

Waimakariri District Council

District Planning and Regulation Committee

Agenda

Tuesday 25 November 2025

1pm

Council Chambers
215 High Street
Rangiora

Members:

Cr Niki Mealings (Chairperson)

Cr Brent Cairns

Cr Tim Fulton

Cr Jason Goldsworthy

Cr Philip Redmond

Mayor Gordon (ex officio)

AGENDA CONTENTS – DISTRICT PLANNING AND REGULATION COMMITTEE

<u>Item Number</u>	<u>Item Topic</u>	<u>Page numbers</u>
4	Reports	
4.1	Application to the Heritage Fund - Recommendation of Staff	5-19

DISTRICT PLANNING AND REGULATION COMMITTEE

A MEETING OF THE DISTRICT PLANNING AND REGULATION COMMITTEE WILL BE HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON TUESDAY 25 NOVEMBER 2025 AT 1PM.

Recommendations in reports are not to be construed as
Council policy until adopted by the Council

BUSINESS

Page No

1 APOLOGIES

2 CONFLICTS OF INTEREST

Conflicts of interest (if any) to be reported for minuting.

3 DEPUTATIONS

Nil.

4 REPORTS

- 4.1 **Application to the Heritage Fund - Recommendation from Staff – Gina Maxwell (Business and Project Advisor) and Ian Carstens (Team Leader Resource Consents)**

5-19

RECOMMENDATION

THAT the District Planning and Regulation Committee:

- (a) **Receives** Report No. 251105210401.
- (b) **Approves** from the Heritage Fund \$5,359.25 for the application received from S Fisher for listed Heritage building H038 for guttering, downpipes, fascia board replacement and painting.
- (c) **Notes** the accumulated amount available in the Heritage Fund is currently \$53,942.
- (d) **Notes** grant recipients are required to sign an accountability agreement and provide proof of purchase before funds are released.

5 CORRESPONDENCE

Nil.

6 PORTFOLIO UPDATES

- 6.1 **District Planning – Councillor Niki Mealings**
- 6.2 **Civil Defence and Regulation – Councillor Jason Goldsworthy**
- 6.3 **Business, Promotion and Town Centres – Councillor Brent Cairns**
- 6.4 **Mixed Use and Business and Kaiapoi Development – Councillor Tim Bartle**

7 QUESTIONS UNDER STANDING ORDERS

8 URGENT GENERAL BUSINESS

NEXT MEETING

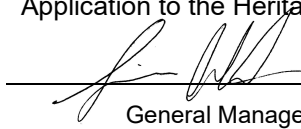
The next meeting of the District Planning and Regulation Committee will be held on 16 December 2025 at 9am.

Workshop

- *Resource Management 101 – Kelly LaValley (General Manager Planning, Regulation and Environment), Matt Bacon (Development Planning Manager) and Wendy Harris (Planning Manager) (30mins)*

Briefing

- *District Plan Appeals Update – Kelly LaValley (General Manager Planning, Regulation and Environment), and Matt Bacon (Development Planning Manager) (30mins)*

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** DDS-08-06/251105210401**REPORT TO:** DISTRICT PLANNING AND REGULATION COMMITTEE**DATE OF MEETING:** 25 November 2025**AUTHOR(S):** Gina Maxwell, Business and Project Advisor
Ian Carstens, Team Leader Resource Consents**SUBJECT:** Application to the Heritage Fund - Recommendation from Staff**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is to seek approval from the District Planning and Regulation Committee to fund an application received to the Heritage Contestable Fund ("the Heritage Fund").
- 1.2. The Heritage Fund provides financial support to owners of historic heritage items listed in the Proposed District Plan, encouraging and assisting with work that enhances or protects the heritage values of these sites.
- 1.3. The Heritage Fund has accumulated a total of \$53,942, Council adds a sum of \$15,500 to the Heritage Fund annually, with the next funding provision being made on 1 July 2026.

Application for 73 Sneyd Street, Kaiapoi H038

- 1.4. S Fisher has applied to the Heritage Fund for assistance with repairs to 73 Sneyd Street, Kaiapoi, a Category 2 heritage listed property known as the former Kaiapoi Post & Telegraph Office.
- 1.5. Built in 1868 and relocated in 1905, the building holds significant historical and architectural value. The proposed work includes replacing rusted guttering. Mr. Fisher, who has already invested in restoration work, is now retired and seeking support to complete the project. Three quotes have been provided, no other funding has been sought.
- 1.6. Staff's recommendation is to fund 50% of the project.

Attachments:

- i. S Fisher 73 Sneyd Street Kaiapoi Application: 250916176373

2. RECOMMENDATION

- (a) **Receives** Report No. 251105210401.
- (b) **Approves** from the Heritage Fund \$5,359.25 for the application received from S Fisher for listed Heritage building H038 for guttering, downpipes, fascia board replacement and painting.
- (c) **Notes** the accumulated amount available in the Heritage Fund is currently \$53,942.

- (d) **Notes** grant recipients are required to sign an accountability agreement and provide proof of purchase before funds are released.

3. **BACKGROUND**

- 3.1. The Heritage Fund is a contestable fund that is provided for owners of sites listed in the District Plan to protect and preserve the heritage values of the district.
- 3.2. An application has been submitted to the Heritage Fund for the project at the heritage listed property located at 73 Sneyd Street, Kaiapoi. The property, known historically as the former Kaiapoi Post & Telegraph Office and later the Wilson-Partridge dwelling, is a Category 2 heritage item of colonial vernacular style, originally constructed in 1868 and relocated to its current site in 1905. The building holds significant historical, architectural, and cultural value, reflecting the early governmental and residential development of Kaiapoi. Mr. Fisher, now retired, has already invested in the restoration of the property, including rewiring, painting, and general repairs.
- 3.3. The current application seeks funding assistance to replace rusted guttering. Three independent quotes have been provided, and no other funding sources have been applied for. Mr. Fisher has previously received funding from the Heritage Fund for repair work to the south wall but has not applied for support for the current guttering project. He has expressed a strong commitment to the ongoing preservation and maintenance of the site. The proposed work aligns with the fund's objectives to support the protection and enhancement of heritage values in the district.
- 3.4. Three independent quotes were received:
 - 3.4.1. D.G.I. Morgan Ltd: Includes guttering, fascia board replacement, painting, scaffolding – \$10,718.51
 - 3.4.2. Continuous Spouting South Ltd: Guttering and downpipes only – \$4,380.59
 - 3.4.3. Clearwater Spouting Ltd: Guttering, downpipes, and scaffolding – \$6,545.18
- 3.5. Staff note that the three quotes received differ in scope. Only the D.G.I. Morgan Ltd quote includes all necessary work to complete the project, such as fascia board replacement and painting. The applicant has experienced delays in obtaining quotes and progressing the application due to contractor availability.
- 3.6. Staff recommend funding 50% of the project cost based on the quote provided by D.G.I. Morgan Ltd. The broader scope of work included in this quote incorporates essential heritage-preserving elements such as fascia board replacement and painting components not covered in the lower-priced quotes which are only for gutter replacement. These additional works are considered necessary to maintain the structural integrity and historical character of the building.
- 3.7. No funds have been distributed so far in 2025/26.

- 3.8. Heritage funding applications have resulted in the following amounts being granted and claimed over the last financial years:

Financial Year	Total granted	Total claimed
2019/20	\$35,217.00	\$24,173.69
2020/21	\$44,561.29	\$38,950.29
2021/22	\$69,146.58	\$69,702.46
2022/23	\$22,853.25	\$20,730.00
2023/24	\$36,725.83	\$28,175.75
2024/25	\$9,857.58	\$9,857.58
2025/26	\$0.00	\$0.00
Total	\$218,361.53	\$191,589.77

Please note: Not all funds are claimed in the same financial year they are granted, figures include Biodiversity until the fund was split taking effect on 1st July 2021.

4. **ISSUES AND OPTIONS**

- 4.1. In making the recommendations set out in this report, staff considered the aim of the Heritage Fund.
- 4.2. Staff have reviewed the applications in accordance with the significance criteria of the District Plan. The recommendations take into consideration the following:
- The overall heritage significance to the Waimakariri District.
 - Funding previously allocated from the Heritage Fund to the property.
 - Current balance of the Heritage Fund.
 - The use of the heritage building.
 - The extent to which the repairs protect the heritage values of the building.
- 4.3. The Heritage Fund has a current balance of approximately \$53,942. The Council adds \$15,500 per annum to this fund. All successful applicants are required to sign an accountability agreement, and funds are paid on successful and receipted completion of the work. The funding agreement enables staff to monitor or inspect the works if required.

Implications for Community Wellbeing

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

The retention of the district's heritage resources contributes to maintaining the district's culture and character for future generations.

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

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

5.2. **Groups and Organisations**

All owners of listed heritage sites were informed about the opening of the Heritage Fund in 2019. Due to limited funds, the Heritage Fund is not planned to be re-advertised at this time.

5.3. **Wider Community**

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report that is greater than a general desire to protect the district's remaining heritage resources.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

The Heritage Fund current has a balance of \$53,942.

The Heritage Fund will increase by a further \$15,500 on 1 July 2026.

There are financial implications of the decisions sought by this report. The Heritage Fund currently has a balance of \$53,942. Should the Committee support the recommendations in this report, the fund would be reduced to \$48,582.

6.2. **Sustainability and Climate Change Impacts**

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

6.3. **Risk Management**

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

6.4. **Health and Safety**

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

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

Allocations for heritage grants are made under the provision for discretionary grants provided for in the Local Government Act 2002.

7.3. **Consistency with Community Outcomes**

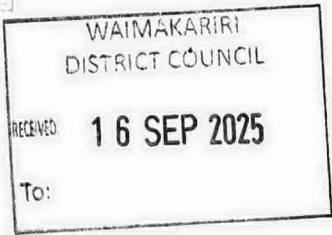
The Council's community outcomes are relevant to the actions arising from recommendations in this report.

- The distinctive character of our takiwā/district, arts and heritage are preserved and enhanced There is a safe environment for all
- Local arts, culture and heritage are able to make a growing contribution to the community and economy.
- Our district recognises the value of both paid and unpaid work

7.4. **Authorising Delegations**

The District Planning and Regulation Committee has delegation under S-DM 1026 to assess The Heritage Fund applications.

Waimakariri District Council
215 High Street
Private Bag 1005
Rangiora 7440, New Zealand
Phone 0800 965 468



PLAN IMPLEMENTATION

Heritage Contestable Fund
Application Form

To provide financial assistance to owners of historic heritage items listed in the Proposed District Plan to undertake work that would improve the item's heritage values.

Please read Information and Guidelines before completing this form.

Details of applicant

Name of applicant: S [REDACTED] FISHER

Name of contact person for this application (if different to applicant): _____

Address of applicant: 73 SNEYD ST KAIAPOI

Contact details

Mobile: [REDACTED] Phone (home): _____

Phone (work): _____ Email: [REDACTED]

Land details

Name and contact details of land owner (if different to applicant): _____

Mobile: _____ Home: _____ Work: _____

Site Reference: _____ Area of site: _____

Have you received funding from the Heritage Contestable Fund in the past and if so what was it used for?

☒ Yes ☐ No

Repair rot on south wall

Summary of work

Aim of project (brief):

Replace rusted out rain guttering

Date project to be started: when approved Two independent quotes attached? ☒ 3

Expected duration and staging of project, including expected costs of each stage:

as per quotes

If you are granted funds, how and when will they be spent?

As soon as possible on repairs

Have you applied to any other fund for this project? ☐ Yes ☒ No

If so:

- 1. What fund? _____
- 2. How much was applied for? _____
- 3. How much has been granted? _____

Detailed description of project**Description**

Provide an overall description of the site and project, keeping in mind the purpose and outcome of the fund (as set out below):

2nd storey of historic post office building
replacing rusted damaged rain guttering
that is causing damage to weather boards

Work to date

Describe any work that has been carried out to-date toward the project:

I have replaced rotten weather boards
caused by water damage

Future management

Describe the future management, protection and maintenance of the project site, if you are successful in securing this fund:

As I have in the past I shall continue to
maintain this building.

Do you consent to a Council employee contacting you to investigate whether any other sources of funding may be available for your work? ☒ Yes ☐ No

Acknowledgement

I confirm that:

1. I am authorised to sign this application as the applicant or on behalf of the applicant, and I am prepared to sign an accountability agreement.
2. The answers given on this form are true and correct.
3. The funds will be spent by the applicant in the manner declared in this application.
4. If the applicant is a group, I will be personally responsible for how the funds are spent.
5. I will inform the Waimakariri District Council in writing if I receive a funding grant from any other source before I am informed of a decision on this application.
6. I have read and agree with the 'Information Sheet for Heritage Contestable Fund Application'.

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

Signature:

Name (please print):

Date: 16.9.2025

Applications must be posted or delivered to:

The Waimakariri Heritage Contestable Fund
215 High Street, Rangiora 7400

For more information

Phone 0800 965 468, or email office@wmk.govt.nz



D.G.I. Morgan Limited
5 Southern Cross Road Rangiora CAN 7400
Ph: 03 423 3533
[dgimorgan](mailto:quotes@dgimorgan.co.nz)
Email: quotes@dgimorgan.co.nz
GST: 116-881-624

Terms and Conditions

- This quote covers the listed items only.
- The quote includes provisional allowances.
- The quote assumes that the client will make their water, power, and toilet facilities available at no cost for the duration of the project.
- No allowance to replace rotten framing members if discovered.
- The quote is subject to supplier and subcontractor price increases.
- No allowance has been made for after-hours work. If required, overtime rates will apply.
- No allowance has been made for the testing, removal or remediation of asbestos, or other hazardous materials unless specified.
- No allowance has been made to engage with the historical places trust.
- No allowance has been made for design, engineering, or council fees.
- All prices are subject to availability of building materials. D.G.I. Morgan LTD reserves the right to substitute products if deemed necessary.
- This quote is subject to D.G.I. Morgan LTD standard terms and conditions.

Quote Total:	\$9,320.44
Tax (GST):	\$1,398.07
Total:	\$10,718.51



D.G.I. Morgan Limited
5 Southern Cross Road Rangiora CAN 7400
Ph: 03 423 3533
[dgimorgan](http://dgimorgan.co.nz)
Email: quotes@dgimorgan.co.nz
GST: 116-881-624

Quoted Items

Description of items		Total incl. GST
1	Preliminaries and General	\$3,748.08
1.1	Project Management/ administration	
1.2	Insurance- Public liability	
1.3	Rubbish removal	
1.4	Scaffolding	
2	Carpentry	\$5,958.43
2.1	Carpentry - replace fascia board behind guttering only	
2.2	Radiata Fascia Grooved FJ PP H3.1 6.1M 200X40	
2.3	Fixings	
2.4	Wattyl Accent Primer Sealer Undercoat 1 litre White	
2.5	paintbrush	
2.6	Guttering - Stratco quad, gutter brackets, stop ends, droppers, rivets, downpipes, downpipe brackets.	
3	Painting	\$1,012.00
3.1	Allowance to paint fascia board	



D.G.I. Morgan Limited
5 Southern Cross Road Rangiora CAN 7400
Ph: 03 423 3533
[dgimorgan](http://dgimorgan.co.nz)
Email: quotes@dgimorgan.co.nz
GST: 116-881-624

Allowances For Provisional Sums

Provisional Sums are a reasonable estimate or allowance for works where the full scope is not yet known

Description of Provisional Sum Item		Quantity	UOM	Allowance incl. GST
1	Preliminaries and General			
	1.3 Rubbish removal	1.000	Allowance	\$128.80
	1.4 Scaffolding	1.000	Allowance	\$2,955.96
2	Carpentry			
	2.1 Carpentry - replace fascia board behind guttering only	27.000	hrs	\$2,367.56
3	Painting			
	3.1 Allowance to paint fascia board	1.000	Allowance	\$1,012.00
Allowance including GST:				\$6,464.32



Christchurch | Ashburton | Hokitika | Cromwell | Dunedin | Invercargill

Contacts—All Branch's:

Continuous Spouting South Ltd.

0800 501 993

quotes@continuousouth.co.nz

www.continuous.co.nz



Proud Sponsor of



NZ HUNTER
ADVENTURES



Quote#: **171350M**

Branch: **Continuous Group South - Christchurch**

Thank you for the opportunity to quote your Rainwater System requirements.



By choosing **Continuous Group**, you can be confident you are dealing with New Zealand's largest specialist rainwater solutions company. Our focus on providing the best rainwater systems available extends across our business. From experienced staff, detailed quoting, quality installation and written guarantees. 30 years in, we are still New Zealand's benchmark for quality rainwater systems.

Your Ref/Purchase #:

Fisher, Steve

73 Sneyd Street
Kaiapoi 7630

Site/Delivery address:

73 Sneyd Street
Kaiapoi 7630

Quote date: 19/08/2025

Quote expiry date: 30 days

In your quotation, we have allowed to Deliver, Supply & Install the following:

Quantity	Description of material & service / Noted specific job details.	Amount (Excl GST)
20.2	Remove & Dispose existing metal spouting & downpipes	\$121.20
20.2	Supply & Install QUARTZ 135mm or Chief 125mm Continuous Spouting from ColorCote MagnaFlow with Internal aluminium brackets @ 600mm centres - Colour CG-Range to be advised by Steve	\$987.78
10.2	Supply & Install (2) 80mm Form Series downpipes from ColorCote MagnaFlow with 2 piece brackets and bends - Colour CG-Range to be advised by Steve	\$700.23
1	Commercial scaffolding as required to install spouting, includes up to 7 days hire. **If scaff needs to stay up longer due to fascia issues, weekly hire rate at an additional \$180.00 p/w after the first 7 days**	\$2,000.00
1	NOTE - Timber fascia looks to be water damaged. If it is too decayed we will not be able to install the new spouting until it is replaced. This will need to be assessed once the scaffolding is in place.	\$0.00
1	NOTE - No allowance in this quote for any timber fascia repair/replacement work to be carried out by Continuous Group.	\$0.00
Subtotal		\$3,809.21
GST		\$571.38





Christchurch | Ashburton | Hokitika | Cromwell | Dunedin | Invercargill

Contacts—All Branch's:

Continuous Spouting South Ltd.

0800 501 993

quotes@continuousouth.co.nz

www.continuous.co.nz



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Quote#: **171350M**

Branch: **Continuous Group South - Christchurch**

Total Price (Including GST): \$4,380.59





Christchurch | Ashburton | Hokitika | Cromwell | Dunedin | Invercargill

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0800 501 993

quotes@continuousouth.co.nz

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ADVENTURES**



Quote#: **171350M**

Branch: **Continuous Group South - Christchurch**

Quotation For:

Fisher, Steve

73 Sneyd Street

Kaiapoi 7630

Site/Delivery address:

73 Sneyd Street

Kaiapoi 7630

I/We accept this quotation # 171350M and agree to the terms & conditions.

Subtotal \$3,809.21

GST \$571.38

Total Price (Including GST): \$4,380.59

Colour choice: _____

Signed: _____

Date: _____

Thank you for the opportunity to present this quote to you. Should you require any further assistance please contact the undersigned directly.

Vic Woods

03 741 9621

vic.woods@continuousouth.co.nz





Phone: 033274634
sales@clearwaterspouting.co.nz
Address: 73 Garlands Road
Woolston, Christchurch 8023
Steve
Steve Fisher

Quotation

Quote No: 4663
Date: 14/07/2025
Quote valid for 31 days

Site Address:
73 Sneyd Street
Kaiapoi 7630

Description	Amount
CONTINUOUS To supply and install 40 meters of Continuous 0.50mm Colorsteel Maxx Spouting with powder coated aluminum internal brackets	\$1,982.61
DOWNPipes To supply and install 5 x 80mm Round Colorsteel downpipes with powder coated cast aluminum bends.	\$1,184.35
REMOVAL Price includes the removal and dumping of of existing spouting. *****	
Certified Scaffolding company To install scaffold to upper storey as per health and safety guidelines QUOTED	\$2,524.50

Subtotal ex-GST	\$5,691.46
GST	\$853.72
Total	\$6,545.18

TERMS AND CONDITIONS and ADDITIONAL INFORMATION

1. This quotation is based on dimensions as detailed and is subject to amendment if necessary.
2. Protection of the roof/spouting from damage by other trades is the responsibility of the main contractor.
3. Clearwater Spouting 2021 Ltd is not responsible for any delays due to temporary material shortages, inclement weather or other causes beyond our control.
4. We may require scaffold as detailed in Worksafe guidelines.
5. Unless otherwise arranged, payment is due on receipt of GST invoice/payment claim. Overdue accounts will incur recovery costs.
6. Warranty will not be issued until payment is received in full.
7. All reasonable care will be taken to protect your plant, furnishings, household goods, equipment and the like, either movable or permanent. However, we have made no allowance for liability for damage.
8. The homeowner is advised to contact their insurance company for Contracts Works insurance while work is being carried out.

We also offer other services such as covering existing fascia with colorsteel, gutter screens and snow straps.

Thank you for the opportunity to submit our quotation. We look forward to working with you.

Clearwater Spouting Ltd