

**MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD AT THE WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON MONDAY 8 DECEMBER 2025 AT 5.30PM.**

**PRESENT**

A Thompson (Deputy Chairperson), B Cairns, J McLachlan, M Potter, S Powell and P Stone.

**IN ATTENDANCE**

K LaValley (General Manager Planning, Regulation and Environment), G Stephens (Design and Planning team Leader), J Mason (Landscape Architect), T Kunkel (Governance Team Leader) and C Fowler-Jenkins (Governance Support Officer).

There was one member of the public present.

**1 APOLOGIES**

Moved: B Cairns

Seconded: S Powell

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

- (a) **Received** and **sustained** a request for leave of absence from M Paterson.

**CARRIED**

**2 CONFLICTS OF INTEREST**

There were no conflicts declared.

**3 CONFIRMATION MINUTES**

**3.1 Minutes of the Woodend-Sefton Community Board Meeting – 10 November 2025**

Moved: S Powell

Seconded: M Potter

**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 10 November 2025.

**CARRIED**

**3.2 Matters Arising (from minutes)**

There were no matters arising.

**4 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY**

Nil.

**5 ADJOURNED BUSINESS**

Nil.

## 6 **REPORTS**

### 6.1 **Woodend Beach Recreation Facilities Master Plan** – G Stephens (Design and Planning Team Leader)

G Stephens presented the report to the Woodend Sefton Community Board seeking approval for the Woodend Beach Recreation Facilities Master Plan (the Plan), which included the Woodend Beach Domain, playground, public toilets, and associated car park. He noted that the Plan was the culmination of community engagement that began in 2018 with investigations into playground flooding. Initial concepts proposed upgrades in the existing locations, but community feedback was mixed, and a safety report confirmed significant deterioration of the playground. Therefore, in 2022, the Board supported relocating the playground closer to the Te Kōhaka o Tūhaitara Trust building. Still, budget constraints delayed progress until funding was confirmed in the Council's 2024/34 Long-Term Plan. Staff had engaged with the community, which had indicated support for the project.

Responding to P Stone's question, G Stephens confirmed that the old playground would be dismantled as it had reached the end of its lifespan and needed to be replaced. The cost of demolishing the old playground was included in the project costs.

B Cairns noted that the Woodend Beach Domain playground was deemed a 'destination playground', i.e., people travelled especially to the Woodend Beach Domain for their children to play. In light of the aforementioned, he enquired whether staff consulted schools as part of the community consultation process. G Stephens noted that, in public consultations, staff typically sought feedback from local schools. The feedback from children was often similar, so it did not matter which school staff member was consulted. However, the Council recently surveyed parents of children under five across the Waimakariri District, yielding insights into what children would like in play spaces.

S Powell questioned if it would be possible to restrict dogs on the public walkway through the play space. G Stephens explained that it would be challenging to restrict dogs on the pathways, as they provide access to Woodend Beach. However, the Council would be recommending that dogs should always be kept on a leash in the play space to reduce risk, and clear signage would also be installed to remind users of leash requirements and appropriate behaviour within the reserve.

S Powell sought clarity on the water source for the Te Kōhaka o Tūhaitara Trust's public toilets. G Stephens was unsure but undertook to report back to the Board on this matter.

S Powell asked about the timeframe for planting around the campsite. G Stephens noted that planting would not occur until the autumn 2026 planting season.

P Stone queried whether the speed bumps would be in scope for the carpark update. G Stephens advised that traffic calming measures were out of scope for the current proposed carpark renewal.

B Cairns questioned whether planting fruit trees or small pocket food forests in the area would be feasible. G Stephens noted that establishing a food forest near the play space needed to be discussed with the Te Kōhaka o Tūhaitara Trust. However, the Board could indicate its support for establishing a small pocket food forest.

M Potter asked about the security of the car park, and G Stephens noted that it was unlocked.

Moved: B Cairns

Seconded: S Powell

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

- (a) **Receives** Report No. 251127226060.
- (b) **Approves** the Woodend Beach Recreation Facilities Master Plan (Trim: 251127226157) for implementation.
- (c) **Notes** that the development of a master plan for these recreation facilities at Woodend Beach is essential to cover all three renewal projects at the site. This would ensure that the upgrades are well-integrated, future-proofed against environmental challenges such as flooding, and aligned with community needs and aspirations.
- (d) **Notes** staff have undertaken consultation with the community on the Draft Woodend Beach Recreation Facilities Master Plan (Trim: 250826157108) and feedback strongly supported the plan. Where possible, feedback and changes have been incorporated into the plan for approval.
- (e) **Notes** that there is budget within the approved Greenspace Capital Works Programme for the renewal of the carpark (\$200,000), the renewal of the play space (\$400,000), and the renewal of the toilets (\$375,150) within this financial year, a total of \$980.480.00.
- (f) **Notes** that staff have completed a detailed cost estimate for this project and confirm that the proposed plan can be delivered within the available budget.
- (g) **Notes** that community feedback shows strong interest in contributing to the development of this space. While such involvement is expected to enhance community ownership and engagement, it is anticipated to deliver only minimal cost savings.
- (h) **Request** staff to advise the Te Kōhaka o Tūhaitara Trust that the Board is supportive of the establishment of a food forest in the area.

**CARRIED**

B Cairns expressed his appreciation to the staff for the significant effort required to prepare the Plan. He supported the Trust's proposal to establish pocket food forest sites within its area, noting that it would provide a valuable opportunity to reconnect with nature.

S Powell supported the motion, noting that Woodend Beach Domain playground was identified as a 'destination playground' relatively early in the process, which was why the budget was what it was. The upgrade was sorely needed; the toilets were not ideal, so having some decent, accessible toilets there would be wonderful, and the playground concept was excellent. She thanked the staff for their work on developing the idea.

*The Board adjourned for a Workshop on Waikuku Beach Toilet Facilities and the General Landscaping Budget from 5:57pm to 6:37pm.*

6.2 **Appointments to Advisory Groups and External Organisations** – T Kunkel  
(Governance Team Leader)

T Kunkel took the report as read; there were no questions for elected members.

Moved: J McLaughlan

Seconded: M Potter

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

- (a) **Receives** report No. 250923180463.
- (b) **Approves** the appointment of Board Member P Stone as the Board representative and liaison person to the Waimakariri Health Advisory Group until October 2028.
- (c) **Approves** the appointment of Board Member M Paterson as the Board representative and liaison person to GreyPower North Canterbury until October 2028.
- (d) **Approves** the appointment of Board Member P Stone as the Board representative and liaison person to the Waimakariri Access Group until October 2028.
- (e) **Approves** the appointment of M Potter as the Board representative and liaison person to the Pegasus Residents Group until October 2028.
- (f) **Approves** the appointment of Board Member P Stone as the Board representative and liaison person to the Woodend Community Association until October 2028.
- (g) **Approves** the appointment of Board Member A Thompson as the Board representative and liaison person to the Northern Pegasus Bay Advisory Group until October 2028.
- (h) **Approves** the appointment of Board Member J McLaughlan as the Board representative and liaison person to the Woodend Community Centre Advisory Group until October 2028.
- (i) **Approves** the appointment of Board Member A Thompson as the Board representative and liaison person to the Sefton Public Hall Society until October 2028.
- (j) **Approves** the appointment of Board Member J McLaughlan as the Board representative and liaison person to the Pegasus Community Centre Steering Group until October 2028.
- (k) **Approves** the appointment of Board Member M Paterson as the Board representative and liaison person to the Gladstone Park Advisory Group until October 2028.
- (l) **Approves** the appointment of Board Member A Thompson as the Board representative and liaison person to the Sefton Domain Advisory Group until October 2028.
- (m) **Approves** the appointment of Board Member P Stone as Board representative and liaison person to the Canterbury Regional Council – Sefton/Ashley and Sefton River Rating District Committees.
- (n) **Approves** the appointment of Board Member M Potter as the Board representative and liaison person to the Coastal Rural Drainage Advisory Group until October 2028.

- (o) **Approves** the appointment of Board Member M Paterson as the Board representative to the Hurunui District Council – Ashley Rural Water Scheme Management Committee until October 2028.

**CARRIED**

## **7 CORRESPONDENCE**

Nil.

## **8 CHAIRPERSON'S REPORT**

### **8.1 Chairperson's Report for November 2025**

Moved: P Stone

Seconded: B Cairns

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

- (a) **Receives** the report from the Woodend-Sefton Community Board Chairperson (Trim: 251203229915).

**CARRIED**

## **9 MATTERS FOR INFORMATION**

- 9.1. Oxford-Ohoka Community Board Meeting Minutes 5 November 2025.
- 9.2. Woodend-Sefton Community Board Meeting Minutes 10 November 2025.
- 9.3. Rangiora-Ashley Community Board Meeting Minutes 12 November 2025.
- 9.4. Kaipoi-Tuahiwi Community Board Meeting Minutes 17 November 2025.
- 9.5. Approval of Subdivision Contribution Programme for 2025/26 – Report to Council Meeting 4 November 2025 – Circulates to all Boards
- 9.6. Health, Safety and Wellbeing Report September 2025 to Current – Report to Council Meeting 4 November 2025 – Circulates to all Boards.
- 9.7. Annual Report and Audited Accounts for Enterprise North Canterbury for the Year Ended 30 June 2025, and Promotion of Waimakariri District Business Plan Report to June 2025 – Report to the Audit and Risk Committee Meeting 18 November 2025 – Circulates to all Boards
- 9.8. Annual Report for Te Kōhaka o Tūhaitara Trust for the Year Ended 30 June 2025 – Report to Report to the Audit and Risk Committee Meeting 18 November 2025 – Circulates to all Boards
- 9.9. Eastern District Sewer Scheme and Oxford Sewer Scheme Annual Compliance Reports 2024/25 – Report to Utilities and Roothing Committee Meeting 25 November 2025 – Circulates to all Boards
- 9.10. Drinking Water Quality and Compliance Annual Report 2024-2025 – Report to Utilities and Roothing Committee Meeting 25 November 2025 – Circulates to all Boards
- 9.11. Midge Monitoring and Management at Wastewater Treatment Plants 2024-2025 – Report to Utilities and Roothing Committee Meeting 25 November 2025 – Circulates to the Kaipoi-Tuahiwi and Woodend-Sefton Community Boards
- 9.12. Herbicide Update and Usage by Council and Contractors in 2024/2025 – Report to Utilities and Roothing Committee Meeting 25 November 2025 – Circulates to all Boards

Moved: J McLaughlan

Seconded: M Potter

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

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

**CARRIED**

## **10 MEMBERS' INFORMATION EXCHANGE**

### **B Cairns**

- Elder persons, 20 units being developed on Courtney Drive, Kaiapoi, were progressing well. These were an addition to the 112 elderly persons units the Council currently had. It was proposed that the Council consider a report on Community housing in 2026.
- Christmas carols event in Pegasus was well attended. Peg and Pint's outdoor area was packed with singers.
- Christmas parades in both Rangiora and Kaiapoi were well attended.
- It was noted that attendance at the Christmas event held at Woodend School was initially low, though numbers increased as the day progressed. The event was organised by a local real estate agent, who arranged bouncy castles and live entertainment.
- Pegasus Community Centre's first concrete pour would happen on Wednesday, 17 December 2025, with an additional pour in early January 2026.
- Attended Woodend Friendship Club, the Woodend Community room was packed.
- Attended Food Secure North Canterbury (FSNC)
  - FSNC celebrated its fifth birthday, which had a speaker from the Dunedin City Council who spoke about economic development and how that related to Food security.
  - FSNC was investigating the possibility of working with local educators to teach grafting, pruning, and fruit tree cultivation. The trees grown would then be donated to community food forests.
  - FSNC supported an additional 11 community food forest projects.
  - FSNC had created a series of how-to cook videos with Jo Seager.
- Toot for Tucker had a slightly lower number of donations; it was great to see so many volunteer drivers. Volunteers did an excellent job coordinating things in Woodend
- Working on events such as Diwali, River carnivals, lantern festivals, Waitangi Day and Matariki.

## **11 CONSULTATION PROJECTS**

Nil.

## **12 BOARD FUNDING UPDATE**

### **12.1 Board Discretionary Grant**

Balance as at 30 November 2025: \$7,455.

### **12.2 General Landscaping Budget**

Balance as at 30 November 2025: \$14,640.

The Board noted the funding updates.

## **13 MEDIA ITEMS**

Nil.

## **14 QUESTIONS UNDER STANDING ORDERS**

Nil.

**15    URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

**16    NEXT MEETING**

The next meeting of the Woodend-Sefton Community Board was scheduled for 5.30pm, Monday 9 February 2026 in the Woodend Community Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 7:10PM.

**CONFIRMED**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date