

MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD TO BE HELD AT THE WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON MONDAY 10 AUGUST 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 (Kaiapoi-Woodend Ward Councillors).

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

Four members of the public were present.

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

There were no conflicts declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Woodend-Sefton Community Board Meeting – 13 July 2026

Moved: P Stone

Seconded: J McLachlan

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 13 July 2026.

CARRIED

3.2 Matters Arising (from Minutes)

There were no matters arising.

4 DEPUTATIONS AND PRESENTATIONS

Nil.

5 ADJOURNED BUSINESS

Nil.

6 REPORTS

6.1 **Report for Decision on the Waikuku Beach Toilet Facilities** – J Mason (Landscape Architect)

J Mason took the report as read.

S Powell noted the lack of changing facilities at Waikuku Beach and observed that the Public Toilet Strategy did not reference changing facilities. She asked whether the review of the strategy was likely to consider changing facilities. G Stephens advised that, under the Council's current Long Term Plan Work Programme, staff had not signalled any intention to change the existing levels of service. However, staff were progressing the Play and Active Recreation Strategy (PARS), which would be supported by a Places and Spaces Plan. This process could lead to future discussions about providing changing facilities. Any proposal to change service levels would require Council approval.

S Powell queried whether the review of the Public Toilet Strategy would include consideration of service levels relating to changing facilities. G Stephens responded that staff would need to consider this as part of the review process.

S Powell noted that the report referred to the possible installation of benches and hooks and that the Community Board may consider funding these through its general landscaping budget. She expressed the view that these items did not align with that budget and asked whether they could be included within the project budget instead.

J Mason advised that no budget had been allocated for these additional items. She noted that the Board could choose to submit an application through the Long Term Plan process.

T Bartle enquired about the maintenance budget for the toilets and how it operated, noting that the facilities were approximately halfway through their expected lifespan but were visually in poor condition. He asked when, within the 50 to 60-year lifecycle of such buildings, the Council allocated funding for upkeep, or whether maintenance was undertaken on an as-needed basis. J Mason explained that maintenance was addressed through several avenues, including community requests, Snap Send Solve reports, and scheduled maintenance programmes. She advised that a painting regime was in place for such facilities. J Mason also noted that, as highlighted in the report, some previously undertaken maintenance work had not met the required standard.

A Thompson noted that the toilets at the river mouth were due to be replaced sooner and asked whether data was available regarding toilet usage. J Mason advised that usage levels were not the factor triggering replacement. Rather, the facilities did not meet the required environmental design criteria, which led to their earlier replacement. She further noted that staff did not currently collect user data for the toilets.

B Cairns asked who determined the colour scheme when toilets were repainted. J Mason advised that staff had identified several options that could address the issue. She noted that if the Board wished to pursue an alternative treatment, such as a mural, this could provide a positive solution.

Moved: S Powell

Seconded: A Thompson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 260324082634.
- (b) **Supports** a targeted renovation approach of the Waikuku Beach Toilets of minor operational and capital works including a full re-paint, repair of the doors and other fixtures and fittings and the installation of accessible signage.

- (c) **Notes** that these works will be done using existing operational and capital budgets – namely an estimated \$12,500.00 from the Public Convenience Maintenance Budget (4450.2507.00) and \$500.00 from the Parks and Reserves Signage Budget (5104.101097.530). As these budgets are existing, there would be no additional rates impact.
- (d) **Notes** works requiring minor capital investment such as cycle stands, shower splash back and change benches will be put in a later report to the board for General Landscaping Budget consideration. This would have an impact on rates with an estimated increase of no more than 0.01%.
- (e) **Notes** that changing rooms are not provided for under the current LOS framework, and that any provision of changing or integrated accessible facilities would need to be a submission by the Woodend-Sefton Community Board to the Draft 2027 LTP or funded through existing budgets such as the General landscaping budget.
- (f) **Notes** that the budget for renewal of the Waikuku Beach toilet facility, programmed for 2051. Without Council approval, funding for the toilet renewal will remain in its current programme for 2051. The budget for toilet replacement will remain unchanged. Unless levels of service change.
- (g) **Notes** when approving the Beachfront Car Park Renewal in September 2025, the Board requested that the timing of the toilet and car park renewals be aligned, subject to funding approval. Due to the recommendations in this report, this request is no longer applicable. Accordingly, the Beachfront Car Park Renewal can proceed as programmed, and the proposed toilet renewal will not impact the timing or delivery of the car park project.

CARRIED

S Powell expressed concern that staff had been unable to identify funding of approximately \$4,000 for installing changing benches and hooks, or to address a maintenance issue by installing durable splashbacks behind the outdoor shower to prevent further deterioration. She considered these necessary improvements part of the Council's maintenance responsibilities, rather than funded through the Board's Landscaping Budget or requiring submission through the Long Term Plan process. S Powell welcomed the proposed toilet improvements and noted that resident feedback indicated a desire to renew the facilities. She suggested the Board could consider a mural to improve the appearance of the toilets.

A Thompson thanked staff for the report and expressed satisfaction that action was being taken, noting that the toilets had been in a shabby and unacceptable condition. He indicated that he would like the Board to consider whether additional funding could be secured to enable the remaining improvements.

B Cairns noted that he and his wife had previously painted the toilets in Kaiapoi using paint donated at no cost, and that the work took approximately six to eight hours to complete. He supported the motion and said he would be willing to volunteer to paint a mural, develop ideas to improve the toilets' appearance, or help organise volunteers to assist with the work.

6.2 Application to the Woodend-Sefton Community Board's 2026/27 Discretionary Grant Fund – T Kunkel (Governance Team Leader)

T Kunkel took the report as read and advised that Big Brothers Big Sisters North Canterbury, an organisation that delivers a youth mentoring programme within the Waimakariri District, was seeking a grant of \$375 towards the production of an advertisement to be screened at the Rangiora Town Hall Cinema to assist with the recruitment of additional volunteer mentors. She noted that the application met the Board's

funding criteria, as it had been submitted by a not-for-profit organisation and the amount requested was within the maximum grant available. However, the applicant's information indicated that only approximately 13% of the project beneficiaries lived within the Woodend-Sefton area, while the programme delivered benefits across the wider Waimakariri District.

T Kunkel further advised that Big Brothers Big Sisters North Canterbury had also submitted funding applications to all Community Boards. The organisation also received an operational grant of \$5,860 through the Council's Annual Plan process.

S Powell noted that she could not identify within the application where a budget had been provided or how the requested funding would be spent. T Kunkel advised that the application stated the funding would cover the cost of producing the advertisement.

P Redmond noted that he had served on the Board of Big Brothers Big Sisters for 15 years and described it as a very worthwhile organisation that received no government funding. He explained that the organisation relied on fundraising, grants, and other funding sources to support its operations. P Redmond further noted that it would be difficult to determine what proportion of the project's benefits would be received within the ward, as the initiative aimed to recruit mentors from across the district. Consequently, there was no way of knowing where responses to the advertising campaign would originate. P Redmond suggested that the Board should consider whether approving the application could be viewed as duplicating funding support already provided through a Council grant.

Moved: A Thompson

Seconded P Stone

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 260710165341.
- (b) **Approves** a grant of \$375 to Big Brothers Big Sisters of North Canterbury towards the production of a 15-second cinema advertisement.

CARRIED

P Stone also supported the motion, as she believed it was essential to support projects that directly impact children in Woodend. She noted that each mentoring relationship could make a significant difference in a young person's life, resulting in meaningful and lasting improvements to their wellbeing and quality of life.

S Powell noted that it was an excellent charity and that its outcomes were impressive. She indicated that she was happy to support the motion and considered the funding amount to be appropriate given the size of the Board.

T Kunkel advised that the Waimakariri Riding Club was hosting a series of eight high-quality dressage events and was seeking funding for an arena groomer and associated equipment. She noted that the application met the Board's criteria because it was submitted by a sports club and the amount requested was within the Board's funding limit. However, only 15% of the expected participants were from the Board's area. She further advised that the club had submitted applications to three Community Boards and that the Oxford-Ohoka Community Board had declined the application.

Moved: S Powell

Seconded: J McLachlan

- (c) **Declines** the application from the Waimakariri Riding Club.

CARRIED

S Powell noted that, based on the organisation's budget, it appeared to be generating sufficient income to cover its expenses and return a surplus.

T Kunkel advised that the Woodend Spring Flower Show Committee had requested funding for hall hire and the publication of its event pamphlet. She noted that the Committee had been advised that Board funding could not be used for hall hire costs; however, it could apply to the Fees Waiver Committee for a rebate of those charges.

Moved: P Stone

Seconded: M Potter

- (d) **Approves** a grant of \$750 to the Woodend Spring Flower Show Committee towards publishing a booklet and purchasing consumables.

CARRIED

P Stone supported the motion, commenting that the application was consistent with grants approved in previous years. She noted that the Spring Flower Show had become an established part of Woodend's identity and was a significant community event.

M Potter also supported the motion, noting that printing alone exceeded the funding requested. He described the Spring Flower Show as an iconic community event that continued to attract strong local support.

B Cairns commented that it was a wonderful event for Woodend and acknowledged the significant contribution made by volunteers and the wider community in organising and delivering the event.

S Powell noted that the Spring Flower Show was a valuable event for the wider area and that it attracted attendees from throughout the region.

6.3 **Summary of Discretionary Grant Accountability 1 July 2025 to 30 June 2026 – Thea Kunkel (Governance Team Leader)**

T Kunkel noted this was the annual report, providing an update on all grants during the last financial year. The Board considered ten applications: eight were approved, one was declined, and one was withdrawn. The grant to the Woodend Netball Club was never uplifted. Staff had received five Accountability Forms to date; however, reminders had been sent to the organisations.

M Potter asked what the timeframe was for returning the Accountability Forms. T Kunkel noted they had 20 days after the event took place or after the product was purchased.

Moved: M Paterson

Seconded: S Powell

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 260711165375.
- (b) **Notes** that of the \$9,855 of the Board's 2025/26 Discretionary Grant Funding, \$3,459 was distributed for events and projects within the community.
- (c) **Notes** that the Council's 2026-27 Annual Plan includes a budget provision of \$7,200 for the Woodend-Sefton Community Board to approve grants to community groups for the 2026/27 financial year (July 2026 to June 2027). There was a carry forward of \$6,396 from the 2025/26 financial year, resulting in a total of \$13,596 available for the 2026/27 financial year.

- (d) **Circulates** a copy of this report to all other Community Boards for information.

CARREID

7 CORRESPONDENCE

Nil.

8 CHAIRPERSON'S REPORT

8.1 Chairperson's Report for June 2026

Moved: M Paterson

Seconded: B Cairns

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the report from the Woodend-Sefton Community Board Chairperson (Trim: 260805225016).

CARRIED

9 MATTERS FOR INFORMATION

- 9.1. Oxford-Ohoka Community Board Meeting Minutes 8 July 2026.
- 9.2. Rangiora-Ashley Community Board Meeting Minutes 8 July 2026.
- 9.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 20 July 2026.
- 9.4. 2025 Customer Satisfaction Survey Results – Report to Council Meeting 7 July 2026 – Circulates to all Boards.
- 9.5. Draft Community Outcomes for Public Consultation – Report to Council Meeting 7 July 2026 – Circulates to all Boards.
- 9.6. Bylaw Programme Update July 2026 – Report to Council Meeting 7 July 2026 – Circulates to all Boards.
- 9.7. Adoption of Elected Member Expenses Policy – Report to Council Meeting 7 July 2026 – Circulates to all Boards.
- 9.8. Health, Safety and Wellbeing Report 19 May 2026 to June 17 2026 – Report to Council Meeting 7 July 2026 – Circulates to all Boards.
- 9.9. Adoption of the Waimakariri Youth Action Plan 2026-2029 – Report to Council Meeting 7 July 2026 – Circulates to all Boards.
- 9.10. Draft Waste Management and Minimisation Plan – Approval for Consultation – Report to Utilities and Roading Committee Meeting 14 July 2026 – Circulates to all Boards.
- 9.11. Private Well Study Results for 2025 – Report to Utilities and Roading Committee Meeting 14 July 2026 – Circulates to all Boards.

Moved: M Paterson

Seconded: P Stone

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the information in Items 9.1 to 9.11.

CARRIED

10 MEMBERS' INFORMATION EXCHANGE

P Stone

- Attended the Lions Club working bee.
- New developments in terms of the Woodend Community Association championing and planting more trees, developing a food forest at Woodend beach.
- Attended Community Networking Forum - Problem Gambling Foundation had been attended and were lobbying hard to address the growing impact of gambling.

J McLachlan

- Pegasus Community Centre site visit. It was noted that the facility had the potential to become a significant asset for the community, providing valuable opportunities for community activities, events, and services.

M Potter

- It was noted that a visit had been made to Wellington to present the petition on behalf of Pegasus residents.

B Cairns

- It was reported that the Woodend Pegasus Food Forest had held another working bee. Volunteers had placed cardboard beneath mulch, pruned fruit trees, and planted windbreak trees donated by Woodend Nursery. While further mulching work was still required, the site was progressing well, with plants and trees showing strong growth. It was noted that the next stage would involve installing borders around the garden. It was further noted that this was one of 23 food forests he was involved with.
- It was noted that the Parking and Traffic Bylaw had been reviewed, renewed, and subsequently adopted by the Council.
- It was reported that the Head Start proposal, which explored the amalgamation of the Hurunui and Waimakariri District Councils, had been submitted. Staff had undertaken a significant amount of work to support the proposal.
- It was noted that the Play, Active Recreation and Sport (PARS) Strategy for Waimakariri was currently being developed.
- It was reported that an event had been held to recognise and congratulate local recipients of King's Service honours.
- Members were advised that tickets for the Rangiora Town Hall centenary celebrations were now on sale. The event was scheduled for 5 September 2026 and would include two concerts featuring groups and organisations that used the Town Hall.
- It was noted that the Waimakariri Public Arts Trust was finalising a sculpture commemorating the life of Kippenberger. The sculpture was intended for installation at MainPower Stadium.
- It was reported that the Maths to Art exhibition, featuring artwork from nine local schools, had been on display at the Kaiapoi Library.
- It was noted that the Kaiapoi Art Expo had been held alongside the Winter Festival organised by Blackwells.
- Members were advised that Karl Harworth was planning a Halloween event at Norman Kirk Park on 31 October 2026, following the success of the Matariki event previously held at the same location.
- Attendance at the Abbeyfield Annual General Meeting was reported. Abbeyfield noted plans to construct and operate a 14-resident housing facility in Rangiora.
- It was reported that the Pegasus Residents Group Annual General Meeting had been attended and that the group continued to undertake valuable work for the community.
- Attendance at the Pegasus Community Centre Users Meeting was noted.

- It was reported that the inaugural Peg and Pint Craft Market had been attended and had attracted strong attendance, with a good variety of stallholders participating.
- It was noted that Seafarers Day had been organised for 8 August 2026 and had been scheduled to align with Merchant Navy Day on 3 September 2026 at the Kaiapoi Coastguard facility.

S Powell

- Attended:
 - It was reported that the latest Ravenswood Community Cuppa had featured Joseph Hullen from Te Kōhaka o Tūhaitara Trust as the guest speaker. Discussion after the presentation focused largely on the Head Start Pathway proposal, with strong feedback on the importance of maintaining local representation and decision-making. Questions were also raised regarding the Pegasus Golf Course. It was noted that this would be the final Ravenswood Community Cuppa for the foreseeable future. Thanks were extended to those who attended, as well as the organisers and guest speakers who had contributed to the success of the events.
 - Attendance at The Woodpecker Trust Annual General Meeting was noted. It was reported that it was valuable to hear directly from grant recipients about the benefits of the funding they received.
 - It was reported that the Kaiapoi Art Expo had been attended, providing an opportunity to engage with exhibiting artists. Particular mention was made of an artist who, on opening night, discovered that she had sold her first piece of artwork and was delighted with the achievement. The Expo provided both experienced and emerging artists with an excellent opportunity to showcase, promote, and sell their work.
 - It was reported that volunteering had been undertaken at the Pegasus Community Centre. Visitors raised concerns about the lack of funding for the Woodend Bypass. Significant feedback and questions had also been received regarding the Head Start Pathway proposal and its potential implications, as well as the fast-track application for the development of the Pegasus Golf Course, which had now been lodged.
 - Attendance at the Pegasus Residents' Group Incorporated Annual General Meeting was noted. Ish Clark from the Council had attended as the guest speaker and had provided an update on the new Pegasus Community Centre. The Committee reported that it continued to undertake valuable work on behalf of the community.
 - It was reported that the afternoon tea held for local King's Service Award recipients had been attended.
 - Attendance at an Environment Canterbury drop-in session regarding the Ashley/Rakahuri Flood Resilience Project at the Waikuku Beach Hall was noted. The session had provided an opportunity to consider options for this long-term project. It was suggested that Community Boards should be kept informed as the project progressed, given its potential impact on Rangiora, Kaiapoi, and Waikuku Beach.
 - It was reported that fees for the new Pegasus Community Centre had been established by the Council in consultation with the Steering Group. The Council introduced higher hourly and daily charges for commercial users who use the entire facility exclusively. Staff had met with existing user groups to discuss how current bookings would transition to the new facility and to respond to any questions or concerns.
- Upcoming Events:
 - It was noted that the Youth Futures Career Expo was scheduled to be held at MainPower Stadium on 11 August 2026 from 4 pm to 7.30pm. The event would provide young people with opportunities to engage with employers, training providers, and career pathways.
 - It was reported that the Youth Action Plan had been adopted by the Council. Members were advised that a launch event was scheduled for MainPower Stadium on 17 September 2026 from 7 pm to 9 pm to mark the commencement of the Plan and celebrate the initiatives it would support for young people across the district.

- For information:
 - It was reported that public consultation on the draft Woodend Pegasus Area Strategy had been delayed. As a result, the dates previously advertised on the Woodend-Sefton Community Board page of The Woodpecker for public drop-in sessions were postponed.
 - It was noted that, as part of the Head Start Pathway process, Councillors had attended a number of meetings during the month with neighbouring councils. It was further reported that a proposal to establish a North Canterbury Unitary Council, comprising the Waimakariri and Hurunui District Councils, had been approved by both councils and subsequently lodged with the Ministry for Cities, Environment, Regions and Transport.
 - Members were advised that Greenspace staff were considering potential dates for surf lifesaving patrols at Waikuku, Pegasus, and Woodend Beaches for the upcoming summer season.
 - It was reported that a request had been made for the replacement of a directional sign on State Highway 1 in Woodend indicating the turn-off to the Woodend Beach Campground. The new sign had since been installed, replacing the previous sign, which had become faded and difficult to read.

11 CONSULTATION PROJECTS

11.1 Waimakariri Youth Council Future Voices Survey

<https://letstalk.waimakariri.govt.nz/waimakariri-youth-council-future-voices-survey>

The Board noted the consultation project.

12 BOARD FUNDING UPDATE

12.1 Board Discretionary Grant

Balance as at 31 July 2026: \$12,724.

12.2 General Landscaping Budget

Balance as at 31 July 2026: \$15,120, with carry forward from the previous financial year to be reported in September 2026.

The Board noted the funding update.

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 10 August 2026 in the Woodend Community Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 6:30PM.

CONFIRMED

M Paterson

Chairperson

14 September 2026

Date