Woodend-Sefton Community Board

Agenda

Monday 9 July 2018

7.00pm

Woodend Community Centre
School Road
Woodend

Members:
Shona Powell (Chair)
Andrew Thompson (Deputy Chair)
Andrea Allen
John Archer
Al Blackie
Rhonda Mather
John Meyer

waimakariri.govt.nz
AGENDA FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD TO BE HELD IN MEETING ROOM A, WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON MONDAY 9 JULY 2018 AT 7PM.

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

BUSINESS

1 APOLOGIES

2 CONFLICTS OF INTEREST

3 CONFIRMATION MINUTES

3.1 Minutes of the Woodend-Sefton Community Board – 11 June 2018

6-12

RECOMMENDATION

THAT the Woodend-Sefton Community Board:

(a) Confirms the circulated minutes of the Woodend-Sefton Community Board meeting, held 11 June 2018, as a true and accurate record.

4 MATTERS ARISING

5 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY

5.1 Julie Power (Pegasus resident) will address the Board to seek the removal of several Kapuka lakeside trees on the north side of Pegasus Lake (Item 7.1).

5.2 Joanne McBride (Roading and Transport Manager) will provide an update on roading priorities for 2018-2019.

5.3 Trevor Ellis (Development Planning Manager) will provide an update regarding the District Development Strategy (DDS).

6 ADJOURNED BUSINESS

Nil.
7 REPORTS
7.1 Pegasus Lake Griselinia Removal Request — Chris Brown (Community Greenspace Manager)

RECOMMENDATION

THAT the Woodend-Sefton Community Board:
(a) Receives report No. 180629072319
(b) Notes that removal of the shrubs would not be consistent with Councils Tree Policy.
(c) Notes that three adjacent residents were sent a letter asking for feedback however, no replies were received.
(d) Declines the request from the owners of 55 The Esplanade to remove three Griselinia shrubs from the Pegasus Lakeside Reserve.

7.2 Woodend-Sefton Community Board’s Discretionary Grant Fund 2018/2019 and General Landscaping Fund 2018/2019 - Edwina Cordwell (Governance Adviser)

RECOMMENDATION

THAT the Woodend-Sefton Community Board:
(a) Receives report No. 180627071293.
(b) Notes that the Board’s General Landscaping Budget allocated by the Council for 2018/19 is $12,160.
(c) Notes that the Board’s Discretionary Grant Funding allocated by the Council for 2018/2019 is $4,000.
(d) Approves the Board’s 2018/2019 Discretionary Grant Fund Application Criteria and Application Form (Trim No. 180627071237).
(e) Approves the Board’s 2018/2019 Discretionary Grant Accountability Form (Trim No. 180621068888).
(f) Approves that Discretionary Grant Fund applications will continue to be considered at each meeting for the 2018/2019 financial year (July 2018 to June 2019).

7.3 Approval of the updated Woodend-Sefton Community Board Plan 2018/19 – Edwina Cordwell (Governance Adviser)

RECOMMENDATION

THAT the Woodend-Sefton Community Board:
(a) Receives report No. 180627071416.
(b) Approves the final draft of the Woodend-Sefton Community Board Plan 2018-2019 (Trim 180606062276) subject to any minor edits discussed and approved by the Board Chairperson.

8 CORRESPONDENCE
9 CHAIRPERSON’S REPORT

9.1 Chairperson’s Report for June 2018

RECOMMENDATION

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 180703073564.

10 MATTERS FOR INFORMATION

10.1 Oxford-Ohoka Community Board meeting minutes – 7 June 2018 (Trim No. 180530059840).

10.2 Rangiora-Ashley Community Board meeting minutes – 13 June 2018 (Trim No. 180606062470).

10.3 Kaiapoi Tuahiwi Community Board meeting minutes – 21 May 2018 (Trim No. 180518054887).

10.4 Kaiapoi Tuahiwi Community Board meeting minutes – 18 June 2018 (Trim No. 180618067116).

10.5 Youth Council meeting minutes – 29 May 2018


RECOMMENDATION

THAT the Woodend-Sefton Community Board receives the information in items 10.1-10.19.

Note: Matters for Information were circulated to members separately.

11 MEMBERS’ INFORMATION EXCHANGE

11.1 March Diary for J Archer, A Thompson and R Mather (Trim No. 180703073567)

12 CONSULTATION PROJECTS

Business Zones 1 & 2 Public Spaces Policy

Consultation closes Monday 30 July 2018.

13 FOSTERING COMMUNITIES

14 BOARD FUNDING UPDATE

14.1 Board Discretionary Grant
   Balance as at 9 July 2018: $4000.

14.2 General Landscaping Fund
   Balance as at 9 July 2018 $12,160.

15 MEDIA ITEMS

16 QUESTIONS UNDER STANDING ORDERS

17 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

The next meeting of the Woodend-Sefton Community Board is scheduled for 7pm, Monday 13 August 2018 at the Pegasus Community Centre.

Workshop

- Members Forum
MINUTES OF THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD
HELD IN THE PEGASUS COMMUNITY CENTRE, MAIN STREET, PEGASUS ON
MONDAY 11 JUNE 2018 AT 7.06PM.

PRESENT
S Powell (Chairperson), A Thompson (Deputy Chair), A Allen, J Archer, R Mather and
J Meyer.

IN ATTENDANCE
C Sargison (Community and Recreation Manager), S Nichols (Governance Manager),
G Wilson (Building Inspector), Mayor D Ayers and E Stubbs (Minutes Secretary).

1 APOLOGIES
Moved J Archer seconded A Allen
An apology was received and sustained from A Blackie for absence. CARRIED

2 CONFLICTS OF INTEREST
Nil.

3 CONFIRMATION MINUTES
3.1 Minutes of the Woodend-Sefton Community Board – 14 May 2018
Moved S Powell seconded A Thompson
THAT the Woodend-Sefton Community Board:
(a) Confirms the circulated minutes of the Woodend-Sefton Community
Board meeting, held 14 May 2018, as a true and accurate record.
CARRIED

4 MATTERS ARISING
Nil.

5 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY
Nil.

6 ADJOURNED BUSINESS
Nil.

Note: Item 7.3 was taken at this time, the minutes have been set out as per Agenda.

7 REPORTS
7.1 General Landscaping Budget — G Stephens (Green Space Community
Engagement Officer)
C Sargison spoke to the report noting there had been some Board workshop
discussion with G Stephens (Greenspace Community Engagement Officer)
regarding how they would like to see the funding spent. The report formalised
the result of those discussions. C Sargison referred to the layout plan of
Sefton Domain in the report. He suggested that the remaining $59 be added to the $8,000 allocated for native planting in the south-east of the domain.

C Sargison noted that some information on roadside signage had been included in the report. He suggested that the Board could nominate two members to work with G Stephens on signage or the whole Board be involved in a workshop prior to him bringing a future report on signage to the Board.

J Archer asked if the Sefton Domain Advisory Group would be involved in sign design and C Sargison commented the Domain would have the standard Reserve sign. Members of the Sefton Domain Advisory Group were happy to meet with staff at the Domain to discuss. C Sargison explained that he was referring to a broader idea of signs when he suggested members work with staff on signage. For example the Board could decide a priority area to have a sign and once that was decided they could then engage with the local advisory group. There had been a report to Kaiapoi-Tuahiwi Community Board regarding establishing a signage working group. He suggested allowing Kaiapoi-Tuahiwi Community Board to be a test case which could be potentially rolled out to other Community Boards. The work needed to be staggered with the Boards for resourcing purposes. A Allen reiterated the importance of Sefton residents being involved as there was not a resident on the Board.

J Meyer asked if there was funding available for a Rangiora Woodend Path name signs. S Nichols did not believe there was, as the Passchendaele Trust was looking at funding for the Passchendaele Memorial Path signs.

J Archer referred to an unallocated area of land on the Sefton Domain Plan and asked if there were funds for planting in that area. C Sargison advised that the planting on the plan was what the Advisory Group had requested and staff had followed their direction.

Moved J Archer seconded R Mather

THAT the Woodend-Sefton Community Board:

(a) **Receives** report No. 180530060111.
(b) **Notes** the information provided regarding the process to provide road signage.
(c) **Notes** the board currently has $11,259 available to allocate to general landscape projects within the Woodend Sefton ward.
(d) **Approves** the allocation of $8,059 towards a native planting in the south eastern corner of Sefton Domain.
(e) **Approves** the allocation of $1,500 towards the installation of three concrete pads on which the donated concrete seats from the Sefton Library will be placed – final location to be determined in conjunction with the Sefton Domain Advisory Group and Green Space Staff.
(f) **Approves** the remaining allocation of $1,700 towards the installation of a sign at the entrance to Sefton Domain. Design to be in keeping with standard Council signage.

CARRIED

J Archer believed it was a worthwhile project.

R Mather and S Powell commented positively on the report.

A Thompson commented that the signage was not urgent however he would like to see the Board have a goal of completing a sign each year throughout the Board’s area.
7.2 **Woodend Sefton Community Board Representation on the Forestry Project Control Group — J Millward (Manager, Finance and Business Support)**

C Sargison spoke briefly to the report noting that it was a significantly high profile project that it required a Project Control Group. The people included in the group were J Millward (Manager, Finance and Business Support), Contractor representative, Te Kohaka o Tuhaitara Trust Manager, Project Manager, Communications and Community Board Representatives (Kaiapoi-Tuahiwi and Woodend-Sefton). C Sargison noted that the Chair of Kaiapoi-Tuahiwi would be their representative.

J Archer expressed an interest in the position. S Nichols advised the meetings were likely to be during the day.

A Thompson asked if the contract had been signed. S Nichols advised that details were being finalised after which it would go back through the Management Team. There were changes to proposed truck movements. Houses that would be effected would be liaised with.

Moved R Mather seconded A Thompson

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

(a) Receives report No. 180511051693
(b) Appoints S Powell and J Archer as the Woodend-Sefton Community Board’s representatives to the Forestry Harvest Project Control Group;
(c) Notes the terms of reference provides for a representative from the Woodend-Sefton and Kaiapoi-Tuahiwi Community Boards.

CARRIED

R Mather noted that as it was a significant project and the Kaiapoi-Tuahiwi Community Board had nominated their chair as representative that it was appropriate that the chair of the Woodend-Sefton Board was also on the Project Control Group.

A Thompson noted the work of S Powell trying to advance communications around the project.

7.3 **Building (Earthquake Prone Buildings) Amendment Act 2016 – G Wilson (Building Inspector) and L Beckingsale (Policy Analyst)**

G Wilson referred to information circulated earlier (Trim No 180620068323) which provided background to the report. The greater Christchurch/Canterbury area was classified as a high seismic hazard area. The hazard rating coincided with proximity to the Alpine Fault.

Following the Canterbury Earthquakes, the Building Amendment Act 2016 replaced all Council Earthquake Buildings Policy throughout New Zealand. It set mandatory timelines for remediation. In addition, it changed the way buildings were looked at so that individual elements below threshold were identified rather than the buildings as a whole.

G Wilson outlined the process; the building owner would be advised in writing that their building was earthquake prone and they had one year for a detailed evaluation/report. Then if the building was still deemed to be earthquake prone the mandatory timeline for Waimakariri was 15 years to fix or demolish the building. The Ministry of Business Innovation and Employment required an annual report on how many earthquake buildings were still to be remediated.

G Wilson advised that post earthquake the Council Management team had made funds available for assessment of buildings in the district. When looking
at the legislation, Waimakariri was at the forefront of building assessment in New Zealand.

Another aspect of the legislation was priority buildings and priority routes, these included unreinforced masonry buildings (URM). In July/August there would be consultation with the community regarding identifying priority routes. G Wilson noted the plans in the report that included URM buildings.

J Archer asked what was happening with the Kaiapoi bank building. G Wilson advised that a Building Consent had been submitted and issued for strengthening work. Heritage New Zealand was supportive with funding. Work was being progressed to allow reinstatement of the footpath.

S Powell referred to an earthquake on the Alpine Fault. G Wilson commented the district was in an enviable stage with the recent strengthening work and a lack of tall buildings. They were aware of what buildings would need to be looked at first.

G Wilson advised that they would continue the relationship with earthquake prone building owners that had begun following the earthquakes including engaging on a one on one basis with discussion. Other drivers to upgrade included affordable insurance and tenant confidence. Many companies wanted 67% earthquake standards as a minimum and banks wanted near 100%.

A Thompson referred to the High Street/Kippenberger Avenue earthquake prone buildings and G Wilson outlined which buildings they were.

Moved J Archer seconded R Mather

THAT the Woodend-Sefton Community Board:
(a) Receives report No: 180530059664.
(b) Notes consultation with affected property owners is being undertaken.

CARRIED

7.4 Application to the Woodend-Sefton Community Board’s Discretionary Grant Fund 2017/2018

Sefton Community Newsletter – E Cordwell
(Governance Adviser)

S Nichols noted the update of information from E Cordwell, the rural mail cost was $35 per month, (not $350 as included in the funding application).

Moved A Allen seconded R Mather

THAT the Woodend-Sefton Community Board:
(a) Receives report No. 180522056084.
(b) Approves a grant of $500 to Sefton Community Newsletter towards the cost of printing and distribution of the newsletter.

CARRIED

A Allen commented that C Stewart did a wonderful job with the Newsletter and it was good to support it.

R Mather noted the Newsletter was running at a loss. She supported the newsletter getting out to the community and noted it was used by the Community Board.

J Archer reiterated that it was worthwhile to support the newsletter.
7.5 **Allocation of the balance of the Woodend-Sefton Community Board’s Discretionary Grant Fund:** E Cordwell (Governance Adviser)

S Nichols noted the adjustment to the funds carried forward from the previous report. The Council had allowed Discretionary Grant Fund to be carried forward this year but did not always. Board members should continue to encourage community groups to apply.

Moved R Mather seconded A Allen

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

(a) **Receives** report No. 180529059377.

(b) **Notes** that as of 10 June 2018 there is currently $1,635.97 remaining in the Board’s Discretionary Grant Fund.

(c) **Notes** the Council has approved any unallocated funds to be carried over to the Woodend-Sefton Community Board’s 2018/19 Discretionary Grant.

CARRIED

S Powell thanked the Council for allowing unallocated funds to be carried forward to the new financial year.

8 **CORRESPONDENCE**

Nil.

9 **CHAIRPERSON’S REPORT**

9.1 **Chairperson’s Report for May - 2018**

Moved S Powell seconded J Meyer

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

(d) **Receives** report No. 180605061728.

CARRIED

S Powell noted the upcoming opening of the Rangiora Woodend Path.

10 **MATTERS FOR INFORMATION**

10.1 **Oxford-Ohoka Community Board meeting minutes – 3 May 2018** (Trim No. 180426045233).

10.2 **Rangiora-Ashley Community Board meeting minutes – 16 May 2018** (Trim No. 180515052911).

10.3 **Kaiapoi Tuahiwi Community Board meeting minutes – 16 April 2018** (Trim No. 180410038481).

10.4 **Youth Council meeting minutes – 1 May 2018**

10.5 **Fees and Charges for Community Facilities** Report to Council 29 May 2018 (Trim No. 180514052641).

10.6 **Funding and Budget Options Kaiapoi River Dredging Proposals** Report to Council 29 May 2018 (Trim No. 180514052211).

10.7 **Multi Use Sports Facility** Report to Council 29 May 2018 (Trim No. 180430046651).

10.8 **Capital Projects Report for the period ended 31 March 2018** Report to Audit and Risk Committee 22 May 2018 (Trim No. 180424044711).
10.9 **Libraries Update** Report to Community and Recreation Committee 22 May 2018 (Trim No. 180511051846).


Moved J Meyer seconded A Thompson

THAT the Woodend-Sefton Community Board receives the information in items 10.1-10.10.

CARRIED

11 **MEMBERS’ INFORMATION EXCHANGE**

11.1 **March Diary for A Allen, A Thompson and R Mather** (Trim No. 180605061742)

A Allen
- Noted that Medical Corner Doctors’ was being transferred to Pegasus Health, not the Pegasus locality as reported in the diary.

A Thompson
- Assisted with planting at Taranaki Stream and passed on appreciation for the work of Council staff in the preparing planting area.

R Mather
- Completed an individual submission to the Alcohol Bylaw consultation.
- Pegasus Residents Group – upcoming meeting with Council regarding community facilities.

J Meyer
- Noted the work of the Finance Team to keep rates as low as possible with the 10 year plan ‘wish list’.
- Roading – poor weather was not helping with repairs and the roundabout in Williams/Beach Road, Kaiapoi.
- Noted it was positive to have the cycleway opening.
- Attended Water Zone Committee meeting and noted the challenges to look after water for the future.

J Archer
- Attended Woodend Community Association meeting. They were looking at promotion and development with the website and membership drive.

12 **CONSULTATION PROJECTS**

**Alcohol in our District** –

Consultation closes Monday 11 June 2018.


S Nichols advised that Trevor Ellis (Development Planning Manager) in charge of the District Development Strategy and the District Plan would speak to the Board about issues leading into the next big stage of work in July.

13 **FOSTERING COMMUNITIES**

C Sargison advised that the Town Centre Plan for Kaiapoi was coming out for consultation in a few weeks time. A staff member could attend to do a presentation if that was the desire of the Board, although there would be public drop-in session
members could attend. S Nichols advised that Rangiora was looking at a Town Centre Strategy before Christmas.

14 **REGENERATION PROJECTS**

14.1 **Town Centres, Woodend-Pegasus**

Updates on the Woodend-Pegasus area projects are emailed regularly to Board members. These updates can be located using the link below:


15 **BOARD FUNDING UPDATE**

15.1 **Board Discretionary Grant**

Balance as at 11 June 2018: $1,135.97 to be carried forward to 2018/19 fund following allocation at this meeting.

15.2 **General Landscaping Fund**

Balance as at 11 June 2018 $0 all spent at this meeting.

16 **MEDIA ITEMS**

The decisions relating to the Sefton Domain improvements and the Sefton newsletter funding.

There was some discussion around forestry harvest communications. S Nichols noted that matters needed to be finalised before information went out to the public and the working group would be meeting later in the week.

17 **QUESTIONS UNDER STANDING ORDERS**

Nil.

18 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

**NEXT MEETING**

The next meeting of the Woodend-Sefton Community Board is scheduled for 7pm, Monday 9 July 2018 at the Woodend Community Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 8.14pm

CONFIRMED

__________________________
Chairperson

__________________________
Date

**Workshop held from – 8.14pm – 8.30pm.**

1. S Nichols (Governance Manager) Community Board Discretionary Grant Criteria and Form
2. S Nichols (Governance Manager) Community Board Plan Document.
1. **SUMMARY**

1.1 This purpose of this report is to seek a decision from the Board in regards to the protection or removal of a cluster of Griselinia, which have been planted on the Pegasus lake front in front of 55 The Esplanade.

1.2 The shrubs were planted approximately 10 years ago by the developer to provide lakeside amenity. They are now 2.5-3m tall. The owners of 55 The Esplanade which is currently a bare section believe that the shrubs significantly block their lake view and have requested that at least three of the trees which have formed a hedge be removed.

1.3 Staff have had a site meeting with the owners of 55 The Esplanade and Shona Powell, Chair of the Woodend - Sefton Community Board. At the meeting staff were unable to find a suitable compromise which would have protected the shrubs while also appeasing the concerns of the adjacent land owner. Staff have therefore prepared this report identifying the issues and options for the Board to consider.

**Attachments:**

i. Email request from the residents of 55 The Esplanade, Trim 180629072348

2. **RECOMMENDATION**

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

(a) **Receives** report No. 180629072319

(b) **Notes** that removal of the shrubs would not be consistent with Councils Tree Policy.

(c) **Notes** that three adjacent residents were sent a letter asking for feedback however, no replies were received.

(d) **Declines** the request from the owners of 55 The Esplanade to remove three Griselinia shrubs from the Pegasus Lakeside Reserve.
3. BACKGROUND

3.1 In early January 2017 the owners of 55 The Esplanade which is a bare section on the Pegasus Lake front approached the Council requesting that a number of Griselinia shrubs be removed. The primary reason for asking for the shrubs to be removed is that they block part of the view of the lake and distant mountains from the section. Having the view diminished by the shrubs was considered by the owners of the property to be partly responsible for reducing the appeal of the section for sale. At the time the Green Space Operations Team responded by informing the resident that the Council would not be removing the trees/shrubs and explained that this was due to the fact the shrubs had been established to provide a combination of visual interest, protection from the winds and native planting habitat.

3.2 As a result of the request the shrubs were pruned. The pruning involved a small height reduction and removal of branches that were intruding on the adjacent pedestrian path.

3.3 In 2018 the residents of 55 The Esplanade contacted the Council again requesting that the original decision to not remove the shrubs be revisited. As a result of this request Chris Brown, Community Green Space Manager and Shona Powell, Woodend – Sefton Community Board Chair attended a site meeting.

3.4 At the site meeting, the owners of 55 The Esplanade explained the reasons why the shrubs were causing an issue and what they believe could be done to solve the problem. This is described in more detail in section 4 below. Staff explained the reason the Griselinia were originally planted and the benefits they provide. Staff also explained that the Council makes decisions on the retention and removal of trees and shrubs using the Tree Policy for guidance and that under this policy staff could not recommend removal. Staff explained that it is the Woodend-Sefton Community Board who have the delegation from Council to approve the removal of trees and that it would be appropriate to prepare a report for the Boards consideration.

4. ISSUES AND OPTIONS

4.1. Approximately 10 years ago a series of native shrub gardens were planted around Pegasus Lake. These planting would have at the time been approved by Council to provide a number of benefits. These include the following:

- Landscape amenity enhancement
- Vertical relief in an otherwise flat landscape
- Native habitat nodes
- Wind protection for lake edge users
- Creation of more discrete areas for passive recreation activities.
- Breaking up the built form as viewed from the western shores

4.2. The shrub gardens have performed very well with the Griselinia in particular thriving. This is important to note as many of the trees which have been planted in Pegasus have struggled to grow.

4.3. The plantings were planted on the boundary line between adjacent properties in an attempt to limit obstructions to views however; it is never possible to eliminate this. The garden
area is planted 14 metres from the property on the other side of the lake edge pedestrian path.

4.4. The residents of 55 The Esplanade which is a bare section at present would like their view of the lake and distant mountains enhanced which would involve either the removal or significant pruning of the four Griselinia within the planting.

4.5. The residents of 55 The Esplanade have provided an email formally requesting the removal of the four Griselinia adjacent to their property. The email is included as attachment i. The email explains the reasons for wanting the removal. Staff have summarised these into a table and provided feedback relating to each.

<table>
<thead>
<tr>
<th>Due to the possible eventual 4m height of the Griselinia the residents do not feel that it is an appropriate species to be planted in such close proximity to a property advertised as having a lake front view.</th>
<th>The Griselinia do block some of the view of the lake however there are many benefits as described in section 4.1, which cannot be achieved without planting trees and shrubs. Having a lake edge void of any vertical relief would not be aesthetically pleasing. The Griselinia also break up the built form as viewed from the western shores. This would be possible without a species that grows at least 4m high and has a reasonable spread.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The bushes are close to the path and require ongoing maintenance to ensure they do not impinge on people walking past.</td>
<td>The ongoing maintenance is now scheduled into the Parks and Reserves Contract and is typical of maintenance undertaken around the district</td>
</tr>
<tr>
<td>The other similar plantings around the lake are further from houses with a road generally in between as well as paths and grass. This makes them less intrusive.</td>
<td>Most of the other planted shrub beds similar to the one in front of The Esplanade are further from residential properties. The exception is the planted shrub bed directly in front of 5 Kewai Court at the Southern end of the lake.</td>
</tr>
<tr>
<td>There will be no negative effect in removing the Griselinia.</td>
<td>Have the Griselinia planted creates a number benefits as described in section 4.1. Removing the plants will therefore have negative impacts as these benefits will no longer be realised.</td>
</tr>
<tr>
<td>The planting occurred without residents consultation or opinions being considered.</td>
<td>The plantings were part of a wider landscape plan prepared for the Pegasus Subdivision and play a part in producing a certain appeal and atmosphere in the subdivision. The landscape plan was approved by Council. There were no residents living in the development to consult with when the landscape plan was being considered.</td>
</tr>
<tr>
<td>A significant premium was paid for the land with a lakeside view which is directly related to rates paid and this view is now being eroded due to the whims of the original contractor.</td>
<td>Council approved the original landscape plan, which was created by the developer. The Griselinia planted in the shrub bed to not block all of the view from the property and have been planted to benefit the wider Pegasus community.</td>
</tr>
</tbody>
</table>
4.6. There are a number of options available to the Board, which include the following:

4.6.1. Remove the 4 Griselinia plants completely leaving the ground cover and other smaller trees. This is what has been requested by the residents of 55 The Esplanade. Staff do not recommend this option for the following reasons:

- The benefits which have been identified in section 4.1 will not be realised in full if the plants are removed.
- Removing the plants would not be consistent with the Councils Tree Policy which states that healthy trees will only be removed in the following situations:
  - Where it causes severe hardship consistent with District Court decisions
  - Where it causes severe disruption to essential services
  - Where it is necessary for a street tree redevelopment plan to be implemented
  - Where it is necessary for the realignment/reformation of a footpath

4.6.2. Remove a selected few of the Griselinia plants. This was discussed as an option at the onsite meeting. Staff do not recommend this option for the same reasons as identified above in section 4.6.1. The main problem trees are situated in a clump of three. It would be difficult to remove any of these alone and provide significant improved viewing of the lake and distant mountains.

4.6.3. Significantly prune or reduce the plants in height to allow for views over top. This is possible and the plants would survive. Staff do not recommend this option for the following reasons:

- If the plants reduced in height to allow views over top they will have to be maintained at this height going forward which will increase maintenance costs.
- The plants will grow to 4m in height which staff believe provides much needed vertical and built form relief in an otherwise flat bare landscape. The plants would also no longer provide shade or wind protection.

4.6.4. Status Quo. Leaving the plants to continue to grow while pruning laterally to keep the adjacent pedestrian path clear. This is staffs recommended option. This option is consistent with the Councils Tree Policy as the plants are healthy specimens, which provide a number of benefits to wider Pegasus community and environment as outlined in section 4.1.

4.7. The images below show the Griselinia from a number of different angle including the location relative to the wider lake area.
View from the property looking towards the planted area

View looking back at the planting from the lakeside

View from the pedestrian path
4.8. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

5.1.1. No community groups were contacted for comment.

5.2. Wider Community

5.2.1. Staff contacted the adjacent residents to provide comment on the request to remove the Griselinia. Three properties were contacted which include number 51, 53 and 57 The Esplanade. No responses were received.

5.3.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

6.1.1. Ongoing maintenance of the four Griselinia comes at little cost to Council. The shrub bed that the plants sit within is maintained by Delta under contract and other than some lateral pruning to keep the pedestrian path clear there is little required.

6.1.2. If the Griselinia are removed the total cost will be $1,120.

6.1.3. The residents of 55 The Esplanade have stated that they would be happy to purchase replacement trees if required.

6.2. Community Implications

6.2.1. Removing the Griselinia will have an effect on the wider Pegasus Community. There are a number of benefits that the plants provide which are described in section 4.1. The Griselinia were planted as part of an overall subdivision and lakeside planting plan. Some of the benefits such as built form relief are experienced from the western shores of the lake.

6.3. Risk Management

6.3.1. There is a risk that if the Community Board choose to remove the Griselinia that other members of the community that have not been consulted will be unhappy. There is also a risk that if the Griselinia are removed other people who live in reasonably close proximity to other plantings may then request that theirs be removed.

6.3.2. There is no risk associated with the status quo for which this report recommends.

6.4. Health and Safety

6.4.1. The shrub garden and the Griselinia within it are currently managed under the Councils Parks and Reserves Maintenance Contract. As part of this contract the Council receives sufficient health and safety documentation relating to maintenance operations.

6.4.2. If the trees are either heavily reduced or removed the Council will engage a suitable qualified contractor to undertake the works.
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**

7.2.1. The Griselinia are of a significant enough in size to be treated as trees and therefore the Councils Street and Reserves Tree Policy applies. The objectives of the policy are listed below. The objectives have a strong emphasis on the protection and retention of trees in the Waimakariri district.

7.2.2. **Policy Objective**

The objective of this policy is to:
- Protect and effectively manage trees located on Council land; and
- Plant appropriate trees on Council managed land for the benefit and well-being of current and future generations; and
- Support the continued protection, retention and well-being of publicly notable trees; and
- Support community based tree initiatives on Council managed land.

7.2.3. Removing the Griselinia would not be consistent with the policy which states that healthy trees will only be removed in the following situations:
- Where it causes severe hardship consistent with District Court decisions
- Where it causes severe disruption to essential services
- Where it is necessary for a street tree redevelopment plan to be implemented
- Where it is necessary for the realignment/reformation of a footpath

7.3. **Community Outcomes**

- There is a wide variety of public places and spaces to meet people’s needs.
- There are wide-ranging opportunities for people to enjoy the outdoors.
- Conservation and restoration of significant areas of vegetation and/or habitats is encouraged.

7.4. **Delegations**

7.4.1. The Community Board has the delegation to approve the removal of trees from Council Green Space land.
Hi Chris,

Thank you for meeting with us regarding the bushes in front of our property at 55 The Esplanade, Pegasus, along with Shona from the Woodend/Sefton Community Board.

As discussed we are requesting for the 4 Griselinia bushes that are in front of our lakeside section at Pegasus Town to be removed, 3 of which have formed a hedge. As yourself and Greg Reburn said, substantial trimming will not be suitable now as the bushes have grown beyond the point where that will have an effect.

Griselinia bushes are generally planted for hedging and at full height grow to 4+ metres. We do not feel that this is a suitable choice of bush to plant in such close proximity to a property which was advertised with a lake front view. Consideration needs to be given to how these properties were marketed, priced and sold by the developer. The lakeside view was a significant factor in our decision to buy this property and has a direct impact on the CV and the rates that we pay as a result.

These bushes have also been planted very close to the path where people walk and as you said constantly need trimming back by the council or they would impinge on people walking past.

We are happy to pay for replacement trees if necessary although as noted there are 2 Bottlebrush trees and a couple of Cabbage trees already there.

We are aware they are in a few other places around the lake, most of them being on Lakeside Drive which has a berm, a footpath, a road, grass frontage then the bushes. They are not as intrusive as the ones in front of our property which have just the grass frontage and a path, making it one of the narrowest strips of reserve around the lake that has planting.

We felt that perhaps you and Shona came on to the property with preconceived ideas from past experiences. We did not feel you empathised with us or tried to see it from our perspective. We love Pegasus and wish to see it continue to grow in to a vibrant community, we do not feel that removing these bushes will have any negative impact. We have paid a significant premium for land with a lakeside view, which is currently being eroded due to the whims of the original contractor whom has planted bushes unsuited to the location. These bushes were planted prior to the council taking responsibility for the area, and were not planted with residents consultation or opinions. They can be removed quickly and easily.

We have had various comments from friends and acquaintances in Pegasus saying the bushes are too large and blocking the view.

We await your reply and the date for the community board meeting where we intend to speak.

NB I would like it noted I did contact Ed Sard at the council January 2017 regarding the bushes. His reply quote ” I regularly use the Lake and know exactly the area you’re referring to. Unfortunately, we do not and have no intention of either removing or trimming the shrubs which have been established to provide a combination of visual interest, protection from the winds and native planting.”

Kind regards,
Julie & Wayne Power
WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO: GOV-26-09-06 /180627071293

REPORT TO: Woodend-Sefton Community Board

DATE OF MEETING: 9 July 2018

FROM: Edwina Cordwell – Governance Adviser

SUBJECT: Woodend-Sefton Community Board’s Discretionary Grant Fund 2018/2019 and General Landscaping Fund 2018/2019

1. SUMMARY

1.1. This report provides information regarding the Board’s 2018/2019 General Landscaping Fund, 2018/2019 Discretionary Grant and for the Board to consider and approve the Discretionary Grant Criteria, Application Form and Accountability Form.

Attachments:

i. Draft Woodend-Sefton Community Board 2018/2019 Discretionary Grant Application Criteria and Application Form (Trim No. 180627071237).

ii. Draft Woodend-Sefton Community Board 2018/2019 Discretionary Grant Accountability Form (Trim No. 180621068888).

2. RECOMMENDATION

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 180627071293.

(b) Notes that the Board’s General Landscaping Budget allocated by the Council for 2018/19 is $12,160.

(c) Notes that the Board’s Discretionary Grant Funding allocated by the Council for 2018/2019 is $4,000.

(d) Approves the Board’s 2018/2019 Discretionary Grant Fund Application Criteria and Application Form (Trim No. 180627071237).

(e) Approves the Board’s 2018/2019 Discretionary Grant Accountability Form (Trim No. 180621068888).

(f) Approves that Discretionary Grant Fund applications will continue to be considered at each meeting for the 2018/2019 financial year (July 2018 to June 2019).

3. BACKGROUND

3.1 The Council allocates General Landscaping funds to each of the Community Boards to be expended on appropriate projects and initiatives in the Board’s community area in...
partnership with relevant Advisory Groups and the Council’s Greenspace team. This is not a contestable fund.

3.2 The Discretionary Grant Fund is a contestable fund enabling community groups and organisations meeting the relevant criteria to seek funding for various events, initiatives and projects.

4. **ISSUES AND OPTIONS**

4.1 The **General Landscaping Fund** 2018/2019 allocation approved by the Council for the Woodend-Sefton Community Board is $12,160.

4.2 An initial workshop is scheduled for August 2018 for the Board and the Council’s Greenspace manager to identify a range of potential projects for funding. A report seeking the Board’s formal approval for funding will then be presented to a subsequent Board meeting.

4.3 The **Discretionary Grant Fund** 2018/2019 allocation approved by the Council for the Woodend-Sefton Community Board is $4,000.

4.4 The Board reviewed its Discretionary Grant Fund Criteria and Application Form at a workshop on 11 June 2018. Similar workshops have been undertaken with the other three Community Boards and all have re-affirmed the current criteria for applications. A few minor editorial changes were suggested at these workshops which have been incorporated. All Boards noted that every application is to be assessed on its own merits as pertaining at that time.

4.5 Not all eligible groups may be aware of the fund so it is anticipated that Community Board members will continue to be pro-active in this regard, through networking and community groups they interact with.

4.6 It is recommended that the Board regularly review the remaining balance of the fund to ensure that it is on track to be spent or to take any other necessary action.

4.7 Staff will periodically advertise the Discretionary Grant through the Community Notice Board page in the Northern Outlook and Chatter. Application forms are available on the Council website, from Service Centres or by contacting the Governance team.

4.8 The Management Team have reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

5.1 **Groups and Organisations**

Not sought.

5.2 **Wider Community**

Not sought.

6. **IMPLICATIONS AND RISKS**

6.1 **Financial Implications**

That the Discretionary Grant fund is underspent at the end of the 2018/2019 financial year and community benefits may have been limited as a consequence.
6.2. **Community Implications**
As above.

6.3. **Risk Management**
Not applicable.

6.4. **Health and Safety**
Not applicable.

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**
There are wide ranging opportunities for people of different ages to participate in community and recreational activities.

7.4. **Delegations**
The Community Boards have delegated authority for both funds.

Edwina Cordwell
Governance Adviser
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 consider a number of factors in their 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 need to demonstrate to the community where funding is going and what it is being spent on. This is one of the reasons the Board require 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 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).

<table>
<thead>
<tr>
<th>Examples (but not limited to) of what the Board cannot fund:</th>
<th>Examples (but not limited to) of what the Board can fund:</th>
</tr>
</thead>
<tbody>
<tr>
<td>× Wages</td>
<td>✓ New equipment</td>
</tr>
<tr>
<td>× Debt servicing</td>
<td>✓ Toys/educational aids</td>
</tr>
<tr>
<td>× Payment for volunteers (including arrangements in kind eg petrol vouchers)</td>
<td>✓ Sporting equipment</td>
</tr>
<tr>
<td>× Stock or capital market investment</td>
<td>✓ Safety equipment</td>
</tr>
<tr>
<td>× Gambling or prize money</td>
<td>✓ Costs associated with events</td>
</tr>
<tr>
<td>× Funding of individuals (only non-profit organisations)</td>
<td>✓ Community training</td>
</tr>
<tr>
<td>× Payment of any legal expenditure or associated costs</td>
<td></td>
</tr>
<tr>
<td>× Purchase of land and buildings</td>
<td></td>
</tr>
<tr>
<td>× Activities or initiatives where the primary purpose is to promote, commercial or profit-oriented interests</td>
<td></td>
</tr>
<tr>
<td>× Payment of fines, court costs or mediation costs, IRD penalties</td>
<td></td>
</tr>
</tbody>
</table>
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 2018 to June 2019) 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.

• The group should have strong links with the Woodend-Sefton community.

• The applications should clearly state the purpose for which the money is to be used.

• The applicants should submit a 1-2 page 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.

• The Board support 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 Council outlining how the funds were applied, within six months of the grant being allocated, when funds are spent, or prior to a new application. A new application will not be accepted until the previous accountability form has been completed and returned. 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:

Governance Team
Waimakariri District Council
Private Bag 1005
Rangiora 7440
Email: records@wmk.govt.nz

Or hand deliver to:

• Oxford Library & Service Centre, Pearson Park Pavilion, Oxford
• Rangiora Service Centre, 215 High Street, Rangiora
• Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi

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 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.
Groups Applying for Board Discretionary Grants 2018/2019

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: 

Woodend-Sefton  %  Rangiora-Ashley  %  Oxford-Ohoka  %  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?

What is the benefit(s) to your organisation?

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

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?

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:

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:  
Date:
Woodend-Sefton Community Board
Accountability Form for 2018/2019 Discretionary Grant Recipients
For funding provided during the period July 2018 – June 2019

This form is to tell the Board what you spent the money on

The purpose of the accountability form is to provide transparency in relation to public funds granted to community groups and to provide the Board with feedback on the event/project and its impact in the community.

Please complete when the project is completed and return within six months of funds being granted. You must return this form in order to be eligible for future funding. The Board would also appreciate any photos, where practically possible, of the event/project. The information provided will be used in a report to the Board that will be publicly available.

Name of group: ..................................................................................................................................................

Date: ...................................................................................................................................................................

Amount allocated: $..............................................................................................................................................

Purpose for grant ..................................................................................................................................................

Please give details of how money was spent:

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

A description of the activities undertaken and benefits that have been achieved with these funds. Please include, where possible, photographs and the number of people who attended or were assisted:

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................
WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO: GOV-26-09-06/180627071416

REPORT TO: Woodend-Sefton Community Board

DATE OF MEETING: 9 July 2018

FROM: Edwina Cordwell, Governance Adviser

SUBJECT: Approval of the updated Woodend-Sefton Community Board Plan 2018/19.

SIGNED BY: ____________________________
(for Reports to Council, Committees or Boards)
Department Manager

______________________________
Chief Executive

1. SUMMARY

1.1 This report seeks the Board’s approval of the Woodend-Sefton Community Board Plan which has been updated for 2018/19.

Attachments:

i. Final Draft of the Woodend-Sefton Community Board Plan 2018/19 (Trim 180606062276).

2. RECOMMENDATION

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 180627071416.

(b) Approves the final draft of the Woodend-Sefton Community Board Plan 2018-2019 (Trim 180606062276) subject to any minor edits discussed and approved by the Board Chairperson.

3. BACKGROUND

3.1 The current Community Board Plan was developed by the Woodend-Sefton Community Board following the 2016 election and approved in June 2017.

3.2 The plan is subject to an annual update which has just been completed for 2018/19.

4. ISSUES AND OPTIONS

4.1. The Community Board Plan is a document that sets out the objectives and goals the Board has for its community area during its term. Revised approximately annually, it also reports on the achievements of the Board as well as providing general information about the discretionary grant and Council facilities.

4.2. The Plan is one tool to connect the Board with its community. As well as being available to take away freely from locations such as public libraries and service centres, it is also available at citizenship ceremonies.

4.3. The current plan was discussed at a Board workshop on 11 June 2018 and changes made to reflect the achievements of the Board and to ensure that the information as regards the
Board’s Discretionary Grant Funding allocations, General Landscaping Fund initiatives and 2018 meeting dates were updated.

4.4. If any further minor editorial corrections are needed staff request that the Board consider approving the Chairperson to finalise the document on its behalf.

4.5. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations
The plan may assist qualifying groups to identify projects that may meet the Discretionary Grant criteria.

5.2. Wider Community
The Plan highlights the objectives of the Board and progress towards these. It includes meeting dates and information regarding local services and elected members. It is a further channel to enable local democracy to be more visible and relevant.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications
None.

6.2. Community Implications
Supports wider visibility of local issues.

6.3. Risk Management
None.

6.4. Health and Safety
None.

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
Local Government Act 2002 Clause 52

7.3. Community Outcomes
There are wide ranging opportunities for people to contribute to the decision making that effects our District.

7.4. Delegations
Not applicable.
The Woodend-Sefton Community Board area

<table>
<thead>
<tr>
<th>Ward</th>
<th>Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rangiora-Ashley Ward</td>
<td>23,900</td>
</tr>
<tr>
<td>Oxford-Ohoka Ward</td>
<td>11,650</td>
</tr>
<tr>
<td>Kaiapoi-Woodend Ward</td>
<td>23,800</td>
</tr>
<tr>
<td>Woodend-Sefton Ward</td>
<td>7,200</td>
</tr>
<tr>
<td>Kaiapoi-Tuahiwi Ward</td>
<td>13,600</td>
</tr>
</tbody>
</table>

*Population number as at 30 June 2015 Statistics NZ*
Hello to our communities

Thank you for reading your community plan, yes yours, and we hope that you will contribute to it as it is reviewed annually during our term through to October 2019.

The Community Board is elected by you to represent and advocate for you at a local level. To this end we want you to share with us your feedback, ideas, views and concerns. Our focus is to make sure that the community is at the centre of everything we do, every decision we make and in planning for the future.

Please contact any member of the Board through the contact details shown on pages 6-7, attend meetings, or catch up with us at events. We also have a Facebook page @WoodendSeftonCommunityBoard, which will help you stay informed about what is happening in your community and give you ways to contribute.

Looking to the future I am excited as there are many opportunities for our community. The forecast growth means as a community we have to work toward ensuring that as we grow, the community facilities and infrastructure keep pace.

As Chair, I have the privilege to lead the Community Board and I would like to take this opportunity to thank and acknowledge our board members who bring expertise, energy and dedication to making sure your voices are heard.

Looking forward to hearing from you.

Shona Powell
Chair Woodend-Sefton Community Board
The Woodend-Sefton Community Board was formed in October 2016 with five elected members. Two Kaiapoi-Woodend ward councillors are also appointed to the Board by the Council giving a total of seven members.

- Taking an overview of the Council’s services and projects affecting the community area, including water supply, sewerage, stormwater drainage, parks, recreational facilities, community activities, roading and traffic management projects.
- Engaging with residents, groups, other Community Boards and the Council to seek the best outcome for the community area.
- Advocating to the Council on key issues and priorities for the community area, especially through the Annual and Long Term Plan processes.
- Providing grants to community groups and organisations
- Granting of leases or licenses on reserves.
- Acting as a link for residents to access Council services.
- Maintaining positive working relationships with key Council staff and management.
- Actively participating in Council business, including the annual budget and District planning processes to ensure equitable spending across the district while being mindful of rates affordability.
- As part of the consultation process there are opportunities for individuals or groups to make submissions on projects and plans. These are notified on the Council website under ‘Have a Say’ and the Northern Outlook. There may also be public meetings and/or information sessions that you can attend.
Achievements 2017 - 2018

Advocacy
- Advocacy is a significant focus for the Board and this has included submitting to agencies including the Council, Environment Canterbury, NZTA and the Government. The issues submitted on have included the Council Long-Term Plan, District Development Strategy, a third southbound lane over the Waimakariri River, safety improvements to SH1, and the need for the Woodend bypass, amongst others.

Connectivity
- The upgrade of the path between Waikuku Beach and Pegasus to make it fully accessible has been completed.
- An emergency access has been established between Gladstone Road in Woodend and Pegasus which will provide an alternate route in the event of an emergency.

Recreation
- New toilets and changing sheds opened at Pegasus Beach in time for the 2017/18 summer season.
- The Board has supported the placement of a number of memorial seats by local families in parks and reserves at Waikuku and Pegasus. Also, as a memorial, the Board approved the naming of the Karen Eastwood Park in Pegasus and provided some funding toward a table in the Park.
- The first stage of the redevelopment of Gladstone Park has been completed and includes two dog parks, static fitness equipment, a new sealed path across the park and planting. Future developments and improvements are planned.
- Funding for distance markers around Pegasus Lake for the Pegasus parkrun and other users.
- Initial funding granted for planting at the Taranaki Stream Reserve in Waikuku Beach.
- Funding for planting along the Jill Creamer Trail and the installation of a donated seat.

Community Projects
- Supporting and encouraging local community projects such as the Woodend War Memorial project, Sefton Public Hall repairs and the completion of the Jill Creamer Trail between Woodend and Woodend Beach.

What's happening now and looking forward

Recreation
- Further improvements at Gladstone Park, including a new cycle/walkway between the park and Woodend to ensure safe access.
- Recognising the importance of the Tūtaepatu Trail and the Tūhaitara Coastal Park both as a destination, and for recreational activity.
- Advocating for the protection and enhancement of the waterways in our communities and their ongoing recreational use.
- Liaising with Visit Waimakariri to ensure that visitors are well informed about the recreational opportunities in the area.

Infrastructure
- Monitoring the progress of connecting the Pegasus and Woodend water supplies.
- Advocating for assessment and corrective actions to improve drainage at Waikuku Beach and Woodend Beach.

Sense of Community
- Encouraging community events which give residents the opportunity to connect with others.
- Recognising the need for communities to be connected physically the Board will advocate for a cycle/walkway between Ravenswood and Woodend and safe access across SH1 between Ravenswood and Pegasus.
- The Board will continue to advocate for improvements to public transport, especially supporting a service between Waikuku/Pegasus/Woodend and Rangiora.
- Recognising the value of the Pegasus Community Centre to provide a focal point for the community, we will encourage planning for future needs.

Safety
- With a very busy SH1 bisecting our communities, the Board will continue to advocate for improvements to SH1 and the intersections. This will include safer crossings by pedestrians and school children in Woodend, and measures to ensure traffic travels at a safe speed where school children are present. We are continuing to advocate strongly to Government in partnership with the Council for the Woodend Bypass to be retained within the Transport Policy Statement and Plans. The Board is totally committed to continue this lobbying and to ensure that not only safety is paramount but also the connectivity of the Woodend community which is currently divided by SH1.

Growth
- With the growth planned in Woodend and Pegasus, the Board will continue to advocate for planning to begin to ensure the future needs of the surrounding communities are met. This will include land acquisition, infrastructure, community facilities, and connectivity.
- Advocating for balanced growth that enhances and protects the character of the communities, recreational opportunities, livability and employment.
Woodend-Sefton Community Board members

**Shona Powell  (Chair)**

Responsibility and representation on outside organisations:
- Grey Power North Canterbury Association Inc
- Sefton Public Hall Society
- Christchurch International Airport Community Liaison Group
- Waimakariri Access Group
- Forestry Project Control Group

Mobile: 021 023 16152
Email: shona.powell@wmk.govt.nz

**Andrea Allen**

Responsibility and representation on outside organisations:
- North Canterbury Neighbourhood Support
- Waimakariri Health Advisory Group

Mobile: 021 225 2001
Email: andrea.allen@wmk.govt.nz

**John Archer**

Responsibility and representation on outside organisations:
- Sefton Domain Advisory Group
- Woodend Community Association
- CRC – Sefton-Ashley River Rating District Committee
- Forestry Project Control Group

Mobile: 027 433 2558
Email: john.archer@wmk.govt.nz

**Cr Al Blackie**

Responsibility and representation on outside organisations:
- Coastal Rural Drainage Advisory Group
- Christchurch International Airport Community Liaison Group

Mobile: 027 327 6761
Email: al.blackie@wmk.govt.nz
Woodend-Sefton Community Board members

Andrew Thompson (Deputy Chair)
Mobile: 027 235 7140
Email: andrew.thompson@wmk.govt.nz
Responsibility and representation on outside organisations:
• Waikuku Beach Residents Group
• Taranaki Reserve Advisory Group
• Northern Pegasus Bay Bylaw Advisory Group

Rhonda Mather
Mobile: 027 431 0803
Email: rhonda.mather@wmk.govt.nz
Responsibility and representation on outside organisations:
• Gladstone Park Advisory Group
• Pegasus Residents Group Inc

Cr John Meyer
Mobile: 027 362 6741
Email: john.meyer@wmk.govt.nz
Responsibility and representation on outside organisations:
• Canterbury Regional Council – Ashley River Rating Committee
• CRC – Waimakariri/ Eyre/Cust River Rating Committee
• CRC – Passenger Transport Advisory Group
• Waimakariri Access Group
• Waimakariri Road Safety Co-ordinating Committee

Owen Stalker Park, Woodend
Kaiapoi Pā monument
Woodend-Sefton Community Board discretionary grant

Each financial year (July to June) the Woodend-Sefton Community Board is allocated funds to distribute, by application, to community based organisations within their community area. The application process is simple; the criteria and application form is available from the Council’s website: waimakariri.govt.nz/community/funding-and-grants/board-funding

The application is then presented by staff at the Community Board meeting that coincides with the Board’s next funding round for a decision. You will be notified following the meeting of the Board’s decision.

The completed application should be posted to:
Governance Team
C/- Waimakariri District Council
Private Bag 1005
Rangiora 7440
Or emailed to: records@wmk.govt.nz
Or dropped in to your local service centre (see back page for details).

Woodend-Sefton Community Board criteria for grant applications

• Applications will only be accepted from non-profit community-based organisations, registered charities or incorporated societies.

• The applicant should have strong links with the community area of Woodend-Sefton.

• The applicants should clearly state the purpose for which the money is to be used.

• Money should primarily be used for capital or improvement works, for enhancement of the group, or towards the purposes of the group, including events involving community participation.

• Examples of what is not funded, are available on the application documents. Debt and wages are not funded.

• The applicants should submit a balance sheet which shows their current financial assets and liabilities. Applications cannot be processed until financial information is received.

• Where possible, or feasible, applicants should also show other sources from which funding has been applied for or granted from.

• Grants applications will be considered monthly. Generally funding grants will be a maximum of $500 in any one year (July-June) but the group may apply up to twice in that year providing it is for different project.

Woodend-Sefton Community Board grants to local community interest groups 2017-2018

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIIG (You, Me, We, Us)</td>
<td>Towards the cost of Welcome Bags</td>
<td>$500</td>
</tr>
<tr>
<td>Reflections Community Trust</td>
<td>Towards the costs of a large corflute sign to be used at the 2017 Waimakariri Light Party event</td>
<td>$234</td>
</tr>
<tr>
<td>Pegasus Residents’ Association</td>
<td>Towards the cost of Christmas on the Lake</td>
<td>$500</td>
</tr>
<tr>
<td>Kaiapoi Art Expo and Schools Art Expo</td>
<td>Towards running costs associated with the Expo’s particularly advertising and the provision of music</td>
<td>$300</td>
</tr>
<tr>
<td>Sefton Community Newsletter</td>
<td>Towards the cost of delivery of the newsletter</td>
<td>$500</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$2,034</strong></td>
</tr>
</tbody>
</table>
The following projects have been funded through the Board’s General Landscaping Budget:

<table>
<thead>
<tr>
<th>Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Woodend Beach Road Walkway</td>
<td>$2,897</td>
</tr>
<tr>
<td>Pegasus Park Run</td>
<td>$2,043</td>
</tr>
<tr>
<td>Karen Eastwood Memorial Park</td>
<td>$2,000</td>
</tr>
<tr>
<td>Taranaki Reserve</td>
<td>$2,000</td>
</tr>
<tr>
<td>Woodend War Memorial</td>
<td>$5,000</td>
</tr>
<tr>
<td>Sefton Domain Planting</td>
<td>$8,059</td>
</tr>
<tr>
<td>Sefton Domain Seats</td>
<td>$1,500</td>
</tr>
<tr>
<td>Sefton Domain Sign</td>
<td>$1,700</td>
</tr>
</tbody>
</table>

Pegasus Playground

Sefton Community
**Where and when are meetings held?**

Meetings are usually held on the second Monday of the month at 7pm and anyone is welcome to attend.

Meeting agendas are available on the Council website two working days before a meeting: waimakariri.govt.nz/your-council/meetings/meeting-agendas-and-minutes.

If you would like to speak at the meeting, please contact the Chairperson at least one week prior to a scheduled meeting. You are always welcome to contact members to discuss Council and community related matters.

Alternatively you can contact the Governance Team, by phoning 0800 965 468 or email com.board@wmk.govt.nz

**The next meetings are scheduled for:**

<table>
<thead>
<tr>
<th>Meeting Date (Monday)</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 July 2018</td>
<td>7:00pm</td>
<td>Woodend Community Centre</td>
</tr>
<tr>
<td>13 August</td>
<td>7:00pm</td>
<td>Pegasus Community Centre</td>
</tr>
<tr>
<td>10 September</td>
<td>7:00pm</td>
<td>Woodend Community Centre</td>
</tr>
<tr>
<td>8 October</td>
<td>7:00pm</td>
<td>Pegasus Community Centre</td>
</tr>
<tr>
<td>12 November</td>
<td>7:00pm</td>
<td>Woodend Community Centre</td>
</tr>
<tr>
<td>10 December</td>
<td>7:00pm</td>
<td>Pegasus Community Centre</td>
</tr>
</tbody>
</table>

Meeting dates for 2019 will be updated and available on the Council’s website in December 2018

Board members often take part in the activities of community organisations within the community area, as per the contact details information on pages 6-7. If you would like to invite a Board member onto your organisation’s Committee, or to a meeting, please contact the Chairperson or Community Board Advocate.

**I would like to stand for the Community Board, what do I do?**

Elections are held every three years in October. The next triennial election will be held on October 2019. Nominations for elections will open mid-July. To be elected you must be nominated and seconded by a person living in the ward you wish to stand in. The candidates with the highest number of votes are elected to the Board for the three year term. Councillors will be appointed to the Board by Council.

Community Board members are paid a small honorarium for their service.

If you would like more information, please contact:
Sarah Nichols, Governance Manager/Deputy Electoral Officer
Phone: 0800 965 468 (0800 WMK GOV)
Email: sarah.nichols@wmk.govt.nz
The Council have a number of other facilities and venues which can be found on the websites as provided below:

Halls and Meeting Venues  waimakariri.govt.nz/leisure-and-recreation/facilities/halls-and-meeting-venues
Sports Grounds  waimakariri.govt.nz/leisure-and-recreation/facilities/sports-grounds

If you are new to the district you may like to visit our website that provides information on a number of Council services:

waimakariri.govt.nz/community/about-the-waimakariri-district/new-to-the-district
**WAIMAKARIRI DISTRICT COUNCIL**

**REPORT**

**FILE NO and TRIM NO:** GOV-26-09-06/180703073564  
**REPORT TO:** Woodend-Sefton Community Board  
**DATE OF MEETING:** 9 July 2018  
**FROM:** Shona Powell, Chair, Woodend-Sefton Community Board  
**SUBJECT:** Chair’s Report for June 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>12th June</td>
<td>Waimakariri Access Group Meeting</td>
<td>Regular monthly meeting</td>
</tr>
<tr>
<td>15th June</td>
<td>Door knock Woodend Beach Road residents at Woodend Beach end</td>
<td>With Karen from Communications and forestry contractor to provide information about logging and truck movements</td>
</tr>
<tr>
<td>20th June</td>
<td>Forest Harvest Project Group Meeting</td>
<td>First meeting – productive</td>
</tr>
<tr>
<td>23rd June</td>
<td>Official opening of Rangiora Woodend Path</td>
<td>About 70 attended the opening. Has been great to see people using the path</td>
</tr>
</tbody>
</table>

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

(a) **Receives** report No. 180703073564.

Shona Powell  
Chair  
Woodend-Sefton Community Board  

July 2018
WAIMAKARIRI DISTRICT COUNCIL

MEMO

FILE NO AND TRIM NO: GOV-26-09-06 / 180703073567

DATE: 9 July 2018

MEMO TO: Woodend-Sefton Community Board

FROM: Board members Rhonda Mather and John Archer

SUBJECT: Members’ Information Exchange – June 2018

John Archer

Attended the workshop at the Tuahiwi Marae which I found interesting and informative. Reinforced some things I had read about and dispelled others. Well worth the effort and I would like to have further contact.

Attended the inaugural meeting of the Forestry Harvest Project Control Group. Most impressed with the level of care being exercised for such an operation that has many issues to contend with. Extraction and vehicle movements. When I walk on the beach these mornings you would hardly believe the harvest is underway apart from truck movements that are unavoidable but drivers are very courteous and adhere to speed restrictions on route.

Attended the 2nd meeting of the Northern Pegasus Bay Advisory Group. There are a few issues addressed and to be acted on. Did raise my concerns regarding shell fish and the impact of horse movements on their breeding ground along with photographic evidence. I have heard of a possible further threat from dredging of the species.

I attended the official opening of the Woodend/Rangiora Path (Ara), along with others and walked from Rangiora to Woodend. Was a slow journey and all had disbanded by the time I reached Woodend. It’s amazing the observations of things going on you see when walking and the chance meeting past acquaintances for a chat and catch up. You also become very aware of traffic noise, which you are a part of at times. This off road access is certainly a great safety measure.

I will be attending the monthly meeting of the Wooden Community Association on Monday the 2nd July.

Andrew Thompson

I attended the Woodend Rangiora Bike Path opening and rode the trail on a chilly morning afterwards.

Spent time on the Taranaki Stream Reserve

Met with some locals concerned with the coastal forest harvesting and drainage issues

Rhonda Mather

PEGASUS RESIDENTS’ GROUP INC.

• Attended committee meeting 12 June
• The Pegasus Community Centre committee met with Craig Sargison, Jim Palmer, David Ayers and Wendy Doody on 15 June to discuss short-term options for expanding the Pegasus community facilities. WDC have agreed to look into the possibility of leasing the Ray White premises in addition to the current facility. This would provide additional toilets and small meeting spaces, as well as room for community ‘drop-in’ sessions. Ray White are moving to a space upstairs. Following the meeting Councillor Wendy Doody came to Pegasus and had a look through our current community centre and noted various matters.

• Ian Lennie, President of PRGI, has been involved in several meetings and discussions with Mark Paterson (President of WCA) and Matt Doocey with regard to the Woodend Bypass being taken off the Government’s ten year plan and what might be done about it. Sadly, it doesn’t look too promising. PRGI will continue to monitor the situation and lobby for the bypass to be included in the 10 year plan at every opportunity.

• Compiled ‘Pegasus Page’ for July Woodpecker

OTHER

• 8 June – Farewell retirement morning tea for Ken Stevenson, Roading Manager. A big turnout for a very well respected man.

• 13 June – Tuahiwi Marae Cultural workshop. A great day at the marae, learning about Maori protocol and how Tuahiwi differs from other areas in some of what they do.

• 21 June – LinC (Leadership in Communities) programme at Ara.

• 23 June – Rangiora-Woodend Path opening. This path is an excellent addition to the district’s growing cycle/walkway network. I would like to see something done to stop the vehicles that are driving on it and also cutting up the road edges. A couple of days after the opening it was heartening to see a woman walking the path with a double-wide pram. She certainly couldn’t have done that before the path was constructed!

• 25 June – Attended Transport Forum at Kaiapoi Ruataniwha Centre. Guest speakers were from ECan and the Police. It was particularly interesting to hear that ECan are ‘thinking’ about the ring system of buses circulating Kaiapoi/Woodend/Pegasus/Rangiora. A review is being done around October, so that will be our chance to have a say about our local public transport. Also interesting was to hear that the NZ Police are looking at moving from an ‘output’ driven system to an ‘outcome’ driven system. This would mean that in some cases, a driving offence fine might be waived if the offender complies with certain criteria. For example; if you received a fine of $200 for not having a warrant, you could be given 14 days to go and get a warrant, then provide the proof to the Police and they would waive the fine. The theory is that you use the $200 to get your car warrant worthy instead of on the fine.

• 27 June – Attended inaugural gathering of ‘Pegasus Plus’, a new social group for Pegasus residents, plus residents of nearby areas. 18 people attended and enjoyed a quiz and afternoon tea. This group plan to meet on the 4th Wednesday of the month at the PCC for a variety of activities. Entry is $2 to help with costs.

Coming Up

• 3 July – LinC programme

• 3 July – PRGI Christmas event meeting

• 10 July – PRGI committee meeting

• 13 July – Kaiapoi Art Expo opening