

Agenda

Kaiapoi-Tuahiwī Community Board

Monday 18 August 2025

4pm

Kaikanui Room
Ruātaniwha 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 18 AUGUST 2025 AT 4PM.

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

	<u>BUSINESS</u>	PAGES
1	<u>APOLOGIES</u>	
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3	<u>CONFIRMATION OF MINUTES</u>	
3.1	<u>Minutes of the Kaiapoi-Tuahiwi Community Board – 21 July 2025</u>	10-22
	<i>RECOMMENDATION</i>	
	THAT the Kaiapoi-Tuahiwi Community Board:	
	(a) Confirms the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 21 July 2025, as a true and accurate record.	
3.2	<u>Matters Arising (From Minutes)</u>	
3.3	<u>Notes of the Kaiapoi-Tuahiwi Community Board Workshop – 21 July 2025</u>	23-25
	<i>RECOMMENDATION</i>	
	THAT the Kaiapoi-Tuahiwi Community Board:	
	(a) Confirms the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 21 July 2025, as a true and accurate record.	
4	<u>DEPUTATIONS AND PRESENTATIONS</u>	
	Nil.	
5	<u>ADJOURNED BUSINESS</u>	
	Nil.	

6 REPORTS

6.1 Request to Consult on a Parking Restriction Change at 124 Williams Street – Nithin Puthupparambil (Transportation Engineer) and Shane Binder (Senior Transportation Engineer)

26-30

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 250801142172.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the District Planning and Regulation Committee:

- (b) **Approves** consultation being undertaken on a possible change to parking time restrictions of two parking spaces in front of the dairy at no. 124 Williams Street from 120 minutes to 15 minutes parking.
- (c) **Notes** that a further report would be brought back to the Community Board with the outcome of the consultation process and to allow further decision making on this matter.

6.2 Kaiapoi Menz Shed – Updated Concept Plan Approval – Isibea Clark (Project Manager) and Tessa Sturley (Community Team Manager)

31-72

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 250728138234.
- (b) **Approves** the amended concept plan for Kaiapoi Menz Shed at the Kaiapoi Community Hub located at 38 Charters Street.
- (c) **Notes** that Sutton Tools have advised that, with their need to divest themselves of the, otherwise vacant, Dale St Kaiapoi property, Kaiapoi Menz Shed have only until January 30th 2026 to vacate the site that they currently occupy at that location.
- (d) **Notes** significant challenges around the acquisition of funding for the originally supplied, concept plan for Menz Sheds operation on the Kaiapoi Community Hub site. In response, an updated concept plan was developed, focusing on the construction of two new buildings that are better suited to the financial realities and operational needs of the Kaiapoi Menz Shed group.
- (e) **Notes** that Kaiapoi Menz Shed has applied to Department of Internal Affairs' Lottery Community Facilities fund to progress the acquisition and completion of the first of two new buildings. It is anticipated that this will be completed, on the Hub site in early 2026.
- (f) **Notes** that, if the Ideal Garage Building has not been replaced after 18 months on site, staff will issue the Menz Shed with an advisory reminder that the relocated building must be replaced with a permanent solution within the remaining six months.
- (g) **Notes** that the new concept includes a more permanent container structure that has been designed to incorporate four, joined 40ft containers, that will serve as isolated welding and painting workshops and storage, with a privately-aspected outdoor workspace. This will be roofed and permitted, in line with Design Guide requirements for the Kaiapoi Community Hub.

- (h) **Notes** that the permanent container structure design is deemed to be a safer option in terms of fire protection and security, than the originally proposed third building in the originally submitted design concept, which was approved by Kaiapoi Tuahiwi Community Board in July of 2024.
- (i) **Notes** that approval of the new concept would mean a cost saving of at least \$200,000 to this valuable but financially committed community group.
- (j) **Notes** that consultation regarding the master plan for the Community Hub was undertaken with the community in late 2021. The location of the proposed buildings on this site is in line with this consultation and proposed modifications to the reconfigured container structure will comply with Design Guide specifications.
- (k) **Notes** that the construction of the buildings is not being funded by the Council.

6.3 **Kaiapoi Entrance Sign 1, Main North Road, Corten Panel Artwork – Tori Stableford (Landscape Architect)**

73-83

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. TRIM number. 250804142804.
- (b) **Approves** the proposed Artwork Concept for application and the design of the Corten steel panel attachment to the Kaiapoi, Main North Road Entrance Sign (TRIM 250806144896).



- (c) **Notes** that the cost to cut the artwork in to the Corten panel is included in the accepted price of \$49,767 from Atlas Group Ltd for the Entrance Sign construction and installation. This cost falls within the previously approved \$75,810 budget allocation for the Main North Road entrance sign and Avenue Tree Scheme, from the Board's General Landscaping Budget.
- (d) **Notes** that staff will work with local artist Mel Eaton to develop cohesive artwork concepts for the three remaining entrance sign projects.
- (e) **Notes** that the expected design life of the entrance sign is more than 35 years.

6.4 **Road Naming – Lime Developments Limited (Silverstream Stage 8-10) – Scott Morrow (Rates Officer – Property Specialist)**

84-94

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 250806145127.
- (b) **Approves** the following proposed road names for new roads as part of Silverstream Stage 8-10 as shown on the attached plan.
 - 1. Lin Street.
 - 2. Fox Way.
 - 3. Courtier Way.
 - 4. Waverley Street (Continuation).
 - 5. Adderley Terrace (Continuation).
 - 6. Bastings Street (Continuation).
- (c) **Notes** that the Community Board may replace the proposed names with any name of its choice.

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

95-126

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 250729138502.
- (b) **Approves** a grant of \$..... to the Kaiapoi Pony Club towards coaching costs for team members attending the Springston Trophy.

OR
- (c) **Declines** the application from the Kaiapoi Pony Club.
- (d) **Approves** a grant of \$..... to the Kaiapoi Garden Club towards costs relating to running the Kaiapoi Garden Competition.

OR
- (e) **Declines** the application from the Kaiapoi Garden Club.

7 **CORRESPONDENCE**

- 7.1 **Rangiora and Kaiapoi Town Centres Parking Management Plans – Adopted by Council memo** 127-130
- 7.2 **Letter from Pines Kairaki Beaches Association regarding Beach Road, Dunns Avenue and Featherstone Avenue Roundabout** 131
- 7.3 **Letter from Laz Mako regarding Tiny House Community Project** 132
- 7.4 **Thank You Letter from The Chris Ruth Centre** 133

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the Rangiora and Kaiapoi Town Centres Parking Management Plans – Adopted by Council memo (Trim: 250708123636).
- (b) **Receives** the Letter from Pines Kairaki Beaches Association regarding Beach Road, Dunns Avenue and Featherstone Avenue Roundabout (Trim: 250811147164).
- (c) **Receives** the Letter from Laz Mako regarding Tiny House Community Project (Trim: 250807145686).
- (d) **Receives** the Thank You Letter from The Chris Ruth Centre (Trim: 250807145661).

8 **CHAIRPERSON'S REPORT**

8.1 **Chairperson's Report for July 2025**

The Chairperson will provide a verbal update.

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

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

9 **MATTERS REFERRED FOR INFORMATION**

- 9.1 **Oxford-Ohoka Community Board Meeting Minutes 2 July 2025.**
- 9.2 **Woodend-Sefton Community Board Meeting Minutes 14 July 2025.**
- 9.3 **Rangiora-Ashley Community Board Meeting Minutes 9 July 2025.**
- 9.4 **May 2025 Flood Event Response and Recovery – Expenditure and Funding Sources – Report to Council Meeting 1 July 2025 – Circulates to all Boards**
- 9.5 **Adoption of Alcohol Control Bylaw – Report to Council Meeting 1 July 2025 – Circulates to all Boards**
- 9.6 **Libraries Update to 3 July 2025 – Report to Community and Recreation Committee Meeting 15 July 2025 – Circulates to all Boards**
- 9.7 **Aquatics July Report – Report to Community and Recreation Committee Meeting 15 July 2025 – Circulates to all Boards**
- 9.8 **Youth Action Plan Early Engagement Update – Report to Community and Recreation Committee Meeting 15 July 2025 – Circulates to all Boards.**

- 9.9 **Approval to Install No-Stopping Restrictions on Flaxton Road at Camwell Park – Report to Utilities and Roading Committee Meeting 15 July 2025 – Circulates to Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards.**
- 9.10 **Project Update Under Infrastructure Resilience Fund 2024/25 and May 2025 Flood Recovery Progress Update – Report to Utilities and Roading Committee Meeting 15 July 2025 – Circulates to all Boards.**

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board

- (a) Receives the information in Items.9.1 to 9.10.

Note:

1. *The links for Matters for Information were previously circulated to members as part of the relevant meeting agendas.*

10 MEMBERS' INFORMATION EXCHANGE

10.1 **Philip Redmond**

134

10.2 **Brent Cairns**

135-136

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.

Any written information submitted by members is included in the agenda.

11 CONSULTATION PROJECTS

Nil.

12 BOARD FUNDING UPDATE

12.1 **Board Discretionary Grant**

Balance as at 1 July 2025: \$8,059.

12.2 **General Landscaping Budget**

Balance as at 1 July 2025: \$29,290, with carry forward to be calculated.

13 MEDIA ITEMS

14 QUESTIONS UNDER STANDING ORDERS

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 15 September 2025 at 4pm.

Workshop

- *School Speed Limits Planning – Individual School Proposals – Peter Daly (Road Safety Coordinator) and Joanne McBride (Roading and Transport Manager) – 30 Minutes.*
- *Kaiapoi Town Entrance Signs – Tori Stableford (Landscape Architect) – 20 Minutes*
- *164 Williams Street, Kaiapoi – Licence to Occupy – two carparking spaces – Zena Gibbs (Property Services Officer) – 20 Minutes.*
- *Members Forum*

MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 21 JULY 2025 AT 4PM.

PRESENT

J Watson (Chairperson), N Atkinson, T Bartle, T Blair, and R Keetley.

IN ATTENDANCE

B Cairns and P Redmond (Kaiapoi-Woodend Ward Councillors).

C Brown (General Manager Community and Recreation), J McBride (Roading and Transportation Manager), K Straw (Civil Projects Team Leader), B Dollery (Biodiversity Team Leader), M Kwant (Senior Ranger Biodiversity), K Rabe (Governance Advisor) and A Connor (Governance Support Officer).

There were five members of the public present.

1 APOLOGIES

Moved: N Atkinson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives and sustains** apologies for absence from A Blackie and S Stewart.

CARRIED

2 CONFLICTS OF INTEREST

T Bartle declared a conflict of interest for matters relating to the All Stars Marching Teams in item 6.5, as he was a member of the Clarkville Hall Committee.

J Watson declared a conflict of interest for matters relating to the Kaiapoi Community Garden in item 6.5, as she was a Trustee.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 16 June 2025

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 16 June 2025, as a true and accurate record.

CARRIED

3.2 Matters Arising (From Minutes)

There were no matters arising from the minutes.

3.3 Notes of the Kaiapoi-Tuahiwi Community Board Workshop – 16 June 2025

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 16 June 2025, as a true and accurate record.

CARRIED

4 DEPUTATIONS AND PRESENTATIONS

Nil.

5 ADJOURNED BUSINESS

Nil.

6 REPORTS

6.1 Silverstream Boulevard Options – J McBride (Roading and Transportation Manager) and G Cleary (General Manager Utilities and Roading)

J McBride spoke to the report which sought the Board's preference relating to the raised safety platforms located on Silverstream Boulevard, prior to consultation with residents. Service requests relating to noise and vibration effects of the raised safety platforms had been received from three properties.

N Atkinson noted the report was recommending engaging with properties on either side of Silverstream Boulevard however there were only properties on one side of the road. J McBride clarified the property was owned by Silverstream Development however was yet to be subdivided. As a landowner in the area staff believed it necessary to obtain their feedback.

P Redmond questioned if option two, constructing a new ramp on top of existing ramp, and three, replacing ramps on both sides of the raised safety platforms, would minimise the vibrations felt by residents. J McBride stated it would likely lessen the vibrations however it would not entirely remove them. P Redmond also asked if any other speed mitigation was proposed along side removing the platforms in option seven. J McBride clarified there currently were no other speed mitigation options planned if the speed platforms were removed, however there was an option of installing chicanes which would generate a high cost.

B Cairns requested clarification regarding the signage associated with the raised platforms, in particular whether the current signage would remain if the platforms were removed. J McBride responded that the current signage included a speed hump warning and an advisory speed of 25 km/h. She confirmed that the signage would be removed along with the platforms, as it was advisory signage for the platform that would no longer exist.

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 250703121207.
- (b) **Endorses** engaging with the adjacent properties either side of Silverstream Boulevard (both sides of the road) on progressing Option Seven: Remove the raised safety platform.

(c) **Notes** consultation will be carried out with the following properties:

- No. 76, 78, 80, and 82 Silverstream Boulevard.
- No. 1 Maggie Street.
- Lime Developments Ltd as the owners of 51 Adderley Terrace and 101 Silverstream Boulevard.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Utilities and Roding Committee:

- (d) **Considers** the consultation feedback in conjunction with request for the approval of the endorsed option.
- (e) **Approves** the endorsed Option Seven: Remove the raised safety platform.
- (f) **Notes** that the proposed option is to be funding from the Subdivisional Contribution area. This is an unsubsidised area with two budgets (Council Performed Works PJ 100361.000.5133 and Direct Payments to Developers PJ 100364.000.5133) which has a total annual budget of \$879,077 in the 2025/26 year.
- (g) **Notes** that the overall demands on this budget which are largely driven by development, is managed on an under's / overs basis, with reporting to the Utilities and Roding Committee on an annual basis.

CARRIED

J Watson commented the residents had been placed in an unenviable position due to the future reserve which had triggered the raised safety platforms originally and was yet to be developed. As a user of the road, she felt signage would be more effective for all parties.

T Bartle concurred with J Watsons comments.

6.2 **Post Consultation Update for Old North Road - Kaiapoi to Woodend Walking and Cycling Connection – K Straw (Civil Projects Team Leader) and J McBride (Roding and Transportation Manager)**

K Straw informed the Board this report followed a previous report which reduced the scope of the walking and cycling connection due budget constraints. The reduced scope covered the section from Smith Street to the Pineacres intersection only, which removed the previous off road shared path on Old North Road, converting it to a 'Neighbourhood Greenway'. The neighbourhood greenway had allowed for 16 speed humps every 100m. Staff consulted all residents on that section of Old North Road and if contact was not made a flyer was left explaining the proposal. Fifteen of the 24 residents had responded. Eight were generally supportive of the speed humps, one was strongly opposed, five raised concerns of the frequency of the humps and one suggested creating a cul-de-sac rather than installing speed humps. Due to the feedback and feedback received following other speed hump installations, it was decided to reduce the number of humps to nine resulting in a 200m spacing. The design still included one speed hump on Lees Road and one on Charles Street.

K Straw stated the second part of the report related to how the cycleway connected to Smith Street either by using Ranfurly Street or Sidey Quay passing over the Cam River. Following further investigation staff recommended the best route would be via Ranfurly Street and crossing Smith Street. One reason for this conclusion was the underpass below the Smith Street Bridge flooded during high tide resulting in the underpass not always being a suitable connection. J McBride highlighted a connection through Sidey Quay and across the Cam River flood date would still be investigated as having both would be complementary to those coming from Woodend and the Passchendaele Memorial Path.

N Atkinson sought the difference between crossing Smith Street at Ranfurly Street or crossing west of the Smith Street bridge either across the road or under the bridge. K Straw clarified Ranfurly Street provided a more direct route for those travelling to the Kaiapoi Town Centre. N Atkinson noted those travelling to the centre of town could utilise the Mafeking Bridge and travel down Raven Quay and having one formalised crossing on Smith Street would enhance safety. J McBride felt users of the cycleway would cross at both locations on Smith Street regardless. K Straw also highlighted residents of Sidey Quay had not been consulted and therefore staff recommended continuing the path down Ranfurly Street and allowing cyclists to find their own way down Sidey Quay and across the Cam River flood gate. J McBride stated Sidey Quay was not included in the original Walking and Cycling Network Plan approved by the Council. Staff could consult with Sidey Quay residents however it would put the delivery of a portion of the cycleway at risk.

N Atkinson asked if a speed hump could be placed at either end of Old North Road rather than nine along the entire length as speed was an issue for the police to deal with not the Council. J McBride stated it would become the Council's issue once the road became a shared zone. The key to a shared zone was it was expected for a cyclist to own the road and installing signage was not enough. Old North Road residents had complained about antisocial behaviour and speed through the area. Staff did not believe a lowered speed would be achieved without the speed humps.

P Redmond noted speed cushions were mentioned in the report and wondered if they would be the same as used outside Kaiapoi Borough School. K Straw clarified the previously approved design included one speed cushion however that had since been removed. The profile of all speed humps would be the same as used on Peraki Street.

P Redmond then requested if staff could confirm that no extra cost would be incurred with giving cyclists the option of choosing whether they travelled down Ranfurly Street or Sidey Quay. K Straw noted there was an additional cost associated with the connection on either side of the Cam River flood gate however this was offset by the reduction in speed humps on Old North Road.

R Keetley questioned how cyclists travelling from Woodend through Kaiapoi and onto Christchurch would connect with the existing cycle path on Peraki Street. K Straw confirmed cyclists would be able to use the Mandeville footbridge aligning them with Peraki Street however staff felt it would be a missed opportunity to not encourage cyclists to travel through and stop in the Kaiapoi Town Centre. J McBride acknowledged there would be multiple audiences for this route and trying to find a solution that would best fit all of them would be difficult.

Following a query from T Bartle, K Straw stated guidance staff had stated a speed hump every 100m resulted in a consistent 30km/h operating speed. By pushing them out to 200m distance that speed would increase and therefore staff would not recommend a distance between humps any longer than 200m. T Bartle then inquired how the cycle path would link to the Woodend Bypass. J McBride stated staff were working with NZTA on how they would integrate. NZTA was planning a shared path connection at Pineacres up to Woodend, however NZTA had confirmed there would not be a shared path alongside the Woodend Bypass. Therefore further work would have to be completed regarding the connection through to Pegasus.

N Atkinson queried if the vehicle count on Old North Road was known and if staff expected it to increase. J McBride confirmed Old North Road carried 290 vehicles per day making it a good candidate for a neighbourhood greenway. Staff would not be expecting to see increases in traffic on Old North Road at the completion on the Woodend Bypass as an on ramp for south bound traffic was planned for Pineacres.

B Cairns asked if the budget allowed for way-finding signage. K Straw confirmed way-finding signage had been allowed for.

Moved: J Watson

Seconded:

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** Report No. 250514084485.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Utilities and Roothing Committee:

- (b) **Approves** the amended Plan of Works (Trim no. 241220227289) that includes a revised design for Old North Road, and the inclusion of an alternative connection using the Cam River floodgate bridge to connect to the Passchendaele Path.
- (c) **Notes** that the amended plan includes a reduction of the number of proposed speed humps in Old North Road from 16 down to nine (increasing the spacing to 200m on the straight section of Old North Road and 150m spacings on the northern end where sight distance is reduced).
- (d) **Notes** that the amended plan removes the "speed cushion" from Ranfurly Street.
- (e) **Notes** that the amended plan removes the "watts profile" speed hump from Dale Street.
- (f) **Notes** that the amended plan for the project does not formally include the Cam River flood gate bridge within the Walking and Cycling Network Plan, but that additional signage will be installed to alert users to the alternate route using the existing Smith Street under-pass, as well as additional works on the approach to the Cam River flood gate bridge.
- (g) **Notes** that the inclusion of the Cam River floodgate upgrade provides a more direct desire line between the Passchendaele Path, and the proposed cycleway to the north, however the Smith Street refuge provides a more direct desire line between the Kaiapoi Town Centre, and the proposed cycleway to the north. As such both are considered important.
- (h) **Notes** that the Cam River floodgate / Sidey Quay route was not included in the approved Cycle Network Plan which was adopted by Council in October 2022.

LAPSED

Amendment:

N Atkinson believed that both pedestrians and cyclists already crossed Smith Street, at the pedestrian refuge west of the bridge. He also pointed out that the underpass was only in danger of flooding at a very high tide and if pedestrians or cyclists had intended to use the underpass they would rather cross Smith Street at that point than detour to Ranfurly Street. Given that there was already a pedestrian refuge in the area, a 50km p/h speed limit and a traffic light to break traffic flow in the vicinity it seemed more practical in all respects for the crossing to be west of the bridge. This route naturally connected to the Passchendaele cycleway over the Mafeking bridge and would take cyclists to Kaiapoi centre via Raven Quay.

Moved: N Atkinson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** Report No. 250514084485.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Utilities and Roothing Committee:

- (b) **Approves** amending Plan of Works (Trim no. 241220227289) to include a revised design for Old North Road, and the inclusion of a pedestrian/cycle crossing point in Smith Street west of the bridge to give alternate access from the underpass to the current cycleway which will connect with a shared pathway using the Cam River floodgate bridge to connect to the Passchendaele Path.
- (c) **Notes** that the amended plan includes a reduction of the number of proposed speed humps in Old North Road from 16 down to nine (increasing the spacing to 200m on the straight section of Old North Road and 150m spacings on the northern end where sight distance is reduced).
- (d) **Notes** that the amended plan removes the “speed cushion” from Ranfurly Street.
- (e) **Notes** that the amended plan removes the “watts profile” speed hump from Dale Street.
- (f) **Notes** that the amended plan for the project does not formally include the Cam River flood gate bridge within the Walking and Cycling Network Plan, but that additional signage will be installed to alert users of the alternate route using the crossing at Smith Street west of the bridge, as well as additional works on the approach to the Cam River flood gate bridge.
- (g) **Notes** that the Cam River floodgate / Sidey Quay route was not included in the approved Cycle Network Plan which was adopted by Council in October 2022, however takes into account that this is a route regularly used by student and cyclists coming off Mafeking bridge.

CARRIED

N Atkinson felt it was best to have one formalised crossing west of the Smith Street Bridge as people generally crossed there given the close proximity of bus stops. If the crossing was at Charles Street there would be two locations within the same stretch of road where pedestrians and cyclists were encouraged to cross the road. He noted Environment Canterbury had upgraded the Cam River flood gate with cycle access which should be utilised. The link west of the Smith Street bridge would allow cyclists to decide whether they wanted to use the Passchendaele Memorial Path, continue over the Mafeking Bridge into the centre of town or go over the flood gate down Cridland Street East onto Ranfurly Street. He accepted the underpass at Smith Street occasionally flooded however the option of crossing over the street was available. He did not feel the speed humps on Old North Road would be an issue from a practical perspective as 290 vehicle movements a day was low.

R Keetley highlighted west of the Smith Street bridge was already used as a crossing point and formalising it would enhance safety for all users.

P Redmond stated he would have been happy with the original motion as it provided choices and the suggested change would likely not save significant money.

6.3 Kaipoi Lakes Enhancement Opportunity and Collaboration – B Dollery (Biodiversity Team Leader)

B Dollery introduced Stephen Carruthers from NZTA and Anna Meban from Wildlands. She stated NZTA and Wildlands had been working with the Department of Conservation on the Lizard Management Plan which outlined the enhancements to be made to the Kaipoi Lakes reserve regarding to plantings and habitat for the lizards. There would be ongoing pest control and monitoring of the lizards for five years and monitoring of the plants for two years with any failed planting replaced. A Memorandum of Understanding would be drafted to support pest control. This would be financed by NZTA for five years. Council had budget set aside to develop the area which could be used on the remaining area not included in the lizard relocation.

J Watson questioned why hares and rabbits were included in pest control. A Meban from Wildlands replied that the recommended plantings could encourage hares and rabbits and trapping would reduce the degradation of the plants.

B Cairns sought clarity on Council's set budget and if the entirety would remain to be utilised elsewhere. B Dollery explained that the Council had set budget aside for the development of the Kaiapoi Lakes to meet required levels of service. It was currently unknown if the budget would be used in its entirety and could be subject to further discussion if a portion was unutilised. C Brown clarified NZTA would fund the enhancement in areas identified for lizard receptor sites however that would not cover the entire reserve and the Board could choose to develop the remaining area with the budget set aside by the Council.

T Bartle asked how many lizards were expected to be relocated. A Meban estimated it would be around 200-250 lizards. B Dollery explained there was a contingency as the current proposal allowed for 200 lizards which could be extended if further lizards were found. C Brown also noted NZTA were in conversation with Te Kōhaka o Tūhaitara Trust around the potential of lizard receptor sites within the coastal park.

N Atkinson highlighted Te Kōhaka o Tūhaitara Trust had 11km of reserve that already housed skinks and questioned why the lizards were not being released into an area where they were already living. B Dollery stated the skinks were being relocated from the proposed road footprint which was in close proximity to the Kaiapoi Lakes Reserve which, when released, would give the lizards an opportunity to reclaim land they previously occupied. She also noted when NZTA approached the Council for potential locations the lake site was identified as providing possible high biodiversity gain in a reserve that was previously undeveloped. There had been skinks identified in the lakes area, and this would increase the carrying capacity for the relocated skinks. S Carruthers confirmed there were two stages of work of which the first stage skinks would be relocated to the Kaiapoi Lakes Reserve. NZTA was working with the Te Kōhaka o Tūhaitara Trust regarding the relocation during the second stage.

J Watson sought clarity on if the relocation of skinks would enhance or enable the continued development of the Kaiapoi Lakes. C Brown clarified the Council already had budget set aside to continue developing the Kaiapoi Lakes however NZTA was moving fast due to the urgency of starting work on the Woodend Bypass which was speeding up the process. The relocation and enhancement of the site completed by NZTA would make the process of developing the site faster and more cost effective for the Council. It also provided opportunities for biodiversity education in an environment close to an urban area.

Moved: J Watson

Seconded: N Atkinson

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 250626115316.
- (b) **Approves** the use of land and proposed works as outlined in the draft Lizard Management Plan.
- (c) **Approves** Greenspace staff to work with NZTA, Wildlands and Pest Free Waimakariri to establish the most effective methods of pest and predator control for the area following gaining the appropriate permissions and applying best practice.
- (d) **Notes** that, if approved, works will begin in August 2025.
- (e) **Notes** that this project will incur no additional costs for Council, including impact on rates, until the completion of the LMP (at least 5 years) at which point standard natural reserve management by WDC will occur as planned for in the Kaiapoi Lakes Concept Development Plan Nga Tapuwae O Mua.
- (f) **Notes** that the budget identified in the annual plan for the development of the lake area will be used to ensure that the level of service is met across the whole of the reserve.

- (g) **Approves** Greenspace staff to enter into a Memorandum of Understanding (MOU) between NZTA and the Waimakariri District Council
- (h) **Notes** that the MOU will be brought back to the Community and Recreation Committee at a later date for approval.
- (i) **Notes** that Te Kōhaka o Tūhaitara Trust are also in discussions with NZTA regarding potential receptor sites at Tūhaitara Coastal Park for the main construction works.

CARRIED

J Watson felt the reasons explained proved this was a great idea and she was excited to see the continued development of the Kaiapoi Lakes. She also noted the skinks would provide an opportunity to promote the district and its increasing biodiversity.

N Atkinson stated explanations given removed any fears he previously had and would support the motion. He would keep watching and learning as the process continued.

P Redmond highlighted this was a win for Council with the accelerated development and cost contribution from NZTA.

6.4 **Kaiapoi-Tuahiwi Community Board's 2025/26 Discretionary Grant Fund and 2025/26 General Landscaping Budget – T Kunkel (Governance Team Leader)**

K Rabe spoke to the report stating this was an annual report informing the Board of its Discretionary Grant Fund and General Landscaping budgets for the 2025/26 financial year. She highlighted staff were not proposing to review the Application and Accountability forms at this time and would conduct a review after the elections in the new term.

There were no questions emanating from this item.

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 250619111198.
- (b) **Notes** that the Board's General Landscaping Budget allocated by the Council for 2025/26 is \$29,290, with a carry forward from the 2024/25 financial year to be reported back in August 2025.
- (c) **Notes** that the Board's Discretionary Grant Funding allocated by the Council for the 2025/26 financial year is \$8,790 with a carry forward from the 2024/25 financial year of \$1,259 for a total of \$10,049 for the 2025/26 financial year.
- (d) **Approves** the Board's Draft Discretionary Grant Fund Application Criteria and Application Form (Trim No. 210603089866).
- (e) **Approves** the Board's 2024/25 Discretionary Grant Accountability Form (Trim No. 210603089980).
- (f) **Approves** that Discretionary Grant Fund applications be considered at each meeting during the 2025/26 financial year (July 2025 to June 2026).

CARRIED

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

K Rabe reported the All Stars Marching Teams had previously applied for their annual training camp however they were now applying for hall hire costs to ensure they had an all-weather training venue. She tabled an updated letter from the Clarkville Hall confirming the hire price.

Moved: N Atkinson

Seconded: T Blair

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 250528095539.
- (b) **Approves** a grant of \$750 to the Allstars Marching Teams towards hall hire costs.

CARRIED

K Rabe spoke to the application noting it partially complied with the criteria. This was due to the Silverstream Residents Volunteer Group not having charitable status nor holding a bank account. The proposal to work around this barrier was for the funds to be given directly to the MenzShed as they would be building the bench.

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (c) **Approves** a grant of \$740 to the Silverstream Residents Volunteer Group (MenzShed) towards the purchase of a bench for the Silverstream walkway.

CARRIED

As J Watson previously declared a conflict of interest, she vacated the Chair in favour of the Governance Advisor who called for nominations for Acting Chairperson.

Subsequently N Atkinson was elected as Acting Chair for the duration of this item.

K Rabe stated the Kaiapoi Community Garden was applying to cover its portion of the Oxford to Sea Jazz and Blues Festival which it was co-hosting. This application partially complied as paying a band could be considered wages however it was up to the Board's discretion.

N Atkinson questioned when the Kaiapoi Community Garden last applied for funding from the Board. K Rabe stated they last applied in October 2024 however as it was now a new financial year, they were able to apply again.

P Redmond asked if the Group had applied to Creative Communities Funding for the event. J Watson confirmed they had not applied for funding for this event.

Moved: T Bartle

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (d) **Approves** a grant of \$500 to the Kaiapoi Community Garden towards hosting the Oxford to Sea Jazz and Blues Festival in October 2025.

CARRIED

J Watson reassumed as Chair.

7 **CORRESPONDENCE**

Nil.

8 **CHAIRPERSON'S REPORT**

8.1 **Chairperson's Report for June 2025**

The Kaiapoi Art Expo was very successful with no quiet spells across the weekend. Approximately \$70,000 of art was sold.

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

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

CARRIED

9 **MATTERS REFERRED FOR INFORMATION**

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 4 June 2025.
- 9.2 Woodend-Sefton Community Board Meeting Minutes 9 June 2025.
- 9.3 Rangiora-Ashley Community Board Meeting Minutes 11 June 2025.
- 9.4 Parking Management Plans for Rangiora and Kaiapoi Town Centres – Final Plans for Adoption – Report to Council Meeting 3 June 2025 – Circulates to Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards
- 9.5 Formation of East and West MUBA Working Group – Report to Council Meeting 3 June 2025 – Circulates to Kaiapoi-Tuahiwi Community Board
- 9.6 Bylaw Programme Update June 2025 – Report to Council Meeting 3 June 2025 – Circulates to all Boards
- 9.7 Stock Movement Bylaw 2020 Review – Report to Council Meeting 3 June 2025 – Circulates to all Boards
- 9.8 Section 155 Report for Review of Signage Bylaw 2019 – Report to Council Meeting 3 June 2025 – Circulates to all Boards.
- 9.9 Health, Safety and Wellbeing Report April 2025 to Current – Report to Council Meeting 3 June 2025 – Circulates to all Boards.
- 9.10 190 High Street Bin Storage Issues and Options – Report to Utilities and Roading Committee Meeting 17 June 2025 – Circulates to all Boards.
- 9.11 Infrastructure Resilience Fun Proposed Projects for 2025/26 and Work Plan Following the May 2025 Flood Event – Report to Utilities and Roading Committee Meeting 17 June 2025 – Circulates to all Boards.
- 9.12 Adoption of the Annual Plan 2025/2026 – Report to Council Meeting 17 June 2025 – Circulates to all Boards.

Moved: N Atkinson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board

- (a) Receives the information in Items.9.1 to 9.12.

CARRIED

10 **MEMBERS' INFORMATION EXCHANGE**

R Keetley

- Gave a presentation on the Passchendaele Walkway to the Waimakariri Passchendaele Working Group which was pushing supporting the extension of the walkway to run from the Kaiapoi cenotaph to the Rangiora cenotaph which would also support the establishment of pollinator paths.
- Attended the All Boards Session.
- Attended the Kaiapoi Historical Society meeting.
- Attended a farewell at the RSA for Reverend Sandy from St Barts Church.
- Attended the Kaiapoi Art Expo.
- Attended the Blackwells Winter Festival.

Brent Cairns

- Waimak United Football Club hosted it's young women football tournament which brought great vibrancy to the town and its businesses.
- Attended the first wedding held in a dog park in the district. The couple stated the Councils Greenspace Team were incredibly helpful.
- The Pines Beach Food Forest was gaining legs with large donations being received from the likes of Driving Miss Daisy who aided in the planting.
- Attended Waimakariri Access Group meetings. Roading staff spoke about the new bylaw proposed regarding bollards/sandwich boards and other obstructions on footpaths.
- North Canterbury Neighbourhood Support were reviewing their annual strategy.
- Attended the Kaiapoi Food Forest Annual General meeting. a new Chair was appointed, and the education building was on hold until funds were sourced.
- Attended Pegasus Park Run – were celebrating 400 runs.
- Our Places and Spaces event - a workshop engaging groups about the good and bad of reserves.
- Attended Hikurangi and tsunami events. Pegasus and Pines Beach were well attended.
- Attended the Sterling Teddy Bears Picnic where grandchildren of residents were hosted.
- Attended Kaiapoi high Schools end of term event for the Cactus Leadership Programme.
- Attended Kaiapoi Museum monthly meeting. a consultant was being contacted to provide guidance of collections. An engineer had viewed the stairway to establish the suitability of a lift.
- Attended Reverend Sandys for St Barts Church farewell event.
- Attended Rangiora Promotions Annual general Meeting. they had made a profit in excess of \$50,000 for the year.
- Attended the Inclusive Sports Festival at Mainpower Stadium.
- Attended a church working bee with a small group of residents cleaning the hall and doing maintenance.
- Attended a meeting regarding a food forest in Northbrook Reserve.
- Attended Food Secure North Canterbury meeting. Oxford were holding cooking for men classes.
- Attended Kaiapoi Promotions monthly meeting. they were looking to hold a woman in business seminar.
- Attended ENC funding meeting to discuss and consider applications. Down By the River were to hold a Jazz Event in multiple locations in the district in October 2025.
- Attended Mayoral meet the residents drop-in session in Silverstream.
- Met with an event planner to discuss Waitangi Day 2026.
- Attended the Kaiapoi Art Expo opening.
- Attended Blackwells Winter Festival.
- Attended Youth Action plan meeting. Discussed a presentation to the Community and Recreation Committee. Over 1110 submission were received from those aged 12 to 24.
- Noaia visit regarding food forest designs and how he could help their youth training programme.

Philip Redmond

- Submitted an OIA request to NZTA regarding a geographic breakdown of the submitters on the increase in speed limit on State Highway One between Pineacres and Woodend. NZTA declined to answer because although they had the information it was not collated in the format asked for. He then took the response to the Ombudsman who stated OIAs were for existing information not information that had to be created and therefore upheld the decision of NZTA.
- Had received an increase in roading complaints likely due to the wet weather.
- Attended a Royal Commonwealth Society Lunch to celebrate King Charles III birthday.
- Attended various Rural Drainage Group meetings. Generally favourable comments were made.
- Attended Ronel's last cuppa. For six years she had helped with social connection and isolation.
- Attended Waimakariri Health Advisory Group meeting. they were to write a letter with the Mayor to Awanui Labs over poor service in Kaiapoi.
- Waimakariri Road Safety Working Group were hosting a Girls Can Do Car Maintenance event.
- Attended several Mayoral drop-in sessions in Kaiapoi and Waikuku.
- Attended several Tsunami presentations. Another round were being held in august 2025 in Waikuku, Oxford and Woodend.
- Attended North Canterbury Sport and Recreation trust meeting the new sauna was almost operational at Mainpower Stadium.
- District Licensing Committee training.

T Blair

- Attended Darnley Club meeting. would be holding a mid-winter Christmas Party.
- Had received several phone calls from residents regarding the non-user-friendly gates at Kaiapoi North School.

T Bartle

- The Drainage Boards were in a positive space currently.
- Attended north Canterbury Neighbourhood Support meeting.
- Attended the All Boards Session.

N Atkinson

- Attended the Local Government New Zealand conference in Christchurch. It was confirmed that because the Councils District Plan was now out for appeal it would not be at risk due to Government decisions.
- Attended Neill Prices funeral. Acknowledged his incredible service to the Kaiapoi community and to the Kaiapoi-Tuahiwi Community Board.

11 CONSULTATION PROJECTS**11.1 Waikuku Beach Community Facilities Development Plan**

<https://letstalk.waimakariri.govt.nz/waikuku-beach-community-facilities-development-plan>

Consultation closes Friday 1 August 2025.

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

Balance as at 1 July 2025: \$10,049.

12.2 General Landscaping Budget

Balance as at 1 July 2025: \$29,290, with carry forward to be calculated.

13 MEDIA ITEMS

That the funding decisions be published.

14 QUESTIONS UNDER STANDING ORDERS

Nil.

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 18 August 2025 at 4pm.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 5.31PM.

CONFIRMED

Chairperson

Date

Workshop (5.31pm to 5.59pm)

See Trim Ref: 250721132506

- *Kaiapoi Lakes Raupo Management – Mike Kwant (Senior Ranger Biodiversity), Bex Dollery (Biodiversity Team Leader) and Sophie Allen (Water Environment Advisor) - 20 Minutes.*
- *Entrance Signs – Tori Stableford (Landscape Architect) - 20 Minutes.*

NOTES OF A WORKSHOP OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, ON MONDAY 21 JULY 2025 AT 5.31PM.

PRESENT

J Watson (Chairperson), N Atkinson, T Bartle, T Blair and R Keetley.

IN ATTENDANCE

B Cairns and P Redmond (Kaiapoi-Woodend Ward Councillors).

C Brown (General Manager Community and Recreation), B Dollery (Biodiversity Team Leader), M Kwant (Senior Ranger Biodiversity), K Rabe (Governance Advisor) and A Connor (Governance Support Officer).

There were four members of the public present.

1. **Kaiapoi Lakes Raupo Management – M Kwant (Senior Ranger Biodiversity), B Dollery (Biodiversity Team Leader) and S Allen (Water Environment Advisor) – Trim: 250717130814.**

Key Points:

- The lake had been formed from ground water inundation with the eastern lake depth reaching 6.5m.
- The recreation reserve was managed under the Reserves Act 1977 which recognised and protected both recreational and natural environmental values “indigenous flora and fauna or wildlife should be managed and protected to the extent compatible with the principal purpose of the reserve”.
- The concept plan was developed in 1997 with public consultation to guide future development of the reserve. Results were “The existing lakes on the eastern side be primarily developed as a bird sanctuary”. This was due to the eastern side being located furthest away from urbanisation and backing onto rural land. Since then, Sovereign Palms had been developed.
- The reserve received significant use from both local residents and those who drove to the site including walkers, dog walkers, family groups and fishermen.
- Mature willows remained from the time these were shingle pits, providing nesting/roosting sites for shag species.
- Exotic trees complemented with the addition of native riparian and bush plantings which provided a great setting for recreation.
- Raupō was growing in the shallow fringes of the lake providing shelter, screening and habitat for birdlife.
- Examples of birdlife found included Australian crested grebe, NZ scaup, Australasian coot, Black swan, paradise shelduck, Mallard and grey ducks, welcome swallow, pied shag, little shag and Canada geese.
- Three areas of raupō had been partly trimmed in December 2024 following residents’ complaints. This cost \$2,121 from the reserve’s maintenance operations budget.
- Concerns raised by residents and staff comment:
 - Raupō overrunning the lake – Raupō only grew in a maximum water depth of 1.5m of which majority of the lake was deeper.
 - Raupō contributed to algal blooms – Raupō acted to utilise nutrients and reduced the probability of algal blooms.
 - Reduced lake depth – Raupō acted as a filter for sediment however no sediment was entering these lakes as they were ground water fed with minimum surface run off entering.
 - Created low light/oxygen levels – different plant species were found at different lake depths e.g. myriophyllum in deeper water.

- Decreased biodiversity – Raupō provided additional feeding/nesting habitat opportunities for invertebrates, aquatic species and birds with screening reducing human disturbance.
- Screens views of open water – seasonally challenging lake margin vegetation and lake views for reserve users and residents.
- Potential loss in property values.
- Possibility of residents' intervention causing unintended ecological damage.
- Raupō grew on the fringes of water bodies/shallow margins. It acted as an ecological buffer and intercepted nutrients and sediment. It was a resilient plant and often well adapted to surrounding conditions. It was often self-sown with the roots providing sites for microbes to attach. The microbes broke down organic waste and neutralised toxicity. It was a habitat for wildlife including eels, native fish and waterfowl.
- Raupō also had significant cultural values and was a taonga species. Local iwi had interest in harvesting Raupō at full length in summer.
- Management Options:
 - No Control – Raupō would continue to grow and extend along the lake's shallow margins.
 - Minor cutting of Raupō – cutting once a year after bird breeding season (August to February) where viewing was desired. The cost would continue to increase as Raupō extended. Currently estimate to be \$2,000 per annum minimum.
 - Two cuts per year of a wider area. Approximately \$5,000 per annum.
 - Digger removal – risk of altering profile of lakes which reduced the biodiversity/range of plants/invertebrate which required different depths. There was a risk of destabilising banks and sitting of water and lakebed. Would be a high cost but not needed frequently. May require resource consent.
 - A herbicide application option was not considered due to harmful effects and consent requirements.
 - Could approach local iwi regarding their interests in harvesting.
 - Staff felt the best option was a minimal cut regime with a maximum of one cut per year around viewing platforms and sears after breeding season noting that: growth would occur and loss of view prior to the summer cut. Regrowth would occur before the winter die off. Raupō would continue to extend its range along the shallow margins. This would continue to provide enhanced habitat for birdlife and potentially a grater variety e.g. marsh crake which were known in the area but not present.

Questions/Issues/Feedback:

- *If the Raupō was entirely removed, would it grow back?*
Yes, however the time of recurrence was unknown.
- *Was Raupō an issue in Pegasus Lake?*
There was a small amount of Raupō in Pegasus Lake however it was not as much of an issue as Kaiapoi Lakes.
- *A complaint had been made in another area regarding Raupō seeds spreading into properties, was that significant in this area?*
There was potential for seed spread to occur in the area however it had not been raised as an issue.
- *When would harvesting occur and how long before it regrew?*
The rule for no harvesting whilst breeding birds were present came from the Wildlife Act which stated breeding birds could not be disturbed. If cutting was scheduled within the breeding season but no birds were present as confirmed by an ecologist, then the harvest could occur. It would regrow within several months before the winter die off occurred.
- *What was the extent of the area proposed to be harvested?*
It would be limited to viewing platforms and seating areas around the walkway.
- *Was it feasible to continue harvesting in February?*
There had not been budget set aside for these works on an annual basis and would have been used elsewhere.

The Board requested a report be brought back detailing options and costs associated.

2. Entrance Signs – Tori Stableford (Landscape Architect)

This topic was not held.

THERE BEING NO FURTHER BUSINESS THE WORKSHOP CONCLUDED AT 5.59PM.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** RDG-03-09 / 250801142172**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD**DATE OF MEETING:** 18 August 2025**AUTHOR(S):** Nithin Puthupparambil, Transportation Engineer
Shane Binder, Senior Transportation Engineer**SUBJECT:** Request to consult on a parking restriction change at 124 Williams Street.**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1. This report seeks approval for consultation to be undertaken on a proposed change to parking time restrictions at no. 124 Williams Street.
- 1.2. A service request was received which has raised concerns about long duration parking of larger vehicles, especially campervans.
- 1.3. There are multiple businesses operating from the commercial area at no. 124 Williams Street, and these include a dairy shop and takeaways, which require a higher level of turnover of parking. An 18-car private parking lot is available for the use of businesses at the rear of the property.
- 1.4. Staff conducted a site visit and observed the on-street parking conditions. It was noted that there was longer stay parking occurring which would impact turnover for nearby shops that rely on high parking turnover, particularly during peak hours.
- 1.5. It is proposed that consultation be undertaken on the option of converting two of the existing 120-minute parking spaces in front of the dairy into 15-minute time-restricted spaces.

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

- (a) **Receives** Report No. 250801142172.

*AND***THAT** the Kaiapoi-Tuahiwi Community Board recommends:**THAT** the District Planning and Regulation Committee:

- (b) **Approves** consultation being undertaken on a possible change to parking time restrictions of two parking spaces in front of the dairy at no. 124 Williams Street from 120 minutes to 15 minutes parking.
- (c) **Notes** that a further report would be brought back to the Community Board with the outcome of the consultation process and to allow further decision making on this matter.

3. **BACKGROUND**

- 3.1. There are ten (10) on-street parking spaces available near no. 124 Williams Street, where a 120-minute parking restriction is currently in place. An 18-car private parking lot is available for the use of businesses at the rear of the property.
- 3.2. According to the 2022 Kaiapoi Town Centre Parking Survey, occupancy in this area ranged between 20% and 39%. The survey further indicates that 55% of vehicles stayed for an average of 30 minutes, 14% for 30–60 minutes, and 7% for 60–90 minutes. These results suggest that the majority of parking in this part of the town centre is used for short duration stays, aligning with the intent of the short time parking restrictions.
- 3.3. The commercial property at no. 124 Williams Street has multiple businesses in it, including a dairy shop and takeaways.
- 3.4. The Waimakariri District Parking Strategy Policy 6 on parking restrictions recommends short-duration parking for businesses with demand for a fast-parking turnover such as: dairies, dry cleaning, schools, banks, post offices, cinemas, hotels etc. Typically, one carpark is recommended for this restriction to consolidate the needs of multiple businesses in the surrounding area.

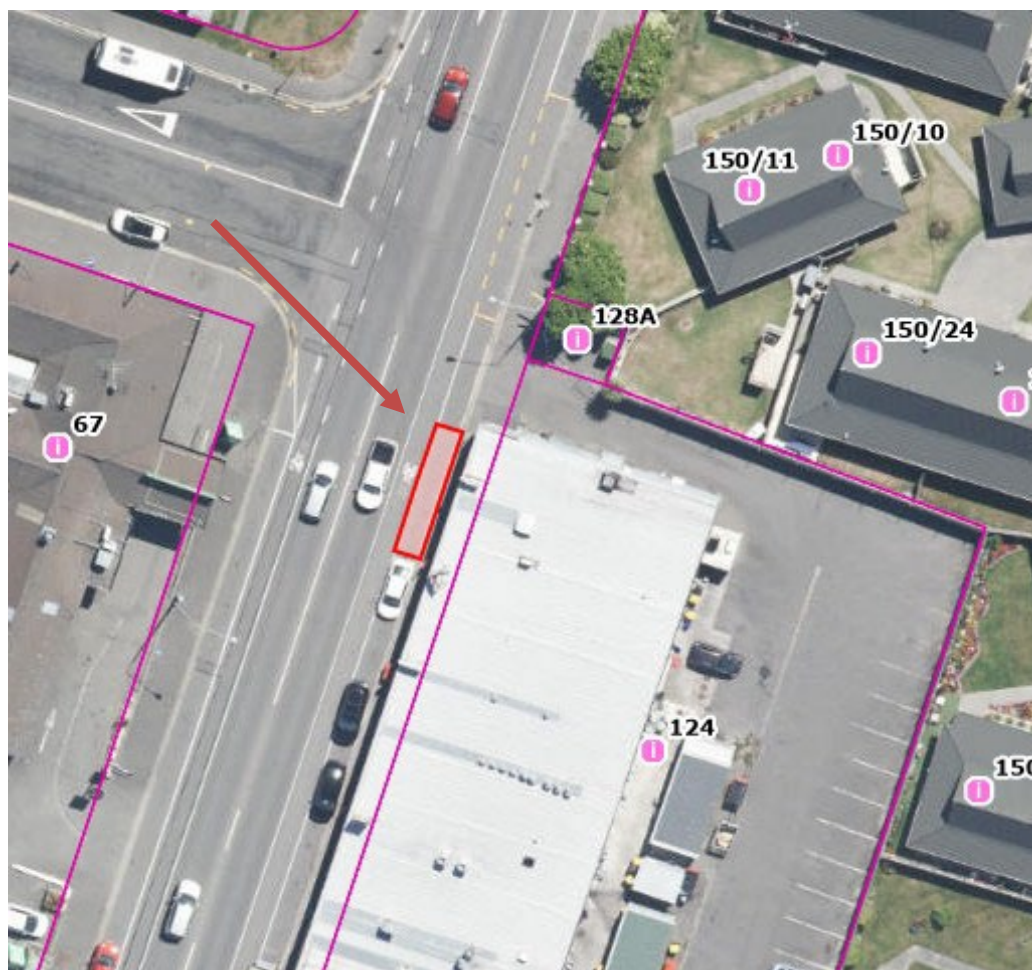


Figure 1 – Proposed P15 Carpark.

4. **ISSUES AND OPTIONS**

- 4.1. Staff have received a service request regarding insufficient parking turnover outside the businesses at no. 124 Williams Street, particularly during peak periods.

- 4.2. Initial observations indicate that longer customer waiting times for some businesses are limiting the availability of parking spaces, impacting turnover for surrounding shops reliant on high-frequency customers.
- 4.3. Assessment confirmed that several businesses at this location could benefit from shorter-duration parking to accommodate customer turnover.
- 4.4. To better match demand and improve availability in accordance with the District Parking Strategy, it is recommended that consultation be undertaken on converting two of the existing 120-minute parking spaces in front of the dairy to 15-minute time-restricted space(s).
- 4.5. Staff recommend consulting on two P15 car parks due to the number of short-turnover businesses at this location balanced against general parking demand in this area. This supply also is intended to supplement the private parking behind the building.
- 4.6. The Kaiapoi-Tuahiwi Community Board has the following options available to them:
- 4.7. Option One: Recommend approval for consultation on the proposed 15-minute parking restriction.

This option involves recommending the approval of consultation with the adjacent businesses on converting two of the existing 120-minute parking spaces in front of the dairy at 124 Williams Street into a 15-minute time-restricted space(s).

This option aims to:

- Assess whether a shorter time restriction may better accommodate quick visits to certain businesses.
- Gather feedback from affected businesses on their interest in two shorter-duration parking spaces

- 4.8. Option Two: Retain the status quo.

This option would retain the existing 120-minute parking time restriction at all spaces outside no. 124 Williams Street.

This is not the recommended option because it does not allow affected businesses to provide feedback on the issue of parking.

It is noted that a further report would be brought back to the Community Board with the outcome of the consultation process and to allow further decision making on this matter.

Implications for Community Wellbeing

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

Consulting on parking time limits can help improve access to local businesses and make better use of available spaces.

- 4.9. 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**

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

Consultation with directly affected business owners is proposed as part of this report.

5.3. **Wider Community**

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report.

This is considered to be a minor operational issue and as such wider public consultation is not required.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are financial implications of the decisions sought by this report; the consultation will be carried out as part of normal staff duties. The estimated cost for the relocation of existing P120 sign on a new pole, and installing a new P15 sign would be around \$600.

The cost of sign replacement will be accommodated within existing sign maintenance budgets (Signs renewal PJ 100183.000.5134), which has budget included in the Annual Plan / Long Term Plan.

6.2. **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

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

There is a risk the businesses in the area may not support changes to parking restrictions in the area. Undertaking consultation will ensure that businesses feedback is gathered and considered in the decision-making process.

6.3 **Health and Safety**

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

Any physical works required to change signage will be undertaken through the Road Maintenance Contract. The Road Maintenance contractor has a Health and 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:

Social: a place where everyone can have a sense of belonging

- Our community has equitable access to the essential infrastructure and services required to support community wellbeing.

Economic: a place that is supported by a resilient and innovative economy

- Enterprises are supported and enabled to succeed.
- Infrastructure and services are sustainable, resilient, and affordable. There is a safe environment for all.

7.4. Authorising Delegations

Per Part 3 of the WDC Delegations Manual, the Community Board has the delegated authority to approving traffic control and constraint measures on streets and recommending to Resource Management & Regulations Committee; matters relating to Council parking by-laws.

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: RGN-05-24 / 250728138234

REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 18 August 2025

AUTHOR(S): Isibea Clark – Project Manager – Strategic and Special Projects
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SUBJECT: Kaiapoi Menz Shed – Updated Concept Plan Approval

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


General Manager


Chief Executive

1. **SUMMARY**

- 1.1. The purpose of this report is to request approval from the Kaiapoi-Tuahiwi Community Board for a revised concept plan submitted by the Kaiapoi Menz Shed, concerning building layout and configuration on their leased area at the Kaiapoi Community Hub site, located within the Kaiapoi South Regeneration Area at 38 Charters Street, Kaiapoi.
- 1.2. The report outlines challenges experienced by the Shed in the current funding climate.
- 1.3. It details the benefits of this more cost-effective option, which will suit their existing and growing needs in the medium to longer term. This option will put Menz Shed in a stronger position to acquire sufficient funding for a completed site development. It will enable the group to continue to operate sustainably, while expanding its operation and membership, in response to clearly identified opportunities and community need.
- 1.4. The Menz Shed group is fully funding the development of their buildings, covering all aspects including design, service connections, and construction. The proposed concept design presents a more cost-effective solution for the Menz Shed group by optimising building layout, simplifying construction methods, and selecting materials that balance durability with affordability. These design efficiencies result in significant savings across the initial construction costs, ensuring the project remains financially sustainable while meeting the group's functional needs.

Attachments:

- i. Kaiapoi Community Hub Design Guide - Trim: 231024169385

2. **RECOMMENDATION**

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 250728138234
- (b) **Approves** the amended concept plan for Kaiapoi Menz Shed at the Kaiapoi Community Hub located at 38 Charters Street.

- (c) **Notes** that Sutton Tools have advised that, with their need to divest themselves of the, otherwise vacant, Dale St Kaiapoi property, Kaiapoi Menz Shed have only until January 30th 2026 to vacate the site that they currently occupy at that location.
- (d) **Notes** significant challenges around the acquisition of funding for the originally supplied, concept plan for Menz Sheds operation on the Kaiapoi Community Hub site. In response, an updated concept plan was developed, focusing on the construction of two new buildings that are better suited to the financial realities and operational needs of the Kaiapoi Menz Shed group.
- (e) **Notes** that Kaiapoi Menz Shed has applied to Department of Internal Affairs' Lottery Community Facilities fund to progress the acquisition and completion of the first of two new buildings. It is anticipated that this will be completed, on the Hub site in early 2026.
- (f) **Notes** that, if the Ideal Garage Building has not been replaced after 18 months on site, staff will issue the Menz Shed with an advisory reminder that the relocated building must be replaced with a permanent solution within the remaining six months.
- (g) **Notes** that the new concept includes a more permanent container structure that has been designed to incorporate four, joined 40ft containers, that will serve as isolated welding and painting workshops and storage, with a privately aspected outdoor workspace. This will be roofed and permitted, in line with Design Guide requirements for the Kaiapoi Community Hub.
- (h) **Notes** that the permanent container structure design is deemed to be a safer option in terms of fire protection and security, than the originally proposed third building in the originally submitted design concept, which was approved by Kaiapoi Tuahiwi Community Board in July of 2024.
- (i) **Notes** that approval of the new concept would mean a cost saving of at least \$200,000 to this valuable but financially committed community group.
- (j) **Notes** that consultation regarding the master plan for the Community Hub was undertaken with the community in late 2021. The location of the proposed buildings on this site is in line with this consultation and proposed modifications to the reconfigured container structure will comply with Design Guide specifications.
- (k) **Notes** that the construction of the buildings is not being funded by the Council.

3. **BACKGROUND**

- 3.1. The Kaiapoi Menz Shed is driven by a mission to provide a welcoming space where men of the community can come together to work on hands-on projects. These initiatives not only support older residents in Kaiapoi but also benefit a wide range of local organisations, including schools and community groups. The positive mental health and wellbeing impact for men involved in Menz Sheds is well evidenced.
- 3.2. For some time, staff have been working closely with the Kaiapoi Menz Shed to co-locate at the community hub in Kaiapoi. The relocation will enable the group to expand its membership and its offering to the community. This includes the potential for across generation skill-sharing and availability to a wider cohort of locals who would benefit from learning how to build, create, repair or repurpose indoor and outdoor structures.
- 3.3. The Kaiapoi Menz Shed was established in the aftermath of the 2010 and 2011 Canterbury earthquakes, which deeply affected the Kaiapoi community. Local men began gathering informally in garages and workshops to support one another and contribute to community recovery. These early meetings laid the foundation for what would become the Kaiapoi Menz Shed.

- 3.4. By 2014, the group had secured a permanent location at Sutton's Dale Street Complex, thanks to support from Suttons Tools.
- 3.5. In 2022, the shed faced setbacks due to a fire at the Sutton's complex, which limited operations. In response, the group began working with the Council to secure a new location as part of the proposed Kaiapoi Community Hub, aiming to better serve current and future needs.
- 3.6. The hub concept was established to provide land to not-for-profit organisations looking to build facilities that enable them to operate and conduct their activities. The aim is to provide space for a range of uses, centring on recreation and leisure. E.g. arts and hobby activities, and social and cultural activities. The co-location of community groups on one site encourages partnerships and collaboration amongst the groups as well as providing operational efficiencies.

Once completed, the Hub will be a place that is open and accessible to the community and provides services and activities the community wants and needs, for the purposes of enhancing physical, mental, social and cultural wellbeing.

- 3.7. Building design guidelines were approved in February 2024 for the Community Hub and were developed to create a sense of connectivity and harmony within the site, while ensuring the presentation and quality of the buildings is maintained. The purpose of the design guidelines is to inform the final designs of the proposed buildings and future building concepts and designs on the site.
- 3.8. In May 2024, Council approved an additional budget allocation to support the installation of essential infrastructure services at the Kaiapoi Hub. This included shared sewer, water, electrical connections, and carpark lighting. The infrastructure works were funded within the overall Kaiapoi Hub project budget and were designed to establish central connection points, enabling efficient and equitable access for all user groups operating within the Hub. In July 2024, the Kaiapoi-Tuahiwi Community Board approved the Kaiapoi Menz Shed's concept plan, granting a 30-year lease and approving the installation of two storage containers and a relocated Ideal Garage Building for a period of two years. That concept plan centred on a completed site that would be comprised of three new 18 x 9 metre buildings, with the temporary buildings removed as the project progressed.
- 3.9. For the past 2-3 years, staff have been working closely with Menz Shed, to assist them with gaining some momentum for the acquisition of significant funding for their relocation, including the cost of new buildings. This had been an area that had proven to challenge the skillset and motivation of the existing membership and until recently progress has been very slow.

Staff support around funding has included developing a broad scope funding plan, supporting the Shed in acquiring the appropriate charitable status and leveraging off strong relationships with funding advisors at Department of Internal Affairs (DIA) and Rata Foundation to secure funding for a paid, Menz Shed 'Administrative Facilitator' role, tasked with working on implementation of the funding plan. This would involve preparing large and small funding applications, securing sponsorship, raising the profile of the shed and facilitating a range of fundraising activities.

It should be noted that neither DIA nor Rata Foundation typically grant funding for what is effectively a funding coordinator role but given its high profile and otherwise successful operating model, both agreed that, with the correct title and position description, they could accommodate Menz Shed as a special case. This reflects the standing that Kaiapoi Menz Shed have in the community.

- 3.10. With Sutton Tools having recently moved into their new building, the Kaiapoi Menz Shed has been notified that they must vacate the premises by January 2026.

4. **ISSUES AND OPTIONS**

- 4.1. As detailed above, with Sutton Tools having recently moved into their new building, the Kaiapoi Menz Shed must vacate the premises by January 2026. This means that the planned relocation is now time critical. Staff have continued to work closely with the Menz Shed Administrative Facilitator and Relocation Working Group to this process.
- 4.2. With the Menz Shed Administrative Facilitator role in place for some eight months, fundraising has gained considerable momentum. However, the group has encountered substantial financial challenges with the accepted quote for the first building, which will include services, coming to \$356,000, significantly more than anticipated.
- 4.3. Fundraising undertaken toward the required Menz Shed contribution to a recently submitted Lotteries Community Facilities fund application has included the establishment of a Give-a-little page, selling products at community markets, taking on small, contracted community projects and seeking donations from local business. A 'funding thermometer' has been erected on a prominent site, to engage the community with the project. However, the required 30% contribution to the Lotteries fund has almost depleted the group's available funds.
- 4.4. With support from community development staff and their Administrative Coordinator, Menz Shed members are now actively working on implementing the comprehensive funding plan supplied by Council staff nearly two years ago. Planned activity includes sponsorship, creative campaigns, raffles with celebrity-donated items and a community event with high-profile guest speakers. An application is also being submitted to Rata Foundation.
- 4.5. Even with the above, there are still financial challenges and a large goal to work to. With the current economic downturn, the central government and philanthropic funding environment is not as strong as it has been in recent years. The Menz Shed has acknowledged that constructing three buildings in the near to medium term may not be feasible and is perhaps overly ambitious. As a result, they have been actively exploring alternative solutions that would enable them to relocate to the Hub within the required timeframe and continue to operate at full capacity as soon as possible.
- 4.6. Menz Shed now propose an updated site layout concept, designed to fit their operational need and allow for growth, but within budget. This is, as follows.
 - 4.6.1. Begin construction of the first new building, as soon as Lotteries and/or Rata funding is confirmed
 - 4.6.2. Relocating their existing Ideal Grage building as a temporary solution, while raising funds for their second building
 - 4.6.3. Construct a second new building, once adequate funding has been secured
 - 4.6.4. Create a structure with four attractively designed, 40-foot containers to serve as a, cost effective permanent building for safe and secure storage and more fire safe, better isolated workspaces for their welding and painting operations
 - 4.6.5. Remove the temporary Ideal Garage building from the site, once the second new building has been erected.

All structures will be appropriately finished to comply with the relevant design guidelines, as detailed in the indicative profile drawings, below. This will include landscaping, building access and any necessary decking.

See Figures 1 and 2, below



Figure 1: Container structures and Temporary Building, appropriately screened to align with Design Guide Specifications

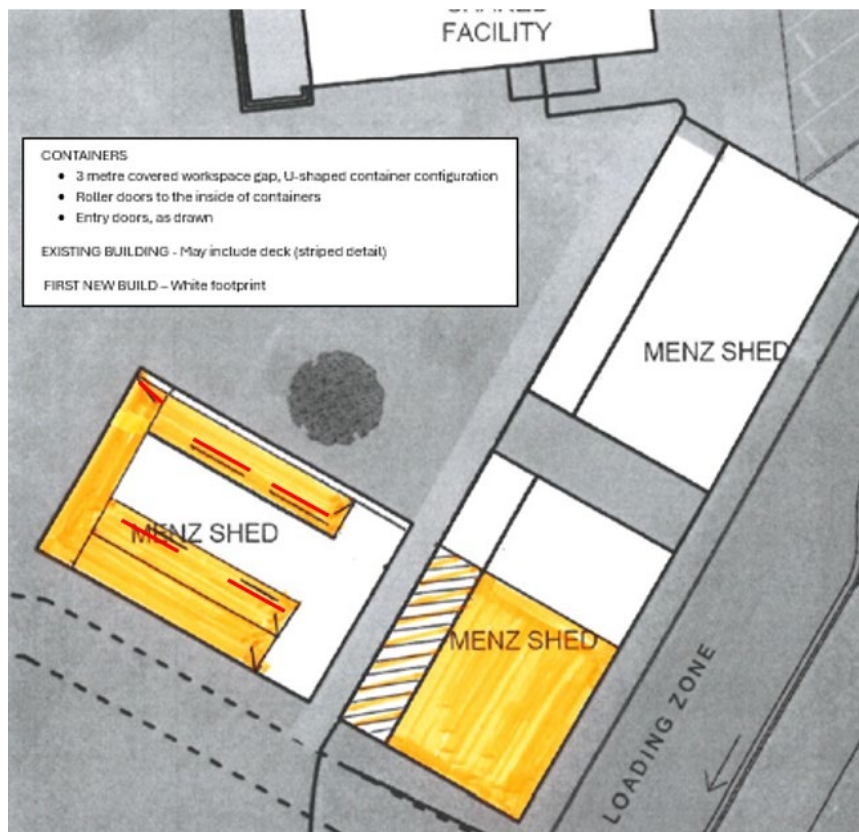


Figure 2: Agreed layout

Benefits

- a) Close to current layout for, what will be the majority of the workshop activities
- b) Facing in will facilitate shared help
- c) With the non-container buildings facing the road, the open space is better masked from traffic on Courtenay Drive.
- d) Aligns with the design guidelines, in terms of
 - creating a warm and welcoming connection between structures
 - closing off the area better in terms of the public seeing all the storage and looking tidier.

4.7. Container Structure

- 4.7.1. Staff have previously worked with an architectural company on how the proposed containers would be able to be installed in keeping with the intended visual aesthetic for the site, and, as per the attached profiles the proposed structure will achieve that.
- 4.7.2. The proposed, more permanent container structure has been situated to ensure best 'from the road' profile, with both aesthetics and security in mind. It will be appropriately permitted, in line with Design Guide requirements for the Kaiapoi Community Hub. This will include any engineering, aesthetic and permitting requirements for the potential roofing in of the central-open air workshops
- 4.7.3. Given the ability to separate off welding and paint storage areas, the proposed permanent container structure design is deemed to be a safer option in terms of fire protection and security, than the proposed third building in the originally submitted design concept, which was approved by Kaiapoi Tuahiwi Community Board in July of 2024.
- 4.7.4. This option will reduce the cost over the overall project by well over \$200,000 – a significant amount of funding to try and raise, on top of that for the first two buildings, relocation and site finishing costs.

4.8. New Buildings

- 4.8.1. Menz Shed have applied to Department of Internal Affairs' Lottery Community Facilities fund to progress the acquisition and completion of their first new building. It is anticipated that this will be completed, on the Hub site in early 2026.
- 4.8.2. The Menz Shed Relocation Working Group is working to progress the acquisition of the second new building as quickly as possible and are investigating lower cost options that will fit its purpose as a workshop space, rather than utility building. This will replace the relocated Ideal Garage temporary building.

4.9. Relocated Temporary Building

- 4.9.1. As detailed in the July 2024 report to the Kaiapoi Tuahiwi Community Board, if the Ideal Garage Building has not been replaced after 18 months on site, staff will issue the Menz Shed with an advisory reminder that they have only six months to replace it a permanent solution. However, Menz Shed are confident that, given their work on acquiring a considerably less expensive second new building, this will very likely be unnecessary.
- 4.9.2. The plan is to have the second building on site well within the agreed timeframe for removal of the temporary building, and the construction company who are quoting the second new build have indicated that they will remove the temporary building, as part of the construction process.

- 4.10. With respect to the updated concept plan relocation to the Hub site, consultation regarding the master plan for the Kaiapoi Community Hub was undertaken with the community in late 2021. The location of the proposed buildings on this site is in line with this consultation and proposed modifications to the reconfigured container structure will comply with Design Guide specifications.

4.11. Options for approval

4.11.1. OPTION 1 – Approve recommendations contained in this report

This is the preferred option

The new concept plan will significantly reduce the financial burden for this important community asset. It will allow Menz Shed to carry on with its core business – to grow its membership and extend its operation.

Being firmly established as a key tenant on the hub site, 'The Shed' can realise a strategic vision, to be a place of learning and connection for a wider cohort of Kaiapoi Residents.

Should this opportunity be lost, the community risks losing a highly valued resource that plays a vital role in fostering connection, purpose, and practical support across the wider Kaiapoi region.

4.11.2. OPTION 2 - Decline the recommendations contained in this report.

This is not a preferred option

As detailed above, while it has been a challenge, momentum has increased in the funding space and a lot of good will shown by the community and funding sector toward the project. That said, the current funding environment and challenging economic environment, mean that there is less money to go around.

Declining the new concept plan will cause significant construction delays. With building costs continuing to escalate, this will very likely affect the ability of the group to keep the building project going within the planned timeframe. This will very likely slow the momentum of funding, with community, sponsor and funder fatigue; and it may prevent completion of the Menz Shed site installation, altogether.

Implications for Community Wellbeing

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

Kaiapoi Menz Shed centres on largely retired men, working collaboratively on a diverse range of projects for the community, involving carpentry, painting, metal work and design. The 'Shed' play a vital role in the Kaiapoi community, supporting schools, community gardens, preschools and other grassroots community groups. It provides the members with sufficient work and social contact to help them to transition into retirement. It also serves as respite for carers and enhances the mental health of its members.

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

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū were engaged throughout original consultation around the site itself and have not wished to have further input. Consultation regarding the master plan for the Community Hub was undertaken with the community in late 2021, the locating of these facilities at this site and in these locations is in line with this consultation. While they are unlikely to be affected by or have an interest in the subject matter of this report, staff will continue to engage with Te Ngāi Tūāhuriri hapū, as appropriate throughout the wider Kaiapoi Hub development process.

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. These include:

- Kaiapoi Croquet Club.
- Kaiapoi Menz Shed.
- Satisfy Food Rescue.
- Youth Development and Opportunities Trust.

Staff from the Community and Greenspace Teams and have been engaging with these groups and will continue to engage with these parties as part of this ongoing development.

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.

Consultation regarding the master plan for the Community Hub was undertaken with the community in late 2021, the locating of Kaiapoi Menz Shed, Satisfy Food Rescue and additional community groups in the future at this site in line with this consultation.

Before any work is undertaken, information will be sent to the local Community via a start work notice.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are no financial implications of the decisions sought by this report.

The cost of the relocation of the building, connection to services and construction is the responsibility of the Kaiapoi Menz Shed. Professional services required to amend the lease if any conditions need to be updated are covered through the Kaiapoi Community Hub Project budget.

Infrastructure services such as shared sewer, water, electrical and carpark lighting have been installed at the Hub and funded within the Kaiapoi Hub project budget.

6.2. Sustainability and Climate Change Impacts

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

The use of relocatable buildings supports sustainable development by extending the lifecycle of existing structures. Rather than demolishing and rebuilding, relocating buildings reduces the demand for new construction materials, thereby conserving natural resources and lowering embodied carbon emissions associated with manufacturing and transport of new materials.

6.3. Risk Management

Given that Kaiapoi Menz Shed will be required to comply with both the Building Code and Design Guide specifications for the Hub site, there are no risks arising from the adoption/implementation of the recommendations in this report.

6.4. Health and Safety

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

Should the group proceed with the build, all relevant health and safety elements will be considered as the design for the site progresses and staff will review documentation before the builds proceed to ensure with any fire, earthquake and flood zone regulation requirements. Relevant health and safety elements will be the responsibility of the Kaiapoi Menz Shed.

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 2022.

7.3. Consistency with Community Outcomes

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

- *Public spaces are diverse, respond to changing demographics and meet local needs for leisure*
- *Council commits to promoting health and wellbeing and minimizing the risk of social harm to its communities.*
- *Our community groups are sustainable and able to get the support they need to succeed.*
- *People are able to enjoy meaningful relationships with others in their families, whanau, communities, iwi and workplaces.*

7.4. Authorising Delegations

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

KAIAPOI COMMUNITY HUB

DESIGN GUIDELINES

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INTENTIONS OF THIS DESIGN GUIDE

This guide provides support and direction for crafting high-quality, functional, and purpose-driven buildings and environments tailored to the needs of our Kaiapoi community. It also aids in illustrating the importance of development seamlessly integrating with its surroundings, becoming an integral component of the urban landscape.

Furthermore, it fosters connections with complementary resources, including Design Quality, Maintenance, Urban Design, and Sustainability. The primary aim of this guide is to clearly show the role of development as an integral element within Kaiapoi and to ensure the consistent achievement of excellent results by adhering to our design principles.

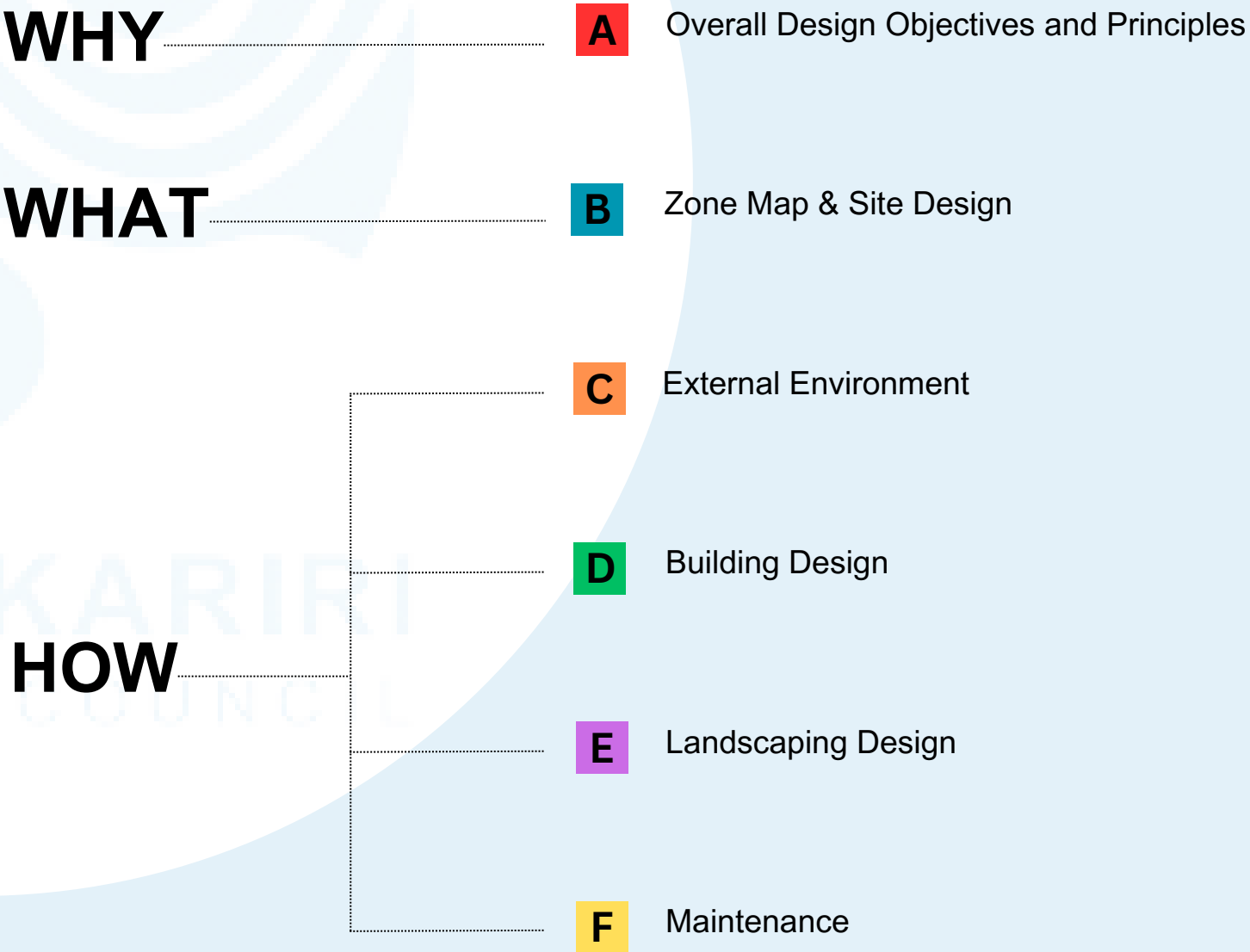
It serves various roles, functioning as:

- An instructive document for design consultants and development partners, communicating our expectations for site design across all delivery programs.
- A reference manual portraying the expected level of detail and the standard of design quality throughout the entirety of the process.



HOW TO READ THIS DESIGN GUIDE

This design guide should always be used alongside the latest version of the Waimakariri District Plan. It is structured into six color-coded sections, organized alphabetically as illustrated in the diagram below.





OVERALL DESIGN OBJECTIVES

Elevating Aesthetic Connectivity for Community Buildings

In order to create a sense of connectivity and harmony within the community hub while raising its visual aesthetic from mere sheds to community landmarks, we propose the following underlying design principles:

1. *Contextual Synergy: Seamlessly blend the design with the surroundings, ensuring the building complements the environment, neighbouring structures, and cultural context.*
2. *Aesthetic Consistency: Establish a cohesive design language throughout the community hub, enhancing its visual identity and making it an iconic landmark.*
3. *Functional Aesthetics: Ensure aesthetics enhance functionality rather than hinder it, striking a perfect balance between form and purpose.*
4. *Community-Centric: Involve the community in the design process, incorporating their values and aspirations to foster a sense of connection and ownership.*
5. *Sustainability and Innovation: Integrate sustainable practices and innovative materials and technologies to align environmental responsibility with visual excellence.*

By adhering to these design principles, we elevate everyday structures into community landmarks that inspire, reflect culture, and stand as enduring symbols of unity and aesthetic brilliance.



External Environment



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Shape and Form
Murals
Posters
Signage
External Storage Requirements
Fencing Allowances
External Lighting Requirements



SHAPE AND FORM

Our architectural approach places a strong emphasis on the utilization of simple shapes and forms in building design with all buildings being single story.

Using simple shapes and forms helps create buildings that not only provide visual clarity and harmony but also enhance structural stability and ease of construction. The elegance of simplicity extends beyond aesthetics; it also plays a crucial role in optimizing the functionality and sustainability of our architectural designs.

Key Principles:

- Simple geometrical shapes
- Straight lines
- Single story
- Clean & simple roof lines

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MURALS, POSTERS AND SIGNAGE

All signs, murals and posters must adhere to a consistent theme, both in terms of color and storytelling.

Additionally, careful consideration needs to be taken for the size and placement of these elements, ensuring they integrate harmoniously with the surroundings, avoiding any potential eyesores or cluttered spaces.

Each sign, poster, or mural must add intrinsic value to the space, either by providing information, sparking inspiration, or simply adding aesthetic appeal.

Key Principles:

- Follow the colour pallet
- Consistent theme for murals
- Consideration on size & placement
- Not become an eyesore or obstruction
- Must add value to the space

EXTERNAL STORAGE REQUIREMENTS

The location of these storage areas is carefully considered to prevent any interference with external spaces and to ensure accessibility for essential services such as rubbish trucks.

We prioritize their proximity to each building, striking a balance between convenience and minimizing visual disruption to the surroundings. To maintain visual harmony, the size and appearance of these storage areas are designed to blend effortlessly with the overall environment, preventing them from becoming an eyesore.

The fencing surrounding any external storage areas is intended to maintain a discreet presence while effectively concealing unsightly bins or any other visual distractions. To achieve this, the materials chosen for the fencing are carefully selected to harmonize with the surrounding buildings, ensuring they seamlessly blend into the architectural landscape.

Key Principles:

- Plan locations to not interfere with outdoor areas
- Consider where rubbish trucks can access easily
- Fencing to be inline with fencing requirements
- Size to be taken into accordance to not be an eyesore





FENCING ALLOWANCES

It's imperative that fences do not obstruct visibility, except when serving the purpose of concealing objects like bins that might otherwise detract from the ambiance. To maintain an atmosphere of openness and accessibility, we have established height restrictions for fences, preventing them from overwhelming the surrounding environment.

Our principle dictates that fencing is to be deployed only where it is essential, avoiding unnecessary barriers that might disrupt the natural flow of the space.

Key Principles:

- Fencing only where required for bin storage etc
- To be discreet and not an eyesore
- Blend into the overall environment
- Follow to colour pallet and selected materials
- Trellis is an acceptable fencing type
- Height restriction of 1.8m max.

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EXTERNAL LIGHTING REQUIREMENTS

The external lighting requirements within our community hub are not only essential for aesthetics but also play a critical role in ensuring security and safety.

We prioritize the strategic placement of lighting fixtures throughout the hub to create a well-lit environment that deters potential security threats and promotes a sense of safety among residents and visitors. To achieve this, we consider factors such as walkways, parking areas, and entrances, where adequate illumination is crucial.

Additionally, floodlights are strategically positioned to provide extensive coverage in open spaces, ensuring that no corner remains in the shadows.

Key Principles:

- Lighting placed to be aesthetic and practical
- Enhancing security and safety
- Ensure to cover key areas such as walkways, parking, entrances etc.
- Floodlights positioned to cover open spaces

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D

Building Design



Materials
Colour Palette
Orientation of Buildings
Window Requirements
Door Requirements
Roofing Requirements
District Plan Influence on Design
Accessibility Requirements
Services Requirements
Noise Control From Equipment
Sustainability
Security
Vermin Proofing

MATERIALS

Allowed

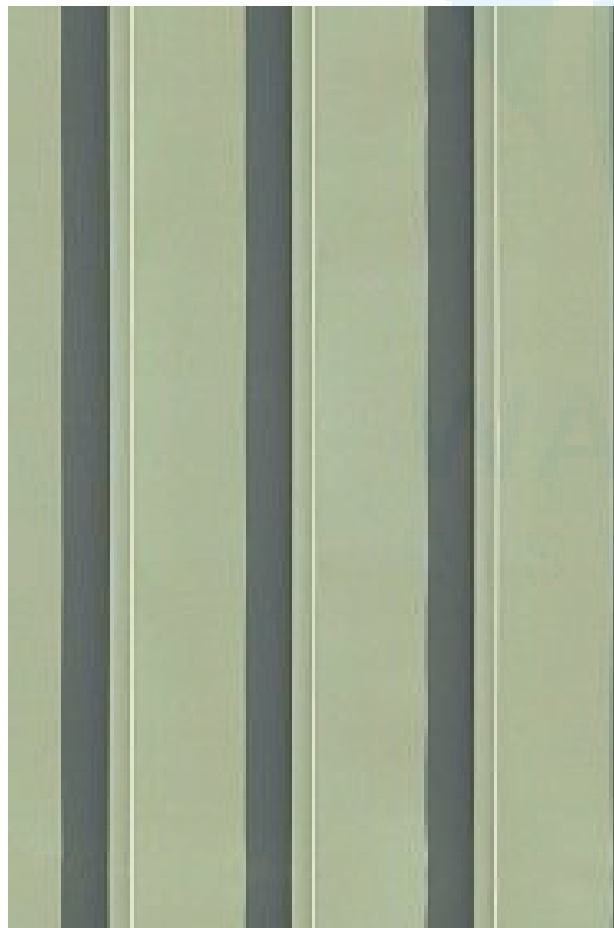
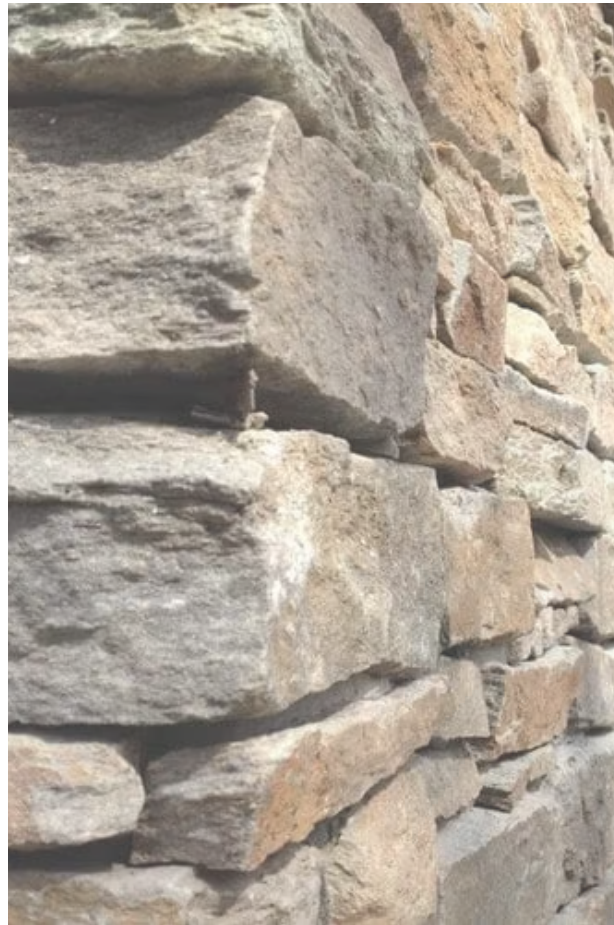
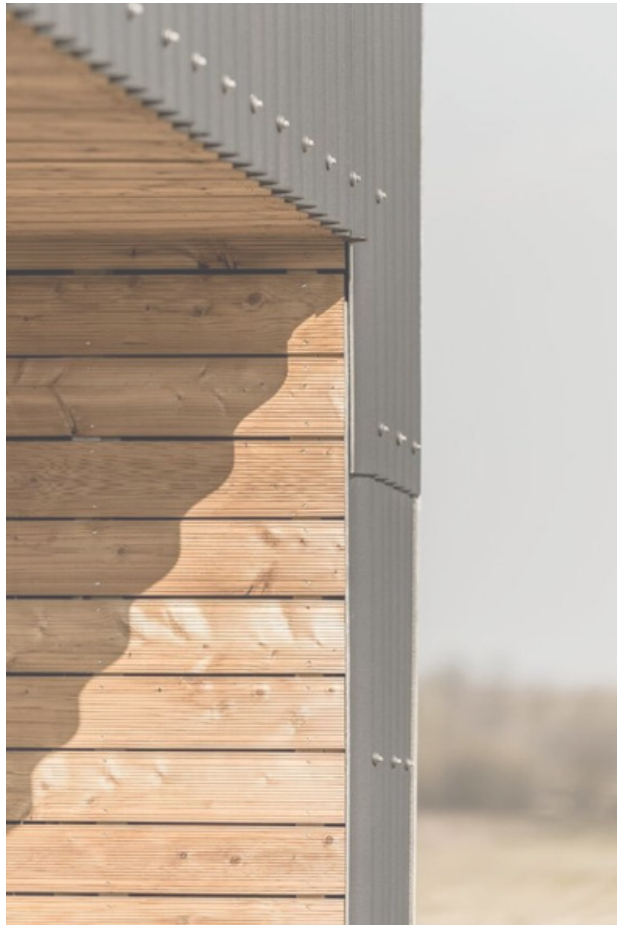
- Wood or timber cladding and structural elements
- Metal cladding - Must be powder coated or painted
- Steel structural elements - Must be powder coated or painted
- Concrete
- Stone

Not Allowed

- Galvanized steel - Unpainted
- Fibre cement cladding
- Aluminium
- Asbestos
- Lead
- Mercury
- Polychlorinated biphenyls (PCB)
- Chlorofluorocarbons
- Materials from radioactive sources

Second-hand materials can be deemed acceptable and even highly desirable in architectural design when they fulfill specific criteria. These materials should not only be in a 'like-new' condition and have a life expectancy of over 20 years but also contribute to enhancing the sustainability of the project.

Each building's façade must feature a minimum of two distinct materials, with the condition that no single material covers more than 85% of the exterior. Consideration should be taken with how the cladding of each building complements one another, ensuring a harmonious balance without an excessive concentration of a single cladding material when adjacent to each other.



COLOUR PALLETE



The building colors must align with the designated color palette for the community hub to maintain a cohesive and visually appealing aesthetic across the site.

This selection should be considered not only for individual structures but also with regard to how these colors interact and complement each other when applied both internally and externally.

This comprehensive approach ensures that the color scheme enhances not just the individual building's appearance but also contributes to the overall harmony and coherence of the entire architectural environment, creating a welcoming and aesthetically pleasing atmosphere for all who interact with it.

The doors that face and open toward the internal lawn should be painted in Resene Wild Thing.

In the planning of signage and murals, it is essential to consider how their colors will seamlessly integrate with the designated color palette and ensure they complement it effectively.



ORIENTATION OF BUILDINGS

To promote an active and engaging environment, the frontages of the buildings should open up towards the internal lawn, encouraging interaction, and providing a vibrant facade that reflects the vitality within. Each building's primary entrance should be oriented towards the internal lawn, while secondary entrances should be designed in a way that doesn't compromise the main facade.

Consideration should be taken into the connection between structures to create a warm and welcoming atmosphere between the various buildings, emphasizing a sense of community and cohesion within the hub.

These orientation principles collectively aim to create a harmonious and people-centric architectural layout, enhancing both aesthetics and functionality.

Key Principles:

- Consider connection between the building and the internal lawn
- Position for sun exposure
- Connection between structures
- Main entrances to be off the internal lawn
- Positioning of service areas for easy access
- Service entrance to not compromise main facade

WINDOW REQUIREMENTS

We prioritize the strategic placement of windows to harness natural light and solar heat gain, fostering energy efficiency and creating well-lit, comfortable interiors. Furthermore, we maintain a consistent style, shape, and size of windows throughout our community buildings.

It reinforces a sense of unity within the community and contributes to the timeless and elegant appeal of our buildings, creating spaces that are both pleasing to the eye and thoughtfully designed to maximize the benefits of natural light and warmth.

Frontages that directly face the internal lawn are required to incorporate a minimum of 20% glazing in their architectural design approach. This emphasis on ample glazing not only allows for an abundant inflow of natural light but also fosters a strong visual connection between indoor spaces and the vibrant, green surroundings of the internal lawn.

Key principles:

- 20% glazing on main facade facing internal lawn
- Placement to optimize light and ventilation into internal spaces
- Consistent style, shape and size throughout all buildings





DOOR REQUIREMENTS

We prioritize situating main entrance doors facing the serene internal courtyard, fostering a warm and inclusive atmosphere within our community buildings.

This arrangement not only encourages a seamless flow between indoor and outdoor spaces but also serves as a focal point for community gatherings and connections.

Meanwhile, service doors and large roller doors, where required, are thoughtfully positioned away from the primary communal areas whenever feasible. This strategic placement ensures that practical functions, like deliveries and maintenance, don't disrupt the central hub of community life.

Frontages that directly face the internal lawn are required to incorporate a minimum of 20% glazing in their architectural design approach. This emphasis on ample glazing not only allows for an abundant inflow of natural light but also fosters a strong visual connection between indoor spaces and the vibrant, green surroundings of the internal lawn.

Key Principles:

- Main doors off the internal lawn
- Service and roller doors positioned away from primary communal areas
- 20% glazing on main facade facing internal lawn
- Consistent style, shape and size throughout all buildings

ROOFING REQUIREMENTS

We prioritize the use of monopitch roofs, with a deliberate pitch away from the internal courtyard or entrance whenever feasible. This design approach not only contributes to a sleek and contemporary aesthetic but also directs rainwater away from communal areas, ensuring a more pleasant experience for all.

Additionally, our consideration extends to downpipes, which are strategically positioned to minimize disruption to the main facade and to seamlessly blend with the building's exterior.

We keep projections to a minimum, particularly away from the front face of the buildings, aligning with both our architectural vision and the guidelines outlined in the district plan to create a unified and aesthetically pleasing environment for our community members to enjoy.

Roofing materials and downpipes are carefully selected to adhere to the designated color palette as outlined on page 14, ensuring a cohesive and visually pleasing aesthetic throughout our community hub

Key Principles:

- Monopitch roofs prioritized with pitch away from the internal lawn
- Down pipes placed to not disrupt facade
- Projections kept to a minimum and away from front face
- Materials of roof and down pipes to adhere to approved colour pallet and materials

DISTRICT PLAN INFLUENCE ON DESIGN

https://www.waimakariri.govt.nz/_data/assets/pdf_file/0033/98268/29.-SPZ-KAIAPOI-REGENERATION-S32-REPORT-DPR-2021.pdf

The site is situated within Kaiapoi's recently rezoned Special Purpose Zone (SPZ), designated as part of the Waimakariri Residential Red Zone Recovery Plan (WRRZRP). You can find comprehensive details about this plan by following the link provided above.

In relation to restrictions on height, position and size of buildings we refer to chapter 17 of the Waimakariri district plan for Residential Zones. All buildings are also to be designed and constructed to comply with relevant sections of the New Zealand Building Code.

Key Principles:

- Height restriction is to be max 8m
- Site Coverage 50% of site total
- Recession planes to be taken 2.5m from FGL and follow the waimakariri Recession Planes fact sheet
- Setbacks to be 2m from a local road
- FFL to be +225, cladding to ground clearances in accordance with E2/AS1 and any manufacturers requirements





ACCESSIBILITY REQUIREMENTS

All buildings shall comply with the accessibility requirements in D1/AS1 and NZS4121:2001

All buildings should be designed and constructed with accessibility in mind, promoting inclusivity and equal access for all members of the community.

Compliance with D1/AS1 and NZS 4121:2011 is essential for creating accessible and welcoming community buildings within this hub. These standards help by contributing to the creation of functional and inclusive spaces that accommodate a diverse range of needs.

Key Principles:

- Accessible Entrances
- Accessible Facilities
- Parking
- Signage
- Door and Window Hardware
- Ramps and Stairs
- Lighting and Visibility
- Seating and Spaces
- Egress Routes
- Communication Access

ROOF RUN OFF REQUIREMENTS

Each tenant in the building is individually responsible for managing the stormwater runoff from their respective units, there are two options below.

They can opt to pipe the stormwater runoff and connect it to the existing stormwater management system. This approach ensures that excess rainwater is channeled away from the property efficiently, contributing to overall flood prevention and reduced strain on municipal stormwater infrastructure.

Alternatively, building owners may explore the utilization of raingardens and storage tanks to capture and reuse stormwater. This eco-friendly approach not only helps alleviate the burden on public drainage systems but also promotes sustainability by allowing collected rainwater to be repurposed for irrigation, landscaping, or other non-potable water needs.

Key Principles:

- Responsibility of the tenant
- Can connect into the existing SW system
- Can utilize collecting and reusing SW



NOISE CONTROL FROM EQUIPMENT

Noise control stemming from equipment within our community hub is a paramount consideration in our design and operational strategies.

By adhering to these principles, we aim to strike a harmonious balance between the functionality of essential equipment and the comfort of our community members. Our commitment to noise control not only enhances the overall quality of the environment but also fosters a serene and welcoming atmosphere for all who visit and reside within our community hub.

Key Principles:

- **Strategic Positioning:** Equipment is thoughtfully positioned to minimize its impact on outdoor areas. This includes locating noisy machinery away from tranquil spaces and residential areas to preserve a peaceful environment for community members.
- **Soundproofing Materials:** Where feasible, we employ soundproofing materials to reduce noise emissions. This includes acoustic insulation and barriers that effectively contain and absorb sound, preventing it from radiating into areas where it may cause disruption.
- **Aesthetics:** While addressing noise control, we also emphasize that equipment should not be an eyesore. We integrate aesthetically pleasing enclosures and camouflage techniques to ensure that the visual appeal of the community hub is preserved.



SUSTAINABILITY

As part of our commitment to sustainability, we consider the use of second-hand materials when they meet specific criteria. These materials should be in excellent condition, with a lifespan of over 20 years, and contribute significantly to enhancing the project's overall sustainability.

By reusing and repurposing materials that meet these criteria, we reduce waste and minimize our environmental impact, aligning our community hub with principles of resource efficiency and long-term sustainability.

We prioritize sustainability in our building practices, integrating energy-efficient technologies and renewable energy sources to reduce carbon emissions and operational costs.

Water-saving measures, eco-friendly materials, and waste reduction strategies further minimize our environmental footprint. Our buildings are designed for resilience, considering climate change and extreme weather events to ensure long-term functionality and safety.

Key Principles:

- Use of second hand materials if they fit criteria
- Integrate energy efficient technology into buildings where possible
- Use renewable energy where possible
- Try to minimize our environmental footprint
- Design buildings to last long-term



SECURITY

www.cpted.net

Security through Crime Prevention Through Environmental Design (CPTED) is a fundamental principle that underpins our approach to community safety.

CPTED focuses on the design and layout of our community hub to deter criminal activity and enhance overall security. By strategically arranging spaces, ensuring good visibility, and incorporating natural surveillance elements like well-placed lighting and clear sightlines, we create an environment that is not only aesthetically pleasing but also inherently secure.

This proactive design approach encourages community members to feel safe and confident while using the space, fostering a sense of ownership and responsibility for its well-being.

The responsibility for surveillance on private buildings lies with the building owner.

Key Principles:

- Follow CPTED
- Design with security in mind
- Keeping visibility a priority
- Incorporating natural surveillance
- Well placed lighting
- Private surveillance is up to building owners



VERMIN PROOFING

By focusing on vermin proofing and control, we aim to create a community hub that is not only aesthetically pleasing but also safe, clean, and conducive to the well-being of all residents and visitors. Our commitment to these measures reflects our dedication to maintaining a high-quality environment for everyone in our community.

Key Principles:

- Building Design: From the initial design phase, we incorporate features that discourage vermin entry. This includes sealing gaps and cracks, using durable materials that resist pest infestations, and designing trash disposal areas to minimize attractants.
- Integrated Pest Management (IPM): We employ IPM strategies, which emphasize prevention over chemical treatments. This includes maintaining a clean and clutter-free environment, proper food storage, and waste management practices that reduce vermin attractants.
- Seamless Waste Management: We implement efficient waste management systems that include secure and pest-resistant containers for both indoor and outdoor areas. Regular waste removal schedules are established to prevent vermin from being drawn to the area.
- Safe Pest Control Measures: In cases where pest control measures are necessary, we prioritize safe and environmentally friendly options. We work with qualified pest control professionals who employ methods that minimize risks to human health and the environment.

E

Landscaping Design



Planting Requirements



PLANTING REQUIREMENTS

Within our community hub, we place a strong emphasis on landscaping that goes beyond mere aesthetics – the goal is to ensure that every plant and green element adds intrinsic value to the space. Ensure planting requirements are selected to enhance the overall appeal of the environment, creating a space that is both visually captivating and functional.

To achieve this, we are committed to selecting plant species that seamlessly integrate with the natural surroundings. These choices are made with great care, taking into account the local climate, soil conditions, and ecosystem dynamics. By aligning our plant selections with the native environment, we not only conserve the region's biodiversity but also ensure the long-term vitality and resilience of our landscape.

Landscaping design needs to consider sightlines, ensuring that the placement of plants and greenery does not hinder visibility or disrupt the ease of navigation. This creates a harmonious and safe environment where community members can fully appreciate the beauty of the landscape while moving freely and comfortably throughout the space.

Vegetation Management: Landscaping and green spaces should be designed and maintained to minimize vermin habitats. This includes regular trimming, removal of overgrown vegetation, and selecting plants that are less attractive to pests.

Maintenance





MAINTENANCE REQUIREMENTS

Maintenance is a fundamental aspect of our commitment to the well-being and longevity of our community hub. We take great pride in upholding the highest standards of upkeep to ensure that the space remains safe, attractive, and fully functional for all who use it.

Our maintenance efforts encompass a wide range of responsibilities, including regular inspections, landscaping care, cleaning, and equipment servicing.

We believe that a well-maintained community hub not only enhances its overall appeal but also fosters a sense of pride and ownership among community members.

Through diligent and proactive maintenance practices, we aim to create a welcoming and vibrant environment where everyone can enjoy the full benefits of our shared community space.

Each tenant is encouraged to take pride in the maintenance of their own buildings, ensuring their proper upkeep. This personal responsibility contributes to the overall cleanliness and aesthetics of the hub.

Meanwhile, the council assumes the role of preserving shared spaces and common areas within the community hub.



APPROVAL PROCESS

You are required to submit the following information to the design committee prior to submitting plans to the Waimakariri District Council for building consent.

Full contact details

Building plans, which should include:

- Site plan (location of buildings on the site)
- Floor plan (with dimensions)
- All elevations

Exterior colours and finishes, including:

- External walls
- Roof

If the information is complete and it meets the design guide requirements it is then processed for approval

Approval is granted generally within 1 week

The stamped approval plans will be posted to you to the address provided at submission

WAIMAKARIRI
DISTRICT COUNCIL

IMPORTANT THINGS TO REMEMBER

When designing in accordance with our guidelines, several important factors come to the forefront.

Firstly, thorough comprehension of the guide is paramount; ensuring that every detail and requirement is comprehensively understood is the foundation of a successful design.

Equally vital is ensuring that the design adheres to the core design principles we've established, focusing on aesthetics, functionality, and community well-being.

Moreover, designing with both the district plan and the New Zealand Building Code in mind is imperative, guaranteeing compliance with legal and regulatory standards.

By embracing these considerations, we create spaces that not only meet practical needs but also contribute to a vibrant and harmonious community environment.

WAIMAKARIRI
DISTRICT COUNCIL



WAIMAKARIRI
DISTRICT COUNCIL

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV 26-08-06 TRIM 250804142804

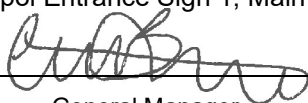
REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 18th August 2025

AUTHOR(S): Tori Stableford

SUBJECT: Kaiapoi Entrance Sign 1, Main North Road, Corten Panel Artwork

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to update the Kaiapoi Tuahiwi Community Board on the proposed entrance sign on Main North Road.
- 1.2. The Kaiapoi Tuahiwi Community Board approved the signs' location, material and design at the November meeting in 2024. It was decided that the sign be formed from upright wharf timber and a Corten Steel Panel, and the report noted that artwork should be included.
- 1.3. Council staff requested artwork for the Corten panel from the Runanga, via their appointed consultancy, Whitiara. Whitiara developed an initial artwork concept, which was presented to their Cultural Advisory Group (CAG) in July 2025 for consideration and approval for further development. The CAG did not support the overall form of the entrance sign and, as a result, declined to provide artwork or participate further in the project. Following this decision, Greenspace staff met with Whitiara representatives, who recommended that Council staff proceed with providing artwork internally.
- 1.4. Council staff initially developed several artwork concepts which have not been taken further as an alternative option has been identified. This option includes adapting designs by local artist Mel Eaton, who is currently working on designs for the Kaiapoi River bridge railing refurbishment. This approach supports a cohesive, place-based aesthetic that reflects Kaiapoi's identity. Due to time constraints, Greenspace staff met with Board Chair Jackie Watson, who endorsed contacting Mel Eaton to request artwork for the Main North Road entrance sign.
- 1.5. The Corten steel panel shape has previously been approved by the Kaiapoi Tuahiwi Community Board, and the proposed artwork would enhance its visual impact and reinforce Kaiapoi's identity for arriving visitors.
- 1.6. Following the Board's approval of the entrance sign Concept and Tree Scheme last year, the tree planting is now complete, and the entrance sign project was tendered in May. Atlas Group Ltd was awarded the contract, which includes cutting artwork from the Corten steel panel. Council staff confirmed the artwork would be provided before construction, and the cost of pattern cutting is covered in the contract. Atlas Group Ltd is ready to begin, with a four-week build timeline upon receiving the artwork.

- 1.7. Mel Eaton was able to support this process and has provided an artwork concept for the Main North Road Entrance Sign Corten Panel. The concept is based on the early settlement and industry history of Kaiapoi and is an adaption of a panel for the Kaiapoi bridge referencing this.

Attachments:

- i. Kaiapoi Main North Road Entrance Sign Concept 2 (TRIM 250806144915)
- ii. Proposed Artwork Concept for the Corten steel panel (TRIM 250806144896)

2. **RECOMMENDATION**

THAT the Kaiapoi Tuahiwi Community Board:

- (a) **Receives** Report No. TRIM number. 250804142804.
- (b) **Approves** the proposed Artwork Concept for application and the design of the Corten steel panel attachment to the Kaiapoi, Main North Road Entrance Sign (TRIM 250806144896).



- (c) **Notes** that the cost to cut the artwork in to the Corten panel is included in the accepted price of \$49,767 from Atlas Group Ltd for the Entrance Sign construction and installation. This cost falls within the previously approved \$75,810 budget allocation for the Main North Road entrance sign and Avenue Tree Scheme, from the Board's General Landscaping Budget.
- (d) **Notes** that staff will work with local artist Mel Eaton to develop cohesive artwork concepts for the three remaining entrance sign projects.
- (e) **Notes** that the expected design life of the entrance sign is more than 35 years.

3. **BACKGROUND**

The Kaiapoi–Tuahiwi Community Board has identified the enhancement of Kaiapoi's four town entrances as a priority project, beginning with the Main North Road (South) entrance. These entrances are outlined in Council's *Town and Settlement Entrances Strategy* (TRIM 190815114357). For Kaiapoi, the following entrances have been designated for enhancement:

- Main North Road
 - Williams Street
 - Ohoka Road
 - Smith Street.
- 3.1. To support this initiative, the Board allocated \$75,810 from its General Landscaping Budget last year to implement a town entrance Concept Plan for the first entrance, Main North Road. The Concept Plan includes a new entrance sign accompanied by an Avenue Tree Scheme.
 - 3.2. In November 2023, staff presented a report to the Board recommending a Concept for the entrance sign. The Board opted to amend the staff recommendation and approved an alternative design, Concept 2 (*TRIM 250806144915*). The accompanying drawings and report noted that a pattern for the Corten panel would be sought from the Runanga. The Board elected not to undertake community consultation on the Main North Road Town entrance scheme including the entrance sign Concept and Avenue Tree Scheme, and staff subsequently proceeded with the project's detailed development and procurement.
 - 3.3. The approved entrance sign, Concept 2, features a base constructed from upright recycled wharf timber sourced from Lyttleton Port. A Corten steel panel will be mounted on the front of the timber, complemented by steel lettering that reads 'Welcome to Kaiapoi'. To enhance the sign's visual appeal and reinforce a sense of place, cut-out artwork will be incorporated into the Corten panel. A white steel backing panel, offset by 50mm between the Corten panel and the timber, will be added to improve the visibility of the cut-out detailing.
 - 3.4. A structural frame for the entrance sign has been engineered by a Structural Engineer to ensure both its integrity and frangibility, prioritising road user safety. The entrance sign will be securely mounted to the timber frame, which will remain concealed from the front view of the sign.
 - 3.5. The entrance sign has been designed using durable materials such as hardwood wharf timber and Corten steel, not only to reflect Kaiapoi's River Town identity but to ensure lifespan. The anticipated lifespan of both the sign and its components is at least 35 years.
 - 3.6. Earlier this year the Avenue Tree Scheme was implemented, and the Entrance Sign Concept was progressed through engineering design and tender documentation. In May the physical works contract was tendered with Atlas Group Ltd being awarded the tender for the project which is within budget. The agreed scope of work includes removing the existing entrance sign and ground detailing, construction of the new entrance sign, placement of the new entrance sign, and planting in front of the sign.
 - 3.7. Noted within the tender was that artwork for a cut out pattern on the Corten steel panel would be provided prior to construction. Atlas Group Ltd is now awaiting artwork before sign production can begin; once received, construction will take around 4 weeks. Their subcontractor has pre-cut wharf timbers and is now on hold pending the artwork. If the Board approves the recommended artwork outlined in this report, staff anticipate the project will be completed by the end of September this year.

- 3.8. To support the development of the artwork, staff have been collaborating with Whitiara, the Runanga's appointed consultancy, to create a kōwhaiwhai pattern. The artwork was anticipated following Whitiara's Cultural Advisory Group (CAG) meeting at the end of July, but internal delays affected the expected timeline. To maintain project momentum and ensure the contractor had a pattern to work with, staff scheduled a workshop with the Board on 21 July to either present the artwork or explore alternative options if it was not received in time.
- 3.9. The CAG meeting was rescheduled, which meant the confirmed artwork was not available in time for the Board's July meeting. Whitiara advised that the project was progressing and that the artwork would be available shortly after the new meeting date. As there was no artwork to present, the workshop was cancelled following notification of the delay.
- 3.10. Following the CAG meeting, Whitiara provided staff with the feedback that their representatives preferred a style like the Welcome to Woodend Sign over the proposed design. Given the advanced stage of the project and the contractor's readiness to proceed, they noted that providing Runanga-mandated artwork would not be feasible at this time. After further discussions with Whitiara, it was mutually agreed that the most practical approach would be for staff to engage internal designers to complete the artwork.
- 3.11. Staff developed an alternative artwork design featuring the Waimakariri and Kaiapoi river formations and a silhouette of Mount Grey, reflecting the view from the Main North Road entrance while entering Kaiapoi. While this design could be utilised, staff were aware that there was no mandate or approval from the Board of this design and that with short timeframes there was risk that the outcome wasn't something which the Board would recognise or support. Following discussion, an alternative option was identified. Local artist Mel Eaton has currently been developing designs for the Kaiapoi River Bridge railings, and it was noted that there was potential that Mel may be able to adapt these designs at short notice to include on the entrance sign also. This approach would align with the vision of creating cohesive, place-based artwork that reflects Kaiapoi's identity. Due to the associated time pressures, staff met with Board Chair Jackie Watson to seek her endorsement to contact Mel Eaton and request artwork for the Main North Road entrance sign and subsequently met with Kim.
- 3.12. Greenspace staff met with Mel to present the entrance sign project and explore the possibility of incorporating the Kaiapoi Bridge artwork, either in its original form or with design variations, into the Main North Road Entrance Sign. Mel was supportive of providing this artwork for Council and noted that four panel designs were currently being developed for the bridge railings and that these could potentially be applied across the four Kaiapoi entrance signs. To maintain momentum on the project, staff asked Mel to prioritise selecting and refining the most suitable bridge panel design for the Main North Road entrance. This artwork would then be recommended to the Board for use on the Corten steel panel attachment of the Entrance Sign.

4. ISSUES AND OPTIONS

- 4.1. Mel Eaton has now provided Greenspace staff with an artwork concept for the Main North Road, entrance sign, Corten steel panel. Following Board approval, the artwork would be cut from the Corten steel panel and incorporated within the sign. The overall form of the Corten steel panel including the proposed Artwork is shown below.



Attachment ii. Proposed Artwork Concept for the Corten steel panel (TRIM 250806144896)

- 4.2. As previously mentioned in this report, Mel is collaborating with the Council's Roding team and the Community Board to create four panel designs for the refurbishment of the Kaiapoi Bridge railings. Each design highlights a unique element of Kaiapoi's history, culture, or ecology. One of these panel designs has been adapted for the purpose of creating some artwork for the Main North Road entrance sign. By aligning each entrance sign with one of the four bridge panel themes, the project establishes a cohesive visual narrative that celebrates Kaiapoi's rich heritage.
- 4.3. When Mel submitted the proposed Artwork Concept for the Main North Road entrance sign, she indicated that the artwork draws inspiration from the early settlement and industry bridge panel, featuring river transport, trade, and steam-powered machinery that was pivotal to Kaiapoi's growth. The imagery on the proposed Artwork (*Attachment ii. TRIM 250806144896*) reflects this by including the Tuhoe, a steamboat, and workers loading flour sacks for transport through the port, with a backdrop of water pattern reflecting the Kaiapoi River. Mel explained that she has suggested the pre-settlement themed panel to reference for the Main North Road entrance sign because the Main North Road location receives Christchurch bound traffic and therefore the sign can give visitors some history of the town.
- 4.4. The Council's Greenspace team has consulted with the Roding team about the proposed artwork. Following their review, the Roding team confirmed that the design does not present any visual safety concerns for road users.

Remaining Entrance Signs

- 4.5. To progress the broader entrance sign project and create entrance signs for each of the four main entry points into Kaiapoi, staff will attend a workshop with the Board at the August meeting to determine the most suitable locations for the remaining entrance signs on Williams Street, Smith Street, and Ohoka Road. During this workshop, staff will also seek feedback on the use of the remaining three panel designs for these locations. Following the outcome of the elections, staff will present a report to the Board recommending final locations and proposed designs for the remaining signs. The Board may then consider approving these as a package, with construction funding distributed across the three years of its term.
- 4.6. Greenspace staff have consulted with the Roding team, who are overseeing the Kaiapoi Bridge project, regarding the use of the panels designed for the bridge. The Roding team has not expressed any concerns and confirmed that formal community consultation will not be undertaken for the bridge panel artwork. Instead, the designs will be shared with the public via a local newspaper article. Considering this approach, and the Board's prior decision not to consult on the Entrance Sign Project, Greenspace staff consider that community consultation is not required for the Corten panel design, including the proposed artwork.
- 4.7. An alternative option is for the Board to seek design proposals from other designers and consult with the community to determine preferred concepts for the Main North Road entrance sign and the remaining three locations. This approach could introduce a variety of design styles and interpretations of what creates a sense of place in Kaiapoi. However, without a unified design strategy, it may result in a lack of cohesion across the town centre's signage, and staff are concerned that the additional time required could significantly delay the project.
- 4.8. Another option is to use the artwork concept that was developed by Greenspace staff internally. This design was created specifically for the Main North Road entrance sign and does not reflect the imagery or style being developed by artist Mel Eaton for the bridge railing refurbishment project. As it does not contribute to a cohesive design approach across the Kaiapoi town centre, this option has not been recommended.

Implications for Community Wellbeing

- 4.9. There are implications on community wellbeing by the issues and options that are the subject matter of this report. By improving the aesthetics of the Kaiapoi Town Entrances there is an opportunity to contribute to the well-being of the community and enjoyment of those entering Kaiapoi. The artwork described in this report can contribute to a sense of place and ownership with Kaiapoi as being a great place to live and visit.
- 4.10. The Management Team has reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

- 5.1. **Mana whenua**
- 5.2. 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 have consulted with the Runanga as part of this project and as discussed above, the Runanga have chosen not to provide specific artwork for the entrance signs as the remaining three Kaiapoi entrance signs forming part of this project are likely to be of the same form and materials, staff do not believe further consultation is required the entrance signs.

5.3. **Groups and Organisations**

- 5.4. There are no groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

5.5. **Wider Community**

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

When the Board approved the Main North Road entrance sign, it was decided to proceed with the selected concept without undertaking public consultation. As this sign has been tendered and the contractor is ready to build and noting that consultation is not recommended for the bridge panel project, staff believe that there is no need for further consultation with the wider community regarding this artwork on the sign.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. **Financial Implications**

There are no financial implications associated with the decisions outlined in this report, as staff are seeking approval for artwork to be applied to a previously approved entrance sign concept. The cost of cutting a pattern into the Corten steel panel is already included in the tender price submitted by the contractor. The costs associated with engaging Mel can be met within the existing approved budget and as any variations to the size or dimensions of the Corten panel resulting in this change in design are minimal, these too would remain within the Board's approved budget allocation of \$75,810 from the General Landscaping Budget.

6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report reflect a commitment to sustainability and consideration of climate change impacts. Sustainability extends beyond resource protection, it encompasses responsible energy and material use, long-term durability, and the creation of environments that support healthy, vibrant communities. Council staff have made deliberate efforts to ensure that, where possible, materials used in this project are reused, locally sourced, or selected for their high durability and low environmental impact.

Enhancing Kaiapoi's town entrances contributes to a more welcoming and attractive public realm, encouraging greater use and enjoyment of central Kaiapoi. This not only fosters local pride and celebrates the unique identity of the area but also supports the local economy by attracting visitors and strengthening community engagement. In doing so, the project promotes social, economic, and environmental sustainability for Kaiapoi's future.

6.3. **Risk Management**

There are potential risks associated with the adoption and implementation of the recommendations in this report. As the Board elected not to undertake community consultation for the entrance sign project, there is a possibility that some members of the community may not support or identify with the final design, or the artwork proposed in this report.

Roading staff have also confirmed that the bridge panel concepts will proceed without formal consultation. However, to ensure transparency and community awareness, the final designs will be shared with the public through a local newspaper article. This approach aims to inform the community and celebrate the enhancements while acknowledging that the design decisions have already been made. It is hoped that information regarding the inclusion of this artwork within the entrance signs can be included within this article.

6.4. **Health and Safety**

There are no health and safety risks associated with the adoption or implementation of the recommendations in this report. As part of the procurement process for the entrance sign, Council staff have reviewed and approved a comprehensive Health and Safety Plan submitted by Atlas Group Ltd for the Main North Road Entrance Sign project.

In addition, Greenspace staff have liaised with the Roding team to ensure that the final appearance of the entrance sign, based on the artwork approved in this report, maintains appropriate readability and visibility for drivers entering Kaiapoi. This coordination helps ensure the sign meets safety standards while enhancing the town's identity.

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**

The development of the town entrances will take place within the roading corridor, and all signage will comply with the District Plan and the Signage Bylaw (2012). Additional requirements under Government and NZTA legislation may also apply, depending on the road classification, location, and type of signage proposed. To ensure full compliance, Council staff will work closely with the Roding Team, who are well-versed in the relevant legislation, to determine appropriate materials, positioning, and any specific requirements related to signage and landscaping.

7.3. **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;

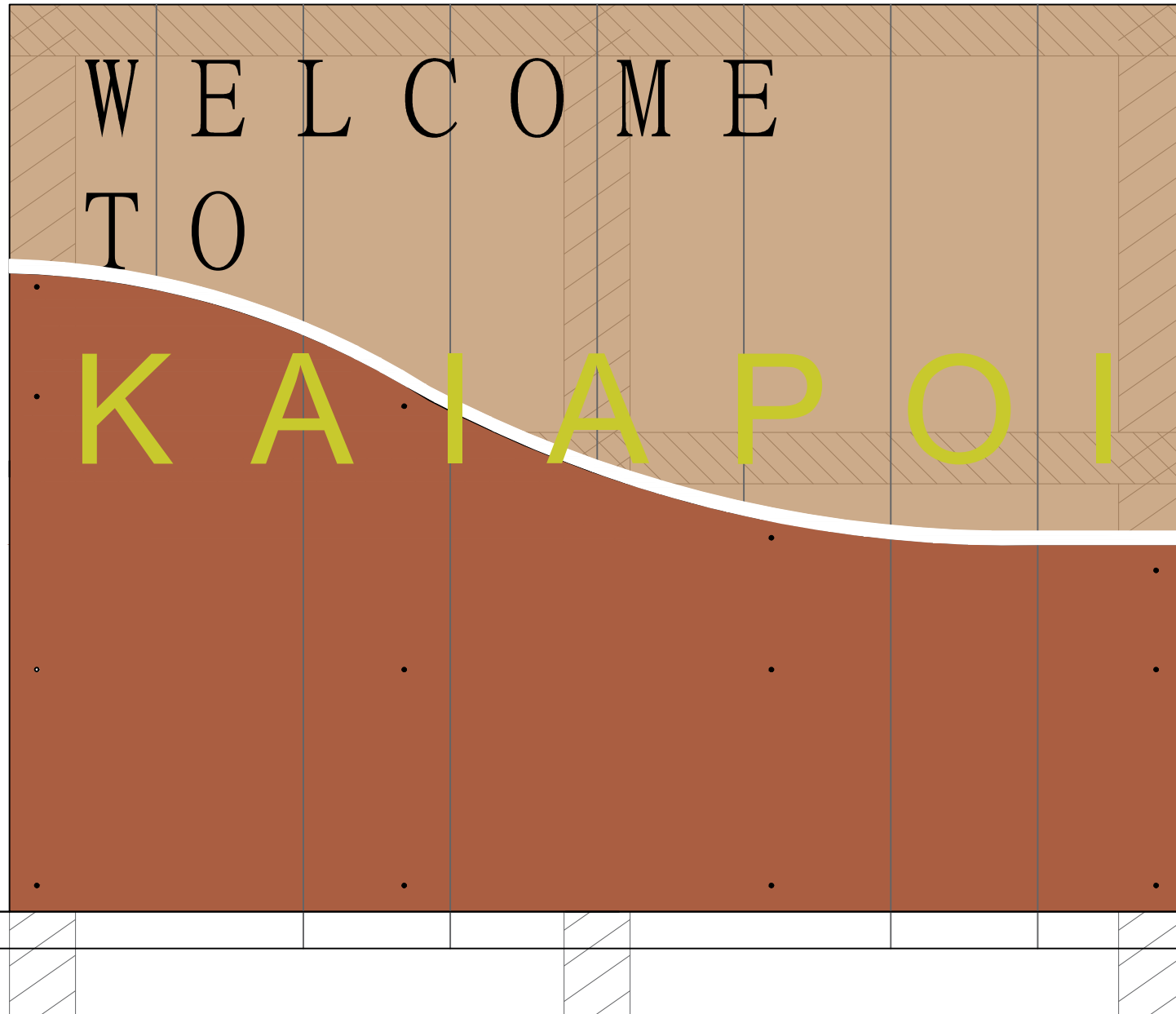
- Māori cultural identity, values and aspirations are reflected in built and natural environments.

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.

7.4. **Authorising Delegations**

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





WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** RDG-26/ GOV-26-08-06/ 250806145127**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD**DATE OF MEETING:** 18 August 2025**AUTHOR(S):** Scott Morrow Rates Officer – Property Specialist**SUBJECT:** Road Naming – Lime Developments Limited (Silverstream Stage 8 - 10)**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)_____
General Manager

Chief Executive**1. SUMMARY**

- 1.1. This report seeks a decision by the Kaiapoi-Tuahiwi Community Board to approve new Road names as part of the development of stage 8 & 10 of Silverstream subdivision.
- 1.2. The land parcels being developed are Lot 1002 DP 582805 1003 DP 570640, Lot 1010 DP 601500 & 1009 DP 601500 which are known as 51, 85 & 64 Adderley Terrace, Kaiapoi.

Attachments:

- i. Plan of the subdivision showing the new roads to be named. (Trim 250806145138)
- ii. Waimakariri District Council Naming Policy. (Trim 230321039443)
- iii. Pre-approved Road Naming List for Kaiapoi. (Trim 221026186036)

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

- (a) **Receives** Report No. 250806145127.
- (b) **Approves** the following proposed road names for new roads as part of Silverstream Stage 8-10 as shown on the attached plan.
 1. Lin Street.
 2. Fox Way.
 3. Courtier Way.
 4. Waverley Street (Continuation).
 5. Adderley Terrace (Continuation).
 6. Bastings Street (Continuation).
- (c) **Notes** that the Community Board may replace the proposed name with any name of its choice.

3. **BACKGROUND**

- 3.1 The developer, Lime Developments Limited is undertaking further stage 8 - 10 of the Silverstream subdivision in Kaiapoi.
- 3.2 There are five roads to be named which will be vested roads to the Waimakariri District Council and service up to 117 new lots.

4. **ISSUES AND OPTIONS**

- 4.1. The developer has provided six names to be considered as part of this stage of the development. One of the names Fox has previously been approved for another stage in the development but was not required when the layout of the subdivision changed. The other two new names have not previously been requested.
- 4.2. The names Bastings Street, Waverley Street and Adderley Terrace are continuations of existing road names.
- 4.3. The name Lin comes from Jack Lin who is the CEO of Lime developments and has been instrumental in the delivery of the Silverstream over the years. This is not from the list of pre-approved road names but there is precedent in the District of streets being named after the developer or development company.
- 4.4. The name Courtier was taken from the list of pre-approved road names but no background was provided.
- 4.5. Some consideration was given to rename the new portion of road which connects to the western side of Adderley Terrace. Staff have taken into account the potential impact this may have on the existing residents and have recommended no change at this stage. Any changes to the road name would need some consultation with existing residents and there are also some regulatory implications around the existing name as this is referred to in the District Plan.
- 4.6. Some of the existing properties accessing Adderley Terrace are in the new Rural Lifestyle Zone.
- 4.7. The road types as proposed by the developer fit with the definitions provided in the Council's Naming Policy. The type 'Street' is a public roadway in an urban area and 'Way' is a short enclosed roadway.
- 4.8. Whilst the developer has provided their preferred choices for road names from the list, the Kaiapoi-Tuahiwi Community Board has the option to approve the names as proposed or choose alternative names from the list of pre-approved of Kaiapoi road names.
- 4.9. The names have been checked against the Council's Street name database prior to being put on the list and are not the same or similar to existing roads in the District.

Implications for Community Wellbeing

There are not 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 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**

There are not 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 not likely to be affected by, or to have an interest in the subject matter of this report.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are not financial implications of the decisions sought by this report.

The developer will meet the costs of the new road name blades.

6.2. **Sustainability and Climate Change Impacts**

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

6.3. **Risk Management**

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

6.4. **Health and Safety**

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

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

Local Government Act 1974 sec 319 (1) (j)

The Council shall have power in respect of roads to: name and to alter the name of any road and to place on any building or erection on or abutting on any road a plate bearing the name of the road.

7.3. **Consistency with Community Outcomes**

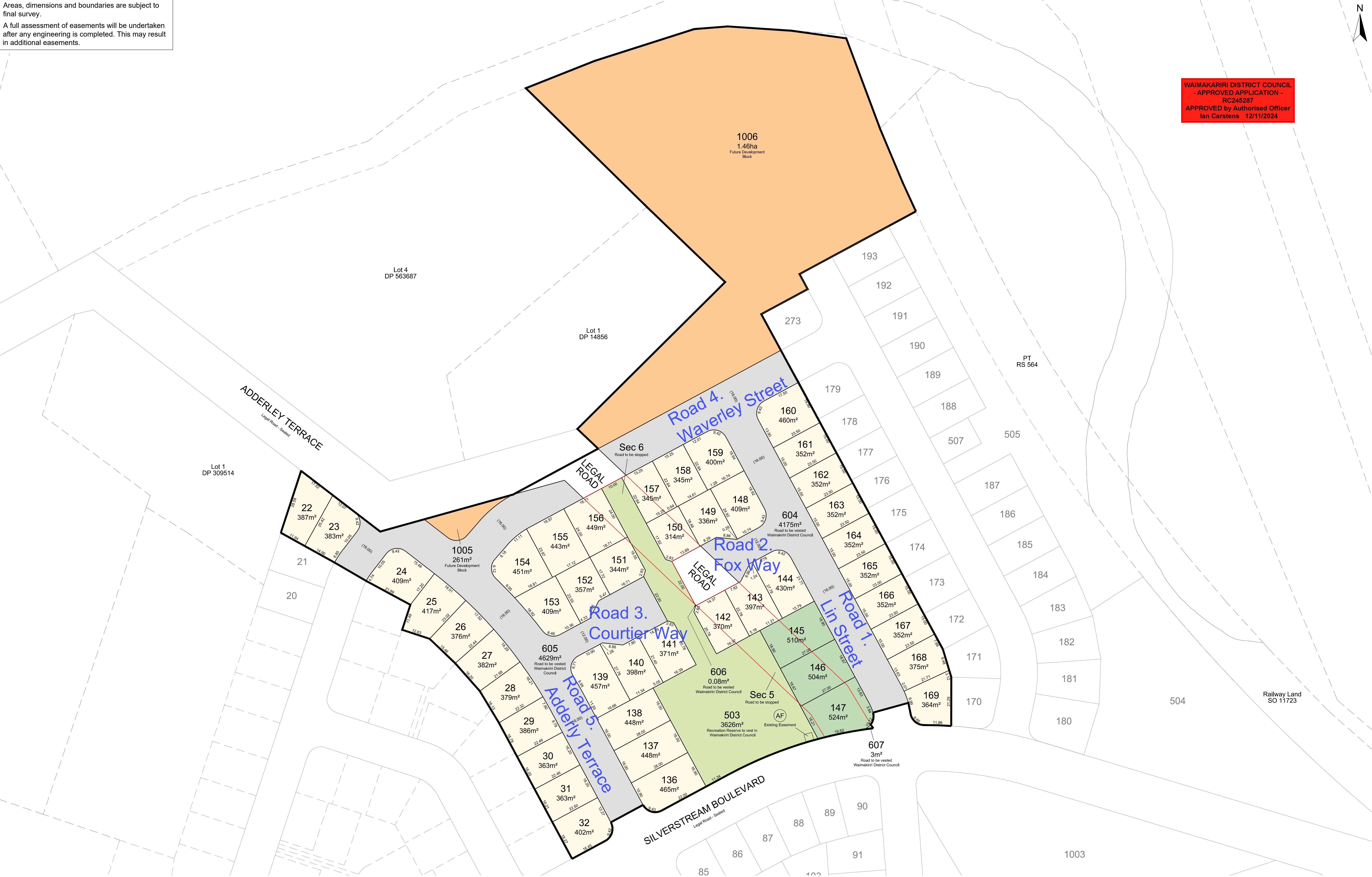
The Council's community outcomes are not relevant to the actions arising from recommendations in this report.

7.4. **Authorising Delegations**

The Kaiapoi-Tuahiwi Community Board has the delegated power on behalf of the council to approve the naming of new roads.

Areas, dimensions and boundaries are subject to final survey.
A full assessment of easements will be undertaken after any engineering is completed. This may result in additional easements.

WAIMAKARIRI DISTRICT COUNCIL
- APPROVED APPLICATION -
RC245287
APPROVED by Authorised Officer
Ian Carstens 12/11/2024



CAD ref: 38021 - Scheme Plan - Stages 6, 8, 9, 10 (326-329, 331-333) (241003).dwg

do

DAVIS OGILVIE

ENGINEERS / SURVEYORS / PLANNERS

Davis Ogilvie & Partners Limited

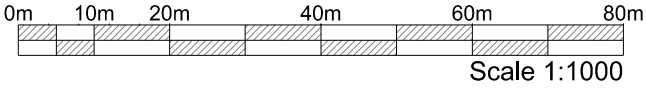
Level 1, 24 Moorhouse Avenue, Addington, Christchurch 8140

Office 0800 999 335 Email hello@do.nz

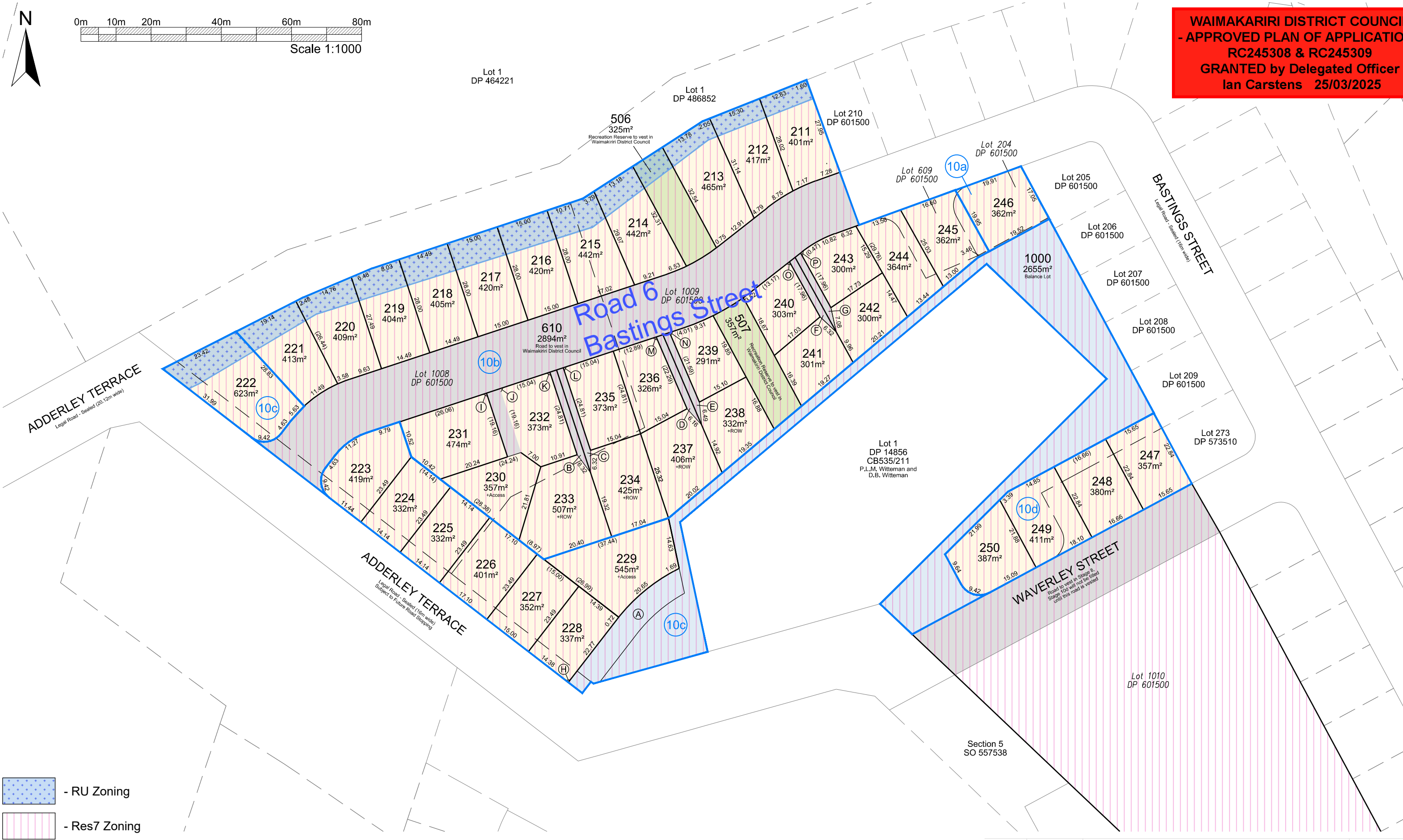
www.do.nz

Stage 8

P	10/24	Lot 261 removed	RB
/ issue	/ date	/ reason	/ approved
/ design	/ drawn	/ QA check	/ dwg
MM/BL	BL	MM	328
/ scale @ A1	/ date	/ file	/ issue
1:750	05/20	38021	P



WAIMAKARIRI DISTRICT COUNCIL
- APPROVED PLAN OF APPLICATION -
RC245308 & RC245309
GRANTED by Delegated Officer
Ian Carstens 25/03/2025



- RU Zoning
- Res7 Zoning

CAD ref: 38021 - Zoning Plan, Stage 10 (369d).dwg

D	03/25	Staging Amendments	RB
/ issue	/ date	/ reason	/ approved

do

DAVIS OGILVIE

ENGINEERS / SURVEYORS / PLANNERS

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www.do.nz

Proposed Subdivision of Lots 204, 609, 1008, 1009 and 1010 DP 601500
Silverstream, Stages 10a, 10b and 10c - Zoning Overlay

/ design	/ drawn	/ QA check	/ dwg
BL	BL	RB	369
/ scale @A3	/ date	/ file	/ issue
1:1000	02/25	38021	D

Naming Policy

1. Introduction

This policy describes how the Council allocates names to new roads, streets, parks, reserves and Council owned assets.

2. Purpose

The purpose of the policy is to provide Council staff and the public with information about how the Council manages the naming and renaming of its various assets and facilities within its boundaries.

3. Scope

3.1. The scope of the policy covers naming procedures and criteria for the following types of infrastructure within the district:

- Naming of roads and streets
- Naming of parks and reserves
- Naming of Council assets, including open spaces, facilities, swimming pools, and Council owned buildings and properties (excluding utilities).

3.2. When undertaking its processes to name Council owned or managed infrastructure or assets, the policy includes Council's obligations under the Treaty of Waitangi and recognises the importance of the Memorandum of Understanding with our Treaty partner, Te Ngāi Tūāhuriri Rūnanga.

4. Policy objectives

- 4.1. The overall policy objective is to ensure roads, streets, parks, reserves and Council assets or facilities naming procedures reflect local identity.
- 4.2. The policy provides direction to the public or Council staff about how to apply for approval to name, rename or dedicate Council property, buildings, or park elements.
- 4.3. The policy will provide clarity and consistency in the naming of all Council assets.

5. Policy statement

5.1. Overview approach

When naming all roads, streets, parks, reserves and facilities, the Council and its representatives will seek to work with Te Ngāi Tūāhuriri Rūnanga to select suitable options, which:

- Tell the story of Waimakariri and reflect the district's natural and cultural heritage
- Do not cause confusion with existing names in the Waimakariri District or neighbouring districts
- Pay homage to the historical significance of particular locations

- Acknowledge the cultural significance of the area to Te Ngāi Tūāhuriri
- Reflect local flora, fauna, and topographical features of the district.

6. Naming of roads and streets

- 6.1. The Council's four Community Boards have the delegated authority for the naming of new streets and roads and altering existing street names within their respective wards.
- 6.2. Re-naming of existing streets and roads will only be undertaken if the Council considers the change will result in a clear benefit to the community.
- 6.3. Where a street is named for the first time, or a street name is altered, then the District Land Registrar, the Chief Surveyor, Fire and Emergency New Zealand, Chorus, MainPower, valuation service provider, NZ Police, Civil Defense, and the Canterbury Regional Council shall be informed of the new name or change.
- 6.4. Where an existing street is extended, the street extension will be the same name as that of the existing street.
- 6.5. All new private roads in the Waimakariri District shall be named in consultation with the applicant, and at the applicant's expense, and relevant road signs shall be suitably annotated "Private Road" as per the Engineering Code of Practice.
- 6.6. All private roads that are to be named are to have a minimum of four lots with access from the private road.
- 6.7. **Council's 'List of Approved but Unallocated Road Names':**
 - 6.7.1. The list of unallocated potential road names for the Waimakariri District is maintained by the Governance Department. Names approved for addition to the List of Approved but Unallocated Road Names will remain there until they are either allocated to a road or removed as the result of a review of the list.
 - 6.7.2. From time to time a road name may no longer need to be used as two or more roads may be joined into one road, or a road may be permanently closed. In both cases, the road name(s) may be put back on the list for potential reallocation, usually for a new or renamed road in the same general area.
 - 6.7.3. The review of the list will be undertaken every six years in line with the approach set out in clause 5.1 above.
- 6.8. **Naming of Streets in New Subdivisions:**

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

The road type should be one that most accurately reflects the type of roadway that is being named. Selection of Road Name from AS/NZS 4819:2011 should be used where appropriate, however, this list is not exclusive – refer to AS/NZS 4819:2011 (see Appendix 1).

7. Naming of parks and reserves

- 7.1. The Council's four Community Boards have the delegated authority for the naming of parks and reserves within their respective wards.
- 7.2. The Community Boards shall take the following factors into consideration when approving names for parks and reserves:
 - It is desirable for small neighbourhood reserves to be named after the main street they are located on to enable them to be easily located

- Names of rural neighbourhood reserves with community catchments should have some relationship to the community they are located within to enable them to be located and to signify their connection to the community
- Reserves should only be named after the person/family subdividing the land if the chosen name fits into one of the categories listed under clause 5.1.

8. Naming of Council assets

8.1. Naming where there is no sponsorship:

- 8.1.1. Where there is no sponsorship, the decision on naming will be made by the relevant committee of Council according to the current delegations.
- 8.1.2. Selection of a name will be made in accordance with clause 5.1.

8.2. Naming where there is sponsorship:

- 8.2.1. The final decision for naming of corporate assets will rest with the Council, including naming opportunities as a result of gifts or sponsorships.
- 8.2.2. Where the naming opportunity is as a result of sponsorship or gift, the following factors must be considered alongside Clause 5.1 above:
 - The significance of the contribution made relative to the construction and operating costs of the item being named
 - The cost of establishing the naming option
 - A sunset clause associated with the length of time that the name will be used. Naming agreements may be renewed if the appropriate gift or sponsorship is received
 - The degree of exclusivity requested by the sponsor and the corresponding restrictions regarding advertising or use of competitors' brands
 - Names of tobacco companies or alcohol companies and products will not be used.
- 8.2.3. Applications for naming rights from major donors shall be submitted in writing to the Chief Executive for consideration of the Council. The written request shall include the following:
 - Biographical information if named after an individual or organisation
 - Documentation providing the detail of the terms and quantum of payment being proposed and the consideration required from the Council
 - The Chief Executive will report to relevant committee of Council which may make a recommendation to Council, to be considered in committee.
- 8.2.4. Existing names will not be changed without consideration of the historical significance of the existing name, the impact on the individual or organisation previously named and the cost and impact of changing existing signage, rebuilding community recognition, and updating records. Each application will be considered on a case-by-case basis.

9. Responsibilities

- 9.1. The naming of roads and streets will be administered by the Roding and Transport Unit of the Council.
- 9.2. The naming of parks and reserves or other Council assets or facilities will be administered by the Community and Recreation Department of Council.

10. Questions

- 10.1. Any questions regarding the naming of roads and streets should be directed to the Roding and Transport Manager in the first instance.
- 10.2. Any questions regarding the naming of parks or reserves or other Council assets should be directed to the Community and Recreation Manager in the first instance.

11. Relevant documents and legislation

- AS/NZS 4819:2011 Geographic Information – Rural and Urban addressing (for naming of roads and streets)
- Local Government Act 1974 S317 - S319 (j) naming of roads and streets
- Parks and Recreation, Recreation and Reserves Management, Reserve Naming (QS-R015) (for naming parks and reserves)
- Reserves Act 1977 s16(10) (for naming roads and reserves)
- Memorandum of Understanding with Te Ngāi Tūāhuriri Rūnanga.

12. Effective date

2 May 2023

13. Review date

2 May 2029

14. Policy owned by

General Manager, Strategy, Engagement and Economic Development

15. Approval

Adopted by Waimakariri District Council on 2 May 2023

PRE-APPROVED NEW ROAD NAME LISTS FOR COMMUNITY BOARDS

KEY

Kaiapoi-Tuahiwi Community Board (KTCB)

Rangiora-Ashley Community Board (RACB)

Oxford-Ohoka Community Board (OOCB)

Woodend-Sefton Community Board (WSCB)

Board	Historic Names	Reference
KTCB	Bastings	Local early business owner
KTCB	Begg	
KTCB	Bevan Wright	Kaiapoi brass band stalwart
KTCB	Blackie	
KTCB	Booker	Shop owner during the 50's and 60's
KTCB	Braun (Karel)	still resident.
KTCB	Brown (Kitt)	Local identity
KTCB	Brownlee (Arthur)	Family owned the Kaiaknui Hotel
KTCB	Brundell (Alfred)	Local farming family
KTCB	Bunker	Shop owner during the 50's and 60's
KTCB	Checketts	
KTCB	Ching	Early settler family in Kaiapoi
KTCB	Courtier	
KTCB	Dudding	Purchased George Jackson's punt
KTCB	Dudley (Dr Charles)	Town clerk and on the Kaiapoi Roads Board
KTCB	Eagleston	Early settler family in Kaiapoi
KTCB	Eckersley	First accountant in Kaiapoi and built a flax mill
KTCB	Endacott	Name returned to the list (19 September) as no longer required by Lime Developments Ltd
KTCB	Engelbrecht	Farmers to the north west of Coutts Island
KTCB	Fox	Name returned to the list (19 September) as no longer required by Lime Developments Ltd
KTCB	Grimshaw	Local business family
KTCB	Hatchwell	Shop owner during the 50's and 60's
KTCB	Hayman (JA)	Councillor in 1906
KTCB	Hopkins	Brothers who were local wool and hide buyers and returned service men
KTCB	Hudson (Rev Lewis)	Methodist minister
KTCB	Jacob McGarry	Soldier honored for his participation in the Crimean War
KTCB	Joseph	
KTCB	Karaitiana	To be considered as a future Reserve name
KTCB	Kennett	Local family live on Giles Road in the 50s and 60s.
KTCB	Knighton	
KTCB	Levey	
KTCB	Lipscombe	Shop owner during the 50's and 60's
KTCB	McFellen	
KTCB	McGregor	
KTCB	Mealings	Long time local residents (5 generations) with members of the family working at the wollen mill and heavily involved in local sports
KTCB	Midgley	Shop owner and school teacher
KTCB	Midland	Midland bus company operated in the Kaiapoi area from WWII to the early 1980
KTCB	Ohapuku	Original name of area between end Mill Road and Ohoka

KTCB	Pinkham	Local family
KTCB	Pollard (J)	Councillor in 1928
KTCB	Richards	The family have been in Kaiapoi for several generations and Mrs Moody's parents donated a South Island Rifle Championship medal plus six photographs relating to members of the family dating back to 1912
KTCB	Riseley	Name returned to the list (19 September) as no longer required by Lime Developments Ltd
KTCB	Thew	CR Thew was on the Council in 1950
KTCB	Vermeulen (Hans)	Keep New Zealand Beautiful
KTCB	Waverley	Name of farm on corner of Mill and Island Roads and home of Charles Morgan Williams MP and farmer
KTCB	Woolcott	Kaiapoi family of renoun
KTCB	Wright (Bevan)	Kaiapoi brass band stalwart
KTCB	Redmond	Kaiapoi Borough Councillor in 1980-85 and KTCB member between 2019-19. Solicitor and partner in Corcoran French from 1981-2017. Life member of KPA Patron and life member of Coastguard North Canterbury and foundation chair of Kaiapoi Maritime Heritage Trust from 2005-2020. Awarded the Queens Service Medal for community service in 2019 and a WDC councillor.
KTCB	Wheeler	Famely lived and worked in Kaiapoi from the late 60s to the early 90s. Community involvement included membership of the rugby hockey and model aeroplane clubs working mens club and competing in the Kane Shield during the 1980s.
KTCB	Roberts	<p>Tristan Roberts' significant involvement as the Senior Station Officer for the Kaiapoi Volunteer fire Brigade and as a member of St John Ambulance exemplifies his dedication to serving and protecting the community. His commitment to volunteerism not only ensured the safety and well-being of Kaiapoi residents but also set a standard for civic duty and community participation. T Roberts' exceptional service to the community has been recognised through multiple awards, including being a semi-finalist of the year in 2012 and receiving local hero medals in 2012, 2017, and 2021. These accolades reflect his outstanding contributions and the positive impact of his work on the lives of many individuals.</p> <p>Beyond his direct service, T Roberts also demonstrated a deep commitment to supporting the future of the Kaiapoi community through financial contributions to the R13 Trust and scholarships to Kaiapoi High School students. His investment in education, particularly in enabling less fortunate students to study Teaching at University, underscores his belief in the power of education to transform lives and communities</p>

WAIMAKARIRI DISTRICT COUNCIL**REPORT OR DECISION****FILE NO and TRIM NO:** GOV-26-08-06 / 250729138502**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD**DATE OF MEETING:** 18 August 2025**AUTHOR(S):** Kay Rabe, Governance Advisor**SUBJECT:** Applications to the Kaiapoi-Tuahiwi Community Board's 2025/26 Discretionary Grant Fund**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)_____
General Manager

Chief Executive**1. SUMMARY**

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

Name of Organisation	Purpose	Amount requested (excluding GST)	Does the application comply with the Discretionary Grant Fund Criteria?
Kaiapoi Pony Club	Towards coaching costs for team members attending the Springston Trophy	\$1,000	The application only partially complies with the criteria
Kaiapoi Garden Club	Towards the costs related to running the Kaiapoi Garden Competition	\$600	The application complies with the criteria
Total:		\$1,600	

Attachments:

- i. Application from the Kaiapoi Pony Club (Trim 250728138164).
- ii. Application from the Kaiapoi Garden Club (Trim Ref: 250801141478).
- iii. The spreadsheet shows the grants for the previous two years.
- iv. Board funding criteria for the 2025/26 financial year. (Trim Ref: 210603089725)

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

- (a) **Receives** report No. 250729138502.
- (b) **Approves** a grant of \$..... to the Kaiapoi Pony Club towards coaching costs for team members attending the Springston Trophy.
OR
- (c) **Declines** the application from the Kaiapoi Pony Club.
- (d) **Approves** a grant of \$..... to the Kaiapoi Garden Club towards costs relating to running the Kaiapoi Garden Competition.
OR
- (e) **Declines** the application from the Kaiapoi Garden Club.

3. **BACKGROUND**

- 3.1 The ***Kaiapoi Pony Club*** is seeking funding towards coaching costs for team members attending the Springston Trophy being held in Blenheim in September 2025.
- 3.2 The ***Kaiapoi Garden Club*** is seeking funding towards the costs relating to the running of the 2026 Kaiapoi Garden Competition.
- 3.3 The current balance of the Kaiapoi-Tuahiwi Community Board's 2025/26 Discretionary Grant fund is \$8,059.

4. **ISSUES AND OPTIONS**

Kaiapoi Pony Club (KPC)

4.1 Information provided by the Club:

- 4.1.1 Pony Clubs began in New Zealand in 1946 and aim to improve the standard of horse care and riding and promote rallies, gymkhanas, and other competitions, thereby cultivating strength of character and self-discipline. Areas are divided into Clubs, of which Canterbury Area has three – North Canterbury has seven branches, including Kaiapoi.
- 4.1.2 The KPC has its own committee and chief instructor, and branches are autonomous but must report on their activities to the North Canterbury Pony Club. The KPC offer a community of friendship, belonging, skills and resilience with a common goal of caring for and training horses and ponies. Most members come from rural areas, and the club offers many benefits to rural young people who are often isolated.
- 4.1.3 The KPC is sending a team to the Springston Trophy, which is being held in Blenheim in September 2025. The event has three age groups, with each group having a higher difficulty level of dressage and fence heights. The team, whose youngest rider is 12 and the oldest 20, have attended qualifying events during the year. The KPC is requesting funding assistance to provide coaching for the team. The team is made up of six riders; however, the experience and coaching would be shared across all members of the KPC, which has a current membership of 25. It is envisaged that coaching would start in late August 2025 and continue up to and during the event, i.e the coaches will be attending the event with the riders to advise and teach.
- 4.1.4 The benefit to the team would be improved horsemanship with structured individual and team lessons on safety, skill development, teamwork development and leadership development for the senior riders. Attending events such as the Springston Trophy fosters responsibility and discipline, which includes looking after their pony/horse leading up to and during the event. The benefit to the club is that the riders who have benefited from individual and team training can pass on their skills to the other riders in the club.
- 4.1.5 The coaching is expected to cost approximately \$4,700, and the KPC is seeking \$1,000 towards coaching costs. No other funding has been sought for this purpose; however, the KPC is planning two showjumping training days, which it hopes will raise approximately \$400. The remaining costs will come from club funds and rider contributions. If this application is unsuccessful, the riders will still attend the competition; however, alternative funding sources will have to be found. It could also mean that only one coach will be hired to coach and accompany the team to the event. It would also mean that parents and families would need to contribute more money to allow their children to participate.

4.2 Council Evaluation:

- 4.2.1 The KPC's application complies with the Board's Discretionary Grant Application Criteria, as it is from a non-profit organisation.
- 4.2.2 However, the Board's Discretionary Grant Application Criteria indicates that *"grant funding will be limited to projects primarily within the Board area or benefiting the residents of the area"* The riders directly benefiting from the funding are all from the Oxford -Ohoka Ward area. The KPC indicated that while the six riders attending the Springston Trophy are from Swannanoa, Ohoka and Fernside, consideration should be given that the senior riders coach and help with younger or more inexperienced riders from other areas.
- 4.2.3 Also, grants are generally limited to \$750 with a maximum of \$1,000 in any financial year (July to June). The Board should only consider granting more than \$750 in exceptional circumstances and will provide detailed reasons for exceeding the present limit.
- 4.2.4 The Club has received the following funding over the last five years, and all Accountability Forms have been received.

Date	Activity	Amount
April 2024	Replacement BBQ	\$250
May 2022	Cost of St John's services	\$500
October 2020	Towards the building of a corral for experienced riders	\$500
Total		\$1,250

Kaiapoi Garden Club (the Club)

4.3 Information provided by the Club:

- 4.3.1 The Club took over the organisation of the Kaiapoi Garden Competition in 2024, which was initially established by the Beautifying Society and organised by All Together Kaiapoi, after the earthquakes. All Together Kaiapoi has subsequently disbanded, and the Club were approached to take over the hosting of this successful competition that engenders civic pride, encourages awareness of the environment, and helps to beautify the town, which many visitors and tourists enjoy. It also encourages people to become involved in gardening and join the Club.
- 4.3.2 This initiative involves the whole community but is expected to benefit approximately 70 to 80 people directly. Gardening also provides physical and mental benefits, and beautiful gardens encourage others to take up this pastime. The winning gardens are advertised so that the public can view them from the street.
- 4.3.3 The running of the competition is expected to cost approximately \$1,445, and the Club is seeking \$600 funding, primarily for engraving the trophies/cups and catering at the prizegiving. As the Club is only funded through member subscriptions, raffles, and an annual plant sale, it is unable to cover all the costs relating to running the competition. Ray White Real Estate has been a loyal supporter of the competition and will be contacted again to see if they can continue their support. However, given the increased costs for catering, the Club needs assistance to ensure a successful prize-giving.

4.4 Council Evaluation:

4.4.1 An application of \$600 complies with the Board's Discretionary Grant criteria as this is an application from a well-known local community group. The competition is limited to gardens in the Kaiapoi area, and the funds will therefore primarily benefit residents of the Kaiapoi-Tuahiwi area.

4.4.2 The Kaiapoi Garden Club received funding of \$500 towards running the 2024 Kaiapoi Garden Competition in August 2024, and the required Accountability Form has been received.

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

4.6 The current balance of the Board's 2025/26 Discretionary Grant Fund is \$8,059. If both the applications are granted, the Board will have \$6,459 remaining for the rest of the financial year.

4.7 **Implications for Community Wellbeing**

There are social and environmental benefits for the community, as sports and community events encourage family and community participation, which reduces isolation and is beneficial to overall wellbeing.

4.8 The Management Team has reviewed this report.

5. **COMMUNITY VIEWS**

5.1 **Mana Whenua**

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

5.2 **Groups and Organisations**

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

5.3 **Wider Community**

There are social and environmental benefits for all sectors of the community in sports and community events, which reduce isolation and are beneficial to wellbeing.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1 **Financial Implications**

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

6.1.2 The current balance of the Kaiapoi-Tuahiwi Community Board 2025/26 Discretionary Grant Fund is \$8,059. If the applications are granted, the Board will have \$6,459 remaining for the remainder of the financial year.

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

6.2 **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

There are no risks associated with the adoption and implementation of the recommendations in this report.

6.4 **Health and Safety**

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

7. **CONTEXT**

7.1 **Consistency with Policy**

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

7.2 **Authorising Legislation**

Not applicable.

7.3 **Consistency with Community Outcomes**

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

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

7.4 **Authorising Delegations**

Community Boards have delegated authority to approve Discretionary Grant Funding.
and authority to approve Discretionary Grant Funding.

What happens now?

100

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

What happens next?

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

Groups applying for Board Discretionary Grants 2024/2025

Name of group: Kaiapoi Pony Club

Address:

Contact person within organisation:

Position within organisation: President

Contact phone number:

Email:

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

The Springston trophy team event is the largest pony club event in the southern hemisphere. The event is held during the spring school holidays, rotating in areas around the South Island, this year being held in Blenheim from 25th - 28th September. The event comprises 3 phases - dressage, cross country and show jumping. The event has 3 age groups with each age group having a higher difficulty of dressage and fence heights. Kaiapoi Pony Club intends to send a team to the event this year, with members having attended qualifying events during the year. Our youngest rider will be 12 and our oldest rider will be 20. We wish to apply for a grant to contribute towards the cost of coaching fees for our members. We require a dressage and jumping coach and have attached quotes from our preferred coaches. We also have 2 fundraising training days planned in August and September which the parents and riders will be running.

What is the timeframe of the project/event date? 25th - 28th September

Overall cost of project/event: \$4700,00

Amount requested: \$1000

How many people will directly benefit from this project? 6

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

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

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

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

Other (please specify):

What are the direct benefit(s) to the participants? 101

Improvement in horsemanship with structured lessons before the event, safety and skill development with individualised coaching, teamwork development for all riders and leadership development for the senior riders. Responsibility and discipline for looking after their pony/horse leading up to and during the event, also with being part of a team - working towards the overall goal of the team, not individual riders.

What is the benefit(s) to your organisation?

Our pony club is a small club with approximately 25 riding members. Most of our members are at beginner or novice level, team events is what they aspire to. Our more experienced riders are seen as a role model and source of inspiration and guidance to the younger members by sharing their skills and knowledge.

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

Pony club is a worldwide youth organisation that offers a community of friendship, belonging, skills and resilience with a common goal of caring for and training horses and ponies with guidance and support. Most of our members come from the rural North Canterbury area, a strong local pony club offers many benefits to our rural young people.

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?

NA

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

We have not applied to other organisations for this purpose. We are having 2 showjumping training days - 27th August and 10th September. we hope to raise approx \$400 at each. The remainder of the cost will come from club funds and rider contributions. The exact amount has not yet been determined.

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

NA

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:

Funding obtained for a new BBQ for our club in 2024.

If this application is declined, will this event/project still occur? ¹⁰² ☒ Yes ☐ No

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

We will need to apply to another organisation for funding for our coaching. Our riders need the coaches to support them both before and during the event. Parents are not allowed in the warm-up zones at the event.
We may need to only take one coach with the team.
We may have to ask families to contribute a greater amount to the overall cost. The parents will have to pay fuel costs regardless.

Thank you for considering our application.

Enclosed ☒ Financial Information (*compulsory – your application cannot be processed without financial statements*)

☒ Bank Statement (*Bank Statements will remain confidential*)

☒ Supporting costs, quotes or event budgets

☐ Other supporting information

☒ I am authorised to sign on behalf of the group/organisation making this application.

☒ I declare that all details contained in this application form are true and correct to the best of my knowledge.

☒ I accept that successful applicants will be required to report back to the Community Board by completing an Accountability Report.

☒ I accept that information provided in this application may be used in an official Council report available to the public.

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

Signed: 

Date: 28/7/2025

Springston Trophy Budget 2025

Coaching	Sharon Rowlands	\$1600	2 lessons per rider / 4days at competition.
Coaching	Katie Meredith	\$2600	6 group lessons/ 4days at Competition.
Food for 14	4 days breakfast/ 4 days lunch/ pizza dinner/fish and chip dinner		
		\$500	
Camping and yarding fees	Camping \$75 / night	\$300	
	Yards \$30/yard/night x6	\$720	
Entry fee		\$500	
Total		\$6220	

Kaiapoi Pony Club			
SJ day report			
Description	Income		Expenses
Westpac Chq A/C Opening Balance			
Entries	\$ 6,793.00		
sausage sizzle	\$ 533.90		
Total	\$ 7,326.90		
Judges gifts/supplies			\$ 363.80
Ribbons - clip clop ring 3			\$ 180.00
Merco			\$ 37.44
Levies NCPC			\$ 396.00
Levies CPC			\$ 495.00
BBQ food/drinks/gas			\$ 340.61
Refunds J Orr (paid Jan 2025)			\$ 47.00
Miscellaneous			\$ 10.50
Total			\$ 1,870.35
Profit	\$ 5,456.55		

	Kaiapoi Branch - North Canterbury Pony Club								
	Income and Expenses for the year ending 31 December 2024								
	Cheque account opening balance January 2024		\$2,806.59						
	<u>INCOME</u>	<u>2024</u>	<u>2023</u>		<u>EXPENSES</u>		<u>2024</u>	<u>2023</u>	
	Bank Interest	116.43	73.54		Bank Fees		0.38	1.71	
	Subscriptions	3,420.00	3,300.00		Mowing		1,121.25	600	
	<u>Income from general activities:</u>				Electricity		1,272.79	944.28	
	Hay	571.3	1,347.00		Gifts		693.89		
	KPC camp rider contribution	150			BBQ cash float			160	
	RTR/XC practice days	4,577.00			NCPC/CAPA levies see ODE/SJ notes				
	Show Jumping Twilights	465	20		NZPCA Stationery		317.5	42	
	uniform sales polo shirts/jackets/2i	140	846.5		Stationery - Other		268		
	Insurance pay out	897.52			Insurance		3,439.00	4,079.50	
	Ground Hire	1,023.28	140		Instructors Rallies/Courses		416.5	1,909.43	
	Helmet Tagging	270	770		Maintenance/cleaning		1,207.01	1,082.57	
					Private coach fees - rallies		1,125.42		
					Gear purchased		449.82		
					Certificate expenses		430.74		
					Shed/xmas party food etc		1,563.72		
	Show jump trailer hire	300			Internet costs google/sq space		995.43		
					NCPC levies owing (2023)		674.5		
					NCPC donation		100		
	SJ champs rider contribution (2023)	250			ODE - see note (1)				
					KPC Camp		547.13		
	Springston Trophy Fundraising/ride	6,232.30	2,177.39		Hay			1,800.00	
					Show Jumping				
	Uniform Bond	200			trailer WOF/repairs		489.11	32.48	
			70		Shed see note (3)		23,450.81	10,000.00	
	<u>Income for Events</u>				Equipment/gear bags/uniforms		223.1	3,736.06	
	ODE (1)	19,222.40	8,232.54		Teams Expenses (uniforms)			3,104.12	
	Less:Expenses	-6,821.17			Meetings			139.4	
	profit		12,401.23		cross country jumps		3,398.31		

					<u>Teams Expenses:</u>			
Show jumping De	7,326.90							1,724.16
Less expenses	-1,870.35				North Canterbury Champs	410		160
profit		5,456.55	2,566.78		Collier Trophy	320.4		
					Springston Trophy	6,159.58		500
<u>Grants:</u>					Scandal trophy	296		
Grants Received 1		7,377.20	10,000.00					
					Amberley Cup	473.5		354.7
					Stringer Trophy	545.8		677.25
					St Island SJ champs 2023	2,071.70		300
Sundry and donations		825			Windsor Trophy	215.75		-312.65
Total Income		\$44,672.81	\$29,543.75					
					grant refunds	292.2		
					transfers and refunds	514		
					Total Expenses	\$52,483.34	\$31,035.01	
			2024					2023
Total Income Including opening balance			\$47,479.40			Total Income Including opening bal		29,543.75
Less Expenses			\$52,483.34			Less Expenses		31,035.01
Less transfer to savings			-			Less Transfer to savings		
cheque account closing balance end December 20			\$6,309.66					-1,491.26
Other funds held								
Cash Tin			\$200.00					
Bond with outback bathrooms			\$500.00					
Kaiapoi Branch - North Canterbury Pony Club								
Income and Expenses for the year ending 31 December 2024								
Savings account Balance January 2024			\$23,503.08					
Interest Income			316.95					
Transfer to cheque account			-13,000.00					
			\$10,820.03					
Total KPC Funds: Cheque account			\$6,309.66					

	As at 31 Dec 202	Savings account	\$10,820.03						
		Total KPC funds	<u>\$17,129.69</u>						

Income	KPC ODE				Expenses	
Entries		13432.4				
Jump sponsorship		4568				
BBQ		\$730				
Theresa's kitchen		492				
total in		19222.4				
Ambulance					\$2,239.63	
refunds					\$636	
food					475.54	
xc books					\$247	
ground hire					\$29	
gifts for officials					\$1,050.00	
merco					\$62.57	
Evoevents					\$813.40	
NCPC levies					\$604	
CAPC levies					\$604	
caravan hire					60	
total out					6821.17	
total income		12,401.23				



1 July 2025

Kaiapoi Branch North Canterbury Pony Club
72 Tupelo Place
RD 6
Rangiora 7476

Non - Profit Organisation

Account name: **Kaiapoi Branch North Canterbur**

Account number:

Statement Opening date:

2 June 2025

Statement Closing date:

1 July 2025

Statement number:

330

At a glance

your current balance

\$15,247.14

Other balances

TYPE	BALANCE \$
Savings	10,871.25

Kaiapoi Branch North Canterbury Pony Club
 2024 Treasurer's report for AGM
 25th February 2025

It is my pleasure to present the reports for 1 January 2024 - 31 December 2024.
 I have provided the committee a copy of the annual accounts as reviewed by Ben Funnell.
 We generated income of \$44,672.81, and our expenses were \$52,483.34 This gave us an excess expenditure over income of \$7,810.53. Our cheque account closing balance on December 31st was \$6309.66. The closing balance of the savings account was \$10,820.03. Total KPC funds were \$17,129.69. .

Our major Investment this year was our new shed. The total cost of this was \$33,450.81 - \$10,000 of which was paid as deposit to Goldpine in the previous financial year. The financial outlay this year was therefore \$23,450.81.

Our annual one day event brought in a net profit of \$12,401.23, of which, jump sponsorship came to \$4568.00 a huge thanks to Beth Keane for her work in securing sponsorship and assisting and encouraging members to all find a jump sponsor. Our main expenses were ambulance \$2240 off-set by a grant of \$1000 from Youthtown and levies (NCPC and CPC) which came to \$1208.00. A grant of \$3000 was obtained from Air Rescue Trust for Cross country jumps to be built by BJ. We are thankful for the countless hours he put in to improve the course for us this year.

Our Show-jumping day brought in a net profit of \$5456.55. Not requiring an ambulance for this day helped minimise costs. .

Other fundraising events held were: cross-country training days, held after the ODE while the course was still set up in Silverstream (\$965.00). Round the Ring and Show Jump training days x3 held in springtime in our main paddock with some fantastic new gates and brush jumps raised (\$3612.00). These fundraisers were a fantastic grass-roots way to bring in funds with no running costs or levies to pay. Show jumping twilights raised \$465.00.

The Springston trophy team worked hard to fundraise a total of \$ 6232.30 from a hoody sponsorship and an enjoyable quiz night. The main outgoings for Springston Trophy included entry fees of \$481.00 and coaching \$ 3000.00. We were fortunate to have Annabel Tuthill coach for cross country and not charge a coaching fee for which we are thankful.

Subs brought in a total of \$3420.00, a similar amount to last year.

Total grants came to \$7377.20 these were for Ambulance, XC jump building, Showers for Springston Trophy, and a new BBQ. We also received \$2000 for SISJ champs(2025) coaching.

Insurance paid us \$897.52 for timber stolen off the grounds in April.

Ground and SJ trailer hire came to \$1323.28. Hay and firewood sales came to \$571.73. Helmet tagging raised \$270 thanks to Sharon Rowlands.

Expenses for ground maintenance and repairs came to \$1207.00 which included the cost of the new hot water heater, window repair and septic tank clean out. Grounds mowing totalled \$1121.25.

Electricity came to \$1272.79, Insurance total was \$3439.00, this reflects the policy increase for the shed which is covered for \$60,000.

Outside coaching came to \$1125.42, certificate contribution costs were \$430.74, stationery and printing came to \$585.50. Instructors courses cost \$416.50 and other team events cost \$1715.65 in entry fees.

It is quite difficult to summarise the entire year's worth of transactions into a brief report that makes sense to all who have not been party to these transactions. In saying that, there are very clear spreadsheets kept and monthly reports that have been presented to the committee each meeting and I am always available to answer any questions about our finances.

I have enjoyed the role of treasurer and have learnt a lot along the way, one thing I have become more aware of is how much more it costs to run this great little club than what we reap from subscriptions each year and the enormous amount we are able to raise by working together as a team.

Thank you,



Treasurer.



QUOTE

Sharon Rowlands

13 Stone Eyre Place
RD6
Rangiora 7476

BILL TO

Kaiapoi Pony Club
South Eyre Road
Kaiapoi

QUOTE #

1014

QUOTE DATE

12/06/2025

DESCRIPTION	AMOUNT
Coaching for Springston Trophy 4 days at competition @ \$250 per day	1,000.00
2 lessons per rider, 12 lessons @ \$50 = 600	600.00
TOTAL	\$ 1,600.00

KATIE MEREDITH EQUESTRIAN LTD.**27/7/25****TAX INVOICE**

To: Kaiapoi Pony Club

0278282192

info@katiemeredith.com

742 Downs Road

RD6

Rangiora 7475

GST No: 107-345-647

Description	Quantity	Unit Price	Cost
Coaching per day	4	\$500.00	\$2,000.00
Group Lessons	6	\$100.00	\$600.00
		Subtotal	\$2,600.00
	GST	incl	
		Total	\$2,600.00

Account number for payment: 12-3149-0263021-00

Please note accounts are due by the 20th of this month

What happens now?

114

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

What happens next?

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

Groups applying for Board Discretionary Grants 2024/2025

Name of group: Kaiapoi Garden Club

Address: Belcher Street Kaiapoi

Contact person within organisation: [REDACTED]

Position within organisation: President

Contact phone number: [REDACTED]

Email: [REDACTED]

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

Last year the Kaiapoi Club took over from All Together Kaiapoi the organisation of the Kaiapoi Garden Competition. The competition was very successful with an increase in gardens entered. Competitors do not pay an entry fee so the club is partially reliant on community funding to supplement funding from the Kaiapoi Garden Club account. If successful, funding from the Council will help pay for:
Catering; and
Engraving.

What is the timeframe of the project/event date? 1 August 25 - 13 February 26

Overall cost of project/event: \$1445 approx. Amount requested: \$600

How many people will directly benefit from this project? 70 -80

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

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

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

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

Other (please specify): Unknown as entries are increasing each year

What are the direct benefit(s) to the participants? 115

To engender pride in their own environment. Pride in the property of the main business area in Kaiapoi in conjunction with Kaiapoi Promotions events that may be planned. Help to beautify Kaiapoi Town.

What is the benefit(s) to your organisation?

Encouragement for members to participate in the competition. This happened last year. If our club members participate we are showing encouragement and leadership in our town. It is also promotion for the Kaiapoi Garden Club in the Kaiapoi- Tuahiwi.

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

When winners are advised, their success will be advertised in local papers and on social media. Addresses will be made available (with gardeners permission) for the wider community to go and view the gardens from the street. When people come from other areas our local businesses may benefit in the form of shopping and hospitality.

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?

N/A

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.

Ray White Real Estate has supported this event in the past and will be contacted again this year for sponsorship of \$750.

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

No other Council sources are being applied for.

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:

Last year we applied for \$560 and received \$500. Please note our club funds come from subscriptions (\$25pp), raffles and an annual plant sale held in Kaiapoi (Farmers market area) for the community. This year we have noted that the cost of catering has dramatically increased. Savouries \$1.70 now \$2.50, Sandwiches \$1.20 now \$2.50.

If this application is declined, will this event/project still occur? ¹¹⁶ ☐ Yes ☐ No

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

Enclosed ☒ Financial Information (*compulsory – your application cannot be processed without financial statements*)

☒ Bank Statement (*Bank Statements will remain confidential*)

☒ Supporting costs, quotes or event budgets

☒ Other supporting information

☒ I am authorised to sign on behalf of the group/organisation making this application.

☒ I declare that all details contained in this application form are true and correct to the best of my knowledge.

☒ I accept that successful applicants will be required to report back to the Community Board by completing an Accountability Report.

☒ I accept that information provided in this application may be used in an official Council report available to the public.

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

Signed: 

Date: 31 July 2025

Engraving Estimate

From [REDACTED] –Mansfield Drive, Kaiapoi

10 Cups/Trophies approximately \$14 per item (\$140) - depends on how many letters are in a name

[REDACTED]

Mansfield Drive

Kaiapoi

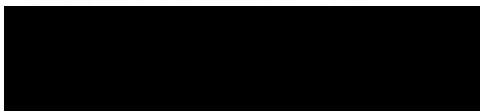
24 July 2025

Proposed Draft Budget for Kaiapoi Garden Competition 2026

1 August 2025 – 13 February 2026

	Proposed 2026
Income	
Ray White	\$750
Council	\$600
Ticket Sales	\$40
	\$1,390.00
Expenses	
Allied Press Advt	\$100
Printing Certs & Invites	\$80
Envelopes	\$30
Food beverage on Judging day	\$160
Petrol Vouchers for drivers(2)	\$60
Engraving	\$140
Venue hire and catering	\$775
Wine	\$0
Juice & Beer	\$100
Total	\$1,445

Please note all services required are from local Kaiapoi businesses, e.g venue and Catering – Kaiapoi Club. Printing- Turkey Beach (out of Paper Plus, Advertising- local papers.



Spare

KAIAPOI GARDEN CLUB FINANCIAL REPORT FOR THE YEAR 01/01/2024 TO 31/12/2024

<u>INCOME</u>	<u>2024</u>	<u>2023</u>	<u>EXPENSES</u>	<u>2024</u>	<u>2023</u>
Subs	1340.00	830.00	Guest Speakers	500.00	339.00
Raffle	777.00	590.50	Hall Hire	940.00	540.00
Sales Table	127.00	170.00	Stationery	30.98	110.36
Donations	115.00	33.00	Engraving	124.55	80.60
Bus Trip	1500.00	1256.00	Misc. Exp.	225.64	648.43
Xmas Dinners	1517.25	746.00	Bus Trip	1955.00	1589.00
Plant Sale	2090.60	2097.40	Xmas Dinners	1486.58	1281.50
Misc. Exp.	70.00	400.00	Donations	450.52	25.94
C.H.S. Events	630.00	275.00	C.H.S. Events	740.68	375.00
Kaiapoi Garden			Kaiapoi Garden		
Competition	1250.00	-----	Competition	92.00	-----
Bank Interest	157.32	135.01	Flowers/cards/gifts	112.87	7.43
			Raffle Exp.	215.86	150.00
			Club Promo	-----	840.00
<u>TOTAL</u>	\$9574.17	\$6532.91		\$6874.68	\$5987.26
<u>Total Income</u>	\$9574.17	\$6532.91			
<u>Total Exp.</u>	\$6874.68	\$5987.26			

KAIAPOI GARDEN CLUB - STATEMENT OF FINANCIAL POSITION AS AT 31/12/2024

<u>ASSETS</u>	2024	2023
Opening bank balance as at 01/01/2024	\$ 7831.96	\$ 7286.31
Profit/Loss	\$ 2699.49	\$ 545.65
Closing Balance as at 31/12/2024	<u>\$10531.45</u>	<u>\$ 7831.96</u>
Petty Cash on Hand	\$ 10.00	\$ 10.00
Accumulated Funds as at 31/12/2024	<u>\$10541.45</u>	<u>\$ 7841.96</u>

This is to certify that I have received the Financial Records of the Kaiapoi Garden Club for the Year Ended 31/12/2024 and find them to be a true and accurate record of the Club's finances for the year.

Signed:

K.M.WILSON.

DATED:

N.B. true profit
(= \$1450.)

2699.49
- 1250.00
Garden Comp

PROJECTED BUDGET FOR Y/E 31ST DECEMBER 2025

Speaker Costs	9 x \$ 50 plus 3 extra	\$ 600.00
Rent	9 x meetings plus extra events	\$ 940.00
Milk, Tea, Coffee, Sugar		\$ 100.00
Stationery:-		
Raffle books	\$ 30.00 }	
Receipt&cash book	\$ 50.00 }	
Cards & postage	\$ 50.00 }	
Photocopying	\$ 10.00 }	
Admin allowance x 3	\$ 60.00 }	\$ 200.00
Presentation vouchers retiring members etc.		\$ 100.00
Engraving		\$ 150.00
C.H.S Sub.		\$ 60.00
Xmas Raffle		\$ 200.00
Presentation flowers (spring festival or garden comp.)		\$ 200.00
Club Membership Promo	\$ 100.00 }	
Advertising Events	\$ 100.00 }	\$ 200.00
Garden Competition		\$ 700.00
Plant Sale:-		
Potting mix	\$ 100.00 }	
Labels	\$ 15.00 }	\$ 115.00
Seed spuds	\$ 20.00	\$ 20.00
Scrapbook record of Centennary Yr 2022		\$ 100.00
Bus Trip		\$ 600.00
Miscellaneous		\$ 200.00
Donations		\$ 100.00
Reviewer Fee		\$ 50.00
TOTAL =		\$4635.00

Anticipated Income :-

Subs	\$ 1335.00
Sales Table & Raffles	\$ 700.00
Plant Sale	\$ 1000.00
Bank Int.	\$ 130.00
Donations	\$ 70.00
TOTAL =	\$ 3235.00

leaves deficit of \$ 1400.00

? needs reviewing as int rates dropping!



30 June 2025

Kaiapoi Garden Club



Non - Profit Organisation

Account name: **Kaiapoi Garden Club**

Account number: [REDACTED]

Statement Opening date:

1 June 2025

Statement Closing date:

30 June 2025

Statement number:

319

At a glance

your current balance

\$9,841.52

Spreadsheet Showing Kaiapoi-Tuahiwi Community Board Discretionary Grant for the 2025/26 Financial Year

	Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
Kaiapoi-Tuahiwi		Carried forward 2024/25 = 1,259	2025/26= \$8,790				\$ 10,049.00
	21-Jul	Kaiapoi Community Garden	Towards entertainment @ Jazz and Blues Festival		\$500	\$500	\$9,549
	21-Jul	Silverstream Residents Volunteer Group	Purchase of Bench		\$740	\$740	\$8,809
	21-Jul	Allstars Marching Teams	Hall hire for training/practice sessions for the year		\$750	\$750	\$8,059
	18-Aug	Kaiapoi Pony Club	towards attending the Springston Trophy in Blenheim		\$1,000		
	18-Aug	Kaiapoi Garden Club	Towards hosting the Kaiapoi Garden Competition		\$600		
	15-Sept	Menzshed of Kaiapoi Inc	towards hosting a Teddy Bear hunt		\$650		

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

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

GOVERNANCE

Kaiapoi-Tuahiwi Community Board

Discretionary Grant Application

Information to assist groups with their application

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

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

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

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

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

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

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

WAIMAKARIRI DISTRICT COUNCIL**MEMO**

FILE NO AND TRIM NO: 250708123636 / BAC-03-101

DATE: 31 July 2025

MEMO TO: Rangiora Ashley Community Board & Kaiapoi Tuahiwi Community Board

FROM: Heike Downie, Strategy & Centres Team Leader

SUBJECT: Rangiora and Kaiapoi Town Centres Parking Management Plans – adopted by Council

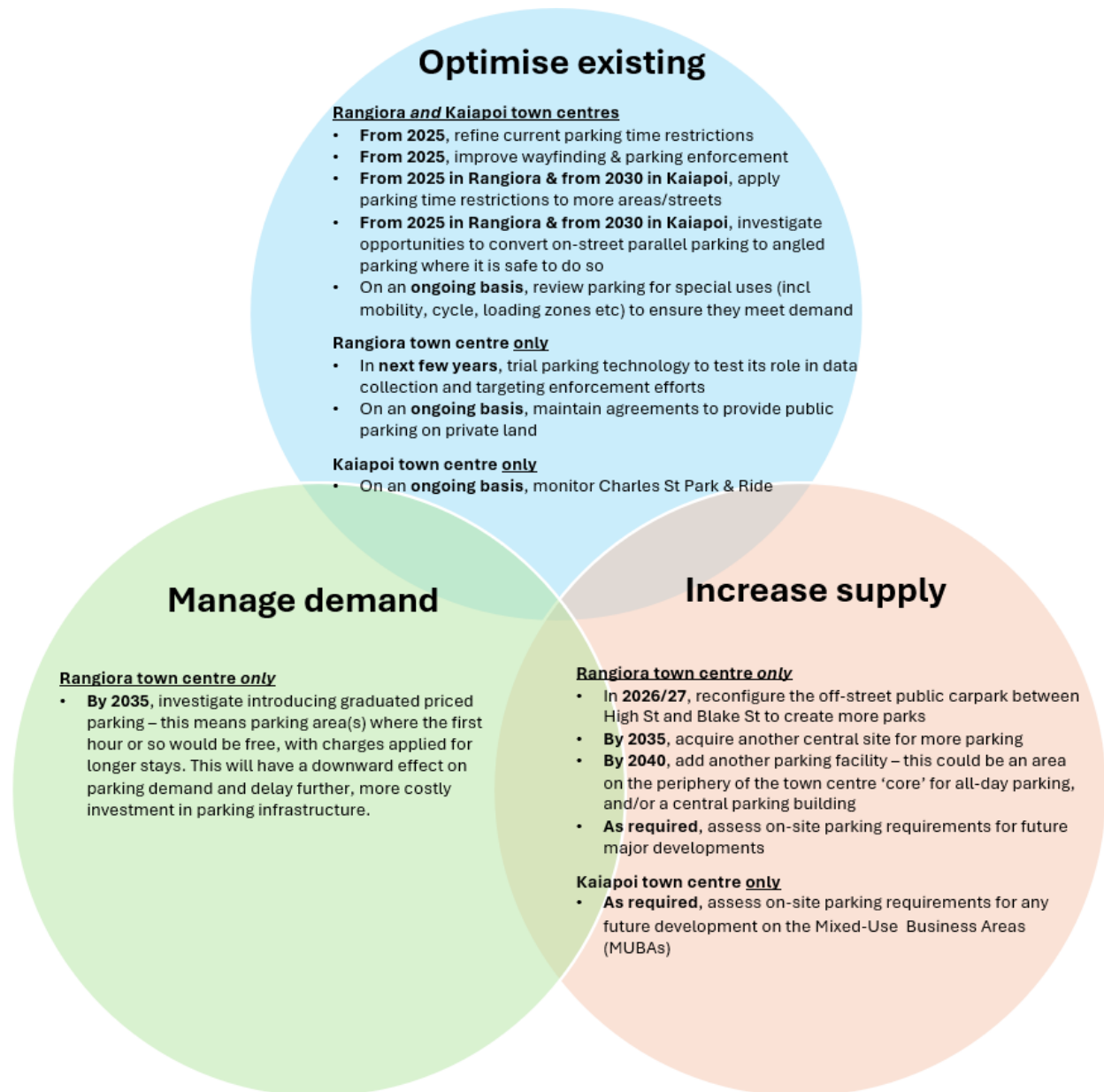
1. Following Council's adoption of the Rangiora and Kaiapoi Town Centre Parking Management Plans in June, the purpose of this memo is to provide a brief recap and update of the project, and to thank Community Boards for their participation throughout the development of these Plans.
2. Documents relevant to this memo together with links:
 - a. [Officer report to Council 3 June to seek adoption of Parking Management Plans](#), including all attachments (pages 210 to 330)
 - b. [Rangiora Town Centre Parking Management Plan](#) (document on Council web)
 - c. [Kaiapoi Town Centre Parking Management Plan](#) (document on Council web)
 - d. [District Parking Strategy – Updated June 2025](#) (document on Council web)
3. The Council adopted the final Rangiora and Kaiapoi Town Centre Parking Management Plans (PMPs) on 3 June 2025. The final PMPs were attached to the officer report that was (together with all attachments) circulated to Rangiora Ashley and Kaiapoi Tuahiwi Community Boards following the June Council meeting, and are available in the hyperlinks contained in 2.b and 2.c above (linking to the documents on Council's website).
4. The purpose of the PMPs for the Rangiora and Kaiapoi town centres is to provide a roadmap of approaches that collectively manage and meet parking demand and supply in the two town centres over the next 15 years in order to meet the needs of communities.
5. The PMPs are a culmination of considerable work undertaken since the project commenced in March 2024, following Council's adoption of the *Moving Forward: Waimakariri Integrated Transport Strategy 2035+*. In summary, this work included a strategic context review, early engagement with Community Boards, businesses and the wider community, a stakeholder workshop which Community Board members and Councillors also attended, detailed technical investigations and analysis, several engagement points with elected members, and wide public consultation on proposed approaches to meeting and managing parking demand and supply.
6. The intervention and investment approaches for Rangiora and Kaiapoi town centres articulated in the PMPs differ to reflect each centre's unique current parking occupancy trends, and modelled future demand influenced by a range of factors including population projections and anticipated land use changes out to 2040. The range of tools available to Council do not sit in isolation but rather, provide a hybrid approach to meet different objectives at different stages. They are summarised in Attachment i for ease (also included in the report linked in 2.a above) and fit within three broad strategic responses:

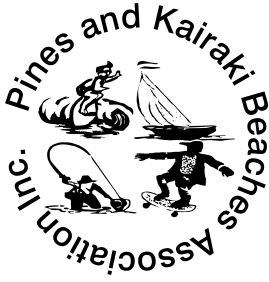
- Optimising the existing parking supply through best practice parking management
 - Managing demand for parking
 - Increasing parking supply through investing in infrastructure
7. For Kaiapoi town centre, it is expected that parking demand can be met by the existing supply, and the Kaiapoi Town Centre PMP's focus is largely on optimising the current parking supply through a range of measures, including refining and extending time restricted parking, improving wayfinding and enforcement, reviewing parking for special uses (mobility, cycle, loading zones etc), investigating opportunities to convert on-street parallel parking to angled parking where it is safe to do so, and monitoring the Charles Street Park and Ride facility. Assessing on-site parking requirements for any future development that may progress on the Mixed Use Business Areas (MUBAs) is also important.
 8. The Rangiora Town Centre PMP includes the same optimisation measures over the next five years (excluding relating to MUBAs), with the addition of trialling parking technology to test its role in data collection and targeting enforcement. A reasonably high predicted parking demand for Rangiora town centre to 2040 means that the Rangiora Town Centre PMP includes measures to manage demand and increase supply. Graduated priced parking (where the first hour or two is free, with charges applied thereafter) by 2035 is identified as a demand management tool. Parking supply in the Rangiora town centre will be increased by reconfiguring the off-street Blake Street carpark to create more parks in the 2026/27 financial year (subject to funding approval processes), by acquiring another central site for more at-grade parks by 2035, and by adding another parking facility by 2040. The latter could be an area on the periphery of the centre for all-day parking, and/or a central parking building. This approach allows for flexibility for longer term investments.
 9. The PMP project also provided the opportunity to update Council's District Parking Strategy, originally adopted in 2021. Since its adoption, significant technical and strategic Council work has occurred in the parking space through the development of the *Moving Forward: Waimakariri Integrated Transport Strategy 2035+* and subsequently, through the development of the PMPs that are the subject of this memo. The District Parking Strategy has received some editorial updates as a result, and the updated 2025 Strategy linked in 2.d above was approved by Council in June at the same time the PMPs were adopted.
 10. The full report to Council (linked in 2.a above) provides further details about the project's approach, development and feedback received through the various stakeholder and community engagement channels undertaken over the project period, together with a summary of key technical inputs.
 11. Staff sincerely thank Community Board members for their participation in the PMP project throughout its development, particularly during the project introduction workshops held with Community Boards in June 2024, the Inquiry by Design workshop with elected members in September 2024 and the workshop held with Community Boards in October 2024 providing details about the parking modelling outcomes, developing scenarios, and key messages from stakeholders and the community. It is noted that Community Boards also had the opportunity to submit on the proposed approaches that underpinned the PMPs during the public consultation period undertaken over February and March 2025.
 12. As described in section 6. of the full report linked in 2.a above, Phase 4 of the project following adoption of the PMPs now involves developing costs and preparing budget reports for the 2026-27 Annual Plan and/or the 2027-37 Long Term Plan for any PMP implementation actions that cannot be carried out within existing resources / budgets. Work over the coming months in particular will focus on any budget considerations that need to be undertaken as part of the 2026-27 Annual Plan process for implementation actions

signalled over the next few years as shown in Attachment i. Both the Annual Plan and Long Term Plan provide opportunities for Council to fully consider implementation costs and any related budget decisions will be made as part of those processes. These processes also provide a further opportunity for the wider community and Community Boards to comment on proposals.

13. While Council makes budget related decisions, where appropriate during implementation project scoping and development phases, staff will engage with the relevant Community Boards to provide an opportunity to share early concept plans and gain feedback, particularly for projects such as any proposed changes to town centre parking restrictions and concept plan options for reconfiguring the Rangiora Blake Street carpark. This will be scheduled in due course.

Attachment i: Summary of intervention and infrastructure responses articulated in Rangiora and Kaiapoi Town Centre PMPs





The Pines Kairaki Beaches Association

8th August 2025

To whom it may concern

At our recent monthly committee some major concerns were raised about the roundabout on the intersection of Beach Road/Dunns Ave and Featherstone Ave.

There have been numerous instances of traffic travelling at speed to Kairaki entering the roundabout on the wrong side, largely due to the bad positioning of the roundabout. There have been a lot of complaints about towing or large vehicles not being able to get around the roundabout without driving onto it or hitting the curbs as they go around it. Also cars going to Kairaki just speed down the right hand side as they find this an easier option.

As a committee we would like to propose some ideas on ways to mitigate any future incidents that may occur.

We would like to propose two options:

1. Lower the roundabout height to make it easier to navigate for large vehicles, towing vehicles and general everyday use.
2. Increase the height of the existing speed hump near the Featherstone Ave side to slow the traffic, and look at installing another speed hump on the bend further east on Featherstone Ave

We understand that there is a possibility of the cycle track coming from Kaiapoi via the stopbank crossing the proposed new floodgate system. This track will then bring multiple cyclists out at the current exit by the roundabout which will add to our concerns. We would like to see the roundabout modified in some way to ensure everyone's safety.

We would appreciate your response on this matter, and would like to meet on site with the appropriate people involved in making these decisions to discuss ideas and options.

Yours Sincerely

Wendy Milnes - Chairperson PKBA

Good Morning,

The long and short of it is that we're working on a pilot project called Creekside Meadows. This is a proposed tiny house community that could help make use of cost burdened red zoned land around Kaiapoi, and potentially elsewhere. The idea is simple: good quality, self-funded tiny homes grouped around shared spaces like a kitchen, garden, fire pit, and other community areas. A bit like a modern village, but without big costs or infrastructure needs. If you've ever been to Gentle Annie on the West Coast, we're aiming for a similar vibe — just with higher quality and more structure.

I want to be clear that this is not about creating a campground or trailer park. We're committed to a very intentional design with strict quality standards - no rundown buildings, no buses, no visual mess. Just well-built homes, good people, and a lifestyle that prioritises nature, community, and low impact living. We've already outlined a community guidance draft around these principles (attached), which we will enforce. The images in the draft plan are pretty much how we envisage the place.

If the idea is successful, we'd like to expand and establish more communities like this. We'll manage all hubs to make sure quality standards are always met. We also want to ensure that being part of this community actually improves people's lives in a meaningful way through shared experiences like live music nights, pizza evenings, and knowledge sharing courses. The goal is to build trust among tenants and a real sense of community that people are proud to be part of.

From the council's perspective, it's very low risk and self-sustaining - no roads to build, no need for heavy infrastructure. Over time, this turns currently idle, cost burdened land into a source of rates income with minimal investment. In the meantime, it helps with housing affordability and brings life and activity back into quiet areas. A smaller but still valuable impact is that people living in Creekside Meadows will naturally support local services and shops.

I know tiny houses are still a relatively new concept compared to standard housing and they're sometimes looked at with scepticism. However, I'm confident that together we can lead the way, set a national example, and show how this kind of living can be done right.

All we need to get this off the ground is a place and some support with navigating consents, local bylaws, and ideally a bit of help getting people settled by fast tracking processes around off grid setups like rainwater tanks and composting systems.

I'd love the chance to present this idea to the Kaiapoi Tuahiwi Community Board if that's possible. Let me know what you think.

Thanks,

Laz Mako



06/08/25

To the Kaiapoi-Tuahiwi Community Board Members,

On behalf of the Chris Ruth Centre Trust we would like to express our sincere gratitude for the recent funding for the shade sail of the Kaiapoi Chris Ruth Centre.

The shade sail has provided much needed protection from the elements, and created a lovely outdoor, covered area for the people we support, and the support staff to enjoy.

Please see below a photo of the area with the shade sail.



Thank you for your support, it is very much appreciated.

Kind Regards,

Amy Pawson

Fundraising Manager



03 339 2930



7/ 4-6 O'Briens Road, Sockburn, Christchurch. 8042
PO Box 9027, Christchurch. 8149



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KAIAPOI-TUAHIWI COMMUNITY BOARD

MEMBERS INFORMATION EXCHANGE For

the month of July 2025

Member' Name: Philip Redmond

MEMBER'S DIARY		DISCUSSION POINTS
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
2 July 2025	Kaiapoi Promotion Association	Speakers on marketing business in a recession. Reasonable attendance.
3 July 2025	Art on the Quay	Good Numbers.
11 July 2025	Corcoran French Kaiapoi Art Expo	Open night – very successful event.
	Mayoral Drop-in at Silverstream	
12 July 2025	Blackwells Winter Festival	Ice-carving and entertainment – well supported.
16 – 17 July 2025	LGNZ Conference Christchurch	Bishop-housing growth trumps environmental concerns. RMA reforms and changes Local Government (Systems improvement) Amendment Bill LG Act – removal of four wellbeing introduced.
	Ombudsman response to OIA complaint re: NZTA consultation data	Declined to uphold complaint – agencies not required to create information to respond.
19 July 2025	Waimakariri District Council Social Club	Mercury Rising at RSA – low attendance.
21 July 2025	District Licensing Committee Training	Recent cases discussed.
	Neill Price Funeral.	Held at Kaiapoi Club 300 – 400 attended.
22 July 2025	The Woodpecker Trust AGM	Woodend Community Centre – well attended. Paul Croft guest speaker.
23 July 2025	Resident meeting with staff regarding Pemberton's Road, Sefton speed limit	Staff reviewing signage.
	All Boards session	School Speed Zones, Community Board Submission policy, \$40k budget.
24 July 2025	Citizenship Ceremony	47 residents, predominantly South African.
	Abbeyfield AGM	Very well attended.
25 July 2025	Waikuku Beach Drop In	Waikuku Beach Community Facilities Plan.
27 July 2025	Seafarers Service at St Bartholomew's Kaiapoi	
28 July 2025	DP Drop-in at Kaiapoi	Steady numbers.
30 July 2025	Kaiapoi, East Residents Assn planting event	Japanese Consul general, Rewi Ally Foundation, Kaiapoi Highschool and Japanese students.

Other:

Brent Cairns Information Exchange

Waimakariri Access group meeting

Inclusive Sports day photographer - a great event Well done to Martin Pugh and Zac

Kaiapoi Art Expo - opening and have a go weekend

Blackwells Winter festival

Pegasus Residents Group AGM -

Teddy Bears picnic at the Sterling - really good event

Abbeyfield AGM - well attended by the community and look forward to working with Council re land

Kaiapoi Promotions AGM - small turn out

Attended Oxford and Ohoka Com board meeting to talk food forests.

Met Staff and residents at Northbrook reserve Rangiora re community food forest

Kaiapoi Promotions Monthly meeting

Art on the Quay opening night - Kaiapoi High students

LGNZ conference - the first day felt like a beat up from Govt re rates and how we spend funds and capping.

Neill Price funeral

Waikuku Drop in - general acceptance of wanting \$ spent on facilities and carpark can wait

Kaiapoi Drop in re district plan

KERA planting day with Japanese students from Kaiapoi High, Japanese Consul, another planting is planned.

Pegasus Residents Monthly meeting - Golf tournament, Directory

Woodpecker Trust AGM - good turn out

Met with local residents regarding noise of motorway, which included NZTA staff

Visited multiple times to St Barnabas Food Friday - donating food

Invited to attend Northern Bulldogs prize giving the clubrooms were packed

Invited to Ako Maths event at the Kaiapoi Library, showcasing maths and art from local schools. Well done Michelle from Tuahiwi and Jason from the library

Drop in session with Dan Gordon

Invited to St Patricks playground opening - they funded upgrade to swings

Visited Noaia Trust, food forest designs and have started to provide training along with trees and plants.

Meet the neighbours at Silverstream event.

Satisfy Food Rescue 10th birthday celebration

North Canterbury Neighbourhood Support meeting, along with visit to Amberley re car replacement

Food Secure North Canterbury hui in Amberley -

Food Secure Monthly meeting - developed a map of where all NC producers and growers, Oxford Promotions meeting

Hosted ARA students visiting food forests - they are developing templates and process for community food forests

Hosted Vision West visit to Kaiapoi food forest

Kaiapoi Museum Meeting - still trying to sort lift to mezzanine

Met with young student who is raising funds to travel to USA... introduced him to businesses and funding ideas.

Kaiapoi Club AGM - the room was packed

Invited to Baptist church playgroup event

Was part of a panel of Councillors that heard from Rangiora High students about ideas that had.

Visited North Canterbury Wellbeing to talk about what was said by Rangiora High students