

# Woodend-Sefton Community Board

## Agenda

**Monday 8 March 2021**

**6pm**

***Woodend Community Centre  
School Road  
Woodend***

***Members:***

Shona Powell (Chairperson)  
Andrew Thompson (Deputy Chairperson)  
Andrea Allen  
John Archer  
Mark Paterson  
Philip Redmond  
Sandra Stewart

**AGENDA FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD TO BE HELD IN ROOM A, WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON MONDAY 8 MARCH 2021 AT 6.00PM.**

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

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	<b><u>BUSINESS</u></b>	<b>PAGES</b>
<b>1</b>	<b><u>APOLOGIES</u></b>	
<b>2</b>	<b><u>CONFLICTS OF INTEREST</u></b>	
<b>3</b>	<b><u>CURRENT REGISTER OF INTEREST</u></b>	
	<i>RECOMMENDATION</i>	
	<b>THAT</b> the Rangiora-Ashley Community Board:	
	(a) <b>Received</b> the current Register of Interest.	
<b>4</b>	<b><u>CONFIRMATION MINUTES</u></b>	
4.1	<b><u>Minutes of the Woodend-Sefton Community Board – 9 February 2021</u></b>	
	<i>RECOMMENDATION</i>	
	<b>THAT</b> the Woodend-Sefton Community Board:	
	(a) <b>Confirms</b> , as a true and accurate record, the circulated Minutes of the Woodend-Sefton Community Board meeting, held on 9 February 2021.	
4.2	<b><u>Matters Arising</u></b>	
<b>5</b>	<b><u>DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY</u></b>	
5.1	<b><u>Update on the Pegasus Community Centre – Pegasus Residents Group.</u></b>	
	Representatives from the Pegasus Residents Group will be in attendance to speak to the Board regarding the status of the Pegasus Community Centre.	
<b>6</b>	<b><u>ADJOURNED BUSINESS</u></b>	
	Nil.	

## 7 REPORTS

### 7.1 Road Naming – Ravenswood Developments Stage 4 (Scott Morrow, Rates Officer, Land Information)

17 - 27

#### *RECOMMENDATION*

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 210217027114.
- (b) **Approves** the following proposed road names for stage 4 of Ravenswood as shown as Roads 1 to 8 on the attached plan (Trim 210215025225).
  - 1. Stackwood Avenue
  - 2. Antill Street
  - 3. Borland Street
  - 4. Chambers Avenue
  - 5. Higgins Street
  - 6. Ellmers Street
  - 7. Henshaw Street
  - 8. Lorimer Street
- (c) **Notes** the Community Board may replace any proposed names with a name of its choice.

### 7.2 Road Naming – Colin Wightman Subdivision (Scott Morrow, Rates Officer, Land Information)

28 - 37

#### *RECOMMENDATION*

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 210211023451.
- (b) **Approves** from the following names, one new road name for a private Right of Way as shown on the attached plan (Trim 210211023425).
  - Ken James Lane (Private); or
  - Skevington Lane (Private).
- (c) **Notes** the Community Board may replace any proposed road name with a name of its choice.

### 7.3 Change to the Venue for the October 2021 Woodend-Sefton Community Board Meeting (Kay Rabe, Governance Advisor)

38 - 40

#### *RECOMMENDATION*

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report Ref: 210215024467.
- (b) **Approves** the amendment to its 2021 Meeting Schedule by changing the venue of its October 2021 meeting from the Pegasus Community Centre to the Sefton Public Hall, Upper Sefton Road, Sefton.

7.4 **Application to the Woodend-Sefton Community Board's Discretionary Grant Fund 2020/21 – Kay Rabe (Governance Advisor)**

41 - 60

*RECOMMENDATION*

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 210202015887.
- (b) **Approves** a grant of \$\_\_\_\_\_ to Waimakariri Arts Trust towards running costs associated with the Kaiapoi Art Expo and Schools' Art Expo.  
**OR**
- (c) **Declines** the application from the Waimakariri Arts Trust.
- (d) **Approves** a grant of \$\_\_\_\_\_ to the Pegasus Residents' Group Inc. towards the costs of catering at 'Ronel's Cuppa' community events.  
**OR**
- (e) **Declines** the application from the Pegasus Residents' Group Inc.

**8 CORRESPONDENCE**

7.1 2021 ANZAC Services (Trim 210301034534).

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*RECOMMENDATION*

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** the correspondence (Trim 210301034534).

**9 CHAIRPERSON'S REPORT**

9.1 **Chairperson's Report for March 2021**

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*RECOMMENDATION*

**THAT** the Woodend-Sefton Community Board:

- (b) **Receives** report No. 210301034530.

**10 MATTERS FOR INFORMATION**

10.1 **Oxford-Ohoka Community Board Meeting Minutes 3 February 2021 (Trim 210222029644)**

10.2 **Rangiora-Ashley Community Board Meeting Minutes 10 February 2021 (Trim 210212023674)**

10.3 **Kaiapoi-Tuahiwi Community Board Meeting Minutes 15 February 2021 (Trim 210222029110)**

10.4 **Woodend-Sefton Community Board Chairperson's Report (Trim 201001130759) – Report to Council 2 February 2021 – Circulate to All Boards**

10.5 **Kaiapoi-Tuahiwi Community Board Chairperson's Report (Trim 210118005588) – Report to Council 2 February 2021– Circulate to All Boards**

10.6 **Oxford-Ohoka Community Board Chairperson's Report (Trim 210113003363) – Report to Council 2 February 2021– Circulate to All Boars**

- 10.7 Rangiora-Ashley Community Board Chairperson's Report (Trim 210127012617) – Report to Council 2 February 2021– Circulate to All Boards
- 10.8 Aquatic Facilities Update (200925128402) – Report to Community and Recreation Committee 23 February 2021 – Circulate to All Boards
- 10.9 Stormwater Network Discharge Consents Implementation and Implications (Trim 201020140479 – Report to Utilities and Roding Committee 16 February 2021) – Circulate to All Boards
- 10.10 Ocean Outfall Wastewater Network Capacity Assessment (Trim 210206000530) – Report to Utilities and Roding Committee 16 February– Circulate to All Boards
- 10.11 Woodend Wastewater Treatment Plant Land Swap (Trim 200508053630) – Report to Utilities and Roding– Circulate to Woodend-Sefton Community Board
- 10.12 Utilities and Roding Managers' Report (Trim 210112003077) – Report to Utilities and Roding Committee of 16 February 2021 – Circulate to All Boards

#### RECOMMENDATION

**THAT** the Woodend-Sefton Community Board receives the information in Items 9.1 to 9.12.

#### Note:

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

## 11 MEMBERS' INFORMATION EXCHANGE

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### 11.1 Philip Redmond

See report.

### 11.2 John Archer

See report.

## 12 CONSULTATION PROJECTS

### 12.1 Waimakariri District Council - Long Term Plan 2021 - 31

Consultation opens on Friday 5 March 2021 and closes on Monday 12 April 2021.

### 12.2 Environment Canterbury - Long Term Plan 2021 - 31

Consultation opens on Monday 8 March 2021 and closes on Sunday 11 April 2021.

## 13 BOARD FUNDING UPDATE

### 13.1 Board Discretionary Grant

Balance as at 28 February 2021: \$3,000.

### 13.2 General Landscaping Fund

Balance as at 31 January 2020:	\$13,327
Amount allocated to date:	\$ 9,727
<b>Balance as at 28 February 2021</b>	<b>\$3,390</b>

**14    MEDIA ITEMS**

**15    QUESTIONS UNDER STANDING ORDERS**

Nil.

**16    URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

**Workshop**

- *Environment Canterbury LTP discussion – Ecan Councillor McKay*
- *Representation Review – Sarah Nichols, Governance Manager*
- *Members Forum*

**NEXT MEETING**

The next meeting of the Woodend-Sefton Community Board is scheduled for 6pm, Monday 12 April 2021 at the Pegasus Community Centre, 8 Tahuna Street, Pegasus.

## WOODEND-SEFTON COMMUNITY BOARD

### Register of Interests – as at 28 February 2021 – Community Board Members

Elected Member	Date of Update from Member	Member Declared Interest (Business/Patron/ Club/Partnership)	Board Appointments	Spouse/Partner Declared Interest	OAG approval status
Shona Powell (Chairperson)	31 March 2020	Nothing to declare	<ul style="list-style-type: none"> <li>• GreyPower North Canterbury</li> <li>• Waimakariri Access Group</li> <li>• Pegasus Residents Group</li> <li>• Sefton Public Hall Society</li> </ul>	N/A	N/A
Andrew Thompson (Deputy Chair)	9 June 2020	<ul style="list-style-type: none"> <li>• Presbyterian Support Upper South Island (Trustee)</li> <li>• MainPower Trust (Trustee)</li> </ul>	<ul style="list-style-type: none"> <li>• Taranaki Reserve Advisory Group</li> <li>• Northern Pegasus Bay Advisory Group</li> </ul>	N/A	N/A
Andrea Allen	12 May 2020	Nothing to declare	<ul style="list-style-type: none"> <li>• North Canterbury Neighbourhood Support (Chair)</li> <li>• Waimakariri Health Advisory Group</li> <li>• Walking &amp; Cycling Strategy Steering Group</li> </ul>	N/A	N/A
John Archer	31 March 2020	Nothing to declare	<ul style="list-style-type: none"> <li>• Woodend Community Centre Advisory Group</li> <li>• Sefton Domain Advisory Group</li> <li>• Sefton Township River and Drainage Ratepayer District</li> <li>• Coastal Rural Drainage Advisory Group</li> </ul>	N/A	N/A
Mark Paterson	31 March 2020	Nothing to declare	<ul style="list-style-type: none"> <li>• Woodend Community Association</li> <li>• Gladstone Park Advisory Group</li> </ul>	N/A	N/A

Elected Member	Date of Update from Member	Member Declared Interest (Business/Patron/Club/Partnership)	Board Appointments	Spouse/Partner Declared Interest	OAG approval status
Sandra Stewart	31 March 2020	Self-employed journalist, owner four hectare property Springbank (near Cust)	<ul style="list-style-type: none"> <li>Canterbury Regional Council – Sefton/Ashley and Sefton River Rating District Committees</li> </ul> <p><i>To see Council appointments refer to Council Register of Interest</i></p>	N/A	N/A
Philip Redmond	12 May 2020	<ul style="list-style-type: none"> <li>WHAG</li> <li>Creative Communities</li> <li>Rotary Club of Rangiora including Charitable Trust</li> <li>Patron of Coastguard North Canterbury and Life Member</li> <li>Kaiapoi Promotions Assoc Life Member</li> <li>Trustee and Chair Kaiapoi Maritime Heritage Trust</li> <li>Trustee Big Brothers Big Sisters of North Canterbury</li> </ul>	<i>To see Council appointments refer to Council Register of Interest</i>	N/A	N/A

This document will be reviewed annually by the Woodend-Sefton Community Board.



**MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD IN THE WAIKUKU BEACH HALL, WAIKUKU ON TUESDAY 9 FEBRUARY 2021 AT 6.00PM.**

**PRESENT**

S Powell (Chairperson), A Thompson (Deputy Chairperson), A Allen, J Archer, M Paterson, P Redmond and S Stewart.

**IN ATTENDANCE**

Mayor D Gordon, S Markham (Manager Strategic Projects), K Rabe (Governance Advisor), C Fowler-Jenkins (Governance Support Officer).

One member of the public.

**1 APOLOGIES**

There were no apologies.

**2 CONFLICTS OF INTEREST**

Item 6.5 – P Redmond declared a possible conflict of interest in his role as a Councillor of the Waimakariri District Council who may be called on to make a decision on Plan Change 30 in the future.

**3 CONFIRMATION MINUTES**

**3.1 Minutes of the Woodend-Sefton Community Board – 7 December 2020**

Moved: A Thompson

Seconded: M Paterson

**THAT** the Woodend-Sefton Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Woodend-Sefton Community Board meeting, held on 7 December 2020.

**CARRIED**

**3.2 Matters Arising**

Nil.

**4 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY**

**4.1 Waikuku Beach Volleyball Court – Mette Flaaten.**

M Flaaten thanked the Board for the invitation to present to them her community initiative of installing a beach volleyball court at Waikuku. She explained that she had been a professional volleyball player in Sweden for a number of years and had lived in the Waimakariri for seven years. For several years, she had envisioned a fulltime beach volleyball court in Waikuku. The profile of the beach and the point of the high tides would however make it difficult to set up a beach volleyball court on the actual beach. She noted a small sand court to play beach volleyball could easily be developed in the large expanse of greenspace in Waikuku. She had spoken to other members of the community, including few business owners, who had indicated support including and assistance with the development of the court.

A Allen enquired if M Flaaten had ever developed a manmade court in Sweden or if she had utilised a flat sand court. M Flaaten noted that she had no personal experience in developing courts, as most courts in Sweden were indoor arenas due to the weather. She commented that in New Zealand it would be possible to play all year round if the site of the court was chosen with care. A Allen questioned the cost of maintaining a court, and M Flaaten felt that there would not be much maintenance required once the court had been constructed and she indicated that the community

could undertake any maintenance such as the cleaning and the replacement of the sand when required.

M Flaaten wished to set up a social volleyball club at Waikuku and members would have rostered duties which would include putting nets out and packing them away at night to deter vandalism, manage time slots and assisting with the maintenance and had been assured of community support in all these endeavours.

A Thompson supported the initiative including the proposal of having a club share responsibility rather than relying on the Council. He noted the discussions held with the Greenspace Team in regard to developing activities or amenities for young people in the area. K Rabe advised that she had already alerted G MacLeod, Greenspace Manager, about the proposed initiative. S Markhem stated that at present there was no budget for this initiative but suggested that a submission could be made to the Council's Long Term Plan. However, the first step would be for the Greenspace Team to investigate the viability of the project and a possible location.

P Redmond enquired if, as there was no funding required for the proposal, the Board could request a report from the Greenspace Team as to a suitable location for a volleyball court. S Markham explained that devoting Council-owned land to an activity included some costs, however it may be a good idea to request a report on the matter.

J Archer expressed his support for the proposal. S Powell explained that there was a process to be followed and S Markham was correct that there was always a cost attached which may not be financial.

A Allen noted that the Board was in support of the potential establishment of the Waikuku Beach Volleyball Club.

S Powell thanked M Flaaten for her presentation, commending her on her enthusiasm.

## **5 ADJOURNED BUSINESS**

Nil.

## **6 REPORTS**

### **6.1 Conflict of Interest Register – S Nichols (Governance Manager)**

K Rabe explained that it was a routine report, which fulfilled the requirement of the register being formally reviewed annually.

Moved: J Archer

Seconded: A Allen

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 210111002031.
- (b) **Notes** the Council Register of Interests Policy 2018 (Trim 180419043038).
- (c) **Approves** a Register of Interests to be listed in the Woodend-Sefton Community Board agenda of March 2021, and on the Council website, following updated information being received from elected members.
- (d) **Notes** the Register would be re-published in subsequent agendas and web page when an amendment has been recorded. The Register would be subsequently reviewed each year as a matter of best practice.

**CARRIED**

6.2 **New Zealand Community Boards' Conference 2021 – K Rabe (Governance Advisor)**

K Rabe noted that Board member J Archer and S Powell, A Allen, J Archer, A Thompson and R Mather had attended a previous conference. She also noted that the Board's conference budget was \$4,880.

P Redmond commented that he had attended the conference in Methven in 2017, which had been a worthwhile experience, especially the ability to network with other Councils.

P Redmond enquired if the training budget would be carried forward and available in the future if no Board members attended. K Rabe explained that the Board's budget was set annually and unspent funds would not be carried forward. She advised that there was other training scheduled for later in the year which the budget would also need to cover.

Moved: S Powell

A Thompson

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 210118005953.
- (b) **Notes** that the total cost for each attendee would be approximately \$1,810 (including GST) funded from the Boards training budget.
- (c) **Notes** that the Board declined to send a representative to the Community Boards' Conference 2021 to be held in Gore from 22 to 24 April 2021.

**CARRIED**

6.3 **Approval of the Woodend-Sefton Community Board Plan 2020 – K Rabe (Governance Advisor)**

K Rabe advised that the Board Plan was developed at the beginning of the term, and that there was an expectation that it would be reviewed on an annual basis. She explained that only a few projects had been able to move forward in 2020 due to the Covid lockdown with the result that many of the projects were still active. This meant that minimal amendments of the Plan may be required.

A Allen noted that under the 'Sense of Community' there was a real focus on Pegasus and Ravenswood, and requested that further information on the Sefton Public Hall be included.

Subsequent to discussion, it was agreed that members would have a further week to submit any additions or amendments to K Rabe prior to the Plan being signed off by the Chairperson.

Moved: S Powell

Seconded: M Paterson

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 210119006649.
- (b) **Approves** the updated Woodend-Sefton Community Board Plan 2020-2022 (Trim 200116004935) with the inclusion of additional information of the Sefton Public Hall.
- (c) **Authorises** the Chairperson to approve the final version Woodend-Sefton Community Board Plan 2020-2022, if any further minor editorial corrections are required.

**CARRIED**

6.4 **Application to the Woodend-Sefton Community Board's Discretionary Grant Fund 2020/21 – K Rabe (Governance Advisor)**

K Rabe highlighted that the Oxford Community Trust, as the umbrella organisation, had applied to all four Boards for funding to host a Wellbeing Retreat for all service workers in the district. The retreat was designed to assist in renewing and rejuvenating the passion of tired service workers and acknowledge the work that they had done during a very difficult 2020. The retreat would also offer the opportunity for members to network and share best practice ideas. S Powell raised the issue that the Board had previously discussed that Community Groups were seeing people who had never had to ask for help before and the impact of this on workload and on the community.

K Rabe also noted the application from the Woodend Gymnastics Club that applied for funding for a new dismount mat for its parallel and uneven bars.

P Redmond noted that, looking at the criteria for applications, he wondered if the Oxford Community Trust application met the necessary criteria as there did not seem to be a direct benefit for the Woodend-Sefton community. K Rabe explained that the project would be of direct benefit to the community and while it may not be a direct benefit having reinvigorated and rejuvenated service people would eventually have a roll on benefit and effect the community.

Moved: A Allen

Seconded: M Paterson

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 210111001998.
- (b) **Approves** a grant of \$340 to the Oxford Community Trust towards the cost of hosting a Wellbeing Networking Retreat.

A Allen noted that during Covid she had learned a lot about the holistic support offered by service providers to the community site therefore believes the support of the Board, for those workers/volunteers who had worked tirelessly to keep the mental well-being and support those who had never asked before, was important.

J Archer moved an amendment that the grant to the Oxford Community Trust be \$350. The motion lapsed for want of a seconder.

The Chair than put the substantive motion.

Moved: A Allen

Seconded: M Paterson

**THAT** the Woodend-Sefton Community Board:

- (c) **Receives** report No. 210111001998.
- (d) **Approves** a grant of \$340 to the Oxford Community Trust towards the cost of hosting a Wellbeing Networking Retreat.

**CARRIED**

Moved: M Paterson

Seconded: A Allen

**THAT** the Woodend-Sefton Community Board:

- (e) **Approves** a grant of \$500 to the Woodend Gymnastics Club towards the cost of purchasing a new mat for the uneven bars.

**CARRIED**

M Paterson noted that it the Woodend Gymnastics Club was a benefit to the youth and the district and was pleased that the Board was supporting the Club's good work.

P Redmond supported the grant, and noted that the Club operated with very limited financial resources. He noted that supporting community groups with limited resources was why the Discretionary Grant had been established in the first place.

6.5 **Ratification of the Board's Submission on the proposed Plan Change 030 Ravenswood Developments Limited – K Rabe (Governance Advisor)**

Moved: S Powell

Seconded: A Thompson

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 210112002356.
- (b) **Retrospectively ratifies** its submission on the Proposed Plan Change 030 Ravenswood Developments Limited (Trim Ref: 210112002373).

**CARRIED**

*P Redmond and S Stewart abstained*

7 **CORRESPONDENCE**

The Woodend-Sefton Community Board:

Notes the tabled letter sent to the Pegasus Residents Group's in support of its request for funding from the Rata Foundation.

8 **CHAIRPERSON'S REPORT**

8.1 **Chairpersons Report for January 2021**

S Powell provided a verbal report, and highlighted the following:

- Good feedback from two Woodend residents, one from a resident in connection with improved accessibility to parks and reserves. The other resident was in appreciation of the pedestrian lights on SH1 in Woodend.
- Graffiti incident in Gladstone Park - The system worked very well, the graffiti was reported and flagged as a priority by the Council, with Contractors on site shortly afterwards for a successful clean up. Contractors were great and kept children away during the clean-up.

Moved: S Powell

Seconded: A Allen

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** the verbal report form the Chairperson of the Woodend-Sefton Community Board.

**CARRIED**

9 **MATTERS FOR INFORMATION**

9.1 **Rangiora-Ashley Community Board meeting Minutes 9 December 2020 (Trim 201215171410).**

9.2 **Oxford-Ohoka Community Board meeting Minutes 2 December 2020 (Trim 201204165000).**

9.3 **Kaiapoi-Tuahiwi Community Board meeting Minutes 14 December 2020 (Trim 201215171052).**

- 9.4 Implementing the Waimakariri Residential Red Zone Recovery Plan in relation to Kairaki Regeneration Area land vested by the Crown in the Te Kōhaka o Tūhaitara Trust – report to Council meeting 1 December 2020 – Circulates to WSCB and KTCB.
- 9.5 Tuahiwi to Ashley River Speed Limit Review – Report to Council Meeting 1 December 2020 – Circulates to All Boards.
- 9.6 Results of Consultation on the Draft Climate Change Policy – Report to Council Meeting 1 December 2020 – Circulates to All Boards.
- 9.7 New Tsunami Modelling and proposed Evacuation Zones – Report to Council Meeting 1 December 2020 – Circulates to All Boards.
- 9.8 Report Seeking Endorsement of the PT Futures Foundations and Rest of Network Business Case – Report to Council 21 December 2020 – Circulates to all Boards.
- 9.9 Library Update to December 2 2020 – Report to Community and Recreation Committee Meeting 15 December 2020 – Circulates to all Boards.
- 9.10 Aquatic facilities Strategy and Long Term Plan Preparations – Report to Community and Recreation Committee 15 December 2020 – Circulates to all Boards.
- 9.11 Report on the Pegasus Ravenswood Community Facilities Needs and Options Report for the 2021/2031 Long Term Plan – Report to Community and Recreation Committee meeting 15 December 2020 – Circulates to the WSCB.
- 9.12 Adopt Council Plan Change 29 (Summerset Retirement Villages Ltd) – Report to District Planning and Regulation Committee 15 December 2020 – Circulates to all Boards.
- 9.13 Environmental Programmes for the Draft Long Term Plan 2021/31 – Report to Land and Water Committee meeting 10 December 2020 – Circulates to all Boards.
- 9.14 Drainage Activities in Wetland Areas – Report to Land and Water Committee meeting 10 December 2020 – Circulates to all Boards.
- 9.15 Proposed District Plan Provisions – MR 873 and other Maori Reserve areas – Report to Mahi Tahi Joint Development Committee Meeting 8 December 2020 – Circulates to all Boards.
- 9.16 Drinking Water Quality and Compliance Annual Report – Report to Utilities and Roding Committee Meeting 18 December 2020 – Circulates to All Boards.
- 9.17 Pegasus WTP Biological Filter Sand Replacement – Report to Utilities and Roding Committee Meeting 18 December 2020 – Circulates to the WSCB.
- 9.18 Utilities and Roding Activity management Plans 2021 – Report to Utilities and Roding Committee Meeting 18 December 2020 – Circulates to all Boards.
- 9.19 Significant and Engagement Policy Update – Report to Council LTP Meeting 26-28 January 2021 – Circulates to all Boards.
- 9.20 Town Centre Strategies Implementation Budget Recommendations for Long Term Plan – Report to Council LTP Meeting 26-28 January 2021 – Circulates to all Boards.
- 9.21 COVID-19 Recovery programme Update – Report to Council LTP Meeting 26-28 January 2021 – Circulates to all Boards.

Moved: P Redmond

Seconded: A Thompson

**THAT** the Woodend-Sefton Community Board receives the information in Items 9.1 to 9.21.

**CARRIED**

## **10 MEMBERS' INFORMATION EXCHANGE**

### **P Redmond**

- P Redmond highlighted the opening of the new Christchurch Northern Corridor, and noted that he met the new Minister of Transport who was very engaging and seemed to be interested in concerns raised. He also noted that he had spoken to the Minister regarding the Woodend safety improvements and the Woodend Bypass.

S Markham commented that in relation to the Wooded Bypass, with the announcements from the Climate Change Commission, the bar on new major roading projects, had been lifted again. The strategy around bypasses and significant roading investments needed to be thought through carefully. There were long standing issues and concerns about safety and the Council had to potentially contemplate the scenario where a bypass may never eventuate.

### **J Archer**

- Attended the Tūhaitara Trust Open Day.
- Assisted with judging gardens in Kaiapoi.

### **M Paterson**

- The seats at the Woodend War Memorial would be installed in the next couple of weeks.
- Work was continuing on the sign-off for the 'Welcome to Woodend' signs.
- Dan Roswell had joined the Woodend Community Association.

### **S Stewart**

- Plan Change 7 Ecan Officers Report – There were some challenging changes advocated by the Ecan staff. Encouragement to all elected members to attend the Hearings.
- Rural Drainage Advisory Groups – Meetings starting up soon – challenging issues with the definition on what is classified a wetland.
- Council supporting Arohatia Te Awa.
- Council staff have applied to the freshwater improvement fund for Ministry for the Environment.
- Biodiversity Champions of Canterbury meeting.

### **A Allen**

- Facilitating applications for the new North Canterbury Neighbourhood Support Manager.

### **A Thompson**

- Delighted to see Mette Flaaten, a Waikuku resident coming to speak to the Board at their meeting at Waikuku.

## **11 CONSULTATION PROJECTS**

### **11.1 Draft Cemeteries Policy**

<https://letstalk.waimakariri.govt.nz/cemeteries-policy>

Consultation closes on Monday 15 February 2021.

The Chairperson reminded the Board of the LTP public consultation opening shortly and that engagement sessions were being arranged for the Pegasus/Woodend area.

**12 BOARD FUNDING UPDATE**

**12.1 Board Discretionary Grant**

Balance as at 31 January 2021: \$3,840.

**12.2 General Landscaping Fund**

Balance as at 31 January 2021: \$13,327.

The Board noted the funding balances.

**13 MEDIA ITEMS**

Nil.

**14 QUESTIONS UNDER STANDING ORDERS**

Nil.

**15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

**Workshop  
(7.27pm- 8.13pm)**

*Members Forum*

- LTP Workshop arranged for Tuesday 30 March 2021 at 5pm in the Todd Room, Pegasus Community Centre.
- Pegasus Lake and growing population of Canadian Geese.
- Evacuation zones.
- Ravenswood Plan Change – further submissions.
- Woodend Bypass discussion.

**Briefing**

*Electric Vehicle Charging Stations*

- Board discussion

**NEXT MEETING**

The next meeting of the Woodend-Sefton Community Board is scheduled for 6pm, Monday 8 March 2021 at the Woodend Community Centre, School Road, Woodend.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 8.13pm.

CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date



**WAIMAKARIRI DISTRICT COUNCIL**

**REPORT FOR DECISION**

**FILE NO and TRIM NO:** RDG-26 / GOV-26-09-06 / 210217027114

**REPORT TO:** Woodend-Sefton Community Board

**DATE OF MEETING:** 8 March 2021

**FROM:** Scott Morrow, Rates Officer Land Information

**SUBJECT:** Road Naming – Ravenswood Developments Stage 4

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



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Department Manager

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Chief Executive

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**1. SUMMARY**

- 1.1 The purpose of this report is for the Woodend-Sefton Community Board to approve new road names for stage 4 of Ravenswood subdivision in Woodend.
- 1.2 The land parcels being developed are Lot 4002 DP 526350, Lot 1 DP 57316 and Lot 9000 DP 526252, known as 45 Bob Robertson Drive, 128B and 90 Chinnerys Road, Woodend respectively.
- 1.3 The proposed names were provided by the developer.

Attachments:

- i. Plan of the subdivision showing the new roads to be named. (Trim 210215025225)
- ii. List of proposed names provided by the developer. (Trim 210215025237)
- ii. Pre-approved Woodend-Sefton Road Naming List. (Trim 200722092342)
- iii. Policy for the Naming of Roads in the District. (Trim 120712043907)

**2. RECOMMENDATION**

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 210217027114.
- (b) **Approves** the following proposed road names for stage 4 of Ravenswood as shown as Roads 1 to 8 on the attached plan.
  - 1. Stackwood Avenue
  - 2. Antill Street
  - 3. Borland Street
  - 4. Chambers Avenue
  - 5. Higgins Street
  - 6. Ellmers Street
  - 7. Henshaw Street
  - 8. Lorimer Street
- (c) **Notes** the Community Board may replace any proposed names with a name of its choice.

### **3. BACKGROUND**

- 3.1 The Developer, Ravenswood Developments Limited, is undertaking further development of the existing Ravenswood subdivision which means that new road names are required for the new residential lots.
- 3.2 There are eight new roads which will require naming, as part of stage 4 of the subdivision all of which will be vested as roads to the Council.

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

- 4.1. The Developer, Ravenswood Developments Limited, has put forward eight road names for consideration for each of the new roads.
- 4.2. From the list of names provided by the Developer, all of them are taken from the Woodend-Sefton list of pre-approved road names.
- 4.3. All of the names proposed by the developer have been checked against the Council's existing road names and none of them are the same or similar to existing street names in the District.
- 4.4. The road types used in the road naming process fit within the guidelines as outlined in the Council's Road Naming Policy.
- 4.5. The Management Team have reviewed this report and support the recommendations.

### **5. COMMUNITY VIEWS**

- 5.1. **Groups and Organisations**  
Not Applicable.
- 5.2. **Wider Community**  
Not Applicable.

### **6. IMPLICATIONS AND RISKS**

- 6.1. **Financial Implications**  
The developer will meet the cost of the new road name blades.
- 6.2. **Community Implication**  
There will be 225 new lots created as part of stage 4 of the subdivision and these will be serviced by each of the new roads.

The development is part of the Residential 6 zone which provide for the residential development at Pegasus new town to the east of State Highway 1, north-east of Woodend and Ravenswood, north of Woodend. It is anticipated that the zones will enable a variety of housing environments of differing densities, from single storey detached dwellings on spacious sections to higher density living within close proximity to the community and commercial facilities in Pegasus and Ravenswood.

6.3. **Risk Management**

Not Applicable.

6.4. **Health and Safety**

Not Applicable.

7. **CONTEXT**

7.1. **Policy**

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

7.2. **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 abutting on any road a plate bearing the name of the road.

7.3. **Community Outcomes**

Not Applicable.

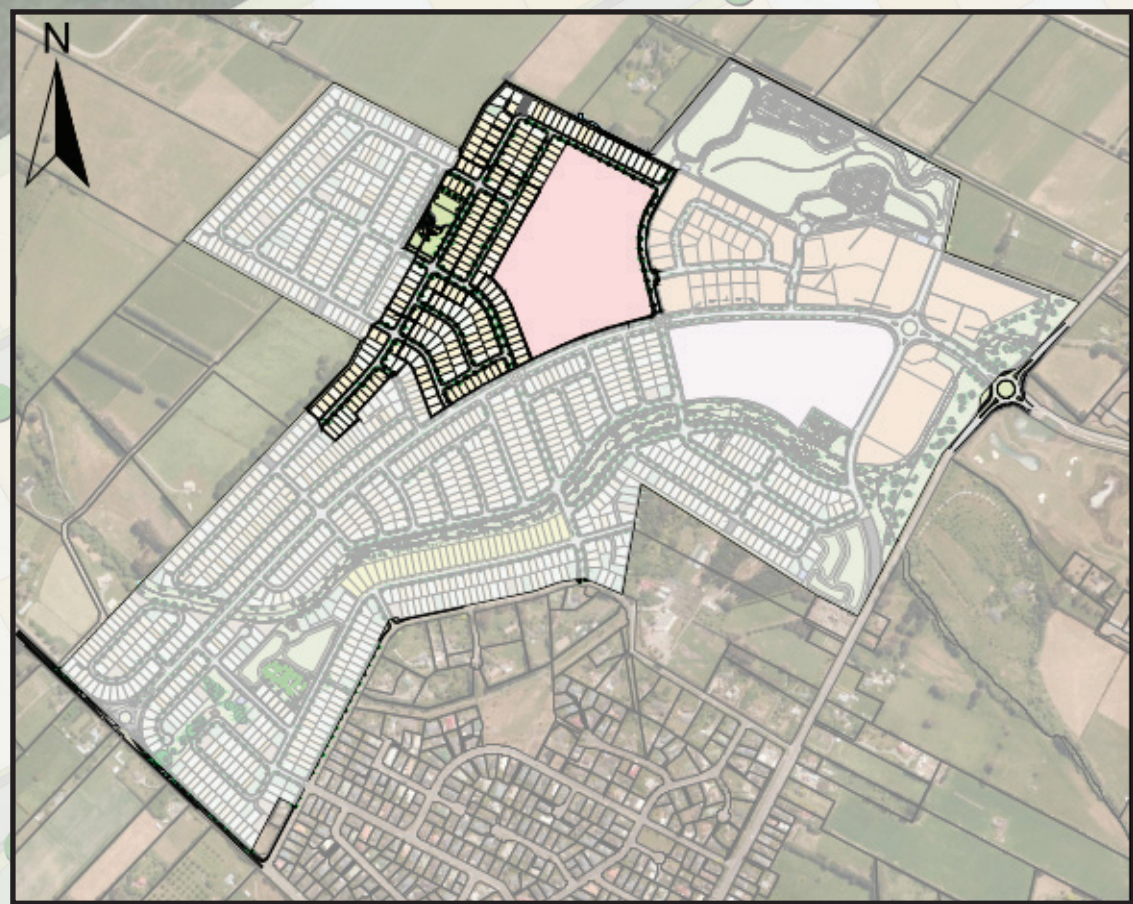
7.4. **Delegations**

The Woodend-Sefton Community Board has the delegated power on behalf of the Council to approve the naming of new roads in the area.



Scott Morrow  
Rates Officer – Land Information





# Stage 4

Printed January 2021







## RAVENSWOOD

NORTH CANTERBURY

Phone 03 375 0010 | Email [live@ravenswood.co.nz](mailto:live@ravenswood.co.nz)  
[www.ravenswood.co.nz](http://www.ravenswood.co.nz)

Subject to final approval of the Waimakariri District Council and the developer, subject to survey.  
Dimensions, details and timing of the development are all subject to change.  
Prices and availability are subject to change at any time. Prices include GST.

Engineering and Landscape detail is conceptual and subject to final design

-  Existing Trees (approximate only)
-  Proposed Trees (conceptual only and subject to final design)
-  Future road provision
-  Stage Development Area

0m 50m 100m

ALLOTMENT SIZE	NO. LOTS
310m² - 349m²	-
350m² - 399m²	1
400m² - 449m²	123
450m² - 499m²	57
500m² - 599m²	43
600m² - 699m²	1
700m² +	-
Retirement Vill.	1
Total Lots	226

Crossley Avenue -  
Approved as part of  
Stage 2 Road Naming.  
Crossley Avenue (continued from Stage 2)





**Proposed street names for Stage 4 Ravenswood - 27 January 2021**

	Proposed name	Reason
1	Stackwood Avenue	From pre-approved list of names after Daniel Stackwood, an early resident of the area
2	Antill Street	From pre-approved list of names after William Antill, a stock dealer & butcher, Woodend
3	Borland Street	From pre-approved list of names after Robert J. Borland, an early settler, Woodend
4	Chambers Avenue	From pre-approved list of names after Fred Chambers, early farmer, butcher, Woodend
5	Higgins Street	From pre-approved list of names after the name of an early settler in Woodend
6	Ellmers Street	From pre-approved list of names after Fred Ellmers, an early settler of Woodend
7	Henshaw Street	From pre-approved list of names after Joshua Henshaw, a wool manager
8	Lorimer Street	From pre-approved list of names after James Lorimer, a ploughman, Woodend

## Master List of Pre-approved Woodend-Sefton Road Names

**Updated 22 July 2020**

Aitkin	Early Settlers in the area.
Antill	William Antill. A stock dealer and butcher, Woodend.
Archer	<del>Nathaniel Archer. Flower Miller, Ravenswood Roller Flour Mill. <i>Note: name to be used in conjunction with full name as Archer Place in use in Rangiora.</i> (Used in Ravenswood)</del>
Barnett	<del>Walter John Lawry Barnett. Manager of the Woodend Creamery. (Used in Ravenswood)</del>
Borland	Robert J Borland. Early settler, Woodend.
Brockenhurst	The name of the farm where Ravenswood is located. <i>Note: name to be used in conjunction with Pegasus as this where the farm house was located.</i>
Chambers	Fred Chambers. Farmer, butcher, Woodend.
Cleaver	Henry Cleaver. Early settler, Woodend.
Corlett	Alfred Corlett. Early settler, Woodend.
Cousins	Richard Cousins. Farmer Waikuku.
Counsell	James Counsell. Stock dealer and butcher, Woodend.
Crawford	James Crawford. Farmer, Pegasus.
Crossley	<del>John (Dampier Crossley) Farmer of Brockenhurst Estate. (Used in Ravenswood)</del>
Croydon	<del>Name of town where John Raven was born. (Used in Ravenswood)</del>
Curtis	Alfred Curtis. Miller, Ravenswood.
Cutler	Thomas Cutler. Headmaster, Woodend.
Dellow	Rev John Dellow. Methodist minister, Woodend.
Derbridge	Charles Derbridge. Born in Herefordshire in England, farmed property in Woodend.
Edlin	George Edlin. Early settler, Woodend.
Eldridge	Thomas Eldridge. Sawmill, Woodend.
Ellmers	Fred Ellmers. Early settler, Woodend.
Flutey	Charles Flutey. Born in Okains Bay but farmed land in Woodend.
Gossett	C H Gossett. Vicar, Woodend, 1885.
Griffiths	Thomas Griffiths. Farmer Waikuku, was one of first elected members of the local school committee.
Grimwood	Robert Grimwood. Miller, Ravenswood.
Haslam	Rev J H Haslam. Methodist minister, Woodend.
Henshaw	Joshua Henshaw. Wool manager.
Herridge	Fred Herridge. Farmer, clergyman, Ravenswood
Higgins	Early settler, Woodend.
Joughin	Rev Thomas Alfred Joughin. Wesleyan Methodist minister.

Jury	<del>Arthur Jury. A miller, Ravenswood. (Used in Ravenswood)</del>
Kotua	Rau Kotua. An early Resident of Woodend.
Ligget	Robert Ligget. Farmer of "Tullyhue" Waikuku.
Lorimer	James Lorimer. A ploughman, Woodend.
Luisetti	Early Woodend family.
McQuillan	Robert McQuillan. Farmer Waikuku, Woodend.
Merhrtens	Henrich Merhrtens. Farmer, Woodend.
<del>Oakleigh</del>	<del>Name of pastoral run acquired by John Raven. (Used in Ravenswood)</del>
Pateman	Edward C Pateman. Farmer of Beaconsfield Farm, Woodend.
<del>Quinn</del>	<del>John A Quinn. Farmer at Ravenswood. (Used in Ravenswood)</del>
Rhodes	Owned sheep station next to John Raven.
Rudd	John Rudd. A farmer, Woodend.
Salkeld	John Salkeld. A carpenter and undertaker, Woodend.
Sills	Robert Sills. Contractor, Woodend.
Skevington	Charles Skevington. Born in Bedfordshire farmer, Waikuku.
Stackwood	Daniel Stackwood. An early Resident.
Standage	Rev C H Standage. A Methodist minister.
Steadman	Thomas Miller Steadman. Woodend.
<del>Stonyer</del>	<del>William Stonyer. Built the Ravenswood Mill. (Used in Ravenswood)</del>
Te Pakiaka	Name of farm in Woodend, run by Frederick Horrell.
Thirlwall	William Thirlwall. A gardener at 'Wairoa'.
Tinkler	Walter Tinkler. Wool classer.
Weaver	Thomas Weaver. A farmer, Woodend.
Wilkin	Owned sheep station next to John Raven.
Witte	Bernard P H Witte. A brick maker, Woodend.
Woodford	Pioneer of flour milling in Woodend.

Disclaimer: All names submitted to the Woodend-Sefton Community Board for consideration are received in good faith. The Board does not check spelling or history details. Errors will be accepted and corrected where possible.

## POLICY

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### *Roads and Streets*

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## **NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY**

### **1 Introduction**

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

### **2 Policy Context**

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

### **3 Policy Objective**

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

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

### **4 Policy Statement**

- 4.1 The Council's four Community Boards have the delegated authority for the naming of new streets and roads and altering existing street names within their respective wards.
- 4.2 Re-naming of streets and roads will only be undertaken if the Council considers the change will result in a clear benefit to the community.
- 4.3 Where a street is named for the first time or a street name is altered then the District Land Registrar, the Chief Surveyor, NZ Fire Service, Telecom, MainPower, valuation service provider, NZ Police, Civil Defence, and the Canterbury Regional Council shall be informed of the new name or change.
- 4.4 Where an existing street is extended, the street extension will be the same name as that of the existing street.
- 4.5 All new private roads in the Waimakariri District shall be named in consultation with the applicant, and at the applicant's expense, and relevant road signs shall be suitably annotated "*Private Road*".  
  
All private roads that are to be named, are to have a minimum of four lots with access from the private road.
- 4.6 A new street or road shall not be named the same or similar to a street or road already in existence in the District.
- 4.7 Council's 'List of Approved but Unallocated Road Names'

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



## POLICY

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### *Roads and Streets*

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#### **NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY**

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

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

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

#### **4.8 Naming of streets in new subdivisions:**

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

#### **4.9 Approval Criteria and Weighting**

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

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

## POLICY

### Roads and Streets

#### NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY

##### 4.10 Road Type

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

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

## POLICY

### *Roads and Streets*

#### NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY

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

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

#### 5 Links to other policies and community outcomes

This policy should be read in conjunction with:

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

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

5.3 Community Outcome:

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

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

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

#### 6 Adopted by and date

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

#### 7 Review

Review every six years or sooner on request.

**WAIMAKARIRI DISTRICT COUNCIL**

**REPORT FOR DECISION**

**FILE NO and TRIM NO:** RDG-26 / GOV-26-09-06 / 210211023451

**REPORT TO:** Woodend-Sefton Community Board

**DATE OF MEETING:** 8 March 2021

**FROM:** Scott Morrow – Rates Officer, Land Information

**SUBJECT:** Road Naming – Colin Wightman Subdivision

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



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Department Manager

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Chief Executive

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**1. SUMMARY**

- 1.1 The purpose of this report is for the Woodend-Sefton Community Board to approve a new road name for a private Right of Way created as part a ten lot rural subdivision over three stages.
- 1.2 The land parcel being developed is Part Rural Section 2501, being 518 Rangiora Leithfield Road, Sefton.

Attachments:

- i. Plan of the subdivision showing the new lots and right of way layout. (Trim 210211023425)
- ii. Policy for the naming of new roads in the District. (Trim 120712043907)
- iii. List of Woodend-Sefton Pre-approved Road Names. (Trim 200722092342)

**2. RECOMMENDATION**

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 210211023451.
- (b) **Approves** from the following names, one new road name for a private Right of Way as shown on the attached plan.  
Ken James Lane (Private); or  
Skevington Lane (Private).
- (c) **Notes** the Community Board may replace any proposed road name with a name of its choice.

**3. BACKGROUND**

- 3.1 The Developer, Colin Wightman is undertaking the subdivision of existing land parcels into ten new lots in the rural zone. The new lots will be accessible via a private Right of Way which comes off Rangiora Leithfield Road, Sefton.

- 3.2 The subdivision is being created over three stages and there is only one new road which requires naming, that being the private Right of Way which provides access to a minimum of five lots.

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

- 4.1. The Developer, Colin Wightman has put forward two names for consideration for the private Right of Way.
- 4.2. The James family were former owners of the property for at least three generations and Ken James was president of both the local A&P Association and Ashley Rugby for many years. The name Skevington is taken from the Woodend-Sefton Pre-approved road name list and is named after Charles Skevington.
- 4.3. The use of the road type 'Lane' as put forward by the developer is in line with the Council's Policy for Road Naming as it is described as a narrow country road way.
- 4.4. The reason for using the full name of Ken James is because there is already a James Drive in Woodend and our policy for the naming of new roads, states that no new road name should be the same or similar to any existing road name.
- 4.5. The Management Team have reviewed this report and support the recommendations.

#### **5. COMMUNITY VIEWS**

5.1. **Groups and Organisations**

- 5.1.1 Not Applicable.

5.2. **Wider Community**

- 5.2.1 Not Applicable.

#### **6. IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

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

6.2. **Community Implication**

There will be approximately ten new land parcels created as part of this subdivision with 6 of these new lots being serviced from the new private Right of Way. The development is zoned Rural and the eventual parcel size will be approximately 4 hectares. The naming the new Right of Way will mean consistency for emergency services and residents.

6.3. **Risk Management**

- 6.3.1 Not Applicable.

6.4. **Health and Safety**

- 6.4.1 Not Applicable.

## 7. **CONTEXT**

### 7.1. **Policy**

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

#### **Legislation**

7.1.1. 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.

### 7.2. **Community Outcomes**

7.3.1 Not Applicable.

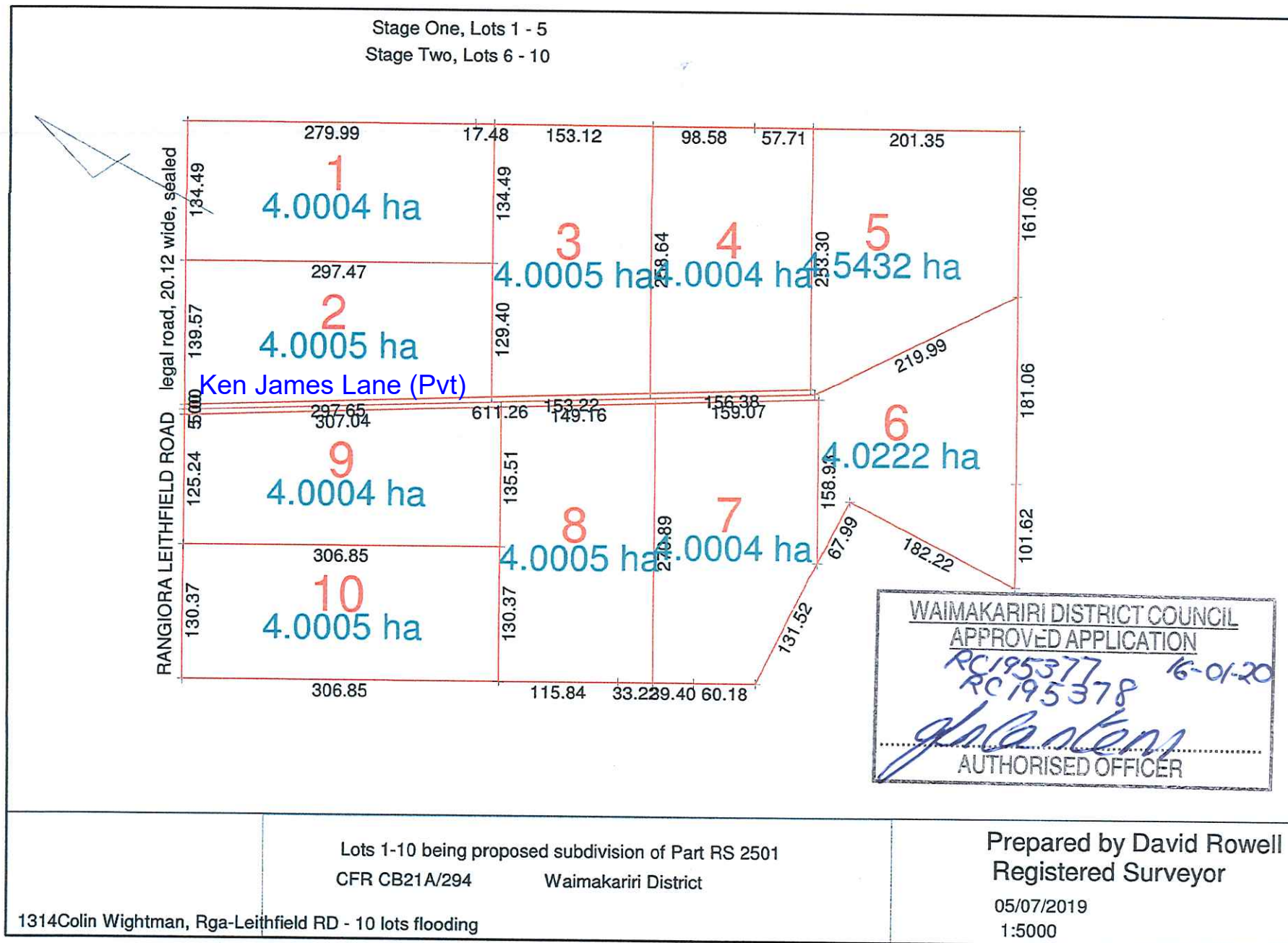
#### **Delegations**

7.4.1 The Woodend Sefton Community Board has the delegated power on behalf of the Council to approve the naming of new roads.



Scott Morrow

Land Information Officer



## POLICY

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### *Roads and Streets*

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## **NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY**

### **1 Introduction**

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

### **2 Policy Context**

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

### **3 Policy Objective**

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

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

### **4 Policy Statement**

- 4.1 The Council's four Community Boards have the delegated authority for the naming of new streets and roads and altering existing street names within their respective wards.
- 4.2 Re-naming of streets and roads will only be undertaken if the Council considers the change will result in a clear benefit to the community.
- 4.3 Where a street is named for the first time or a street name is altered then the District Land Registrar, the Chief Surveyor, NZ Fire Service, Telecom, MainPower, valuation service provider, NZ Police, Civil Defence, and the Canterbury Regional Council shall be informed of the new name or change.
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All private roads that are to be named, are to have a minimum of four lots with access from the private road.
- 4.6 A new street or road shall not be named the same or similar to a street or road already in existence in the District.
- 4.7 Council's 'List of Approved but Unallocated Road Names'

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



## POLICY

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### *Roads and Streets*

---

#### **NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY**

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

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

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

#### **4.8 Naming of streets in new subdivisions:**

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

#### **4.9 Approval Criteria and Weighting**

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

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

## POLICY

### Roads and Streets

#### NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY

##### 4.10 Road Type

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

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

## POLICY

### *Roads and Streets*

#### NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY

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

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

#### 5 Links to other policies and community outcomes

This policy should be read in conjunction with:

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

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

5.3 Community Outcome:

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

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

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

#### 6 Adopted by and date

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

#### 7 Review

Review every six years or sooner on request.

## Master List of Pre-approved Woodend-Sefton Road Names

**Updated 22 July 2020**

Aitkin	Early Settlers in the area.
Antill	William Antill. A stock dealer and butcher, Woodend.
Archer	<del>Nathaniel Archer. Flower Miller, Ravenswood Roller Flour Mill. <i>Note: name to be used in conjunction with full name as Archer Place in use in Rangiora.</i> (Used in Ravenswood)</del>
Barnett	<del>Walter John Lawry Barnett. Manager of the Woodend Creamery. (Used in Ravenswood)</del>
Borland	Robert J Borland. Early settler, Woodend.
Brockenhurst	The name of the farm where Ravenswood is located. <i>Note: name to be used in conjunction with Pegasus as this where the farm house was located.</i>
Chambers	Fred Chambers. Farmer, butcher, Woodend.
Cleaver	Henry Cleaver. Early settler, Woodend.
Corlett	Alfred Corlett. Early settler, Woodend.
Cousins	Richard Cousins. Farmer Waikuku.
Counsell	James Counsell. Stock dealer and butcher, Woodend.
Crawford	James Crawford. Farmer, Pegasus.
Crossley	<del>John (Dampier Crossley) Farmer of Brockenhurst Estate. (Used in Ravenswood)</del>
Croydon	<del>Name of town where John Raven was born. (Used in Ravenswood)</del>
Curtis	Alfred Curtis. Miller, Ravenswood.
Cutler	Thomas Cutler. Headmaster, Woodend.
Dellow	Rev John Dellow. Methodist minister, Woodend.
Derbridge	Charles Derbridge. Born in Herefordshire in England, farmed property in Woodend.
Edlin	George Edlin. Early settler, Woodend.
Eldridge	Thomas Eldridge. Sawmill, Woodend.
Ellmers	Fred Ellmers. Early settler, Woodend.
Flutey	Charles Flutey. Born in Okains Bay but farmed land in Woodend.
Gossett	C H Gossett. Vicar, Woodend, 1885.
Griffiths	Thomas Griffiths. Farmer Waikuku, was one of first elected members of the local school committee.
Grimwood	Robert Grimwood. Miller, Ravenswood.
Haslam	Rev J H Haslam. Methodist minister, Woodend.
Henshaw	Joshua Henshaw. Wool manager.
Herridge	Fred Herridge. Farmer, clergyman, Ravenswood
Higgins	Early settler, Woodend.
Joughin	Rev Thomas Alfred Joughin. Wesleyan Methodist minister.

Jury	<del>Arthur Jury. A miller, Ravenswood. (Used in Ravenswood)</del>
Kotua	Rau Kotua. An early Resident of Woodend.
Ligget	Robert Ligget. Farmer of "Tullyhue" Waikuku.
Lorimer	James Lorimer. A ploughman, Woodend.
Luisetti	Early Woodend family.
McQuillan	Robert McQuillan. Farmer Waikuku, Woodend.
Merhrtens	Henrich Merhrtens. Farmer, Woodend.
<del>Oakleigh</del>	<del>Name of pastoral run acquired by John Raven. (Used in Ravenswood)</del>
Pateman	Edward C Pateman. Farmer of Beaconsfield Farm, Woodend.
<del>Quinn</del>	<del>John A Quinn. Farmer at Ravenswood. (Used in Ravenswood)</del>
Rhodes	Owned sheep station next to John Raven.
Rudd	John Rudd. A farmer, Woodend.
Salkeld	John Salkeld. A carpenter and undertaker, Woodend.
Sills	Robert Sills. Contractor, Woodend.
Skevington	Charles Skevington. Born in Bedfordshire farmer, Waikuku.
Stackwood	Daniel Stackwood. An early Resident.
Standage	Rev C H Standage. A Methodist minister.
Steadman	Thomas Miller Steadman. Woodend.
<del>Stonyer</del>	<del>William Stonyer. Built the Ravenswood Mill. (Used in Ravenswood)</del>
Te Pakiaka	Name of farm in Woodend, run by Frederick Horrell.
Thirlwall	William Thirlwall. A gardener at 'Wairoa'.
Tinkler	Walter Tinkler. Wool classer.
Weaver	Thomas Weaver. A farmer, Woodend.
Wilkin	Owned sheep station next to John Raven.
Witte	Bernard P H Witte. A brick maker, Woodend.
Woodford	Pioneer of flour milling in Woodend.

Disclaimer: All names submitted to the Woodend-Sefton Community Board for consideration are received in good faith. The Board does not check spelling or history details. Errors will be accepted and corrected where possible.

## WAIMAKARIRI DISTRICT COUNCIL

### REPORT FOR DECISION

**FILE NO and TRIM NO:** GOV-26-09-06 / 210215024467

**REPORT TO:** Woodend-Sefton Community Board

**DATE OF MEETING:** 9 March 2021

**FROM:** Kay Rabe, Governance Adviser

**SUBJECT:** Change to the venue for the October 2021 Woodend-Sefton Community Board meeting

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



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Department Manager

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Chief Executive

#### **1. SUMMARY**

The purpose of this report is to request the Woodend-Sefton Community Board (the Board) to consider amending its 2021 Meeting Schedule by changing the venue of its October 2021 meeting from the Pegasus Community Centre to the Sefton Public Hall.

#### **2. RECOMMENDATION**

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report Ref: 210215024467.
- (b) **Approves** the amendment to its 2021 Meeting Schedule by changing the venue of its October 2021 meeting from the Pegasus Community Centre to the Sefton Public Hall, Upper Sefton Road, Sefton.

#### **3. BACKGROUND**

- 3.1 To promote more effective administration, the Local Government Act 2002 makes provision for the Board to adopt a schedule of meetings that may cover any period that the Board considers appropriate.
- 3.2 Notification of the schedule, or an amendment, will constitute notification to Board members of every meeting on the schedule or the amendment.
- 3.3 The meeting schedule does not preclude additional meetings and/or workshops being held during the year, as the Local Government Act 2002 also makes provision for extraordinary meetings.

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

- 4.1. At its meeting of 7 December 2020, the Board adopted its Meeting Schedule for 2021. Whilst dealing with the report, members expressed a wish to hold at least one meeting per annum at the Sefton Public Hall on Upper Sefton Road in Sefton. However, the Board noted that the Sefton Hall Committee was in the process of managing the proposed sale of the land and the rebuild of the hall at the Sefton Domain, and was therefore uncertain if the hall would be available for meetings during 2021.

- 4.2. The Board agreed that, if the hall was available, it may be more appropriate to meet in Sefton during the summer months as this would encourage residents to attend the meeting.
- 4.3. Subsequent to liaising with the Sefton Hall Committee, it was confirmed that the hall would be available on Monday 11 October 2021. It is therefore suggested that the Board's October 2021 meeting be held at the Sefton Public Hall, thus the Board is requested to formally amend its 2021 Meeting Schedule to reflect this change.
- 4.4. The Management Team have reviewed this report and support the recommendations.

## **5. COMMUNITY VIEWS**

### **5.1. Groups and Organisations**

No community views were sought.

### **5.2. Wider Community**

The approval of a schedule with set dates and venues for Board meetings has generally worked well for members, taking into account their other community commitments. It is hoped that by holding meetings at Sefton the Board will be able to engage with the community in a more meaningful way.

## **6. IMPLICATIONS AND RISKS**

### **6.1. Financial Implications**

There are no financial implications. All meetings are serviced from existing Council budgets. Although the Sefton Public Hall is not a Council facility the hall has been offered to the Board at no charge.

### **6.2. Community Implication**

It is anticipated that the public will have sufficient time to be made aware of the change. All Community Board meetings are also publicly advertised in compliance with the Local Government Official Information and Meetings Act 1987. Meetings are also advertised on the Council website.

### **6.3. Risk Management**

There is no significant risk imposed by meeting at the Sefton Public Hall.

### **6.4. Health and Safety**

Nil. Waimakariri District Council is guided by the Health and Safety at Work Act 2015.

## **7. CONTEXT**

### **7.1. Policy**

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

### **7.2. Legislation**

Meetings must be called and conducted in accordance with the Local Government Official Information and Meetings Act 1987 and the standing orders of the Board.

### **7.3. Community Outcomes**

There are wide-ranging opportunities for people to contribute to the decision-making by local, regional and national organisations that affect our District.

#### 7.4. **Delegations**

Each Community Board set its individual meeting dates, venues and times.

Kay Rabe  
Governance Adviser



**WAIMAKARIRI DISTRICT COUNCIL**

**REPORT FOR DECISION**

**FILE NO and TRIM NO:** GOV-26-09-06 /210202015887

**REPORT TO:** Woodend-Sefton Community Board

**DATE OF MEETING:** 8 March 2021

**FROM:** Kay Rabe – Governance Adviser

**SUBJECT:** Applications to the Woodend-Sefton Community Board's Discretionary Grant Fund 2020/21.

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

\_\_\_\_\_  
Department 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
Waimakariri Arts Trust	Towards running costs associated with the Kaiapoi Art Expo and Schools' Art Expo.	\$500
Pegasus Residents' Group Inc.	Towards the costs of catering at 'Ronel's Cuppa' community events.	\$500
<b>Total</b>		<b>\$1,000</b>

Attachments:

- i. Application from the Waimakariri Arts Trust (Trim Ref: 210122010409).
- ii. Application from the Pegasus Residents' Group Inc (Trim Ref: 210218027667).
- iii. A spreadsheet showing previous two years' grants.
- iv. Board funding criteria 2020/21 (Trim Ref: 201118155226).

**2. RECOMMENDATION**

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 210202015887.
- (b) **Approves** a grant of \$\_\_\_\_\_ to Waimakariri Arts Trust towards running costs associated with the Kaiapoi Art Expo and Schools' Art Expo.  
**OR**
- (c) **Declines** the application from the Waimakariri Arts Trust.
- (d) **Approves** a grant of \$\_\_\_\_\_ to the Pegasus Residents' Group Inc. towards the costs of catering at 'Ronel's Cuppa' community events.  
**OR**
- (e) **Declines** the application from the Pegasus Residents' Group Inc.

### 3. **BACKGROUND**

- 3.1 The **Waimakariri Arts Trust** is seeking funds towards the running costs of the Kaiapoi Art Expo and Schools' Art Expo, particularly advertising in the North Canterbury News and the Woodpecker as well as entertainment for the Art Expo Opening. This event is scheduled for 16 to 18 July 2021.
- 3.2 The **Pegasus Residents' Group Incorporated** is requesting funding towards the costs of catering at 'Ronel's Cuppa' community events.
- 3.3 The current balance of the Woodend-Sefton Community Board's Discretionary Grant Fund 2020/21 is \$3,000.

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

#### **Waimakariri Arts Trust (The Trust)**

- 4.1 Funding is being sought from all the district's Community Boards as this is a major event in the Waimakariri District's calendar. Funding would be put towards the running costs associated with the Kaiapoi Art Expo and School Art Expo and in particular advertising in the North Canterbury News and the Woodpecker as well as entertainment for the Art Expo Opening. The Expo complements existing art events and activities in the district and more than 3,500 people are expected, covering all demographics, and with approximately 15% of visitors coming from the Woodend-Sefton community area.
- 4.2 The Trust aims to provide another successful event that will allow new and existing Waimakariri artists public exposure and an opportunity to sell their work. The School Art Expo allows Waimakariri school students an opportunity to exhibit alongside amateur, hobby and professional artists. The event will also increase the exposure and credibility of the Trust which will enable the Trust to continue to foster and promote arts in the Waimakariri district.
- 4.3 This is a community-originated and positive event that is friendly, inviting and a low cost for all to participate in and attend. The Trust has strong relationships with local businesses who provide sponsorship, the venue, various goods and services such as catering, entertainment, floral arrangements, etc.
- 4.4 In the past, the Trust has supported the Kaiapoi High School Netball Team, Kaiapoi Scouts, Kaiapoi Swim Club, Kaiapoi Youth, Kaiapoi Under-18 Rugby, Kaiapoi Borough School and St Patrick's School.
- 4.5 If the Board chooses to support this event it would be acknowledged on the Sponsor's Board, in the Art Expo catalogue and on the Trust's website. The event will proceed if this application is declined.
- 4.6 The Trust plans to apply for funding from various organisations, as the estimated cost of the event will be approximately \$60,800. The Trust received the following funding from the Board over the last five years, noting the event was cancelled in 2020 due to the impact of the Covid-19 lockdown, and all Accountability Forms have been received:

2015/16	Towards the cost of venue hire and musical entertainment	\$500
2016/17	Towards the cost of musical entertainment	\$300
2017/18	Towards the cost of advertising	\$500
2018/19	Towards the cost of advertising	\$500
	<b>Total</b>	<b>\$1,800</b>

***Pegasus Residents' Group Inc.*** (the Group)

- 4.5. The Group was first set up in mid-2011 and became an incorporated society in September 2013. Households pay an annual membership fee of \$10 which goes towards costs of administration, printing, running events etc.
- 4.6. The Group seeks to promote, preserve and protect the interests of the residents of Pegasus. They aim to support the efforts of any person or organisation who may, in the opinion of the Group, be working for the benefit of the Pegasus area and to foster social activities within Pegasus.
- 4.7. Ronel's Cuppa is a community event held on the second Wednesday of each month at the Pegasus Community Centre. Approximately 50 people attend these monthly gatherings, for which the Group provides tea, coffee, home-baked cakes and snacks. Ronel's Cuppa provides an occasion for isolated people and new arrivals in Pegasus to socialise with their fellow residents and form friendships. The Group also uses these events as an opportunity to keep the community up to date with current issues and to assist with community engagement on Council projects/programmes.
- 4.8. If this application is unsuccessful the monthly events will continue, however, the Group will have to rely on funding earmarked for other projects and membership fees to fund the events. The Group has received the following funding from the Board over the previous years and all Accountability Forms have been received:

2016	Towards the cost of hosting the 'Christmas on the Lake' event	\$400
2017	Towards the cost of hosting the 'Christmas on the Lake' event	\$500
2018	Towards the cost of hosting the 'Christmas on the Lake' event	\$600
2019	Towards the cost of sending Committee members to a workshop	\$450
	<b>Total</b>	<b>\$1,950</b>

- 4.9. The Board may approve or decline grants in accordance with the grant guidelines.
- 4.10. The Management Team have reviewed this report.

**5. COMMUNITY VIEWS**

**5.1 Groups and Organisations**

No community views have been sought, however, the organisations interact with various members and groups in the community.

**5.2 Wider Community**

No consultation has been undertaken with the broader community regarding these applications.

**6. IMPLICATIONS AND RISKS**

**6.1 Financial Implications**

The Annual Plan for 2020/21 includes budget provision for the Woodend-Sefton Community Board to approve grants to community groups up to a total of \$4,800. An amount of \$900 was carried forward from the 2019/20 financial year, thereby bringing the Discretionary Grant Fund to a total of \$5,700 for this financial year.

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

**6.2 Community Implications**

6.2.1 The Kaiapoi Art Expo and School Art Expo are community-originated and positive events that are friendly, inviting and a low cost for all to attend

6.2.2 Ronel's Cuppa is an important monthly event for the community assisting with resilience and celebrating the diversity of the community.

**6.3 Risk Management**

There are no risks to the Council.

**6.4 Health and Safety**

All health and safety issues will fall under the auspice of the Waimakariri Arts Trust and the Pegasus Residents' Group Inc.

**7. CONTEXT**

**7.1 Policy**

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

**7.2 Legislation**

Not applicable.

**7.3 Community Outcomes**

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

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

**7.4 Delegations**

Community Boards have delegated authority to approve such grants.

Kay Rabe  
Governance Adviser

**Groups applying for Board Discretionary Grants 2020/2021**

Name of Group: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person within Organisation: \_\_\_\_\_

Position within Organisation: \_\_\_\_\_

Contact phone number: \_\_\_\_\_ Email: \_\_\_\_\_

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

What is the timeframe of the project/event date? \_\_\_\_\_

Overall Cost of Project: \_\_\_\_\_ Amount Requesting: \_\_\_\_\_

How many people will directly benefit from this project? \_\_\_\_\_

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

People with disabilities (mental or physical)

Cultural/ethnic minorities

District

Preschool

School/youth

Older adults

Whole community/ward

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

Oxford-Ohoka \_\_\_\_\_%

Rangiora-Ashley \_\_\_\_\_%

Woodend-Sefton \_\_\_\_\_%

Kaiapoi-Tuahiwi \_\_\_\_\_%

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

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

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

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

The Art Expo has strong relationships with local businesses who provide sponsorship, the venue, various goods and services such as catering, entertainment, floral arrangements, etc. Enables just over 100 new and existing local artists the opportunity to showcase and / or sell their work at an event attended by several thousand-art lovers.



# Budget - Kaiapoi Art Expo 2021

\* discretionary if budget allows

Income (GST incl):		Expenses (GST incl):	
	Budget		Budget
<b>Self Funding Estimates</b>		<b>Advertising &amp; Signage</b>	
Hanging Fee (10@ \$25.00)	250.00	Print media	\$ 7,568.95
Donation (Voluntary @ Door)	3,500.00	Social (Facebook & Website)	\$ 470.00
Raffles	800.00	Radio (Newstalk & MoreFM)	\$ 3,692.36
Rental - Panels (75 @ \$75.00)	6,000.00	Billboard, Trailer Install and Print	\$ 4,599.90
Rental - Plinths (5 @ \$50.00)	250.00	A5 Postcard Distribution	\$ 4,723.72
Catalogue Advertising	0.00	A5 Postcard Print (46,365 + 635)	\$ 2,676.57
Commission	5,000.00	Footpath Signage Print and Install	\$ 1,395.40
<b>Art Expo Self Funding</b>	<b>15,800.00</b>		
<b>Potential Sponsorship</b>		<b>Printing &amp; Stationery</b>	
Category Sponsors (5x)	500.00	Printing	\$ 1,000.00
Canvas Technology - Silver	300.00	Catalogue 1500 + inserts	\$ 4,700.00
Christine Watton - Silver	300.00	Opening Tickets	\$ 60.00
Hazeldine Construction - Gold	500.00	Stationary & Postage	\$ 400.00
Property Lifestyle Concepts - Gold	500.00	Invoice books	\$ 200.00 -
Misco Joinery - Guest Artist Sponsor	1,000.00	People's choice forms	\$ 265.97
John Rhind - People's Choice	1,000.00	Sponsor banner	\$ 200.00
<b>Potential Sponsorship</b>	<b>4,100.00</b>	Schools banner	\$ 200.00
		Opening Invite Letters	\$ 50.00
<b>Potential Funders</b>		<b>Event &amp; Operating Costs</b>	
CERT - Catalogue	4,700.00	Eftpos & Money Counter Hire	\$ 120.00
One Foundation - Panel Hire	4,900.00	Expo Entertainment - band hire	\$ 400.00
Lion Foundation - Lighting	5,245.00	Opening night food/beverage	\$ 4,000.00
Pub Charity - Postcard Print	2,670.00	Venue Hire and setup crew	\$ 500.00
The Southern Trust - Postcard Distribution	4,700.00	Lighting	\$ 5,300.00
NZCT - Teardrop Flags	1,145.00	Panel Hire	\$ 5,000.00
The Trust Community - Billboard Print	2,250.00	Photography	\$ 200.00
Kaiapoi-Tuahiki CB - Kaiapoi Advocate	500.00	Schools Popset Black Card 125 (3yrs)	\$ 340.00
Rangiora-Ashley CB - Northern Outlook	500.00	NCFA - Display and Stage	\$ 400.00
Woodend-Sefton CB - Entertainment	500.00	Have a Go artists and signage	\$ 300.00
Oxford - Ohoka CB - Oxford Observer/Bulletin	500.00	People's Choice Award	\$ 200.00
Waimakariri Winter Festival - Donation	2,500.00		
Creative Communities - Promotion	2,000.00		
ENC Wai Event Fund - Promotion	3,000.00		
Rata Foundation - Wages	7,000.00		
<b>Potential Funders</b>	<b>42,110.00</b>		
<b>Potential Sponsorship/Funders</b>	<b>46,210.00</b>	<b>Sundry</b>	<b>\$ 650.00</b>
Blackwells Department - Silver	300.00	Domain Name Reg	
Pak n Save Rangiora - School Expo	3,000.00	Trustee Insurance	-
Corcoran French - Opening Night	5,000.00	Public Liability Insurance	-
<b>Confirmed Sponsorship</b>	<b>8,300.00</b>	Storage costs	-
		Mileage	\$ 500.00
		Volunteer expenses	\$ 150.00
		<b>Wages</b>	<b>\$11,200.00</b>
		Coordinator	\$11,200.00
<b>Confirmed Funders</b>	<b>0.00</b>		
<b>Confirmed Sponsorship/Funders</b>	<b>8,300.00</b>		
<b>TOTAL INCOME</b>	<b>70,310.00</b>	<b>TOTAL EXPENSES</b>	<b>\$60,812.87</b>
<b>difference</b>	<b>9,497.13</b>		
<b>difference without potential</b>	<b>\$ (36,712.87)</b>		

**Waimakariri Arts Trust****Statement of Receipts and Payments (Cash Flows)****For the period 1 April 2018 to 31 March 2019**

	2019	2018
	\$NZ	\$NZ
<b>Operating Cash Received</b>		
<i><b>Donations, Fundraising and other similar receipts</b></i>		
Donations	\$ 4,136	\$ 4,366
Grants (Note 4)	\$ 8,800	\$ 34,600
Raffles	\$ 786	\$ 1,149
Private Sponsors (Note 7)	\$ 5,100	\$ 10,300
<i><b>Receipts from providing goods or services</b></i>		
Commission on Art Sales (Note 6)		
Gross Art Sales	\$ 45,587	\$ 40,718
Less : Remittance to Artists	<u>(\$ 37,031)</u>	<u>(\$ 32,861)</u>
Artist Entry Fees	\$ 7,028	\$ 4,838
Naming Rights (Corcoran French)	\$ 5,000	\$ 5,000
Sundry	\$ 360	\$ 255
<i><b>Interest, dividends and other Investment Receipts</b></i>		
Interest	\$ 40	\$ 38
<b>Total Operating Cash Received</b>	<b>\$ 39,806</b>	<b>\$ 68,402</b>
<b>Operating Cash Paid</b>		
<i><b>Volunteer and employee-related payments</b></i>		
Milage	\$ 139	\$ -
Training	\$ 75	\$ -
Gifts	\$ 308	\$ -
<i><b>Expenses related to providing goods or services</b></i>		
Advertising and Promotion	\$ 16,061	\$ 13,197
Art Week	\$ -	\$ 200
Audit Fee	\$ 472	\$ 291
Coordinator/Treasurer	\$ 12,474	\$ 12,866
Event Expenses	\$ 14,650	\$ 12,793
Insurance	\$ 245	\$ 245
Opening Night	\$ 3,814	\$ 3,987
Stationery/Photocopy/Post	\$ 661	\$ 342
Schools' Expo	\$ 553	\$ 252
Signage	\$ 2,928	\$ 3,493
Trustee Expenses	\$ 1,756	\$ 804
Website	\$ 557	\$ 817
<i><b>Grants and donations made</b></i>		
Contribution	\$ 150	\$ -
<i><b>Other Payments</b></i>		
Subscriptions	\$ 120	\$ -
Sundry	\$ 56	\$ 69
<b>Total Operating Cash Paid</b>	<b>\$ 55,020</b>	<b>\$ 49,356</b>
<b>Operating Cash Flow</b>	<b>(\$ 15,214)</b>	<b>\$ 19,047</b>
<b>Net Cash Flow</b>	<b>(\$ 15,214)</b>	<b>\$ 19,047</b>





Add Opening Cash Balance	\$ 44,790	\$ 25,743
Closing Cash Balance*	\$ 29,576	\$ 44,790
<b>Represented by:</b>		
Westpac Cheque Account	\$ 8,871	\$ 24,106
Westpac Simple Saver	\$ 20,705	\$ 20,684
	\$ 29,576	\$ 44,790

\* The closing cash balance includes the unexpended grants in Note 4.



## Waimakariri Arts Trust

### Statement of Resources and Commitments (Assets and Liabilities)

As At 31 March 2019

	2019 \$NZ	2018 \$NZ
<b>Schedule of Resources (Assets)</b>		
<i>Bank Accounts and Cash</i>		
Westpac Cheque Account	\$ 8,871	\$ 24,106
Westpac Simple Saver	\$ 20,705	\$ 20,684
<i>Money Owed to the Entity</i>		
Significant Accounts Receivable	\$ -	\$ -
<i>Other Resources</i>		
Significant Fixed Assets at Cost - 20 Advertising Billboards	\$ 5,500	\$ 5,500
<b>Schedule of Commitments (Liabilities)</b>		
<i>Money Payable by the Entity</i>		
Significant Accounts Payable	\$ 420	\$ 384
Pre-paid exhibition space	\$ 525	\$ 300
<b>Schedule of Other Information</b>		
Unexpended Grants (Note 4)	\$ -	\$ 11,000
Sponsorships Received for future exhibitions	\$ 2,700	\$ -



### Groups applying for Board Discretionary Grants 2020/2021

Name of Group: Pegasus Residents' Group Incorporated

Address: 8 Tahuna Street, Pegasus

Contact Person within Organisation: Roger Rule

Position within Organisation: Vice President

Contact phone number: 021 255 0099

Email: rasjrul@gmail.com

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

Ronel's Cuppa is a community event held at the Pegasus Community Centre on the second Wednesday of each month. We provide tea, coffee and homebaked cakes and snacks. The purpose of our request for funds is to be able to continue to cater this event.

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

Overall Cost of Project: \$1,200/Year

Amount Requesting: \$500

How many people will directly benefit from this project? 50/month

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

☒ People with disabilities (mental or physical) ☒ Cultural/ethnic minorities ☒ District

☒ Preschool ☐ School/youth ☒ Older adults ☒ Whole community/ward

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

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

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

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

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

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

The benefits generated by this gathering have included otherwise disenfranchised people now attending and forming friendships which may not have otherwise occurred.

What is the benefit(s) to your organisation?

When new locals attend the function, they also are made aware of the advantages that the Pegasus Residents' Group provides for the community. They are given the option to join.

What are the benefit(s) to the Woodend-Sefton community or wider district?

The function provides a platform for the WSCB to update the audience of board issues that are of interest to the district. Attendees receive a better understanding of what is happening.

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 or intend to apply to for funding this project and amount applied for this project:

Other funding for this event has been from membership fees, Community directory profits and the PRGI general fund. Currently, surplus funds are marked for other projects.

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

If yes, please supply details:

- Enclosed ☒ Financial Balance Sheet and Income & Expenditure Statement  
(compulsory – your application cannot be processed without financial statements)
- ☐ Supporting costs/quotes
- ☐ Other supporting information

- ☒ I am authorised to sign on behalf of the group/organisation making this application.
- ☒ I declare that all details contained in this application form are true and correct to the best of my knowledge.
- ☒ I accept that successful applicants will be required to report back to the Community Board by completing a simple Accountability Report.
- ☒ I accept that information provided in this application may be used in an official Council report available to the public.

**Please note:** If submitting your application electronically, entering your name in the signature box below will be accepted as your signature:

Signed: Roger Rule Date: 18/2/21

# Treasurers Report

## Pegasus Residents' Group Incorporated For the 10 months ended 31 January 2021 Cash Basis

Total money into the bank account over the last two months was \$30.00 for membership subscriptions and a \$10.00 donation. A few expenses out as per normal - XERO subscriptions, fuel and registration for the community car, mobile top up for the community car mobile, printer toner and Ronel's cuppa.

There is \$11,028 in the bank account, of which \$4,703 is earmarked for our various projects. After taking into consideration the \$2,500 for updating of the website, the remaining funds available in the bank for general PRGI spending is \$2,203.

The balance of the grant for the community car fuel is \$1,371.

	NOTES	JAN 2021	DEC 2020	TOTAL TO JAN 2021	2021 OVERALL BUDGET
<b>1. Income Received for the Month</b>					
Member donations		-	10	755	500
Member subscriptions		10	20	1,990	2,000
Community car grants and funding		-	-	1,500	-
<b>Total Income Received for the Month</b>		<b>10</b>	<b>30</b>	<b>4,245</b>	<b>2,500</b>

July 2020 - Member donations include \$70.00 received from Christine Cosgrove for delivery of flyers with the Woodpecker. The funds may be on-paid to the Woodpecker pending further discussion. As at the end of the reporting period, no request has been made for the monies from the Woodpecker

	NOTES	JAN 2021	DEC 2020	TOTAL TO JAN 2021	2021 OVERALL BUDGET
<b>2. Expenses for the month</b>					
Accounting - Xero		69	69	690	828
Advertising		-	-	82	-
Community car costs		69	231	720	2,000
Community Centre costs		-	-	324	1,000
General Expenses		20	-	800	500
Stationary costs		-	173	400	300
Ronel's Community Cuppa account		-	65	408	1,200
Website costs		-	-	191	500
<b>Total Expenses for the month</b>		<b>158</b>	<b>538</b>	<b>3,614</b>	<b>6,328</b>



	NOTES	JAN 2021	DEC 2020	TOTAL TO JAN 2021	2021 OVERALL BUDGET
<b>3. Members Funds</b>					
Business Edge Account		11,028	11,217	11,028	-
<b>Funds Held in Reserve</b>					
<b>Community Car Funds</b>					
Opening Balance		1,607	1,838	758	-
Community car grants and funding		-	-	1,500	-
Community car costs		(69)	(231)	(720)	(2,000)
<b>Total Community Car Funds</b>		<b>1,538</b>	<b>1,607</b>	<b>1,538</b>	<b>(2,000)</b>
<b>PCC Group Funds</b>					
Opening balance		1,057	1,057	381	-
Funds set aside by PRGI		-	-	1,000	1,000
Community Centre costs		-	-	(324)	(1,000)
<b>Total PCC Group Funds</b>		<b>1,057</b>	<b>1,057</b>	<b>1,057</b>	<b>-</b>
<b>Ronel's Community Cuppa</b>					
Opening Balance		282	347	690	-
Ronel's Community Cuppa account		-	(65)	(408)	(1,200)
<b>Total Ronel's Community Cuppa</b>		<b>282</b>	<b>282</b>	<b>282</b>	<b>(1,200)</b>
<b>Christmas in the Park Funds</b>					
Christmas event surplus held over		1,826	1,826	1,826	-
<b>Total Christmas in the Park Funds</b>		<b>1,826</b>	<b>1,826</b>	<b>1,826</b>	<b>-</b>
<b>Total Funds Held in Reserve</b>		<b>4,703</b>	<b>4,772</b>	<b>4,703</b>	<b>(3,200)</b>
<b>Total Members Funds</b>		<b>6,326</b>	<b>6,445</b>	<b>6,326</b>	<b>3,200</b>

# Statement of Financial Position 2019/20

Pegasus Residents' Group Incorporated

As at 31 March 2020

	31 MAR 2020	31 MAR 2019
<b>Assets</b>		
<b>Bank</b>		
Business Edge Account	10,397	15,723
<b>Total Bank</b>	<b>10,397</b>	<b>15,723</b>
<b>Current Assets</b>		
Accounts Receivable	-	1,420
<b>Total Current Assets</b>	<b>-</b>	<b>1,420</b>
<b>Fixed Assets</b>		
Office Equipment	3,333	3,333
Less Accumulated Depreciation on Office Equipment	(1,299)	(640)
<b>Total Fixed Assets</b>	<b>2,033</b>	<b>2,692</b>
<b>Total Assets</b>	<b>12,431</b>	<b>19,836</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Christmas event surplus held over	1,826	1,373
Community Centre Account	-	12,143
<b>Total Current Liabilities</b>	<b>1,826</b>	<b>13,516</b>
<b>Total Liabilities</b>	<b>1,826</b>	<b>13,516</b>
<b>Net Assets</b>	<b>10,605</b>	<b>6,319</b>
<b>Equity</b>		
<b>Members Funds</b>		
Opening Balance	6,319	12,507
Current Year Earnings	4,285	(6,187)
<b>Total Members Funds</b>	<b>10,605</b>	<b>6,319</b>
<b>Total Equity</b>	<b>10,605</b>	<b>6,319</b>

## Board Funding for the 2019/20 Financial Year

	Meeting considered	Group	Project	Accountability Received	Amount Granted	Running Balance
Woodend-Sefton Community Board 10.138.100.2410						\$ 4,800.00
	Jul-19	Pegasus Residents Group	training course	26/08/2019	\$ 450.00	\$ 4,350.00
	Aug-19	Pegasus Bay School PTA	Pegasus Bay Art Show	22.01.2020	500	\$ 3,850.00
	Aug-19	Woodend Playcentre	New Vacuum cleaner and 3 vices	26.11.2019	\$ 485	\$ 3,365.00
	Aug-19	Sefton Community Group	Towards annual Carols in the Domain event - ANZAC	9.07.2019	\$400	\$ 2,965.00
	Aug-19	Reflections Community Trust	advertising costs for the 2019 Light Party	29.05.2020	\$230	\$2,735
	Sep-19	Sefton Community Group	Towards annual Carols in the Domain event - ANZAC	20.02.2020	\$ 400.00	\$2,335
	Sep-19	NC Neighbourhood support	promotional gazebo	0/01/1900	\$ 500.00	\$1,835
	Oct-19	NIL				1835
	Nov-19	Woodend Community Association	Comm Cultural & Hangi Day	16.12.2019	\$ 500.00	\$1,335
	Dec-19	Pegasus Radio Sailing Club	Refurbishment of six radio sailing yachts	0/01/1900	\$ 500.00	\$835
	Jan-20	NIL				
	Feb-20	Waikuku Beach Surf Life Saving Club	Replacement of muffler for patrol vehicle	12.06.2020	\$ 341.00	\$494
	Mar-20	Presbyterian Support Upper South Island	Ageing Well Expo			\$494
	Mar-20	Lions Club of Pegasus Town	Towards the running of Mud Fun Run	0/01/1900	\$ 494.00	\$0
	Apr-20	Waimakariri Arts Trust - Kaiapoi Arts Expo	<b>Withdrawn</b> Towards Advertising	0/01/1900		
	May-20	NIL				
	Jun-20	NIL				
						\$0



## Board Funding for the 2020/21 Financial Year

	Meeting considered	Group	Project	Accountability Received	Amount Granted	Running Balance
<b>Woodend-Sefton Community Board</b> <b>10.138.100.2410</b>			Council Allocation 4,800 + Carry forwards \$900 = \$5,700			\$ 5,700.00
	13-Jul	Validus Charitable Trust	Seeding funding	Decline	\$ -	\$ 5,700.00
	13-Jul	Woodend School	Lego equipment		0	\$ 5,700.00
	13-Jul	Woodend Playcentre	First Aid Courses		\$500	\$ 5,200.00
	13-Jul	Menzshed Pegasus Woodend	Sander, belts and discs		\$500	\$ 4,700.00
	13-Jul	Reflections Community Trust	Advertising		\$200	\$4,500
	14-Sep	NC Rams Indoor Sports Club Inc	Purchase of two trophies and medals		\$410	\$4,090
	9-Nov	Arts Canterbury Inc	Juried exhibition at The Brickmill	8.12.2020	\$250	\$3,840
	9-Feb	Oxford Community Trust	costs for hosting a Wellbeing Networking		340	3500
	9-Feb	Woodend Gymnastics Club	Cost of purchasing a new mat for uneven bars		500	3000

## WOODEND-SEFTON COMMUNITY BOARD

# Discretionary Grant Application

### Information to assist groups with their application

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

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

The Board cannot accept applications from individuals. All funding is paid to non-profit community based organisations, registered charities or incorporated societies. Council funding is publicly accountable therefore the Board needs to demonstrate to the community where funding is going and what it is being spent on. This is one of the reasons the Board requires a copy of your financial profit/loss statements and balance sheet for the previous/current financial year. Staff cannot process your application without financial records.

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

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

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

Continued over page

## Criteria for application

- Grant applications will be considered every month by the Woodend-Sefton Community Board. Applications are recommended to be received three weeks prior to Board meeting dates for processing.
- Generally funding grants will be a maximum of \$500 in any one financial year (July 2020 to June 2021) but the group can apply up to twice in that year, providing it is for different projects.
- The grant funding is limited to projects within the Board area or primarily benefiting the residents of the ward.
- Applications will only be accepted from non-profit community-based organisations, registered charities or incorporated societies.
- Priority is to be given to groups with strong links with the Woodend-Sefton community.
- The application should clearly state the purpose for which the money is to be used.
- The applicant should submit a 1-2 page summary balance sheet and an income and expenditure statement which shows their current financial assets and liabilities. Applications cannot be processed until financial information is received.
- Where possible, or feasible, applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Woodend-Sefton Community Board.
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government funding.
- The Board supports a wide range of community activities but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- An Accountability Form must be provided to the Council outlining how the funds were applied, within three months after the event or completion of the project, when funds are spent. A new application will not be accepted until the Council receives the Accountability Forms for previous funding granted. The group should maintain accurate records around the grant including, but not limited to: receipts, banks statements and invoices. In the event that funds are not spent on the project or activity applied for, the recipient may be required to return the grant funding to the Council.
- If the activity/event for which funds have been granted does not take place **or** if the group does not provide the information to enable the grant to be paid within six months of approval of the grant being notified, then in both cases the application will be regarded as closed and funds released for reallocation by the Board.

## What happens now?

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

### Post to:

Governance Team  
Waimakariri District Council  
Private Bag 1005  
Rangiora 7440

### Or hand deliver to:

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

**Email:** [records@wmk.govt.nz](mailto:records@wmk.govt.nz)

## What happens next?

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

## ANZAC SERVICE 2021

Woodend's Anzac Service will take place on Saturday 24 April at 6pm at the Woodend Community Centre with part of the service being conducted outside at the War memorial.

Woodend Lions extends an invitation to our local communities to attend and join in the remembrance service. Please bring along a wreath or cut flowers as there is an opportunity to participate in the wreath laying ceremony.

## CHAIRPERSON'S REPORT

*February 2021*

CHAIR'S DAIRY		DISCUSSION POINTS
<i>Date</i>	<i>Events attended</i>	<i>Community Feedback/Issues Raised</i>
9 February	Pre-meeting briefing with Governance	Regular briefing prior to Woodend- Sefton Community Board (WSCB) meeting in the evening
	WSCB meeting	Regular monthly meeting, held at Waikuku Beach.
10 February	Pegasus Community Cuppa – regular monthly catch-up	Only able to attend briefly. Invited all to the Community BBQs. Confirmed there would be a consultation event for the Draft Long-Term Plan at the March Community Cuppa.
11 February	Representation Review Working Party Meeting	Update to be provided at March Meeting
	Community BBQ – Karen Eastwood Park, Pegasus	A warm evening with local residents gathering to relax and meet new people with younger people enjoying games. Mainly Pegasus residents with a few Woodend residents. A chance for residents to talk to Greenspace staff and the Community Team. Some of the Pegasus Residents' Group and Pegasus Community Centre team were on hand to talk with residents. One count showed 60 people attended. Thanks to all those involved.
20 February	Volunteered at Pegasus Community Centre	Able to talk with new residents coming by for information, visitors to the area and locals dropping by to use the book cave or get information.
21 February	Volunteers function, Pegasus	Attended by the Mayor who thanked all the volunteers, mentioning the Community Watch volunteers, Woodpecker deliverers, Community Centre volunteers and those that regularly help with the Community Cuppa. Food was provided by local businesses which was appreciated.
24 February	Meeting with Mayor, Roading and James Ensor	A productive meeting discussing how community event signs might be managed going forward.
25 February	Community BBQ – Gladstone Park	Much cooler and the weather definitely affected numbers, again mainly Pegasus residents with a few Woodend residents. One visitor from out of town was very impressed and wished this sort of BBQ happened where she came from. Those interested were able to see where the MenzShed will be located.
26 February	Farewell for Jim Palmer, CEO	A very touching farewell for Jim. His calmness, leadership and knowledge along with the respect with which in he is held by all came across in all the speeches.

CHAIR'S STATEMENT
Wrote WSCB column for the March issue of The Woodpecker

Shona Powell

**Woodend-Sefton Community Board**

**WOODEND-SEFTON COMMUNITY BOARD**

**MEMBERS INFORMATION EXCHANGE**

*For the month of February 2021*

Member' Name: Philip Redmond

<b>MEMBER'S DAIRY</b>		<b>DISCUSSION POINTS</b>
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
6 February	<ul style="list-style-type: none"><li>• Waitangi Day</li><li>• Softball Diamond Opening</li></ul>	<ul style="list-style-type: none"><li>• Smaller crowd than usual at Kaiapoi</li><li>• Norman Kirk Park</li></ul>
11 February	<ul style="list-style-type: none"><li>• Neighbourhood BBQ</li><li>• Citizenship Ceremony</li><li>• Representation Review</li></ul>	<ul style="list-style-type: none"><li>• Karen Eastwood Reserve, Pegasus</li><li>• Rangiora Town Hall</li><li>• Attended as a non-member</li></ul>
12 February	<ul style="list-style-type: none"><li>• Civil Defence Cadet Dinner</li></ul>	<ul style="list-style-type: none"><li>• Prize giving, Rangiora RSA</li></ul>
23 February	<ul style="list-style-type: none"><li>• Meet Planning &amp; Regulation Manager – Tracy Tierney</li><li>• Mainpower Stadium</li></ul>	<ul style="list-style-type: none"><li>• Site Visit</li></ul>
25 February	<ul style="list-style-type: none"><li>• Neighbourhood BBQ</li></ul>	<ul style="list-style-type: none"><li>• Gladstone Park, poor attendance</li></ul>
26 February	<ul style="list-style-type: none"><li>• Jim Palmer's farewell</li></ul>	<ul style="list-style-type: none"><li>• RSA Rangiora</li></ul>

**Other:**

Also attended usual Council and Committee meetings and briefings including Security Briefing.

## WOODEND-SEFTON COMMUNITY BOARD

### MEMBERS INFORMATION EXCHANGE

*For the month of February 2021*

Member' Name: John Archer

MEMBER'S DAIRY		DISCUSSION POINTS
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
01/02/21	Woodend Community Association Committee Meeting	General discussions: Community Garden proposal: School Report School roll for 21. Student leaders. New staff appointments. Etc.
09/02/21	Woodend-Sefton Community Board Meeting	Too many things discussed to enter a report of the meeting. In all it there were some interesting discussions and a varied agenda.
22/02/21	Attended the Kaiapoi Garden Awards Presentation evening at the Kaiapoi Working Men's Club	This was a most enjoyable evening and the winning gardens in their catagories were much deserved. There were some stunning gardens in the completion this year and up from last year.
24/02/21	North Pegasus Bay Advisory Group quarterly meeting	A lot of discussion and visuals of vehicles being stuck when trying to cross the mud flats to get across to the other side. In an area where they shouldn't be. Then the tide came in before a tow truck could get him out. It wasn't the driver's vehicle. Tough justice. A case of a woman who got too close to the river bank in her vehicle and the banked collapsed causing her vehicle to topple into the river.
26/02/21	Jim Palmer's farewell.	He's certainly going to be missed. What a humble and well respected man.