

**MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD AT THE WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON MONDAY 13 APRIL 2026 AT 5.30PM.**

**PRESENT**

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

**IN ATTENDANCE**

T Bartle and P Redmond (arrived 5:49pm) (Kaiapoi-Woodend Ward Councillors).

S Salthouse (General Manager Organisational Development and Human Resources), 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: M Paterson

Seconded: A Thompson

**THAT** an apology for lateness be received and sustained for P Redmond, who arrived at 5:49pm

**CARRIED**

**2 CONFLICTS OF INTEREST**

Item 6.1 - J McLachlan declared a conflict.

**3 CONFIRMATION MINUTES**

**3.1 Minutes of the Woodend-Sefton Community Board Meeting – 10 March 2026**

Moved: J McLachlan

Seconded: P Stone

**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 March 2026.

**CARRIED**

**3.2 Matters Arising (from minutes)**

There were no matters arising from the minutes.

**4 DEPUTATIONS AND PRESENTATIONS**

Nil.

**5 ADJOURNED BUSINESS**

Nil.

## 6 **REPORTS**

### 6.1 **Woodend-Sefton General Landscaping Budget** – J Mason (Landscape Architect)

J Mason spoke to the report, noting that its purpose was to provide the Board with information regarding the projects of interest funded through the General Landscaping Budget. She advised that seven projects were recommended within the report.

B Cairns questioned the cost of the proposed seat on Pegasus Boulevard. J Mason responded that the installed cost was expected to be around \$3,500, with the seat itself priced at approximately \$2,800. She also noted that the Pegasus Women's Institute had offered a \$1,000 contribution toward the seat.

B Cairns queried whether the Board could instead select a seat produced by the Kaiapoi Menz Shed, which was priced at \$800. S Powell explained that the vision for the Pegasus Boulevard/ Bob Robertson Drive, which was becoming a significant through-route, was for all street furniture to share a similar aesthetic to create a sense of continuity throughout the suburb. Hence, it was suggested that the proposed seat design align with the seating already installed on Bob Robertson Drive. A seat from the Menz Shed would not be of a similar aesthetic.

B Cairns asked about the proposed Pegasus events sign and whether alternative locations could be considered. He referred to the Woodend Pegasus Area Strategy meeting held recently, where Ravenswood was discussed as a potential hub for the wider Pegasus–Woodend–Ravenswood area. In that context, B Cairns suggested that an events sign might be more appropriately located in Ravenswood rather than solely within Pegasus. J Mason advised that from an operational perspective, if the events sign were a Council-owned asset, alternative locations could certainly be considered. However, if the Pegasus Residents Group (PRGI) wished to have direct involvement in the project, including responsibility for associated costs, that would need further discussion. It was acknowledged that the location remained open to interpretation and that staff would be willing to review any suggested alternative sites.

B Cairns sought clarity on whether the PRGI were contributing funding toward the proposed events sign. J Mason explained that the PRGI had been responsible for developing the design and identifying the proposed location; however, staff had not worked directly with PRGI on this matter. Further clarification would therefore be required to confirm whether the PRGI would support an alternative location and what level of input they wished to retain.

B Cairns noted that while an events sign located within Pegasus would serve local events, a more centralised site, such as Ravenswood, might provide greater visibility and reach a wider audience. J Mason undertook to communicate the Board's suggestions back to the PRGI for consideration.

S Powell questioned the estimated cost of installing the proposed event sign. She observed that, although the Traffic Management Plan and "Before-you-dig" inspection were required, the quoted figure of \$5,000 appeared high. Concern was expressed about whether such a cost was reasonable given the relatively small number of events held in Pegasus. J Mason advised that the cost estimate had been informed by figures provided by the Pegasus Menz Shed and a local contractor. The approach taken was to err on the side of caution; hence, allowances had been included to ensure adequate contingency. The overall estimate, therefore, included a buffer to accommodate potential cost variations.

B Cairns enquired if the PRGI would be responsible for managing the events sign if it remained in its proposed location. J Mason confirmed that the PRGI had proposed managing the sign.

P Stone asked whether the design of the events sign was a previously used template. She observed that, over time, multiple events signs might be required in prominent locations across the district. P Stone noted that there could be potential cost savings if a standardised design were adopted and several signs were produced at once, rather than responding to individual requests from separate community groups. G Stephens explained that the design for the events sign was based on the existing events signs in Rangiora, which had proven helpful to residents and local community organisations. He noted that the PRGI had proposed the sign with the intention of tailoring it to their community. He further advised that such signage involved two cost components: the initial cost of constructing the sign and the ongoing operational costs associated with updating it. Staff clarified that this ongoing management was expected to be undertaken by the relevant residents' groups, as Council did not have the capacity or interest at present to manage event signage on an ongoing basis.

G Stephens observed that if the Board wished to take a more strategic view of events signage across the wider area, it would be preferable to do so before any installations proceeded. Early themes emerging from the Woodend Pegasus Area Strategy review indicated that, while the Waimakariri District was viewed as a single broader community, there was still value in recognising the distinct identities of Ravenswood, Woodend, and Pegasus. On that basis, it was considered reasonable to proceed with a Pegasus-specific sign if desired. Alternatively, the Board could defer funding, seek additional information, and conduct a more strategic assessment before proceeding with the project.

S Powell raised a concern about the visibility of the proposed Pegasus location, given that Pegasus Boulevard operated at a 70 km/h speed environment, which could limit the ability of passing motorists to safely read event information. G Stephens responded that the sign's text design would follow established template specifications. While visibility at 70 km/h could be achieved through appropriate design, it was acknowledged that slower traffic naturally made signs easier to read. He also noted that once vehicles entered the 50 km/h zone within Pegasus, the streetscape became more visually complex, with more elements competing for attention. In such an environment, an events sign could be less prominent or risk blending into the surrounding visual clutter.

A Thompson asked whether, from a professional perspective, it would be a more sustainable and justifiable use of funds to invest in a "Welcome to..." village sign, typically costing between \$500 and \$1,000, rather than spending approximately \$5,000 on a single events sign. G Stephens commented that the two types of signage served different purposes. The proposed Pegasus events sign was intended specifically for advertising community events, whereas village welcome signs fulfilled a separate, more permanent function. While the two could theoretically be combined, the primary purpose of the event sign was to provide a dedicated space to promote local activities.

Moved: M Paterson                      Seconded: P Stone

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

- (a) **Receives** Report No. 260319079963.
- (b) **Approves** the allocation of \$2,800 towards a seat at a suitable confirmed location on Pegasus Boulevard with a commemorative plaque acknowledging the donation from the Pegasus Women's Group.
- (c) **Approves** the allocation of \$500 towards a plaque to acknowledge donations towards planting at the Pegasus Community Centre.
- (d) **Approves** the allocation \$1,000 towards a Beach Surfers Etiquette Sign for Waikuku Beach and staff working with the Surf Life Saving Club to create and install this sign at an appropriate location.
- (e) **Approves** the allocation \$4,000 towards an accessible table at Woodend Beach as identified on the Woodend Beach Community Facilities Master Plan (Trim).

251127226060).

- (f) **Approves** the allocation \$1,700 towards Cycle Stands at Woodend Beach at a location identified by staff.
- (g) **Approves** the allocation of any remaining budget to go towards native planting at Woodend Beach as identified on the Woodend Beach Community Facilities Master Plan (Trim. 251127226060).
- (h) **Approves** staff undertaking consultation with the community on potential Waikuku Skate Ramp modifications and requests staff bring a report back to the Board with options and costs to support consideration for a potential Board 2027/37 Long Term Plan submission.
- (i) **Defers** a decision on the allocation of \$5,000 towards a Pegasus Events Sign for Pegasus until such time as clarity is obtained on the number of proposed community events in Pegasus and possible alternative locations for the proposed sign.
- (j) **Notes** the Board has \$18,140 available to spend from the 2025/2026 General Landscaping Budget (101054.000.5224).
- (k) **Notes** that this will fully allocate the budget available to the Board within the 2025/26 financial year.

**CARRIED**

M Potter against

A Thompson supported the motion, questioning the justification of spending \$5,000 on a Pegasus events sign, when there seemed to be a small number of events taking place annually. He requested that staff liaise with the PRGI to determine the number of proposed community events in Pegasus and to discuss possible alternative locations.

S Powell also supported the motion, noting that few events are currently being held in Pegasus. She observed that, if only three or four events were held annually in Pegasus, the value of investing approximately \$5,000 in a single, community-specific event sign could be debatable. In contrast, a sign serving the wider area, capturing events from Waikuku Beach, Woodend, Ravenswood, Pegasus, and surrounding communities, might attract more frequent use and greater public attention. In addition, S Powell agreed that it would be prudent to delay installing the Pegasus event sign until the outcomes of the Woodend Pegasus Area Strategy review were available.

B Cairns referred to the number of events organised in Woodend. It was suggested that, if the intention was to create a centralised events-signage point for the wider area, a location within Woodend, being more central, might be more appropriate than a site on the outskirts of Pegasus.

6.2 **Application to the Woodend-Sefton Community Board's 2025/26 Discretionary Grant Fund** – T Kunkel (Governance Team Leader)

T Kunkel spoke to the report, noting that an application had been received from the Pegasus Menz Shed seeking funding to purchase an air filtration unit. Woodworking activities generated a lot of fine dust, and the filtration system would assist with maintaining health and safety standards and a productive environment.

Moved: S Powell

Seconded: A Thompson

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

- (a) **Receives** report No. 260323081408.
- (b) **Approves** a grant of \$599 to the Menzshed Pegasus Woodend Community Trust towards the purchase of an air filtration unit for the shed.

**CARRIED**

S Powell commented that the Menzshed provided significant value to the community, both through its contribution to men's mental health and wellbeing and through the practical work it undertook. She expressed strong support for the application.

A Thompson agreed with S Powell and supported the motion.

6.3 **ANZAC Day Services 2026** – T Kunkel (Governance Team Leader)

T Kunkel took the report as read.

*The meeting adjourned for a workshop from 5.56pm to 6pm to discuss the Board representation at Anzac Day services.*

Moved: M Paterson                      Seconded: J McLachlan

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

- (a) **Receives** report No. 260316076886.
- (b) **Appoints** Board member M Paterson to attend the Woodend Anzac service to be held at 6pm on Friday, 24 April 2026, at the Woodend Community Centre, and to lay a wreath at the Woodend War Memorial. Noting that a Council representative will also lay the wreath.
- (c) **Appoints** Board member P Stone to attend the Sefton Anzac service to be held at 6pm on Friday, 24 April 2026, at the Sefton War Memorial, and to lay a wreath. Noting that the wreath will be laid in conjunction with a Council representative.
- (d) **Appoints** Board member M Potter to attend the Pegasus Dawn Service to be held at 5.55am on Saturday, 25 April 2026, at Pegasus Lake, and to lay a wreath. Noting that the wreath will be laid in conjunction with a Council representative.

**CARRIED**

7 **CORRESPONDENCE**

Nil.

8 **CHAIRPERSON'S REPORT**

8.1 **Chairperson's Report for March 2026**

- Attended the Woodend Pegasus Area Strategy meeting. There were many stakeholders, and they were well represented.

Moved: M Paterson                      Seconded: B Cairns

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

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

9 **MATTERS FOR INFORMATION**

- 9.1. Oxford-Ohoka Community Board Meeting Minutes 4 March 2026.
- 9.2. Rangiora-Ashley Community Board Meeting Minutes 11 March 2026.
- 9.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 16 March 2026.

- 9.4. Proposed Stock Movement Bylaw 2026 – Draft for Formal Public Consultation Request – Report to Council Meeting 3 March 2026 – Circulates to all Boards.
- 9.5. Rangiora Airfield Governance Review 2026 – Report to Council Meeting 3 March 2026 – Circulates to all Boards.
- 9.6. Health, Safety and Wellbeing Report January 2026 to February 2026 – Report to Council Meeting 3 March 2026 – Circulates to all Boards.
- 9.7. Enterprise North Canterbury’s Approved Six-Month Report to Council 31 December 2025, Draft Statement of Intent for the Financial Year Beginning 1 July 2026 and ENC Actual Expenditure to 31 December 2025 – Report to Audit and Risk Meeting 17 March 2026 – Circulates to all Boards.
- 9.8. Water Services Alternative Rating Structure Review – Report to Council Meeting 31 March 2026 – Circulates to all Boards
- 9.9. Fee Waiver Terms of Reference and Grants Scheme Update – Report to Council Meeting 31 March 2026 – Circulates to all Boards
- 9.10. Storm Related Tree Damage Response – Report to Council Meeting 31 March 2026 – Circulates to all Boards
- 9.11. Council Submissions to Central Government for the Local Government Consultation Period, February 2026 – Report to Council Meeting 31 March 2026 – Circulates to all Boards
- 9.12. ANZAC Day Services 2026 – Report to Council Meeting 31 March 2026 – Circulates to all Boards
- 9.13. Adoption of the 2025-2028 Governance Statement – Report to Council Meeting 31 March 2026 – Circulates to all Boards
- 9.14. Health, Safety and Wellbeing Report February 2026 to March 16 2026 – Report to Council Meeting 31 March 2026 – Circulates to all Boards

Moved: A Thompson

Seconded: S Powell

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

- (a) **Receives** the information in Items 9.1 to 9.14.

**CARRIED**

## **10 MEMBERS’ INFORMATION EXCHANGE**

### **J McLachlan**

- Pegasus Community Centre site visit.

### **T Bartle**

- Annual Plan consultation - There had been four drop-in sessions, and the response from the public was very minimal.
- It was noted that there may be, moving forward, a flow-on effect from the increased truck movements associated with the extraction of shingle from the riverbeds for the Woodend Bypass project. A response had been received from Baynons Road regarding activity on the Waimakariri River, with several residents expressing concerns. Council staff were working through these matters.

### **B Cairns**

- Food Secure North Canterbury hosted two weekends of edible garden/farm visits to encourage people to learn how to grow their own food. It was popular and would be an ongoing event.
- Discussion regarding homelessness with Rangiora Retailers facilitated by Matt Doocey. Talks were about those taking up residence on the main streets in town centres and the wider issue of homelessness.

- Rangiora Town Hall was celebrating its centenary, and multiple meetings were held to arrange an event to celebrate.
- The new playground at Norman Kirk Park in Kaiapoi had been reviewed following user feedback, and several elements had been adjusted accordingly. Additional signage had also been installed at Currie Park. It was noted that receiving user feedback was valuable, as it enabled the Council's Greenspace team to consider it and make improvements where appropriate.
- The Annie Currie Bird observation platform at the Waikuku estuary was opened.
- Twenty Elder Person units were currently under construction in Kaiapoi and were nearing completion.
- North Canterbury Neighbourhood Support had, after many months of consultation with its members, transitioned from an incorporated society to a charitable trust. It was noted that, in due course, the trust may seek representatives from Community Boards to join its management committee.
- Work was underway on the Events Plan, which considered how the Council provided funding for events and for the various promotions associations. The focus was on identifying opportunities for improvement and ensuring that funding was aligned with desired outcomes.
- The Kaiapoi River Festival had attracted approximately 7,000 attendees. It was anticipated that the 2027 event would be larger.
- Public open discussions on the Draft Annual Plan had experienced low attendance. To date, around 20 submissions have been received, with the submission period closing on 20 April.
- Attendance was noted at the Baynons Road residents' meeting, where concerns were raised regarding the volume of truck movements transporting gravel for the construction of the Woodend Bypass.
- Government officials from Wellington visited the Council to receive an update on the Waimakariri Welcoming Community Plan.
- The Race Unity Poster Competition was held again this year—its fourth year—with schools participating by having students design posters based on a set theme.
- The Woodend–Pegasus Area Strategy event was well run, with a number of constructive ideas presented regarding the future development of the area. It was noted that Ravenswood had the potential to become the central hub.
- A new art gallery had opened in Kaiapoi.
- A new art education business had commenced operation in Rangiora.
- The *Schmuck* Jewellery Exhibition had opened in the Rangiora Chamber Gallery.
- The Indian community celebrated Holi, the festival of colours, in Victoria Park, Rangiora.
- The Pegasus Community Centre in Pegasus had progressed to the stage where the roof had been installed.
- Enterprise North Canterbury was hosting an online discussion with Brad Olsen on the impact of global instability and oil shocks.

### **P Redmond**

- Rangiora Airfield Advisory Group Meeting:
  - Restructuring in progress to become a user group.
  - Re-seeding of the runway and taxi area.
  - Over 40,000 movements per annum, considering whether to become a certifying airfield.
- Annual Hui with Ngai Tuahuriri – good dialogue and discussions.
- Waimakariri Passchendaele Advisory Group Meeting:
  - Chaired inaugural meeting.
  - Nominated community representatives to the Council, who were approved – Neville Atkinson, Russell Keetley and Aaron Clark.
  - The Group would be meeting quarterly.

- Volunteer Expo at Rangiora Library:
  - Very well supported and good attendance.
  - One complaint from a user was that it was disruptive and not a good venue.
- Visited the former motel complex on Percival Street:
  - This had been remodelled for social housing.
  - Well run with support from local agencies.
  - Approximately 14 units.
- Pegasus Cuppa.
- Courtenay Drive elderly persons complex visit:
  - Nearing completion.
  - Chaired Property Asset Working Group.
  - Self-supporting overall.
- Mayor's Task Force for Jobs Breakfast.
- Residents meeting at Baynons Road:
  - This was in relation to gravel extraction haulage routes.
  - Ongoing with residents.
  - Mitigations proposed relating to days and hours of operation, speed limits and signage.
  - Residents were seeking an alternative route.
  - Essentially an Environment Canterbury and New Zealand Transport Agency matter.
- Environment Canterbury Drop in at Rangiora Airfield regarding stop bank improvements – several options some of which could prejudice airfield in future e.g. Daniel Smith proposal.
- Opened Annie Currie Platform at Waikuku Estuary and cut the ribbon:
  - A generous legacy from Annie funded this project.
  - Attended by her family and the Ashley Rakahuri Rivercare Group, Friends of Tuhaitara Coastal Park and local residents.
  - An ecological gem.
  - Accessible to all users.
- Oxford A&P Show.
  - Very well attended.
  - Council staff and a few elected members present to discuss the Draft Annual Plan, Get Ready, Library and recycling.

## **11 CONSULTATION PROJECTS**

### **11.1 Waimakariri District Council Draft Annual Plan**

<https://letstalk.waimakariri.govt.nz/draft-annual-plan-2026-27>

Consultation closed on Monday, 20 April 2026.

### **11.2 Woodend/Pegasus Area Strategy Review**

<https://letstalk.waimakariri.govt.nz/woodend-pegasus-area-strategy-review>

The Board noted the consultation projects.

## **12 BOARD FUNDING UPDATE**

### **12.1 Board Discretionary Grant**

Balance as at 31 March 2026: \$7,455.

### **12.2 General Landscaping Budget**

Balance as at 31 March 2026: \$14,640.

The Board noted the funding update.

**13 MEDIA ITEMS**

It was agreed that J McLachlan would take over the administration of the Board's Facebook page.

**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 11 May 2026 in the Woodend Community Centre

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 7:23PM.

**Workshop (6:13pm to 7:23pm)  
Trim**

- *Pegasus Youth Space – Grant Stephens (Design and Planning Team Leader)*
- *Landscape Budget Review - Grant Stephens (Design and Planning Team Leader)*

CONFIRMED

Mark Paterson

\_\_\_\_\_  
Chairperson

12 May 2026

\_\_\_\_\_  
Date