As a design feature of the existing entrance sign, smaller river stones are set in the concrete wall to form a river pattern. The river pattern is also reflected on the ground through the centre of the annual plant beds by large river stones set in a concrete base. The concrete/stone river pattern is in good condition however it is not easily seen from MNR and therefore the reference to the Kaiapoi river is easily not seen.
- 4.7. On both sides of the entrance sign there are groups of three round timber bollards with a blue collar. These bollards were historically placed along the Kaiapoi river and associated areas as a repeated design feature but have since been removed or replaced with more modern bollards. The bollards were placed in this location for aesthetic purposes only and are not required to stop vehicle access.
- 4.8. The existing entrance sign was installed by Mark Larsen, of Larsen Art n Sign Studio Ltd. Greenspace staff have met with Mark Larsen to discuss the existing entrance sign and gain an understanding of the concept behind it, and to establish if the sign could potentially be lifted. Mark indicated that the sign was installed around 20 years ago and was done so in collaboration with a stonemason. For this reason, there are no construction plans available. It was Mark’s opinion that the concrete / stone sign may be difficult to lift without causing damage and staff agree with this.
- 4.9. If the concrete/stone wall is retained, staff suggest leaving it in place and adding to it to form a new entrance sign. Adding a panel behind the stone/concrete wall would make the entrance sign more visible and could include moving the existing lettering upwards. Mark suggested that the steel lettering could easily be removed and re-used on a larger sign if required. Staff discussed some conceptual ideas for a new entrance sign with Mark Larsen. However, as Council’s procurement policy would require three quotes for this work, staff focused more on the existing sign and what could be done as opposed to discussing the detailed concept drawings.
- 4.10. The Board also asked staff to investigate the re-location of the speed sign and streetlight that are in front of the existing entrance sign. Staff have investigated the relocation of the speed sign with Council’s Transport Engineers and have been advised that the 50 to 60km speed sign is a regulatory change in speed threshold which is bound by a legalised location, so it is difficult to move. Likewise, the relocation of the streetlight would involve modelling software that Council does not have and would need to be outsourced. Therefore, at this point, both the sign and the streetlight have been left in their current location on the proposed concept plans. If the Board wish to investigate further the relocation of either the sign or the light, staff can carry out this work at the Boards request.
- 4.11. At the workshop staff held with the Board it was suggested that the ‘Services Sign’ on the other side of MNR be considered for upgrade as it appears out of date. Due to the location of the sign on the opposite side of the road it is not as visible, and staff would not recommend allocating money towards it to enhance the entrance way. However, during the consultation process staff will ensure that the service clubs involved with this sign are included. Service clubs may wish to contribute to the new town entrance sign or may choose to update the existing sign at their own cost.



## Entrance Sign Designs

- 4.12. With the above research in mind staff have developed three concepts for the entrance sign. The concepts have been developed with the following in mind:
- A 'River Town' theme (Shown through materials, lines & imagery)
  - Improving visibility
  - Being more colourful
  - Mana Whenua values

### Concept 1

- 4.13. Concept 1 is based on retaining the concrete/stone component of the entrance sign without lifting it but developing a larger more visible sign behind it.
- 4.14. A corten steel panel would be attached behind the concrete/stone wall making the entrance sign larger and more visible. Corten steel has been suggested to be in keeping with a 'River Town' theme and reflecting the existing information boards recently placed in Kaiapoi. The Corten steel panel would include bold yellow 'Kaiapoi' lettering, placed higher up the sign than it is currently to be more visible. Staff will investigate the suitability and cost efficiency of using the lettering that is currently on the concrete/stone wall.
- 4.15. The Corten steel panel would wrap around and move into a series of curves in front of the sign referencing the 'river' pattern. The Corten would continue to move through a series of curves while tapering down, so that the river pattern is vertical and more visible. The steel panel has the capacity to have imagery/patterns cut out of it giving reference to Mana Whenua values and the river town history of Kaiapoi.
- 4.16. The existing river stones set in concrete on the ground plane would be removed, and the planting area made larger surrounding the corten panel. The annual plant beds would be upgraded to low natives and exotic plant species contributing more to the character of a 'River Town' theme and providing wind movement against the steel panel.
- 4.17. This concept retains but upgrades the mounded planting area behind the sign. The *Pittosporum*, *Hebe* and *Carex spp* plants have become overgrown and do not contribute to or enhance the entrance sign. These plants have therefore been removed in this concept. The Cabbage trees are tall enough to be seen behind a taller sign and are native to the area which would contribute to the character of the entrance sign and have therefore these been retained in the Concept.
- 4.18. Staff have met with Asplundh staff who have suggested the *Cordyline australis* are growing well and have an extensive life span remaining. The removed plants would be replaced with more suitable low shrub planting which would add textural and colour interest. While the plants behind the sign would not be very visible when viewing the town entrance, they would contribute to the overall scheme and would be visible from the shared path adjacent.
- 4.19. The Town Entrances Strategy identifies new lighting for the upgrade of the MNR entrance. As described earlier in this report, a streetlight is positioned in front of the entrance sign for vehicular lighting which also casts some light over the entrance sign location. However, there is an opportunity to provide some up lighting beneath the sign as a feature which would create shadow effect and enhance the 'Kaiapoi' lettering at night.

### Concept 2

- 4.20. Concept 2 is based on removing the existing entrance sign and replacing it with a larger and more visible sign. This concept also proposes a three-dimensional aspect to the sign that is visible to vehicles travelling past. The proposed two-dimensional sign would move in to a three-dimensional (3D) shape visible when you travel past it on MNR. For the purposes of the concept, Greenspace staff have suggested the shape as the hull of a boat, but the imagery would be investigated further and brought back to the Board were this concept preferred.
- 4.21. Concept 2 has shown the 3D form to be constructed of corten steel, meeting the “River Town’ character that the Board has suggested and matching the materials used for the Kaiapoi Town Centre Information Boards. Using steel would also provide the opportunity for words and imagery of meaning to be cut out on multi facades of the object, which may add interest to the object and be easily viewed by users of the adjacent shared pathway.
- 4.22. To allow the details on the 3D shape to be viewed easily by pedestrians and cyclists using the shared pathway, the concept removes all planting from the mound behind the entrance sign except the Cabbage trees (*Cordyline australis*) and replaces the removed plants with mowable grass. The planting at the front of the entrance sign would be treated the same as Concept 1, with removal of the annual beds and river stones on the ground plane, and replacement with low native shrub plantings of texture and colour.

### Concept 3

- 4.23. Concept 3 removes the current entrance sign and replaces it with a new entrance sign that is larger and brighter in colour. This entrance sign would use recycled wharf timbers as a support background giving reference to a ‘River Town’, with a coloured steel panel attached which would add colour and vibrancy. Bold steel lettering would be raised against the steel panel to appear bolder and include a shadow effect. As with Concept 1 staff would investigate the practicalities of re-using the existing lettering from the concrete/stone wall.
- 4.24. This entrance sign concept incorporates activity symbols for Kaiapoi town, which is a feature that could be incorporated into any of the entrance signs. There is also the option to add service club symbols here if such clubs indicated an interest in being involved during the consultation process. Concept 3 includes the removal of the annual plant beds and in ground concrete river stone feature and replaces this with low native and exotic shrub plantings which would extend forward to the shared pathway.
- 4.25. The estimated costs for the three concepts are detailed below.

ITEM	CONCEPT 1	CONCEPT 2	CONCEPT 3
Removal of existing items	\$5,000	\$10,000	\$10,000
New entrance sign	\$20,000	\$30,000	\$10,000
Planting & landscaping	\$10,000	\$10,000	\$10,000
Up - Lighting	\$5,000	\$5,000	\$5,000
<b>TOTAL</b>	<b>\$40,000</b>	<b>\$55,000</b>	<b>\$35,000</b>

- 4.26. Greenspace staff have recommended consultation of Concept 1 for inclusion in the MNR Town entrance scheme. As detailed further in the report the cost estimate of Concept 1 meets the allocated project budget in combination with additional shrub and tree plantings. Concept 1 retains the existing concrete/stone wall which the Board identified as something they may wish to retain, but with additional upgrades around the concrete / stone wall the entrance sign can become more visible and modern.

### **Wider Landscape Treatments**

#### **Magnolia Trees**

- 4.27. At the July workshop with the Board, staff were asked to investigate the removal of the timber boxing from around the Magnolia trees on MNR past the entrance sign to create a more pleasant town entrance in to Kaiapoi.
- 4.28. On assessment of the trees, staff noted that there are currently nine mature Southern Magnolia *grandiflora* and five sweet gums (*Liquidambar styraciflua*). Most of the trees have timber boxing built around them which are raised approximately 500mm above the ground. As part of Councils asset renewal programme, in 2022/23 the timber boxing around the trees was replaced like for like and therefore they are in good condition. Greenspace Operations staff estimated that the cost to remove and replace the timber around each tree was approximately \$600 per tree.
- 4.29. Staff met with a tree specialist David Glenn from Council's tree care contractor Asplundh to assess the health of the trees and to consider the effects that removing the timber boxing would have on their long-term health. David noted that they are in good condition, however are showing early signs of stress through leaf yellowing from two probable causes. The first cause may be the repeated spraying of the area under the trees with roundup (Glyphosate) breaking down the soil over time, and the second being a lack of water.
- 4.30. Staff have also noted that the trees are not in an organised manner and that some of the trees (and timber boxing) are close to the shared pathway. If the boxes were removed, there would be no space available to mound around them adjacent to the path so this would not be possible. Staff also discussed the removal of the timber boxing from around the Magnolia and Liquidambar trees with David, in relation to tree health. David recommended that the removal of the timber boxing would not have any negative effects on tree health. However, the magnolia and Liquidambar trees would benefit from a layer of bark mulch beneath the tree and out to the drip line.
- 4.31. Adjacent to the entrance sign there are also three mature Copper Beech trees. These trees are in good condition and have recently had the timber boxing removed. David did not believe that it was necessary to mound the soil around the roots of the Copper beech trees but suggested mounding around 100mm depth of organic rich mulch from the base of the tree to the tree drip line to retain moisture and remove the requirement of spraying beneath the trees.
- 4.32. Staff have assessed the aesthetics of removing the remaining timber boxing, making the tree roots visible and placing bark mulch beneath them. While staff are in support of placing organic mulch around the trees to support growth, the mulch would only reach approximately 100mm up the exposed tree roots and staff do not believe this would provide an attractive town entrance. Staff therefore considered the practicalities of mounding soil around the tree roots. As noted above, the proximity of some of the trees to the shared pathway means that timber retaining walls would be required along the pathway edge, which would be costly and increase maintenance costs. For this reason, staff do not support removing the timber boxing from around the tree roots.

- 4.33. To improve the MNR Town entrance staff have considered other options for trees as an alternative to removing the timber boxing. Staff note that while the Magnolia trees are attractive and growing well, the scale and height of the Liquidambar trees is more suitable to the scale and width of this town entrance and have greater potential to create an avenue tree effect. Staff have therefore suggested retaining the existing Magnolia and Liquidambar trees as they are with the timber boxing and infilling the spaces between these trees with additional *Liquidambar styraciflua*. The liquidambar trees would create a pleasant avenue of trees of a suitable scale and provide seasonal interest to the town entrance.
- 4.34. The existing Magnolia trees would provide a background to the avenue of Liquidambar trees and provide an attractive smaller scale and scented tree for users of the shared pathway. Asplundh tree specialist, David Glenn suggested that the Magnolia trees still have approximately 50 years lifespan remaining, and as / when replacement Magnolia trees are required staff recommend, they are planted at ground level without timber boxing.
- 4.35. Staff have estimated the cost for the supply and planting of 10 additional *Liquidambar styraciflua* to be approximately \$5000. The proposed Liquidambar tree supply and planting would be funded from the Boards General Landscaping budget but carried out by Asplundh under Councils trees contract to ensure appropriate care and maintenance.
- 4.36. Staff are currently carrying out investigations into the locations of underground services within the grass berm. If services are found that restrict trees being planted, staff may need to amend the quantities of trees and exact locations than shown on the Avenue Tree Scheme Concept Plan prior to consultation.

#### Plant beds

- 4.37. In combination with looking at the trees along MNR, the Board requested staff consider additional plant beds along the green space past the entrance sign to improve the town entrance.
- 4.38. The green space along MNR is generous in width and provides opportunities for blocks of shrub planting between the trees. As discussed earlier in this report, it is not recommended to plant beneath the trees due to damage to the tree roots.
- 4.39. Staff have suggested two concepts (Concept A and B) for new plant beds along the town entrance. Concept A focuses planting in the 100m length immediately following the town entrance sign, Concept B includes planting opposite intersections and at busy pedestrian areas. The estimated implementation cost for each concept is listed below:

Concept A      \$30,000

Concept B      \$40,000

- 4.40. The plant species suggested in the plant beds would be a combination of native species giving reference to the area, and exotic species providing vibrant colour and seasonal change. The species used would be low in height, hardy and low maintenance. Some examples of plant species that may be used are shown in the palette below.





- 4.41. Staff have considered the increased maintenance costs to Council for the proposed shrub plantings. While there is the increase in maintenance costs to Council per year for both concepts, these are negligible (between \$40 and \$60 annually). Based on these costs staff do not consider the cost to the ratepayer to be significant. Option A will provide; greater impact on the aesthetics of the town entrance, is of lower cost and being positioned around two timber boxes reduces visual impact. Concept B offers greater visibility along MNR and at intersections / pedestrian movement areas but is more expensive and has less aesthetic impact as an entrance feature.
- 4.42. Greenspace staff have recommended that Concept A for plant beds is included in the overall scheme for the MNR, town entrance scheme, for consultation. The estimated cost for Concept A in combination with the proposed entrance sign concept and additional Liquidambar tree planting meets the allocated project budget. Staff also suggest that more localised plant beds within a 100m length that Concept A offers would have a greater effect on the aesthetics of the town entrance.

#### **Implications for Community Wellbeing**

There are implications on community wellbeing by the issues and options that are the subject matter of this report. Staff believe that all projects discussed will have positive impacts on the communities within which they are located.

- 4.43. The Management Team has reviewed this report and support the recommendations.

### **5. COMMUNITY VIEWS**

#### **5.1. Mana whenua**

Te Ngāi Tūāhuriri hapū are likely to be affected by the upgrade of the town entrances and have an interest in the subject matter of this report. Staff intend to consult with Ngāi Tūāhuriri as part of this project.

#### **5.2. Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

Staff believe Rotary and the Lions have had input in to the design of the existing Kaiapoi town entrance signage and anticipate consulting with the group if the signage is replaced, amended or relocated.

#### **5.3. Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report.

The Town Entrances project would be of interest to the community and therefore public consultation of concepts would be carried out. Improved design of the town entrances has the capability to give meaning, history, and ownership of Kaiapoi to the community and therefore consultation would be beneficial. This report is seeking approval to carry out this wider consultation.

## **6. OTHER IMPLICATIONS AND RISK MANAGEMENT**

### **6.1. Financial Implications**

There are no financial implications of the decisions sought by this report as staff are seeking approval to consult on the design.

However, there is a risk that consultation with the community around these designs could set an expectation that this work or similar is going to be done in the coming future. Were the Board to later approve the recommended conceptual scheme for the MNR Town entrance, staff have estimated the cost to be approximately \$75,000. The Kaiapoi – Tuahiwi Community Board have previously allocated \$75,810 from the General Landscaping Budget towards the upgrade of MNR, Kaiapoi, which means the proposed scheme would be within the budget available.

### **6.2. Sustainability and Climate Change Impacts**

The recommendations in this report do have sustainability and/or climate change impacts. Sustainability is about more than protecting our resources, it encompasses everything from energy and material use to ensuring that our people can live healthy lives. Staff work hard to ensure that where possible materials are either re-used, locally sourced or of a high durability.

By enhancing the town entrances and making them more inviting, they will encourage people to use and enjoy central Kaiapoi. This not only brings local pride in the community to celebrate what is unique to the area they live in but also helps bring money into the local economy to help support the local community.

### **6.3 Risk Management**

There are risks arising from the adoption/implementation of the recommendations in this report. Staff have recommended a conceptual scheme for the MNR entranceway that meets the approved budget and responds to the requests of the Board. There is risk that the community will not support the suggested scheme and changes. If this occurs staff will bring the feedback back to the Board with a revised concept seeking approval.

There is also risk that the final costs may be under or over the allocated budget of \$75,810. Staff will seek detailed costs estimates for each part of the scheme and bring these to the Board for approval with the final Concept Plan. If the costs estimates are below the allocated budget, staff will recommend the return of the remaining budget to the Boards General Landscaping Budget. If the final costs estimates / quotes are over budget staff will bring a revised conceptual scheme of lesser scope back to the Board for approval.

### **6.4 Health and Safety**

There are health and safety risks arising from the adoption/implementation of the recommendations in this report at this stage as it is only approving consultation on the proposed plan.

### **6.5 Consistency with Policy**

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

### **6.6 Authorising Legislation**

All projects mentioned in this report fall under the Reserves Act. The development of the town entrances will be within the Roding corridor. All signage shall be in accordance with the District Plan and the Signage Bylaw (2012). Additional Government and NZTA legislation applies relating to signage but this is dependent on the particular road/location and type of sign being proposed. Therefore Staff will work with the Roding Team who are familiar with this legislation to determine final materials and positioning for the town entrances and any specific details around the signs or landscaping.

## 6.7 Consistency with Community Outcomes

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

**Public spaces and facilities are plentiful, accessible and high quality, and reflect cultural identity;**

- There is a wide variety of public places and spaces to meet people's needs
- 
- Public spaces express the unique visual identity of our District.

**There are wide ranging opportunities for people to contribute to the decision making that affects our District;**

- Opportunities for collaboration and partnerships are actively pursued.

**The community's cultures, arts and heritage are conserved, developed and celebrated;**

- There are wide-ranging opportunities to participate in arts and cultural activities.
- Public places and spaces provide opportunities for cultural expression and integrated arts.

**Effect is given to the principles of the Treaty of Waitangi;**

- Maori cultural identity, values and aspirations are reflected in built and natural environments.

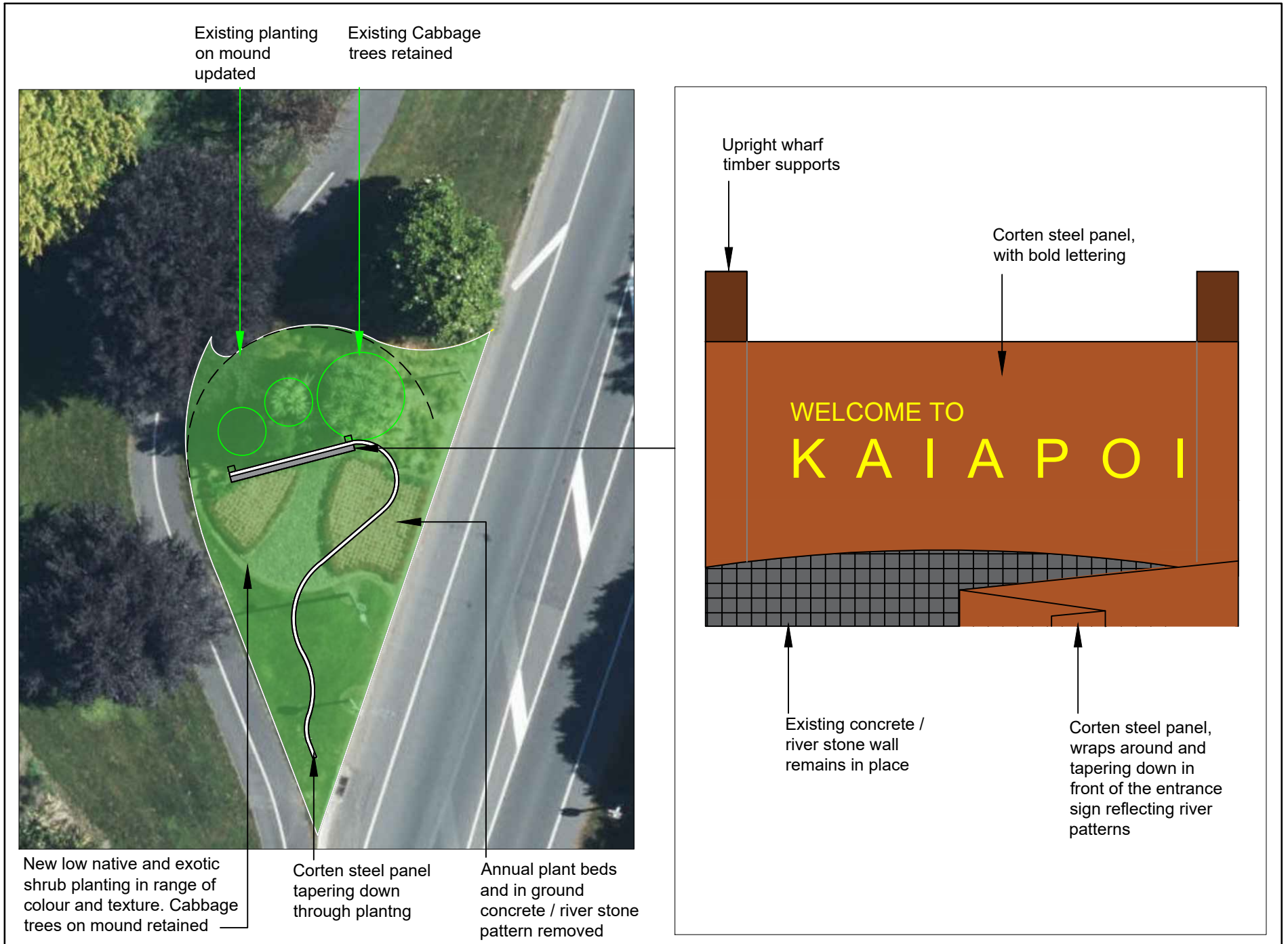
**The distinctive character of our takiwā – towns, villages and rural areas is maintained, developed and celebrated;**

- The centres of our towns are safe, convenient and attractive places to visit and do business
- Public spaces reflect the distinct narratives, character and cultural identity of our takiwā.

## 6.8 Authorising Delegations

The Kaiapoi Tuahiwi Community Board have the delegation to approve the recommendations within this report.





**TOWN ENTRANCE SIGN : Kaiapoi Main North Road Town Entrance - CONCEPT 1**



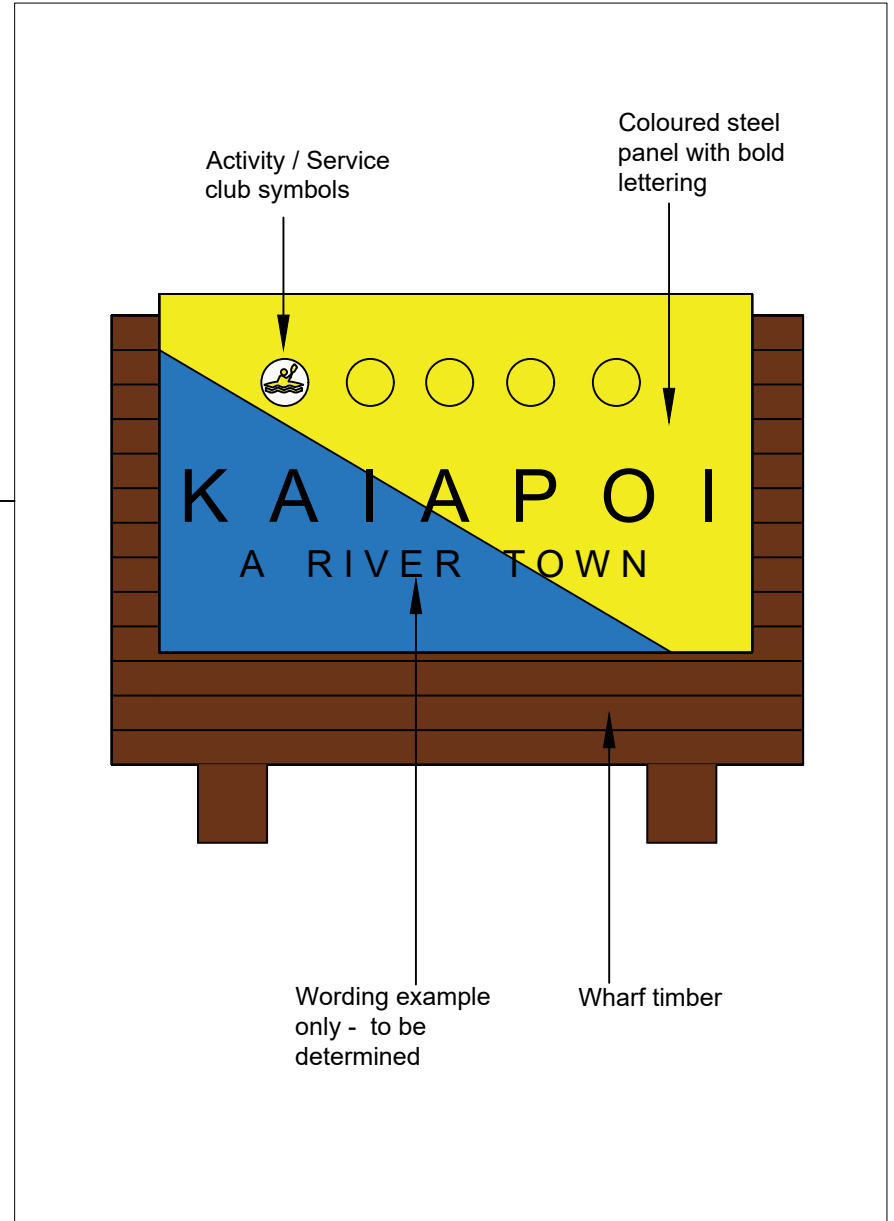
TOWN ENTRANCE SIGN : Kaiapoi Main North Road Town Entrance - CONCEPT 2

Existing planting on mound retained



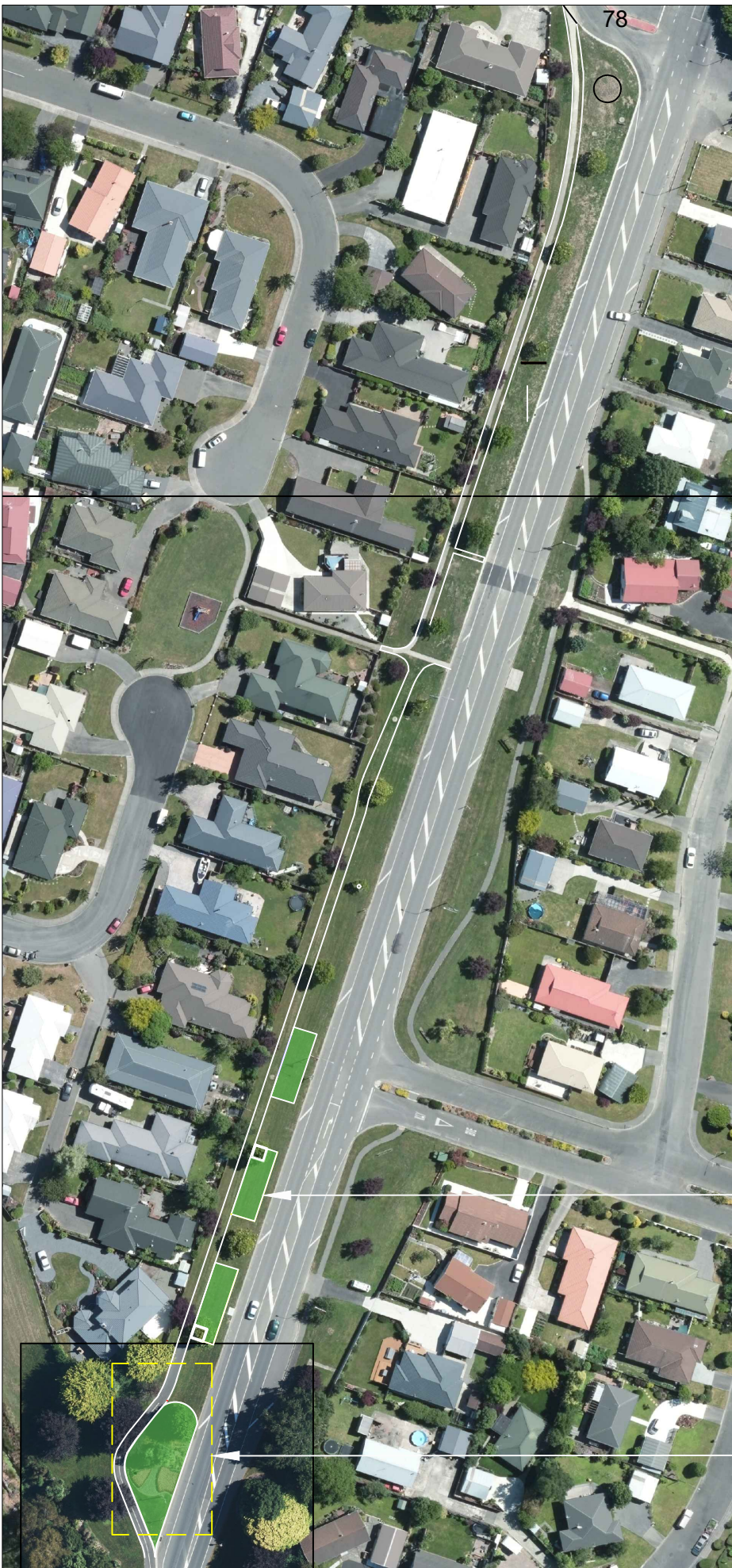
New low native and exotic shrub planting in range of colour and texture.

Annual plant beds and in ground concrete / river stone pattern removed



**TOWN ENTRANCE SIGN : Kaiapoi Main North Road Town Entrance - CONCEPT 3**





### CONCEPT A

- Planting at intersections & pedestrian areas (280m<sup>2</sup>)

3 x Blocks of low planting opposite intersection

Upgrade town entrance sign, which includes larger area of planting. (See Concept 1)





## CONCEPT B

- Planting at intersections & pedestrian areas (460m<sup>2</sup>)

Block of low planting opposite intersection, including existing rose garden

Block of low planting around pedestrian entry path




Block of low planting opposite intersection

Upgrade town entrance sign, which includes larger area of planting. (See Concept 1)





**KEY**

-  Existing *Magnolia grandiflora* tree
-  Existing *Liquidambar styraciflua* tree
-  Proposed additional *Liquidambar styraciflua* tree
-  Existing Copper Beech tree

**AVENUE TREES : Kaiapoi Main North Road Town Entrance Concepts**

**WAIMAKARIRI DISTRICT COUNCIL****REPORT OR DECISION**

**FILE NO and TRIM NO:** GOV-26-08-06 / 231107178672

**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD

**DATE OF MEETING:** 20 November 2023

**AUTHOR(S):** Kay Rabe, Governance Advisor

**SUBJECT:** Application to the Kaiapoi-Tuahiwi Community Board's 2023/24 Discretionary Grant Fund

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

  
 \_\_\_\_\_  
 General Manager

  
 \_\_\_\_\_  
 Chief Executive

**1. SUMMARY**

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

<b>Name of Organisation</b>	<b>Purpose</b>	<b>Amount requested</b>
St Patricks School PTA	Towards a bike and scooter track	\$500
Community Watch Kaiapoi Inc	Towards replacement pads and battery for AED	\$750
<b>Total:</b>		<b>\$1,250</b>

**Attachments:**

- i. Application from St Patricks School PTA (Trim Ref: 231107178315).
- ii. Application from Community Watch Kaiapoi Incorporated (Trim Ref: 231107178818).
- iii. Spreadsheet showing previous two years' grants.
- iv. Board funding criteria 2023/24. (Trim Ref: 210603089725).

**2. RECOMMENDATION**

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

- (a) **Receives** report No. 231107178672.
- (b) **Approves** a grant of \$..... to St Patricks School Parent-Teachers Association (PTA) towards a bike and scooter track.

**OR**

- (c) **Declines** the application from St Patricks School Parent-Teachers Association (PTA).
- (d) **Approves** a grant of \$..... to Community Watch Kaiapoi Inc towards replacement pad and battery for the patrol car Automated External Defibrillator (AED).

**OR**

- (e) **Declines** the application from Community Watch Kaiapoi Inc.



### 3. **BACKGROUND**

- 3.1 The ***St Patricks School Parent-Teachers Association*** is seeking funding towards a bike and scooter track.
- 3.2 ***Community Watch Kaiapoi Inc*** is seeking funding towards the replacement of pads and a new battery for its patrol car Automated External Defibrillator (AED).
- 3.3 The current balance of the Kaiapoi-Tuahwi Community Board's 2023/24 Discretionary Grant Fund is \$4,907.

### 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 current role of 148 pupils. 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 for a bike and scooter track running approximately 150 metres around the main field, with a few bumps and curves. The project's aim is to promote physical and mental health. Currently students are using the netball and basketball courts to ride their bikes or scooters which is not ideal with other children playing netball or basketball at the same time, putting all children at risk of injury. This project would not only benefit the students attending the school but also children in the neighbourhood, giving them a safe space to ride which will encourage social inclusion between students and children from other schools. Another benefit would be to promote safe riding and road rules within a safe environment.
- 4.3 This project is estimated to cost \$35,000. Five thousand dollars has already been raised by the Twilight Fete held earlier in the year. The PTA are also applying to Kiwi Gaming, the Lions Foundation and seeking other sponsors for this project. The project will go ahead if this application is unsuccessful, however it would take longer to install due to the delay in raising the funding required.
- 4.4 The PTA previously received \$500 of funding from the Board towards game line marking in July 2022 and \$500 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 Forms for these projects have been received.

#### ***Community Watch Kaiapoi Inc (the Group)***

- 4.5 Community Watch Kaiapoi was started in April 1993 and is manned entirely of volunteers. They have served their community by being the 'eyes and ears' on the ground for the police and are currently based at the Kaiapoi Police Station.
- 4.6 In November 2019 the Group successfully applied for funding from the Board to purchase an Automated External Defibrillator (AED) for its patrol vehicle. The Group are now requesting assistance with the replacement of the AED's pads and a new battery which need to be replaced every five years. The benefit of being able to access an AED at a moments notice when on patrol can be literally life-saving.
- 4.7 The cost of replacement pads and a new battery is \$1,062 and the Group are requesting an amount of \$750 with the rest of the funds being supplied by the safer number plates programme. If this application is unsuccessful the replacement pads and battery will still be purchased however this would severely impact on other running and operational expenses of the Group. The Accountability form for the original purchase of the AED has been received.
- 4.8 The Board may approve or decline grants as per the grant guidelines.

#### 4.9 **Implications for Community Wellbeing**

There are social and cultural implications on community wellbeing by the issues and options that are the subject matter of this report.

4.10 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 likely to be affected by or have an interest in the subject matter of this report, as Tuahiwi is part of the Community Watch Kaiapoi's area of patrol.

#### 5.2 **Groups and Organisations**

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

#### 5.3 **Wider Community**

The wider community is likely to be affected by, or to be interested in, this report's subject matter as the bike track and access to a mobile AED would positively impact the wellbeing of the Kaiapoi communities.

### 6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

#### 6.1 **Financial Implications**

The Annual Plan for 2023/24 includes budget provision for the Kaiapoi-Tuahiwi Community Board to approve grants to community groups up to \$5,390. With the carried forward amount from the previous financial year the Board had \$7,522 for the year.

The application criteria specify that grants are generally limited to \$750 a maximum of \$1,000 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. If the Board grants these applications the balance of the fund would be \$3,657.

#### 6.2 **Sustainability and Climate Change Impacts**

The recommendations in this report do have sustainability and climate change impacts, as the bike track encourages children to use other forms of transport.

#### 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 St Patrick's School and Community Watch Kaiapoi Inc.

### 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.

Groups applying for Board Discretionary Grants 2023/2024

Name of group: St Patrick's School PTA

Address: [Redacted]

Contact person within organisation: Rebecca Morgan

Position within organisation: Treasurer

Contact phone number: [Redacted] Email: pta@stpatkai.school.nz

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

A new bike and scooter track, running approx 150m around the main field, with a few bumps and curves. All to promote physical and mental health.

What is the timeframe of the project/event date? By Term 2 2024

Overall cost of project: 35,000 Amount requested: 500.00

How many people will directly benefit from this project? 150 +

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 5% Woodend-Sefton 5% Kaiapoi-Tuahiwi 90%

Other (please specify): \_\_\_\_\_

If this application is declined, will this event/project still occur?  Yes  No But will take longer to get funding.

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

[Redacted area]

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

Social interaction, physical health - promoting outdoor exercise, mental health - by being physical! Learning road rules.

What is the benefit(s) to your organisation?

To benefit the children

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

The community will be able to use the track.

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 to, or intend to apply to for funding this project and the amount applied for, including applications to other Community Boards.

Kiwi gaming, Leon's foundation. Recently held a Twilight Teke - raised approx \$5K profit towards this.

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:

July 2022 - line marking.

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

Signed: \_\_\_\_\_

Date: 1/11/23



## St Patrick's School PTA

Income and Expenditure Report as at 17th October 2023

By Rebecca Morgan (Treasurer)

Memo/Payee		Deposit	Withdrawal	Balance
<b><u>Cheque Account - ASB 00</u></b>				<b>\$ 4,923.83</b>
26-Sep-23	Reimburse Rebecca Mitre 10 Sports/Gardens goods		\$ 310.12	
26-Sep-23	Reimburse Rebecca Mighty Ape Sporting goods		\$ 413.58	
26-Sep-23	Reimburse Rebecca Rebel Sport Sporting goods		\$ 82.99	
26-Sep-23	Treimburse Rebecca Kmart Sporting goods		\$ 394.00	
26-Sep-23	Reimburse Rebecca Trademe Dice		\$ 59.00	
26-Sep-23	Reimburse Rebecca Iceblocks		\$ 45.50	
Sept/Oct	Whittakers	\$ 288.00		
Oct	Ice block cards	\$ 60.00		
Oct	Fete Stall fees	\$ 705.00		
6-Oct-23	Reimburse Rebecca Facebook-fete		\$ 18.57	
6-Oct-23	Rebecca reimburse facebook fete		\$ 1.82	
6-Oct-23	Rebecca reimburse CBK meeting fair		\$ 37.74	
6-Oct-23	Reeimburse Rebecca hula hoops		\$ 20.00	
6-Oct-23	TotalPos eftpos hire fete		\$ 115.00	
6-Oct-23	Whitehead Designs Signs		\$ 333.50	
11-Oct-23	Second hand uniform	\$ 7.00		
12-Oct-23	Reimburse Rebecca Rainbow lollies- fete		\$ 159.75	
12-Oct-23	Reimburse Rebecca Cake boxes-fete		\$ 121.90	
12-Oct-23	Reimburse Rebecca Lollypops-fete		\$ 26.60	
12-Oct-23	Reimburse Suzanne- CBK fete meeting		\$ 5.00	
17-Oct-23	Rebecca reimburse Ice blocks		\$ 43.00	
17-Oct-23	Rebecca reimburse Fete		\$ 9.98	
17-Oct-23	Reimburse Rebecca Fete		\$ 11.50	
17-Oct-23	New World Kane Fete		\$ 273.73	
17-Oct-23	Eventhire		\$ 1,111.00	
<b>Total</b>		<b>\$ 1,060.00</b>	<b>\$ 3,594.28</b>	<b>\$ 2,389.55</b>

**Out Standing Debt**

Line Marking		\$ 2,518.50
Fete Entertainment		\$ 275.00
Fete- sausages etc		
Fete ASB fees		
T3 Grant		\$ 150.00
<b>Total</b>		<b>\$ 2,943.50</b>

**To be banked**

Kane Shield	\$ 474.00
Hot Choc	\$ 191.00
Ice Blocks	\$ 54.00
baking paper	\$ 72.00
Whittakers to be banked	\$ 120.00
Whittakers(owed)	\$ 918.10
<b>Total</b>	<b>\$ 1,829.10</b>

**Balance of Main Account****\$ 1,275.15**

**Saver Account - ASB 50**

**\$ 1,949.63**

30-Sep-23	Credit Interest	\$	3.96		
30-Sep-23	IRD Tax on interest			\$	1.30
11-Oct-23	Uniforms	\$	311.00		

<b>Total</b>	<b>\$ 314.96</b>	<b>\$ 1.30</b>	<b>\$ 2,263.29</b>
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**Out Standing Debt**

Monograms  
T2/3 Uniform

**Total**

\_\_\_\_\_

**To be banked**

**Total**

\_\_\_\_\_

**Balance of Saver Account**

**\$ 2,263.29**

**Balance of all Accounts**

**\$ 3,538.44**



# QUOTE

St Patricks School

**Date**  
31 May 2023

SES Contracting Limited  
12/77 Hilton Street  
Kaiapoi 7630  
Christchurch  
NEW ZEALAND

**Account Number**

**Quote Number**  
QU-0705

**Reference**

**GST Number**  
114474096



Description	Quantity	Unit Price	GST	Amount NZD
- Supply SSSP, H&S equipment, Hazard board to site. - Mobilisation / Demobilisation of plant and machinery to site.	1.00	245.00	15%	245.00
Concrete track:  150m long, 2m wide, 100mm thick concrete pathway. This is an estimate as there is no design.				
Dig out and dispose of spoil, supply and install formwork, supply spread and compact ap40 base	1.00	30,500.00	15%	30,500.00
Supply and place concrete, cutting and pump.  **Clear and easy access is required, Traffic control isn't included, and also trucks and stuff on the field will probably rip it up abit**				
			Subtotal	30,745.00
			Total GST 15%	4,611.75
			<b>TOTAL NZD</b>	<b>35,356.75</b>



St Patrick's School PTA  
61 Fuller Street  
Kaiapoi 7630

Dear Potential Sponsor,

**St Patrick's School Kaiapoi** is running a fundraising campaign to raise **\$35K for a new scooter and bike track.**

Located in Kaiapoi, our school currently has a roll of 148 pupils who are taught by our team of 14 competent staff. Our School is a Special Character School. St Patrick's Kaiapoi is an integrated full primary Catholic school offering education with a special character to children from Year 1 to 8. Established in 1926 by the Sisters of Our Lady of the Missions, the school is an integral part of St Peter Chanel Parish, Waimakariri. A special feature of our school is the care and concern evident amongst its members and the supportive atmosphere prevailing throughout our community.

The Mission sisters' values of caring, co-operating and called to others, underpin our school philosophy which focuses on our learners being confident, and inquiring self-managers. The St Patrick's Board of Trustees is committed to providing our learners with many up to date educational resources to enhance our learning environment.

### **The importance of this project to our children**

Currently our students share the netball and basketball court when riding their bikes and scooters. Students need safe play areas where they can challenge themselves and develop physically, mentally, and socially.

Having a suitable concrete track has widely-known benefits of outdoor structures such as these in school grounds. Modern research tells us that it is detrimental to children's learning, physical and social development when there is inadequate opportunity in the school environment for children to exercise and challenge themselves.

With that in mind, we are highly focussed on ensuring that our pupils are provided with access to as much outdoor physical activity as possible. A new scooter and bike track will assist significantly with this and, once again, offer our children activities that provide a comprehensive experience in outdoor exercise, muscular development, confidence building, fun, and challenges that stretch them beyond their existing achievements.



**Benefitting the wider community**

When our new track is installed, we will be delighted to provide access to it to our entire community for after school use and will actively promote this within our neighbourhoods. We are aware of the evidence demonstrating that, when well-maintained, attractive and new structures such as these are well used, they are treated with greater respect and care.

**With your help, we can make it happen for them!**

We desperately need financial assistance to support us with this priority project for our children and trust that you will give this funding application your serious consideration. Without your generous financial support, we will not be able to provide our children with the benefits outlined above.

Should you choose to respond positively to our application, we give you our commitment that our school families, staff, wider community and other 'friends' of the school will be made well aware of your charitable assistance with our project. This includes working with you to put an appropriate plaque on or near the track as a constant reminder of your generosity to our children.

**Our children are filled with excitement and anticipation!**

The prospect of a new scooter and bike track in our school has certainly generated excitement in our youngsters – and, in their own words, here's why

- 'We can have races'
- 'The bumps will be fun'
- 'There will be lots of space for us to ride our scooters'

Please do not hesitate to contact us on 021361475 on or by email at [pta@stpatkai.school.nz](mailto:pta@stpatkai.school.nz) should you require any additional information.

We look forward to your response.

Yours sincerely,

On behalf of the PTA,

Rebecca Morgan





Dear Potential Sponsor,

**St Patrick's School Kaiapoi** is running a fundraising campaign to raise **\$35K for a new 150m Scooter and Bike Track**, complete with a concrete track, bumps and curves. A scooter and bike track will benefit and promote the children's learning, physical and social development.

Our aim is to complete this by Term 2, 2024.

**We have unique sponsorship opportunities and in return some great benefits as follows:**

	Platinum \$2000+	Gold \$1000+	Silver \$500+	Bronze \$100+	Friends Under \$100
Unveiling of the Playground first rights	✓				
Banner On school Fence*	✓	✓	✓		
School Newsletter Sponsor Ad **	✓	✓	✓	✓	
Social Media Recognition	✓	✓	✓	✓	✓
School Newsletter Recognition	✓	✓	✓	✓	✓
Plaque Recognition	✓	✓	✓	✓	✓
Sponsor Board Recognition	✓	✓	✓	✓	✓
Morning Tea at opening of Playground	✓	✓	✓	✓	✓

\*Size will differ (Platinum 122x183cm; Gold 76x183cm; Silver 76x122cm, quality vinyl)

\*\*Ad will be in place for one year, in order of Sponsor Category.

I would like to thank you in advance for your consideration and generosity.

Please do not hesitate to contact us if you would like further information or would like to sponsor.

With your help we are one step closer to a new scooter and bike track..

Sincerely on behalf of the PTA,

Rebecca Morgan

021361475

[pta@stpatkai.school.nz](mailto:pta@stpatkai.school.nz)

### St Patrick's School Scooter Track Proposal

- Existing Pathway
- Proposed new track





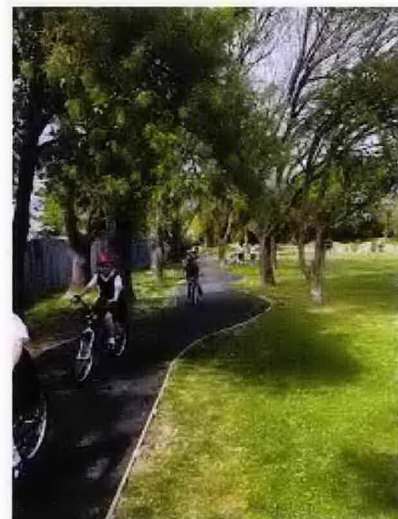


## Track layout

A track is a circuit usually made from limestone, asphalt or concrete. It usually follows the outer edge of the school's playing field.

The Bikes in Schools programme recommends a track should be:

- 2 metres wide
- 75 to 100 millimetres deep
- between 250 and 700 metres or more in length, depending on the size of the school
- curved (no straight lines) to prevent children going too fast.





# Certificate of Registration

## Saint Patrick's School, Kaiapoi Parent Teacher Association

This is to certify that Saint Patrick's School, Kaiapoi Parent Teacher Association was registered as a charitable entity under the Charities Act 2005 on 30 June 2008.

Registration number: CC40431

A handwritten signature in black ink, appearing to read "Sid Ashton".

Sid Ashton  
Chair

A handwritten signature in black ink, appearing to read "Trevor Garrell".

Trevor Garrell  
Chief Executive



WAIMAKARIRI DISTRICT COUNCIL	
RECEIVED:	7 NOV 2023
To:	

### Groups applying for Board Discretionary Grants 2023/2024

Name of group: Community Watch Kaiapoi Incorporated

Address: [REDACTED]

Contact person within organisation: Owen Cassidy

Position within organisation: Chairperson

Contact phone number: [REDACTED]

Email: [REDACTED]

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

To purchase replacement pads and new battery for our Patrol Car defibrillator. The existing pads expire on 28th February 2024 and the battery is due to run out of power in the very near future.

What is the timeframe of the project/event date? By the 28th February 2024

Overall cost of project: \$1,061.45

Amount requested: \$750.00

How many people will directly benefit from this project? Many

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

- People with disabilities (mental or physical)   
  Cultural/ethnic minorities   
  District  
 Preschool   
  School/youth   
  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): Unknown number but is available for our whole operating area.

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?

It will enable Patrol members to give defibrillation to any member of the community should the need arise.

What is the benefit(s) to your organisation?

Of no direct benefits to the Community Patrol unless a member required defibrillation. The only benefit to the Patrol would be the opportunity to save a life.

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

That our mobile Patrol vehicle has a defibrillator and when this vehicle is on patrol we can offer the correct assistance should it be required.

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 to, or intend to apply to for funding this project and the amount applied for, including applications to other Community Boards.

The only other funding we have is what we have earned through our safer plates programme.

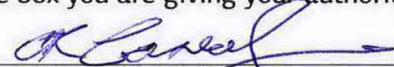
Have you applied to the Kaiapoi-Tuahiwi Community Board or any other Waimakariri Community Board for other project funding in the past 18 months?  Yes  No

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

Signed:  Date: 7-11-2021



redcrossshop.org.nz

## QUOTE

SQ-00002240

32 Birmingham Drive  
 Christchurch 8024  
 products@redcross.org.nz  
 +64 3 3397111

Quote For: Owen Cassidy  
 Street / Building: Kaiapoi CPNZ  
 Suburb: Kaiapoi  
 City: Christchurch  
 Delivery Method: CourierPost

Customer Code: SQ1  
 Quote Date: 10/10/2023  
 This Quote Is Valid Until: 10/11/2023  
 Accept Date:  
 Salesperson:

Code	Description	Units	Qty	Price	Discounted	Total
EA0520200	G5 Intellisense lithium battery (Orange)	each	1.00	735.00	735.00	735.00
D140699						
EA0510300	G5 Defibrillation Pads (Adult)	each	1.00	188.00	188.00	188.00

Charge	Price	Tax Rate

<b>Sub Total</b>	923.00
<b>Charge Sub Total</b>	0.00
<b>Tax Total</b>	138.45
<b>Total</b>	1,061.45

Please Note: If a date is not specified under "This Quote Is Valid Until" above, then this quote will cease to be valid in 28 Days from the date of the quote.

Comments:

Marve Dowall And Associates  
91 Wallers Road, Loburn  
RD2 Rangiora 7472

COMMUNITY WATCH KAIAPOI INCORPORATED  
BALANCE SHEET

AS AT 30 TH SEPTEMBER 2023  
Charities Reg number CC43213

Current Assets			
WestpacTrust- General Account		2,055.13	
WestpacTrust- Term Deposit		7,940.71	
Stock On Hand		2,635.68	
			12,631.52
			<u>12,631.52</u>
Accumulated Funds:			
Opening Balance		12,394.63	
Net Operating Income		<u>236.89</u>	
			<u>12,631.52</u>
Assets held	1/10/2022	26,640.17	
	30/09/2003	21,698.43	
Depreciation not claimed in this financial year		4,941.74	
			<u>12,631.52</u>



*Maree Dowall And Associates*  
 91 Wallers Road, Loburn  
 RD2 Rangiora 7472

COMMUNITY WATCH KAIAPOI INCORPORATED

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

2023

Charities Reg number CC43213

ITEM - DESCRIPTION	COST TO LAST YR	OPENING	DEPRECIATION	CLOSING
		BOOK VAL 1/10/2022	RATE AMOUNT	
Crossband Radio	2482.91	18.18	15.5 DV	15.36
1 Base set Radio	4200.00	2534.08	15.5 DV	2141.30
4 Mobile radio's 2 Radio's + Mic's New H6				
Haval	2020	21174.40	20 DV	16939.52
Dash Cam	2016	600.00	382.01	305.00
Defib	21/01/2020		2551.50	2296.35
		<u>26640.17</u>		<u>21698.43</u>

## COMMUNITY WATCH KAIAPOI INCORPORATED

*Morse Dowall And Associates*  
 91 Wallers Road, Loburn  
 RD2 Rangiora 7472

## INCOME STATEMENT

Charities Reg number CC43213

FOR THE YEAR ENDED 30TH SEPTEMBER

2023

Income			
Interest Received	Cheque Acc	0.00	
Interest Received	Investment	225.63	
Term Maturity Transfer	transferred in to running acc	0.00	
CPNZ	Community Patrols of NZ	0.00	
You Me We Us Kaiapoi		100	
Kaipoi Promotion		150	
Donation		250	
Digitech Rad		200	
Safe "R" Plates		115	
			<u>1,041.63</u>
Less Expenditure:			
Programming Radios		0.00	
Phone Top ups		100.00	
Motor Vehicle Rego		103.68	
CPNZ		0.00	
Other	Gift Voucher Auditor	100.00	
Uniform-	Top	54.05	
Defib Pads		0.00	
Insurance		447.01	
Charities Commission		0.00	
Term maturity transferred out		<u>0</u>	
Depreciation	not claimed	4,941.74	<u>804.74</u>
NET OPERATING PROFIT / LOSS		Income over Expenditure	<u><u>236.89</u></u>

## Spreadsheet Showing Kaiapoi-Tuahiwi Community Board Discretionary Grant for the 2022/2023 Financial Year

	Meeting considered	Group	Project	Amount Requested	Amount Granted	Running Balance
			2022/23= \$5,270 = carry forwards \$2,627 Total \$7,897			\$ 7,897.00
	18-Jul-22	St Patricks School PTA	Game Lines	\$500	\$500	\$ 7,397.00
	18-Jul-22	Kaiapoi Toy Library	Cultural and sensory toys	\$500	\$500	\$ 6,897.00
	15-Aug	Reflections Community Trust	Waimakariri Light Party	\$588	\$588	\$ 6,309.00
	15-Aug	Clarkville Playcentre	Fruit Trees and vegetable plants	\$500	\$250	\$ 6,059.00
	21-Nov	Cure Boating Club	Wood stain for floors, egress ramp and stairs	\$500	\$500	\$ 5,559.00
	20-Feb	North Canterbury Pride	Picnic in the Park	\$275	\$300	\$ 5,259.00
	20-Feb	Clarkville Playcentre	First Aid Courses	\$387	\$387	\$ 4,872.00
	20-Mar	Kaiapoi Rugby Football Club	Replace broken cabinet	\$500	\$500	\$ 4,372.00
	20-Mar	Kaiapoi Community Gardens	Signage	\$240	\$240	\$ 4,132.00
Kaiapoi-Tuahiwi Community Board 10.136.100.2410	20-Mar	WITHDRAWN				
	20-Mar	All Together Kaiapoi	Subscription for software			\$ 4,132.00
	20-Mar	Relay for Life event	Costs of hosting	\$250	\$500	\$ 3,632.00
	17-Apr	R13 Youth Development Trust	Replacement sports equipment, new kitchen equipment and a new printer	\$500	\$500	\$ 3,132.00
	17-Apr	North Canterbury Adventure Club	Purchase an inflatable shade tent and electric pump	\$825	Declined	\$ 3,132.00
	17-Apr	It Takes A Village Hub	To purchase fabric and elastic	\$500	\$500	\$ 2,632.00
	16-Jun	All Together Kaiapoi	Advertising Matariki in Kaiapoi	\$500	\$500	\$ 2,132.00
	19-Jun	All Stars Marching	Annual camp	\$500	\$500	\$ 1,632.00

## Spreadsheet Showing Kaiapoi-Tuahiwi Community Board Discretionary Grant for the 2023/2024 Financial Year

Meeting considered	Group	Project	Application Trim Ref	Accountability Received	Amount Requested	Amount Granted	Running Balance
		2023/24= \$5,390 = carry forwards \$1,632 = Returned funds \$500 Total \$7,522					\$ 7,522.00
17-Jul	Coastguard North Canterbury	towards upgrading the swift water rescue vessel	230629097856		\$500	\$750	\$ 6,772.00
21-Aug	Waimakariri Access Group	Towards running an Inclusive Sports Event	230807119502		\$750	\$750	\$ 6,022.00
21-Aug	Community Wellbeing North Canterbury Trust	towards an 0800 number	230802117896		\$600	\$600	\$ 5,422.00
16-Oct	Pines Kairaki Beaches Association	Towards hosing a Christmas event	231004156475		\$515	\$515	\$ 4,907.00
20-Nov	St Patick's School	towards a bike and scooter track	231107178315		\$500		
20-Nov	Community Watch Kaiapoi Inc	towards a AED	231107178818		\$750		



**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 community-based project groups, non-profit community organisations, registered charities or incorporated societies. Council funding is publicly accountable therefore the Board needs to demonstrate to the community where funding is going and what it is being spent on. Staff cannot process your application without financial information.

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/materials
✗ Debt servicing	✓ Toys/educational aids
✗ Payment for volunteers (including arrangements in kind eg petrol vouchers)	✓ Sporting equipment
✗ Stock or capital market investment	✓ Safety equipment
✗ Gambling or prize money	✓ Costs associated with events
✗ Funding of individuals (only non-profit organisations)	✓ Community training
✗ Payment of any legal expenditure or associated costs	
✗ Purchase of land and buildings	
✗ Activities or initiatives where the primary purpose is to promote, commercial or profit-oriented interests	
✗ Payment of fines, court costs or mediation costs, IRD penalties	

## Criteria for application

- 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).
- Applications will only be accepted from community-based project groups, not for profit organisations, registered charities or incorporated societies.
- Applications from Funding Committees and/or similar community-based groups associated with schools will be considered provided there is proof that the activity is not funded by the Ministry of Education. However, schools themselves are not considered non-profit community-based organisations.
- Grant funding will not be allocated for events/projects that have already occurred i.e retrospectively.
- The grant funding is limited to projects primarily within the Board area or benefiting the residents of the ward.
- Grants are generally limited up to \$750 with a maximum of \$1,000 in any financial year (July to June), but a group can apply twice a year, providing it is for different projects. The Board will consider granting more than \$750 in exceptional circumstances provided that detailed reasons for exceeding the present limit are provided.
- The application should clearly state the purpose for which the money is to be used.
- The applicant should submit relevant financial information to prove they can deliver the project. Applications will only be processed once the financial information is received. The Community Board reserves the right to request additional financial information on any application if deemed necessary.
- 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.
- 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, including information on applications to other Community Boards.
- 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 so they can be processed in time.
- An Accountability Form must be provided to the Council within 20 working days after the event, completion of the project or when the funds were spent outlining how the funds were applied. Relevant proof of purchase such as receipts, banks statements or invoices must be included with the Accountability Form and photos of the event or purchase is encouraged.
- Where possible Boards request permission to utilise these photos on its Facebook page, the Council website or other social media, to encourage other community groups' participation.
- In the event that funds are not spent on the project or activity applied for within 12 months of the date of the event/project, the recipient will 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.
- No new application will be accepted until the Board receives the Accountability Form and relevant documentation for previous funding granted.

## What happens now?

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

## What happens next?

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

## MEMBERS INFORMATION EXCHANGE

Brent Cairns  
October 2023

- **Homelessness** – Riverside church have provided intel and we are working with ESU, with the intent to develop an information resource that their inspectors can use, to support their statutory obligations, whilst informing and supporting people into alternative accommodation, as required. A stakeholder group (Police, MSD, SSW, Faith Sector agencies) are working on better support for Pine Acres, alongside the work that the Housing Response Working group are undertaking around Emergency and Transitional Housing. My housing report will be supported by a presentation from the Housing Response Working Group, and this will be discussed as part of that presentation
- **Civil Defence Welfare Response** – Team assisted with outreach visits in affected communities and were actively involved in the EOC. Heartening to see outlying rural communities largely self-supporting
- **Relationship Safety** – Facilitated delivery of local Professional Development Workshop for teachers, community, health and social services workers. Planning underway for White Ribbon events in November
- **Arts Strategy** – Draft content is attached to my report, however Comms are currently at capacity, so have not yet been able to complete the published version. The look I have asked for is similar to Whanganui.  
<https://www.whanganui.govt.nz/files/assets/public/v/1/strategies/whanganui-district-council-arts-and-culture-strategic-plan-2019-2029-reduced-size.pdf>
- **Suicide Prevention and Mental Health** – Over 700 locals, predominantly men, reached with four events facilitated and/or supported by Nicola Trolove from Community Team. Ensured strengths-based approach with practical tools to address stress and anxiety and the enabling of strong local referral paths, where Counselling needed.
  - Sports Sector Workshop, featuring Crusaders Manager
  - Education sector workshop
  - Tradie Breakfast,
  - Council staff workshop
- **On Track Capacity and Capability Building** – Suite continued with sessions on the new Incorporated Societies Act, Marketing and promotion, Strategic Planning and support for managers in the volunteer sector. Full suite also includes financial planning and monitoring, funding and funding plans, Health and Safety and good marketing.
- **Community Development Strategy Review** – engagement surveys developed, with Comms working on the ‘Let’s Talk’ engagement, to begin shortly. Community Forum planned for 29 November
- **Welcoming Communities** – New Facilitator started this week. Building relationships and beginning to consider framing of a plan.

- **National Safe Community Model** – Tessa on small working group to establish a membership model. We are delighted to have received agreement from Public Health Association to umbrella, whilst keeping the kaupapa of Safe Communities Aotearoa (holding name) separate. We are hosting a national hui, in Kaiapoi on December 8<sup>th</sup> to:
  - Celebrate successes
  - Rebrand Safe Communities- given that resilience and wellbeing are key priorities, over Injury Prevention
  - Bicultural partnership approach
  - Preliminary Strategic Planning – Vision, Purpose, Goals
  
- **Down the Back Paddock Rural Safety Programme** continues to build strong rural safety culture, through local schools. We continue to hear from teachers that the feedback from parents is that children pass on 'safe practice' advice to parents. Staff are considering a broad evaluation of this in the coming year
  
- **Youth Development**
  - Disability sporting event a huge success
  - Good environmental planning and River Clean-up had 200 people attend
  - Dudley Mural almost ready to install, thank to Kaiapoi High students and design from young people from across the District
  - Employment Expo, planned by Youth Futures, led by Emily, a success
  
- **Mayor's Taskforce for Jobs** – Over half of deliverables achieved in the first three months. Continue to fill work-readiness gaps across the District.
  
- **Next Steps Website** – Admin supported by Community team Admin (updates and monitoring). Some very positive feedback from community partners and strong push on marketing across the district. External funding had meant that we can do radio ads, fridge magnets, bookmarks, etc.



## Oxford ( The issue will be accommodation)

Oxford Dark Sky Group, which encompasses 15-20 local organisations that benefit, are impacted, or are responsible for lighting policy. These include the Council, the Community Board, the local medical clinic, the Department of Conservation, the Schools, the first people Ngāi Tūāhuriri Rūnanga, business and sports clubs, the police, the Observatory and others including OPAC.

**First instance**, would like to seek International Dark Sky Park accreditation for the Oxford Forest Conservation Area “Park”, a 13,308 hectare/133 km<sup>2</sup> publicly-owned land under the Department of Conservation’s jurisdiction. This Park lies in the outskirts of Oxford and has no lighting within its boundaries or power supply into the Park

In a **second step**, would enlarge the geographic area, and redesignate the Park as a ‘core’. We would then look to accredit the entire Oxford Subdivision of the Oxford-Ohoka Ward of the District as an International Dark Sky Reserve encompassing approximately 130,000 hectares/1,300 km<sup>2</sup>. The Oxford Forest Conservation Area would serve as the ‘core’ and the remaining land in the District as the ‘periphery’. The periphery would include the Oxford township that has a census-projected 2023 population at 2,390

### Oxford Dark Sky Initiative

“Better Living Through Better Lighting”

Protect human health

Preserve ecosystems and nocturnal habitats –air, land/stock, water!

Use our energy resources responsibly

Support the connection with our stories, songs, dances, identity, cultural and celestial heritage

Underpin Observatory activity (enhanced community outreach)

Oxford Dark Sky Initiative

“Better Living Through Better Lighting”

Knock-on effect: regional pride, visitor traffic, economic boost, use of logo

Reduce associated costs

Improve lighting for safety & security, quality of life, sports & recreation

Generates 50,600 EXTRA visitor days & **\$5.2M EXTRA spend /year in Waimak**

**Creates 24 new full-time jobs in Oxford** (510 jobs in 2022 or +4.7% equivalent), spill into wider Waimak

### Kaiapoi

Kaiapoi Promotions are working with FunHQ to run a “Spooktacular” event on 31st October.

A Halloween Concept Event. This would, in future years, be grown into a three-part event:

FUNHQ – Provide all the gear required to run this event in Children's Entertainment.

Due to the weather this event was cancelled

This event has taken up an event gap left by the “Light party” which is not able to run due to issues with funding etc

The Sovereign Palms community group that are behind the CCTV camera project have set a target of having enough money raised by December to install the first camera. Currently have raised over \$3000

Two Brown Girls Ltd are organising a 'Party at the Poi' event in November 2024 at Norman Kirk Park in Kaiapoi.

An Emergency Community Hub launch was celebrated at The Sterling (Community Room) on Saturday 07 October

#### **Kaiapoi Museum. Re Accessing the storage area.**

Owen has been making enquiries regarding getting a Stair Lift, or a Wheelchair Platform installed to access the stairs. Approximate cost would be up to \$52,000. Another suggestion was to build a Dumb Waiter to move items up to the storage area but this would be limited to small items only.

**The committee are also communicating with Paula and Council staff re library closures due to staff illness and/or holidays**

#### **Pines/Kairaki Beach**

Pines Kairaki Beach are planning a Christmas event for the 26th November

#### **Rangiora**

A Rangiora Residents group are organising an OP shop fashion show at Good Street on the 2nd December from 12-2pm.

Rangiora Promotions had to cancel their fireworks event, due to lack of funding.

#### **Pegasus**

Pegasus Residents are to have a community meeting next week to get resident buy in to raise money for their own cameras.... **New date for this is 22nd November at 7pm**

**PRGI** - Together as a team we did a lot of soul search over our 2023 Christmas event and sadly concluded we needed to cancel it for this year. The event has grown over the years as has its budget. Last year's event was in the region of \$8K and this year was looking like being closer to \$9K for what is essentially a 3 hour event. Last year we had the luxury of accumulated funds held over from the COVID cancellation of the prior year. In addition, we had very generous support from Templeton Group. This year we have had a hard job receiving funding for our core operations (e.g Community Patrol, Community Centre operations, etc) let alone events; COGS only gave us 50% of what we sought, and we got turned down by Rata who have helped in the past.

We looked at the ENC event fund but felt we did not meet their "regional event" criteria. Similarly, we are aware that the Community Board could assist up to \$500 ... this is generous, but the remaining gap is huge.

#### **Woodend/Sefton Community board**

Student ambassadors from Pegasus School, presented to the community board a presentation on SDG's noting that the 17 goals had been developed by the UN in 2015 to end all poverty, protect the planet and improve the lives of everyone, everywhere.

They were taking the initiative to make the planet more sustainable by looking at bike riding. Asking the board to consider bike racks at the local beach.

**During wind event** - Neighbourhood Support staff worked with CD to door knock vulnerable residents without power to check on their welfare - **“one lady was in a wheelchair and she was so thankful... and blown away that someone came to check on her in this case her power had been restored”**

**In relation to Homeless topic**

**Compliment Tessa and the work she did in bringing individuals and groups together, to help a number of individuals that were living in their cars in a Red Zone ...**

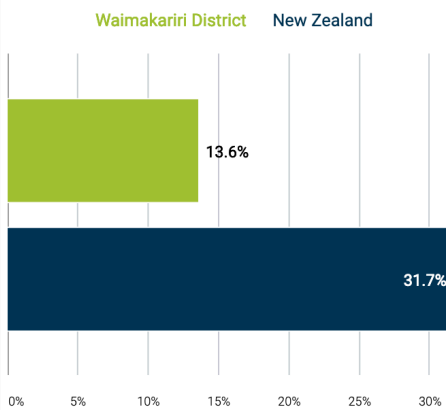
**The following info about spending in the district maybe of interest**

## Tourism expenditure

Compare areas: ▼ New Zealand ✕

### Tourism expenditure

Annual average % change June 2022 - June 2023



### Tourism expenditure

Annual total, March years



## Highlights for Waimakariri District

- Total tourism expenditure in Waimakariri District increased by 13.6% in the year to June 2023, compared to a year earlier. This compares with an increase of 31.7% in New Zealand.
- Total tourism expenditure was approximately \$50 million in Waimakariri District during the year to June 2023, which was up from \$44 million a year ago.

## National overview

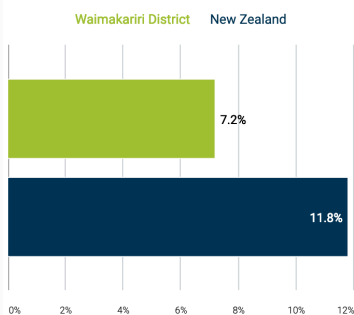
Overall tourism card spending data is up around 32%pa and is now sitting 16% above pre-pandemic (2019) levels. International tourist card spending is broadly back to pre-pandemic levels, with spending over the 12 months to June 2023 up 0.1% ahead of the 12 months to June 2019. However, this trend doesn't account for the higher inflation present in recent years. There is some evidence of a little more strength in spending in the last few months, an encouraging sign, although visitor arrival numbers still appear to have reached a natural limit for now. Domestic spending over the last 12 months is sitting 22% higher than pre-pandemic, and spending activity appears to be plateauing at these sustained higher level.

## Consumer spending

Compare areas: ▼ New Zealand ✕

### Growth in consumer spending

Annual average % change June 2022 - June 2023



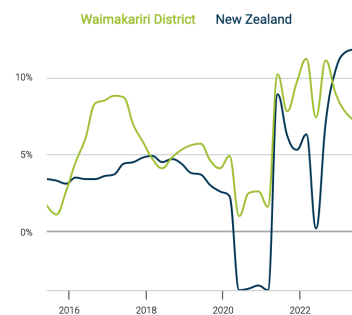
### Consumer spending

Annual level, Waimakariri District



### Consumer spending

Annual average % change



## Highlights for Waimakariri District

- Electronic card consumer spending in Waimakariri District as measured by Marketview, increased by 7.2% over the year to June 2023, compared to a year earlier. This compares with an increase of 11.8% in New Zealand.

## National overview

**KAIAPOI-TUAHIWI COMMUNITY BOARD****MEMBERS INFORMATION EXCHANGE***For the month of October 2023*

Member' Name: Philip Redmond

<b>MEMBER'S DIARY</b>		<b>DISCUSSION POINTS</b>
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
3.10.2023	Kainga Ora Briefing	
	Waimakariri Health and Advisory Group	
5.10.2023	Rangiora Art Society Spring Exhibition	Open Night at Rangiora Borough School Hall. Great art on display
6.10.2023	Enterprise North Canterbury Business Awards	Mainpower Stadium
11.10.2023	Ronel's Cuppa	Pegasus Community Centre
12.10.2023	Passchendaele Memorial Service	Kaiapoi Cenotaph
	Drainage All Boards	NIWA presentation
13.10.2023	Paris for the Weekend	Re-opening with a French theme
18.10.2023	Road Safety Committee	
	Community Service Awards	Citation for Michael Bates
20.10.2023	Solid Waste Working Party	Transfer Station update
	Road Reserve Management Policy	Hearing (Part 1)
	Mainpower Sports Awards	NCSRT at Stadium
21.10.2023	Rangiora A&P Show	
24.10.2023	Road Reserve Management Policy	Hearing (Part 2)
25.10.2023	Community Wellbeing North Canterbury Trust AGM	
1.11.2023	Waitaha Primary Health AGM	Mayor is Deputy Chair
2/3.11.2023	LGNZ – Wellington	FFLG and Rural and Provincial

**Roading Portfolio**

- Construction season commenced
- Wind issues with fallen trees – resilience funding from Waka Kothai
- Lees Valley slip scoped
- Traffic Choices Funding – paused pending change of government including Woodend-Kaiapoi cycleway
- Cycle Sense Training – 193 students, seven schools including woodend safety initiative

Attended usual committee and council meetings.